

# Federation Annual Report FY 2016 July 2015 Through June 2016

## SIGNATURES

Federation	Tamarack	
Coordinator's Library	Missoula Public Library	
Coordinator	Honore Bray	
	Signature _____	Date _____
Chairperson - Board of Trustees	Rita Henkel	
	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.

## AWARD/EXPENSE SUMMARY

Total CST Award: \$41,220.81  
Total CST Expended: \$41,192.81

## EXPENDITURES BY PROGRAM

Program 1 - Two Membership Meetings	\$7,998.81
Program 2 - Training and Professional Development	\$6,870.90
Program 3 - Technology	\$16,197.60
Program 4 - Expanding and sharing collections	\$10,125.50
Program 5 - Planning for Building Improvement	None
<b>Total:</b>	<b>\$41,192.81</b>

**EXPENDITURES BY LIBRARY**

Library	Status	Total Award	Award Expenses	Local Expenses
Bitterroot Public Library	Active	\$2,373.00	\$2,373.00	\$0.00
Darby Community Public Library	Active	\$2,373.00	\$2,373.00	\$1,981.94
ImagineIF Kalispell	Active	\$2,373.00	\$2,373.00	\$13,029.00
Lincoln County Public Libraries	Active	\$2,373.00	\$2,373.00	\$0.00
Mineral County Public Library	Active	\$2,373.00	\$2,373.00	\$0.00
Missoula Public Library	Active	\$10,371.81	\$10,371.81	\$35,650.00
North Lake County Public Library	Active	\$2,373.00	\$2,373.00	\$95.00
North Valley Public Library	Active	\$2,373.00	\$2,373.00	\$2,346.61
Plains Public Library District	Active	\$2,373.00	\$2,373.00	\$395.24
Preston Hot Springs Town-County Library	Active	\$2,373.00	\$2,373.00	\$0.00
Ronan Library District	Active	\$2,373.00	\$2,373.00	\$3,479.62
St Ignatius School-Community Library	Active	\$2,373.00	\$2,373.00	\$227.61
Thompson Falls Public Library	Active	\$2,373.00	\$2,373.00	\$387.69
Whitefish Community Library	Active	\$2,373.00	\$2,345.00	\$0.00
	<b>Totals:</b>	<b>\$41,220.81</b>	<b>\$41,192.81</b>	<b>\$57,592.71</b>

## **PUBLIC VALUE SUMMARY BY PROGRAM**

### **Program 1 - Two Membership Meetings**

#### **Narrative**

Two membership meetings will be held in FY 2013. The spring meeting will be a two day meeting. The business of the Federation will be conducted and a full day of training for Trustees and Librarians will take place. Expenses will be covered for a Public Library Trustee and a Librarian from each of the active Public Libraries. Expenses for one member of a School or Special Library will be covered. Mileage to the meeting is at the expense of each library.

The fall meeting will be conducted via a conference call. CE will not be available during the fall meeting. All Public Libraries must send a representative to both meetings to qualify as an active member. If a Public Library is not represented due to an emergency the executive committee will determine if the library will have active or inactive status. It is beneficial that the Montana State Library staff and State Commissioners participate in the meetings.

The coordinator will:

- Arrange meetings
- Create and distribute appropriate notices and documents for the meetings
- Attend at least 3 State Library Commissioners meetings
- The Federation Coordinator Library will receive \$1000 to help defray the costs for travel and other Federation Expenses.

Included in each years business:

- Conduct the business of the federation, including election of officers, in accordance with its by-laws
- create the POS for the following year in a timely manner with membership participation.

#### **Public Value**

Missoula Public Library - Networking and training for staff, and trustees to strengthen the Federation and provide improved skill levels for staff.

Missoula Public Library - Networking time for Directors and Trustees to share new ideas and issues. Time for new Trustees to get more in tune with Federation work and the structure of Federations in Montana and the reason for Federations.

Missoula Public Library - Library Boards of Trustee and Directors received training to improve the function of the boards. When the Trustees are trained it makes the work of the Federation stronger and more efficient.

Missoula Public Library - Enlarges the collections of libraries across the state of Montana. Helping all libraries to order fewer items but have more selection open to the public.

Missoula Public Library - ALL TAMARACK LIBRARIES USERS BENEFIT FROM MORE CONTENT IN MONTANA LIBRARY TO GO.

### **Program 2 - Training and Professional Development**

#### **Narrative**

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

#### **Public Value**

Preston Hot Springs Town-County Library - Attendance at the fall conference makes it possible for staff to network with colleagues and take part in professional development that provides benefits to other staff, patrons, and the community. Professional development is invaluable to our library.

Bitterroot Public Library - By attending the conference, the employees were able to attend workshops and connect with other librarians in the state. New ideas were brought back to the library and employees earned credits toward continuing education certification. Participation in the conference helped staff gain perspective and get excited about various aspects of library service, as well as feel more engaged in the profession of librarianship.

This conference was especially beneficial given its emphasis on technology and how emerging technologies can help expand or improve library services.

Plains Public Library District - The Library Director was able to go to MLA this year and converse with other librarians on various library happenings and future ideas.

Missoula Public Library - Technology training so the library can keep up with the trends in technology and provide the best service we can to the public.

Ronan Library District - As the Vice Chair of the Federation, it is important that Mary is able to attend the meetings to take minutes for the Federation. The trainings, this time, were especially helpful, as the Ronan Library District is revamping board meetings, attempting to get all trustees certified and provide better direction to trustees.

Ronan Library District - The benefits of the Library Design Institute were many. As a Library that is attempting to find a way to obtain a larger space, the classes were invaluable. Having a trustee attend with the director, allowed for the trustee to be better informed and share that information with the rest of the Board. When attending other Library workshops, the Director has shared much of what she learned with other librarians and has highly recommended those looking for building design ideas attend this institute in the future.

Ronan Library District - Fred Pryor Seminars offer thousands of online classes, as well as live classes throughout the year. Many of the live classes cost \$149 each, or more. The Director and Assistant Director have attended Payroll Law, Human Resources, Accounting, and more live classes. Staff has taken Word, Excel, and other live classes. All employees have taken a variety of online classes (favorite of which is titled, "control the chaos and clear out the clutter.) Much of what we have learned in these classes has been shared with each other and other librarians.

St Ignatius School-Community Library - Ability to better serve the public, and using workflows.

Missoula Public Library - Keep involved in the newest information for library development and management so it can be shared with Federation Libraries.

Missoula Public Library - information for MPL and Tamarack Libraries on Money Smart programming and resources to help community members become more aware of finances.

Missoula Public Library - Training on mindfulness allows staff who are in difficult situations to take a deep breath, gather thoughts and move forward treating everyone with dignity while ensuring the user has an effective user experience.

Ronan Library District - By attending Fall Workshop, the Director was able to get new ideas and information. One of the most useful sessions for the Library in serving the public was ADA accessibility. Networking with other Library Peers is always a plus for new ideas.

Ronan Library District - By attending the annual Montana Library Association Conference the Library Assistant was able to network with other Library peers, gaining new perspectives and ideas for assisting the public in a variety of ways. Some of those ideas transformed into new programs, which can be shared with other Federation members.

Ronan Library District - As the secretary of the Federation, it is important that Michelle is able to attend

the meetings to take minutes for the Federation. The trainings, this time, were especially helpful, as the Ronan Library District is revamping board meetings, attempting to get all trustees certified and provide better direction to trustees.

North Lake County Public Library - Attendance at a national conference gives a broader unique perspective to library services. The overall theme "Be Extraordinary" was energizing, inspiring and rewarding. Many of the workshops that were attended focused on the design of library space and the importance of creating experience zones for users. This was particularly relevant since our library is working on strategic planning for much-needed renovation.

North Lake County Public Library - One has to pay the fee in order to have a plane ticket!

Missoula Public Library - Latest in trends for libraries, products and staffing information to help improve user services.

Preston Hot Springs Town-County Library - Professional Development and networking needs for Director

Preston Hot Springs Town-County Library - Attendance at conference supports professional growth and develops network amongst peers

Preston Hot Springs Town-County Library - attendance at MLA conference

Bitterroot Public Library - By attending this conference, staff gained knowledge about current library trends and learned new skills related to library services. The ability to learn from other libraries and feel a part of the broader Montana library community was extremely valuable. The opportunity to travel together and represent the library also helped the staff bond.

### **Program 3 - Technology**

#### **Narrative**

Purchases may include, but are not limited to: Computer hardware, software and upgrades, firewall security, Printers, scanners, Membership costs for OCIC, Montana Shared Catalog, Virtual Reference, Database costs

Outreach and public relations costs promoting access to collections and library services (Example of costs outside the scope of this program include, but are not limited to: e-books, furniture, barcodes and other

#### **Public Value**

Preston Hot Springs Town-County Library - The EnvisionWare system allows us to provide a public computer network. We do not have adequate funding to employ staff dedicated to IT. We do not have adequate funding to provide hours for even untrained staff to perform the tasks involved in maintaining a public computer center without a network system such as EnvisionWare. Federation funds allow us to continue to provide this service to our public.

Preston Hot Springs Town-County Library - This contract allows us to catalog media and provide inter-library loans of media to our patrons. It is vital to our operations.

Preston Hot Springs Town-County Library - Patrons using public computers seldom bring headphones or earbuds. We make them available in order to provide an environment conducive to study without distractions. Tamarack Federation funds make this possible as our budget does not accommodate expenditures for this purpose.

Preston Hot Springs Town-County Library - This service frees up vital staff hours allowing the Library Director to provide patron services.

Mineral County Public Library - For our patrons' better access to the shared collections within Montana.

Mineral County Public Library - For our patrons' access to downloadable ebooks and audiobooks.

St Ignatius School-Community Library - buying power of many libraries allowing greater services to the local patron.

Thompson Falls Public Library - Patrons can see what we and other MSC member libraries have in our collections in order to borrow.

Thompson Falls Public Library - Patrons are able to download ebooks and audio books 24/7 from their home or while they are traveling using their library card. Because Montana libraries join together, the cost is affordable and we are able to offer this service to our patrons. And because of the Federation money, we are able to pay for this.

North Lake County Public Library - Our initial public domain newspaper collection (1910-1922) contributed to the Montana Memory Project (MMP) has been grandfathered into the new Montana Newspapers. (The MMP no longer accepts digitized newspapers.) However, subsequent issues must be redone in order to meet the strict digitization requirements of the new venue which is spearheaded by the Montana Historical Society. Consequently, previously digitized newspapers for 1923-1937 need to be redone to upgrade them to 8-bit grayscale. This will allow inclusion in the new project and will provide quality online access to valuable local historical content for the public.

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Ronan Library District - The computers we had for the public were all over 4 years old and slowing down tremendously. Patrons and staff would get frustrated with the loss of capabilities. By purchasing new computers at a great price, we have been able to allow better and easier access to library collections and services, while providing the public technology that meets their needs. Ronan is a low-income community, with many community members not able to afford computers or internet access.

St Ignatius School-Community Library - Giving patrons access to online books without having to travel to another participating library

Darby Community Public Library - Protect patrons through subscription to online security service opening the way for continued sharing with other libraries and online resources.

Darby Community Public Library - A working and healthy computer network allows us to stay connected to other libraries.

Darby Community Public Library - The Partners Programs allows our patrons and other partner library patrons access to over one million materials by a crate system that moves library materials across the state. The Montana Shared Catalog provides a standard base for circulating library materials that is easy to use and reliable for our patrons and other patrons in the federation.

Preston Hot Springs Town-County Library - This service maximizes the reimbursement we receive from USAC towards the cost of phone and internet services

Preston Hot Springs Town-County Library - Oral History videos

North Valley Public Library - The Tamarack funds help the NVPL pay half of the cost to belong to Montana Shared Catalog. The benefit of belonging to a shared catalog seems so obvious. Shared resources, patron access to items in libraries Statewide, especially the Partners libraries. Having access to cataloging expertise and the staff of the State Library.

Plains Public Library District - This router will make it easier for our tech person to separate our staff and partner computers from the patron wi fi and patron computers. This will enable us to get a better count of

computer users in our library and give the patrons much faster Internet service.

Plains Public Library District - The earphone plugins on three of our computers were ruined by patrons putting in personnel larger earphones in our computers. This enables our patrons to still be able to use headphones on the three damaged computers. This brings us back to all six of our computers being headphone capable.

Darby Community Public Library - Working computer system helps Darby users and helps Darby library remain connected to other libraries and resources.

Darby Community Public Library - standard service to all library users

Darby Community Public Library - Using Envisionware for computer reservation and printing allows staff more time to interact with customers and other libraries to share information and materials. The Envisionware software allows library users to go to most of our federation libraries and enjoy the same resources in the same format.

Darby Community Public Library - Puts our library in a common lending system where libraries can share resources including books, newspapers, and journals.

## **Program 4 - Expanding and sharing collections**

### **Narrative**

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

### **Public Value**

Lincoln County Public Libraries - Distribution of library materials between the Lincoln County Public Libraries and the rest of the partnership libraries is crucial for the empowerment of all federation and partner libraries as well as those outside these spheres of resource sharing. We could not meet the demands of our patrons if we were unable to continue the transportation of materials between libraries.

Whitefish Community Library - This year we will be using our Federation monies to help defray the costs of transporting crates to our Partners' libraries. Sharing collections results in individual libraries not having to duplicate available items or having to stock every item patrons request. Items are moved quickly and efficiently through the participating libraries.

Whitefish Community Library - Being a member of the Partners' sharing group enables us to borrow items from Partners' libraries to fill the requests of our patrons. It also allows WCL to share our collection with other libraries. This is a valuable service to libraries and benefits library users by allowing them the opportunity to have items delivered to their local library.

Plains Public Library District - This will enable the six libraries that have made a sharing group to rotate our existing Burgeon panels to be able to have three more different panels to use in our libraries. This is wonderful because no library has to come up with the difficult task of purchasing numerous panels so that they are fresh in their libraries. We six libraries are sharing the cost and benefitting greatly.

Bitterroot Public Library - The patrons of the Bitterroot Public Library benefit greatly from the courier service and from the library being a participant in the MSC Partners program. Patrons can place holds on materials at other libraries and, if the item is on the shelf, often have the book within a few days. This is a very convenient arrangement and allows patrons access to a much great collection than simply the materials at their library or those which can be obtained through interlibrary loan (which is much costlier).

The benefit of this service is that it makes receiving materials from other libraries much more efficient and cost-effective. Using Tamarack Federation funds for the bulk of the transportation costs of the courier service allows more of the library's funds to be spend on its collection rather than shipping materials via

mail.

Bitterroot Public Library - This service allows us to have materials picked up and dropped off in a timely manner for transportation between libraries. By having this service provided five days per week we are able to offer our patrons (and patrons of other Partner libraries) increased efficiency and timely access to materials. Many patrons comment on how quickly books arrive from other Partner libraries and are very pleased with the system.

ImagineIF Kalispell - We borrow well over 60,000 items each year from other MT Libraries and lend well over 50,000. This service allows us to expand our collections by magnitudes. Our users have access to hundreds of thousands of titles that we would not be able to afford or house in our own libraries.

## **Program 5 - Planning for Building Improvement**

### **Narrative**

Libraries may use funds to support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to: -Consultant fees and travel -Design models -Wireless feasibility studies -Cost analysis reviews for adding a courier access area