



Federation Annual Report FY 2013 July 2012 Through June 2013

SIGNATURES

Federation	South Central		
Coordinator's Library	Carnegie Public Library		
Coordinator	Kate Lewis		
	Signature _____	Date _____	
Chairperson - Board of Trustees	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.

AWARD/EXPENSE SUMMARY

Total CST Award: \$33,637.00
Total CST Expended: \$33,823.58

EXPENDITURES BY PROGRAM

Program 1 - Continuing Education and Travel	\$3,743.06
Program 2 - Technology and Resource Sharing	\$23,193.94
Program 3 - \$1500.00 will be allocated to fund continuing education and travel expenses for multi-type libraries.	\$1,500.00

Program 4 - \$1750 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits. \$1,750.00

Program 5 - Administrative Costs \$3450.00 \$3,636.58

Total: \$33,823.58

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,700.11	\$1,700.11	\$1,700.11
Billings Public Library	Active	\$1,559.11	\$1,559.11	\$0.00
Bridger Public Library	Active	\$1,620.11	\$1,620.11	\$108.00
Carnegie Public Library	Active	\$8,237.24	\$8,423.82	\$186.58
Denton Public Library	Active	\$1,620.11	\$1,620.11	\$0.00
Dorothy Asbjornson Community Library	Active	\$1,618.11	\$1,618.11	\$0.00
Harlowton Public Library	Active	\$1,538.11	\$1,538.11	\$1,426.88
Joliet Public Library	Active	\$1,573.11	\$1,573.11	\$1,926.50
Judith Basin County Free Library	Active	\$1,597.11	\$1,597.11	\$40.43
Laurel Public Library	Active	\$1,559.11	\$1,559.11	\$126.88
Lewistown Public Library	Active	\$1,536.11	\$1,536.11	\$887.00

Moore Public Library	Active	\$1,536.11	\$1,536.11	\$0.00
Petroleum County School-Community Library	Active	\$1,537.11	\$1,537.11	\$0.00
Red Lodge Carnegie Library	Active	\$1,628.11	\$1,628.11	\$79.57
Rosebud County Library	Active	\$1,679.11	\$1,679.11	\$85.69
Roundup School-Community Library	Active	\$1,538.11	\$1,538.11	\$1,842.57
Stillwater County Library	Active	\$1,560.11	\$1,560.11	\$136.11
	Totals:	\$33,637.00	\$33,823.58	\$8,546.32

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

Program One provides travel money for South Central Federation librarians and trustees to attend their two annual meetings. The allocated grants to each library are based on mileage and distance of each library to the location of the meetings. Some member libraries use these funds to attend Montana Library Association workshops or other

educational opportunities. This financial support is critical for the smaller libraries and and helpful to the larger libraries. When librarians attend trainings, they become better librarians. The opportunity to network with other librarians and to belong to a supportive library group is strengthening to member libraries. This funding is greatly appreciated by South Central Federation libraries.

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

Program Two is used by the South Central Libraries for Resource and Technology Sharing expenses. Resource funding meets a variety of library needs. These include the purchase of promotional materials, summer reading program supplies and postage for library mailings such as inter-library loans. Another portion of Program Two supports library technology expenses which are becoming more costly every year. South Central Federation libraries are extremely grateful for their individual library grants which support the increasingly complex technology needs of libraries. These funds are used for computer tech support and broadband expenses. For some libraries, they pay the telephone or internet provider expenses. Others use these funds to purchase the Montana State Library sponsored projects like the Montana Shared Catalog, EBSCO, Heritage Quest, Montana Library 2 Go, and OCLC Services. Other libraries are grateful for the individual library grants so they are able to upgrade their computers and peripheral equipment like printers, scanners, and media players. These funds allow the addition of new software programs and upgrades for library computers. South Central librarians are grateful for the assistance from these legislative funds. Many of the smaller libraries absolutely rely on this money to provide the minimum needed for their patrons.

Program 3 - \$1500.00 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.

Public Value

It remains important to the federation to share the Federation funding allowed for the South Central area with the multi-type libraries. In response to an annual mailing, librarians and teachers can apply for a grant up to \$200 to assist them with an educational or travel expense. 9 librarians/teachers benefited in 2012-2013. The funds helped with a trip to PNLA Alaska, MEA-MFT Billings, 3 people to MSL Fall workshop in Billings, registration to the Billings Tech Cadre, a trip to the Montana State Reading Conference, MSC attendance in Helena, and a trip to Washington to "What's New in YA Lit?". These funds are used up every year which shows that there are those multi-type libraries who appreciate financial help for registration or travel to an educational event.

Program 4 - \$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.

Public Value

Program Four is structured for the purchase of book club discussion kits which are shared by Federation members and

other libraries in Montana. Approximately 20 book-kits with 8 copies in each can be purchased in a year for distribution within Federation libraries. The book club kits are mailed from Carnegie Public Library or Laurel Public Library when requested by phone or e-mail. The kits now number over 100 so about 50 of them are housed at Laurel Public Library because of space. A borrower can check the Montana Book Club Central Wiki for the location of a kit. Return postage is included in the kit if the borrower is a Federation member. Any amount in Program Four that is not spent on book club kits is reserved for postage. Postage expenses for 2011-2012 were approximately \$500.00 which is shared by Carnegie Library and Laurel Public Library. This service is very popular with the smaller libraries because they can obtain book discussion kits at no expense. Other libraries in Montana like to borrow the kits because they tend to be recent publications rather than classics. Literally hundreds of patrons are served by these book discussion kits.

Program 5 - 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.

Public Value

Program Five covers all administrative expenses for the Federation. The majority of the fund provides travel reimbursement and a stipend to the Federation Coordinator who spends over 200 hours a year on Federation duties. The remainder of the fund goes to compensate the fiduciary agent, the City of Big Timber for managing Federation accounts, to reimburse the host library for expenses incurred by the Federation such as paper/ink/ or laminate, to pay for the lunches for members at the two annual meetings, and the rest goes for postage for Federation mailings and sending book club discussion kits. The greatest value to the public from this program comes through the good management of the Federation through a comprehensive administrative fund.