

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** November 6, 2018

**Date Submitted:** October 22, 2018

**To:** Honorable Chairperson and Members of the Board

**From:** Dee Jackson, Interim County Administrator  
Tabitha D. Washington, Director of Library Services

**Subject:** Approval of Library Annual Plan of Service 2018-2019

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### **Statement of Issue:**

The second part of the 2018-2019 State Aid to Public Libraries application that is due by December 1, 2018, 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 2018-2019 is expected to be approximately \$460,615.00. 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 2018-2019. 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.

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 upon 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.

**Fiscal Impact:**

No further financial obligation or match is required by the County.

**Options:**

1. Approve Annual Plan of Service 2018-2019 and authorize the chairperson to execute all necessary documentation.
2. Do not approve.
3. Board direction.

**Interim County Administrator's Recommendation:**

Option 1.

**Attachment(s):**

Annual Plan of Service 2018-2019

# GADSDEN COUNTY PUBLIC LIBRARY SYSTEM ANNUAL PLAN OF SERVICE 2018-2019





(February 2018 Black History Month Event featuring African Caribbean Dance Theatre)

## *Service 1*

### **CHILDREN'S PROGRAMS**

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*The desire is that the library be viewed as part of a lifestyle that improves family bonding, helps families in need, and increases the number of people served (library utilization).*

#### **Activity 1A: Establish 3 New Hands-On Children's Activities Per Year.**

- Arts and crafts programs
- Life skills programs

#### **Activity 1B: Improve Children's Literacy based on Pre and Post Survey Results.**

- Reading with service animal
- Reading mentorships
- Partner with teachers to measure student outcomes

#### **Activity 1C: Rejuvenate and Improve Successful Programs at Each Location.**

- Movie night with concessions
- Mother/daughter tea and father/son activity
- Homework assistance program with netbooks and jump drives
- Storybook carnivals



(May 2018 Healthy Hair and Makeup Event)

## Service 2 Adult Programs

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*Recognizing extended lifespan and extended retirement years, the library would like to add two new adult programs per year. Measurements of success would be based on utilization or pre/post-surveys (skills-based or satisfaction)*

### **Activity 2A: Provide Workforce Development Assistance.**

- Passive workforce stations with sample resumes and other learning tools.
- Partner with professional groups like Rotary and Lions Club who can support workforce development (e.g., interview skills and preparation, mock interviews, resume review).

### **Activity 2B: Increase the Number and Variety of Adult Programs.**

- Book club based on patron interest
- Arts and crafts (e.g., cake baking and decorating)
- Stress management classes
- Parenting classes and support group
- End of life care and estate planning
- Financial management (e.g., budgeting, saving and investing, debt consolidation, couponing)

### **Activity 2C: Increase Programs for Seniors.**

- Technology assistance
- Tax assistance
- Senior Specific enrichment activities