

PLAN OF SERVICE AND BUDGET REQUEST FOR JULY 2005 THROUGH JUNE 2006

NAME OF FEDERATION: Tamarack 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:

Alberton , Alberton Branch Library	Branch
Darby , Darby Community Public Library	Public
Hamilton , Bitterroot Public Library	Public
Rocky Mountain Laboratories Library	Special
Hot Springs , Preston Hot Springs Town County	Public
Kalispell , Flathead County Library	Public
Libby , Libby High School Library	School
Lincoln County Public Library	Public
Missoula , Missoula Public Library	Public
Jameson Law Library	Special
Pablo , D'Arcy McNickle Library	Academic
Plains , Plains Public Library District	Public
Polson , Polson City Library	Public
Polson Middle School	School
Ronan , Ronan City Library	Public
Saint Ignatius , St Ignatius Public Schools	School
St Ignatius School-Community Library	Public
Saint Regis , St Regis Branch Library	Branch
Stevensville , North Valley Public Library	Public
Superior , Mineral County Public Library	Public
Thompson Falls , Thompson Falls Public Library	Public
Troy , Troy Public Schools	School
West Glacier , West Glacier Elementary School	School
George C. Ruhle Library	Special

Note – Branch libraries for Missoula Public Library, Flathead County Library, and Lincoln County Library are represented by those library directors.

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?

Communication and Public Awareness

(1) Ongoing training for technology needs and professional development. (Goal 1 objective 1.4; Goal 2 objectives 2.2 and 2.4; Goal 3)

(2) Develop community outreach to local organizations through education and representation to strengthen public relations. (Goals 5 & 6)

Technology

(3) Upgrade current hardware and software. (Goal 1, objective 1.1)

(4) Develop resource sharing and networking (example – shared purchases of online resources, staff exchanges among federation libraries, etc.). (MSL Long Range Plan Introduction – Needs of all libraries; MSL Long Range Plan Vision Statement – Library cooperation; Goal 2 objective 2.4)

Beyond Technology

(5) Use the federation-wide collection management plan to guide the development of special collections: (1) Audio books, 2) Early childhood materials, 3) Online resources, 4) Large print books, 5) How-to books (hobbies such as woodworking, quilting, etc.), and 6) Home school materials. Resource sharing with all libraries will be ensured by providing access either electronically or in print form. (MSL Long Range Plan Introduction – Needs of all libraries; Goal 2 objective 2.4)

ADMINISTRATIVE COSTS:

Certain administrative functions are centralized at the State Library, 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.

Bitterroot Public Library, Hamilton will receive a stipend of \$1000 for the efforts put forth by the Director in her role as Tamarack Federation Coordinator.

REVENUE SUMMARY:

	Budgeted
CST Revenue	\$ 37,160
General Fund	
TOTAL Revenue	\$37,160

BUDGET SUMMARY:

EXPENDITURE	CST	STATE GENERAL FUND
Administration Costs	\$1000	
Salaries/Wages or stipend	\$1000	
Indirect Administrative Costs		
Operating Costs		
Supplies		
Communications (phone, mailings, printing)		
Equipment		
Program one: Communication and Continuing Education	\$10,073	
Costs associated with annual meeting(s) – meals, room rental, speaker fee(s), copies and/or coordinator’s travel to Federation Coordinators/Commission meetings.	\$1115, distributed to Bitterroot Public Library, Hamilton	
Mileage cost for individual libraries to get to annual meeting(s).	\$1,025, distributed by zone indicators to the 13 public libraries	
Other Continuing education opportunities	\$7,933 distributed to the eight public libraries as detailed on program page.	
Program two: Technology	\$16,972 distributed to the twelve public libraries as detailed on program page.	
Program three: Resource Sharing and Collection Management	\$9,115 distributed to the nine public libraries as detailed on the program page.	
TOTAL EXPENDITURES	\$37,160	\$

Program one is Communication and Continuing Education

PROGRAM NARRATIVE

This program is to meet federation goals number one and two. The Tamarack Federation will hold one meeting in FY 06 for trustees and librarians. This meeting is scheduled for the first Friday in April. The April 7, 2006 meeting will be located in Libby, Montana. The business of the Federation is transacted at these meetings. In addition, some form of continuing education is scheduled as part of the meeting. These are valuable sessions for both librarians and trustees, giving them a chance to interact and learn. If necessary, the Executive Committee may meet to act on any issues that were not settled at the general meeting, or to plan for upcoming meetings. The Federation Coordinator attends Coordinator meetings up to 6 times a year. Discussions include policies that affect Federations, State and Federal legislation, and use of Federation funds. Monies in this area can also be used by member libraries to support continuing education of their staff and trustees. Expenditures will be authorized for items such as attendance at Federation annual meeting, attendance at Montana Library Association conferences and special trainings, to purchase Public Library Association online courses, to attend other regional and/or national conference. Emphasis should be on continuing education that strengthen federation-wide expertise.

PROGRAM EVALUATION:

Good attendance and positive evaluations at the annual federation meeting will assure us that the programs and meetings are successful. Sharing with other federation members the information one learns at various CE events will be a critical piece of this program.

Program budget detail

Expenses for annual meeting(s) paid by Bitterroot Public Library, Hamilton \$1115

Mileage for individual libraries to attend annual meeting is determined via zones from location of annual meeting.

Zone A libraries, round trip mileage to location of meeting is less then 100 miles, no monies are distributed. For FY06 library included here is Libby.

Zone B libraries, round trip mileage to location of meeting is 100 to 199 miles and \$50.00 is distributed. For FY06 libraries included here are Kalispell and Thompson Falls.

Zone C libraries, round trip mileage to location of meeting is 200 to 299 miles and \$75.00 is distributed. For FY06 libraries included here are Hot Springs, Plains, and Polson.

Zone D libraries, round trip mileage to location of meeting is 300 or greater and \$100.00 is distributed per library. For FY06 libraries include here are Darby, Hamilton, Missoula, Ronan, St. Ignatius, Stevensville, and Superior. Mileage subtotal of \$1025.

Other Continuing education opportunities for Hamilton @ \$516, Hot Springs @ \$873, Kalispell @ \$2617, Libby @\$654, Polson @ \$873, Ronan @ \$873, St. Ignatius @ \$654, and Thompson Falls @ \$873, for a subtotal of \$7933.

Total Program Budget \$10,073

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

Program Two is 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 three and four. Monies here will be used for technology related expenses. Emphasis should be on technology that strengthen federation-wide access. Monies can be expended here for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, shared catalog expenses.

PROGRAM EVALUATION:

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

Libraries will successfully submit applications and receive grant checks. They will also report on the expenditures of grant funds.

Program budget detail:

Grant of \$340 will be given to public library in Stevensville.

Grants of \$872 will be given to public libraries in Hot Springs, Polson, Ronan, and Thompson Falls.

Grant of \$1308 will be given to public library in Superior.

Grants of \$1309 will be given to public library in Libby.

Grant of \$1585 will be given to the Bitterroot Public Library, Hamilton.

Grant of \$1746 will be given to Plains Public Library.

Grant of \$1962 will be given to St Ignatius school community library.

Grants of \$2617 will be given to public libraries in Darby and Missoula. Total for this program is \$16,972.

Total Program Budget \$16,972

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

Program Three is Resource sharing and Collection Management

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 goal five. Tamarack Federation libraries can spend grants on materials in accordance with the newly developed and approved Tamarack Cooperative Collection Management Policy. Approved areas identified include: (1) Audio Books, (2) Early Childhood materials, (3) Online resources, (4) Large print books, (5) How-to-books, and (6) home school materials. All materials purchased with federation funds will be listed either on automated systems or OCLC and are available to other libraries in Montana.

PROGRAM EVALUATION:

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

Program budget detail:

Collection monies grants provided to public libraries in Hamilton @\$516, Hot Springs @\$872, Libby @ \$654, Plains @ \$872, Polson @ \$872 Ronan @ \$872, Stevensville @ \$2276, Superior @ \$1309 and Thompson Falls @ \$872, for a total of \$9,115.

Total Program Budget \$9,115

Member Library	Amount of Grant to member library	Program(s) funded for member library
Darby Community Public Library	\$2,717	Programs 2
Bitterroot Public Library	\$4,832	Programs 1,2, 3 & stipend
Preston Hot Springs Town County	\$2,692	Programs 1,2 & 3
Flathead County Library	\$2,667	Programs 1
Lincoln County Public Library	\$2,617	Programs 1,2, & 3
Missoula Public Library	\$2,717	Program 2
Plains Public Library District	\$2,693	Programs 1,2, & 3
Polson City Library	\$2,692	Programs 1, 2 & 3
Ronan City Library	\$2,717	Programs 1,2, & 3
St Ignatius School-Community Library	\$2,716	Programs 1 & 2
North Valley Public Library	\$2,716	Programs 1,2 &3
Mineral County Public Library	\$2,717	Programs 1,2, & 3
Thompson Falls Public Library	\$2,667	Programs 1,2, & 3
Totals	\$37,160	

This plan of service was approved by the membership on
_____April 1, 2005_____ (date).

Federation Coordinator's:

_____Date

Federation Advisory Board Chairperson:

_____Date _____

Chairperson, Board of Trustees,
Headquarters Library

_____Date