

# **SOUTH CENTRAL FEDERATION**

## **ANNUAL REPORT**

**FY2010**

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

Coordinator's Library: Carnegie Public Library

Coordinator: Kate Lewis

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

Chairperson, Board of Trustees,  
Coordinator's Library: Linda Larson

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: \$32,822.00

Total CST Expended: \$32,290.00

EXPENDITURES BY PROGRAM:

PROGRAM #: NAME	Total Expended for Program
Program 1: Continuing Education and Travel	\$2,060.00
Program 2: Technology and Resource Sharing	\$22,049.52
Program 3: \$2,000 will be allocated to fund continuing education and travel expenses for multi-type libraries.	\$2,000.00
Program 4: \$2000 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits.	\$2,000.67
Program 5: Administrative Costs	\$4,179.81
<b>Total Expenditures - All Programs</b>	<b>\$32,290.00</b>

EXPENDITURES BY LIBRARY:

LIBRARY	STATUS	Total Revenue	Total Expended
Big Horn County Public Library	Active	\$1,548.47	\$1,548.47
Bridger Public Library	Active	\$1,511.47	\$1,369.47
Carnegie Public Library	Active	\$9,549.95	\$9,549.95
Denton Public Library	Active	\$1,681.47	\$1,681.47
Dorothy Asbjornson Community Library	Active	\$1,681.47	\$1,681.47
Harlowton Public Library	Active	\$1,507.47	\$1,507.47
Joliet Public Library	Active	\$1,489.47	\$1,489.47
Judith Basin County Free Library	Active	\$1,612.47	\$1,612.47
Laurel Public Library	Active	\$1,454.47	\$1,454.47
Lewistown Public Library	Active	\$1,600.47	\$1,600.47
Moore Public Library	Active	\$1,593.47	\$1,369.47
Parmly Billings Library	Active	\$1,453.47	\$1,453.47
Petroleum County School-Community Library	Active	\$1,626.47	\$1,626.47
Red Lodge Carnegie Library	Active	\$1,520.47	\$1,520.47
Roundup School-Community Library	Active	\$1,535.47	\$1,369.47
Stillwater County Library	Active	\$1,455.47	\$1,455.47
<b>TOTALS</b>		<b>\$32,822.00</b>	<b>\$32,290.00</b>

**BENEFIT/OUTCOME SUMMARY BY PROGRAM**  
 Program 1: Continuing Education and Travel

**Narrative:**

This program supports all of the South Central Federation goals. The goals are set to assist all Federation library workers and trustees to attend Federation meetings, pertinent conferences, meetings and other continuing education opportunities to meet patron needs. Many libraries within the Federation have very small budgets for attending meetings or conferences which help the library workers or trustees learn new skills, sharpen existing skills or develop mentor-ships. This program will allow all libraries in the Federation to be able to take advantage of some of these opportunities. This assistance may include paying for travel and meals to meetings or registrations for pertinent opportunities by the Federation participants.

A travel allowance for each of the public libraries to attend Federation meetings is an important part of this program.

**Benefit/Outcome:**

South Central Federation meetings have a very high attendance rate and so enjoy the feedback and participation of most of the Federation members. Due to the opportunity to meet bi-annually, members get to know one another, learn from each others experiences, plan activities and trainings together, and make new friends in the library communities.

Program 2: Technology and Resource Sharing

**Narrative:**

This program supports most of the SOC objectives. Monies here will be used for technology and resource sharing related expenses of member public libraries. Emphasis is on technology that strengthens federation-wide public access, resource sharing and document delivery. Monies can be expended for such things as computer hardware, software, telephone/internet connectivity, shared catalog expenses as well as OCLC costs, marketing libraries, and online database expenses.

Any remaining money at the end of the fiscal year under \$100.00 will be added to Program 5, Administrative costs. If there is a remaining amount over \$100.00, it will be added to Program 4, Book Club Kits. In the event of a disaster which diminishes the service of a library within the SOC, the Federation can vote to allocate some or all of the remaining funds to the rehabilitation of the diminished library.

**Benefit/Outcome:**

Only 14 of the 16 libraries in the South Central Federation have a replacement schedule for aging technology equipment used in their libraries. These funds are crucial for the smaller libraries, allowing them to purchase needed technology items. The larger libraries use these funds to pay for OCLC or MSC expenses.

Program 3: \$2,000 will be allocated to fund continuing education and travel expenses for multi-type libraries.

**Narrative:**

This program provides the opportunity for the multi-type libraries of the Federation to progress by providing them with the opportunity to apply for assistance with training and/or mileage to training. The availability of this funding will be announced by an annual mailing sent out by the Federation Coordinator. Grants will be as much as \$250 based on an itemized expense request and a copy of the training agenda. Grants will be honored on a first come basis, one grant per library per year for any multi-type library in the Federation. The public libraries are not eligible for these particular grants.

**Benefit/Outcome:**

The mailing announcing the availability of these funds goes out at the end of August annually. For the last two years, these funds have been distributed by the end of October. Multi-type librarians have responded to the offer of funding to attend training with promptness and enthusiasm.

Program 4: \$2000 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits.

**Narrative:**

The Federation will provide Book Discussion Kits to member libraries. These kits will be rotated within the Federation to encourage Federation libraries to support reading groups for their patrons. Bags will be purchased and filled with 8 copies of the same title, along with discussion questions for book discussion groups. These kits will be cataloged in the Federation Coordinator's library and mailed to Federation members from there. Return postage will be included.

**Benefit/Outcome:**

The South Central Federation now holds 62 book club kits which circulate to libraries in Montana. Most of the books circulate within the Federation group. This is a wonderful service for book club groups and is used frequently by Federation libraries.

Program 5: Administrative Costs

**Narrative:**

A stipend of \$2,000 will be paid to the Federation Coordinator in recognition of time and effort spent working with the State Library and Federation Members to prepare a plan of service, an annual report, attend Library Commission meetings and set up federation meetings and projects. \$150 will be paid to the City of Big Timber to cover administrative costs. \$200 will be paid to Big Timber Public Library for expenses of printing, photocopying etc. \$1380.00 is allotted for the Federation Coordinator for travel and per diem. \$450.48 is set aside for Federation Meeting meals, trainings and expenses.

**Benefit/Outcome:**

The position of Federation Coordinator requires a commitment of about 160 hours per year. The stipend is compensation for this time for the coordinator position and is considered contract labor which is taxable income. The fiduciary agent also works about 20 hours annually on Federation income reporting and cutting checks. All reports generated for meetings are produced at the host library which is provided monetary compensation for paper and printing supplies. The coordinator travels three times a year minimum on Federation business and is compensated for travel, lodging and meal expenses. The Federation gathers all day, twice a year for training, sharing, and taking care of Federation business. They are provided lunch at these meetings.

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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:

South Central

### Name of Library:

Big Horn County Public Library

### Expense Detail:

#### Program 1 Federation Award: \$179.00

Date	Claimant	Tracking #	Description	Amount
6/25/2010	RTI		RTI Disc Repair 4700 Chase, Lincolnwood, IL 60712	<u>\$179.00</u>

Providing enhanced DVD's for our patrons. The system detects errors and damage to the circulating DVD and allows us to restore them to like new condition.

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**Total Expenses:** \$179.00  
**Total Remaining:** \$0.00

#### Benefit/Outcome

	  
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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
6/25/2010	RTI		See Program 1	<u>\$1,369.47</u>

We are able to provide patrons using our DVD collection a "like new" film experience

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**Total Expenses:** \$1,369.47  
**Total Remaining:** \$0.00

#### Benefit/Outcome

	  
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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:**

South Central

**Name of Library:**

Bridger Public Library

**Expense Detail:**
**Program 2 Federation Award: \$1,369.47**

Date	Claimant	Tracking #	Description	Amount
5/15/2010	Dell		New Checkout computer	<u>\$1,369.47</u>
Access to features of the Montana Shared Catalog				

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**Total Expenses:** \$1,369.47

**Total Remaining:** \$0.00

**Benefit/Outcome**

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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:

South Central

### Name of Library:

Carnegie Public Library

### Expense Detail:

#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
9/22/2009	Oriental Trading Company	092209	Children's craft supplies for story-time	\$52.90
Increase services to the public.				
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10/6/2009	Walmart	100609	Halloween Candy.	\$29.11
Halloween parade through the library.				
-----				
10/14/2009	Van's IGA	101409	Pumpkin gourds for story-time.	\$25.50
Children's program incentives.				
-----				
1/16/2010	Upstart	011610	Incentives for Summer Reading Program 2010.	\$255.75
Increase services to the public.				
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11/1/2009	Missoula Public Library	110109	Heritage Quest subscription renewal fee.	\$400.00
Increase library services to the public.				
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3/17/2010	The Felt Source	031710	Felt board and story board items for story-time.	\$311.77
Services to the public, items will enhance story-time for children's program.				
-----				
4/22/2010	Penworthy	042210	Childrens books for summer reading program.	\$186.76
Add books for Make a Splash theme.				
-----				
4/29/2010	Insect Lore	4292010	Eco-Aquarium for Summer Reading Program	\$54.98
Live frogs for children to observe during summer visits.				
-----				
4/30/2010	Oriental Trading	4302010	Squirt guns for Summer Reading Program.	\$49.89
Water fun for the Make a Splash at Your Library picnic.				
-----				
6/26/2010	USPO		Postage	<u>\$2.81</u>
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**Total Expenses:** \$1,369.47  
**Total Remaining:** \$0.00

**Benefit/Outcome****Program 3 Federation Award: \$2,000.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
9/1/2009	Cindy Glavin	090109	Multi-type library grant. Share resources with other libraries.	\$250.00
9/1/2009	Jan Kransky	0901109	Multi-type library grant. Share resources with other libraries.	\$250.00
9/1/2009	Kim Hart	090109	Multi-type library grant. Share resources with other libraries.	\$250.00
9/1/2009	Donna Petriccione	090109	Multi-type library grant. Share resources with other libraries.	\$250.00
9/1/2009	Susan McCandlers	090109	Multitype library grant. Share resources with other libraries.	\$250.00
9/26/2009	Rena Bucher	092609	Multi-type library grant. Share resources with other libraries.	\$199.00
9/1/2009	Kathi Hoyt	090109	Multi-type library grant. Share resources with other libraries.	\$250.00
9/1/2009	Libby Wolfe	090109	Multi-type library grant. Share resources with other libraries.	\$250.00
6/26/2010	USPO	6262010	Postage	\$51.00
				<b>Total Expenses:</b> \$2,000.00
				<b>Total Remaining:</b> \$0.00

**Benefit/Outcome****Program 4 Federation Award: \$2,000.00**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
9/11/2009	Ingram	091109	Book club discussion kit. Resource sharing among libraries.	\$78.00
12/22/2009	Ingram	122209	Book club discussion kits.	\$162.88

Resource sharing among libraries.

2/26/2010	Ingram	013010	Book club discussion kits.	\$79.04
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Resource sharing among libraries.

4/18/2010	Ingram	031010	Book club discussion kits.	\$144.14
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Resource sharing among libraries.

3/26/2010	Ingram	3262010	Book Club Discussion Kit.	\$74.39
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Shared resources among libraries.

3/26/2010	Ingram	32620100	Book Club Discussion Kit.	\$79.69
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Shared resources among libraries.

4/6/2010	Ingram	04062010	Book Club Discussion Kits.	\$210.20
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Shared resources among libraries.

4/20/2010	Ingram	04202010	Books for book discussion kits.	\$50.10
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Shared program among Federation libraries.

4/23/2010	Ingram	4232010	Book club discussion kits.	\$86.77
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Resource sharing among libraries.

3/11/2010	Ingram	3112010	Book club discussion kits.	\$209.96
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Resource sharing among libraries.

3/12/2010	Ingram	3122010	Book group discussion kits.	\$73.79
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Resource sharing among libraries.

5/27/2010	MHS Museum Store	5272010	Montana books for book discussion kits.	\$281.74
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Resource sharing among libraries.

5/14/2010	Ingram	5142010	Books for book discussion kits.	\$33.19
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Resource sharing among libraries.

5/21/2010	Ingram	5212010	Book club discussion kits.	\$78.84
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Resource sharing among libraries.

5/25/2010	Ingram	5252010	Book club discussion kits.	\$245.49
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Resource sharing among libraries.

5/25/2010	Ingram	05252010	Book club discussion kits.	<u>\$112.45</u>
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Resource sharing among libraries.

**Total Expenses:** \$2,000.67**Total Remaining:** (\$0.67)**Benefit / Outcome**

**Program 5 Federation Award: \$4,180.48**

<b>Date</b>	<b>Claimant</b>	<b>Tracking #</b>	<b>Description</b>	<b>Amount</b>
9/9/2009	CSSI Office Supply	090909	Multi-type mailing supplies. Share resources with other libraries.	\$22.75
9/10/2009	CSSI Office Supplies	091009	Mailing labels for multi-type mailing. Share resources with other libraries.	\$8.98
9/22/2009	Oriental Trading Company	092209	Fall Federation Meeting Supplies Increase attendance at Federation Meetings.	\$50.40
9/10/2009	USPS	91009	Stamps for multi-type mailing. Share resources with other libraries.	\$20.18
10/24/2009	Van's IGA	102409	Food for Fall Federation Meeting. Save travel expense.	\$175.50
10/24/2009	Kate Lewis	102409	Mileage reimbursement to fall Fed Meeting. Administrative expense.	\$89.32
12/1/2009	Holiday Inn	120109	Lodging for SLC Meeting. Administrative expense.	\$87.67
11/30/2009	Kate Lewis	113009	Mileage reimbursement SLC Meeting. Administrative expense.	\$173.31
3/17/2010	Costco	031510	Federation Spring Meeting Meal for meeting.	\$102.06
3/15/2010	Walmart	031510	Food for Federation luncheon. Allows time for sharing experiences.	\$61.55
4/22/2010	Zazzle	030910	Notebooks for Federation members. Notebooks allow members to keep track of all their Federation business.	\$468.35
6/1/2010	City of Big Timber		Administrative expense. Fiduciary agent for Federation grant.	\$150.00
6/1/2010	Kate Lewis		Stipend. Reimbursement for hours spent on Federation business.	\$2,000.00
6/9/2010	Holiday Inn Express	06092010	Trip to Helena for SLC.	\$87.67

Attend Library Commission Meeting to present Plan of Service for 2010-2011.

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 4/22/2010 Gaylord Library Supply 04222010 Laminate for book processing. \$125.76  
 Book processing supplies.

-----  
 4/22/2010 Office Depot 04222010 2 cases of paper. \$67.98  
 Coordinator library reimbursement for paper used on Federation business.

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 6/10/2010 Kate Lewis 6102010 Meal reimbursement for trip tp Helena. \$29.00  
 Attend State Library Commission meeting to present Plan of Service 2010-2011.

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 6/8/2010 Kate Lewis 6082010 Mileage for trip to SLC in Helena. \$157.56

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 6/26/2010 USPO 6262010 Postage \$296.44

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 6/30/2010 USPO 6302010 Postage \$5.33  
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**Total Expenses:** \$4,179.81  
**Total Remaining:** \$0.67

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Denton Public Library

### Expense Detail:

#### Program 1 Federation Award: \$312.00

Date	Claimant	Tracking #	Description	Amount
9/11/2009	Lori Weinheimer		mileage reimbursement to attend meetings/training.	\$198.00
Better trained librarian for our library.				
11/20/2009	Wells Fargo		Hotel Room	\$75.90
Training for Librarian				
3/20/2010	Lori Weinheimer		mileage reimbursement	<u>\$38.10</u>
Training for Librarian.				
<b>Total Expenses:</b>				\$312.00
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
9/15/2010	Follett Software Co.		Library software renewal.	\$769.00
Automated catalog for library.				
9/15/2010	Missoula Public Library		Participation in the statewide geneology software database subscription "Heritage Quest".	\$100.00
Access to a geneology database for patrons.				
12/1/2009	Triangle Communications		Telephone and internet connections for library.	<u>\$500.47</u>
Internet connection for Public Access computers, telephone services.				
<b>Total Expenses:</b>				\$1,369.47
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Dorothy Asbjornson Community Library

### Expense Detail:

#### Program 1 Federation Award: \$312.00

Date	Claimant	Tracking #	Description	Amount
11/9/2009	Janet Poertner	2560	SCF workshop travel Networking	\$167.00
-----				
3/20/2010	Janet Poertner	2738	SCF workshop travel Networking	<u>\$145.00</u>
-----				
<b>Total Expenses:</b>				\$312.00
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

	  
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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
9/8/2009	Capital 1	2499	Norton AntiVirus Technology sharing	\$79.99
-----				
9/8/2009	Janet Poertner	2504	2009 summer reading party and incentives Library marketing	\$95.80
-----				
9/8/2009	Janet Poertner	2504	computer program Technology sharing	\$139.96
-----				
2/4/2010	Upstart	2624	Summer reading program materials Library marketing	\$84.30
-----				
5/10/2010	Janet Poertner	2688	MLA conference Networking	\$402.00
-----				
6/30/2010	Janet Poertner	2739	2010 summer part and incentives Library marketing	\$99.42

6/30/2010      General fund      -      PAC internet fee      \$468.00  
Technology sharing

**Total Expenses:**      \$1,369.47  
**Total Remaining:**      \$0.00

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Harlowton Public Library

### Expense Detail:

#### Program 2 Federation Award: \$1,507.47

Date	Claimant Tracking # Description	Amount
5/26/2010	Became a member of Montana Books 2 go for \$1125.00 for startup and annual fee. Purchased 2 computers. \$ 796.00 One for download station/card catalog and one for replacement of oldest computer	<u>\$1,507.47</u>

Patrons are able to download free audio books or look at the online card catalog at a computer unencumbered with programs that slow it down. It is placed in the book shelf area for added convenience.

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**Total Expenses:** \$1,507.47  
**Total Remaining:** \$0.00

### Benefit/Outcome

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### Name of Federation:

South Central

### Name of Library:

Joliet Public Library

### Expense Detail:

#### Program 1 Federation Award: \$120.00

Date	Claimant	Tracking #	Description	Amount
12/29/2009	MSL Fall Workshop	909	MT State Library Fall Workshop at Great Falls attended by Joliet Public Library Assistant Director	<u>\$120.00</u>

Gained greater knowledge on EBSCO Information Resources for patrons. Learned better ways for using the Web that can be passed on to patrons and the many sources of support for community and patrons.

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**Total Expenses:** \$120.00  
**Total Remaining:** \$0.00

### Benefit/Outcome

#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
12/29/2009	OCLC	709	Subscription to OCLC	\$292.00

OCLC allows librarian greater access to books and research data, interlibrary loans, to support and fulfill patrons request for information not locally available. OCLC is very essential for researching software data for library management of inventory.

1/16/2010			Computer cleanup and maintenance of four computers	\$55.00
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Well maintained computers result in fewer down times for patrons and improves internet access. Computer maintenance enhances library's reputation as a reliable place to go for library services.

5/5/2010	MSC & RACO INDUSTRIES	4/16/2010	Purchase of one receipt printer, ink, receipt paper; two scanners, one stand, two USB cables.	\$727.00
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Patrons will benefit by faster service upon checkout and by having all checked out books listed on one form. Second scanner will enable library to shorten the conversion time to Montana Shared Catalog.

5/5/2010	WATSON LABEL	10/02/2009	12000 single bar code labels for books, and 1000 single bar code labels for patron cards.	<u>\$295.47</u>
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Application of bar code labels to books enables JPL to be a part of Montana Shared Catalog that in turn enhances and improves the service to patrons. Use of patron cards with bar codes provides faster service to patrons and fulfills the requirements for MSC.

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**Total Expenses:** \$1,369.47  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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### Name of Federation:

South Central

### Name of Library:

Judith Basin County Free Library

### Expense Detail:

#### Program 1 Federation Award: \$243.00

Date	Claimant	Tracking #	Description	Amount
8/24/2009	Walmart	082409	\$5 videos to use as prizes for summer reading program Sparked HUGE interest in completing the program	\$20.00
-----				
8/24/2009	Target	082409	\$5.00 videos to use as incentive prizes for the summer reading program HUGE involvement in reading program	\$45.00
-----				
8/24/2009	Kmart	082409	\$5 videos as incentives for the summer reading program HUGE success of summer reading program	\$115.00
-----				
7/24/2009	Michaels	072409	Scrapbooking materials for "Be Creative" cardmaking workshop Provided a practical and fun workshop for elementary children during the summer reading program	\$25.38
-----				
5/26/2010	Upstart	052610	Incentive patches for baseball hats Fun summer reading program goal--earn a patch for your hat	\$35.50
-----				
7/24/2009	K's	072410	Bowls and spoons for summer reading program treats Helping make a memory!	<u>\$2.12</u>
-----				
<b>Total Expenses:</b>				\$243.00
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

	
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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
8/24/2009	OCLC	082409	Annual fee for cataloging and metadata service Allows patrons access to interlibrary loan, allows other libraries access to us, provides the technology for our cataloging and processing	\$590.00
-----				

3/26/2010	Upstart	032610	Banners, posters, iron-on transfers, reading records, book bags, tattoos, bookmarks and other supplies for the 2010 summer reading program	\$337.00
Best marketing we can ever do--have nearly 150 in the program in our little town				
-----				
9/25/2009	K's	092509	Graham crackers, chocolate bars, marshmallows, etc. for camping story hour	\$24.17
Great marketing with families--nice write-up in paper				
-----				
9/25/2009	Michaels	092509	Pinecones, pompoms, wiggly eyes, pipe cleaners, etc. to make squirrels for forest story hour	\$44.26
Great marketing with parents--good write-up in paper				
-----				
10/28/2009	Walmart	102809	Front desk candies and library trick or treats for Halloween	\$24.38
Marketing--helps provide friendly touch				
-----				
10/26/2009	K's	102609	Materials to make owl ham heads, cheese beaks, Ritz cracker eyes with black olive pupils for owl story hour snack and activity	\$22.33
Marketing--popular with families and great write up in paper				
-----				
11/23/2009	K's	112309	Cereals, cheese puffs, M & Ms, nuts, raisins, to fill cornucopias for Thanksgiving story hour	\$40.70
Marketing--Well received and great write-up				
-----				
11/23/2009	Michaels	112309	Gold doilies and fall card stock to make cornucopias for fall story hour	\$23.23
Marketing--well received and good write up				
-----				
2/22/2010	Walmart	22210	Potpourri to make Fancy Nancy Valentine sachets and chocolates to taste after reading about her raspberry creams in a heart-shaped box	\$23.48
Marketing--Well received and great write up				
-----				
2/22/2010	K's	22210	Powdered milk, Nestle's Quik, Cremora, marshmallows, etc. to make hot chocolate mix for Winter is the Warmest Season story hour	\$45.97
Marketing--well received and good write-up				
-----				
3/26/2010	Party America	32610	Materials for Dr. Seuss birthday party	\$52.95
Marketing--Huge write-up in paper				
-----				
3/26/2010	Michaels	32610	St. Pat's hats for story hour	\$9.26
Marketing--good write-up in paper				
-----				
4/25/2010	Upstart	42510	Summer reading incentives	\$24.00
Good marketing for summer reading program				
-----				

5/25/2010	Michaels	052510	Gift boxes and tissues for box of kisses Mother's Day story hour	\$26.95
Marketing				
-----				
6/24/2010	Dollar Tree	062410	Water bottles to decorate for Make a Splash reading program	\$41.00
Great marketing				
-----				
6/24/2010	Michaels	062410	Glue guns and paints for summer reading program crafts	\$32.94
Important marketing				
-----				
7/24/2009	K's	072409	Ice cream/toppings for summer reading program treat	<u>\$6.85</u>
All part of a fun afternoon				
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**Total Expenses:** \$1,369.47  
**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:

South Central

### Name of Library:

Laurel Public Library

### Expense Detail:

#### Program 1 Federation Award: \$85.00

Date	Claimant	Tracking #	Description	Amount
6/30/2010	Nancy Schmidt	31810	Fall Membership meeting in Big Timber and spring Membership meeting with Books for Babies training in Billings.	<u>\$85.00</u>

Interaction with other librarians from out region, idea sharing, and training for implementing the Books for Babies program.

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**Total Expenses:** \$85.00  
**Total Remaining:** \$0.00

#### Benefit/Outcome

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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
11/16/2010	Nancy Schmidt	31910	Membership in the Montana State Library shared catalog system. We have been a member since 2002 and we find that this is a great benefit to all library patrons whose library participate in the Shared Catalog.	<u>\$1,369.47</u>

We have found that being a member of the shared catalog is beneficial to both staff and patrons. Our patrons like being able to locate our items either from the library 'catalog' or from the website at home. This has helped increase our circulation tremendously. Our patrons are pleased that more libraries are participating in the Shared Catalog.

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**Total Expenses:** \$1,369.47  
**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:**

South Central

**Name of Library:**

Lewistown Public Library

**Expense Detail:**
**Program 1 Federation Award: \$231.00**

Date	Claimant	Tracking #	Description	Amount
7/20/2010	Lewistown Public Library		Room at Red Lion Colonial Hotel for MSC Membership Meeting (\$87.67) Portion of Room at Chico Hot Springs for MLA PLD Retreat (\$143.33)	<u>\$231.00</u>

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**Total Expenses:** \$231.00  
**Total Remaining:** \$0.00

**Benefit/Outcome**

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**Program 2 Federation Award: \$1,369.47**

Date	Claimant	Tracking #	Description	Amount
7/20/2010	Lewistown Public Library		Heritage Quest Subscription from Missoula Public Library (\$500.00) Summer Reading Program Materials (\$481.00) Portion of Interlibrary Loan Postage (\$388.53)	<u>\$1,369.47</u>

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**Total Expenses:** \$1,369.47  
**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:

South Central

### Name of Library:

Moore Public Library

### Expense Detail:

#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
9/22/2010			Summer reading program resources,i.e. game prizes,craft supplies,and book backpacks. Encourages local youth to utilize our library.	\$406.77
9/22/2010			Small table with 2 chairs for outside/ Makes it easier for our internet using patrons to sit outside with their laptop computers during the days we are closed.And is used inside as well.	\$102.97
9/22/2010			Summer reading program prizes and incentives,snacks and supplies. Encouraging our local youth to love reading and utilize our library's resources.	\$210.61
9/22/2010			Phone and internet not covered by E-rate both necessary for our library	\$620.00
9/20/2010	Lombard Office Solutions		Toner cartridge for copy machine used by library patrons. Access to a copy machine is greatly appreciated by our patrons. It benefits both our regular patrons and visitors to our community.	\$29.12
<b>Total Expenses:</b>				\$1,369.47
<b>Total Remaining:</b>				\$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:**

South Central

**Name of Library:**

Parmly Billings Library

**Expense Detail:**
**Program 1 Federation Award: \$84.00**

Date	Claimant	Tracking #	Description	Amount
11/9/2010	Parmly Billings Library			<u>\$84.00</u>
<b>Total Expenses:</b>				\$84.00
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

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**Program 2 Federation Award: \$1,369.47**

Date	Claimant	Tracking #	Description	Amount
11/9/2010	Parmly Billings Library			<u>\$1,369.47</u>
<b>Total Expenses:</b>				\$1,369.47
<b>Total Remaining:</b>				\$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:**

South Central

**Name of Library:**

Petroleum County School-Community Library

**Expense Detail:**

**Program 1 Federation Award: \$257.00**

Date	Claimant	Tracking #	Description	Amount
9/30/2009	Nancy G. Freburg		Mileage to Fall Workshop We learn things that directly or indirectly help our patrons and our sharing libraries.	\$174.90
-----				
4/12/2010	Nancy G. Freburg		One-way mileage to Big Timber for Spring Federation Meeting. All we learn at the group meeting helps our patrons and all the Federation libraries.	\$78.50
-----				
11/18/2010	Nancy G. Freburg		Mileage to state sponsored workshops. Training for librarians helps everyone in the federation.	<u>\$3.60</u>
-----				
<b>Total Expenses:</b>				\$257.00
<b>Total Remaining:</b>				\$0.00

**Benefit/Outcome**

**Program 2 Federation Award: \$1,369.47**

Date	Claimant	Tracking #	Description	Amount
8/28/2009	Mid-Rivers Communications		DSL Internet Connection bill. Having higher speed Internet benefits our patrons and all those in the Federation who borrow things from us using OCLC. Federation funds were used before we received E-Rate Discounts.	\$44.95
-----				
6/2/2010	Watson Label Products		These funds were used to purchase barcodes in preparation for joining Montana Shared Catalog. Being a part of Montana Shared Catalog will definitely assist our patrons and those in our Federation.	\$519.76
-----				
9/30/2009	Missoula Public Library		We contributed to the group that has Heritage Quest Database, so that it can provided to others in the area. The benefit is to all the users and to those that can join because of our help with the contribution.	\$100.00

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2/1/2010	Follett Software Company	Public library share of the Support Agreement for our present online catalog/circ program, Athena, provided by Follett Software Company.	\$131.66
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This technology has been our opac catalog since about 2000, even though we are soon to join MSC.

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6/28/2010	RACO Industries, LLC	Purchase of second Bar Code Scanner for MSC preparation and use later on. We could not join MSC without changing all of our barcodes.	\$240.00
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Being a part of MSC benefits our patrons and patrons and libraries in the entire Federation.

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6/2/2010	Library Petty Cash	Rebimbursement for mailing ILL's, as the ILL reimbursement was lowered, and we cannot possibly be a net lender.	\$163.00
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When we loan to others, it helps their patrons also.

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7/28/2009	Mid-Rivers Communications	DSL Internet Connectivity. Federation funds were used until we received E-Rate for 2009-10.	\$44.95
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Being able to access faster Internet benefits out patrons and all those who need to connect to our library.

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6/28/2010	Mid-Rivers Communications	Funds used for rest of DSL Internet bill not covered by E-Rate.	\$12.98
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High speed Internet helps our patrons and libraries in the area.

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3/8/2010	Dale Alger	Dale Alger's mileage was paid to come to our board members and school district representatives to present Montana Shared Catalog to them. His presentation was the key to our boards agreement to join MSC.	\$45.00
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When we become part of MSC, patrons statewide will have easier access to our collection, and us to their collections.

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11/18/2010	Mid-Rivers Communications	Money used on DSL Internet expenses after we had used up all of our E-Rate discounts.	\$67.17
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Without DSL we would not be able to access Internet for service to our patrons and our Federation

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<b>Total Expenses:</b>	\$1,369.47
<b>Total Remaining:</b>	\$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:

South Central

### Name of Library:

Red Lodge Carnegie Library

### Expense Detail:

#### Program 1 Federation Award: \$151.00

Date	Claimant	Tracking #	Description	Amount
12/18/2009	Jodie Moore		10/2009 Mileage reimbursement from Red Lodge to Billings and back for the Fall South Central Federation Meeting (Saturday, October 24, 2009). Red Lodge to Billings, round trip = 120 miles x 55 cents/mile = \$66.00.	\$66.00

Meet with colleagues from the South Central Federation to share ideas, discuss concerns, and conduct Federation business. Hear report from Montana State Library on various topics.

7/9/2010	Jodie Moore	20606	Mileage reimbursement, Red Lodge to Billings, round trip to attend Spring Montana Shared Catalog meeting at the Parmly Billings Library on Friday, May 7, 2010.	\$60.00
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Meet with colleagues from the Montana Shared Catalog to hear news, share ideas, discuss concerns, and conduct MSC business.

7/9/2010	Jodie Moore	20397	Covers a portion of mileage to the Public Library Association 2010 Conference in Portland, OR, March 23-27, 2010	\$25.00
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National conferences provide wonderful opportunities for networking, reviewing products and meeting vendors, and continuing education. The Public Library Association Conference is held every two years at locations around the country.

<b>Total Expenses:</b>	\$151.00
<b>Total Remaining:</b>	\$0.00

### Benefit/Outcome

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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
12/18/2009	Cable Montana	19336	7/2009 High speed internet, 5 Mbps. Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.	\$75.94

12/18/2009	Cable Montana	19471	8/2009 High speed internet, 5 mbps.	\$97.50
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Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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12/18/2009 Cable Montana 19570      9/2009 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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12/18/2009 Cable Montana 19687      10/2009 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

-----  
12/18/2009 Cable Montana 19800      11/2009 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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12/18/2009 Cable Montana 19902      12/2009 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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4/1/2010 Cable Montana 19986      1/2010 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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4/1/2010 Cable Montana 20110      2/2010 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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4/1/2010 Cable Montana 20197      3/2010 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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6/2/2010 Cable Montana 20301      4/2010 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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6/2/2010 Cable Montana 20419      5/2010 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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6/2/2010 Cable Montana 20521      6/2010 High speed internet, 5 mbps.      \$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

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7/9/2010 CDW      20665      Purchase of Deep Freeze software license and      \$337.13  
Government,      maintenance agreement for 10 public access  
Inc      computers. (\$289.10) Purchase and shipping of Edge 1  
GB memory to enhance public access computer speed.  
(\$48.03)

Deep Freeze software helps prevent viruses and malware on public access computers. Patrons

can download programs and documents as needed, but these items will be deleted upon restart, saving memory needed for speedy operation. Speed and performance of one public access computer enhanced by increase of RAM. Our public access computers are always very busy. Maximizing computer performance helps justify the cost of high speed internet. Computers running smoothly also save us staff time and/or the cost of a computer consultant to run maintenance, make repairs, or purchase replacement parts.

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**Total Expenses:** \$1,369.47  
**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:

South Central

### Name of Library:

Roundup School-Community Library

### Expense Detail:

#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
10/6/2009	Montana Shared Catalog		Montana Shared Catalog ongoing costs. We had a communication error last year and ended up paying more than required. We had a \$1113.43 credit this year.	\$1,035.85

The Montana Shared Catalog has increased our usage and helped to update the library. We are much more user friendly now with an online card catalog. Our users have expressed their pleasure about the MSC.

10/6/2009	OCLC		OCLC is used for cataloging and InterLibrary Loan.	<u>\$333.62</u>
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Our users love being able to access items from other libraries through OCLC. They use books, cds, dvds, and microfilm from all over. OCLC is a necessity.

**Total Expenses:** \$1,369.47  
**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:

South Central

### Name of Library:

Stillwater County Library

### Expense Detail:

#### Program 1 Federation Award: \$86.00

Date	Claimant	Tracking #	Description	Amount
10/26/2009	sandra acciani	47977	mileage to fed meeting continuing education of board member	\$44.00
-----				
3/20/2010	sandra accianai	049249	travel to south central federation meeting continuing education and vote at federation meeting	<u>\$42.00</u>
-----				
<b>Total Expenses:</b>				\$86.00
<b>Total Remaining:</b>				\$0.00

### Benefit/Outcome

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#### Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
8/5/2009	OCLC	47592	cataloging/ILL interlibrary loans for patrons. catalog and download records	\$589.53
-----				
8/7/2009	Qwest	47597	telephone keeps us connected to our patrons	\$113.96
-----				
9/2/2009	qwest	47955	telephone keeps us connected to our patrons	\$113.96
-----				
10/13/2009	Qwest	47970	telephone keeps us connected to our patrons	\$113.96
-----				
11/5/2009	qwest		telephone keeps us connected to our patrons	\$115.00
-----				
12/7/2009	Qwest	48739	telephone keeps us connected to our patrons	\$113.86



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6/15/2010	Qwest	049796	telephone	\$114.40
keeps us connected to our patrons				

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6/15/2010	Qwest		telephone	<u>\$94.80</u>
keeps us in touch with our patrons				

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<b>Total Expenses:</b>	\$1,369.47
<b>Total Remaining:</b>	\$0.00

**Benefit/Outcome**

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