

Tamarack Federation
Spring Meeting Agenda
Friday, April 28, 2023 ~ 3:15 p.m.

Open the meeting and welcome from Chair Elijah Carey

Secretary will do roll call with Joys & Concerns (please tell us about 3 or 4; the full list will be sent out after the meeting)

Minutes

- **(Chair)** Minutes from Fall 2022 Zoom Meeting **(Trustees Vote)**

Unfinished Business

- **(Coordinator)** Reminder to enter FY2023 Expenses – all funds must be spent on qualifying items/services by June 30th and expenses entered into Aspen by August 15th.
 - Quick how-to on entering Federation Expenses in Aspen (now a Google form)

New Business

- Coordinator's Report
- **(Chair & Coordinator)** FY2024 Plan of Service (are there any changes you would like to make?) **(Trustees Vote)**
 - Ideas for cooperative/collaborative efforts if an additional \$4,000 is received (this is hypothetical only at this point and must be available and approved by the State Library Commission)
- State Library Report
 - Legislative Update
 - Federation Task Force Recommendations
 - Proposal to help libraries with tech support
- **(Chair)** Nominations & Election for Vice-Chair (Heidi Roedel will become Chair at fall meeting) **(Trustees Vote)**

Other Business **(Chair)**

Proposed Meeting Dates **(Coordinator)**

- Fall Online Meeting 2022: Thursday, October 19th at 6 p.m.
- Spring Retreat & Meeting 2024: Last week of April
A written poll will be distributed during the lunch hour to establish the majority vote for retreat days of the week, meeting day and time preference, and location for 2024.

Adjourn

Tamarack Federation
Fall Online Meeting Minutes
Thursday, October 20, 2022 at 6 p.m. via Zoom

Chair Elijah Carey opened the meeting at 6 p.m.

Attendance (*is voting trustee)

Bitterroot Public Library - *Carmela Bowns, Mark Wetherington
Darby Community Public Library - *Dave Schroff, Stacie Rennaker
Imaginelf - *Heidi Roedel, Ashley Cummins
Lincoln County Libraries –
Mineral County Public Library - *Diane Magone, Guna Chaberek
Missoula Public Library - *Forrest Boughner, Slaven Lee
North Lake County Public Library District - *Brooke Wegner, Abbi Dooley
North Valley Public Library - *Leon Theroux, Denise Ard
Plains Public Library District - *Tiffany Ayers, Nikki Ericksen
Preston Hot Springs Town-County Library - *Matt Pavelich
Ronan Library District – *Elijah Carey, Michelle Fenger
St. Ignatius School-Community Library - Amanda Richter
Thompson Falls Public Library - *Pat Ingraham, Crystal Buchanan
Whitefish Community Library - *Deb Bond, Joey Kostizky

State Library Attendees

Tracy Cook, Montana State Library
Melody Karle, Montana State Library

Joys & Concerns

Joys and Concerns were shared during roll call by each library. Submitted copies are attached to these minutes.

Minutes

Deb Bond moved and Heidi Roedel seconded the *motion to approve the Spring 2022 meeting minutes.*

Motion passed.

Unfinished Business

By-Laws Revision: Abbi noted that the revised copy is based on the latest version that she could find of the Federation's by-laws. Michelle thought there may be a later version. Abbi stated that further changes could be brought forth at another meeting. Carmela moved and Forrest seconded the *motion to accept the revised bylaws with changes sent out prior to today's meeting.* **Motion passed.**

New Business

MLA Government Affairs Committee: Mark Wetherington updated the group on work the MLA Government Affairs Committee has been doing to propose increases to state aid and to prepare for one

of the biggest asks that the Montana State Library has made to legislators. The proposal includes increasing direct state aid from 40 cents to 50 cents per capita. This would bring the total State Aid to \$542,000 shared among 82 libraries. This would be an increase of about 20% for each library. The total ask from the MSL is \$5.4 million. This includes asking for funds to cover the costs of the Montana Shared Catalog, Courier Service and OCLC. Covering these would free up money for individual libraries. Also in the request is funding for the hotspot program and money for Montana Library2Go. The committee will send out more information as it becomes available. Mark encouraged everyone to talk with their local elected officials.

MT Library Tour: Melody Karle proposed an idea of a passport to get stamped for each library visited in Montana. The goal is to have a simple process that doesn't add to a library's workload, but provides an incentive to visit libraries all around the state. Libraries could highlight unique things about themselves. Libraries would opt in to participate with a stamp or sticker, or even a space for visitors to self-report. Overall the feedback was very positive and everyone seemed to like the idea. Deb suggested an annual prize of a book for the person who visits the most libraries. Slaven suggested offering incentives to cycle to the libraries or take alternate modes of transportation. Melody stated they are still in the thinking stage and will send out more information if they decide to go forward. You can contact Melody at mkarle@mt.gov for more information and to share ideas.

Federation Task Force: Tracy was having sound difficulties so Abbi facilitated the discussion of the federation review discussion questions. A summary of the responses is attached to the minutes.

State Library Report: The written report is attached to these minutes.

Coordinator's Report: The written report is attached to these minutes.

Election of new vice chair: Elijah Carey assumed the position of chair after the resignation of the prior chair. Heidi Roedel volunteered to become the vice chair. Forrest nominated Heidi as the vice chair. Pat Ingraham moved and Deb Bond seconded the nomination of Heidi Roedel to vice chair. **Motion passed.**

Other Business

Next Meeting

The Spring Retreat will be held April 28 and 29 at Missoula Public Library.

The meeting adjourned at 7:14 p.m.

Respectfully submitted,

Abbi Dooley, Federation Coordinator

Coordinator's Report
Tamarack Federation
Abbi Dooley, Coordinator

I hope FY23 has been a good one for your library! I look forward to seeing everyone either in person or via Zoom for our spring retreat.

It is important that you spend your full Tamarack distribution in the fiscal year that it is given (by June 30th each year). You no longer have to designate in advance what program you will use, but all expenses must fit into one of the designated programs for the approved Plan of Service. If you have any questions about whether or not an expense fits into a program, please let me know. All expenses must be entered into Aspen no later than August 15th so as to allow time for the State Coordinator to prepare a report for the State Library Commission. You can combine expenses for the same purpose and enter only once in Aspen (i.e. Courier service, ILL postage, etc.). If you have an entry error, please let me know and I will get it corrected. This year, Rebekah created a Google Form for entry. Hopefully this will be a bit easier for everyone. Please let me know if you need any help.

There has been talk of asking the State Library Commission to give the federations additional funds. On our agenda, you will see an item to discuss the potential uses of an additional \$4,000. Only two federations hold in-person retreats. The hope is for the others to possibly use additional funds for that purpose. Since we already budget for a retreat, we would need to come up with another idea for a collaborative effort. Is there something that each of our libraries does or pays for that we could work together on for a lower cost and/or efficiency? Be thinking about this for our discussion during the meeting.

You will see in the Plan of Service for FY24 that I have reduced the annual meeting budget from \$6,000 to \$5,000. Holding our meetings at a Public Library saves money on conference room rentals, so I wanted to pass that savings onto each library. Whatever is left is sent to Montana Library2Go (unless the membership chooses to change this).

I ask each meeting, but please let me know what kinds of trainings you want at our spring retreat (or don't want). Without your feedback it is difficult to know what the training needs are for each library.

Thank you for your participation in the Tamarack Federation!

Federation Plan of Service and Budget Request FY 24 July 2023 – June 2024

Federation Name: Tamarack

Revenue available: \$53,058.02

Budget Summary

Program 0 – Administrative Expenses	\$ 1,393.67
Program 1 – Annual Meetings	\$ 5,000.00
Total amount that will be granted to individual libraries	\$46,664.35
Total expenditures	\$53,058.02

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
Bitterroot Public Library	3,333.17
Darby Community Library	3,333.17
ImagineIF Libraries	3,333.17
Lincoln County Library	3,333.17
Mineral County Public Library	3,333.17
Missoula Public Library	3,333.17
North Lake County Public Library	9,726.81
North Valley Public Library	3,333.17
Plains Public Library District	3,333.17
Preston Hot Springs Town-County	3,333.17
Ronan Library District	3,333.17
St. Ignatius School-Community Library	3,333.17
Thompson Falls Public Library	3,333.17
Whitefish Community Library	3,333.17

Date Plan of Service was approved by Federation members:



Spring 2023 Federation Report

General Information

[MSL Newsletters](#) – Please subscribe to receive timely and important information.

Library Consulting

[Public library standards](#) – this is the first year of complying with the recently updated public library standards. Please contact your State Library Consultant if you have any questions about the new standards. If you need assistance meeting the board training or strategic planning standards, the State Library Consultants can facilitate or lead a training or planning session at your library.

Staff will be conducting limited administrative rules review after the legislative session is over. HB91 is currently working its way through the system. It covers state aid per capita for libraries and includes tribal libraries. We would need to update the rules to include funding for tribal libraries. At the same time, we would like to clarify a few items.

Continuing Education

[MSL Learn Webinar Series](#) – Check ASPeN for links. New webinars every 2nd and last Tuesday of each month. 30-minute sessions.

[MSL Learn Courses](#) – Enroll in our introductory course “Montana State Library: A Greater State of Knowledge.” New courses will be added in the coming months.

[CE and Certification Draft Recommendations](#) – Check out the draft recommendations from the Continuing Education and Certification Task Force. Comments or questions? Email [Colet Bartow](#).

Save the Date – [MSL Fall Workshop](#) in Great Falls, September 18-19, 2023. Details will be added later this spring. The theme is “Libraries are Forever!”

[MSL YouTube Channel](#) – Please subscribe! Access recordings of meetings and continuing education events plus a whole lot more!

Data Coordination

[Public Libraries Survey](#) (PLS) – National 2020 data is now available via the [PLS dashboard](#), and Montana’s FY 2022 data is currently being vetted by the American Institute of Research (AIR). Once reviewed, data from 2022 will be added to the dashboard for use by all public libraries.

PLS Software Contract – Montana State Library’s PLS contract with Baker & Taylor for Bibliostat CollectConnect concluded January 2023. With guidance from the [Public Libraries Statistics Task Force](#), MSL will use this opportunity to assess product needs. Public libraries can expect additional information this spring with training opportunities to follow.



Lifelong Learning

MSL Trunk Program – The State Library has 5 trunks that public libraries can borrow and use, with all shipping costs paid by the State Library. The available trunks are the Giant Map of Montana, Bat Week Celebration, Montana’s Aquatic Life: Past and Present, NASA: Sun-Earth-Moon Connections, and NASA: Be A NASA Detective. We are also adding a Bear Trunk soon! Exact addition date TBD, but hopefully by end of March.

MLN Virtual Programs – The MLN Virtual Programming Series has been very successful, and many libraries have appreciated cohosting them to fulfill their virtual programming standards. We are always looking for co-hosts, and there are multiple ways for you to participate. Upcoming virtual programs include Thunderous with Mandy Smoker Broaddus and Natalie Peeterse on 3/9, from 6 to 7:30 pm, and Foraging for Wild Mushrooms with Dr. Cathy Cripps on 4/20, from 6:30 to 8 pm.

2023 Summer Reading – We are holding monthly summer reading brainstorm webinars, which anyone is welcome to attend. Additionally, all the CSLP planning materials are now available for 2023, so please reach out to Amelea Kim to get the access code and directions.

Montana History Portal

[Name Change](#) – It is official. We have changed our name from the Montana Memory Project to the Montana History Portal. Our page design has been updated as of March 2 and the changes include an improved menu system.

[Digital Exhibits](#) – We now have 32 digital exhibits for our users to explore and we continue to work on more. Thirteen of these exhibits were created during our Teacher Workshop last summer. These are great way to learn about a specific topic in Montana History. We have also designed several geocaching walking tours that can be done with a free phone app called Adventure Labs. These tours focus on a walkable area and show then-and-now comparisons of points of interest.

[Contests](#) – We are offering/have offered our spring contests: the Historical Picture Prompt Writing contest and the Montana Meme-ory Contest with prizes for the winning entries.

Montana Shared Catalog

The MSC staff are still working on the rollout of the new products included in our new contract with SirsiDynix. Those products include SMS text messaging for patron notices, a simplified "kids catalog" interface for the online card catalog as well as several others. Member librarians will be notified when each product is ready to launch.

The Enterprise online card catalog has been upgraded to the most current version, resolving several bugs that had fixes applied.



Billings Public School Libraries will be going live in the MSC this summer! Harlowton Public Library is also preparing for migration into the MSC in the near future.

Great Falls Public Library and Meagher County Public Library both recently went live in the Partners Sharing Group that allows patrons of those libraries access to the entire group's collection.

The Montana Shared Catalog has a dedicated newsletter for system news and updates. Please use this link to sign up: [MSC System Updates](#)

Statewide Projects

Hot Spot Program – Pending legislative action, a funding request to sustain the hot spot program for the next biennium (fiscal years 2024 – 2025) is moving forward as part of the Montana State Library budget as of late February. The State Library will request input from participating libraries to streamline the program and reduce the administrative burden on both MSL staff and on library staff.

The Palace Project – The Palace Project is a nonprofit, library-centered platform and e-reader app that provides all-in-one e-content management and lending. The Montana State Library is hosting this app for all Montana libraries. The platform is free for you to use. Your only cost is the subscription e-content (ebooks and audiobooks) that you choose to add. There is also the option to add public domain content. Please contact Cara Orban for more information.

Courier – Melody Karle and Cara Orban are conducting a small-scale pilot on the use of Apple Airtags for tracking courier shipments. They will report their findings and recommendations later this spring. Meagher County Library is the newest addition to both the Partners Sharing Group and the Montana Courier Network. If you are interested in bringing courier service to your library, please contact Cara.

MontanaLibrary2Go – The membership's budget meeting is scheduled online for March 16; please check ASPeN for details. OverDrive Extras (The Great Courses, Method Test Prep, Universal Class) are available through 2023 via the Libby app or interface.



Federation Task Force Recommendations

Background information about task force

[Federation Task Force](#) – Charge of the task force was to review the federation structure to determine if it still met library needs and to make recommendations on any needed changes.

Value of library federations and library needs addressed

The role of federations is to provide regional training and networking opportunities. The funding that comes with federations is critical for library success. Federations address the library need for stable funding and well-informed library board members, directors, and staff.

Need for education about federations, the role of trustees, budgeting, and reporting processes

The task force recognized that some of the challenges of federations may be due to a lack of knowledge about the purpose of federations, the role of board members, and the processes for budgeting and reporting.

They recommend State Library staff and/or federation coordinators lead the following educational efforts for library directors, board members, and staff:

- Share a federation history video that explains the history and role of federations.
- Create a short one-page document that describes federations and their purpose.
- Lead a session at federation meetings about the power federation members have in determining use of federation funds and how the budgeting/reporting process works.
- Educate board members about running meetings and becoming involved in federations.

Funding recommendations for federations

The federation task force recommended the following:

- Request an additional \$4,000 be awarded to each federation for federation members to use for collaborative efforts such as annual retreats or projects that benefit most federation members.
- Request federations consider asking the State Library or the Montana Library Association to ask for more funding for federations through a legislative process. The members of the federation should discuss whether they need more funding, how they would use the funding, how it would benefit Montanans, and whether they want to pursue more funding by going through a legislative process.

Recommendations for ARM changes for federations

The federation task force recommended making the following changes to the Administrative Rules of Montana:

- Simplify the language in ARM 10.102.5102 – Allocation of funding between federations and grant programs.



- Replace the “board of trustees” language in ARM 10.102.5105 – Joining library federations - with language that focuses on the voting authority and importance of public library board members and adopting bylaws for federations.
- Update ARM 10.102.5106 to remove the references to grant funds no longer available and to reflect the current way federation funds can be used.

Recommendations for possible changes to federation bylaws

The federation task force believes it is important for federations to adopt bylaws that reflect their unique situation. The task force recommends reviewing federation bylaws with a goal of encouraging everyone (especially board members) to participate.

Suggestions for updates to the bylaws include removal of the reference to a smaller board of trustees that is no longer used by federations, consider making it optional for a board member to chair a federation meeting, make sure that board members have voting power and are a part of the planning, voting, and reporting process.

Next steps

State Library staff members will present these recommendations at upcoming federation meetings. Once the State Library has collected public comment and feedback, they will share the information with the task force and make changes to the recommendations, if needed.

The goal is to request additional funding and permission to initiate an Administrative Rules process at the June Montana State Library Commission meeting. If the Commission says yes, staff will lead the ARM process over the summer and fall.

Questions for the library community

The federation task force has the following questions:

- What concerns, comments, or questions do you have about the recommendations?
- Do you agree that additional education about federations would help? What other ideas do you have for improving federations?
- The federation discussed the value of including interested tribal college libraries in the funding for federations. They recommend seeking additional funding so current libraries remain whole. What do you think of this idea?
- Do you think federations need more funding? If no, why not? If yes, what funding is needed and how would it benefit Montanans?
- The task force spent a fair amount of time talking about the role of public library board members. They believe active public library board members enrich the federation experience. What do you think about the idea of increasing involvement of public library board members? What are the challenges? What are the opportunities? What would help improve the experience of public library board members?