



**LIBRARY COMMISSION
REGULAR MEETING AGENDA**

**Thursday, September 4, 2025
7:00 PM**

**City Council Chamber
200 Old Bernal Avenue
Pleasanton, CA 94566**

**Commissioner Wendy Kimsey
Teleconference Location:
919 Kruse Way, Springfield, OR 97477**

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

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.

1. Approve the meeting minutes of August 7, 2025

MEETING OPEN TO THE PUBLIC

2. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

3. Recommend City Council adopt a resolution approving a revised Collection Development Policy to comply with state requirements

4. Review and discuss the revised Pleasanton Public Library Program Plan for fiscal year 2025/26

COMMISSION REPORTS

5. Friends of the Library update
6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members

MATTERS INITIATED

FUTURE AGENDA ITEMS

- *FY 2025/26 and FY 2026/27 Library Budget Presentation*
- *Master Fee Schedule updates for library printing, scanning, and photocopying services*
- *Library Policies Review*

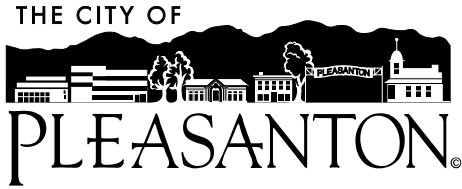
ADJOURNMENT

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

August 7, 2025 – 7:00 p.m.

CALL TO ORDER

Vice Chair Kimsey called to order the regular meeting of the Library Commission at 7:01 p.m. from the City Council Chamber located at 200 Old Bernal Ave., Pleasanton.

Commissioner Joshi led the Pledge of Allegiance.

ROLL CALL

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

AGENDA AMENDMENTS

None.

MEETING OPEN TO THE PUBLIC

1. Introductions/Awards/Recognitions/Presentations

None.

2. Public comment regarding items not listed on the agenda

Vice Chair Kimsey opened public comment. There being no speakers, Vice Chair Kimsey closed public comment.

CONSENT CALENDAR

3. Approve regular meeting minutes of June 5, 2025

MOTION: It was m/s by Stroud/Woodwell to approve the Consent Calendar.

The motion passed by the following vote:

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

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

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

Vice Chair Kimsey opened public comment.

There being no speakers, Vice Chair Kimsey closed public comment.

Commissioners provided comments.

MOTION: It was m/s by Stroud/Joshi to approve the recommendation with an update to Recommendation 2 to include the meeting room fees only and to not include the printing, scanning, and photocopying fees at this time.

The motion passed by the following vote:

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

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

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

Vice Chair Kimsey opened the item for public comment.

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

Commissioners provided comments.

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

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

Vice Chair Kimsey opened public comment.

There being no speakers, Vice Chair Kimsey closed public comment.

There were no comments from Commissioners.

MOTION: It was m/s by to Woodwell/Joshi approve the recommendation.

The motion passed by the following vote:

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

COMMISSION REPORTS

7. Friends of the Library Updates

Commissioner Woodwell provided a report.

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

None.

MATTERS INITIATED BY THE COMMISSION

MOTION: It was m/s by to Stroud/Emerson to add further clarification about the fees for printing, scanning, and photocopying to a future agenda.

The motion passed by the following vote:

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

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

There being no further business, Vice Chair Kimsey adjourned the meeting at 8:57 p.m.

**LIBRARY COMMISSION AGENDA
REPORT**

September 4, 2025
Library and Recreation

**TITLE: RECOMMEND CITY COUNCIL ADOPT A RESOLUTION APPROVING A
REVISED COLLECTION DEVELOPMENT POLICY TO COMPLY WITH STATE
REQUIREMENTS**

SUMMARY

Recent California legislation, the [California Freedom to Read Act \(AB 1825\)](#), requires all public libraries to maintain a written collection development policy that includes specific components.

To meet these requirements, staff has prepared a draft update to the Pleasanton Library's Collection Development Policy (Attachment 1). This update adds clarifying language to ensure compliance with state law but does not substantively change the policy's intent, practices, or application. No other changes are proposed at this time.

RECOMMENDATION

Recommend City Council adopt a resolution approving a revised Collection Development Policy (2023) to comply with AB 1825, the California Freedom to Read Act.

BACKGROUND

Assembly Bill 1825, known as the California Freedom to Read Act (Act), was signed into law in 2024 amid growing national concerns over efforts to restrict or remove access to library materials, particularly materials reflecting diverse perspectives and historically marginalized communities. Sponsored by Assemblymember Al Muratsuchi, the legislation affirms California's commitment to intellectual freedom, the right to access information, and protection from censorship in public libraries.

The Act added Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the California Education Code, where certain public library statutes are housed. While called the "Education Code," this section of state law governs not only school libraries, but also public libraries operated by cities, counties, districts, and joint powers authorities.

In addition to requiring collection development policies, the Act includes provisions that protect library staff from retaliation for carrying out their professional duties and prohibit discrimination or censorship in the selection, removal or accessibility of materials.

The requirements described in the Act are set to become effective by January 1, 2026.

DISCUSSION

The Act requires that every public library jurisdiction directly receiving state funding establish, adopt, and maintain a written and publicly accessible collection development policy by January 1, 2026, and submit it to the State Librarian.

Collection Development Policy Requirements for State Compliance

The Freedom to Read Act (AB 1825, Chapter 941, Stats. 2024; Cal. Educ. Code § 19802(a)(1)) outlines specific requirements that public libraries must meet in their collection development policies to ensure compliance:

“Every public library jurisdiction that directly receives any state funding, including, but not limited to, state funding pursuant to this part, shall establish, adopt, and maintain a written and publicly accessible collection development policy for its public libraries by January 1, 2026, and shall submit that collection development policy to the State Librarian. The State Librarian or their designee may provide technical assistance to public libraries in developing their collection development policy. The collection development policy, at a minimum, shall do all of the following:

- (A)** Establish a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library’s collection.
- (B)** Guide the selection and deselection of library materials.
- (C)** Acknowledge that the public library’s collection meets the broad and diverse interests of the community and respect both the library’s autonomy and their specific community needs.
- (D)** Establish that the public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- (E)** Acknowledge that library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- (F)** Acknowledge the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.”

Requirements that the Collection Development Policy Already Meets

A review of the Pleasanton Library Collection Development Policy confirmed that it already complies with:

1. The current Request for Reconsideration of Materials Form (Attachment 2) provides a process for patrons to raise concerns about specific materials, meeting requirement **(A)**
2. The current Collection Development Policy includes clear criteria guiding the selection and deselection of materials, as required under **(B)**, including:
 - Demonstrated community interest, need or demand
 - Quality, including accuracy, clarity and usability
 - Merit, awards or critical acclaim
 - Reputation of author and/or publisher
 - Contemporary significance or permanent value
 - Relevance to the experience and contributions of diverse populations
 - Extent to which the subject matter is already represented in the collection
 - Local history and interest
 - Budgetary and space considerations
 - Physical condition and usage data.

Requirements That Have Been Added to the Draft Collection Development Policy

To meet the additional statutory requirements **(C)** through **(F)**, the following acknowledgments have been added to the draft policy, as outlined in the California Freedom to Read Act Process and Checklist that was created to assist libraries with compliance (Attachment 3):

- (C)** “The public library’s collection meets the broad and diverse interests of the community and respects both the library’s autonomy and their specific community needs.”
- (D)** “The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.”
- (E)** “Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.”
- (F)** “The public has the right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.”

These additions ensure the Collection Development Policy fully aligns with the Freedom to Read Act requirements.

Next Steps

Because the Collection Development Policy updates are legally required, have been approved by the City Attorney, and do not substantively change the policy’s practices or application, staff recommends approval through City Council resolution, rather than using the full commission policy development process typically required for new or extensive policy updates.

If adopted by City Council, the revised policy would be submitted to the State Librarian by January 1, 2026.

EQUITY AND SUSTAINABILITY

The Collection Development Policy affirms the library’s commitment to providing free, equitable access to diverse materials.

OUTREACH

No outreach has been conducted in advance of this item.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:
ONE Pleasanton Citywide Strategic Plan

- Building a Community Where Everyone Belongs, Strategy 3 – Implement high-priority items from the Library and Recreation Strategic Plan.

FINANCIAL STATEMENT

There is no financial impact from the policy revisions.

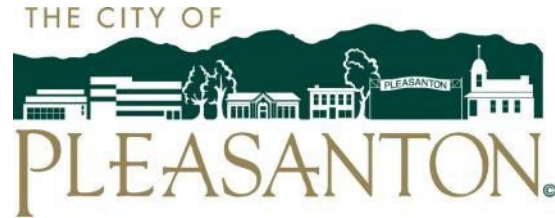
Submitted by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. Draft Collection Development Policy
2. Request for Reconsideration of Library Materials Form
3. California State Library Process Requirements



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*.

In accordance with the *California Freedom to Read Act (AB-1825)*, the Library acknowledges the following statements:

- The Library’s collection meets the broad and diverse interests of the community and respects both the Library’s autonomy and the specific needs of the City.
- The Library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- The Library’s materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- Members of the public have a right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

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.

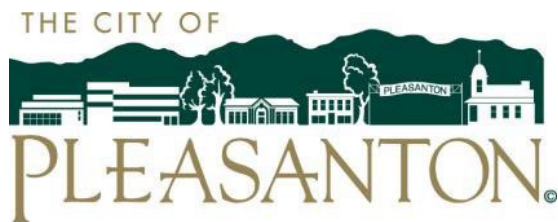
V. Reconsideration of Materials

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, **[Insert Date]**.

Adopted by the Pleasanton City Council, **[Insert Date]**.

DRAFT



Request for Reconsideration of Material Form

The Pleasanton Public Library has established a procedure for gathering input about a specific material. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a material, please return the completed form to the library.

Pleasanton Public Library | 400 Old Bernal Ave. Pleasanton, CA 94566

Date

Name

Address

City

State/Zip

Phone

Email

Do you represent self? Or an organization? Name of Organization _____

1. Material on which you are commenting:

Book (e-book)
 Movie

Magazine
 Audio Recording

Digital Resource
 Game

Newspaper
 Other

Title _____

Author _____

Have you examined the entire material? Yes No

2. What brought this material to your attention?

3. What concerns you about the material?

4. Are there material(s) you suggest providing for additional information and/or other viewpoints on this topic?

5. What action are you requesting the library consider?

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.

California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
 - The library posted their collection development policy on their public website.
 - The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
 - The policy guides the selection and deselection of materials.
 - The policy contains the following statements:
 - The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
 - The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
 - "Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole."
 - The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
 - a. Update the tracking spreadsheet to show that the library is fully compliant.
 - b. Notify the library that their policy is compliant.
3. If the policy does not meet the requirements on the checklist:
 - a. Return the policy to the library,
 - b. Indicate to the library what is missing,
 - c. Provide additional technical assistance as needed.

**LIBRARY COMMISSION AGENDA
REPORT**

September 4, 2025
Library and Recreation

**TITLE: REVIEW AND DISCUSS THE REVISED PLEASANTON PUBLIC LIBRARY
PROGRAM PLAN FOR FISCAL YEAR 2025/26**

SUMMARY

The Pleasanton Public Library Program Plan for Fiscal Year (FY) 2025/26 is presented for Commission review and input. The plan also provides background to support commissioners in their outreach and advocacy efforts in the community.

RECOMMENDATION

Review and discuss the revised Pleasanton Public Library Program Plan for FY 2025/26.

BACKGROUND

Section 2.34.020 of the Pleasanton Municipal Code states, “The duties of the Pleasanton Library Commission shall include the following: Seasonally, review the adopted library budget, program and service plans, and key performance indicators.”

Each year, the Library develops a program plan that outlines strategies for the fiscal year. Strategic planning ensures resources are efficiently allocated, goals are clearly defined, and community needs are met.

The Library Commission reviewed a draft of the FY 2025/26 Program Plan at its February 6, 2025 meeting. This revised version reflects adjustments following the City’s biannual budget approval.

DISCUSSION

The revised program plan prioritizes core services and community engagement through youth and family activities, cultural programming, storytimes, the Summer Reading Program, Adult Literacy and ESL, and outreach initiatives such as Zippy and Booklegger classroom visits. These programs are designed to connect and promote library collections and services.

Program planning for FY 2025/26 considers the Library’s new hours and facility space availability, staffing, community interests, and past program performance. Program schedules also align with the Pleasanton Unified School District calendar and account for events such as the biyearly Friends of the Library book sales.

Program adjustments reflect a scaled approach based on available resources. Compared to prior years, the plan reduces stand-alone youth and adult programs while maintaining core offerings such as storytimes, literacy and outreach.

To guide planning, staff reviewed program participation metrics for the past two fiscal years

(Table 1). These metrics not only highlight attendance trends by audience, helping refine offerings toward high-participation programs and flagging areas with limited demand, but are also aligned with the categories required for reporting in the California Public Libraries Survey, submitted annually to the California State Library (Attachment 1).

Table 1: Library Program Participation in FY 2023/24 and FY 2024/25

Audience	Programs/Attendance FY 2023/24	Programs/Attendance FY 2024/25
Children ages 0-5	76 Program Dates 3,814 Participants	94 Program Dates 7,111 Participants
Children ages 6-11	56 Program Dates 1,551 Participants	33 Program Dates 5,787 Participants
Teens ages 12-18	14 Program Dates 439 Participants	7 Program Dates 4,614 Participants
Adults ages 19+	40 Program Dates 425 Participants	44 Program Dates 2,776 Participants
All-age programs	62 Program Dates 7,774 Participants	71 Program Dates 6,125 Participants
TOTAL	248 Program Dates 14,003 Participants	249 Program Dates 24,413 Participants

Program participation data, combined with community feedback (Table 2), provides the foundation for this year’s program priorities.

Table 2: FY 2024/25 Survey Feedback Highlights

Survey Response Category	Community Interests/Feedback
Types of Programs	<ul style="list-style-type: none"> • Programs that provide an opportunity to meet and connect with people to share a love of books. • Programs focused on sustainability.
Unique Programming	<ul style="list-style-type: none"> • Programs that serve specific age groups. One respondent’s family travels from another county to attend Baby Storytime, one of only three in the area.
Program Format	<ul style="list-style-type: none"> • Consider program lengths. Respondents had differing responses on the programs being either too short or too long in length.

Advertising	<ul style="list-style-type: none"> • More advertising to the schools. Respondents indicated the library should send out a flyer and email to the surrounding schools to promote the summer reading program. • Web presence for specific programs. Respondents indicated that Zippy programs should have a website or calendar for community members to find events.
Program Facilities	<ul style="list-style-type: none"> • Facilities that fit the program. One respondent indicated that programs were fun, but certain offsite facilities, such as the theater, were awkward for certain types of programs.

Library Programs

Table 3 shows each of the program areas for the prior and upcoming years. Returning programs include children’s programs such as storytimes and Paws to Read; teen programs such as the After School Teen Zone, volunteer opportunities; adult programs such as adult literacy, ESL, and VA Mobile Outreach; cultural celebrations for families and the broader community; and outreach through Zippy and the Booklegger program.

Table 3: List of Library Programs for FY 2024//25 and FY 2025/26

Program Category	Audience Category	FY 2024/25 Frequency	FY 2024/25 Attendance	FY 2025/26 Frequency
Baby Storytime	0-5 Years	Weekly	3,082	Weekly
Toddler Storytime	0-5 Years	Weekly	3,892	Weekly
Family Storytime	0-5 Years	Weekly (Oct-Jun)	2,215	Weekly (Oct-Jun)
Sensory Storytime	0-5 Years	9x/Year	83	Monthly in Jan
Field Trips (Staff-Led)	6-11 Years	Monthly	350	<i>Not Offered (School-Led)</i>
Booklegger Visits	6-11 Years	Weekdays	5,000 est.	Weekdays
Paws to Read	6-11 Years	19x/Year	367	18x/Year
Children's Special Programs	6-11 Years	Monthly	1,611	Summer
Teen Special Programs	12-18 Years	Quarterly	395	<i>Not Offered</i>
Teen Zone	12-18 Years	Weekdays: 2 hours/day	4,392	Weekdays -1 hour/day
Teen Advocates	12-18	Summer	63	Summer

	Years			
Literacy/ESL Programs	19+ Years	Weekdays	2,201	Weekdays
Literacy/ESL Tutor Training	19+ Years	Bimonthly	108	Bimonthly
Adult Special Programs	19+ Years	3x/Year	191	<i>Not Offered</i>
Film Club for Adults	19+ Years	Monthly	133	<i>Not Offered</i>
Book Club for Adults	19+ Years	6x/Year	28	<i>Not Offered</i>
Veteran's Mobile Visits	19+ Years	Monthly	65	Monthly
Puzzle and Games	All Ages	8x/Year	66	<i>Not Offered</i>
Diwali Celebration	All Ages	Annually	250	Annually
Dia de Los Muertos	All Ages	Annually	200	Annually
Hispanic Heritage	All Ages	Annually	200	<i>Not Offered</i>
Native American Heritage	All Ages	Annually	90	Annually
Lunar New Year	All Ages	Annually	350	Annually
Black History Month	All Ages	Annually	60	Annually
Juneteenth	All Ages	Annually	80	<i>Not Offered</i>
AAPI Heritage Month	All Ages	Annually	500	Annually
Zippy Visits (May & June)	All Ages	Monthly	380 (2 visits)	Monthly

Next Steps

Community feedback highlighted the importance of more visible promotion of library programs. In response, staff is reviewing its marketing checklist to support earlier postings and streamlined communication. For FY 2025/26, outreach will emphasize stronger visibility through print, digital, and social media channels, expanded multilingual materials, and closer collaboration with schools. These efforts aim to reach wider audiences, provide timely event reminders, and promote needed services such as Adult Literacy and ESL tutoring.

The Pleasanton Library Program Plan will continue to evolve as programs are assessed against community input and strategic priorities. Sharing the plan with commissioners ensures staff can incorporate feedback in the process.

EQUITY AND SUSTAINABILITY

Library programs advance equity by providing free access to activities, celebrating diverse cultures, and extending services offsite through outreach.

OUTREACH

Library programs will be featured in the combined Library and Recreation Activities Guides for Spring/Summer 2026 and Fall/Winter 2026.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- 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.
 - Library and Recreation Strategic Plan
 - Goal A. Programs, Plans, and Services – Identify and enhance programming to encourage exploration, intellectual curiosity, and life literacies.

FINANCIAL STATEMENT

Program funding for Fiscal Year 2025/26 personnel costs is included in the Library divisional accounts.

The list below highlights dedicated non-personnel costs associated with programs.

- The Friends of the Pleasanton Library fund program supplies, performer fees, and reading program prizes. Friends of the Library donations of \$47,000 for FY 2025/26 are encumbered in matching library-reimbursable revenue and expense accounts #00152301-357491 and #00152301-433166.

Submitted by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. FY 23-24 California Public Libraries Survey

FY 23-24 California Public Libraries Survey

Section 1 Directory and Administrative Information

Directory Information (If position is not filled, enter "VACANT" in 1.6 and leave 1. 7 & 1.8 blank)

1.5	Courtesy Title	Ms.
1.6	Director First Name	Heidi
1.7	Director Middle Name	
1.8	Director Last Name	Murphy
1.9	Director Title	Director of Library and Recreation
1.10 - 1.17 CSL only. Contact CSL with changes		
1.10	Street Address	400 OLD BERNAL AVE.
1.11	City	PLEASANTON
1.12	Zip	94566
1.13	Zip +4	7012
1.14	Mailing Address	400 OLD BERNAL AVE.
1.15	Mailing City	PLEASANTON
1.16	Mailing Zip	94566
1.17	Mailing Zip +4	7012
1.18	Public Phone Number - Administration	(925) 931-3400
1.19	Reference Phone Number	(925) 931-3400
1.20	TDD for Deaf	
1.21	Library Director's direct phone number (for use by State Library only)	(925) 931-3406
1.22	Library Director's Email address	hmurphy@cityofpleasantonca.gov
1.23	Include email in directory distributed to CA library directors?	Yes
1.24	Make email available to professional library orgs?	Yes
1.25	Make email available to public?	Yes
1.26	Deputy Director Name	Lia Bushong
1.27	Deputy Director Email	lbushong@cityofpleasantonca.gov
1.28	Library's Public Email address or "Contact us" URL	info@pleasantonlibrary.zendesk.com
1.29	Library's Web Address	ityofpleasantonca.gov/your-community/pleas
1.30	Name of person completing this survey	Yu Tao
1.31	Phone # of person completing this survey	(925) 931-3410
1.32	Email address of person completing this survey	ytao@cityofpleasantonca.gov
1.33	(Optional) Share a success story about your library staff, programming, services, community, partnerships, facilities, or collections.	
1.34	Did anything occur that affected your data?	No

1.35 Please describe. (closure, new outlet, natural disaster, etc.)

Section 2 Population and Outlets

	CY	PY
2.1 Population of The Legal Service Area (CSL only)	75,960	76,459
2.2 Registered Users as of June 30	51,678	52,865
2.3 Children Borrowers	12,616	5,061
2.4 # of Central Libraries	1	1
2.5 # of Branch Libraries	0	0
2.6 # of Bookmobiles	0	0
2.7 Total # of Outlets (auto calculated)	1	1
2.8 # of other library outreach vehicles or structures	0	0
2.9 Number of kiosks	0	0
2.10 Total Square Footage (auto calculated in LibPAS from entries in outlets section)	30,000	30,000
2.11 Is this library jurisdiction designated by local government as a supporting department in emergency operations?	Yes	Yes
2.12 New bookmobile or branch to report?	No	
2.13 Description of new outlet. EMAIL LibraryStatistics@library.ca.gov as soon as possible so we can add to your form.		

Section 3 Library Income

	CY	PY
Operating Income		
3.1 Local Government (all sources)	\$5,564,599	\$5,205,348
3.2 State Funds (see definitions for examples)	\$124,255	\$109,000
3.3 Federal Funds (see definitions for examples)	\$0	\$0
3.4 All Other Operating Income	\$0	\$0
3.5 Total Operating Income (auto calculated)	\$5,688,854	\$5,314,348
Capital Income		
3.7 Local Government (taxes and allocations)	\$0	\$0
3.8 State Funds	\$0	\$0
3.9 Federal Funds	\$0	\$0
3.10 Other Income	\$0	\$0
3.11 Total Capital Outlay Income (auto calculated)	\$0	\$0

Section 4 Library Expenditures

Staff Expenditures		CY	PY
4.1	Salary & Wages Expenditures	\$2,109,485	\$2,315,129
4.2	Employee Benefits Expenditures	\$2,270,518	\$2,099,090
4.3	Total Staff Expenditures (auto calculated)	\$4,380,003	\$4,414,219
Collection Expenditures			
4.4	Print Materials Expenditures (except Serials)	\$261,066	\$269,382
4.5	Print Serial Subscription Expenditures	\$9,050	\$7,719
4.6	Total Print Materials Expenditures (auto calculated)	\$270,116	\$277,101
4.7	Electronic Materials Expenditures	\$313,611	\$282,197
4.8	Other Materials Expenditures	\$8,540	\$20,750
4.9	Total Collection Expenditures (auto calculated)	\$592,267	\$580,048
Other Expenditures			
4.10	All Other Operating Expenditures	\$331,838	\$2,740,047
4.11	Total Operating Expenditures (auto calculated)	\$5,304,108	\$7,734,314
Capital Expenditures			
4.12	Total Capital Expenditures	\$0	\$0

Section 5 Library Staff

Counting Heads		CY	PY
5.1	Total number of full time employees (count heads, use library definition of "full time")	28.00	19.00
5.2	Total number of part time employees (count heads, use library definition of "part time")	27.00	29.00
5.3	Total number of persons employed, include all full and part time employees (autocalculated)	55.00	48.00
5.4	Total number of volunteers (count heads)	361	561
5.5	Total hours volunteered in the reporting year	14,807.00	12,806.00
Full-time Equivalent Calculations: Refer to instructions for guidance calculating FTE			
5.6	Total FTE for Librarians with an MLIS degree	12.00	
5.7	Total FTE for Librarians without an MLIS degree	1.00	
5.8	Total FTE for all other paid staff	15.00	
5.9	Total FTE for all staff	28.00	
Salary Survey (administered every three years)		Beginning Salary	Final Salary
5.10	Library Director		
5.11	Assistant Director		
5.12	Chief of Division		
5.13	Clerk		
5.14	Information Technology Specialist		
5.15	Librarian I		
5.16	Librarian II		
5.17	Librarian III		
5.18	Library Assistance		
5.19	Manager		

Section 6 Library Collection

Print Materials and Physical Items		CY	PY
6.1	Books Children Held as of June 30	96,473	90,921
6.2	Books Young Adult Held as of June 30	7,912	4,869
6.3	Total Print Materials Held	161,379	151,567
6.4	Languages in print material collection (check all that apply)	Chinese,Hindi,Korean,Spanish	
6.5	# of Physical Audio Materials	3,049	7,569
6.6	# of Physical Video Materials	8,538	11,283
6.7a	Do you loan internet enabled devices?	Yes	Yes
6.7b	How many devices available for check-out and use outside the library?	70	96
6.8a	Do you lend hot spots?	Yes	Yes
6.8b	How many hot spots available for check-out and use outside the library?	20	27
6.9	All other Physical Items (do not include hotspots and devices)	113	26
6.10	Total Physical Items (auto-calculated)	173,169	170,568
6.11	(Optional) Current Print Serial Subscriptions	78	83
Electronic Materials available to patrons			
eBooks			
6.12	eBooks available purchased by your library?	Yes	
6.13	eBooks available purchased by consortium/collective?	Yes	
6.14	eBooks available purchased by the State Library? (pre-filled)	No	
eSerials			
6.15	eSerials available purchased by your library?	Yes	
6.16	eSerials available purchased by a consortium/collective?	No	
6.17	eSerials available purchased by the State Library?	No	
eAudios			
6.18	eAudios available purchased by your library?	Yes	
6.19	eAudios available purchased by a consortium/collective?	Yes	
6.20	eAudios available purchased by the State Library? (pre-filled)	No	
eVideos			
6.21	eVideos available purchased by your library?	Yes	
6.22	eVideos available purchased by a consortium/collective?	No	
6.23	eVideos available purchased by the State Library?	No	
Research Databases			
6.24	Research Databases available purchased by your library?	Yes	
6.25	Research Databases available purchased by a consortium/collective?	No	
6.26	Research Databases available purchased by the State Library?	Yes	
Learning Platforms			
6.27	Learning Platforms available purchased by your library?	Yes	
6.28	Learning Platforms available purchased by a consortium/collective?	No	
6.29	Learning Platforms available purchased by the State Library?	Yes	

Section 7 Library Services

	CY	PY
Hours Open, All Outlets (automatically sums entries in branch and bookmobile section)	3,093	2,826
7.1		
7.2 Library Visits	380,037	290,145
7.3 Reporting method for visits	Annual Count	
7.4 Reference Transactions	32,526	35,851
7.5 Reference transactions reporting method	Annual Estimate Based on Typical Week(s)	

Circulation

	CY	PY
Late fines		
7.6 Do you charge any patrons late fines for physical materials?	No	No
7.7 Charge per day for Adults	\$0.00	\$0.00
7.8 For Young Adults	\$0.00	\$0.00
7.9 For Children	\$0.00	\$0.00

Circulation of Physical Materials

7.10 Total Physical Item Circulation (include ALL physical items, including hotspots, library of things)	884,953	801,846
7.11 Circulation of Children's Materials (subset of total)	667,192	588,547
7.12 Circulation of Non English Materials (subset of total)	22,523	13,557
7.13 Circulation of internet-enabled devices (laptops, Chrombooks, etc)	1,031	370
7.14 Circulation of hotspots	216	95
7.15 Circulation of all other Physical Items (Library of things. Exclude hotspots, laptops, books, physical audio, physical video)	552	145
7.16 Do you offer automatic renewals for physical items?	Yes	
7.17 ILL Loans to others	4,332	4,148
7.18 ILL Loans received from others	7,040	4,898

Electronic Content Use

7.19 eBook Circulation	782,532	
7.20 eSerial Circulation	1,771	
7.21 eAudio Circulation	766,128	
7.22 eVideo Circulation	15,004	

Circulation Totals

7.23 Total eMaterial Circulation (auto calculated)	1,565,435	
7.24 Total Circulation of Materials (7.10 + 7.23)	2,450,388	969,429

Live Programming-Include ALL library programs, onsite and offsite, including summer & literacy

	CY	PY
Early learning: Ages 0-5		
7.25a # of Live, In-person Children's Programs for Ages 0-5	76	56
7.25b # of Live, Virtual Children's Programs for Ages 0-5	0	0
7.26a Attendance at Live, In-person Children's Programs for Ages 0-5	3,814	2,547
7.26b Attendance at Live, Virtual Children's Programs for Ages 0-5	0	0

Children's programs: Ages 6-11		CY	PY
7.27a	# of Live, In-person programs for Children ages 6-11	48	46
7.27b	# of Live, Virtual programs for Children ages 6-11	9	23
7.28a	Attendance at Live, In-person programs for Children ages 6-11	1,433	1,612
7.28b	Attendance at Live, Virtual programs for Children ages 6-11	142	508
Young Adult Programs			
7.29a	# of Live, In-person Young Adult Programs for Ages 12-18	48	45
7.29b	# of Live, Virtual Young Adult Programs for Ages 12-18	0	3
7.30a	Attendance at Live, In-person Young Adult Programs for Ages 12-18	4,546	907
7.30b	Attendance at Live, Virtual Young Adult Programs for Ages 12-18	0	258
Adult Programs			
7.31a	# of Live, In-person Adult Programs for Ages 19+	27	16
7.31b	# of Live, Virtual Adult Programs for Ages 19+	14	32
7.32a	Attendance at Live, In-person Adult Programs for Ages 19+	363	262
7.32b	Attendance at Live, Virtual Adult Programs for Ages 19+	62	237
General Interest Programs			
7.33a	# of Live, In-person Programs for all ages	60	30
7.33b	# of Live, Virtual Programs for all ages	0	0
7.34a	Attendance at Live, In-person Programs for all ages	6,039	2,484
7.34b	Attendance at Live, Virtual Programs for all ages	0	0
Off-site programming count This is a sub set of all programming. Include live, offsite programs, NOT virtual programs			
7.35a	Of the above live, in-person programs, how many were offsite?	30	62
7.35b	Attendance at all offsite programs	1,977	3,200
Recorded Programming			
7.36a	# recordings of program content	0	0
7.36b	# views/listens of recorded program content	0	0
Self-directed Activities			
7.37	# of self-directed activities	2	10
7.38	# of participants	1,500	131
7.39	Describe activities (narrative) Solar eclipse glasses giveaway		

Electronic Services		CY	PY
7.40	CIPA Compliant?	Yes	Yes
7.41	Annual Uses of Public Internet Computers	26,000	26,000
7.42	Reporting Method for Uses of Computers	imate Based on Typic	imate Based on Typic
7.43	Virtual Visits to the library website	346,633	474,819
7.44	Wireless Sessions Per Year	41,157	33,374
7.45	Reporting Method for Wifi Sessions	Annual Count	Annual Count
7.46	# of Internet Terminals (auto calculated from entries in Outlets sections)	39	39
7.47	ILS System (choose from dropdown or enter other)		
	Polaris (Innovative)		

Section 8 Referenda

Leave blank if no referendum occurred during the report year. Do not report referenda from prior years.

- 8.1 Referendum Election Date _____
- 8.2 Referendum Local Agency _____
- 8.3 Referendum Funding Purpose _____
- 8.4 Referendum Type of Tax _____
- 8.5 Referendum Percentage of Yes Votes _____
- 8.6 Referendum Vote Required _____
- 8.7 Referendum Vote Outcome _____
- 8.8 Referendum Notes _____

FY 23-24 California Public Libraries Survey

2.3, Children Borrowers

2.3: Ages 0-13; prev. year was counted incorrectly--2024-09-13

4.10, All Other Operating Expenditures

Custodial and electricity bills.--2024-10-30

5.1, Total number of full time employees (count heads, use library definition of "full time")

The head count for this year includes the director, assistant director, two office staff members, and management analyst.--2024-10-30

6.1, Books - Children - Held as of June 30

6.1: Probable error in reporting last year--2024-10-31

6.2, Books - Young Adult - Held as of June 30

6.2: Probable error in reporting last year--2024-10-31

7.4, Reference Questions

7.4: 470 (March) + 781 (June) = 1,251 x 26 weeks = 32,526--2024-09-07

7.15, Circulation of all other Physical Items (library of things. Do not include books, video, audio, hotspots, or laptops.)

7.15: Increased material count--2024-09-13

7.19, eBook Circulation

7.19: 217 (Ebsco) + 12 + (Enki) + ? (Libby) + ? (Hoopla)--2024-09-07

7.20, eSerial Circulation

7.20: 1,771 (Flipster)--2024-09-07

7.21, eAudio Circulation

7.21: ? (Hoopla) + ? (Libby)--2024-09-10

7.22, eVideo Circulation

7.22: 10,224 (Kanopy) + ? (Hoopla)--2024-09-10

Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

10.1	FSCSKey	CA0206
10.2	State assigned identification number	M930
10.3	Library Code	M930.001
10.4	Short Name	Pleasanton
10.5	Legal Name	PLEASANTON PUBLIC LIBRARY
10.6	Physical Street Address	400 OLD BERNAL AVE.
10.7	City	PLEASANTON
10.8	Zip Code	94566
10.9	Zip+4 Code	7012
10.10	Mailing Street Address	400 OLD BERNAL AVE.
10.11	Mailing City	PLEASANTON
10.12	Mailing Zip Code	94566
10.13	Mailing Zip +4	7012
10.14	County	Alameda

Contact information

10.15	Phone	(925) 931-3400
10.16	Outlet Type Code	Central
10.17	Facility Owned By	City
10.18	Established Scheduled Hours for Public Service?	Yes
10.19	At least one paid staff works at facility?	Yes
10.20	Separate Quarters?	Yes

Hours

10.21	Days typically open per week	7	7
10.22	Hours open in typical week	62.00	62.00
10.23	Total hours branch was actually open during reporting year	3,093	2,826
10.24	Weeks outlet was actually open during reporting year	50	46

Counts

10.25	Staff FTE		21.00
10.26	Population Served		76,689
10.27	Reader Seats	224	224
10.28	Volumes Held	174,843	151,567
10.29	Circulation	884,953	801,846
10.30	Total outlet operating expenditure	\$5,304,108	\$7,734,314

Facility Information

10.31	Year Built	1988
10.32	Year opened	11/1988
10.33	Year remodeled	2020
10.34	Adequacy of Facility	4
10.35	Estimated cost of deferred maintenance	
10.36	Rate the accuracy of this estimate (ballpark vs calculated)	Informed/Calculated estimate
10.37	Facility Upgrade Needs	Replace
10.38	Estimated cost of this improvement	\$500,000
10.39	Rate the accuracy of this estimate (ballpark vs calculated)	Ballpark figure
10.40	Gross square ft.	30,000
10.41	LEED Certification	No

Emergency Services

10.42	In emergency situations, does this branch provide any of the following to the community?	Cooling center,Power/recharging for devices
10.43	Does this building have a back-up generator?	No

Collection

10.44	Does this building have a seed library?	Yes
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Electronic Services

10.45	Number of Internet Terminals for use by public	39	39
10.46	Internet connection speed	1 Gbps (Gigabits per second)	
10.47	Need more bandwidth?	No	
10.48	Increase in speed in the next five years?	Yes	

Internet

10.49	Age of cabling (in years)	More than 10	
10.50	More than half of cabling older than five years?	Yes	
10.51	More than half of cabling older than three years?	Yes	
10.52	Name of internet provider (e.g. AT&T)	Comcast	

Internet Service

10.53	Type of internet connection (choose from dropdown)	Cable	
10.54	When current contract for Internet service expires		
10.55	Rate reliability of current Internet service (choose from dropdown)	Very reliable	
10.56	Connected to Internet via CENIC/CalREN/State Library Broadband program? Y/N	Yes	

Wifi network

10.57	Is Wifi available to patrons?	True	
10.58	Available 24/7?	Yes	
10.59a	Hours available, start time		
10.59b	Hours available, end time		
10.60	Maximum users at one time	no maximum	

Holdings, Circulation & Expenditures

10.22	Do you charge borrowers for late returns of print materials?		
10.23	Charge per day per item for Adults?		
10.24	Charge per day per item for Teens?		
10.25	Charge per day per item for Children?		

Legislative Districts

10.63	State Senate		
10.64	State Assembly	SD 05	
10.65	U.S. House	AD 16	
		CD 14	