

# Federation Annual Report

For FY 2009

(July 2008 Through June 2009)

**Coordinator's Library:** Carnegie Public Library

**Coordinator:** Kate Lewis

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairperson, Board of Trustees,  
Coordinator's Library:** Kathy Agnew

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Coal Severance Tax (CST) 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/EXPENSE SUMMARY:

**Total CST Revenue: \$32,822.00**

**Total CST Expended: \$32,819.19**

## EXPENDITURES BY PROGRAM:

<b>PROGRAM #: NAME</b>	<b>Total Expended for Program</b>
Program 1: Continuing Education and Travel	\$2,527.93
Program 2: Technology and Resource Sharing	\$22,111.26
Program 3: Administrative	\$8,180.00
<b>Total Expenditures - All Programs</b>	<b>\$32,819.19</b>

## EXPENDITURES BY LIBRARY:

<b>LIBRARY</b>	<b>Total Revenue</b>	<b>Total Expended</b>
Big Horn County Public Library	\$1,548.50	\$1,548.50
Bridger Public Library	\$1,511.50	\$1,511.47
Carnegie Public Library	\$9,549.50	\$9,549.50
Denton Public Library	\$1,681.50	\$1,681.50
Dorothy Asbjornson Community Library	\$1,681.50	\$1,681.50
Harlowton Public Library	\$1,507.50	\$1,507.50
Joliet Public Library	\$1,489.50	\$1,489.50
Judith Basin County Free Library	\$1,612.50	\$1,611.44
Laurel Public Library	\$1,454.50	\$1,454.50
Lewistown Public Library	\$1,600.50	\$1,600.50
Moore Public Library	\$1,593.50	\$1,593.50
Parmly Billings Library	\$1,453.50	\$1,453.50
Petroleum County School-Community Library	\$1,626.50	\$1,626.41
Red Lodge Carnegie Library	\$1,520.50	\$1,520.50
Roundup School-Community Library	\$1,535.50	\$1,535.50
Stillwater County Library	\$1,455.50	\$1,453.87
<b>TOTALS</b>	<b>\$32,822.00</b>	<b>\$32,819.19</b>

## **BENEFIT/OUTCOME SUMMARY BY PROGRAM**

### **Program 1: Continuing Education and Travel**

#### **Narrative:**

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

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

#### **Benefit/Outcome:**

Members of the South Central Federation used these funds to attend the Fall '08 Workshop in Livingston, the Montana Shared Catalog meetings, Federation Meetings, and the MLA Conference in Kalispell.

### **Program 2: Technology and Resource Sharing**

#### **Narrative:**

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

Any remaining money at the end of the fiscal year will be divided by the following criteria: the four lowest expenditures per capita based on the State Statistical Report of the previous year are to be given a four way split of the remaining unspent monies. The following year the funds will be split between the next four lowest expenditure libraries. A library can't be chosen two years in a row. In the event of a disaster which diminishes the service of a library within the SOC, the federation can vote to allocate some or all of the remaining funds to the rehabilitation of the diminished library.

**Benefit/Outcome:**

Funds from Program 2 were used in a variety of technology resources. Included in these resources are: hardware and software for computer labs, internet and cable expenses, OCLC costs, Follett and MSC renewals. Resource sharing expenditures included: postage fees, promotional material for library marketing, Summer Reading Program incentives, and database fees.

### **Program 3: Administrative**

**Narrative:**

A stipend of \$2,000 will be paid to Kate Lewis as recognition of the efforts as the Federation Coordinator as she works with the State Library and Federation Members to prepare a plan of service, an annual report, attends Library Commission meetings and sets up federation meetings and projects. \$150 will be paid to the City of Big Timber to cover administrative costs. \$200 will be paid to Big Timber Public Library for expenses of printing, photocopying etc. Additional allocations of Program 3 are \$2000 for Book Club Discussion Kits, \$2,000 for Multi-type Library grants for continued education, and \$2730 for the Federation Coordinator to perform duties such as conduct Federation Meetings and travel to State Library Commission Meetings.

**Benefit/Outcome:**

Stipends to Federation Coordinator and to the City of Big Timber compensate for the hours of time spent on Federation business and reporting. The Big Timber Carnegie Library gets reimbursed for paper and printer cartridges used in preparing annual report, minutes, and agendas to meetings.

## Individual Library Report for FY 2009 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). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

South Central

### Name of Library:

Big Horn County Public Library

### Expense Detail:

#### Program 1 Federation Award: \$179.00

Date	Claimant	Tracking #	Description	Amount
6/26/2009	Big Horn County		This part of the grant was used to pay travel expenses for the staff to attend a workshop in Livingston and to allow the Director to attend a Montana Shared Catalog semi-annual meeting in Bozeman.	<u>\$179.00</u>

This funding allowed the staff and Director to meet with fellow librarians to swap shaggy dog and fish stories.

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**Total Expenses:** \$179.00  
**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
6/26/2009	Nextx Communications, Inc		This grant was used to augment the library's purchase of Thin-Clients. Specifically the grant was used to purchase the hardware for the Library's Card Catalog stations.	<u>\$1,369.50</u>

The thin-client architecture allows us to deploy more work stations while controlling the maintenance required. To the public it looks like we have 30 work stations but behind the scenes we are only maintaining one server instead of 30 individual PC's.

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**Total Expenses:** \$1,369.50  
**Total Remaining:** \$0.00

#### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Bridger Public Library

### Expense Detail:

#### Program 1 Federation Award: \$142.00

Date	Claimant	Tracking #	Description	Amount
6/16/2009	Kathy Mudd		Board Chair travel to Big Fork for Federation Meeting Awareness of happenings in our federation's business	\$84.15
-----				
6/16/2009	Krystal Zentner		Travel Expense Great resource for networking and training by traveling to a Montana Library conference in Kalispell	<u>\$57.85</u>
-----				
			<b>Total Expenses:</b>	\$142.00
			<b>Total Remaining:</b>	\$0.00

#### Benefit/Outcome

Networking with other libraries and librarians make each of us better at providing services for the people of Montana

#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
6/16/2009	Valley Printers		Promotional Post cards Patron awareness of our facilities and policies	\$34.00
-----				
6/16/2009	Bridger Cable		Broadband Patron access to high speed internet	\$548.00
-----				
6/16/2009	Krystal Zentner		Travel Expenses Great resource in information and training by traveling to Montana Library conference in Kalispell	<u>\$787.47</u>
-----				
			<b>Total Expenses:</b>	\$1,369.47
			<b>Total Remaining:</b>	\$0.00

#### Benefit/Outcome

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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). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

South Central

### Name of Library:

Carnegie Public Library

### Expense Detail:

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
2/26/2009	Oriental Trading	629733067-01	Incentives/activities for Storytime.	\$58.40
Objectives 4.1. 6.1, Library Marketing				
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2/27/2009	Upstart	1012899103	Incentives for Summer Reading Program	\$104.85
Obj 4.1, 6.1 Library Marketing				
-----				
2/27/2009	2009 Collaborative Summer Library Program	020809	Incentives for Summer Reading Program	\$117.70
Objectives 4.1, 6.1 Library Marketing				
-----				
2/27/2009	Missoula Public Library	9152008	Heritage Quest	\$400.00
Obj. 2.4, Increase librarian services				
-----				
2/27/2009	City of Big Timber	060108	deficit from previous budget Summer Reading Program Incentives	\$38.50
Obj. 4.1, 6.1 Library Marketing				
-----				
2/27/2009	Current	100073550	Incentives for Storytime	\$66.91
Obj. 4.1, 6.1 Library Marketing				
-----				
3/12/2009	Oriental Trading	630581302	Perks and Incentives for the Summer Reading Program for children.	\$134.04
Objective 4.1 Marketing Objective 6.1 Library services				
-----				
6/19/2009	CSSI Office Supply6263	6263	Folders for Summer Reading Program	\$26.97
Obj. 4.1, 6.1 Library Marketing				
-----				
6/24/2009	Plow and Hearth	8020582	Incentives for Story Time at Halloween	\$65.80
Obj. 4.1, 6.1 Library Marketing				
-----				
6/24/2009	Oriental Trading	100108	Incentives for Children's Activities	\$53.90

Objectives 4.1, 6.1 Library Marketing

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6/24/2009 Upstart	030909	Stickers for Summer Reading Program	\$14.85
Obj 4.1, 6.1 Library Marketing			
-----			
6/24/2009 Vista-Print	043009	Library Business Cards for Librarian and Assistant, Library Stationery and Envelopes.	<u>\$287.58</u>
Obj. 4.1, 6.1 Library Marketing			
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			<b>Total Expenses:</b> \$1,369.50
			<b>Total Remaining:</b> \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$8,180.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
6/30/2009	Carnegie Public Library		\$2000 stipend Federation Coordinator \$150 administrative costs to the City Clerk \$200 Carnegie Public Library office supply \$2350	\$2,334.59

The stipend to trhe Federation Coordinator and to the City Clerk is to compensate for the many hours spent doing Federation business. The office supply fund is a reimbursement to CPL for Federation business.

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8/22/2008			Multi-type library grants \$2,000	\$2,932.12
Multi-type libraries can apply for grants up to \$250.00 for education and travel expenses.				

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6/30/2009	Kate Lewis		Travel and lodging for Federation Coordinator to attend Montana State Library Commission meetingss.	\$763.29

Coordinator represents the South Central Federation to the State Library Commission.

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6/30/2009	South Central Federation		Book discussion kits, bags, and postage for mailing between Federation members.	<u>\$2,150.00</u>

Federation libraries have Book Discussion Kits available to their patrons at zero cost to them.

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**Total Expenses:** \$8,180.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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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). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

South Central

### Name of Library:

Denton Public Library

### Expense Detail:

#### Program 1 Federation Award: \$312.00

Date	Claimant	Tracking #	Description	Amount
3/31/2009	Lori Weinheimer		Travel reimbursement to South Central Federation Meeting.	\$158.40
Librarian Training				
-----				
4/30/2009	Wells Fargo		Hotel Room	\$74.90
Continuing Ed.				
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10/28/2008	Wells Fargo		Hotel Room	<u>\$78.70</u>
Continuing Ed.				
-----				
			<b>Total Expenses:</b>	\$312.00
			<b>Total Remaining:</b>	\$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
3/19/2009	Follett Software Co.		Renewal fee for automated card catalog.	\$769.00
Enables library to have a current and automated card catalog.				
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1/1/2009	Triangle Communications		Telephone and Internet Services.	<u>\$600.50</u>
Enables library to have telephone services and access to the internet.				
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			<b>Total Expenses:</b>	\$1,369.50
			<b>Total Remaining:</b>	\$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Dorothy Asbjornson Community Library

### Expense Detail:

#### Program 1 Federation Award: \$456.50

Date	Claimant	Tracking #	Description	Amount
7/3/2009	Janet Poertner	2199	SCF workshop travel Networking	\$155.75
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7/3/2009	Janet Poertner	2219	SCF meeting travel Networking	\$155.75
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7/3/2009	Janet Poertner	2336	SCF meeting travel Networking	<u>\$145.00</u>
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<b>Total Expenses:</b>				\$456.50
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

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#### Program 2 Federation Award: \$1,225.00

Date	Claimant	Tracking #	Description	Amount
7/3/2009	Lombard Office	2142	Computer programs Technology sharing	\$189.94
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7/3/2009	Bank of America	2192	Norton Antivirus Technology sharing	\$79.98
-----				
7/3/2009	U.S. Bank	2249	remaining computer payment Technology sharing	\$461.02
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7/3/2009	Janet Poertner	2336	Summer reading program incentives Library marketing	\$64.45
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7/3/2009	Upstart	2352	Summer reading program supplies Library marketing	\$36.65
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7/3/2009	General Fund		PAC Internet fee	<u>\$392.96</u>

Technology Sharing

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**Total Expenses:** \$1,225.00

**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Harlowton Public Library

### Expense Detail:

#### Program 2 Federation Award: \$1,507.50

Date	Claimant	Tracking #	Description	Amount
10/15/2008			purchased flat screen monitors	<u>\$1,507.50</u>

Gave patrons more space for the keyboard and use of space for books and notes while using the computers

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**Total Expenses:** \$1,507.50

**Total Remaining:** \$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Joliet Public Library

### Expense Detail:

#### Program 1 Federation Award: \$120.00

Date	Claimant	Tracking #	Description	Amount
6/27/2009	MLA		Attendance at MLA Conference by Joliet Public Library Trustee.	<u>\$120.00</u>

Conference attendance broadens the Trustee understanding and appreciation of the scope of library work.

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**Total Expenses:** \$120.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
6/27/2009	Costco		Purchase and installation of two computers with current software.	\$1,317.96

Two computers have allowed more patrons and students to access the internet compared to using only available one computer with outdated software.

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6/27/2009	OCLC		Subscription to OCLC.	<u>\$51.54</u>
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OCLC allows librarian greater access to books and research data to support and fulfill patrons request for information not locally available.

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**Total Expenses:** \$1,369.50  
**Total Remaining:** \$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Judith Basin County Free Library

### Expense Detail:

#### Program 1 Federation Award: \$243.00

Date	Claimant	Tracking #	Description	Amount
7/29/2009	Michaels	6262009	Water colors and paper for art lessons, construction paper for writing class, paints for sweatshirts Providing summer reading program centered around the "Be Creative" theme (Marketing)	\$49.89
7/29/2009	Smiths	2242008	Red bowls for robin bellies Wonderful door decorations helping children recognize robins and the signs of spring (Marketing)	\$6.28
7/29/2009	K's		Oreos, pudding, gummy worms, spoons, cups to make dirt cups for robins (kids) Recognition of robins/signs of spring (Marketing)	\$35.06
7/29/2009	Michaels	2242009	Piper cleaner legs, movable eyes for robin door charms Robin recognition/signs of spring (Marketing)	\$9.96
7/29/2009	Michaels	11242008	Tempra paint/construction paper supplies for story hour (Marketing)	\$30.91
7/29/2009	Michaels	2242008	Ribbon for Valentine kiss necklaces for story hour (Marketing)	\$15.50
7/29/2009	K's	6262008	Chips, cheese, salsa, ice cream for YA dance and young adult book club (Marketing)	\$32.13
7/29/2009	Target	12232008	Holiday desk treats (Marketing)	\$14.00
7/29/2009	Target	12232008	Movies for summer reading program (Marketing)	\$42.48
7/29/2009	Michaels	1212009	Christmas stockings on close out for next year's story hours (Marketing)	<u>\$6.57</u>

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**Total Expenses:** \$242.78  
**Total Remaining:** \$0.22

**Benefit/Outcome**

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**Program 2 Federation Award: \$1,369.50**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
7/16/2009	OCLC	8272008	OCLC total cataloging and metadata	\$567.00
Gives federation libraries access to our collection, enables researching patrons to obtain newer and deeper sources than offered in our collection, instrumental in our cataloging and processing. Technology and resource sharing)				
7/16/2009	Michaels	9252008	Purchase of "fishing" hats, baseball hats book bags, fabric paints for story hours and summer reading programs.	\$28.66
Inexpensive crafts (\$.10 a piece on seasonal close out!)for next summer's reading program. Great promotion for children's books. (Marketing)				
7/29/2009	Target	9252008	Chocolate bars for term paper "survival kits" Movie for summer reading prize.	\$18.49
Light-hearted boost when junior and senior classes come down for fall term paper research. (Marketing)				
7/29/2009	Michaels	11242008	Supplies for Thanksgiving story hour-- "bread in a bag" activity.	\$53.83
Wonderful PR as children bring home their contribution to Thanksgiving dinners! (Marketing)				
7/29/2009	Walmart	11242008	Videos for summer reading program	\$110.00
Children of all ages work to complete the summer reading program that they may select a \$5 video. (Marketing)				
7/29/2009	K's	1292009	Little Red Hen story Hour cooking supplies Bird seed for winter bird story hour	\$82.41
Activity for Little Red Hen story hour. Children worked together to make master mix for muffins and learn the concept that everyone must do their part in order to have a muffin and to take a share of the mix home. Children will realize that winter birds have a hard time finding food. Children will understand the concept of winter/summer birds and migration. (Marketing)				
7/29/2009	K's	2242008	Cake mixes, pwd sugar for Curious George birthday party	\$22.69
Promotion of Curious George books (Marketing)				
7/29/2009	Party America	2242008	Curious George plates, hats, noisemakers for Curious George birthday party	\$68.48
Promotion of Curious George books (Marketing)				
7/29/2009	Dollar Tree	2242008	Board books for story hour and summer reading program	\$40.00

Promotion for National Library Week and Children's Book Week, summer reading program (Marketing)

7/29/2009	K's	5262008	Picnic food for last story hour	\$44.62
Good way to introduce summer and picnic books, introduce the read-to-me program to the mothers (Marketing)				
7/29/2009	Target	5262009	Videos for summer reading prizes	\$105.00
Great incentive for children of all ages (Marketing)				
7/29/2009	Walmart	6262009	Summer reading program videos	\$203.00
Insures the popularity of the summer reading program (Marketing)				
7/29/2009	K's	5262009	Strawberries for strawberry story hour	\$10.98
Fun treat to accompany The Little Mouse, the Red, Ripe Strawberry and the Big Hungry Bear (Marketing)				
7/29/2009	K's	6262009	Water bottles for summer reading children and teen dance classes, young adult Wednesday night drawing at the library	<u>\$13.50</u>
Fun nights at the library for teens during summer reading program (Marketing)				

**Total Expenses:** \$1,368.66  
**Total Remaining:** \$0.84

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Laurel Public Library

### Expense Detail:

#### Program 1 Federation Award: \$85.00

Date	Claimant	Tracking #	Description	Amount
6/30/2009	Nancy Schmidt	25386	Travel to Bozeman for Montana Shared Catalog Director's Station training and Spring Membership meeting.	<u>\$85.00</u>

I have been the director at Laurel for about 15 months but did not have the knowledge to effectively use Director's Station. This training has helped me build reports so that I can help my Board of Trustees understand how much the library has grown and changed over the last year. I am now able to track our circulation categories better and find the areas that need "filling in" besides the best sellers.

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**Total Expenses:** \$85.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
6/30/2009	Montana State Library	24155	Membership in the Montana State Library shared catalog system. We have been a member since 2002 and felt that this was important to continue.	<u>\$1,369.50</u>

We have found that being a member of the shared catalog is beneficial to both staff and patrons. Our patrons like being able to locate our items either from the library 'catalog' or from the website at home. This has helped increase our circulation tremendously.

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**Total Expenses:** \$1,369.50  
**Total Remaining:** \$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Lewistown Public Library

### Expense Detail:

#### Program 1 Federation Award: \$231.00

Date	Claimant	Tracking #	Description	Amount
9/29/2009	Lewistown Public Library		SOC Meetings Fall-From Lewistown to Billings 126 oneway \$128 Spring-Lewistown to Big Timber 101 one way \$103 Total per Lib \$231	<u>\$231.00</u>

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**Total Expenses:** \$231.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
7/15/2009	Lewistown Public Library		\$120.00 Adding 2 catalog machines \$518.99 Postage for Interlibrary Loan \$292.56 Summer Reading Program materials \$130.00 2 Offline Registrations \$307.00 MLA Conference Registration \$ 35.39 Outreach Program mileage	<u>\$1,369.50</u>

Technology: Updated 2 catalog machines for patrons to use. Resource Sharing: Postage used for assistance with Interlibrary loan program. Resource Sharing: Assist with Summer Reading Program incentives for over 400 participants. Resource Sharing: Sent two people to the Offline Conference. Resource Sharing: Enabled Director to go to the Montana Library Association Conference

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**Total Expenses:** \$1,369.50  
**Total Remaining:** \$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Moore Public Library

### Expense Detail:

#### Program 1 Federation Award: \$224.00

Date	Claimant	Tracking #	Description	Amount
7/1/2009	Carlene Daugherty		Fall workshop, mileage, meals for Federation meetings, hotels for workshops	<u>\$224.00</u>
			Network with peers; learning new things	
-----				
				<b>Total Expenses:</b> \$224.00
				<b>Total Remaining:</b> \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
7/1/2009	Triangle Telephone		Pay for telephone bill and Internet access	\$304.21
			Provides access to Internet and other resources	
-----				
7/1/2009	Basin State Bank		Summer Reading Program Prize	\$53.95
			Encouraged a love of reading and use of the library	
-----				
7/1/2009	Jack Sterling		Erate Filing	\$81.00
			Provides access to Internet and other resources	
-----				
7/1/2009	Powderhorn Bags		Bookbags for patrons	\$212.08
			Promotes library	
-----				
7/1/2009	Lombard Office Supply		Copy machine for multiple patron copy use; computer chair for public access PC; bag for laptop computer	\$594.93
			Provides access to the Internet and other resources	
-----				
7/1/2009	Carlene Daugherty		Workshops reimbursement for meals, mileage, and hotel	<u>\$123.33</u>
			Networking with peers; learning about new services	

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**Total Expenses:** \$1,369.50  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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## Individual Library Report for FY 2009 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). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

South Central

### Name of Library:

Parmly Billings Library

### Expense Detail:

#### Program 1 Federation Award: \$84.00

Date	Claimant	Tracking #	Description	Amount
6/25/2009			This amount was applied towards the expenses of a staff member who attended MLA in Kalispell.	<u>\$84.00</u>

Staff member was able to report to staff what workshops they attended.

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**Total Expenses:** \$84.00  
**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
6/25/2009	Ebsco	0316802	This amount was paid to Ebsco for our annual subscription to Novelist Plus	<u>\$1,369.50</u>

The benefit is that patrons in the Library as well as remotely can find reviews, discussion guides and recommendations for fiction reading for all age levels.

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**Total Expenses:** \$1,369.50  
**Total Remaining:** \$0.00

#### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Petroleum County School-Community Library

### Expense Detail:

#### Program 1 Federation Award: \$216.25

Date	Claimant	Tracking #	Description	Amount
9/25/2008	Mailbox Preschool		Journal for preschool storyhour teacher. Charge was incurred on Sept. 25, 2008.	\$29.95
Prepares young library users.				
1/27/2009	Nancy G. Freburg		Payment for networking class, librarian needed to network Petroleum County Public Library in separate network from school. Charge was on Jan. 29, 2009.	\$40.00
We can share with others via having the Internet available for those outside of our library to access our resources through OCLC.				
3/26/2009	Nancy Freburg		Mileage to Federation meeting in Big Timber. Reimbursement was asked for on March 26, 2009.	\$88.00
Librarians benefit each other by working together through the Federation.				
5/27/2009	Nancy G. Freburg		Mileage to trustee training, since no trustees could go. Meeting was in early May. Bill was presented on May 27, 2009.	<u>\$58.30</u>
Will share info with trustees, so that they can have some training via the librarian.				
<b>Total Expenses:</b>				\$216.25
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,410.25

Date	Claimant	Tracking #	Description	Amount
12/28/2008	Petty Cash for ILL postage		We share our resources with others and borrow from other libraries. Expense was entered from December 28 bills.	\$100.00
Reciprocal benefit for us and other libraries.				

3/26/2009	Petty Cash -- ILL mailings		Postage reimbursement for books and materials mailed out and borrowed from others. Expense occurred on March 26, 2009.	\$235.05
Reciprocal benefit for all libraries involved.				
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4/30/2009	Follett Software Company		In order to market our books, we have to prepare them for computer catalog with bar codes. Marketing money was used to pay for 1/2 of the barcode bill. Expense occurred on April 30, 2009.	\$38.52
To all patrons here and elsewhere, who check out books from our library.				
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6/30/2009		Mid-Rivers Communications	Three months DSL charges for our Petroleum County Public Library Internet access.	\$134.85
We could not use OCLC or have good Internet service for our patrons, if we did not have DSL. These charges are three months at 44.95 per month -- April, May, and June./				
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12/31/2008	Mid-Rivers Communications		Before Petroleum County library had its own network, we were contributing to the school for Internet service for the public patrons at \$20.00 a month for six months through December.	\$120.00
The whole federation benefits, along with our patrons, by having Internet access for our library.				
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3/30/2009	Mid-Rivers Communications		Installation of DSL service for Internet for our public computer network and DSL Internet for public patrons. Dates were Dec. 31 through March 2009.	\$276.27
Internet service provides services from our library for patrons and federation libraries.				
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1/29/2009	Lewistown On-Line		Cat-5 cables used to install the public library network. Date of bill Jan. 29, 2009.	\$48.00
Library network helps all patrons.				
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1/29/2009	Nancy G. Freburg		Reimbursement to librarian for charges for an unmanaged switch and Norton Software for the Petroleum County Library network.	\$92.60
Internet benefit for all patrons and access to our resources over Internet (First Search) for federation libraries.				
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1/27/2009	Follett Software Co.		1/3 cost of the automation support agreement. School pays 2/3 for our Athena support agreement.	\$131.67
Automated catalog benefits all patrons and the librarians.				
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8/26/2008	OCLC		1/3 charge for OCLC services. School pays other 2/3's. Charge was on 8-26-08.	\$189.00
OCLC benefits our patrons and all in the federation.				
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12/28/2008	Petty Cash		Reimbursement for postage charges for E-Rate application that had to be done in the year before the actual awarding of E-Rate	\$2.20

benefits. Charge was on 12/28/08

E-Rate will help us to continue to provide DSL Internet to our library and Internet access to others from outside the library.

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6/30/2009	Petroleum County Public Library	Purchase of stamps for mailing within the federation.	<u>\$42.00</u>
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Sharing materials benefits all libraries.

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**Total Expenses:** \$1,410.16

**Total Remaining:** \$0.09

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Red Lodge Carnegie Library

### Expense Detail:

#### Program 1 Federation Award: \$151.00

Date	Claimant	Tracking #	Description	Amount
6/30/2009	Jodie Moore	19001	4/2009 Mileage reimbursement from Red Lodge to Billings and back for the Fall South Central Federation Meeting (Saturday, October 4, 2008) and from Red Lodge to Big Timber and back for the Spring South Central Federation Meeting (Saturday, March 21, 2009). Red Lodge to Billings, round trip = 120 miles x 58.5 cents/mile = \$70.20 Red Lodge to Big Timber, round trip = 176 miles x 55 cents/mile = \$96.80 Total reimbursement = \$167.00 (Federation covered \$151.00, the City of Red Lodge covered the remaining expense of \$16.00)	<u>\$151.00</u>

Meet with colleagues from the South Central Federation to share ideas, discuss concerns, and conduct Federation business. Attend continuing education sessions covering e-rate and legal reference services.

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**Total Expenses:** \$151.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
6/30/2009	OCLC, Inc.	18184	9/2008 OCLC subscription for FY09.	\$567.00

Enable the library to download MARC records to library catalog and keep an accurate online record of holdings through OCLC Connexion. Enable electronic Interlibrary loan requests through OCLC FirstSearch.

6/30/2009	Cable Montana	17974	7/2008 High speed internet, 5 MB.	\$74.95
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Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

6/30/2009	Cable Montana	18056	8/2008 High speed internet, 5 MB.	\$74.95
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Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

6/30/2009 Cable Montana	18168	9/2008 High speed internet, 5 MB.	\$74.95
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18305	10/2008 High speed internet, 5 MB.	\$74.95
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18417	11/2008 High speed internet, 5 MB.	\$74.95
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18533	12/2008 High speed internet, 5 MB.	\$74.95
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18630	1/2009 High speed internet, 5 MB.	\$75.94
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18738	2/2009 High speed internet, 5 MB.	\$75.94
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18831	3/2009 High speed internet, 5 MB.	\$75.94
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	18978	4/2009 High speed internet, 5 MB.	\$75.94
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
6/30/2009 Cable Montana	19097	Portion of the \$75.94 5/2009 bill (remainder paid for by City of Red Lodge). High speed internet, 5 MB.	<u>\$49.04</u>
Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.			
<b>Total Expenses:</b>			\$1,369.50
<b>Total Remaining:</b>			\$0.00

**Benefit/Outcome**



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### Name of Federation:

South Central

### Name of Library:

Roundup School-Community Library

### Expense Detail:

#### Program 2 Federation Award: \$1,535.50

Date	Claimant	Tracking #	Description	Amount
6/8/2009	OCLC		August 13, 2008 OCLC annual fees	\$567.00

OCLC allows us to ILL to and from all libraries. It is also required to be a part of the Montana Shared Catalog. We do all of our copy cataloging for our library through the Montana Shared Catalog and OCLC.

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6/8/2009	Montana Library Association		February 19, 2009 This is dues for our library board trustees and our community librarian.	\$60.00
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The Montana Library Association provides training and information to assist the trustees and librarian in becoming better trustees and learning more about librarianship and helping our patrons.

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6/8/2009	Roundup Area Chamber of Commerce		February 9, 2009 NonProfit dues for the Roundup Area Chamber of Commerce	\$50.00
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This helps us to have a better presence in our community and also helps the chamber of commerce to be a better organization which will help the economic health of our community. We have made many positive contacts because of our membership in the local chamber of commerce.

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6/8/2009	Bozeman Comfort Inn		May 8, 2009 Motel room charge for the spring meeting of the Montana Shared Catalog	\$78.11
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The spring meeting was very helpful to me as a librarian. The training provided on the Director's Station made that particular program a very useful tool for me in the library. The networking done at these meetings is very helpful.

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6/8/2009	Applebee's Bozeman		Meal before the Spring MSC meeting in Bozeman. Great meal.	\$11.18
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The Director's Station training was at 1:00 PM. I arrived in Bozeman in time to have a bite before the training. The training was very helpful. She helped me to understand how the program worked, not just showing me which menus to choose.

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6/8/2009	Santa Fe Red's Bozeman		May 7, 2009 The School Birds of a Feather MSC meeting at Santa Fe Red's.	\$16.87
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The networking that the Birds of a Feather meals provide for participants in the MSC are invaluable in the amount of information we take in and the number of ideas that we can try in our own libraries. My problem with the Birds of Feathers meetings is that we are a combined school and public library. I would like to attend the small libraries and also the school meetings.

I try to get information from both. This time I chose the school session. It was helpful.

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6/8/2009	Country Skillet Big Timber	May 8, 2009 I stopped in Big Timber for a bite to eat on the way home from the MSC Spring meeting in Bozeman.	\$16.64
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The ride home from the MSC Spring meetings gave me time to mull over some the mounds of material we learned. The meetings are informative.

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6/8/2009	Walmart	April 30, 2009 Prizes for Summer Reading Program	\$23.50
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Prizes help to make the Summer Reading Program a success. One of our goals at the school is for our students to become lifelong learners. Our school mission states: "In partnership with the community, we offer a safe, caring, and challenging environment, with a common goal to produce lifelong learners striving to reach their maximum potential." The summer reading program encourages that mission.

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6/8/2009	Watson Label Products	August 25, 2008 Patron barcode labels and Item Barcode labels for rebarcoding.	\$372.29
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We had to rebarcode the entire library to comply with the new standards of the Montana Shared Catalog. The MSC has been a tremendous upgrade for our library. Our patrons are able to use an online system for the first time. We have never had the electronic card catalog portion of a system. It has required a tremendous amount of work, but the complete benefits are yet to be seen by our younger students and patrons.

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6/29/2009	Walmart	Summer Reading Program Prizes	\$23.50
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We are encouraing the children to enjoy coming to the library and learn how much fun reading is for the family. They will become lifelong learners and lifelong library patrons.

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6/29/2009	Walmart	Summer Reading Program Prizes	\$56.88
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The children involved with the summer reading program have been doing a lot of reading. They have enjoyed the whole summer reading experience. The prizes are helping to encourage further reading. It has been a joy to watch the children talk about their reading and an added bonus is that some of them have been spending more time with parents who are reading to them.

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6/29/2009	Big Lots	Summer Reading program prizes	\$73.50
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We purchased some science sets and recreational sets for the children to choose as prizes at the end of the summer reading program. Some of the bug collecting kits were very popular in the choosing of prizes as their names were drawn. They had their name in the hat for the number of books they read.

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6/30/2009	Upstart	May 9, 2009 Bookmarks, Stickers, Book Bags for Summer Reading Program Get Creative @ your Library.	\$20.00
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We try to follow the rest of the state by utilizing the common theme of the annual summer reading program. This year it was Get Creative @ Your Library. We had puppet plays, musical parades, and lots of reading at our summer reading program this summer. The children were read to by junior high and high school readers plus adult volunteers, some of who were library board members. It was a very successful reading program. Thank you very much.

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7/11/2008	Montana State Library	Montana Shared Catalog ongoing fees.	<u>\$166.03</u>
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The Montana Shared Catalog has helped our patrons tremendously. We are able to share materials with others and it is really easy to borrow other materials. Our patrons love the online

OPAC. The MSC has been a very positive move for Roundup Community Library.

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**Total Expenses:** \$1,535.50

**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Stillwater County Library

### Expense Detail:

#### Program 1 Federation Award: \$86.00

Date	Claimant	Tracking #	Description	Amount
3/21/2009	kathleen ralph	46495	south central federation meeting board member educaton	\$48.40
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9/19/2009	susan nathan	45192	msl workshop in livingston travel expense continuing education	<u>\$36.00</u>
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<b>Total Expenses:</b>				\$84.40
<b>Total Remaining:</b>				<b>\$1.60</b>

### Benefit/Outcome

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#### Program 2 Federation Award: \$1,369.50

Date	Claimant	Tracking #	Description	Amount
3/26/2009	OCLC	po 44563	oclc subsription ill lending to patrons/cataloging	\$566.49
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3/26/2009	qwest	po 44559	phone phone lines/ allows community fax service	\$127.48
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3/26/2009	qwest	po 45184	phone phone lines/allows comm fax service	\$127.48
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3/26/2009	qwest	po 45200	phone phone lines/allows comm fax service	\$128.26
-----				
3/26/2009	qwest	po 45214	phone phone lines/ allows comm fax service	\$128.26
-----				
3/26/2009	qwest	po 45936	phone phone lines/ allows comm fax service	\$127.48
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3/26/2009	qwest	po 45947	phone	\$128.75

phone lines/ allows comm fax service

7/21/2009 QWest PO 46493 phone \$35.27  
phone lines/ access to oclc, ect

**Total Expenses:** \$1,369.47  
**Total Remaining:** \$0.03

**Benefit/Outcome**

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