

FEDERATION ANNUAL REPORT FOR FY 2008 (JULY 1, 2007 THROUGH JUNE 30, 2008)

Federation: South Central Federation

Federation Coordinator's Library:
Carnegie Public Library Big Timber

Signature of Federation Coordinator:

Signature of Chairperson, Board of Trustees,
Federation Coordinator's Library

The coal severance tax 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 SUMMARY:

	Budgeted	Actual
CST Revenue	32,822	32,822
General Fund	N/A	N/A
TOTAL Revenue	32,822	32822

EXPENDITURES SUMMARY:

Expenditures	Budgeted	Actual
Administration Costs	150	150
Stipend	2000	2000
Operating Costs	200	200.68
Supplies		74.70
Communications (phone, mailings, printing)	100	83.98 <u>42.00</u> 200.68
Equipment		
Program one: Continuing Education and Travel		721.33
Mileage cost for individual libraries to get to annual meeting		2835.00
Federation Meeting Expenses	450.00	90.13
Remaining money split between four lowest per capita libraries		2784.24
Program two: Technology and Resource Sharing	\$	
Grants to 16 public libraries at \$1,361.65 each	\$	21786.40
25 Book Discussion kits: Bags \$320, Books \$1,130, Print materials \$50, Postage \$500 Book processing supplies \$775.76	2000	2254.22
Total Expenditures		\$32,822.00

PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the Plan of Service (POS)

Program One

Title: Continuing Education and Travel

Program Narrative: Program one supports plan of service objectives that pertain to ongoing education and the means to travel to classes and meetings for librarians.

- Federation coordinator used \$1,143.63 of the \$1,400.00 budgeted for mileage meals and hotels. Remainder \$256.37.
- Checks for member libraries to travel to the two federation meetings were mailed directly from the MSL at \$2,835.00.
- \$100.45 of the \$450.00 budgeted for federation meeting meals was used. Remainder \$349.55
- No multitype libraries applied for grants. All \$2,000.00 was repurposed by dividing this amount between the four smallest libraries per capita. For 07-08 the four libraries were Bridger, Stillwater, Joliet, and Red Lodge. Remainder \$0.00

Program Evaluation: (Brief summary of program and library comments. How did this program help meet federation goals?)

POS objectives 3 and 7 are met by Program One. At bi-annual federation meetings the member librarians and trustees share experiences, ideas and participate in library trainings. The travel allowance for each library to attend the meetings is necessary as many members come from libraries that have no funds budgeted for networking or training.

Total Program Budget: Budgeted \$6,685.00
Spent \$6,079.08
Remainder\$ 605.92

PROGRAM NARRATIVE -- BUDGET -- EVALUATION: Include one page for each program in the Plan of Service (POS)

Program Two

Title: Technology and Resource Sharing

Program Narrative: This program supports most of the SOC/POS objectives. These monies are for technology and resource sharing related expenses, especially those which strengthen the federation and its' services to the public. This program allows the federation to act as a group for the purposes of purchasing and sharing such as book club kits.

Program Evaluation: (Brief summary of program and library comments. How did this program help meet federation goals?)

From the \$21,787.40 allocated to the individual libraries, the federation voted to act as a group to purchase HeritageQuest database for interested libraries within the SOC. The cost formula for larger libraries who were previously subscribed to this database was reduced. For the smaller libraries, the fee became affordable. The other large endeavor sponsored by the SOC was the creation of a federation shared book club kit collection. The \$2,000.00 budget was used for books, print materials, and book processing supplies.

Total Program Budget: The remainder of \$2,799.80 was divided between the four smallest libraries per capita.

DIRECT GRANTS TO LIBRARIES

Listing of participating federation area libraries and state funds received from Montana State Library for federation activities. Please attach brief description from each library, of how funds were used within the programs established by the Plan of Service.

Member Library	Amount of Grant to member library	Program(s) funded for member library	Brief report attached? Yes or No
Big Horn County Library, Hardin	\$ 1361.65 + \$287 = \$1648.65	Programs 1&2	Yes
Bridger Public Library	\$1361.65 + \$260 = \$1621.65	Programs 1&2	Yes
Carnegie Public Library, Big Timber, Kate Lewis, Coordinator	\$1361.65 + \$8200.60 = 9562.25	Programs 1 & 2, Admin. Costs, supplies, Fed Meeting Expenses, Travel, Book kits, grants	Yes
Denton Public Library	\$ 1361.65 + \$179 = \$1540.65	Programs 1 & 2	Yes
Harlowton Public Library	\$1361.65 + \$99 = \$1460.65	Programs 1 & 2	Yes
Joliet Community Library	\$ 1361.65 + \$239 = \$1600.65	Programs 1 & 2	Yes
Judith Basin County Free Library, Stanford	\$1361.65 + \$153 = \$1514.65	Programs 1 & 2	Yes
Laurel Public Library	\$1361.65 + \$203 = \$1564.65	Programs 1 & 2	Yes
Lewistown Public Library	\$1361.65 + \$98 = \$1459.65	Programs 1 & 2	Yes
Moore Memorial Library	\$1361.65 + \$102 = \$1463.65	Programs 1 & 2	Yes
Parmly Billings Library	\$1361.65 + \$204 = \$1565.65	Programs 1 & 2	Yes
Petroleum County Community Library, Winnett	\$1361.65 + \$204 = \$1565.65	Programs 1 & 2	Yes
Red Lodge Carnegie Library	\$1361.65 + \$269 = \$1630.65	Programs 1 & 2	Yes
Roundup Community Library	\$1361.65 + \$183 = \$1544.65	Programs 1 & 2	Yes
Stillwater County Library, Columbus	\$1361.65 + \$176 = \$1537.65	Programs 1 & 2	Yes
Dorothy E Asbjornson Community Library (Winifred)	\$1540.65	Programs 1 & 2	Yes
	32822		

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1 **Local Library Federation Expense Tracking Form for FY 2007/2008**

2 **Library Name: Big Horn County Library**

6/29/2008

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	6/28/2008	Nextex Co		\$1,592.00	2	Wireless Internet Connecti	increase patron services
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34	TOTAL			\$1,592.00			

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- 36 1. Your total should match the total sent to you from the State Library.
- 37 2. Funds must have been expended by June 30, 2007.
- 38 3. Intentional carry over of funds is for special projects only, must have been explained in the Plan of Service, and reported in the Annual Report.
- 39 5. Keep copies of your receipts/expenditures for your records. DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
- 40 6. If you have questions contact your Federation Coordinator.
- 41 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

1 Local Library Federation Expense Tracking Form for FY2007/2008

2 Library Name: Bridger Public Library

Date: 7/1/2008

3	Date	Claimant	Tracking # (optional)	Amount	POS Prog	Description	Benefit to Federation
4	Jul-07	Victory Promotions		\$370.25	4.1	Frisbee with library decals	Encourage interaction between community and library
5	Jul-07	Follett Software Company		\$86.29	2.3	Handheld scanner	Automation of Library
6	Sep-07	Kapor Lumber		\$67.35	6.1	Hardware for new screen door	Handicapped accessibility
7	Mar-08	Kathy Mudd		\$100.40	1.4	Mileage to attend Federation Meeting	Encourage trustee involvement and achieved a webpage for the library
8	May-08	Cottonwood Construction		\$200.00	6.1	Labor for new door and threshold with lever handle	Handicapped accessibility
9	May-08	Kapor Lumber		374.87	6.1	New door and threshold with lever handle	Handicapped accessibility
10	Jun-08	Darren Zentner		\$22.95	4.1	Built for the library a sign sandwich	Encourage interaction between community and library
11	Sep-08	Krystal Zentner		\$342.54	3.2	Mileage and board to attend Fall Institute	Library Director Certification training
12	6/2007-6/2008	USPS		\$57.00	2.1	Shipping costs for interlibrary loan	Encourage participation in interlibrary loan
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30	TOTAL			\$1,621.65			

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- 32 1. Your total should match the total sent to you from the State Library.
 - 33 2. Funds must be have been expended by June 30, 2008.
 - 34 3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be adopted.
 - 35 4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report.
 - 36 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
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1	Local Library Federation Expense Tracking Form for FY2007/2008					
2	Library Name: Carnegie Public Library, Big Timber				Date: July 3, 2008	
3	Date		Amount	POS Program	Description	Benefit to Federation
4	3/3/2008	Upstart	\$213.25	Obj. 4.1, 6.1	Incentives for Reading Program	Library Marketing, Programming Services
5	4/29/2008	Barnes and Noble	\$31.92	Obj. 4.1, 6.1	Bug Books for Reading Program	Library Marketing, Programming Services
6	4/30/2008	Upstart	\$19.65	Obj. 4.1, 6.1	Incentives for Reading Program	Library Marketing, Programming Services
7	5/8/2008	Insectlore	\$40.98	Obj. 4.1, 6.1	Butterfly Habitat for Program	Library Marketing, Programming Services
8	5/13/2008	Oriental Trading	\$64.75	Obj. 4.1, 6.1	Incentives for Reading Program	Library Marketing, Programming Services
9	5/30/2008	Ingram	\$10.54	Obj. 4.1, 6.1	Books for Reading Program	Library Marketing, Programming Services
10	6/2/2008	Insight	\$902.49	Obj 1.2, 1.3	Computers	Newer computers for public access
11	6/3/2008	Ingram	\$81.43	Obj. 4.1, 6.1	Bug Books for Reading Program	Library Marketing, Programming Services
12	6/19/2008	Ingram	\$2.50	Obj. 4.1, 6.1	Bug Books for Reading Program	Library Marketing, Programming Services
13	7/3/2008	Ingram	\$7.50	Obj. 4.1, 6.1	Bug Books for Reading Program	Library Marketing, Programming Services
14	7/21/2008	Ingram	\$6.87	Obj. 4.1, 6.1	Bug Books for Reading Program	Library Marketing, Programming Services
15	7/29/2008	Ingram	\$10.95	Obj. 4.1, 6.1	Bug Books for Reading Program	Library Marketing, Programming Services
16	7/30/2008	Big Timber Pioneer	\$154.00	Obj. 4.1	Advertising in Local Paper	Library Marketing
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33	TOTAL		\$1,546.83	Individual Library grant = \$1,361.65 plus \$143.29 for lowest per capita = \$1,504.94		
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36	2. Funds must be have been expended by June 30, 2008.					
37	3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by May 1, 2008, so that a reallocation strategy can be					
38	4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Service, and reported in the Annual Report.					
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1	Local Library Federation Expense Tracking Form for FY 2007						
2	Library Name: Denton Public Library					Date:	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2007	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
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6							
7	Sept. 27-29, 2007	Lori Weinheimer		\$116.40	3	mileage for fall workshop	librarian/trustee understanding of library resources/responsibilities
8	Oct. 2007	Lori Weinheimer		\$164.90	1,3	mileage for SCF meeting	training for librarian
9	11/8/2007	Kris Lowthian		\$437.82	3,4	mileage/room for law wkshp.	trustee training
10	2/26/2008	Follet Software		\$769.00	2	Software Renewal	Automated, current library catalog
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12	Feb., March 2008	Sandra Moeller		\$362.59	1,3,4	mileage for SCF meeting, law workshop	trustee training
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34	TOTAL			\$3,701.42			

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Local Library Federation Expense Tracking Form for FY 2007

Library Name: Harlowton Public Library

POS					
Date	Claimant	Amount	Program	Description	Benefit to Federation
February 2008	OCLC	\$ 880.00		Online catalog	ILL, marc record access
March 2008	Dell	\$ 293.00		Color Laser Printer	enhance choices for all applications of printing
March 2008	Flament	\$ 248.93		printer cartridges, toner	to make the enhancements happen
May 2008	Brodart	\$ 40.00		headphones	for peaceful and happy patrons that return again and again
TOTAL		1461.93			

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1 **Local Library Federation Expense Tracking Form for FY 2007/2008**
 2 **Library Name: JOLIET PUBLIC LIBRARY** **Date: 7/3/2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	7/16/2007	Qwest	425	\$107.68	1.1	Phone	Library phone access
5	7/16/2007	180 Comm	427	\$19.95	1.2	Internet	Internet access for patrons for catalog data bases & personal use
6	8/21/2007	180 Comm	450	\$19.95	1.2	Internet	Internet access for patrons for catalog data bases & personal use
7	8/21/2007	Qwest	451	\$109.05	1.1	Phone	Library phone access
8	9/18/2007	Qwest	443A	\$106.51	1.1	Phone	Library phone access
9	10/15/2007	Librarian	457	\$399.78	2,3,4	SCF Fall Tr.@Lewistown	Increases Director's capability to serve patrons library needs
10	10/16/2007	Qwest	473	\$107.79	1.1	Phone	Library phone access
11	10/16/2007	180 Comm	474	\$19.95	1.2	Internet	Internet access for patrons for catalog data bases & personal use
12	11/17/2007	Qwest	507	\$109.40	1.1	Phone	Library phone access
13	12/17/2007	Qwest	495	\$108.71	1.1	Phone	Library phone access
14	3/17/2008	Wilke Sys	542	\$100.00	1.2	Software Wireless Setup	Increased internet capability for patron use
15	3/17/2008	MLA	543	\$80.00	2,3,4	MLA Conf. Registration	Enhances JPL Board President support of Library & Federation goals
16	3/21/2008	MLA	547	\$82.00	2,3,4	MLA Conf. Registration	Enhances JPL Board Member support of Library & Federation goals
17	3/21/2008	MLA	548	\$82.00	2,3,4	MLA Conf. Registration	Supports Librarian's training and networking to improve patron service
18	4/21/2008	Librarian	544	\$248.00	2,3,4	Motel & Travel Exp MLA	Supports Librarian's training and networking to improve patron service
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34	TOTAL			\$1,700.77			

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1 **Local Library Federation Expense Tracking Form for FY 2007**

2 **Library Name: Judith Basin County Free Library** **Date:**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4		OCLC		\$828.00	Obj. 2.1		
5		K's Super		\$11.95	Obj. 4.1	apples for storytime	patron programming
6		Michaels		\$19.99	Obj. 4.1	leaf items for storytime	patron programming
7		Target		\$18.53	Obj. 4.1	Chocolate for term paper sur	patron programming
8		K's Super		\$40.15	Obj. 4.1	care pkgs for "bear feels sic	patron programming
9		Nancy's		\$4.17	Obj. 4.1	care pkgs for "bear feels sic	patron programming
10		Michaels		\$45.54	Obj. 4.1	birds nest-Merry... Merry Cr	patron programming
11		JoAnns		\$9.45	Obj. 4.1	Snowman forms	patron programming
12		Michaels		\$63.49	Obj. 4.1	Valentine boxes	patron programming
13		Dollar Tree		\$52.00	Obj. 4.1	summer reading prizes	patron programming
14		Walmart		\$308.88	Obj. 4.1	elem/HS reading prizes	patron programming
15		Hobbyland					
16		K's Super					
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34	TOTAL			\$1,513.00			

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	A	B	C	D	E	F
1	Local Library Federation Expense Tracking Form for FY 2007					
2	Library Name: Laurel Public Library				Date:	
3	Date	Claimant	Amount	POS Program	Description	Benefit to Federation
4	3/5/2008	Nancy Schmidt	\$141.56	2	Workflows Circulation Training in Belgrade	gaining working knowledge of computerized circulation system to be able to implement at Laurel and train Laurel staff
5	3/15/2008	Nancy Schmidt/Clair Killebrew	\$64.84	3,5	Federation meeting in Big Timber	Trustee to attend Federation meeting to learn about latest implementations by SOC and website creation training to build site for library
6	4/12/2008	Nancy Schmidt	\$543.00	3	Motel, meals, expenses for MLA Conference	training for new director; gaining knowledge through interaction with other librarians
7		Upstart Promotions	\$383.01	1	Summer Reading program supplies	Providing programs to children that will encourage active participation in the library.
8		Montana Library Association	\$196.00	6	Registration - Staff and Board members	Registering staff and board members in MLA will provide access to information about the latest programs and trainings available.
9		Penworthy Company	\$321.13	1	Summer Reading program (bug books)	Extending program knowledge to children to encourage learning.
10		Total	\$1,649.54			
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33	TOTAL		\$3,299.08			

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	A	B	C	D	E	F	G
1	Local Library Federation Expense Tracking Form for FY 2007 - 2008						
2	Library Name: Lewistown Public Library					Date:	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4							
5							
6	6/19/2008	MSL		\$1,000.00	obj 1.2, 1.6, 4.1	downloadable econtent	pilot for a new service for patrons; discovering whether the market is there even for small libraries.
7							
8	6/19/2008	MSL		\$170.00	obj 1.2, 1.6	LPL's share to get a SIP II license for the Overdrive project	
9						Total was \$332.00	
10	6/19/2008	Overdrive		\$500.00	obj 1.2, 6.1	for Overdrive Download Station Software to allow patrons without computer access to download the econtent.	
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34	TOTAL			\$1,670.00			
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36	1. Your total should match the total sent to you from the State Library.						
37	2. Funds must have been expended by June 30, 2007.						
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1 **Local Library Federation Expense Tracking Form for FY 2007/2008**

2 **Moore Public Library** **6/29/2008**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	9/30/2007	Daugherty		\$112.00	1	wages	training, networking with peers
5	11/15/2007	Hilton		\$166.97	1	motel	training, networking with peers
6	11/15/2007	Daugherty		\$194.00	1	mileage @ .25/536 miles	training, networking with peers
7	11/15/2007	Hastings		\$77.07	Obj. 4.1	reading incentives for kids	patron programming
8	11/15/2007	Daugherty		\$63.00	1	wages	training, networking with peers
9	12/19/2007	Daugherty		\$13.25	Obj. 4.1	craft day supplies	patron programming
10	3/15/2008	Daugherty		\$43.00	1	travel expense/gas	training, networking with peers
11	3/19/2008	MLA		\$150.00	1	conference registration	training, networking with peers
12	4/10&11/	Heritage In		\$173.34	1	motel	training, networking with peers
13	4/30/2008	Daugherty		\$171.00	1	gas/wages conference	training, networking with peers
14	4/12/2008	Hastings		\$20.20	Obj. 4.1	reading incentives for kids	patron programming
15	6/29/1905	Cen Mt Co		\$353.65	Obj.1.1	telephone bills	telephone access
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34	TOTAL			\$1,477.48			

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	A	B	C	D	E	F	G
1	Local Library Federation Expense Tracking Form for FY 2007						
2	Parmly Billings Library					Date: 8/12/08	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	7/1/2007	Parmly Billings Library		\$1,565.56	Objective 1.5	Money was applied towards funding for Heritage Quest subscription	Heritage Quest can be used both in the library & also through remote access. This enables numerous library patrons to use this important source for genealogy purposes.
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34	TOTAL			\$0.00			
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36	1. Your total should match the total sent to you from the State Library.						
37	2. Funds must have been expended by June 30, 2007.						
38	3. Intentional carry over of funds is for special projects only, must have been explained in the Plan of Service, and reported in the Annual Report.						
39	5. Keep copies of your receipts/expenditures for your records. DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.						
40	6. If you have questions contact your Federation Coordinator.						
41	7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.						

Grant Specific Funds/Petroleum County Library
Profit & Loss Detail
July 2007 through June 2008

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Expense					
Education					
	07/27/2007	Barnes and Noble	Trustee Education Books	41.95	41.95
	08/28/2007	OCLC	OCLC 2007-08 Subscrip.	90.00	131.95
	08/31/2007	Nancy G. Freburg	Mileage to lib. meeting	117.37	249.32
	09/27/2007	Nancy G. Freburg	Trip to MSL Fall Workshop	51.41	300.73
	09/27/2007	Raye Anne Lund	Mileage to Fall Fed. Mtg.	51.41	352.14
	05/29/2008	Mark Tillack	Bugs CD	15.00	367.14
	06/26/2008	Kids Reference Company	Summer reading books	122.80	489.94
	06/26/2008	Knowledge Industries, Inc.	Summer reading books/puppets	257.85	747.79
	06/26/2008	Penworthy	Summer Reading Books	84.79	832.58
Total Education				<u>832.58</u>	<u>832.58</u>
Marketing					
	07/27/2007	Many Plews Trading Post	Reward Certificates	5.00	5.00
	07/27/2007	Barnes and Noble	Books (Summer Reading)	228.25	233.25
	11/26/2007	Nancy Freburg	Retirem. Party food, etc.	100.00	333.25
	12/31/2007	Nancy G. Freburg	Party food -- Betty	68.00	401.25
	01/25/2008	Petty Cash	Interlibrary Loan postage	100.00	501.25
	03/28/2008	Petty Cash	ILL postage reimb.	100.00	601.25
	05/29/2008	Gershmel's Gen. Store	Storyhour program treats	24.75	626.00
	05/29/2008	Petty Cash	ILL Postage	129.73	755.73
Total Marketing				<u>755.73</u>	<u>755.73</u>
Technology					
	07/27/2007	Mid-Rivers Communications	Public Share Internet	20.00	20.00
	08/28/2007	Mid-Rivers Communications	Public Share Internet	20.00	40.00
	09/27/2007	Mid-Rivers Communications	Public Share Internet	20.00	60.00
	10/31/2007	Follett Software Company	Barcodes	146.86	206.86
	10/31/2007	Mid-Rivers Communications	Public share internet	20.00	226.86
	10/31/2007	transfer to Education Fund	Reimburse Ed. for OCLC	90.00	316.86
	11/26/2007	Mid-Rivers Communications	Public share Internet	20.00	336.86
	12/31/2007	Mid-Rivers Communications	Public Share Internet	20.00	356.86
	12/31/2007	Follett Software Company	Public Share Support	131.68	488.54
	01/25/2008	Mid-Rivers Communications	Public Share Internet	20.00	508.54
	02/26/2008	Mid-Rivers Communications	Pub. Share Internet -- Feb. 08	20.00	528.54
	03/28/2008	Mid-Rivers Communications	March public share internet	20.00	548.54
	04/29/2008	Mid-Rivers Communications	Public share Internet	20.00	568.54
	05/29/2008	Mid-Rivers Communications	Public Share Internet	20.00	588.54
	06/26/2008	Mid-Rivers Communications	Public share-Internet	20.00	608.54
Total Technology				<u>608.54</u>	<u>608.54</u>

	A	B	C	D	E	F	G
1	Local Library Federation Expense Tracking Form for FY 2007						
2	Library Name: Red Lodge Carnegie Library					Date: 7/23/2008	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	7/11/2007	CableMT		\$64.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
5	7/11/2007	McLeod, USA		\$47.01	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
6	8/15/2007	CableMT		\$81.08	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
7	8/15/2007	McLeod, USA		\$49.74	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
8	9/12/2007	OCLC, Inc.		\$545.00	2	cataloging & ILL	enables electronic ILL requests; facilitates automated cataloging
9	9/12/2007	CableMT		\$74.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
10	9/12/2007	McLeod, USA		\$48.85	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
11	10/10/2007	CableMT		\$82.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
12	10/10/2007	McLeod, USA		\$49.37	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
13	11/14/2007	CableMT		\$74.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
14	11/14/2007	McLeod, USA		\$47.99	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
15	12/12/2007	CableMT		\$74.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
16	12/12/2007	McLeod, USA		\$48.93	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
17	1/9/2007	CableMT		\$82.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
18	1/9/2007	McLeod, USA		\$49.10	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
19	2/13/2007	CableMT		\$74.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
20	2/13/2007	McLeod, USA		\$50.64	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
21	3/12/2007	CableMT		\$74.95	2	staff/PAC/wireless internet	allows staff & public access to the internet & electronic resource sharing
22	3/12/2007	McLeod, USA		\$7.34	2	phone (local & long-distance)	provides patrons with remote access reference assistance & renewals
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33	TOTAL			\$1,630.65			
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35	1. Your total should match the total sent to you from the State Library.						
36	2. Funds must have been expended by June 30, 2007.						
37	3. Intentional carry over of funds is for special projects only, must have been explained in the Plan of Service, and reported in the Annual Report.						
38	5. Keep copies of your receipts/expenditures for your records. DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.						
39	6. If you have questions contact your Federation Coordinator.						
40	7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.						

	A	B	C	D	E	F	G
1	Local Library Federation Expense Tracking Form for FY 2007/2008						
2	Library Name: Roundup Community Library						Date:
3	Date	Claimant	Tracking #	Amount	POS Program	Description	Benefit to Federation
4							
5	9/10/2007	OCLC		\$545.00	1.6, 2.1	OCLC	Sharing materials, ILL, cataloging
6	11/12/2007	Vivian Edwards		\$580.63	3.1	Travel and Lodging for Training Fall Workshop and Public Librarians Retreat	Better trained librarians help the federation provide better service
7	2/19/2008	Musselshell Valley COC		\$50.00	4.1	Dues for Chamber of Commerce	Being an active participant in community increases the libraries PR capabilities
8	3/10/2008	Knowledge Industries		\$118.96	4.1	Puppets for Summer Reading Program	PR for the library and services for children.
9	3/26/2008	Guildcraft		\$53.68	4.1	Supplies for Summer Reading Program including prizes for the readers	PR for the library and services for children.
10	3/26/2008	Montana Library Association		\$40.00	3.1	Dues for Community Librarian and Trustees for the Montana Library Association	Education and training for librarian and trustees
11	10/15/2008	Demco		\$302.12	2.1	Canvas Duck Couner Bags for ILL	Sharing materials more efficiently between libraries
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34	TOTAL			\$1,690.39			
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36	1. Your total should match the total sent to you from the State Library.						
37	2. Funds must have been expended by June 30, 2007.						
38	3. Intentional carry over of funds is for special projects only, must have been explained in the Plan of Service, and reported in the Annual Report.						
39	5. Keep copies of your receipts/expenditures for your records. DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.						
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1 **Local Library Federation Expense Tracking Form for FY 2007/2008**

2 **STILLWATER COUNTY LIBRARY**

7/18/2008

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	8/13/2007	OCLC		\$828.00	2	cataloging/metadata	provide interlibrary loans and cataloging
5	12/2/2007	Qwest		\$127.40	1,2	phone	phone service
6	1/25/2008	Qwest		\$127.26	1,2	phone	phone service
7	2/25/2008	Qwest		\$128.53	1,2	phone	phone service
8	3/25/2008	Qwest		\$127.26	1,2	phone	phone service
9	4/25/2008	Qwest		\$127.46	1,2	phone	phone service
10	5/25/2008	Qwest		\$71.74	1,2	phone	phone service
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34	TOTAL			15.7.65			

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- 36 1. Your total should match the total sent to you from the State Library.
- 37 2. Funds must have been expended by June 30, 2007.
- 38 3. Intentional carry over of funds is for special projects only, must have been explained in the Plan of Service, and reported in the Annual Report.
- 39 5. Keep copies of your receipts/expenditures for your records. DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
- 40 6. If you have questions contact your Federation Coordinator.
- 41 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

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1 Local Library Federation Expense Tracking Form for FY 2008

2 Dorothy "Eric" Asbjornson Community Library (Winifred) Date: 8/12/08

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	10/11/2007	Doris Knox	1850	\$75.05	1	SCF Workshop Travel	Networking
5	10/11/2007	Jane Poertner	1851	\$77.60	1	SCF Workshop Travel	Networking
6	10/18/2007	Bank of America	1857	\$79.99	2	Norton antivirus upgrade	Networking
7	12/11/2007	Flaments	1894	\$34.99	2	PAC Printer Ink	Technology and Resource Sharing
8	1/6/2008	Flaments	1922	\$27.04	2	PAC Printer Ink	Technology and Resource Sharing
9	6/30/2008	General Fund	63008	\$468.00	2	PAC Internet fee	Technology and Resource Sharing
10		Computer Supply		\$777.98	1	PAC, Printer	Technology and Resource Sharing
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36	TOTAL			\$1,540.65			

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- 38 1. Your total should match the total sent to you from the State Library.
 - 39 2. Funds must have been expended by June 30, 2007.
 - 40 3. Intentional carry over of funds is for special projects only, must have been explained in the Plan of Service, and reported in the Annual Report.
 - 41 5. Keep copies of your receipts/expenditures for your records. DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
 - 42 6. If you have questions contact your Federation Coordinator.
 - 43 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**