



## LIBRARY COMMISSION REGULAR MEETING AGENDA

Thursday, February 6, 2025  
7:00 PM

City Council Chamber  
200 Old Bernal Avenue  
Pleasanton, CA 94566

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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.
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### **CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

### **AGENDA AMENDMENTS**

### **APPROVAL OF MINUTES**

1. Approve regular meeting minutes of December 5, 2024

### **MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
3. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

### **MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION**

4. Review and discuss the Pleasanton Public Library Program Plan for Fiscal Year 2025/26
5. Review library programs held in February/March and discuss commissioner outreach opportunities

### **COMMISSION REPORTS**

6. Brief reports on any meetings, conferences, and/or seminars attended by the commission members.
7. Teen Poet Laureate Subcommittee Update
8. Friends of the Library Update

## **MATTERS INITIATED**

### **FUTURE AGENDA ITEMS**

- *Library Collection Development Plan for FY 2025/26*
- *Library Privacy Policy*
- *Teen Poet Laureate Program*
- *Library and Recreation Outreach Vehicle*
- *Commission Workplan for FY 2025/26*

## **ADJOURNMENT**

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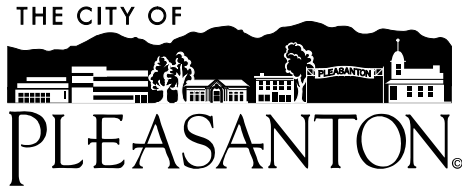
### **Notice**

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.

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# Library Commission Regular Meeting Minutes

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**December 5, 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 Sabatini led the Pledge of Allegiance.

## **ROLL CALL**

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

## **AGENDA AMENDMENTS**

Staff amendments to add:

Commission Reports

- Add a report from the Teen Poet Laureate sub-committee
- No Friends updates

Future Agenda items

- Library and Recreation Outreach Vehicle
- Commission Workplan for FY 2025/26
- Teen Poet Laureate

## **MINUTES**

### **1. Approve regular meeting minutes of October 3, 2024.**

**MOTION:** It was m/s by Kimsey/Emerson to approve the regular meeting minutes of October 3, 2024

The motion passed by the following vote:

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

## **MEETING OPEN TO THE PUBLIC**

### **2. 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**

### **3. Review and provide feedback on the Library Privacy Policy Draft**

Lia Bushong, Assistant Director of Library and Recreation, presented the item.

Commissioners provided feedback and comments.

### **4. Review library programs held in December/January and discuss commissioner outreach opportunities.**

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

Commissioners provided feedback and comments.

### **5. Review and approve the Library Commission Meeting Schedule for 2025.**

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

Recommendation: Review and Approve the Library Commission Meeting schedule for 2025.

**MOTION:** It was m/s by Kimsey/Stroud to approve the Library Commission Meeting schedule for 2025 with the following change, replace the October 2 with a September 4 meeting.

The motion passed by the following vote:

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

### **6. Select a commission Chairperson and Vice Chairperson for 2025**

**MOTION:** It was m/s by Dhillon/Kimsey to select Chair Sabatini as Chairperson for 2025.

The motion passed by the following vote:

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

**MOTION:** It was m/s by Emerson/Stroud to select Commissioner Kimsey as Vice Chairperson for 2025.

The motion passed by the following vote:

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

## **COMMISSION REPORTS**

### **10. Teen Poet Laureate Sub Committee**

Commission Dhillon provided information and answered questions from the commissioners.

## **MATTERS INITIATED BY THE COMMISSION**

**MOTION:** It was m/s Emerson/Sabatini to add Library Program Plan as a future agenda item.

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

## **FUTURE AGENDA ITEMS**

Mobile Outreach Vehicle  
Commission Workplan for FY 2025/26  
Teen Poet Laureate

## **ADJOURNMENT**

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

**LIBRARY COMMISSION AGENDA  
REPORT**

February 6, 2025  
Library and Recreation

**TITLE: REVIEW AND DISCUSS THE PLEASANTON PUBLIC LIBRARY PROGRAM  
PLAN FOR FISCAL YEAR 2025/26**

**SUMMARY**

The Pleasanton Public Library Program Plan for Fiscal Year (FY) 2025/26 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 Fiscal Year 2025/26.

**BACKGROUND**

The Pleasanton Public Library annually plans programs for all ages, including youth and family activities, community cultural programming, storytimes, and the Summer Reading Program. The library also provides educational enrichment activities such as field trips, the Booklegger school outreach program, and Adult Literacy and ESL services. Strategic planning for each program ensures that library resources are efficiently allocated, goals are clearly defined, and the community's needs are effectively met. Beginning in August 2024, the Library Program Plan has been developed for a fiscal year cycle rather than a calendar year cycle to align with the City's budget.

**DISCUSSION**

Section 2.34.020 of the Pleasanton Municipal Code states, "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 Library Program Plan for Fiscal Year (FY) 2025/26, covering the period from July 1, 2025, to June 30, 2026, is being shared with the Library Commission to align with its duties, provide staff with program and service planning input, and assist commissioners with their outreach and advocacy for library services.

Library Services and the Role of Programs

Library services reflect the City's and Library and Recreation Department's values and goals of diversity, equity, and inclusion while addressing community needs and interests. This is achieved through access to various physical and digital materials, technology, reference and information services assistance, literacy and ESL programs, and public spaces. Library programming directly supports these core services. For instance, book lists and displays highlighting animals are featured during summer youth programs, allowing attendees to explore related library materials. Cultural events like the Asian American Pacific Islander (AAPI) program entertain while showcasing books by AAPI creators. Library outreach at Las Positas College introduces students to the library's resources and highlights Adult Literacy and

ESL services. Staff-curated displays related to program themes are featured at many storytimes. By connecting library events to materials and services, the library fosters curiosity and exploration of its resources.

Program Statistics and Performance Measures

Program evaluation provides valuable insights into trends and program attendance. Attendance is tracked for each library program, enabling staff to evaluate participation levels and identify programs with high demand that may require additional sessions. Program tracking is organized into specific age categories to meet the California State Library’s reporting requirements. Below is a comparison of programs and attendance for FY 2022/23 and FY 2023/24:

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 ages 18+	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
<i>TOTAL</i>	<i>248 Program Dates 8,824 Participants</i>	<i>248 Program Dates 14,003 Participants</i>

Program Survey Responses and Community Feedback

The library utilizes program surveys and community feedback to gauge community needs and interests in planning programs. During FY 2023/24, 29 library programs were surveyed, with 216 individual responses, and 92% of respondents were highly satisfied or satisfied with the program attended.

In the current FY 2024/25, Q1 and Q2 respondents provided feedback to guide program planning, as indicated in the chart below.

Survey Response Categories	Recommendations (* Asterisk indicates more frequent responses)
Type of Programs	<ul style="list-style-type: none"> <li>• *Interactive programs for adults (such as cooking demos and dancing)</li> <li>• Health-centric learning programs</li> <li>• *Interactive programs for youth, such as contests or competitions</li> </ul>

	<ul style="list-style-type: none"> <li>• Events like arts and crafts days and special events so families can mingle and get to know each other and create a stronger community</li> </ul>
Marketing of programs	<ul style="list-style-type: none"> <li>• Text message promotion of programs</li> <li>• Improved website navigation for programs</li> <li>• Promotion of the Summer Reading Program and library programs through school and PTA/PTSA newsletters</li> </ul>

### Marketing and Promotion

Community feedback highlighted the need for increased marketing of library programs, including suggestions for featuring articles in local newspapers and enhancing the library program webpages. In response, staff implemented a revised marketing checklist to streamline program promotion, support earlier postings on website calendars and in the Library and Recreation Activities Guide, and maintain consistency in planning efforts.

Key marketing strategies include:

- Flyers, large posters, and social media widgets
- Multilingual translations for flyers
- Calendar entries on the BiblioEvents page on the library’s web pages, with plans for earlier postings in advance of the events
- Social media posts, including photo and video content on Facebook, Instagram and TikTok
- Event pages on Facebook and Eventbrite
- City of Pleasanton Newsletter features Cultural Celebrations
- Engagement with media outlets and community channels
- Media advisories and press releases
- Promotion through the PUSD newsletter, Pleasanton Weekly, and Patch
- Inclusion in online community calendars, such as Pleasanton Weekly
- Targeted social media, newspaper advertising, and bus wraps for programs such as Adult Literacy and ESL.

### Library Programs Planned for FY 2025/26

The library is planning programs for the coming year to connect patrons of all ages to its core services, collections, and resources. These programs aim to enhance literacy and foster community engagement while aligning with departmental goals. Staff have evaluated each program’s effectiveness using performance indicators, considering prior-year metrics, surveys, and feedback to determine whether to continue, adjust, pause, or conclude a program. Even with marketing and outreach efforts, some programs may not be the best fit for the library’s offerings. While the total number of programs planned will remain consistent with the previous year, adjustments will focus on refining offerings to prioritize programs with higher participation and those that meet community needs.

For planning purposes, programs are organized into key areas, including adult, teen, family, children, and outreach initiatives, to ensure a diverse range of offerings that serve the entire community:

### 1. Children's Programs

- Storytimes: Baby, Toddler, Family, and Sensory options introduce children and families to the library's early literacy collections while promoting foundational reading skills and inclusivity.
- Paws to Read: Youth literacy program featuring pet therapy dogs, encouraging reluctant or developing readers to engage with books in a supportive environment.
- 3rd Grade Field Trips: Hands-on library visits tailored for students to discover the public library's resources, including age-appropriate books, research tools, and technology.

### 2. Teen Programs

- After School Teen Zone: Recreational and educational programming in partnership with PUSD connects teens to library resources, offering a safe space to explore library resources and participate in social activities.
- Teen Volunteer Opportunities: Provides leadership and community engagement opportunities while connecting teens to literacy initiatives, library services, and event support.

### 3. Adult Programs

- Adult Literacy and ESL Programs: Tutor training, tutor/learner sessions, and discussion groups support adult literacy efforts and encourage deeper engagement with the library's resources, tools, and collections.
- Interactive Programs: Trivia nights, crafting, and food workshops build community while promoting related library resources such as cookbooks, craft guides, and cultural collections.
- Game Programs and/or Film Clubs: Monthly gatherings that offer entertainment and connection while highlighting film collections and game resources available for checkout.

### 4. Family and Special Programs

- Cultural Celebrations: Events like Diwali, Lunar New Year, and Juneteenth foster cultural appreciation and connect participants to the library's diverse materials representing these traditions.
- Summer Reading Program Performances and Winter/Spring Break Activities: Interactive experiences for families encourage exploration of themed resources, books, and related materials.
- Sustainability Events: Programs encouraging sustainability, such as the Clothing Swap and Earth Day, complemented by related library resources on environmental and social topics.

### 5. Outreach Initiatives

- Booklegger Program: Library volunteers deliver engaging book talks and library resources directly to PUSD classrooms, encouraging students to explore reading

- materials and library programs
- Library and Recreation Outreach Vehicle: Expands access to library services, bringing books, technology, and programs to underserved areas.
- Partnerships: Collaborations with schools and community organizations ensure the library's resources and services are integrated into broader community efforts.

### Next Steps for FY 2025/26 Program Planning

The Pleasanton Library Program Plan is a living document that evolves as the library assesses and refines its programs based on community feedback and strategic priorities. Sharing the Program Plan with commissioners allows staff to incorporate valuable input early in the planning process. The plan will continue to be adjusted during the City's biennial budget development process to align with available resources and Citywide goals. Any necessary changes will be communicated throughout ongoing planning and budget discussions.

### **EQUITY AND SUSTAINABILITY**

Library programs promote equity by providing free access to activities that connect to the library's core services. They encourage children and families from all walks of life to engage in literacy activities that support reading and educational opportunities for all.

The library plans to offer core programming that serves audiences of different ages and abilities and celebrates different cultures in the coming year. Library programming is free to attend and welcome all community members. The library will provide existing programs and services through some offsite programming, with the upcoming launch of the new Library and Recreation outreach vehicle to serve those who cannot easily reach the library and to provide outreach to community partners serving underserved and multi-lingual communities in Pleasanton.

### **OUTREACH**

Library programs for FY 2025/26 will be included in the upcoming Library and Recreation Activities Guide for Summer 2025 and Fall 2025.

### **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 FY 2025/26 program costs will be considered part of the City's biennial budget

process and subject to City Council approval. Most library program costs are related to staffing and are included in the department's General Fund accounts.

The list below highlights dedicated costs associated with programs.

- The Friends of the Pleasanton Library fund program supplies, performer fees, and reading program prizes. Friends of the Library donations of \$47,000 for FY 2024/25 are encumbered in matching library-reimbursable revenue and expense accounts #00152301-357491 and #00152301-433166.
- California State Library Services (CLLS) grants for FY 2024/25 partially fund Adult Literacy and ESL services in the amount of \$104,019. These funds are encumbered in grant account #11652102. City funding for Adult Literacy and ESL services is budgeted for \$104,790 in accounts #00152300 and #00152301.
- Pacific Library Partnership (PLP) provides annual funding for Innovation Grants. The library applied and was awarded \$9,246 for the Sustainable Living grant. The next application cycle is in the fall of 2025, and the library intends to apply for FY 2025/26 funding, if available, up to \$10,000.

Submitted by:



Lia Bushong, Assistant Director of Library and Recreation

Attachments:

None

**LIBRARY COMMISSION AGENDA  
REPORT**

February 6, 2025  
Library and Recreation

**TITLE: REVIEW LIBRARY PROGRAMS HELD IN FEBRUARY/MARCH AND DISCUSS  
COMMISSIONER OUTREACH OPPORTUNITIES**

**SUMMARY**

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

**RECOMMENDATION**

Review library programs held in February/March 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 February 2025 (Attachment 1) and March 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.
  1. 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.

Submitted 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. February Calendar
2. March Calendar



Suggested Title: *Before We Forget Kindness*  
by Toshikazu Kawaguchi

Find booklists for all ages at  
[www.pleasantonlibrary.org](http://www.pleasantonlibrary.org)

# Pleasanton Public Library

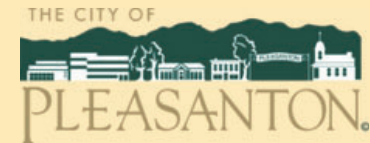
## February 2025



MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4 Paws to Read Registration Req'd. 7 p.m. and 7:35 p.m.	5 Baby Storytime 11 a.m.  Family Storytime 7 p.m.	6 Toddler Storytime 11 a.m.	7	8	9 Sensory Storytime 10 a.m.
10	11	12 Baby Storytime 11 a.m.  Family Storytime 7 p.m.	13 Toddler Storytime 11 a.m.	14	15  Film Club 1:30-4 p.m.	16
17 <b>City-Observed Holiday: Presidents' Day Library Closed</b>	18  Paws to Read Registration Req'd. 7 p.m. and 7:35 p.m.	19 Baby Storytime 11 a.m.  Adults Puzzle/Game MeetUp 1-3 p.m.  Family Storytime 7 p.m.	20 Toddler Storytime 11 a.m.	21	22	23
24 Veterans Administration Mobile Medical Unit Library Parking Lot 9 a.m. - 12:30 p.m.	25 Paws to Read Registration Req'd. 7 p.m. and 7:35 p.m.	26 Baby Storytime 11 a.m.  Family Storytime 7 p.m.	27 Toddler Storytime 11 a.m.	28		



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





**Suggested Title:**  
*The First State of Being*  
 by Erin Entrada Kelly

Find booklists for all ages at  
[www.pleasantonlibrary.org](http://www.pleasantonlibrary.org)

# Pleasanton Public Library

## March 2025

Scan the QR code  
 for more details on  
 programs, adult  
 literacy events  
 & more!



MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5 Baby Storytime 11 a.m.  Family Storytime 7 p.m.	6 Toddler Storytime 11 a.m.	7	8	9 Sensory Storytime 10 a.m. (Sign up required)
10	11	12 Baby Storytime 11 a.m.  Adult Literacy Volunteer Training (Sign up required) 5-8:30 p.m.  Family Storytime <u>Children's Area</u> , 7 p.m.	13 Toddler Storytime 11 a.m.	14	15	16
17	18	19 Baby Storytime <u>Cultural Arts Bldg.</u> , 11 a.m.  Family Storytime <u>Children's Area</u> , 7 p.m.	20 Toddler Storytime <u>Library Front Lawn</u> 11 a.m.  Friends of Pleasanton Library Book Sale Open to All: 2 p.m.	21 Friends of the Pleasanton Library Book Sale 10 a.m. - 4 p.m.	22 Friends of the Pleasanton Library Book Sale 10 a.m. - 4 p.m.	23 Friends of the Pleasanton Library Book Sale 11 a.m. - 3 p.m.
24 Veterans Administration Mobile Medical Unit Library Parking Lot 9 a.m. - 12:30 p.m.	25 Book Club 7 p.m.	26 Paws to Read Registration Opens  Baby Storytime 11 a.m.  Family Storytime 7 p.m.	27 Toddler Storytime 11 a.m.	28	29	30
31						



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

