

# Federation Plan of Service and Budget Request FY 2014 July 2013 Through June 2014

## FEDERATION

Golden Plains

## FEDERATION LIBRARIES

### Public Libraries

|                             |        |
|-----------------------------|--------|
| Daniels County Library      | Active |
| Glasgow City-County Library | Active |
| Phillips County Library     | Active |
| Roosevelt County Library    | Active |
| Sheridan County Library     | Active |

### Academic Libraries

|                          |        |
|--------------------------|--------|
| Fort Peck Tribal Library | Active |
|--------------------------|--------|

## **LONG RANGE GOALS**

### **Goal # 1 Description**

Technology: Golden Plains libraries have the best possible connections, hardware and software so that Montana citizens and students have the best possible access to library resources and services.

#### **Associated MSL Goals**

- 1** - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.
- 2** - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

### **Goal # 2 Description**

Continuing Education: Golden Plains librarians and trustees have easy access to the training that they need to provide quality library services in their communities.

#### **Associated MSL Goals**

- 3** - Training - MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.
- 4** - Consultation and Leadership - MSL provides consultation and leadership to enable users to set and reach their goals.
- 5** - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

### **Goal # 3 Description**

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**

- 1** - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.
- 2** - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
- 5** - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

#### **Goal # 4 Description**

Communication/ Golden Plains meetings and workshops: Golden Plains libraries share learning, programming ideas, best practices and evaluations to stay current with statewide trends and services; we all benefit from each others' wisdom as we move our libraries forward.

##### **Associated MSL Goals**

- 4** - Consultation and Leadership - MSL provides consultation and leadership to enable users to set and reach their goals.
- 5** - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

#### **Goal # 5 Description**

Community Outreach: Montana citizens understand the value of libraries and participate as members of their local libraries.

##### **Associated MSL Goals**

- 1** - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.
- 2** - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
- 5** - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

## 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 | <u>\$17,950.63</u> |
| Total:      | \$17,950.63        |

### Note: Budget Summary

|   |                   |
|---|-------------------|
| Program 1 - Technology  | \$6,388.12        |
| Program 2 - Continuing Education                                | \$5,014.38        |
| Program 3 - Resource Sharing                                    | \$1,698.00        |
| Program 4 - Communication/ Golden Plains meetings and workshops | \$1,525.13        |
| Program 5 - Community Outreach                                  | \$1,125.00        |
| Program 6 - Administrative Expenses                             | <u>\$2,200.00</u> |
| Total:  | \$17,950.63       |

## PROGRAM SUMMARIES

### 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

#### Evaluation

The success of this program will be measured by strong and successful patron usage of online resources at or through the library. Usage statistics and patron feedback will be collected and analyzed.

#### Associated Golden Plains Federation Goals

1 - Technology: Golden Plains libraries have the best possible connections, hardware and software so that Montana citizens and students have the best possible access to library resources and services.

**Program Budget:** \$6,388.12

| <b>Budget Detail: Library</b>   | <b>Amount</b>   |
|---------------------------------|-----------------|
| Daniels County Library          | \$1,788.00      |
| Glasgow City-County Library     | \$200.00        |
| Phillips County Library         | \$1,512.12      |
| Roosevelt County Library        | \$1,988.00      |
| Sheridan County Library         | <u>\$900.00</u> |
| Total award for Program 1:      | \$6,388.12      |
| Variance from Program 1 budget: | \$0.00          |

## **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.

### **Evaluation**

The success of this program will be shown in the skills, knowledge, confidence and ability of library personnel to provide a variety of excellent library services to patrons. GPFL directors, staff and trustees will report on meetings and CE events attended. Patron feedback on library services will be collected and analyzed.

### **Associated Golden Plains Federation Goals**

2 - Continuing Education: Golden Plains librarians and trustees have easy access to the training that they need to provide quality library services in their communities.

4 - Communication/ Golden Plains meetings and workshops: Golden Plains libraries share learning, programming ideas, best practices and evaluations to stay current with statewide trends and services; we all benefit from each others' wisdom as we move our libraries forward.

**Program Budget:** \$5,014.38

| <b>Budget Detail: Library</b>   | <b>Amount</b>   |
|---------------------------------|-----------------|
| Daniels County Library          | \$912.13        |
| Fort Peck Tribal Library        | \$750.00        |
| Glasgow City-County Library     | \$1,000.00      |
| Phillips County Library         | \$928.00        |
| Roosevelt County Library        | \$512.12        |
| Sheridan County Library         | <u>\$912.13</u> |
| Total award for Program 2:      | \$5,014.38      |
| Variance from Program 2 budget: | \$0.00          |

### **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

## Evaluation

Feedback from patrons will show that they are able to find the materials they need and want at their local library or via interlibrary loan. ILL usage statistics will be collected and analyzed.

## Associated Golden Plains Federation Goals

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

**Program Budget:** \$1,698.00

| <b>Budget Detail: Library</b>   | <b>Amount</b>   |
|---------------------------------|-----------------|
| Daniels County Library          | \$300.00        |
| Glasgow City-County Library     | \$300.00        |
| Phillips County Library         | \$110.00        |
| Sheridan County Library         | <u>\$988.00</u> |
| Total award for Program 3:      | \$1,698.00      |
| Variance from Program 3 budget: | \$0.00          |

## 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



## Evaluation

GPLF librarians and trustees will attend meetings to share knowledge, best practices, learning experiences gleaned from CE activities and problem-solving so that all the libraries can benefit from each other's experience to improve and maintain excellent library services.

## Associated Golden Plains Federation Goals

2 - Continuing Education: Golden Plains librarians and trustees have easy access to the training that they need to provide quality library services in their communities.

4 - Communication/ Golden Plains meetings and workshops: Golden Plains libraries share learning, programming ideas, best practices and evaluations to stay current with statewide trends and services; we all benefit from each others' wisdom as we move our libraries forward.

**Program Budget:** \$1,525.13

| <b>Budget Detail: Library</b>   | <b>Amount</b>   |
|---------------------------------|-----------------|
| Glasgow City-County Library     | \$1,325.13      |
| Phillips County Library         | \$100.00        |
| Sheridan County Library         | <u>\$100.00</u> |
| Total award for Program 4:      | \$1,525.13      |
| Variance from Program 4 budget: | \$0.00          |

## 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

## Evaluation

Feedback from patrons will demonstrate increased awareness of libraries and their value, and increased usage of library services.

## Associated Golden Plains Federation Goals

5 - Community Outreach: Montana citizens understand the value of libraries and participate as members of their local libraries.

**Program Budget:** \$1,125.00

| <b>Budget Detail: Library</b>   | <b>Amount</b>   |
|---------------------------------|-----------------|
| Glasgow City-County Library     | \$175.00        |
| Phillips County Library         | \$350.00        |
| Roosevelt County Library        | \$500.00        |
| Sheridan County Library         | <u>\$100.00</u> |
| Total award for Program 5:      | \$1,125.00      |
| Variance from Program 5 budget: | \$0.00          |

## Program 6 - Administrative Expenses

### Narrative

\$400.00 Stipend (payable to GPLF Federation Coordinator for bookkeeping and MSL reports)  
 \$ 75.00 Supplies (Philips County Library) declined this year by PCL  
 \$ 25.00 Communications (Philips County Library) declined this year by PCL  
 \$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.)

## Evaluation

### Associated Golden Plains Federation Goals

This program has no associated Golden Plains Federation goals.

**Program Budget:** \$2,200.00

| <b>Budget Detail: Library</b>   | <b>Amount</b>     |
|---------------------------------|-------------------|
| Phillips County Library         | <u>\$2,200.00</u> |
| Total award for Program 6:      | \$2,200.00        |
| Variance from Program 6 budget: | \$0.00            |

**SIGNATURES/APPROVALS**

**Approval Date:** \_\_\_\_\_

**Golden Plains Federation Coordinator**

|                                   |             |
|-----------------------------------|-------------|
| Janeen Brookie - Library Director | Date Signed |
|-----------------------------------|-------------|

**Chairperson - Federation Advisory Board**

|                                      |             |
|--------------------------------------|-------------|
| Helen Rippley - Library Board Member | Date Signed |
|--------------------------------------|-------------|

**Chairperson - Board of Trustees, Federation Coordinator’s Library**

|                                      |             |
|--------------------------------------|-------------|
| Caroline Caves - Library Board Chair | Date Signed |
|--------------------------------------|-------------|

**AWARD SUMMARY/TOTALS**

| <b>Library</b>              | <b>Amount</b>     |
|-----------------------------|-------------------|
| Daniels County Library      | \$3,000.13        |
| Fort Peck Tribal Library    | \$750.00          |
| Glasgow City-County Library | \$3,000.13        |
| Phillips County Library     | \$5,200.12        |
| Roosevelt County Library    | \$3,000.12        |
| Sheridan County Library     | <u>\$3,000.13</u> |
| Total Awarded:              | \$17,950.63       |
| Total Budgeted:             | \$17,950.63       |
| Discrepancy:                |                   |