

# Federation Annual Report

For FY 2011

(July 2010 Through June 2011)

Coordinator's Library:

Miles City Public Library

Coordinator:

Sonja Woods

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

Chairperson, Board of Trustees,  
Coordinator's Library:

Betty Berger

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: \$20,934.00

Total CST Expended: \$20,933.75

## EXPENDITURES BY PROGRAM:

PROGRAM #: NAME	Total Expended for Program
Program 1: CONTINUING ED, TRAINING AND TRAVEL	\$4,099.07
Program 2: TECHNOLOGY AND RESOURCE SHARING	\$12,368.16
Program 3: COMMUNICATION/PR AND CONSULTATION	\$3,487.97
Program 4: ADMINISTRATIVE SERVICES	\$978.55
<b>Total Expenditures - All Programs</b>	<b>\$20,933.75</b>

## EXPENDITURES BY LIBRARY:

LIBRARY	STATUS	Total Revenue	Total Expended
Bicentennial Library of Colstrip	Active	\$1,080.58	\$1,080.58
Ekalaka Public Library	Active	\$1,324.88	\$1,324.88
Fallon County Library	Active	\$1,252.16	\$1,252.16
Garfield County Library	Active	\$1,262.26	\$1,262.26
George McCone Memorial County Library	Active	\$1,337.00	\$1,337.00
Glendive Public Library	Active	\$1,248.12	\$1,248.12
Henry A Malley Memorial Library	Active	\$1,972.16	\$1,971.91
Miles City Public Library	Active	\$5,309.56	\$5,309.56
Prairie County Library	Active	\$1,651.36	\$1,651.36
Rosebud County Library	Active	\$1,183.48	\$1,183.48
Sidney-Richland County Library	Active	\$1,369.78	\$1,369.78
Wibaux Public Library	Active	\$1,942.66	\$1,942.66
<b>TOTALS</b>		<b>\$20,934.00</b>	<b>\$20,933.75</b>

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

### **Program 1: CONTINUING ED, TRAINING AND TRAVEL**

**Narrative:**

- Identify which goal this program supports (Federation Goal #1)
- 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 or other community trainings).

1. A grant of \$354.83 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 meetings 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. Some member libraries have designated portions of their funds for additional CE.

**Benefit/Outcome:**

All of the library staff is better trained and allowed to interact and network with other librarians and the State Library support staff.

This also allows directors and staff to become state certified librarians.

### **Program 2: TECHNOLOGY AND RESOURCE SHARING**

**Narrative:**

1. Funds will be used to purchase technology and technology related resources. Technology is a means of sharing resources. First priority will be for member libraries 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 programs or 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, technical support or MSC expenses.
2. Heritage Quest- The Federation will commit \$600 towards a state consortium purchase of Heritage Quest.
3. To help smaller libraries work towards joining the Montana Shared Catalog, the Federation will pay for costs of 14 digit barcodes following MSC guidelines.
4. Funds remaining/not used from any program may be redirected for postage to help with rising ILL costs or other reference/ professional materials, book discussion kits, MP3 players, MSC barcodes, news ads or technology that benefits the federation may be purchased.

\*Cautionary note- Funds cannot be used for normal operating costs that should be borne 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."

**Benefit/Outcome:**

Funds provided allowed all Sagebrush libraries to afford the annual OCLC subscription. Funds also allowed some non-automated libraries to afford peripheral devices and barcodes to become a part of the Montana Shared Catalog.

Funds provided Heritage Quest for all library patrons, statewide.

**Program 3: COMMUNICATION/PR AND CONSULTATION**

**Narrative:**

The Federation Coordinator or a representative will attend at least two Coordinator meetings. Two Federation meetings will be held each year. In past years, the annual spring federation meeting was held in Miles City, as it is the most central location and the fall meeting was held at other Federation libraries. But in order to help the smaller libraries position themselves to join the MSC, both meeting will be held in Miles City(2010-2012). The cost savings of travel funds is being redirected to barcodes in Program Two. After all the smaller Sagebrush libraries that need help with barcoding costs have been helped, the Members will revisit having other libraries host the fall meeting.

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 which keeps Federation libraries updated as to the "joys and concerns" and what's happening in member libraries. Besides members, it is sent to the State Library Commission. A Federation blog was implemented. No cost is involved but will be used to facilitate Federation communication.

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.

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.

The Federation has budgeted \$840 for PR purposes to promote the value of all libraries. Sagebrush may decide to purchase an ad in a regional newspaper(Billings Gazette), community newspapers or radio ads. These ads may be purchased for National Library Week. 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 PR materials such as advertising, brochures, posters for the community, bookmarks, etc.

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**Benefit/Outcome:**

Funds allowed the Coordinator to attend meetings with the Library Commission. Federation committees were able to gather to update and plan future Federation services.

Outreach and PR efforts reached library patrons throughout Eastern Montana on the benefits and value of libraries.

#### **Program 4: ADMINISTRATIVE SERVICES**

**Narrative:**

Sagebrush Federation of Libraries will provide to the Miles City Public Library funds which will be used as a stipend for the Coordinator to administer and manage the affairs of the Sagebrush Federation (Per Coordinator job description). The headquarters library will also receive funds for supplies such as postage, copies and long distance used for Federation business.

**Benefit/Outcome:**

Funds provided covered all administrative costs associated with Federation management. Benefit: an informed and progressive Federation which serves all patrons.

## Individual Library Report for FY 2011 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:**

Sagebrush

**Name of Library:**

Bicentennial Library of Colstrip

**Expense Detail:**

**Program 1 Federation Award: \$70.00**

Date	Claimant	Tracking #	Description	Amount
7/8/2011	Bicentennial Library		Travel to Offline for Frank Barreto and Mary Kay Bullard	<u>\$70.00</u>

assisted with continuing education in technology.

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**Total Expenses:** \$70.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$637.00**

Date	Claimant	Tracking #	Description	Amount
7/22/2011	Bicentennial Library		OCLC	<u>\$637.00</u>

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**Total Expenses:** \$637.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$373.58**

Date	Claimant	Tracking #	Description	Amount
7/8/2011	Bicentennial Library		Purchased Coby 4 video Mp3 players for all Sagebrush Library members.	\$351.45

Allows members to experiement with the technology and become familiar with Montana Library2go.

9/7/2011			Cost towards nook color	<u>\$22.13</u>
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will bring to federation meetings for other librarian benefits

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**Total Expenses:** \$373.58  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

Ekalaka Public Library

### Expense Detail:

#### Program 1 Federation Award: \$587.10

Date	Claimant	Tracking #	Description	Amount
10/5/2010			Hotel room and travel expenses to Great Falls from Ekalaka 434 miles	\$472.10
Networking and attended 4 classes that gave me 12 CE's				
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11/6/2010			Travel to spring Federation meeting and meal	<u>\$115.00</u>
Attended spring Federation meeting, networking with other librarians, signed up for POS committee and class for CE.				
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<b>Total Expenses:</b>				\$587.10
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$655.75

Date	Claimant	Tracking #	Description	Amount
10/5/2010			OCLC subscription	\$198.00
Cataloging				
-----				
2/16/2011	Watson Label Products		New barcode labels required by the Montana Shared Catalog	\$146.65
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6/15/2011	Mid-Rivers Communications		Wireless Router	\$82.00
We added Wi-Fi for our out of town/state patrons.				
-----				
1/6/2011	Follett		Follett Software	<u>\$170.00</u>
For Circulation and Cataloging				
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<b>Total Expenses:</b>				\$596.65
<b>Total Remaining:</b>				\$59.10

#### Benefit/Outcome

#### Program 3 Federation Award: \$82.03

Date	Claimant	Tracking #	Description	Amount
1/3/2011	Ekalaka Eagle		Ad in local newspaper	\$20.00

Christmas ad promoting the library and services.

2/23/2011 Upstart	Promotional items for the Summer Reading Program	\$35.25
To promote the Library and the Summer Reading Program		
3/30/2011 Post Office	Stamps	\$42.06
Postage for ILL's		
4/7/2011 Ekalaka Eagle	National Library Week Ad	\$20.00
To promote the library for National Library Week		
7/30/2010 A & A Wholesale	Parade supplies	<u>\$23.82</u>
We put a float in the parade to promote the library, and this is what I spent making our float.		

**Total Expenses:** \$141.13

**Total Remaining:** (\$59.10)

**Benefit/Outcome**

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**Name of Federation:**

Sagebrush

**Name of Library:**

Fallon County Library

**Expense Detail:**

**Program 1 Federation Award: \$354.83**

Date	Claimant	Tracking #	Description	Amount
6/15/2011	Vera M. Abrams	04302011	04/06 -- 09/2011: Attend Montana Library Association conference in Billings, Montana.	<u>\$354.83</u>

Networked with various libraries with the same size as Fallon County Library. Attended the Commissioners meeting and their "Chat with the Commissioners" meet and greet. Obtained information on recently published titles, new technology, and administrative practices.

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**Total Expenses:** \$354.83  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$655.75**

Date	Claimant	Tracking #	Description	Amount
6/15/2011	Fallon County Library	ABRA-2011	Annual subscription to OCLC.	<u>\$655.75</u>

Fallon County Library is a copy cataloging library. OCLC fulfills that need. As a member of MSC, Fallon County Library must maintain an annual subscription to OCLC as a cataloging tool.

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**Total Expenses:** \$655.75  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$241.58**

Date	Claimant	Tracking #	Description	Amount
6/15/2011	Vera M. Abrams	11062011	11-06-2011: Attend semi-annual Sagebrush Federation meeting in Miles City.	\$85.50

Met with libraries of my federation and established work committees for the year. MSL updated me on Courier Project, Shared Catalog, strategic plan and RFP for databases.

6/15/2011	Vera M. Abrams	03262011	03-26-2011: Attend Sagebrush Federation meeting in Miles City.	\$85.50
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Committee for bylaw revision established. POS was presented. List of Federation libraries joining MSC and ones remaining. Networking with my Federation libraries always gives me valuable information for things that may enhance my own library.

6/15/2011	Vera M. Abrams	022011	02/2011: Travel to Miles City to meet and consult with Plan of Service Committee.	<u>\$70.58</u>
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Plan of Service done in order to present for approval to Federation at March meeting.

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**Total Expenses:** \$241.58

**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Name of Federation:**

Sagebrush

**Name of Library:**

Garfield County Library

**Expense Detail:**

**Program 1 Federation Award: \$812.58**

Date	Claimant	Tracking #	Description	Amount
4/15/2011	Mareta Brusett	1329	Spring 2011 Sagebrush Federation Meeting Opportunity for trustee to meet other librarians--understand what Federation does and how all benefit from the working together	\$85.68
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4/15/2011	Visa	1334	Registration for 2011 MLA Conference Being able to interact with other Librarians and staff opens doors for what can be changed or improved in your library and also makes you aware of what may affect your library in the future--what to study up on and be ready for.	\$139.00
-----				
4/15/2011	Noreen McKeever	1333	Travel expenses for 2011 MLA Conference Interaction with other Librarians and Staff make you a better Librarian--with more goals and direction after seeing what others are doing. Gives impetus for improvement in the Library--also makes it re-enforces how very important libraries and their services are in our world	\$245.68
-----				
5/16/2011	Visa	1337	Lodging and meals for MLA Conference--Billings Hotel and Convention Center CE credits and the opportunity to interact with other librarians to improve skills for making our library a better institution and further Libraries in general	<u>\$242.37</u>
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<b>Total Expenses:</b>				\$712.73
<b>Total Remaining:</b>				\$99.85

**Benefit/Outcome**

**Program 2 Federation Award: \$198.00**

Date	Claimant	Tracking #	Description	Amount
9/1/2010	OCLC, Inc.	1314	Subscription for OCLC Allows our Library to share resources we have with other libraries and our library to obtain for our patrons information that we don't have.	\$198.00
-----				
6/16/2011	Visa	1341	JFJ Easy Pro CD repair machine With our growing DVD and Audio CD Book collection growing it will keep all CD's in better condition both for our local patrons and for any requests from other Libraries to use them.	<u>\$104.12</u>
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<b>Total Expenses:</b>				\$302.12
<b>Total Remaining:</b>				(\$104.12)

**Benefit/Outcome**

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**Program 3 Federation Award: \$251.68**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
11/15/2010	Noreen McKeever	1317	Fall 2010 Sagebrush Federation meeting in Miles City  Opportunity to meet other libraries, learn what Federation does and how we all benefit from the interaction	\$90.84
-----				
4/15/2011	Noreen McKeever	1328	2011 Sagebrush Federation Meeting  Opportunity to meet other librarians, learn more what Federation does and how we all benefit.	\$91.68
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4/15/2011	Highsmith	1327	Promotional items for National Library Week  Giving promotional items away makes everyone more aware of the Library as they leave and talk about what and where they received it	<u>\$64.89</u>
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				<b>Total Expenses:</b> \$247.41
				<b>Total Remaining:</b> \$4.27

**Benefit/Outcome**

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**Name of Federation:**

Sagebrush

**Name of Library:**

George McCone Memorial County Library

**Expense Detail:**

**Program 1 Federation Award: \$525.58**

Date	Claimant	Tracking #	Description	Amount
7/6/2011			Registration for MLA in Billings \$203.00 Hotel, Meals, Mileage MLA -Billings 322.58	<u>\$525.58</u>

This education is great - so many fields and classes to chose from. The things you learn are so beneficial to improving your skills as a librarian as well as passing new things on to patrons and board members.

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**Total Expenses:** \$525.58  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$485.00**

Date	Claimant	Tracking #	Description	Amount
7/6/2011			OCLC Costs 400.00 Web Page Updating and Domain Name Renewal 85.00	<u>\$485.00</u>

OCLC allows us to order books we do not have for our patrons. It is also a good tool to ineract with other libraries Having a Web Page opens a whole new world to people from all states and lets them know what is going on in our little town. It also keeps our local patrons up to date on the happenings and new books we have.

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**Total Expenses:** \$485.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$326.42**

Date	Claimant	Tracking #	Description	Amount
7/6/2011			2 Federation Meetings in Miles City 256.42 National Library Week Advertising 70.00	<u>\$326.42</u>

Federation Meetings keep us connected to the libraries in our area. Board members attending get to have a voice in the decisions of the federation and how the dollars are spent. They can see just what the federation does for all of us. The CE at these meetings is always a benefit in learning new processes in technology. The money that the federation gives us each year lets us do things that are not in our budget and that makes alot of difference in keeping up especially in technology. Advertising for National Library Week has made a difference for our library. Highlighting new books, magazines, DVD's and patrons visiting with each other makes it a great week.

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**Total Expenses:** \$326.42

**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Name of Federation:**

Sagebrush

**Name of Library:**

Glendive Public Library

**Expense Detail:**

**Program 1 Federation Award: \$354.83**

Date	Claimant	Tracking #	Description	Amount
4/18/2011	MLA		Staff attended annual Montana Library Association Conference.	<u>\$354.83</u>

In this time of economic downturn, it is vital that the library remains current and adaptable. Having library staff attend a MLA conference improves the quality of service our patrons receive. The more knowledgeable the library staff is, the better they are to direct patrons to job opportunity resources, educational resources, technology assistance, and other services that can be accessed only at the library. Families are tightening their economical belts and the first thing that is cut is recreational activities. The library becomes an asset of free reading materials, story-times, movie nights, and other fun activities that families can participate in without stressing out their household budgets. The library has become a safe haven in this economical storm.

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**Total Expenses:** \$354.83  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$655.75**

Date	Claimant	Tracking #	Description	Amount
6/24/2011	OCLC			<u>\$655.75</u>

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**Total Expenses:** \$655.75  
**Total Remaining:** \$0.00

**Benefit/Outcome**

Libraries across the country are faced with budget cuts. Many libraries are finding unique and resourceful ways to give their patrons the services and materials they desire at the fraction of the cost. It would be irrational for a single library to order every item that every patron requests, so a way to increase materials for patrons without breaking library's budget is to resource share.

**Program 3 Federation Award: \$237.54**

Date	Claimant	Tracking #	Description	Amount
4/4/2011			Bags were purchased to be given out at library events and also at non-library events to promote the library.	<u>\$237.54</u>

In this time of budget cutting and eliminating programs; the library wanted to remind the community what would be lost without its library. Many valuable resources would be lost.

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Total Expenses: \$237.54

Total Remaining: \$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

Henry A Malley Memorial Library

### Expense Detail:

#### Program 1 Federation Award: \$504.83

Date	Claimant	Tracking #	Description	Amount
6/7/2011	Diane Stuver		Expenses related to attending MLA/MPLA 2011 annual convention in Billings in April 2011.	\$459.34

Learned new and very useful information. After attending Jimm Semmelroth's "Geek Security Workshop" came back to Broadus and installed Deep Freeze on the libraries public PC's. All of the workshops I attended were very informative

6/7/2011	Alderman Oil -Broadus		Fuel for county car-Fall 2010 Sagebrush Fall meeting-Miles City-\$25.96 Fuel for county car-Spring 2011 Sagebrush Spring meeting-Miles City-\$35.12	<u>\$61.08</u>
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Important to stay up to date on Sagebrush/MSL business. Workshops were also great Fall-Facebook Spring-downloadable media

**Total Expenses:** \$520.42  
**Total Remaining:** (\$15.59)

### Benefit/Outcome

#### Program 2 Federation Award: \$1,225.75

Date	Claimant	Tracking #	Description	Amount
6/7/2011	OCLC		Yearly subscription to OCLC.	\$400.00

Hard to imagine not having having this service. Interlibrary loan is such a wonderful service to be able to provide to our library patrons. It's also great to know we have items that other libraries can use.

6/7/2011	Star Printing-Miles City		Honeywell Scanner	\$175.00
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Scanner being used to enter libraries holdings onto computer in preparation to joining the MSC this fall (2011)

6/7/2011	Star Printing		Star Micronics Dot Matrix Printer	\$189.00
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will be used when Library goes online with MSC

6/7/2011	Watson		Bar Codes purchased	<u>\$632.49</u>
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Joining the MSC is very exciting as the library is going from a paper card catalog directly to the Shared Catalog.

**Total Expenses:** \$1,396.49  
**Total Remaining:** (\$170.74)

**Benefit/Outcome**

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**Program 3 Federation Award: \$241.58**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
6/7/2011	Powder River Examiner Newspaper		Ad placed in local weekly newspaper promoting the libraries summer reading program.	<u>\$55.00</u>

Attempting to increase number of children participating in summer reading program. The ad in the paper will hopefully help with this.

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**Total Expenses:** \$55.00  
**Total Remaining:** \$186.58

**Benefit/Outcome**

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**Name of Federation:**

Sagebrush

**Name of Library:**

Miles City Public Library

**Expense Detail:**

**Program 2 Federation Award: \$2,902.37**

Date	Claimant	Tracking #	Description	Amount
7/19/2011	Missoula Public Library		Federation expense: Heritage Quest subscription annual fee.	\$600.00
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7/19/2011	Apple, Inc.		Macintosh PC for the Public Meeting room presentation TV (received from BTOP grant funds).	\$891.00
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7/21/2011	Montana State Library		Additional title purchase for MTLibrary2Go titles.	\$557.00
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7/21/2011	Montana State Library		Title purchase for MTLibrary2Go.	\$500.00
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7/22/2011	Watson Label		Barcodes for McCone County Library.	\$600.72
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7/22/2011	Watson Label		Barcodes for the Miles City Public Library.	<u>\$133.62</u>
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<b>Total Expenses:</b>				\$3,282.34
<b>Total Remaining:</b>				<b>(\$379.97)</b>

**Benefit/Outcome**

**Program 3 Federation Award: \$1,307.19**

Date	Claimant	Tracking #	Description	Amount
7/21/2011	Sonja Woods		Coordinator travel to Helena for Commissioner meetings.	\$505.67
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7/21/2011	Hannah Nash		Training costs for 2 classes provided at Federation Meetings.	\$500.00
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7/22/2011	UpStart		Social Networking bookmarks for Federation Libraries.	<u>\$43.00</u>
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<b>Total Expenses:</b>				\$1,048.67
<b>Total Remaining:</b>				<b>\$258.52</b>

**Benefit/Outcome**



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**Name of Federation:**

Sagebrush

**Name of Library:**

Prairie County Library

**Expense Detail:**

**Program 2 Federation Award: \$1,570.56**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
8/25/2010	OCLC		OCLC subscription	\$198.00
Access online resources, sharing of resources among libraries				
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3/25/2011	Watson		Barcodes	\$392.98
Will enable us to barcode our holdings to join the MSC to increase access to information for our patrons as well as share our resources with others.				
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4/25/2011	Miles City Star		Scanner	\$175.00
Used to join MSC to share our holding with others as well as increase resources available for our patrons				
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6/24/2011	Postage		Postage	\$290.72
Help with Ill costs. Sharing resources with all types of libraries and to provide access to information for our patrons.				
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6/8/2011	BOSS		Computer	<u>\$513.86</u>
Additional computer needed to join MSC catalog promote resource sharing among all libraries and for all patrons.				
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<b>Total Expenses:</b>				\$1,570.56
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$80.80**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
11/6/2010	Mileage		Federation meeting - Miles City	\$40.00
Staff attended meeting for networking and sharing of ideas with other libraries				
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3/26/2011	Mileage		Federation meeting - Miles City	<u>\$40.80</u>
Staff attended meeting for networking and sharing of ideas with other libraries				
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<b>Total Expenses:</b>				\$80.80
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

## Individual Library Report for FY 2011 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:

Sagebrush

### Name of Library:

Rosebud County Library

### Expense Detail:

#### Program 1 Federation Award: \$373.58

Date	Claimant	Tracking #	Description	Amount
8/29/2011	Susan Martin		Partial payment of mileage and lodging for MSL Fall Workshop in Great Falls Sept. 23-25, 2010.	<u>\$373.58</u>

Susan is the assistant librarian, book processor, and patron contact (overdues, etc.) person for the library. She attended workshops which have definitely enhanced what she does in the library. The patrons have benefited through her advanced knowledge: books are in their hands faster, both when new and when repaired, overdues and reports are handled better, and patron service has improved.

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**Total Expenses:** \$373.58

**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$637.00

Date	Claimant	Tracking #	Description	Amount
8/29/2011	OCLC, Inc.		OCLC group services contract for 2010-2011.	<u>\$637.00</u>

Our library could not function without OCLC. Our patrons benefit heavily from the use of our OCLC membership, as our OPAC opens access to the Montana Shared Catalog and the Partners Group, where patrons can get materials from libraries across the state. We also use OCLC for our Interlibrary Loan program, another patron benefit. Finally, with our size library, we cannot afford or attract a formally trained cataloger, so that copy cataloging using OCLC makes a major difference in handling items to insure the best access by patrons.

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**Total Expenses:** \$637.00

**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 3 Federation Award: \$172.90

Date	Claimant	Tracking #	Description	Amount
8/29/2011	Della Haverland		Payment for Della's travel to the MLA Convention in Billings.	\$102.90

Della is a new member who got to participate in the Federation group attending the honors for Trustee of the Year Albert Martens as well as meeting and communicating with many librarians from throughout the state. Her involvement in the library community will benefit her as an employee and the public as recipients of her increased understanding and expertise.

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8/29/2011 Hysham Echo

Payment for business directory listing in the  
Treasure County newspaper from July through  
December 2010.

\$48.00

Rosebud County Library serves as the public library for neighboring Treasure County, with the county seat located 25 miles away. Promotion of the library to the citizens of that county has been very beneficial to them, as the majority of their people are library patrons and get items both from our library and from the Partners Group. The local paper is one of several outreach efforts for Hysham and Treasure County.

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8/29/2011 Independent  
Press

Partial payment for a display ad promoting National  
Library Card Sign-Up Month at the library.

\$22.00

This ad in the Rosebud County newspaper was part of a major promotion for gaining new patrons, including school visits to second grade classes to promote first library cards and community outreach efforts toward new residents. The ad reminded people of the scope of a free library card and the value of the library in the lives of people of all ages.

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**Total Expenses:** \$172.90

**Total Remaining:** \$0.00

**Benefit/Outcome**

## Individual Library Report for FY 2011 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:**

Sagebrush

**Name of Library:**

Sidney-Richland County Library

**Expense Detail:**

**Program 1 Federation Award: \$600.00**

Date	Claimant	Tracking #	Description	Amount
5/9/2011	Billings Hotel and Convention Center	3/2011	Lodging for MLA conference	<u>\$600.00</u>

Funds helped cover costs for 4 Library Staff to attend training towards state certifications.

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**Total Expenses:** \$600.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$432.76**

Date	Claimant	Tracking #	Description	Amount
5/24/2011	Montana Shared Catalog	May 2011	Montana Shared Catalog Annual costs(automation,maintenance,cataloging)	\$410.58
Sidney-Richland County Library maintained membership in the Montana Shared Catalog				

5/24/2011		May 2011	Reallocation from program 3 to program 2; Annual Montana Shated Catalog costs	<u>\$22.18</u>
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Maintain membership in MSC

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**Total Expenses:** \$432.76  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$337.02**

Date	Claimant	Tracking #	Description	Amount
5/9/2011	Heather Cotter	11/2010	Mileage to travel to fall Sagebrush Federation meeting	\$138.50
Three staff networked with Eastern Montana librarians. Being able to meet face to face and share Library how to's is invaluable. Staff was able to listen and speak to State Librarian, Darlene Staffeldt.				

5/9/2011	Heather Cotter	3/2011	Mileage/travel expenses to attend the spring Sagebrush Federation meeting.	\$128.52
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Three staff were able to attend the Federation business meeting and participate in discussion of the Federation POS. Staff also was able to connect to the MSL through MSL staff person Tracy Cook.

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5/9/2011 Sidney Herald 5/2011 Newspaper ad for all libraries in Richland County for \$70.00  
National Library Week

Richland County residents were reminded again of the value of libraries and the resources available to them for free.

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**Total Expenses:** \$337.02  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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## Individual Library Report for FY 2011 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:

Sagebrush

### Name of Library:

Wibaux Public Library

### Expense Detail:

#### Program 2 Federation Award: \$1,716.74

Date	Claimant	Tracking #	Description	Amount
7/20/2011	OCLC		OCLC	\$400.00
Access to online information resoures, provide quality services to the community. Sharing our resources with the federation and other Libraries.				
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7/20/2011	Technology		Purchased Barcodes	\$511.22
Upgrade to a 14 digit barcode and become part of Montana Shared Catalog.				
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7/20/2011	Technology		Barcode Protectors	\$616.52
Part of our upgrading to 14 digit barcodes and joining the Montana Shared Catalog.				
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7/20/2011	Technology		Reciept Printer	<u>\$189.00</u>
Part of our upgrade to join Montana Shared Catalog.				
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<b>Total Expenses:</b>				\$1,716.74
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

#### Program 3 Federation Award: \$225.92

Date	Claimant	Tracking #	Description	Amount
7/20/2011	Mileage		Sagebrush Meeting Miles City	\$104.00
Staff could attend meeting, network and consult with other Libraries. Training.				
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7/20/2011	Mileage		Sagebrush Meeting Miles City	\$98.94
Staff could attend meeting, network and consult with other Libraries. Training.				
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7/20/2011	PR Materials		MontanaLibrary2Go and Summer Reading Promotional Items.	<u>\$22.98</u>
Keeping our patrons and communtiy aware of services offered at the Library				
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<b>Total Expenses:</b>				\$225.92
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome