

BROAD VALLEYS FEDERATION SPRING MEETING

March 11-12, 2016

Finlen Hotel

100 E Broadway - Butte, MT

AGENDA

Friday, March 11, 2016

- 9:00 – 10:00** **Registration and Check-in**
- 10:00 - Noon** **Welcome, Introductions, Logistics**
- Review of Business Meeting Agenda, Action Items and Individual Library Reports**
- Noon – 1:30** **Lunch**

AFTERNOON SESSIONS

- 2:00 – 5:00** **An Unconference for Library Trustees:**
Library Trustees are invited to come together to network and share your expertise. Broad Valleys Federation has a nice mix of experienced and new board members who are active and engaged and doing wonderful things for your libraries and communities. This is a great opportunity for trustees to learn from each other, to partner and to mentor. Trustees will also learn about the resources available through the Montana State Library.

Outcome: Trustees will learn from each other, increasing the opportunities to create partnering and mentoring relationships across the Federation.

Presented by Suzanne Reymer, Statewide Library Consultant, Montana State Library

CE Category: Library Administration

- 1:30 – 3:00** **We've Got Your Number: Public Library Statistics Collection Process:**

This session will provide an overview of the Public Library Statistics processes, available statistics, outputs and ideas for use. We will discuss what statistics may be desired and ideas for use.

Outcome: After attending this session, librarians and trustees will understand the Public Library Statistics and be able to use them effectively; to identify trends, assess services and tell the library story.

Presented by: Lauren McMullen, Library Consultant and Colleen Hamer, Data Technician, Montana State Library

CE Category: Library Administration

3:30 – 5:00

Before you Go...Succession and Internal Library Issues

This session will provide an exit checklist for library directors and boards to collect the necessary information from an outgoing staff before they leave. We'll discuss what should be covered in an exit interview and how to create a smooth process for your library that will ease transitions in key positions. In addition to the H-R concerns normally covered in the exit process, we'll consider ongoing projects, reports, passwords to online library accounts, and other items that have more recently emerged as trouble spots during transitions. The focus will be primarily on the library director, but the information in this session may be applied to all positions at the library.

Outcome: Transitions between staff at the library will be smoother for library directors and board members so that library operations will suffer less disruption when key positions turn over.

Presented by Jo Flick, CE Coordinator, Montana State Library

CE category: Library Administration

5:00 – 6:30

Hotel Check-in – Social hour

6:30

Dinner on your own; Enjoy, Explore beautiful downtown Butte!

Saturday, March 12, 2015

7:30 – 8:30

Light Breakfast **PLEASE CHECK OUT OF YOUR ROOM AFTER BREAKFAST**

8:30 – 9:30

Telling Your Story About Direct State Aid Funding: (For Trustees and Librarians)

The increase in Direct State Aid Per Capita/Per Square Mile for public libraries sunsets in 2017. In this hands-on session we will discuss the importance of sharing our stories, outcomes and benefits, and online

reporting tools that will be used by MLA to make our case to continue this funding during the 2017 Legislative Session.

OUTCOME: Following this session, librarians and trustees will be able to use the reporting tools effectively and understand the concept and importance of reporting the benefits and outcomes of this increase in funding.

Presented by: Judy Hart, Lewis & Clark Library

CE Category: Library Administration

9:30 – 10:00

Break and Check Out

10:00 – Noon

BUSINESS MEETING

Minutes – FY2015 Spring Meeting

Election of Federation Coordinator – Two Year Term

Election of Officers for FY2017

Election of Federation Coordinator for FY2017

FY2016 Plan of Service Review

FY2017 Plan of Service Development

State Library's Report – Jennie Stapp, State Librarian or her representative

12:00

Lunch (this may be a working lunch if necessary)

Wrap-up and adjourn