

**Departmental Quarterly Performance Report**

**Department Name: Library**

**Reporting Period: Fourth Quarter**

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# **Departmental Quarterly Performance Report**

**Department Name: Library**

**Reporting Period:  
Fiscal Year 2004-2005  
Fourth Quarter**

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# Departmental Quarterly Performance Report

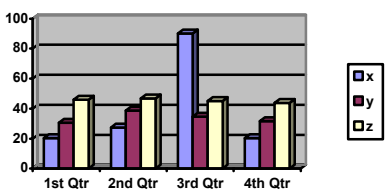
Department Name: **Library**

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## MAJOR PERFORMANCE INITIATIVES

**Describe Key Initiatives and Status**  
apply

Check all that

<p><i>Describe initiative and provide status update</i> <i>Insert associated performance measures, if applicable, e.g.</i></p>  <table border="1"> <caption>Performance Measures Data</caption> <thead> <tr> <th>Quarter</th> <th>x</th> <th>y</th> <th>z</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>20</td> <td>30</td> <td>45</td> </tr> <tr> <td>2nd Qtr</td> <td>30</td> <td>40</td> <td>45</td> </tr> <tr> <td>3rd Qtr</td> <td>90</td> <td>35</td> <td>45</td> </tr> <tr> <td>4th Qtr</td> <td>20</td> <td>30</td> <td>45</td> </tr> </tbody> </table>	Quarter	x	y	z	1st Qtr	20	30	45	2nd Qtr	30	40	45	3rd Qtr	90	35	45	4th Qtr	20	30	45	<p> <input type="checkbox"/> Strategic Plan  <input type="checkbox"/> Business Plan  <input type="checkbox"/> Budgeted  <input type="checkbox"/> Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____  <i>(Describe)</i> </p>
Quarter	x	y	z																		
1st Qtr	20	30	45																		
2nd Qtr	30	40	45																		
3rd Qtr	90	35	45																		
4th Qtr	20	30	45																		
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC 1-1: Well maintained and attractive library facilities.</p> <p><b>California Club Branch</b> – Build-out of new leased space completed and a Certificate of Occupancy was obtained. Expected opening November 2005</p> <p><b>Northeast</b></p> <ul style="list-style-type: none"> <li>Phase 1 renovation, demolition completed</li> <li>Roof repairs completed</li> <li>Expected project completion: December 2006</li> </ul> <p><b>West Flagler</b></p> <ul style="list-style-type: none"> <li>Renovation—100% completion of project.</li> <li>Expected re-opening of branch: November 2005</li> </ul> <p><b>West Dade Regional</b></p> <ul style="list-style-type: none"> <li>Parking Lot Resurfacing Project – 100% completion.</li> <li>ADA compliant bathrooms – 100% completion of design plans.</li> <li>Fire Alarm Replacement Project – 100% completion.</li> </ul> <p><b>West Kendall Regional</b></p> <ul style="list-style-type: none"> <li>HVAC Replacement Project: Unit arrived from Trane in September. Project completion: December 2005.</li> </ul> <p><b>Coral Gables</b></p> <ul style="list-style-type: none"> <li>Rehab of Fountains—Contractor has been cited for non-compliance. GSA will complete the project which now stands at 85%.</li> <li>ADA Bathrooms—Plans submitted for permitting with the City of Coral Gables and approved. Contractor selected.</li> </ul> <p><b>South Miami</b></p> <ul style="list-style-type: none"> <li>Storefront Rehab—Completed plans placed on hold as the Library System has expanded the scope of work to include new ADA bathrooms.</li> <li>ADA bathrooms currently in design. All plans will be re-submitted in November for dry run with the City of South Miami. Actual construction to begin in March</li> </ul>	<p> <input checked="" type="checkbox"/> Strategic Plan  <input checked="" type="checkbox"/> Business Plan  <input checked="" type="checkbox"/> Budgeted  <input type="checkbox"/> Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____  <i>(Describe)</i> </p>																				

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<p>with completion by September, 2006.</p> <p><b>Shenandoah Renovation</b></p> <ul style="list-style-type: none"> <li>Plans in initial design. Project scheduled for actual construction in April, 2006. Projected completion: Spring, 2007</li> </ul>	
<p>RC-4 Develop lifelong learning and professional development opportunities through education, outreach and training partnerships RC 4-1 Increased availability of and participation in lifelong learning programs for artists, program developers and the public</p> <p>The Library's Literacy for Every Adult in Dade (L.E.A.D.) Program had a performance objective of 50 patrons served this fiscal year. Through the end of this Fourth Quarter, the Program has served 62.</p> <p>The Talking Books service, which provides books and magazines on cassette tapes or in Braille to persons who have difficulty seeing or using standard small print, had a performance objective to serve a total of 7,291 persons during this fiscal year. Through the Fourth Quarter they have served 9,714 patrons.</p> <p>The Jump Start Program, which offers early literacy kits for childcare facilities, had a performance objective to serve 589 centers during this fiscal year. Through the Fourth Quarter, they have served 653 centers.</p> <p>The Library System's two bookmobiles, which extends service to areas that are not close to any existing facility, had a performance objective of stopping at 35 locations this fiscal year. Through the Fourth Quarter, they had stops at 38 locations.</p> <p>Library Services for the Homebound, or Connections, which provides books-by-mail to individuals of all ages unable to visit the Library in person, had a performance objective to serve 561 individuals and 17 nursing home facilities. Through the end of the Fourth Quarter, the program had served 641 individuals and 20 nursing facilities.</p> <p>Overall evaluations of all Library Programming for the Fourth Quarter reflected a 96% satisfaction rate.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input checked="" type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted</i>  <input type="checkbox"/> <i>Priorities</i> ___  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>Audit Response</i>  <hr/> <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>
<p>RC-1 Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC 1-3 More cultural, recreational and library programs and services available to address varied community interests.</p> <p>The Library Department has implemented a Wireless Network/Laptop Lending Program at all 40 branches. Library patrons can bring their own wireless-equipped laptops, or borrow a laptop, to gain free access to the wealth of information available from the Library's network. The addition of this wireless local area network (WLAN) positions the Miami-Dade Public Library System to move forward with other customer service initiatives such as using personal digital assistant (PDAs) to bring the library catalog into the stacks. Patrons and staff will eventually be able to stay connected as they move through the buildings. This project was</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i>  <input type="checkbox"/> <i>Business Plan</i>  <input type="checkbox"/> <i>Budgeted</i>  <input type="checkbox"/> <i>Priorities</i> ___  <input checked="" type="checkbox"/> <i>Customer Service</i>  <input type="checkbox"/> <i>Workforce Dev.</i>  <input type="checkbox"/> <i>Audit Response</i>  <hr/> <input type="checkbox"/> <i>Other</i> _____  <i>(Describe)</i></p>

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<p>funded by a \$250,000 Library Services and Technology Act grant.</p>	
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC1-3: More library programs to address varied community interests.</p> <p>RC-3: Increase participation in and awareness of programs, services and facilities RC 3-1: Expanded awareness of and access to cultural, recreational and library programs and services</p> <p>The Library Department conducted an exit survey at all branches in July 2005. Satisfaction with the Library's collection was 96%, with reference/information service was 97%, with information regarding the Library and its programs and services was 97%, with programs offered by the Library System was 96%. The full survey is attached. (Copy attached.)</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC1-3: More library programs to address varied community interests.</p> <p>RC-3: Increase participation in and awareness of programs, services and facilities RC 3-1: Expanded awareness of and access to cultural, recreational and library programs and services</p> <p>The Library Department conducted a Marketing survey throughout the County in July 2005. This survey is being used to analyze the Library's marketing efforts to determine how best to disseminate the Library's message. (Copy attached.)</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>Capital Project Update</p> <p>The first library to be constructed in 30 years, Golden Glades, is over 50% completed. The construction is expected to be completed by late January 2006 with the grand opening of Library occurring in the Spring 2006. In addition, the Library Department is working with the Village of Pinecrest on the groundbreaking of the Pinecrest Library which is expected to occur in December 2006. The Interlocal with the City of Palmetto Bay was approved by the Board of County Commissioner on June 21, 2005 and the Library Department is working with the City in designing the future library facility and planning for a groundbreaking in the Spring 2006. The Department has three other libraries in the permitting process and groundbreaking for these branches are expected to occur in FY 2005-2006. These branches include International Mall, Naranja and Kendale Lakes.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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## PERSONNEL SUMMARY

### A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
489	542	506	36	501	41	491	51	492	50	

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:** California Club opening November 4, 2005

### B. Key Vacancies

### C. Turnover Issues

**D. Skill/Hiring Issues:** Systems/Programmer Analyst 2 to be hired soon

**E. Part-time, Temporary and Seasonal Personnel**  
(Including the number of temporaries long-term with the Department)

**F. Other Issues:** The Library Personnel Office has assumed the Volunteer Program on June 15, 2005

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## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	Total Annual Budget	Quarter (4)		Year-to-date		\$ Variance	% of Annual Budget
			Budget	Actual	Budget	Actual		
	Actual							
<b>REVENUES</b>								
Ad Valorem (1)	53,920	61,260	15,315	1,871	61,260	61,416	156	100.25%
State Aid/ LSTA Grant (2)	2,553	2,000	500	43	2,000	2,962	962	148.10%
Miami Beach	2,000	-	-	-	-	-	-	
Carry Over (4)	1,360	2,724	681	-	2,724	1,400	(1,324)	51.40%
Carryover Capital (4)	16,627	16,627	4,157	-	16,627	14,590	(2,037)	87.75%
Other	1,248	1,825	456	1,508	1,825	2,729	904	149.53%
<i>Revenues Total</i>	77,708	84,436	21,109	3,422	84,436	83,097	(1,339)	98.41%
<b>EXPENDITURES:*</b>								
Personnel	28,211	31,337	7,834	7,932	31,337	30,614	(723)	97.69%
Operating (5)	18,685	24,511	6,128	10,795	24,511	24,247	(264)	98.92%
Capital ** (6)	2,063	28,588	7,147	1,088	28,588	2,431	(26,157)	8.50%
Transfer to Construction (sub fund 311)				-		-		
Reserve for New Libraries				-		-		
<i>Expenditures Total</i>	48,959	84,436	21,109	19,815	84,436	57,292	(27,144)	67.85%
<i>Revenue less Expenditures</i>						25,805		
<b>Note: (Intra fund transfer construction) included Ad Valorem</b>								

\* Expenditure may be reported in by activity as contained in your budget or may be reported by category (Personnel, Operating, Capital)

\*\* Includes Construction /Renovation Expenditures for New Libraries as per Library Capital Plan.

### Equity in Pooled cash (for Proprietary funds only)

Fund/ Sub fund	Prior Year	Projected at Year-end as of			
		Quarter 1		Quarter 4	
Library Operations 091	2,413			1,824	
Library Non-Govt contribution 092	34			34	
Library Grants 093	44			-	
Library Capital Fund 094	3,676			3,145	
Library Capital Fund 095	11,543			11,819	
Library Book Trust 099	5			8	
Library Construction 311	10,076			19,089	
<b>Total</b>	27,791			35,919	

- 1 - The majority of ad Valorem proceeds are collected in the first quarter
- 2 - Revenue receipts are not evenly realized throughout the fiscal year (State Aid, Reimbursement e rate)
- 3 - Transfers from the Book Trust Fund occur during the fourth quarter of the fiscal year
- 4 - Carryover considered collected in the first quarter of FY
- 5 - Other operating expenditures occur unevenly throughout the fiscal year (Charges for GSA Rent and G&A Reimb...).
- 6 - Includes reserves for the new libraries (per capital plan)

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## **STATEMENT OF PROJECTION AND OUTLOOK**

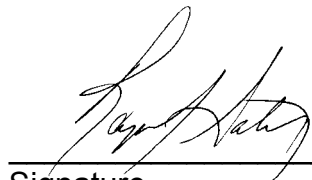
**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

## **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



\_\_\_\_\_  
Signature  
Department Director

Date November 15, 2005