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TO: Darlene Staffeldt
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *KMS*
Central Services Manager

FROM: Darlene Staffeldt *ams*
State Librarian

SUBJECT: FY 11 STATE LIBRARY BUDGET

DATE: April 28, 2010

Attached to this memo is the proposed operational budget for FY 2011, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act).

In your 1st quarter financial report you will see any the carry over funds from FY 10 which will include all LSTA projects established with LSTA 09 & 10 funds and all NRIS contracts that are still continuing.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FY 11 OPERATIONAL BUDGET**

	STATEWIDE LIBRARY RESOURCES		MONTANA DIGITAL LIBRARY		Administration	TOTAL
	Library Development	Talking Book Library	Library Information Services (LIS)	Natural Resources Information Services (NRIS)		
Full Time Equivalent (FTE) Level	5.00	6.00	8.00	7.00	4.50	30.50
PERSONAL SERVICES	314,639	234,906	383,390	485,303	330,237	1,748,475
OPERATIONS						
Contracted Services	14,236	10,724	103,393	459,580	68,060	655,993
Periodical Elec Data	317,497					317,497
Courier Project	30,000					30,000
Supplies and Materials	4,765	8,238	10,686	57,794	41,129	122,612
Communications	8,442	10,632	8,320	32,805	15,089	75,288
Travel	7,386	5,472	6,602	7,500	18,967	45,927
Rent	79,508	108,466	170,246	3,670	48	361,938
Repair and Maintenance	0	9,010	600	2,569	51,446	63,625
Other Expenses	15,382	2,761	5,616	4,095	44,580	72,434
TOTAL OPERATIONS	477,216	155,303	305,463	568,013	239,319	1,745,314
EQUIPMENT:						
Library Books	0	82	6,561			6,643
Equipment	0	0		0	12,573	12,573
TOTAL EQUIPMENT	0	82	6,561	0	12,573	19,216
SUB-TOTALS	791,855	390,291	695,414	1,053,316	582,129	3,513,005
GRANTS:						
Federation Grants (CST)	176,122	0	0		0	176,122
TBL ARRA Stimulus		0				0
Courier Project	50,000	0				50,000
State Aid - Area/Pop	102,830	0				102,830
State Aid Grants - Interlibrary Loan	197,771	0	0		0	197,771
LSTA - FY 10, 11	400,000	0	0		0	400,000
						0
TOTAL GRANTS	926,723	0	0	0	0	926,723
TOTALS	1,718,579	390,292	695,414	1,053,316	582,128	4,439,728
FUNDING						
General Fund	589,855	201,115	642,026	769,800	537,483	2,740,279
Coal Severance Tax Shared Account	576,619	0	53,388	0	0	630,007
Library Services and Technology Act (LSTA)	552,105	189,177	0	0	44,645	785,927
State Agency Contracts *(See Below)		0	0	283,516	0	283,516
	1,718,579	390,292	695,414	1,053,316	582,128	4,439,728

*State Agency Contracts
 Fish Wildlife and Parks
 Department of Transportation
 Department of Environmental Quality
 Department of Natural Resources & Conservation
 Universities

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 11 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	383,390			383,390
OPERATIONS:				
Contracted Services	57,952	45,441		103,393
Supplies and Materials	9,150	1,536		10,686
Communications	7,898	422		8,320
Travel	6,602			6,602
Rent	165,624	4,622		170,246
Repair and Maintenance	600			600
Other Expenses	4,249	1,367		5,616
TOTAL OPERATIONS	252,075	53,388	0	305,463
EQUIPMENT:				
Library Books	6,561	0		6,561
Equipment				
TOTAL EQUIPMENT	6,561	0	0	6,561
 SUB-TOTALS	 642,026	 53,388	 0	 695,414
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 08 Grants				0
LSTA - FY 09 Grants				0
LSTA - FY 10 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	642,026	53,388	0	695,414

MONTANA STATE LIBRARY
FINANCIAL REPORT
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LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	172,206		142,433	314,639
OPERATIONS:				
Contracted Services	10,619		3,617	14,236
*Periodical Elec Data		317,497		317,497
*Courier Pilot		30,000		30,000
Supplies and Materials	4,765		0	4,765
Communications	6,645		1,797	8,442
Travel	4,265		3,121	7,386
Rent	79,508		0	79,508
Repair and Maintenance				0
Other Expenses	11,246	3,000	1,136	15,382
TOTAL OPERATIONS	117,048	350,497	9,671	477,216
EQUIPMENT:				
Library Books				0
Equipment				
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 289,254	 350,497	 152,105	 791,856
GRANTS:				
Federation Grants (CST)		176,122		176,122
State Aid Grants	300,601			300,601
Courier Pilot		50,000		50,000
LSTA - FY 10 Grants			190,529	190,529
LSTA - FY 11 Grants			209,471	209,471
 TOTAL GRANTS	 300,601	 226,122	 400,000	 926,723
 TOTALS	 589,855	 576,619	 552,105	 1,718,579

MONTANA STATE LIBRARY
 FINANCIAL REPORT
 FY 11 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	72,568		162,338	234,906
OPERATIONS:				
Contracted Services	2,310		8,414	10,724
Supplies and Materials	3,985		4,253	8,238
Communications	6,964		3,668	10,632
Travel	2,081		3,391	5,472
Rent	104,982		3,484	108,466
Repair and Maintenance	5,882		3,128	9,010
Other Expenses	2,261		500	2,761
TOTAL OPERATIONS	128,465	0	26,838	155,303
EQUIPMENT:				
Library Books	82		0	82
Equipment			0	0
TOTAL EQUIPMENT	82	0	0	82
 SUB-TOTALS	 201,115	 0	 189,176	 390,291
GRANTS:				
Federation Grants (CST)				0
TBL ARRA Stimulus	0			0
State Aid Grants				0
LSTA - FY 10 Grants				0
LSTA - FY 11 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 201,115	 0	 189,176	 390,291

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 11 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	322,118		8,119	330,237
OPERATIONS:				
Contracted Services	68,060			68,060
Supplies and Materials	41,129			41,129
Communications	15,089			15,089
Travel	18,967			18,967
Rent	48			48
Repair and Maintenance	51,446			51,446
Other Expenses	8,054		36,526	44,580
TOTAL OPERATIONS	202,793	0	36,526	239,319
EQUIPMENT:				
Library Books				0
Equipment	12,573			12,573
TOTAL EQUIPMENT	12,573	0	0	12,573
SUB-TOTALS	537,484	0	44,645	582,129
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 10 Grants				0
LSTA - FY 11 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	537,484	0	44,645	582,129

MONTANA STATE LIBRARY
 NATURAL RESOURCE INFORMATION SYSTEM
 FINANCIAL REPORT
 FY 11 OPERATIONAL BUDGET

FUNCTION 70 - NRIS/Natural Heritage

	GENERAL FUND	STATE AGENCY FUND	Total Budget
PERSONAL SERVICES	485,303		485,303
OPERATIONS:			
Contracted Services	176,064	283,516	459,580
Supplies and Materials	57,794		57,794
Communications	32,805		32,805
Travel	7,500		7,500
Rent	3,670		3,670
Repair and Maintenance	2,569		2,569
Other Expenses	4,095		4,095
TOTAL OPERATIONS	284,497	283,516	568,013
EQUIPMENT:			
Equipment			0
TOTAL EQUIPMENT	0	0	0
TOTALS	\$769,800	\$283,516	\$1,053,316
FUNDING:			
GENERAL Fund	769,800		769,800
Fish Wildlife and Parks (FW&P)		69,341	69,341
Dept. of Environmental Quality (DEQ)		88,927	88,927
Mt. Depart. Of Transportation (DOT)		31,844	31,844
Dept. of Natural Resources (DNRC)		49,154	49,154
University		44,250	44,250
	769,800	283,516	1,053,316

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 11 OPERATIONAL BUDGET
State Library Commission**

	Budget General Fund	Expended To Date	Projected Year-End	Balance
Per Diem	3,100			3,100
TOTAL PERSONAL SERVICES	3,100	0	0	3,100
OPERATIONS:				
Contracted Services	0			0
Supplies and Materials	101			101
Communications	67			67
Travel	12,500			12,500
Rent	0			0
Repair and Maintenance	0			0
Other Expenses	453			453
TOTAL OPERATIONS	13,121	0	0	13,121
TOTAL BUDGET	\$16,221	\$0	\$0	\$16,221
