

LIBRARY COMMISSION SPECIAL MEETING AGENDA

**Thursday, April 4, 2024
7:00 P.M.
Operation Services Center
Remillard Room – 3333 Busch Road**

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 March 7, 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. Identify Outreach Opportunities at Events in the City and Discuss Ways the Commission Can Spread Awareness of Library Services.
5. Receive the April 2024 Pleasanton Public Library Events Calendar

COMMISSION REPORTS

6. 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
Mobile Outreach Vehicle

ADJOURNMENT

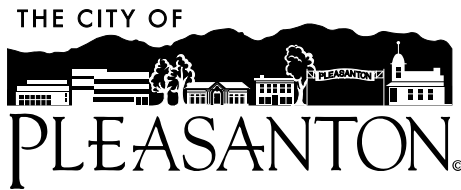
Next Meeting: Thursday, May 2nd at 7:00 p.m.

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

March 7, 2024 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the regular meeting of the Library Commission at the hour of 7:00 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: None

AGENDA AMENDMENTS

None.

MINUTES

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

MOTION: It was m/s by Kimsey/Emerson to approve the special meeting minutes of February 1, 2024

The motion passed by the following vote:

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

MEETING OPEN TO THE PUBLIC

2. Introductions / Awards / Recognitions / Presentations

None

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. Discussion – Funding Pleasanton's Future

Heidi Murphy, Director of Library and Recreation, and Susan Hsieh, Director of Finance, presented the item and answered questions from commissioners.

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

5. Review and Provide Comments on the Proposed Updates to the Library Commission Duties

Recommendation: Review and Provide Comments on the Proposed Updates to the Library Commission Duties

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

Heidi Murphy, Director of Library and Recreation, answered questions from commissioners.

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

6. Review and Discuss the "Library of Things" Collections at the Pleasanton Library

Recommendation: Review and Discuss the "Library of Things" Collections at the Pleasanton Library

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

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

7. Receive the March 2024 Pleasanton Public Library Events Calendar

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

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

COMMISSION REPORTS

Sharon Murphy provided the Friends of the Library report.

MATTERS INITIATED BY THE COMMISSION

None.

ADJOURNMENT

There being no further business, Chair Sabatini adjourned the meeting at 8:58 p.m.

April 4, 2024
Item 4

**TITLE: IDENTIFY OUTREACH OPPORTUNITIES AT EVENTS IN THE CITY AND
DISCUSS WAYS THE COMMISSION CAN SPREAD AWARENESS OF
LIBRARY SERVICES**

SUMMARY

The Library Commission set goals for promoting library programs, materials and resources. Commissioners requested to work with staff to explore outreach strategies and to determine programs and services where commissioners can get involved and build new connections with community members.

RECOMMENDATION

Identify outreach opportunities at events in the City and discuss ways the commission can spread awareness of library services.

BACKGROUND

On November 7, 2023, the Library Commission approved the expansion of outreach planning to the entire commission and the pause of the Outreach Subcommittee. Engaging the commission holistically in outreach planning expands perspective and leverages the diverse ages, backgrounds and experiences of each of the commissioners. To that end, the commission approved the Outreach Purpose and Outreach Goals at the January 4, 2024 meeting to guide their work throughout the year. At the February 2, 2024 meeting, commissioners requested to work with staff to explore outreach strategies and to determine programs and services where commissioners could get involved and build new connections with community members.

DISCUSSION

Outreach opportunities in the upcoming summer months provide a unique opportunity for commissioners to engage with the community on the library's Summer Reading Program and to provide kids, teens, and adults with special game boards and bookmarks, explain the program, and help participants get started.

Outreach at City Events

Opportunities for library outreach and tabling at City programs and events could include:

- Paws to Read – Pleasanton Library, April 9
- Earth Day 2024 – Pleasanton Library, April 20
- Summer Reading Kickoff – Pleasanton Library, June 1

- Movies in the Park – Amador Valley Community Park - June 20, June 27, July 11, July 18, July 25, and August 1
- Art in the Park Library Programs – Pleasanton parks, Dates TBD
- Gingerbread Preschool camps - June 10 – July 19
- Senior Center events - TBD
- Harrington Gallery events - TBD
- Firehouse Arts Center events - TBD
- Family Fun Night - Dolores Bengtson Aquatic Center, August 2

Outreach at other Community Events

In addition to City programs, community events offered by other local agencies, particularly those with which commissioners have a personal or professional connection, are excellent opportunities to provide outreach and tabling to share information on library resources. Examples of non-city programs include, but are not limited to:

- Pleasanton Farmer's Market
- Pleasanton Downtown Association Events
- Pleasanton Unified School District Programs and Events
- Parades or Charity Runs
- Cultural Events
- Faith Group Events
- Opening Days for Sports Seasons

Logistics and Resources for Commissioner Outreach at Events

Commissioners wishing to provide outreach at a program or event are encouraged to contact their staff liaison for support. The library can provide commissioners with an outreach toolkit including a city-branded tablecloth, flyers, easels and posters, a small table, and other supplies to help support the event. Commissioners may also request library laptops or tablets to use at events, as a visual tool to walk community members through library services featured on the website while sharing their own experiences and favorite library resources. Commissioners are encouraged to wear their name badge while in attendance.

Special Considerations for Commissioners Working at Events

Commissioners wishing to engage in outreach efforts are asked to participate in the Library and Recreation Department's volunteer onboarding process if they have not already done so for a different role or position. The onboarding process requires Livescan fingerprinting (at no cost to the commissioner), which can be scheduled at a convenient time through a mobile service. These requirements align with the City's legal guidance for individuals working with youth and minors.

Identifying Ways for Commissioners to Spread Awareness of Library Services

In addition to providing outreach at City and community events, commissioners are encouraged to spread the word on library programs, materials, and resources with their

personal and professional networks. Examples of ways to share information with community members may include, but are not limited to:

- Engaging with the library's social media platforms to share library posts
- Encouraging others to sign up for the library newsletter
- Sharing library program flyers with QR codes to organizations

EQUITY AND SUSTAINABILITY

Expanding outreach efforts enhances equity by sharing the free resources of the library with a broader audience.

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 1)

- 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.
 - o Library and Recreation Strategic Plan (Attachment 2)
 - Goal B. Community Engagement, Customer Service and Communication, Strategy 12 – Identify opportunities for increasing our partnerships with other City departments, local agencies, businesses, and organizations to extend the reach of the department to meet community needs and interests.

FINANCIAL STATEMENT

There is none.

Submitted by:



Lia Bushong

Assistant Director of Library and Recreation

Attachments:

1. [Library and Recreation Strategic Plan 2019-2024](#) (online)
2. [Citywide Strategic Plan](#) (online)



Pleasanton Public Library

Item 5



April 2024

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

-  Library Closed
-  Special Event
-  Special Event

1

2

3

Baby Storytime
11 a.m.
Family Storytime
7 p.m.

4

Toddler Storytime
11 a.m.

5

6

STEAM Saturdays
11 a.m.
- Register online!

7

8

9

Paws to Read
7 p.m.; 7:35 p.m.
Register at
Children's Desk!

10

Baby Storytime
11 a.m.
Family Storytime
7 p.m.

11

Toddler Storytime
11 a.m.

12

13

Adulting 101: Stock
Market Game
Gr. 6-8, 10:30 a.m.
Gr. 9-12, 1:30 p.m.
- Register online!

14

Sensory Storytime
10 a.m.
To register, email
libraryprograms@cityofpleasantonca.gov

15

16

Lawyer in the Library
- Register online!
Paws to Read
7 p.m.; 7:35 p.m.
Register at
Children's Desk!

17

Baby Storytime
11 a.m.
Family Storytime
7 p.m.

18

Toddler Storytime
11 a.m.
ESL Poetry Workshop
6:30 p.m.
- Register online!

19

20

Earth Day
Celebration!
10 a.m.

21

Memory Café
3 p.m.

22

V.A. Mobile Visit
10 a.m.

23

Paws to Read
7 p.m.; 7:35 p.m.
Register at
Children's Desk!

24

Baby Storytime
11 a.m.
Family Storytime
7 p.m.

25

Toddler Storytime
11 a.m.

26

27

Film Club
1:30 p.m.

28

Virtual Book Club
11 a.m.
- Register online!

29

30

Paws to Read
7 p.m.; 7:35 p.m.
Register at
Children's Desk!



April is
National Poetry Month

"The Best American Poetry 2023"
Edited by Elaine Equi and David Lehman

