

Board of County Commissioners Agenda Request

Date of Meeting: November 21, 2023

Date Submitted: November 1, 2023

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
Tabitha D. Washington, Director of Library Services

Subject: Approval of Gadsden County Public Library System Annual Plan of Service 2023-2024

Statement of Issue:

This agenda item seeks Board approval of the Gadsden County Public Library System Annual Plan of Service 2023-2024. This is the second part of the 2023-2024 State Aid to Public Libraries application that is due by December 1st and requires submission of a Board approved Annual Plan of Service.

Background:

State Aid is an essential part of the Library budget. The State Aid grant award in Fiscal Year 2023-2024 is expected to be approximately \$319,317. State Aid is used for materials, salaries, and operating expenses of the William A. "Bill" McGill Library in Quincy, the Havana Public Library, and the Cowen Public Library in Chattahoochee.

Analysis:

Services and goals outlined in the attached plan were extracted from the Library Strategic Long-Range Plan 2023-2028. Approval of the Annual Plan of Service is a required step toward obtaining this grant, which is vital to continuing library services in Gadsden County.

Fiscal Impact:

Gadsden County's State Aid funding is made up of two grants, an operating grant and an equalization grant. The majority of Gadsden County's State Aid is the equalization grant, which is provided to the poorest counties based on taxable property values. The actual amount of the grant is determined by a formula that is based largely on local funds invested in library services. Therefore, more local dollars spent on library services means more

potential for State Aid. The grant award for the FY 2023-2024 fiscal year will be approximately \$319,317. No further financial obligation or match is required by the County.

Options:

1. Approve Gadsden County Public Library System Annual Plan of Service 2023-2024 and authorize the chairman to sign related documents.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

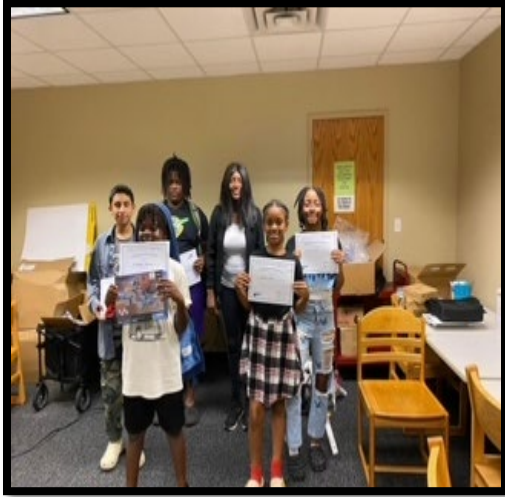
Option 1.

Attachments

1. Annual Plan of Service 2023-2024.

GADSDEN COUNTY PUBLIC LIBRARY SYSTEM ANNUAL PLAN OF SERVICE 2023-2024





(Dr. Marilyn Blair-Johnson with S.T.E.M. students)

Goal 1: Expand programs to offer access to Gadsden County residents to technology, Internet, and computers.

1. Facilitate user access to the Internet beyond the library premises.
 - a. Relaunch the hotspot and device loaning programs.
 - b. Deploy Wi-Fi extenders to broaden coverage outside the library premises.
 - c. Provide Wi-Fi through Bookmobile.
2. Deliver technology classes tailored for community members focusing on workforce development, college preparedness, and hobbyist pursuits.
 - a. Provide ongoing classes for users on new emerging technology and basic skills.
 - b. Continue and expand STEM programming for K-12 visitors.
 - c. Introduce tech help appointments/programming hours to provide one-on-one assistance to residents with their devices and technology-related issues.
3. Replace aging hardware.
 - a. New laptops for staff members
 - b. Complete upgrade to the in-house library technology infrastructure.
 - c. Replace public and staff hardware at all locations.



(Library staff performing outreach duties at the SHIP Housing Fair)

Goal 2: Expand Outreach Services and Library Marketing

1. Provide mobile library services.
 - a. Purchase a new smaller bookmobile, drivable by any staff member (without a commercial driver's license).
 - b. Develop a new bookmobile schedule.
 - c. Promote access to the Internet to residents visiting the bookmobile.
2. Provide Offsite programming at community events.
 - a. Provide workshops at local senior centers.
 - b. Expand school outreach services.
 - c. Participate in community events.
3. Expand services to homebound users.
 - a. Expand eBook and audiobook collections.
4. Enhance marketing and promotional efforts.
 - a. Refresh the current website.
 - b. Continue marketing programming and services to the community.