

November 2, 2023  
Item 5

**SUBJECT: REVIEW AND APPROVE PAUSING THE LIBRARY COMMISSION  
OUTREACH AND POLICY SUBCOMMITTEES AND THE JOINT  
LIBRARY AND CIVIC ARTS TEEN POET LAUREATE SELECTION  
SUBCOMMITTEE FOR 2024**

**SUMMARY**

In 2023, Library Commissioners served on three subcommittees which included the Library Policy Subcommittee, the Library Outreach Subcommittee, and the joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee. Staff recommends expanding the work of the Library Commission Policy and Outreach Subcommittees to the entire commission for calendar year 2024 and pausing the Outreach and Policy subcommittees and selection of new members.

For the joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee, staff recommends pausing the subcommittee for one year to fully evaluate the program, including research of best practices from neighboring agencies, identifying teen interests that have emerged since the inception of the program, and aligning program goals with the One Pleasanton and Library and Recreation Department Strategic Plans. Staff will bring an analysis of the Teen Poet Laureate program to both commissions for review and recommendation.

**RECOMMENDATION**

Review and approve pausing the Library Commission Outreach and Policy Subcommittees and the joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee for 2024.

**FINANCIAL STATEMENT**

There is no financial impact to this action.

## **BACKGROUND**

In 2023, Library staff identified subcommittees for work that supported the Library and Recreation Strategic Plan goals (Attachment 1) and directly related to the duties of the Library Commission as outlined in the City of Pleasanton Municipal Code (Muni Code) Section 2.34 (Attachment 2). Once staff identified the need for a subcommittee, the Chairperson appointed commissioners as needed to serve on the subcommittees as outlined in the *City of Pleasanton Commissioner's Handbook* (Attachment 3).

Library commissioners served on three subcommittees which included the Policy Subcommittee, the Outreach Subcommittee, and the joint Library and Civic Arts and Teen Poet Laureate Selection Subcommittee, with a staff liaison for each group. The subcommittees brought information to the commission on library policies, marketing needs, outreach opportunities, and a Teen Poet Laureate recommendation. The subcommittee members were engaged and committed, however, there were limited spots due to quorum limits for new commissioners that expressed interested in joining. Having only three subcommittee members limited the ability to gather multiple viewpoints on library policies and outreach planning. Subcommittee meetings also required additional time of commissioners and staff to schedule and meet monthly, engage in communications, take summary notes, and share informational updates at the commission meetings.

## **DISCUSSION**

For the 2024 calendar year, staff recommend expanding the Library Commission policy and outreach work to the entire commission and pausing the Outreach and Policy subcommittees and selection of new members. Engaging the commission holistically in the process of policy revisions and outreach planning draws a wider perspective and reflects the diverse ages, backgrounds, and experiences of each of the commissioners, while creating greater consistency and efficiency in monthly meetings for both commissioners and staff.

For the Joint Library and Civic Arts Teen Poet Laureate Selection Subcommittee, staff from both program areas recommend pausing the subcommittee for one year to fully evaluate the program, develop strategic direction that aligns with City and department goals, research best practices from neighboring agencies, and identify new teen interests that have emerged since the inception of the program in 2012. Staff will bring an analysis of the Teen Poet Laureate program to both commissions for review and recommendation.

## **STRATEGIC PLAN ALIGNMENT**

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 4)

- Optimizing our Organization, Strategy 4 – Evaluate the organization's structure of community engagement opportunities (such as commissions and committees, and citizens' academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community.

- Building a Community Where Everyone Belongs, Strategy 1 – Apply strategies from the City diversity, equity, and inclusion (DEI) action plan to increase equitable access to City programs and services for the community.
- 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, Strategy 5 - Conduct an analysis of staffing needs based on ongoing service delivery, commission support, and morale of all employees.

Submitted by:



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- Attachment 1: [Library and Recreation Strategic Plan](#) (online)  
Attachment 2: City of Pleasanton Municipal Code Sections 2.34  
Attachment 3: [Commissioners Handbook](#) (online)  
Attachment 4: [Citywide Strategic Plan](#) (online)