

SAGEBRUSH FEDERATION

ANNUAL REPORT

FY2010

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Federation Annual Report
For FY 2010
(July 2009 Through June 2010)

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:

PROGRAM #	NAME	Total Expended for Program
Program 1:	CONTINUING ED, TRAINING AND TRAVEL	\$4,050.70
Program 2:	TECHNOLOGY AND RESOURCE SHARING	\$10,818.32
Program 3:	COMMUNICATION/PR AND CONSULTATION	\$3,806.98
Program 4:	Administrative Services	\$1,100.00
Total Expenditures - All Programs		\$19,776.00

EXPENDITURES BY LIBRARY:

LIBRARY	STATUS	Total Revenue	Total Expended
Bicentennial Library of Colstrip	Active	\$962.58	\$962.58
Ekalaka Public Library	Active	\$1,334.48	\$1,334.48
Fallon County Library	Active	\$1,316.68	\$1,316.68
Garfield County Library	Active	\$1,323.28	\$1,323.28
George McCone Memorial County Library	Active	\$1,321.08	\$1,321.08
Glendive Public Library	Active	\$1,305.68	\$1,305.68
Henry A Malley Memorial Library	Active	\$1,154.58	\$1,154.58
Miles City Public Library	Active	\$1,213.48	\$1,213.48
Prairie County Library	Active	\$1,150.58	\$1,150.58
Rosebud County Library	Active	\$1,280.18	\$1,280.18
Sidney-Richland County Library	Active	\$6,126.82	\$6,126.82
Wibaux Public Library	Active	\$1,286.58	\$1,286.58
TOTALS		\$19,776.00	\$19,776.00

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 meetings 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 Ekalaka to host trainings - \$75.00. An additional \$75.00 will go to the Coordinator's library which will reissue the funds to a to-be-determined library which will host an additional training. Other training examples; Fall Workshops, WebJunction classes, etc.

Benefit/Outcome:

Continuing education contributes to professional growth. Library Staff and Trustees benefited by keeping pace with new technology, products and ideas. Staff is encouraged to take personal inventory of their strengths and weaknesses and then select continuing education to fit their particular needs. At Federation meetings, Library staff is able to exchange information about different classes (MSL, MLA, U of Texas, TechSoup or Webjunction) and also request trainings for Federation meetings or to MSL. This program helped Directors and staff maintain or add to their state certification.

Library Directors, staff and Trustees;

- Twelve attended a policies training with particular emphasis on card registration. All attendees intended to work with their Trustees to make needed changes.
- Twenty-Four attended Legal Reference Skills at the spring meeting. All indicated increased knowledge and skills to provide better legal services to their patrons.
- Five libraries used funds to attend Offline where they received an introduction to new technologies that will affect libraries.
- Five used funds to defray costs to attend MLA and other libraries used funds for online classes. Broadus, who would not have had enough budgeted funds, used their monies for eight online Webjunction classes whereby the Director maintained her state certification and the assistant attained her certification.
- 12 librarians attended workshops in Wibaux on Power Searching, Intellectual Freedoms in Montana Libraries and Excellent reference Service,

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:

Information technology is a critical tool for conducting library business;

-All Sagebrush Public Libraries maintained their OCLC subscriptions. This provides for cost effective resource sharing across the state and worldwide.

Due to budget constraints libraries are unable to achieve appropriate replacement cycles for computer hardware, networking or software. These ongoing upgrades usually need to be done every three years in order to keep up with vendor support and hardware/software compatibility. Some libraries also do not have IT help with the City or County or on staff. To this end, funds were used for computer repairs, computer and memory upgrades, web page updates, domain name fees and wireless routers. These expenditures allow the libraries to maintain services such as access to online databases, Internet, ILL, web pages, automation software and cataloging.

Funds were also spent on Heritage Quest for a share of the cost of Sagebrush libraries. A statewide consortium purchase of this genealogy database can be accessed by all Montanans through their local public library.

All Sagebrush public Libraries maintained their OCLC subscriptions. This provides for effective and cost effective resource sharing across the state and the world, actually.

Remaining funds from programs 1 and 3 were reallocated to this program. Each library received an additional technology grant of \$244.66. Libraries were encouraged to purchase some newer technology outside of normal tech expenditures. Some of the purchases include;

1. Miles City replaced their antiquated phones
2. Wibaux- a large monitor/tv that will be used for staff trainings as well as patron programs
3. Bicentennial- a webcam. Along with using Skype, patrons far from family will be able to make free long distance calls and "see" each other.
4. Sidney-Newsbank, an online indexed newspaper database, which includes their local newspaper now made available to all library patrons even at home.
5. Ekalaka, Prairie County and Broadus -digital cameras to use for PR,pictures for brochures,web pages,etc
6. Bicentennial and Prairie County- Mp3 players to train staff and patrons in the use of downloadable audio books and e-books.
7. Rosebud purchased speakers for their computer to be used for staff training.

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 to 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. The Federation has budgeted \$840 for PR purposes to promote the value of all libraries. It may deci, community newspapers or radio ads. These ads 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:

Face to face communication provides a critical link between the Sagebrush libraries and between the Sagebrush libraries and MSL. Even though we have E-mail, text messaging, PDA's, cell phones, video conferencing, and more...they do not take the place of good old fashioned, face-to-face communication. Face-to-face communication remains the most powerful human interaction. As wonderful as electronic devices are, they can never fully replace the closeness and the conversing in the same room together. Funds paid for travel for two "Face to Face" meetings. Thirteen library staff met in Broadus for the fall meeting and twenty-five were able to meet at the spring meeting in Miles City. The member libraries were able to work together on the Plan of Service, elect Advisory Board members, share "tips and tricks" and network. For many of the smaller libraries, the federation meetings and workshops are one of the only times they are able to get together with library staff. Directors, staff and particularly Trustees were able to meet and talk directly to the State Librarian and other MSL staff. Trustees are able to see a broader picture of libraries. At the fall meeting, being together allowed for a thorough discussion and understanding of the changes to the ILL reimbursement funds. As a direct result of this discussion, it was decided to use Federation funds to help the smaller libraries rebarcode in preparation in joining the MSC.

The Federation sent out two newsletters of "the Skinny" which updated members as to the happenings in each other's libraries.

Six libraries purchased newspaper ads advertising libraries and their services. George McCone Library stated that the ad helped draw more people into her library during National library week and circulation increased.

Funds allowed the Coordinator to meet with other Coordinators to work on problems and solutions to Federation operations.

Program 4: Administrative Services

Narrative:

This program includes the supplies, administrative costs and federation coordinator stipend.

Benefit/Outcome:

The costs of supplies, long distance, etc., to conduct Federation business did not have to come from the Coordinator's Library. The stipend covered some of the many extra hours of work time spent on conducting Federation business by the Coordinator.

Individual Library Report for FY 2010 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
5/20/2010	MLA- Offline Registration, Hotel Cost and Gas		Staff members Susan McKamey and Jill Hanson attended offline in Billings Mt.	<u>\$300.00</u>

Continuing education in technology, helps staff prepare for the next phase of library life.

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

Benefit/Outcome

Program 2 Federation Award: \$592.58

Date	Claimant	Tracking #	Description	Amount
10/29/2010				<u>\$592.58</u>

Total Expenses: \$592.58
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$70.00

Date	Claimant	Tracking #	Description	Amount
5/20/2010	Montana Libraries 2 Go		downloadable audio books are a resource that is easily transferred from library to library.	<u>\$70.00</u>

allows smaller rural libraries the opportunity to have access to audiobooks in a very cost effective manner

Total Expenses: \$70.00
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: \$286.00

Date	Claimant	Tracking #	Description	Amount
11/24/2009	Webjunction Classes		Installing, Configuring and Troubleshooting PC C, Accompanying the Young Reader: Helping the Reader, Updating and Upgrading Library Computer Software.	\$120.00
CE's for certification				

3/29/2010			Travel and lunch to Miles City for Sagebrush Federation meeting and classes	\$126.00
Networking with other librarians and CE credits.				

4/29/2010	Webjunction		Weeding the Library Collection class	<u>\$40.00</u>
CE credits to finish certification requirements				

				Total Expenses: \$286.00
				Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$671.98

Date	Claimant	Tracking #	Description	Amount
8/31/2009	SBM		Battery Backup for the circulation desk	\$109.99
To be able to still check out items to patrons when we lose power, complete necessary tasks in progress so they can be saved, and be able to shut down the computer appropriately.				

7/31/2009	OCLC		Cataloging and Metadata	\$292.00
Cataloging				

7/11/2009	Steadman's Hardware	Iomega external harddrive	\$99.99
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To backup all files on circulation desk including any policies and procedures, any ongoing projects, correspondence from other libraries that is necessary to keep, any other pertinent information the library needs to keep in case of computer crash.

2/1/2010	Follett Software Cataloging	Cataloging	<u>\$170.00</u>
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Total Expenses: \$671.98
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$376.50

Date	Claimant	Tracking #	Description	Amount
1/31/2010	Ekalaka Eagle		Newspaper ad at Christmas time To promote the library.	\$20.00
4/2/2010	Ekalaka Eagle		Ad in the local newspaper Awareness of the local library and promoting National Library Week	\$24.00
5/24/2010	Upstart		Bookmarks for the Summer Reading Program To encourage younger children to read and visit all libraries	\$23.85
10/16/2009			Sagebrush Federation Meeting in Broadus MT: Mileage and two meals. CE's toward certification	\$207.37
10/16/2009			Motel for Sagebrush Federation Meeting in Broadus MT By staying overnight I was able to attend both days of the meeting and classes.	\$57.78
6/9/2010	Collaborative Summer Library Program		Promotional items for participants and non-participants of the summer reading program	\$31.70
			These items are great for promoting the Summer Reading Program for patrons of all ages as well as promoting all libraries in general	
6/24/2010	Post Office		Postage for ILL returns	<u>\$11.80</u>

Total Expenses: \$376.50
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: \$300.00

Date	Claimant	Tracking #	Description	Amount
2/17/2010	Vera M. Abrams	02/2010	Registration fee, travel and per diem for Offline in Billings.	<u>\$300.00</u>

Introduction to new technologies related to libraries. Network with presenters and attendants to determine the suitability of specific technologies to my library. What works for them; what doesn't work, etc.

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

Benefit/Outcome

Program 2 Federation Award: \$592.58

Date	Claimant	Tracking #	Description	Amount
5/31/2010	Fallon County Library	05/2010	Scanners	<u>\$592.58</u>

Purchase of equipment preparatory to joining MSC.

Total Expenses: \$592.58
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$424.10

Date	Claimant	Tracking #	Description	Amount
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10/19/2009	Vera M. Abrams	October	Per diem to travel to Broadus, Montana, for the annual Sagebrush Federation fall meeting on October 16 and October 17.	\$264.98
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Received updates on the following: SWIM, Courier project, task force recommendations for expenditure of former ILL reimbursement funds. Received training on library policy development: do we need it, how should it be worded, etc.

3/29/2010	Vera M. Abrams	March, 2010	Travel to Sagebrush Federation Spring meeting at Miles City Public Library. Judy Meadows of the State Law Library presented "Legal Reference for Public Librarians." Federation decided on a plan of action for federation libraries' barcoding. New Coordinator was elected.	\$95.10

Gave me some much needed training on legal questions: what to say and more importantly what NOT to say in the area of legal questions. Federation as a whole supported the barcoding project for all Sagebrush libraries that are either are not presently using a 14-digit barcode or that have NO barcoding system in place.

5/20/2010	Fallon County Library	May	Notification in the local newspaper promoting 2010's Summer Reading Program: Make a Splash @ your library.	<u>\$64.02</u>

Promotes the library's goal to encourage reading at all levels: pres-school, middle school, youg adults and adults

Total Expenses:	\$424.10
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: \$450.58

Date	Claimant	Tracking #	Description	Amount
9/29/2009	Visa	1273	Hotel(Hampton Inn) for two staff members, for two nights, to attend Mt. State Library Fall Workshop in Great Falls	\$303.60

Continuing education credits for Director and Assistant. Also a good way for new assistant to get to put faces with names she hears about, meet staff from the State Library so she will be more comfortable and confident using the great resources that they all are when she might have questions, and make it more comfortable for her to network with other staff members from other libraries. And it was good for director and assistant to spend time together away from the library.

2/22/2010	Janette Davie	1291	Part of mileage to Billings for the 2010 MLA OFFLINE Conference	<u>\$146.98</u>
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CE hours and consults with others re methods to improve library presence on line, better utilization of OCLC for resource sharing, information to help patrons maintain safe practices while online, which will likely help us protect our Public Access Computers better and maintain the ability to reach resources and other libraries online.

Total Expenses: \$450.58
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$452.62

Date	Claimant	Tracking #	Description	Amount
9/23/2009	OCLC	1262	Annual payment of library share for OCLC cataloging and metadata services	\$292.00

Enables efficient cataloging to our local automation. Allows for access to collections of other libraries so patrons of our small library can borrow (via Inter-Library Loans) materials we cannot afford. Allows other libraries to borrow from our collection to meet the needs of their local patrons

through Inter-Library Loans. Makes it possible for patrons to have access to materials they would otherwise not be able to use. Makes us very popular with our local patrons.

 9/22/2009 Amazon 1270 Memory cards and memory card reader for the digital recording device and camera \$21.57

To enable and expand use of the digital recording device for oral histories for the Montana Memory Project and for taking pictures of events at the Library and at Federation meetings. We have also used the recording device to help other county departments record special meetings. The memory cards enabled taking digital photos at Federation meeting and emailing them to be used in various publicity publications.

 11/24/2009 Visa 1277 Purchase of Adobe Photoshop Elements program for one of the Public Access Computers \$99.99

Enables patrons and staff to edit photos. Enabled Director to edit photos from Federation Meeting and send them for publication in various periodicals. Enables director to edit and utilize photos of the various activities that take place in the building, so the pictures can be used for publications to help with fund raising for much needed building repairs. Enables editing and utilization of pictures of various stages of building repair projects, for use in chronicling the building restoration

 6/15/2010 VISZ 1307 Wireless Router \$39.06

Allows library to provide internet access to patrons and visiting staff from other libraries and for visitors from State Library for their wireless devices to share information with library staff.

Total Expenses: \$452.62
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$420.08

Date	Claimant	Tracking #	Description	Amount
10/25/2009	Janette Davie	1276	Mileage and meals to attend Sagebrush Federation Fall Meeting in Broadus	\$197.30

Had great classes over two days for CE credits. Good discussion on developing policies. Good bonding time with other members over dinner. Fantastic after dinner discussions which gave me a fuller understanding of how the Federation works to address ever changing issues, which was great with changes coming in resource sharing. It was also good to be able to talk real budge issues that small libraries face with directors from larger libraries. I think it gave them a better understanding of the realities and why smaller libraries are not so quick to jump on bandwagons of new options due to sever budgetary limits. We had a good discussion on how we might change the Plan Of Service next spring to allow use of Federation funds to pay for travel so some staff from larger libraries could go to the smaller ones with limited staff and help get re-bar-coding projects done to help reach a more standard system state-wide. THAT really took a lot of stress off of those libraries with very tight payroll budgets and no way to provide all the labor hours the project will require. The 'gab session' went a long way to clarify many issues.

10/16/2009	Visa	1277	Hotel stay for Sagebrush Federation Fall Meeting in Broadus	\$57.78
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Allowed for overnight since distance was so far. Classes and discussion over two days was most helpful. Good bonding and building of better understanding of challenges of various libraries so we can come up with a Plan of Service that addresses changing needs.

3/30/2010	Janette Davie	1299	Mileage and midday meal to attend Spring Federation Meeting	\$90.00
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Meeting provided 3.5 CE hours toward certification Of that, 2.5 hours were for instruction about the Montana Law Library and resources available to library patrons. Great class to help us get a grounding in various legal terms so we can better use the site to help patrons who need to access laws and/or forms. Being in a county with only one attorney, my patrons do not have nearby access to legal help. The opportunity to be exposed to the ways in which the Montana State Law Library serves us, and how to access the resources online, via email, via phone calls to staff will provide me the means to guide patrons to the information they may need. Where lawyers are scarce, understanding how to help patrons access legal information is extremely important. I was able to help two patrons last spring shortly after attending another class on the Montana State Law Library. It is great when we can show patrons where to look for the information that will help them understand and interact with the legal system. One CE hour of instruction helped us to better understand the new certification requirements, and the new online reporting methods for Federation grant money. The business meeting of the Federation consisted of election of a new coordinator, revising bylaws, and the development of a new Plan of Service. It always helps me to go through such things with more experienced librarians, as it gives me a better understanding of methods to develop policies and service plans, and to better facilitate my local library board with their work of governance for our library. Going through the development, discussion, and honing of the bylaws and Plan of Service makes me less intimidated by the process and more comfortable with extending skills to the administration of our local library. When you become more familiar with the process, you are less likely to avoid jumping in and getting it done locally. Very empowering. Building on these skills helps me actually move our library forward. The opportunity to visit with other librarians in my area is helpful as we find so many ways to address challenges, look at various solutions from other perspectives which always seems to bring up aspects to finding better solutions that we may have missed working alone.

4/19/2010	Jordan Tribune	1302	Ad for National Library Week, listing services and resources available at the Library per Federation decision to set aside money for publicity	<u>\$75.00</u>
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We have already had a couple of people come by to use the internet who were not aware we had computers for public use. One of them used the computer to look into continuing education opportunities. We also had some inquiries about the data bases. We had a woman who is suffering with some vision loss who came in when someone told her we had audio books and large print materials. Only two weeks after the ad ran in our very small population, we have seen people call and come in to use services they did not know about. I call that a win!

Total Expenses: \$420.08
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: \$302.58

Date	Claimant	Tracking #	Description	Amount
4/22/2010			Montana Library Association Conference-Bozeman MT - Registration and room - April 7th- 10th, 2010 - \$302.58	<u>\$302.58</u>

Learning more about the summer reading program by sharing great ideas -More knowledge about our mystery collection and how to improve what we have and how to make them stand out to our patrons - How the Courier Piolt will work-Meeting new people and vendors-It helped me get my staff interested in getting cerified.

Total Expenses: \$302.58
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$814.25

Date	Claimant	Tracking #	Description	Amount
4/22/2010			OCLC dues - %590.00 Installation of more memory for computer - 157.50 - Web page updates and yearly domain charge. I had to use some of the money I didn't use in Program 3 to help with the expenses in the technology program.	<u>\$814.25</u>

This allows our library to stay current in updating our books for borrowing and lending purposes. This is a great benefit for our patrons and also so other libraries can see what we have to offer.

Total Expenses: \$814.25
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$204.25

Date	Claimant	Tracking #	Description	Amount
4/22/2010			Advertising for National Library Week-\$40.00 Sagebrush Federation meeting in Miles City - \$ 134.25	<u>\$204.25</u>

Advertising for National Library Week brought more people in to check out books, DVDs, Audios and periodicals. They also got to sign up for door prizes. We were able to introduce a new Board Member to other librarians and board members at the meeting in Miles City. Federation meetings always show our board members another side of the library - decisions that they need to be a part of besides being able to serve on different committees that keep our federation and library up to date on new ideas. The MSL always provides CE for each meeting that helps with our certification process. Advertising was only \$40.00 so I used the other \$30.00 for updating my web page under the technology program.

Total Expenses: \$204.25
Total Remaining: \$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
3/24/2010	Montana Library Association	03021314nag	Director's and one staff member's registration & pre-registration to MLA conference	<u>\$300.00</u>

In this time of economic downturn, it is vital that the library remains current and adaptable. Having library staff attend a MLA conference improves the quality of service our patrons receive. The more knowledgeable the library staff is, the better they are to direct patrons to job opportunity resources, educational resources, technology assistance, and other services that can be accessed only at the library. Families are tightening their economical belts and the first thing that is cut is recreational activities. The library becomes an asset of free reading materials, story-times, movie nights, and other fun activities that families can participate in without stressing out their household budgets. The library has become a safe haven in this economical storm.

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

Benefit/Outcome

Program 2 Federation Award: \$592.58

Date	Claimant	Tracking #	Description	Amount
8/20/2009	OCLC		OCLC membership fees	<u>\$592.58</u>

Libraries across the country are faced with budget cuts. Many libraries are finding unique and resourceful ways to give their patrons the services and materials they desire at the fraction of the cost. It would be irrational for a single library to order every item that every patron requests, so a way to increase materials for patrons without breaking library's budget is to resource share.

Total Expenses: \$592.58
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$413.10

Date	Claimant	Tracking #	Description	Amount
3/24/2010	Gibbs Graphix		Library Logo Banner	\$88.56

Banner used at Job Fairs, at the high school & Job Service; highlighting the importance of free library service in times of recession.

3/24/2010	Trailways Bus		Partner Shipping Costs (crates of books shipped by bus)	<u>\$324.54</u>
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Libraries across the country are faced with budget cuts. Many libraries are finding unique and resourceful ways to give their patrons the services and materials they desire at the fraction of the cost. It would be irrational for a single library to order every item that every patron requests, so a way to increase materials for patrons without breaking library's budget is to resource share statewide. Library materials are shipped via the bus to cut down on mailing costs.

Total Expenses: \$413.10
Total Remaining: \$0.00

Benefit/Outcome

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Individual Library Report for FY 2010 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:

Henry A Malley Memorial Library

Expense Detail:

Program 1 Federation Award: \$320.00

Date	Claimant Tracking #	Description	Amount
5/28/2010		\$320.00- Eight Web Junction classes taken. Diane Stuver-5 June Ray-3	<u>\$320.00</u>

It is a great distance from Broadus to most locations in Montana. The ability to take online classes enables the staff to learn and try to stay current on issues affecting libraries.

Total Expenses: \$320.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$590.00

Date	Claimant Tracking #	Description	Amount
5/28/2010		OCLC subscription- \$590.00	<u>\$590.00</u>

OCLC subscription gives patrons the ability to access books and other information that is not possible for them to attain locally due to small population and limited resources available in Powder River County. OCL is a valuable reference and cataloging tool for the staff.

Total Expenses: \$590.00
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$244.58

Date	Claimant Tracking #	Description	Amount
5/28/2010		\$124.25-expenses incurred October 2009-Broadus hosted the Fall Sagebrush Federation meeting. \$70.00-National Library	<u>\$244.58</u>

Week Ad which ran in local newspaper. \$33.94- gasoline for two trips to Miles City-Sept. 09-EBSCO Host class @ MCC; spring Sagebrush meeting-March 10 at Miles City Public \$16.39- stamps-remainder of Sagebrush monies

Received good feedback from several local residents about NLW week ad.

Total Expenses: \$244.58

Total Remaining: \$0.00

Benefit/Outcome

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Individual Library Report for FY 2010 Federation Annual Report

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Name of Federation:

Sagebrush

Name of Library:

Miles City Public Library

Expense Detail:

Program 1 Federation Award: \$458.76

Date	Claimant Tracking #	Description	Amount
7/1/2010		Monies for the Staff, Director, and Board Members to travel to trainings around the state.	<u>\$458.76</u>

Staff, Director and Board Members gain knowledge of ongoing and future programs and library services.

Total Expenses: \$458.76
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$641.87

Date	Claimant Tracking #	Description	Amount
7/1/2010		Library's OCLC annual costs and new telephones. OCLC Subscription helps with resources sharing and the library's cataloging needs.	<u>\$641.87</u>

Total Expenses: \$641.87
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$112.85

Date	Claimant Tracking #	Description	Amount
7/1/2010		Monies used to host the Spring Federation meeting in Miles City.	<u>\$112.85</u>

Provided a comfortable place to host the Federation and network with other library services providers and Board of Trustee members.

Total Expenses: \$112.85

Total Remaining: \$0.00

Benefit/Outcome

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Individual Library Report for FY 2010 Federation Annual Report

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Name of Federation:

Sagebrush

Name of Library:

Prairie County Library

Expense Detail:

Program 1 Federation Award: \$450.58

Date	Claimant	Tracking #	Description	Amount
9/9/2009	Mileage		Miles City training Staff training for CE credit to gain knowledge to provide quality service to our patrons and community	\$44.00
9/29/2009	Mileage		Wibaux training Staff training for CE credit to gain knowledge to continue providing quality service to our patrons and community	\$71.50
2/19/2010	Mileage		Billings online Provide staff training in the technology field to kept abreast of new and upcoming changes to better serve our patrons and community	<u>\$335.08</u>
Total Expenses:				\$450.58
Total Remaining:				\$0.00

Benefit/Outcome

Program 2 Federation Award: \$442.00

Date	Claimant	Tracking #	Description	Amount
9/14/2009	OCLC		OCLC subscription Access online resources, sharing of resources among libraries	\$292.00
3/25/2010	Postage		Postage Help with ILL cost. Sharing resources with all types of libraries and to provide access to information for our patrons.	<u>\$150.00</u>

Total Expenses: \$442.00

Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$258.00

Date	Claimant	Tracking #	Description	Amount
10/16/2009	Mileage		Federation meeting - Broadus Staff attended meeting for networking and sharing with other libraries	\$182.00

12/24/2009	Advertising		Advertising Promote library services for our patrons so they can be informed on what is available to them	\$36.00

3/27/2010	Mileage		Federation meeting Miles City Staff attended meeting for networking and sharing of ideas with other libraries	<u>\$40.00</u>

				Total Expenses: \$258.00
				Total Remaining: \$0.00

Benefit/Outcome

Individual Library Report for FY 2010 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
3/15/2010	Montana Library Association		Registration for the Director to attend the Montana Library Association Convention in Bozeman, April 7-10, 2010.	\$203.00

This funding benefited not only Rosebud County Library -- where five new programs or alterations in programs were added to the benefit of our patrons and communities -- but also many other library communities. The Director presented a workshop on public speaking for librarians to do public relations work in their communities and to present continuing education presentations for their library staff and staff from other libraries in their area. This kind of outreach benefits hundreds, possibly thousands, of patrons.

1/20/2010	Montana Library Association		Partial payment for registration for three staff members to attend the Montana Library Association Off-Line Workshops in Billings, February 19-20, 2010.	<u>\$97.00</u>
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The entire staff attended this very beneficial set of technology-related workshops. We are utilizing information gained at the workshops to provide our patrons with information about protecting themselves while using the Internet, to provide our patrons with access to new technology in the library, and to develop programs for public education on matters related to computer and Internet use.

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

Benefit/Outcome

Program 2 Federation Award: \$592.58

Date	Claimant	Tracking #	Description	Amount
6/21/2010	OCLC		Partial payment of OCLC registration.	<u>\$592.58</u>

Our library services to patrons simply could not function without OCLC membership. We are dependent upon it for our OPAC, our records used in our Montana Shared Catalog circulation and cataloging system, and our records used for Partners Group sharing of resources throughout the state as well as Interlibrary Loan directly through OCLC. Our patrons and patrons in groups we share with are all benefiting from this funding.

Total Expenses: \$592.58
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$387.60

Date	Claimant	Tracking #	Description	Amount
6/21/2010	Forsyth Post Office		Partial payment of 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 newsletter, which is always well received.

4/14/2010	Independent Press		Library promotional advertisement for National Library Week, including promotion of our annual Quilt Show, semi-annual Book Sale, and special Humanities speaker.	\$70.00
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This promotion was very beneficial to our library as we saw exceptional attendance at our special events for National Library Week. Patrons who visited that week were also provided with informational handouts related to all library services, new databases, Partners Groups loans from across the state, and other expanded benefits for all card holders.

10/28/2010	Fleet Services		Travel and expenses costs for Federation Meetings, Fall 2009 and Spring 2010.	<u>\$242.60</u>
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The Director and two Trustees attended each of these meetings, which were beneficial. We particularly learned a lot from the State Law Librarian and have applied that knowledge to patron services. We also caught up on the Montana State Library reports and needs, and as a result were able to be an effective part of the support for the BTOP Grant and other State Library programs. We also honored Suzanne Reymer, whose services to our Federation have been invaluable. The latter is a good example of how staff and trustees need to be part of strong communication with the State Library.

Total Expenses: \$387.60
Total Remaining: \$0.00

Individual Library Report for FY 2010 Federation Annual Report

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Name of Federation:

Sagebrush

Name of Library:

Sidney-Richland County Library

Expense Detail:

Program 1 Federation Award: \$374.00

Date	Claimant	Tracking #	Description	Amount
3/19/2010	Laura Anderson	2/2010	Travel to Offline conference in Billings.	\$123.52

Staff person received technology training and was able to network with other IT specialists from across the state.

3/19/2010	Renee Goss	February 2010	CE and travel to Offline conference in Billings	\$176.48
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Staff person received technology training, keeping up with new and emerging technology as well as collaborating with other libraries.

6/15/2010	Judy Meadows	3/2010	Mileage costs.	<u>\$74.00</u>
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Helped bring in a workshop presenter because Federation was able to pay travel costs. The Legal workshop helped library staff improve skills to provide better help to their communities.

Total Expenses:	\$374.00
Total Remaining:	\$0.00

Benefit/Outcome

Program 2 Federation Award: \$4,028.79

Date	Claimant	Tracking #	Description	Amount
6/15/2010	Missoula Public library	8/2009	Renew HeritageQuest database.	\$500.00

Using the funds to help with the Consortium purchase allows all public libraries in Montana access to HeritageQuest. With a public library card, all Montanan's have access to genealogy information.

6/15/2010	OCLC		Renew OCLC	\$592.62
Continue top quality cataloging/maintenance service and ILL service in order to share materials with the Federation, State and worldwide.				
10/27/2010	Newsbank	June 2010	Helped purchase online newspaper database which includes the local Sidney Herald.	\$243.91
Community has ability,by a number of search terms, search 15+ years of local newspaper. Searching can be done at the library or from home.Other Montana newspapers are also indexed.				
10/28/2010	Amazon	June 2010	End of year reallocation of unspent funds from other programs. Purchased gift cards for 8 public libraries 1. Bicentennial-3Gkindle and accessories 2. Wibaux-19"hdtv/monitor.8GB mp3 player 3. McCone-speakers,flash drives,memory card, printer 4. Prairie County-digital camera,MP3 player 5. Henry Malley-Digital camera 6.Miles City-portable phones 7. Ekalaka-digital camera,flashdrives 8. Rosebud Dell soundblaster and MS Office	\$1,958.28
1. 2.Enables staff to "see" online training better and videoclips and also for patron training. MP3 player to train staff/patrons in use of MT2go services. 3.sound for staff training at home versus travel,pictures and printer for PR.ex pamphlet 4.Use in technology training, MT2Go, Pr 5. Pictures for PR				
10/28/2010	Fallon County	6/2010	Digital camera	\$244.66
Documents library programs and used for PR and pictures for web site				
10/28/2010	Garfield Library	6/2001	CD Binder Albums	\$244.66
Sturdier packaging to be able to send out ILL				
10/28/2010	Glendive Library	6/2010	Printer for microfilm machine	\$244.66
				Total Expenses: \$4,028.79
				Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$624.03

Date	Claimant	Tracking #	Description	Amount
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3/19/2010	Renee Goss	10/2009	Travel to Fall Federation Meeting in Broadus.	\$322.63
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Helped make it possible for Coordinator to attend as costs not borne by individual library. Attendance at meetings is necessary for better communication, networking and the implementation of the POS.

6/15/2010	Sidney Herald	4/2010	A PR news ad.	\$70.00
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An ad was purchased for the Sidney Herald touting the value of all the libraries (school,public,special) in Richland County.

6/15/2010	Joan Hantz	4/2010	Mileage	\$86.80
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Expenses of travel for an Advisory Board member were reimbursed. Reimbursing these expenses increases the likelihood that Board members will attend meetings.

6/15/2010	Heather Cotter	3/2010	Travel costs	<u>\$144.60</u>
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Funds made it possible for staff to travel fro SRCL to the Annual Sagebrush meeting in Miles City.

Total Expenses:	\$624.03
Total Remaining:	\$0.00

Benefit/Outcome

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Program 4 Federation Award: \$1,100.00

Date	Claimant	Tracking #	Description	Amount
6/15/2010	Sidney-Richland Library	6/2010	Federation operation expenses.	\$200.00

Pays for long distance,paper, copies, etc. so the Headquarters library does not have to pay for Federation expenses.This helps to make it possible for all Federation libraries to act as the Headquarters library.

6/15/2010	Renee Goss	6/2010	Coordinator Stipend.	<u>\$900.00</u>
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On top of their individual library responsibilities, the Coordinator is responsible for the budget, reports and operation of the Federation. The stipend does not pay for actual hours accrued performing Federation business, but does let the Coordinator know that their time is valued. It may also act as a small incentive to assume the position.

Total Expenses:	\$1,100.00
Total Remaining:	\$0.00

Individual Library Report for FY 2010 Federation Annual Report

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Name of Federation:

Sagebrush

Name of Library:

Wibaux Public Library

Expense Detail:

Program 1 Federation Award: \$208.20

Date	Claimant	Tracking #	Description	Amount
2/19/2010	Mileage and Motel		Offline 2010 training-Billings	<u>\$208.20</u>

Staff attended training for CE credits and gain knowledge to provide a quality service to our patrons and community.

Total Expenses: \$208.20
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$806.49

Date	Claimant	Tracking #	Description	Amount
7/29/2010	OCLC		OCLC	\$590.00

Access to online information resoures, provide quality services to the community. Sharing our resources with the federation and other libraries.

6/23/2010	Technology		Labor cost for repairing computers.	<u>\$216.49</u>
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To provide quality technology to our patrons and community.

Total Expenses: \$806.49
Total Remaining: \$0.00

Benefit/Outcome

Program 3 Federation Award: \$271.89

Date	Claimant	Tracking #	Description	Amount
3/27/2010	Mileage		Sagebrush meeting Miles City Staff could attend meeting, network and consult with other libraries. Training.	\$94.00

6/16/2010	PR Materials		Summer Reading Promotional items Keeping the patrons and community aware of programs offered at the Library.	\$102.89

8/29/2009	Jackie Quinn		Reimbursement for supplies and hosting training at the Wibaux Public Library	<u>\$75.00</u>
Inviting multi-type libraries to our training. Networking and consulting with other staff members, getting CE credits and training so we can provide a quality service to our patrons and community.				

				Total Expenses: \$271.89
				Total Remaining: \$0.00

Benefit/Outcome
