



LIBRARY COMMISSION REGULAR MEETING AGENDA

Thursday, August 1, 2024
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 City Council 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.
-

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

APPROVAL OF MINUTES

1. Approve regular meeting minutes of June 6, 2024

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. Review and discuss the Pleasanton Public Library Program Plan for FY 2024/25
4. Review and discuss the Pleasanton Public Library Collection Development Plan for FY 2024/25
5. Discuss and approve the Library Commission's short-term workplan priorities for FY 2024/25

6. Recommend acceptance of and location selection for the Wonderful Wizard of Oz Book Bench donation
7. Review library programs being held in August and discuss commissioner outreach opportunities
8. Select a Library Commission representative for an Ad Hoc Teen Poet Laureate Program Subcommittee
9. Review and approve the Library Commission meeting schedule for 2024

COMMISSION REPORTS

MATTERS INITIATED

FUTURE AGENDA ITEMS

10. Budget Presentation
11. Library and Recreation Strategic Plan
12. Summer Reading Program Report
13. Privacy Policy
14. Mobile Outreach Vehicle

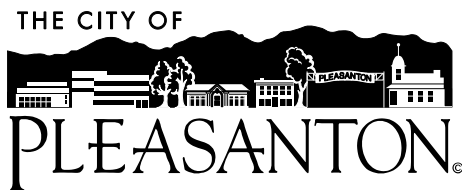
ADJOURNMENT

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 Regular Meeting Minutes

June 6, 2024 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the regular meeting of the Library Commission at the Pleasanton Library, 400 Old Bernal Ave, at 7:09 pm – The location changed due to the power outage at 200 Old Bernal.

ROLL CALL

Present: Commissioners Dhillon, Emerson, Kimsey, Murphy, Chair Sabatini
Absent: None

AGENDA AMENDMENTS

Lia Bushong provided an update on Item 6– Discussion:

~~P.A.S.S. reviews, evaluates, and comments on proposed public art pieces in the City of Pleasanton on an as-needed basis. The subcommittee meets in the preliminary stages of a public art project before the proposed piece moves to the commission for review and recommendation to the City Council. P.A.S.S. members may include Civic Arts commissioners, Parks and Recreation commissioners and City staff, depending on the nature and location of the project.~~

~~Additional representatives may be requested to attend a specific P.A.S.S. meeting when a project is related to their program area. In the month of June or July, staff is requesting that one Library commissioner be selected to attend the upcoming P.A.S.S. meeting to review, evaluate, and comment on a proposed donor art piece for possible placement at the Pleasanton Public Library.~~

This is replaced with the following text:

The Library Commission should be prepared to discuss the committee assignment and select one representative. All Library commissioners are eligible to serve as representatives on the committee. The next P.A.S.S. meeting will be held at noon on an agreed-upon Friday in June or July. Prior to the meeting, P.A.S.S. members are emailed the public art piece description being considered and given time to review the piece and its proposed location.

MINUTES

1. **Approve regular meeting minutes of May 2, 2024**

MOTION: It was m/s by Kimsey/Emerson to approve the regular meeting minutes of May 2, 2024.

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Kimsey, Chair Sabatini

Noes: None

Abstain: Commissioner Murphy

MEETING OPEN TO THE PUBLIC

2. **Introductions / Awards / Recognitions / Presentations**

3. Teen Poet Laurate presentation, presented by Commissioner Dhillon.

4. **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

5. **Review the June 2024 Pleasanton Public Library Events Calendar and discuss outreach opportunities**

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

6. **Review Select a Library Commission representative for the Public Art Selection Subcommittee (P.A.S.S.)**

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

Commissioner Dhillon was selected as the representative for the Public Art Selection Subcommittee (P.A.S.S.) Commissioner Emerson was selected as the substitute representative.

COMMISSION REPORTS

Friends of the Library report provided by Commissioner Emerson.

MATTERS INITIATED BY THE COMMISSION

None.

FUTURE AGENDA ITEMS

MOTION: It was m/s by Emerson/Dhillon to add the following agenda item:

Summer Reading Program Summary

The motion passed by the following vote:

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

Noes: None

ADJOURNMENT

There being no further business, Chair Sabatini adjourned the meeting at 8:15 p.m.

**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: REVIEW AND DISCUSS THE PLEASANTON PUBLIC LIBRARY PROGRAM
PLAN FOR FY 2024/25**

SUMMARY

As stated in Section 2.34.020 of the Pleasanton Municipal Code, “The duties of the Pleasanton Library Commission shall include the following: Seasonally, review the adopted library budget, program and service plans, and key performance indicators”. The Pleasanton Public Library Program Plan for FY 2024/25 is being shared with the commission for review and input, and to assist commissioners with their outreach and advocacy in the community.

RECOMMENDATION

Review and discuss the Pleasanton Public Library Program Plan for FY 2024/25

BACKGROUND

Annually, the Pleasanton Public Library plans a variety of programs for all ages, including popular community offerings such as book and film clubs, youth and family activities, cultural programming, storytimes and the annual Summer Reading Program. The library also provides educational enrichment activities such as field trips, the Booklegger program, and Adult Literacy and ESL services. Strategic planning for each of these programs ensures that library resources are efficiently allocated, goals are clearly defined, and the needs of the community are effectively met.

In 2021, as the community emerged from the COVID-19 pandemic and in-person programming resumed, Pleasanton Library took the opportunity to develop a formal Library and Recreation Strategic Plan Implementation Action Goal to: “Create a library program plan for children, teens, adults and families”. As a result, staff began a process to evaluate the following elements that would guide program development: library core services, community needs and interests, funding, staffing, facilities and marketing.

In 2023, the Library Commission requested a presentation of the Program Plan, to receive information and to assist commissioners with their outreach and advocacy for library services in the community. The 2023 Program Plan was presented to the commission on February 2, 2023.

In 2024, City Council approved the amended duties of the Library Commission, which include a duty of the commission to: “Seasonally, review the adopted library budget, program and service plans, and key performance indicators”, as stated in Section 2.34.020 of the Pleasanton Municipal Code (Attachment 1).

DISCUSSION

The Program Plan for Fiscal Year (FY) 2024/25 is being shared with the Library Commission to align with the duties of the commission, to provide staff with input on program and service planning, and to assist commissioners with their outreach and advocacy for library services. The new Program Plan for FY 2024/25 was developed for a fiscal year cycle, rather than the annual year cycle used in 2023, to align with the adoption of the City's Mid-term budget.

The Mid-term budget related to Library and Recreation will be shared with the commission at their next meeting.

Pleasanton Public Library is a vital community hub that offers opportunities for lifelong learning, literacy, and information-seeking, through access to physical and digital materials and technology, reference and research assistance, literacy and ESL programs, and public spaces. These core services are supported by library programming. For instance, through booklists and book displays that coincide with a youth program on wild animals, event attendees can explore library books and materials that represent the animals in the program. In another example, the Asian American Pacific Islander (AAPI) Heritage Month program provides entertainment and also encourages attendees to explore books that were written by AAPI creators. Library outreach events at Las Positas College provide an opportunity to introduce college students to the library's physical and digital collection and highlight Adult Literacy and ESL services. By connecting materials and services to programming and events, the library is encouraging curiosity and exploration of resources and services that may be new to patrons.

Community Needs and Interests

Guided by the Library and Recreation Department Strategic Plan 2019-2024, the library's programs are designed to reflect the department's values and goals toward expanding diversity, equity, and inclusion and meeting community needs and interests.

To gauge community needs and interests in developing the Library Program Plan, staff utilized program surveys, performance measures and community feedback. In the course of FY 2023/24, 29 library programs were surveyed, with 216 individual responses.

92% of respondents were highly satisfied or satisfied with the program attended.

- 61% of respondents indicated they "Highly Agreed" with the statement that they were satisfied with the program.
- 31% indicated that they "Agreed" with the statement that they were satisfied with the program.

Respondents provided positive feedback that was used to continue programs and enhance services. Respondents also provided recommendations for future programs, as indicated in the chart below.

Survey Response Categories	Recommendations (* Asterisk indicates more frequent responses)
Programs by Age Group	<ul style="list-style-type: none"> • Programs for seniors during daytime and weekdays
Days and Times for Programs	<ul style="list-style-type: none"> • Storytimes in the evenings and during summer
Type of Programs	<ul style="list-style-type: none"> • Programs for seniors focused on puzzles and games • Different types of craft and activity programs • Better lighting in the meeting room during programs • Events like arts & crafts days or other special events so families can mingle and get to know each other and create a stronger community • Extend the number of sessions for the Teen Stock Market program

Performance Measures and Statistics provide valuable insight on trends and program attendance. Attendance was tracked for each Library program and staff have been observing programs that were full and in need of additional sessions and gathering verbal feedback during and after the programs.

Audience	Programs/Attendance FY 2022/23	Programs/Attendance FY 2023/24
Children ages 0-5	57 Program Dates 2,547 Participants	76 Program Dates 3,814 Participants
Children ages 6-11	68 Program Dates 2,129 Participants	56 Program Dates 1,551 Participants
Teens ages 12-18	47 Program Dates 1,165 Participants	14 Program Dates 439 Participants
Adults	47 Program Dates 499 Participants	40 Program Dates 425 Participants

All-age programs	29 Program Dates 2,484 Participants	62 Program Dates 7,774 Participants
TOTAL	247 Program Dates 8,824 Participants	248 Program Dates 14,003 Participants

Direct community engagement in conversations with library patrons at service desks also provides guidance for program planning. For example, in FY 2023/24, staff at the Information and Children’s desks answered 70,800 questions. Each of these interactions at service desks provide an opportunity for patrons to discuss library programs and services directly with programming staff.

In planning library programs, staff uses collaborative staff calendaring to ensure that there is a balance of children, teen, and adult programs. The majority of FY 2024/25 programs will be held in person in the library’s meeting room, including storytimes, Literacy and ESL services, Paws to Read, cultural programming, STEAM, and the Summer Reading Program. Larger programs will be held at the Firehouse Arts Center or Senior Center and staff is exploring advanced registration options. Certain programs like book clubs are being planned as “hybrid programs”, allowing both in-person and virtual attendees to participate together.

Budget and Funding

- Library programs in FY 2024/25 are funded in the City General Fund for staffing, facilities, and supply costs.
- The costs for FY 2024/25 program performers, prizes and program supplies are sponsored in part by the Friends of the Pleasanton Library.
- Specific programs in FY 2024/25 such as the Adult Literacy and ESL programs and the Memory Café series, are funded in part through the California State Library and Pacific Library Partnership grants.

An overview of the costs for each program which includes staffing, facilities and supplies costs is provided in the Chart of Library Programs for FY 2024/25 (Attachment 2).

Marketing

Program surveys indicated an interest in increasing marketing for Library programs, including recommendations for articles in local newspapers, as well as enhancing the library’s website. The library’s webpages were included in the first phase of the new City website launch in November 2023. Library commissioners also provided marketing input at the June 1, 2023, meeting and several suggestions have been implemented.

Marketing needs vary for each program and its audience. All programs are listed on the library catalog with a description. Additionally, most programs have a flyer and poster created for in-person publicity in the library. Depending on the audience, the library will also post on social media and forward program information to the Pleasanton Unified School District (PUSD), community partners, and media outlets such as the Pleasanton Weekly and the Independent.

The library has created a marketing checklist for staff to support marketing efforts for programs

and ensure consistency. The following is an example of checklist items that staff consider when planning programs:

- Flyers, large posters, and social media widgets
- Translations for flyers and posters in multiple languages
- Creation of Calendar entries for the Library Catalog and Website
- Social media posts, including photo and/or video posts
- Facebook event or Eventbrite pages
- City of Pleasanton Newsletter entries
- Engagement with media outlets/community communication channels
- Media advisories and press releases
- PUSD newsletter, Pleasanton Weekly, Patch
- Community Calendars online (Pleasanton Weekly)
- Social Ads/Newspaper advertising as identified
- Sharing with community organizations.

Facilities

Facilities and spaces are considered carefully in the program planning process. In prior years, the library has navigated construction projects that included interior renovations and the Library Roof Replacement Project and Library Lighting Project, scheduling Pop-Up programs off-site. Certain programs such as the Cultural Celebration Series may be too large for the Library Meeting room and are held at venues like the Firehouse Arts Center and the Senior Center. Staff continues to ensure balanced use of the facilities and spaces for library programs and community use in the development of the Library Program Plan.

Chart of Library Programs for FY 2024/25

The Chart of Library Programs (Attachment 2) outlines the planned FY 2024/25 Library programs and their audience and frequency, identifying Strategic Plan goals and the community needs and interests that each program fulfills, as well as the estimated costs for each. The Pleasanton Library Program Plan and the Chart of Library Programs are living documents and are subject to further development, as staff continues to evaluate and adjust programs and gather input from the community to enhance planning.

EQUITY AND SUSTAINABILITY

Library programs promote equity by providing free access to activities that connect to the core services of the library, encouraging children and families from all walks of life to engage in literacy activities. Public library resources and programs help level the playing field and support reading and educational opportunities for all.

In the coming year, the library plans to offer a wide variety of programming that serves audiences of different ages and abilities, as well as celebrates different cultures. Library programming is always free to attend and welcome to all community members. The library will be extending offsite programming, with the upcoming launch of the new Library and Recreation mobile vehicle, to serve those who cannot easily reach the library facility and to increase outreach to community partners that serve underserved and multi-lingual communities in Pleasanton.

OUTREACH

Select programs for Fiscal Year 2024/25 have been included in the upcoming Activities Guides for Summer and Fall 2024, to align with the submission schedule for printing.

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 Fiscal Year 2024/25 program costs, not inclusive of staff, is included in the City of Pleasanton Mid-Term Budget.

- Program supplies, performer fees and prizes are funded by the Friends of the Pleasanton Library. Friends of the Library donations in the amount of \$47,000 are encumbered annually in matching library reimbursable revenue and expense accounts #00152301-357491 and #00152301-433166.
- Pleasanton Library Literacy programming is funded in part by two California State Library Literacy Services (CLLS) grants for Adult Literacy and ESL services in the amount of \$104,019. These funds are encumbered annually in grant account #11652102. City funding for Adult Literacy and ESL services is budgeted in the amount of \$127,983 in accounts #00152300.

Prepared by:



Lia Bushong, Assistant Director of Library/Recreation

Attachments:

1. Updated Municipal Code Commissions
2. Chart of Library Programs

ORDINANCE NO. 2278

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLEASANTON AMENDING MUNICIPAL CODE TITLE 2 TO MODIFY THE DUTIES, MEMBERSHIP AND MEETING FREQUENCY OF THE CIVIC ARTS, HUMAN SERVICES, LIBRARY, AND PARKS AND RECREATION COMMISSIONS

WHEREAS, the City's advisory commissions provide important focus on key issues for various segments of the community, for which the commissions then distill, add their own expertise, and make recommendations to the City Council; and

WHEREAS, from Fall of 2023 through Spring of 2024, the City Council was involved with commission and committee reorganization, and the Civic Arts, Human Services, Library, and Parks and Recreation Commissions have also met to review and make recommendations for updates to their commission's respective duties.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Finds that the proposed amendments to the Pleasanton Municipal Code have no possibility to have a significant effect on the environment per Title 14 California Code of Regulations (CEQA Guidelines) § 15061(b)(3).

SECTION 2. Amends the Pleasanton Municipal Code as shown in Exhibit A, attached, and incorporated by this reference, to modify the duties, membership, and meeting frequency of the Civic Arts, Human Services, Library, and Parks and Recreation Commissions.

SECTION 3. A summary of this ordinance shall be published once within fifteen (15) days after its adoption in "The Valley Times," a newspaper of general circulation published in the City of Pleasanton, and the complete ordinance shall be posted for fifteen (15) days in the City Clerk's office within fifteen (15) days after its adoption.

SECTION 4. This ordinance shall be effective thirty (30) days after its passage and adoption.

{Signatures and votes to follow on the next page}

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Pleasanton, California, on April 16, 2024, and adopted on May 7, 2024, by the following vote:

Ayes: Councilmembers Arkin, Balch, Nibert, Testa, Mayor Brown
Noes: None
Absent: None
Abstain: None



Karla Brown, Mayor

ATTEST:



Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:



Daniel G. Sodergren, City Attorney

EXHIBIT A

CIVIC ARTS COMMISSION

For the Civic Arts Commission, amend §2.39.020 Duties as follows:

§2.39.020 Duties

The duties of the Pleasanton Civic Arts Commission shall include the following:

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 and plans to the City Council related to Arts and Culture.
3. Seasonally, review the adopted Civic Arts budget, program and service plans, and key performance indicators.
4. Advise the City Council on services and capital projects related to Arts and Culture.
5. Review and provide recommendations for all works of art to be acquired, relocated, altered or removed by the city as outlined in the Pleasanton Municipal Code Section 13.16.
6. As a community leader, receive Arts and Culture related feedback from the community.
7. Act as an advocate for Arts and Culture within the community.
8. Review and recommend grant funding allocations to City Council for the Community Grant Program, Civic Arts Category.
9. Serve as liaison between the city and other Arts and Culture-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§2.39.030 Membership-Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the "commissioners") all of whom shall be residents of the city.
- B. The youth member shall be a minimum age of a high school freshman.
- C. Commissioners, shall be appointed by the mayor, subject to ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners shall be eligible to participate in all activities of the commission .
- E. Commissioners shall be compensated as established by city council resolution.

§ 2.39.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The terms of commissioners shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.39.080 Meetings

- A. The commission shall attempt to meet on a monthly basis at a predetermined time and place, but shall meet at least six times each calendar year.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local

newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with section 54950 et seq., of the government code, known commonly as the Ralph M. Brown act.

- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.39 remain unchanged.

HUMAN SERVICES COMMISSION

For the Human Services Commission, amend §2.28.020 Duties as follows:

§ 2.28.020 Duties

The duties of the Human Services Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 the human service needs of the community. Emphasis will be given to the human services needs of the socially and economically disadvantaged, the elderly, and youth.
3. Seasonally, review and advise city staff on programs and service plans related to human service needs of the community and provide feedback on the evaluation metrics at workplan's completion.
4. Advise the City Council on services and capital projects related to the Eastern Alameda County Human Services Needs Assessment.
5. As community leaders, be aware of and identify human service needs and related feedback from the community and advocate for those community needs.
6. Review and evaluate requests from human service providers for financial assistance, endorsements, grants, and other types of assistance; make recommendations to the City Council regarding such requests.
7. Serve as liaison between the city and other regional human service providers, including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.28.030 Membership—Appointments—Voting

- B. The commission shall have seven commissioners, including one youth member (collectively the "commissioners"), all of whom shall be residents of the city.
- C. The commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. The commissioners, shall be appointed by the mayor, subject to ratification by the city council as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners are eligible to participate in all discussions of the commission
- E. Commissioners shall be compensated as established by city council resolution

§ 2.28.040 Term of membership

Commissioners shall be eligible to serve a maximum term of eight years with two four-year terms, except

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.28.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Wednesday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.28 remain unchanged.

LIBRARY COMMISSION

For the Library Commission, amend §2.34.020 Duties as follows:

§ 2.34.020 Duties

The duties of the Pleasanton Library Commission shall include the following:

- 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. Seasonally, review the adopted library budget, program and service plans, and key performance indicators.
- 4. Advise the City Council on capital projects related to library facilities.
- 5. As community leaders, receive library related feedback from the community.
- 6. Act as an advocate for library and cultural programs, services and facilities within the community.
- 7. Serve as liaison between the city and other library-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.34.030 Membership—Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the “commissioners”) all of whom shall be residents of the city.

- B. Six commissioners shall be selected from the community at large. One commissioner shall be selected from a recommendation made by the Pleasanton library league. The youth member shall be the minimum age of a high school freshman. Commissioners, shall be appointed by the mayor subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.34.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.34.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chair or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.34 remain unchanged.

PARKS AND RECREATION COMMISSION

For the Parks and Recreation Commission, amend §2.32.020 Duties as follows:

§ 2.32.020 Duties

The duties of the Parks and Recreation Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 parks, trails and recreational facilities, programs and services.
3. Seasonally, review and advise city staff on program and service plans related to the parks and recreational 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 parks, trails and recreational facilities.
5. As community leaders, receive parks, trails, and recreation related feedback from the community.
6. Act as an advocate for parks, trails, and recreation related programs, services and facilities within the community.
7. Serve as liaison between the city and other regional parks, trails and recreational-based entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.32.030 Membership—Appointments

- A. The commission shall have seven commissioners, one youth member (collectively the “commissioners”), all of whom shall be residents of the city.
- B. Commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. Commissioners shall be appointed by the mayor, subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.32.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.32.080 Meetings

- A. Regular meetings shall be held at least six times per year on the second Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.32 remain unchanged.

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Audience	LIBRARY PROGRAM	Frequency	Strategic Plan and DEI Goals	Community Needs and Interests	Estimated Cost of Program (Staffing, Materials, Dept Overhead)
Children (0-18 months)	Baby Storytime	Weekly 44 sessions	Strategic Plan Goal A: Deliver exceptional programs and services that meet the needs and interests of the community	Infants and their parents learn early literacy skills through reading, singing, and playing, demonstrating the value of reading to babies from an early age.	\$3,052
Children (Toddlers)	Toddler Storytime	Weekly 42 sessions	Strategic Plan Goal A: Deliver exceptional programs and services that meet the needs and interests of the community	Toddlers learn early literacy and cognitive and fine motor skill development.	\$3,393 including \$200 supplies funded by Friends
Children (ages 2-7)	Family Storytime	Weekly, Wednesday evenings 43 sessions	Department Value of Inclusiveness, DEI Goals	Children of all ages and their families learn reading and social skills in a relaxed evening storytime environment. This evening program was developed out of community requests to include the whole family in storytimes in afterwork hours.	\$2,617 including \$150 supplies funded by Friends
Children (All ages)	Sensory Storytime	Monthly, Sunday mornings 10 sessions	Department Value of Inclusiveness, DEI Goals	Children with neurodivergent skills and special needs attend a Sunday storytime in a calm setting with a unique structure and early-hours library access. Programming for children with special needs has been requested on surveys.	\$1,388
Children (Elementary)	Paws to Read	22 sessions	Strategic Plan Goal A: Deliver exceptional programs and services that meet the needs and interests of the community; DEI goals	The program promotes reading as a core service of the library. Paws to Read caters to all reading abilities, especially children with special reading needs referred by reading intervention specialists or school staff. Usage	\$3,281

				statistics are high, and sessions quickly fill each season	
Children (Elementary)	STEAM program	Bi-monthly, Saturdays 3 sessions	Strategic Plan Goal A, Strategy 3: Enhance programming to encourage exploration, intellectual curiosity and life literacies.	This popular program incorporates themes of science, technology, engineering, art and math.	\$1066 including \$600 supplies funded by Friends
Children (Elementary)	Booklegger Program	Class visit starts in Aug. 2024; will provide one booklegger visit to each elementary school classroom (K-5) in PUSD in FY 2025.	Department Value of Collaboration	This is a popular program collaborated with volunteers, PUSD and the library and promotes independent reading.	\$110,000 includes staffing and supplies
Children (Elementary)	School Field Trips	During the school year, T/W/Th mornings Oct. 2024 – May 2025	Department Value of Collaboration	Children from third-grade Pleasanton classes visit the library for a tour, storytime and time for exploration and checking out books.	\$9,000
Teens	Afterschool Teen Zone	Weekdays during the school year	Strategic Plan Goal A: Deliver exceptional programs and services that meet the needs and interests of the community	Joint City and PUSD program with recreational activities and tutoring	\$59,936
Teens	Adulting 101: Various topics	Special programs including: 1 st Day of School Ice Cream	Deliver exceptional programs and services that meet the needs and interests of the community	Teens are introduced to skills that will help them prepare for adulthood in fun, creative and safe spaces through a series of programs.	Part of the Afterschool Program staffing budget

		Social; Craft and Chill/Destress Program Before Finals; Stock Market 101			
Adult	Adult Literacy and ESL Services	Year-Round Program	Department Value of Inclusiveness, DEI Goals	Existing programs with high usage as determined by Performance Measures and waitlists for services.	\$140,582 Total Cost, offset by grant funding
Adult	Library Film Club	Monthly 9 sessions	Department Values of Inclusiveness and Customer Service, DEI Goals	This club is designed for film enthusiasts wishing to engage in discussions about important films and their effects on society and culture.	\$2,817 including \$1,135 Swank License paid by the Friends
Adult	Library Book Club	Monthly, in person and on Zoom 9 sessions	Department Values of Inclusiveness and Customer Service, DEI Goals	The Book Club promotes reading and sharing. Book choices span broad cultural and historic themes. Convenient to attend, as indicated on program surveys.	\$2,752
Adult	Games and Puzzles Meet-up	Monthly, 2 nd Saturdays beginning in Fall 2024 8 sessions	Department Values of Inclusiveness and Customer Service, DEI Goals	Program is a continuation of Memory Café for older adults to encourage cognitive skills, expanding to all adults	\$1,453
Adult	Vegucation Holistic Health presentation	Fall 2024	Deliver exceptional programs and services that meet the needs and interests of the community		\$736 including \$500 presenter fee funded by Friends
Adult	Veteran's Mobile Visits	Monthly visits 12 sessions	Department values of inclusiveness and collaboration	In a partnership with the VA of Palo Alto, this high-demand program provides information to veterans, spouses, caregivers, family members, and survivors and assists with	\$150

				enrollment for care.	
	Firehouse PYTC	Oct. 16, 2024	Strategic Plan Goal A Strategy 3: Enhance programming to encourage exploration, intellectual curiosity and life literacies.		\$4,238 including \$2000 for supplies and fee funded by Friends
	Musical Preview	December 2024			
	Winter Family Program				
	Thanksgiving Break Movie Matinee	Nov. 16, 2024			
	Winter Break Movie Matinee	Jan. 12, 2025			
	Spring Family Program:	March/April 2025			
	Girls in STEAM (Women's History Month)	Mar. 2025			
All Ages	Summer Reading Program		Strategic Plan Goal A Strategy 3: Enhance programming to encourage exploration, intellectual curiosity and life literacies.	This is the largest and most popular Library program of the year.	\$130,189 including \$20,000 funded by Friends
All Ages	Cultural Celebration Series	Monthly, Library and various	Department values of inclusiveness and collaboration	Library and Recreation Department program that serves community members from all walks of life and	\$9,152 including \$4800 supplies

	<p>Fall Family Craft Program</p> <p>Dia de Los Muertos</p> <p>Diwali Celebration</p> <p>Native American Heritage Month</p> <p>Luna New Year Celebration</p> <p>Black History Month Celebration</p> <p>AAPI Heritage Month Celebration</p> <p>Juneteenth Celebration</p>	<p>locations</p> <p>September 2024</p> <p>Oct. 12, 2024</p> <p>Oct. 19, 2024</p> <p>Nov. 2, 2024</p> <p>Jan. 25, 2025</p> <p>Feb. 2025</p> <p>May 17, 2025</p> <p>Jun. 14, 2025</p>		<p>engages staff from multiple divisions and cultural backgrounds</p>	<p>and fee funded by Friends</p>
All Ages PUSD Students	High School Volunteers	Annually	Department Strategic Plan Goal A: Programs Plans and Services	Library program that provides volunteer opportunities in the community for experience and volunteer hours for	\$54,430

				graduation requirements	
All Ages PUSD Students	Student Success Cards	Annually	Department Value of Collaboration	Students can access library materials easily without needing to carry an extra card, and the program provides for increased visibility of library resources.	\$7,150
				Estimated Total Program Costs:	\$547,382

**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: REVIEW AND DISCUSS THE PLEASANTON PUBLIC LIBRARY COLLECTION
DEVELOPMENT PLAN FOR FY 2024/25**

SUMMARY

As stated in Section 2.34.020 of the Pleasanton Municipal Code, “The duties of the Pleasanton Library Commission shall include the following: Seasonally, review the adopted library budget, program and service plans, and key performance indicators” (Attachment 1). The Pleasanton Public Library Collection Development Plan for FY 2024/25 is being shared with the Library Commission for review and input and to assist commissioners with their outreach and advocacy for library services in the community.

RECOMMENDATION

Review and discuss the Pleasanton Public Library Collection Development Plan for FY 2024/25.

BACKGROUND

Pleasanton Public Library holds approximately 180,000 items in its physical collection, along with 16 digital resources that offer thousands of individual titles and resources. With a collection value of approximately \$4.5 million dollars, managing these valuable community assets requires that staff plan annually for the purchase and maintenance of the collection.

As part of the Library and Recreation Strategic Plan 2019-2024, Pleasanton Library created an Implementation Action Plan goal to “curate and manage the library’s collection to meet the recreational, informational and cultural needs of the diverse community.” Staff implemented elements of the goal through the acquisition of new materials in multi-language formats, the development of an Honors collections for books on sensitive topics, the expansion of the Library of Things and an annual collection maintenance schedule to identify damaged and outdated materials for replacement.

In November of 2023, collection development for the library was further guided by City Council approval of a new Collection Development Policy (Attachment 2) which was developed by the Library Policy Subcommittee of commissioners and staff.

In 2024, City Council approved the amended duties of the Library Commission, which included a commission duty to “Seasonally, review the adopted library budget, program and service plans, and key performance indicators”, as stated in Section 2.34.020 of the Pleasanton Municipal Code.

DISCUSSION

The Pleasanton Public Library Collection Development Plan for FY 2024/25 is being shared for

review and input and to assist commissioners with their outreach and advocacy for library services in the community. The Collection Development Plan for FY 2024/25 was developed for a fiscal year cycle, to align with the adoption of the City’s Mid-term budget. The Mid-Term budget for Library and Recreation will be brought to the commission at its next meeting.

The Collection Development Plan for FY 2024/25 outlines annual collection goals, funding allocations for specific collections, methodology, marketing and promotion, and ongoing collection maintenance.

Collection Goals for FY 2024/25:

- Diversity and Inclusivity: Ensure representation of diverse voices, perspectives and experiences across all genres and formats
- Relevance: Keep the collection current and reflective of community interests, trends and issues
- Quality: Prioritize materials of high literary, informational and artistic quality
- Accessibility: Offer materials in various formats, including print, digital, and audio, to accommodate different reading preferences and accessibility needs
- Balance: Maintain a balanced collection that covers a wide range of subjects, genres and formats
- Community Engagement: Foster community involvement by seeking input from patrons through the Purchase Suggestion module in the library online catalog.

Physical Collection (Books, CD’s, DVD’s, Library of Things)

The Pleasanton Library’s physical collections are thoughtfully curated to meet the diverse interests and needs of the community. The library continually assesses its physical resources, using the Collection Development Policy as guidance and incorporating usage data to ensure a well-rounded selection of books, magazines, and other materials. Additionally, the library utilizes the Collection HQ software tool for collection planning and DEI goals. By evaluating the holdings of other libraries and identifying gaps in its own collection, the library ensures that its physical offerings complement its robust digital resources.

Funding for physical materials is allocated by library staff at the beginning of each fiscal year cycle, with the cost of the materials and collection usage as the primary determinants for allocations. (For example, though children's collections represent about 75% of the total checkouts, the funding allocation is closer to 45% of the total collection budget. Due to a lower average price for children's books, the library is able to acquire more copies.)

Physical Collection Usage	# Checkouts FY 2022/23	# Checkouts FY 2023/24
Adult Collection (Teen and Library of Things)	213,299	217,761
Children Collection	588,547	667,192
TOTAL	801,846	884,953

The total Physical Materials Budget (Books, CD's, DVD's, Library of Things) planned for FY 2024/25 is \$233,200. The chart below outlines actual spending for FY 2022/23 and FY 2023/24, as well as planned spending for the physical collections in FY 2024/25.

FY 2022/23 Actuals

Adult/Teen/Library of Things Collection	\$125,300
Children's Collection	\$87,725
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TOTAL	\$213,025

FY 2023/2024 Actuals

Adult/Teen/Library of Things Collection	\$131,312
Children's Collection	\$92,800
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TOTAL	\$224,112

FY 2024/25

Adults/Teen/Library of Things Collection	\$128,200
Children's Collection	\$104,940
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TOTAL	\$233,140

Digital Collections

Digital collections provide access to an array of resources, making information readily available to library patrons at any time. During the COVID-19 pandemic, when the physical library facility was closed for a period of time, these collections were invaluable, offering uninterrupted access to e-books, audiobooks, databases, and more, ensuring that learning and engagement could continue remotely. Today, Pleasanton Library continues to maintain a robust digital collection, and following the pandemic, adjusted offerings slightly to align with budget constraints, informed by usage tracking. This approach ensures the library continues to meet the evolving needs of the community.

Pleasanton Library planned its digital resource spending for FY 2024/25 by assessing community needs and usage patterns, The library's Digital Workgroup provided an evaluation of each tool, a process that involves analyzing data on current usage, identifying gap areas in the physical collection that could be augmented by digital tools, researching holdings of neighboring public and school libraries, gathering patron feedback, and analyzing emerging trends in digital content and technology. Evaluation of digital resources is ongoing and includes tracking usage statistics across disparate platforms and conducting cost-benefit analyses to ensure that the digital resources offered are effective and relevant to the community.

Digital Collection Usage	# Checkouts FY 2022/23	# Checkouts FY 2023/24
Digital Materials – eBooks, Streaming Video and eAudio	167,583 (Checkouts)	193,460 (Checkouts)
Digital Resources - Learning and Research Tools	503,425 (Retrievals)	432,359 (Retrievals)

The total Digital Collections Budget (eBooks, eAudio, streaming services, and digital learning tools) planned for FY 2024/25 is \$232,676. The chart below outlines actual spending for FY 2022/23 and FY 2023/24 as well as planned spending for digital collections in FY 2024/25.

Digital Materials Spending (eBooks, eAudio, Streaming)	FY 2022/23 Actuals	FY 2023/24 Actuals	FY 2024/25
Hoopla	\$100,000.00	\$120,000.00	\$75,000.00
Kanopy	\$15,000.00	\$15,000.00	\$15,000.00
Overdrive	\$120,000.00	\$120,000.00	\$95,000.00
Total:	\$235,000.00	\$ 255,000.00	\$185,000.00

Digital Resource Spending (Learning and Research Tools)	FY 2022/23 Actuals	FY 2023/24 Actuals	FY 2024/25
A to Z Databases (Business Information)	\$2,600.00	\$2,600.00	\$2,600.00
Help-NOW (Online Live Homework Help)	\$6,400.00	Paid by CA State Library grant	\$3,000.00
Press-Reader (Magazines & Newspaper in different Languages)	\$10,021.28	\$10,021.28	\$10,021.28
Book Browse (Online Booklists and Reading Suggestions)	-	\$1,344.00	\$1,438.00
EBSCO Flipster (Online Magazines)	\$4,952.91	\$4,952.91	\$6,518.53
EBSCO Library Aware & Novelist Plus	\$2,284.00	\$2,398.00	\$2,500.00
Novelist Select	\$7,031.00	\$7,383.00	Discontinued
NewsBank (Local Newspapers)	\$4,415.00	\$4,547.00	\$4,683.00
Gale Database Package	\$9,597.07	\$10,652.36	Discontinued

Value Line (Stock Buying Guide)	\$2,600.00	\$2,700.00	\$2,800.00
Mercury News Online	\$600.00	\$600.00	\$600.00
Weiss Ratings (Mutual Funds Guide)	\$2,695.00	\$2,695.00	\$2,700.00
O'Reilly (Tech Books and Resources)	-	\$10,300.00	\$10,815.00
TOTAL:	\$53,196.26	\$60,193.55	\$47,675.81

Marketing and Promotion

Marketing of library collections in all formats is essential for ensuring that community members are aware of and can access the resources available to them. Pleasanton Library offers a diverse range of materials, including print books, eBooks, audiobooks, magazines, digital resources, and Library of Things items. By promoting these varied formats, the library can cater to different preferences, learning styles, and needs. For instance, while some patrons prefer the tactile experience of a printed book, others find e-books more convenient due to their portability. Audiobooks can be essential to those with visual impairments or busy schedules. Effective marketing ensures that these resources are utilized to their full potential, thereby maximizing the library's investment and its impact on community education and enrichment.

There are several methods for marketing library collections, each tailored to reach different segments of the community. Social media platforms like Facebook and Instagram, are used to highlight new acquisitions, promote reading challenges, and share booklists on themed topics. Email newsletters provide cardholders with updates on upcoming events and newly available titles. In-library signage and posters capture the attention of visitors and guide them to explore new or themed collections. Additionally, hosting events such as book clubs and reading programs generate interest and engagement with the library's offerings.

Displays and merchandising play an important role in marketing library collections by creating visually appealing and accessible presentations of materials. Displays draw attention to specific genres, seasonal reads, or thematic collections, sparking curiosity and encouraging exploration. Merchandising techniques, such as face-out shelving, attractive signage, and the use of decorations, make collections more inviting and easier to navigate. By strategically placing displays in high-traffic areas and regularly rotating themes, the library aims to keep the collection feeling fresh and relevant, thereby increasing circulation and engagement. These efforts not only enhance the visibility of the library's resources but also contribute to a more dynamic and enjoyable patron experience.

Collection Maintenance

Maintaining and keeping library collections up to date is important for ensuring that patrons have access to relevant, accurate, and current information. Updated collections reflect changes in the world and support the diverse needs and interests of the community. By regularly refreshing resources, the library provides the most recent knowledge, reflects evolving cultural and societal trends, and continues to be a vital, dynamic hub for education and personal growth. As such, staff utilize the following methods to ensure the collection is well represented:

- Weeding: Regularly assess and remove outdated, damaged, or underutilized materials to maintain a vibrant and relevant collection
- Replacement: Replace lost or damaged items as necessary to ensure the availability of popular and legacy titles
- Displays: Create thematic, eye-catching displays to supplement events, new acquisitions, and seasonal themes
- Online Presence: Utilize the library website and newsletter to showcase featured titles and seasonal recommendations.

Ongoing Collection Development Plan Updates

The Pleasanton Public Library Collection Development Plan for FY 2024/25 is a dynamic document as community members and commissioners provide input, and staff continue to evaluate and adjust collections and enhance the plan. Guided by the Library and Recreation Department Strategic Plan 2019-2024, the library’s overarching goals are to mirror community diversity, reflect the department values of inclusiveness and DEI, and strive to meet community needs and interests.

EQUITY AND SUSTAINABILITY

Library materials are free to all and the library will be focusing on a wider collection to focusing on different cultures. The library will be continuing to adapt its collections with the upcoming launch of the new Library and Recreation mobile vehicle, in order to serve those who cannot easily access the library facility and to increase access to multilingual collections that reflect the diversity of the Pleasanton community.

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 A. Programs, Plans, and Services – Identify and enhance programming to encourage exploration, intellectual curiosity, and life literacies.

FINANCIAL STATEMENT

Funding for Fiscal Year 2024/25 physical and digital collections, not inclusive of staff, is included in the City of Pleasanton Mid-Term Budget.

- Physical materials are budgeted in the amount of \$233,200 in account #00152301-

440104.

- Processing supplies for physical materials are budgeted in the amount of \$51,200 in account #00152201-430107.
- Digital materials are budgeted in the amount of \$287,400 in account #00152301-430105.

Prepared by:

Submitted by:

Approved by:



Lia Bushong, Assistant Director of Library/Recreation

Attachments:

1. Updated Muni Code Library Commission
2. Collection Development Policy

ORDINANCE NO. 2278

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLEASANTON AMENDING MUNICIPAL CODE TITLE 2 TO MODIFY THE DUTIES, MEMBERSHIP AND MEETING FREQUENCY OF THE CIVIC ARTS, HUMAN SERVICES, LIBRARY, AND PARKS AND RECREATION COMMISSIONS

WHEREAS, the City's advisory commissions provide important focus on key issues for various segments of the community, for which the commissions then distill, add their own expertise, and make recommendations to the City Council; and

WHEREAS, from Fall of 2023 through Spring of 2024, the City Council was involved with commission and committee reorganization, and the Civic Arts, Human Services, Library, and Parks and Recreation Commissions have also met to review and make recommendations for updates to their commission's respective duties.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Finds that the proposed amendments to the Pleasanton Municipal Code have no possibility to have a significant effect on the environment per Title 14 California Code of Regulations (CEQA Guidelines) § 15061(b)(3).

SECTION 2. Amends the Pleasanton Municipal Code as shown in Exhibit A, attached, and incorporated by this reference, to modify the duties, membership, and meeting frequency of the Civic Arts, Human Services, Library, and Parks and Recreation Commissions.

SECTION 3. A summary of this ordinance shall be published once within fifteen (15) days after its adoption in "The Valley Times," a newspaper of general circulation published in the City of Pleasanton, and the complete ordinance shall be posted for fifteen (15) days in the City Clerk's office within fifteen (15) days after its adoption.

SECTION 4. This ordinance shall be effective thirty (30) days after its passage and adoption.

{Signatures and votes to follow on the next page}

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Pleasanton, California, on April 16, 2024, and adopted on May 7, 2024, by the following vote:

Ayes: Councilmembers Arkin, Balch, Nibert, Testa, Mayor Brown
Noes: None
Absent: None
Abstain: None



Karla Brown, Mayor

ATTEST:



Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:



Daniel G. Sodergren, City Attorney

EXHIBIT A

CIVIC ARTS COMMISSION

For the Civic Arts Commission, amend §2.39.020 Duties as follows:

§2.39.020 Duties

The duties of the Pleasanton Civic Arts Commission shall include the following:

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 and plans to the City Council related to Arts and Culture.
3. Seasonally, review the adopted Civic Arts budget, program and service plans, and key performance indicators.
4. Advise the City Council on services and capital projects related to Arts and Culture.
5. Review and provide recommendations for all works of art to be acquired, relocated, altered or removed by the city as outlined in the Pleasanton Municipal Code Section 13.16.
6. As a community leader, receive Arts and Culture related feedback from the community.
7. Act as an advocate for Arts and Culture within the community.
8. Review and recommend grant funding allocations to City Council for the Community Grant Program, Civic Arts Category.
9. Serve as liaison between the city and other Arts and Culture-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§2.39.030 Membership-Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the "commissioners") all of whom shall be residents of the city.
- B. The youth member shall be a minimum age of a high school freshman.
- C. Commissioners, shall be appointed by the mayor, subject to ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners shall be eligible to participate in all activities of the commission .
- E. Commissioners shall be compensated as established by city council resolution.

§ 2.39.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The terms of commissioners shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.39.080 Meetings

- A. The commission shall attempt to meet on a monthly basis at a predetermined time and place, but shall meet at least six times each calendar year.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local

newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with section 54950 et seq., of the government code, known commonly as the Ralph M. Brown act.

- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.39 remain unchanged.

HUMAN SERVICES COMMISSION

For the Human Services Commission, amend §2.28.020 Duties as follows:

§ 2.28.020 Duties

The duties of the Human Services Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 the human service needs of the community. Emphasis will be given to the human services needs of the socially and economically disadvantaged, the elderly, and youth.
3. Seasonally, review and advise city staff on programs and service plans related to human service needs of the community and provide feedback on the evaluation metrics at workplan's completion.
4. Advise the City Council on services and capital projects related to the Eastern Alameda County Human Services Needs Assessment.
5. As community leaders, be aware of and identify human service needs and related feedback from the community and advocate for those community needs.
6. Review and evaluate requests from human service providers for financial assistance, endorsements, grants, and other types of assistance; make recommendations to the City Council regarding such requests.
7. Serve as liaison between the city and other regional human service providers, including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.28.030 Membership—Appointments—Voting

- B. The commission shall have seven commissioners, including one youth member (collectively the "commissioners"), all of whom shall be residents of the city.
- C. The commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. The commissioners, shall be appointed by the mayor, subject to ratification by the city council as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners are eligible to participate in all discussions of the commission
- E. Commissioners shall be compensated as established by city council resolution

§ 2.28.040 Term of membership

Commissioners shall be eligible to serve a maximum term of eight years with two four-year terms, except

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.28.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Wednesday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.28 remain unchanged.

LIBRARY COMMISSION

For the Library Commission, amend §2.34.020 Duties as follows:

§ 2.34.020 Duties

The duties of the Pleasanton Library Commission shall include the following:

- 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. Seasonally, review the adopted library budget, program and service plans, and key performance indicators.
- 4. Advise the City Council on capital projects related to library facilities.
- 5. As community leaders, receive library related feedback from the community.
- 6. Act as an advocate for library and cultural programs, services and facilities within the community.
- 7. Serve as liaison between the city and other library-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.34.030 Membership—Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the “commissioners”) all of whom shall be residents of the city.

- B. Six commissioners shall be selected from the community at large. One commissioner shall be selected from a recommendation made by the Pleasanton library league. The youth member shall be the minimum age of a high school freshman. Commissioners, shall be appointed by the mayor subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.34.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.34.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chair or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.34 remain unchanged.

PARKS AND RECREATION COMMISSION

For the Parks and Recreation Commission, amend §2.32.020 Duties as follows:

§ 2.32.020 Duties

The duties of the Parks and Recreation Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 parks, trails and recreational facilities, programs and services.
3. Seasonally, review and advise city staff on program and service plans related to the parks and recreational 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 parks, trails and recreational facilities.
5. As community leaders, receive parks, trails, and recreation related feedback from the community.
6. Act as an advocate for parks, trails, and recreation related programs, services and facilities within the community.
7. Serve as liaison between the city and other regional parks, trails and recreational-based entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.32.030 Membership—Appointments

- A. The commission shall have seven commissioners, one youth member (collectively the “commissioners”), all of whom shall be residents of the city.
- B. Commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. Commissioners shall be appointed by the mayor, subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.32.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

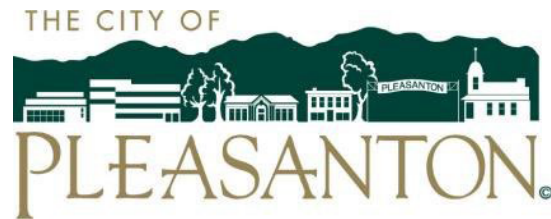
- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.32.080 Meetings

- A. Regular meetings shall be held at least six times per year on the second Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.32 remain unchanged.

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Collection Development Policy

I. Mission

Pleasanton Public Library's mission is to be the place for all members in the community to "Discover, Connect, and Share." To fulfill this mission, the library provides free and equal access to resources in a variety of formats to meet the cultural, informational, recreational and educational needs of the diverse community it serves. The Library Collection Development policy addresses these goals by articulating its position on the selection and maintenance of its collection of materials.

II. Selection

Pleasanton Library staff are responsible for the selection of physical and digital library materials. The library provides an assortment of physical and digital titles that resonate personally at the individual level, while offering avenues of connection into the diversity of human experience. To develop such a collection, library staff utilize analytics, professional reviews, curated lists, and trade journals during the selection process. Titles are generally selected according to the following criteria:

- 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

The selection of library materials is based on the entire work and not chapters or sections, and materials need not meet every criterion to be selected. Materials are selected which are appropriate to public libraries and meet the needs and interests of the community. Interlibrary loan service is also available to give Pleasanton patrons access to larger, more specialized collections.

Demographic composition, along with the above criteria, informs the acquisition of non-English materials, and will continue to evolve with the community. The library develops smaller collections of Spanish and Asian languages books, digital newspapers and

learning tools in multiple languages, as well as an “International DVD” section representing over 40 languages.

III. Free and Equitable Access to Information

The library affirms that free and equitable access to information resources supports an enlightened citizenry, which is interpreted from the American Library Association’s (ALA) [Library Bill of Rights](#). As a public space, the library functions as an impartial repository of materials, where stories and ideas from different walks of life may be discovered and borrowed without hindrance, thereby upholding the values of [intellectual freedom](#). Furthermore, the Library acknowledges the [right and responsibility of parents and guardians](#) to determine their children’s use of library materials.

IV. Collection Maintenance

In order to maintain a vital and relevant collection, library staff regularly assess library materials and digital resources for condition, accuracy, and usage. Staff make these assessments through both direct examination and usage data, and adhere to the principles stated in the ALA’s [Evaluating Library Collections](#) statement.

Library materials that have been lost or damaged may be replaced using the same criteria as was used for selection. Other factors considered when deciding on replacements include the current number of duplicate holdings (copies), availability of newer materials on the subject, existence of adequate coverage of a subject, and demand for a specific title.

Deselection of materials, or weeding, is essential to maintain the quality, relevance, and purpose of library collections and involves the removal of items from the collection. Library staff deselect items based upon several factors including publishing date, physical condition, community interest, availability of newer or more valid titles, and space limitations.

Deselected materials are donated to the Friends of the Pleasanton Library nonprofit group. The Friends of the Library may then choose to further donate materials, resell materials with proceeds benefiting the library, or ship materials for recycling.

V. Reconsideration of Materials

Patrons may share their concerns regarding the content of a particular title by filling out and submitting a [Request for Reconsideration of Materials](#) form. Library staff will review the form and provide a written response within 30 days of receipt.

Approved by the Library Commission, October 5, 2023.

Adopted by the Pleasanton City Council, November 7, 2023.

**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: DISCUSS AND APPROVE THE LIBRARY COMMISSION'S SHORT-TERM
WORKPLAN PRIORITIES FOR FY 2024/25**

SUMMARY

As stated in Section 2.34.020 of the Pleasanton Municipal Code, “The duties of the Pleasanton Library Commission shall include the following: Develop a commission workplan to be provided to the 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”. As the next two-year budget cycle will be developed in early 2025, staff recommends the commission develop a short-term workplan to guide its work over the course of this current fiscal year (July 1, 2024 – June 30, 2025).

RECOMMENDATION

Discuss and approve the Library Commission's short-term workplan priorities for FY 2024/25

BACKGROUND

As stated in Section 2.34.020 of the Pleasanton Municipal Code (Attachment 1): The duties of the Pleasanton Library Commission shall include the following: “Develop a commission workplan to be provided to the 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.”

DISCUSSION

In preparation for the next workplan cycle in FY 2025/26, staff is recommending that the Library Commission provide prioritization of workplan goals for FY 2024/25, in an effort to align projects with available funding and staffing resources.

Goals already established by the Library Commission in the prior year cycle may be considered for a short-term commission workplan that would cover the remainder of FY 2024/25.

To provide information on each of the commission goals that have been discussed in prior meetings and commission recommendations under consideration, a table of the individual projects with goals and details on each is provided below.

Commission Projects/Goals*	Estimated Supplies and Materials Costs	Funding Source	Commission Role	Estimated Timeline/ Duration	Estimated Staff Hours (All Staff)
Develop a standard introductory email to send to organizations and businesses	No materials costs	Library & Admin Budgets	Commissioners would send out emails upon completion	1-month project	20 hours to develop emails and coordinate across City departments
Work with staff to develop printed marketing materials for Community Outreach	\$5,000-\$7,000 Brochure Design \$1,000 Translation Services \$2,000 Printing Costs	Library Supplies and Materials Budgets	Commission to provide input on content for brochures	3-month project	75 hours
Work with staff to determine programs and services where commissioners can get involved and build new community connections through Outreach	No materials costs	Library & Admin Budgets	Commissioners commit to attend programs throughout the year. Staff provide a calendar of programs and coordinate with commissioners	At least 6 meetings per year	10 hours (1 hour to coordinate each program)
Update one Library Policy each cycle (Revisions to Donation Policy, Display Policy, Bulletin Board Policy) or Recommend New Policies	No materials costs	Library & Admin Budgets	The commission guides the development; and recommendations to the City Council	4-5 months per policy	100 hours per policy
Receive Informational Staff Reports on Library Topics	No materials costs	Library & Admin Budgets	Commissioners and staff develop topics for written and PowerPoint presentations	At least 6 meetings per year	Minimum of 120 hours annually for one report each month (20 hours per report)
<i>Plan and implement a Community Read Event*</i>	<i>\$15,000-\$20,000 in books and materials</i>	<i>Grants & Sponsorship</i>	<i>Commissioners, along with staff, work to obtain sponsors, co-plan and lead events, and volunteer at programs.</i>	<i>10-month project</i>	<i>300 hours</i>

**The Community Read Event cannot be planned at this at this time, as it would be considered a new program, and given the City's financial situation, staff has been directed to not start new programs and services.*

The following goals will continue forward on the workplan as they are underway:

1. Library Privacy Policy Development. This goal is in process with input and direction from the commission and a draft policy planned in the Fall of 2024.
2. Evaluate Teen Poet Laureate Program. This goal was advanced by the commission to advise on the Pleasanton program and explore ideas and collaboration with other Tri-Valley poetry programs.
3. Provide Recommendations on a Private Art Donation for the Library. This project is required for consideration under the Pleasanton Municipal Code for Art in Public Places and aligns with the Library Commission's duties to advise the City Council on projects related to library facilities.

Next Steps

- Assign a numeric rating for each Goals #1 – 6. Each commissioner provides a rating on the Commission Goals for FY 2024/25 and provides feedback.
- Review a short-term workplan at a future meeting. Staff will compile an average of the rankings, summarize feedback, determine how many goals and projects can be supported for the remainder of FY 2024/25, and provide a short-term work plan for commission input and approval at the October meeting.
- Begin the next workplan cycle in 2026. For future cycles, the commission would begin planning for a second workplan cycle in January 2026, to inform the next two-year budget process.

EQUITY AND SUSTAINABILITY

The workplan process aims to align funding and staffing resources in a way that ensures equity in goals and priorities and provides the greatest benefit to the community.

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 D. Organization 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 materials and staffing for library projects is budgeted in the FY 2024/25 Library divisional budget and the Library and Recreation administrative budget. The Mid-term budget related to Library and Recreation will be shared with the commission at their next meeting.

Prepared by:

A handwritten signature in black ink, appearing to read "Lia Bushong". The signature is fluid and cursive, with the first name "Lia" and last name "Bushong" clearly distinguishable.

Lia Bushong, Assistant Director of Library/Recreation

Attachments:

1. Updated Municipal Code Commissions

ORDINANCE NO. 2278

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLEASANTON AMENDING MUNICIPAL CODE TITLE 2 TO MODIFY THE DUTIES, MEMBERSHIP AND MEETING FREQUENCY OF THE CIVIC ARTS, HUMAN SERVICES, LIBRARY, AND PARKS AND RECREATION COMMISSIONS

WHEREAS, the City's advisory commissions provide important focus on key issues for various segments of the community, for which the commissions then distill, add their own expertise, and make recommendations to the City Council; and

WHEREAS, from Fall of 2023 through Spring of 2024, the City Council was involved with commission and committee reorganization, and the Civic Arts, Human Services, Library, and Parks and Recreation Commissions have also met to review and make recommendations for updates to their commission's respective duties.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Finds that the proposed amendments to the Pleasanton Municipal Code have no possibility to have a significant effect on the environment per Title 14 California Code of Regulations (CEQA Guidelines) § 15061(b)(3).

SECTION 2. Amends the Pleasanton Municipal Code as shown in Exhibit A, attached, and incorporated by this reference, to modify the duties, membership, and meeting frequency of the Civic Arts, Human Services, Library, and Parks and Recreation Commissions.

SECTION 3. A summary of this ordinance shall be published once within fifteen (15) days after its adoption in "The Valley Times," a newspaper of general circulation published in the City of Pleasanton, and the complete ordinance shall be posted for fifteen (15) days in the City Clerk's office within fifteen (15) days after its adoption.

SECTION 4. This ordinance shall be effective thirty (30) days after its passage and adoption.

{Signatures and votes to follow on the next page}

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Pleasanton, California, on April 16, 2024, and adopted on May 7, 2024, by the following vote:

Ayes: Councilmembers Arkin, Balch, Nibert, Testa, Mayor Brown
Noes: None
Absent: None
Abstain: None



Karla Brown, Mayor

ATTEST:



Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:



Daniel G. Sodergren, City Attorney

EXHIBIT A

CIVIC ARTS COMMISSION

For the Civic Arts Commission, amend §2.39.020 Duties as follows:

§2.39.020 Duties

The duties of the Pleasanton Civic Arts Commission shall include the following:

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 and plans to the City Council related to Arts and Culture.
3. Seasonally, review the adopted Civic Arts budget, program and service plans, and key performance indicators.
4. Advise the City Council on services and capital projects related to Arts and Culture.
5. Review and provide recommendations for all works of art to be acquired, relocated, altered or removed by the city as outlined in the Pleasanton Municipal Code Section 13.16.
6. As a community leader, receive Arts and Culture related feedback from the community.
7. Act as an advocate for Arts and Culture within the community.
8. Review and recommend grant funding allocations to City Council for the Community Grant Program, Civic Arts Category.
9. Serve as liaison between the city and other Arts and Culture-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§2.39.030 Membership-Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the "commissioners") all of whom shall be residents of the city.
- B. The youth member shall be a minimum age of a high school freshman.
- C. Commissioners, shall be appointed by the mayor, subject to ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners shall be eligible to participate in all activities of the commission .
- E. Commissioners shall be compensated as established by city council resolution.

§ 2.39.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The terms of commissioners shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.39.080 Meetings

- A. The commission shall attempt to meet on a monthly basis at a predetermined time and place, but shall meet at least six times each calendar year.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local

newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with section 54950 et seq., of the government code, known commonly as the Ralph M. Brown act.

- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.39 remain unchanged.

HUMAN SERVICES COMMISSION

For the Human Services Commission, amend §2.28.020 Duties as follows:

§ 2.28.020 Duties

The duties of the Human Services Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 the human service needs of the community. Emphasis will be given to the human services needs of the socially and economically disadvantaged, the elderly, and youth.
3. Seasonally, review and advise city staff on programs and service plans related to human service needs of the community and provide feedback on the evaluation metrics at workplan's completion.
4. Advise the City Council on services and capital projects related to the Eastern Alameda County Human Services Needs Assessment.
5. As community leaders, be aware of and identify human service needs and related feedback from the community and advocate for those community needs.
6. Review and evaluate requests from human service providers for financial assistance, endorsements, grants, and other types of assistance; make recommendations to the City Council regarding such requests.
7. Serve as liaison between the city and other regional human service providers, including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.28.030 Membership—Appointments—Voting

- B. The commission shall have seven commissioners, including one youth member (collectively the "commissioners"), all of whom shall be residents of the city.
- C. The commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. The commissioners, shall be appointed by the mayor, subject to ratification by the city council as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners are eligible to participate in all discussions of the commission
- E. Commissioners shall be compensated as established by city council resolution

§ 2.28.040 Term of membership

Commissioners shall be eligible to serve a maximum term of eight years with two four-year terms, except

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.28.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Wednesday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.28 remain unchanged.

LIBRARY COMMISSION

For the Library Commission, amend §2.34.020 Duties as follows:

§ 2.34.020 Duties

The duties of the Pleasanton Library Commission shall include the following:

- 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. Seasonally, review the adopted library budget, program and service plans, and key performance indicators.
- 4. Advise the City Council on capital projects related to library facilities.
- 5. As community leaders, receive library related feedback from the community.
- 6. Act as an advocate for library and cultural programs, services and facilities within the community.
- 7. Serve as liaison between the city and other library-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.34.030 Membership—Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the “commissioners”) all of whom shall be residents of the city.

- B. Six commissioners shall be selected from the community at large. One commissioner shall be selected from a recommendation made by the Pleasanton library league. The youth member shall be the minimum age of a high school freshman. Commissioners, shall be appointed by the mayor subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.34.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.34.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chair or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.34 remain unchanged.

PARKS AND RECREATION COMMISSION

For the Parks and Recreation Commission, amend §2.32.020 Duties as follows:

§ 2.32.020 Duties

The duties of the Parks and Recreation Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 parks, trails and recreational facilities, programs and services.
3. Seasonally, review and advise city staff on program and service plans related to the parks and recreational 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 parks, trails and recreational facilities.
5. As community leaders, receive parks, trails, and recreation related feedback from the community.
6. Act as an advocate for parks, trails, and recreation related programs, services and facilities within the community.
7. Serve as liaison between the city and other regional parks, trails and recreational-based entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.32.030 Membership—Appointments

- A. The commission shall have seven commissioners, one youth member (collectively the “commissioners”), all of whom shall be residents of the city.
- B. Commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. Commissioners shall be appointed by the mayor, subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.32.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.32.080 Meetings

- A. Regular meetings shall be held at least six times per year on the second Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.32 remain unchanged.

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**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: RECOMMEND ACCEPTANCE OF AND LOCATION SELECTION FOR THE
WONDERFUL WIZARD OF OZ BOOK BENCH DONATION**

SUMMARY

Pleasanton resident Dorothy Broderson would like to donate the Wonderful Wizard of Oz Book Bench, a public artwork representing the literary work of the same name by L. Frank Baum, to be installed at the Pleasanton Library located at 400 Old Bernal Avenue.

In accordance with the City's Public Art Program, the Wonderful Wizard of Oz Book Bench was reviewed for artistic merit, installation, location, and maintenance by the Public Art Selection Subcommittee (PASS) on June 28, 2024.

Based on the provided information, the commission should offer a recommendation as to whether to accept the donation. If the commission recommends acceptance, staff are also seeking a recommendation for one of two viable locations at the Pleasanton Library.

If recommended by the Library Commission and the Civic Arts Commission, the public artwork and location selection will be shared with the City Council for review and consideration at an upcoming meeting.

RECOMMENDATION

Recommend acceptance of and location selection for the Wonderful Wizard of Oz Book Bench donation.

BACKGROUND

The Pleasanton Municipal Code, Chapter 13.16 Art in Public Places (Attachment 1) outlines the process for gifts and loans of public art displayed in public places:

- A. The Civic Arts Commission shall review any proposed donation or loan of public art for artistic merit, site appropriateness, liability questions, and installation and maintenance costs and considerations. The review shall include consultations with all affected city departments.
- B. Upon completion of its review the Civic Arts Commission shall make its recommendation for acceptance or rejection of the offer to the city council.
- C. A donor who wishes to make an offer of a gift of public art shall provide for review:
 1. Documented materials for the artwork being offered for donation including photographs, slides, renderings, descriptions of size, weight, medium, title, year of creation, and a resume of the artist, if possible.
 2. Documentation establishing the donor as the clear and unencumbered title holder of the artwork.
 3. A release letter by the donor should the city decide to deaccess the artwork in

the future.

- D. The city will acknowledge receipt of the donated artwork without valuation for tax purposes. The donor must find other means of establishing the value of the artwork. (Ord. 1676 § 1, 1996)

In addition to what is identified in the Municipal Code, a Public Art Selection Subcommittee (PASS) supports the process of Art in Public Places and commission review, meeting on an as-needed basis to review public art proposals. The subcommittee includes representatives from the Civic Arts Commission, Parks and Recreation Commission, and City staff from the Library and Recreation Department and the Public Works Department. Given that the proposed public artwork would be potentially located at the Pleasanton Library, a Library Commissioner was assigned to the PASS meeting during the May Library Commission meeting.

PASS convened virtually on June 28, 2024. PASS members present included a Civic Arts Commissioner, Library Commissioner, Parks and Recreation Commissioner, as well as City staff from the Library and Recreation Department and the Public Works Department. PASS discussed the piece and received a presentation by the donor, and discussed the considerations outlined in the municipal code for proposed donations which include artistic merit, location, installation and maintenance.

Information about the Piece

Pleasanton resident Dorothy Broderson presented information about the Wonderful Wizard of Oz Book Bench at the PASS meeting. She shared that the Town of Danville hosts annual temporary art exhibits, and in the summer of 2023, the city issued a call for artists' proposals for a "Bound for Books" exhibit. This open call invited professional artists and serious art students from the nine Bay Area counties. Each participating artist received a \$1,000 stipend. The Book Benches were displayed outdoors from June to September 2023.

Following the exhibit, the Town of Danville held an online auction where the public bid on the Book Benches for purchase. Ms. Broderson won the bid for the Wonderful Wizard of Oz Book Bench, at a cost of \$3,600. She then contacted staff to inquire about donating the public artwork to the City of Pleasanton. In accordance with the City's Public Art Program, staff scheduled a PASS meeting in June 2024 to review Ms. Broderson's proposal and develop a recommendation for commission review.

Artistic Merit

At the PASS meeting, images of the Wonderful Wizard of Oz Book Bench were presented with information on the artist Kristen Calderon and the literary work that inspired the piece, "The Wonderful Wizard of Oz" by L. Frank Baum. During the PASS meeting, the quality of the art was discussed. While some PASS representatives appreciated the art and its concept, others expressed concerns about its quality compared to other pieces in the City's public art collection such as the bronze artworks at the Pleasanton Library. The topic of the City's commitment to Diversity, Equity, Inclusion, and Belonging (DEIB) was also raised, with comments on a perceived lack of inclusivity in the book, although others pointed out that the storyline has been adapted many times and that newer adaptations are more relevant to today's culture.

Location, Installation and Maintenance

PASS discussed four possible locations at the Pleasanton Library for placement of the public

artwork. The two indoor options are in the library lobby area, in front of the community information wall and in the children's area (Attachment 2). The two outdoor locations are on the west side of the library entrance near the picnic bench and bike racks, and on the east side of the library entrance near the newsrack and benches (Attachment 3). There was limited discussion on external location options because most PASS members preferred an indoor venue.

The indoor location in front of the library's community information wall was considered, but concerns were raised about access to the wall's community flyers when individuals are seated on the bench and/or difficulty viewing flyers with the bench placement. Another consideration that was brought to staff's attention is that the bench does not have arms that could make it difficult for some individuals to get out of the seat. One idea that was proposed in the PASS meeting was to move the bench against the front lobby window to avoid obstructing flyer access and staff were asked to measure the bench to see if it would fit against the lobby window. After the meeting, staff measured the space and confirmed that it would not fit facing the window due to door clearance requirements.

The second indoor location identified in the children's area was also discussed. However, staff reported that this and other children's areas have tables and study spaces used for class visits, programming, family activities, and evening student groups, making it clear that placing a fixed bench in a heavily used community seating area would not be ideal.

Staff also explored the option of placing the artwork on casters to allow for easy movement. However, staff contacted the Book Bench manufacturer and were advised that using casters was not recommended as it would weaken the piece if it were used for seating.

DISCUSSION

The Wonderful Wizard of Oz Bench – Acceptance of Piece

Based on the provided information, the Library Commission and Civic Arts commission should offer a recommendation on whether to accept the donation. The benefits of accepting the piece include enhancing civic engagement in public art and reading and providing enjoyment for community visitors and library program participants.

Location Selection

If the commissions recommend acceptance of the donation, staff are also seeking input on one of two viable locations. One of the challenges in finding an ideal location at the library is that it is a heavily used City facility, averaging 500,000 visitors per year. At 30,178 square feet, it is below the standard size for public library buildings.

- **Indoor Location:** In the lobby entrance, in front of the library's community information wall, the benefits of this location include the fact that there is currently no seating available in the lobby. However, there are some challenges to consider. When individuals are seated on the bench, it may be difficult to view some flyers. Additionally, the bench does not have arms, which could make it difficult for individuals to get up from the seat.
- **Outdoor Location:** At the entrance to the Pleasanton Library, on the east side of the building, adjacent to the newsrack, this location offers several benefits. It provides excellent visibility for visitors and ample lighting at night, which would highlight the artwork and potentially reduce the risk of vandalism. However, a challenge with this

location is the significant difference in style between the existing art outside the library and the bench.

Temporary Installation

The Wonderful Wizard of Oz Book Bench is recommended to be installed as a temporary art piece due to its construction and value. The estimated value of the piece is estimated at \$2,850, which includes the \$1,850 cost from the vendor (Chicago Fiberglass) and the \$1,000 payment to the artist (covered by the Town of Danville). With over 45 permanent works in the City of Pleasanton's public art collection, each piece averages approximately \$22,000 in value and the permanent pieces are constructed of materials designed in consultation with staff for longevity and community use. The addition of the piece as a temporary installation is consistent with its intended design and use in the Town of Danville, where it functioned as part of a temporary exhibition.

Per the Pleasanton Municipal Code, Chapter 13.16 Art in Public Places, staff recommends the commissions consider the following when assessing whether to recommend the acceptance and installation of the piece:

- Artistic merit
- Site appropriateness
- Liability
- Installation and maintenance costs and considerations

If recommended by the Library Commission and the Civic Arts Commission, the public artwork and location selection will be shared with the City Council for review and consideration at an upcoming meeting.

EQUITY AND SUSTAINABILITY

The public art program strives to align art projects with funding and staffing resources, as well as to identify projects that celebrate diversity and would be enjoyed by all residents and visitors in Pleasanton.

OUTREACH

No outreach was done on this item.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- Investing in Our Environment: Infrastructure, Public Facilities and Sustainability, Strategy 7 – Continue to invest in parks, bicycle, and pedestrian infrastructure, and public art.

FINANCIAL STATEMENT

The Wonderful Wizard of Oz Book Bench is a proposed donation by Dorothy Broderson. The

donor would also pay for the cost of the plaque. City staff from the Public Works Department would oversee the art installation, with labor costs estimated at \$700. Maintenance will be conducted only in the case of vandalism and would be funded through the City's General Fund for Maintenance and Conservation funded in account 00150400-430107.

Prepared by:

Submitted by:

Approved by:



Rachel Prater, Recreation Manager

Attachments:

1. Pleasanton Municipal Code, Chapter 13.16 Art in Public Places
2. Interior Bench Locations
3. Exterior Bench Locations

Chapter 12.51 ART IN PUBLIC PLACES PROGRAM

Sections:

- 12.51.010 Public art in new commercial, industrial and residential construction.
- 12.51.020 Definitions.
- 12.51.030 Requirement to provide public art or pay in-lieu contribution.
- 12.51.040 Livermore public art fund.
- 12.51.050 Permissible expenditures.
- 12.51.060 Processing.
- 12.51.070 Guidelines for public art.
- 12.51.080 Location and relocation of public art.
- 12.51.090 Endowments.

12.51.010 Public art in new commercial, industrial and residential construction.

A. Cultural and artistic assets should be included in private development projects because it is important that those projects contribute to the development of private property in a manner that benefits the public.

B. The visual and aesthetic quality of development projects has a significant impact on property values, the economic well-being of the City and its orderly development.

C. The City of Livermore's general plan establishes cultural and historical, recreational, park and open space land use policies. This chapter is consistent with the cultural and historic component of the City's general plan by providing an opportunity for the design of new projects to incorporate public art. It is also consistent with the goals and objectives of the revitalization strategy of the downtown specific plan.

D. This chapter is also consistent with the City of Livermore successor agency 2004-2009 five-year implementation plan, which has as one of its goals the development of an arts and culture component to make Livermore's downtown a "center for the arts." This can be readily accomplished by the installation of public art within the Livermore successor agency project area and by the support through funding and setting of priorities of cultural arts programming in the downtown.

E. The public's understanding, enjoyment and experience of cultural diversity will be increased by the variety of artistic projects and cultural arts programs to be provided in compliance with this chapter.

F. The public art provided pursuant to this chapter shall include, without limitation, the preservation of Livermore's historic, artistic, cultural and agricultural traditions.

G. The incorporation of public art into private development will create a unique sense of community as well as public identity and will enhance the visual and aesthetic quality of such developments for commercial, residential and visitor activity, particularly in the downtown. The funding of cultural arts programs throughout the City will greatly benefit the citizens of the City of Livermore and will foster economic revitalization in the City.

H. A cultural arts fee task force was convened by the City Council during the summer of 2007, made up of members of the cultural arts council, community groups, the chamber of commerce and the Commission for the Arts, to discuss the appropriateness of the fee amount, the duration of the fee and to consider the possibility of alternate funding sources for public art, which such suggestions have been incorporated into this chapter. (Ord. 2065 § 1(A), 2018; Ord. 2035 § 1 (Exh. B), 2016; Ord. 1971 § 1(E), 2012; Ord. 1836 § 1, 2008)

12.51.020 Definitions.

A. "Construction costs" means the total value of the development project as determined by the community development department and indicated by the building official on the building application submitted to the department in order to obtain a building permit, or permits, for the development project. Building permit applications shall include, but not be limited to, all grading, building, plumbing, mechanical, and electrical permit applications for the project.

B. "Development" or "development project" means a project involving the construction of a new building or the rehabilitation, renovation, remodeling or improvement of an existing building. An existing industrial/commercial building that is added onto with a construction area greater than or equal to 25 percent of the original square footage of the building, as determined by the building official, shall also be subject to the requirements of this chapter. "Development" or "development project" as herein defined shall include any and all residential development over four units, commercial development, including office and retail uses or office and residential uses, and industrial or light industrial uses throughout the City of Livermore, subject to the following exemptions: remodeling, repair or reconstruction of structures which have been damaged by fire, flood, wind, earthquake or other calamity; seismic retrofit projects as defined by the Livermore Municipal Code; fire sprinkler installation projects as defined by the Livermore Municipal Code; all residential remodeling; all commercial alterations; the installation of any accessory structures; below market rate housing units and structures designated as historic pursuant to the Livermore general plan, the Livermore Development Code or the downtown specific plan. As of the effective date of the ordinance codified in this chapter, those projects for which applications are deemed complete shall also be exempt from this chapter.

C. "Nonprofit agency" shall mean a corporation organized under Internal Revenue Code Section 501(c)(3), in good standing with the California Department of Corporations and in compliance with any and all federal, state, and local licensing, reporting, and tax requirements.

D. "Program allocation" shall mean the dollar amount equal to one-third of one percent of the construction costs of a development project covered by this chapter.

E. "Public artwork" means works of art created by artists as unique and original works, in any medium including but not limited to painting, drawing, printmaking, photography, calligraphy, ceramic, sculpture, glass, liquid, water features, murals, light earthworks, conceptual and temporal pieces, functional elements if designed by a professional artist, and art that is integrated into a project's architecture. It may include space for exhibitions, displays or demonstrations and public performances. The artwork may be created through collaboration between the Commission for the Arts, the artist and the community.

F. "Public art fund" means a fund established and maintained by the City of Livermore for the purpose of funding public art and cultural programming consistent with the public art policy, and administered by the Commission for the Arts.

G. "Public art in-lieu contribution" shall mean that payment by an owner or developer into the public art fund in an amount that is in lieu of installation of public art on site.

H. "Public art policy" means that policy adopted by the City Council and which directs and guides the Commission for the Arts relative to the implementation of the public art program.

I. "Public place" means any area on public or private property which is easily accessible and clearly visible to the general public. If located on private property, the area must be open to the general public and clearly visible from adjacent public property such as a street or other public thoroughfare or sidewalk. (Ord. 2065 § 1(A), 2018; Ord.

2045 § 1(A), 2016; Ord. 2035 § 1 (Exh. B), 2016; Ord. 2016 § 1(A), 2015; Ord. 1901 § 3 (Exh. A § 24), 2010; Ord. 1836 § 1, 2008)

12.51.030 Requirement to provide public art or pay in-lieu contribution.

A. Private developments shall devote an amount not less than the program allocation amount for acquisition and installation of public art in the development project, such amount to be determined by the building official. The public art shall be installed on the development site in a location that allows the public art to be visible from a public right-of-way or from other public property.

B. In lieu of acquisition and installation of public artwork on the development site, an owner or developer, at its discretion, may deposit a public art in-lieu contribution in an amount equal to the program allocation into the Livermore public art fund established by LMC 12.51.040 for acquisition and installation of public art. The public art in-lieu contribution shall be paid prior to the issuance of a building permit. Project applicants shall indicate on their entitlement application that they wish to make a public art in-lieu contribution.

C. Subject to the approval of the Commission for the Arts, an owner or developer may incorporate into the development public art that has a value lower than the program allocation, as determined by the Commission for the Arts, and pay a public art in-lieu contribution to the public art fund for the balance of the program allocation.

D. Deferred Fee Program. The City Council may, by resolution, adopt administrative guidelines to provide a special fee deferral program in response to unprecedented conditions such as extraordinary economic changes. (Ord. 2065 § 1(A), 2018; Ord. 2035 § 1 (Exh. B), 2016; Ord. 1879 § 7, 2009; Ord. 1836 § 1, 2008)

12.51.040 Livermore public art fund.

A. There is hereby created the Livermore public art fund to account for the public art in-lieu contributions made pursuant to LMC 12.51.030 and any and all other revenues appropriated or received for public art. The revenues in such fund shall be used solely for: (1) the acquisition, commission, design, installation, improvement, maintenance and insurance of public art; or (2) other expenses associated with implementation of the Livermore public art policy.

B. The Livermore public art fund shall be distributed annually as follows: no more than 10 percent of the annual Livermore public art fund shall be used as an administrative fee for processing the public art application, approving the public art, coordinating and developing cultural programs, monitoring, compliance, or any other administrative task related to the implementation of the Livermore public art policy.

C. The balance of the Livermore public art fund shall be distributed for public art as follows: (1) 80 percent designated for acquisition, commission, design, installation, improvement, maintenance and insurance of public art to be placed at locations determined by the City Council; and (2) 20 percent designated for arts and cultural programming.

D. The Commission for the Arts shall recommend annually to the City Council for approval a list of public art priorities to be used in the selection of applicants seeking public art funding consistent with the purpose of this section. The public art priorities shall be administered by the community development department. (Ord. 2065 § 1(A), 2018; Ord. 2045 § 1(A), 2016; Ord. 2035 § 1 (Exh. B), 2016; Ord. 1836 § 1, 2008)

12.51.050 Permissible expenditures.

Expenditures of funds may include, but are not limited to, the following uses:

A. The cost of the public art itself including the artist's fee for design, structural engineering and fabrication; transportation and installation of the work at the site; identification signs, if any; and mountings, anchorages,

containments, pedestals, bases, or materials necessary for the proper presentation and installation of the art.

B. Waterworks, lighting and other objects which are an integral part of the artwork.

C. Walls, pools, landscaping or other architectural elements necessary for the proper aesthetic and structural placement of the artwork.

D. Maintenance and repair of public art funded through the art in public places fund.

E. The design, construction, operation and maintenance of art gallery space or cultural arts' display, demonstration and performance space to be utilized by individuals and nonprofit arts organizations for arts and cultural programming.

F. Building the functional capacity of eligible nonprofit organizations devoted to the development of arts and culture in Livermore.

G. Developing cultural programs for the enjoyment and appreciation of art, heritage and culture within the Livermore community.

H. Funding the design, construction, operation and/or maintenance of cultural and/or arts' facilities, either at the development or off site. (Ord. 2035 § 1 (Exh. B), 2016; Ord. 1836 § 1, 2008)

12.51.060 Processing.

The requirements and procedures for the processing of a request to install public art shall be as follows:

A. Upon submission of a project application subject to the requirement of the public art fee, the community development department shall provide a copy of this chapter to the applicant and inform them of the requirement to submit an application form for public art if they choose to provide public art.

B. When received, the community development department shall forward the application form for public art to the staff liaison for the Commission for the Arts, indicating the valuation of the project calculated by the community development department to determine building permit fees, if such valuation can be determined at the time of submittal. The staff liaison for the Commission for the Arts shall review the application for completeness and contact the applicant to coordinate a commission review of the proposed public art. The applicant shall enter into an agreement with the City, which shall be recorded against the property, to ensure that the public art is maintained for a minimum period of 30 years.

C. To the maximum extent possible, processing of the request to install public art shall be concurrent and coordinated with the project application, if any, for the development project.

D. The Commission for the Arts shall approve, conditionally approve or deny the request to install public art based upon these guidelines and guidelines contained in the art in public places policy and procedures manual. When the project applicant has elected to acquire and install an artwork, the building permit for the development project shall not be issued until the Commission for the Arts has approved the request to install public art, and the certificate of occupancy shall not be issued until the approved work of art has been installed.

E. The project applicant may appeal any decision rendered hereunder by the Commission for the Arts to the City Council for final decision. (Ord. 2065 § 1(A), 2018; Ord. 2045 § 1(A), 2016; Ord. 2035 § 1 (Exh. B), 2016; Ord. 2016 § 1(A), 2015; Ord. 1836 § 1, 2008)

12.51.070 Guidelines for public art.

A. Guidelines for the approval and maintenance of **public art** shall be adopted by the City Council, upon recommendation by the Commission for the Arts. Guidelines shall be adopted within 60 days of the effective date of the ordinance codified in this chapter.

B. The guidelines shall include standards for reviewing an application for the installation of **public art** in accordance with the following objectives:

1. The artwork shall be clearly visible and easily accessible to the **public**.
2. The **art** in **public places** application shall include a site plan showing the location of the artwork, complete with landscaping, lighting and other appropriate accessories to complement and protect the artwork.
3. The composition of the artwork shall be of a permanent type of materials in order to be durable against vandalism, theft and weather, and in order to require a low level of maintenance.
4. The artwork shall be related in terms of scale, material, form and content to immediate and adjacent buildings and landscaping so that it complements the site and surrounding environment.
5. The artwork shall be designed and constructed by persons experienced in the production of such artwork and recognized by critics and by his or her peers as one who produces works of **art**.
6. The artwork shall be a permanent, fixed asset to the property.
7. The artwork shall be maintained by the property owner in a neat and orderly manner acceptable to the City, unless the artwork is installed on property owned by the City, in which case the City shall maintain the artwork. (Ord. 2065 § 1(A), 2018; Ord. 2035 § 1 (Exh. B), 2016; Ord. 1836 § 1, 2008)

12.51.080 Location and relocation of **public art.**

A. The **public art** must remain on the project site for not less than 30 years from the original installation date. When and if the development project is sold within 30 years from the installation date, the **public art** must remain at the development for which it was created and may not be claimed as the property of the seller or removed from the development or its location as approved by the Commission for the Arts. In the event that a property is to be demolished within said 30-year period, the owner must relocate the **public art** to another publicly accessible, permanent location that is approved in advance by the Commission for the Arts. In the event the property is redeveloped, the new project shall meet all of the requirements of this chapter and use the same approval process, or pay an amount equal to the remaining portion of the **public art** in-lieu contribution prorated over said 30-year period.

B. A property owner may petition the Commission for the Arts to relocate the **public art** to another publicly accessible location on the development project site.

C. In the case of removal of the **public art** for any reason prior to the expiration of the 30-year period, the developer or owner of the development project must notify the City at least 30 days in advance of the removal, and must replace the **public art** within six months of its removal, meeting all of the requirements of this chapter and using the same approval process, or pay an amount equal to the remaining portion of the **public art** in-lieu contribution prorated over said 30-year period.

D. Any removal, relocation, or replacement of the **public art** must be consistent with the California Preservation of Works of **Art** Act and the Federal Visual Artists' Rights Act and any other relevant law. The developer or owner shall execute a restrictive covenant in a form acceptable to the City Attorney enforceable by the City, which shall be recorded against the project site and shall run with the land for a period of 30 years from the installation date.

E. In the event the public art is stolen, destroyed or vandalized within said 30-year period, the developer or owner must replace the public art within six months of its theft, destruction or vandalism, meeting all of the requirements of this chapter and using the same approval process, or pay an amount equal to the remaining portion of the public art in-lieu contribution prorated over said 30-year period. (Ord. 2065 § 1(A), 2018; Ord. 2035 § 1 (Exh. B), 2016; Ord. 1836 § 1, 2008)

12.51.090 Endowments.

The art in public places fund shall also be used as a depository for endowments, bequests, grants or donations. Such sums may be expended as set forth in LMC 12.51.040 and 12.51.050 as recommended by the Commission for the Arts and approved by the City Council. (Ord. 2065 § 1(A), 2018; Ord. 2035 § 1 (Exh. B), 2016; Ord. 1836 § 1, 2008)

The Livermore Municipal Code is current through Ordinance 2152, passed December 11, 2023.

Disclaimer: The City Clerk's Office has the official version of the Livermore Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.



Interior Locations



Exterior Locations



**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: REVIEW LIBRARY PROGRAMS BEING HELD IN AUGUST AND DISCUSS
COMMISSIONER OUTREACH OPPORTUNITIES**

SUMMARY

To address outreach goals that have been selected by the Library Commission for 2024, commission members have requested that staff provide a list of upcoming events where the Library Commission members can conduct outreach and share information about Library programs and services.

RECOMMENDATION

Review library programs being held in August and discuss commissioner outreach opportunities

BACKGROUND

Commissioners play a pivotal role in extending the reach of the Pleasanton Library in the community through participation in outreach. Past and present commissioners have attended and engaged with the community in library programs and services such as the Cultural Celebrations, the Paws to Read 20th Anniversary Celebration, Gingerbread Preschool Outreach, Summer Reading Performances and the Friends of the Library community book sales, to name a few.

At the January 4, 2024 meeting, the Library Commission approved the following Outreach Purpose and Outreach Goals to guide their work throughout the year:

Outreach Purpose:

Promote library programs, materials, and resources, leveraging commissioners' social media connections, community groups, and other resources.

Outreach Goals:

1. Identify opportunities for increasing library partnerships with local businesses and organizations
2. Work with staff to develop a general and thematic presentation(s) for specific community groups and a sample introductory email, each with a call to action
3. Work with staff to determine programs and services where commissioners can get involved and build new connections with community members
4. Connect with PUSD schools and teachers to help partner in the promotion of youth and teen programs
5. Work with staff to help lead a library initiative, or a signature event such as a community read or mobile vehicle outreach session.

In addressing Outreach Goal #3, commissioners discussed specific strategies and tools to support outreach at library and community events at the April 4, 2024 meeting. The use of visual tools such as library program flyers and tablets to introduce community members to services featured on the library website, as well as the sharing of commissioners' own experiences and favorite library resources, were discussed.

DISCUSSION

To assist in moving the Outreach Purpose and Outreach Goal #3 to implementation, the Commission Chair and Vice Chair have requested a standing agenda item for the Library Commission to discuss specific outreach opportunities during each meeting. To assist in the discussion, the Library Program Calendar for August 2024 (Attachment 1) is provided. Commissioners may choose to select a program to conduct outreach or to promote through their community groups and social media connections.

EQUITY AND SUSTAINABILITY

Expanding outreach efforts enhances equity by sharing the free resources of the library with a broader audience at different types of library programs each month.

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 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 no financial impact associated with this item.

Prepared by:



Lia Bushong, Assistant Director of Library/Recreation

Attachments:

1. Library Program Calendar for August 2024



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

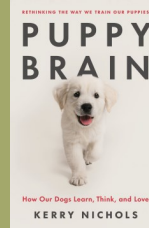
THURSDAY

FRIDAY

SATURDAY

August is
National Dog Month

Puppy Brain: How Our Dogs Learn, Think, and Love
by Kerry Nichols



1 Family Storytime
11 a.m.

Library Commission
Council Chamber
200 Old Bernal
7 p.m.

2

3

4
Summer Reading
Program Ends -
Last day to turn in
raffle tickets!

5

6

7

8
First Day of School
Ice Cream Social
Library Meeting Room
3-4 p.m.

9

10

11

12

13

14
Baby Storytime
11 a.m.

Family Storytime
7 p.m.

15
Toddler Storytime
11 a.m.

16

17
Film Club
Library Meeting Room
1:30 p.m.

18

19

20
Booklegger Volunteer
Information Session
10 a.m.

21 Baby Storytime
11 a.m.
New Tutor Training
5 p.m.
Family Storytime
7 p.m.

22
Toddler Storytime
11 a.m.

23

24

25
Virtual Book Club
11 a.m. on Zoom
Register online!

26
Veterans
Administration
Mobile Unit
9 a.m.

27

28
Baby Storytime
11 a.m.

Family Storytime
7 p.m.

29
Toddler Storytime
11 a.m.

30

31



**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: SELECT A LIBRARY COMMISSION REPRESENTATIVE FOR AN AD HOC TEEN
POET LAUREATE PROGRAM SUBCOMMITTEE**

SUMMARY

In prior years, a joint Library and Civic Arts Teen Poet Laureate subcommittee had been established annually for recruiting and interviewing teen poets to serve in the City of Pleasanton. In 2023, the Teen Poet Laureate program was paused by the joint commissions for a period of one year to evaluate program best practices and potential regional collaborations, and to align program goals with teen interests.

Library and Civic Arts commissions are asked to select representatives for an ad hoc subcommittee to evaluate the program through February 2025. Information from the subcommittee will inform commission recommendations on the Teen Poet Laureate program for the 2025/26 school year.

RECOMMENDATION

Select a Library Commission representative for an Ad Hoc Teen Poet Laureate Program Subcommittee

BACKGROUND

In 2012, the Pleasanton Teen Poet Laureate program was established to raise awareness of the importance of poetry toward the development and enhancement of the lives of Pleasanton youth, through poetry readings at civic events and dedications, community writing workshops and youth events. The joint Library and Civic Arts Teen Poet Laureate subcommittee has been responsible for recruiting and interviewing the poet laureate candidates for the City of Pleasanton, convening during the initial stages of the selection process before their poet laureate selection was reviewed by the commissions and recommended to City Council for approval. Members of the Teen Poet Laureate subcommittee have typically included one Library and one Civic Arts commissioner, along with City staff.

At the November 2023 Library and Civic Arts Commission meetings, commissioners approved pausing the Teen Poet Laureate Selection Subcommittee for one year to evaluate the program, research best practices from neighboring agencies, identify new teen interests that have emerged since the inception of the program and develop program goals.

DISCUSSION

In August, the Library and Civic Arts commissions are asked to select representatives for an ad hoc subcommittee to evaluate the Teen Poet Laureate program. Information from the ad hoc subcommittee will inform commission recommendations on the Teen Poet Laureate program for the 2025/26 school year.

The Library and Civic Arts commissions should be prepared to discuss the ad hoc subcommittee assignments and select one representative from each commission. All commissioners are eligible to serve as representatives on the subcommittee. The subcommittee meeting will be held at an agreed-upon monthly date and time from September 2024 through February 2025. Selected representatives should be available to attend all subcommittee meetings, participate in the research of other neighboring city programs, conduct an analysis of the existing program, and summarize the subcommittee findings for a future joint commission meeting.

All Library and Civic Arts commissioners will have a chance to hear a final report from the ad hoc subcommittee at a joint meeting in early 2025, ahead of the potential launch of a spring teen program recruitment. At that time, information about the proposed program goals will be provided in a staff agenda report, as the basis for the commission discussion.

EQUITY AND SUSTAINABILITY

Subcommittee members from each of the City's commissions provide a diverse perspective on matters related to libraries and the arts.

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.
 - Library and Recreation Strategic Plan
 - Goal D. Organization 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

There is no financial impact from the selection of a commissioner to serve on the subcommittee.

When the Teen Poet Laureate program is presented to the commissions for consideration at a later date, the cost and resources needed for the program will be provided.

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/Recreation

Attachments:

None

**LIBRARY COMMISSION AGENDA
REPORT**

August 1, 2024
Library and Recreation

**TITLE: REVIEW AND APPROVE THE LIBRARY COMMISSION MEETING SCHEDULE
FOR 2024**

SUMMARY

As stated in Section 2.34.080 of the Pleasanton Municipal Code, “Regular meetings shall be held at least six times per year on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.”

RECOMMENDATION

Review and approve the Library Commission meeting schedule for 2024

BACKGROUND

As stated in Section 2.34.080 of the Pleasanton Municipal Code (Attachment 1):

A. Regular meetings shall be held at least six times per year on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.

B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing a written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.

DISCUSSION

Based upon the updated meetings section to at least six meetings per year and half of a year remaining, staff recommends the following meeting schedule, location and times:

Location: City Council Chamber, 200 Old Bernal Ave.

Time: 7:00 pm

Dates:

- *August 1, 2024*
- *October 3, 2024*
- *December 5, 2024*

EQUITY AND SUSTAINABILITY

This action does not have an equity or sustainability component.

OUTREACH

As a matter of routine business, no outreach was associated with this item.

STRATEGIC PLAN ALIGNMENT

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

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/Recreation

Attachments:

1. Updated Muni Code Commissions

ORDINANCE NO. 2278

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLEASANTON AMENDING MUNICIPAL CODE TITLE 2 TO MODIFY THE DUTIES, MEMBERSHIP AND MEETING FREQUENCY OF THE CIVIC ARTS, HUMAN SERVICES, LIBRARY, AND PARKS AND RECREATION COMMISSIONS

WHEREAS, the City's advisory commissions provide important focus on key issues for various segments of the community, for which the commissions then distill, add their own expertise, and make recommendations to the City Council; and

WHEREAS, from Fall of 2023 through Spring of 2024, the City Council was involved with commission and committee reorganization, and the Civic Arts, Human Services, Library, and Parks and Recreation Commissions have also met to review and make recommendations for updates to their commission's respective duties.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Finds that the proposed amendments to the Pleasanton Municipal Code have no possibility to have a significant effect on the environment per Title 14 California Code of Regulations (CEQA Guidelines) § 15061(b)(3).

SECTION 2. Amends the Pleasanton Municipal Code as shown in Exhibit A, attached, and incorporated by this reference, to modify the duties, membership, and meeting frequency of the Civic Arts, Human Services, Library, and Parks and Recreation Commissions.

SECTION 3. A summary of this ordinance shall be published once within fifteen (15) days after its adoption in "The Valley Times," a newspaper of general circulation published in the City of Pleasanton, and the complete ordinance shall be posted for fifteen (15) days in the City Clerk's office within fifteen (15) days after its adoption.

SECTION 4. This ordinance shall be effective thirty (30) days after its passage and adoption.

{Signatures and votes to follow on the next page}

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Pleasanton, California, on April 16, 2024, and adopted on May 7, 2024, by the following vote:

Ayes: Councilmembers Arkin, Balch, Nibert, Testa, Mayor Brown
Noes: None
Absent: None
Abstain: None



Karla Brown, Mayor

ATTEST:



Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:



Daniel G. Sodergren, City Attorney

EXHIBIT A

CIVIC ARTS COMMISSION

For the Civic Arts Commission, amend §2.39.020 Duties as follows:

§2.39.020 Duties

The duties of the Pleasanton Civic Arts Commission shall include the following:

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 and plans to the City Council related to Arts and Culture.
3. Seasonally, review the adopted Civic Arts budget, program and service plans, and key performance indicators.
4. Advise the City Council on services and capital projects related to Arts and Culture.
5. Review and provide recommendations for all works of art to be acquired, relocated, altered or removed by the city as outlined in the Pleasanton Municipal Code Section 13.16.
6. As a community leader, receive Arts and Culture related feedback from the community.
7. Act as an advocate for Arts and Culture within the community.
8. Review and recommend grant funding allocations to City Council for the Community Grant Program, Civic Arts Category.
9. Serve as liaison between the city and other Arts and Culture-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§2.39.030 Membership-Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the "commissioners") all of whom shall be residents of the city.
- B. The youth member shall be a minimum age of a high school freshman.
- C. Commissioners, shall be appointed by the mayor, subject to ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners shall be eligible to participate in all activities of the commission .
- E. Commissioners shall be compensated as established by city council resolution.

§ 2.39.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The terms of commissioners shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.39.080 Meetings

- A. The commission shall attempt to meet on a monthly basis at a predetermined time and place, but shall meet at least six times each calendar year.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local

newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with section 54950 et seq., of the government code, known commonly as the Ralph M. Brown act.

- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.39 remain unchanged.

HUMAN SERVICES COMMISSION

For the Human Services Commission, amend §2.28.020 Duties as follows:

§ 2.28.020 Duties

The duties of the Human Services Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 the human service needs of the community. Emphasis will be given to the human services needs of the socially and economically disadvantaged, the elderly, and youth.
3. Seasonally, review and advise city staff on programs and service plans related to human service needs of the community and provide feedback on the evaluation metrics at workplan's completion.
4. Advise the City Council on services and capital projects related to the Eastern Alameda County Human Services Needs Assessment.
5. As community leaders, be aware of and identify human service needs and related feedback from the community and advocate for those community needs.
6. Review and evaluate requests from human service providers for financial assistance, endorsements, grants, and other types of assistance; make recommendations to the City Council regarding such requests.
7. Serve as liaison between the city and other regional human service providers, including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.28.030 Membership—Appointments—Voting

- B. The commission shall have seven commissioners, including one youth member (collectively the "commissioners"), all of whom shall be residents of the city.
- C. The commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. The commissioners, shall be appointed by the mayor, subject to ratification by the city council as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- D. Commissioners are eligible to participate in all discussions of the commission
- E. Commissioners shall be compensated as established by city council resolution

§ 2.28.040 Term of membership

Commissioners shall be eligible to serve a maximum term of eight years with two four-year terms, except

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.28.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Wednesday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.28 remain unchanged.

LIBRARY COMMISSION

For the Library Commission, amend §2.34.020 Duties as follows:

§ 2.34.020 Duties

The duties of the Pleasanton Library Commission shall include the following:

- 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. Seasonally, review the adopted library budget, program and service plans, and key performance indicators.
- 4. Advise the City Council on capital projects related to library facilities.
- 5. As community leaders, receive library related feedback from the community.
- 6. Act as an advocate for library and cultural programs, services and facilities within the community.
- 7. Serve as liaison between the city and other library-related entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.34.030 Membership—Appointments

- A. The commission shall have seven commissioners, including one youth member (collectively the “commissioners”) all of whom shall be residents of the city.

- B. Six commissioners shall be selected from the community at large. One commissioner shall be selected from a recommendation made by the Pleasanton library league. The youth member shall be the minimum age of a high school freshman. Commissioners, shall be appointed by the mayor subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.34.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.34.080 Meetings

- A. Regular meetings shall be held at least six times per year on the first Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chair or by a majority of the commissioners, the city manager, and/or the city council provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.34 remain unchanged.

PARKS AND RECREATION COMMISSION

For the Parks and Recreation Commission, amend §2.32.020 Duties as follows:

§ 2.32.020 Duties

The duties of the Parks and Recreation Commission shall include the following:

1. Develop a commission workplan to be provided to the 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 parks, trails and recreational facilities, programs and services.
3. Seasonally, review and advise city staff on program and service plans related to the parks and recreational 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 parks, trails and recreational facilities.
5. As community leaders, receive parks, trails, and recreation related feedback from the community.
6. Act as an advocate for parks, trails, and recreation related programs, services and facilities within the community.
7. Serve as liaison between the city and other regional parks, trails and recreational-based entities including, but not limited to: local municipalities, local nonprofits, Alameda County, state, and national agencies.

§ 2.32.030 Membership—Appointments

- A. The commission shall have seven commissioners, one youth member (collectively the “commissioners”), all of whom shall be residents of the city.
- B. Commissioners shall be selected from the community at large. The youth member shall be the minimum age of a high school freshman. Commissioners shall be appointed by the mayor, subject to the ratification by the city council, as provided in the adopted city council resolution establishing procedures for appointments to boards and commissions.
- C. Commissioners shall be eligible to participate in all activities of the commission.
- D. Commissioners shall be compensated as established by city council resolution.

§ 2.32.040 Term of membership

Commissioners shall be eligible to serve a maximum of eight years with two four-year terms, except:

- A. The youth member shall be eligible to serve a two-year term.
- B. The term of a commissioner shall be consistent with and subject to city council resolution concerning limiting service on boards and commissions.

§ 2.32.080 Meetings

- A. Regular meetings shall be held at least six times per year on the second Thursday of each month at a time and place set by the commission. The commission may approve an alternate meeting date.
- B. Special meetings may be called by the chairperson or by a majority of the commissioners, the city manager, and/or the city council, provided written notice is given 48 hours in advance of the special meeting to the following: each commissioner, local newspapers of general circulation, and anyone filing written request for notice with the city clerk. Notice of meetings shall comply in all respects with Section 54950 et seq., of the Government Code, known commonly as the Ralph M. Brown Act.
- C. All meetings shall be open to the public and shall follow a prepared agenda. Minutes of all meetings shall be kept and filed with the city clerk.
- D. Four commissioners allowed to vote need to be present to constitute a quorum and a vote to approve or deny shall only occur upon a majority vote of the commissioners present who are allowed to vote.

Note: All other sections of Chapter 2.32 remain unchanged.

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