

# Federation Annual Report FY 2018 July 2017 Through June 2018

## SIGNATURES

Federation	South Central		
Coordinator's Library	Laurel Public Library		
Coordinator	Nancy Schmidt		
	Signature _____	Date _____	
Chairperson - Board of Trustees	Arthur Vogele		
	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: \$32,089.82

## EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,231.00
Program 2 - Technology and Resource Sharing	\$21,926.82
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
<b>Total:</b>	<b>\$32,089.82</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,496.36	\$1,496.36	\$2,569.95
Big Horn County Public Library	Active	\$1,496.36	\$1,496.36	\$1,116.14
Billings Public Library	Active	\$1,496.36	\$1,496.36	\$0.00
Bridger Public Library	Active	\$1,496.36	\$1,496.36	\$669.34
Carnegie Public Library	Active	\$1,496.36	\$1,496.36	\$56.60
Denton Public Library	Active	\$1,496.36	\$1,216.00	\$0.00
Dorothy Asbjornson Community Library	Active	\$1,496.36	\$0.00	\$0.00
Harlowton Public Library	Active	\$1,496.36	\$1,496.36	\$1,430.72
Joliet Public Library	Active	\$1,496.36	\$1,496.36	\$2,314.58
Judith Basin County Free Library	Active	\$1,496.36	\$1,496.36	\$159.24
Laurel Public Library	Active	\$8,428.42	\$8,428.42	\$1,728.65
Lewistown Public Library	Active	\$1,496.36	\$1,496.36	\$3,761.75
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	\$2,449.17
Red Lodge Carnegie Library	Active	\$1,496.36	\$1,496.36	\$501.69
Rosebud County Library	Active	\$1,496.36	\$1,496.36	\$1,119.35
Roundup School-Community Library	Active	\$1,496.36	\$1,496.36	\$0.00
Stillwater County Library	Active	\$1,496.36	\$1,496.36	\$66.86
	<b>Totals:</b>	<b>\$33,866.54</b>	<b>\$32,089.82</b>	<b>\$17,944.04</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, Laurel Public Library, and Moore Memorial Public Library used travel funds to send library personnel to Federation meetings. Jacque Scott, Big Timber, stated that "the collaboration with my fellow Federation Members is the ultimate benefit. Plus, the added guidance from the State Library, Pam Henley, Tracy Cook, and Bruce Newell". Billings Public Library - Attendees will be able to share with staff what they learned while attending workshops and networking endeavors.

Bicentennial Library of Colstrip, Billings Public Library, Bridger Public Library, Carnegie Public Library, Denton Public Library, Harlowton Public Library, Joliet Public Library, Moore Memorial Public Library, Red Lodge Carnegie Library and Stillwater County Library used funds to pay for registration or mileage for Montana Library Association attendance for library staff or trustees. Attendees felt that by attending the annual MLA conference we can learn new ideas for our libraries, learn how to use state library programs, and the greatest asset is the sharing of ideas between libraries. Kathleen Schreiber, Harlowton, feels that we have gained a lot of good information for new programs and many cost-saving ideas. The annual MLA conference is a wonderful opportunity to earn CE credits, network with colleagues from around the state, and meet with vendors. In addition to attending several informative and inspiring programs, Jodie Moore, Red Lodge, also helped present a program alongside Jo Flick and other Montana librarians. Della Haverland, Columbus, said it gave her the ability to network with peers, check out vendors and attend vital workshops relevant successful libraries. With the travel funds, Bicentennial Library was able to send more than one library staff member to MLA for training. Krystal Zentner, Bridger, states that MLA gives her an excellent opportunity to network and collaborate with other librarians. She also feels it's a perfect time to learn more about the efficiencies of other libraries.

Big Horn County Public Library, Laurel Public Library, Lewistown Public Library, and Petroleum County School-Community Library used their travel funds to attend the fall Montana Shared Catalog meeting in Helena last May. The librarians stated that staying up to date with training in the library is very important especially when you are learning about upgrades and/or new systems. 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.

Roundup School-Community Library used funds to send Vivian Edwards to MLA Fall Retreat at Chico Hot Springs. Randy Robinson, Director at Roundup, feels that "Vivian gains very valuable knowledge from this conference. She brings back tools to help our summer reading program. Our numbers have increased in this program each year".

Petroleum County School-Community Library paid for their yearly OverDrive bill using library grant funds. They felt this was a benefit for their patrons and that subscribing helps the State Library know that people want this service.

Rosebud County Library also paid for Susan Martin to travel to Offline in Great Falls in February. They felt this was the best way for her to serve the everchanging needs of their patrons.

Big Horn County Public Library staff traveled to Mind In The Making for training that would help bring new

ideas into their children's programming during story time and summer activities.

Dorothy Asbjornson Community Library was unable to complete the report.

## **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**

Billings Public Library used funds to pay for a yearly subscription to Novelist so that "patrons of Yellowstone County can find reviews, discussion guides, and recommendations for fiction reading for all age levels".

Harlowton Public Library and Petroleum County School-Community Library have provided access to the Automate database available through TRAILS. They felt that this service benefitted their patrons a great deal but by prescribing the provider sees the need and attempts to keep it available. Kathleen Schreiber, Harlowton, stated that "our patrons are able to find the problems, issues and answers to their car problems with parts diagrams, parts needed and other automotive solutions".

Judith Basin County Free Library also subscribed to TRAILS through Montana State University in Bozeman but more to provide all patrons (especially high school students) access to periodicals.

Carnegie Public Library, Denton Public Library, and Judith Basin County Free Library used some of their funding to pay for Summer Reading Supplies and/or incentives. Jeanne Lilligard, Judith Basin, says that upon reaching their summer reading goals, children have been permitted to select a \$5 DVD from their stash. "This has been a reward that the children will work towards and we have a high percentage of children achieving their goals." All the librarians feel that offering prizes in the Summer Reading Program will benefit everyone that participates.

Joliet Public Library, Moore Memorial Public Library, Petroleum County School-Community Library, Stillwater County Library wanted to give their patrons access to a faster internet with more a reliable connection. Della Haverland, Stillwater County, said "the IT service got us up and running smoothly with very minimal interruption to the public. Giving our patrons access to the internet makes their lives better by giving the opportunity to search for jobs, network, participate in social media". They all feel that it is very important to provide internet to their rural patrons. Without the internet they wouldn't be able to access other libraries. Their patrons use the internet for personal and professional use while library staff uses it for accessing WorkFlows, ILL, online card catalogs, and many other functions. When Stillwater County Library switched to Spectrum, they used Federation funds to pay the extra costs. "We have way faster internet, fewer interruptions in service and much happier patrons." Allyson Green, Joliet, also stated: "faster internet helps us do our job as far as reference questions, etc...are asked from patrons". Moore Memorial Public Library also purchased new telephones for staff and patrons to use.

Stillwater County Library also used funds to pay the cost of either Moon River or Montana Air Cartage so they could share their collection with partner libraries and have access to their collections. This gives their patrons "an invaluable service to rural patrons without the extra expense of purchasing items that may only be used once or twice".

Bicentennial Library of Colstrip and Big Horn County Public Library purchased MLA memberships, so their staff and trustees could stay up to date on library resources, workshops, and interactions with other librarians. Bicentennial Library also felt this helped staff to be able to serve its population better and more efficiently by belonging to this membership.

Carnegie Public Library and Petroleum County School-Community Library feel that funding OverDrive is a benefit to all their patrons. This allows access to the online catalog and eBooks allowing patrons to access items and place holds when they want.

Lewistown Public Library, Petroleum County School-Community Library, Roundup School-Community Library, Red Lodge Carnegie Library, and Rosebud County Library utilized funds to pay for the Montana Shared Catalog membership. These libraries feel that MSC benefits all libraries and especially those that are in the Shared Catalog group by providing access to many sources and to great cataloging. They feel it is an essential part of running their library since they "use it for IT assistance, database storage, communication, and they provide valuable workshops that we attend". Jodie Moore, Red Lodge, asks "What would a library be without a catalog?" She also says, "by being a member library of the MSC, my small library gains access to expert system admins and trainers and offers our community access to our collection online and through the BookMyne app. Thanks to the collective resources of the consortium and excellent negotiation from MSL staff, my library and our patrons get an incredible return on this investment". Rosebud County Library said they would not be able to afford resource sharing such as the MSC without funding assistance. KellyAnne Terry, Lewistown, stated that they "utilize the Montana Shared Catalog within our library as the main collection management system. This system offers a variety of settings that allow our staff to efficiently manage our collections, cataloging and circulation needs. This subscription also provides technical support and administrative help through the State Library staff. As a result, our staff can then translate this efficiency and support into better patron service. The proficiency provided by this platform translates into a more streamlined approach to resource sharing in the South Central Federation. Our ability to share resources creates a more diverse and expansive collection available to our patrons".

Bridger Public Library, Denton Public Library, Judith Basin County Free Library, and Petroleum County School-Community Library used part of their funding to pay for their OCLC membership. They all felt that without OCLC their patrons wouldn't have the benefit of MSC and interlibrary loan. Judith Basin County Free Library enjoys being able to use the InterLibrary Loan program and share their collection with the world and able to offer their patrons access to other collections. OCLC offers a reliable source for cataloging records.

Denton Public Library, Joliet Public Library, and Petroleum County School-Community Library paid for postage costs for borrowing and returning books to other libraries and thank you notes to people that have made donations to the library. Being able to pay for ILL postage helps provide a great service to their patrons.

Big Horn County Public Library, Harlowton Public Library, and Judith Basin County Free Library all feel that paying for MontanaLibrary2Go is an excellent way of providing resources for their patrons. It gives their patrons choices of eBooks and digital audiobooks over hardcovers for convenience.

Denton Public Library purchased supplies for story time, children's programming and Kindergarten prep. They purchased items like colored paper, pom poms, extra ink for printing, and other crafting supplies to use in their year-round activities. These supplies benefitted the library because the kids love to color pages from coloring books and off the internet

Some of the libraries felt they needed to make software purchases to benefit their patrons. Denton Public Library purchased access to Adobe to give the public the ability to make Adobe files for sending or save files for future purposes. Denton also purchased an anti-virus program to prevent their computers from being infected with viruses and malware. Big Horn County Public Library purchased a software subscription from Cypress Information Systems to help patrons create resumes while searching for work. Denton Public Library felt that it was important to the upgraded Microsoft software so the public could use the best updated public computers they had available. Bridger Public Library had purchased new firewall software so their network didn't get corrupted while in use by the public. They wanted to protect their data and patrons' data from corruption.

Denton Public Library purchased a subscription to the database Librarika catalog and track library materials. It is their "updated" card catalog. The public can also log on and find a book they are looking for. Harlowton Public Library also purchased an online database for their catalog. This gives them the ability to add books on the World Share site for ILL and be able to download the Marc records correctly to their card catalog.

Denton Public Library purchased a yearly subscription to the local periodical "Lewistown News Argus" so the public could stay updated with the area news.

A couple libraries felt they needed extra tech support from local companies to help them after viruses had disabled some of their public access computers. Bridger Public Library and Denton Public Library paid for the services of Morrison-Meirle and Freeman & Gaffney, respectively, for tech support and computer troubleshooting.

Bridger Public Library and Harlowton Public Library updated their public access computers to better serve their patrons with more memory and faster processors. They both felt that matter how much updating and cleaning out you do on a computer it can still fail when you least want it to do so.

Bridger Public Library, Denton Public Library, and Moore Memorial Public Library have found that keeping the public computers up to date is expensive and necessary. They needed new printer toner, printer drum, and paper for printing. Moore Memorial Public Library felt an external hard drive for the public to use would be the best way for staff to save documents and programs without allowing access to the library's main computer.

At Laurel Public Library we see many, many travelers throughout the year coming back to Laurel to "visit their childhood home". Most of them enjoy stopping by the library to research their family or home while they are visiting. The purchase of access to Heritage Quest and Ancestry Library Edition through Missoula Public Library has benefitted our patrons, far away and close to home. This year access to newspapers.com was also purchased to give residents the opportunity to research their family histories without having to visit a church or pay for an expensive program but still receive the same benefit.

### **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**

Nancy Coultas, Roundup School librarian, was awarded a multi-type grant for travel to Montana Shared Catalog training in Helena May 3rd. This training helps Nancy keep up with the changes in how the catalog works and the updates that continue to be part of the catalog.

Cindy Glavin, Big Timber Grade School librarian received a multi-type grant to help cover costs of her National board Certifications. Recertification is required by OPI to continue to serve students at her school.

Tracey Tounsley, Rachel Schillreff, Tamara Taylor, and Erin Regele received grants to help cover the cost of travel and registration for Montana Library Association in Bozeman, April 12-14, 2018. These librarians were attending training to help with their yearly recertification required to work in Montana schools.

Montana State University Library-Billings requested a grant to help cover the cost of Megan Thomas's online ALA course Fundamentals of Cataloging. Megan felt that the catalog training would be very helpful while cataloging items for the college.

#### **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**

In FY18 the Federation purchased the following 20 titles: Educated; The Orphan Keeper; Like Family; Secrets of a Charmed Life; Girl With 7 Names; Little Fires Everywhere; Sing, Unburied Sing; Eleanor and Park; I Told My Soul To Sing; Crazy Mountain Kiss; Last Time We Say Good-bye; The Work Exchange; Everyone Is Brave; Inheriting Edith; Life In A Jar; Lilac Girls; The Rent Collector; A Street Cat Named Bob; Blasphemy and Woman Of God. The Federation provides multiple copies of book titles to member libraries for their book club. This allows the book club to read books that they likely wouldn't purchase themselves with the member library bearing the expense of purchasing multiple copies. All titles have been requested by book clubs within South Central Federation. South Central Federation has over 20 book kits on loan to member libraries as any given time. This is a very big money saver for our libraries.

Laurel Public Library also used funds to purchase stamps and postage to mail book kits to Federation libraries. The cost to send a book kit to another library averages about \$7.00 to/from a member library. We include the return postage for those libraries that are not on the courier so the expense of returning a book kit is not falling on the borrowing library.

Some book kits are more popular than others so they are sent out more frequently. The extra use results in items needing to be replaced. Funds are also used for replacement of lost or damaged items as the need arises.

#### **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**

The Federation allowed for travel to the fall and spring Coordinator's & Commissioners' meetings in Helena. Since travel was postponed and/or canceled this year the members voted to allow the Coordinator to use those travel funds in a way that would benefit everyone. A donation was made to MontanaLibrary2Go with those funds and a bit extra was left after book kits were bought and multi-type library grants were given out.

We usually have two Federation meeting each year for our member libraries. With budgeting constraints, it was decided that the fall meeting would be held online, and the spring meeting was held in Hardin at Big Horn County Library. When an in-person meeting is held, the Federation provides the funds to supply a luncheon. The group luncheon allows time for networking with fellow librarians outside of the meeting.

There is no added cost to the library budgets for a meal or taking time away from the meeting to find their own lunch.

Administrative costs are budget for the Clerk/Treasurer to help defray the cost of administering the Federation funds. These costs don't have to come from the general budget of the City of Laurel. The Clerk/Treasurer doesn't have to budget extra staff time and supplies to meet the needs of the Federation.

When meetings are held in person, there are costs involved with printing or providing supplies and information to member libraries. There is no constraint on offering printed materials to members for meetings by allowing this item in the budget.

A very generous stipend is provided to the Coordinator by the Federation members. This allows for extra time to be spent on Federation business without using library time or wages. The Coordinator doesn't feel that personal time is used for Federation business with the stipend allowance.