

Plan of Service and Budget Request for FY 2013 July 2012 Through June 2013

Federation

Broad Valleys

Participating Federation Libraries

Public

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

Long Range Goals

Goal # 1 Description

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.
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Goal # 2 Description

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.
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Goal # 3 Description

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

CST Revenue	Allotted
General Fund	\$36,752.00
	<u>\$0.00</u>
Total:	\$36,752.00

Expense Summary

Program 1 - Continuing Education/Annual Meeting	Budgeted
Program 2 - Continuing Education Grants	\$4,872.00
Program 3 - Technology and Resource Sharing	\$9,870.00
Program 4 - Book Discussions in a Bag	\$21,210.00
Program 5 - Administrative Services	\$0.00
	<u>\$800.00</u>
Total:	\$36,752.00

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 library trustee attendance by 10%.

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 \$4,872 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 Budget: \$4,872.00

Budget Detail: Library

Lewis and Clark Library

Amount

\$4,872.00

Note: Funds to Federation Coordinator to cover costs of professional development sessions, lodging and meals for Federation members.

Total expenses for Program 1: \$4,872.00
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 \$470.00 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 Budget: \$9,870.00

Budget Detail: Library

	Amount
Belgrade Community Library	\$470.00
Bozeman Public Library	\$470.00
Broadwater School and Community Library	\$470.00
Butte-Silver Bow Public Library	\$470.00
Dillon Public Library	\$470.00
Drummond School & Community Library	\$470.00
Hearst Free Library	\$470.00
Jefferson County Library System	\$470.00
Lewis and Clark Library	\$470.00
Livingston-Park County Public Library	\$470.00
Madison Valley Public Library	\$470.00
Manhattan Community School Library	\$470.00
Meagher County/City Library	\$470.00
North Jefferson County Library District	\$470.00
Philipsburg Public Library	\$470.00
Sheridan Public Library	\$470.00
Thompson-Hickman County Library	\$470.00
Three Forks Community Library	\$470.00
Twin Bridges Public Library	\$470.00
West Yellowstone Public Library	\$470.00
William K. Kohrs Memorial Library	<u>\$470.00</u>
Total expenses for Program 2:	\$9,870.00
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 \$1,010. 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 Budget: \$21,210.00

Budget Detail: Library

	Amount
Belgrade Community Library	\$1,010.00
Bozeman Public Library	\$1,010.00
Broadwater School and Community Library	\$1,010.00
Butte-Silver Bow Public Library	\$1,010.00
Dillon Public Library	\$1,010.00
Drummond School & Community Library	\$1,010.00
Hearst Free Library	\$1,010.00
Jefferson County Library System	\$1,010.00
Lewis and Clark Library	\$1,010.00
Livingston-Park County Public Library	\$1,010.00
Madison Valley Public Library	\$1,010.00
Manhattan Community School Library	\$1,010.00
Meagher County/City Library	\$1,010.00
North Jefferson County Library District	\$1,010.00
Philipsburg Public Library	\$1,010.00
Sheridan Public Library	\$1,010.00
Thompson-Hickman County Library	\$1,010.00
Three Forks Community Library	\$1,010.00
Twin Bridges Public Library	\$1,010.00
West Yellowstone Public Library	\$1,010.00
William K. Kohrs Memorial Library	<u>\$1,010.00</u>
Total expenses for Program 3:	\$21,210.00
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 Budget: \$0.00

Budget Detail: This program has no budget detail.

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

Federation Coordinator will report on use of these funds in support of Federation business, professional development and networking.

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 Budget: \$800.00

Budget Detail: Library

Lewis and Clark Library

Amount

\$800.00

Note: Federation Coordinator will report on use of these funds in support of Federation business, professional development and networking.

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

Patricia Bradley - Library Board Chair

Date

Chairperson, Board of Trustees, Federation Coordinator's Library

Helen McCaffrey - Library Board Chair

Date

Check Summary/Totals

Library

	Check Amount
Belgrade Community Library	\$1,480.00
Bozeman Public Library	\$1,480.00
Broadwater School and Community Library	\$1,480.00
Butte-Silver Bow Public Library	\$1,480.00
Dillon Public Library	\$1,480.00
Drummond School & Community Library	\$1,480.00
Hearst Free Library	\$1,480.00
Jefferson County Library System	\$1,480.00
Lewis and Clark Library	\$7,152.00
Livingston-Park County Public Library	\$1,480.00
Madison Valley Public Library	\$1,480.00
Manhattan Community School Library	\$1,480.00
Meagher County/City Library	\$1,480.00
North Jefferson County Library District	\$1,480.00
Philipsburg Public Library	\$1,480.00
Sheridan Public Library	\$1,480.00
Thompson-Hickman County Library	\$1,480.00
Three Forks Community Library	\$1,480.00
Twin Bridges Public Library	\$1,480.00
West Yellowstone Public Library	\$1,480.00
William K. Kohrs Memorial Library	<u>\$1,480.00</u>

Total Allocated: \$36,752.00

Total Budgeted: \$36,752.00

Discrepancy: