



**LIBRARY COMMISSION
REGULAR MEETING AGENDA**

**Thursday, December 5, 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 Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In Person:

- Submit a physical speaker card at the meeting. When your name is called, please provide comment at the podium.

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

APPROVAL OF MINUTES

1. Approve regular meeting minutes of October 3, 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 provide feedback on the Library Privacy Policy Draft
4. Review library programs held in December/January and discuss commissioner outreach opportunities
5. Review and approve the Library Commission meeting schedule for 2025
6. Select a commission Chairperson and Vice Chairperson for 2025

COMMISSION REPORTS

MATTERS INITIATED

FUTURE AGENDA ITEMS

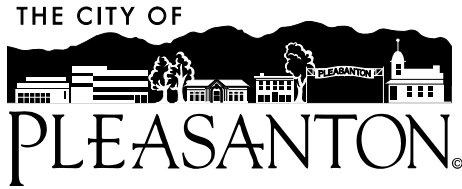
ADJOURNMENT

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

October 3, 2024 – 7:00 p.m.

CALL TO ORDER

Chair Sabatini called to order the regular meeting of the Library Commission at 7:00 p.m. from the Council Chamber located at 200 Old Bernal Ave., Pleasanton.

Commissioner Kimsey led the Pledge of Allegiance.

ROLL CALL

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

AGENDA AMENDMENTS

None.

MINUTES

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

MOTION: It was m/s by Kimsey/Dhillon to approve the regular meeting minutes of August 1, 2024

The motion passed by the following vote:

Ayes: Commissioners Dhillon, Emerson, Murphy, Kimsey, Chair Sabatini
Abstain: Commissioners Chen and Stroud
Noes: None

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Commissioners provided around-the-room introductions

3. Public comment from the audience regarding items not listed on the agenda.

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

4. 2024 Summer Reading Program Presentation

Chris Ota, Librarian, presented information about the 2024 Summer Reading Program and answered questions from commissioners.

MATTERS FOR THE COMMISSION'S REVIEW / ACTION / INFORMATION

5. Receive and Comment on FY 2023/24 Library and Recreation Programs and Services Presentation

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

6. Receive a Budget Overview for the Library and Recreation Department for Fiscal Year 2024/2025

Zachary Reda, Management Analyst, presented the item and answered questions from commissioners.

7. Receive an Update on the 2019-2024 Library and Recreation Strategic Plan and Provide Feedback on the 2025-2029 Library and Recreation Strategic Plan's Mission, Vision and Values

Zachary Reda, Management Analyst, presented the item and answered the commissioners' questions.
Commissioners provided feedback and comments.

8. Review and Approve Library Commission Short-term Workplan Priorities for FY 2024/25

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

Recommendation: Review and Approve Library Commission Short-term Workplan Priorities for FY 2024/25

MOTION: It was m/s by Emerson/Kimsey to approve Library Commission Short-term Workplan Priorities for FY 2024/25 as presented.

The motion passed by the following vote:

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

Noes: None

9. Review Library Programs Being Held in October and November and Discuss Commissioner Outreach Opportunities

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

COMMISSION REPORTS

10. Brief reports on any meetings, conferences, and/or seminars attended by the Commission members.
11. Teen Poet Laureate Subcommittee – Commissioner Dhillon reported on the September meeting of the subcommittee.
12. Friends of the Library – Commissioner Murphy presented the report.

MATTERS INITIATED BY THE COMMISSION

None.

FUTURE AGENDA ITEMS

Privacy Policy

Selection of Chair and Vice Chair

Meeting Schedule for 2025

Mobile Outreach Vehicle

ADJOURNMENT

With no further business, Chair Sabatini adjourned the meeting at 9:16 p.m.

**LIBRARY COMMISSION AGENDA
REPORT**

December 5, 2024
Library and Recreation

**TITLE: REVIEW AND PROVIDE FEEDBACK ON THE LIBRARY PRIVACY POLICY
DRAFT**

SUMMARY

Under Section 2.34.20 of the Pleasanton Municipal Code, the duties of the Library Commission include reviewing and recommending policies related to library services to the City Council. The commission prioritized the development of a Library Privacy Policy for 2024. Commissioners provided input to a Library Data Privacy Policy consultant during the May 2, 2024, meeting and are now being asked to review and provide feedback on a draft policy developed by the consultant, guided by the commission and staff. The final policy edits will be compiled, reviewed by the City Attorney, and presented to the Library Commission in Spring 2025 for a recommendation to the City Council.

RECOMMENDATION

Review and provide feedback on the Library Privacy Policy Draft

BACKGROUND

Privacy policies are important tools for public libraries. They outline the commitment to protecting the rights of library users and ensuring compliance with state privacy laws. Administering an updated and comprehensive policy to address how library user information is used and protected is core to the library's function.

At its regular meeting on February 1, 2024, the Library Commission approved prioritizing the development of the Library Privacy Policy, considering the topic's importance and the outdated material in the existing policy.

From February to April 2024, the City contracted with Becky Yoose, a Library Data Privacy Consultant with LDH Consulting Services. Becky met with staff to collect input and constructed a framework to conduct data analysis of the type of information the library needs to collect, how patron data is managed, and current privacy practices.

At the May 2, 2024 regular meeting, the Library Commission received a presentation from Becky Yoose and participated in a discussion to inform the new policy. Commissioners reviewed State of California privacy laws, the American Library Association's Bill of Rights information on privacy, and sample policies from other public libraries. Commissioners provided input on community privacy needs and concerns to be addressed in the new policy.

DISCUSSION

From this information, the Library Privacy Policy Draft (Attachment 1) was developed with a focus on compliance and effective privacy safeguards.

The Library Privacy Policy Draft supersedes the *Confidentiality of Library Records Policy* (1999, Attachment 2). Commissioners are asked to review and provide feedback on the draft policy, guided by their insights on the community's needs. The final draft policy will be presented to the Library Commission in Spring 2025 for a recommendation to the City Council.

EQUITY AND SUSTAINABILITY

Developing a new privacy policy to protect patron information and data and provide clear guidelines on data usage allows the library to ensure that no group is disproportionately surveilled or marginalized. Well-crafted privacy policies and practices foster an environment of trust and inclusivity, making the library a safe space for all community members to access information.

OUTREACH

No outreach has been done in advance of this item. Once the final policy is approved, it will be shared with the community.

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. Organizational Effectiveness and Talent Management – Foster a productive and engaged workforce and efficient service delivery in a way that reflects the department’s organizational mission, vision, and values.

FINANCIAL STATEMENT

Funding for a Library Privacy Policy consultant for \$5,963 was budgeted in the FY 2023/24 Library divisional budget account #00152301-430105.

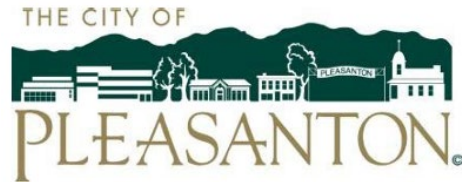
Prepared by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. Library Privacy Policy (Draft)
2. Confidentiality of Library Records (1999)



Pleasanton Public Library Privacy Policy

Pleasanton Public Library's mission is to "Start Your Journey Here. Discover, Connect, Share." To fulfill this mission, the library provides free and equal access to resources in various formats to meet the cultural, informational, recreational, and educational needs of the diverse community it serves.

The library is dedicated to safeguarding user privacy by ensuring the confidentiality of personally identifiable information by:

- Taking reasonable measures to secure the privacy and confidentiality of all library users
- Aiming to collect the least amount of personal data needed to provide library services
- Working with third parties that may collect, use and share data about library members when using their services
- Sharing information from library records only in extremely limited circumstances defined by state law.

Right to Privacy and Confidentiality at the Library

Library users have the right to privacy and confidentiality. Pleasanton Public Library upholds the principles of the American Library Association as outlined in [Article VII in the Library Bill of Rights](#), which emphasizes that "Privacy is essential to the exercise of free speech, free thought, and free association." Additionally, the library affirms its ethical duty to "protect each library user's right to privacy and confidentiality concerning information sought or received, and resources consulted, borrowed, acquired, or transmitted."

Under California State law (California Government Code, § 7927), library records are protected from public disclosure with a few exceptions. These records include any written or electronic documentation used to identify a library member, such as borrowing history, name, address, telephone number, or email address. Library records may be disclosed to law enforcement officials in compliance with state law or in civil litigation.

Pleasanton Public Library is committed to protecting patron privacy and maintaining the confidentiality of library records. The library respects privacy rights outlined in California law and the Library Bill of Rights, safeguarding personal information and ensuring data is only accessed by City staff to perform their duties. The library will not share patron information with third parties unless required by law or with explicit consent. Patron privacy is essential, and the library continuously works to ensure its practices meet the highest data protection standards.

What the Library Collects

Pleasanton Public Library collects information about library users to provide services. Some of this information is personal data or data that can identify a user. The library can collect personal data from users using library services. Services can include signing up for a library card, attending library classes and events, and reserving meeting rooms. The library also may collect data from other sources, such as the Pleasanton Unified School District (PUSD) for the Student Success Library Card Program.

The library aims to collect the least amount of data to provide library services. The library may collect personal data such as:

- Name
- Physical address
- Email address
- Telephone number
- Birth year
- Student ID number
- Grade level
- School name
- Teacher or intervention specialist (for students referred to the Paws to Read program).

The library may also collect data about a user's library activities, such as:

- Library items currently checked out to a library member (including items that are overdue or billed)
- Late fees associated with library items
- Class and event attendance through registration and feedback forms
- Questions sent to the library through email, web form, phone, mail or in person
- ADA accommodation requests
- Computer/network information: The City collects certain information about devices connected to its wired and wireless network, including Media Access Control (MAC) addresses, device types, and connection timestamps. This data is used to manage network performance and troubleshoot connectivity issues. The logs are retained for 1-year and then securely deleted.

Additionally, library members have the option to save their reading history in an online account. Members must turn this option on to save their reading history and can turn off the reading history feature at any time.

The Library Website

The City of Pleasanton maintains the library web pages and uses Google Analytics to collect data such as:

- Browser, operating system, and other information about the device used to visit the website
- Addresses of the web pages visited
- The time and date the website was visited
- The visitor's internet address (i.e., IP address).

The website uses cookies, which are small files sent to a web browser to store and send data. Website users can set their browser to reject these cookies. Please read the [City of Pleasanton Privacy Policy](#) to learn more.

Third-Party Library Services

Pleasanton Public Library works with third parties to provide library services. These services include ebooks, streaming media, databases and the library online catalog. Third parties may collect, use, and share data about library members' use of their services. This data can include:

- Data library members give to them, such as when registering for an account
- Data shared with them, such as name and email address
- Browser, operating system, and other information about the device members used to access their service
- The addresses of the web pages visited
- The time and date the website was visited
- Library members' internet address (i.e., IP address)
- Library members' location
- Social media account information and content
- Inferred data (or data inferred about library members using data already collected).

These parties have their own privacy policies and practices. The third party will collect, use, and share data according to their privacy policy. *California law requires third parties acting on the library's behalf to protect the privacy and confidentiality of their library data.*

The City of Pleasanton regularly reviews third-party services and agreements to ensure their privacy practices align with City policies and regulations.

Links to Vendor Privacy Policies are provided below for reference. [Vendor Privacy Policies](#) can also be found on the library website:

eBooks & Streaming

- [Amazon.com](#)
- [Axis 360](#)
- [Bibliotheca/3M](#)
- [Encyclopedia Britannica](#)
- [Hoopla](#)
- [Kanopy](#)
- [Media News Group](#)
- [Overdrive](#)
- [Overdrive's policy for Children](#)
- [Pressreader](#)

On the Library Website

- [Better Impact](#)
- [BiblioCore \(web catalog\) | Shared/Public Content Details](#)
- [Facebook](#)
- [Instagram](#)
- [Library Elf](#)
- [Mailchimp](#)
- [Innovative Interfaces](#) (Polaris library catalog and member accounts)

Inside the Library Facility

- [SenSource People Counting Sensor](#)
SenSource is a sensor technology that measures foot traffic and building occupancy using thermal and video-based people counters, though it is not a video recording device. The library's sensor is set at Privacy Level Two (the highest level of privacy). If there are sensor issues, SenSource needs to temporarily adjust to Privacy Level Zero to troubleshoot, and once the issue is resolved, they adjust back to Level Two. Troubleshooting can be done during library closed hours so no patrons would be affected.

Digital Learning & Research

- [ABCmouse](#)
- [Ancestry](#)

- [AtoZ Databases](#)
- [Beanstack](#)
- [Bluebird Language Learning](#)
- [Brainfuse](#)
- [Discover & Go \(PDF\)](#)
- [EBSCO](#)
- [Envisionware \(printing at the library\)](#)
- [New York Times](#)
- [Newsbank](#)
- [O'Reilly Online Learning](#)
- [Pronunciator](#)
- [Proquest \(Heritage Quest\)](#)
- [Weiss Financial Ratings](#)
- [Value Line](#)

Pleasanton Public Library Literacy Program

Pleasanton Reads Literacy Program collects personal data to match students with tutors. Some personal data is collected because the grant agency, California Library Literacy Services (CLLS), requires collecting this data for funding and reporting purposes. Data collected may include:

- Birth year
- Gender
- Race
- Ethnicity
- Education history
- Home country
- Primary language
- Personal goals for literacy tutoring.

Who Can and Cannot Access Library Data

Pleasanton Public Library limits access to data about individuals and their library use, as required by California law. Data is only accessed by City staff to perform their duties.

Library members can access their accounts online using their card number, username, and PIN. When members ask for information from their account, the library will need to verify the user's identity and will ask for a library card number or [photo identification](#) to verify identity.

Library holds are shelved in a public area. Each hold contains a slip with the name of the member who placed the hold. Library members may contact the library if they prefer to come to the Member Services desk to pick up their hold from placement in a staff area.

The library will not share information about members' use of the library with others, except when:

- Library members provide written permission to share their library account information with another person
- Members elect to link their library accounts using the "association function" in the Polaris library software
- Members consent to share information with a third party to provide a library service
- Members receive a request from the parent or legal guardian (in the case of children under the age of 14)
- Members work with City employees and contractors to collect overdue materials and fees from a delinquent library account
- Pleasanton Public Library receives a warrant, subpoena, or other court-issued legal order from law enforcement.

Members can allow another individual to check out materials on their behalf. Both the member and the selected individual would come to the library to set this up. This will provide the other individual with limited access to their library account, including the physical address, email address, and phone number. Members can come to the library to request that staff remove the other individual from the account at any time.

If a library member is younger than 14 years old, a parent or legal guardian can access their library record. When a child turns 14, a parent or legal guardian will no longer have access to their library account unless the child provides written permission to share information with parents and legal guardians.

Under California State law, the library may only share library records with law enforcement if they have a valid subpoena, warrant, or other court order. The library will also not make library records available to government agencies unless they have a valid subpoena, warrant, or court order. Library Administration manages all requests for library records.

Third-party library services may also share information with others according to their privacy policies. California law requires third parties acting on behalf of the library to protect the privacy and confidentiality of library data. The "Third Party Library Services" section provides more information.

How the Library Secures Privacy

Pleasanton Public Library takes reasonable actions to secure library member records.

These actions include:

- Securely storing physical library data
- Using encryption to store and send electronic library data
- Only using the data provided by library members for its intended purpose
- Securely deleting data through a retention schedule or when it has served its intended purpose
- Conducting yearly staff privacy training
- Conducting privacy audits on work processes and changing these processes when necessary.

Library Public Computers and Internet Access

Pleasanton Public Library provides access to public computers, printers, and wireless internet at the library. City IT maintains this access. Use of public computers and network access is covered under the [Public Access to the Internet Policy](#). The public computers in the children's area use filtering software in compliance with the [Children's Internet Protection Act \(CIPA\)](#). Public computers in the adult area do not use filtering software.

As part of the City's commitment to maintain the security and integrity of the public computers and network, the following information may be monitored:

The City of Pleasanton makes every effort to ensure public computers have basic security measures. Library members should exercise caution and follow online security best practices when using public computers:

- Users should sign out of all accounts and delete any personal files saved on the computer at the end of the session. Public computers do not automatically delete personal data when users end their session. Computers may automatically shut down five minutes before closing each day.
- Public computers are in a public area where individuals can see the content on others' computer screens. Users may connect to the wireless network using their own device or one of the library's Take-Home Laptops and move to another building area for more privacy.

The City of Pleasanton does not track computer or network use, such as reading or sending emails, website visits, or work on files. The City collects certain information about devices connected to its wired and wireless networks, including:

- MAC Addresses: The unique identifier assigned to a device's network interface.
- Device Types: Information about the type of device being used (e.g., smartphone, tablet, laptop).
- Connection Timestamps: The time and date a device connects to and disconnects from our network

- **Bandwidth Usage:** The amount of data transferred to and from a device while connected to the City network.

Why the City logs this information: This data is collected to manage network performance, troubleshoot connectivity issues, ensure fair usage of the network resources, enhance overall service quality, and maintain cybersecurity. Additionally, the data may be used for investigative purposes if there are incidents or concerns regarding network security or misuse.

Retention of logs: The logs are retained for one year to facilitate the analysis and resolution of technical issues, optimize network management, enhance cybersecurity, and support investigative efforts if necessary. After this period, they are securely deleted to protect user privacy.

Chromebooks and Mobile Hotspots: The library provides Chromebooks and T-Mobile hotspots to check out. The Chromebook will delete personal data at the end of each session. Mobile hotspots do not track or log patron data usage. However, the service provider may collect data in accordance with their [privacy policy](#).

Take-Home Laptops

Pleasanton Public Library provides take-home laptops for library users ages 18 and older. When library users sign in to a Take-Home Laptop, they may see a notification stating, "Your Chromebook is managed by cityofpleasantonca.gov." City IT manages the Chromebooks available through the library's Take-Home Laptop service. City IT manages the Take-Home Laptops to ensure that they are up-to-date, secure, and functioning optimally.

Each laptop is thoroughly reset and purged of all data when returned to the library. This process should ensure that no personal information or browsing history is retained on the device, safeguarding library user privacy.

No personal data is accessed or used by the City beyond the minimum required for device management and operational purposes. As part of the City's commitment to maintain the security and integrity of the Take-Home Laptops, the following information may be monitored:

- **User Access Logs:** Records of who has used the device and when. This is used solely for operational and security purposes.
- **Networking Information:** IP addresses, interface configurations, and connection quality. This helps troubleshoot connectivity issues and improve network services.

All data handling follows established privacy laws designed to protect library user information.

The City of Pleasanton makes every effort to ensure that Take-Home Laptops have basic security measures, including secure browser settings and up-to-date versions and patches applied, at the time of checkout. Once a laptop is in the borrower's possession, library users should exercise caution and follow online security best practices when using Take-Home Laptops:

- **Ongoing Vigilance:** Regularly check and apply software updates and security patches during the loan period
- **Secure Browsing:** Utilize secure, encrypted connections for online activities, and refrain from visiting potentially malicious or suspicious websites
- **Download Caution:** Avoid downloading files, applications, or software from untrusted sources, as these may contain harmful malware
- **Personal Information Protection:** Be cautious when entering personal information online and ensure that such sensitive data is not stored on the device
- **Data Backup:** Continuously back up data not only to external drives or USB flash drives but also to secure cloud storage services to mitigate data loss
- **Secure Internet Use:** Utilize VPN services when connecting to public or unsecured Wi-Fi networks to encrypt users' internet traffic
- **Phishing and Scams:** Be vigilant about phishing attacks and suspicious emails or messages. Do not click on links or open attachments from unknown sources.
- **Sensitive Information:** Avoid storing sensitive personal information on the device whenever possible. If necessary, ensure it is securely deleted before returning the laptop.

Privacy and Monitoring

As part of the City's commitment to ensure the best possible user experience and to maintain the integrity of the device as feasible, the following information may be monitored:

- **User Access Logs:** Records of who has used the device and when. This is used solely for operational and security purposes.
- **Networking Information:** IP addresses, interface configurations, and connection quality. This helps troubleshoot connectivity issues and improve network services.

Data is collected strictly for administrative and operational purposes and not for personal surveillance or profit.

While the City of Pleasanton does not monitor personal activities on Take-Home Laptops and Chromebooks, City IT maintains logs of device usage for operational and

security purposes. This includes user access logs and network information. It is the library user's responsibility to ensure the security of the device during the loan period, including applying updates and avoiding potentially harmful websites.

- The City of Pleasanton takes privacy and data security seriously. The City does not access or use personal data beyond the minimum required for device management and operational purposes. All data handling follows established privacy laws and City policies designed to protect library user information.
- Device Reset and Data Purge: Upon return to the library, each Chromebook is thoroughly reset and purged of all data. This process should ensure that no personal information or browsing history is retained on the device, safeguarding user privacy.

Policy Questions and Updates

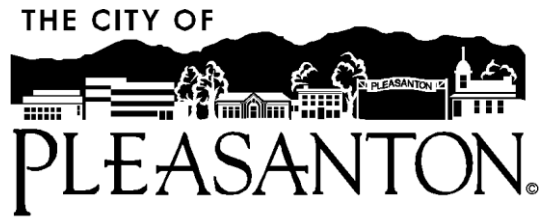
Library members may contact the Library Administration for questions or concerns about their privacy rights at the library. Pleasanton Public Library reviews this privacy policy regularly or if changes to technology or data practices require updates to the existing policy.

The library will notify patrons of significant changes to this privacy policy through the [Pleasanton Public Library website](#). Library members are encouraged to review the Privacy Policy regularly to stay informed about how the library protects user privacy.

Related Policies and Regulations

- American Library Association Code of Ethics - <https://www.ala.org/tools/ethics>
- American Library Association Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill>
- California Government Code Section 7927.105 - https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=10.&title=1.&part=5.&chapter=7.&article=
- City of Pleasanton Website Privacy Policy - <https://www.cityofpleasantonca.gov/privacy-policy/>
- Pleasanton Public Library, Public Access to the Internet Policy - <https://www.cityofpleasantonca.gov/assets/your-community/library/public-access-to-internet.pdf>

Approval by Library Commission, [DATE]
Approval by City Council, [DATE]
Next scheduled update [DATE]



Confidentiality of Library Records Policy

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

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

Adopted by the Pleasanton City Council, May 18, 1999.
Approved by the Library Advisory Commission, March 11, 1999.

**LIBRARY COMMISSION AGENDA
REPORT**

December 5, 2024
Library and Recreation

**TITLE: REVIEW LIBRARY PROGRAMS HELD IN DECEMBER/JANUARY AND DISCUSS
COMMISSIONER OUTREACH OPPORTUNITIES**

SUMMARY

To address outreach goals 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 held in December/January 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. At the October 3, 2024, meeting, the Library Commission approved the following Short-Term Plan outreach goal for fiscal year (FY) 2024/25:

Goal:

- Commission Outreach at Library and Community Events

Commission/Staff Role:

- Commission provides outreach at events
- Staff shares a calendar of programs and coordinates with commissioners.

DISCUSSION

To move the FY 2024/25 Workplan Goal for Commission Outreach to implementation, staff will continue to provide a standing agenda item for the Library Commission to discuss specific outreach opportunities during each meeting. The Library Program Calendar for December 2024 (Attachment 1) and January 2025 (Attachment 2) is provided to assist the discussion.

Outreach Opportunities

Commissioners may conduct outreach or promote library services in several ways, including providing information to their community groups and professional networks, sharing through social media, and assisting or tabling at in-person library and community events.

Library and Community Events

Commissioners wishing to provide outreach at a program or event are encouraged to contact their staff liaison for scheduling and support. Reaching out in advance assists staff with event scheduling and logistics for outreach. Staff can provide commissioners with an outreach toolkit that includes city-branded tablecloths, flyers, easels, posters, a small table, and other supplies to help support the event.

Commissioners are encouraged to use these events to connect with community members, provide information on library programs and services, and share their favorite library resources. Commissioners may also request library tablets or laptops to use at events as a visual tool to introduce community members to library services featured on the website.

Commissioners working at library and community events are asked to register as City volunteers with their staff liaison and wear their commissioner name badge while in attendance.

Spreading Awareness of Library Services

Commissioners are encouraged to spread the word about library services, programs, materials, and resources with their personal and professional networks. Examples of ways to share information with community members may include:

- Engaging with the library's social media platforms to share/like/repost library posts on Facebook, Instagram, and TikTok
- Encouraging community members to sign up for the library newsletter online
- Sharing library flyers and information with organizations.

EQUITY AND SUSTAINABILITY

Expanding outreach efforts enhances equity by sharing the library's free resources 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.

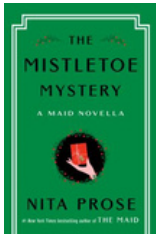
Prepared by:

A handwritten signature in black ink that reads "Lia Bushong". The signature is written in a cursive, flowing style.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

1. Library Program Calendar December 2024
2. Library Program Calendar January 2025



Suggested Title:
The Mistletoe Mystery by Nita Prose

Find booklists for all ages at
www.pleasantonlibrary.org

Pleasanton Public Library December 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Baby Storytime 11 a.m. Family Storytime 7 p.m.	5 Toddler Storytime 11 a.m.	6	7
8 Sensory Storytime 10 a.m.	9	10	11 Baby Storytime 11 a.m. Family Storytime 7 p.m.	12 Toddler Storytime 11 a.m.	13	14 Family Movie 2-4 p.m.
15	16	17	18 Baby Storytime 11 a.m. Adult Puzzle/Game MeetUp 1-3 p.m. Family Storytime 7 p.m.	19 Toddler Storytime 11 a.m.	20	21
22 Veterans Administration Mobile Unit Library Parking Lot 9 a.m.-12:30 p.m.	23	24 HOLIDAY Library Closed	25 HOLIDAY Library Closed	26	27	28 Film Club 1:30-4 p.m.
29	30	31 Library Early Closure 5 p.m.				

All events held in Library Meeting Room unless otherwise indicated.






Suggested Title:
Shy Creatures: A Novel by Clare Chambers

Find booklists for all ages at
www.pleasantonlibrary.org

Pleasanton Public Library

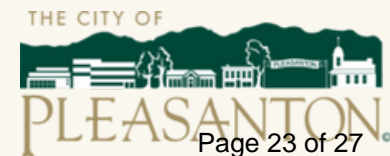
January 2025



MON	TUE	WED	THU	FRI	SAT	SUN
		1 Holiday Library Closed	2 Winter Break Movie Matinee Time TBD	3	4	5
6	7	8 Paws to Read Registration Open Baby Storytime 11 a.m. Family Storytime 7 p.m.	9 Toddler Storytime 11 a.m.	10	11	12 Sensory Storytime 10 a.m.
13	14	15 Baby Storytime 11 a.m. Adults Puzzle/Game MeetUp 1-3 p.m. Family Storytime 7 p.m.	16 Toddler Storytime 11 a.m.	17	18 Film Club 1:30-4 p.m.	19
20	21 Paws to Read Registration Req'd. 7 p.m. and 7:35 p.m.	22 Baby Storytime 11 a.m. Adult Literacy Volunteer Training 5-8:30 p.m. Family Storytime Children's Room 7 p.m.	23 Toddler Storytime 11 a.m.	24	25 Lunar New Year Celebration Pleasanton Senior Center 1-3 p.m.	26
27 Veterans Administration Mobile Medical Unit Library Parking Lot 9 a.m. - 12:30 p.m.	28 Paws to Read Registration Req'd. 7 p.m. and 7:35 p.m.	29 Baby Storytime 11 a.m. Family Storytime 7 p.m.	30 Toddler Storytime 11 a.m.	31		



All programs held in Library Meeting Room unless otherwise indicated.
 Library programs are sponsored in part by the Friends of Pleasanton Library.



**LIBRARY COMMISSION AGENDA
REPORT**

December 5, 2024
Library and Recreation

**TITLE: REVIEW AND APPROVE THE LIBRARY COMMISSION MEETING SCHEDULE
FOR 2025**

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 place set by the commission. The commission may approve an alternate meeting date.” It is recommended that the commission set the meeting schedule and location for the calendar year 2025.

RECOMMENDATION

Review and approve the Library Commission meeting schedule for 2025

BACKGROUND

As stated in Section 2.34.080 of the Pleasanton Municipal Code:

A. Regular meetings shall be held at least six times per year on the first Thursday of each month at a 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.

DISCUSSION

Based upon the 2025 holiday schedule, staff recommends the following meeting schedule, location, and times:

Location: City Council Chamber, 200 Old Bernal Ave.

Time: 7:00 pm

Dates:

- February 6, 2025
- April 3, 2025
- June 5, 2025
- August 7, 2025

- October 2, 2025
- December 4, 2025

EQUITY AND SUSTAINABILITY

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

OUTREACH

No outreach has been done in advance of this item

STRATEGIC PLAN ALIGNMENT

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

FINANCIAL STATEMENT

No direct financial impacts are associated with this item.

Prepared by:

A handwritten signature in black ink that reads "Lia Bushong". The signature is written in a cursive, flowing style.

Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None

**LIBRARY COMMISSION AGENDA
REPORT**

December 5, 2024
Library and Recreation

TITLE: SELECT A COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2025

SUMMARY

Annually, the Library Commission selects a Chairperson and Vice Chairperson to facilitate meetings.

RECOMMENDATION

Select a commission Chairperson and Vice Chairperson for 2025

BACKGROUND

Per the City of Pleasanton Commissioner's Handbook Chapter 2.34, Item 2.34.070 Organization, Section A, commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by a majority vote of the commission, to be held in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two consecutive full terms as commission chairperson.

DISCUSSION

Commissioners should be prepared at the meeting to nominate and select a Chairperson and Vice Chairperson for the calendar year 2025.

All Commission members are eligible for the Chairperson and Vice Chairperson roles.

Commissioners may nominate themselves or others for the positions, and the selections will be made by a majority vote of the Commission.

EQUITY AND SUSTAINABILITY

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

OUTREACH

No outreach has been done in advance of this item.

STRATEGIC PLAN ALIGNMENT

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

FINANCIAL STATEMENT

No direct fiscal impact is associated with this item.

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 and Recreation

Attachments:

None