Library Commission

REGULAR MEETING AGENDA

Date: **10/19/2026**
Time: **6:30 p.m.**
Locations: **Zoom.us/join – ID# 810 8483 7156 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 810 8483 7156
- Access the meeting in real-time via telephone at:
  (669) 900-6833
  Meeting ID 810 8483 7156
  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. Study Session

D1. Discuss options for communicating library accomplishments to the community (Staff Report LC-2026-041)

E. Regular Business

E1. Approve the minutes from the September 21, 2026 Library Commission meeting (Attachment)

E2. Report out from ad hoc subcommittee on District 1 library outreach (Staff Report LC-2026-042)

E3. Ad hoc subcommittee updates on the “library of the future” and near-term improvements (Staff Report LC-2026-043)

F. Informational Items

F1. Library and Community Services Department updates and statistics (Staff Report LC-2026-044)

F2. Tentative agenda calendar and work plan milestones and deliverables calendar (Attachment)

G. Commission Reports

G1. Individual Commissioner reports

H. 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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STAFF REPORT

Library Commission
Meeting Date: **10/19/2026**
Staff Report Number: **LC-2026-041**

Informational Item: **Discuss options for communicating library accomplishments to the community**

Recommendation
City staff recommends that the Library Commission (LC) discuss options for communicating library accomplishments to the community.

Policy Issues
The LC advises the City Council on matters related to the City's libraries.

Background
At the September 21, 2026 meeting, the LC discussed options for communicating library accomplishments with the public and agreed to bring the topic back for additional discussion at the October 19, 2026 meeting.

Analysis
As an advisory body to the City Council, the LC may provide staff with feedback and recommendations on library outreach and offer a forum for public comment.

Staff recommends that the LC consider discussing the following topics related to communicating Library accomplishments to the community:

- Ideally, what should be the primary purpose of the outreach?
- Audience:
  - Who should be the intended audience(s)?
  - Should we reach out to all intended audiences at once, or focus on small groups?
  - Will we need to alter the format to reach the desired audience?
- What format is preferred (length, style—narrative vs. bullet, inclusion of photos/maps/metrics, digital vs. print, infographic, booklet, presentation, stories)?
- Which accomplishments, challenges, projects, and/or programs are most important or impactful to highlight?
- How can we best connect positive community outcomes (literacy, continued education, community connection, improved quality of life) to the services that the Library provides?
- Considerations for outreach limitations:
  - How frequently is it possible and practical to produce outreach materials?
  - How effective are the materials?
  - Cost of producing the materials
  - Staff capacity
  - Sustaining community interest

- Is the data we wish to share available? If so, how burdensome is it to collect? How accurate is it?

The LC receives monthly stats on library visits, circulation, programs, library room usage, library cards, and program attendance. Stats from 2025 and 2026 (YTD) are provided in Attachment A. The stats may be useful to refer to as an inventory of data that is reliably accurate, regularly gathered, and easily accessed.

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. Library stats 2025 and 2026 YTD

Report prepared by:
Ashley Dixon, Management Analyst

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

LIBRARY AND COMMUNITY SERVICES
STATISTICS JANUARY - SEPTEMBER 2026

Table 1. Library items circulated

Location*	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026	Total YTD
800 Alma St.	36,035	31,192	34,688	33,583	32,921	34,332	30,671	32,551	30,614	296,587
100 Terminal Ave.*	2,401	2,323	2,522	2,475	3,141	2,292	2,372	2,369	2,102	21,997
eBooks	10,481	9,229	9,086	8,641	8,435	9,486	15,747	9,593	8,764	89,462
eAudio	7,252	6,062	6,674	6,552	7,147	6,672	7,129	7,036	6,395	60,919
eVideo	1,252	926	1,133	1,281	1,322	1,327	1,383	1,854	1,233	11,711
eSerials	2,492	2,380	3,111	3,132	2,392	4,475	2,448	2,654	2,370	25,454
Total online / digital	21,477	18,597	20,004	19,606	19,296	21,960	26,707	21,137	18,762	187,546

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

Table 2. Library cards

	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026	Total YTD
New cards issued - MP residents	216	166	183	190	178	226	249	246	205	1,859
Total cardholders - MP residents	15,152	15,272	15,387	15,555	15,674	15,863	16,045	16,238	16,419	

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

Table 3. Library patron questions answered

Location*	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026	Total YTD
800 Alma St.	3,160	2,745	2,915	2,751	2,703	3,378	3,499	3,442	2,844	27,437
100 Terminal Ave.*	378	346	309	365	344	404	358	280	377	3,161

Table 4. Library holds filled (item requests)

Location*	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026	Total YTD
Incoming holds - 800 Alma St	4,154	3,577	4,028	3,995	4,050	4,137	3,952	4,161	3,834	35,888
Outgoing holds - 800 Alma St	2,828	2,636	2,748	2,652	2,660	2,838	2,795	2,882	2,837	24,876
Incoming holds - 100 Terminal Ave.*	200	110	188	196	629	173	223	284	198	2,201
Outgoing holds - 100 Terminal Ave.*	440	391	429	361	372	440	348	408	426	3,615

Table 5. Library foot traffic (gate count)

Location*	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026	Total YTD
800 Alma St.	12,493	26,966	27,280	19,281	18,398	20,486	21,258	21,780	19,227	187,169
100 Terminal Ave. (All-ages library)	2,560	2,390	2,348	2,480	2,510	2,340	2,643	2,334	2,651	22,256
100 Terminal Ave. (Children's library)	978	1,001	1,040	2,258	2,441	2,685	2,997	1,473	1,745	16,618

Table 6. Library program attendance and room usage

Location*	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026	Total YTD
Total attendance - 800 Alma St.	1,204	903	956	1167	1,040	1,191	1,433	1,148	888	9,930
# of programs - 800 Alma St.	37	34	33	36	37	39	30	32	33	311
Total attendance - 100 Terminal Ave.*	514	283	392	298	336	406	434	299	213	3,175
# of programs - 100 Terminal Ave.*	29	28	28	28	30	29	23	20	20	235
Conference Room - available hours	217	217	209	217	209	240	232	248	224	2,013
Conference Room - reserved hours	19	18	22	34	38	32	37.5	30	26	257
Conference Room - utilization %	9%	8%	11%	16%	18%	13%	16%	12%	12%	-
Tutor Room - available hours	217	217	209	217	209	240	232	248	224	2,013
Tutor Room - reserved hours	57	46	45	44	52	49	70	61	70	494
Tutor Room - utilization %	26%	21%	22%	20%	25%	20%	30%	25%	31%	-

LIBRARY AND COMMUNITY SERVICES
STATISTICS - JANUARY 2026

Table 1. Library items circulated

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
800 Alma St.	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077	36,035
100 Terminal Ave.*	2299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000	2,401
eBooks	9,426	9,316	9,792	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	9,269	*
eAudio	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745	7,252
eVideo	1,496	1,174	1,159	1,066	1,308	1198	1,531	1,239	1,138	1,219	1,174	1,292	1,252
eSerials	2,176	2,209	2,415	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,372	2,492
Total online / digital	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	19,678	10,996

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

Table 2. Library cards

	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
New cards issued - MP residents	200	184	201	151	161	198	216	235	171	186	167	137	216
Total cardholders - MP residents	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	15,017	15,152

Table 3. Library patron questions answered

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
800 Alma St.	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680	3,160
100 Terminal Ave.*	565	471	499	432	402	509	497	464	517	413	315	395	378

Table 4. Library holds filled (item requests)

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Incoming holds - 800 Alma St	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427	4,154
Outgoing holds - 800 Alma St	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450	2,828
Incoming holds - 100 Terminal Ave.*	262	203	129	167	161	200	157	182	129	165	131	110	200
Outgoing holds - 100 Terminal Ave.*	43	**262	363	303	264	305	266	304	273	357	382	368	440

Table 5. Library foot traffic (gate count)

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
800 Alma St.	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411	12,493
100 Terminal Ave. (All-ages library)	5135	4569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161	2,560
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	892	686	758	820	703	978

Table 6. Library program attendance and room usage

Location*	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026
Total attendance - 800 Alma St.	1,011	937	967	978	1,127	1112	1609	1551	985	882	737	761	1,204
# of programs - 800 Alma St.	32	29	34	37	37	42	36	38	37	38	33	31	37
Total attendance - 100 Terminal Ave.*	612	464	240	379	188	355	407	540	373	309	164	216	514
# of programs - 100 Terminal Ave.*	28	30	23	27	25	26	33	26	25	28	29	27	29
Conference Room - available hours	-	-	-	-	-	-	-	217	217	217	217	217	217
Conference Room - reserved hours	-	-	-	-	-	-	-	16.5	21	24	26.3	23	19
Conference Room - utilization %	-	-	-	-	-	-	-	8%	10%	11%	12%	11%	9%
Tutor Room - available hours	-	-	-	-	-	-	-	217	217	217	217	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	49.5	57.5	69.5	51.45	40	56.5
Tutor Room - utilization %	-	-	-	-	-	-	-	23%	26%	32%	24%	18%	26%

*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

CITY OF MENLO PARK

SPECIAL MEETING MINUTES – DRAFT

Date: **9/21/2026**
Time: **6:30 p.m.**
Locations: **Teleconference and**
Belle Haven Community Campus
100 Terminal Ave., Menlo Park, CA 94025

A. Call To Order

Chair Westcott called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Abdulla, Crockett, Orton, Shafer, Sisbot (remote), Westcott, Yule
Absent: None
Staff: Library and Community Services (LCS) Director Nick Szegda, Librarian II Iris Keenan, Librarian II Desiree Wong

C. Presentations and Proclamations

C1. Belle Haven Library updates

Commissioners Keenan and Wong made the presentation (Attachment).

The Commission received clarification on programs, outreach and outreach-related event tabling.

D. Regular Business

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

ACTION: Motion and second (Orton/ Crockett), to approve the minutes from the August 17, 2026 meeting, passed unanimously.

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

Commissioners Abdullah and Yule made the presentation (Attachment).

The Commission discussed engagement visualizations, library signage and outreach, a quarterly library report and incorporating outreach into their work plan.

E. Informational Items

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

Director Szegda introduced the item.

The Commission discussed reporting programs and attendance.

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)

The Commission made the following changes to the calendar:

- October – add subcommittee work for the coming year
- October – add quarterly infographics/scorecard
- October – add District 1 subcommittee – discussion and report on execution of plan
- November – add Library of the Future (LOTF) subcommittee demographics of new development
- Move Dec. 21 joint meeting with PRC at BHCC to Dec. 17 at ARC.

The Commission added the following to their work plan deliverables calendar:

- October 2026 – Goal 3 – District 1 subcommittee – milestone development
- November 2026 – Goal 5 – LOTF subcommittee – demographics of new development
- February 2027 – Goal 2 – update LCS strategic plan

F. Commission Reports

F1. Individual Commissioner reports

None.

G. Adjournment

Chair Westcott adjourned the meeting at 7:40 p.m.

Nick Szegda, Library and Community Services Director

Belle Haven Library updates

Desiree Wong, Librarian II
Iris Keenan, Librarian II

Belle Haven Library Programming

- Since January Belle Haven has hosted 215 programs with 2,962 attendees
  - Children: 113 events, 1,730 attendees
  - Teens: 29 events, 119 attendees
  - Adults: 43 events, 447 attendees
  - All ages: 24 events, 639 attendees

Funded entirely by Friends of Menlo Park Library!

Belle Haven Library – Library Events

- A Library Adventure: A Journey Through Oz – 125 attendees
- Monthly Saturday Concerts:
  - Gamelan Sekar Swarasanti – 42 attendees
  - Koto Music and Film – 34 attendees
- 9th annual Summer Puppetry Festival:
  - Pop & Go Puppets – 83 attendees
  - The Art of Puppet with Fratello Marionettes – 79 attendees
  - Possibly Puppets – 115 attendees
- Chamber Music by the Bay's Instrument Petting Zoo – 129 attendees
- Library Makes Series:
  - Needle Felting Animals – 22 attendees
  - Macrame Bracelets – 44 attendees

Meeting the Belle Haven community's needs

- Comment boxes with guided feedback forms
- Library of Things at BH
  - State Park Passes
  - Wi-Fi Hot Spots
  - Video Games
  - Laptops
  - Phone Chargers
  - Board games and Puzzles
- 13,280 Children and Teen books checked out this year
- 3,378 Adult books checked out this year
- 16,658 books checked out at the Belle Haven Library so far this year

I DIDN'T FIND WHAT I WANTED TODAY...

I WAS LOOKING FOR A:

- ☐ BOOK
- ☐ DVD
- ☐ VIDEO GAME
- ☐ BOOK ON CD
- ☐ LARGE TYPE BOOK
- ☐ GRAPHIC NOVEL

CALLED:

MADE BY:

I WOULD LIKE TO USE IT ON A:

- ☐ SWITCH
- ☐ PLAYSTATION 5
- ☐ XBOX X/S
- ☐ DVD PLAYER
- ☐ BLUERAY PLAYER
- ☐ N/A OR OTHER

TELL US MORE:

Physical / In-Person Outreach

- Word-of-mouth
- Event commercials
- Sandwich boards
  - At least 2 at each library
- Ads in local papers
  - For large programs like Summer Reading Game and Youth Poetry Voices
- Printed flyers, postcards, tri-folds
  - ~7,000 per year
- Tabling at City and Community events
  - So far this year – 10
  - Scheduled - 4

Digital Outreach

- Instagram
  - ~200 posts per year
- Library web page
  - Library is in top 5 most visited City pages every month
  - ~55,000 visits per year
- Monitor ads
  - ~250 per year
- LCS Newsletter - ~30,000 subscribers
  - Average 72% open rate
  - Top performing library items:
    - Quotes: Favorites have been Moby Dick, LOTR The Two Towers, Margaret Atwood
    - Reading lists: Staff Picks have been a hit! Library staff current reads, Non-fiction librarian picks, Book Club Reads 2026, Romantasy, and Sports Romance Reads
    - Top programs: Summer Reading Game, Bay Area Try It Truck, Hamilton film screening
    - Surprising hits: Discover and Go Museum Passes, and State Park Passes
    - Newsletter performance data is shared weekly with librarians – can then adjust and try new articles based on that info

Questions?

DEATH FEIGNING
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Belle Haven Outreach Subcommittee Report

September 2026

Introduction

In October of 2025 the Menlo Park Library Commission voted to form a subcommittee to review library outreach in District 1 of Menlo Park. We have spent the last year reviewing literature, statistics and meeting with stakeholders. The following report includes our observations as well as recommendations based on our findings.

Research Source Inventory

Source Distribution Overview

The research context is derived from 49 primary and secondary materials. These have been grouped into five core categories based on their origin and methodology.

Source Category	Total	Representative Key Source
Academic Theses & Research	1	*Analyzing Government-Resident Communication Methods in the City of Bangor*
Industry Whitepapers & Expert Ebooks	15	*50 Local Marketing Ideas for Your Small Business*
Professional Marketing Blogs & Periodicals	9	*Super Library Marketing: Practical Tips and Ideas*
Cultural Impact Guides & Methodologies	12	*A Guide to the Impact Compass*
Municipal Planning & Policy Documents	12	*City of Menlo Park 2023-2031 Housing Element Update*

Total Sources	**49**	

Research Overview

I. The High Level: The Impact Compass Framework

Standard library metrics like visitor counts fail to capture the real value experienced by citizens.

The Four Dimensions of Library Impact

Dimension	Focus	User Experience / Impact Parameters
Haven	Emotional Impact	A free space for immersion, concentration, well-being, and taking a break from the pace of everyday life.
Perspective	Intellectual Impact	Cultivation of interests, acquisition of new knowledge, reflection, and the development of a critical sense.
Creativity	Creative Impact	Stimulation of imagination, motivation to try new things, and the development of new skills.
Community	Social Impact	Fostering togetherness (directly or indirectly), empathy, democratic participation, and a sense of citizenship.

II. The Ground Level: Resident Communication Preferences

Municipal communication trends highlight how different demographics process information, providing a blueprint for targeted outreach.

Demographics and Engagement Challenges

- **Working-Age (33–59):** Often dissatisfied and "too busy" to engage; requires efficient, time-sensitive updates.
- **Renters vs. Homeowners:** Renters typically have less city-related knowledge due to shorter tenure, not lack of interest.
- **Seniors (60+):** High smartphone/computer ownership exists; they prefer a balanced mix of digital and traditional channels.

Effectiveness of Communication Channels

A multi-channel strategy is essential, as no single medium reaches the entire community.

- **Social Media:** Most effective tool, reaching roughly 44% of residents.
- **Traditional Media:** Broadcast and print remain vital primary sources for 12% of the population.
- **Word of Mouth:** Highly frequent for sharing community-level updates.
- **The Promotion Gap:** Low awareness of existing tools like specialized apps or alert systems is a major barrier.

III. Strategic Direction: Bridging Theory to Local Action

These data-driven strategies help translate theory into local action for the Belle Haven community.

1. Developing Resident Personas

Segment the community into personas to avoid generic, ineffective communication:

- **City Tenure:** Use targeted info to help new renters feel invested.
- **Professionals:** Prioritize relevant, automated digital alerts for busy schedules.
- **Seniors:** Leverage digital literacy while maintaining traditional touchpoints.

2. Intentional Activity Planning

Use the Impact Compass to define intended outcomes before implementing new programs:

- **Define Intention:** Determine if the goal is social (Community) or skill-based (Creativity).
- **Select Parameters:** Identify specific targets, such as "new skill acquisition" or "immersion."
- **Measure Impact:** Evaluate if participants felt a sense of well-being or gained new perspectives.

3. Optimizing the Digital and Physical Presence

- **Promote Channels:** Proactively market the communication tools themselves alongside the information they carry.
- **Direct Interaction:** Use digital tools for broad distribution, but rely on face-to-face methods for complex problem-solving.
- **Consistency:** Maintain accurate, uniform info across all platforms to build institutional reliability.

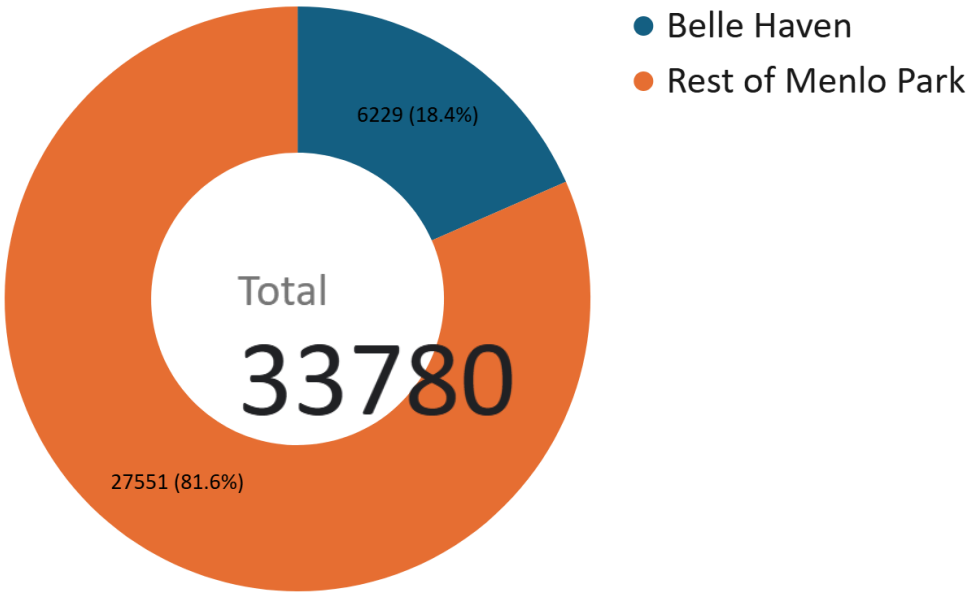
IV. Conclusion: Key Insights for Implementation

Effective municipal engagement requires a bridge between library theory and nuanced evaluation.

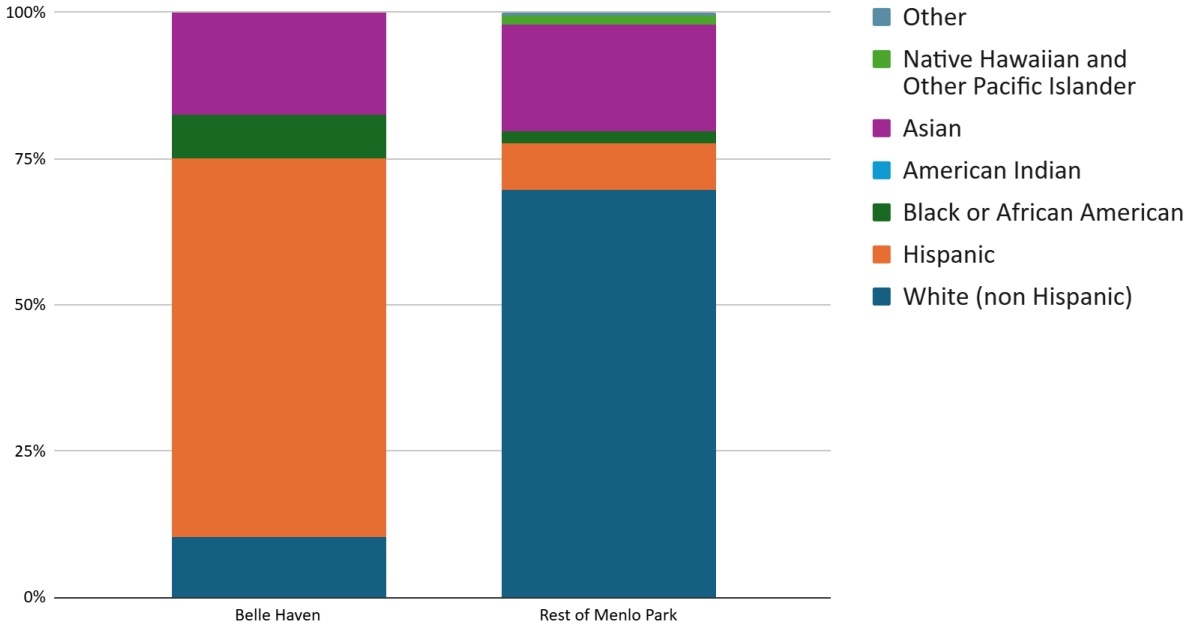
- **Prioritize Timeliness:** Residents value relevant, timely updates over sheer volume of information.
- **Value Proposition:** Clearly explain how services solve specific problems or benefit the user's life.
- **Capture "Aha" Moments:** Use qualitative methods to identify unexpected impacts that users experience.

Belle Haven Demographics

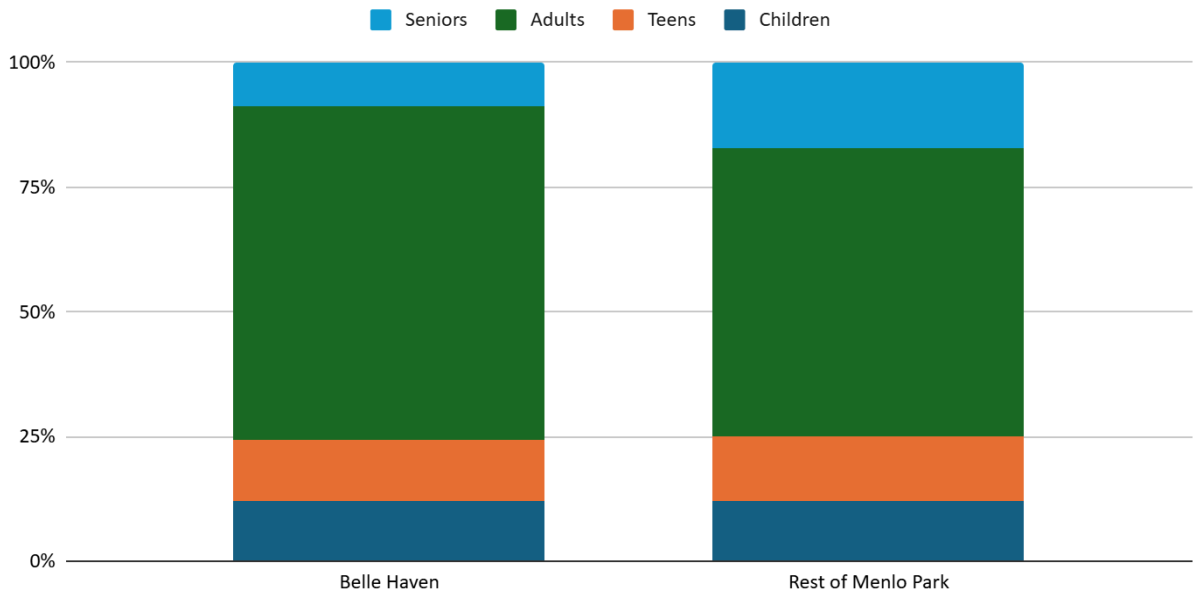
To evaluate outreach at the Belle Haven branch, we should first understand the community it serves. According to the 2020 US census, there are 33,780 people living in Menlo Park. Of those, approximately 6229 people live in Census tract 6117, which corresponds to the Belle Haven and Bayfront neighborhoods that the Belle Haven branch services.



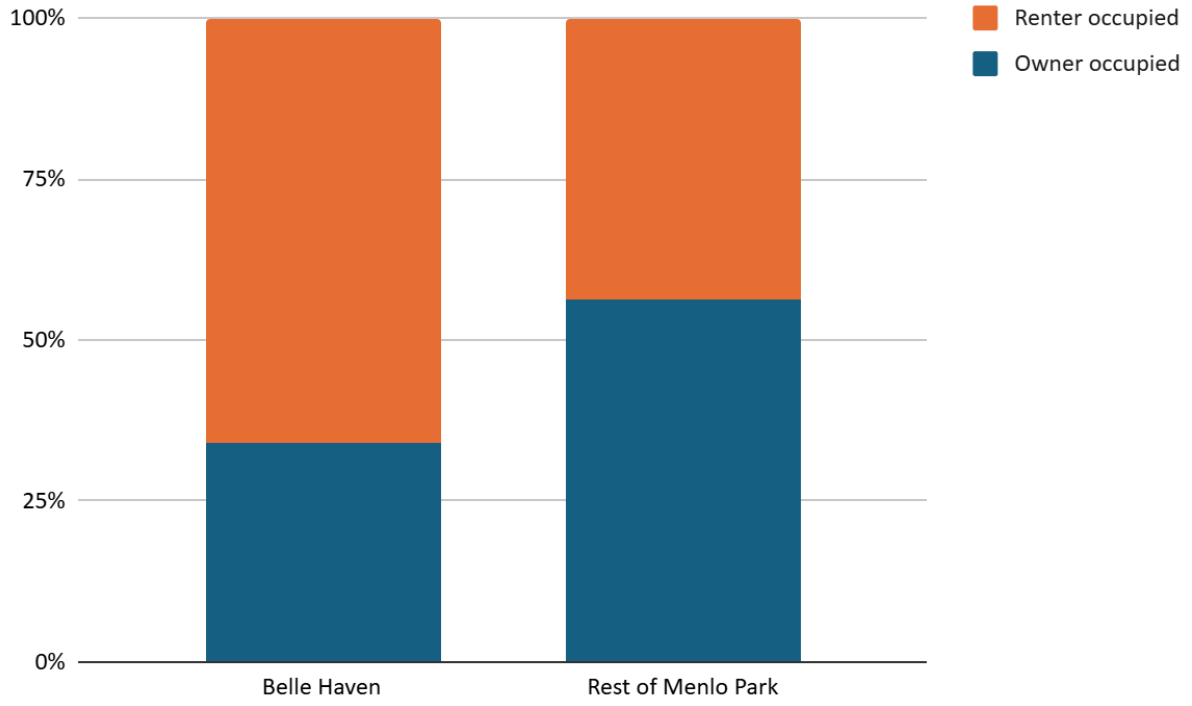
Belle Haven also has a different demographic breakdown to the rest of Menlo Park by race



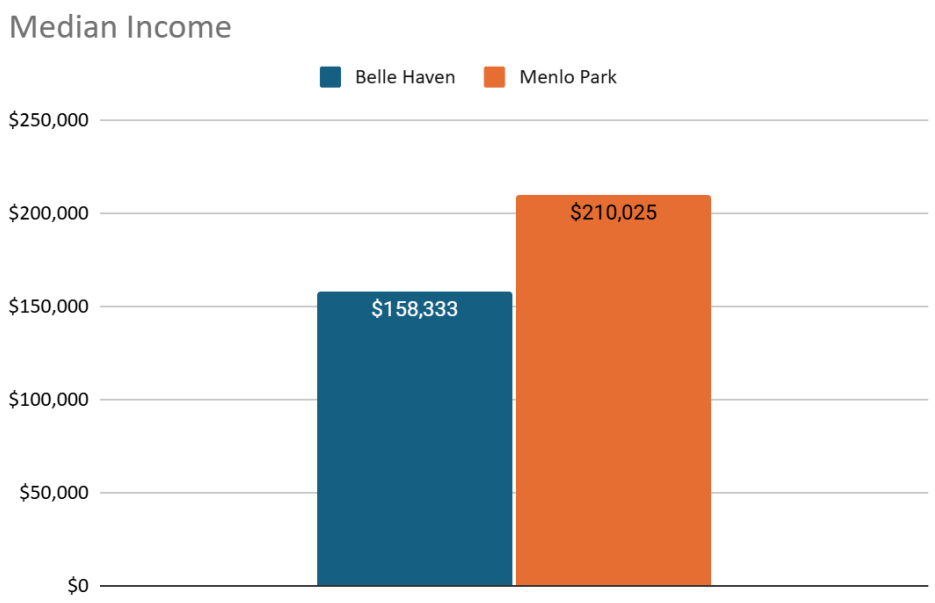
And also by age:



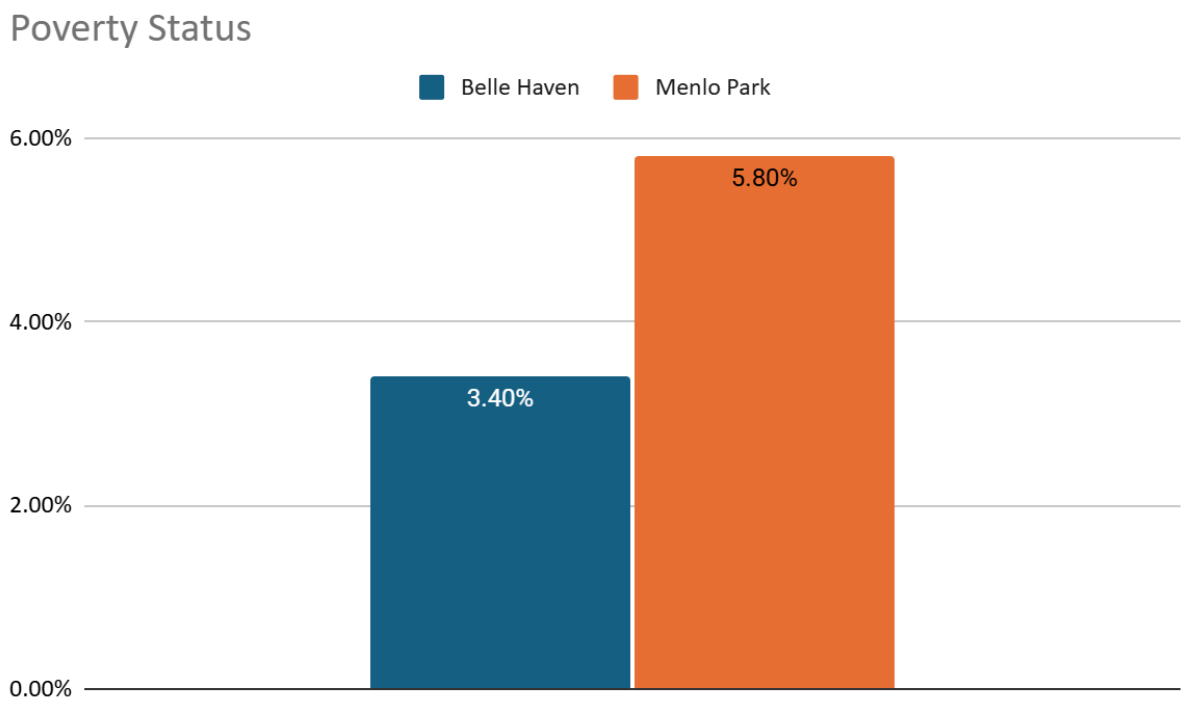
By renter status:



For socio economic status, we turn to the American Community Survey 2024, where we find that although Menlo Park has a lower median income than Menlo Park as a whole:



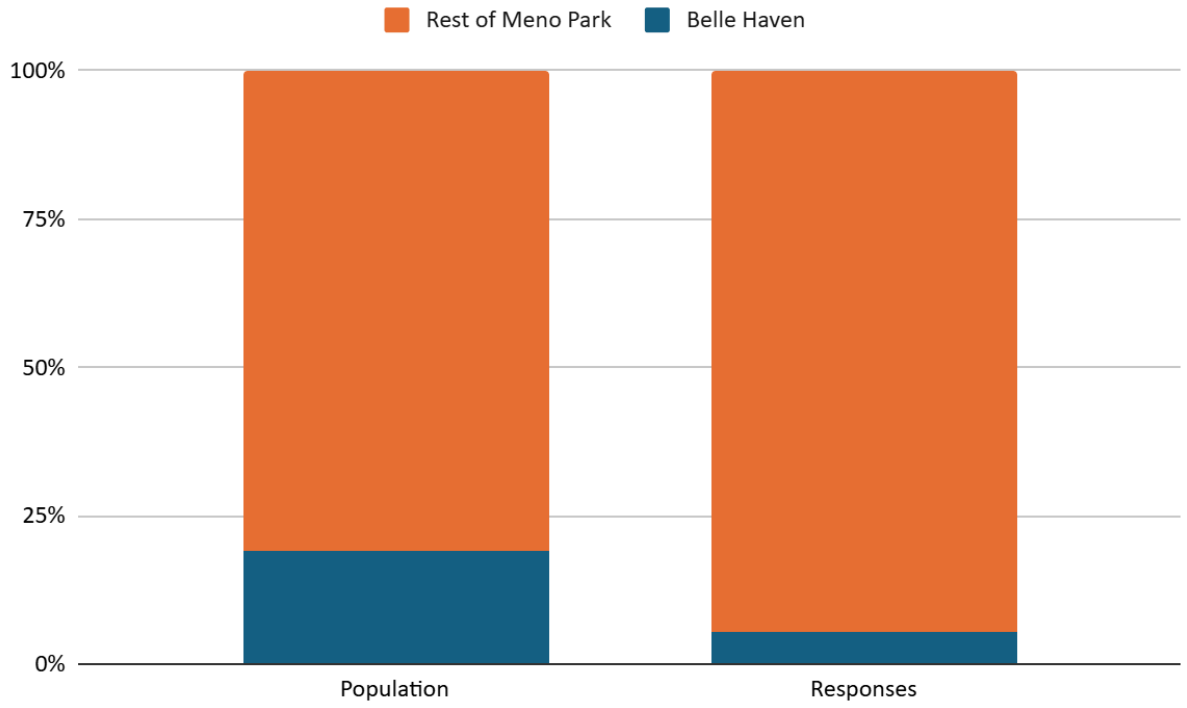
It has a lower poverty rate as well:



Put together, we find that Belle Haven is more ethnically diverse, younger, transient and less wealthy, although poverty is not as significant.

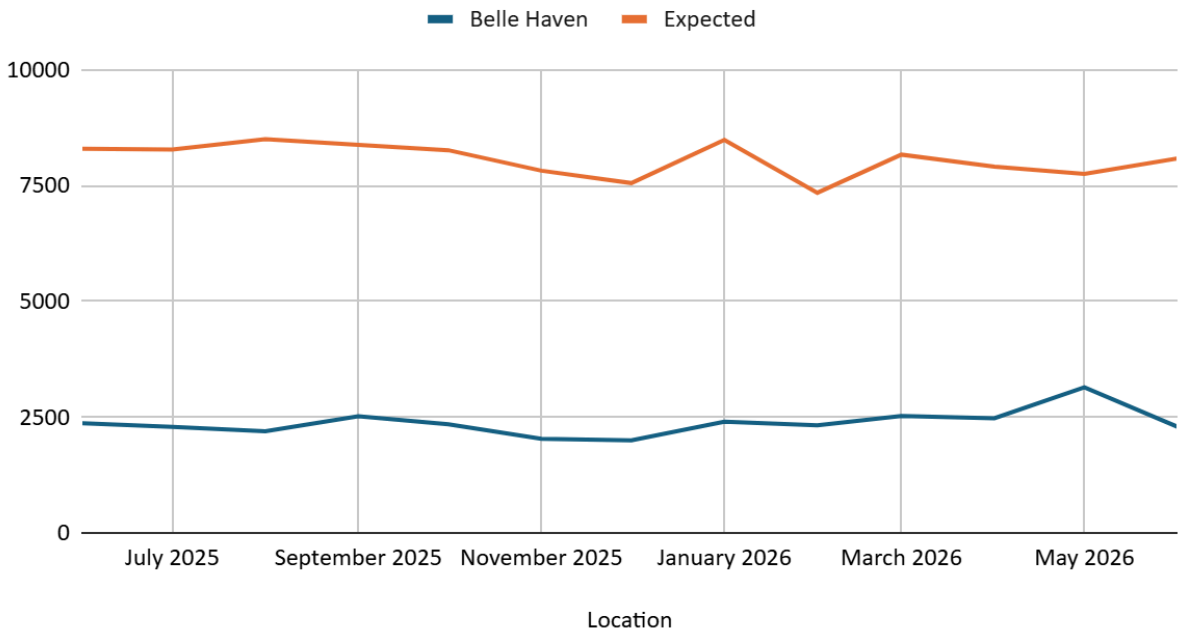
Comparative Library Usage

In 2025, the city conducted a survey of its users of libraries and recreation facilities. The responses will help determine the services in these areas. Of the 1108 responses, only 61 were in the Belle Haven and Bayview neighborhoods, a much smaller number than we would expect based on population:

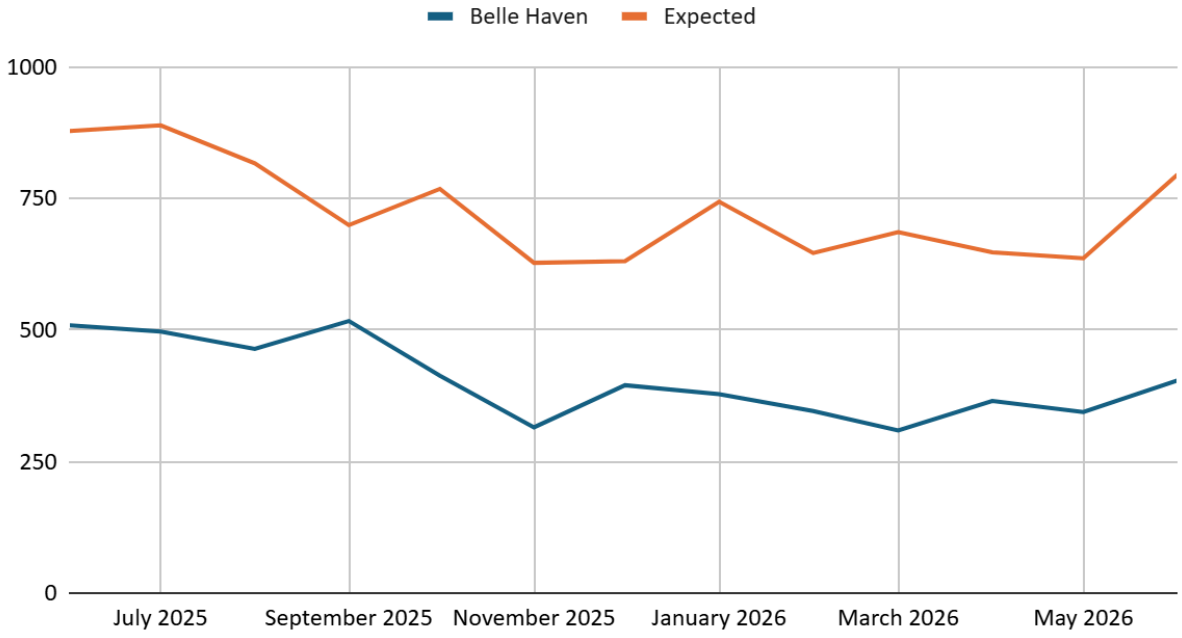


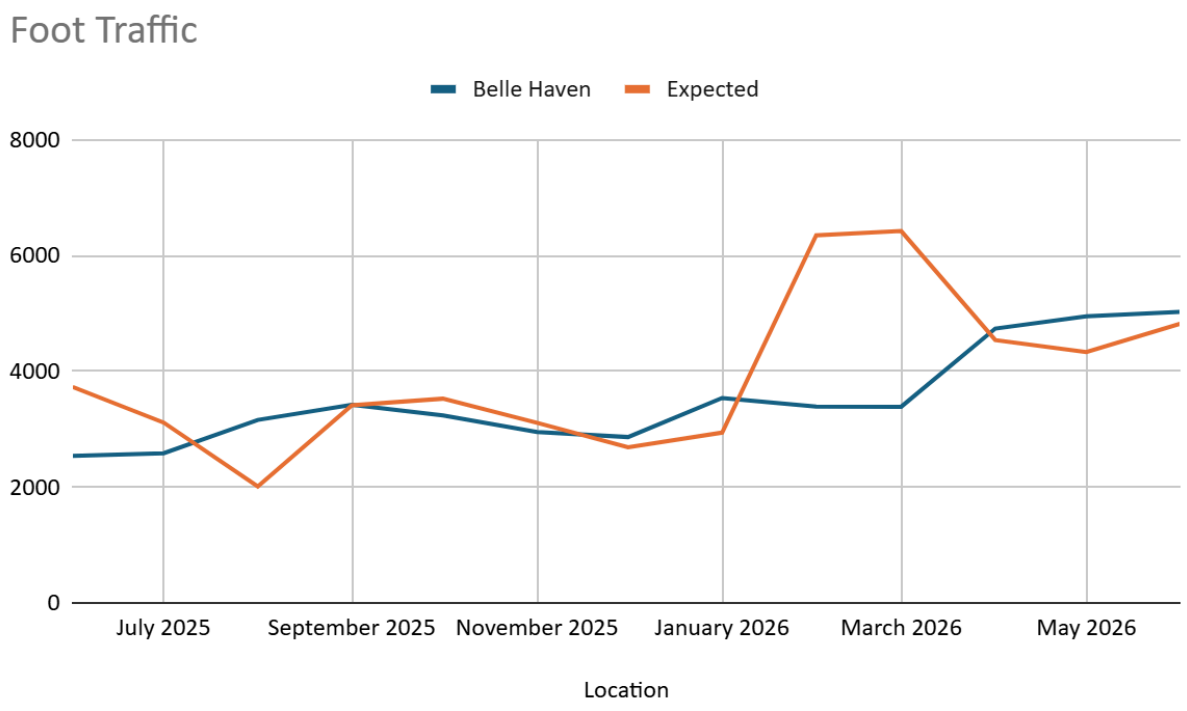
The library tracks its usage broken down by branch. We can use this to compare actual usage of the Belle Haven branch, as compared to what we would expect based on the usage of the main branch divided by the difference in service area size:

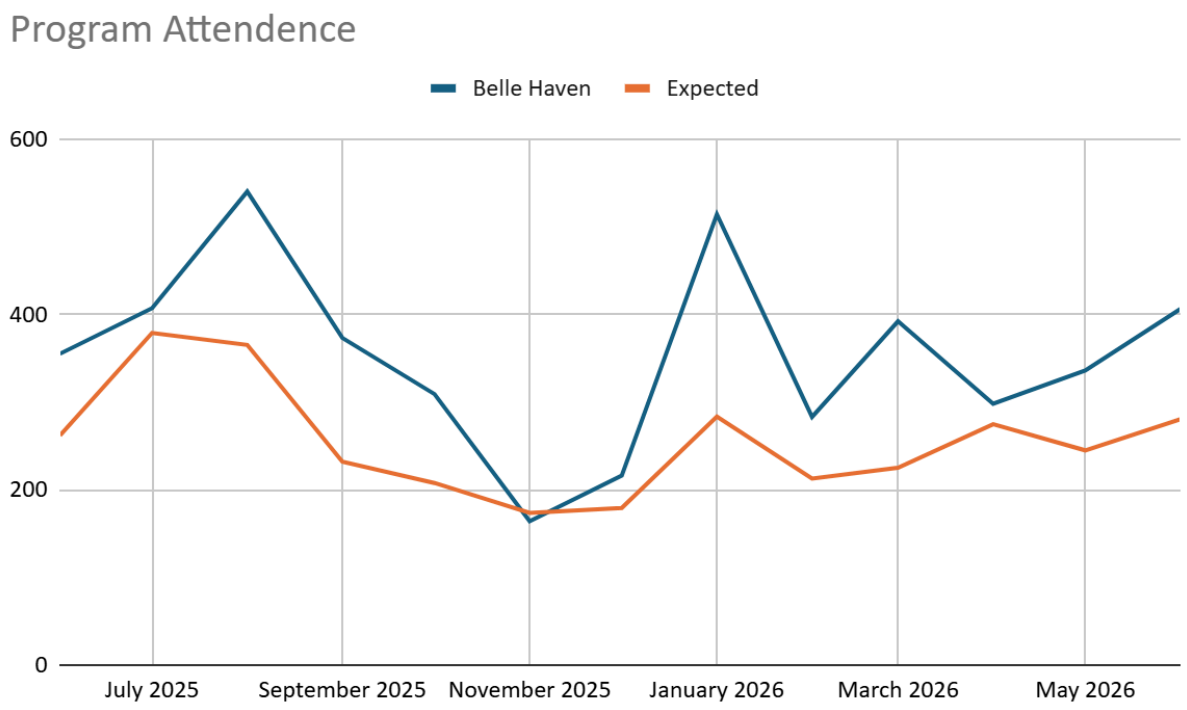
Item Circulation



Questions Answered







These charts make plain that the Belle Haven branch is getting many people in the door, and that their programming is successful. However, in activities related to usage of materials, the Belle Haven branch is significantly lower than expected.

Recommendations

After performing a literature review, analyzing statistics and meeting with stakeholders, this subcommittee has developed a series of recommendations, which we hope might improve library outreach in District 1. They are listed below and then explained in detail in the following section. Our key recommendations are as follows:

1. **Improved internal and external signage**
2. **Improve library website accessibility, so website reflects the library newsletter**
3. **Hire a dedicated Outreach coordinator for the Belle Haven library**
4. **Library commissioners can act as liaisons to community groups**
5. **Conduct a study of non-library users in Belle Haven**
6. **Allow community members to volunteer at library events**

Breakdown of recommendations:

1. **Signage** - Effective signage is one of the simplest and most visible ways to increase community awareness of our branch library. For many residents, particularly those who may not already be regular library users, signage can be the first point of contact with the library. Clear, attractive, and highly visible signage can make the branch easier to find and can communicate that the library is open, welcoming, and relevant to the surrounding community. Passersby who may not otherwise think of the library as a resource may become aware of its presence simply by seeing well-designed signage.

    a. We recommend that a sign reading “Home of the Belle Haven Library and Community Center” be added at the intersection of Willow and Hamilton, where there is already a “Welcome to the Belle Haven Neighborhood” sign.
    b. We recommend that there be clear signage within the Belle Haven Community center showing the location of library facilities within the building.

2. **Improved website accessibility** - An up-to-date, accessible website is an essential part of modern library outreach. For many community members, the library’s website is the first place they encounter the library. A well-designed website can therefore serve as the library’s digital front door, helping people discover the branch, understand what it offers, and decide to visit. In addition to being an information repository, an effective library website should be viewed as an active outreach and engagement tool. Along with visible external and internal signage, a current and accessible website helps ensure that the library is visible both in the physical community and in the digital spaces where residents increasingly look for information.

    a. We think that the library’s email newsletter is excellent and recommend that the website be revamped to more closely resemble the newsletter. The library’s current website is tied too closely to the larger city of Menlo Park’s website, making it hard to access useful information quickly.

3. **Outreach coordinator** - Increasing community awareness of the branch library requires more than simply making information available. It requires actively connecting the library with the people, organizations, schools, businesses, and community groups it serves. A dedicated outreach coordinator could play a central role in building these connections and ensuring that the library is an active and visible presence in the community. By proactively building relationships, communicating the library's value, and bringing library services to people where they are, an outreach coordinator could help transform the branch from a resource that residents may happen to know about into a resource that the community actively uses and values.

    a. We recommend that a dedicated Outreach Coordinator be hired for the Belle Haven library. This staff member could work closely with the new “concierge” team member.

4. **Partnership with community groups** - Library commissioners can play an important role in increasing community awareness of the library by building relationships with organizations and groups throughout the community. Because commissioners already serve as representatives and advocates for the library, encouraging them to engage directly with community organizations can significantly expand the library's reach. Commission members could serve as ambassadors for the library by attending community meetings and events, learning about the needs and interests of different groups, and sharing information about relevant library resources. They could also invite community organizations to collaborate with the library on programs, events, educational opportunities, and other initiatives. These relationships could create mutually beneficial partnerships rather than relying solely on the library to reach residents independently.

    a. We recommend that library commissioners have the opportunity, but not the obligation, to pick a particular community group that interests them and serve as an unofficial “library liaison” to that group.

5. **Study of non-library users in Belle Haven** - If the goal is to increase community awareness and library use, it is important to hear not only from people who already use the library, but also from people who do not. A survey of residents in the surrounding neighborhood who do not currently use the branch could provide valuable insight into why the library is not reaching them. The responses may reveal barriers that are not immediately apparent to library staff or regular patrons. A neighborhood survey could also identify unmet community needs. Understanding these needs would allow the branch to make outreach and programming decisions based on the experiences of the broader community rather than relying primarily on feedback from existing patrons.

    a. We believe that the library should commission a survey geared towards non-library users in Belle Haven to ask the following questions: Do they know the library exists? Do they know what it offers? What do they think the library is for?

What prevents them from using it? What services would make them more likely to visit?

6. **Allow community members to volunteer at library events** - Creating meaningful opportunities for community members to volunteer at the library can be another valuable way to strengthen the branch's connection with the neighborhood. Volunteers can contribute skills and local knowledge while developing a personal connection to the library and helping others discover what it has to offer. Volunteer opportunities can also broaden the library's reach. Community members who volunteer may introduce friends, family members, colleagues, and neighbors to the branch. A resident who becomes involved as a volunteer may become an informal ambassador for the library, sharing information about programs and services within their own networks. Volunteering can also provide an important opportunity for the library to learn from the community. Volunteers bring their own perspectives, experiences, and connections to the neighborhoods they serve. Building relationships with volunteers can help library staff better understand community interests and identify opportunities for new programs or partnerships.

    a. We recommend that the library allow community members to volunteer, particularly at events. If this proves too burdensome for current staff to coordinate, we recommend that the Friends of the Menlo Park Library manage this volunteer program.

Appendix: References and Research Sources

1. Municipal Planning & Local Government Documents

    1. 2018_07-Final Belle Haven Library Needs Assessment [PDF]
    2. 2019 0410_Belle Haven Library Space Needs Assessment [PDF]
    3. Belle Haven Community Campus Project – City of Menlo Park
    4. City of Menlo Park 2023–2031 Housing Element [PDF]
    5. City of Menlo Park Draft Environmental Justice Element with Appendices [PDF]
    6. Neighborhood Profiles of Environmental Justice Considerations – City of Menlo Park [PDF]
    7. City of Menlo Park City Council Agenda Packet (October 9, 2018) [PDF]
    8. City of Menlo Park City Council Agenda Packet (April 16, 2019) [PDF]
    9. Menlo Park Campus Map Brochure [PDF]
    10. FY23-24 Library and Community Services – Adopted Budget (OpenGov)

2. Demographics, School Accountability & Community Health

    1. 2024 School Accountability Report Card – Belle Haven Elementary School [PDF]
    2. 2024 School Accountability Report Card – Cesar Chavez Ravenswood Middle School [PDF]
    3. San Mateo County Community Health Improvement Plan (CHIP) 2024–2026 [PDF]
    4. Census Tract 6117, San Mateo, CA Profile Data – Census Reporter
    5. Belle Haven Menlo Park, CA Overview – Weichert Realtors
    6. BHCC Dec 2025 [Document]

3. Academic Theses, Toolkits & Library Research Guides

    1. Community-Led Libraries Toolkit: Service Planning for Social Inclusion [PDF]
    2. Libraries Transforming Communities: Getting Started Digital Workbook – American Library Association [PDF]
    3. The Small but Powerful Guide to Building Support for Your Rural Library [PDF]
    4. A Guide to the Impact Compass – Bibliotheksportal [PDF]
    5. Analyzing Government-Resident Communication Methods in the City of Bangor – DigitalCommons@UMaine [PDF]
    6. Jill S. Molloy: Bookmobiles as a Method of Outreach to Poor Communities: A Case Study [PDF]
    7. The Impact of Library Outreach Services on Elder Users in Rural Virginia – TRACE: Tennessee Research and Creative Exchange [PDF]
    8. Marketing Plan | Montgomery County Public Libraries [PDF]
    9. Case Studies – American Library Association [PDF]
    10. LIBRARY DEVELOPMENT SERVICES – Annual Update 2023–2024 [PDF]

11. Maximizing Value and Outreach in Belle Haven: A Strategic Marketing Framework for Resource-Constrained Libraries [Markdown Document]
12. Strategic Investment in Public Library Marketing for Increased Usage in Low-Income Communities [Markdown Document]

4. Web Articles, Case Studies & Industry Marketing Resources

1. 50 Local Marketing Ideas for Your Small Business
2. Beyond the Books: 8 Innovative Public Library Programs – Livability.com
3. Case Studies | ALA – American Library Association
4. Co-create Authentically with Your Community – OCLC Next
5. Inspirational Library Marketing – American Libraries Magazine
6. June 2024 – Super Library Marketing: Practical Tips and Ideas for Library Promotion
7. Lessons Learned Through Marketing Failures – Madison Taylor Marketing
8. Library Services Marketing: An Overview of Strategies and Outcomes – IP Indian J Libr Sci Inf Technol
9. Marketing Plan Guide for Public Libraries – New Jersey State Library
10. Measuring the Social Impact of Libraries – Urban Libraries Council
11. Metrics: Don't Skip This Important Library Marketing Step! – EBSCO / NoveList
12. My Big Fat Failure and What I Learned From It – Super Library Marketing
13. PR Xchange Awards | Core – American Library Association
14. Social Media Strategies for Marketing in University Libraries
15. Strategic Planning Case Studies – Library Strategies
16. The Big Sourcebook of Free and Low-Cost Library Programming
17. The Modern Library: Tips to Help Libraries Navigate Staffing and Budget Challenges – collectionHQ
18. Top 10 Best Ways to Market Library Services Without Spending Much Money – Liblime
19. Why Lesson Learned Libraries Are Critical for Successful Project Management – APM
20. Winners Announced: 2025 PR Xchange Awards Competition | ALA

STAFF REPORT

Library Commission
Meeting Date: **10/19/2026**
Staff Report Number: **LC-2026-042**

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

The ad hoc subcommittee reported out on their activities at the September 21, 2026 meeting (Attachment L).

Analysis

The ad hoc subcommittee will be regularly meeting and 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 agenda, July 20, 2026, Item D-4. https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fshareda

ssets%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

L. Hyperlink. Library Commission agenda, September 21, 2026, Item D-2. 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%2F20260921_lc-agenda-packet.pdf&url_hash=043e9a96d151104ecea735a3b572d300&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
Nick Szegda, Library and Community Services Director

STAFF REPORT

Library Commission
Meeting Date: **10/19/2026**
Staff Report Number: **LC-2026-043**

Regular Business: **Ad-hoc subcommittee updates on the "library of the future" and near-term improvements**

Recommendation

Staff recommends that the Library Commission (LC) receive an update from the ad-hoc subcommittee's work on the "library of the future" and near-term improvements.

Policy Issues

The LC may establish subcommittees of less than a quorum of the LC members in order to support and/or expedite the full LC's review and consideration of matters within the LC's purview. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the LC are subject to the Brown Act (see Government Code §54952(b)).

Ad hoc or temporary subcommittees are advisory by nature, temporary, formed to complete a specific task, and will disband automatically upon completion. Ad hoc subcommittees are informal, and their meetings are not subject to the Open Meetings Act.

Background

Aug. 19, 2024, the LC established an ad-hoc subcommittee, defined its scope, and assigned LC members Crockett, Herrick, and Westcott to serve on the ad-hoc subcommittee (Attachment A).

Oct. 21, 2024, the LC assigned the ad-hoc subcommittee's scope of work, and assigned the subcommittee the following scope of work: Continue to work toward achieving Library Commission work plan goal #2: "Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the 'library of the future'" (Attachment B).

April 21, 2025, the LC assigned Orton to replace Herrick on the ad-hoc subcommittee (Attachment C).

June 16, 2025, the ad-hoc subcommittee gave a preliminary report out of their activities to the LC (Attachment D).

Aug. 18, 2025, the ad-hoc subcommittee presented its draft report and recommendations to the LC (Attachment E).

Sept. 30, 2025, the City Council revised the LC's 2025-26 work plan as follows (Attachment F):

- Delete the item related to budget review, "Annually review library division budget in January, focusing on any potential impacts to library services."
- Add a clarification to the item related to requesting a City Council study session: "Requests to add items to the City Council agenda should be directed to the City Council member serving as Library

Commission liaison."

October 20, 2025, the LC recommended forwarding the ad-hoc subcommittee's report to the Commission's City Council liaison.

October 21, 2025, the ad-hoc subcommittee transmitted the report to the Commission's City Council liaison (Attachment G).

On January 26, 2026, the ad-hoc subcommittee delivered a report that focused on needs for possible near to mid-term improvements for the main library (Attachment H).

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

At the September 21, 2026 meeting the LC agreed to hear a report out from the ad hoc subcommittee on anticipated demographic changes to library users and library needs related to new development projects. In preparation for the November meeting, the ad hoc subcommittee on Library of the Future will provide a report out on updates at the October 19, 2026 LC meeting.

Analysis

The ad-hoc subcommittee has met and will report out on their activities to the entire Commission.

Impact on City Resources

As an advisory body to the City Council, the LC does not authorize budgets or other allocations for City resources. The authority to approve City budget and resource allocations rests solely with the City Council.

Environmental Review

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

Public Notice

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

Attachments

A. Hyperlink. Staff Report #LC-2024-025: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819_library_commission_agenda_packet.pdf#page=11
B. Hyperlink. Staff Report #LC-2024-032: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20241021_library_commission_agenda_packet.pdf#page=5
C. Hyperlink. Staff Report #LC-2025-019: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=48

D. Hyperlink. Staff Report #LC-2025-028: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2025-meetings/agendas/20250616_lc_agenda_packet.pdf#page-69
E. Hyperlink. Staff Report #LC-2025-035: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=3
F. Hyperlink. City Council meeting video, Sept. 30. youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309
G. Ad hoc subcommittee report on Library of the Future
H. Hyperlink. Library Commission agenda for January 26, 2026, Item C-2. https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2026-meetings/agendas/20260126_lc_agenda_packet.pdf
I. Hyperlink. Library Commission agenda for February 23, 2026, Item C-2. https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2026-meetings/agendas/20260223-lc-agenda-packet.pdf

Report prepared by:
Ashley Dixon, Management Analyst

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

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

Library Commission Report to City Council on 2024-25 Work Plan and Recommendation for 2025-26

INTRODUCTION

The primary focus of the Library Commission over the last year has been on these two City Council approved Work Plan goals:

- Goal #2: "Review library programs and services, identify potential service gaps for specific age groups or affinity groups, and advise to fill needs to create the "library of the future."
- Goal #4: "Analyze and evaluate whether and how potential near term capital improvements to the 800 Alma St. facility may be addressed."

This report includes details of the work completed to date in furtherance of these goals and identifies specific issues that the Library Commission recommends that the City Council review and consider.

RECOMMENDATION: Based on the background and issues detailed in this report, the Library Commission recommends that the City Council schedule a Study Session dedicated solely to the Library.

A City Council Study Session could review and consider the following issues:

1. Evaluate whether the current organizational structure in which the Library exists as a division of the "Library and Community Services Department" is the best organizational structure to effectively finance, operate and manage the Library;
2. Evaluate whether the budget and staffing of the Library is adequate to meet the current and projected needs of the community;
3. Consider possible improvements to programs and services offered by the Library;
4. Analyze deficits in the 800 Alma Street facility and the viability of near term (within 1-2 years) improvements; and
5. Assess viability of longer term (3-6 years) improvements to the 800 Alma Street facility, specifically whether a Master Plan for capital improvements at the Civic Center campus could include a new Library facility on the Civic Center campus. Feasibility, financing options and timing could be part of this assessment.

BACKGROUND

During 2024-25, a Subcommittee of the Library Commission[1] completed the following:

- Conducted focus groups with and collected surveys from two Library affinity groups (Friends of the Menlo Park Library and the Menlo Park Library Foundation) and collected surveys from the Teen Advisory Group and Youth Action Committee members;[2]
- Reviewed and analyzed over 1100 survey responses received in response to the Spring 2025 survey of Menlo Park residents conducted by Library and Community Services staff[3];
- Consulted with four City Council members, including with Jennifer Wise (current City Council liaison to the Library Commission);
- With the assistance of Rose Waldman, Library and Community Services Supervisor, completed a benchmark comparison of the Menlo Park Library system to other comparable libraries within the United States with similar demographics[4];
- Consulted with Library Staff members including Nick Szegda, Rose Waldman, and others;
- Visited 7 local libraries and interviewed their staff[5];
- Conducted a literature review on needed elements for a "Library of the Future"[6]; and
- Reviewed the history of Menlo Park's significant investment in studying the Menlo Park Library between 2014-2019.[7] The study was called the "Library System Improvement

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[1] Creation of a Subcommittee "Library of the Future" was approved at the August 19, 2024 Library Commission meeting. https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/minutes/20240819_lc_meeting_minutes_njs.pdf
Initial members were Brian Westcott, Kim Crockett and Michael Herrick. On May 1, 2025, Carol Orton was substituted as a Subcommittee member, and Michael Herrick instead assumed the role as chair of the Library Commission.

[2] See Summaries of Surveys in LC 8-18-2025 packet, pages 11-13.

[3] Preliminary Results: Library, recreation and parks survey May 28, 2025.

[4] See IMLS Comparison document in LC 8-18-2025 packet and https://librarybenchmark.org.

[5] Visits included libraries in Hayward, Redwood City, Half Moon Bay, South San Francisco, Burlingame, Palo Alto, and Los Gatos.

[6] Staff Report LC-2025-034 "Current and future trends in libraries—professional association and academic publication resources" https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250721_lc_agenda_packet.pdf, pages F-4.1-F-4.3.

[7] This project was funded in the City's FY 2014-15 Capital Improvement Program with a budget of $130,000 ($90,000 of which was contributed by the MP Library Foundation) This amount was increased to $164,210 for completion in FY 2016-17.

Project" (LSIP), which concluded that the old Belle Haven Branch and the Main Library facilities "are outdated and insufficient to meet community needs now and into the future and should be replaced with new facilities."[8]

During its 2024-25 term the full Library Commission was updated monthly as this work progressed, and the full Commission engaged in a study session on this report at its August 20, 2025 meeting and engaged in further discussion and ratification at its October 20, 2025 meeting.

BASIS FOR RECOMMENDATION THAT CITY COUNCIL SCHEDULE A STUDY SESSION ON THE LIBRARY

All five of the issues identified and detailed below are made with the assumption that libraries are civic institutions that perform critical functions extending far beyond books. They are indispensable community hubs that bring people together and close the opportunity gap by connecting people to essential services and resources."[9]

ISSUE #1: Evaluate whether the current organizational structure in which the Library exists as a division of the "Library and Community Services Department" is the best organizational structure to effectively finance, operate and manage the Library.

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

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[8] Staff Report 19-001-CC dated January 15, 2019, PDF pages 98-103 of City Council Agenda Item H-1.

[9] "The Value of California's Public Libraries" https://www.library.ca.gov/wp-content/uploads/2021/09/Value-of-Libraries.pdf; "The Complicated Role of the Modern Public Library" https://www.neh.gov/article/complicated-role-modern-public-library;

[10] Currently, the Library and Community Services Department (headed by Sean Reinhart) includes Libraries, Recreation, Gymnastics, Sports, Aquatics, Early Childhood Education, After School Childcare, Senior Programs, Belle Haven Community Campus, and Parks.

[11] Susan Holmer was the Menlo Park Library Director for 16 years until she retired in October 2018.https://www.almanacnews.com/news/2018/10/16/menlo-park-library-director-retires/ Sean Reinhart was appointed Interim Library Director in October 2018, then promoted to permanent Library Director in April 2019. https://www.almanacnews.com/news/2019/05/01/city-manager-announces-three-top-leadership-appointments/

a. was adopted in 2020 in response to the pandemic for reasons that may no longer exist[12] and further, was adopted before the new Belle Haven branch was built and opened in 2024;
b. makes analysis of Library budget, financial and operational decisions more difficult and less transparent to the community; and
c. differs from other local libraries visited, each of which has a Library Director focused solely on Library services[13].

ISSUE #2: Evaluate whether the budget and staffing of the Library is adequate to meet the current and projected needs of the community.

Comparison of the budget for Menlo Park's two locations (the Main Library and the Belle Haven branch) offers sharp contrasts with other local libraries and comparable libraries in other areas. [14]

For example, Burlingame is a local city with similar demographics to Menlo Park. Both cities have 2 locations (a main library and a branch library), but funding for the Burlingame Library is $6.8 million, compared to $3.3 million for Menlo Park. Staff (Full-time equivalent, or FTE) in Burlingame is 23, compared to 11 for Menlo Park.[15] Funding for the Menlo Park

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[12] See Staff Report 20-006-LC; 20-003-PRC, Agenda Item E-1, PDF pages 11-13: "The community services and library departments had no choice but to implement reductions affecting entire program areas, hours of service, and, unfortunately, staff positions. On June 9 [2020], the city manager combined the community services and library departments and created a new department: library and community services. The department merger was implemented to maximize opportunities for operational efficiency and provide for the most robust services possible given the available resources. The city manager promoted Library Director Sean Reinhart the lead the new department and eliminated the community services director position. Assistant Directors Adriane Lee Bird and Nick Szegda continue in those roles."

[13] Other municipalities apparently have a combined library and recreation department, including Sunnyvale, Pleasanton, San Rafael, San Marino and others. However, none of the local libraries the subcommittee visited have this organizational structure.

[14] Also notable is that no there was no appreciable increase in the budget or staffing after the Belle Haven Library branch was opened in the new Belle Haven Community Center. The new Belle Haven library branch has both a Children's Library on the ground floor with outdoor patio space, and a separate All-Ages Library on the second floor with a fully equipped Makerspace, dedicated Teen Lounge, Tutoring Room, classroom and conference room. The Belle Haven Branch hours were also increased to match the Main Library hours. Additional staffing and supervision is needed to effectively operate the Branch facilities compared to the old Belle Haven Branch, which was located inside a school library in the neighborhood and had limited hours.

[15] See Library Comparison Table in LC 8-18-2025 packet, page 44 and City of Burlingame (page 113) and City of Menlo Park 2024-25 Fiscal Year budgets.

Library is less than all local peer libraries visited except Los Gatos, which has only one main library (and which has 13.5 FTE compared to 11 for Menlo Park).

Looking more broadly at comparable libraries around the country, as of 2022 the Menlo Park Library budget was 67% of the peer group median as reported by the Institute of Museum and Library Services.[16] Yet, the Menlo Park Library operates in one of the highest cost of living cities in the USA.

ISSUE #3: Consider possible improvements to programs and services offered by the Library.

Survey results, focus groups and discussions with Library Staff resulted in a variety of program and services shortcomings that could be addressed, but only with additional funding to staff these services and programs. These possibilities could be analyzed for feasibility:

- **a.** How to support Staff in assisting the needs of unhoused patrons, patrons with mental health issues, and patrons experiencing substance abuse issues;
- **b.** How to support patrons needing to learn English as a second language (ESL); and
- **c.** Consider additional staffing to:
    - Relieve workload pressure on existing Staff;
    - Add programs/events;
    - Add Volunteer Coordinator; and
    - Add Tutoring/Homework Center/ESL Coordinator.

ISSUE #4: Analyze deficits in the 800 Alma Street facility and the viability of near-term improvements (within 1-2 years).

The Main Library was built in 1957. It was remodeled and additions added in 1967 and 1991. In 2009 the Children's Room was remodeled, and in 2012 some modifications were made to the lobby and self-check-in area.[17] The 33,000 square foot building has not had major renovations in over 35 years.

[16] See IMLS Comparison document in LC 8-18-2025 packet, pages 39-43.

[17] Staff Report 17-066-CC to City Council 3/28/2017, PDF pages 7-102 of City Council Agenda Item G-1.

Recent survey results demonstrate that the Menlo Park Main Library is the most visited indoor location of all Menlo Park facilities.[18] Free text responses to the survey overwhelmingly favored renovation, upgrades, and/or improved maintenance.[19]

Numerous survey and focus group comments and input from Staff revealed the need for:

a. upgrade or replacement of HVAC;

b. renovated and/or additional restrooms;

c. replacement flooring or carpeting;

d. replacement furniture that is movable, cleanable, durable, comfortable;

e. rearrangement/realignment of floorplan/spaces to allow for quiet areas; and

f. reservable meeting rooms and a large community meeting space.

ISSUE #5: Assess viability of longer term (3-6 years) improvements to the 800 Alma Street facility, specifically whether a Master Plan for capital improvements at the Civic Center campus could include a new Library facility on the Civic Center campus. Feasibility, financing options and timing could be part of this assessment.

Although clearly the Main Library facility is "outdated and insufficient to meet community needs now and into the future and should be replaced with new facilities,"[20] it is also apparent that under the current fiscal environment, designing and building a new Main Library is not realistic in the near-term. However, the Library Commission requests that the City Council use a Study Session to begin preliminary work to understand how the Main Library fits within long-term plans for the Civic Center campus.

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[18]"Preliminary Results: Library, recreation and parks survey May 28, 2025. Preliminary results from the Library, Recreation and Parks survey conducted in April-May 2025 by over 1,120 respondents showed that the Menlo Park Main Library is the most visited indoor location (85% of respondents visit multiple times a year or more, and only 6% "never" visit). The next most visited indoor location (Arrillaga Family Rec Center) has only 28% of respondents visiting multiple times per year or more often, with 49% "never visit." Of all the indoor facilities in Menlo Park, the Main Library had the lowest satisfaction rate (76% "very/somewhat satisfied" and 11% "somewhat/very unsatisfied").

[19]See Ashley Walker presentation "Department Updates – Survey results: Library Focus" presented at July 21, 2025 Library Commission meeting, 20250721_lc_meeting-minutes.pdf (pages 3-22)

[20] Staff Report 19-001-CC dated January 15, 2019, PDF pages 98-103 of City Council Agenda Item H-1.

CONCLUSION

Based on the background and issues detailed in this report, the Library Commission recommends that the City Council schedule a Study Session dedicated solely to the Library.

STAFF REPORT

Library Commission
Meeting Date: **10/19/2026**
Staff Report Number: **LC-2026-044**

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

September 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 September 2026 are provided in Attachment A.

Library staff vacancies and recruitment

Recruitment and application reviews for several current and upcoming Library staff vacancies are in process. Interested candidates should be referred to check the City of Menlo Park careers page (Attachment B) regularly for upcoming opportunities.

Halloween Hoopla (Attachment C)

On Saturday, Oct. 24, from 11 a.m. – 2 p.m., the City of Menlo Park will host Halloween Hoopla Parade and Carnival. Halloween Hoopla is one of the City's largest annual community events, drawing crowds of more than 2,000 people. Costumed parade-goers will gather in the Maloney Street parking lot and head through downtown Menlo Park to Fremont Park, where attendees will enjoy carnival games. This year's Hoopla parade will also feature a new "Howl-o-ween Walkers" section where costumed, on-leash dogs can participate in the parade with their owners.

Menlo Park Library and Belle Haven Library will be closed the day of Halloween Hoopla as library staff help support another successful and safe Halloween Hoopla.

Libby App Update

The Libby app, by Overdrive, has recently implemented a requirement for the verification for all cards. This requirement was pushed out as an update to Libby users last week and has been slowly rolling out to all Libby users. In order for a Libby user to verify their account they will need to re-enter their library card number(s) and the corresponding account PIN. App users who have difficulty with the process are able to receive assistance by calling or visiting either Menlo Park Library or Belle Haven Library during regular business hours.

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. September 2026 statistics
B. Hyperlink. City of Menlo Park job opportunities web page. https://www.menlopark.gov/Government/Departments/Administrative-Services/Human-Resources
C. Hyperlink. Halloween Hoopla Parade and Carnival web page. https://www.menlopark.gov/Citywide-calendar/Community-events/20261024-Halloween-Hoopla-Parade-and-Carnival

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*	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
800 Alma St.	35,580	35,096	33,216	32,077	36,035	31,192	34,688	33,583	32,921	34,332	30,671	32,551	30,614
100 Terminal Ave.*	2516	2,343	2,033	2,000	2,401	2,323	2,522	2,475	3,141	2,292	2,372	2,369	2,102
eBooks	9,752	10,467	9,853	9,269	10,481	9,229	9,086	8,641	8,435	9,486	15,747	9,593	8,764
eAudio	6,797	6,426	6,136	6,745	7,252	6,062	6,674	6,552	7,147	6,672	7,129	7,036	6,395
eVideo	1,138	1,219	1,174	1,292	1,252	926	1,133	1,281	1,322	1,327	1,383	1,854	1,233
eSerials	2,183	2,253	2,490	2,372	2,492	2,380	3,111	3,132	2,392	4,475	2,448	2,654	2,370
Total online / digital	19,870	20,365	19,653	19,678	21,477	18,597	20,004	19,606	19,296	21,960	26,707	21,137	18,762

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

Table 2. Library cards

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
New cards issued - MP residents	171	186	167	137	216	166	183	190	178	226	249	246	205
Total cardholders - MP residents	25,019	25,133	25,193	15,017	15,152	15,272	15,387	15,555	15,674	15,863	16,045	16,238	16,419

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

Table 3. Library patron questions answered

Location*	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
800 Alma St.	2,970	3,263	2,666	2,680	3,160	2,745	2,915	2,751	2,703	3,378	3,499	3,442	2,844
100 Terminal Ave.*	517	413	315	395	378	346	309	365	344	404	358	280	377

Table 4. Library holds filled (item requests)

Location*	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Incoming holds - 800 Alma St	4,236	4,128	3,421	3,427	4,154	3,577	4,028	3,995	4,050	4,137	3,952	4,161	3,834
Outgoing holds - 800 Alma St	2,812	3,020	2,386	2,450	2,828	2,636	2,748	2,652	2,660	2,838	2,795	2,882	2,837
Incoming holds - 100 Terminal Ave.*	129	165	131	110	200	110	188	196	629	173	223	284	198
Outgoing holds - 100 Terminal Ave.*	273	357	382	368	440	391	429	361	372	440	348	408	426

Table 5. Library foot traffic (gate count)

Location*	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
800 Alma St.	14,491	14,981	13,211	11,411	12,493	26,966	27,280	19,281	18,398	20,486	21,258	21,780	19,227
100 Terminal Ave. (All-ages library)	2736	2480	2,133	2,161	2,560	2,390	2,348	2,480	2,510	2,340	2,643	2,334	2,651
100 Terminal Ave. (Children's library)	686	758	820	703	978	1,001	1,040	2,258	2,441	2,685	2,997	1,473	1,745

Table 6. Library program attendance and room usage

Location*	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Total attendance - 800 Alma St.	985	882	737	761	1,204	903	956	1167	1,040	1,191	1,433	1,148	888
# of programs - 800 Alma St.	37	38	33	31	37	34	33	36	37	39	30	32	33
Total attendance - 100 Terminal Ave.*	373	309	164	216	514	283	392	298	336	406	434	299	213
# of programs - 100 Terminal Ave.*	25	28	29	27	29	28	28	28	30	29	23	20	20
Conference Room - available hours	217	217	217	217	217	217	209	217	209	240	232	248	224
Conference Room - reserved hours	21	24	26.3	23	19	18	22	34	38	32	37.5	30	26
Conference Room - utilization %	10%	11%	12%	11%	9%	8%	11%	16%	18%	13%	16%	12%	12%
Tutor Room - available hours	217	217	217	217	217	217	209	217	209	240	232	248	224
Tutor Room - reserved hours	58	70	51	40	57	46	45	44	52	49	70	61	70
Tutor Room - utilization %	26%	32%	24%	18%	26%	21%	22%	20%	25%	20%	30%	25%	31%

*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)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Students ages 3-5	45	47	49	49	50	59	62	66	67	67	52	52	60
Special needs students	2	2	2	2	2	2	2	1	1	1	1	1	1
English second language students	37	37	38	38	39	48	52	57	59	59	43	43	50
Meals and snacks served	2112	2438	1,865	1,900	1,900	1,500	3,276	3,286	2,947	2,861	2,000	2,000	3,600
Total hours of education and care provided*	8,775	10,540	7,706	7,706	9,263	10,930	12,695	14,157	13,065	14,372	11,154	10,647	11,700

Table 8. Menlo Children's Center (Preschool)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Students ages 18 mo - 2 years	5	5	5	1	1	3	3	3	3	1	1	1	3
Students ages 2 - 3 years	17	18	18	17	17	19	19	20	18	16	15	8	11
Students ages 3 - kindergarten	22	22	22	23	24	24	28	36	36	35	33	36	18
Total enrollment	44	45	45	41	42	46	50	59	59	52	49	45	32
Total hours of education and care provided*	7,960	8,690	6,332	5,944	6,768	7,092	8,999	10,311	9,158	9,383	9,691	8,450	5,830

Table 9. Menlo Children's Center (After school)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Kindergarten	10	10	10	10	11	11	11	11	11	10	N/A	4	3
Students grades 1st - 5th	33	33	33	33	34	31	31	31	31	33	N/A	27	30
Summer camp enrollment	0	0		0	0	0	0	0	0	29	94	40	0
Total enrollment	43	43	43	43	45	42	42	42	42	72	94	71	33
Total hours of education and care provided	2316	3142	2,503	1,933	2,679	1,642	3,636	2,217	2,436	3,005	6,251	4,351	1,916

Table 10. Belle Haven Youth Center (After school)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Transitional kindergarten	5	5	5	5	5	5	5	5	5	0	0	0	7
Kindergarten	6	6	6	6	6	6	6	6	6	4	4	4	13
Students grades 1 st - 5th	56	56	56	56	56	56	56	56	54	32	30	30	54
Summer Camp enrollment	0	0	0	0	0	0	0	0	0	0	44	38	0
Total enrollment	67	67	67	67	67	67	67	67	65	32	78	72	74
Total hours of education and care provided*	4,623	5,662	4,020	3,920	4,858	4,623	5,600	4,388	4,940	1,888	10,540	3,808	5,735

*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.)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Lunches served	1,453	1,150	802	743	924	963	1,083	1,012	1,011	1,097	1,124	1,136	1,187
Grocery boxes distributed	476	511	214	248	532	512	579	508	498	526	454	538	586
Senior shuttle trips	702	702	620	616	620	630	662	672	518	372	440	556	516
Special event attendance	90	101	0	87	0	80	0	0	0	0	0	77	90

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, martial arts, or health	83	107	107	107	119	120	105	295	317	146	215	199	169
Arts and crafts or technology	66	70	64	64	68	78	65	82	94	49	27	37	90
Dance, music, or performing arts	47	59	45	57	79	77	77	83	75	55	92	61	55
Languages or other literary arts	56	74	63	56	54	63	64	61	70	48	54	51	58
Other	12	9	19	19	5	5	8	9	10	9	9	9	10
Enrollment - non-residents	119	145	138	138	144	150	140	86	87	90	96	98	103
Enrollment - residents	145	174	172	172	181	178	179	105	109	125	125	128	162
Enrollment - Total	264	319	310	310	325	328	319	191	196	215	224	226	265
Total classes offered	19	21	21	21	20	21	19	21	21	18	19	18	19

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)													
	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, martial arts, or health	75	118	118	118	110	106	113	96	100	61	60	46	78
Arts and crafts or technology	0	0	0	0	0	0	0	0	0	0	0	0	0
Dance, music, or performing arts	50	38	37	37	33	33	35	23	27	29	29	29	57
Languages or other literary arts	33	33	33	33	35	35	35	51	50	51	52	52	53
Other	-	-	-	-	-	4	4	0	0	0	0	0	0
Enrollment - non-residents	66	69	68	68	65	65	65	93	87	55	55	50	36
Enrollment - residents	92	120	120	120	113	113	122	77	90	86	86	77	152
Enrollment - Total	158	189	188	188	178	178	187	170	177	141	141	127	188
Total classes offered	5	5	5	5	7	7	7	5	5	5	5	5	7

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

Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Residents	11	6	8	5	6	11	13	11	10	12	0	12	6
Non-residents	33	22	20	15	23	24	27	28	25	25	23	21	19
Instructor usage (in hours)	1,576	1,502	1,250	1,433	1,089	1,126	1,200	1,200	1,200	870	870	870	870
Cypress Room - available hours	350	361	338	361	364	322	348	348	351	348	361	351	348
Cypress Room - reserved hours	39.75	35.25	86.25	94.75	55	59	56.5	47	46	21	57	45	63
Cypress Room - utilization %	11%	9%	56%	26%	15%	18%	16%	14%	8%	6%	16%	13%	18%
Juniper Room - available hours	350	361	338	361	364	322	348	348	351	348	361	351	348
Juniper Roon - reserved hours	262	287	190.33	138	127	122	161.5	176	189	122	135	91	105
Juniper Room - utilization %	75%	80%	56%	38%	35%	38%	46%	51%	54%	35%	37%	26%	30%
Maple Room - available hours	350	361	338	361	364	322	348	348	331	348	361	351	348
Maple Room - reserved hours	231.75	214.75	190.7	129.5	225	173	322.42	159	237	123	160	98	239
Maple Room - utilization %	66%	59%	56%	36%	62%	54%	93%	46%	72%	35%	44%	28%	69%
Oak Room - available hours	350	361	338	361	364	322	348	348	351	348	361	351	348
Oak Room - reserved hours	73.25	61	56.27	27	43	51	53	83	57	34	42	48	29
Oak Room - utilization %	21%	16%	16%	7%	12%	16%	15%	24%	16%	10%	12%	14%	8%
Oak Patio - available hours	350	361	338	361	364	322	348	348	351	348	361	351	348
Oak Patio - reserved hours	0	5	0	3	0	0	7	0	10	9	14	3	7
Oak Patio - utilization %	0%	1%	0%	0%	0%	0%	100%	0%	<1%	3%	1%	1%	2%
Sequoia Room - available hours	332	345	318	345	344	306	332	332	331	332	345	331	332
Sequoia Room - reserved hours	22.75	21.67	62.58	51.75	79	50	67.5	52	85	74	66	67	125
Sequoia Room - utilization %	7%	6%	20%	14%	23%	16%	20%	16%	26%	22%	19%	20%	38%
Sequoia Patio - available hours	332	345	318	345	364	306	348	348	331	332	345	331	348
Sequoia Patio - reserved hours	20.75	0	5.3	0	5	26	4	5	29	11	6	5	3
Sequoia Patio - utilization %	6%	0%	2%	0%	1%	8%	1%	1%	1%	3%	1%	1%	1%
Willow Room - available hours	372	384	358	384	386	342	370	370	372	370	384	372	370
Willow Room - reserved hours	114	138	358	384	386	342	370	370	126	102	132	129	122
Willow Room - utilization %	31%	29%	100%	100%	100%	100%	100%	100%	34%	8%	34%	42%	33%

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

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Residents	28	38	40	39	40	40	38	30	40	40	48	48	45
Non-residents	28	11	10	18	7	10	14	6	6	32	30	30	25
Instructor usage (in hours)	80	80	120	24	24	32	32	32	16	16	16	25	25
Court #1 - available hours	500	500	498	517	517	517	515	500	515	500	517	515	500
Court #1 - reserved hours	235	357.2	364	355.75	425	482	499.58	461	422	422	455	451	469.25
Court #1 - utilization %	47%	71%	73%	68%	82%	93%	97%	92%	82%	84%	88%	87%	94%
Court #2 - available hours	500	500	498	517	517	517	515	500	515	500	517	515	500
Court #2 - reserved hours	248	147.5	319	453.5	439	482	499.58	461	461	422	455	451	469.25
Court #2 - utilization %	49%	29%	64%	87%	85%	93%	97%	92%	92%	84%	88%	87%	94%

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

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Residents	6	6	14	15	6	11	11	7	8	4	11	1	4
Non-Residents	1	0	0	0	2	6	5	3	2	2	1	2	0
Makerspace - available hours	240	248	240	248	248	224	224	240	248	240	248	248	240
Makerspace - reserved hours	55.75	62.75	51.25	53.5	31.5	28	28	32.5	46.5	52.5	20.5	20.5	22
Makerspace - utilization %	23%	25%	21%	22%	13%	13%	13%	3%	19%	22%	8%	8%	9%
Event Hall - available hours	335	348	325	348	350	310	310	335	217.5	335	347.5	337	335
Event Hall - reserved hours	218	257.5	176.5	218	176.5	181	181	198	140	255	205.5	251	201
Event Hall - utilization %	65%	74%	54%	63%	50%	58%	58%	59%	65%	76%	60%	74%	60%
Movement Studio - available hours	364	378	350	378	378	336	336	364	364	364	378	364	364
Movement Studio - reserved hours	23	28.75	27.25	16.5	11	11	11	10.25	16.75	5.75	6	4.75	15.25
Movement Studio - utilization %	6%	8%	8%	4%	3%	3%	3%	3%	5%	2%	2%	1%	4%
Flex Classroom - available hours	364	378	350	378	378	336	336	364	364	364	378	364	364
Flex Classroom - reserved hours	25	21	24.5	17.5	27.5	27	27	28	31	18.25	24.25	26.25	33
Flex Classroom - utilization %	7%	6%	7%	5%	7%	8%	13%	8%	7%	5%	6%	7%	10%
Gymnasium - available hours	289	291	303	277.5	303	306	268	291	289	291	302.5	289	291
Gymnasium - reserved hours	203	231	240	214	223	305	268	318	310	222.75	231.25	196	211.25
Gymnasium - utilization %	70%	79%	79%	77%	73%	101%	100%	109%	107%	77%	76%	68%	73%

Table 17. Class enrollment - Arrillaga Recreation Center (800 Alma St.)	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, martial arts, or health	296	305	316	312	284	296	296	342	288	313	331	249	186
Sports	-	-	-	-	-	-	-	-	-	-	-	-	-
Arts and crafts or technology	7	19	19	19	12	12	12	5	5	0	0	60	4
Dance, music, or performing arts	337	348	348	272	304	314	307	313	317	143	152	159	339
Language and literary arts	58	40	40	33	35	35	35	51	50	51	52	52	53
Other	59	111	70	104	55	55	51	106	105	68	76	79	34
Enrollment - non-residents	188	217	204	176	165	175	185	230	144	179	195	174	152
Enrollment - residents	569	606	589	564	525	537	516	587	621	397	416	425	464
Enrollment - Total	757	823	793	740	690	712	701	817	765	575	611	599	616
Total classes offered	62	78	73	65	73	73	74	80	80	47	49	33	61
# of instructors	28	32	31	32	28	26	26	26	26	18	18	18	24

Table 18. Class enrollment - Arrillaga Family Gymnasium (700 Alma St.)	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Enrollment - Basketball	35	31	99	33	47	81	83	32	0	0	0	42	47
Enrollment - Volleyball	82	81	81	81	81	87	88	96	96	67	103	70	71
Enrollment - Youth mixed activity sports camp	0	0	0	0	0	0	0	0	0	0	0	0	0
Enrollment - non-residents	59	27	98	98	77	95	97	99	74	54	22	69	83
Enrollment - residents	58	85	82	50	51	73	74	29	22	13	81	43	35
Enrollment - Total	117	112	180	64	128	168	171	128	96	67	103	112	118
Total classes offered	0	7	15	5	5	7	8	5	2	2	2	5	5
# of instructors	2	2	2	2	2	2	2	2	1	1	1	2	2
Drop-in basketball visits	194	190	525	233	270	404	263	236	256	88	318	401	186
Drop-in volleyball visits	415	433	646	412	436	626	358	264	307	266	361	318	348
Leagues – individual registrations	14	0	0	3	3	0	0	0	0	13	64	4	6
Leagues – team registrations	31	50	128	10	0	23	3	0	0	29	16	20	10

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

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

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Fitness, yoga, and health	66	104	104	105	69	75	75	64	64	93	66	66	77
Sports	-	-	-	-	-	-	-	46	47	88	45	45	51
Arts and crafts and technology	41	30	30	30	71	71	71	70	70	85	64	64	87
Dance, music, or performing arts	47	40	40	40	18	12	12	37	35	48	8	8	8
Language and literary arts	31	35	36	36	24	24	24	23	24	46	23	23	38
Other		7	0.07	8	6	6	6	39	40	30	-	0	25
Enrollment - non-residents	16	17	17	17	14	16	16	73	71	87	22	22	25
Enrollment - residents	169	201	207	208	174	186	186	208	210	302	184	184	261
Enrollment - Total	185	218	224	225	188	202	202	281	281	390	206	206	286
Total classes offered	22	22	23	23	24	24	24	31	31	42	20	20	25
# of instructors	11	12	13	13	13	13	13	13	13	15	10	10	11
Drop-in basketball visits	192	215	252	272	272	160	233	200	313	135	277	348	150
Drop-in volleyball visits	50	65	6	31	31	16	8	64	37	51	54	25	23
Drop-in Fitness Center	659	620	522	550	364	572	541	516	510	518	524	581	564

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

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sept. 2026
Gymnastics enrollment	1,245	1,251	1,219	1,182	130 (1 week)	242 (3 weeks)	1,352	1,258	1,300	952	959	933	901
Aerial Silks enrollment	58	59	55	55	0	0	53	24	24	20	20	20	28
Enrollment - non-residents	342	343	359	293	*		338	309	301	256	265	257	256
Enrollment - residents	815	811	859	944	*		944	949	949	696	694	676	673
Enrollment - Total	1,303	1,310	1,273	1,237	130	242	1,405	1,282	1,324	972	959	953	929
Total classes offered	120	120	120	120	*		120	120	120	111	111	111	130
# of instructors	2	2	2	2	0	0	2	1	1	1	1	1	2

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

Table 21. Picnic Rentals

Location	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Burgess Park picnic area - available hours	2,400	2,976	3,300	2,976	2,976	3,136	3,410	2,880	2,232	2,880	2,976	2,976	2,880
Burgess Park picnic area - reserved hours	195	148	86	14.5	38	35	87	171	193.5	218.25	223	109.75	194.5
Burgess Park picnic area - utilization %	8%	1%	3%	1%	1%	1%	1%	6%	9%	8%	7%	4%	7%
Nealon Park picnic area - available hours	2,100	2,604	2,880	2,604	2,604	2,352	2,542	2,460	2,232	2,100	2,232	2,232	2,100
Nealon Park picnic area - reserved hours	130	78	56	20	31	44	107	100	45	200.25	130.5	79	167
Nealon Park picnic area - utilization %	6%	3%	2%	1%	1%	1%	4%	4%	2%	10%	6%	4%	8%

Table 22. Park Rentals

Location	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Bedwell-Bayfront Park - available hours	420	434	420	434	434	410	434	434	434	434	434	434	
Bedwell-Bayfront Park - reserved hours	60	36	12	0	12	0	0	0	12	0	0	12	
Bedwell-Bayfront Park - utilization %	0.14	0.08	0.03	0	0.03	0	0%	0%	3%	0%	0%	3%	
Sharon Park - available hours	420	372	420	420	420	410	420	420	434	434	434	434	434
Sharon Park - reserved hours	0	12	0	0	0	0	0	0	0	0	0	0	0
Sharon Park - utilization %	0%	3%	0%	0%	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	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Burgess Park - available hours	2,520	2,604	2,880	2,604	2,604	2,688	2,604	2,520	2,976	1,080	1,632	2,122	2,520
Burgess Park - reserved hours	561	540	195	1	69	299	767	1,306	689	268	495	522	549
Burgess Park - utilization %	22%	21%	7%	0%	3%	11%	29%	52%	23%	25%	30%	25%	22%
Hillview School - available hours	720	744	720	744	744	672	744	720	744	720	744	720	720
Hillview School - reserved hours	132	153	142	85	79	107	239	229	262	17	40.5	288	255.5
Hillview School - utilization %	18%	20%	20%	11%	11%	16%	32%	32%	23%	2%	54%	40%	35%
Jack Lyle Park - available hours	720	744	720	744	744	672	744	720	744	720	0	336	720
Jack Lyle Park - reserved hours	246	182	92	10.5	8	66	234	181	185	42.5	0	143	249
Jack Lyle Park - utilization %	34%	24%	13%	1%	1%	10%	31%	25%	24%	6%	*0%	42%	35%
Kelly Park - available hours	840	868	840	868	868	784	868	840	868	720	868	840	840
Kelly Park - reserved hours	321	310	236	158	206	185	179	317	337	21	71	301	280
Kelly Park - utilization %	38%	36%	28%	18%	24%	23%	21%	38%	39%	3%	8%	36%	33%
La Entrada School - available hours	2,160	2,232	2,160	2,232	2,232	2,016	2,604	2,520	2,232	2,232	2,232	2,160	2,160
La Entrada School - reserved hours	31.5	31.5	12	0	0	26	126	90	130	109.5	27.5	22.5	89
La Entrada School - utilization %	1%	1%	0%	0%	0%	1%	5%	3%	6%	5%	1%	1%	4%
Nealon Park - available hours	840	868	420	434	434	392	434	420	434	420	434	434	420
Nealon Park - reserved hours	135	151.25	72	50.5	62.5	41	107	136	111.5	90.5	80.5	58.5	99.25
Nealon Park - utilization %	2%	17%	12%	12%	14%	10%	25%	32%	25%	21%	18%	13%	24%
Oak Knoll School - available hours	360	372	420	434	434	336	372	360	372	360	372	360	
Oak Knoll School - reserved hours	27	24	0	0	0	16	64	36	61.5	12	8	3	
Oak Knoll School - utilization %	7%	6%	0%	0%	0%	4%	17%	10%	16%	3%	2%	1%	
Willow Oaks Park - available hours	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	120	110	29	18	19.5	83.5	229	181	194	136.5	28	202	
Willow Oaks Park - utilization %	8%	7%	2%	1%	1%	6%	15%	13%	13%	9%	2%	14%	
Total available hours	9600	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	1573	1,501	778	323	525	824	1,945	2,476	1,970	697	750	1,540	
Total field utilization %	16%	19%	8%	3%	5%	9%	20%	26%	20%	9%	10%	18%	

*Closed for maintenance

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

Table 24. Tennis and Pickleball Court Rentals

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

Table 25. Tennis and Pickleball Classes

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

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

Table 26. Recreation client accounts

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
New recreation client accounts	502	347	402	806	488	416	1,338	546	637	472	433	893	736
Total recreation client accounts	19,182	19,529	19,931	20,737	21,225	21,641	22,979	23,525	24,162	24,634	25,067	25,960	26,696
Hyperlocal client accounts	1,899	1,962	2,005	2,072	2,137	2,194	2,288	2,341	2,418	2,459	2,506	2,573	2,626

Table 27. Web page views

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
/Library	3,892	3,914	3,995	3,906	4,708	3,797	3,803	3,738	4,394	4,433	6,423	6,577	4,014
/ActivityGuide	3,771	2,881	4,043	6,613	4,760	5,119	8,984	3,621	6,705	4,113	3,893	10,416	6,010

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

Table 28. Newsletter engagement

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
Newsletters sent	4	4	4	3	4	4	4	4	5	4	4	5	4
Average recipients per newsletter	27,815	28,839	28,550	28,388	28,195	28,031	29,114	29,352	29,186	29,016	29,441	30,887	30,641
Total recipients	111,261	106,618	114,199	85,166	104,250	103,589	116,457	117,408	133,191	116,064	117,765	154,436	122,565
Total newsletter clicks	4,045	3,058	3,058	3,226	4,975	5,323	5,558	4,018	6,143	5,808	5,073	6,743	3,884
Total newsletter unique clicks	1,437	1,374	1,501	1,041	1,653	1,628	2,075	1,375	2,102	1,792	1,789	2,828	1,564
Total newsletter opens	82,795	80,650	81,663	67,170	81,207	80,829	84,643	81,139	105,444	80,448	75,689	110,790	87,651
Total unique opens	52,733	52,661	52,458	41,737	51,613	51,825	53,421	53,510	66,650	51,715	49,866	70,836	55,823
% open rate (monthly average)	74%	70%	72%	79%	72%	72%	73%	69%	72%	69%	65%	72%	72%
% unique opens rate (monthly average)	47%	46%	46%	49%	46%	46%	46%	46%	46%	45%	42%	46%	46%
Unsubscribes Monthly Total	296	242	209	148	212	118	152	163	213	166	173	313	217
% Unsubscribes - Monthly Average	0.25%	0.21%	0.19%	0.17%	0.19%	0.11%	0.16%	0.14%	0.14%	0.14%	0.15%	0.20%	0.18%
Email Bounces - Monthly Total	2,777	2,740	2,619	1,938	2,552	2,549	2,735	2,584	3,464	2,647	2,667	3,322	2,666

*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

	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 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	-	-	-	-	-	-	-	-	-	-	-	430	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	1,300	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	-	-	-	-	-	149	140	-
Movie Night - Hamilton Park	-	-	-	-	-	-	-	-	-	-	-	-	80
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
OCTOBER 19, 2026

AGENDA ITEM F-2

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	• Library of the Future Subcommittee updates • Discuss options for communicating library accomplishments to the community • District 1 Subcommittee – discussion and report on execution plan
November 16, 2026	• **Approve schedule of LC meetings for following calendar year** • Library of the Future Subcommittee demographics of new development
December 17, 2026 (Joint meeting w/ PRC)	• **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)

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**
Lib Staff/LC	Update LCS strategic plan	Feb 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		
Responsible Person(s)	**Milestone / Deliverable**	**Date/Frequency**
Dist 1 Subcom	Milestone development	October 2026

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**
LOTF Subcomm	Demographics of new development/ tax impacts	Nov 2026