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Federation Annual Report

For FY 2012

(July 2011 Through June 2012)

Federation: Sagebrush
Coordinator's Library: Miles City Public Library

Coordinator: Sonja Woods

Signature: _____ Date: _____

Chairperson, Board of Trustees,
Coordinator's Library: Betty Berger

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: \$20,402.00

Total CST Expended: \$20,402.00

EXPENDITURES BY PROGRAM

Program #: Name		Total Expended by Program
Program 1:	CONTINUING ED, TRAINING AND TRAVEL	\$4,072.62
Program 2:	TECHNOLOGY AND RESOURCE SHARING	\$11,704.03
Program 3:	COMMUNICATION CONSULTATION	\$3,725.35
Program 4:	ADMINISTRATIVE SERVICES	\$900.00
Total		\$20,402.00

EXPENDITURES BY LIBRARY

Library	Status	Total Awarded	Award Expenses	Local Expenses
Bicentennial Library of Colstrip	Active	\$1,409.08	\$1,409.08	\$0.00
Ekalaka Public Library	Active	\$1,409.08	\$1,409.08	\$0.00
Fallon County Library	Active	\$1,409.08	\$1,409.08	\$640.94

Garfield County Library	Active	\$1,409.08	\$1,409.08	\$2.10
George McCone Memorial County Library	Active	\$1,409.08	\$1,409.08	\$0.00
Glendive Public Library	Active	\$1,409.08	\$1,409.08	\$3,008.92
Henry A Malley Memorial Library	Active	\$1,409.08	\$1,409.08	\$0.00
Miles City Public Library	Active	\$4,902.12	\$4,902.12	\$72.72
Prairie County Library	Active	\$1,409.08	\$1,409.08	\$0.00
Rosebud County Library	Active	\$1,409.08	\$1,409.08	\$448.12
Sidney-Richland County Library	Active	\$1,409.08	\$1,409.08	\$2,002.76
Wibaux Public Library	Active	\$1,409.08	\$1,409.08	\$0.00
Total		\$20,402.00	\$20,402.00	\$6,175.56

BENEFIT/OUTCOME SUMMARY BY PROGRAM

Program 1: CONTINUING ED, TRAINING AND TRAVEL

Narrative

Knowledgeable and trained staff and trustees are able to provide quality library services to their communities. Toward this end the following activities will be funded as money allows. (Examples; MLA, Offline, Shared Catalog or other community trainings).

Each member library may choose how much, if any, funding to designate toward training opportunities and travel expenses.

Training by qualified library representatives, individuals or State Library Staff will be provided at each Sagebrush Federation Meeting at no cost to the individual libraries.

Benefit/Outcome

Distribution of Federation data (POS and Bylaws) and networking with librarians from similarly sized libraries in the Sagebrush Federation.

Training enhanced my understanding of the EBSCO software capabilities, which will enable me to more fully assist my patrons who are searching for magazine data for a research paper or personal knowledge.

Learn more about the Montana Shared Catalog, attended the Ready2Read Rendezvous, CE's, networking with other librarians and presenters.

Cataloging Classes with Amy Marchwick and Melody Condron from the Montana Shared Catalog.

Four staff were able to attend trainings to receive ?units apiece for their Montana certification. One attended a cataloging session and which now enables our library to better create original cataloging records.

Staff could attend meeting, network and consult with other MSC Library members.

This was a leadership workshop held in Helena that provided a positive outlook to leadership. It was hands on with group participation on how to handle different leadership situations.

The workshops at MLA help toward Continuing Education as well as help the director make decisions for the library. Since our county budget does not cover all the workshops during the FY, this money is very valuable to us.

Glendive-Am now ready to do a few test runs for reports in the Development Server

before printing a live report. Also excited about Directors Station and showing Library Board the many useful reports that can be printed.

Miles City-Important to keep up on Federation business and to receive face to face updates from Montana State Library.

All staff members who wanted to attend MLA where afforded the opprotunity. Rosebud County had a board member attend MLA.

I got a lot out of the training. Also since I was one of the few directors attending, it was really insightful to visit with other library staff.

Three new libraries added to the Montana Shared Catalog (two have gone Live, two more will in the Fall); leaving one library to bring on in the Fall/Spring. MSC participation for patrons and librarians provides access to online catalog services, electronic content, and librarian support with back-up and help desk services previously unavailable to them. Enhanced access for patrons, and cost-efficient catalog/service for librarians.

All of these staff members are maintaining state level certification and are updating their skills and knowledge related to all areas of library service. They each participated in in-service training at our library based on workshops they attended at MLA.

Program 2: TECHNOLOGY AND RESOURCE SHARING

Narrative

Monies received in this category will be expended towards technology-related resources that strengthen Federation-wide access: OCLC, Shared Catalog Expenses, software, hardware, virtual reference, online databases, portable reading/audio devices, etc.

Unexpended monies may be redirected towards technology (training, online database purchases such as MontanaLibrary2Go, professional development opportunities, or book discussion kits) or postage/shipping costs to cover resource/materials sharing.

The Sagebrush Federation will contribute \$600 towards the annual subscription of the HeritageQuest online database.

Benefit/Outcome

This subscription is a requirement for membership in the Montana Shared Catalog.

This database enables patrons to search online for organizations willing to provide funding in the form of grants.

Cataloging

Access online resources, sharing of resources among libraries.

Equipment used to add our holdings to MSC which will enable us to share our materials with others as well as increase the resources available for our patrons.

Staff attended meeting to keep updated on changes to MSC which will benefit our patrons by providing more access to materials.

Sharing of resources with other libraries as well as increasing the resources available to our patrons.

Access to online information such as cataloging, managing interlibrary loans and resources.

Access to online information for cataloging, managing Interlibrary loan and resources.

Part of our upgrade for Montana Shared Catalog.

Maintain software and services to obtain Marc records for cataloging, digitize for Montana Memory Project and Inter-Library loaning of library collection materials.

For maintaining the Garfield County Free Libraries OCLC membership.

This year we used our technology money to pay OCLC so we can continue with Inter Library Loans for our patrons. We also used a portion of the money to update our web page so the patrons can check out what is going on at the library as well as see what our new books are each month. We also purchased a laptop computer. This we will use for patrons when our other computer is being used. We will also be able to take it to workshops and for Montana Shared Catalog. Communication with other libraries or our own library when we are out of town will be an asset also.

Families benefit greatly from this new addition. The computer has touch screen capabilities and is perfect for patrons ages 2-12, but also great for patrons that have some physical challenges. You can use the computer by keyboard, mouse, or touch screen. Since its addition, the computer has been very popular and patrons have verbalized their appreciation.

Joining the MSC was a huge leap for Henry A. Malley Memorial Library, as we were still using the paper card catalog. Patrons are excited, despite a few initial grumbles.

Staff is working to educate patrons on how to use the online card catalog. Library Board and Staff are so pleased to have joined the 21st. century Library World!! Many thanks to the State Library Commission!

Helped maintain library services. Actual cost was 609.00.

The Library laptop is heavily used during travel, training, presentations, visiting authors, speakers and events.

The laptop also travels to Sagebrush libraries when assisting with cataloging and MSC "Go Live".

This annual subscription benefits all MCPL patrons with downloadable digital eBooks and

audio content.

Saved on MSC Join Expenses for all four libraries.

Allowed Ekalaka to be a member of the Montana Shared Catalog by defraying some of the start-up costs.

Continuing to provide the HeritageQuest subscription for all libraries/patrons in the Federation.

Our library must continue our affiliation with OCLC in order to be part of the Montana Shared Catalog and maintain our circulation/cataloging system and OPAC.

Our patrons use this site extensively for genealogy and family researching of various kinds.

Draw an interest to the library. To involve the community. To provide a service that was previously unavailable.

Program 3: COMMUNICATION CONSULTATION

Narrative

The Federation Coordinator or a representative will attend at least two Coordinator meetings. Two Federation meetings will be held each year.

Member libraries will submit articles to be published in the Sagebrush newsletter, "The Skinny". The Editor will receive \$75.00 to cover publication costs.

Federation members will act as mentors to new members. Members continually consult each other for help. If funds are available, members may travel to another member library for training/help/consultation.

Workgroups will be maintained (POS and Annual Report, Continuing Education, Federation Development and others as needed). Directors and other members are encouraged to participate. Workgroups help the Federation achieve its annual Goals.

Benefit/Outcome

Continuing education credits, networking with other librarians.

Committee reports were reviewed; P.O.S. wording was reviewed; lunch discussed; assisted in making copies for meeting.

Good PR between patrons, libraries, librarians and our library. Makes it possible for us to not have to charge our patrons for ILL's.

Two staff were able to participate in Federation business, network with federation members as well as MSL personnel.

Funding paid for staff to attend two meetings with Sagebrush Federation members.

These face to face meetind allow for networking with other eastern Montana Library staff to discuss and imprrove their own library services.

Funding(\$174.92) that was initially going to be used for PR was reallocated to CE and travel to help with those expenses.

Staff attended meeting for networking and sharing of ideas with other libraries.

Staff could attend meeting, network and consult with other Sagebrush Libraries. Training.

Being able to send our director as well as a trustte to federation meetings is a benefit for our library. We are going automated this fall and meeting with other libraries has been a great help in understanding how important it will be to our patrons to become automated.

These meetings are important to attend as then we are able to vote on by-law changes, electing new officers and help making decisions that will effect all the libraries in this federation.

We also advertise in our local paper for National Library Week. This brings more patrons to the library.

The events and the bags helped increase the communities' awareness of all the vital programs that the library provides for its patrons.

Professional Development is important.

All federation members where offered library cards so that they could experiment with Montana Library 2 go.

Coordinator to present Federation Reports to Library Commission, and Federation Coordinator's Meeting.

All Federation members benefit from networking, training, and business meeting.

Representation for our Board and directors at the Federation meetings was essential in order to participate in Federation decision making and to be informed about changes in the Federation.

Rosebud County Library serves as the public library for Treasure County and does regular outreach to ensure that their institutions and citizens in general receive library training, programs, and materials.

Program 4: ADMINISTRATIVE SERVICES

Narrative

Sagebrush Federation of Libraries will provide to the Miles City Public Library funds which will be used as a stipend for the Coordinator to administer and manage the affairs

of the Sagebrush Federation (Per Coordinator job description). The headquarters library will also receive funds for supplies such as postage, copies and long distance used for Federation business.

Benefit/Outcome

Trained and centralized Federation administrative services.