

## Plan of Service and Budget Request for FY 2012 July 2011 Through June 2012

### Federation

Tamarack

### Participating Federation Libraries

#### Public

Bitterroot Public Library	Active
Darby Community Public Library	Active
Flathead County Library System	Active
Lincoln County Public Libraries	Active
Mineral County Public Library	Active
Missoula Public Library	Active
North Lake County Public Library	Active
North Valley Public Library	Active
Plains Public Library District	Active
Preston Hot Springs Town-County Library	Active
Ronan City Library	Active
St Ignatius School-Community Library	Active
Thompson Falls Public Library	Active
Whitefish Community Library	Active

#### Branch

Frenchtown School and Community Library (Missoula Co.)	Active
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#### Special

Rocky Mountain Laboratories Library	Active
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#### School

Lincoln County High School	Active
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## Long Range Goals

### Goal # 1 Description

To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation.

The fall meeting will be held via conference call to defray the cost of travel and time away from work. Multi-type libraries are encouraged to participate in the Tamarack Federation meetings. Business of the Federation will take place as well as State Library updates. Training will not be an option at this meeting.

The spring meeting will take place over two days. Encouraging membership participation from multi-type libraries prioritizing federation-wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are unused funds they will help defray the cost for extra member participation.

The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

#### Associated MSL Goals

- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
  - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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### Goal # 2 Description

To provide training and professional development for member libraries' staff. Library Directors must obtain State Library Certification to meet Library Standards. Other library employees and Trustees are encouraged to obtain certification in order to provide quality library services in Tamarack Federation Libraries.

In the library world of technology it is important for library staff to be informed and trained in new technologies and innovative library services in order to serve the users.

#### Associated MSL Goals

- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
  - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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### Goal # 3 Description

To improve technology for improving access to library content and services. Libraries must provide convenient, high-quality and cost-effective access to collections and services.

#### Associated MSL Goals

- 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
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### Goal # 4 Description

To assist libraries with expanding and sharing their collections.

Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.

#### Associated MSL Goals

- 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
  - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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### Goal # 5 Description

To provide support for individual libraries to meet Federation goals by planning and analyzing space usage and technology support needs necessary to support resource sharing activities. To facilitate federation-wide resource sharing, libraries need to continually re-evaluate the use of current space and technology support functions required to implement activities such as floating collections and space allocation for additional Web-content servers.

**Associated MSL Goals**

- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
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## Administrative Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

### Revenue Summary

CST Revenue	Allotted
General Fund	\$41,145.00
	<u>\$0.00</u>
Total:	\$41,145.00

### Expense Summary

Program 1 - TWO MEMBERSHIP MEETINGS	Budgeted
Program 2 - TRAINING AND PROFESSIONAL DEVELOPMENT	\$8,009.00
Program 3 - TECHNOLOGY	\$9,932.00
Program 4 - EXPANDING AND SHARING COLLECTIONS	\$12,810.00
Program 5 - PLANNING FOR BUILDING IMPROVEMENT	\$10,394.00
	<u>\$0.00</u>
Total:	\$41,145.00

**Note:** Total Expenses \$41,145

## Program Summaries

**Program:** 1

**Description:** TWO MEMBERSHIP MEETINGS

### Narrative

Two membership meetings will be held in FY 2011.

The fall meeting will be via conference call. CE will not be available during the fall meeting. All Public Libraries must send a representative to both meetings to qualify as an active member. If a Public Library is not represented due to an emergency the executive committee will determine if the library will have active or inactive status.

It is beneficial that the Montana State Library staff and State Commissioners participate in the meetings.

The spring meeting will be conducted over two days. Business of the Federation will be conducted and a full day of training for Trustees and Librarians will take place.

Expenses will be covered for a Public Library Trustee and a Librarian from each of the active Public Libraries. Expenses for one member of a School or Special Library will be covered. Mileage to the meeting is at the expense of each library.

The coordinator will:

- Arrange meetings
- Create and distribute appropriate notices and documents for the meetings
- Attend at least 3 State Library Commissioners meetings
- The Federation Coordinator Library will receive \$1000 to help defray the costs for travel and other Federation Expenses.

Included in each years business:

- Conduct the business of the federation, including election of officers, in accordance with its by-laws
- Create the POS for the following year in a timely manner with membership participation.
- Allow networking among colleagues by sharing "joys and concerns" of each library attending
- Provide an opportunity for continuing education during the spring meeting.

Any remaining funds will be used to purchase extra titles in MyMTLib2Go

### Evaluation

The POS will continue to be a creative and fiscally responsible tool for providing library services to all federation residents.

The membership will mentor new librarians and new trustees by sharing "Joys and Concerns". State Library staff and State Commissioners will learn of the needs and concerns of libraries which will aid them in making decisions on library issues and securing federation support.

Librarians will be informed of state and national library issues.

### Associated Tamarack Federation Goals

1 - To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation. The fall meeting will be held via conference call to defray the cost of travel and time away from work. Multi-type libraries are encouraged to participate in the Tamarack Federation meetings. Business of the Federation will take place as well as State Library updates. Training will not be an option at this meeting. The spring meeting will take place over two days. Encouraging membership participation from multi-type libraries prioritizing federation-wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are unused funds they will help defray the cost for extra member participation. The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

**Program Budget:** \$8,009.00

**Budget Detail: Library**

Missoula Public Library

**Amount**\$8,009.00

Total expenses for Program 1:

\$8,009.00

Variance from Program 1 budget:

\$0.00

**Program: 2****Description:** TRAINING AND PROFESSIONAL DEVELOPMENT**Narrative**

Library staff will attend training and/or professional opportunities at local, state and national levels. Includes but is not limited to workshops, on-line courses, conferences and academic classes. Registration, mileage, lodging, meals and materials may be included in the costs.

**Evaluation**

Library staff will provide new and improved library services for their users.

**Associated Tamarack Federation Goals**

2 - To provide training and professional development for member libraries' staff. Library Directors must obtain State Library Certification to meet Library Standards. Other library employees and Trustees are encouraged to obtain certification in order to provide quality library services in Tamarack Federation Libraries. In the library world of technology it is important for library staff to be informed and trained in new technologies and innovative library services in order to serve the users.

**Program Budget:** \$9,932.00**Budget Detail: Library****Amount**

Bitterroot Public Library

\$1,274.50

Darby Community Public Library

\$1,249.00

Missoula Public Library

\$2,549.00

North Lake County Public Library

\$549.00

Plains Public Library District

\$100.00

Preston Hot Springs Town-County Library

\$1,350.00

Ronan City Library

\$674.50

St Ignatius School-Community Library

\$637.00

Thompson Falls Public Library

\$1,549.00

Total expenses for Program 2:

\$9,932.00

Variance from Program 2 budget:

\$0.00

**Program: 3****Description:** TECHNOLOGY**Narrative**

Libraries need to meet the minimal technology requirements to be able to participate in a shared catalog, interlibrary loan, etc. Each library will determine how to best address their technology needs.

Purchases may include, but are not limited to:

-Computer hardware, software and upgrades, firewall security

-Printers, scanners

-Membership costs for OCLC, Montana Shared Catalog, Virtual Reference

-Database costs

-Outreach and public relations costs promoting access to collections and library services

(Example of costs outside the scope of this program include, but are not limited to: e-books, furniture, barcodes and other supplies)

**Evaluation**

Libraries will meet or pass minimal requirements for joining the Montana Shared Catalog.

Library staff will be able to more efficiently access on-line products and programs for processing materials, training staff and providing information to library users. There will be additional public access computers or up-graded current ones to meet the needs of library users.

**Associated Tamarack Federation Goals**

3 - To improve technology for improving access to library content and services. Libraries must provide convenient, high-quality and cost-effective access to collections and services.

**Program Budget:** \$12,810.00

**Budget Detail: Library**

	<b>Amount</b>
Darby Community Public Library	\$1,300.00
Mineral County Public Library	\$2,549.00
North Lake County Public Library	\$2,000.00
Plains Public Library District	\$2,449.00
Preston Hot Springs Town-County Library	\$400.00
Ronan City Library	\$1,200.00
St Ignatius School-Community Library	\$1,912.00
Thompson Falls Public Library	<u>\$1,000.00</u>
Total expenses for Program 3:	\$12,810.00
Variance from Program 3 budget:	\$0.00

**Program: 4**

**Description:** EXPANDING AND SHARING COLLECTIONS

**Narrative**

Libraries may purchase and share collection materials in accordance with the Tamarack Federation Collection Policy, including creating Book Club kits. To encourage and assist in sharing collections, libraries may choose to apply funds to courier and /or postage costs.

**Evaluation**

Library communities will benefit from a new service: the sharing of Book Club kits.

Materials purchased in accordance with the Tamarack Federation Collection Policy will be available to all libraries.

Libraries will receive support in funding the cost of sharing materials.

**Associated Tamarack Federation Goals**

4 - To assist libraries with expanding and sharing their collections. Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.

**Program Budget:** \$10,394.00

**Budget Detail: Library**

	<b>Amount</b>
Bitterroot Public Library	\$1,274.00
Flathead County Library System	\$2,549.00
Lincoln County Public Libraries	\$2,549.00
North Valley Public Library	\$2,549.00
Preston Hot Springs Town-County Library	\$799.00
Ronan City Library	<u>\$674.00</u>
Total expenses for Program 4:	\$10,394.00
Variance from Program 4 budget:	\$0.00

**Program: 5**

**Description:** PLANNING FOR BUILDING IMPROVEMENT

**Narrative**

Libraries may use funds to support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to:

- Consultant fees and travel
- Design models
- Wireless feasibility studies
- Cost analysis reviews for adding a courier access area

**Evaluation**

Libraries will have "outside" experts advise them on best use of space or the need for expansion to improve participation in federation-wide activities.

**Associated Tamarack Federation Goals**

5 - To provide support for individual libraries to meet Federation goals by planning and analyzing space usage and technology support needs necessary to support resource sharing activities. To facilitate federation-wide resource sharing, libraries need to continually re-evaluate the use of current space and technology support functions required to implement activities such as floating collections and space allocation for additional Web-content servers.

**Program Budget:** \$0.00

**Budget Detail:** This program has no budget detail.

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## Signatures/Approvals

Membership Approval Date: \_\_\_\_\_

### Federation Coordinator

\_\_\_\_\_  
Honore Bray - Library Director

\_\_\_\_\_  
Date

### Federation Advisory Board Chairperson

\_\_\_\_\_  
Christine Prescott - Library Board Vice-Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Neal Leathers - Library Board Chair

\_\_\_\_\_  
Date

## Check Summary/Totals

### Library

	<b>Check Amount</b>
Bitterroot Public Library	\$2,548.50
Darby Community Public Library	\$2,549.00
Flathead County Library System	\$2,549.00
Lincoln County Public Libraries	\$2,549.00
Mineral County Public Library	\$2,549.00
Missoula Public Library	\$10,558.00
North Lake County Public Library	\$2,549.00
North Valley Public Library	\$2,549.00
Plains Public Library District	\$2,549.00
Preston Hot Springs Town-County Library	\$2,549.00
Ronan City Library	\$2,548.50
St Ignatius School-Community Library	\$2,549.00
Thompson Falls Public Library	<u>\$2,549.00</u>

Total Allocated:	\$41,145.00
Total Budgeted:	\$41,145.00
Discrepancy:	