



REGULAR MEETING AGENDA

Date: 4/21/2025
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

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

C. Public Comment

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

D. Presentations and Proclamations

D1. Presentation. “Library outreach: Bringing the library to the community” (Attachment)

E. Regular Business

E1. Approve the meeting minutes from the March 17, 2025 meeting ([Attachment](#))

- E2. Select Commission Chair and Vice Chair for 2025-26 ([Staff Report LC-2025-014](#))

F. Informational Items

- F1. Commission attendance report ([Staff Report LC-2025-015](#))
- F2. Library Commission work plan progress update ([Staff Report LC-2025-016](#))
- F3. Library and community services department statistics and recent activities
([Staff Report LC-2025-017](#))
- F4. City of Menlo Park fiscal year 2025-26 budget process and timeline ([Staff Report LC-2025-018](#))
- F5. Library Commission tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Ad-hoc subcommittee report ([Staff Report LC-2025-019](#))
- G2. 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. 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: 4/17/2025)



LIBRARY OUTREACH:

Bringing the Library to the Community

Library Commission – April 2025

LIBRARY PRESENTATION SERIES

All dates and topics are tentative and are subject to change:

Library Overview:

Who We Are and What We Do
September 2024

Library Programs:

Enrichment through Experiences
November 2024

Library Statistics:

What Does the Data Tell Us?
January 2025

Library Outreach:

Bringing the Library to the Community
April 2025

Library of the Future:

What's Next for Libraries and for MPL
June 2025

Library Budget:

Collection Development and Operations
July 2025

WHAT IS OUTREACH?

Outreach is comprised of “services for those who are infrequent users or nonusers or as services for those who are traditionally underserved, [with a goal of providing] equitable delivery of library services to all people through the development of programs, policies, practices, and behaviors which make the library available to all people.”

American Library Association, “Outreach Librarianship”
<https://www.ala.org/educationcareers/libcareers/jobs/outreach>

OUTREACH AT MENLO PARK LIBRARY



[Home](#) / [Government](#) / [Departments](#) / [Library and Community Services](#) / [Library](#) / [Account services](#) / [Books by Mail](#)

Books by Mail

The Books by Mail program provides free access to library resources to our community. Materials are mailed directly to customers who have barriers to access our libraries.

Who is eligible for Books by Mail?

Books by Mail is reserved for residents in incorporated Menlo Park that are unable to come into the library and/or carry home checked-out items for reasons including but not limited to:

- Are over the age of 62
- Have a long-term or permanent mobility impairment
- Are immunocompromised



How do I register?

Fill out the [online application](#). Your application will be reviewed and if approved, you will be contacted by staff to make your borrowing requests.

Do I need a special library card?

You will use your Menlo Park library card. If you do not have a Menlo Park library card and are a qualifying resident, one will be issued to you.



CURRENT OUTREACH

Services to Schools

- Class field trips to the library
- Staff visiting classrooms
- Staff visiting school assemblies
- Tabling at school events
- Private storytimes
- Library card drives
- Providing services to City-run Preschools, School-Age child care, and summer camp programs.



CURRENT OUTREACH

Services to the Public

- Tabling at community events
- Books by Mail
- Marketing library programs
- Partnerships with Library Foundation, other area libraries, other city departments, and local community groups
- Engaging with patrons in the library to spread the word outside of the library.



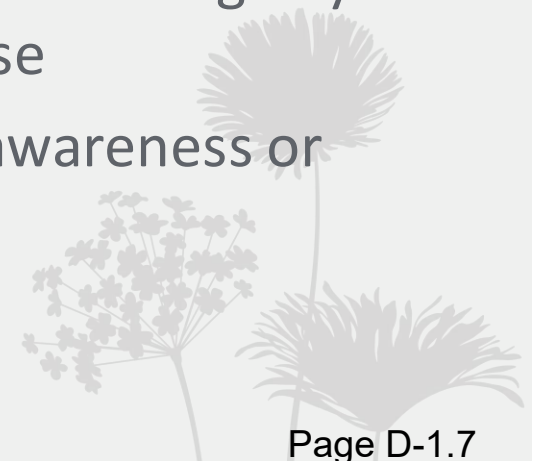
BENEFITS AND CHALLENGES

Benefits of Library Outreach

- Makes the community aware of library services
- Connects services to people who would not normally visit a library
- Increases community literacy through access to information
- Builds networks with other libraries, and high stakes community groups
- Creates a ripple effect - the community promotes services

Challenges to Providing Outreach

- Lack of resources, not enough staff and/or time
- Coordinating with other organizations can be challenging
- Loss of institutional knowledge by partners and in-house
- Lack of community awareness or interest



LOOKING FORWARD

School Outreach

- Tailored “choose your own” visit package
- Continue fostering connections built through 2023 and 2024
- Back to school nights
- Increase connections with homeschool groups in the area

New Library Visit page on City website:

<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Library/About-the-library/Library-visits>

[Home](#) / [Government](#) / [Departments](#) / [Library and Community Services](#) / [Library](#) / [About the library](#) / **[Library visits](#)**

Library visits

Come to the library

Menlo Park Library and Belle Haven Library are happy to schedule private library visits outside of our regular business hours for school groups, homeschool groups, and other children's groups.

During a class visit, our staff can provide a variety of activities to teach students of all ages about the library and the resources we provide. Activities may include:

- Private Storytime performed by a library staff member
- A tour of the library
- Learn about our book return machine
- Learn how to find books by completing a library scavenger hunt
- Learn about resources available at our libraries
- Learn more about the Dewey Decimal System
- Learn more about upcoming library hosted events and programs

Bring the library to you

For those who are unable to visit the library, we are happy to schedule a time where a library staff member can visit your classroom, school, or special event. Activities may include:

- Private Storytime performed by a library staff member
- Information on how to get a library card
- Information about resources available at our libraries
- Information about upcoming library hosted events and programs
- A library station or table at your event manned by a library staff member

Library visits are not just for kids! We are happy to attend events hosted by other organizations, visit local high schools, community colleges and job centers, and attend local community events.

LOOKING FORWARD

Public Outreach

- Partnership with colleagues at BHCC: Resource Fair (March)
- Partnership with local orgs & CMP Sustainability: Love Our Earth (April)
- Partnership with Atherton Library: Farmer's Market
- Increased social media presence
- New graphic-wrapped cargo van (coming soon).

Tie-in Programs

- Youth Poetry Voices (April)
- Summer Reading (June-Aug)
- 1000 books before kindergarten (September)
- Library Card Art Design (September?)
- Winter Reads (November-January)



THANK YOU



REGULAR MEETING MINUTES - DRAFT

Date: 3/17/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center
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, Pollack, Sisbot, Westcott
Absent: Shafer
Staff: Library and Community Services Director Sean Reinhart and Assistant Library and Community Services Director Nick Szegda

Commissioner Sisbot introduced herself to the Commission

C. Public Comment

C1. Public comment

None.

D. Regular Business

D1. Approve the meeting minutes from the February 24, 2025 meeting (Attachment)

ACTION: Motion and second (Pollack/ Crockett), to approve the minutes from the February 24, 2025 meeting, 6-0-1 (Shafer absent).

D2. Recommend library and community services departmental policy: makerspace use guidelines (Staff Report LC-2025-010)

Director Reinhart introduced the item.

ACTION: Motion and second (Pollack/ Herrick), to recommend the makerspace use guidelines, 6-0-1 (Shafer absent).

D3. Review draft community survey: library and recreation programs (Staff Report LC-2025-011)

Director Reinhart introduced the item.

Commissioner Pollack asked that dog parks be added to the list of facilities.

Commissioner Crockett asked that the library program questions reflect current offerings and that work/study spaces be added to the list of facilities.

The Commission discussed methods of distributing the survey.

ACTION: No action taken.

E. Informational Items

- E1. Library and community services department statistics and recent activities
(Staff Report LC-2025-012)

Commissioner Crockett asked that a year-over-year budget comparison for the library be provided that includes annual expenditures and FTE count.

- E2. Library Commission tentative agenda calendar (Attachment)

F. Commissioner Reports

- F1. Ad-hoc subcommittee update (Staff Report LC-2025-013)

Commissioner Crockett gave the update. The ad-hoc subcommittee is finishing up their library visits and has started conducting small focus group discussions.

- F2. Individual Commissioner reports

Commissioner Herrick reported on funding uncertainty surrounding the Institute of Museum and Library Services.

G. Adjournment

Chair Orton adjourned the meeting at 8:10 p.m.

Nick Szegda, Assistant Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

4/21/2025

Staff Report Number:

LC-2025-014

Regular Business:

Select new Library Commission Chair and Vice Chair

Recommendation

City staff recommend that the Library Commission (LC) select a Chair and Vice Chair for the 2025-26 fiscal year.

Policy Issues

City Council policy CC-24-004 (Attachment A) requires advisory bodies to annually select a Chair and Vice Chair. The policy states that “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.”

Background

In March 2023, the LC adopted a process for selecting a Chair and Vice Chair on a rotating basis that emulates the model used by City Council to annually select the Mayor and Vice Mayor. (Attachment B).

In January 2025, Commissioner Herrick was selected as Vice Chair to replace former Vice Chair Wise, who was elected to the City Council.

Analysis

The LC Chair works with the staff liaison to set the agendas for LC meetings and presides over those meetings. The LC Chair typically delivers the LC’s annual updates to the City Council. The Vice Chair serves as LC Chair in the LC Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommends that the LC follow the procedure that was established at their March 2023 meeting for selecting a new LC Chair and Vice Chair. That procedure states that the longest-serving LC member who has not served as Chair becomes the Chair, and the next longest-serving LC member becomes Vice Chair.

Following the previously established procedure, Vice Chair Herrick would be selected as Chair and Commissioner Pollack would be selected for the position of Vice Chair. The new LC Chair and Vice Chair will begin their duties in May and will serve until May 2026.

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. Hyperlink. "Adopt a resolution amending City Council Policy CC-24-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities authorizing a stipend for the Planning Commission," City Council meeting agenda (item K-6), Feb. 13.
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- B. Hyperlink – "Establish a procedure for the annual selection of Chair and Vice Chair," Library Commission meeting agenda (item D-2), Mar. 6, 2023.
menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2023-meetings/agendas/20230306-library-commission-agenda-packet.pdf#page=59

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

4/21/2025

Staff Report Number:

LC-2025-015

Informational Item:

Advisory body attendance report

Recommendation

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

- Library Commission attendance report

Policy Issues

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

Background

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

Analysis

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

Impact on City Resources

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

Environmental Review

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

Public Notice

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Attachments

A. Library Commission attendance report

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Reviewed by:

Sean S. Reinhart, Library and Community Services Director

LIBRARY							Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
Third Monday of the month at 6:30 p.m.	Appointed	Re-appointed	Term expired/ Termed out/ Resigned	Total no. of meetings	Total meetings attended	Percentage attended												
Chen Rekhi, Ada*	11/1/2022		3/20/2024	1	1	100%	1	*	*	*	*	*	*	*	*	*	*	*
Cohen, Alan*	4/24/2018	4/26/2022	4/22/2024	2	2	100%	1	1	*	*	*	*	*	*	*	*	*	*
Crockett, Kim	8/13/2024			7	6	86%	*	*	*	*	*	1	1	1	0	1	1	1
Herrick, Michael	2/13/2024			12	12	100%	1	1	1	1	1	1	1	1	1	1	1	1
Orton, Carol	4/25/2023			12	10	83%	1	1	1	1	1	0	0	1	1	1	1	1
Pollack, David	2/13/2024			12	11	92%	1	1	1	1	1	1	1	0	1	1	1	1
Shafer, Scott	4/16/2024			10	8	80%	*	*	1	1	0	1	1	1	1	0	1	1
Singh, Pavneet*	9/21/2021		4/30/2024	2	2	100%	1	1	*	*	*	*	*	*	*	*	*	*
Westcott, Brian	4/16/2024			10	10	100%	*	*	1	1	1	1	1	1	1	1	1	1
Wise, Jennifer*	4/25/2023		12/10/2024	9	8	89%	1	1	0	1	1	1	1	1	1	*	*	*

* not on commission

attendance less than two-thirds (67%)

3/18/2024-special meeting Cohen arrived at 6:40 p.m.

3/20-2024-Chen Rekhi resigned

4/22/2024-special meeting Wise arrived at 6:38 p.m.

4/22/2024-Cohen resigned

4/30/2024-Singh term expired

5/22/2024-special meeting Wise excused absence

7/15/2024-regular meeting Shafer excused absence

8/19/2024-regular meeting Orton excused absence

9/16/2024-regular meeting Orton excused absence

10/21/2024-regular meeting Pollack excused absence

11/25/2024-regular meeting Crockett excused absence

12/18/2024-special meeting Shafer unexcused absence

2/24/2024-special meeting Orton Brown Act

11/25/2025-regular meeting Crockett excused absence

12/10/2024-Wise resigned (sworn in to City Council)

2/24/2025-regular meeting Orton Brown Act



STAFF REPORT

Library Commission

Meeting Date:

4/21/2025

Staff Report Number:

LC-2025-016

Regular Business:

Receive a progress report update on the Library Commission work plan for 2024-25

Recommendation

City staff recommends that the Library Commission (LC) receive a summary work plan progress update matrix (Attachment A).

Policy Issues

City Council Policy CC-23-004 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 for City Council approval.

Background

On August 19, 2024, the LC finalized their current work plan 2024-25 for City Council's review and approval.

On Sept. 24, 2024, City Council approved the LC's 2024-25 work plan with the following edits:

- Struck "Advise staff on early education programs at City-run child development centers" from the list of goals.
- Renumbered the work plan goals to account for the above edit.

On Oct. 21, 2024, the LC received an informational update about the City Council's Sept. 24, 2024, revisions to the LC work plan.

Analysis

A summary work plan progress update matrix is provided in Attachment A.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. 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. Summary LC work plan progress update matrix

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

Table 1: Work plan progress update matrix

Item #	Work Plan Item	Status	Progress update
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	Met	<ul style="list-style-type: none"> Public comment is regularly encouraged and accepted
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”	In progress	<ul style="list-style-type: none"> Ad-hoc subcommittee formed Ad-hoc subcommittee undertook Library visits Ad-hoc subcommittee held focus groups City staff is administering citywide survey w/ LC input City staff provided benchmarking and comparative statistical reports
3	Support and advise library program development and operations of the Belle Haven Community Campus (BHCC)	Met and ongoing	<ul style="list-style-type: none"> July 11, 2024 - BHCC operational update Commission meetings held at BHCC Regular reports on programming and use statistics at BHCC
4	Analyze and evaluate whether and how potential near term capital improvements to the 800 Alma St. facility may be addressed	In progress	<ul style="list-style-type: none"> Ad-hoc subcommittee has initiated work on an analysis
5	Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to library services	In progress	<ul style="list-style-type: none"> May 28 - Fiscal year 2025-26 budget portal open to the public May 28 - LCS budget overview at joint LC/PRC meeting June 10 - Budget public hearing at City Council June 24 - Budget adoption at City Council
6	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 operations at the new BHCC	Met	<ul style="list-style-type: none"> Nov. 25, 2024 - Collection development policy March 17 - Makerspace use guidelines
7	Periodically receive staff presentations and reports about major library service areas and programs and Commissioner liaison reports about affiliates	Met	<ul style="list-style-type: none"> Sept. 16, 2024 - Library overview Nov. 15, 2024 - Library programming Jan. 27 - Library statistics Apr. 21 - Library outreach Commissioner affiliate liaison reports as warranted
8	Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly	Met	<ul style="list-style-type: none"> Standing item at all LC meetings

9	Support the filling of openings on the Commission and the effective onboarding of new Commissioners	Met	<ul style="list-style-type: none"> • Annual onboarding staff report with resource list • Advisory body vacancy announcements • Application deadline reminders
10	Review and advise on potential synergies with or support from other City departments	In progress	<ul style="list-style-type: none"> • Department activities and statistics is a standing item at LC meetings • At least two joint meetings w/ PRC per year



STAFF REPORT

Library Commission

Meeting Date:

4/21/2025

Staff Report Number:

LC-2025-017

Regular Business:

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

March 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 March 2025 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 recent comments, along with responses prepared by City staff is provided in Attachment B.

Proclamation for National Library Week

On Tuesday April 15, the City Council issued a Proclamation for National Library Week (Attachment C.) National Library Week is an annual celebration highlighting the valuable role libraries, librarians and library workers play in strengthening our communities and transforming lives. This year's theme is "Drawn to the Library" celebrating how libraries inspire creativity, foster connections, and bring communities together. The proclamation was accepted by LC Chair Orton and President of the Friends of Menlo Park Library Steve Haas.

Youth Advisory Committee – now accepting applications

The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns. YAC is currently accepting new applications from students enrolling in Grades 9–12 and who live within Menlo Park city limits or attend a Menlo Park high school.

Interested students should:

- Demonstrate leadership in school and/or community activities.
- Express an interest in advising City Council and Staff on teen issues and representing your fellow teens.
- Be willing to commit about 8 hours per month.
- Be able to commit to at least a one year term.

Approved applications will be appointed to a term of one-year, from September through May. The deadline to apply is Friday, June 13. (Attachment D.)

Youth Poetry Voices

April is National Poetry Month and this month, youth are invited to join the City of Menlo Park and the Menlo Park Library Foundation for the annual Menlo Park Youth Poetry Voices exhibition. This exhibition will allow children from first grade through twelfth grade to share their original poetry. All poets will have the opportunity to read their poem at a reception hosted by Menlo Park Library and have their work published in a commemorative anthology that will be displayed in our Local Authors Collection. Poets will be recognized as a group before the City Council on the night of the reception. Featured poets will be invited to present their poems directly to City Council. Submissions will be accepted online between April 1 and April 30 with a reception and City Council presentation on May 13. (Attachment E.)

Egg Hunt and Spring Fest

The Menlo Park community is set to celebrate a spring festival and egg hunt on April 19 at Burgess Park. As of April 17 when this report was published, the egg hunt portion of the event has approximately 700 registered participants. The event will feature a free petting zoo, photos with the big bunny, children's crafts, and related attractions. Egg hunt sessions are divided by age groups and pre-registration is required. Registration is free for incorporated City of Menlo Park residents and \$5 for non-residents. A sensory-friendly session also is available as well as a special scavenger hunt for children 11 years and up.

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. March 2025 statistics
- B. Suggestion box comments and responses
- C. National Library Week Proclamation.
- D. Hyperlink. YAC application: <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Youth-Advisory-Committee>
- E. Hyperlink. Youth Poetry Voices: <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Youth-Poetry-Voices>

Report prepared by:

Staff Report #: LC-2025-017

Ashley Walker, Management Analyst

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

Table 1. Library items circulated

Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
800 Alma St.	35,504	33,038	34,588	34,361	35,858	36,698	36,029	35,330	34,288	34,639	36,767	32,143	36,302
100 Terminal Ave.*	911	747	580	1,540	2,145	1,940	2,153	2,056	1,877	1,893	2,299	2,008	2,423
Total online / digital	12,227	11,547	12,204	12,910	18,284	19,394	18,490	19,612	18,122	17,756	18,405	17,606	NA

Table 2. Library cards

Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
New cards issued - MP residents	117	158	122	263	259	244	207	186	158	120	200	184	201
Total cardholders - MP residents	23,369	22,715	22,826	23,273	23,169	23,340	23,444	23,431	23,673	23,765	23,847	23,953	24,076

Table 3. Library patron questions answered

Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
800 Alma St.	3,360	3,118	3,105	3,761	3,653	3,482	3,182	3,283	3,038	2,971	3,321	3,124	3,398
100 Terminal Ave.*	244	201	250	600	586	463	429	521	423	469	565	471	499

Table 4. Library holds filled (item requests)

Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Incoming holds - 800 Alma St	3,871	3,597	3,953	3,930	3,897	4,054	4,189	4,123	3,803	3,915	4,391	3,979	4,185
Outgoing holds - 800 Alma St	3,311	3,122	3,078	3,293	3,091	3,897	3,064	3,035	2,766	2,694	3,087	2,862	3,082
Incoming holds - 100 Terminal Ave.*	78	72	47	109	167	227	194	162	149	184	262	203	129
Outgoing holds - 100 Terminal Ave.*	175	154	22	23	6	10	11	26	15	13	43	**262	363

Table 5. Library foot traffic (gate count)

Location*	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
800 Alma St.	15,066	12,763	12,949	14,038	14,699	14,408	13,262	13,304	13,450	13,048	13,679	11,525	12,600
100 Terminal Ave.*	1,220	875	-	4,101	3,863	3,266	3,117	3,221	3,108	2,573	5,135	4,569	4,765

Table 6. Library program attendance

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Total attendance - 800 Alma St.	993	1,080	1,171	998	1,174	1,248	795	798	744	1,044	1,011	937	967
# of programs - 800 Alma St.	27	37	34	36	27	37	31	39	28	32	32	29	34
Total attendance - 100 Terminal Ave.*	110	59	68	331	498	298	190	326	166	316	612	464	240
# of programs - 100 Terminal Ave.*	8	5	5	10	29	29	22	25	21	24	28	30	23

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 7. Preschool enrollment													
Location	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Menlo Children's Center (MCC)	33	38	37	41	40	39	28	28	28	26	32	32	32
Belle Haven Child Development Center	62	63	63	63	63	35	43	44	44	48	48	48	50

Table 8. School age – enrollment													
Location	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
MCC - After School	36	32	32	53	43	30	30	31	31	31	31	29	28
Belle Haven Youth Center	52	52	52	45	45	67	55	55	55	55	58	58	58

Table 9. Menlo Park Senior Center - 100 Terminal Ave.													
	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Lunches served	435	-	243	683	866	914	1,113	1,132	836	726	810	851	956
Grocery boxes distributed	460	-	230	460	460	460	460	460	460	460	230	460	460
Senior shuttle trips	1,162	-	614	1,466	1,745	1,618	1,660	1,786	1,160	1,332	1,488	1,342	1,504
Special event attendance	-	-	-	-	-	-	-	-	-	-	127	150	55

Table 10. Older adults / seniors class enrollment					
Location	Winter 2024	Spring 2024*	Summer 2024	Fall 2024	Winter 2025**
700 Alma St – Enrollment - residents	113	21	25	25	51
700 Alma St - Enrollment - non-residents	100	11	11	11	67
700 Alma St # of senior classes offered	14	2	2	2	7
100 Terminal Ave. – Enrollment - residents	-	264	116	109	118
100 Terminal Ave. – Enrollment - non-residents	-	44	72	54	85
100 Terminal Ave. – # of senior classes offered	-	17	16	14	15

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 11. Recreational classes					
Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - Enrollment – residents	356	323	206	485	520
700 Alma St. - Enrollment – non-residents	150	107	114	196	213
700 Alma St. - # of classes offered	48	48	56	57	59
700 Alma St. - # of instructors	20	20	20	26	22
100 Terminal Ave. - Enrollment – residents	-	103	99	126	80
100 Terminal Ave. - Enrollment – non-residents	-	19	22	27	21
100 Terminal Ave. - # of classes offered	-	16	16	16	15
100 Terminal Ave. - # of instructors	-	9	9	10	9

Table 12. Gymnastics classes					
Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
Enrollment – residents	740	814	577	817	950
Enrollment – non-residents	159	257	285	355	383
Classes offered	95	114	114	120	120

Table 13. Sports classes					
Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
600 Alma St - Enrollment - resident	265	26	113	177	48
600 Alma St - Enrollment - non-resident	114	80	101	113	10
600 Alma St - # of classes offered	17	4	11	28	10
600 Alma St - # of instructors	7	2	5	6	2
600 Alma St - Drop-in basketball visits	633	665	474	847	631
600 Alma St - Drop-in volleyball visits	927	542	930	993	1,240
600 Alma St - Leagues – individual registrations	224	458	180	1300	-
600 Alma St - Leagues – team registrations	31	70	18	137	-
100 Terminal Ave. - Drop-in basketball visits	-	28	169	203	231
100 Terminal Ave. - Drop-in volleyball visits	-	26	58	106	50
100 Terminal Ave. - Drop-in Fitness Center	-	512	877	1,053	1,713

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 14. Recreation client accounts

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
New recreation client accounts	844	451	515	490	558	1,216	523	380	654	543	297	275	991
Total recreation client accounts	7,982	8,826	9,277	9,792	10,282	10,840	12,056	12,579	13,233	13,776	14,043	14,318	15,309
Hyperlocal client accounts	-	-	-	-	-	-	-	-	-	-	1,354	1,360	1,482

Table 15. Web page views

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
/Library	-	-	-	-	-	-	-	-	-	-	4,636	3,858	4,389
/ActivityGuide	-	-	-	-	-	-	-	-	-	-	4,706	4,001	7,141

Table 16. Newsletter engagement

	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
Newsletters sent	-	-	-	-	-	-	-	-	-	-	3	4	5
Average recipients per newsletter	-	-	-	-	-	-	-	-	-	-	24,441	25,260	25,088
Total recipients (excludes bounces, etc.)	-	-	-	-	-	-	-	-	-	-	71,858	95,010	117,826
Total newsletter clicks	-	-	-	-	-	-	-	-	-	-	1,992	2,170	2,942
Total newsletter unique clicks	-	-	-	-	-	-	-	-	-	-	1,209	1,226	1,765
Total newsletter opens	-	-	-	-	-	-	-	-	-	-	61,371	88,301	103,780
Total unique opens	-	-	-	-	-	-	-	-	-	-	38,439	52,081	62,139
% open rate (monthly average)	-	-	-	-	-	-	-	-	-	-	80%	87%	83%
% unique opens rate (monthly average)	-	-	-	-	-	-	-	-	-	-	50%	52%	50%
Unsubscribes Monthly Total	-	-	-	-	-	-	-	-	-	-	168	216	179
% Unsubscribes - Monthly Average	-	-	-	-	-	-	-	-	-	-	0.22%	0.22%	0.14%
Email Bounces - Monthly Total	-	-	-	-	-	-	-	-	-	-	1547	2097	2,567

LIBRARY AND COMMUNITY SERVICES
STATISTICS - MARCH 2025

Table 17. Facility rentals					
Location	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025*
700 Alma St. - residents	23	21	0	18	29
700 Alma St. - non-residents	81	73	19	25	64
100 Terminal Ave. - residents	n/a	n/a	n/a	10	38
100 Terminal Ave. - non-residents	n/a	n/a	n/a	15	3
Athletic field rentals (hours reserved)	722	1146	560	811	530

Table 18. Large-scale community event attendance													
Location	Mar. 2024	Apr. 2024	May 2024	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025
College and Career Fair	-	-	-	-	-	-	-	-	-	-	120	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	-	290	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	-	-	-	180
Egg Hunt (toddlers) - 700 Alma St.	-	30	-	-	-	-	-	-	-	-	-	-	-
Egg Hunt (school-age) – Burgess Park	-	450	-	-	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	2000	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	300	-	-	-	-	-	-	-	-	-
4 th of July Parade and Celebration	-	-	-	-	1200	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	270	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	230	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	244	300	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	222	550	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	300	80	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	330	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	215	-	-	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	1500	-	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	150	-	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	900	-	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	450	-	-	-

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

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX COMMENTS AND RESPONSES
COMPILED APRIL 2025

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2025-03-24	Arrillaga Family Gymnasium	Please please please bring back Menlo SummerFest in July!! Everyone we know loves/loved it!!	Thank you for using our suggestion box. I do remember the Summer Fest and it was a great event. The Summer Fest was actually hosted by the Menlo Park Chamber of Commerce. The Menlo Park Chamber of Commerce has now joined with the San Mateo County Chamber. I am not sure of the future plans for a Summer Fest but wanted to provide you with the organization that previously led those efforts. Should you want to contact them, Contact San Mateo Area Chamber of Commerce -- Natalya
2	2025-04-09	Arrillaga Family Gymnasium	Love the no net 4 volleyball, do on all courts	[No contact info.]
3	2025-04-09	Arrillaga Family Gymnasium	There should be two score boards in case there are 2 games.	[No contact info.]
4	2025-01-30	Arrillaga Family Recreation Center	The vending machine is broken because if you try to get the peanut butter granola bar (1-4-7) It says an invalid code.	Thank you for your feedback regarding the vending machine at the Burgess rec center. Please let us know if you continue to have issues with this machine in the future. We appreciate you bringing this to our attention. Best, Tricia
5	2025-02-15	Arrillaga Family Recreation Center	Banyan Tree Women workout classes are fantastic! Please keep them and the exercise classes on the schedule. The free events/classes are helping my physical health & social engagement. Thanks!	We appreciate the feedback. We will continue to work with the Banyan Women's Collective for these classes. Best, Tricia
6	2025-02-28	Arrillaga Family Recreation Center	The ballroom dance fitness class organized by Banyan Tree Women collection is great! Please invite them back!	Thank you for the feedback, we will continue to work with Banyan Women's Collective for these classes. Best, Tricia
7	2025-02-28	Arrillaga Family Recreation Center	The class was great. Full of energy and great moves. I would be happy to join again.	Thank you for your feedback in our suggestion box regarding the class you took. Best, Tricia
8	2025-02-07	Belle Haven Pool	Music in the pool	Thank you for the suggestion. I will pass this on to the operator. Best, Tricia
9	2024-12-07	Belle Haven Community Campus	Want to add mats for the floor of the water fountains because they are always wet and we might slip.	Staff will look into purchasing to prevent slipping hazards. Best, Rondell
10	2025-01-17	Belle Haven Community Campus	I think there should be towels for the poo and a shooting machine for the basketball gym.	Thank you for your suggestions! Providing towels for the pool and a shooting machine for the basketball gym are great ideas. We'll consider your feedback as we evaluate facility amenities. We appreciate your input and always welcome suggestions to improve the recreation center. Let us know if you have any other ideas! Best, Rondell
11	2025-01-17	Belle Haven Community Campus	Add towels to the pool so people can use.	Thank you for your suggestions! We'll consider your feedback. Best, Rondell

LCS SUGGESTION BOX – COMPILED APRIL 2025

12	2025-01-22	Belle Haven Community Campus	We need 15 lbs dumbbells and more cable machine attachments.	Staff will look into purchasing. Best, Rondell
13	2025-01-25	Belle Haven Community Campus	Can you change the board	Called and left a message. --Rondell
14	2025-01-29	Belle Haven Community Campus	Please consider to revise signs in weight gym from, " Please take phone conversations outside." To, " Please take ALL conversations outside...."	Thank you for your submission. Staff will look into this. Best, Rondell
15	2025-02-07	Belle Haven Community Campus	Can we get 15lbs weight and move attachment for the cable machine	A new set of 15lbs weights has been purchased. I am looking into extra cable attachments. Best, Rondell
16	2025-02-07	Belle Haven Community Campus	I love afterschool	Thank you. We will let the staff know. Best, Rondell
17	2025-02-07	Belle Haven Community Campus	Is it possible to fix the water pressure in the bathroom sinks.	Thank you for the submission. We will have our public works team look into this. Best, Rondell
18	2025-02-07	Belle Haven Community Campus	Have volleyball day back, basketball is almost every afternoon.	Thank you for submission. I will have the rec look into this. Best, Rondell
19	2025-02-07	Belle Haven Community Campus	Can you have martial arts in the movement room	Thank you for your submission. I will make sure the rec staff is aware of this request. Best, Rondell
20	2025-02-07	Belle Haven Community Campus	Can we get more attachments for cable machine.	Thank you for the submission. The rec staff will be looking into to this request. Best, Rondell
21	2025-02-07	Belle Haven Community Campus	You guys should have a seesaw in the playground	Thank you for the submission. Your suggestion will be considered when we build our next playground. Best, Rondell
22	2025-02-07	Belle Haven Community Campus	You guys are the best	Thank you for your submission. I will make sure staff receive your compliments. Best, Rondell
23	2025-02-07	Belle Haven Community Campus	My school's student portal and Canvas did not work on the guest wifi. Is there any possibility you could unblock it.	Thank you for your submission. I will ensure our IT department receives this information. Best, Rondell
24	2025-02-07	Belle Haven Community Campus	My school's portal and Canvas did not work on the guest wifi. Is there any possibility of unblocking.	Thank you for your submission. I will ensure our IT department receives this information. Best, Rondell
25	2025-02-15	Belle Haven Community Campus	Please open Sundays! I'd love it plus more for you! Thanks.	Thanks for the suggestion. We will be sure to look into your request. Best, Rondell
26	2025-02-19	Belle Haven Community Campus	Hi- Could you get some women's sized basketballs? Size 28.5, also referred to as size 6. Thank you!	Thank you for your suggestion! We appreciate your feedback and are always looking for ways to improve our programs and equipment. We will look into this. Please let us know if you have any other suggestions! Best, Rondell

27	2025-02-24	Belle Haven Community Campus	Today my friends and I called Belle Haven four times to make sure that drop-in volleyball was happening at 5:30pm. The nice folks in front said yes. We arrived on hour early just in case. At 5:15, just 15 mins before, the folks up front found us in the library and told us that the gym is taken for a basketball game and they can't do anything about it. This has happened twice and is really upsetting. We'd really like a reliable up-to-date schedule of when the gym will be available for drop-in volleyball. A schedule that prevents this last minute upset from happening again.	Thank you for the submission, and I sincerely apologize for the confusion and frustration this has caused. I understand how disappointing it is for your group to find out at the last minute that the gym is unavailable. We are committed to improving our scheduling process to ensure transparency and up-to-date availability. Additionally, I'll continue to meet with staff to reinforce the importance of accurate communication and customer service. In the meantime, feel free to continue calling ahead on the days you plan to visit to confirm gym availability. We appreciate your patience and feedback. Please feel free to contact me if you have any more concerns or suggestions. Best, Rondell
28	2025-02-24	Belle Haven Community Campus	Today, my volleyball group consisting of 9 people planned to practice at the 18+ drop in from 5:30-8pm at the Onetta Harris gym. 4 of us called leading up to today, and multiple times today to ensure there were no rentals. I personally left work early to drive through traffic (though my commute was still 30 minutes) to get here over an hour early. I was told at 4pm drop in was happening. As I waited in the library, the front desk associate came and told me there was a basketball game in the gym that they had no idea about until the kids showed up. The team/school staff had not rented the gym through any means that would have made the front desk aware of the game. Apparently, they called some official at the city of Menlo Park and was given permission to use the gym through word of mouth. As a result of this, my friends and I wasted a big portion of our work days calling, coordinating, and commuting to Belle Haven in vain. Please enforce a more transparent system that can reliably show gym availability. This is not the first time that this incident has happened, and that is just completely unacceptable if this community center was meant to be equally available to all of the public. I sincerely hope this does not happen again.	Thank you for the submission, and I sincerely apologize for the confusion and frustration this has caused. I understand how disappointing it is for your group to find out at the last minute that the gym is unavailable. We are committed to improving our scheduling process to ensure transparency and up-to-date availability. Additionally, I'll continue to meet with staff to reinforce the importance of accurate communication and customer service. In the meantime, feel free to continue calling ahead on the days you plan to visit to confirm gym availability. We appreciate your patience and feedback. Please feel free to contact me if you have any more concerns or suggestions. Best, Rondell
29	2025-02-26	Belle Haven Community Campus	Infant mommy + me classes please	Thank you for your submission to the suggestion box. I will share your request with the team to explore the possibility of implementing this class in the future. Best, Rondell
30	2025-02-28	Belle Haven Community Campus	Can we get more cable attachments for the cable machine please. Thanks.	Thanks for your suggestion. We will be sure to look into it. Best, Rondell
31	2025-02-28	Belle Haven Community Campus	Water pressure in the family restroom is really weak.	Thanks for the suggestion. We will inform our public works team about the water pressure. Best, Rondell
32	2025-02-28	Belle Haven Community Campus	Would you consider instituting a reservation system for the BB gym? My women's group would like to use the gym (just half court for 3X3) and we are flexible about when we come and would like a way to avoid the hoards of guys. We are looking for Saturday hours	Thank you for your suggestion! We understand the importance of providing access to the gym and appreciate your interest in a reservation system. To see what weekend dates are available, contact our recreation coordinator, Da'Shawn Williams, or our program assistant, Avery Drake. They are both cc'd on this email. Thanks again for your submission! Best, Rondell

33	2025-02-28	Belle Haven Community Campus	More cable attachment for the cable machine	Thanks for the suggestion. We will be sure to look into this request. Best, Rondell
34	2025-02-28	Belle Haven Community Campus	The family restroom water pressure is incredibly low.	Thanks for the submission. I will be sure to get the public works team to take a look at it. Best, Rondell
35	2025-02-28	Belle Haven Community Campus	Yall need to add a hot tub or sauna	Thank you for the suggestion. Best, Rondell
36	2025-03-03	Belle Haven Community Campus	Hello, I enjoyed the Black History event on 2/8/2025. Can you please have plant based options for those of us who do not eat animals? Can you please also add a guitar class for adults.	Thank you for submitting a comment to our suggestion box about vegetarian options. Your comment was passed along to me for a response. Our Senior Center lunch program offers vegetarian dishes daily, as well as other dietary accommodations on a daily basis. Our daily vegetarian dishes include assorted salads with beans and corn; other dishes include veggie sandwiches, veggie pastas, and tofu and vegetable stir-fry (with 24 hours advance notice). When you come in to participate in our Senior Center lunch program, feel free to stop by before and let the staff or myself know that you are requesting a vegetarian option for lunch. If I'm not available you also can let one of our kitchen team members know and we will make sure we do our best to accommodate. Your comment is helpful. We will add some more information about requesting vegetarian options to our printed and online menu. Thank you again for taking the time to contact us. Sincerely, Chef Tony
37	2025-03-13	Belle Haven Community Campus	Put the net down and basketball	called and left a message. --Rondell
38	2025-03-13	Belle Haven Community Campus	Let children build early habits in working out in the gym. Maybe only use treadmill?!	Thank you for your comment. I will speak with staff and look into this. Best, Rondell
39	2025-03-13	Belle Haven Community Campus	Get air fresheners for the building	Thank you for the submission. We'll look into this. Best, Rondell
40	2025-03-14	Belle Haven Community Campus	Thank you for being so thoughtful celebrating birthdays at lunch time. The birthday senior had ____ when people singing Happy Birthday. All staff from BHCC. Keep _____	Thank you for taking the time to share this. We are glad the seniors enjoyed celebrating. Best, Rondell
41	2025-03-17	Belle Haven Community Campus	Can we please have another pilates class with Diamond? One per week isn't enough!	Thank you so much for your feedback! We will certainly take your request for an additional class into consideration as we review our upcoming schedule. Best, Rondell
42	2025-03-18	Belle Haven Community Campus	When calling phone number directory please have direct call to front desk at BHYC.	Thank you so much for the feedback. We will certainly look into this. Best, Rondell
43	2025-03-24	Belle Haven Community Campus	To whom it may concern, I would like to invite a person from the community to make a presentation to the seniors about transportation programs they have. Please let me know.	Thank you for your submission—this is a great idea! We will look into providing our seniors with more information about available transportation options. We appreciate your input and your commitment. Thanks, Rondell

44	2025-03-25	Belle Haven Community Campus	I think it would be great if the movement studio had drop times as well. There could be a small fee like with the gym and the fitness center and dancers could use it as a safe space to practice for a bit.	Thank you for sharing your idea. We'll consider this as we continue to evaluate our facility use and program offerings. Best, Rondell
45	2025-03-31	Belle Haven Community Campus	I love the classes I am taking. Chair exercise, folklore, drawing, painting, sewing, crafts, and English writing workshop. All teachers are the best, please give them a big kudos!!	[No contact info]:
46	2025-04-04	Belle Haven Community Campus	I would like to request that the movies you bring for us to watch have subtitles: if the movie is in English Spanish subtitles, if the movie is in Spanish, English subtitles. The _____, a good movie for us to watch. It will be good to have a list of the movies in subtitles so we can choose. Thank you much.	[No contact info.]
47	2025-04-05	Belle Haven Community Campus	Gym Service would be absolutely grateful on Sundays-Thank you.	[No contact info.]
48	2025-04-05	Belle Haven Community Campus	I enjoyed much this concert with the award winning Skyline College Jazz Ensemble. Dr. Luis Zuniga was great providing and _____ this ensemble with _____. I would like to hear them again.	[No contact info.]
49	2025-04-09	Belle Haven Community Campus	Let the youth use the pool table.	[No contact info.]
50	2024-12-06	Burgess Pool	Dear Menlo Swim, I would really appreciate the performance pool being heated. As a mother of two, I am always hearing complaints from my son about not having a more heated pool. I would really appreciate it.	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
51	2025-01-11	Burgess Pool	There is a loose tile in the entryway just off the parking lot. I nearly tripped on it the other day, so I grabbed a nearby cone to mark it, and later added a note about the hazard. Now the cone is gone. Can you please fix this before someone trips and injures themselves?	I reached out to the pool operator to get additional information. Thank you for your feedback. Best, Tricia
52	2025-01-13	Burgess Pool	In theory both Riconada and Burgess are 80 degrees but Burgess is- or feels- significantly hotter- too warm for a long workout. Would it be possible to monitor so that it doesn't climb.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
53	2025-01-13	Burgess Pool	There is a problem with the sewage I think in the private bathroom. The water drains really slow.	Thank you for the feedback, we will look into this. Best, Tricia
54	2025-01-17	Burgess Pool	Dear People at Menlo, I'm a 67 yr old resident who would really appreciate more heating in your second pool. I enjoy your services.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
55	2025-01-20	Burgess Pool	If you could heat up the second pool more that would be really slay!	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
56	2025-01-31	Burgess Pool	Hi, I had requested the 2nd pool to be made warmer. What's the status.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being

				maintained at the desired level. Please let us know if you have further comments. Best, Tricia
57	2025-02-07	Burgess Pool	We were wondering if the pool at night get to be heat more.	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
58	2025-02-07	Burgess Pool	Bruh, heat up the second pool more	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
59	2025-02-07	Burgess Pool	Can you please heat up the pool where the coaches Tom and Robert teach more?	Thank you for your feedback, we had some technical issues with the heater which is now repaired. The water temperature is being maintained at the desired level. Please let us know if you have further comments. Best, Tricia
60	2025-03-02	Burgess Pool	PLEASE put tread mats in the beginning of the women's locker room. I almost fell backwards twice. This is unsafe. Thanks,	Your feedback was received from the suggestion box at the Burgess Pool regarding mats at the entry of the women's locker room. I will work the operator's staff to get the desired mats in the space as requested. I appreciate the your willingness to provide this input. Please let me know if there is anything further that I can do. Best, Tricia
61	2025-03-24	Burgess Pool	The Solo team is great, please do not increase the fees! Boo!	[No contact info.]
62	2025-03-24	Burgess Pool	Dear Menlo Swim, I apologize for the inconsistent handwriting I have never been good with that, but I want the other pool to be heated more. (The other pool is the one where coaches Tom and Robert teach. I am an old man and wish to spend my last x years in comfort and warmth.	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
63	2025-03-24	Burgess Pool	Dear Menlo Swim, This sis is the FOURTH time I have asked for a more heated second pool or performance pool to be heated. I understand you have other things to do. My sincere apologies if I sound rude.	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
64	2025-03-24	Burgess Pool	Warmth	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
65	2025-03-24	Burgess Pool	Warmth	Thank you for your feedback, I spoke with the pool operator and the heat is maintained between 78 and 81 degrees with the desired temperature of 80 degrees. This temperature is the average that best supports the activities scheduled for the Performance Pool. Best, Tricia
66	2025-04-09	Burgess Pool	You have nice staff members!	[No contact info.]
67	2025-01-03	Menlo Park Library	I have a child struggling with reading which is painful since the library was my favorite place growing up. I've found that he is able to enjoy reading books with DYSLEXIE for vision issues. Can we please add font to filters.	Thank you for getting in touch with us about this. It was lovely to meet you at the library the other week. As we discussed, our librarian responsible for our Children's collection, is doing some research on what books in the Dyslexie font are available, and we will be in touch regarding this. Most sincerely, Rose

68	2025-01-04	Menlo Park Library	Suggestion to have DVD players available for checkout. My 2010 HP Windows no longer will play any DVDs that I have recently checked out. Thank you! (have monitor)	Thank you for suggesting that we add VHS/DVD players to our Library of Things! I will confer with staff about the possibility of moving forward with this. Sincerely, Rose
69	2025-01-11	Menlo Park Library	Please bring more books from Colleen Hoover. I'll already read 4 books from her. She is very good.	Thank you for your feedback requesting more Colleen Hoover books. I have passed your request on to our selectors. There may be other Colleen Hoover books available through other libraries in the Peninsula Library System. Would you like some assistance in placing those books on hold? Sincerely, Rose
70	2025-01-11	Menlo Park Library	Printed lists of Caldecott and Newbury medals -Same events at Main as are BHCC-Compliment/thank you for ordering book for her	[NO CONTACT INFO] Thank you for your suggestions!
71	2025-02-04	Menlo Park Library	More outlets for laptops-otherwise, cute library. Very homey.	[NO CONTACT INFO] Thank you for the feedback that you would like for there to be more outlets to plug into, and that you enjoy our library! Sincerely, Rose
72	2025-02-07	Menlo Park Library	Thank you for the books	You are most welcome for the books, Mia! Thank you for being a library kid! Sincerely, Rose
73	2025-02-07	Menlo Park Library	Why not put Link + in the PLS app. It would save a trip to the library when one is looking for an item now owned by Peninsula libraries	While we are unable to add the LINK+ catalog to the PLS app, I'm happy to tell you that you can use the LINK+ catalog from a home computer or on your phone. You can access it via: https://linkencore.iii.com/iii/encore/?lang=eng Or navigate to it in an internet browser by starting at menlopark.bibliocommons.com ; if you search for something and don't find what you're looking for there should be an option to "try your search in LINK+." Please feel free to come in any time and we can show you how to access LINK+ on your phone or personal computer, and then you won't need to come in every time you need to place a LINK+ hold! Best, Rose
74	2025-02-08	Menlo Park Library	I see in your feature section "Love is in the Air" on both sides, there are no lesbian, gay or trans romance books. It would be nice to see more representation.	Thank you for your feedback about our book display! Our book displays turn over very quickly - as people grab books to check out we fill them in with other items. We have many romance books that celebrate the many ways that people can love each other, and I would like to assure you that if you had observed the display on another day it may well have included a better representation of the diversity in our community. Please let me know if you'd like us to select some LGBT+ romance books for you to read. We're always happy to help. Most sincerely, Rose
75	2025-02-11	Menlo Park Library	When I approach tonight it was before 6pm bit dark out. The library doors were not open (I _____) Even though the walk was lit, the window with the Open sign hours open list was unlit so it appeared like the library was closed. I hesitated walking up to the doors that did open. How can you highlight the open sign and hours? Make a lit kiosk closer to the parking and walking.	[No contact info.] Patron asked for better indication (from a distance) that the library was open, beyond the interior lights and the door signage. Suggestion for a lit kiosk in addition to the existing kiosk. Staff will discuss and investigate options if warranted. --Rose
76	2025-02-24	Menlo Park Library	Currently I can not pay my water bill unless I bring a water bill showing the current bill. Bad. I should be able to give the library worker my water bill account and he/she can look up the amount owed. Fix the system please.	I have communicated your concerns about the online water portal to our Public Works department, which is in charge of water payments. Sincerely, Rose

77	2025-02-24	Menlo Park Library	The website to pay for our water bill is the worse. Please make it user friendly. I pay all my bills online quickly. The water bill website needs to change. Thank you...	I have communicated your concerns about the online water portal to our Public Works department, which is in charge of water payments. Sincerely, Rose
78	2025-02-25	Menlo Park Library	Can you provide newer crayons for kids' coloring? Thx!	Yes! Thank you for asking! Sincerely, Rose
79	2025-02-26	Menlo Park Library	Form for MP employees for library card	[no contact info]
80	2025-02-28	Menlo Park Library	Gundam, Minecraft, Transformer, Power Rangers: Video games: Switch	Hi! Thank you for suggesting video games that you would like to see at the library. I have passed your suggestions on to our selectors. Sincerely, Rose
81	2025-02-28	Menlo Park Library	In the same way that you can check out multiple books at the same time, can you find a way to check in multiple books at the same time?	[no contact info] What a great question! We do want to be quite careful when returning items to make sure that each item is processed one by one, because each item needs to go to a different place, while when those items are being checked out they are all going home with you. Sincerely, Rose
82	2025-03-04	Menlo Park Library	This library is well stocked-is up to date with publications, comfortable seats and helpful staff!	Thank you for this feedback! Sincerely, Rose
83	2025-03-09	Menlo Park Library	Have more varieties of seeds.	This is Nick from the Menlo Park Library. The seed library seeds are selected by two master gardeners who are choosing varieties that are appropriate for planting according to the season. The variety of seeds will change over time. If you have suggestions for different types of seeds you would like to see, you can put them in the same box on top of the seed library where you put the sign out sheets. I hope that helps - if you have any other questions or suggestions please let me know. Kind regards - Nick
84	2025-03-13	Menlo Park Library	Amplify storytime? NO of course not. Please don't amplify story time. You can hear it all over the library. Why be so noisy? It's supposed to be quiet.	Thank you for your feedback with regard to amplifying our storytimes. Storytime is a fundamental aspect of library programming, and our storytimes are very popular. We use amplification so that our storytimers can be heard over the crowds of 60-70 community members who gather to celebrate reading together. Due to the space limitations in our library, we do use all of our library spaces for programming as needed. Fortunately, we have study space in the back of the library where you are welcome sit and work or study during the half hour when storytime is occurring. We also have complementary earplugs at our Help Desk, which we will be happy to provide. Thank you for your understanding as we share the library space and encourage kids to find the fun in literacy and libraries. Sincerely, Rose
85	2025-03-13	Menlo Park Library	Hi, As you know Muslim are celebrating the month of Ramadan, a lot of libraries has decorated a desk just show Muslim community they belong to us. We also want to see something here.	Thank you so much for your thoughtful request that we put up a Ramadan book display. Book displays are intended to highlight materials in the library collection. As you rightly point out, these displays are often educational, and raise awareness of holidays, celebrations, and observances that focus on minority or historically marginalized groups. Because it is not possible to create a display for every holiday, celebration, and observance throughout the year, there are times when some observances are not highlighted in a particular year. Decisions on what to feature are based on a combination of factors, including but not limited to promoting library events, shedding light on areas of our library

				collection that are less visible than our new materials, and sharing information about current events, some of which are federally recognized national and international holidays. Sincerely, Rose
86	2025-03-16	Menlo Park Library	Please start an arts commission for local artists	Thanks for taking the time to write to us. Your suggestion for an arts commission is appreciated. Commissions in Menlo Park are created by the City Council. The City last had an Arts Commission in 2004/05 that helped program an on-campus theater and managed a fund that was supported by a developer fee on new construction in the City. When that source of funding was lost, the Arts Commission struggled to obtain a steady source of funding to support arts projects. The Arts Commission's mission was folded into the Parks and Recreation Commission and it became inactive. Kind regards - Nick
87	2025-03-16	Menlo Park Library	One of the eight non-ADA parking spots is taken at all times by a teal SUV that never moves. Can that car be removed?	[no contact info] The Burgess Park parking lot is subject to enforcement by the Menlo Park Police Department. Please feel free to reach out to them with regard to this request. Kind regards - Nick
88	2025-03-24	Menlo Park Library	Bring back Sci Fi the low shelves are a disgrace. Leaving new sci fi out of the new section is also a shame, restock the classics.	[no contact info] Thank you for your feedback about the science fiction and fantasy collection. We moved the collection onto the mobile shelving units in order to be able to take up more space and continue to develop the collection. Though the shelves are waist-height, there is considerably more space on them than on the shelves the collection was previously inhabiting. We will look into methods for getting the collection lifted higher up. We are always developing the collection and are now able to add more items. Please feel free to tell us what you would like us to add here: https://menlopark.gov/Services/Suggest-a-library-purchase Sincerely, Rose
89	2025-03-24	Menlo Park Library	I would love to join the knitting club again.	[left voicemail saying thank you for suggestion, and that her suggestion prompted us to start a serious conversation about a knitting/crocheting club that we will be starting in the near future!] --Rose
90	2025-03-31	Menlo Park Library	Make photocopying available. Half Moon Bay Library has unlimited free printing and copies, and I'm sure Menlo Park's budget is bigger than HMB.	[No contact info.] Thank you for your comment. The library offers up to 5 free print outs per person per day of select documents, and offers unlimited free scanning. --Sean
91	2025-04-05	Menlo Park Library	More Dog Man books	[No contact info.] Thank you for your comment.
92	2025-04-09	Menlo Park Library	It would be nice to have "quiet zones" in the library since people tend to talk in here and it makes it difficult to focus/study when others are talking. Thanks!	[No contact info.] Thank you for your comment.
93	2025-04-09	Menlo Park Library	Would you please fix the stall door in the men's room so it stays out of the way of people using the actual door!?!?	[No contact info.] Thank you for your comment.
94	2025-04-09	Menlo Park Library	Please fix the stall door in the men's room so it doesn't block entry.	[No contact info.] Thank you for your comment.
95	2025-05-03	Menlo Park Library	Gaming computer	[No contact info.] Thank you for your comment.
96	2025-03-08	Menlo Park Senior Center	More infant classes for babies. We don't have anything for them! They matter :)	Hi Josh, Thank you so much for your feedback! We'll definitely take your input into consideration as we plan future programs,

				and we'll explore the possibility of adding more infant classes. Thanks again, Rondell
97	2025-03-14	Menlo Park Senior Center	Open the basketball court 24/7 and gym should be for_____	Hi Thank you for taking the time to share your feedback with us. - Rondell
98	2025-01-21	Online	As a community service, it would be wonderful if the City had a collection day for styrofoam. Many of us are not able to drive it up to San Carlos. Thank you for all the services that you offer!	[Suggestion referred to the Public Works Department] The next document shredding event is scheduled on Saturday, Aug 2 from 9am to 12pm at the City of Menlo Park Corporation Yard. https://menlopark.gov/Citywide-calendar/Sustainability-events/20250802-Documents-Shredding-Event --Nick
99	2025-01-21	Online	Hello, I would just like to report that 8 globes are out in the lights at Burgess Tennis courts. Thank you for your attention and service.	Hello, I am the supervisor supporting the sports programs and the Burgess tennis courts. The city received your comment regarding the 8 globe lights being out, thank you so much for your comment. We are aware of the issue, our maintenance team discovered that more extensive electric work is needed than just changing out the light bulbs, thus the delay that is occurring. The team is working on rectifying the issue. We would like to invite you to provide comments through our ACT Menlo Park to report maintenance and other issues. You can receive status updates through that system also. Please let me know if you have further comments or questions. Best, Tricia
100	2025-01-27	Online	How do I withdraw my daughter from a summer camp that I registered her for?	Good morning, I hope this email finds you well. In order to withdraw from a summer camp that you have already registered for, you must reach out to a staff member here at the Arrillaga Family Recreation Center to have that done. I have gone ahead and withdrawn --- from camp. You should have received a withdrawal conformation email and a refund receipt equal to the cost of registration. That refund should be available on your bank account within the next 3-5 business days. Please don't hesitate to reach out with any questions or concerns. Best, Kahdijah
101	2025-02-18	Online	I'm taking the 6-week ballroom dance fitness class series at the Arrillaga Family Recreation Center and it is fantastic! It is a free class hosted by Banyan Tree Women's Collective. Not only do I get a fun workout, but I also get to meet women living nearby and build community. I hope there will be more free and/or low-cost dance fitness classes at this location going forward! In particular, I would love to see this ballroom dance fitness class series continue beyond March.	We received your comment regarding the ballroom dance class from Banyan Tree Women's Collective. The city has an agreement with Banyan to offer these classes. We will continue to partner with Banyan on these classes as the need and opportunity exists. Thanks! Tricia
102	2025-03-10	Online	My family and I love the newsletter. It is so full of information and always a pleasure to read. I also admire how many different types of activities there are, and even though only some of them really applied to me and my family in terms of our interest It's wonderful to see just how many opportunities there are for all different people of all different ages. Thank you for the effort I know it goes into the activities and the newsletter itself. I am voice dictating this so please excuse typos related to dictation.	Thank you so much for taking the time to give us feedback on the Library and Community Services newsletter. It is lovely to know that your family enjoys reading the newsletter together and that the information is valuable to you! I hope we continue to earn your readership. Kindest regards, Ashley
103	2025-03-10	Online	Huge thank you to the Menlo Park Library staff for creating/sharing so many community events! The trivia night in early March was so fun, and it was great to see people from the	Thank you so much for submitting that lovely feedback about our trivia night (and our seeds)! It's always wonderful to hear that we

			area gather together. :) Please schedule more of those! I love the seeds program too! So helpful!	are having a positive impact on our community. Most sincerely, Rose
104	2025-03-10	Online	Would appreciate if the gym and center opened earlier in the morning. As a working parent, the 8AM opening time is inconvenient.	Thank you for taking the time to share your feedback with us. Your suggestion to open earlier in the morning has been noted and will be shared with our team. Your input is truly valued. Best, Rondell
105	2025-03-22	Online	At the risk of sounding like an old GenXer parent, and firstly want to say I oppose censorship of books, lyrics etc. I must say I did find the lyrics of "White Rabbit", with all the drug references a bit disconcerting - the library newsletter is a family one. This isn't the 60s anymore with fentanyl tampered into pills and psychedelics, while agree re the importance of studying plant medicines, I have a younger cousin who died in Bolivia in the pandemic likely due to this. I realize it is a popular song and I like Grace Slick singing it - I just thought the blatant drug reference lyrics at the front of a family library newsletter (I think the Easter Egg hunt was about the next or so item) was a bit pushing the envelope and "off" (clarifying again I am not into censorship and in fact my mother was a librarian and was interviewed back in the day in Australia for telling a shocked reporter that they were carrying "Catcher In The Rye" which I would then study as required book in high school) - it is more about a time and a place thing of expecting drug references in my newsletter skim - I guess if a "shock" factor was what was hoping for succeeded - anyway my 2 cents.	Thank you for submitting your thoughts to our online suggestion box. Sorry to hear about the death of your cousin in Bolivia. Your comments about opposing censorship are appreciated. Thank you for taking the time to share your perspective about the Grace Slick quote. Feedback from community members is welcomed and helps us to improve. Best regards, Sean
106	2025-04-07	Online	Can we have more 40 up classes in the afternoon after 4:00 pm. with having a job its hard to go to classes in the middle of the day	Thank you for taking the time to share your feedback. More 40+ classes in the afternoon, especially after 4:00 PM, is a great suggestion, and we'll consider it as we plan future schedules. Best, Rondell

Proclamation

NATIONAL LIBRARY WEEK APRIL 6 – 12, 2025

WHEREAS, National Library Week is an annual celebration highlighting the valuable role libraries, librarians and library workers play in strengthening our communities and transforming lives; and

WHEREAS, this year's theme is "Drawn to the Library," celebrating how libraries inspire creativity, foster connections, and bring communities together; and

WHEREAS, the City of Menlo Park Library, through its brick-and-mortar two locations at 800 Alma Street and 100 Terminal Avenue and a wide range of online resources, inspires creativity and brings together people of all ages and walks of life, from young families seeking educational play and storytime, to teens hanging out together in an enriching and safe environment after school; from seniors seeking technology help and lifelong learning to entrepreneurs sketching out their next project; the library helps us connect the dots from one part of our journey to the next; and

WHEREAS, the City of Menlo Park Library's mission is to provide equal access to information and resources for all residents and promote the free exchange of information and ideas for all; and

WHEREAS, the City of Menlo Park Library continuously adapts to the evolving needs of the community by providing public access to books, computers, and high-speed internet; study and learning spaces; early childhood literacy programs; cultural and educational events to support lifelong learning and enrichment for community members of all ages and abilities; and

WHEREAS, the City of Menlo Park Library receives grassroots support from local residents through volunteering, through fundraising by Friends of Menlo Park Library and Menlo Park Library Foundation, and with the support and advice of the City Council-appointed Library Commission; and

NOW, THEREFORE, BE IT PROCLAIMED that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, proclaim and celebrate April 6 – 12, 2025 as National Library Week in Menlo Park.

Drew Combs, Mayor
April 15, 2025



STAFF REPORT

Library Commission
Meeting Date:
Staff Report Number:

4/21/2025
LC-2025-018

Informational Item: City of Menlo Park fiscal year 2025-26 budget process and timeline

Recommendation

Staff recommends that the Library Commission review this informational report containing updates about the City of Menlo Park fiscal year 2025-26 budget process and timeline.

Policy Issues

Menlo Park Municipal Code §2.08.080 (8) provides that the city manager must “prepare and submit to the City Council the annual budget.” The city manager’s proposed budget is built on foundational budget principles set by the City Council. The City is required to adopt its budget before July 1 of each year.

Background

On March 22, the City Council held a priority-setting workshop to help set the stage for budget development. The priorities of the City Council inform the development of the City’s fiscal year 2025-26 budget.

On April 15, the City Council approved its fiscal year 2025-26 budget principles and budget development timeline.

Analysis

City of Menlo Park budget development timeline
The following timeline outlines approximate dates for City Council actions leading up to the planned adoption of the fiscal year 2025-26 budget.

Table 1: Fiscal year 2025-26 budget development calendar	
Date	Description
April 15	City Council reviews and approves budget principles
Feb. 25	Update on capital improvement plan (CIP)
April 15	City Council workshop final report review
May 13	General Fund and CIP five-year forecast review
May 28	Budget portal open to public
May 29	Public budget workshop

June 10	Budget public hearing
June 24	Budget adoption

The City of Menlo Park proposed operating budget is scheduled to be posted to the public budget portal on May 28 (Attachment A). City departments, including Library and Community Services (LCS) are preparing budget proposals for the city manager's initial review tentatively during the week of May 5. The LC and Parks and Recreation Commission (PRC) are tentatively scheduled to receive a summary presentation of the LCS proposed budget on May 28. City Council is tentatively scheduled to hold a public budget workshop on May 29, followed by a budget public hearing on June 10 in advance of budget adoption tentatively on June 24.

Fiscal year 2025-26 proposed operating budget format

The proposed fiscal year 2025-26 operating budget will display revenues and expenditures by financial categories (for example, salaries, benefits, supplies, contract services, maintenance, repairs, utilities, and so on). Financial information also will be presented grouped by major functional area categories (for example, library, recreation, child care). The past five years of actual revenues and expenditures will be displayed to provide year-over-year comparisons. The proposed budget will include information about staffing levels including full-time and temporary staff, and summaries of prior year achievements and goals for the coming year.

Five-year capital improvement plan (CIP)

The City Council adopts the five-year CIP annually as part of the budget adoption process. The proposed CIP incorporates priorities identified through the City Council's annual priority setting workshop. At a future meeting, the City Council may provide additional direction regarding the five-year CIP by reviewing the criteria for identifying and prioritizing projects, the ranking of project priorities, and new project requests.

Impact on City Resources

As an advisory body to the City Council, the LC does not authorize budgets or resource allocations. The authority to allocate resources such as City budgets rests solely with the City Council.

Environmental Review

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

Public Notice

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

Attachments

A. Hyperlink. City budget webpage. menlopark.gov/budget

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
April 21, 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"> • Presentation. Library outreach: Bringing the library to the community • Select Library Commission Chair and Vice Chair • Commission attendance report • LC work plan progress update • Department statistics and activities • City of Menlo Park budget process and timeline • Ad-hoc subcommittee report
May 28, 2025 (Joint meeting w/ PRC) (4 th Wednesday)	<ul style="list-style-type: none"> • Presentation: BHCC first year of operations • Library and recreation programs survey results • LCS department budget overview
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:

4/21/2025

Staff Report Number:

LC-2025-019

Commission Report:

Ad-hoc subcommittee update

Recommendation

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

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 ad-hoc subcommittee's scope of work.

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 budgets or other allocations for City resources. The authority to approve City budget and resource allocations rests solely with the City Council.

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

*Prepared by the Library Commission ad-hoc subcommittee
April 21, 2025*

The Ad Hoc Committee met by phone or in person, weekly on Wednesdays, since the March Library Commission meeting. It continues to work on scheduling focus groups which will occur throughout May and into June. It is testing the brief, Library of the Future exploratory survey tool as part of its work with the focus groups.

Library Commissioners Shafer and Herrick prepared the following report to focus discussion of all Commissioners during the Ad Hoc Committee's portion of the April 21, 2025 agenda. The Ad Hoc Committee will welcome comments and discussion by the full Commission and Library Staff of the topics outlined below. The Big Questions at the end of this term definition exercise, especially, will help the Ad Hoc Committee to begin charting the ways to write up the activity of the past year.

Introduction

The Menlo Park Library Commission has within its 2024-2025 work plan a goal to:

- 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 Library Commission, itself, neither directs the work of city staff nor can it recommend fixes to immediate gaps it identifies. Its role and responsibility is to, "advise the City Council on matters related to the maintenance and operation of the City's libraries and library systems."¹ It does this through helping the Council to define the "scope and degree of library activities," to foster the "evaluation and improvement of library service," as well as to engage in "long range planning."²

In order for the Ad Hoc Subcommittee, which is leading the 2024-2025 Library of the Future effort, to communicate findings of its activity effectively to City Council and the Menlo Park community, some baseline definitions of terms like "library of the future" will need to be agreed upon by the full Commission. To this end, Commissioners Herrick and Shafer reviewed the general library literature related to the "library of the future" and have prepared this brief report for the full Commission to review and reflect on as it guides further work of the Ad Hoc Committee.

"Libraries of the Future"

- The library of the future is not separate from what libraries are currently doing; rather, it is a shorthand for a series of professional principles and technological and cultural changes that shape librarians' work.

¹ Menlo Park Library Commission website, "Roles and Responsibilities" section, viewed April 13, 2025, <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

² Menlo Park Library Commission website, "Commission priorities" section, viewed April 13, 2025, <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

- The conversation encapsulated by the term “library of the future” is a longstanding one in library science, occurring primarily in response to developing technologies and their implications for libraries, librarians, and users. These include, but are not limited to:
 - The rise of the internet and personal computers
 - Social media
 - COVID, the need for remote access, and long periods of social isolation
 - Large language models and generative AI
- Although the terminology brings to mind technology first and foremost, the library of the future is necessarily concerned with social issues as well. This includes how libraries can foster equity and access with regard to library services within their communities.

Equity and Access

- **Equity** is the process by which libraries take differences into account to support equal outcomes.
- **Access** is concerned with making library services accessible to as much of the community as possible.
- Libraries are community spaces serving community needs. The concepts of equity and access are frameworks for decision making and program development to help libraries meet those needs.
- Incorporating these principles often requires coordination between the library and its communities
- Both terms are rooted in a right to access information; libraries and librarians are facilitators, not gatekeepers

Community engagement

- The activity which a library pursues to reach out to people in its service area in order to serve their needs.
- The ways in which library staff respond to the inputs and ideas which engaged library users provide.
- Any programming which goes beyond traditional (knowledge discovery and sharing) service areas.
- Community Engagement is very much a defined practice within the field but its measurement is, generally, library-staff focused. How are library staff proactively seeking further input from their service area or how are they responding to feedback passively gathered?

The tools Menlo Park currently uses to assess its community engagement activities are periodic surveys, regular comment cards and the opportunity for public comment periods at Library Commission meetings, monthly.

Engaged community

- Is Menlo Park a community?
 - If so, what are the key attributes which define its community nature?
 - If so, does the library have a role in encouraging its community to be civically engaged? Culturally? Life-time learning engaged?
- If Menlo Park is not really an entity with a community identity, then are there communities within Menlo Park itself which can be defined as “engaged” communities?
 - What are the key attributes of these “engaged” sub-communities?
 - Are there sub-communities with key attributes which might become more engaged than they currently are, vis-a-vis library services?

Big Questions

The following questions are foundational to defining a community’s expectations of the range of services which its library, specifically, should offer. Additionally, the answers to these questions help city staff to allocate limited resources to promote access to public library resources as equitably as possible.

- Is it the role of a library to foster civic engagement?
- Is it the role of a library to foster literary or other cultural or educational engagement?
- If yes, are there definable boundaries to the sphere of cultural/educational activity which a library might realistically pursue?