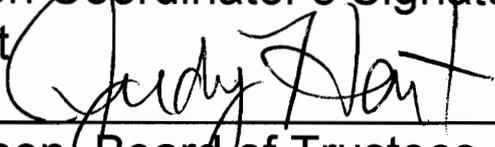


# FEDERATION ANNUAL REPORT FOR JULY 2007 THROUGH JUNE 2008

Federation Headquarters: Lewis & Clark Library

Federation Coordinator's Signature:

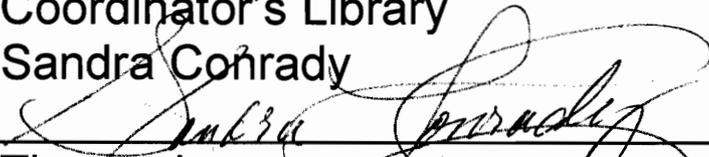
Judy Hart



10/28/2008

Chairperson, Board of Trustees,  
Coordinator's Library

Sandra Conrady



The coal severance tax revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

**REVENUE SUMMARY:**

	Budgeted	Actual
CST Revenue	\$36,706	\$36,706
General Fund		
<b>TOTAL Revenue</b>	<b>\$36,706</b>	<b>\$36,706</b>

**EXPENDITURES SUMMARY:**

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actual</b>
<b>Administration Costs</b>		
Stipend	\$ 800.00	\$ 621.96
<b>Operating Costs</b>		
Supplies		
Communications (phone, mailings, printing)		
Equipment		
<b>Program one:</b>		
Mileage cost for individual libraries to get to annual meeting	\$ 750.00	\$ 750.00
Other continuing education opportunities / <b>Retreat &amp; Planning Meeting</b>	\$3,500.00	\$3,678.04
Program two: Continuing Education Grants	\$10,982.00	\$10,982.00
Program three: Technology Grants	\$20,674.00	\$20,674.00
Program four: Book Discussion in a Bag	\$ 0	\$0
<b>Total Expenditures</b>	<b>\$36,706.00</b>	<b>\$36,706.00</b>

**PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the plan of service**

**Program one**

**Title:** Annual Meeting

**Program Narrative:** The Broad Valleys Federation Annual Meeting was held at the Bozeman Public Library in Bozeman on March 37-8, 2008. The minutes of this meeting are appended to this report.

This program supports Goal #1 of the Broad Valleys Federation:

- (1) *The Broad Valleys Federation of Libraries will share the information, knowledge and resources available to the Federation and to encourage networking and consensus building.*

**Program Evaluation: (Brief summary of program and library comments. How did this program help meet federation goals?)**

This is a popular, long-standing program of the Broad Valleys Federation, bringing Federation librarians and trustees together to discuss items of interest face-to-face. This year concurrent workshop sessions were offered, a trustee track and a librarian track. Attendees earned continuing education credits through the Montana Library Certification Program. Library consultant Dr. Mary Bushing presented two outstanding workshops. Tracy Cook, Statewide Consulting Librarian, Montana State Library, presented two excellent workshops for library trustees.

Each Federation library received a stipend of \$37.50 to be used to offset the cost of traveling to this meeting and all additional expenses were paid by the Federation. \$4,250 was budgeted for this program and \$4,428.04 was actually spent.

**Total Program Budget: \$4,428.04**

**PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the plan of service**

**Program two**

**Title:** Continuing Education Grants

**Program Narrative:**

Each library in the Federation received a grant of \$549.10 to be used for continuing education. Library grant funding reports received by Federation Headquarters from 20 of 20 libraries are appended to this report.

This program supports goal # 2 of the Broad Valleys Federation of Libraries:

- (2) *The Broad Valleys Federation of Libraries will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and to provide excellent library services to Montana citizens.*

**Program Evaluation: (Brief summary of program and library comments. How did this program help meet federation goals?)**

For many of our Federation libraries, funds provided through this program are the only budgeted source available to them for continuing education. In addition to the annual Montana Library Association Conference, librarians and trustees took advantage of a variety of training. Networking and staying abreast with new technologies and services is essential. Attached individual library reports provide details of continuing education.

**Total Program Budget: \$10,982**

**PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the plan of service**

**Program three**

**Title:** Technology Grants

**Program Narrative:**

Each Federation library received a grant of \$1,033.70. Monies were to be used for technology related expenses. Emphasis was to be on technology that strengthens federation-wide access. Additional emphasis was to be on federation wide resource sharing and document delivery. Monies received in this category were to be expended for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, and shared catalog expenses. Reports from Federation libraries are appended to this report.

This program supports goal #3 of the Broad Valleys Federation of Libraries:

- (3) *The Broad Valleys Federation of Libraries will cooperatively provide electronic access to library materials and information to patrons of the member libraries.*

**Program Evaluation: (Brief summary of program and library comments. How did this program help meet federation goals?)**

Please refer to attached individual library reports.

**Total Program Budget: \$20,674**

**PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the plan of service**

**Program four**

**Title:** Book Discussion in a Bag

**Program Narrative:** This program, although included in the original budget proposal, was not budgeted any funding. Any less-than-anticipated expenditures from FY 2008, in particular from the annual retreat, are to be used to purchase additional materials for this program. Due to high attendance at the annual retreat and related costs, no funds were available for this program in FY 2008. Lewis & Clark Library continues to add/donate titles from their book discussion groups to this collection.

**Program Evaluation: (Brief summary of program and library comments. How did this program help meet federation goals?)**

This program supports goal #1 of the Federation:

- (1) *The Broad Valleys Federation of Libraries will share the information, knowledge and resources available to the Federation.....*

**Total Program Budget: \$0**

## DIRECT GRANTS TO LIBRARIES

Listing of participating federation area libraries and state funds received from Montana State Library for federation activities. Please attach brief description from each library, of how funds were used within the programs established by the Plan of Service.

Member Library	Amount of Grant to member library	Program(s) funded for member library	Brief report attached? Yes or No
Belgrade Community Library	1620.30	Programs 1, 2 and 3	Yes
Bozeman Public Library	1620.30	Programs 1, 2 and 3	Yes
Broadwater School and Community Library, Townsend	1620.30	Programs 1, 2 and 3	Yes
Butte-Silver Bow Public Library	1620.30	Programs 1, 2 and 3	Yes
Dillon Public Library	1620.30	Programs 1, 2 and 3	Yes
Drummond School Community Library	1620.30	Programs 1, 2 and 3	Yes
Hearst Free Library, Anaconda	1620.30	Programs 1, 2 and 3	Yes
Jefferson County Library System, Boulder and Whitehall	1620.30	Programs 1, 2 and 3	Yes
Lewis and Clark Library, Helena	5920.30	Programs 1, 2 3, & 4 plus stipend	Yes
Livingston-Park County Library	1620.30	Programs 1, 2 and 3	Yes
Madison Valley Public Library, Ennis	1620.30	Programs 1, 2 and 3	Yes
Manhattan Community Library	1620.30	Programs 1, 2 and 3	Yes
Meagher County/City Library, White Sulphur	1620.30	Programs 1, 2 and 3	Yes
Philipsburg Public Library	1620.30	Programs 1, 2 and 3	Yes
Sheridan Public Library	1620.30	Programs 1, 2 and 3	Yes
Thompson-Hickman County Library, Virginia City	1620.30	Programs 1, 2 and 3	Yes
Three Forks Community Library	1620.30	Programs 1, 2 and 3	Yes
Twin Bridges Public Library	1620.30	Programs 1, 2 and 3	Yes
William K. Kohrs Memorial Library, Deer Lodge	1620.30	Programs 1, 2 and 3	Yes
West Yellowstone Public Library	1620.30	Programs 1, 2 and 3	Yes
<b>TOTAL</b>	<b>\$36,706</b>		

**Broad Valleys Federation of Libraries  
Fiscal Year 2008 Spring Meeting  
March 7 - 8, 2008 – Bozeman Public Library  
Bozeman, Montana**

**MINUTES**

Those in attendance at the retreat were:

ANACONDA	John Finn, Director, Lorraine Biggs-Gallik, Trustee and Ed Puccenelli, Trustee
BELGRADE	Gail Bacon, Director and Janel Tindall Trustee
BOZEMAN	Alice Meister, Director
BUTTE	Lee Phillips, Director and Bill Burger, Trustee
DEER LODGE	Nancy Silliman, Director
DILLON	Marie E. Habener, Director
DRUMMOND	Jodi Oberweiser, Director and Shelley Johnson, Trustee
HELENA	Judy Hart, Director, Sandi Conrady, Trustee and BVF Chair and Michael Pichette, Trustee
JEFFERSON COUNTY	Carly Delsigne, Clancy Librarian and Donna Worth, Whitehall Librarian
LIVINGSTON	Milla Cummins, Director, Robyn Allbright, Trustee and Ron Clark, Trustee
MADISON VALLEY	Kathy Knack, Director, Lucy Ennis, Trustee and Phyllis Wasick, Trustee
MANHATTAN	Kari K. Eliasan, Director
STATE LIBRARY	Darlene Staffeldt, State Librarian, Tracy Cook, Maggie Meredith and Cheri Bergeron, OPI, State Library Commission
SHERIDAN	Bill Talbott, Director
THREE FORKS	Jean Nielsen, Director and Glenda Barnes, Trustee
TOWNSEND	Angela Giono, Director, Kay Ingalls, Librarian, Kelly Giuffre, Librarian and Sharon Borer, Trustee
TWIN BRIDGES	Betty Humbert, Director and Reed Morrill, Trustee
VIRGINIA CITY	Joanne Erdall, Director and Donna Ohs, Trustee
W. YELLOWSTONE	Mary Girard, Director
WHITE SULPHUR	Debbie Benedict, Director and Lucy Zarr, Trustee
GUEST SPEAKER:	Mary C. Bushing

**Nineteen** Federation libraries were represented at the retreat and this meeting, as was the Montana State Library. Twenty-two Federation librarians, sixteen trustees, three State Library staffers and one representative from the State Library Commission attended the retreat.

**FEDERATION EXECUTIVE MEETING**

FY 2008 Federation Officers met to discuss Federation Board general meeting agenda. Officers discussed the proposal for a Federation wide purchase of Heritage Quest and possible funding scenarios for the Broad Valleys Federation libraries.

**FEDERATION ADVISORY BOARD MEETING**

Federation Chair Sandi Conrady called the meeting to order at 10:03 a.m. Introductions were made, a welcome extended to all in attendance and Happy Birthday sung to Lucy Zarr, Trustee, White Sulphur Springs.

**FY07 SPRING MEETING MINUTES** - Gale Bacon and Jean Nielsen's names were misspelled. Donna Ohs moved approval as amended, seconded by Sharon Borer. Motion passed unanimously.

**ELECTION OF OFFICERS FOR FY2009** – Jean Nielsen, as the FY08 Vice Chair, will become the Chair for FY2009. Nielsen represents Three Forks, a small library. As the Chair rotates between small, medium and large libraries, nominations for Vice-Chair represent a medium library. The following nominations and appointments for FY2009 Officers were made:

Joanne Erdall moved to appoint John Finn Vice Chair for FY 2009; seconded by Lee Phillips; motion carried.

Judy Hart moved to re-appoint Angela Giono School Library Rep; seconded by Alice Meister; motion carried.

Judy Hart moved to re-appoint Jodi Oberweiser School/Community Library Rep; seconded by Milla Cummins; motion carried.

Alice Meister moved to appoint Lee Phillips Large Library Rep; seconded by Jodi Oberweiser; motion carried.

There is only one library qualified to serve as Special Library Rep. Hart will contact Lesley Casey (Philipsburg).

Officers for FY 2009 are as follows:

Chair	Jean Nielsen, Three Forks
Vice Chair (Medium library)	John Finn, Anaconda
School Library Rep	Angela Giono, Townsend
Large Library Rep	Lee Phillips, Butte
Special Library Rep	Lesley Casey (if she is willing to serve)
School/Community Library Rep	Jodi Oberweiser, Drummond

**GENERAL RETREAT:** Hart requested that those in attendance email her with comments, recommendations, preference for retreat format; do members prefer having the meetings at the hotel, or having meetings held at separate locations from hotel, such as this year – public library, college, etc. Kudos to Tracy, Jodi and Kari for arranging two continuing education tracks this year, one track geared toward trustees.

**FY2008 PLAN OF SERVICE REVIEW** – Hart reviewed Plan of Service programs and funding designated for each program, noting that due to high attendance (fantastic) at the retreat, there will likely be no funds available to purchase more kits for the Books Discussions in a Bag. Lewis & Clark Library is cycling titles from their ongoing discussions groups into the collection. A list of all kits available is available on the L&C Library catalog; updates will be forwarded to the State Library wiki. Jean Nielsen, Three Forks donated multiple copies of two children's titles to the program.

Costs for retreat currently exceed amount allotted (\$3,500); excess will be taken from stipend given to L&C Library for Coordinator/administrative costs. Hart encouraged members to contact her with lodging and meal cancellations (outside of emergencies) as soon as possible, as motel and catering services have deadlines for final numbers. Those funds can then be released to another Federation program.

Programs – spend your money.

**FY2009 PLAN OF SERVICE** – A collection development policy committee had been formed at the FY 2007 BVF retreat. As there is the possibility of future Federation-wide purchases of print and electronic materials, it was suggested that a Federation-wide Collection Development Policy be implemented. This suggestion will be forwarded to the Federation Coordinators and Montana State Library (MSL) staff.

Federation Coordinator Judy Hart provided a brief overview of two proposals made at the last Federation Coordinators meeting. The first is a request to provide travel to Federation Coordinators for Federation business prior to distribution of funds to individual Federations. Because some Federation Coordinators must travel much further for meetings, their travel expenses are much higher. This proposal would provide funds based on an equitable formula for travel. Hart recommended the Federation support this proposal. Angela Giono moved to approve allocation of Federation funds to cover costs of travel for Coordinators on Federation business prior to fund distribution to individual Federations; seconded by Jodi Oberweiser. Motion passed.

**Note:** Bob Cooper, MSL noted that in order for this to happen there must be an Administrative Rule Change. The MSL will put together a package with draft language for this change.

The second proposal is purchase of a genealogy database at the Federation level to provide state-wide access. The database would most likely be Heritage Quest. BVF is the first library to hear and discuss the proposal and many questions/issues remain unanswered. Issues to address include how to assess costs. The MSL could broker a Federation level deal and fees could be based on respective populations. There will be a free trial from March 4 through May 15 and libraries should encourage their patrons to use it and provide feedback. An annual subscription for state-wide access is \$36,750, meaning all public/academic libraries. Lee Phillips moved that the Broad Valleys Federation is interested in the project and supports efforts to move forward; seconded by Milla Cummins. Motion carried.

Hart noted that due to higher attendance at the retreat, expenses for meals and motel were more than budgeted. Last minute meal or hotel cancellations could not be refunded or credited and in the future will be billed to individual libraries unless cancellation is due to an emergency.

Program One - Continuing Education/Annual Meeting: The Board will continue to meet once a year for a two-day retreat. Tentative dates for FY 2009 retreat are March 6-7, 2009. Coordinator headquarters (Lewis & Clark Library) will receive up to \$5,000 to cover expenses for the next retreat, additional funds to be taken from Program Two. Each library will continue to receive a \$37.50 stipend for travel to retreat. A number of locations were suggested for the FY 2009 retreat and include the Fairmont Hot Springs, Philipsburg, Camp Make a Dream, Butte and Dillon. The Board agreed to continue offering concurrent tracks, one geared to trustees, one to Librarians. Suggestions for sessions include some form of library law each year, and an informational session about collection development practices for trustees. Due to popular demand, Dr.

Mary Bushing will also be invited to present, Hart distributed a sign-up sheet for those interested in helping with the next retreat.

Program Two - Continuing Education: Each library will receive \$474.10 to help offset costs for continuing education opportunities.

Program Three – Technology: Each library will receive \$1,033.70 for this program. It was suggested some of these funds could be applied to purchase of Heritage Quest database if that project moves forward.

Members are encouraged to submit requests for retreat continuing education sessions.

## **STATE LIBRARY'S REPORT**

Tracy Cook, Statewide Consulting Librarian presented an overview and demonstration of ASK Montana, a collaborative project of libraries throughout Montana offering free online service for information and research help by librarians from Montana and around the world. The service provides 24/7 access, connecting patrons live with a librarian.

Darlene Staffeldt gave the Montana State Library's report to the Federation. She provided an update on the State Library Commission, staff news, promotion of a statewide health fair program, Montana Library Association Conference highlights, Fall Workshop, Trustee Blitz for library boards, 2008 PEEL Library Stipend Program, downloadable E-content service, statewide subscription databases, Montana OCLC Group Service FY09-11, Fulfillment Task Force and the transition of State Library to a digital library. Summary is appended to the minutes.

State Library staff gave an update of the status of the RFP process for the state downloadable audio project. There were two responses to the RFP and one of those was disqualified. The committee for the pilot project rated the qualifying RFP, determined that the proposal was not good enough, and made the decision to open a second round of Request for Proposals. Target date for the pilot project is June 2008.

State Library staff also noted that online submission of Federation reports and forms will be available in the near future.

**INDIVIDUAL LIBRARY REPORTS** – Annual reports of happening and accomplishments were shared.

## **CONTINUING EDUCATION PRESENTATIONS**

**What's New in the State-Wide Contract?** – Ed Gron, Senior Training Consultant, Cengage Gale

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***Librarian Track – Dr. Mary Bushing, Library Consultant***

**Managing Work to Make the Most of Limited Time**

**Small Libraries: Successful Collection Development**

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***Trustee Track – Tracy Cook, Statewide Consulting Librarian, Montana State Library***

**Become the Board Member Your Librarian Wants You to Be**

**Qualitative and Quantitative – Evaluating Library Services and Director**

## **Montana State Library Report**

Brief summary prepared for March 8, 2008

Board Valleys Federation Meeting

By Darlene Staffeldt, Montana State Librarian

### **State Library Commission:**

- Bonnie Allen, Dean of Mansfield Library, University of Montana joined the Commission at the June meeting. Bonnie replaces Bruce Morton.
- Marsha Hinch, Director of Choteau/Teton Public Library joined the Commission at the June meeting. Marsha replaces Caroline Bitz.
- Two possible future changes in the Commission as Cindy Carrywater and Nora Smith terms are up as of May 2008. Nora is interested in reappointment, but Cindy is hoping to step down. If you know of any interested public members please see Governors homepage under Boards and Councils and fill out an application or nomination form.
- The next meeting is on Saturday, April 12, 2008 at the MSU – Great Falls college of Technology, R280 in Great Falls, MT. Potential agenda items will be Fiscal year 2008 LSTA budget, Executive Planning Process, Collection Management policy, etc.

### **Staff news from Montana State Library:**

- Jennifer (Jemma) Hackbarth has joined the staff of the Montana Shared Catalog as the new MSC Systems Technician.
- Jim Hill as retired from state government and left his position as Digital Library Director/CIO
- Sibyl Govan has resigned her position as Digital Library Director/CIO.
- Jennie Stapp has accepted the position of Digital Library Director/CIO. Her first day in this position will be Monday, March 17, 2007



## Health Fair

The Montana State Library is working to promote libraries as a resource for health information. To that end, libraries are being encouraged to participate in a statewide "health fair," to be held on April 3, 2008, which is the first day of National Public Health Week.

- Between 20- 30 libraries around MT are planning to participate – not all on April 3. If you have not yet planned an event, there is still time to participate in some way.
- Activities range from one presentation on how to access health information online to a week's worth of events.
- MSL will provide two newspaper ads that will be customizable (should be on Web site by Friday, March 7), one 8.5X11 flyer.
- We will also design and print a poster and a "give-away" that will have a shelf life beyond the health fair event. These will promote libraries as a resource for health information.
- Additionally, we are doing a statewide cable TV buy on TV stations that will reach boomers (CNN, Weather Channel, History Channel, etc.) and there will also be statewide sponsorship of NPR. Both TV and radio will run two weeks prior to the event.
- Two online trainings on using the statewide databases to research health information. For more information, please see: <http://msltrainings.googlepages.com/trainingcalendar>
- Questions, comments, email Sara at [sgroves@mt.gov](mailto:sgroves@mt.gov).

**Montana Library Association (MLA) Conference highlights:** There are lots of good reasons to attend the annual MLA Conference in Great Falls this year, but two more are the free preconferences sponsored by MSL on April 9<sup>th</sup>. There is no registration fee and lunch is provided for all participants.

- Ten Stupid Things Board Members Do To Mess Up Their Organizations (9:00 – 4:00)
- Connecting to Spanish Speakers @ Your Library (9:00 – 4:00)

MSL provided small scholarships to help new library directors and trustees attend MLA. Scholarships were presented to Susan Nathan, Stillwater County Library, Columbus; Pandora Fasciana, Preston Town County Library, Hot Springs, and Lori Weinheimer, Denton Public Library. We will be drawing for three trustees on Friday.

The State Library Commission will also be at the conference to meet you and have conversations. Events planned with the Commission include:

- State Library Commission reception, Heritage Inn, Friday April 11<sup>th</sup>, 5:30 – 7:00 pm. Come meet and visit with your State Library Commissioners one-on-one at this annual social event. Enjoy food and drink while getting to know those who represent your interests in the Montana Library Community.
- Conversation with Your State Library Commission, Heritage Inn, Saturday, April 12<sup>th</sup> 10:15 -11:45 Come to this more formal discussion where you and your peers can discuss whatever issues may be of concern to you – fulfillment, funding, database subscriptions – you name it and the State Library Commission will address it. Come and voice your concerns and offer your suggestions.
- State Library Commission Meeting, Saturday, April 12<sup>th</sup> 1:00 – 5:00 at MSU-Great Falls College of Technology, R280. Please make it a point to attend the State Library Commission meeting. This is a great opportunity to see your State Library Commission in action. Agenda items will include but not be limited to the FY08 LSTA budget and Collection Management Policy for the State Library.

**Trustee Blitz for library boards:** Montana State Library has invited Jim Connor of the Trustee College in Colorado to come back to Montana and visit selected public library boards. Jim will be in the state for two weeks in May and one week in September. If you'd like Jim to visit your board, just let us know. For 2008, in order to do the Trustee Blitz and bring training closer to library boards, there will not be a Summer Institute for Library Leadership or Trustee workshops. See Trustee College Consulting Team coming to Montana handout. Sessions are being planned during May 12-23 and September 22-26.

**Fall Workshop:** September 19-20, 2008, Livingston

Start planning now to attend the 10<sup>th</sup> annual Fall Workshop. This year the two-day event will be in Livingston, on Friday and Saturday, September 19<sup>th</sup> and 20<sup>th</sup>. Topics and speakers are currently being finalized. As always, there is no registration fee and lunch is provided both days for all participants. It's a great opportunity to learn and cavort with fellow librarians!!

**Peel II stipends: 2008 PEEL Library Stipend Program** – (Handout available) MSL has four \$35,000 awards for public, school, and tribal libraries to increase professional staff for two years. If you'd like to have a new library position, consider applying for one of these awards.

### **Downloadable E-Content Service**

The evaluation committee has recommended that the State not pursue a purchase of a downloadable E-Content package from the single qualifying vendor (OCLC) responding to the State's RFP. The committee was in consensus that the content available in the OCLC package was not adequate for a statewide service and the cost of the OCLC package was not affordable on an ongoing basis for libraries statewide.

The State will undertake a new RFP process. The new RFP and the revised LSTA Downloadable E-Content pilot will be based on a list of public and academic libraries that have committed FY2008 local funding to this pilot, in addition to the LSTA funding. Thirteen libraries (12 public and 1 academic) will participate in the first year of the pilot, with plans to add additional groups of libraries under additional local and state funding, as the contract is renewed.

### **Statewide Subscription Databases**

Three additional statewide subscription databases became available in January. These subscriptions were purchased with funds allocated by the last Legislature. All are free of charge to all Montana libraries through August, 2009.

All three are EBSCO databases: CINAHL Full Text (the standard for nursing programs), Environment Complete and Small Engine Repair. All libraries entered in the online Montana Library Directory have been automatically enrolled in these additional databases. To find out how your patrons can access these databases and the Gale databases in and outside of your library, go to your library's profile in the Directory, by using the Edit mode. If you need your library's Directory password (required), contact Donna Caban at MSL: [dcaban@mt.gov](mailto:dcaban@mt.gov)

### **Montana OCLC Group Services FY09-FY11**

FY2008 is the last year of the current OCLC group services contract period. Costs to libraries increased 4% each year between FY2005-FY2008. For copy cataloging level libraries, this was a built-in increase, regardless of how much you used cataloging or interlibrary loan services.

Full cataloging libraries also had a cost increase of 4% per year between FY2005-FY2008. Full cataloging libraries pay about three-quarters of Montana's statewide contract costs to OCLC. Full cataloging librarians' participation in this statewide group catalog contract helps out hundreds of other Montana libraries. Bottom line--everyone gets a good deal.

Montana's OCLC Groups Services contract is currently under negotiation. The annual price for OCLC services will likely increase around 4.5% per year between FY2009-2011. In June, your library's annual price for these services will be finalized.

**Fulfillment Task Force (FTF)** made the following recommendations at their past two meetings:

- The Interlibrary loan reimbursement program and associated monies be repurposed to assist with resource-sharing, additional content or other programs, services and/or benefits that will help libraries across the state provide better services to Montana's citizens.
- A voluntary statewide materials delivery system.
- Secure statewide funding for OCLC services for Montana's libraries.
- Provide additional electronic content statewide.
- Secure statewide funding for all costs/partial cost for all libraries to participate in the Montana Shared Catalog.
- Provide increased collection resources in the state.
- Requesting additional state aid to provide appropriate leveraging of best practice mandates of public library standards and amount of state aid distributed to Montana's public libraries.
- A voluntary statewide library card program.

Specific recommendations for the Executive Planning Process for 2009 Biennium were:

- MSL would repurpose the \$200,000 ILL reimbursement funding by putting \$100,000 toward Montana Shared Catalog operations to lower the cost for libraries to participate, thus allowing more small public and school libraries to participate and \$100,000 toward OCLC costs to lower the cost of participation in the Montana OCLC group services contract. This will require a change in statute. Information Access Montana Act will be changed to remove the section on interlibrary loan reimbursement and add in reference to MSC, OCLC group services contract and/or other fulfillment type options.
- Additionally as a second tier request: Ask for \$300,000 in new money putting an additional \$100,000 toward MSC, and \$200,000 toward OCLC costs.
- And third tier request: Ask for \$100,000 one time only funds to conduct a pilot courier services project.

The Fulfillment Task Force is recommending that the long range plan to help Montana libraries better serve their citizens would include: state support and/or funding for statewide OCLC contract, federated search, statewide authentication, URL resolver, MSC new members, MSC ongoing costs, courier service contract(s), and non-courier delivery service(s).

The URL for FTF materials:

[http://www.msl.mt.gov/About the Library/fulfillment task force/fulfillment tf.asp](http://www.msl.mt.gov/About%20the%20Library/fulfillment%20task%20force/fulfillment%20tf.asp).

**Digital Library:** The Montana State Library is completing its **transition to become a digital library** in order to continue to best meet the needs of all of our diverse patrons from across Montana and the world.

Our move to become a digital library is in response to the proliferation of digital publications produced by state agencies and the increasing need of our patrons to access information anywhere and at any time they may need it.

We are the sole owners of an unknown number of unique state publications in print format, many of which are deteriorating because of age and use. Finding and/or creating digital versions of all print format-only publications protects them against further degradation and ensures that these items will always be available for our patrons – for decades to come.

The Montana State Library is responsible for providing public access to state publications for the entire state of Montana. As librarians, you know that the State Library's users are more than just the few who live and work near the Capitol Complex. Our digital repository provides wider, more immediate and consistent access than the circulation of our collection of state publications in print format.

Our digital repository will provide full-text access from the catalog and be keyword searchable. Our current print format repository is neither. Imagine being able to get search results for every instance of the keyword "forest fire" or "lyme disease" from every state publication ever written by an agency.

While the bulk of our print collection is comprised of aging state documents, another aspect of the collection is the professional library development collection used by librarians and trustees around the state. As with state documents, our goal is to improve the Library Professional Development collection so that it better meets your needs.

You will see little, if any, immediate change for this segment of the MSL collection. We will work to gradually increase the number of digital holdings for the library Professional Development Collection, while still maintaining print versions of library development materials not available in digital format. Thus, your immediate access via the Web to these digital resources will grow over time, but you will still be able to check out available print versions of professional development materials while you are in Helena for meetings or trainings. We will still use interlibrary loan to circulate the print portions of this collection as widely as possible. Please contact Maggie Meredith of our staff ([mmeredith@mt.gov](mailto:mmeredith@mt.gov)) if you have suggestions for titles you feel would be beneficial to add to this collection.

As we move forward with finalizing our transition to become a completely digital library, we will work hard to communicate the changes as they are happening. We will soon have a special page on the State Library's Web site that will include updates, the transition plan, and details on the process.

**1 Local Library Federation Expense Tracking Form for FY2008**

**2 Library Name: Belgrade** **Date: 9-24-2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
5							
6	3/7/2008	G. Bacon		\$37.50	1,2	Mileage to Federation Mtg.	opportunity to participate in the Federation Meeting, networking and wonderful teaching by Mary Bushing
7							
8	4/18/2008	Best Western		\$549.10	1,2	Hotel for MLA Conference	Attended a number of useful classes, networking with peers from around the State.
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11	8/1/2008	OCLC		\$1,033.70	1,2	Annual Costs	Actual cost \$1,119.00
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

- 35
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**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     Belgrade Public Library    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

    Gale Bacon    

    9-24-2008    

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

	A	B	C	D	E	F	G
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1 **Local Library Federation Expense Tracking Form for FY2008**

2 **Library Name: Bozeman Public Library** **Date:**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	9/18/2008	OCLC	ck# 74348	\$1,033.70	3	OCLC CONTRACT	CATALOGING NETWORKS EXPENSES
5	11/29/2007	OCLC	Ck# 76363	\$200.00	2	OCLC BK BLITZ CLASS	training, network with peers to provide better service across federation
6	1/15/2008	MLA	ck# 78845	\$325.00	2	OFFLINE WORKSHOPS	training, network with peers to provide better service across federation
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34	<b>TOTAL</b>			<b>\$1,558.70</b>			

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FY 2008 (July 1, 2007 through June 30, 2008)  
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NAME OF FEDERATION: Broad Valleys

NAME OF LIBRARY: Bozeman Public Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
		<i>sant to Judy Hart via e-mail attachment</i>

Alice M. Meister, Library Director

10/06/08

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

DATE

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
2	Library Name: (Insert name of local library) <i>BROADWATER</i>					Date:	

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	1-Oct	Giono	12022	\$179.19		Library Conference-Meal/Mile	Director Training
5	10/1/2007	Giono	12059	\$149.78		Library Conference-Yogo	Director Training
6	11/1/2007	Giono	12093	\$123.05		Library Conference-Chico	Director Training
7	11/1/2007	Giono	12152	\$170.44		Library Class-Mileage/Food	Director Training
8	12/1/2007	Giono	12193	\$83.46		Library Conference-Hilton	Director Training
9	12/1/2007	Ingalls	12260	\$6.00		Library Conference-Food	Librarian Training
10	3/1/2008	Baca-Guiffr	12602	\$63.63		Federation-Mileage/Food	Librarian Training
11	4/1/2008	Registrator	12631	\$160.00		Registration-Chico	Librarian Training
12	4/1/2008	Sagissor	12669	\$65.00		Registration-Missoula	Librarian Training
13	4/1/2008	Registrator	12669	\$520.00		Registration-MLA	Librarian Training-4 people
14	5/1/2008	Giono	12718	\$54.15		MLA-Food	Director Training
15	5/1/2008	Best Weste	12721	\$346.68		MLA-Best Western	Librarian/Director Training
16	5/1/2008	Ingalls	12755	\$33.90		MLA-Food	Librarian Training
17	5/1/2008	Baca-Guiffr	12756	\$158.51		MLA-Mileage/Food	Librarian Training
18	5/1/2008	Highland	12769	\$43.90		MLA-Food	Librarian Training
19	5/1/2008	Highland	12769	\$122.21		MLA-Mileage	Librarian Training
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32	Sub-total			\$2,279.90			
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34	<b>TOTAL</b>			<b>1620.30 BVF Funds</b>			

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**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

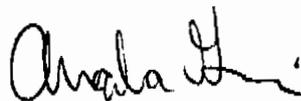
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**NAME OF FEDERATION:** Broadvalley

**NAME OF LIBRARY:** Broadwater School and Community Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
See Attached		

Angela Giono- Chief Library 10/21/2008



**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

**1 Local Library Federation Expense Tracking Form for FY2008**

**2 Library Name: Butte Silver Bow Public Library** **Date: 9-24-2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	
5							
6	9/7/2007	Butte School District	2155	\$135.00	2,3	Staff Computer Class	
7	9/26/2007	Softmart	2798	\$340.20	3	Software for Web Development	
8	10/2/2007	Softmart	3010	\$499.02	3	Dreamweaver Software	
9	10/9/2007	Diane Giop	3165	\$265.57	1,2,3	MSL Travel to Lewistown	
10	2/20/2008	MLA		\$380.51	1,2	MLA Conference Travel	
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33	<b>TOTAL</b>			<b>\$1,620.30</b>			

- 34
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FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

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NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     Butte Silver Bow    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

Lee Phillips

9-24-2008

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
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2	Library Name: Dillon					Date:	
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	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
3							
4	4/7,8/2008	M. Habener		\$37.50	1,2	travel expenses	Helped defray travel expenses to Federation meeting
5	6/3/2008	State Library		\$1,000.00	3	Start-up costs for down-loadable audio books	Provide access to audio books for library patrons
6							
7	6/9/2008	State Library		\$33.70	3	Sip II license for audio books	Helped defray total cost (\$332.00) of DPLs portion of Sip II license for audio book project
8							
9	4/8-12/08	MLA		\$302.00	2	MLA registration	Allowed library director to attend MLA - network with peers to provide better service across federation
10							
11	4/8-12/08	Motel 6		\$234.96	2	motel for MLA conference	Allowed library director to stay in Great Falls for MLA conference
12							
13	4/8-12/08	M. Habener		\$12.14	2	travel expenses	Helped defray travel expenses for library director to attend MLA
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

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**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

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NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     Dillon    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

    Marie Habener    

    9-2008    

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

	A	B	C	D	E	F	G	H
1	<b>Local Library Federation Expense Tracking Form for FY2008</b>							
2	Library Name: Drummond School Community Library					Date: _____		
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation	
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation	
5	10/7/2008	MLA	308284	\$80.00	2	Fall Meeting Registration	Registration and Continuing Ed. For Library Directors	
6	4/8/2008	MLA	308703	\$135.00	2	Conference Registration	Registration and Continuing Ed. To improve services to patrons within the federation.	
7	9/7/2008	TEST		\$175.05	3	Smart Board	Technology for instructing in the library	
8	8/8/2008	CDW-G		\$1,230.25	3	N-Computing System	System upgrade plus 4 monitors and keyboards for increased public access	
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34	<b>TOTAL</b>			<b>\$1,620.30</b>				
35								
36	1. Your total should match the total sent to you from the State Library.							
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## INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) FEDERATION ANNUAL REPORT

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NAME OF FEDERATION: Broad Valleys

NAME OF LIBRARY: Drummond School Community  
Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$ 80.00	2	registration + C.E. for Library Directors
\$ 135.00	2	Registration + C.E. for state conference to improve services and network with peers.
\$ 175.00	3.	Smart board - technology for instruction in the library.
\$ 1230.25	3.	N- Computing System upgrade plus 4 monitors + keyboards to increase Petron's public access.

Jodi Oberweiser  
SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10/2/08  
DATE

**1 Local Library Federation Expense Tracking Form for FY2008**

**2 Library Name: Hearst Free Library Date: 10/22/2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Progra	Description	Benefit to Federation
4	2/22/2008	Holiday Inn - Missoula		\$180.00	2 & 3	Hotel for MLA Offline Retreat	Technology training; network with peers to provide better service across federation
5	4/12/2008	MLA		\$170.00	2 & 3	Registration fees (X2) - MLA Conf	training & networking
6	4/12/2008	Heritage Inn - GF		\$199.10	2& 3	Hotel for MLA Conference	training & networking
7	3/7/2008			\$37.50	1	travel expenses - Annual BVF mtg	training and networking and federation business
8	8/22/2007	OCLC		\$1,033.70	3	Annual OCLC charges	Technology - actual cost for HFL is \$1117.99
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35	<b>TOTAL</b>			<b>\$1,620.30</b>			

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**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

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NAME OF FEDERATION: Broad Valleys Federation

NAME OF LIBRARY: Hearst Free Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$37.50	1	Annual Meeting - travel
\$549.10	2&3	Training & networking
\$1,033.70	3	Technology

  
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SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10/22/08  
DATE

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**1 Local Library Federation Expense Tracking Form for FY2008**

**2 Library Name: (Jefferson County) Date: 9-25-2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4							
5	3/7-8/2008	Carly Delsigne		\$37.50	1	Mileage for BVF meeting	training; network with peers to provide better service across federation
6	11/8/2007	B&C Telephone Inc		\$1,033.70	3	T1 installation	provides stable Internet connectivity needed for Maintaing communications with those federation members who are part of the MSC
7	4/9-12/2008	Best Western Heritage Inn		\$354.10	2	Lodging for MLA	training; network with peers to provide better service across federation
8	2/14/2008	MLA		\$195.00	2	Conference registration	training; network with peers to provide better service across federation
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NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     Jefferson County    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

    Cyd Kreizwald    

    9-25-2008    

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
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2	Library Name: Lewis & Clark Library				Date: 9-24-2008		
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	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
3							
4	8/1/2007	OCLC		\$1,033.70	3	Applied to OCLC annual subscription	Essential to managing and sharing of resources
5	3/7-8/2008	L&C Library		\$37.50	1,2	Travel to BVF Retreat in Bozman	Federation business meeting and Continuing Ed Workshops
6	3/25-29/2008	PLA		\$549.10	2	Applied to registrations for PLA Conf	Invaluable workshops pertaining to Admin., Collection Management, etc
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**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

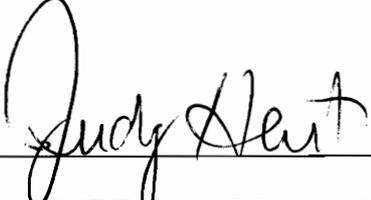
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NAME OF FEDERATION: Broad Valleys Federation

NAME OF LIBRARY: Lewis & Clark Library

EXPENDITURE(S)                      PROGRAM (from POS)                      BENEFIT/OUTCOME

*see attached expense form*

  
\_\_\_\_\_  
SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

*10/17/08*  
\_\_\_\_\_  
DATE

Lewis Clark Library  
 Broad Valleys Federation Transaction Detail by Account  
 July 2006 - June 2007

	Jul '07 - Jun 08	Fiscal Year 2008				
<b>Cash Forward from FY2007</b>	<u>0.00</u>	<u>0.00</u>				
<b>REVENUE</b>						
<b>FY2008 Revenue</b>						
<b>BVF Coal Severance Tax</b>	<u>5,920.30</u>	<u>5,920.30</u>				
<b>Total Revenue &amp; Cash</b>	<u>5,920.30</u>	<u>5,920.30</u>				
<b>Total Revenue</b>	<u><u>5,920.30</u></u>	<u><u>5,920.30</u></u>				
<b>EXPENDITURES</b>						
<b>BVF Retreat/Spring Meeting</b>						
<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
Bill	03/21/2007		AMERICAN EXPRESS	Broad Valley Retreat-3/7/08-3/8/08	3,528.04	
			Mary Bushing	Broad Valley Retreat-3/7/08-3/8/08	150.00	
			<u>Subtotal, BVF Retreat/Spring Meeting</u>			<u>3,678.04</u>
<b>BVF Other Expenditures</b>						
Transfer			Lewis & Clark Library	BVF Administration FY2008	621.96	
Transfer			Lewis & Clark Library	Continuing Education Grant	549.10	
Transfer			Lewis & Clark Library	Technology Grant	1,033.70	
Transfer			Lewis & Clark Library	Transportation Subsidy	37.50	
			<u>Subtotal, BVF Other Expenditures</u>			<u>2,242.26</u>
			<u>Total Broad Valleys Federation Expenditures</u>			<u>5,920.30</u>
			Account Balance @ FYE 2008			0.00

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1 **Local Library Federation Expense Tracking Form for FY2008**

2 **Library Name: Livingston-Park County Public Library** **Date: 9-24-2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	
5							
6	3/7-8/2008	Livingston Library		\$37.50	1,2	Travel to BVF Annual Meeting	See attached report
7		Various		\$549.10	2	BER and MLA	See attached report
8		OCLC/Virtual Reference		\$1,033.70	3	OCLC and Montana Virtual Reference	See attached report
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33	<b>TOTAL</b>			<b>\$1,620.30</b>			

- 34
- 35 1. Your total should match the total sent to you from the State Library.
- 36 2. Funds must be have been expended by June 30, 2008.
- 37 3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be adopted.
- 38 4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report.
- 39 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
- 40 6. If you have questions contact your Federation Coordinator.
- 41 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

**Broad Valleys Federation  
Grant Report  
FY 2008**

**Livingston-Park County Public Library**

228 W. Callender Street  
Livingston, MT 59047

Program 1 – Annual Meeting Expenses. The Library Director and two trustees were able to attend the annual meeting of the Federation. Since the meeting was held in nearby Bozeman, travel expenses were minimal, and the money granted by the Federation for this purpose was used instead to help defray travel expenses for one staff member to attend the MLA annual conference in Great Falls.

Trustees attending the annual meeting found the workshops informative and helpful. Both gained a more thorough understanding of the value of the statewide InfoTrac subscription and found the 'trustee track' workshops beneficial. Our library's first trustee job description was created as a direct result of one of the workshops.

Program 2 – Continuing Education Grant. The \$549.10 grant was used to help defray expenses for Children's Librarians Lisa Sukut and Lona Woodke to attend Bureau of Education & Research workshops in Billings. Lona attended "The Best Children's Books of the Decade" for K-6<sup>th</sup> grades, and Lisa attended "Best Books for Reluctant Readers" for 6<sup>th</sup>-12<sup>th</sup> grades. As mentioned in 2007, Lisa and Lona are both relatively new to their positions as Children's and YA Librarians, and attending professional workshops has been particularly useful in helping them plan and deliver services.

Continuing education monies were also used to help defray expenses for Technical Services Librarian Jan Dawson and Circulation Clerk Alana Mueller-Brunckhorst to attend the Montana Library Association conference in Great Falls.

BER Registration Fees (2@ 195.00 ea.)	\$ 390.00
MLA Registration Fees	\$ 267.00
Mileage and motel costs (all events)	<u>\$ 643.16</u>
Total expended	\$1300.16

Program 3 – Technology Grants. As in the past, the library has used the Technology Grant to help underwrite the cost of participation in OCLC (\$1,738 for FY2008) and the Montana Virtual Reference program (\$380.00). In 2008, the library has continued to work on converting its old level-one catalog records into improved records. Recataloging of our 6,858 preschool library records is scheduled for completion in September 2008.

Completing our recataloging project and adding the improved records to the OCLC database enables our library to make more of our collection accessible to others through interlibrary loan.

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
2	Library Name: <b>Madison Valley Public Library</b>					Date: <b>10/2/2008</b>	

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4		<i>Madison Library</i>		\$37.50	1	<i>MSC Four Rivers Group Meeting</i>	<i>Group meeting for shared catalog invaluable for communication</i>
5	<i>April</i>	<i>MLA Conf</i>		\$549.10	2	<i>Expenses related to MLA Conference</i>	<i>Continuing education, networking with Montana librarians</i>
6		<i>MSC</i>		\$1,033.70	3	<i>Applied to Montana Shared Catalog</i>	<i>Shared catalog connects patrons with Montana libraries</i>
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

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| 35 |  |
| 36 | 1. Your total should match the total sent to you from the State Library.   |
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| 38 | 3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be adopted. |
| 39 | 4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report.                  |
| 40 | 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.             |
| 41 | 6. If you have questions contact your Federation Coordinator.  |
| 42 | <b>7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.</b>   |

**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Broad Valleys

NAME OF LIBRARY: Madison Valley Public Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$ 37.50	Program 1	Better Patron Service
\$ 549.10	Program 2	Continuing Education
\$ 1033.70	Program 3	MSC Fee

Kathleen Kruck

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

10-2-08

**DATE**

	A	B	C	D	E	F	G
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**1 Local Library Federation Expense Tracking Form for FY2008**

**2 Library Name: Manhattan Community Library Date: 10/20/2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	4/10 & 4/11/08	MLA/Heritage		\$549.10	education	MLA regi., food, & lodging for 2	training; network with peers to provide better service across federation
5	7/1/2008	OCLC		\$103.70	technology	Re-enrollment	helps our library stay current and up-to-date/also allows ILL
6	7/1/2008	Byte Speed		\$930.00	technology	New circ desk computer	replace computer that died
7	3/6-3/7/08	Travel		\$37.50		Broad Valleys Fed. Meeting	training; networking with peers to provide better service across federation
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

- 35
- 36 1. Your total should match the total sent to you from the State Library.
- 37 2. Funds must be have been expended by June 30, 2008.
- 38 3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be adopted.
- 39 4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report.
- 40 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
- 41 6. If you have questions contact your Federation Coordinator.
- 42 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

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**NAME OF FEDERATION:** Broad Valleys Federation

**NAME OF LIBRARY:** Manhattan Community Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
<del>\$400</del> 549.10	Education	Two Employees to attend MLA Conference for training & peer networking
\$37.50	Travel	To help defray the costs of attending the Broad Valleys Spring Federation Meeting for training & networking.
\$103.70	Technology	OCLC Renewal
\$930.00	Technology	New Circ. Desk Computer

Kari K. Ellason

10/20/08

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

	A	B	C	D	E	F
1	<b>Local Library Federation Expense Tracking Form for FY2008</b>					
2	Library Name: (Insert name of local library) <i>Meagher County</i>					
3	<b>Date</b>	<b>Claimant</b>	<b>Tracking # (optional)</b>	<b>Amount</b>	<b>POS Program</b>	<b>Description</b>
4	8/14/2007	JAM Com	W3427	\$27.00	3	128MB memory
5	8/24/2007	JAM Com	W35842	\$605.00	3	(3) Office Basics 2003
6	8/24/2007	JAM Com	W35842	\$261.00	3	(6) 256MB PC133 memory
7						(1) 256 MB PC2700 memry
8						(2) 128 MB PC2700 mem
9	11/8/2007	JAM Com	W36967	\$66.00	3	(2) 256MB PC133 mem
10	4/11/2008	JAM Com		\$74.70	3	Install software updates
11						
12	3/10/2008	Benedict		\$37.50	1	Mileage to Bozeman
13						
14	9/27/2007	Benedict	36767	\$149.78	2	Yogo Inn lodging
15	9/27/2007	Benedict	36767	\$71.52	2	Lewistown mileage
16	10/24/2007	Benedict	W36866	\$119.42	2	Days Inn lodging
17	11/21/2007	Benedict	W36956	\$83.46	2	Hilton Garden Inn lodging
18	1/7/2008	MLA	1192	\$65.00	2	Registration Fee
19	2/25/2008	Benedict		\$59.92		Holiday Inn lodging
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34	<b>TOTAL</b>			<i>1620.30</i>		
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36	1. Your total should match the total sent to you from the State Library.					
37	2. Funds must be have been expended by June 30, 2008.					
38	3. If you anticipate your library may have some unexpended funds, report it to the Coordi					
39	4. Intentional carry over of funds is for special projects only, must be explained in the Pla					
40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to yo					
41	6. If you have questions contact your Federation Coordinator.					
42	<b>7. When completed, submit this form as an E-mail attachment to your Federation C</b>					

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Date:

3 **Benefit to Federation**

4 Increased PAC speed

5 Provided a needed program on PAC

6 Increased PAC speed

7

8

9 Increased PAC speed

10 Maintained PAC for patrons

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12 Attended Broad Valleys annual retreat

13

14 Attended MSL Fall Workshop/maintain library certification

15 Attended MSL Fall Workshop

16 Attended MSC Fall Membership meeting in Kalispell

17 Attended Library Law Workshop in Missoula/maintain library certification

18 Offline 2008 Tech Conference in Missoula/maintain library certification

19 Attended Offline 2008/maintain library certification/provide PAC

20 assistance to patrons

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39 ator by May 1, 2008, so that a reallocation strategy can be adopted.

40 n of Service, and reported in the Annual Report.

41 ur Federation Coordinator or MSL unless requested to do so.

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43 oordinator.

**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

**PURPOSE OF THIS REPORT:** To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

**NAME OF FEDERATION:** Broad Valleys

**NAME OF LIBRARY:** Meagher County City Library

<b>EXPENDITURE(S)</b>	<b>PROGRAM (from POS)</b>	<b>BENEFIT/OUTCOME</b>
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(See attached forms)

  
**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

10/7/08

**DATE**

BROAD VALLEYS FEDERATION – FY2008  
GRANT REPORT FORM

Meagher County City Library  
15 1<sup>st</sup> Avenue SE, P. O. Box S  
White Sulphur Springs, MT 59645

The library received a consolidated federation grant totaling \$1620.30.  
I was able to attend the annual Broad Valleys Federation meeting in Bozeman and used the \$37.50 provided to help defray travel costs.

The continuing education grant money of \$549.10 was used toward training expenses to attend Offline 2008, MSL Fall Workshop, MSC Fall Membership meeting, and the Library Law Workshop. Attendance at this training continues to strengthen my ability to perform duties as Library Director.

This year we had the privilege of having Brian visit our library and evaluate our public access computers. This service was graciously provided through the Montana State Library. Upon his recommendation and with our grant funding, additional memory was added to all of our PAC's at a total cost of \$354. This resulted in an increase in speed and performance that has been well received by our users. We had a definite need to provide Office programs for our computer users and again using grant funding, installed compatible Office Basics 2003 on three PAC's at a cost of \$605. Finally the remaining \$74.70 of our funding was used to install software updates on our PAC's. Our library had 6676 computer users in FY2007 and this increased to 8066 in FY2008. We continue to see increased computer usage due in large part to the improvements/updates we are able to do through our technology grant.

Thank you so much for providing this funding to our library.

Submitted by:

  
Signature

Library Director

Title

10/06/08

Date

Reviewed and Approved:

---

Federation Coordinator

Date

	A	B	C	D	E	F
1	<b>Local Library Federation Expense Tracking Form for FY2008</b>					
2	Library Name: (Insert name of local library) <i>Phillipsburg</i>					
3	<b>Date</b>	<b>Claimant</b>	<b>Tracking # (optional)</b>	<b>Amount</b>	<b>POS Program</b>	<b>Description</b>
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference
5	7/07	GVC		79.92		voice recognition
6	11/07			72.00		training
7	2/08	Staples		434.90		new desk
8	3/08	mt. hls		249.00		negotiation
9	4/08	Holiday		387.60		wedding
10	4/08	F. Courtney		40.00		MLA of falls
11	8/08	Best Buy	(306-88)	1222.92		new computer
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34	<b>TOTAL</b>			<b>\$0.00</b>		
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36	1. Your total should match the total sent to you from the State Library.					
37	2. Funds must be have been expended by June 30, 2008.					
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40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to yo					
41	6. If you have questions contact your Federation Coordinator.					
42	7. When completed, submit this form as an E-mail attachment to your Federation C					

- \$ 306-88 FY08 Funds

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1	
2	Date:
3	<b>Benefit to Federation</b>
4	training; network with peers to provide better service across federation
5	ed - to help copy & catalogue MSC
6	
7	you new computer for MSC
8	you MLA at Great Falls
9	MLA Great Falls
10	dedicated to MSC
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38	ator by May 1, 2008, so that a reallocation strategy can be adopted.
39	n of Service, and reported in the Annual Report.
40	ur Federation Coordinator or MSL unless requested to do so.
41	
42	oordinator.

# Phillipsburg

I received \$1620.30 <sup>from</sup> Broadview  
Federation. This was put in savings  
to allow us travel, training and a  
new computer dedicated to the MSC.  
We did not use all the money until  
the next federation check. We then  
used what was left of the \$1620.30  
for the computer.

If you have any questions -  
please feel free to call: me  
859-5030

### INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) FEDERATION ANNUAL REPORT

**PURPOSE OF THIS REPORT:** To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Broad Valley

NAME OF LIBRARY: Philipsburg Public library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Susan McCann

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10/20/08

DATE

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
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2	Library Name: Sheridan Public					Date:	
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3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	Example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
5	02/2008	MLA		\$30.00	2	MLA Membership	training/networking
6	03/2008	MLA		\$150.00	2	Conference	training/networking
7	4/9/2008	Motel 6		\$189.36	2	motel for MLA conference	training/networking
8	4/11/2008	Town Pump		\$30.64	2	travelling exp., MLA conf.	training/networking
9	3/6/2008	Town Pump		<b>\$37.50</b>	2	travelling exp., annual mtg	training/networking
10	10/2/2007	Apple Store		\$1,182.80	3	refurbished iMac	Providing internet access to non-windows users
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

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| 35 |  |
| 36 | 1. Your total should match the total sent to you from the State Library.   |
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**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
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NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     Sheridan Public Library    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

    William Talbott    

    9-2008    

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

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1 **Local Library Federation Expense Tracking Form for FY2008**

2 **Library Name: Thompson-Hickman County Library- Virginia City** **Date:**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4		MSC		745.51	3	MSC membership cost	Online Catalog holdings of our library offered to all patrons in Montana
5		OCLC		\$270.00	3	OCLC Cataloging cost	Copy Cataloging important asset to library holdings
6				\$88.00	3	CD writable extension	Updating computer that uses scanner for Archives photos
7		MLA		\$129.00	2	Registr. Costs to attend MLA	Continuing education for creditation of Director
8		MLA		\$361.00	2	Cost mileage, room etc MLA	Continuing education workshops & meetings
9				\$59.10	2	Attend Offline retreat	Technology education and creditation for Director
10				\$37.50	1	mileage to attend BFV retreat	Attend federation retreat and meetings
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34	<b>TOTAL</b>			<b>\$1,690.11</b>			

- 35
- 36 1. Your total should match the total sent to you from the State Library.
  - 37 2. Funds must be have been expended by June 30, 2008.
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  - 42 7. **When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

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NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     Thompson-Hickman – Virginia City    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

    Joanne Erdall    

    9-24-2008    

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

	A	B	C	D	E	F	G
1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
2	Library Name: Three Forks Community Library					Date: 10/10/08	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
5	7/9/2007	MPL		\$575.30	3	Portion of Shared Cat. Cost	To improve library services for TFCL patrons & other in MSC
6	8/16/2007	OCLC		\$545.00	3	Cataloging cost	to provide TFCL patrons and statewide patrons with accurate item cataloging
7	11/7/2007	Yogo Inn		\$64.19	2	motel for Fall Workshop	provide cont. ed for Lib. Dir. To better serve TFCL & Federation patrons
8	11/7/2007	J. Nielson		\$186.24	2	mileage for Fall Workshop	provided financial support for Lib. Dir. To attend Fall Workshop
9	4/15/2008	J. Nielson		\$249.57	2	Regis, mileage MLA conf.	Paid registration costs and partial mileage for MLA conference to better
10				\$1,620.30			enhance services for TFCL, Federation and Statewide patrons
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			
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36	1. Your total should match the total sent to you from the State Library.						
37	2. Funds must be have been expended by June 30, 2008.						
38	3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be adopted.						
39	4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report.						
40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.						
41	6. If you have questions contact your Federation Coordinator.						
42	<b>7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.</b>						

**INDIVIDUAL LIBRARY REPORT FOR  
FY 2008 (July 1, 2007 through June 30, 2008)  
FEDERATION ANNUAL REPORT**

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Broad Valley

NAME OF LIBRARY: Three Forks Community Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Debbie Kramer Library Director  
SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10/10/08  
DATE

	A	B	C	D	E	F
1	<b>Local Library Federation Expense Tracking Form for FY2008</b>					
2	Library Name: (Insert name of local library) <i>Twin Bridges</i>					
3	<b>Date</b>	<b>Claimant</b>	<b>Tracking # (optional)</b>	<b>Amount</b>	<b>POS Program</b>	<b>Description</b>
4	example 4/30/2008	Super 8		\$64.00	2	motel for MLA conference
5	4/8/2008	TBPL		\$101.00	2	mileage to Bozeman
6	1/30/2008	motel		\$260.00	2	motel for MLA conference
7	4/30/2008	MLA		\$123.00	2	convention fees
8	4/8/2008	TBPL		\$39.10	2	Mileage to Ennis
9	6/1/2008	TBPL		\$26.00	2	Mileage to Whitehall
10	4/1/2008	motel		\$37.50	1	Bozeman
11	6/8/2008	Staples		\$799.99	3	new computer
12	6/8/2008	Staples		\$199.99	3	laminator
13	8/1/2007	Dell		\$33.72	3	anti-virus
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36	1. Your total should match the total sent to you from the State Library.					
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40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to yo					
41	6. If you have questions contact your Federation Coordinator.					
42	7. When completed, submit this form as an E-mail attachment to your Federation C					

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2	<b>Date:</b>
3	<b>Benefit to Federation</b>
4	<i>training; network with peers to provide better service across federation</i>
5	training and meeting of Broad Valley's Federation
6	training, network with peers to provide better service across federation
7	training, network with peers to provide better service across federation
8	4Rivers Partners meeting to improve service to patrons.
9	Montana Memory Project to learn about saving pictures
10	training and meeting of Broad Valley's Federation
11	more reliable computer for patron use
12	new service for patrons
13	to protect library computers and therefore improve service
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38	inator by May 1, 2008, so that a reallocation strategy can be adopted.
39	n of Service, and reported in the Annual Report.
40	=: Federation Coordinator or MSL unless requested to do so.
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42	ordinator.

**INDIVIDUAL LIBRARY REPORT FOR  
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NAME OF FEDERATION: Broad Valleys Federation

NAME OF LIBRARY: Twin Bridges Public Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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*see attached*

<u>Betty Humbert - Library Director</u>	<u>10/2/08</u>
<b>SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR</b>	<b>DATE</b>

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
2	West Yellowstone Public Library PO Box 370 West Yellowstone, M					22-Apr-08	

	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
3	example	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
4	4/30/2008						
5							
6	4/12/2008	BW Heritage		\$520.02	2	MLA Hotel Rooms for staff	MLA conference participation
7	4/12/2008	Town of WY		\$29.08	2	gas to GF, MLA	MLA conference participation
8							
9	3/5/2008	Mary Girard		\$37.50	1	mileage to BVF meeting, BZN	attendance at BVF meeting
10							
11	8/1/2007	OCLC		\$828.00	3	07-08 OCLC costs	membership to OCLC ILL and catalog
12	4/1/2008	Amazon.com		\$64.99	3	new router	updated public access computer router/hub
13	4/10/2008	Jed Norman, tech		\$140.71	3	tech support	troubleshoot and router installation
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

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FY 2008 (July 1, 2007 through June 30, 2008)  
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NAME OF FEDERATION:     Broad Valleys    

NAME OF LIBRARY:     West Yellowstone    

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
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Please see attached report

    Mary Girard    

    4-8-2008    

**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**

**DATE**

1	<b>Local Library Federation Expense Tracking Form for FY2008</b>						
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2	Library Name: <b>William Kohrs Memorial Library</b>				Date: <b>9-24-2008</b>		
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3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	3/7-8/2008	Kohrs Library		\$37.50	1	Travel to BVF Retreat in Bozeman	Federation business meeting and Continuing Ed Workshops
5		Numerous		\$549.10	1,2	Various workshops/continuing ed	See attached narrative
6		Kohrs Library - reimb		\$1,033.70	3	Applied to purchase of new computer	See attached narrative
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34	<b>TOTAL</b>			<b>\$1,620.30</b>			

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**BROAD VALLEYS FEDERATION \* FY-2008  
GRANT REPORT FORM**

**LIBRARY** William K. Kohrs Memorial Library

**ADDRESS** 501 Missouri Ave.

**CITY ST ZIP** Deer Lodge, MT 59722

**GRANT RECEIVED: CONSOLIDATED FEDERATION GRANT - \$1,437.50**

Brief written reports will be provided to the Headquarters Library for inclusion in the annual report of the Plan of Service document. Use additional pages as needed.

**TRAVEL EXPENSES - \$37.50** to help defray travel costs to the Annual Broad Valleys Federation Meeting.

I attended the annual federation meeting in Bozeman. The workshops--Infotrac, Mary Bushing on weeding, etc.--and the business meeting were very beneficial.

**CONTINUING EDUCATION GRANT - \$549.10**

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library

Our board chair attended a local government finance meeting in Helena and trustee training in Missoula. Staff training included 3 OCLC/BCR online workshops, attendance at the MEA/MLA convention, a local first aid workshop, and a e-audiobook meeting, plus free online training.

**TECHNOLOGY GRANTS - \$1,033.70**

Member libraries will identify what expenses were covered and identify how this helps the library deliver technology related services to its patrons and how the expenditures help strengthen federation-wide access.

We purchased a new computer for public access. with Windows Vista Business. The federation technology grants have largely funded our upgrading--piecemeal, but steady--of our computers.

The library trustees, staff, and patrons have many and various causes to be grateful for the federation grants. From the appearance and value of our book collection to the interlibrary loan skills of our staff to the legal knowledge of our governing body, our town has benefitted!

Submitted by

Signature Nancy M. Silliman Title Library Director Date June 26, 2008

Reviewed and Approved:

Federation Coordinator

Date

Return form to:

Judy Hart, Lewis & Clark Library  
120 S. Last Chance Gulch  
Helena MT 59601

FAX 447-1687

email: [jhart@mtlib.org](mailto:jhart@mtlib.org)

**Please return the form at any time after the monies have been expended but no later than July 30, 2008**