

Plan of Service and Budget Request for FY 2013 July 2012 Through June 2013

Federation

South Central

Participating Federation Libraries

Public

| | Status |
|---|-----------------------|
| Bridger Public Library | Active |
| Carnegie Public Library | Active |
| Denton Public Library | Active |
| Dorothy Asbjornson Community Library | Active |
| Harlowton Public Library | Active |
| | Inactive Note: |
| Joliet Public Library | Active |
| Judith Basin County Free Library | Active |
| Laurel Public Library | Active |
| Lewistown Public Library | Active |
| Moore Public Library | Active |
| Parmly Billings Library | Active |
| Petroleum County School-Community Library | Active |
| Red Lodge Carnegie Library | Active |
| Roundup School-Community Library | Active |
| Stillwater County Library | Active |

Long Range Goals

Goal # 1 Description

Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

Associated MSL Goals

- 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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Goal # 2 Description

Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.

Associated MSL Goals

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
 - 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
 - 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
 - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
 - 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.
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Goal # 3 Description

Public libraries in Montana need well-trained information specialists and knowledgeable trustees.

Associated MSL Goals

- 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
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Goal # 4 Description

Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.

Associated MSL Goals

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
 - 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
 - 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.
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Goal # 5 Description

Libraries must provide information access and library services to all.

Associated MSL Goals

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
 - 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
 - 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.
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Goal # 6 Description

Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.

Associated MSL Goals

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.

- 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
 - 3 - MSL provides consultation and leadership to enable its patrons and partners to reach their goals.
 - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
 - 5 - MSL is a well-run organization and a sought-after employer; it is efficient and effective (measured against partner and patron outcomes), and successfully engaged in its ongoing mission.
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Goal # 7 Description

Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Associated MSL Goals

- 2 - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.
 - 4 - MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.
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Administrative Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Revenue Summary

| | |
|--------------|---------------|
| CST Revenue | Allotted |
| General Fund | \$32,772.00 |
| | <u>\$0.00</u> |
| Total: | \$32,772.00 |

Expense Summary

| | |
|--|-------------------|
| Program 1 - Continuing Education and Travel | Budgeted |
| Program 2 - Technology and Resource Sharing | \$3,111.00 |
| Program 3 - \$2,000 will be allocated to fund continuing education and travel expenses for multi-type libraries. | \$22,461.83 |
| Program 4 - \$1750 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits. | \$2,000.00 |
| Program 5 - Administrative Costs \$3450.00 | \$1,750.00 |
| | <u>\$3,450.00</u> |
| Total: | \$32,772.83 |

Program Summaries

Program: 1

Description: 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.

Evaluation

Member libraries will put the training to use in their library and share what they learned at Federation meetings.

Associated South Central Federation Goals

1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.

3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.

4 - Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.

5 - Libraries must provide information access and library services to all.

6 - Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.

7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program Budget: \$3,111.00

Budget Detail: Library

| | Amount |
|--------------------------------------|----------|
| Bridger Public Library | \$257.00 |
| Carnegie Public Library | \$174.00 |
| Denton Public Library | \$257.00 |
| Dorothy Asbjornson Community Library | \$255.00 |
| Harlowton Public Library | \$175.00 |
| Joliet Public Library | \$210.00 |
| Judith Basin County Free Library | \$234.00 |
| Laurel Public Library | \$196.00 |
| Lewistown Public Library | \$173.00 |
| Moore Public Library | \$173.00 |
| Parmly Billings Library | \$196.00 |

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|---|-----------------|
| Petroleum County School-Community Library | \$174.00 |
| Red Lodge Carnegie Library | \$265.00 |
| Roundup School-Community Library | \$175.00 |
| Stillwater County Library | <u>\$197.00</u> |
| Total expenses for Program 1: | \$3,111.00 |
| Variance from Program 1 budget: | \$0.00 |

Program: 2

Description: 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.

Evaluation

Each library will produce an online expense report of the purchases made and how the equipment/product benefited the Federation by July 30 for the previous fiscal year.

Individual library reports will be added together to create an annual Federation report for the Montana State Library.

Associated South Central Federation Goals

- 1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.
- 2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.
- 3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.
- 4 - Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.
- 5 - Libraries must provide information access and library services to all.
- 6 - Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.
- 7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program Budget: \$22,461.83

Budget Detail: Library

| | Amount |
|--------------------------------------|---------------|
| Bridger Public Library | \$1,497.45 |
| Carnegie Public Library | \$1,497.53 |
| Denton Public Library | \$1,497.45 |
| Dorothy Asbjornson Community Library | \$1,497.45 |

| | |
|---|-------------------|
| Harlowton Public Library | \$1,497.45 |
| Joliet Public Library | \$1,497.45 |
| Judith Basin County Free Library | \$1,497.45 |
| Laurel Public Library | \$1,497.45 |
| Lewistown Public Library | \$1,497.45 |
| Moore Public Library | \$1,497.45 |
| Parmly Billings Library | \$1,497.45 |
| Petroleum County School-Community Library | \$1,497.45 |
| Red Lodge Carnegie Library | \$1,497.45 |
| Roundup School-Community Library | \$1,497.45 |
| Stillwater County Library | <u>\$1,497.45</u> |
| Total expenses for Program 2: | \$22,461.83 |
| Variance from Program 2 budget: | \$0.00 |

Program: 3

Description: \$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 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. The public libraries are not eligible for these particular grants.

Evaluation

Member librarians will put the training to use in their libraries and share what they learned at Federation meetings.

Associated South Central Federation Goals

3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.

7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program Budget: \$2,000.00

Budget Detail: Library

| | |
|-------------------------|-------------------|
| Carnegie Public Library | <u>\$2,000.00</u> |
|-------------------------|-------------------|

Note: This program provides the opportunity for the multi-type libraries of the Federation to progress by providing them with the opportunity to apply for funding 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 for any multi-type library in the Federation. The public libraries are not eligible for these particular grants.

| | |
|---------------------------------|------------|
| Total expenses for Program 3: | \$2,000.00 |
| Variance from Program 3 budget: | \$0.00 |

Program: 4

Description: \$1750 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.

Evaluation

Statistics for the Book Discussion Kits will be presented in the Annual Report.

Associated South Central Federation Goals

1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.

Program Budget: \$1,750.00

Budget Detail: Library

Amount

Carnegie Public Library

\$1,750.00

Note: 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. Kits will consist of 8-10 copies of the same title. These kits will be cataloged in the Federation Coordinator's library and mailed to Federation members from there. Return postage will be included. Any monies not spent on books will be set aside for postage.

Total expenses for Program 4: \$1,750.00
Variance from Program 4 budget: \$0.00

Program: 5

Description: Administrative Costs \$3450.00

Narrative

A wage of \$2,000 will be paid to the Federation Coordinator as wages 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. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 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. \$500 is set aside for Federation Meeting meals, trainings and expenses.

Evaluation

Federation Coordinator will prepare Plan of Service, Annual Report, attend necessary Commission meetings, set up federation meetings and projects and manage book group discussion kits.

Associated South Central Federation Goals

1 - Some Montana citizens have inadequate library services because of lack of local funding or capability. Sharing and collaborating for services helps everybody.

2 - Collaboration in the form of interlibrary loaning, partnering and automating help to make scarce resources available to all Montana citizens. Economic collaboration is allowed for libraries within the SOC Federation in the event of a disaster.

3 - Public libraries in Montana need well-trained information specialists and knowledgeable trustees.

4 - Many Montana citizens do not know about the services offered by their community libraries. Libraries must efficiently and effectively manage and promote its programs and services.

5 - Libraries must provide information access and library services to all.

6 - Montana citizens do not have consistent access to standards-based, networked, information infrastructure through their libraries and library staff members do not have access to reliable and /or convenient technical support.

7 - Many different types of libraries exist within Montana, they are all important in helping Montana citizens keep abreast of the times.

Program Budget: \$3,450.00

Budget Detail: Library

Amount

Carnegie Public Library

\$3,450.00

Note: A wage of \$2,000 will be paid to the Federation Coordinator for time and effort spent working with the Montana State Library and Federation members to prepare a plan of service, an annual report, attend Library Commission meetings and to set up federation meetings and projects. The administrator also purchases, processes, and dispenses book club kits for member libraries. \$400 will be paid to the City of Big Timber to cover administrative costs. \$200 will be paid to the Big Timber Carnegie Library for expenses of printing, photocopying, and laminate for book covers. \$500 is set aside for Federation meeting meals, trainings and expenses.

Total expenses for Program 5: \$3,450.00
Variance from Program 5 budget: \$0.00

Signatures/Approvals

Membership Approval Date: _____

Federation Coordinator

Kate Lewis - Library Director

Date

Federation Advisory Board Chairperson

Anne Tyler - Library Board Member

Date

Chairperson, Board of Trustees, Federation Coordinator's Library

Linda Larson - Library Board Chair

Date

Check Summary/Totals

Library

| | Check Amount |
|---|---------------------|
| Bridger Public Library | \$1,754.45 |
| Carnegie Public Library | \$8,871.53 |
| Denton Public Library | \$1,754.45 |
| Dorothy Asbjornson Community Library | \$1,752.45 |
| Harlowton Public Library | \$1,672.45 |
| Joliet Public Library | \$1,707.45 |
| Judith Basin County Free Library | \$1,731.45 |
| Laurel Public Library | \$1,693.45 |
| Lewistown Public Library | \$1,670.45 |
| Moore Public Library | \$1,670.45 |
| Parmly Billings Library | \$1,693.45 |
| Petroleum County School-Community Library | \$1,671.45 |
| Red Lodge Carnegie Library | \$1,762.45 |
| Roundup School-Community Library | \$1,672.45 |
| Stillwater County Library | <u>\$1,694.45</u> |

Total Allocated: \$32,772.83

Total Budgeted: \$32,772.83

Discrepancy: