



**Town of Surfside  
Special Town Commission Meeting  
June 3, 2010**

**7 p.m.**

**Town Hall Commission Chambers - 9293 Harding Ave, 2<sup>nd</sup> Fl  
Surfside, FL 33154**

**AGENDA**

**1. Opening**

**A. Call to Order**

**B. Roll Call of Members**

**C. Pledge of Allegiance**

**D. Public Comments**

**E. Proposed Surfside Temporary Library Service**

**2. Adjournment**

Respectfully submitted,

Gary L. Word,  
Town Manager

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THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-893-6511 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING. HEARING IMPAIRED PERSONS MAY CONTACT THE TDD LINE AT 305-893-7936.

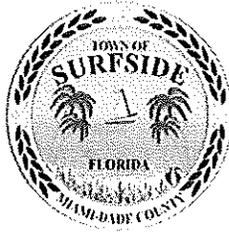
IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY

AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT [www.townofsursidefl.gov](http://www.townofsursidefl.gov)

TWO OR MORE MEMBERS OF OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



# Town of Surfside Commission Communication

**Agenda Item #:** 1 E

**Agenda Date:** June 3rd, 2010.

**Subject:** Surfside Library Commission Directive.

**Objective:** Seek a Commission Direction regarding the Surfside Library Part-time, Temporary Summer Service

**Background:** The Town Manger was directed by the Commission at the May 17, 2010, Commission Budget Workshop to develop a plan for reopening the Library under a part-time, temporary basis this summer. A previous Commission Communication regarding the Library was submitted at the May 11, 2010, Commission Meeting (please refer to Attachment A).

The following outlines efforts of Staff (to date) to operate the Library with a part time, temporary staff position, supplemented by a volunteer work force, on Mondays, Wednesdays and Fridays from 10am to 4pm. The program will run from June 7, 2010 through September 6 (thirteen weeks).

*Library Assistant Part Time:* A job description and advertisement for the position is posted on the Town's website and Town bulletin boards (please refer to Attachment B and C). Interviews with potential candidates are slated to begin the week of June 1, 2010.

*Library Volunteer Program:* A call for volunteers (please refer to Attachment D) is posted on the Town's website, Town bulletin boards, Publix bulletin boards and in the temporary modular. It was also advertised in the Neighbors Section of the Miami Herald. All potential volunteers from the outreach conducted in October 2009 were also contacted. Other residents that had expressed interest in reopening the Library were also contacted. All were informed of the mission to reopen the Library this summer, advised of a Volunteer Meeting set for Wednesday May 26<sup>th</sup>, 2010 (please refer to Attachment E), and were asked to conduct outreach to all other interested parties. The Tourist Bureau Director and Human Resources Coordinator conducted the meeting. Five potential volunteers attended that meeting. All present were explained the importance of supporting the Library Assistant in order to successfully reopen the Library this summer. Volunteer Applications were distributed and extra applications were given to those who stated that they knew of other people who would be interested (please refer to Attachment F). All attendees were also advised that a Police background check would also be required before applicants were approved for a work

shift. These shifts consisted of a minimum of a three hour commitment: 10am – 1pm / 1pm – 4pm. A deadline of 5pm June 1<sup>st</sup> was set for all application to be submitted to the Human Resources Coordinator. All applicants were advised that they will be contacted by 5pm on Thursday June 3<sup>rd</sup> to discuss the necessary next steps including securing a commitment from those applicants that pass the Police background check. In addition to those at the Volunteer Meeting, six additional people were contacted via email and/or phone advising them of the same procedural requirements. To date only one person has committed to one three hour shift for the proposed fourteen week operation. All of the other potential volunteers can not commit to a definitive shift at this stage or are offering their services “as needed”.

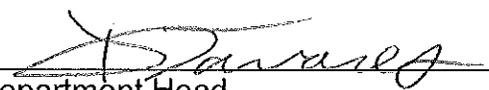
**Analysis:** The temporary, part time operation of the Library with a part time, temporary staff position, supplemented by a volunteer work force, on Mondays, Wednesdays and Fridays from 10am to 4pm. The program will run from June 7, 2010 through September 6 (thirteen weeks). It is necessary to have a minimum of two people, the part time staff position and one volunteer, at all times during the operation of the Library from a safety stand point. An absence of one of these required people would result in the Library closing for that shift. Services provided at the Library would include reading, computer access with wifi, copying, printing and the viewing of videos on patrons’ personal viewers.

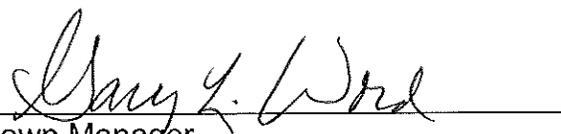
**Budget Impact:** A budget has been proposed for the thirteen week period: \$9,505 (please refer to Attachment G). In addition to this, cleaning services for the Library will now be added to the one remaining Parks and Recreation Custodian. One Custodian position was eliminated as part of this fiscal year’s budget. This decision was made, in part, with the knowledge that someone would not be required to clean the Library. Thus, the one remaining Custodian will assume the responsibility of cleaning the Library in addition to his expanded work load during the season that is the busiest for this job.

**Growth Impact:** N/A

**Staff Impact:** Establish a temporary Library service would require the hiring of one part time staff member to manage the functions of this service, to co-ordinate a volunteer base and monitor patron use of the Library.

**Recommendation:** Pending Commission action it is recommend that the above described program be implemented on June 7, 2010, and terminate on September 6, 2010.

  
Department Head

  
Town Manager



## Town of Surfside Commission Communication

**Agenda Item #:**

**Agenda Date:** May 11<sup>th</sup>, 2010.

**Subject:** Surfside Library Commission Directive.

**Objective:** Seek a Commission Direction regarding the Surfside Library.

**Background:** The Surf-Bal-Bay Library was established in 1956 in the Town of Surfside. In exchange for their residents' access to the Library, both Bal Harbour and Bay Harbor Islands financially contributed to the Library's operating expense. Both towns terminated this relationship in 2006 as they opted for a Miami-Dade Library Card Reimbursement Program for their residents as a cost savings measure for their respective towns. Therefore the financial expense of operating the Surf-Bal-Bay Library became the sole responsibility of the Town of Surfside.

The Surfside Library was moved from the Community Center building to a temporary modular in March 2008. The FY 08/09 operational budget of a full-time Library was \$268,222 (please refer to Attachment A). At that time, due to limited space within the temporary modular, most of the book inventory was consigned, at an expense to the Town, to a private off-site storage company where it remains to this day.

Due to the budgetary constraints of FY 09/10, the Library was closed as of October 1<sup>st</sup>, 2009. The present FY 09/10 operational budget of a closed Library is \$53,203 (please refer to Attachment B).

On October 27, 2009, a meeting was held with potential volunteers in an attempt to operate a limited service Library. Of the twelve names submitted as potential volunteers, only six (two being teenagers) were in attendance at this meeting. Subsequently it was determined that the volunteers were unable to commit sufficient hours of their time to effectively offer a very limited Library service to the residents of Surfside. It was also determined that a staff member would need to be present as the Library and its contents require appropriate stewardship. This staff member would also oversee the volunteer base and monitor the patrons' use of a Library service. It is important to note that the Town had just experienced a severe reduction in staffing levels due to budgetary constraints and the adoption of the FY 09/10 Budget thus limiting the ability to provide adequate staff coverage for this venture.

A Commission Directive on December 8<sup>th</sup>, 2009, (please refer to the corresponding Commission Communication - Attachment C) established a program to reimburse Surfside residents for a Miami-Dade Library Card. This program was based on similar programs presently offered by Bal Harbour and Bay Harbor Islands to their residents. The Commission directed an initial \$5,000 to be allocated for this program in FY 09/10. The reimbursement

was offered to Surfside residents retroactively from October 1<sup>st</sup>, 2009 – the closing date of the Surfside Library. In addition to this reimbursement program, the route of the Surfside Shuttle, funded through CITT, was adjusted to provide complimentary shuttle service for Surfside residents to the Miami-Dade North Shore Library Branch at 7501 Collins Avenue.

**Analysis:** Presently there are a number of options that the Commission could consider with regard to establishing a direction for the Surfside Library:

- 1) To re-establish a full service Town Library with three (3) full-time and one (1) part-time staff requires a minimum of \$268,622 per fiscal year. This is based on the Library's operation budget of FY 08/09 (please refer to Attachment A). The Library would remain in the temporary modular and most of its book inventory would remain in storage.
- 2) The current Library modular lease is set to expire on April 30<sup>th</sup>, 2011. If the liquidation of Library assets and the removal of the Library modular were conducted by this date, there would be a one-time addition to the Town's revenue from the sale of assets (amount TBD) and there would be an operational savings of \$20,535 for FY 10/11. Please note that there is nominal fee of \$2500 associated with the removal of the modular.
- 3) The liquidation of Library assets and the removal of the Library modular by September 30<sup>th</sup>, 2010, would result in a one-time addition to the Town's revenue from the sale of assets (amount TBD) and an operational savings of \$53,203 for FY 10/11 Budget. Please note that there is nominal fee of \$2500 associated with the removal of the modular.
- 4) The continuation of the existing Miami-Dade Library Card Reimbursement program at \$50 per household. To date, for FY 09/10, 84 Households have applied for and received reimbursement at a cost of \$4200. A projected annual budgetary expense of \$10,000 would cover this program going forward (please refer to Attachment C).
- 5) The operation of a limited service Library on a part-time basis with the utilization of possible volunteers. The annual operating expense would be \$53,203 in the present temporary modular. There would be an additional expense of hiring one (1) or two (2) part-time staff members to oversee this service: \$13,000 (approximate) for part-time staff based on 25 hours/week for 52 weeks at \$10/hour. Thus the annual budgetary expense would be \$66,203. Please note that this excludes the expenses associated with machinery and equipment as well as the purchasing of additional current reading materials: \$35,175 as outlined in the FY 08/09 Budget (please refer to Attachment A). Therefore the total operational budget could be \$101,378.

**Budget Impact:** See above Analysis and Attachments.

**Growth Impact:** The elimination of the Library modular and liquidation of the Library assets would result in a reduction in the Town's operating budget and provide for a one-time addition to the Town's revenue that could be utilized on other Town projects and services.

The continuation of the Miami-Dade Library Reimbursement Program, and additional Shuttle service, has a nominal impact of the Town's budget while providing access to up-to-date library services to those residents of Surfside who choose to utilize the service.

The re-establishment of a full service, or limited service, Library would provide a convenient access to limited Library offerings. These services also come with additional fiscal responsibilities for the Town at a time of dwindling revenue.

**Staff Impact:** The staff impact is directly related to the direction the Commission decides for the Surfside Library:

- 1) The re-establishing of a full service Town Library would require the hiring of three (3) full-time and one (1) part-time staff members.
- 2) Liquidation of Library assets and the removal of the Library modular would require existing staff supervision and the possible contracting of an asset liquidator.
- 3) Establishing a limited Library service would require the hiring of one (1) or two (2) part-time staff members to manage the functions of this service, to co-ordinate a volunteer base and monitor patron use of the Library.

**Recommendation:** Staff makes no recommendation at this time pending Commission Direction.

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Department Head

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Town Manager

ATTACHMENT B



**LIBRARY ASSISTANT II- (Part Time)**

Independent clerical library work (part time). Under the supervision of a higher level full time supervisor, performs moderately complex clerical tasks in accordance with established library procedures including compiling records, sorting and shelving books, general public interaction, monitoring library materials and supervising library volunteers.

Qualified candidates must have general knowledge of the purpose and functions of a public library; knowledge of the operation of library equipment; skills in operating various office machines; able to work with numerous computer software programs and be able to work with a volunteer work force amongst others. Duties include but are not limited to: maintaining library databases and files, sorting books, publications, and other items according to classification code and returns them to shelves, files, or other designated area, explain library procedures and assists patrons in the location of library materials, searches, monitors an operating sign in sheet for daily attendance, answers inquiries as needed, and performs other duties as assigned. Flexible hours required. Proposed work schedule will be Mondays, Wednesdays and Fridays 10:00 a.m. to 4:30 p.m. Salary range: \$12.00 p/hr - \$15.00 p/hr DOQ/E.

Open until filled. Apply in person at Town of Surfside, Human Resources Department 9293 Harding Avenue Surfside, FL 33154. Phone: (305) 861-4863. You may e-mail your resume to [yslate-mccloud@townofsurfsidefl.gov](mailto:yslate-mccloud@townofsurfsidefl.gov), or fax to (305)861-1302. The Town of Surfside is an Equal Opportunity Employer. Veterans' preference will be awarded under applicable Florida Law. All resumes are subject to Florida Public Records Laws.



## TOWN OF SURFSIDE LIBRARY ASSISTANT II (Part Time)

DEPARTMENT: LIBRARY

NON-EXEMPT

**GENERAL DESCRIPTION:**

This is independent clerical library work part time. An employee assigned to this classification independently performs moderately complex clerical tasks in accordance with established library procedures including compiling records, sorting and shelving books, general public interaction, monitoring library materials and supervising library volunteers. Work is performed under the direction of a higher level full time supervisor.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs basic computer operations and data input.
2. Monitor books and other materials in and out of the library.
3. Processes library materials and routes to appropriate area.
4. Maintains library databases and files.
5. Explains library procedures and assists patrons in the location of library materials.
6. Searches for missing materials.
7. Performs clerical tasks associated with circulation, processing, cataloging and all other patron services.
8. Operates and maintains library equipment; assists patrons in use of library equipment.
9. Empties contents of book drop boxes onto hand carts; pushes carts to re-shelving area.
10. Types processes and mends materials; re-shelves library materials as needed.
11. Records identifying data.
12. Inspects returned books for damage, verifies due dates.
13. Reviews records to compile list of overdue books and issues overdue notices to borrowers.
14. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area.
15. Locates books and publications for patrons.
16. Repairs books and places plastic covers on new books.
17. Answers inquiries of patrons when needed.
18. Works with the public.
19. Monitors an operating sign in sheet for daily attendance.
20. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of alphabetical, numerical, and library filing systems.
- Knowledge of the purpose and functions of a public library.
- Knowledge of the operation of library equipment.
- Skill in operating office machines, such as typewriters, computer terminals, photocopy machines, adding machines, and telephone/FAX.
- Ability to establish and maintain effective working relationships with co-workers and patrons.
- Good customer service skills.

**KNOWLEDGE, SKILLS AND ABILITIES CONTINUED:**

- Ability to follow oral and written instructions; ability to relay instructions or information to others.
- Ability to learn and apply departmental and District-wide library procedures.
- Ability to pay attention to detail.
- Ability to push and/or pull fully loaded hand carts; ability to load and unload materials from carts and vehicles.
- Ability to lift, reach, and bend to locate, remove, and re-shelve requested materials.
- Ability to work with a volunteer work force.
- Ability to work with numerous computer software programs on an as needed basis.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. (1)Two (2) years office and/or clerical experience; or any equivalent combination of related training and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None.

**ESSENTIAL PHYSICAL SKILLS:**

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works with Volunteers

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

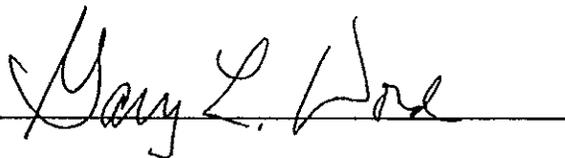
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Revision History: 5/25/10

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:



ATTACHMENT D



**TOWN OF SURFSIDE**

**VOLUNTEERS WANTED...**

to assist in the proposed summer operation of the Town Library.  
Respondents need to commit to a minimum 3 hour shift Monday,  
Wednesday and Friday during the summer opening period commencing on  
or about June 7, 2010 and ending on or about Monday, September 6, 2010.

Please respond as soon as possible to Duncan Tavares at  
[dtavares@townofsurfsidefl.gov](mailto:dtavares@townofsurfsidefl.gov) or 305-864-0722.

ATTACHMENT E

Library Volunteer Meeting

Wednesday May 26<sup>th</sup>, 2010

Date: May 26, 2010

Time: 11:00am

Location: Manny Crawford Conference Room, Town Hall

Agenda:

Background to date regarding the Surfside Library

Mission / Intent of today's meeting

Hiring of Temporary Part-time Library Technician

Volunteer Responsibilities / Application / Background Check

Volunteer Commitment

Follow-up Date / Commission Direction

Public Comments

Adjournment





### VOLUNTEER APPLICATION FORM

**Please Check One:**

- Community Service       Tourist Bureau       Parks & Recreation       Library
- Town Hall       Police Department       Other: \_\_\_\_\_

Name: \_\_\_\_\_ Date of birth/Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work/Other): \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify that I am in good health and am physically able to perform as a volunteer for the department/position indicated.

I am aware that by signing below I am indicating that I am ready, willing, able, and allowed (if permission is required by a parent/legal guardian) to travel, as a passenger, to and from all trips/special events/activities in a Town vehicle as part of the volunteer duties and/or responsibilities.

I understand that I may be subject to a complete background investigation that may include fingerprinting and agree to such.

I agree to conduct myself in a mature, responsible, and professional (if applicable) manner and to remember that I am a representative of Town of Surfside.

If my volunteer performance or behavior is deemed unacceptable by the supervisor, I understand that my volunteer appointment may be terminated.

I understand that my appointment would be as a Town volunteer and as such I would not be entitled to Town benefits.

I do further hereby release, absolve, indemnify and hold harmless the Town of Surfside, its employees, and sponsors. In addition, I hereby waive all claims against the Town of Surfside, its employees, and sponsors in case of injury to person or property or for any claim whatsoever.

**I understand that completion of this application does NOT automatically assure an appointment as a volunteer.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicant is a minor, form must be notarized)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Who is personally known to me or produced the following identification \_\_\_\_\_

Notary Public Seal of Office: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_ Notary Public, Print Name: \_\_\_\_\_

Commission Number \_\_\_\_\_



## VOLUNTEER APPLICATION QUESTIONNAIRE

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What would make you a good candidate for being a volunteer in the position that you indicated an interest in? (Special skills, talents, experience, training, etc.)

What type(s) of volunteer position(s) have you held in the past and for what organizations?

Do you have references that we may contact? (Name & phone)

What times/days of the week are you available to volunteer?

Do you have any special needs and/or require special accommodations in order to perform as a volunteer in the position that you indicated an interest in? (If yes, please indicate what)

Are you bonded to handle money?

ATTACHMENT G

**TOWN OF SURFSIDE, FLORIDA  
 BUDGET-LIBRARY TEMPORARY REINSTATEMENT  
 JUNE-SEPTEMBER 1, 2010  
 PREPARED BY FINANCE SUPPORT SERVICES DEPARTMENT**

**PERSONNEL SERVICES:**

Library Assistant (Part-Time-1)	4,680
Payroll Taxes	358
Workmans compensation	117

**GENERAL AND ADMINISTRATIVE EXPENSES:**

Volunteer background verifications	400
Electricity	1,800
Telephone	100
Magazines & Newspapers	150
Water & Sewer	500
Computer Software	1,000
Printer	150
Miscellaneous	250

<b>Grand Total (projected)</b>	<u><u>9,505</u></u>
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**FUNDING OPTIONS:**

1. Elimination of Holiday Lifeguards	3 days	1,080
2. Mandatory furlough non-exempt/non-police employees	per day	2,500
3. Voluntary furlough exempt employees	per day	5,000
4. Reduction of library reimbursement program	to 10,000	5,000
5. Reduction in Grant Professional Services	proposed	2,500
6. Utilization of General Fund reserves	available	1.6 mil

**\$\$\$'s**