



SPECIAL MEETING AGENDA

Date: 2/22/2021

Time: 6:30 p.m.

Special Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 976 8438 5934

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) – Regular Meeting ID # 976 8438 5934
 - Access the regular meeting real-time via telephone (listen only mode) at:
(669) 900-6833 Regular Meeting ID # 976 8438 5934

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# 976 8438 5934)

A. Call to Order

B. Roll Call

C. Regular Business

- C1. Approve minutes from the January 25, 2021 Library Commission meeting ([Attachment](#))
- C2. Discussion: Rebuilding Library and Community Services for post-COVID operations ([Staff report 21-008 LC](#))
- C3. Review/Update: Library Commission agenda calendar ([Attachment](#))

D. Informational Items

- D1. Department updates
- D2. Update: Menlo Park Community Campus project - ([Staff Report 2021-010-LC](#))
- D3. Update on potential new library enterprise technology system – ([Staff Report 2021-011-LC](#))

E. Commissioner Reports

- E1. Individual Commissioner reports

F. Adjournment

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

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. 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: 02/18/2021)



SPECIAL MEETING MINUTES - DRAFT

Date: 1/25/2021
Time: 6:30 p.m.
Menlo Park Library
800 Alma St., Menlo Park, CA 94025

Meeting Location: Zoom.us/join – ID# 971 5664 2294

A. Call to Order

Chair Hadrovic called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Bunyagidj, Cohen, Erhart, Guha (arrived at 6:34 p.m.), Hadrovic, Leep (arrived at 6:33 p.m.), Tran
Absent: None
Staff: Library Services Director Reinhart, Assistant Library Services Director Szegda

C. Regular Business

C1. Approve minutes from the November 16, 2020 Library Commission meeting

ACTION: Motion and second (Bunyagidj/Leep) to approve the minutes from the November 16, 2020 Library Commission meeting, passed unanimously.

C2. Recommend: Library and Community Services Department Strategic Plan Update: 2020 and Beyond.
Assistant Director Szegda provided an update to the Commission on the department's strategic plan.

ACTION: Motion and second (Leep/ Bunyagidj) to recommend the Library and Community Services Strategic Plan Update passed unanimously.

C3. Review/Update: Library Commission agenda calendar

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

- Standing item – Updates on Menlo Park Community Campus project
- Standing item - Rebuilding Library and Community Services for post-COVID operations
- February 2021 – Draft schedule of policy review – info item
- March 2021 – Commission update to City Council
- June 2021 – Emergency preparedness policy
- June 2021 – Diversity, equity, and inclusion policy
- August 2021 – Joint meeting with Parks & Rec Commission on services and programs at new MPCC/Community meeting on services and programs at new MPCC

D. Informational Items

D1. Department updates

- a. Menlo Park Community Campus project
Assistant Director Szegda provided an update on the project.
- b. Library enterprise technology system
Assistant Director Szegda provided an update on the responses to the RFP, and directed Commissioners to the February 9 City Council meeting where the Council will take up this item.
- c. Library Commission work plan
Assistant Director Szegda suggested that Commissioners review their current work plan in preparation for the City Council's upcoming goal setting session.
- d. Suggestion box responses

F. Individual Commissioner Reports

Commissioner Cohen reported on the activities of the Friends of the Library

Chair Hadrovic reported on the activities of the Library Foundation, and will report on the Foundation Board's upcoming meeting at the next Commission meeting.

Chair Hadrovic reported on the Menlo Park Historical Association's article on the collected letters of a soldier stationed in Menlo Park during the Spanish Influenza epidemic of 1918.

G. Adjournment

Chair Hadrovic adjourned the meeting at 7:48 p.m.

Nick Szegda, Assistant Library Services Director



STAFF REPORT

Library Commission

Meeting Date: 02/22/2021

Staff Report Number: 21-008-LC

Regular Item: Discussion: Rebuilding Library and Community Services for post-COVID operations

Recommendation

That the Library Commission receive information on and provide feedback to the Library and Community Services department efforts to rebuild their services to prepare for post-COVID operations.

Background

In light of the impacts to department services resulting from the COVID-19 pandemic, including a “new normal” of safety and health precautions, substantial operating budget reductions, and the combination of Library and Community Services operations into a single department in fiscal year 2020-21, staff in June 2020 initiated a process to review the new department’s strategic plans and update them into a single document to align with current and projected needs, goals, and priorities in the year 2020 and beyond. The resulting Strategic Plan Update provides a comprehensive roadmap and performance measurements for department facilities, services, programs, resources, and personnel.

The department’s Strategic Plan Update: 2020 and Beyond was reviewed by the Library Commission and the Parks and Recreation Commissions at their January meetings, and recommended for approval. Using the strategic plan as a touchstone, the department now turns to planning for operations and services in the late COVID/post-COVID period.

Analysis

As is appropriate and necessary in the dynamic and fluid environments in which local governments typically operate, the strategic plan update is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time. The department’s service adaptation plan (SAP) will need to be similarly dynamic, and will also be shaped by City Council direction and resource availability.

What follows is a preliminary process outline to reimagine, rebuild, and reactivate Library and Community Services department facilities and services for post-COVID operations.

Phase 1 LCS Strategic Plan: 2020 and Beyond Jul 2020 – Jan 2021 Completed

Phase 2 Post-Covid Service Adaptation Plan development Feb 2021 – Jun 2021 In progress

Phase 3 Service Adaptation Plan implementation Jul 2021 – Jan 2022

Phase 4 Service Adaptation Plan evaluation, refinement Jan 2022 – Jun 2022

Phase 5 MPCC Operations Plan development Jul 2022 – Jan 2023

Phase 6 MPCC Operations Plan implementation est. Mar 2023

Further details can be found in Attachment A, which was included as a memorandum at the City Council’s goal setting session on January 30, 2021. Several of the initial tasks outlined for January to June 2021 have been completed, including City Council receipt of the strategic plan, direction on library enterprise technology and consortia membership, and direction on the aquatics service contract extension.

Next Steps

Staff will continue developing and refining the department's service activation plan, receiving and incorporating input from both advisory bodies and direction from the City Council. The rebuilding of departmental operations and services will remain as a standing item on advisory body agendas.

Attachments

A. Memorandum: Rebuilding LCS service adaptation plan – process outline

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report reviewed by:

Sean Reinhart: Director of Library and Community Services



MEMORANDUM

Date: 1/30/2021
To: City Manager
From: Director of Library and Community Services
Re: Rebuilding LCS service adaptation plan – process outline

What follows is a preliminary process outline to reimagine, rebuild, and reactivate Library and Community Services department facilities and services for post-COVID operations (“Rebuilding LCS”).

1. REBUILDING LIBRARY AND COMMUNITY SERVICES - PROCESS OUTLINE

Phase 1	LCS Strategic Plan: 2020 and Beyond	Jul 2020 – Jan 2021	Completed
Phase 2	Post-Covid Service Adaptation Plan development	Feb 2021 – Jun 2021	In progress
Phase 3	Service Adaptation Plan implementation	Jul 2021 – Jan 2022	
Phase 4	Service Adaptation Plan evaluation, refinement	Jan 2022 – Jun 2022	
Phase 5	MPCC Operations Plan development	Jul 2022 – Jan 2023	
Phase 6	MPCC Operations Plan implementation	est. Mar 2023	

2. PROPOSED TIMELINE AND KEY TASKS – JANUARY 2021 TO JUNE 2022

Timeframe	Milestones
January to March 2021	Review program options, potential service delivery models, projected timeframe, and resource needs for post-COVID operations in Library and Community Services in FY 2021-22; receive initial City Council direction and prioritization for same
Key tasks	Receive/file - LCS strategic plan update 2020 and beyond
	Direction on library enterprise technology and consortia membership
	Direction on aquatics service contract extension - Burgess Pool
	Cost recovery policy update
April to June 2021	Develop a post-COVID Service Adaptation Plan for Library and Community Services operations and services per City Council direction; City Council authorization of plan in context of FY 2021-22 operating budget and CIP
Key tasks	Diversity, equity, inclusion, accessibility in LCS department services and operations - assessment
	Gymnastics facility and program delivery assessment
	Recreation facilities and program delivery assessment
	Childcare facilities and program delivery assessment
	Library facilities and program delivery assessment
	MPCC transitional services plan update including senior center, youth center, and OHCC
	Service Adaptation Plan finalization
July to September 2021	Implement Q1 phase of post-COVID Service Adaptation Plan per City Council direction and approval in FY 2021-22 operating budget and CIP
Key tasks	Specific implementation tasks and sequencing – Q1 (details pending finalization of service adaptation plan)
October to December 2021	Implement Q2 phase of post-COVID Service Adaptation Plan per City Council direction and approval in FY 2021-22 operating budget and CIP

Timeframe	Milestones
Key tasks	Specific implementation tasks and sequencing - Q2 (details pending finalization of service adaptation plan)
January to March 2022	Evaluate and refine post-COVID Service Adaptation Plan implementation; initiate process to develop a MPCC operations plan with initial focus on community engagement and input
Key tasks	Aquatics service delivery assessment - MPCC and Burgess
	Senior center service delivery assessment - MPCC
	Youth center service delivery assessment - MPCC
	Recreation and fitness service delivery assessment MPCC
	Library and literacy service assessment - MPCC
April to June 2022	Complete the MPCC operations plan with focus on plan finalization and resource allocation by City Council in the context of FY 2022-23 operating budget and CIP
Key tasks	Community engagement plan finalized
	Stakeholder and community engagement sessions
	Program delivery assessment, options and cost/benefit analysis
	Operating systems, technology and furnishings plan
	MPCC operations plan finalization

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
November 16, 2020	<ul style="list-style-type: none"> • City Clerk presentation to Advisory Bodies • Library and Community Services - Strategic Plan 2020 and Beyond • Community Campus project update
December 21, 2020	<ul style="list-style-type: none"> • No meeting – holiday break
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"> • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates • Update: Library enterprise technology system
March 15, 2021	<ul style="list-style-type: none"> • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates • Library Commission work plan review
April 19, 2021	<ul style="list-style-type: none"> • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates •
May 17, 2021	<ul style="list-style-type: none"> • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates •
June 21, 2021	<ul style="list-style-type: none"> • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates • Diversity, inclusivity, and equity policy
July 19, 2021	<ul style="list-style-type: none"> • Election of Chair and Vice Chair • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates •
August 16, 2021	<ul style="list-style-type: none"> • Joint meeting with Parks and Recreation Commission (services and programs at MPCC facility) • Standing item: Rebuilding Library and Community Services for post-COVID operations • Standing item – MPCC updates •
<i>Unscheduled future items</i>	<ul style="list-style-type: none"> • <i>Library Commission semi-annual update to Council</i> • <i>Emergency preparedness and safety policy</i> • <i>Library department annual report</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



STAFF REPORT

To: Library Commission
Parks and Recreation Commission

Meeting Date: 02/22/2021

Staff Report Number: 21-010-LC; 21-XXX-PRC

Informational update: Menlo Park Community Campus project

Recommendation

That the Commission read and comment on the January 26, 2021 (Attachment A), and February 1, 2021 (Attachment B) staff reports to the City Council.

Background and Analysis

Commissioners are encouraged to read the staff reports from the January 26 and February 1 City Council meetings for current information about the Menlo Park Community Campus project. These two staff reports focused on the layout and design of the pool.

Next Steps

The project timeline calls for facility closures in June of 2021 and remediation and demolition from July to August, 2021. The new facility is scheduled to open in spring of 2023. The Library Commission and the Parks and Rec Commission will serve as critical bodies to review and discuss interim services and services at the new facility, and provide a forum for public feedback on departmental services.

Attachments

A. January 26, 2021 staff report to the City Council. Hyperlink:

<https://www.menlopark.org/DocumentCenter/View/27218/G3-20210126-CC-MPPC-pool-layout>

B. February 1, 2021 staff report to the City Council. Hyperlink:

<https://www.menlopark.org/DocumentCenter/View/27278/C1-20210201-CC-MPPC-pool-design>

Prepared by:
Nick Szegda, Assistant Director of Library Services

Reviewed by:
Sean Reinhart, Director of Library and Community Services



STAFF REPORT

Library Commission

Meeting Date: 02/22/2021

Staff Report Number: 21-011-LC

Information Item: Update on potential new library enterprise technology system

Recommendation

That the Library Commission review the staff report from February 9, 2021 (Attachment A) and discuss this update on the Library and Community Services department's new library enterprise system.

Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission is charged with advising and making recommendations about Library policies and services.

Background

Due to severe revenue shortfalls projected in FY 2020-21 as a result of Covid-19 and the accompanying economic depression, the Library and Community Services (LCS) department's proposed budget for fiscal year 2020-21 included substantial and unprecedented reductions in services to the Menlo Park community, including: a 25% reduction in library operating hours at the Main Library and Belle Haven Branch resulting in the layoff of 31 temporary part-time employees; a 75% reduction in the library book and media acquisition budget; and withdrawal from the Peninsula Library System (PLS) to achieve additional cost savings, and eliminate unnecessary administrative overhead.

The Menlo Park Library currently contracts with PLS to provide access to an integrated library system (ILS) and to interlibrary loan services.

Library and Community Services staff presented an initial report on a Request for Proposals (RFP) for a new library enterprise technology system to the Library Commission at their October 19, 2020 meeting.¹ An update report was presented to the Commission at their November 16, 2020 meeting². The RFP was issued on November 9, 2020, and the period for submissions closed on December 8, 2020.

On November 10, 2020³, the City Council amended the fiscal year 2020-21 operating budget to adjust to updated revenue and expenditure projections. During the City Council discussion, City Councilmembers expressed interest in potentially remaining a member of the PLS system in light of the city's slightly less dire fiscal outlook at that juncture.

On February 9, 2021, staff presented their recommendations for a new library enterprise technology system.

Analysis

The cross-departmental team reviewed both RFP submissions and recommended to the City Council that the Sirsi/Dynix proposal be accepted. This recommendation persisted beyond the City Council's subsequent decision to rescind the library's withdrawal from the Peninsula Library System and the JPA. The Sirsi/Dynix proposal was recommended by staff for its ability to support new service delivery models that emerged in response to community needs during the shelter-in-place period. The City Council's direction to staff was to

¹ https://www.menlopark.org/DocumentCenter/View/26448/Staff-report_LC_20_016_RFP-ILS

² https://www.menlopark.org/DocumentCenter/View/26704/Staff-report_LC_20_021_RFP-ILS

³ Hyperlink [menlopark.org/DocumentCenter/View/26657/J2-20201110-CC-Budget-amendment](https://www.menlopark.org/DocumentCenter/View/26657/J2-20201110-CC-Budget-amendment)

rescind the withdrawal from PLS and forego any additional software purchases at this time.

Next Steps

Staff have implemented the City Council's directions. Staff will continue to provide services that respond to community needs, and will continue to evaluate tools that can best accommodate those needs, with a particular emphasis on tools that can provide the kinds of services that will be provided at the new, multi-generational Menlo Park Community Campus.

Prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services

Attachments

- A. February 9, 2021 staff report - Adopt Resolution No. 6612 rescinding withdrawal from Peninsula Library System joint powers agency; and authorize the city manager to execute a five-year agreement in an amount not to exceed \$176,695 for a cloud-based enterprise technology platform to enhance public services
- B. February 9, 2021 staff report – Rescind withdrawal from PLS JPA and authorize funds for new library enterprise software system. Hyperlink:
<https://www.menlopark.org/DocumentCenter/View/27338/13-20210209-CC-Rescind-withdrawal-from-PLS-JPA>

Library and Community Services



STAFF REPORT

City Council Meeting Date: 02/09/2021
Staff Report Number: 21-028-CC

Regular Business: **Adopt Resolution No. 6612 rescinding withdrawal from Peninsula Library System joint powers agency; and authorize the city manager to execute a five-year agreement in an amount not to exceed \$176,695 for a cloud-based enterprise technology platform to enhance public services**

Recommendation

City Staff recommends that City Council:

1. Adopt a resolution (Attachment A) rescinding the July 14, 2020, notification to withdraw from Peninsula Library System (PLS) and instead remain in the system as a full member without interruption
2. Authorize the city manager to execute a five (5) year agreement to enhance library and community services' enterprise technology platform in an amount not to exceed \$176,695. The new enterprise technology platform will streamline and consolidate new and emerging service delivery models made necessary by the COVID-19 pandemic which the PLS technology platform lacks the capability to support.

Policy Issues

The Joint Exercise of Powers Act, as codified in California Government Code section 6500, governs the Peninsula Library System joint powers agency (JPA.) The City Council retains authority to determine Menlo Park's continued membership in the JPA, subject to the notice provision in the JPA agreement.

Background

On June 23, 2020¹, due to severe and unprecedented revenue shortfalls caused by the COVID-19 pandemic and the accompanying economic downturn, the City Council adopted a fiscal year 2020-21 operating budget that included substantial expenditure reductions in every city department. Among the significant cost-saving measures that were identified during the budget development process was to withdraw from the PLS JPA and replace its services with more cost-effective and operationally flexible alternatives.

On July 14, 2020², the City Council adopted a resolution formally notifying PLS of the city's intent to withdraw from the JPA effective July 1, 2021, and directed City staff to issue a request for proposals (RFP) for a new library enterprise technology platform and interlibrary loan service.

¹ Hyperlink: menlopark.org/DocumentCenter/View/25499/F2-20200623-CC-Budget

² Hyperlink: menlopark.org/DocumentCenter/View/25659/D2-20200714-CC--PLS-withdrawl

On October 19, 2020³, the Library Commission in a duly noticed public meeting reviewed the draft RFP and provided valuable input which was incorporated into the process.

On November 2, 2020⁴, the City of Menlo Park issued a public RFP for a library enterprise technology platform and interlibrary loan service.

On November 10, 2020⁵, the City Council amended the fiscal year 2020-21 operating budget to adjust to updated revenue and expenditure projections. During the City Council discussion, City Councilmembers expressed interest in potentially remaining a member of the PLS system in light of the city's slightly less dire fiscal outlook at that juncture.

On November 16, 2020⁶, the Library Commission in a duly noticed public meeting discussed the RFP and provided additional valuable input.

On December 8, 2020, which was the deadline for RFP submissions, a total of two qualified vendor proposals had been received by the city.

Analysis

City staff convened a cross-department team to evaluate the proposals received in response to the RFP. A detailed comparative analysis is included with this report in Attachment B.

As anticipated when the City Council on July 14, 2020, directed City staff to notify PLS of intent to withdraw and undertake an RFP process to identify and potentially secure a new vendor, the proposals received in response to the RFP shed new light on the range of innovation and opportunity which the City could potentially leverage through the use of current technology to enhance quality of services to residents, provide a more seamless user experience, and improve operational efficiencies and cost savings. Of particular note is the low cost and high value of one proposal in particular, which opens the door to new opportunities for innovation and improved services to the community in a post-pandemic world.

In summary, City staff recommends remaining a member of PLS at this time for the familiarity and continuity of service this would provide for traditional library services the PLS legacy platform currently supports, such as borrowing and circulation of library books and media from other libraries throughout San Mateo County, as well as to eliminate the workload that a full migration to a new platform would entail at this time.

However, the PLS legacy platform lacks the technical capability to support the types of new and emerging service delivery models made necessary by the COVID-19 pandemic. This limitation has necessitated the use of multiple temporary technical workarounds to deliver these critical new services, such as books-by-mail and library curbside pickup, and in some cases has significantly delayed the implementation of needed new service delivery models entirely. For these reasons, City staff recommends that the city engage the services of vendor SirsiDynix to implement its cloud-based enterprise technology platform to support the new service delivery models that the PLS platform lacks the capability to support – including:

- Books-by-mail service for seniors, the immune-compromised, and people who have mobility challenges

³ Hyperlink: menlopark.org/DocumentCenter/View/26448/Staff-report_LC_20_016_RFP-ILS

⁴ Hyperlink: menlopark.org/DocumentCenter/View/26664/RFP---Integrated-Library-Services?bidId=154

⁵ Hyperlink: menlopark.org/DocumentCenter/View/26657/J2-20201110-CC-Budget-amendment

⁶ Hyperlink: menlopark.org/DocumentCenter/View/26704/Staff-report_LC_20_021_RFP-ILS

- that prevent them from physically traveling to or entering the library
- Books-on-demand fulfillment service and crowdsourcing of library book selection by which Menlo Park residents may request virtually any book in existence that is available for acquisition at a reasonable cost and have it directly shipped to them as the first borrower
 - Streamlined and expanded coordination of neighborhood-oriented, walkable access to books through the citywide “little free library” book distribution network
 - Streamlined coordination of the seed lending library and seeds-by-mail program to enhance food security, promote a greener community environment, foster strong neighborhood ties and educate about the natural world
 - Implementation of a new Library of Things collection for loaning personal computing devices, Wi-Fi hot spots, athletic equipment, garden tools, kitchenware, and other objects to Menlo Park residents
 - Integrated one-stop online event registration, meeting room scheduling and electronic payment processing system

Additionally, the SirsiDynix platform’s flexibility and suite of features would provide a robust, cost-effective foundational technology platform that the city could use to build future seamless user experiences across the multiple services and programs that will be housed in the Menlo Park Community Campus facility slated to open in 2023 -- senior center, gymnasium, free library, makerspace, fitness center, event hall, meeting rooms and so on.

The SirsiDynix platform makes it possible to acquire the platform with minimal budget impact, which in turn makes it feasible and even desirable to continue membership in the PLS legacy system to support the ongoing traditional library functions at this time, while also facilitating new and emerging service delivery models that the PLS legacy platform cannot support.

Because the PLS legacy system and SirsiDynix system would be used for separate and distinct purposes, City staff anticipates only minimal duplication of City staff effort, if any, between the two systems. Furthermore, residents can expect a relatively seamless user experience in that they will be able to use the same library card number in either system. Web interfaces can be modified in such a way that transitions between the backend systems would be essentially invisible to the end user. On the operational side, City staff anticipates some productivity and efficiency gains from consolidating into the SirsiDynix platform the functions of the multiple temporary workaround systems that are currently being used to support the new and emerging service models that the PLS legacy platform cannot support.

Should the City Council adopt the resolution in Attachment A and authorize City staff to engage the SirsiDynix platform for new and emerging service delivery models that the PLS system cannot accommodate, Menlo Park would rescind its previous notification to withdraw from PLS and would instead remain in the PLS system as a full member at this time, with no interruption or substantive change to Menlo Park residents’ access or ability to use the PLS system in libraries throughout San Mateo County. The PLS legacy system would continue to house and access records of traditional library books, patron accounts, and fines and fee transactions; and would continue to provide an online user interface for the public to access the library’s holdings and search for, reserve, borrow and renew traditional library materials, as it has for the past 30+ years. The SirsiDynix platform would be used exclusively for new and emerging service delivery models that the PLS legacy system cannot support, as outlined above.

Impact on City Resources

Sufficient funds in the Information Technology Plan capital budget are available for first year costs of

\$59,867, including implementation. The annual subscription costs will be included in Library and Community Services' annual operating budget as follows: \$27,967; \$28,778, \$29,612; and \$30,471 in years two through five, respectively.

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. Resolution No. 6612
- B. Evaluation and comparative analysis
- C. City of Menlo Park request for proposals – library enterprise technology platform
- D. SirsiDynix proposal
- E. Innovative Interfaces, Inc. proposal

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Sean Reinhart, Director of Library and Community Services