FEDERATION ANNUAL REPORT
FOR
FY 2008 (JULY 1, 2007 THROUGH JUNE 30, 2008)

Federation: ___Golden Plains Library Federation_____

Federation Coordinator's Library:
_____Phillips County Library_____

Signature of Federation Coordinator:

_____*Janeen K. Brooke*_____

Signature of Chairperson, Board of Trustees,
Federation Coordinator's Library

_____*Hooley Robinson*_____

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	$17,510.00	$17,510.00
General Fund	N/A	N/A
TOTAL Revenue	$17,510.00	$17,510.00

Deadline Date: November 1, 2008

EXPENDITURES SUMMARY:

Expenditures	Budgeted	Actual
Administration Costs		
Stipend	$400.00	$400.00
Operating Costs		
Supplies	$75.00	$556.65 *
Communications (phone, mailings, printing)	$25.00	-0-
Travel	$1,300.00	$843.35 *
Program one: *Continuing Education*	$5,386.00	
Annual MLA Conference		$4514.10
Other continuing education opportunities		$814.81
Program two: *Technology*	$4,767.00	$8087.85
Program three: *Resource Sharing*	$3,044.00	$1646.43
Program four: *Community Outreach*	$2,513.00	$646.81
Total Expenditures	$17,510.00	$17,510.00

* The GPL Federation had put $500.00 into travel for any school librarians who joined the Federation. Since none joined those funds and the remaining Administration funds were used to purchase stamps that were distributed equally between the public libraries of the Federation.

FY 2008 Federation Annual Report Form

PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the Plan of Service (POS)

Program One

Title: Continuing Education

Program Narrative:

This program supports goal two. Federation librarians are committed to providing quality service and librarianship to their patrons. Toward this end, travel expenses and continuing education workshop expenses are paid by the GPLF

Activities such as the following will be funded to some level up to and included fully as money allows:

(1) A minimum of two Federation meetings at Wolf Point Public Library, or other agreed upon location – mileage and/or expenses reimbursed to librarians, library director and/or Trustee in attendance as part of their grant.

(2) Attendance at Montana Library Association meetings and/or other established state, regional or national library learning event – monies distributed to libraries as part of their grant.

(3) Attendance at a minimum of two Montana State Library Coordinator/Commission meeting by GPLF Federation Headquarters Librarian.

(5) Stipend: $400.00, payable to GPLF Headquarters Librarian for bookkeeping and MSL reports.

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

This program will be judged successful if the member librarians use these funds to finance educational learning opportunities for their directors and/or staff.

All library directors of the GPLF, the Academic librarian, a trustee and a staff member attended the annual MLA conference in Great Falls.

Total Program Budget: $5328.91

PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the Plan of Service (POS)

Program Two

Title: Technology

Program Narrative:

Golden Plains Library Federation patrons request direct access to information via internet access and other database services. Because these informational formats remain priority needs of GPLF library patrons, this program budget will be used to purchase replacement or new hardware, software and related technical services offered to library patrons.

Example of activities that might be funded in this program are:
 (1) purchase new computer
 (2) purchase new software to run computer or a program on computer
 (3) fund OCLC subscription
 (4) fund Gale/Infotrac database
 (5) fund participation in Montana Shared Catalog
 (6) purchase a new fax machine

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

This program will be judged successful, if the patrons of the Golden Plains Library Federation libraries are able to access online the information resources they need and if the librarians are able to keep in touch with each other and other throughout the state who can help them better serve their patrons.

The program is also successful in helping supplement the technology equipment needs of the library, which most member libraries took advantage of this year.

All five public libraries in the federation used this program. It is a very important part of our library budgeting to be able to use these funds in the technology field.

Total Program Budget: $8087.85

PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the Plan of Service

Program Three

Title: Resource Sharing and Reference

Program Narrative:

Patrons of the GPLF library patrons expect and request Interlibrary loan services.   GPLF will pay accumulative return postage expenses for ILL materials. The GPLF uses this program's funding for return postage of ILL materials retrieved from all libraries.

Activities and/or products that can be purchased via this program included such things as:
  (1) Return postage costs for returning interlibrary loans materials
  (2) Postage stamps
  (3) Cost of ILL and interlibrary loan software

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

A customer survey of the patrons of the GPLF will show that they are able to find the materials they need and want to read at their local library or via interlibrary loans.

Some left over funds from the Administration part of the budget were used to purchase cloth mailing bags for the GPLF and distributed to the members. This will help protect the materials loaned to other libraries from our federation area.

The local budgets are sometimes very limited and constrained in how large the book budget is. A library director can not purchase even close everything that is needed by the local patrons. The Interlibrary Loan program and resource sharing is very important to our federation area.

Total Program Budget: $1646.43

PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the Plan of Service (POS)

Program Four

Title: Community Outreach

Program Narrative:

The GPLF uses this funding to market libraries and reach out to the community. This program meets the MSL Long Range Goal of marketing libraries to increase awareness of libraries and their value and to increase usage of the library.

Activities funded in this program would included:
   (1) Costs associated with adult education classes
   (2) Traveling trunks
   (3) Bookmarks, other library publications

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

This program will be judged successful if the member librarians use these funds to finance educational learning opportunities for their patrons while maintaining funds to finance ongoing GPLF operating supplies required by each member library.

The federation libraries appreciate the chance to promote the library and enhance many of the ongoing programs, such as Story Time and Summer Reading with additional educational and fun materials.

Two libraries took advantage of this portion of our plan of service this year. The other member libraries had a greater need to spend their funds in the Education and Technology areas.

Total Program Budget: $646.81

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
Daniels County	$2,992.00	1, 2, 3	Yes
Fort Peck	$750.00	1	Yes
Glasgow City/County	$2,992.00	1, 2, 3, 4	Yes
Phillips County	$4,792.00	1, 2, 3, 4	Yes
Roosevelt Co.	$2,992.00	2	Yes
Sheridan Co.	$2,992.00	1, 2	Yes

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FEDERATION ANNUAL REPORT

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NAME OF FEDERATION: __Golden Plains__

NAME OF LIBRARY: __Daniels County Library__

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
ILL Postage-$615.94	3	resource sharing
Follett-Spectrum Suite Support---$495.00	2	sustain technology
New Computer-$880.00	2	sustain technology
New monitor & battery backup-----$316.95	2	sustain technology
OCLO-partial payment ----------$102.79	2,3	resource sharing
Outlet strip-$ 64.98	2	sustain technology
MLA conference-Nancy Thronson---$136.00	1,2.3.4	training
MLA conference-Marlene Machart----$380.34	1,2,3,4	training

Marlene J. Machart   10-20-08

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR   **DATE**

Local Library Federation Expense Tracking Form for FY2008

Daniels County Library-Scobey, Montana

	A	B	C	D	E	F
3	Date	Claimant	Tracking # (optional	Amount	POS Program	Description
4	example 4/30/2008	Super 8	25689	$64.00	2,3,4	motel for MLA conference
5	3/20/2008	Will's		$316.95	2	monitor & battery backup
6		Office World				
7	3/20/2008	Nancy		$136.00	1,2,3,4	MLA conference registration
8		Thronson				
9	3/20/2008	Marlene		$124.00	1,2,3,4	MLA conference registration
10		Machart				
11	4/20/2008	Marlene		$173.34	1,2,3,4	motel for MLA conference
12		Machart				
13	4/20/2008	Marlene		$83.00	1,2,3,4	meals at MLA conference
14		Machart				
15	5/20/2008	Will's		$880.00	2	new computer
16		Office World				
17	6/20/2008	Follett		$495.00	2	Spectrum Suite Support
18	6/20/2008	Will's		$64.98	2	outlet strip
19		Office World				
20	6/20/2008	Post Office		$615.94	3	ILL postage
21	6/20/2008	OCLC		$102.79	2,3	partial payment to OCLC
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34	TOTAL			$2,992.00		
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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	7. When completed, submit this form as an E-mail attachment to your Federation C					

	G
1	**(July 1, 2007 - June 30, 2008)**
2	Date:
3	**Benefit to Federation**
4	*training; network with peers to provide better service across federation*
5	sustainment of technology
6	
7	training; network with peers to provide better service across
8	federation
9	training; network with peers to provide better service across
10	federation
11	training; network with peers to provide better service across federation
12	
13	training; network with peers to provide better service across federation
14	
15	sustainment of technology
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17	sustainment of technology
18	sustainment of technology
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20	resource sharing
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38	nator 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.

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: ___Golden Plains _____

NAME OF LIBRARY: ___Fort Peck Tribal Library _____

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
$750	Continuing Education Conference in Great Falls	AttendedMLA

_____   __11/17/08__

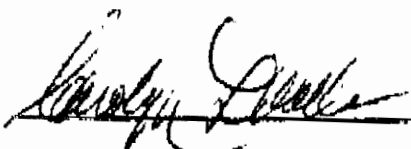**SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR**   **DATE**

INDIVIDUAL LIBRARY REPORT FOR
FY 2008 (July 1, 2007 through June 30, 2008)
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NAME OF FEDERATION: Golden Plains

NAME OF LIBRARY. Glasgow City-County Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
$1573.90	Travel & Training	Better trained, more highly qualified staff to deliver better library service
300.86	Technology	Computer maintenance and repair, software updates to provide fast, accurate service
803.77	Postage	Maintained and expanded ILL
313.47	Outreach	Printing and prizes to advertise our two most popular programs--ILL and Summer Reading Program

Signature

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR   9/30/08   DATE

Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)

Library Name: (Insert name of local library)   Date:

	A	B	C	D	E	F	G
	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25889	$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
5	1/07	Wells	41370	199.82	Training	reimburse Director	for travel expenses to Fall Workshop
6	12/07	Mastercard	41610	49.99	Tech.	Anti virus software	Maintain computers
7	5/08	Dell	42220	250.88	Tech.	Computer repair server	Maintain computers
8	5/08	USPS	42220	310.00	postage	ILL postage	maintain ILL service
9	6/08	USPS	13178	493.77	postage	ILL postage	maintain ILL service
10	6/08	Instyprint	42379	180.00	Outreach	printing ILL	call attention to ILL service
11	4/08	KHavelange	42126	135.00	Training	MLA	attend workshops to improve service
12	4/08	K Havelange	42127	133.47	Outreach	Books for SRP	Promote Summer Reading Program with prizes
13	4/08	K Havelange	42127	125.16	Training	Lodging for MLA	training to provide better service
14	4/08	K Havelange	42127	290.88	Training	Mileage to MLA	training to provide better service
15	4/08	C Wells	42215	298.96	Training	Mileage to MLA	training to provide better service
16	4/08	Mastercard	42220	168.08	Training	All other MLA expenses	Training to provide better service
17	6/08	C Wells	42126	156.00	Training	MLA expenses	training to provide better service
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34	TOTAL		Doc/Line#	$0.00			

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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 7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.

Deadline Date: November 1, 2008

INDIVIDUAL LIBRARY REPORT FOR
FY 2008 FEDERATION ANNUAL REPORT

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NAME OF FEDERATION: ___Golden Plains Library Federation_____

NAME OF LIBRARY: _____Phillips County Library_____

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
Administration		
$400.00	Stipend	Extra time required for duties.
$556.56	Supplies	Spent on stamps and divided equally between all public libraries.
$843.35	Travel	Attended three State Lib. Comm. meetings
Library		
$425.34	1	MLA - Training
$268.13	1	Federation & Other Meetings – Training
$249.90	1	Fall Workshop
$828.00	2	OCLC
$495.00	2	Winnebago Support-Follett Co.
$165.57	2	Computer Programs
$226.72	3	Postage – Return ILL.
$333.34	4	Prizes – Summer Reading and Story Time

_Janeen K. Brooke_____   _11-17-08_

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR   **DATE**

Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)

Phillips County Library, Malta   Date:

Date	Claimant	Tracking # (optional	Amount	POS Program	Description	Benefit to Federation
8/31/2007	OCLC		$828.00	2	OCLC contract	Resource Sharing, collection management, ILL
1/31/2008	Janeen		$888.27	Admin & 1	Travel	Federation and State Library Commission meetings
3/11/2008	Petty Cash		$155.87	3	Postage Reimb.	Resource Sharring - ILL postage return
3/31/2008	Janeen		$165.57	2	Technology	Computer programs - Anitvirus software
4/30/2008	Janeen		$400.00	Admin	Stipend	Administration Fee for Federation work
4/30/2008	Janeen		$557.53	1	MLA	MLA costs- Training
5/30/2008	Follett		$495.00	2	Technology	Computer programs - Circulation, Yearly customer support
5/30/2008	Upstart		$306.34	4	Outreach	Prizes for Summer Reading program
5/30/2008	Jodee Lee		$27.00	4	Outreach	Story time Party
5/30/2008	Petty Cash		$70.85	3	Postage Reimb.	Resource Sharring - ILL postage return
6/30/2008	Janeen		$340.92	Admin.	Travel	State Library Commission meeting
6/30/2008	Post Master		$500.00	Admin	Supplies – Postage to Libs.	Not used for School Libraries- divided between public member libraries
6/30/2008	Post Master		$56.65	Admin	Supplies – Postage to Libs.	Not used for Supplies- divided between public member libraries
TOTAL			**$4,792.00**			

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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.
5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
6. If you have questions contact your Federation Coordinator.
7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.

	A	B	C	D	E	F	G
1	**Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)**						
2		Library Name: (Insert name of local library)					Date:
3	Date	Claimant	Tracking # (optional	Amount	POS Program	Description	Benefit to Federation
4							
5	2/15/2008	Awesome Computers		$1,161.00	2	3 color printers/toners	for Branch Libraries; provide clean copies and color options for Federation
6			#1003				members/patrons requesting information.
7	3/7/2008	Awesome Computers		$186.00	2	1 19" flat screen monitor	for Culbertson Branch circulation desk; librarian able to provide better
8			#1012				service for Federation members/patrons.
9	4/3/2008	Gaffaney's of Williston		$952.00	2	surge protector, supply kit/	for Main; provide copying, faxing, scanning, color option services to
10			#271805-0			toner & cabinet for new	Federation members/patrons.
11						copier	
12	5/19/2008	Awesome Computers		$618.00	2	3 19" flat screen monitors	for Main public computers; primarily of benefit if using our facility.
13			#1059				
14	6/11/2008	Awesome Computers		$75.00	2	Monies toward Adobe	for our Library System to develop a web site; provide information about
15			#1065			Dreamweaver software	our services, collections, special events, etc. to Federation members and
16							their patrons as well as the world.
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34	**TOTAL**			$2,992.00			

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NAME OF FEDERATION: _____ Golden Plains _____

NAME OF LIBRARY: _____ Sheridan County Library _____

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
$768.86	1 (MLA)	training, networking
$371.94	1 (MLA)	training, networking
$124.00	1 (MLA)	training, networking
$ 84.00	1 (MLA)	training, networking
$ 96.00	1 (MLA)	Training, networking
$ 3.54	1 (MLA)	training, networking
$ 96.96	1 (Fed. Mtg.)	training, networking, business
$861.00	2 (OCLC)	resource sharing, collection management, ILL
$585.70	2 (Ancestry)	new service, genealogy resource sharing

Sheila Lee _____   _9/25/08_

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR   **DATE**

Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)

Library Name: (Sheridan County Library)   Date:

	A	B	C	D	E	F	G
3	Date	Claimant	Tracking # (optional	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689		2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
5	4/8-12/08	Heritage In	Sheila/helen	$768.86	1	motel for MLA conference	training; network with peers to provide better service across federation
6	4/8-12/08	Heritage In	Carol	$371.94	1	motel for MLA conference	training; network with peers to provide better service across federation
7	4/8-12/08	MLA	Sheila	$124.00	1	MLA registration	training; network with peers to provide better service across federation
8	4/8-12/08	MLA	Helen	$84.00	1	MLA registration	training; network with peers to provide better service across federation
9	4/8-12/08	MLA	Carol	$96.00	1	MLA registration	training; network with peers to provide better service across federation
10	4/8-12/08	Helen		$3.54	1	mileage to MLA	training; network with peers to provide better service across federation
11	4/24/2008	Sheila		$96.96	1	mileage to Federation mtg.	training; network with peers to provide better service across federation
12	5/8/2008	OCLC		$861.00	2	OCLC contract	Resource sharing, collection management. ILL
13	6/17/2008	Proquest		$585.70	2	Proquest/Ancestrylibrary	new service, genealogy, resource sharing
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15	Total			$2,992.00			
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34	TOTAL			$5,984.00			

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