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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *KMS* *(S)*
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 14 STATE LIBRARY BUDGET

DATE: August 9, 2013

Attached to this memo is the proposed operational budget for FY 2014, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0013 (Pay Plan), HB0454 (Retirement) & HB0576 (Proprietary). In your 1st quarter financial report you will see any of the carry over funds from FY 13 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget Increases authorized by the Legislature:

Base Map Center (2.5 FTE)	955,474	Mt Land Info Fund
Water Information System Manager (1.0 FTE)	72,472	General Fund *(OTO)
Talking Book Digital Transition	25,000	General Fund *(OTO)
Online Information Resources	40,000	Coal Tax Fund
State Aid Area & Pop Grant	292,936	General Fund *(OTO)
Montana Shared Catalog (1.62 FTE)	249,226	Proprietary Fund

*OTO – One Time Only

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FY 14 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	5.62	6.00	7.00	10.25	4.50	33.37
PERSONAL SERVICES	345,356	281,410	378,178	804,684	339,765	2,149,393
OPERATIONS						
Contracted Services	145,954	27,431	96,774	742,434	54,903	1,067,496
Periodical Elec Data	330,495					330,495
*Resource Sharing-OCLC	98,886					98,886
*Resource Sharing-MSL	98,886					98,886
Supplies and Materials	7,982	15,050	3,450	72,350	57,200	156,032
Communications	9,173	6,157	4,275	49,125	11,729	80,459
Travel	72,100	3,500	4,000	8,558	20,800	108,958
Rent	66,595	110,763	157,387	3,457	150	338,352
Repair and Maintenance	9,578	8,200		3,000	24,956	45,734
Other Expenses	24,915	2,500	6,700	7,065	56,282	97,462
TOTAL OPERATIONS	864,563	173,601	272,586	885,989	226,020	2,422,759
EQUIPMENT:						
Library Books	0	0	16,918			16,918
Equipment	0	0		0	11,800	11,800
TOTAL EQUIPMENT	0	0	16,918	0	11,800	28,718
SUB-TOTALS	1,209,919	455,011	667,682	1,690,673	577,585	4,600,870
GRANTS:						
Federation Grants (CST)	176,122	0	0		0	176,122
State Aid - Area/Pop	395,766	0				395,766
LSTA 12	225,425					225,425
LSTA 13	600,000					600,000
LSTA 14	400,000	0	0		0	400,000
Montana Land Information Grants				602,968		602,968
TOTAL GRANTS	1,797,313	0	0	602,968	0	2,400,281
TOTALS	3,007,232	455,011	667,682	2,293,641	577,585	7,001,151
FUNDING						
General Fund	832,313	255,649	614,498	1,054,644	528,153	3,285,257
Coal Severance Tax Shared Account	509,617		53,184			562,801
Library Services and Technology Act (LSTA)	1,416,076	199,362			49,432	1,664,870
Montana Shared Catalog - Proprietary Acct	249,226					249,226
State Agency Contracts *(See Below)				283,523		283,523
Montana Land Information Account				955,474		955,474
	3,007,232	455,011	667,682	2,293,641	577,585	7,001,151

*State Agency Contracts
 Department of Transportation
 Department of Environmental Quality
 Department of Natural Resources & Conservation
 Universities

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	136,305		84,564	124,487	345,356
OPERATIONS:					
Contracted Services	5,900		112,479	27,575	145,954
*Periodical Elec Data		330,495			330,495
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	1,000		6,982		7,982
Communications	2,705		858	5,610	9,173
Travel	8,200		24,500	37,400	70,100
Rent	65,795		800		66,595
Repair and Maintenance			9,578		9,578
Other Expenses	7,450	3,000	9,465	7,000	26,915
TOTAL OPERATIONS	288,821	333,495	164,662	77,585	864,563
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	425,126	333,495	249,226	202,072	1,209,919
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA - FY 12 Grants				225,425	225,425
LSTA - FY 13 Grants				600,000	600,000
LSTA - FY 14 Grants				400,000	400,000
TOTAL GRANTS	395,766	176,122	0	1,225,425	1,797,313
TOTALS	820,892	509,617	249,226	1,427,497	3,007,232

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	Personal Services and Operations	Fixed Cost	NAC Budget	HB 2 LSTA MT Shared Cat	HB 2 LSTA MT Memory Proj Dir	Grants & Database From State Source	Grants LSTA	**Proprietary Montana Shared Catalog	Total
PERSONAL SERVICES	136,305			63,696	60,791			84,564	345,356
OPERATIONS:									
Contracted Services	5,900						27,575	112,479	145,954
Periodical Elec Data						330,495			330,495
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	1,000							6,982	7,982
Communications		2,705		285	325		5,000	858	9,173
Travel	4,200		4,000	1,200	1,200		35,000	24,500	70,100
Rent		65,795						800	66,595
Repair and Maintenance								9,578	9,578
Other Expenses	5,450	3,000	2,000	0	0		7,000	9,465	26,915
TOTAL OPERATIONS	16,550	71,500	6,000	1,485	1,525	528,266	74,575	164,662	864,563
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	152,855	71,500	6,000	65,181	62,316	528,266	74,575	249,226	1,209,919
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA - FY 12 Grants							225,425		225,425
LSTA - FY 13 Grants							600,000		600,000
LSTA - FY 14 Grants							400,000		400,000
TOTAL GRANTS	0	0		0	0	571,888	1,225,425	0	1,797,313
TOTALS	152,855	71,500	6,000	65,181	62,316	1,100,154	1,300,000	249,226	3,007,232
FUNDING:									
General Fund:	152,855	68,500	6,000			593,537			820,892
Coal Sev. Tax:		3,000				506,617			509,617
Mt Shared Catalog - Prop								249,226	249,226
LSTA - OPERATIONS				65,181	62,316				127,497
LSTA - GRANTS							1,300,000		1,300,000
TOTALS	152,855	71,500	6,000	65,181	62,316	1,100,154	1,300,000	249,226	3,007,232

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Dues

Examples of Fixed Cost

Contracted Services

ITSD Fees (Not allocated yet)

Supplies

ITSD Fees (Not allocated yet)

Communications

Mail, Telephones

Rent

Photocopier, Building, Motor Pool Lease Vehicles

The Montana Shared Catalog and the Statewide Projects are LSTA projects that are directly funded in HB 2 and contain current level FTE.

The LSTA grants authority is just an estimate of the authority that was budgeted in HB2.

As you approve the various projects these funds get moved out of grants and into the various operation categories. This is also where the modified FTE get established. This needs to be done each year until the Commission decides to establish this as an ongoing project and ask for the FTE in HB2.

MONTANA STATE LIBRARY
 FINANCIAL REPORT
 FY 14 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	107,147		174,263	281,410
OPERATIONS:				
Contracted Services	25,000		2,431	27,431
Supplies and Materials	12,550		2,500	15,050
Communications	4,957		1,200	6,157
Travel	2,500		1,000	3,500
Rent	97,395		13,368	110,763
Repair and Maintenance	4,200		4,000	8,200
Other Expenses	1,900		600	2,500
TOTAL OPERATIONS	148,502	0	25,099	173,601
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 255,649	 0	 199,362	 455,011
GRANTS:				
Federation Grants (CST)				0
TBL ARRA Stimulus	0			0
State Aid Grants				0
LSTA - FY 11 Grants				0
LSTA - FY 12 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 255,649	 0	 199,362	 455,011

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	TBL Trust Acct	Total
PERSONAL SERVICES	281,410			281,410
OPERATIONS:				
Contracted Services	26,500	931		27,431
Supplies and Materials	15,050			15,050
Communications	250	5,907		6,157
Travel	3,500			3,500
Rent		110,763		110,763
Repair and Maintenance	8,200			8,200
Other Expenses	2,500			2,500
TOTAL OPERATIONS	56,000	117,601	0	173,601
EQUIPMENT:				
Library Books				0
Equipment	0			0
TOTAL EQUIPMENT	0	0	0	0
<hr/>				
SUB-TOTALS	337,410	117,601	0	455,011
GRANTS:				
TBL ARRA Stimulus				
TOTAL GRANTS	0	0		0
<hr/>				
TOTALS	337,410	117,601	0	455,011
FUNDING:				
General Fund:	153,098	102,551		255,649
LSTA	184,312	15,050		199,362
Coal Sev. Tax:				0
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TOTALS	337,410	117,601	0	455,011

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Volunteer Appreciation

TBL Trust account does not start with a budgeted amount. Request to spend from the account will be brought up and approved by the Commission before expenditures may occur. Can not be used for ongoing operational cost. The Commission will always see the balance of the account on their quarterly reports.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	378,178			378,178
OPERATIONS:				
Contracted Services	43,590	53,184		96,774
Supplies and Materials	3,450	0		3,450
Communications	4,275	0		4,275
Travel	4,000			4,000
Rent	157,387			157,387
Repair and Maintenance	0			0
Other Expenses	6,700			6,700
TOTAL OPERATIONS	219,402	53,184	0	272,586
EQUIPMENT:				
Library Books	16,918	0		16,918
Equipment				
TOTAL EQUIPMENT	16,918	0	0	16,918
 SUB-TOTALS	 614,498	 53,184	 0	 667,682
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 12 Grants				0
LSTA - FY 13 Grants				0
LSTA - FY 14 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	614,498	53,184	0	667,682

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET**

LIBRARY & INFORMATION SERVICES

	Personal Services General Operations	Fixed Cost	Online and Book Budget	Total
PERSONAL SERVICES	378,178			378,178
OPERATIONS:				
Contracted Services			96,774	96,774
Supplies and Materials	3,450			3,450
Communications	200	2,975	1,100	4,275
Travel	4,000			4,000
Rent		157,387		157,387
Repair and Maintenance			0	0
Other Expenses	2,000		4,700	6,700
TOTAL OPERATIONS	9,650	160,362	102,574	272,586
EQUIPMENT:				
Library Books			16,918	16,918
Equipment				
TOTAL EQUIPMENT	0	0	16,918	16,918
SUB-TOTALS	387,828	160,362	119,492	667,682
GRANTS:				
TOTAL GRANTS	0	0	0	0
TOTALS	387,828	160,362	119,492	667,682
FUNDING:				
General Fund:	385,928	154,910	73,660	614,498
Coal Sev. Tax:	1,900	5,452	45,832	53,184
TOTALS	387,828	160,362	119,492	667,682

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees (Not allocated yet)

Supplies

ITSD Fees (Not allocated yet)

Communications

Mail, Telephones

Rent

Photocopier, Building

Examples Online Book Budget

Contracted Services

Various contracts for online journals, Contract for the digitization project, Payments of ILL for state employees

Other Expenses

Newspaper subscriptions, Freight

Equipment

Books that actually will go into the collection

MONTANA STATE LIBRARY
 NATURAL RESOURCE INFORMATION SYSTEM
 FINANCIAL REPORT
 FY 14 OPERATIONAL BUDGET

FUNCTION 70 - NRIS/Natural Heritage

	GENERAL FUND	MT LAND INFO FUND	STATE AGENCY FUND	Total Budget
PERSONAL SERVICES	595,955	208,729		804,684
OPERATIONS:				
Contracted Services	332,021	126,890	283,523	742,434
Supplies and Materials	68,283	4,067		72,350
Communications	46,828	2,297		49,125
Travel	3,500	5,058		8,558
Rent	3,457	0		3,457
Repair and Maintenance	1,200	1,800		3,000
Other Expenses	3,410	3,655		7,065
TOTAL OPERATIONS	458,699	143,767	283,523	885,989
EQUIPMENT:				
Equipment				0
TOTAL EQUIPMENT	0		0	0
GRANTS:				
MLIAC GRANT		602,968		602,968
TOTAL GRANT	0	602,968	0	602,968
TOTALS	\$1,054,654	\$955,464	\$283,523	\$2,293,641

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET**

NATURAL RESOURCE INFORMATION SYSTEM

	Personal Services and Operations	Fixed Cost (Includes ITSD holding funds)	Heritage Contract	Base Map Service Center	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	595,955			208,729		804,684
OPERATIONS:						
Contracted Services		177,465	438,079	126,890		742,434
Supplies and Materials	3,000	59,783	5,500	4,067		72,350
Communications	392	40,415	6,021	2,297		49,125
Travel	3,500			5,058		8,558
Rent		2,646	811			3,457
Repair and Maintenance			1,200	1,800		3,000
Other Expenses	3,400			3,665		7,065
TOTAL OPERATIONS	10,292	280,309	451,611	143,777	0	885,989
EQUIPMENT:						
Library Books						0
Equipment						0
TOTAL EQUIPMENT	0	0	0		0	0
GRANTS:						
Montana Land Info Grants				602,968		602,968
TOTAL GRANTS	0	0	0	602,968	0	602,968
SUB-TOTALS	606,247	280,309	451,611	955,474	0	2,293,641
FUNDING:						
GENERAL Fund	606,247	280,309	168,088			1,054,644
Montana Land Information Account				955,474		955,474
Fish Wildlife and Parks (FW&P)			69,342			69,342
Dept. of Environmental Quality (DEQ)			88,928			88,928
Mt. Depart. Of Transportation (DOT)			31,845			31,845
Dept. of Natural Resources (DNRC)			49,155			49,155
University			44,253			44,253
	606,247	280,309	451,611	955,474	0	2,293,641

Examples of Personal Services & Operations

Contracted Services

Legal Services, Printing Services, Temp Services

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees, Records Storage

Supplies

ITSD Fees, ERSI Software

Communications

Mail, Telephones

Rent

Photocopier

Heritage is a biennial contract that runs through FY 15. They bill us quarterly for actual expenditures to run the program.

NRIS contracts will be brought up through out the year. I will also be bringing up some contracts that started in FY 13 and carry over to FY 14. Those will be shown on the 1st quarter FY 14 financial report. The various contracts will be brought up under different authority depending on the funding source. All these contracts are outside of the funding in HB2.

AA - Administrative Appropriation (Contract with another State Agency)

BA - Budget Amendment (Contract/Grant with a Federal Agency)

NB - Non Budgeted (Contract with a private source)

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	339,765			339,765
OPERATIONS:				
Contracted Services	54,903			54,903
Supplies and Materials	57,200			57,200
Communications	11,729			11,729
Travel	20,800			20,800
Rent	150			150
Repair and Maintenance	24,956			24,956
Other Expenses	6,850		49,432	56,282
TOTAL OPERATIONS	176,588	0	49,432	226,020
EQUIPMENT:				
Library Books				0
Equipment	11,800			11,800
TOTAL EQUIPMENT	11,800	0	0	11,800
SUB-TOTALS	528,153	0	49,432	577,585
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	528,153	0	49,432	577,585

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 14 OPERATIONAL BUDGET

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	228,581		107,834	3,350	339,765
OPERATIONS:					
Contracted Services	10,500	44,203	100	100	54,903
Supplies and Materials	57,000		100	100	57,200
Communications		11,539	190		11,729
Travel	1,000		5,100	14,700	20,800
Rent	150				150
Repair and Maintenance	6,700	18,256			24,956
Other Expenses	3,200	49,432	3,400	250	56,282
TOTAL OPERATIONS	78,550	123,430	8,890	15,150	226,020
EQUIPMENT:					
Library Books					0
Equipment	11,800				11,800
TOTAL EQUIPMENT	11,800	0	0	0	11,800
SUB-TOTALS	318,931	123,430	116,724	18,500	577,585
GRANTS:					
Federation Grants (CST)					
State Aid Grants					
LSTA - FY 10 Grants					0
LSTA - FY 11 Grants					0
TOTAL GRANTS	0	0	0	0	0
TOTALS	318,931	123,430	116,724	18,500	577,585
FUNDING:					
General Fund:	318,931	73,998	116,724	18,500	528,153
Coal Sev. Tax:					0
LSTA		49,432			49,432
LSTA - GRANTS					0
TOTALS	318,931	123,430	116,724	18,500	577,585

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

General office supplies for agency and Computers fall under supplies

Maintenance

General maintenance agreements on various computers & servers

Other Expenses

Training Cost, Freight, Handyman Charges

Examples of Fixed Cost

Contracted Services

ITSD Fees (Not allocated yet), Agency building Insurance, I

Works Comp, SABHRS fees, Human Resource fees

Supplies

ITSD Fees (Not allocated yet)

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Maintenance

Other Expenses

Statewide Cost Indirects