

# Federation Plan of Service and Budget Request FY 2016 July 2015 Through June 2016

## **FEDERATION**

Pathfinder

## **FEDERATION LIBRARIES**

### **Public Libraries**

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 Description

**# 1 Resource Sharing: Pathfinder library patrons have access to holdings of other Montana and OCLC libraries through OCLC group services, including interlibrary loan. Pathfinder patrons have access to statewide library resources through their local libraries.**

#### Associated MSL Goals

- 1 - Content - MSL acquires and manages relevant quality content that meets the needs of Montana library users.
- 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 Description

**# 2 Continuing Education: Pathfinder librarians and trustees have easy access to the training that they need in order to: 1) participate in the MSL Certification Program, and 2) provide quality library services in their communities.**

#### 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.

### Goal Description

**# 3 Communication/ Pathfinder Meetings and Workshops: Pathfinder libraries share learning, programming ideas, best practices and evaluations, and stay current with statewide trends and services. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Pathfinder goal of Continuing Education.**

### **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.

### **Goal Description**

- # 4 Technology: Pathfinder libraries purchase and maintain updated computer hardware, software and support to provide excellent public computing services for patrons.**

### **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.

## **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**

CST Revenue            \$27,269.56

Total: \$27,269.56

### **Note: Budget Summary**

Program 1 - Resource Sharing	\$9,338.14
Program 2 - Continuing Education	\$6,615.71
Program 3 - Communication/ Pathfinder Meetings and Workshops	\$3,200.00
Program 4 - Technology	\$6,615.71
Program 5 - Administrative Services	<u>\$1,500.00</u>
Total:	\$27,269.56

## **PROGRAM SUMMARIES**

### **Program 1 - Resource Sharing**

#### **Narrative**

Member libraries will be reimbursed to pay for OCLC service through the Montana contract with OCLC. Members can also use funds to support other resource sharing functions and/or projects.

Program activities:

- 1) Fund OCLC subscription
- 2) Purchase databases
- 3) Fund participation in Montana Shared Catalog and/or other statewide projects

#### **Evaluation**

Feedback from patrons will show that they are able to find the materials they need and want at their local library or via interlibrary loan. ILL usage statistics will be collected and analyzed.

#### **Associated Pathfinder Federation Goals**

1 - Resource Sharing: Pathfinder library patrons have access to holdings of other Montana and OCLC libraries through OCLC group services, including interlibrary loan. Pathfinder patrons have access to statewide library resources through their local libraries.

**Program** \$9,338.14

#### **Budget:**

<b>Budget Library Detail:</b>	<b>Amount</b>
Belt Public Library	\$301.20
Blaine County Library	\$545.20
Choteau/Teton Public Library	\$545.20
Chouteau County Library	\$1,041.20
Conrad Public Library	\$1,041.20
Dutton/Teton Public Library	\$301.20
Fairfield/Teton Public Library	\$301.18
Glacier County Library	\$1,041.20
Great Falls Public Library	\$1,041.20
Harlem Public Library	\$545.20

Havre-Hill County Library	\$1,041.20
Liberty County Library	\$545.20
Toole County Library	\$545.20
Valier Public Library	\$301.20
Wedsworth Memorial Library	<u>\$201.36</u>
Total award for Program 1:	\$9,338.14
Variance from Program 1 budget:	\$0.00

## **Program 2 - Continuing Education**

### **Narrative**

Continuing Education improves information delivery and library service to all Montana citizens. It allows small rural library staff members to reach out, learn, change and plan.

Program activities:

- 1) Travel and registration expenses to attend Montana Library Association meetings and/or other established state, regional or national library learning events.
- 2) Librarians share the learning from CE and training events with other Pathfinder librarians at Federation meetings.

### **Evaluation**

The success of this program will be shown in the skills, knowledge, confidence and ability of library personnel to provide a variety of excellent services to patrons. Pathfinder directors, staff and trustees will report on meetings and CE events attended. Patron feedback on library services will be collected and analyzed.

### **Associated Pathfinder Federation Goals**

2 - Continuing Education: Pathfinder librarians and trustees have easy access to the training that they need in order to: 1) participate in the MSL Certification Program, and 2) provide quality library services in their communities.

**Program** \$6,615.71

**Budget:**

**Budget Library**

**Detail:**

Pathfinder

**Amount**

Belt Public Library	\$664.53
Blaine County Library	\$470.05
Choteau/Teton Public Library	\$482.55
Chouteau County Library	\$184.73
Conrad Public Library	\$209.55
Dutton/Teton Public Library	\$622.05
Fairfield/Teton Public Library	\$581.97
Glacier County Library	\$184.55
Great Falls Public Library	\$309.55
Harlem Public Library	\$470.05
Havre-Hill County Library	\$184.55
Liberty County Library	\$532.55
Toole County Library	\$457.55
Valier Public Library	\$569.55
Wedsworth Memorial Library	<u>\$691.93</u>
Total award for Program 2:	\$6,615.71
Variance from Program 2 budget:	\$0.00

### **Program 3 - Communication/ Pathfinder Meetings and Workshops**

#### **Narrative**

Staff and trustees from member libraries attend two meetings per year. Pathfinder business is conducted under the direction of the adopted by-laws with an elected trustee as chairperson. Travel expense is reimbursed for one car from each library to attend at the current state mileage rate. Carpooling is encouraged. The host library is reimbursed \$400 for providing lunches at meetings. These meetings create positive energy for learning and networking among member libraries. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Pathfinder goal of Continuing Education.

Program activities:

- 1) Reimbursement for travel to Pathfinder meetings
- 2) Reimbursement to host library for lunch

## Evaluation

Librarians and trustees will attend Federation meetings to share knowledge, best practices, learning experiences gleaned from continuing education activities and problem-solving so that Pathfinder libraries can benefit from each others' experience to improve library services to patrons.

## Associated Pathfinder Federation Goals

2 - Continuing Education: Pathfinder librarians and trustees have easy access to the training that they need in order to: 1) participate in the MSL Certification Program, and 2) provide quality library services in their communities.

3 - Communication/ Pathfinder Meetings and Workshops: Pathfinder libraries share learning, programming ideas, best practices and evaluations, and stay current with statewide trends and services. Ideally, there is a training or CE opportunity at each of these meetings, so this program also supports the Pathfinder goal of Continuing Education.

**Program** \$3,200.00

### Budget:

<b>Budget Library Detail:</b>	<b>Amount</b>
Belt Public Library	\$80.00
Blaine County Library	\$225.00
Choteau/Teton Public Library	\$200.00
Chouteau County Library	\$400.00
<b>Note:</b> Fall and Spring Pathfinder meetings are held at the Chouteau County Library.	
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 award for Program 3: \$3,200.00

Variance from Program 3 budget: \$0.00

## Program 4 - Technology

### Narrative

Pathfinder patrons require direct access to information via Internet access and database services. This program budget will be used to purchase new and replacement hardware, software, peripherals and related technical services in order to meet these important information needs of patrons.

Program activities:

- 1) Purchase computer hardware and software
- 2) Purchase printers and other devices that allow patrons to use information effectively

### Evaluation

This success of this program will be measured by strong and successful patron usage of online resources at or through the library. Usage statistics will be collected and analyzed.

### Associated Pathfinder Federation Goals

4 - Technology: Pathfinder libraries purchase and maintain updated computer hardware, software and support to provide excellent public computing services for patrons.

**Program** \$6,615.71

#### Budget:

<b>Budget Library</b>	<b>Amount</b>
<b>Detail:</b>	
Belt Public Library	\$664.53
Blaine County Library	\$470.05
Choteau/Teton Public Library	\$482.55

Chouteau County Library	\$184.73
Conrad Public Library	\$209.55
Dutton/Teton Public Library	\$622.05
Fairfield/Teton Public Library	\$581.97
Glacier County Library	\$184.55
Great Falls Public Library	\$309.55
Harlem Public Library	\$470.05
Havre-Hill County Library	\$184.55
Liberty County Library	\$532.55
Toole County Library	\$457.55
Valier Public Library	\$569.55
Wedsworth Memorial Library	<u>\$691.93</u>
Total award for Program 4:	\$6,615.71
Variance from Program 4 budget:	\$0.00

## Program 5 - Administrative Services

### Narrative

\$1000 stipend to Chouteau County 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

This program has no associated Pathfinder Federation goals.

**Program** \$1,500.00

### Budget:

**Budget Library**

**Amount**

### Detail:

Chouteau County Library

\$1,500.00

**Note:** Federation Coordinator library will change in FY 2016 to the Chouteau County Library.

Total award for Program 5: \$1,500.00

Variance from Program 5 budget: \$0.00

## **SIGNATURES/APPROVALS**

**Approval Date:** \_\_\_\_\_

### **Pathfinder Federation Coordinator**

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Brett Allen - Library Director

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Date Signed

### **Chairperson - Federation Advisory Board**

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Lillian Alfson - Library Board Chair

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Date Signed

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

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Agnes Kolste - Library Board Member

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Date Signed

## AWARD SUMMARY/TOTALS

<b>Library</b>	<b>Amount</b>
Belt Public Library	\$1,710.26
Blaine County Library	\$1,710.30
Choteau/Teton Public Library	\$1,710.30
Chouteau County Library	\$3,310.66
Conrad Public Library	\$1,710.30
Dutton/Teton Public Library	\$1,710.30
Fairfield/Teton Public Library	\$1,710.12
Glacier County Library	\$1,710.30
Great Falls Public Library	\$1,710.30
Harlem Public Library	\$1,710.30
Havre-Hill County Library	\$1,710.30
Liberty County Library	\$1,710.30
Toole County Library	\$1,710.30
Valier Public Library	\$1,710.30
Wedsworth Memorial Library	<u>\$1,725.22</u>

Total Awarded: \$27,269.56

Total Budgeted: \$27,269.56

Discrepancy: \$0.00