

PLAN OF SERVICE AND BUDGET REQUEST FOR JULY 2005 THROUGH JUNE 2006

NAME OF FEDERATION: South Central Federation

LISTING OF Area Libraries who participate in Federation events and have expressed commitment to federation membership via written or spoken contract and/or memo of understanding:

Big Horn County Library, Hardin
Bridger Public Library
Carnegie Public Library, Big Timber
Denton Public Library
Harlowton Public Library
Joliet Community Library
Judith Basin County Free Library, Stanford
Laurel Public Library
Lewistown Public Library
Moore Memorial Library
Parmly Billings Library
Petroleum County Community Library, Winnett
Red Lodge Carnegie Library
Roundup Community Library
Stillwater County Library, Columbus

LONG RANGE OBJECTIVES OF THE SOUTH CENTRAL FEDERATION AREA:

MSL LRP GOAL 1: All Montana citizens will have direct access to information through telecommunications at their libraries.

SOC Objective 1.1: Encourage all Federation libraries to have phone access in their library.

SOC Objective 1.2: Encourage all Federation libraries to have either direct or dial-up Internet access and have Internet access points for staff as well as patrons.

SOC Objective 1.3: Encourage all Federation libraries to have at least one state-of-the-art computer available in the library.

SOC Objective 1.4: Encourage all Federation libraries to increase librarians' and trustees' understanding of the use of technological resources in libraries, which may include training, workshops and relevant conference opportunities.

SOC Objective 1.5: Encourage all Federation libraries to offer at least one full text, electronic periodical database to their patrons.

SOC Objective 1.6: Encourage all Federation libraries to participate in consortium, joint programs and multi-type networking plans. These networks may share information electronically and through other document delivery systems.

MSL LRP GOAL 2: *Montana citizens will have timely access to information despite its location or format.*

SOC Objective 2.1: Encourage all Federation libraries to participate in the state interlibrary loan program and to process interlibrary library loan requests locally.

SOC Objective 2.2: Encourage all Federation libraries to send their interlibrary loan requests electronically when feasible.

SOC Objective 2.3: Encourage all Federation libraries to have current catalogs and/or automated library catalogs that could be available for searching through remote access.

SOC Objective 2.4: Encourage all Federation libraries to increase the ability of library workers to answer reference questions accurately and knowledgeably through training and use of electronic resources.

MSL LRP GOAL 3: *Montana citizens will be served by librarians and trustees who are knowledgeable about all aspects of library service.*

SOC Objective 3.1. Encourage all Federation libraries to increase librarian and trustee understanding of all library resources and responsibilities in libraries. This may include training, workshops and relevant conference opportunities.

SOC Objective 3.2. Encourage all Federation libraries to have at least one staff member certified with the appropriate Montana library certification (MT certification or OPI School/Media Endorsement).

MSL LRP GOAL 4: *Montana citizens will know about and value the range of services provided by libraries.*

SOC Objective 4.1. Encourage all Federation libraries to “market” their libraries and promote the value of libraries at every opportunity through the media, public meetings, programming, training and other provided library services.

MSL LRP GOAL 5: MSL, with federations and local library agencies, will provide leadership to assure that Montana citizens receive excellent library services.

SOC Objective 5.1: Encourage all Federation libraries to resist any attempts to restrict public access to information and intellectual freedom.

SOC Objective 5.2: Encourage all Federation libraries to participate in statistical data collection and relevant needs assessments to help in library development and education.

MSL LRP GOAL 6: All Montana citizens have access to library services.

SOC Objective 6.1: Encourage all Federation libraries to use the Montana State Library development program for assistance in planning for and developing library services for all citizens of their communities.

MSL LRP GOAL 7: Montana's students are served by school libraries that meet state standards.

SOC Objective 7.1: School and special libraries within the Federation are encouraged to meet the above goals to the best of their ability. Although direct funding is not available to assist school and special libraries through the Federation, they may apply for travel and registration assistance for relevant conferences and other training possibilities through the Federation Coordinator.

ADMINISTRATIVE COSTS:

A stipend of \$1000 will be paid to the Lewistown Public Library as recognition of the efforts of the Federation Coordinator as she works with the State Library and Federation Members to prepare a plan of service, an annual report, attend Library Commission meetings and to set up federation meeting(s). A \$100 will be paid to the City of Lewistown for covering administrative costs.

REVENUE SUMMARY:

	Budgeted
CST Revenue	\$30,026.66

BUDGET SUMMARY:

EXPENDITURE	CST	
Administration Costs	\$1,100	
Salaries/Wages or stipend	\$1,000	
Indirect Administrative Costs	\$ 100	
Operating Costs	\$100	
Program one: Continuing Education and Travel	\$13,120.60	
Federation meetings – two meetings in Billings, lunch for all attendees and speaker fees	\$800	
Travel expenses for attendance at federation meetings	\$1835.44, distributed as noted below to the 15 public libraries.	
Statewide meetings for coordinator – estimate three meetings per year in Helena	\$720	
Other Continuing education opportunities for member libraries	\$ 7,765.16 distributed as \$517.68 for 15 public libraries. \$2000 available for multi-type libraries CE grants	
Program two: Technology	\$7902.60 , distributed as \$526.84 for 15 public libraries	
Program three: Resource Sharing	\$7803.46 , distributed as \$520.23 @ 15 public libraries	
TOTAL EXPENDITURES	\$30,026.66	

Program One: Continuing Education and Travel

PROGRAM NARRATIVE:

This program supports all of the stated goals. The goals are 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 to 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.

An allowance for travel for each of the public libraries to attend Federation meetings is an important part of this program. This program will also include mileage and honorariums for presenters and supplies needed for the Federation meetings. This program also includes travel compensation for the Federation Coordinator to attend various meetings deemed to be in the Federation’s best interest, such as Library Commission meetings, Federation Coordinators meetings, Federation meetings, etc.

This program also provides the opportunity for the multi-type libraries to progress towards fulfillment of Goals 3 and 7, specifically by giving assistance with training and/or mileage to training. The availability of this funding will be shared over Wired Montana listserve. Grants will be for \$250 on a first come basis, one grant per year.

PROGRAM EVALUATION:

Member libraries will put the training to use in their library and share at Federation meetings new things that are happening in their libraries.

The Multi-type program will be monitored by the requests and receipts turned in by multi-type librarians who receive the grants.

Program One: Continuing Education and Travel budget detail:

Federation meetings – two meetings in Billings, lunch for all attendees and speaker fees	\$800
Mileage for attendance at Federation meetings usually held in Billings	\$1,835.44, distributed as noted below to the 14 public libraries.
Statewide meetings for coordinator – estimate three meetings per year in Helena	\$720
Other Continuing education opportunities for member libraries	\$ 7,765.16, distributed as \$517.68 for 15 public libraries. \$2,000 available for multi-type libraries CE grants \$250 per grant.

Travel expense (mileage) for member attendance one vehicle per library at two Federation meeting(s) – both meetings in Billings, usually. (40.5 cents per mile)

\$25 for Laurel, 30 mi

\$26 for Joliet, 32 mi

\$45.36 for Bridger, 56 mi

\$80.10 for Roundup, 100 mi, and Big Horn Co, 100 mi

\$84.24 for Stillwater, 104 mi

\$102.25 for Red Lodge, 125 mi

\$147.42 for Harlowton, 182 mi

\$149.04 for Big Timber, 184 mi

\$160.38 for Petroleum, 198 mi

\$214.65 for Lewistown 265 mi

\$222.75 for Moore, 275 mi

\$230.85 for Denton, 285 mi

\$267.30 for Judith Basin, 330 mi

\$1835.44

Total Program One Budget \$ 13,120.60

Program Two: Technology

PROGRAM NARRATIVE:

This program supports goals one and three. Monies here will be used for technology related expenses of member public libraries. Emphasis should be on technology that strengthens federation-wide public access. Additional emphasis should be on federation wide resource sharing and document delivery. Monies can be expended here for such things as hardware, software, telephone / internet connection and shared catalog expenses.

PROGRAM EVALUATION:

Each library will provide coordinator with a report of the purchases made and how the equipment/product benefited the federation.

Program budget detail:

\$7902.60, distributed as \$526.84 for 15 public libraries

Total Program Two Budget \$ 7,902.60

Program Three: Resource Sharing

PROGRAM NARRATIVE:

The program address goals two, four, five, six and seven. Resource Sharing Projects that will help South Central Federation member libraries to provide the best possible library services to their patrons and to share the limited resources in Montana libraries with all Montanans as much as possible are possible here.

PROGRAM EVALUATION:

Each library receiving a grant will provide the coordinator information on their annual use of the system and project information.

Program budget detail:

\$7803.46, distributed as \$520.23 @ 15 public libraries

Total Program Budget \$7,803.46

Grant Amount to Each Library: (grant amounts differ because of travel expenses basic amount to each public library is \$1564.75)

Member Library	Amount of Grant to member library	Program(s) funded for member library
Big Horn County Library, Hardin	\$1644.85	Programs 1,2, & 3
Bridger Public Library	\$1610.11	Programs 1,2, & 3
Carnegie Public Library, Big Timber	\$1713.79	Programs 1,2, & 3
Denton Public Library	\$1795.60	Programs 1,2, & 3
Harlowton Public Library	\$1712.17	Programs 1,2, & 3
Joliet Community Library	\$1590.75	Programs 1,2, & 3
Judith Basin County Free Library, Stanford	\$1832.05	Programs 1,2, & 3
Laurel Public Library	\$1589.75	Programs 1,2, & 3
Lewistown Public Library	\$1779.40 plus \$4720 for a total of \$6499.40	Programs 1,2, 3 and stipend/expenses for #1
Moore Memorial Library	\$1787.50	Programs 1,2, & 3
Parmly Billings Library	\$1564.75	Programs 1,2, & 3
Petroleum County Community Library, Winnett	\$1725.13	Programs 1,2, & 3
Red Lodge Carnegie Library	\$1667	Programs 1,2, & 3
Roundup Community Library	\$1644.85	Programs 1,2, & 3
Stillwater County Library, Columbus	\$1648.99	Programs 1,2, & 3
Total	\$ 30026.66	

We certify that the federation funds are being maintained in a separate account from the headquarters library funds.

Federation Coordinator's:

_____ Date _____

Chairperson, Board of Trustees,
Headquarters Library

_____ Date _____