

[Back](#) [Print](#)

Federation Annual Report

For FY 2012

(July 2011 Through June 2012)

Federation: South Central
 Coordinator's Library: Carnegie Public Library

Coordinator: Kate Lewis

Signature: _____ Date: _____

Chairperson, Board of
 Trustees,
 Coordinator's Library: Linda Larson

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.

AWARD/EXPENSE SUMMARY

Total CST Award: \$32,567.00

Total CST Expended: \$32,564.00

EXPENDITURES BY PROGRAM

Program #: Name	Total Expended by Program
Program 1: Continuing Education and Travel	\$2,602.00
Program 2: Technology and Resource Sharing	\$22,184.48
Program 3: \$2,000 will be allocated to fund continuing education and travel expenses for multi-type libraries.	\$2,000.00
Program 4: 1750.00 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits.	\$1,757.69
Program 5: Administrative Costs	\$4,019.83
Total	\$32,564.00

EXPENDITURES BY LIBRARY

Library	Status	Total Awarded	Award Expenses	Local Expenses
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Big Horn County Public Library	Active	\$1,553.53	\$1,550.53	\$11,000.00
Bridger Public Library	Active	\$1,521.53	\$1,521.53	\$324.47
Carnegie Public Library	Active	\$9,158.05	\$9,158.05	\$600.00
Denton Public Library	Active	\$1,685.53	\$1,685.53	\$111.27
Dorothy Asbjornson Community Library	Active	\$1,684.53	\$1,684.53	\$0.00
Harlowton Public Library	Active	\$1,518.53	\$1,518.53	\$2,995.78
Joliet Public Library	Active	\$1,478.53	\$1,478.53	\$338.90
Judith Basin County Free Library	Active	\$1,654.53	\$1,654.53	\$32.00
Laurel Public Library	Active	\$1,465.53	\$1,465.53	\$476.99
Lewistown Public Library	Active	\$1,608.53	\$1,608.53	\$0.00
Moore Public Library	Active	\$1,602.53	\$1,602.53	\$0.00
Parmly Billings Library	Active	\$1,464.53	\$1,464.53	\$0.00
Petroleum County School-Community Library	Active	\$1,631.53	\$1,631.53	\$1,220.00
Red Lodge Carnegie Library	Active	\$1,528.53	\$1,528.53	\$36.78
Roundup School-Community Library	Active	\$1,544.53	\$1,544.53	\$351.85
Stillwater County Library	Active	\$1,466.53	\$1,466.53	\$0.00
Total		\$32,567.00	\$32,564.00	\$17,488.04

BENEFIT/OUTCOME SUMMARY BY PROGRAM

Program 1: Continuing Education and Travel

Narrative

This program supports all of the South Central Federation goals. The goals are set to assist all Federation library workers and trustees to attend Federation meetings, pertinent conferences, meetings and other continuing education opportunities 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 mentor-ships. 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 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.

Benefit/Outcome

Program One allows funding for educational opportunities for librarians and trustees. Librarians can use these funds to attend conferences and trainings where they have learning opportunities which will make them better librarians. Librarians attended Montana Library Association Meetings, Montana Shared Catalog Meetings, Federation Meetings, American Library Association Meetings and also PNLA. The opportunity to network with other librarians is invaluable to all libraries especially the smaller rural libraries with small travel budgets. This funding allows librarians to gather and discuss important library matters such as patron needs, tricks of the trade, new library programs, products and equipment. The funding benefits all libraries in the South Central Federation.

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 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 under \$100.00 will be added to Program 5, Administrative costs. If there is a remaining amount over \$100.00, it will be added to Program 4, Book Club Kits. 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

Program Two allows funding for technology needs such as belonging to the Montana Shared Catalog, high speed internet services for patrons, telephone service for libraries, OCLC expenses including interlibrary loan expenses. Funding may also be used for better copiers, improved computers and computer labs, software and hardware for computers. Some libraries used this money for new, innovative equipment such as audio and e-readers in order

to offer help to interested patrons. Monies in Program Two were also used for marketing libraries by creating improved web sites, offering incentives to attract children to dynamic children's programs. Some libraries used these funds for databases like Heritage Quest or for the membership fee for the MontanaLibrary2Go. All of the libraries and their patrons benefit from these funds for technology and resource sharing. Many would have to go without these wonderful services if not for the Federation grant money.

Program 3: \$2,000 will be allocated to fund continuing education and travel expenses for multi-type libraries.

Narrative

This program provides the opportunity for the multi-type libraries of the Federation to progress by providing them with the opportunity to apply for assistance with training and/or mileage to training. The availability of this funding will be announced by an annual mailing sent out by the Federation Coordinator. Grants will be as much as \$250 based on an itemized expense request and a copy of the training agenda. Grants will be honored on a first come basis, one grant per library per year for any multi-type library in the Federation. The public libraries are not eligible for these particular grants.

Benefit/Outcome

Approximately 8 multi-type librarians apply for and are awarded funding from Program Three every year. Norma Glock from Columbus High School Librarian attended the MSL September Fall Workshop in Bozeman. Donna Petriccione from St. Francis Upper School went to the September Fall MSC meeting and training. Megan Thomas of MSU-B went to ASLP/PLD meeting Oct. 21, 2011 @ Chico. Darlene Hert attended ASLD/PLD Fall Retreat @ Chico Oct. 16, 2011. June Brown of Shepherd Jr./Sr. Schools went to MEA/MFT Educator's meeting Oct. 20-21, 2011. Janie Morisette of Hardin High School attended the Bureau of Ed Conference in Billings Dec 5, 2011. Suzanne McCandless attended Library Media training @Institute for Ed Development in Billings November 7, 2011. The public librarians in the South Central Federation all agree on the importance of sharing the Federation grant money with the multi-type libraries.

Program 4: 1750.00 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits.

Narrative

The Federation will provide Book Discussion Kits to member libraries. These kits will be rotated within the Federation to encourage Federation libraries to support reading groups for their patrons. Bags will be purchased and filled with 8 copies of the same title, along with discussion questions for book discussion groups. These kits will be cataloged in the Federation Coordinator's library and mailed to Federation members from there. Return postage will be included.

Benefit/Outcome

Program Four monies go toward the purchase of book discussion kits that are shared with all libraries in Montana. The kits are housed at the Federation Coordinator's library and may be obtained by request to the Federation Coordinator. The kits are checked out for 6-8 weeks so that libraries can offer sets of books for book club discussion groups. So far this program has been very successful and is a wonderful resource that Federation and other libraries can share. Return postage is included with every mailing so that borrowing the kits does not cost the individual libraries

anything. So far there are approximately 75 kits held by the SCFederation.

Program 5: Administrative Costs

Narrative

A wage of \$2,000 will be paid to the Federation Coordinator as contracted labor for time and effort spent working with the State Library and Federation Members to prepare a plan of service, an annual report, attend Library Commission meetings and set up federation meetings and projects. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 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. \$977 is allotted for the Federation Coordinator for per diem. \$450.42 is set aside for Federation Meeting meals, trainings and expenses.

Benefit/Outcome

The administrative costs allow the Federation to function smoothly and come out of Program Five. These monies allow for a stipend and per diem for the Federation Coordinator so he/she may carry out the duties of Coordinator. There is an allowance for the fiduciary party, in this case the City of Big Timber, for writing all the checks for Federation expenses. There is an allowance to reimburse the host library for supplies that are used on Federation business. There are also funds set aside for meals for the members who attend the 2 annual Federation meetings. Any remaining funds from Program Five are used to purchase postage for Book Club kits. This fund is necessary to keep the Federation group running.