

Federation Plan of Service and Budget Request FY 2018 July 2017 Through June 2018

FEDERATION

Broad Valleys

FEDERATION LIBRARIES

Public Libraries

Belgrade Community Library	Active
Boulder 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
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 Clancy Library	Active
Philipsburg Public Library	Active
Sheridan Public Library	Active
Thompson-Hickman Madison 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 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 of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.**

Associated MSL Goals

- 1 - Foster partnerships:** partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 2 - Secure sufficient and sustainable funding:** we have the funds and capacity to meet the expectations of our partners and Montanans and we are an innovative, forward thinking, and fiscally responsible organization in fulfilling our mandates and meeting the expectations of our partners and Montana citizens.
- 3 - Create a useful information infrastructure –** Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4 - Foundational – Organizational success –** Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

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, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.**

Associated MSL Goals

- 1 - Foster partnerships:** partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana

forward.

- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.
- 4** - Foundational – Organizational success – Employees and partners who are willing to learn and be of service to others are a necessary part of ensuring that Montanans thrive and infrastructure that is safe and robust is also critical to libraries that are a part of creating thriving communities.

Goal Description

3 The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries.

Associated MSL Goals

- 1** - Foster partnerships: partnerships are necessary to ensure that Montanans thrive. Through partnerships, MSL and those we serve will continue to move Montana forward.
- 3** - Create a useful information infrastructure – Montanans have the information and library services they need to understand and influence change in their community and others follow Montana’s model of open, transparent, cooperative information management practices.

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 \$36,847.94

Total: \$36,847.94

Note: Award to each individual library is: \$1,480 **Budget Summary**

Program 1 - Continuing Education/Annual Meeting \$4,967.94

Program 2 - Continuing Education Grants \$9,870.00

Program 3 - Technology and Resource Sharing \$21,210.00

Program 4 - Administrative Services \$800.00

Total: \$36,847.94

Note: Award to each individual library is: \$1,480

PROGRAM SUMMARIES

Program 1 - 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 librarian and library trustee attendance by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

The Lewis & Clark Library will coordinate and pay for the costs of lodging, meals and continuing education presentations. The Federation approved funding at the same level as last program year to cover retreat costs. The Lewis & Clark Library will receive up to \$4,967.94 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 of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

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, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Program \$4,967.94

Budget:

Budget Library

Amount

Detail:

Lewis and Clark Library	<u>\$4,967.94</u>
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Note: Coordinating library receives funds to cover costs of the annual retreat.

Total award for Program 1: \$4,967.94

Variance from Program 1 budget: \$0.00

Program 2 - 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. Federation recognizes the importance of making CE credits affordable, meeting the challenge of rising CE costs. Goal: Federation Libraries will meet ELSA CE requirements for both Librarians and Trustees.

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 of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

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, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Program \$9,870.00

Budget:

Budget Library	Amount
Detail:	
Belgrade Community Library	\$470.00
Boulder 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
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 Clancy Library	\$470.00
Philipsburg Public Library	\$470.00
Sheridan Public Library	\$470.00
Thompson-Hickman Madison 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 award for Program 2:	\$9,870.00
Variance from Program 2 budget:	\$0.00

Program 3 - 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. The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries. Goal: Federation Libraries will ensure that they meet ELSA requirements for technology.

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, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

3 - The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries.

Program \$21,210.00

Budget:

Budget Library Detail:	Amount
Belgrade Community Library	\$1,010.00
Boulder 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
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 Clancy Library	\$1,010.00
Philipsburg Public Library	\$1,010.00
Sheridan Public Library	\$1,010.00
Thompson-Hickman Madison 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 award for Program 3:	\$21,210.00
Variance from Program 3 budget:	\$0.00

Program 4 - 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 Goal(s).

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 of librarians and trustees at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide five CE hours to both Librarians and Trustees over the two day retreat, to encourage trustee certification.

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, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Program \$800.00

Budget:

Budget Library

Amount

Detail:

Lewis and Clark Library	<u>\$800.00</u>
Total award for Program 4:	\$800.00
Variance from Program 4 budget:	\$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Broad Valleys Federation Coordinator

John Finn - Library Director	Date Signed
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Chairperson - Federation Advisory Board

Judy Aaker - Library Board Member	Date Signed
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Chairperson - Board of Trustees, Federation Coordinator's Library

Helen McCaffrey - Library Board Chair	Date Signed
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AWARD SUMMARY/TOTALS

Library	Amount
Belgrade Community Library	\$1,480.00
Boulder 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
Lewis and Clark Library	\$7,247.94
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 Clancy Library	\$1,480.00
Philipsburg Public Library	\$1,480.00
Sheridan Public Library	\$1,480.00
Thompson-Hickman Madison 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 Awarded: \$36,847.94

Total Budgeted: \$36,847.94

Discrepancy: \$0.00