Library Commission

REGULAR MEETING AGENDA

Date: **3/16/2026**
Time: **6:30 p.m.**
Locations: **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 Arrillaga Family Recreation Center
- Access the meeting real-time online at:
  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 www.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 (www.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. Regular Business

D1. Approve the minutes from the February 23, 2026 Library Commission meeting (Attachment)

D2. Ad hoc subcommittee updates on the "Library of the Future" and near-term improvements (Staff Report LC-2026-009)

D3. Ad hoc subcommittee on District 1 library outreach report out (Staff Report LC-2026-010)

E. Informational Items

E1. Library and Community Services Department financial overview – Library (Staff Report LC-2026-011)

E2. Library and Community Services Department statistics and updates (Staff Report LC-2026-012)

E3. City of Menlo Park fiscal year 2026-27 budget process and timeline (Staff Report LC-2026-013)

E4. Tentative agenda calendar (Attachment)

F. Commission Reports

F1. Individual Commissioner reports

G. Adjournment

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

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

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

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

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CITY OF MENLO PARK

SPECIAL MEETING MINUTES – DRAFT

Date: **2/23/2026**
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 6:31 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Sisbot, Westcott, Yule
Absent: Shafer
Staff: Assistant Library and Community Services (LCS) Director Nick Szegda

C. Regular Business

C1. Approve the minutes from the January 26, 2026 Library Commission meeting

ACTION: Motion and second (Crockett/ Yule), to approve the minutes from the January 26, 2026 meeting, passed 6-0-1 (Shafer absent).

C2. Ad hoc subcommittee on the "Library of the Future" report out (Staff Report LC-2026-005)

Vice Chair Westcott made the presentation (Attachment).

The Commissioner requested correcting the attachment by adding the Belle Haven Library to program and staffing needs.

No action.

C3. Ad hoc subcommittee on District 1 library outreach report out (Staff Report LC-2026-006)

Commissioner Yule introduced the item.

No action.

D. Informational Items

D1. Department statistics and updates (Staff Report LC-2026-007)

D2. City of Menlo Park fiscal year 2026-27 budgert process and timeline (Staff Report LC-2026-008)

Assistant Director Szegda introduced the item.

D3. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- March/April – presentation on library budget
- March – update on work plan item #5 – programs and services at Belle Haven Library
- Unscheduled – Commission review of strategic plan update

E. Commission Reports

E1. Individual Commissioner reports

Commissioner Crockett reported on the activities of the Friends of the Library including current recruitment.

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

F. Adjournment

Chair Orton adjourned the meeting at 7:43 p.m.

Nick Szegda, Assistant Library and Community Services Director

February, 2026

Menlo Park Library of the Future – Needs Assessment, Schedule and Budget

Type	Priority / Item	Where BH or Main	Budget/Source	Schedule	Responsible
Physical – Capital	1. Accessible Restrooms	Main	City	2026-2027	
	2 Carpet	Main	City	2026-2027	
	2 Furniture	Main	City	2026-2027	
	2 HVAC	Main	City	2026-2027	
	Other				
	• Wall Paper/Painting	Main	City		
	• Back Area Upgrade Community Space – Partitions / work areas/ Bathrooms	Main	City/Consultant Study – Friends or another donation?		City/Library Commission – Library of Future Subcommittee?
	• Swap Help Desk/Check out	Main	City		
	• Upgrade Globe Light Fixtures	Main			
	• Desk Configuration	Main	City	2026-2027	City
	• New Public Announcement System	Main			
Staff	Volunteer Coordinator	Main / BH	City		
1 – 3 FTE	Outreach Coordinator	Main / BH			
	Maker Space Staff	Main / BH			
Programs	ESL	Main / BH			
	Homework Center	Main / BH			
	Literacy Program	Main / BH			

STAFF REPORT

Library Commission
Meeting Date: **3/16/2026**
Staff Report Number: **LC-2026-009**

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).

On February 23, 2026, the ad-hoc subcommittee delivered an update on their most recent activities (Attachment I)

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
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
I. Hyperlink. Library Commission agenda for February 23, 2026, Item C-2. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260223-lc-agenda-packet.pdf

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

APPROVED BY UNANIMOUS VOTE BY MENLO PARK LIBRARY COMMISSION ON OCTOBER 20, 2025

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 Commission[1] 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 staff[3];
- 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 demographics[4];
- Consulted with Library Staff members including Nick Szegda, Rose Waldman, and others;
- Visited 7 local libraries and interviewed their staff[5];
- 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

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[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 Department[10] replaced the long-time organizational structure[11] of having a Library Director and separate Department. However, the current organizational structure should be evaluated now because it:

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[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 exist[12] 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 services[13].

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

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[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:
    - Relieve workload pressure on existing Staff;
    - Add programs/events;
    - Add Volunteer Coordinator; and
    - 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.

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[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").

[19]See 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: **3/16/2026**
Staff Report Number: **LC-2026-010**

Regular Business: **Ad-hoc subcommittee on District 1 library outreach report out**

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).

The ad-hoc subcommittee reported out on their activities at the February 23, 2026 LC meeting (Attachment F).

Analysis

The ad-hoc subcommittee has met since the February 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
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
F. Hyperlink. Library Commission agenda, February 23, 2026, Item C-3. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260223-lc-agenda-packet.pdf

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

STAFF REPORT

Library Commission
Meeting Date: **3/16/2026**
Staff Report Number: **LC-2026-011**

Informational Item: **Library and Community Services department financial overview - Library**

Recommendation

Staff recommends that the Library Commission review this informational report containing financial information about the Library and Community Services department.

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 February 24, the City Council amended the fiscal year 2025-26 budget (Attachment A).

The Library and Community Service (LCS) department develops an annual budget, in coordination with the Finance department and the City Manager's Office. An outline and timeline of the budget process was given to the Library Commission (LC) during their February meeting (Attachment B).

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

This report provides a summary of Library expenditures, revenues, and staffing levels over the five-year period from Fiscal Year 2021-22 through Fiscal Year 2025-26. All of this information was obtained from the public budget portal where the City's annual budget is preserved (Attachment C).

Departmentwide Expenditures

Total LCS Department expenditures increased from $11.83 million in FY21-22 to $19.35 million in FY25-26. This growth reflects expanded service delivery, increased operational demands, and cost adjustments across program areas. The upward trend is consistent with the department's efforts to maintain and enhance community-facing services during a period of rising program participation and internal service cost allocations.

Library Expenditures

Library-specific expenditures increased from $3.57 million in FY21-22 to $4.18 million in FY25-26. Expenditures were relatively stable through FY24-25, averaging just over $3.2 million annually, before a notable increase in FY25-26. The FY25-26 increase is primarily attributable to staffing, capital outlay, technology upgrades, and support for expanded programming needs.

Expense Categories

Salaries and wages remain the primary Library cost center, ranging from $1.50 million to $1.79 million over the period. Staffing reductions in FY24-25 contributed to a temporary decline in personnel expenditures, partially offset by temporary staff hours funded through Operating Expenses. Fringe benefits and internal service charges followed similar patterns reflecting personnel shifts and citywide allocation adjustments.

Operating Expenses increased steadily from $276,769 in FY21-22 to $780,500 in FY25-26, driven by program materials, contractual services, equipment needs, and temporary staffing. The Library utilized 22,740 temporary staff hours during the period to support operations and maintain service levels.

Capital-related expenditures (Fixed Assets and Capital Outlay) rose significantly in FY25-26 to $365,000, supporting facilities improvements, technology replacement, and other long-term infrastructure investments. Utilities, services, and maintenance costs remained relatively consistent across fiscal years, with routine fluctuations based on operational needs.

Revenues and External Support

For FY25-26, the Library received $205,000 in revenue from community-based nonprofit partners. Revenue sources include:
• $125,000 from Friends of the Library
• $70,000 from the Library Foundation
• $10,000 from Literacy Partners

These contributions provide critical support for literacy programs, collections, community events, and supplemental services not covered by the General Fund.

Staffing Levels

Library full-time equivalent (FTE) staffing decreased from 14.2 FTE in FY21-22 to 11 FTE in FY24-25, with an increase to 12.5 FTE in FY25-26. The FY25-26 staffing increase reflects the restoration of key positions and alignment with projected service demands at the newly opened BHCC. Variation in staffing levels over the period are due to combining administrative functions across the merged department.

Conclusion

Overall, the Library's FY25-26 budget reflects targeted reinvestment in personnel, capital infrastructure, and operational capacity, supported in part by ongoing contributions from nonprofit partners. These investments position the Library to continue delivering high-quality programs and services to the community.

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. February 24, 2026, City Council agenda Staff Report # 26-028-CC. https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2026-meetings/20260224/i3-20260224-cc-fy-2025-26-budget-amend.pdf
B. Hyperlink. February 23, 2026, library Commission agenda Staff Report # LC-2026-008. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260223-lc-agenda-packet.pdf
C. Hyperlink. City budget webpage. menlopark.gov/budget

Report prepared by:
Rani Singh, Internal Services Manager

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

STAFF REPORT

Library Commission
Meeting Date: **3/16/2026**
Staff Report Number: **LC-2026-012**

Informational Item: **Library and Community Services department statistics and recent activities**

Recommendation

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

Policy Issues

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

Background

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

Analysis

February 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 February 2026 are provided in Attachment A.

Suggestion box comments and responses (Attachment B)

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.

Youth Poetry Voices (Attachment C)

April is National Poetry Month. To recognize National Poetry Month, the City of Menlo Park's library is holding the annual Youth Poetry Voices exhibition, where aspiring young poets (grades one through twelve) are invited to share their original poetry with the Menlo Park community. Young poets will have the opportunity to read their poem at a reception hosted by the Library and have their work published in a commemorative anthology that will be displayed in our Local Authors Collection. They will also be recognized as a group before the City Council, and featured poets will be invited to present their poems directly to City Council. Poem submissions will be open through the month of April and are expected to be presented to City Council on May 12. The Menlo Park Library Foundation provides funding for Youth Poetry Voices.

Friends of the Menlo Park Library Book Sale (Attachment D)
Friends of the Menlo Park Library is holding an on-site book sale on Friday, March 20, from 2 – 5 p.m. and Saturday, March 21, from 10 a.m. – 2 p.m. in the Great Hall of the Menlo Park Library, 800 Alma St. On-site book sales offer used adult titles in a broad range of fiction, poetry and drama, non-fiction and reference categories and a large selection of children's titles, used CDs, DVDs, puzzles and games. Unlike the Friends of the Menlo Park Library's online bookstore, the on-site book sale will feature antiquarian and collectible books (including sets). Many books and other items are in the $1-$2 range (excluding antiquarian and collectible books).

Funding from Friends of the Menlo Park Library directly supports the Library's educational and literary programs.

Belle Haven Library Makerspace - Library Makes program (Attachment E)
A regular "Library Makes" program is now underway every Saturday at the Maker Space in the Belle Haven Library (link). The Maker Space continues to be a popular spot for the afterschool youth program and for senior craft classes, and is well used by contract instructors for classes in technology and crafting. Library staff anticipates building on the success of the Library Makes program throughout 2026.

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. February 2026 statistics
B. Suggestion box comments and responses
C. Hyperlink. Youth Poetry Voices web page. https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Youth-Poetry-Voices?_gl=1*1wxxs4x*_gcl_au*MTM0MzU5ODIwMy4xNzcwMTYwMDA4
D. Hyperlink. Friends of Menlo Park Library Book Sale web page. https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20250321-22-FOL-Book-Sale
E. Hyperlink. Library Makes web page. https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-children/202602-202604-Library-Makes

Report prepared by:
Ashley Dixon, Management Analyst
Nick Szegda, Assistant Library and Community Services Director

ATTACHMENT A

Table 1. Library items circulated													
Location*	**Feb. 2025**	**Mar. 2025**	**Apr. 2025**	**May 2025**	**Jun. 2025**	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**
800 Alma St.	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192
100 Terminal Ave.*	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323
eBooks	9,316	9,792	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229
eAudio	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062
eVideo	1,174	1,159	1,066	1,308	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926
eSerials	2,209	2,415	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380
Total online / digital	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	21,477	18,597

Table 2. Library cards													
	Feb. 2025	**Mar. 2025**	**Apr. 2025**	**May 2025**	**Jun. 2025**	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**
New cards issued - MP residents	184	201	151	161	198	216	235	171	186	167	137	216	166
Total cardholders - MP residents	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272

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

Table 3. Library patron questions answered													
Location*	**Feb. 2025**	**Mar. 2025**	**Apr. 2025**	**May 2025**	**Jun. 2025**	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**
800 Alma St.	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745
100 Terminal Ave.*	471	499	432	402	509	497	464	517	413	315	395	378	346

Table 4. Library holds filled (item requests)													
Location*	**Feb. 2025**	**Mar. 2025**	**Apr. 2025**	**May 2025**	**Jun. 2025**	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**
Incoming holds - 800 Alma St	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577
Outgoing holds - 800 Alma St	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636
Incoming holds - 100 Terminal Ave.*	203	129	167	161	200	157	182	129	165	131	110	200	110
Outgoing holds - 100 Terminal Ave.*	**262	363	303	264	305	266	304	273	357	382	368	440	391

Table 5. Library foot traffic (gate count)													
Location*	**Feb. 2025**	**Mar. 2025**	**Apr. 2025**	**May 2025**	**Jun. 2025**	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**
800 Alma St.	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966
100 Terminal Ave. (All-ages library)	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560	2,390
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	892	686	758	820	703	978	1,001

Table 6. Library program attendance and room usage													
Location*	**Feb. 2025**	**Mar. 2025**	**Apr. 2025**	**May 2025**	**Jun. 2025**	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**
Total attendance - 800 Alma St.	937	967	978	1,127	1,112	1,609	1,551	985	882	737	761	1,204	903
# of programs - 800 Alma St.	29	34	37	37	42	36	38	37	38	33	31	37	34
Total attendance - 100 Terminal Ave.*	464	240	379	188	355	407	540	373	309	164	216	514	283
# of programs - 100 Terminal Ave.*	30	23	27	25	26	33	26	25	28	29	27	29	28
Conference Room - available hours	-	-	-	-	-	-	217	217	217	217	217	217	217
Conference Room - reserved hours	-	-	-	-	-	-	17	21	24	26	23	19	18
Conference Room - utilization %	-	-	-	-	-	-	8%	10%	11%	12%	11%	9%	8%
Tutor Room - available hours	-	-	-	-	-	-	217	217	217	217	217	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	50	57.5	69.5	51.45	40	56.5	46
Tutor Room - utilization %	-	-	-	-	-	-	23%	26%	32%	24%	18%	26%	21%

*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

Table 7. Belle Haven Child Development Center (Preschool)	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Students ages 3-5	48	50	54	54	56	47	45	45	47	49	49	50	59
Special needs students	-	-	-	-	-	1	3	2	2	2	2	2	2
English second language students	-	-	-	-	-	37	34	37	37	38	38	39	43
Meals and snacks served	-	-	-	-	-	3,102	2,024	2,112	2,438	1,865	1,900	1,900	2,387
Total hours of education and care provided*	-	-	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706	9,263	10,930

Table 8. Menlo Children's Center (Preschool)	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Students ages 18 mo - 2 years	-	-	-	-	-	7	4	5	5	5	1	1	3
Students ages 2 - 3 years	-	-	-	-	-	11	16	17	18	18	17	17	19
Students ages 3 - kindergarten	-	-	-	-	-	23	23	22	22	22	23	24	24
Total enrollment	32	32	44	46	44	43	43	44	45	45	41	42	46
Total hours of education and care provided*	-	-	-	-	-	-	7,830	7,960	8,690	6,332	5,944	6,768	7,092

Table 9. Menlo Children's Center (After school)	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Kindergarten	-	-	-	-	-	-	9	10	10	10	10	11	11
Students grades 1st - 5th	-	-	-	-	-	-	32	33	33	33	33	34	31
Summer camp enrollment	-	-	-	-	-	63	30	0	0		0	0	0
Total enrollment	29	28	29	29	27	63	71	43	43	43	43	45	42
Total hours of education and care provided*	-	-	-	-	-	5,985	3,937	2,316	3,142	2,503	1,933	2,679	1,642

Table 10. Belle Haven Youth Center (After school)	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Transitional kindergarten	-	-	-	-	-	0	0	5	5	5	5	5	5
Kindergarten	-	-	-	-	-	4	4	6	6	6	6	6	6
Students grades 1 st - 5th	-	-	-	-	-	29	29	56	56	56	56	56	56
Summer Camp enrollment	-	-	-	-	-	52	54	0	0	0	0	0	0
Total enrollment	58	58	58	58	122	85	85	67	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	4,623

*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.

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

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Lunches served	851	956	971	952	*	970	985	1,453	1,150	802	743	924	963
Grocery boxes distributed	460	460	460	460	213	460	485	476	511	214	248	532	512
Senior shuttle trips	1,342	1,504	1,454	1,474	1,234	816	784	702	702	620	616	620	630
Special event attendance	150	55	214	129	100	80	80	90	101	0	87	0	80

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

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	114	114	83	107	107	107	119	120
Arts and crafts or technology	-	-	-	-	-	60	61	66	70	64	64	68	78
Dance, music, or performing arts	-	-	-	-	-	38	38	47	59	45	57	79	77
Languages or other literary arts	-	-	-	-	-	55	55	56	74	63	56	54	63
Other	-	-	-	-	-	11	11	12	9	19	19	5	5
Enrollment - non-residents	-	-	87	-	-	121	121	119	145	138	138	144	150
Enrollment - residents	-	-	132	-	-	157	158	145	174	172	172	181	178
Enrollment - Total	-	-	219	-	-	278	279	264	319	310	310	325	328
Total classes offered	- -		17	-	-	19	19	19	21	21	21	20	21

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

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	64	64	75	118	118	118	110	106
Arts and crafts or technology	-	-	-	-	-	0	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	-	-	28	28	50	38	37	37	33	33
Languages or other literary arts	-	-	-	-	-	27	27	33	33	33	33	35	35
Other	-	-	-	-	-	-	-	-	-	-	-	-	4
Enrollment - non-residents	-	-	27	-	-	27	27	66	69	68	68	65	65
Enrollment - residents	-	-	50	-	-	92	92	92	120	120	120	113	113
Enrollment - Total	-	-	77	-	-	119	119	158	189	188	188	178	178
Total classes offered	- -		6	-	-	4	4	5	5	5	5	7	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.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Residents	-	-	23	-	-	14	9	11	6	8	5	6	11
Non-residents	-	-	62	-	-	19	35	33	22	20	15	23	24
Instructor usage (in hours)	-	-	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126
Cypress Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Cypress Room - reserved hours	-	-	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55	59
Cypress Room - utilization %	-	-	-	-	-	24%	10%	11%	9%	56%	26%	15%	18%
Juniper Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Juniper Roon - reserved hours	-	-	-	-	-	168.33	132	262	287	190.33	138	127	122
Juniper Room - utilization %	-	-	-	-	-	46%	36%	75%	80%	56%	38%	35%	38%
Maple Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Maple Room - reserved hours	-	-	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225	173
Maple Room - utilization %	-	-	-	-	-	43%	25%	66%	59%	56%	36%	62%	54%
Oak Room - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Oak Room - reserved hours	-	-	-	-	-	54	11	73.25	61	56.27	27	43	51
Oak Room - utilization %	-	-	-	-	-	15%	3%	21%	16%	16%	7%	12%	16%
Oak Patio - available hours	-	-	-	-	-	363	363	350	361	338	361	364	322
Oak Patio - reserved hours	-	-	-	-	-	0	0	0	5	0	3	0	0
Oak Patio - utilization %	-	-	-	-	-	0%	0%	0%	1%	0%	0%	0%	0%
Sequoia Room - available hours	-	-	-	-	-	363	363	332	345	318	345	344	306
Sequoia Room - reserved hours	-	-	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79	50
Sequoia Room - utilization %	-	-	-	-	-	17%	25%	7%	6%	20%	14%	23%	16%
Sequoia Patio - available hours	-	-	-	-	-	363	363	332	345	318	345	364	306
Sequoia Patio - reserved hours	-	-	-	-	-	0	30	20.75	0	5.3	0	5	26
Sequoia Patio - utilization %	-	-	-	-	-	0%	8%	6%	0%	2%	0%	1%	8%
Willow Room - available hours	-	-	-	-	-	363	363	372	384	358	384	386	342
Willow Room - reserved hours	-	-	-	-	-	138	66	114	138	358	384	386	342
Willow Room - utilization %	-	-	-	-	-	38%	18%	31%	29%	100%	100%	100%	100%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Residents	-	-	-	-	-	100	32	28	38	40	39	40	40
Non-residents	-	-	-	-	-	20	30	28	11	10	18	7	10
Instructor usage (in hours)	-	-	-	-	-	37	80	80	80	120	24	24	32
Court #1 - available hours	-	-	-	-	-	517	515	500	500	498	517	517	517
Court #1 - reserved hours	-	-	-	-	-	122.5	113	235	357.2	364	355.75	425	482
Court #1 - utilization %	-	-	-	-	-	24%	22%	47%	71%	73%	68%	82%	93%
Court #2 - available hours	-	-	-	-	-	517	515	500	500	498	517	517	517
Court #2 - reserved hours	-	-	-	-	-	128	119	248	147.5	319	453.5	439	482
Court #2 - utilization %	-	-	-	-	-	28%	23%	49%	29%	64%	87%	85%	93%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Residents	-	-	34	-	-	4	8	6	6	14	15	6	11
Non-Residents	-	-	0	-	-	0	0	1	0	0	0	2	6
Instructor usage (in hours)	-	-	-	-	-	*	*	*	*	*	*	*	*
Makerspace - available hours	-	-	-	-	-	328	248	240	248	240	248	248	224
Makerspace - reserved hours	-	-	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28
Makerspace - utilization %	-	-	-	-	-	21%	19%	23%	25%	21%	22%	13%	13%
Event Hall - available hours	-	-	-	-	-	304	364	335	348	325	348	350	310
Event Hall - reserved hours	-	-	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5	181
Event Hall - utilization %	-	-	-	-	-	73%	54%	65%	74%	54%	63%	50%	58%
Movement Studio - available hours	-	-	-	-	-	304	364	364	378	350	378	378	336
Movement Studio - reserved hours	-	-	-	-	-	80	39	23	28.75	27.25	16.5	11	11
Movement Studio - utilization %	-	-	-	-	-	26%	11%	6%	8%	8%	4%	3%	3%
Flex Classroom - available hours	-	-	-	-	-	304	364	364	378	350	378	378	336
Flex Classroom - reserved hours	-	-	-	-	-	17	11.5	25	21	24.5	17.5	27.5	27
Flex Classroom - utilization %	-	-	-	-	-	6%	3%	7%	6%	7%	5%	7%	8%
Gymnasium - available hours	-	-	-	-	-	378	289	291	303	277.5	303	306	268
Gymnasium - reserved hours	-	-	-	-	-	209	203	231	239.5	213.5	223	304.5	345
Gymnasium - utilization %	-	-	-	-	-	81%	70%	79%	79%	77%	73%	101%	118%

Table 17. Class enrollment - Arrillaga Recreation Center (800 Alma St.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, martial arts, or health	-	-	-	-	-	197	101	296	305	316	312	284	296
Arts and crafts or technology	-	-	-	-	-	54	47	7	19	19	19	12	12
Dance, music, or performing arts	-	-	-	-	-	130	236	337	348	348	272	304	314
Language and literary arts	-	-	-	-	-	27	27	58	40	40	33	35	35
Other	-	-	-	-	-	173	363	59	111	70	104	55	55
Enrollment - non-residents	-	-	161	-	-	175	307	188	217	204	176	165	175
Enrollment - residents	-	-	474	-	-	506	467	569	606	589	564	525	537
Enrollment - Total	-	-	635	-	-	681	774	757	823	793	740	690	712
Total classes offered	- -		59	-	-	68	63	62	78	73	65	73	73
# of instructors	-	-	22	-	-	33	33	28	32	31	32	28	26

Table 18. Class enrollment - Arrillaga Family Gymnasium (700 Alma St.)

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Enrollment - Basketball	-	-	-	-	-	6	27	35	31	99	33	47	81
Enrollment - Volleyball	-	-	-	-	-	72	102	82	81	81	81	81	87
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	0	0	0	0	0	0	0	0
Enrollment - non-residents	-	-	112	-	-	56	74	59	27	98	98	77	95
Enrollment - residents	-	-	96	-	-	16	55	58	85	82	50	51	73
Enrollment - Total	-	-	208	-	-	78	129	117	112	180	64	128	168
Total classes offered	-	-	14	-	-	5	7	0	7	15	5	5	7
# of instructors	-	-	8	-	-	2	2	2	2	2	2	2	2
Drop-in basketball visits	-	-	596	-	-	206	171	194	190	525	233	270	404
Drop-in volleyball visits	-	-	844	-	-	394	287	415	433	646	412	436	626
Leagues – individual registrations	-	-	-	-	-	56	0	14	0	0	3	3	0
Leagues – team registrations	-	-	35	-	-	14	0	31	50	128	10	0	23

Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Fitness, yoga, and health	-	-	-	-	-	80	80	66	104	104	105	69	75
Arts and crafts and technology	-	-	-	-	-	41	41	41	30	30	30	71	71
Dance, music, or performing arts	-	-	-	-	-	15	15	47	40	40	40	18	12
Language and literary arts	-	-	-	-	-	13	13	31	35	36	36	24	24
Other	-	-	-	-	-	-	-		7	0.07	8	6	6
Enrollment - non-residents	-	-	20	-	-	10	10	16	17	17	17	14	16
Enrollment - residents	-	-	145	-	-	139	139	169	201	207	208	174	186
Enrollment - Total	-	-	165	-	-	149	149	185	218	224	225	188	202
Total classes offered	-	-	19	-	-	15	15	22	22	23	23	24	24
# of instructors	-	-	9	-	-	9	9	11	12	13	13	13	13
Drop-in basketball visits	-	-	658	-	-	29*	167	192	215	252	272	272	160
Drop-in volleyball visits	-	-	13	-	-	*	10	50	65	6	31	31	16
Drop-in Fitness Center	-	-	1697	-	-	542	720	659	620	522	550	364	572

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)													
	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Gymnastics enrollment	-	-	-	-	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)
Aerial Silks enrollment	-	-	-	-	-	49	43	58	59	55	55	0	0
Enrollment - non-residents	-	-	368	-	-	287	282	342	343	359	293	*	*
Enrollment - residents	-	-	942	-	-	628	605	815	811	859	944	*	*
Enrollment - Total	-	-	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	130	242
Total classes offered	-	-	120	-	-	119	119	120	120	120	120	*	*
# of instructors	-	-	-	-	-	2	2	2	2	2	2	0	0

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

Table 21. Picnic Rentals

Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Burgess Park picnic area - available hours	-	-	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976	3,136
Burgess Park picnic area - reserved hours	-	-	-	-	-	74.5	97	195	148	86	14.5	38	35
Burgess Park picnic area - utilization %	-	-	-	-	-	2%	3%	8%	1%	3%	1%	1%	1%
Nealon Park picnic area - available hours	-	-	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604	2,352
Nealon Park picnic area - reserved hours	-	-	-	-	-	90	108	130	78	56	20	31	44
Nealon Park picnic area - utilization %	-	-	-	-	-	4%	6%	6%	3%	2%	1%	1%	1%

Table 22. Park Rentals

Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Bedwell-Bayfront Park - available hours	-	-	-	-	-	434	434	420	434	420	434	434	410
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	12	12	60	36	12	0	12	0
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	3%	3%	14%	8%	3%	0%	3%	0%
Sharon Park - available hours	-	-	-	-	-	434	434	420	372	420	420	420	410
Sharon Park - reserved hours	-	-	-	-	-	0	0	0	12	0	0	0	0
Sharon Park - utilization %	-	-	-	-	-	0%	0%	0%	3%	0%	0%	0%	0%

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

Table 23. Athletic Field Rentals

Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Burgess Park - available hours	-	-	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604	2,688
Burgess Park - reserved hours	-	-	-	-	-	2,976	1,206	561	540	195	1	69	299
Burgess Park - utilization %	-	-	-	-	-	72%	35%	22%	21%	7%	0%	3%	11%
Hillview School - available hours	-	-	-	-	-	744	744	720	744	720	744	744	672
Hillview School - reserved hours	-	-	-	-	-	478.5	202	132	153	142	85	79	107
Hillview School - utilization %	-	-	-	-	-	64%	27%	18%	20%	20%	11%	11%	16%
Jack Lyle Park - available hours	-	-	-	-	-	Closed	744	720	744	720	744	744	672
Jack Lyle Park - reserved hours	-	-	-	-	-	Closed	197	246	182	92	10.5	8	66
Jack Lyle Park - utilization %	-	-	-	-	-	Closed	26%	34%	24%	13%	1%	1%	10%
Kelly Park - available hours	-	-	-	-	-	868	868	840	868	840	868	868	784
Kelly Park - reserved hours	-	-	-	-	-	243	240	321	310	236	158	206	185
Kelly Park - utilization %	-	-	-	-	-	28%	28%	38%	36%	28%	18%	24%	23%
La Entrada School - available hours	-	-	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016
La Entrada School - reserved hours	-	-	-	-	-	Closed	240	31.5	31.5	12	0	0	26
La Entrada School - utilization %	-	-	-	-	-	Closed	8%	1%	1%	0%	0%	0%	1%
Nealon Park - available hours	-	-	-	-	-	Closed	1,302	840	868	420	434	434	392
Nealon Park - reserved hours	-	-	-	-	-	Closed	73	135	151.25	72	50.5	62.5	41
Nealon Park - utilization %	-	-	-	-	-	Closed	6%	2%	17%	12%	12%	14%	10%
Oak Knoll School - available hours	-	-	-	-	-	Closed	744	360	372	420	434	434	336
Oak Knoll School - reserved hours	-	-	-	-	-	Closed	106	27	24	0	0	0	16
Oak Knoll School - utilization %	-	-	-	-	-	Closed	14%	7%	6%	0%	0%	0%	4%
Willow Oaks Park - available hours	-	-	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344
Willow Oaks Park - reserved hours	-	-	-	-	-	Closed	239	120	110	29	18	20	84
Willow Oaks Park - utilization %	-	-	-	-	-	Closed	16%	8%	7%	2%	1%	1%	6%
Total available hours	-	-	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904
Total reserved hours	-	-	1,575	-	-	3,698	2,503	1,573	1,501	778	323	525	824
Total field utilization %	-	-	-	-	-	64%	20%	16%	19%	8%	3%	5%	9%

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

Table 24. Tennis and Pickleball Court Rentals

Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	174	184	205	181	149	103	163	141
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	40%	42%	48%	42%	35%	24%	38%	35%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	21	45	47	48	41	16	30	12
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	5%	10%	11%	10%	10%	4%	6%	3%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	5	21	14	27	11	10	14	5
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	1%	5%	3%	6%	2%	2%	2%	1%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	51	77	133	143	117	109	128	94
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	11%	18%	32%	33%	28%	25%	38%	24%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	172	161	204	220	197	151	197	186
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	40%	37%	49%	50%	42%	35%	45%	47%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	164	163	193	173	150	89	135	166
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	38%	38%	46%	40%	36%	21%	31%	42%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	120.75	112	192	170	148	115.75	136.75	152
Willow Oaks - Tennis Court #3 utlization %	-	-	-	-	-	28%	26%	46%	39%	35%	27%	31%	38%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	434	434	420	434	420	434	434	392
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	99	142	194	170	150	131	174	132
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	23%	33%	46%	39%	36%	30%	40%	33%

Table 25. Tennis and Pickleball Classes

Location	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Youth tennis enrollment	-	-	-	-	-	21	23	47	48	67	63	86	53
Adult tennis enrollment	-	-	-	-	-	6	7	24	28	31	23	23	21
Tennis enrollment - resident						21	27	63	67	82	73	73	63
Tennis enrollment - non-resident						6	3	8	9	16	13	13	11
Tennis enrollment total						27	30	72	76	98	86	86	74

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

Table 26. Recreation client accounts

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
New recreation client accounts	275	991	972	505	501	459	937	502	347	402	806	488	416
Total recreation client accounts	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641
Hyperlocal client accounts	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194

Table 27. Web page views

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
/Library	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797
/ActivityGuide	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119

Table 28. Newsletter engagement

	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Newsletters sent	4	5	4	5	4	4	5	4	4	4	3	4	4
Average recipients per newsletter	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031
Total recipients (excludes bounces, etc.)	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589
Total newsletter clicks	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323
Total newsletter unique clicks	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628
Total newsletter opens	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829
Total unique opens	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825
% open rate (monthly average)	87%	83%	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%	72%
% unique opens rate (monthly average)	52%	50%	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%	46%
Unsubscribes Monthly Total	216	179	147	170	139	128	207	296	242	209	148	212	118
% Unsubscribes - Monthly Average	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%
Email Bounces - Monthly Total	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549

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

Table 29. Large-scale community event attendance

	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	290	-	-	-	-	-	-	-	-	-	-	-	310
Community Resource Fair	-	180	-	180	-	-	-	-	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	2,200	-	-	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	310	-	-	-	-	-	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	2,200	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	2,000	-	-	-	-
Pumpkin Splash	-	-	-	-	-	-	-	-	160	-	-	-	-
Light Up the Season	-	-	-	-	-	-	-	-	-	-	925	-	-
Photos with Santa	-	-	-	-	-	-	-	-	-	-	463	-	-

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX COMMENTS AND RESPONSES
MARCH 2026
menlopark.gov/feedback

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2026-01-24	Belle Haven Community Campus	Weights over 60 for dumbbells and cycling class	Thank you for the submission. I will have the team look into this request. - Rondell
2	2026-01-27	Belle Haven Community Campus	Drop-In for movement room!	Hi, Thank you for your suggestion! We appreciate the idea of offering drop-in opportunities for the movement room. We will take this into consideration as we review future programming and space availability. -Rondell
3	2026-01-27	Belle Haven Community Campus	Movement room drop ins	Hi, Thank you for your suggestion! We appreciate the idea of offering drop-in opportunities for the movement room. We will consider this as we review future programming and space availability. - Rondell
4	2026-01-27	Belle Haven Community Campus	Movement room drop-ins	Hi, Thank you for your suggestion! We appreciate the idea of offering drop-in opportunities for the movement room. We will consider this as we review future programming and space availability. - Rondell
5	2026-01-27	Belle Haven Community Campus	Drop-ins for movement room	Left voice message - Rondell
6	2026-03-03	Belle Haven Community Campus	I wasted 45 mins. driving here	Hello, thank you for leaving feedback. Based on your comment, I double-checked the hours listed on the Belle Haven Community Campus web page to confirm that they are current. Please feel welcome to contact me directly with specifics if you've noticed information that we need to update. Kindest regards, Ashley
7	2026-03-03	Belle Haven Community Campus	The front entrance Belle Haven Community Center sign needs cleaning/clearing of cob webs	Hello, Thank you for bringing this to our attention. We appreciate you letting us know. Our team will take a look at the front entrance sign and arrange for it to be cleaned and the cobwebs cleared.
8	2026-03-03	Belle Haven Community Campus	More women only basketball time	Thank you for the submission. I will have the staff look into this request. - Rondell
9	2026-03-03	Belle Haven Community Campus	More women only basketball session	Thank you for the submission. I will have the staff look into this request. - Rondell
10	2026-03-03	Belle Haven Community Campus	Sat women only basketball 12-2pm? So that we don't have to fight men? They don't play during that time.	Thank you for the submission. I will have the staff look into this request. - Rondell
11	2026-03-03	Belle Haven Community Campus	When classes are scheduled could they not be scheduled to overlap one another?	Hello. Thank you for your feedback. We do our best to schedule classes in a way that minimizes overlap while also accommodating instructor availability, room space, and the variety of programs we offer. We will continue to keep this in mind as we plan future schedules. - Rondell

Ref #	Date received	Location received	Full Text of suggestion	Response
12	2026-03-03	Belle Haven Community Campus	Longer yoga mats please, thank you!	Hi, We appreciate the feedback. We will look into the possibility of adding longer yoga mats to better accommodate participants during classes.
13	2025-12-26	Menlo Park Library	When you do a competition on the board near the children's room, try not to have obvious winners. E.g. Dog man, Dogs, etc.	[No contact] I believe this refers to our occasional "bracket" type boards where kids can vote for the things they like. We love to hear from our library kids about what they like, because it helps us to provide our community with what they're interested in!
14	2026-01-25	Menlo Park Library	Adult Table Top/Board game/Dungeons & Dragons Group	Thank you so much for your suggestion that we start an adult table top/board game/D&D group at the library. I think it's a great one. I don't think we have the staffing to put together a D&D group (it's already a staffing challenge to provide a teen table top gaming group once a month), but I think there's a possibility that we might be able to put together an independent table top/board game meetup time. I'll speak with staff about this. We love getting suggestions like this from our community. Thank you for getting involved! Best, Rose
15	2026-01-26	Menlo Park Library	Great library but having no areas that are designated as "Quiet" (no conversating) is a loose concept of a library.	Thank you for the compliment! We're happy you think we have a great library. As far as having designated "quiet" zones goes, due to the limitations of our space, different areas are going to be quieter throughout the day. We're always happy to provide earplugs to those in need! Best, Rose
16	2026-02-02	Menlo Park Library	Idea: Maybe you could have a Readathon where we try to read as many minutes as we can to try to 100,000 minutes in 2 weeks. It can be like at Laurel Elementary School. Questions can be answered.	Hi, Thank you for suggesting that our library host a readathon where we try to read as many minutes as we can in order to reach a group goal within two weeks. It's a very interesting idea, and I'll bring it to our Summer Reading team to see whether we could incorporate it as part of our summer challenge! Best, Rose
17	2026-02-02	Menlo Park Library	Ice cream taste test	[sibling of correspondent, added into same email to parent] Oh, and I have a response for [name redacted], as well! [Name redacted], I'm intrigued by your suggestion of an "ice cream taste test." As I mentioned in my email to [name redacted], we don't usually have food in the library EXCEPT at special events. Maybe this could be a fun event for our Teen Advisory Group to host. I'll pass the suggestion along to them.
18	2026-03-02	Menlo Park Library	My name is [redacted]. I have wrote you before but I just want to ask when is Pokemon club gotta start?	Hi! We're working on putting together a Pokemon group. We don't have a start date yet, but rest assured, you're on our list and we'll reach out to you and let you know when we get going! Thank you for showing such interest! - Rose
19	2026-03-02	Menlo Park Library	Please put a pool table room , dark fort room with lanterns, and an aquarium at the accounts desk	What creative ideas! Thank you for suggesting them. - Rose
20	2026-03-02	Menlo Park Library	Keep ear buds and candy ant food tests every Saturday	Hi! Thank you so much for suggesting that we keep earbuds at our desks - we do! We ran out for a little while but we have them back now. I'm not sure exactly what your suggestions about candy and (ant?) food tests means, but I'd be happy to hear back from you about it! Sadly we can't have food in our library because crumbs do attract ants (among other critters). We love hearing from our library kids! Keep the suggestions coming! Best, Rose

Ref #	Date received	Location received	Full Text of suggestion	Response
21	2025-12-28	Online	Hello - I wanted to check if there are any basketball open gym offerings on Sundays?	Hi, Thank you for the question. Currently, we do not offer any drop-in basketball on Sundays. Our full schedule is available here on our website along with other information on our basketball leagues: https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation-and-sports/Basketball Let me know if you have any further questions, please. Thanks, Khalid
22	2026-01-20	Online	Couldn't get on line site to report problem. Our street light in [redacted street] has burned out. Very dark at night. Pls. Report to appropriate department. Thank you!	[A ticket was submitted to See. Click. Fix.]
23	2026-01-22	Online	The deep section in Burgess Skatepark has had a plugged drain and standing water for over a week. Can maintenance please fix that drain? Thanks!	Thank you for letting us know. A ticket was submitted to Public Works for the repair of the drain. Cheers, Nick
24	2026-01-24	Online	I really appreciate and enjoy the video games at the library. Please continue to increase the selection, thank you!	[no contact] Glad to hear you are enjoying our video games! We'll keep 'em coming!
25	2026-01-24	Online	It would be really nice if the belle haven library can have more chinese materials for my parents. The only thing we see there are newspapers and magazines but some books would be nice.	Thank you so much for suggesting we supply Chinese Language materials for adults at the Belle Haven Library. I've passed your suggestion along to our selectors, and we should have some materials arriving soon. Sincerely, Rose
26	2026-01-25	Online	I play tennis at Nealon Park. The sign clearly says no private tennis lessons without a permit. Every time I play there, there are at least 2, if not 3 courts of lessons. Is there any way to verify which coach actually has a permit? Perhaps posting the names of permitted coaches by the courts? It's frustrating as a resident when the courts are mostly being used by coaches to earn money instead of by residents to use a public resource. I'm confident other players feel similarly.	Hi! Thanks for taking the time to write to us. We apologize for the negative experience you recently had at the Nealon tennis courts. We are taking several steps to make court usage less attractive for private lessons and to keep them available for drop in play: •we are making changes to our court use policy •we are requiring additional limits on those who book courts using the commercial rate •we are improving our courtside signage for the courts designated for drop-in only. We hope to see some improvement in court availability soon. Please do let us know if you continue to see this pattern of usage so that we can make further adjustments if needed. Kind regards, Tricia
27	2026-01-27	Online	I'm curious about the gym policy. This morning few people were playing loud music on phone speak . I was not able to concentrate on my circuit . Would be possible	Hello, Thank you for your suggestion and for bringing this to our attention. We appreciate the feedback. We will look into adding signage in the gym reminding users to use headphones instead of phone speakers so everyone can enjoy the space. Thank you again for helping us improve the experience for everyone.

Ref #	Date received	Location received	Full Text of suggestion	Response
			to have signs in the gym room to replace phone speak with headphones? Thanks	
28	2026-01-27	Online	I appreciate the City's efforts in recognizing and celebrating Black Liberation Month and honoring the contributions of the Black community. These celebrations highlight values of inclusion, community, and equity, which I deeply appreciate. I would also like to share a concern regarding inclusivity related to food offerings at these events. As someone who follows a plant-based diet, I have found it challenging to participate fully due to the lack of plant-based food options. I respectfully recommend considering the inclusion of plant-based alternatives for meals and desserts at future events to ensure broader accessibility and inclusion.	[We are planning on including plant-based options at events.]
29	2026-02-17	Online	We are residents of the City of Menlo Park, and our 6-year-old son with special needs attended the winter camp today. Unfortunately, he was not able to be supported successfully, despite our communication with your team in advance. We were asked to pick him up after only half a day. We are disappointed by this experience and feel it is unfair that a full refund was declined given the circumstances. We respectfully request a full refund for the day. Thank you for your consideration, and we look forward to your response.	Hi, Thank you for writing to us. I am very sorry that [name redacted] had a negative experience at camp. I have spoken to staff here, and heard how they and our camp partners worked to accommodate [name redacted] during Tuesday's session. When [name redacted] became upset during class, they took steps to help de-escalate the situation, offered [name redacted] and his aide quiet spaces where they could recover their composure, and offered alternative activities for [name redacted]. When none of these measures proved effective in moderating [name redacted] behaviors, and the behaviors [name redacted] exhibited became a safety concern for staff and class participants, they contacted [name redacted]'s guardians. Our staff are open to assisting participants with learning and behavioral differences, but they are expected to respond to situations that can compromise their safety or the safety of other participants by relying on our facility use guidelines. Because camp was already underway, staff provided you with a pro-rated refund for days not yet attended. As noted in previous correspondence with you, [name redacted] is welcome to register for future classes and camps, and we will do all that we can to reasonably accommodate him. I understand how upsetting these situations can be for all involved. I am available to speak with you if you would like to discuss this further – my number is in the signature block below. Kind regards, Tricia
30	2026-02-21	Online	I wanted to also give my compliments to Coach Kellan. We last had gymnastics with him several seasons ago and really rather spottily, but ran into him during this hiatus while he escorted some kids from the Menlo Center to the pool. I was so pleasantly	Thank you for your compliment. We have passed along your kind remarks to the coach's supervisor. Best, Ashley

Ref #	Date received	Location received	Full Text of suggestion	Response
			surprised that he not only remembered my kids, but also said hello to them by name and with the same enthusiasm he had for them back when he coached them. He is truly a gem.	
31	2026-02-22	Online	We regularly encounter it that all tennis courts at Willow Oaks are occupied by tennis lessons (in the afternoon or on weekends) although #1 and #2 should be available to the public. The suspicion is that these lessons are held without a permit by the community and without a rental agreement. It makes it almost impossible to get a place to play.	Thanks for taking the time to write to us. We apologize for the negative experiece you recently had at the tennis courts. We are taking several steps to make court usage less attractive for private lessons and to keep them available for drop in play. We are making changes to our court use policy, requiring additional limits on those who book courts using the commercial rate, and improving our courtside signage. We hope to see some improvement in court availability soon. -Trish

STAFF REPORT

Library Commission
Meeting Date: **3/16/2026**
Staff Report Number: **LC-2026-013**

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 February 24, the City Council amended the fiscal year 2025-26 budget (Attachment A).

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. Since the informational report delivered to the Library Commission on February 23, 2026 (Attachment B), staff have added additional updates related to the adoption of the Capital Improvement Plan (CIP). Updates are marked with an asterisk (*) in the chart below.

Table 1: Fiscal year 2026-27 budget development calendar

Date	Description
Feb. 24*	City Council amends fiscal year 2025-26 budget
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 14*	Update on fiscal year 2025-26 budget and fiscal year 2026-30 CIP
April 13 (week of)	City Manager, Department, and Finance review
May 12 (tentative)*	Provide direction on Capital Improvement Plan
May 20	Budget portal open to public (tentative)
May 28 or June 2	Public budget workshop (tentative)
June 9*	Public hearing on budget and capital Improvement Plan
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 C). 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 public hearing on the budget and the CIP on June 9, in advance of budget and CIP 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. Tentatively scheduled for the May 12 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. The CIP review includes review of large capital projects (railroad grade separation, e.g.) and ongoing facility maintenance projects. Many of the items highlighted by the ad-hoc subcommittee for near to mid-term improvements at the main library would fall under this category.

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. February 24, 2026, City Council agenda Staff Report # 26-028-CC. https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2026-meetings/20260224/i3-20260224-cc-fy-2025-26-budget-amend.pdf
B. Hyperlink. February 23, 2026, library Commission agenda Staff Report # LC-2026-008. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260223-lc-agenda-packet.pdf
C. Hyperlink. City budget webpage. menlopark.gov/budget

Report prepared by:
Nick Szegda, Assistant Library and Community Services Director
Rani Singh, Internal Services Manager

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
March 16, 2026

MEETING DATE*	TENTATIVE AGENDA TOPICS**
January 26, 2026 Fourth Monday	• 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	• Ad-hoc subcommittee on "Library of the Future" report out • District 1 library engagement subcommittee update • City budget timeline
March 16, 2026	• Ad-hoc subcommittee updates on "Library of the Future" and near-term improvements • Ad-hoc subcommittee District 1 library outreach report out • Library and Community Services department financial overview – Library • City of Menlo Park fiscal year 2026-27 budget process and timeline
April 20, 2026	• **Commission Annual Attendance Report** • **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 updates on "Library of the Future" and near-term improvements • Ad-hoc subcommittee District 1 library outreach report out
May 18, 2026	• **Select new Chair and Vice Chair**
June 15, 2026	• **New Chair begins term** • **Onboarding new LC members** • **Study session: LC work plan for coming year**
July 20, 2026	• **Study session: Update LC work plan for coming year**
August 17, 2026	• **Chair gives City Council LC prior year work plan progress report** • **Recommend LC work plan for coming year**
September 21, 2026	• **City Council approval of LC work plan for coming year**
October 19, 2026	•
November 16, 2026	• **Approve schedule of LC meetings for following calendar year**
December 21, 2026 (Joint meeting w/ PRC) At BHCC	• **Year in review** • **Open house / social**
Standing/ recurring agenda items (typically every meeting)	• Approve previous meeting's minutes • Department statistics • Tentative agenda calendar • Staff reports • Commissioner reports
Unscheduled future items	• 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)