

Federation Annual Report

For FY 2011

(July 2010 Through June 2011)

Coordinator's Library:

Phillips County Library

Coordinator:

Janeen Brookie

Signature: _____ Date: _____

Chairperson, Board of Trustees,
Coordinator's Library:

Caroline Caves

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.

REVENUE/EXPENSE SUMMARY:

Total CST Revenue: \$18,408.00

Total CST Expended: \$18,408.00

EXPENDITURES BY PROGRAM:

PROGRAM #: NAME	Total Expended for Program
Program 1: Continuing Education	\$6,777.29
Program 2: Technology	\$7,468.79
Program 3: Resource Sharing and Reference	\$1,474.24
Program 4: Community Outreach	\$487.68
Program 5: Administrative Services	\$2,200.00
Total Expenditures - All Programs	\$18,408.00

EXPENDITURES BY LIBRARY:

LIBRARY	STATUS	Total Revenue	Total Expended
Daniels County Library	Active	\$3,071.60	\$3,071.60
Fort Peck Tribal Library	Active	\$750.00	\$750.00
Glasgow City-County Library	Active	\$3,071.60	\$3,071.60
Phillips County Library	Active	\$5,371.60	\$5,371.60
Roosevelt County Library	Active	\$3,071.60	\$3,071.60
Sheridan County Library	Active	\$3,071.60	\$3,071.60
TOTALS		\$18,408.00	\$18,408.00

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:

Daniels County Library - Shared mileage expense to MLA Conference in Billings, Montana.
Registration fees for MLA Conference in Billings, Montana.
Reimbursement for motel room charges while attending MLA Conference in Billings, Montana.

Fort Peck Tribal Library - I used the \$750 award to pay for my registration and travel expenses for the Montana Library Association annual conference in Billings, MT in April 2011

Glasgow City-County Library - The figure represents travel to the Golden Plains Federation meeting. The expense is for 5 meals during the Fall Workshop, September 24-25, 2010, learning new techniques for better library service to children and Young Adults, as well as new techniques in technology. The expense was incurred in transportation to the Fall Workshop where the Director learned new techniques in cataloging and technology. The expense is for a hotel room for two nights for 2 employees to attend the Fall Workshop, learning new techniques, technology and cataloging. The expense was for meals during Fall Workshop, september 23-25, 2010. The amount is for traveling expenses to the Montana Shared Catalog meeting Oct 5-8th in Great Falls and then the Trustees Workshop in Billings on the 9th. The expenses were for hotels and meals during the Fall Meeting of the Montana Shared Catalog and the Trustees Workshop. The money allowed The Director and a library Aide to attend MLA to learn to catalog the books, and find out new ways of doing things and new programs for children. The amount covers travel to Havre for 2 staff for Director's station training, and travel again to Havre another day for 2 staff to catch a ride to Missoula for the Shared Catalog meeting. The amount represents the expenses for 2 staff members to attend the Montana shared catalog meeting and meals in Havre at the Director's Station training.

Phillips County Library - Mileage to Federation meeting. Costs associated with attending Fall Workshop. Registration for MLA Convention. Additional expences of MLA Convention; mileage, meals and lodging. Mileage to attend Federation Meeting. Mileage to Disaster Plan workshop in Glasgow.

Sheridan County Library - Registration for Montana Library Association Conference in Billings. Registration for Montana Library Association conferene in Billings. Travel Expenses for Montana Library Assoc. conference in Billings and Wolf Point Federation Meeting in April. Montana Library Association conference expenses. Director's Station workshop in Havre and Montana Shared Catalog meeting in Missoula in May

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:

Daniels County Library - Computer repair. Symatec Anti-Virus software updates. Computer repair. Purchased a Magic Wand Scanner. Purchased wireless printer. Purchased a new barcode scanner as our present one quit working. Purchased new computer for our children's area.

Glasgow City-County Library - The money paid for cabling and a new switch for new BTOP computers. The money was used to pay for the downloading station on the catalog computer.

Phillips County Library -Tech support for Winnebago Spectrum. Purchased Windows Office and Norton Anti-Virus from Tech Soup. Janeen put on her credit card.

Roosevelt County Library - Three Canon copiers. (Total price was \$3,969.00 using Federation monies to pay for \$3,071.60 of it.)

Sheridan County Library - HP Color LaserJet CP2025 Printer for Director's Office. Chek Eco Smart II disc cleaner with starter kit

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:

Daniels County Library Golde- Postage costs for interlibrary loan materials.

Glasgow City-County Library - The amount represents postage for ILL so that people may have wider access to information and books they want to read. The amount was spent on postage.

Phillips County Library Golde- Yearly subscription to OCLC. Subscription to Heritagequest Online.

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:

Daniels County Library - Heritage Quest Database subscription from October 2010 to September 2011.

Glasgow City-County Library - New signs giving the library's new web address.

Program 5: Administrative Services

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)

\$1300.00 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:

Phillips County Library - Unused portion of Federation Coordinator travel. Coordinator did not attend December meeting due to bad roads.

Stipend to Federation Coordinator. Travel and meals to attend State Library Commission meeting.

Travel stipend for a public school librarian from our Federation to attend MLA. Travel stipend for a public school librarian to attend MLA. Travel stipend for a public school librarian from our Federation area to attend MLA. Travel stipend for a public school librarian in our Federation area to attend MLA.

Individual Library Report for FY 2011 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). 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: \$758.56

Date	Claimant	Tracking #	Description	Amount
6/29/2011	Marlene Machart		Shared mileage expense to MLA Conference in Billings, Montana.	\$173.40
Allowed library director to participate in continuing education opportunity and earn certification credits.				

6/29/2011	Marlene Machart		Registration fees for MLA Conference in Billings, Montana.	\$262.00
Allowed library director to participate in continuing education opportunity and obtain certification credits.				

6/29/2011	Marlene Machart		Reimbursement for motel room charges while attending MLA Conference in Billings, Montana.	<u>\$323.16</u>
Allowed library director to participate in continuing education opportunity and obtain certification credits.				

Total Expenses:				\$758.56
Total Remaining:				\$0.00

Benefit/Outcome

Program 2 Federation Award: \$2,013.03

Date	Claimant	Tracking #	Description	Amount
6/29/2011	Will's Office World		Computer repair. Kept one of our public access computers operational.	\$113.86

6/29/2011	Will's Office World		Symatec Anti-Virus software updates. Kept our public access computers safer and operational.	\$275.70

6/29/2011	Will's Office World		Computer repair. Kept one of our public access computers operational.	\$39.27

6/29/2011	Will's Office World		Purchased a Magic Wand Scanner. Allow staff the ability to scan documents.	\$99.99

6/29/2011	Will's Office World		Purchased wireless printer. Will allow patrons who use our wireless access point to print from their laptops.	\$159.00

6/29/2011 Follett Software Co. Purchased a new barcode scanner as our present one quit working. \$348.51

Allowed staff to check out patrons' materials in our circulation system.

6/29/2011 Will's Office World Purchased new computer for our children's area. \$976.70

Will allow children to have a computer in their area to use.

Total Expenses: \$2,013.03
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$200.01

Date	Claimant	Tracking #	Description	Amount
6/29/2011	United States Postal Service		Postage costs for interlibrary loan materials.	<u>\$200.01</u>

Allowed resource sharing between our library and others through Interlibrary Loan which gave our patrons access to materials which we couldn't provide for them.

Total Expenses: \$200.01
Total Remaining: \$0.00

Benefit/Outcome

Program 4 Federation Award: \$100.00

Date	Claimant	Tracking #	Description	Amount
6/29/2011	Missoula Public Library		Heritage Quest Database subscription from October 2010 to September 2011.	<u>\$100.00</u>

Gave patrons a resource to obtain genealogy information from.

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
7/21/2011	Anita Scheetz		I used the \$750 award to pay for my registration and travel expenses for the Montana Library Association annual conference in Billings, MT in April 2011	<u>\$750.00</u>

I attended exciting and interesting workshops during conference and networked with other librarians.

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: \$2,317.21

Date	Claimant	Tracking #	Description	Amount
9/11/2010	Glasgow City-County Library		The figure represents travel to the Golden Plains Federation meeting.	\$49.00

The librarian was able to pass on gifts and learn about new grants and technology to better serve patrons.

10/6/2010	Karen Anderson		The expense is for 5 meals during the Fall Workshop, September 24-25, 2010, learning new techniques for better library service to children and Young Adults, as well as new techniques in technology.	\$34.15
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The employee is better able to serve the public

10/6/2010	Carolyn Wells		The expense was incurred in transportation to the Fall Workshop where the Director learned new techniques in cataloging and technology.	\$276.00
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The library is able to give better service in technology and management of materials to the public.

10/6/2010	Glasgow City County Library		The expense is for a hotel room for two nights for 2 employees to attend the Fall Workshop, learning new techniques, technology and cataloging.	\$151.80
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The employees are able to give better service to the public in programs and management of library materials.

10/6/2010	Carolyn Wells		The expense was for meals during Fall Workshop, september 23-25, 2010	\$18.45
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The reimbursement allowed the Director to go to the workshop to learn new ways to give better service to the public.

10/6/2010	Carolyn Wells		The amount is for traveling expenses to the Montana Shared Catalog meeting Oct 5-8th in Great Falls and then the Trustees Workshop in Billings on the 9th.	\$249.00
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The librarian attended the workshop on data input to make certain our cataloging records are correct so patrons will be able to find what they are searching for. The Trustee Workshop enabled us to assure ourselves that our actions are completely legal.

10/6/2010	Glasgow City County Library		The expenses were for hotels and meals during the Fall Meeting of the Montana Shared Catalog and the Trustees Workshop.	\$298.98
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Staff learned new techniques for giving better service to the public.

4/9/2011	Glasgow City-County		The money allowed The Director and a library Aide to attend MLA to learn to catalog the books, and find out	\$531.97
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Library

new ways of doing things and new programs for children.

People can find the information they are looking for at the library, and children will enjoy storytime more and so learn to read better to do well in school. Director and staff learned about new technology to handle new computers coming in under the BTOP program in order to teach new systems to the public.

5/12/2011	Glasgow City-County Library	The amount covers travel to Havre for 2 staff for Director's station training, and travel again to Havre another day for 2 staff to catch a ride to Missoula for the Shared Catalog meeting.	\$320.00
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The training allowed 2 staff members to learn how to extract the statistics the State/Federal Government requires.

5/12/2011	Glasgow City County Library	The amount represents the expenses for 2 staff members to attend the Montana shared catalog meeting and meals in Havre at the Director's Station training.	<u>\$387.86</u>
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Patrons benefit with quicker service when the staff knows how to use the circulation system to find information and keep track of what is checked out in a more timely fashion.

Total Expenses: \$2,317.21
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$197.16

Date	Claimant	Tracking #	Description	Amount
7/19/2011	Glasgow city County Library		The money paid for cabling and a new switch for new BTOP computers.	\$97.16

The equipment was needed to hook up 3 new handicapped computers so handicapped patrons can access the Internet and popular Microsoft Office programs. The computers were supposed to arrive WiFi capable and they did not.

7/19/2011	Overdrive	The money was used to pay for the downloading station on the catalog computer.	<u>\$100.00</u>
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The software was necessary so people without high speed home Internet access can download audiobooks from the library's Overdrive service. It is one of the most popular services the library offers.

Total Expenses: \$197.16
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$267.23

Date	Claimant	Tracking #	Description	Amount
5/12/2011	Glasgow City County Library		The amount represents postage for ILL so that people may have wider access to information and books they want to read.	\$200.00

The library is able to borrow materials from other libraries so that people may have wider access to information and books they want to read.

4/13/2011	Glasgow City-County	The amount was spent on postage.	<u>\$67.23</u>
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Library

The money paid for postage for ILL, providing materials requested by patrons that the library could not afford to buy.

Total Expenses: \$267.23
Total Remaining: \$0.00

Benefit/Outcome

Program 4 Federation Award: \$290.00

Date	Claimant	Tracking #	Description	Amount
12/7/2010	Insaty- Prints--Buen		New signs giving the library's new web address.	<u>\$290.00</u>

The signs enable the public to access the library's web page to find information they need.

Total Expenses: \$290.00
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: \$1,431.92

Date	Claimant	Tracking #	Description	Amount
9/30/2010	Janeen Brookie	9302010	Mileage to Federation meeting. Helps defray costs of attending Federation meeting.	\$119.00

9/30/2010	Janeen Brookie	9302010	Costs associated with attending Fall Workshop. Training for improved patron service.	\$203.80

1/31/2011	Montana Library Association	1312011	Registration for MLA Convention. Improved customer/patron service and training on administrative duties.	\$311.00

4/29/2011	Janeen Brookie	4292011	Additional expences of MLA Convention; mileage, meals and lodging. Improved patron service and administrative duties.	\$605.34

4/29/2011	Janeen Brookie	4292011	Mileage to attend Federation Meeting Helps defray the cost of attending the Federation meeting.	\$121.38

6/30/2011	Janeen Brookie	6302011	Mileage to Disaster Plan workshop in Glasgow. Helps to defray the cost of training and fullfilling mandatory policies.	<u>\$71.40</u>

Total Expenses:				\$1,431.92
Total Remaining:				\$0.00

Benefit/Outcome

Program 2 Federation Award: \$635.00

Date	Claimant	Tracking #	Description	Amount
4/29/2011	Janeen Brookie	4292011	Purchased Windows Office and Norton Anti-Virus from Tech Soup. Janeen put on her credit card. Discount prices on programs for the new BTOP computers.	\$140.00

6/30/2011	Follett Software	6302011	Tech support for Winnebago Spectrum Tech support and help with our circulation system.	<u>\$495.00</u>

Total Expenses:				\$635.00
Total Remaining:				\$0.00

Benefit/Outcome

Program 3 Federation Award: \$1,007.00

Date	Claimant	Tracking #	Description	Amount
8/31/2010	OCLC	8312010	Yearly subscription to OCLC. Helps the library pay for Interlibrary Loan Service.	\$607.00

8/31/2010	Missoula Public Library	8312010	Subscription to Heritagequest Online. A database for the library's patrons interested in geneology.	<u>\$400.00</u>

				Total Expenses: \$1,007.00
				Total Remaining: \$0.00

Benefit/Outcome

Program 4 Federation Award: \$97.68

Date	Claimant	Tracking #	Description	Amount
6/30/2011	Will's Office World	6302011	Publisher program and flash drives. Library can produce community outreach pamphlets and supplies. Easier backup with flash drives.	<u>\$97.68</u>

				Total Expenses: \$97.68
				Total Remaining: \$0.00

Benefit/Outcome

Program 5 Federation Award: \$2,200.00

Date	Claimant	Tracking #	Description	Amount
1/31/2011	Janeen Brookie	1312011	Stipend to Federation Coordinator. Reimburses Federation Coordinator for extra time and duties required for Federation activities.	\$400.00

6/30/2011	Janeen Brookie	6/30/2011	Travel and meals to attend State Library Commission meeting. Present Plan of Service 2012 to Library Commission.	\$343.84

6/30/2011	Dorlis Ebner	6302011	Travel stipend for a public school librarian from our Federation to attend MLA. Encourages participation of public school librarians in the Federation.	\$125.00

6/30/2011	Ruth Mehl	6302011	Travel stipend for a public school librarian to attend MLA. Encourages participation of public school teachers in the Federation.	\$125.00

9/7/2011	Sarah Morales	6302011	Travel stipend for a public school librarian from our Federation area to attend MLA. Encourages participation of public school librarians in the Federation.	\$125.00

6/30/2011	Gayle Overgaard	6302011	Travel stipend for a public school librarian in our Federation area to attend MLA.	\$125.00

Encourages participation of public school librarians in the Federation.

6/30/2011 MTLIB to Go 6302011 Unused portion of Federation Coordinator travel. \$956.16
Coordinator did not attend December meeting due to
bad roads.

Unused portion goes back to the State to be used to the benefit of the whole state.

Total Expenses: \$2,200.00
Total Remaining: \$0.00

Benefit/Outcome

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Name of Federation:

Golden Plains

Name of Library:

Roosevelt County Library

Expense Detail:

Program 2 Federation Award: \$3,071.60

Date	Claimant	Tracking #	Description	Amount
10/29/2010	Will's Office Wold	70004189	Three Canon copiers. (Total price was \$3,969.00 using Federation monies to pay for \$3,071.60 of it.)	<u>\$3,071.60</u>

Purchased one for each of our three Branches. Before this time, the Branches have had either hand-me-down copiers from assorted places or had to use a copier from another department/business. This should improve quality and dependability and convenience for both the patrons and the librarians.

Total Expenses: \$3,071.60

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: \$1,519.60

Date	Claimant	Tracking #	Description	Amount
6/13/2011	Sheila Lee	4/11	Registration for Montana Library Association Conference in Billings	\$262.00
New, updated information to use as Director of the Library, networking,				

6/13/2011	Helen Rippley		Registration for Montana Library Association conferene in Billings	\$133.00
Trustee information and training, networking to provide better service as a Trustee				

6/13/2011	Sheila Lee	4/11	Travel Expenses for Montana Library Assoc. conference in Billings and Wolf Point Federation Meeting in April	\$582.48
Networking, updated information to provide better service to patrons and county				

6/13/2011	Helen Rippley	4/11	Montana Library Association conference expenses	\$87.00
Networking with other Trustees, new and updated information for Trustees.				

6/13/2011	Sheila Lee	5/11	Director's Station workshop in Havre and Montana Shared Catalog meeting in Missoula in May	<u>\$455.12</u>
Learn how to use Director's station and attend the semi-annual MSC meeting that is required with participation in the shared catalog.				

				Total Expenses: \$1,519.60
				Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,552.00

Date	Claimant	Tracking #	Description	Amount
6/13/2011	First Bankcard	5/11	HP Color LaserJet CP2025 Printer for Director's Office. Office work, brochures, public relations, etc.	\$356.98

6/13/2011	research Technology	5/11	Chek Eco Smart II disc cleaner with starter kit	<u>\$1,195.02</u>
Disc cleaner for our CD and CVD collections and new service to patrons cleaning discs.				

				Total Expenses: \$1,552.00
				Total Remaining: \$0.00

Benefit/Outcome