

PLAN OF SERVICE AND BUDGET REQUEST
FOR
JULY 2008 THROUGH JUNE 2009

NAME OF FEDERATION: South Central 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:

Big Horn County Library, Hardin
Bridger Public Library
Carnegie Public Library, Big Timber
Denton Public Library
Harlowton Public Library
Joliet Community Library
Judith Basin County Free Library, Stanford
Laurel Public Library
Lewistown Public Library
Moore Memorial Library
Parmly Billings Library
Petroleum County Community Library, Winnett
Red Lodge Carnegie Library
Roundup Community Library
Stillwater County Library, Columbus
Winifred Public Library

**LONG RANGE OBJECTIVES OF THE
SOUTH CENTRAL FEDERATION :**

Issue 1: Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

SOC Objective 1.1: Encourage all Federation libraries to have phone access in their library.

SOC Objective 1.2: Encourage all Federation libraries to have direct Internet access and have Internet access points for staff as well as patrons.

SOC Objective 1.3: Encourage all Federation libraries to have at least one state-of-the-art computer available in the library.

SOC Objective 1.4: Encourage all Federation libraries to increase librarians' and trustees' understanding of the use of technological resources in libraries, which may include training, workshops and relevant conference opportunities.

SOC Objective 1.5: Encourage all Federation libraries to offer at least one full text, electronic periodical database to their patrons.

SOC Objective 1.6: Encourage all Federation libraries to participate in consortium, joint programs and multi-type networking plans. These networks may share information electronically and through other document delivery systems.

Issue 2: Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens.

SOC Objective 2.1: Encourage all Federation libraries to participate in the state interlibrary loan program and to process interlibrary library loan requests locally.

SOC Objective 2.2: Encourage all Federation libraries to send their interlibrary loan requests electronically when feasible.

SOC Objective 2.3: Encourage all Federation libraries to have current catalogs and/or automated library catalogs that could be available for searching through remote access.

SOC Objective 2.4: Encourage all Federation libraries to increase the ability of library workers to answer reference questions accurately and knowledgeably through training and use of electronic resources.

Issue 3: Public libraries in Montana need well-trained information specialists and knowledgeable trustees.

SOC Objective 3.1. Encourage all Federation libraries to increase librarian and trustee understanding of all library resources and responsibilities in libraries. This may include training, workshops and relevant conference opportunities.

SOC Objective 3.2. Encourage all Federation libraries to have at least one staff member certified with the appropriate Montana library certification (MT certification or OPI School/Media Endorsement).

Issue 4: Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.

SOC Objective 4.1. Encourage all Federation libraries to “market” their libraries and promote the value of libraries at every opportunity through the media, public meetings, programming, training and other provided library services.

Issue 5: Libraries must provide information access and library services to all.

SOC Objective 5.1: Encourage all Federation libraries to resist any attempts to restrict public access to information and intellectual freedom.

SOC Objective 5.2: Encourage all Federation libraries to participate in statistical data collection and relevant needs assessments to help in library development and education.

Issue 6: Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and or convenient technical support.

SOC Objective 6.1: Encourage all Federation libraries to use the Montana State Library development program for assistance in planning for and developing library services for all citizens of their communities.

Issue 7: Many different types of libraries exist within Montana, they all are important in helping Montana citizens keep abreast of the times.

SOC Objective 7.1: School and special libraries within the Federation are encouraged to meet the above goals to the best of their ability. Although direct funding is not available to assist school and special libraries through the Federation, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator.

ADMINISTRATIVE COSTS:

A stipend of \$2,000 will be paid to Kate Lewis as recognition of the efforts as the Federation Coordinator as she works with the State Library and Federation Members to prepare a plan of service, an annual report, attends Library Commission meetings and sets up federation meetings and projects. \$150 will be paid to the Big Timber Public Library to cover administrative costs. \$200 will be paid to Big Timber Public Library for operating expenses of printing, photocopying etc.

REVENUE SUMMARY:

	Budgeted
CST Revenue	\$ 32,822
General Fund	0
TOTAL Revenue	\$ 32,822

BUDGET SUMMARY:

EXPENDITURE	CST
Administration Costs	\$2,150
Salaries/Wages or stipend	\$2,000
Indirect Administrative Costs	\$ 150
Operating Costs	\$ 200
Supplies	\$ 100
Communications (phone, mailings, printing)	\$ 100
Equipment	0

Program One: Continuing Education and Travel:	
Federation and Statewide meetings for coordinator – estimate two State Library Commission meetings, Legislative day in Helena and two SOC meetings, mileage, meals, hotels	\$ 1380.00
Travel for member libraries to Federation meetings – 2 per year Fall – Billings, Spring – Big Timber. @ 50.5 cents per mile. See chart below for individual expenses.	\$2,730.00
Federation Meeting Expenses: Meals, Breaks and speakers, etc.	\$ 450.00
Grants to other multi-type libraries for continuing education travel expenses. \$ 250.00 each.	\$ 2,000.00
Program Two: Technology and Resource Sharing:	
Grants to the 16 Public Libraries for technology and shared resources per stated objectives. (\$1,369.50 each)	\$21,912.00
25 Book Discussion Kits: Bags \$ 320, Books \$1,030, Print materials \$50, Postage for mailing \$600	\$ 2,000.00
TOTAL EXPENDITURES	\$ 32,822.00

Program One: Continuing Education and Travel

PROGRAM NARRATIVE:

This program supports all of the stated objectives. The objectives are to assist all Federation library workers and trustees to attend Federation meetings, pertinent conferences, meetings and other continuing education opportunities to meet patron needs. Many libraries within the Federation have very small budgets for attending meetings or conferences which help the library workers or trustees learn new skills, sharpen existing skills or develop mentor-ships. This program will allow all libraries in the Federation to be able to take advantage of some of these opportunities. This assistance may include paying for travel and meals to meetings or registrations for pertinent opportunities by the Federation participants.

A travel allowance for each of the public libraries to attend Federation meetings is an important part of this program. This program includes mileage and honorariums for presenters and supplies needed for the Federation meetings. This program also includes travel compensation for the Federation Coordinator to attend various meetings deemed to be in the Federation’s best interest, such as Library Commission meetings, Library Legislative Day, Federation Coordinators’ meetings, Federation meetings, etc.

Coord. Expenses		
	3 nights Helena @\$89.00	\$ 269
	3 days meals @ \$23.00	\$ 69
	3 RT to Helena @316m@.505	\$ 958
	1 RT to Billings	\$ 84
	Total	\$ 1,380

This program provides the opportunity for the multi-type libraries of the Federation to progress towards fulfillment of Objectives 3 and 7 specifically, by giving them an opportunity to apply for assistance with training and/or mileage to training. The availability of this funding will be shared through the Wired Montana listserve to South Central Federation multi-libraries. Grants will be for \$250 on a first come basis, one grant per library per year for any multi-type library in the Federation. The public libraries are not eligible for these particular grants.

PROGRAM EVALUATION:

Member libraries will put the training to use in their library and share at Federation meetings new things that are happening in their libraries.

The Multi-type grant program will be monitored by the requests and receipts turned in by multi-type librarians who receive the grants.

The Coordinator will keep receipts or expense reports for travel and meeting related expenses, according to the Library procedures at the host’s library.

Program One: Continuing Education and Travel budget detail:

Federation and Statewide meetings for Coordinator – estimate two State Library Commission meetings per year and Legislative Day in Helena, and two SOC meetings, mileage, meals, hotels	\$1,380.00
Travel for 15 member libraries to Federation meetings 07-08, Billings for Fall Meeting and Big Timber for Spring. See chart below for distribution.	\$ 2,730.00
Federation Meeting Expenses: Meals, Breaks and speakers, etc.	\$ 450 .00
Grants to other multi-type libraries for continuing education travel expenses. \$250 each.	\$2,000.00

Travel expense (mileage) for member attendance, one vehicle per library at two Federation meeting(s) 2007-2008 fall meeting in Lewistown and spring meeting in Big Timber.

To	Distance	Billings	Big Timber	Distance	Total per Lib
From	one way (DOT)	Fall	Spring	one way (DOT)	
Big Horn Co	48	\$ 49	\$ 130	128	\$ 179
Bridger	46	\$ 47	\$ 95	94	\$ 142
Denton	164	\$ 166	\$ 146	144	\$ 312
Harlowton	92	\$ 93	\$ 45	44	\$ 138
Joliet	35	\$ 36	\$ 84	83	\$ 120
Judith Basin	127	\$ 129	\$ 114	112	\$ 243
Laurel	18	\$ 19	\$ 66	65	\$ 85
Lewistown	126	\$ 128	\$ 103	101	\$ 231
Moore	133	\$ 135	\$ 89	88	\$ 224
Parmly Billings	0	\$ 0	\$ 84	83	\$ 84
Petroleum	95	\$ 100	\$ 157	155	\$ 257
Red Lodge	61	\$ 62	\$ 89	88	\$ 151
Roundup	50	\$ 51	\$ 115	113	\$ 166
Stillwater Co	44	\$ 45	\$ 41	40	\$ 86
Winifred	165	\$ 167	\$ 145	143	\$ 312

\$ 2,730.00

Total Program One Budget:

\$6560.00

Program Two: Technology and Resource Sharing:

PROGRAM NARRATIVE:

This program supports most of the SOC objectives. Monies here will be used for technology and resource sharing related expenses of member public libraries. Emphasis is on technology that strengthens federation-wide public access, resource sharing and document delivery. Monies can be expended for such things as computer hardware, software, telephone / internet connectivity, shared catalog expenses as well as OCLC costs, Interlibrary loan costs, marketing libraries, and online database expenses.

The Federation will also provide 25 Book Discussion Kits as rotating collections. Based on the model presented by Parmly Billings Library, cordura-nylon bags will be purchased and filled with 5-10 copies of the same title, along with discussion questions and suggestions for book discussion groups.

Any remaining money at the end of the fiscal year will be divided by the following criteria: the four lowest expenditures per capita based on the State Statistical Report of the previous year are to be given a four way split of the remaining unspent monies. In 2005-06, the remaining funds were divided between Bridger, Stillwater, Joliet and Red Lodge. The following year, (2006-07) the next lowest group chosen included Big Horn, Big Timber, Laurel and Roundup. For 2008-2009, the funds would again be divided by the first group. A library can't be chosen two years in a row.

PROGRAM EVALUATION:

Each library will provide coordinator with a report of the purchases made and how the equipment/product benefited the Federation by July 30 for the previous fiscal year. Statistics for the Book Discussion Kits will be presented in the Annual Report.

Program Two budget detail:

Grants to the 16 Public Libraries for technology and shared resources per stated objectives. (\$1369.50 each)	\$ 21,912.00
25 Book Discussion Kits: Bags \$ 320, Books \$1,030, Print materials \$50, Postage for mailing \$600	\$ 2,000.00
Total Program Two Budget:	\$ 23,912.00

Grant Amount to Each Library: (grant amounts differ because of travel expenses) The base grant amount to each public library is \$ 1369.47

Member Library	Amount of Grant to member library (grants +mileage)	Program(s) funded for member library
Big Horn County Library, Hardin	\$ 1369.50 + \$179 = \$1548.50	Programs 1&2
Bridger Public Library	\$ 1369.50+ \$142 = \$1511.50	Programs 1 & 2
Carnegie Public Library, Big Timber, Kate Lewis, Coordinator.	\$ 1369.50 + \$ 8,180.00 = \$9,549.50	Programs 1 & 2, Admin costs, supplies, Fed Meeting Expenses, Coordinator's Travel, Multi-type grants, book kits.
Denton Public Library	\$ 1369.50+ \$312 = \$1681.50	Programs 1 & 2
Harlowton Public Library	\$ 1369.50+ \$138 = \$1507.50	Programs 1 & 2
Joliet Community Library	\$ 1369.50+ \$120 = \$1489.50	Programs 1 & 2
Judith Basin County Free Library, Stanford	\$ 1369.50+ \$243 = \$1612.50	Programs 1 & 2
Laurel Public Library	\$ 1369.50+ \$85 = \$1454.50	Programs 1 & 2
Lewistown Public Library	\$ 1369.50+\$231 = \$1600.50	Programs 1 & 2
Moore Memorial Library	\$ 1369.50+ \$224 = \$1593.50	Programs 1 & 2
Parmly Billings Library	\$ 1369.50+ \$84 = \$1453.50	Programs 1 & 2
Petroleum County Community Library, Winnett	\$ 1369.50+ \$257 = \$1626.50	Programs 1 & 2
Red Lodge Carnegie Library	\$ 1369.50+ \$151 = \$1520.50	Programs 1 & 2
Roundup Community Library	\$ 1369.50+ \$166 = \$1535.50	Programs 1& 2
Stillwater County Library, Columbus	\$ 1369.50+ \$86 = \$1455.50	Programs 1 & 2
Winifred Public Library	\$ 1369.50+ \$312 = \$1681.50	Programs 1 & 2

This 2008-2009 Plan of Service was approved by the members of the South Central Federation on:

Date: _____ March 15, 2008 _____

We certify that the federation funds are being maintained in a separate account from the host library funds.

_____ Date May 21, 2008 _____
Federation Coordinator

_____ Date May 21, 2008 _____
Chairperson, Board of Trustees, Host Library