

DRAFT Policy Concerning Library Federations

September 28, 1998

The State Library Commission believes that the Federation system contributes to improved library services in Montana by providing opportunities for cooperation and continuing education for member libraries.

The State Library Commission receives and administers the state funds appropriated by the legislature for library federations. Montana law assigns the Commission the following authority regarding federations:

- Distribute state funding
- Require plans of service
- Set rules for funding distribution
- Designate a library to serve as Federation Headquarters.

The Board of the designated Headquarters Library contracts with the Commission to fulfill reporting requirements and to provide the following services to member libraries:

- Receive, administer, and distribute state funds according to rules as set forth in the Administrative Rules of Montana;
- Arrange continuing education designed to improve the skills of federation members;
- Hold semi annual meetings for federation members;
- Appoint a librarian from its staff as the coordinator of the federation; and
- Coordinate the Federation's advisory board of trustees meetings.

The Montana State Library Commission requires that each federation develop an annual plan of service and budget request. This plan will delineate the programs and services of the federation with a statement of purpose for each, measurable objectives, and a description of how the federations will carry out such programs.

The Montana State Library Commission further requires that each federation submit an annual report to the Commission. These reports will delineate how the federations met each objective and a full accounting of all federation expenses.

The Montana State Library Staff and the Federation Coordinators should decide the procedures concerning the format of the plans and the annual reports.

Sections 22-1-401 through 22-1-413, MCA and the Federation Guidelines and Procedures Part I and II contain more information related to this policy.

Adopted by the Commission on _____