



LIBRARIES DIVISION ADMINISTRATION - MAIN 8<sup>TH</sup> FLOOR  
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**MEMORANDUM**

TO: Broward County Board of County Commissioners

THRU: Pam Brangaccio, County Administrator *pds*

THRU: Larry Lietzke, Director  
Community Services Department *ll*

FROM: Robert E. Cannon, Director  
Libraries Division *Re/c*

DATE: May 29, 2007

SUBJECT: Response for Nova Southeastern University Joint-Use Library Agreement:  
Review of Reported Public Usage

Libraries Division staff has reviewed the "Nova Southeastern University Joint-Use Library Agreement: Review of Reported Public Usage" provided by the County Auditor dated April 20, 2007. This Review was performed at the request of the Libraries Division in compliance with Paragraph 11.h. of the existing Agreement between Broward County and Nova Southeastern University, Inc. to verify the additional increase of annual operating expenses above the required 40% reimbursement.

Paragraph 11.h. of the existing Agreement reads as follows:

"Any request for changes in the annual estimated budget by the UNIVERSITY shall be submitted to the COUNTY in writing for the COUNTY's consideration. The COUNTY has reasonable discretion to approve or disapprove any proposed changes to the approved estimated annual operating budget."

**Finding 1**

Circulation of Materials is the only measure subject to consistent controls that could produce recorded, discrete transactions to substantiate reported usage levels.

**Finding 2**

NSU retained limited records of circulation activity, the details of which were not sufficient to verify reported usage via circulation.

**Finding 3**

We obtained reasonable assurance that the process for measuring public circulation activity does occur as described and intended by management.

**Recommendations:**

In order to address the concerns noted, we recommend that the Board of County Commissioners direct the County Administrator to:

1. Formalize NSU's agreement for the retroactive adjustment of the funding percentage based on validation of reported usage during the interim measurement period.
2. Pay the fifty percent of the Joint-Use Library operating expenses as required by the agreement subject to retroactive adjustment based upon the audit results of public usage during the interim measurement period of June 1, 2007 through November 30, 2007.
3. In conjunction with the County Auditor, perform procedures to review and validate reported measures of public usage during the interim measurement period of June 1, 2007 through November 30, 2007.
4. Coordinate with NSU to address noted limitations and process control deficiencies in the measurement methodologies to enable accurate measurement of public usage.

**Management Response:**

Management concurs with the County Auditor's recommendations and will work closely with NSU in the development, application, and validation of public usage measures at NSU.

Management acknowledges that progress has been made over the last five years with joint programs, sharing and joint decision-making related to library collections, including an active interlibrary loan process, and the continuing pursuit of joint training and marketing campaigns.

Management will continue to examine the feasibility of a shared library card and/or shared central customer service database and hardware, as well as the sharing of on-line information databases.

cc: Evan Lukic, County Auditor  
Bud Bentley, Assistant to the County Administrator