

Tamarack Federation
Spring Meeting Minutes
Friday, April 25, 2025 – North Lake County Public Library Polson, MT

Chair Barb Hvizdak opened the meeting at 3:32 p.m.

Attendance: (*Voting Trustee)

Bitterroot Public Library - *Carmela Bowns, Mark Wetherington
Darby Community Public Library - *Julia Winthers, Stacie Rennaker
Flathead County Library - *David Ingram, Carmen Cuthbertson, Jane Wheeler, Teri Dugan
Lincoln County Libraries – *Barb Hvizdak, Dustina Deans
Mineral County Public Library - *Deborah Lewis, Guna Chabarek
Missoula Public Library - *Megan Moore, Slaven Lee
North Lake County Public Library District - *Valerie Rogers, Abbi Dooley
North Valley Public Library District – *Caitlin Dunn, Denise Ard
Plains Public Library District - *Brandon Wilson, Nikki Ericksen
Preston Hot Springs Town-County Library - *Rube Wrightsman, Starla Rice
Ronan Library District – *Elijah Carey, Michelle Fenger
Salish Kootenai College – no attendees
St. Ignatius School-Community Library – *Janis Heffern, Amanda Richter
Thompson Falls Public Library - *Sunday Dutro Sauter, Kate Baxter, Karen Dwyer
Whitefish Community Library - *Kelly Peppmeier, Mary Drew Powers
Montana State Library – Tamarack Consultant Cara Orban
Montana State Library Commission – Peggy Taylor

Minutes

- Minutes from Fall 2025 Meeting: Sunday Dutro Sauter moved and Brandon Wilson seconded the motion to approve Fall 2025 minutes as presented. **The motion passed.**

Unfinished Business

- Completed Tamarack Federation Library Passports: No one had completed their passport, so the consensus was to continue this program for one more year for those who have the passports. *These were a gift of outgoing chair Heidi Roedel at the Spring 2024 Tamarack Federation meeting. There are no additional passports, but Trustees are encouraged to share and continue to visit all libraries in the Federation.*

New Business

- Coordinator's Report: Abbi reminded all directors to enter FY2025 Expenses in LibPas by August 15. All funds must be spent on qualifying items/services by June 30, 2025. See the Plan of Service for eligible funding areas.
- State Library Report: Cara Orban presented the report for the State Library. She gave an update on IMLS (Institute of Museum and Library Services) funding noting IMLS funds are 17% of the MSL's budget. LSTA (Library Services and Technology Act) funds equate to approximately \$1.4 million for the MSL. These funds are used in part for staff, the Montana Shared Catalog, OCLC, Montana Library2Go and the courier. The MSL staff will prepare the FY2026 budget based on full funding which will be reviewed by the MSL Commission at their June meeting. Cara

also included a state legislative update. Lastly Cara reported that the MSL Commission plans to review the continuing education certification program and a committee has been formed. A committee has also been formed to review the ELSA (Excellent Library Services Award) to determine if it should continue.

- FY2026 Proposed Plan of Service: Elijah Carey moved and Carmen Cuthbertson seconded the motion to approve the FY2026 Plan of Service. A question came up about why Polson receives more money than the other libraries. That is because they receive all of the funds for the spring retreat as well as administrative expenses. **The motion passed.** A copy of the POS is attached to these minutes.
- Nominations & Election of Coordinator (effective at fall meeting 2025): Caitlin Dunn moved and Julia Winthers seconded the motion to elect Abbi Dooley as Federation Coordinator. **The motion passed.**
- Nominations & Election for Chair (effective at fall meeting 2025): Elijah Carey volunteered to serve as chair. Deborah Lewis seconded his nomination. **The motion passed.**
- Nominations & Election for Vice-Chair (becomes chair fall 2026): Brandon Wilson volunteered to serve as vice-chair. Carmela Bowns seconded his nomination. **The motion passed.**

Other Business: None.

Proposed Meeting Dates: Options were presented to the group including moving the in-person meeting to the fall. Dave Ingram moved and Carmela Bowns seconded the motion to keep the in-person retreat in April. **The motion passed.** The Fall 2025 online meeting will be held October 16 at 6 p.m. via Zoom. The Spring 2026 in-person training and meeting will be held April 24 and 25, 2026 in Polson.

The meeting adjourned at 4:23 p.m.

Respectfully submitted,

Abbi Dooley, Federation Coordinator

Tamarack Federation Plan of Service

FY26 (July 2025 - June 2026)

Revenue available:

\$56,776.24

Date Plan of Service was approved April 25, 2025

Budget Summary

Program 0 – Administrative Expenses	\$1,867.74	
Program 1 – Annual Meetings	\$5,500.00	Any remainder to Montana Library2Go
Program 2 – Continuing Education	\$0.00	
Program 3 – Resource Sharing and Technology	\$0.00	
Program 4 – Community Outreach	\$0.00	
Program 5 – Building Planning	\$0.00	
Total amount that will be granted to individual libraries	\$49,408.50	
Total expenditures - should equal revenue	\$56,776.24	

Program Summary

Program 0 - Admin Costs

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend to the federation coordinator. Federations may also allocate funds to pay for communication costs, travel, supplies or other federation-specific expenses.

Estimated expenses for Admin program

Coordinator Stipend	\$1,000.00
Travel to MSL Commission Meeting x2	\$867.74
Costs for supplies and communication	\$0.00
Other (please enter description)	
Total for Program 0 - Admin	\$1,867.74

Program 1 - Annual Meetings

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.

Estimated expenses for Annual Meeting program

Hotel, food, presenters, supplies	\$5,500.00
Total expenses for Program 1 - Annual Meetings	\$5,500.00

Program 2 - Continuing Education

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.

Estimated expenses for Continuing Education program

Funding for individual libraries to use for trustee training	
Other (please enter description)	
Total expenses for Program 2 - Continuing Education	\$0.00

Program 3 - Resource Sharing and Technology

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.

Estimated expenses for Resource Sharing/Tech

Other (please enter description)	
Other (please enter description)	
Total Expenses for Program 3 - Resource/Tech	\$0.00

Program 4 – Community Outreach

Estimated expenses for Community Outreach

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.

Other (please enter description)
Other (please enter description)
Total Expenses for Program 4 - Comm. Outreach

\$0.00

Program 5 – Building Planning
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

Estimated expenses for Building Planning
Other (please enter description)
Other (please enter description)
Total Expenses for Program 5 - Bldg Planning

\$0.00

Amount awarded to each library

\$3,529.18

Coordinator library amount includes federation wide expenses

Member Libraries	Amount
Bitterroot Public Library	\$3,529.18
Darby Community Public Library	\$3,529.18
Flathead County Library	\$3,529.18
Lincoln County Library	\$3,529.18
Mineral County Public Library	\$3,529.18
Missoula Public Library	\$3,529.18
North Lake County Public Library	\$10,896.92
North Valley Public Library	\$3,529.18
Plains Public Library District	\$3,529.18
Preston Hot Springs Town-County Library	\$3,529.18
Ronan Library District	\$3,529.18
St Ignatius School-Community Library	\$3,529.18
Thompson Falls Public Library	\$3,529.18
Whitefish Community Library	\$3,529.18
Total amount awarded to libraries	\$56,776.24