

Plan of Service and Budget Request for FY 2011 July 2010 Through June 2011

Federation:

Tamarack

Participating Federation Libraries:

Public

	Status
Bitterroot Public Library	Active
Darby Community Public Library	Active
Flathead County Library System	Active
Lincoln County Public Libraries	Active
Mineral County Public Library	Active
Missoula Public Library	Active
North Valley Public Library	Active
Plains Public Library District	Active
Polson City Library	Active
Preston Town County Library	Active
Ronan City Library	Active
St Ignatius School-Community Library	Active
Thompson Falls Public Library	Active

Special

	Status
Rocky Mountain Laboratories Library	Active

Long Range Goals:

Goal # Description

- 1 To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation.
One fall meeting over two days allows membership participation from multi-type libraries prioritizing federation-wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are funds unused they will help defray the cost for extra member participation.
The spring meeting will be a conference call used for the business of the Federration. Training will not be provided during the conference call.
The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

Associated MSL Goals:

- 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.
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Goal # Description

- 2 To provide training and professional development for member libraries' staff.
All library staff need to be informed of and trained in new technologies and innovative library services.

Associated MSL Goals:

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

- 3 To improve technology for improving access to library content and services.
Libraries must provide convenient, high-quality and cost-effective access to collections and services.

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.
-

Goal # Description

4

To assist libraries with expanding and sharing their collections.

Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing resources for library users beyond the scope of the local library.

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.

Goal # Description

- 5 To provide support for individual libraries to meet Federation goals by planning and analyzing space usage and technology support needs necessary to support resource sharing activities.
- To facilitate federation-wide resource sharing, libraries need to continually re-evaluate the use of current space and technology support functions required to implement activities such as floating collections and space allocation for additional Web-content servers.

Associated MSL Goals:

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

Goal # Description

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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 # Description

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Associated MSL Goals:

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:

	Allotted
CST Revenue	\$40,015.00
General Fund	<u>\$0.00</u>
Total:	\$40,015.00

Note: The total is different from last year because Federation Coordinator travel was figured for each Federation so the Federations that travel the farthest get extra money added to their allocation to cover that cost of travel.

Expense Summary:

	Budgeted
Admin Costs	\$0.00
Stipend	\$0.00
Operating Costs	\$0.00
Supplies	\$0.00
Communications	\$0.00
Equipment	\$0.00
Mileage	\$0.00
Continuing Ed.	\$0.00
Program 1 - TWO MEMBERSHIP MEETINGS	\$8,000.00
Program 2 - TRAINING AND PROFESSIONAL DEVELOPMENT	\$10,295.50
Program 3 - TECHNOLOGY	\$9,504.50
Program 4 - EXPANDING AND SHARING COLLECTIONS	\$12,215.00
Program 5 - PLANNING FOR BUILDING IMPROVEMENT	<u>\$0.00</u>
Total:	\$40,015.00

Program Summaries:

Program: 1

Description: TWO MEMBERSHIP MEETINGS

Narrative:

Two membership meetings will be held in FY 2011. The fall 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 Librarie will be covered. Mileage to the meeting is at the expense of each library.

The spring meeting will be conducted via a conference call. CE will not be available during the spring 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 defrey the costs for travel and other Federation Expenses.

Included in each years business:

- Conduct the business of the federation. including election

Evaluation:

The POS will continue to be a creative and fiscally responsible tool for providing library services to all federation residents.

The membership will mentor new librarians and new trustees by sharing "Joys and Concerns". State Library staff and State Commissioners will learn of the needs and concerns of libraries which will aid them in making decisions on library issues and securing federation support.

Librarians will be informed of state and national library issues.

Associated Tamarack Federation Goals:

1 - To create a Plan of Service (POS) for allocating revenues for implementation of programs and for conducting the business of the federation. One fall meeting over two days allows membership participation from multi-type libraries prioritizing federation-wide library service needs. Training will be offered for all type libraries and Public Library Trustees. The Federation will pay for one Public Librarian and one Public Library Trustee to attend the meeting. Schools and Special libraries will have one member paid for. If there are funds unused they will help defray the cost for extra member participation. The spring meeting will be a conference call used for the business of the Federation. Training will not be provided during the conference call. The Federation Coordinator provides leadership for federation business and oversight of the POS. The presence of State Library staff is crucial for consulting, guidance and updates on state-wide activities.

Program \$8,000.00

Budget:

Budget Library	Amount
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Detail:

Missoula Public Library	<u>\$8,000.00</u>
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Note: \$1000 Coordinator Library to carry out Federation business \$7000
Coordinator Library Director will plan and carry out the two meetings for multi-type libraries. Expenses of one Public Library Staff, one Public Library Trustee from each Public Library and one member of all other libraaries in the Federation will be covered. If the amount that was extimated is not enough to cover the cost of the meeting then the money will be divided equally among the libraries attending and each library will be responsible for the remainder of the costs. Left over money will be used as determined by the POS and will be put toward Book Chat Kits.

Total expenses for Program 1: \$8,000.00

Variance from Program 1 budget: \$0.00

Program: 2

Description: 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.

Evaluation:

Library staff will provide new and improved library services for their users.

Associated Tamarack Federation Goals:

2 - To provide training and professional development for member libraries' staff. All library staff need to be informed of and trained in new technologies and innovative library services.

Program \$10,295.50

Budget:

Budget This program has no budget

Detail: detail.

Program: 3

Description: TECHNOLOGY

Narrative:

Libraries need to meet the minimal technology requirements to be able to participate in a shared catalog, interlibrary loan, etc. Each library will determine how to best address their technology needs.

Purchases may include, but are not limited to:

- Computer hardware, software and upgrades, firewall security
- Printers, scanners
- Membership costs for OCLC, 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 supplies)

Evaluation:

Libraries will meet or pass minimal requirements for joining the Montana Shared Catalog.

Library staff will be able to more efficiently access on-line products and programs for processing materials, training staff and providing information to library users. There will be additional public access computers or up-graded current ones to meet the needs of library users.

Associated Tamarack Federation Goals:

3 - To improve technology for improving access to library content and services. Libraries must provide convenient, high-quality and cost-effective access to collections and services.

Program \$9,504.50

Budget:

Budget This program has no budget

Detail: detail.

Program: 4

Description: 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.

Evaluation:

Library communities will benefit from a new service: the sharing of Book Club kits. Materials purchased in accordance with the Tamarack Federation Collection Policy will be available to all libraries. Libraries will receive support in funding the cost of sharing materials.

Associated Tamarack Federation Goals:

4 - To assist libraries with expanding and sharing their collections. Creating special collections for sharing among libraries benefits all federation library users. Borrowing and loaning materials is important for providing

resources for library users beyond the scope of the local library.

Program \$12,215.00

Budget:

Budget This program has no budget

Detail: detail.

Program: 5

Description: 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

Evaluation:

Libraries will have "outside" experts advise them on best use of space or the need for expansion to improve participation in federation-wide activities.

Associated Tamarack Federation Goals:

5 - To provide support for individual libraries to meet Federation goals by planning and analyzing space usage and technology support needs necessary to support resource sharing activities. To facilitate federation-wide resource sharing, libraries need to continually re-evaluate the use of current space and technology support functions required to implement activities such as floating collections and space allocation for additional

Web-content servers.

Program \$0.00

Budget:

Budget This program has no budget

Detail: detail.

Library	Program 1	Program 2	Program 3	Program 4	Program 5	
Bitterroot		\$ 1,231.50	\$ 1,231.50			\$ 2,463.00
Darby Community		\$ 600.00	\$ 500.00	\$ 1,363.00		\$ 2,463.00
Flathead County System				\$ 2,463.00		\$ 2,463.00
Lincoln Co Libraries				\$ 2,463.00		\$ 2,463.00
Mineral Co		\$ 1,231.50	\$ 1,231.50			\$ 2,463.00
Preston/Hot Springs			\$ 1,231.50	\$ 1,231.50		\$ 2,463.00
Plains District Library		\$ 1,231.50		\$ 1,231.50		\$ 2,463.00
Polson		\$ 2,463.00				\$ 2,463.00
Ronan		\$ 463.00	\$ 1,000.00	\$ 1,000.00		\$ 2,463.00
St Ignatius Sc/Comm		\$ 616.00	\$ 1,847.00			\$ 2,463.00
North Valley Public				\$ 2,463.00		\$ 2,463.00
Missoula Public Lib	\$ 8,000.00	\$ 2,459.00				\$ 10,459.00
Thompson Falls Pub			\$ 2,463.00			\$ 2,463.00
Totals	\$ 8,000.00	\$ 10,295.50	\$ 9,504.50	\$ 12,215.00		\$ 40,015.00

For 2011 all Public Libraries are active status. If a public library does not send a representative to the fall and spring meeting they will move to inactive status for 2012 and will not receive Federation Funds for 2012. Federation funding is for the good of the Federation Libraries it is not entitlement money and if a Public Library is not participating in Federation business and working toward the good of the Federation Libraries the funding is not being used properly.

All type libraries in the Federation will be eligible to participate in Program 1. Each public library will be funded for one library employee and one Trustee. All other type libraries will be funded for one member to attend the two day meeting.

Signatures/Approvals:

Membership Approval Date: _____

Federation Coordinator:

Honore Bray - Library Director _____ Date

Federation Advisory Board Chairperson:

Christine Prescott - Library Board Vice-Chair _____ Date

Chairperson, Board of Trustees, Federation Coordinator's Library:

Neal Leathers - Library Board Chair _____ Date

Check Summary/Totals:

Library	Check Amount
Missoula Public Library	<u>\$8,000.00</u>
Total Allocated:	\$8,000.00
Total Budgeted:	\$40,015.00
Discrepancy:	((\$32,015.00))