

Federation Annual Report FY 2015 July 2014 Through June 2015

SIGNATURES

Federation	South Central
Coordinator's Library	Laurel Public Library
Coordinator	Nancy Schmidt
	Signature _____ Date _____
Chairperson - Board of Trustees	Clara Killebrew
	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: \$33,866.54
Total CST Expended: \$33,866.54

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,400.00
Program 2 - Technology and Resource Sharing	\$23,034.54
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	\$4,182.00
	Total: \$33,866.54

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,554.97	\$1,554.97	\$1,554.97
Big Horn County Public Library	Active	\$1,554.97	\$1,554.97	\$2.00
Billings Public Library	Active	\$1,554.97	\$1,554.97	\$0.00
Bridger Public Library	Active	\$1,554.97	\$1,554.97	\$163.32
Carnegie Public Library	Active	\$1,554.97	\$1,554.97	\$10.21
Denton Public Library	Inactive	\$0.00	\$0.00	\$0.00
Dorothy Asbjornson Community Library	Active	\$1,554.97	\$1,554.97	\$0.00
Harlowton Public Library	Active	\$1,554.97	\$1,554.97	\$1,248.24
Joliet Public Library	Active	\$1,554.97	\$1,554.97	\$185.69
Judith Basin County Free Library	Active	\$1,554.97	\$1,554.97	\$18.94
Laurel Public Library	Active	\$8,987.02	\$8,987.02	\$129.80
Lewistown Public Library	Active	\$1,554.97	\$1,554.97	\$635.13
Moore Memorial Public Library	Active	\$1,554.97	\$1,554.97	\$314.53
Petroleum County School-Community Library	Active	\$1,554.97	\$1,554.97	\$0.00
Red Lodge Carnegie Library	Active	\$1,554.97	\$1,554.97	\$65.38
Rosebud County Library	Active	\$1,554.97	\$1,554.97	\$0.00
Roundup School-Community Library	Active	\$1,554.97	\$1,554.97	\$1,742.20
Stillwater County Library	Active	\$1,554.97	\$1,554.97	\$0.00
	Totals:	\$33,866.54	\$33,866.54	\$6,070.41

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

Joliet Public Library used funds to travel to Montana Shared Catalog meetings. By attending the Montana Shared Catalog meetings, the Library Director will gather continuing education credits, become more proficient and knowledgeable with the latest changes in MSC software, and to network with like-sized libraries across Montana. This knowledge helps staff show our patrons how to make better use of the library and its resources. In a small community the ability to belong to a larger consortium is invaluable and allows JPL to offer services that we would not be financially able to offer on an individual basis.

Bicentennial Library of Colstrip, Dorothy Asbjornson Community Library, Petroleum County School-Community Library, Rosebud County Library, and Roundup School-Community Library used travel funds to send staff members to Fall Workshop in Helena. Bicentennial Library feels that any and all help covering continuing education so that the library staff can make certification is very important and appreciated. It is rare to be able to send multiple staff members to a training, as funding is limited. Rosebud County Library was able to send 3 staff members to Fall Workshop. Susan, the Assistant Librarian, represented the library as a supervisor while the director stayed back to manage the library. She introduced new staff to other members of the library community and attended sessions that were relevant to her position. She came back with new ideas, some of which have been incorporated within our library to the benefit of our patrons. Ruth was able to build her skills in the areas of children's programming and cataloging. Patrons will benefit from expanded programming options and quicker turn around on collection items due to faster processing of new items. The teen Librarian attended her first Fall Workshop as a newer employee. She gained a better understanding of the industry and brought back new programming ideas to our library. Petroleum County School-Community Library felt that getting good training in a variety of workshops helps the librarian help her patrons. Roundup School-Community Library likes having staff members attend state educational training events. It allows them to learn from the trainers, the comments and questions at the sessions and to meet with colleagues. One of the best parts of events such as the fall workshop is the networking that is done between sessions or during question and answer times at the sessions. The Montana State Library staff does a great job of making the fall workshop an event that improves library services across the state.

Big Horn County Library and Rosebud County Library sent staff members to attend the OFFLINE Conference in Billings. The Director of Rosebud County Library attended the conference to learn about technology related to teens. She was able to use what she learned with the Tech Librarian in regards to future technology programming. Mary Kay Bullard from Big Horn County Public Library felt that 2 days of technology based programs will benefit the library in the future.

Big Horn County Library, Carnegie Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Joliet Public Library, Laurel Public Library, Lewistown Public Library, Moore Public Library, Petroleum County School-Community Library, and Red Lodge Public Library spent travel funds to attend the fall and spring Federation meetings. Most of the librarians feel that attendance at these meetings allows for networking with fellow librarians in the same geographic area. They feel it is very helpful to share ideas that may help them with information for their own libraries. Sharing both challenges and successes allows us to generate ideas and provide better services to our patrons. These meetings are an excellent opportunity to visit libraries in other communities, engage with State Library staff and attend CE trainings. Some of these trainings have included presentations by Joe Kampf about increasing broadband

capacity at your library, Gadget Roundup for Fall 2014 and using Go-To-Meeting by Suzanne Reymer, and Summer Reading Program presentations. These meetings also give new Directors the opportunity to meet the library community and share information about their libraries. It is also very interesting to visit some of the smaller libraries to see how they work with the space they have available for their services.

Stillwater County Library used travel funds to send the new director, who happens to be a female, to a seminar entitled Leadership Management Skills for Women. The Director stated that "this workshop will be so valuable in helping me learn to manage my staff and myself in an effective manner which will only benefit the library and the patrons that I serve".

Billings Public Library, Bridger Public Library, Dorothy Asbjornson Community Library, Red Lodge Public Library and Stillwater County Library traveled to Montana Library Association conferences in Bozeman. Attendees felt that being able to continue their professional development was extremely important to their libraries. It is always interesting to meet library vendors that they are only able to talk with on the phone the rest of the year. Attendance keeps library staff well-informed on library news and trends in the "library world". The training sessions are very interesting and informative but attending MLA could be really expensive for some of the smaller libraries if this funding was not available.

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

Joliet Public Library, Moore Public Library, Petroleum County School-Community Library, and Stillwater County Library used their funds to help pay for their internet access for library and patron use. Wi-Fi and internet access is very important to patrons that are unable to provide their own access to the internet at home. Our patrons benefit from being able to access our online catalog, databases, and any other online resource. They are able to come in and surf the web, pay bills, file unemployment or print tax forms. These funds go to offset the cost of our internet service that we provide to our patrons. Internet access is now a universal requirement for libraries and a necessity for our rural library. Few patrons in central Carbon County can afford internet access. TCT West had been providing access to us at no charge. When they discontinued service, they took their modems and associated equipment. Consequently, we incurred costs with Century Link to set up internet access. Patrons use the internet for job searches, filling out job applications, and housing searches. Students use our computers to complete their homework, do homework research, and play games.

Big Horn County Library, Carnegie Public Library, Joliet Public Library, Judith Basin County Free Library, Laurel Public Library and Moore Public Library used some of their funds to pay for prizes and incentives for various activities and the Summer Reading Program, The Summer Reading Program is an important part of summer activities in almost all of the public libraries in Montana. Clever bookmarks, book bags and reading records reinforce the theme and helped build excitement and momentum for participation in the summer program. Judith Basin County Free Library had a picnic on the lawn to wind down story hour and launch the summer reading program theme. This proved to be a successful promotion for the library. It helped promote reading and library usage during the Summer Reading events. They were able to provide cute crafts for winter story hours centered on their community helpers. They were also able to center activities around their fall, Thanksgiving, Easter, and valentine themes at the library. Laurel Public Library was able to purchase 13 eReaders as grand prizes for the Summer Reading Program. Some of the items

included five dollar movies and items and books from Barnes and Noble.

Joliet Public Library has used some of their funds to pay for antivirus and antimalware software for their computers. Deb Hronek stated that due to the increase in malware and computer viruses, it was necessary to upgrade and beef up our computer security for better protection. This has resulted in fewer "downtimes".

Bridger Library has provided a website for patrons to check hours and contact the library. The library no longer has a paper catalog, but uses an online catalog. This computer is dedicated for patrons to who wish to access the catalog and not have to wait for a public computer to do so.

Bicentennial Library of Colstrip, Joliet Public Library, Petroleum County School-Community Library, Rosebud County Library and Roundup School-Community Library have purchased access to Montana Shared Catalog. Our library and patrons really benefit from having a catalog that offers much more than we can in just our collection. It allows us to truly share our resources with one another. The Montana Shared Catalog has changed how our library meets the needs of our patrons. Our library is a combined school and public library. We provide services for students in Grades 7-12 in Roundup Junior-Senior High School, public patrons in Roundup and Musselshell County. We do have a few patrons who are just outside of our county lines in Rosebud County, Fergus County and Golden Valley County. We also provide some materials and services to the Roundup Central Elementary School students and staff. The Montana Shared Catalog allows our patrons to have access to online database with connections to 177 libraries and to libraries across the nation when combined with OCLC services. Our library board really likes the stats that I am able to mine from the reports from MSC and the stats from Director's Station. I am looking forward to the newer stats from Sirsi/Dynix future improvements. The Montana Shared Catalog is raising the standards for a more robust and accurate record for each item cataloged in the system. I like the constant reach for excellence in our Montana Shared Catalog.

Dorothy Asbjornson Community Library, Joliet Public Library, Judith Basin County Free Library, Moore Public Library, and Petroleum County School-Community Library have benefitted from membership in OCLC with this funding. We cannot be a member of MSC, unless we are a member of OCLC. Also, our patrons very much appreciate the ILL service that is available through OCLC's interlibrary loan service. We are able to offer our collection to the world and provide our patrons access to the collections of other libraries. Provides us with the ability to catalog books online.

Billings Public Library paid for their annual subscription to Novelist Plus. 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.

Big Horn County Library, Lewistown Public Library, Petroleum County School-Community Library, Red Lodge Public Library, Rosebud County Library and Roundup School-Community Library provide access to downloadable e-books and audiobooks at no charge to patrons through MontanaLibrary2Go. The benefit is that it provides us with resource sharing options with other libraries, including public, school, academic, medical, and special. This gives our patrons many more options than they'd find just within the walls of our library. Our patrons really enjoy being able to download e-books and audio books on their devices. When they were asked if they still needed us to supply this service. They said, YES, PLEASE! The MontanaLibrary2Go consortium is a wonderful group that benefits library patrons around the state. The group is especially valuable to smaller public libraries who would not have the funding or staffing to afford this service on our own. Not all of our patrons utilize the service, but many do and are so appreciative that they are available. The popularity of the service continues to grow. Staff, trustees, and patrons agree that this is one of the most important programs supported by the state library and LSTA funds. Being a part of Montanalibrary2go allows our patrons to access e-books and audio books digitally at any time. I repeatedly hear stories from patrons about the joy they are getting from downloading books to their Kindle, Nook, i-pod or mp3 player. Last night, one patron talked with me about his MontanaLibrary2go experiences. I read over 120 books through MontanaLibrary2go in the calendar year of 2014. He was pretty excited. Once they get access, the patrons have always been very positive about their experience.

Big Horn County Library, Carnegie Public Library, Judith Basin County Free Library and Moore Public Library were able to provide miscellaneous supplies to their patrons through this funding. Some of the supplies included office products for patron use, magazine boxes to preserve back issues of Montana – The Magazine of Western History, ink cartridges and paper for patrons.

Laurel Public Library and Roundup School-Community Library purchased their annual subscriptions to Heritage Quest and Ancestry Library Edition. The benefit is that we have many patrons that come to our library to use these databases while traveling. Those that were raised in the area but moved away find it very valuable to use these for family research when they come back for a visit. The Heritage Quest consortia purchase assists all libraries in the state to have access to the databases associated with Heritage Quest at a lower cost than if purchased on our own. Having Heritage Quest available assists our patrons in working with genealogy and connecting with family. The census is the most often used database from our library patrons in Roundup and Musselshell County. We had a public patron who offered some genealogy classes this year using Heritage Quest as the basis for the class. Just a few patrons took the class, but they were mostly successful in finding answers about their individual family's past. One patron wasn't happy with the answers she found, because the family stories seemed to be based on myth, not reality.

Big Horn County Library, Bridger Public Library, Carnegie Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Joliet Public Library, Moore Public Library, and Red Lodge Public Library were able to provide software or new computers to library staff and patrons. The benefits include the Envisionware software systems are a help to library staff and patrons. The PC Reservation system tracks public PC usage, times patron sessions, and allows for reservations. This software saves a lot of staff time and reduces wait time for patrons. The LPT:One Print Management system has also saved staff time and patron wait time. In addition, it has saved ink and paper as patrons are less likely to make printing error and has increased our library collections for print jobs as patrons can't walk out without paying, resume software allows our patrons to create a professional resume with ease. By purchasing a Kindle, staff will be able to be trained and then have more confidence in helping patrons with their tablet concerns and issues. Dorothy Asbjornson Community Library was also able to provide Tech Support when some of their old computers stopped working. The library offers free Wi-Fi for all patrons and this subscription ensures our network is secure. The public computers are well used and this software ensures that the next person who needs to use the computer will be able to use a "healthy" computer.

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

There were 3 multi-type library grants given to school librarians that wanted to attend the Fall Workshop in Helena. These grants aided with travel and lodging expenses. Mary Chapman felt that she wouldn't have been able to attend the workshops without the aid of our grant. Jeff Wellcome stated that part of his trip to Fall Workshop was funded by his school. The extra funds we provided allowed him the opportunity to visit with other librarians while learning about new ideas he could share with his students. Connie Metcalf was also provided with a grant to attend Fall Workshop in Helena.

Two multi-type library grants were given to Suzanne McCandless and Donna Petriccione to attend MEA-MFT Conference in Missoula. Travel was the biggest part of the expense of going to Missoula. Suzanne stated that receiving the grant allowed her the opportunity to share ideas with other librarians. These ideas gave her inspiration for her classes throughout the whole school year.

Kathi Hoyt requested, and received, a grant to attend the Western History Association Conference in Newport Beach, CA. She stated that attending this conference allowed her to better understand how to teach her students about the Indian Education for All and Common Core curriculum.

Janie Morrisette used her grant to attend the seminar "What's New In Young Adult Literature" held in Billings. This helped cover the cost of attendance for Janie.

Myrna Lastusky called and practically begged for a multi-type library grant to help cover the cost of Promethean Board training not just for her but other teachers at her school as well. She said this grant would cover an afternoon of training, which she desperately needed. This is her first year as a teacher/librarian and has many things to learn.

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

The Federation spent money on supplies that would help keep the books in good condition for all clubs that want to read them. Books passed from one patron to another can take a lot of stress, especially paperback books. We purchased book laminate or covering that would protect these book kits as long as possible.

There were 21 book kits purchased last year with 8 copies of each title in each kit. These kits provide book clubs with a copy of a classic or bestselling books to read and discuss. Borrowing libraries can save money for other items while acquiring the book kits their clubs want to read.

The Federation libraries are sent the book kits at the expense of South Central Federation. Return postage is included in the mailed kits so the libraries don't have to pay to return the books out of their own budgets.

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. \$732 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 Laurel to cover administrative costs. \$200 will be paid to Laurel Public Library for expenses of printing, photocopying etc. \$500 is set aside for Federation Meeting meals and \$350 for trainings and expenses. \$4182.00 will be allocated to this program. Per capita revenue coming from Golden Valley is allocated to MontanaLibrary2Go.

Public Value

We have two Federation meetings each year for our member libraries. By providing a luncheon with our meetings we are allowing time for networking with fellow librarians without an added cost to the library budgets or taking extra time away from the meeting to find our own lunch.

The Federation allows for travel to the fall and spring Coordinator's and Commissioners' meetings in Helena without having to use the regular library travel budget. If this cost came from the library's general budget it could prevent staff members from attending other trainings throughout the year.

By providing the Coordinator with funds to use her own vehicle for travel she isn't required to use a City vehicle for her trips to meetings in Helena. There are times when a City vehicle may or may not be available for use by the Coordinator. By using her own vehicle she is more familiar with how it runs and is more comfortable driving it on the highway.

Budgeting for administration costs to the Clerk/Treasurer helps defray the cost of administering the Federation funds. These costs don't have to come from the general budget of the City of Laurel. This is a cost for which the Clerk/Treasurer doesn't have to budget staff time or supplies.

There are some costs involved with printing or providing supplies and information to member libraries that is covered by administrative funds. If these expenses came out of the regular library budget patrons would have less access to printing/copying materials.

The Federation members voted to donate the per capita funds from Golden Valley County to MontanaLibrary2Go. This allows all residents from Montana, but especially Golden Valley, to access items they may not otherwise be able to afford or borrow.

A very generous stipend provided to the Coordinator by the Federation members that allows for extra time to be spent on Federation business without using library time or staff wages. The Coordinator doesn't feel that she is using personal time to take care of library business or library time for Federation business.