



SPECIAL MEETING AGENDA

Date: 2/23/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 850 4638 3932 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

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

How to participate in the meeting:

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 850 4638 3932
- Access the meeting in real-time via telephone at:
(669) 900-6833
Meeting ID 850 4638 3932
Press *9 to raise hand to speak

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Special Session

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Approve the minutes from the January 26, 2026 Library Commission meeting ([Attachment](#))
- C2. Ad hoc subcommittee on the “Library of the Future” report out ([Staff Report LC-2026-005](#))
- C3. Ad hoc subcommittee on District 1 library outreach report out ([Staff Report LC-2026-006](#))

D. Informational Items

- D1. Department statistics and updates ([Staff Report LC-2026-007](#))
- D2. City of Menlo Park fiscal year 2026-27 budget process and timeline ([Staff Report LC-2026-008](#))
- D3. Tentative agenda calendar ([Attachment](#))

E. Commission Reports

- E1. Individual Commissioner reports

F. Adjournment

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

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

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

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SPECIAL MEETING MINUTES – DRAFT

Date: 1/26/2026
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 6:32 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Shafer, Sisbot, Westcott, Yule
Absent: None
Staff: Assistant Library and Community Services (LCS) Director Nick Szegda

C. Regular Business

C1. Approve the minutes from the November 17, 2025 Library Commission meeting

ACTION: Motion and second (Westcott/ Shafer), to approve the minutes from the November 17, 2025 meeting, passed unanimously.

C2. Ad hoc subcommittee on the “Library of the Future” report out (Staff Report LC-2026-001)

Vice Chair Westcott made the presentation (Attachment).

No action.

C3. Ad hoc subcommittee on District 1 library outreach report out (Staff Report LC-2026-002)

Commissioner Yule made the presentation (Attachment).

No action.

C4. Update on Library Commission work plan item #5 (Staff Report LC-2026-003)

Assistant Director Szegda introduced the item.

The Commission discussed improving interior signage near the makerspace and exterior signage for the library.

No action.

D. Informational Items

D1. Department statistics and updates (Staff Report LC-2026-004)

D2. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- February – presentation on library budget
- February – ad hoc subcommittee report out on short/mid term needs
- Ongoing – append the list of recurring agenda items from the May 2025 meeting to the calendar

E. Commission Reports

E1. Individual Commissioner reports

Chair Orton reported out on recent activities of the Library Foundation.

F. Adjournment

Chair Orton adjourned the meeting at 7:33 p.m.

Nick Szegda, Assistant Library and Community Services Director

current progress

met twice to discuss marketing ideas, points of research and open questions

sitting on numerous ideas, but we have identified gaps of knowledge needed to narrow down the ideas and to more fully research and recommend

sarah even attended the redwood city library commission

concrete suggestion

we believe that improved signage for the bell haven library could improve: [sign proposal](#)

open questions

the committee was formed to provide marketing proposals. however, this purpose has opened up many areas of research and many more ideas. to hone in and focus on those ideas some guidance is needed.

- a) how would you measure success of any initiative? (implicit and explicitly)
 - i) examples: number of visitors per quarter or number of items checked out
- b) can we narrow the target audience of upcoming initiatives?
 - i) examples: first time visitors or visitors who haven't been back in a year
 - ii) examples: using personas like working parents or skill-seekers or spanish language only speakers or long term residents
- c) what marketing approaches have been tried in the past?
 - i) what were their measures of success and eventual outcomes?
- d) what organizations has the library successfully worked with in the past?

next steps

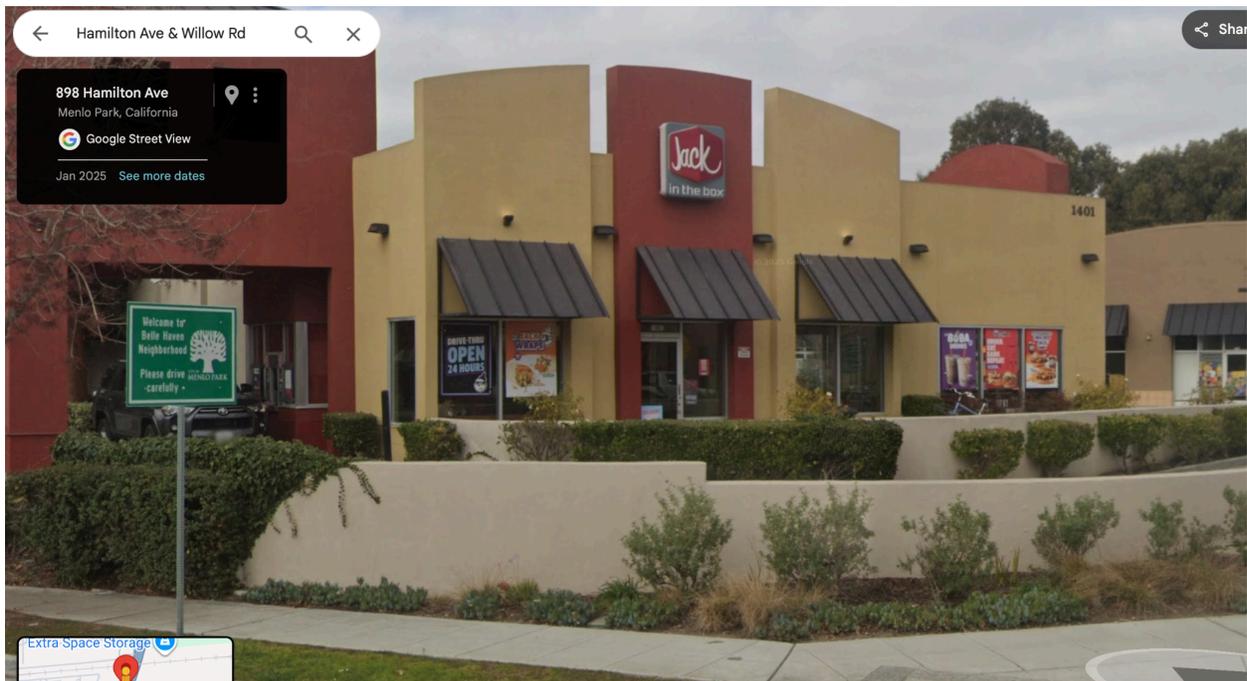
1. get answers to our open questions from library staff
2. explore the current experience for registration and newsletter signups
3. explore what actual resources exist and/or are possible for any suggestion
4. meet again to narrow suggestions and refine a possible proposal

Outreach - Sign

How would you feel about adding a library sign to a nearby local road?

-One option is the intersection of Willow and Hamilton, where there is already a “Welcome to the Belle Haven Neighborhood” sign. This might be a good spot to add a sign about the library.

-What should the sign say? What do you think of “Home of the Belle Haven Library and Community Center”





STAFF REPORT

Library Commission

Meeting Date: 2/23/2026
Staff Report Number: LC-2026-005

Regular Business: Ad-hoc subcommittee updates on the "library of the future" and near-term improvements

Recommendation

Staff recommends that the Library Commission (LC) receive an update from the ad-hoc subcommittee's recent work on the "library of the future" and near-term improvements report (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

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 (Attachment B).

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

April 21, 2025, the LC assigned Orton to replace Herrick on the ad-hoc subcommittee (Attachment D).

June 16, 2025, the ad-hoc subcommittee gave a preliminary report out of their activities to the LC (Attachment E).

Aug. 18, 2025, the ad-hoc subcommittee presented its draft report and recommendations to the LC (Attachment F).

Sept. 30, 2025, the City Council revised the LC's 2025-26 work plan as follows (Attachment G):

- Delete the item related to budget review, "Annually review library division budget in January, focusing on any potential impacts to library services."
- Add a clarification to the item related to requesting a City Council study session: "Requests to add items to the City Council agenda should be directed to the City Council member serving as Library

Commission liaison."

October 20, 2025, the LC recommended forwarding the ad-hoc subcommittee's report to the Commission's City Council liaison.

October 21, 2025, the ad-hoc subcommittee transmitted the report to the Commission's City Council liaison (Attachment A).

On January 26, 2026, the ad-hoc subcommittee delivered a report that focused on needs for possible near to mid-term improvements for the main library (Attachment H).

Analysis

The ad-hoc subcommittee has met and will report out on their activities to the entire Commission.

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
- B. Hyperlink. Staff Report #LC-2024-025: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819_library_commission_agenda_packet.pdf#page=11
- C. Hyperlink. Staff Report #LC-2024-032: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20241021_library_commission_agenda_packet.pdf#page=5
- D. Hyperlink. Staff Report #LC-2025-019: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=48
- E. Hyperlink. Staff Report #LC-2025-028: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2025-meetings/agendas/20250616_lc_agenda_packet.pdf#page=69
- F. Hyperlink. Staff Report #LC-2025-035: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=3
- G. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309

Staff Report #: LC-2026-005

H. Hyperlink. Library Commission agenda for January 26, 2026, Item C-2.
https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2026-meetings/agendas/20260126_lc_agenda_packet.pdf

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

Library Commission Report to City Council on 2024-25 Work Plan and Recommendation for 2025-26

INTRODUCTION

The primary focus of the Library Commission over the last year has been on these two City Council approved Work Plan goals:

- Goal #2: “Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the “library of the future.”
- Goal #4: “Analyze and evaluate whether and how potential near term capital improvements to the 800 Alma St. facility may be addressed.”

This report includes details of the work completed to date in furtherance of these goals and identifies specific issues that the Library Commission recommends that the City Council review and consider.

RECOMMENDATION: Based on the background and issues detailed in this report, the Library Commission recommends that the City Council schedule a Study Session dedicated solely to the Library.

A City Council Study Session could review and consider the following issues:

1. Evaluate whether the current organizational structure in which the Library exists as a division of the “Library and Community Services Department” is the best organizational structure to effectively finance, operate and manage the Library;
2. Evaluate whether the budget and staffing of the Library is adequate to meet the current and projected needs of the community;
3. Consider possible improvements to programs and services offered by the Library;
4. Analyze deficits in the 800 Alma Street facility and the viability of near term (within 1-2 years) improvements; and
5. Assess viability of longer term (3-6 years) improvements to the 800 Alma Street facility, specifically whether a Master Plan for capital improvements at the Civic Center campus could include a new Library facility on the Civic Center campus. Feasibility, financing options and timing could be part of this assessment.

BACKGROUND

During 2024-25, a Subcommittee of the Library Commission¹ completed the following:

- Conducted focus groups with and collected surveys from two Library affinity groups (Friends of the Menlo Park Library and the Menlo Park Library Foundation) and collected surveys from the Teen Advisory Group and Youth Action Committee members;²
- Reviewed and analyzed over 1100 survey responses received in response to the Spring 2025 survey of Menlo Park residents conducted by Library and Community Services staff³;
- Consulted with four City Council members, including with Jennifer Wise (current City Council liaison to the Library Commission);
- With the assistance of Rose Waldman, Library and Community Services Supervisor, completed a benchmark comparison of the Menlo Park Library system to other comparable libraries within the United States with similar demographics⁴;
- Consulted with Library Staff members including Nick Szegda, Rose Waldman, and others;
- Visited 7 local libraries and interviewed their staff⁵;
- Conducted a literature review on needed elements for a “Library of the Future”⁶; and
- Reviewed the history of Menlo Park’s significant investment in studying the Menlo Park Library between 2014-2019.⁷ The study was called the “Library System Improvement

¹ Creation of a Subcommittee “Library of the Future” was approved at the August 19, 2024 Library Commission meeting. https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/minutes/20240819_lc_meeting_minutes_njs.pdf

Initial members were Brian Westcott, Kim Crockett and Michael Herrick. On May 1, 2025, Carol Orton was substituted as a Subcommittee member, and Michael Herrick instead assumed the role as chair of the Library Commission.

² See Summaries of Surveys in [LC 8-18-2025 packet](#), pages 11-13.

³ [Preliminary Results: Library, recreation and parks survey May 28, 2025.](#)

⁴ See IMLS Comparison document in [LC 8-18-2025 packet](#) and <https://librarybenchmark.org>.

⁵ Visits included libraries in Hayward, Redwood City, Half Moon Bay, South San Francisco, Burlingame, Palo Alto, and Los Gatos.

⁶ Staff Report LC-2025-034 “Current and future trends in libraries—professional association and academic publication resources” https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250721_lc_agenda_packet.pdf, pages F-4.1-F-4.3.

⁷ This project was funded in the City’s FY 2014-15 Capital Improvement Program with a budget of \$130,000 (\$90,000 of which was contributed by the MP Library Foundation) This amount was increased to \$164,210 for completion in FY 2016-17.

Project” (LSIP), which concluded that the old Belle Haven Branch and the Main Library facilities “are outdated and insufficient to meet community needs now and into the future and should be replaced with new facilities.”⁸

During its 2024-25 term the full Library Commission was updated monthly as this work progressed, and the full Commission engaged in a study session on this report at its August 20, 2025 meeting and engaged in further discussion and ratification at its October 20, 2025 meeting.

BASIS FOR RECOMMENDATION THAT CITY COUNCIL SCHEDULE A STUDY SESSION ON THE LIBRARY

All five of the issues identified and detailed below are made with the assumption that libraries are civic institutions that perform critical functions extending far beyond books. They are indispensable community hubs that bring people together and close the opportunity gap by connecting people to essential services and resources.”⁹

ISSUE #1: Evaluate whether the current organizational structure in which the Library exists as a division of the “Library and Community Services Department” is the best organizational structure to effectively finance, operate and manage the Library.

The current organizational structure of having the Library subsumed within a larger Department¹⁰ replaced the long-time organizational structure¹¹ of having a Library Director and separate Department. However, the current organizational structure should be evaluated now because it:

⁸ [Staff Report 19-001-CC dated January 15, 2019](#), PDF pages 98-103 of City Council Agenda Item H-1.

⁹ “The Value of California’s Public Libraries” <https://www.library.ca.gov/wp-content/uploads/2021/09/Value-of-Libraries.pdf>; “The Complicated Role of the Modern Public Library” <https://www.neh.gov/article/complicated-role-modern-public-library>;

¹⁰ Currently, the [Library and Community Services Department](#) (headed by Sean Reinhart) includes Libraries, Recreation, Gymnastics, Sports, Aquatics, Early Childhood Education, After School Childcare, Senior Programs, Belle Haven Community Campus, and Parks.

¹¹ Susan Holmer was the Menlo Park Library Director for 16 years until she retired in October 2018. <https://www.almanacnews.com/news/2018/10/16/menlo-park-library-director-retires/> Sean Reinhart was appointed Interim Library Director in October 2018, then promoted to permanent Library Director in April 2019. <https://www.almanacnews.com/news/2019/05/01/city-manager-announces-three-top-leadership-appointments/>

- a. was adopted in 2020 in response to the pandemic for reasons that may no longer exist¹² and further, was adopted before the new Belle Haven branch was built and opened in 2024;
- b. makes analysis of Library budget, financial and operational decisions more difficult and less transparent to the community; and
- c. differs from other local libraries visited, each of which has a Library Director focused solely on Library services¹³.

ISSUE #2: Evaluate whether the budget and staffing of the Library is adequate to meet the current and projected needs of the community.

Comparison of the budget for Menlo Park’s two locations (the Main Library and the Belle Haven branch) offers sharp contrasts with other local libraries and comparable libraries in other areas.¹⁴

For example, Burlingame is a local city with similar demographics to Menlo Park. Both cities have 2 locations (a main library and a branch library), but funding for the Burlingame Library is \$6.8 million, compared to \$3.3 million for Menlo Park. Staff (Full-time equivalent, or FTE) in Burlingame is 23, compared to 11 for Menlo Park.¹⁵ Funding for the Menlo Park

¹² See [Staff Report 20-006-LC; 20-003-PRC](#), Agenda Item E-1, PDF pages 11-13: “The community services and library departments had no choice but to implement reductions affecting entire program areas, hours of service, and, unfortunately, staff positions. On June 9 [2020], the city manager combined the community services and library departments and created a new department: library and community services. The department merger was implemented to maximize opportunities for operational efficiency and provide for the most robust services possible given the available resources. The city manager promoted Library Director Sean Reinhart the lead the new department and eliminated the community services director position. Assistant Directors Adriane Lee Bird and Nick Szegda continue in those roles.”

¹³ Other municipalities apparently have a combined library and recreation department, including Sunnyvale, Pleasanton, San Rafael, San Marino and others. However, none of the local libraries the subcommittee visited have this organizational structure.

¹⁴ Also notable is that no there was no appreciable increase in the budget or staffing after the Belle Haven Library branch was opened in the new Belle Haven Community Center. The new Belle Haven library branch has both a Children’s Library on the ground floor with outdoor patio space, and a separate All-Ages Library on the second floor with a fully equipped Makerspace, dedicated Teen Lounge, Tutoring Room, classroom and conference room. The Belle Haven Branch hours were also increased to match the Main Library hours. Additional staffing and supervision is needed to effectively operate the Branch facilities compared to the old Belle Haven Branch, which was located inside a school library in the neighborhood and had limited hours.

¹⁵ See Library Comparison Table in [LC 8-18-2025 packet](#), page 44 and [City of Burlingame](#) (page 113) and [City of Menlo Park 2024-25](#) Fiscal Year budgets.

Library is less than all local peer libraries visited except Los Gatos, which has only one main library (and which has 13.5 FTE compared to 11 for Menlo Park).

Looking more broadly at comparable libraries around the country, as of 2022 the Menlo Park Library budget was 67% of the peer group median as reported by the Institute of Museum and Library Services.¹⁶ Yet, the Menlo Park Library operates in one of the highest cost of living cities in the USA.

ISSUE #3: Consider possible improvements to programs and services offered by the Library.

Survey results, focus groups and discussions with Library Staff resulted in a variety of program and services shortcomings that could be addressed, but only with additional funding to staff these services and programs. These possibilities could be analyzed for feasibility:

- a. How to support Staff in assisting the needs of unhoused patrons, patrons with mental health issues, and patrons experiencing substance abuse issues;
- b. How to support patrons needing to learn English as a second language (ESL); and
- c. Consider additional staffing to:
 - o Relieve workload pressure on existing Staff;
 - o Add programs/events;
 - o Add Volunteer Coordinator; and
 - o Add Tutoring/Homework Center/ESL Coordinator.

ISSUE #4: Analyze deficits in the 800 Alma Street facility and the viability of near-term improvements (within 1-2 years).

The Main Library was built in 1957. It was remodeled and additions added in 1967 and 1991. In 2009 the Children’s Room was remodeled, and in 2012 some modifications were made to the lobby and self-check-in area.¹⁷ The 33,000 square foot building has not had major renovations in over 35 years.

¹⁶ See IMLS Comparison document in [LC 8-18-2025 packet](#), pages 39-43.

¹⁷ [Staff Report 17-066-CC to City Council 3/28/2017](#), PDF pages 7-102 of City Council Agenda Item G-1.

Recent survey results demonstrate that the Menlo Park Main Library is the most visited indoor location of all Menlo Park facilities.¹⁸ Free text responses to the survey overwhelmingly favored renovation, upgrades, and/or improved maintenance.¹⁹

Numerous survey and focus group comments and input from Staff revealed the need for:

- a. upgrade or replacement of HVAC;
- b. renovated and/or additional restrooms;
- c. replacement flooring or carpeting;
- d. replacement furniture that is movable, cleanable, durable, comfortable;
- e. rearrangement/realignment of floorplan/spaces to allow for quiet areas; and
- f. reservable meeting rooms and a large community meeting space.

ISSUE #5: Assess viability of longer term (3-6 years) improvements to the 800 Alma Street facility, specifically whether a Master Plan for capital improvements at the Civic Center campus could include a new Library facility on the Civic Center campus. Feasibility, financing options and timing could be part of this assessment.

Although clearly the Main Library facility is “outdated and insufficient to meet community needs now and into the future and should be replaced with new facilities,”²⁰ it is also apparent that under the current fiscal environment, designing and building a new Main Library is not realistic in the near-term. However, the Library Commission requests that the City Council use a Study Session to begin preliminary work to understand how the Main Library fits within long-term plans for the Civic Center campus.

¹⁸[“Preliminary Results: Library, recreation and parks survey May 28, 2025.”](#) Preliminary results from the Library, Recreation and Parks survey conducted in April-May 2025 by over 1,120 respondents showed that the Menlo Park Main Library is the most visited indoor location (85% of respondents visit multiple times a year or more, and only 6% “never” visit). The next most visited indoor location (Arrillaga Family Rec Center) has only 28% of respondents visiting multiple times per year or more often, with 49% “never visit.” Of all the indoor facilities in Menlo Park, the Main Library had the lowest satisfaction rate (76% “very/somewhat satisfied” and 11% “somewhat/very unsatisfied”).

¹⁹See Ashley Walker presentation “Department Updates – Survey results: Library Focus” presented at July 21, 2025 Library Commission meeting, [20250721_lc_meeting-minutes.pdf](#) (pages 3-22)

²⁰ [Staff Report 19-001-CC dated January 15, 2019](#), PDF pages 98-103 of City Council Agenda Item H-1.

CONCLUSION

Based on the background and issues detailed in this report, the Library Commission recommends that the City Council schedule a Study Session dedicated solely to the Library.



STAFF REPORT

Library Commission

Meeting Date:

2/23/2026

Staff Report Number:

LC-2026-006

Regular Business:

Report out from the ad-hoc subcommittee for District 1 library engagement

Recommendation

City staff recommend that the Library Commission (LC) receive updates from the ad-hoc subcommittee for District 1 library engagement.

Policy Issues

The LC may establish subcommittees of less than a quorum of 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

The LC received an overview of City survey tools and methods at their February 24, 2025 meeting (Attachment A).

The LC received a presentation on library outreach at their April 21, 2025 meeting (Attachment B).

The LC received an informational report at their October 20, 2025 meeting (Attachment C). At that time, the Commission expressed an interest in bringing this item to a future agenda for a more robust discussion.

The LC held a study session on November 17, 2025, on library-specific outreach to District 1, and formed an ad-hoc subcommittee consisting of Commissioners Abdulla, Sisbot and Yule to advise on District 1 library engagement in support of Library Commission work plan goals. (Attachment D).

The ad-hoc subcommittee reported out on their activities at the January 26, 2026 LC meeting (Attachment E).

Analysis

The ad-hoc subcommittee has met since the January Library Commission meeting and will be reporting out on their activities to the full Commission.

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. Library Commission agenda, February 25, 2025, Item D-1:
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250224_lc_agenda_packet.pdf
- B. Hyperlink. Library Commission agenda, April 21, 2025, Item D-1:
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=3](https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=3)
- C. Hyperlink. Library Commission agenda, October 20, 2025, Item E-4:
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251020_library-commission-agenda-packet.pdf
- D. Hyperlink. Library Commission agenda, November 17, 2025, Item D-1:
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117_lc_agenda_packet.pdf
- E. Hyperlink. Library Commission agenda, January 26, 2026, Item C-3:
https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2026-meetings/agendas/20260126_lc_agenda_packet.pdf

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

2/23/2026

Staff Report Number:

LC-2026-007

Informational Item:

Library and Community Services department statistics and recent activities

Recommendation

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

Policy Issues

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

Background

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

Analysis

January 2026 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for January 2026 are provided in Attachment A.

Library Adventure (Attachment B)

On Tuesday, Jan. 27, from 3:30 – 7 p.m., approximately 200 visitors suited up for adventure and headed to the Menlo Park Library for a Wizard of Oz-themed Library Adventure event. This all-ages event had visitors embark on three self-guided quests (of varying difficulty) to discover the secrets of the Menlo Park Library. The more quests guests completed, the more prizes they were eligible to win. This annual event provides its participants with a fun way to learn about library resources and systems. Feedback from attendees was overwhelmingly positive, with some expressing appreciation that the event is held regularly. This free event received support through Measure K funding offered by the Peninsula Library System.

Black History Month Events

In February, the City of Menlo Park celebrates Black History Month to honor the cultural significance and impactful history of Black and African Americans, and to recognize that our society's rich diversity is one of our greatest strengths. The City has organized a number of events in recognition of Black History Month, including:

Black Liberation Month Celebration (Attachment C): On Feb. 7, from 1 – 4 p.m., the Belle Haven Community Campus hosted a celebration for approximately 311 visitors in honor of 100 years of Black History Month. The event brought together culture, creativity, and reflection as attendees enjoyed a walkthrough of Black history decade by decade, cultural entertainment, and complimentary refreshments.

Black History Month Congolese dancing (Attachment D): On Feb. 3, from 3 – 6 p.m., at Belle Haven Community Campus, dancer Arnaud Loubayi delighted attendees with his vibrant Congolese dances for all ages. *Received funding support from Friends of the Menlo Park Library.*

Author visit: Free the Curls (Attachment E): The Belle Haven Children's Library is hosting a visit from Free the Curls Author Marissa McGee. Marissa will be reading her book and signing book copies on Wednesday, Feb. 18, from 4:30–5:30 p.m. at Belle Haven Library, 100 Terminal Ave.

Cooking lesson: A taste of African heritage (Attachment F). On Monday, Feb. 9, from 5:30 – 6:30 p.m. A home cook-along featuring foods reflecting the great range of culinary traditions and flavors of the African diaspora. Join us online via Zoom on Monday, Feb. 9, from 5:30–6:30 p.m. *Received funding support from Friends of the Menlo Park Library.*

Tax Information and Resources (Attachment G)

City of Menlo Park library staff created a list to assist people in easily accessing tax information and resources. The list includes links to IRS forms and booklets, California forms and booklets, tax-filing books, and information on where to find free tax-filing assistance.

Young Adult Novel Convention (YANovCon) (Attachment H)

The City of Menlo Park's Library is teaming up with other Peninsula Libraries for the 11th annual YANovCon on Saturday, Feb. 28, 2026, from 11 a.m. to 4:30 p.m. at Belmont Library. YANovCon is a free, half-day convention connecting local teens and YA enthusiasts (or fans or readers) to some of today's top YA authors. YANovCon will host a Teen Writing Workshop led by novelist Arriel Vinson, followed by a keynote address by author Don Martin. The convention will include a Q&A session and three engaging panel discussions exploring topics connected to this year's theme, Fantasy vs. Reality: Escape into Fiction. YANovCon will conclude with author book signings, and books will be available to purchase on-site.

Impact on City Resources

As an advisory body to the City Council, the LC 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 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. January 2026 statistics
- B. Hyperlink. Library Adventure: <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-children/20260127-Library-Adventure-Oz>
- C. Hyperlink. Black Liberation Month Celebration webpage. [menlopark.gov/Citywide-calendar/Community-events/20260207-Black-Liberation-Month-Celebration](https://www.menlopark.gov/Citywide-calendar/Community-events/20260207-Black-Liberation-Month-Celebration)
- D. Hyperlink. Black Liberation Month Congolese Dancing webpage. [menlopark.gov/Citywide-calendar/Community-events/20260203-Black-History-Month-Congolese-Dancing](https://www.menlopark.gov/Citywide-calendar/Community-events/20260203-Black-History-Month-Congolese-Dancing)
- E. Hyperlink. Author visit: Free the Curls webpage. <https://www.menlopark.gov/Citywide-calendar/Community-events/20260218-Author-Visit-Free-the-Curls>
- F. Hyperlink. Cooking lesson: A taste of African heritage webpage. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20260209-African-Cooking-Oldways>
- G. Hyperlink. Tax information and resources webpage. <https://menlopark.bibliocommons.com/v2/list/display/150468461/2081042959>
- H. Hyperlink. YANovCon webpage. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20260228-YANovCon>

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
800 Alma St.	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035
100 Terminal Ave.*	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401
eBooks	9,426	9,316	9,792	9,902	9,875	9,410	10,546	11,281	9,752	10,467	9,853	9,269	*
eAudio	5,307	5,083	5,411	5,677	5,935	6,159	6,254	6,575	6,797	6,426	6,136	6,745	7,252
eVideo	1,496	1,174	1,159	1,066	1,308	1,198	1,531	1,239	1,138	1,219	1,174	1,292	1,252
eSerials	2,176	2,209	2,415	2,426	2,230	2,191	1,983	2,427	2,183	2,253	2,490	2,372	2,492
Total online / digital	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	10,996

*Counts are temporarily unavailable and will be reported when system is available.

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
New cards issued - MP residents	200	184	201	151	161	198	216	235	171	186	167	137	216
Total cardholders - MP residents	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
800 Alma St.	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160
100 Terminal Ave.*	565	471	499	432	402	509	497	464	517	413	315	395	378

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Incoming holds - 800 Alma St	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154
Outgoing holds - 800 Alma St	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828
Incoming holds - 100 Terminal Ave.*	262	203	129	167	161	200	157	182	129	165	131	110	200
Outgoing holds - 100 Terminal Ave.*	43	**262	363	303	264	305	266	304	273	357	382	368	440

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
800 Alma St.	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493
100 Terminal Ave. (All-ages library)	5135	4569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	892	686	758	820	703	978

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Total attendance - 800 Alma St.	1,011	937	967	978	1,127	1112	1609	1551	985	882	737	761	1,204
# of programs - 800 Alma St.	32	29	34	37	37	42	36	38	37	38	33	31	37
Total attendance - 100 Terminal Ave.*	612	464	240	379	188	355	407	540	373	309	164	216	514
# of programs - 100 Terminal Ave.*	28	30	23	27	25	26	33	26	25	28	29	27	29
Conference Room - available hours	-	-	-	-	-	-	-	217	217	217	217	217	217
Conference Room - reserved hours	-	-	-	-	-	-	-	16.5	21	24	26.3	23	19
Conference Room - utilization %	-	-	-	-	-	-	-	8%	10%	11%	12%	11%	9%
Tutor Room - available hours	-	-	-	-	-	-	-	217	217	217	217	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	49.5	57.5	69.5	51.45	40	56.5
Tutor Room - utilization %	-	-	-	-	-	-	-	23%	26%	32%	24%	18%	26%

*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 - JANUARY 2026

Table 7. Belle Haven Child Development Center (Preschool)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Students ages 3-5	48	48	50	54	54	56	47	45	45	47	49	49	50
Special needs students	-	-	-	-	-	-	1	3	2	2	2	2	2
English second language students	-	-	-	-	-	-	37	34	37	37	38	38	39
Meals and snacks served	-	-	-	-	-	-	3102	2024	2112	2438	1,865	1,900	1900
Total hours of education and care provided*	-	-	-	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706	9,263

Table 8. Menlo Children's Center (Preschool)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Students ages 18 mo - 2 years	-	-	-	-	-	-	7	4	5	5	5	1	1
Students ages 2 - 3 years	-	-	-	-	-	-	11	16	17	18	18	17	17
Students ages 3 - kindergarten	-	-	-	-	-	-	23	23	22	22	22	23	24
Total enrollment	32	32	32	44	46	44	43	43	44	45	45	41	42
Total hours of education and care provided*	-	-	-	-	-	-	-	7,830	7,960	8,690	6,332	5,944	6,768

Table 9. Menlo Children's Center (After school)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Kindergarten	-	-	-	-	-	-	-	9	10	10	10	10	11
Students grades 1st - 5th	-	-	-	-	-	-	-	32	33	33	33	33	34
Summer camp enrollment	-	-	-	-	-	-	63	30	0	0		0	0
Total enrollment	31	29	28	29	29	27	63	71	43	43	43	43	45
Total hours of education and care provided*	-	-	-	-	-	-	5985	3936.5	2316	3142	2,503	1,933	2,679

Table 10. Belle Haven Youth Center (After school)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Transitional kindergarten	-	-	-	-	-	-	0	0	5	5	5	5	5
Kindergarten	-	-	-	-	-	-	4	4	6	6	6	6	6
Students grades 1st - 5th	-	-	-	-	-	-	29	29	56	56	56	56	56
Summer Camp enrollment	-	-	-	-	-	-	52	54	0	0	0	0	0
Total enrollment	58	58	58	58	58	122	85	85	67	67	67	67	67
Total hours of education and care provided*	-	-	-	-	-	-	11,720	12,094	4,623	5,662	4,020	3,920	4,858

*all hours total for all students

*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
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Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Lunches served	810	851	956	971	952	*	970	985	1,453	1,150	802	743	924
Grocery boxes distributed	230	460	460	460	460	213	460	485	476	511	214	248	532
Senior shuttle trips	1,488	1,342	1,504	1,454	1,474	1,234	816	784	702	702	620	616	620
Special event attendance	127	150	55	214	129	100	80	80	90	101	0	87	0

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	114	114	83	107	107	107	119
Arts and crafts or technology	-	-	-	-	-	-	60	61	66	70	64	64	68
Dance, music, or performing arts	-	-	-	-	-	-	38	38	47	59	45	57	79
Languages or other literary arts	-	-	-	-	-	-	55	55	56	74	63	56	54
Other	-	-	-	-	-	-	11	11	12	9	19	19	5
Enrollment - non-residents	85	-	-	87	-	-	121	121	119	145	138	138	144
Enrollment - residents	118	-	-	132	-	-	157	158	145	174	172	172	181
Enrollment - Total	203	-	-	219	-	-	278	279	264	319	310	310	325
Total classes offered	15	-	-	17	-	-	19	19	19	21	21	21	20

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	64	64	75	118	118	118	110
Arts and crafts or technology	-	-	-	-	-	-	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	-	-	-	28	28	50	38	37	37	33
Languages or other literary arts	-	-	-	-	-	-	27	27	33	33	33	33	35
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	67	-	-	27	-	-	27	27	66	69	68	68	65
Enrollment - residents	51	-	-	50	-	-	92	92	92	120	120	120	113
Enrollment - Total	118	-	-	77	-	-	119	119	158	189	188	188	178
Total classes offered	7	-	-	6	-	-	4	4	5	5	5	5	7

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Residents	29	-	-	23	-	-	14	9	11	6	8	5	6
Non-residents	64	-	-	62	-	-	19	35	33	22	20	15	23
Instructor usage (in hours)	-	-	-	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089
Cypress Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364
Cypress Room - reserved hours	-	-	-	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55
Cypress Room - utilization %	-	-	-	-	-	-	24%	10%	11%	9%	56%	26%	15%
Juniper Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364
Juniper Room - reserved hours	-	-	-	-	-	-	168.33	132	262	287	190.33	138	127
Juniper Room - utilization %	-	-	-	-	-	-	46%	36%	75%	80%	56%	38%	35%
Maple Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364
Maple Room - reserved hours	-	-	-	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225
Maple Room - utilization %	-	-	-	-	-	-	43%	25%	66%	59%	56%	36%	62%
Oak Room - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364
Oak Room - reserved hours	-	-	-	-	-	-	54	11	73.25	61	56.27	27	43
Oak Room - utilization %	-	-	-	-	-	-	15%	3%	21%	16%	16%	7%	12%
Oak Patio - available hours	-	-	-	-	-	-	363	363	350	361	338	361	364
Oak Patio - reserved hours	-	-	-	-	-	-	0	0	0	5	0	3	0
Oak Patio - utilization %	-	-	-	-	-	-	0%	0%	0%	1%	0%	0%	0%
Sequoia Room - available hours	-	-	-	-	-	-	363	363	332	345	318	345	344
Sequoia Room - reserved hours	-	-	-	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79
Sequoia Room - utilization %	-	-	-	-	-	-	17%	25%	7%	6%	20%	14%	23%
Sequoia Patio - available hours	-	-	-	-	-	-	363	363	332	345	318	345	364
Sequoia Patio - reserved hours	-	-	-	-	-	-	0	30	20.75	0	5.3	0	5
Sequoia Patio - utilization %	-	-	-	-	-	-	0%	8%	6%	0%	2%	0%	1%
Willow Room - available hours	-	-	-	-	-	-	363	363	372	384	358	384	386
Willow Room - reserved hours	-	-	-	-	-	-	138	66	114	138	358	384	386
Willow Room - utilization %	-	-	-	-	-	-	38%	18%	31%	29%	100%	100%	100%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Residents	-	-	-	-	-	-	100	32	28	38	40	39	40
Non-residents	-	-	-	-	-	-	20	30	28	11	10	18	7
Instructor usage (in hours)	-	-	-	-	-	-	37	80	80	80	120	24	24
Court #1 - available hours	-	-	-	-	-	-	517	515	500	500	498	517	517
Court #1 - reserved hours	-	-	-	-	-	-	122.5	113	235	357.2	364	355.75	425
Court #1 - utilization %	-	-	-	-	-	-	24%	22%	47%	71%	73%	68%	82%
Court #2 - available hours	-	-	-	-	-	-	517	515	500	500	498	517	517
Court #2 - reserved hours	-	-	-	-	-	-	128	119	248	147.5	319	453.5	439
Court #2 - utilization %	-	-	-	-	-	-	28%	23%	49%	29%	64%	87%	85%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Residents	38	-	-	34	-	-	4	8	6	6	14	15	6
Non-Residents	3	-	-	0	-	-	0	0	1	0	0	0	2
Instructor usage (in hours)	-	-	-	-	-	-	*	*	*	*	*	*	
Makerspace - available hours	-	-	-	-	-	-	328	248	240	248	240	248	248
Makerspace - reserved hours	-	-	-	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5
Makerspace - utilization %	-	-	-	-	-	-	21%	19%	23%	25%	21%	22%	13%
Event Hall - available hours	-	-	-	-	-	-	304	364	335	348	325	348	350
Event Hall - reserved hours	-	-	-	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5
Event Hall - utilization %	-	-	-	-	-	-	73%	54%	65%	74%	54%	63%	50%
Movement Studio - available hours	-	-	-	-	-	-	304	364	364	378	350	378	378
Movement Studio - reserved hours	-	-	-	-	-	-	80	39	23	28.75	27.25	16.5	11
Movement Studio - utilization %	-	-	-	-	-	-	26%	11%	6%	8%	8%	4%	3%
Flex Classroom - available hours	-	-	-	-	-	-	304	364	364	378	350	378	378
Flex Classroom - reserved hours	-	-	-	-	-	-	17	11.5	25	21	24.5	17.5	27.5
Flex Classroom - utilization %	-	-	-	-	-	-	6%	3%	7%	6%	7%	5%	7%
Gymnasium - available hours	-	-	-	-	-	-	378	289	291	303	277.5	303	306
Gymnasium - reserved hours	-	-	-	-	-	-	209	203	231	239.5	213.5	223	304.5
Gymnasium - utilization %	-	-	-	-	-	-	81%	70%	79%	79%	77%	73%	101%

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	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	197	101	296	305	316	312	284
Arts and crafts or technology	-	-	-	-	-	-	54	47	7	19	19	19	12
Dance, music, or performing arts	-	-	-	-	-	-	130	236	337	348	348	272	304
Language and literary arts	-	-	-	-	-	-	27	27	58	40	40	33	35
Other	-	-	-	-	-	-	173	363	59	111	70	104	55
Enrollment - non-residents	213	-	-	161	-	-	175	307	188	217	204	176	690
Enrollment - residents	520	-	-	474	-	-	506	467	569	606	589	564	525
Enrollment - Total	733	-	-	635	-	-	681	774	757	823	793	740	165
Total classes offered	57	-	-	59	-	-	68	63	62	78	73	65	73
# of instructors	26	-	-	22	-	-	33	33	28	32	31	32	28

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Enrollment - Basketball	-	-	-	-	-	-	6	27	35	31	99	33	47
Enrollment - Volleyball	-	-	-	-	-	-	72	102	82	81	81	81	81
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	0	0	0	0	0	0	0
Enrollment - non-residents	10	-	-	112	-	-	56	74	59	27	98	98	77
Enrollment - residents	48	-	-	96	-	-	16	55	58	85	82	50	51
Enrollment - Total	58	-	-	208	-	-	78	129	117	112	180	64	128
Total classes offered	10	-	-	14	-	-	5	7	0	7	15	5	5
# of instructors	2	-	-	8	-	-	2	2	2	2	2	2	2
Drop-in basketball visits	631	-	-	596	-	-	206	171	194	190	525	233	270
Drop-in volleyball visits	1240	-	-	844	-	-	394	287	415	433	646	412	436
Leagues – individual registrations	-	-	-	-	-	-	56	0	14	0	0	3	3
Leagues – team registrations	-	-	-	35	-	-	14	0	31	50	128	10	0

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Fitness, yoga, and health	-	-	-	-	-	-	80	80	66	104	104	105	69
Arts and crafts and technology	-	-	-	-	-	-	41	41	41	30	30	30	71
Dance, music, or performing arts	-	-	-	-	-	-	15	15	47	40	40	40	18
Language and literary arts	-	-	-	-	-	-	13	13	31	35	36	36	24
Other	-	-	-	-	-	-	-	-	-	7	0.07	800%	75
Enrollment - non-residents	21	-	-	20	-	-	10	10	16	17	17	17	14
Enrollment - residents	80	-	-	145	-	-	139	139	169	201	207	208	243
Enrollment - Total	101	-	-	165	-	-	149	149	185	218	224	225	257
Total classes offered	15	-	-	19	-	-	15	15	22	22	23	23	24
# of instructors	9	-	-	9	-	-	9	9	11	12	13	13	13
Drop-in basketball visits	231	-	-	658	-	-	29*	167	192	215	252	272	272
Drop-in volleyball visits	50	-	-	13	-	-	*	10	50	65	6	31	31
Drop-in Fitness Center	1713	-	-	1697	-	-	542	720	659	620	522	550	364

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Gymnastics enrollment	-	-	-	-	-	-	898	887	1,245	1,251	1,219	1,182	273(2 weeks)
Aerial Silks enrollment	-	-	-	-	-	-	49	43	58	59	55	55	0
Enrollment - non-residents	383	-	-	368	-	-	287	282	342	343	359	293	*
Enrollment - residents	950	-	-	942	-	-	628	605	815	811	859	944	*
Enrollment - Total	1,333	-	-	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	273
Total classes offered	120	-	-	120	-	-	119	119	120	120	120	120	*
# of instructors	-	-	-	-	-	-	2	2	2	2	2	2	0

*Gymnastics was closed due to flooding from Jan - Feb. 22, 2026

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JANUARY 2026

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Burgess Park picnic area - available hours	-	-	-	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	74.5	97	195	148	86	14.5	38
Burgess Park picnic area - utilization %	-	-	-	-	-	-	2%	3%	8%	1%	3%	1%	1%
Neal Park picnic area - available hours	-	-	-	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604
Neal Park picnic area - reserved hours	-	-	-	-	-	-	90	108	130	78	56	20	31
Neal Park picnic area - utilization %	-	-	-	-	-	-	4%	6%	6%	3%	2%	1%	1%

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Bedwell-Bayfront Park - available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	-	12	12	60	36	12	0	12
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	-	0.0276	3%	14%	8%	3%	0%	3%
Sharon Park - available hours	-	-	-	-	-	-	434	434	420	372	420	420	420
Sharon Park - reserved hours	-	-	-	-	-	-	0	0	0	12	0	0	0
Sharon Park - utilization %	-	-	-	-	-	-	0%	0%	0%	3%	0%	0%	0%

Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Burgess Park - available hours	-	-	-	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604
Burgess Park - reserved hours	-	-	-	-	-	-	2,976	1,206	561	540	195	1	69
Burgess Park - utilization %	-	-	-	-	-	-	72%	35%	22%	21%	7%	0%	3%
Hillview School - available hours	-	-	-	-	-	-	744	744	720	744	720	744	744
Hillview School - reserved hours	-	-	-	-	-	-	478.5	202	132	153	142	85	79
Hillview School - utilization %	-	-	-	-	-	-	64%	27%	18%	20%	20%	11%	11%
Jack Lyle Park - available hours	-	-	-	-	-	-	Closed	744	720	744	720	744	744
Jack Lyle Park - reserved hours	-	-	-	-	-	-	Closed	197	246	182	92	10.5	8
Jack Lyle Park - utilization %	-	-	-	-	-	-	Closed	26%	34%	24%	13%	1%	1%
Kelly Park - available hours	-	-	-	-	-	-	868	868	840	868	840	868	868
Kelly Park - reserved hours	-	-	-	-	-	-	243	240	321	310	236	158	206
Kelly Park - utilization %	-	-	-	-	-	-	28%	28%	38%	36%	28%	18%	24%
La Entrada School - available hours	-	-	-	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232
La Entrada School - reserved hours	-	-	-	-	-	-	Closed	240	31.5	31.5	12	0	0
La Entrada School - utilization %	-	-	-	-	-	-	Closed	8%	1%	1%	0%	0%	0%
Neal Park - available hours	-	-	-	-	-	-	Closed	1,302	840	868	420	434	434
Neal Park - reserved hours	-	-	-	-	-	-	Closed	73	135	151.25	72	50.5	62.5
Neal Park - utilization %	-	-	-	-	-	-	Closed	6%	2%	17%	12%	12%	14%
Oak Knoll School - available hours	-	-	-	-	-	-	Closed	744	360	372	420	434	434
Oak Knoll School - reserved hours	-	-	-	-	-	-	Closed	106	27	24	0	0	0
Oak Knoll School - utilization %	-	-	-	-	-	-	Closed	14%	7%	6%	0%	0%	0%
Willow Oaks Park - available hours	-	-	-	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488
Willow Oaks Park - reserved hours	-	-	-	-	-	-	Closed	239	120	110	29	18	20
Willow Oaks Park - utilization %	-	-	-	-	-	-	Closed	16%	8%	7%	2%	1%	1%

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JANUARY 2026

Total available hours	-	-	-	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548
Total reserved hours	530	-	-	1,575	-	-	3,698	2,503	1,573	1,501	778	323	525
Total field utilization %	-	-	-	-	-	-	64%	20%	16%	19%	8%	3%	5%

Table 24. Tennis and Pickleball Court Rentals													
Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	174	184	205	181	149	103	163
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	40%	42%	48%	42%	35%	24%	38%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	21	45	47	48	41	16	30
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	5%	10%	11%	10%	10%	4%	6%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	5	21	14	27	11	10	14
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	1%	5%	3%	6%	2%	2%	2%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	51	77	133	143	117	109	128
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	11%	18%	32%	33%	28%	25%	38%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	172	161	204	220	197	151	197
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	40%	37%	49%	50%	42%	35%	45%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	164	163	193	173	150	89	135
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	38%	38%	46%	40%	36%	21%	31%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	120.75	112	192	170	148	115.75	136.75
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	-	-	28%	26%	46%	39%	35%	27%	31%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	434	434	420	434	420	434	434
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	99	142	194	170	150	131	174
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	23%	33%	46%	39%	36%	30%	40%

Table 25. Tennis and Pickleball Classes													
Location	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Youth tennis enrollment	-	-	-	-	-	-	21	23	47	48	67	63	86
Adult tennis enrollment	-	-	-	-	-	-	6	7	24	28	31	23	23
Tennis enrollment - resident							21	27	63	67	82	73	73
Tennis enrollment - non-resident							6	3	8	9	16	13	13
Tennis enrollment total							27	30	72	76	98	86	86

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JANUARY 2026

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
New recreation client accounts	297	275	991	972	505	501	459	937	502	347	402	806	488
Total recreation client accounts	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225
Hyperlocal client accounts	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
/Library	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708
/ActivityGuide	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Newsletters sent	3	4	5	4	5	4	4	5	4	4	4	3	4
Average recipients per newsletter	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195
Total recipients (excludes bounces, etc.)	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250
Total newsletter clicks	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975
Total newsletter unique clicks	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653
Total newsletter opens	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207
Total unique opens	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613
% open rate (monthly average)	80%	87%	83%	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%
% unique opens rate (monthly average)	50%	52%	50%	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%
Unsubscribes Monthly Total	168	216	179	147	170	139	128	207	296	242	209	148	212
% Unsubscribes - Monthly Average	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%
Email Bounces - Monthly Total	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552

*On May 10, 2025 a server error caused a newsletter to fail to send to approximately 8,920 subscribers

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JANUARY 2026

Table 29. Large-scale community event attendance													
	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
College and Career Fair	120	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	290	-	-	-	-	-	-	-	-	-	-	-
Community Resource Fair	-	-	180	-	180	-	-	-	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	2200	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	310	-	-	-	-	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	2200	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	249	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	*	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	302	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	365	-	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	275	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	750	-	-	-	-	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	-	120	130	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	-	-	310	-	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	-	-	2000	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	-	-	160	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	-	-	925	-
Photos with Santa	-	-	-	-	-	-	-	-	-	-	-	463	-



STAFF REPORT

Library Commission

Meeting Date: 2/23/2026

Staff Report Number: LC-2026-008

Informational Item: City of Menlo Park fiscal year 2026-27 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 2026-27 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 21, the City Council will hold 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 2026-27 budget.

On April 14, the City Council is tentatively scheduled to approve its fiscal year 2026-27 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 2026-27 budget.

Table 1: Fiscal year 2026-27 budget development calendar	
Date	Description
March 21	City Council priority setting workshop
April 14	City Council reviews and approves budget principles
April 14	Cost of Services / Master fee schedule study session public hearing and adoption
April 13 (week of)	City Manager, Department, and Finance review
May 20	Budget portal open to public (tentative)
May 28 or June 2	Public budget workshop (tentative)

June 9	Budget public hearing
June 23	Budget adoption

The City of Menlo Park’s 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 April 13. The LC and Parks and Recreation Commission (PRC) are tentatively scheduled to receive a summary presentation of the LCS proposed budget in April or May. City Council is tentatively scheduled to hold a public budget workshop on May 28, followed by a budget public hearing on June 9, in advance of budget adoption tentatively on June 23.

Fiscal year 2026-27 proposed operating budget format

The proposed fiscal year 2026-27 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 will also 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:

Staff Report #: LC-2026-008

Nick Szegda, Assistant Library and Community Services Director

Rani Singh, Internal Services Manager

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
February 23, 2026

MEETING DATE*	TENTATIVE AGENDA TOPICS**
January 26, 2026 Fourth Monday	<ul style="list-style-type: none"> Ad-hoc subcommittee on “Library of the Future” report out District 1 library engagement subcommittee update Updates on LC work plan item 5
February 23, 2026 Fourth Monday	<ul style="list-style-type: none"> Ad-hoc subcommittee on “Library of the Future” report out District 1 library engagement subcommittee update City budget timeline
March 16, 2026	<ul style="list-style-type: none"> Commission Annual Attendance Report Ad-hoc subcommittee on “Library of the Future” report out District 1 library engagement subcommittee update Updates on LC work plan item 5
April 20, 2026	<ul style="list-style-type: none"> New LC members appointed by City Council Annual departmental budget proposal review before May presentation to City Council LC work plan prior year progress report Ad-hoc subcommittee on “Library of the Future” report out District 1 library engagement subcommittee update
May 18, 2026	<ul style="list-style-type: none"> Select new Chair and Vice Chair
June 15, 2026	<ul style="list-style-type: none"> New Chair begins term Onboarding new LC members Study session: LC work plan for coming year
July 20, 2026	<ul style="list-style-type: none"> Study session: Update LC work plan for coming year
August 17, 2026	<ul style="list-style-type: none"> Chair gives City Council LC prior year work plan progress report Recommend LC work plan for coming year
September 21, 2026	<ul style="list-style-type: none"> City Council approval of LC work plan for coming year
October 19, 2026	<ul style="list-style-type: none">
November 16, 2026	<ul style="list-style-type: none"> Approve schedule of LC meetings for following calendar year
December 21, 2026 (Joint meeting w/ PRC) At BHCC	<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 statistics Tentative agenda calendar Staff reports Commissioner reports
Unscheduled future items	<ul style="list-style-type: none"> Presentation: Library collection development Discussion: Operations and Strategic Planning

*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

***Items that recur annually are in bold and in green font (do not remove)

LIBRARY COMMISSION (LC)
List of annually recurring LC activities

Month	Annually recurring activity
January	
February	
March	<ul style="list-style-type: none"> • Commission Annual Attendance Report
April	<ul style="list-style-type: none"> • New LC members appointed by City Council • Annual review of departmental budget proposal before May presentation to City Council • Select new Chair & Vice Chair • LC work plan prior year progress report
May	<ul style="list-style-type: none"> • New Chair begins term
June	<ul style="list-style-type: none"> • Onboarding new LC members • Study session: LC work plan for coming year
July	<ul style="list-style-type: none"> • Study session: Update LC work plan for coming year
August	<ul style="list-style-type: none"> • Chair gives City Council LC prior year work plan progress report • Recommend LC work plan for coming year
September	<ul style="list-style-type: none"> • City Council approval of LC work plan for coming year
October	
November	<ul style="list-style-type: none"> • Approve schedule of LC meetings for following calendar year
December	<ul style="list-style-type: none"> • Joint meeting with Parks & Recreation Commission: year-end review