



## REGULAR MEETING AGENDA

**Date:** 7/15/2024  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and  
Belle Haven Community Campus  
100 Terminal Ave., 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 Belle Haven Community Campus
- 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 and Introductions

#### 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. Study Session

- D1. Prepare a report-out to the City Council on the Library Commission work plan 2023-24 ([Staff Report LC-2024-021](#))

#### E. Regular Business

- E1. Approve the meeting minutes from the June 17, 2024 meeting ([Attachment](#))

E2. Belle Haven Community Campus operational updates ([Staff Report LC-2024-022](#))

## **F. Informational Items**

F1. Library and community services department updates ([Staff Report LC-2024-023](#))

F2. 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: 7/11/2024)



## STAFF REPORT

### Library Commission

Meeting Date:

7/15/2024

Staff Report Number:

LC-2024-021

Study Session:

Prepare a report-out to the City Council on the Library Commission work plan for 2023-24

### Recommendation

City staff recommends that the Library Commission (LC) review and prepare a report-out to the City Council on the LC's work plan for the past year 2023-24 (Attachment A). The LC chair is tentatively scheduled to present the report-out to City Council on Aug. 13.

### Policy Issues

City Council Policy CC-23-004 (Attachment B) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the LC. The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council's annual work plan. The plan, once finalized by a majority of the advisory body, will be formally presented to the City Council for direction and approval no later than Sept. 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

### Background

On July 17, 2023, the LC held a study session to review and update their work plan (Attachment C).

On Aug. 21, 2023, the LC recommended their work plan (Attachment D).

The LC is tentatively scheduled to report out to the City Council on their current work plan on Aug. 13 and present their new, recommended work plan to the City Council on Sept. 24.

### Analysis

The LC's current work plan for 2023-24 includes 10 goals (Attachment A). The goals include providing a forum for public information and discussion about City libraries; supporting and advising the preparations to open the Belle Haven Community Campus; and advising on library policies and procedures. Other goals include library-related emergency preparedness; emerging trends in library services; equitable access to library services; and receiving presentations about library programs. The current work plan also includes goals related to onboarding new Commission members; advising the library and community services departmental strategic plan; reviewing the departmental budget proposal to the City Council; and advising on potential synergies with other City departments.

What follows is a high-level summary listing of topics the LC reviewed, advised, and/or recommended during the past year 2023-24:

- Updated LC work plan for 2023-24
- Select new commission chair and vice-chair
- Departmental policy updates:
  - Bulletin board policy
  - Exhibits and displays policy
  - Library computer and internet use policy
  - Library meeting room use policy
  - Library use guidelines
  - Local author collection policy
  - User account privacy policy
- Programming and policies for the new multigenerational facility at 100 Terminal Ave.
- Recommend (jointly with the Parks and Recreation Commission) naming for the new multigenerational facility at 100 Terminal Ave.
- Recommend the Library and Community Services Department strategic plan 2024-26
- Review City-run child care program updates

In addition to the above topics, the LC provided a monthly forum for public transparency and input related to library services in Menlo Park; reviewed public suggestion box comments and responses; received departmental updates; advised on library program statistics; and received staff presentations about library programs and services.

### **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**

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. Library Commission work plan, recommended August 21, 2023, and approved by the City Council on September 26, 2023.
- B. City Council Policy #CC-23-004
- C. Hyperlink – Library Commission agenda (item D-1), July 17, 2023.  
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230717-library-commission-regular-agenda-packet.pdf>
- D. Hyperlink – Library Commission agenda (item D-2), August 21, 2023.  
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230821-library-commission-agenda-packet.pdf>



Staff Report #: LC-2024-021

Report prepared by:  
Sean S. Reinhart, Library and Community Services Director

# LIBRARY COMMISSION WORK PLAN 2023-24

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



## Work plan goals

1. As an advisory body to the City Council and a forum for public information about library issues, encourage and facilitate robust public comment and participation at Commission meetings. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
2. Support and advise the development and launch of the Menlo Park Community Campus (MPCC), focusing on library programming, service integration, and library policies within the shared space environment in the new facility, as directed by City Council.
3. Support and advise staff on the advancement of overall library system improvements, as directed by City Council.
4. Periodically review the library's public-facing policies and recommend updates, as required, with a special focus on policies that may be impacted by shared space operations at the new MPCC.
5. Establish an understanding of and advise on the library needs of the community during emergencies. This may include a review of library policies and services related to adaptations made by the library in response to emergencies.
6. Monitor any changes in how library users access the library, how library services may be changing, the impact of technology on the provision of library services, and how the Commission might help increase equitable access for community members.
7. Periodically receive staff presentations and reports about major library service areas and programs and Commissioner liaison reports about affiliates. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly.
8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners
9. Review and advise on updates to the department strategic plan and advise on any strategic plan updates made after the opening of the MPCC.
10. Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to library services. Review and advise on potential synergies with or support from other City departments.

## Work plan history

Action	Date	Notes
Work plan recommendation	August 16, 2021	Library Commission recommended
Work plan adoption	November 9, 2021	City Council approved
Work plan recommendation	August 21, 2023	Library Commission recommended
Work plan adoption	September 26, 2023	City Council approved

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004  
 Adopted June 27, 2023  
 Resolution No. 6840



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
<b>Background</b>
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq, §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

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### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.



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### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

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### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code §54972, Maddy Act).



## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

#### Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

#### Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

### Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

### Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

### Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

### **Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

### **Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840



**REGULAR MEETING MINUTES - DRAFT**

**Date:** 06/17/2024  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Menlo Park Library  
800 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Chair Orton called the meeting to order at 6:32 p.m.

**B. Roll Call**

Present: Herrick, Orton, Pollack, Shafer, Westcott, Wise  
Absent: None  
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Supervisor Rose Waldman, and Management Analyst Ashley Walker

**C. Public Comment**

C1. Public comment

None.

**D. Study Session**

D1. Prepare updates to the Library Commission annual work plan for 2024-25 (Staff Report LC-2024-017)

The Commission discussed edits, additions, priorities and removal of items from the annual work plan.

**E. Regular Business**

E1. Approve minutes from the May 22, 2024 joint meeting with the Parks and Recreation Commission, and the April 22, 2024 special meeting (Attachment)

**ACTION:** Motion and second (Pollack/ Wise), to approve the minutes from the May 22, 2024 joint meeting with the Parks and Recreation Commission and the April 22, 2024 special meeting, passed unanimously.

E2. Consider assigning Library Commission members to serve as information liaisons to library affinity groups (Staff Report LC-2024-18)

Commissioners discussed liaisons to the Menlo Park Library Foundation, Safe Routes to School, other school groups and to the Friends of the Menlo Park Library.

E3. Recommend the Library and Community Services departmental policy: library meeting room use

policy (Staff report LC-2024-019)

**ACTION:** Motion and second (Herrick/ Westcott), to recommend the Library and Community Services departmental policy: library meeting room use policy, passed unanimously.

**F. Informational Items**

F1. Library and Community Services department updates (Staff Report LC-2024-020)

The Commission received clarification on library circulation data.

F2. Library Commission tentative agenda calendar

**ACTION:** By acclamation, the Commission moved the July Library Commission meeting to the Belle Haven Community Campus.

**G. Commissioner Reports**

G1. Individual Commissioner reports

Chair Orton reported out on Menlo Park Library Foundation updates, including board openings.

Commissioner Pollack reported out on the Bike to the Library event.

**H. Adjournment**

Chair Orton adjourned the meeting at 8:16 p.m.

Management Analyst Ashley Walker



## STAFF REPORT

### Library Commission

Meeting Date:

7/9/2024

Staff Report Number:

LC-2024-022

Regular Business:

**Belle Haven Community Campus operational updates**

### Recommendation

City staff recommends that the Library review and comment on this report containing Belle Haven Community Campus (BHCC) operational updates.

### Policy Issues

The Library Commission advises the City Council on matters pertaining to the City's libraries.

### Background

The City of Menlo Park and its partners constructed a new multiservice public facility at 100 Terminal Ave. in Menlo Park's Belle Haven neighborhood. The BHCC features 37,000 square feet of floor space on two levels and is the new home to five major community-serving programs: Belle Haven Library, Belle Haven Pool, Belle Haven Youth Center, Menlo Park Senior Center, and Onetta Harris Community Center. The BHCC is an all-electric, zero combustion, net zero energy project with on-site renewable energy generation, battery microgrid, and electric vehicle charging stations, and its structural design is resilient to serve as an emergency shelter. The new facility is owned and operated by City of Menlo Park. The BHCC grand opening was held May 18, and the first day of regular operations was May 20. Additional information and documentation related to the BHCC project is available on the project website (Attachment A).

### Analysis

#### Grand opening celebration

A major community achievement was celebrated with the grand opening of the BHCC May 20. The event drew approximately 2,000 attendees who commemorated the occasion with public speeches, a ribbon cutting ceremony, self-guided tours of the new building, family-friendly activities, local entertainment, local food vendors and a community farmers market. Event attendees also received souvenirs and informational brochures about the new facility. Attendees were encouraged to walk or bike to the event, and a free shuttle service was provided by Meta to bring motorists from an off-site parking area.

#### Presentation – BHCC initial programs and services

BHCC program staff presented an overview of the BHCC's initial programs and services to a joint meeting of the Library Commission (LC) and the Parks and Recreation Commission (PRC) May 22. The staff presentation provided an overview of the multigenerational programs and services available to the public at the BHCC during the initial opening period starting May 20. The joint meeting was a hybrid meeting held in-person at the BHCC and via videoconference. The presentation slides and video are provided in Attachments B and C.

**Belle Haven Library initial report**

The new location of Belle Haven Library at BHCC began operations on May 20. Community response to the new Belle Haven Library location has been overwhelmingly positive so far. This is reflected through increased usage of the library and increased engagement by the patrons who visit. Updated library statistics are provided in Attachment D.

*Additional library programs and services under development*

Staff is currently preparing additional library programs and services for implementation tentatively during summer/fall 2024, including:

- Windows laptops for in-library use
- Chromebook laptops for take-home use
- Makerspace - 3D printer and laser cutter
- Open house information night program
- Afterschool homework support.

*Frequently Asked Questions*

Staff records the topic of every question asked at the library service counters. What follows are some of the most frequently asked questions by visitors at Belle Haven Library, in no particular order, followed by responses in parentheses.

- Who can use the library? (The library is open to all members of the public. Library cards are issued to any California resident.)
- Do I have to pay to use the library? (There is no fee to sign up for a library card, borrow books and/or media, or use the library’s common area spaces.)
- Do I have to pay to attend storytime or other library programs? (There are no attendance or registration fees for library programs. Many library programs receive funding from a local nonprofit support organization, Friends of Menlo Park Library)
- Do I need a library card to borrow materials? (Yes, a library card is required and library cards are issued to California residents.)
- How do I get a library card? (Submit a library card application online or in person at the library.)
- Is the old Belle Haven library at 413 Ivy Drive still open? What will happen to that space? (No, the old library location is closed. The old location will revert back to use by Belle Haven Elementary School.)
- Are the library hours the same as the BHCC building hours? (No. The library is open seven days, 56 hours per week except holidays, but its hours are not the same as the BHCC building, which is open seven days per week, 78 hours per week except holidays. The Belle Haven Library hours are the same as the previous Belle Haven Library location’s hours, and the same as the Menlo Park (main) library hours at 800 Alma St.)\_\_\_\_\_

**BHCC program statistics**

The library and community services department (LCS) collects statistics related to department programs, including programs at BHCC. These data help to inform decision-making and improve services to the community. Statistics are reported to the LC and PRC on a monthly basis. A high-level summary of selected program statistics related to BHCC programs from May to June is provided in Table 1.

Table 1: Summary of selected BHCC program statistics May – June 2024				
Activity	Hyperlocal	Resident	Non-resident	Total
Recreation class enrollment	128	35	27	<b>190</b>
Senior Center class enrolment	117	24	61	<b>202</b>



Youth Center enrollment	28	2	16	<b>46</b>
Open/family swim	1,697	230	182	<b>2,109</b>
Lap swim	76	95	120	<b>291</b>

Hyperlocal residents are strongly represented in class enrollment. For recreation classes, 128 of 190 total enrollees were hyperlocal residents (67%). For senior center classes, 117 of 202 total enrollees were hyperlocal residents (58%). For youth center enrollment, 28 of 46 enrollees were hyperlocal residents (61%).

Hyperlocal residents are also strongly represented in Belle Haven Pool usage. For open/family swim, 1,697 of 2,109 open/family swim pool users were hyperlocal residents (80%). For lap swim, 76 of 291 total lap swim pool users were hyperlocal residents (26%), and 95 lap swim users were other Menlo Park residents (33%). For usage of Belle Haven Pool overall, 1,773 of 2,400 total pool users were hyperlocal residents (74%).

Additional detailed enrollment statistics related to BHCC programs from May – June are provided in Attachment D.

Juneteenth celebration (observed)

The BHCC hosted its second major public event with the City of Menlo Park's Juneteenth Celebration (observed) June 15. The event had been held at Karl E. Clark Park in prior years. Approximately 300 attendees celebrated at BHCC and enjoyed cultural entertainment, live music, resource information, spoken word, local food vendors, and prize drawings. Public tributes to senior residents and video sessions to record their stories were among the event's highlights.

Suggestion box comments and responses

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. All comments are reviewed by staff, and will receive a response if contact information is provided. Anonymous comments may not receive a direct response. Suggestions and responses are reported to the LC and PRC on a regular basis. A compilation of suggestion box comments received at BHCC is provided in Attachment E.

Building safety and security

The BHCC building is open seven days per week, year-round, except holidays. Staff are present at the front entrance to the building to monitor and receive building visitors during all open hours. Program spaces in the building beyond the front lobby are also staffed during all open hours for that program, including the library, senior center, and youth center. When those program spaces are not in session and unstaffed, the spaces are closed and kept secured behind locked doors. Staff assigned to BHCC are trained and experienced at supervising the activities in public spaces, ensuring the safety and security for building staff, visitors, and property, including when and how to contact public safety (police, fire, etc.) for assistance. Staff utilize an incident report system to document and report any incidents that occur. Since opening May 20, two incidents have been documented at BHCC: one instance of athletic equipment gone missing and a false alarm due to an equipment malfunction with the elevator alarm. All access points to the BHCC building are monitored by external security cameras.

Senior Center "lunch and learn" informational program

BHCC program staff presented the first in a new series of senior center "lunch and learn" programs June 20. The purpose of the program series is to provide senior center visitors the opportunity to learn about programs and services available to them, ask questions, share ideas, and suggest topics for future lunch



and learn sessions. The June 20 session was attended by approximately 65 people. Lunch was prepared by the nutrition services team, followed by introductions and an overview of senior programs by the BHCC program staff. Several seniors in attendance expressed their concerns about changes to familiar aspects that were present in the previous senior center facility. Staff provided responses and explanations in real-time in English and Spanish and also captured feedback in writing for additional follow-up in English and Spanish. A summary of the feedback is provided in Attachment F. The lunch and learn program series is planned to take place every other month on the third Thursday; the next program is tentatively planned Aug. 15.

### **Impact on City Resources**

There are no impacts to City resources as a result of this informational report. The City of Menlo Park fiscal year 2024-25 operating budget has sufficient resources allocated to support the BHCC operations in the current fiscal year.

### **Environmental Review**

This informational 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. In addition, the City sent electronic notices directly to project email and text update subscribers from the project page (Attachment A).

### **Attachments**

- A. Hyperlink – BHCC construction project webpage: [menlopark.gov/Government/Departments/Community-Development/Projects/Completed-projects/Belle-Haven-Community-Campus-Project](https://menlopark.gov/Government/Departments/Community-Development/Projects/Completed-projects/Belle-Haven-Community-Campus-Project)
- B. Presentation slides: BHCC opening programs and services. PRC/LC joint meeting, May 22
- C. Hyperlink – Presentation video BHCC opening programs and services. PRC/LC joint meeting agenda (item C-1), May 22: [youtu.be/gWP\\_2GfKN8M?feature=shared&t=350](https://youtu.be/gWP_2GfKN8M?feature=shared&t=350)
- D. BHCC program statistics, May – June 2024
- E. BHCC suggestion box comments and responses
- F. Senior center lunch and learn summary feedback

Report prepared by:

Sean S. Reinhart, Library and Community Services Director



# BELLE HAVEN COMMUNITY CAMPUS

Opening Programs and Services

## A NEW COMMUNITY CAMPUS

Belle Haven Community Campus (BHCC) is intended to serve as a catalyst for positive change, providing essential services, opportunities, and a sense of belonging to a neighborhood that was historically underserved and overlooked in the past.

- **Gathering.** Community, events, public meetings, cultural activities
- **Learning.** Educational programs and classes
- **Empowerment.** Programs, services, and community connections
- **Sustainability.** All-electric, zero combustion, onsite solar power, battery microgrid, and electric vehicle charging
- **Resiliency.** Durable structure with seismic stability to serve as an emergency shelter.

## FOR THE COMMUNITY

### Access to resources

- Educational programs
- Job training
- Healthcare services
- Fitness and wellness

### Inclusive programs

- For all ages and abilities
- Neighborhood-oriented
- Community driven







# BELLE HAVEN LIBRARY



- Continued programming
  - Public story times 3x a week
  - English conversation club
  - Teen Advisory Group
  - Teen Fun Fridays
- New programs and classes
  - Homework Center (Monday - Thursday)
  - “Free Make” Open Art in the Makerspace



## BELLE HAVEN POOL

Through partnership with Menlo Swim and Sport

- Youth swim lessons
- Community lifeguard trainings
- Aquatic community events
- Swim exercise classes
- Youth swim camps
- Open swim times
- More ideas in the works!





# BELLE HAVEN YOUTH CENTER



- Provides parents and children with safe, structured environment for learning and growth at an affordable price
- Offers an inclusive environment for children of all backgrounds and needs
- Encourages children in relationship building and creating friendships in a positive environment
- Creates new opportunities and services for youths
  - Academics
  - Social Skills
  - Health and wellness
  - Innovation and creativity
- Strives to be a trusted resource for families.



# BELLE HAVEN YOUTH CENTER COLLABORATIONS



- **Belle Haven Library.** Literacy, reading games, makerspace
- **Belle Haven Pool.** Partnership with aquatics operator
- **Menlo Park Senior Center.** Walk-a-thon, bingo, community service
- **Onetta Harris Community Center.** Classes and programs
- **New connections.**
  - Nutrition Services Coordinator
  - Colleges
  - Tutoring
  - Dentist and clinic



## MENLO PARK SENIOR CENTER

- Provides healthy, nutritious meals
- Social interaction opportunities and emotional support
- Connects seniors to resources
- Quality of life, and a sense of purpose and belonging
- Programs include:
  - Classes for ceramics, sewing, language, arts, and fitness
  - Daily nutrition services that focus on specific needs of seniors
  - Community events for seniors.



## MENLO PARK SENIOR CENTER

Additional programs in development:

- Returning ceramics class and other art classes in the makerspace
- Tai Chi classes
- Learning of different languages
- Social Services check ups and counseling
- Emergency preparedness events
- Water exercise classes
- Zumba Gold/Movement classes for active seniors

## ONETTA HARRIS COMMUNITY CENTER

- An inclusive hub where residents can access essential resources, engage in educational opportunities, and foster social connections.
- By offering a safe and welcoming environment, Onetta Harris Community Center will be able to empower individuals to enhance their skills, build relationships, and strengthen their sense of belonging in their community.

## ONETTA HARRIS COMMUNITY CENTER

- Collaborate with local Menlo Park businesses and non-profits to bring vocational classes such as:
  - Construction
  - Health Care
  - Technology
  - Culinary Arts
- Classes taught by City employees
  - Arts & Crafts
  - Introduction to Cheer
  - Possibilities are endless!



## ONETTA HARRIS COMMUNITY CENTER

- Create new programs and classes
  - Bike program
  - Rug Tufting
  - Music Production
  - Craft Classes
  - Track & Field
  - Circuit workout
  - Futsal





## FOR THE COMMUNITY

- Comprehensive community services
- Health & wellness
- Cultural enrichment
- Social connections
- Library access and programs



## A COMMUNITY PLACE

The BHCC is a dynamic, neighborhood-oriented space where people can learn, grow, connect, and thrive.

The new campus continues to embody the qualities and spirit of community place which have been a staple in the community, even when the neighborhood was underserved in the past.





# QUESTIONS?





**THANK YOU**

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
 JULY 9, 2024

Table 1. Belle Haven Library	
Activity	June 1-30, 2024
Library items circulated	1,431
Library patron questions answered	600
Library holds filled (item requests)	42
Library program attendance	331

Table 2. Belle Haven Youth Center	
Activity	May 20 – June 30, 2024
Summer camp enrollment – hyperlocal	21
Summer camp enrollment – resident	5
Summer camp enrollment – non-resident	7
<b>Total summer camp enrollment</b>	<b>33</b>
Afterschool enrollment – hyperlocal	28
Afterschool enrollment – resident	2
Afterschool enrollment – non-resident	16
<b>Total afterschool enrollment</b>	<b>46</b>

Table 3. Menlo Park Senior Center*	
Activity	May 20 – June 30, 2024
Lunches served	683
Grocery boxes distributed	460
Senior shuttle trips	1,466
Classes offered	17
Class enrollment - hyperlocal	117
Class enrollment – residents	24
Class enrollment – non-residents	61
<b>Total class enrollment</b>	<b>202</b>

\*See registration detail in Table 5

Table 4. Onetta Harris Community Center*	
Activity	May 20 – June 30, 2024
Classes offered	263
Class enrollment - hyperlocal	128
Class enrollment – residents	35
Class enrollment – non-residents	27
<b>Total class enrollment</b>	<b>190</b>

\*See registration detail in Table 5

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
 JULY 9, 2024

Table 5. Registration detail – Recreation and senior programs, May 20 – June 30, 2024

Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
1	Advance Spanish for Kids (Thursday)	Hyperlocal	3	15	5	Th	04:30 PM - 05:30 PM	From 5/23/24 to 6/13/24	Flex Classroom	Dennis Reyes
2	Advance Spanish for Kids (Thursday)	Hyperlocal	3	15	5	Th	04:30 PM - 05:30 PM	From 5/23/24 to 6/13/24	Flex Classroom	Dennis Reyes
3	Advance Spanish for Kids (Thursday)	Non-Resident	3	15	5	Th	04:30 PM - 05:30 PM	From 5/23/24 to 6/13/24	Flex Classroom	Dennis Reyes
4	Advance Spanish for Kids (Thursday)	Non-Resident	3	15	5	Th	04:30 PM - 05:30 PM	From 5/23/24 to 6/13/24	Flex Classroom	Dennis Reyes
5	Advance Spanish for Kids (Thursday)	Non-Resident	3	15	5	Th	04:30 PM - 05:30 PM	From 5/23/24 to 6/13/24	Flex Classroom	Dennis Reyes
6	Advance Spanish for Kids (Tuesday)	Hyperlocal	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
7	Advance Spanish for Kids (Tuesday)	Hyperlocal	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
8	Advance Spanish for Kids (Tuesday)	Hyperlocal	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
9	Advance Spanish for Kids (Tuesday)	Non-Resident	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
10	Advance Spanish for Kids (Tuesday)	Non-Resident	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
11	Advance Spanish for Kids (Tuesday)	Non-Resident	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
12	Advance Spanish for Kids (Tuesday)	Resident	3	10	7	Tu	04:30 PM - 05:30 PM	From 5/21/24 to 6/11/24	Flex Classroom	Dennis Reyes
13	Beginners Spanish for Kids (Monday)	Hyperlocal	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
14	Beginners Spanish for Kids (Monday)	Hyperlocal	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
15	Beginners Spanish for Kids (Monday)	Hyperlocal	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
16	Beginners Spanish for Kids (Monday)	Hyperlocal	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
17	Beginners Spanish for Kids (Monday)	Hyperlocal	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
18	Beginners Spanish for Kids (Monday)	Non-Resident	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
19	Beginners Spanish for Kids (Monday)	Non-Resident	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
20	Beginners Spanish for Kids (Monday)	Resident	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
21	Beginners Spanish for Kids (Monday)	Resident	3	20	9	Mo	04:30 PM - 05:30 PM	From 5/20/24 to 6/10/24	Flex Classroom	Dennis Reyes
22	Beginners Spanish for Kids (Wednesday)	Hyperlocal	3	15	5	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Flex Classroom	Dennis Reyes
23	Beginners Spanish for Kids (Wednesday)	Hyperlocal	3	15	5	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Flex Classroom	Dennis Reyes

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
 JULY 9, 2024

Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
24	Beginners Spanish for Kids (Wednesday)	Hyperlocal	3	15	5	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Flex Classroom	Dennis Reyes
25	Beginners Spanish for Kids (Wednesday)	Non-Resident	3	15	5	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Flex Classroom	Dennis Reyes
26	Beginners Spanish for Kids (Wednesday)	Non-Resident	3	15	5	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Flex Classroom	Dennis Reyes
27	Bike Shop - LiveinPeace	Hyperlocal	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
28	Bike Shop - LiveinPeace	Hyperlocal	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
29	Bike Shop - LiveinPeace	Hyperlocal	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
30	Bike Shop - LiveinPeace	Hyperlocal	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
31	Bike Shop - LiveinPeace	Hyperlocal	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
32	Bike Shop - LiveinPeace	Hyperlocal	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
33	Bike Shop - LiveinPeace	Non-Resident	3	15	7	We	04:30 PM - 05:30 PM	From 5/22/24 to 6/12/24	Makerspace	Live in Peace Staff
34	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
35	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
36	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
37	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
38	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
39	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
40	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
41	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
42	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
43	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
44	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
45	Chair Exercise at BHCC	Hyperlocal	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
46	Chair Exercise at BHCC	Non-Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
47	Chair Exercise at BHCC	Non-Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera

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48	Chair Exercise at BHCC	Non-Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
49	Chair Exercise at BHCC	Non-Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
50	Chair Exercise at BHCC	Non-Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
51	Chair Exercise at BHCC	Non-Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
52	Chair Exercise at BHCC	Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
53	Chair Exercise at BHCC	Resident	10	25	20	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Movement Studio	Patty Barrera
54	Conversation for Peace and Unity	Hyperlocal	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
55	Conversation for Peace and Unity	Hyperlocal	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
56	Conversation for Peace and Unity	Hyperlocal	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
57	Conversation for Peace and Unity	Hyperlocal	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
58	Conversation for Peace and Unity	Non-Resident	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
59	Conversation for Peace and Unity	Non-Resident	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
60	Conversation for Peace and Unity	Resident	6	10	7	Tu	10:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Flex Classroom	None
61	Conversational Spanish Advance at BHCC	Non-Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
62	Conversational Spanish Advance at BHCC	Non-Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
63	Conversational Spanish Advance at BHCC	Non-Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
64	Conversational Spanish Advance at BHCC	Non-Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
65	Conversational Spanish Advance at BHCC	Non-Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
66	Conversational Spanish Advance at BHCC	Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
67	Conversational Spanish Advance at BHCC	Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
68	Conversational Spanish Advance at BHCC	Resident	10	18	8	Mo	10:00 AM - 11:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
69	Conversational Spanish Beginner at BHCC	Hyperlocal	10	18	3	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
70	Conversational Spanish Beginner at BHCC	Non-Resident	10	18	3	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
71	Conversational Spanish Beginner at BHCC	Non-Resident	10	18	3	Mo	09:00 AM - 10:00 AM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana



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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
72	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
73	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
74	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
75	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
76	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
77	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
78	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
79	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
80	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
81	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
82	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
83	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
84	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
85	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
86	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
87	Craft-Haven Creations	Hyperlocal	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
88	Craft-Haven Creations	Non-Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
89	Craft-Haven Creations	Non-Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
90	Craft-Haven Creations	Non-Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
91	Craft-Haven Creations	Non-Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
92	Craft-Haven Creations	Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
93	Craft-Haven Creations	Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
94	Craft-Haven Creations	Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
95	Craft-Haven Creations	Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff

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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
96	Craft-Haven Creations	Resident	5	14	25	Fr	05:30 PM - 06:30 PM	From 5/24/24 to 6/14/24	Makerspace	City of Menlo Park Staff
97	Drawing and Painting for Seniors at BHCC	Hyperlocal	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
98	Drawing and Painting for Seniors at BHCC	Hyperlocal	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
99	Drawing and Painting for Seniors at BHCC	Hyperlocal	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
100	Drawing and Painting for Seniors at BHCC	Hyperlocal	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
101	Drawing and Painting for Seniors at BHCC	Hyperlocal	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
102	Drawing and Painting for Seniors at BHCC	Hyperlocal	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
103	Drawing and Painting for Seniors at BHCC	Non-Resident	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
104	Drawing and Painting for Seniors at BHCC	Resident	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
105	Drawing and Painting for Seniors at BHCC	Resident	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
106	Drawing and Painting for Seniors at BHCC	Resident	10	20	10	Mo	10:00 AM - 11:30 AM	From 5/20/24 to 8/19/24	Makerspace	Jorel Thomson
107	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
108	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
109	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
110	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
111	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
112	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
113	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
114	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
115	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
116	Engineering Design with StreetCode Academy	Hyperlocal	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
117	Engineering Design with StreetCode Academy	Resident	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
118	Engineering Design with StreetCode Academy	Resident	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
119	Engineering Design with StreetCode Academy	Resident	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)



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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
120	Engineering Design with StreetCode Academy	Resident	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
121	Engineering Design with StreetCode Academy	Resident	6	15	15	Th	04:00 PM - 06:00 PM	From 5/23/24 to 6/13/24	Makerspace	Isabella Abelgas (StreetCode)
122	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
123	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
124	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
125	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
126	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
127	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
128	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
129	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
130	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
131	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
132	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
133	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
134	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
135	English as a Second Language (ESL) for Seniors at BHCC	Hyperlocal	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
136	English as a Second Language (ESL) for Seniors at BHCC	Non-Resident	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
137	English as a Second Language (ESL) for Seniors at BHCC	Non-Resident	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
138	English as a Second Language (ESL) for Seniors at BHCC	Non-Resident	10	18	17	Mo	11:00 AM - 12:00 PM	From 5/20/24 to 6/24/24	Flex Classroom	Alex De La Quintana
139	Fellowship Circle (Spanish) - Fridays at BHCC	Hyperlocal	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
140	Fellowship Circle (Spanish) - Fridays at BHCC	Hyperlocal	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
141	Fellowship Circle (Spanish) - Fridays at BHCC	Hyperlocal	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
142	Fellowship Circle (Spanish) - Fridays at BHCC	Hyperlocal	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
143	Fellowship Circle (Spanish) - Fridays at BHCC	Hyperlocal	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana

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144	Fellowship Circle (Spanish) - Fridays at BHCC	Non-Resident	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
145	Fellowship Circle (Spanish) - Fridays at BHCC	Non-Resident	8	18	7	Fr	10:00 AM - 11:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
146	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
147	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
148	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
149	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
150	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
151	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
152	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
153	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
154	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
155	Fit & Fabulous 40+ Bootcamp	Resident	3	20	10	We,Fr	08:00 AM - 08:30 AM	From 5/22/24 to 6/14/24	Movement Studio	None
156	Folklorico at BHCC	Hyperlocal	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
157	Folklorico at BHCC	Hyperlocal	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
158	Folklorico at BHCC	Non-Resident	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
159	Folklorico at BHCC	Non-Resident	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
160	Folklorico at BHCC	Non-Resident	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
161	Folklorico at BHCC	Non-Resident	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
162	Folklorico at BHCC	Resident	8	10	7	Tu	10:00 AM - 11:00 AM	From 5/21/24 to 6/25/24	Movement Studio	Patty Barrera
163	Intro to Cheerleading	Hyperlocal	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
164	Intro to Cheerleading	Hyperlocal	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
165	Intro to Cheerleading	Hyperlocal	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
166	Intro to Cheerleading	Hyperlocal	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
167	Intro to Cheerleading	Hyperlocal	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff

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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
168	Intro to Cheerleading	Hyperlocal	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
169	Intro to Cheerleading	Resident	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
170	Intro to Cheerleading	Resident	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
171	Intro to Cheerleading	Resident	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
172	Intro to Cheerleading	Resident	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
173	Intro to Cheerleading	Resident	4	10	11	We	05:00 PM - 06:30 PM	From 5/22/24 to 6/12/24	Movement Studio	City of Menlo Park Staff
174	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
175	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
176	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
177	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
178	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
179	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
180	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
181	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
182	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
183	Intro to Youth Coding	Hyperlocal	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
184	Intro to Youth Coding	Non-Resident	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
185	Intro to Youth Coding	Resident	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
186	Intro to Youth Coding	Resident	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
187	Intro to Youth Coding	Resident	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
188	Intro to Youth Coding	Resident	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
189	Intro to Youth Coding	Resident	5	16	16	Tu	05:00 PM - 06:00 PM	From 5/21/24 to 6/11/24	Makerspace	Build Play Learn Staff
190	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
191	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall

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192	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
193	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
194	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
195	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
196	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
197	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
198	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
199	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
200	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
201	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
202	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
203	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
204	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
205	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
206	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
207	Meditation and Acupressure	Hyperlocal	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
208	Meditation and Acupressure	Non-Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
209	Meditation and Acupressure	Non-Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
210	Meditation and Acupressure	Non-Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
211	Meditation and Acupressure	Non-Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
212	Meditation and Acupressure	Non-Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
213	Meditation and Acupressure	Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
214	Meditation and Acupressure	Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall
215	Meditation and Acupressure	Resident	10	26	26	We	10:00 AM - 11:00 AM	From 5/22/24 to 6/26/24	Movement Studio	Patricia Mayall

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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
216	Senior Pool Table and Dominos	Hyperlocal	10	18	6	Mo,Tu,We,Th,Fr	09:00 AM - 02:30 PM	From 6/06/24 to 6/28/24	Lounge	None
217	Senior Pool Table and Dominos	Hyperlocal	10	18	6	Mo,Tu,We,Th,Fr	09:00 AM - 02:30 PM	From 6/06/24 to 6/28/24	Lounge	None
218	Senior Pool Table and Dominos	Hyperlocal	10	18	6	Mo,Tu,We,Th,Fr	09:00 AM - 02:30 PM	From 6/06/24 to 6/28/24	Lounge	None
219	Senior Pool Table and Dominos	Hyperlocal	10	18	6	Mo,Tu,We,Th,Fr	09:00 AM - 02:30 PM	From 6/06/24 to 6/28/24	Lounge	None
220	Senior Pool Table and Dominos	Non-Resident	10	18	6	Mo,Tu,We,Th,Fr	09:00 AM - 02:30 PM	From 6/06/24 to 6/28/24	Lounge	None
221	Senior Pool Table and Dominos	Non-Resident	10	18	6	Mo,Tu,We,Th,Fr	09:00 AM - 02:30 PM	From 6/06/24 to 6/28/24	Lounge	None
222	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
223	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
224	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
225	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
226	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
227	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
228	Senior Soul Line Dance	Hyperlocal	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
229	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
230	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
231	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
232	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
233	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
234	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
235	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
236	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
237	Senior Soul Line Dance	Non-Resident	7	30	16	Th	09:30 AM - 10:30 AM	From 5/23/24 to 6/20/24	Movement Studio	Juanita Croft
238	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
239	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson



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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
240	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
241	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
242	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
243	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
244	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
245	Sewing and Crafts	Hyperlocal	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
246	Sewing and Crafts	Non-Resident	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
247	Sewing and Crafts	Resident	0	0	10	Fr	10:00 AM - 11:30 AM	From 5/31/24 to 6/28/24	Makerspace	Jorel Thomson
248	Soul Line Dance	Hyperlocal	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
249	Soul Line Dance	Hyperlocal	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
250	Soul Line Dance	Hyperlocal	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
251	Soul Line Dance	Non-Resident	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
252	Soul Line Dance	Non-Resident	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
253	Soul Line Dance	Non-Resident	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
254	Soul Line Dance	Resident	5	30	7	Sa	10:30 AM - 12:00 PM	From 5/25/24 to 6/08/24	Movement Studio	Juanita Croft
255	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
256	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
257	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
258	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
259	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
260	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
261	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
262	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
263	Strong for Life	Hyperlocal	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova



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264	Strong for Life	Non-Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
265	Strong for Life	Non-Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
266	Strong for Life	Non-Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
267	Strong for Life	Non-Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
268	Strong for Life	Non-Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
269	Strong for Life	Non-Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
270	Strong for Life	Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
271	Strong for Life	Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
272	Strong for Life	Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
273	Strong for Life	Resident	10	20	19	Fr	09:00 AM - 09:45 AM	From 5/31/24 to 6/28/24	Movement Studio	Lida Tesarkova
274	Technology Roundtable for Seniors	Hyperlocal	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
275	Technology Roundtable for Seniors	Hyperlocal	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
276	Technology Roundtable for Seniors	Hyperlocal	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
277	Technology Roundtable for Seniors	Hyperlocal	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
278	Technology Roundtable for Seniors	Hyperlocal	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
279	Technology Roundtable for Seniors	Non-Resident	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
280	Technology Roundtable for Seniors	Non-Resident	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
281	Technology Roundtable for Seniors	Non-Resident	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
282	Technology Roundtable for Seniors	Resident	6	10	9	Fr	09:00 AM - 10:00 AM	From 5/24/24 to 6/28/24	Flex Classroom	Alex De La Quintana
283	Traditional Aztec Dance (Monday)	Hyperlocal	5	0	2	Mo	06:00 PM - 08:00 PM	From 5/20/24 to 6/10/24	Event Room A	Gerardo Salinas
284	Traditional Aztec Dance (Monday)	Hyperlocal	5	0	2	Mo	06:00 PM - 08:00 PM	From 5/20/24 to 6/10/24	Event Room A	Gerardo Salinas
285	Traditional Aztec Dance (Weds)	Hyperlocal	0	0	4	We	06:00 PM - 08:00 PM	From 5/22/24 to 6/12/24	Event Room A	Gerardo Salinas
286	Traditional Aztec Dance (Weds)	Hyperlocal	0	0	4	We	06:00 PM - 08:00 PM	From 5/22/24 to 6/12/24	Event Room A	Gerardo Salinas
287	Traditional Aztec Dance (Weds)	Hyperlocal	0	0	4	We	06:00 PM - 08:00 PM	From 5/22/24 to 6/12/24	Event Room A	Gerardo Salinas

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288	Traditional Aztec Dance (Weds)	Hyperlocal	0	0	4	We	06:00 PM - 08:00 PM	From 5/22/24 to 6/12/24	Event Room A	Gerardo Salinas
289	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
290	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
291	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
292	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
293	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
294	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
295	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
296	Travel Around the World! at BHCC	Hyperlocal	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
297	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
298	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
299	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
300	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
301	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
302	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
303	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
304	Travel Around the World! at BHCC	Non-Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
305	Travel Around the World! at BHCC	Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
306	Travel Around the World! at BHCC	Resident	10	18	18	Fr	11:00 AM - 12:00 PM	From 5/24/24 to 6/28/24	Flex Classroom	Dan Fillin
307	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
308	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
309	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
310	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
311	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
 JULY 9, 2024

Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
312	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
313	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
314	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
315	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
316	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
317	Yoga Chair & Stand at BHCC	Hyperlocal	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
318	Yoga Chair & Stand at BHCC	Non-Resident	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
319	Yoga Chair & Stand at BHCC	Non-Resident	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
320	Yoga Chair & Stand at BHCC	Resident	10	25	14	Tu	11:00 AM - 11:45 AM	From 5/21/24 to 6/25/24	Movement Studio	Patricia Mayall
321	Bike Shop - LiveinPeace	Hyperlocal	3	15	5	We	04:00 PM - 05:00 PM	From 6/26/24 to 8/21/24	Makerspace	Live in Peace Staff
322	Bike Shop - LiveinPeace	Hyperlocal	3	15	5	We	04:00 PM - 05:00 PM	From 6/26/24 to 8/21/24	Makerspace	Live in Peace Staff
323	Bike Shop - LiveinPeace	Hyperlocal	3	15	5	We	04:00 PM - 05:00 PM	From 6/26/24 to 8/21/24	Makerspace	Live in Peace Staff
324	Bike Shop - LiveinPeace	Hyperlocal	3	15	5	We	04:00 PM - 05:00 PM	From 6/26/24 to 8/21/24	Makerspace	Live in Peace Staff
325	Bike Shop - LiveinPeace	Hyperlocal	3	15	5	We	04:00 PM - 05:00 PM	From 6/26/24 to 8/21/24	Makerspace	Live in Peace Staff
326	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
327	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
328	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
329	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
330	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
331	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
332	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
333	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
334	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
335	Craft-Haven Creations	Hyperlocal	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff

CITY OF MENLO PARK  
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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
336	Craft-Haven Creations	Non-Resident	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
337	Craft-Haven Creations	Non-Resident	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
338	Craft-Haven Creations	Resident	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
339	Craft-Haven Creations	Resident	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
340	Craft-Haven Creations	Resident	5	14	16	We	05:30 PM - 06:30 PM	From 6/26/24 to 7/17/24	Makerspace	City of Menlo Park Staff
341	Craft-Haven Creations - Tote Bag Decorating	Hyperlocal	5	10	5	Fr	06:00 PM - 07:00 PM	From 6/28/24 to 6/28/24	None	City of Menlo Park Staff
342	Craft-Haven Creations - Tote Bag Decorating	Hyperlocal	5	10	5	Fr	06:00 PM - 07:00 PM	From 6/28/24 to 6/28/24	None	City of Menlo Park Staff
343	Craft-Haven Creations - Tote Bag Decorating	Hyperlocal	5	10	5	Fr	06:00 PM - 07:00 PM	From 6/28/24 to 6/28/24	None	City of Menlo Park Staff
344	Craft-Haven Creations - Tote Bag Decorating	Hyperlocal	5	10	5	Fr	06:00 PM - 07:00 PM	From 6/28/24 to 6/28/24	None	City of Menlo Park Staff
345	Craft-Haven Creations - Tote Bag Decorating	Non-Resident	5	10	5	Fr	06:00 PM - 07:00 PM	From 6/28/24 to 6/28/24	None	City of Menlo Park Staff
346	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
347	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
348	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
349	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
350	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
351	Fit & Fabulous 40+ Bootcamp	Hyperlocal	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
352	Fit & Fabulous 40+ Bootcamp	Non-Resident	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
353	Fit & Fabulous 40+ Bootcamp	Resident	3	20	8	We,Fr	08:00 AM - 08:30 AM	From 6/26/24 to 7/26/24	Movement Studio	Tracie VanHook
354	Intro to 3D printing design & electronics	Hyperlocal	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
355	Intro to 3D printing design & electronics	Hyperlocal	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
356	Intro to 3D printing design & electronics	Hyperlocal	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
357	Intro to 3D printing design & electronics	Hyperlocal	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
358	Intro to 3D printing design & electronics	Hyperlocal	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
359	Intro to 3D printing design & electronics	Hyperlocal	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff

CITY OF MENLO PARK  
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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
360	Intro to 3D printing design & electronics	Resident	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
361	Intro to 3D printing design & electronics	Resident	5	16	9	Mo	05:00 PM - 06:00 PM	From 6/24/24 to 8/05/24	Makerspace	Build Play Learn Staff
362	Intro to Youth Coding	Hyperlocal	5	16	7	Tu	05:00 PM - 06:00 PM	From 6/25/24 to 8/06/24	Makerspace	Build Play Learn Staff
363	Intro to Youth Coding	Hyperlocal	5	16	7	Tu	05:00 PM - 06:00 PM	From 6/25/24 to 8/06/24	Makerspace	Build Play Learn Staff
364	Intro to Youth Coding	Hyperlocal	5	16	7	Tu	05:00 PM - 06:00 PM	From 6/25/24 to 8/06/24	Makerspace	Build Play Learn Staff
365	Intro to Youth Coding	Resident	5	16	7	Tu	05:00 PM - 06:00 PM	From 6/25/24 to 8/06/24	Makerspace	Build Play Learn Staff
366	Intro to Youth Coding	Resident	5	16	7	Tu	05:00 PM - 06:00 PM	From 6/25/24 to 8/06/24	Makerspace	Build Play Learn Staff
367	Intro to Youth Coding	Resident	5	16	7	Tu	05:00 PM - 06:00 PM	From 6/25/24 to 8/06/24	Makerspace	Build Play Learn Staff
368	Senior Soul Line Dance	Non-Resident	5	30	3	Sa	11:00 AM - 12:30 PM	From 6/22/24 to 8/31/24	Movement Studio	Juanita Croft
369	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
370	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
371	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
372	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
373	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
374	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
375	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
376	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
377	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
378	Summer Fun Dance	Hyperlocal	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
379	Summer Fun Dance	Non-Resident	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
380	Summer Fun Dance	Non-Resident	4	30	12	We	05:30 PM - 06:30 PM	From 6/26/24 to 8/07/24	Movement Studio	Juakila McConnell
381	Zumba	Hyperlocal	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen
382	Zumba	Hyperlocal	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen
383	Zumba	Hyperlocal	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen

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 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
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Ref #	Event name	Participant's residency	Event min. capacity	Event max. capacity	Total participants booked	Day of the week	Event time	Event schedule	Facility	Instructor
384	Zumba	Hyperlocal	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen
385	Zumba	Hyperlocal	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen
386	Zumba	Non-Resident	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen
387	Zumba	Resident	5	15	7	Tu	06:00 PM - 07:00 PM	From 6/25/24 to 8/27/24	Movement Studio	Kristine Ubungen



CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
 JULY 9, 2024

Table 6. Belle Haven Pool															
Lap swim (deep pool)								Open/ family swim (shallow pool)							
Date	Member			Drop-in			Total Lap	Member			Drop-in			Total Open	Total
	HL	R	NR	HL	R	NR		HL	R	NR	HL	R	NR		
Monday, May 20		3		3	3		9	3			5		2	10	19
Tuesday, May 21				2	4	3	9				8	3	4	15	24
Wednesday, May 22		4		3	4	3	14				32		3	35	49
Thursday, May 23		2	4	1	1	1	9				15			15	24
Friday, May 24			2	2	3		7				19	2	1	22	29
Saturday, May 25				Closed							Closed				0
Sunday, May 26				Closed							Closed				0
Monday, May 27				Closed							Closed				0
Tuesday, May 28			1		1	1	3	2			5			7	10
Wednesday, May 29			3		4	1	8	2	3		23	2	1	31	39
Thursday, May 30		1	2	1		2	6	5	3		19	3		30	36
Friday, May 31			1	3	1		5	5		4	10	1		20	25
Saturday, June 01			1	3			4	5			40	1	3	49	53
Sunday, June 02		1	1	1		1	4	9			47		2	58	62
Monday, June 03		1		3	2		6	4			7			11	17
Tuesday, June 04		1	2	1	2		6	20			42	4	4	70	76
Wednesday, June 05	1	2	2	2	1		8	22	4		83		6	115	123
Thursday, June 06		1	2				3	9		4	22	3		38	41
Friday, June 07			3		2	1	6	22	2	4	32			60	66
Saturday, June 08					2		2	20	1	4	15	5	6	51	53
Sunday, June 09		3			2	2	7	19	4	4	27	6	12	72	79
Monday, June 10	1	1	5	2	2	1	12	17	3	2	41		12	75	87
Tuesday, June 11	2	2	4	1	1	1	11	39	17		121	10	8	195	206

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – ACTIVITY STATISTICS  
 JULY 9, 2024

Date	HL	R	NR	HL	R	NR	Total Lap	HL	R	NR	HL	R	NR	Total Open	Total
Wednesday, June 12	1	2	3		3	1	<b>10</b>	36		3	42	4	14	<b>99</b>	<b>109</b>
Thursday, June 13			10	2	5	8	<b>25</b>	26	4	5	36		1	<b>72</b>	<b>97</b>
Friday, June 14		1	2	2	4	1	<b>10</b>	24	9	3	47	9		<b>92</b>	<b>102</b>
Saturday, June 15	2		1	1	1	2	<b>7</b>	17	6	4	24	1		<b>52</b>	<b>59</b>
Sunday, June 16	1				1		<b>2</b>	44	3	2	36	10	3	<b>98</b>	<b>100</b>
Monday, June 17	2	2	2	5	1	3	<b>15</b>	29	6	3	53	14	2	<b>107</b>	<b>122</b>
Tuesday, June 18	2		2	1	2		<b>7</b>	37	3	4	33	6	3	<b>86</b>	<b>93</b>
Wednesday, June 19	1		3	4	4	1	<b>13</b>	39	10		46	5	9	<b>109</b>	<b>122</b>
Thursday, June 20	2		5			7	<b>14</b>	25	1	2	13	3	2	<b>46</b>	<b>60</b>
Friday, June 21	2	3	5	4		2	<b>16</b>	22	4	5	50			<b>81</b>	<b>97</b>
Saturday, June 22		2	3	2	2	1	<b>10</b>	16	8	4	55	4	2	<b>89</b>	<b>99</b>
Sunday, June 23	1	1	1	4	1	1	<b>9</b>	32	3	4	42	24	5	<b>110</b>	<b>119</b>
Monday, June 24	1	2	4	4	1	2	<b>14</b>	25	11		32	5	16	<b>89</b>	<b>103</b>
<b>Grand total</b>	<b>19</b>	<b>35</b>	<b>74</b>	<b>57</b>	<b>60</b>	<b>46</b>	<b>291</b>	<b>575</b>	<b>105</b>	<b>61</b>	<b>1,122</b>	<b>125</b>	<b>121</b>	<b>2,109</b>	<b>2,400</b>
HL = Hyperlocal resident    R = Menlo Park resident    NR = Non-resident															

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – SUGGESTIONS AND RESPONSES  
 MAY - JUNE, 2024

Date	Suggestion	Response
2024-05-18	I think that there should be a joint gym and pool membership instead of the two separately as an option.	Thank you for providing a comment in our suggestion box at BHCC regarding memberships. We will look into the opportunity of aligning membership between the general recreation/fitness programs and the pools though want to let you know that the general recreation/fitness programs are offered by the city and the pool programs are offered by a third party operator, Team Sheeper. The systems are similar but remain separate for that reason. We understand that this may be a bit cumbersome for our customers/community though appreciate your participation and support. Please let us know if you have further comments. Thank you! Best, Tricia
2024-05-18	Belle Haven basketball league	[No contact info.] A basketball league is being planned tentatively for Fall 2024 / Winter 2025. --Sean
2024-05-18	Adult Women's Volleyball classes	Thank you for the suggestion. I will ensure the staff at BHCC looks into this request. If you know anyone who might be interested in teaching a women's volleyball class, please have them contact me. Best, Rondell
2024-05-18	Language classes for non-senior adults	Thank you for the suggestion. I've forwarded your message to the recreation coordinator for consideration. Best, Rondell
2024-05-18	Thank you Meta! Please name something Onnetta Harris. Please bring back our community market. It was great way for the community to meet!	Thank you for your comment. We will consider your suggestion. Please let us know if you have any additional suggestions or requests. Best, Rondell
2024-05-18	It would be great to have pickleball court in the near future.	Thank you for your comment. There are four pickleball courts now available for public use at Kelly Park behind the athletic field, next door to Belle Haven Community Campus. Best, Rondell
2024-05-20	I don't drive and have no way to get to Belle Haven. Why did you move the classes? Why force old women to get into cars and then drive on a busy freeway to get to class?	Phone call: Commenter was appreciative of the call back. They have some concerns about transportation and the shuttle departure/arrival times being too far apart for her convenience because they have no other reliable method to get to BHCC. Overall, they displeased by the perceived lack of senior programming at the Burgess campus but is encouraged that the city is looking into all suggestions/concerns. --Tricia
2024-05-21	More shade in playground please. It will get so hot in the summer!	Called and spoke with commenter about this request. Advised that we are evaluating the possibility of installing shade options on the playground. --Rondell
2024-05-23	Put in a Starbucks upstairs	Thanks for submitting your suggestion. We aren't able to build a Starbucks or other coffee shop due to space limitations and other factors, but we're looking at other possibilities. Thanks, Rondell
2024-05-28	For weight room: Several mats people could lay on to do crunches. 1-2 benches that recline at an angle to do abs. 1 machine that people move their chest forward for crunches. 3-4 medicine balls of different weights including 6,8,10,12#. Thanks!	Thank you for the suggestion, we'll make sure staff looks into it. Best, Rondell

CITY OF MENLO PARK  
 BELLE HAVEN COMMUNITY CAMPUS – SUGGESTIONS AND RESPONSES  
 MAY - JUNE, 2024

Date	Suggestion	Response
2024-06-03	The family bathroom and women's locker room (and prob men's locker room) need baby changing tables @ Belle Haven Comm Center.	Called and spoke with commenter about this request. Informed them where changing tables currently are located. Advised that we are evaluating the possibility of installing additional changing tables in the family restrooms and locker rooms. --Rondell
2024-06-03	We want ping pong table tennis class.	Thanks for the comment, we will evaluate for potential future classes. Best, Rondell
2024-06-03	Add cleaning disinfectant wipes to the gym! pls!	Thanks for the suggestion, good idea, will do! Best, Rondell
2024-06-03	I have been looking so forward to using one of the beautiful pools at the new senior center after my classes are finished. I was very disappointed to find out that for non resident, one visit will cost \$10. Unfortunately I , and most likely most of us seniors are unable to afford to pay so much. I wish that the charge for using the pool would be more reasonable. Thank you, sincerely	Thank you for your comment regarding the senior pricing for use of the pools at BHCC. There will be another review of aquatics fees this year through our master fee schedule process. We will take this into consideration during this review. Best, Tricia
2024-06-08	BHCC only has changing tables in the first floor men/women restroom and those are reserved for the childcare children during operating hours. Can we please add more or at least in the family restroom or locker rooms?	Thank you for your feedback card. I'd like to let you know that we have put in a request to add a changing table to the family restroom at the Belle Haven Community Campus. Also, In reference to the downstairs bathrooms, the community is able to use those but a priority is designated to the children enrolled in our after school program between the hours of 12p-6pm. However, if the children are not physically in the restroom, any member from the community may use it. Please let me know if you have any additional questions. Thanks so much. --Natalya
2024-06-10	For pool: Flags to facilitate backstroke. For dressing room: soap in showers, suit spinner, more benches, drain in floor.	We received your comment in the suggestion box at Belle Haven community campus pools. Thank you for your feedback regarding the pools and locker rooms. The backstroke flags have been ordered and are on their way. We are also sourcing additional benches for the locker rooms. I will look into the other items as stated in the comments. We appreciate your support. Best, Tricia
2024-06-13	Need more bench in the men's locker room. That 1 short bench is NOT ENOUGH	We received your comment in the suggestion box at Belle Haven community campus. Thank you for your feedback regarding the locker rooms. We are sourcing additional benches for the locker rooms. We appreciate your support. Best, Tricia
2024-06-24	A clock at the Belle Haven Pool	We received your comment in the suggestion box at Belle Haven community campus. Thank you for your feedback. We are sourcing a clock for the Belle Haven Pool. We appreciate your support. Best, Tricia

June 20, 2024

Senior Center “lunch and learn” informational program notes

BHCC program staff presented the first in a new series of senior center “lunch and learn” programs on June 20. The purpose of the program series is to provide senior center visitors the opportunity to learn about programs and services available to them, ask questions, share ideas, and suggest topics for future lunch and learn sessions. The lunch and learn program series is planned to take place every other month on the third Thursday; the next program is tentatively planned for Aug. 15.

Prior to the June 20 lunch and learn program, a group of seniors sent a letter to the Mayor and City Manager signed by approximately 100 residents expressing their concerns about changes to familiar aspects that were present in the previous senior center facility. The June 20 lunch and learn program provided an opportunity for a community conversation about the concerns.

The June 20 session was attended by approximately 65 people. Lunch was prepared by the nutrition services team and was followed by introductions and an overview of senior programs by BHCC program staff. Several seniors in attendance the opportunity to express their concerns and share suggestions about the facility and programs. Staff provided responses and explanations in real-time and also captured feedback in writing for additional follow-up. A summary of the feedback is provided below.

Space and amenities

- Concern about size of the space available for seniors
- Request to add second pool table
- Request to bring back the piano
- Concern about maneuverability around the pool table, safety of pool cues.
- Concern that outlets on the floor could pose a tripping hazard.

Supplies and furniture

- Requests for new pool cues, dominoes, other cards, supplies
- Request for sturdier chairs in dining room with a handle and higher seat
- Request to add clocks to all rooms with bigger numbers.

Programs and hours

- Comment that pool table used to be available until 4pm, now is only until 2pm.
- Request access to computers
- Request confirmation that special events will be restarted in the near future

Other concerns

- Comment that a three-story building was proposed, but only a two-story building was built.
- Comment that the seniors were promised that the new space would be exactly the same as the old one, but it is not the same.
- Request for transportation to/from East Palo Alto (at least for seniors that used to receive transportation, if not new members)
- Concern that the lunch and learn session wasn't recorded

BHCC program staff are compiling the feedback onto a follow-up board to be posted at the Senior Center in English and Spanish, along with responses and information to each feedback item.



## STAFF REPORT

### Library Commission

Meeting Date:

7/15/2024

Staff Report Number:

LC-2024-023

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

#### June 2024 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics through June 2024 are provided in Attachment A.

#### Suggestion box comments and responses

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. A compilation of comments is provided with this informational report. (Attachment B).

#### Heat maps showing library usage by age group

LCS maintains basic details of library card holders. Heat maps of library users segmented by age group were created using the date of birth and primary addresses from the library cardholder data (Attachment C). The density depicted on these heat maps correlates with population density in residential areas while suggesting patterns in usage and engagement across different age groups:

- High levels of engagement among young children ages 0-5 years, potentially due to early literacy programs and age-appropriate library events
- High levels of participation among school-aged children ages 6-12 years, potentially encouraged through popular programs such as the Summer Reading Game.
- Very high levels of engagement among teens ages 13-18 years, possibly indicating the teen community's desire for study and social spaces and resources for learning and entertainment



- Robust engagement from adults ages 18 and over, potentially due to established library programs and services such as library books and media, lifelong learning programs, and literacy support.

### Summer Reading Game

Summer reading programs are designed to help children retain and improve their reading proficiency during the summer months while they are away from the classroom and not participating in formal literacy programs. Menlo Park's annual Summer Reading Game offers participating library patrons of all ages a fun and engaging way to discover great books, experience fun community activities, and use reading to earn incentive prizes donated by Friends of Menlo Park Library. The Summer Reading Game runs June-August and is open to all ages. Participants can sign up online (Attachment D).

From June 1 to July 10, the Summer Reading Game has had 1,280 total signups, with seven weeks still left to sign up. By comparison, there were 1,233 total signups in all of 2023. What follows is a breakdown of signups by age category:

- Adults ages 18 years and up: 499
- Teens ages 12-17 years: 137
- School-aged children ages 6-11 years: 408
- Young children ages 0-5 years: 236

From June 1 to July 10, Summer Reading Game participants have collectively logged 137,535 minutes read and 1,076 books completed. In the current year program, 8% of participants self-report that they are users of the Belle Haven Library, compared to 4-5% in recent past years.

### **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. June 2024 statistics
- B. Suggestion box comments and responses
- C. Heat maps showing library users by age group
- D. Hyperlink: Summer Reading Game <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game>

Report prepared by:

Ashley Walker, Management Analyst

Rose Waldman, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

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

Table 1. Library items circulated

Location	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
800 Alma St.	49,544	49,616	49,164	45,192	43,407	41,761	44,732	45,775	43,546	47,636	43,829	44,715	46,477
413 Ivy Dr./ BHCC*	1,088	1,112	1,197	918	877	850	929	846	1,043	1,217	980	1,051	2,442
Online / Digital	9,891	10,368	9,970	10,332	11,598	11,598	12,082	12,977	11,862	12,227	11,547	12,204	12,910

\*Between Apr – May 2024, the Belle Haven Branch Library at 413 Ivy Dr was relocated to the Belle Haven Community Campus (BHCC).

Table 2. Library cards

	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
New library cards issued – MP residents	330	322	207	181	150	139	122	158	170	117	158	122	263
Total MP resident library cardholders	21,733	21,189	21,808	22,105	22,020	22,327	22,133	22,415	23,177	23,369	22,715	22,826	22,273

Table 3. Library patron questions answered

Location	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
800 Alma St.	3,496	3,282	3,294	2,753	3,046	2,977	3,169	3,342	3,167	3,360	3,118	3,105	3,761
413 Ivy Dr./ BHCC*	744	264	345	337	244	244	255	273	204	244	201	250	600

\*Between Apr – May 2024, the Belle Haven Branch Library at 413 Ivy Dr was relocated to the Belle Haven Community Campus (BHCC).

Table 4. Library holds filled (item requests)

Location	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Incoming holds 800 Alma St.	4,472	3,968	4,121	4,043	4,076	3,760	3,861	4,419	3,895	3,871	3,597	3,953	3,930
Outgoing holds 800 Alma St.	3,252	3,050	3,968	3,238	3,062	3,171	2,688	3,471	3,074	3,311	3,122	3,078	3,293
Incoming holds 413 Ivy Dr./ BHCC *	144	195	183	154	154	120	87	158	116	78	72	47	109
Outgoing holds 413 Ivy Dr./ BHCC *	159	183	157	190	190	177	160	191	144	175	154	22	23

\*Between Apr – May 2024, the Belle Haven Branch Library at 413 Ivy Dr was relocated to the Belle Haven Community Campus (BHCC).

Table 5. Library foot traffic (gate count)

Location	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
800 Alma St.	13,108	-	-	-	13,541	12,580	12,283	14,060	13,183	15,066	12,763	12,949	14,038
413 Ivy Dr. / BHCC*	1,231	1,034	1,261	1,169	1,248	1,148	1,041	1,050	981	1,220	875	*Not yet installed	4,101

\*Between Apr – May 2024, the Belle Haven Branch Library at 413 Ivy Dr was relocated to the Belle Haven Community Campus (BHCC).

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

Table 6. Library program attendance													
	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Total program attendance 800 Alma St.	822	1,653	1,405	883	1,121	754	798	1,000	1,163	993	1,080	1,171	998
# of programs 800 Alma St.	27	30	36	30	36	37	31	31	26	27	37	34	36
Total program attendance 413 Ivy Dr./ BHCC*	116	157	296	132	116	158	125	48	144	110	59	68	331
# of programs 413 Ivy Dr./ BHCC*	8	8	8	9	7	9	8	6	7	8	5	5	10

\*Between Apr – May 2024, the Belle Haven Branch Library at 413 Ivy Dr was relocated to the Belle Haven Community Campus (BHCC).

Table 7. Preschool child development – enrollment													
Location	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Menlo Children's Center	38	33	33	23	23	26	28	27	29	33	38	37	41
Belle Haven Child Development Center	65	45	43	48	50	53	60	56	62	62	63	63	63

Table 8. School age child development (after school enrichment) – enrollment													
Location	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Menlo Children's Center - After School	28	30	27	28	30	34	33	36	36	36	32	32	22
Belle Haven Youth Center	42	28	56	54	54	54	54	52	52	52	52	52	45

Table 9. Senior Center services													
	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	*Apr 2024	May 2024	Jun 2024
Lunches served	656	570	482	519	642	422	315	511	521	435	-	243	683
Grocery boxes distributed	576	460	460	460	460	230	230	460	460	460	-	230	460
Senior shuttle trips	1,124	1,010	1,006	1,158	1,200	1,057	761	1,126	1,170	1,162	-	614	1,466
Rideshare trips	252	-	-	-	-	-	-	-	-	-	-	-	-

\*Senior Center closed in April and part of May 2024 to relocate to Belle Haven Community Campus.

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

Table 10. Senior Center – Class enrollment						
Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024
700 Alma St – Enrollment - residents	145	108	437	421	113	21
700 Alma St Enrollment - non-residents	240	216	264	269	100	11
700 Alma St # of senior classes offered	14	14	14	14	14	2
BHCC – Enrollment - residents	-	-	-	-	-	264
BHCC – Enrollment - non-residents	-	-	-	-	-	44
BHCC – # of senior classes offered	-	-	-	-	-	17

Table 9. Senior Center - BHCC Room usage													
Room name	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	*Apr 2024	May 2024	Jun 2024
Community room/Dining	-	-	-	-	-	-	-	-	-	-	-	-	197
Pool table	-	-	-	-	-	-	-	-	-	-	-	-	126
Senior Lounge	-	-	-	-	-	-	-	-	-	-	-	-	42
Makerspace	-	-	-	-	-	-	-	-	-	-	-	-	47
Flex Classroom	-	-	-	-	-	-	-	-	-	-	-	-	22
Movement Studio	-	-	-	-	-	-	-	-	-	-	-	-	66

Table 11. Recreational classes						
Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024
700 Alma St Enrollment – residents	263	239	166	297	356	323
700 Alma St Enrollment – non-residents	126	117	67	152	150	107
700 Alma St # of Classes offered	77	88	73	57	48	48
700 Alma St # of instructors	24	22	28	21	20	20
BHCC Enrollment – residents	-	-	-	-	-	103
BHCC Enrollment – non-residents	-	-	-	-	-	19
BHCC # of classes offered	-	-	-	-	-	16
BHCC # of instructors	-	-	-	-	-	9

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

Table 12. Gymnastics classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024
Enrollment – residents	490	499	416	490	740	814
Enrollment – non-residents	158	255	174	158	159	257
Classes offered	93	101	80	93	95	114

Table 13. Sports classes						
Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024
600 Alma St Enrollment - residents	195	70	242	76	265	26
600 Alma St Enrollment - non-residents	129	97	181	11	114	80
600 Alma St # of classes offered	20	12	40	3	17	4
600 Alma St # of instructors	5	5	10	3	7	2
600 Alma St Drop-in basketball visits	243	280	172	359	633	665
600 Alma St Drop-in volleyball visits	637	534	513	505	927	542
600 Alma St Leagues – individual registrations	1,400	84	1,239	156	224	458
600 Alma St Leagues – team registrations	142	12	111	35	31	70
BHCC Enrollment – residents	-	-	-	-	-	-
BHCC Enrollment – non-residents	-	-	-	-	-	-
BHCC # of classes offered	-	-	-	-	-	-
BHCC # of instructors	-	-	-	-	-	-
BHCC Drop-in basketball visits	-	-	-	-	-	28
BHCC Drop-in volleyball visits	-	-	-	-	-	26
BHCC Drop-in Fitness Center	-	-	-	-	-	512
BHCC Leagues - individual registrations	-	-	-	-	-	-
BHCC Leagues Leagues - team registrations	-	-	-	-	-	-

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

Table 14. Facility rentals						
Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024
700 Alma St Rentals – residents	57	24	18	24	23	21
700 Alma St Rentals – non-residents	46	89	76	62	81	73
Athletic field rentals (hours reserved)	899	1,533	1,042	785	722	1146
Tennis court keys (annual) – residents	166	50	72	15	-	-
Tennis court keys (annual) – non-residents	41	12	10	1	-	-

Table 15. Large-scale community event attendance												
Location	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024
Black Liberation Month Celebration 2/11	-	-	-	-	-	-	-	256	-	-	-	-
Spring Fest – Burgess Park	-	-	-	-	-	-	-	-	-	50	-	-
Small child's egg hunt - Arrillaga Rec. Center	-	-	-	-	-	-	-	-	-	30	-	-
Egg Hunt – Burgess Park	-	-	-	-	-	-	-	-	-	450	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	2,000	-
Juneteenth	-	-	-	-	-	-	-	-	-	-	-	300
4 <sup>th</sup> of July Parade and Celebration	1,250	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 7/12/23	186	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 7/19/23	388	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 7/26/23	261	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 8/2/23	-	387	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 8/9/23	-	247	-	-	-	-	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park 8/11/23	-	103	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 8/16/23	-	520	-	-	-	-	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park 8/18/23	-	137	-	-	-	-	-	-	-	-	-	-
Halloween Hoopla	-	-	-	1,100	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	-	101	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	-	750	-	-	-	-	-	-
Photos with Santa	-	-	-	-	-	300	-	-	-	-	-	-



LIBRARY AND COMMUNITY SERVICES  
 SUGGESTION BOX COMMENTS AND RESPONSES  
 JANUARY - JUNE 2024  
 menlopark.gov/feedback

Ref #	Date received	Location Received	Full text	Response
1	2024-06-24	Menlo Park Library	This library is so cute and the perfect size.	[No contact info.]
2	2024-06-24	Menlo Park Library	Bigger! toilet space, 2nd toilet in restroom	[No contact info.]
3	2024-06-13	Belle Haven Community Campus	-More education/information regarding the Brown Bag program. -Thursday was my first visit to the Brown Bag program. It was a wonderful experience. I liked the organization, and appreciated the assistance in taking the boxes to the car. -The staff was kind and patient with the participants. Thank you everyone.	[No contact info.]
4	2024-06-24	Burgess Pool	You should have more locker rooms.	[No contact info.]
5	2024-06-24	Belle Haven Community Campus-Pool	A clock at the Belle Haven Pool	[No contact info.]
6	2024-06-24	Menlo Park Library	Lots of kids could use more toilet space. Make the second toilet in women's bigger!	[No contact info.]
7	2024-06-24	Menlo Park Library	More Electric Vehicle (EV) chargers would be awesome! As someone in Menlo Park without access to a home charger (I rent), these public EV charges are so incredibly helpful especially at the affordable KWH rate. However, most of the time I try to use the chargers, they are occupied. With more EV chargers, we would do our part to help the planet and attract more patrons to this awesome library! Thank you! :)	[No contact info.]
8	2024-06-24	Menlo Park Library	Finally! Make the woman's second toilet bigger!!	[No contact info.]
9	2024-02-17	Menlo Park Library	A patron suggested that we have a "new" section for books on cd.	[No contact info.] - we order few enough books on CD that this is not warranted.
10	2024-06-24	Menlo Park Library	Putting a new door on the smaller restroom (women) would extend the toilet area bigger, more space, more comfort	[No contact info.]
11	2024-04-22	Menlo Park Library	Please, more things for old people (like me).	[No contact info.]
12	2024-06-17	Menlo Park Library	Ladies Restroom: Pls extend the smaller toilet area to the wall, to make it available for disabled, having two wide toilet area. Does not cost much.	[No contact info.] Restroom layout requires open space to allow for wheelchair turning radius. That space looks unsued but it is necessary to remain ADA compliant.

13	2024-06-17	Menlo Park Library	Hello! If you like fantasy books like me, I definitely recommend the Wings of Fire series! -A 10 yro lol.	[No contact info.] Thank you for your input! We love hearing what our readers like to read. Please keep the suggestions coming!
14	2024-04-22	Menlo Park Library	Aside from the books, this place can no longer be considered a library. The staff you have are far too loud: even with earplugs inserted I can scarcely hear myself think. Many patrons follow this lamentable example, talking without any consideration for people in the library every time I visit for its intended purpose. If this is what you intend the library to be, i.e. a place for people to do everything besides read quietly, you have certainly achieved your goal.	[no contact info] - our library is a place for the community to gather and connect with information, entertainment, and lifelong learning. Sometimes, this is accomplished by discussing, teaching, and playing in the space. Due to the space constraints of our building, we are unable to offer quiet reading areas, but we do offer free headphones and earplugs at our desks.
15	2024-02-26	Online	Love the classes offered at the recreation center, it's what keeps us coming back for more! My family has been participating in classes offered at the recreation center for many years now (almost 2 decades!) and have always been very happy. The connections we've made with the instructors will always have a special place in our hearts and we will continue to speak highly of them to everyone we meet. Unfortunately, the customer service of the city staff in the building is nothing to write home about and has been going downhill for many years - unenthusiastic, unhelpful and unfriendly. Again, we are so thankful for the wonderful instructors who are genuinely the ones keeping the spark alive! They are fostering a sense of community, and we thank them for all they do! They have inspired so many.	[No contact info.]
16	2024-02-20	Burgess Pool	Open the baby pool year round. 90 min. Sunday something w/o	[No contact info.]
17	2024-06-24	Menlo Park Library	Head Librarian, Thank you for returning the library to a place where we can study!	[No contact info.]
18	2024-02-07	Arrillaga Family Gymnasium	No more weather signs on the field	[No contact info.]
19	2024-02-07	Menlo Park Library	Please open the library weekdays during morning hours. For some of us this is our only "office" space!	[No contact info.] not possible with current staffing.
20	2024-02-07	Arrillaga Family Gymnasium	No more signs on the field	[No contact info.]
21	2024-02-07	Burgess Pool	The pathway between the parking lot and the lobby of the pool is extremely dark at night. It seems like there should be lights on the building or along the walkway	[No contact info.] A cartegraph will be entered for this item.
22	2024-02-07	Burgess Pool	Not enough time for open swim with family and lap hours in summer are not enough in weekdays and weekends. More programs in the heated pool, youth practices (DASA) or (PASA) in heated pool during winter	[No contact info.]

23	2024-02-20	Arrillaga Recreation Center	Dance Expressions classes are amazin! Thank you for offering quality dance classes for our community! We will keep coming back for more. Thank you!	[No contact info.]
24	2024-02-20	Menlo Park Library	Please offer foot massage while reading books. Thanks for considering!	[No contact info.] not possible with current staffing.
25	2024-02-20	Arrillaga Recreation Center	I love Dance Expressions! My daugter has been taking their classes since she was a 3rd grade and she adores them. The teachers are the best and treat everyone with so much kindness and have so much patience! I recommend everyone to have their kids dance here. The classes are so fun and engaging! My daughter and I love the community they have created! Keep up the great work Dance Expressions!	[No contact info.]
26	2024-01-12	Menlo Park Library	Would love to see book reviews or children's work displayed in the library. ( I have seen this done in a few other libraries, like Fremont main library). Encourages reading and writing skills from kids. Thank you!	Thank you for suggesting that we provide book reviews or “shelf talkers” created by children. What a great idea! I am going to bring it to our weekly staff meeting. We do actually have shelf talkers from our Teen Advisory Group in the Teen Zone; it takes a little bit more structured programming time to set something like this up for smaller kids, but we’ll certainly look into it! Sincerely, Rose
27	2024-01-12	Menlo Park Library	So happy M. something 3rd book checked out: we are doing at Little House tomorrow face to face. I'd love face to face group on authors: Eric Larson, Tracy Chevalier, Malcolm Gladwell, Michael Lewis	Called patron - no answer - left a message thanking her for her feedback.
28	2024-01-19	Arrillaga Recreation Center	I am so happy to join the new sessions of MP offered Banyan tree classes. Thank you. The classes are fun and achieve strengthens your body and spirits. Please continue with more Banyan tree classes. Happy New Year!	Thank you for entering a comment into the comment box at the Arrillaga Family Recreation Center. It is great to hear that you continue to enjoy the Banyan Tree classes. Enjoy the winter classes. Best, Tricia
29	2024-01-17	Menlo Park Library	Get food! (like chips and stuff) pleaseee	In order to keep our library clean and clear of vermin, eating and drinking (except for covered beverages, in designated areas, and as provided for library sponsored events) are not permitted in the library. Providing food would be counterintuitive to this. However, should you be peckish outside of the Library, there are vending machines at the Arrillaga Family Recreation Center.
30	2024-01-17	Belle Haven Community Campus - Seniors	Hello, I am a participant of the Senior Center! Congratulations for the excellent [ staff name] and her great assistant [staff name]! Last week I went to see the construction site of the Center on Terminal Ave. I do not have a degree in architecture, but I do have a lot of experience and knowledge. Errors: 1-Lack of emergency exit to open field	[no contact info provided]

			behind the building. 2-More space is needed in front for access to shuttle buses. Thank you for your attention!	
31	2024-01-14	Menlo Park Library	Please install desktop computers	[No contact info] Thank you for your feedback - desktop computers are available at our Belle Haven Library. Laptops are available for checkout at the Main Library.
32	2024-01-22	Arrillaga Recreation Center	We are all very happy with [instructor name]'s Int. Spanish class that we have attended for years. Please continue to offer this class!	[no contact info provided]
33	2024-01-22	Arrillaga Recreation Center	El clase de Espanola con maestro [instructor name] es muy excelente!	[no contact info provided]
34	2024-01-17	Burgess Pool	Make sure that there are available bathrooms to the public, namely the toilets between the baseball diamonds should be open, but I often find it closed most days of the week.	[no contact info provided]
35	2024-01-26	Burgess Pool	You should get a deeper kid pool	[no contact info provided]
36	2024-01-19	Online	I am looking to donate old ceramics for arts & crafts projects. I have old coffee mugs, bowls and other ceramic items. Are there any activities instructors who would like them, for example in a mosaics class? I live in The Willows neighborhood and am happy to deliver the items wherever needed. Please feel free to forward this message as appropriate. Thank you!	We received a message on our Library and Community Services feedback submittal. Thank you so much for your generous offer to donate ceramics. We checked with our Contract Instructors and there is not a need for these items at this time. If we find that there is a need in the future we will reach back out to you to let you know. Thanks again! Best, Tricia
37	2024-01-22	Arrillaga Recreation Center	Intermediate Spanish Mondays at 10am- love the class- please keep; dont change, thank you.	Thank you for your message in our suggestion box. I'm glad the class is working for you and everyone else. I am working with [staff name] (Recreation Coordinator) to establish a long-term class at the center. As we work through details and planning, we'll keep all of our users informed on the progress. Your feedback is highly appreciated. Best, Rondell
38	2024-01-22	Arrillaga Recreation Center	I've been taking Spanish from [instructor name] for years and am now in intermediate class. Having family from Mexico for 25 years, this class has been wonderful! No pressure, but joyous! love [instructor name]!	I appreciate your suggestion submission. I'm glad to hear that our senior Spanish class is working for you. Your positive feedback about the instructor will be conveyed to him. Best, Rondell
39	2024-01-22	Arrillaga Recreation Center	Thank you for continuing to offer intermediate Spanish for Seniors with [instructor name]. I would like for it to continue in the future, as our abilities to communicate is really improving.	Thank you for submitting your suggestion. It's fantastic to know that [instructor name]'s teaching has helped improve your abilities to communicate in Spanish. Staff will continue to work on establishing a long-term alternative for senior programming at the

				ARC. Best, Rondell
40	2024-01-17	Arrillaga Family Gymnasium	Shades for windows so we can see in the AM. Thanks!	[Called. No answer.]
41	2024-01-18	Menlo Park Library	I really really miss the Library app!! I'm sad to no longer be able to manage my account & place holds with the convenience of an app. I look forward to new one soon, thanks.	Thank you for letting us know that you would appreciate a new app. The Peninsula Library System is currently in the process of completing a Request for Proposals for a new app from various vendors. This is a legally necessary process for investments over a certain price point, and it can take some time, but please rest assured that the process is underway and proceeding with all possible alacrity. In the meantime, the web browser format of our catalog website, menlopark.bibliocommons.com, does actually scale pretty well for smartphones, and you ought to be able to manage your account that way. I'd be most happy to show you how, if you'd like. Thank you for your patience with this. Sincerely, Rose
42	2024-02-02	Arrillaga Recreation Center	I want to compliment [staff name] for all that she does. She is good at bringing the community together with her wonderful programs and the daily food program. She is a great value to Menlo Park.	I tried calling but got no answer and was unable to leave a message. -- Rondell
43	2024-02-05	Arrillaga Recreation Center	Please keep [instructor name]'s sit and fit class Mondays at this location	I called and thanked Ms. S. for her suggestion. She mentioned the class is great and she enjoys it. She says that she has to get a ride from her granddaughter to attend. Looking into transportation for her for the new facility is something I'll discuss with staff. --Rondell
44	2024-02-21	Online	I just wanted to take a moment to thank you for running the Arrillaga gym and youth basketball program for local school teams. This program has meant the world to my daughter, and the staff at Arrillaga has been so wonderful. We are very grateful for the many referees and city employees who help run this program. It has so many unseen benefits, and as both parent and local educator, I just wanted to take time to say a big thank you	Thank you so much for your thoughtful email. I'm glad to hear about the positive impact that the youth basketball program has had on your daughter and your community. I appreciate you taking the time to express your gratitude. Thank you for your kind words and for being a part of our community. Best, Rondell
45	2024-02-02	Arrillaga Recreation Center	I appreciate this program and efforts of all the staff especially [staff name]'s care and love for the senior community. Thanks.	[No contact info]
46	2024-02-09	Arrillaga Recreation Center	I attended [instructor name]'s class today and really liked it. I am very much a beginner and it was challenging for me, but	We received your comment card regarding [instructor name]'s class. We are happy to hear that you are comfortable in the

			felt very safe (even for my bad back) And there is plenty of room to grow! Class is Fridays 9:30-10:30	class (looks like the class is Bands and Beats) and find it something that you can grow into. Please let me know if you have further comments in the future, we appreciate your interest and support in our programs at the Arrillaga Family Recreation Center. Best, Tricia
47	2024-01-25	Burgess Pool	Special days of games kids and parents	We received your comment regarding requests for special days for games for kids and parents at the pool. I will share this comment with the pool operator. Thank you for the suggestion. Please let me know if you have further comments regarding the pool. Best, Tricia
48	2024-02-24	Online	Your newsletter invites people to enroll in classes and activities, but the link takes me to CURRENT classes that end in early March, NOT Spring classes that are going to be open for enrollment from mid-March through June (or whenever the Spring quarter ends). Where can I find the list of classes for the Spring?? Thank you.	Thanks for your message. Sorry for any confusion about the class registration announcement. The announcement was intended to be a save-the-date. The spring catalog is not available yet, but it will be posted to the website before registration opens. Thanks again for your feedback. We have updated the webpage based on your feedback. I hope this is helpful. Please let me know if I can be of further assistance. Best regards, Sean
49	2024-02-26	Online	I reported an accident at the town hall my 5 year old grandson had at Burgess Park Swimming pool June 19th 2023. My daughter intends to use your pool again this summer. I am totally against this as he fell because of uneven paving around the pool and rusty cut bolts protruding from it! I haven't sued because I believe in second chances. Here is the second chance for Burgess park pool : re pave with SLIP-PROOF material around the pool and remove all the bolts, holes and uneven paving! I am returning to stay with my daughter and I reiterate I am concerned for the safety off ALL the children who frequent this pool	Thank you for your message about Burgess Pool. We appreciate that you took the time to reach out to us. Please allow me to electronically introduce you to Tricia Mullan, who is the city's supervisor and liaison to the Burgess Pool operator. I believe that Tricia reached out to you shortly after you reported your concerns at City Hall back in July, 2023. Tricia is out of the office this week, but she will be back on Monday, and I'm sure that she would be happy to talk with you by phone or in person to hear more. Tricia is copied on this email, and her phone number is 650-330-2225. She'll be in touch with you next week. I hope this is helpful. Thanks again for contacting us. Please don't hesitate to let me know if I can be of further assistance. Sincerely, Sean
50	2024-03-07	Online	There are many existing, exposed bolts surrounding the instructional pool that are not flush to the deck. Many are rusty. This poses a major trip hazard and is unsafe. Please shave the bolts so that they are flush to the deck or fill the	Thank you for your feedback and for providing an overview what happened and your concern. We will look into the issue on the deck and request support from Public Works if we find it necessary.



			holes with quickcrete. Thank you for your help in ensure that our pool area is safe. I am happy to help walk around and identify the specific bolts.	
51	2024-02-10	Online	Would like you to make it easier to rent audio-books from there?!.....RSVP	I would be happy to assist you in checking out audiobooks. Would you like to schedule an appointment with me or one of my staff members to learn about our audiobook options? Sincerely, Rose
52	2024-02-21	Online	Hello, I attended the story hour at the Menlo Park Library with my 17 month old last Friday, February 16th. I was disappointed in the level of engagement and effort from the story teller. She read a long book (too long for the ages of the kids) and sang the itsy bitsy spider. There was minimal effort, and it was not engaging for young kids. The reader was wearing a mask and had a red line several feet away from her that you could not cross. It felt like this was not a welcoming event for kids... Chairs were set up 10 feet from the story teller. You could not hear her or see the pictures. My child and several others wandered over to the kids' section of the library instead. Many of the moms there were very disappointed in story hour and were talking about how different it is from other story hours in the area. Even the older kids could not sit and listen. This story hour is in contrast to the one in Palo Alto, Portola Valley, Woodside etc. We have attended story hours there. Those ones have scarves, instruments that go with the songs, shorter books where the reader does movements with the kids. Can you send the story teller to one of these to see how much more fun and engaging they are? Or have someone do a professional development on this? For how much we pay in taxes living in Menlo Park, I would hope that the library services for kids are more engaging. Thank you for listening and for your action regarding this topic.	Thank you for your feedback regarding our storytimes. Here at Menlo Park we offer “family storytime” – e.g. a storytime that is available to families with children of multiple ages, which ideally cultivates the principles of early literacy – connecting concepts with spoken words and spoken words with written words. We do specialize in simple storytimes of two books surrounded with a number of songs, and each of our storytimers has a different style. It sounds like you’re looking for something more like a baby storytime, or circle time. We do not currently have the capacity to provide a regular storytime that’s just for the under-2s at the moment, but I will make a note that you would like to see a storytime for little kids that is more prop- and song- focused, and we will endeavor to offer such programming in the future. Sincerely, Rose
53	2024-01-12	Arrillaga Family Gymnasium	Please have gold and silver championship	[No contact info.]
54	2024-03-22	Arrillaga Family Gymnasium	Get better refs!	[No contact info.]
55	2024-03-22	Menlo Park Library	Please get more: book mermaid	[no contact info] Thank you for suggesting an addition to the Menlo Park Library collection! I have passed on your request to our selectors. You are always welcome to suggest additions to the collection via our website here:

				<a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a>
56	2024-03-12	Menlo Park Library	Excellent library	[No contact info] Thank you!
57	2024-03-22	Menlo Park Library	Ringing Cedars of Russia Series by Vadmir Megre (english translated) (Not the black covers! Those are not authentic) Must be green covers	[no contact info] Thank you for suggesting an addition to the Menlo Park Library collection! I have passed on your request to our selectors. You are always welcome to suggest additions to the collection via our website here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a>
58	2024-03-22	Burgess Pool	Please remodel and fix the bathrooms for both sides especially women's side. Thank you!	[No contact info.]
59	2024-03-17	Burgess Pool	Today is a very busy day in the park, lots of activities going on. Why are the bathrooms closed/locked? Many of us had to use the pool bathroom; the bathrooms in the park need to be open.	[No contact info.]
60	2024-02-12	Burgess Pool	Build a new shop	[No contact info.]
61	2024-03-17	Online	Hillview tennis team is starting up again. So grateful that the kids can practice at Nealon Park. Thanks again for keeping the tennis courts at Nealon Park!	[Received and filed.]
62	2024-04-01	Online	The street light pole in front of our house is super rusted and looks very bad	[Referred to Public Works.]
63	2024-03-02	Menlo Park Library	It would be SUPER if the children's section had a shelf of Decodable books	Thank you for suggesting an addition to the Menlo Park Library collection! I have passed on your request for Decodable books to our selectors. You are always welcome to suggest additions to the collection via our website here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a> Best, Rose
64	2024-03-07	Menlo Park Library	Will you please get this book? The Mathematical Radio by Paul Nahin	Thank you for suggesting an addition to the Menlo Park Library collection! I have passed on your request for The Mathematical Radio to our selectors. You are always welcome to suggest additions to the collection via our website here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a> Best, Rose
65	2024-04-03	Online	I tried the link below per library email, but I was unable to find any Garden Talks content: View a selection of past Garden Talks on our program archive at <a href="https://vimeo.com/channels/menloparklibrary/videos">https://vimeo.com/channels/menloparklibrary/videos</a>	Thanks for reaching out to us about the Garden Talk link that isn't working. We are having some issues with the site that archives our online programs (Vimeo) – we are working with

				<p>them to resolve the issues, but the archive site isn't currently working properly. I will be sure to reach out to you when we have the issue resolved, or if we figure out a workaround. Kind regards, Nick</p>
66	2024-03-11	Arrillaga Recreation Center	<p>[Instructor name] for Strength/Conditioning is FANTASTIC!! She is upbeat, extremely knowledgeable about form and has a well rounded exercise mix.</p>	<p>We received a comment in our suggestion box at the Arrillaga Family Recreation Center regarding Lis Van Voorde's strength and conditioning class. Thank you so much for the comment and praise for Lisa, we will make sure to pass this on. Please let us know if there are further comments you have or anything additional that you need. Best, Tricia</p>
67	2024-02-22	Burgess Pool	<p>Hooks above the benches so jackets can be hung up and free up the benches.</p>	<p>Thank you for your comment regarding hooks for jackets to be hung up. May I ask, is this for the outdoor, in front of the Instructional Pool? I am happy to put in a work request with additional information. We appreciate your support! Best, Tricia</p>
68	2024-04-15	Online	<p>Wanted to report a young male on a small motorcycle riding across El Camino Real this evening, in the cross walk and almost caused an accident with thru traffic. He then proceeded to ride in the incorrect direction on Santa Cruz Ave doing circles, both in the incorrect direction. He is in complete disregard of the rules of the road and behavior is terrible. The only good news is we did not see him injured or cause and accident. We were eating at the Thai restaurant across from the Menlo Park train station, upon leaving he was riding this motorized bike on the side walk far too quickly, again he has no respect for the pedestrians. I would guess he lives in the complex next to the Thai restaurant. Very sad his parents are doing such a poor job of raising him. Thank you</p>	<p>Thank you for your message. You sent your message to the Library and Community Services feedback form. Issues like the one you describe typically are reported to the Police Department. Please consider reporting your issue to the police by calling the police department or filing a police report online. <a href="https://menlopark.gov/Government/Departments/Police/File-a-report-online">https://menlopark.gov/Government/Departments/Police/File-a-report-online</a> I hope this is helpful. Please let me know if I can be of further assistance. Best regards, Sean</p>
69	2024-03-20	Arrillaga Recreation Center	<p>I would like to make a group that can walk and bicycle with each other</p>	<p>We received your request regarding a walking or cycling group. We will take this request into consideration, we appreciate your input. Please feel free to let us know if you have further suggestions for our programs/classes. Best, Tricia</p>
70	2024-04-22	Menlo Park Library	<p>The Expanse series</p>	<p>[No contact info.] provided to selectors.</p>

71	2024-04-22	Menlo Park Library	I love books you rock!	[No contact info.] Thank you! We love books too! YOU rock!
72	2024-04-22	Menlo Park Library	For solar eclipse, offer/provide solar eclipse viewing glasses. Thank you for considering :)	[No contact info.] We did have some available at both locations and some were given away at eclipse oriented programs
73	2024-04-02	Menlo Park Library	Your books are good. :)	[No contact info.] Thank you so much! We work hard to make sure that our books are good for our wonderful community!
74	2024-04-22	Menlo Park Library	more books	[No contact info.] We are constantly acquiring new items for the library. Thank you for your interest!
75	2024-04-22	Menlo Park Library	Too cold, make warmer	[No contact info.] See item dated Mar 30 - "MPL: too warm"
76	2024-04-22	Menlo Park Library	Tween Zone. Like Teen Zone but for kids ages 9-12	[No contact info.] Thank you for the feedback!
77	2024-04-22	Menlo Park Library	SO disappointed in the choice of trees in front of the library. Too late now, but please consider plants native to Menlo Park in the future. Calscape.org	The trees were selected by our City Arborist and took into consideration the planting location and ongoing maintenance needs.
78	2024-04-22	Menlo Park Library	Head Librarian: In the meantime, the library can help the community achieve academia Excellence!! When the library is remodeled, PLEASE set aside in the design a separate area for community activities, flea markets, singing, community meetings, and presentations. Please design also for those who use the library as their ONE place for quiet acquisition of knowledge and exam preparation. Home if often filled with noise, and the unrelenting requests to do things for others. Why not let the library return to its original purpose and sound volume? Part 2: Now we have been run out of the Senior Annex so the flea market people can decide how successful the flea market was earlier this morning. Is it possible for such activities to be held in the community center next door?	Working hard to balance the needs of all of our users is something we are constantly doing. The Senior Annex space has been used over the past two years to support displaced programs from our Belle Haven neighborhood. There are times and spaces in the library that are better for quiet study and reading, and there are times when areas of the library get quite active with events for kids, teens, or adults - ask at the help desk for assistance in finding quieter spots (or for noise mitigating devices if you would like) Best, Nick
79	2024-04-22	Online	In the gymnastics center the toilets haven't worked properly since pre pandemic. A couple never auto flush. Others only occasionally. The children (and others) don't care and I regularly have to use disgusting toilets that haven't been flushed. As you know, a flushing toilet sprays which exposes me to others' germs when forced to do this. Given the cost of classes, the assumption that there is a maintenance budget why are the toilets broken. Yes, I have reported it to staff. Yes, others have told me that they have reported it. So now it is in writing. Giving the jump in cost & fees with the cutting of classes the least we could get are sanitary facilities.	Thank you for submitting your feedback regarding the toilets in the gymnastics center restrooms. The restrooms are cleaned nightly and inspected and cleaned as needed during the day. Upon receiving your message, maintenance staff checked all the toilets in both restrooms. All the toilets are operating properly. They are on sensor which flushes about five seconds after use. In some cases, its possible the sensor isn't triggered. This may have caused the issue you experienced. We will continue to monitor the toilets in the gymnastics center restrooms, thanks for bringing this to our attention. Have a nice weekend, Brian

80	2024-04-22	Burgess Pool	The paving in the parking lot is fine but could you please repaint the lines for the parking spaces! Impossible to see in the dark.	We received your comment in our suggestion box at the Arrillaga Pool. We will put in a work order to darken the stripes that are needed in the parking lot. We appreciate you taking the time to provide your feedback. Please let me know if there is anything further that I can assist with. Best, Tricia
81	2024-04-25	Online	Will there be picnic tables available to rent in the new Burgess playground in June? If so, can I reserve a spot now?	I received your comment from our Library and Community Service Feedback Form regarding Burgess Parks playground picnic tables. The picnic tables will not be available for use until late June, depending on project completion. There are tables outside of the playground area that are available now and until the start of June. These are Burgess Park – Picnic areas 1-5. They can be reserved at: <a href="https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Picnic-areas">https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Picnic-areas</a> Please let me know if you have further questions. Best, Tricia
82	2024-05-13	Online	Drag story hour for kids and families. My kids have loved attending these and we'd love to be able to join one close to home.	Thanks for your suggestion! We've passed it along to our program team for consideration. Please let us know if you have additional suggestions. Best regards, Sean
83	2024-05-19	Online	Hi -- Two things to offer: The space in front of former Le Boulenger is foul smelling of urine and feces -- can't miss it. A good power wash in front of where those spend the night and stash debris would be advised. I see morning leaf blowing directly adjacent to those sleeping -- can't be ignored. The traffic flow at the intersection of Ravenswood at Middlefield flowing right on Middlefield to Ringwood is awkward and abundant. Turning right onto Middlefield then moving toward the left turn lane onto Ringwood backs up. There is a wide double yellow line bubble with a sign in the middle of it on Middlefield which could be reduced in length so left turning traffic could stack up there rather than in the left straight flow lane.	Thank you for your suggestions. We have relayed them to the correct City department (public works) for follow up. Tip: You can use the ACT Menlo Park app or website to report street or sidewalk issues, illegal dumping, parks and playground issues, trees, water leaks and much more. ACT Menlo Park will automatically route your request to the right person. You can track progress on the request through the app. <a href="https://menlopark.gov/Services/ACT-Menlo-Park">https://menlopark.gov/Services/ACT-Menlo-Park</a> Best regards, Sean
84	2024-05-20	Menlo Park Library	Please replace the worn out electrical receptacles under tables. They're no use at all!	I have asked Public Works to check the floor outlets after a previous complaint - they are working. Some of the outlets require a little "oompf" to get the plug seated securely. Some others have a sliding cover

				that needs to be pulled back before a plug can be plugged in. It's possible that this customer had an issue with one of those plugs. Best, Nick
85	2024-05-14	Online	Thank you for removing the wheel from the bike racks. I would mention that the bike without a seat has been abandoned there for several weeks. There is also a black child's Fuji mountain bike with a helmet attached in front of the Recreation Center which has literally been there for over three months now.	Thanks for taking the time to write to us and for reporting the abandoned bikes. I have submitted a couple of tickets to have the bikes tagged by PD as abandoned property (there is a 72 hour waiting period) in preparation for having them removed. If you are out and about, you can submit requests through the ACT Menlo Park app (available in the app stores) and skip the middle man. Sometimes in the app they don't have the category that exactly corresponds to my issues, but you can figure it out. You can also call the PD non-emergency line to report abandoned property (like bikes) 650-330-6317. The requests are in for both of these abandoned bikes. Kind regards, Nick
86	2024-05-20	Menlo Park Library	The " I am not a robot" feature should not be difficult to do. It needs to be fixed.	Thanks for taking the time to write to us. You are right that the "I am not a robot" check for the WiFi sign on will sometimes cycle through screen after screen of "pick all the crosswalks" things. It's not supposed to do that, of course. I will let our IT team know that it is happening again, and that they should contact the Captcha folks to fix it. BTW I have noticed that when it is being sassy it is possible to just close the Captcha window and then go on your way without picking any of the correct objects. Kind Regards, Nick
87	2024-04-30	Menlo Park Library	Bodies from the Library: vol 1-6: Tony Medawar suggest for purchase. Some volumes are available in PLS and some are not.	Thank you for suggesting an addition to our collection. I've passed it on to our selectors. You are always welcome to suggest additions to the collection via our website here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a> Best, Rose
88	2024-05-23	Menlo Park Library	I think you should have therapy animals to read to.	Thank you so much for suggesting that our library bring therapy animals in to read to! What a fantastic suggestion! I'll pass it on to our staff members, and we'll talk about whether that's something we can do soon, or



				<p>whether it needs to happen in the future.                  We love receiving suggestions like this from our library people!                  All my best, Rose</p>
89	2024-04-22	Menlo Park Library	We would love to see more bunny books for kids. Thank you!	<p>Thank you so much for letting us know that you would like to see more bunny books for kids in our library. I've passed your suggestion on to our book selectors. You are always welcome to suggest additions to the collection via our website here:  <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a>                  All our best, Rose</p>
90	2024-05-13	Online	Event idea: author Mac Barnett and illustrator Shawn Harris. Authors of the popular kids books "the first cat in space ate pizza" and "Mac kid spy" books. They're local to the Bay Area	<p>Thank you for reaching out to us with your idea to bring Mac Barnett and Shawn Harris in to our library. I will pass it on to my staff and we'll look into it!                  Best, Rose</p>
91	2024-03-30	Menlo Park Library	The temperature is too warm. 68 is totally fine and will save a lot of energy	<p>called patron back. She is concerned about climate change, I told her that we appreciate her feedback.</p>
92	2024-05-22	Online	The website says the tennis courts don't require a key. However, the courts at La Entrada School are still locked. Can these be unlocked? Or if the plan is to keep the locks, can the website be updated to reflect that? thanks	<p>As of yesterday, the locks at La Entrada have been removed. We apologize for the delay and the inconvenience that may have caused. Please let me know if you see any other issues with La Entrada's tennis courts. Thanks, Keifer</p>
93	2024-05-18	Belle Haven Community Campus	I think that there should be a joint gym and pool membership instead of the two separately as an option.	<p>Thank you for providing a comment in our suggestion box at BHCC regarding memberships. We will look into the opportunity of aligning membership between the general recreation/fitness programs and the pools though want to let you know that the general recreation/fitness programs are offered by the city and the pool programs are offered by a third party operator, Team Sheeper. The systems are similar but remain separate for that reason.                  We understand that this may be a bit cumbersome for our customers/community though appreciate your participation and support.                  Please let us know if you have further comments.                  Thank you! Best, Tricia</p>
94	2024-05-18	Belle Haven Community Campus	Belle Haven basketball league	<p>[No contact info.]</p>
95	2024-05-18	Belle Haven Community Campus	Adult Women's Volleyball classes	<p>Thank you for the suggestion. I will ensure the staff at BHCC looks into this request. If you know anyone who might be interested in teaching a women's</p>

				volleyball class, please have them contact me. Best, Rondell
96	2024-05-18	Belle Haven Community Campus	Language classes for non-senior adults	Thank you for the suggestion. I've forwarded your message to the coordinator for consideration. Best, Rondell
97	2024-05-18	Belle Haven Community Campus	Thank you Meta! Please name something Onnetta Harris. Please bring back our community market. It was great way for the community to meet!	Thank you for your comment. We will consider your suggestion. Please let us know if you have any additional suggestions or requests. Best, Rondell
98	2024-05-18	Belle Haven Community Campus	It would be great to have pickleball court in the near future.	Thank you for your comment. We will consider your suggestion. Please let us know if you have any additional suggestions or requests. Best, Rondell
99	2024-05-20	Menlo Park Library	If you want a book suggestion get "We still belong" Thanks.	[no contact info] - passed along to selector
100	2024-05-20	Menlo Park Library	Re the sign: "Drought tolerant plants feed the ecosystem." Wrong. Drought tolerant plants help conserve water=good. But they don't feed pollinators, butterflies or birds unless they're CA native plants. Plant native!	[No contact info.]
101	2024-05-04	Menlo Park Library	I think that you should have more Diary of a Wimpy Kid books! :)	[no contact info] - passed along to selector
102	2024-05-20	Burgess Pool	Bring back snacks	[No contact info.]
103	2024-06-03	Menlo Park Library	Please get more books in Portuguese, thank you! :)	[no contact info] Thank you for this suggestion! We are working on expanding our world language collection right now, and will take your request into consideration.
104	2024-06-03	Menlo Park Library	It would be really helpful if the library was open 8am-12pm on Mondays and Tuesdays when Cafe Borrone is closed. We need community space to go. Many moms would love to meet after school drop off. Many of us need a place to work in the mornings. Thank you.	The library's open hours attempt to cover the highest trafficked hours for the most users and include evening hours (Monday through Wednesday) and morning hours (Thursday through Sunday) - a total of 8 hours a day, seven days a week. The open hours are the maximum amount available given current approved staffing levels.
105	2024-05-28	Belle Haven Community Campus	For weight room: Several mats people could lay on to do crunches. 1-2 benches that recline at an angle to do abs. 1 machine that people move their chest forward for crunches. 3-4 medicine balls of different weights including 6,8,10,12#. Thanks!	Thank you for the suggestion, we'll make sure staff looks into it. Best, Rondell
106	2024-05-21	Belle Haven Community Campus	More shade in playground please. It will get so hot in the summer!	Called and spoke with L.

107	2024-06-03	Belle Haven Community Campus	The family bathroom and women's locker room ( and prob men's locker room) need baby changing tables @ Belle Haven Comm Center.	Called and spoke with L. about this request.
108	2024-05-23	Belle Haven Community Campus	Put in a Starbucks upstairs	Thanks for submitting your suggestion. We aren't able to build a Starbucks or other coffee shop due to space limitations and other factors, but we're looking at other possibilities.  Thanks, Rondell
109	2024-06-03	Belle Haven Community Campus	We want ping pong table tennis class.	Thanks for the comment, we will evaluate for potential future classes. Best, Rondell
110	2024-06-03	Belle Haven Community Campus	Add cleaning disinfectant wipes to the gym! pls!	Thanks for the suggestion, good idea, will do! Best, Rondell
111	2024-06-03	Menlo Park Library	Could you have some chargers in the teen section? Lock them down or something so people don't take them but chargers would be helpful for studying. (USB-C at least, very common) Otherwise, teen section is very nice :). I was here for like 5hrs today.	We have chargers available for checkout at the library help desk, and teens should be able to check them out. All you need is a library card.
112	2024-05-24	Menlo Park Library	Dear Library Director, I had an idea and would love to share it with you. I thought that it would be great if the area where the senior annex was located was turned into an Art Hall! Having an Art Hall would be amazing because it would invite community members to come inside the library and check what the library has to offer. Additionally, the Art Hall can display the work of local artists! This can really position the library as a bridge between the arts and education. Thank you for reading this suggestion. Very respectfully,	Thank you so much for this suggestion! We are currently in the process of evaluating options for updating library spaces. We will take your input into consideration. Sincerely, Rose
113	2024-05-25	Menlo Park Library	Could you please buy "Your Presence is Mandatory" By Sasha Vasilyuk 2024? Thanks	[phone call, not direct transcript] Thank you for suggesting an addition to the Menlo Park Library collection! I have passed on your request to our selectors. You are always welcome to suggest additions to the collection via our website here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a>
114	2024-05-30	Menlo Park Library	Knitting and crochet club for younger adults 18-40 age range	Thank you for suggesting that we start a knitting and crochet club! This is a great idea, especially since we just opened our Makerspace at Belle Haven Community Campus. We are still in the startup process with the Belle Haven Community Campus, so it may take a little while for us to evaluate which programs we are able

				to staff and support going forward. That said, we will absolutely take your suggestion into consideration. --Natalya
115	2024-05-24	Arrillaga Recreation Center	[Instructor name]'s exercise class. Very good. I and my wife like it very much. Keep it up and running. Thanks.	We received your comment regarding [instructor name]'s class in our suggestion box. Thank you for the positive feedback and encouragement. We are excited to hear that you enjoy the class. Please feel free to let me know if you have further feedback. Best, Tricia
116	2024-06-03	Belle Haven Community Campus	I have been looking so forward to using one of the beautiful pools at the new senior center after my classes are finished. I was very disappointed to find out that for non resident, one visit will cost \$10. Unfortunately I , and most likely most of us seniors are unable to afford to pay so much. I wish that the charge for using the pool would be more reasonable. Thank you, sincerely	Thank you for your comment regarding the senior pricing for use of the pools at BHCC. There will be another review of aquatics fees this year through our Master Fee Schedule process. We will take this into consideration during this review. --Natalya
117	2024-06-10	Online	My husband and I have been coming to Menlo Park Burgess Swimming Pool since we moved here in 2017. The place is well-kept and delightful. We love it and have recommended it to our fellow retirees. In addition to being well-run and maintained, we have noticed an underlying gentleness and kindness that the new manager, Kathy Miller contributes to the place. There is a joy in working there that is reflected by the delightful receptionists, an appreciation for her style of management, and certainly, an outpouring for charity. Congratulations Ms Miller for making a very good facility, extraordinary.	Your compliment to the Menlo Swim and Sport operations and staff was received. Thank you so much for sharing the compliment with us in regards to the operations and environment that Kathy Miller contributes to at the Burgess Pool. I will share this feedback with Tim Sheeper to share with the Menlo Swim and Sport staff. Thank you, again! Best, Tricia
118	2024-06-10	Belle Haven Community Campus-Pool	For pool: Flags to facilitate backstroke. For dressing room: soap in showers, suit spinner, more benches, drain in floor.	We received your comment in the suggestion box at Belle Haven community campus pools. Thank you for your feedback regarding the pools and locker rooms. The backstroke flags have been ordered and are on their way. We are also sourcing additional benches for the locker rooms. I will look into the other items as stated in the comments. We appreciate your support.  Best, Tricia

119	2024-06-08	Belle Haven Community Campus	BHCC only has changing tables in the first floor men/women restroom and those are reserved for the childcare children during operating hours. Can we please add more or at least in the family restroom or locker rooms?	Thank you for your feedback card. I'd like to let you know that we have put in a request to add a changing table to the family restroom at the Belle Haven Community Campus. Also, In reference to the downstairs bathrooms, the community is able to use those but a priority is designated to the children enrolled in our after school program between the hours of 12p-6pm. However, if the children are not physically in the restroom, any member from the community may use it. Please let me know if you have any additional questions. Thanks so much.
120	2024-05-20	Arrillaga Recreation Center	I don't drive and have no way to get to Belle Haven. Why did you move the classes? Why force old women to get into cars and them drive on a busy freeway to get to class?	Phone call: H. was very appreciative of the call back. She has some concerns about transportation and the shuttle departure/arrival times being too far apart for her convenience because she has no other reliable method to get to BHCC. Overall, she is displeased by the lack of senior programming on this side of Menlo Park but is encouraged that the city is looking into all suggestions/concerns.
121	2024-05-11	Menlo Park Library	Please return senior programs to this location. Current yoga, etc. cancelled to move to Belle Haven, which is not convenient for many seniors. Shuttles not reliable to make loss times or return guarantee.	Phone call: She expressed how much she thought Arrillaga was the perfect location for the senior center based on her situation. Believed that it was a possibility that the senior center was moved due to her/participants actions, but I clarified that Arrillaga had only been the temporary home to the senior center while construction of the BHCC was ongoing. This helped alleviate some concerns. She still would like to see some movement based programming for older adults offered on this side of Menlo Park. Overall, she appreciates the follow up and hopes we can accommodate the senior population in this community.
122	2024-06-09	Menlo Park Library	I don't understand why the library planted non-native. Our natives are adapted to be drought tolerant and many have lovely flowers and foliage.	Thanks for taking the time to write to us about the new tree planting out in front of the library. The selection of the trees to replace the dying oak was not made by the library team, but by the Parks team from Public Works in consultation with our City Arborist. The City has a list of trees that they use to replace heritage trees – the tree replacement process is governed by City code. I hope that information is useful. Kind regards, Nick

123	2024-07-02	Belle Haven Community Campus	<p>I am trying to reach the Onetta Harris community center via phone and wasn't able to. The Belle Haven community campus phone line has a menu option (5), but it is not recognized by the system and does not redirect me. The other phone number on the website also doesn't call through. I would like to learn more about this facility, so I would appreciate if I can speak to someone!</p>	<p>Thank you for submitting feedback regarding the phone lines. We have contacted our IT department, and they have resolved the issue. In the future, please use our direct line at 650-300-2258. My name is Da'Shawn, and I am the Recreation Coordinator for the Onetta Harris Community Center. You mentioned that you would like to learn more about our facility. I am happy to provide you with a brief overview.</p> <p>The Belle Haven Community Campus is a multi-generational facility that consolidates five previously separate buildings into one brand-new facility:</p> <p>Belle Haven Youth Center: Offers after-school and summer camps for youth in kindergarten through 5th grade.</p> <p>Menlo Park Senior Center: Provides free classes, nutritious lunches, and free produce on the 2nd and 4th Thursday of each month for our 60+ community.</p> <p>Belle Haven Children's Library &amp; All Ages Library: A comprehensive library collection catering to all age groups.</p> <p>Belle Haven Community Pool: Offers swim lessons, open swim, and lap swim.</p> <p>Onetta Harris Community Center: Offers youth and adult recreation classes, drop-in basketball, volleyball, and a fitness center (gym). Spaces for rent will be available in the Fall.</p> <p>Attached, you will find our activity packet listing our youth, adult, and seniors class offerings for the summer session.</p> <p>Please feel free to reach out if you have any questions.</p> <p>Thank you, Da'Shawn</p>
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## LIBRARY USAGE HEAT MAPS NOTES

### Heat Maps Symbology

A heat map is a type of visualization that shows the intensity or concentration of data points over a geographic area. It uses color gradients to represent different levels of density, making it easy to see where data points are clustered while maintaining anonymity and thus preserving the privacy of users.

### Data

The data used to create the map relied on data from all current Menlo Park library cardholders. At the time of the creation of these maps, the data consisted of slightly over 22,600 users. Attempts were made to omit data on users without valid addresses, users with addresses outside the state and country, duplicate users, and users without valid or complete date of birth information. Removing incomplete data helps to maintain data cleanliness and increase map accuracy. After accounting for the removal of user data with errors, duplicates, etc. The remaining number of data lines was slightly over 20,650.

### Library User Heat Map Symbology Explained

Unless otherwise explicitly noted, the following symbology was used in all heat maps in this series.

**Radius (25):** The radius in a heat map determines how far the influence of each data point spreads out. A radius of 25 means that each point affects an area around it with a radius of 25 units (which could be meters, kilometers, etc., depending on your map's scale.) The larger the radius, the more spread out the influence of each point, and the smoother the heat map will look.

**Scale:** All maps in this series use a scale of "1:53, 166" except for the 0-5 years map, which uses a scale of "1:47, 507." The reasoning behind using a different scale for the 0-5 years map was to visually provide more clarity on the user density. There was no meaningful impact on the overall heat map results by leaving the scale at 1:47, 507.

A map scale of 1:53,166 means that everything on the map is 53,166 times smaller than it is in reality. If you measure a distance on the map, you would need to multiply that distance by 53,166 to find out how far it is in the real world. This helps in understanding the real-world size and distance of features shown on the map.

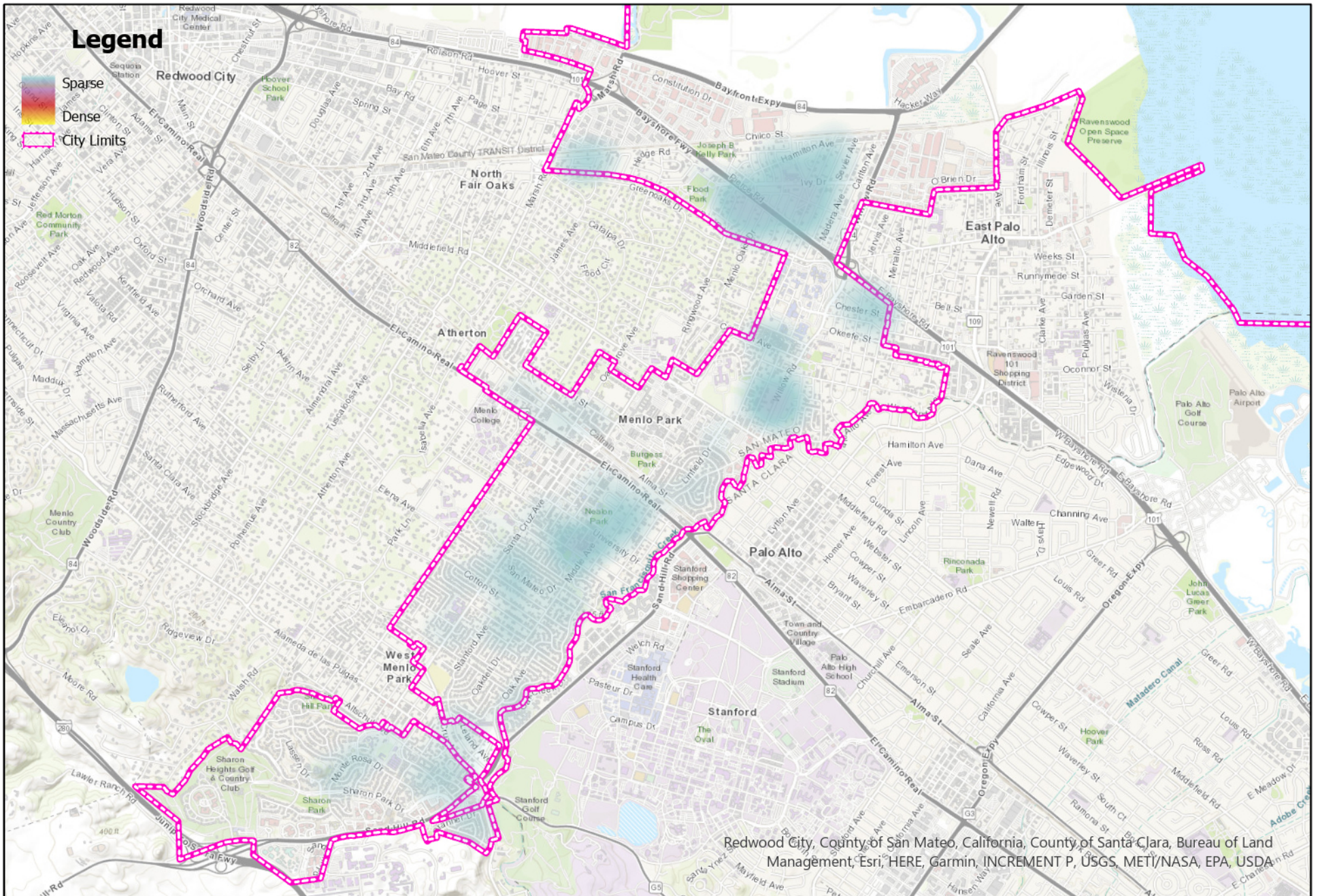
**Weight Field (None):** The weight field allows each data point to have a different level of importance or impact on the heat map. The weight field is set to "None," which means that all data points here are treated equally, and their influence on the heat map is the same.

**Method (Constant):** The method determines how the heat map calculates the influence of each data point. When the method is set to "Constant", it means that the influence of each point is evenly distributed within the defined radius. This results in a uniform spread of influence from each point.

**Sparse (0.00) and Dense (1.00):** These values define the range of the color gradient used in the heat map. "Sparse" represents areas with the lowest density of data points, shown with the color at one end of the gradient. In this case, 0.00 indicates no data points. "Dense" represents areas with the highest density of data points, shown with the color at the other end of the gradient. Here, 1.00 indicates the maximum concentration of data points.

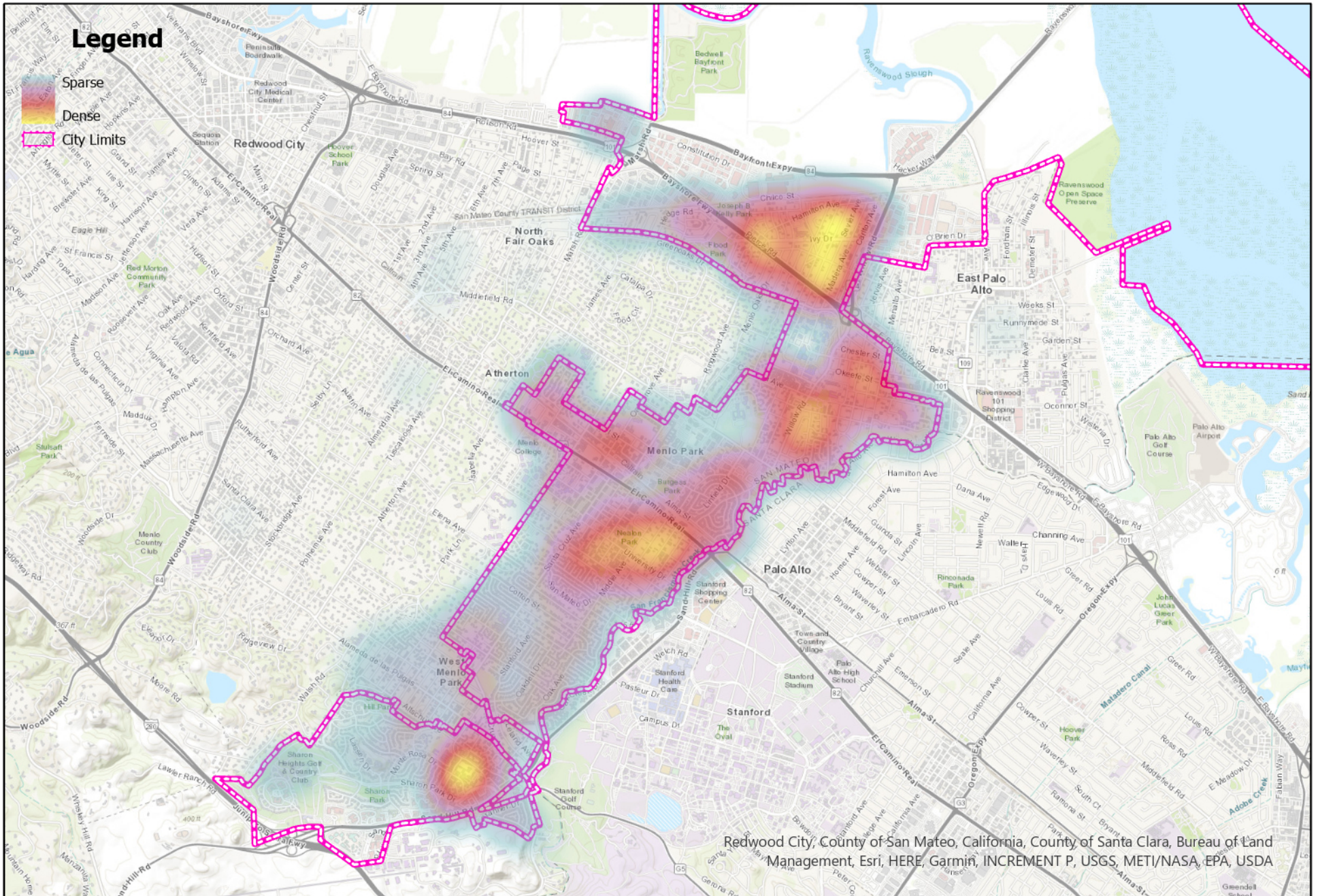


# Menlo Park Library Users Ages 0 - 5 years





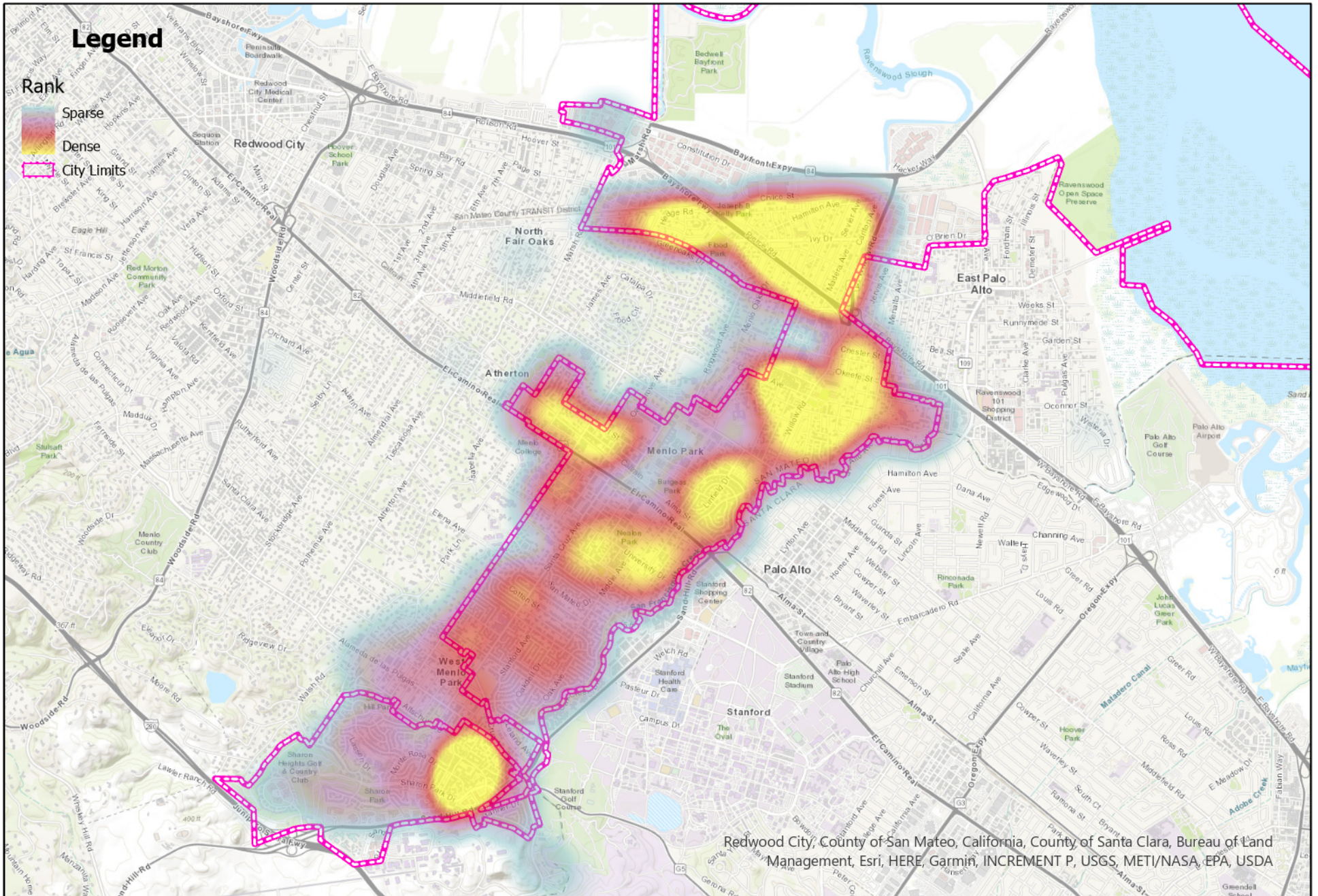
# Menlo Park Library Users Ages 6 - 12 years



Redwood City, County of San Mateo, California, County of Santa Clara, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

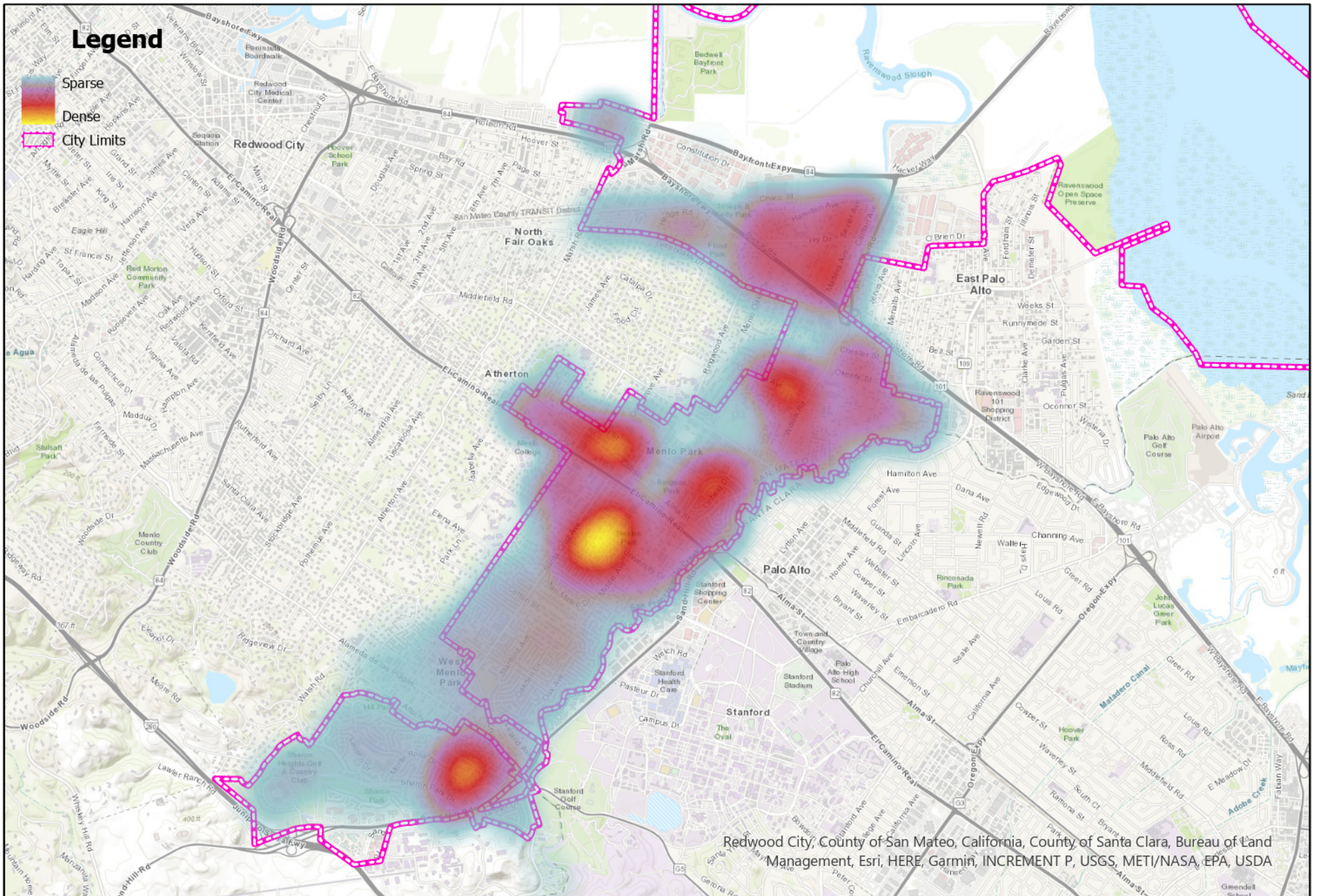


# Menlo Park Library Users Ages 13 - 18 years



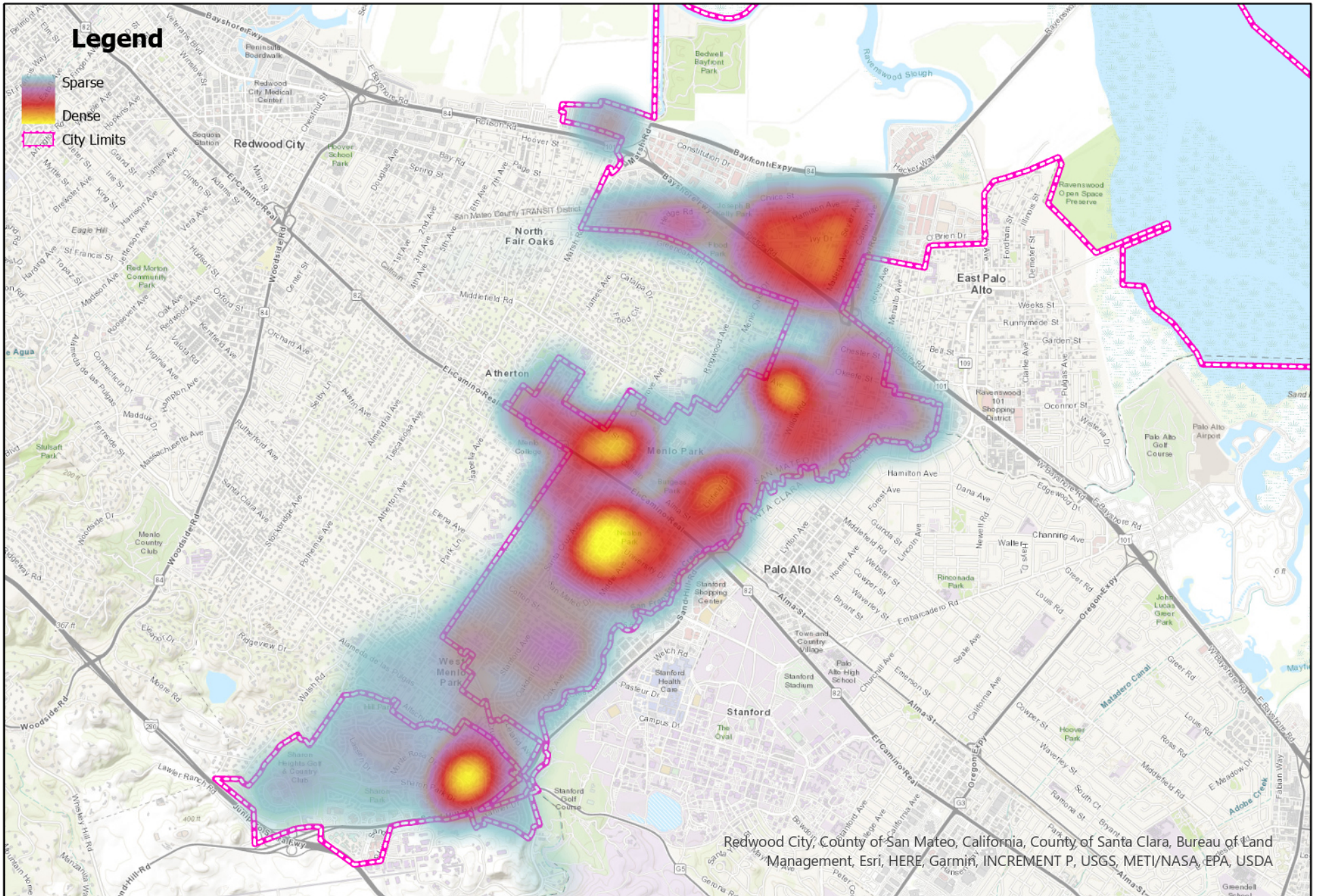


# Menlo Park Library Users Ages 18+ years





# Menlo Park Library Users (all ages)





**LIBRARY COMMISSION  
TENTATIVE AGENDA SCHEDULE  
JULY 15, 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>• Recommend the LCS department strategic plan 2024-26</li> <li>• Onboarding new commissioners</li> <li>• BHCC project updates</li> <li>• City-run childcare program updates</li> </ul>
May 22, 2024 Joint meeting w/ PRC 4 <sup>th</sup> Wednesday Location: BHCC	<ul style="list-style-type: none"> <li>• BHCC start of operations</li> </ul>
June 17, 2024	<ul style="list-style-type: none"> <li>• Study session: Prepare updates to the LC work plan</li> <li>• Consider assigning commissioner liaisons to library affinity groups</li> <li>• Recommend departmental policy: Library meeting room use policy</li> </ul>
July 15, 2024 Location: BHCC	<ul style="list-style-type: none"> <li>• Study session: Prepare a report-out to City Council on the LC work plan 2023-24</li> <li>• BHCC operational updates</li> <li>• Individual commissioner reports</li> </ul>
August 19, 2024	<ul style="list-style-type: none"> <li>• Departmental accreditation process – Library Journal Index of Public Library Service</li> <li>• Main Library roof replacement / solar project</li> <li>• City-run childcare programs - parent survey</li> <li>• Recommend updates to the LC work plan 2023-24</li> </ul>
September 16 2024	<ul style="list-style-type: none"> <li>• Review of library survey collection tools</li> </ul>
October 21, 2024	<ul style="list-style-type: none"> <li>• Review departmental strategic plan</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>• 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.