



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Debra Figone

SUBJECT: ADOPTION OF STATEMENT
OF POLICY AND QUESTIONS
FOR CITY LIBRARIAN

DATE: April 9, 2012

RECOMMENDATION

Adopt a Statement of Policy and City Council Questions related to the selection of a new City Librarian as described in this memo, in compliance with City Charter Section 411.1.

OUTCOME

The results of this action will be to provide direction to the City Manager on the selection process for the vacant City Librarian position and to comply with City Charter provisions.

BACKGROUND

In December 2001, Council adopted a process for Council confirmation of department head appointments, in compliance with City Charter Section 411.1. The process requires that the Council, prior to meeting with the City Manager's recommended candidate for department head positions that are subject to the Charter's requirements, adopt a statement of policy for the department involved, along with proposed questions for the Council to present to the City Manager's recommended candidate.

ANALYSIS

The proposed Statement of Policy reflects the department's mission and core services as approved by Council in the Fiscal Year 2011 – 2012 adopted budget. The proposed broad goals, objectives and aspirations for the department were developed based on previous Council direction and key issues facing the department.

The proposed Council Questions (Attachment 2) have been adapted from recent department head hiring processes with questions specific to this recruitment. As always, Council members may suggest additional questions for Council consideration as part of this "Statement of Policy and

City Council Questions” recommendation or ask further questions of the proposed candidate in the Closed Session.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

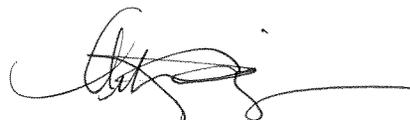
This item does not meet any of the criteria above. This memorandum will be posted to the City’s website for the May 1, 2012 City Council Agenda.

COORDINATION

This memo has been coordinated with the Department of Human Resources and the City Attorney’s Office.

CEQA

Not a Project, File No. PP10-069(b), Personnel Related Decisions.



DEBRA FIGONE
City Manager

For questions, please contact Norberto Duenas, Deputy City Manager, at (408) 535-8110.

Attachments

Department Mission

The San José Public Library enriches lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information.

Core Services

1. Access to Information, Library Materials, and Digital Resources:

Customers are linked to the information they need through access to books, videos, digital and other information resources.

The key operational services utilized to carry out this Core Service include:

1. Dr. Martin Luther King, Jr. Library
2. Reference and Reader's Advisory Services
3. Borrower's Services
4. Interbranch Loan and Delivery
5. "The San José Way" Principles of Library Service
6. Internet-Access Computers

2. Formal and Lifelong Self-Directed Education:

Provide programs that promote reading, literacy, and learning for all ages and support school readiness and success

The key operational services utilized to carry out this Core Service include:

1. Adult and Family Literacy Programs
2. Preschool and Early Education Initiatives
3. Story Time Programs
4. School Focused Collections, Programming, and Internet Resources
5. Summer Reading Programs for Children and Youth

3. Strategic Support:

Administration, Business Office, Community Awareness and Outreach, Library Bond Program, and Technology Services.

The key operational services utilized to carry out this Core Service include:

1. Administration
2. Business Office
3. Technology Services
4. Branch Library Bond Program
5. Community Awareness and Outreach

Council Policy

Council Policy as to performance measures, resource allocation, and project delivery is contained in the 2011 – 12 Adopted Operating Budget, and the 2011-12 Adopted Capital Budget/2012 – 2016 Capital Improvement Plan.

The following is a core set of suggested questions that the Council may use in the confirmation process for the City Librarian. The Council may modify, add or subtract from this list of suggested questions.

**CITY COUNCIL QUESTIONS
CITY LIBRARIAN HIRING PROCESS**

1. Please describe your education, experience, and accomplishments, and explain how they prepare you for this position.
2. The Statement of Policy for the Department lists the Council's approved goals, objectives, and aspirations for library services to the community. Please explain, in general terms, your planned approach to accomplishing these goals.
3. What are the major priorities, opportunities and challenges you see for the department? Please describe your planned approach to them.
4. Who do you see as the department's customers?
5. What is your plan for ensuring that you maintain good communication with the Mayor and City Council members? How will you communicate with the general public?
6. The City Librarian must be able to demonstrate a long-term view, yet remain grounded in reality of delivering services today. How will you balance the day-to-day operations of City Libraries with the importance of ensuring long-term sustainability?
7. San José has a significant structural budget deficit that has been exacerbated by the recession. Please share your experience with dealing with budget reductions while addressing the service needs of library customers.
8. What would be your strategy and approaches for delivering effective services to our community during these persistent times of limited and shrinking resources?
9. What standards will you put in place to measure performance of the department in providing efficient and effective services to its customers?
10. Please describe your experience working in a unionized environment. How have you established positive working relationships in such an environment?
11. In a diversity rich community like San José, language skills and cultural competency are very important. What experience do you have in this area?
12. There is likely to be a significant workforce turnover during the next several years. How would you approach workforce planning and leadership development in the department?
13. Describe your experience with alternative service delivery models and the use of volunteers to maximize library service and resources.
14. What else should the City Council know about you?