



LIBRARY COMMISSION REGULAR MEETING AGENDA

Thursday, December 4, 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.
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CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MEETING OPEN TO THE PUBLIC

1. Introductions/Awards/Recognitions/Presentations
 - Summer Reading Program 2025
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 meeting minutes of September 4, 2025
4. Review and approve the Library Commission meeting schedule for calendar year 2026

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

5. Recommend City Council approve the Library Commission's workplan priorities for Fiscal Years 2025/26 and 2026/27
6. Select Commission Chairperson and Vice Chairperson for 2026

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

- *Policy Review*
- *Budget Presentation*
- *Library Program Plan*
- *Commission Outreach*
- *Collection Development Policy*
- *Printing, Scanning and Photocopying Updates*

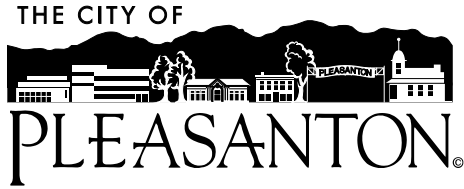
ADJOURNMENT

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

September 4, 2025 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the regular meeting of the Library Commission at 7:00 p.m. from the City Council Chamber located at 200 Old Bernal Ave., Pleasanton.

Commissioner Sabatini led the Pledge of Allegiance.

ROLL CALL

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

AGENDA AMENDMENTS

None.

CONSENT CALENDAR

1. Approve regular meeting minutes of August 7, 2025

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

The motion passed by the following vote:

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

MEETING OPEN TO THE PUBLIC

2. Public comment regarding items not listed on the agenda

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

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

Presentation by Lia Bushong, Assistant Director of Library and Recreation.

MOTION: It was m/s by Emerson/Stroud to recommend City Council adopt a resolution approving a revised Collection Development Policy to comply with state requirements.

The motion passed by the following vote:

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

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

Presented by Lia Bushong, Assistant Director of Library and Recreation.

COMMISSION REPORTS

5. Friends of the Library Updates

Commissioner Woodwell provided a report.

6. 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 Emerson/Joshi to add the Collection Development Policy as a future agenda item.

The motion passed by the following vote:

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

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 Policy Review

ADJOURNMENT

There being no further business, Chair Sabatini adjourned the meeting at 8:21 p.m.

**LIBRARY COMMISSION AGENDA
REPORT**

December 4, 2025
Library and Recreation

**TITLE: REVIEW AND APPROVE THE LIBRARY COMMISSION MEETING SCHEDULE
FOR CALENDAR YEAR 2026**

SUMMARY

As stated in Section 2.34.080 of the Pleasanton Municipal Code, “Regular meetings shall be held at least six times per year on the second Thursday of each month at a place set by the commission. The commission may approve an alternate meeting date.” It is recommended that the commission set the meeting schedule and location for calendar year 2026.

RECOMMENDATION

Review and approve the Library Commission meeting schedule for calendar year 2026.

BACKGROUND

As stated in Section 2.34.080 of the Pleasanton Municipal Code: “Regular meetings shall be held at least six times per year on the first Thursday of each month at a place set by the commission. The commission may approve an alternate meeting date.”

DISCUSSION

Staff recommends the following meeting schedule, location and times:

Location: City Council Chamber, 200 Old Bernal Ave.

Time: 7:00 pm

Dates:

- February 5, 2026
- April 2, 2026
- June 4, 2026
- August 6, 2026
- October 1, 2026
- December 3, 2026

Commissioners may modify the proposed schedule. A vote is necessary on this item.

EQUITY AND SUSTAINABILITY

Not applicable, as this is a matter of routine City business.

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this is a matter of routine City business.

FINANCIAL STATEMENT

No direct financial impacts are associated with this item.

Prepared by:

A handwritten signature in black ink, appearing to read "Lia Bushong". The signature is written in a cursive, flowing style.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None

**LIBRARY COMMISSION AGENDA
REPORT**

December 4, 2025
Library and Recreation

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

SUMMARY

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

RECOMMENDATION

Recommend City Council approve the Library Commission's workplan priorities for Fiscal Years (FY) 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 approved the following workplan priorities for 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.

All of these items have been completed by the commission.

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:

- 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:

- Funding Our Future Strategies 1, 2, 4, 5, and 6
- Investing in Our Environment Strategy 1
- Building a Community Where Everyone Belongs Strategies 1 and 3.

Commission Duties

Additionally, Library Commission workplan items should focus attention on those areas stated in the City’s Municipal Code Section 2.34.020 to be within the duties of the commission.

The duties of the Library Commission shall include the following:

1. Develop a commission workplan to be provided to 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
2. Review and recommend policies to the city council related to library services
3. Seasonally, review the adopted library budget, program and service plans, and key performance indicators
4. Advise the city council on capital projects related to library facilities
5. As community leaders, receive library related feedback from the community
6. Act as an advocate for library and cultural programs, services and facilities within the community
7. Serve as liaison between the city and other library-related entities including, but not limited to local municipalities, local nonprofits, Alameda County, state, and national agencies.

DISCUSSION

The Library Commission has established initial priorities for the FY 2025/26–2026/27 workplan. Staff recommends building on these priorities by incorporating additional items that further align with the Commission’s duties and the ONE Pleasanton Strategic Plan.

Existing Goals

1. Library Policy Updates
(Commission Duty 2 / ONE Pleasanton Strategic Plan Goal: Building a Community

Where Everyone Belongs, Strategy 3)

This item includes reviewing existing library policies, prioritizing updates, and developing new policies for Council consideration. The oldest policies requiring review include the Donations Policy, Display Policy, and Bulletin Board Policy.

2. Commissioner Outreach
(Commission Duty 5, 6 / ONE Pleasanton Strategic Plan Goal: Building a Community Where Everyone Belongs, Strategy 3)

This item includes developing standardized presentation materials for commissioners to use at community meetings and continuing commissioner participation in outreach at library and community events.

Additional Proposed Goals

3. Library Budget Impacts Update
(Commission Duty 3 / ONE Pleasanton Strategic Plan Goals: Funding Our Future and Building a Community Where Everyone Belongs)

This item will provide commissioners with an informational overview of program and service impacts for FY 2025/26 and 2026/27.

4. Library Programming
(Commission Duty 3 / ONE Pleasanton Strategic Plan Goal: Building a Community Where Everyone Belongs, Strategy 3)

This item includes an overview of existing library programming, followed by opportunities for commissioners to provide input, feedback, and ideas for future programming.

5. Community Engagement and Volunteer Programs
(Commission Duty 3 / ONE Pleasanton Strategic Plan Goals: Funding Our Future, Strategy 1; Investing in Our Environment, Strategy 7; and Building a Community Where Everyone Belongs, Strategy 3)

This item includes an overview of volunteer programs within the library, such as the Volunteer Shelving Program, and invites commissioner feedback on potential expansions and opportunities for deeper community engagement

Annual/Ongoing Items

Two of the four original goals, the Library and Recreation Annual Report and Library Informational Reports, are considered ongoing or annual items.

1. Library and Recreation Annual Report
2. Library Informational Reports

Informational items and updates on library services will be brought forward by staff as needed. Commissioners may also request informational items to be added to a future agenda, as the commission receives library-related feedback from the community.

EQUITY AND SUSTAINABILITY

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

OUTREACH

This item was discussed at the August 7, 2025, Library Commission meeting.

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

When individual items from the workplan come before the commission, financial impacts related to that item will be included in each report. There is no financial impact related to the overall workplan.

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

**LIBRARY COMMISSION AGENDA
REPORT**

December 4, 2025
Library and Recreation

TITLE: SELECT COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2026

SUMMARY

Annually, the Library Commission selects a Chairperson and Vice Chairperson to facilitate meetings.

RECOMMENDATION

Select Commission Chairperson and Vice Chairperson for 2026

BACKGROUND

Per the [City of Pleasanton Commissioner's Handbook](#), Section III – City Commissions – Appointment of Officers, commissioners shall meet in regular session and elect a Chairperson and Vice Chairperson. The election shall be held by a majority vote of the Commission in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two consecutive full terms as Chairperson of the Commission.

DISCUSSION

Commissioners should be prepared to nominate and select a Chairperson and Vice Chairperson for the calendar year 2026.

All Commission members are eligible for the Chairperson and Vice Chairperson roles.

Commissioners may nominate themselves or others for the positions, and the selections are made by a majority vote of the Commission.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is a routine matter of City business

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this item is a routine matter of City business.

FINANCIAL STATEMENT

No direct fiscal impact is associated with this item.

Prepared by:

A handwritten signature in black ink, appearing to read "Lia Bushong". The signature is fluid and cursive, with the first name "Lia" and last name "Bushong" clearly distinguishable.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None