Library Commission

REGULAR MEETING AGENDA

Date: 8/17/2026
Time: 6:30 p.m.
Locations: Zoom.us/join – ID# 882 0971 1131 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

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

How to participate in the meeting:

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

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

Regular Session

A. Call To Order

B. Roll Call

C. Public Comment

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

D. Regular Business

D1. Approve the minutes from the July 20, 2026 Library Commission meeting (Attachment)

D2. Recommend Library Commission 2026-27 work plan (Staff Report LC-2026-034)

D3. Report out from ad hoc subcommittee on District 1 library outreach (Staff Report LC-2026-035)

E. Informational Items

E1. Library and Community Services Department updates and statistics (Staff Report LC-2026-036)

E2. Work plan milestones and deliverables calendar (Staff Report LC-2026-037)

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.

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CITY OF MENLO PARK

REGULAR MEETING MINUTES – DRAFT

Date: **7/20/2026**
Time: **6:30 p.m.**
Location: **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 6:35 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Sisbot, Westcott, Yule
Absent: Shafer
Staff: Library and Community Services (LCS) Director Nick Szegda, LCS Supervisor Rose Waldman, Management Analyst Ashley Dixon

C. Public Comment

None.

D. Regular Business

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

ACTION: Motion and second (Sisbot/ Orton), to approve the minutes from the June 15, 2026 meeting, passed 6-0-1, (Shafer absent).

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

The Commission discussed edits and photos.

ACTION: Motion and second (Westcott/ Yule), to recommend the report out on 2025-26 Library Commission work plan with Chair Westcott having approval of the final draft, passed 6-0-1, (Shafer absent).

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

The Commission discussed edits to the work plan and will review an updated draft at their August meeting.

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

The subcommittee reported out on collaboration and event support with Friends of the Menlo Park Library, the library website, Belle Haven Library and program signage.

E. Informational Items

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

Director Szegda introduced the item.

The Commission received clarification on the adopted budget.

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

E3. Tentative agenda calendar (Attachment)

The Commission discussed a calendar to track progress on its work plan items.

F. Commission Reports

F1. Individual Commissioner reports

Commissioner Crockett reported out on Friends of the Menlo Park Library volunteers.

Commissioner Orton reported out on Library Foundation recruitment.

Commissioner Abdulla reported out on the Library Adventure event.

G. Adjournment

Chair Westcott adjourned the meeting at 8:07 p.m.

Management Analyst Ashley Dixon

STAFF REPORT

Library Commission
Meeting Date: **8/17/2026**
Staff Report Number: **LC-2026-034**

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 its 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)

On July 20, 2026, the Library Commission edited its work plan for 2026-27 and agreed to bring it back for further discussion at the August 17, 2026 meeting. (Attachment J)

Analysis

The Library Commission is tentatively scheduled to report out to the City Council on their current 2025-26

work plan on Aug. 25; 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, 2026. 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
J. Hyperlink – Library Commission agenda (item D-3), July 20, 2026. 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%2F20260720_lc-agenda-packet.pdf&url_hash=d34ca628a8737d6ed651b674fe171710&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=39

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 August 17, 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 existing library programs and services, identify 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
    - Report on analysis and recommendations on District 1 outreach
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. In light of expected residential development in Menlo Park, support and advise on potential future service or resource gaps:
    - 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: **8/17/2026**
Staff Report Number: **LC-2026-035**

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 June 15, 2026 LC meeting (Attachment I).

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

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
J. Hyperlink. Library Commission agend, July 20, 2026, Item D-4. 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%2F20260720_lc-agenda-packet.pdf&url_hash=d34ca628a8737d6ed651b674fe171710&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=44

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

STAFF REPORT

Library Commission
Meeting Date: **8/17/2026**
Staff Report Number: **LC-2026-036**

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

July 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 July 2026 are provided in Attachment A.

Suggestion box comments and responses (Attachment B)

LCS collects public feedback through physical suggestion boxes in public facilities and an electronic feedback form. A compilation of recent comments, along with responses prepared by City staff, is provided in Attachment B.

Bay Area Discovery Museum Try It Truck

On Tuesday, Aug. 11, from noon – 2 p.m., the Bay Area Discovery Museum Try It Truck visited Menlo Park's young scientists (children from transitional kindergarten through fifth grade) on the Menlo Park Library Lawn. Visitors learned about STEM problem-solving as they moved through a variety of design challenge stations. The event was well attended with approximately 122 visitors. This event received funding support from Friends of Menlo Park Library.

Summer Puppetry Festival

The City of Menlo Park libraries held the 9th Annual Summer Puppetry Festival with a series of free community programs starting on June 15. The series celebrated puppetry in its many forms, featuring

puppet shows and related events that showcase beloved performers and styles from throughout the Bay Area and beyond. Performances and approximate attendance counts are available in Table 1. The program series received funding support from the Friends of the Menlo Park Library.

Table 1.

Date	Event	Location	Attendance
June 15	The Science and Psychology of Muppet Design	Menlo Park Library	50
June 28	Pop and Go Puppets	Belle Haven Library	83
July 9	The Puppet Company	Menlo Park Library	229
July 18	Shadow Puppet Workshop	Belle Haven Library	9
July 26	Fratello Marionettes	Belle Haven Library	78
July 30	Puppet Art Theater	Belle Haven Library	190
Aug. 12	Meet Mallory Lewis	Zoom and library screenings	*
Aug. 23	Possibly Puppets	Belle Haven Library	*
Aug. 26	Film screening: Shari and Lamb Chop	Menlo Park Library	*
Total			639

*Not available at the time of this report

Vehicle Licensing Fee Funding

The City of Menlo Park recently learned that the State of California is reducing San Mateo County's Vehicle License Fee (VLF) backfill allocation for fiscal year 2025-26 by $101 million, increasing San Mateo County's total funding shortfall to $226 million. The five-year forecast of the City's total share of the County's VLF funding shortfall could materialize as an additional $5.2 million revenue shortfall if no legislative solution is implemented.

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. July 2026 statistics
B. Suggestion box comments and responses

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*	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**	**Mar. 2026**	**Apr. 2026**	**May 2026**	**Jun. 2026**	**Jul. 2026**
800 Alma St.	35,148	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332	30,671
100 Terminal Ave.*	2286	2,192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292	2,372
eBooks	10,546	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	9,486	*
eAudio	6,254	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672	7,129
eVideo	1,531	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281	1,322	1,327	1,383
eSerials	1,983	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	4,475	*
Total online / digital	16,604	21,336	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	21,960	8,512

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

Table 2. Library cards													
	Jul. 2025	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**	**Mar. 2026**	**Apr. 2026**	**May 2026**	**Jun. 2026**	**Jul. 2026**
New cards issued - MP residents	216	235	171	186	167	137	216	166	183	190	178	226	249
Total cardholders - MP residents	24,652	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863	16,045

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

Table 3. Library patron questions answered													
Location*	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**	**Mar. 2026**	**Apr. 2026**	**May 2026**	**Jun. 2026**	**Jul. 2026**
800 Alma St.	3,776	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378	3,499
100 Terminal Ave.*	497	464	517	413	315	395	378	346	309	365	344	404	358

Table 4. Library holds filled (item requests)													
Location*	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**	**Mar. 2026**	**Apr. 2026**	**May 2026**	**Jun. 2026**	**Jul. 2026**
Incoming holds - 800 Alma St	4,070	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137	3,952
Outgoing holds - 800 Alma St	2,996	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838	2,795
Incoming holds - 100 Terminal Ave.*	157	182	129	165	131	110	200	110	188	196	629	173	223
Outgoing holds - 100 Terminal Ave.*	266	304	273	357	382	368	440	391	429	361	372	440	348

Table 5. Library foot traffic (gate count)													
Location*	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**	**Mar. 2026**	**Apr. 2026**	**May 2026**	**Jun. 2026**	**Jul. 2026**
800 Alma St.	13,228	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486	21,258
100 Terminal Ave. (All-ages library)	2585	2268	2,736	2,480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340	2,643
100 Terminal Ave. (Children's library)	-	892	686	758	820	703	978	1,001	1,040	2,258	2,441	2,685	2,997

Table 6. Library program attendance and room usage													
Location*	**Jul. 2025**	**Aug. 2025**	**Sep. 2025**	**Oct. 2025**	**Nov. 2025**	**Dec. 2025**	**Jan. 2026**	**Feb. 2026**	**Mar. 2026**	**Apr. 2026**	**May 2026**	**Jun. 2026**	**Jul. 2026**
Total attendance - 800 Alma St.	1,609	1,551	985	882	737	761	1204	903	956	1,167	1,040	1,191	1,433
# of programs - 800 Alma St.	36	38	37	38	33	31	37	34	33	36	37	39	30
Total attendance - 100 Terminal Ave.*	407	540	373	309	164	216	514	283	392	298	336	406	434
# of programs - 100 Terminal Ave.*	33	26	25	28	29	27	29	28	28	28	30	29	23
Conference Room - available hours	-	217	217	217	217	217	217	217	209	217	209	240	232
Conference Room - reserved hours	-	16.5	21	24	26.3	23	19	18	22	34	38	32	37.5
Conference Room - utilization %	-	8%	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%	16%
Tutor Room - available hours	-	217	217	217	217	217	217	217	209	217	209	240	232
Tutor Room - reserved hours	-	50	58	70	51	40	57	46	45	44	52	49	70
Tutor Room - utilization %	-	23%	26%	32%	24%	18%	26%	21%	22%	20%	25%	20%	30%

*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)

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Students ages 3-5	47	45	45	47	49	49	50	59	62	66	67	67	52
Special needs students	1	3	2	2	2	2	2	2	2	1	1	1	1
English second language students	37	34	37	37	38	38	39	48	52	57	59	59	43
Meals and snacks served	3102	2024	2,112	2,438	1,865	1,900	1,900	1,500	3,276	3,286	2,947	2,861	2,000
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	11,154

Table 8. Menlo Children's Center (Preschool)

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Students ages 18 mo - 2 years	7	4	5	5	5	1	1	3	3	3	3	1	1
Students ages 2 - 3 years	11	16	17	18	18	17	17	19	19	20	18	16	15
Students ages 3 - kindergarten	23	23	22	22	22	23	24	24	28	36	36	35	33
Total enrollment	43	43	44	45	45	41	42	46	50	59	59	52	49
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	10,780

Table 9. Menlo Children's Center (After school)

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 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	94
Total enrollment	63	71	43	43	43	43	45	42	42	42	42	72	94
Total hours of education and care provided*	5985	3936.5	2,316	3,142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005	*

*Not available at the time of this report

Table 10. Belle Haven Youth Center (After school)

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Transitional kindergarten	0	0	5	5	5	5	5	5	5	5	5	0	0
Kindergarten	4	4	6	6	6	6	6	6	6	6	6	4	4
Students grades 1 st - 5th	29	29	56	56	56	56	56	56	56	56	54	32	30
Summer Camp enrollment	52	54	0	0	0	0	0	0	0	0	0	0	44
Total enrollment	85	85	67	67	67	67	67	67	67	67	65	32	78
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	10,540

*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.)

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Lunches served	970	985	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097	1,124
Grocery boxes distributed	460	485	476	511	214	248	532	512	579	508	498	526	454
Senior shuttle trips	816	784	702	702	620	616	620	630	662	672	518	372	440
Special event attendance	80	80	90	101	0	87	0	80	0	0	0	0	0

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Fitness, yoga, martial arts, or health	114	114	83	107	107	107	119	120	105	295	317	146	215
Arts and crafts or technology	60	61	66	70	64	64	68	78	65	82	94	49	27
Dance, music, or performing arts	38	38	47	59	45	57	79	77	77	83	75	55	92
Languages or other literary arts	55	55	56	74	63	56	54	63	64	61	70	48	54
Other	11	11	12	9	19	19	5	5	8	9	10	9	9
Enrollment - non-residents	121	121	119	145	138	138	144	150	140	86	87	90	96
Enrollment - residents	157	158	145	174	172	172	181	178	179	105	109	125	125
Enrollment - Total	278	279	264	319	310	310	325	328	319	191	196	215	224
Total classes offered	19	19	19	21	21	21	20	21	19	21	21	18	19

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Fitness, yoga, martial arts, or health	64	64	75	118	118	118	110	106	113	96	100	61	60
Arts and crafts or technology	0	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	29
Languages or other literary arts	27	27	33	33	33	33	35	35	35	51	50	51	52
Other	-	-	-	-	-	-	-	4	4	0	0	0	0
Enrollment - non-residents	27	27	66	69	68	68	65	65	65	93	87	55	55
Enrollment - residents	92	92	92	120	120	120	113	113	122	77	90	86	86
Enrollment - Total	119	119	158	189	188	188	178	178	187	170	177	141	141
Total classes offered	4	4	5	5	5	5	7	7	7	5	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.)

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Residents	14	9	11	6	8	5	6	11	13	11	10	12	0
Non-residents	19	35	33	22	20	15	23	24	27	28	25	25	23
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	870
Cypress Room - available hours	363	363	350	361	338	361	364	322	348	348	351	348	361
Cypress Room - reserved hours	88.25	39	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21	57
Cypress Room - utilization %	24%	10%	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%	16%
Juniper Room - available hours	363	363	350	361	338	361	364	322	348	348	351	348	361
Juniper Roon - reserved hours	168.33	132	262	287	190.33	138	127	122	161.5	176	189	122	135
Juniper Room - utilization %	46%	36%	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%	37%
Maple Room - available hours	363	363	350	361	338	361	364	322	348	348	331	348	361
Maple Room - reserved hours	155.75	92	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123	160
Maple Room - utilization %	43%	25%	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%	44%
Oak Room - available hours	363	363	350	361	338	361	364	322	348	348	351	348	361
Oak Room - reserved hours	54	11	73.25	61	56.27	27	43	51	53	83	57	34	42
Oak Room - utilization %	15%	3%	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%	12%
Oak Patio - available hours	363	363	350	361	338	361	364	322	348	348	351	348	361
Oak Patio - reserved hours	0	0	0	5	0	3	0	0	6.5	0	10	9	14
Oak Patio - utilization %	0%	0%	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%	1%
Sequoia Room - available hours	363	363	332	345	318	345	344	306	332	332	331	332	345
Sequoia Room - reserved hours	61.5	90	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74	66
Sequoia Room - utilization %	17%	25%	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%	19%
Sequoia Patio - available hours	363	363	332	345	318	345	364	306	348	348	331	332	345
Sequoia Patio - reserved hours	0	30	20.75	0	5.3	0	5	26	4	5	29	11	6
Sequoia Patio - utilization %	0%	8%	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%	1%
Willow Room - available hours	363	363	372	384	358	384	386	342	370	370	372	370	384
Willow Room - reserved hours	138	66	114	138	358	384	386	342	370	370	126	102	132
Willow Room - utilization %	38%	18%	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%	34%

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Residents	100	32	28	38	40	39	40	40	38	30	40	40	48
Non-residents	20	30	28	11	10	18	7	10	14	6	6	32	30
Instructor usage (in hours)	37	80	80	80	120	24	24	32	32	32	16	16	16
Court #1 - available hours	517	515	500	500	498	517	517	517	515	500	515	500	517
Court #1 - reserved hours	122.5	113	235	357.2	364	355.75	425	482	499.58	461	422	422	455
Court #1 - utilization %	24%	22%	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%	88%
Court #2 - available hours	517	515	500	500	498	517	517	517	515	500	515	500	517
Court #2 - reserved hours	128	119	248	147.5	319	453.5	439	482	499.58	461	461	422	455
Court #2 - utilization %	28%	23%	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%	88%

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Residents	4	8	6	6	14	15	6	11	11	7	8	4	11
Non-Residents	0	0	1	0	0	0	2	6	5	3	2	2	1
Makerspace - available hours	328	248	240	248	240	248	248	224	224	240	248	240	248
Makerspace - reserved hours	70.25	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5	20.5
Makerspace - utilization %	21%	19%	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%	8%
Event Hall - available hours	304	364	335	348	325	348	350	310	310	335	217.5	335	347.5
Event Hall - reserved hours	220.5	196.5	218	257.5	176.5	218	176.5	181	181	198	140	255	205.5
Event Hall - utilization %	73%	54%	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%	60%
Movement Studio - available hours	304	364	364	378	350	378	378	336	336	364	364	364	378
Movement Studio - reserved hours	80	39	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75	6
Movement Studio - utilization %	26%	11%	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%	2%
Flex Classroom - available hours	304	364	364	378	350	378	378	336	336	364	364	364	378
Flex Classroom - reserved hours	17	11.5	25	21	24.5	17.5	27.5	27	27	28	31	18.25	24.25
Flex Classroom - utilization %	6%	3%	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%	6%
Gymnasium - available hours	-	378	289	291	303	277.5	303	306	268	291	289	291	302.5
Gymnasium - reserved hours	-	209	203	231	240	214	223	304.5	268	318	310	222.75	231.25
Gymnasium - utilization %	-	81%	70%	79%	79%	77%	73%	101%	100%	109%	107%	77%	76%

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Fitness, yoga, martial arts, or health	197	101	296	305	316	312	284	296	296	342	288	313	331
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-
Arts and crafts or technology	54	47	7	19	19	19	12	12	12	5	5	0	0
Dance, music, or performing arts	130	236	337	348	348	272	304	314	307	313	317	143	152
Language and literary arts	27	27	58	40	40	33	35	35	35	51	50	51	52
Other	173	363	59	111	70	104	55	55	51	106	105	68	76
Enrollment - non-residents	175	307	188	217	204	176	165	175	185	230	144	179	195
Enrollment - residents	506	467	569	606	589	564	525	537	516	587	621	397	416
Enrollment - Total	681	774	757	823	793	740	690	712	701	817	765	575	611
Total classes offered	68	63	62	78	73	65	73	73	74	80	80	47	49
# of instructors	33	33	28	32	31	32	28	26	26	26	26	18	18

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Enrollment - Basketball	6	27	35	31	99	33	47	81	83	32	0	0	0
Enrollment - Volleyball	72	102	82	81	81	81	81	87	88	96	96	67	103
Enrollment - Youth mixed activity sports camp	0	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	22
Enrollment - residents	16	55	58	85	82	50	51	73	74	29	22	13	81
Enrollment - Total	78	129	117	112	180	64	128	168	171	128	96	67	103
Total classes offered	5	7	0	7	15	5	5	7	8	5	2	2	2
# of instructors	2	2	2	2	2	2	2	2	2	2	1	1	1
Drop-in basketball visits	206	171	194	190	525	233	270	404	263	236	256	88	318
Drop-in volleyball visits	394	287	415	433	646	412	436	626	358	264	307	266	361
Leagues – individual registrations	56	0	14	0	0	3	3	0	0	0	0	13	64
Leagues – team registrations	14	0	31	50	128	10	0	23	3	0	0	29	16

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Fitness, yoga, and health	80	80	66	104	104	105	69	75	75	64	64	93	66
Sports	-	-	-	-	-	-	-	-	-	46	47	88	45
Arts and crafts and technology	41	41	41	30	30	30	71	71	71	70	70	85	64
Dance, music, or performing arts	15	15	47	40	40	40	18	12	12	37	35	48	8
Language and literary arts	13	13	31	35	36	36	24	24	24	23	24	46	23
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	22
Enrollment - residents	139	139	169	201	207	208	174	186	186	208	210	302	184
Enrollment - Total	149	149	185	218	224	225	188	202	202	281	281	390	206
Total classes offered	15	15	22	22	23	23	24	24	24	31	31	42	20
# of instructors	9	9	11	12	13	13	13	13	13	13	13	15	10
Drop-in basketball visits	29*	167	192	215	252	272	272	160	233	200	313	135	277
Drop-in volleyball visits	*	10	50	65	6	31	31	16	8	64	37	51	54
Drop-in Fitness Center	542	720	659	620	522	550	364	572	541	516	510	518	524

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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Gymnastics enrollment	898	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1,300	952	959
Aerial Silks enrollment	49	43	58	59	55	55	0	0	53	24	24	20	20
Enrollment - non-residents	287	282	342	343	359	293	*		338	309	301	256	265
Enrollment - residents	628	605	815	811	859	944	*		944	949	949	696	694
Enrollment - Total	929	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972	959
Total classes offered	119	119	120	120	120	120	*		120	120	120	111	111
# of instructors	2	2	2	2	2	2	0	0	2	1	1	1	1

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

Table 21. Picnic Rentals

Location	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 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	2,976
Burgess Park picnic area - reserved hours	74.5	97	195	148	86	14.5	38	35	87	171	193.5	218.25	223
Burgess Park picnic area - utilization %	2%	3%	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%	7%
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	2,232
Nealon Park picnic area - reserved hours	90	108	130	78	56	20	31	44	107	100	45	200.25	130.5
Nealon Park picnic area - utilization %	4%	6%	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%	6%

Table 22. Park Rentals

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

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

Table 23. Athletic Field Rentals

Location	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 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	1,632
Burgess Park - reserved hours	2,976	1,206	561	540	195	1	69	299	767	1,306	689	268	495
Burgess Park - utilization %	72%	35%	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%	30%
Hillview School - available hours	744	744	720	744	720	744	744	672	744	720	744	720	744
Hillview School - reserved hours	478.5	202	132	153	142	85	79	107	239	229	262	17	40.5
Hillview School - utilization %	64%	27%	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%	54%
Jack Lyle Park - available hours	Closed	744	720	744	720	744	744	672	744	720	744	720	0
Jack Lyle Park - reserved hours	Closed	197	246	182	92	10.5	8	66	234	181	185	42.5	0
Jack Lyle Park - utilization %	Closed	26%	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%	*0%
Kelly Park - available hours	868	868	840	868	840	868	868	784	868	840	868	720	868
Kelly Park - reserved hours	243	240	321	310	236	158	206	185	179	317	337	21	71
Kelly Park - utilization %	28%	28%	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%	8%
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	2,232
La Entrada School - reserved hours	Closed	240	31.5	31.5	12	0	0	26	126	90	130	109.5	27.5
La Entrada School - utilization %	Closed	8%	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%	1%
Nealon Park - available hours	Closed	1,302	840	868	420	434	434	392	434	420	434	420	434
Nealon Park - reserved hours	Closed	73	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5	80.5
Nealon Park - utilization %	Closed	6%	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%	18%
Oak Knoll School - available hours	Closed	744	360	372	420	434	434	336	372	360	372	360	372
Oak Knoll School - reserved hours	Closed	106	27	24	0	0	0	16	64	36	62	12	8
Oak Knoll School - utilization %	Closed	14%	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%	2%
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	1,488
Willow Oaks Park - reserved hours	Closed	239	120	110	29	18	19.5	83.5	229	181	194	137	28
Willow Oaks Park - utilization %	Closed	16%	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%	2%
Total available hours	5754	12,384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540	9,858	7,692	7,770
Total reserved hours	3697.5	2,503	1,573	1,501	778	323	525	824	1,945	2,476	1,970	697	750
Total field utilization %	64%	20%	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%	10%

*Closed for maintenance

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

Table 24. Tennis and Pickleball Court Rentals

Location	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Burgess Park - Tennis Court #1 available hours	434	434	420	434	420	434	434	392	434	420	434	420	434
Burgess Park - Tennis Court #1 reserved hours	174	184	205	181	149	103	163	141	210	140	198	205	146
Burgess Park - Tennis Court #1 utilization %	40%	42%	48%	42%	35%	24%	38%	35%	48%	33%	48%	49%	34%
Kelly Park - Pickleball Court #1 available hours	434	434	420	434	420	434	434	392	434	420	434	420	434
Kelly Park - Pickleball Court #1 reserved hours	21	45	47	48	41	16	30	12	33	33	32	34	16
Kelly Park - Pickleball Court #1 utilization %	5%	10%	11%	10%	10%	4%	6%	3%	7%	8%	7%	8%	3%
Kelly Pickleball Court #2 available hours	434	434	420	434	420	434	434	392	434	420	434	420	434
Kelly Pickleball Court #2 reserved hours	5	21	14	27	11	10	14	5	18	24	25	16	6
Kelly Park - Pickleball Court #2 utilization %	1%	5%	3%	6%	2%	2%	2%	1%	4%	6%	5%	4%	1%
Kelly Park - Tennis Court #1 available hours	434	434	420	434	420	434	434	392	434	420	434	420	434
Kelly Park - Tennis Court #1 reserved hours	51	77	133	143	117	109	128	94	145	134	209	148	74
Kelly Park - Tennis Court #1 utilization %	11%	18%	32%	33%	28%	25%	38%	24%	33%	32%	48%	35%	17%
Nealon Park - Tennis Court #1 available hours	434	434	420	434	420	434	434	392	434	420	434	330	434
Nealon Park - Tennis Court #1 reserved hours	172	161	204	220	197	151	197	186	249	237	233	178	107
Nealon Park - Tennis Court #1 utilization %	40%	37%	49%	50%	42%	35%	45%	47%	57%	56%	53%	54%	24%
Nealon Park - Tennis Court #2 available hours	434	434	420	434	420	434	434	392	434	420	434	330	434
Nealon Park - Tennis Court #2 reserved hours	164	163	193	173	150	89	135	166	208	207	214	159.25	104
Nealon Park - Tennis Court #2 utilization %	38%	38%	46%	40%	36%	21%	31%	42%	48%	49%	62%	48%	23%
Willow Oaks - Tennis Court #3 available hours	434	434	420	434	420	434	434	392	434	420	434	420	434
Willow Oaks - Tennis Court #3 reserved hours	120.75	112	192	170	148	115.75	137	152	204	163	194	166	134.5
Willow Oaks - Tennis Court #3 utlization %	28%	26%	46%	39%	35%	27%	31%	38%	47%	39%	45%	39%	31%
Willow Oaks - Tennis Court #4 available hours	434	434	420	434	420	434	434	392	434	420	434	420	434
Willow Oaks - Tennis Court #4 reserved hours	99	142	194	170	150	131	174	132	220	206	237	210	157
Willow Oaks - Tennis Court #4 utilization %	23%	33%	46%	39%	36%	30%	40%	33%	51%	49%	54%	50%	36%

Table 25. Tennis and Pickleball Classes

Location	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Youth tennis enrollment	21	23	47	48	67	63	86	53	51	61	60	29	26
Adult tennis enrollment	6	7	24	28	31	23	23	21	21	18	18	11	19
Tennis enrollment - resident	21	27	63	67	82	73	73	63	62	68	67	30	34
Tennis enrollment - non-resident		6	3	8	9	16	13	13	10	11	11	10	22
Tennis enrollment total		27	30	72	76	98	86	86	72	79	78	40	45

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

Table 26. Recreation client accounts	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
New recreation client accounts	459	937	502	347	402	806	488	416	1,338	546	637	472	433
Total recreation client accounts	17,743	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634	25,067
Hyperlocal client accounts	1,695	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459	2,506

Table 27. Web page views	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
/Library	4,247	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433	6,423
/ActivityGuide	5,016	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113	3,893

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

Table 28. Newsletter engagement	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
Newsletters sent	4	5	4	4	4	3	4	4	4	4	5	4	4
Average recipients per newsletter	24,475	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016	29,441
Total recipients	91,030	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064	117,765
Total newsletter clicks	2,587	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808	5,073
Total newsletter unique clicks	1,346	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792	1,789
Total newsletter opens	68,109	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448	75,689
Total unique opens	43,747	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715	49,866
% open rate (monthly average)	70%	71%	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%	65%
% unique opens rate (monthly average)	45%	46%	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%	42%
Unsubscribes Monthly Total	128	207	296	242	209	148	212	118	152	163	213	166	173
% Unsubscribes - Monthly Average	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%	0.15%
Email Bounces - Monthly Total	2,172	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647	2,667

*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

	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	-	310	-	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	-	225	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	-	3100	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	-	-	-	-	-	322	-
4th of July Parade and Celebration	2200	-	-	-	-	-	-	-	-	-	-	-	3,000
Summer Concert – Fremont Park	249	-	-	-	-	-	-	-	-	-	-	-	656
Summer Concert – Fremont Park	*	-	-	-	-	-	-	-	-	-	-	-	496
Summer Concert – Fremont Park	302	-	-	-	-	-	-	-	-	-	-	-	546
Summer Concert – Fremont Park	365	-	-	-	-	-	-	-	-	-	-	-	375
Summer Concert – Fremont Park	-	275	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park	-	750	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park	120	130	-	-	-	-	-	-	-	-	-	-	149
Trunk-or-Treat	-	-	-	310	-	-	-	-	-	-	-	-	-
Halloween Parade and Festival	-	-	-	2000	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	-	160	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	-	925	-	-	-	-	-	-	-
Photos with Santa	-	-	-	-	-	463	-	-	-	-	-	-	-

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

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2026-03-05	Arrillaga Family Recreation Center	Can you buy a few more pairs of 6lb weights? There are only two pairs currently.	Thank you for your request that was provided in the suggestion box at the recreation center. I will share this with staff. Tricia
2	2026-04-02	Arrillaga Family Recreation Center	Let's return to having a paper class schedule. I've spoken with a number of people and they all agreed with me.	Thank you for providing your feedback regarding a paper activity guide. You input is appreciated. Please feel free to let me know if there is anything further that I can assist with. Best,
3	2026-04-02	Arrillaga Family Recreation Center	Bathrooms are stinky	Thank you for your input that was provided in the suggestion box at the recreation center.
4	2026-04-03	Arrillaga Family Recreation Center	Really enjoyed the ballroom exercise class! Thanks!	Thank you for providing the comment in the suggestion box regarding the ballroom dance class. Your compliment is much appreciated. Best,
5	2026-04-03	Arrillaga Family Recreation Center	Restock the vending machines & more cheaper	Thank you for your comment provided in the suggestion box. I will reach out to staff to ensure that restocking is occurring in a timely manner. Best,
6	2026-04-03	Arrillaga Family Recreation Center	The Banyon Tree classes and programs are fantastic-so informative and enriching. Please have more of them.	Thank you for your comment that you shared in the suggestion box at the recreation center regarding Banyan Tree programs. Please let me know if there is anything further that I can assist with. Best,
7	2026-04-03	Arrillaga Family Recreation Center	Belicia teaches a wonderful class. The 1.5 hour format is terrific-gives time for her to review the steps. Thank you!	Thank you for the feedback that you provided in the suggestion box at the recreation center regarding Belicia's class. Your positive input is greatly appreciated. Best,
8	2026-04-03	Arrillaga Family Recreation Center	I loved Banyo Tree Ballroom Fitness. Please do more classes like this!	Thank you for your potive feedback regarding the Banyan Collective classes at the recreation center. Your feedback is appreciated. Tricia
9	2026-06-15	Arrillaga Family Recreation Center	Make a fitness room at Arrillaga like at Belle Haven	
10	2026-06-29	Arrillaga Family Recreation Center	Have Touching Healing like Burlingame Rec. Center. Free with donation	Great to get suggestions for classes from interested participants - we'll check it out!

11	2026-02-18	Belle Haven Community Campus	Strong & Steady for seniors. Please add this class as an ongoing weekly class for seniors.	Thank you for your suggestion! Glad to hear there's interest in making Strong & Steady an ongoing weekly class. We'll consider this as we plan future senior programming and explore ways to expand this offering.
12	2026-02-18	Belle Haven Community Campus	Compliment! The Strong & Steady Program and instructors were very effective and focused on balance/stability with a good variety of activities=not boring! Hoping they can return for classes! Thanks.	Thank you for the compliment! Its helpful to know when community members have good experiences with instructors. Your compliment has been shared with the supervisor who is responsible for working with the instructors of that program. Kindest regards, Ashley
13	2026-02-19	Belle Haven Community Campus	I suggest that we continue with the class. The senior class that Traci is teaching on Tues, 9am. She is an amazing teacher & well informed.	Thank you for your feedback! We're glad to hear you're enjoying Tuesday's 9:00 AM class. We appreciate you highlighting her impact, and we'll certainly take this into consideration as we plan future senior programming.
14	2026-02-19	Belle Haven Community Campus	Tracie Fitness class for seniors on Tues @ 9am is wonderful and we want it to continue.	Thank you for your feedback! We're happy to hear you're enjoying Tuesday's 9:00 AM fitness class. We appreciate your support and will keep this in mind as we plan future senior programming.
15	2026-03-17	Belle Haven Community Campus	At the swimming pool, I want a hot tub!	Thank you for your suggestion.
16	2026-03-18	Belle Haven Community Campus	Senior Boot Camp with Tracy. Ping Pong table	Thank you for your suggestion! We appreciate your interest in a Senior Boot Camp with Tracy and adding a ping pong table, both are great ideas. -Rondell
17	2026-03-18	Belle Haven Community Campus	High speed charge point units 1&2 both need to be fixed. The head units need to be replaced per another EV driver who services charging stations. Outport should be 80 kw for all 3 high speed units, but 1 & 2 are only 40 kw. ChargePoint say the city needs to talk to them.	Thank you for your feedback regarding the EV charging stations. Our team is currently coordinating with ChargePoint to address the issue and determine the necessary repairs or replacements. We appreciate your patience as we work toward a solution. -Rondell
18	2026-03-23	Belle Haven Community Campus	Please change water filter near locker room	Thank you for bringing this to our attention. We'll notify our team to check and address the water filter near the locker room.
19	2026-03-26	Belle Haven Community Campus	Elevator mirror walls need consistent cleaning. Walls are always smudged	Thank you for your suggestion. We will remind our custodial team to clean the elevator mirror walls more consistently.
20	2026-04-23	Belle Haven Community Campus	Please, let's give Ms. Keke the movement studio for Wednesdays instead of the youth center.	Thank you for your submission.

21	2026-05-01	Belle Haven Community Campus	Request for dumbbell weight 75lbs	
22	2026-05-01	Belle Haven Community Campus	Their was a man waiting inside the stall in the women's restroom. Near the seniors bathroom. I have been on edge every time I have gone to the bathroom. We need cameras in the hallways to keep everyone safe.	
23	2026-05-01	Belle Haven Community Campus	Fitness gym needs additional cleaning beneath the machine. Lots of dust balls. As well as the mirrors need cleaning, lots of smudges.	Thank you for your suggestion. We'll notify our custodial team about the need for additional cleaning under the fitness machines and more frequent mirror cleaning.
24	2026-05-02	Belle Haven Community Campus	I have two sons under 18 who are interested in using the weight gym but can't. It would be great if they could workout with a parent over 18. Thanks.	Thank you for your suggestion. We will take your recommendation into consideration as we review our fitness center policies. Best, Rondell
25	2026-06-29	Belle Haven Community Campus	Please speed up payment system, take 15 minutes to pay when there is a line in basketball nights and weekends. Women's basketball players.	Thank you for your feedback. We are reviewing our payment process to identify ways to improve efficiency and reduce wait times.
26	2026-06-29	Belle Haven Community Campus	Not a suggestion but more of a please. They youth center far bathroom, soap dispenser is not working. Kids have not been able to have clean hands for almost a month.	Thank you for bringing this to our attention. We have reported the issue and will work to have the soap dispenser repaired or replaced as soon as possible.
27	2026-06-29	Belle Haven Community Campus	It think there should be 1000 fishes. Please and thank you.	Thank you
28	2026-06-29	Belle Haven Community Campus	Bathroom next to fitness room, toilet seat is loose, needs repair	Thank you for the submission. We will send a work order to get it fixed.
29	2026-06-29	Belle Haven Community Campus	There should be a hot tub i the pool space.	Note that the name of the suggestor and the email address do not match. Email bounced back. We don't have room for a hot tub in the layout at Belle Haven Pool.
30	2026-06-29	Belle Haven Community Campus	I would appreciate it if the managers would put up a large shower curtain to block out parents bringing boys in to the locker room. Respectfully.	My apologies for taking so long to respond to your suggestion. We had some staff turnover and your message got missed. Your suggestion to add shower curtains to the locker rooms at Belle Haven Pool is a good one – we will discuss it with our pool

				operator. There might be an operational reason for not adding them that I am not aware of. Kind regards -
31	2026-06-29	Belle Haven Community Campus	Pool is kind of cold	The performance pool is set to be 80 degrees and the instructional pool is set to be 86 degrees. If the pool temperature drops below a certain point the pools will close. This comment could be from a day when the pool was experiencing mechanical issues and the pool was cooler than usual.
32	2026-06-29	Belle Haven Community Campus	Regarding the pickleball program. It would be a great idea for the courts to have open play so that people who turn up can all have a chance to play. Setting up a paddle rack like Nealon Park would be very helpful. As players arrive they can place paddles on rack and wait for their turn. There should also be a sign indicating that this pickleball courts are for open play. That would prevent people from monopolizing the courts.	The Pickleball courts at Kelly Park are open for drop-in play 7 days a week from 8:00am-10:00pm. There are 2 courts that are reservable online using this link Pickleball City of Menlo Park. We have just ordered new paddle racks for both Nealon and Kelly Park and will be installing those once they arrive, we are also working on getting some signage at the courts that communicates how folks should use the paddle rack for waiting their turn when the courts are full. Please let us know if you have any other questions.
33	2026-03-03	Belle Haven Pool	The men's locker has hardly been used and already smells like 10 dudes in a row all missed the urinal. Love this pool in general though!	Thank you for your feedback. We will check in with our Public Works Department for the cleaning schedule.
34	2026-03-23	Belle Haven Pool	It would be great to have soap and a suite mate! Beautiful facilities. Menlo Park is lucky to have this.	Thank you, we will look into restocking the soap and the suit spinner.
35	2026-03-23	Belle Haven Pool	Swim suit extractor please	Thank you for this suggestion, we will work with our PW department on this item.
36	2026-05-01	Belle Haven Pool	Fix the soap dispenser in the private family bathrooms	Thank you for letting us know. A work request shall be submitted. Rondell
37	2026-05-01	Belle Haven Pool	Would love it if the hot pool was hot	BH Pool was experiencing some mechanical issues in the spring - now resolved.
38	2026-06-03	Belle Haven Pool	Please put some umbrellas/shade in the seating area at the pool	We appreciate you sharing your suggestion on improvements for the seating area at the Belle Haven Pool, we will look into potential adjustments that can be made. Thanks, Harrison
39	2026-06-21	Belle Haven Pool	Add a jacuzzi please	I could use a good soak after a long City Council meeting (and I think the Council would like that as well). We don't have the space for a jacuzzi, sadly.

40	2026-06-21	Belle Haven Pool	Add food court please, thanks.	Now I am thinking about Cinnabon. A food court is probably not in our future, but we do have food trucks at some special events. We'll loook for ways to do that more frequently.
41	2026-06-29	Belle Haven Pool	Let us dive	Hey there, diving isn't allowed for safety reasons. Not everyone is a skilled diver, and sometimes people in the pool aren't looking out for people who are diving. We want to keep everyone safe.
42	2026-06-29	Belle Haven Pool	Bring back the turtle that shows the temperature	Not sure what the temperature turtle is - my guess is that it was a turtle themed thermometer? It was apparently well loved, but was provided by the pool operator. We can reach out to them to see if it can be replaced.
43	2026-06-29	Belle Haven Pool	You have to bring back the turtle that shows the temperature	Not sure what the temperature turtle is - my guess is that it was a turtle themed thermometer? It was apparently well loved, but was provided by the pool operator. We can reach out to them to see if it can be replaced.
44	2026-06-29	Belle Haven Pool	Add water slide please	Some water parks have these added features - we don't have room for one at BH Pool, sadly.
45	2026-06-29	Belle Haven Pool	Maybe you guys could sell drinks or snacks to swimmers?	We don't have room at the BH Pool to sell snacks. Food and drinks aren't allowed on the pool deck for safety and hygiene reasons, but you can eat in the seating area. Glass or ceraminc containers aren't allowed on deck.
46	2026-06-29	Belle Haven Pool	Great experience, warm pool is cold	The performance pool is set to be 80 degrees and the instructional pool is set to be 86 degrees. If the pool temperature drops below a certain point the pools will close. This comment could be from a day when the pool was experiencing mechanical issues and the pool was cooler than usual.
47	2026-06-29	Belle Haven Pool	Warm pool is too cold	The performance pool is set to be 80 degrees and the instructional pool is set to be 86 degrees. If the pool temperature drops below a certain point the pools will close. This comment could be from a day when the pool was experiencing mechanical issues and the pool was cooler than usual.
48	2026-03-11	Burgess Pool	Dear Swim Coach Management, I sat in on an intermediate bridge lesson for Wednesday at 4:30-5:15. In contrast to previous observations of beginner and intermediate sessions (bridge) I was disappointed. Instructor was slow to give tips, not encouraging, but most of all- the kids spent most of their time on either end of the lap lane waiting on call to swim for the 45 min	Thank you for the feedback regarding the coaching at the Burgess Pool. City staff will speak to the aquatics operator about this. Tricia

			class. There were less than 20 lengths swam. Please assure instructors have fun ways to teach and encourage kids but also give them exercise and practice so they can get stronger and improve. Thanks.	
49	2026-03-13	Burgess Pool	Please open Belle Haven earlier. Even 30 minutes would help. I know I would not be the only one happy about Belle Haven opening earlier.	Thank you for sharing your request in the suggestion box at Burgess Pool. I will share this request with the pool operator. Please feel free to let me know if there is anything further that I can assist with. Best,
50	2026-03-20	Burgess Pool	Save up money to build a bigger pool. Open the pool that isn't being used.	Thank you for your comment/request provided at the Burgess Pool.
51	2026-03-24	Burgess Pool	Please make more family rooms	Thank you for sharing your request for additional family restrooms. Your feedback is appreciated. Please let me know if there is anything further that I can assist with. Best,
52	2026-05-01	Burgess Pool	What if you had a waterslide and give out popsicles	Thank you for your request for a slide and popscicles at the Burgess Pool. Tricia
53	2026-05-01	Burgess Pool	Womens locker room bathroom stalls have eroded from the ground and one exposing sharp and rusty metal. ADA bathroom.	Thank you for this awareness. We will let our Public Works team know about this.
54	2026-05-01	Burgess Pool	Can you add a dive board?	Thank you for your request for a diving board. Tricia
55	2026-05-01	Burgess Pool	Please fix men's shower heads. They do not have a focused spray and leak everywhere. Almost all need repair.	Thank you for your feedback regarding the shower heads at the Burgess Pool men's lockerroom. Staff will follow-up with the Public Works team.
56	2026-05-01	Burgess Pool	We need more lounge chairs. Our family comes often on weekends and all chairs are taken.	Thank you for your feedback about the lounge chairs at Burgess Pool. Tricia
57	2026-05-01	Burgess Pool	Could you please do something to prevent mothers (dads too?) from leaving their small children in the shower for 5-10 minutes? It is the strangest, most wasteful thing, costing us lots in water loss. Often the adults are getting dressed or on the phone. Observed may times on weekends. Argh.	Thank you for your comment regarding limiting shower time at the Burgess Pool. Staff will discuss with the pool operator. Tricia
58	2026-05-01	Burgess Pool	You should put underwater speakers in the pool	Thank you for your request at the Burgess Pool.
59	2026-05-01	Burgess Pool	Rattling sound in women's locker room above lockers. Been around since beginning of January.	Thank you for sharing the two comments in the Burgess Pool suggestion box. The first being the ADA access of the doors, the

				second regarding the rattling sound in the women's lockerroom. Staff will speak to the Public Works team about these issues. Tricia
60	2026-05-01	Burgess Pool	Please repaint parking spot lines! Thanks!	Received and filed. Recent construction of solar carports has degraded some parking lot lines. PW will address.
61	2026-02-12	Menlo Park Library	From KQED Forum Broadcast on 2.11.2026 author Ray Madoff talked about her now entitled: The Second Estate: How the Tax Code Made an American Aristocracy.	Thank you for submitting a comment card about The Second Estate. I have passed the information on to our materials selectors. If you wish to suggest more additions to the library collection, you are welcome to do so here: https://www.menlopark.gov/Services/Suggest-a-library-purchase Sincerely, Rose
62	2026-02-14	Menlo Park Library	The library is so cool and fun. It's very inclusive and safe. It's one of my favorite places! From a kid.	[no contact into] Thank you so much for your kind words! The library you describe is exactly the library that we strive to be, and we love getting such feedback from our library kids!
63	2026-03-18	Menlo Park Library	At 2:35, Librarians walked through the periodicals section and spoke with each other at a very high volume (nearly shouting) for an extended length of time. They clearly reveled in disturbing the relative quiet area. Librarians must be quiet to reinforce quiet, basic ____	[no contact info] Thank you for your feedback.
64	2026-03-18	Menlo Park Library	I believe that you should expand the science section.	Thank you for suggesting that we expand our science section! I'd love to hear more. Are you looking at our adult collection, our teen collection, or our children's collection? Is there a specific area of science that you'd like to see more subject matter in, or would you just like more, overall? Thanks so much, Rose
65	2026-03-23	Menlo Park Library	Is it time for the library to have a refresh? The lighting could be updated as could various seating arrangements and work stations. Visit Atherton and Portola Valley for ideas.	[no contact info] Thank you for this suggestion! Hearing from our community about what they would like to see helps to inform our prioritization of needs.
66	2026-03-23	Menlo Park Library	I just noticed your cool van in the parking lot, love the graphic style. But everyone is male, except one female in the background.	[no contact info] We're so glad that our van brought Library and Community Services to your attention! We use it to transport items between library locations, and to visit outreach events, so we thought it would be fun to have an eye-catching wrap for it.
67	2026-03-23	Menlo Park Library	Get Fifa and 2k in video game section on PS5 please.	[no contact info] Thank you for your suggestion! I've passed it on to our selectors. You can always suggest an addition to our library's collection here: https://www.menlopark.gov/Services/Suggest-a-library-purchase

68	2026-03-23	Menlo Park Library	I would suggest some greek myths especially in the kid's section. Thanks!	[no contact info] Thank you for your suggestion! I've passed it on to our selectors. You can always suggest an addition to our library's collection here: https://www.menlopark.gov/Services/Suggest-a-library-purchase
69	2026-03-23	Menlo Park Library	I would kindly suggest that you have more Greek mythology books.	[no contact info] Thank you for your suggestion! I've passed it on to our selectors. You can always suggest an addition to our library's collection here: https://www.menlopark.gov/Services/Suggest-a-library-purchase
70	2026-03-23	Menlo Park Library	We need Greek myth book. I found none.	[no contact info] Thank you for your suggestion! I've passed it on to our selectors. You can always suggest an addition to our library's collection here: https://www.menlopark.gov/Services/Suggest-a-library-purchase
71	2026-03-23	Menlo Park Library	I have complaint. You have no Greek myths	[no contact info] Thank you for your suggestion! I've passed it on to our selectors. You can always suggest an addition to our library's collection here: https://www.menlopark.gov/Services/Suggest-a-library-purchase
72	2026-03-23	Menlo Park Library	Please open in the mornings 9am-12pm Mon, Tues, Wed.	[no contact info] Thank you for this feedback. We try to have as little inconsistency as possible in our open hours while also maximizing the available open time for the community to use the library, within the limitations that we have due to staffing.
73	2026-03-23	Menlo Park Library	Please get Diary of a young girl by Anne Frank. It's missing.	[no contact info] Thank you for bringing this to our attention. I just checked our shelves, and both of our copies of Diary of a Young Girl are on the shelf! Next time you're in the library, please come by the desk, and one of our staff can help to locate it.
74	2026-03-23	Menlo Park Library	Have more books for the book club.	Hi! Thank you so much for submitting a feedback form requesting we have more books for our book club. We typically have a few copies left over once all of the participants have picked their books up. Can you tell me a little bit more about your experience? I've copied Librarian Desiree on this email so that she can help to hook you up with a book if you'd like to attend the next Middle Grade Book Group. Best, Rose
75	2026-03-24	Menlo Park Library	Hi, I've noticed weekly programs during the week for up to 3 yrs old and the 6+ across all smcl, but nothing to cater to 4-5 yr olds. Is it possible to find or create a program for this age?	Thank you so much for suggesting we provide more weekly programs for the 4-5yo age range. It's great to hear from our community about what they want, and it does help to inform our programming choices, going forward. Sincerely, Rose

76	2026-04-01	Menlo Park Library	Too many subdivision on BIO/Memoir even had a poetry book by Omdaatje in there! Impossible to locate something on one's own!	Thank you for providing us with feedback about the organization of our Biography section. The Dewey Decimal call numbers and the subject headings that we use are fairly standard for a public library. However, our ultimate goal is to make sure that our collection is findable by our community, and Dewey is not a perfect system. We typically have staff on the floor who are happy to help you to find materials, or to teach you to use the catalog computers (if you wish for independence in your searching). Please let me know if you'd like to have a follow-up conversation; I'd be happy to provide these services myself, if you so desire. Sincerely, Rose
77	2026-04-02	Menlo Park Library	Make library quieter-librarians too boisterous, ridiculous. They should work at coffee shops, not libraries	[no contact information] Thank you for your feedback!
78	2026-04-16	Menlo Park Library	Could the library have an Amazon or similar wish list so folks could buy needed materials?	What a thoughtful suggestion! It is likely that the staff time that it would take to manage such a system would cost more than the materials that might be purchased, but we love to hear creative solutions from our community! Sincerely, Rose
79	2026-04-17	Menlo Park Library	Thank you for the display "Am I an American or Am I not?" As a black woman and naturalized American, I can scarcely find words to express how moving and personal this exhibit mean to me. Thank you!!	Thank you, most sincerely, for taking the time to express that our exhibit, "Am I An American Or Am I Not?" was so personally resonant for you. At our library we always seek to ensure that everyone in our community feels welcome, seen, and acknowledged, and we seek to offer bridges between lived experiences through our programming, displays, and collections. We strive toward this goal constantly, and it is through feedback like yours that we know when we have hit the mark. I'm so glad that you enjoy the exhibit, and very grateful to you for telling us so. All my best, Rose
80	2026-04-26	Menlo Park Library	Can you add the book Awkward to the library?	Thank you for suggesting that we add Awkward to our library collection! I have passed on your suggestion. You are always welcome to request additions to the library collections here: https://www.menlopark.gov/Services/Suggest-a-library-purchase Sincerely, Rose
81	2026-05-01	Menlo Park Library	At age 65 I have been a library patron at copious locations throughout CA & the US. It boggles the mind at the lack of services and modernization of this particular location. NO PRINTING except if you are a student/medical - Not even 1-5 pages for a fee? Used to be	[no contact info] Thank you for providing this feedback. The Library's Document Reproduction Policy is available here: https://www.menlopark.gov/files/sharedassets/public/v/1/library-and-community-services/policies/document-reproduction-policy_20230717.pdf In cases of need (government/travel/legal/medical forms, children's homework

			available. PC computer to borrow....Not everyone knows a PC-Why not a combination of Mac & PCs? Seriously with the tax revenue of this town- this is sub par for resident's needs.	assignements) printing of up to five pages per day is available at no cost. There are several convenient and accessible shops in the locality that offer printing services for a fee. Library staff are available to assist patrons in using the computers that we have available.
82	2026-05-14	Menlo Park Library	Youth hands on activities such as beauty classes, drivers ed classes support, culinary school/chef opportunities. Thank you.	[no contact info] What great ideas! Thank you for this suggestion.
83	2026-05-21	Menlo Park Library	Hope Spanish conversation club will be set up in this library. I know staff here speak spanish.	Thank you for suggesting that we host a Spanish Conversation Club at Menlo Park Library. Will you please clarify whether you intend to suggest a conversation club for fluent Spanish speakers, or for Spanish language learners? Thanks so much, Rose
84	2026-06-08	Menlo Park Library	You should get the book I can pee on it by Francesco Marciuliano	[no contact info] Thank you for suggesting that we add I Can Pee on It to our children's room. I have passed on your suggestion. You are always welcome to request additions to the library collections here: https://www.menlopark.gov/Services/Suggest-a-library-purchase
85	2026-06-09	Menlo Park Library	Fix the internet!! It keeps going down. This happened a week ago and then today.	[no contact into] Thank you for ensuring that we are aware of the wifi connectivity challenges. We believe the issue to have been resolved.
86	2026-06-19	Menlo Park Library	There's a poster above the library suggestion box that says children 11+ should have a means to contact their grown up if unsupervised at the library. I think this policy encourages cell phones for kids which tons of research shows is bad for their development and health. Please repeal this policy and allow kids to use the library phone in emergency.	Hi! Thanks for looking into this so promptly! This sounds good to me. In my eyes, the less kids need cell phones, the better. I'm glad the library doesn't require them.
87	2026-06-25	Menlo Park Library	A seating area in the lobby for when you're waiting for a friend, but want to read while you wait. Maybe more the desk toward the doors and turn that into seating area.	Hi, great to hear from you! Thank you for suggesting an adjustment to our library seating. We will keep it in mind as opportunities arise to make changes to the layout of the library. Sincerely, Rose
88	2026-06-29	Menlo Park Library	Mystery books!	[no contact info] Thank you for suggesting that we add more mystery books to our children's room. I have passed on your suggestion. You are always welcome to request additions to the library collections here: https://www.menlopark.gov/Services/Suggest-a-library-purchase

89	2026-06-29	Menlo Park Library	We really enjoyed the Korematsu exhibit. It was very comprehensive and easy to follow. Thank you for the books.	[no contact info] We are thrilled to hear that you found the "Am I An American or Am I Not" exhibit enriching and easy to follow. Thank you for taking the time to provide this feedback; it helps us to tailor our future exhibits and programing to our community!
90	2026-06-29	Menlo Park Library	Please insert NEW, not blueray dvds near Quick Pick books across from main desk. The same ones have been there a very long time. Thanks.	Thank you for bringing the issue with the new DVDs turnover to our attention. We have been at the end of the fiscal year, when purchasing must, by necessity, come to a halt. That said, now that the new fiscal year has begun, we will be sure to switch those DVDs out. Sincerely, Rose
91	2026-06-29	Menlo Park Library	Could we add signs so that the patrons know what the desks are called? Items like video games, park passes say " check out at Helpdesk", but there is no way for patrons to know which desk that is. Likewise, we sometimes put the sign at the Helpdesk that says "please see Accounts desk for assistance", but people don't know the desk is called that. A big "Helpdesk" or Accounts Desk" sign on or above the desks would make it much easier for patrons to know where to go!	[no contact into] This is a great idea. Thank you for suggesting it!
92	2026-06-29	Menlo Park Library	Powerless Age, Percy Jackson Middle School	[no contact info] Thank you for suggesting that we add Percy Jackson: Powerless to our library collection. I have passed on your suggestion. You are always welcome to request additions to the library collections here: https://www.menlopark.gov/Services/Suggest-a-library-purchase
93	2026-06-29	Menlo Park Library	Pokemon club	[no contact info] If staffing allows, we will start this group this year. I am unable to confirm positively at this time.
94	2026-06-29	Menlo Park Library	Want Pokemon club	[no contact info] If staffing allows, we will start this group this year. I am unable to confirm positively at this time.
95	2026-07-05	Menlo Park Library	Thank you for your pride month lectures. I enjoyed and appreciated them. Thank you also for making a gender neutral bathroom available.	[no contact info] Thank you for your feedback! Feedback like yours is important because it helps us to gauge the impact of our library environment upon our community.
96	2026-07-09	Menlo Park Library	We really enjoyed the puppet show, please keep bringing programs like that. Thank you!	Thank you so much for letting us know that you enjoyed the puppet show! We love it when our library friends tell us what they like, so that we know to keep having programs like that. Have a Happy Day! Rose

97	2026-07-20	Menlo Park Library	Please open the library on all weekday mornings. It feels like a huge disservice not to. Thank you.	[no contact info] Thank you for this suggestion. Library open hours are subject to staffing and budget limitations.
98	2026-07-20	Menlo Park Library	Have a homeless section in library exclusively for all the ____ that wander into the library and low key provide mental health service to them.	[no contact info] Resources for unhoused patrons are posted publicly in the library. Patrons experiencing housing insecurity are encouraged to speak with library staff, who will respond compassionately and endeavor to connect those individuals with the services that they need.
99	2026-07-20	Menlo Park Library	What are the Binge Passes for?	[no contact info] If you are trying to stretch your access to items through Hoopla Digital, you can use one borrowing credit for a BingePass. Once you have borrowed a pass, you can enjoy seven days of unrestricted digital access to several collections within Hoopla. If you'd like to stop by the library help desk, we would be happy to provide more guidance on using our online resources such as Hoopla.
100	2026-07-20	Menlo Park Library	To the library, I love your books. They are really good, I love you guys.	Thank you for telling us how much you love our library and our books! We love our library kids, and we love hearing from you! We also love the stars and hearts that you put on your comment card. Have a great day, and happy reading, Rose
101	2026-02-17	Menlo Park Senior Center	This is a wonderful event. Well planned and executed. I hope there are many more such successful events.	Thank you for your kind feedback! We're glad you enjoyed the event and appreciate your support
102	2026-02-20	Menlo Park Senior Center	2-20-26: This day we had a good time. People, music and food was great.	Thank you for your feedback! We're glad to hear you had a great time and enjoyed the people, music, and food.
103	2026-02-20	Menlo Park Senior Center	What a wonderful celebration for the community. It is wonderful how so many cultures and traditions are honored and help to build a cohesive diverse community.	Thank you for your thoughtful feedback! Glad you enjoyed the celebration and appreciate your recognition of the diverse cultures and traditions that help strengthen our community.
104	2026-03-23	Menlo Park Senior Center	Great lunch with noodles and sauce? Last week?	Thanks for the submission.
105	2026-05-09	Online	It appears that most of your programs are at Belle Haven. I live near the Alma Street library. It would be great if you would advertise the Burgess Park activities as much as you do the Belle Haven activities. It seems as if all of your energy is going only to Belle Haven. I must have overlooked something! Thank you. Stephanie	Thank you for getting in touch with your concerns about the ratio of library events hosted at Belle Haven Library and Menlo Park Library. I'm happy to report that, in the months of May through August, 60% of the in-person (e.g. not hosted online) events at our library were/will be hosted at Menlo Park Library. I'd love to hear more from you about what sorts of events you'd like to see at Menlo Park Library. Your feedback will help to inform the contracted presenters that we select! Sincerely, Rose

106	2026-05-18	Online	Dear Library Director / Children's Programming Coordinator, I am writing to express my serious concern about the recent selection of Lunar Boy for an elementary school children's book club and was handed out to kids at book club on Sat, May 16. I understand that libraries serve diverse communities and that families hold different values. However, I strongly object to the library promoting a book with LGBTQ-related themes to elementary-aged children through a children's book club without clear advance notice to parents. Regardless of one's personal views on the topic, this is sensitive content for young children, and parents should be given the opportunity to decide whether and when their children are introduced to these subjects. My concern is not about whether the book should exist in the library collection. My concern is that it was actively promoted to young children in a structured program, where parents may have reasonably assumed the material would be age-neutral and broadly appropriate for elementary students. I am asking the library to take the following steps: 1. Provide parents with advance notice of all book club selections, including a brief description of themes that may be sensitive or values-based. 2. Allow parents to opt out of specific selections without their child being singled out. 3. Reconsider whether books involving gender identity, sexuality, or other sensitive social topics are appropriate for elementary-aged book club programming. 4. Establish a transparent review process for children's programming materials. I would appreciate a written response explaining how this book was selected, what age group it was intended for, and what safeguards the library will put in place	Hello, we post our book selection for the Middle Grade Book Group in a few different places. Below is a list of places where you can see the upcoming Middle Grade Book Group Schedule. [list includes fliers, event listings, email list, and bibliocommons list] All books that are chosen for this book group have a publisher's age range of 8 to 12. This is something that is explicitly stated on the website, flyers, and in the emails that are sent out to parents. The goal of Middle Grade Book Group is to encourage kids to read books that they might not otherwise read. We focus on choosing books based on the list of books the kids tell us they are interested in, while also leaving space for diversity. We want to be sure that all members of our community are represented in the books that we share. Discussing these books gives the kids opportunities to both see themselves in the stories they are reading and see other members of their community in these stories. We have read a wide range of books over the last two years including books about censorship, bullying, mental health struggles, racism and prejudice, disability, and identity. At the end of each meeting, there is a chance for kids to not take the books we are handing out. We present the question as a yes or no question and do not ask why a child is not taking the book in order to be sure the kids do not feel singled out if they don't want to participate in the following month's choices. We also leave it to the end of the meeting to give kids a chance to leave while we are handing out books if they are not interested. Every month we have at least two kids who do not take copies of the following month's books.

			going forward to ensure parents are properly informed. Thank you for taking this concern seriously. I hope the library can continue to be a welcoming place for families while also respecting parents' role in guiding their children's moral, social, and developmental education. Sincerely, Victoria Marty	
107	2026-06-04	Online	Form: Library and Community Services feedback form Submitted: 06/03/2026 8:08 AM Submitted by: Dawn Dellasanta Email: ddellasanta@minlib.net Comment: Good Morning, My name is Dawn, and I'm Director of Libraries in Framingham MA. Our municipality is looking at restructuring libraries, senior services, and veterans under one division. I see that you're doing something and I'm wondering if I could ask you a few questions about how it's working out/how your department is structured. Thank you in advance for any help you are willing to give. Best, Dawn	Happy to chat with you about this. Can you let me know some times that you are available tomorrow and next week and we can set up a phone call or a teams chat. Cheers -
108	2026-06-29	Online	At the Willow Oaks tennis courts, the gate from the parking area directly into Court 4 is currently locked. Because of this, players have to enter through Court 2, which disrupts games and creates unnecessary inconvenience. Could the Court 4 gate please be opened or unlocked to allow easier access from the parking area? Thank you.	We have reached out to our maintenance team to have the gate near the parking area for Court 4 unlocked so that it is easier to access the court.
109	2026-07-14	Online	Public Wifi never got fixed. Worst than any 3rd world country. It caused the closure of the library for 3 unproductive days!	Hello, I'm sorry to hear that you are continuing to experience difficulty with our wifi. The problems that we were experiencing in the time period to which you refer have been resolved, so I would be interested in hearing a little bit more about what you are experiencing, so that I can try and resolve the issue. Can you tell me when you experienced this difficulty, in which library (and where in the library), and what the failure looked like? For example, were you unable to get on the wifi at all, or were you able to get on but then dropped off repeatedly? This information will assist me in troubleshooting the problems that you describe. Sincerely, Rose

110	2026-07-20	Online	Why is Nealon dog park still closed after 7 weeks. Supposed to open july13th.	The Nealon Dog park serves as a muti use field and was closed from May 25th-July 13th for field maintenance. The dog park should be open as of today and will be open the remainder of this week. We do have Summer baseball camps scheduled at Nealon Park for some weeks in July and August, so the dog park will be closed for those weeks. We have updated our Nealon and Willow Oaks park pages to include more info on our Dog Parks. There is a link on both park pages that will take you to our teamsideline website which communicates all field closures to the public. Nealon Park and Dog Park City of Menlo Park Willow Oaks Park and Dog Park City of Menlo Park Please let us know if you have any other questions.
111	2026-07-21	Online	Please give us a list of non-fiction books that librarians have enjoyed. Thank you!	Hi! Thank you for suggesting a staff favorites nonfiction list. We love a prompt! Here you go: Adult Nonfiction 2026 — a staff-created list from Menlo Park Library | Menlo Park Library | BiblioCommons
112	2026-07-27	Online	I would like to suggest creating a free community Math & Puzzle Club for elementary school children in Menlo Park. I have heard many families speak highly of the Thursday Chess Club, which provides a wonderful opportunity for children to meet, learn, and build friendships around a shared interest. I believe a similar club for children who love math, puzzles, logic, and problem solving would also be a valuable addition to our community. The club could be modeled after the Julia Robinson Math Festival held by the City of Palo Alto, where children explore engaging math puzzles and games in a fun, collaborative, and non-competitive environment. Rather than tutoring or accelerating the school curriculum, the focus would be on curiosity, creativity, and enjoying mathematics together. If there is already a similar program in Menlo Park, I would greatly appreciate learning about it. If not, I hope the City would consider offering or supporting one in the future. Thank you for your time and for all that you do to provide	

			enriching programs for children and families in our community. Sincerely, Danni	
113	2026-08-02	Online	Hi, I've only been able to attend 2 of the garden talks. Wednesdays are not working out for me. Are the talks recorded and saved, so they can be rewatch if you can't attend. They are informative. thank you.	Thank you so much for reaching out about recordings of our garden talks. We are in the process of figuring out a hosting platform for such recordings. In the intervening time, I would advise that the topics often repeat in a cycle throughout the year - so you haven't missed it forever! Sincerely, Rose
114	2026-08-02	Online	Is there a work plan to fix the sprinkler and poor sanitary condition of the water in the above park? Many of us residents are concerned that the city has abandoned this particular park. In the past, it has been a place of pride. Please respond.	Thanks for taking the time to write to us about your concerns at Sharon Park. While LCS runs the programming at the parks (courts, reservations, classes), we don't perform park maintenance – that's done by our colleagues in Public Works. I forwarded your email to the Parks supervisor on 8/3 and asked that he follow up with you. You can report future parks maintenance issues through our ACT Menlo app (search "ACT menlo park" in the app store) and they will get routed to the appropriate staff member. Kind Regards –
115	2026-08-02	Online	I would like to share how grateful our family is for the Dance Expressions program and the impact it has had on my step daughter's life. She started dancing with Dance Expressions as a preschooler, and over the years it has become so much more than a class — it has been a place where she has grown in confidence, discipline, friendships, and love for dance. Her dream has always been to continue progressing through the program and one day become part of the Performing Company. Having that pathway and something to work toward has been incredibly meaningful for her. Dance Expressions is a valuable recreation program that gives students the opportunity to grow from their very first steps in dance through more advanced levels, creating a true sense of belonging and connection to the community. We are so grateful for the dedication and opportunities this program provides, and we hope it continues to receive the love, recognition, and support of the Recreation Center and the community it serves.	Thanks for taking the time to write to us, and for your kind words about Dance Expressions – we think they're great too! I will pass along your compliments. Kind Regards -

STAFF REPORT

Library Commission
Meeting Date: **8/17/2026**
Staff Report Number: **LC-2026-037**

Regular Business: **Receive and prepare the draft Library Commission work plan milestone and deliverables calendar**

Recommendation

City staff recommends that the Library Commission (LC) receive and prepare the draft Library Commission work plan milestone and deliverables calendar (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 Oct. 20, 2025, the LC received its approved work plan (Attachment D).

On July 20, 2026, the LC agreed to create a work plan milestone and deliverables calendar which would be brought back to the Commission each month for updates (Attachment E).

Analysis

Staff has prepared a draft milestone and deliverables calendar using the LC's five work plan goals for 2025-26 as an outline (Attachment A). The draft organizes the goals into five separate tables—one for each goal. Within each table, the larger, overarching goal is broken down into smaller milestones and deliverables, each listed on its own row, with a suggested date, frequency, or time range for completion. The dates and tasks listed within the draft are for illustrative purposes only and are intended to be edited at the direction of the LC.

The LC may request revisions, additions, or adjustments to the draft so that a final version can be adopted for use in tracking work plan progress. If adopted, the work plan milestone and deliverables would be edited and reviewed similarly to the Tentative Agenda Calendar, with changes being made by the Commission at each LC meeting.

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 milestone and deliverables calendar 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), 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
E. Hyperlink – Library Commission meeting, July 20, 2025. https://www.youtube.com/watch?v=H11aXQGcvYo

Report prepared by:
Ashley Dixon, Management Analyst

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

1. Act as an advisory body and public forum

Work plan goal	
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.	
Milestone / Deliverable	**Date or frequency**
Encourage robust public comment and participation at Commission meetings.	Monthly at each meeting
Periodically review the library's public-facing policies and recommend updates, receive staff presentations and reports about major library service areas, and Commissioner liaison report on affinity groups.	As required
Support the filling of openings on the Commission and the effective onboarding of new Commissioners	Annually or more often as needed
Maintain a 12-month schedule of planned Commission agenda items	Monthly at each meeting

2. Review existing library programs and services

Work plan goal	
Review existing library programs and services, identify service gaps or resource needs for specific age groups or user groups, and advise to fill needs.	
Milestone / Deliverable	**Date or frequency**
Compile comprehensive list of existing library programs, services, and resources for the last 2 years. Include data on the target ages and user groups for listed program/service/resource.	October 2026 - February 2027
Present list of existing library programs, services, and resources to LC for discussion on identifying service gaps.	March 2027 – April 2027
If service gaps are identified, discuss ideas and advise on ways to fill needs.	May 2027 – June 2027

3. Support and advise on Belle Haven Library

Work plan goal	
Support and advise library program development and operations at the Belle Haven Community Campus (BHCC), including: • Belle Haven Community History Project (BHHP) • Makerspace programming and policies • Other policies that may be impacted by shared spaces at BHCC • Report on analysis and recommendations on District 1 outreach	
Milestone / Deliverable	**Date or frequency**

Support and advise library program development and operations at BHCC and Makerspace programming and policies, and other policies relating to shared spaces at BHCC.	As required
Discuss first steps in supporting BHHP with focus on Library elements.	October 2026
Assign LC liaison to BHHP	November 2026
Received information presentation on District 1 outreach	February 2025 – October 2025
Formed a District 1 ad hoc subcommittee	November 2025
District 1 subcommittee monthly report out	Monthly

4. Analyze and evaluate capital improvements for 800 Alma St. library

Work plan goal	
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.	
Milestone / Deliverable	**Date or frequency**
Formed an ad hoc subcommittee on Library of the Future	August 2024
Ad hoc subcommittee delivered a report out on needs for possible near- to mid-term improvements for 800 Alma St.	January 2026

5. Benchmark resources for population increases

Work plan goal		
In light of expected residential development in Menlo Park, support and advise on potential future service or resource gaps: • benchmark potential service gaps for estimated increased population • benchmark resources needed for estimated increased population		
Milestone / Deliverable		
Determine estimated population increase		
Determine benchmark data to use		

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
TENTATIVE AGENDA SCHEDULE
August 17, 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 25)** • **Recommend LC work plan for coming year** • **Work plan deliverables/milestone calendar** • District 1 outreach
September 21, 2026 At BHCC	• **City Council approval of LC work plan for coming year** • Subcommittee work for the coming year • **Work plan deliverables/milestone calendar**
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 • Work plan deliverables/milestone calendar
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)