

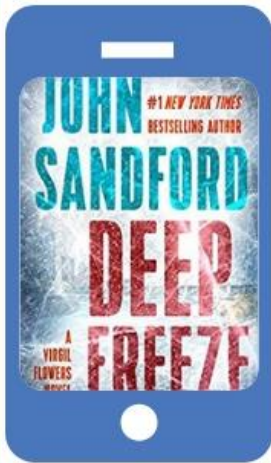
# 2018 Annual Meeting

November 9, 2018



**Niceville Community Center**  
**Niceville, Florida**





## E-books & E-audiobooks

Number of titles = 8,053

Participating libraries = 10

Total market value = \$473,361

## Innovation Projects

Amount awarded =  
\$52,423

Total projects = 15



## Vendor Discounts

# of Vendors = 43

Discounts available =  
10% to 45%



Market value =  
\$241,193



# of events = 149

# of attendees = 1,689

Scholarship recipients = 71

Continuing Ed





# **Panhandle Library Access Network, Inc.**

## **2017/2018 Board of Directors**

Matt Burrell, President  
Cay Hohmeister, Vice-President  
Mary Balint, Secretary/Treasurer  
LisaMarie Bartusik  
Pat Gilleland  
Anne Maynard  
Mike Thorpe  
Tabitha Washington  
Jacquelyn Wilson

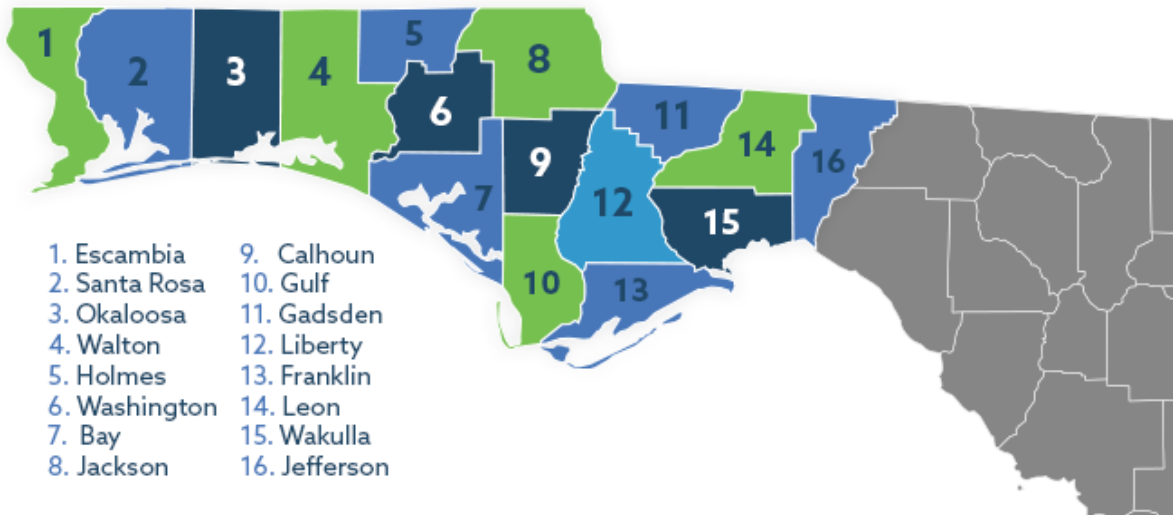
## **PLAN Staff**

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

## PLAN MEMBERS October 2018

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  
 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  
 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 9, 2018  
Niceville Community Center  
Niceville, Florida**

**Agenda**

9:00 a.m.	Continental Breakfast
9:30 a.m.	Business Meeting
10:30 a.m.	Break
10:45 a.m.	Long Range Planning session with Dena Hurst
Noon – 1:00 p.m.	Lunch
1:00 p.m.	Resume Long Range Planning session

Please visit the displays showcasing the Innovation Projects during the breaks and lunch.

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  
27 October 2017  
Niceville Community Center  
Niceville, FL**

Renae Rountree welcomed the members and called the annual meeting to order. Forty-seven attendees representing seventeen member institutions were present. Also present were Marian Deeny and Kaycee Shiley of the Florida Division of Library and Information Services,

Mickey Boyd presented a program entitled "Big Data and Smart Software."

The minutes of the 2016 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 FY2016-2017, PLAN received the following grants:

State Library Cooperative Grant - \$400,000

LSTA Grant - \$165,015

For FY2017-2018, PLAN received the following grants:

State Library Cooperative Grant - \$400,000

LSTA Grant - \$218,694

Detailed financial reports were included in the packets.

**BOARD ELECTION**

The nominees chosen by the nominating committee were:

- Jacquelyn Wilson, UWF Historical Archives, special library representative.
- LisaMarie Bartusik, Pensacola State College, academic library representative.
- Tabitha Washington, Gadsden County Public Library, public 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 9, 2018**

ACADEMIC REPRESENTATIVE - Term will expire 2021  
Mike Thorpe, Santa Rosa District Schools

ACADEMIC REPRESENTATIVE - Term will expire 2021  
Jenni McKnight, Florida State University

PUBLIC REPRESENTATIVE - Term will expire 2021  
Todd Humble, West Florida 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 2018/2019.

<b>REPRESENTATIVE TYPE</b>	<b>NAME &amp; INSTITUTION</b>	<b>TERM EXPIRES</b>
Public	Mary Balint, PPLCS	2019
Public	Pat Gilleland, Wilderness Coast Public Libraries	2019
Special	Anne Maynard, Hurlburt Field Base Library	2019
Public	Tabitha Washington, Gadsden Co PL	2020
Special	Jacquelyn Wilson, UWF Historic Trust Archive	2020
Academic	LisaMarie Bartusik, Pensacola State College	2020

# Panhandle Library Access Network Executive Director's Report for FY2017-2018

## Funding

In fiscal year 2017-2018 PLAN received \$400,000 in Library Cooperative Grant funds and \$218,694 in LSTA funds. For fiscal year 2018-2019 we will receive \$400,000 in Library Cooperative Grant funds and \$200,000 in LSTA funds. Member dues for 2017-2018 were \$53,000. This increased to \$58,000 for 2018-2019.

## Continuing Education for Member Library Staff

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 149 training opportunities with a total attendance of 1,689 including:

- Ten (10) face-to-face workshops
- Sixty-two (62) webinars
- There were 2,948 views of webinar recordings
- Six (6) conferences:
  - PLAN Annual Meeting 2017
  - Tech Day
  - Small and Rural Libraries Conference
  - PLAN FLYP Workshop
  - PLAN FLA Mini Conference
  - Library Essentials Conference: Safety, Security, and Privacy
- Seventy-one (71) PLAN Academy Scholarships were awarded to library staff persons from nineteen (19) member libraries. These awards totaled \$54,617.76, which was almost \$20,000 more than was awarded the previous year.

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

## Cooperative Purchasing Program

PLAN continued a cooperative purchase of e-books and e-audiobooks from RBdigital (Recorded Books). For 2017-2018, this project also included other RBdigital products: Zinio, ComicsPlus, OnePlay, and ArtistWorks. Ten (10) member libraries participated in this program this past year.

## rbDigital Statistics 2017-2018

	eBook circulations	eAudio circulations	Zinio checkouts	ArtistWorks views	ComicsPlus checkouts	OnePlay downloads
Baptist College	11	28	31	n/a	n/a	n/a
Chipola College	3	7	n/a	n/a	n/a	n/a
GCSC	145	482	n/a	8	n/a	n/a
LCLCPL	4,838	17,397	6,404	273	1,109	254
Lynn Haven PL	192	86	n/a	n/a	n/a	n/a
OCPLC	971	2,749	3,009	42 *	n/a	n/a
PPLCS	361	1,592	n/a	31	n/a	156
PLAN	57	70	45	0	0	0
Walton Co PL	1,794	3,499	967	n/a	n/a	n/a
Washington Co PL	10	321	n/a	n/a	n/a	15 *
WFPL	9,953	21,332	5,506	n/a	556	n/a
<b>TOTALS</b>	<b>18,335</b>	<b>47,563</b>	<b>15,962</b>	<b>354</b>	<b>1,665</b>	<b>425</b>

\* subscription ceased 10/31/17

Collection size	Titles
eBooks	2,465
eAudios	6,612
eMagazines	156

Patron count 12,637

For 2018-2019, we will continue the purchase of ebooks, audiobooks, and Zinio, along with Universal Class and ArtistWorks.

### Professional Library

PLAN maintains a professional development library of eBook and eAudio titles. This collection has hundreds of titles on topics such as leadership, management, social media, kids and reading, communication skills, and more. The materials in the collection are part of PLAN's RBdigital collection and are available to all PLAN member library staff. More detailed information is provided on the PLAN website.

### Vendor Discounts

A list of forty-three (43) companies who offer 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. The newest addition is a discount program from INGRAM, available to PLAN's public libraries. If you have suggestions of more vendors to add, a link to email PLAN is available on the PLAN website. If you have suggestions of more vendors to add, a link to email PLAN is available on the PLAN website.

## Innovation Projects

PLAN provided funding for fifteen (15) Innovation Projects totaling \$52,423. Interested libraries completed a short but detailed application that included the scope of the project; the need that the funding would address; resources required; activities with timeline; and how the project would be sustained. The PLAN Board of Directors reviewed the application submissions and approved them 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.

<b>Library</b>	<b>Project</b>	<b>Amount Awarded</b>	<b>Match</b>
Escambia Schools - Ransom Middle	Under Your Own Steam in the Cyber Age	\$ 1,840.75	
Escambia Schools - Warrington Middle	Upcyclothon 2018	\$ 915.68	
Gulf Coast State College	Virtual Desktop Program	\$ 8,642.40	\$10,896.00
NWRLS	Full STE(A)M Ahead with Legos	\$ 2,479.25	
NWRLS	Makers of all Ages	\$ 3,500.00	
NWRLS	Sweet Songs of the Mountain Dulcimer	\$ 600.00	
NWRLS	Virtual Reality in the Library	\$ 4,960.00	
NWRLS	Tablets to Go II	\$ 4,999.00	
PPLCS	Summer Robotics Class	\$ 8,000.00	\$ 2,000.00
University of West Florida	Pace Library Zen Zone	\$ 4,780.00	
UWF Historic Trust Archive	Book and paper conservation	\$ 1,717.25	
WILD - Franklin Co PL	Franklin County Creators Corner	\$ 1,589.68	
WILD - Wakulla Co PL	Mobile Library Unit	\$ 4,932.00	
WILD - Wakulla Co PL	Kids Coding	\$ 1,686.00	
WILD - Wakulla Co PL	Kids Tactile Play Wall	\$ 1,781.00	
		\$52,423.01	

## Library Staff Community Forums

PLAN is advertising this service heavily and is beginning to get some usage by library staff. The hope is to grow it into a frequently used communication channel and extensive information bank on a variety of topics for library staff. The online forums will also support the new Interest Groups being implemented for library

staff. PLAN will continue to promote this heavily. At this time, there are twenty-eight (28) forums. The forums are available on the PLAN website.

## Interest Groups

We have implemented three Interest Groups in the past year to support the Communities of Practice initiative for member library staff. These include Youth Services, Marketing & Promotion, and STEM. These groups facilitate professional networking and build relationships among library staff in the Panhandle.

There were seven (7) meetings of the Interest Groups with an attendance of forty-one (41) participants.

If you are interested in forming an Interest Group on another topic and are willing to serve as a facilitator, please contact Carol DeMent. More detailed information is provided on the PLAN website.

## PLAN Blogs

PLAN's website includes blog functionality. This allows selected staff among PLAN's member libraries and others to publish articles on the website and receive input from readers posting their comments to the blogs. Linda Bruno, one of the most often requested trainers for PLAN, is one of the featured contributors to the website. We also have many guest blogs scheduled for the next few months. If you would like to write a blog post for PLAN, please email us at [PLANce@plan.lib.fl.us](mailto:PLANce@plan.lib.fl.us).

## Advocacy

PLAN and its members were active in a number of advocacy efforts during the course of the year. PLAN staff visited several of the politicians in the region, both at their local and their Tallahassee offices. PLAN's director served on the State Library Council. PLAN's lobbyists also maintained contact with the Speaker of the House and the TED Committee chairs during the course of the year and were instrumental in maintaining full funding from the State for the Library Cooperative Grant. More information about PLAN advocacy is available on PLAN's website ([plan.lib.fl.us](http://plan.lib.fl.us))

This report is respectfully submitted by:



Charles Mayberry  
Executive Director

## PLAN Membership Market Value FY2017-2018

### CE 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 2017-2018

Library	Workshop Attendance		Scholarships		Market Value
	No.	Value	No.	Value	
Baptist College of Florida	4	\$ 250	2	\$ 2,000	\$ 2,250
Chipola College	4	\$ 575	0	\$ -	\$ 575
Eglin Technical Library	2	\$ 225	0	\$ -	\$ 225
Escambia Co. Schools	30	\$ 4,400	6	\$ 5,331	\$ 9,731
Florida A & M University	24	\$ 4,000	1	\$ 970	\$ 4,970
Florida Geological Survey	0	\$ -	0		\$ -
Florida State University	65	\$ 13,900	12	\$ 10,819	\$ 24,719
Gadsden Co. Public Library	31	\$ 8,350	6	\$ 5,073	\$ 13,423
Gulf Coast State College	17	\$ 2,875	1	\$ 1,000	\$ 3,875
Gulf District Schools	1	\$ 275	0	\$ -	\$ 275
Hurlburt Base Library	2	\$ 300	2	\$ 1,885	\$ 2,185
Keiser University	0	\$ -	0	\$ -	\$ -
LeRoy Collins Leon County PL	73	\$ 10,150	3	\$ 2,300	\$ 12,450
Lynn Haven Public Library	31	\$ 2,300	0	\$ -	\$ 2,300
Northwest Florida State College	0	\$ -	1	\$ 800	\$ 800
Northwest Reg Library System	110	\$ 16,500	6	\$ 5,188	\$ 21,688
Okaloosa Co. Public Libr. Coop	173	\$ 24,475	10	\$ 7,552	\$ 32,027
Panhandle Public Libr. Coop.	156	\$ 23,275	0	\$ -	\$ 23,275
Pensacola State College	19	\$ 2,650	3	\$ 2,100	\$ 4,750
Santa Rosa Co Library System	17	\$ 3,000	2	\$ 200	\$ 3,200
Santa Rosa Co. Schools	2	\$ 300	2	\$ 2,000	\$ 2,300
Tallahassee Comm Coll	28	\$ 1,650	0	\$ -	\$ 1,650
University of West Florida	15	\$ 1,050	0	\$ -	\$ 1,050
UWF Historic Trust Archive	6	\$ 450	1	\$ 1,000	\$ 1,450
Walton Co. Library System	20	\$ 450	1	\$ 1,000	\$ 1,450
Warren D. Allen Music Library, FSU	0	\$ -	0	\$ -	\$ -
Washington County PL	63	\$ 9,450	2	\$ 600	\$ 10,050
West FL Public Libraries	104	\$ 9,275	7	\$ 3,286	\$ 12,561
Wilderness Coast Public Lib	32	\$ 7,425	3	\$ 1,514	\$ 8,939
Webinar recording views	2948			n/a	\$ 112,420
Non-members	580	\$ 39,025		n/a	\$ 39,025
<b>TOTALS</b>	<b>4557</b>	<b>\$ 186,575</b>	<b>71</b>	<b>\$ 54,618</b>	<b>\$ 241,193</b>

The professional development library provides another opportunity for library staff to increase their skills and knowledge.

Professional development library (eBooks & eAudio Books)

309 titles

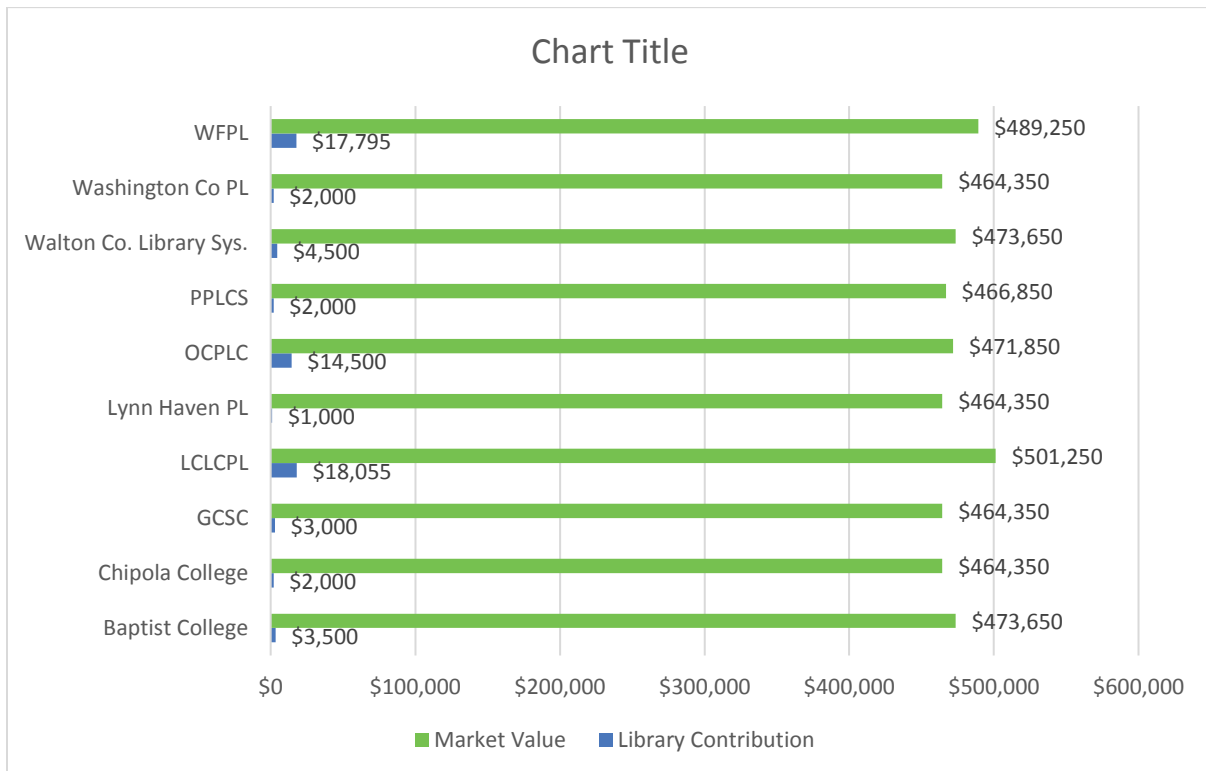
Value: \$15,450

Circulations: 1131

## RBdigital (Recorded Books) Cooperative Purchase Market Value

RBdigital value includes:

- \$8,000 e-book platform fee
- \$32,500 audiobook platform purchased by PLAN (includes 5,000 titles)
- Platform fee for Zinio (eMagazines)
- \$461,650 of content (based on average cost of \$50 per eBook and eAudio title and \$60 per magazine title)



### How Market Value is Determined:

Platform fee for eBooks if purchased by an individual library is \$8,000.

Platform fee for eAudios if purchased by an individual library is \$2,500-\$18,000, depending on circulations.

Platform fee for eMagazines if purchased by an individual library is \$1,500-\$13,600 depending on circulations

Cost of content purchased for the collections is \$453,850 for eBooks & eAudio, and \$7,800 for magazines.

## 2017/2018 Financial Report

*Tentative pending completion of financial review*

	Coop	LSTA	Local	TOTAL
<b>Income</b>				
Grants	400,000	218,694	0	618,694
Dues	0	0	53,000	53,000
Services	0	0	151,494	151,494
Workshop/Conference	0	0	570	570
Administrative Fees	0	0	377	377
<b>Total Income</b>	<b>400,000</b>	<b>218,694</b>	<b>205,441</b>	<b>824,135</b>
<b>EXPENDITURES</b>				
<b>Total Salary &amp; Benefits</b>	<b>232,224</b>	<b>87,570</b>	<b>3,366</b>	<b>323,160</b>
Contractual Services				
website maintenance	700	500	0	1,200
IT Maint. Services	6,500	500	0	7,000
OCLC-Holdings Maint.	0	0	20,081	20,081
<b>Total Contractual Services</b>	<b>7,200</b>	<b>1,000</b>	<b>20,081</b>	<b>28,281</b>
<b>Travel</b>	<b>15,322</b>	<b>0</b>	<b>535</b>	<b>15,857</b>
<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Supplies</b>	<b>3,120</b>	<b>0</b>	<b>910</b>	<b>4,030</b>
Other				
Bank Charges	462	0	387	849
Courier	0	0	26,250	26,250
Dues & Subscriptions	1,774	0	0	1,774
Equipment < \$1000	1,976	588	0	2,564
Insurance	1,233	0	0	1,233
Maintenance Services	4,239	0	300	4,539
Marketing & Promotion	211	0	0	211
Member OCLC fees	0	0	27,205	27,205
Postage	123	50	25	198
Professional Fees	15,219	0	12,000	27,219
Rent	6,638	2,310	500	9,448
Software	1,739	647	0	2,386
Telecom	3,361	1,277	100	4,738
Utilities	1,659	625	100	2,384
Cooperative Purchase	46,037	0	78,974	125,011
Innovation Grants	52,423	0	0	52,423
Workshops	5,040	124,627	8,070	137,737
<b>Total Other</b>	<b>142,134</b>	<b>130,124</b>	<b>153,911</b>	<b>426,169</b>
<b>TOTAL</b>	<b>\$ 400,000</b>	<b>\$ 218,694</b>	<b>\$178,803</b>	<b>\$ 797,497</b>



## 2018/2019 Budget

	Coop	LSTA	Local Match	Local Non-Match	TOTAL
<b>Income</b>					
Grants	400,000	200,000	0	0	600,000
Dues	0	0	0	58,000	58,000
Total Services	0	0	134,873	0	134,873
Meeting/Workshop	0	0	0		0
Administrative Fees	0	0	0	250	250
<b>Total Income</b>	<b>400,000</b>	<b>200,000</b>	<b>134,873</b>	<b>58,250</b>	<b>793,123</b>
<b>EXPENDITURES</b>					
<b>Total Salary &amp; Benefits</b>	<b>243,003</b>	<b>91,708</b>	<b>2,819</b>	<b>705</b>	<b>338,235</b>
Contractual Services					
consultant - LRP	0	0	2,000	0	2,000
website maintenance	700	500	0	0	1,200
Shaw IT	6,500	500	0	0	7,000
<b>Total Contractual Services</b>	<b>7,200</b>	<b>1,000</b>	<b>2,000</b>	<b>0</b>	<b>10,200</b>
<b>Travel</b>	<b>18,450</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>19,450</b>
<b>Equipment</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>
<b>Supplies</b>	<b>3,500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>4,000</b>
Other					
Bank Charges	297	0	0	600	897
Courier	0	0	26,250	0	26,250
Dues & Subscriptions	1,411	0	0	0	1,411
Equipment < \$1000	1,000	0	0	0	1,000
Equipment Repairs	750	0	0	0	750
Insurance	1,250	0	0	0	1,250
Maintenance Services	5,430	0	300	0	5,730
Member OCLC ILL charges	0	0	22,642	0	22,642
OCLC-Holdings Maint.	0	0	22,131	0	22,131
Postage	125	100	25	0	250
Professional Fees	18,000	0	0	12,000	30,000
Rent	6,798	2,433	500	0	9,731
Software	554	677	0	0	1,231
Cloud services	500	0	0	0	500
Telecom	3,690	1,264	100	0	5,054
Utilities	1,775	625	100	0	2,500
Innovation Projects	49,767	0	0	0	49,767
Cooperative Purchasing Group	30,000	0	63,850	0	93,850
Workshops	5,000	102,193	0	12,000	119,193
<b>Total Other</b>	<b>126,347</b>	<b>107,292</b>	<b>135,898</b>	<b>24,600</b>	<b>394,137</b>
<b>TOTAL EXPENSE</b>	<b>\$400,000</b>	<b>\$200,000</b>	<b>\$140,717</b>	<b>\$26,805</b>	<b>\$767,522</b>