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# Federation Annual Report

For FY 2012

(July 2011 Through June 2012)

**Federation:** Pathfinder  
**Coordinator's Library:** Fairfield/Teton Public Library

**Coordinator:** Brett Allen

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairperson, Board of Trustees,**  
**Coordinator's Library:** Lillian Alfson

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Coal Severance Tax (CST) Revenue Accountability Report System requires the Federation Annual Report. The report relates to the Plan of Service, which was adopted at the beginning of the fiscal year as a planning document.

## AWARD/EXPENSE SUMMARY

**Total CST Award: \$27,220.00**

**Total CST Expended: \$27,220.00**

## EXPENDITURES BY PROGRAM

Program #: Name		Total Expended by Program
Program 1:	Pathfinder meetings and workshops	\$3,078.33
Program 2:	Resource Sharing	\$8,667.32
Program 3:	Library/Librarian Enrichment	\$13,974.35
Program 4:	Administrative Services	\$1,500.00
<b>Total</b>		<b>\$27,220.00</b>

## EXPENDITURES BY LIBRARY

Library	Status	Total Awarded	Award Expenses	Local Expenses
Belt Public Library	Active	\$1,708.00	\$1,708.00	\$0.00
Blaine County Library	Active	\$1,708.00	\$1,708.00	\$0.00

Choteau/Teton Public Library	Active	\$1,708.00	\$1,708.00	\$0.00
Chouteau County Library	Active	\$1,808.25	\$1,808.25	\$0.00
Conrad Public Library	Active	\$1,708.00	\$1,708.00	\$7.70
Dutton/Teton Public Library	Active	\$1,708.00	\$1,708.00	\$1,708.00
Fairfield/Teton Public Library	Active	\$3,207.75	\$3,207.75	\$0.00
Glacier County Library	Active	\$1,708.00	\$1,708.00	\$0.00
Great Falls Public Library	Active	\$1,708.00	\$1,708.00	\$6,939.10
Harlem Public Library	Active	\$1,708.00	\$1,708.00	\$0.00
Havre-Hill County Library	Active	\$1,708.00	\$1,708.00	\$59.83
Liberty County Library	Active	\$1,708.00	\$1,708.00	\$368.00
Toole County Library	Active	\$1,708.00	\$1,708.00	\$381.24
Valier Public Library	Active	\$1,708.00	\$1,708.00	\$0.00
Wedsworth Memorial Library	Active	\$1,708.00	\$1,708.00	\$1,258.82
<b>Total</b>		<b>\$27,220.00</b>	<b>\$27,220.00</b>	<b>\$10,722.69</b>

# **BENEFIT/OUTCOME SUMMARY BY PROGRAM**

## **Program 1: 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.

### **Benefit/Outcome**

Learn and exchange ideas with other librarians. Useful information on statistics reports.

Librarian education

Training and sharing of ideas, librarian fellowship.

Networking with other libraries and learning about the state library laws  
Received training on Montana State Library programs.

This allows the attendees to have a lunch and beverages provided at no cost and also allows them to have time to converse.

The director and trustee receive information concerning the state library programs as well as training on state website, reporting Pathfinder expenses and early childhood literacy.

The information on early childhood literacy is used to support our 'Books and Babies' program and the preschool story hour.

This is a good opportunity to meet with our fellow peers and also gain valuable insight from the workshops and the MSL personnel.

Training, continuing education and networking opportunities for library director and board member

CE Credits and networking with other libraries. Librarian education

For the first time since I became Library Director, someone from the Dutton Public Advisory Board attended the Pathfinder meetings with me. Kelby was invited, and she was very excited about attending, because she received a lot of input from other

librarians in the Pathfinder Federation. Just having Kelby come along, I felt energized by her reaction to what all that goes on at the Pathfinder meetings. The workshop that was held was great even though we knew some about the Montana Library to Go program and other programs that one can take advantage. Comparing the different e-readers was great. I use my kindle a lot, and Kelby owns one as well. I attended the Summer Institute in Helena. It was inspiring to get to know every Librarian there at the institute. The experiences that all the Librarians have had were very good.

Opportunity for training, time and learning from and with fellow librarians, question and answer with State Librarian and other State Library personel.

## **Program 2: 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.

### **Benefit/Outcome**

Provides interlibrary loan and cataloging. Automation.

Allows library to catalog correctly and swiftly to make materials available to patrons.

Through this contract our library can access the cataloging database to use when entering new items. it is a benefit to assist the librarian in cataloging materials in an accurate manner.

Because we are a small rural library our patrons benefit greatly from the ability to acquire books through interlibrary loan. The number of books borrowed by out patrons from other libraries increased 70% this year. We are also able to make some materials available to other library through this program.

We were able to share our materials with other libraries, children can make free copies for school related items.

Our Inter-library Loan program is such a popular program in the Dutton Public Library. If we do not have a book in the library that our patrons are looking for, who wants to disappoint a patron that has their heart set on reading such a book?! This is a very economical plan, because lots of times the library may purchase a book, and only one person will probably read this book! It costs about \$2.75 per book to be mailed out one way. This is still less money to purchase the desired book for about \$20.00 or more. The patron is always willing to wait at least a week to receive the book. These kind of books do not take up space on the shelf. Inter-library loan is becoming more and more popular. Our library would like to loan more books as well as borrow.

The last expense for resource sharing was the Summer Reading Kick Off Program called

"The Dream Big" Magic Show. Kyle Groves was the magician and he was an audience captivator! He pushed the reading program and told why his dream in life was to be a magician. There were 45 in attendance. He allowed the audience to assist him during his magic show, and they loved it! 12-15 adults, and the rest were visiting children and members of the summer reading program.

Online cataloging, ILL and search. Priceless!

## **Program 3: 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.

### **Benefit/Outcome**

Allows patrons to print from their laptops, keeps our automation system running smoothly which helps both patrons and librarian

Back up for staff computer

Haluszka is a new library assistant. She learned to help patrons with e-books and early literacy. She also learned book mending skills to keep the collection in good shape.

Attending Fall Workshop benefits the library staff by providing instruction in areas that keep the library current so patrons are better served. We learned about statistics and data collection, e-books, early literacy, Montana Memory Project, book mending, and leadership.

The computer will be used solely so patrons may search the library catalog. This will benefit the patrons by enabling them to find materials independently. This will also benefit the staff by giving them more time to work on other library tasks instead of searching items for patrons.

Her first workshop through the State Library, a chance for her to get ideas and training.

Allows patrons and staff to scan materials

This was a very beneficial opportunity as Debbie attended as a Director for the first time. She was able to meet many key people in the library world and learn many aspects of the new and upcoming facets of the library.

CE credits.

This printer will help in the day-to-day function of the library. We use it to print off help sheets for Nooks, Kindles, I-pads, etc. To keep up with technology, it is important to have a reliable printer in the library.

Training, continuing education, networking opportunities.

CE credits for two staff members and networking with other libraries.

On line genealogy training course.

Librarian collaboration. Librarian enrichment. Book reviews and discussions. Librarian collaboration

Librarian will be able to assist patrons with ancestry search questions.

The Library Director's computer needed more protection, so decided to try Avast that was recommended by the Library Technician at the time. OCLC Group Services contract, helps the library cataloging stay in touch with the technicians. Follett Software Co. is our Infocentre Support Renewal which enables our library to go on line and barcode books! Barcoding is so easy this way.

Highsmith had some wonderful headphones on sale, and the other headphones for the patron computers were old and broken. These will last longer. More patrons seem to be coming in to use the computers since we have new head phones!

Laminator from Shopko. The librarian really uses the laminator for covering signs, posters, laminating the social security cards, etc. Patrons love this feature!

The phone before our new phones was not operating well, and it was donated by a board member that did not want it anymore. Sometimes people calling in could not complete their calls to the library, so we had to purchase a phone. There was an additional phone that came with the main phone. It is so handy to have an additional phone at the other end of the library.

I always forget to take the phone with me, when weeding, or putting away. We were having problems with the new printer from last year, so I had Data NW come and fix it. They did to the tune of \$172.21.

Computer technician had to come in and do some adjustments to our computers. There were some frustrating problems going on with the internet, which our internet provider did not recognize it as their problem.

We were instructed on how to use this product that will improve information delivery and library service to our community.

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Ensures access to the Internet for our patrons which means access to the world's resources.

This training taught us the essentials to teach our patrons the new technologies in

downloading materials from the MSL.

Communication between Head and Branch librarian encourages strong collection collaboration. Sharing of ideas and resources is useful for both libraries  
Networking and continuing education to fulfill state requirement for certification.  
Better trained librarians, better libraries. Better programs and technology, better libraries.

## **Program 4: 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

### **Benefit/Outcome**

As a small library all of my work as coordinator must be done after hours. I am usually alone and any phone conversations are easily overheard by everyone in the library.