

Panhandle Public Library Cooperative System

2014-2015 Activities Timeline

The PPLCS Administrator is responsible for monitoring the Annual Service Timeline accomplishing tasks with the help of the Directors, other PPLCS Board Members and PPLCS Office Staff.

October

- PPLCS Administrator presents Administrator's Monthly Report.
- PPLCS Administrator timely posts next month's PPLCS Board Meeting in print media in four member counties
- PPLCS Administrator with help of Administrative Assistant takes minutes of all PPLCS Board and PPLCS committee meetings.
- PPLCS Administrator timely posts PPLCS Agenda, minutes from last month(s) meetings, and documents for PPLCS Board Member perusal for next meeting on web page and uses e-mail and/or postal service to distribute to PPLCS Board Members.
- PPLCS Administrator reviews FY Annual Plan and time-line as part of Administrator's monthly report to the board.
- PPLCS Administrator places the Year's PPLCS Board Meeting dates on the PPLCS Web Page.
- PPLCS Administrator places the FY 2014-15 Budget on the PPLCS Web page.
- PPLCS Administrator begins the tasks of placing (1) all PPLCS Policies including library service policies , (2) PPLCS Board minutes, (3) PPLCS Budgets and revisions; (4) all plans and (5) updating links on the PPLCS Web Page
- PPLCS Administrator and PPLCS Office Staff will attend monthly PPLCS Board Meeting.
- PPLCS Administrator will attend monthly Director's Workgroup meetings.
- PPLCS Administrator will attend ~~monthly~~ KOHA Workgroup meetings.
- PPLCS Administrator and Directors will attend annual Director's conference if funds are available and county governing bodies are agreeable.
- PPLCS Administrator will gather information for the 470 E-rate applications-.
- PPLCS Administrator, Directors and Board Chair attend the PLAN Annual Meeting.
- PPLCS Administrator will initiate a review of all PPLCS policies, starting with Personnel Policies, Fiscal Policies, and Library Service Policies etc. as a part of the Director's Monthly Meetings. Recommendations for changes will be carried to the PPLCS Board by the Administrator.
- PPLCS Administrator will begin the development of a series of press releases promoting the libraries electronic databases, e-books, and e-government services. A schedule will be presented to the Board for the release dates and subjects to be covered throughout the year.
- PPLCS Administrator and Directors will review annual plan time-line with Director at Directors' Workgroup Meeting each month.

- PPLCS Administrator with input from Administrative Assistant presents monthly budget reports to the PPLCS Board as a regular part of the Board Agenda.
- PPLCS Budget report includes State Aid funds, Petty Cash funds.
- PPLCS Administrator reports PPLCS Staff Leave Balances and requests for planned leave for following month.
- PPLCS Administrator presents travel schedule to PPLCS Board for approval for following month.
- The PPLCS Board Chair sets budget meetings quarterly throughout the year.
- PPLCS Administrator and Directors prioritize staff training needs and schedule year's calendar for Workgroup meetings. The Workgroup Meetings will cover but are not limited to Directors Workgroup; ILL Workgroup, Circulation Workgroup, Cataloging Workgroup, Youth Services Workgroup and KOHA Workgroup.

November

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- PPLCS Annual Board Meeting and Installation of new Board officers
- PPLCS Administrator, Directors and PPLCS Board Chair will provide Board Orientation for new and returning board members.

- PPLCS Administrator will apply for PPLCS and county Universal Services grants (E-rate) or facilitate information to out-sourced contractor.
- PPLCS Administrator and Directors will prepare and submit State Aid Annual Statistical and Financial Reports to State Library.
- Submit by December 1 (postmarked) State Aid to Libraries Required Document Form DLIS/SA05. Submit documents not already on file or that have changed: Annual Plan of Service, Budget, Summary Financial Report Form DLIS/SA04, and Annual Statistical Report Form for Public Libraries.

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- PPLCS Administrator presents travel schedule to PPLCS Board for approval for following month.
- PPLCS Administrator will provide Fiscal Year End Financial/Expenditures Report for Board.
- PPLCS Administrator and Directors will continue meeting to review PPLCS Policies and make recommendation if changes are needed.
- PPLCS Administrator will explore federal, state, foundation, private and other sources of revenue.
- PPLCS Administrator conducts quarterly reviews of the 2014-15 annual plan.
- Administrator begins updating the PPLCS Long Range Plan with Directors Workgroup and reports progress to PPLCS Board.
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- PPLCS Administrator and KOHA Workgroup will develop KOHA staff training.
- PPLCS Administrator will submit the E-rate 471 Request for Proposal (RFP's). The RFP's will be posted on the PPLCS Web page for 28 days as per SLD.
- PPLCS Administrator and Directors will review needs and identify any LSTA grant proposal topics by January 15.
- PPLCS Administrator, Directors and Planning, Policies and Procedures Committees will begin to revise and rewrite the Long Range Plan for 2011-2015. (Due by September 30.)
- PPLCS Directors will submit revisions to their budget by January 2nd.
- PPLCS Administrator will submit budget revisions to the Board for approval.
- PPLCS Administrator and Directors will encourage Board members to attend the Florida Library Days at the Capital.

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- PPLCS Administrator will develop LSTA grant proposal concepts and drafts of goals, objectives and activities.
- PPLCS Administrator and Directors will edit LSTA grant drafts and put in final form for submission to Board for approval and timely submission to State Library
- PPLCS Board will approve the LSTA application (s).
- PPLCS Administrator will present to the Administrative Board any new contracts for approval and signing and submit the 471 form to SLD.
- PPLCS Administrator and Directors will investigate and select a “Safe use of the Internet” curriculum.

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 - PPLCS Administrator will submit LSTA grant application, if not submitted in February, or needed some correction.
 - PPLCS Administrator will submit Mid-year grant report(s).
 - PPLCS Administrator and Planning, Policy and Procedure Committee will review personnel and fiscal policies/procedures and make recommendation of needed changes to the PPLCS Board.
 - Conduct a review of the 2014-2015 Annual Plan; make necessary revision recommendations.
 - Conduct a review of the 2011-15 Long Range Plan and planning process with Directors and other PPLCS Board members.

April

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- PPLCS Administrator will provide Board with mid-year on Annual Plan and Budget status.
- PPLCS Administrator and Directors will encourage attendance at FLA Annual Conference.
- PPLCS Administrator will present a comprehensive needs assessment plan to the PPLCS Board.
- PPLCS Directors' Workgroup and Youth Services Workgroup meet to share information on FLYP and (1) Directors set dates for FLYP Programs and (2) set additional planning date for May

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- PPLCS Administrator will provide the PPLCS Board with a revised State Aid budget based on the actual State Aid received.
- PPLCS Administrator and Administrative Assistant will begin budget process for next fiscal year.
- PPLCS Administrator, Administrative Assistant, and Finance Committee will begin planning for the next fiscal year (2015-2016)
- PPLCS office will remind counties about audits due to the State Library.
- PPLCS Administrator, Directors' Workgroup and Youth Services Workgroup meet to finalize FLYP.
- Review State Aid to Libraries Required Documents Checklist.

June

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- PPLCS counties begin their Florida Library Youth Programs (FLYP)
- PPLCS 2015-2016 Annual Plan will begin to be drafted and presented to PPLCS Board for review.
- PPLCS Administrator and Directors will continue meeting to review PPLCS Policies and make recommendation if changes are needed.
- PPLCS Administrator and Directors will continue to prepare the next fiscal year budget.
- PPLCS Directors will submit PPLCS budget proposal for FY 14-15.
- PPLCS Administrator and Directors will review/update equipment policies and procedures, which will refer any changes to the Planning, Policy and Procedure Committee.
- Present a draft of the Long Range Plan (FY 14 – 19) to the PPLCS Board.
- PPLCS Personnel Committee will review and revise the PPLCS Personnel Evaluation form
- Prepare and e-file the Annual Financial Report at <https://apps.fldfs.com> (after audit is complete)

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- PPLCS 2015-2016 Annual Plan will begin to be drafted and presented to PPLCS Board for review.

- PPLCS Administrator and Directors will continue meeting to review PPLCS Policies and make recommendation if changes are needed.
- PPLCS Administrator and Directors will continue to prepare the next fiscal year budget.
- PPLCS Directors will submit PPLCS budget proposal for FY 15-16.
- PPLCS Administrator and Directors will review/update equipment policies and procedures, which will refer any changes to the Planning, Policy and Procedure Committee.
- PPLCS Auditors present audit and findings to PPLCS Board.
- PPLCS Board authorizes letter to address Audit for the prior year FY 13-14 year.

August

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- PPLCS Directors will submit County and State Aid budget proposals for FY 15-16.
- PPLCS Board will hold open hearing for discussions on PPLCS budgets to be submitted to State Library for FY 15-16.
- PPLCS Administrative Office will complete the physical inventory of equipment.
- PPLCS Board Chair with the Personnel Committee and Directors will do the yearly evaluation of PPLCS Administrator to be submitted to the full Board in September.

- PPLCS Board and the PPLCS Administrator will do the yearly evaluations for PPLCS Staff, to be submitted to the Board in September.
- Administrator and Directors review and begin work on State Aid to Libraries Grant, Guidelines and Application Deadlines.
- Review State Aid to Libraries Required Documents Checklist.

September

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- PPLCS Administrator reports PPLCS Staff Leave Balances and requests for planned leave for following month.
- PPLCS Board reviews accrued Annual and Sick Leave for approved roll-over of unused annual and sick leave to next fiscal year.
- PPLCS Administrator presents travel schedule to PPLCS Board for approval for following month.
- PPLCS Administrator and Directors will continue meeting to finalize review PPLCS Policies and make recommendation if changes are needed.
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- PPLCS Administrator will present the Final Year end budget close-out revisions for FY 14-15.
- PPLCS Administrator will present final PPLCS Administrative Office budget and the aggregated PPLCS + County budgets for FY 15-16 to PPLCS Board as approved in August Open Budget Hearing.
- PPLCS Administrator will prepare and present to the Board the State Aid to Libraries Grant application (SA01, Expenditures and Appropriations Report) due October 1.
- PPLCS Administrator will prepare and present for approval the aggregate budget for submission to State Library with the State Aid.

- PPLCS Administrator will present for approval the Annual Plan for 2014-2015.
- PPLCS Administrator will prepare and submit the BEAR forms for SLD, these are the 486's forms or forward information for outsourced universal services applications.
- PPLCS Administrator schedules PPLCS Board Calendar for FY 15-16 and after approval by PPLCS Board posts on PPLCS Web Page
- PPLCS Administrator schedules PPLCS County Director's Workgroup Meetings for FY 15-16 and posts on PPLCS Web Page
- PPLCS Board sends letters to County Commission requesting new appointments for retiring PPLCS Board Members.
- PPLCS Administrator conducts the year-end review of the 2014-2015 annual plan and the long range plans.
- PPLCS Administrator posts approved budget for FY 15-16 on PPLCS Web Page
- Insures early submission of on-line State Aid Forms due by October 1st are mailed by September 30th (postmarked); DLIS/SA05 (Required Checklist); DLIS/SA01; DLIS/SA02; DLIS/SA03 and State Aid to Libraries Grant Agreement (Signed by the Chairs of the 4 County Commissions).