

# Federation Annual Report

For FY 2009

(July 2008 Through June 2009)

**Coordinator's Library:** **Sidney-Richland County Library**

**Coordinator:** **Renee Goss**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairperson, Board of Trustees,  
Coordinator's Library:** **Robin Hernandez**

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.**

## REVENUE/EXPENSE SUMMARY:

**Total CST Revenue: \$19,776.00**

**Total CST Expended: \$19,776.00**

## EXPENDITURES BY PROGRAM:

<b>PROGRAM #: NAME</b>	<b>Total Expended for Program</b>
Program 1: CONTINUING ED, TRAINING AND TRAVEL	\$2,664.08
Program 2: TECHNOLOGY AND RESOURCE SHARING	\$12,093.56
Program 3: COMMUNICATION/PR AND CONSULTATION	\$4,118.36
Program 4: Administration	\$900.00
<b>Total Expenditures - All Programs</b>	<b>\$19,776.00</b>

## EXPENDITURES BY LIBRARY:

<b>LIBRARY</b>	<b>Total Revenue</b>	<b>Total Expended</b>
Bicentennial Library of Colstrip	\$869.25	\$869.25
Ekalaka Public Library	\$1,293.25	\$1,293.25
Fallon County Library	\$1,387.25	\$1,387.25
Garfield County Library	\$1,248.25	\$1,248.25
George McCone Memorial County Library	\$1,321.25	\$1,321.25
Glendive Public Library	\$1,306.25	\$1,306.25
Henry A Malley Memorial Library	\$1,101.25	\$1,101.25
Miles City Public Library	\$1,152.25	\$1,152.25
Prairie County Library	\$999.25	\$999.25
Rosebud County Library	\$1,135.25	\$1,135.25
Sidney-Richland County Library	\$6,675.25	\$6,675.25
Wibaux Public Library	\$1,287.25	\$1,287.25
<b>TOTALS</b>	<b>\$19,776.00</b>	<b>\$19,776.00</b>

# **BENEFIT/OUTCOME SUMMARY BY PROGRAM**

## **Program 1: CONTINUING ED, TRAINING AND TRAVEL**

### **Narrative:**

- Identify which goal this program supports (Federation Goal #1)
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

Knowledgeable and trained staff and trustees are able to provide quality library services to their communities. Toward this end the following activities will be funded as money allows. (Examples; MLA, Offline, Shared Catalog or other community trainings).

1. A grant of \$300 will be given to each public library to attend CE.
2. A workshop that is certified by MSL will be provided at each Federation meeting.
3. Informal time will be provided at each of the Federation meeting to allow staff and trustees to share information and help.
4. Funds may be used to pay the expenses of having someone come in from another library to help or train.
5. Funds for Fallon County to host trainings - \$150.00 Other training examples; Fall Workshops, Webjunction classes, etc.

### **Benefit/Outcome:**

Over 25 Library Directors, Staff and Trustees upgraded skills to provide better library services to eastern Montana communities.

Trustees that took classes have become more active in their responsibilities as Board members. Improved communications skills have resulted in better customer service. Individual library privacy policies were strengthened. Technology classes helped libraries start web pages, become more adept at maintaining local computers and becoming more informed to make decisions regarding technology. Refresher classes on the state online databases have helped library staff keep up with the improvements to the state databases to better assist patrons in finding information.

## **Program 2: TECHNOLOGY AND RESOURCE SHARING**

### **Narrative:**

1. Funds will be used to purchase technology and technology related resources. Technology can be a means of sharing resources. First priority will be to maintain a subscription to OCLC. The amount of the subscription will vary among the individual public libraries according to size. The smaller libraries may have money left that can be used at their discretion for other technology related purchases, which support Sagebrush goals (following state library directives). Examples of purchases are; hardware or network upgrades, computers, software, fax machine, online electronic resources or subscription databases, library web page costs, support for online automation systems, maintenance costs, cell phones and other devices, technical support or MSC expenses.

2. Heritage Quest- The Federation may commit \$1200 towards a state purchase of Heritage Quest. If Heritage Quest is not purchased in a statewide contract or if the Federation decides individual libraries need the funds more, these funds may be given back equally to the federation public libraries (\$100 each) to be used on other technology under this program.

3. Funds remaining/not used from any program may be redirected for postage to help with rising ILL costs or other reference/ professional materials, book discussion kits, MP3 players, news ads or technology that benefits the federation may be purchased.

\*Cautionary note- Funds cannot be used for normal operating costs that should be borne by the local library. A computer, fax or other hardware or software purchase normally should be acquired with local funds however; depending on the circumstances Federation funds may be used. Members must ask the question, "How will this purchase benefit the Federation."

**Benefit/Outcome:**

Funds were used to enhance a library's ability to purchase items and resources of a technological or digital nature.

Eastern Montana libraries are working to keep up with technological advancements to continue to bridge the "digital divide" gap.

-Sagebrush libraries maintained services to OCLC for resource sharing and standard marc records for their library catalogs.

-Funds were used in a consortium purchase of Heritage quest allowing all of not only eastern Montana but all Montanans to get access to genealogy resources.

-Six libraries upgraded hardware and completed computer maintenance.

-12 public libraries received postage funds to help cover costs of increased OCLC resource sharing

**Program 3: COMMUNICATION/PR AND CONSULTATION**

**Narrative:**

1. The Federation Coordinator or a representative will attend at least two Coordinator meetings.
2. Two federation meetings will be held each year. The annual spring federation meeting is held in Miles City, as it is the most central location. The fall meeting will be held at other federation libraries. Libraries will take turns hosting and helping to plan meetings. Besides networking, this allows members to see each others libraries and for each host library to help the coordinator plan the meeting.
3. Member libraries will submit articles to be published in the Sagebrush newsletter, "The Skinny". The Editor will receive \$75.00 to cover publication costs. The Skinny is a Federation Newsletter. Besides members, it is sent to the State Library Commission.
2. A federation blog was implemented. No cost is involved but will be used on a trail basis to see if it helps facilitate federation communication.
4. Federation members will act as mentors to new members. Members continually consult each other for help. If funds are available, members may travel to another member library for training/help/consultation.
5. Workgroups will be maintained (POS and Annual Report, Communication, Continuing Education, Federation Development and others as needed). Directors must be on a workgroup and other members are encouraged to participate. Besides sharing the work load of the federation, further communication, consultation and collaboration occurs along with mentoring members to take on the role of federation coordinator.
6. \$400 will be set aside for grants to school, special and academic libraries. ALL libraries in the federation area will be contacted each fall. The benefits of having a multi-typed collaborative federation will be shared along with an invitation to the meeting and training. One grant (Sagebrush form and procedures) per library per year, first come until funds are expended. Monies can be used for travel, meals or a substitute teacher. Funds may be spent on training if the training is of benefit to the federation and is shared with the federation through a workshop. The Federation may also decide to use these funds for an ad in a regional newspaper\*(Billings Gazette) for an ad promoting all libraries. This ad may be purchased for national library Week.
7. So that libraries do not have to reinvent the wheel, newspaper articles and other outreach efforts may be shared with member libraries so that the value of libraries may be promoted. Other Communication expenses that may be purchased with federation funds are other PR materials such as advertising, brochures, posters for the community, bookmarks, etc.

**Benefit/Outcome:**

The Federations held two face to face meetings to provide time for members to:

- Network and share ideas
  - conduct Federation business with workgroups being able to work together in person
  - Hear state library updates and have access to state library personnel
  - Attend trainings
- Provided funds for PR for all libraries.

Travel was provided for 21 members to attend the fall meeting in Lame Deer including Directors, staff, Trustees, school and academic librarians. At the spring meeting in Miles City, over 30 people attended and every public library had a trustee in attendance. Ads promoting all libraries were published in local newspapers. A Sagebrush newsletter was sent out to Sagebrush members and the State Library Commission to update each other on individual library activities and other federation business. Discussion was held on the upcoming changes to the certification requirements.

No school libraries took advantage of the school training grant and these funds were reallocated to program 2 to purchase postage for ILL for all libraries. The blog isn't really used anymore. Members can now get federation information from the MSL website federation page. The members indicated that the in person meetings are much valued as times to be able to work together to help each other improve services and communicate the importance of libraries to our communities.

**Program 4: Administration****Narrative:**

Funds are directed toward administration costs to help the headquarters library with costs such as copies, supplies and long distance. Also a stipend is paid to the coordinator for their time to be responsible to be in charge of the federation and file all the state reports.

**Benefit/Outcome:**

Carried out all federation business.

The Coordinator fulfilled all the responsibilities of the position. The Plan of Service was carried out , all reports were submitted to the MSL and Coordinator meetings attended.

## Individual Library Report for FY 2009 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

Sagebrush

### Name of Library:

Bicentennial Library of Colstrip

### Expense Detail:

#### Program 1 Federation Award: \$300.00

Date	Claimant	Tracking #	Description	Amount
2/20/2009	Bicentennial Library		Mary Kay Bullard, Frank Barreto and Jill Hanson attended Offine in Anaconda.	<u>\$300.00</u>

Actual expense was \$427.00 as staff was willing to pursue continuing education in technology. This creates a viable and current staff.

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**Total Expenses:** \$300.00  
**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$569.25

Date	Claimant	Tracking #	Description	Amount
8/22/2008	Bicentennial Library		Bicentennial Library used this portion of federation money for the annual OCLC payment.	<u>\$569.25</u>

This money helps Bicentennial Library meet the standards set by the federation.

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**Total Expenses:** \$569.25  
**Total Remaining:** \$0.00

#### Benefit/Outcome

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### Name of Federation:

Sagebrush

### Name of Library:

Ekalaka Public Library

### Expense Detail:

#### Program 1 Federation Award: \$248.12

Date	Claimant	Tracking #	Description	Amount
7/13/2009			CE training Training for certification, created a web page for internet access to library information and programs....(for previous librarian)	\$48.12
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7/13/2009	Webjunction		Privacy and Information Security	\$40.00
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7/13/2009	Webjunction		Microsoft 2000 Beginning Excel	\$40.00
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7/13/2009	Webjunction		Developing Motivating Messages	\$40.00
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7/13/2009	Webjunction		Customer Satisfaction: Analysis and Implementaion	\$40.00
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7/13/2009	Webjunction		Office 2003: Introduction to Microsoft Office 2003	\$40.00
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				<b>Total Expenses:</b> \$248.12
				<b>Total Remaining:</b> \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$903.72

Date	Claimant	Tracking #	Description	Amount
7/13/2009	OCLC		Annual Dues	\$281.00
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7/13/2009	Follett		Renewal	\$170.00

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 7/13/2009 Scanner \$238.46  
 To electronically send in house documents or articles requested from other libraries.....needs to be  
 reallocated from program 3

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 7/31/2009 Postage Postage \$214.26  
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**Total Expenses:** \$903.72  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$141.41**

Date	Claimant	Tracking #	Description	Amount
7/13/2009	Ekalaka Eagle		Advertising	\$20.00
Promotions of Programs and the library uses				
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7/13/2009	Ekalaka Eagle		Advertising	\$24.00
Promoting for National Library Week				
-----				
7/31/2009	Travel to Miles City, Baker and 1 meal		travel to Miles City in May for sagebrush federation meeting and travel to Baker for classes	\$97.41
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**Total Expenses:** \$141.41  
**Total Remaining:** \$0.00

**Benefit/Outcome**



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### Name of Federation:

Sagebrush

### Name of Library:

Fallon County Library

### Expense Detail:

#### Program 1 Federation Award: \$236.00

Date	Claimant	Tracking #	Description	Amount
5/29/2009	Schmidt, Diana L.	41033	Online Training	\$120.00

Hours toward her certification.

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5/29/2009	Abrams, Vera M.	40293	FCL Training	<u>\$116.00</u>
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Enabled local and area library staff to obtain CE toward their certification or renewal of their certification.

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**Total Expenses:** \$236.00

**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$937.25

Date	Claimant	Tracking #	Description	Amount
5/29/2009	Abrams, Vera M.	29155	Annual OCLC Subscription	\$569.25

Online Cataloging.

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7/2/2009	FCL	April 2009	Audiobook Download Station	<u>\$368.00</u>
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Provide download audiobooks for patrons with no access to a computer.

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**Total Expenses:** \$937.25

**Total Remaining:** \$0.00

#### Benefit/Outcome

#### Program 3 Federation Award: \$214.00

Date	Claimant	Tracking #	Description	Amount
5/29/2009	Vera M. Abrams	May 2009	Fall Federation Meeting: Lame Deer	\$180.00

Training/Networking with other librarians

7/2/2009 Vera M. Abrams March Director and Trustee traveled to spring federation meeting \$34.00

Trustee given glimpse into workings of federation and obtained training.

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**Total Expenses:** \$214.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

Garfield County Library

### Expense Detail:

#### Program 1 Federation Award: \$202.66

Date	Claimant	Tracking #	Description	Amount
7/6/2009	Best Western Hotel Lewistown	1219	One night's lodging for Fall Workshop attendance by a Library Trustee	\$74.90

A Trustee got involved with Continuing Education Certification program. Trustee took classes which improved the function of the Board of Trustees and met, learned how much resources are available through the staff of the State Library and meet some of the great people who we rely on to help our trustee board to be a more effective body in both the governing of the library and in advocating for the library. The trustee came back with such positive impression that the whole board became more active in promoting a much needed fund drive to help the county pay for desperately needed roof repairs for the building that houses the library. The trustee also convinced one of the County Commissioners to go with her and attend Fall Workshop. The positive experiences the Commissioner had meeting with others in the Library Community and the courses she was able to take really helped her understand the vast variety of services community libraries provide local patrons and made her an advocate for better relations between the library and the County Commissioners. All things considered, this was possibly the best \$74.90 we have spent for education and communication as it really broadened and empowered the trustee who attended, making her an inspiration to the rest of the board, and it deepened the understanding some of the many things we have to do to provide library services to the community for the Commissioner who attended. It seemed to go a long way to dispel the notion that all library staff does is sit at the desk, waiting to stamp a due date in a book for a patron. The Commissioner got a much better understanding of how much we do and some of the resource the library provides for the community that she had never considered previously. She also said the courses she took were very helpful in showing ways for local governing bodies, like the County Commission, to better serve the community. If you can help a commissioners get their work done, you have proved value of the library system in a way nothing else can!

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7/6/2009	VISA (Webjunction course purchase)	1256	Toward cost of purchasing online CE courses for Library Staff through WebJunction	<u>\$127.76</u>
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Online courses from WebJunction are great for us because of how remote we are. Saves money by cutting down travel expenses for CE study and credits. The fact that we could purchase courses, which are also self pace and can be worked on at our convenience is wonderful for our small, part time staff, as we have to juggle a lot of demands on our few hours. Self Paced courses enable us to get classes in when we can fit them into our schedules which is a great help to us with so few hours in the budget.

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**Total Expenses:** \$202.66  
**Total Remaining:** \$0.00

### Benefit/Outcome

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**Program 2 Federation Award: \$669.25**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
7/6/2009	OCLC	1211	Annual subscription for online cataloging	\$281.00

Collection management via computer, saves time and labor over keeping card catalog up. Sharing resources with other libraries/ enabling patrons to utilize Inter-Library- Loan for materials not in their local library. We were able to provide another library with a classroom set of books they needed for a special project on Native American studies and even provide a library in British Columbia with a rather difficult to find art instruction video which we hold a copy of. We were thrilled that our little library had something which was difficult for larger libraries to find and we had the ability to have that material shared with others.

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7/6/2009	VISA (to COSTCO )	1235	Used toward purchase of a new Public Access Computer for the Library	<u>\$388.25</u>
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Needed to replace a failing, 7 or 8 year old Public Access Computer to enable more patrons reliable internet access and other computer usage such as, but not limited to, accessing InfoTrac data base and so staff could do more with patrons to promote public use of the new Heritage Quest Database

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**Total Expenses:** \$669.25  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Program 3 Federation Award: \$376.34**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
9/9/2009	Janette Davie	1231	Mileage & meals for director to attend Sagebrush Federation Meeting in Colestrip/Lame Deer	\$214.90

Information from State Librarian on upcoming legislative issues, Open discussion on better resource sharing ideas. Class and meeting at Lame Deer College

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7/6/2009	VISA	1233	Lodging at Super 8 Motel in Colestrip for director to attend Sagebrush Federation Fall Meeting	\$72.62
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CE course in resources for book acquisitions, Discussion with State Librarian and other directors re ILL and other potential methods of resource sharing, Federation Business meeting. Discussed problems of small libraries re resource sharing expense reimbursement paperwork, time to cost benefit

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7/6/2009	Janette Davie	1255	Mileage and lunch for director to attend Federation Spring Meeting in Miles City	<u>\$88.82</u>
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Got latest update on likely changes to certification requirements. Discussion and vote on Federation Plan of Service for the next fiscal year. CE class

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**Total Expenses:** \$376.34  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

George McCone Memorial County Library

### Expense Detail:

#### Program 1 Federation Award: \$0.00

Date	Claimant Tracking #	Description	Amount
6/23/2009		I had to use the money in Program 1 for Program 2 this year - Our cost for OCLC went up to \$567.00. Techology for our Web page maintenance was 202.25, so this amount was also taken from our CE fund.	<u>\$0.00</u>
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<b>Total Expenses:</b>			\$0.00
<b>Total Remaining:</b>			\$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$869.25

Date	Claimant Tracking #	Description	Amount
6/23/2009		1. OCLC costs \$567.00 2. Heritagequest \$100.00 3. Web Page Maintenance & GoDaddy Membrshp \$ 202.25	<u>\$869.25</u>
Listing our books for lending & borrowing to other libraries. Making an ancestry program available to our patrons Updating our Web Page for other libraries			
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<b>Total Expenses:</b>			\$869.25
<b>Total Remaining:</b>			\$0.00

#### Benefit/Outcome

#### Program 3 Federation Award: \$452.00

Date	Claimant Tracking #	Description	Amount
6/23/2009		Federation meetings in Lame Deer and Miles City - \$348.00 - Lame Deer \$104.00 - Miles City	<u>\$452.00</u>
Board Members and Library Directors meeting staff from the State Library Also meeting other board members and directors. The most important benefit is discussing the POS and having a vote on how to disburse the money.			
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<b>Total Expenses:</b>			\$452.00
<b>Total Remaining:</b>			\$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

Glendive Public Library

### Expense Detail:

#### Program 1 Federation Award: \$300.00

Date	Claimant	Tracking #	Description	Amount
6/29/2009	Holiday Inn		MLA lodging continuing education which is considered vital	\$247.17
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6/29/2009	Nagle, Gail		paid partial MLA registration reimbursement continuing education, networking with libraries all over the state, attended MLA board meeting	<u>\$52.83</u>
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			<b>Total Expenses:</b>	\$300.00
			<b>Total Remaining:</b>	\$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$831.25

Date	Claimant	Tracking #	Description	Amount
6/29/2009	OCLC		OCLC membership fees increase resource sharing	\$569.25
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6/29/2009	HighSmith		courious crates to help with ILL and resource sharing	<u>\$262.00</u>
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			<b>Total Expenses:</b>	\$831.25
			<b>Total Remaining:</b>	\$0.00

#### Benefit/Outcome

#### Program 3 Federation Award: \$175.00

Date	Claimant	Tracking #	Description	Amount
6/29/2009	UpStart		book bags with library promotion...bags were distributed at community career fair increase library awareness to general public, not just to library users at library events	<u>\$175.00</u>
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**Total Expenses:** \$175.00

**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

Henry A Malley Memorial Library

### Expense Detail:

#### Program 1 Federation Award: \$318.45

Date	Claimant	Tracking #	Description	Amount
7/10/2009	Henry A. Malley Memorial Library		\$110 used for continuing education credits. Web-Junction classes.	\$110.00

June Ray is now certified under the State Certification program.

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7/10/2009	Henry A. Malley Memorial Library		Travel-fuel expenses \$172.70 June Ray traveled to Baker on June 13, 09 for Lauren McMullens training at the Fallon County Library. \$35.75-Diane-three trips to Miles City using Powder River County car. March to Federation meeting and April and May trips to MCC for DuPage continuing education classes	<u>\$208.45</u>
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Sagebrush Federation meeting-important for Library Director to keep abreast of Stte Library developments and Federation business. Both Diane and June continue to learn and benefit from continuing education opportunities

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**Total Expenses:** \$318.45  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$782.80

Date	Claimant	Tracking #	Description	Amount
7/10/2009	Henry A. malley Memorial Library		OCLC-yearly subscription	\$564.00

Benefits all library patrons by providing them access to materials that our local library is not able to provide due to our small budget. Also very beneficial to library staff for cataloging and reference .

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7/10/2009	Henry A. Malley Memorial Library		Used for partial payment of Sonic Wall subscription. This is our Antivirus/firewall security.	<u>\$218.80</u>
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Provides security for computers so that patrons and staff can safely use.

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**Total Expenses:** \$782.80

**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

Sagebrush

### Name of Library:

Miles City Public Library

### Expense Detail:

#### Program 1 Federation Award: \$330.70

Date	Claimant	Tracking #	Description	Amount
4/30/2009	Michelle Cunningham	11108	Allowing staff member to attend the Montana Library Association annual conference in Kalispell, MT.	<u>\$330.70</u>

Colleague networking, staff education and training, and knowledge sharing with staff members who could not attend.

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**Total Expenses:** \$330.70  
**Total Remaining:** \$0.00

#### Benefit/Outcome

Successful MLA training and experience.

#### Program 2 Federation Award: \$821.55

Date	Claimant	Tracking #	Description	Amount
8/14/2008	OCLC	10039	Covers partial annual cost of Cataloging and Metadata costs for the OCLC Online catalog sharing services.	<u>\$821.55</u>

Enables MCPL to be a part of resource sharing with MT libraries and libraries outside of the state, as well as cataloging resources and record uploading.

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**Total Expenses:** \$821.55  
**Total Remaining:** \$0.00

#### Benefit/Outcome

Continued subscription paid partially from Sagebrush funds and library

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### Name of Federation:

Sagebrush

### Name of Library:

Prairie County Library

### Expense Detail:

#### Program 1 Federation Award: \$181.35

Date	Claimant	Tracking #	Description	Amount
8/9/2008	Mileage		Baker Training	\$134.55
Staff training for CE credit to gain knowledge to provide quality service to our patrons and community				
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10/27/2008	Mileage		Glendive trustee training	<u>\$46.80</u>
Provide staff and trustees with valuable information on the responsibilities of board members and the importance of promoting our library services.				
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<b>Total Expenses:</b>				\$181.35
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$677.90

Date	Claimant	Tracking #	Description	Amount
8/24/2008	OCLC		OCLC subscription	\$281.00
Access online resources, sharing of resources among libraries				
-----				
6/20/2009	Computer		Laptop computer	\$158.45
Due to nearly 40% increase in computer usage the library decided to buy a laptop to expose patrons to new resource				
-----				
5/24/2008	Postage		Postage	<u>\$238.45</u>
Help with ILL cost. Sharing resources with all types of libraries and to provide access to information for our patrons.				
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<b>Total Expenses:</b>				\$677.90
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

**Program 3 Federation Award: \$140.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
10/24/2008	Mileage		Federation meeting - Colstrip Staff attended meeting for networking and sharing with other libraries	<u>\$140.00</u>

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**Total Expenses:** \$140.00

**Total Remaining:** \$0.00

**Benefit/Outcome**

## Individual Library Report for FY 2009 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

Sagebrush

### Name of Library:

Rosebud County Library

### Expense Detail:

#### Program 1 Federation Award: \$300.00

Date	Claimant	Tracking #	Description	Amount
9/20/2008	Yogo Inn		Lodging for 3 people for Montana State Library Fall Workshop	\$171.18

Our staff brought back more new ideas to serve the public from this Fall Workshop than ever before. We now have early childhood literacy workshops and handouts here, enhanced public relations, a new teen program, etc.

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9/20/2008	Susan Martin		Reimbursement of out-of-pocket expenses for our Assistant Director to attend the MSL Fall Workshop.	\$46.00
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This employee got so much from the workshops and brought back ideas to enhance her performance and give so much to the public. She believes that continuing education is one of the best parts of her job.

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9/20/2008	Fleet Services		Part of the payment to Fleet Services for fuel for attendance of 3 employees at the MSL Fall Workshop.	<u>\$82.82</u>
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Again, enabling the staff to attend the Fall Workshop is essential to our operation and our increased services and programs for the public.

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**Total Expenses:** \$300.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$569.25

Date	Claimant	Tracking #	Description	Amount
8/14/2008	OCLC		Assistance with the bill for continued OCLC membership, record adding, Interlibrary Loan, and other services.	<u>\$569.25</u>

OCLC is essential to our operation and records as well as to our membership in the Montana Shared Catalog, a collaborative effort which has benefited our patrons and patrons all over the state.

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**Total Expenses:** \$569.25  
**Total Remaining:** \$0.00

### Benefit/Outcome

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**Program 3 Federation Award: \$266.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
3/30/2009	Forsyth Post Office		Partial payment of the postage necessary to mail two editions of the Sagebrush Skinny, a newsletter created at our library which contains news from all of the Sagebrush Federation libraries.	\$75.00

The newsletter benefits not only the libraries involved but also the Montana State Librarian, the Library Commission, and other Federations, all of whom receive copies. Sharing of ideas and communication among our libraries are enhanced by this colorful method of sharing.

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10/25/2009	Fleet Services		Mileage to Lame Deer for the Fall Federation Meeting.	\$103.60
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Our Director and Trustees who attended the meeting benefited from the business conducted, the time in the Dull Knife College Library, and the continuing education time. This is an excellent way to promote library understanding and collaboration.

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5/4/2009	Fleet Services		Partial payment for attendance of 4 people at the Spring Federation meeting in Miles City.	<u>\$87.40</u>
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Our trustees and director benefited well from being able to attend the spring meeting. The increased knowledge of others' libraries and programs and participation in the Federation development of Plan of Service is invaluable. The trustees always comment on the benefit of these meetings and the reports from the State Library

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**Total Expenses:** \$266.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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## Individual Library Report for FY 2009 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

### Name of Federation:

Sagebrush

### Name of Library:

Sidney-Richland County Library

### Expense Detail:

#### Program 1 Federation Award: \$150.00

Date	Claimant	Tracking #	Description	Amount
5/19/2009	University of North Texas	October 08	Fall Federation Workshop online;Improving Your Communication Skills:Presentation Skills for Librarians.	\$150.00

Participants became more aware of how their organization and presentation of information, as well as presentation of themselves, affects their audience's and communities receptiveness of the library.

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6/9/2009	US Postmaster		Two workshops(one for fall meeting and one for spring meeting) were budgeted for at \$175.00 apiece. The fall LEAD workshop cost was \$150.00 and there was no cost to the spring meeting workshop as it was presented by the State Technology Consultant for the Sagebrush Federation. These funds were reallocated to Program 2 item #3. All remaining funds were used to purchase postage for the public libraries for ILL.	<u>\$0.00</u>
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**Total Expenses:** \$150.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$3,386.04

Date	Claimant	Tracking #	Description	Amount
5/19/2009	Missoula Public library	September 08	Public Library state consortium purchase of HeritageQuest.	\$800.00

By purchasing and negotiating together for pricing the participant libraries and federations were able to purchase Heritage Quest(online genealogy database)for all of Montana's public libraries. Which makes the information available to all Montanans.

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6/24/2009	Renee Goss	June 09	Reallocated to purchase of computer laptop as library was able to cover cost of OCLC; 300.00 from CE program 1 reallocated here as well as \$200 admin funds.Total cost of heavy duty travel laptop and accessories \$1767.98. The Sidney library using	\$1,069.25
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The Sidney library did not have enough computer funds in its own budget to purchase a laptop. As the Sidney Library Director is the Federation Coordinator the laptop be will especially be

helpful in conducting federation business. The coordinator will be able to take the laptop to meetings and use for trainings, projecting federation business and keeping in touch with own library by e-mail. Travel to coordinator meetins typically takes 4 days and the coordiantor will be able to keep up with own library affairs while on the road.

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 6/9/2009 US Postmaster \$1200.00 was budgeted for the purchase of HeritageQuest but only \$800.00 was spent. The remaining \$400.00 was reallocated to #3. \$200 was reallocated from Program 1 workshop funds;\$400 was reallocated from the Multi-type grants(Program3) as no library applied for them.;\$515.79 was reallocated from Program 3 from remaining Coordinator and Advisory travel funds \$1,516.79

Spending the remaining grant funds on postage helps al federation libraries and even all borrowing libraries. Each library is able to send out appoximately 50 more books.

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**Total Expenses:** \$3,386.04  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 3 Federation Award: \$2,239.21**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
5/19/2009	Chief Dull Knife College	October 08	Used to purchase snacks, paper products, make sopies for the fall federation meeting in Lame Deer.	\$75.00
The hosting library must help take a leadership role in planning and preparing for the federation meeting. The host library is able to give a tour of their library. This builds relationships and imnproves teamwork of the members.				
5/19/2009	Rolane Christofferson	April 09	Reimbursement for travel to Fall Federation meeting in Lame Deer.	\$40.40
With the costs of travel covered, Prairie County Library was able to send a representative to the fall federation meeting.				
6/24/2009	Renee Goss	Oct 08	travel to fall federation meetin in Lame Deer being able to participate in person in federation busines, training and networking	\$315.63
6/24/2009	Renee Goss	Dec 08	travel to coordiator meeting in Helena active participation in administration and planning of federation business	\$752.38
6/24/2009	Renee Goss	June 09	travel to Helena for coordiantor meeting active participation with the federation coordinators to plan fedration business and communicate stale library business	\$700.40
6/24/2009	Heather Cotter	March 09	travel(4) to annual federation meeting in Miles City participate in federation business and developing plan of service	\$138.60
6/24/2009	Renee Goss	March 08	meals reimbursement for 4 federation meeting	\$24.00

6/24/2009	Ekalaka Eagle	My 08	National library Week ad	\$36.00
promote the value of all types of libraries				

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6/24/2009	Country Media Inc	May 09	National Library Week newspaper ad	\$42.30
promote the value of all libraries				

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6/24/2009	Independent Press	May 09	Nes ad in the Forsyth paper for national library Week	\$45.00
Promote the value of all libraries				

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6/24/2009	Miles City Star	May 09	Newspaper ad for national library Week	\$69.50
promote all libraries				

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6/9/2009	US Postmaster		\$400 was budgeted for grants for schools and no school libraries applied. These funds along with remaining travel funds not used by the Advisory Board or the Coordinator were reallocated to Program 2 item #3.	<u>\$0.00</u>
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See above.

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**Total Expenses:** \$2,239.21  
**Total Remaining:** \$0.00

**Benefit/Outcome**

**Program 4 Federation Award: \$900.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
6/9/2009	Renee Goss		Stipend paid to coordinator.	<u>\$900.00</u>

The stipend does not cover the time spent by the coordinator to fulfill the coordinator responsibilities. It is a lot to ask a Director to volunteer all the time that is needed so the stipend is paid in appreciation for the time spent on federation affairs. It also is an encouragement for other library directors to take on the role of coordinator

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**Total Expenses:** \$900.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

## Individual Library Report for FY 2009 Federation Annual Report

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### Name of Federation:

Sagebrush

### Name of Library:

Wibaux Public Library

### Expense Detail:

#### Program 1 Federation Award: \$96.80

Date	Claimant	Tracking #	Description	Amount
8/9/2008	Mileage		Fallon County Library training Staff attended training for CE credits and gain knowledge to provide a quality service to our patrons and community.	\$48.40
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6/6/2009	Mileage		Fallon County Library training Staff attended training for CE credit, provide our patrons and community with quality services.	<u>\$48.40</u>
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<b>Total Expenses:</b>				\$96.80
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

#### Program 2 Federation Award: \$1,076.05

Date	Claimant	Tracking #	Description	Amount
8/29/2008	OCLC		OCLC Access to online information resources, provide quality services to the community. Sharing our resources with the federation and other libraries.	\$567.00
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4/9/2009	Technology		Labor cost for repairing computers. To provide a better service to our patrons and community	\$212.50
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6/26/2009	Postage		Postage Help with our Interlibrary Loan cost. Sharing our resources with other libraries, provide quality services to our patrons, community and the federation.	<u>\$296.55</u>
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<b>Total Expenses:</b>				\$1,076.05
<b>Total Remaining:</b>				\$0.00

#### Benefit/Outcome

#### Program 3 Federation Award: \$114.40

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
3/28/2009	Mileage		Sagebrush meeting Miles City	<u>\$114.40</u>
Staff could attend meeting, network and consult with other libraries.				

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**Total Expenses:** \$114.40  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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