

# Plan of Service and Budget Request for FY 2012 July 2011 Through June 2012

## Federation

Pathfinder

## Participating Federation Libraries

### Public

	<b>Status</b>
Belt Public Library	Active
Blaine County Library	Active
Choteau/Teton Public Library	Active
Chouteau County Library	Active
Conrad Public Library	Active
Dutton/Teton Public Library	Active
Fairfield/Teton Public Library	Active
Glacier County Library	Active
Great Falls Public Library	Active
Harlem Public Library	Active
Havre-Hill County Library	Active
Liberty County Library	Active
Toole County Library	Active
Valier Public Library	Active
Wedsworth Memorial Library	Active

# Long Range Goals

## Goal # 1 Description

Resource sharing and reference

- Librarians in federation have access to OCLC services
- Libraries participate in interlibrary loan
- Libraries in the federation are knowledgeable and have the latest skills in working with OCLC

Libraries in federation purchase software to enhance and encourage patron library use  
Libraries in federation obtain technical support to maintain/update computer hardware and software

### Associated MSL Goals

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
  - 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.
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## Goal # 2 Description

Continuing education

- Continuing education is needed to participate in MSL certification program
- Libraries are often short of staff or staffed by only the library director therefore it is best to attend training in local area
- Training is important to deliver library services to the citizens of Montana

### 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 # 3 Description

Communication

- State Library Staff gives updated information from around the state and from MSL
- Learn of cooperative programs and projects
- Set the plan of service
- Sharing information about the happenings in each of the federation libraries
- Committee reports

### Associated MSL Goals

- 1 - MSL acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.
  - 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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## 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	\$27,220.00
General Fund	<u>\$0.00</u>
Total:	\$27,220.00

## 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 - Pathfinder meetings and workshops	\$3,200.00
Program 2 - Resource Sharing	\$9,470.00
Program 3 - Library/Librarian Enrichment	\$13,050.00
Program 4 - Administrative Services	<u>\$1,500.00</u>
Total:	\$27,220.00

## Program Summaries

### Program: 1

**Description:** Pathfinder meetings and workshops

### Narrative

Those in attendance for the advisory board meetings are typically the public, member librarians and a representative from the library board of trustees with an average attendance of 30. Agendas are sent to all the public libraries and their board representative. Pathfinder business is conducted under the direction of the adopted bylaws and an elected trustee as chairperson. Library directors and board members are encouraged to car pool. Travel expense is reimbursed for one car to attend meetings at the current state rate of 44.5 cents per mile. The permanent host library (Choteau County Library-Fort Benton) is reimbursed \$400.00 for serving a lunch. These meetings create positive energy for networking among member libraries.

Ideally, there would be a training or CE opportunity at each of these meetings.

### Evaluation

Good attendance at the meetings and positive evaluations of any trainings or CE programs will assure that the programs and meetings are successful. Sharing information obtained at other CE opportunities will also be encouraged at the meetings.

### Associated Pathfinder Federation Goals

2 - Continuing education · Continuing education is needed to participate in MSL certification program · Libraries are often short of staff or staffed by only the library director therefore it is best to attend training in local area · Training is important to deliver library services to the citizens of Montana

3 - Communication · State Library Staff gives updated information from around the state and from MSL · Learn of cooperative programs and projects · Set the plan of service · Sharing information about the happenings in each of the federation libraries · Committee reports

**Program Budget:** \$3,200.00

#### Budget Detail: Library

	Amount
Belt Public Library	\$80.00
Blaine County Library	\$225.00
Choteau/Teton Public Library	\$200.00
Chouteau County Library	\$400.00
Conrad Public Library	\$250.00
Dutton/Teton Public Library	\$165.00
Fairfield/Teton Public Library	\$245.00
Glacier County Library	\$300.00
Great Falls Public Library	\$50.00
Harlem Public Library	\$225.00
Havre-Hill County Library	\$300.00
Liberty County Library	\$100.00
Toole County Library	\$250.00
Valier Public Library	\$270.00

Wedsworth Memorial Library	<u>\$140.00</u>
Total expenses for Program 1:	\$3,200.00
Variance from Program 1 budget:	\$0.00

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**Program: 2**

**Description:** Resource Sharing

**Narrative**

The 15 member libraries will be reimbursed to pay up to \$1000.00 for OCLC service through the Montana contract with OCLC.

Members can also use funds to support other resource sharing functions and/or projects.

**Evaluation**

This program will be evaluated by viewing MSL statistics on ILL in Pathfinder federation.

**Associated Pathfinder Federation Goals**

1 - Resource sharing and reference · Librarians in federation have access to OCLC services · Libraries participate in interlibrary loan · Libraries in the federation are knowledgeable and have the latest skills in working with OCLC Libraries in federation purchase software to enhance and encourage patron library use Libraries in federation obtain technical support to maintain/update computer hardware and software

**Program Budget:** \$9,470.00

**Budget Detail: Library**

	<b>Amount</b>
Belt Public Library	\$303.33
Blaine County Library	\$547.33
Choteau/Teton Public Library	\$547.33
Chouteau County Library	\$1,043.33
Conrad Public Library	\$1,043.33
Dutton/Teton Public Library	\$303.33
Fairfield/Teton Public Library	\$303.38
Glacier County Library	\$1,043.33
Great Falls Public Library	\$1,043.33
Harlem Public Library	\$547.33
Havre-Hill County Library	\$1,043.33
Liberty County Library	\$547.33
Toole County Library	\$547.33
Valier Public Library	\$303.33
Wedsworth Memorial Library	<u>\$303.33</u>
Total expenses for Program 2:	\$9,470.00
Variance from Program 2 budget:	\$0.00

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**Program: 3**

**Description:** Library/Librarian Enrichment

**Narrative**

Continuing education will improve information delivery and library service to all Montana citizens. Strong continuing education opportunities will give all Montana libraries the common goals of MSL. It will encourage small rural library staff members to reach out, learn, change and plan. Librarians will be reminded to view the Montana Library Event calendar for upcoming training/CE opportunities. MSL staff will contact librarians in the federation alerting them to events and librarians are encouraged to watch wired-mt for postings about trainings. MSL will also advise them of potential new technologies for their libraries.

## Evaluation

Librarians will report at Federation meetings on CE trainings and new technology deployed in their libraries.

## Associated Pathfinder Federation Goals

1 - Resource sharing and reference · Librarians in federation have access to OCLC services · Libraries participate in interlibrary loan · Libraries in the federation are knowledgeable and have the latest skills in working with OCLC Libraries in federation purchase software to enhance and encourage patron library use Libraries in federation obtain technical support to maintain/update computer hardware and software

2 - Continuing education · Continuing education is needed to participate in MSL certification program · Libraries are often short of staff or staffed by only the library director therefore it is best to attend training in local area · Training is important to deliver library services to the citizens of Montana

3 - Communication · State Library Staff gives updated information from around the state and from MSL · Learn of cooperative programs and projects · Set the plan of service · Sharing information about the happenings in each of the federation libraries · Committee reports

**Program Budget:** \$13,050.00

### Budget Detail: Library

	<b>Amount</b>
Belt Public Library	\$1,324.67
Blaine County Library	\$935.67
Choteau/Teton Public Library	\$960.67
Chouteau County Library	\$364.92
Conrad Public Library	\$414.67
Dutton/Teton Public Library	\$1,239.67
Fairfield/Teton Public Library	\$1,159.37
Glacier County Library	\$364.67
Great Falls Public Library	\$614.67
Harlem Public Library	\$935.67
Havre-Hill County Library	\$364.67
Liberty County Library	\$1,060.67
Toole County Library	\$910.67
Valier Public Library	\$1,134.67
Wedsworth Memorial Library	<u>\$1,264.67</u>

Total expenses for Program 3:	\$13,050.00
Variance from Program 3 budget:	\$0.00

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**Program: 4**

**Description:** Administrative Services

**Narrative**

\$1000 stipend to Fairfield Public Library to cover costs of administering Pathfinder Federation Coordinator responsibilities.

\$500 Administrative funding to cover postage, printing, and other costs incurred in direct support of Pathfinder Federation meetings and activities

**Evaluation**

**Associated Pathfinder Federation Goals**

3 - Communication · State Library Staff gives updated information from around the state and from MSL · Learn of cooperative programs and projects · Set the plan of service · Sharing information about the happenings in each of the federation libraries · Committee reports

**Program Budget:** \$1,500.00

**Budget Detail: Library**

Fairfield/Teton Public Library

**Amount**

\$1,500.00

Total expenses for Program 4:

\$1,500.00

Variance from Program 4 budget:

\$0.00

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## Signatures/Approvals

Membership Approval Date: \_\_\_\_\_

### Federation Coordinator

\_\_\_\_\_  
Brett Allen - Library Director

\_\_\_\_\_  
Date

### Federation Advisory Board Chairperson

\_\_\_\_\_  
Kimberly Mellott - Library Board Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Lillian Alfson - Library Board Chair

\_\_\_\_\_  
Date

## Check Summary/Totals

### Library

	<b>Check Amount</b>
Belt Public Library	\$1,708.00
Blaine County Library	\$1,708.00
Choteau/Teton Public Library	\$1,708.00
Chouteau County Library	\$1,808.25
Conrad Public Library	\$1,708.00
Dutton/Teton Public Library	\$1,708.00
Fairfield/Teton Public Library	\$3,207.75
Glacier County Library	\$1,708.00
Great Falls Public Library	\$1,708.00
Harlem Public Library	\$1,708.00
Havre-Hill County Library	\$1,708.00
Liberty County Library	\$1,708.00
Toole County Library	\$1,708.00
Valier Public Library	\$1,708.00
Wedsworth Memorial Library	<u>\$1,708.00</u>

Total Allocated: \$27,220.00

Total Budgeted: \$27,220.00

Discrepancy: