

Federation Plan of Service and Budget Request FY 2015 July 2014 Through June 2015

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	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 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 at its annual retreat by 10%.

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.
- 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 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, and provide excellent library services to Montana citizens.

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 Description

3

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** - 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.
- 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.

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>\$36,847.94</u>
Total:	\$36,847.94

Note: 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	<u>\$800.00</u>
Total:	\$36,847.94

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 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 \$4,995.50 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 \$4,967.94

Budget:

Budget Library

Amount

Detail:

Lewis and Clark Library

\$4,967.94

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.

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 \$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	\$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 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.

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 \$21,210.00

Budget:

Budget Detail:	Library	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	\$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 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 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 \$800.00

Budget:

Budget Library	Amount
Detail:	
Lewis and Clark Library	<u>\$800.00</u>

Note: Coordinating library receives funds for administrative costs such as copying, supplies, postage, long distance, etc.

Total award for Program 4: \$800.00

Variance from Program 4 budget: \$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Broad Valleys Federation Coordinator

Judy Hart - Library Director

Date Signed

Chairperson - Federation Advisory Board

Sandra Conrady - Library Board Chair

Date Signed

Chairperson - Board of Trustees, Federation Coordinator's Library

Helen McCaffrey - Library Board Member

Date Signed

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	\$1,480.00
Philipsburg	\$1,480.00

Public Library	
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 Awarded: \$36,847.94

Total Budgeted: \$36,847.94

Discrepancy: