

Federation Annual Report FY 2016 July 2015 Through June 2016

SIGNATURES

| | | |
|---------------------------------|-----------------------|------------|
| Federation | South Central | |
| Coordinator's Library | Laurel Public Library | |
| Coordinator | Nancy Schmidt | |
| | Signature _____ | Date _____ |
| Chairperson - Board of Trustees | Rose Marie Kline | |
| | 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: \$34,584.63
Total CST Expended: \$34,584.63

EXPENDITURES BY PROGRAM

| | |
|------------------------------------------------------------------------|--------------------|
| Program 1 - Continuing Education and Travel | \$3,600.00 |
| Program 2 - Technology and Resource Sharing | \$22,834.54 |
| Program 3 - Continuing Education and Travel for Multi-Type Libraries | \$1,500.00 |
| Program 4 - Purchase, Maintenance, and Mailing of Book Discussion Kits | \$1,750.00 |
| Program 5 - Administrative Costs | \$4,900.09 |
| Total: | \$34,584.63 |

EXPENDITURES BY LIBRARY

| Library | Status | Total Award | Award Expenses | Local Expenses |
|-------------------------------------------|----------------|--------------------|--------------------|--------------------|
| Bicentennial Library of Colstrip | Active | \$1,468.58 | \$1,468.58 | \$1,468.58 |
| Big Horn County Public Library | Active | \$1,468.58 | \$1,468.58 | \$709.75 |
| Billings Public Library | Active | \$1,468.58 | \$1,468.58 | \$0.00 |
| Bridger Public Library | Active | \$1,468.58 | \$1,468.58 | \$1,768.81 |
| Carnegie Public Library | Active | \$1,468.58 | \$1,468.58 | \$0.00 |
| Denton Public Library | Active | \$1,468.58 | \$1,468.58 | \$43.92 |
| Dorothy Asbjornson Community Library | Active | \$1,468.58 | \$1,468.58 | \$0.00 |
| Harlowton Public Library | Active | \$1,468.58 | \$1,468.58 | \$448.73 |
| Joliet Public Library | Active | \$1,468.58 | \$1,468.58 | \$1,871.80 |
| Judith Basin County Free Library | Active | \$1,468.58 | \$1,468.58 | \$87.82 |
| Laurel Public Library | Active | \$9,618.77 | \$9,618.77 | \$708.75 |
| Lewistown Public Library | Active | \$1,468.58 | \$1,468.58 | \$4,405.90 |
| Moore Memorial Public Library | Active | \$1,468.58 | \$1,468.58 | \$0.00 |
| Petroleum County School-Community Library | Active | \$1,468.58 | \$1,468.58 | \$17.05 |
| Red Lodge Carnegie Library | Active | \$1,468.58 | \$1,468.58 | \$585.72 |
| Rosebud County Library | Active | \$1,468.58 | \$1,468.58 | \$1,000.18 |
| Roundup School-Community Library | Active | \$1,468.58 | \$1,468.58 | \$1,220.88 |
| Stillwater County Library | Active | \$1,468.58 | \$1,468.58 | \$0.00 |
| | Totals: | \$34,584.63 | \$34,584.63 | \$14,337.89 |

PUBLIC VALUE 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.

Public Value

Big Horn County Public Library, Bridger Public Library, Carnegie Public Library, Denton Public Library, Dorothy Asbjornson Community Library, Harlowton Public Library, Laurel Public Library, Lewistown Public Library, Petroleum County School-Community Library, Red Lodge Public Library, and Roundup School-Community Library used funds to send their Director and/or Trustee to Federation meetings. The general feeling is that this is the perfect opportunity to get together with other librarians and trustees to learn about new ideas and programs. They also enjoy being able to discuss pertinent library activities and issues with other librarians. They find this to be extremely important, and it helps keep trustees up to date and involved in their libraries. Continuing education opportunities are also available at Federation meetings. Jodie Moore facilitated a discussion and presentation on the work of the Library Development Study Task Force in Forsyth.

Big Horn County Public Library, Bridger Public Library, Joliet Public Library, Petroleum County School-Community Library, Red Lodge Public Library, and Rosebud County Library felt that sending staff to the Montana Shared Catalog members meeting and training in Helena was a great benefit to their libraries. Keeping library staff informed about the changes coming up for the Shared Catalog is critical for future planning in their libraries. Marci Herriford from Joliet Public Library now has a better understanding on how the Shared Catalog works and benefits her library as well as the policies her library uses and how they relate to her patrons. Offering a great catalog to our library patrons benefits them and our libraries. Jodie Moore, Red Lodge, felt this gave her the opportunity to meet with other MSC members and MSC staff. These meetings offer the membership the opportunity to interface with the Executive Board and vote on important issues related to the consortium. Jodie stated, "As the OPAC Representative and Vice Chair of the MSC's Content Management Committee, I highly value being physically present at the MSC meetings. This meeting was particularly important in that it provided a further opportunity to discuss the work of the Library Development Study Task Force and was Ken Adams' last MSC meeting!"

Bicentennial Library of Colstrip and Billings Public Library used funds towards the registration of library staff toward attendance at the MLA convention. Staff members were able to pursue continuing education so that they will be certified by the state. Attendees were able to report to staff what workshops they attended and how they benefited from the training they received. KellyAnne Terry, Lewistown Public Library, presented two programs at the Montana Library Association Conference on April 6-9, 2016 in Missoula. Having the travel funds helped to get her there for the program and also to learn and network with other libraries.

Big Horn County Public Library sent staff members to attend the Offline Conference in Billings to learn about the new technology that is up and coming for libraries. Stillwater County Library was able to send one of their trustees to this valuable technology conference to learn about some new skills.

Carnegie Public Library used some of their funds to help cover the cost of their Overdrive membership. They felt that this service is critical in partnering with other libraries to make scarce resources available to all Montana citizens.

Dorothy Asbjornson Community Library and Roundup School-Community Library sent staff members to the

Ready-to-Read Conference in Bozeman. They were introduced to new ideas for programs. This also helped to re-energize the librarian during story time. There were some great ideas offered that they were able to take back to their libraries to help increase attendance for their weekly story time. Vivian from Roundup said that her library saw an increase of 50% in story time participation because of these new activities.

Judith Basin County Free Library hired an entertainer for the Summer Reading Program finale. They had over eighty children and adults came to celebrate the end of a good summer of reading. They're excited about what next year could bring for their summer programs!

Moore Memorial Public Library attended webinar training online through TechSoup and other organizations that they felt would benefit the library.

Rosebud County Library attended additional training in Billings using WorkFlows reports. They felt this will help them make the library run more efficiently.

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, postage, 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.

Public Value

Bicentennial Library of Colstrip, Carnegie Public Library, Harlowton Public Library and Judith Basin County Free Library used their funding for Overdrive costs to provide MontanaLibrary2Go to library patrons. Each of the Directors stated that providing access to MontanaLibrary2Go increases access to content for all patrons. It is greatly appreciated by both library personnel and patrons. Bicentennial Library also used the remainder of their funds to cover Montana Shared Catalog membership costs. Bicentennial allows anyone visiting the library second grade and above to receive a library card. The patrons are able to use MontanaLibrary2Go with their card even when they can't make it to the library to check out books. Bicentennial also feels that Montana Shared Catalog is resource that benefits everyone, especially those in the participating libraries.

Billings Public Library purchased a subscription to Novelist Plus through EBSCO. The patrons in the library, as well as those located remotely, can find reviews, discussion guides and recommendations for fiction reading for all age levels.

Seven libraries used funds to purchase different types of technology that they felt would benefit their patrons the most. Big Horn County Public Library purchased of a Kindle Fire for its staff members to use. This allowed library staff to become familiar with the technology so they could help answer questions for patrons. They also purchased a new laptop to use to offer basic computer lessons to patrons so they could become more familiar with their own personal computers. Denton Public Library purchased Norton Antivirus & Internet Security and Adobe software for their public computers. The patrons are able to use the PACs without fear of contracting a virus while working on their documents. Adobe provides patrons with the ability to save documents in a portable format. Denton also purchased a barcode scanner to use when working with their catalog system and checking out books to patrons. The purchase of 2 new computers for public use was also included in their expenses. This provided the patrons with computers that have newer software and operating systems to complete their tasks quicker and easier. Harlowton Public Library used their funds for 10 stereo headsets for patrons to use while listening to music or

lectures, and attending online classes. They purchased two 23-inch Acer monitors, three Kensington USB desktop mice and toner cartridges for the public printer. These were all items that needed to be replaced because they had stopped working or had run out. Joliet Public Library purchased two new Dell Inspiron 15 5000 series desktop computers for their circulation desk. They can now have two employees working on research and Interlibrary Loans. It is more efficient to have the latest technology available for their use when they are trying to multi-task their loans, budgeting, reading programs, and circulation like smaller libraries. Laurel Public Library took the opportunity to purchase 100 2GB flash drives for patrons that came into the library for computer assistance but didn't think they would need to save their documents. We will give them a flash drive for free the first time they come in without one. We feel this is a service to our patrons that has helped them and ourselves repeatedly throughout the year. Many times a patron is in such a hurry they don't realize they will need to download a document and they come in unprepared. They also purchased seven 8-inch Next Book tablets as grand prizes in the Summer Reading Program. The young patrons were very excited about winning a new tablet! Moore Public Library purchased wireless keyboards and mice to use with laptops when a patron was uncomfortable with using the laptop keyboard/mouse combination. They also purchased extra toner/ink for the public printer and copier. Petroleum County School-Community Library needed a new scanner to use with the new MobileCirc program. They bought the Socket Mobile 1D scanner to use while doing inventory and checking out patrons. They stated that it is much easier using this smaller scanner when inventorying.

Computer software is another area that always needs funding for updates. Big Horn County Public Library bought updates to Cypress Resume for their patrons to create or update resumes. This is beneficial when a patron is job hunting. They can update their resume to target the position for which they are applying. Denton Public Library hired personnel from Dempster Computers to remove viruses from their public computers. This brought two more computers online for public access. Harlowton Public Library purchased a subscription to an online card catalog (not MSC) that would allow them to download MARC records to their in-house catalog. This gives Harlowton access to interlibrary loans for patrons. It is time saving since they now only have to add their own call number and barcode to each item. Joliet Public Library upgraded their security software to Trend Micro Worry-Free Business Security Software for 8 computers. This software prevents computer corruptions by malware, creating a safer environment for all patrons and library employees. Joliet director, Deb, stated that "internet access is consistently available without any downtime due to viruses". Moore Public Library and Dorothy Asbjornson Community Library also purchased antivirus software to protect their computers from viruses and malware and Microsoft Office to give patrons a better environment for creating important, personal documents.

Carnegie Public Library, Judith Basin County Free Library and Laurel Public Library decided that purchasing supplies for the summer reading program was very important to their libraries. The supplies were used to promote the activities associated with the summer program. This continued emphasis on youth activities encourages our youngest patrons to become lifelong readers.

Bicentennial Library of Colstrip, Bridger Public Library, Judith Basin County Free Library, Lewistown Public Library, Petroleum County School-Community Library, Rosebud County Library and Roundup School-Community Library used some of their funding to help cover costs associated with the Montana Shared Catalog. The Shared Catalog is a resource that continues to benefit all libraries that choose to participate in the consortium. Krystal, Bridger, "feels that this is the best use of funds in the library's entire budget. It is a great collaborative effort to ensure quality services for even the smallest of libraries." Lewistown saw an increase in the cost of the shared catalog expenses. Half was paid from the Federation grant and the rest by the City of Lewistown. KellyAnne stated that "the ability to have the MSC makes everything so much more timely, efficient, correct, and simple for the library staff. Plus there are about 4200 patrons who benefit from us having it". It also brings the world's collections to our smallest libraries.

Bridger Public Library purchased access to Ancestry Library Edition with their funding. Lewistown Public Library used Federation funds to pay for 1/2 of the subscription to Heritage Quest. "The matching funds were then paid by our local genealogy group, the Central Montana Genealogy Society. This is a great partnership because we both benefit from having the subscription for our patrons." Roundup School-Community Library felt that purchase of Heritage Quest "has been available for our patrons to research family history using documents, the census from 1940 back in time to the first census done in the United States. This has helped families connect with other family members as well as help them to see where they came from. It is a great resource".

Moore Public Library, Petroleum County School-Community Library and Red Lodge Public Library used

some of their funding to pay for OCLC costs associated with being in the Shared Catalog and Interlibrary Loans. "Without OCLC, we would not be able to offer Interlibrary Loan services and the services of the Shared Catalog to our patrons. This is required for membership to the Montana Shared Catalog, enabling cataloging and interlibrary loan for our libraries."

Moore Public Library, Red Lodge Public Library, and Stillwater County Library used the remainder of their funds to help cover costs associated with providing internet access to their patrons. They provide both regular internet services and wireless internet at their libraries. Stillwater County feels that this is "a crucial service for those who cannot afford the service at home or do not have access to it at their homes. Many of our rural patrons don't otherwise have access to search for jobs, enroll in healthcare services, or participate in online banking". Red Lodge uses funds to pay for internet costs all twelve months of the year. Jodie stated "we are thrilled this year to finally be able to take advantage of increased broadband speeds for businesses, something that had long been promised by Bresnan/Charter/Spectrum. We also have wireless internet, both inside and outside the library, which broadcasts 24/7 for patron use. It also provides us with the static IP addresses necessary for EnvisionWare, MSC, and EBSCO databases." Moore Public Library used funds to pay for internet/phone costs that were not covered by e-rate funds.

Program 3 - Continuing Education and Travel 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 librarian training and/or mileage to said 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 librarian training agenda. Grants will be honored on a first come-first served basis for any multi-type library in the Federation with preference placed upon those requests that have never received a grant previously. The public libraries are not eligible for these particular grants. \$1,500.00 will be allocated to this program.

Public Value

South Central Federation received requests for travel/training grants from five Academic/School librarians. We were very pleased to help these teacher/librarians with training that would be a benefit to their students or fellow teachers.

Connie Metcalf requested funding to attend training at the Fall Workshop in Helena. She attended training centered on school or academic libraries.

Alice O'Reilly was unable to use her grant for her original request because of a family emergency. However, she was able to later use the monies for training at a later workshop that benefited her library.

Donna Pettricone and Suzanne McCandless attended the Montana State Reading Council literacy conference in Belgrade. They both felt this would give them an opportunity to learn how to promote greater literacy in their Montana schools. Donna and Suzanne were excited about sharing this information with their students.

Kieran O'Mara attended the 406 Google Tech Summit in Billings. She felt this would help her learn about new technologies that may be used to help her students excel in their classes.

Teacher-Librarians are always encouraged to attend training opportunities that may be offered to them. This was the case for Rachel Ratliff at the MEA-MFT Conference in Billings. She welcomed the chance to visit with other teacher-librarians outside of school hours.

After talking with many librarians at Fall Workshops and MLA, I found I was unable to give away the remaining balance of our Program 3 funds as grants. The membership allowed for the funds to be transferred and used for book club kits.

Program 4 - 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. \$1,750 will be allocated for this program.

Public Value

South Central Federation has over 150 Book Kits available for book clubs to borrow. It was decided that purchasing book titles in set of 8 (or more) allows for Book Clubs to find a 'set' of books that everyone can read at the same time without having to ILL a half dozen copies at once. It also helps the smaller libraries afford to keep their clubs reading without spending extra money on multiple copies. The kits are purchased from individual requests that our Book Clubs make to our libraries. This way, each library doesn't have to bear the cost of purchasing so many copies at one time.

In FY 15/16 SCF purchased 21 different titles with 8 copies each. The Book Club Kits are held at the Federation headquarters but are available to anyone that would like to borrow them. SCF member libraries are given preference before other libraries. Our waiting list isn't usually very long since most people have an alternate choice in mind.

Laurel Public Library tracks and maintains the book kits. We purchase supplies to use on the books to keep them in good condition while being handled by numerous patrons. We see less stress and wear on books when they are covered with laminate. The stamping on books allows for books to be returned if they happen to get 'lost' by a club member while being read.

The Federation purchases postage to use for sending the book kits to member libraries. We also include extra postage in the kits to cover the cost of returning books to the Federation headquarters so the individual libraries aren't burdened with extra postage costs.

Program 5 - Administrative Costs

Narrative

A wage of \$2,000 will be paid or reimbursed to the Federation Coordinator for 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. \$732 is assigned for Coordinator travel. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 will be paid to the City of Laurel to cover administrative costs. \$200 will be paid to Laurel Public Library for expenses of printing, photocopying etc. \$500 is set aside for Federation Meeting meals and \$350 for trainings and expenses. \$4182.00 will be allocated to this program. Per capita revenue coming from Golden Valley is allocated to MontanaLibrary2Go.

Public Value

Moving our Federation meetings to different member libraries gives librarians and trustees the opportunity to network, visit and share ideas in a non-structured manner. It also gives the hosting library bragging rights to their fellow librarians about their community's strengths. The hosting library provides a luncheon for the members that is unique to their community. We try to choose a different library each spring and fall that we have never visited, or at least not visited in quite a while.

Funds are provided to help cover the cost of printing meeting agendas, minutes and book kits lists so Laurel Public Library doesn't bear the full cost of providing meeting materials to the members. This also alleviates the hosting library from having to spend money to supply these same items.

South Central Federation pays a stipend to the City of Laurel for accounting and accounts payable costs incurred by Laurel Public Library as the Federation headquarters. This usually includes writing checks as requested by the Coordinator and tracking accounts payable/receivable.

South Central Federation provides the Federation Coordinator with a generous stipend to complete Federation business when needed without using regular library hours for Federation business.

Travel funds are provided to allow the Federation Coordinator to attend the MSL Coordinator's meeting and the State Library Commissioner's meeting in Helena twice a year. This gives the Coordinator the opportunity to share ideas with others and learn from both the other Coordinators and Commissioners.

The Golden Valley County per capita funds received by South Central Federation were donated to MontanaLibrary2Go to help purchase extra eContent. This donation allows ALL residents of Montana to benefit, including residents of Golden Valley County. Since there isn't a library in Golden Valley County the South Central Federation Trustees felt this would be the best use of these monies. Each spring the member libraries of SCF vote on how the monies should be used (if our Federation is the recipient of the funds). This year they voted to donate the funds to MontanaLibrary2Go with an understanding that it would be used for non-fiction audio, if possible.

Funds remaining in Program 3 were transferred to Program 5 to be used to purchase extra book kits or replacement books for those damaged while on loan. This allowed the Federation to use the last of the allocated funds in a way that would be beneficial to all libraries in the Federation.