

RESOLUTION NO. 2024-512

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE LIBRARY'S ANNUAL PLAN OF SERVICE 2024-2025, AS REQUIRED BY THE STATE LIBRARY OF FLORIDA IN ORDER TO RECEIVE ANNUAL STATE AID TO LIBRARIES GRANT FUNDING IN FY2025.**

**WHEREAS**, the St. Johns County Board of Commissioners, on behalf of the St. Johns County Public Library System is applying for a State of Florida Aid to Libraries Grant; and

**WHEREAS**, the state grant funds will assist St. Johns County in providing library and electronic resources to the residents of St. Johns County; and

**WHEREAS**, the St. Johns County Public Library System strives to provide the highest quality programs and services to the citizens of St. Johns County, as outlined in its Long-Range Plan 2024-2028; and

**WHEREAS**, a required component of the State Aid to Libraries grant application process involves approval by the Board of County Commissioners of the St. Johns County Public Library System's Annual Plan of Service; and

**WHEREAS**, the programs and services contained in the 2024-2025 Annual Plan of Service are reflected in St. Johns County's FY2025 budget; and

**WHEREAS**, the St. Johns County Public Library System has prepared an Annual Plan of Service for fiscal year FY2025.

**BE IT RESOLVED** by the Board of County Commissioners of St. Johns County, Florida:

1. The above recitals are hereby incorporated into the body of this Resolution, and are adopted as Finding of Fact.
2. The Board of County Commissioners hereby approves the Library's Annual Plan of Service 2024-2025, a required component of the State Aid to Libraries grant application.
3. To the extent that there are typographical or administrative errors that do not change the tone, tenor, or concept of this Resolution, this Resolution may be revised without subsequent approval by the Board of County Commissioners.

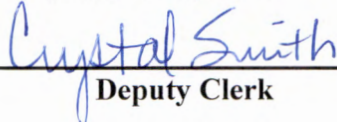
**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 19th day of November 2024.

**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

**Rendition Date** NOV 19 2024

By:   
Krista Joseph, Chairman

**ATTEST:** Brandon J. Patty, Clerk of the  
Circuit Court and Comptroller

By:   
Deputy Clerk





## **ANNUAL PLAN OF SERVICE 2025**

*“Connect, Learn, Enjoy @Your Library”*

### **1. Connect with the World**

**GOAL: SJCPLS will support the community in connecting to and participating in the digital world.**

Objective 1: SJCPLS will encourage self-service by library users to access library materials and information.

Activities:

1. Implement self-checkout services at all branches by September 2025.
  - Staff responsible: AI, BT, H, M, PV, SE, and Support Services
2. Increase usage of public hotspots by 50% by September 2025.
  - Staff responsible: AI, BT, H, M, PV, SE, Support Services, and Marketing Team
3. Increase new library card registrations by 3% by September 2025.
  - Staff responsible: AI, BT, H, M, PV, SE, and Marketing Team

Objective 2: SJCPLS will deliver answers to questions in person, by telephone, by e-mail, via the library's website and live chat reference assistance.

Activities:

1. Expand the Ask a Librarian services offered by SJCPLS staff weekly by 4 hours in FY25 to reflect Sunday hours.
  - Staff responsible: PV

### **2. Learn for a Lifetime**

**GOAL: SJCPLS users will find current and accurate print, non-print, electronic resources, as well as the assistance they need to use these resources.**

Objective 1: SJCPLS will maintain a knowledgeable staff, skilled in determining users' needs, in locating relevant information, and assisting with technology.

Activities:

1. Improve reader's advisory services to the public with a minimum of 4 hours of training (2 hours of internal review of related library resources and 2+ hours of external readers' advisory training) for all library staff.
  - Staff responsible: All staff

2. Increase the number of people receiving technology assistance systemwide by 10% by September 2025.
  - Staff responsible: AI, BT, H, M, PV, SE and Marketing Team

Objective 2: SJCPLS will support library services through community partnerships.

Activities:

1. Engage in community outreach events at least once per quarter during FY25.
  - Staff responsible: AI, BT, H, M, PV, SE, and Outreach

Objective 3: SJCPLS will host and deliver programs and collections that help community members build 21<sup>st</sup>-century skills for the workplace.

Activities:

1. SJCPLS will hold at least one systemwide Career Fair event by September 2025.
  - Staff responsible: Adult Programming Team and Reference Committee
2. Host and deliver one St. Johns County Chamber of Commerce event by September 2025.
  - Staff responsible: Reference Committee

### **3. Enjoy the Experience**

**GOAL: St. Johns residents will have opportunities and space to meet with community members and take part in programs, forums, and services on community issues and interests.**

Objective 1: SJCPLS facilities will provide a welcoming atmosphere, resources that encourage and support a love of reading, space for meetings and exhibits, making the library a relevant and safe place for the community.

Activities:

1. Work with Facilities Maintenance to assess physical spaces, identifying opportunities for more efficient use by staff and the public and developing at least five plans for updating and reconfiguring spaces to maximize functionality and improve space utilization by September 2025.
  - Staff responsible: Library Admin, SE, AI, BT, Main, and PV

Objective 2: SJCPLS will investigate additional service outlets, based upon local demographics and available funding.

Activities:

1. Work with Parks & Recreation Dept. to collaborate on design of 3 new library outlets within their new Regional Parks by July 1, 2025.
  - Staff responsible: Library Admin and Management Team

### **4. @ Your Library**

**GOAL: SJCPLS will be driven by bold vision and innovation at all levels of the organization.**

ANNUAL PLAN OF SERVICE FY2025

LAB Approval:

BCC Approval:

Objective 1: SJCPLS will create service delivery models that reflect current trends, community needs, and available funding.

Activities:

1. Expand Books-by-Mail patron registrations 30% by September 2025 through direct communication with agencies, residents, and systemwide marketing.
  - Staff responsible: Books-By-Mail and Marketing Team
2. Develop a proposal for a centralized programming model with possible “soft launch” in Summer 2025.
  - Staff responsible: Library Admin and Management Team
3. Investigate vending machine or locker-type solutions for enhanced service at the Bartram Trail and Ponte Vedra Beach Branch Library locations by March 2025 for the FY26 budget.
  - Staff responsible: BT and PV
4. Investigate vending machine or locker-type services for underserved areas of the county by March 2025 for the FY26 budget.
  - Staff responsible: Assistant Library Director
5. Establish Lucky Day print collection by January 2025.
  - Staff responsible: Collection Development Team
6. Expand Library of Things collection by 5% by September 2025.
  - Staff responsible: AI, BT, M, PV, SE, and Collection Development Team

## 5. Evaluation

This plan is for Fiscal Year 2025. The Library’s directions have a focus and connection with the St. Johns County Goals, guiding the County and the Library in caring for the needs of St. Johns County residents. Library staff will develop activities to attain the objectives. The staff will evaluate progress quarterly. The Library Advisory Board will examine the progress in achieving objectives annually. This process may result in changes to the objectives in response to new developments, new opportunities, and funding availability for the library and the County.