Federation Plan of Service and Budget Request
FY 2015
July 2014 Through June 2015

FEDERATION

South Central

FEDERATION LIBRARIES

Public Libraries

Big Horn County Public Library	Active
Billings Public Library	Active
Bridger Public Library	Active
Carnegie Public Library	Active
Denton Public Library	Inactive
Dorothy Asbjornson Community Library	Active
Harlowton Public Library	Active
Joliet Public Library	Active
Judith Basin County Free Library	Active
Laurel Public Library	Active
Lewistown Public Library	Active
Moore Public Library	Active
Petroleum County School-Community Library	Active
Red Lodge Carnegie Library	Active
Rosebud County Library	Active
Roundup School-Community Library	Active
Stillwater County Library	Active

Branch Libraries

Bicentennial Library of Colstrip	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

5 - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

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 - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.

2 - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

4 - Consultation and Leadership - MSL provides consultation and leadership to enable users to set and reach their goals.

5 - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

Goal # 3 **Description**

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

Associated MSL Goals

4 - Consultation and Leadership - MSL provides consultation and leadership to enable

users to set and reach their goals.

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 - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.

2 - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

Goal # 5 **Description**

Libraries must provide information access and library services to all.

Associated MSL Goals

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

2 - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

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 - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.

2 - Access - MSL provides libraries, agencies, and its partners and patrons with

convenient, high quality, and cost-effective access to library content and services.

4 - Consultation and Leadership - MSL provides consultation and leadership to enable users to set and reach their goals.

5 - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

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 - Access - MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.

5 - Collaboration - MSL promotes partnerships and encourages collaboration among its users.

ADMINISTRATIVE COSTS

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more then $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	$33,866.54
Total:	$33,866.54

Note: South Central Federation receives per capita funds from Golden Valley because they have no library and because South Central is the nearest Federation. The amount is $718.10. By member vote, these funds are donated to the MontanaLibrary2Go. **Budget Summary**

Program 1 - Continuing Education and Travel	$3,400.00
Program 2 - Technology and Resource Sharing	$23,034.54
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	$4,182.00
Total:	$33,866.54

Note: Nancy Schmidt from Laurel Public Library will replace Kate Lewis as Federation Coordinator July 1, 2014.

PROGRAM SUMMARIES

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.

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: $3,400.00

Budget	Library	Amount

Detail:

	Bicentennial Library of Colstrip	$200.00
	Big Horn County Public Library	$200.00
	Billings Public Library	$200.00
	Bridger Public Library	$200.00
	Carnegie Public Library	$200.00
	Denton Public Library	$0.00
Note:	Ineligible for funding 2014-2015 due to non-attendance.	
	Dorothy Asbjornson Community Library	$200.00
	Harlowton Public Library	$200.00
	Joliet Public Library	$200.00
	Judith Basin County Free Library	$200.00
	Laurel Public Library	$200.00
	Lewistown Public Library	$200.00
	Moore Public Library	$200.00
	Petroleum County School-Community Library	$200.00
	Red Lodge Carnegie Library	$200.00
	Rosebud County Library	$200.00
	Roundup School-Community Library	$200.00
	Stillwater County Library	$200.00
	Total award for Program 1:	$3,400.00
	Variance from Program 1 budget:	$0.00

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.

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: $23,034.54

Budget Detail:

Library	Amount
Bicentennial Library of Colstrip	$1,354.97
Big Horn County Public Library	$1,354.97
Billings Public Library	$1,354.97

Bridger Public Library	$1,354.97
Carnegie Public Library	$1,354.97
Denton Public Library	$0.00
Dorothy Asbjornson Community Library	$1,354.97
Harlowton Public Library	$1,354.97
Joliet Public Library	$1,354.97
Judith Basin County Free Library	$1,354.97
Laurel Public Library	$1,355.02
Lewistown Public Library	$1,354.97
Moore Public Library	$1,354.97
Petroleum County School-Community Library	$1,354.97
Red Lodge Carnegie Library	$1,354.97
Rosebud County Library	$1,354.97
Roundup School-Community Library	$1,354.97
Stillwater County Library	$1,354.97
Total award for Program 2:	$23,034.54
Variance from Program 2 budget:	$0.00

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. The public libraries are not eligible for these particular grants. $1,500.00 will be allocated to this program.

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: $1,500.00

Budget Detail:	**Library**	**Amount**
	Laurel Public Library	$1,500.00
	Total award for Program 3:	$1,500.00
	Variance from Program 3 budget:	$0.00

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.

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**
	Laurel Public Library	$1,750.00

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

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.

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: $4,182.00

Budget Detail:	**Library**	**Amount**
	Laurel Public Library	$4,182.00
	Total award for Program 5:	$4,182.00
	Variance from Program 5 budget:	$0.00

SIGNATURES/APPROVALS

Approval Date: _____

South Central Federation Coordinator

_____ _____

Kate Lewis - Library Director Date Signed

Chairperson - Federation Advisory Board

_____ _____

Anne Tyler - Library Board Member Date Signed

Chairperson - Board of Trustees, Federation Coordinator's Library

_____ _____

Linda Larson - Library Board Chair Date Signed

AWARD SUMMARY/TOTALS

Library	Amount
Bicentennial Library of Colstrip	$1,554.97
Big Horn County Public Library	$1,554.97
Billings Public Library	$1,554.97
Bridger Public Library	$1,554.97

Carnegie Public Library	$1,554.97
Denton Public Library	$0.00
Dorothy Asbjornson Community Library	$1,554.97
Harlowton Public Library	$1,554.97
Joliet Public Library	$1,554.97
Judith Basin County Free Library	$1,554.97
Laurel Public Library	$8,987.02
Lewistown Public Library	$1,554.97
Moore Public Library	$1,554.97
Petroleum County School-Community Library	$1,554.97
Red Lodge Carnegie Library	$1,554.97

Rosebud County Library	$1,554.97
Roundup School-Community Library	$1,554.97
Stillwater County Library	$1,554.97
Total Awarded:	$33,866.54
Total Budgeted:	$33,866.54
Discrepancy:	