

Annual Schedule for Deadlines, Budget Activities, and Meetings/Events



Visit the *Montana State Library website* and [ASPeN Event Calendar](#) for specific dates and resources.

MONTH	Reports and Forms	Budgets and Finance	Meetings/Events
JANUARY	<ul style="list-style-type: none"> • E-Rate Form 471 Window Opens-changes annually, watch USAC for date 	<ul style="list-style-type: none"> • Review second quarterly report 	<ul style="list-style-type: none"> • Local Board Meeting*
FEBRUARY	<ul style="list-style-type: none"> • E-Rate last date to begin filing process for upcoming funding year (Form 470) 		<ul style="list-style-type: none"> • MSL Commission Meeting**
MARCH	<ul style="list-style-type: none"> • E-Rate Form 471 Window Closes-see January 	<ul style="list-style-type: none"> • Adopt preliminary budget 	<ul style="list-style-type: none"> • Local Board Meeting* • Federation Meeting***
APRIL		<ul style="list-style-type: none"> • Submit preliminary budget request or certified budget to funding body 	<ul style="list-style-type: none"> • MSL Commission Meeting** • Federation Meeting***
MAY	<ul style="list-style-type: none"> • Federation Plans of Service due 	<ul style="list-style-type: none"> • Adopt final budget for next year and submit to appropriate authority 	<ul style="list-style-type: none"> • Local Board Meeting*
JUNE			<ul style="list-style-type: none"> • MSL Commission Meeting**
JULY	<ul style="list-style-type: none"> • Public Library Standards form due • E-Rate Form 470 Filing Window opens 		<ul style="list-style-type: none"> • Local Board Meeting* • Board orientation training for new trustees

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AUGUST	<ul style="list-style-type: none"> • Approve and submit federation report to MSL 	<ul style="list-style-type: none"> • Review final annual report for just-ended fiscal year • Approve and submit it to appropriate governing body 	<ul style="list-style-type: none"> • Local Board Meeting* • MSL Commission Meeting**
SEPTEMBER	<ul style="list-style-type: none"> • Federation Annual Reports due 		<ul style="list-style-type: none"> • Local Board Meeting* • Federation Meeting***
OCTOBER	<ul style="list-style-type: none"> • Public Libraries Survey opens • E-Rate Deadline for most libraries to file Form 486 to begin funding and invoicing/BEAR deadline for previous funding year 	<ul style="list-style-type: none"> • Review first quarter report 	<ul style="list-style-type: none"> • MSL Commission Meeting** • Federation Meeting***
NOVEMBER	<ul style="list-style-type: none"> • Public Libraries Survey due 		
DECEMBER			<ul style="list-style-type: none"> • MSL Commission Meeting**

*Example schedule for library boards. Your actual schedule may vary. Library boards must meet a minimum of six times each year per [ARM 10.102.1158 \(2\)](#).

**The Montana State Library Commission meets six times per year in alternating months.

***The Federations meet in the fall and spring.