Library Commission

REGULAR MEETING AGENDA

Date: 7/20/2026
Time: 6:30 p.m.
Locations: Zoom.us/join – ID# 882 0971 1131 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

Commissioner Orton will be participating from:
15288 Skislope Way
Truckee, CA 96161

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

How to participate in the meeting:

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:
  Zoom.us/join – Meeting ID 882 0971 1131
- Access the meeting in real-time via telephone at:
  (669) 900-6833
  Meeting ID 882 0971 1131
  Press *9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website www.menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (www.menlopark.gov/agendas).

Regular Session

A. Call To Order

B. Roll Call

C. Public Comment

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

D. Regular Business

D1. Approve the minutes from the June 15, 2026 Library Commission meeting (Attachment)

D2. Recommend report out on 2025-26 Library Commission work plan (Staff Report LC-2026-029)

D3. Recommend Library Commission 2026-27 work plan (Staff Report LC-2026-030)

D4. Report out from ad hoc subcommittee on District 1 library outreach (Staff Report LC-2026-031)

E. Informational Items

E1. Update on City of Menlo Park fiscal year 2026-27 adopted budget (Staff Report LC-2026-032)

E2. Library and Community Services Department updates and statistics (Staff Report LC-2026-033)

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: 07/17/2026)

CITY OF MENLO PARK

REGULAR MEETING MINUTES – DRAFT

Date: **6/15/2026**
Time: **6:30 p.m.**
Locations: **Teleconference and Arrillaga Family Recreation Center 700 Alma St., Menlo Park, CA 94025**

A. Call To Order

Chair Westcott called the meeting to order at 6:34 p.m.

B. Roll Call

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

C. Public Comment

None.

D. Study Session

D1. Prepare report out on 2025-26 Library Commission work plan (Staff Report LC-2026-024)

Chair Westcott made the presentation (Attachment).

The Commission discussed the report out to be reviewed and recommended at their July meeting.

D2. Prepare Library Commission 2026-27 work plan (Staff Report LC-2026-025)

Director Szegda introduced the item.

The Commission discussed updates to their work plan for the coming year and will review an updated draft at their July meeting.

E. Regular Business

E1. Approve the minutes from the May 18, 2026 Library Commission meeting (Attachment)

ACTION: Motion and second (Orton/ Yule), to approve the minutes from the May 18, 2026 meeting, passed 5-0-2, (Crockett and Shafer absent).

E2. Report out from Ad hoc subcommittee on District 1 library outreach (Staff Report LC-2026-026)

Commissioner Yule introduced the item.

ACTION: None.

F. Informational Items

F1. Update on City of Menlo Park fiscal year 2026-27 budget process and timeline (Staff Report LC-2026-027)

Director Szegda introduced the item.

F2. Library and Community Services Department updates and statistics (Staff Report LC-2026-028)

F3. Tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- July – review and recommend work plan 2025-26 report out
- July – recommend work plan 2026-27
- July – District 1 subcommittee report out
- September – outline of subcommittee work for the coming year
- September – hold meeting at Belle Haven Community Campus

F. Commission Reports

F1. Individual Commissioner reports

Commissioner Orton reported on the recruiting efforts of the Library Foudation.

Commissioner Sisbot reported out on error in the department statistics report.

G. Adjournment

Chair Westcott adjourned the meeting at 7:36 p.m.

Library and Community Services Director Nick Szegda

Library commission update on 2025-2026 work plan

Brian Westcott Chairman

LIBRARIES ARE A FOUNDATION FOR BUILDING A VIBRANT CITY AND COMMUNITY SPIRIT

- The work of the Library Commission is based on 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.
- Used by 82 % of the citizens (Fact check)
- The Commission is committed to being faithful to the City Council's direction to act as an advisory body and a forum for public information about Library issues.

THE LIBRARY COMMISSION IS COMMITTED, POSITIVE AND ENERGIZED

- Commission members have excellent attendance at meetings and positive and productive working relationships with each other and Library staff.
- LC Commission Chair Brian Westcott and Vice Chair Kim Crockett have both been re-appointed for 4-year terms to 2030, and members Carol Orton, Sarah Sisbot, Scott Shafer, Leith Abdulla and Daniel Yule continue their tenures with varying terms.
- All Commission members are enthusiastic about the appointment of Nick Szegda as Director of Library & Community Services and look forward to working as a team with Nick and Library staff.

LIBRARY COMMISSION WORK PLAN 2025-26 INCLUDES 5 GOALS

- Goal #1 covers the routine, ongoing operation of the Commission:
  - Providing a forum for public information and discussion about City libraries
  - Advising on library procedures and policies
  - Receiving staff presentations and reports about library services
  - Receiving Commissioner liaison reports about Library affinity groups
  - Onboarding new commission members
  - Maintaining a 12-month schedule of planned Commission agendas

GOAL 2: REVIEW LIBRARY PROGRAMS AND SERVICES

- For this goal, the Commission continues its work to identify potential service gaps at the Library and to focus on needs to facilitate a “Library of the Future” at both locations of the Library.

- Commission members have continued to meet with staff at both the Belle Haven and Main Library branches to address these needs. This work continues outside of formal LC meetings by two active subcommittees: “Library of the Future” and “Belle Haven Outreach.”

- Commission members continue to liaise with affinity groups such as the Friends of the Library and the Menlo Park Library Foundation to receive feedback and to coordinate in furtherance of supporting the Library.

GOAL 3: ANALYZE POTENTIAL NEAR OR INTERMEDIATE CAPITAL IMPROVEMENTS TO MAIN LIBRARY

- LC Commission members have held multiple meetings with LCS Director Nick Szegda and LCS Supervisor Rose Waldman to collaborate on identifying areas of need in the Main Library
- Possible projects have been identified and await feedback on funding sources
  - HVAC repair/replacement
  - Updated carpeting and/or furniture
  - Handicapped accessible restroom access
  - Reorganization of entry area for safety of staff

GOAL 4: LIBRARY OF THE FUTURE REPORT AND FOLLOWUP

- In Fall 2025, the Commission approved a detailed report on the “Library of the Future” and requested that City Council schedule a Study Session to focus on various issue specific to the Library.

- The Commission continues to advocate for a Study Session limited to Library issues, and will continue to liaise with Vice Mayor Jennifer Wise on this topic.

GOAL 5: SUPPORT AND ADVISE RE: LIBRARY PROGRAMS AND OPERATIONS AT THE BELLE HAVEN COMMUNITY CAMPUS

- We would like a slide (or two) with the following content:
- Progress to date:
  - Literature Review
  - Preliminary statistical analysis
  - Met with stakeholders
  - Met with subject matter experts at peer libraries
  - Provided initial recommendations to library staff (increased signage, improved data availability, website accessibility)
- Next steps
  - Draft report on increasing engagement, particularly in Belle Haven
  - Partner with other community groups on volunteering and outreach opportunities

CITY OF MENLO PARK

MOVING FORWARD

- We are now focusing on developing the 2026-27 LC work plan and vision for the “Library of the Future”
  - Any feedback or guidance from the City Council on how the Library Commission should focus its efforts would be appreciated
- Library Commission members look forward to continuing to support vibrant and relevant community centers for Menlo Park residents
- Thank you for your support!

CITY OF MENLO PARK

THANK YOU

STAFF REPORT

Library Commission
Meeting Date: **7/20/2026**
Staff Report Number: **LC-2026-029**

Regular Business: **Recommend report out on 2025-26 Library Commission work plan**

Recommendation

City staff recommends that the Library Commission (LC) review the LC work plan 2025-26 goals (Attachment A) and draft presentation (Attachment B) and recommend a 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 C). 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 D).

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 E).

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

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

On May 18, 2026, the LC reviewed the 2025-26 work plan goals and assigned the ad hoc subcommittee on the “Library of the future” to prepare a draft report out.

On June 15, 2026, the LC held a study session on the work plan report out (Attachment G)

Analysis

The City Council approved the LC work plan Sept. 30, 2025. The LC held a study session on June 15, 2026 where a draft report out was discussed. Staff recommend that the LC recommend 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. Draft report out
C. 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
D. 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
E. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309
F. 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
G. Hyperlink. Staff Report #LC-2026-024: https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Flibrary-commission%2F2026-meetings%2Fagendas%2F20260615_library-commission-agenda-packet.pdf&url_hash=ca157fe1e674278a23922e5d33cc2df2&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=3

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

Library commission update on 2025-2026 work plan

Brian Westcott - Chair

LIBRARIES ARE A FOUNDATION FOR BUILDING A VIBRANT CITY AND COMMUNITY SPIRIT

- The work of the Library Commission is based on 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.
- 831 programs last year, 18,409 attendees, 15,764 card holders
- The Commission is committed to being faithful to the City Council's direction to act as an advisory body and a forum for public information about Library issues.

THE LIBRARY COMMISSION IS COMMITTED, POSITIVE AND ENERGIZED

- Commission members have excellent attendance at meetings and positive and productive working relationships with each other and Library staff.
- LC Commission Chair Brian Westcott and Vice Chair Kim Crockett have both been re-appointed for 4-year terms to 2030, and members Carol Orton, Sarah Sisbot, Scott Shafer, Leith Abdulla and Daniel Yule continue their tenures with varying terms.
- All Commission members are enthusiastic about the appointment of Nick Szegda as Director of Library & Community Services and look forward to working as a team with Nick and Library staff.

LIBRARY COMMISSION WORK PLAN 2025-26 INCLUDES 5 GOALS

- Goal #1 covers the routine, ongoing operation of the Commission:
  - Providing a forum for public information and discussion about City libraries
  - Advising on library procedures and policies
  - Receiving staff presentations and reports about library services
  - Receiving Commissioner liaison reports about Library affinity groups
  - Onboarding new commission members
  - Maintaining a 12-month schedule of planned Commission agendas

GOAL 2: REVIEW LIBRARY PROGRAMS AND SERVICES

- For this goal, the Commission continues its work to identify potential service gaps at the Library and to focus on needs to facilitate a “Library of the Future” at both locations of the Library.

- Commission members have continued to meet with staff at both the Belle Haven and Main Library branches to address these needs. This work continues outside of formal LC meetings by two active subcommittees: “Library of the Future” and “Belle Haven Outreach.”

- Commission members continue to liaise with affinity groups such as the Friends of the Library and the Menlo Park Library Foundation to receive feedback and to coordinate in furtherance of supporting the Library.

GOAL 3: ANALYZE POTENTIAL NEAR OR INTERMEDIATE CAPITAL IMPROVEMENTS TO MAIN LIBRARY

- LC Commission members have held multiple meetings with LCS Director Nick Szegda and LCS Supervisor Rose Waldman to collaborate on identifying areas of need in the Main Library
- Possible projects have been identified and await feedback on funding sources
  - HVAC repair/replacement
  - Updated carpeting and/or furniture
  - Handicapped accessible restroom access
  - Reorganization of entry area for safety of staff

GOAL 4: LIBRARY OF THE FUTURE REPORT AND FOLLOWUP

- In Fall 2025, the Commission approved a detailed report on the “Library of the Future” and requested that City Council schedule a Study Session to focus on various issue specific to the Library.

- The Commission continues to advocate for a Study Session limited to Library issues, and will continue to liaise with Vice Mayor Jennifer Wise on this topic.

GOAL 5: SUPPORT AND ADVISE RE: LIBRARY PROGRAMS AND OPERATIONS AT THE BELLE HAVEN COMMUNITY CAMPUS

- Progress to date:
  - Literature Review
  - Preliminary statistical analysis
  - Met with stakeholders
  - Met with subject matter experts at peer libraries
  - Provided initial recommendations to library staff (increased signage, improved data availability, website accessibility)
- Next steps
  - Draft report on increasing engagement, particularly in Belle Haven
  - Partner with other community groups on volunteering and outreach opportunities

CITY OF MENLO PARK

MOVING FORWARD

- We are now focusing on developing the 2026-27 LC work plan and vision for the “Library of the Future”
  - Any feedback or guidance from the City Council on how the Library Commission should focus its efforts would be appreciated
- The District 1 outreach subcommittee will continue its work
- Library Commission members look forward to continuing our support of libraries – the vibrant centers and builders of community for Menlo Park residents

- Thank you for your support!

THANK YOU

STAFF REPORT

Library Commission
Meeting Date: **7/20/2026**
Staff Report Number: **LC-2026-030**

Regular Business: **Recommend Library Commission 2026-27 work plan**

Recommendation

City staff recommends that the Library Commission (LC) recommend its work plan for the upcoming year 2026-27 (Attachment A). The current 2025-26 work plan is included for reference as Attachment B.

Policy Issues

City Council Policy CC-24-004 sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the Library Commission (Attachment C). 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's annual priorities. The plan, once finalized by a majority of the advisory body, will be formally presented to the City Council for direction and approval no later than Sept. 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 June 16, 2025 the Library Commission held a study session to update their work plan for 2025-26 (Attachment D).

On July 21, 2025 the Library Commission reviewed a draft update to its work plan for the year 2025-26 (Attachment E)

On Aug. 18, 2025 the Library Commission recommended their 2025-26 work plan (Attachment F).

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

On Oct. 20, 2025, the Library Commission received its approved work plan (Attachment H).

On June 15, 2026, the Library Commission held a study session on its work plan for 2026-27. (Attachment I)

Analysis

The Library Commission is tentatively scheduled to report out to the City Council on their current 2025-26 work plan on Aug. 11; and to recommend their new 2026-27 work plan to the City Council in September.

The Library Commission's current work plan for 2025-26 is provided for reference in Attachment B. The

current goals include:

1. Acting as an advisory body to the City Council and a forum for the public on 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
2. Maintain a 12-month schedule of planned Commission agenda items
3. 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".
4. 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.
5. 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.
6. 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

The LC suggested a number of edits to their current work plan during a study session discussion on June 15, 2026. Those edits are reflected in the draft work plan included as Attachment A.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

A. Library Commission work plan 2026-27 draft
B. Library Commission work plan, as approved by the City Council on Sept. 30, 2025 and received by the Library Commission on Oct. 20, 2025.
C. 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

D. Hyperlink – Library Commission agenda (item E-2), June 16, 2025. https://menlopark.gov//files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2025-meetings/agendas/20250616_lc_agenda_packet.pdf#=page29
E. Hyperlink – Library Commission agenda (item F-1), July 21, 2025. https://menlopark.gov//files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250721_lc_agenda_packet.pdf#=page43
F. Hyperlink – Library Commission agenda (item E-2), Aug. 18, 2025. https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=67
G. Hyperlink – City Council agenda (item K-1), Sept. 30, 2025. https://menlopark.gov//files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250930/k1-ab-work-plan.pdf
H. Hyperlink – Library Commission agenda (item E-2), Oct. 20, 2025. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251020_library-commission-agenda-packet.pdf#page=69
I. Hyperlink – Library Commission agenda (item D-2), June 15, 2025. https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fagendas-and-minutes%2Flibrary-commission%2F2026-meetings%2Fagendas%2F20260615_library-commission-agenda-packet.pdf&url_hash=ca157fe1e674278a23922e5d33cc2df2&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=7

Report prepared by:
Ashley Dixon, Management Analyst

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

Library Commission work plan

Library and Community Services Department
800 Alma Street, Menlo Park CA 94025
DRAFT July 20, 2026

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 affinity groups
   - 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 or resource needs for specific age groups or user groups, and advise to fill needs.
3. Support and advise library program development and operations at the Belle Haven Community Campus (BHCC) including:
   - Belle Haven Community History project
   - Makerspace programming and policies
   - Other policies that may be impacted by shared spaces at BHCC
4. 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.
5. Support and advise on potential service or resource gaps caused by expected residential development in Menlo Park:
   - benchmark potential service gaps for estimated increased population
   - benchmark resources needed for estimated increased population

Work plan history

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: **7/20/2026**
Staff Report Number: **LC-2026-031**

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

Recommendation

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

Policy Issues

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

Background

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

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

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

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

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

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

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

The ad-hoc subcommittee reported out on their activities at the April 20, 2026 LC meeting (Attachment H).

The ad-hoc subcommittee reported out on their activities at the April 20, 2026 LC meeting (Attachment I).

Analysis

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

Public Notice

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

Attachments

A. Hyperlink. Library Commission agenda, February 25, 2025, Item D-1: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250224_lc_agenda_packet.pdf
B. Hyperlink. Library Commission agenda, April 21, 2025, Item D-1: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=3
C. Hyperlink. Library Commission agenda, October 20, 2025, Item E-4: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251020_library-commission-agenda-packet.pdf
D. Hyperlink. Library Commission agenda, November 17, 2025, Item D-1: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117_lc_agenda_packet.pdf
E. Hyperlink. Library Commission agenda, January 26, 2026, Item C-3: https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2026-meetings/agendas/20260126_lc_agenda_packet.pdf
F. Hyperlink. Library Commission agenda, February 23, 2026, Item C-3. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260223-lc-agenda-packet.pdf
G. Hyperlink. Library Commission agenda, March 16, 2026, Item D-3. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260316_library-commission-agenda-packet.pdf
H. Hyperlink. Library Commission agenda, April 20, 2026, Item E-2. https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2026-meetings/agendas/20260420_lc-agenda-packet.pdf
I. Hyperlink. Library Commission agenda, June 15, 2026, Item E-2. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260615_library-commission-agenda-packet.pdf

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

STAFF REPORT

Library Commission
Meeting Date: **7/20/2026**
Staff Report Number: **LC-2026-032**

Informational Item: **Update on City of Menlo Park fiscal year 2026-27 adopted budget**

Recommendation
Staff recommends that the Library Commission review this informational report containing updates about the City of Menlo Park fiscal year 2026-27 adopted budget.

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 June 23, 2026 the City Council approved the City's fiscal year 2026-27 budget (Attachment A). Details for the approved budget, public hearing, budget workshop, presentation, principles, and the adopted budget for FY 2026-27 are available in Attachment B.

Analysis
Fiscal year 2026-27 adopted budget online (Attachment B)
The fiscal year 2026-27 online budget portal displays revenues and expenditures by financial categories (for example, salaries, benefits, supplies, contract services, maintenance, repairs, utilities, and so on). Financial information is presented by major functional area categories (for example, library, recreation, child care, and so on). Year-over-year comparisons are also available. The budget portal includes information on staffing levels, including full-time and temporary staff, as well as summaries of prior-year achievements, goals for the coming year, and a five-year Capital Improvement Plan, adopted annually by City Council as part of the budget.

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. June 23, 2026, City Council agenda Staff report #26-114-CC. https://docaccess.com/docviewer.html?url_hash=dd10fb71bd3dc577fa0bb7c5ca52ba89&domain=menlopark.gov
B. Hyperlink. Adopted budget FY 2026-27 online budget portal: www.menlopark.gov/budget

Report prepared by:
Ashley Dixon, Management Analyst

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

STAFF REPORT

Library Commission
Meeting Date: **7/20/2026**
Staff Report Number: **LC-2026-033**

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.

Analysis

June 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 June 2026 are provided in Attachment A.

Library Adventure at Belle Haven Library

Library Adventure is an annual scavenger hunt held at each of the City of Menlo Park's library locations. The scavenger hunt is designed to help young visitors become familiar with the library's layout, services, and book offerings. Each year, the scavenger hunt is centered around a new theme. This year's theme is Adventure in Oz. Two levels of hunt difficulty are offered. Participants can choose whichever difficulty level they feel comfortable with, or they can try both hunts. Participants can earn prizes for each completed scavenger hunt.

Menlo Park Library at 800 Alma St held its Library Adventure scavenger hunt in January of this year. Belle Haven Library's Library Adventure was held on Wednesday, July 15. Approximately 130 attendees participated in the Belle Haven Library Adventure scavenger hunt. Feedback on the event was positive, with attendees praising the wand-making activity station.

Library Adventure receives funding support from the Friends of the Menlo Park Library.

New nationwide and statewide library statistics released

The Institute of Museum and Library Services (IMLS) is a nationwide organization dedicated to advancing, supporting, and empowering America's museums, libraries, and related organizations through grantmaking, research, and policy development. One way IMLS does this is by collecting and disseminating national and state library data. City libraries, such as Menlo Park's, can then use IMLS's data as a resource for comparisons and data-driven decision-making. Recently, IMLS provided the following data and survey results:

- Nationwide library data and statistics:
  - The national FY 2024 Public Libraries Survey data files and documentation (Attachment B)
  - Public Library Trends Between FY 2018 and FY 2023: From Pandemic Disruption to Steady Recovery" (Attachment C)
- California library data and statistics:
  - FY 2024-25 California Public Libraries Survey (Attachment D)
  - FY 2024-25 Public Library Local Income Per Capita (Attachment E)

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. June 2026 statistics
B. Hyperlink. FY 2024 Public Libraries Survey data filed and documentation web page. https://www.imls.gov/research-evaluation/surveys/public-libraries-survey-pls
C. Hyperlink. Public Library Trends Between FY 2018 and FY 2023: From Pandemic Disruption to Steady Recovery web page. https://www.imls.gov/sites/default/files/2026-05/FY2023-Research-Brief-508_05132026.pdf
D. Hyperlink. FY 2024-25 California Pubic Libraries Survey web page. https://ca.countingopinions.com/index.php?page_id=3
E. Hyperlink. FY 2024-25 Public Library Local Income Per Capita web page. https://www.library.ca.gov/services/to-libraries/statistics/#tools-and-data-for-and-about-california-public-libraries

Report prepared by:
Ashley Dixon, Management Analyst

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

ATTACHMENT A

Table 1. Library items circulated

Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
800 Alma St.	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332
100 Terminal Ave.*	2366	2,286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292
eBooks	9410	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	*
eAudio	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672
eVideo	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281	1,322	1,327
eSerials	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	*
Total online / digital	18,958	16,604	21,336	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	*

*At the time of this report totals were not yet available

Table 2. Library cards

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
New cards issued - MP residents	198	216	235	171	186	167	137	216	166	183	190	178	226
Total cardholders - MP residents	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863

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

Table 3. Library patron questions answered

Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
800 Alma St.	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378
100 Terminal Ave.*	509	497	464	517	413	315	395	378	346	309	365	344	404

Table 4. Library holds filled (item requests)

Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Incoming holds - 800 Alma St	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137
Outgoing holds - 800 Alma St	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838
Incoming holds - 100 Terminal Ave.*	200	157	182	129	165	131	110	200	110	188	196	629	173
Outgoing holds - 100 Terminal Ave.*	305	266	304	273	357	382	368	440	391	429	361	372	440

Table 5. Library foot traffic (gate count)

Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
800 Alma St.	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486
100 Terminal Ave. (All-ages library)	2539	2585	2,268	2,736	2,480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340
100 Terminal Ave. (Children's library)	-	-	892	686	758	820	703	978	1,001	1,040	2,258	2,441	2,685

Table 6. Library program attendance and room usage

Location*	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Total attendance - 800 Alma St.	1,112	1,609	1551	985	882	737	761	1204	903	956	1,167	1,040	1,191
# of programs - 800 Alma St.	42	36	38	37	38	33	31	37	34	33	36	37	39
Total attendance - 100 Terminal Ave.*	355	407	540	373	309	164	216	514	283	392	298	336	406
# of programs - 100 Terminal Ave.*	26	33	26	25	28	29	27	29	28	28	28	30	29
Conference Room - available hours	-	-	217	217	217	217	217	217	217	209	217	209	240
Conference Room - reserved hours	-	-	16.5	21	24	26.3	23	19	18	22	34	38	32
Conference Room - utilization %	-	-	8%	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%
Tutor Room - available hours	-	-	217	217	217	217	217	217	217	209	217	209	240
Tutor Room - reserved hours	-	-	50	58	70	51	40	56.5	46	45	44	52	49
Tutor Room - utilization %	-	-	23%	26%	32%	24%	18%	26%	21%	22%	20%	25%	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

Table 7. Belle Haven Child Development Center (Preschool)	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Students ages 3-5	56	47	45	45	47	49	49	50	59	62	66	67	67
Special needs students	-	1	3	2	2	2	2	2	2	2	1	1	1
English second language students	-	37	34	37	37	38	38	39	48	52	57	59	59
Meals and snacks served	-	3102	2,024	2,112	2,438	1,865	1,900	1,900	1,500	3,276	4,000	4,020	4,020
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	13,065	14,372

Table 8. Menlo Children's Center (Preschool)	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Students ages 18 mo - 2 years	-	7	4	5	5	5	1	1	3	3	3	3	1
Students ages 2 - 3 years	-	11	16	17	18	18	17	17	19	19	20	18	16
Students ages 3 - kindergarten	-	23	23	22	22	22	23	24	24	28	36	36	35
Total enrollment	44	43	43	44	45	45	41	42	46	50	59	59	52
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	9,158	9,383

Table 9. Menlo Children's Center (After school)	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Kindergarten	-	-	9	10	10	10	10	11	11	11	11	11	10
Students grades 1st - 5th	-	-	32	33	33	33	33	34	31	31	31	31	33
Summer camp enrollment	-	63	30	0	0		0	0	0	0	0	0	29
Total enrollment	27	63	71	43	43	43	43	45	42	42	42	42	72
Total hours of education and care provided*	-	5985	3,937	2,316	3,142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005

Table 10. Belle Haven Youth Center (After school)	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Transitional kindergarten	-	0	0	5	5	5	5	5	5	5	5	5	0
Kindergarten	-	4	4	6	6	6	6	6	6	6	6	6	4
Students grades 1 st - 5th	-	29	29	56	56	56	56	56	56	56	56	54	32
Summer Camp enrollment	-	52	54	0	0	0	0	0	0	0	0	0	0
Total enrollment	122	85	85	67	67	67	67	67	67	67	67	65	32
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	4,940	1,888

*all hours total for all students

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

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Lunches served	*	970	985	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097
Grocery boxes distributed	213	460	485	476	511	214	248	532	512	579	508	498	526
Senior shuttle trips	1,234	816	784	702	702	620	616	620	630	662	672	518	372
Special event attendance	100	80	80	90	101	0	87	0	80	0	0	0	0

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, martial arts, or health	-	114	114	83	107	107	107	119	120	105	295	317	146
Arts and crafts or technology	-	60	61	66	70	64	64	68	78	65	82	94	49
Dance, music, or performing arts	-	38	38	47	59	45	57	79	77	77	83	75	55
Languages or other literary arts	-	55	55	56	74	63	56	54	63	64	61	70	48
Other	-	11	11	12	9	19	19	5	5	8	9	10	9
Enrollment - non-residents	-	121	121	119	145	138	138	144	150	140	86	87	90
Enrollment - residents	-	157	158	145	174	172	172	181	178	179	105	109	125
Enrollment - Total	-	278	279	264	319	310	310	325	328	319	191	196	215
Total classes offered	-	19	19	19	21	21	21	20	21	19	21	21	18

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, martial arts, or health	-	64	64	75	118	118	118	110	106	113	96	100	61
Arts and crafts or technology	-	0	0	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	27	29
Languages or other literary arts	-	27	27	33	33	33	33	35	35	35	51	50	51
Other	-	-	-	-	-	-	-	-	4	4	0	0	0
Enrollment - non-residents	-	27	27	66	69	68	68	65	65	65	93	87	55
Enrollment - residents	-	92	92	92	120	120	120	113	113	122	77	90	86
Enrollment - Total	-	119	119	158	189	188	188	178	178	187	170	177	141
Total classes offered	-	4	4	5	5	5	5	7	7	7	5	5	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.)

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Residents	-	14	9	11	6	8	5	6	11	13	11	10	12
Non-residents	-	19	35	33	22	20	15	23	24	27	28	25	25
Instructor usage (in hours)	-	1,068	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200	1,200	870
Cypress Room - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Cypress Room - reserved hours	-	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21
Cypress Room - utilization %	-	24%	10%	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%
Juniper Room - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Juniper Roon - reserved hours	-	168.33	132	262	287	190.33	138	127	122	161.5	176	189	122
Juniper Room - utilization %	-	46%	36%	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%
Maple Room - available hours	-	363	363	350	361	338	361	364	322	348	348	331	348
Maple Room - reserved hours	-	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123
Maple Room - utilization %	-	43%	25%	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%
Oak Room - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Oak Room - reserved hours	-	54	11	73.25	61	56.27	27	43	51	53	83	57	34
Oak Room - utilization %	-	15%	3%	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%
Oak Patio - available hours	-	363	363	350	361	338	361	364	322	348	348	351	348
Oak Patio - reserved hours	-	0	0	0	5	0	3	0	0	6.5	0	10	9
Oak Patio - utilization %	-	0%	0%	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%
Sequoia Room - available hours	-	363	363	332	345	318	345	344	306	332	332	331	332
Sequoia Room - reserved hours	-	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74
Sequoia Room - utilization %	-	17%	25%	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%
Sequoia Patio - available hours	-	363	363	332	345	318	345	364	306	348	348	331	332
Sequoia Patio - reserved hours	-	0	30	20.75	0	5.3	0	5	26	4	5	29	11
Sequoia Patio - utilization %	-	0%	8%	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%
Willow Room - available hours	-	363	363	372	384	358	384	386	342	370	370	372	370
Willow Room - reserved hours	-	138	66	114	138	358	384	386	342	370	370	126	102
Willow Room - utilization %	-	38%	18%	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Residents	-	100	32	28	38	40	39	40	40	38	30	40	40
Non-residents	-	20	30	28	11	10	18	7	10	14	6	6	32
Instructor usage (in hours)	-	37	80	80	80	120	24	24	32	32	32	16	16
Court #1 - available hours	-	517	515	500	500	498	517	517	517	515	500	515	500
Court #1 - reserved hours	-	122.5	113	235	357.2	364	355.75	425	482	499.58	461	422	422
Court #1 - utilization %	-	24%	22%	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%
Court #2 - available hours	-	517	515	500	500	498	517	517	517	515	500	515	500
Court #2 - reserved hours	-	128	119	248	147.5	319	453.5	439	482	499.58	461	461	422
Court #2 - utilization %	-	28%	23%	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Residents	-	4	8	6	6	14	15	6	11	11	7	8	4
Non-Residents	-	0	0	1	0	0	0	2	6	5	3	2	2
Makerspace - available hours	-	328	248	240	248	240	248	248	224	224	240	248	240
Makerspace - reserved hours	-	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5
Makerspace - utilization %	-	21%	19%	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%
Event Hall - available hours	-	304	364	335	348	325	348	350	310	310	335	217.5	335
Event Hall - reserved hours	-	220.5	196.5	218	257.5	176.5	218	176.5	181	181	198	140	255
Event Hall - utilization %	-	73%	54%	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%
Movement Studio - available hours	-	304	364	364	378	350	378	378	336	336	364	364	364
Movement Studio - reserved hours	-	80	39	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75
Movement Studio - utilization %	-	26%	11%	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%
Flex Classroom - available hours	-	304	364	364	378	350	378	378	336	336	364	364	364
Flex Classroom - reserved hours	-	17	11.5	25	21	24.5	17.5	27.5	27	27	28	31	18.25
Flex Classroom - utilization %	-	6%	3%	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%
Gymnasium - available hours	-	-	378	289	291	303	277.5	303	306	268	291	289	291
Gymnasium - reserved hours	-	-	209	203	231	240	214	223	304.5	268	318	310	222.75
Gymnasium - utilization %	-	-	81%	70%	79%	79%	77%	73%	101%	100%	109%	107%	77%

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, martial arts, or health	-	197	101	296	305	316	312	284	296	296	342	288	313
Sports	-	-	-	-	-	-	-	-	-	-	-	-	
Arts and crafts or technology	-	54	47	7	19	19	19	12	12	12	5	5	0
Dance, music, or performing arts	-	130	236	337	348	348	272	304	314	307	313	317	143
Language and literary arts	-	27	27	58	40	40	33	35	35	35	51	50	51
Other	-	173	363	59	111	70	104	55	55	51	106	105	68
Enrollment - non-residents	-	175	307	188	217	204	176	165	175	185	230	144	179
Enrollment - residents	-	506	467	569	606	589	564	525	537	516	587	621	397
Enrollment - Total	-	681	774	757	823	793	740	690	712	701	817	765	575
Total classes offered	-	68	63	62	78	73	65	73	73	74	80	80	47
# of instructors	-	33	33	28	32	31	32	28	26	26	26	26	18

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

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Enrollment - Basketball	-	6	27	35	31	99	33	47	81	83	32	0	0
Enrollment - Volleyball	-	72	102	82	81	81	81	81	87	88	96	96	67
Enrollment - Youth mixed activity sports camp	-	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	-	56	74	59	27	98	98	77	95	97	99	74	54
Enrollment - residents	-	16	55	58	85	82	50	51	73	74	29	22	13
Enrollment - Total	-	78	129	117	112	180	64	128	168	171	128	96	67
Total classes offered	-	5	7	0	7	15	5	5	7	8	5	2	2
# of instructors	-	2	2	2	2	2	2	2	2	2	2	1	1
Drop-in basketball visits	-	206	171	194	190	525	233	270	404	263	236	256	88
Drop-in volleyball visits	-	394	287	415	433	646	412	436	626	358	264	307	266
Leagues – individual registrations	-	56	0	14	0	0	3	3	0	0	0	0	13
Leagues – team registrations	-	14	0	31	50	128	10	0	23	3	0	0	29

Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Fitness, yoga, and health	-	80	80	66	104	104	105	69	75	75	64	64	93
Sports	-	-	-	-	-	-	-	-	-	-	46	47	88
Arts and crafts and technology	-	41	41	41	30	30	30	71	71	71	70	70	85
Dance, music, or performing arts	-	15	15	47	40	40	40	18	12	12	37	35	48
Language and literary arts	-	13	13	31	35	36	36	24	24	24	23	24	46
Other	-	-	-		7	0.07	8	6	6	6	39	40	30
Enrollment - non-residents	-	10	10	16	17	17	17	14	16	16	73	71	87
Enrollment - residents	-	139	139	169	201	207	208	174	186	186	208	210	302
Enrollment - Total	-	149	149	185	218	224	225	188	202	202	281	281	390
Total classes offered	-	15	15	22	22	23	23	24	24	24	31	31	42
# of instructors	-	9	9	11	12	13	13	13	13	13	13	13	15
Drop-in basketball visits	-	29*	167	192	215	252	272	272	160	233	200	313	135
Drop-in volleyball visits	-	*	10	50	65	6	31	31	16	8	64	37	51
Drop-in Fitness Center	-	542	720	659	620	522	550	364	572	541	516	510	518

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Gymnastics enrollment	-	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1300	952
Aerial Silks enrollment	-	49	43	58	59	55	55	0	0	53	24	24	20
Enrollment - non-residents	-	287	282	342	343	359	293	*		338	309	301	256
Enrollment - residents	-	628	605	815	811	859	944	*		944	949	949	696
Enrollment - Total	-	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972
Total classes offered	-	119	119	120	120	120	120	*		120	120	120	111
# of instructors	-	2	2	2	2	2	2	0	0	2	1	1	1

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

Table 21. Picnic Rentals

Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 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	2,232	2,880
Burgess Park picnic area - reserved hours	-	74.5	97	195	148	86	14.5	38	35	87	171	193.5	218.25
Burgess Park picnic area - utilization %	-	2%	3%	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%
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	2,232	2,100
Nealon Park picnic area - reserved hours	-	90	108	130	78	56	20	31	44	107	100	45	200.25
Nealon Park picnic area - utilization %	-	4%	6%	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%

Table 22. Park Rentals

Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Bedwell-Bayfront Park - available hours	-	434	434	420	434	420	434	434	410	434	434	434	434
Bedwell-Bayfront Park - reserved hours	-	12	12	60	36	12	0	12	0	0	0	12	0
Bedwell-Bayfront Park - utilization %	-	0.0276	0.03	0.14	0.08	0.03	0%	3%	0%	0%	0%	3%	0%
Sharon Park - available hours	-	434	434	420	372	420	420	420	410	420	420	434	434
Sharon Park - reserved hours	-	0	0	0	12	0	0	0	0	0	0	0	0
Sharon Park - utilization %	-	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%

Table 23. Athletic Field Rentals

Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 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	2,976	1,080
Burgess Park - reserved hours	-	2,976	1,206	561	540	195	1	69	299	767	1,306	689	268
Burgess Park - utilization %	-	72%	35%	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%
Hillview School - available hours	-	744	744	720	744	720	744	744	672	744	720	744	720
Hillview School - reserved hours	-	478.5	202	132	153	142	85	79	107	239	229	262	17
Hillview School - utilization %	-	64%	27%	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%
Jack Lyle Park - available hours	-	Closed	744	720	744	720	744	744	672	744	720	744	720
Jack Lyle Park - reserved hours	-	Closed	197	246	182	92	10.5	8	66	234	181	185	42.5
Jack Lyle Park - utilization %	-	Closed	26%	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%
Kelly Park - available hours	-	868	868	840	868	840	868	868	784	868	840	868	720
Kelly Park - reserved hours	-	243	240	321	310	236	158	206	185	179	317	337	21
Kelly Park - utilization %	-	28%	28%	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%
La Entrada School - available hours	-	Closed	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520	2,232	2,232
La Entrada School - reserved hours	-	Closed	240	31.5	31.5	12	0	0	26	126	90	130	109.5
La Entrada School - utilization %	-	Closed	8%	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%
Nealon Park - available hours	-	Closed	1,302	840	868	420	434	434	392	434	420	434	420
Nealon Park - reserved hours	-	Closed	73	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5
Nealon Park - utilization %	-	Closed	6%	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%
Oak Knoll School - available hours	-	Closed	744	360	372	420	434	434	336	372	360	372	360
Oak Knoll School - reserved hours	-	Closed	106	27	24	0	0	0	16	64	36	62	12
Oak Knoll School - utilization %	-	Closed	14%	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%
Willow Oaks Park - available hours	-	Closed	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440	1,488	1,440
Willow Oaks Park - reserved hours	-	Closed	239	120	110	29	18	19.5	83.5	229	181	194	137

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

Willow Oaks Park - utilization %	-	Closed	16%	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%
Total available hours	-	5,754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540	9,858	7,692
Total reserved hours	-	3,698	2,503	1,573	1,501	778	323	525	824	1,945	2,476	1,970	697
Total field utilization %	-	64%	20%	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%

Table 24. Tennis and Pickleball Court Rentals

Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Burgess Park - Tennis Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Burgess Park - Tennis Court #1 reserved hours	-	174	184	205	181	149	103	163	141	210	140	198	205
Burgess Park - Tennis Court #1 utilization %	-	40%	42%	48%	42%	35%	24%	38%	35%	48%	33%	48%	49%
Kelly Park - Pickleball Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Kelly Park - Pickleball Court #1 reserved hours	-	21	45	47	48	41	16	30	12	33	33	32	34
Kelly Park - Pickleball Court #1 utilization %	-	5%	10%	11%	10%	10%	4%	6%	3%	7%	8%	7%	8%
Kelly Pickleball Court #2 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Kelly Pickleball Court #2 reserved hours	-	5	21	14	27	11	10	14	5	18	24	25	16
Kelly Park - Pickleball Court #2 utilization %	-	1%	5%	3%	6%	2%	2%	2%	1%	4%	6%	5%	4%
Kelly Park - Tennis Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Kelly Park - Tennis Court #1 reserved hours	-	51	77	133	143	117	109	128	94	145	134	209	148
Kelly Park - Tennis Court #1 utilization %	-	11%	18%	32%	33%	28%	25%	38%	24%	33%	32%	48%	35%
Nealon Park - Tennis Court #1 available hours	-	434	434	420	434	420	434	434	392	434	420	434	330
Nealon Park - Tennis Court #1 reserved hours	-	172	161	204	220	197	151	197	186	249	237	233	178
Nealon Park - Tennis Court #1 utilization %	-	40%	37%	49%	50%	42%	35%	45%	47%	57%	56%	53%	54%
Nealon Park - Tennis Court #2 available hours	-	434	434	420	434	420	434	434	392	434	420	434	330
Nealon Park - Tennis Court #2 reserved hours	-	164	163	193	173	150	89	135	166	208	207	214	159.25
Nealon Park - Tennis Court #2 utilization %	-	38%	38%	46%	40%	36%	21%	31%	42%	48%	49%	62%	48%
Willow Oaks - Tennis Court #3 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Willow Oaks - Tennis Court #3 reserved hours	-	120.75	112	192	170	148	116	136.75	152	204	163	194	166
Willow Oaks - Tennis Court #3 utlization %	-	28%	26%	46%	39%	35%	27%	31%	38%	47%	39%	45%	39%
Willow Oaks - Tennis Court #4 available hours	-	434	434	420	434	420	434	434	392	434	420	434	420
Willow Oaks - Tennis Court #4 reserved hours	-	99	142	194	170	150	131	174	132	220	206	237	210
Willow Oaks - Tennis Court #4 utilization %	-	23%	33%	46%	39%	36%	30%	40%	33%	51%	49%	54%	50%

Table 25. Tennis and Pickleball Classes

Location	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Youth tennis enrollment	-	21	23	47	48	67	63	86	53	51	61	60	29
Adult tennis enrollment	-	6	7	24	28	31	23	23	21	21	18	18	11
Tennis enrollment - resident		21	27	63	67	82	73	73	63	62	68	67	30
Tennis enrollment - non-resident			6	3	8	9	16	13	13	10	11	11	10
Tennis enrollment total			27	30	72	76	98	86	86	72	79	78	40

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

Table 26. Recreation client accounts	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
New recreation client accounts	501	459	937	502	347	402	806	488	416	1,338	546	637	472
Total recreation client accounts	17,287	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634
Hyperlocal client accounts	1,682	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459

Table 27. Web page views	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
/Library	4,390	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433
/ActivityGuide	4,872	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113

*At the time of this report totals were not yet available

Table 28. Newsletter engagement	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
Newsletters sent	4	4	5	4	4	4	3	4	4	4	4	5	4
Average recipients per newsletter	24,602	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016
Total recipients (excludes bounces, etc.)	91,739	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064
Total newsletter clicks	2,389	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808
Total newsletter unique clicks	1,200	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792
Total newsletter opens	69,913	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448
Total unique opens	44,582	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715
% open rate (monthly average)	71%	70%	71%	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%
% unique opens rate (monthly average)	45%	45%	46%	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%
Unsubscribes Monthly Total	139	128	207	296	242	209	148	212	118	152	163	213	166
% Unsubscribes - Monthly Average	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%
Email Bounces - Monthly Total	2,192	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647

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

Table 29. Large-scale community event attendance

	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	-	310	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	-	-	225	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	-	-	3100	-	-	-
Juneteenth Celebration	310	-	-	-	-	-	-	-	-	-	-	-	322
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	-	-	-	-	-	-	-	-	-	-
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
July 20, 2026

AGENDA ITEM E-3

MEETING DATE*	TENTATIVE AGENDA TOPICS**
March 16, 2026	• Ad-hoc subcommittee updates on "Library of the Future" and near-term improvements • Ad-hoc subcommittee District 1 library outreach report out • Library and Community Services department financial overview – Library • City of Menlo Park fiscal year 2026-27 budget process and timeline
April 20, 2026	• **Commission Annual Attendance Report** • **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	• 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	• **New Chair begins term** • **Onboarding new LC members** • **Study session: LC work plan for coming year** • City of Menlo Park fiscal year 2026-27 budget process and timeline • Subcommittee report – LC work plan report out to Council • June 29 Commissioner training
July 20, 2026	• **Study session: Update LC work plan for coming year** • Recommend LC work plan 2025-26 report out to City Council • Ad-hoc subcommittee District 1 library outreach report out • Fiscal year 2026-27 adopted budget update
August 17, 2026	• **Chair gives City Council LC prior year work plan progress report (August 11)** • **Recommend LC work plan for coming year**
September 21, 2026 At BHCC	• **City Council approval of LC work plan for coming year** • Subcommittee work for the coming year
October 19, 2026	•
November 16, 2026	• **Approve schedule of LC meetings for following calendar year**
December 21, 2026 (Joint meeting w/ PRC) At BHCC	• **Year in review** • **Open house / social**
Standing/ recurring agenda items (typically every meeting)	• Approve previous meeting's minutes • Department statistics • Tentative agenda calendar • Updates from staff • Commissioner reports
Unscheduled future items	• 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)