

LIBRARY COMMISSION MEETING AGENDA

**Thursday, May 2, 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 April 4, 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. Receive Information and Provide Input on Library Privacy Policy Development
5. Review and Discuss the 2024 Summer Reading Program at the Pleasanton Public Library
6. Receive the May 2024 Pleasanton Public Library Events Calendar

COMMISSION REPORTS

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

MATTERS INITIATED BY THE COMMISSION

FUTURE AGENDA ITEMS

Library Program Plan
Library Collection Plan
Privacy Policy
Budget Presentation
Mobile Outreach Vehicle
Library and Recreation Strategic Plan

ADJOURNMENT

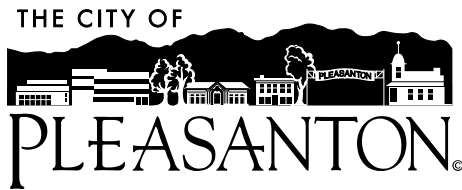
Next Meeting: Thursday, June 6, 2024

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 Special Meeting Minutes

April 4, 2024 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the special meeting of the Library Commission at 7:00 p.m. from the Remillard Room, Operation Services Center, 3333 Busch Rd, Pleasanton.

ROLL CALL

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

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of March 7, 2024.

MOTION: It was m/s by Kimsey/Emerson to approve the regular meeting minutes of March 7, 2024

The motion passed by the following vote:

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

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. Identify Outreach Opportunities at Events in the City and Discuss Ways the Commission Can Spread Awareness of Library Services.

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.

5. Receive the April 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

Commissioner Murphy provided the Friends of the Library report.

MATTERS INITIATED BY THE COMMISSION

It was m/s by Emerson/Kimsey to request an agenda item to provide input for a budget presentation.

The motion passed by the following vote:

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

ADJOURNMENT

There being no further business, Chair Sabatini adjourned the meeting at 8:27 p.m.

May 2, 2024
Item 4

**TITLE: RECEIVE INFORMATION AND PROVIDE INPUT ON LIBRARY PRIVACY
POLICY DEVELOPMENT**

SUMMARY

The Library Commission plays an important role in identifying policy needs and participating in the development, review, and recommendation of individual policies for City Council approval. The commission has identified policy priorities each year, with the Pleasanton Library Privacy Policy being a priority for 2024. A new policy would enhance protections for library patrons and align practices with the current best public library standards. Commissioners are being asked to provide input on the materials provided in this agenda packet, guided by their insights on the community needs that should be addressed in the policy development process.

BACKGROUND

The existing Pleasanton Library policy, *Confidentiality of Library Records* (1999, Attachment 1) is 24 years old, and does not address the advances in technology or the evolution of privacy-related laws, nor is it a comprehensive privacy policy. Library privacy policies are essential for protecting the confidentiality of user data. In California, public libraries are guided by specific laws regarding the confidentiality of library records to ensure that patron information is not disclosed improperly. An outdated policy leaves library operations vulnerable to challenges that did not exist two decades ago, including issues related to digital data storage, electronic communications, and internet access.

In 2023, the Library Commission's Policy Subcommittee identified the need for a privacy policy and approved the prioritization of the development of a new policy in February 2024.

DISCUSSION

To assist in the development of a library privacy policy, the City has engaged in a contract with Becky Yoose, an experienced Library Data Privacy Consultant with LDH Consulting Services (LDH). Becky Yoose brings over a decade of experience in library data management across both academic and public libraries. She received her MA-LIS from the University of Wisconsin–Madison and is a Certified Information Privacy Professional/United States (CIPP/US) with the International Association of Privacy Professionals. Her extensive background includes positions such as Library Applications and Systems Manager at the Seattle Public Library and Assistant

Professor at Grinnell College, where she coordinated technology and data management initiatives.

In addition to the subject matter expertise that will be provided by Becky Yoose, the participation and input of commissioners and staff are also vital to the process. As such, the policy development roles of the consultant, staff and commission are outlined in the chart below.

Role of Consultant In Privacy Policy	Role of Staff In Privacy Policy	Role of Commission in Privacy Policy
<p>Meet with library staff and commissioners to collect input for the initial draft privacy policy.</p> <p>Consult with staff on best practices, industry research and legal requirements related to library privacy policies and practices.</p> <p>Construct a framework for data analysis by staff, including a list of questions for library divisional staff on how patron information is managed and current privacy practices.</p> <p>Collect input from commissioners, staff, and data analysis questions.</p> <p>Develop a Draft Policy, with a focus on compliance and effective privacy safeguards.</p>	<p>Provide input on patron privacy needs and procedural implications to be addressed in the new policy.</p> <p>Using the framework and questions from the consultant, analyze data from each library division on how patron information is currently managed.</p> <p>Review and edit the Draft Policy and provide recommendations to present to the commission. (Library staff, City Attorneys, and City IT staff)</p> <p><i>If the Privacy Policy is approved, share the policy with the community, and provide training for all library staff members.</i></p>	<p>Provide input on community privacy needs and concerns to be addressed in the new policy.</p> <p>Review materials in advance of the May commission meeting:</p> <ul style="list-style-type: none"> • State library privacy laws (Attachment 2) • Library Bill of Rights interpretation regarding privacy (Attachment 3) • Policies from other agencies (Attachments 4-6) <p>Review the Draft Policy in advance of the August meeting. During the meeting, discuss and edit the Draft Policy and provide recommendations to the City Council.</p>

Privacy Policy Development Timeline

- Library Commission Privacy Policy Input – Commission Meeting #1 (May 2024)
- Consultant Meeting with Library Staff (May 2024)
- Data Analysis and Draft Policy Development (May - June 2024)
- Library Commission Review of Draft Privacy Policy and Recommendation – Meeting #2 (August 2024)
- City Council Review (September 2024)

EQUITY AND SUSTAINABILITY

By developing a new privacy policy at Pleasanton Library that prioritizes the protection of patron information and data, and providing clear guidelines on data usage, the library can help ensure that no group is disproportionately surveilled or marginalized. Well-crafted privacy policies and practices foster an environment of trust and inclusivity, making the library a safe space for all community members to access information.

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

- 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
 - Goal B. Community Engagement, Customer Service and Communication, Strategy 7 – Customer Service.
 - Goal D. Organizational Effectiveness and Talent Management – Foster a productive and engaged workforce and efficient service delivery in a way that reflects the department’s organizational mission, vision, and values.

FINANCIAL STATEMENT

Funding for a Library Privacy Policy consultant in the amount of \$9,000 is budgeted in the FY 2023/24 Library divisional budget account #00152301-430105.

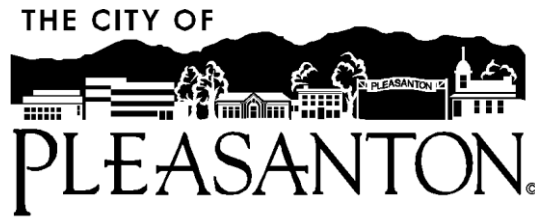
Submitted by:



Lia Bushong
Assistant Director of Library and Recreation

Attachments:

1. Confidentiality of Library Records Policy (1999)
2. California Government Code § 7927
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=10.&title=1.&part=5.&chapter=7.&article=
3. Privacy: An Interpretation of the Library Bill of Rights
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>
4. San Jose Public Library Privacy Policy (online) <https://www.sjpl.org/privacy-policy/>
5. Multnomah County Privacy Policy (online) <https://multcolib.org/policies/privacy-confidentiality>
6. Hennepin County Privacy Policy (online)
<https://www.hclib.org/about/policies/patron-data-privacy>



Confidentiality of Library Records Policy

It is the policy of the Pleasanton Public Library in accordance with California Government Code Section 6267 to keep all library circulation and registration records confidential. Staff will not give out any information regarding library usage to anyone other than the cardholder, except as follows:

1. Upon the presentation of a subpoena from a Superior court.
2. In order for a library employee, contractor, or other City employee to facilitate the collection of overdue materials from a patron whose record is delinquent.
3. In the case of a child under the age of 14, upon a request from the parent or legal guardian who originally authorized the child to obtain a library card.
4. Upon the presentation of a written release from the cardholder.

May 2, 2024
Item 5

TITLE: REVIEW AND DISCUSS THE 2024 SUMMER READING PROGRAM AT THE PLEASANTON PUBLIC LIBRARY

SUMMARY

Each year, the Pleasanton Public Library hosts a summer reading program for community members of all ages. The program focuses on reading for fun and enjoying special programs and events throughout the summer months. This report provides a review of community input from the 2023 Summer Reading Program as well as a preview of the theme and activities for Summer 2024.

RECOMMENDATION

Review and discuss the 2024 Summer Reading Program at the Pleasanton Public Library.

BACKGROUND

Summer Reading has been a fun and engaging program for the Pleasanton community for over 30 years. Each year features a different theme, with events and library décor that align with each of the fun concepts. Themes from recent years have included: “Reading Colors Your World” (Focusing on the arts), “Reading through the Years” (Pleasanton’s quasiquicentennial), and “Read Beyond the Beaten Path” (Fostering appreciation of the outdoors).

2023 Program Review

Last summer, the 2023 Summer Reading Program theme was “Find Your Voice,” incorporating music and personal expression into the events and activities. In total, 1,956 individuals signed up for the program, including 1,280 children, 204 teens, and 472 adults. At the close of the summer, participants who signed up online and registered for programs received online surveys. Survey respondents expressed high overall levels of satisfaction, with 89% of participants indicating that they “Strongly Agree” or “Agree” with the statements: “Overall, I am satisfied with the Summer Reading Program” and “The Summer Reading program increased the number of books read in our household this summer”.

Survey responses also highlighted some areas for improvement. For example, less than half of respondents expressed satisfaction with the number of languages available to

participants, and there was a 63% combined satisfaction rate with the prizes offered in 2023. Respondents also provided written input, such as a preference for physical reading logs over the online reading tool, as well as an interest in larger prizes for future years. Feedback from participants is an important element of all library programs and has guided the 2024 planning process for staff.

2023 Summer Reading Program Survey Responses

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL
The Summer Reading program increased the number of books read in our household this summer.	47.14% 33	41.43% 29	8.57% 6	1.43% 1	1.43% 1	70
The Summer Reading program allowed me to develop a connection with a library staff member or other community members.	12.86% 9	37.14% 26	31.43% 22	17.14% 12	1.43% 1	70
The Summer Reading Program helped me access a variety of library resources.	24.29% 17	40.00% 28	25.71% 18	5.71% 4	4.29% 3	70
Overall, I am satisfied with the Summer Reading Program.	55.71% 39	32.86% 23	4.29% 3	2.86% 2	4.29% 3	70

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
Instructions for signing up for the Summer Reading Program was clear and straightforward.	42.86% 30	45.71% 32	7.14% 5	0.00% 0	4.29% 3	0.00% 0	70
Digitally recording the number of hours read on the Beanstack app was clear and easy to use.	42.86% 30	31.43% 22	15.71% 11	4.29% 3	5.71% 4	0.00% 0	70
Recording the number of hours read on the paper reading log was clear and easy to use.	34.29% 24	24.29% 17	10.00% 7	2.86% 2	0.00% 0	28.57% 20	70
I am satisfied with the number of options (both digital and paper) available for people to participate in Summer Reading.	41.43% 29	40.00% 28	12.86% 9	0.00% 0	1.43% 1	4.29% 3	70
I am satisfied with the number of languages available to participate in the Summer Reading program.	28.57% 20	20.00% 14	20.00% 14	1.43% 1	0.00% 0	30.00% 21	70
I am satisfied with the number and types of prizes available to Summer Reading participants.	32.86% 23	30.00% 21	15.71% 11	14.29% 10	4.29% 3	2.86% 2	70

DISCUSSION

Pleasanton Public Library will kick off its annual Summer Reading Program on Saturday, June 1, 2024, as summer vacation begins for students in the community, and the program will run through Sunday, August 4, 2024. The theme of this summer's program is "Read, Renew, Repeat" and focuses on conservation, sustainability and climate change, and inspires community members of all ages to find ways to learn more about their local habitats, protect biological diversity, and encourage sustainability. This theme supports the City's Climate Action Plan Goal P16 to "Implement comprehensive climate awareness, education, and outreach". (Attachment 1).

Community members of all ages will be encouraged to join the Pleasanton Library and Recreation Department in its mission to "Start your journey here: Discover, connect, enjoy". In its Strategic Plan Pleasanton Library and Recreation is committed to identifying and enhancing programming to encourage exploration, intellectual curiosity, and life-long literacy.

2024 Summer Reading Program Format

Participants of all ages will be invited to sign up for the "Read, Renew, Repeat" summer program through the Pleasanton Library. There will be reading and activity tracks for babies, children, teens and adults. Based on community feedback and with a goal to encourage in-person participation, gameboards to track reading will be available by visiting the library, rather than online, with versions in Chinese and Spanish languages. Summer Reading Program information will be available on the library's webpage and will be shared with the community through the library's newsletter, social media, press releases, Activities Guide, and through the Pleasanton Unified School District.

2024 Summer Reading Program Incentives

The program focuses on encouraging community members to read together, individually, at the library, in parks, at home, and while traveling. For readers who participate in the program and reach their activity and reading goals, prizes are offered. Prizes for children, teens, and adults are sponsored in part by the Friends of the Pleasanton Library and will be announced at the start of the program on June 1, 2024.

2024 Summer Events and Performances

This year's Summer Reading Program events and performances are sponsored in part by the Friends of the Pleasanton Library and will take place at the library and in local parks. These events are highlighted below:

- Summer Reading Program Kickoff
- Pop-Up Arts and Crafts in Pleasanton's Parks
- Campfire Storytime at Alviso Adobe
- Magic Show featuring Conservation Themes
- Teen Clothing Swap
- Stanford Food Policy Presentation
- Mocktails with a Holistic Mixologist
- All Ages Family Storytimes

EQUITY AND SUSTAINABILITY

The Summer Reading Program promotes equity by providing free access to reading incentives and events, encouraging children and families from all walks of life to engage in literacy activities and social connections during the summer months. Public library resources and programs help level the playing field and support reading and educational opportunities for all.

OUTREACH

Staff have established a web page for the Summer Reading Program and provided outreach to the PUSD school libraries and Kids Club sites. Booklegger volunteers will be sharing information in their classroom visits in May. Library Commissioners are encouraged to help spread the word to their personal and professional networks.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

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.
 - Library and Recreation Strategic Plan
 - Goal A. Programs, Plans, and Services – Identify and enhance programming to encourage exploration, intellectual curiosity, and life literacies.

FINANCIAL STATEMENT

Funding for Summer Reading Program performances, supplies and prizes in the amount of \$10,000 is provided in part by the Friends of the Pleasanton Library and is budgeted in the FY 2023/24 library reimbursable budget account #00152301- 433166 and through City general funding in the FY 2023/24 library divisional account #00152301.

Submitted by:



Lia Bushong
Assistant Director of Library and Recreation

Attachments:

1. [City's Climate Action Plan](#) (online)



May is Asian American & Pacific Islander Heritage Month

Item 6

Pleasanton Public Library

May 2024



Featured title:
Tales of the Celestial Kingdom
by Sue Lynn Tan

SUNDAY

MONDAY



TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

-  Library Closed
-  Special Event



1

Baby Storytime
11 a.m.

Family Storytime
7 p.m.

2

Toddler Storytime
11 a.m.

3

4

May the 4th be With You
Free Comic Book Day
10 a.m.

5



6

7

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

8

Baby Storytime
11 a.m.

Family Storytime
7 p.m.

9

Toddler Storytime
11 a.m.

10

11

AAPI Heritage
Month Celebration
at Firehouse Arts
Center Patio
11 a.m.

12

Sensory Storytime
10 a.m.
Register Online

13

14

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

15

Literacy Tutor Training
5 p.m.

16

17

18

Library Film Club
Library Meeting Room
1:30 p.m.

19

Memory Café
3 p.m.

20

Veterans
Administration
Mobile Unit Visit
10 a.m.

21

Lawyer in the Library
Register Online for
Phone Appointment

22

23

24

25

Virtual Book Club
for Adults
Online Meeting
2 p.m.

26

27

Library Closed for
Memorial Day

28

29

30

31

Library Closed for
Building
Maintenance and
Staff Development

