Federation Plan of Service and Budget Request
FY 2014
July 2013 Through June 2014

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 # 1 **Description**

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 # 2 **Description**

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 # 3 **Description**

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 # 4	Description

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 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	$27,291.81
Total:	$27,291.81

Note: Budget Summary

Program 1 - Resource Sharing	$9,345.53
Program 2 - Continuing Education	$6,623.14
Program 3 - Communication/ Pathfinder Meetings and Workshops	$3,200.00
Program 4 - Technology	$6,623.14
Program 5 - Administrative Services	$1,500.00
Total:	$27,291.81

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 Budget: $9,345.53

Budget Detail:

Library	Amount
Belt Public Library	$302.68
Blaine County Library	$546.68
Choteau/Teton Public Library	$546.68
Chouteau County Library	$1,042.68
Conrad Public Library	$1,042.68
Dutton/Teton Public Library	$302.68
Fairfield/Teton Public Library	$302.69
Glacier County Library	$1,042.68
Great Falls Public Library	$1,042.68
Harlem Public Library	$546.68

Havre-Hill County Library	$1,042.68
Liberty County Library	$546.68
Toole County Library	$546.68
Valier Public Library	$302.68
Wedsworth Memorial Library	$188.00
Total award for Program 1:	$9,345.53
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 Budget: $6,623.14

Budget Detail:	**Library**	**Amount**

Belt Public Library	$665.02
Blaine County Library	$470.54
Choteau/Teton Public Library	$483.04
Chouteau County Library	$185.22
Conrad Public Library	$210.04
Dutton/Teton Public Library	$622.54
Fairfield/Teton Public Library	$582.54
Glacier County Library	$185.04
Great Falls Public Library	$310.04
Harlem Public Library	$470.54
Havre-Hill County Library	$185.04
Liberty County Library	$533.04
Toole County Library	$458.04
Valier Public Library	$570.04
Wedsworth Memorial Library	$692.42
Total award for Program 2:	$6,623.14
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 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	$140.00
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 Budget: $6,623.14

Budget Detail:

Library	Amount
Belt Public Library	$665.02
Blaine County Library	$470.54
Choteau/Teton Public Library	$483.04
Chouteau County Library	$185.22
Conrad Public Library	$210.04

Dutton/Teton Public Library	$622.54
Fairfield/Teton Public Library	$582.54
Glacier County Library	$185.04
Great Falls Public Library	$310.04
Harlem Public Library	$470.54
Havre-Hill County Library	$185.04
Liberty County Library	$533.04
Toole County Library	$458.04
Valier Public Library	$570.04
Wedsworth Memorial Library	$692.42
Total award for Program 4:	$6,623.14
Variance from Program 4 budget:	$0.00

Program 5 - 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

This program has no associated Pathfinder Federation goals.

Program Budget: $1,500.00

Budget Detail:	**Library**	**Amount**
	Fairfield/Teton Public Library	$1,500.00

Note: $440.00 of this fund is used for Pathfinder Federation Coordinator travel to Helena twice each year.

Total award for Program 5:	$1,500.00
Variance from Program 5 budget:	$0.00

SIGNATURES/APPROVALS

Approval Date: _____

Pathfinder Federation Coordinator

_____ _____

Brett Allen - Library Director Date Signed

Chairperson - Federation Advisory Board

_____ _____

Lillian Alfson - Library Board Chair Date Signed

Chairperson - Board of Trustees, Federation Coordinator's Library

_____ _____

Agnes Kolste - Library Board Member Date Signed

AWARD SUMMARY/TOTALS

Library	Amount
Belt Public Library	$1,712.72
Blaine County Library	$1,712.76
Choteau/Teton Public Library	$1,712.76
Chouteau County Library	$1,813.12
Conrad Public Library	$1,712.76
Dutton/Teton Public Library	$1,712.76

Fairfield/Teton Public Library	$3,212.77
Glacier County Library	$1,712.76
Great Falls Public Library	$1,712.76
Harlem Public Library	$1,712.76
Havre-Hill County Library	$1,712.76
Liberty County Library	$1,712.76
Toole County Library	$1,712.76
Valier Public Library	$1,712.76
Wedsworth Memorial Library	$1,712.84

Total Awarded:	$27,291.81
Total Budgeted:	$27,291.81
Discrepancy:	