

# Federation Annual Report FY 2019 July 2018 Through June 2019

**Federation** South Central  
**Coordinator's Library** Laurel Public Library

**SIGNATURES**

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: \$41,548.62  
Total CST Expended: \$39,508.16

**EXPENDITURES BY PROGRAM**

Program 1 - Annual Meetings	\$850.00
Program 2 - Continuing Education	\$3,537.42
Program 3 - Resource Sharing and Technology	\$27,858.84
Program 4 - Community Outreach	\$4,291.90
Program 5 - Building Planning	None
Program 6 - Admin Costs	\$2,970.00
	<b>Total: \$39,508.16</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Annual Meetings**

#### **Narrative**

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Desired outcomes:

- Librarians and/or trustees share ideas
- Librarians and/or trustees share expertise
- Librarians and/or trustees implement new ideas
- Librarians and/or trustees develop collaborative projects
- Librarians and/or trustees feel supported and/or inspired
- Librarians and/or trustees are able to handle problems within their own libraries
- Libraries save money and/or time through the collaboration and learning

Desired impacts:

- Librarians and/or trustees implement new services that benefit their community
- Communities and people have the resources they need to be well educated, better informed, healthier, socially included, civically engaged, and/or successful in business
- Individuals and communities utilize, contribute, and support libraries

#### **Public Value**

1 Library chose "Librarians and/or trustees share ideas".

1 Library chose "Libraries save money and/or time through the collaboration and learning".

#### **How Spent**

1 Library spent \$100.00 on "Catering".

1 Library spent \$750.00 on "Unexpended monies used for book kit purchases.".

#### **Stories**

Laurel Public Library - "Meeting with other librarians and trustees allows Federation members to share concerns that we are all addressing within our communities. It gives us all the opportunity to realize that each individual library isn't alone in what they are going through or dealing with on a daily basis.".

Laurel Public Library - "Federation members have authorized the Coordinator to use unexpended monies for book kits or donation to MontanaLibrary2Go for use by all member libraries.".

### **Program 2 - Continuing Education**

#### **Narrative**

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Desired outcomes:

- Librarians and/or trustees are re-energized and ready to try new things
- Librarians and/or trustees no longer feel isolated
- Librarians keep current in recent library trends and all areas of library learning
- Librarians share the knowledge gained in their community and in the federation
- Trustees work better as a team with librarians
- Libraries and communities cooperate and communicate with each other
- Librarians provide broader, better, up-to-date technology and services

Desired impacts:

- Patrons reap the rewards of our knowledge
- Library and larger community remain healthy

- Community members improve reading and technology skills
- People have the resources they need to be employed, make informed decisions, succeed in school or college, be civically engaged, and/or successful in business
- People engage in the community in innovative ways – like starting a new business, or sharing lifelong learning opportunities
- Patrons are able to obtain their goals

### Public Value

- 11 Libraries chose "Librarians and/or trustees are re-energized and ready to try new things".
- 6 Libraries chose "Librarians keep current in recent library trends and all areas of library learning".
- 1 Library chose "Librarians provide broader, better, up-to-date technology and services".
- 1 Library chose "Librarians share the knowledge gained in their community and in the federation".
- 1 Library chose "Trustees work better as a team with librarians".

### How Spent

- 1 Library spent \$95.00 on "Other".
- 1 Library spent \$200.00 on "Registration and Travel Costs for Offline".
- 15 Libraries spent \$2,849.13 on "Registration costs or travel for Montana Library Association conference".
- 1 Library spent \$88.29 on "Travel costs for MSC meeting".
- 1 Library spent \$105.00 on "Travel costs for workshop hosted by Montana State Library".
- 1 Library spent \$200.00 on "Travel to Federation meetings".

### Stories

Billings Public Library - "Attendees are able to share with staff what they learned while attending workshops and networking endeavors."

Carnegie Public Library - "I was able to attend the conference and come away with new information and experience to address library patron needs."

Stillwater County Library - "Purchased a Board of Directors development webinar to assist trustees."

Big Horn County Public Library - "Funds were used to help defray the cost of attending workshops for continuing education to improve positions at the library."

Harlowton Public Library - "Attending the MLA annual conference has given my library assistant and I, many new ideas to try, resources for materials or information we need to implement. We get new ideas, share ideas and projects that have worked for us. There are vendors with products that we can touch and try out along with lots of new book ideas and the places to get them. It also gives us time in the travel time to mull over things we don't always get time to discuss."

Harlowton Public Library - "My Library Assistant and myself share problems, ideas, results of programs with the other members in attendance at our meetings. We have gained information that we have needed to be able to use Aspen and other computer programs".

Joliet Public Library - "We have implemented Little Free Libraries thanks to ideas gleaned from continuing education. They benefit the library patrons that live out of area and can't always get to the library during hours. There is a wide variety of materials placed in the libraries covering all ages and interests."

Laurel Public Library - "Travel expense (per diem) for two trustees to attend MLA for training. They learn new ideas that are beneficial to our library and patrons. Our library spent \$3,367.83 on travel for MLA last year. \$200 of this was offset by Federation funds."

Red Lodge Carnegie Library - "The annual MLA conference is a wonderful opportunity to earn CE credits, network with colleagues from around the state, and meet with vendors. This expense covered the registration costs of two trustees to attend the 2019 conference in Helena. [Note: the total cost to cover registration for two trustees to MLA was \$250. In addition, there were membership fees as well as travel expenses (hotel, mileage, meals). The total cost for our trustees to attend was closer to \$1000. Local tax revenue covered the majority of the expenses.]"

Bicentennial Library of Colstrip - "Our new children's librarian was able to attend her first MLA. She is

very excited for this experience."

Rosebud County Library - "The total expenses to send our Teen/Technology Librarian, Yvonne Redding, to Offline in Butte was \$761.26. The \$200 helped to offset our expenses for her to attend Offline, which helps us to keep current on modern trends in technology."

Denton Public Library - "we spent an extra \$464.78 in travel reimbursements for Fall Workshop and MLA."

Lewistown Public Library - "This year the Lewistown Public Library was able to use these funds to send 4 staff members the annual MLA conference in April. The staff was able to participate in multiple trainings and glean a tremendous amount of knowledge from this conference. The trainings attended ranged from Summer Reading preparation, leadership development, cataloging "misfit" items, and understanding how to find and connect patrons with reliable news information in an ever-changing world. The staff were then to implement the information learned at conference to the benefit of our patrons in Central Montana."

Moore Memorial Public Library - "Our Trustees attend the Federation Meetings twice a year to stay apprised with information and technology".

Judith Basin County Free Library - "MLA was wonderful--was especially pleased with the workshops on digitizing newspapers as that is our next project on the horizon."

### **Program 3 - Resource Sharing and Technology**

#### **Narrative**

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Desired outcomes:

- Library can afford resources - all libraries who want to play can play
- Library offers these resources to the community
- Libraries can provide information sources beyond their physical collections
- Libraries can re-allocate resources for other needed public services
- Libraries have up-to-date technology and good connections
- Librarians have technology expertise
- Libraries save money

Desired impacts:

- Patrons have an equal playing field with the rest of the world
- People have the resources they need to be well educated (ready for school, college, or independent learning), better informed, healthier, socially included, and civically engaged
- Patrons have access wherever they are
- People in isolated communities feel more connected
- Patrons can improve their own and the communities economic well-being

#### **Public Value**

9 Libraries chose "Libraries can provide information sources beyond their physical collections".

1 Library chose "Libraries can re-allocate resources for other needed public services".

6 Libraries chose "Libraries have up-to-date technology and good connections".

1 Library chose "Libraries save money".

11 Libraries chose "Library can afford resources - all libraries who want to play can play".

20 Libraries chose "Library offers these resources to the community".

#### **How Spent**

1 Library spent \$829.63 on "Ancestry Library Subscription".

2 Libraries spent \$222.85 on "Book Club Kits".

5 Libraries spent \$988.10 on "Courier".

- 1 Library spent \$1,640.48 on "Databases such as Ebsco or Gale".
- 2 Libraries spent \$224.94 on "Internet access to our rural customers".
- 1 Library spent \$1,640.48 on "Internet and phone service as well as tech support".
- 1 Library spent \$564.79 on "Librarika-annual fee for".
- 6 Libraries spent \$6,867.53 on "Montana Shared Catalog".
- 6 Libraries spent \$4,761.91 on "MontanaLibrary2Go".
- 1 Library spent \$547.78 on "New computers or laptops for patrons".
- 2 Libraries spent \$1,990.42 on "New computers or laptops for staff".
- 4 Libraries spent \$1,396.18 on "OCLC".
- 3 Libraries spent \$1,707.03 on "Other".
- 2 Libraries spent \$586.60 on "Peripherals such as printers, mice, or barcode scanners".
- 1 Library spent \$323.98 on "Phone/Internet not covered by e-rate".
- 2 Libraries spent \$1,535.91 on "Postage for Interlibrary Loans".
- 1 Library spent \$296.28 on "Postage, Thank you notes, Envelopes, Signage".
- 2 Libraries spent \$242.07 on "Software for the library such as Norton or McAfee".
- 3 Libraries spent \$224.94 on "Spectrum...High speed internet access".
- 1 Library spent \$922.63 on "Summer Reading Program supplies and resources".
- 1 Library spent \$344.31 on "Tech Support".

## Stories

Billings Public Library - "Patrons of Yellowstone County can find reviews, guides, and recommendations for fiction reading for all ages."

Carnegie Public Library - "A decade ago, we in library land worried that digital libraries would lower the need for physical libraries. I am happy to have been part of this point in history that proved how important, flexible and fluid libraries are. MontanaLibrary2go has only expanded our horizons and enriched our offerings to the public."

Carnegie Public Library - "The purchase of a new Lenovo laptop and Adobe software to keep the library, librarians and patrons well informed."

Stillwater County Library - "Purchased crates for the Partners sharing group to continue our material sharing in a timely fashion."

Big Horn County Public Library - "We used these funds to replace the computer and software in the children's department when its hard drive completely crashed in May of 2019."

Big Horn County Public Library - "Used the funds to help pay for our yearly cost for Montana Shared Catalog."

Harlowton Public Library - "This new color printer has an automatic feeder that will print multiple pages without doing them one at a time. Patrons often only need a copy occasionally, so don't really need a printer at home. People that have printers that run out of ink and would have to drive 60 - 90 miles to replace ink or wait for their order to come in the mail can come to the library and print what they need to have now. Our color printer is also wireless to be used by people that have the HP App, so they are able to print from their devices. This service gives people peace of mind knowing we have this service for them we the need it."

Harlowton Public Library - "This new black and white printer is available for people to use on their own or with help. This machine has an automatic feeder for copying multiple pages and will do two sided. The two sided ability makes copying both sides much easier than trying to do one page at a time and trying to make sure you have it the right side up to print the back side."

Harlowton Public Library - "We replace 2-6 computers every year to keep our computers new enough that they run smoothly for a better experience for our patrons. We have 12 - 16 working public access computers at all times. This allows for people who need to look answers and/or print forms for family situations, social security, medicare, healthcare, unemployment, job service or just use it for pleasure. We have a large number of students that use the computers after school mostly for entertainment. WE do have a 30 minute use rule if we need it, but other people would have to wait until their time is up. Having this many computers is easier since you only need a basic computer as people pretty much are searching the web, using social media or playing a game. We have a great network and IT guy, so it works!"

Harlowton Public Library - "Montanalibrary2go has been a great asset for our library. The ability to download audio books to listen to while you are in swathing, combining or other field work or being the one to do night calving or being in the lambing shed is really appreciated by our Patrons. We have other patrons tell us that audio books are great when they are cleaning house, sewing, knitting/crocheting, embroidering or even cooking. Others find that ebooks are a great way to read books that your library may not have or the just don't want to hold a heavy book It is a convenient way to read a book in our adult room without bright lights. Great Program".

Joliet Public Library - "These monies enable us to provide wi-fi and internet service for our patrons. It also enables us to keep up to date well maintained computer terminals for use in the library proper. It also benefits the staff in that they have the ability to answer questions and use the catalog and interlibrary loan thru OCLC."

Laurel Public Library - "South Central Federation members voted to donate funds to MontanaLibrary2Go so that all Montana patrons may benefit from being able to access digital content."

Laurel Public Library - "SCF spent \$967.85 on book club kits title in FY19 for all member libraries to use. We purchased 8 copies of 11 different book titles for FY18/19."

Red Lodge Carnegie Library - "What would a library be without a catalog? 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 collected resources of the consortium and excellent negotiation from MSL staff, my library and our patrons get an incredible return on this investment. [Note: the total cost for our MSC membership fees was \$1887.95. The additional \$247.47 was covered by local tax revenue.]".

Bicentennial Library of Colstrip - "Actual expense for Montana Shared Catalog was 2,156.32. The federation amount really helps Bicentennial Library afford the Montana Shared Catalog."

Rosebud County Library - "Our total expenses for the Montana Shared Catalog for FY19 were \$2,156.33 so over 76% of our costs were covered by our Federation Award."

Denton Public Library - "Our main computer crashed and had to have it shipped out for repair."

Denton Public Library - "At our Library, we invite the local children to learn about Arbor Day, the importance of trees and we also made it into a Clean up day. The children learned why we need trees, they then went around town and picked up garbage in our parks. Afterward the were rewarded with a pizza party".

Lewistown Public Library - "The Lewistown Public Library is a member of the MontanaLibrary2Go consortium through Overdrive, and as such, we are able to provide quality digital library services to our rural community. MontanaLibrary2Go provides both e-books and audio books through a user friendly, digital platform. This resource greatly expands our collection and offers diversity in format options available to our patrons. Also, many patrons use this digital library frequently due to our large geographic region served. The cost of Overdrive can be prohibitive. The FY 18/19 cost to our Library was \$2,804.40. The \$1,640.40 that the Federation gave us helped cover this subscription leaving \$1,163.92 in remaining costs that was covered by local funding. Again, this service is used widely by our patrons and with the help of the Federation we can continue to offer this service to our patrons."

Moore Memorial Public Library - "Used for Portion not covered by e-rate".

Moore Memorial Public Library - "Ink/toner and printer paper for staff and public printers."

Judith Basin County Free Library - "The shared catalog has been an amazing resource for our libraries!".

## **Program 4 - Community Outreach**

### **Narrative**

Funds for this program are used to support outreach and marketing to the community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include, but are not limited to: costs associated with summer reading programs, homebound services,

books by mail, and any promotional materials.

Desired outcomes:

- Libraries communicate their value
- Libraries continue to grow
- Libraries reach beyond their walls to be viable, vibrant, and vivacious parts of their communities

Desired impacts:

- Montana citizens understand the value of libraries and the actual costs of library services

## Public Value

7 Libraries chose "Libraries communicate their value".

1 Library chose "Libraries continue to grow".

14 Libraries chose "Libraries reach beyond their walls to be viable, vibrant, and vivacious parts of their communities".

## How Spent

1 Library spent \$200.00 on "Library marketing such as materials or advertising".

1 Library spent \$34.41 on "Library programming costs".

1 Library spent \$52.41 on "Outreach supplies".

1 Library spent \$29.82 on "Poster to promote the library's new solar panels".

1 Library spent \$200.00 on "Story Hour materials for pre-k children".

17 Libraries spent \$3,775.26 on "Summer Reading materials or programs".

## Stories

Billings Public Library - "Patrons, professionals, and community partners are given a better understanding of the diverse, free, public offerings at the library."

Carnegie Public Library - "We leased a MakerSpace crate to enhance our Summer Reading Program."

Big Horn County Public Library - "Used the money to purchase prizes and other materials which encourage more kids to participate in the program".

Harlowton Public Library - "One of our board members put on our summer reading program for a second year in a row. She uses local people to bring in sea shells with information about them, people that play music, associate books to daily jobs ie: "The Little Red Hen" to work. She had each child shake a container with cream in it to get butter. Showing results from their work. We hold the program for k-12 but have many "littles" that attend which we don't turn them away. We have a grant that covers most of the program. But, we use Federation money to buy books and book bags to give away at the end of the program. The older kids that don't attend the weekly programs do their own reading logs and get Chamber gift certificates."

Joliet Public Library - "We used these monies to provide an impactful and vibrant summer reading program with outside guests who come to perform and a garden project that gets the kids excited about vegetables!"

Laurel Public Library - "We used these funds to pay for 4 "space" kits and the StarLab rental for the summer reading activity. The StarLab was shared with three other libraries in the area so we got plenty of use out of it. Our patrons, youngish and older, really enjoyed these activities especially the StarLab."

Laurel Public Library - "Summer reading programs are very important to all libraries in Montana. These supplies allow us to reach out to patrons that haven't felt like the library is "for them" in previous instances. We offer incentives to get our patrons to continue reading and learning throughout the summer so they don't experience the 'summer slide'."

Laurel Public Library - "Our library purchased gift cards to give to Summer Reading participants as prizes for our drawing at the end of the summer. We also gave gift cards and thank you notes to the volunteers and workers that supplied our summer lunches for the community. The full amount provided was \$80.00 of which \$52.41 was provided through the state aid grant."

Red Lodge Carnegie Library - "The Red Lodge Carnegie Library received a USB Energy+ Grant from

Northwestern Energy to cover 90% of total project costs for a solar array. I created a poster highlighting the project - the system itself, the project costs, and proposed timeline. It included a "thermometer" to show our progress with local fundraising - we needed \$3000 and got it! The poster was displayed in the library and also used at our booth during the community Earth Day Block Party - an annual event located outside the library. [Note: the poster actually cost \$50.00. The additional \$20.18 needed was covered by local donations to the project through the city's general fund.]".

Red Lodge Carnegie Library - "(from DEMCO) A cardboard rocket ship playhouse and a Starry Night StickTogether for kids and adults to enjoy during the 2019 Summer Reading Program - A Universe of Stories. The playhouse has been a huge hit! Kids of all ages have enjoyed playing in it and coloring it. The StickTogether sticker mosaic is fun for kids and adults... a unique activity to bring the community together."

Red Lodge Carnegie Library - "(from DEMCO) A fun puppet set for preschool storytime and community outreach programs. Stories come to life for kids with a little help from puppets and other props. This set includes the Old Lady Who Swallowed a Fly with a large mouth and tummy big enough to "swallow" bean bag animals - fly, spider, bird, cat, dog, pig, and horse. Such a hit!"

Bicentennial Library of Colstrip - "100.00 went to star lab! Our children's librarian is very excited to use it."

Rosebud County Library - "We have purchased a world globe with light up constellations, space themed erasers, and numerous items from CSLP in preparation for our 2019 Summer Reading Program. The \$200 helps to offset our costs of providing the program for all ages."

Lewistown Public Library - "The Lewistown Public Library was then able to use the remaining \$50 of the \$200 given by the Federation for Community Outreach for snacks and drinks provided during our evening presentations for the Adult Summer reading program participants. Our programming included an MSU graduate student discussing her work with astronomy, an astro-anthropologist professor from Montana Tech, a Solar System ambassador from Livingston, and an "Out of this World" salad potluck, to name a few."

Lewistown Public Library - "The Lewistown Public Library was able to purchase the Museum of the Rockies, StarLab with \$150 of the total \$200 allocated for Community Outreach from the Federation. With this purchase we were able to offer a mini-planetarium for our Central Montana community. Many of our patrons commented that they had never visited a planetarium and were excited to be able to visit one here at their local library. During our two days of programming an astounding 1,067 people visited our Library with 200 people participating in our staff presented programming."

Moore Memorial Public Library - "Incentives for the Children/s Summer reading program".

Judith Basin County Free Library - "We are so grateful to be able to offer quality summer reading events to our community. We are proud of our community for embracing our programming. Our county newspaper covers each event in detail."

## **Program 5 - Building Planning**

### **Narrative**

Funds used in this program support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to: consultant fees and travel, design models, wireless feasibility studies and cost analysis for designing areas.

Desired outcomes:

- Libraries can hire professional assistance for building consultation and evaluation
- Library buildings are designed to be safe, inclusive, comfortable, inspirational places to provide services
- Libraries are community meeting places where all community members have access to a welcoming public space

Desired impacts:



- People come together for learning, networking, community problem-solving, socializing, food, fun, or whatever's needed

## **Public Value**

## **How Spent**

## **Stories**

### **Program 6 - Admin Costs**

#### **Narrative**

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, and supplies.

Desired outcome:

- Federation coordinator has the resources to handle the logistical duties required of running a federation
- Member libraries can focus on other services that directly benefit patrons

#### **Public Value**

5 Libraries chose "Federation coordinator has the resources to handle the logistical duties required of running a federation".

#### **How Spent**

- 1 Library spent \$400.00 on "City of Laurel Clerk/Treasurer".
- 1 Library spent \$2,000.00 on "Coordinator stipend".
- 3 Libraries spent \$570.00 on "Supplies".

#### **Stories**

Laurel Public Library - "The cost of postage to send books to member libraries is supported by the Federation eliminating the expense for the hosting library. We also provide postage to the smaller libraries that aren't able to send book kits back with their own monies. This allows those same libraries to order book kits for their patrons that they would otherwise not be able to afford."

Laurel Public Library - "Laminating film to cover paperback books in book kits. This helps the books stay in good/excellent condition longer. Book kits seem to get an excessive amount of wear & tear from use."

Laurel Public Library - "Stipend for administrative costs associated with bookkeeping duties."

Laurel Public Library - "Supplies purchased to cover new books with laminate to reduce wear from multiple handlings. This allows many more patrons to read the same book repeatedly instead of having to replace copies that have been worn from overuse."

**EXPENDITURES BY LIBRARY**

Library	Status	Total Award	Award Expenses
Bicentennial Library of Colstrip	Active	\$2,040.48	\$2,040.48
Big Horn County Public Library	Active	\$2,040.48	\$2,040.48
Billings Public Library	Active	\$2,040.48	\$2,040.48
Bridger Public Library	Active	\$2,040.48	\$2,040.48
Carnegie Public Library	Active	\$2,040.48	\$2,040.48
Denton Public Library	Active	\$2,040.48	\$2,040.48
Dorothy Asbjornson Community Library	Active	\$2,040.48	\$0.00
Harlowton Public Library	Active	\$2,040.48	\$2,040.48
Joliet Public Library	Active	\$2,040.48	\$2,040.48
Judith Basin County Free Library	Active	\$2,040.48	\$2,040.48
Laurel Public Library	Active	\$6,860.46	\$6,860.48
Lewistown Public Library	Active	\$2,040.48	\$2,040.48
Moore Memorial Public Library	Active	\$2,040.48	\$2,040.48
Petroleum County School-Community Library	Active	\$2,040.48	\$2,040.48
Red Lodge Carnegie Library	Active	\$2,040.48	\$2,040.48
Rosebud County Library	Active	\$2,040.48	\$2,040.48
Roundup School-Community Library	Active	\$2,040.48	\$2,040.48
Stillwater County Library	Active	\$2,040.48	\$2,040.48
	<b>Totals:</b>	<b>\$41,548.62</b>	<b>\$39,508.16</b>