

Federation Annual Report FY 2019 July 2018 Through June 2019

Federation Pathfinder
Coordinator's Library Blaine County Library

SIGNATURES

Coordinator Valerie Frank
Signature _____ Date _____

Chairperson - Board of Trustees Barb Jergeson
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: \$33,618.63
Total CST Expended: \$33,618.63

EXPENDITURES BY PROGRAM

Program 1 - Annual Meetings	\$1,951.47
Program 2 - Continuing Education	\$9,864.46
Program 3 - Resource Sharing and Technology	\$20,550.98
Program 4 - Community Outreach	\$251.72
Program 5 - Building Planning	None
Program 6 - Admin Costs	\$1,000.00
	Total: \$33,618.63

PUBLIC VALUE SUMMARY BY PROGRAM

Program 1 - Annual Meetings

Narrative

Money for this program goes towards meeting room costs, trainer costs, meals, and any supplies or communication costs needed to run the federation's annual meetings.

Desired outcomes:

- Librarians and/or trustees share ideas
- Librarians and/or trustees share expertise
- Librarians and/or trustees implement new ideas
- Librarians and/or trustees develop collaborative projects
- Librarians and/or trustees feel supported and/or inspired
- Librarians and/or trustees are able to handle problems within their own libraries
- Libraries save money and/or time through the collaboration and learning

Desired impacts:

- Librarians and/or trustees implement new services that benefit their community
- Communities and people have the resources they need to be well educated, better informed, healthier, socially included, civically engaged, and/or successful in business
- Individuals and communities utilize, contribute, and support libraries

Public Value

- 1 Library chose "Librarians and/or trustees are able to handle problems within their own libraries".
- 2 Libraries chose "Librarians and/or trustees feel supported and/or inspired".
- 9 Libraries chose "Librarians and/or trustees share ideas".

How Spent

- 1 Library spent \$191.48 on "Catering".
- 1 Library spent \$200.00 on "Lodging for federation members".
- 10 Libraries spent \$1,559.99 on "Travel costs for Federation meeting".

Stories

Choteau/Teton Public Library - "Three new library trustees went to State Library Training in Butte for trustees. Trustees learned more about their jobs, the library world, and being effective trustees. Trustees were able to become more comfortable and knowledgeable in their roles as trustees."

Glacier County Library - "Our county has put a restriction on travel due to severe budget constraints, so this is the only in-person training/meeting with other librarians which I was able to attend this year. The practical information and sharing of knowledge that goes on at these meetings is invaluable and helps to keep us all connected and to problem solve in creative ways."

Toole County Library - "Federation meetings are important to libraries in that they draw together directors and trustees to share concerns and stories about what is positive or negative. Being in touch with MSL staff for updates and instruction is important as well."

Valier Public Library - "Interacted with other librarians about brags and bumbles of the past year. Learned our way around the new ASPeN directory. Class on policy-making and different ways of looking at problems. It is wonderful to have the opportunity to visit with our peers and to hear updates from the State Library."

Valier Public Library - "Collaborate with other librarians, sharing ideas and strategies for best practices to support our patrons. Gather new ideas for programs and grant opportunities that are available. Updated news from the Montana State Library. Lessons for librarians."

Liberty County Library - "Used money to travel to and from federation meetings."

Harlem Public Library - "At the Spring Pathfinder meeting the librarian and board member took part in the business meeting which including updating the By-Laws. The discussion included how each library

should appoint a Pathfinder Representative from their library board and the process to have a proxy attend if they are unable to be at the meeting. Also a lively discussion was held concerning those libraries that don't attend the meeting regularly and how the By-Laws address this issue. Information was given concerning the FY '20 Plan of Service. Also new members were elected to the Advisory Board and Committee members were appointed. Informative CE training was presented by State Library representatives on Aspen and Policy Making. The information on policy making was especially valuable to both the library director and the trustee and many of the ideas will be put to use as we review and update our policies."

Harlem Public Library - "Attending the fall Pathfinder Federation meeting in Ft. Benton allowed the director and trustee to share ideas with representatives from libraries in the federation. We always get ideas for projects or programs to try at our own library. Jennie Stapp, state librarian, updated attendees on the happenings at the state library: public awareness campaign, nonprofit project "Trust for Montana Libraries," and plans for the upcoming legislative session. The CE session helped trustees and directors understand the role and responsibilities of boards. The trustee and director made plans to review these with our own local board in order for board members to better serve the library and consequently the community. Drawing up a written job description for board members will also assist when seeking new trustees."

Program 2 - Continuing Education

Narrative

Funds for this program are used to support the costs associated with professional development for librarians, library staff, and trustees. Examples of acceptable costs include, but are not limited to registration fees, course fees, travel costs, and purchase of materials needed for continuing education.

Desired outcomes:

- Librarians and/or trustees are re-energized and ready to try new things
- Librarians and/or trustees no longer feel isolated
- Librarians keep current in recent library trends and all areas of library learning
- Librarians share the knowledge gained in their community and in the federation
- Trustees work better as a team with librarians
- Libraries and communities cooperate and communicate with each other
- Librarians provide broader, better, up-to-date technology and services

Desired impacts:

- Patrons reap the rewards of our knowledge
- Library and larger community remain healthy
- Community members improve reading and technology skills
- People have the resources they need to be employed, make informed decisions, succeed in school or college, be civically engaged, and/or successful in business
- People engage in the community in innovative ways – like starting a new business, or sharing lifelong learning opportunities
- Patrons are able to obtain their goals

Public Value

11 Libraries chose "Librarians and/or trustees are re-energized and ready to try new things".
 1 Library chose "Librarians and/or trustees no longer feel isolated".
 5 Libraries chose "Librarians keep current in recent library trends and all areas of library learning".
 3 Libraries chose "Librarians provide broader, better, up-to-date technology and services".
 1 Library chose "Librarians share the knowledge gained in their community and in the federation".
 1 Library chose "Trustees work better as a team with librarians".

How Spent

1 Library spent \$473.00 on "ALA Professional Development Materials".
 1 Library spent \$82.57 on "mileage to Federation meeting".
 1 Library spent \$147.13 on "Montana Library 2Go Meeting".
 1 Library spent \$235.26 on "OFFLINE".
 2 Libraries spent \$565.77 on "Other".
 1 Library spent \$1,118.60 on "Registration and expenses for ARSL conference".

10 Libraries spent \$5,490.03 on "Registration costs or travel for Montana Library Association conference".

1 Library spent \$146.45 on "Travel costs for MSC meeting".

3 Libraries spent \$1,280.23 on "Travel costs for workshop hosted by Montana State Library".

1 Library spent \$325.42 on "Trustee did not training money spent on computer".

Stories

Belt Public Library - "Registration and travel expenses for librarian to attend conference specifically designed for rural and small libraries. Information is more relevant to library of this size."

Wedsworth Memorial Library - "It is important for Directors to keep updated on Federation business and financial concerns. The training allows both trustees and Directors to reevaluate and understand the needs of what is happening on the Federation level and State level. The training received allows Library personnel to perform their duties more effectively which allows for better patron service. "

Wedsworth Memorial Library - "It is necessary for Directors to attend Federaton meetings to remain updated on current Library issues - local and statewide. The training is essential to remain current."

Wedsworth Memorial Library - "Infomation at OFFLINE provided up to date technology access. It is important to be aware of what is happeniing in the technology world because Libraries run on technology. Gaining knowledge enables staff to make better informed decisions and provide improved help to patrons which educates the community better and raises the staffs' and patrons skills and ability to perform at a higher level."

Wedsworth Memorial Library - "Working the vendors allows up to date knowledge of new books that are available to our patrons. My youngsters love to wait to see the new books brought home from conference."

Wedsworth Memorial Library - "It is important to pay the cost of traveling for staff which will allow them to attend more training so they can update their technology training, an important area of library services."

Choteau/Teton Public Library - "Professional development materials were ordered to enhance programming provided at the library including preschool story hour, book club, technology, library services, and future programming ideas. The director focused on materials which would provide the biggest impact to staff in giving new ideas, re-energizing programs, and expanding library learning. The goals for the materials are to engage preschool thru adult learners with successful programs and new learning. Library staff goals are to increase participation in current programming and to develop at least two new programs for patrons at the library."

Dutton/Teton Public Library - "I love spending time learning from the State Library Folks! They are a wealth of information that is extremely useful for myself, as a new librarian, and for a small, part-time rural library. Without their guidance I would be so overwhelmed! And without Federation funds, I would not be able to attend meetings, trainings, and conferences."

Valier Public Library - "At Fall Conference I learned ways to help patrons cover their digital assets in their estate planning. I will be planning a program to pass this information onto the community."

Valier Public Library - "Learned more about using Zoho and Aspen for help. Looked into a Partners meeting to see if they would be a good fit for a small rural library. The courier portion of this does not work for us."

Valier Public Library - "Interacted with participating members of the Montana Library 2Go community. Listened in on the Partners Meeting to see if it would be a good fit for our small town."

Valier Public Library - "Adding more computers to our addition will give adult patrons a quiet place to do research."

Valier Public Library - "Trustees will be able to build and implement a useful Strategic Plan."

Havre-Hill County Library - "This includes the travel costs for Shelma Seidel and Debbie Woodwick to attend fall workshops in September 2018. They came back with new knowledge and ideas, and re-energized after interacting with their peers."

Havre-Hill County Library - "This is most of the cost of registration and travel for Ashley Martin and Rachel Rawn to attend the Montana Library Association conference April 2019, the rest was paid for by the library. This was Ashley's first time attending MLA conference, and she attended many classes and met other children's librarians from around the state. Rachel is on the MLA board and the MontanaLibrary2Go board, so she attended some meetings in addition to classes."

Liberty County Library - "Couldn't attend meeting so money is saved to use for two meetings this year."

Blaine County Library - "This conference enabled a new employee to obtain half the continuing educating credits needed to become certified and allowed the director to obtain the remaining credits needed to re-certify. Librarians were able to network with other librarians from around the state and learn about new ideas and technologies."

Harlem Public Library - "The library director and assistant librarian attended the MLA Conference in Helena. Attending the conference gave us both inspiration from fellow librarians and the guest speakers. We both came away with new ideas to try in our library. These ideas include: collaborating with the public school more, displaying school art work at the library, hosting craft sessions, and providing a memory cafe for those in the community with memory issues."

Harlem Public Library - "The director and assistant both attended the annual Montana Library Association conference. Attending the conference allows for networking with other librarians, learning about new and innovative programs, improving the services to our patrons and inspiring us to continue to do our best at our jobs."

Program 3 - Resource Sharing and Technology

Narrative

Funds in this program are used to support resource sharing programs such as interlibrary loan, courier, and book club kits as well as covering technology needs a library may have such as specific software and/or hardware. Examples of ways to use funds include, but are not limited to OCLC, MSC, Courier costs, postage, book club kits, Internet, hardware, peripherals, and software.

Desired outcomes:

- Library can afford resources - all libraries who want to play can play
- Library offers these resources to the community
- Libraries can provide information sources beyond their physical collections
- Libraries can re-allocate resources for other needed public services
- Libraries have up-to-date technology and good connections
- Librarians have technology expertise
- Libraries save money

Desired impacts:

- Patrons have an equal playing field with the rest of the world
- People have the resources they need to be well educated (ready for school, college, or independent learning), better informed, healthier, socially included, and civically engaged
- Patrons have access wherever they are
- People in isolated communities feel more connected
- Patrons can improve their own and the communities economic well-being

Public Value

2 Libraries chose "Librarians have technology expertise".

10 Libraries chose "Libraries can provide information sources beyond their physical collections".

10 Libraries chose "Libraries have up-to-date technology and good connections".

1 Library chose "Libraries save money".

7 Libraries chose "Library can afford resources - all libraries who want to play can play".

6 Libraries chose "Library offers these resources to the community".

How Spent

- 1 Library spent \$3.41 on "Book Club Kits".
- 2 Libraries spent \$1,686.41 on "Databases such as Ebsco or Gale".
- 4 Libraries spent \$880.89 on "Licensing costs such as fees for a standalone automation system or Envisionware".
- 1 Library spent \$1,497.29 on "Montana Shared Catalog".
- 4 Libraries spent \$5,002.74 on "MontanaLibrary2Go".
- 2 Libraries spent \$1,764.28 on "New computers or laptops for patrons".
- 4 Libraries spent \$3,827.48 on "New computers or laptops for staff".
- 8 Libraries spent \$3,619.11 on "OCLC".
- 1 Library spent \$570.30 on "Other".
- 1 Library spent \$415.00 on "Peripherals such as printers, mice, or barcode scanners".
- 3 Libraries spent \$436.88 on "Postage for Interlibrary Loans".
- 5 Libraries spent \$847.19 on "Software for the library such as Norton or McAfee".

Stories

Belt Public Library - "Follett".

Belt Public Library - "Faronics".

Belt Public Library - "microsoft".

Wedsworth Memorial Library - "This provides the library the ability to barcode items and allow the means to keep track of what items are checked out and to whom. Allows library to keep track of assets and know what assets they own and patrons can access to know what items the library owns".

Wedsworth Memorial Library - "Postage for ILL offers patrons access to a whole world of books that the local library can not always afford. They essentially are connected to every other library to read the books they desire."

Wedsworth Memorial Library - "Anti virus software ensures that patrons will be able to access their private information without fear of personal information being stolen. Without the software malware, viruses etc. would make the computers unusable and allow others to access personal banking etc."

Wedsworth Memorial Library - "OCLC is important for all library technology".

Wedsworth Memorial Library - "this allows for libraries to provide resources and books beyond what they can afford which allows the community to have access to national resources".

Wedsworth Memorial Library - "Our book discussion is important for the mental well being and social health of our members. many read these books and admit that they would not read a book if it wasn't for the discussion group. They read books they ordinarily would not read which is good for their education and well being."

Choteau/Teton Public Library - "Teton County is a large area where many patrons have difficulty getting to the library for various reasons including distance, mobility, or lack of reliable transportation. Montana Library to Go services allow us to provide patrons with a larger collection and access wherever they are. Library staff have been active in promoting Montana Library to Go as a service for patrons and teaching them to use and install software. Many patrons use the service for audio books while travelling to work which they compliment the library on providing the service. Library programming will include classes on using Montana Library to Go."

Conrad Public Library - "Ipad for After School programs".

Conrad Public Library - "Ipad for After School programs Computer".

Glacier County Library - "Our public printer had quit working this past winter, and we had temporarily borrowed one from another county entity. We were so relieved when we found out that we were going to receive the extra \$415.00 and could afford to replace the patron printer. Our old printer was over 10 years old and so to be able to provide patrons with a printer that provides better quality prints, is much faster, and has wireless capabilities was a huge improvement in serving our patrons. It also made life a lot easier for our staff, who were constantly having to troubleshoot problems with the old printer."

Glacier County Library - "Being able to use OCLC to provided inter-library loans to our patrons helps to

bring the world to them. With our continued county budget constraints, we had to drastically reduce our print and a/v budget. Thankfully we could still provide patrons with the items that they requested."

Glacier County Library - "We used a portion of our money to assist in covering the costs of MontanaLibrary2Go since our service area is so rural and we serve an area of 3,037 sq. miles. This helps to broaden our services and make them available to those who have to travel many miles to reach an actual library building. This assists us in providing equitable services to our patrons."

Dutton/Teton Public Library - "The staff and I had been limping our computer along, trying to have it last as long as possible, but every day it seemed to add one more little problem. After a particularly very busy day at the library I found myself completetung the arduous drawn out process that the computer needed to complete almost every task and I thought "ENOUGH!" How was I expecting to help our patrons with technology if our own computer didn't work!?! And it certainly did not instill any confidence in us as a library! So, we purchased a new staff computer and we love it! It is so much easier to help others when you have the tools to do so! Our library would have never been able to purchase the new staff computer without the federation funds. We are very thankful!"

Toole County Library - "This database enables our community of patrons the ability to download books to their devices at no cost."

Toole County Library - "OCLC is important to our library community in that we have access to material that we either cannot afford or have room to store. Borrowing and loaning is imperative to a healthy library."

Toole County Library - "Our branch library in Sunburst uses a library automation system that fits the needs of her community. She can keep track of her circulation and can collect data with this system."

Valier Public Library - "We are putting computers in the new addition for adult use."

Valier Public Library - "OCLC provides us with our cataloging needs. It also provides Interlibrary loans for items we do not have in house."

Havre-Hill County Library - "We spent over \$2500 on postage for Interlibrary Loans in FY2019, this money helped offset the cost to the library. We rely on Interlibrary Loans to help broaden our collection, especially the nonfiction collection. With Interlibrary Loan we are able to offer our patrons access to a much larger collection than we could ever afford, or physically house in the library. Interlibrary Loan helps us save money, and leaves us more space for people to gather and chat around the periodicals, have meetings for local organizations, and for library programming."

Liberty County Library - "Used it to pay for the shared catalog expense".

Blaine County Library - "OCLC allows us to catalog items not in the MSC and enables resource sharing with other libraries through ILL."

Blaine County Library - "These funds were used to purchase wireless patron counters. This technology will enable the library to report a more accurate count of the number of patrons using the library."

Blaine County Library - "This money was used to renew licenses for Malware Bytes protection for our computers."

Harlem Public Library - "The library replaced a patron computer with a new one as well as a new, larger monitor. Updating our computers helps our patrons have technology to use that is faster and more reliable. Plus the new computer will eliminate the need for staff to spend time working on computer issues."

Harlem Public Library - "OCLC membership allows our library to access materials from other libraries for our patrons using Inter Library Loans. This provides a wealth of materials that we would not be able to purchase on our limited budget. OCLC also provided cataloging assistance."

Harlem Public Library - "The library purchased the annual subscription to Trend Micro Security for the staff computers to ensure the computers are protected."

Harlem Public Library - "The annual website hosting fee from WIX so the library can have a website."

This is used to promote the library services and programs and to inform the public concerning hours, programs, etc."

Program 4 - Community Outreach

Narrative

Funds for this program are used to support outreach and marketing to the community with the hope of increasing awareness of libraries and their value. Examples of acceptable spending in this category include, but are not limited to: costs associated with summer reading programs, homebound services, books by mail, and any promotional materials.

Desired outcomes:

- Libraries communicate their value
- Libraries continue to grow
- Libraries reach beyond their walls to be viable, vibrant, and vivacious parts of their communities

Desired impacts:

- Montana citizens understand the value of libraries and the actual costs of library services

Public Value

2 Libraries chose "Libraries communicate their value".

1 Library chose "Libraries continue to grow".

2 Libraries chose "Libraries reach beyond their walls to be viable, vibrant, and vivacious parts of their communities".

How Spent

2 Libraries spent \$104.00 on "Library marketing such as materials or advertising".

1 Library spent \$77.97 on "Library programming costs".

2 Libraries spent \$69.75 on "Travel costs for library programs held outside the library".

Stories

Glacier County Library - "We implemented the 1000 Books Before Kindergarten in April. We used this money to purchase posters, bookmarks, stickers and reading records, etc. for both the Cut Bank and Browning libraries. We have promoted the program on Facebook and the in the local newspaper. We have had good participation and wonderful, positive feedback from our patrons, and those outside of the library."

Harlem Public Library - "The assistant librarian travels to the nearby community of Turner to present the Books and Babies program the first Wednesday of each month when weather permits. For this trip she also visited the Turner School and registered 16 junior high and high school students for Montanalibrary2go. This amount reflects the mileage costs for her travel."

Harlem Public Library - "The Harlem Public Library purchased a vinyl 3' x 5' banner from a local business to use in outreach, promotions, and marketing. This spring it was displayed at the Fort Belknap Midwinter Fair. In the past we had placed an advertisement in the Midwinter Fair Book, but this year the committee decided to go "paperless" and had organizations and business display banners instead. The banner we purchased can be used for other promotional and marketing outside the library walls such as the Montana Seed Show, the Winter Showcase at the elementary school, and other community events."

Harlem Public Library - "The assistant librarian is in charge of the Books and Babies program which is provided weekly for infants and toddlers at the library site. But, once per month she travels to a local community, Turner, to provide a Books and Babies program for the little ones there. This is a service parents appreciate as it is difficult for them to travel with children. As an added bonus, the parents check out books for the children or she acts a courier delivering books to people of the community who cannot make it to the library."

Harlem Public Library - "The library has usually put an ad in the MidWinter Fair Book for the local Ft. Belknap Indian Agency event. This year the MidWinter Fair Committee wanted to eliminate paper usage

and asked entities to display a promotional banner instead. The library had a 3' x 5' banner made at a local business and purchased a display space. The banner can be used for promotion at other events."

Program 5 - Building Planning

Narrative

Funds used in this program support the costs of planning for the best use of space directly related to federation-wide activities. Costs may include, but are not limited to: consultant fees and travel, design models, wireless feasibility studies and cost analysis for designing areas.

Desired outcomes:

- Libraries can hire professional assistance for building consultation and evaluation
- Library buildings are designed to be safe, inclusive, comfortable, inspirational places to provide services
- Libraries are community meeting places where all community members have access to a welcoming public space

Desired impacts:

- People come together for learning, networking, community problem-solving, socializing, food, fun, or whatever's needed

Public Value

How Spent

Stories

Program 6 - Admin Costs

Narrative

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. Federations may also allocate funds to pay for communication costs, travel, and supplies.

Desired outcome:

- Federation coordinator has the resources to handle the logistical duties required of running a federation
- Member libraries can focus on other services that directly benefit patrons

Public Value

4 Libraries chose "Federation coordinator has the resources to handle the logistical duties required of running a federation".

How Spent

- 1 Library spent \$12.00 on "Communication (used to defray phone, etc)".
- 1 Library spent \$372.00 on "Coordinator stipend".
- 1 Library spent \$576.00 on "Mileage for meetings".
- 1 Library spent \$40.00 on "Supplies".

Stories

Blaine County Library - "This money was used to travel to Helena for the Commission meeting and to Federation meetings."

Blaine County Library - "This amount was used to defray the cost of contacting libraries about getting reports done."

Blaine County Library - "This was the cost for copies and postage to mail proposed Bylaw revisions and

other Federation business."

Blaine County Library - "Compensation to the coordinator for hours spent administering Pathfinder business."

EXPENDITURES BY LIBRARY

Library	Status	Total Award	Award Expenses
Belt Public Library	Active	\$2,141.25	\$2,141.25
Blaine County Library	Active	\$3,141.29	\$3,141.29
Choteau/Teton Public Library	Active	\$2,141.29	\$2,141.29
Chouteau County Library	Active	\$2,640.61	\$2,640.61
Conrad Public Library	Active	\$2,141.29	\$2,141.29
Dutton/Teton Public Library	Active	\$2,141.29	\$2,141.29
Fairfield/Teton Public Library	Active	\$2,141.29	\$2,141.29
Glacier County Library	Active	\$2,141.29	\$2,141.29
Great Falls Public Library	Active	\$2,141.29	\$2,141.29
Harlem Public Library	Active	\$2,141.29	\$2,141.29
Havre-Hill County Library	Active	\$2,141.29	\$2,141.29
Liberty County Library	Active	\$2,141.29	\$2,141.29
Toole County Library	Active	\$2,141.29	\$2,141.29
Valier Public Library	Active	\$2,141.29	\$2,141.29
Wedsworth Memorial Library	Active	\$2,141.29	\$2,141.29
	Totals:	\$33,618.63	\$33,618.63