

PLAN OF SERVICE AND BUDGET REQUEST FOR JULY 2008 THROUGH JUNE 2009

NAME OF FEDERATION: PATHFINDER

LISTING OF Area Libraries who participate in Federation events and have expressed commitment to federation membership via written or spoken contract and/or memo of understanding:

Fairfield Public Library
Belt Public Library
Blaine County Library (Chinook)
Harlem Public Library
Chouteau County Public Library (Fort Benton)
Wedsworth Memorial Library (Cascade)
Great Falls Public Library
Glacier County Library (Cut Bank)
Havre-Hill County Library
Liberty County Library (Chester)
Conrad Public Library
Valier Public Library
Choteau Public Library
Dutton Public Library
Toole County Public Library (Shelby)

LONG RANGE GOAL OF FEDERATION AREA:

List the goals of the Federation and provide for each a brief narrative description, a statement of need, and a brief explanation of why the goal is important to the Federation?

1. Resource sharing and reference (MSL Long Range Goals #10, 13 &15)
 - 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
 - Libraries in federation obtain technical support to maintain/update computer hardware and software

2. Continuing education (MSL Long Range Goals #10 & 15)
 - 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 (MSL Long Range Goals #10,13,14 &15)
 - 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

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, represent the Federation at Montana State Library Commission meetings, and prepare and file the Federation Plan of Service and Annual Final report.

\$1000.00 is budgeted for the federation coordinator. Additionally, \$500 will be allocated for federation coordinator travel to required commission/coordinator meetings.

REVENUE SUMMARY:

	Budgeted
CST Revenue	\$28,688
General Fund	
TOTAL Revenue	\$28,688

BUDGET SUMMARY:

EXPENDITURE	CST	STATE GENERAL FUND
Administration Costs	\$500	
Stipend	\$1000	
Operating Costs		
Supplies		
Communications (phone, mailings, printing)		
Equipment		
Program one: Pathfinder meetings and workshops	\$4500	
Meals/Lodging/Mileage		
Tuition/Registration		
Curriculum Materials		
Other Meeting Expenses [please specify]		
Program two: Resource Sharing	\$9075	
Program three: Library/Librarian enrichment	\$13,613	
TOTAL EXPENDITURES	\$28,688	\$

PROGRAM SUMMARY: [fill out this form for each program included in the Plan of Service]

Program One: ____ **Pathfinder meetings and workshops** _____

Goal(s) addressed with this program:

Continuing education

Communication

PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel,

materials, program activities and travel.

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 (Chouteau County Library-Fort Benton) is reimbursed \$300.00 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.

PROGRAM EVALUATION:

- Explain how you will determine that the program meets federation goals

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.

Program budget detail

44.5 cents per mile for one car from each library

\$150 per host library for the advisory board meetings

Actual amount will be provided in annual report. Libraries need to submit amounts in annual report.

Total Program Budget \$4500

PROGRAM SUMMARY: [fill out this form for each program included in the Plan of Service]

Program Two: __Resource Sharing & Reference_____

Goal(s) addressed with this program:

Resource sharing and reference

PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

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

PROGRAM EVALUATION:

- Explain how you will determine that the program meets federation goals

This program will be evaluated by viewing MSL statistics on ILL in Pathfinder federation. Libraries are able to obtain technical support to ensure patron access computers function properly. Libraries are able to acquire software and online database subscriptions that provide patrons with access to reference and informational sources.

Program budget detail:

Reimbursement amounts (estimated)

Havre	\$1000	Chinook	\$545	Belt	\$270
Fort Benton	\$1000	Harlem	\$545	Cascade	\$270
Great Falls	\$1000	Chester	\$545	Valier	\$270
Cut Bank	\$1000	Choteau	\$545	Fairfield	\$270
Conrad	\$1000	Shelby	\$545	Dutton	\$270

Total Program Budget \$9075

PROGRAM SUMMARY: [fill out this form for each program included in the Plan of Service]

Program Three: __Library/Librarian Enrichment_____

Goal(s) addressed with this program:

Resource sharing and reference

Continuing education

Communication

PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

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.

PROGRAM EVALUATION:

- Explain how you will determine that the program meets federation goals.

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

Program budget detail:

Librarians will save receipts/keep records of any purchases or activities for this program.

This plan of service was approved by the membership
on _____(date).

Authorizing Signatures:

Federation Coordinator:

_____Date

Federation Advisory Board Chairperson:

_____Date

Chairperson, Board of Trustees,
Coordinator's Library

_____Date
