

# **GOLDEN PLAINS FEDERATION**

## **ANNUAL REPORT**

**FY2010**

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 Federation Annual Report  
 For FY 2010  
 (July 2009 Through June 2010)

Coordinator's Library: Phillips County Library

Coordinator: Janeen Brookie

Signature: Janeen Brookie Date: 11-12-10

Chairperson, Board of Trustees,

Coordinator's Library: Lesley Robinson

Signature: Lesley Robinson Date: 11-12-10

The Coal Severance Tax (CST) 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/EXPENSE SUMMARY:

Total CST Revenue: \$17,510.00

Total CST Expended: \$17,510.00

EXPENDITURES BY PROGRAM:

PROGRAM #: NAME	Total Expended for Program
Program 1: Continuing Education	\$5,391.81
Program 2: Technology	\$7,296.42
Program 3: Resource Sharing and Reference	\$2,249.48
Program 4: Community Outreach	\$1,108.95
Program 5: Administrative Services	\$1,463.34
Total Expenditures - All Programs	\$17,510.00

EXPENDITURES BY LIBRARY:

LIBRARY	STATUS	Total Revenue	Total Expended
Daniels County Library	Active	\$2,992.00	\$2,992.00
Fort Peck Tribal Library	Active	\$750.00	\$750.00
Glasgow City-County Library	Active	\$2,992.00	\$2,992.00
Phillips County Library	Active	\$4,792.00	\$4,792.00
Roosevelt County Library	Active	\$2,992.00	\$2,992.00
Sheridan County Library	Active	\$2,992.00	\$2,992.00
<b>TOTALS</b>		<b>\$17,510.00</b>	<b>\$17,510.00</b>

BENEFIT/OUTCOME SUMMARY BY PROGRAM  
Program 1: Continuing Education

**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) School and special libraries within the Federation are encouraged to join and participate in the Federation. Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator. An amount of \$500 is set aside for school librarians (refer to Program 5 - Administrative Services). The Federation voting members have voted to fund the academic library in our Federation a travel amount of \$750.

**Benefit/Outcome:**

Program 2: Technology

**Narrative:**

Golden Plains Library Federation patrons require 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) purchase databases
- (5) fund participation in Montana Shared Catalog
- (6) purchase a new fax machine

**Benefit/Outcome:**

Program 3: Resource Sharing and Reference

**Narrative:**

Patrons of the GPLF libraries 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 include such things as:

- (1) Return postage costs for returning interlibrary loans materials
- (2) Postage stamps
- (3) Cost of ILLiad interlibrary loan software
- (4) Purchase cloth mailing bags for ILL.

**Benefit/Outcome:**

Program 4: Community Outreach

**Narrative:**

The GPLF uses this funding to market libraries and reach out to the community. This program supports statewide library marketing efforts to increase awareness of libraries and their value and to increase usage of libraries.

Activities funded in this program could include:

- (1) Costs associated with adult education classes
- (2) Traveling trunks
- (3) Bookmarks, other library publications
- (4) Summer Reading Program or other program materials and promotional items.

**Benefit/Outcome:**

Program 5: Administrative Services

**Narrative:**

\$400.00 Stipend (payable to GPLF Federation Coordinator for bookkeeping and MSL reports)  
 \$ 75.00 Supplies (Philips County Library)  
 \$ 25.00 Communications (Philips County Library)  
 \$800.00 Mileage (Attendance at a minimum of two Montana State Library Coordinator/Commission meetings by GPLF Federation Coordinator)  
 \$500.00 Continuing Education (School and special libraries within the Federation are encouraged to join and participate in the Federation.  
 Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator. An amount of \$500 is set aside at Phillips County Library for school librarians.)

**Benefit/Outcome:**

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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). 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:**

Daniels County Library

**Expense Detail:**

**Program 1 Federation Award: \$747.23**

Date	Claimant	Tracking #	Description	Amount
9/7/2010	Marlene Machart		MLA Registration	\$261.00
continuing education for library director				
-----				
9/7/2010	Marlene Machart		shared mileage to MLA Conference	\$152.67
allowed director to attend MLA & receive continuing education				
-----				
9/7/2010	Marlene Machart		reimbursement for motel room while attending MLA Conference	<u>\$333.56</u>
allowed director to attend MLA Conference & receive continuing education				
-----				
<b>Total Expenses:</b>				\$747.23
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$1,644.77**

Date	Claimant	Tracking #	Description	Amount
9/7/2010	Will's Office World		new computer	\$1,099.00
gave patrons access to internet				
-----				
9/7/2010	Will's Office World		16 port switch	\$259.00
old switch wouldn't work-needed to replace for computer network to be operational.				
-----				
9/7/2010	Will's Office World		anti-virus software	\$52.95
virus protection for computers to allow for better operation & security				
-----				

9/7/2010 Missoula Public Library	Heritage Quest database	\$100.00
allowed patrons access to genealogy information		

9/7/2010 Follett Software	partial payment of Spectrum tech support	<u>\$133.82</u>
allow continued operation of our circulation system		

**Total Expenses:** \$1,644.77  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Program 3 Federation Award: \$500.00**

Date	Claimant	Tracking #	Description	Amount
9/7/2010	United States Post Office		postage costs for interlibrary loan items	<u>\$500.00</u>
allowed resource sharing between libraries				

**Total Expenses:** \$500.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Program 4 Federation Award: \$100.00**

Date	Claimant	Tracking #	Description	Amount
9/7/2010	Upstart		supplies for Summer Reading Program	<u>\$100.00</u>
encouraged reading activities for children				

**Total Expenses:** \$100.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Name of Federation:**

Golden Plains

**Name of Library:**

Fort Peck Tribal Library

**Expense Detail:**

**Program 1 Federation Award: \$750.00**

Date	Claimant	Tracking #	Description	Amount
9/13/2010			MLA Registration \$120 Travel to MLA 630	<u>\$750.00</u>
Attended Montana Library Association Annual Conference. Attended workshops that fit into my continuing education plan				

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**Total Expenses:** \$750.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**



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### Name of Federation:

Golden Plains

### Name of Library:

Glasgow City-County Library

### Expense Detail:

#### Program 1 Federation Award: \$2,061.58

Date	Claimant	Tracking #	Description	Amount
9/9/2009	Carolyn Wells		Mileage to workshop on Ebscohost at MSU-B College of Technology	\$145.95
Learned a way to embed the database web address to simplify patrons' access to information. Also learned better ways of searching the database to give better assistance to patrons trying to find information.				
9/10/2009	Carolyn Wells		Mileage to Fall Workshop.	\$130.29
Learned many new and unique ways of updating our services to the public.				
9/12/2009	Carolyn Wells		Mileage for return trip to Glasgow from the Fall Workshop.	\$129.79
Learned many new techniques for providing library services to the public.				
9/10/2009	Carolyn Wells		Dinner after arriving at Great Falls for the Fall Workshop.	\$10.00
Sharing ideas for new services with colleagues.				
9/10/2009	Carolyn Wells		Hotel room for Fall Workshop	\$75.90
Fall Workshop was full of great new ideas for serving the public.				
9/11/2009	Carolyn Wells		Hotel for Fall Workshop	\$75.90
Learned many new methods for serving the public.				
9/12/2009	Carolyn Wells		Motel for Fall Workshop	\$75.90
Learned many new methods of serving the public.				
9/24/2009	Carolyn Wells		The all-day Golden Plains Federation meeting was held in Wolf Point, Montana, and required lunch out. As a	\$9.00



diabetic, there are only some foods that the Director can eat.

The meeting supports cooperation in a cost-effective and timely fashion among the Federation libraries, insuring better service to patrons. The workshop after the meeting covered expanding library services to young people in new ways with popular Internet programs

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11/10/2009	Glasgow City-County Library	The library paid for a consultant to teach staff how to do e-rate.	\$152.89
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The program enabled the library to gain e-rate money to cover internet service, the most popular service the library offers.

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4/7/2010	Glasgow City County Library	The money was used to pay for staff registration at MLA>	\$217.00
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Staff attended many innovative and informative programs, teaching how to better serve library patrons.

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4/7/2010	Karen Havelange	The figure represents staf out of pocket mileage expenses to attend MLA where she learned about the Ready2read program.	\$399.96
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Staff implemented the Ready2Read for the children of Glasgow. No one had ever heard of such a program before Karen brought the idea back from MLA.

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4/7/2010	Carolyn Wells	The figure represents out of pocket expenses for the Director to attend MLA.	\$350.00
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Learned many new things to implement better service to library patrons.

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5/6/2010	Carolyn WELLS	The figure represents the travel expenses for the Director to attend the Spring meeting of the Montana Shared Catalog.	<u>\$289.00</u>
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Patrons will be given better assistance with the knowledge gained at the workshop preceeding the meeting.

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**Total Expenses:** \$2,061.58  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$160.00**

Date	Claimant	Tracking #	Description	Amount
5/11/2011	Glasgow City-County Library		The library paid for parts for equipment to clean DVDs	\$18.00

The DVDs are one of the most popular, well-used collections in the library, requiring constant cleaning and scratch repair.

-----  
 5/6/2010 Karen Anderson The money allowed Karen Anderson to attend the Spring Meeting of the Monatana Shared Catalog to gain knowledge to better the library's computerized catalog. \$142.00

We are able to give more timely assistance to patrons with the knowledge gained from attendance.

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**Total Expenses:** \$160.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$340.62**

Date	Claimant	Tracking #	Description	Amount
9/11/2009			AVE Fasteren, tag, 5 in. plastic. Mail Bag fasteners	\$26.99
Allows the library to ship Interlibrary loan materials for patrons in a more cost effective--green--manner.				

-----  
 4/13/2010 Glasgow City County Library The library used the money to pay for postage for ILL. \$313.63  
 Patrons are able to borrow any book in the U>S>, multiplying our services many times over.

-----  
**Total Expenses:** \$340.62  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 4 Federation Award: \$429.80**

Date	Claimant	Tracking #	Description	Amount
11/10/2009	Glasgow City-County Library		The library took out an ad in the DEX telephone directory	\$87.00
Patrons looking up a number the old-fashioned way in a phone book will be able to locate us.				

-----  
 6/30/2010 Glasgow City-County Library The library paid for postage for ILL. \$87.00  
 The library offers free access to any library material anywhere in the US, so as to avoid discriminating against patrons too poor to pay for the service.

-----  
 5/12/2010 Glasgow City County Library The library paid 255.43 out of a bill for 286.23 out of Federation Outreach money for postage for ILL. \$255.80

The patrons of Glasgow City-County Library enjoy free access to library material anywhere in the US.

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**Total Expenses:** \$429.80

**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Name of Federation:**  
Golden Plains

**Name of Library:**  
Phillips County Library

### Expense Detail:

**Program 1 Federation Award: \$119.00**

Date	Claimant	Tracking #	Description	Amount
4/30/2010	Janeen Brookie	4302010	Mileage to Federation meeting. Helps defray costs of attending Federation meeting.	<u>\$119.00</u>
-----				
				<b>Total Expenses:</b> \$119.00
				<b>Total Remaining:</b> \$0.00

### Benefit/Outcome

**Program 2 Federation Award: \$1,321.65**

Date	Claimant	Tracking #	Description	Amount
4/30/2010	Janeen Brookie	4302010	Norton and Macafee Anit-virus software. Purchased from Costco. Helps provide safe Internet surfing and protect the library's computers.	\$128.68
-----				
6/30/2010	Gaffaneys	339528-0	Three UPS Battery Backups Protect and enhance the patron internet computers.	\$329.97
-----				
11/8/2009	Gaffaneys	330818-0	HP Color Printer Gives patrons the option for color printing.	\$191.00
-----				
6/30/2010	Jack Sterling	6302010	E Rate Billing The library director gets professional help with the E Rate paperwork. This helps make it more affordable to offer the Internet to the library's patrons.	\$112.00
-----				
5/28/2010	Bill Scheffelmear	2066	Repair patron internet computer. Repairs to a patron use computer when the director could not do repairs.	\$65.00

-----  
 5/28/2010 Follett Software 886491 Tech support for Winnebago Spectrum \$495.00  
 Tech support and continued use of our circulation system.  
 -----

**Total Expenses:** \$1,321.65  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$1,408.86**

Date	Claimant	Tracking #	Description	Amount
6/30/2010	PC Library Petty Cash Reimb.	6302010	Reimbursement to Petty Cash for ILL Postage.	\$113.86

Helps the library pay the postage for Interlibrary Loan Service.

-----  
 9/30/2009 OCLC, Inc. 57019 Yearly subscription to OCLC. \$895.00  
 Helps process library materials and make them available for Interlibrary Loan.  
 -----

9/30/2009 Missoula Public Library 93009 Subscription to HeritageQuest Online. \$400.00

Makes available to my patrons a database for those interested in geneology.

**Total Expenses:** \$1,408.86  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 4 Federation Award: \$479.15**

Date	Claimant	Tracking #	Description	Amount
6/30/2010	ProSource Specialties	6072DT	Drawstrig backpacks for summer reading program.	\$287.00

Imprinted with Phillips County Library. Nice gift for participating in the summer reading program and advertising for the library.

-----  
 12/31/2009 RDJ Specialties 346823 Business card magnets. \$192.15

The magnets are given to new patrons to assist them with using the library. The magnets has the library's phone number and hours on it.

**Total Expenses:** \$479.15  
**Total Remaining:** \$0.00

**Benefit/Outcome**

[Empty box for Benefit/Outcome]

**Program 5 Federation Award: \$1,463.34**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
12/31/2009	Janeen Brookie	12312009	Stipend Reimburses Federation coordinator for extra time required due to Federation activities.	\$400.00
4/30/2010	Ruth Mehl	4302010	Travel Stipend for a public school teacher in our Federation area. Encourages participation of public school teachers in the Federation.	\$500.00
6/30/2010	Janeen Brookie	6302010	Travel mileage and meals to MT State Library Commission meeting. Present Plan of Service for FY 2011 to Library Commission.	\$88.24
12/31/2009	Janeen Brookie	12312009	Mileage and meals to State Library Commission meeting for End of Year Report. Helps defray costs associated with attending the meeting.	<u>\$475.10</u>
<b>Total Expenses:</b>				\$1,463.34
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

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**Name of Federation:**

Golden Plains

**Name of Library:**

Roosevelt County Library

**Expense Detail:**

**Program 1 Federation Award: \$267.00**

Date	Claimant	Tracking #	Description	Amount
6/8/2010	Montana Library Association	Registration number 0218212hay	For MLA registration.  Continuing education.	<u>\$267.00</u>

-----  
**Total Expenses:** \$267.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$2,625.00**

Date	Claimant	Tracking #	Description	Amount
6/8/2010	Hewlett-Packard Company	Invoice number 47669563	\$2,625.00 of \$3,433.00 invoice from Hewlett-Packard Co. for 5 computers: one replacement for each Branch and two replacements for Main.  Upgrading/replacing computers on a mostly rotation basis getting rid of oldest in use.	<u>\$2,625.00</u>

-----  
**Total Expenses:** \$2,625.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 4 Federation Award: \$100.00**

Date	Claimant	Tracking #	Description	Amount
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6/8/2010 Missoula Public Invoice Date: \$100.00 towards \$500.00 Heritage Quest \$100.00  
Library September 1, Purchase.  
2009

For all Montana Libraries to have access to.

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**Total Expenses:** \$100.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Name of Federation:**

Golden Plains

**Name of Library:**

Sheridan County Library

**Expense Detail:**

**Program 1 Federation Award: \$1,447.00**

Date	Claimant	Tracking #	Description	Amount
5/4/2010	Sheila Lee		Montana Library Association Conference in Bozeman April 6-10. Continuing education, networking, new skills for performing job, new ideas for library programs,	\$1,108.34
-----				
5/4/2010	Diann Kaul		Montana Library Association Conference in Bozeman, April 6-10 Trustee training, networking, etc.	<u>\$338.66</u>
-----				
				<b>Total Expenses:</b> \$1,447.00
				<b>Total Remaining:</b> \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$1,545.00**

Date	Claimant	Tracking #	Description	Amount
1/25/2010	ProQuest Ancestry library database		Genealogy database for patrons Research of family histories	\$1,020.00
-----				
10/5/2010	Montana State Library		MontanaLibrary2Go program membership Audio, etc. materials for patrons to add another source for audio materials.	<u>\$525.00</u>
-----				
				<b>Total Expenses:</b> \$1,545.00
				<b>Total Remaining:</b> \$0.00