



REGULAR MEETING AGENDA

Date: 3/17/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

Commissioner Westcott will be participating from:
2723 Adeline Dr.
Burlingame, California 94010

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Access the meeting, in-person, at Menlo Park Library
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 882 0971 1131
- Access the meeting in 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. 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).

Regular Session

A. Call To Order

B. Roll Call

Welcome and introductions – new Library Commissioner Sarah Sisbot

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. Regular Business

- D1. Approve the meeting minutes from the February 24, 2025 meeting ([Attachment](#))
- D2. Recommend library and community services departmental policy: makerspace use guidelines ([Staff Report LC-2025-010](#))
- D3. Review draft community survey: library and recreation programs ([Staff Report LC-2025-011](#))

E. Informational Items

- E1. Library and community services department statistics and recent activities ([Staff Report LC-2025-012](#))
- E2. Library Commission tentative agenda calendar ([Attachment](#))

F. Commissioner Reports

- F1. Ad-hoc subcommittee update ([Staff Report LC-2025-013](#))
- F2. Individual Commissioner reports

G. 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. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 3/13/2025)



SPECIAL MEETING MINUTES – DRAFT

Date: 2/24/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center – Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Orton called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Crockett, Herrick, Orton (Remote – Brown Act), Pollack, Saher, Westcott
Absent: None
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Director Nick Szegda,

C. Regular Business

C1. Approve the meeting minutes from the January 27, 2025 meeting (Attachment)

ACTION: Motion and second (Westcott/ Pollack) to approve minutes from January 27, 2025 meeting, passed unanimously.

C2. Ad-hoc subcommittee update (Staff Report LC-2025-007)

The subcommittee reported out on recent activities.

The Commission discussed the language in the staff report and the replacement of “future library” and “library of the future.”

ACTION: None.

D. Informational Items

D1. Overview of survey tools and methods used by the City of Menlo Park (Staff Report LC-2025-008)

D2. Library and community services department statistics and recent activities (Staff Report LC-2025-009)

D3. Library Commission tentative agenda calendar (Attachment)

ACTION: By acclamation, the following items were added to the tentative agenda calendar:

- March: ad-hoc subcommittee survey questions and survey methods
- March: ad-hoc subcommittee report out – focus groups
- March: Library and recreation programs draft survey review
- March: Library budget

E. Commissioner Reports

E1. Individual Commissioner reports

None.

F. Adjournment

Chair Orton adjourned the meeting at 7:53 p.m.

Nick Szegda, Assistant Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

3/17/2025

Staff Report Number:

LC-2025-010

Regular Business:

**Recommend library and community services
departmental policy: makerspace use guidelines**

Recommendation

Staff recommends that the Library Commission (LC) recommend a library and community services departmental policy: makerspace use guidelines (Attachment A).

Policy Issues

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

Background

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

The new Belle Haven Library located at Belle Haven Community Campus includes a makerspace for public use.

Analysis

From time to time, it is appropriate and necessary to review and update departmental policies or to create new policies in the interest of clarifying rules and procedures, responding to changing community needs, establishing criteria for programs and services, and other related considerations. City staff periodically reviews existing policies and procedures, updates policies and procedures, and develops new policies and procedures as needed and appropriate.

Makerspace use guidelines (Attachment A)

Staff recommends that the LC recommend the makerspace use guidelines in Attachment A. The makerspace use guidelines codify current departmental practices related to use of the makerspace.

Impact on City Resources

As an advisory body to the City Council, the LC does not authorize resource allocations nor direct the work of City staff. City budget and personnel authorizations are the sole purview of the City Council. Directing the work of City staff is the sole purview of the city manager and/or their City staff designees.

Environmental Review

The policies in this report are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as they will not result in any direct or indirect physical change in the environment.

Public Notice

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

Attachments

- A. Makerspace use guidelines
- B. Hyperlink: Library and Community Services department policies and procedures webpage.
menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures

Report prepared by:

Rose Waldman, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

MAKERSPACE USE GUIDELINES

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



Purpose
The makerspace provides Menlo Park community members with physical space and resources to engage in creative projects through hands-on learning and exploration, collaboration among creators, STEM education, and sharing skills and learning from one another.
Applicability
Entering the makerspace or participating in a makerspace event or class constitutes acceptance of the Makerspace Use Guidelines and all other applicable City policies and guidelines including but not limited to: Library Use Guidelines, Recreation Facility Use Guidelines, Library Meeting Room Use Policy, Facility Rental Policy. City staff may apply additional rules, requirements, and/or procedures pertaining to the makerspace at any time as needed to preserve public access and foster a safe, productive environment for all, including but not limited to: setting or modifying time limits for members of the public to use makerspace equipment; requiring members of the public to successfully complete training sessions on the safe use of equipment; installing new equipment or removing equipment from the space; restricting or modifying access to supplies and/or equipment; monitoring or restricting access for safety reasons. Any additional rules, requirements and/or procedures the City staff may apply shall be posted in the makerspace for public view.
Room scheduling priorities
When resolving schedule availability conflicts, makerspace scheduling will be subject to the following prioritization: <ol style="list-style-type: none">1. City of Menlo Park Library and Community Services department hosted events and classes receive first priority for makerspace scheduling.2. Events or classes that are co-sponsored by the City of Menlo Park receive second priority.3. Menlo Park-based charitable non-profit organizations receive third priority. For purposes of this policy “non-profit group” means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax-exempt status may be required to establish eligibility.4. Other groups not described above and not excluded as provided in this policy receive the fourth priority.
General rules
<ol style="list-style-type: none">1. There is no guarantee of equipment availability.2. All visitors must read, understand, and comply with all instructions, rules, and procedures posted in the makerspace and on equipment at all times.3. City staff are available to assist with basic troubleshooting of equipment but are not available to provide detailed individual instruction about equipment, applications, materials, or project development.4. All equipment will be automatically or manually turned off at specified times in advance of the makerspace closing time regardless of the status of the project.5. Some equipment must be reserved 48 hours in advance6. Visitors shall not load their own supplies or materials into any makerspace equipment without advance permission from City staff.7. Some equipment requires City staff to be present while the equipment is in operation8. Equipment is never permitted to leave the makerspace room at any time, for any reason.9. Makerspace computers may not be used for internet browsing, video games, streaming video, nor any other general purpose other than applications that directly pertain to the use of makerspace equipment or activities.10. Disturbing others with loud sound originating from devices is prohibited. Please use headphones when listening to audio on any device inside the makerspace.11. All 3D print files must be submitted to City staff for review and approval at least 48 hours in advance of the project being printed. City staff reserves the right to refuse any 3D print request for any reason, at the sole discretion of City staff. Appeals may be directed to the Library and Community Services Director, whose decision is final.12. No storage space is available for works-in-progress. Any projects left in the makerspace without the express permission of City staff shall be considered abandoned and may be discarded.13. For security reasons, digital files and programs may not be saved or installed on the hard drive of makerspace computers.14. The City of Menlo Park is not responsible for any loss or damage to user-owned documents, files, projects or equipment.

15. For more information about rules and prohibited activities, see the Library Use Guidelines.

Training and release agreements

Users may be required to complete training and/or tutorials prior to using certain equipment, including but not limited to: 3D printer, laser cutter, vinyl cutter, sewing machines. Users may also be required to complete and sign release agreements prior to using makerspace equipment.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave.
- Visiting privileges may be suspended for an extended time period.
- City staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity may result in arrest and/or prosecution in addition to suspension of visiting privileges.
- Customers who return to the facility before a suspension has ended may be charged with trespassing.

Policy review

This policy shall be reviewed at least every four years.

Policy history

Action	Date	Notes
Policy created	March 13, 2025	Administrative policy



STAFF REPORT

Library Commission

Meeting Date:

3/17/2025

Staff Report Number:

LC-2025-011

Regular Business:

Review draft community survey: library and recreation programs and facilities

Recommendation

Staff recommends that the Library Commission review and provide feedback on a draft community survey to seek Menlo Park resident input on library and recreation programs and facilities (Attachment A).

Policy Issues

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

Background

The Library and Community Services Department (LCS) periodically surveys residents to get feedback on the programs and services offered by the department.

On Sept. 13, 2022, City Council reviewed the results of a citywide survey of residents containing feedback and suggestions for LCS department services and programs, with particular focus on informing the planning of programs and services in the new Belle Haven Community Campus (Attachment B.)

On Mar. 18, 2024, the LC reviewed the results of a citywide survey of residents containing feedback and suggestions for library book collections to help inform the planning of an opening day book collection at the new Belle Haven Library at Belle Haven Community Campus (Attachment C.)

On Nov. 12, 2024, the City Council reviewed the results of a citywide survey of residents containing feedback and suggestions for programs and services at city-run preschools (Attachment D.)

On Nov. 20, 2024, the Parks and Recreation Commission (PRC) reviewed the results of a citywide survey of residents containing feedback and suggestions for programs and services at City-owned aquatic centers (Attachment E.)

Analysis

Library and recreation programs draft survey

The draft survey in Attachment A is intended to gain insight from residents about their needs and preferences related to a wide array of LCS departmental programs, services, and facilities. The draft survey emulates the structure and many of the questions in the 2022 recreation and community programs survey so as to provide the ability to make apples-to-apples comparisons of past survey responses to the current survey responses. The draft survey in Attachment A does not include questions related to aquatics or preschools because those program areas recently were the subjects of detailed citywide surveys. In their

place, new questions are included in the draft survey primarily focused on resident satisfaction with and suggestions for library and recreation facilities operated by the City of Menlo Park, including parks. Free text responses provide ample opportunities for residents to provide additional detail or context, make suggestions, and/or provide feedback in areas not covered by the provided questions.

Next steps

The draft survey is tentatively scheduled to be reviewed next by the PRC on March 26. The survey is planned to open to the public tentatively on April 5 and close May 4. It is proposed that the survey be distributed in similar fashion as previous citywide surveys, which have proved effective in gaining substantive response rates from all neighborhoods across the City in the past. The survey is planned to be distributed in English and Spanish via multiple formats and distribution points including electronic, paper, and in-person at LCS facilities and with additional assistance from community partners. The survey results are planned to be presented at the joint LC/PRC meeting tentatively on May 28.

Impact on City Resources

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Environmental Review

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Public Notice

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

Attachments

- A. Draft community survey - library and recreation programs and facilities
- B. Hyperlink. City Council staff report #22-172-CC, Oct. 13, 2022:
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=6
- C. Hyperlink. LC agenda attachment - Library book survey results, Mar. 18, 2024:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20240318-library-commission-regular-agenda-packet.pdf#page=4
- D. Hyperlink. City Council staff report #24-190-CC, Nov. 12, 2024:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20241112/m3-20241112-cc-childcare-survey.pdf
- E. Hyperlink. PRC staff report #PRC-2024-036, Nov. 20, 2024:
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/agenda_prc_20241120-amended.pdf#page=15

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Staff Report #: LC-2025-011

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

COMMUNITY SURVEY - LIBRARY AND RECREATION PROGRAMS AND FACILITIES

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



Survey information
The City of Menlo Park is interested in hearing from you about library and recreation programs and facilities. Please tell us your views by taking this survey. Thank you!
1. What neighborhood of Menlo Park do you live in now? (See map)
<input type="checkbox"/> Allied Arts / Stanford Park <input type="checkbox"/> Bayfront <input type="checkbox"/> Belle Haven <input type="checkbox"/> Central Menlo Park <input type="checkbox"/> Downtown Menlo Park <input type="checkbox"/> El Camino Real Corridor <input type="checkbox"/> Felton Gables <input type="checkbox"/> Linfield Oaks <input type="checkbox"/> Park Forest / Spruce / San Antonio <input type="checkbox"/> Sharon Heights <input type="checkbox"/> South of Seminary / Vintage Oaks <input type="checkbox"/> Suburban Park / Lorelei Manor / Flood Triangle <input type="checkbox"/> The Willows <input type="checkbox"/> VA Medical District <input type="checkbox"/> West Menlo Park <input type="checkbox"/> Unincorporated Menlo Park <input type="checkbox"/> I don't live in Menlo Park <input type="checkbox"/> Other (please describe) _____
2. How long have you lived in Menlo Park?
<input type="checkbox"/> Less than a year <input type="checkbox"/> 1-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 10-19 years <input type="checkbox"/> 20+ years <input type="checkbox"/> I don't live in Menlo Park
3. What age groups live in your household? (Check all that apply)
<input type="checkbox"/> Infants/ toddlers <input type="checkbox"/> Children <input type="checkbox"/> Teenagers / tweens <input type="checkbox"/> Adults <input type="checkbox"/> Adults 65+

<input type="checkbox"/> I don't know / I prefer not to answer						
4. How often do you typically use or visit these locations operated by the City of Menlo Park?						
	More than once a week	Once or twice a week	Once or twice a month	A few times a year	Rarely, once a year or less	Never
Arrillaga Family Gymnasium						
Arrillaga Family Gymnastics Center						
Arrillaga Family Recreation Center						
Belle Haven Community Campus						
Belle Haven Library						
Menlo Park Library						
Menlo Park Senior Center						
Onetta Harris Community Center						
5. How satisfied are you with the physical buildings and spaces inside these locations?						
	Very satisfied	Somewhat satisfied	Neutral / No opinion	Somewhat unsatisfied	Very unsatisfied	Don't know / No response
Arrillaga Family Gymnasium						
Arrillaga Family Gymnastics Center						
Arrillaga Family Recreation Center						
Belle Haven Community Campus						
Belle Haven Library						
Menlo Park Library						
Menlo Park Senior Center						
Onetta Harris Community Center						
6. If you could change the physical buildings and/or spaces inside these locations, what changes would you make that would improve them and/or make you visit them more often?						

7. How satisfied are you with the customer service provided at these locations?						
	Very satisfied	Somewhat satisfied	Neutral / No opinion	Somewhat unsatisfied	Very unsatisfied	Don't know / No response
Arrillaga Family Gymnasium						
Arrillaga Family Gymnastics Center						
Arrillaga Family Recreation Center						
Belle Haven Community Campus						
Belle Haven Library						
Menlo Park Library						
Menlo Park Senior Center						
Onetta Harris Community Center						

8. If you could change the customer service at these locations, what changes would you make that would improve the customer service and/or make you visit the location more often?

9. For library and information resources, how important are the following items?						
	Very important	Somewhat important	Neutral / No opinion	Somewhat not important	Not important at all	Don't know / No response
Adult literacy tutoring to help adults improve reading skills						
Books in electronic / digital formats (e-books, e-audiobooks)						
Books in paper format						
Books that are classics that I read in school / as a child						
Books that are the newest and most popular bestsellers						
Books that are written in languages other than English						
Books that offer a wide range of different viewpoints, including views I don't agree with						
Books that reflect the cultures, needs and interests of residents						

Computers / laptops / tablets that people can check out and take home						
English as Second Language (ESL) resources						
Food distribution, food insecurity advice and support						
Health care navigation and support						
Homelessness / housing referrals and support						
Homework help for children and teens after school						
Job skills / job readiness / job seeker resources and training						
Legal advice and support						
Meeting spaces for small groups						
Money management / financial advice and support						
Quiet places to read and study						
Storytimes for young children						
Teen space to socialize, read and study						
Wireless internet "Hot spots" for checkout / take home						
Wireless internet access (Wi-Fi) in the library						

10. Please tell us your ideas, needs, and suggestions for library and information resources.

11. For recreational classes and programs, how important are the following items?

	Very important	Somewhat important	Neutral / No opinion	Somewhat not important	Not important at all	Don't know / No response
Arts and crafts: sewing, painting, ceramics, etc.						
Bicycle safety / repair						
Cooking and nutrition						
Dance / movement						
Environmental education						

Fitness center – weights, resistance training, cardio, etc.						
Gymnastics						
Health and wellness / yoga / meditation						
Martial arts						
Money management, personal budgeting						
Music / performing arts						
Strength / balance training for seniors						
Technology for beginners - learn how to use computers, mobile apps, basic software						
Technology – coding, app development, computer aided design, 3-D printing, etc.						
Teens - programs to socialize, read and study after school and on weekends						
Travel / learn a new language						

12. Please tell us your ideas, needs, and suggestions for recreational classes and programs.

13. For athletics / sports programs, how important are the following items?

	Very important	Somewhat important	Neutral / No opinion	Somewhat not important	Not important at all	Don't know / No response
Access to athletic fields for casual / drop-in use and play						
Access to athletic fields for organized / league play						
Baseball – organized youth league						
Basketball – casual / drop-in play						
Basketball – organized adult league						
Basketball – organized youth league						
Football – organized youth/adult league						
Futsal – organized youth/adult league						

Gymnastics – youth casual / fun						
Gymnastics – youth competitive						
Lacrosse – organized youth league						
Pickleball – casual / drop-in play						
Pickleball – organized league / tournament						
Rugby – organized youth/adult league						
Soccer – organized adult league						
Soccer – organized youth league						
Softball – organized adult league						
Softball – organized youth league						
Tennis – casual / drop-in play						
Tennis – private/individual lessons						
Volleyball – organized adult league						
Volleyball – organized youth league						

14. Please tell us your ideas, needs, and suggestions for athletic / sports programs.

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15. How often do you typically use or visit these parks operated by the City of Menlo Park?

	Never	Rarely, once a year or less	A few times a year	Once or twice a month	Once or twice a week	More than once a week
Bedwell-Bayfront Park						
Burgess Park						
Fremont Park						
Hamilton Park						
Jack W. Lyle Park						
Karl E. Clark Park						

Kelly Park						
Nealon Park						
Seminary Oaks Park						
Sharon Park						
Stanford Hills Park						
Tinker Park						
Willow Oaks Park						

16. How satisfied are you with the physical spaces, environment, and features at these parks?

	Very satisfied	Somewhat satisfied	Neutral / No opinion	Somewhat unsatisfied	Very unsatisfied	Don't know / No response
Bedwell-Bayfront Park						
Burgess Park						
Fremont Park						
Hamilton Park						
Jack W. Lyle Park						
Karl E. Clark Park						
Kelly Park						
Nealon Park						
Seminary Oaks Park						
Sharon Park						
Stanford Hills Park						
Tinker Park						
Willow Oaks Park						

17. If you could change the physical spaces and/or features at these parks, what changes would you make that would improve them and/or make you visit them more often?

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18. What is your age?

- 6-12
- 13-17
- 18-24
- 25-34
- 35-44
- 45-64
- 65-74
- 75+
- I prefer not to answer

19. Please tell us any other ideas, needs, complaints or suggestions you'd like to share with us

20. (Optional) Would you like us to send you the results of this survey?

- Yes
- No

If Yes, please provide your email or address:

Email:

Address:

Send the survey to us!

Please complete this survey by May 4, 2025

You can drop off the completed survey at any City of Menlo Park library, recreation center, or child care center, or by postal mail to: City of Menlo Park, Community Survey, 800 Alma St., Menlo Park CA 94025

This survey also is available online. Use your phone to scan this code [insert QR code here], or go to [insert URL here] to take the survey.

Thank you!



STAFF REPORT

Library Commission

Meeting Date:

3/17/2025

Staff Report Number:

LC-2025-012

Informational Item:

Library and Community Services department statistics and recent activities

Recommendation

City staff recommends that the Library Commission (LC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

As a duly appointed advisory body to the City Council, the LC is charged with advising the City Council on matters related to the City's libraries.

Background

LCS provides a wide range of lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. Programs and facilities include public libraries, recreation and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events, and aquatics.

Analysis

February 2025 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for February 2025 are provided in Attachment A.

Library division operating budget and staffing

City of Menlo Park budget and staffing authorizations are solely the purview of the City Council. City Council authorizes the City of Menlo Park annual operating budget by June 30 of each year to take effect on July 1 of each year. The City of Menlo Park adopted budget for the current fiscal year 2024-25 is available on the City's website through the public access budget portal (Attachment B).

The library operates as a major division within the library and community services department. The financial and staffing resources allocated by City Council to the library division are available in the public access budget portal through the use of the budget portal's search and filtration features. For the convenient reference of LC members, City staff has extracted the library division's expenses, revenues, and authorized staffing from the public access budget portal and compiled them in Attachment C.

New Commission member onboarding information

City staff periodically provides the LC staff reports containing resource links for new Commission members annually in the spring. A link to the April 22, 2024 staff report is provided in Attachment D.

Used book sale

Friends of Menlo Park Library is an all-volunteer nonprofit organization whose sole mission is to support Menlo Park's library services and programs. Their next used book sale will take place on Friday, March 21, and Saturday, March 22. All proceeds support Menlo Park library programs and events (Attachment E).

Book-ish Trivia Night event

Menlo Park Library hosted an evening of fun, trivia, prizes, and light refreshments on Friday, Feb. 28. Attendees broke off into teams for trivia questions related to books, book-related films, music, and more. The event was organized and led by library staff. Approximately 60 people participated. Funding for the event was provided by Friends of Menlo Park Library.

Women's History Month events

The City organized several events in recognition of Women's History Month, including:

- Women in Tune Concert. On March 1, at the Belle Haven Library, the City of Menlo Park hosted a songwriter-in-the-round style performance from three local performers who shared their talents and spoke about their processes and inspirations.
- Women in STEM. On Tuesday, March 25, from 6 – 7 p.m., the City of Menlo Park will hold a virtual event featuring a presenter from the National Women's History Museum who will discuss the barriers women in STEM face and the stories of women who defied them, such as Mary Edwards Walker, Bessie Coleman, and Sally Ride. (Attachment F)

Community resource fair event

Community members are invited for an engaging and informative resource fair for residents in the Belle Haven neighborhood and Menlo Park overall. Participants will enjoy delicious food, light entertainment, and an interactive atmosphere with local agencies and community groups providing information and resources for strong and vibrant neighborhoods. Saturday, March 29, from 11 a.m. to 2 p.m. at Belle Haven Community Campus (Attachment G).

Seed swap event

Menlo Park Library will host a seed swap event on March 29 from 10 a.m. to noon. Gardeners often have extra seeds that may not get used. The seed swap offers a chance to exchange unused seeds with other gardeners. Participants who don't have any seeds should come anyway. All are invited to attend and bringing seeds is not required to participate. Those who have seeds to share can bring seeds that are clean, dry, and packaged in small quantities for distribution with labels that list the plant name or variety (Attachment H).

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Public Notice

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Attachments

- A. February 2025 statistics
- B. Hyperlink. City of Menlo Park public access budget portal: menlopark.gov/budget
- C. Excerpts from the City of Menlo Park fiscal year 2024-25 budget portal: Library division expenses, revenues, and authorized staffing
- D. Hyperlink. LC staff report, "Onboarding new commission members," April 22, 2024: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20240422_lc_agenda_packet.pdf
- E. Hyperlink. Friends of Menlo Park Library book sale event. <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20250321-22-FOL-Book-Sale>
- F. Hyperlink. Women in STEM event. <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20250325-National-Womens-History-Museum>
- G. Hyperlink. Community resource fair event. menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Community-Resource-Fair
- H. Hyperlink. Seed swap event. <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20250329-Seed-Swap>

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CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS – FEBRUARY 2023 to FEBRUARY 2025

ATTACHMENT A

Table 1. Library items circulated

Location*	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St.	33,556	38,799	35,906	36,068	37,195	36,644	36,262	34,156	33,070	31,542	33,787	34,604	32,918	35,504	33,038	34,588	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143
100 Terminal Ave.*	788	963	950	1,005	878	1,068	1,026	898	792	765	772	753	839	911	747	580	1,540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008
Total online / digital	8,219	8,827	8,707	9,374	9,891	10,368	9,970	10,332	11,598	11,598	12,082	12,977	11,862	12,227	11,547	12,204	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606

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

Table 2. Library cards

Location*	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Library cards issued – MP residents	240	239	253	232	330	322	207	181	150	139	122	158	170	117	158	122	263	259	244	207	186	158	120	200	184
Total MP resident library cardholders	21,299	21,417	21,512	21,601	21,733	21,189	21,808	22,105	22,020	22,327	22,133	22,415	23,177	23,369	22,715	22,826	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953

Table 3. Library patron questions answered

Location*	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St.	2,714	3,347	2,834	2,393	3,496	3,282	3,294	2,753	3,046	2,977	3,169	3,342	3,167	3,360	3,118	3,105	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124
100 Terminal Ave.*	262	340	279	306	744	264	345	337	244	244	255	273	204	244	201	250	600	586	463	429	521	423	469	565	471

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

Table 4. Library holds filled (item requests)

Location*	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St - Incoming holds	3,934	4,763	4,393	4,256	4,472	3,968	4,121	4,043	4,076	3,760	3,861	4,419	3,895	3,871	3,597	3,953	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979
800 Alma St - Outgoing holds	2,788	3,142	2,665	2,773	3,252	3,050	3,968	3,238	3,062	3,171	2,688	3,471	3,074	3,311	3,122	3,078	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862
100 Terminal Ave. - Incoming holds*	-	-	-	-	144	195	183	154	154	120	87	158	116	78	72	47	109	167	227	194	162	149	184	262	203
100 Terminal Ave. - Outgoing holds*	-	-	-	-	159	183	157	190	190	177	160	191	144	175	154	22	23	6	10	11	26	15	13	43	**262

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

**In Feb of 2025, Belle Haven Library began allowing outgoing holds for non-Menlo Park card holders.

Table 5. Library foot traffic (gate count)

Location*	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
800 Alma St.	-	-	-	-	13,108	-	-	-	13,541	12,580	12,283	14,060	13,183	15,066	12,763	12,949	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525
100 Terminal Ave.*	1,189	1,365	1,241	1,288	1,231	1,034	1,261	1,169	1,248	1,148	1,041	1,050	981	1,220	875	-	4,101	3,863	3,266	3,117	3,221	3,108	2,573	5,135	4,569

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

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Table 6. Library program attendance

	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Total attendance - 800 Alma St.	847	730	888	606	822	1,653	1,405	883	1,121	754	798	1,000	1,163	993	1,080	1,171	998	1,174	1,248	795	798	744	1,044	1,011	937
# of programs - 800 Alma St.	29	25	31	28	27	30	36	30	36	37	31	31	26	27	37	34	36	27	37	31	39	28	32	32	29
Total attendance - 100 Terminal Ave.*	173	156	98	67	116	157	296	132	116	158	125	48	144	110	59	68	331	498	298	190	326	166	316	612	464
# of programs - 100 Terminal Ave.*	8	8	8	7	8	8	8	9	7	9	8	6	7	8	5	5	10	29	29	22	25	21	24	28	30

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

Table 7. Preschool child development – enrollment

Location	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Menlo Children's Center	32	34	33	35	38	33	33	23	23	26	28	27	29	33	38	37	41	40	39	28	28	28	26	32	32
Belle Haven Child Development Center	59	61	64	65	65	45	43	48	50	53	60	56	62	62	63	63	63	63	35	43	44	44	48	48	48

Table 8. School age child development (after school enrichment) – enrollment

Location	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Menlo Children's Center - After School	28	28	28	28	28	30	27	28	30	34	33	36	36	36	32	32	53	43	30	30	31	31	31	31	29
Belle Haven Youth Center	42	42	42	42	42	28	56	54	54	54	54	52	52	52	52	52	45	45	67	55	55	55	55	58	58

Table 9. Senior Center services

	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Lunches served	560	555	551	624	656	570	482	519	642	422	315	511	521	435	-	243	683	866	914	1,113	1,132	836	726	810	851
Grocery boxes distributed	480	480	460	460	460	576	460	460	460	230	230	460	460	460	-	230	460	460	460	460	460	460	460	230	460
Senior shuttle trips	902	1,018	898	1,053	1,124	1,010	1,006	1,158	1,200	1,057	761	1,126	1,170	1,162	-	614	1,466	1,745	1,618	1,660	1,786	1,160	1,332	1,488	1,342
Special event attendance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	127	150

*Senior Center was closed during April and part of May 2024 to relocate to Belle Haven Community Campus

CITY OF MENLO PARK
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT
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Table 10. Older adults / seniors class enrollment

Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St – Enrollment - residents	145	108	437	421	113	21	25	25	51
700 Alma St - Enrollment - non-residents	240	216	264	269	100	11	11	11	67
700 Alma St # of senior classes offered	42	42	14	14	14	2	2	2	7
100 Terminal Ave. – Enrollment - residents	-	-	-	-	-	264	116	109	87
100 Terminal Ave. – Enrollment - non-residents	-	-	-	-	-	44	72	54	70
100 Terminal Ave. – # of senior classes offered	-	-	-	-	-	17	16	14	14

*Season is still in progress and data shown is not yet final.

Table 11. Recreational classes

Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - Enrollment – residents	263	239	166	297	356	323	206	485	513
700 Alma St. - Enrollment – non-residents	126	117	67	152	150	107	114	196	213
700 Alma St. - # of classes offered	77	88	73	57	48	48	56	57	59
700 Alma St. - # of instructors	24	22	28	21	20	20	20	26	22
100 Terminal Ave. - Enrollment – residents	-	-	-	-	-	103	99	126	67
100 Terminal Ave. - Enrollment – non-residents	-	-	-	-	-	19	22	27	21
100 Terminal Ave. - # of classes offered	-	-	-	-	-	16	16	16	13
100 Terminal Ave. - # of instructors	-	-	-	-	-	9	9	10	8

*The Fall 2024 season is still in progress and data shown is not yet final.

Table 12. Gymnastics classes

	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
Enrollment – residents	490	499	416	490	740	814	577	817	926
Enrollment – non-residents	158	255	174	158	159	257	285	355	363
Classes offered	93	101	80	93	95	114	114	120	120

*Season is still in progress and data shown is not yet final.

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Table 13. Sports classes

Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
600 Alma St - Enrollment - resident	195	70	242	76	265	26	113	177	48
600 Alma St - Enrollment - non-resident	129	97	181	11	114	80	101	113	10
600 Alma St - # of classes offered	20	12	40	3	17	4	11	28	10
600 Alma St - # of instructors	5	5	10	3	7	2	5	6	2
600 Alma St - Drop-in basketball visits	243	280	172	359	633	665	474	847	219
600 Alma St - Drop-in volleyball visits	637	534	513	505	927	542	930	993	388
600 Alma St - Leagues – individual registrations	1,400	84	1,239	156	224	458	180	1300	0
600 Alma St - Leagues – team registrations	142	12	111	35	31	70	18	137	0
100 Terminal Ave. - Drop-in basketball visits	-	-	-	-	-	28	169	203	96
100 Terminal Ave. - Drop-in volleyball visits	-	-	-	-	-	26	58	106	46
100 Terminal Ave. - Drop-in Fitness Center	-	-	-	-	-	512	877	1,053	1,038

*Season is still in progress and data shown is not yet final.

Table 14. Facility rentals

Location	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - Rentals - residents	57	24	18	24	23	21	0	18	22
700 Alma St. - Rentals – non-residents	46	89	76	62	81	73	19	25	42
100 Terminal Ave. - residents	-	-	n/a	n/a	n/a	n/a	n/a	10	25
100 Terminal Ave. - non-residents	-	-	n/a	n/a	n/a	n/a	n/a	15	3
Athletic field rentals (hours reserved)	899	1,533	1,042	785	722	1146	560	811	530

*Season is still in progress and data shown is not yet final.

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Table 15. Recreation client accounts

	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
New recreation client accounts	-	-	-	-	-	-	-	-	215	335	895	412	327	844	451	515	490	558	1,216	523	380	654	543	297	275
Total recreation client accounts	-	-	-	-	-	-	-	-	5,798	6,013	6,348	7,243	7,655	7,982	8,826	9,277	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318
Hyperlocal client accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,354	1,360

Table 16. Web page views

	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	
MenloPark.gov/Library	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,636	3,858
MenloPark.gov/ActivityGuide	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,706	4,001

Table 17. Newsletter engagement

	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	
Newsletters sent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	4
Average recipients per newsletter	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,441	25,260
Total of all recipient emails (excludes bounces, etc.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71,858	95,010
Total newsletter clicks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,992	2,170
Total newsletter unique clicks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,209	1,226
Total newsletter opens	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61,371	88,301
Total unique opens	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,439	52,081
% open rate (monthly average)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80%	87%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50%	52%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	168	216
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.22%	0.22%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1547	2097

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Table 18. Large-scale community event attendance

Location	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025
Black Liberation Month Celebration	150	-	-	-	-	-	-	-	-	-	-	-	256	-	-	-	-	-	-	-	-	-	-	-	290
Spring Fest – Burgess Park	-	-	1,500	-	-	-	-	-	-	-	-	-	-	-	50	-	-	-	-	-	-	-	-	-	-
Small child's egg hunt - 700 Alma St.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	-	-	-
Egg Hunt – Burgess Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450	-	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-
Juneteenth	-	-	-	200	-	-	-	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	-	-	-
4 th of July Parade and Celebration	-	-	-	-	-	1,250	-	-	-	-	-	-	-	-	-	-	-	1,200	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	186	387	-	-	-	-	-	-	-	-	-	-	270	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	388	247	-	-	-	-	-	-	-	-	-	-	230	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	261	520	-	-	-	-	-	-	-	-	-	-	244	300	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	222	550	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300	80	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	330	-	-	-	-	-	-
Summer Concert - Karl E. Clark Park	-	-	-	-	-	-	103	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert - Karl E. Clark Park	-	-	-	-	-	-	137	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	215	-	-	-
Halloween Hoopla	-	-	-	-	-	-	-	-	1,100	-	-	-	-	-	-	-	-	-	-	-	1,500	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	-	101	-	-	-	-	-	-	-	-	-	-	-	150	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	-	750	-	-	-	-	-	-	-	-	-	-	-	900	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120	-



*FY 2024-25 Adopted Budget

Share

FY 2024-25 Adopted Budget revenues and expenses

Data Updated Jul 12, 2024, 1:50 PM

Library and Community Services Expenses

Amount

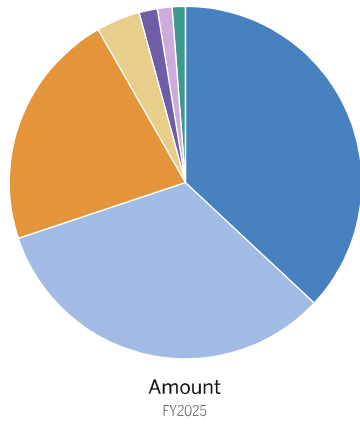
Year: Fiscal Years

LEGEND + ROWS

FILTERS


Expense Type (Ex)

Visualization



Largest → Smallest

- Salaries and Wages
- Operating Expenses
- Fringe Benefits
- Utilities
- Fixed Assets & Capital Outlay
- Services

 Export CSV

Expense Type (Ex) ▾	FY2025 
▾ Amount	\$3,251,662.00
Salaries and Wages	\$1,202,730.00
Operating Expenses	\$1,069,251.00
Fringe Benefits	\$710,681.00
Utilities	\$131,000.00
Fixed Assets & Capital Outlay	\$54,500.00
Services	\$43,500.00
Repairs & Maintenance	\$40,000.00



*FY 2024-25 Adopted Budget

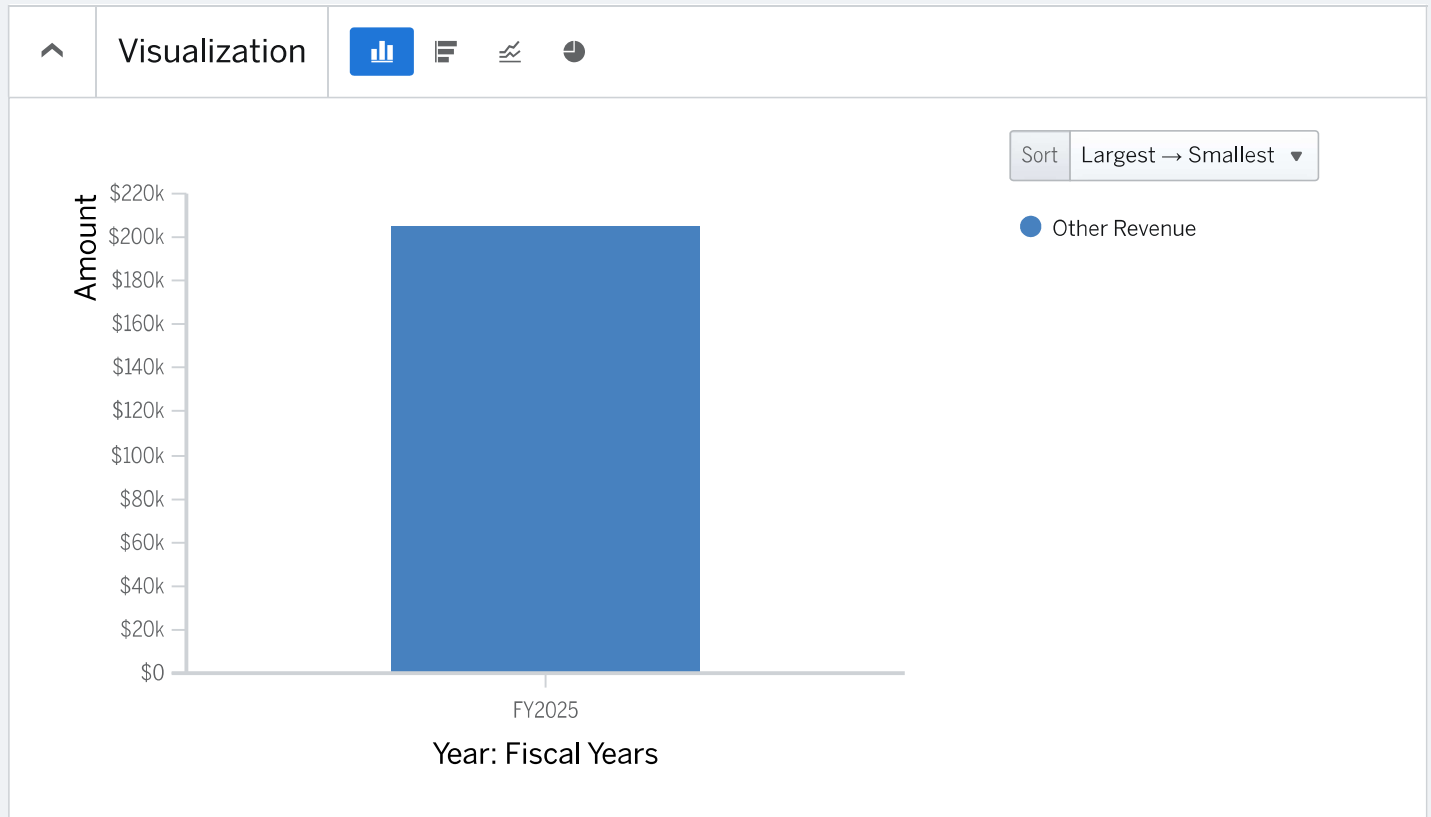
Share

FY 2024-25 Adopted Budget revenues and expenses

Data Updated Jul 12, 2024, 1:50 PM

Undo View Library and Community Services Department Revenue Summary MODIFIED ▾

Show Amount ▾ by Year: Fiscal Years ▾ LEGEND + ROWS Categorized by Revenue Type (Re) ▾ FILTERS = re × = Library and Co... ×
 = 2025 × = Donations - Lib... ×



Summary Details

Show Totals Group by Revenue Type (Re) Export CSV ▾ Manage Columns ▾

Year ▾	Project Name ▾	Fund Name ▾	Amount ▾
2025	Library Foundation 501c3	Donations - Library and Community Services	\$70,000.00
2025	Literacy Partners 501c3	Donations - Library and Community Services	\$10,000.00
2025	Library Friends 501c3	Donations - Library and Community Services	\$125,000.00

\$205,000.00

< Previous 1 Next > Showing 1-3 of 3 Rows



*2024-25 Authorized Staffing Levels

Share

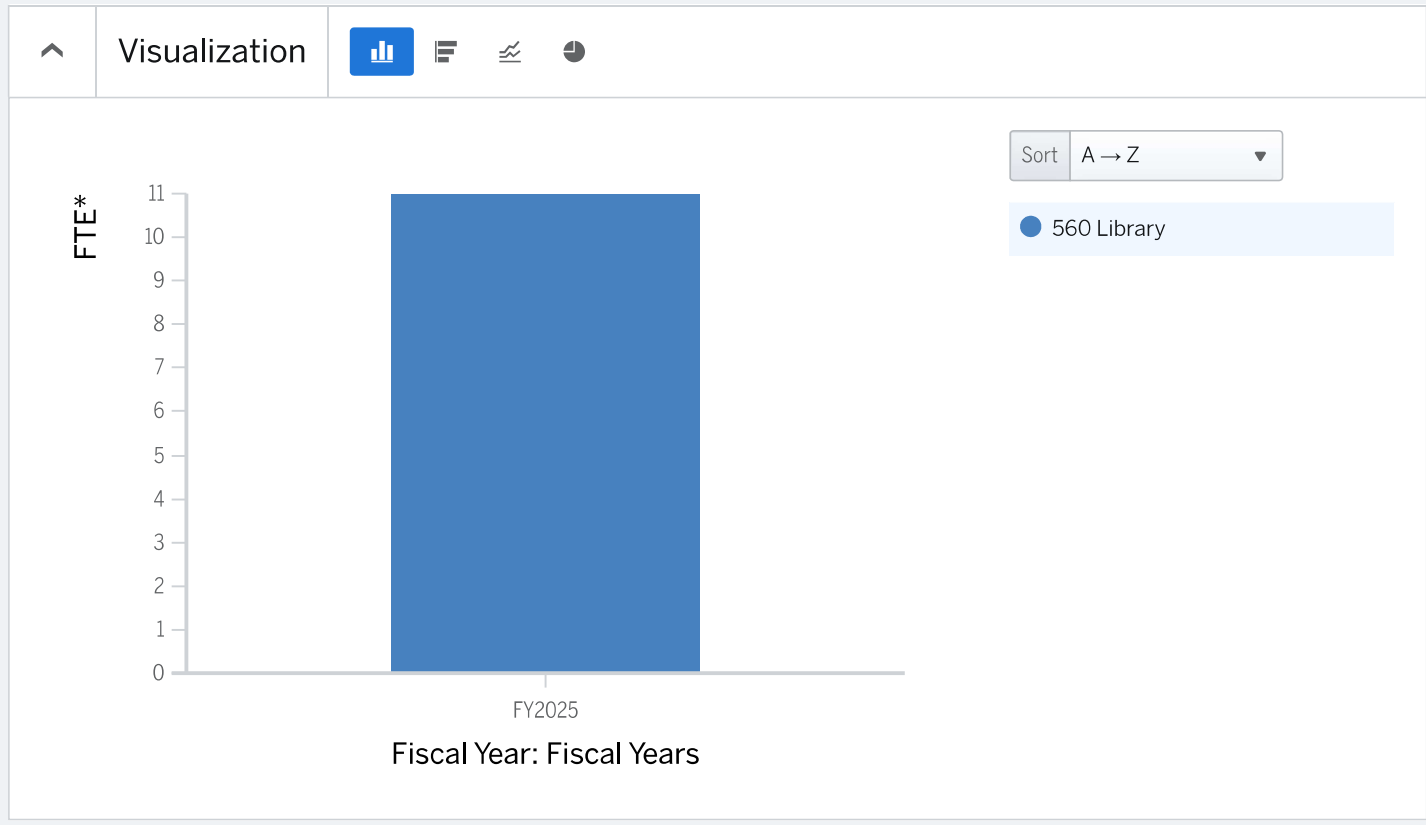
Proposed FY 2024-25 budget full time equivalents (FTEs)

Data Updated Jul 16, 2024, 8:24 PM

Undo View 500 Library and Community Services FTEs 2024-25 MODIFIED

LEGEND + ROWS FILTERS

Show FTE* by Fiscal Year: Fiscal Years Categorized by Division = 2025 = 500 Library an... = 560 Library



Summary Details

Show Totals Group by Division Export CSV Manage Columns

Fiscal Year	Position Name*	Division	FTE*	Standard Hours per Year*
2025	Librarian I	560 Library	1	2,080
2025	Librarian I	560 Library	1	2,080
2025	Librarian I	560 Library	1	2,080
2025	Librarian I	560 Library	1	2,080
2025	Librarian II	560 Library	0.5	1,040

2025	Librarian II	560 Library	1	2,080
2025	Library and Community Services Supervisor	560 Library	1	2,080
2025	Library Assistant II	560 Library	0.5	1,040
2025	Library Assistant II	560 Library	1	2,080
2025	Library Assistant II	560 Library	1	2,080
2025	Library Assistant III	560 Library	1	2,080

< Previous 1 Next > Showing 1-13 of 13 Rows

LIBRARY COMMISSION
 TENTATIVE AGENDA SCHEDULE
 March 17, 2025

MEETING DATE*	TENTATIVE AGENDA TOPICS**
January 27, 2025 (4 th Monday)	<ul style="list-style-type: none"> • Presentation: Library data • Ad-hoc subcommittee update • Select Commission Vice Chair • End of year library statistics • Benchmark and Star Libraries report • City and departmental mission, vision, and values statements
February 24, 2025 (4 th Monday)	<ul style="list-style-type: none"> • Ad-hoc subcommittee update • Overview of survey questions and methods
March 17, 2025	<ul style="list-style-type: none"> • Recommend policy: makerspace use guidelines • Review draft community survey: library and recreation programs and facilities • Department statistics and activities • Ad-hoc subcommittee update
April 21, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update • Presentation: Library outreach • Commission work plan 2024-25 progress report • Select Library Commission Chair and Vice Chair
May 28, 2025 (Joint meeting w/ PRC) (4 th Wednesday)	<ul style="list-style-type: none"> • Presentation: BHCC first year of operations • Review: Recreation and community programs survey results
June 16, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update • Presentation: Look ahead for libraries and MPL • Study session: Prepare updates to the LC work plan 2025-26 • Consider assigning commissioner liaisons to library affinity groups
July 21, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update • Presentation: Library collection development • Study session: Prepare a report-out to City Council on the LC work plan 2024-25
August 18, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update • Recommend updates to the LC work plan 2025-26
September 15, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update
October 20, 2025	<ul style="list-style-type: none"> • Ad-hoc subcommittee update
November 17, 2025	<ul style="list-style-type: none"> • Approve the 2026 Library Commission meeting calendar
December 15, 2025 (Joint meeting w/ PRC)	<ul style="list-style-type: none"> • Year in review • Open house / social
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> • Approve previous meeting's minutes • Department activities and statistics • Tentative agenda calendar • Commissioner reports
Unscheduled future items	<ul style="list-style-type: none"> •

* Library Commission 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



STAFF REPORT

Library Commission
Meeting Date: 3/17/2025
Staff Report Number: LC-2025-013
Commission Report: Ad-hoc subcommittee update

Recommendation

City staff recommends that the Library Commission (LC) receive an update prepared by the ad-hoc subcommittee.

Policy Issues

The LC may establish subcommittees of less than a quorum of the LC members in order to support and/or expedite the full LC's review and consideration of matters within the LC's purview. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the LC are subject to the Brown Act (see Government Code §54952(b)). Ad hoc or temporary subcommittees are advisory by nature, temporary, formed to complete a specific task, and will disband automatically upon completion. Ad hoc subcommittees are informal, and their meetings are not subject to the Open Meetings Act.

Background

On Aug. 19, 2024, the LC established an ad-hoc subcommittee, defined its scope, and assigned LC members Crockett, Herrick, and Westcott to serve on the ad-hoc subcommittee.

On Oct. 21, 2024, the LC assigned the subcommittee's scope of work as follows: "Continue to work toward achieving Library Commission work plan goal #2: "Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the 'library of the future.'"

The ad-hoc subcommittee reported its activities to the LC at the September, October, November, and December 2024 LC meetings.

On January 27, 2025, the ad-hoc subcommittee reported on their visit to the Redwood City library, their attendance at the Friends of the Library board meeting, and on their plans for additional library visits.

On February 24, 2025, the ad-hoc subcommittee reported on their visits to the Half Moon Bay and Burlingame libraries and their efforts to create a survey

Analysis

Ad-hoc subcommittee activities report

A summary activities report prepared by the ad-hoc subcommittee is provided in Attachment A.

Impact on City Resources

As an advisory body to the City Council, the LC does not authorize resource allocations nor direct the work of City staff. City budget and personnel authorizations are the sole purview of the City Council. Directing the work of City staff is the sole purview of the city manager and/or their City staff designees.

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. Ad-hoc subcommittee report.

Report prepared by:
Nick Szegda, Assistant Library and Community Services Director

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

From: [Kim Crockett](#)
To: [Szegda, Nick J](#)
Cc: [Michael Herrick](#); [Brian Westcott](#)
Subject: Ad Hoc SubCommittee agenda
Date: Thursday, March 13, 2025 6:45:22 AM

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Hi Nick,

Here's our activities report out and update for the agenda packet for next week's LC meeting:

February 12, 2025 - Ad Hoc Subcommittee met at Main Library
February 18, 2025 - Ad Hoc Subcommittee visited Half Moon Bay Library
February 20, 2025 - Ad Hoc Subcommittee visited Burlingame Library
February 26, 2025 - Ad Hoc Subcommittee and Library Foundation members visited Palo Alto Rinconada Library
February 26, 2025 - Ad Hoc Subcommittee met at Main Library
March 11, 2025 - Ad Hoc Subcommittee conducted a pilot Focus Group on the 'Menlo Park Library of the Future' in the Elm Room of Arrillaga Family Recreational Center, 2-4pm. This pilot Focus Group consisted of 5 Library Foundation members. After the focus group session, the Library Foundation Members took the draft Menlo Park 'Library of the Future' Survey and were asked to provide feedback and comment on same. The Ad Hoc Subcommittee plans to continue conducting Focus Groups with other groups, such as Parents of Young Children, Teens, Friends of the Menlo Park Library, and others.
February 26-March 11 multiple requests made to LCS to share Library-specific budget information, ie, Library departmental expenses summary and LCS Organizational Team charts with detailed Library FTE and Library personnel.

Thanks,
Kim

--

Kim Crockett
650.714.3059