

**PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM  
SPECIAL DISTRICT**

**ANNUAL PLAN  
FOR FY 2014-2015**

The Panhandle Public Library Cooperative System, a Special District, consisting of Calhoun, Holmes, Jackson, and Washington County Public Libraries, provide access to library materials and programs to assist patrons in meeting their recreational, informational, cultural and life-long learning needs. Technology resources support access to library materials, on-line education, information, E-government, business, and community resources.

Services authorized by the Panhandle Public Library Cooperative System Board enables the member libraries to carry out this mission.

**ANNUAL PLAN OF SERVICE**

(Section 163.01 F.S. Florida Inter-Local Cooperative Act of 1969)  
(Chapter 1B-2, F.S. Rule 1B-2.013, FAC)

The Panhandle Public Library Cooperative System (PPLCS) Special District was established by Inter-Local Agreement October 1, 1992 by the authority of the County Commissions of Calhoun, Holmes, Jackson, and Washington Counties. The Panhandle Public Library Cooperative System, a Special District, is governed by a twelve-member PPLCS Administrative Board, consisting of the library directors and two appointees from each member county. Through the powers invested in the PPLCS Administrative Board, the mission of PPLCS is accomplished.

The 2014-2015 Annual Plan, as approved by the PPLCS Administrative Board, will ensure that the PPLCS Administrator with input and assistance from the PPLCS Administrative Board, the PPLCS Standing Committees and the Calhoun, Holmes, Jackson, and Washington County Public Library Directors will:

- 1) Submit reports as required by the State Library and Archives of Florida,
- 2) Ensure that an Annual Plan and Long Range Plan is developed, implemented, and revised as needed and as required by the State Library and Archives of Florida,
- 3) Develop and implement library programs and services for the four county member libraries.

The PPLCS Administrator, as per the PPLCS Inter-Local Agreement, will provide central administration and/or oversight of State Aid funds. The PPLCS Administrator reports to the PPLCS Administrative Board on the use of funds and status of carrying out the Annual Plan and the Long Range Plans. A yearly audit is conducted and provided to the PPLCS Board, the State Library, and the County Governments.

In accordance with the Annual and Long Range Plans, funds that are maintained at the multi-county level will be centrally administered in accordance with the Annual and Long Range Plans and the PPLCS Board Budget. Funds maintained at the local level will be expended in accordance with the Annual and Long Range Plans as approved by the PPLCS Board in the Budget. The member counties will be responsible for presentation of their local audit to PPLCS, to be forwarded to the State Library. The audits will be performed in compliance with the rules of the Auditor General, Audits of State Grant and Aid Applications, *Chapter 10.600*. All funds will be administered in accordance with the Uniform Accounting System, Local Units of Government and State of Florida. The PPLCS Annual Budget is an aggregate line item budget that reflects both multi-county and locally-appropriated funds. The FY 2014-2015 Budget supports the Annual Plan of Service and Long Range Plan. The PPLCS Board maintains fiduciary oversight of the PPLCS Budget and the PPLCS Administrator provides central administration of multi-county funds. The legal names of the participating local governments will be used to identify the county libraries that are part of this cooperative (example: Jackson County Commission, Jackson County Public Library).

PPLCS provides free public library services through the Calhoun, Holmes, Jackson, and Washington County Public Libraries. PPLCS and the county libraries, through local governance of county commissions and library boards, establish minimum service levels that will be maintained or exceeded during FY 2014-2015. Service descriptors are provided in the Long Range Plan.

## **GOALS**

**Goal 1: PPLCS residents have access to resources, services, and programs that adequately meet their recreational, informational, business, e-government and electronic resource needs.**

**Goal 2: PPLCS residents have library programs and services that support life-long learning.**

**Goal 3: PPLCS residents are served through a comprehensive system of planning and evaluation that responds to community needs.**

**Goal 4: PPLCS residents are served by library staff with the skills necessary to the provision of quality library services.**

**Goal 5: PPLCS residents receive library services at suitable facilities.**

**Goal 6: PPLCS provides consistent support for the KOHA Integrated Library System (ILS).**

## **2014-2015 Activities**

**Goal 1: PPLCS residents have access to resources, services and programs that adequately meet their recreational, informational, business, e-government, and electronic resource needs.**

**Outcome 1: Residents use library materials for recreational, informational, business, e-government, and electronic resource needs.**

### **Activities:**

**1.1.1** PPLCS Administrator and Directors and will be responsible for improving and updating material collections in response to community demands and needs. (Ongoing)

Material collections will be developed sensitive to the needs of the diverse populations, ages, languages, and cultures, socio-economic, and educational levels of the people residing in the four counties.

Collections are developed in print and electronic media in formats accessible to the majority of the patrons, for example, large print collections can be used by both sight and sight-impaired residents.

Additional resources are provided through Florida Blind Services and Florida Hearing Impaired Services.

**1.1.2** Member County Directors will be responsible for evaluating their collections and usage to determine responses to residents.

**1.1.3** The 2014-2015 budgets will reflect the continued use of the State Aid Grant for Public Libraries and local funds to build and improve the libraries collections by the addition of new items in print and electronic formats.

**Outcome 2: Residents use the Florida Electronic Library and other licensed databases to retrieve information from multiple sources.**

### **Activities:**

**1.2.1** PPLCS Administrator and Directors will be responsible for supplementing local collections by marketing the use of local and statewide databases and the Florida Electronic Library.

- 1.2.2 PPLCS Administrator and Directors will be responsible for providing free public Internet access and information for safe usage at each library outlet.

County Library Directors will be responsible for abiding by the safe use policies found in CIPA and other state or federal guidelines required as a requisite to the receipt of state and federal funding.

- 1.2.3 PPLCS libraries will provide access to the Florida Electronic Library (FEL). Local collections will be supplemented by online resources.

- 1.2.4 PPLCS libraries provide and improve reference services by access to materials via the Florida Electronic Library. Staff at every library will be trained to teach patrons to use the Florida Electronic Library. (See also 1.5.4, 2.1.5, 4.2.1, and 4.2.2).

**Outcome 3: Residents obtain materials through Inter-Library Loans and Intra-Library Loans**

**Activities:**

- 1.3.1 Directors are responsible for following Inter-Library Loan and Intra-Library Loans using PPLCS policy and procedures.
- 1.3.2 Local collections are supplemented by the use of the Inter-Library Loans and Intra-Library Loans sharing between PPLCS member libraries and other FLIN (Florida Library Information Network) members. Each PPLCS county is a member of FLIN and participates in DLLI (statewide delivery services for Inter-Library Loans).

**Outcome 4: Residents access library materials and resources via a cost-effective technology infrastructure which includes an Integrated Library System, E-government services and centralized technology planning.**

**Activities:**

- 1.4.1 ~~The PPLCS Migration Committee made up of the Directors, Cataloguers, and Technical Staff will be responsible for SIRSI system migration to KOHA Online Patron Access Catalog (OPAC) until an Administrator is identified and employed. DONE~~
- 1.4.2 The PPLCS Office will maintain oversight of the KOHA Circulation System; running and providing monthly circulation reports to the PPLCS Board and County Directors.
- 1.4.3 Each County will be responsible for providing sites/training labs for training the public and staff in computer literacy, safe internet use and e-government resources.
- 1.4.4 PPLCS Administrator and the Directors will review equipment standards and recommended procedures for expansion, maintenance, replacement, and upgrades.
- 1.4.5 PPLCS Administrator will apply for E-rate discounts. (Annually, in accordance with SLD guidelines) and investigate feasibility of outsourcing Universal Services applications. The PPLCS office will continue to apply for E-rate discounts throughout the year. Each county is responsible for keeping county phone records needed for E-rate and submitting timely to PPLCS.
- 1.4.6 Library staff will receive E-government, E-commerce, E-health, and E-education training that will support patrons in accessing federal, state, and community on-line services such as Access Florida.
- 1.4.7 PPLCS residents will have access to E-government, E-commerce, E-health, and E-education training.

**Outcome 5: PPLCS residents have library service hours available based on customer needs and budget allocations.**

**Activities:**

- 2.1.1 The PPLCS member county library system will establish service hours as dictated by public needs and budget constraints. Service hours are established and revised according to patron needs and budget allocations. Florida statute 257.17 (2) (d) requires one member cooperative library to be open for 40 hours or more per week. A minimum of one county library will provide 40 open hours.

**Goal 2: Residents in the PPLCS service area of all ages have library programs and services that support life-long learning.**

**Outcome 1: Residents improve their knowledge and skills through a wide variety of library programs and services provided by libraries and/or library partners.**

**Activities:**

**2.1.1** The PPLCS Administrator and Directors will be responsible for providing a variety of adult and children’s programs and services.

During 2014-2015 PPLCS Administrator will continue to assist County Library Directors in the provision of programming and services. The PPLCS Administrator, as feasible, will attend county programs.

Programs will be developed sensitive to the needs of the diverse populations, ages, languages, and cultures, socio-economic, and educational levels of the people residing in the four counties.

Partnerships with Florida Humanities Council, County Art Councils, or other entities that support educational, recreational, and cultural programming are encouraged.

**2.1.2** The PPLCS Administrator and Directors will be responsible for providing life-long learning programs or services which improve the skills of undereducated adults.

The Literacy or Adult Education, Family Literacy, and School Readiness programs are driven by community need and available funding. Partnerships with Early Learning Coalition, County School Systems, Chipola College, and Washington Holmes Vo-Tech are encouraged.

**2.1.3** The PPLCS Administrator and Directors will be responsible for providing a variety of programs or services which improve the employability of adults.

Partnerships with the Chipola Workforce Development Board and Chamber of Commerce or other economic development entities are encouraged.

**2.1.4** The PPLCS Administrator and Directors will be responsible for providing a variety of programs or services which improve the English language skills of adults and families.

Partnerships with County School’s Adult Education Department and Florida Literacy Coalition are encouraged.

**2.1.5** The PPLCS Administrator and PPLCS Library Directors will be responsible for providing access to technical instruction for the public in each county.

**2.1.6** The PPLCS libraries provide sufficient bandwidth to enable patron access to federal, state, and community services. Staff at every library will be trained to provide a minimum level of instruction and support to patrons seeking to file on-line Access Florida applications and access other E-government services.

**2.1.7** The PPLCS Administrator and Directors will determine and implement feasible distance learning delivery methods based on internet and availability of funding.

**Outcome 2: Children and teens, along with their parents, legal custodians, teachers, and caregivers have library programs and services that are age and developmentally appropriate.**

**Activities:**

**2.2.1** The Directors will be responsible for providing programs for children and young adults. The PPLCS Administrator will provide support/coordination as needed.

During 2014-2015 PPLCS Administrator will continue to assist County Library Directors in the provision of programming and services. The PPLCS Administrator, as feasible, will attend county programs.

**2.2.2** Directors will be responsible for incorporating the Florida Library Youth Program (FLYP) into each county's children and youth programs. The PPLCS Administrator will provide support/coordination as needed.

**2.2.3** The Directors will be responsible for providing a variety of programs which involve parents and children in reading related activities. The PPLCS Administrator will provide support/coordination as needed.

PPLCS Staff will continue to assist the counties in the provision of children's young adult and family programs. Children's, young adults, and adult programs will be provided through the county libraries. All counties participate in the statewide FLYP program.

**Outcome 3: PPLCS member libraries receive ongoing developmental support.**

**Activities:**

**2.3.1** Directors and PPLC Administrator will prepare and submit Annual Statistical Reports to State Library. (Annually, by Dec.1)  
The Directors complete the online Annual Statistical Report but do not submit the report. The Administrator completes the online aggregate PPLCS Annual Report and submits the PPLCS aggregate report and the four counties reports online.

**2.3.2** The PPLCS Administrator and Directors will review needs and identify LSTA grant proposal topics. (Annually by December Director's Meeting)

The Administrator and Directors will participate in the live or archived online webinar training to gain information on how to develop the LSTA grant for the year. The Administrator will adjust the time line and review possibilities as feasible. A hard copy of the LSTA grant will be saved prior to online submission.

**2.3.3** The PPLCS Administrator will seek approval from the PPLCS Board for submission of the grant proposal(s). (Annually by December 1<sup>st</sup>)

Federal, state, and other grants applied for by the PPLCS Administrator are awarded to the PPLCS Administrative Board.

**2.3.4** Administrator will create the LSTA grant proposal concepts and drafts of goals, objectives and activities and submit to PPLCS Board and to State Library for review. (Annually, by January 15)

**2.3.5** Administrator will edit LSTA drafts and put in final form for submission to the Board for approval and timely submission to State Library. (Annually by March 15<sup>th</sup>)

**2.3.6** Administrator will pursue grants from a variety of funding sources such as local businesses, state, federal, foundations, profits and non-profits and report to Board results of searches.

The PPLCS Administrator will continue to seek, write, and administer grant(s) on an ongoing basis.

**2.3.7** Administrator and Directors will be responsible for implementing grant(s) according to application guidelines.

**2.3.8** Administrator will monitor and evaluate grant(s) implementation and submit mid-year and annual grant reports. The PPLCS Administrator will submit monthly budget reports and mid-year and annual grant reports to the PPLCS Board for review and make timely submission of reports to funding sources.

**Goal 3: PPLCS residents are served by a comprehensive system of planning and evaluation that seeks and responds to community needs.**

**Outcome 1: Residents received improved services based on the integration of the Annual and Long Range Plans into decision making processes within PPLCS.**

**Activities:**

**3.1.1** The PPLCS Administrative Board will approve the Annual Plan of Service and the updated Long Range Plan. (Annually by the August Board Meeting)

The Annual Plan and the Long Range Plan will be developed sensitive to the needs of the diverse populations, ages, languages, and cultures, changing technologies, the socioeconomic and educational levels of the people residing within the four counties.

The PPLCS Administrator will write and present the Annual Plan of Service and the updated Long Range Plan to the PPLCS Board by the August Board Meeting of each year.

**3.1.2** The PPLCS Administrator and Directors will review the implementation of the Annual Plan and the Long Range Plan. (Quarterly)

The PPLCS Administrator and Directors will perform this review function as a part of the Library Directors Committee. The PPLCS Administrator will submit a quarterly report to the PPLCS Board with recommendations as needed. Additionally, the Internet Safety Policy for each county will be in compliance with federal CIPA requirements. Regular monthly meetings of PPLCS Administrator and Directors will provide communication and coordination of activities.

The PPLCS Administrator, Administrative Board, and Directors will continue to integrate the Annual and Long Range Plans into decision making throughout the service year.

**Outcome 2: PPLCS will access community needs, educate the public on library services, and build support for libraries.**

**Activities:**

**3.2.1** The PPLCS Administrator and Directors will identify factors in the PPLCS library service environment that may affect the provision of services, reveal community needs for library services and suggest possible library roles, goals, and objectives. (Annually)

Services and programs will be developed sensitive to the needs of the diverse populations, ages, languages, and cultures, socioeconomic and educational levels of the people residing within the four counties.

**3.2.2** The PPLCS Administrator and Directors will be responsible for gathering and assembling the information. (Annually)

**3.2.3** The PPLCS Administrator and Directors will develop a range of information to be considered about the community and the libraries. (Annually)

**3.2.4** The PPLCS Administrator and Directors will collect data from various sources such as surveys, interviews, library walk-around and community drive-around, and structured observation. (Annually)

Administrator and Directors will collect information and data that affect the provision of community needs for library services.

The first analytical observation and/or collection of data will occur by November of each year for use in the LSTA and/or other grant applications.

The PPLCS Administrator will organize findings. The PPLCS Administrator will make a report to the PPLCS Board.

- 3.2.5** Directors, supported by the PPLCS Administrator, will inform the residents of available library services using a variety of print and electronic media.

**Outcome 3: PPLCS residents received efficient, professional service as a result of the implementation and consistent application of PPLCS Public Service Policies at all member libraries.**

**Activities:**

- 3.3.1** Directors will be responsible for implementing PPLCS Policies and Procedures if not in conflict with the local governance of their County Commissions. (Ongoing)

The PPLCS Administrative Board has adopted Personnel, Administrative, Fiscal and Public Service Policies and Procedures to serve as guidelines for the Directors. It is recognized that County Commissions have the authority to implement or to deny implementation of policies and procedures.

**Outcome 4: PPLCS residents are served by the implementation, maintenance and evaluation of PPLCS Personnel and Fiscal Policies and Procedures.**

**Activities:**

- 3.4.1** The PPLCS Board will review existing personnel policies/procedures and make changes as needed to insure that there is no conflict with the Personnel Policies of the Fiscal Agent and the State/Federal laws and regulations. (September of each year to be effective October 1)

Annual and Sick Leave Policies, definition of full time employee will be reviewed by the Board.

The PPLCS Administrators Monthly Reports will include used and unused annual leave and sick leave balances.

Travel requests to attend conferences or out of the four county service area will be presented to the PPLCS Board for prior approval.

- 3.4.2** The PPLCS Board will review existing Fiscal Policies/Procedures and make changes as needed to insure that there is no conflict with the Fiscal Policies of the Fiscal Agent, Special District and State/Federal laws and regulations. (September of each year to be effective October 1)

**Outcome 5: PPLCS residents receive services as a result of the effective coordination of the services, budgeting, reporting, and expenditure of funds by the PPLCS Board and its member libraries.**

**Activities:**

- 3.5.1** The PPLCS Administrator will ensure that the PPLCS budget supports the PPLCS Annual and Long Range Plans.

PPLCS Fiscal Policies will be followed.

The PPLCS Administrator and the PPLCS Administrative Assistant will make an in-depth monthly report on the Budget informing the Board of any problems and requesting revisions to the Budget quarterly.

The PPLCS Administrator and the PPLCS will meet with the PPLCS Finance Committee to review the PPLCS budget. (Quarterly)

All contracts will come before the Board for approval and are to be signed by the Chair.

All bills will come before the Board for approval and are to be signed by the Administrator and Chair or the Budget Chair.

The PPLCS Administrator will insure timely obligations of PPLCS funds.

The PPLCS Administrator will prepare and present to the PPLCS Finance Committee the proposed budget for the next fiscal year. (Annually by May Board Meeting)

The PPLCS Administrator will submit to the Board the annual budget closeout by November Board Meeting of each year.

The PPLCS Administrator will submit a copy of the PPLCS Annual Audit to the PPLCS Board Chair, each member county, and will make a report to the PPLCS Board.

The PPLCS Administrator will ensure a timely submission of the PPLCS Annual Audit to the State Library.

The PPLCS Directors will ensure a timely submission of their County Audit to the State Library.

- 3.5.2** The PPLCS Administrator will ensure that the budgets for LSTA or other grant applications support the PPLCS Annual and Long Range Plans.

The PPLCS Administrator must prepare and present to the Board in a timely manner the proposed grant budget as a part of the grant application process.

The PPLCS Administrator must present monthly grant budget reports to the Board.  
The PPLCS Administrator must present grant reports to the PPLCS Board. (Quarterly)

Recommendations for budget revisions will be submitted in a timely manner to the State Library or other funding agents and a report made to the PPLCS Board by the Administrator.

The PPLCS Administrator will insure a timely close-out of the grant budget.

The PPLCS Administrator will submit to the State Library or other funding agent timely program and budget reports including close-out. A report will be made to the PPLCS Board by the Administrator.

The PPLCS Administrator will insure that the annual audit includes all grants and funding sources.

- 3.5.3** The PPLCS Chair, Budget Chair, and Administrator may evaluate and make recommendations for necessary revisions to the fiscal process to the PPLCS Board.

- 3.5.4** The PPLCS Board must vote on budgets, policies and procedures affecting the administration of PPLCS State Aid funds, grant funds and other sources of revenue prior to implementation.

- 3.5.5** The PPLCS Administrative Board and Administrator will be conversant with current service and funding issues.

PPLCS will continue to provide opportunities to raise the Administrator and Board Member awareness of current issues regarding library services. Information about meetings or conferences and travel assistance will encourage the Administrator, Directors, and/or other Board Members to attend regional and statewide, conferences and workshops. Funds will be budgeted for the Administrator, Director, and other Board Members travel/training for this purpose. Prior approval must be obtained from the PPLCS Board and it contingent on funding. If the Administrator, Director, and/or the Board Members register for a trip and obligate PPLCS money towards the trip and do not attend, they are responsible for repaying the funding to the PPLCS Board.

The PPLCS Administrator and the Directors are expected to attend one in-state conference per year. Prior approval must be obtained from the PPLCS Board and is contingent on funding. If the Administrator, Directors, and/or the Board Members register for a trip and obligate PPLCS money towards the trip and do not attend, they are responsible for repaying the funding to the PPLCS Board.

- 3.5.6** The Annual Board Meeting will be held in November. Board Orientation will be provided for new members.

Orientation for new and returning PPLCS Board Members will be held in November of each year. The PPLCS Chair and the PPLCS Board Administrator will prepare the Agenda. Returning Directors and/or Committee Chairs will be invited to assist in the presentation of the orientation.

**Goal 4: PPLCS residents are served by library staff with the skills necessary to the provision of quality library services.**

**Activities:**

- 4.1.1** PPLCS Administrative Board will hire staff to fill identified positions needed in the PPLCS Office.

Staff employed in the PPLCS Administrative Office will carry out administrative and fiscal responsibilities using the policies, procedures, and directives of the PPLCS Administrative Board. PPLCS staff may provide assistance to the counties in staff training, technical service, and budgeting. PPLCS office staff may provide temporary on-site help in the four county libraries.

The PPLCS Administrative Office will recruit staff using one or more of the following: the Florida Library Job-line, local print and electronic media, ALA online listing, and Chipola Workforce Development Board. (As needed)

- 4.1.2** Boards of County Commissions will hire staff to fill county positions as needed.

PPLCS member libraries will recruit staff using respective local county government policies.

**Outcome 2: Library staff members participate in ongoing staff development and training opportunities.**

**Activities:**

- 4.2.1** PPLCS Administrator and Directors will determine training priorities.

- 4.2.2** PPLCS Administrator and Directors will be responsible for arranging individual and group training as needed and appropriate. (Ongoing)

During 2014-2015 PPLCS will make staff training in the use of KOHA circulation system a priority. Additional staff development and continuing education will be a top priority particularly in the use of E-government sites. The PPLCS budget may reflect funds for travel and training for staff employed in PPLCS member libraries. PPLCS may provide professional memberships, including Panhandle Library Access Network (PLAN), Florida Library Association (FLA), and Florida Literacy Coalition (FLC).

**Goal 5: PPLCS residents receive library services at suitable facilities.**

**Outcome 1: PPLCS residents receive services in facilities with grounds that are conveniently located, safe, handicap accessible, well equipped, well lighted, and sufficient in both size and comfort.**

**Activities:**

- 5.1.1** PPLCS Administrator and Directors will be responsible for maintaining current inventories of equipment/furniture. (Ongoing)

PPLCS will continue to maintain an inventory of existing equipment. PPLCS will develop equipment (hardware and software) standards, including a target number of public access Internet computers for each library. This information will assist in determining needs for new equipment and software; create a schedule for maintenance, upgrades, replacements and budget allocations.

- 5.1.2** PPLCS Administrator, Directors, Advisory Boards, and Board of County Commissions will determine needs for expanding and improving facilities.

The PPLCS Board is responsible for adequate PPLCS Office space.

- 5.1.3** Boards of County Commissions are responsible for providing new and/or expanded facilities with adequate space, equipment and furniture in each of the four counties.

Libraries in the PPLCS service area will continue to pursue funding for expansion and improvement of existing buildings and construction of new ones.

The PPLCS Administrator will write and submit State Library Construction, equipment or special program grant applications as requested by the county libraries.

- 5.1.4** PPLCS Administrator and Directors will seek to expand services into underserved areas of each county.

The PPLCS Administrative Board will support and enhance through grant applications, material collections, technical and program services to the underserved areas of the PPLCS rural counties.

**Goal 6: PPLCS may provide and maintain the technology infrastructure for high-speed Internet access in each of the member counties dependent upon need.**

**Outcome 1: The development/maintenance of a technology infrastructure that provides online public services is supported by the PPLCS Annual Plan, Long Range Plan, and Budget.**

**Activities:**

- 6.1.1** PPLCS Administrator will be aware of the PPLCS and Member County Technology infrastructure strengths and weaknesses.

PPLCS Administrator and Directors will plan for updating and adjusting budgets to meet specifications for hardware, software and trained personnel to implement the Technology Plan.

PPLCS will continue to enhance, improve, and sustain access services through the provision and/or maintenance of technology infrastructure, including equipment, software, staff and public training in library facilities dependent on budget constraints.

PPLCS Administrative Office is responsible for Universal Services grant applications.

- 6.1.2** The PPLCS Administrator and Directors will explore ways to provide technology services efficiently and cost effectively.

- 6.1.3** The PPLCS Administrator and Directors will monitor technology use by library patrons and staff to determine future needs for training, services, equipment and personnel.

- 6.1.4** The PPLCS Administrator and Director will regularly assess training needs to update skills of staff and patrons as new equipment, resources and upgrades are added.

**Outcome 2: SIRSI migration to KOHA Integrated Library System outsourced to ByWater Solutions.**

**Activities:**

- 6.2.1** The PPLCS Board will continue the contractual agreement with ByWater Solutions outsourcing KOHA. (Ongoing)

**Goal 7: PPLCS provides consistent support for KOHA ILS and the continued development of the four counties' union catalog.**

**Activities:**

- 7.1.1** The member libraries will continue to provide library cataloging of their materials. (Ongoing)

- 7.1.2** The member libraries will continue to use Cat Express, Z39.50 and OCLC to obtain Machine Access Readable Records (MARC). (Ongoing)

**7.1.3** PPLCS Technical Services Work Group consisting of the PPLCS Administrator, Directors, and KOHA Workgroup (technical services staff) will meet as needed for training and issues that develop.

PPLCS is focused on correcting existing bibliographic data inaccuracies in the ILS database, and developing and implementing training sessions (as needed) for technical services staff.