

Broad Valleys Federation of Libraries
Spring Business Meeting
March 6th 2021

Agenda
Saturday, March 6th 2021

10:00-1:00

BUSINESS MEETING

Roll Call- What new changes to your library if any? Summer Reading Plans?

Break: 10 minutes

Notes – Approve Minutes Fall 2020 Teleconference

Bylaws-Update (Special meeting vote/vote fall meeting)

Break: 10 minutes

Election of Officers for FY2021

1. Coordinator- Lori (2 Year Term)
2. Chairperson- (Trustee)
3. Vice Chairperson- (Trustee)

FY2021 Plan of Service Review

FY2022 Plan of Service Development

State Library Report – Tracy Cook, Lead Consulting and Learning Librarian, Montana State Library

1:00

Wrap-up and adjourn

BROAD VALLEYS FEDERATION
Teleconference Oct. 7, 2020

Attendance: 19 Attendees:

1. Lori Roberts, Dillon Public Library, Federation Coordinator and meeting host
2. Jack Albrecht, Thompson-Hickman Madison County Library
3. Gale Bacon, Belgrade Community Library
4. Trudy Dundas, Manhattan Community School Library
5. John Finn, Lewis & Clark Library
6. Angelo Giano, Broadwater School & Community Library
7. Mitch Grady, Livingston Park Co. Public Library
8. Susan Gregory, Bozeman Public Library
9. Cindy Grieshaber, William k Kohrs Memorial Library
10. Stef Johnson, Butte-Silver Bow Public Library
11. Cara Orban, MSL Statewide Projects Librarian
12. Caitlin Parke, Jefferson County Library - Boulder
13. Suzanne Reymmer, MSL Statewide Consulting Librarian
14. Jody Smiley, Boulder Community Library
15. Chrysti Smith, Belgrade Community Library
16. Cathy Speich-Ferguson, Dillon Public Library, minutes
17. Ken Wall, MSL Commission
18. Gina Vale, Philipsburg Public Library
19. Carly Delsigne, North Jefferson County Library District- Clancy

Minutes: Cathy Speich-Ferguson

Call to Order: The meeting was called to order by Lori Roberts at 1:08pm There were 19 participants.

Disposition of Minutes: John moved and Angela seconded a motion to approve the minutes of the spring meeting as amended with the correct spelling of Meagher County. The minutes were approved.

Finances: Federation checks were mailed Monday. Each library will be receiving \$2034.69. Lewis & Clark Library received an additional amount in their check that should be going to Lori at the Dillon Public Library. Lori and John will see that this money gets to where it belongs. There is \$5961.96 available for the spring retreat. The funds for the 2020 retreat needed to be spent by June 30. That money was donated to Montanalibrary2go.

Spring Retreat: Lori asked for volunteers to help plan the spring retreat. Steph and Jack volunteered to help. Jack recommended going back to the Copper King for the 2021 spring retreat since the Copper King allowed the group to cancel the 2020 spring retreat. Steph volunteered to contact the Copper King.

Communications: None

Unfinished Business: Mitch mentioned the date of the spring retreat will be dependent upon the availability of the Copper King. Plans will also hinge upon the copper King's cancellation policy. Lori asked for suggestions for programs for the spring retreat. John suggested having the State Library provide a menu or overview of the ASPeN service that is new. Another suggestion was the topic of how libraries are handling Covid 19. Lori will send out information about the Spring Retreat sometime in the next couple of weeks.

New Business: Fall Conference is Nov. 17 – 18. This will be a virtual conference. The registration is open on-line now. Oct. 18 and 19 are the dates of the event that use to be held at Chico Hot Springs prior to Covid 19. Mitch mentioned the panel and discussion at this event is probably changing. Cara sent out the MSL report on Monday to library directors. If anyone has comments or questions about this report, they can contact Cara. Cara also opened a discussion about whether or not libraries are essential, what the definition of essential is and what are the services that libraries consider essential. Lori encouraged everyone to send their thoughts about essential services provided by libraries to Cara. The following comments were presented during the meeting regarding essential services of libraries.

Beaverhead Co has about 30% of the elementary age being homeschooled this year.

These families make use of the library.

Dillon Public Library has purchased STEAM Kits that may be checked out for one week by families. Kit topics include robotics, dinosaurs, coding, electronics, and the solar system.

Beaverhead Co. does not have DPHHS services available. The closest services are in Butte. The Dillon public Library therefore is the place Dillon folks come for help with unemployment, housing, etc. Due to Covid 19 though, the library has limited the availability of their computers to 50% for social distancing.

Libraries may not be in the same league as water, fire and safety services, but we are an essential service as far as education. We provide access to computers and resources for homeschoolers. We may not be first responders, but we are second responders of essential services.

During Covid 19 closures, services were provided to shut-ins.

There are Covid related grants available to libraries.

One library is doing a craft of the month activity with instruction on-line. The craft kits are available for pickup to do at home. There are also STEAM themed kits available to take and do at home every week.

Gale's library used a grant to provide learners kits on a weekly base that includes a free book.

The Belgrade Library has a mini food bank outside their library that was provided by the local Boy Scouts. It is stocked with nonperishable items. The librarian brings the food bank inside every night. Folks are encouraged to take something if they need it, but donations are not accepted at the library. Folks are asked to donate food items to other groups like a local food bank.

Dillon Public Library has a couple of local gardeners who bring excess produce to the library. These fresh vegetables are left in a box in the library's foyer for pickup by folks who can use it.

Libraries provide a sense of normalcy for mental health during these trying times.

Butte public library regularly receives job related information from the Job Service.

Butte patrons have greatly appreciated the curb service offered by the library

The Dillon public library provides its patrons free access to Universal Classes on-line.

The library pays under \$1000 for the annual subscription to Universal Classes.

There are 500 or more classes available for credit. Teachers can receive continuing education credit for these classes. Homeschoolers are also making use of this on-line learning site.

Libraries provide an essential service helping with the census.

Wrap up: Lori encouraged everyone to let Cara know if they have something to share with the Commissioners.

Adjournment: Jack moved and John seconded a motion to adjourn the meeting. The motion was approved. Meeting was adjourned at 1:40pm

Current

BYLAWS

Broad Valleys Federation of Libraries Advisory Board

Article I. General

- A. The name of this organization is the Broad Valleys Federation of Libraries Advisory Board.
- B. The purpose of this organization is to:
 - 1. Collaborate with all types of libraries to develop programs and goals of the Federation
 - 2. Adopt and submit a Plan of Service and an annual report to the State Library Commission
 - 3. Communicate programs and goals to Federation member libraries and the public
 - 4. Advocate for Montana Libraries
- C. The Broad Valleys Federation of Libraries Advisory Board has advisory powers only. Responsibility for fiscal and administrative matters is vested in the Montana State Library Commission and the governing boards of member libraries.
- D. The Coordinator implements programs and goals adopted by the Federation.
- E. The term “meeting” throughout this document refers to an interactive communication among all or part of the Broad Valleys Federation membership, Advisory Board, or designated committees. Such meetings may occur via a variety of formats including in-person or via regular mail, E-mail, telephone or other acceptable electronic means of communication. Official Federation meetings will be conducted in accord with the requirements of Montana’s Open Meeting Laws (MCA 2-3-201 through 2-3-203).

Article II. Membership

- A. Any legally established school, academic, special or public library in the Broad Valleys Federation of Libraries geographic area may be a part of the Broad Valleys Federation of Libraries Advisory Board.
- B. One member from each legal public library board of trustees shall serve on the Broad Valleys Federation of Libraries Advisory Board. Any participating entity without a duly appointed library board shall name a layperson to represent that entity. Each public library member shall exercise one vote.

- C. Two representatives from the participating school or school/ community libraries, one representative from the academic libraries and one representative from the special libraries shall be chosen from those entities attending the meetings to represent the particular library group. These representatives will each exercise one vote and need not be laypersons representing the entities.
- D. The voting members of the Broad Valleys Federation of Libraries Advisory Board shall consist of one public library trustee from each legally recognized Broad Valleys Federation public library, two representatives who will represent all of the Broad Valleys Federation public school or school/community libraries, one representative who will represent all of the Broad Valleys Federation academic libraries, and one representative who will represent all of the Broad Valleys Federation special libraries.
- E. The Public Library Directors of the Broad Valleys Federation and the Broad Valleys Federation Coordinator shall be ex-officio non-voting members of the Advisory Board and should be present at federation meetings.
- F. A trustee or representative entitled to vote may appoint their respective Library Director as proxy to vote or otherwise act for the trustee or representative by signing an appointment form. An appointment of a proxy is effective when written notice is received by the Federation Coordinator. An appointment is valid for eleven (11) months. An appointment of a proxy is revocable by the trustee or representative appointing the proxy by attending a meeting and voting in person.

Article III. Conflict of Interest

- A. Any possible conflict of interest relating to the Broad Valleys Federation of Libraries on the part of a member of the Broad Valleys Federation of Libraries Advisory Board shall be disclosed to the Board. When any such interest becomes a matter of Board Action, such Board member shall not vote or use personal influence on the matter, and shall not be counted in the quorum for a meeting at which Board action is to be taken on the interest.
- B. The Board member may, however, briefly state a position on the matter, and answer pertinent questions of Board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

Article IV. Composition

- A. Officers

1. The officers of this organization shall consist of a Chairperson and Vice Chairperson/Chair elect.
2. The officers of the Advisory Board shall be elected from the Board membership during the last meeting each fiscal year, and shall assume office on July 1 of the next fiscal year. The Chair and the Vice Chair must not come from the same group in these three predetermined electoral groups of public libraries divided according to the following formula:

Group A. Large Public Libraries – Public libraries serving populations of 20,000 and more.

Group B. Medium Public Libraries – Public libraries serving populations between 5,000 and 19,999.

Group C. Small Public Libraries – Public libraries serving populations of 5,000 and below.

B. Duties

1. The Chair shall convene the meetings of the Advisory Board and may call additional meetings from time to time as circumstances warrant.
2. The Chair shall appoint members of committees.
3. The Vice Chair/Chair elect shall assist the Chair in the discharge of the Chair's duties as the Chair may direct and shall perform such other duties as may be assigned by the Board.
4. In the absence of the Chair, the Vice Chair will serve in his/her stead.
5. The Chair and Vice Chair shall perform the duties prescribed in these bylaws and by Roberts Rules of Order.

C. Election of Officers

1. Nominations for officers of the Advisory Board shall come from the floor prior to elections at the last meeting of the fiscal year. If necessary, the Chair, Vice Chair, and Coordinator will form a nominating committee to recommend members for office.
2. The Chair and Vice Chair/Chair Elect shall be elected by a majority vote of the membership in attendance at the last meeting of the fiscal year.
3. In each succeeding year, the Vice Chair shall be elected by a majority vote of the membership in attendance at the last fiscal meeting of the year.

D. Terms of Office

1. The Chair and Vice Chair/Chair Elect shall serve one-year terms.
2. The Vice Chair shall automatically succeed to the office of Chair.
3. Filling a partial term because of a vacancy does not affect the time of an elected term of office.

E. Methods of Filling Vacancies

1. If the office of Chair should become vacant during a term, the Vice Chair shall assume the duties of the Chair.
2. If the office of Vice Chair should become vacant during a term, that office shall remain vacant until the next Advisory Board meeting when a new Vice Chair shall be elected to fill the unexpired term.
3. If both offices become vacant during the same term, the Advisory Board will hold a special election for both offices either by mail, phone, or in person.

F. Coordinator

1. The Coordinator may be the director of any library that is represented on the Advisory Board.
2. The Coordinator shall hold office for two years and at that time be eligible for re-election.
3. There are no limits on the number of terms a Coordinator may serve.
4. The Coordinator shall be elected by a majority of Advisory Board members.

G. Duties of the Coordinator

1. The Coordinator shall submit the Advisory Board adopted Plan of Service and Annual Report to the Montana State Library.
2. The Chair, Vice Chair, and Coordinator shall set the agenda of the meetings.
3. The Coordinator shall serve as Secretary and record minutes of all meetings.

H. Committees

1. Committees shall be appointed by the Chair as needed to implement the Plan of Service and other decisions of the Advisory Board.
2. Standing committees are: nominating, executive, and by-laws.

Article V. Executive Committee

Composition

The Executive Committee consisting of the Chair, Vice Chair, and four other members of the Advisory Board shall be elected at the last meeting of the fiscal year by a majority of members in attendance. Of the six members, three must be public library trustees. Their terms shall begin on July 1st of the next fiscal year. Of the five members, three must be public library trustees.

1. The Executive Committee shall be responsible for carrying the decisions of the full Advisory Board in emergencies.

2. The Coordinator is an ex-officio, non-voting member of the Executive Committee and should attempt to attend all Executive Committee meetings.
3. Should the office of an Executive Committee member who is not an officer become vacant during a term, the Chair shall appoint with approval of the Executive Committee an Advisory Board member to fill the unexpired term.

Article V. Meetings

A. Advisory Board Meetings

1. Meetings of the full Advisory Board shall be held semi-annually in the fall and spring and on the call of the Chair, Vice Chair and Coordinator as necessary to conduct the business of the Board.
2. Meetings shall be open to interested persons.
3. A conference telephone call may be substituted for a meeting at the discretion of the Chair, Vice Chair, and Coordinator.
4. *Robert's Rules of Order* shall govern the parliamentary procedure of the meeting when not in conflict with these bylaws. Any of the rules of order may temporarily be suspended by a unanimous vote of all members at any meeting.
5. A quorum for conducting business will be the members present at each meeting.

Article VI. Revision of Bylaws

A. Revision of Bylaws

1. The bylaws will be adopted by a two-thirds vote of those present at a meeting.
2. The bylaws may be amended at any regular meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.

B. Review of the Bylaws

1. Bylaws will be reviewed every three years.

C. Suspension of the Bylaws

1. Any of the foregoing bylaws may temporarily be suspended by a unanimous vote of all voting members present at any meeting.

Adopted by the Broad Valleys Federation of Libraries: March 10, 2017 in Butte, Montana

BYLAWS

Broad Valleys Federation of Libraries Advisory Board

Article I- Name

The name of this organization is the Broad Valleys Federation of Libraries Advisory Board.

Article II- Purpose

The purpose of the federation advisory board is to:

- A. Collaborate with all types of libraries and establish programs to strengthen member libraries in the Broad Valleys Federation region.
- B. The Broad Valleys Federation (BVF) of Libraries Advisory Board adopts a Plan-of- Service to disburse monies to qualifying member libraries received by the Montana State Library Commission coal severance tax money the is specified for federations. The Montana State Library Commission approves the Plan-of-Service through the federation coordinator.
- C. BVF Advisory Board assists in planning services available through the federation, but Montana law stipulates the boards are advisory only.
- D. Provide a link for member libraries to communicate with the Montana State Library.
- E. Advocate for Montana Libraries

Article III- Membership

- A. Members will be a representation of an established school, academic, special, or public library in the Broad Valleys Federation geographic area.
- B. One member from each legal public library board of trustees shall serve on the Advisory Board. Each public library shall exercise one vote by the trustee representative.
- C. Librarians and/or employees of public libraries in the Federation shall be non-voting members. They are encouraged to attend meetings and to participate in discussions.
- D. One representative from participating school, academic, or special libraries shall be non-voting member of the Advisory Board.
- E. Each member library shall attend meetings regularly and participate in an advisory capacity.
- F. Any member may leave the Broad Valleys Federation by notifying the Federation, the Montana State Library, and the Montana State Library Commission. Once a library has taken these steps, their

membership will be withdrawn. There will be a two-year period before said library is able to rejoin and will be determined by Advisory Board vote.

Article IV- Officers

Officers shall consist of a Coordinator, Chairperson, and a Vice-Chairperson elected from the members.

- A. Terms of office for the chairperson and vice-chairperson shall be two years coinciding with the fiscal year. They shall be elected at the spring meeting in odd years and shall take office upon the adjournment of the meeting. The chairperson and vice-chairperson must be trustee's.
- B. Terms of office for the coordinator shall be two years coinciding with the fiscal year. They shall be elected at the spring meeting in even years and at that time will be eligible for re-election. The coordinator shall take office upon the adjournment of the meeting. The nominating committee will encourage rotating the coordinator's position. There are no limits on the number of terms a coordinator may serve and the coordinator may be any member of the federation. The coordinator shall serve as secretary or appoint a designee to take minutes for federation meetings. The coordinator shall submit the Plan-of-Service adopted by the federation and the final report to the Montana State Library.
- C. The officers and the coordinator shall set the agenda and notify member libraries by sending the agenda in advance of meetings. The Montana State Library will send the agenda and other meeting notices to member libraries under the direction of the coordinator.

Article V- Meetings

- A. Meetings shall be held semi-annually in the fall and spring and on the call of the chairperson, vice-chairperson, and/or coordinator as necessary to conduct the business of the board.
- B. Meetings shall be open to all interested persons.
- C. Meetings may occur via a variety of formats including in-person, regular mail, e-mail, telephone, or other acceptable electronic means of communication.
- D. A quorum or one-third of the delegates must be present to transact business at any meeting of the Advisory Board, the majority of which must be public library trustees. (Currently Broad Valleys Federation includes 19 eligible libraries.)
- E. In the event a representative is unable to attend in person, he or she shall appoint a proxy to take his or her place at the Federation meeting. Proxy should be given to public library representatives. An official Federation Form must be used for all proxy votes., written permission for proxy votes must be obtained before the meeting at which the proxy vote will be cast, and Federation Voting Proxy form must be submitted to the Federation Coordinator prior to the meeting.
- F. Absenteeism by a member library, which results in lack of representation and participation in attending at least one (1) Federation meeting per year and following the Plan-of-Service will lead to a decrease in available federation monies to that member library. The Director and a library

representative or proxy of each member library within the federation is expected to attend 50% of the yearly meetings. Non-participation at 50% of Federation meetings by member without extenuating circumstances is grounds for a 50% loss of federation funding for that library for that fiscal year. Extenuating circumstances will be considered and voted on at the Spring Meeting. Resumed attendance will reinstate Federation funding for the follow year. Membership in BVF will not be discontinued but will have a status of “inactive”. Inactive member shall remain eligible for Federation-wide purchases and be able to vote on Federation issues.

Article VI- Committees

- A. Committees shall be appointed by the chairperson as needed to implement the Plan-of-Service and other decisions of the Advisory Board.
- B. Standing Committees are: nominating, continuing education, and bylaws. (These can be made up of library staff.)
- C. The Advisory Board may appoint a representative to serve on the Montana Book Award Committee and/or appoint a representative to attend Montana State Library Commission meetings if the Broad Valleys Coordinator is unable to attend the meetings, which are usually held in Helena.

Article VII- Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order that the Advisory Board may adopt.

Article VIII- Revision of Bylaws

The bylaws will be adopted by a two-thirds vote of those present, will be reviewed every three years, and may be amended at any regular or special meeting of the Advisory Board by a two-thirds vote, provided that the proposed amendment has been mailed to all members 14 days in advance of that meeting.

2020 Broad Valleys Federation Plan of Service Reports are due by end of August

Plan of Service Goal 1

Description

The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase trustee attendance at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide 5.5 CE hours to both Librarians and Trustees over the two-day retreat, to encourage trustee certification.

Associated MSL Goal(s)

- 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.
- 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.
- 6 - Sustainable Success - MSL is efficient and effective (measured against user outcomes), and is engaged in fulfilling its mission.

Plan of Service Goal 2

Description

The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, keeping up with current library trends enabling us to provide excellent library services to Montana citizens.

Associated MSL Goal(s)

- 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.
- 6 - Sustainable Success - MSL is efficient and effective (measured against user outcomes), and is engaged in fulfilling its mission.

Plan of Service Goal 3

Description

The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries.

Associated MSL Goal(s)

- 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.
- 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.
- 6 - Sustainable Success - MSL is efficient and effective (measured against user outcomes), and is engaged in fulfilling its mission.

How we tell our story Program 1 - Continuing Education/Annual

Meeting

Narrative

This program supports Goals #1 and #2 of the Broad Valleys Federation

Annual Meeting – Members voted to continue meeting once a year for a two-day meeting, location of which is within the boundaries of the Federation. Retreat will include a minimum of two continuing education workshops. Goal: to increase library trustee attendance by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide 5.5 CE hours to both Librarians and Trustees over the two-day retreat, to encourage trustee certification.

The Lewis & Clark Library will coordinate and pay for the costs of lodging, meals and continuing education presentations. The Federation approved funding at the same level as last program year to cover retreat costs. The Lewis & Clark Library will receive up to **\$6000.00** to pay for this service.

Unexpended funds from any program may be redirected. Remaining funds may be distributed to a single library based on an emerging or unforeseen need. Library will be selected by the Executive Committee based on grant application or nomination, with funds to be expended by end of Plan Fiscal Year. Or the remaining funds could be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

Associated Broad Valleys Federation Goal(s)

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase trustee attendance at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide 5.5 CE hours to both Librarians and Trustees over the two-day retreat, to encourage trustee certification.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Program 2 - Continuing Education Grants

Narrative

This program supports Goals #1 and #2 of the Broad Valleys Federation. Each library will receive a direct grant of \$500.00 to be used to provide continuing education to librarians and trustees, at the discretion of each individual library. Federation recognizes the importance of making CE credits affordable, meeting the challenge of rising CE costs. Goal: Federation Libraries will meet ELSA CE requirements for both Librarians and Trustees.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

Associated Broad Valleys Federation Goal(s)

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase trustee attendance at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide 5.5 CE hours to both Librarians and Trustees over the two-day retreat, to encourage trustee certification.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Program 3 - Technology and Resource Sharing

Narrative

This program supports Goals # 2 and #3 of the Broad Valleys Federation. Each library will receive a direct grant of \$1447.32. Monies will be used for technology related expenses. Emphasis will be on technology that strengthens federation-wide access. Additional emphasis will be on federation wide resource sharing and document delivery. Monies received in this category will be expended for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, and shared catalog expenses. The Broad Valleys Library Federation will cooperatively provide access to technology, equipment, electronic materials, and online resources to patrons of the member libraries. Goal: Federation Libraries will ensure that they meet ELSA requirements for technology.

Each member library may designate some or all of their technology funds for Federation wide purchase of Heritage Quest.

Unexpended funds from any program may be redirected. Remaining funds may be used to secure additional continuing education /professional development opportunities, online databases, MontanaLibrary2Go, book discussion kits, or technology that benefits the Federation.

Evaluation

Member libraries will identify what expenses were covered and identify how this helps the library deliver technology related services to its patrons and how the expenditures help strengthen federation-wide access.

Associated Broad Valleys Federation Goal(s)

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

3 - The Broad Valleys Library Federation will cooperatively provide electronic access to library materials and information to patrons of the member libraries.

Program 4 - Administrative Services

Narrative

Broad Valleys Federation of Libraries will provide to the Lewis & Clark Library a stipend of \$800.00, which will be used to defray the costs of coordination of the Federation activities.

Evaluation

Federation Coordinator will report on use of these funds in support of Federation business, professional development and networking.

Associated Broad Valleys Federation Goal(s).

Associated Broad Valleys Federation Goal(s)

1 - The Broad Valleys Library Federation will share the information, knowledge and resources available to the Federation and encourage networking and consensus building. Broad Valleys Library Federation will increase trustee attendance at its annual retreat by 5%. Librarians and trustees get together to share expertise in order to benefit library patrons. The Federation will strive to provide 5.5 CE hours to both Librarians and Trustees over the two-day retreat, to encourage trustee certification.

2 - The Broad Valleys Library Federation will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and provide excellent library services to Montana citizens.

Plan of Service Budget

Program	FY 2020
1 - Continuing Education/Annual Meeting	\$6,000.00
2 - Continuing Education Grants	\$10,500.00
3 - Technology and Resource Sharing	\$30,393.74
4 - Administrative Services	\$800.00
Total:	\$ 47,693.74

Award to each individual library is:

FY 2020

\$1,947.32

Federation Plan of Service and Budget Request FY 22 July 2021 – June 2022

Federation Name: Broad Valleys

Revenue available: 47,673.55

Budget Summary

Program 0 – Administrative Expenses	\$1250
Program 1 – Annual Meetings	\$6000.10
Total amount that will be granted to individual libraries	\$40,423.45
Total expenditures	\$47,673.55

PROGRAM SUMMARIES

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.

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.

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.

Program 4 - Community Outreach

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.

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 analysis for designing areas.

Program 6 - Admin 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. Federations may also allocate funds to pay for communication costs, travel, and supplies.

Amount each library in the federation will receive

Library	Amount
Belgrade Community Library	\$2,127.55
Bozeman Public Library	\$2,127.55
Broadwater School and Community	\$2,127.55
Butte-Silver Bow Public Library	\$2,127.55
Dillon Public Library	\$9,377.65
Drummond School & Community	\$2,127.55
Hearst Free Library	\$2,127.55
Jefferson County Library - Boulder	\$2,127.55
Lewis and Clark Library	\$2,127.55
Livingston-Park County Public	\$2,127.55
Madison Valley Public Library	\$2,127.55
Manhattan Community School	\$2,127.55

Meagher County/City Library	\$2,127.55
North Jefferson County Library	\$2,127.55
Philipsburg Public Library	\$2,127.55
Sheridan Public Library	\$2,127.55
Three Forks Community Library	\$2,127.55
Twin Bridges Public Library	\$2,127.55
West Yellowstone Public (ineligible)	\$0.00
William K. Kohrs Memorial Library	\$2,127.55

Date Plan of Service was approved by Federation members: