

Staff Report

Subject: Approval of Consulting Services Agreement for Library Transition Specialist
Author: Marie Todd for Tim Callanan
Department: County Manager
Meeting Date: January 20, 2026
Item Description: Consideration to approve a Consulting Services Agreement with Patricia P. Herndon to serve as Library Transition Specialist for the transition of Effingham County libraries from Live Oak Public Libraries to Statesboro Regional Public Libraries.

Summary Recommendation: Staff recommends approval of the Consulting Services Agreement with Patricia P. Herndon.

Executive Summary/Background: Effingham County is undertaking a transition of its library system from the Live Oak Public Libraries (LOPL) consortium to the Statesboro Regional Public Libraries (SRPL). This effort involves a wide range of operational, contractual, and logistical changes, including the transfer of assets, vendor coordination, staff integration, and regulatory compliance with the Georgia Public Library Service.

To facilitate this complex process, the County has negotiated an agreement with Patricia P. Herndon, an experienced professional with specialized expertise in Georgia library systems and public administration. The scope of her services includes, but is not limited to:

- Coordinating transition plans between LOPL and SRPL
- Facilitating communication with County officials, municipal leaders, and library stakeholders
- Reviewing and advising on transfer of ownership for materials, IT, furnishings, and vendor contracts
- Identifying and analyzing grants and funding opportunities
- Developing a formal transition checklist with Georgia Public Library Service
- Preparing bi-weekly reports to the County Manager and Effingham County Library Board

The agreement is structured on a part-time basis for up to 10 weeks, with a compensation rate of \$100.00 per hour. Anticipated workload is approximately 10 hours per week. Reimbursement for travel-related expenses will follow the State of Georgia Travel Policy. The consultant will report directly to the County Manager and coordinate with the Effingham County Library Board as appropriate.

Alternatives for Commission to Consider:

1. Approve the Consulting Services Agreement with Patricia P. Herndon.
2. Do not approve the Agreement.
3. Provide staff with an alternative direction.

Recommended Alternative: Alternative 1 – Approve the Consulting Services Agreement.

Other Alternatives: N/A

Department Review: County Manager, County Attorney, Effingham County Library Board

Funding Source: Consulting Services, FY 26 Budget

Attachments: Consulting Services Agreement with Patricia P. Herndon