

**Federation Annual Report  
FY 2016  
July 2015 Through June 2016**

**SIGNATURES**

Federation	Golden Plains
Coordinator's Library	Phillips County Library
Coordinator	Janeen Brookie
	Signature _____ Date _____
Chairperson - Board of Trustees	Polly Solberg
	Signature _____ Date _____

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.

**AWARD/EXPENSE SUMMARY**

Total CST Award: \$17,936.75  
Total CST Expended: \$17,429.44

**EXPENDITURES BY PROGRAM**

Program 1 - Technology	\$6,329.64
Program 2 - Continuing Education	\$4,796.26
Program 3 - Resource Sharing	\$3,125.37
Program 4 - Communication/ Golden Plains meetings and workshops	\$244.31
Program 5 - Community Outreach	\$833.74
Program 6 - Administrative Expenses	\$2,100.12
	<b>Total: \$17,429.44</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Daniels County Library	Active	\$2,972.35	\$2,972.35	\$0.00
Glasgow City-County Library	Active	\$2,972.35	\$2,897.00	\$2,898.00
James E. Shanley Tribal Library	Active	\$875.00	\$875.00	\$425.00
Phillips County Library	Active	\$5,172.35	\$5,172.35	\$540.65
Roosevelt County Library	Active	\$2,972.35	\$2,540.39	\$0.00
Sheridan County Library	Active	\$2,972.35	\$2,972.35	\$0.00
	<b>Totals:</b>	\$17,936.75	\$17,429.44	\$3,863.65

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Technology**

#### **Narrative**

Golden Plains Federation patrons require direct access to information via Internet access and database services. This program budget will be used to purchase new and replacement hardware, software, peripherals and related technical services in order to meet these important information needs of patrons.

Program activities:

- 1) Purchase computer hardware and software
- 2) Purchase printers and other devices that allow patrons to use information effectively

#### **Public Value**

Sheridan County Library - A number of our patrons use the computers to format letters, resumes and create spreadsheets. Our computers had a mishmash of software; some had none at all. These funds helped me purchase the Office suite so that all our public computers were uniform had all had the same software.

Roosevelt County Library - Our patrons check out lots of DVDs and this machine gets used almost daily to clean and check for damage before the next patron checks it out.

Roosevelt County Library - Tamara is working with her new IT person to update software on some of her computers and wanted to add Norton for virus protection for all the computers there.

Daniels County Library - Gave our patrons access to downloadable ebooks.

Daniels County Library - allowed library patrons to serve their needs better by offering color copies when needed

Daniels County Library - we needed a new tracking ball mouse to allow patrons to operate one of our public access computers

Phillips County Library - Provides new technology in the form of ebooks and audio books for library patrons.

Glasgow City-County Library - GCCL is in the process of updating our systems to include; a new server, iCloud storage and other technology to help better serve patrons and staff. In the near future we are updating our outdated computers.

Daniels County Library - Allowed patrons to use one of our public access computers which was having problems and was not operational at the time

Daniels County Library - allowed our circulation system including the on-line card catalog to remain in operation

Daniels County Library - we are now able to play both types of media on one machine opening up much needed space in our children's area

Phillips County Library - Online records of materials to help with processing and ILL services.

Phillips County Library - Library general fund does not have enough budget for computer expenses.

Phillips County Library - The library would not be able to afford the amount of bandwidth we purchase without the E-Rate discount.

### **Program 2 - Continuing Education**

## **Narrative**

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.

Program activities:

- 1) Travel and registration expenses to attend Montana Library Association meetings and/or other established state, regional or national library learning events.
- 2) School and special libraries within the Federation are encouraged to participate in the Federation. Although direct funding is not available to assist school libraries, they may apply for travel and registration assistance (up to \$500) for relevant conferences and other training opportunities through the Federation (please see Program 5 – Administrative Services.) GPLF voted to provide Fort Peck Tribal Library a \$750 annual travel grant as part of this program.

## **Public Value**

James E. Shanley Tribal Library - Checked out new materials available from vendors, networked with other library staff, learned about new programs being made available to Montana libraries, such as Montana Newspapers. Helped with the Cates Silent Auction and karaoke scholarship fun.

Sheridan County Library - These funds helped cover the cost of travel.

Sheridan County Library - As a member of the shared catalog, these funds helped cover the cost of travel to Helena for the members meeting and to also attend training at the fall workshops.

Sheridan County Library - This funding helped cover the cost of staying in Lewistown for myself and a colleague while attending Off-Line. I was able to complete my Technology credits by going to this conference.

Roosevelt County Library - To keep current with Continuing Education credits needed. To learn new services, products, gadgets and other issues in the library world.

Roosevelt County Library - Could not afford to go to the MLA Conference without this help.

Phillips County Library - Defrays cost of continuing education.

Glasgow City-County Library - This money helps us to travel in MT to various meetings and conferences for educational purposes. I think it is one of the most important awards given. Without the extra funds it would make it harder to make it to the various educational workshops, conferences and meetings. It's important for us to keep in touch across the state, to further our education and certification.

Daniels County Library - Training opportunity for library staff member in early literacy topics.

Daniels County Library - allowed the library director to receive continuing education opportunities

Daniels County Library - allowed the library director to attend the conference and receive continuing education opportunities

Daniels County Library - allowed the library director to attend the MLA Conference and receive continuing education opportunities

Phillips County Library - Makes getting continuing education and certification credits feasible.

Phillips County Library - Helps pay for expenses associated with continuing education and certification.

### **Program 3 - Resource Sharing**

#### **Narrative**

Goal/program #3 Resource Sharing – Montana citizens can easily access the holdings of all Montana and OCLC libraries through their local libraries. Montana citizens have access to statewide library resources through their local libraries. (Associated MSL goals: Content, Access, Collaboration)

Member libraries will be reimbursed to pay for OCLC service and costs associated with fulfillment of interlibrary loan requests. Members can also use funds to support other resource sharing functions and/or projects.

Program activities:

- 1) Fund OCLC subscription
- 2) Postage costs and supplies for ILL fulfillment
- 3) Fund participation in Montana Shared Catalog and/or other statewide projects

#### **Public Value**

Sheridan County Library - These funds covered the cost of our Heritage Quest renewal for another year. This is important for our patrons who utilize the database for their genealogy research.

Sheridan County Library - Our patrons usage of MTLibrary2Go continues to increase. The funds help us in being able to continue to provide this service.

Sheridan County Library - These funds helped defray the cost of attending MLA with a colleague in Missoula this year. The training is always important and having a new co-worker able to attend is always good.

Sheridan County Library - These funds help enable us to continue to utilize OCLC. We use WorldShare for our ILLs and that is an important service not just to our patrons but it helps us share with other MT Libraries and beyond.

Daniels County Library - allowed our patrons to receive needed & requested materials through the Interlibrary Loan Program that are no available in our library

Glasgow City-County Library - Advanced Solutions basically keeps our systems running smoothly so that patrons have continued access to wifi, internet and other resources. The staff has to have the tools needed to operate.

We can ALWAYS use extra funds for postage.

Understanding better how to use our Resource Sharing funds, I plan to use the new FY funds for OCLC, an essential program at the library.

### **Program 4 - Communication/ Golden Plains meetings and workshops**

## **Narrative**

GP Federation librarians and trustees attend two meetings per year at Roosevelt County Library or another agreed upon location. Federation business is conducted under the direction of the adopted by-laws with an elected trustee as chairperson. Travel expense is reimbursed for one car from each library to attend at the current state mileage rate. Carpooling is encouraged. These meetings create positive energy for learning and networking among member libraries. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Golden Plains goal of Continuing Education.

Program activities:

- 1) Reimbursement for travel to Golden Plains meetings
- 2) Reimbursement for expenses associated with hosting the meetings

## **Public Value**

Phillips County Library - Library director does not have to personally pay for expenses associated with driving herself and library trustee to Federation meeting.

Phillips County Library - Defrays cost of driving to meeting.

## **Program 5 - 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.

Program activities:

- 1) Costs associated with library programs, including Summer Reading and other program materials and promotional items
- 2) Bookmarks and other library publications

### **Public Value**

Sheridan County Library - Being a part of MLA keeps our library relevant and engaged within our MT library community. These funds are useful in helping us to continue our membership year after year.

Roosevelt County Library - This was our Summer Reading Program "kick-off".

They put on a family-friendly show. They involve the children by putting actions to their songs and letting them "play" on some instruments.

Jack & Kitty plugged the SRP many times during their performance.

Free entertainment to the public.

Roosevelt County Library - We have performer Jerry Barlow booked to come to the Main and Culbertson and Froid Libraries in September 2016. We could use the remaining \$431.96 to help pay for the shows/hotel lodging. My sincere apologies for not getting the total spent in the allocated time.

Phillips County Library - Helps pay for summer reading incentives.

Phillips County Library - Incentive for children to read during the summer.

Glasgow City-County Library - Advertising and promotional item costs can add up. This award helps to free up some money for marketing purposes.

## **Program 6 - Administrative Expenses**

### **Narrative**

\$400.00 Stipend (payable to GPLF Federation Coordinator for bookkeeping and MSL reports)

\$ 75.00 Supplies (Phillips County Library)

\$ 25.00 Communications (Phillips County Library)

\$1200.00 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.)

### **Public Value**

Phillips County Library - Benefits most libraries in the state with additional content purchases from MT2GO.

Phillips County Library - Federation coordinator does not have to personally pay for expenses associated with the required meetings.

Phillips County Library - Defrays costs associated with Federation Coordinator responsibilities and meetings.

Phillips County Library - Gives incentive for the extra work as Federation Coordinator.