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Proposal:
Optimizing Library Spaces for County Government

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Summary

The Prince George's County Memorial Library System (PGCMLS), with its network of conveniently located branches, offers a cost-effective and accessible platform for delivering County services directly to residents. This proposal outlines how County agencies and non-profit organizations can expand their reach by utilizing library spaces situated closer to the communities they serve. Included are branch capacities and examples of services that could be offered, such as tax preparation assistance, informational town halls, and workforce development programs. As PGCMLS is primarily County-funded, departments and Council members may use the space at no cost. Non-profit organizations may also offer essential community services free of charge through partnerships with the Library. By leveraging these existing resources, the County can reduce facility rental expenses while significantly improving service accessibility and community engagement.

Introduction

Amid rising budget constraints and reductions in public services, Prince George's County must adopt innovative strategies to maintain and enhance service delivery. Leveraging existing government-owned spaces—such as public libraries—presents a practical and cost-effective solution. With branches distributed across the County, PGCMLS offers a unique opportunity to increase government visibility and engagement by bringing services directly into the heart of communities.

From property tax assistance to resume-building workshops, most County agencies can provide essential services more conveniently and equitably in pop-up locations in regional library branches. These smaller, community-based sessions allow services to be tailored to local needs while reducing operational costs and expanding accessibility. Nonprofits and other community stakeholders can also maximize their use of existing Library spaces to provide much-needed services to constituents.

The following proposal provides a list of Library branches, their location in the County, and their capacity. It also includes a sample list of resident-facing services that agencies may conduct in the branches, bringing the County government closer to our residents. Finally, the document includes existing policies and regulations and a brief explanation of how nonprofits may partner with the Library.

Branches and Capacity

The following is a complete list of all PGCMLS branches and the approximate capacity each branch may have for events and public spaces.[1] Event space may also be available in the parking lots of certain Library branches.[2]

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[1] Note: Mount Rainier Branch does not have meeting spaces, events would need to occur on the main public floor.

[2] Baden and Bowie branch library parking lots are shared with the local school, and space may be limited during school hours.

Area	Branch Name	Room Type	Meeting Room Capacity	Study Rooms	Outdoor Space	Space for Tablers	Projector
North	Beltsville	Conference Room Large Meeting Room	10 100	Yes	No	Yes	Yes
	Bowie	Conference Room Large Meeting Room	16 n/a	Yes	Yes	Yes	No
	Greenbelt	Conference Room Large Meeting Room	16 150	Yes	No	Yes	Yes
	Laurel	Conference Room Large Meeting Room	10 90	Yes	Yes	Yes	Yes
	South Bowie	Conference Room Small Meeting Room Large Meeting Room	10 35 85	Yes	No	Yes	Yes
South	Accokeek	Conference Room Large Meeting Room	n/a 75	Yes	Yes	Yes	Yes
	Baden	Conference Room Large Meeting Room	12 n/a	No	Yes, but limited during school hours	Yes	Yes
	Oxon Hill	Small Meeting Room Lecture Hall	30 120	Yes	Yes	Yes	Yes
	Surratts-Clinton	Conference Room Large Meeting Room	10 150	Yes	Yes	Yes	Yes
	Upper Marlboro	Conference Room Large Meeting Room	15 65	No	Back porch	Yes	No
West	Bladensburg	Conference Room Large Meeting Room	n/a 60	Yes	No	Yes	Yes
	Hyattsville	Conference Room Large Meeting Room	10 75	Yes	Yes	Yes	No
	Mount Rainier		n/a	No		No	No
	New Carrollton	Conference Room Large Meeting Room #1 Large Meeting Room #2	10 70 70	Yes	Yes	Yes	Yes
Central	Fairmount Heights	Conference Room Large Meeting Room	n/a 60	Yes	No	Yes	Yes
	Glenarden	Conference Room Small Meeting Room	n/a 40	Yes	No	Yes	No
	Hillcrest Heights	Conference Room Small Meeting Room	n/a 20	Yes	No	N/A	No
	Largo-Kettering	Commons Space Large Program Room	n/a	Yes	Yes	Yes	No
	Spauldings	Conference Room Large Meeting Room	10 90	Yes	Yes	Yes	Yes

County Services That May Be Provided in the Libraries

Some examples of resident-facing County services, which may be provided at the library branch locations, include:

Administrative Charging Committee
- ✓ Outreach and Information Workshops

Board of License Commissioners
- ✓ How-To Workshops on Licenses

Circuit Court
- ✓ Seminars explaining how the Court works
- ✓ Informational Sessions on legal resources and free consultations

Department of Corrections
- ✓ Hiring Fairs

Department of the Environment
- ✓ Adoption Events *(outside only)*
- ✓ Veterinarian Consultations *(outside only)*
- ✓ Earth Day Events

Department of Family Services
- ✓ Aging Resources Workshops
- ✓ Disability Resources Workshops
- ✓ Domestic Abuse Resources Workshops

Department of Permitting, Inspections, and Enforcement
- ✓ Sessions on the Permitting Process
- ✓ Permitting Workshops to drive residents to apply for permits

Department of Public Works and Transportation
- ✓ Resident Listening Sessions

Department of Social Services
- ✓ Workshops on social programs available to residents (SNAP/TANF/Housing)

Employ Prince George's
- ✓ Job Fairs
- ✓ Resume-Building Workshops
- ✓ Interview Prep

Health Department
- ✓ WIC Enrollment Sessions
- ✓ Vaccination Drives
- ✓ Deaf and Hard of Hearing Informational Sessions

Office of Community Relations
- ✓ Host Community Events

Office of Ethics and Accountability
- ✓ Informational Sessions on the Ethics Complaints Process
- ✓ Sessions on Fraud, Waste, and Abuse

Office of Finance
- ✓ Host Community Events
- ✓ Financial Literacy Workshops for residents to understand how property taxes and assessments are calculated.

Office of Homeland Security
- ✓ 311 and 911 Information Sessions
- ✓ Disaster Response Preparedness Workshops

Office of Human Resources Management
- ✓ Career Fairs and Hiring Events

Office of Human Rights
- ✓ 'Know Your Rights' Workshops
- ✓ Town Halls on immigration, hate crimes, and other relevant topics

Office of Information Technology
- ✓ Digital Literacy Workshops

Office of Management and Budget
- ✓ Information Sessions on Grants

Office of Procurement
- ✓ 'How-To' Sessions on County contracts and procurement process

Office of the Sheriff
- ✓ In-person 'Coffee Club'
- ✓ Citizens Academy

Office of the State's Attorney
- ✓ Expungement Fairs

Orphans' Court
- ✓ Seminars on how to write a will
- ✓ Informational Sessions on the probate process
- ✓ Teaching youth about their rights regarding guardianships

Police Accountability Board
- ✓ Outreach and Informational Workshops

Police Department
- ✓ Outreach and Informational Workshops

Soil Conservation District
- ✓ Informational Session on the agency
- ✓ Environmental Workshops
- ✓ Run-Off Mitigation Sessions

This is a non-exhaustive list of services. Council members and agency heads can identify additional services to improve the County government.

Existing Policies and Regulations

PGCMLS has existing policies regarding the use of library spaces, which can be found here.

County agencies looking to reserve meeting rooms can call the Library's Administrative Offices at 301-699-3500, Monday through Friday, 9:00 a.m. to 5:00 p.m., or email Ashley Copeland, Administrative Assistant for Support Services, at Ashley.Copeland@pgcmls.info.

County agencies interested in partnering with the library system to provide public programs and events may contact Sara McDonough, Outreach and Partnerships Specialist, at Sara.McDonough@pgcmls.info.

Library Needs for Hosting Events

Depending on the size and nature of the event, PGCMLS may necessitate additional resources to provide staff and secure the buildings. These may include:
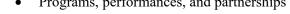
- Additional staffing complements to assist at events.
  - Staffing capacity at the area or system level to support the planning and coordination of partnered programs. The library system employs one full-time staff member dedicated to partnerships and outreach. Often, the demand for partnered programs and outreach requests exceeds the system's current staffing capacity.
- Security services for large events.
- Technology to support the events (ex., Smart Boards, AV Equipment).
- Overtime funding if events will exceed a branch's operating hours.

Partnerships with Non-Profit Organizations

In addition to County agencies, non-profit organizations may partner with the Library to provide free services to residents.

PGCMLS provides opportunities for organizations to partner with the Library in a number of ways, including:

- Tabling at library branches
- PGCMLS participation at local events
- Local author expositions
- Programs, performances, and partnerships

Requests from organizations to partner with the Library can be submitted via this link.

Conclusion

Leveraging Prince George's County Memorial Library System (PGCMLS) branches as service hubs presents a powerful opportunity to expand access to vital County and non-profit services while minimizing costs. By utilizing existing, community-centered spaces, County agencies can bring services closer to residents, enhance civic engagement, and improve overall service delivery. This approach supports the County's goals of innovation, equity, and fiscal responsibility. With strong collaboration and strategic planning, library branches can become dynamic extensions of County government—making services more visible, approachable, and effective for all residents.