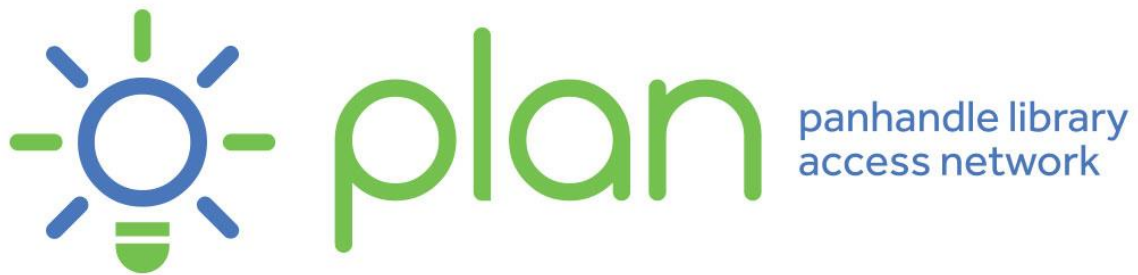


2023 Annual Meeting

November 3, 2023



Continuing Education

256 Self-paced training courses taken

8 Conferences &
Workshops

48 Webinars

6 @ Your Library

52 Scholarships

1,414 recordings
viewed

\$37,735.54 in
Scholarships

3,402 attendees



Universal Class

500+ Courses



Cooperative Purchasing

23 Libraries

24,965 eBooks

13,396 Audiobooks

5,128 eMagazines

Vendor Discounts

47 Vendors

Discounts of
10% to 45%



Panhandle Library Access Network, Inc.

2022-2023 Board of Directors

Vicky Stever, President
LisaMarie Bartusik, Vice-President
Faye Watkins, Secretary/Treasurer
Mary Balint
Caitlin Cerise
Stephanie Clark
Courtney Whitaker
Faye Watkins
Michelle White/Bradley Vinson

PLAN Staff

Charles Mayberry, Executive Director
Regina Burgess, Assistant Director
Rachel Villalobos, Manager of Administrative Services &
Bookkeeping

PLAN MEMBERS

October 2023

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
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 3, 2023

Agenda

9 AM CT / 10 AM ET

Welcome & Introductions

- Vicky Stever, Board President
- Shelli Payne, New Worlds Reading Initiative

9:30 AM CT / 10:30 AM ET

Staff Reports

- Charles Mayberry, Executive Director
- Regina Burgess, Assistant Director
- Rachel Villalobos, Manager of Administrative Services and Bookkeeping

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

10:15 AM CT / 11:15 AM ET

Break

10:30 AM CT / 11:30 AM ET

Unconference

12:00 PM CT / 1:00 PM ET

Lunch

1:00 PM CT / 2:00 PM ET

Round Table Discussions

Panhandle Library Access Network Executive Director's Report

Overview

PLAN's two (2) major grants that will fund most of PLAN's activities in Fiscal Year 2023-2024 have been awarded to us by the Florida Division of Library and Information Services:

- The federally funded LSTA Grant supports PLAN's Continuing Education program. Amount awarded: \$223,959.
- The state-funded Library Cooperative Grant, which supports most of PLAN's overhead expenses and contributes heavily to our Cooperative Purchasing Group (OverDrive and related services). Amount awarded: \$400,000.

The five (5) MLC (Multitype Library Cooperative) directors are continuing our efforts to have the annual \$400,000 in funding from the state increased. This year, we were successful in getting the funding cap (formerly set at \$2 million) removed from the Florida Statutes (Chapter 257.41). We will continue to lobby the legislature to obtain a \$100,000 to \$200,000 increase for each of the MLCs, respectively.

Improvements for the PLAN organization's office are underway this year. Among these are:

- Bringing our bookkeeping in-house. Our Manager of Administrative Services, Rachel Villalobos, now does all our bookkeeping at a cost savings to the organization of approximately \$9,000 annually. This work was formerly done by a local accounting firm.
- PLAN office technology is in the process of being fully moved into 'the cloud' where files and communication venues (email, Internet, etc.) will be secure and protected from hazards and outages, and available from alternative locations if disasters strike.

Continuing Education for Member Library Staff:

Upcoming Training & Events

- Webinars and other training events have been scheduled for the current fiscal year, and we can now award scholarships and @ Your Library requests.
- Access to Niche Academy as well as additional self-paced courses are available to all PLAN-member library staff.
- We purchased 50 seats to MasterClass at Work, a series of self-paced courses led by well-known figures. Access will be provided to 50 staff members for 6 months, and then another 50 staff members will have the opportunity to access the courses.
- Diana Silveira will conduct a Cricut workshop on February 15, 2024 in Panama City.
- PLAN's Tech Day Conference is tentatively scheduled for April 12, 2024 in Panama City.
- The Florida Libraries Online Conference is scheduled for June 13, 2024.

- The Panhandle Academic Libraries Conference will be held in July 2024, in Tallahassee.

Statistics for PLAN's Training & Events

Type of Training	Total Number	Total Attendance	Total Hours
Webinars	48	1098	54
Recordings	1,414	1,414	515
Self-Paced Training	256	256	207
Conferences & Workshops	8	353	43
@ Your Library	6	229	25
Scholarships	52	52	1213
TOTALS	1,784	3,402	2,057

Cooperative Purchasing Program

In fiscal year 2022-2023, 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 continued to grow. The total holdings equal 43,490 titles, which is an increase of 17%. PLAN and its members contributed \$203,750 in Platform fees and content for FY 2022-2023. In the coming year, PLAN will spend at least \$75,000 to add content.

Collection Size	9/30/2022	9/30/2023
eBooks	21,406	24,965
eAudiobooks	11,611	13,396
eMagazines	4,312	5,128
	37,329	43,490

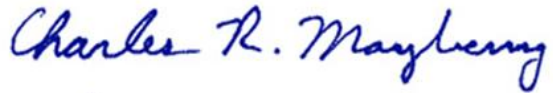
Since the beginning of the Cooperative Purchase program, PLAN and the participating libraries have contributed to the collection. Individual libraries have made additional contributions to the collection through purchases shared with the group. We continue to promote and encourage sharing.

Library	Shared Titles (as of 9/30/2023)
Leroy Collins Leon County Library	13,557
Northwest Regional Library System	3,099
Okaloosa County Public Library Cooperative	16,995
Panhandle Public Library Cooperative System	578
Walton County Public Library System	1,115
West Florida Public Libraries	779
Wilderness Coast Public Libraries	11,299
	47,422

Universal Class

PLAN renewed the subscription to Universal Class. PLAN's 2023-2024 Coop grant will fund another year of this service for Cooperative Purchase participants.

This report is respectfully submitted by:



Charles R. Mayberry
Executive Director

Financial Reports

2022-2023 Financial Report

Tentative pending completion of financial review

Income	Coop	LSTA Training	Local Match	Local Non-Match	TOTAL
Grants	\$400,000.00	\$218,429.00	\$0.00	\$0.00	\$618,429.00
Dues	\$0.00	\$0.00	\$0.00	\$58,500.00	\$58,500.00
Services					
Service: CatExpress	\$0.00	\$0.00	\$13,860.00	\$0.00	\$13,860.00
Service: Member OCLC charges	\$0.00	\$0.00	\$16,906.66	\$0.00	\$16,906.66
Service: Coop. Purchase	\$0.00	\$0.00	\$203,750.00	\$0.00	\$203,750.00
Total Services	\$0.00	\$0.00	\$234,516.66	\$0.00	\$234,516.66
Meeting/Workshop	\$0.00	\$0.00	\$0.00	\$3,537.00	\$3,537.00
Administrative Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$400,000.00	\$218,429.00	\$234,516.66	\$62,037.00	\$914,982.66

EXPENDITURES	Coop	LSTA Training	Local Match	Local Non-Match	TOTAL
Total Salary & Benefits	\$237,559.40	\$83,981.00	\$3,536.00	\$884.00	\$325,960.40
Admin Support					
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IT and website maintenance	\$6,000.00	\$1,200.00	\$0.00	\$0.00	\$7,200.00
Total Contractual Services	\$6,000.00	\$1,200.00	\$0.00	\$0.00	\$7,200.00
Travel	\$23,464.10	\$0.00	\$0.00	\$1,399.28	\$24,863.38
Equipment	\$5,327.56	\$0.00	\$0.00	\$0.00	\$5,327.56
Supplies	\$1,594.72	\$0.00	\$914.94	\$2,642.71	\$5,152.37
Other					
Bank Charges	\$882.79	\$28.00	\$0.00	\$292.68	\$1,203.47
Dues & Subscriptions	\$785.00	\$0.00	\$0.00	\$0.00	\$785.00
Equipment < \$1000	\$543.18	\$0.00	\$0.00	\$0.00	\$543.18
Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$920.00	\$0.00	\$0.00	\$0.00	\$920.00
Maintenance Services	\$4,318.72	\$0.00	\$0.00	\$0.00	\$4,318.72
Postage	\$102.88	\$100.00	\$25.00	\$0.00	\$227.88
Professional Fees	\$18,911.00	\$739.00	\$0.00	\$12,987.00	\$32,637.00
Rent	\$9,800.00	\$3,500.00	\$500.00	\$0.00	\$13,800.00

Software	\$1,312.51	\$1,827.00	\$0.00	\$0.00	\$3,139.51
Cloud services	\$929.88	\$1,000.00	\$0.00	\$0.00	\$1,929.88
Telecom	\$4,445.20	\$1,458.00	\$100.00	\$0.00	\$6,003.20
Other	\$122.50	\$0.00	\$0.00	\$0.00	\$122.50
Utilities	\$1,138.44	\$675.00	\$100.00	\$0.00	\$1,913.44
Non-Contractual Services-Digitization	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Lobbyist	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00
Total Other	\$46,212.10	\$9,327.00	\$725.00	\$25,279.68	\$76,570.00
Total Admin Support	\$82,598.48	\$10,527.00	\$1,639.94	\$29,321.67	\$124,087.09
Products & Services					
Member OCLC ILL charges	\$0.00	\$0.00	\$16,906.66	\$0.00	\$16,906.66
OCLC-Holdings Maint.	\$0.00	\$0.00	\$13,860.00	\$0.00	\$13,860.00
Cooperative Purchasing Group	\$75,551.59	\$0.00	\$181,599.21	\$0.00	\$257,150.80
Workshops/Training	\$4,290.53	\$123,921.00	\$0.00	\$10,272.46	\$138,483.99
Total Products & Services	\$79,842.12	\$123,921.00	\$212,365.87	\$10,272.46	\$426,401.45
TOTAL	\$400,000.00	\$218,429.00	\$217,541.81	\$40,478.13	\$876,448.94

Budget 2023-2024

Income	Coop	LSTA Training	Local Match	Local Non-Match	TOTAL
Grants	\$400,000.00	\$223,959.00	\$0.00	\$0.00	\$623,959.00
Dues	\$0.00	\$0.00	\$0.00	\$67,000.00	\$67,000.00
Services					
Service: CatExpress	\$0.00	\$0.00	\$14,454.00	\$0.00	\$14,454.00
Service: Member OCLC charges	\$0.00	\$0.00	\$16,907.00	\$0.00	\$16,907.00
Service: Coop. Purchase	\$0.00	\$0.00	\$50,000.00	\$145,800.00	\$195,800.00
Total Services	\$0.00	\$0.00	\$175,660.00	\$145,800.00	\$321,460.00
Meeting/Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$400,000.00	\$223,959.00	\$175,660.00	\$212,800.00	\$1,012,419.00

EXPENDITURES	Coop	LSTA Training	Local Match	Local Non-Match	TOTAL
Total Salary & Benefits	\$230,598.00	\$104,700.00	\$57,651.00	\$884.00	\$393,833.00
Admin Support					
Contractual Services	\$0.00	\$104,524.00	\$5,000.00	\$0.00	\$109,524.00
IT and website maintenance	\$5,760.00	\$1,440.00	\$2,000.00	\$0.00	\$9,200.00
Total Contractual Services	\$5,760.00	\$105,964.00	\$7,000.00	\$0.00	\$118,724.00
Travel	\$20,000.00	\$0.00	\$0.00	\$1,000.00	\$21,000.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$850.00	\$200.00	\$200.00	\$500.00	\$1,750.00
Other					
Bank Charges	\$800.00	\$200.00	\$200.00	\$600.00	\$1,800.00
Dues & Subscriptions	\$800.00	\$200.00	\$200.00	\$0.00	\$1,200.00
Equipment < \$1000	\$3,200.00	\$800.00	\$440.00	\$0.00	\$4,440.00
Equipment Repairs	\$400.00	\$100.00	\$100.00	\$0.00	\$600.00
Insurance	\$1,600.00	\$400.00	\$400.00	\$0.00	\$2,400.00
Maintenance Services	\$4,000.00	\$1,000.00	\$1,400.00	\$0.00	\$6,400.00
Postage	\$240.00	\$60.00	\$60.00	\$0.00	\$360.00
Professional Fees	\$8,000.00	\$2,650.00	\$3,000.00	\$20,000.00	\$33,650.00
Rent	\$12,960.00	\$3,240.00	\$3,240.00	\$0.00	\$19,440.00
Software	\$6,376.00	\$1,609.00	\$1,234.00	\$0.00	\$9,219.00
Cloud services	\$640.00	\$160.00	\$200.00	\$0.00	\$1,000.00
Internet/Telephone Comm.	\$6,864.00	\$1,716.00	\$2,232.00	\$0.00	\$10,812.00
Annual Report Fee	\$62.00	\$0.00	\$0.00	\$0.00	\$62.00
Utilities	\$2,400.00	\$600.00	\$600.00	\$0.00	\$3,600.00
Bookkeeping System	\$0.00	\$360.00	\$360.00	\$0.00	\$720.00

Lobbyist	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00
Total Other	\$48,342.00	\$13,095.00	\$13,666.00	\$20,600.00	\$76,570.00
Total Admin Support	\$74,952.00	\$119,259.00	\$20,866.00	\$22,100.00	\$237,177.00
Products & Services					
Member OCLC ILL charges	\$0.00	\$0.00	\$16,907.00	\$0.00	\$16,907.00
OCLC-Holdings Maintenance	\$0.00	\$0.00	\$14,454.00	\$0.00	\$14,454.00
Cooperative Purchasing Group	\$81,450.00	\$0.00	\$50,000.00	\$0.00	\$131,450.00
Training & Marketing Training	\$13,000.00	\$0.00	\$0.00	\$12,000.00	\$25,000.00
Total Products & Services	\$94,450.00	\$0.00	\$81,361.00	\$12,000.00	\$187,811.00
TOTAL	\$400,000.00	\$223,959.00	\$159,878.00	\$34,984.00	\$818,821.00



Business Meeting

**PANHANDLE LIBRARY ACCESS NETWORK
MINUTES OF THE ANNUAL MEETING
4 November 2022
Niceville Community Center and Online**

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

Amy Johnson gave a word from the Division.

STATE OF THE COOP REPORT

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

Grants

The Director reviewed the finances for 2021-2022.

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.

BUSINESS MEETING:

MINUTES APPROVED

The minutes of the 2021 Annual Meeting were approved.

BOARD ELECTION

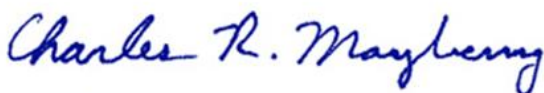
The nominees chosen by the nominating committee were:

- Public: Courtney Whitaker, Wilderness Coast Public Libraries
Pamela Monroe, LeRoy Collins Leon County Public Library
- At-Large Representative: Vicky Stever, Okaloosa County Public Library Cooperative

A motion was made to approve the board slate as presented. The motion was approved, and the nominees were elected.

The meeting was adjourned.

Respectfully submitted,



Charles Mayberry
Executive Director

Official Slate of Nominees PLAN Board of Directors November 3, 2023

PUBLIC REPRESENTATIVE - Term will expire 2026
Renaë Rountree, Washington County Public Libraries

ACADEMIC REPRESENTATIVE - Term will expire 2026
Jenni McKnight, Florida State University Libraries

PUBLIC REPRESENTATIVE - Term will expire 2026
Tabitha Washington, Gadsden County Public Library

Newly elected Board members and the members below will serve as the
PLAN Board for 2023/2024:

TYPE	NAME & INSTITUTION	TERM EXPIRES
Public	Caitlin Cerise, Walton County Public Library	2024
Academic	Bradley Vinson, Escambia County School District	2024
Academic	Stephanie Clark, University of West Florida	2024
At-Large	Vicky Stever, Okaloosa County Public Library	2025
At-Large	Courtney Whitaker, Wilderness Coast Public Libraries	2025
Public	Pamela Monroe, LeRoy Collins Leon County Public Library	2025