

2022 Annual Meeting

November 4, 2022



Continuing Education

3744 Online Training Opportunities

7 Conferences &
Workshops

10 Interest Group
Sessions

12 @ Your Library

51 Scholarships

2398 recording views

\$23,514.15 in
Scholarships

5106 attendees



Launchpads &
Wonderbooks

\$77,805

1173 devices

E-books & E-audiobooks

Participating libraries = 26

Number of titles = 37,329



Vendor Discounts

47 Vendors

Discounts of
10% to 45%



Panhandle Library Access Network, Inc.

2021/2022 Board of Directors

Mary Balint, President
Vicky Stever, Vice-President
Robin Shader, Secretary/Treasurer
LisaMarie Bartusik
Caitlin Cerise
Stephanie Clark
Renaë Rountree
Faye Watkins
Melissa White

PLAN Staff

Charles Mayberry, Executive Director
Carol DeMent, Assistant Director
Regina Burgess, Director of Professional Development
Rachel Villalobos, Manager of Administrative Services

PLAN MEMBERS

October 2022

Apalachicola Margaret Key Public Library
 Chipola College
 Escambia County District Schools
 Florida A & M University
 Florida Geological Survey
 Florida State University Libraries
 Gadsden County Public Library
 Gulf Coast State College
 Gulf County Schools
 Hurlburt Field Base Library
 Keiser University – Tallahassee
 LeRoy Collins Leon Co. Public Library
 Northwest Regional Library System

Okaloosa County Public Library Coop.
 Panhandle Public Library Coop. Sys.
 Pensacola State College
 Santa Rosa County Library System
 Santa Rosa District Media
 Tallahassee Community College
 University of West Florida
 UWF Historic Trust Archive
 Walton County Public Library
 Warren D. Allen Music Library, FSU
 Washington County Public Library
 West Florida Public Libraries
 Wilderness Coast Public Libraries



**Panhandle Library Access Network, Inc.
Annual Meeting
November 4, 2022**

Agenda

9 AM CT / 10 AM ET

Welcome & Introductions

- Mary Balint, Board President
- A Word from the Division – Amy Johnson

Staff Reports

- Charles Mayberry, Executive Director
- Carol DeMent, Assistant Director
Rachel Villalobos, Manager of Administrative Services
- Regina Burgess, Director of Professional Development

10:00 AM CT / 11:00 AM ET

Business Meeting

- Vote to approve the minutes of last year's Annual Meeting
- Election of Board of Directors

10:30 AM CT / 11:30 AM ET

Break

11:00 AM CT / 12:00 AM ET

Unconference

12:00 PM CT / 1:00 PM ET

Lunch & Mini Board Meeting

1:00 PM CT / 2:00 PM ET

Round Table Discussions

2:00 PM CT / 3:00 PM ET

Retirement Party

Panhandle Library Access Network Executive Director's Report for FY2021-2022

Overview

I am pleased to report that we had an exceptional year. We accomplished many projects with the five (5) grants we obtained. A lot of time and hard work was invested in them, resulting in our best year ever in grant funding. The total grant funding for the fiscal year was just over \$1 Million dollars (\$1,003,399). With those grants, we were able to provide the following for the libraries in the cooperative:

- Purchase e-Books and E-Audiobooks, for PLAN's *OverDrive* Cooperative Purchasing Group.
 - (from the *Library Cooperative Grant* \$400,000)
- Provide webinars, self-paced instruction, at your library training, conferences, and scholarships -- free of charge -- to member library staff via PLAN's *Continuing Education for Library Staff* Program.
 - (from an *LSTA Grant* of \$220,000)
- Purchase *Playaway* LaunchPad and WonderBook devices for PLAN's public libraries; enlarge the collection of e-Books, e-Audiobooks in PLAN's *OverDrive* Cooperative Purchasing Group; and make *Universal Class* and e-Magazines available for PLAN libraries.
 - (from an LSTA Grant entitled, *Lifelong Learning & Literacy* \$163,577)
- Engage an instructor to assist PLAN libraries with the development of a Continuity of Operations plan.
 - (from an ARPA Grant entitled *Continuity Planning for Libraries in the Panhandle* \$20,979)
- Provide a consultant for our libraries to perform technology assessments and planning, identify and fill urgent technology needs, technology training for staff, and develop new library websites where needed.
 - (from an ARPA Grant entitled *Technology Planning & More for Libraries in the Panhandle* \$198,843)

It should be noted that obtaining the above amount of grant funding, when it was sorely needed due to the lingering economic effects of the COVID-19 pandemic, would not have been possible without the dedication and hard work of Florida's *Division of Library and Information Services*. When the proposals for the above five (5) grants were written in 2020 the country was still deep into the COVID-19 pandemic. The prospect of obtaining government funding for library projects was doubtful. However, the Division secured for Florida's libraries the LSTA grant funding and *new* grant funding through the American Rescue Plan Act (ARPA). Our heartfelt thanks go to our State Librarian, Amy Johnson, and her staff at the *Division*.

Continuing Education for Library Staff

PLAN provided many opportunities for library staff training, including scholarships, webinars, webinar recordings, self-paced training, @ Your Library workshops, and conferences.

Type of Training	Total Number	Total Attendance	Total Hours
Webinars	37	645	45
Recordings	2,398	2,398	650
Self-Paced Training	1,309	1,309	535
Conferences	7	215	39
@ Your Library	12	345	44
Scholarships	51	51	754
TOTALS	3,814	4,963	2,067

Continuing Education Resources

PLAN CE Events: <https://www.plan.lib.fl.us/training/events/>

PLAN Self-Paced Training: <https://www.plan.lib.fl.us/self-paced-training-opportunities/>

PLAN Webinar Recordings: <https://www.plan.lib.fl.us/webinars/>

WebJunction: <http://learn.webjunction.org/>

Florida Library Webinars: <https://floridalibrarywebinars.org/>

State Library eCard: <https://tinyurl.com/lxz7jsp>

Tech-Talk

- Sign up to receive emails: <https://tinyurl.com/y44hwjy8>
- Tech-Talk Database: <https://www.tech-talk.com/>
 - Username: **plan**
 - Password: **plan**

Multitype Library Cooperatives:

- Tampa Bay Library Consortium: <https://tblc.org/>
- Northeast Florida Library Information Network: <https://neflin.org/>
- Southeast Florida Library Information Network: <https://www.seflin.org/>
- Southwest Florida Library Network: <https://swfln.org/>

National Network of Libraries of Medicine: <https://nnlm.gov/training/classes-by-category>

Cooperative Purchasing Program

In fiscal year 2021-2022 electronic resources continued to show strong usage. Thanks to the willingness of the participating libraries to share their collections through the Advantage program, the shared collection has grown greatly. The total holdings equal 37,329 titles, which is an increase of 76%. PLAN and its members contributed \$236,032 in Platform fees and content for FY 2021-2022. In the coming year, PLAN will spend at least an additional \$90,000 to add content.

Collection size	9/30/2021	9/30/2022
eBooks	14,727	21,406
eAudios	9,764	11,611
eMagazines	3,844	4,312
	28,335	37,329

Since the beginning of the Cooperative Purchase program, PLAN and the participating libraries have contributed to the collection. Individual libraries have made additional contributions to the collection through purchases shared with the group.

OverDrive - Shared titles	9/28/2022
Library	Shared Titles
Leroy Collins Leon County Library	12,466
Northwest Regional Library System	2,961
Okaloosa County Public Library Cooperative	16,219
Panhandle Public Library Cooperative System	476
Walton County Public Library System	780
West Florida Public Libraries	91
Wilderness Coast Public Libraries *not yet an Advantage Member	0
	32,993

Universal Class

As part of the Lifelong Learning and Literacy grant, PLAN renewed the subscription to Universal Class. PLAN's 2022-2023 Coop grant, will fund another year of this service for Cooperative Purchase participants.

Vendor Discounts

PLAN negotiated with forty-seven (47) companies selling products and services to libraries to offer discounts to PLAN members. Details are available on the PLAN website with full descriptions and contact information for those companies.

Discounts range from 10% to 45% on selected products and services. If you have suggestions of more vendors to add, a link to email PLAN is available on the PLAN website.

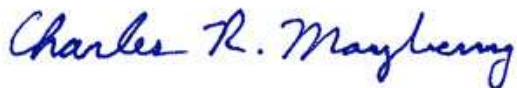
Playaway Products

During the 2021-2022 fiscal year, PLAN purchased, with grant funding, 304 Launchpads and 869 Wonderbooks at a significant volume discount. Launchpads are pre-loaded electronic tablets created for children and designed for library circulation. Wonderbooks are print books with a ready-to-play audiobook inside. The devices do not need an Internet connection, making them ideal for rural areas. Distribution was based on the total population in each county. The response from library staff and users has been enthusiastic.

Advocacy

Work continues among the five Multitype Library Cooperatives to increase the amount of State funding provided by the Library Cooperative Grant. The Directors of the MLCs have met with the current Secretary of State (Cory Byrd) regarding this and will continue efforts with the key legislators and committee chairs to accomplish this. Our lobbying firm (Johnson & Blanton) is working on our behalf and guiding us through the process.

This report is respectfully submitted by:



Charles Mayberry
Executive Director

Continuing Education Program Market Value

The market value for PLAN's Continuing Education program includes scholarships, conferences, workshops, self-paced training, live webinars, and webinar recordings. The market value is based on the average cost a participant would have to pay to a vendor as a registration fee.

Library	Scholarships	@ Your Library Workshops	Conferences	Live Webinars	Self-Paced Training	Webinar Recordings
Apalachicola Margaret Key Library	\$ 1,584		\$ 150			
Chipola College				\$ 160		
Escambia County School District	\$ 2,018	\$ 13,250	\$ 700			
Florida A&M University			\$ 1,525	\$ 2,440	\$ 1,451	
Florida Geological Survey						
Florida State University	\$ 1,380	\$ 360	\$ 1,675	\$ 2,640	\$ 729	
Gadsden County Public Library	\$ 2,381		\$ 975	\$ 160	\$ 5,348	
Gulf Coast State College	\$ 500		\$ 825	\$ 1,440	\$ 20	
Gulf District Schools						
Hurlburt Base Library			\$ 150	\$ 80		
Keiser University			\$ 275	\$ 160		
LeRoy Collins Leon County Public Library		\$ 2,100	\$ 1,150	\$ 1,880	\$ 6,216	
Northwest Florida State College						
Northwest Regional Library System	\$ 2,537	\$ 10,640	\$ 2,625	\$ 360	\$ 11,943	
Okaloosa County Public Library Cooperative	\$ 2,882	\$ 16,450	\$ 4,325	\$ 3,480	\$ 12,564	
Panhandle Public Library Cooperative System	\$ 2,351	\$ 2,190	\$ 3,450	\$ 1,240	\$ 448	
Pensacola State College	\$ 1,520		\$ 3,475	\$ 880	\$ 812	
Santa Rosa County Library System	\$ 104	\$ 120	\$ 1,375	\$ 240	\$ 203	
Santa Rosa County District Schools		\$ 8,000	\$ 575	\$ 160		
Tallahassee Community College	\$ 308	\$ 240	\$ 975	\$ 1,160	\$ 4,328	
University of West Florida	\$ 880	\$ 840	\$ 6,225	\$ 2,920	\$ 588	
UWF Historic Trust Archive				\$ 80		
Walton County Public Library System	\$ 800	\$ 4,200	\$ 425	\$ 1,640	\$ 6,027	
Warren D. Allen Music Library (FSU)						
Washington County Public Library	\$ 919	\$ 5,500	\$ 1,250	\$ 760	\$ 9,183	
West Florida Public Libraries		\$ 120		\$ 560	\$ 4,689	
Wilderness Coast Public Libraries	\$ 4,400		\$ 425	\$ 240		
Non-members		\$ 1,920	\$ 56,375	\$ 42,840		
TOTALS	\$ 24,565	\$ 65,930	\$ 88,925	\$ 65,520	\$ 64,548	\$ 93,713

How Market Value is Calculated:

Scholarships: Calculated on actual funds awarded

@ Your Library Workshops: \$80 per hour online; \$175 for <4 hour workshop; \$275 for >4 hour workshop

Conferences: \$175 for <4 hour conference; \$275 for >4 hour conference

Live Webinars: \$80 per hour [based on ALA rates]

Self-Paced Training: \$80 per hour [based on ALA rates]

Webinar Recordings: \$35 per hour

Financial Reports

021/2022 Financial Report

Tentative pending completion of financial review

INCOME	Coop	LSTA CE	LSTA Literacy	ARPA COO	ARPA Tech	Local Match	Local Non-Match	TOTAL
Grants	400,000	220,000	163,577	20,979	198,843			1,003,399
Dues							58,000	58,000
Services						177,014		177,014
Workshop/Conference							1,784	1,784
Contract fees							2,000	2,000
Admin fees							17,820	17,820
Total Income	400,000	220,000	163,577	20,979	198,843	177,014	79,604	1,260,017

EXPENDITURES	Coop	LSTA CE	LSTA Literacy	ARPA COO	ARPA Tech	Local Match	Local Non-Match	TOTAL
Salary & Benefits	239,017	104,473	27,117			3,257	814	374,678
Admin Support								
Contractual Services								
Website maint.	700	500						1,200
IT Maint. Services	500	500						1,000
Consultant				12,000	86,000			98,000
Total Contractual Services	1,200	1,000	0	12,000	86,000	0	0	100,200
Travel	8,181	0		903	1,909	0	681	11,674
Equipment	3,450	0		0	19,411	0	0	22,861
Supplies	2,927	0		6,169	200	24	0	9,320
Other								
Admin Fee				1,907	15,913			17,820
Bank Charges	811	38					393	1,242

Dues & Subscriptions	2,097							2,097
Equipment < \$1000	1,898			75,410				77,308
Insurance	2,775							2,775
Maintenance Services	4,993					300		5,293
Postage	304					15		319
Professional Fees	19,900	650					12,000	32,550
Recruitment	299							299
Rent	8,000	3,500				500		12,000
Software	3,974	1,984						5,958
Cloud Services	500	745						1,245
Telecom	4,258	1,361				100	60	5,779
Utilities	1,786	650				100		2,536
Total Other	51,595	8,928	0	1,907	91,323	1,015	12,453	167,221
Total Admin Support	67,353	9,928	0	20,979	198,843	1,039	13,134	311,276
Products & Services								
OCLC-Holdings Maint.						23,383		23,383
Member OCLC fees						18,928		18,928
Cooperative Purchasing	80,951		58,655			96,426		236,032
Launchpads			77,805			70		77,875
Workshops	12,679	105,599					6,985	125,263
Total Products & Services	93,630	105,599	136,460	0	0	138,807	6,985	481,481
TOTAL	\$ 400,000	\$ 220,000	\$ 163,577	\$ 20,979	\$ 198,843	143,103	20,933	1,167,435

2022/2023 Budget

Income	Coop	LSTA Training	Local Match	Local Non- Match	TOTAL
Grants	400,000	218,429	0	0	618,429
Dues	0	0	0	57,000	57,000
Services					
Service: CatExpress			13,860		
Service: Member OCLC charges			16,000		
Service: Coop. Purchase			145,800		
Total Services	0	0	175,660	0	175,660
Meeting/Workshop	0	0	0		0
Administrative Fees	0	0	0	0	0
Total Income	400,000	218,429	175,660	57,000	851,089

EXPENDITURES	Coop	LSTA Training	Local Match	Local Non- Match	TOTAL
Total Salary & Benefits	221,379	83,981	3,536	884	309,780
Admin Support					
Contractual Services					
IT and website maintenance	5,500	500	0	0	6,000
Total Contractual Services	5,500	500	0	0	6,000
Travel	18,450	0	0	1,000	19,450
Equipment	5,000	0	0	0	5,000
Supplies	4,000	0	0	500	4,500
Other					
Bank Charges	828	28	0	600	1,456
Dues & Subscriptions	1,450	0	0	0	1,450
Equipment < \$1000	2,000	0	0	0	2,000
Equipment Repairs	750	0	0	0	750
Insurance	2,037	0	0	0	2,037
Maintenance Services	4,250	0	0	0	4,250
Postage	300	100	25	0	425
Professional Fees	16,000	739	0	20,000	36,739
Rent	8,000	3,500	500	0	12,000
Software	2,404	2,527	0	0	4,931
Cloud services	1,000	1,000	0	0	2,000
Telecom	4,274	1,458	100	0	5,832
Utilities	1,925	675	100	0	2,700

Total Other	45,218	10,027	725	20,600	76,570
Total Admin Support	78,168	10,527	725	22,100	111,520
Products & Services					
Member OCLC ILL charges	0	0	16,000	0	16,000
OCLC-Holdings Maint.	0	0	13,560	0	13,560
Cooperative Purchasing Group	87,953	0	60,000	0	147,953
Training	12,500	123,921	0	12,000	148,421
Total Products & Services	100,453	123,921	89,560	12,000	325,934
TOTAL	\$ 400,000	\$ 218,429	\$ 93,821	\$ 34,984	\$ 747,234

Business Meeting

**PANHANDLE LIBRARY ACCESS NETWORK
MINUTES OF THE ANNUAL MEETING
5 November 2021
Niceville Community Center and Online**

Mary Balint welcomed the members and called the annual meeting to order. Thirty-one attendees representing seventeen member institutions were present.

The minutes of the 2020 Annual Meeting were approved.

STATE OF THE COOP REPORT

Charles Mayberry and PLAN staff reviewed PLAN budgets, activities and programs for the past year and the coming year.

Grants

For FY2020-2021, PLAN received the following grants:

State Library Cooperative Grant - \$0
LSTA Grant - \$220,000
CARES Grant - \$175,000

For FY2021-2022, PLAN received the following grants:

State Library Cooperative Grant - \$400,000
LSTA CE Grant - \$220,000
LSTA Lifelong Learning & Literacy grant - \$163,577
ARPA Continuity of Operations Planning grant - \$20,979
ARPA Technology Planning grant - \$198,843

Detailed financial reports were included in the packets.

BOARD ELECTION

The nominees chosen by the nominating committee were:

- Public: Mary Balint, Panhandle Public Library Cooperative System
- Special: Lisa Marie Bartusik, Pensacola State College (At-Large candidate*)
- Academic: Faye Watkins, Florida A & M University
- Public: Robin Shader, Northwest Regional Library System, to complete the term of Debra Sears.

A motion was made to approve the board slate as presented. The motion was approved.

CHANGE TO MEMBER DUES STRUCTURE

A motion was made to accept the proposed change to the dues structure as presented by the Board Dues Committee. The motion was approved.

The meeting was adjourned.

Charles R. Mayberry

Respectfully submitted,
Charles Mayberry
Executive Director

Official Slate of Nominees PLAN Board of Directors November 4, 2022

PUBLIC REPRESENTATIVE - Term will expire 2025
Courtney Whitaker, Wilderness Coast Public Libraries

PUBLIC REPRESENTATIVE - Term will expire 2025
Pamela Monroe, LeRoy Collins Leon County Public Library

AT-LARGE REPRESENTATIVE - Term will expire 2025
Vicky Stever, Okaloosa County Public Library Cooperative

Newly elected Board members and the members below will serve as the PLAN Board for 2022/2023:

TYPE	NAME & INSTITUTION	TERM EXPIRES
Public	Mary Balint, Panhandle Public Library Coop System	2023
At-Large	Lisa Marie Bartusik, Pensacola State College	2023
Academic	Faye Watkins, Florida A & M University	2023
Public	Caitlin Cerise, Walton County Public Library	2024
Academic	Michelle White, Escambia County School District	2024
Academic	Stephanie Clark, University of West Florida	2024

Goodbye

When I first started as a part-time assistant to Selma Jaskowski in 1991, PLAN was in a tiny one room office in the Panama City Marina. I had no idea PLAN would be my work home for this long. Over 31 years, my job description changed many times. There was always some new challenge, which kept my work interesting. Over the years I managed many projects, including Retrospective conversion, Union Listing, Equipment loans and Internet access for members, scheduling Continuing Education opportunities, and designing and maintaining PLAN's website. I enjoyed teaching library staff about new services and technologies: OCLC ILL, CatExpress, FirstSearch, and especially web design.

I have worked in libraries since high school. This job has been the most enjoyable one I have ever had. That is mostly due to the people I have worked with at PLAN and in the libraries. PLAN's three supportive directors, Selma, Bill Conniff, and Charles, have encouraged me and allowed me to develop new skills. They are great mentors. The good humor of my co-workers helped create a relaxed, but productive environment. I am pleased to call many of them my friends.

It takes a special person to work in libraries. It's been my pleasure to work with so many dedicated people in Florida libraries. I will miss you all, but hope to see you again.

Carol DeMent