



REGULAR MEETING AGENDA

Date: 5/18/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 885 4389 1290 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 885 4389 1290
- Access the meeting in real-time via telephone at:
(669) 900-6833
Meeting ID 885 4389 1290
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 April 20, 2026 Library Commission meeting ([Attachment](#))
- D2. Select new Library Commission Chair and Vice Chair ([Staff Report LC-2026-019](#))
- D3. Ad hoc subcommittee “library of the future and near-term improvements” report out ([Staff Report LC-2026-020](#))

- D4. Review Library Commission work plan 2025-26 and prepare annual report out to City Council
([Staff Report LC-2026-021](#))

E. Informational Items

- E1. Update on City of Menlo Park fiscal year 2026-27 budget process and timeline
([Staff Report LC-2026-022](#))
- E2. Library and Community Services Department updates and statistics ([Staff Report LC-2026-023](#))
- E3. 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.

Agendas are posted in accordance with Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 05/14/2026)



REGULAR MEETING MINUTES

Date: 4/20/2026
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 6:35 p.m.

B. Roll Call

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

C. Public Comment

None.

D. Presentations and Proclamations

D1. Presentation: One Book One Coast program (Attachment)
Supervisor Waldman made the presentation (Attachment).

E. Regular Business

E1. Approve the minutes from the March 16, 2026 Library Commission meeting (Attachment)

ACTION: Motion and second (Crockett/ Shafer), to approve the minutes from the March 16, 2026 meeting, passed unanimously.

E2. Ad hoc subcommittee on District 1 library outreach report out (Staff Report LC-2026-014)
Commissioners Yule and Abdullah made a presentation (Attachment).

ACTION: None.

F. Informational Items

F1. Advisory body attendance report (Staff Report LC-2026-015)
Director Szegda introduced the item.

F2. Library Commission work plan 2025-26 goals (Staff Report LC-2026-016)
Director Szegda introduced the item.

F3. Library and Community Services Department updates and statistics (Staff Report LC-2026-017)

Director Szegda introduced the item.

F4. Update on City of Menlo Park fiscal year 2026-27 budget process and timeline (Staff Report LC-2026-018)

Director Szegda introduced the item.

F5. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- May – library of the future ad hoc subcommittee report
- June – District 1 marketing ad hoc subcommittee report out

G. Commission Reports

G1. Individual Commissioner reports

Commissioner Crockett reported on the quarterly board meeting of the Friends of the Library.

H. Adjournment

Chair Orton adjourned the meeting at 7:44 p.m.

Library and Community Services Director Nick Szegda

One Book, One Coast

"The Largest Book Club on the West Coast"

What is One Book, One Coast

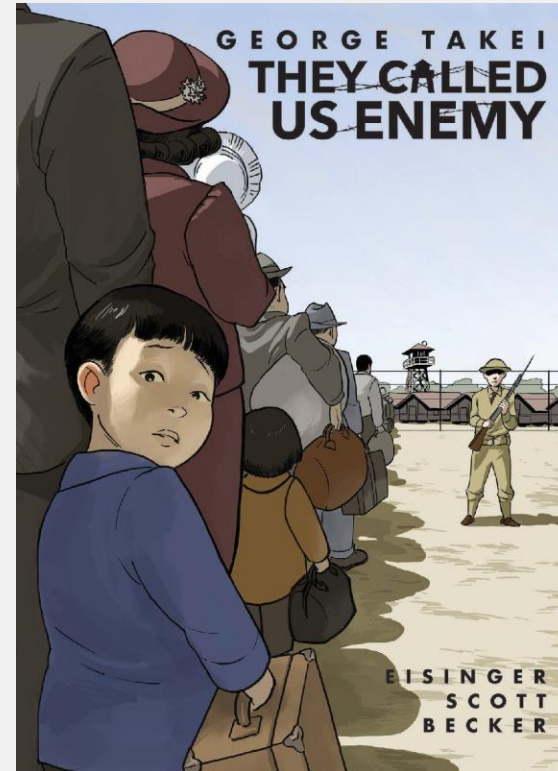
“One Book, One Coast brings together library systems across California, Washington State, and Oregon for a shared community reading program that celebrates literacy, learning, community, and civil discourse.” – LA County Library



**ONE BOOK
ONE COAST**

What is One Book, One Coast

- April 1-June 6, 2026
Nearly 200 participating libraries read “They Called Us Enemy,” by George Takei
- May 31, 2026, 2-4 p.m.
LA County Library hosts an author talk with Takei, livestreamed on Zoom



What is Menlo Park bringing to the table

- Free copies of “They Called Us Enemy” while supplies last
 - Unlimited reading on Libby and Comics Plus
 - Special Exhibition: Am I An American or Am I Not?
 - Two months of programs celebrating Japanese American culture and history
- 3/22-5/17: SPECIAL EXHIBITION:
Am I An American or Am I Not?
 - 4/8: Yoshiko Kanazawa: A Wartime Journey
 - 4/10: Global Language Storytime: Japanese
 - 4/14: How to Draw Manga Moods
 - 4/20: Kokoro: Sacramento's Lost Japantown
 - 4/21: Teen Book Discussion Group:
“They Called Us Enemy”
 - 5/2: Koto Music and Film with
Shirley Kazuyo Muramoto
 - 5/4: Americans Behind Barbed Wire
 - 5/17: Japanese Taiko Drumming with
Kristy “Aki” Oshiro

JOIN THE LARGEST BOOK CLUB ON THE WEST COAST!

Read George Takei's graphic memoir *They Called Us Enemy* and tune in for a livestream author talk on Zoom and YouTube, on Sunday, May 31, 2026 at 2 PM!
Check out a copy at the library, or read the eBook on Libby!




One Book, One Coast (OBOC) is a multi-state community reading initiative that invites readers to engage with a shared text through discussion, programs, and reflection. Our inaugural selection is *They Called Us Enemy* (2019), a graphic memoir by George Takei that recounts his childhood experience of incarceration alongside more than 120,000 people of Japanese descent, most of whom were U.S. citizens, following Executive Order 9066 in 1942. Check with your local library about giveaway copies.

CHECK OUT RELATED PROGRAMS AT PENINSULA LIBRARIES THROUGHOUT APRIL AND MAY!

Libraries with *asterisk require registration. See library's website for more details.

Remembering Tanforan: Virtual Panel Discussion & Former Internee Interviews

Watch anytime on YouTube @cityofsanbruno 
Rewatch the February 2022 discussion and hear first-hand accounts of former internees at Tanforan.

One Book, One Coast Research Station

Available at the Burlingame Main Library
Access the Densho archives and listen to oral histories and other personal stories at the dedicated research station.

Special Exhibition: Am I An American or Am I Not?

On view at the Menlo Park Library until May 17
Explore about how the violation of Constitutional rights and how it relates to the experiences of other communities.

Mottainai - Rope Bowl Making Class

Sat. April 4	1:00 PM - 2:00 PM	*San Carlos
Sat. May 2	2:00 - 3:30 PM	*Pacifica Sharp Park
Sun. May 31	1:00 - 2:30 PM	*Belmont

Sew your own rope bowl using Japanese scrap fabrics.

Omatsuri Festival Spirit of Drumming

Sat. April 4	3:30 - 4:00 PM	Pacifica Sharp Park
Thu. May 7	3:30 - 4:00 PM	Woodside
Sat. May 9	3:00 - 4:30 PM	Millbrae
Thu. May 14	3:30 - 4:00 PM	East Palo Alto
Fri. May 22	2:30 - 2:00 PM	Belmont

Join us for a traditional Japanese Taiko drumming performance from GenRyu Arts!

Yoshiko Kanazawa: A Wartime Journey

Wed. April 8	6:00 - 7:00 PM	Menlo Park
--------------	----------------	------------

Yoshiko Kanazawa recalls her family's wartime experience through a child's eyes.

Global Language Storytime: Japanese

Fri. April 10	11:00 - 11:30 AM	Menlo Park
---------------	------------------	------------

Join us for a special storytime conducted in Japanese!

Meet Sharon Fujimoto-Johnson: Shell Song

Sun. April 12	10:30 - 11:15 AM	Pacifica Sharp Park
---------------	------------------	---------------------

Join author-illustrator Sharon Fujimoto-Johnson for a reading of her book *Shell Song*.

How to Draw Manga Moods

Tue. April 14	2:00 - 3:00 PM	Menlo Park
---------------	----------------	------------

Learn how to draw faces that show different moods and emotions, using the visual language of Japanese manga.

Behind Barbed Wires: The Story of the Japanese Incarceration

Mon. April 20	11:00 AM - 12:00 PM	Foster City
Tue. April 21	12:00 - 1:00 PM	Daly City Westlake
Fri. April 24	11:00 AM - 12:00 PM	East Palo Alto
Tue. April 28	2:00 - 3:00 PM	*Atherton
Fri. May 8	2:00 - 3:00 PM	Belmont
Fri. May 15	11:00 AM - 12:00 PM	Brisbane
Tue. May 26	11:00 AM - 12:00 PM	San Carlos

Join Steve Okamoto for a discussion and Q&A on his family's experience in the Tanforan Assembly Center in San Bruno.

CHECK OUT RELATED PROGRAMS AT PENINSULA LIBRARIES THROUGHOUT APRIL AND MAY!

Libraries with *asterisk require registration. See library's website for more details.

Kokoro: Sacramento's Lost Japantown

Mon. April 20	6:00 - 7:00 PM	*Zoom via Menlo Park
---------------	----------------	----------------------

Join Menlo Park for a virtual exploration of Sacramento's Japantown on Zoom. Register at menlopark.gov/oboc.

Teen Book Group

Tue. April 21	4:30 - 5:30 PM	*Menlo Park
---------------	----------------	-------------

Read and discuss *They Called Us Enemy*. For kids between the ages of 12 and 17.

Japanese Dance Forms & Instruments

Wed. April 29	6:00 - 6:30 PM	Foster City
Sat. May 16	3:00 - 3:30 PM	Brisbane
Tue. May 26	3:30 - 4:00 PM	Portola Valley

Enjoy traditional Japanese dance & music from GenRyu Arts!

Koto Music & Film with Shirley Kazu Muramoto

Sat. May 2	1:00 - 3:00 PM	Menlo Park Belle Haven
------------	----------------	------------------------

Watch and learn about how koto and other Japanese cultural arts were preserved in American concentration camps.

Americans Behind Barbed Wire

Mon. May 4	4:30 - 6:00 PM	Menlo Park
------------	----------------	------------

Learn more about the mass incarcerations from people who lived through it and their family members.

Art Talk - Japanese Aesthetics

Mon. May 4	7:00 - 8:00 PM	*Zoom via SMCL
------------	----------------	----------------

Explore the variety, complexity, and beauty of traditional Japanese art forms. Register at smcl.org/events.

Origami Workshops

Tue. May 5	10:30 AM - 12:30 PM	*Millbrae
Tue. May 19	10:30 AM - 12:30 PM	*Half Moon Bay
Sun. May 31	10:30 AM - 12:30 PM	*Foster City

Explore the art of origami while reflecting on history and the human experience.

One Book, One Coast Book Discussions

Wed. May 6	6:00 - 7:00 PM	*San Mateo Main
Tue. May 26	12:00 - 1:00 PM	Redwood City Main

Read and discuss *They Called Us Enemy* ahead of the author talk. For adults and seniors.

Japanese Origami Book Box

Sat. May 9	11:30 AM - 1:00 PM	*Foster City
Wed. May 13	2:00 - 3:30 PM	*Millbrae
Wed. May 13	6:00 - 7:00 PM	*Atherton
Thu. May 21	5:30 - 6:30 PM	*San Carlos

Learn how to make a small box to use as a mini scrapbook or journal as a place to keep little treasures.

Morrish Collection

Sat. May 9	1:00 - 1:45 PM	Redwood City Main
------------	----------------	-------------------

Author Kevin W. Kaatz will discuss the J. Elmer Morrish collection and his impact in aiding internees.

Three Boys Manzanar: Film Screening & Discussion

Wed. May 13	6:30 - 7:30 PM	Burlingame Main
-------------	----------------	-----------------

Join us for a screening and discussion of the Emmy Award-winning short documentary.

Seeds of Activism

Thu. May 14	6:30 - 7:30 PM	Redwood City Main
-------------	----------------	-------------------

Plant seeds significant to Japanese American food traditions and discuss themes from the book.

Japanese Taiko Drumming with Kristy "Aki" Oshiro

Sun. May 17	11:00 - 11:45 AM	Menlo Park Belle Haven
-------------	------------------	------------------------

Experience drums, Japanese language, culture, and history combine into an exciting educational experience.

Exploring the Japanese American National Library

Sun. May 17	2:00 - 4:00 PM	Millbrae
-------------	----------------	----------

Learn about the history, mission, and future of the JANL located in San Francisco's Japantown.

Printmaking Workshop

Fri. May 22	1:00 - 3:00 PM	San Bruno
-------------	----------------	-----------

Learn about artist Chiura Obata by creating and carving your own simple linoleum block print. Limited to 25 participants.

Meet Maggie Tokuda-Hall: Love In the Library

Wed. May 27	10:45 - 11:30 AM	Portola Valley
-------------	------------------	----------------

Join Maggie Tokuda-Hall as she shares her picture book, *Love in the Library*.

Stitches of Resilience: Origami Bag Sewing Project

Sat. May 30	11:00 AM - 1:30 PM	*Woodside
-------------	--------------------	-----------

Sew your own carry-all shoulder bag using Japanese fabric and origami-inspired folding techniques.

Watch Party: George Takei Author Talk

Sun. May 31	2:00 - 4:30 PM	Belmont
Sun. May 31	2:00 - 4:00 PM	*San Mateo Main
Sun. May 31	2:00 - 4:00 PM	South San Francisco Main

Watch the livestream at the library!

Watch the author talk from home on Zoom or YouTube

Pre-register to watch on Zoom:  Watch on YouTube on May 31 at 2 PM: 

Sansei Granddaughters' Journey: Film Screening and Q&A

Sun. June 7	1:30 - 3:00 PM	Half Moon Bay
-------------	----------------	---------------

Watch the film followed by a Q&A.



Information and Resources

- <https://menlopark.gov/oboc>
- <https://lacountylibrary.org/one-book-one-coast/>
- https://library-lacounty.gov.zoom.us/webinar/register/WN_Ek6Fa2kxSjq1vs_BvlyHRg#/registration
- <https://pls.overdrive.com/media/6219173>
- <https://menlopark.bibliocommons.com/v2/record/S76C2852777>

Marketing Ideas

A marketing audit was performed by the commission to identify ways to bolster community engagement.

While broad strategic shifts were considered, the realities of limited resources and the complexities of engaging diverse demographics makes this line of thinking impractical.

When looking at comparative metrics, we believe that the Belle Haven branch is engaging effectively with its service population, given that Belle Haven is 1/5th of Menlo Park's population.

With that said, it is worth highlighting a few ideas that were uncovered through our evaluation of peer strategies and an audit of existing marketing resources.

Modernizing Digital Engagement

1. Adopt new social platforms like YouTube, TikTok, Nextdoor, and BlueSky
2. Refining the online registration workflow to mitigate user friction:
 - Condense and simplify the newsletter signup process
 - Adopt a mobile responsive layout for library card applications

Building Community Presence and Awareness

Explore establishing a light weight ambassador initiative. This program would invite a select group of volunteers to distribute flyers and actively share social media content.

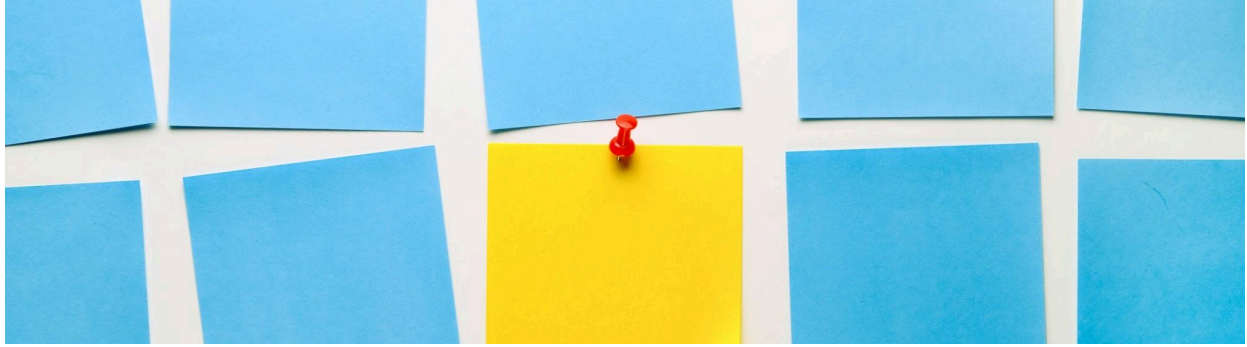
Audit local and campus signage to ensure the facility is consistently recognized as both a library and a community hub.

Improving Data Transparency

Report out on library statistics using data visualizations. This increased visibility would simplify the identification of short- and long-term trends, fostering new insights and narratives for both the commission and the community.

Furthermore, consider tracking additional metrics to support future explorations:

- Segment card holders / registrations by favored library
- Newsletter signups, segmented by favored library
- Performance data for newsletters, including open and click-through rates
- Social media metrics
- Breakdown of program types (ex: community driven vs internal, target audience, etc etc)



District 1 Library Outreach Report

Status In progress ▾

Timing Nov 3, 2025 to Nov 3, 2027

Owners Daniel Yule leith abdulla Sarah

Overview

This subcommittee was formed at the November 2025 Library Commission meeting with the goal of advising on District 1 library engagement in support of the following Library Commission work plan goal (approved September 2025):

- Support and advise library program development and operations of the Belle Haven Community Center (BHCC) including:
 - Belle Haven Community History project
 - Makerspace programming and policies
 - Other policies that may be impacted by shared spaces at BHCC

Objectives

Project objectives

- Make a report, in collaboration with library staff, of research findings and a plan of action and present to library commission (Nov 2026)
 - Plan will include deliverables that are targeted at different audiences (city council, library staff, library commission)
- Execute on plan based on research findings, including signage and volunteering (Nov 2027)

Strategy

Approach

Meet with relevant stakeholders and perform literature review. Collaborate with the team to ensure that the plan is feasible and achievable within the given timeframe.

Target audience of Report

- Library commission
- Library Staff
- City council
- People of Menlo Park

Measurement

- Belle Haven foot traffic
- Belle Haven program attendance (target of 20% increase?)
- Belle Haven circulation
- Increasing number of community partners
- Increased number of directional signs

Milestones

Date	Milestone	Description	Expected outcome
Aug 17, ...	Milestone 1	Add suggestions to report to city council	
Nov 16, ...	Milestone 2	Present initial report/plan to MP LC	Approval
Aug 16, ...	Milestone 3	Present execution summary to city council	
Nov 15, ...	Milestone 4	Present summary of plan execution	

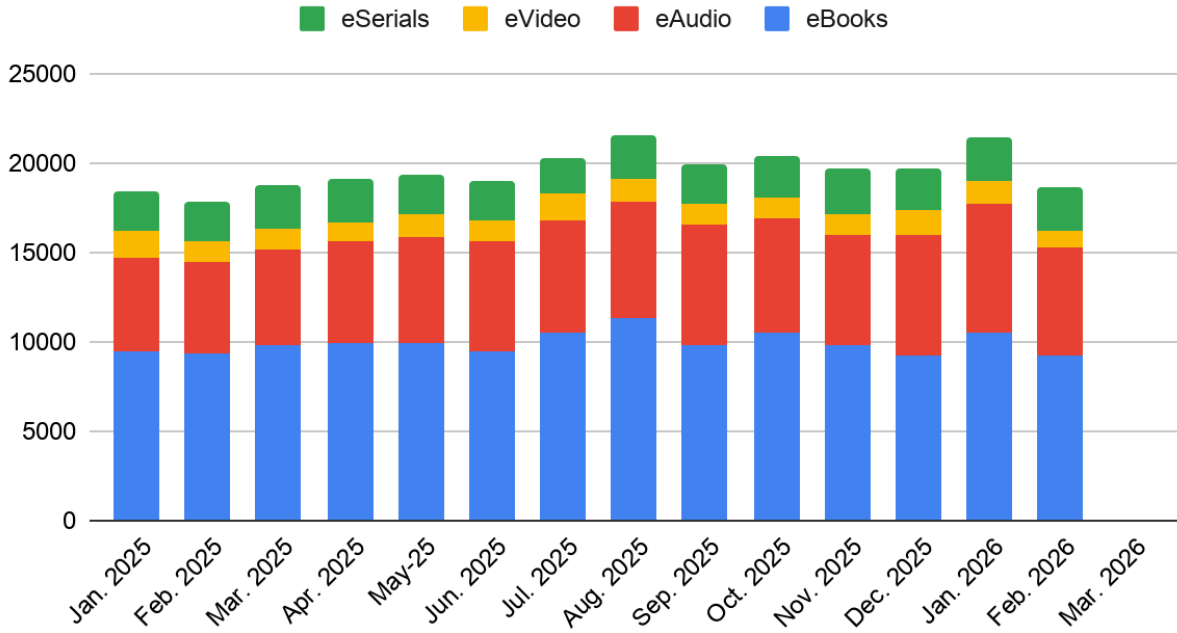
Work Completed

- Nov 2025 Kickoff meeting
- Jan 2026 meeting
- Met with Nick Szegda to discuss outreach
- March 2026 meeting
- Met with East Palo Alto library outreach staff
- April 2026 meeting
- Performed literature survey

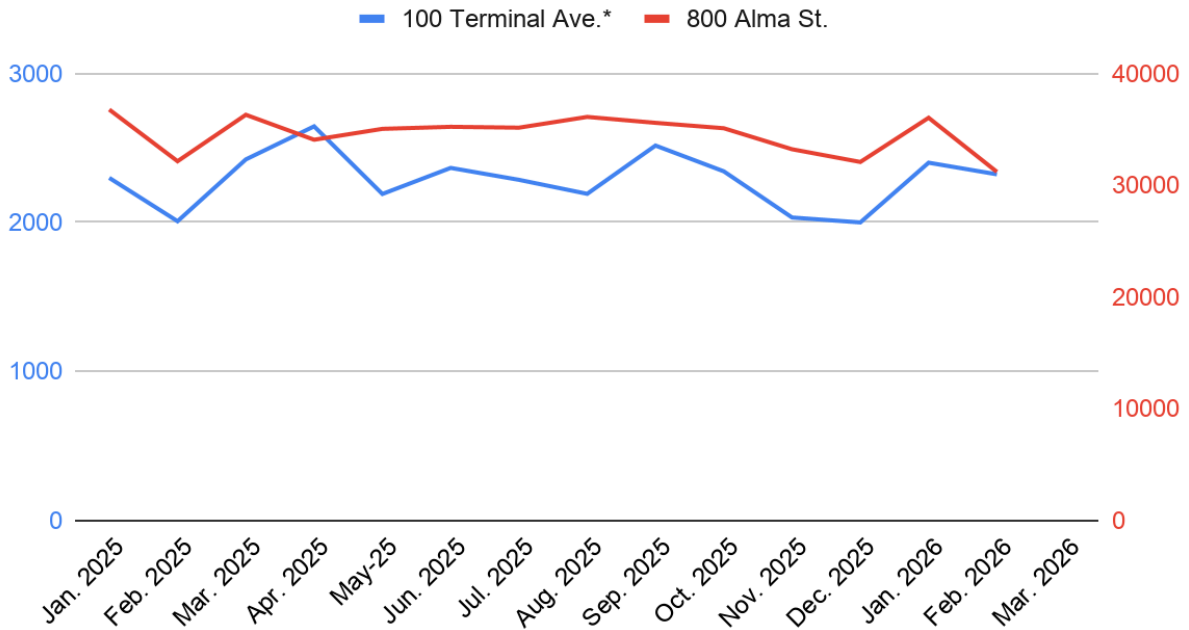
Action Items

Name	Open question
Nick Szegda	Update on signage - alternative possible locations?
Rose	Arrange BH library tour for East Palo Alto library staff
Daniel	Meet with library staff North Fair Oaks and Friends of Library
D/L/S	Meet with Rose to learn more about MP library outreach
D/L/S	Brainstorm local organizations with which to partner
Sarah	Schedule monthly recurring time to work on proposal

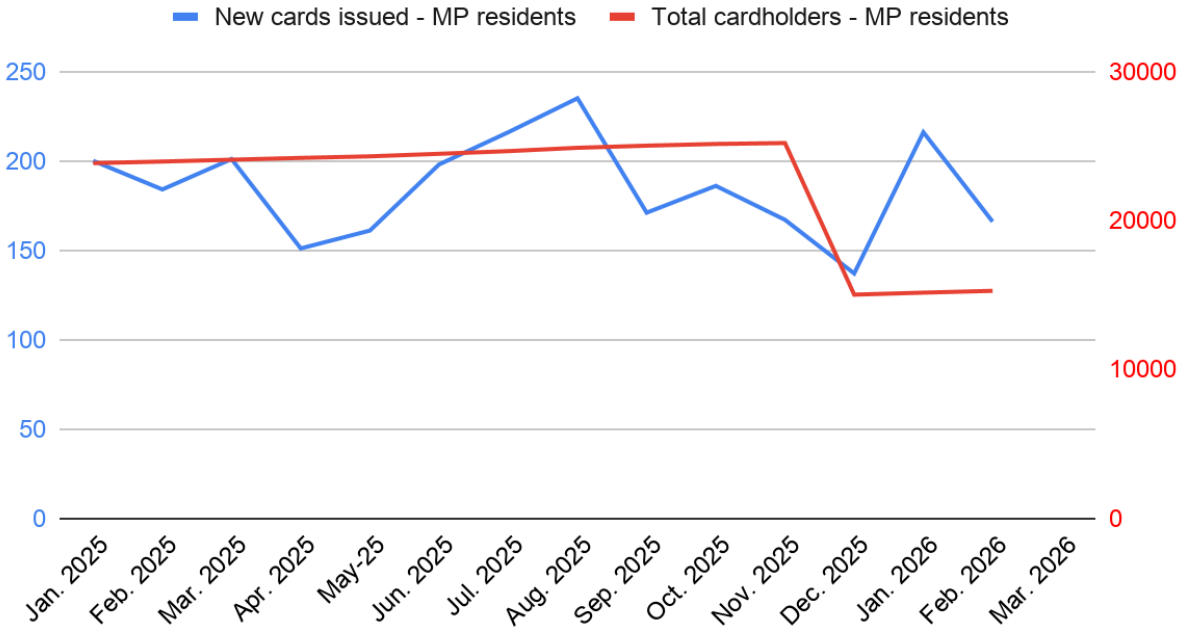
digital lending by type



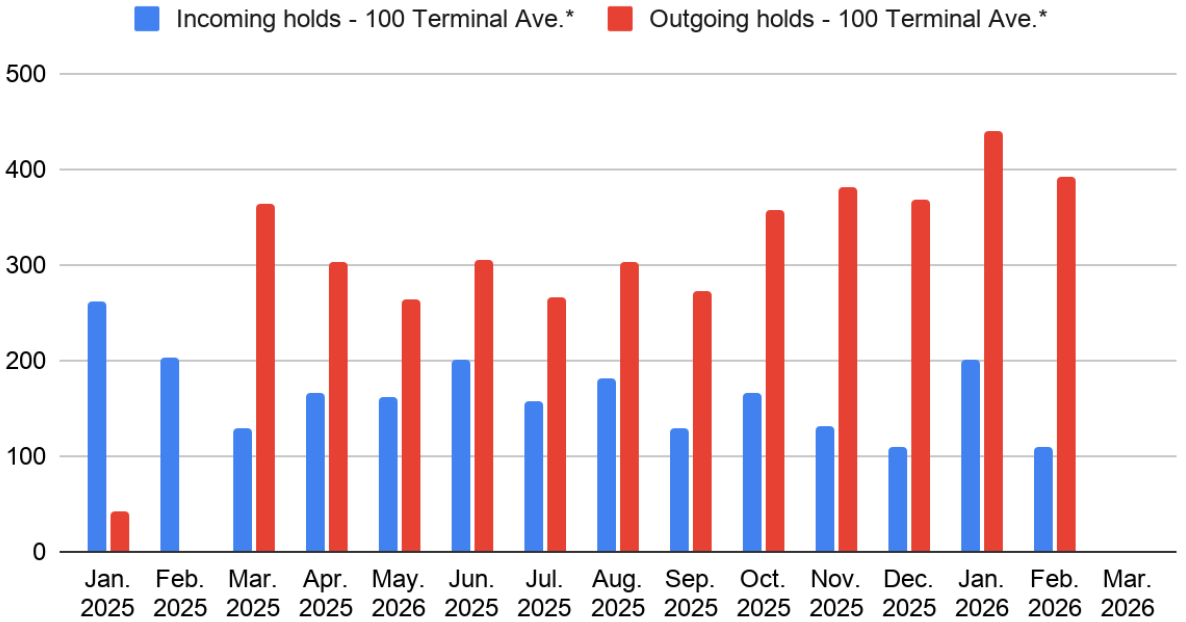
digital lending by library



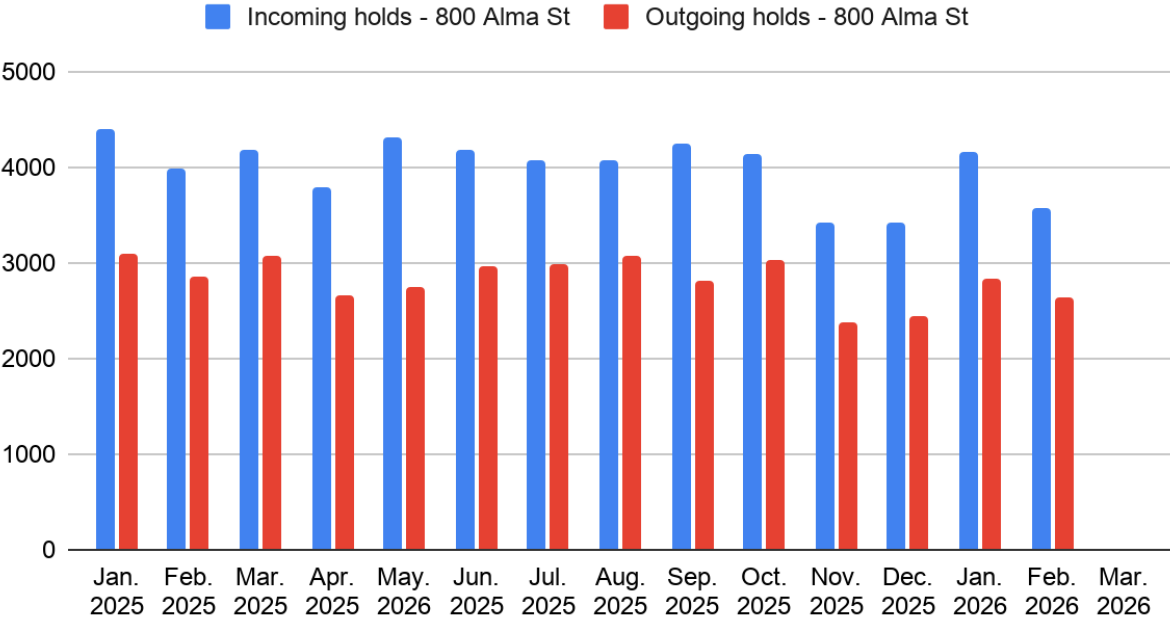
library cards



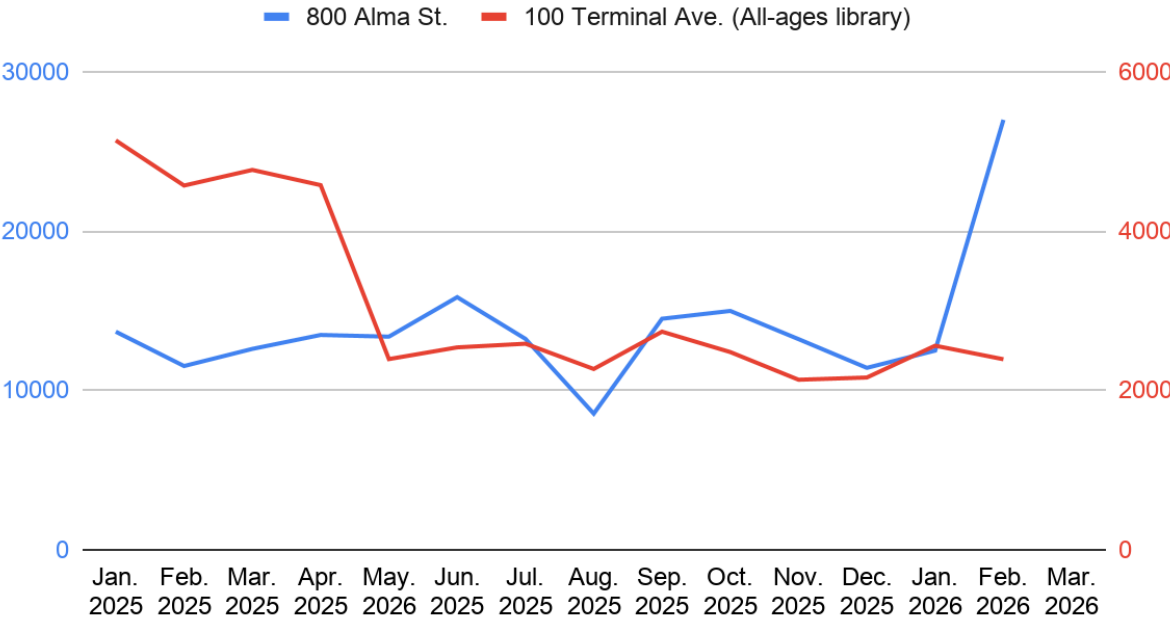
holds for belle haven



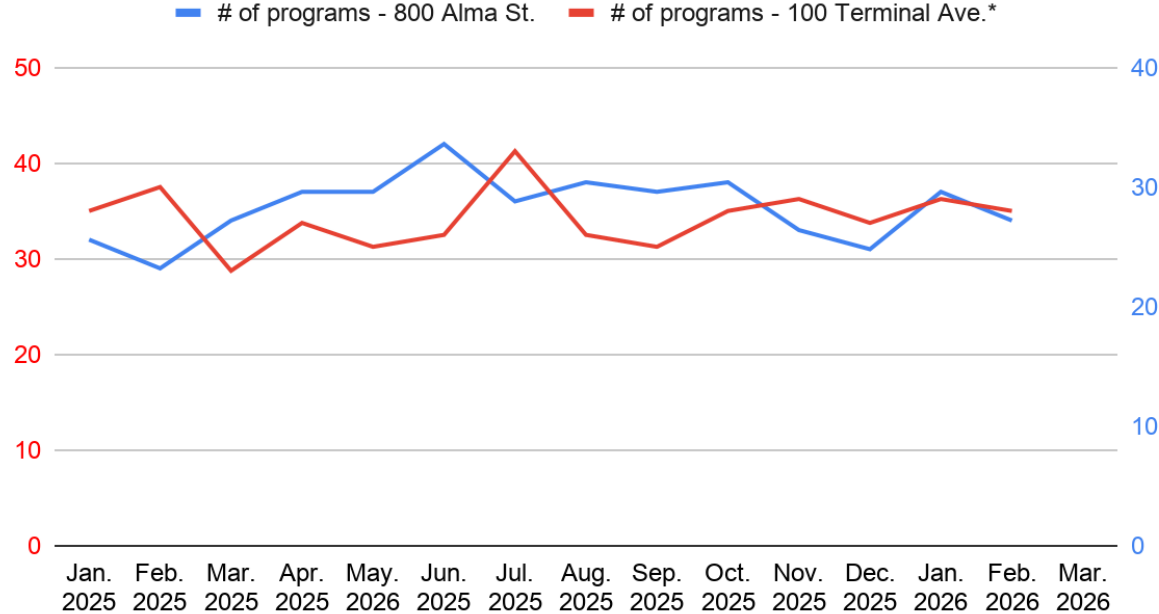
holds for alma



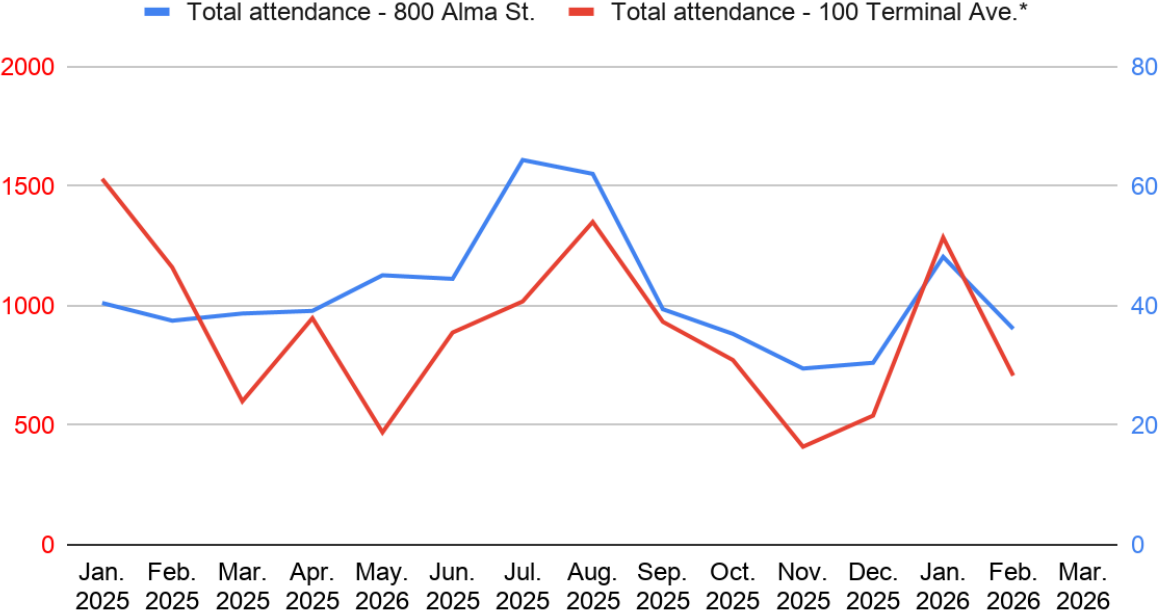
foot traffic by library



programs by lilbrary



program attendance by lilbrary





STAFF REPORT

Library Commission

Meeting Date:

5/18/2026

Staff Report Number:

LC-2026-019

Regular Business:

Select new Library Commission Chair and Vice Chair

Recommendation

City staff recommend that the Library Commission (LC) select a Chair and a Vice Chair for the 2026-27 fiscal year.

Policy Issues

City Council policy CC-24-004 (Attachment A) requires advisory bodies to annually select a Chair and Vice Chair. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

Background

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

On June 16, 2025, Commissioner Westcott was selected as Vice Chair.

On September 16, 2025, Commissioner Herrick, then serving as Chair, resigned from the LC.

On October 20, 2025, Commissioner Orton was selected as Chair for the remainder of the 2025-26 year, and Vice Chair Westcott remained in his position.

Analysis

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

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

Following the previously established procedure, the Vice Chair would become the Chair, and the new Vice Chair would be selected from Commissioners Crockett and Shafer. The new Chair and Vice Chair will begin their duties in June and will serve until May 2027.

Impact on City Resources

As an advisory body to the City Council, the Library Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

Environmental Review

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

Public Notice

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

Attachments

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

Report prepared by:

Nick Szegda, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

5/18/2026

Staff Report Number:

LC-2026-020

Informational Item:

Ad-hoc subcommittee "library of the future" and near-term improvements report out

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 H):

- 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 gave a report out on their activities to the full Commission.

On February 23, 2026, the ad-hoc subcommittee gave a report out on their activities to the full Commission.

On March 16, 2026, the ad-hoc subcommittee gave a report out on their activities to the full Commission.

Analysis

The ad-hoc subcommittee has recently focused on needs for possible near to mid term improvements that could be made to the main library (Attachment I).

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/20250421_lc_agenda_packet.pdf#page=48

- [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. Presentation. Staff review of the ad-hoc subcommittee's draft recommendations, Aug. 18.
- H. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309
- I. Ad-hoc subcommittee Library Needs Chart

Report prepared by:
Nick Szegda, 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.

January, 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				
	<ul style="list-style-type: none"> Wall Paper/Painting 	Main	City		
	<ul style="list-style-type: none"> Back Area Upgrade Community Space – Partitions / work areas/ Bathrooms 	Main	City/Consultant Study – Friends or another donation?		City/Library Commission – Library of Future Subcommittee?
	<ul style="list-style-type: none"> Swap Help Desk/Check out 	Main	City		
	<ul style="list-style-type: none"> Upgrade Globe Light Fixtures 	Main			
	<ul style="list-style-type: none"> Desk Configuration 	Main	City	2026-2027	City
	<ul style="list-style-type: none"> New Public Announcement System 	Main			
Staff	Volunteer Coordinator	Main	City		
1 FTE	Outreach Coordinator	Main			
	Maker Space Staff	Main			
Programs	ESL	Main			
	Homework Center	Main			
	Literacy Program	Main			



STAFF REPORT

Library Commission

Meeting Date:

5/18/2026

Staff Report Number:

LC-2026-021

Regular Business:

Review Library Commission work plan 2025-26 goals and prepare report out to City Council

Recommendation

City staff recommends that the Library Commission (LC) review the LC work plan 2025-26 goals (Attachment A) in preparation for an August report out on plan goal progress to the City Council.

Policy Issues

City Council Policy CC-24-004 sets the procedures, roles and responsibilities of Council-appointed advisory bodies, including the LC (Attachment B). The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the advisory body, is formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

Background

On Aug. 18, 2025, the LC recommended a proposed work plan for 2025-26 (Attachment C).

On Aug. 26, 2025, the LC reported out to the City Council on their progress towards their 2024-25 work plan.

On Sept, 30, 2025, City Council revised the proposed LC 2025-26 work plan and approved it as revised (Attachment D).

On Nov. 17, 2025, the LC set milestones for achieving their work plan goals, including periodic review of plan goals .

On April 20, 2026, The LC received an informational report on the LC 2025-26 work plan in preparation for discussion in May.

Analysis

The City Council approved the LC work plan Sept. 30, 2025. Staff recommend that the LC complete a review of their work plan goals and compile information for a report out to the City Council.

The work plan in Attachment A contains five goals.

- Goal 1 contains standing items that recur every year.
- Goal 2 is to review library programs and services to identify potential service gaps, and is a component of Goal 4.
- Goal 3 asks the Commission to analyze and evaluate near or immediate-term capital improvements to the main library facility and is a component to Goal 4.
- Goal 4 – to complete and submit a report to the City Council on the “library of the future” - has been completed.
- Goal 5 is to support and advise on library programming at the BHCC.

In a typical year, the Commission meets monthly, with one or two joint meetings held with the Parks and Recreation Commission. The Commission uses the tentative agenda calendar to set agenda items for future meetings. The tentative agenda calendar is a useful planning tool for this task.

Below is a summary listing of topics the LC has reviewed, advised, and/or recommended during the past year 2025-26:

- Updated LC work plan for 2025-26
- Selected new commission chair and vice-chair
- Recommended departmental policy updates to Library Use Guidelines
- Compiled preliminary main library facility condition information
- Ad hoc subcommittee on library-specific outreach in District 1
- Ad hoc subcommittee on library of the future and near-term improvements
- Received a presentation on the Belle Haven Library: Year in Review
- Received updates on budget process and timeline

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

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 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. LC work plan 2025-26, as revised and approved by City Council Sept. 30

- B. Hyperlink. Staff Report # 24-025-CC: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf](https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf)
- C. Hyperlink. Staff Report #LC-2025-036: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=67](https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=67)
- D. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309
- E. Hyperlink. Staff Report #LC 2025-048: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117_lc_agenda_packet.pdf

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

Library Commission work plan

Library and Community Services Department
800 Alma Street, Menlo Park CA 94025
Approved September 30, 2025



Work plan goals

1. As an advisory body to the City Council and a forum for public information about library issues:
 - Encourage robust public comment and participation at Commission meetings
 - Periodically review the library's public-facing policies and recommend updates, as required
 - Periodically receive staff presentations and reports about major library service areas
 - Periodically receive Commissioner liaison reports about affiliates
 - Support the filling of openings on the Commission and the effective onboarding of new Commissioners
 - Maintain a 12-month schedule of planned Commission agenda items
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".
3. Analyze and evaluate whether and how potential near or intermediate term capital improvements to the 800 Alma St. facility may be addressed to better serve the library needs of the community.
4. Complete and recommend a report on the "library of the future" to the City Council in fall 2025 that will include a request that the City Council hold a study session focused on the library. Requests to add items to the City Council agenda should be directed to the City Council member serving as Library Commission liaison.
5. Support and advise library program development and operations of the Belle Haven Community Center (BHCC) including:
 - Belle Haven Community History project
 - Makerspace programming and policies
 - Other policies that may be impacted by shared spaces at BHCC

Work plan history

Action	Date	Notes
Work plan recommendation	August 18, 2025	Library Commission recommended
Work plan approval	September 30, 2025	City Council approved



STAFF REPORT

Library Commission

Meeting Date: 5/18/2026

Staff Report Number: LC-2026-022

Informational Item: Update on 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 held a priority-setting workshop to help set the stage for budget development. The priorities of the City Council inform the development of the City’s fiscal year 2026-27 budget.

On April 14, the City Council approved its fiscal year 2026-27 budget principles and budget development timeline.

On April 28, the City Council approved the Master Fee Schedule for fiscal year 2026-27.

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. An informational report was delivered to the Library Commission on February 23, 2026 (Attachment B).

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

March 24	Master fee schedule and cost of services study session
April 13 (week of)	Department budget meetings with City Manager
April 14	Update on fiscal year 2025-26 CIP projects and fiscal year 2026-30 CIP
April 14	City Council reviews and approves budget principles
April 28	Master fee schedule public hearing and adoption
May 12	Provide direction on Capital Improvement Plan
May 14*	Release of state budget May Revision
May 20	Budget portal open to public (tentative)
May 28	Public budget workshop
June 9	Public hearing on budget and capital Improvement Plan
June 15*	Release of final state budget
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 20 (Attachment C). City departments, including Library and Community Services (LCS) submitted budget proposals for the city manager’s initial review during the week of April 13. City Council is 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.

Library Commission budget updates

On March 16 and April 20, the LC received updates on the city’s budget process and timeline, and specific information on the library portion of the LCS budget (Attachments D and E).

City Council priority setting workshop

The City Council held their annual priority setting workshop on March 21 (Attachment F).

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](https://www.menlopark.gov/budget)
- D. Hyperlink. March 16, 2026, Library Commission agenda Staff Report # LC-2026-013.
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260316_library-commission-agenda-packet.pdf
- E. Hyperlink. April 20, 2026, Library Commission agenda Staff Report # LC-2026-018.
https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2026-meetings/agendas/20260420_lc-agenda-packet.pdf
- F. Hyperlink. March 21, 2026, City Council agenda Staff report # 26-038-CC.
<https://www.menlopark.gov/files/sharedassets/public/v/3/agendas-and-minutes/city-council/2026-meetings/20260321/20260321-city-council-special-agenda-priorities.pdf>

Report prepared by:

Nick Szegda, Library and Community Services Director

Rani Singh, Internal Services Manager

**STAFF REPORT****Library Commission****Meeting Date:****5/18/2026****Staff Report Number:****LC-2026-023****Informational Item:****Library and Community Services Department updates and statistics****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.

AnalysisApril 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 April 2026 are provided in Attachment A.

Youth Poetry Voices

The City of Menlo Park and Menlo Park Library Foundation hosted the annual Menlo Park Youth Poetry Voices reception on May 12. Approximately 64 people attended the poet's reception and open mic poetry reading. Following the reception, the selected featured poets recited their poems at the City Council meeting. Fourth grader Kaira Change who read "A Flower Story," eight grader Keren Rother Telias read "The Other Side," and eight grader Erin Mak who read "Stagnant Changing."

Summer Reading Game signups open

The annual City of Menlo Park Summer Reading Game is an all-ages program designed to keep students and adults reading over the summer break (Attachment B). The program is open for signups, although logging books will not officially start until June 1 with a "library fun week," during which library staff and visitors participate in daily themes by dressing up, sharing themed stories, and making themed arts and crafts. Library Fun Week will feature a new theme at the Library every day as well as themed drop-in crafts, dress up, creating art or sharing a story that ties into the day's theme. Themes and dates are:

- Monday, June 1: Fun in the Sun Day
- Tuesday, June 2: Mythology Day
- Wednesday, June 3: Garden Day
- Thursday, June 4: Space Day
- Friday, June 5: Pajama Day

Summer Reading Game will run from June 1 – Aug. 31. Prizes and funding support are provided by Friends of Menlo Park Library.

Summer Puppetry Festival

The City of Menlo Park libraries will host the 9th Annual Summer Puppetry Festival (Attachment D) with a series of free community programs starting on June 28. The event series celebrates puppetry in its many forms, featuring puppet shows and related events that showcase beloved performers from throughout the Bay Area and beyond. The program series received funding support from the Friends of the Menlo Park Library.

Puppet Performances

- | | | |
|-----------|----------------------|---------------------|
| • June 28 | Pop & Go Puppets | Belle Haven Library |
| • July 9 | The Puppet Company | Menlo Park Library |
| • July 26 | Fratello Marionettes | Belle Haven Library |
| • July 30 | Puppet Art Theater | Menlo Park Library |
| • Aug. 23 | Possibly Puppets | Belle Haven Library |

Other Puppetry Events:

- | | | |
|-----------|---|---------------------------|
| • June 9 | The Science & Psychology of Muppet Design | Menlo Park Library |
| • July 18 | Shadow Puppet Workshop (Ages 8-Adult) | Belle Haven Library |
| • Aug. 12 | Meet Mallory Lewis | Zoom + library screenings |
| • Aug. 26 | Film: Shari & Lamb Chop | Menlo Park Library |

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. April 2026 statistics
- B. Hyperlink. Youth Poetry Voices. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Youth-Poetry-Voices>
- C. Hyperlink. Summer Reading Game. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Summer-Reading-Game>
- D. Hyperlink. Summer Puppetry Festival. <https://www.menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Events-for-adults/20260730-Puppetry-Festival-Puppet-Art>

Report prepared by:
Ashley Dixon, Management Analyst

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

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
800 Alma St.	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583
100 Terminal Ave.*	2645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475
eBooks	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	*
eAudio	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552
eVideo	1,066	1,308	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281
eSerials	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	2,735
Total online / digital	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	10,996	18,597	20,004	10,568

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
New cards issued - MP residents	151	161	198	216	235	171	186	167	137	216	166	183	190
Total cardholders - MP residents	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555

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

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
800 Alma St.	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751
100 Terminal Ave.*	432	402	509	497	464	517	413	315	395	378	346	309	365

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Incoming holds - 800 Alma St	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995
Outgoing holds - 800 Alma St	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652
Incoming holds - 100 Terminal Ave.*	167	161	200	157	182	129	165	131	110	200	110	188	196
Outgoing holds - 100 Terminal Ave.*	303	264	305	266	304	273	357	382	368	440	391	429	361

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
800 Alma St.	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281
100 Terminal Ave. (All-ages library)	4574	2392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560	2,390	2,348	2,480
100 Terminal Ave. (Children's library)	-	-	-	-	892	686	758	820	703	978	1,001	1,040	2,258

Location*	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Total attendance - 800 Alma St.	978	1,127	1112	1,609	1,551	985	882	737	761	1,204	903	956	1,167
# of programs - 800 Alma St.	37	37	42	36	38	37	38	33	31	37	34	33	36
Total attendance - 100 Terminal Ave.*	379	188	355	407	540	373	309	164	216	514	283	392	298
# of programs - 100 Terminal Ave.*	27	25	26	33	26	25	28	29	27	29	28	28	28
Conference Room - available hours	-	-	-	-	217	217	217	217	217	217	217	209	217
Conference Room - reserved hours	-	-	-	-	16.5	21	24	26.3	23	19	18	22	34
Conference Room - utilization %	-	-	-	-	8%	10%	11%	12%	11%	9%	8%	11%	16%
Tutor Room - available hours	-	-	-	-	217	217	217	217	217	217	217	209	217
Tutor Room - reserved hours	-	-	-	-	50	58	70	51.45	40	56.5	46	45	44
Tutor Room - utilization %	-	-	-	-	23%	26%	32%	24%	18%	26%	21%	22%	20%

*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 - APRIL 2026

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Students ages 3-5	54	54	56	47	45	45	47	49	49	50	59	62	66
Special needs students	-	-	-	1	3	2	2	2	2	2	2	2	1
English second language students	-	-	-	37	34	37	37	38	38	39	48	52	57
Meals and snacks served	-	-	-	3102	2024	2112	2438	1865	1900	1900	1,500	3,276	4000
Total hours of education and care provided*	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706	9,263	10,930	12,695	14,157

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Students ages 18 mo - 2 years	-	-	-	7	4	5	5	5	1	1	3	3	3
Students ages 2 - 3 years	-	-	-	11	16	17	18	18	17	17	19	19	20
Students ages 3 - kindergarten	-	-	-	23	23	22	22	22	23	24	24	28	36
Total enrollment	44	46	44	43	43	44	45	45	41	42	46	50	59
Total hours of education and care provided*	-	-	-	-	7,830	7,960	8,690	6,332	5,944	6,768	7,092	8,999	10,311

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Kindergarten	-	-	-	-	9	10	10	10	10	11	11	11	11
Students grades 1st - 5th	-	-	-	-	32	33	33	33	33	34	31	31	31
Summer camp enrollment	-	-	-	63	30	0	0		0	0	0	0	0
Total enrollment	29	29	27	63	71	43	43	43	43	45	42	42	42
Total hours of education and care provided*	-	-	-	5985	3936.5	2316	3142	2503	1932.8	2679	1,642	3,636	2,217

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Transitional kindergarten	-	-	-	0	0	5	5	5	5	5	5	5	5
Kindergarten	-	-	-	4	4	6	6	6	6	6	6	6	6
Students grades 1 st - 5th	-	-	-	29	29	56	56	56	56	56	56	56	56
Summer Camp enrollment	-	-	-	52	54	0	0	0	0	0	0	0	0
Total enrollment	58	58	122	85	85	67	67	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	5,600	4,388

*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
STATISTICS - APRIL 2026

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Lunches served	971	952	*	970	985	1,453	1,150	802	743	924	963	1,083	1,012
Grocery boxes distributed	460	460	213	460	485	476	511	214	248	532	512	579	508
Senior shuttle trips	1,454	1,474	1,234	816	784	702	702	620	616	620	630	662	672
Special event attendance	214	129	100	80	80	90	101	0	87	0	80	0	0

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, martial arts, or health	-	-	-	114	114	83	107	107	107	119	120	105	295 (Drop-ins)
Arts and crafts or technology	-	-	-	60	61	66	70	64	64	68	78	65	82
Dance, music, or performing arts	-	-	-	38	38	47	59	45	57	79	77	77	83 (Drop-ins)
Languages or other literary arts	-	-	-	55	55	56	74	63	56	54	63	64	61
Other	-	-	-	11	11	12	9	19	19	5	5	8	9
Enrollment - non-residents	87	-	-	121	121	119	145	138	138	144	150	140	86
Enrollment - residents	132	-	-	157	158	145	174	172	172	181	178	179	105
Enrollment - Total	219	-	-	278	279	264	319	310	310	325	328	319	191
Total classes offered	17	-	-	19	19	19	21	21	21	20	21	19	21

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, martial arts, or health	-	-	-	64	64	75	118	118	118	110	106	113	96
Arts and crafts or technology	-	-	-	0	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	28	28	50	38	37	37	33	33	35	23
Languages or other literary arts	-	-	-	27	27	33	33	33	33	35	35	35	51
Other	-	-	-	-	-	-	-	-	-	-	4	4	0
Enrollment - non-residents	27	-	-	27	27	66	69	68	68	65	65	65	93
Enrollment - residents	50	-	-	92	92	92	120	120	120	113	113	122	77
Enrollment - Total	77	-	-	119	119	158	189	188	188	178	178	187	170
Total classes offered	6	-	-	4	4	5	5	5	5	7	7	7	5

*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.)													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Residents	23	-	-	14	9	11	6	8	5	6	11	13	11
Non-residents	62	-	-	19	35	33	22	20	15	23	24	27	28
Instructor usage (in hours)	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200
Cypress Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Cypress Room - reserved hours	-	-	-	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5	47
Cypress Room - utilization %	-	-	-	24%	10%	11%	9%	56%	26%	15%	18%	16%	14%
Juniper Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Juniper Room - reserved hours	-	-	-	168.33	132	262	287	190.33	138	127	122	161.5	176
Juniper Room - utilization %	-	-	-	46%	36%	75%	80%	56%	38%	35%	38%	46%	51%
Maple Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Maple Room - reserved hours	-	-	-	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42	159
Maple Room - utilization %	-	-	-	43%	25%	66%	59%	56%	36%	62%	54%	93%	46%
Oak Room - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Oak Room - reserved hours	-	-	-	54	11	73.25	61	56.27	27	43	51	53	83
Oak Room - utilization %	-	-	-	15%	3%	21%	16%	16%	7%	12%	16%	15%	24%
Oak Patio - available hours	-	-	-	363	363	350	361	338	361	364	322	348	348
Oak Patio - reserved hours	-	-	-	0	0	0	5	0	3	0	0	6.5	0
Oak Patio - utilization %	-	-	-	0%	0%	0%	1%	0%	0%	0%	0%	100%	0%
Sequoia Room - available hours	-	-	-	363	363	332	345	318	345	344	306	332	332
Sequoia Room - reserved hours	-	-	-	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5	52
Sequoia Room - utilization %	-	-	-	17%	25%	7%	6%	20%	14%	23%	16%	20%	16%
Sequoia Patio - available hours	-	-	-	363	363	332	345	318	345	364	306	348	348
Sequoia Patio - reserved hours	-	-	-	0	30	20.75	0	5.3	0	5	26	4	5
Sequoia Patio - utilization %	-	-	-	0%	8%	6%	0%	2%	0%	1%	8%	1%	1%
Willow Room - available hours	-	-	-	363	363	372	384	358	384	386	342	370	370
Willow Room - reserved hours	-	-	-	138	66	114	138	358	384	386	342	370	370
Willow Room - utilization %	-	-	-	38%	18%	31%	29%	100%	100%	100%	100%	100%	100%

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Residents	-	-	-	100	32	28	38	40	39	40	40	38	30
Non-residents	-	-	-	20	30	28	11	10	18	7	10	14	6
Instructor usage (in hours)	-	-	-	37	80	80	80	120	24	24	32	32	32
Court #1 - available hours	-	-	-	517	515	500	500	498	517	517	517	515	500
Court #1 - reserved hours	-	-	-	122.5	113	235	357.2	364	355.75	425	482	499.58	461
Court #1 - utilization %	-	-	-	24%	22%	47%	71%	73%	68%	82%	93%	97%	92%
Court #2 - available hours	-	-	-	517	515	500	500	498	517	517	517	515	500
Court #2 - reserved hours	-	-	-	128	119	248	147.5	319	453.5	439	482	499.58	461
Court #2 - utilization %	-	-	-	28%	23%	49%	29%	64%	87%	85%	93%	97%	92%

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

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Residents	34	-	-	4	8	6	6	14	15	6	11	11	7
Non-Residents	0	-	-	0	0	1	0	0	0	2	6	5	3
Instructor usage (in hours)	-	-	-	*	*	*	*	*	*	*	*	*	*
Makerspace - available hours	-	-	-	328	248	240	248	240	248	248	224	224	240
Makerspace - reserved hours	-	-	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5
Makerspace - utilization %	-	-	-	21%	19%	23%	25%	21%	22%	13%	13%	13%	3%
Event Hall - available hours	-	-	-	304	364	335	348	325	348	350	310	310	335
Event Hall - reserved hours	-	-	-	220.5	196.5	218	257.5	176.5	218	176.5	181	181	198
Event Hall - utilization %	-	-	-	73%	54%	65%	74%	54%	63%	50%	58%	58%	59%
Movement Studio - available hours	-	-	-	304	364	364	378	350	378	378	336	336	364
Movement Studio - reserved hours	-	-	-	80	39	23	28.75	27.25	16.5	11	11	11	10.25
Movement Studio - utilization %	-	-	-	26%	11%	6%	8%	8%	4%	3%	3%	3%	3%
Flex Classroom - available hours	-	-	-	304	364	364	378	350	378	378	336	336	364
Flex Classroom - reserved hours	-	-	-	17	11.5	25	21	24.5	17.5	27.5	27	27	28
Flex Classroom - utilization %	-	-	-	6%	3%	7%	6%	7%	5%	7%	8%	13%	8%
Gymnasium - available hours	-	-	-	-	378	289	291	303	277.5	303	306	268	291
Gymnasium - reserved hours	-	-	-	-	209	203	231	239.5	213.5	223	304.5	268	318
Gymnasium - utilization %	-	-	-	-	81%	70%	79%	79%	77%	73%	101%	100%	109%

LIBRARY AND COMMUNITY SERVICES
STATISTICS - APRIL 2026

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, martial arts, or health	-	-	-	197	101	296	305	316	312	284	296	296	342
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-
Arts and crafts or technology	-	-	-	54	47	7	19	19	19	12	12	12	5
Dance, music, or performing arts	-	-	-	130	236	337	348	348	272	304	314	307	313
Language and literary arts	-	-	-	27	27	58	40	40	33	35	35	35	51
Other	-	-	-	173	363	59	111	70	104	55	55	51	106
Enrollment - non-residents	161	-	-	175	307	188	217	204	176	165	175	185	230
Enrollment - residents	474	-	-	506	467	569	606	589	564	525	537	516	587
Enrollment - Total	635	-	-	681	774	757	823	793	740	690	712	701	817
Total classes offered	59	-	-	68	63	62	78	73	65	73	73	74	80
# of instructors	22	-	-	33	33	28	32	31	32	28	26	26	26

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Enrollment - Basketball	-	-	-	6	27	35	31	99	33	47	81	83	32
Enrollment - Volleyball	-	-	-	72	102	82	81	81	81	81	87	88	96
Enrollment - Youth mixed activity sports camp	-	-	-	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	112	-	-	56	74	59	27	98	98	77	95	97	99
Enrollment - residents	96	-	-	16	55	58	85	82	50	51	73	74	29
Enrollment - Total	208	-	-	78	129	117	112	180	64	128	168	171	128
Total classes offered	14	-	-	5	7	0	7	15	5	5	7	8	5
# of instructors	8	-	-	2	2	2	2	2	2	2	2	2	2
Drop-in basketball visits	596	-	-	206	171	194	190	525	233	270	404	263	236
Drop-in volleyball visits	844	-	-	394	287	415	433	646	412	436	626	358	264
Leagues – individual registrations	-	-	-	56	0	14	0	0	3	3	0	0	0
Leagues – team registrations	35	-	-	14	0	31	50	128	10	0	23	3	0

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Fitness, yoga, and health	-	-	-	80	80	66	104	104	105	69	75	75	64
Sports	-	-	-	-	-	-	-	-	-	-	-	-	46
Arts and crafts and technology	-	-	-	41	41	41	30	30	30	71	71	71	70
Dance, music, or performing arts	-	-	-	15	15	47	40	40	40	18	12	12	37
Language and literary arts	-	-	-	13	13	31	35	36	36	24	24	24	23
Other	-	-	-	-	-	-	7	0.07	8	6	6	6	39
Enrollment - non-residents	20	-	-	10	10	16	17	17	17	14	16	16	73
Enrollment - residents	145	-	-	139	139	169	201	207	208	174	186	186	206
Enrollment - Total	165	-	-	149	149	185	218	224	225	188	202	202	279
Total classes offered	19	-	-	15	15	22	22	23	23	24	24	24	31
# of instructors	9	-	-	9	9	11	12	13	13	13	13	13	13
Drop-in basketball visits	658	-	-	29*	167	192	215	252	272	272	160	233	200
Drop-in volleyball visits	13	-	-	*	10	50	65	6	31	31	16	8	64
Drop-in Fitness Center	1697	-	-	542	720	659	620	522	550	364	572	541	516

	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Gymnastics enrollment	-	-	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1352	1,258
Aerial Silks enrollment	-	-	-	49	43	58	59	55	55	0	0	53	24
Enrollment - non-residents	368	-	-	287	282	342	343	359	293	*	*	338	309
Enrollment - residents	942	-	-	628	605	815	811	859	944	*	*	944	949
Enrollment - Total	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282
Total classes offered	120	-	-	119	119	120	120	120	120	*	*	120	120
# of instructors	-	-	-	2	2	2	2	2	2	0	0	2	1

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - APRIL 2026

Table 21. Picnic Rentals													
Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Burgess Park picnic area - available hours	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976	2,976	3,136	3,410	2,880
Burgess Park picnic area - reserved hours	-	-	-	74.5	97	195	148	86	14.5	38	35	87	171
Burgess Park picnic area - utilization %	-	-	-	2%	3%	8%	1%	3%	1%	1%	1%	1%	6%
Nealon Park picnic area - available hours	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604	2,604	2,352	2,542	2,460
Nealon Park picnic area - reserved hours	-	-	-	90	108	130	78	56	20	31	44	107	100
Nealon Park picnic area - utilization %	-	-	-	4%	6%	6%	3%	2%	1%	1%	1%	4%	4%

Table 22. Park Rentals													
Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Bedwell-Bayfront Park - available hours	-	-	-	434	434	420	434	420	434	434	410	434	434
Bedwell-Bayfront Park - reserved hours	-	-	-	12	12	60	36	12	0	12	0	0	0
Bedwell-Bayfront Park - utilization %	-	-	-	0.0276	0.03	0.14	8%	3%	0%	3%	0%	0%	0%
Sharon Park - available hours	-	-	-	434	434	420	372	420	420	420	410	420	420
Sharon Park - reserved hours	-	-	-	0	0	0	12	0	0	0	0	0	0
Sharon Park - utilization %	-	-	-	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%

Table 23. Athletic Field Rentals													
Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Burgess Park - available hours	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604	2,604	2,688	2,604	2,520
Burgess Park - reserved hours	-	-	-	2,976	1,206	561	540	195	1	69	299	767	1,306
Burgess Park - utilization %	-	-	-	72%	35%	22%	21%	7%	0%	3%	11%	29%	52%
Hillview School - available hours	-	-	-	744	744	720	744	720	744	744	672	744	720
Hillview School - reserved hours	-	-	-	478.5	202	132	153	142	85	79	107	239	229
Hillview School - utilization %	-	-	-	64%	27%	18%	20%	20%	11%	11%	16%	32%	32%
Jack Lyle Park - available hours	-	-	-	Closed	744	720	744	720	744	744	672	744	720
Jack Lyle Park - reserved hours	-	-	-	Closed	197	246	182	92	10.5	8	66	234	181
Jack Lyle Park - utilization %	-	-	-	Closed	26%	34%	24%	13%	1%	1%	10%	31%	25%
Kelly Park - available hours	-	-	-	868	868	840	868	840	868	868	784	868	840
Kelly Park - reserved hours	-	-	-	243	240	321	310	236	158	206	185	179	317
Kelly Park - utilization %	-	-	-	28%	28%	38%	36%	28%	18%	24%	23%	21%	38%
La Entrada School - available hours	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520
La Entrada School - reserved hours	-	-	-	Closed	240	31.5	31.5	12	0	0	26	126	90
La Entrada School - utilization %	-	-	-	Closed	8%	1%	1%	0%	0%	0%	1%	5%	3%
Nealon Park - available hours	-	-	-	Closed	1,302	840	868	420	434	434	392	434	420
Nealon Park - reserved hours	-	-	-	Closed	73	135	151.25	72	50.5	62.5	41	107	136
Nealon Park - utilization %	-	-	-	Closed	6%	2%	17%	12%	12%	14%	10%	25%	32%
Oak Knoll School - available hours	-	-	-	Closed	744	360	372	420	434	434	336	372	360
Oak Knoll School - reserved hours	-	-	-	Closed	106	27	24	0	0	0	16	64	36
Oak Knoll School - utilization %	-	-	-	Closed	14%	7%	6%	0%	0%	0%	4%	17%	10%
Willow Oaks Park - available hours	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - APRIL 2026

Willow Oaks Park - reserved hours	-	-	-	Closed	239	120	110	29	18	19.5	84	229	181
Willow Oaks Park - utilization %	-	-	-	Closed	16%	8%	7%	2%	1%	1%	6%	15%	13%
Total available hours	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540
Total reserved hours	1575	-	-	3,698	2,503	1,573	1,501	778	323	525	824	1,945	2,476
Total field utilization %	-	-	-	64%	20%	16%	19%	8%	3%	5%	9%	20%	26%

Table 24. Tennis and Pickleball Court Rentals

Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Burgess Park - Tennis Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Burgess Park - Tennis Court #1 reserved hours	-	-	-	174	184	205	181	149	103	163	141	210	140
Burgess Park - Tennis Court #1 utilization %	-	-	-	40%	42%	48%	42%	35%	24%	38%	35%	48%	33%
Kelly Park - Pickleball Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	21	45	47	48	41	16	30	12	33	33
Kelly Park - Pickleball Court #1 utilization %	-	-	-	5%	10%	11%	10%	10%	4%	6%	3%	7%	8%
Kelly Pickleball Court #2 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Kelly Pickleball Court #2 reserved hours	-	-	-	5	21	14	27	11	10	14	5	18	24
Kelly Park - Pickleball Court #2 utilization %	-	-	-	1%	5%	3%	6%	2%	2%	2%	1%	4%	6%
Kelly Park - Tennis Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Kelly Park - Tennis Court #1 reserved hours	-	-	-	51	77	133	143	117	109	128	94	145	134
Kelly Park - Tennis Court #1 utilization %	-	-	-	11%	18%	32%	33%	28%	25%	38%	24%	33%	32%
Nealon Park - Tennis Court #1 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Nealon Park - Tennis Court #1 reserved hours	-	-	-	172	161	204	220	197	151	197	186	249	237
Nealon Park - Tennis Court #1 utilization %	-	-	-	40%	37%	49%	50%	42%	35%	45%	47%	57%	56%
Nealon Park - Tennis Court #2 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Nealon Park - Tennis Court #2 reserved hours	-	-	-	164	163	193	173	150	89	135	166	208	207
Nealon Park - Tennis Court #2 utilization %	-	-	-	38%	38%	46%	40%	36%	21%	31%	42%	48%	49%
Willow Oaks - Tennis Court #3 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	120.75	112	192	170	148	115.75	136.75	152	204	163
Willow Oaks - Tennis Court #3 utilization %	-	-	-	28%	26%	46%	39%	35%	27%	31%	38%	47%	39%
Willow Oaks - Tennis Court #4 available hours	-	-	-	434	434	420	434	420	434	434	392	434	420
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	99	142	194	170	150	131	174	132	220	206
Willow Oaks - Tennis Court #4 utilization %	-	-	-	23%	33%	46%	39%	36%	30%	40%	33%	51%	49%

Table 25. Tennis and Pickleball Classes

Location	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Youth tennis enrollment	-	-	-	21	23	47	48	67	63	86	53	51	61
Adult tennis enrollment	-	-	-	6	7	24	28	31	23	23	21	21	18
Tennis enrollment - resident				21	27	63	67	82	73	73	63	62	68
Tennis enrollment - non-resident					6	3	8	9	16	13	13	10	11
Tennis enrollment total					27	30	72	76	98	86	86	72	79

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - APRIL 2026

Table 26. Recreation client accounts													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
New recreation client accounts	972	505	501	459	937	502	347	402	806	488	416	1,338	546
Total recreation client accounts	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525
Hyperlocal client accounts	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341

Table 27. Web page views													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
/Library	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	*
/ActivityGuide	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	*

Table 28. Newsletter engagement													
	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
Newsletters sent	4	5	4	4	5	4	4	4	3	4	4	4	4
Average recipients per newsletter	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352
Total recipients (excludes bounces, etc.)	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408
Total newsletter clicks	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018
Total newsletter unique clicks	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375
Total newsletter opens	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139
Total unique opens	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510
% open rate (monthly average)	77%	69%	71%	70%	71%	74%	70%	72%	79%	72%	72%	73%	69%
% unique opens rate (monthly average)	47%	44%	45%	45%	46%	47%	46%	46%	49%	46%	46%	46%	46%
Unsubscribes Monthly Total	147	170	139	128	207	296	242	209	148	212	118	152	163
% Unsubscribes - Monthly Average	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%
Email Bounces - Monthly Total	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - APRIL 2026

Table 29. Large-scale community event attendance													
	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	-	-	310	-	-
Community Resource Fair	-	180	-	-	-	-	-	-	-	-	-	225	-
Egg Hunt/Spring Fest	2200	-	-	-	-	-	-	-	-	-	-	-	3,100
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	-	-	-	-

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
May 18, 2026

AGENDA ITEM E-3

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"> 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	<ul style="list-style-type: none"> Commission Annual Attendance Report LC work plan prior year progress report Ad-hoc subcommittee District 1 library outreach report out One Book, One Coast program presentation City of Menlo Park fiscal year 2026-27 budget process and timeline LCS staffing updates
May 18, 2026	<ul style="list-style-type: none"> Review LC work plan 2025-26 and prepare report out to City Council City of Menlo Park fiscal year 2026-27 budget process and timeline Ad-hoc subcommittee updates on “Library of the Future” and near-term improvements New LC members appointed by City Council 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 Recommend LC work plan 2025-26 report out to City Council
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 Updates from staff 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 6:30 p.m. 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)