

Memorandum



Date: September 6, 2012

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name.

Subject: Information for First Budget Hearing – FY 2012-13 Proposed Budget - Supplement

Attachment D to the Information for the First Budget Hearing – FY 2012-13 Proposed Budget, inadvertently included the Parks, Recreation, and Open Spaces Table of Organization (TO) instead of the revised Library Department TO. Attached is the correct TO to be included with the FY 2012-13 budget ordinance items.

Attachment

mayor13512supp

LIBRARY

OFFICE OF THE DIRECTOR

Provides overall direction and coordination of departmental operations and management

<u>FY 11-12</u>	<u>FY 12-13</u>
3	3

ADMINISTRATION

Oversees implementation of departmental policy and manages the departmental budget

<u>FY 11-12</u>	<u>FY 12-13</u>
15	12

SUPPORT SERVICES

Processes financial transactions and personnel actions; oversees the Library's capital expansion plan; develops and prints educational and promotional materials for the Library System; manages maintenance, security, fleet services, and human resources throughout the system

<u>FY 11-12</u>	<u>FY 12-13</u>
49	48

OUTREACH SERVICES

Develops and implements special events and programs for targeted populations, such as children or patrons with difficulty accessing services at branches

<u>FY 11-12</u>	<u>FY 12-13</u>
25	24

PUBLIC SERVICE

Provides informational and lending services to users of branch and regional facilities, programs and events to encourage literacy, library usage, and life-long learning; formulates and administers the Collection Development Policy and Materials Budget Plan for the Library System; coordinates all library automation efforts and online services, including short- and long-term technical planning, e-government, web portal initiatives, network infrastructure, network security, and all central site and remote computer equipment and applications, for staff and the general public

<u>FY 11-12</u>	<u>FY 12-13</u>
374	374