



## LIBRARY COMMISSION SPECIAL MEETING AGENDA

Thursday, March 5, 2026  
7:00 PM

City Council Chamber  
200 Old Bernal Avenue  
Pleasanton, CA 94566

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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 February 5, 2026
2. Approve policy prioritization from the regular commission meeting on February 5, 2026

#### **MEETING OPEN TO THE PUBLIC**

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

#### **MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION**

4. Review and provide feedback on the proposed changes to the Library Commission as defined in the Pleasanton Municipal Code (PMC) Chapter 2.34
5. Recommend the City Council adopt a resolution updating the Master Fee

Schedule, Section I, D. Pleasanton Public Library Fine and Fee Schedule

6. Discuss ad-hoc subcommittee topics and assignments for the 2026 calendar year

## **MATTERS INITIATED**

### **COMMISSIONER REPORTS**

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

## **ADJOURNMENT**

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### **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.

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## LIBRARY COMMISSION MINUTES

Thursday, February 5, 2026  
7:00 p.m.

### CALL TO ORDER

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

### AGENDA AMENDMENTS

None.

### CONSENT CALENDAR

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

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

1. Approve meeting minutes of December 4, 2025

Recommendation: Approve meeting minutes of December 4, 2025.

### MEETING OPEN TO THE PUBLIC

2. Public comment regarding items not listed on the agenda

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

## **MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION**

3. Prioritize library policies for revision and development in Fiscal Years 2025/26 and 2026/27

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

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

4. Provide input and direction on the Library Commission outreach presentation

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

## **COMMISSION REPORTS**

5. Friends of the Library Updates

None.

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 Kimsey/Joshi to bring the outreach presentation back for review as a future agenda item. Motion passed by the following vote:

Ayes: Commissioners Emerson, Joshi, Kimsey, Sabatini, Chair Stroud

Noes: None

Absent: Commissioners Chen, Woodwell

## **FUTURE AGENDA ITEMS**

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

## **ADJOURNMENT**

Chair Stroud adjourned the meeting at 8:17 p.m.

**LIBRARY COMMISSION AGENDA  
REPORT**

March 5, 2026  
Library and Recreation

**TITLE: APPROVE POLICY PRIORITIZATION FROM THE REGULAR COMMISSION  
MEETING ON FEBRUARY 5, 2026**

**SUMMARY**

At its regular meeting on February 5, 2026, the Library Commission selected priorities for policy review and development in Fiscal Year (FY) 2025/26 and FY 2026/27. This item was developed at the commission's request to formally approve a prioritized list, and is provided as a supplement to the February 5, 2026 meeting minutes.

**RECOMMENDATION**

Approve policy prioritization from the regular commission meeting on February 5, 2026.

**BACKGROUND**

At the February 5, 2026 regular meeting, the Library Commission discussed and selected priorities for the review and development of library policies as part of their FY 2025/26 and FY 2026/27 workplan priorities. Because the item was not agendaized for action, the commission requested that staff provide the prioritized policy list at a subsequent meeting for approval and to provide a record of the commission discussion.

**DISCUSSION**

This item formalizes the commission's selection of policy priorities as a supplement to the February 5, 2026 meeting minutes.

Library policies prioritized by the commission, in order of highest to lowest priority:

1. Registration of Borrowers Policy
2. Privacy Policy
3. Collection Development Policy and Request for Material Reconsideration Form
4. Donations Policy
5. Programming and Outreach Policy
6. Materials Recovery Policy
7. Language Access / Multilingual Services Policy.

**EQUITY AND SUSTAINABILITY**

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

**OUTREACH**

No outreach has been done in advance of this item.

## **STRATEGIC PLAN ALIGNMENT**

This recommendation advances the following Citywide goals and strategies:

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 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**

March 5, 2026  
Library and Recreation

**TITLE: REVIEW AND PROVIDE FEEDBACK ON THE PROPOSED CHANGES TO THE LIBRARY COMMISSION AS DEFINED IN THE PLEASANTON MUNICIPAL CODE (PMC) CHAPTER 2.34**

**SUMMARY**

The City Council Ad-hoc Subcommittee has requested Library Commissioner feedback on proposed changes to the existing Library Commission duties.

**RECOMMENDATION**

Review and provide feedback on the proposed changes to the Library Commission as defined in the [PMC Chapter 2.34](#).

**BACKGROUND**

As part of the budget reduction implemented in Fiscal Year 2025/2026, the City Council created an Ad-Hoc Subcommittee to review the commission structure for improved efficiencies and enhanced impact.

**DISCUSSION**

CURRENT DUTIES:

- Develop a commission workplan to be provided to City Council for consideration during the budget process
- Review and recommend policies to the City Council related to library services
- Seasonally review the adopted library budget, program and service plans, and key performance indicators
- Advise the City Council on capital projects related to library facilities
- As community leaders, receive library-related feedback from the community
- Act as an advocate for library and cultural programs, services, and facilities within the community
- Serve as liaison between the city and other library-related entities including local municipalities, nonprofits, and county, state, and national agencies.

PROPOSED DUTIES:

The function of the Library Commission shall be to serve in an advisory capacity to the City Council regarding City policies within its scope of expertise—specifically on library programs, services, and policies that meet the needs of the community.

With the prior approval of, and/or at the direction of, the City Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy

issues affecting the library.

The Commission shall promote the services of the library in the community by:

- Becoming familiar with the library's services and with applicable local and state library laws
- Speaking to service clubs, business associations, school groups, and other organizations about the library's programs and services
- Sending representatives, when appropriate, to other bodies or commissions.

The Commission shall perform other duties as assigned by the City Council.

### FEEDBACK QUESTIONS:

1. Clarity/Scope: Does the proposed duty language provide clear direction about the commission's role and responsibilities? Do the proposed duties adequately capture the important work of the Library Commission? Is anything missing, or should anything be added?
2. Community Advocacy: Do the proposed duties adequately reflect the commission's role in community advocacy and outreach?
3. General Feedback: Please share any additional thoughts, concerns, or suggestions regarding the proposed duty changes.
4. Does the commission feel that modifying the meeting frequency to "at least quarterly, and as needed for City business" would meet the needs of the commission? The commission could form ad-hoc committees to focus on work projects between meetings and bring back reports to the full commission.

### **EQUITY AND SUSTAINABILITY**

Not applicable, as this item is an administrative matter of City business.

### **OUTREACH**

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

### **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 are no immediate costs associated with this item.

Prepared by:

Heidi M. Murphy

Heidi Murphy, Director of Library and Recreation

Attachments:

None

**LIBRARY COMMISSION AGENDA  
REPORT**

March 5, 2026  
Library and Recreation

**TITLE: RECOMMEND THE CITY COUNCIL ADOPT A RESOLUTION UPDATING THE  
MASTER FEE SCHEDULE, SECTION I, D. PLEASANTON PUBLIC LIBRARY  
FINE AND FEE SCHEDULE**

**SUMMARY**

California cities impose fees for providing services and activities through provisions of the State Constitution. Agencies are allowed to set fees at rates providing fair and reasonable recovery of costs incurred in providing the services, minimizing or eliminating the use of general tax revenues. City user fees and service charges are based on a variety of criteria, including the change in the Consumer Price Index, fee studies, and the full cost of providing the service. This ensures the fee levels are at or below the costs for providing the services.

**RECOMMENDATION**

Recommend the City Council adopt a resolution updating the Master Fee Schedule, Section I, D. Pleasanton Public Library Fine and Fee Schedule.

**BACKGROUND**

The City of Pleasanton periodically reviews and updates the Master Fee Schedule (MFS) to ensure fees remain fair, reasonable, and aligned with the cost of providing services. Section I, D. Pleasanton Public Library Fine and Fee Schedule includes charges for lost and damaged library materials, collection agency fees for past-due and lost materials, and, most recently, rental fees for use of the Library Meeting Room for community meetings and events.

The MFS has been updated several times in recent years. On October 5, 2024, the Library Commission recommended updates to Section D, Library Fine and Fee Schedule, to align with print management software that did not allow for photocopying fees. On February 4, 2025, the City Council adopted a resolution updating the MFS. On August 7, 2025, the Library Commission recommended that City Council adopt a resolution updating the City's Master Fee Schedule, Section D, Pleasanton Public Library Fine and Fee Schedule, to include fees for printing, photocopying, scanning, faxing, and meeting room rentals at the Library. City Council subsequently adopted that resolution on September 16, 2025.

The proposed update continues this ongoing effort to ensure that the MFS accurately reflects the services provided and the associated costs.

**DISCUSSION**

At the Pleasanton Public Library, miscellaneous fees related to equipment, amenities, and rental agreement provisions are currently incorporated into library rentals but are not fully reflected in the MFS. As library meeting room rentals have commenced, with one successful event to date and additional inquiries and calendar holds in process, staff has identified the

need to formalize and update these miscellaneous fees to better align with current practices, improve transparency, and support responsible cost recovery.

Staff recommends adding miscellaneous fees related to meeting room rentals to the MFS, Section I, D. Pleasanton Public Library Fine and Fee Schedule (Attachment 1). The proposed add-on equipment and rental cancellation fees are outlined in Tables 1 and 2 below:

**Table 1: Equipment Rental Fees**

<b>Facility Rental Add On</b>	
Projector	\$75
PA System/Microphone(s)	\$30

**Table 2: Meeting Room Rental Cancellation Fees**

<b>Meeting Room Rental Cancellation Fees</b>	
Cancellation 10 to 30 days prior to the scheduled date	50% of the rental fee
Cancellation less than 10 days prior to the scheduled date	100% of the rental fee

Equipment fees reflect the use of City-owned technical assets, including projection and audiovisual sound equipment and microphones. The facility cancellation fee helps offset administrative and staffing costs incurred during the booking process and reduces the impact of late cancellations on facility scheduling and availability.

Throughout public libraries, approaches to rental equipment and service fees vary: some facilities bundle these costs into broader rental offerings, while others itemize charges based on use. The Pleasanton Public Library, like other City facilities, uses an itemized fee structure, allowing renters to select only the services and equipment needed for their event and providing transparency into associated costs.

The proposed miscellaneous fee updates are intended to formalize existing practices, clarify expectations for renters, and ensure fees more accurately reflect the level of service provided, while maintaining reasonable access to City facilities.

**EQUITY AND SUSTAINABILITY**

Generating revenue and ensuring the City’s fiscal sustainability enable the City to continue providing programs and services that benefit all residents.

**OUTREACH**

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

**STRATEGIC PLAN ALIGNMENT**

This action advances the following Citywide goals and strategies:

## ONE Pleasanton Citywide Strategic Plan

- Funding Our Future, Strategy 1 - Develop a long-term strategy for funding operations and maintenance needs to ensure reliability of community-owned facilities and infrastructure and continuity of City services.
- 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.

### **FINANCIAL STATEMENT**

There are no immediate costs 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:

1. Proposed Master Fee Schedule

## Exhibit A

### CITY OF PLEASANTON MASTER FEE SCHEDULE

#### I. GENERAL & ADMINISTRATIVE FEES

##### D. Pleasanton Public Library Fine and Fee Schedule

Processing Fee for Lost or Damaged Materials- in addition to item cost	\$5
Collection Agency fee	\$10
LINK+ Items - Items sourced from Library Partners	\$1
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:

	<b>Renter Group Category</b>	<b>Maximum General Fund Subsidy</b>
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.

<b>Facility Use Fee</b>	
The 2% fee is applied to all library meeting room rentals.	2%
<b>Facility Rental Add On</b>	
<b>Projector</b>	<b>\$75</b>
<b>PA System/Microphone(s)</b>	<b>\$30</b>

<b>Meeting Room Rental Cancellation Fees</b>	
Cancellation 10 to 30 days prior to the scheduled date	50% of the rental fee
Cancellation less than 10 days prior to the scheduled date	100% of the rental fee

LIBRARY COMMISSION AGENDA  
REPORT

March 5, 2026  
Library and Recreation

**TITLE: DISCUSS AD-HOC SUBCOMMITTEE TOPICS AND ASSIGNMENTS FOR THE 2026 CALENDAR YEAR**

**SUMMARY**

City commissions may use ad-hoc subcommittees to support short-term, focused work on specific topics aligned with their duties and workplan priorities. Ad-hoc subcommittees are formed for a defined purpose and for the duration of a distinct project or task, rather than as standing subcommittees. This item is brought forward for discussion and consideration of potential topics and assignments for ad-hoc subcommittees.

**RECOMMENDATION**

Discuss ad-hoc subcommittee topics and assignments for the 2026 calendar year.

**BACKGROUND**

Subcommittees and ad-hoc subcommittees are used in City commissions to support focused work on specific topics. The City's [Commissioner's Handbook, 2025](#), states, "The chairperson shall appoint commissioners as needed to serve on subcommittees and ad hoc committees." In addition to advancing the commission's work, participation in subcommittee assignments allows commissioners to develop working relationships with other commissioners and to engage in deeper roles in library services to the community.

In 2023, staff identified subcommittees aligned with the Library and Recreation Strategic Plan goals, and the Chairperson appointed commissioners to serve on these subcommittees. At that time, commissioners served on three subcommittees: the Policy Subcommittee, the Outreach Subcommittee, and the joint Library, Civic Arts, and Teen Poet Laureate Selection Subcommittee.

In 2024, the commission approved shifting policy and outreach work to the full commission and pausing the standing Outreach and Policy Subcommittees. This approach broadened participation and improved efficiency by integrating this work into regular commission meetings. Ad-hoc subcommittees continued, and in 2024, a Library Commission representative was selected to serve with other City commissioners on the Public Art Selection Subcommittee (PASS) to support the evaluation and potential acquisition of a new public artwork, *The Wonderful Wizard of Oz*, for placement at the Pleasanton Public Library.

In 2024/2025, the Library and Civic Arts commissions each selected representatives to serve on the Teen Poet Laureate Ad-Hoc Subcommittee, with findings informing commission recommendations in February 2025.

At the February 5, 2026 Library Commission meeting, commissioners asked staff what type of ad-hoc subcommittees might be most supportive of upcoming workplan priorities. In response,

this report identifies potential concepts for commission discussion and consideration related to policy development, outreach, and volunteer and community engagement planning.

## **DISCUSSION**

In consideration of the commission's [FY 2025/26 and FY 2026/27 workplan priorities](#) approved by City Council, staff recommends the following subcommittee concepts as a starting point for the commission discussion.

- **Collection Development Policy Ad-Hoc Subcommittee**  
Need: To review the Collection Development Policy and the associated Request for Materials Reconsideration Form, research practices from other agencies, and report recommendations back to the commission.
- **Outreach Materials Ad-Hoc Subcommittee**  
Need: To develop a toolkit of presentations and resources to support commissioners in outreach to community organizations and to report back to the Commission.
- **Library Program and Outreach Policy Ad-Hoc Subcommittee**  
Need: Develop a preliminary framework for a new policy for library programming and outreach by researching practices from other agencies, and report back to the commission.
- **Community Engagement and Volunteer Programs Ad-Hoc Subcommittee**  
Need: Develop ideas for program expansion and community engagement through research of other libraries, and report back to the commission.

All commissioners are eligible to serve on ad-hoc subcommittees. Due to quorum limitations, no more than three commissioners may serve on any one subcommittee, as four or more commissioners would subject the subcommittee to the Brown Act requirements. Commissioners may meet independently of City staff at a time and location of their choosing. If a meeting room at a City facility is requested, commission members should coordinate with the staff liaison in advance to reserve space.

Ad-hoc subcommittees will report out during the "Commission Reports" portion of regular commission meetings, and the commissioner may make motions for future agenda items related to the committee's findings and recommendations.

## **EQUITY AND SUSTAINABILITY**

Subcommittee members offer diverse perspectives on matters related to library services.

## **OUTREACH**

No outreach has been done in advance of this item.

## **STRATEGIC PLAN ALIGNMENT**

This action advances the following Citywide goal and strategy:

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.

**FINANCIAL STATEMENT**

There is no financial impact 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