

Administrative Checklist for Federations

Items in **bold** are things that MSL staff need to complete

July

- **Automatic reminder sent out to public library directors to complete their individual library annual report for the library federation** – Information Specialist programmed this into the system

August

- **Data Technician pulls the numbers from the federation plans of service to create federation grant agreements**
- Federation grant agreements are available via the library directory for libraries to complete and return to MSL

September

- Federation grant agreements are due from the libraries
- **Checks for grant agreements as well as state aid per capita/per square mile are sent to libraries** – Data Technician
- **Second reminder email is sent to public library directors to complete their individual library annual report for the library federation** – Information Specialist has programmed into the system
- **If necessary coordinators and consultants call to remind librarians** – Statewide Consulting Librarians
- **Consultants and coordinators continue to follow up on reports** – Statewide Consulting Librarians
- Annual report for the entire federation is due at the end of the month

October

- Coordinators meet in Helena and make presentations to commission
- Commission votes on whether or not to accept the annual reports

February

- **MSL staff ask coordinators to send them an estimate of travel expenses** –SLR Director
- **MSL staff figure out how much money is available to federations. NOTE: legislative session will impact this. During odd numbered years MSL staff may only be able to give an estimate until after the legislative session ends.** – SLR Director, Central Services Manager
- **MSL staff enter the dollar amounts for the federations in the library directory, so coordinators can enter this information** – SLR Director and Information Specialist

March – May

- Federations meet to vote on the plan of service
- Coordinators enter the plans of service into the online library directory system

June

- Coordinators meet in Helena and make presentations to commission
- Commission votes on plans of service