

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

Federation: SAGEBRUSH

Federation Coordinator's Library:
Sidney-Richland County Library

Signature of Federation Coordinator:

E. Renée Goss

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

Robin Hernandez

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	19,776.00	19,776.00
General Fund	N/A	N/A
TOTAL Revenue	19,776.00	19,776.00

EXPENDITURES SUMMARY:

Expenditures	Budgeted	Actual
Administration Costs		
Coordinator Stipend	900.00	900.00
Operating Costs		
Supplies		
Communications (phone, mailings, printing)	\$200.00	Supplies and Communications \$200.00
Equipment		
Program one: CE and Training	1. \$4,800(\$400 grant per Public library)	
	2. \$600-Federation workshops	
	3. \$859.58- Other CE	
TOTAL Program One	\$6,259.58	\$4,362.71
Program two: Technology and Resource Sharing	\$8,385.84	10,918.43
Program three: Communication/PR and Communication	\$4,030.58	\$3,394.86
Mileage costs for libraries to get to meetings	Included in the above	
Total Expenditures	\$19,776.00	\$19,776.00

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

Program One

Title: CONTINUING ED, TRAINING AND TRAVEL

Program Narrative: Identify which goal this program supports. **Federation Goal #1- Support and encourage continuing education, training and networking**

- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

Knowledgeable and trained staff and trustees are able to provide quality library services to their communities. Toward this end the following activities will be funded as money allows.

(Examples, MLA, Offline, Shared Catalog, other community trainings)

1. A grant of \$400 will be given to each public library to attend CE.
2. A workshop that is certified by MSL will be provided at each Federation meeting.
3. Informal time will be provided at each of the Federation meeting to allow staff and trustees to share information and help.
4. Funds may be used to pay the expenses of having someone come in from another library to help or train.
5. Other training examples; Fall Workshops, Webjunction classes, etc.

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

1. Five libraries did not use all of their \$400 grant towards CE and 6 did. Three libraries used more than the \$400 grant towards CE. But all Directors of Public Libraries are maintaining certification. A couple of libraries such as Miles city have their entire staff certified; Sidney has their full time staff certified and is working on their part-time staff. Forsyth not only has their staff certified but requires certification for job descriptions and evaluations.
2. At the fall federation meeting held in Glendive Suzanne Reymer and Renee Goss presented a workshop on Collection Evaluation and Assessment of the Reference Collection and at the Spring Federation meeting Cindy Patterson, Parmly Children's Librarian, presented a program on story time.
3. Other; Ekalaka , Broadus online Webjunction classes; Glendive –travel to Offline; Sidney, Colstrip-MLA, Miles City, Circle, Baker, Jordan- Fall workshops

Baker hosted training with Lauren McMullan. Ann Rutherford, Miles City Community College Librarian, facilitates the Dupage trainings and discussions. Both of these provide additional opportunities for training within a reasonable travel distance.

This program was successful in that all libraries had staff or trustees attending CE.

Total Program Budget: \$4,362.71

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:

- Identify which goal this program supports ; **Federation Goal #2 Support and encourage member libraries to increase the use of technology to better access information**
#3 Support and encourage member libraries to share resources
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

1. Funds will be used to purchase technology and technology related resources. Technology can be a means of sharing resources. First priority will be to maintain a subscription to OCLC. The amount of the subscription will vary among the individual public libraries according to size. The smaller libraries may have money left that can be used at their discretion for other technology related purchases, which support Sagebrush goals (following state library directives). Examples of purchases are; hardware or network upgrades, computers, software, fax machine, online electronic resources or subscription databases, library web page costs, support for online automation systems, maintenance costs, cell phones and other devices, or MSC expenses.

2. Funds not spent in other programs may be redirected as follows: Postage may be purchased and distributed equally among the public libraries to help with rising ILL costs.

*Cautionary note- Funds cannot be used for normal operating costs that should be born by the local library. A computer, fax or other hardware or software purchase normally should be acquired with local funds however; depending on the circumstances Federation funds may be used. Members must ask the question, " How will this purchase benefit the Federation."

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

1. Helping to maintain subscriptions to OCLC has been the priority for technology purchases. All libraries were given funds for OCLC and all member libraries have maintained subscriptions to OCLC. OCLC is the main vehicle for resource sharing of materials between libraries. Since the smaller libraries OCLC costs were less they were able to make other technology purchases. For example Wibaux purchased publishing software for PR, Broadus maintained virus/firewall subscription, Garfield, Ekalaka and Prairie County upgraded computers necessary to run OCLC and e-mail, Garfield also used funds to update their webpage.,
2. Funds were re-directed from unused workshop allocation and Multi-type grants and Advisory Board travel for ILL postage. The redirected funds of \$661.51 purchased postage which was split equally between the public libraries.

Sagebrush libraries are continuing to upgrade and use technology to share resources and promote library services.

Total Program Budget: \$10,918.43

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

Program Three

Title: COMMUNICATION/PR AND CONSULTATION

Program Narrative:

Program Narrative:

- Identify which goal this program supports; **Federation Goals**
 - #1 Support and encourage the multi-type library philosophy**
 - # 3 Support and encourage member libraries to share resources**
 - #4 Provide and encourage communication and consultation**
 - #5 Support and encourage the multi-type library philosophy.**
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

Communication and consultation among federation libraries is necessary to keep libraries connected and instill a spirit of collaboration. Public relations, marketing and outreach programs are forms of communication that help keep our communities aware of the value of libraries. Community support is necessary for the funding of library services. All libraries benefit by the consulting of each other's knowledge. The following activities support this program:

1. The Federation Coordinator or a representative will attend at least two Coordinator meetings.
2. Two federation meetings will be held each year. The annual spring federation meeting is held in Miles City, as it is the most central location. The fall meeting will be held at other federation libraries. Libraries will take turns hosting and helping to plan meetings. Besides networking, this allows members to see each others libraries and for each host library to help the coordinator plan the meeting.
3. Member libraries will submit articles to be published in the Sagebrush newsletter, "The Skinny". The Editor will receive \$75.00 to cover publication costs. The Skinny is a Federation Newsletter. Besides members, it is sent to the State Library Commission.
4. A federation blog was implemented. No cost is involved but will be used on a trail basis to see if it helps facilitate federation communication.
5. Federation members will act as mentors to new members. Members continually consult each other for help. If funds are available, members may travel to another member library for training/help/consultation.
6. Workgroups will be maintained (POS and Annual Report, Communication, Continuing Education, Federation Development and others as needed). Directors must be on a workgroup and other members are encouraged to participate. Besides sharing the work load of the federation, further communication, consultation and collaboration occurs along with mentoring members to take on the role of federation coordinator.
7. *\$500 will be set aside* for grants to school, special and academic libraries. ALL libraries in the federation area will be contacted each fall. The benefits of having a multi-typed collaborative federation will be shared along with an invitation to the meeting and training. One grant (Sagebrush form and procedures) per library per year, first come until funds are expended. Monies can be used

for travel, meals or a substitute teacher. Funds may be spent on training if the training is of benefit to the federation and is shared with the federation through a workshop.

8. So that libraries do not have to reinvent the wheel, newspaper articles and other outreach efforts may be shared with member libraries so that the value of libraries may be promoted. Other Communication expenses that may be purchased with federation funds are other PR materials such as advertising, brochures, posters for the community, bookmarks, etc.

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

1. The Federation coordinator, Renee Goss, attended the two required coordinator meetings in Helena. The face -to -face meetings of the coordinators allows further discussion of collaboration between Federations across the state. One project that came out of coordinator meetings is the Heritage Quest genealogy database purchase. The coordinators made the recommendation to work through federations for a collaborative group purchase (08-09 POS). This group purchase by some libraries has actually allowed all public libraries access for one year. This is an outstanding benefit to all federations.

2. Two Federation meetings were held. The fall meeting was in Glendive and the spring meeting was in Miles City. The host library works with the Coordinator to plan the meeting and the CE workgroup helps plan the workshops with input from other members. Travel funds are allotted for each advisory member. If the academic reps had to pay for their own travel they might not be able to attend. This allows multi-type library participation.

3. The Rosebud County Librarian, Cheryl Hesper, published the Sagebrush Skinny newsletter twice. Articles are collected from all public libraries and other participating school and academic. The Skinny is also sent to the State library Commission.

4. The Blog has been used to keep Federation info more in one place. The Plan of Service was posted there and members could comment and have discussion.

5. Members continue to help support and mentor each other by calling and e-mailing for advice. Much discussion takes place at the meetings and workshops particularly over lunch.

Baker held two trainings for their own staff and invited other Federation members.

6. The workgroups haven't works as well as they could. Their value and participation will be discussed at the 08 fall meeting.

7. The \$500 set aside for grants to School, Academic or Special libraries for CE was not used. This has been a disappointment. The reason no one is requesting the funds may be due to having to give a report on the use of funds (summary of training or give a workshop) at a federation meeting. The funds were reallocated to Program Two for ILL postage. Even though these funds are set aside to further the multi-type library goal, another approach may have to be researched (possibly keep available to pay travel to a federation meeting)

8. Two (Garfield, George McCone) libraries used funds for web pages. Ekalaka paid for advertising and Prairie County mailed a flyer to the community. Librarian, Rolanne Chrisofferson said that many people commented that they had no idea that libraries provided so many things.

Total Program Budget: \$3,394.86

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

Program Four

Title: Administration

Program Narrative:

This is not designated as an actual program but administration costs are being accounted for here. \$900 is paid to the Federation Coordinator as a stipend for the time taken to do the reports for the state, plan and manage meetings, follow by-laws and direct the Federation as a whole.

\$200.00 is given to the headquarters library for supplies and communication costs.

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

Total Program Budget: 1,100.00

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
Baker-Fallon County	\$1422.00	1,2	Y
Broadus-Henry Malley memorial	\$1492.06	1,2,3	Y
Circle- George McCone	\$1333.20	1,2,3	Y
Colstrip-BiCentennial	\$1423.41	1,2,3	Y
Ekalaka Public	\$1300.06	1,2,3	Y
Forsyth-Rosebud County	\$1254.58	1,2,3	Y
Glendive Public	\$1343.24	1,2,3	Y
Jordan- Garfield County	\$1406.08	1,2,3	Y
Miles City Public	\$1343.24	1,2	Y
Sidney-Richland County	\$4871.27	1,2,3	Y
Terry- Prairie County	\$1269.18	1,2,3	Y
Wibaux County	\$1317.68	1,2,3	Y

	A	B	C
1	SAGEBRUSH FEDERATION FY08 AR EXPENDITURES SUMMARY SHEET		
2	Federation Coordinator: Renee Goss		
3	Date:		
4	Libraries	Town	Expenditure by Library
5	BiCentennial Library	Colstrip	\$1,423.41
6	Ekalaka Public Library	Ekalaka	\$1,300.06
7	Fallon County Library	Baker	\$1,422.00
8	Garfield County Library	Jordan	\$1,406.08
9	George McCone Memorial County Library	Circle	\$1,333.20
10	Glendive Public Library	Glendive	\$1,343.24
11	Henry A. Malley Memorial Library	Broadus	\$1,492.06
12	Miles City Public Library	Miles City	\$1,343.24
13	Prairie County Library	Terry	\$1,269.18
14	Richland County Library	Sidney	\$4,871.27
15	Rosebud County Library	Forsyth	\$1,254.58
16	Wibaux Public Library	Wibaux	\$1,317.68
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20	TOTAL		\$19,776.00
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YEAR/2007-2008	SAGEBRUSH FEDERATION EXPENDITURES				
LIBRARY	Program 1 CE	Program 2 Technology	Program 3 Comm/Consul.	Admin	Total Individual Library
Baker (Fallon County)	\$ 303.00	\$ 1,119.00			\$ 1,422.00
Broadus (Henry Malley Memorial)	\$ 410.35	\$ 810.00	\$ 271.71		\$ 1,492.06
Circle (George McCone County)	\$ 429.97	\$ 850.67	\$ 52.56		\$ 1,333.20
Colstrip (Bicentennial Branch)	\$ 400.00	\$ 779.58	\$243.83		\$ 1,423.41
Ekalaka Public	\$ 293.94	\$ 779.25	\$ 226.87		\$ 1,300.06
Forsyth (Rosebud County)	\$ 400.00	\$ 779.58	\$ 75.00		\$ 1,254.58
Glendive Public	\$ 400.00	\$ 779.58	\$ 163.66		\$ 1,343.24
Jordan (Garfield County)	\$ 721.37	\$ 529.58	\$ 155.13		\$ 1,406.08
Miles City Public	\$ 58.24	\$ 1,285.00			\$ 1,343.24
Sidney (Richland CountyPublic)	\$ 707.44	\$ 779.62	\$ 168.98		\$ 1,656.04
Terry (Prairie County)	\$ 238.40	\$ 850.90	\$ 179.88		\$ 1,269.18
Wibaux County Public	\$ -	\$ 914.16	\$ 403.52		\$ 1,317.68
hosting			\$ 150.00		
Postage split		\$ 661.51			
stipend				\$ 900.00	
coordinator travel			\$ 1,303.72		
admin				\$ 200.00	
Multi type grants				\$ -	
TOTAL	\$ 4,362.71	\$ 10,918.43	\$ 3,394.86	\$ 1,100.00	
Total programs	\$ 18,676.00				
programs+Admin	\$ 19,776.00				
Totalfunds to Headquarters/Sidney	\$ 4,871.27				
Total funds to Sagebrush	19,776.00				

**INDIVIDUAL FEDERATION LIBRARY ANNUAL REPORT
FY 2008(July1 2007 through June 30 2008)
FEDERATION ANNUAL REPORT**

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

NAME OF FEDERATION: Sagebrush Federation for July 2007 – June 2008

NAME OF LIBRARY: Bicentennial Library of Colstrip

EXPENDITURE(S) PROGRAM (POS) and BRIEF DESCRIPTION OF BENEFIT/OUTCOME

(Receipts should be kept by the individual libraries, copies may be attached to this report but they are not mandatory.)

Expenditure:	PROGRAM(POS):	BENEFIT/OUTCOME:
1. \$779.58	Pgm. 2 OCLC	Bicentennial Library used this portion of Federation money for the annual OCLC payment
2. \$400.00	Pgm. 1 CE	Mary Kay Bullard and Sue McKamey Attended MLA. We both received Valuable training towards Certification and were able to Socialize with other librarians Around the state.
3. \$243.83	Program 3	Travel expenses for MLA, Sagebrush federation and Montana Shared catalog meeting. All Contributing towards networking, as A first year branch director I found Very necessary.


SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10-21-08
DATE

	A	B	C	D	E	F	G
1	Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)						
2	Library Name: (Insert name of local library) <i>Colotrip BiCentennial</i>					Date:	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4		MSC		\$779.58	2	OCLC	Greatly expanded our access to other libraries as well as other libraries to our
5		MLA		\$400.00	1	Director and Staff attended	provided ongoing training to staff and new director
6		MLA/County		\$223.65	3	Travel MLA and Sagebrush	210.01 travel to MLA 13.64 travel to sagebrush federation
7		MSC		\$20.18	3	shared travel cost with RBC	Travel to MSC Meeting
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33	TOTAL			\$1,423.41			
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35	1. Your total should match the total sent to you from the State Library.						
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 adopted.						
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.						
39	5. Keep copies of 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.						

Collection

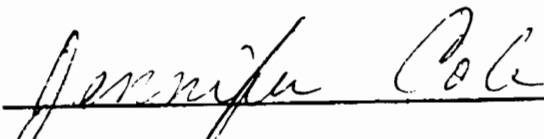
**INDIVIDUAL LIBRARY REPORT FOR
FY 2008 (July 1, 2007 through June 30, 2008)
FEDERATION ANNUAL REPORT**

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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Sagebrush Federation

NAME OF LIBRARY: Ekalaka Public Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
7-7-07 \$ 32.04	Travel to Baker 1	See Spreadsheet for explanation of Benefits
4-26-08 121.20	Travel to Miles City 1	
6.00	Meal	
5-17-08 35.35	Travel to Baker 1	
6.00	Meal	
6-21-08 41.35	Travel to Baker 1	
7-3-08 40.00	Webjunction 1	
8-30-07 270.00	OCLC 2	
1-12-07 170.00	Follett 2	
12-31-07 339.25	CSA 2	
11-3-07 32.04	Travel to Glendive 3	
6.00	Meal	
3-29-08 40.00	Travel to Miles City 3	
7.00	Meal	
153.83	Eagle Advertising 3	
4-30-08 64.00	Super 8 2,3,4	
Total \$1300.06		



SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10-22-08

DATE

	A	B	C	D	E	F	G	H
1	Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)							
2	Library Name: (Insert name of local library) <i>Ekalaka</i>						Date:	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation	
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation	
5								
6	7/7/2007	Travel to Baker		\$32.04	1	CE Training	Training for certification (previous librarian)	
7	8/30/2007	OCLC		\$270.00	2	Annual Dues	Cataloging and ILL	
8	11/3/2007	Travel to Baker for Glend		\$32.04	3	CE Training & Federation Me	Training for certification Learning how to incorporate reference materials	
9		Meal		\$6.00			into areas of the library that have more circulation.	
10	3/29/2007	Travel to Miles City		\$40.00	3	CE Training & Meeting	Training for certification to help make the story hour program more	
11		Meal		\$7.00			entertaining, educational and organized.	
12	1/12/2007	Follett		\$170.00	2	Renewal	Cataloging	
13	12/31/2007	CSA		\$339.25	2	Update Director's Computer	Help in running the OCLC program	
14	4/26/2008	Travel to Miles City		\$121.20	1	CE Training (240@50.5)	Training for certification to Find the Trends in my area, finding needs of the	
15		Meal		\$6.00			community, and getting familiar with the current trends and fads.	
16	5/17/2008	Travel to Baker		\$35.35	1	CE Training	Training for certification to make the library more attractive and engaging for	
17		Meal		\$6.00			library users and plan spaces for future needs.	
18	6/21/2008	Travel to Baker		\$41.35	1	CE Training(70@50.5)	Training for certification learned the fine art of weeding (this was painful for me!)	
19							making shelving books more attractive.	
20		Eagle Advertising		\$153.83	3	Advertising	Promotion of programs and the library uses	
21	7/3/2008	Webjuction		\$40.00	1	CE Training	Training for certification learning about the trends in children's' literature	
22							and using internet search engines and internet history.	
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28	TOTAL			\$1,300.06				
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30	1. Your total should match the total sent to you from the State Library.							
31	2. Funds must be have been expended by June 30, 2008.							
32	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.							
33	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.							
34	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.							
35	6. If you have questions contact your Federation Coordinator.							
36	7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.							

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o/c

INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) 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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Sagebrush

NAME OF LIBRARY: Fallon County Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$1,119.00	2	OCLC Annual Subscription (Electronic Resources)
\$ 303.00 <i>(100)</i>	1,2,3	Fall Workshop (Training)

7/21/08

Vera M. Abrams
s/ Vera M. Abrams, Director

August 18, 2008

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

DATE

	A	B	C	D	E	F
1	Local Library Federation Expense Tracking Form for FY2008 (July 1					
2	Library Name: Fallon County Library					
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description
4	8/25/2007	OCLC	548003	\$1,119.00	2	Annual Subscription
5	10/31/2007	Beth L. Meggers	39027	\$303.00	1,2,3,	Fall Workshop
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15	TOTAL			\$1,422.00		
16						
17	1. Your total should match the total sent to you from the State Library.					
18	2. Funds must be have been expended by June 30, 2008.					
19	3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by M					
20	4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Servic					
21	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federati					
22	6. If you have questions contact your Federation Coordinator.					
23	7. When completed, submit this form as an E-mail attachment to your Federation Coordinato					

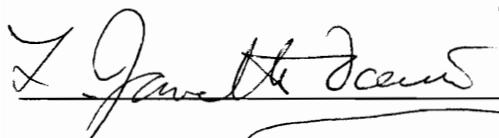
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NAME OF FEDERATION: **Sagebrush Federation**

NAME OF LIBRARY: **Garfield County Free Library**

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$276.80 Lodging/breakfasts for two For Fall Workshop	1,2,4,5 Continuing education, collection/resource maintenance, networking	Courses in technology, service to patrons,
\$270 OCLC Subscription	2,3,5	Collection management via computer, Sharing resources with other libraries, working together as one big library
\$155.13 Janette Mileage/meals Fall Workshop	1,2,4,5	Courses to better serve, working w/others from other libraries, utilizing experts to improve service and use of resources/Professional enrichment/networking with others
\$30.00 Audrey Meals for Fall Workshop	1,2,4,5	enabled attendance for professional enrichment, (see above), book repair class, digital archiving tips
\$141.50 Mileage to Fall Fed meeting	1,4,5	Class work, Business meeting for Federation, Sharing problem solving strategies and materials
\$259.58 Toward new desk computer	2,4	Help purchase desk computer to maintain records, do reports, allow for working online, communicate with other libraries . Old computer was losing data and failing
\$91.00 MLA Registration Fee	1,2,4,5	Good tech-ed on protecting PACs, improving service/ better communication with governing bodies and Trustee Board function
\$97.07 toward lodging for MLA	1,2,4,5	Chance to attend classes and work with more experienced people. Great session on privacy helped me get Privacy Policy written which my Trustees enthusiastically endorsed
\$85.00 toward mileage to MLA	1,2,4,5	Great MLA Session! Classes in dealing with local government and Boards especially helpful and Stasser's session on inspiring young readers was very motivating.



SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR



DATE

Sagebrush Federataion Expenditures for Fiscal 07/08 year Total funds: \$1406.08

Garfield County Free Library Report

Date	Claimant	Claim Tracking #	Amount	POS Program	Explanation
Aug	Symmes/Wick B7B	1164	\$276.80	1,2,4,5	Rooms for 2 attendees Fall Workshop/2 nights
Aug	OCLC	1169	\$270.00	2,3,5	Annual subscription for Cataloging
Oct	Janette Davie	1178	\$155.13	1,2,4,5	Mileage & Meals for Fall Workshop
Oct	Audrey Guesanburu	1177	\$30.00	1,2,4,5	Meals for Fall Workshop
Nov	Janette Davie	1180	\$141.50	1,2,4,5	Milage and lunch for Fall Federation meeting
Nov	Gateway Computers	1181	\$259.58	2,4	Toward purchase of new Library desk computer
Mar	MLA	1193	\$91.00	1,2,4,5	Registration for one attendee @ MLA Spring Conference
Mar	LaQuinta Inn	1194	\$97.07	1,2,4,5	Part of Lodging for one attendee @ MLA Spring Conference
April	Janette Davie	1201	\$85.00	1,2,4,5	Part of mileage to MLA Spring Conference
Total Claims			\$1,406.08		

Benefit

book repair, collection management, problem solving other libraries have used,

Enables patrons to participate in interlibrary loans

Better board and government communication, improving volunteer resources, maintaining collection

increase knowledge, skills at using resources, tech

maintaining reference section, business matters for Library administration, sharing resources

Maintain communication, collection automation, use of data bases for reference, ability to use ILL

better maintaining of Public Access Computers, Intellectual Freedom/Privacy, State audio book program resources

Privacy policy, trustee board functioning, constructive relationship with local government

Motivating young readers, working with other libraries

INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) 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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Sagebrush Federation

NAME OF LIBRARY: George McCone Memorial County Library
Circle

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$429.97 Fall workshop	1	Meeting other librarians-learning more about Info-Trac
\$270.00 OCLC	2	Listing our books for lending and borrowing to other libraries
\$580.67 Web Page Setup	2	One place for info for all libraries
\$52.56 Mileage to federation meeting	1	Federation Mtg-Board member learning more about POS and meeting other board members

I had to shift dollars in the federation money. I designated \$200.00 for other Technology and I ending up using \$460.67. At the time we figured our programs, I was not aware of the cost to set up a web page. The board did not decide until later that we would pay a maintenance person to update our page on a monthly basis. The cost for this is \$20.00 per month. Since I had extra dollars in the CE program, I used money from that program to cover the amount I used in the Technology program. I did not make it to the meeting in Miles City and that cost was \$101.06. I transferred that to cover the cost of monthly updates to our web site.

Emily L. Loberg

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

8-19-08

DATE

1 Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)

2 Library Name: (Insert name of local library) *George McLove Circle* Date:

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training; network with peers to provide better service across federation
5	8/1/2007	OCLC		\$270.00	2	Source for ILLs	Listing our books for lending and borrowing to other libraries
6	9/1/2007	E. Loberg		\$429.97	1	Mileage,Motel-Fall Wrkshop	Training in Collection,procrastinating and using Info-Trac
7	9/07-6/07	K.Williams		\$200.00	2	Web-Page Maintenance	Keeping our web page updated-new books, kid's corner
8	9/1/2007	K.Williams		\$318.19	2	WebPage Setup	New web page for all libraries to use and benefit from
9	8/1/2007	J. Williams		\$62.48	2	Memory/Director's computer	Memory-help to speed up e-mail
10	11/1/2007	J.James		\$52.56	3	Mileage-Federation Mtg	Board Member learning about POS and Federation
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34	TOTAL			\$1,333.20			

- 35
- 36 1. Your total should match the total sent to you from the State Library.
- 37 2. Funds must be have been expended by June 30, 2008.
- 38 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.~~
- 39 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.
- 40 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
- 41 6. If you have questions contact your Federation Coordinator.
- 42 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

INDIVIDUAL FEDERATION LIBRARY ANNUAL REPORT ATTACHMENT

PURPOSE OF THIS REPORT: To report how the library used Federation funds within the programs established by the Federation Plan of Service. This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's annual Final Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: _____ Sagebrush Federation _____

NAME OF LIBRARY: _____ Glendive Public Library _____

EXPENDITURE(S) PROGRAM (POS) and BRIEF DESCRIPTION OF BENEFIT/OUTCOME

(Receipts should be kept by the individual libraries, copies may be attached to this report but they are not mandatory.)

- 1/3/08 The amount of \$779.58 was applied to help pay OCLC dues. This expense is vital for resource sharing among federation libraries.
- 2/08 The amount of \$400.00 was used to purchase Big Sky airline tickets for two staff people to attend Affline. Educating staff on new technology and programs helps with resource sharing; also.
- 4/3/08 Montana Library Association dues and registration were paid for, allowing the director and one employee to attend the conference and gain CE credits toward certification. Cost: \$163.46

Lisa Nagle, Director
SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

10/08
DATE

1	Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)					
2	Library Name: (Insert name of local library) <i>Glendive</i>				Date:	

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	4/2/2008	MLA	3959	\$163.66	3	MLA Dues & Registration	director & 1 employee attend annual conference
5	7/31/2007	OCLC	547995	\$779.58	2	OCLC dues	vital for resource sharing among federation libraries
6		Big Sky Air		\$400.00	1	2 airplane tickets to OFFLINE	educating staff on new technology & programs
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34	TOTAL			\$1,343.24			

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35 | |
| 36 | 1. Your total should match the total sent to you from the State Library. |
| 37 | 2. Funds must be have been expended by June 30, 2008. |
| 38 | 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. |
| 39 | 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. |
| 40 | 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so. |
| 41 | 6. If you have questions contact your Federation Coordinator. |
| 42 | 7. When completed, submit this form as an E-mail attachment to your Federation Coordinator. |

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**INDIVIDUAL LIBRARY REPORT FOR
FY 2008 (July 1, 2007 through June 30, 2008)
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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Sagebrush

NAME OF LIBRARY: Henry A. Malley Memorial-Broadus

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
CE Grant -\$410.35	1	please see attached sheet
OCLC - \$545	2	
Other Tech -\$265.00	2	
Meeting Travel - \$271.71	3	

The Staff and Library Board of Trustees appreciate this funding from the State.

Thank you very much.

Diane Stueco

26 August, 2008

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

DATE

	A	B	C	D	E	F
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1 **Local Library Federation Expense Tracking Form for FY2008**

2 **Library Name: (Insert name of local library)** *Henry Malley Broadus*

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference
5						
6	8/6/07	OCLC		\$545	2	yearly subscription
7						
8	11/5/07	June Ray		\$190.71	1, 3	Glendive-Sagebrush fall meeting
9						
10	12/01/07	CSA		\$265	2	Sonic Wall/Firewall subscription
11						
12						
13	12/05/07	June Ray		\$77.60	1,2	CE travel to Miles City
14						
15	3/29/08	Diane Stuver		\$81.00	1,3	Miles City-Sagebrush spring meeting
16						
17	4/30/08	June Ray		\$19.95	1	Web Junction course-online
18						
19	4/30/08	June Ray		\$50.00	1	Web Junction course-online
20						
21	5/17/08	June Ray		\$81.00	1	MCC-DuPage CE credits
22						
23	6/21/08	Diane Stuver		\$181.80	1	Baker-Lauren McMullen CE
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34	TOTAL			\$0.00	\$1,492.06	

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- 36 1. Your total should match the total sent to you from the State Library.
- 37 2. Funds must be have been expended by June 30, 2008.
- 38 3. If you anticipate your library may have some unexpended funds, report it to the Coordi
- 39 4. Intentional carry over of funds is for special projects only, must be explained in the Pla
- 40 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to yo
- 41 6. If you have questions contact your Federation Coordinator.
- 42 7. When completed, submit this form as an E-mail attachment to your Federation C

Henry Malley Memorial Library
 Box 345
 Broadus, MT 59317

	G
1	(July 1, 2007 - June 30, 2008)
2	Date:
3	Benefit to Federation <i>Henry Malley Broadus</i>
4	<i>training; network with peers to provide better service across federation</i>
5	<i>(177 books were ordered for patrons in FY 07-08; r' 100 were ILL'd to other Montana Libraries)</i>
6	<i>OCCL enables our patrons to have access to so much more</i>
7	<i>material than is available at our small library. It is also</i>
8	<i>a wonderful resource for staff; ie cataloging, reference, book selection</i>
9	
10	<i>CSA-Sonic Wall subscription -keeps our computers functioning well;</i>
11	<i>we have had very little trouble with viruses, etc. since the</i>
12	<i>Gates Foundation purchased it for us in 2004. The yearly</i>
13	<i>subscription provides 24/7 virus protection wih a firewall.</i>
14	
15	
16	<i>At the beginning of FY 07-08 June Ray, assistant librarian</i>
17	<i>had no credits toward certification. At the end of June</i>
18	<i>she had 31. This is due in large part to the CE and travel</i>
19	<i>monies. Library Director was also able to add credits</i>
20	<i>toward recertification. She now feels confident using</i>
21	<i>INFO-Trac databases !! The two Federation meetings</i>
22	
23	<i>are so helpful in keeping up with what is going on in</i>
24	<i>Helena at the State level.</i>
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38	<i>ator by May 1, 2008, so that a reallocation strategy can be adopted.</i>
39	<i>n of Service, and reported in the Annual Report.</i>
40	<i>ur Federation Coordinator or MSL unless requested to do so.</i>
41	
42	<i>ordinator.</i>

Henry Malley Memorial Library
 Box 345
 Broadus, MT 59317

	Other Tech-200.00 3. Meeting Travel-\$120.48 Other PR-\$109.58 TOTAL-\$1300.06	
Prairie County Library	1. CE Grant- \$400.00 2. OCLC-270.00 Other Tech-\$509.58 3. Meeting Travel-\$89.60 TOTAL-\$1269.18	Supports Programs 1, 2, 3
George McCone Memorial County Library	1. CE Grant-\$400.00 Other-309.58 2. OCLC-\$270.00 Other tech-\$200.00 3. Meeting Travel-153.62 TOTAL-\$1333.20	Supports Programs 1, 2, 3
Fallon County Library	1. CE Grant-\$400.00 2. OCLC-\$779.58 3. Meeting Travel-\$242.42 TOTAL-\$1422.00	Supports Programs 1, 2, 3
Wibaux Public Library	1. CE Grant-\$400.00 Other-\$100.00 2. OCLC-\$545.00 Other Tech-134.58 3. Meeting Travel-138.10 TOTAL-\$1317.68	Supports Programs 1, 2, 3
Henry A. Malley Memorial Library	1. CE Grant-\$400.00 2. OCLC-545.00 Other Tech-234.58 3. Meeting travel-\$312.48 TOTAL-\$1492.06	Supports Programs 1, 2, 3

Henry Malley Bradus

Rene, -actual breakdown

- 1. CE Grant- \$410.35
- 2. OCLC-\$545.00
 other Tech-\$265.00
- 3. Meeting travel -\$271.71
- Total- \$1,492.06

Diane

**INDIVIDUAL LIBRARY REPORT FOR
FY 2008 (July 1, 2007 through June 30, 2008)
FEDERATION ANNUAL REPORT**

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NAME OF FEDERATION: Sagebrush Federation

NAME OF LIBRARY: Miles City Public Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
58.24	Travel Costs	
	* Travel costs for training during Fall Training session in Lewistown.	
1285.00	Technology Costs	
	* Allows sharing among all levels of libraries through InterLibrary Loan.	

Total Expense: \$1343.24

Sally Woods

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

Oct. 17, 08

DATE

	A	B	C	D	E	F
1	Local Library Federation Expense Tracking Form for FY2008 (
2	Library Name: (Insert name of local library) <i>Miles City</i>					
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description
4	8/14/2007	OCLC		\$1,285.00	2	Technology Costs
5	10/10/2007	YoGo Inn		\$58.24	3, 4	Education & Training
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33				1343.24		
34	TOTAL			\$58.24		
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36	1. Your total should match the total sent to you from the State Library.					
37	2. Funds must be have been expended by June 30, 2008.					
38	3. If you anticipate your library may have some unexpended funds, report it to the Coordin					
39	4. Intentional carry over of funds is for special projects only, must be explained in the Plan o					
40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your					
41	6. If you have questions contact your Federation Coordinator.					
42	7. When completed, submit this form as an E-mail attachment to your Federation Co					

Miles City

Benefit

book repair, collection management, problem solving other libraries have used,

Enables patrons to participate in interlibrary loans

Better board and government communication, improving volunteer resources, maintaining collection

increase knowledge, skills at using resources, tech

maintaining reference section, business matters for Library administration, sharing resources

Maintain communication, collection automation, use of data bases for reference, ability to use ILL

better maintaining of Public Access Computers, Intellectual Freedom/Privacy, State audio book program resources

Privacy policy, trustee board functioning, constructive relationship with local government

Motivating young readers, working with other libraries

INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) 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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Sagebrush

NAME OF LIBRARY: Prespie County Library

EXPENDITURE(S)		PROGRAM (from POS)	BENEFIT/OUTCOME
\$270.00	2	OCLC -- Technology	Continue to enter our holdings to provide ILL to our patrons as well as share our resources with other libraries.
237.40	1	Travel and training	- Enables our staff to keep up to date in information and new technologies to continue to provide quality service to our patrons.
530.90	2	Computer upgrade	which helps us to continue to provide access to online resources for our staff and patrons
179.80	3	Flyer mailed to local patrons	which promoted the library services. Received several comments from the public saying they had no idea that libraries provided so many different things.

\$1269.10 Total

Golene Gustafsson
SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

8/20/08
DATE

	A	B	C	D	E	F	G
1	Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)						
2	Library Name: Prairie County Library					Date:	
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4							
5	7/7/2007	Director		\$111.55	1	travel to library workshop	sharing ideas and networking
6	7/25/2007	OCLC		\$270.00	2	OCLC subscription	sharing library materials
7	11/3/2007	Director		\$38.80	1	travel to library workshop	sharing ideas and networking
8	1/28/2008	BOSS		\$580.90	2	upgrade computer	provide better library service
9	3/25/2008	USPS		\$91.68	3	postage for flyer	promotes library services locally and state wide
10	3/25/2008	M.C. Star		\$88.20	3	flyer	promotes library services locally and state wide
11	3/29/2008	Director		\$47.65	1	travel to library workshop	sharing ideas and networking
12	4/26/2008	Director		\$40.40	1	travel to library workshop	sharing ideas and networking
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34	TOTAL			\$1,269.18			
35							
36	1. Your total should match the total sent to you from the State Library.						
37	2. Funds must be have been expended by June 30, 2008.						
38	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.						
39	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.						
40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.						
41	6. If you have questions contact your Federation Coordinator.						
42	7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.						

INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) 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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: **SAGEBRUSH**

NAME OF LIBRARY: **Sidney-Richland County Library**

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
1. \$1,100.00	Administration	Stipend and supplies for a Coordinator to do all paperwork and Direct activities
2. \$707.44	One	Training for members knowledgeable Staff is able to provide better customer Service to all
3. 779.62	Two	Helped toward purchase of OCLC that we use to catalog materials and do ILL. OCLC is the mechanism to share resources.
4. 661.51	Two	Reallocated from remaining funds. Purchased postage to use for ILL's5.
5. \$1,303.72	Three	Coordinator travel to Helena: present Reports to Commission meet with Other coordinators for further Collaboration
6. <u>318.98</u>	Three	Travel to Federation meetings; Face-to-face meetings with members; stipend to host meeting
\$4,871.27		

E. Renee Goss, Director

Oct 30, 2008

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

DATE

	A	B	C	D	E	F
1	Local Library Federation Expense Tracking Form for FY2008 (July 1 - June 30, 2008)					
2	Library Name: Sidney-Richland County library					
3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description
4	example 4/30/2008	Super 8	25689		2,3,4	motel for MLA conference
5	4/30/08	US Postmaster		\$661.51	2	Postage
6		Sidney Public		\$200.00		administration
7	6/8/2008	Renee Goss		\$834.30	3	Coordinator Travel
8	Nov. 07	Renee Goss		\$348.31	3	Coordinator Travel
9	12/7/2008	Renee Goss		\$124.11	3	Coordinator travel
10	3/8/2008	Glendive		\$75.00	3	host meeting
11	3/8/2008	Miles City		\$75.00	3	host meeting
12	3/8/2008	Cindy Patterson		\$307.44	1	workshop presenter
13	4/8/2008	Joan Hantz		\$104.86	3	Advisory Board travel
14	6/8/2008	Renee Goss		\$900.00		coordinator Stipend
15						
16						
17	4/8/2008	Renee Goss		\$400.00	1	MLA
18	3/7/2008	OCLC		\$779.62	2	service to catalog and do ILL
19	10/7/2008	Renee Goss		\$61.12	3	travel
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34	TOTAL			\$4,871.27		
35						
36	1. Your total should match the total sent to you from the State Library.					
37	2. Funds must be have been expended by June 30, 2008.					
38	3. If you anticipate your library may have some unexpended funds, report it to the Coordinator by M					
39	4. Intentional carry over of funds is for special projects only, must be explained in the Plan of Servic					
40	5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federat					
41	6. If you have questions contact your Federation Coordinator.					
42	7. When completed, submit this form as an E-mail attachment to your Federation Coordinato					

	G	H
1	1, 2007 - June 30, 2008)	
2	Date:	
3	Benefit to Federation	
4	<i>training; network with peers to provide better service across federation</i>	
5	resource sharing; postage for ILL's; redirected, remaining funds from other programs	
6	paper, phone calls, printing	
7	participate in coordinator meeting, communication for Federation: mileage	
8	plane ticket	
9	meals, motel	
10	chance to see each others libraries, taking turns planning as host	
11		
12	Training at Federation meeting	
13	makes it possible for academic rep to participate	
14	manages all Federation business and sees that stay on track	
15		
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17	Training: Federation Goal one	
18	use to catalog and then share materials	
19	travel to Federation meeting	
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38	ay 1, 2008, so that a reallocation strategy can be adopted.	
39	e, and reported in the Annual Report.	
40	on Coordinator or MSL unless requested to do so.	
41		
42	pr.	

o/c

INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) 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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Sagebrush Federation

NAME OF LIBRARY: Rosebud County Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
\$779.58	Program 2	The library and its patrons benefit greatly from OCLC services, including downloading our holdings to the Montana Shared Catalog, which has greatly expanded patron access.
\$400.00	Program 1	This funding provided partial payment for our staff to attend the Montana State Library Fall Workshop, where several workshops benefitted our patron service and outreach programs and the Director's attendance at the Montana Shared Catalog meeting. Our patrons benefit from the OPAC and materials sharing.
\$75.00	Program 3	This funding provides partial payment for printing and postage for the Sagebrush Skinny, which provides news from all Federation libraries for the member libraries as well as the State Librarian and Montana Library Commission members.

Total: \$1,254.58

Cheryl J. Fisher

08/27/2008

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

DATE

OK

INDIVIDUAL LIBRARY REPORT FOR FY 2008 (July 1, 2007 through June 30, 2008) 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). This brief report is to be submitted by each Federation library to the Federation Coordinator. These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

NAME OF FEDERATION: Daybrush Federation

NAME OF LIBRARY: Wibaux Public Library

EXPENDITURE(S)	PROGRAM (from POS)	BENEFIT/OUTCOME
OCLC \$545.00 ? where program	Technology - 2 Communication/PR Consultation 3	Access to Online information resources, provide quality services to the community. Sharing our resources with the federation & other libraries.
Travel) Miles City Blending Daybrush Meetings \$134.58		Staff could attend meetings, network & consult with other library training, to provide a quality service for our community & the Federation

Jackie Quinn - Director

8-19-08

SIGNATURE OF LIBRARY DIRECTOR OR BOARD CHAIR

DATE

<u>Expenditures</u>	<u>Program</u>	<u>Benefit/Outcome</u>
Microsoft Office Publisher 2007 \$ 219.00	Communication/PR 3	For PR purposes, brochures and flyers about coming events at our library. Made flyers promoting our library, open house sharing our events with the federation

Digital Camera/ Card reader \$ 268.94	Communication/PR 3	For PR purposes, pictures on brochures, flyers, Saybrush blog and our new Library Public Library web page. Sharing our photos on the Saybrush Blog.
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	<u>Technology</u>	
Postage	2	\$ 150.16
Inter Library Loans	2	
		<u>1377.68</u>

Help with our inter library loan cost. Sharing our resources with other libraries, provide quality services to our patrons, community & the federation

2 Tech	3	11
545.00	1347.58	25.27
+ 219.00	+ 268.94	100.85
<u>150.16</u>	<u>2403.52 total</u>	726.10
total 914.16		

	A	B	C	D	E	F	G
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1 **Local Library Federation Expense Tracking Form for FY2008 (July 1, 2007 - June 30, 2008)**

2 **Wibaux Public Library** **19-Aug-08**

3	Date	Claimant	Tracking # (optional)	Amount	POS Program	Description	Benefit to Federation
4	example 4/30/2008	Super 8	25689	\$64.00	2,3,4	motel for MLA conference	training, network with peers to provide better service across federation
5							
6	8/30/2007	OCLC	✓	\$545.00	2		Access to Online information resources, provide quality services to the community. Sharing our resources with the federation and other libraries.
7							
8							
9				33,70			
10	11/3/2007	Mileage	✓	\$25.22	3	sagebrush meeting Glendive (fall)	Staff could attend meeting, network and consult with other libraries, training, to provide a quality service for our community and the federation.
11			134,58				
12							
13							
14							
15	3/18/2008	Microsoft office 2007	✓	\$219.00	3		For PR purposes, brochures and flyers about coming events at our library Made flyers promoting our library open house. Sharing our events with the federation
16							
17							
18							
19							
20	3/29/2008	Mileage	✓	\$100.88	3	sagebrush meeting Miles City (spring)	Staff attended meeting, getting updates, sharing resources and networking with other federation members.
21							
22							
23							
24							
25	6/25/2008	Digital Camera/ card reader	✓	\$268.94	3		For PR purposes, pictures on brochures, flyers, sagebrush blog and our new Wibaux Public Library web page. Sharing our photos on the Sagebrush blog.
26							
27							
28							
29							
30							
31	6/30/2008	Postage	✓	\$150.16	2	mailing Inter library loans	Help with our inter library loan cost. Sharing our resources with other libraries, provide quality service to our patrons, community and the federation.
32				11309.20			
33							
34	TOTAL			\$1,317.68			

- 35
- 36 1. Your total should match the total sent to you from the State Library.
- 37 2. Funds must be have been expended by June 30, 2008.
- 38 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.
- 39 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.
- 40 5. Keep copies of receipts/expenditures for your records - DO NOT submit receipts to your Federation Coordinator or MSL unless requested to do so.
- 41 6. If you have questions contact your Federation Coordinator.
- 42 **7. When completed, submit this form as an E-mail attachment to your Federation Coordinator.**

1
2 695.16
3 614.04

1 July 1, 2007 - June 30, 2008)

2 Date: *Wibaux*

3 **Benefit to Federation**

4 Allows resource sharing among all levels of library thru ILL.

5 Certification of Library staff.

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38 or by May 1, 2008, so that a reallocation strategy can be adopted.

39 of Service, and reported in the Annual Report.

40 Federation Coordinator or MSL unless requested to do so.

41

42 Coordinator.

Minutes Fall 07

Draft Minutes

Montana Sagebrush Federation of Libraries

2007 Annual Fall Meeting-Glendive Public Library

The Sagebrush meeting was called to order by Chair Albert Martins on Saturday November 3, 2007 at the Glendive Public Library.

The following librarians and trustees were present:

Jennifer Cole, Ekalaka Public Library, Director
Diane Van Gorden, Trustee, Fallon County Library
Janette Davie, Garfield County Library, Director
Judith James and Nancy Stempel, George McCone Memorial County Library -Trustees
Dawn Kingstad, Lynn Hackman, Susan German, and LouAnne Tweteen-Trustees and
Director Gail Nagle Glendive Public Library
June Ray, Henry A. Malley Memorial Library- Staff Broadus
Sonja Woods, Miles City Public Library Director
Renee Goss, Director and Heather Cotter, Staff, Richland County Library, Sidney
Albert Martins, Trustee, Rosebud County Library
Jackie Quinn, Director Wibaux Public Library
Joan Hantz, Director Chief Dull Knife College
Ann Rutherford, Director Miles City Community College
Eileen Melby, Glendive High School
Todd Knispel , DCC Library Staff
Andrine Haas, Director DCC Library

Guests

Darlene Staffeldt, Montana State Library, State Librarian
Suzanne Reymer, Montana State Library Technology Coordinator

Call to Order

The meeting was called to order and led by Albert Martins on Saturday November 3, 2007 at the Glendive Public Library. A motion was made by Sonja Woods to approve the minutes and Diane Van Gorden seconded and the motion was approved. Renee Goss, the Sagebrush Federation Coordinator, had many items to report. Joan Hantz took the minutes for the fall meeting.

Coordinator Report

Renee suggested that the Federation keep track of Plan of Service spending through the use of spread sheets. Individual libraries could track claims and money spent using a spread sheet. This method would document, track claims and support POS that are submitted.

Trainings and continuing education are valuable ways of networking and helps meet the goals of the State Library's educational certification requirements. A trained staff can provide better library services and a larger, stronger library may have more to offer the federation which in turn benefits the Federation. Librarians and staff from the Federation are encouraged to attend workshops outside of the Federation to obtain further training. Write claims in the spread sheet and make sure to include what program it supports. Also, include the benefit of the training and how it would support and aide the Federation. Examples: web site development, archival procedures. Then send the spread sheet back to Renee and she will use it in the POS Annual report and send it on to the commission. Same goes for travel. Track on spread sheet and explain how money was spent.

Check timelines in the handbook that the Mt. State Commission issues. The handbook has a section on elections. Make any corrections, suggestions and let Renee know of changes. Sonja will make the corrections.

Sonja composed a new travel expense form. The new form should help with tracking expenses and for transferring to a spread sheet. This form/voucher includes all information that one needs and should be very handy and useful for travel. After filling voucher out, send it on to Renee for approval.

There is also, a grant application for Federation, School, Academic or Special Libraries wishing to travel or attend training. Libraries may apply for up to \$500.00. Monies may be used for travel, meals or a substitute teacher.

Sonja also made a list for How to Host a Sagebrush Federation Meeting. This will be a useful list for those wishing to host a meeting. The hosting library will receive a stipend of \$75.00 to help with expenses. This is a handy list for those interested in hosting. This "How To" list will be included the Federation handbook.

State Library Request for a Report to the Federation

Renee gave a report on her trip to D.C. to attend the Gates Rural Forum and ALA. Renee was our rural library rep for the state of Montana. Gates Foundation and WebJunction have formed a partnership to help public libraries and other organizations that provide open access to information. WebJunction (www.webjunction.org) is an online community where library staff can share ideas, solve problems, and take courses. WJ serves as an information source for libraries, especially smaller/ rural libraries on technology and other library issues. WJ offers new tools and services that will allow public libraries to better sustain public assess, planning, training and resource development. Renee also talked about MaintainIT(www.maintainit.org) and Techsoup(www.techsoup.org) programs. Techsoup offers purchasing discounts and collaborates with Microsoft. These are

worth checking out and will offer assistance with technology needs. TS will offer purchasing discounts to help libraries with tech needs and computer upgrading. Renee was grateful and thanked the State Library for sending her to ALA. She encouraged libraries to get involved and apply for grants that these organizations offer.

Workgroups

Librarians, particularly Public Library Directors, were urged to contact Renee to serve on workgroups such as the Plan of Service, Federation Collection Development Policy, By-Laws, Communication or Federation Development.

Elections

Albert asked for nominations for elections. Sonja nominated Eileen Melby to be the school representative. Eileen is the librarian from Glendive High School and was elected to the position of the Federation's public school rep. Anne Rutherford, from Miles Community College, was elected as the Academic Representative. No new nominations took place. Albert congratulated the new representatives.

State library Update

Darlene Staffeldt, Montana State Librarian, spoke to the Federation on upcoming news and events. Darlene gave a legislation update. Fulfillment Task Force (FTF) was established and had its first meeting on August 3, 07. FTF is working to help the MSL deal with the issue of the current ILL reimbursement program. Anne Rutherford serves on this task force and all were encouraged to check out the fulfillment web page.

The statewide periodical databases contract has been supported by the Governor's budget office, the legislature, the State Librarian, Library Commission and the Montana Library Assoc. The MSL will be paying the entire cost for the next 2 years. There will be no invoices issued for this summer or next summer to MT libraries for access to these great resources. The MSL will work to gradually increase the number of digital holdings for the Library Professional Development Collection.

Darlene also, reassured us that the State Library will remain open and is not closing. As always the MSL is building a better relation with the Governor's office and striving for better access.

Farewell To Nancy and Andrine

A farewell and thank you was given to Nancy Brennan and Andrine Haas for their many years of service and dedication. The two were presented with a gift from the Sagebrush Federation. They will be greatly missed. The Federation and MSL thanks them for all they have done and we love them very much. We wish them the best in their new endeavors.

Set Next Meeting Date

The spring meeting will be held at the Miles City Public Library, March 29, 08.

Adjournment

Diane Van Gorden motioned to adjourn and Nancy Stempel seconded.

Lunch and Afternoon Workshops

The Federation was treated to a wonderful pizza lunch at the Glendive Public Library. Many thanks to Gail Nagle and staff for hosting the Federation meeting. After lunch the group moved to the Dawson College Library where we toured the new library facility. The new library is lovely and well designed. Following the tour we attended a workshop on reference and weeding. The workshop was led by Suzanne Reymer, State Technology Coordinator and Renee Goss

**Montana Sagebrush Federation of Libraries
2008 Annual Spring Meeting-Miles City**

The Sagebrush meeting was called to order by Chair Albert Martens on Saturday March 31, 2008 at the Miles City Public Library.

The following librarians and trustees were present:

Jackie Quinn, Wibaux Public
Rolane Christofferson, Prairie County Library, Terry
Jennifer Cole, Ekalaka Public
Albert Martens, Rosebud County Library, Trustee
Lou Anne Tweten, Glendive Public Library, Trustee
Heather Cotter, Richland County Library, Sidney
Mary Kay Ballard, Bicentennial Library, Colstrip
Diane Stuver, Henry A. Malley Memorial Library, Broadus
Diane Van Gorden, Fallon County Library, Trustee, Baker
Gail Nagle, Glendive Public Library
Sonja Woods, Miles City Public
Fran O'Shea, Miles City Public, Trustee
Ve Abrams, Fallon County, Baker
Joan Hantz, Chief Dull Knife College Library, Lame Deer
Renee Goss, Richland County, Sidney

Guest:

Suzanne Reymer, State Library

The meeting was called to order and led by Albert Martens on Saturday March 31, 2008 at the Miles City Public Library at 9:30 a.m. A motion was made by Diane Van Gorden to approve the minutes and Sonja Woods seconded and the motion was approved. Renee Goss, the Sagebrush Federation Coordinator, had many items to report. Joan Hantz took the minutes for the spring meeting.

Diane Van Gorden announced that she had started to make plans for Andrine Haas to become a life time member of MLA. The group thought this was an excellent idea and were all in favor of Andrine receiving this honor.

Renee Goss discussed the operating budget and costs. Renee advised that Federation members not wait until June to spend money. If a library has special things earmarked that they get their proposals in and approved.

It was discussed to increase the honorarium cost for presenters for workshops. Diane Van Gorden made a motion to raise the fee from \$100.00 to \$150.00. Diane Stuver seconded the motion.

Renee discussed the \$500.00 grant money that is set aside for all libraries in the Federation. The benefits of having a multi-typed collaborative federation will be shared along with an invitation to the meeting and training. Monies can be used for travel, meals or substitute teacher. Funds may be spent on training if it is of benefit to the federation and shared with the group.

Gail and Sonja will be given \$75.00 each for hosting the fall and spring Federation meetings.

Renee discussed that the remaining funds be redirected towards postage. Sonja made a motion and LouAnne seconded to leave funds as is in the POS and look into making changes for the next year.

It was discussed to form a consortium to purchase Heritage Quest or some other type of genealogy service. Proquest did not follow the rules so they are out of the running. Proquest had made an offer to the Networking Task Force, but did not comply with standards so they are no longer a consideration. The Sagebrush Federation is considering purchasing a Heritage Quest or Ancestry.com as a consortium, but need to look into it more. Renee sent a link for HQ to have the group evaluate the database and see if this meets the needs of libraries. Ancestry.com is a little harder to use. If there is interest in this type of database then Federation may take a look at purchasing. Please check out Ancestry.com and HQ and make a decision.

Suzanne Reymer gave a presentation on Ask Montana. Ask Montana is a free online service for information and research help provided by librarians in MT and around the world. AM is a service set up to help research fact finding and information, connect live with librarians and has access 24/7. The link is <http://askmontana.org>. Add this link to your website. The benefits are many and this service offers assistance from high powered reference librarians. Suzanne was wondering if the Federation could possibly kick in some to help with expenses of this program. Funding comes from a combination of local library funds and the Institute of Museum and Library Services and Technology Act monies. So encourage participation at your library!

A brief discussion was started on the federation blog. We pointed out that we are just starting to catch on to using the blog and suggested we just leave it as

is until more members get more comfortable using this form of communication.

Renee led the discussion of the budget summary. Only changes were to follow what the state has set for mileage, which is .55 from the previous .485 rate. The group agreed that \$400.00 for a stipend for travel should remain the same for administration costs. Operating costs for hosting a Federation meeting would remain at \$75.00. Any monies left over would be redirected to postage.

A special election was held. Judith James from Circle had to resign because she is moving. Judith was elected at the fall meeting as Chair Elect. Renee checked the by-laws and a trustee has to fill this position. Sonja motioned that Lou Anne Tweten be nominated for Chair Elect and Diane Van Gorden seconded. All approved and Lou Anne was elected to fill this one year term. Congratulations to Lou Anne and many thanks for her service.

Sonja made the motion to adjourn the meeting and Diane Van Gorden seconded.

Suzanne Reymer from the State Library delivered a report from the state. Darlene Staffeldt, State Librarian was unable to attend the Federation meeting. Darlene's mother was ill and in the hospital. Please refer to the yellow handout that Suzanne passed out for information from the State Library. The group discussed the Peel II stipend program. Suzanne said she would report our concerns.

Cindy Patterson, Children's Librarian from Parmly Library gave the afternoon workshop, The Wonderful World of Story Time. This was an informative and enjoyable session. Many creative ideas and tips were shared. One could tell that Cindy enjoys her work.

Many thanks to Sonja and her staff for hosting the spring meeting. As always it was a wonderful and positive learning experience. The next meeting will be held at the Dr. John Woodenlegs Library in Lame Deer in October.

SEARCH BLOG

FLAG BLOG

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Sagebrush Federation

News and information for members of the Sagebrush Federation of Libraries.

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Monday, October 27, 2008

Tech Services training

We had lots of people in attendance for Tech Services training on Friday, including directors and staff from libraries in Lame Deer, Terry, Colstrip, Baker, Glendive, Sidney, and Circle.





The training included a presentation on cataloging principles and discussions on some tech services best practices. I hope everyone had something useful to take home from the session. Thanks for inviting me!

Sagebrush Libraries

- Prairie County Library
- Glendive Public Library
- Sidney-Richland County Library
- Miles City Public Library
- Wibaux Public Library
- Ekalaka Public Library
- George McCone Memorial County Library
- Henry A Malley Memorial Library
- Fallon County Library

There was some interest in having general InfoTrac and Testing & Education Reference Center trainings. If the weather holds up, maybe we can do some onsite trainings before the end of the year. Otherwise, we can meet for online training. Either way, I look forward to seeing you again soon.

Posted by laurenm at 6:52 AM 1 comments  

Thursday, October 23, 2008

Sagebrush Annual Report

[Download the original attachment](#)

FEDERATION ANNUAL REPORT

FOR

Blog Archive

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▼ October (5)

- Tech Services training
- Sagebrush Annual Report
- Spring 08 Minutes
- Sagebrush Fall Meeting 08 Agenda
- Pre-Federation Meeting Workshop

► August (3)