

FEDERATION NOTEBOOK 2024



MONTANA
STATE LIBRARY
A GREATER STATE OF KNOWLEDGE

Federation Notebook 2024

Contents

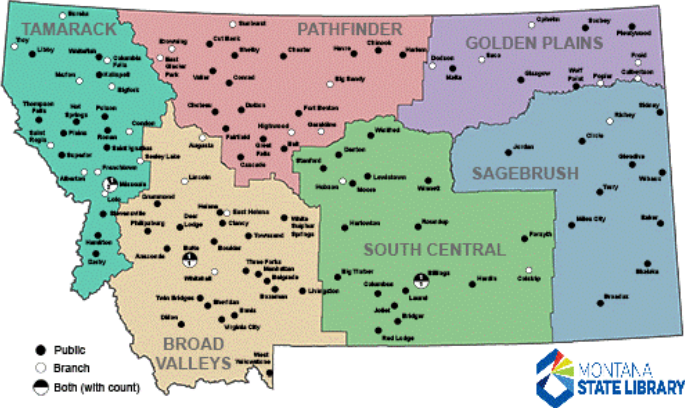
- Overview 3
- Funding 3
- Coordinator Information 4
- Federation Meetings 5
- Plan of service and Reporting 5
- Laws and Rules 6
 - Bylaws for Federations 6
- Administrative Checklist and Timeline 9
- APPENDIX 10
 - Sample agenda 10
 - Plan of Service Template 11

Federation Notebook 2024

Overview

Libraries in Montana are organized into federations - groups of libraries working together to provide a broader range of resources and services than individual libraries alone can offer. These federations were developed by the Montana State Library (MSL) Commission to give all Montanans access to a library and, through it, the library resources within their area, the state, and the nation. Originally, only public libraries participated in federations. In 1999, the Legislature expanded the law to allow all types of libraries to participate in the federations, including school, academic, and special libraries.

There are 6 unique federations in the state. They have the same basic structure, but each has its own culture and operational structure. The goals of each federation are specified in an annual Plan of Service (POS) that is created by federation libraries and submitted to the MSL commission for approval prior to implementation. Programs differ among federations, but they can include interlibrary loan, technology, cooperative purchases, and continuing education (CE) and training. At the end of each year, the Federation Coordinator submits an annual report for the Federation based on the individual reports submitted by libraries in the federation.



Funding

Federations receive funding through Coal Severance Tax monies received by the state, subject to legislative action. The State Library Commission approves the appropriation, based on a formula in [Administrative Rule 10.102.5102](#). Monies are split, partly divided equally and partly based on population. Federations develop the Plan of Service based on the funding amount for the upcoming fiscal year.

Federation Notebook 2024

Coordinator Information

Each federation has a coordinator who is chosen from one of the member libraries in the federation. Federations have a variety of ways of assigning and rotating the coordinator position. The Federation coordinator is responsible for facilitating all federation activities, including organizing the federation meetings, creating the plan of service, creating the annual report, and organizing continuing education activities. Each federation also has an MSL consultant assigned to assist the federation and work with coordinators to organize these various activities.

The role of the coordinator involves encouraging federation libraries to work collaboratively to improve library services locally and regionally. This person also creates a sense of camaraderie among members, coaches, and mentors other federation library directors, and works with State Library staff and the State Library Commission to administer the federation.

Ideally, the coordinator is a library director, communicates well both orally and in writing, is able to create positive energy, has a desire to coach, mentor, and lead, understands the needs and values of others and is willing to travel long distances for meetings.

Specific duties include:

- Facilitate and lead federation meetings
- Encourage and develop leadership amongst federation libraries by asking members to help with continuing education, arranging meeting logistics and other federation duties
- Create positive energy and opportunities for networking during meetings
- Help federation members identify ways to work collaboratively to improve library services
- Work with federation members, MSL staff, and MSL Commission
- Represent federation libraries at MSL Commission meetings
- Answer questions about the federation
- Help federation members create a Plan of Service that details goals for improving library service
- Create a final report that details how the federation achieved those goals
- Administer the federation by filing paperwork with the state, communicating with State Library staff and Commission, etc.

Federation Notebook 2024

Federation Meetings

Federations hold two membership meetings a year, one in the fall and one in the spring. Libraries are expected to attend these meetings since they provide the opportunity to meet with fellow trustees and library directors, discuss issues, learn what others in the region are doing in their communities and receive continuing education training. Each member library sends a representative, usually the director, and a trustee. This group of librarians and trustees is called the federation advisory board. Trustees have voting power. The federation advisory boards assist in planning services available through the federation. Each local library board retains control over local aspects of its library's services as set forth in [MCA 22-1-402](#).

Depending on the federation, these spring and fall meetings may be in the same location each time or move between federation libraries. Coordinators work with MSL staff to plan the agenda and arrange training. See Appendix for a sample agenda.

Some federations plan a 2-day spring retreat so they can offer additional training for directors and trustees. Coordinators in these federations manage the logistics, including food and lodging, as well as training.

Federation meetings should be announced publicly as any library meeting, with the agenda posted, similar to library board meetings.

Plan of service and Reporting

Each federation develops a Plan of Service indicating how the funds received each year will be spent, both by the federation and individual libraries. Programs relating to collaboration among the federation libraries and services to benefit all communities are created. Continuing education, resource sharing, technology and community outreach are all common goals in these plans. The State Library Commission approves the plans prior to implementation. A sample Plan of Service is included in the Appendix.

Individual libraries report their spending throughout the fiscal year. Coordinators present reports to the State Library Commission at the October meeting, outlining how the funds were spent and highlighting benefits and successful programs. [Detailed reports](#) are available on the state library website.

Federation Notebook 2024

Laws and Rules

Montana Code Annotated (MCA)

- Policy: [MCA 22-1-401](#)
- Definition: [MCA 22-1-402](#)
- Board of Trustees and Coordinator: [MCA 22-1-404](#)
- Board of Trustees – authority – resolution of disagreements: [22-1-405](#)
- Funding: [22-1-412](#) and [22-1-413](#)

Administrative Rules of Montana (ARM)

- Arbitration of Disputes within federations: [10.102.3604](#)
- Description of federation areas and headquarters: [10.102.5101](#)
- Allocation of funding between federations and grant programs: [10.102.5102](#)
- Joining library federations: [10.102.5105](#)
- Base grants: [10.102.5106](#)

Bylaws for Federations

Based on feedback from federation members and coordinators, the Montana State Library created the following document to help federations update their bylaws. MSL staff reviewed the Montana Code Annotated, Administrative Rules and Robert's Rules of Order 11th edition to identify what should be included in federation bylaws. We tried to identify some of the questions that should be answered in each section.

Bylaws protect the rights of individuals within an organization, provide guidance on how to select officers, outline the duties of members and officers, and specify how to resolve problems. Well-written bylaws help federation members by giving them a structure for votes, meetings, and other business procedures. This allows federations to spend more time on discussions and less time on wondering how to take care of federation business. Please contact MSL staff if you would like assistance with updating federation bylaws.

Per [MCA 22-1-402](#) and [ARM 10.102.5102](#) bylaws must include the following:

- Federation advisory board composition and appointment as well as Federation Board of Trustees – bylaws must describe the makeup of the federation advisory board along with information about how the federation advisory board members will be elected. It should also reference who serves on the Federation Board of Trustees. According to [MCA 22-1-404](#) there must be a federation board of trustees of whom the majority of members must be trustees.
- Procedures for approving the Plan of Service – how/when will the federation approve their plan of service?
- Proxy voting – Will the federation allow proxies? If so, under what circumstances? Who can carry a proxy for a participating member? What is the procedure for using a proxy?
- Quorum requirements – How many participating libraries are required in order to have a quorum?

Federation Notebook 2024

- Procedures for conducting federation business – see below for suggestions on what to include in this section.
- Withdrawal from the federation – what procedure does a participating library need to follow in order to leave the federation?

Recommendations from Robert's Rules of Order 11th edition:

- Article I. Name – What is the official name of the federation?
- Article II. Object –What is the purpose of the federation?
- Article III. Members – Who can join the federation? How do they join? What are the requirements of being a member? Who is the voting representative? How many members does the federation need at a meeting in order to have a quorum? What procedure must be followed if a member wants to leave the federation? What procedure should a member follow if they have a grievance with the federation?
- This is the section where federation members can address whether or not attendance at meetings is required in order to receive funding from the federation. Federation members may also want to address how branches will be treated.
- Article IV. Officers – Who are the officers of the federation advisory board? How are they nominated? How are they elected? When are they elected? What are their duties? How long are the terms of office? What happens if there is a vacancy? Can the chair vote? The bylaws should indicate whether or not the chair can vote every time or only when his/her vote is needed to break a tie. How is the coordinator selected and/or elected? If applicable what is the term of office for the federation coordinator? What are the duties? Are there term limits?
 - Remember: Per [MCA 22-1-404](#) the coordinator cannot vote. It's a good idea to include this information in the bylaws.
- Article V. Meetings – When are federation meetings? Where are they? And how often does the federation meet? What is the procedure for calling a special meeting? This is the section where the federation can identify when and how it will approve its plan of service. It may also be appropriate to discuss proxies and electronic meetings in this section.
- Article VI. Executive Board – Does the federation have an executive board? If so, who is a member of the executive board? What are their duties? How are they elected? What are their terms?
- Article VII. Committees – Does the federation have standing committees? If so, what are they? What are the duties of the committee? How are members selected for the committee? If the federation does not have a standing committee is the coordinator and/or the executive board given the authority to form a committee? If so, what are the procedures?
- Article VIII. Parliamentary Authority – Does the federation use a parliamentary authority like Robert's Rules of Order? If so, this is the section to state what edition is followed. It may be wiser to simply state that the federation uses standard parliamentary authority to complete its business if it does not normally follow Robert's Rules of Order.
- Article IX. Amendment of the Bylaws – How are bylaws amended? At what frequency should bylaws be reviewed? What procedures does a bylaws committee need to follow

Federation Notebook 2024

to suggest bylaw amendments? What kind of notice will be given to members? How many votes will it take to pass bylaw changes?

- Note: many organizations require a 2/3 majority in order to pass bylaw changes. What procedures does the federation follow for an emergency suspension of the bylaws? Will the federation allow this?

Federation Notebook 2024

Administrative Checklist and Timeline

	General Timeline	Coordinator Duties
July	New fiscal year begins. Libraries begin following the Plan of Service approved by the Commission	Remind libraries to begin reporting how previous fiscal year (FY) funds were spent using current reporting tool
August	Coordinator and MSL consultant develop agenda for fall meeting	Continue encouraging libraries to submit spending report
September	Coordinator and MSL consultant plan fall meeting and arrange training. Federation meetings occur	Follow up with remaining libraries. Annual report for entire federation is due at the end of the month
October	Fall meetings continue; federation members discuss federation business and possible plans for next year	Federation coordinators meet in Helena; present annual reports to Commission
November	Federation and state aid checks are mailed to all libraries from MSL, based on Plans of Service	
December-January	Libraries continue reporting expenses	Coordinator assists libraries with reporting
February	Planning for spring meetings begins – consultant and coordinator develop CE plans and agenda	Coordinators estimate travel expenses for October meeting in Helena. MSL sends information on amount of funding available for upcoming FY.
March-May	Plans of Service are prepared and voted on at spring meetings	MSL sends Plan of Service template to coordinators; coordinator sends completed POS to MSL after spring meeting
June	Coordinators present federation Plan of Service to Commission for approval	Coordinator works with libraries to ensure all funds will be spent by June 30

Federation Notebook 2024

APPENDIX

Sample agenda

Federation Name
(*Fall or Spring*) Meeting Agenda
Date of meeting
Location of meeting

9:30 am – 3:00 pm

Agenda

9:30 – 10:00 Networking/Catching up

10:00 - 10:10 Welcome & Open meeting by Chair
Volunteer for taking minutes...

10:00 – 10:20 Roll Call (*to confirm each library's attendance at a least one meeting each year, required to receive state aid and federation funds*)

10:20 – 12:00 General Meeting

- Minutes from (*previous*) meeting – vote
- Elect Chair/Vice-Chair – vote (*by-laws usually specify how often this occurs*)
- State Library Report
- Federation Report – update from Coordinator on funds, expenses, reporting
- Plan of Service – discussion and vote (*at the Spring meeting*)
- Next Meeting Date & Location
- Other items - ?
- Adjourn

12:00 – 1:00 Lunch

1:00 – 3:00 Continuing Education/Training

Federation Notebook 2024

Plan of Service Template

Federation Plan of Service and Budget Request

FY XX (July 20XX – June 20XX)

Federation Name:

Revenue available: (Coal severance tax, entered by MSL)

Budget Summary

Program 0 – Administrative Expenses	\$
Program 1 – Annual Meetings	\$
Program 2 – Continuing Education	\$
Program 3 – Resource Sharing and Technology	\$
Program 4 – Community Outreach	\$
Program 5 – Building Planning	\$
Total amount that will be granted to individual libraries	\$
Total expenditures	\$

PROGRAM SUMMARIES

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.

Costs that go under Admin:

Coordinator Stipend - \$

Travel to MSL Commission Meeting - \$

Costs for supplies and communication - \$

Costs specific to your federation – book club kits, movie license, for example - \$

Total amount spent on admin – enter here and in the table above

Sum of all Admin Costs \$---_____

Federation Notebook 2024

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.

Costs that are paid for by the coordinator but go towards the full federation:

- Enter description of the item here - \$
- Enter description of the item here - \$
- Enter description of the item here - \$
- Enter description of the item here - \$

Total amount spent on Resource Sharing – enter here and in the table above

Sum of Resource Sharing costs \$---_____

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.

Costs that are paid for by the coordinator but go towards the full federation:

- Enter description of the item here - \$
- Enter description of the item here - \$
- Enter description of the item here - \$
- Enter description of the item here - \$

Total amount spent on Community Outreach – enter here and in the table above

Sum of Community Outreach costs \$---_____

Federation Notebook 2024

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.

Costs that are paid for by the coordinator but go towards the full federation:

Enter description of the item here - \$

Enter description of the item here - \$

Enter description of the item here - \$

Enter description of the item here - \$

Total amount spent on Building Planning – enter here and in the table above

Sum of Building Planning costs \$---_____

Amount each library in the federation will receive:

Library Amount: