

# Memorandum



**Date:** July 6, 2015

**To:** Honorable Chairman Jean Monestime  
Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Mayoral Appointment – Director of Miami-Dade Public Library System

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Pursuant to the authority vested in me under the provisions of Section 2.02-C of the Miami-Dade County Home Rule Charter, effective immediately, I hereby appoint Ms. Gia Arbogast as the Director of the Miami-Dade Public Library System (MDPLS).

Ms. Arbogast has had a distinguished 29-year career with the MDPLS, having served in numerous capacities from entry-level Librarian to her current position as Interim Director. Under her leadership, the MDPLS has expanded library hours, increased the materials budget, and introduced innovative programs, events and services throughout MDPLS's 49 branches. Working closely with the Friends of the Miami-Dade Public Library and the Library Advisory Board, Ms. Arbogast is responding to diverse neighborhood needs, deploying upgraded technologies to address evolving educational opportunities, expanding partnerships to increase outreach, assessing and prioritizing capital needs, and utilizing metrics to track progress and develop a roadmap.

I encourage you to read the recently issued report on the MDPLS's accomplishments to date: <http://www.miamidade.gov/mayor/library/memos-and-reports/2015/06/06.04.15-Miami-Dade-Public-Library-System-Accomplishments-FY-2014-15.pdf>

I am confident that Ms. Arbogast will continue to lead the MDPLS successfully as it addresses the challenges of our rapidly evolving community, and capitalizes on the exciting opportunities that technology and partnerships offer to serve our community.

Ms. Arbogast's resume is attached for your review.

c: Honorable Harvey Ruvin, County Clerk  
R.A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Christopher Agrippa, Clerk of the Board  
Eugene Love, Agenda Coordinator  
Charles Anderson, Commission Auditor

# Gia Arbogast

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## Education:

**Florida State University – Master’s Degree in Library Science, M.L.S. (1986)**

**University of Miami – Bachelor of Arts, B.A. (1981)**

## Professional Experience:

### **Interim Director – Miami-Dade Public Library System – August 2014 - Present**

- Provides administrative, operational, and strategic oversight for one of the nation's largest public library systems, including responsibility over a \$55 million budget, over 450 employees, 49 branch locations, and two bookmobiles.
- Manages the ongoing implementation of the recommendations of the Mayor's Blue Ribbon Taskforce on Libraries.
- Implements innovative projects to transform Library services and programming available to residents throughout Miami-Dade County.
- Works closely with private and public funding partners to increase the reach of the Library system throughout Miami-Dade County.
- Focuses on ensuring Library services are available in underserved communities.
- Directs technology improvements throughout the Library system to ensure equal access to, and availability of, technological resources throughout the community.

### **Assistant Director – Miami-Dade Public Library System – 2012 - 2014**

- Responsible for the planning, coordination, and evaluation of programming and special events at all 49 branches of the Miami Dade Public Library System.
- Managed Mobile Library Services operations, Services to Special Populations, Literacy programs such as Adult Literacy (Project LEAD) and Early Literacy kits for Childcare Centers (Jumpstart), and the YouMedia Miami Program.
- Provided fiscal oversight over areas of responsibility, including budget oversight and grant development and administration.
- Developed partnerships with civic, private, and government agencies, including outreach to schools, community organizations, and other service agencies.
- Directed and developed Library website content and social media presences.
- Managed external communications, media relations, and marketing efforts.
- Coordinated the International Art of Storytelling International Exchange Program.
- Created the Reading Ready Literacy Initiative for Children Program.

### **Library Operations Administrator – Miami-Dade Public Library System – 2002 - 2012**

- Provided administrative direction and oversight to multiple branch libraries throughout the system.
- Responsible for recruitment, hiring, and allocation of branch personnel throughout the system.
- Conducted procedural and administrative studies and analyses of branch performance to maximize customer satisfaction of utilization of resources.
- Participated in the development of annual business and capital plans, as well as 5-year strategic planning efforts that govern public service, facilities and programs.
- Formulated strategies for improved customer service.

- Attended a variety of government and community meetings, conferences and hearings to present recommendations and acquire information.
- Contributed to planning efforts for the location and installations of new libraries as well as the renovation of existing facilities.
- Directed and coordinated all youth services functions for the Miami-Dade Public Library System.
- Assessed and made recommendations on existing and emerging technologies (wireless, self-check, RFID, WebEx).
- Participated in the development of the COOP (Continuity of Operations Plan) in compliance with FEMA guidelines.

### **Branch Manager – Miami-Dade Public Library System – 1993 - 1998**

- Served as Branch Manager for various branches, including Northeast, Miami Beach, and Little River
- Trained, supervised and evaluated the performance of 5 branch managers and 27 employees.
- Handled a materials budget of \$138,000; managed and evaluated collections, programming and public service for regional and satellite facilities.
- Developed system-wide core competencies for library service and assisted with creating standardized job descriptions.
- Served as liaison to civic and community groups and to public and private schools. Facilitated collaborative programming with Miami-Dade Public Library System and other community agencies.
- Facilitated the Library System's migration from GEAC to DYNIX and participated in the RFP process.
- Created and presented training modules to familiarize staff and patrons with new technologies.
- Supervised the complete renovation of the facility; ordered new furniture and monitored its delivery and installation. Maintained oversight for all contractual labor during the renovation process.

### **Assistant Branch Manager & Young Adult/Children's Librarian, 1986 - 1993**

- Directed the operations of high performance department that circulated over 1,000,000 items per year.
- Managed a budget of \$250,000.
- Developed new circulation procedures which resulted in improved customer service.
- Supervised, trained and mentored a staff of 26, providing counseling and mediation as needed.

### **Memberships:**

American Library Association

Public Library Association

Association for Library Service to Children

Southeast Florida Library Information Network (SEFLIN) – At Large Board Committee Member

Friends of the Library – Ex Officio Member