

LIBRARY COMMISSION AGENDA REPORT

September 2, 2021
Item 4

SUBJECT: REVIEW MUNICIPAL CODE SECTION 2.34.020 REGARDING LIBRARY COMMISSION DUTIES AND THE LIBRARY AND RECREATION STRATEGIC PLAN 2019-2024

SUMMARY

The Library Commission (commission) duties are outlined in the Pleasanton Municipal Code (Muni Code). Staff and commissioners have worked together over the years to collaborate on providing excellent Library programs and services. This collaboration is demonstrated through the Library and Recreation Department Strategic Plan 2019-2024 (Attachment 1).

RECOMMENDATION

Review Municipal Code Section 2.34.020 regarding Library Commission duties and the Library and Recreation Strategic Plan 2019-2024.

FINANCIAL STATEMENT

There is none.

BACKGROUND

The Muni Code lists the duties of the Library Commission as follows:

2.34.020 Duties.

- A. The commission shall be responsible for advising the city council on matters related to the Pleasanton library and library services in general.
- B. The duties of the Pleasanton library commission shall include the following:
 1. Make recommendations to the city council ~~and the Pleasanton library board of trustees~~ regarding policies, services and operating and capital budgets for the Pleasanton library.
 2. Recommend rules, regulations and services necessary for the administration of the Pleasanton library.
 3. Assist with the planning of library services.
 4. Promote the use and support of library services within the community, including working in cooperation with citizen and business groups, foundations, charitable trusts, school districts and governmental agencies.
 5. Recommend rules and regulations regarding the use of the Pleasanton library building.
 6. Recommend acceptance or rejection of proposed donations to the Pleasanton library. (Ord. 1819 § 1, 2001)

Section B-1 will be revised with the next Muni Code update to eliminate the mention of the Pleasanton library board of trustees which is no longer in existence.

The Library and Recreation Department Strategic Plan 2019-2024 (strategic plan) was co-created with the commission, staff, consultants and community input to be the Library's guiding document for five years. It includes mission, vision, and values statements as well as high-level goals.

DISCUSSION

2.34.020 – Section A

The commission provides valuable recommendations to City Council and City staff in multiple ways.

2.34.020 – Section B: 1, 2, 3 and 5

Library policies are reviewed and recommended by the commission regularly to ensure the Library continues to meet the needs of the community. These policies are often co-authored using commission recommendations and staff technical expertise.

The commission's participation in budget and service planning comes primarily through the two-year City Council priority-setting and the five-year Library and Recreation Department strategic planning processes. As partners, the commission drives the high-level mission, vision, values and goals. Staff then builds the specific budget that is approved by City Council. Staff executes programs and services that fall within the

parameters of both the budget and the strategic plan. Staff will be bringing back an updated Strategic Plan Implementation Action Plan for commission review prior to the end of the calendar year.

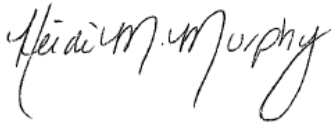
2.34.020 – Section B: 4

Commission and staff also partner on library promotion. In the past, this has included staffing booths at community events, leveraging social networks and community connections to talk about Library programs and services, conducting community focus groups, and helping to plan celebration events.

2.34.020 – Section B: 6

Donations of books and materials are accepted by the Friends of the Pleasanton Library (Friends) on behalf of the commission and staff. The Friends sell these items through in person and online sales and all proceeds go to the Library to fund programs, performances, grant partnerships, technology and services.

Submitted by:

A handwritten signature in black ink that reads "Heidi Murphy". The signature is written in a cursive style with a large, looped 'H' and 'M'.

Heidi Murphy
Library and Recreation Director

Attachment:

1. Library and Recreation Strategic Plan 2019-2024
www.cityofpleasantonca.gov/civicax/filebank/blobdload.aspx?BlobID=34104