

**LIBRARY COMMISSION
MEETING AGENDA
*AMENDED***

**Thursday, March 7, 2024
7:00 P.M.**

**City Council Chamber
200 Old Bernal Avenue**

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

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

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of February 1, 2024.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

4. Discussion – Funding Pleasanton's Future
5. Review and Provide Comments on the Proposed Updates to the Library Commission Duties
6. Review and Discuss the "Library of Things" Collections at the Pleasanton Library
7. Receive the March 2024 Pleasanton Public Library Events Calendar

COMMISSION REPORTS

8. Friends of the Library, Sharon Murphy
9. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

MATTERS INITIATED BY THE COMMISSION

FUTURE AGENDA ITEMS

Library Privacy Policy
Summer Reading Program 2024
Library Program Plan for FY2024/25
Mobile Outreach Vehicle
Library Outreach

ADJOURNMENT

Next Meeting: Thursday, April 4th at 7:00 p.m.

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 are available for public inspection at the Library and Recreation Department, 400 Old Bernal Avenue, Pleasanton.

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, please contact the Library and Recreation Department at 400 Old Bernal Avenue, Pleasanton, CA 94566 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.

Library Commission Regular Meeting Minutes

February 1, 2024 – 7:00 p.m.

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Emerson, Murphy, Dhillon, Kimsey, Chair Sabatini
Absent: Commissioner Rai

AGENDA AMENDMENTS

None from staff.

MINUTES

1. Approve regular meeting minutes of January 4, 2024.

MOTION: It was m/s by Emerson/Dhillon to approve the special meeting minutes of January 4, 2024

The motion passed by the following vote:

Ayes: Chair Sabatini, Commissioners Emerson, Murphy, Dhillon, Kimsey

Noes: None

Absent: Commissioner Rai

MEETING OPEN TO THE PUBLIC

2. Introductions / Awards / Recognitions / Presentations

Lia Bushong, Assistant Director of Library and Recreation, provided a presentation on Spring Library Programs.

3. Public comment from the audience 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

4. Receive the February 2024 Pleasanton Library Events Calendar

Recommendation: Receive the February 2024 Pleasanton Library Events Calendar.

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

5. Discuss and Prioritize Library Privacy Policy Development

Recommendation: Discuss and Prioritize Library Privacy Policy Development

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

MOTION: It was m/s by Dhillon/Kimsey to approve prioritization of Library Privacy Policy development.

The motion passed by the following vote:

Ayes: Chair Sabatini, Commissioners Emerson, Murphy, Dhillon, Kimsey
Noes: None
Absent: Commissioner Rai

MATTERS INITIATED BY THE COMMISSION

Commissioner Kimsey requested to add a future agenda item on commission outreach and advocacy to encourage use of the library.

ADJOURNMENT

There being no further business, Chair Sabatini adjourned the meeting at 8:10 p.m.

March 7, 2024
Item 4

TITLE: DISCUSSION – FUNDING PLEASANTON’S FUTURE

SUMMARY

Since early 2023, staff has been analyzing options for new revenue sources to address fiscal deficits and support ongoing City services and programs. Staff is now engaging in conversations with various stakeholders and community groups to inform that process. The goal is to provide broad community input to the City Council toward assessing revenue measure feasibility, working together to build a secure financial future for Pleasanton, and maintaining a high quality of life for all residents.

BACKGROUND

At its March 21, 2023, meeting, the City Council directed staff to place an item on a future agenda to discuss revenue options, including but not limited to a potential ballot measure for upcoming elections. In August 2023, the City Council directed staff to assess revenue measure feasibility, including developing a communication plan to share information and receive feedback from the community regarding Pleasanton's needs.

DISCUSSION

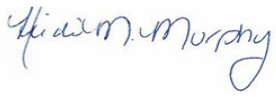
The City has a longstanding history of prudent, responsible fiscal performance, and Pleasanton’s current two-year budget is balanced. Since the COVID-19 pandemic, revenue sources have been limited and fixed - property tax has seen modest growth, sales tax is flat, and hotel tax has not rebounded. At the same time, expenses continue to grow, with cost drivers that include inflation, increased pension liability and insurance costs, new police and fire agreements, expansion into new service areas over time, infrastructure maintenance and replacement, and unfunded requirements to meet State regulations.

The recent community survey and citywide strategic plan indicate that residents' top priorities include fiscal sustainability, public safety and fire protection, infrastructure and water quality, emergency response, keeping city buildings in good condition, and programs for youth and seniors.

NEXT STEPS

Staff is engaging in community conversations to understand community needs and evaluate possible solutions, including potential revenue measures, to maintain a balanced budget and continue to deliver the same level of services that Pleasanton residents expect.

Submitted by:

A handwritten signature in blue ink that reads "Heidi Murphy". The signature is written in a cursive style with a large, stylized 'H' and 'M'.

Heidi Murphy
Director of Library and Recreation

March 7, 2023
Item 5

**TITLE: REVIEW AND PROVIDE COMMENTS ON PROPOSED UPDATES TO THE
LIBRARY COMMISSION DUTIES**

SUMMARY

Evaluation of the City's Commission and Committee structure is included in the FY 2023/24 - FY 2027/28 ONE Pleasanton Strategic Plan goal of *Optimizing Our Organization* as part of a strategy to evaluate and enhance community engagement opportunities. In order to better align with the City's organizational structure, streamline opportunities for community input and engagement, and increase efficiency for the commission and committee members as well as supporting staff members, the City Council voted to create an ad-hoc subcommittee to discuss commission and committee restructure and bring recommendations forward for consideration.

At the February 20, 2024 City Council meeting, the City Council voted to modify the number of meetings for and the number of commissioners on the Library Commission. City Council also asked that staff recommend updates to commission duties to improve clarity and foster enhanced engagement and purpose.

RECOMMENDATION

Review and provide direction on proposed updates to Library Commission duties.

BACKGROUND

Section 2.34.020 of Pleasanton's municipal code outlines the duties of the Library Commission.

Duties.

A.

The commission shall be responsible for advising the city council on matters related to the Pleasanton library and library services in general.

B.

The duties of the Pleasanton library commission shall include the following:

1. Make recommendations to the city council and the Pleasanton library board of trustees regarding policies, services and operating and capital budgets for the Pleasanton library.
2. Recommend rules, regulations and services necessary for the administration of the Pleasanton library.
3. Assist with the planning of library services.

4. Promote the use and support of library services within the community, including working in cooperation with citizen and business groups, foundations, charitable trusts, school districts, and governmental agencies.
 5. Recommend rules and regulations regarding the use of the Pleasanton library building.
 6. Recommend acceptance or rejection of proposed donations to the Pleasanton library.
- (Ord. 1819 § 1, 2001)

Many of the duties outlined in the existing code are overly vague. This lack of clarity leads to confusion regarding what is staff work, what is commission work, and what is the work of City Council.

DISCUSSION

In order to align duties throughout the commissions, staff liaisons from the Parks and Recreation, Human Services, Civic Arts and Library Commissions reviewed the duties of all commissions. The proposed duties for your review and comment provide for alignment in scope and purview for the four commissions, while allowing for subject-matter specificity on each commission.

Below are the proposed Library Commission duties:

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. Review and advise city staff on seasonal program and service plans related to the library needs of the community and provide feedback on the evaluation metrics at workplan's completion.
4. Advise the City Council on capital projects related to library facilities.
5. As community leaders, solicit library related feedback from the community.
6. Act as an advocate for library related programs, services and facilities within the community.
7. Serve as liaison between the city and public and private businesses and institutions; local, regional, state and national agencies; and private and public foundations, associations, and corporations.

Commission Workplan

To ensure that commissions and committees are working in concert with the City Council toward identified community goals, each commission and committee will submit

a workplan to the City Council. In coordination with the staff liaison, these workplans should advance the ONE Pleasanton strategic plan goals and strategies and would be developed concurrently with the City's 2-year budget process and then be submitted to the City Council. Given how the implementation of the workplan progresses, it may be updated concurrently with the mid-term budget process. This annual workplan process would be incorporated into the enacting legislation for each commission and committee and would be memorialized in the Commissioners Handbook on its next revision.

Library-Related Policy Recommendation to City Council

As subject-matter experts related to the Pleasanton Library, the commissioners offer valuable advice to City Council on policies related to library services. Reviewing, updating, identifying areas for new, and opportunities to sunset outdated library policies is an essential role of the commission.

Review and Advise City Staff on Seasonal Program and Service Plans

As liaisons to the broader community, Library Commissioners bring valuable community insight to advise staff on library programs and services that meet the needs and interests of our diverse community. This is done both through reviewing the program and service plans on the front end and also by reviewing the evaluation metrics on the back end to improve future program and service planning.

Advise the City Council on Capital Projects Related to Library Facilities

As both liaisons to the broader community and subject-matter experts on the Pleasanton Library, commission insight on future capital projects related to libraries is essential. Hopefully, at some point in the future, an additional or larger library will be considered in the community. However, this input on capital projects would also apply to major upgrades or renovations to the existing library.

Solicit Community Feedback

As liaisons between the staff, City Council and the community, Library Commissioners are in a unique place to hear from the community. In this role, commissioners would seek the input of community members as related to library programs and services and share that information back to staff to assist in continual improvement efforts.

Act as an Advocate for Library Related Programs, Services and Facilities within the Community

In this role, commissioners would serve to champion the library within the community by sharing information about programs, services, and hours of operation. This could happen on a large scale through outreach at events, or on a smaller scale through word of mouth in social groups or through social media.

Serve as Liaison to Outside Agencies

In this role, commissioners could connect with our local Friends of the Library organization, the California State Library, Pacific Library Partnership, and many other state, regional and local organizations to expand learning opportunities and networks for commissioners within the library field.

EQUITY AND SUSTAINABILITY

This action does not have an equity or sustainability component.

OUTREACH

In order to gain feedback from commissioners ahead of City Council review and adoption, staff is bringing this item to the Library Commission for review.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- *Optimizing Our Organization*, Strategy 4 - Evaluate the organization's structure of community engagement opportunities (such as commissions and committees, and citizens' academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community.

FISCAL IMPACT

There is no financial impact associated with this item.

Submitted by:

A handwritten signature in black ink, appearing to read "Lia Bushong", enclosed within a thin black rectangular border.

Lia Bushong

Assistant Director of Library and Recreation

March 7, 2023
Item 6

TITLE: REVIEW AND DISCUSS “LIBRARY OF THINGS” COLLECTIONS AT THE PLEASANTON LIBRARY

SUMMARY

Pleasanton Library offers a special collection of library materials that are checked out and used by the community, which include laptops and technology, cookware, memory kits, planting seeds and park passes. The collections are being used by community members and continue to grow each year. This report provides an overview of the collection, its value and usage, along with community feedback.

RECOMMENDATION

Review and discuss “Library of Things” collections at the Pleasanton Library.

BACKGROUND

The Commission chair and vice chair requested a report on the “Library of Things” to promote community awareness of the collections.

DISCUSSION

Pleasanton Library implemented its first “Library of Things” collection with a Seed Library in 2015, a Lending Laptop Kiosk in 2016, and Kill-a-Watt meters in 2017. In recent years, the Library’s holdings have grown to include 12 distinct collections at the Pleasanton Library, with 419 items total, with a total collection value of over \$39,000 and total usage of over 2,500 checkouts. Annual circulation increases over time as more items are added to the collection each year.

Collection Name	Year Added	# of Items	Total Collection Cost	Total Collection Usage
Backpacks (April 2024)	2024	5	State Grant	N/A
Bakeware	2023	21	\$732	52
California State Park Passes	2022	70	State Grant	359
Computer Peripherals: (Chargers/Headphones/ Mouses/Cords)	N/A	23	~ \$500 (Cost estimate)	306
Laptops: (Chromebooks/Windows)	2021	58	\$28,390	441

Collection Name	Year Added	# of Items	Total Collection Cost	Total Collection Usage
Hotspots	2021	27	The library bought 20 for \$5,000 Friends donated \$3,340 for annual costs ARPA Grant funded 7 items	379
Induction Cooktops/ Induction Cookware	2021	5	\$520 EBCE Grant provided partial funding	73
Kill a Watt Meters	2017	5	Private donation	25
Record Players	2023	1	\$60	6
CD Players	2023	1	\$90	4
Memory Kits	2024	25	\$6,149	9
Seed Packets	2015	~100 (Item # estimate)	Livermore Amador Garden Society donates seeds Friends donate envelopes	N/A
TOTAL		~341	~\$44,781	1654

Collection Marketing and Promotion

Library of Things collections have been marketed through in-house promotions using fliers, signage, and staff promotion at the service desks. The collections have been featured on the new library webpages and items have been cataloged with unique subject headings so they can be searched in the Bibliocommons library catalog.

Collection Usage and Impact

Library of Things collections are used by a diverse range of ages and interests. Staff have collected feedback from participants who used the items in the past year:

- Positive interaction with the very first user of the Star Wars cakelet pan (before and after checkout): Staff shared that the patron was excited to use the pan and they discussed types of batter that might work best, and whether clean-up would be onerous. When she returned, she shared her process and reported that her family loved the cakelets. She used a strawberry cake recipe and found that the cleaning was pretty easy (though she did have to use a Q-tip on R2's grooves and Yoda's ears).
- Feedback from a user of the Holiday Bakeware Collection: "My daughter and I had so much fun with the Grinch cake pan. It was so festive, and we can't wait to see what the next ones will be for the next holiday."

- Comments on Induction Cookware: A patron shared with staff that checking out an induction cooktop helped her to decide to purchase an induction range for her kitchen.
- Daily interactions with teens and adults during charger/headphones checkouts at the Info desk: These interactions help staff build connections and relationships with teens and adults who use the library.

Collection Development

New Library of Things collections are introduced each year, using the selection criteria for materials outlined in its *Collection Development Policy* (Attachment 1), which are as follows:

- 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.

Library of Things Collections in FY 2024/25

For FY 2024/25 purchasing, staff have identified the following new collections based on community interest, the need for representation in the collection, funding, and available storage spaces. Staff will identify grant funding where possible to enhance these collections, as many grants support collections that tie in with programs that help to enhance and promote the collections in the community. Staff also welcome commission and community input for future collections, such as:

1. Bike repair kits
2. Citizen Science kits
3. Video games.

EQUITY AND SUSTAINABILITY

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

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 2)

- 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 (Attachment 3)
 - Goal A - Programs, Plans, and Services
Deliver exceptional programs and services that meet the needs and interests of the community. Staff select materials that meet the perceived needs and interests of our community.
 - Goal B - Community Engagement, Customer Service and Communication. Deliver quality customer service and foster effective communication and engagement with the community to encourage participation in city-sponsored activities and events. Programs like Memory Café are designed to work in tandem with Memory Kits and foster communication and engagement.

FINANCIAL STATEMENT

Funding for the Library of Things in the amount of \$1,500 is budgeted in the FY 2023/24 Library divisional budget account #00152301-440104.

Submitted by:



Lia Bushong
Assistant Director of Library and Recreation

Attachments:

1. [Library Collection Development Policy](#) (online)
2. [Citywide Strategic Plan](#) (online)
3. [Library and Recreation Strategic Plan](#) (online)



Item 7



Pleasanton Public Library

March 2024

SUNDAY

MONDAY

TUESDAY

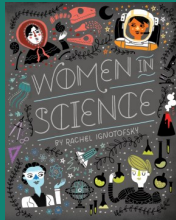
WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

- Library Closed
- Special Event
- Special Event



March is Women's History Month

"Women in Science"
by Rachel Ignatofsky

1	2 S.T.E.A.M. Saturdays 11 a.m. - Register online!
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3	4	5	6 Baby Storytime 11 a.m. Family Storytime 7 p.m.	7 Toddler Storytime 11 a.m.	8	9 Film Club 3 p.m. - Register online!
10 Sensory Storytime @ 10 a.m. To register, email libraryprograms@cityofpleasantonca.gov Memory Café 3 p.m.	11	12 "Cruising Down Memory Lane: Stories of Pleasanton in the 1950s" 1 p.m.	13 Baby Storytime 11 a.m. Literacy Tutor Training 5 p.m. - Register online!	14 Toddler Storytime 11 a.m.	15	16
17 	18	19 Lawyer in the Library - Register online!	20	21 Friends of the Library Book Sale 2 p.m. - 7 p.m.	22 Friends of the Library Book Sale 10 a.m. - 4 p.m.	23 Friends of the Library Book Sale 10 a.m. - 4 p.m. Virtual Book Club 2 p.m. - Register online!
24 Friends of the Library Book Sale 11 a.m. - 3 p.m.	25 VA Mobile Visit 10 a.m. - 1 p.m.	26	27	28	29	30 Wonderland Tea Party @ 1 p.m. - Register online!
31 Library Closed - Easter						