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

FEDERATION

Tamarack

FEDERATION LIBRARIES

Public Libraries

Bitterroot Public Library	Active
Darby Community Public Library	Active
ImagineIF Kalispell	Active
Lincoln County Public Libraries	Active
Mineral County Public Library	Active
Missoula Public Library	Active
North Lake County Public Library	Active
North Valley Public Library	Active
Plains Public Library District	Active
Preston Hot Springs Town-County Library	Active
Ronan Library District	Active
St Ignatius School-Community Library	Active
Thompson Falls Public Library	Active
Whitefish Community Library	Active

LONG RANGE GOALS

Goal # 1 **Description**

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.

Associated MSL Goals

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 # 2 **Description**

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

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

Goal # 3 **Description**

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

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

Goal # 4 **Description**

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 - 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.

Goal # 5 **Description**

Planning for Building Improvement
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 MSL Goals

3 - Training - MSL provides appropriate trainings and training resources so that the best use can be made of the resources offered.

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.

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	$41,220.81
Total:	$41,220.81

Note: @14 Libraries will receive $2373 to fulfill a combination of the Federation Goals that fulfill the goals of their individual community libraries. $7000 will be used for a spring retreat where all libraries can collaborate and gain training in pertinent areas $998.81 will be used by the Federation Coordinator to do the business of the Federation

Budget Summary

Program 1 - Two Membership Meetings	$7,998.81
Program 2 - Training and Professional Development	$10,304.00
Program 3 - Technology	$11,926.00
Program 4 - Expanding and sharing collections	$9,492.00
Program 5 - Planning for Building Improvement	$1,500.00
Total:	$41,220.81

PROGRAM SUMMARIES

Program 1 - Two Membership Meetings

Narrative

Two membership meetings will be held in FY 2013. The spring 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 Library will be covered. Mileage to the meeting is at the expense of each library.
The fall meeting will be conducted via a conference call. CE will not be available during the fall 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 defray the costs for travel and other Federation Expenses.

Included in each years business:
-Conduct the business of the federation, including election
of officers, in accordance with its by-laws
-create the POS for the following year in a timely manner with membership participation.

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.

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 Budget: $7,998.81

Budget Detail:	**Library**	**Amount**
	Missoula Public Library	$7,998.81

Note: October 16, 2014 at 6:00 PM the Tamarack Federation will have a fall conference call to discuss business of the Federation and to plan CE for the spring retreat at Big Fork, Montana. May 15 & 16 2015 will be the spring retreat at the Marina Cay in Big Fork, MT. The retreat will consist of a business meeting and training for the Library Trustees and Directors. The Federation will pay for one room for each Library in good standing (2 rooms if representatives are of opposite sex), trainers fees and breakfast and lunch. Any funds left over will be donated to MTLibrary2Go. $1000 is used for the Coordinators Library to carry out Federation Business

Total award for Program 1: $7,998.81

Variance from Program 1 budget: $0.00

Program 2 - 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 Budget: $10,304.00

Budget Detail:	**Library**	**Amount**
	Bitterroot Public Library	$1,186.50
	Darby Community Public Library	$673.00
	Lincoln County Public Libraries	$2,373.00
	Missoula Public Library	$2,373.00
	North Lake County Public Library	$373.00
	Plains Public Library District	$200.00
	Preston Hot Springs Town-County Library	$473.00
	Ronan Library District	$873.00
	St Ignatius School-Community Library	$593.00
	Whitefish Community Library	$1,186.50
	Total award for Program 2:	$10,304.00
	Variance from Program 2 budget:	$0.00

Program 3 - Technology

Narrative

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

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 Budget: $11,926.00

Budget Detail:

Library	Amount
Darby Community Public Library	$1,700.00
North Lake County Public Library	$2,000.00
Plains Public Library District	$2,173.00
Preston Hot Springs Town-County Library	$1,900.00
St Ignatius School-Community Library	$1,780.00
Thompson Falls Public Library	$2,373.00
Total award for Program 3:	$11,926.00
Variance from Program 3 budget:	$0.00

Program 4 - 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 Budget: $9,492.00

Budget Detail:	**Library**	**Amount**
	Bitterroot Public Library	$1,186.50
	ImagineIF Kalispell	$2,373.00
	Mineral County Public Library	$2,373.00
	North Valley Public Library	$2,373.00
	Whitefish Community Library	$1,186.50
	Total award for Program 4:	$9,492.00
	Variance from Program 4 budget:	$0.00

Program 5 - 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

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.

5 - Planning for Building Improvement 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.

Program Budget: $1,500.00

Budget Detail:	**Library**	**Amount**
	Ronan Library District	$1,500.00
	Total award for Program 5:	$1,500.00
	Variance from Program 5 budget:	$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Tamarack Federation Coordinator

_____ _____

Honore Bray - Library Director Date Signed

Chairperson - Federation Advisory Board

_____ _____

Al Logan - Library Board Chair Date Signed

Chairperson - Board of Trustees, Federation Coordinator's Library

_____ _____

Rita Henkel - Library Board Chair Date Signed

AWARD SUMMARY/TOTALS

Library	Amount
Bitterroot Public Library	$2,373.00
Darby Community Public Library	$2,373.00
ImagineIF Kalispell	$2,373.00
Lincoln County Public Libraries	$2,373.00

Mineral County Public Library	$2,373.00
Missoula Public Library	$10,371.81
North Lake County Public Library	$2,373.00
North Valley Public Library	$2,373.00
Plains Public Library District	$2,373.00
Preston Hot Springs Town-County Library	$2,373.00
Ronan Library District	$2,373.00
St Ignatius School-Community Library	$2,373.00
Thompson Falls Public Library	$2,373.00
Whitefish	$2,373.00

Community
Library

Total Awarded:	$41,220.81
Total Budgeted:	$41,220.81
Discrepancy:	