

# Federation Annual Report FY 2014 July 2013 Through June 2014

## SIGNATURES

Federation South Central

Coordinator's Laurel Public Library  
Library

Coordinator Nancy Schmidt

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

Chairperson Clara Killebrew  
- Board of  
Trustees

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: \$33,751.02

Total CST Expended: \$33,751.02

## EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,683.90
Program 2 - Technology and Resource Sharing	\$22,777.96
Program 3 - Continuing Education and Travel for Multi-Type Libraries	\$1,500.00
Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits	\$1,750.00
Program 5 - Administrative Costs	\$4,039.16
<b>Total:</b>	<b>\$33,751.02</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,796.39	\$1,796.39	\$0.00
Billings Public Library	Active	\$1,530.19	\$1,530.19	\$28.92
Bridger Public Library	Active	\$1,595.09	\$1,595.09	\$245.74
Carnegie Public Library	Active	\$8,678.38	\$8,678.38	\$25.16
Denton Public Library	Inactive	\$1,600.59	\$1,600.59	\$23.22
Dorothy Asbjornson Community Library	Active	\$1,599.49	\$1,599.49	\$0.00
Harlowton Public Library	Active	\$1,389.39	\$1,389.39	\$400.05
Joliet Public Library	Active	\$1,522.49	\$1,522.49	\$413.39
Judith Basin County Free Library	Active	\$1,540.09	\$1,540.09	\$143.16
Laurel Public Library	Active	\$1,533.49	\$1,533.49	\$23.13
Lewistown Public Library	Active	\$1,515.89	\$1,515.89	\$1,032.11
Moore Memorial Public Library	Active	\$1,483.99	\$1,483.99	\$0.00
Petroleum County School-Community Library	Active	\$1,639.09	\$1,639.09	\$763.18
Red Lodge Carnegie Library	Active	\$1,577.49	\$1,577.49	\$371.10
Rosebud County Library	Active	\$1,729.29	\$1,729.29	\$0.00
Roundup School-Community Library	Active	\$1,541.19	\$1,541.19	\$537.65
Stillwater County Library	Active	\$1,478.49	\$1,478.49	\$0.00
<b>Totals:</b>		<b>\$33,751.02</b>	<b>\$33,751.02</b>	<b>\$4,006.81</b>

## **PUBLIC VALUE 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.

### **Public Value**

Carnegie Public Library, Harlowton Public Library, Joliet Public library, Judith Basin Public Library, Laurel Public Library, Petroleum School Community Library, Red Lodge Public Library, Dorothy Asbjornson Community Library, Roundup School Community Library and Denton Public Library (10)used Program 1 funds for travel to Federation meetings in October 2013 and March 2014. Denton also paid for Director wages while at Federation meeting.

Bicentennial Library traveled to Fall Workshops in Billings in September 2013.

Billings Public Library, Bridger Public Library, Joliet Public Library, Rosebud County Library and Stillwater County Library paid for staff to travel to Montana Library Association training in April 2013.

Some of the direct quotes are listed below:

As a first time director I will get the opportunity to network and take some valuable workshops.

POS allowance for mileage to library trainings.

Enables Trustees and staff to learn of new programs within the Federation, hear about other federation members' accomplishments, problem solve with like-sized libraries; networking. These meetings are a great source of information and the skills learned at the meetings enrich the patron experience at our library.

By attending MLA, the Library Director and Trustee will gather continuing education credit. Attending this conference will expose all attendees to the latest and most interesting things going on in "Libraryland", enabling the attendees to positively effect change in the Joliet Public Library. Patron enrichment is a real result of this conference. Through this conference our staff has learned about Montana Shared Catalog (of which we are now a member) and joined MontanaLibrary2Go (very popular with our patrons).

Having these additional funds really makes it easier for me to send my staff to very valuable training.

Effective communication for the director and trustee with others in the federation and with the state library representatives.

It is very beneficial to the patrons who are indirectly served by the Public Library Board trustees. Trustees can plan better for their library patrons, if they have a better understanding about all of the library services provided by the State.

Directors can glean ideas from other librarians and training from the State Library, which can help them better serve their patrons. Also, we get a list of book club kit books. These kits save our library money, because then we do not have to spend as much money on postage for books for Book Club members.

Attendees were able to report to staff what workshops they attended.

Continuing education is very important for staff, as libraries are changing at a rapid pace. Having this funding makes it possible for staff to attend more trainings which helps keep us up to date on procedures, trends, and issues affecting today's libraries.

We were able to attend the Federation Meeting with the Library Director, Library Assistant and 3 board members.

Attendance allows for networking and staying abreast of federation business and State Library news. At this meeting, we voted to change the method used for awarding Program 1 funds for CE and travel. It is vital to be a part of the discussion on these matters. We also viewed a presentation on the AWE computer systems for children.

The directors of two libraries stated that attendance at the MLA conference for library directors and trustees is beneficial on many levels. They believe the CE is invaluable, both in providing required training hours and in learning new skills and ideas to bring back to our libraries. Six librarians felt that the opportunity for networking is priceless, and often results in new ideas and programs to consider. Finally, the chance to meet with State Library employees and vendors to stay on the cutting edge of the public library world is critical.

The trustee was able to attend the meeting for networking and discussion - she also was able to vote and provide input on pertinent library issues.

Vivian Edwards traveled to the Fall Workshop and attended several sessions. She works mostly with the public, particularly the younger children with story hour and the summer reading program. The workshops she attended helped her to learn more about techniques and ideas for working with the young children. She also attended a session on the Affordable Health Care which allowed her to be of assistance to those public members who came in with questions about signing up for affordable health care.

One of the best benefits of attending events such as fall workshop is to network with other librarians who will talk with you about what is working and what isn't working. You get some great ideas from the other librarians.

This presents a great opportunity to meet & visit with other librarians from our area. The sharing of ideas and accomplishments helps me realize that sometimes I need input from someone that is in the same position as myself. This helps put my ideas or library needs into a different perspective that may be more beneficial to our patrons.

This meeting gave Dixie and I the opportunity to share our willingness to become the Federation headquarters for South Central Montana. We enjoy the sharing of ideas and

accolades from our peers.

A well-trained and informed staff is essential to the proper functioning of the library. The meetings are educational, informative, and motivating.

Attendance allows for networking with colleagues from the area, provides an update on the goings-on of the State Library, and keeps the Red Lodge Carnegie Library in the know regarding Federation business.

No CE was offered, but the meeting did see the nomination and approval of the next Federation Coordinator and President.

## **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, postage, 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.

### **Public Value**

Rosebud County Library, Bicentennial Library of Colstrip and Roundup Public Library used funds to provide Montana Shared Catalog membership to their libraries and patrons. Petroleum County School-Community Library used funds to pay for 1/3 of their MSC membership. The other 2/3 was paid by the school district. Montana Shared Catalog offers so many more benefits to our patrons and students -- more than just a local catalog would. Our library would not be able to function without our membership in the Montana Shared Catalog, as it provides us with options than we would not have otherwise. Funding toward online databases also gives our patrons access to resources we would not otherwise be able to provide in a smaller library. It is wonderful being a part of a shared resource such as MSC. Our patrons really almost "begged" us to keep this service, if at all possible. We are very grateful for the opportunity to provide this service to our patrons. MSC allows our patrons to access our library catalog from in the library or at home, or on the road. It allows us to checkout and inventory our library collection. The Montana Shared Catalog also provides fantastic help from the staff in Helena at the Montana State Library. They are available for help at anytime to keep us up and running. The staff allows us to do our work and they take care of problems quickly to get us back online. We have an IT person on staff here who is helpful with our hardware. But, he doesn't know the software and the connectivity issues. The MSC staff

members are brilliant.

Red Lodge Public Library paid for 11 months of broadband internet service for their library patrons. Stillwater County Library was able to use their funding to pay for 8 months of their broadband internet connection to help ease the burden on the general fund budget. Broadband internet is critical for most functions of the modern public library. Free internet is one of the more critical services the library provides to our community. On a daily basis, dozens of people utilize the library's PCC (Public Computer Center) and WiFi signal. This is an essential cost, and it is helpful to know that Federation funding can ease the burden of this monthly expense. The Internet is also needed in order to access the Montana Library Directory to enter Federation expenses! The Montana Shared Catalog relies on an Internet connection to work properly, meaning circulation and cataloging rely on it. The Internet is necessary to connect to OCLC WorldShare in order to provide Interlibrary Loan services.

Roundup School Community Library, Denton Public Library, Dorothy Asbjornson Community Library, Joliet Public Library, Judith Basin County Free Library, and Petroleum County School-Community Library used part of their funding to help pay for the cost of OCLC membership. OCLC copy cataloging allows us to provide our patrons with accurately cataloged items. They are able to get the exact item they want or need. OCLC works with Montana Shared Catalog to make sure our OPAC is accurate and up-to-date. The benefits for the patron are that when they access the OPAC, they will see exactly what is available and know that it is an accurate record. Without OCLC services, we would not be able to offer ILL service or to be a part of Montana Shared Catalog. It is important to our patrons to have all of the services related to OCLC. This enables libraries to catalog items that are new additions to the holdings of member libraries in Montana Shared Catalog. Additionally, if we were not a member library in OCLC we would not be able to participate in the ILL program.

Petroleum County Community-School Library, Rosebud County Library, Carnegie Public Library, Joliet Public Library, and Judith Basin County Free Library paid for their library's membership to MontanaLibrary2Go. Lewistown used funds for a partial payment to MontanaLibrary2Go. Allows our patrons their only access to downloadable content. It is the only way we can provide it. By offering our patrons the ability to download audio and e-books to their electronic devices we have seen a 25% increase in our circulation. It is very apparent we can now service a portion of the population that we were underserving before. We have not seen a decrease of bodies through the door, as some predicted. As a matter of fact we have also seen an increase in new patrons as well as an increase in patron visits in the physical library.

Judith Basic County Free Library used some of their funds to pay for a newly designed website for the library. Our patrons now have access to a website with working links to the Shared Catalog, MontanaLibrary2Go and other resources. Gives our patron access to library resources worldwide and offers other libraries access to our collection. Lets the public know the happenings at the Library!!!

Denton Public Library and Dorothy Asbjornson Community Library paid for continued tech support and software upgrades (antivirus included) with some of their funds.

Safeguarding computers in the library is very important to prevent virus transmission from one site to another. This also helped insure the computers are set up correctly and ready to go when patrons use them.

Interlibrary Loan expenses can be quite costly for some libraries but it is a service they feel is essential for patron happiness. Denton Public Library, Joliet Public Library and Petroleum County School-Community Library used some of their funds to help defray the cost of borrowing and sending interlibrary loan materials. Patrons in other libraries benefit by being able to borrow from our library. Patrons and other libraries benefit by this resource sharing. The InterLibrary Loan allows us to not only borrow items from other libraries for our patrons, but it allows patrons from other libraries to borrow items from our libraries. Allows our customers to get books that our small library does not have! By participating in the Interlibrary Loan Program our patrons can request titles that the Joliet Public Library does not hold to be borrowed from other participating libraries and sent to our library for our patrons to read. This is very important to small, rural libraries that do not have the large budgets or facilities that many urban libraries have. The JPL also lends books to other libraries upon their request, which we feel is only fair. The postage cost can be quite large. Our Friends of JPL donate over \$700 a year for postage in addition to the amount funded by Program 2 of the Federation.

Bridger Public Library bought android tablets for the library so their staff could learn how to use them to be more effective while helping patrons. The library staff is continually asked questions about tablets and what to purchase, yet were unfamiliar with the devices available. Now the staff will be trained in the use of the tablets and be able to more effectively help patrons.

Bridger Public Library also used some of their funds to help pay for new electrical outlets for their computers. Previously they didn't have enough convenient outlets for the computers. Public access to computers and printer has increased because of availability.

Billings Public Library paid for a subscription to Novelist for their patron use. This service is extremely popular with the library's patrons and increases library usage for those who are located in a rural area by bringing the library to them. 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.

Rosebud County Library purchased a yearly subscription to World Book Online and Encyclopedia Britannica for their patrons. It is an important service for our patrons since it would be too expensive for an individual to purchase it on their own.

Denton Public Library, Harlowton Public Library and Dorothy Asbjornson Community Library purchased new computers and/or monitors for patron usage with Federation funding. A new printer was also purchased as well by Harlowton Public Library. This made our computers on a more "equal" basis with one another for patron happiness. We replaced a dead monitor and 2 smaller monitors. This put us at 15 good computers for our high usage. The library printer/copier/scanner receives heavy use on a daily basis from library staff and patrons. The printer is essential for library business. Patrons pay for printing and copying at a cost of 10 cents per page. This rate has not been increased in years, even as paper and toner prices rise. Having help from the federation

to purchase the printer helps the library board justify keeping the rate low. Patrons are much-appreciative of this! The Brother printer was selected for its high-quality output and reputation for quality machines with few issues and long lifespans. The previous HP MFP has been in use for 5 years. I am hopeful we can get 5-10 years from this new machine!

Heritage Quest and Ancestry Library Edition are popular databases at Laurel Public Library, Lewistown Public Library and Rosebud County Library. These three libraries used Federation funding to help offset the cost of providing these databases to their patrons. Lewistown has always been a historical area, and being able to provide Heritage Quest to our patrons allows them to research their families and the area for genealogical purposes. We have a number of patrons that enjoy researching their family histories. Access to these two databases allows them to spend more time searching without the added expense to themselves. We had over 200 unique searches via Ancestry Library Edition last year.

Carnegie Public Library, Denton Public Library and Laurel Public Library also used some of their funds to help pay for prizes offered for the Summer Reading Program. The use of library design bags promotes the use of the library when patrons are seen carrying them. These look better than the use of 'grocery' bags. The kids really like to have their "own bag" rather than sharing with family members. We used the program to teach the kids how important it was to remember people who are protecting our country. Fun project with the 1st/2nd grade class too. Most directors feel that children rewarded for reading will read more.

Dorothy Asbjornson Community Library also used some of their funds to pay for their membership to Montana Library Association. For a library with very limited funds the ability to provide this membership for the director and trustees is wonderful.

Moore Public Library was unable to report expenditures at this time due to extenuating circumstances.

### **Program 3 - Continuing Education and Travel 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 librarian training and/or mileage to said 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 librarian training agenda. Grants will be honored on a first come-first served basis for any multi-type library in the Federation. The public libraries are not eligible for these particular grants. \$1,500.00 will be allocated to this program.

#### **Public Value**

Jeff Friesen from Fergus High School used Federation grant \$ to attend MLA in April 2014.

Suzanne McCandless from Belfry Schools used Federation \$ to attend the 2013 Montana



State Reading Conference.

Connie Metcalfe from Hobson School Library and Kim Foister from Billings Clinic used Federation \$ to attend the fall workshop in Helena.

Norma Glock from Columbus Schools and Karla Clark from Crow School Library attended MEA-MFT Educator's Conference using Federation \$ in October.

Jeannie Ferriss from Yellowstone Christian College was reimbursed \$ she spent on gas to go to Fall Federation meeting in Harlowton.

Kathi Hoyt from Castle Rock Middle School in Billings used Federation \$ to attend Billings Technology Cadre.

Cindy Glavin from the Big Timber Grade School will attend Indian Education for All Conference in Missoula.

#### **Program 4 - 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. \$1,750 will be allocated for this program.

##### **Public Value**

Book Discussion kits are used for resource sharing among libraries within the South Central Federation. These kits help relieve the financial burden of providing book sets to their book clubs. The cost of shipping the books to and from the individual member libraries is placed upon the Federation as part of their membership service. The Federation purchased 22 new book kits for patron use. This brings the total number of book kits available for interlibrary loan from the Federation to 120 book club kits.

#### **Program 5 - Administrative Costs**

##### **Narrative**

A wage of \$2,000 will be paid or reimbursed to the Federation Coordinator 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. \$589.16 is assigned for Coordinator travel. 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. \$500 is set aside for Federation Meeting meals and \$350 for trainings and expenses. \$4039.16 will be allocated to this program.

## **Public Value**

The Plan of Service for South Central Federation allows meal costs during meetings. This luncheon allows members to share ideas and network with fellow librarian.

Postage for mailing book club discussion kits to and from SCF libraries. Book discussion kits are very popular among readers. This provides them the opportunity to read books that they would otherwise have to purchase themselves but really can't afford to do. Postage costs an average of \$10 per kit to and from an library.

The coordinator's library and City clerk/treasurer are the fiduciary agent for South Central Federation.

Overspending in Program 1, 2, and 4; transfer to Program 5.

New Coordinator's first trip to the State Library Commission meeting to observe how reports are given to Commission members.

Nancy Schmidt and Kate Lewis attended SLC Meeting June 4 in Helena. Overnight stay in Helena for Federation Coordinator's Meeting.