



REGULAR MEETING AGENDA

Date: 5/17/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 971-5664-2294

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Library Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID #971-5664-2294
 - Access the regular meeting real-time via telephone at:
(669) 900-6833
Meeting ID #971-5664-2294
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 971-5664-2294)

- A. **Call to Order**
- B. **Roll Call**
- C. **Public Comment**

Under "Public Comment," the public may address the Library Commission on any subject not listed on the agenda. Each speaker may address the Library Commission once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Library 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 April 19, 2021 Library Commission meeting ([Attachment](#))
- D2. Expanding public access to library facilities (Presentation)

E. Informational Items

- E1. City Manager's proposed FY 2021-22 operating budget ([Staff report CC – 21-100](#))
- E2. Suggestion box compilation: January-May 2021 ([Staff report LC-2021-016](#))
- E3. Review/Update: Library Commission 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. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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.org. 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 menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 5/13/2021)



REGULAR MEETING MINUTES - DRAFT

Date: 4/19/2021
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

Meeting Location: Zoom.us/join – ID# 976 8438 5934

A. Call to Order

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

B. Roll Call

Present: Bunyagidj, Cohen, Erhart, Guha, Hadrovic, Leep
Absent: None
Staff: Library and Community Services Director Reinhart, Assistant Library Services Director Szegda

C. Public Comment

None.

D. Regular Business

D1. Approve minutes from the March 15, 2021 Library Commission meeting

ACTION: Motion and second (Leep/Cohen) to approve the minutes from the March 15, 2021 Library Commission meeting, passed unanimously.

D2. Library facility reactivation (Presentation)

Director Reinhart gave a brief presentation (Attachment A) and provided an update to the Commission on the department's plans for reopening library facilities.

ACTION: Motion and second (Hadrovic/Bunyagidj) to recommend to the City Council that the libraries set a target date of July 1 for reopening library facilities to the greatest level possible given their current resources, and that a reopening date and hours of service be widely publicized in both English and Spanish, passed unanimously.

E. Informational Items

E1. City Council reports for Library Commission review

- a. Library and community services facility, program, and event reactivation
- b. City Council Direction on cost recovery policy, library overdue fines and recreation user fees
- c. Extend terms of various advisory bodies, extend recruitment application deadline, and postpone interviews and appointments of various advisory

Assistant Director Szegda made a brief presentation on these recent City Council items.

E3. Menlo Park Community Center project updates

Assistant Director Szegda made a brief presentation

E4. Review/Update: Library Commission agenda calendar

ACTION: By acclamation, the following items were added to the Commission's agenda calendar:

- May 2021 – Review of the operational plan for the library (operating hours, COVID protocols, evacuation procedures)
- May 2021 – submissions and responses to the Library User Feedback Form
- Move emergency policy review to parking lot – reconsider when City wide policy is updated

F. Commissioner Reports

F1. Individual Commissioner reports

Chair Hadrovic shared an update on the activities of the Menlo Park Historical Association

Commissioner Cohen shared an update on the activities of the Friends of the Library – donations are not yet being accepted, work has begun on cleanup and organization in preparation for a future opening.

Commissioner Leep shared a picture and a brief report on a visit to the National Library of Bermuda

G. Adjournment

Chair Hadrovic adjourned the meeting at 8:17 p.m.

Nick Szegda, Assistant Library Services Director

Attachments

- A. LC Presentation: Library facility reactivation



Library facility reactivation

Library Commission 04.19.2021

Key considerations

- Safety of employees and the public is the priority
- City lacks operational capacity due to budget reductions
- Most City services are already in operation, in modified formats
- Not all facilities can be opened to indoor public access at once
- Reopening to indoor public access must be phased in over time
- Changes in pandemic can result in changes to timeline
- Set clear expectations around potential reopening dates

Key criteria

- Vaccine eligibility and availability
- Vaccination rates
- Variants, hospitalizations and cases
- Health orders and restrictions
- Organizational capacity and readiness
- Efficiency, effectiveness, sustainability of operational models

Prioritization, sequencing

- City facilities: phase-in period of six to nine months
- Minimum lead time needed to reopen a facility: eight to ten weeks
- Group 1: Lower-risk public services currently operating in modified formats
- Expand and sustain access to all members of the community at the earliest safe, feasible opportunity
- Phase-in could be accelerated or slowed depending on changing events and circumstances
 - if more resources are brought to bear (accelerated)
 - if vaccine resistant variants emerge and spread (slowed)

Library service reductions

- Major budget and staffing reductions in FY19-20 and FY20-21
- Hybrid curbside/in-house operations are infeasible
- Pre-pandemic open hours:
 - 59 hours/7 days per week at Main Library
 - 55 hours/7 days per week at Belle Haven
- Post-pandemic open hours (unless budget/ staff is enhanced)
 - 40 hours/5 days per week at both locations

Neighboring libraries

- Reopening plans and models vary
 - Hybrid curbside/in-house approach
 - Opening and closing multiple times per day
 - Access limited only to lobbies or other controlled areas
 - Focus on employee safety, community vaccinations
 - Changing dates and plans
 - Budget, staffing levels vary



STAFF REPORT

City Council

Meeting Date:

5/11/2021

Staff Report Number:

21-100-CC

Informational Item:

Transmittal of City Manager's proposed budget for fiscal year 2021-22

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under section 2.08.080(8) of the Menlo Park Municipal Code, the city manager has the responsibility "to prepare and submit to the city council the annual budget."

Background

Preparation of the annual budget takes place primarily during the months of March and April and is informed by City Council direction including amendments to the current fiscal year's budget, adoption of budget principles, and adoption of City Council priorities.

Analysis

The proposed budget for fiscal year 2021-22 is operationally balanced with a general fund surplus of \$9,430 and requires additional direction by City Council to determine which, if any, service level enhancements to incorporate.

The proposed budget is available for review in two major components, narrative elements and dynamic reports, through the City's budget portal.

Narrative elements

The cover page and table of contents, Attachment A, includes links to all narrative sections of the budget. The City Manager's transmittal letter, Attachment B, includes an overview of major budgetary components and a discussion of potential changes in service levels.

Dynamic reports

The transparency portal, Attachment C, includes dynamic reports, also embedded into the budget document, which users may manipulate to view budget components in more granular detail. These reports allow users to filter by fund, department, project, and revenue or expense type, as well as display data by each of these categories. Reports included in the budget are available on the left-hand pane, and filters and the saved views embedded into the document are at the bottom of the pane.

Next steps

May 10 – City Manager’s proposed budget published online for consideration
May 11 – Informational item highlighting the proposed budget
June 1 – City Manager’s proposed budget workshop
June 8 – Public hearing for the fiscal year 2021-22 budget
June 22 – Adoption of the fiscal year 2021-22 budget
July – Publication of the “budget in brief” budget overview
August – Publication of the fiscal year 2021-22 adopted budget document

Impact on City Resources

There is no impact on City resources at this time.

Environmental Review

This action 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 – City Manager’s proposed budget for fiscal year 2021-22 cover page:
stories.opengov.com/menlopark/published/iwqNQF6Mb
- B. Hyperlink – City Manager’s proposed budget for fiscal year 2021-22 transmittal letter:
stories.opengov.com/menlopark/published/6tQNIIAoZ
- C. Hyperlink – Budget transparency portal: menlopark.opengov.com/transparency#/

Report prepared by:

Christian Quijano, Management Analyst I

Dan Jacobson, Assistant Administrative Services Director

STAFF REPORT 21-016-LC

LIBRARY AND COMMUNITY SERVICES
SUGGESTION BOX
JANUARY 2021 - MAY 2021

SUGGESTION	RESPONSE
<p>Jan 16 Spanish classes, Menlo Park Sr Center with Alex....thought they would Zoom now after first of year.. 2classes just bought new books before the virus visit</p>	<p>Jan 20 Hi M. Thank you for checking back in. We are currently processing Alex's (Spanish instructor) contract and are looking to begin his Zoom classes on Mondays from 10-11. I will have Airel contact you on the start date as soon as Alex confirms. Best, Adriane</p>
<p>Jan 23 Hello, we are hoping that things can begin to open up again soon. It is surprising that the Library is not open given bookstores and some schools (including Menlo Park City School District) are open. It would be at least nice to allow kids to walk into the Children's area and pick out a book... even if just a small number can be in there at a time. Perhaps we can do checkout near the front door where pick-up is now being conducted? Also, we would appreciate more flexible pick-up times for books and I do not understand why books have to sit for days given science has shown that Covid-19 passes through the air. Thank you for any improvements along these lines you would be willing to make!</p>	<p>Jan 24 Dear Ms. N., Thanks for your message. It is nice to hear from you again. City facilities are closed to indoor public access to protect public health and prevent the spread of COVID-19. As you may be aware, the Bay Area region is experiencing the largest wave of new COVID-19 cases and deaths since the pandemic began. In a clear sign of the severity of the current crisis, the entire Bay Area region is currently subject to a Regional Stay-at-Home Order imposed by the State of California. At this time, no public library in San Mateo County is open to indoor public access. For these reasons, Menlo Park's library indoor areas remain closed to the public at this time and until further notice. I hope this information is helpful. Please let me know if I can be of further assistance. Best regards, Sean</p>
<p>Jan 16 Love the newsletter, especially the quotes. Marin Co. Library has Book Bundles for Kids. Suggest doing the same.</p>	<p>Feb 3 Hi Ms G. – Thanks for taking the time to write us. I am glad that you are enjoying the newsletter – I'll be sure to pass along your kudo to the newsletter team. The book bags for kids suggestion is a good one! Our librarians are working on just such a project now. Look for it to roll out in the next couple of weeks. If you (or your kids) are looking for reading suggestions, check out Novelist and Novelist K-8 Plus on our online resources page: https://www.menlopark.org/430/Online-resources They provide a really good "if you liked that, try this" service for suggesting a new read. Be well – Nick</p>

SUGGESTION	RESPONSE
<p>Feb 7</p> <p>John Weaver is doing an amazing job organizing very diverse events that are suitable for a range of ages and interests. We especially enjoyed the virtual of the Marine Mammal Care Center and the Nate Guinto concert. Thank you for offering these opportunities!</p>	<p>Feb 8</p> <p>Hi H. –</p> <p>Thanks so much for taking the time to write us a note. We are so glad that you are enjoying the programs that John and the LCS programming team are creating. Please spread the word! We'd like to see more people taking advantage of these great programs.</p> <p>Would it be OK if I shared your message with John? I'm sure he would really appreciate it.</p> <p>Kind regards – Nick</p>
<p>Mar 15</p> <p>I think a nice addition would be for the library to have a section in which they elucidate/enumerate recent acquisitions to the library's collection of books, ebooks, emagazines, music CD's, DVD's, etc.</p>	<p>Mar 15</p> <p>Hi B. –</p> <p>Thanks for taking the time to send in your suggestion – it's a good one!</p> <p>FYI, the librarians on our Infoservices team hold a monthly Zoom event where they do just this on the second Wednesday of every month at 7:00.</p> <p>The next one is on Wednesday, April 14 – (link)</p> <p>We'll also work to add a "what's new" section to our e-newsletter, as you suggested.</p> <p>Cheers – Nick</p>
<p>Apr 16</p> <p>Hello Sean,</p> <p>I'm reaching out to find out whether residents of West Menlo Park are eligible for access to the libraries and recreation center of West Menlo Park. For example, would the address at 25 Vasilakos Way be able to have access to these facilities?</p> <ol style="list-style-type: none"> 1. Libraries 2. City recreation centers/pools 3. Summer camps - My understanding is that residents of West Menlo Park would be treated as non-residents and have to pay a higher fee. Is that correct? <p>Are there other Menlo Park city facilities that I may be missing from the above list that are available only to residents of Menlo city and not to residents of West Menlo Park?</p> <p>Thanks for your help,</p> <p>A.</p>	<p>Apr 16</p> <p>Hi A.,</p> <p>Thanks for your question, which is a common one. The address you gave is located outside Menlo Park city limits, in an unincorporated area of San Mateo County.</p> <p>All of the services you list below are available to the general public including people who reside in other cities or in the unincorporated areas like West Menlo Park. However, for users who do not reside within Menlo Park city limits, the fees for recreation classes, pools, and summer camps would be at the non-resident rates (as opposed to the resident rates).</p> <p>I hope this information is helpful. Please let me know if I can be of further assistance.</p> <p>Best regards,</p> <p>Sean</p>
<p>Mar 15</p> <p>Complaint: there is no restrictions reason at this point not to allow/have Friends of the library, one volunteer at a time, accept and process donated books. We are backed with book donations and Friends are going to lose the books to recycling or worse if they don't get going.</p>	<p>Mar 15</p> <p>Good Morning, Mr. D. –</p> <p>Thanks for taking the time to write us. I will share your feedback with the Friends of the Library.</p> <p>Kind regards – Nick</p>

SUGGESTION	RESPONSE
<p>Mar 15 It would be wonderful if the tennis courts have a free reservation system similar to the Atherton tennis courts.</p>	<p>Hi N. Thank you so much for your comment regarding the current tennis court reservation system. Currently, Menlo Park sells an annual tennis key (\$63 for residents) very similar to the program in Atherton. In Menlo Park, 50% of all courts at each location are not available for reservation to also accommodate walk-ons. The current registration system is \$17/hour for residents and while the some community members reserve a court to play for their own recreational use, 90% of our reservations are made by instructors who teach for-profit lessons.</p> <p>We really appreciate your feedback and will be reviewing our tennis court policies in the near future, so we will definitely keep your comment in mind. Please let me know if you have additional questions or feedback. Best, Adriane</p>
<p>Apr 17 Thank you so much for all the events you hold, and for access to library materials. I've been able to visit museums, cook new recipes, and learn many things. Library staff usually answer my emails within a day and are always helpful. Thank you so much for your wonderful staff, and for keeping the community entertained during these dark days.</p>	<p>Apr 26 Hi C. –</p> <p>Thanks so much for taking the time to write us a note. We are so glad that you are enjoying the programs that John and the LCS programming team are creating. Please spread the word! We'd like to see more people taking advantage of these great programs.</p> <p>We're also happy to see that you've been able to get good service at the curbside window and the info desk.</p> <p>Would it be OK if I shared your message with our staff? I'm sure they would really appreciate it.</p> <p>Kind regards – Nick</p>

SUGGESTION	RESPONSE
<p>Apr 26</p> <p>Hello - I am considering joining up with the Canada College program in Fashion. To review the content of the program I plan to pre-read the textbooks. Is there any way that you can provide me the following books?</p> <p>Fashion by Design, ISBN: 9781563678486, by Ellingwood.</p> <p>Sewing Machine Basics, A Step by Step Course for First Time Stitchers, by Jane Bolsover.</p> <p>Principles of Flat Pattern Design, ISBN: 9781501353529, by Macdonald.</p> <p>Apparel Merchandising, ISBN: 9781609015398, by Rosenau.</p> <p>Patternmaking F/Fashion Design w/DVD, by Joseph Armstro, ISBN: 9780135018767.</p>	<p>Apr 26</p> <p>Hi J. – Thanks for taking the time to write us. Unfortunately, the library does not buy textbooks. They are expensive (as I am sure you have discovered), change from year to year, and are not formatted or useful for most library users. There are a couple of alternatives you might want to explore.</p> <p>Link+ (https://linkencore.iii.com/iii/encore/?lang=eng&suite=def) is our interlibrary loan system for bringing in items from outside of San Mateo County. Usually we have pretty good luck with finding things in there, but the only place I could find the textbooks you were interested in was the Academy of Art College, and they are currently closed.</p> <p>A colleague suggested that you look into Chegg (https://www.chegg.com/books). Chegg is a textbook rental service/used textbook sales service. A quick check showed the titles you were interested as available for sale for about half of the list price, and for rent for less.</p> <p>Once facilities open back up (and hopefully that will not be too far in the future), my suggestion is to try the class reserve shelves at the colleges. The libraries at the community colleges will place copies of the course books on reserve at their library for students to use in the building. It would be a good way to audit the course readings to see if a class at Canada is of interest.</p> <p>On a side note, my wife is completing a few certificates at the fashion design program. She currently works for the City of Palo Alto's Children's Theater, and she has been attending classes at Canada over the last several years. She might have some insight for you on the content of particular classes. If you are interested in chatting with her about the classes and the programs, I can pass along her information.</p> <p>Kind regards – Nick</p>
<p>May 10</p> <p>Thank you so much for [the Seeds By Mail] program. The seeds have given me wonderful plants. It is very timely in the covid era to receive seeds by mail.</p> <p>-M.D.</p>	<p>May 13</p> <p>Dear M. D.</p> <p>Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon.</p> <p>Best regards, Sean</p>

SUGGESTION	RESPONSE
<p>May 10 I enjoy getting the variety of seeds and I am successfully growing plants that I have never grown before. -L.I.</p>	<p>May 13 Dear L.I. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 10 I love Seeds from Mail...I think it is a creative and useful program, I am growing beets for the first time in my life! -P.R.</p>	<p>May 13 Dear P.R. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 10 Thank you for [the Seeds By Mail] service. It would be even better if seeds arrived a month earlier - tomato seeds need to be started before May 1. M.W.</p>	<p>May 13 Dear M.W. Thanks for the feedback. Glad you like the service. I agree that it would be better to start a little earlier in the calendar year, and we're planning to do that. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 10 Weather now warm enough for planting. Seeds been in water for 3 days and this AM put them in small pots to grow without fear of snails and slugs. H.S.</p>	<p>May 13 Dear H.S. Thank you for sharing about your seed planting. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>

SUGGESTION	RESPONSE
<p>May 10 Seeds by mail is awesome - so much fun and a great reminder to get out in the garden. I love all the additional information that comes with the seeds, too! M.M.</p>	<p>May 13 Dear M.M. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 10 I am very grateful for all of the innovative and wonderful programs and resources our Menlo Park Library provides ... you truly have been a life saver during the pandemic and you keep growing (both literally and figuratively) us/your community through amazing programs like the "Seed" one! 🌱 Our Menlo Park Library/Peninsula Library System helps make our community GREAT 🌟!!! Thank you 🌱🌿🌻🌻 M.T.</p>	<p>May 13 Dear M.T. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 10 Thank you!! The packages of the seeds we received were super cute! This has sparked the interest of my 13 year old daughter who singlehandedly germinated the seeds and tended to the crops and we just harvested the beautiful and delicious lettuces of different kinds this week. This activity has helped my daughter to destress from the pandemic tremendously. Thank you Menlo Park library and Community! K.N.</p>	<p>May 13 Dear K.N. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 10 Good job on this [summer program] registration priority! <ul style="list-style-type: none"> City of Menlo Park resident registration opens May 10 Unincorporated Menlo Park resident registration opens May 13 Nonresident registration opens May 17 B.N.</p>	<p>May 10 Dear B.N. Thank you! I'll pass along your compliment to the team Best regards, Sean</p>

SUGGESTION	RESPONSE
<p>May 10 Maybe send the seeds out earlier. S.P.</p>	<p>Dear S.P. Thanks for the feedback. I agree that it would be better to start a little earlier in the calendar year, and we're planning to do that. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 13 Love the seeds by mail. I've received squash and carrots, both of which are now sprouting up in the garden. Love the surprise of what you get since these are not normally items I would pick up. And, they are not the standard varieties you find in any seed stand. Really looking forward to seeing what comes next. M.G.</p>	<p>May 13 Dear M.G. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 13 We love the seeds by mail program! My kids have really embraced growing our own food this year and your program has really supported that goal. Thanks so much for the super fun and innovative idea! A.M.</p>	<p>May 13 Dear A.M. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>
<p>May 13 [Seeds By Mail] is a lovely program to encourage our community with home garden projects - love it and am grateful! Thank you! S.B.</p>	<p>May 13 Dear S.B. Thank you for your kind compliment. So glad you like the Seeds By Mail project. We're grateful to be able to provide this service, and for the support of volunteers and Menlo Park Library Foundation who help make the program possible. Thank you for being a Menlo Park Library patron. We look forward to seeing you again soon. Best regards, Sean</p>

City of Menlo Park Library Commission
2021 Tentative Agenda Schedule

Meetings are held at the Main Library at 6:30pm on the third Monday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
January 25, 2021 4 th Monday – 1/18 holiday	<ul style="list-style-type: none"> LCS Strategic Plan Update: 2020 and Beyond Update: Library enterprise technology system Update: Menlo Park Community Campus project Update: Library Commission work plan
February 22, 2021 4 th Monday – 2/15 holiday	<ul style="list-style-type: none"> Library Commission work plan review Standing item: Rebuilding Library and Community Services for post-COVID operations Standing item – MPCC updates Update: Library enterprise technology system Informational item: draft framework for Commission policy review
March 15, 2021	<ul style="list-style-type: none"> Standing item: Rebuilding Library and Community Services for post-COVID operations Standing item – MPCC updates City Council direction on cost recovery policy, library and recreation user fees Discuss: Bay Area Library Services During COVID Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events
April 19, 2021	<ul style="list-style-type: none"> Library and community services facility, program and event reactivation City Council direction on cost recovery policy, library overdue fines and recreation user fees Standing item – MPCC updates Update – Commission recruitment extension
May 17, 2021	<ul style="list-style-type: none"> Expanding public access to library facilities (Presentation) Library user feedback form – submissions and responses City Manager's proposed FY 21-22 operating budget Standing item – MPCC updates
June 21, 2021	<ul style="list-style-type: none"> Standing item: Expanding public access to library facilities Standing item – MPCC updates Welcome new Commissioners Election of Chair and Vice Chair
July 19, 2021	<ul style="list-style-type: none"> Standing item: Rebuilding Library and Community Services for post-COVID operations Standing item – MPCC updates
August 16, 2021	<ul style="list-style-type: none"> No meeting – summer recess
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> <i>Diversity, inclusivity, and equity policy (awaiting Council action)</i> <i>Library Commission semi-annual update to Council</i> <i>Library department annual report</i> <i>City Emergency preparedness and safety policy *pending citywide policy update</i>

Parks and Recreation Commission: Typically meets fourth Wednesday of each month, 7PM

Recurring board meetings of library-related external nonprofit orgs:

Friends of the Library: Typically meets second Monday of each quarter, 1pm.

Library Foundation: Typically meets first Thursday of each month, 6:30pm.

Literacy Partners: Typically meets third Wednesday of each month, 7pm