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TO: Jennie Stapp
State Librarian JS

TO: Montana State Library
Commission

FROM: Kris Schmitz KMS
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 15 STATE LIBRARY BUDGET

DATE: July 9, 2014

Attached to this memo is the proposed operational budget for FY 2015, 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 14 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget changes from FY 14:

Coal Tax Fund Revenue Down (Anticipated cut)	(137,000)
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Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FY 15 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	350,551	303,883	396,540	825,642	359,754	2,236,370
OPERATIONS						
Contracted Services	151,207	9,265	80,992	595,530	43,271	880,265
Periodical Elec Data	213,286					213,286
*Resource Sharing-OCLC	98,886					98,886
*Resource Sharing-MSC	98,886					98,886
Supplies and Materials	6,494	18,541	6,546	62,370	60,843	154,794
Communications	12,140	17,392	9,595	37,719	20,556	97,402
Travel	100,175	3,500	4,000	9,300	20,800	137,775
Rent	63,514	107,922	153,347	104,765	150	429,698
Repair and Maintenance	8,000	8,200		700	25,031	41,931
Other Expenses	12,950	2,500	6,700	6,800	58,754	87,704
TOTAL OPERATIONS	765,537	167,320	261,180	817,184	229,405	2,240,626
EQUIPMENT:						
Library Books	0	0	16,918			16,918
Equipment	0	0		0	12,185	12,185
TOTAL EQUIPMENT	0	0	16,918	0	12,185	29,103
SUB-TOTALS	1,116,088	471,203	674,638	1,642,826	601,344	4,506,099
GRANTS:						
Federation Grants (CST)	176,122	0	0		0	176,122
State Aid - Area/Pop	395,766	0				395,766
LSTA 13						0
LSTA 14						0
LSTA 15	125,425	0	0		0	125,425
Montana Land Information Grants				602,575		602,575
TOTAL GRANTS	697,313	0	0	602,575	0	1,299,888
TOTALS	1,813,401	471,203	674,638	2,245,401	601,344	5,805,987
FUNDING						
General Fund	844,149	271,841	641,245	1,006,966	554,716	3,318,917
Coal Severance Tax Shared Account	392,408		33,393			425,801
Library Services and Technology Act (LSTA)	318,883	199,362			46,628	564,873
Montana Shared Catalog - Proprietary Acct	257,961					257,961
State Agency Contracts *(See Below)				283,523		283,523
Montana Land Information Account				954,912		954,912
	1,813,401	471,203	674,638	2,245,401	601,344	5,805,987

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

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	146,319		88,359	115,873	350,551
OPERATIONS:					
Contracted Services	10,905		140,302		151,207
*Periodical Elec Data		213,286			213,286
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	3,494		3,000		6,494
Communications	10,730		800	610	12,140
Travel	8,200		15,000	76,975	100,175
Rent	63,514				63,514
Repair and Maintenance			8,000		8,000
Other Expenses	7,450	3,000	2,500		12,950
TOTAL OPERATIONS	302,064	216,286	169,602	77,585	765,537
EQUIPMENT:					
Library Books					0
Equipment					0
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 448,383	 216,286	 257,961	 193,458	 1,116,088
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA - FY 13 Grants					0
LSTA - FY 14 Grants					0
LSTA - FY 15 Grants				125,425	125,425
TOTAL GRANTS	395,766	176,122	0	125,425	697,313
 TOTALS	 844,149	 392,408	 257,961	 318,883	 1,813,401

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 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	146,319			52,618	63,255			88,359	350,551
OPERATIONS:									
Contracted Services	5,900	5,005						140,302	151,207
Periodical Elec Data						213,286			213,286
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	1,000	2,494						3,000	6,494
Communications		10,730		285	325			800	12,140
Travel	4,200		4,000	1,200	1,200		74,575	15,000	100,175
Rent		63,514							63,514
Repair and Maintenance								8,000	8,000
Other Expenses	5,450	3,000	2,000	0	0			2,500	12,950
TOTAL OPERATIONS	16,550	84,743	6,000	1,485	1,525	411,057	74,575	169,602	765,537
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	162,869	84,743	6,000	54,103	64,780	411,057	74,575	257,961	1,116,088
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA - FY 13 Grants									0
LSTA - FY 14 Grants									0
LSTA - FY 15 Grants							125,425		125,425
TOTAL GRANTS	0	0		0	0	571,888	125,425	0	697,313
TOTALS	162,869	84,743	6,000	54,103	64,780	982,945	200,000	257,961	1,813,401
FUNDING:									
General Fund:	162,869	81,743	6,000			593,537			844,149
Coal Sev. Tax:		3,000				389,408			392,408
MT Shared Catalog - Prop								257,961	257,961
LSTA - OPERATIONS				54,103	64,780				118,883
LSTA - GRANTS							200,000		200,000
TOTALS	162,869	84,743	6,000	54,103	64,780	982,945	200,000	257,961	1,813,401

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

Supplies

ITSD Fees

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.

**FY 15 MSC will be adding one additional FTE. This will be a modified position and you will see it on your next financial report.

The LSTA grants authority is just an estimate of the authority that was budgeted in HB2. The LSTA funds are continuing appropriations and you will see the carry over balance on your next report.

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 15 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	129,620		174,263	303,883
OPERATIONS:				
Contracted Services	6,834		2,431	9,265
Supplies and Materials	16,041		2,500	18,541
Communications	16,192		1,200	17,392
Travel	2,500		1,000	3,500
Rent	94,554		13,368	107,922
Repair and Maintenance	4,200		4,000	8,200
Other Expenses	1,900		600	2,500
TOTAL OPERATIONS	142,221	0	25,099	167,320
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS				
	271,841	0	199,362	471,203
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	271,841	0	199,362	471,203

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	TBL Trust Acct	Total
PERSONAL SERVICES	303,883			303,883
OPERATIONS:				
Contracted Services	1,500	7,765		9,265
Supplies and Materials	15,050	3,491		18,541
Communications	250	17,142		17,392
Travel	3,500			3,500
Rent		107,922		107,922
Repair and Maintenance	8,200			8,200
Other Expenses	2,500			2,500
TOTAL OPERATIONS	31,000	136,320	0	167,320
EQUIPMENT:				
Library Books				0
Equipment	0			0
TOTAL EQUIPMENT	0	0	0	0
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SUB-TOTALS	334,883	136,320	0	471,203
GRANTS:				
TBL ARRA Stimulus				
TOTAL GRANTS	0	0		0
<hr/>				
TOTALS	334,883	136,320	0	471,203
FUNDING:				
General Fund:	150,571	121,270		271,841
LSTA	184,312	15,050		199,362
Coal Sev. Tax:				0
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TOTALS	334,883	136,320	0	471,203

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 15 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	396,540			396,540
OPERATIONS:				
Contracted Services	47,599	33,393		80,992
Supplies and Materials	6,546	0		6,546
Communications	9,595	0		9,595
Travel	4,000			4,000
Rent	153,347			153,347
Repair and Maintenance	0			0
Other Expenses	6,700			6,700
TOTAL OPERATIONS	227,787	33,393	0	261,180
EQUIPMENT:				
Library Books Equipment	16,918	0		16,918
TOTAL EQUIPMENT	16,918	0	0	16,918
SUB-TOTALS				
	641,245	33,393	0	674,638
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 13 Grants				0
LSTA - FY 14 Grants				0
LSTA - FY 15 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	641,245	33,393	0	674,638

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	Personal Services General Operations	Fixed Cost	Online and Book Budget	Total
PERSONAL SERVICES	396,540			396,540
OPERATIONS:				
Contracted Services		4,009	76,983	80,992
Supplies and Materials	3,450	1,996		5,446
Communications	200	9,395	1,100	10,695
Travel	4,000			4,000
Rent		153,347		153,347
Repair and Maintenance			0	0
Other Expenses	2,000		4,700	6,700
TOTAL OPERATIONS	9,650	168,747	82,783	261,180
EQUIPMENT:				
Library Books			16,918	16,918
Equipment				
TOTAL EQUIPMENT	0	0	16,918	16,918
SUB-TOTALS	406,190	168,747	99,701	674,638
GRANTS:				
TOTAL GRANTS	0	0	0	0
TOTALS	406,190	168,747	99,701	674,638
FUNDING:				
General Fund:	404,290	163,295	73,660	641,245
Coal Sev. Tax:	1,900	5,452	26,041	33,393
TOTALS	406,190	168,747	99,701	674,638

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

Supplies

ITSD Fees

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 15 OPERATIONAL BUDGET

FUNCTION 70 - NRIS/Natural Heritage

	GENERAL FUND	MT LAND INFO FUND	STATE AGENCY FUND	Total Budget
PERSONAL SERVICES	617,082	208,560		825,642
OPERATIONS:				
Contracted Services	294,984	120,977	283,523	699,484
Supplies and Materials	50,370	12,000		62,370
Communications	35,219	2,500		37,719
Travel	4,300	5,000		9,300
Rent	811	0		811
Repair and Maintenance	0	700		700
Other Expenses	4,200	2,600		6,800
TOTAL OPERATIONS	389,884	143,777	283,523	817,184
EQUIPMENT:				
Equipment				0
TOTAL EQUIPMENT	0		0	0
GRANTS:				
MLIAC GRANT		602,575		602,575
TOTAL GRANT	0	602,575	0	602,575
TOTALS	\$1,006,966	\$954,912	\$283,523	\$2,245,401

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

NATURAL RESOURCE INFORMATION SYSTEM

	Personal Services and Operations	Fixed Cost	Heritage Contract	Base Map Service Center	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	617,082			208,560		825,642
OPERATIONS:						
Contracted Services		136,896	438,079	120,977		695,952
Supplies and Materials	3,000	45,970	5,500	12,000		66,470
Communications	392	27,827	6,021	2,500		36,740
Travel	3,500			5,000		8,500
Rent		811	811			1,622
Repair and Maintenance			1,200	700		1,900
Other Expenses	3,400			2,600		6,000
TOTAL OPERATIONS	10,292	211,504	451,611	143,777	0	817,184
EQUIPMENT:						
Library Books						0
Equipment						0
TOTAL EQUIPMENT	0	0	0		0	0
GRANTS:						
Montana Land Info Grants				602,575		602,575
TOTAL GRANTS	0	0	0	602,575	0	602,575
SUB-TOTALS	627,374	211,504	451,611	954,912	0	2,245,401
FUNDING:						
GENERAL Fund	627,374	211,504	168,088			1,006,966
Montana Land Information Account				954,912		954,912
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
	627,374	211,504	451,611	954,912	0	2,245,401

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 14 and carry over to FY 15. Those will be shown on the 1st quarter FY 15 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 15 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	359,754			359,754
OPERATIONS:				
Contracted Services	43,271			43,271
Supplies and Materials	60,843			60,843
Communications	20,556			20,556
Travel	20,800			20,800
Rent	150			150
Repair and Maintenance	25,031			25,031
Other Expenses	12,126		46,628	58,754
TOTAL OPERATIONS	182,777	0	46,628	229,405
EQUIPMENT:				
Library Books				0
Equipment	12,185			12,185
TOTAL EQUIPMENT	12,185	0	0	12,185
SUB-TOTALS	554,716	0	46,628	601,344
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 13 Grants				0
LSTA - FY 14 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	554,716	0	46,628	601,344

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 15 OPERATIONAL BUDGET

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	236,335		120,069	3,350	359,754
OPERATIONS:					
Contracted Services	11,400	31,671	100	100	43,271
Supplies and Materials	57,900	2,743	100	100	60,843
Communications		20,366	190		20,556
Travel	1,000		5,100	14,700	20,800
Rent	150				150
Repair and Maintenance	6,700	18,331			25,031
Other Expenses	3,200	51,904	3,400	250	58,754
TOTAL OPERATIONS	80,350	125,015	8,890	15,150	229,405
EQUIPMENT:					
Library Books					0
Equipment	12,185				12,185
TOTAL EQUIPMENT	12,185	0	0	0	12,185
SUB-TOTALS	328,870	125,015	128,959	18,500	601,344
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	328,870	125,015	128,959	18,500	601,344
FUNDING:					
General Fund:	328,870	78,387	128,959	18,500	554,716
Coal Sev. Tax:					0
LSTA		46,628			46,628
LSTA - GRANTS					0
TOTALS	328,870	125,015	128,959	18,500	601,344

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, Agency building Insurance, Daycare, Wrnt Wrti Works Comp, SABHRS fees, Human Resource fees

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Maintenance

Other Expenses

Statewide Cost Indirects