

2016 Annual Meeting

November 4, 2016



**Bland Conference Center, FSU-PC
Panama City, Florida**

E-books & E-audiobooks

Number of titles = **6,834**

Participating libraries = **8**

Total market value =

\$553,992



Number of grants = **18**

Amount awarded =

\$65,707



Innovation Grants



plan

Vendor Discounts

Discounts available =

10% to

45%



Scholarships = **27**

Training events = **61**

Market value of CE =

\$283,690



Continuing Education

Panhandle Library Access Network, Inc.

2015/2016 Board of Directors

Lori Driscoll, President
Vicky Stever, Vice President
Cheryl Mack, Secretary/Treasurer
Jurate Burns
Matt Burrell
Cay Hohmeister
Valerie McCann
Renaë Rountree
Mike Thorpe

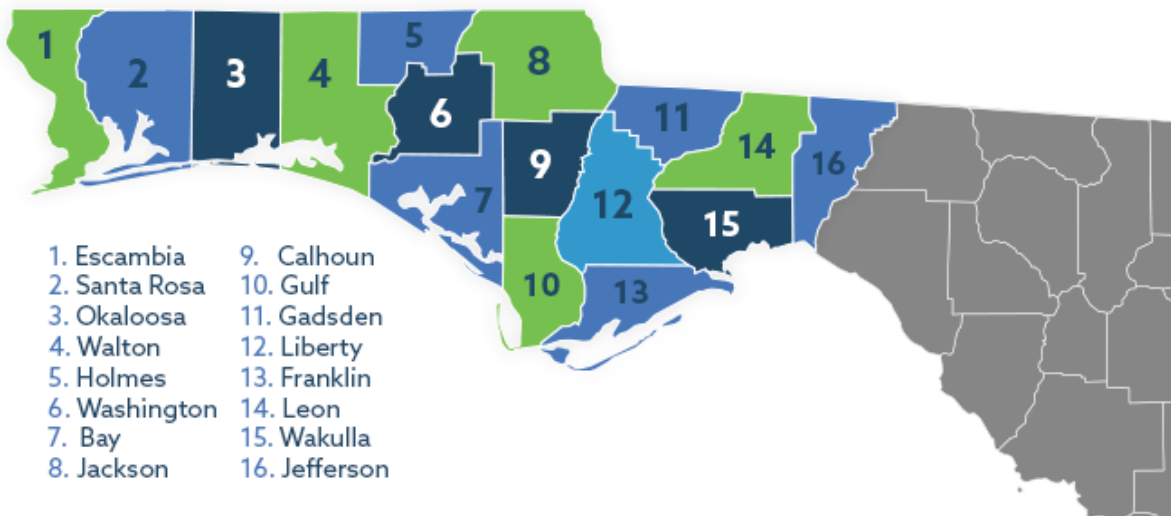
PLAN Staff

Charles Mayberry, Executive Director
Carol DeMent, Assistant Director
Regina Burgess, Manager of Continuing Education Services

PLAN MEMBERS October 2016

AFCEC Technical Information Center
 Baptist College of Florida
 Chipola College
 Eglin Technical Library
 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
 Lynn Haven Public Library
 NAS Pensacola

Northwest Florida State College
 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
 Tall Timbers Research Station
 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, 2016
FSU – Panama City
Bland Conference Center**

Agenda

- 9:30 a.m. Continental Breakfast and Registration
- 10:00 a.m. Welcome by PLAN Board President Lori Driscoll
- Keynote Speaker: Dr. Michael Stephens
The Library as Classroom: Hyperlinked Learning Experiences for All
- 11:45 a.m. Buffet Lunch Served
- 1:00 p.m. PLAN Business Meeting
- Introductions
 - Director's Report
 - Approval of 2015 Minutes
 - Election of New Board Members
 - Renae Rountree – Submitting FLA Conference Proposals
 - Innovation Grant Reports
 - *World Book eBooks*, Santa Rosa County School District -- Natasha Godwin
 - *Sprouting Creativity*, West Florida Public Libraries -- Todd Humble
 - *Mine(craft)ing for Knowledge*, Warrington Middle School -- Sara Ratliff
 - Meeting Adjourned

The Board of Directors meeting will commence 15 minutes after the adjournment of the membership meeting.

**PANHANDLE LIBRARY ACCESS NETWORK
MINUTES OF THE ANNUAL MEETING
13 November 2015
Niceville Community Center
Niceville, FL**

Matt Burrell welcomed the members and called the annual meeting to order. Forty-seven attendees representing twenty-three member institutions were present. Also present were Jana Fine and Dolly Frank of the Florida Division of Library and Information Services and Cherie McCraw of Florida Virtual Campus.

Andrew Sanderbeck presented a program entitled "Leaning Your Library: How Lean Six Sigma Strategies Can Improve Workflow and Save your Library Time and Money."

The minutes of the 2014 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 FY2014-2015, PLAN received the following grants:

State Library Cooperative Grant - \$400,000

LSTA Grant - \$130,000

For FY2015-2016, PLAN received the following grants:

State Library Cooperative Grant - \$400,000

LSTA Grant - \$142,522

Mr. Mayberry reviewed the income and expenses for 2014-2015 and 2015-2016. Detailed financial reports were included in the packets.

MEMBER DUES CHANGE

The membership approved the following dues structure:

Operating Budget	Proposed Annual Dues
Special & K-12 School Libraries	\$500
\$0 -- \$100,000	\$500
\$100,001 -- \$400,000	\$1,000
\$400,001 -- \$1,000,000	\$2,000
\$1,000,001 -- \$2,500,000	\$3,000
\$2,500,001 +	\$4,000

This will become effective for the 2015-2016 fiscal year. Billings will go out from August to October, 2016.

BYLAWS CHANGE

The membership approved the following change to the bylaws:

ARTICLE IV BOARD OF DIRECTORS

Section 1. Number.

There shall be a Board of Directors composed of nine (9) Officers and Directors, all of whom shall be elected by the designated representatives of members.

Section 2. Qualifications.

A. Each member of the Board of Directors shall be from a member institution.
B. The Directors shall be representative of the membership. The Directors shall represent the following constituencies with a minimum of two and no more than five members:

- Public libraries
- Special libraries
- Academic libraries

If any of the constituencies are unable to provide the minimum of two members, an at-large member shall be elected from the other constituencies.

BOARD ELECTION

The nominees chosen by the nominating committee were:

- Valerie McCann, Navy Medicine Operational Training Center to replace Amber Collins
- Matt Burrell, Florida State University, academic library representative
- Cay Hohmeister, Leroy Collins Leon County Public Library, public library representative
- Michael Thorpe, Santa Rosa School District, academic library representative

The nominees were elected.

The meeting was adjourned.

Respectfully submitted,
Charles Mayberry
Executive Director

**Official Slate of Nominees
PLAN Board of Directors
November 4, 2016**

SPECIAL REPRESENTATIVE - Term will expire 2017
Jacquelyn Wilson, UWF Historic Trust Archive to replace Valerie McCann

SPECIAL REPRESENTATIVE - Term will expire 2019
Anne Maynard, Hurlburt Field Base Library

PUBLIC REPRESENTATIVE – Term will expire 2019
Mary Balint, Panhandle Public Library Cooperative System

PUBLIC REPRESENTATIVE - Term will expire 2019
Pat Gilleland, Wilderness Coast Public Libraries

Nominations from floor must have prior approval of nominee

Newly elected Board members and the members below will serve as the PLAN Board for 2016/2017.

REPRESENTATIVE TYPE	NAME & INSTITUTION	TERM EXPIRES
Academic	Lori Driscoll, Gulf Coast State College	2017
Public	Renaë Rountree, Washington County Public Library	2017
Public	Cay Hohmeister, LeRoy Collins Leon County Public Library	2018
Academic	Matt Burrell, Florida State University	2018
Academic	Mike Thorpe, Santa Rosa County Schools	2018

Panhandle Library Access Network Executive Director's Report

Funding

In fiscal year 2015-2016 PLAN received \$400,000 in Library Cooperative Grant funds and \$142,522 in LSTA funds. For fiscal year 2016-2017 we will receive \$400,000 in Library Cooperative Grant funds and \$165,015 in LSTA funds.

At last year's Annual Meeting the membership approved a much needed increase in dues. Member dues for 2015-2016 were \$21,000. This will increase to \$49,500 in 2016-2017. The Board and member directors are to be thanked for recognizing the need for the increase and taking action to meet the need.

The market value of PLAN membership continues to be outstanding. The total membership dues received last year vs. the market value of PLAN's continuing education services is one indicator:

Total Member Dues: \$21,000 Total Market Value of CE Services: \$283,690

Other services provided by PLAN such as Innovation Grants, Cooperative Purchasing of e-books & e-audiobooks, and Vendor Discounts also greatly increase the value of membership in PLAN. These are discussed in detail later in this report.

Member Staff Training & Events

PLAN provided many opportunities for library staff training, including online, face-to-face, scholarships, and conferences. PLAN also promoted and supported Florida Library Webinars and OCLC's Web Junction Florida, and hosted and maintained the Florida Library Training Calendar.

PLAN offered sixty-one (61) training opportunities with a total attendance of 1,332 including:

- Twelve (12) face-to-face workshops, this included two (2) Media Specialist In-Services (Escambia and Santa Rosa counties)
- Fifteen (15) webinars
- Seven (7) conferences:
 - PLAN Annual Meeting
 - Tech Day
 - Small and Rural Libraries Conference
 - Lead the Change through Community Engagement
 - PLAN FLA Mini Conference
 - Innovations Conference (Digitization – 2 Day Conference, 16 speakers)
 - Pre-conference entitled "Digitization 101"

Twenty-seven (27) PLAN Academy Scholarships were awarded to thirty-one (31) library staff members from thirteen (13) member libraries. These awards totaled \$27,590.58.

We are currently accepting applications for @Your Library programs and scholarships.

Cooperative Purchasing Program

PLAN implemented a cooperative purchase of e-books and e-audiobooks from Recorded Books. Eight (8) member libraries currently participate in this program.

Circulations by Library Nov. 2015 - Sep 2016	
Chipola College	20
Gulf Coast State College	512
LeRoy Collins Leon County Public Library	12,872
Lynn Haven Public Library	135
Okaloosa County Public Library Cooperative	2,096
Panhandle Public Library Cooperative System	443
PLAN	42
Walton County Public Library System	1,085
West Florida Library System *	4,712
TOTALS	21,917
Total Patron Count	6,505
Title Holdings - Consortia	
e-audio	5,173
e-book	1,661
Total Holdings	6,834

* Joined group June 1, 2016

This project will be expanded in the coming year to add other Recorded Books products, including Zinio, ComicsPlus, OnePlay, and ArtistWorks.

Vendor Discounts

A list of eight (8) companies offering discounts to PLAN members is available on the PLAN website with full descriptions and contact information. Discounts range from 10% to 45% on selected products and services. In the coming year, we will undertake a project to greatly expand this list. If you have suggestions for this list, please contact the PLAN office.

Innovation Grants

PLAN provided eighteen (18) Innovation Grants totaling \$65,707 to fund innovative library projects. Interested libraries completed a short but detailed application that included the scope of the project; the need that the grant would address; resources required; activities with timeline; and how the project would be sustained. The PLAN Board of Directors reviewed the grant submissions and approved the grants based on the merit of the project and the ability of the library to support it. Reports on these projects are available on the PLAN website.

PLAN's New Look

A graphic artist/website developer was engaged to design a new graphic identity for PLAN which includes a new logo, new website, and a new site for PLAN's "Hidden Treasures" digital collections. The new website has received very favorable reviews and has helped highlight PLAN's mission and services. Visit the new website at www.plan.lib.fl.us.

PLAN Community Forums

A new online forum system has been added to PLAN's website to facilitate discussions on topics of professional interest to library staff. They provide a space for sharing best practices, collective problem-solving, exchanging ideas, and for tapping a rich bank of stored knowledge about library-related topics.

Advocacy

PLAN continued to advocate for its libraries this year in a number of ways. The Board President, Lori Driscoll, and I met with the Division of Library & Information Services regarding grant funding and statewide initiatives to benefit our libraries. PLAN also continued to engage a noted lobbyist, Dale Patchett (former Florida House of Representatives Leader) to lobby for funding. A number of meetings with state legislators were held during the year. These included the key committee chairs and members whose budgets include funding for Florida's libraries. I addressed three of the region's legislators at the Bay County Legislative Delegation Public Hearing. A transcript of my address is available on the PLAN website. PLAN also provided a full-day workshop on advocacy for library staff. This workshop focused on insights, tools, and techniques for developing and executing a sustainable community engagement and advocacy plan.

Looking Ahead...

In the 2016-2017 fiscal year, already underway, PLAN will continue to provide its full array of member services, including:

- Innovation Grants for PLAN member libraries.
- More cooperative purchasing opportunities and vendor discount opportunities will be developed for PLAN members.
- PLAN's full Continuing Education program with conferences, workshops, @ Your Library training, and Scholarships will be available.
- PLAN's new Community Forum service will be promoted and used to support communities of practice among our member library staff.
- More advocacy for our libraries, including a full-day conference for library staff.

Submitted by:

Charles Mayberry
Executive Director

PLAN Membership Market Value

Continuing Education market value includes conferences, workshops, @ your library programs, webinars, and scholarships. Scholarship value is the actual scholarship award. For other events, the market value is based on the average cost a participant would have to pay to a vendor as a registration fee.

CE Market Value 2015-2016

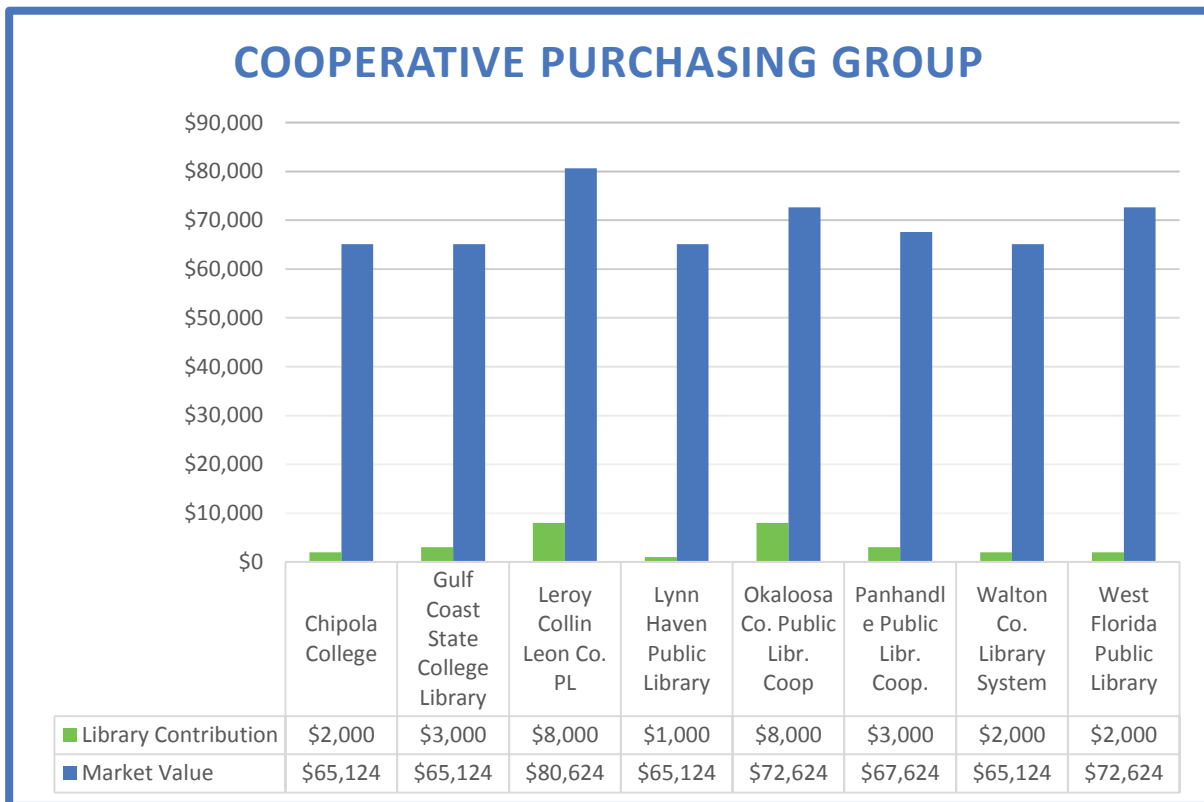
Library	Workshop Attendance		Scholarships		Market Value
	No.	Value	No.	Value	
AFCEC Technical Information Center	2	\$ 500			\$ 500
Baptist College of Florida	12	\$ 1,000	2	\$ 2,000	\$ 3,000
Calhoun County Public Library	12	\$ 3,000			\$ 3,000
Chipola College	0	\$ -			\$ -
Crestview Library	29	\$ 5,050			\$ 5,050
Destin Library	25	\$ 3,625	1	\$ 1,000	\$ 4,625
Eglin Technical Library	4	\$ 550			\$ 550
Escambia Co. Schools	47	\$ 5,875	1	\$ 1,000	\$ 6,875
Florida A & M University	45	\$ 8,725	2	\$ 2,000	\$ 10,725
Florida Geological Survey	0	\$ -			\$ -
Florida State University	70	\$ 13,975	1	\$ 1,000	\$ 14,975
FSU Goldstein Library	3	\$ 750			\$ 750
Ft. Walton Beach Public Library	15	\$ 2,500	2	\$ 1,455	\$ 3,955
Gadsden Co. Public Library	16	\$ 3,800			\$ 3,800
Gulf Coast State College	17	\$ 4,000	3	\$ 3,000	\$ 7,000
Gulf District Schools	0	\$ -			\$ -
Hurlburt Base Library	4	\$ 875			\$ 875
Keiser University	1	\$ 50			\$ 50
LeRoy Collins Leon County PL	18	\$ 4,050	4	\$ 4,000	\$ 8,050
Lynn Haven Public Library	5	\$ 1,050			\$ 1,050
Mary Esther Public Library	16	\$ 3,000	2	\$ 783	\$ 3,783
NAS Pensacola	0	\$ -			\$ -
Niceville Library	45	\$ 7,950			\$ 7,950
Northwest Florida State College	0	\$ -			\$ -
Northwest Reg Library System	93	\$ 19,350	3	\$ 3,500	\$ 22,850
Okaloosa Co. Public Libr. Coop	15	\$ 2,850	3	\$ 3,000	\$ 5,850
Panhandle Public Libr. Coop.	20	\$ 4,425			\$ 4,425
Pensacola State College	5	\$ 650			\$ 650
Santa Rosa Co Library System	47	\$ 10,350			\$ 10,350
Santa Rosa Co. Schools	37	\$ 4,475			\$ 4,475
Tall Timbers Research Station	3	\$ 425			\$ 425
Tallahassee Comm Coll	17	\$ 2,850	1	\$ 1,000	\$ 3,850
University of West Florida	31	\$ 1,625			\$ 1,625

UWF Historic Trust Archive	6	\$ 575			\$ 575
Valparaiso Community Library	9	\$ 1,375			\$ 1,375
Walton Co. Library System	40	\$ 8,025			\$ 8,025
Warren D. Allen Music Library,	3	\$ 225			\$ 225
Washington County PL	12	\$ 2,875			\$ 2,875
West FL Public Libraries	22	\$ 4,500			\$ 4,500
Wilderness Coast Public Lib	57	\$ 10,925	6	\$ 3,852	\$ 14,777
Webinar recording views	90	\$ 4,500			\$ 4,500
FSU Institute on Copyright in Higher Education (streaming)	386	\$ 96,500			\$ 96,500
Non-members	53	\$ 9,275			\$ 9,275
TOTALS	1332	\$ 256,100	31	\$27,590	\$ 283,690

Recorded Books Cooperative Purchase Market Value

Recorded Books value includes:

- \$8,000 e-book platform fee
- \$30,000 audiobook platform purchased by PLAN (includes 5,000 titles)
- \$21,606 in content purchased by PLAN
- \$4,018 in e-bates used to purchase content
- Group participation \$29,000
- LeRoy Collins and Walton County titles added to shared collection



Platform fee for e-books purchased individually would be \$8,000.

Platform fee for e-audio purchased individually would be \$2,500 - \$18,000, depending on circulations.

Value of content purchased using participation fees, PLAN contribution, and e-bates is \$54,624.

2015/2016 Financial Report

Tentative pending completion of financial review

	Coop	LSTA	LSTA Digitization	Local Match	Local Non-Match	TOTAL
INCOME						
Grants	400,000	142,522	22,000			542,522
Dues					21,000	21,000
Services				101,595		101,595
Workshop/Conference					19,700	19,700
Administrative Fees					2,375	2,375
Interest	n/a	n/a	n/a		43	43
Total Income	400,000	142,522	22,000	101,595	43,118	709,235
EXPENDITURES						
Total Salary & Benefits	224,781	47,480	0	0	191	272,452
Contractual Services						
Lyrasis digitization webinars			5,000			5,000
Digitization conference			15,000			15,000
IT Maint. Services	3,500	3,500				7,000
website design	3,600	2,860				6,460
workflow consulting	880					880
OCLC-Holdings Maint.				18,683		18,683
Total Contractual Services	7,980	6,360	20,000	18,683	0	53,023
Travel	10,398	0	0	0	306	10,704
Equipment	1,667	0	0	0	0	1,667
Supplies	4,284	942	0	0	125	5,351
Other						
Administrative Fees			2,000			2,000
Bank Charges	15	68		1,209		1,292
Courier				18,000		18,000
Dues & Subscriptions	648					648
Equipment < \$1000	151	318				469
Insurance	2,376					2,376
Maintenance Services	3,171	438		300		3,909
Member OCLC fees				21,882		21,882
Non-contractual Services				847		847
Postage	77	75				152
Professional Fees	11,095				22,775	33,870
Rent	6,430	2,310		500		9,240
Software	4,748	1,559				6,307
Telecom	3,157	1,090		100		4,347
Utilities	1,640	500		100		2,240
Cooperative Purchase	49,572			18,628		68,200
Innovation Grants	65,707					65,707
Workshops	2,103	81,382			17,600	101,085
Total Other	150,890	87,740	2,000	61,566	40,375	342,571
TOTAL	\$400,000	\$ 142,522	\$ 22,000	\$ 80,249	\$40,997	\$ 685,768

2016/2017 Budget

Tentative

	Coop	LSTA	Local Match	Local Non-Match	TOTAL
Income					
Grants	400,000	165,015	0	0	565,015
Dues	0	0	0	49,500	49,500
Total Services	0	0	146,710	0	146,710
Meeting/Workshop	0	0	0		0
Administrative Fees	0	0	375		375
Interest	n/a	n/a	0	25	0
Total Income	400,000	165,015	147,085	49,525	712,100
EXPENDITURES					
Total Salary & Benefits	233,325	75,053	0	3,187	311,565
Contractual Services					
vendor discounts procurement	4,000	0	0	0	4,000
website maintenance	1,500	500	0	0	2,000
Shaw IT	3,500	3,500	0	0	7,000
Total Contractual Services	9,000	4,000	0	0	13,000
Travel	10,000	0	0	400	10,400
Equipment (server)	5,325	0	0	0	5,325
Supplies	2,000	1,000	0	0	3,000
Other					
Bank Charges	0	0	0	1,000	1,000
Courier	0	0	26,250		26,250
Dues & Subscriptions	1,011	0	0		1,011
Equipment < \$1000	1,500	100	400		2,000
Equipment Repairs	750	0	0		750
Insurance	2,400	0	0		2,400
Maintenance Services	3,564	876	300		4,740
Member OCLC charges	0	0	22,642		22,642
Non-contractual Services	0	0	750		750
OCLC-Holdings Maint.	0	0	20,384		20,384
Postage	75	100	25		200
Professional Fees	20,000	0	0	12,000	32,000
Rent	4,120	4,620	500		9,240
Software	1,000	500	0		1,500
Telecom	3,278	1,092	100		4,470
Utilities	1,775	625	100		2,500
Digitization	9,409	0	0		9,409
Innovation Grants	56,468	0	0		56,468
Cooperative Purchasing Group	30,000	0	61,120		91,120
Workshops	5,000	77,049	0	12,000	94,049
Total Other	140,350	84,962	132,571	25,000	382,883
TOTAL	\$ 400,000	\$ 165,015	\$132,571	\$ 28,587	\$ 726,173