



# ANNUAL MEETING

October 31, 2025  
Niceville Community Center

<https://planfl.org>

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# Agenda

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**9:00 AM - 10:00 AM**

**Welcome & Introductions: Caitie Cerise, Board President**

- **Staff Reports**
- **Costume Contest**

**10:00 AM - 12:00 PM**

- **Break**
- **Business Meeting**
  - **Approval of minutes of last year's Annual Meeting**
  - **Election of Board of Directors**
  - **Approval of bylaws**
- **Presentation: *Tales From the Library* by Kirsten H. Mood, Nabors, Giblin & Nickerson, PA**

**12:00 PM - 1:00 PM**

**Lunch**

**1:00 PM - 2:00 PM**

**Round Table Discussions**

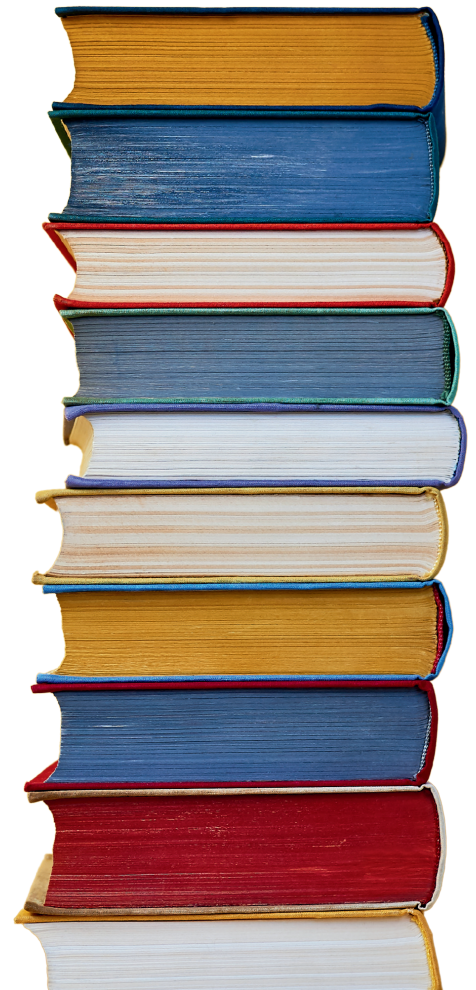
**2:00 PM**

**Adjourn**

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## Board of Directors

Caitlin Cerise, President  
Pamela Monroe, Vice President  
Tabitha Washington, Secretary  
Courtney Whitaker  
Vicky Stever  
Renaë Rountree  
Valerie Boulos  
Stephanie Clark  
Bradley Vinson



## PLAN Staff

Regina Burgess, Executive Director  
*regina@planfl.org*

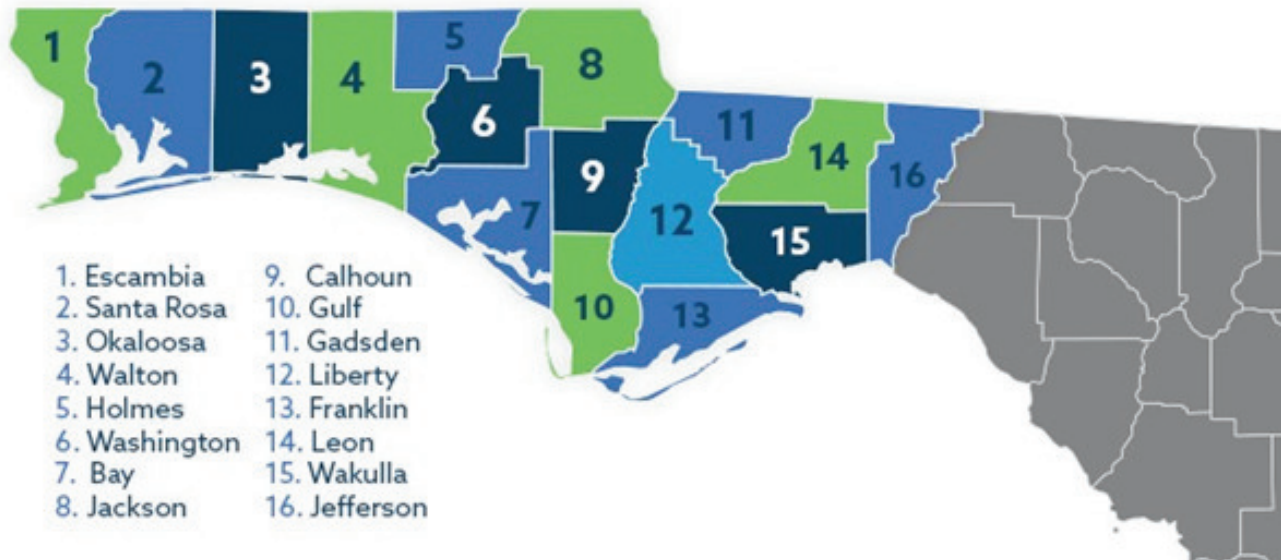
Mary Balint, Director of Programs  
*mary@planfl.org*

Rachel Villalobos, Administrative & Financial Coordinator  
*rachel@planfl.org*

PO Box 1 | Vernon, FL 32462 | (850) 233-9051



# PLAN Members



- 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 County Public Library
- Northwest Regional Library System (Bay, Gulf, Liberty)
- Okaloosa County Public Library Cooperative (Cities of Crestview, Destin, Fort Walton Beach, Niceville, and Valparaiso)
- Panhandle Public Library Cooperative System (Calhoun, Holmes, Jackson)
- 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 (Franklin, Jefferson, Wakulla)



## 2024-2025 Continuing Education

- 997 self-directed trainings offered
- 1,177 hours of self-directed courses taken
- 9 conferences and workshops
- 25 in-person trainings with 647 attendees
- 41 virtual trainings with 355 attendees
- x “@ Your Library” workshops
- 12 Scholarships awarded

## 2024-2025 Cooperative Purchasing

- 19 participating libraries
- 389,241 Ebooks borrowed
- 632,574 Audiobooks borrowed
- 188,340 eMagazines borrowed
- 18,353 Universal Class lessons viewed

**OverDrive**



**Libby.**

## 2024-2025 Vendor Discounts

- 46 Vendors
- Average discount of 30% off for PLAN members

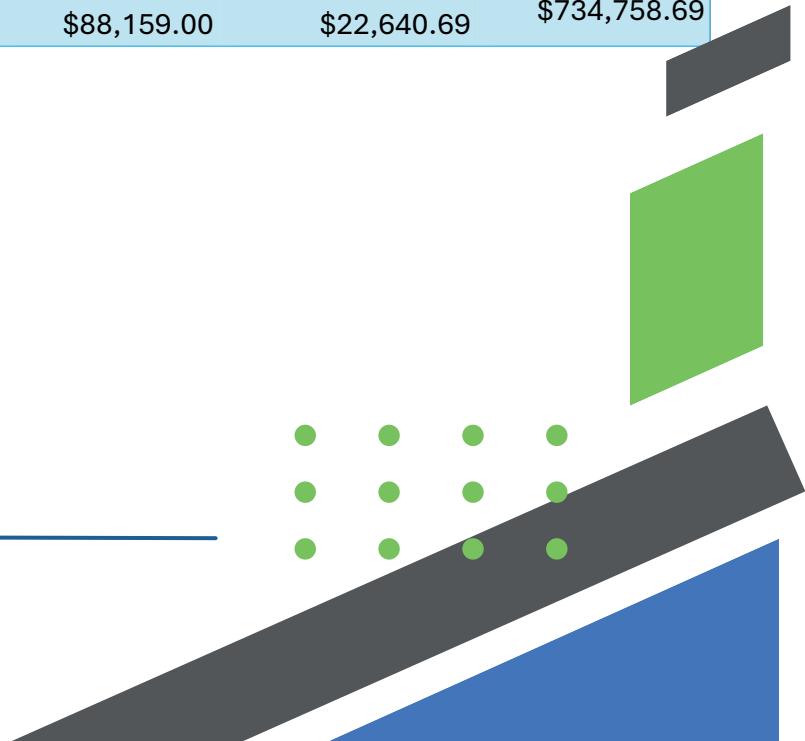


# 2024-2025 Financial Report

*Tentative pending completion of financial review*

INCOME	LCG	LSTA	MATCH	PASS-THROUGH	UNRESTRICTED FUNDS	TOTAL
Grants	\$400,000.00	\$223,959.00			\$0.00	\$623,959.00
Dues					\$68,250.00	\$68,250.00
Total Services				\$951,572.76	\$5,000.00	\$951,572.76
Administrative						\$5,000.00
Meeting/Workshop					\$1,500.00	\$1,500.00
Total Income					\$74,750.00	\$698,709.00
	\$400,000.00	\$223,959.00	\$0.00	\$951,572.76		

EXPENDITURES	LCG	LSTA	MATCH	UNRESTRICTED FUNDS	TOTAL
Salaries & Benefits	\$244,040.94	\$111,410.0	\$56,722.00		\$412,172.94
Contractual Services	\$15,059.00	0		\$12,000.00	\$131,901.00
Travel	\$8,709.00	\$104,842.0		\$772.05	\$9,481.05
Telephone & Internet	\$4,844.00	0	\$1,200.00	\$172.72	\$6,216.72
Other	\$121,167.06	\$4,876.00	\$31,437.00	\$9,025.58	\$166,505.64
Equipment & Software	\$4,329.00	\$1,031.00		\$395.39	\$5,755.39
Supplies & Postage	\$1,851.00	\$600.00		\$274.95	\$2,725.95
Printing & Marketing					\$0.00
TOTAL	\$400,000.00	\$223,959.00	\$88,159.00	\$22,640.69	\$734,758.69





# 2025-2026 Budget

INCOME	LCG	MATCH	PASS-THROUGH	UNRESTRICTED FUNDS	TOTAL
Grants	\$500,000.00				\$500,000.00
Dues				\$72,050.00	\$72,050.00
Services		\$50,000.00	\$85,000.00		\$135,000.00
<b>TOTAL</b>	<b>\$500,000.00</b>	<b>\$50,000.00</b>	<b>\$85,000.00</b>	<b>\$72,050.00</b>	<b>\$707,050.00</b>

EXPENDITURES	LCG	MATCH	UNRESTRICTED FUNDS	TOTAL
Salaries & Benefits	\$248,000.00		\$33,328.00	\$342,619.21
Contractual Services	\$49,200.00		\$12,000.00	
Travel	\$25,000.00			\$7,049.31
Telephone & Internet	\$4,100.00		\$200.00	\$0.00
Other	\$146,100.00	\$50,000.00	\$15,000.00	\$5,786.39
Equipment & Software	\$15,000.00			
Supplies & Postage	\$7,600.00			
Printing & Marketing	\$5,000.00			\$501,192.20
<b>TOTAL</b>	<b>\$500,000.00</b>	<b>\$50,000.00</b>	<b>\$60,528.00</b>	<b>\$945,371.00</b>



## PANHANDLE LIBRARY ACCESS NETWORK

Minutes of the Annual Meeting  
November 1, 2024  
Gulf Coast State College

### Call to Order

Stephanie Clark, Board President, called the annual meeting to order and welcomed the members. Thirty-eight attendees representing eleven member institutions were present.

### Partner Presentation

Glenn Kasofsky provided a brief update from Playaway.

### State of the Cooperative Report

Charles Mayberry, Executive Director, and PLAN staff presented an overview of PLAN's budgets, activities, and programs for the past year.

### Grants

The Director reviewed the finances for FY2023–2024. PLAN received the following grants:

- State Library Cooperative Grant: \$400,000
- LSTA Continuing Education Grant: \$223,959

Detailed financial reports were included in the meeting packets.

### Business Meeting

#### Approval of Minutes

The minutes of the 2023 Annual Meeting were approved as presented.

#### Board Election

The following nominees were presented by the Nominating Committee:

- Public: Caitlin Cerise, Walton County Public Libraries
- Academic: Bradley Vinson, Escambia County School District
- Academic: Stephanie Clark, University of West Florida

A motion was made and seconded to approve the slate as presented. The motion carried unanimously, and the nominees were elected.

### Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,



Charles Mayberry  
Executive Director



## **Official Slate of Nominees PLAN Board of Directors**

**ACADEMIC REPRESENTATIVE - Term will expire in 2028  
Maria Goodspeed, Pensacola State College**

**PUBLIC LIBRARY REPRESENTATIVE - Term will expire in 2028  
Linda Oaks, Wakulla County Public Library**

**PUBLIC LIBRARY REPRESENTATIVE - Term will expire in 2028  
Pamela Monroe, LeRoy Collins Leon County Public Library**