



LIBRARY COMMISSION REGULAR MEETING AGENDA

Thursday, August 7, 2025
7:00 PM

City Council Chamber
200 Old Bernal Avenue
Pleasanton, CA 94566

The meeting will be held in-person and will be streamed at <https://www.youtube.com/user/TheCityofPleasanton>.

Public participation: It is requested that members of the public wishing to address the Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In Person:

- Submit a physical speaker card at the meeting. When your name is called, please provide comment at the podium.
-

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MEETING OPEN TO THE PUBLIC

1. Introductions/Awards/Recognitions/Presentations
2. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

CONSENT CALENDAR

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

3. Approve the regular meeting minutes of June 5, 2025

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

4. Recommend City Council adopt two resolutions to: 1) Revise the Library's Materials Recovery Policy and 2) Update the City Master Fee Schedule Section D. Pleasanton Public Library Fine and Fee Schedule
5. Review and discuss the Library Collection Development Plan for Fiscal Year

2025/26

6. Review and recommend the Library Commission's workplan priorities for Fiscal Years 2025/26 and 2026/27

COMMISSION REPORTS

7. Friends of the Library Updates
8. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

MATTERS INITIATED

FUTURE AGENDA ITEMS

- *California Freedom to Read Act*
- *FY 2025/26 and FY 2026/27 Library Budget Presentation*
- *FY 2025/26 Library Program Plan*

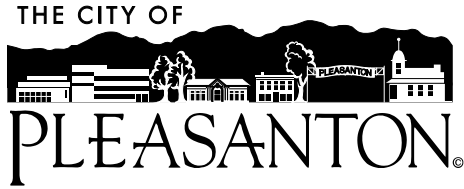
ADJOURNMENT

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet will be available for public inspection at the Library and Recreation department located at 400 Old Bernal Ave., Pleasanton, CA 94566. meeting, regardless of whether it is a regular or special meeting.

Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the Library and Recreation department located at 400 Old Bernal Ave., or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice prior to the meeting date.



Library Commission Regular Meeting Minutes

June 5, 2025 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the regular meeting of the Library Commission at 7:02 p.m. from the City Council Chamber located at 200 Old Bernal Ave., Pleasanton.

Commissioner Stroud led the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Chen, Emerson, Joshi, Kimsey, Stroud, Woodwell and Chair Sabatini
Absent: None

AGENDA AMENDMENTS

None.

MEETING OPEN TO THE PUBLIC

1. Introductions/Awards/Recognitions/Presentations

Chair Sabatini introduced two new commissioners: Commissioner Joshi and Commissioner Woodwell.

Lia Bushong, Assistant Director of Library and Recreation, presented on *Zippy: Library and Recreation on the Go* and answered questions from commissioners.

2. Public comment regarding items not listed on the agenda

Chair Sabatini opened public comment. There being no speakers, Chair Sabatini closed public comment.

CONSENT CALENDAR

3. Approve regular meeting minutes of April 3, 2025

MOTION: It was m/s by to Emerson/Joshi approve the Consent Calendar.

The motion passed by the following vote:

Ayes: Commissioners Chen, Emerson, Joshi, Kimsey, Stroud, Woodwell and Chair
Sabatini

Noes: None

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

4. Review and discuss the Pleasanton Public Library Collection Development Plan for FY 2025/26

Lia Bushong, Assistant Director of Library and Recreation, presented the item and answered questions from commissioners.

Chair Sabatini opened public comment.

There being no speakers, Chair Sabatini closed public comment.

Commissioners provided comments.

5. Receive information on the 2025 Summer Reading Program at the Pleasanton Public Library

Lia Bushong, Assistant Director of Library and Recreation, presented the item and answered questions from commissioners.

Chair Sabatini opened the item for public comment.

There being no speakers, Chair Sabatini closed the item for public comment.

Commissioners provided comments.

COMMISSION REPORTS

6. Friends of the Library Updates

Commissioner Woodwell provided a report.

7. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members

Chair Sabatini provided a report.

MATTERS INITIATED BY THE COMMISSION

MOTION: It was m/s by to Kimsey/Woodwell to add the budget presentation to the future agenda.

The motion passed by the following vote:

Ayes: Commissioners Chen, Emerson, Joshi, Kimsey, Stroud, Woodwell and Chair Sabatini
Noes: None

MOTION: It was m/s by to Sabatini/Stroud to add Zippy updates to the future agenda.

The motion passed by the following vote:

Ayes: Commissioners Chen, Emerson, Joshi, Kimsey, Stroud, Woodwell and Chair Sabatini
Noes: None

FUTURE AGENDA ITEMS

Library Meeting Room Policy

Commission Workplan for FY 2025/26

ADJOURNMENT

There being no further business, Chair Sabatini adjourned the meeting at 8:39 p.m.

**LIBRARY COMMISSION AGENDA
REPORT**

August 7, 2025
Library and Recreation

TITLE: RECOMMEND CITY COUNCIL ADOPT TWO RESOLUTIONS TO: 1) REVISE THE LIBRARY'S MATERIALS RECOVERY POLICY AND 2) UPDATE THE CITY MASTER FEE SCHEDULE SECTION D. PLEASANTON PUBLIC LIBRARY FINE AND FEE SCHEDULE

SUMMARY

Staff recommends that City Council adopt a resolution revising the Library Materials Recovery Policy to eliminate the provision that allows for refunds of replacement fees if lost materials are found within 90 days. This change would eliminate a City process that is resource-intensive and provides minimal community benefit.

In addition, staff recommends City Council adopt a resolution to update the City's Master Fee Schedule Section D. Pleasanton Public Library Fine and Fee Schedule, which would include fees for printing, photocopying, scanning and faxing, and meeting room rentals at the Library. These changes aim to align library practices with other City services, support cost recovery, and promote long-term fiscal sustainability.

RECOMMENDATION

Recommend City Council Adopt Two Resolutions to:

1. Revise the Library's Materials Recovery Policy, and
2. Update the City Master Fee Schedule Section D. Pleasanton Public Library Fine and Fee Schedule

BACKGROUND

Materials Recovery Policy

On October 5, 2023, the Library Commission recommended a Library Materials Recovery Policy (Attachment 1). The City Council adopted the policy through a resolution on November 7, 2023. This policy outlines how library materials and borrower accounts are managed, including a refund for replacement fees if a lost item, previously paid for, is returned within 90 days.

Master Fee Schedule

On October 5, 2024, the Library Commission recommended updates to the City's Master Fee Schedule (MFS) Section D. Library Fine and Fee Schedule, to align with print management software that did not allow for photocopying fees. On February 4, 2025, City Council adopted a resolution to update the MFS (Attachment 2).

DISCUSSION

Given the City's current financial challenges, the Library and Recreation Department must adjust its processes to accommodate limited resources. By updating the Library Materials Recovery Policy section on the lost item refund process (Attachment 3) and revising the MFS (Attachment 4) to include printing, photocopying, faxing, scanning and meeting room rental fees, the department can continue to serve the community in a responsible and equitable manner.

Materials Recovery Policy Updates: Removal of Lost Item Refunds

In current practice, as outlined in the Materials Recovery Policy, the replacement cost of a lost library item is refundable, minus the processing fee, if it is returned in good condition within 90 days of the paid date, with the exception of LINK+ items. Refunds are issued in the form of a check payable to the library member and mailed to the address on file in the library card account.

Library staff have evaluated the effectiveness of the 90-day refund provision and found that the administrative costs significantly outweigh the value to the public. Processing a single refund requires the following steps:

- Tracking and verifying paper receipts when payments are processed
- Researching the payments when a refund request is made
- Completing patron refund forms for each item requested
- Manually preparing a Direct Payment Claim (DPC) form for each instance
- Inputting the form and the accounting details into the financial software system
- Routing payment requests through multi-level City approvals
- Issuing and mailing a physical check or arranging for pickup.

Processing refunds for individual lost items can cost the City hundreds of dollars in staff time for items typically valued between \$6 and \$35. For this reason, most public libraries in the region no longer offer refunds and consider payments for lost materials final.

The proposed updates to the Materials Recovery Policy maintain the core principles of supporting community access while responsibly managing library materials and staff resources. To ensure patrons have enough time to search for missing items before payment is required, staff will continue to use various approaches, such as renewing items or extending the payment deadline to the maximum allowed under the policy.

Master Fee Schedule Updates: Printing, Photocopying, Faxing and Scanning

In June 2025, the Library implemented a new print management system, Envisionware AAM, introducing a 10-page daily print limit per library cardholder and the ability to charge at a future date for additional pages beyond the daily limit. This shift responds to concerns about excessive printing and helps to conserve City resources.

Since implementing the new print system, patrons have requested an option to pay for additional pages of printing if needed. Envisionware can support self-payment via a credit card terminal, but a fee must be established in the MFS to enable this feature. Staff recommends a rate of \$0.25 per page for print jobs above the daily limit of 10 free pages, aligning with the existing City Clerk fees for photocopies.

Master Fee Schedule Updates: Meeting Room Fees

City libraries commonly charge for their meeting room use for non-library programs, as shown in Table 1 below. These fees help libraries generate revenue to cover operating costs such as maintenance, utilities, and staffing.

Table 1: Bay Area City Libraries and Community Meeting Room Fees		
City	Fee Structure Summary	Additional Provisions
Alameda City Free Library	\$50/h-\$100/hourly, depending on room size and fee category (Occupancy: 49-111, based on configuration)	—
Berkeley Public Library	\$0 fee for room use, but must be open to the general public and adhere to guidelines	—
Hayward Public Library	\$0h-\$250/hourly, depending on room size and fee category (Occupancy: Four rooms varying in capacity of 20, 60, 90, 120)	Fees charged for Prep area, Janitorial Service, Room Setup, and Attendant
Livermore Public Library	\$21 hourly/\$105 daily maximum; Equipment fees from \$11-27 per item (Occupancy: 84)	No charge for LPL, Friends, City, LARPD, LUSD, LPC
Oakland Public Library	\$0 fee for room use, but must be open to the general public and adhere to guidelines	—
Palo Alto Library	\$35/hourly for El Camino Real Room (Occupancy: 60)	Non-City affiliated groups are limited to 2 uses per month
Pleasanton Public Library	\$0 fee for room use, but must be open to the general public and adhere to guidelines (Occupancy: 200)	—
Redwood City Library	\$60/h-\$165/hourly, depending on room size and fee category (Occupancy: 50-115, depending on configuration)	No charge for use by Library, Friends, City use. Adjusted rates for nonprofits and not-for-profits.
Richmond Public Library	\$12.50/hourly (Occupancy unknown, facility under renovation)	—
San Leandro Library	\$50/h-\$250/hourly, depending on room size and fee category (Occupancy: Four rooms vary in capacity of 42, 120, 150, 214)	Fees charged for Equipment (\$5-\$50) and Kitchen, Attendant, Utilities, Security.
San Mateo Library	\$110/h-\$210/hourly, depending on room size and fee category (Occupancy: Two rooms varying in capacity 36 and 124)	Fees charged for A/V equipment and stage rentals
<ul style="list-style-type: none"> • <i>Dublin, San Ramon, and Danville are county libraries and were not reported.</i> • <i>Mountain View, Menlo Park, Sunnyvale libraries do not have community meeting rooms, only study rooms.</i> 		

Additionally, with the new library hours, there will be limited opportunities for community meeting room use during open hours, as both Tuesday and Wednesday evenings and afterschool hours are dedicated to regular Library programs. There is the potential for only one weekend day available for community use. Adding a meeting room rental option will expand community access outside open hours by allowing more flexible use of the Library Meeting Room.

The proposed model follows the Council-approved cost recovery framework used by Recreation facilities for rental fees. The user categories and general fund subsidy levels (the amount the City pays towards the cost of the facility use) are as follows:

- PUSD and Co-Sponsored groups: 40% general fund subsidy
- Non-Profit Organizations: 30% general fund subsidy
- Pleasanton Residents: 20% general fund subsidy

- Non-Residents/Businesses: 0% general fund subsidy

This meeting room rental model helps balance community access with the need to sustainably manage Library facilities and staff resources and aligns with practices used by other city libraries in the Bay Area. Revenue from the meeting room rental fee will help support the ongoing maintenance of the space, including aging equipment and technology needs. Priority booking will continue to be given to Library programs, Friends of the Pleasanton Library meetings and events, and City-sponsored uses, as outlined in the Library Meeting Room Rules (Attachment 5).

Materials Recovery Policy and MFS: Implementation and Evaluation

The Library will implement these updates using a phased approach. For the Materials Recovery Policy, patrons will continue to be provided a reasonable amount of time to locate lost items before any payment is required. Clear messaging will help ensure patrons understand that once a replacement fee is paid, the item becomes theirs to keep, and the payment is no longer eligible for a refund. This approach supports transparency and fairness while streamlining internal processes.

The introduction of printing, photocopying and scanning fees in the MFS will be accompanied by patron communication and clear signage, with the credit card payment option made available through the Envisionware system, which will take a minimum of four months to implement due to the purchase of vending equipment and setting up credit card compliance systems. Staff will routinely assess the effectiveness of the fee implementation, using data and user feedback to inform future decision-making.

For the Library Meeting Room fee inclusion in the MFS, staff will begin evaluating the service's current subsidy level, usage patterns, and market rates. Using a phased rollout, the department will implement the new rental fees in alignment with the City Council-approved Cost Recovery Model for similar Recreation facilities. Staff will also track revenues and related expenses to monitor the impact of these changes.

EQUITY AND SUSTAINABILITY

The proposed updates to the Library's Materials Recovery Policy and MFS maintain the foundational principles of equity and community benefit. This updated framework will continue to serve as a key tool for budgeting and resource allocation, helping ensure that the Library remains responsive to community expectations and is fiscally resilient.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

This recommendation aligns with the ONE Pleasanton Strategic Plan Goal, Funding Our Future: Fiscal Sustainability. Support financial health and sound fiscal policies through cost recovery, increased revenue, and cost containment.

FINANCIAL STATEMENT

- Revising the Materials Recovery Policy to remove the 90-day lost item refund provision will save staff time, allowing reallocation of staff to materials handling and administrative work.
- The introduction of printing, photocopying, scanning, and meeting room rental fees, as outlined under the Master Fee Schedule, is expected to generate revenue for the Library and support ongoing cost recovery efforts.

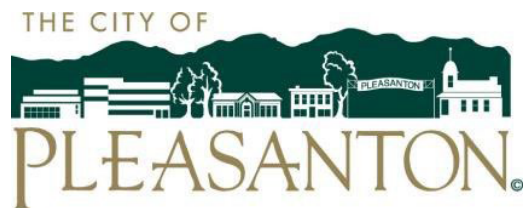
Prepared by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. Materials Recovery Policy (2023)
2. Current Master Fee Schedule Section D. Library Fine and Fee Schedule
3. Proposed Materials Recovery Policy
4. Proposed Master Fee Schedule
5. Meeting Room Rules/ Reservation Packet



Library Materials Recovery Policy

Pleasanton Public Library's mission is to be the place for all members in the community to Discover, Connect, and Share. To fulfill this mission, the library provides free and equal access to resources in a variety of formats to meet the cultural, informational, recreational, and educational needs of the diverse community it serves.

To increase access, circulation, and recovery of library materials and resources, the library does not charge daily overdue fines for Pleasanton Library materials, provides for automatic renewals of Pleasanton Library materials, and offers a variety of phone, email, and text notification methods.

To ensure materials continue to be available for all, the library charges material recovery fees to cover the cost of lost and damaged items.

Loan Periods and Automatic Renewals

- The initial loan period for all Pleasanton Public Library materials is 3 weeks (21 days), with the exception of Lucky Day DVDs, which is 1 week (7 days).
- After the initial 3-week loan period, if a borrowed item is not returned, it will be automatically renewed up to two times (6 weeks or 42 days).
- Items will not be automatically renewed if they are on hold for another member or have previously been renewed twice.

Member Notifications

- The Pleasanton Public Library strives to provide a wide variety of notification methods to help members easily track the due dates of their library materials.
- Library members are automatically notified that an item is due through email notifications or automated phone calls, depending upon account preference.
- Library members may choose to be notified through a text message service, with customizable alerts for account holders and their family members.
- Library members can track due dates on the library web catalog, the library app for mobile devices, or contact the library by phone or in-person with account questions.

Material Recovery Fee Timeline

30 days after due date:

- If an item is not returned within 30 days after its due date, a material replacement fee will be assessed, which is the retail price of the item plus a \$5 processing fee. The library member's account will be temporarily suspended.
- If an item is reported lost, a material replacement fee will be assessed, which is the retail price of the item plus a \$5 processing fee. The library member's account will be temporarily suspended.
- If an item is damaged, a material replacement fee will be assessed, which is the retail price of the item plus a \$5 processing fee. The library member's account will be temporarily suspended.
- If the item is returned in good condition during this period, the material replacement fee and processing fee will be removed, including the temporary suspension on the library member's account.
- If the item is damaged, the library member can pay the material replacement and processing fee, which will remove the temporary account suspension.
- If the item is lost, the library member can pay the material replacement and processing fee, which will remove the temporary account suspension.

60 days after due date:

- If the library member does not return an item within 60 days after being assessed the material replacement fee and processing fee, the library member will receive a collection agency notification for the total fees owed, which is the retail cost of the item including the processing fee plus a collection agency fee.
- The materials recovery process allows up to a total of 123 days¹ to return or pay for an item before the account is referred to the collection agency.

Purchasing a replacement item to eliminate the lost/damage cost is not accepted due to edition and cataloging issues.

Material Replacement Refunds

- The replacement cost of the item is refundable, minus the processing fee, if it is returned in good condition within 90 days of the paid date, with the exception of LINK+ items.
- Refunds are issued in the form of a check payable to the library member and mailed to the address on file in the library card account.

¹ Total days depends on type of item, whether item was on hold, and renewals.

Fee Waivers

- Fees may be waived for library members due to special circumstances, such as, but not limited to technical difficulties with the circulation system, lost items that have been recovered, workflow constraints at the returns outlet, emergency facility closures, and Library Commission-approved fee amnesty days.
- When determining individual fee waivers, library staff may consider any number of reasonable factors, including, but not limited to a library member being unaware of library policies with regard to fees; a library member who is unable to pay the entire amount owed due to personal hardship; personal emergencies and extenuating life circumstances; or a library member who has paid a fee and can provide supporting documentation.
- Member Services staff assess the damage of a returned item. If the damage is beyond normal wear and tear, such as pages missing, liquid damage, animal damage, etc., staff will notify the library member about the damage and bill the library member for the replacement cost.
- All items subject to material replacement are kept in the library for six months for library members to review before an item is paid for.
- If a library member disputes the charge of a damaged library item, the library member can discuss the item with Library Administration for further review.

LINK+ Lending Service

- The LINK+ lending service is a collaborative system that allows Pleasanton Public Library members to borrow materials from participating public and university libraries in California.
- Fines and replacement fees on these materials will continue to be charged per the LINK+ consortium agreement.

Approved by the Library Commission, October 5, 2023.

Adopted by the Pleasanton City Council, November 7, 2023.

CITY OF PLEASANTON

MASTER FEE SCHEDULE

I. GENERAL AND ADMINISTRATIVE FEES

A. General

Eff 01.01.2023

Returned Check Fee		\$25
Xerographic Copies	1 to 5 copies, per page	\$0.25
	5 or more copies, per page	\$0.15
Reproduction from Microfilm, per page		\$1
Overhead Rate (Eff 11.18.2024)		27.03%
Damage to City Property		Cost + Overhead

B. City Clerk

Annual Subscriptions	City Council Agenda	\$24
	City Council Minutes	\$60
	City Council Packet Annual Subscription for regularly scheduled City Council Meetings (may be prorated quarterly)	\$600
Pleasanton Municipal Code, per book May obtain portions for per page basis		\$125
Research Fee		\$5
US Passport execution Fee		\$35
Notary Public Services (per signature)		\$15

C. Fines - Violation of Pleasanton Municipal Code

First Violation	\$100
Second Violation of same ordinance within 1 year	\$200
Third Violation of same ordinance within 1 year	\$500
Fourth and Subsequent Violations of same code provision within 36 months from the date of the first violation	\$750
Late Payment Charge	25% of fine
<i>* Per PMC 1.12.020.A and 1.24.040, Violations of the Municipal Code may also be subject to alternative or additional means of enforcement</i>	

D. Pleasanton Public Library Fine and Fee Schedule

Eff 02.04.2025

Processing Fee for Lost or Damaged Materials- in addition to item cost		\$5
Borrowing privileges suspended		No Charge
Collection Agency fee		\$10
Photocopies (per page)		No Charge
Lost/ Damaged Laptop *Laptops will be billed for replacement like all other library materials, using the actual purchase price, which is cataloged in the library system with the item.		No Charge
LINK + Items - Items sourced from Library Partners	Overdue item (per day) Max \$15 per item	\$1
	Lost / Damaged item (Per item)	\$115

[DRAFT]

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Purchasing a replacement item to eliminate the lost/damage cost is not accepted due to edition and cataloging issues.

Material Replacement Refunds

- ~~The replacement cost of the item is refundable, minus the processing fee, if it is returned in good condition within 90 days of the paid date, with the exception of LINK+ items.~~
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Fee Waivers

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¹ Total days depends on type of item, whether item was on hold, and renewals.

- When determining individual fee waivers, library staff may consider any number of reasonable factors, including, but not limited to: a library member being unaware of library policies with regard to fees; a library member who is unable to pay the entire amount owed due to personal hardship; personal emergencies and extenuating life circumstances; or a library member who has paid a fee and can provide supporting documentation.
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LINK+ Lending Service

- The LINK+ lending service is a collaborative system that allows Pleasanton Public Library members to borrow materials from participating public and university libraries in California.
- Fines and replacement fees on these materials will continue to be charged per the LINK+ consortium agreement.

Approved by the Pleasanton Public Library Commission, October 5, 2023

Approved by the Pleasanton City Council, November 7, 2023

CITY OF PLEASANTON MASTER FEE SCHEDULE

I. GENERAL & ADMINISTRATIVE FEES

D. Pleasanton Public Library Fine and Fee Schedule

The City Council authorizes staff to establish fees for lost and damaged library materials based on the actual cost of the item.

Library Materials		
Processing Fee for Lost or Damaged Materials – in addition to item cost		\$5
Collection Agency fee		\$10
Printing, Photocopying, Scanning, Faxing	1-10 pages	No charge
	10 or more copies (per page)	\$0.25
LINK+ Items – Items sourced from Library Partners	Overdue item (per day) Max \$15 per item	\$1
	Lost/ Damaged item (Per item)	\$115

Library meeting room rental fees will be set at market rate. The discounts below will apply to those rates, based upon user group category:

	Renter Group Category	Maximum General Fund Subsidy
I.	Co-Sponsored Groups	40%
II.	Non-Profits PUSD	30%
III.	Pleasanton Resident, Private Use	20%
IV.	Non-Resident, Private Use Businesses	0%

Rental fees for staff and equipment will be charged at the fully burdened rate, determined based on the needs of each specific rental. The discount does not apply to staff and equipment costs. A 2% facility use fee is applied to all library meeting room rentals.



LIBRARY MEETING ROOM RESERVATION PROCEDURES AND RULES

Please initial on each page

1. Reservation Availability

Please call or email Recreation Services (925-931-5340; recreation@cityofpleasantonca.gov) to check for availability. If available, a reservation will be placed for the date requested upon receiving a completed *Library Meeting Room Reservation Application* and signed *Library Meeting Room Reservation Procedures and Rules* document.

The Library Meeting Room is available for booking except for the following Holiday closures: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day (July 4th), Labor Day, Veterans Day, Thanksgiving Day, Day following Thanksgiving, Christmas Eve, Christmas Day, and other special closures as determined by the City of Pleasanton.

Library Hours: Monday – Thursday 10a – 9p; Friday – Saturday 10a – 5p; Sunday 1p – 5p

Reservation Availability: Monday – Thursday 10:15a – 8:45p; Friday – Saturday 10:15a – 4:45p; Sunday 1:15p – 4:45p

2. Responsible Party

The Responsible Party is the duly authorized representative of the organization or person responsible for the booking and must sign the completed agreement. Responsible Party and Authorized Persons must be at least eighteen (18) years of age.

3. Reservations

Reservations may not be placed more than two (2) calendar months prior to the reservation date and no less than five (5) calendar days before the reservation date. Library-related groups and activities have first priority and are not restricted by the calendar month rule. The application may be renewed every two months.

4. Certificate of Liability Insurance¹

Each applicant reserving the Library Meeting Room is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance. Such a certificate shall provide **General Liability Coverage at a limit of \$1,000,000 per occurrence**. The Certificate shall name the City of Pleasanton as an Additional Insured Interest in conformance with the Hold Harmless Agreement in the *Library Meeting Room Reservation Application*. The Endorsements page must be included with the insurance certificate.

Suggested carriers: www.hubinternational.com/programs-associations/event-insurance/buy-now/
<https://www.theeventhelper.com#cl1wux>

The **Certificate Holder** should be listed as:
City of Pleasanton
400 Old Bernal Avenue
Pleasanton, CA 94566

The **Additional Insured** should be listed as:
The City of Pleasanton, its officers, agents, employees, and volunteers are named as an additional insured.

Please email the completed insurance documentation (Certificate Holder and Additional Insured) for approval no later than five (5) business days in advance to recreation@cityofpleasantonca.gov.

5. **The City of Pleasanton** reserves the right to reschedule, relocate, or deny a previously approved request. In those cases, the applicant will be given as much notice as possible.

¹ In order to provide the public the opportunity to use the Library's large meeting room at no cost, the City requires that responsible persons both indemnify the City and provide insurance. This protects public resources from damage or claims that can arise based on private parties using the Library's large meeting room for an activity which is not planned or staffed by the City.

Library Meeting Room General Rules

Use of the meeting room is to further the Pleasanton Public Library's purpose to meet the cultural, educational, information and recreational needs of the community.

Advertising

No advertising may be posted, petitions circulated, sign-in attendance registration lists collected, solicitations or sales made in the building or on the facility grounds except for Library or City-sponsored events such as the Friends of the Pleasanton Public Library Book Sale. Business cards and company brochures may be placed on the table in the Meeting Room for the public to take.

Air Conditioning/Heating

The Library cannot guarantee the ability to maintain a set temperature in the meeting room.

Appropriate Uses

- Meetings of non-profit and community-based organizations for civic, cultural and educational purposes
- Meetings of for-profit organizations or businesses solely for the purpose of educational and non-commercial purposes
- All meetings or events must be open to the public as long as maximum capacity is not exceeded
- Groups representing any point of view shall have equal opportunity to apply for meeting room use, provided all requirements are met.

Banners or Signs

Banners or signs may not be hung in the Library Meeting Room, in the library, on the exterior of the Library, or placed on Library grounds.

Capacity

Maximum capacity for the Library Meeting Room is as follows:

	Library Meeting Room
No furniture	200
Chairs only	130
Tables and Chairs	16 tables with 64 chairs

Clean Up

Applicant is responsible for the clean-up and condition of the Library Meeting Room at the end of their reservation. The privilege of using the meeting room may be withdrawn if it is not left in good condition. Applicant will be responsible for any damage to equipment for facilities beyond normal wear and additional clean-up, if required, that occurs during the reservation. Applicant's responsibility for clean-up includes:

- Have the meeting room cleaned and vacated 15 minutes prior to the Library's public closing time
- Pick up and throw away all trash
- Clean spills, food and debris from tables, chairs and floors
- Clean and wipe down sink and counter
- Return chairs and tables to the original setup. There is an original set-up picture on the wall.

Conduct

Applicant is responsible for the orderly conduct of people during the reservation.

Community Wall Posters/Flyers

Any posters and/or flyers created for the community wall would include the following language: "Please note, this event is independently organized and not sponsored by the City of Pleasanton."

Equipment

Applicant is responsible for providing their own audio/visual equipment such as laptops, cables, etc. A projector with sound and podium are available with prior arrangement. Library staff provide initial instructions for the operation of the projector and sound system but will not remain during the reservation to provide technical assistance. Microphones are not available.

Exit Doors and Paths

Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle or exit door.

Fundraising

Fundraising is prohibited in the room except for Library or City-sponsored events such as the Friends of the Pleasanton Public Library Book Sale.

Inappropriate Uses

- Private events such as birthday parties, recitals or recruiting paid memberships
- Meetings, programs or classes for which a fee is charged to the attendees, including, but not limited to sports or club enrollment
- The name, address, telephone number of the Pleasanton Public Library may not be used as the official address or headquarters of any group using the meeting room
- The use of the meeting room shall not be publicized in any way that implies the City or the Library's sponsorship of a group's activities, beliefs, or policies or any endorsement
- Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means is deemed inappropriate use.

Minors/Supervision

Activities for minors must be supervised by the adult, 18 years or older, who reserved the meeting room. The Library requires a ratio of one adult for every twenty (20) minors. The "Responsible Party" must be present throughout the reservation. A photo I.D. will be required at the time of arrival.

Reservation Time

If the applicant does not claim the reserved Library Meeting Room within fifteen (15) minutes of the scheduled time, the room may be released and used by others.

Set-up

The applicant is responsible for set-up of the room and returning chairs and tables to the original set-up position. There is a picture of the original room set-up on the wall of the room.

Smoking

Smoking is prohibited inside City buildings, as well as within twenty (20) feet of all entrances.

Storage

No storage of private property is permitted in the Library, or on Library grounds. The City is not responsible for any items left behind.

Tables and Chairs

Tables and chairs are included in all reservations. For safety, attendees may not stand, sit, or lie on tables or chairs.

Vehicles

Driving or parking on sidewalks, pathways, patios, or grass areas is prohibited.

Parking

Reserved parking is not provided nor permitted. Applicants may not cone off parking spaces. Vehicles parked illegally will be cited. Parking in an area designated as a Fire Zone is strictly prohibited.

Enforcement: If an applicant's use of the Library Meeting Room violates these rules or otherwise creates a health or safety concern in the reasonable determination of Library staff, the applicant and his/her/their invitees may be asked to stop their actions or activities, which may include vacating the meeting room.

Repeated violations, or even a single egregious violation, are subject to an applicant not being allowed to reserve the room in the future.

Such enforcement actions are appealable to the Director of Library and Recreation and City Manager as generally provided in the [Library Code of Conduct](#) – Enforcement Procedures – Suspension.

I certify that I have read the *Library Meeting Room Reservation Procedures and Rules* pertaining to facility use and agree to comply with the Rules. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and procedures. I, or the organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance and Additional Insured Endorsement page from any insurance carrier.

Signed: _____ Date: _____

Name (print): _____ Organization Represented: _____



Library Meeting Room Reservation Agreement

400 Old Bernal Ave. Pleasanton, CA 94566

Mailing address: P.O. Box 520 Pleasanton, CA 94566

Email: recreation@cityofpleasantonca.gov Phone: 925-931-5340

Permit #: _____
 Insurance
 Due: _____

Staff Use ONLY:

Approved

MEETING ROOM / DATE / TIME INFORMATION

Large Meeting Room Capacity: 64 (16 tables and 64 chairs) // 130 (chairs only) // 200 (no furniture)

Date(s)	Day of Week	Rental Start Time	Meeting Start Time	Meeting End Time	Rental End Time

APPLICANT INFORMATION

Name of Organization/Company: _____

Name of Responsible Party: _____

Phone: _____ Email: _____

Address: _____ City/State _____ Zip _____

MEETING INFORMATION

Type of Event: _____ Estimated Attendance: _____

Equipment Needed: Projector Sound System Podium

Organization/Applicant is responsible for event setup/clean up and for returning tables/chairs to original setup.

MEETING ROOM RESERVATION PROCEDURE AND GENERAL RULES

Initial _____ I have read the Library Meeting Room Procedure and Rules, and agree to, and will abide by those rules.

Initial _____ I agree to provide a valid copy of a Certificate of Liability Insurance with the Additional Insured Endorsement page no later than five (5) business days before the event date.

HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through the City of Pleasanton.

Signature of Responsible Party

Date

Organization/Responsible Party

Staff: _____ Comments: _____

**LIBRARY COMMISSION AGENDA
REPORT**

August 7, 2025
Library and Recreation

**TITLE: REVIEW AND DISCUSS THE LIBRARY COLLECTION DEVELOPMENT PLAN
FOR FISCAL YEAR 2025/26**

SUMMARY

The Library Commission's duties include reviewing program and service plans and key performance indicators seasonally, per the Pleasanton Municipal Code § 2.34.020.

The Fiscal Year (FY) 2025/26 Pleasanton Public Library Collection Development Plan is presented to the Library Commission for review and input. The plan reflects budget allocations adopted as part of the City's FY 2025/26 budget and includes key usage statistics and planned adjustments.

RECOMMENDATION

Review and discuss the Library Collection Development Plan for Fiscal Year 2025/26.

BACKGROUND

In November 2023, the City Council approved the Library's Collection Development Policy (Attachment 1) and Inclusiveness in Materials Statement (Attachment 2), both developed by the Library Commission's Policy Subcommittee and approved by the full Commission. These foundational documents, along with usage trends and patron feedback, guided the development of the Library's first annual Collection Development Plan in 2024.

The preliminary FY 2025/26 Collection Development Plan was presented to the Library Commission at its June 5, 2025, meeting, where Commissioners provided feedback on both digital and physical collections.

DISCUSSION

The updated FY 2025/26 Collection Development Plan (Attachment 3) maintains the Library's goals for the selection, management and promotion of materials. It also reflects newly adopted budget allocations, including a 50% reduction in funding for digital and physical collections, and outlines the collection priorities and adjustments needed to make the most effective use of available resources.

To support the plan's implementation and help ensure new materials remain broadly accessible, the Library is making several related service adjustments. These include reducing the per-card checkout limit from 100 to 50 items to broaden access across users and refining the process for handling patron requests for new materials.

The Collection Development Plan serves as a key planning tool, enabling the Library to set goals, align collection decisions with available funding, and ensure resources are used

strategically and responsibly.

EQUITY AND SUSTAINABILITY

Library materials are free to all, and the FY 2025/26 Collection Development Plan continues the Library's commitment to maintaining a collection of materials in multiple formats that reflect the diversity of the Pleasanton community.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

This action advances ONE Pleasanton Citywide Strategic Plan Goals:

- Building a Community Where Everyone Belongs, Strategy 3 – Implement high priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community.
- Fiscal Sustainability, Strategy 2 – Ensure long-term fiscal stability and sustainability

FINANCIAL STATEMENT

Funding for library materials and processing in FY 2025/26 has been set as part of the City's biennial budget planning process. With the adoption of the FY 2025/26 City budget, the Library will operate with a 50% reduction in collections funding. Funding for collections is allocated in the amount of \$300,000 in Account #00152301 (Digital and Physical Materials) and \$26,200 in Account #00152200 (Processing and Cataloging Expenses).

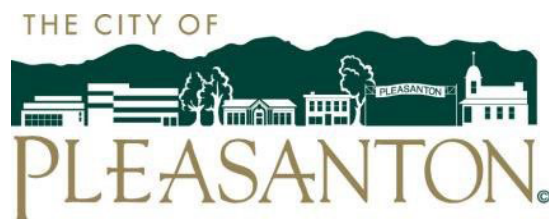
Prepared by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. Collection Development Policy (2023)
2. Inclusiveness in Materials Statement (2023)
3. Collection Development Plan



Collection Development Policy

I. Mission

Pleasanton Public Library's mission is to be the place for all members in the community to "Discover, Connect, and Share." To fulfill this mission, the library provides free and equal access to resources in a variety of formats to meet the cultural, informational, recreational and educational needs of the diverse community it serves. The Library Collection Development policy addresses these goals by articulating its position on the selection and maintenance of its collection of materials.

II. Selection

Pleasanton Library staff are responsible for the selection of physical and digital library materials. The library provides an assortment of physical and digital titles that resonate personally at the individual level, while offering avenues of connection into the diversity of human experience. To develop such a collection, library staff utilize analytics, professional reviews, curated lists, and trade journals during the selection process. Titles are generally selected according to the following criteria:

- a. Demonstrated community interest, need, or demand of patrons
- b. Quality, including accuracy, clarity, and usability
- c. Merit, awards, or critical acclaim
- d. Reputation of author and/or publisher
- e. Contemporary significance or permanent value
- f. Relevance to the experience and contributions of diverse populations
- g. Extent to which the subject matter is already represented in the collection
- h. Local history and interest
- i. Budgetary and space considerations

The selection of library materials is based on the entire work and not chapters or sections, and materials need not meet every criterion to be selected. Materials are selected which are appropriate to public libraries and meet the needs and interests of the community. Interlibrary loan service is also available to give Pleasanton patrons access to larger, more specialized collections.

Demographic composition, along with the above criteria, informs the acquisition of non-English materials, and will continue to evolve with the community. The library develops smaller collections of Spanish and Asian languages books, digital newspapers and

learning tools in multiple languages, as well as an “International DVD” section representing over 40 languages.

III. Free and Equitable Access to Information

The library affirms that free and equitable access to information resources supports an enlightened citizenry, which is interpreted from the American Library Association’s (ALA) [Library Bill of Rights](#). As a public space, the library functions as an impartial repository of materials, where stories and ideas from different walks of life may be discovered and borrowed without hindrance, thereby upholding the values of [intellectual freedom](#). Furthermore, the Library acknowledges the [right and responsibility of parents and guardians](#) to determine their children’s use of library materials.

IV. Collection Maintenance

In order to maintain a vital and relevant collection, library staff regularly assess library materials and digital resources for condition, accuracy, and usage. Staff make these assessments through both direct examination and usage data, and adhere to the principles stated in the ALA’s [Evaluating Library Collections](#) statement.

Library materials that have been lost or damaged may be replaced using the same criteria as was used for selection. Other factors considered when deciding on replacements include the current number of duplicate holdings (copies), availability of newer materials on the subject, existence of adequate coverage of a subject, and demand for a specific title.

Deselection of materials, or weeding, is essential to maintain the quality, relevance, and purpose of library collections and involves the removal of items from the collection. Library staff deselect items based upon several factors including publishing date, physical condition, community interest, availability of newer or more valid titles, and space limitations.

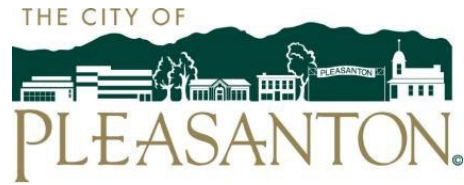
Deselected materials are donated to the Friends of the Pleasanton Library nonprofit group. The Friends of the Library may then choose to further donate materials, resell materials with proceeds benefiting the library, or ship materials for recycling.

V. Reconsideration of Materials

Patrons may share their concerns regarding the content of a particular title by filling out and submitting a [Request for Reconsideration of Materials](#) form. Library staff will review the form and provide a written response within 30 days of receipt.

Approved by the Library Commission, October 5, 2023.

Adopted by the Pleasanton City Council, November 7, 2023.



Inclusiveness in Materials Statement

Pleasanton Public Library's (Library) mission is to be a place for all members in the community to "Discover, Connect, and Share" and is guided by the Library and Recreation Department's values of integrity, inclusiveness, innovation, customer service, and collaboration. To fulfill its mission and values, the Library is dedicated to free and equal access to resources in a variety of formats to meet the cultural, informational, recreational, and educational needs of the diverse community it serves.

This statement articulates the Library's position on its freedom to acquire lawful materials without content limitations, and the Library's commitment to oppose attempts to ban, remove, or otherwise restrict library patrons' free and open access to books, materials, information, and resources. In doing so, this statement reinforces the Library's commitment to a patron's individual choice.

Book Challenges in Public Libraries

Books have been banned throughout the history of the United States, without sustained success or benefit to its citizenry. Removing or denying access to resources based on personal bias, prejudice, or because the materials may be viewed as controversial or objectionable, is a form of censorship which is constitutionally restricted.

The American Library Association's (ALA) Library Bill of Rights, a set of guiding principles originally adopted in 1939, outlines free and equitable access to information to support an enlightened citizenry. The American Library Association launched Banned Books Week in 1982 in response to a surge in the number of challenges to books in schools, bookstores, and libraries. The event highlights the value of free and open access to information and brings together community members, librarians, booksellers, publishers, journalists, and teachers in shared support of the freedom to seek and express ideas. Banned Books Week is celebrated each year in October to highlight these important freedoms.

Despite these efforts, the American Library Association's Office for Intellectual Freedom reported that book challenges in the United States nearly doubled between 2021 and 2022, reaching the highest number of attempted book bans since ALA began compiling data about censorship in libraries more than 20 years ago.

Individual Choice in Libraries

The Library affirms the right for individuals to make their own decisions about their use of library materials and information. The Library is a public space established for the

community and serves as an impartial repository of materials that encompass stories and ideas from different walks of life, that may be discovered, borrowed, and viewed without hindrance. Concerns and disagreements may arise regarding the specific content of library materials, and these differences of opinion are important in a democratic society.

Role of Parents and Guardians in the Library

The American Library Association's Bill of Rights strongly supports the vital role of parents and guardians in helping their children develop fundamental reading skills, in determining their children's use of library materials, and in guiding their children's reading, viewing and listening, as appropriate for their personal stages and individual beliefs. These rights and responsibilities are acknowledged by the Library.

As part of its commitment to collaboration and customer service, Library staff are trained and prepared to assist families by providing curated book lists, professional review sources, and recommendations of library materials for each child's individual reading stages, needs, and interests.

Library Collection Development [Policy](#)

Library staff select and maintain a wide range of materials for the community under the guidance of the Library's Collection Development Policy. This policy outlines selection criteria that consider community needs and interests, the quality and merit of materials, contemporary significance, relevance to diverse populations, collection gap areas, local history, as well as budgetary and space limitations. Each of the selection criteria reflects the five departmental values of integrity, inclusiveness, innovation, customer service, and innovation.

Reconsideration of Library Materials [Form](#)

The Library maintains a process for patrons to request a reconsideration of any materials in the Library's collection. The Request for Reconsideration of Materials form asks that the requestor state their concerns, indicate that they have read or viewed the material in its entirety, and provide specific information related to the concern. Upon receipt of the form, staff will review each request using the Collection Development Policy as the basis for the determination. Responses are provided within 30 days of submission.

The Library values this process for patron input and welcomes community feedback regarding its selection of materials.

Approved by the Library Commission, October 5, 2023.

Adopted by the Pleasanton City Council, November 7, 2023.

Pleasanton Library Collection Development Plan Fiscal Year 2025/26

Overview

Pleasanton Public Library has a physical collection of approximately 160,000 items, with an estimated value of \$4 million. In addition to its physical holdings, the Library maintained 21 digital platforms in Fiscal Year (FY) 2024/25, offering over 2.39 million individual titles and resources. Managing these valuable physical and digital community assets requires that staff plan for the purchase and maintenance of the collection.

Each year, staff develop a plan to purchase, maintain, and promote library collections to meet community needs. This includes maintaining strong access to high-demand and popular materials and supporting the needs of a diverse community. Staff work to ensure the Library's collections reflect a broad range of experiences, languages, identities, and perspectives. This includes acquiring non-English materials, developing collections that highlight underrepresented voices, curating a Library of Things collection, and performing regular maintenance to identify and replace damaged or outdated items.

The Collection Development Plan for FY 2025/26 is based on the principles of the Commission and Council-approved Pleasanton Library Collection Development Policy and Inclusiveness in Materials Statement. The plan outlines prior year performance, collection goals, methodology, marketing and promotion, and materials maintenance.

Collection Goals for FY 2025/26

- **Quality:** Prioritize materials with high literary, informational, or artistic merit, including those recognized through awards, professional reviews, and critical acclaim
- **Relevance:** Maintain a collection that is timely and reflective of community interests, cultural trends, and contemporary issues
- **Diversity, Equity, Inclusion, and Belonging:** Expand materials that highlight diverse voices, lived experiences, and multilingual resources, ensuring representation across backgrounds, identities, and perspectives, in alignment with the Library and Recreation Department Strategic Plan, 2025-2030
- **Accessibility:** Provide materials in a range of formats—including print, digital, large print, and audio—to support different learning styles, reading preferences, and accessibility needs
- **Impartiality:** Uphold the values of intellectual freedom by curating a collection guided by the Commission and Council-approved Inclusiveness in Materials Statement, which affirms the Library's role as an impartial resource for discovering stories, ideas, and viewpoints from all walks of life
- **Community Engagement:** Encourage community participation in collection development through tools like patron suggestions and newsletter surveys.

Physical Collections

The Pleasanton Library's physical collections are curated to meet the community's diverse interests and needs. The Library continually assesses its physical resources, using the Collection Development Policy as guidance and incorporating holdings and usage data to ensure a well-rounded selection of materials. The physical collection includes books, DVDs, CDs, and Library of Things items.

Funding allocations for adult/teen and children's collections are based on circulation volume and average item cost. Allocations for individual library sections were determined by library staff, using data-informed strategies to align funding with usage patterns and community demand.

The charts below outline actual physical collection spending and usage for FY 2024/25 (Table 1) and planned spending for the physical collections in FY 2025/26 (Table 2).

Table 1: FY 2024/25 Physical Collections: Usage and Spending

Physical Collections	FY 2024/25 Checkouts
Adult Materials	156,557
Children's Materials	662,904
Young Adult	30,730
International Languages	24,846
Library of Things	2,238
Hotspots	126
Laptops	1,911
TOTAL	897,312

Table 2: FY 2025/26 Planned Spending for Physical Materials

Collection Areas	FY 2025/26 Cost
Adult English Language Materials (Mystery, Science Fiction, Romance, Nonfiction, Large Print, Purchase Suggestions)	\$24,500
Adult International Languages	\$3,000
Adult Periodicals (Magazines and Newspapers)	\$6,000
Adult Audio (CD's, Audiobooks, Vinyl)	\$1,250
Adult DVD Lease Plan (Credits available from prior year)	\$0
Adult Standing Orders (Pop fiction, Large Print, Legal, Travel, Testing)	\$14,900
Adult Book Lease Plan	\$8,000

Adult Library of Things	\$3,000
<i>TOTAL FOR ADULT COLLECTION</i>	<i>\$60,650</i>
Children’s English Language Materials (Board books, Picture Books, Early Reader, Fiction, Nonfiction, Graphic Novels, Purchase Requests)	\$57,350
Children’s International Languages	\$2,000
Children’s DVD Movies (Non-Leased)	\$500
Children’s Standing Orders (Series Books, Encyclopedias)	\$7,500
Children’s Booklegger Collection	Paid by Friends
<i>TOTAL FOR CHILDREN’S COLLECTION</i>	<i>\$67,350</i>
Young Adult Materials (Fiction, Classics, Graphic Novels, Nonfiction)	\$5,000
Young Adult Standing Orders	\$1,000
<i>TOTAL FOR YOUNG ADULT COLLECTION</i>	<i>\$6,000</i>

TOTAL BUDGET: \$135,000

Table 2 outlines planned spending on physical materials for FY 2025/26. It does not include an estimated \$30,000 in processing and cataloging costs, which are necessary to prepare materials for circulation. These costs have been reduced in proportion to the overall reduction in collection purchasing for the fiscal year.

Digital Collections

The Pleasanton Library’s digital platforms provide access to eBooks, audiobooks, streaming media, and research tools. These resources continue to play an important role in meeting community needs, particularly following the COVID-19 pandemic, which accelerated demand for digital access. Their flexibility in offering 24/7 remote availability supports learning, entertainment, and research beyond the Library’s physical space.

Table 3 outlines usage and spending for each digital platform in FY 2024/25. While each vendor supplies usage data, the lack of standardized reporting across platforms presents ongoing challenges for public libraries. Differences in how usage is defined and tracked make it difficult to directly compare or aggregate data across services.

Digital subscriptions are selected based on community demand, usage trends, content quality, and cost-effectiveness. Library staff evaluate each platform using a combination of cost and usage data, user experience feedback, comparisons to offerings from neighboring libraries and schools, and identified gaps in the physical collection.

Table 4 outlines the planned digital collection budget and proposed spending for FY 2025/26.

Table 3: FY 2024/25 Digital Collections: Usage and Spending

FY 2024/25 Digital Collections	FY 2024/25 Actuals	FY 2045/25 Usage	FY 2024/25 Cost Analysis
A to Z Databases (Business Information)	\$ 2,413	292 logins	\$8.26 per login
ABC Mouse (Early learning tools)	\$ 1,520	201 hours	\$7.57 per hour of use
Ancestry.com (Genealogy)	<i>Friends Funded</i>	2,385 unique searches	N/A
Ancestry.com – Fold3 (Military Records)	<i>Friends Funded</i>	30 unique searches	N/A
Asian Art Museum (Museum Passes)	\$ 300	21 reservations	\$14.21 per reservation
Beanstack (Reading Challenges)	\$ 2,380	N/A	N/A
BookBrowse (Book Suggestions)	\$ 1,438	1,465 retrievals	\$0.98 per retrieval
Brainfuse HelpNOW (Online Live Homework Help)	\$ 3,000	764 unique users 3,637 total uses	\$3.92 per user \$.82 per use
Brainfuse JobNow/VetNow	<i>Grant Funded</i>	20 unique users 63 total uses	N/A
Discover and Go (Museum Passes)	\$ 650	260 reservations	\$21.50 per reservation
Encyclopedia Britannica	<i>Grant Funded</i>	156 retrievals	N/A
Flipster by EBSCO (Magazines)	\$ 6,518	529 total requests	\$12.32 per request
Heritage Quest (Genealogy)	<i>Friends Funded</i>	2,005 unique searches	N/A
Hoopla (Streaming movies, audiobooks, eBooks)	\$ 75,000	12,486 users 36,779 checkouts	\$6.00 per user \$2.03 per checkout
Kanopy (Streaming films)	\$ 15,000	10,978 videos played	\$1.37 per video
Mercury News (East Bay Times)	\$ 603	N/A	N/A
Mobile Citizen Hotspots	\$ 2,160	209 checkouts	\$10.33 per checkout
NewsBank (Local Newspapers)	\$ 4,683	833 full-text retrievals	\$5.62 per checkout
O'Reilly (Technology Books and Resources)	\$ 9,913	672 users 844 items accessed	\$14.75 per user; \$11.75 per item
Overdrive (Libby eBooks, audiobooks)	\$ 95,000	134,663 checkouts	\$0.71 per item
Pronunciator (Language Learning)	<i>Literacy Grant Funded</i>	260 registrations	N/A

Pronunciator - Bluebird (Language Learning)	<i>Literacy Grant Funded</i>	25 registrations 8 hours	N/A
Press-Reader (Magazines & Newspaper in different languages)	\$ 14,794	539 unique users 258,951 articles opened	\$27.45 per user \$.06 per article
Value Line (Stock Buying Guide)	\$ 2,800	8,493 reports viewed	\$0.33 per report
Weiss Ratings (Mutual Funds Guide)	\$ 445	313 total users 1,421 page views	\$1.42 per user \$0.32 per page view

TOTAL: \$ 238,174

Table 4: Planned Spending for Digital Collections

FY 2024/25 Digital Collections	FY 2025/26 Cost
A to Z Databases (Business Information)	\$ 2,413
ABC Mouse (Early learning tools)	\$ 1,823
Ancestry.com (Genealogy)	<i>Friends Funded</i>
Ancestry.com – Fold3 (Military Records)	<i>Friends Funded</i>
Asian Art Museum (Museum Passes)	\$ 400
Beanstack (Reading Challenges)	\$ 2,380
Brainfuse Help-NOW (Online Live Homework Help)	\$ 2,540
Discover and Go (Museum Passes)	\$ 720
Heritage Quest (Genealogy)	<i>Friends Funded</i>
Discover and Go (Museum Passes)	\$ 650
Mobile Citizen Hotspots	\$ 2,160
Overdrive (Libby eBooks, audiobooks)	\$ 95,000
Press-Reader (Magazines & Newspapers in different languages)	Paid for 2 years
Mercury News Online (East Bay Times)	\$ 603.50

TOTAL: \$ 108,086

Marketing and Promotion

Effective promotion helps ensure the community is aware of and can access the library's wide range of materials, including print books, eBooks, audiobooks, magazines, digital resources, and Library of Things items. Promoting these formats supports different reading preferences, learning styles, and accessibility needs.

To reach diverse audiences, the Library uses the following engagement tools:

- **Social Media & Email:** Highlight new acquisitions, reading challenges, and themed booklists
- **Signage & Posters:** Draw attention to featured or seasonal collections within the Library
- **Displays & Merchandising:** Create attractive, themed displays using face-out shelving and signage to encourage discovery and increase circulation
- **Programs & Events:** Engage the community through book clubs, reading programs, and themed events
- **Online Promotion:** Feature recommended titles and seasonal picks through the website and newsletters.

These strategies help keep the collection visible, engaging, and relevant to community interests.

Collection Maintenance

Maintaining a current and accurate collection ensures that patrons have access to relevant information and resources that reflect community needs and evolving trends. This work supports the Pleasanton Library's mission to discover, connect, and belong by providing materials that are timely, reliable, and aligned with the community's interests.

To keep both physical and digital collections up to date, staff use the following strategies:

- **Collection Evaluation:** Staff regularly assess collections for currency, relevance, usage, quality, and condition. Tools include standardized collection review tools, item usage data, and visual inspections to identify items that are damaged, worn, superseded, outdated, or unused.
- **Physical De-Selection (Weeding):** Outdated, damaged, or low-use physical materials are removed to ensure the collection remains current, well-used, and in good condition.
- **Digital De-Selection:** Digital collections are reviewed and cancelled as needed, allowing resources to be redirected to new, higher-value digital services. Library staff evaluate each platform using cost and usage data, user experience feedback, holdings of neighboring schools and public libraries, and identify gaps in the physical collection.

- **Replacement:** Lost or worn items, particularly popular and legacy titles, are reordered as needed. For digital collections, staff select new resources to replace discontinued ones.

Regular maintenance ensures the Library's collections remain accurate, responsive, and useful for education, enrichment, and lifelong learning.

Ongoing Collection Development Plan Updates

The Pleasanton Public Library Collection Development Plan for FY 2025/26 is a dynamic document, as staff continue to evaluate, develop, promote, and maintain library collections. The plan will be reviewed as part of each FY's mid-year and mid-term budget cycle, and allocations within the existing budget may be adjusted, for example, shifting funding between digital platforms or within physical collection areas, based on usage patterns, community needs, and emerging trends.

**LIBRARY COMMISSION AGENDA
REPORT**

August 7, 2025
Library and Recreation

**TITLE: REVIEW AND RECOMMEND THE LIBRARY COMMISSION'S WORKPLAN
PRIORITIES FOR FISCAL YEARS 2025/26 AND 2026/27**

SUMMARY

The Library Commission's duties include developing a commission workplan to be provided to the City Council for consideration. Staff recommends that the commission develop a work plan to guide its work from July 1, 2025 - June 30, 2027, in alignment with the City's adopted budget.

RECOMMENDATION

Review and recommend the Library Commission's workplan priorities for Fiscal Years 2025/26 and 2026/27.

BACKGROUND

As stated in Section 2.34.020 of the Pleasanton Municipal Code: The duties of the Library Commission shall include the following: "Develop a commission workplan to be provided to the City Council for consideration during the budget process. The workplan should be based on the goals and strategies outlined in the ONE Pleasanton Strategic Plan as well as the role of the commission."

On October 3, 2024, the Library Commission adopted the following workplan priorities for Fiscal Year (FY) 2024/25:

- Receive Staff Reports on Library Topics
- Commission Outreach at Library and Community Events
- Update the Library Privacy Policy
- Evaluation of Teen Poet Laureate Program
- Review and Recommend Public Art Donation for the Library.

The commission has completed all of these items. The Teen Poet Laureate program, which was evaluated by the Library and Civic Arts commissions, is currently under staff review for its sustainability.

Budget

Since early 2023, the City has identified an ongoing General Fund structural deficit, meaning expenses have and are expected to continue to grow faster than revenues. The current two-year budget reflects reductions to City programs and services to achieve a balanced budget.

The City-wide operating expenditures for FY 2025/26 and 2026/27 are projected at \$248.3 million and \$257.7 million, respectively, for the Operating Budget. Investments are projected at \$53.0 million and \$31.4 million for the Capital Budget. The two-year budget reflects several key

Council priorities, including preserving core services, investing in infrastructure, and advancing economic strategic initiatives.

- Long-Term Fiscal Sustainability - Prioritize sustainable practices and reduce reliance on one-time funding
- Protect Core and Essential Services - Prioritize the preservation of essential over non-essential programs and services
- Community Engagement and Equity - Engage the public early and consider equity when evaluating service impacts
- Prioritize Infrastructure - Maintain and improve core infrastructure, including the City's capital and maintenance needs.

Strategic Plan Priorities

The Library Commission workplan items should focus attention on those areas deemed by the City Council to be a high priority, as outlined in the ONE Pleasanton Strategic Plan. Goals relevant to the Library Commission include:

- Building a Community Where Everyone Belongs: Strategies 1 and 3.

DISCUSSION

Staff recommends that the Library Commission discuss workplan goals for FY 2025/26-2026/27, in an effort to align projects with available funding and staffing resources.

Goals for consideration include:

- Library Policy Updates (Donations Policy, Display Policy, Bulletin Board Policy)
- Commission Outreach (Presentations at Community Meetings, Outreach at Events)
- Library and Recreation Annual Report
- Library Informational Reports.

During the meeting, commissioners will be asked to:

- Identify any workplan goals that are missing from the list
- Provide feedback.

EQUITY AND SUSTAINABILITY

The workplan process aligns funding and staffing resources in a way that provides the greatest benefit to the community.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

This action advances ONE Pleasanton Citywide Strategic Plan Goal: Optimizing Our Organization, Strategy 4 - "Evaluate the organization's structure of community engagement opportunities (such as commissions and committees and citizen's academy) to improve

information sharing, optimize staff efficiency, and provide greater service to the community."

FINANCIAL STATEMENT

There is no financial impact associated with this item.

Prepared by:

A handwritten signature in black ink that reads "Lia Bushong". The signature is written in a cursive, flowing style.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None