

# Federation Annual Report

For FY 2009  
(July 2008 Through June 2009)

**Coordinator's Library:** Phillips County Library

**Coordinator:** Janeen Brookie

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairperson, Board of Trustees,  
Coordinator's Library:** Lesley Robinson

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

## REVENUE/EXPENSE SUMMARY:

**Total CST Revenue: \$17,510.00**

**Total CST Expended: \$17,510.00**

## EXPENDITURES BY PROGRAM:

<b>PROGRAM #: NAME</b>	<b>Total Expended for Program</b>
Program 1: Continuing Education	\$5,175.89
Program 2: Technology	\$8,533.43
Program 3: Resource Sharing and Reference	\$845.16
Program 4: Community Outreach	\$1,155.52
Program 5: Administration	\$1,800.00
<b>Total Expenditures - All Programs</b>	<b>\$17,510.00</b>

## EXPENDITURES BY LIBRARY:

<b>LIBRARY</b>	<b>Total Revenue</b>	<b>Total Expended</b>
Daniels County Library	\$2,992.00	\$2,992.00
Fort Peck Tribal Library	\$750.00	\$750.00
Glasgow City-County Library	\$2,992.00	\$2,992.00
Phillips County Library	\$4,792.00	\$4,792.00
Roosevelt County Library	\$2,992.00	\$2,992.00
Sheridan County Library	\$2,992.00	\$2,992.00
<b>TOTALS</b>	<b>\$17,510.00</b>	<b>\$17,510.00</b>

# **BENEFIT/OUTCOME SUMMARY BY PROGRAM**

## **Program 1: Continuing Education**

### **Narrative:**

This program supports goal two. 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

Activities such as the following will be funded to some level up to and included fully as money allows:

- (1) A minimum of two Federation meetings at Wolf Point Public Library, or other agreed upon location – mileage and/or expenses reimbursed to librarians, library director and/or Trustee in attendance as part of their grant.
- (2) Attendance at Montana Library Association meetings and/or other established state, regional or national library learning event – monies distributed to libraries as part of their grant.
- (3) Attendance at a minimum of two Montana State Library Coordinator/Commission meeting by GPLF Federation Headquarters Librarian.
- (4) 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 for school librarians. The Federation voting members have voted to fund the academic library in our Federation a travel amount of \$750.
- (5) Stipend: \$400.00, payable to GPLF Headquarters Librarian for bookkeeping and MSL reports.

### **Benefit/Outcome:**

Training and outreach so that Federation area librarians, trustees and staff can provide better service to their patrons.

## **Program 2: Technology**

### **Narrative:**

Golden Plains Library Federation patrons request direct access to information via internet access and other database services. Because these informational formats remain priority needs of GPLF library patrons, this program budget will be used to purchase replacement or new hardware, software and related technical services offered to library patrons.

Example of activities that might be funded in this program are:

- (1) purchase new computer
- (2) purchase new software to run computer or a program on computer
- (3) fund OCLC subscription
- (4) fund Gale/Infotrac database
- (5) purchase other databases
- (6) fund participation in Montana Shared Catalog
- (7) purchase a new fax machine

**Benefit/Outcome:**

Improved products and services for patrons.

### **Program 3: Resource Sharing and Reference**

**Narrative:**

Patrons of the GPLF library patrons expect and request Interlibrary loan services. GPLF will pay accumulative return postage expenses for ILL materials. The GPLF uses this program's funding for return postage of ILL materials retrieved from all libraries.

Activities and/or products that can be purchased via this program included such things as:

- (1) Return postage costs for returning interlibrary loans materials
- (2) Postage stamps
- (3) Cost of ILLiad interlibrary loan software
- (4) Purchase cloth mailing bags for ILL.

**Benefit/Outcome:**

Helps defray costs of sharing resources between libraries.

### **Program 4: Community Outreach**

**Narrative:**

The GPLF uses this funding to market libraries and reach out to the community. This program meets the MSL Long Range Goal of marketing libraries to increase awareness of libraries and their value and to increase usage of the library.

Activities funded in this program could include:

- (1) Costs associated with adult education classes
- (2) Traveling trunks
- (3) Bookmarks, other library publications
- (4) Summer Reading Program or other program materials and promotional items.

**Benefit/Outcome:**

Promotion for the libraries within their communities.

### **Program 5: Administration**

**Narrative:**

Expenses associated with the Federation Coordinator and Headquarters of the Golden Plains Library Federation.

**Benefit/Outcome:**

Helps defray costs associated with being the Federation headquarters.

## Individual Library Report for FY 2009 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

Golden Plains

### Name of Library:

Daniels County Library

### Expense Detail:

#### Program 1 Federation Award: \$838.41

Date	Claimant Tracking #	Description	Amount
8/10/2009		Mileage & motel costs for Fall Workshop. Travel expenses via Amtrak, registration & motel costs for MLA.	<u>\$838.41</u>

Learned new technology advances. Keep current with new developments that will help me do my job with greater efficiency.

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**Total Expenses:** \$838.41  
**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$1,808.43

Date	Claimant Tracking #	Description	Amount
8/10/2009		Purchased new printer, Norton Anti-Virus, Wireless Access Point, Battery-backup, Nintendo Wii with large screen tv. Also paid for necessary computer repairs to one of our computers that had problems.	<u>\$1,808.43</u>

Furnishing new & continuing technology opportunities for our library patrons.

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**Total Expenses:** \$1,808.43  
**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 3 Federation Award: \$245.16

Date	Claimant Tracking #	Description	Amount
8/10/2009		postage costs for Interlibrary loan.	<u>\$245.16</u>

shared resources between libraries so our patrons could receive necessary information that was not available at our library.

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**Total Expenses:** \$245.16  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Program 4 Federation Award: \$100.00**

<b>Date</b>	<b>Claimant Tracking #</b>	<b>Description</b>	<b>Amount</b>
8/10/2009		Yearly subscription to Heritage Quest genealogical database. Provided a needed & requested service for our patrons.	<u>\$100.00</u>
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			<b>Total Expenses:</b> \$100.00
			<b>Total Remaining:</b> \$0.00

**Benefit/Outcome**

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### Name of Federation:

Golden Plains

### Name of Library:

Fort Peck Tribal Library

### Expense Detail:

#### Program 1 Federation Award: \$750.00

Date	Claimant	Tracking #	Description	Amount
4/26/2009	Fort Peck Tribal Library		Registration and expenses for attending Montana Library Association Conference in Kalispell.	<u>\$750.00</u>

Attend programs that help with operating and maintaining a library.

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**Total Expenses:** \$750.00

**Total Remaining:** \$0.00

### Benefit/Outcome

Acquired skills in providing better service to library patrons.

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### Name of Federation:

Golden Plains

### Name of Library:

Glasgow City-County Library

### Expense Detail:

#### Program 1 Federation Award: \$2,339.55

Date	Claimant	Tracking #	Description	Amount
10/19/2008	Glasgow City-County Library		OCLC Cataloging Workshop.	\$1,163.22

Staff member Karen Havelange learned to catalog library materials so the public can find them.

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4/9/2009	Glasgow City-County Library		Director transported Board Member to Federation meeting and workshop, and provided her lunch.	\$72.30
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Board member was able to participate in the Legal Resources workshop so she can act as an Outreach resource in the community advising patrons of a new service.

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4/24/2009	Glasgow City-County Library		Travel expenses for 2 library staff to attend the Montana Library Association meeting in Kalispell, MT.	\$639.40
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Director and Library Aide learned the latest techniques for providing better library service to patrons.

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5/8/2009	Glasgow City-County Library		Round trip mileage to Bozeman for the Montana Shared Catalog Spring Meeting.	\$401.50
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Learned about WorldCat local as a possibility for giving library patrons more timely delivery of services.

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5/8/2009	Glasgow City-County Library		Motel room needed for the Director's stay in Bozeman for the Montana Shared Catalog Spring meeting.	\$63.13
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The Library Director, being somewhat visually handicapped cannot see well enough to drive at night. The meeting lasted too late in the afternoon to attempt the return trip.

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**Total Expenses:** \$2,339.55  
**Total Remaining:** \$0.00

### Benefit/Outcome



**Program 3 Federation Award: \$600.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
5/4/2009	Glasgow City-County Library		Monthly postage bill	\$300.00

This money paid for the shipping of patrons' ILL requests.

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6/4/2009	Glasgow City-County Library		This money was used to pay the library's monthly postage bill.	<u>\$300.00</u>
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The money paid for shipping on patrons' interlibrary loan requests.

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**Total Expenses:** \$600.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 4 Federation Award: \$52.45**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
6/4/2009	Glasgow City-County Library		This money paid for part of the bill for re-painting the sign on the window advertising our new website address.	<u>\$52.45</u>

People driving up to the library can see the library's new services--a new web address.

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**Total Expenses:** \$52.45  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Golden Plains

### Name of Library:

Phillips County Library

### Expense Detail:

#### Program 1 Federation Award: \$853.93

Date	Claimant	Tracking #	Description	Amount
6/15/2009	Janeen Brookie		Travel and expenses for Fall Workshop; Livingston, MT. Sept. 2008 Gain knowledge, training and enthusiasm for quality patron services.	\$253.35
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6/15/2009	Janeen Brookie		Rail fare to State Library Conference at Kalispell. Education, networking with fellow librarians for improving library services.	\$97.20
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6/15/2009	Janeen Brookie		Registration and Motel for State Library Conference at Kalispell. Continuing education for better services to library patrons.	<u>\$503.38</u>
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<b>Total Expenses:</b>				\$853.93
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,756.00

Date	Claimant	Tracking #	Description	Amount
6/15/2009	OCLC Inc.		Enrollment in OCLC. Provide patrons to Interlibrary Loan. Help library with cataloging and processing of books.	\$861.00
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6/15/2009	Missoula Public Library		Subscription to Heritage Quest. Enhance access to information that patrons can use.	\$400.00
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6/15/2009	Follett Software		Maintenace and support agreement for Winnebago Spectrum circulation software. Provides support to keep the automated circulation system going and enhance access of the library to the patrons.	<u>\$495.00</u>
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<b>Total Expenses:</b>				\$1,756.00
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

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**Program 4 Federation Award: \$382.07**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
6/15/2009	RDJ Specialties		Thanks-a-Mint candies. Promotion and thank-you for your patronage favors.	\$84.84
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4/30/2009	Modern Marketing		Bookmarks Promotion of library during the the "Dino Days" celebration.	\$84.01
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6/30/2009	Lane Gneiting		Partial funding for costs associated with story teller. Public speaker. Promotion for library.	<u>\$213.22</u>
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<b>Total Expenses:</b>				\$382.07
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

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**Program 5 Federation Award: \$1,800.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
12/31/2008	Janeen Brookie		Stipend. Compensation for extra duties as Federation Headquarters.	\$400.00
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5/29/2009	Penny Lind		Travel reimbursement for attending MLA. Promotes contact of Federation area school librarians with the Golden Plains Federation and encourages continued training.	\$125.00
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5/29/2009	Brandy Howey		Travel reimbursement for attending MLA. Promotes contact of Federation area school librarians with the Golden Plains Federation and encourages continued training.	\$125.00
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5/29/2009	Ruth Mehl		Travel reimbursement for attending MLA. Promotes contact of Federation area school librarians with the Golden Plains Federation and encourages continued training.	\$250.00
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6/30/2009	Phillips County Library		Expenses associated with headquarters, ie. phone, copies, paper etc.	\$100.00
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6/20/2009	Janeen Brookie		Travel to State Commission meetings. Reimbursement for required meetings.	<u>\$800.00</u>
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<b>Total Expenses:</b>				\$1,800.00
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

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### Name of Federation:

Golden Plains

### Name of Library:

Roosevelt County Library

### Expense Detail:

#### Program 1 Federation Award: \$22.00

Date	Claimant	Tracking #	Description	Amount
6/23/2009	BCR	INV0021669	Money towards BCR invoice for two staff members to attend on-line WorldCat Resource Sharing Basics.	<u>\$22.00</u>

They learned info and tips on how to do their ILL work more efficiently.

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**Total Expenses:** \$22.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$2,970.00

Date	Claimant	Tracking #	Description	Amount
5/4/2009	Heritage Quest	September 15, 2008	Contribution to genealogy database.	\$500.00

Shared database with all Montana libraries.

5/4/2009	Hewlett-Packard Company	45830998	Two new towers.	\$1,178.00
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Replacing two oldest computers at main: the circulation computers. Much faster.

5/4/2009	Hewlett-Packard Company	45815175	Two 1GB memory.	\$36.00
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Additional memory added to circulation computers.

6/22/2009	Awesome Computers	1151	USB card reader with extra USB port. PCI to USB expansion card. Computer work for Culbertson staff computer.	\$72.00
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We updated an older computer for Culbertson to have for her staff city employee when they move to the new building.

6/22/2009	170.00	1150	19" HansG LCD Standard Monitor.	\$170.00
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Monitor for Culbertson's staff city employee's computer.

6/23/2009 Hewlett-Packard 46036743 Two new computer towers with DIMM memory. \$922.00  
Company  
To replace two public computers at Main.

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6/23/2009 Hewlett-Packard 46044662 Two media cards. \$92.00  
Company  
To go in two new computer towers for public.

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**Total Expenses:** \$2,970.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Golden Plains

### Name of Library:

Sheridan County Library

### Expense Detail:

#### Program 1 Federation Award: \$372.00

Date	Claimant	Tracking #	Description	Amount
2/13/2009	Sheila Lee		Train tickets to MLA Conference in Kalispel	<u>\$372.00</u>
Training; CE for Director and 2 Board members one who serves on the Federation Board; networking for better service				
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<b>Total Expenses:</b>				\$372.00
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$1,999.00

Date	Claimant	Tracking #	Description	Amount
9/27/2009	Plentywood Electric		new computer for circulation system	\$609.00
Able to keep checking materials out with a working computer.				
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9/15/2008	Missoula Public Library		HeritageQuest Database	\$400.00
New service to local public patrons and federation patrons who have library cards at the library.				
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4/22/2009	ProQuest		AncestryLibrary database	<u>\$990.00</u>
New service to local patrons and federation patrons who have cards at the library.				
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<b>Total Expenses:</b>				\$1,999.00
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

#### Program 4 Federation Award: \$621.00

Date	Claimant	Tracking #	Description	Amount
6/30/2009	Heppner Cabinets		Remodel Circ Desk	<u>\$621.00</u>
Confidentiality of computer screen; better use of desk				
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<b>Total Expenses:</b>				\$621.00

**Total Remaining:** \$0.00

**Benefit/Outcome**

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