

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 1/28/2026
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 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 862 7050 1185
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 862 7050 1185
Press *9 to raise hand to speak

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

Regular Business

A. Call To Order

B. Roll Call

C. Public Comment

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

D. Regular Business

- D1. Approve minutes from the November 19, 2025 meeting ([Attachment](#))
- D2. Recommend updates to picnic area rental policy ([Staff Report PRC-2026-001](#))

E. Informational Items

- E1. Ad hoc sub committee 6k fun run update ([Staff Report PRC-2026-002](#))
- E2. Library and Community Department updates and statistics ([Staff Report PRC-2026-003](#))
- E3. Tentative agenda calendar ([Attachment](#))

F. Commissioner Reports

- F1. Individual Commissioner reports

G. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at www.menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 01/22/2026)



REGULAR MEETING MINUTES – DRAFT

Date: 11/19/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Grass, Dawkins, Lee, Patel, Sherman, Van Buren
Absent: Chunyu
Staff: Library and Community Services (LCS) Supervisor Tricia Mullan,
Management Analyst Ashley Dixon

C. Regular Business

C1. Approve the October 22, 2025, meeting minutes (Attachment)

ACTION: Motion and second (Dawkins/ Sherman), to approve the minutes from the October 22, 2025 meeting, passed 6-0-1 (Chunyu absent).

C2. Prepare a draft for the 2026 Parks and Recreation Commission meeting calendar (Staff Report PRC-2025-034)

Supervisor Mullan introduced the item.

ACTION: Motion and second (Grass/ Sherman), to approve the proposed draft Parks and Recreation Commission meeting calendar, passed 6-0-1 (Chunyu absent).

D. Informational Items

D1. Update on National Park and Recreation Society Commission for Accreditation of Park and Recreation Agencies (CAPRA) (Staff Report PRC-2025-035)

Supervisor Mullan introduced the item.

The Commission discussed their support for CAPRA accreditation.

D2. Update on the Community Fun Run (Staff Report PRC-2025-036)

Supervisor Mullan introduced the item.

The Commission discussed updating the website to include a different photo with a flatter trail,

removing “free” as the cost of the event, gaining sponsorships and a map of the updated run route.

D3. Library and Community Services department updates and recent activities
(Staff Report PRC-2025-037)

Management Analyst Dixon introduced the item.

The Commission discussed the pickleball survey update and ways to expand reach, alternatives methods of gathering data and expressed support for new courses that will be offered in the winter.

D4. Tentative agenda calendar (Attachment)

The Commission discussed agenda review meetings with staff.

The Commission made the following updates to the tentative agenda calendar:

- Add pickleball presentation – Updates not Capital Improvement Project (CIP) related to February

E. Commissioner reports

E1. Individual Commissioner reports

Commissioner Van Buren reported out on the need for swimsuit spinner replacement or repair at the pools.

Commissioner Sherman reported out on off-leash dog enforcement and reservable dog runs at parks.

F. Adjournment

Chair Lee adjourned the meeting at 7:21 p.m.

Management Analyst Ashley Dixon



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/28/2026

Staff Report Number: PRC-2026-001

Regular Business: Recommend updates to the picnic rental policy

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) recommend updates to the picnic rental policy (Attachments A and B).

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission may review and recommend updates to library and community services policies and procedures as the need arises.

Background

Library and community services departmental policies establish rules, expectations, and procedures for the operation and public use of department programs, services, facilities, and resources. Policies are available for public review in person at City recreation facilities, libraries, and online at the City of Menlo Park website (Attachment C).

Analysis

The purpose of the picnic rental policy is to clearly communicate the process and expectations for rentals of the picnic spaces. Proposed updates to the current policy are presented with a clean version of the updated policy showing all updates incorporated (Attachment B) and a markup of the current policy showing proposed additions in underline and proposed deletions in ~~strike through~~ (Attachment A).

Updates to the picnic rental policy include:

- Reorder and reformat the document to current City document standards
- Update timeframes and quantities for rentals
- Include additional guidelines for rentals
- Update contact information
- Make various typographical corrections and clarifications.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

- A. Picnic rental policy (markup)
- B. Picnic rental policy
- C. Hyperlink: Library and Community Services department policies and procedures webpage.
menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Natalya Jones, Library and Community Services Manager

PICNIC RESERVATION FORM and USE POLICY

Community Services
 Arrillaga Family Gymnasium
 600 Alma St., Menlo Park, CA 94025
 tel 650-330-2220 fax 650-330-2242



Picnic area reservations

The City of Menlo Park has picnic areas for rent at Burgess and Nealon Park. Without a reservation, these picnic areas are available for public use on a first-first-come, first-first-served basis.

- Reservations can be made at www.menlopark.gov, in person, via mail or fax.
- Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance. ~~Non-residents and unincorporated residents~~ Reservations for all other rentals can make be made reservations up to 6 months in advance. Weddings can be booked a year in advance.
- The City has the right to reserve and has and priority in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form has been is approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- A \$15.00 service & handling fee will be assessed for all cancellations. The City requires a minimum of 24 hour written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification.
- Picnic areas can only be reserved at Burgess Park or Nealon Park. All other park seating areas are for public use on a first-first-come, first-first-served basis.

Fees and amenities

Fees are based on one hour and one area of use and vary for residents, non-residents, and unincorporated residents of Menlo Park. To qualify as a resident, renters must submit a copy of a utility bill or rental/property agreement showing a current address within incorporated Menlo Park. Recommended ratio of tables to guests is approximately 1:8.

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BURGESS PARK				
Picnic Area	Tables	BBQ	Resident per hour	Non-Resident/Unincorporated Menlo Park per hour
Picnic Area #1	3	1	\$15.00	\$20.00
Picnic Area #2	2	1	\$13.00	\$18.00
Picnic Area #3	3	1	\$15.00	\$20.00
Picnic Area #4	3	1	\$15.00	\$20.00
Picnic Area #5	2	1	\$13.00	\$18.00
Picnic Area #6	1	No	\$10.00	\$15.00
Picnic Area #7	3	No	\$13.00	\$18.00
NEALON PARK				
Picnic Area	Tables	BBQ	Resident per hour	Non-Resident/Unincorporated Menlo Park per hour
Picnic Area #1	1	No	\$10.00	\$15.00
Picnic Area #2	1	No	\$10.00	\$15.00
Picnic Area #3	1	No	\$10.00	\$15.00
Picnic Area #46	1 Offline	No	\$10.00	\$15.00
Picnic Area #57	1 Offline	No	\$10.00	\$15.00

*Tables not listed above are on a first come first serve basis.

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Picnic rental policies and information

- **Picnic groups may not exceed 400 150 people, even when renting all available picnic areas.** If the picnic group exceeds the maximum group size for an individual picnic area, any or all of the following actions may be taken: The renter will be asked to reserve additional sites to accommodate the group size, staff may cancel the reservation, the renter will be denied future use of City of Menlo Park picnic sites.
- Renters are responsible for cleaning the picnic area after use and are required to remove all garbage from park and premises. Renters who fail to do so may be denied future use of picnic sites and facilities.
- No amplified music above 60 dBA is allowed in the park. To obtain a noise permit, please contact the City's Planning Department Community Development Director at (650) 330-6702 (60-days-day notice required).
- No vehicles are allowed on the park grounds.
- No stakes are allowed in the grass.
- There are no public access water sources in the park aside from the bathroom sinks and water fountains.
- There are outlets in the park, but other renters, unexpected outages, required maintenance, and additional factors could limit the availability of power sources. It's ~~recommend~~recommended that renters bring their own portable power source, if needed.
- Hired caterers and food vendors must have the appropriate and up-to-to-date permits with the City and County. Food trucks must park in a designated parking spot.
- Please have your receipt with you the day of the picnic reservation. If another group is in your area and refuses to vacate, call the Menlo Park Police Department's non-emergency line at (650) 330-6300, and they will resolve the situation.

All special equipment, such as, but not limited to, personal cooking apparatuses, tents/canopies, bounce houses and other inflatables, must have prior approval of the Community Library and Community Services Department. If approved, use of this equipment will require liability insurance.

—Bounce houses and inflatables up to 10 ft. by 10 ft. are permitted in the picnic areas with a valid reservation and insurance. For anything larger, a field reservation is required. To apply for a field rental, please contact Community Library and Community Services at (650) 330-2220. Inflatable play structures requiring water are not allowed.

- Tents up to 10 ft. by 10 ft. are permitted, provided that they will not be staked into the grass. For tents larger than 10 ft. by 10 ft. you will need renters must to contact the City's Police Department at 650-330-2223
- Beer and wine are permitted in the parks, with liability insurance and a special event permit, for a permit, you will need to contact the City's Police Department at 650-330-2223. Hard liquor is prohibited, no glass containers.
- **On-site cooking of any kind is prohibited at Nealon Park. Grilling is only permitted at Burgess Park with rental because of existing existing BBQ grills.**
- Use of any special equipment is restricted to the applicant and guests and must not be accessible to the general public.
- Usage of any special equipment in any City park without the proper permits and insurance is strictly prohibited. See insurance requirements below.

Liability insurance

A Certificate of Liability Insurance is required for all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment ~~such as, but~~such as but not limited to equipment listed in the section above. Use of special equipment without ~~the proper~~proper insurance and permits may result in the denial of future use of picnic areas and facilities

The certificate must be submitted at least one week prior to the rental date. No reservation will be confirmed without proof of insurance, and the City reserves the right to cancel your reservation if insurance is not submitted in a timely manner. Liability insurance can be submitted via email, regular mail, or faxed to us at 650-330-2242.

In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

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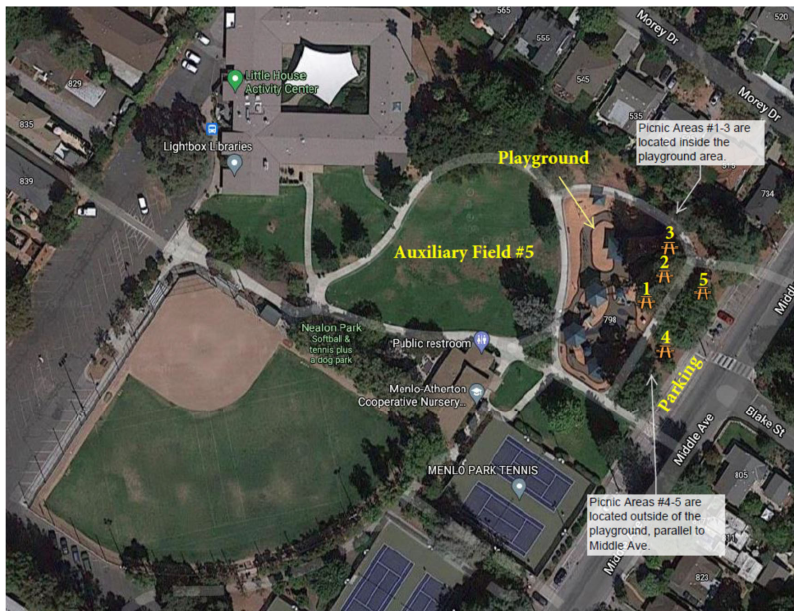
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Burgess Park map



Nealon Park map



PICNIC RESERVATION FORM

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Rented to:					
Contact Name:			Organization Name:		
Phone:			Email:		
Address:			City:	State:	Zip:
Rental Location: <input type="checkbox"/> Burgess <input type="checkbox"/> Nealon (currently unavailable)			Insurance on file: <input type="checkbox"/> Yes <input type="checkbox"/> No		Attendance:
Rental of:					
Picnic area	Day	Date	Start time	End time	Total hours
The following equipment will be present at my event. I understand that the presence of this equipment requires that I submit a Certificate of Liability Insurance at least 7 business days before my reservation takes place (see Picnic Reservation Form and Use Policy pg. 2)				Total hours	
				Hourly rental rate	\$
				Total rental fees	\$

- ☐ Jumper/inflatable ☐ Tent/canopy
☐ BBQ/cooking equipment ☐ Alcohol (only beer/wine permitted)
☐ Other (please describe) _____

Liability Insurance Due: _____

Signature of Applicant _____

Approved by (Signature of Supervisor) _____

Date _____

Date _____

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____	
I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	

CS-12DS rev 20200104

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- Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance. Reservations for all other rentals can be made up to 6 months in advance. Weddings can be booked a year in advance.
- The City has priority in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form is approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
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The certificate must be submitted at least one week prior to the rental date. No reservation will be confirmed without proof of insurance, and the City reserves the right to cancel your reservation if insurance is not submitted in a timely manner. Liability insurance can be submitted via email, regular mail, or faxed to us at 650-330-2242.

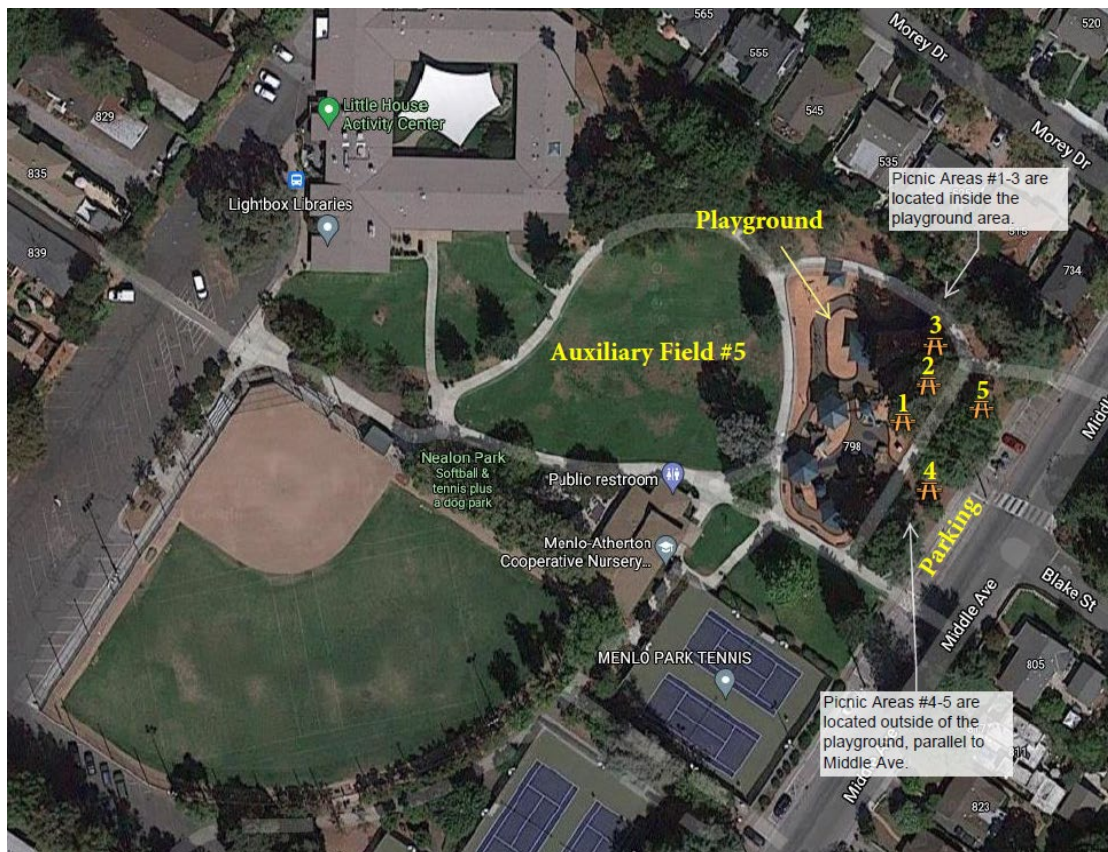
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- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

Burgess Park map



Nealon Park map



PICNIC RESERVATION FORM

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Rented to:					
Contact Name:			Organization Name:		
Phone:			Email:		
Address:			City:	State:	Zip:
Rental Location: <input type="checkbox"/> Burgess <input type="checkbox"/> Nealon (currently unavailable)			Insurance on file: <input type="checkbox"/> Yes <input type="checkbox"/> No		Attendance:
Rental of:					
Picnic area	Day	Date	Start time	End time	Total hours
The following equipment will be present at my event. I understand that the presence of this equipment requires that I submit a Certificate of Liability Insurance at least 7 business days before my reservation takes place (see <i>Picnic Reservation Form and Use Policy pg. 2</i>)				Total hours	
				Hourly rental rate	\$
				Total rental fees	\$

- ☐ Jumper/inflatable ☐ Tent/canopy
- ☐ BBQ/cooking equipment ☐ Alcohol (only beer/wine permitted)
- ☐ Other (please describe) _____

Liability Insurance Due: _____

Signature of Applicant

Approved by (Signature of Supervisor)

Date

Date

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____	
I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/28/2026

Staff Report Number: PRC-2026-002

Informational Item: Update on Community Fun Run

Recommendation

Staff recommends that the Parks and Recreation Commission receive an update on the planning of a community "fun run" event in April 2026.

Policy Issues

The Parks and Recreation Commission (PRC) reviews recreation programs and services. The PRC assigns members to subcommittees through a majority vote of the commission.

Background

On April 23, 2025, the PRC Chair suggested during commissioner reports the concept of the PRC organizing a community fun run to support health and wellness and to highlight services being offered at the new Belle Haven Community Campus (BHCC).

On June 25, 2025, the PRC formed an ad hoc subcommittee to support planning for a potential fun run event and assigned Chair Lee and Commissioners Patel and Van Buren to serve on the ad hoc subcommittee (Attachment A).

On August 27, 2025, the PRC received an update on the planning for the fun run event (Attachment B).

On November 19, 2025, the PRC received an update on the planning for the fun run event (Attachment C)

Analysis

The ad hoc subcommittee met with city staff on September 9, 2025, October 14, 2025, December 9, 2025, and January 6, 2026, to advance planning for the event. The event is scheduled for April 25, 2026. The race route will begin and end at BHCC and will circle around Bedwell Bayfront Park. The race route is 6 kilometers.

The ad hoc committee has reviewed pricing and has provided feedback on event marketing and branding for event shirts and medals. Currently, the ad hoc subcommittee is assisting with efforts to secure sponsors for the event. They have been provided with a sponsorship guide to solicit local businesses' support for the event (Attachment D).

The ad hoc subcommittee is scheduled to meet again on February 10 and March 10, 2026.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no direct 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. Hyperlink – Staff report #PRC-2025-015:
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250625_prc_agenda_packet.pdf#page=18](https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20250625_prc_agenda_packet.pdf#page=18)
- B. Hyperlink – Staff report #PRC-2025-022:
[menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/prc-regular-agenda-packet-20250827.pdf](https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/prc-regular-agenda-packet-20250827.pdf)
- C. Hyperlink – Staff report #PRC-2025-036:
https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2025-meetings/agendas/20251119_prc_agenda_packet.pdf
- D. Hyperlink – Sponsorship Guide: <https://www.menlopark.gov/files/sharedassets/public/v/1/library-and-community-services/documents/events/sponsorships/menlo-park-sponsorship-guide.pdf>

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/28/2026

Staff Report Number: PRC-2026-003

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

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) 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 PRC 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 statistics (Attachment A)

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community.

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.

Recreation classes – winter enrollment and summer camps

Enrollment for winter 2026 recreation classes opened on Friday, Dec. 4, for hyperlocal Belle Haven residents, Saturday, Dec. 6, for Menlo Park residents, and Dec. 10 for non-residents. There have been approximately 1,400 enrollments since registration opened. Classes include fitness, dance, sports, gymnastics, music, drama, arts and crafts, lifelong learning, and more. Enrollment details and classes are available on the City's Activity Guide webpage (Attachment C).

Summer camp enrollment opens on Feb. 6 at 9 a.m. Summer camps are currently available to preview online (Attachment C).

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.

Spot survey update - Nealon and Kelly pickleball courts

For thirteen weeks, from Oct. 17 – Jan. 15, the City conducted "spot surveys" at the Nealon Park and Kelly Park tennis and pickleball courts. The purpose of the spot surveys was to gain insight into how the courts are used by visitors and at what times of day. As of the close of the survey on Jan. 15, the survey had been taken 21 times. Survey results are available in Attachment F.

Seven survey respondents selected Kelly Park as their location, and all reported being there to play pickleball (Table 1). Fourteen survey respondents selected Nealon Park as their location, and all fourteen reported being there to play tennis (Table 2). Corresponding results and comments are available in the following two tables.

Table 1.

Kelly Park	
Time of day responses	
Afternoon (noon - 4:59 p.m.)	2
Evening (5 - 9 p.m.)	2
Morning (7 a.m. - 11:59 a.m.)	3
Comments	
<ul style="list-style-type: none"> • I also have come out in the evening, but all the courts were being used, mostly for pickleball. • Need better court lines please • Very good court 	

Table 2.

Nealon Park	
Time of day responses	
Afternoon (noon - 4:59 p.m.)	5
Evening (5 - 9 p.m.)	3
Morning (7 a.m. - 11:59 a.m.)	6
Comments	
<ul style="list-style-type: none"> • Clearly not enough tennis courts in menlo park. Often waiting for long periods to play. Other courts are booked out for months. Folks giving private lessons occupying courts for hours on end and not leaving unless you ask them to. What gives? 	

- Hillview had 100 kids this year. 5 teams. We need all the courts at Nealon during tennis season
- Need to give priority to MP residents for court usage. Most courts are being used by non-residents or nonMP affiliated coaching who occupy courts for long extended hours
- No comment; The warning signal for the lights on courts 3 and 4 in Nealon Park aren't working. This means you don't know when they're going to go off and you have to wait about 5 minutes for them to turn on
- People still prefer to play tennis over pickleball
- Pickleball is really noisy
- Please keep the 4 tennis courts 1,2,3,4 and pickleball limited to court 5. Thanks!
- Thank you for letting [name redacted] and me use Nealon to host our daytime UTSA matches. Everyone is so excited.

Gymnastics closure

The Arrillaga Family Gymnastics Center is closed due to storm-related water damage. City teams are working to repair the damage and safely reopen the gymnastics center as soon as possible. Participants have been contacted about class impacts, and refunds have been issued for cancelled classes. The closure is anticipated to extend into February as contractors work to completely repair the damaged areas and prepare the facility for reopening. City staff is developing temporary, limited gymnastics offerings at Arrillaga Recreation Center and Arrillaga Family Gymnasium, to be provided to currently enrolled gymnastics participants at no charge.

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 G). 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 should 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 Field are encouraged to carpool or to use public transit to visit the facility during construction. Parking at Kelly Park for the BHCC 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 City Council Chamber's lot (751 Laurel St.), 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.

Impact on City Resources

As an advisory body to the City Council, the PRC 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. Activity Guide webpage. menlopark.gov/activityguide
- D. Hyperlink. Black Liberation Month Celebration webpage. 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
- F. Pickleball and Tennis Spot Survey results
- G. 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

LIBRARY AND COMMUNITY SERVICES
STATISTICS -DECEMBER 2025

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
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

LIBRARY AND COMMUNITY SERVICES
STATISTICS - DECEMBER 2025

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

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

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

	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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	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

	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

	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

	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%

LIBRARY AND COMMUNITY SERVICES
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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/offerings! 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]: Nesecitamos 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 (menlopark.gov/calendar), 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 storytimes 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>	<p>[no contact info] We're so glad that you love our trivia event! Thank you for your feedback - for our usual question and sound rounds we had the typical proportion of questions about children's literature (out of 25.5 possible points, 6 relied on knowledge of children's literature), but you are correct that our picture round (worth 6 points) did rely entirely upon illustrations from children's books, which did create some imbalance. Thank you for pointing it out - we'll be sure to take that feedback into account.</p>
51	2025-10-06	Menlo Park Library	<p>Please add Lgbtqt books, thanks</p>	<p>Called and thanked her very much for her comment, and assured her that we have many LGBTQ+ books at the library, but if there are ones in particular that she is interested in, she should feel free to let us know, and if she is looking for reading suggestions, we are happy to help! I recommended that she look into joining the Teen Advisory Group when she turns 13 in November. We love it when our library kids get involved!!</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>	<p>[phone call] - Thanked for his idea, let him know that we would add it to our list of possible programs!</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>	<p>[no contact info] Thank you for this suggestion! We would love to schedule as many programs for adults during as many availability slots as possible! However, as our resources are limited, and as the majority of adults have work in the morning and afternoon, we prioritize trying to schedule programs on weekends and after "typical" working hours.</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>	<p>Thank you for suggesting we add more zines! I've passed on your suggestion to our materials selectors. Best, Rose</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: https://menlopark.gov/Services/Suggest-a-library-purchase 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 transportation@menlopark.gov . 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 reshelfing 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 coming 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 voy decepcionada. No es correcto juegan 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 Maquinas de coser. Il 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 Maquinas 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 maquinas 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! 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>	<p>We appreciate you sharing your concerns about the use of the Willow Oaks Tennis Courts. Our reservable tennis courts are used by schools, city offered classes, and members of the public. We are aware of the increase in private lessons being offered at our tennis courts and are currently working on a policy update to help address the issue. As for the drop-in courts, there should be no private instruction being given on the drop in courts. If users are not following the rules we kindly ask folks to point out the rules and policies posted at our courts or call our non-emergency number (650)-330-6300. Please let us know if you have any additional questions. Thanks, Harrison</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>	<p>Hello and thank you so much for your comment regarding food at our community events. Our Belle Haven community events that have food involved will include both vegan and vegetarian options. If there are any other dietary recommendations for our events feel free to let us know. We will do our best to accommodate all dietary needs of our Belle Haven community. Thank you.</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>	<p>Hi, Thank you for your inquiry (copied below) - the makerspace is available for rental here: https://cityofmenlopark.perfectmind.com/26116/Clients/BookMe4FacilityList/List?widgetId=b3c425aa-5ba6-4e5e-8059-296d8c602d68&calendarId=f517ffc5-1708-4c46-a9df-e7adadd27d32 You can make an account there in order to check to see if the space is available at the time you are requesting. You can also reach out to my colleague Da'Shawn, who is copied on this email. Sincerely, Rose</p>

82	2025-12-01	Online	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.	Hi! The gallery is up at the main library; we'll promote it in our newsletter this coming week! Best, Rose
83	2025-12-01	Online	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.	Thank you for this suggestion. I will share this suggestion with the aquatics operator that makes the decisions around structure of offerings. Best, Tricia
84	2025-12-08	Online	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 happened 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>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	The meeting notes posted for the Dec. 8 meeting Belle Haven Task Force are the ones from the Oct. 28 meeting. I assume	Thanks for catching the posting error with the Task Force minutes -- we have corrected it. The focus of the hybrid model

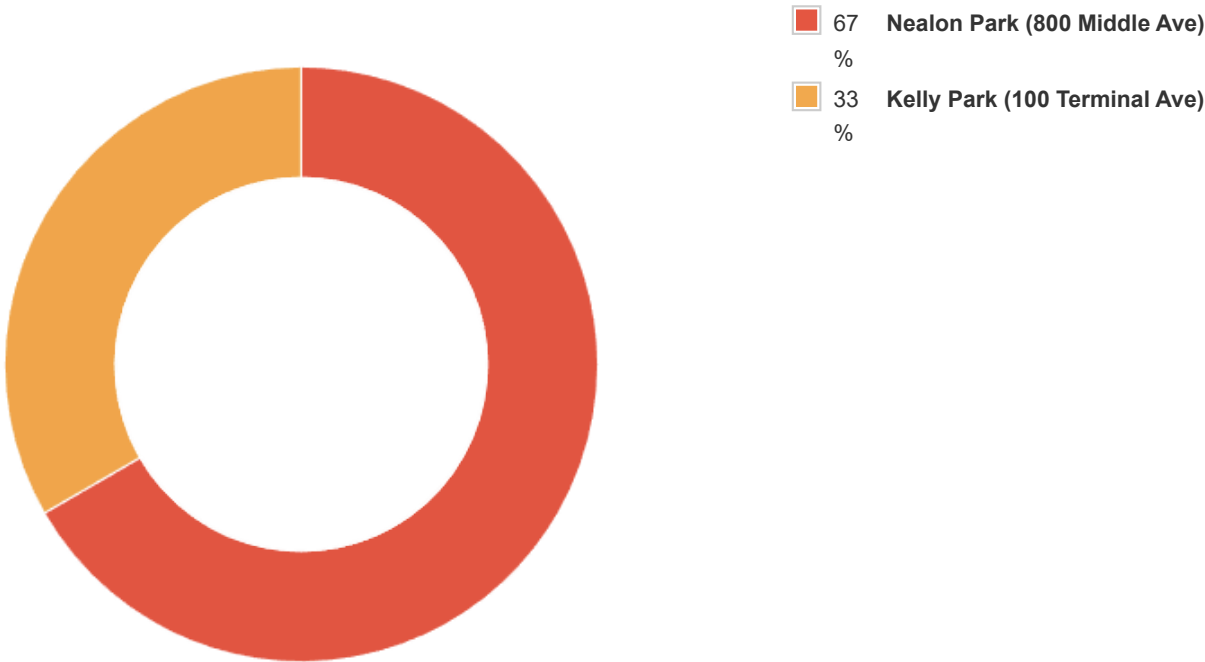
this was an error. Could this be fixed please? Also, I have not seen any indication that the group has discussed what subgroups in the neighborhood are not coming to the pool, why, how that might be overcome, and who else needs to be invited to participate in the process? Is this an oversight in note 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

Pickleball and Tennis court usage survey

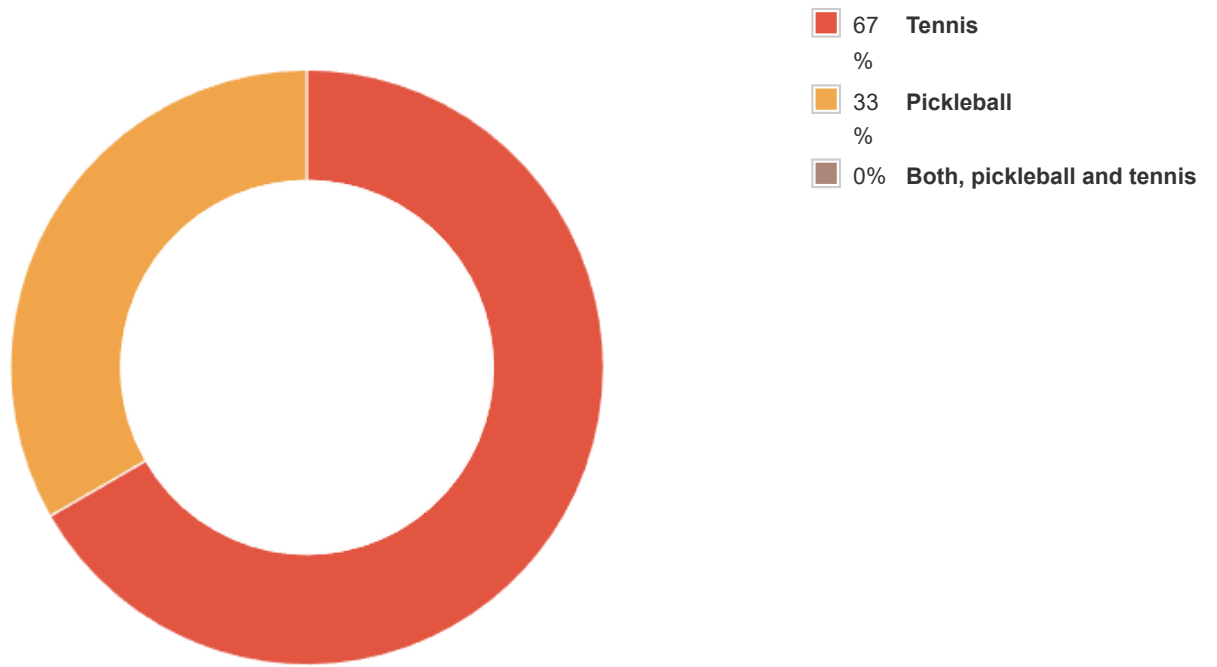
Project Engagement			
VIEWS	PARTICIPANTS	RESPONSES	COMMENTS
70	21	63	14

Which court are you visiting today?



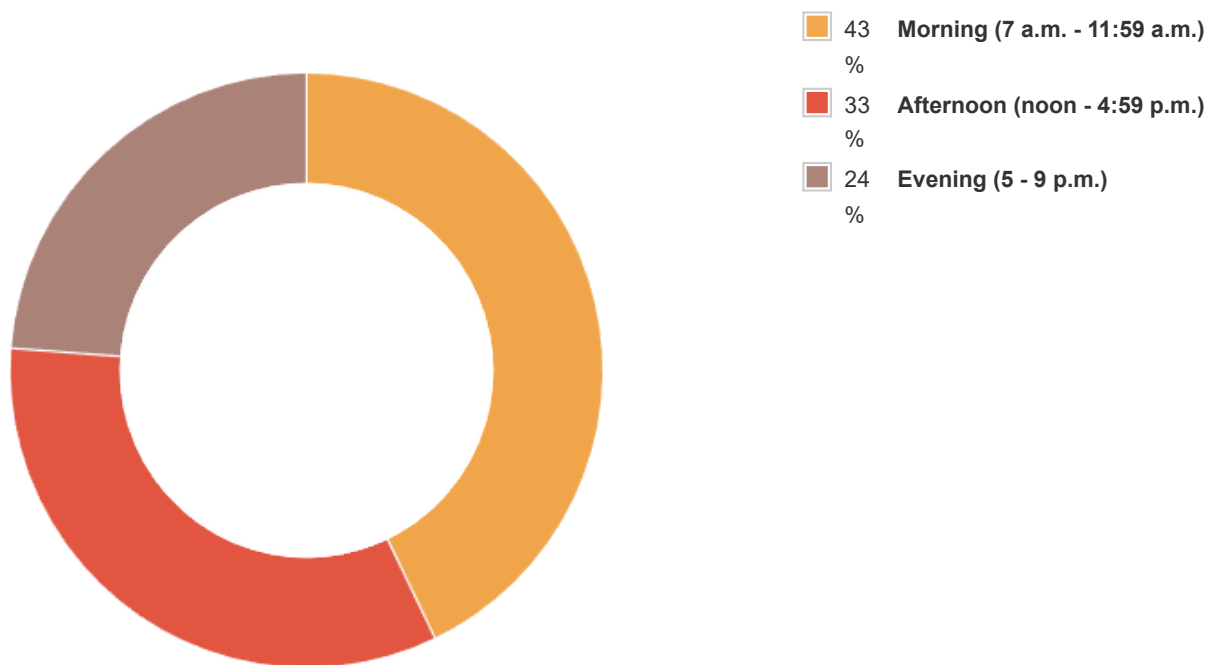
21 respondents

What do you usually use the court for?



21 respondents

When do you usually play?



21 respondents

Is there any additional information you'd like to share?

Pickleball is really noisy

12/16/2025

Please keep the 4 tennis courts 1,2,3,4 and pickle ball limited to court 5. Thanks!

12/10/2025

No

12/7/2025

Thank you for letting Emily and me use Nealon to host our daytime UTSA matches. Everyone is so excited.

12/7/2025

I also have come out in the evening, but all the courts were being used, mostly for pickleball.

12/6/2025

Need to give priority to MP residents for court usage. Most courts are being used by nonresidents or nonMP affiliated coaching who occupy courts for long extended hours

11/23/2025

11/23/2025

Clearly not enough tennis courts in menlo park. Often waiting for long periods to play. Other courts are booked out for months. Folks giving private lessons occupying courts for hours on end and not leaving unless you ask them to. What gives?

11/15/2025

The warning signal for the lights on courts 3 and 4 in Nealon Park aren't working. This means you don't know when they're going to go off and you have to wait about 5 minutes for them to turn on

11/15/2025

No comment

11/15/2025

very good court

11/8/2025

Need better court lines please

11/3/2025

People still prefer to play tennis over pickleball

10/31/2025

Hillview had 100 kids this year. 5 teams. We need all the courts at nealon during tennis season

10/17/2025

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
January 28, 2026

MEETING DATE	PROPOSED AGENDA TOPICS
January 2026	<ul style="list-style-type: none"> Picnic Area Use Policy Ad Hoc Sub Committee project – 6k “fun run”
February 2026	<ul style="list-style-type: none"> Realize Flood Park project update (San Mateo County Parks) Invite Council Liaison to meeting Invite park ranger to meeting (first 90-day recap) Pickleball presentation - Updates on non-CIP issues Aquatics Annual Report and Survey
March 2026	<ul style="list-style-type: none"> Community gardens study session Presentation: Youth Advisory Committee
April 2026	<ul style="list-style-type: none"> Presentation: Gymnastics
May 2026	<ul style="list-style-type: none"> Presentation: Belle Haven Community Campus
June 2026	<ul style="list-style-type: none"> Select commission chair and vice-chair Onboarding new commissioners
July 2026	<ul style="list-style-type: none">
August 2026	<ul style="list-style-type: none">
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> Approve previous meeting's minutes Department activities and statistics Tentative agenda calendar Commissioner reports
Unscheduled future topics	<ul style="list-style-type: none"> Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project Parks and Recreation Facility Master Plan review – goal setting Dog park enforcement (via ranger services) Youth Advisory Committee update Aquatics user survey results CIP Updates

* PRC Meetings are typically held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.

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