



PO Box 201800 • Helena, Montana 59620-1800 • 406-444-3115
FAX: 406-444-0266 • <http://msl.mt.gov>

TO: Montana State Library
Commission

FROM: Kris Schmitz
Central Services Manager

KMS

SUBJECT: FY 11 STATE LIBRARY BUDGET TRAINING DOCUMENT

DATE: May 20, 2010

Attached to this memo is a detailed breakout for FY 11 HB0002 (General Appropriation Act) budget.

During the commission meeting I will walk you through this document which breaks the budget down to this level:

Total State Library Budget

Program Budget (Example Library Development, Talking Book Library ect.)

Program budget broken down to further details (Personal Services, Fixed Cost, Grants, ect.) At the bottom of this sheet you will find explanations of the various categories and details associated with this budget.

Funding sources associated with this program.

Example of a financial report page.

Once I close out FY 10 budget, I will bring up all the carry over funds and projects outside of HB0002 for you to consider with the First Quarter Financial Report. At that time I will go over more details of those budgets as we bring them up.

I am hoping this will give you a better understanding of the budget once we have gone through this document.

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
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 DEVELOPMENT DEPARTMENT

	Personal Services and Operations	Fixed Cost	HB 2 LSTA MT Shared Cat	HB 2 LSTA Statewide Projects	Grants & Database From State Source	Grants LSTA	**One Time Only Courier	Total
PERSONAL SERVICES	187,506		62,138	64,995				314,639
OPERATIONS:								
Contracted Services	7,708	2,911	1,823	1,794				14,236
Periodical Elec Data					317,497			317,497
Courier Pilot							30,000	30,000
Supplies and Materials	3,165	1,600						4,765
Communications		6,645	1,037	760				8,442
Travel	4,515		764	2,107				7,386
Rent		79,508						79,508
Repair and Maintenance								0
Other Expenses	11,246	3,000	405	731				15,382
TOTAL OPERATIONS	26,634	93,664	4,029	5,392	317,497	0	30,000	477,216
EQUIPMENT:								
Library Books								0
Equipment								0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0
SUB-TOTALS	214,140	93,664	66,167	70,387	317,497	0	30,000	791,855
GRANTS:								
Federation Grants (CST)					176,122			176,122
State Aid Grants - Area & Pop					102,830			102,830
State Aid Grants - ILL					197,771			197,771
Courier Pilot							50,000	50,000
LSTA - FY 10 Grants						209,471		209,471
LSTA - FY 11 Grants						190,529		190,529
TOTAL GRANTS	0	0	0	0	476,723	400,000	50,000	926,723
TOTALS	214,140	93,664	66,168	70,387	794,220	400,000	80,000	1,718,579
FUNDING:								
General Fund:	198,590	90,664			300,601			589,855
Coal Sev. Tax:		3,000			493,619		80,000	576,619
LSTA	15,550		66,168	70,387				152,105
LSTA - GRANTS						400,000		400,000
TOTALS	214,140	93,664	66,168	70,387	794,220	400,000	80,000	1,718,579

Examples of General Operations

Contracted Services

Legal Services, Printing Services, Vocus Media Service

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.

The Grants and Database Column you will see the funding for what was formerly the ILL reimbursement. Those funds will be reallocated based on the passage of the Administrative Rules. Those funds will need to be moved up into Contracted Services for Montana Shared Catalog & OCLC.

The LSTA grants authority is just an estimate of the authority that was budgeted in HB2. I will carryover the appropriation balance from FY 10 on the 1st quarter financial report. These are the funds that get appropriated under the grants category 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.

The Courier Project was a one time only for FY 10 & 11.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 11 OPERATIONAL BUDGET

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

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 11
 REPORT PERIOD: 07/1-09/30/10
 YEAR EXPENDED: 25%
 PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	314,639			0	0	####
OPERATIONS:						
Contracted Services	14,236			0	0	####
*Periodical Elec Data	317,497			0	0	####
*Courier Pilot	30,000			0	0	####
Supplies and Materials	4,765			0	0	####
Communications	8,442			0	0	####
Travel	7,386			0	0	####
Rent	79,508			0	0	####
Repair and Maintenance	0			0	0	0%
Other Expenses	15,382			0	0	####
TOTAL OPERATIONS	477,216	0	0	0	0	####
EQUIPMENT:						
Library Books	0	0	0	0	0	0%
Equipment	0	0	0	0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$791,855	\$0	\$0	\$0	\$0	####
Federation Grants (CST)	176,122			0	0	####
State Aid Grants	300,601			0	0	####
Courier Pilot	50,000			0	0	####
SWIM - Scholarships	0			0	0	####
LSTA - FY 09 Grants	190,529			0	0	####
LSTA - FY 10 Grants	209,471			0	0	####
TOTAL GRANTS	926,723	0	0	0	0	####
TOTALS	\$1,718,578	\$0	\$0	\$0	\$0	####
FUNDING:						
General Fund:	589,855				0	####
Coal Sev. Tax:	576,619				0	####
LSTA	152,105				0	####
LSTA - GRANTS	400,000				0	####
IMLS-SWIM Grant					0	####
Private - E-Content Library Share					0	####
TOTALS	1,718,579	0	0	0	0	####

**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

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	TBL Trust Acct	TBL ARRA Stimulus	Total
PERSONAL SERVICES	234,906				234,906
OPERATIONS:					
Contracted Services	4,450	6,274			10,724
Supplies and Materials	5,938	2,300			8,238
Communications	1,032	9,600			10,632
Travel	5,472				5,472
Rent		108,466			108,466
Repair and Maintenance	9,010				9,010
Other Expenses	2,761				2,761
TOTAL OPERATIONS	28,663	126,640	0	0	155,303
EQUIPMENT:					
Library Books					0
Equipment	82				82
TOTAL EQUIPMENT	82	0	0	0	82
<hr/>					
SUB-TOTALS	263,651	126,640	0	0	390,291
GRANTS:					
TBL ARRA Stimulus					
TOTAL GRANTS	0	0		0	0
<hr/>					
TOTALS	263,651	126,640	0	0	390,291
FUNDING:					
General Fund:	87,760	113,355			201,115
LSTA	175,891	13,285			189,176
Coal Sev. Tax:					0
<hr/>					
TOTALS	263,651	126,640	0	0	390,291

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Volunteer Appreciation

Examples of Fixed Cost

Contracted Services

ITSD Fees, Volunteer Insurance, Braille Contract

Supplies

ITSD Fees

Communications

Mail, Telephones

Rent

Building

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.

TBL ARRA Stimulus funds were established in FY 10 and the balance of unused funds will continue into FY 11. You will see the remaining budget established in the 1st quarter FY 11 financial report. This was one time only funds (FY 10 & 11) .

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

FUNCTION: 04-Talking Book Library

FISCAL YEAR: 11
 REPORT PERIOD: 07/1-09/30/10
 YEAR EXPENDED: 25%
 PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	234,906			0	0	#####
OPERATIONS:						
Contracted Services	10,724			0	0	#####
Supplies and Materials	8,238			0	0	#####
Communications	10,632			0	0	#####
Travel	5,472			0	0	#####
Rent	108,466			0	0	#####
Repair and Maintenance	9,010			0	0	#####
Other Expenses	2,761			0	0	#####
TOTAL OPERATIONS	155,303	0	0	0	0	#####
EQUIPMENT:						
Library Books	82			0	0	100%
Equipment	0			0	0	0%
TOTAL EQUIPMENT	82	0	0	0	0	100%
SUB-TOTALS	\$390,291	\$0	\$0	\$0	\$0	#####
GRANTS:						
Federation Grants (CST)	0				0	0%
TBL ARRA Stimulus	0				0	0%
State Aid Grants	0				0	0%
LSTA - FY 10 Grants	0				0	0%
LSTA - FY 11 Grants	0				0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$390,291	\$0	\$0	\$0	\$0	#####
FUNDING:						
General Fund:	201,115				0	#####
Coal Sev. Tax:	0				0	0%
LSTA	189,176				0	#####
TOTALS	390,291	0	0	0	0	#####

Talking Book Trust Acct.

Balance as of July 1, 2010	
Expenditures	0
Donations from 7/1 - 9/30/10	0
STIP Earnings (Avg. .417%)	0
	0

**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

	Personal Services General Operations	Fixed Cost	Online and Book Budget	Total
PERSONAL SERVICES	383,390			383,390
<hr/>				
OPERATIONS:				
Contracted Services	1,282	2,911	99,200	103,393
Supplies and Materials	5,196	1,660	3,830	10,686
Communications	100	7,800	420	8,320
Travel	6,602			6,602
Rent		170,246		170,246
Repair and Maintenance	600			600
Other Expenses	4,338		1,278	5,616
TOTAL OPERATIONS	18,118	182,617	104,728	305,463
<hr/>				
EQUIPMENT:				
Library Books			6,561	6,561
Equipment				
TOTAL EQUIPMENT	0	0	6,561	6,561
<hr/>				
SUB-TOTALS	401,508	182,617	111,289	695,414
<hr/>				
GRANTS:				
TOTAL GRANTS	0	0	0	0
<hr/>				
TOTALS	401,508	182,617	111,289	695,414
<hr/>				
FUNDING:				
General Fund:	399,945	176,886	65,195	642,026
Coal Sev. Tax:	1,563	5,731	46,094	53,388
<hr/>				
TOTALS	401,508	182,617	111,289	695,414

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
 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

MONTANA DIGITAL LIBRARY
FUNCTION: 12-LIBRARY & INFORMATION SERVICES

FISCAL YEAR: 11
REPORT PERIOD: 07/1-09/30/10
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	383,390			0	0	#####
OPERATIONS:						
Contracted Services	103,393			0	0	#####
Supplies and Materials	10,686			0	0	#####
Communications	8,320			0	0	#####
Travel	6,602			0	0	#####
Rent	170,246			0	0	#####
Repair and Maintenance	600			0	0	#####
Other Expenses	5,616			0	0	#####
TOTAL OPERATIONS	305,463	0	0	0	0	#####
EQUIPMENT:						
Library Books	6,561			0	0	#####
Equipment	0			0	0	0%
TOTAL EQUIPMENT	6,561	0	0	0	0	#####
SUB-TOTALS	\$695,414	\$0	\$0	\$0	\$0	#####
Federation Grants (CST)					0	0%
State Aid Grants					0	0%
LSTA - FY 08 Grants					0	0%
LSTA - FY 09 Grants					0	0%
LSTA - FY 10 Grants					0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$695,414	\$0	\$0	\$0	\$0	#####
FUNDING:						
General Fund:	642,026				0	#####
Coal Sev. Tax:	53,388				0	#####
LSTA					0	0%
LSTA - GRANTS					0	0%
Misc. Revenue:					0	0%
Talking Book Trust Acct					0	0%
TOTALS	695,414	0	0	0	0	#####

**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

NATURAL RESOURCE INFORMATION SYSTEM

	Personal Services and Operations	Fixed Cost	Heritage Contract	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	485,303				485,303
OPERATIONS:					
Contracted Services	3,880	16,590	439,110		459,580
Supplies and Materials	6,686	50,558	550		57,794
Communications	500	23,305	9,000		32,805
Travel	7,500		0		7,500
Rent	0	1,835	1,835		3,670
Repair and Maintenance	1,454		1,115		2,569
Other Expenses	4,095				4,095
TOTAL OPERATIONS	24,115	92,288	451,610	0	568,013
EQUIPMENT:					
Library Books					0
Equipment					0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	509,418	92,288	451,610	0	1,053,316
FUNDING:					
GENERAL Fund	509,418	92,288	168,094		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
	509,418	92,288	451,610	0	1,053,316

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 11. 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 contract that started in FY 10 and carry over to FY 11. Those will be shown on the 1st quarter FY 11 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
 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
 NATURAL RESOURCE INFORMATION SYSTEM
 FINANCIAL REPORT

MONTANA DIGITAL LIBRARY
 FUNCTION 70 - NRIS/Natural Heritage

FISCAL YEAR: 11
 REPORT PERIOD: 07/1-09/30/10
 YEAR EXPENDED: 25%
 PAYROLL EXPENDED 23%

	Budgeted	Revised Budget	Expended This Period	Expended To Date	Balance	% Expd.
PERSONAL SERVICES	485,303			0	0	#####
OPERATIONS:						
Contracted Services	459,580			0	0	#####
Supplies and Materials	57,794			0	0	#####
Communications	32,805			0	0	#####
Travel	7,500			0	0	#####
Rent	3,670			0	0	#####
Repair and Maintenance	2,569			0	0	#####
Other Expenses	4,095			0	0	#####
TOTAL OPERATIONS	568,013	0	0	0	0	#####
EQUIPMENT:						
Library Books						
Equipment	0	0		0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,053,316	\$0	\$0	\$0	\$0	#####
FUNDING:						
GENERAL Fund	769,800			0	0	#####
Fish Wildlife and Parks (FW&P)	69,341			0	0	#####
Dept. of Environmental Quality (DEQ)	88,927			0	0	#####
Mt. Depart. Of Transportation (DOT)	31,844			0	0	#####
Dept. of Natural Resources (DNRC)	49,154			0	0	#####
University	44,250			0	0	#####
AA-ITSD-HYDRO						
AA-DNRC-WATER						
USGS-HYDRO - BA						
NRCS-FOREST-BA						
TOTALS	1,053,316	0	0	0	0	#####

**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

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	211,733		115,404	3,100	330,237
OPERATIONS:					
Contracted Services	6,016	62,044			68,060
Supplies and Materials	38,728	2,300		101	41,129
Communications	562	14,460		67	15,089
Travel	1,230		5,237	12,500	18,967
Rent	48				48
Repair and Maintenance	30,876	20,570			51,446
Other Expenses	2,789	37,867	3,471	453	44,580
TOTAL OPERATIONS	80,249	137,241	8,708	13,121	239,319
EQUIPMENT:					
Library Books					0
Equipment	12,573				12,573
TOTAL EQUIPMENT	12,573	0	0	0	12,573
SUB-TOTALS	304,555	137,241	124,112	16,221	582,129
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	304,555	137,240	124,113	16,221	582,128
FUNDING:					
General Fund:	296,436	100,714	124,112	16,221	537,483
Coal Sev. Tax:					0
LSTA	8,119	36,526			44,645
LSTA - GRANTS					0
TOTALS	304,555	137,240	124,112	16,221	582,128

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 Wrtri
Works Comp, SABHRS fees, Human Resource fees

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Mainenance

Other Expenses

Statewide Cost Indirects

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 FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 11
REPORT PERIOD: 7/1-09/30/10
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	330,237			0	0	#####
OPERATIONS:						
Contracted Services	68,060			0	0	#####
Supplies and Materials	41,129			0	0	#####
Communications	15,089			0	0	#####
Travel	18,967			0	0	#####
Rent	48			0	0	#####
Repair and Maintenance	51,446			0	0	#####
Other Expenses	44,580			0	0	#####
TOTAL OPERATIONS	239,319	0	0	0	0	#####
EQUIPMENT:						
Library Books	0				0	0%
Equipment	12,573				0	#####
TOTAL EQUIPMENT	12,573	0	0	0	0	#####
SUB-TOTALS	\$582,129	\$0	\$0	\$0	\$0	#####
GRANTS:						
Federation Grants (CST)	0	0	0	0	0	0%
State Aid Grants	0	0	0	0	0	0%
LSTA - FY 10 Grants	0	0	0	0	0	0%
LSTA - FY 11 Grants	0	0	0	0	0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$582,129	\$0	\$0	\$0	\$0	#####
FUNDING:						
General Fund:	537,484				0	#####
Coal Sev. Tax:	0				0	0%
LSTA	44,645				0	#####
LSTA - Grants	0				0	0%
Misc. Revenue:	0				0	0%
Talking Book Trust Acct.	0				0	0%
TOTALS	582,129	0	0	0	0	#####