



LIBRARY COMMISSION REGULAR MEETING AGENDA

Thursday, February 5, 2026
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

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 meeting minutes of December 4, 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. Prioritize library policies for revision and development in Fiscal Years 2025/26 and 2026/27
4. Provide input and direction on the Library Commission outreach presentation

COMMISSION REPORTS

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

MATTERS INITIATED

FUTURE AGENDA ITEMS

- *Budget Impacts*
- *Grants and Donations*
- *Library Program Plan*
- *Collection Development Plan*
- *Volunteer Programs*
- *Printing, Scanning and Photocopying*

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 MINUTES

Thursday, December 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 Woodwell led the Pledge of Allegiance.

ROLL CALL

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

AGENDA AMENDMENTS

None.

MEETING OPEN TO THE PUBLIC

1. Introductions/Awards/Recognitions/Presentations

Presentation on Summer Reading Program 2025 by Lia Bushong, Assistant Director of Library and Recreation.

2. Public comment regarding items not listed on the agenda

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

CONSENT CALENDAR

3. Approve meeting minutes of September 4, 2025

Recommendation: Approve meeting minutes of September 4, 2025.

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

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

MOTION: It was m/s by Stroud/Woodwell to approve the consent calendar as recommended. Motion passed by the following vote:

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

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

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

MOTION: It was m/s by Emerson/Joshi to recommend City Council approve the Library Commission's workplan priorities for Fiscal Years 2025/26 and 2026/27.

Motion passed by the following vote:

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

6. Select Commission Chairperson and Vice Chairperson for 2026

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

MOTION 6A: It was m/s by Kimsey/Woodwell to select Commission Stroud as Chairperson for 2026. Motion passed by the following vote:

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

MOTION 6B: It was m/s by Joshi/Stroud to select Commissioner Joshi as Vice Chairperson for 2026. Motion passed by the following vote:

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

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

None.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

Chair Sabatini adjourned the meeting at 8:14 p.m.

**LIBRARY COMMISSION AGENDA
REPORT**

February 5, 2026
Library and Recreation

**TITLE: PRIORITIZE LIBRARY POLICIES FOR REVISION AND DEVELOPMENT IN
FISCAL YEARS 2025/26 AND 2026/27**

SUMMARY

One of the duties of the Library Commission is to provide recommendations to the City Council regarding Pleasanton Library policies. Commissioners work with staff to review and develop policies that are relevant to the community, accurate, up to date, and aligned with City and departmental values. On January 20, 2026, the City Council approved a commission-recommended workplan for Fiscal Years (FY) 2025/26 and 2026/27, with the goal of reviewing, updating, and developing library policies.

A list of library policies is provided for review and discussion to support the commission’s prioritization of policy work. Commission prioritization of policy work informs workplan timelines and establishes a planning schedule that supports a manageable workload for commissioners and staff.

RECOMMENDATION

Prioritize library policies for revision and development in FY 2025/26 and 2026/27.

BACKGROUND

Regular policy review helps ensure that the library provides consistent and equitable services, remains compliant with applicable laws and grant requirements, and affirms its commitment to the library’s mission, vision, and values.

Since 2023, the Library Commission’s policy work has resulted in updates to several outdated library policies and forms, as well as the adoption of new policies, including the [Public Access to the Internet Policy](#), [Collection Development Policy](#), [Inclusiveness in Materials Statement](#), [Materials Recovery Policy](#), and [Library Privacy Policy](#).

These updates respond to technological changes, align with current legal requirements, clarify the library’s approach to collection development, and reflect updates to the City’s Master Fee Schedule.

DISCUSSION

Table 1 provides an overview of the Pleasanton Public Library’s existing policies, including the dates of adoption, approval authority, and recommended review cycles. Pleasanton’s library policies do not generally have published review timelines; however, a best practice among public libraries is to review policies at least every five years, or sooner when laws, technology, or services change.

Table 1:

Library Policy	Adopted	Approving Body*	Recommended Action
<i>Animals in the Library (Code of Conduct)</i>	2022	City / Administrative	Review every five years or as laws change
<i>Bulletin Board Policy</i>	2010	City / Administrative	Needs review for legal changes
<i>Code of Conduct</i>	2025	City / Administrative	Review every five years or as laws change
Collection Development Policy	2025	Commission / Council	Review every five years or with service changes
Donations Policy	2004	Commission / Council	Needs review: Alignment with Collection Development Policy; donation usage
<i>Exhibit Space Policy</i>	2010	City / Administrative	Needs review for legal changes
Inclusiveness in Materials Statement	2023	Commission / Council	Review every five years or with service changes
Materials Recovery Policy	2025	Commission / Council	Review every five years or with service changes
Privacy Policy	2025	Commission / Council	Needs review for additions: City AI policy, Recent state guidance on handling law enforcement requests
Public Access to the Internet Policy	2023	Commission / Council	Review every five years or with technology changes
Registration of Borrowers Policy	1999	Commission / Council	Needs review: May contain outdated information
<i>Volunteer Program Policy</i>	2004	City / Administrative	Needs review for legal changes; Part of departmental Strategic Plan

** Administrative policies are developed by staff and approved by the City Manager, as they relate to City business on legal and personnel matters. Staff will evaluate these policies for currency and relevance and will make revisions as appropriate.*

Potential Policies for Revision

Based on prior Library Commission Policy Subcommittee discussions, the following Commission- and Council-approved policies may benefit from review for currency and clarity:

- [Donations Policy](#) (2004)
- [Registration of Borrowers Policy](#) (1999)

- [Privacy Policy](#) (2025).

Potential New Policies and Statements

Public libraries in California commonly maintain additional policies or statements that support transparency, equity, and consistency in service delivery. Policies or statements used by other libraries that could be considered for future commission discussion include, but are not limited to:

- Programming and Outreach – addressing library programming and outreach methodology, equity, neutrality, scheduling and partnerships
- Language Access or Multilingual Services – outlining access to services and information for patrons with limited English proficiency.

Commissioners are encouraged to suggest additional concepts for future policy or statement development.

EQUITY AND SUSTAINABILITY

Clear policies remove barriers to understanding library resources and foster trust and inclusiveness with community members, making the library a welcoming and inclusive space for all.

OUTREACH

No outreach has been conducted in advance of this item.

STRATEGIC PLAN ALIGNMENT

This recommendation aligns with the ONE Pleasanton Strategic Plan Goal, Building a Community Where Everyone Belongs: Foster community engagement and conduct effective planning to promote a livable and economically vibrant community.

FINANCIAL STATEMENT

There is no financial impact from this item.

Prepared by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None

**LIBRARY COMMISSION AGENDA
REPORT**

February 5, 2026
Library and Recreation

**TITLE: PROVIDE INPUT AND DIRECTION ON THE LIBRARY COMMISSION
OUTREACH PRESENTATION**

SUMMARY

The Pleasanton Public Library Commission presentation has been a shared tool for outreach at community meetings, partner gatherings, and public events. The Library Commission’s adopted workplan includes a goal focused on community outreach and engagement. At this meeting, Commissioners will review a prior commission presentation to provide input and ideas that will inform the development of an updated outreach presentation reflecting the modern public library and its role and impact in the community.

RECOMMENDATION

Provide input and direction on the Library Commission outreach presentation.

BACKGROUND

Among the duties of the Library Commission is supporting outreach and advocacy related to library programs, services, and community impact.

In 2017, the Library Commission voted to make outreach an annual goal, and an outreach presentation was created to support consistent messaging during community presentations. Following the creation of the integrated Library and Recreation Department, the presentation was revised and finalized in 2019 (Attachment 1). That version highlighted library services and programs, aligned them with the library’s mission, *“Start your journey here. Discover, connect, share”*, and incorporated library user perspectives. Commissioners used the presentation when engaging with community groups and organizations throughout Pleasanton.

Outreach efforts were paused during the COVID-19 pandemic as commission work shifted focus. At the January 4, 2024 meeting, the commission identified partnerships with businesses, schools, cultural organizations, and faith communities as outreach priorities. Development of an updated outreach presentation was temporarily paused to support Citywide outreach efforts. The commission has prioritized resuming the outreach presentations to local organizations as a workplan goal for Fiscal Years (FY) 2025/26 and 2026/27.

DISCUSSION

In developing the Library Commission Outreach Presentation for 2026, commissioners are encouraged to consider the library’s current services and programs, as well as effective ways to communicate the library’s value to the community. Commissioners are invited to review the prior 2019 presentation and offer input on content, focus areas, audiences, and format to guide development of an updated outreach presentation.

To inform this discussion, commissioners are being provided with recent public library publications that highlight libraries' impact on communities. Resources such as the American Library Association's [State of America's Libraries](#) report (2024) and the [Urban Libraries Council Library Impacts](#) report provide national context on library usage trends and community impact. These reports offer ideas for themes, data points, and messaging that could resonate with community audiences in an outreach presentation.

Next Steps

Following commission discussion and feedback, Library staff will take commission direction and design an updated outreach presentation using City templates and will return to the commission in April with a draft for review and discussion.

EQUITY AND SUSTAINABILITY

The library's outreach and communication efforts are guided by principles of equity, privacy, and sustainability. Sustainable outreach practices support long-term community engagement by building trust, strengthening relationships, and ensuring services remain accessible and responsive to evolving community needs.

OUTREACH

No outreach has been done in advance of this item. The presentation developed from this item will be used by commissioners for future outreach.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan - Building a Community Where Everyone Belongs - 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.

FINANCIAL STATEMENT

There is no financial impact associated with this item.

Prepared by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. Library Commission Outreach PowerPoint Presentation (2019)



City of Pleasanton Public Library

Library Services Overview (2019)

Start your journey here:

Discover,
Connect,
Share.

DISCOVER

Pleasanton Public Library

Start your journey here: **Discover**, **Connect**, **Share**.

Using one or more of the words **Discover**, **Connect**, **Share**, please tell us what you love best about the library:

I discover new/different worlds when I read the books offered by the library. I enjoy reading non-fiction books that inform me about people/places I'd otherwise never know about

Name: Calla Li

Your Library



>587,000

Visitors



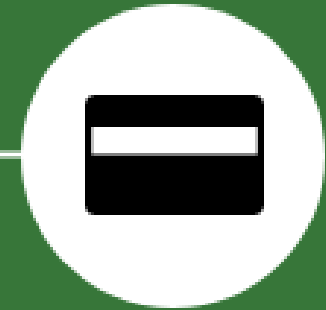
1.1 million

Items Borrowed



514

Programs
Offered



43,500

Library Card
Holders

Your Library



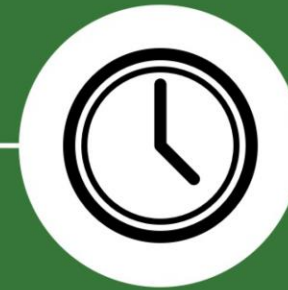
550,000

Downloadable
Items



200,000

Items for Loan
in the Library



62 hours

Open per
Week

What's New at Your Library

- Collaboration Spaces
- Pop-up Programs
- Technology
- Auto Renewals
- Texting
- No Fines
- LINK +



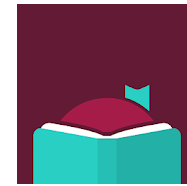
What's New at Your Library Continued

- Laptop Lending Kiosk
- Computers and Wireless Printers
- Free Wireless Internet Access
- Virtual Media
- Virtual Reality
- Robots



Media and Digital Collections

- Digital Magazines
- Digital movies, music, eBooks and eAudiobooks
- Foreign language learning service
- Newspapers in multiple languages
- Independent and international movies



CONNECT

“We just wanted to let you know how impressed we were with your story time leader at the Pleasanton Library. I was with my daughter and my two-year-old twin grandchildren and loved everything about him. He was very expressive, patient, and super outgoing. He is definitely an asset to the Pleasanton Library. We cannot wait to attend his session again next Monday. Please let him know how beyond happy we are with him.”

*Grandparent at “**Preschool Story Time**”,
March 2019*



“I am a father that asked to stay with my son throughout the [Paws to Read] program as he has a condition called “selective mutism” due to anxiety...for my son, this is the first time in his life he is able to read in a new environment, a full story book from the first page till the end. To put that in contrast, he has spoken zero words so far in school during kindergarten and 1st grade. Again, really appreciate the program, your accommodation today and we are super happy for his progress.”

*Father of a “Paws to Read” student,
October 2019*





“I love to read and so enjoy meeting once a month with a library staffer and my fellow seniors to discover what books they recommend. The representative helps us keep abreast of what is new in the library community. Her enthusiasm and knowledge is so appreciated.”

*Pleasanton Senior at “**Books and Coffee**”,
October 2019*



SHARE

Your Library Celebrates and Shares In Our Community Diversity

- English Literacy Programs
- Cultural Awareness Programs
- Embracing Volunteers of All Ages and Ethnicities
- IGNITE – All Age Annual Community Event



“Years after attending classes at Pleasanton Library, I have actually realized my listening comprehension becoming better than before. It has been easier for me to listen to American news on both TV and radio stations. I am making progress in communicating with people in English. My reading skills have improved, too. This progress means a lot to me. I am happy about it because I want to fully fit in the American society where as a citizen, I have lived for more than two decades...Thank you, Pleasanton Library!”

***“Pleasanton Reads” Literacy Student,
July 2019***











Over 825 Volunteers Donated More than 22,000 Hours of Service to the Library

Start your journey here:

Discover,

Connect,

Share.

How Will You Use Your Library?

1. Visit Your Library With Your Family and Get a Library Card
2. Try a Digital Library Service: Online Book, Magazine, or Movie
3. Check out a Book, Audio Book, Video or CD
4. Explore Volunteer Opportunities