

PLAN OF SERVICE AND BUDGET REQUEST FOR JULY 2006 THROUGH JUNE 2007

NAME OF FEDERATION: _____ **Broad Valleys Federation** _____

LISTING OF Area Libraries who participate in Federation events and have expressed commitment to federation membership via written or spoken contract and/or memo of understanding:

Belgrade Community Library
Bozeman Public Library
Broadwater School and Community Library, Townsend
Butte-Silver Bow Public Library
Dillon Public Library
Drummond School Community Library
Hearst Free Library, Anaconda
Jefferson County Library System, Clancy, Boulder and Whitehall
Lewis and Clark Library, Helena
Livingston-Park County Library
Madison Valley Public Library, Ennis
Manhattan Community Library
Meagher County/City Library, White Sulphur
Philipsburg Public Library
Sheridan Public Library
Thompson-Hickman County Library, Virginia City
Three Forks Community Library
Twin Bridges Public Library
William K. Kohrs Memorial Library, Deer Lodge
West Yellowstone Public Library

LONG RANGE GOAL OF FEDERATION AREA:

Summarize the goals of the federation. For each goal give a statement of need, why is the goal important to the federation?

Statement of need: The Broad Valleys Federation libraries are a collection of unique and diverse libraries each having special needs, concerns, and challenges. Funds from the Federation grants are meant to address and assist in meeting these special needs and the Federation grants to members are not meant to nor should they be used to supplant local library revenues or to diminish local library support to Federation Libraries.

- (1) The Broad Valleys Federation of Libraries will share the information, knowledge and resources available to the Federation and to encourage networking and consensus building.
- (2) The Broad Valleys Federation of Libraries will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and to provide excellent library services to Montana citizens.
- (3) The Broad Valleys Federation of Libraries will cooperatively provide electronic access to library materials and information to patrons of the member libraries.

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.

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

REVENUE SUMMARY:

	Budgeted
CST Revenue	\$ 33,724
General Fund	
TOTAL Revenue	\$ 33,724

BUDGET SUMMARY:

EXPENDITURE	CST	STATE GENERAL FUND
Administration Costs	\$ 800	
Stipend	800	
Operating Costs		
Supplies		
Communications (phone, mailings, printing)		
Equipment		
Program one: Annual Meeting	\$ 4,250	
Meals/Lodging/Mileage	\$ 4,250	
Tuition/Registration		
Curriculum Materials		
Other Meeting Expenses [please specify]		
Program two:		
Continuing Education Grants	\$ 8,674	
Program three: Technology	\$ 20,000	
Program four:		
TOTAL EXPENDITURES	\$ 33,724	\$

PROGRAM SUMMARY: [fill out this form for each program included in the Plan of Service]

Program Name and Number: _____ 1 – Continuing Education _____

PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

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

Annual Meeting - One 2-day meeting will be held annually in a location within the boundaries of the Federation.

- 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. The Lewis & Clark Library will receive \$3,500 to pay for this service.

Continuing Education Grant - Each library will receive a direct grant of \$400 to be used to provide continuing education to librarians and trustees, at the discretion of each individual library.

Academic/School Library Stipends – In order to recruit academic and school libraries, a total of \$674 has been designated for stipends to be divided equally among these new member libraries to defray costs to attend the Annual Meeting.

PROGRAM EVALUATION:

- Explain how will you judge that the program is successful.

Member and new 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.

Program budget detail

Please see above.

Total Program Budget \$ 12,924

PROGRAM SUMMARY: [fill out this form for each program included in the Plan of Service]

Program Name and Number: _____ **2 - Technology** _____

PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

This program supports Goals #1 and #3 of the Broad Valleys Federation.

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.

PROGRAM EVALUATION:

- Explain how will you judge that the program is successful.

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.

Program budget detail:

Each Broad Valleys Federation library will receive a grant of \$1,000 in FY2007 to help defray the library's technology expenses.

Total Program Budget \$ 20,000

PROGRAM SUMMARY: [fill out this form for each program included in the Plan of Service]

Member Library	Amount of Grant to member library	Program(s) funded for member library
Belgrade	1,437.50	Programs 1& 2
Bozeman	1,437.50	Programs 1& 2
Broadwater S & C	1,437.50	Programs 1& 2
Butte-Silver Bow	1,437.50	Programs 1& 2
Dillon	1,437.50	Programs 1& 2
Drummond	1,437.50	Programs 1& 2
Hearst Free, Anaconda	1,437.50	Programs 1& 2
Jefferson Co.	1,437.50	Programs 1& 2
Lewis & Clark Library	5,737.50	Programs 1, 2 & Admin
Livingston-Park Co.	1,437.50	Programs 1& 2
Madison Valley, Ennis	1,437.50	Programs 1& 2
Manhattan	1,437.50	Programs 1& 2
Meagher Co. White Sulphur Springs	1,437.50	Programs 1& 2
Philipsburg	1,437.50	Programs 1& 2
Sheridan	1,437.50	Programs 1& 2
Thompson Hickman, Virginia City	1,437.50	Programs 1& 2
Three Forks	1,437.50	Programs 1& 2
Twin Bridges	1,437.50	Programs 1& 2
Kohrs Memorial, Deer Lodge	1,437.50	Programs 1& 2
West Yellowstone	1,437.50	Programs 1& 2
Stipends-New Members	674.00	Program 1
TOTAL	\$33,724.00	

This plan of service was approved by the membership on
____ March 11, 2006 _____ (date).

If the administrative rule changes do not pass, we certify that the federation funds are being maintained in a separate account from the headquarters library funds.

Federation Coordinator's:

_____*Judy Hart*_____ Date 5/23/06

Federation Advisory Board Chairperson:

_____*Alan S. Kesselheim*_____ Date _____
via email directly to MSL

Chairperson, Board of Trustees,
Headquarters Library

_____*Michael Pichette*_____ Date 5/23/06