

**AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting**

Library Bidwell Forum

**June 16, 2008
5:00 p.m.**

The public is invited to address the Library Board on all items on the agenda or on any library matter not on the agenda. Comments may be given when any item is scheduled for consideration. Each speaker is requested to limit comments to three minutes. The Board President may limit redundant comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Administrative Assistant at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

1. CALL MEETING TO ORDER

2. PUBLIC COMMENT PERIOD

Anyone wishing to address any Library matter that is on the agenda or not on the agenda may do so at this time. No action will be taken on items brought up at this time

3. ADOPTION OF AGENDA

Possible motion to revise order of business or other

4. CONSENT CALENDAR – action item

4.1 Minutes of meeting of May 19, 2008, Encl., page 1

5. REPORT OF LIBRARY DIRECTOR, Encl., page 6

Written report attached. No action will be taken on any items brought up at this time

6. UNFINISHED BUSINESS

6.1 Annual Evaluation of the Library Board

President Theel to lead

7. NEW BUSINESS

7.1 Agenda Planning for 2008/2009, Encl., page 31

President Theel to lead discussion on items to put on next year's agenda

7.2 Orientation Plan for new Library Trustee, Encl., page 40

Weed-Brown to lead discussion on orientation plan

7.3 Library Events Calendar, Encl., page 42

A calendar of library or significant community events that include library staff participation. All or some of other Board members might choose to participate, no action is required

8. BOARD MEMBER ITEMS

8.1 Presentation

Vice President Conway's presentation to outgoing Board President Jim Theel

8.2 Agenda Planning Calendar, Encl., page 44

Plans for future meetings to be discussed

8.3 Board member items

Announcements only—no action will be taken on any item brought up at this time

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director

10. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Public Library, 140 S. Glendora Ave, CA; the City Clerk's Office, 116 E. Foothill Blvd, Glendora and the City's website: <http://www.ci.glendora.ca.us>.

4.

**Consent
Calendar**

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Bidwell Forum
140 S. Glendora Ave, Glendora CA 91741

May 19, 2008
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Jim Theel.

Board members Present: Jim Theel, Mike Conway, Tricia Gomer (arrived at 7:04 p.m.), Sylvia Slakey, Debbie Deal

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant;

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Conway/Deal) to approve Minutes of meeting of April 28, 2008. The motion carried 5-0-0 as follows: **AYES: Gomer, Deal, Theel, Conway, Slakey; NOES: None; ABSENT: None**

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that the bid opening for the children's room expansion has been moved to May 30 as bidders had requested more time to prepare their bids. The bid award is still scheduled for June 10. Weed-Brown reminded the Board that the bid opening was originally scheduled for May 23. [Note: bid opening occurred May 23]

Weed-Brown informed the Board that the City Council will formally set a date to interview all the applicants for the City's various Boards and Commissions at the May 27 Council meeting. Weed-Brown confirmed that only new applicants will be interviewed. (Note: interviews were delayed to June 10 and July 8]

Weed-Brown voiced her disappointment at the low turnout for the Barry Goldwater Jr. event, especially since staff generated a lot of publicity for this event.

Slakey asked if the library will have to pay the credit card company's fee of 3% once it starts accepting credit card payments for overdue and other fees. Weed-Brown stated that the credit card payment implementation is city wide. She has not been notified of any additional costs to the library due to this implementation.

Slakey was very disappointed to hear about the book budget being cut back to \$337,000 for fiscal year 08/09. She voiced concerns about Glendora Police Managers

getting high pay increases over the next several years when everyone else has to cut back. Weed-Brown stated that the contract for the Police Management Association was negotiated last year and the contract is effective until 2012. Police Managers will receive a 28% pay raise over five years.

Slakey congratulated Gail Jebbia on the birth of her grandson.

Weed-Brown provided details on the annual output measures survey results included in the Board packet. She pointed out that this report was also sent to the City Manager as part of Weed-Brown's Director's report. Theel asked why the survey numbers decrease after 02/03. Weed-Brown cited the library's budget cut-backs and high staff turnover starting that year as possible reasons for the declining numbers. Theel suggested adding electronic usage to the output measures survey. Weed-Brown stated that she is not able to modify this report, as it is a survey established by the Public Library Association and reported nationally. She was unsure when the output measures survey was last revised.

Deal congratulated Carlos Baffigo on his Certificate of Appreciation. She enjoyed the pictures of Miss Bonnie in the Board packet.

The Board and Weed-Brown reviewed the *Requested Capital Projects list* for 08/09 included in the Board packet. Discussion followed on the library's CIPs that were denied. Weed-Brown pointed out that the former City Manager had approved the library's security camera upgrade. Money for this upgrade was supposed to have been included in either the Police Department or Pompei Park budget, as both were going to upgrade their security camera system. At this time, unfortunately, it can not be identified where the money went and there is no paper trail. Weed-Brown stated that Pankow attended the budget meeting on Capital Projects in Weed-Brown's absence. Pankow reported that CIPs addressing safety issues were first to be approved. The approval procedure was the same for all departments.

Conway voiced concerns about the city's spending behavior. He felt that the replacement of the library's automatic doors, as well as the security camera upgrade should have been approved, as they are essential. Conway said that the library's capital improvements that were approved this year are items that became problems due to neglect. In response to a question from Gomer, Weed-Brown replied that the unfunded Aide II position was not the position that was established by breaking up the Aide IV position. Weed-Brown stated that a recruitment request went to city hall last week to fill the Library Technician position. The request has not been approved yet. Weed-Brown voiced her hope that it will be approved. If this full-time position was to be unfunded, the library would struggle tremendously. [Note: approval to fill this position was received]

In response to a question from Theel, Weed-Brown stated that the laptop program is working out well. The laptops are being used throughout the day, and there have not been any problems getting them back on time and no parts have been lost. Weed-Brown was pleased to report that the wireless printing issue is almost solved.

6. UNFINISHED BUSINESS

6.1 Annual Evaluation of the Library Board

Theel collected the Trustees' self-evaluations, with Deal's evaluation to be emailed tomorrow. As has been done in the past, these documents will be combined into one report and then distributed to the Board members. Conway asked to review and discuss the completed self-evaluations at tonight's meeting.

The Board discussed their accomplishments in relationship to the goals they had set. Conway felt that the Board fell short in the goal of advocating for fair compensation. Some Board members commented that there were no opportunities for the Board to do so this year. Deal said that she felt very frustrated at times for not being able to do more. She remarked that the Board did support Weed-Brown during the process of moving the Library Pages up to Aide I.

Conway stated that the Board achieved its goal of promoting the Hands fundraiser. He acknowledged that the Board attends many library events, which is as it should be. He raised the question what goal is supposed to be reached by attending library events and if it has been reached. Slakey replied that it is important for patrons and staff to see Board members at the various events. Theel added that attending events provides Board members with the opportunity to visit with the public, as well as with Council members. Conway felt the Board's goals need to be measurable.

Conway said that some of the choices being made by City Administration might not be in the best interest of the library. He advocated for the Board to change its image in order to be more successful. Slakey stated that several years ago the Board had a direct bearing on the book budget being increased. She suggested the Board talk about the issues Conway raised when the Board discusses its annual goals, which will be in July.

In response to a question from Conway, Weed-Brown replied that Glendora Chamber of Commerce mixers have been held at the library in the past. Library staff has also attended chamber meetings and mixers. Weed-Brown stated that participation in these events yielded no noticeable benefit.

Conway suggested for the library to reach out to businesses and schools in the community to see how the library can help them. He congratulated Theel again on his exceptional National Library Week Proclamation acceptance speech.

Weed-Brown added that she benefits from the Board attending library events as well. It is nice to know that the library is represented at an event even when she can not be there.

6.2 Library Board Awards

Theel stated that the Library Board Awards committee met. The committee decided to purchase a plaque with an engraved metal plate in the shape of a book, as well as create a Certificate of Appreciation. The Board reviewed the wording for the plaque and the certificate. Weed-Brown provided information on the different kinds of plaques available and their costs. The Board approved the wording and to move ahead with ordering the plaque.

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Theel informed the Board that the Library Board Awards presentation will be at Night on the Plaza early on in the program, at which time both the plaque and the certificate will be presented. Weed-Brown explained that the Foundation Board will be asked to stand on the dance floor. The Foundation Executive Board and the Library Board will stand in front of them. In the middle will be the Library Board President and Foundation President for the presentation.

7. NEW BUSINESS

7.1 Groundbreaking ceremony for Children's room expansion

Weed-Brown stated that the City Manager's office has been contacted to check the City Council's availability for June 16 for a possible groundbreaking ceremony. She said that June 16 is the first day of Summer Reading Club registration. Patrons inside the library signing up for Summer Reading Club could be asked to partake in the festivities. Theel recommended setting the date for the ceremony for June 16. Slakey reminded the Board that June 16 is also Library Board meeting night and asked if the meeting should be changed to an earlier time. Slakey suggested doing the groundbreaking at 4 p.m. and have the Board meeting afterwards.

Conway asked about shovels to use for the ceremony. Weed-Brown stated that so far she has been unsuccessful in locating the city's shovels. She reminded the Board that at one of the previous Board meetings it was suggested to include the bookmark contest winners in the event. Weed-Brown added that she ordered hard hats for the groundbreaking ceremony.

Discussion ensued on refreshments, programs, decorations and participants. Weed-Brown suggested inviting the entire executive committee of the Foundation. The Board decided to create a groundbreaking ceremony planning committee with Tricia Gomer, Debbie Deal and Weed-Brown as members. Weed-Brown confirmed that the tentative date and time for the groundbreaking ceremony is June 16 at 4 p.m., with the Board meeting to follow at 5 p.m.

Theel said that he will be out of town June 10 and asked that Board members attend the City Council meeting that night for the bid award. Mike Conway, Debbie Deal and Sylvia Slakey offered to attend the Council meeting. Gomer stated she will be out of town as well. Weed-Brown invited Board members to attend the bid opening on May 30 in Council chambers, if they are interested.

Weed-Brown stated that a portion of the Children's room expansion money was earmarked for new shelving and new carpet in the Children's room along with other equipment. It is unclear at this time if there is enough money to purchase all of the things needed. Weed-Brown said that if the library is awarded second-year ELF grant funding, this money can be used to purchase some of the furniture for the Children's room. 'Hands' fundraiser money can be used to purchase additional items as well. Other items that were included in the front entrance area/expansion project CIP funds were tables and chairs for the new patio in front of the library.

Weed-Brown stated that if the Foundation budget for 08/09 is approved, funds will be used to replace worn out tables and chairs on the main floor.

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7.2 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the Foundation executive Board meeting scheduled for June 6 and the Foundation quarterly Board meeting on June 17 at Village Eatery.

8. **BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

Weed-Brown confirmed that the Library Board evaluation will not be in closed session next month. The evaluation of the Library Director will be in closed session.

8.2 Board Member Items

Deal said that Romero will be attending Kiwaniannes Wednesday night. Deal asked that Romero bring some 'Hands' brochures. Deal said she will call Romero on Tuesday to finalize the topic of the presentation.

9. **CLOSED SESSION**

9.1 Annual Evaluation of Library Director

There was no reportable action.

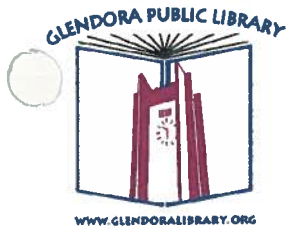
There being no further business, the meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

*The above minutes are subject to the Library Board's additions or corrections and final approval.

5.
Report of
Library
Director



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Library Director *Robin*
CC: City Manager
Date: June 16, 2008
Re: Director's Report

Community

There were two Glendorans with library connections being honored at the YWCA's Women of Achievement ceremony on June 6: Annette Whistler and Doris Blum. Anne Pankow, Bonnie Deering, Chris Cravens and I attended the luncheon. It was a very touching event and we were glad to be there to represent the library and foundation.

At the June 10th City Council meeting, Council awarded the construction bid for the children's room expansion to WF Construction in La Verne, CA. The groundbreaking ceremony for the children's room expansion is scheduled for June 16th. Construction should start in 30 days. Originally the council was to appoint members to the city's boards and commissions but that got delayed until the July 8th meeting. One of the three library board candidates was interviewed on the 10th however as she is unavailable on the 8th.

Summer Reading Clubs kick off on June 16th. Staff is geared up and ready! Cindy will be joining us briefly at the meeting to share SRC goodies with you and to answer any questions you may have.

The Friends Foundation final board meeting for this fiscal year is being held on June 17th at the Village Eatery at 7am. Final approval of their budget is on the agenda.

The remaining repairs from the January flood began the first week of June. The dry wall in the lobby, hallway, staff work areas, archive room and in the main room by the copy center and entry areas are finally being fixed. The work done so far looks very nice. It will be wonderful to have these areas looking good again after the long delay.

Night on the Plaza is just around the corner on July 19! Invitations were mailed out at the end of May. If you need extras to give out please let us know. We have a supply at the circulation desk and in the foundation office. The city manager did announce NOP at the June 10th council meeting which was appreciated.

Staff

Congratulations to Gail Jebbia who was awarded a Certificate of Appreciation by the City Manager for her customer service skills. Gail has received 5 merit coupons which led to this certificate. She and Carlos are among the first to receive this recognition by the city.

Congratulation also goes out to Cindy Romero who was awarded the Children's Advocate Award in appreciation of her dedication to the children of our community by the Glendora Council, PTA.

Janet, Cindy and Carlos attended a workshop on marketing library collections on June 4th.

Anne represented the library at the Relay for Life event at Pompeii Park on Saturday morning, June 7th. Anita Agramonte was the city's team leader for this event. You may remember that one year there were multiple city teams, one being the library, and Anne was our team leader. It was felt that just having one city team would be easier to coordinate.

Mike will be on vacation from June 18-27 and Carlos from June 19-23.

Director

On Saturday June 7th Anne and I attended the Foothill Auxiliary Scholarship Luncheon. It was held at the Upper Turner Campus room at APU (where Trivia has been held).

We will need to schedule an orientation for our new library board member. This should occur before the July meeting according to our orientation plan. This item is agendaized to discuss and plan further.

The proposed budget has been printed. The library ended up losing \$39,350 from the materials (book) budget (\$337,000 is in the proposed budget vs. \$376,350 that was initially approved at the April budget meeting) and \$32,000 in part time hours. The part time hours were attached to library aide II positions.

In the June issue of *Western City* magazine there was an interesting article entitled "The Ethics of Speaking One's Mind". A copy is attached. Although the article is targeted to elected officials I thought it would be of interest since this issue has been discussed by the board previously. I am also including an article from *Governing* magazine that includes many of the library ideas we have been discussing lately.

Elke and I attended training on the city's new paperless agenda system, SIRE. This system allows for agenda and staff report writing to move electronically through the process, saving time and paper. At some point in the future, all city boards and commissions will be required to move to a paperless system. No timeframe has been set however. This is a very new system for the city so it will take some time to get everyone trained, comfortable and all the kinks worked out. The city council is scheduled to start using this system by the start of the new fiscal year, if not sooner.

The American Library Association's annual conference is in Anaheim this year, June 26-July 2. Cindy Romero, Janet Stone and I will be attending it on various days.

Jim Henderson, Community Services Director and city staff member for over 30 years, has announced he is retiring as of June 27. His farewell dinner is also scheduled for June 27, 5 pm at the American Legion Hall. RSVPs are due by June 20th to 914-8228. The cost is \$15.00 per person.

It is official. I am now the vice-chair for the MCLS Administrative Council for FY 08-09. Greg Mullen, Santa Monica PL, is our chair. This is a three year commitment-vice-chair, chair and past (you know the drill!) This will see me out of the office more, and on trips to Sacramento and Washington DC and the like. We are also moving towards consolidating MCLS with the Santiago Library System (Orange County) and South State Library System (LA Co., Pasadena PL, Palmdale and Inglewood). MCLS already manages these systems. This will be a major undertaking and requires State Library approval before proceeding. Sending a Letter of Intent to the State Library was approved by the MCLS council at the May meeting.

Next Board Meeting: July 21, 2008

The Ethics of Speaking One's Mind

QUESTION

I am an elected official. My colleagues on the governing board of my agency voted to oppose legislation that I personally support (it was a split vote and I voted no). I have communicated my views to our local Congress member. Now I am being accused of violating my ethical duty to support the agency's position. My view is that I have an ethical duty and a First Amendment right to share my views with anyone who wants to hear them, including our Congress member. Who is right on this issue?

ANSWER

This question poses an interesting conflict between multiple ethical values. One is the *responsibility* to advocate one's sense of what best serves the public's interests in a situation — whether or not others share that viewpoint. The other values are *respect* for a decision-making process and *loyalty* to the organization as a whole. These values might suggest that an official accept the will of the majority and the result of the collective decision-making process.

A good question to ask when faced with conflicting or “right versus right” ethical dilemmas is, “What course of action best promotes the public's interests and its confidence in the decision-making

process?” Let's analyze this dilemma using that framework.

The Importance of Starting With the Public's Interests

To start on solid ethical ground, your reason for disagreeing with the majority needs to be firmly rooted in your sense of what best serves the public's interests in your community. You say that you personally support the legislation. Is this because you think that the legislation's passage will be in your constituents' best interests?

As a public agency decision-maker, you have a duty and responsibility to put the public's interests ahead of all others — including your own — in your

Looking for Footnotes?

A fully footnoted version of this article is available online at www.westerncity.com/articles.



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decision-making. Factors to consider include (but are not limited to):

- Whether the legislation's passage would effectively address an issue the community is grappling with;
- Whether the legislation would enhance (or not erode) the agency's authority to address issues of concern to the community; and
- Whether the legislation is consistent with the agency's legal and fiscal interests.

If you base your legislative position on other factors, you may want to rethink your position and whether you should participate in the decision-making process on this item.

For example, it would be inappropriate to vote your views based on your business's interests. Furthermore, if you have a personal financial interest in the decision, you may be disqualified from participating in the decision.

Similarly, if you serve on the board of a nonprofit organization that cares deeply about the legislation, the public might reasonably question whether your position is based on the community's general

interests or the narrower interests of the nonprofit. You may want to step aside from the decision-making process to avoid any questions about what motivates your position. Some officials take this concept of undivided loyalties to the point of resigning leadership positions in nonprofit organizations so they can fully commit their loyalties to the public agency and the community that the agency serves.

You may also want to make it clear in any advocacy efforts you engage in that you are doing so in your capacity as a spokesperson for the nonprofit, *not* as a public official.

Here is another important thing to keep in mind: "When one works in the public sector, and particularly as one moves up the levels of the organizational hierarchy in the public sector, one becomes less and less a 'public citizen' and more and more a 'public servant.' This is part of the responsibilities and burdens one accepts as a public official," observes Associate Professor Craig Dunn of Western Washington University, whose research includes managerial ethics and values. Being a public servant may constrain your activities in many ways, including

Creating a climate of distrust and contention is not consistent with your ethical obligations as an elected official.

continued

*Even when one has a right to speak, there can be good reasons to think about **how** to do so.*



the open expression of personal views. Having the right to engage in an activity doesn't mean exercising that right is necessarily the best course of action.

In serving the public, officials routinely face difficult policy choices in which reasonable people can conscientiously reach differing conclusions on what best serves the community's interests. All the public officials consulted on this topic said that it is not unethical for a public official to remain true to his or her sense of what best serves the public's interests, even if a majority of colleagues on the decision-making body don't share those views.

Mountain View City Manager Kevin Duggan characterizes the competing considerations in clear terms:

... it is good practice for members, to the greatest degree possible, to support the position of their legislative body after the vote is taken. This demonstrates respect for the deliberations and decision-making of the body and communicates a clear message of the position of the council, board, etc.

However, continuing to espouse another opinion is not in and of itself unethical in my view. You could even make

Policies Expressing Shared Norms of Dissent Can Help

Misunderstandings and unnecessary conflict can be avoided if a decision-making body has a shared understanding of the norms associated with dealing with varying viewpoints. Draft language for such a policy appears below. Note that this policy is a statement of the body's mutual expectations and norms.

Representing the City, Personal or Other Organizations' Interests

If an elected official appears before another governmental agency, official or organization to give a statement on an issue, the official must clearly state whether his or her statement reflects personal opinion or the official position of the agency. If the elected official is representing the agency's official position, the official must explain and advocate the official agency position on an issue, not a contrary personal viewpoint. If the official feels he cannot in good conscience do so, he should ask that another official be sent to represent the agency's position.

If the elected official is representing another organization whose position is different from the agency's, the elected official should consider abstaining on the issue when it comes before the agency if the issue substantially impacts or is detrimental to the interests of the agency and those it serves.

When an organization appears before the decision-making body in which elected officials participate, the elected officials should disclose their involvement in the organization. The officials should consider abstaining from the vote on the issue if it would appear to a reasonable member of the public that the officials may have conflicting loyalties that might prevent them from putting the interests of the agency — and those it serves — first.

the point that advocating a contrary position on a matter that the board has voted on (especially a matter of consequence that a member has a fundamental objection to) could in fact be the ethical thing to do.

The question is not so much *whether* you persist in your view that the majority's view is mistaken but *how*.

Communicating Clearly When Speaking on Behalf of Others

When speaking on behalf of the city to a member of Congress, Rancho Cordova City Council Member Ken Cooley indicates that he believes he has a responsibility first to share the city's officially adopted position, even when his views are out of step with his colleagues' views. After he has shared his city's official perspective, if he feels that it would also be helpful to the Congress member, he would also share his individual perspective.

For John Longley, Porterville city manager, whether you use your title is an important issue. He believes that a personal perspective that differs from the city's adopted position should be shared without using your official title. This makes a clear distinction between the agency's position and your differing position.

Dick DeWees, mayor of Lompoc, adds, "The public official must make it absolutely clear in any written or oral communication that his or her position on the issue is contrary to the majority position of the agency he or she represents." This gets to the ethical value of trustworthiness — being very forthright about the full set of facts related to an issue and leaving nothing to inference (for example, the inference that if one city official feels a certain way about an issue, then the city must also feel that way).

Bob LaSala, former city manager of Lancaster and Sunnysvale, believes the dissenting council member "has an obligation to both the majority position as the official position of the city *and* to her minority position on the issue." LaSala believes that as long as she is not representing her

continued on page 30

Past Columns Available Online

Looking for issues analyzed in past columns? The entire collection of *Everyday Ethics* columns is available online at www.ca-ilg.org/everydayethics.

For example, one of these columns addresses the related issue of ethical decision-making while serving on regional bodies: www.cacities.org/resource_files/25368.balancing.pdf.

Local elected officials highly prize their First Amendment right to speak their conscience when they feel the public's interests are served by doing so.

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As Dr. Martin Luther King Jr. observed, the means one uses must be as pure as the end one seeks.

J O B O P P O R T U N I T I E S

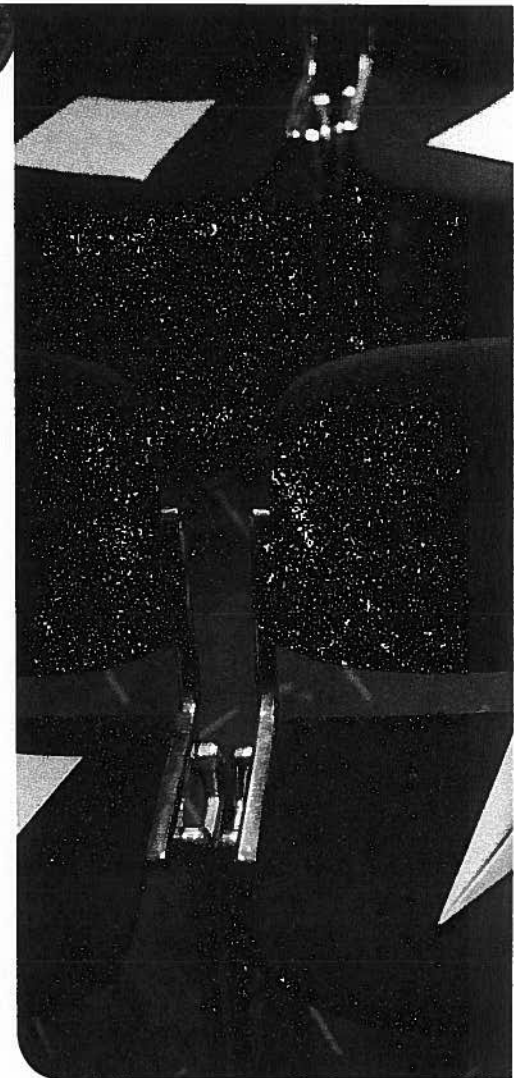


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City of Redding, California

Pop. 90,000. Salary: Up to \$12,048/mo. DOQ, plus excellent benefits package for employee and dependents, including employer-paid PERS retirement 3% @ 50, including 9% EPMC.

The City of Redding is seeking a dynamic individual to fill the position of Fire Chief. The Fire Chief is responsible for coordinating and managing the operation of the Fire Department. The ideal candidate will be a strong generalist manager with effective communication and presentation skills, a team builder and a creative problem solver. Typical education and experience would include a Bachelor's degree and 10 years relevant experience in fire service. For application and job flyer call our Job Hotline at (530)225-4069, download from www.ci.redding.ca.us, or pick up from Personnel Department at 777 Cypress Ave., Redding, CA 96001. Position closes 4 p.m., 6/20/08. EOE/FAAE.



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position as that of the city (and specifically stating that she is not speaking on behalf of the city and that there is an official position), then it is perfectly acceptable to present another point of view to the Congress member. LaSala says, "Doing so in this way will actually foster the process of respectful disagreement and acknowledge both the rule of the majority and the importance of the minority opinion."

The Issue of Using Public Resources

Using agency stationery or other resources to promote your minority position prompted mixed reactions. A good practice is to have a policy that sets out the collective views of the city council or local agency on when it is OK to use city letterhead. For example, the City of San Pablo has the following policy:

- A. To the extent allowed by law, and subject to the restrictions set forth in

ALLIANCE
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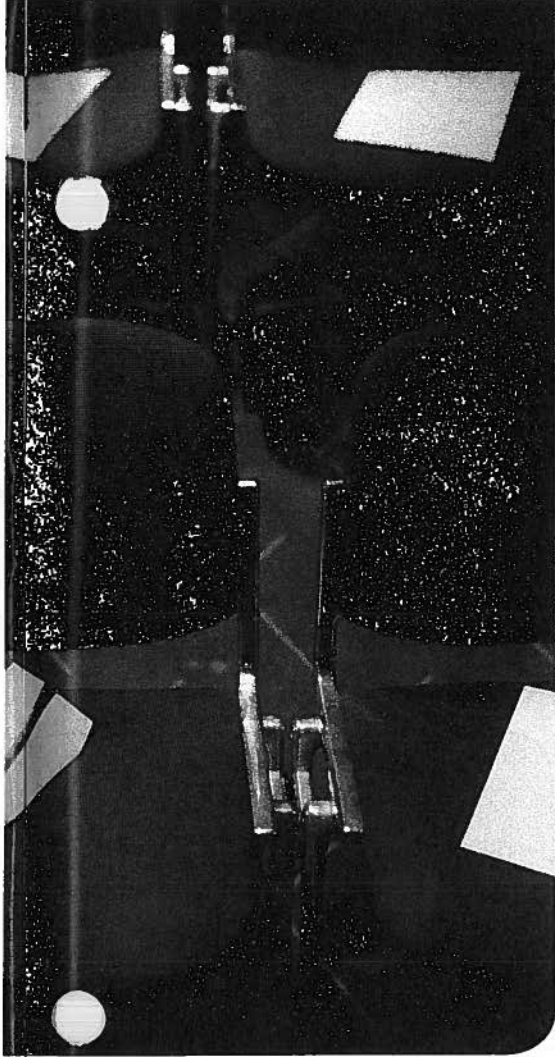
City of Pasadena, CA
(pop. 146,166)

Information Technology Operations Manager

The City of Pasadena is a progressive, innovative and dynamic community located just minutes north of downtown Los Angeles. One of the cultural centers of Los Angeles County, the City is the home of the Tournament of Roses Parade, the Rose Bowl, the Huntington Library, Art Collections and Botanical Gardens, The Norton Simon Museum, California Institute of Technology, and Jet Propulsion Laboratory. Reporting to the Chief Information Technology Officer with a Department budget of over \$10 million and staff of 22, the Information Technology Operations Manager manages and supervises a variety of technical information technology units, including applications development, database operations, network and systems management, and customer support services of the Information Technology Services Division. Requires a bachelor's degree in Computer Science, Computer Engineering, Information Systems, or a related field (a master's degree is highly desired), and 3 years of supervisory or managerial experience in a medium to large production environment on a 24/7 support schedule ensuring critical system availability. Candidates should have significant experience in Microsoft applications, SQL, Oracle, budgeting and financial management. Salary range \$94,404 to \$118,006. Apply **on-line** at www.allianceresourceconsulting.com by **June 12, 2008**. For more information, call Sherrill Uyeda or Sydy Tom at (562) 901-0769 or email info@alliancerc.com. EEO/ADA.

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other letters or written communications shall be prepared by city staff on behalf of individual city council members on such matters unless so directed by city council action.

As Merced Deputy City Attorney Ken Rozell notes, policies on using agency letterhead vary. Rozell explains, "Some jurisdictions do not allow individual council members to use city letterhead at all, some allow a council member to use letterhead with his or her name on it (in

other words, individualized letterhead indicating status as council member for the city) while other jurisdictions allow a letter to be sent out on city letterhead if the letter has been preapproved." Having a policy so everyone knows what is and is not OK is very helpful.

In this context, it is important to remember a key point: Both personal and political use of public resources are prohibited. A local official would be well advised not to use public resources to promote what

continued

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paragraph B, individual city council members may have letters or other written communications prepared by the City Manager's Office and sent on city stationery provided that the subject matter of the correspondence concerns official city business or matters within the subject matter jurisdiction of the city council. The correspondence should clearly state that the opinions expressed therein are the personal opinions of the council member and do not necessarily reflect the consensus of the city council. Copies of all such correspondence should be sent to each member of the city council.

B. Notwithstanding paragraph A, above, whenever a matter is agendaized for city council consideration, and that matter may or does result in a letter or other written communication from the city council, any such letter shall be sent on behalf of the entire city council and shall be signed by the mayor. No

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It be perceived as (or actually be) individual personal or political agendas.

Keep the Tone of the Debate Respectful, Civil and Honest

John Beauman, mayor pro tem for the City of Brea, shares his perspective:

It is one thing to respectfully differ with a majority opinion, expressing an opposing viewpoint objectively stating why — but quite another to continue making a public issue of it by badmouthing one's colleagues. Everyone votes on a matter from their respective understanding of the issue, which may differ. We

make the best decision we can under the circumstances — which include the data we receive and from whom.

To argue and publicly attack one's colleagues does not persuade anyone of the validity of one's argument, nor does it win others or public opinion over to one's viewpoint. ... Once a matter is settled by a majority vote, continually attacking the opposing side creates a climate of distrust and contention that carries over to all future business to the point that it tends to become personal,

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Acknowledgements

The Institute for Local Government thanks the following individuals who shared their views in connection with this column:

John Beauman, mayor pro tem, City of Brea; Thomas B. Brown, attorney, Hanson Bridgett; Tom Butt, council member, Richmond; Michael N. Conneran, attorney, Hanson Bridgett; Ken Cooley, council member, Rancho Cordova; Burk E. Delventhal, deputy city attorney, Office of the San Francisco City Attorney; Dick DeWees, mayor, City of Lompoc; Kevin Duggan, city manager, Mountain View; Craig P. Dunn, Ph.D, associate professor, Department of Management, Western Washington University; Martin Gibson, council member, Canyon Lake; Matt Grocott, council member, San Carlos; John Larson, council member, Seal Beach (retired); Robert LaSala, former city manager, Lancaster and Sunnyvale; Brian M. Libow, city attorney, San Pablo; John Longley, city manager, Porterville; Larry McCallon, council member, Highland; Rebecca L. Moon, assistant city attorney, Sunnyvale; Joseph W. Pannone, Aleshire & Wynder, city attorney for Baldwin Park, Bellflower and Palos Verdes Estates; Elizabeth Patterson, mayor, Benicia; Gail Reavis, council member, Mission Viejo; Murray Rosenbluth, council member, Port Hueneme; and Kenneth D. Rozell, deputy city attorney, City Attorney's Office, Merced.



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which interferes with conducting the people's business in a professional and orderly manner.

Creating a climate of distrust and contention is not consistent with your ethical obligations as an elected official, especially if you undermine the public's trust and confidence in the decision-making process simply because your perspective did not prevail. Of course, it is never ethical to misrepresent, distort or "spin" the position or the motivations of the majority for taking the position in question — such an approach is inconsistent with the ethical value of trustworthiness.

As Dr. Martin Luther King Jr. observed, the means one uses must be as pure as the end one seeks — worthy ends never justify questionable means.

The Relationship Issue

There also are short- and long-term elements to the analysis of what to do in a given situation. City of Port Hueneme Council Member Murray Rosenbluth agreed that he would be inclined to share his dissenting concerns with the Congress member, making it clear that he was speaking only for himself. Council Member Rosenbluth noted that he would also need to weigh the wisdom of possibly alienating his colleagues. As a participant in a decision-making process that draws on multiple decision-makers, it can be both useful and ethical to respect the views of those with whom one disagrees on a given issue.

John F. Kennedy looked at this issue in *Profiles in Courage*:

Realizing that the path of the conscientious insurgent must frequently be a lonely one, we are anxious to get along with our fellow legislators ... We realize, moreover, that our influence ... — and the extent to which we can accomplish our objectives and those of our constituents — are dependent in some measure on the esteem with which we are regarded by other [decision-makers].

To go back to the means versus ends issue, this is a situation where using good

means can also help one achieve good ends: greater effectiveness with one's colleagues. There are accounts of decision-makers, who started on the short side of a three-to-two split on a vote, winning over members of the majority because of

the integrity and civility with which they conducted themselves.

Another question to ponder is whether there might be a middle ground on which

continued

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Public Works Director, Monrovia, CA

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... or more members of the decision-making body can agree. Kennedy also noted:

Going along means more than just good fellowship — it includes the use of compromise, the sense of things possible. We should not be too hasty

in condemning all compromise as bad morals. For politics and legislation are not matters for inflexible principles or unattainable ideals. ...

... the legislator has some responsibility to conciliate those opposing forces

... and to represent them in the larger clash of interests ... he alone knows that there are few if any issues where all the truth and all the right and all the angels are on one side.

Thinking in terms of finding common ground is a solid and ethical leadership strategy for both those in the majority and the minority, because it gives voice to more segments of the community. As the Reverend Jesse Jackson said, "Leadership has a harder job to do than just choose sides. It must bring sides together."

Conclusion

Based on the responses we received to the query presented at the beginning of this article, it is clear that local elected officials highly prize their First Amendment right to speak their conscience when they feel the public's interests are served by doing so.

It is also clear from the responses that even when one has a right to speak, there can be good reasons to think about *how* to do so. And as Mark Twain suggested, a higher purpose can sometimes be achieved by discretion: "... in our country we have those three unspeakably precious things: freedom of speech, freedom of conscience and the prudence never to practice either." Such prudence may enhance the public's and others' trust and confidence in your leadership. ■

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INFORMATION

Revolution in the Stacks

By CHRISTOPHER SWOPE

June 2008

To appeal to a new generation, some libraries are positioning themselves as places to create content.

Shalique Edmond has come to the Loft at Charlotte's children's library, as he does nearly every Saturday, to record a hip-hop song. In the library's new music and animation studio, a round room jammed with computers, microphones and movie-making equipment, Shalique, who is 14, cuffs earphones over his braids while his friend, Kyree Crawl, mixes beats on a Macintosh. The boys giggle as the track comes together, but as Shalique prepares to rap over it, he puts on a serious air. "If I'm comfortable with the words, it will work the first time," he says, sounding cocky. "I'm a professional."

Music, Shalique explains, is in his blood. His father was a music producer and his uncle was a singer. Shalique once had a place in his home where he would make music, but he couldn't share his work because he didn't own a CD burner. He had pretty much stopped rapping altogether until he discovered "Studio i" at the library. Shalique started cutting CDs, and after a brief attempt at trying to sell them, he began giving them away to schoolteachers or anyone else who might have a listen. He also began uploading tunes to his MySpace page, so that anyone in the world could hear him on the Internet. "You go to the library to read," he says. "But they have the whole package here."

The librarians at the Loft don't necessarily love Shalique's music. What they do love is that he, like a growing number of other teenagers, thinks to come to the library at all. The draw for Shalique may be making music, but while he's around, he also spends time on the computers. Other kids at the Loft use the library's equipment to create animated videos and upload them to YouTube, take pictures of themselves to put on Facebook and play video games such as Dance Dance Revolution, Rock Band and all the Wii sports games. A few teens are even known to read books here, sinking into one of the

Loft's plush orange chairs, or burrowing into one of the cozy booths where there are no rules against putting their feet up on the furniture. "It's a bit like Wal-Mart," says Robin Bryan, a library technology manager. "They come in for one thing and discover something else."

The Charlotte-Mecklenburg library system hasn't always tried so hard to appeal to teenagers. For a long time, public libraries everywhere viewed teens as unreachable — too old for story time, yet too rowdy for the reading room. Now, libraries are beginning to see serving teens not as a nuisance but as a critical test of whether they can survive in the 21st century. Today's crop of teenagers is the first to never have known a world without Google. If libraries can find ways to click with these "digital natives," then today's teens might just keep coming back to the library as adults. On the other hand, if libraries ignore the changing media habits of young people, they may well slide into oblivion.

"The future is iffy for public libraries," says Kimberly Bolan, the author of a book on designing teen spaces within libraries. "If we want to be relevant going into the future, this is a group we cannot miss."

Library 2.0

Catering to teenagers is just one response to some very big questions public libraries are facing these days. Not long ago, libraries enjoyed something of a monopoly on the public's access to information. It was a benign monopoly, of course. But closed stacks, endless lists of rules and the shushing librarian all became symbols of a stuffy order that served institutional interests. Now, the Internet is forcing libraries to change that mentality — and quickly. Today, the vast majority of information searches begin not at a library reference desk but at an Internet search engine. The troubling fact for libraries is that customers really seem to prefer the latter. A few years ago, the Online Computer Library Center asked library users to compare search engines and librarians in four areas: the quality of information provided, quantity of information, speed of conducting research and overall experience. The search engines beat librarians in every category.

The OCLC survey also found that two out of three Americans, when they think of libraries, think of books. In other words, books are the library brand. But when it comes to books, libraries face more competition than ever. Big-box bookstores have won the affections of many bookworms by slashing prices, selling lattes and creating reading spaces that are more comfortable than a row of carrels. Meanwhile, several for-profit and not-for-profit efforts are underway to scan millions of books into searchable Internet databases. The most ambitious of those scanning projects, run by Google, aspires to create a universal online library of every book ever published.

If the news sounds all bad, library directors can point to some positive trends. Nationally, circulation of books and other materials at libraries keeps edging up each year, despite the Internet revolution. Currently, many cities are seeing big increases in visitation, as is common during economic downturns. And in many libraries, the public-access computers are in demand from open to close — a reminder that even if the universal library seems closer to reality, universal broadband access is still a long way off. "It's

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fine to say that Google is Google-izing the world," says Chicago Library Commissioner Mary Dempsey, "but if you're poor and trying to apply for a job, often the only way to do it is online and the only place to do it is at the public library."

Still, the library world seems particularly obsessed with its future right now. Library conferences are abuzz with talk of "Library 2.0," a concept that boils down to the idea that libraries should offer the services that customers say they want — not what librarians wish they wanted. Meanwhile, the Urban Libraries Council has asked the futurist writer Joel Garreau to help big-city library directors imagine the library of 2020. All agree that for libraries to stay relevant in their communities — and adequately funded by government — they're going to have to adapt. The question is, how?

"If people only go to Google, or to Barnes & Noble, then what are we?" asks Laura Isenstein, a former library director in San Antonio and Des Moines who now works as a library consultant. "We have to change our role and be part of the fabric of the community beyond books. And we have to go out and ask our customers: What is it you want us and need us to be?"

Dumping Dewey

Some radical ideas are emerging. One British library, convinced that its identity was too intertwined with dusty books sitting on shelves, dropped the word "library" from its name altogether. It now goes by the moniker "idea store." Contra Costa County, California, recently put library vending machines at BART rail stations, allowing commuters with a library card to take out or return books on the go. And last year, in a move that some librarians viewed as heresy, a branch of the Maricopa County library system in Arizona scrapped the Dewey Decimal System. Instead, collections were arranged by areas of interest, as in a bookstore. Marshall Shore, the administrator who is both loved and loathed in the library world as the man who dumped Dewey, believes the experiment has been a success. "The day we opened, we pulled in extra staff to deal with the mass confusion we were pretty sure was going to happen," Shore says. "But then we saw customers walk in and their lips would go, 'Gardening,' as they saw a sign and went that way."

The most visible changes going on in libraries these days take their cues, as Shore did, from retailing. Cafes and coffee shops are quickly becoming standard offerings at libraries. So are comfortable seating and "living room" areas where patrons are encouraged to stay a while. A growing number of libraries are hiring retail consultants to analyze where patrons go in the library and what they do there. San Jose, California, for example, asked Paco Underhill, the author of "Why We Buy," to do a "touch point" analysis of three branch libraries. His research found, among other things, that librarians needed to get out from behind the reference desk and talk to customers more.

The biggest idea libraries are stealing from retailers — Starbucks, in particular — is the notion of the "third place." That is, libraries want to create an atmosphere that is not home and not the office, but where people will want to spend a lot of their time. Rather than buy, they'll borrow — and hopefully meet other people in the process. It's a

community-center model as much as it is a library one, and it demands a focus on social programming, readings and events, as well as partnerships with arts and theater groups and other community organizations. It also requires new thinking about how libraries are designed. The best new library buildings don't devote the bulk of their floor plan to stacks. Rather, they offer lots of flexible spaces that work just as well for a poetry slam as they do for an exercise class for seniors.

One model of that thinking is in Salt Lake City. The new central library there, which opened five years ago, is now the city's second-most-visited tourist attraction in Utah. That's only partly because it's a noteworthy building designed by a famous architect, Moshe Safdie. What's more important is what goes on in and around the building. The library pushes cultural events, lectures and book readings, and turns its outdoor plaza into a front porch for downtown festivals celebrating everything from the arts to jazz to gay pride. Inside, a narrow glass atrium, known as the "urban room," not only houses a popular cafe but also a garden shop, comic-book store and other retailers whose leases require them to host their own events aimed at drawing yet more people to the library. "It's not about the building," says Nancy Tessman, the recently retired Salt Lake library director who was most responsible for getting it built. "It's about letting people explore and learn on their own terms."

When library experts talk about the future, it's remarkable how little the topic of books comes up. To be sure, libraries will carry books for as long as a critical mass of people wants to read them. The same is true of newspapers, magazines, CDs, DVDs and every other form of media that libraries have adopted over the years while following consumer tastes. Increasingly, however, libraries are talking about flipping the content equation around. That is, rather than thinking of themselves merely as a place to find content created by somebody else, the library will create content — and give patrons the tools to create content of their own.

This can take a number of forms, but is usually online. Ann Arbor, Michigan, for example, has converted the library's Web site, aadl.org, into a blog. You can still search the catalog, check library hours and find all the information you'd expect on a library's home page. But the main window changes frequently, highlighting upcoming events, online discussions and posts from Library Director Josie Parker. "It was a huge leap," Parker says of the overhaul, "but usage of our Web site jumped 200 percent right off the bat."

The library system in Hennepin County, Minnesota, has a different strategy for creating online content: It allows customers to make comments within the catalog, so that they can recommend titles they like to other patrons or pan ones they don't like. It's not much different than what customers around the world do on Amazon.com or Netflix, but Marilyn Turner, the Hennepin library's manager of Web services and training, says there's a hunger for people to make local connections around books, movies and music. "They could go to Amazon and share comments, but they choose to do it on their library's Web site," Turner says. "It's indicative of the fact that people see themselves as part of a smaller community, even though so much of what they do is in a global arena."

Digital Storytelling

In Charlotte, a national leader in this way of library thinking, creating content is a more tangible thing. It's Shalique Edmond recording a rap song at Studio i. It's Yony Cornejo, a high school freshman, using the library's tabletop animation equipment to make a short video of a stick figure dribbling a basketball. And it's a group of teenagers in the studio shooting a TV show on dating violence. In Charlotte's vision of content creation, access to all the latest computer and audio/visual gadgetry is important. So the library didn't stop at building Studio i. It also procured mobile animation stations that travel from one branch library to the next. The roadshow is like a 21st-century version of the bookmobile.

"Traditionally, people have come to the library to find things that fit into the stories of their lives," says Matt Gullett, the Charlotte library's director of emerging technologies. "When toddlers come in to learn how to read, it fits the story of how they are growing in life. When adults come in, and they love checking out mysteries or romance novels, it fits the story of those individuals. What we are trying to do now is to give people the ability to tell their own stories. We're equipping people to use digital cameras, sound equipment and software. It appears to be entertainment in some ways, but at the same time, they're learning how to interact with this world we're creating with digital media and the culture that results from that media. That's a big thing."

More than most libraries, Charlotte has been willing to follow every turn in the digital lives of young people. The Loft has its own page on MySpace. (It has more than 1,100 friends — not bad for an agent of local government.) The Loft also podcasts readings and interviews with authors. And in addition to occupying the top floor of the children's library, the Loft has its own "island" in a version of Second Life that is reserved only for teenagers.

The purpose of all this is not merely to indulge the Google generation's digital addictions. It's to help teens navigate the online lives they'd be living anyway. Left to their own devices, teenagers have a way of doing dumb things on social networking sites, such as posting risque pictures of themselves. When they take pictures at the Loft and post them online, at least there's a librarian around to say what is and isn't appropriate. What's more, this generation needs help with Google itself. Not in terms of how to use a search engine, which they've been doing since they were old enough to use a computer, but in terms of understanding that when it comes to information, Google is not, in fact, the sole or incontrovertible authority.

The notion of devoting a portion of the library just for teens to explore these facets of themselves started in Los Angeles about a decade ago. In Charlotte, the Loft grew out of collaboration between the county library system and the Children's Theater of Charlotte, which together opened a combined facility, known as ImaginOn, three years ago. Aside from the teen-center librarians, only those ages 12 to 18 are allowed at the Loft. The idea is to provide a sanctuary from parents and teachers, where teens are free to make as much noise as they want or doodle on the glass walls with magic markers. None of the usual library rules apply in the Loft. In fact, there are only three rules:

respect yourself, respect others and respect the space.

"A lot of people say we need to serve teenagers because they're future taxpayers," says Michele Gorman, who manages the Loft. "I think that's the worst way of thinking of teens. They deserve to be treated with respect and courtesy and we need to be inviting so we can pull them in. Adolescence is one of the craziest times in life. They're trying to figure out how to fit into society, and we need to give them a place to do that."

The teens hanging out at the Loft seem to appreciate this new thinking. But occasionally, amidst the cacophony of boisterous conversations and streams from YouTube, even they revert to some old library customs. Steps away from the computer where Shalique and Kyree are recording their track, four teenagers are up against a blue screen, practicing lines for a video they're about to shoot. Shalique's microphone is picking up the background noise, and it's stepping on his rapping. He shushes them. "Could you keep it down over there?"



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Public Services - Cindy Romero, Janet Stone

Children's

Date	Event/Outreach	# of participants
May 1, 2008	Charter Oak Library Committee Meeting	10
May 6, 2008	TAB Year End Party	10
May 8, 2008	District PTA mtg.	25
May 13, 2008	Community Preschool storytime	35
May 14, 2008	Community Preschool storytime	33
May 14, 2008	United Methodist Tour	44
May 15, 2008	Parent-Child Book Group - Fairy-tale Detectives	18
May 16, 2008	Sutherland School SRC Promo	600
May 19, 2008	Booktalks-Royal Oak	15
May 20, 2008	GUSD Parent Participation Class	20
May 21, 2008	GUSD Principal mtg.	14
May 21, 2008	Glendora Kiwaniannes Meeting	30
May 22, 2008	La Fetra Open House	150
May 22, 2008	Stanton Open House	5
May 27, 2008	Whitcomb Headstart	40
May 28, 2008	LaFetra Kindergarten Tour	90
May 28, 2008	Mom's Club	20
May 30, 2008	Sellers SRC Promo	550
	Total Number of Participants	1179

Cindy's visits to the GUSD's Council PTA meeting and COUSD's Library Committee meeting to promote Summer Reading Club kicked off a busy outreach season for Youth Services that will continue into June. We will visit all 8 elementary schools in Glendora, several preschools, receive visits from classes, and deliver flyers to the middle and high schools. Cindy read storytime twice at the Teen Parent program with Chris Cravens, Development Office. It was exciting to see the participants grow in helping their children participate in storytime over the last 9 months. Cindy also had an excellent opportunity to attend a Kiwaniannes meeting to speak about library services and Summer Reading Club. Dr. Andrew of GUSD invited her to attend the monthly all principals meeting to discuss summer reading as well. We are excited to be preparing for another wonderful summer at the library.

We held our first parent child book group in celebration of Children's Book Week. Nine parent child pairs attended the book group to discuss *Fairy Tale Detectives* by Michael Buckley. Several parents were so excited to have the opportunity to read and share the books that they asked for more discussion groups to be held.

Cindy and Gail attended MCLS committee meetings to gather information for new and different programs. Cindy will serve another term as chair of the Children's Committee. Cindy attended an all-day workshop with Janet and Carlos to learn how to show off our collection to increase circulation. We are anxious to get started and are looking for ways to incorporate merchandising in the Children's Room renovation.

Children spent 81 hours on the new AWE computers. These continue to be a popular destination for our children. I have attached the report for your review.

Adult

Date	Program/Event	# of participants
May 12,2008	Books Alive AM discussion - <i>The River of Doubt</i>	7
May 12,2008	Books Alive PM discussion - <i>The River of Doubt</i>	7
TOTAL number of participants		14

Gaetano, Sandy, and Janet attended Storytime 101 training with Cindy, revving us up to step in for our regular storytellers at a moment's notice. With slightly more lead time than that, Gaetano took center stage to entertain an expectant Saturday crowd of 15 youngsters. And they all lived happily ever after ...

Later in the month, Gaetano headed out Pasadena way for a Public Library Association Great Ideas Seminar, "Change: What if I were in charge of our customer's experience?" Ideas ranged from various ways to get staff out from behind their service desks to providing drive-through reference or holds pickup. Some of the visions, like leveraging the very best parts of the retail bookstore approach, are already being refined here at GPL.

The Public-Services-wide Reference meeting in May focused on readers advisory for youth: Cindy offered us guidelines and resources, and each of us shared a children's or young adult title read during the previous weeks. The topical pickings were rich and varied, from green fairies to Revolutionary War submarines.

At the beginning of June, it was Janet's turn to head out to Pasadena, to assist with their oral examination for Department Information Systems Analyst I Library Webmaster. A quite natural follow-up was the quarterly MCLS Reference Committee meeting, with its scheduled structured exchange on recruitment and selection of library staff. Janet then joined Cindy and Carlos at the Buena Park Library District for a day-long Infopeople session on how to "Show It Off: Techniques for Increasing Circulation through Merchandising Your Collection and Services." Soon we'll probably be prowling our own premises with digital cameras in hand, trying to see our library through the eyes of new users.

As one of the many preambles to Summer Reading Club, Sandy joined Janet and Anne at June's meeting of the Coordinating Council, to share the season's exciting opportunities for readers of all ages. Later that week, Public Services staff got their annual Summer Reading Club refresher – coincidentally followed by a chance to celebrate the fiscal year's achievements at the staff's year-end

luncheon. And Janet – with Robin, Carlos, and Elke -- wrapped up the week with a Friday-the-13th City session on properly creating photographic evidence of customer-related incidents.

Support Services – Carlos Baffigo

- Library Aide II Sujata Israni will be on extended vacation from June 14th to August 8th
- Library Aide II – On Call James Dunlop's last day is June 14th. He will be attending the Air Force Academy
- Library Aide I Yessica Pinedo was promoted and transferred to the Children's Room. Recruitment to fill her position ends on June 13th
- Recruitment for the vacant Library Technician position will start on June 9th and end on July 7th

Circulation

- Due to summer vacations and position vacancies remaining staff will be busy covering desk duty and assisting summer readers checkout material
- The Annual Survey took place the week of May 5th. The results of the survey will be reported to the State Library and used for internal service evaluation

Emergency Preparedness and Training

- CPR/AED training took place throughout the month. All library staff was certified.

Facilities

- On Thursday, May 22nd the back-up gas-powered water pump had to be used to prevent the library from flooding due to a sudden storm. Library Technician Daniela Overlock was instrumental in the keeping the water from entering the building.
- Repair of the drywall damaged during the 2008 flood are scheduled for repair in early June.
- The library expansion bid opening took place on May 30th. The recommended bid is due for approval on June 10th. A groundbreaking ceremony will take place on Monday, June 16th at 3:30 p.m. Construction should begin in mid-July.

Technology

- The laptop program has been well received by the public. Statistics of the program since May 2nd are as follows:
of session in May: 49
of patrons with a signed agreement: 39

- IT was able to implement wireless printing capability for the public laptops. A few glitches are still being worked out.
- After much trial and error, the LibraryThing catalog enhancement service was integrated into the Polaris system. LibraryThing provides enhancements to the public catalogs such as user-friendly heading tags and tag browsing.

Development & Educational Services – Anne Pankow

Events and Outreach are listed below.

Date	Program/Event	# of participants
5/3/08	Coffee N' Books	50
5/10/08	Knitting with Miss Bonnie	8
5/14/08	Author visit- Barry Goldwater Jr.	30
5/17/08	Adult Literacy Tutor Training	4
TOTAL number of participants		92

Date	Community Outreach	# of participants
5/1/08	Expectant Parents at FPH	22
5/7/08	Teen Parent at Arrow High School	20
TOTAL number of participants		42

Mary Pat Dodson, Literacy Coordinator, submitted the California Library Literacy Services Grant application for 2008-2009 on May 29. This annual grant funds a portion of the literacy coordinator's salary. To date, 46 literacy students have been served this fiscal year. Mary Pat conducted a tutor training on Saturday, May 17. The new city finance director attended this training and looks forward to being matched with a literacy student.

The Night on the Plaza committee, lead by Kitty Garvey, was active in May soliciting for auction items and seeking sponsors for this fundraiser. Invitations were mailed. Thank you to the board members who have sent in their reservation for this event. It promises to be another exciting and entertaining evening. This is the Foundation's main fundraiser which allows the library to offer so many fun and educational programs to the youth and adults in the Glendora community, including the 4 Summer Reading programs for all ages. What better way to spend a hot summer day than in an air conditioned library finding adventure or suspense or romance in a book or DVD. And all for free.

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ELS Workstation Utilization Report

Report Date 6/10/2008

For the Period Beginning 5/1/2008 and Ending 5/31/2008

Institution Glendora Public
Library

All Workstations

Glendora Public Library Daily Utilization

Date	Student Sessions	Time Spent	Average Session Duration
05/01/2008	15	4:15	0:17
05/02/2008	15	3:08	0:12
05/03/2008	12	3:13	0:16
05/04/2008	0	0:00	0:00
05/05/2008	7	1:08	0:09
05/06/2008	12	3:58	0:19
05/07/2008	12	5:10	0:25
05/08/2008	12	4:59	0:24
05/09/2008	8	2:06	0:15
05/10/2008	6	1:50	0:18
05/11/2008	0	0:00	0:00
05/12/2008	9	3:39	0:24
05/13/2008	11	3:03	0:16
05/14/2008	19	7:00	0:22
05/15/2008	9	2:33	0:17
05/16/2008	9	1:09	0:07
05/17/2008	8	2:40	0:20
05/18/2008	0	0:00	0:00
05/19/2008	6	0:39	0:06
05/20/2008	7	3:03	0:26
05/21/2008	15	7:04	0:28
05/22/2008	11	4:53	0:26
05/23/2008	2	0:14	0:07
05/24/2008	11	4:33	0:24
05/25/2008	0	0:00	0:00
05/26/2008	0	0:00	0:00
05/27/2008	10	2:26	0:14
05/28/2008	16	4:37	0:17
05/29/2008	6	1:49	0:18
05/30/2008	2	0:39	0:19
05/31/2008	6	0:52	0:08

Total Uses: 256

Total Time Spent: 81:40

Note, all Times are in Hours : Minutes

Note, Dates represent the first day of a reporting period.

Glendora Public Library Summary Data for May 2008

	This Year May	Last Year May	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
<u>Service Indicators</u>						
I. E. Total Library Visitors	21,157	21,680	-2%	236,955	240,742	-2%
I. D. Total Items Loaned	34,196	30,934	11%	335,775	319,312	5%
I. D.4. Electronic Circulation	150	94	60%	1,380	1,326	4%
III. A. Total Requests for Information/Adult Services	2,835	2,527	12%	28,805	29,244	-2%
II. A. Total Items Owned	147,988	146,539	1%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	32,954	11,748	181%	253,893	139,958	81%
V. A.2. Library Home Page Views	26,556	4,090	549%	189,224	75,188	152%
VI. A. Total Number of Programs	7	3	133%	102	71	44%
VI. E. Number of Literacy Students Active	34	33	3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	156	141	11%	1,254	955	31%
VI. F.1 Total Number of Volunteer Hours	525	664	-21%	7,827	7,888	-1%
I. G. Total General Fund Revenue	\$5,190	\$4,497	15%	\$78,359	\$109,868	-29%

These statistics are subject to verification.

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May and June 2008 Events

Parent-Child Book Club May 2008



Rainstorm May 2008



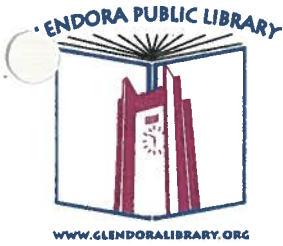
Gail Jebbia receives Certificate of Appreciation June 2008



Cindy Romero receives Children's Advocate Award from Glendora Council PTA June 2008

6.
Unfinished
Business

7.
New
Business



Glendora Public Library
(626) 852-4891

140 S. Glendora Ave.
library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director *RWB*
Date: June 16, 2008
Re: Agenda Item #7.1: Agenda Planning for FY 08-09

This is an opportunity for the board to establish any agenda items they wish to address in FY 08-09. The board may want to schedule a review of the library's strategic plan during this upcoming fiscal year.

Attached are:

- Updated Agenda Planning calendar for this fiscal year, 07-08; includes all agenda items discussed;
- A general template with basic annual agenda items for FY 08-09;
- Calendar for 2009 to help with establishing January and February 2009 board meeting dates (need to be adjusted for holidays);
- A list of library policies and when they have been reviewed/updated;
- The strategic plan with the goals that have been accomplished.



**Glendora Public Library Board of Trustees
Agenda Planning Calendar FY 07-08**

Italicized items are new suggestions/additions

2007

July 16: Elect officers; Foundation Liaisons appointed; Library Board Goals

August 20: Library Board Goals finalized; lobby/display policy

September 17: SRC wraps up; Holiday Hours-Thanksgiving & Christmas; Library board goals, circ policy, laptop policy

October 15: *Internet Policy review*; staff appreciation ideas by board; proposal for BLT (city) award presentation; food and drink policy

November 19: Budget Priorities FY 07-08-initial discussion; carpet replacement impact on service

December 17: Mid-year review of goals 07-08; fine free/carpet closing proposal

2008

January 28 Budget 08/09; *Board Award discussion*; Brown Act review; CalTAC workshop attendance; flood discussions

(Adj. for MLK Day)

February 25 Goal planning 08-09; Friends Foundation funding staff
(Adj. for President's Day) requests for 08-09; policy for minors using library facility/resources;

March 17 *candidates for board vacancies*; ELF presentation; bookmark contest presentation; library fees increases; goal planning 08/09

April 21 *candidates for board vacancies*; board self evaluation-begin process

May 19 Self-evaluation of the Board; library board award;
Closed session: Evaluation of the Director-begin process

June 16 Agenda planning 08-09; Eval. Lib board; Orientation planning for new board member; Closed session: Eval. Lib Dir



**Glendora Public Library Board of Trustees
Agenda Planning Calendar FY 08-09**

2008

July 21: Elect officers; Foundation Liaisons appointed; Library Board Goals

August 18: Library Board Goals finalized;

September 18: SRC wraps up; Holiday Hours-Thanksgiving & Christmas;

October 20:

November 17: Budget Priorities FY 09-10-initial discussion;

December 15: Mid-year review of goals 07-08;

2009

January Budget 09/10; Board Award discussion; CalTAC workshop attendance (wksp usually in March);

(Adj. for MLK Day)

February Goal planning 09/10; Friends Foundation funding staff requests for 09/10;
(Adj. President's Day)

March 16: candidates for board vacancies; bookmark contest presentation; goal planning 08/09

April 20: candidates for board vacancies; board self evaluation-begin process

May 18: Self-evaluation of the Board; library board award;
Closed session: Evaluation of the Director-begin process

June 15: Agenda planning 09/10; Eval. Lib board; Orientation planning for new board member; Closed session: Eval. Lib Dir

BOARD Mtgs - 3rd Monday / Month 34

Calendar for year 2009 (United States)

★ January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
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★ February

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June

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September

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October

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November

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December

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Holidays and Observances:

Jan 1 New Year's Day
 Jan 19 Martin Luther King Day
 Feb 14 Valentine's Day
 Feb 16 Presidents' Day
 Apr 12 Easter Sunday

May 25 Memorial Day
 Jul 3 'Independence Day' observed
 Jul 4 Independence Day
 Sep 7 Labor Day
 Oct 12 Columbus Day

Oct 31 Halloween
 Nov 11 Veterans Day
 Nov 26 Thanksgiving Day
 Dec 25 Christmas Day



Glendora Public Library
 (626) 852-4891

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 library@glendoralibrary.org

Glendora, CA 91741

MEMO

To: Board of Library Trustees

From: Robin Weed-Brown, Library Director *Robin*

Date: June 16, 2008

Re: Meeting dates for Library Board 08-09

All meetings are held in Bidwell Forum and start at 7pm

2008

July 21

August 18

September 18

October 20

November 17

December 15

2009

January

(Adj. for MLK Day)

February

(Adj. for President's Day)

March 16

April 20

May 18

June 15

List of Library Policies

Study Room Policy	updated	April 2003
Red Alert Procedures	updated	August 2005
Lib Staff Materials Policy	revised	November 2001
AV Equipment Check Out Policy/Procedures	deleted	November 2007
Electronic collections/collection development profile	updated	March 2006

Library Administrative Policies

3.01 Patron Confidentiality	revised	February 2008
3.02 Public Area Food & Drink Policy	reviewed	October 2007
3.03 Circulation Policy (parent letter)	revised	February 2008
3.04 Computer Laptop lending policy	approved	September 2007

City Administrative Policies

Admin 4.01 & 1.21: Uses and Regulations of Building	revised	June 2006
Admin 4.02: Library Fines and Fees Schedule	revised	September 2007
Admin 4.03: Glendora Library Display Policy	reviewed	August 2007
Admin 4.04: Bylaws of the Board of Trustees	reviewed	September 2005
Admin 4.05: GPL Policy - Collection Development	revised	March 2002
Admin 4.06: Glendora Library Volunteer Policy	revised	May 2003
Admin 4.07: Refunds for non-resident cards	rescinded	July 2005
Admin 4.08: Use of Facilities/resources by minors	revised	February 2008
Admin 4.09: Policy on appropriate library behavior	reviewed	February 2007
Admin 4.10 : GPL Policy on Community Calendar	rescinded	05/19/2003
Admin 4.12: Corporate Member Library cards	deleted	05/19/2003
Admin 4.13: Public Use of Internet through the library	reviewed	October 2007

Glendora Public Library and Cultural Center

It Started with a Vision....



1904 Athena Club establishes free community reading room

Grew With the Community....



1930 Glendora Library Staff

Became a Symbol of Glendora's Heart and Soul....



1972 to present: Glendora Public Library and Cultural Center

Information, Inspiration and Imagination - A 21st Century Library



Glendora Public Library and Cultural Center Plan of Service 2006-2010

Library Mission

The Glendora Public Library and Cultural Center enriches the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth, and enjoyment. The library stimulates civic involvement and is a symbol of the community's well-being.

The Planning Process



The Glendora Public Library embarked on a two year strategic planning process in 2004. A committee comprised of members of the community, Friends Foundation, Library Trustees and library staff explored current and projected demographics, trends, strengths and weaknesses of the library, as well as the roles and services of the library.

Focus groups were convened in 2005 representing key segments of the community: teens, seniors, schools/parents, service/business organizations, and the faith community. Feedback was gathered on what library services they expected or desired from their public library and how well services were currently being delivered. After the conclusion of the focus group meetings, two open community meetings were held to gain a broader perspective and to help prioritize responses. Several meetings with the library staff were also conducted to fold in their valuable, frontline insights and provide feedback on the community's input.

The Library Board of Trustees reviewed and identified key service areas and roles for the library to focus on based upon the information and feedback gathered by the strategic planning committee. They are: self-directed personal growth for all ages (Lifelong Learning); and responding to the demand for information about popular culture, social trends and recreational experiences through the library's collections and programming (Current Topics and Titles). The plan resulting from this wide and varied input will guide library services and resource allocations and it is intended that the plan will be reviewed and updated annually.

The Findings



It was found that Glendorans closely mirrored national priorities for public library services. (Marist Institute for Public Opinion: *The Public Library: A National Survey*, Nov. 2003). The priorities identified by the citizens of Glendora are: programs and services for children, technology, accessibility, a comfortable environment, customer service-oriented and competent staff, good collections in a variety of formats, cultural programs for all ages and outreach into, and partnerships with, the community.

The expanding of technological applications will be a major focus in responding to the current and future needs of Glendorans. More resources will be made accessible via the website making them available to Glendorans from home, office or school at any time of the day or night. Staff training in using, promoting, and instructing the public in electronic resources will become a priority.

An additional area will be promotion of the library and its services. Comments were made by the public that the library was the 'best kept secret' in town. Many of the services and resources identified as desired by the community are currently offered at the library. New and innovative techniques will be explored to further enhance the library's visibility which will include the use of e-mail and cable television. In concert with these innovative techniques, the utilization of traditional methods that are currently in place will continue to be used such as newsletters, press releases, newspaper articles, presentations to community groups, and the library's website.

Key Service Areas



2006-2010

The Glendora Public Library and Cultural Center supports self-directed personal growth and development, lifelong learning, for all ages. This includes:

- Staff knowledgeable in subjects and topics of interest to the community and able to provide expert assistance in locating materials of all types and formats;
- Collections that are easily accessible and organized to encourage browsing;
- In-depth collections and resources in areas of special interest to Glendorans;
- Access to collections and resources from home, work, school or other venue through the appropriate use of technology;
- Programs and resources that encourage and support informal learning from introducing children to the joy of reading to more structured adult literacy services;
- Individual and group meeting and/or study areas;
- Outreach into, and partnerships with, different segments of the community to promote lifelong learning and library services and resources.

The Glendora Public Library and Cultural Center strives to fulfill our community's appetite for current information about popular culture, social trends and recreational experiences through its collections and programming. This includes:

- Staff knowledgeable about popular culture and literature;
- Collections that reflect the community's interests and in a variety of formats with enough copies to meet demand;
- Programs and exhibits that reflect community interests and stimulate dialogue;
- A pleasant environment with warm and friendly staff that facilitates community interaction and browsing of the collections.

As is true with All things, We have Many people to thank:

Library Strategic Planning Committee Members:

Jim Theel, President, Glendora Public Library Board of Trustees, Committee Chair
Ed Tronaas, Educator, Focus Group Facilitator
Gordon Trask, President, Glendora Public Library Friends Foundation
Sylvia Slakey, Glendora Public Library Board of Trustees
Anne Pankow, Development and Educational Services Manager, Glendora Public Library
Suzette Farmer, Staff Member, Glendora Public Library
Robin Weed-Brown, Library Director, Glendora Public Library

Glendora Public Library Board of Trustees:

Jim Theel, President
Sandra Freeman, Vice-President
Don Fields
Doug Hodson
Sylvia Slakey

Glendora Public Library Staff for their valuable insights
Citizen Focus Group Participants for their donation of time and input

A Special Thank You to Elke Cathel, Administrative Assistant, Glendora Public Library, who booked rooms, contacted participants, wrote letters, made signs, transcribed pages and pages of flip chart notes, and generally kept us all on track!



Glendora Public Library

140 S. Glendora Ave.
Glendora, CA 91741

www.glendoralibrary.org
626-852-4891

April 2006

Glendora Public Library and Cultural Center

Goals and Objectives

FY 2006/2007

Expand virtual/electronic access to library services and resources:

- ✓ • Launch and Promote new library website and URL (web address) www.glendoralibrary.org ; Summer 2006
- ✓ • Train staff on new databases available for public; Summer 2006
- ✓ • Begin promotion to, and training for, public targeting key user groups based on database content (e.g.: *BusinessDecisions* database promoted to business community; *California Missions* database to students); Fall 2006
- ✓ • Purchase and promote audio downloads, books and/or music; Fall 2006 ("OVERDRIVE")
- ✓ • Purchase and promote Reference e-titles (reference materials in electronic form); Winter 2007

Readers Advisory:

- ✓ • Expand training for staff to increase skills; August 2006
- ✓ • Reader's Advisory module purchased and incorporated into the library's web-based catalog assisting the public in what to read next based on genre, subject, author, etc., of the last read; e.g., "If you liked Harry Potter try..."; Fall 2006 ("NOVELIST")

Restructure programming:

- ✓ • Add second children's sessions where needed beginning with Summer Reading Club programs; Summer 2006
- ✓ • Transfer Adult and Young Adult programming to Development and Educational Services staff, (except Summer Reading and Books Alive! programs); July 2006

PR and Outreach:

- Channel 3 cable programs produced to promote programs and services to community, beginning with adult literacy and homebound services; Winter 2007 - delayed due to equipment issues
- ✓ • Expand presentations to community groups on library services and programs; Fall 2006
- ✓ • Implement e-mail option for library patrons for holds, and related account management and to expand promotion of library programs; Summer 2006
- ✓ • Promote Friends Bookstore remodel and relocation; Summer 2006

Facility:

- ✓ • Begin implementation of main floor layout remodel to respond to community input gathered in strategic planning process; August 2006
 - Move tech center to west side of building and consolidate with other computers and breakdown current tech center;
 - Relocate Reference desk to former bookstore area;
 - Create quiet, comfortable reading area for public surrounding planter, former tech center and turn planter into focal point-sculpture/art work, water element, etc.;
- ✓ • Add shelving to relieve congestion and accommodate remodel; Winter 2007
- ✓ • Begin replacement of 20 study carrels that are 35 years old, worn and splintered; Winter 2007

FY2007/2008

- Create and expand, online tutorials on library resources for patrons; *- in process*
- ✓ Implement Public Library Association's "Every Child Ready to Read" early literacy program for children from birth to 5 years;
- ✓ Purchase and implement Polaris (library's web-based catalog) Kid's Catalog module;
- ✓ Plan and implement one book discussion group for youth to gauge interest/demand;
- ✓ New copier service; City-wide issue;
- Continue internal layout remodel:
 - Move community bulletin board and related agency pamphlet to lobby;
 - Turn former bulletin board area into bookstore-like New Books area-improved lighting, face-out shelving, chairs;
- ✓ Continue replacing study carrels;
- ✓ Continue to add shelving and relocate materials as needed to accommodate remodel;

FY08/09

- ✓ Begin planning for expanded children's area-story time room to respond to community input, accommodate increased usage and reduce noise on main floor;
- ✓ Replace circulation desk and security system to respond to ADA and ergonomic issues;
 - Forum upgrade: projection equipment, storage space, speakers/audio equipment, conferencing equipment replaced/upgraded; *delayed due to City Financing Issues*
 - Improve subject headings on stack ends to facilitate independent use of library when all additional shelving is in place; *08/09*

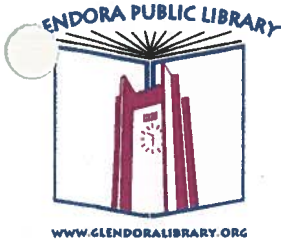
FY09/10

- ✓ Build children's room expansion;



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MEMO

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director *Robin*
 Date: June 16, 2008
 Re: Agenda Item #7.2: Orientation for new Library Trustee

Attached is the overview for orienting a new library board member. Although our new board member has not yet been appointed by the city council preparing for this process would still be appropriate at this time.

The city council is slated to appoint board and commission vacancies at their July 8th meeting. The date for our July board meeting is July 21, 2008.

Four Steps to Welcoming a New Board Member

STEP ONE: *Tour/Introductions*

Before their first meeting, board president, vice president and/or library director gives new board member a tour. President makes appt to review Handbook p. 3-4: About the Board.

STEP TWO: *First Meeting*

President provides verbal introduction. Distributes a resume or biography of the new member. Each board member gives a self introduction. VP & Director make appts to review Handbook sections.

STEP THREE: *After the Meeting*

Vice President calls the new member the day after the meeting. Finds out reactions to the meeting. Discusses ways the new member can be involved. Makes a personal connection.

STEP FOUR: *After the third meeting*

Vice President to call the new member and meet to discuss.
What would the new member like to learn?
Who would s/he like to meet?
What experiences would s/he like to have?



Glendora Public Library Events

June 2008

- 07 10 a.m. *Coffee 'n' Books* in the Library: travel & foreign language books, young adult books & magazines – main floor
- 14 11 a.m. *Learn It & Do It: Basic Knitting with Miss Bonnie*; registration required-Bidwell Forum
- 14 2 p.m. Meet Fantasy Author D.J. MacHale – Bidwell Forum - **CANCELLED**
- 16 Summer Reading Club Registration begins! The four clubs are:
Baby Bugs – Toddler SRC
Catch the Reading Bug @ the Glendora Library – Children's SRC
Metamorphosis @ the Glendora Library – Teen SRC
The Buzz @ your library – Adult SRC
- 16 7 p.m. Library Board meeting – Bidwell Forum
- 18 3 p.m. Bug Buffet & Bingo Teen SRC Registration party – Bidwell Forum
- 18 7 p.m. Novel Idea! & Author Visit – *Afternoons with Puppy* by Dr. Aubrey H. Fine & Cynthia J. Eisen-Adult SRC - main floor
- 21 10:30 a.m. Butterfly mask craft & parade-Children's SRC – Bidwell Forum
- 21 2 p.m. Visit by David Marder: The Truth about Southern California and the Disappearing Honey Bee -Adult SRC - main floor
- 23 Summer Reading Club Reporting begins!
- 24 1:30 & 3:30 p.m. Lizard Wizard Animal Show-Children's SRC – Bidwell Forum
- 25 3 p.m. Acrylic Painting presented by *Painted Moon Graphic Art* – Teen SRC - Bidwell Forum
- 26 1:30 p.m. Stick Bug Craft-Children's SRC – Bidwell Forum

July 2008

- 01 1:30 & 3:30 p.m. Movie: *A Bug's Life* - Children's SRC – Bidwell Forum
- 03 1:30 p.m. Bug Catching Chameleon Craft – Children's SRC – Bidwell Forum
- 04 Library closed
- 05 10:30 a.m. Pacific Animal Productions – Children's SRC – Bidwell Forum
- 08 1:30 & 3:30 p.m. The Buster Balloon Show – Children's SRC – Bidwell Forum
- 09 3 p.m. Books n' Brownies: book discussion on *Inkheart*-Teen SRC – Bidwell Forum
- 09 7 p.m. Magic Wayne – Children's SRC – Bidwell Forum
- 10 1:30 p.m. Fuzzy Spiders & Web Craft – Children's SRC – Bidwell Forum
- 12 10 a.m. *Coffee 'n' Books* in the Library: special collections books – main floor
- 12 1 p.m. – 8 p.m. Family Game Night – Adult SRC – Bidwell Forum
- 14 3 p.m. Movie & Book discussion: *Spiderwick Chronicles* – Children's SRC – Bidwell Forum
- 14 11 a.m. & 7 p.m. Books Alive! *Razor's Edge* by Somerset Maugham – Adult SRC – main floor
- 15 1:30 & 3:30 p.m. Swazzle Puppets – Children's SRC – Bidwell Forum
- 16 3 p.m. Ice cream tasting – Teen SRC – Bidwell Forum
- 17 1:30 p.m. Bug Puppet Craft – Children's SRC – main floor
- 19 6:30 p.m. Night on the Plaza
- 21 7 p.m. Library Board meeting – Bidwell Forum
- 22 1:30 & 3:30 p.m. Magic Show: John Abrams – Children's SRC – Bidwell Forum
- 23 3 p.m. Movie & Book discussion: *Eragon* – Teen SRC – Bidwell Forum
- 24 1:30 p.m. Bee Bouquet Craft – Children's SRC – Bidwell Forum
- 26 1 p.m. End of Summer Party – Bidwell Forum

Storytimes

- "Time for Tykes" – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- "Family PJ Storytime" – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after "Family PJ Storytime"
- "Mother Goose Storytime" for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.
- **"Family Storytime" – ages 2-5 – Saturday 10:30 a.m. NEW!**

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month, FPH
- Born To Read/Teen Parent Outreach, 1st Wednesday of every month at 12:30 p.m. at Arrow High School

Foundation Executive Board Meeting

- July 11, 2008 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- June 17, 2008 @ 7:00 a.m. Village Eatery

8.
Board
Member
Items



Glendora Public Library
Board Agenda Planning Calendar
FY 07- 08

- July 16** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 20** Library Board Goals finalized; Review Admin Policy 4.03
- September 17** SRC wrap up; Holiday Hours-Thanksgiving & Christmas; Circ Policy, Laptop Policy
- October 15** Internet Policy Review; Library Board Staff Appreciation; Food Policy
- November 19** Budget Priorities FY 08-09-initial discussion; Library Board Staff Appreciation Proposal
- December 17** Mid-year review of goals 07-08
- January 28** Budget 08-09; Board Award discussion; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors-*postponed to February*; Library Board Staff Appreciation
Monday
 (Adjusted for MLK Day)
- February 25** Goal planning 08-09-*postponed to March*; Friends Foundation funding staff requests for 08-09; Review Admin Policy 4.08-Policy concerning Use of Facilities and Resources by Minors
Monday
 (Adjusted for President's Day)
- March 17** Candidates for Board vacancies; Bookmark contest judging; possible ELF presentation
- April 28** Candidates for Board vacancies
 (date changed to 4th Monday in April due to scheduling conflicts)
- May 19** Closed session: Self-evaluation of the Board-begin process & Evaluation of the Director-begin process –*started in April*; groundbreaking ceremony discussion for children's room expansion
- June 16** Agenda planning 08-09; Closed session: Eval. Lib board; Eval- Lib Dir