

Federation Annual Report FY 2017 July 2016 Through June 2017

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: \$32,570.18

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,600.00
Program 2 - Technology and Resource Sharing	\$22,038.18
Program 3 - Continuing Education and Travel for Multi-Type Libraries	\$1,000.00
Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits	\$1,750.00
Program 5 - Administrative Costs	\$4,182.00
Total:	\$32,570.18

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,496.36	\$1,496.36	\$1,496.36
Big Horn County Public Library	Active	\$1,496.36	\$1,496.36	\$5,120.21
Billings Public Library	Active	\$1,496.36	\$1,496.36	\$0.00
Bridger Public Library	Active	\$1,496.36	\$1,496.36	\$1,168.10
Carnegie Public Library	Active	\$1,496.36	\$1,496.36	\$6.03
Denton Public Library	Active	\$1,496.36	\$1,496.36	\$326.35
Dorothy Asbjornson Community Library	Active	\$1,496.36	\$200.00	\$0.00
Harlowton Public Library	Active	\$1,496.36	\$1,496.36	\$381.70
Joliet Public Library	Active	\$1,496.36	\$1,496.36	\$940.60
Judith Basin County Free Library	Active	\$1,496.36	\$1,496.36	\$74.66
Laurel Public Library	Active	\$8,428.42	\$8,428.42	\$927.00
Lewistown Public Library	Active	\$1,496.36	\$1,496.36	\$2,123.04
Moore Memorial Public Library	Active	\$1,496.36	\$1,496.36	\$0.00
Petroleum County School-Community Library	Active	\$1,496.36	\$1,496.36	\$668.62
Red Lodge Carnegie Library	Active	\$1,496.36	\$1,496.36	\$36.16
Rosebud County Library	Active	\$1,496.36	\$1,496.36	\$1,455.27
Roundup School-Community Library	Active	\$1,496.36	\$1,496.36	\$0.00
Stillwater County Library	Active	\$1,496.36	\$1,496.36	\$183.38
	Totals:	\$33,866.54	\$32,570.18	\$14,907.48

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

Bicentennial Library of Colstrip, Big Horn County Library, Billings Public Library, Denton Public Library, Joliet Public Library, Moore Memorial Public Library, Rosebud County Library, and Stillwater County Library used Federation funds to pay for registration fees and mileage for librarians and trustees to attend the MLA Conference in Billings. This was a rare opportunity as MLA was so close to many of our federation libraries that more staff members could attend per library than would normally. Rosebud County Library sent 5 members from its library to the conference and Stillwater County Library sent two staff members. After attending the conference many directors reported that their staff benefited greatly from being able to attend the conference either one full day or all three days. They were given the opportunity to attend trainings that will help make their work easier for them in some ways. All attendees enjoyed being able to network with librarians from other parts of the state and report back to their own library ideas that had been shared with them. Trustees from each of the libraries were also able to attend trainings that gave them information on improving how they worked with their directors or governing bodies.

Big Horn County Library, Bridger Public Library, Carnegie Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Joliet Public Library, Laurel Public Library, Lewistown Public Library, Petroleum County School-Community Library, and Red Lodge Carnegie Library paid mileage for their directors or trustees to attend Federation meetings in other communities. They all see this as a great opportunity to meet with other libraries to share ideas and get more continuing education. They also like having state library personnel attend our meetings so they can learn what is happening at the state library and our state government. The CE units presented after lunch allow for valuable training they can bring back to their library. The training is offered for both Directors/staff and Trustees so they can make better informed decisions concerning the library. Attending meetings within our federation allows us to share ideas and thoughts with one another about programs that patrons like (or don't like). KellyAnne Terry, Lewistown, states that "being able to sit down with librarians and discuss challenges and opportunities in the information sector is a great way to learn from others and impart specific knowledge through networking". We all use this time to look ahead at the value, and role, of the Federation in our library. This last year, quite a bit of time was spent discussing some of the potential threats to the State Library's FY18 budget and what would mean for each of our libraries. At this point, concerns focused on LSTA funding. Library directors and trustees learned about the Theory of Change and participated in various exercises to create outcome statements that show clear benefits to stakeholders. Jodie Moore, Red Lodge, said that "visiting with Federation colleagues is always rewarding, especially the opportunity to share ideas, successes, and bumps in the road. Getting news from MSL is important, and this meeting was particularly useful to hear about the draft strategic plan created by MSL staff and the State Library Commission. The CE was well-presented by Tracy Cook and useful material for both the directors and trustees in attendance".

Judith Basin County Free Library used some of their funding to travel to Helena for the Montana Shared Catalog meeting in the spring. Jeanne Lillegard felt this was important for her library so she could be on top of the changes occurring with the MSC.

Judith Basin County Free Library hold an end-of schoolyear picnic for the children that attend story time each week during the winter. "The toddlers and mothers love forward to this picnic on the lawn to end

their "school" year. It is a happy afternoon." - Jeanne Lillegard

Occasionally Laurel Public Library needs to mail a book kit out to a member library. Since this isn't sent from City Hall (and we don't want to be charged for it) it is necessary to mail them on our own. We paid GERALYN mileage reimbursement for taking book kit packages to the post office.

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

Bicentennial Library of Colstrip, Bridger Public Library, Joliet Public Library, Petroleum County School-Community Library, Rosebud County Library, and Roundup School-Community Library used federation money to help pay for the Montana Shared Catalog membership costs. Being part of the MSC makes cataloging and circulating materials more affordable for all libraries in Montana, not just smaller libraries. The Shared Catalog is an essential part of our library system. MSC is used for IT assistance, database storage, communication, and valuable workshops that we attend. Patrons and librarians benefit from the access to many books that are available through MSC. Cataloging is so much easier if we are members of Montana Shared Catalog, thus allowing librarians more time to serve patrons in other ways. Our patrons and those in other libraries benefit by not having to purchase every new book, if they can possibly borrow through interlibrary loan. Deb Hronek, Joliet, stated that "membership in MSC allows access to a software system that simplifies the process of cataloging and tracking of circulation of all media. Consequently, our library can provide an efficient system for patron access to our data base". MSC is a gateway system for Montana Library 2go, and interlibrary loans.

Big Horn County Library, Bridger Public Library, Carnegie Public Library used Federation funds to send staff or trustees to Montana Library Association Conference in Billings.

Moore Memorial Public Library purchased a laptop computer for public use.

Harlowton Public Library replaced and updated two old monitors for their desktop computers. They also replaced damaged headphones making it possible for patrons to listen to applications on the computer without disturbing others. The headphone size and "ugliness" make it so people don't take them home with them.

Denton Public Library, Joliet Public Library, and Moore Memorial Public Library purchased security for their public computers. This is added protection for patrons to keep their information safe while using the library computers. They also added software to protect against viruses, malware and internet computer scams, ensuring the safeguarding of library patron data. Red Lodge Public Library was noticing increased issues preventing patrons with Apple devices from connecting to the WiFi signal. The router needed occasional rebooting so that all WiFi users could connect. These issues were traced back to the library's firewall. They installed a new firewall and WAP, there have been no issues since the installation.

Billings Public Library - 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.

Bridger Public Library now has a web presence @bridgerpubliclibrary.org thanks to funding provided through the Federation. Every patron benefits when they can access their account online.

Bridger Public Library, Harlowton Public Library and Judith Basin County Free Library felt that OCLC is a wonderful tool for their libraries. They get almost all of their marc records from this online catalog. This allows for download from OCLC to our catalog making book cataloging much faster and accurate. They also use OCLC World Share to borrow books that they do not have, especially in non-fiction in areas that aren't purchased regularly. This also allows sharing of their books with other libraries. We are able to open our collection to the world...and the world's collection is open to us!

Bridger Public Library, Carnegie Public Library, Harlowton Public Library and Lewistown Public Library used funds to pay for access to Montana Library 2 Go for their patrons. This allows patrons to access e-books and audio books for free to check out. It gives everyone a bigger choice for books than what we may have on our shelves. It is a cost-effective way for patrons to listen and read downloadable content that they might not be able to have access to. A definite perk for all library card holders involved with their library and its e-content. The library benefits greatly by having a group purchase rate so that we can also enjoy downloadable materials. "Bridger Library patrons would not be able to access the amount of downloadable material without MontanaLibrary2Go." Krystal Zentner

Judith Basin County Free Library purchased supplies for an ice cream social. This followed the performance at the summer reading kickoff which definitely helped bring in a crowd!

Carnegie Public Library, Judith Basin County Free Library and Laurel Public Library used Federation funds as part of their Summer Reading Programs. Judith Basin held a kickoff event to generate excitement for the program, to educate and inspire the children with the Summer Reading Program. They also brought had the experience of meeting and listening to a ventriloquist. Laurel Public Library brought in Zoo Montana with their edZOOcate program to inspire young patrons. A lively visit from Troy Paisley and his 'friends' Johnny (corn snake), Bandy (3-banded armadillo), and Sydney (kookaburra) really entertained the kids.

Red Lodge Carnegie Library needed tech support for a laptop that was part of their 6-laptop lab that is used for training purposes, test proctoring, and utilized by other groups and services that meet in the library. The library director had attempted troubleshooting and been unsuccessful. Morrison-Maierle staff were asked to reload Windows 7 on the laptop. It was successfully repaired offsite and programs were reloaded by the library director. The laptop is now usable again. Petroleum County School-Community Library had to purchase tech support to keep their computers working correctly. Our patrons benefit greatly if our computers are working at their best.

Denton Public Library provided activity supplies to their youngest patrons during story time to make reading more interesting

Judith Basin County Free Library offers an exciting after school activity for middle graders with their funding. They feel it is important to offer their younger patrons an alternative to just 'hanging out'.

Lewistown Public Library provides access to Heritage Quest research database for genealogists and others seeking records of the past. This is a free service to the patrons, which is helpful as some of these online platforms can be extremely expensive. This has been a great partnership with the Central Montana Genealogy Society that benefits a wide audience of users. Laurel Public Library provides patrons access to both Heritage Quest and Ancestry Library Edition genealogy databases to research their family history. This is available to everyone that visits the library. Many patrons have stated that they wouldn't be able to extend their research if they didn't have this access.

Big Horn County Library, Moore Memorial Public Library, Petroleum County School-Community Library, Red Lodge Carnegie Library and Stillwater County Library purchased access to high-speed internet for their patrons. This is critical to most of the functions of the public library, from circulation to cataloging to reference services. Staff relies on internet to process and circulate items. Many patrons visit the library to use our public computers or WiFi connection to conduct online work: from school, to business, to job-seeking, to pleasure. Jodie Moore, Red Lodge, said "this was a huge return on investment. In March 2017, the public computer lab usage was 570. We averaged 35 wireless users per week, not counting those that

accessed the WiFi from outside the building (our WiFi is available 24/7)". Stillwater County Library was able to up their service from 7MB to 12MB. This allowed their patrons to have faster access to the internet with less interruptions!

Vivian Edwards, Roundup School-Community Library, went to the Chico Fall Retreat in October. She felt she could use her knowledge to help improve their summer reading program. She stated that "in the past, we averaged 20 kids per session, now our number has grown to over 40 each day".

Harlowton Public Library and Petroleum County School-Community Library paid for new printers and supplies with federation funds. Kathleen Schreiber, Harlowton, felt that having a color printer gives patrons a choice for their printing projects. Both libraries felt that having the option of a color printer is better than just being able to print in black & white. Moore Memorial Public library purchased toner for public/staff printer. Patrons like being able to print from the internet.

NOTE: Janet Poertner, Dorothy Asbjorson Community Library, has had some serious health issues over the last couple of years. One of those has been related to her memory. I have worked with her to complete her report but it was only partially completed before I needed to turn in the information that I already had. I will continue to work closely with Janet to complete her report and to follow the funding for the next year. She has spent the funds but can't remember how they were used. I will contact her fiduciary agency to ask for their help. Nancy

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 with preference placed upon those requests that have never received a grant previously. The public libraries are not eligible for these particular grants. \$1,500.00 will be allocated to this program.

Public Value

A multi-type library grant was given to Karla Clark - CAPS library, Norma Glock - Columbus Middle/High School library, and Suzanne Weitz - Belfry Schools to attend MEA-MFT conference in Helena, October 20th & 21st, without paying for the full expense out of their own pocket. This in turn allows the librarian to receive training on school library issues and to network with other librarians.

Janie Morissette, Hardin Schools, received a multi-type grant for attending "What's New in Young Adult Literature" in Billings on November 16, 2016. This included travel and registration expenses. Janie felt this would help her keep abreast of the literature trends for young adults in her schools. This is information that she felt would be worthy of passing along to other teachers to help spark reading interests in students.

Kathi Hoyt, Castle Rock Middle School, requested a multi-type library grant to cover registration and meals at a series of conferences being offered in Billings. The conference "Cadre a la Carte" was held four separate Saturdays during the school year. The conference focused on technology training. Kathi felt that this would be beneficial for makerspace ideas that she could then use for her students.

Donna Petriccione, St. Francis Upper School, asked for a multi-type travel grant to pay for registration costs to attend the Montana State Reading Council conference in Billings, October 20th & 21st, 2016. This offered her training about upcoming titles and authors so she could provide relevant information to her students and teachers alike.

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 postage to send book kits to member libraries that are not part of the Courier. Return postage is also included with these kits to negate the expense of postage for the member library.

There were 24 book kits purchased last year using federation funds. There were 8 copies of each title purchased per kit. The kits provide book clubs with multiple copies of a classic or bestselling title to read and discuss without purchasing the book themselves. The kits are primarily reserved for South Central Federation libraries but other Shared Catalog members may borrow them if they are available. Borrowing libraries save money to use on other items while still being able to acquire the titles their book clubs want to read.

The Federation spent funds on supplies/materials that keep the books in good condition for all clubs that want to read them. Most of the kit titles are purchased in the lesser expensive format of trade paperback so these get a lot of stress from handling. We purchase book laminate or covering that helps protect the book kits as long as possible.

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

South Central Federation hosts two meetings per fiscal year for our member libraries. We provide a luncheon with our meetings through the member library hosting each meeting. This allows our librarians and trustees to visit during lunch, giving them an opportunity to share ideas about their libraries or ask questions of other members. This also makes it possible for members to attend without having to try to find their own lunch or putting extra expense on their library funding.

The Federation allows for travel to Helena to the fall and spring Coordinator's and Commissioner's meetings in Helena without putting extra expenses on the library's regular travel budget. The mileage provided allows the coordinator to use her own vehicle for the trips rather than take a City of Laurel vehicle. The use of her own vehicle is preferable since City vehicles are not always available.

Budgeting for administration costs to the Clerk/Treasurer helps defray the cost of administering the Federation funds. The cost of printing checks and general bookkeeping doesn't come from the City of Laurel general budget. The Clerk/Treasurer doesn't have to budget separately for staff time or supplies.

There are some costs involved with printing and providing supplies & information to the member libraries that is covered under the administrative funds. Meeting supplies and materials may be a smaller portion of

our expenses but this ensures that the library doesn't bear the expense in their general budget.

Some funds were used to send information out to area school/special libraries about the availability of travel money. The cost of mailing these letters was supported through the Federation rather than the library's general budget.

Federation members voted to donate funds to MTLib2Go so that all library patrons in Montana will benefit from Golden Valley County per capita monies, not just SCF, allowing access to items that would be otherwise unaffordable. There were no restrictions put on content purchase.

The Federation allowed for a very generous stipend to the Coordinator for taking on the Federation duties. This allows for extra time to be spent on Federation duties without using library time or staff wages.