



## SPECIAL MEETING AGENDA

**Date:** 1/26/2026  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 882 0971 1131 and  
Arrillaga Family Recreation Center  
700 Alma St., Menlo Park, CA 94025

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

How to participate in the meeting:

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

**Subject to Change:** The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website [www.menlopark.gov](http://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](http://www.menlopark.gov/agendas)).

### Regular Session

#### A. Call To Order

#### B. Roll Call

#### C. Regular Business

- C1. Approve the minutes from the November 17, 2025 Library Commission meeting ([Attachment](#))
- C2. Ad hoc subcommittee on the “Library of the Future” report out ([Staff Report LC-2026-001](#))
- C3. Ad hoc subcommittee on District 1 library outreach report out ([Staff Report LC-2026-002](#))
- C4. Update on Library Commission work plan item #5 ([Staff Report LC-2026-003](#))

#### D. Informational Items

- D1. Department statistics and updates ([Staff Report LC-2026-004](#))
- D2. Tentative agenda calendar ([Attachment](#))

#### E. Commission Reports

E1. Individual Commissioner reports

**F. 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.

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**REGULAR MEETING MINUTES – DRAFT**

**Date:** 11/17/2025  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center  
700 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Chair Orton called the meeting to order at 6:30 p.m.

**B. Roll Call**

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

**C. Public Comment**

None.

**D. Study Session**

D1. Discuss ideas for library-specific outreach in District 1 (Staff Report LC-2025-047)

Assistant Director Szegda introduced the item.

**ACTION:** Motion and second (Yule/ Crockett), to create a subcommittee consisting of Commissioners Abdulla, Sisbot and Yule to advise on District 1 library engagement in support of Library Commission work plan goals, passed 6-0-1 (Commissioner Shafer absent).

**E. Regular Business**

E1. Approve the minutes from the October 20, 2025 meeting (Attachment)

**ACTION:** Motion and second (Westcott/ Sisbot), to approve the minutes from the October 20, 2025, meeting, passed 6-0-1 (Commissioner Shafer absent).

E2. Set milestones for Library Commission work plan 2025-26 (Staff Report LC-2025-048)

Assistant Director Szegda introduced the item.

**ACTION:** By acclamation the Commission set the following milestones for their work plan items:

- Work plan item 1 – ongoing
- Work plan item 2 – January
- Work plan item 3 – Find out timelines by January
- Work plan item 4 – Completed
- Work plan item 5 – Create timeline for action items by January

E3. Prepare a draft of the 2026 Library Commission meeting calendar (Staff Report LC-2025-049)

Assistant Director Szegda introduced the item.

**ACTION:** Motion and second (Crockett/ Westcott), to approve the 2026 Library Commission draft meeting calendar passed 6-0-1 (Commissioner Shafer absent).

**F. Informational Items**

F1. Library and Community Services department statistics and recent activities  
(Staff Report LC-2025-050)

F2. Library Commission tentative agenda calendar (Attachment)

The Commission added the following items to the calendar:

- January – Library of the Future subcommittee report out on work plan item 2
- January – District 1 library engagement subcommittee update
- February – general staff report out on library budget formation

**G. Commissioner Reports**

G1. Individual Commissioner reports

Commissioner Crockett reported on recent activities of the Friends of the Library including the recent book sale.

Commissioner Orton reported on recent activities of the Library Foundation including the Library Ball.

**H. Adjournment**

Chair Orton adjourned the meeting at 8:03 p.m.

Nick Szegda, Assistant Library and Community Services Director



## STAFF REPORT

### Library Commission

Meeting Date: 1/26/2026  
Staff Report Number: LC-2026-001

Regular Business: Report out from the ad-hoc subcommittee for District 1 library engagement

### 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).

### Analysis

The ad-hoc subcommittee met three times since the November Library Commission meeting and will be reporting out 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/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250224\\_lc\\_agenda\\_packet.pdf](https://www.menlopark.gov/files/sharedassets/public/v1/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/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421\\_lc\\_agenda\\_packet.pdf#page=3](https://www.menlopark.gov/files/sharedassets/public/v1/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/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251020\\_library-commission-agenda-packet.pdf](https://www.menlopark.gov/files/sharedassets/public/v1/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/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117\\_lc\\_agenda\\_packet.pdf](https://www.menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117_lc_agenda_packet.pdf)

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director



**STAFF REPORT**

**Library Commission**

**Meeting Date:**

**1/26/2026**

**Staff Report Number:**

**LC-2026-002**

**Informational Item:**

**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 recent work on the "library of the future" and near-term improvements report (Attachment A).

**Policy Issues**

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

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

**Background**

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

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

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

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

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

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

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

to the City Council agenda should be directed to the City Council member serving as Library Commission liaison."

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

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

## **Analysis**

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

## **Impact on City Resources**

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

## **Environmental Review**

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

## **Public Notice**

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

## **Attachments**

- A. Ad-hoc subcommittee report
- B. Hyperlink. Staff Report #LC-2024-025: [menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819\\_library\\_commission\\_agenda\\_packet.pdf#page=11](http://menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2024-meetings/agendas/20240819_library_commission_agenda_packet.pdf#page=11)
- C. Hyperlink. Staff Report #LC-2024-032: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20241021\\_library\\_commission\\_agenda\\_packet.pdf#page=5](http://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20241021_library_commission_agenda_packet.pdf#page=5)
- D. Hyperlink. Staff Report #LC-2025-019: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421\\_lc\\_agenda\\_packet.pdf#page=48](http://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250421_lc_agenda_packet.pdf#page=48)
- E. Hyperlink. Staff Report #LC-2025-028: [menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2025-meetings/agendas/20250616\\_lc\\_agenda\\_packet.pdf#page=69](http://menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/library-commission/2025-meetings/agendas/20250616_lc_agenda_packet.pdf#page=69)
- F. Hyperlink. Staff Report #LC-2025-035: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818\\_library\\_commission\\_agenda\\_packet.pdf#page=3](http://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=3)
- G. Presentation. Staff review of the ad-hoc subcommittee's draft recommendations, Aug. 18.

- H. Hyperlink. City Council meeting video, Sept. 30. [youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309](https://youtu.be/-TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309)
- I. Ad-hoc subcommittee Library Needs Chart

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

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

## INTRODUCTION

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

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

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

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

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

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

## BACKGROUND

During 2024-25, a Subcommittee of the Library Commission<sup>1</sup> 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;<sup>2</sup>
- 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<sup>3</sup>;
- 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<sup>4</sup>;
- Consulted with Library Staff members including Nick Szegda, Rose Waldman, and others;
- Visited 7 local libraries and interviewed their staff<sup>5</sup>;
- Conducted a literature review on needed elements for a “Library of the Future”<sup>6</sup>; and
- Reviewed the history of Menlo Park’s significant investment in studying the Menlo Park Library between 2014-2019.<sup>7</sup> The study was called the “Library System Improvement

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<sup>1</sup> Creation of a Subcommittee “Library of the Future” was approved at the August 19, 2024 Library Commission meeting. [https://menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2024-meetings/minutes/20240819\\_lc\\_meeting\\_minutes\\_njs.pdf](https://menlopark.gov/files/sharedassets/public/v1/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.

<sup>2</sup> See Summaries of Surveys in [LC 8-18-2025 packet](#), pages 11-13.

<sup>3</sup> [Preliminary Results: Library, recreation and parks survey May 28, 2025.](#)

<sup>4</sup> See IMLS Comparison document in [LC 8-18-2025 packet](#) and <https://librarybenchmark.org>.

<sup>5</sup> Visits included libraries in Hayward, Redwood City, Half Moon Bay, South San Francisco, Burlingame, Palo Alto, and Los Gatos.

<sup>6</sup> Staff Report LC-2025-034 “Current and future trends in libraries—professional association and academic publication resources” [https://menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250721\\_lc\\_agenda\\_packet.pdf](https://menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250721_lc_agenda_packet.pdf), pages F-4.1-F-4.3.

<sup>7</sup> 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.”<sup>8</sup>

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.”<sup>9</sup>

### **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<sup>10</sup> replaced the long-time organizational structure<sup>11</sup> of having a Library Director and separate Department. However, the current organizational structure should be evaluated now because it:

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<sup>8</sup> [Staff Report 19-001-CC dated January 15, 2019](#), PDF pages 98-103 of City Council Agenda Item H-1.

<sup>9</sup> “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>;

<sup>10</sup> 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.

<sup>11</sup> 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<sup>12</sup> 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<sup>13</sup>.

**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.<sup>14</sup>

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.<sup>15</sup> Funding for the Menlo Park

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<sup>12</sup> 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."

<sup>13</sup> 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.

<sup>14</sup> 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.

<sup>15</sup> 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.<sup>16</sup> Yet, the Menlo Park Library operates in one of the highest cost of living cities in the USA.

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

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

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

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

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

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<sup>16</sup> See IMLS Comparison document in [LC 8-18-2025 packet](#), pages 39-43.

<sup>17</sup> [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.<sup>18</sup> Free text responses to the survey overwhelmingly favored renovation, upgrades, and/or improved maintenance.<sup>19</sup>

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,”<sup>20</sup> 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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<sup>18</sup>“[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”).

<sup>19</sup>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)

<sup>20</sup> [Staff Report 19-001-CC dated January 15, 2019](#), PDF pages 98-103 of City Council Agenda Item H-1.

## **CONCLUSION**

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

January, 2026

## Menlo Park Library of the Future – Needs Assessment, Schedule and Budget

Type	Priority / Item	Where BH or Main	Budget/Source	Schedule	Responsible
<b>Physical – Capital</b>	1. Accessible Restrooms	Main	City	2026-2027	
	2 Carpet	Main	City	2026-2027	
	2 Furniture	Main	City	2026-2027	
	2 HVAC	Main	City	2026-2027	
	<b>Other</b>				
	• Wall Paper/Painting	Main	City		
	• Back Area Upgrade Community Space – Partitions / work areas/ Bathrooms	Main	City/Consultant Study – Friends or another donation?		City/Library Commission – Library of Future Subcommittee?
	• Swap Help Desk/Check out	Main	City		
	• Upgrade Globe Light Fixtures	Main			
	• Desk Configuration	Main	City	2026-2027	City
	• New Public Announcement System	Main			
<b>Staff</b>	Volunteer Coordinator	Main	City		
1 FTE	Outreach Coordinator	Main			
	Maker Space Staff	Main			
<b>Programs</b>	ESL	Main			
	Homework Center	Main			
	Literacy Program	Main			



## STAFF REPORT

### Library Commission

Meeting Date: 1/26/2026  
Staff Report Number: LC-2026-003

Regular Business: Update on Library Commission work plan item #5

### Recommendation

City staff recommends that the Library Commission (LC) receive this update on Library Commission work plan item #5 (Attachment A).

### Policy Issues

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

### Background

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

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

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

On November 17, 2025, the LC set milestones for each of their work plan items and set a January date for receiving updates on work plan item #5. (Attachment E).

### Analysis

The work plan in Attachment A contains five goals. Goal 5 is to:

- Support and advise library programming development and operations of the Belle Haven Community Center (BHCC), including:
  - Belle Haven Community History Project
  - Makerspace programming and policies
  - Other policies that may be impacted by shared spaces at BHCC
- The scope of the Belle Haven Community History project is still being discussed by staff and community stakeholders. The project was originally proposed as a grant-funded application to the California State Library. Cuts to federal funds led staff to propose the project as originally scoped to

the Menlo Park Library Foundation, which agreed to substantially fund it. The newly scoped project, incorporating stakeholder feedback, will need to return to the Foundation for funding approval.

- Library programming in the Makerspace is increasing, including drop-in, themed crafting programs on select Saturdays. The Makerspace is currently well-used by contract instructor classes, groups and classes from the Senior Center, and groups and classes from the Youth Center.
- There are no new substantive policy updates at BHCC.

## **Impact on City Resources**

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

## **Environmental Review**

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

## **Public Notice**

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

## **Attachments**

- A. LC work plan 2025-26, as revised and approved by City Council Sept. 30
- B. Hyperlink. Staff Report # 24-025-CC: [menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf](https://menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k6-20240213-cc-planning-commission-stipend.pdf)
- C. Hyperlink. Staff Report #LC-2025-036: [menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818\\_library\\_commission\\_agenda\\_packet.pdf#page=67](https://menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20250818_library_commission_agenda_packet.pdf#page=67)
- D. Hyperlink. City Council meeting video, Sept. 30. [youtu.be/TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309](https://youtu.be/TegH8PG3rw?si=nPmLIIUNr4fsmEQN&t=21309)
- E. Hyperlink. Staff Report #LC-2025-048: [https://www.menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117\\_lc\\_agenda\\_packet.pdf](https://www.menlopark.gov/files/sharedassets/public/v1/agendas-and-minutes/library-commission/2025-meetings/agendas/20251117_lc_agenda_packet.pdf)

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Ashley Dixon, Management Analyst

Rose Waldman, Library and Community Services Supervisor

# Library Commission work plan

Library and Community Services Department

800 Alma Street, Menlo Park CA 94025

Approved September 30, 2025



## Work plan goals

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

## Work plan history

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



## STAFF REPORT

### Library Commission

Meeting Date: 1/26/2026  
Staff Report Number: LC-2026-004

Informational Item: **Library and Community Services department statistics and recent activities**

### 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

#### December 2025 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 December 2025 are provided in Attachment A.

#### Suggestion box comments and responses (Attachment B)

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

#### Winter Reads (Attachment C)

Signups for the City of Menlo Park's annual Winter Reads program, an all-ages program designed to encourage students and adults to continue reading throughout the winter break, closed on Jan. 17 with just under 600 participants. Participants who reached their reading goals can receive a free book or a Kepler's gift card donated by Friends of Menlo Park Library. Signups for 2026 exceeded those for 2025 by over 30%.

#### Black History Month Events

In February, the City of Menlo Park is celebrating Black History Month to honor the cultural significance and impactful history of Black and African Americans, and to recognize that our society's rich diversity is one of

our greatest strengths. The City has organized a number of events in recognition of Black History Month, including:

**Black Liberation Month Celebration (Attachment D):** On Feb. 7, from 1 – 4 p.m., the Belle Haven Community Campus will host a celebration in honor of 100 years of Black History Month. The event will bring together culture, creativity, and reflection as attendees enjoy a walkthrough of Black history decade by decade, cultural entertainment, and complimentary refreshments.

**Black History Month Congolese dancing (Attachment E):** On Feb. 3, from 3 – 6 p.m., at Belle Haven Community Campus, dancer Arnaud Loubayi will delight attendees with his vibrant Congolese dances for all ages.

**Parking lot closures for photovoltaic solar panels**

City Hall rooftop system installation and the final phase of the Belle Haven Community Campus microgrid carport systems at Kelly Park began in mid-December, 2025 (Attachment F). The carport systems for City Hall, in the parking lot between City Hall and the Arrillaga Family Gymnastics Center, will begin in early February and will be completed in March.

All solar PV systems are scheduled to be completed prior to the Net Energy Metering (NEM) 2.0 deadline, April 14, 2026.

Facilities will remain open during typical hours, except for gymnastics, which is closed for unrelated water damage repairs.

Visitors to Kelly Park are encouraged to carpool or use public transit during construction. Parking at Kelly Park for the Belle Haven Community Campus solar carport will be impacted for the duration of the project.

Limited disruptions to parking at the Burgess Campus are expected during the upcoming installation of the rooftop system at City Hall. During the City Hall carport system construction, much of the parking lot between City Hall and the Arrillaga Family Gymnastics Center will be closed. Alternate parking locations will be available for the duration of the project. Alternative parking locations include the City Council Chamber lot (751 Laurel St.), the Burgess Tennis Courts lot (corner of Laurel St. and Burgess Dr.), and the Burgess Baseball Field lot (on Alma St.). The very limited remaining parking in the lot near City Hall will be reserved for members of the public.

**A Night in the Library Romantasy Ball**

On September 15, Library and Community Service staff requested funding from the Menlo Park Library Foundation for the purpose of holding A Night at the Library (a fantasy-themed ball) after-hours in the Menlo Park Library. The ball would echo Fantasy Balls and Bridgerton Balls, which allow fans of fantasy and historical romance to dress up as their favorite characters while enjoying an evening of dancing and merriment, immersed in an environment that reflects a fantasy theme. The Menlo Park Library Foundation generously agreed to allocate \$6,000 to A Night at the Library Romantasy Ball, which was held on Friday, December 12.

A Night at the Library welcomed 101 guests who enjoyed a catered meal, drinks served by a licensed bartender, a photobooth, music provided by a DJ, and a costume contest.

This free event made the often-expensive experience of a fantasy-themed ball accessible to all community members. We received overwhelmingly positive feedback from attendees and were told by many that they were eager to attend again next year.

## **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. December 2025 statistics
- B. Suggestion box comments and responses
- C. Hyperlink. Winter Reads webpage: <https://www.menlopark.gov/News-articles/City-news/20251115-Winter-reads>
- D. Hyperlink. Black Liberation Month Celebration webpage. [menlopark.gov/Citywide-calendar/Community-events/20260207-Black-Liberation-Month-Celebration](https://www.menlopark.gov/Citywide-calendar/Community-events/20260207-Black-Liberation-Month-Celebration)
- E. Hyperlink. Black Liberation Month Congolese Dancing webpage. [menlopark.gov/Citywide-calendar/Community-events/20260203-Black-History-Month-Congolese-Dancing](https://www.menlopark.gov/Citywide-calendar/Community-events/20260203-Black-History-Month-Congolese-Dancing)
- F. Hyperlink. City Solar project webpage. <https://www.menlopark.gov/Government/Departments/City-Managers-Office/Sustainability/Solar-PV-for-City-facilities>

Report prepared by:

Ashley Dixon, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Table 1. Library items circulated

Location*	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
800 Alma St.	34,639	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111	35,580	35,096	33,216	32,077
100 Terminal Ave.*	1893	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192	2,516	2,343	2,033	2,000
eBooks	-	9,426	9,316	9,792	9,902	9,875	9410	10,546	11,281	9,752	10,467	9,853	*
eAudio	-	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575	6,797	6,426	6,136	6,745
eVideo	-	1,496	1,174	1,159	1,066	1,308	1198	1,531	1,239	1,138	1,219	1,174	1,292
eSerials	-	2,176	2,209	2,415	2,426	2,230	2191	1,983	2,427	2,183	2,253	2,490	2,184
Total online / digital	17,756	18,405	17,606	18,777	19,071	19,348	18,958	16,604	21,336	19,870	20,365	19,653	10,221

\*total not yet available

Table 2. Library cards

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
New cards issued - MP residents	120	200	184	201	151	161	198	216	235	171	186	167	*
Total cardholders - MP residents	23,765	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875	25,019	25,133	25,193	*

\*Counts are temporarily unavailable

Table 3. Library patron questions answered

Location*	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
800 Alma St.	2,971	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469	2,970	3,263	2,666	2,680
100 Terminal Ave.*	469	565	471	499	432	402	509	497	464	517	413	315	395

Table 4. Library holds filled (item requests)

Location*	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Incoming holds - 800 Alma St	3,915	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081	4,236	4,128	3,421	3,427
Outgoing holds - 800 Alma St	2,694	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074	2,812	3,020	2,386	2,450
Incoming holds - 100 Terminal Ave.*	184	262	203	129	167	161	200	157	182	129	165	131	110
Outgoing holds - 100 Terminal Ave.*	13	43	**262	363	303	264	305	266	304	273	357	382	368

Table 5. Library foot traffic (gate count)

Location*	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
800 Alma St.	13,048	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539	14,491	14,981	13,211	11,411
100 Terminal Ave. (All-ages library)	2573	5135	4,569	4,765	4,574	2,392	2,539	2,585	2,268	2,736	2,480	2,133	2,161
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	-	892	686	758	820	703

Table 6. Library program attendance and room usage

Location*	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Total attendance - 800 Alma St.	1,044	1,011	937	967	978	1127	1112	1609	1,551	985	882	737	761
# of programs - 800 Alma St.	32	32	29	34	37	37	42	36	38	37	38	33	31
Total attendance - 100 Terminal Ave.*	316	612	464	240	379	188	355	407	540	373	309	164	216
# of programs - 100 Terminal Ave.*	24	28	30	23	27	25	26	33	26	25	28	29	27
Conference Room - available hours	-	-	-	-	-	-	-	-	217	217	217	217	217
Conference Room - reserved hours	-	-	-	-	-	-	-	-	16.5	21	24	26.3	23
Conference Room - utilization %	-	-	-	-	-	-	-	-	8%	10%	11%	12%	11%
Tutor Room - available hours	-	-	-	-	-	-	-	-	217	217	217	217	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	-	49.5	57.5	69.5	51.45	40
Tutor Room - utilization %	-	-	-	-	-	-	-	-	0.23	0.26	0.32	24%	18%

\*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)

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Students ages 3-5	48	48	48	50	54	54	56	47	45	45	47	49	49
Special needs students	-	-	-	-	-	-	-	1	3	3	3	3	3
English second language students	-	-	-	-	-	-	-	37	34	37	37	38	38
Meals and snacks served	-	-	-	-	-	-	-	3102	2024	2112	2,438	1,900	1900
Total hours of education and care provided*	-	-	-	-	-	-	-	10,082	9,214	8,775	10,540	7,706	7,706

Table 8. Menlo Children's Center (Preschool)

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Students ages 18 mo - 2 years	-	-	-	-	-	-	-	7	4	5	5	5	1
Students ages 2 - 3 years	-	-	-	-	-	-	-	11	16	17	18	18	17
Students ages 3 - kindergarten	-	-	-	-	-	-	-	23	23	22	22	22	23
Total enrollment	26	32	32	32	44	46	44	43	43	44	45	45	41
Total hours of education and care provided*	-	-	-	-	-	-	-	-	7,830	7,960	8,690	6,332	5,944

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Kindergarten	-	-	-	-	-	-	-	-	9	10	10	10	10
Students grades 1st - 5th	-	-	-	-	-	-	-	-	32	33	33	33	33
Summer camp enrollment	-	-	-	-	-	-	-	63	30	0	0	0	0
Total enrollment	31	31	29	28	29	29	27	63	71	43	43	43	43
Total hours of education and care provided*	-	-	-	-	-	-	-	5985	3936.5	2316	3,142	2,503	1,933

Table 10. Belle Haven Youth Center (After school)

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Transitional kindergarten	-	-	-	-	-	-	-	0	0	5	5	5	5
Kindergarten	-	-	-	-	-	-	-	4	4	6	6	6	6
Students grades 1 st - 5th	-	-	-	-	-	-	-	29	29	56	56	56	56
Summer Camp enrollment	-	-	-	-	-	-	-	52	54	0	0	0	0
Total enrollment	55	58	58	58	58	58	122	85	85	67	67	67	67
Total hours of education and care provided*	-	-	-	-	-	-	-	11,720	12,094	4,623	5,662	4,020	3,920

\*all hours total for all students

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Lunches served	726	810	851	956	971	952	*	970	985	1,453	1,150	802	743
Grocery boxes distributed	460	230	460	460	460	460	213	460	485	476	511	214	248
Senior shuttle trips	1,332	1,488	1,342	1,504	1,454	1,474	1,234	816	784	702	702	620	616
Special event attendance	-	127	150	55	214	129	100	80	80	90	101	0	87

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	114	114	83	107	107	107
Arts and crafts or technology	-	-	-	-	-	-	-	60	61	66	70	64	64
Dance, music, or performing arts	-	-	-	-	-	-	-	38	38	47	59	45	57
Languages or other literary arts	-	-	-	-	-	-	-	55	55	56	74	63	56
Other	-	-	-	-	-	-	-	11	11	12	9	19	19
Enrollment - non-residents	-	85	-	-	87	-	-	121	121	119	145	138	138
Enrollment - residents	-	118	-	-	132	-	-	157	158	145	174	172	172
Enrollment - Total	-	203	-	-	219	-	-	278	279	264	319	310	310
Total classes offered	-	15	-	-	17	-	-	19	19	19	21	21	21

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	64	64	75	118	118	118
Arts and crafts or technology	-	-	-	-	-	-	-	0	0	0	0	0	0
Dance, music, or performing arts	-	-	-	-	-	-	-	28	28	50	38	37	37
Languages or other literary arts	-	-	-	-	-	-	-	27	27	33	33	33	33
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	-	67	-	-	27	-	-	27	27	66	69	68	68
Enrollment - residents	-	51	-	-	50	-	-	92	92	92	120	120	120
Enrollment - Total	-	118	-	-	77	-	-	119	119	158	189	188	188
Total classes offered	-	7	-	-	6	-	-	4	4	5	5	5	5

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Residents	-	29	-	-	23	-	-	14	9	11	6	8	5
Non-residents	-	64	-	-	62	-	-	19	35	33	22	20	15
Instructor usage (in hours)	-	-	-	-	-	-	-	1,068	1,437	1,576	1,502	1,250	1,433
Cypress Room - available hours	-	-	-	-	-	-	-	363	363	350	361	338	361
Cypress Room - reserved hours	-	-	-	-	-	-	-	88.25	39	39.75	35.25	86.25	94.75
Cypress Room - utilization %	-	-	-	-	-	-	-	24%	10%	11%	9%	56%	26%
Juniper Room - available hours	-	-	-	-	-	-	-	363	363	350	361	338	361
Juniper Room - reserved hours	-	-	-	-	-	-	-	168.33	132	262	287	190.33	138
Juniper Room - utilization %	-	-	-	-	-	-	-	46%	36%	75%	80%	56%	38%
Maple Room - available hours	-	-	-	-	-	-	-	363	363	350	361	338	361
Maple Room - reserved hours	-	-	-	-	-	-	-	155.75	92	231.75	214.75	190.7	129.5
Maple Room - utilization %	-	-	-	-	-	-	-	43%	25%	66%	59%	56%	36%
Oak Room - available hours	-	-	-	-	-	-	-	363	363	350	361	338	361
Oak Room - reserved hours	-	-	-	-	-	-	-	54	11	73.25	61	56.27	27
Oak Room - utilization %	-	-	-	-	-	-	-	15%	3%	21%	16%	16%	7%
Oak Patio - available hours	-	-	-	-	-	-	-	363	363	350	361	338	361
Oak Patio - reserved hours	-	-	-	-	-	-	-	0	0	0	5	0	3
Oak Patio - utilization %	-	-	-	-	-	-	-	0%	0%	0%	1%	0%	0%
Sequoia Room - available hours	-	-	-	-	-	-	-	363	363	332	345	318	345
Sequoia Room - reserved hours	-	-	-	-	-	-	-	61.5	90	22.75	21.67	62.58	51.75
Sequoia Room - utilization %	-	-	-	-	-	-	-	17%	25%	7%	6%	20%	14%
Sequoia Patio - available hours	-	-	-	-	-	-	-	363	363	332	345	318	345
Sequoia Patio - reserved hours	-	-	-	-	-	-	-	0	30	20.75	0	5.3	0
Sequoia Patio - utilization %	-	-	-	-	-	-	-	0%	8%	6%	0%	2%	0%
Willow Room - available hours	-	-	-	-	-	-	-	363	363	372	384	358	384
Willow Room - reserved hours	-	-	-	-	-	-	-	138	66	114	138	358	384
Willow Room - utilization %	-	-	-	-	-	-	-	38%	18%	31%	29%	100%	100%

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Residents	-	-	-	-	-	-	-	100	32	28	38	40	39
Non-residents	-	-	-	-	-	-	-	20	30	28	11	10	18
Instructor usage (in hours)	-	-	-	-	-	-	-	37	80	80	80	120	24
Court #1 - available hours	-	-	-	-	-	-	-	517	515	500	500	498	517
Court #1 - reserved hours	-	-	-	-	-	-	-	122.5	113	235	357.2	364	355.75
Court #1 - utilization %	-	-	-	-	-	-	-	24%	22%	47%	71%	73%	68%
Court #2 - available hours	-	-	-	-	-	-	-	517	515	500	500	498	517
Court #2 - reserved hours	-	-	-	-	-	-	-	128	119	248	147.5	319	453.5
Court #2 - utilization %	-	-	-	-	-	-	-	28%	23%	49%	29%	64%	87%

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Residents	-	38	-	-	34	-	-	4	8	6	6	14	15
Non-Residents	-	3	-	-	0	-	-	0	0	1	0	0	0
Instructor usage (in hours)	-	-	-	-	-	-	-	*	*	*	*	*	*
Makerspace - available hours	-	-	-	-	-	-	-	328	248	240	248	240	248
Makerspace - reserved hours	-	-	-	-	-	-	-	70.25	47	55.75	62.75	51.25	53.5
Makerspace - utilization %	-	-	-	-	-	-	-	21%	19%	23%	25%	21%	22%
Event Hall - available hours	-	-	-	-	-	-	-	304	364	335	348	325	348
Event Hall - reserved hours	-	-	-	-	-	-	-	220.5	196.5	218	257.5	176.5	218
Event Hall - utilization %	-	-	-	-	-	-	-	73%	54%	65%	74%	54%	63%
Movement Studio - available hours	-	-	-	-	-	-	-	304	364	364	378	350	378
Movement Studio - reserved hours	-	-	-	-	-	-	-	80	39	23	28.75	27.25	16.5
Movement Studio - utilization %	-	-	-	-	-	-	-	26%	11%	6%	8%	8%	4%
Flex Classroom - available hours	-	-	-	-	-	-	-	304	364	364	378	350	378
Flex Classroom - reserved hours	-	-	-	-	-	-	-	17	11.5	25	21	24.5	17.5
Flex Classroom - utilization %	-	-	-	-	-	-	-	6%	3%	7%	6%	7%	5%
Gymnasium - available hours	-	-	-	-	-	-	-	378	289	291	303	277.5	303
Gymnasium - reserved hours	-	-	-	-	-	-	-	209	203	231	239.5	213.5	223
Gymnasium - utilization %	-	-	-	-	-	-	-	81%	70%	79%	79%	77%	73%

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	197	101	296	305	316	312
Arts and crafts or technology	-	-	-	-	-	-	-	54	47	7	19	19	19
Dance, music, or performing arts	-	-	-	-	-	-	-	130	236	337	348	348	272
Language and literary arts	-	-	-	-	-	-	-	27	27	58	40	40	33
Other	-	-	-	-	-	-	-	173	363	59	111	70	104
Enrollment - non-residents	-	213	-	-	161	-	-	175	307	188	217	204	176
Enrollment - residents	-	520	-	-	474	-	-	506	467	569	606	589	564
Enrollment - Total	-	733	-	-	635	-	-	681	774	757	823	793	740
Total classes offered	-	57	-	-	59	-	-	68	63	62	78	73	65
# of instructors	-	26	-	-	22	-	-	33	33	28	32	31	32

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Enrollment - Basketball	-	-	-	-	-	-	-	6	27	35	31	99	33
Enrollment - Volleyball	-	-	-	-	-	-	-	72	102	82	81	81	81
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	-	0	0	0	0	0	0
Enrollment - non-residents	-	10	-	-	112	-	-	56	74	59	27	98	98
Enrollment - residents	-	48	-	-	96	-	-	16	55	58	85	82	50
Enrollment - Total	-	58	-	-	208	-	-	78	129	117	112	180	64
Total classes offered	-	10	-	-	14	-	-	5	7	0	7	15	5
# of instructors	-	2	-	-	8	-	-	2	2	2	2	2	2
Drop-in basketball visits	-	631	-	-	596	-	-	206	171	194	190	525	233
Drop-in volleyball visits	-	1240	-	-	844	-	-	394	287	415	433	646	412
Leagues - individual registrations	-	-	-	-	-	-	-	56	0	14	0	0	3
Leagues - team registrations	-	-	-	-	35	-	-	14	0	31	50	128	10

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Fitness, yoga, and health	-	-	-	-	-	-	-	80	80	66	104	104	105
Arts and crafts and technology	-	-	-	-	-	-	-	41	41	41	30	30	30
Dance, music, or performing arts	-	-	-	-	-	-	-	15	15	47	40	40	40
Language and literary arts	-	-	-	-	-	-	-	13	13	31	35	36	36
Other	-	-	-	-	-	-	-	-	-	-	7	7%	8
Enrollment - non-residents	-	21	-	-	20	-	-	10	10	16	17	17	17
Enrollment - residents	-	80	-	-	145	-	-	139	139	169	201	207	208
Enrollment - Total	-	101	-	-	165	-	-	149	149	185	218	224	225
Total classes offered	-	15	-	-	19	-	-	15	15	22	22	23	23
# of instructors	-	9	-	-	9	-	-	9	9	11	12	13	13
Drop-in basketball visits	-	231	-	-	658	-	-	29*	167	192	215	252	272
Drop-in volleyball visits	-	50	-	-	13	-	-	*	10	50	65	6	31
Drop-in Fitness Center	-	1713	-	-	1697	-	-	542	720	659	620	522	550

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

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Gymnastics enrollment	-	-	-	-	-	-	-	898	887	1,245	1,251	1,219	1,182
Aerial Silks enrollment	-	-	-	-	-	-	-	49	43	58	59	55	55
Enrollment - non-residents	-	383	-	-	368	-	-	287	282	342	343	359	293
Enrollment - residents	-	950	-	-	942	-	-	628	605	815	811	859	944
Enrollment - Total	-	1,333	-	-	1,310	-	-	929	1,125	1,303	1,310	1,273	1,237
Total classes offered	-	120	-	-	120	-	-	119	119	120	120	120	120
# of instructors	-	-	-	-	-	-	-	2	2	2	2	2	2

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**Table 21. Picnic Rentals**

Location	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Burgess Park picnic area - available hours	-	-	-	-	-	-	-	3,472	2,976	2,400	2,976	3,300	2,976
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	-	74.5	97	195	148	86	14.5
Burgess Park picnic area - utilization %	-	-	-	-	-	-	-	2%	3%	8%	1%	3%	1%
Nealon Park picnic area - available hours	-	-	-	-	-	-	-	2,542	1,860	2,100	2,604	2,880	2,604
Nealon Park picnic area - reserved hours	-	-	-	-	-	-	-	90	108	130	78	56	20
Nealon Park picnic area - utilization %	-	-	-	-	-	-	-	4%	6%	6%	3%	2%	1%

**Table 22. Park Rentals**

Location	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Bedwell-Bayfront Park - available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	-	-	12	12	60	36	12	0
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	-	-	3%	3%	14%	8%	3%	0%
Sharon Park - available hours	-	-	-	-	-	-	-	434	434	420	372	420	420
Sharon Park - reserved hours	-	-	-	-	-	-	-	0	0	0	12	0	0
Sharon Park - utilization %	-	-	-	-	-	-	-	0%	0%	0%	3%	0%	0%

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**Table 23. Athletic Field Rentals**

Location	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Burgess Park - available hours	-	-	-	-	-	-	-	4,142	3,456	2,520	2,604	2,880	2,604
Burgess Park - reserved hours	-	-	-	-	-	-	-	2,976	1,206	561	540	195	1
Burgess Park - utilization %	-	-	-	-	-	-	-	72%	35%	22%	21%	7%	0%
Hillview School - available hours	-	-	-	-	-	-	-	744	744	720	744	720	744
Hillview School - reserved hours	-	-	-	-	-	-	-	478.5	202	132	153	142	85
Hillview School - utilization %	-	-	-	-	-	-	-	64%	27%	18%	20%	20%	11%
Jack Lyle Park - available hours	-	-	-	-	-	-	-	Closed	744	720	744	720	744
Jack Lyle Park - reserved hours	-	-	-	-	-	-	-	Closed	197	246	182	92	10.5
Jack Lyle Park - utilization %	-	-	-	-	-	-	-	Closed	26%	34%	24%	13%	1%
Kelly Park - available hours	-	-	-	-	-	-	-	868	868	840	868	840	868
Kelly Park - reserved hours	-	-	-	-	-	-	-	243	240	321	310	236	158
Kelly Park - utilization %	-	-	-	-	-	-	-	28%	28%	38%	36%	28%	18%
La Entrada School - available hours	-	-	-	-	-	-	-	Closed	3,038	2,160	2,232	2,160	2,232
La Entrada School - reserved hours	-	-	-	-	-	-	-	Closed	240	31.5	31.5	12	0
La Entrada School - utilization %	-	-	-	-	-	-	-	Closed	8%	1%	1%	0%	0%
Nealon Park - available hours	-	-	-	-	-	-	-	Closed	1,302	840	868	420	434
Nealon Park - reserved hours	-	-	-	-	-	-	-	Closed	73	135	151.25	72	50.5
Nealon Park - utilization %	-	-	-	-	-	-	-	Closed	6%	2%	17%	12%	12%
Oak Knoll School - available hours	-	-	-	-	-	-	-	Closed	744	360	372	420	434
Oak Knoll School - reserved hours	-	-	-	-	-	-	-	Closed	106	27	24	0	0
Oak Knoll School - utilization %	-	-	-	-	-	-	-	Closed	14%	7%	6%	0%	0%
Willow Oaks Park - available hours	-	-	-	-	-	-	-	Closed	1,488	1,440	1,488	1,440	1,488
Willow Oaks Park - reserved hours	-	-	-	-	-	-	-	Closed	239	120	110	29	18
Willow Oaks Park - utilization %	-	-	-	-	-	-	-	Closed	16%	8%	7%	2%	1%
Total available hours	-	-	-	-	-	-	-	5,754	12,384	9,600	7,947	9,600	9,548
Total reserved hours	-	530	-	-	1,575	-	-	3,698	2,503	1,573	1,501	778	323
Total field utilization %	-	-	-	-	-	-	-	64%	20%	16%	19%	8%	3%

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**Table 24. Tennis and Pickleball Court Rentals**

Location	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	174	184	205	181	149	103
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	40%	42%	48%	42%	35%	24%
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	-	21	45	47	48	41	16
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	-	5%	10%	11%	10%	10%	4%
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	-	5	21	14	27	11	10
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	-	1%	5%	3%	6%	2%	2%
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	51	77	133	143	117	109
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	11%	18%	32%	33%	28%	25%
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	172	161	204	220	197	151
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	40%	37%	49%	50%	42%	35%
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	-	164	163	193	173	150	89
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	-	38%	38%	46%	40%	36%	21%
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	-	121	112	192	170	148	115.75
Willow Oaks - Tennis Court #3 utilization %	-	-	-	-	-	-	-	28%	26%	46%	39%	35%	27%
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	-	434	434	420	434	420	434
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	-	99	142	194	170	150	131
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	-	23%	33%	46%	39%	36%	30%

**Table 25. Tennis and Pickleball Classes**

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

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**Table 26. Recreation client accounts**

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
New recreation client accounts	543	297	275	991	972	505	501	459	937	502	347	402	806
Total recreation client accounts	13,776	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680	19,182	19,529	19,931	20,737
Hyperlocal client accounts	-	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848	1,899	1,962	2,005	2,072

**Table 27. Web page views**

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
/Library	-	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332	3,892	3,914	3,995	3,906
/ActivityGuide	-	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099	3,771	2,881	4,043	6,613

**Table 28. Newsletter engagement**

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
Newsletters sent	-	3	4	5	4	5	4	4	5	4	4	4	3
Average recipients per newsletter	-	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346	27,815	28,839	28,550	28,388
Total recipients (excludes bounces, etc.)	-	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730	111,261	106,618	114,199	85,166
Total newsletter clicks	-	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481	4,045	3,058	3,058	3,226
Total newsletter unique clicks	-	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720	1,437	1,374	1,501	1,041
Total newsletter opens	-	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160	82,795	80,650	81,663	67,170
Total unique opens	-	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666	52,733	52,661	52,458	41,737
% open rate (monthly average)	-	80%	87%	83%	77%	69%	71%	70%	71%	74%	70%	72%	79%
% unique opens rate (monthly average)	-	50%	52%	50%	47%	44%	45%	45%	46%	47%	46%	46%	49%
Unsubscribes Monthly Total	-	168	216	179	147	170	139	128	207	296	242	209	148
% Unsubscribes - Monthly Average	-	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%	0.25%	0.21%	0.19%	0.17%
Email Bounces - Monthly Total	-	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760	2,777	2,740	2,619	1,938

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

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Table 29. Large-scale community event attendance

	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025
College and Career Fair	-	120	-	-	-	-	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	290	-	-	-	-	-	-	-	-	-	-
Community Resource Fair	-	-	-	180	-	180	-	-	-	-	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	2200	-	-	-	-	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	310	-	-	-	-	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	-	2,200	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	249	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	*	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	302	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	365	-	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	275	-	-	-	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	750	-	-	-	-
Summer Concert – Karl E. Clark Park	-	-	-	-	-	-	-	120	130	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	-	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	-	-	-	-	-	-	-	-	310	-	-
Halloween Parade and Festival	-	-	-	-	-	-	-	-	-	-	2000	-	-
Pumpkin Splash	-	-	-	-	-	-	-	-	-	-	160	-	-
Light Up the Season	900	-	-	-	-	-	-	-	-	-	-	-	925
Photos with Santa	450	-	-	-	-	-	-	-	-	-	-	-	463

LIBRARY AND COMMUNITY SERVICES  
SUGGESTION BOX COMMENTS AND RESPONSES  
COMPILED JANUARY 2026

Ref #	Date received	Location received	Full Text of suggestion	Response
1	2025-10-24	Arrillaga Family Recreation Center	I have loved attending the Banyan Tree Women's collective classes/offerrings! Thank you for making these accessible!	Thank you for your feedback regarding the Banyan Tree Collective classes. We are happy to know that you are enjoying them. Please feel free to provide further comments. Best, Tricia
2	2025-11-21	Arrillaga Family Recreation Center	Can the cleaning service please clean the glass doors? Both exterior and interior. The sun shines through and they are so smudged and dirty. Not very welcoming. Thanks!	Thank you for your feedback regarding the doors/windows at the Arrillaga Family Recreation Center. We will request service on these doors/windows. - Tricia
3	2025-11-21	Arrillaga Family Recreation Center	Please keep inviting Banyan tree events to Menlo Park	Thank you for the feedback regarding Banyan Tree classes.
4	2025-11-21	Arrillaga Family Recreation Center	We love our dance/ fitness class with [name redacted] Please have her teach us again!	Thank you for the kind words regarding the dance fitness class. We will be continuing the class and are glad to hear that you are enjoying it! Please feel free to let me know if you have additional questions or comments. Best, Tricia
5	2025-09-14	Belle Haven Community Campus	Hi, Please fix internet connection, the internet signal is very low. It's hard to do homework and research without internet.	Hi, Thank you for the submission and for letting us know about your experience with the Wi-Fi. We'll report this to our IT team so they can check the signal strength and work on resolving the problem. Best, Rondell
6	2025-09-29	Belle Haven Community Campus	I love the BH center, but the women's locker room desperately needs more benches! There are 38 lockers and 3 benches. We also need more hooks in the shower area. I suggest putting chairs with arms near the lockers and the benches in the shower area.	Thank you for the request for benches in the women's locker room at Belle Haven. Additional benches were ordered, once they arrive they will be placed in the locker room. I hope this is helpful with the functionality of the locker room. Best, Tricia
7	2025-10-05	Belle Haven Community Campus	Please open the pool early in the morning. 7am at least. It would help cooking professionals to make_____	Thank you for your Belle Haven Pool request to open earlier in the morning. I will share this request with the pool operator. Please feel free to provide further comments or questions as they arise. Best, Tricia
8	2025-10-06	Belle Haven Community Campus	I love it here	Thank you for the compliment. We here at BHCC love you as well!
9	2025-10-06	Belle Haven Community Campus	I love the community	Thank you for the compliment!
10	2025-10-06	Belle Haven Community Campus	Better wifi	Thank you for the submission!

11	2025-10-06	Belle Haven Community Campus	Discounted food for young adults	Thank you for your submission!
12	2025-10-18	Belle Haven Community Campus	More toddler playgroups, story time, gymnastics. The 7pm story time is too late.	Thank you for reaching out to request more toddler programming at the Belle Haven Community Campus. We will take your request into consideration. I am sorry that the Tuesday storytime is too late for you - we do our best to offer as wide a range of storytime options as possible for our community. We do have a storytime on Fridays at 5pm that might work better? Best, Rose
13	2025-11-07	Belle Haven Community Campus	Please change water filter near bathroom lockers	Thank you for the submission!
14	2025-11-07	Belle Haven Community Campus	Fix handicap button from the outside and inside please	Thank you for the submission!
15	2025-11-21	Belle Haven Community Campus	Library (adult) is too noisy on Saturdays. There's a woman with a baby that comes by and the staff are very distracted and loud every with her every time she comes in.	[no contact information] Thank you for this feedback.
16	2025-12-01	Belle Haven Community Campus	Pool table for youth	Thank you for the suggestion.
17	2025-12-10	Belle Haven Community Campus	Message Me Class. Follow Up Class	Thank you for the suggestion.
18	2026-01-05	Belle Haven Community Campus	A library cat (for real)	[no contact info] What a great suggestion! Unfortunately, the Library Beetles are allergic to cats, and Blue Death-Feigning Beetles can live up to 10 years, so we'll have to wait a while before we consider this request.
19	2026-01-05	Belle Haven Community Campus	Dodge Ball	Thak you for the suggestion.
20	2026-01-05	Belle Haven Community Campus	[Spanish]: Necesitamos la clase de las maquinas de coser. [English]We need the sewing machine class.	Thank you for the suggestion. We are currently searching for an instructor.
21	2026-01-05	Belle Haven Community Campus	More postings in EPA about services offered here. This center is used by more EPA and East Menlo residents and in order to get more use out of this facility, you should advertise services to the communities that will benefit and use it the most! Scrap the politics! Service the people	Thank you for your suggestion. We do our best to get word out about our programs and services. Members of any and all communities can learn about our programs and offerings by signing up for our LCS newsletter, visiting our Citywide calendar ( <a href="http://menlopark.gov/calendar">menlopark.gov/calendar</a> ), or visiting or calling the Belle Haven Community Campus (100 Terminal Ave.) directly. -Natalya

22	2025-09-07	Belle Haven Pool	Would be nice to have a bathing suit dryer/spinner	Called, went to vm, vm full. We received his request and that city staff is in the process of ordering units for Belle Haven Pool. Best, Tricia
23	2025-10-06	Belle Haven Pool	Any chance you could install some hooks in the showers to hang wet swim suits while using shower.	Thank you for your suggestion. City staff has ordered hooks for the locker rooms at Belle Haven Pool. - Tricia
24	2025-11-07	Belle Haven Pool	You should put a waterslide	Thank you for the suggestion regarding the waterslide. Best, Tricia
25	2025-11-07	Belle Haven Pool	Suggestions for Belle Haven Pool- The ladder is very poorly designed. My friend injured herself because of the lip of the pool being difficult to step over when exiting.- Please put more hooks in the locker room . With only 2 small benches, there's little space for our belongings. -Please put a clock so it can be seen while swimming (parking lot side of the pool)	Thank you for the feedback regarding the Belle Haven Pool and locker room. We will consider all of the suggestions. Best, Tricia
26	2025-10-05	Burgess Pool	Please repaint the parking lot lines to make it easier to park in spaces. The lines are faded and in some places there are 2 different line spacings.	Thank you for the feedback regarding painting the lines in the Burgess parking lot.
27	2025-10-06	Burgess Pool	Thanks for the soap, need at Belle Haven	Thank you for the suggestion. City Staff is working to get soap dispensers in the showers at Belle Haven.
28	2025-10-06	Burgess Pool	Please add back the ice cream. It was a great treat.	Thank you for the suggestion. City staff will speak to the aquatics operator about this option.
29	2025-10-06	Burgess Pool	More pools	Thank you for the suggestion.
30	2025-10-06	Burgess Pool	Can you add doors to the showers?	Thank you for the suggestion. City staff will look into this as an option.
31	2025-10-06	Burgess Pool	Please replace suit dryer!	Thank you for the comment. City staff is looking into the option for replace the suit dryer at Burgess Pool.
32	2025-10-06	Burgess Pool	Hello. I have another complaint about the pool. Call the number I gave you.	Thank you for the message. I do not know how to contact you. If you are able to provide your email or phone number I will be happy to reach out. Tricia
33	2025-10-06	Burgess Pool	Diving board	Thank you for your request for a diving board. I tried dialing your number and it is a restricted number.
34	2025-10-20	Burgess Pool	Please put a garbage receptical in the Burgess parking lot (between pool and MP police parking) Would cut trash in that lot!	Thank you for the feedback regarding a trash can in the Burgess parking lot. I will share this with Public Works.
35	2025-10-24	Burgess Pool	The lines in the parking lot are faint and hard to see especially in the early morning, need repainting.	Thank you for your suggesting regarding the lines in the Burgess parking lot.
36	2025-10-24	Burgess Pool	Please don't let the homeless woman do her laundry in the family bathroom	thank you for your feedback, I will pass this onto the aquatics operator so that someone from the pool can reach out to you. - Tricia
37	2025-11-03	Burgess Pool	New hot tubs!	Thank you for the suggestion regarding new hot tubs. -Tricia

38	2025-11-03	Burgess Pool	Please remove fragrance from locker rooms. It is awful!	Thank you for your feedback, I will pass this onto the aquatics operator so that someone from the pool can reach out to you. - Tricia
39	2025-11-03	Burgess Pool	The pool doors are not ADA compliant. Too heavy	Thank you for the comment that you provided in the suggestion box at the Burgess Pool. The city is considering a project that would update the lobby at Burgess Pool, including the doors. - Tricia
40	2025-11-07	Burgess Pool	waterslide please	Thank you for your suggestion regarding a waterslide. -Tricia
41	2025-11-07	Burgess Pool	can you please get a diving board	Thank you for the suggestion regarding a diving board for Burgess Pool -Tricia
42	2025-11-07	Burgess Pool	How about a sign in /near the showers asking to conserve water and take shorter showers? Some kids 'play' while water runs for 20+ mins!	Thank you for the request for a sign for the showers and limiting time. -Tricia
43	2025-11-12	Burgess Pool	Fix the suit spinner please.	Thank you for providing your comment regarding the need for the suit spinners to be repaired. I am happy to report that the suit spinners are being replaced at the Burgess Pool. From my awareness the spinner in the men's locker rooms was the replaced late last week. Please feel free to let me know if you have further questions or comments. Best, Tricia
44	2025-11-13	Burgess Pool	Please make more family rooms and in the single sex change rooms doors on showers.	Thank you for the suggestion for additional rooms for families changing spaces and doors on the showers in the single sex locker rooms. We will share this request with our Public Works team as part of a potential update to the locker rooms. Your feedback is appreciated. Please feel free to reach out if you have further questions or comments. In community spirit, Tricia
45	2025-11-18	Burgess Pool	Hooks on the other side of the lockers, above benches. To hang towels and jackets	Thank you for your feedback regarding the need to have hooks near the showers at Burgess Pool. We will consider this option and work with our Public Works team to do so. Please feel free to let me know if you have any questions or comments. In community spirit, Tricia
46	2025-11-21	Burgess Pool	UV tarp over pool	Thank you for your feedback regarding additional shade over the pool.
47	2025-11-21	Burgess Pool	Shower heads not working in both women's and men's locker room. Please fix now	Thank you for the feedback regarding the showerheads at Burgess Pool.
48	2025-11-21	Burgess Pool	The brown walking stones outside the gymnastics center & pool are uneven, my 65 old mother tripped and nearly fell head first. Please fix these.	Thank you for providing this feedback regarding the paving at the pool/gymnastics. The city will look into this item. -Tricia
49	2025-10-02	Menlo Park Library	Amplified children's stories in the main library? What are you thinking? This should be at quiet volume in the children's corner. Most disruptive and unpleasant.	I am sorry that the storytimes in the Alma St. Library main hall cause you such distress. We locate those storytimes there because they often draw 50-80 people, which we simply cannot

<p>accommodate in the Children's room. Similarly, with such a crowd, we do need to use some amplification in order for our storytimers to be heard. As you may know, storytimes are a program fundamental to public library services - they're "baby's first book group;" they encourage developing early literacy skills, bonding between kids and caregivers, and they instill a love of reading and the library, which is important to inculcate in our youngsters as they grow into the next generation. Therefore, I'm sure that you will understand that we prioritize ensuring that as many kids and grownups are able to enjoy our storytimes as possible, especially since we do have other areas in the library that are available for quiet study when the main hall is thus occupied. We also have earplugs at the Help Desk, which you are welcome to ask for. Most sincerely, Rose</p>			
50	2025-10-06	Menlo Park Library	<p>Book trivia night is amazing. I went to the last two. Invited all my friends to this last one and it was all children's books. Any chance we could go back to the style of the last one before. Children questions are okay but all children's questions only was unexpected. Thank you!</p>
51	2025-10-06	Menlo Park Library	<p>Please add Lgbtqt books, thanks</p>
52	2025-10-13	Menlo Park Library	<p>Maybe you could let kids make books and you can display them for everybody to read</p>
53	2025-10-20	Menlo Park Library	<p>To library staff: Can you schedule adult programs for late morning times and afternoon times, thank you. .</p>
54	2025-11-05	Menlo Park Library	<p>Please add more zines to your collection, preferably by local authors. Also add an adult zine workshops so authors can find each other. Thanks! (I'm happy to help if I can)</p>

55	2025-11-07	Menlo Park Library	Books we wish for: -Ninja kid, Part 3,4,5 - Real Pigeons Part 6,7,8	[no contact info] Thank you for suggesting that we add some items to our collection. I have passed your suggestion on to our librarians. You can always suggest books for us to purchase with our Suggest a Library Purchase form here: <a href="https://menlopark.gov/Services/Suggest-a-library-purchase">https://menlopark.gov/Services/Suggest-a-library-purchase</a> Sincerely, Rose Waldman
56	2025-11-07	Menlo Park Library	Make the door easier to open, it is a struggle if you have a walker or wheel chair. The return mech can be made less tight?	Left voicemail: Thanked patron for submitting feedback and let her know that we are getting new mechanisms for ensuring that the backswing on the doors slows down sooner.
57	2025-11-07	Menlo Park Library	Please see if you can add more handicapped parking places to the front. The other spot are also always filled. Difficult to carry lots of books from the main lot when you have a handicap!	Thank you for reaching out with feedback for the Menlo Park Library. With regard to your request for more handicapped parking places, I suggest that you direct your request to <a href="mailto:transportation@menlopark.gov">transportation@menlopark.gov</a> . Most sincerely, Rose
58	2025-11-07	Menlo Park Library	Please move the QP books back where they are! Front too noisy and distracting to really try to "read" the flyleafs of these books.	With regard to the location of the Quick Pick books - we do move collections around from time to time. Right now, the current Quick Pick location is what works best for our overall layout, but we will certainly keep your feedback in mind next time we make a move. In the mean time, you are more than welcome to bring some of the books you'd like to take a closer look at to a different part of the library. You can leave them on the reshelving carts or hand them to staff when you're finished looking at them. Most sincerely, Rose Waldman
59	2025-11-09	Menlo Park Library	I prefer the old check out machines. The new are not as reliable, not all books can be scanned out and one of them wouldn't take my barcode.	Thank you for your feedback about our new checkout machines. I'm sorry that you're running into difficulties. Please do not hesitate to let staff at the front desk know when these problems occur, as we are (as you can see) still troubleshooting the new system, and knowing where the problems are will help us to solve them. In the meantime, thank you for your patience as we adjust the new system to our needs. Most sincerely, Rose
60	2025-11-13	Menlo Park Library	Scavenger hunt	Thank you for suggesting that we host a scavenger hunt! Great minds think alike - as it happens, our next LIBRARY ADVENTURE [hyperlinked to event] is going to take place on January 27th, and we hope to see you there! Sincerely, Rose
61	2025-11-17	Menlo Park Library	Someplace in the lobby to sit and wait for a friend to arrive. 20 min seating. :)	Lovely to hear from you! I see that you have asked for a place to sit in the lobby and wait for a friend to arrive. While we don't have space in our foyer to put seating, you are always welcome to sit anywhere in the library, for as short or long a time as you would like, while we are open. Please do not hesitate to reach out if I'm misinterpreting this request. Sincerely, Rose
62	2025-11-24	Menlo Park Library	I wish you could open and close at the same time.	[no contact info] Thank you for this feedback. We try to have as little inconsistency as possible in our open hours while also

				maximizing the available open time for the community to use the library, within the limitations that we have due to staffing.
63	2025-11-24	Menlo Park Library	Thank you for quarterly book group face to face! I know why the caged bird sings. Sunday? Monday? 3pm. Zooms need to stop, in person groups great, thanks.	[no response required] Thank you for your feedback! We are delighted that you enjoy our in-person California Book Group.
64	2026-01-05	Menlo Park Library	California Book Group quarterly. Wonderful discussion. I Know Why the Caged Bird Sings...	Called and thanked her for her appreciation and participation in the CA Book group.
65	2026-01-05	Menlo Park Library	1.) Have free goggles at pools of the Menlo Park Library. 2.) Have a Pokémon club that ____ Pokemon cards and play them. 3.) Can borrow tables.	Wow, these are some great suggestions. The Librarians were just talking about starting a Pokemon club! It's great to hear that our Library Kids would enjoy that. Keep an eye out for it. I also think that the idea of having pool goggles to lend out is a really good one! I'll look into whether it's possible. I'm not entirely sure what you are suggesting when you suggest that our Library folks be able to "borrow tables." I think, for reasons of portability, our tables will need to remain in-library-use-only items. However, you're welcome to come use them any time the library is open! Thank you so much for letting us know what you'd like to see at Menlo Park Library. Sincerely, Rose
66	2025-09-30	Menlo Park Senior Center	I found out I can't get in the room of [redacted] for senior today. There are only ten people to limit. When I saw other people downstairs are quiet and feeling unhappy because they come early, they can't get in too. I tell to the office who said: if people want to see, get the chair watch on hallway. No. No. No. If watch. We would like to watch tv show professional dance. We only want to come to spent time to do exercise, enjoy with play together. That's not right to get people out. However, I was professional dancer in my hometown. I practice body basic when I was young. I would like to make a dancing class for our senior, let them can do exercise with fun music. Like: chaa-cha, samba, lumber, cowboy, and waltz. I am happy to do that. Doesn't matter how many people as long as we are happy.	Thank you for the submission. Staff will discuss your concerns and think of better ways to host senior classes.
67	2025-09-30	Menlo Park Senior Center	Dear Management: I am happy to enjoy coming to senior center and taking some class to learning drawing. Painting, English writing, sewing and crafts. Also I am very interesting that Folklorica, that is very good exercise. We do have some people they playing and learning guitar. I bought a guitar already. I want to learn and play. I hopefully we can playing guitar together when we have any party. Can we have a guitar class for senior whoever want to take? I wish make a class. Please. Thanks on every Wednesday. We cleaning learning guitar. She is very patient to teach us.	Thank you so much for your suggestion and for sharing how much you enjoy the programs at the Senior Center. We're happy to hear that Folklorico, crafts, and the other classes have been meaningful for you. Your idea for a senior guitar class is a great one. We will look into the possibility of offering a structured guitar class and explore instructor availability.

68	2025-10-06	Menlo Park Senior Center	The September 16th event was celebrated on September 10th. It had nothing to do with September 16th. It's the Mexican independence day. They changed it to a multicultural event. They put activist Dolores Huerta on the screen. Instead of the mariachi band, I've been coming to this event for 25 years. I'm disappointed. It's not right to play with Mexican culture. [Spanish] :El evento del 16 de sept. 10 festejaron el la de sept. nada que ver con el 16 de sep. es la independencia de Mexico lo cambiaron a un evento multicultural. Pusieron en la pantalla a la activista Dolores Huerta. En lugar del Mariachi tengo viniendo a este evento por 25 años me boy desencinada. No es correcto juegen con la cultura Mexicana ]	Thank you for submission!
69	2025-11-12	Menlo Park Senior Center	I do like the field and track. The place is also very advanced. Love it here	Thank you for the feedback regarding the field and track. We appreciate the positive feedback and are pleased to know that you enjoy it.
70	2025-11-21	Menlo Park Senior Center	Clean children park	Thank you for your suggestion. I will pass it along to Public Works.
71	2025-11-21	Menlo Park Senior Center	I love it here! I feel like Menlo Park is just the place for me.	Thank you for the kind words!
72	2025-11-21	Menlo Park Senior Center	Great music program. Big band music last Saturday. Many thanks!	You're welcome, and thank you for the kind words.
73	2025-11-21	Menlo Park Senior Center	I've heard our guitar teacher and Spanish son leader is /might leave her activity. Why? She is needed to promote Latino culture through music, a wonderful part of the Latin culture. So joyful for all of us to hear or sing the many songs from Mexico on Wednesday mornings! Many people know I sing all the songs Wed.	Thank you for the submission. I will pass this information along to the staff to evaluate and assess.
74	2026-01-05	Menlo Park Senior Center	[Spanish]: Necesitamos las máquinas de coser. Es importante a si nos _____ [English]: We need the sewing machines. It's important so they can _____	Thank you for the suggestion
75	2026-01-05	Menlo Park Senior Center	[Spanish]: Necesitamos las máquinas de coser. [English] We need the sewing machines.	Thank you for the suggestion.
76	2026-01-05	Menlo Park Senior Center	Why sewing disappeared? Sewing meant a lot!	Thank you for the suggestion.
77	2026-01-05	Menlo Park Senior Center	[Spanish]: Queremos las máquinas porque nos faltan mucho para seguir cosiendo. [English] We need the machines because we are severely lacking them to continue sewing.	Thank you for the suggestion.
78	2025-10-09	Online	Hello, My name is [redacted], and I am a senior at [redacted] High School, as well as co-president of my school's Business Professionals of America (BPA) chapter. BPA is an organization that prepares students for careers in business/finance through	Request forwarded to the library programming team for follow-up and coordination.

<p>competitions and events. One of BPA's core values is service, and our club is interested in sharing what we've learned with the community. Over the past few months, our club developed a financial literacy workshop for middle schoolers that we held at [redacted] and at [redacted]. This was a very rewarding experience for the students and us, and we are really interested in continuing this program. We were hoping we could hold a financial literacy workshop for middle schoolers at the Menlo Park Library sometime this fall. The workshop would take about 20-30 minutes and would focus on topics like budgeting and savings. We would also include a fun lemonade stand game for students to put their knowledge into action. We'd love to hold this workshop at a time that is convenient for you. Please let me know your thoughts!</p> <p>Looking forward to hearing from you,</p>			
79	2025-10-29	Online	<p>It seems like 2 of the tennis courts at Willow Oaks Park are being reserved every night. And there is sometimes a teacher that teaches on one of the non-reserved courts leaving court availability very hard. Should tennis programs/coaches really be allowed to reserve half the courts every single night? I seems reasonable for a coach to reserve the court for 1 hour a night or maybe 2...but for the entire afternoon and evening seems like too much.</p>
80	2025-11-13	Online	<p>Please consider including plant-based meal options at Belle Haven community events. Vegans and plant-based residents are part of our community too, and having options for everyone makes events more inclusive and welcoming.</p>
81	2025-11-17	Online	<p>Hello, I'm interested in renting the Makerspace at Belle Haven Center for [redacted] meeting. Could you please let me know if it's available and if you offer discounts to non-profit community organizations?</p>

82	2025-12-01	Online	<p>Hello, I am curious to know about the library card art contest. The submission form said that there was going to be an art gallery with all the submissions starting on November 18th. Is there any update about it? Thank you.</p>	<p>Hi! The gallery is up at the main library; we'll promote it in our newsletter this coming week! Best, Rose</p>
83	2025-12-01	Online	<p>I strongly encourage you to offer a 10-visit pass that can be used at any time, rather than limiting options to monthly passes. The current swim hours are not practical for working adults, and a flexible pass would better meet the community's needs.</p>	<p>Thank you for this suggestion. I will share this suggestion with the aquatics operator that makes the decisions around structure of offerings. Best, Tricia</p>
84	2025-12-08	Online	<p>I went to menlo park public library for babies storytime with 2 years twin boys. After storytime, I was with the boys in children play area. One boy was cranky and then start to cry I made sure the other one is playing well alone(at the moment he was fine) and I bring crying boy to outside to make him come down because I was worried if other people get bothered by his crying sound. While I was calming down him, a young staff (she did storytime) came to me and said your baby is looking for mom and crying. I said sorry because of this boy I had to bring him out but my thought was too short. She said she understands the situation but shouldn't leave baby alone. So I kept saying sorry. And I meant it. When I come back to children's area, An older aged (~early 60s) female staff having blond hair till her shoulders starts to 'scold' me. And all other moms were looking at me. I apologized about my mistake to the older staff and said it won't happen again. And since two boys are crying at same time I was gonna leave library. But her 'lecture' never stopped. When She said "We are not baby sitters!" I realize she is being out of herself the more she is yelling at me. And when I turn my body walking to get stroller parking area with two boys I clearly heard she said "horrible" I felt so shameful that I should never come back this place. I honestly felt racial discrimination from her. (When she was start to 'yell' at me I was thinking of recording it to report but my hands were full with holding two boys.) I and my husband used to like to go to menlo park public library. But now it's the place the shameful racism experience i have ever experienced.</p>	<p>From Rose: Dear [name redacted], I am sorry that you had the experience that you've written to us about. Please rest assured that I am going to follow up on this with staff, and will be back in touch. Sincerely, Rose</p> <p>From [commentor-name redacted]: Thank you for your reply. I was worried that my report had been ignored since I hadn't received a response for several days. I believe that the conduct of the staff is very important, especially since this is a public library operated by the city. I hope it will become a place where people from all backgrounds in the community can feel comfortable visiting. I look forward to your response. Thank you again.  </p> <p>From Rose: Hi, [name redacted], I have spoken with staff about the incident you have described, and I would love to have a conversation with you about it. Would you be willing to call me, or to meet with me in person? My number is 650-330-2516, and I'll be in my office until 5:30pm today, and periodically tomorrow. I could speak with you in person after storytime tomorrow if you would prefer. Or if you'd like to share your number with me, I'd be happy to give you a call. Sincerely, Rose</p> <p>From Rose: Hi, Just following up about this - I've been out of the office sick all week, just in case you dropped by for me. I'm off tomorrow (Sunday), but would be happy to see, or hear from you next week. You have my number, or I can give you a call if you care to share your number with me, or we can set a time to meet. Sincerely, Rose [As of 1/6 I have received no response to my emails from 12/11 and 12/20. I have no other contact information for this patron]</p>
85	2025-12-18	Online	<p>The meeting notes posted for the Dec. 8 meeting Belle Haven Task Force are the ones from the Oct. 28 meeting. I assume</p>	<p>Thanks for catching the posting error with the Task Force minutes -- we have corrected it. The focus of the hybrid model</p>

this was an error. Could this be fixed please? Also, I have not seen any indication that the group has discussed what subgroups in the neighborhood are not coming to the pool, why, how that might be overcome, and who else needs to be invited to participate in the process? Is this an oversight in note taking or has there not been any discussion of audience segments or goals for different groups? Thank you.

task force has been to develop neighborhood-specific programming ideas for the pool. The direction from the City Council did not include marketing. That said, there has been discussion about improving outreach and ways to do that – primarily in the aquatics working group meetings that preceded these meetings (the hybrid task force spun off from the working group meetings in late September). We tried to keep the hybrid task force meetings focused on what the City Council had directed us to do, but there will be a lot of discussion about outreach should staff receive direction to proceed with the hybrid model. Thanks for taking the time to write, for catching our error, and for being involved in our community discussions. Kind regards, Tricia

**LIBRARY COMMISSION**  
**TENTATIVE AGENDA SCHEDULE**  
January 26, 2026

<b>MEETING DATE*</b>	<b>TENTATIVE AGENDA TOPICS**</b>
July 21, 2025	<ul style="list-style-type: none"> <li>• Study session: Prepare a report-out to City Council on the LC work plan 2024-25</li> <li>• Consider assigning commissioner liaisons to library affinity groups</li> <li>• Ad-hoc subcommittee summary of preliminary findings</li> <li>• Draft of LC work plan for 2025-26</li> <li>• Future trends for libraries</li> <li>• Library, recreation and parks survey - analysis and cross tabs</li> </ul>
August 18, 2025	<ul style="list-style-type: none"> <li>• Study session: review and recommend ad-hoc subcommittee report out</li> <li>• Recommend updates to the LC work plan 2025-26</li> <li>• Annual agenda calendar review</li> <li>• Recommend report out to City Council on the LC work plan 2024-25</li> </ul>
September 15, 2025	Cancelled
October 20, 2025	<ul style="list-style-type: none"> <li>• Select Commission Chair and Vice Chair</li> <li>• Ad-hoc subcommittee draft report on the "library of the future" and near-term improvements</li> <li>• Recommend updates to the library use guidelines</li> <li>• Review the LC work plan 2025-26 as revised and approved by City Council Sept. 30</li> <li>• Belle Haven Library – year in review</li> <li>• Discuss ideas for library-specific outreach in District 1</li> <li>• Summary of the 2022 facility condition assessment of the Menlo Park Library building</li> </ul>
November 17, 2025	<ul style="list-style-type: none"> <li>• Study session: Discuss ideas for library-specific outreach in District 1</li> <li>• Set milestones for LC work plan 2025-26</li> <li>• Approve the 2026 Library Commission meeting calendar</li> </ul>
December 15, 2025 (Joint meeting w/ PRC) <span style="color: red;">At BHCC – Cancelled - quorum</span>	<ul style="list-style-type: none"> <li>• Year in review</li> <li>• Open house / social</li> </ul>
January 2026	<ul style="list-style-type: none"> <li>• Ad-hoc subcommittee on "Library of the Future" report out</li> <li>• District 1 library engagement subcommittee update</li> <li>• Updates on LC work plan item 5</li> </ul>
February 2026	<ul style="list-style-type: none"> <li>•</li> </ul>
March 2026	<ul style="list-style-type: none"> <li>•</li> </ul>
April 2026	<ul style="list-style-type: none"> <li>•</li> </ul>
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> <li>• Approve previous meeting's minutes</li> <li>• Department statistics</li> <li>• Tentative agenda calendar</li> <li>• Staff reports</li> <li>• Commissioner reports</li> </ul>
Unscheduled future items	<ul style="list-style-type: none"> <li>• Presentation: Library collection development</li> <li>• Discussion: Operations and Strategic Planning</li> </ul>

\* Library Commission meetings are held at 6:30pm on the third Monday of the month unless otherwise specified.

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