



# PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

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## ANNUAL PLAN OF SERVICE October 1, 2019- September 30, 2020

### Mission Statement:

The Panhandle Public Library Cooperative System, consisting of Calhoun, Holmes, and Jackson County Public Libraries, provides free access to library materials and programs to assist all citizens in meeting their recreational, informational, cultural and life-long learning needs. Services provided by the Panhandle Public Library Cooperative System enable the member libraries to carry out this mission.

### Introduction

The Panhandle Public Library Cooperative System (PPLCS), a Florida Special District, was established by Inter-Local Agreement October 1, 1992 by the authority of the County Commissions of Calhoun, Holmes, and Jackson counties. PPLCS is governed by a nine-member Board, consisting of the three Library Directors and two appointees from each member county. The PPLCS budget supports the goals and objectives of the Long-Range Plan and the Annual Plan of Service.

### Goals and Activities

*Goal 1: Users of PPLCS member libraries have access to resources, services and adequate collections that meet their recreational, informational and cultural needs.*

#### Activities:

- The FY2019-20 PPLCS Budget will reflect the continued use of grant funds to grow and promote the use of PPLCS E-book and E-audio collections in the OverDrive and RBdigital platforms.
- PPLCS will continue to fund its many web-accessible databases that are useful for small businesses, job seekers, education, and recreation. The selection of databases will be evaluated by the Library Directors on an annual basis.
- In order to increase usage and promote PPLCS's digital collections and electronic databases, PPLCS will look at ways to partner with area organizations such as the Chamber of Commerce and local schools.
- PPLCS will continue to cover the cost of the DLLI courier, making it easier for patrons at member libraries to receive materials from outside their county.

*Approved by the PPLCS Board 10/16/19*

- PPLCS will continue to explore and identify appropriate funding opportunities to assist with this goal.

Goal 2: *PPLCS member library users of all ages have access to programs and services that support life-long learning.*

Activities:

- The FY2019-20 PPLCS Budget will reflect the continued use of grant funds to provide high-quality programming that is both entertaining and educational.
- PPLCS will continue to explore and identify appropriate funding opportunities to assist with this goal.
- PPLCS will continue to fund its many web-accessible databases that are useful for small businesses, job seekers, education, and recreation. The selection of databases will be evaluated by the Library Directors on an annual basis.

Goal 3: *PPLCS and member libraries have trained and motivated staff to provide proficient, courteous and professional service to the public.*

Activities:

- PPLCS will continue to pay PLAN membership dues for PPLCS member libraries, so that library staff can participate in the many high-quality free training opportunities provided both in person and in online webinars, and the other useful resources and information provided by PLAN.
- PPLCS will apply for a PLAN “@ Your Library” grant so that a workshop of PPLCS’s choosing can be held at a member library during FY2019-20 for a possible all-staff training day.
- PPLCS will reimburse travel and provide space at the PPLCS office for member library staff to attend webinars and training opportunities on electronic database products such as Learning Express, Job & Career Accelerator, as well as Koha.
- PPLCS will facilitate training opportunities between Ebsco product specialists and library staff, as well as training for other electronic resources PPLCS funds.
- The PPLCS Administrator will stay on top of any issues with Koha and work with the Koha techs to resolve them as quickly as possible. The Administrator will communicate any software upgrades or Koha issues to member Library Directors as soon as they are known.
- PPLCS Staff will keep the PPLCS website current and accessible.

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