

Federation Annual Report FY 2018 July 2017 Through June 2018

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: \$17,936.75

EXPENDITURES BY PROGRAM

Program 1 - Technology	\$7,640.55
Program 2 - Continuing Education	\$3,392.55
Program 3 - Resource Sharing	\$4,149.07
Program 4 - Communication/ Golden Plains meetings and workshops	\$306.01
Program 5 - Community Outreach	\$248.57
Program 6 - Administrative Expenses	\$2,200.00
	Total: \$17,936.75

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	\$2,972.35	\$300.86
James E. Shanley Tribal Library	Active	\$875.00	\$875.00	\$318.00
Phillips County Library	Active	\$5,172.35	\$5,172.35	\$1,002.23
Roosevelt County Library	Active	\$2,972.35	\$2,972.35	\$7,939.79
Sheridan County Library	Active	\$2,972.35	\$2,972.35	\$699.31
	Totals:	\$17,936.75	\$17,936.75	\$10,260.19

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

Roosevelt County Library - Patrons have access to computers featuring Windows 10. We also put on Microsoft Office 2016. This affords us current technology with updated features for our patrons and staff.

Phillips County Library - Helps the library do the necessary forms for the Federal E-Rate program.

Phillips County Library - Help keep the library's computers running.

Phillips County Library - Help keep the library's computers running. New wireless setup.

Phillips County Library - Set up and restore data to new computer.

Phillips County Library - Help keep library's computers updated and running.

Glasgow City-County Library - Privacy: The old shredder quit working and a new one was needed. .

Glasgow City-County Library - Library Circulation Equipment: The current receipt printers were not compatible with new circ desk / office staff computers and needed to be replaced.

Glasgow City-County Library - Privacy and Circulation: Patrons use headphones on private computers and other devices. Library staff often use headphones for webinars or other work related needs. Because headphones are used multiple times on a daily basis, they also take quite a beating. The help with funding keeps them in circulation.

Glasgow City-County Library - Technology Supplies: Printing for patrons, the public, board, and office work.

Glasgow City-County Library - Purchasing power. Being a member of Amazon Prime saves us quite a bit of money on shipping costs, orders and other perks. We do a lot of online purchasing for electronics and equipment mainly because of where we live. There is limited access to local stores that don't carry items we need to function as a library - i.e. printers, fax machines, computers, computer and printer supplies, electronics, hardware, etc.

Phillips County Library - Set up new computer.

Phillips County Library - Used the last of the federation funds toward invoice, then the rest from general budget.

Daniels County Library - Allowed patrons to have access to a computer terminal with a reasonable wait time.

Daniels County Library - Allowed patrons access to Micro soft office software so they could complete documents or spread sheets.

Daniels County Library - Offers protection for the Library computers against virus contamination. Allows

the current computers to stay in service longer.

Glasgow City-County Library - Protecting Privacy and Library Computer Equipment: Clean Slate software and maintenance allows us to clean our patron computers every night after shutting them off. The history and information left on the computers from patrons will be erased; protecting patron information. Clean Slate defaults the computers back to their original settings.

Phillips County Library - Password protect library's wi-fi.

Phillips County Library - Replaces office computer that crashed.

Phillips County Library - Help continue to offer needed services of faxing to community.

Phillips County Library - Continued support for using the Follett Circulation system.

Phillips County Library - Anti-virus to protect the libraries computers.

Phillips County Library - Saved lost information.

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 - I always feel that networking in an excellent benefit of face to face conferences or meetings. You broaden your knowledge base when you add professionals to your contacts. I attended a workshop on recording oral histories and the presenter did an excellent job keeping it simple. The Montana Library Commission held an informative session on what is happening at the State Library and how they are looking at starting a foundation to invest in the future of Montana libraries.

Roosevelt County Library - Able to attend Conference without undue financial burden on myself.

Roosevelt County Library - Was able to stay right where the Conference was being held. Made getting to the workshops and meetings very efficient.

Phillips County Library - Help defray cost of attending training.

Daniels County Library - Allowed Children's Librarian to attend workshop and take advantage of continuing education opportunities.

Daniels County Library - Allowed children's Librarian to attend the spring MLA training and take advantage of continuing education opportunities.

Glasgow City-County Library - Travel and Training: Help with travel costs of attending important library conference.

Glasgow City-County Library - Travel and Training: Extra funding helps to include library staff in educational opportunities as often as possible.

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.

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 - Federation funds covering the cost of the Shared Catalog keeps our library within the shared catalog system. This provides even greater access to materials for our patrons.

Sheridan County Library - Our electronic circulation continues to steadily increase. Federation funds helps cover the cost to subscribe and ensure more patrons access to this popular service.

Sheridan County Library - Our OCLC membership is important as our library relies on Interlibrary loans. These funds help defray the cost of the service.

Daniels County Library - Allowed our patrons to receive materials through the interlibrary loan program that are not available at our local Library

Glasgow City-County Library - To help in supporting our branch library.

Glasgow City-County Library - Library Services: Help with postage allows us to send important materials to other patrons in outside communities via ILL. And to return borrowed items. Borrowing and loaning books is a huge service that libraries provide to patrons.

Glasgow City-County Library - To keep important documents and information preserved on good quality material.

Glasgow City-County Library - Materials can be overly expensive and help with funding allows us to use

good quality products that will preserve our information.

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 - Help defray cost of attending Federation meeting.

Glasgow City-County Library - Help with travel expenses.

Glasgow City-County Library - We live in such a huge state, and the distance for travel to attend workshops can be a problem (sometimes). Help with travel expenses allows many MT Librarians to attend important workshops, training events and other necessary functions. Webinars and online resources are great and serve a purpose; but the experience of physically participating in educational opportunities is much more meaningful.

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

Phillips County Library - Prizes for participants of the Summer Reading Program, encourages community participation.

Glasgow City-County Library - Marketing/PR for the library by supporting local student and schools. Good for the whole community.

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 - No printing or communication expenses were put against the administration, so the funds put aside for that were used toward the office computer.

Phillips County Library - Encourages school librarians to attend the Spring Convention.

Phillips County Library - Recompense for time spent on Federation duties.

Phillips County Library - Unused funds given to a program that will benefit many libraries in the state.