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Plan of Service and Budget Request for FY 2011 July 2010 Through June 2011

Federation:

Broad Valleys

Participating Federation Libraries:

Public

Belgrade Community Library
Boulder Community Library
Bozeman Public Library
Broadwater School and Community Library
Butte-Silver Bow Public Library
Dillon Public Library
Drummond School Community Library
Hearst Free Library
Lewis and Clark Library
Livingston-Park County Public Library
Madison Valley Public Library
Manhattan Community School Library
Meagher County/City Library
Philipsburg Public Library
Sheridan Public Library
Thompson-Hickman County Library
Three Forks Community Library
Twin Bridges Public Library
West Yellowstone Public Library
William K. Kohrs Memorial Library

Long Range Goals:

Goal # Description

- 1 The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance at its annual retreat by 10%.

Associated MSL Goals:

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
- 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
- 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
- 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.

Goal # Description

- 2 The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Associated MSL Goals:

- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
- 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
- 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective

(measured against partner and patron outcomes), and successfully engaged in its ongoing mission.

Goal # Description

- | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | The Broad Valleys Library Federation will cooperatively provide electronic access to library materials and information to patrons of the member libraries. |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|

Associated MSL Goals:

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
 - 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
 - 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
 - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
 - 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.
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Administrative Costs:

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary:

| | Allotted |
|--------------|---------------|
| CST Revenue | \$35,861.00 |
| General Fund | <u>\$0.00</u> |
| Total: | \$35,861.00 |

Note: Broad Valleys Federation of Libraries will provide to the Lewis & Clark Library a stipend of \$800, which will be used to defray the costs of coordination of the Federation activities. Total Broad Valleys Federation allotment for FY2011 has been reduced by \$845.00 to accommodate travel allotments for other Federations. This amount will be subtracted from Program 1 - Annual Retreat. Total allotment for FY 2011 is \$35,861.00.

Expense Summary:

| | Budgeted |
|-------------------------------------------------|-----------------|
| Admin Costs | \$0.00 |
| Stipend | \$0.00 |
| Operating Costs | \$0.00 |
| Supplies | \$0.00 |
| Communications | \$0.00 |
| Equipment | \$0.00 |
| Mileage | \$0.00 |
| Continuing Ed. | \$0.00 |
| Program 1 - Continuing Education/Annual Meeting | \$4,905.00 |
| Program 2 - Continuing Education Grants | \$9,482.00 |
| Program 3 - Technology and Resource Sharing | \$20,674.00 |
| Program 4 - Book Discussions in a Bag | \$0.00 |
| Program 5 - Administrative Services | <u>\$800.00</u> |
| Total: | \$35,861.00 |

Program Summaries:

Program: 1

Description: Continuing Education/Annual Meeting

Narrative:

This program supports Goals #1 and #2 of the Broad Valleys Federation

Annual Meeting – Members voted to continue meeting once a year for a two-day meeting, location of which is within the boundaries of the Federation. Retreat will include a minimum of two continuing education workshops. Goal: to increase attendance at annual retreat by 10%.

Each library will receive \$37.50 to help defray travel costs to the meeting.

The Lewis & Clark Library will coordinate and pay for the costs of lodging, meals and continuing education presentations. As costs have risen and there is higher attendance at the retreat, the Federation approved an increase to cover retreat costs. The Lewis & Clark Library will receive up to \$4,155 to pay for this service.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation:

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

Associated Broad Valleys Federation Goals:

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance at its annual retreat by 10%.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Program \$4,905.00

Budget:

Budget Library

Amount

Detail:

| | |
|-----------------------------------------|------------|
| Belgrade Community Library | \$37.50 |
| Boulder Community Library | \$37.50 |
| Bozeman Public Library | \$37.50 |
| Broadwater School and Community Library | \$37.50 |
| Butte-Silver Bow Public Library | \$37.50 |
| Dillon Public Library | \$37.50 |
| Drummond School Community Library | \$37.50 |
| Hearst Free Library | \$37.50 |
| Lewis and Clark Library | \$4,192.50 |

| | |
|---------------------------------------|----------------|
| Livingston-Park County Public Library | \$37.50 |
| Madison Valley Public Library | \$37.50 |
| Manhattan Community School Library | \$37.50 |
| Meagher County/City Library | \$37.50 |
| Philipsburg Public Library | \$37.50 |
| Sheridan Public Library | \$37.50 |
| Thompson-Hickman County Library | \$37.50 |
| Three Forks Community Library | \$37.50 |
| Twin Bridges Public Library | \$37.50 |
| West Yellowstone Public Library | \$37.50 |
| William K. Kohrs Memorial Library | <u>\$37.50</u> |

Total expenses for Program 1: \$4,905.00

Variance from Program 1 budget: \$0.00

Program: 2

Description: Continuing Education Grants

Narrative:

This program supports Goals #1 and #2 of the Broad Valleys Federation. Each library will receive a direct grant of \$474.10 to be used to provide continuing education to librarians and trustees, at the discretion of each individual library.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation:

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

Associated Broad Valleys Federation Goals:

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance at its annual retreat by 10%.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Program \$9,482.00

Budget:

| Budget Library Detail: | Amount |
|-----------------------------------------|---------------|
| Belgrade Community Library | \$474.10 |
| Boulder Community Library | \$474.10 |
| Bozeman Public Library | \$474.10 |
| Broadwater School and Community Library | \$474.10 |
| Butte-Silver Bow Public Library | \$474.10 |

| | |
|------------------------------------------|-----------------|
| Dillon Public Library | \$474.10 |
| Drummond School Community Library | \$474.10 |
| Hearst Free Library | \$474.10 |
| Lewis and Clark Library | \$474.10 |
| Livingston-Park County Public Library | \$474.10 |
| Madison Valley Public Library | \$474.10 |
| Manhattan Community School Library | \$474.10 |
| Meagher County/City Library | \$474.10 |
| Philipsburg Public Library | \$474.10 |
| Sheridan Public Library | \$474.10 |
| Thompson-Hickman County Library | \$474.10 |
| Three Forks Community Library | \$474.10 |
| Twin Bridges Public Library | \$474.10 |
| West Yellowstone Public Library | \$474.10 |
| William K. Kohrs Memorial Library | <u>\$474.10</u> |

Total expenses for Program 2: \$9,482.00

Variance from Program 2 budget: \$0.00

Program: 3

Description: Technology and Resource Sharing

Narrative:

This program supports Goals # 2 and #3 of the Broad Valleys Federation. Each library will receive a direct grant of \$1,033.70. Monies will be used for technology related expenses. Emphasis will be on technology that strengthens federation-wide access. Additional emphasis will be on federation wide resource sharing and document delivery. Monies received in this category will be expended for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, and shared catalog expenses.

Each member library may designate some or all of their technology funds for Federation wide purchase of Heritage Quest.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation:

Member libraries will identify what expenses were covered and identify how this helps the library deliver technology related services to its patrons and how the expenditures help strengthen federation-wide access.

Associated Broad Valleys Federation Goals:

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

3 - The Broad Valleys Library Federation will cooperatively provide electronic access to library materials and information to patrons of the member libraries.

Program \$20,674.00

Budget:

| Budget Library Detail: | Amount |
|-----------------------------------------|---------------|
| Belgrade Community Library | \$1,033.70 |
| Boulder Community Library | \$1,033.70 |
| Bozeman Public Library | \$1,033.70 |
| Broadwater School and Community Library | \$1,033.70 |
| Butte-Silver Bow Public Library | \$1,033.70 |
| Dillon Public Library | \$1,033.70 |
| Drummond School Community Library | \$1,033.70 |
| Hearst Free Library | \$1,033.70 |
| Lewis and Clark Library | \$1,033.70 |

| | |
|------------------------------------------|-------------------|
| Livingston-Park County Public Library | \$1,033.70 |
| Madison Valley Public Library | \$1,033.70 |
| Manhattan Community School Library | \$1,033.70 |
| Meagher County/City Library | \$1,033.70 |
| Philipsburg Public Library | \$1,033.70 |
| Sheridan Public Library | \$1,033.70 |
| Thompson-Hickman County Library | \$1,033.70 |
| Three Forks Community Library | \$1,033.70 |
| Twin Bridges Public Library | \$1,033.70 |
| West Yellowstone Public Library | \$1,033.70 |
| William K. Kohrs Memorial Library | <u>\$1,033.70</u> |

Total expenses for Program 3: \$20,674.00

Variance from Program 3 budget: \$0.00

Program: 4

Description: Book Discussions in a Bag

Narrative:

This program is originally a result of carry-over funds from FY2005 and now covers less-than-anticipated expenditures in all program areas. The Book Discussion in a Bag program was established in March of 2006 and is now being utilized by the members of the Federation. Unexpended funds may be used to purchase additional titles; Federation libraries submit their title suggestions and titles selected will be taken from this list.

Evaluation:

The Lewis & Clark Library will house and coordinate the distribution of the Book Discussion in a Bag kits and will keep statistical data on circulation of these kits within the Broad Valleys Federation. Feedback will also be solicited from all Federation members regarding use and popularity of the kits.

Associated Broad Valleys Federation Goals:

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance at its annual retreat by 10%.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library

services to Montana citizens.

Program \$0.00

Budget:

| Budget Library Detail: | Amount |
|-----------------------------------------|---------------|
| Belgrade Community Library | \$0.00 |
| Boulder Community Library | \$0.00 |
| Bozeman Public Library | \$0.00 |
| Broadwater School and Community Library | \$0.00 |
| Butte-Silver Bow Public Library | \$0.00 |
| Dillon Public Library | \$0.00 |
| Drummond School Community Library | \$0.00 |
| Hearst Free Library | \$0.00 |
| Lewis and Clark Library | \$0.00 |
| Livingston-Park County Public Library | \$0.00 |
| Madison Valley Public Library | \$0.00 |
| Manhattan Community School Library | \$0.00 |
| Meagher County/City Library | \$0.00 |
| Philipsburg Public Library | \$0.00 |
| Sheridan Public Library | \$0.00 |
| Thompson-Hickman County Library | \$0.00 |
| Three Forks Community Library | \$0.00 |
| Twin Bridges Public Library | \$0.00 |
| West Yellowstone Public Library | \$0.00 |
| William K. Kohrs Memorial Library | <u>\$0.00</u> |
| Total expenses for Program 4: | \$0.00 |
| Variance from Program 4 budget: | \$0.00 |

Program: 5

Description: Administrative Services

Narrative:

Broad Valleys Federation of Libraries will provide to the Lewis & Clark Library a stipend of \$800, which will be used to defray the costs of coordination of the Federation activities

Evaluation:

Associated Broad Valleys Federation Goals:

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase attendance at its annual retreat by 10%.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Program \$800.00

Budget:

| Budget Library | Amount |
|-----------------------|---------------|
|-----------------------|---------------|

Detail:

| | |
|-------------------------|-----------------|
| Lewis and Clark Library | <u>\$800.00</u> |
|-------------------------|-----------------|

Total expenses for Program 5: \$800.00

Variance from Program 5 budget: \$0.00

Signatures/Approvals:

Membership Approval Date: _____

Federation Coordinator:

Judy Hart - Library Director

Date

Federation Advisory Board Chairperson:

Patty Higinbotham - Library Board Chair

Date

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

Sandra Conrady - Library Board Chair

Date

Check Summary/Totals:

| Library | Check Amount |
|-----------------------------------------|---------------------|
| Belgrade Community Library | \$1,545.30 |
| Boulder Community Library | \$1,545.30 |
| Bozeman Public Library | \$1,545.30 |
| Broadwater School and Community Library | \$1,545.30 |
| Butte-Silver Bow Public Library | \$1,545.30 |
| Dillon Public Library | \$1,545.30 |
| Drummond School Community Library | \$1,545.30 |
| Hearst Free Library | \$1,545.30 |
| Lewis and Clark Library | \$6,500.30 |
| Livingston-Park County Public Library | \$1,545.30 |
| Madison Valley Public Library | \$1,545.30 |
| Manhattan Community School Library | \$1,545.30 |
| Meagher County/City Library | \$1,545.30 |
| Philipsburg Public Library | \$1,545.30 |
| Sheridan Public Library | \$1,545.30 |
| Thompson-Hickman County Library | \$1,545.30 |
| Three Forks Community Library | \$1,545.30 |
| Twin Bridges Public Library | \$1,545.30 |
| West Yellowstone Public Library | \$1,545.30 |

William K. Kohrs Memorial Library \$1,545.30

Total Allocated: \$35,861.00

Total Budgeted: \$35,861.00

Discrepancy: \$0.00