



SPECIAL MEETING AGENDA

Date: 9/21/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and
Belle Haven Community Campus, Flex Classroom
100 Terminal Ave., 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 Belle Haven Community Campus
- Access the meeting real-time online at:
[Zoom.us/join](https://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. Presentations

C1. Belle Haven Library updates

D. Regular Business

D1. Approve the minutes from the August 17, 2026 Library Commission meeting ([Attachment](#))

D2. Report out from ad hoc subcommittee on District 1 library outreach ([Staff Report LC-2026-038](#))

E. Informational Items

E1. Receive and file the 2026-27 Library Commission work plan as approved by City Council Sept. 15 ([Staff Report LC-2026-039](#))

E2. Library and Community Services Department updates and statistics ([Staff Report LC-2026-040](#))

E3. Tentative agenda calendar and Work plan milestones and deliverables 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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REGULAR MEETING MINUTES - DRAFT

Date: 8/17/2026
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 6:37 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Shafer, Sisbot (arrived at 6:44 p.m.), Westcott, Yule
Absent: None
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 July 20, 2026 Library Commission meeting (Attachment)

ACTION: Motion and second (Orton/ Shafer), to approve the minutes from the July 20, 2026 meeting, passed 6-0-1 (Sisbot absent).

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

The Commission discussed edits to the 2026-27 work plan.

ACTION: Motion and second (Orton/ Crockett), to recommend Library Commission 2026-27 work plan, passed unanimously.

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

The subcommittee provided an update for an upcoming report.

The Commission discussed returning the item to a future meeting.

E. Informational Items

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

The Commission received clarification on the vehicle license fee funding shortfall.

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

Management Analyst Dixon introduced the item.

The Commission discussed adding a “persons responsible” column and to work on the calendar after approval of the 2026-27 work plan.

E3. Tentative agenda calendar (Attachment)

F. Commission Reports

F1. Individual Commissioner reports

None.

G. Adjournment

Chair Westcott adjourned the meeting at 7:14 p.m.

Management Analyst Ashley Dixon



STAFF REPORT

Library Commission

Meeting Date:

9/21/2026

Staff Report Number:

LC-2026-038

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).

The ad hoc reported out on their activities at the August 17, 2026 meeting (Attachment K).

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

K. Hyperlink. Library Commission agenda, August 17, 2026, Item D-3.

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%2F20260817-lc-agenda-packet.pdf&url_hash=44fa030c1d1926fefcf66fa254241035&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2FAgendas-and-minutes#page=10

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Library and Community Services Director



STAFF REPORT

Library Commission

Meeting Date:

9/21/2026

Staff Report Number:

LC-2026-039

Informational Item:

Receive the Library Commission work plan 2026-27 as approved by City Council Sept. 15

Recommendation

City staff recommends that the Library Commission (LC) receive the LC work plan 2026-27 (Attachment A) as approved by City Council Sept. 15 (Attachment B).

Policy Issues

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

Background

On Aug. 17, the LC recommended a proposed work plan for 2026-27 (Attachment D).

On Sept. 15, City Council approved the proposed LC 2026-27 work plan (Attachment B).

Analysis

The City Council approved the LC work plan Sept. 15 with no revisions. The approved work plan is provided for reference in Attachment A.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

- A. LC work plan 2026-27, as approved by City Council Sept. 15
- B. Hyperlink. Staff Report # 26-150-CC:
https://docaccess.com/docviewer.html?url_hash=25cec3b3665145613e061ea051a69624&domain=menlopark.gov
- C. Hyperlink. Staff Report # 24-025-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf
- D. Hyperlink. Staff Report #LC-2026-34:
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%2F20260817-lc-agenda-packet.pdf&url_hash=44fa030c1d1926fefcf66fa254241035&domain=menlopark.gov&site=91291e4b-a87a-43ca-b8a7-b228e7d9764d&found_on=https%3A%2F%2Fwww.menlopark.gov%2Fagendas-and-minutes#page=5

Report prepared by:
Ashley Dixon, Management Analyst

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

Library Commission work plan

City Manager's Office

701 Laurel St., Menlo Park CA 94025

City Council approval date: September 15, 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

Action	Date	Notes
Work plan recommended to LC	August 17, 2026	Commission approved
Work plan recommended to City Council	September 15, 2026	City Council approved



STAFF REPORT

Library Commission

Meeting Date:

9/21/2026

Staff Report Number:

LC-2026-040

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

August 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 August 2026 are provided in Attachment A.

Summer Reading Game

The City of Menlo Park's annual Summer Reading Game is an all-ages program that encourages students and adults to keep reading throughout the summer break. The program concluded on August 31. Final participation numbers are provided in Table 1. Totals for books read are likely higher, as not all participants choose to use the Reader Zone app to log their reading activity.

The Summer Reading Game received funding support from the Friends of Menlo Park Library.

Table 1.			
Age group	Sign ups	Sign-up prizes	Finishing prizes
Adults	680	-	-
Teens	169	-	-
6-11	498	-	-
0-5	361	-	-
TOTALS	1708	1,276	655

Storytelling Festival (Attachment B)

The City of Menlo Park is hosting its 11th annual Storytelling Festival. Storytelling Festival celebrates the ancient art of storytelling by offering free performances and workshops for all ages. This year's festival begins Sept. 27 and features 8 performances and a storytelling workshop, concluding with a Tellabration™ finale on Nov. 21.

Performances:

- 9/27: Clara Kamunde: Afri-Crafty Tales
- 10/3: Roopa Mohan presents Kasturba Gandhi
- 10/18: Hana Baba: Folktales from Sudan
- 10/27: New Monthly Event! Storytelling Meetup
- 11/5: John Weaver: Pumpkin Tales
- 11/12: StoryFest Online
- 11/16: Jeff Gere: True Supernatural Tales of Hawaii
- 11/21: Tellabration!™

Workshop:

- 11/15: Storytelling Workshop: The Enchanting World of "Once Upon a Time"

These events received funding support from Friends of the Menlo Park Library.

Impact on City Resources

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

Environmental Review

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

Public Notice

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Attachments

- A. August 2026 statistics
- B. Hyperlink. Storytelling Festival web page. https://www.menlopark.gov/News-articles/City-news/2026_09-11-11th-Storytelling-Festival

Report prepared by:
Ashley Dixon, Management Analyst

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

Table 1. Library items circulated

Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
800 Alma St.	36,111	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332	30,671	32,551
100 Terminal Ave.*	2192	2,516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292	2,372	2,369
eBooks	11,281	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	9,486	15,747	*
eAudio	6,575	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672	7,129	7,036
eVideo	1,239	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281	1,322	1,327	1,383	1,854
eSerials	2,427	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	4,475	2,448	2,479
Total online / digital	21,336	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	21,960	26,707	11,369

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

Table 2. Library cards

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
New cards issued - MP residents	235	171	186	167	137	216	166	183	190	178	226	249	246
Total cardholders - MP residents	24,875	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863	16,045	16,238

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

Table 3. Library patron questions answered

Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
800 Alma St.	3,469	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378	3,499	3,442
100 Terminal Ave.*	464	517	413	315	395	378	346	309	365	344	404	358	280

Table 4. Library holds filled (item requests)

Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Incoming holds - 800 Alma St	4,081	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137	3,952	4,161
Outgoing holds - 800 Alma St	3,074	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838	2,795	2,882
Incoming holds - 100 Terminal Ave.*	182	129	165	131	110	200	110	188	196	629	173	223	284
Outgoing holds - 100 Terminal Ave.*	304	273	357	382	368	440	391	429	361	372	440	348	408

Table 5. Library foot traffic (gate count)

Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
800 Alma St.	8,539	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486	21,258	21,780
100 Terminal Ave. (All-ages library)	2268	2736	2,480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340	2,643	2,334
100 Terminal Ave. (Children's library)	892	686	758	820	703	978	1,001	1,040	2,258	2,441	2,685	2,997	1,473

Table 6. Library program attendance and room usage

Location*	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Total attendance - 800 Alma St.	1,551	985	882	737	761	1204	903	956	1,167	1,040	1,191	1,433	1,148
# of programs - 800 Alma St.	38	37	38	33	31	37	34	33	36	37	39	30	32
Total attendance - 100 Terminal Ave.*	540	373	309	164	216	514	283	392	298	336	406	434	299
# of programs - 100 Terminal Ave.*	26	25	28	29	27	29	28	28	28	30	29	23	20
Conference Room - available hours	217	217	217	217	217	217	217	209	217	209	240	232	248
Conference Room - reserved hours	16.5	21	24	26.3	23	19	18	22	34	38	32	37.5	30
Conference Room - utilization %	8%	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%	16%	12%
Tutor Room - available hours	217	217	217	217	217	217	217	209	217	209	240	232	248
Tutor Room - reserved hours	50	58	70	51	40	57	46	45	44	52	49	70	61
Tutor Room - utilization %	23%	26%	32%	24%	18%	26%	21%	22%	20%	25%	20%	30%	25%

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 7. Belle Haven Child Development Center (Preschool)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Students ages 3-5	45	45	47	49	49	50	59	62	66	67	67	52	52
Special needs students	3	2	2	2	2	2	2	2	1	1	1	1	1
English second language students	34	37	37	38	38	39	48	52	57	59	59	43	43
Meals and snacks served	2024	2112	2,438	1,865	1,900	1,900	1,500	3,276	3,286	2,947	2,861	2,000	2,000
Total hours of education and care provided*	9,214	8,775	10,540	7,706	7,706	9,263	10,930	12,695	14,157	13,065	14,372	11,154	10,647

Table 8. Menlo Children's Center (Preschool)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Students ages 18 mo - 2 years	4	5	5	5	1	1	3	3	3	3	1	1	1
Students ages 2 - 3 years	16	17	18	18	17	17	19	19	20	18	16	15	8
Students ages 3 - kindergarten	23	22	22	22	23	24	24	28	36	36	35	33	36
Total enrollment	43	44	45	45	41	42	46	50	59	59	52	49	45
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	9,691	8,450

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Kindergarten	9	10	10	10	10	11	11	11	11	11	10	N/A	4
Students grades 1st - 5th	32	33	33	33	33	34	31	31	31	31	33	N/A	27
Summer camp enrollment	30	0	0		0	0	0	0	0	0	29	94	40
Total enrollment	71	43	43	43	43	45	42	42	42	42	72	94	71
Total hours of education and care provided	3936.5	2316	3,142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005	6,251	4,351

Table 10. Belle Haven Youth Center (After school)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Transitional kindergarten	0	5	5	5	5	5	5	5	5	5	0	0	0
Kindergarten	4	6	6	6	6	6	6	6	6	6	4	4	4
Students grades 1 st - 5th	29	56	56	56	56	56	56	56	56	54	32	30	30
Summer Camp enrollment	54	0	0	0	0	0	0	0	0	0	0	44	38
Total enrollment	85	67	67	67	67	67	67	67	67	65	32	78	72
Total hours of education and care provided*	12,094	4,623	5,662	4,020	3,920	4,858	4,623	5,600	4,388	4,940	1,888	10,540	3,808

*all hours total for all students

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Lunches served	985	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097	1,124	1,136
Grocery boxes distributed	485	476	511	214	248	532	512	579	508	498	526	454	538
Senior shuttle trips	784	702	702	620	616	620	630	662	672	518	372	440	556
Special event attendance	80	90	101	0	87	0	80	0	0	0	0	0	77

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, martial arts, or health	114	83	107	107	107	119	120	105	295	317	146	215	199
Arts and crafts or technology	61	66	70	64	64	68	78	65	82	94	49	27	37
Dance, music, or performing arts	38	47	59	45	57	79	77	77	83	75	55	92	61
Languages or other literary arts	55	56	74	63	56	54	63	64	61	70	48	54	51
Other	11	12	9	19	19	5	5	8	9	10	9	9	9
Enrollment - non-residents	121	119	145	138	138	144	150	140	86	87	90	96	98
Enrollment - residents	158	145	174	172	172	181	178	179	105	109	125	125	128
Enrollment - Total	279	264	319	310	310	325	328	319	191	196	215	224	226
Total classes offered	19	19	21	21	21	20	21	19	21	21	18	19	18

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, martial arts, or health	64	75	118	118	118	110	106	113	96	100	61	60	46
Arts and crafts or technology	0	0	0	0	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	28	50	38	37	37	33	33	35	23	27	29	29	29
Languages or other literary arts	27	33	33	33	33	35	35	35	51	50	51	52	52
Other	-	-	-	-	-	-	4	4	0	0	0	0	0
Enrollment - non-residents	27	66	69	68	68	65	65	65	93	87	55	55	50
Enrollment - residents	92	92	120	120	120	113	113	122	77	90	86	86	77
Enrollment - Total	119	158	189	188	188	178	178	187	170	177	141	141	127
Total classes offered	4	5	5	5	5	7	7	7	5	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.)

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Residents	9	11	6	8	5	6	11	13	11	10	12	0	12
Non-residents	35	33	22	20	15	23	24	27	28	25	25	23	21
Instructor usage (in hours)	1,437	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200	1,200	870	870	870
Cypress Room - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Cypress Room - reserved hours	39	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21	57	45
Cypress Room - utilization %	10%	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%	16%	13%
Juniper Room - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Juniper Room - reserved hours	132	262	287	190.33	138	127	122	161.5	176	189	122	135	91
Juniper Room - utilization %	36%	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%	37%	26%
Maple Room - available hours	363	350	361	338	361	364	322	348	348	331	348	361	351
Maple Room - reserved hours	92	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123	160	98
Maple Room - utilization %	25%	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%	44%	28%
Oak Room - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Oak Room - reserved hours	11	73.25	61	56.27	27	43	51	53	83	57	34	42	48
Oak Room - utilization %	3%	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%	12%	14%
Oak Patio - available hours	363	350	361	338	361	364	322	348	348	351	348	361	351
Oak Patio - reserved hours	0	0	5	0	3	0	0	6.5	0	10	9	14	3
Oak Patio - utilization %	0%	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%	1%	1%
Sequoia Room - available hours	363	332	345	318	345	344	306	332	332	331	332	345	331
Sequoia Room - reserved hours	90	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74	66	67
Sequoia Room - utilization %	25%	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%	19%	20%
Sequoia Patio - available hours	363	332	345	318	345	364	306	348	348	331	332	345	331
Sequoia Patio - reserved hours	30	20.75	0	5.3	0	5	26	4	5	29	11	6	5
Sequoia Patio - utilization %	8%	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%	1%	1%
Willow Room - available hours	363	372	384	358	384	386	342	370	370	372	370	384	372
Willow Room - reserved hours	66	114	138	358	384	386	342	370	370	126	102	132	129
Willow Room - utilization %	18%	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%	34%	42%

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Residents	32	28	38	40	39	40	40	38	30	40	40	48	48
Non-residents	30	28	11	10	18	7	10	14	6	6	32	30	30
Instructor usage (in hours)	80	80	80	120	24	24	32	32	32	16	16	16	25
Court #1 - available hours	515	500	500	498	517	517	517	515	500	515	500	517	515
Court #1 - reserved hours	113	235	357.2	364	355.75	425	482	499.58	461	422	422	455	451
Court #1 - utilization %	22%	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%	88%	87%
Court #2 - available hours	515	500	500	498	517	517	517	515	500	515	500	517	515
Court #2 - reserved hours	119	248	147.5	319	453.5	439	482	499.58	461	461	422	455	451
Court #2 - utilization %	23%	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%	88%	87%

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Residents	8	6	6	14	15	6	11	11	7	8	4	11	1
Non-Residents	0	1	0	0	0	2	6	5	3	2	2	1	2
Makerspace - available hours	248	240	248	240	248	248	224	224	240	248	240	248	248
Makerspace - reserved hours	47	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5	20.5	20.5
Makerspace - utilization %	19%	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%	8%	8%
Event Hall - available hours	364	335	348	325	348	350	310	310	335	217.5	335	347.5	337
Event Hall - reserved hours	196.5	218	257.5	176.5	218	176.5	181	181	198	140	255	205.5	251
Event Hall - utilization %	54%	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%	60%	74%
Movement Studio - available hours	364	364	378	350	378	378	336	336	364	364	364	378	364
Movement Studio - reserved hours	39	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75	6	4.75
Movement Studio - utilization %	11%	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%	2%	1%
Flex Classroom - available hours	364	364	378	350	378	378	336	336	364	364	364	378	364
Flex Classroom - reserved hours	11.5	25	21	24.5	17.5	27.5	27	27	28	31	18.25	24.25	26.25
Flex Classroom - utilization %	3%	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%	6%	7%
Gymnasium - available hours	378	289	291	303	277.5	303	306	268	291	289	291	302.5	289
Gymnasium - reserved hours	209	203	231	240	214	223	305	268	318	310	222.75	231.25	196
Gymnasium - utilization %	81%	70%	79%	79%	77%	73%	101%	100%	109%	107%	77%	76%	68%

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, martial arts, or health	101	296	305	316	312	284	296	296	342	288	313	331	249
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-
Arts and crafts or technology	47	7	19	19	19	12	12	12	5	5	0	0	60
Dance, music, or performing arts	236	337	348	348	272	304	314	307	313	317	143	152	159
Language and literary arts	27	58	40	40	33	35	35	35	51	50	51	52	52
Other	363	59	111	70	104	55	55	51	106	105	68	76	79
Enrollment - non-residents	307	188	217	204	176	165	175	185	230	144	179	195	174
Enrollment - residents	467	569	606	589	564	525	537	516	587	621	397	416	425
Enrollment - Total	774	757	823	793	740	690	712	701	817	765	575	611	599
Total classes offered	63	62	78	73	65	73	73	74	80	80	47	49	33
# of instructors	33	28	32	31	32	28	26	26	26	26	18	18	18

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Enrollment - Basketball	27	35	31	99	33	47	81	83	32	0	0	0	42
Enrollment - Volleyball	102	82	81	81	81	81	87	88	96	96	67	103	70
Enrollment - Youth mixed activity sports camp	0	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	74	59	27	98	98	77	95	97	99	74	54	22	69
Enrollment - residents	55	58	85	82	50	51	73	74	29	22	13	81	43
Enrollment - Total	129	117	112	180	64	128	168	171	128	96	67	103	112
Total classes offered	7	0	7	15	5	5	7	8	5	2	2	2	5
# of instructors	2	2	2	2	2	2	2	2	2	1	1	1	2
Drop-in basketball visits	171	194	190	525	233	270	404	263	236	256	88	318	401
Drop-in volleyball visits	287	415	433	646	412	436	626	358	264	307	266	361	318
Leagues – individual registrations	0	14	0	0	3	3	0	0	0	0	13	64	4
Leagues – team registrations	0	31	50	128	10	0	23	3	0	0	29	16	20

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Fitness, yoga, and health	80	66	104	104	105	69	75	75	64	64	93	66	66
Sports	-	-	-	-	-	-	-	-	46	47	88	45	45
Arts and crafts and technology	41	41	30	30	30	71	71	71	70	70	85	64	64
Dance, music, or performing arts	15	47	40	40	40	18	12	12	37	35	48	8	8
Language and literary arts	13	31	35	36	36	24	24	24	23	24	46	23	23
Other	-	-	7	0.07	8	6	6	6	39	40	30	-	0
Enrollment - non-residents	10	16	17	17	17	14	16	16	73	71	87	22	22
Enrollment - residents	139	169	201	207	208	174	186	186	208	210	302	184	184
Enrollment - Total	149	185	218	224	225	188	202	202	281	281	390	206	206
Total classes offered	15	22	22	23	23	24	24	24	31	31	42	20	20
# of instructors	9	11	12	13	13	13	13	13	13	13	15	10	10
Drop-in basketball visits	167	192	215	252	272	272	160	233	200	313	135	277	348
Drop-in volleyball visits	10	50	65	6	31	31	16	8	64	37	51	54	25
Drop-in Fitness Center	720	659	620	522	550	364	572	541	516	510	518	524	581

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

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Gymnastics enrollment	887	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1,300	952	959	933
Aerial Silks enrollment	43	58	59	55	55	0	0	53	24	24	20	20	20
Enrollment - non-residents	282	342	343	359	293	*	*	338	309	301	256	265	257
Enrollment - residents	605	815	811	859	944	*	*	944	949	949	696	694	676
Enrollment - Total	1,125	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972	959	953
Total classes offered	119	120	120	120	120	*	*	120	120	120	111	111	111
# of instructors	2	2	2	2	2	0	0	2	1	1	1	1	1

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 21. Picnic Rentals

Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Burgess Park picnic area - available hours	2,976	2,400	2,976	3,300	2,976	2,976	3,136	3,410	2,880	2,232	2,880	2,976	2,976
Burgess Park picnic area - reserved hours	97	195	148	86	14.5	38	35	87	171	193.5	218.25	223	109.75
Burgess Park picnic area - utilization %	3%	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%	7%	4%
Nealon Park picnic area - available hours	1,860	2,100	2,604	2,880	2,604	2,604	2,352	2,542	2,460	2,232	2,100	2,232	2,232
Nealon Park picnic area - reserved hours	108	130	78	56	20	31	44	107	100	45	200.25	130.5	79
Nealon Park picnic area - utilization %	6%	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%	6%	4%

Table 22. Park Rentals

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 23. Athletic Field Rentals													
Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Burgess Park - available hours	3,456	2,520	2,604	2,880	2,604	2,604	2,688	2,604	2,520	2,976	1,080	1,632	2,122
Burgess Park - reserved hours	1,206	561	540	195	1	69	299	767	1,306	689	268	495	522
Burgess Park - utilization %	35%	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%	30%	25%
Hillview School - available hours	744	720	744	720	744	744	672	744	720	744	720	744	720
Hillview School - reserved hours	202	132	153	142	85	79	107	239	229	262	17	40.5	288
Hillview School - utilization %	27%	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%	54%	40%
Jack Lyle Park - available hours	744	720	744	720	744	744	672	744	720	744	720	0	336
Jack Lyle Park - reserved hours	197	246	182	92	10.5	8	66	234	181	185	42.5	0	143
Jack Lyle Park - utilization %	26%	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%	*0%	42%
Kelly Park - available hours	868	840	868	840	868	868	784	868	840	868	720	868	840
Kelly Park - reserved hours	240	321	310	236	158	206	185	179	317	337	21	71	301
Kelly Park - utilization %	28%	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%	8%	36%
La Entrada School - available hours	3,038	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520	2,232	2,232	2,232	2,160
La Entrada School - reserved hours	240	31.5	31.5	12	0	0	26	126	90	130	109.5	27.5	22.5
La Entrada School - utilization %	8%	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%	1%	1%
Nealon Park - available hours	1,302	840	868	420	434	434	392	434	420	434	420	434	434
Nealon Park - reserved hours	73	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5	80.5	58.5
Nealon Park - utilization %	6%	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%	18%	13%
Oak Knoll School - available hours	744	360	372	420	434	434	336	372	360	372	360	372	360
Oak Knoll School - reserved hours	106	27	24	0	0	0	16	64	36	61.5	12	8	3
Oak Knoll School - utilization %	14%	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%	2%	1%
Willow Oaks Park - available hours	1,488	1,440	1,488	1,440	1,488	1,488	1,344	1,488	1,440	1,488	1,440	1,488	1,440
Willow Oaks Park - reserved hours	239	120	110	29	18	19.5	83.5	229	181	194	137	28	202
Willow Oaks Park - utilization %	16%	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%	2%	14%
Total available hours	12384	9,600	7,947	9,600	9,548	9,548	8,904	9,858	9,540	9,858	7,692	7,770	8,412
Total reserved hours	2503	1,573	1,501	778	323	525	824	1,945	2,476	1,970	697	750	1,540
Total field utilization %	20%	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%	10%	18%

*Closed for maintenance

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 24. Tennis and Pickleball Court Rentals													
Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Burgess Park - Tennis Court #1 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Burgess Park - Tennis Court #1 reserved hours	184	205	181	149	103	163	141	210	140	198	205	146	160
Burgess Park - Tennis Court #1 utilization %	42%	48%	42%	35%	24%	38%	35%	48%	33%	48%	49%	34%	38%
Kelly Park - Pickleball Court #1 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Kelly Park - Pickleball Court #1 reserved hours	45	47	48	41	16	30	12	33	33	32	34	16	35
Kelly Park - Pickleball Court #1 utilization %	10%	11%	10%	10%	4%	6%	3%	7%	8%	7%	8%	3%	8%
Kelly Pickleball Court #2 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Kelly Pickleball Court #2 reserved hours	21	14	27	11	10	14	5	18	24	25	16	6	11
Kelly Park - Pickleball Court #2 utilization %	5%	3%	6%	2%	2%	2%	1%	4%	6%	5%	4%	1%	3%
Kelly Park - Tennis Court #1 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Kelly Park - Tennis Court #1 reserved hours	77	133	143	117	109	128	94	145	134	209	148	74	114
Kelly Park - Tennis Court #1 utilization %	18%	32%	33%	28%	25%	38%	24%	33%	32%	48%	35%	17%	27%
Nealon Park - Tennis Court #1 available hours	434	420	434	420	434	434	392	434	420	434	330	434	420
Nealon Park - Tennis Court #1 reserved hours	161	204	220	197	151	197	186	249	237	233	178	107	163
Nealon Park - Tennis Court #1 utilization %	37%	49%	50%	42%	35%	45%	47%	57%	56%	53%	54%	24%	39%
Nealon Park - Tennis Court #2 available hours	434	420	434	420	434	434	392	434	420	434	330	434	420
Nealon Park - Tennis Court #2 reserved hours	163	193	173	150	89	135	166	208	207	214	159.25	104	169
Nealon Park - Tennis Court #2 utilization %	38%	46%	40%	36%	21%	31%	42%	48%	49%	62%	48%	23%	40%
Willow Oaks - Tennis Court #3 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Willow Oaks - Tennis Court #3 reserved hours	112	192	170	148	115.75	136.75	152	204	163	194	166	134.5	173.5
Willow Oaks - Tennis Court #3 utilization %	26%	46%	39%	35%	27%	31%	38%	47%	39%	45%	39%	31%	41%
Willow Oaks - Tennis Court #4 available hours	434	420	434	420	434	434	392	434	420	434	420	434	420
Willow Oaks - Tennis Court #4 reserved hours	142	194	170	150	131	174	132	220	206	237	210	157	201.5
Willow Oaks - Tennis Court #4 utilization %	33%	46%	39%	36%	30%	40%	33%	51%	49%	54%	50%	36%	48%

Table 25. Tennis and Pickleball Classes													
Location	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Youth tennis enrollment	23	47	48	67	63	86	53	51	61	60	29	26	25
Adult tennis enrollment	7	24	28	31	23	23	21	21	18	18	11	19	18
Tennis enrollment - resident	27	63	67	82	73	73	63	62	68	67	30	34	33
Tennis enrollment - non-resident	6	3	8	9	16	13	13	10	11	11	10	22	10
Tennis enrollment total	27	30	72	76	98	86	86	72	79	78	40	45	43

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 26. Recreation client accounts

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
New recreation client accounts	937	502	347	402	806	488	416	1,338	546	637	472	433	893
Total recreation client accounts	18,680	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634	25,067	25,960
Hyperlocal client accounts	1,848	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459	2,506	2,573

Table 27. Web page views

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
/Library	4,332	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433	6,423	6,577
/ActivityGuide	10,099	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113	3,893	10,416

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

Table 28. Newsletter engagement

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
Newsletters sent	5	4	4	4	3	4	4	4	4	5	4	4	5
Average recipients per newsletter	24,346	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016	29,441	30,887
Total recipients	121,730	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064	117,765	154,436
Total newsletter clicks	3,481	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808	5,073	6,743
Total newsletter unique clicks	1,720	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792	1,789	2,828
Total newsletter opens	86,160	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448	75,689	110,790
Total unique opens	55,666	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715	49,866	70,836
% open rate (monthly average)	71%	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%	65%	72%
% unique opens rate (monthly average)	46%	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%	42%	46%
Unsubscribes Monthly Total	207	296	242	209	148	212	118	152	163	213	166	173	313
% Unsubscribes - Monthly Average	0.17%	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%	0.15%	0.20%
Email Bounces - Monthly Total	2,760	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647	2,667	3,322

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - AUGUST 2026

Table 29. Large-scale community event attendance

	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026
College and Career Fair	-	-	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	310	-	-	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	225	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	3,100	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	-	-	-	-	322	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	-	-	-	-	-	3,000	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	656	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	496	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	546	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	375	-
Summer Concert – Fremont Park	275	-	-	-	-	-	-	-	-	-	-	-	430
Summer Concert – Fremont Park	750	-	-	-	-	-	-	-	-	-	-	-	1,300
Summer Concert – Karl E. Clark Park	130	-	-	-	-	-	-	-	-	-	-	149	140
Trunk-or-Treat	-	-	310	-	-	-	-	-	-	-	-	-	-
Halloween Parade and Festival	-	-	2,000	-	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	160	-	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	925	-	-	-	-	-	-	-	-
Photos with Santa	-	-	-	-	463	-	-	-	-	-	-	-	-

LIBRARY COMMISSION
TENTATIVE AGENDA SCHEDULE
SEPTEMBER 21, 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 (Sept. 15 Council meeting) Work plan deliverables/milestone calendar Receive the approved work plan - Presentation: Belle Haven Library updates - District 1 outreach
October 19, 2026	Subcommittee work for the coming year
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 Move to Dec. 17? BHCC not available, but ARC is.
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.

LIBRARY COMMISSION
WORK PLAN MILESTONE CALENDAR
SEPTEMBER 21, 2026

** All dates and topics are tentative and subject to change

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

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.		
Responsible Person(s)	Milestone / Deliverable	Date/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.		
Responsible Person(s)	Milestone / Deliverable	Date/Frequency

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		
Responsible Person(s)	Milestone / Deliverable	Date/Frequency

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.		
Responsible Person(s)	Milestone / Deliverable	Date/Frequency

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		
Responsible Person(s)	Milestone / Deliverable	Date/Frequency