PLAN OF SERVICE AND BUDGET REQUEST
FOR
JULY 2008 THROUGH JUNE 2009

NAME OF FEDERATION: Tamarack

LISTING of Area Libraries who participated in Federation events:

<u>Public Libraries</u>
Bitterroot Public Library, Hamilton
Darby Community Public Library
Flathead County Library, Kalispell
Lincoln County Public Library, Libby
Mineral County Public Library, Superior
Missoula Public Library, Missoula
North Valley Public Library, Stevensville
Plains Public Library District
Polson City Library
Preston Town County Library, Hot Springs
Ronan City Library
St. Ignatius School/Community Library
Thompson Falls Public Library

<u>Special Libraries</u>
Rocky Mountain Laboratories Library, Hamilton
Salish Kootenai College Library, Pablo

<u>School Libraries</u>
Polson Public Schools
Plains High School Library
Missoula Public Schools

LONG RANGE GOALS OF FEDERATION AREA:

GOAL 1: To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation.
Meeting twice a year allows more membership participation for prioritizing federation-wide library service needs. The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.
(MSL Goal #3: Consultation and Leadership and Goal #4: Collaboration)

GOAL 2: To provide training and professional development for member libraries' staff.
All library staff need to be informed of and trained in new technologies and innovative library services.
(MSL Goal #3: Consultation and Leadership)

GOAL 3: To improve technology for improving access to library content and services.
Libraries must provide convenient, high-quality and cost-effective access to collections and services.
(MSL Goal #2: Access)

GOAL 4: To assist libraries with expanding their collections and sharing them among libraries.
Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.
(MSL Goal #2: Access and Goal #4:Collaboration)

GOAL 5: To provide support for individual libraries to meet Federation goals by planning and analyzing space usage and technology support needs necessary to support resource sharing activities.
To facilitate federation-wide resource sharing, libraries need to continually re-evaluate the use of current space and technology support functions required to implement activities such as floating collections and space allocation for additional Web-content servers.
(MSL Goal #3: Consultation and Leadership)

GOAL 6: To encourage and support multi-type library participation in the Federation.
Today's technologies allow access to collections in all types of libraries. The opportunity to network with all librarians in the federation will foster cooperation in providing library services. (MSL Goal #4: Collaboration)

ADMINISTRATIVE COSTS:

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more then $1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

The Missoula Public Library (MPL) will receive a stipend of $1,000 for the efforts put forth by the Director in her role as Tamarack Federation Coordinator.

REVENUE SUMMARY:

	Budgeted
CST Revenue	$40,620
General Fund	**N/A**
TOTAL Revenue	$40,620

If there is a shortfall or additional revenue, it will be distributed equally among the public libraries to be expended in accordance with this POS.

BUDGET SUMMARY:

EXPENDITURE	CST	STATE GENERAL FUND
Administration Costs	$1,000 stipend to MPL	N/A
Program one: Two membership meetings <u>Fall 2008: Plains Public Library</u> Meeting costs: Mileage for public libraries: <u>Spring 2009: Darby Community Public Library</u> Meeting costs: Mileage for public libraries:	 $1,000 to MPL $ 500 to 8 libraries $1,000 to MPL $ 800 to 10 libraries	N/A
Program two: Training & professional development	$7,244.54	N/A
Program three: Technology	$11,756.62	N/A
Program four: Expanding & sharing collections	$13,362.31	N/A
Program five: Planning for building improvement	$3,356.53	
Program six: Multi-type library participation	$ 600 (using zones)	
TOTAL EXPENDITURES	$40,620	

Any funds originally provided to the Federation Coordinator's library that remain unexpended in Program #1: Two Meetings and/or Program #6: Multi-type Library Participation will be reallocated to purchasing book club kits to benefit the federation as allowed under Program #4: Expanding and Sharing Collections.

Program Name and Number: #1 Two membership meetings

(Supports Federation Goal #1)

PROGRAM NARRATIVE

Two membership meetings will be held in FY 2007/2008 one in the fall and one in the spring. All librarians and public library trustees within the Federation are encouraged to attend and participate. It is beneficial that the Montana State Library staff and State Commissioners participate in the meetings.

The Coordinator will:
- Arrange meetings with the host libraries
- Create and distribute appropriate notices and documents for the meetings
- Attend at least 3 State Library Commissioners meetings.

Public libraries will receive mileage money for both meetings as determined by approved travel zones:
- Libraries traveling less than 100 miles *round trip* will receive no reimbursement
- Libraries traveling between 100--200 miles *round trip* will receive $50
- Libraries traveling between 200--300 miles *round trip* will receive $75
- Libraries traveling more than 300 miles *round trip* will receive $100

These meetings will:
- Conduct the business of the federation, including elections of officers, in accordance with its by-laws
- Create the POS for the following year in a timely manner with membership participation
- Allow networking among colleagues by sharing "joys and concerns" of each library attending
- Provide an opportunity for continuing education

PROGRAM EVALUATION:

The POS will continue to be a creative and fiscally responsible tool for providing library services to all federation residents.

The membership will mentor new librarians and new trustees by sharing "joys and concerns". State Library staff and State Commissioners will learn of the needs and concerns of libraries which will aid them in making decisions on library issues and securing federation support.

Librarians will be informed of state and national library issues.

Program budget detail

$1000	Administrative costs/stipend: to MPL
$1000	Fall meeting in Plains costs: to MPL
$1000	Spring meeting in Darby costs: to MPL
$ 500	Mileage to Plains fall meeting:

- o $ 50 each to Flathead County Libraries, Missoula Public Library, Polson City Library and Ronan City Library
- o $ 75 each to Bitterroot Public Library, Darby Community Public Library, Lincoln County Public Library, North Valley Public Library
- o $100 - None
- o $ 0 Mineral County Public Library, Preston Town Co. Library, St. Ignatius School Community Library, Thompson Falls Public Library, and Plains Public Library

$ 800	Mileage to Darby spring meeting:

- o $ 50 to Missoula Public Library
- o $75 each to Mineral County Public Library, Plains Public Library, Polson City Library, Preston Town County Library, Ronan City Library and St. Ignatius School Community Library
- o $100 each to Flathead County Public Libraries, Lincoln County Public Library, and Thompson Falls Public Library
- o $ 0 to Bitterroot Public Library, Darby Community Public Library, North Valley Public Library,

Total Program Budget: $4300

Program Name and Number: <u>#2 Training and professional development</u>   (Supports Federation Goal #2)

PROGRAM NARRATIVE

Library staff will attend training and/or professional opportunities at local, state and national levels. Includes but is not limited to workshops, on-line courses, conferences and academic classes. Registration, mileage, lodging, meals and materials may be included in the costs.

PROGRAM EVALUATION:

Library staff will provide new or improved library services for their users.

Program budget detail:
$1373.85	Bitterroot Public Library
$ 800.00	Darby Community Library
$ 548.00	Preston Town County, Hot Springs
$ 740.00	Polson City Library
$ 300.00	Ronan City Library
$ 685.00	St. Ignatius School/Community Library
$2,747.69	Missoula Public Library
$ 50.00	Plains District

Total Program Budget: $7,244.54

Program Name and Number: <u>#3 Technology</u>

(Supports Federation Goal #3)

PROGRAM NARRATIVE

Libraries need to meet the minimal technology requirements to be able to participate in a shared catalog, interlibrary loan, etc. Each library will determine how to best address their technology needs.

Purchases may include, but are not limited to:
- Computer hardware, software and upgrades, firewall security
- Printers, scanners
- Membership costs for OCLC, Montana Shared Catalog, Virtual Reference
- Database costs for InfoTrac, etc.
- *Outreach and public relations costs promoting access to collections and library services.*

Examples of costs outside the scope of this program include, but are not limited to: e-books, furniture, barcodes and other supplies.

PROGRAM EVALUATION:

Libraries will meet or pass minimal requirements for joining the Montana Shared Catalog

Library staff will be able to more efficiently access on-line products and programs for processing materials, training staff and providing information to library users. There will be additional public access computers or up-graded current ones to meet the needs of library users.

Program budget detail:

$1,373.85   Bitterroot Public Library, Hamilton
$ 500.00   Darby Community Library
$2,748.69   Mineral County Library, Superior
$1,099.85   Preston Town County Library, Hot Springs
$1,223.85   Ronan City Library
$2,062.69   St. Ignatius School/Community Library
$2,747.69   Thompson Falls City Library

Total Program Budget: $11,756.62

Program Name and Number: #4 Expanding & Sharing Collections (Supports Federation Goal #4)

PROGRAM NARRATIVE

Libraries may purchase and share collection materials in accordance with the Tamarack Federation Collection Policy, including creating Book Club kits.
To encourage and assist in sharing collections, libraries may choose to apply funds to courier and/or postage costs.

PROGRAM EVALUATION:

Library communities will benefit from a new service: the sharing of Book Club kits.
Materials purchased in accordance with the Tamarack Federation Collection Policy will be available to all libraries.
Libraries will receive support in funding the cost of sharing materials.

Program budget detail:

$2,747.69   Flathead County Library, Kalispell
$2,747.69   Lincoln County Library
$2,747.69   North Valley District Library, Stevensville
$1,347.85   Plains District
$1,099.85   Preston Town County Library, Hot Springs
$1,223.85   Ronan City Library
$1,447.69   Darby Community Library

Total Program Budget: $13,362.31

Program Name and Number: <u>#5 Planning for building improvement</u> (Supports Federation Goal #5)

PROGRAM NARRATIVE

Libraries may use funds to 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:

- o Consultant fees and travel
- o Design models
- o Wireless feasibility studies
- o Cost analysis reviews for adding a courier access area.

PROGRAM EVALUATION:

Libraries will have "outside" experts advise them on best use of space or the need for expansion to improve participation in federation-wide activities.

Program budget detail:

$1348.84   Plains District
$2,007.69   Polson City Library

Total Program Budget: $3,356.53

Program Name and Number: <u>#6 Multi-type Libraries</u>

<div align="center">(Supports Federation Goal #6)</div>

PROGRAM NARRATIVE

Non-public libraries (special, academic, school) may receive mileage money to attend the federation membership meetings. These libraries must request the money through the Federation Coordinator. Money will be distributed on a first come first served basis with mileage determined according to approved travel zones.

PROGRAM EVALUATION:

There will be an increase in attendance and participation by non-public libraries at federation meetings.

Program budget detail:

- Libraries traveling less than 100 miles *round trip* will receive no reimbursement
- Libraries traveling between 100--200 miles *round trip* will receive $50
- Libraries traveling between 200--300 miles *round trip* will receive $75
- Libraries traveling more than 300 miles *round trip* will receive $100

Total Program Budget: $ 600

Member Library	Amount of Grant to member library	Program(s) funded for member library
Bitterroot, Hamilton	$2,822.70	Program #1:Travel: $75 Program #2: Tech:$1,373.85 Program #3: Plan: $1,373.85
Darby Community	$2,822.69	Program #1:Travel: $75 Program #2: CE: $800 Program #3: Tech: $500 Program #4: Collect: 1,447.69
Flathead County, Kalispell	$2,897.69	Program #1:Travel: $ 150 Program #4: Collect: $2,747.69
Lincoln County, Libby	$2,922.69	Program #1:Travel: $175 Program #4: Collect: $2747.69
Mineral County, Superior	$2,823.69	Program #1:Travel: $75 Program #3: Tech: $2,748.69
Preston Town County, Hot Springs	$2,822.70	Program #1:Travel: $75 Program #2: CE: $548 Program #3: Tech: $1,099.85 Program #4: Collect: $1,099.85
Plains District	$2,821.69	Program #1:Travel: $75 Program #2: CE: $50 Program #4: Collect: 1347.85 Program #5: Plan: $1348.85
Polson City	$2,872.69	Program #1:Travel: $125 Program #2: CE: $740 Program #5: Plan: $2,007.69
Ronan City	$2,872.70	Program #1:Travel: $125 Program #2: CE: $300 Program #3: Tech: $1,223.85 Program #4: Collect: $1,223.85
St. Ignatius Sch/Community	$2,822.69	Program #1:Travel: $75 Program #2: CE: $685 Program #3: Tech: $2,062.69
North Valley District, Stevensville	$2,822.69	Program #1:Travel: $ 75 Program #4: Collect: $2,747.69
Missoula Public	$6,447.69	Program #1:Travel: $ 100 Program #1: Admin: $3,000 Program #2: CE: $2,747.69 Program #6: Non-pub: $600
Thompson Falls City	$2,847.69	Program #1:Travel: $100 Program #3: Tech: $2,747.69

This plan of service was approved by the membership on April 25, 2008.

Required Signatures:

Federation Coordinator:

_____Date _____

Federation Advisory Board Chairperson:

_____Date _____

Chairperson, Board of Trustees,
Federation Coordinator's Library

_____Date _____