

Federation Annual Report

For FY 2011

(July 2010 Through June 2011)

Coordinator's Library:

Carnegie Public Library

Coordinator:

Kate Lewis

Signature: _____ Date: _____

Chairperson, Board of Trustees,
Coordinator's Library:

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.

REVENUE/EXPENSE SUMMARY:

Total CST Revenue: \$32,419.00

Total CST Expended: \$33,178.39

EXPENDITURES BY PROGRAM:

PROGRAM #: NAME	Total Expended for Program
Program 1: Continuing Education and Travel	\$2,161.00
Program 2: Technology and Resource Sharing	\$23,239.91
Program 3: \$2,000 will be allocated to fund continuing education and travel expenses for multi-type libraries.	\$2,000.00
Program 4: \$1750 will be allocated for the purchase, maintenance, and mailing of Book Discussion kits.	\$2,000.00
Program 5: Administrative Costs	\$3,777.48
Total Expenditures - All Programs	\$33,178.39

EXPENDITURES BY LIBRARY:

LIBRARY	STATUS	Total Revenue	Total Expended
Big Horn County Public Library	Active	\$1,548.47	\$2,359.00
Bridger Public Library	Active	\$1,511.47	\$1,511.47
Carnegie Public Library	Active	\$9,146.95	\$9,146.95
Denton Public Library	Active	\$1,681.47	\$1,681.47
Dorothy Asbjornson Community Library	Active	\$1,681.47	\$1,681.47
Harlowton Public Library	Active	\$1,507.47	\$1,542.33
Joliet Public Library	Active	\$1,489.47	\$1,489.47
Judith Basin County Free Library	Active	\$1,612.47	\$1,612.47
Laurel Public Library	Active	\$1,454.47	\$1,454.47
Lewistown Public Library	Active	\$1,600.47	\$1,600.47
Moore Public Library	Active	\$1,593.47	\$1,593.47
Parmly Billings Library	Active	\$1,453.47	\$1,453.47
Petroleum County School-Community Library	Active	\$1,626.47	\$1,626.47
Red Lodge Carnegie Library	Active	\$1,520.47	\$1,520.47
Roundup School-Community Library	Active	\$1,535.47	\$1,535.47
Stillwater County Library	Active	\$1,455.47	\$1,369.47
TOTALS		\$32,419.00	\$33,178.39

BENEFIT/OUTCOME 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.

Benefit/Outcome:

Because Carnegie Public Library is the host library for the South Central Federation, all travel expenses for Federation Meetings are included as an administrative expense.

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, 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.

Benefit/Outcome:

Carnegie Public Library spends the majority of the individual library grant money for Heritage Quest and MontanaLibrary2Go. The remainder is spent on the Collaborative Summer Reading Program and considered library marketing.

Program 3: \$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 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, one grant per library per year for any multi-type library in the Federation. The public libraries are not eligible for these particular grants.

Benefit/Outcome:

South Central Federation chooses to share the Federation grant with multi-type libraries within the Federation. There is an annual notification mailing after which multi-type libraries can apply for a grant of up to \$250.00 each. These grants are then spent on education and travel by the multi-type libraries.

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.

Benefit/Outcome:

This Federation sponsored resource sharing benefits all libraries in Montana. Currently, the Federation owns 75 Book Club Discussion kits which are listed online at Montana Book Club Central Wiki and are cataloged at the Carnegie Public Library in Big Timber. The Federation purchases the books and pays for the postage both ways when the kits are mailed out to requesting libraries.

Program 5: Administrative Costs

Narrative:

A wage of \$2,000 will be paid to the Federation Coordinator as contracted labor 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. \$977 is allotted for the Federation Coordinator for per diem. \$450.48 is set aside for Federation Meeting meals, trainings and expenses.

Benefit/Outcome:

The administrative fund is set aside to cover the expenses of managing the activities of the Federation. The coordinator is reimbursed \$2000 for time spent attending Federation Meetings, Montana State Library Commission Meetings, purchasing and preparing book club discussion kits, and preparing the Plan of Service and the Annual Report each year. There is a fee paid to the City of Big Timber for acting as the fiduciary agent for the Federation. The Carnegie Library is reimbursed for office supplies used for the annual mailing and for Federation Meetings.

Individual Library Report for FY 2011 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

Name of Federation:

South Central

Name of Library:

Big Horn County Public Library

Expense Detail:

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
3/31/2011	Data Imaging Systems - Information Management		Wireless Tracking Software System: HotSpot Software, tracking software with bandwidth management. 1 License \$500. 16 Hours @85.00 (\$1,360) Installation, setup, Configuration.	\$1,860.00

This software enabled the library to establish a wireless network that allowed individual laptop PC owners to access the internet. It also provided a secure access ramp for users of a wide variety of wireless devices including iPads, Kindels, and phones access via the library.

2/2/2011	Data Imaging Systems - Information Management		Cannon Pro 9000 Mark II	<u>\$499.00</u>
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This printer gives our system the ability to print new photos from library/patron digital cameras. It also interfaces with our photo editing software and scanner to create custom images and edit old original photos.

Total Expenses: \$2,359.00
Total Remaining: (\$989.53)

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Bridger Public Library

Expense Detail:

Program 1 Federation Award: \$142.00

Date	Claimant	Tracking #	Description	Amount
9/1/2010	Patricia Mutch		Mileage to Federation meeting	\$50.00
Access to information from other libraries				

2/1/2011	Patricia Mutch		Mileage for South Central Federation Meeting in Big Timber.	<u>\$92.00</u>
Libraries need informed trustees.				

Total Expenses:				\$142.00
Total Remaining:				\$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
8/1/2011	Missoula Public Library		MontanaLibrary2go.org	\$100.00
Patron access to e-books and downloadable audiobooks				

1/1/2011	Watson Label		Montana Shared Catalog labels	\$168.12
We are becoming automated to better serve our patrons.				

2/1/2011	Montana Library		Montana Library Association Conference	\$651.00
Librarians need to continual update their knowledge base and trustees attended this conference also.				

1/1/2011	Kraft Creative		Domain Name purchase	\$66.99
The library will have a website for patron access to all of our information and services.				

5/1/2011	Kraft Creative		Website	\$200.00
All the links for access to available information for Bridger's patrons.				

9/1/2011	Compumentor		Norton Antivirus	\$48.00
Library technology must be secure and up to date.				

9/1/2011	Mountain Tech Advantage LLC		Debug email program	\$126.00
We have a mailing list that we send out information to patrons and trustees and this program makes this possible.				

9/1/2011 Bridger Cable

Our internet provider

\$9.36

Many people use the libraries computers and being a rural library this is often their only connection to high speed and printers.

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Carnegie Public Library

Expense Detail:

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
10/1/2010	Missoula Public Library	10012010	Subscription to Heritage Quest genealogy database.	\$400.00
Federation supported project.				

10/8/2010	Oriental Trading Company	10082010	Collaborative summer reading program supplies.	\$80.84
Federation supported project.				

6/30/2011	Montana State Library	6302011	MontanaLibrary2Go annual participation fee.	\$700.00
Federation supported project.				

6/30/2011	Penworthy Books	6302011	One World, Many Stories theme books for childrens reading program.	\$182.60
Add to multicultural collection for the Summer Reading Program.				

5/13/2011	USPO	5132011	Postage	<u>\$6.03</u>
Mailing				

Total Expenses:				\$1,369.47
Total Remaining:				\$0.00

Benefit/Outcome

Program 3 Federation Award: \$2,000.00

Date	Claimant	Tracking #	Description	Amount
9/1/2010	Susan McCandless	092010	Multitype library grant.	\$250.00
Funds travel and fees for continuing education.				

9/1/2010	Jan Allen	092010	Multitype library grant.	\$250.00
Funds travel and fees for continuing education.				

9/1/2010	Donna Petriccione	92010	Multitype library grant.	\$250.00
Funds travel and fees for continuing education.				

9/1/2010	Norma Glock	92010	Multitype library grant.	\$250.00
Funds travel and fees for continuing education.				

9/1/2010	Jeannie Ferris	92010	Multitype library grant. Funds travel and fees for continuing education.	\$250.00
9/1/2010	Jane Morissette	9/2010	Multitype library grant. Funds travel and fees for continuing education.	\$250.00
9/1/2010	Jan Kransky		Multitype library grant. Funds travel and fees for continuing education.	\$227.00
9/1/2010	Victoria Gale	092010	Multitype library grant. Funds travel and fees for continuing education.	\$56.00
9/1/2010	Jane Gardner	092010	Multitype library grant. Funds travel and fees for continuing education.	\$171.00
6/30/2011	USPO	6302011	Postage. Federation mailing for multitype grant announcement.	<u>\$46.00</u>

Total Expenses: \$2,000.00
Total Remaining: \$0.00

Benefit/Outcome

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Program 4 Federation Award: \$2,000.00

Date	Claimant	Tracking #	Description	Amount
7/1/2010	Susan Spence	7/1/2010	Book club kit. Federation members sharing book resources.	\$135.66
7/15/2010	Ingrams	7152010	4 Back ordered copies of books for kits. Resource sharing among Federation members.	\$60.73
9/3/2010	Ingram	09022010	Book club kit. Resource sharing among Federation libraries.	\$74.02
9/3/2010	Ingram	9032010	Book club kit. Resource sharing among Federation libraries.	\$79.94
11/2/2010	Ingram	11022010	Book Club Kits. \$157.91-78.80[returned kit]=79.11 Resource sharing among Federation libraries.	\$79.11
12/17/2010	Ingram	12172010	Book Club Kits. Resource sharing among Federation libraries.	\$137.25
1/7/2011	Ingram	1072011	Book club Kit. Resource sharing among Federation libraries.	\$54.77
1/28/2011	Ingram	1282011	Book club Kit. Resource sharing among libraries.	\$39.25
2/27/2011	Ingram	2272011	Book club discussion kit.	\$86.37

Shared resources among Federation libraries.

3/1/2011	Ingram	312011	Book club discussion kit.	\$90.80
Shared Federation resource.				

3/29/2011	Ingram	3292011	Book club discussion kits.	\$121.50
Resource sharing among libraries.				

3/29/2011	Ingram	03292011	Book club discussion kits.	\$154.84
Shared resources among libraries.				

3/29/2011	Gayle McPherson	03292011	As per Federation vote, \$250 will be reallocated to Admin fund to pay Big Timber City Clerk.	\$250.00
Fiduciary agent for the South Central Federation group.				

4/5/2011	Ingram	04052011	Book club kits.	\$81.93
Resource sharing among libraries.				

4/5/2011	Ingram	4052011	Book club kits.	\$297.91
Shared resources among Federation libraries.				

10/5/2010	Ingram	10052010	Book club kits.	\$135.67
Sharing resources among libraries.				

6/30/2011	Ingram	6302011	Book Club Kit	\$101.19
Resource sharing among libraries.				

6/9/2011	USPO	6/30/2011	Postage for book club kits.	<u>\$19.06</u>
Resource sharing among libraries.				

Total Expenses: \$2,000.00
Total Remaining: \$0.00

Benefit/Outcome

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Program 5 Federation Award: \$3,777.48

Date	Claimant	Tracking #	Description	Amount
9/18/2010	Dude Rancher Lodge	09182010	Meals and lodging for Federation Coordinator for Fall Meeting in Billings.	\$75.90
On site to cater meal and set up meeting.				

9/18/2010	Evergreen IGA	09182010	Meal for Federation members at Fall Meeting.	\$212.22
Sharing experiences during group meal.				

11/30/2010	Holiday Inn Express	11302010	Lodging for Montana State Library Commission meeting in Helena.	\$87.67
Present Plan of Service for South Central Federation.				

11/30/2010	Kate Lewis	11302010	1/2 Mileage and meals for SLC Meeting in Helena.	\$107.78
Meet with other Federation Coordinators and Library Commission.				

6/30/2011	Kate Lewis	6302011	Fee to Kate Lewis for administering Federation business.	\$2,000.00
Federation coordinator reimbursement for time and travel.				

6/30/2011	Gayle McPherson	6302011	Payment to City of Big Timber Clerk for managing Federation account through the City.	\$150.00
Legal procedure followed.				

3/10/2011	Walmart	03092011	Food for Spring Federation Meeting in Big Timber.	\$116.11
Members can share experiences while they eat lunch together.				

3/12/2011	The Fort	3122011	Food items for Federation luncheon.	\$27.00
Librarians can share information informally while eating.				

3/31/2011	Kate Lewis	3312011	1/2 Mileage reimbursement from Helena SLC meeting from 11/30/2010.	\$78.78
Travel reimbursement for Federation Coordinator to attend meetings.				

8/31/2010	Kate Lewis	8312010	Mileage reimbursement for Federation meeting in Billings.	\$81.46
Fed coordinator mileage reimbursement.				

6/7/2011	Helena Hotel	5072011	Lodging for SLC meeting in Helena.	\$87.67
Fed coordinator reimbursement for attending meetings.				

6/7/2011	Kate Lewis	185.00	Mileage and meal reimbursement for SLC meeting in Helena.	\$191.56
Per diem for Federation coordinator.				

5/30/2011	Gaylord Library Supplies	05302011	Library supplies for book club books.	\$199.23
Books require processing and mailings require adhesives.				

6/30/2011	USPO	6302011	Postage.	\$358.21
Boxed sets of books require postage to move around the state.				

9/17/2010	Evergreen IGA	09172010	Bag of Ice.	<u>\$3.89</u>
Meal for Federation meeting.				

				Total Expenses: \$3,777.48
				Total Remaining: \$0.00

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Denton Public Library

Expense Detail:

Program 1 Federation Award: \$312.00

Date	Claimant Tracking #	Description	Amount
7/20/2011		Motel room and mileage reimbursement for federation meetings and Fall Workshop.	<u>\$312.00</u>

Continuing education for Library Director.

Total Expenses: \$312.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant Tracking #	Description	Amount
7/20/2011		Follett Software Renewal Electronic cataloging for library.	\$769.00

7/20/2011		Subscription to Heritage Quest Electronic ancestry database available to patrons from home computers.	\$100.00
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7/20/2011		Telephone and internet Telephone for Library Director's use, internet connectivity for Library Director and patron use.	<u>\$500.47</u>
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Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Dorothy Asbjornson Community Library

Expense Detail:

Program 1 Federation Award: \$312.00

Date	Claimant	Tracking #	Description	Amount
9/18/2010	Janet Poertner	2846	SCF workshop travel Networking	\$167.00

3/12/2011	Janet Poertner	2977	SCF workshop travel Networking	<u>\$145.00</u>

			Total Expenses:	\$312.00
			Total Remaining:	\$0.00

Benefit/Outcome

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Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
7/1/2010	General Fund		PAC Internet fee Technology Sharing	\$75.00

7/6/2010	Janet Poertner	2739	Summer reading incentives Library marketing	\$99.42

8/30/2010	Jamie Wickens	2798	Technical support Technology sharing	\$100.00

9/14/2010	Capital 1	2827	Norton AntiVirus Technology sharing	\$59.99

10/11/2010	Janet Poertner	2847	Fall workshop travel Networking	\$140.00

4/8/2011	Janet Poertner	2977	MLA conference Networking	\$157.00

6/30/2011	general fund		Internet fee Technology sharing	\$468.00

6/29/2011	OCLC, Inc	3047	OCLC Library marketing	\$189.00

6/30/2011 Janet Poertner
Library marketing

Summer reading incentives

\$81.06

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Harlowton Public Library

Expense Detail:

Program 2 Federation Award: \$1,369.47

Date	Claimant Tracking #	Description	Amount
7/19/2011		Server and external hard drive \$ 829.97 installation of server and hard drive \$ 200.00 better control of data with onsite hosting of card catalog	\$1,029.97

8/4/2011		Color cartridges for printer \$ 242.37 Patron convenience	\$242.37

8/4/2011		New Fax Machine \$ 269.99 Replace machine purchased in 1999	<u>\$269.99</u>

			Total Expenses: \$1,542.33
			Total Remaining: (\$172.86)

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Joliet Public Library

Expense Detail:

Program 1 Federation Award: \$120.00

Date	Claimant	Tracking #	Description	Amount
10/9/2010	Holiday Inn	DH 9/30/10	Attend MSL Conference in Great Falls September 2010	<u>\$120.00</u>

Program allowed the Library Director to attend and benefit from the educational opportunities available at the workshops.

Total Expenses: \$120.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
3/16/2011	OCLC	989	Subscription to OCLC	\$197.84

OCLC allows librarian and patrons access to books, research data, and interlibrary loans (ILL). OCLC is very essential for researching software data for library management of inventory.

3/16/2011	Office Shop, Inc.	1032~1048	Cannon IR2220 High Speed Multi Copy Printer	\$894.00
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Patrons, both adult and student, now can print reports, letters, and results from internet data research. Having a reliable readily accessible high speed printer has brought new patrons, and groups into the JPL library.

3/16/2011	DECKER	994~1028	Computer Troubleshooting and Repair	\$117.99
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Keeping JPL's three computers for patron up and running is one of the essential keys to managing today's technology. Patrons benefit by having consistent access to the internet.

3/16/2011	TCT	971~1099	Static internet protocol address line.	\$100.00
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a static Line is necessary to access SirsiDynix Symphone Workflows for managing cataloging and circulation. Patrons benefit by having shorter checkout time. Librarians benefit with enhanced cataloging and circulation capabilities.

3/16/2011	American Library Association	1080	Subscription	<u>\$59.64</u>
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ALA subscription enhances JPL librarians' knowledge and trends in books, ebooks, audio books; and ways to manage these various trends that will benefit patrons.

Total Expenses: \$1,369.47
Total Remaining: \$0.00

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Name of Federation:

South Central

Name of Library:

Judith Basin County Free Library

Expense Detail:

Program 1 Federation Award: \$243.00

Date	Claimant	Tracking #	Description	Amount
7/19/2010	Target	72310	Movies from the \$5 bin at Target to use as prizes for the summer reading program.	\$45.00

Upon completion of the summer reading program, children are allowed to select a new DVD. These have been terrific motivation and the reward is immediate as opposed to waiting to having something like an end of the year pizza party.

7/3/2010	Target	71910	Movies for the summer reading program.	\$57.00
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Motivation.

7/3/2010	K-mart	7310	Movies for summer reading program.	\$35.00
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Motivation.

8/24/2010	By Way Cafe	82409	Young adult summer book club luncheon to discuss the Hunger Games.	\$71.00
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Motivated young adults to participate in summer library activities.

8/23/2010	Michaels	82310	Pencil boxes and materials to decorate for back to school story hour craft	<u>\$35.00</u>
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Timely activity to start out the new year of story hours

Total Expenses: \$243.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
8/24/2010	OCLC	82410	Yearly subscription for cataloging and megabase	\$821.00

Ability to catalog; access to interlibrary loan and ability to loan other libraries.

9/25/2010	Michaels	92510	Styro balls and styro eggs	\$58.37
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Delightful ants for "ants in red pants" story hour craft

3/28/2011	Acorn Naturalists	32811	Animal track rubbing plats and ink stamps	\$42.35
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Engaging crafts to accompany animal track trunk

1/25/2011	Target	12511	White t-shirts for all story hours	\$49.43
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Fun to stamp "animal tracks in the snow"

1/25/2011	Dollar Tree	12511	Brushes and hair ties	\$40.00
Rewards for completing charts for morning hygiene routine story hour				

1/25/2011	Diana Schmitt	12511	35 dental care kits	\$49.00
Reinforces morning and nighttime hygiene story hours				

2/22/2011	Upstart	22211	Summer reading promotional materials	\$188.50
Introduces and supplements summer reading\ activities				

3/28/2011	Walmart	32811	Children's socks for "sock bunnies" for Easter story hour/movies for summer reading program	\$67.72
Supports children's programing				

3/26/2010	Michaels	32610	Easter ribbons and foam sheets	\$26.38
Decorates "sock bunnies" for Easter story hours				

12/8/2010	Michaels	120810	Elastic cord, white and silver ribbons, white doilies	<u>\$26.72</u>
Supplies materials for shape angel ornament craft for Christmas story hour				

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

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Name of Federation:

South Central

Name of Library:

Laurel Public Library

Expense Detail:

Program 1 Federation Award: \$85.00

Date	Claimant	Tracking #	Description	Amount
6/30/2011	Nancy Schmidt	101103	Travel to Federation meeting in Billings October 2010 and Big Timber March 2011 for one Board member and Director.	<u>\$85.00</u>

Networking with other librarians/board members to share ideas or thoughts on how to improve library service to our patrons. A general pat-on-the-back for all librarians.

Total Expenses: \$85.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
6/30/2011	Nancy Schmidt	101110	Membership in the Montana State Library shared catalog system. We have been a member since 2004 and we find that this is a great benefit to all library patrons.	<u>\$1,369.47</u>

We have found that being a member of the shared catalog is beneficial to both staff and patrons. Our patrons like being able to locate our items either from the library 'catalog' or from the website at home. This has helped increase our circulation tremendously. Our patrons love being able to place an item on "Hold" from home.

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

Individual Library Report for FY 2011 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

Name of Federation:

South Central

Name of Library:

Lewistown Public Library

Expense Detail:

Program 1 Federation Award: \$231.00

Date	Claimant	Tracking #	Description	Amount
5/13/2011	Lewistown Public Library		Travel to Big Timber to attend the Spring Federation Meeting	\$105.00

To be able to network and learn from area libraries

9/24/2010	Lewistown Public Library	1	Travel to Fall Workshop in Great Falls, MT.	<u>\$126.00</u>
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Since libraries are growing and changing in technology and services, it is very important for staff to continue to get training to update knowledge.

Total Expenses: \$231.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
7/19/2011	Lewistown Public Library		Used for Interlibrary Loan Postage	\$800.00

Help the Library to continue serving our patrons by providing items we cannot or have not acquired for our collection

9/13/2010	Lewistown Public Library		Heritage Quest Subscription Service	\$400.00
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This genealogy database helps our patrons to search their ancestors and find information regarding certain areas pertinent to their research.

4/25/2011	Lewistown Public Library		Network server purchased to archive historical photographs	<u>\$169.47</u>
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This server now houses all the historical photographs that have been digitized for easy search and retrieval. It is accessible from all staff computers so that staff can best help the patrons quickly and efficiently research.

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

Individual Library Report for FY 2011 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

Name of Federation:

South Central

Name of Library:

Moore Public Library

Expense Detail:

Program 1 Federation Award: \$224.00

Date	Claimant	Tracking #	Description	Amount
7/29/2011	Debbie Bauman		Spring conference, mileage, meals, and hotel.	<u>\$224.00</u>
			Networking with peers, updating CE hrs. and learning new things	

Total Expenses:				\$224.00
Total Remaining:				\$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
8/1/2011	Triangle telephone		Pays for telephone and Internet access	\$411.70
			Provides Internet access and other resources	

8/1/2011	Debbie Bauman		Reimbursement for workshop expenses, i.e. meals mileage and hotel.	\$413.37
			Networking with peers, learning about new services to the public, updating technology skills	

8/1/2011	Powderhorn Industries		Bookbags for patrons	\$259.99
			Library promotion	

8/1/2011	Borders		SRP incentives	\$29.53
			Encouraged children's participation in the program	

8/1/2011	Big Sky Grocery		SRP snacks	\$4.70
			Keeps the kids coming back	

8/1/2011	Pamida		SRP supplies and prizes	\$86.88
			Encourages children to return to our library and to love books	

8/1/2011	Positive Promotions		Pencils with SRP logo	\$19.99
			Promotes the library and our Summer program	

8/1/2011	Albertson's		Supplies for end of SRP party	\$30.56
			Promotes our library and gives the children positive reinforcement.	

8/1/2011	Shopko, Dollar Tree, Albertson's, Walmart		National Library Week celebration supplies and door prizes	\$70.56

Positively promotes our library

8/1/2011 Walmart

New library patron information cards and
organizer

\$42.19

Updated information and organization makes it easier to contact patron

Total Expenses: \$1,369.47

Total Remaining: \$0.00

Benefit/Outcome

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Individual Library Report for FY 2011 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

Name of Federation:

South Central

Name of Library:

Parmly Billings Library

Expense Detail:

Program 1 Federation Award: \$84.00

Date	Claimant	Tracking #	Description	Amount
6/13/2011			This amount was applied towards the expenses of staff members who attended MLA in Billings.	<u>\$84.00</u>

Attendees were able to report to staff what workshops they attended.

Total Expenses: \$84.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
6/13/2011			This amount was paid to Ebsco for our annual subscription to Novelist Plus.	<u>\$1,369.47</u>

The benefit is that patrons in the Library as well as remotely can find reviews, discussion guides and recommendations for fiction reading for all age levels.

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

Individual Library Report for FY 2011 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

Name of Federation:

South Central

Name of Library:

Petroleum County School-Community Library

Expense Detail:

Program 1 Federation Award: \$257.00

Date	Claimant	Tracking #	Description	Amount
9/30/2010	Nancy G. Freburg		Mileage to fall workshop in Great Falls. Fall workshop benefits librarians and service to their patrons.	\$150.00

4/29/2011	Nancy G. Freburg		Motel room for MLA. Attending librarian conference benefits the librarian and she can pass information on to her patrons.	\$100.00

6/10/2011	Nancy G. Freburg		Reimbursement for postage purchased for occasional mailing of book club kit books or other ILL. Sharing resources benefits all who use the books.	<u>\$7.00</u>

Total Expenses:				\$257.00
Total Remaining:				\$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
5/27/2011	Montana Shared Catalog		This is the charge for MSC member share -- public library portion. Being a part of MSC benefits our patrons and many other patrons in the state.	\$441.72

5/27/2011	Mid-Rivers Communications		This is our charge for DSL connection to our public network in the library. Being able to be connected to Internet benefits patrons of our library and those of the state.	\$9.12

7/26/2010	Mid-Rivers Communications		Cost of DSL Internet connection for our patrons. Benefits our patrons and those who connect with usl.	\$45.59

8/31/2010	Mid-Rivers Communications		One Month DSL charges. Internet is well used by our patrons and those who want to connect to us.	\$45.59

9/30/2010	OCLC		Public library share of OCLC charges for our combined library. Benefits our patrons and other patrons for ILL.	\$66.00

9/30/2010	Mid-Rivers Communications	DSL charges for Internet before E-rate started.	\$45.59
Having Internet benefits our patrons the most and those that connect with us also.			
10/29/2010	Mid-Rivers Communications	DSL charges after E-rate discounts.	\$9.11
Having Internet benefits our patrons and those that connect with us.			
11/30/2010	Mid-Rivers Communications	DSL Internet charges.	\$9.11
Internet benefits our patrons the most and also those that connect with us.			
1/31/2011	Mid-Rivers Communications	DSL Internet service to our library.	\$9.24
Internet benefits all local patrons and those who borrow from us.			
2/28/2011	Mid-Rivers Communications	DSL Internet service	\$9.14
Having Internet provides all kinds of information and connections for our patrons and those with whom we connect.			
4/30/2011	Mid-Rivers Communications	DSL Internet service.	\$9.12
Many of our patrons use Internet for many reasons. Internet access also helps those who connect with us.			
12/31/2010	Mid-Rivers Communications	Internet DSL service	\$9.11
Internet Access benefits our patrons and those around the state.			
3/31/2011	Mid-Rivers Communications	DSL Internet service	\$9.05
Connection to Internet benefits all patrons.			
6/28/2011	OCLC	Prepayment of OCLC 2012 charges -- public library portion of Petroleum County Community Library.	\$69.68
We are required to have OCLC in order to be part of MSC. OCLC is beneficial to all MSC libraries and our patrons for ILL.			
5/27/2011	U. S. Post Office	Mailbox rent for mailbox used for interlibrary loans.	\$100.00
In order to offer ILL service to patrons, we have to have a large mailbox to receive the ILL's. We could not offer service without US Post office service.			
6/28/2011	Mid-Rivers Communications	DSL charge after E-rate discounts.	\$9.12
Without Internet, our patrons, the staff, and borrowing patrons could not connect with us.			
6/28/2011	Petty Cash (reimbursement)	Petty cash used for Interlibrary Loans -- reimbursement.	\$100.00
Resource sharing not possible without postage to send resources. This money was billed for reimbursing petty cash for postage for ILL mailings.			
6/28/2011	Mid-Rivers Communications	Prepayment of DSL charges for about eight months in 2011-2012.	<u>\$373.18</u>

Internet benefits all patrons and allows us to be part of MSC and loan ILL's to other libraries -- thus benefitting the whole federation.

Total Expenses: \$1,369.47

Total Remaining: \$0.00

Benefit/Outcome

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Individual Library Report for FY 2011 Federation Annual Report

PURPOSE OF THIS REPORT: To report how each library in the Federation used Federation funds within the programs established by the Federation Plan of Service (POS). These individual library reports will be attached to the Federation's Annual Report for submission to the Montana State Library Commission.

Name of Federation:

South Central

Name of Library:

Red Lodge Carnegie Library

Expense Detail:

Program 1 Federation Award: \$151.00

Date	Claimant	Tracking #	Description	Amount
4/13/2011	Jodie Moore	21654	Mileage reimbursement, Red Lodge to Big Timber, round trip to attend Spring South Central Federation meeting at the Carnegie Public Library on Saturday, March 12, 2011. (171 miles round trip x 51 cents per mile)	\$87.21

Meet with colleagues from the South Central Federation to share ideas, discuss concerns, and conduct Federation business. Hear report from Montana State Library on various topics. Attend Montana Shared Catalog training.

4/13/2011	Jodie Moore	21654	Covers a portion of mileage to the Montana Library Association 2011 Conference in Billings, MT, April 6 - April 9, 2011. 110.8 miles round trip x 51 cents/mile	<u>\$63.79</u>
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The annual state conference provides wonderful opportunities for networking and continuing education.

Total Expenses: \$151.00
Total Remaining: \$0.00

Benefit/Outcome

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
7/14/2010	USA Communications	20676	7/2010 - High speed internet, 5 mbps.	\$85.89

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

8/11/2010	USA Communications	20774	8/2010 - High speed internet, 5 mbps.	\$85.89
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Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

9/15/2010	USA Communications	20870	9/2010 - High speed internet, 5 mbps.	\$85.89
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Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

10/13/2010	USA Communications	20984	10/2010 - High speed internet, 5 mbps.	\$85.89
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Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 11/10/2010 USA 21092 11/2010 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 12/15/2010 USA 21200 12/2010 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 1/12/2011 USA 21302 1/2011 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 2/9/2011 USA 21396 2/2011 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 3/9/2011 USA 21488 3/2011 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 4/13/2011 USA 21580 4/2011 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 5/11/2011 USA 21690 5/2011 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 5 public access computers and wireless service.

 6/15/2011 USA 6/2011 - High speed internet, 5 mbps. \$85.89
 Communications

Provide high speed internet access to library staff and patrons via 2 staff computers, 8 public access computers and wireless service.

 6/15/2011 Jodie Moore Covers a portion of the purchase of 20 Microsoft Office 2010 licenses for our current and new computers. The Broadband Technology Opportunity Program grant provided for the purchase of 8 new public access computers and 6 new laptops for public use. The grant did not cover the purchase of software. The licenses were purchased through techsoup.org, at a wonderful discount. \$338.79

Patrons rely on library computers for word processing and other office software in order to complete school work, conduct business, complete resumes, etc.

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

Individual Library Report for FY 2011 Federation Annual Report

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Name of Federation:

South Central

Name of Library:

Roundup School-Community Library

Expense Detail:

Program 2 Federation Award: \$1,535.47

Date	Claimant	Tracking #	Description	Amount
5/9/2011	OCLC		OCLC yearly costs	\$400.00

Our patrons utilize the ILL system heavily. We also use OCLC for cataloging purposes.

5/9/2011	Montana State Library Montana Shared Catalog		Annual costs for the Montana Shared Catalog. The total annual cost was \$1256.31.	<u>\$1,135.47</u>
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MSC has been a tremendous asset to our community. The system is a huge improvement over our old Follett system. Our patrons enjoy being able to use our opac at home.

Total Expenses: \$1,535.47
Total Remaining: \$0.00

Benefit/Outcome

Individual Library Report for FY 2011 Federation Annual Report

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Name of Federation:

South Central

Name of Library:

Stillwater County Library

Expense Detail:

Program 2 Federation Award: \$1,369.47

Date	Claimant	Tracking #	Description	Amount
8/25/2010	Qwest	050323	DLS and phone line patron access to internet	\$144.08

8/1/2010	Integra Telecom	050303	email access keeps us accessible to patrons and other libraries	\$20.99

7/25/2010	Qwest		DSL and phone line patron and staff access to internet	\$114.08

9/1/2010	Intergra Telecaom	050329	email keeps us in touch with patrons and other libraries	\$20.99

9/25/2010	Qwest	51251	DSL and phone line internet access for patrons and librarians	\$114.08

10/1/2010	Integra Telecom	51253	email keeps us in touch with patrons and librarians	\$20.99

11/1/2010	Integra Telecom	51266	email keeps us in touch with patrons and librarians	\$20.99

10/25/2010	Qwest	51268	DSL and phone line internet access	\$159.24

1/25/2011	Qwest	51867	DSL and phone line internet access	\$144.94

12/8/2010	Qwest	51847	DSL and phone line internet access	\$85.96

12/25/2010	Qwest	51845	DSL and phone line internet access	\$145.24

3/25/2011	Qwest	52441	DSL and phone line internet access	\$144.94

4/25/2011	Qwest	52732	DSL and phone line internet access	\$144.82

1/1/2011	Integra Telecom	51857	email	\$20.99
keeps us in touch with patrons and librarians				
2/1/2011	Integra Telecom	51869	email	\$20.99
keeps us in touch with patrons and librarians				
2/25/2011	Qwest	52429	DSL and phone line	<u>\$46.15</u>
internet access				

Total Expenses: \$1,369.47
Total Remaining: \$0.00

Benefit/Outcome

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