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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *KMS* 
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 13 STATE LIBRARY BUDGET

DATE: July 20, 2012

Attached to this memo is the proposed operational budget for FY 2013, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act). In your 1st quarter financial report you will see any of the carry over funds from FY 12 and all NRIS contracts that are still continuing will be added to this start-up budget.

Budget Reductions to HB2 is listed below:

Personal Services Reduction	(2.25 FTE)	(89,495)	General Fund
MSL Equipment Budget		(45,825)	General Fund
LIS Reduction in Digitization		(40,175)	Coal Tax Fund
4% Vacancy Savings		(71,412)	General Fund

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY FY 13 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	4.00	6.00	7.00	6.75	4.50	28.25
PERSONAL SERVICES	272,693	261,357	369,495	491,415	322,107	1,717,067
OPERATIONS						
Contracted Services	114,277	10,270	43,136	459,398	41,108	668,189
Periodical Elec Data	317,495					317,495
Resource Sharing - OCLC	98,886					98,886
Supplies and Materials	7,716	8,974	20,925	62,729	24,435	124,779
Communications	12,229	9,835	8,598	30,230	16,691	77,583
Travel	26,763	5,000	5,388	7,611	20,911	65,673
Rent	64,994	113,429	163,204	3,705	204	345,536
Repair and Maintenance		7,858	1,889	3,268	34,292	47,307
Resource Sharing - MSC	98,886					98,886
Other Expenses	14,957	876	6,939	5,964	53,033	81,769
TOTAL OPERATIONS	756,202	156,242	250,079	572,905	190,674	1,926,102
EQUIPMENT:						
Library Books	0	0	7,935			7,935
Equipment	0	0		0	0	0
TOTAL EQUIPMENT	0	0	7,935	0	0	7,935
SUB-TOTALS	1,028,895	417,599	627,509	1,064,320	512,781	3,651,104
GRANTS:						
Federation Grants (CST)	176,122	0	0		0	176,122
State Aid - Area/Pop	102,830	0				102,830
LSTA - 13	77,905	0	0		0	77,905
TOTAL GRANTS	356,857	0	0	0	0	356,857
TOTALS	1,385,752	417,599	627,509	1,064,320	512,781	4,007,961
FUNDING						
General Fund	556,965	223,127	614,326	780,797	461,397	2,636,612
Coal Severance Tax Shared Account	496,617	0	13,183	0	0	509,800
Library Services and Technology Act (LSTA)	332,170	194,472	0	0	51,384	578,026
Cont Ed & Cert	0					0
State Agency Contracts *(See Below)		0	0	283,523	0	283,523
	1,385,752	417,599	627,509	1,064,320	512,781	4,007,961

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

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Cont Ed & Cert	LSTA	TOTAL
PERSONAL SERVICES	148,185			124,508	272,693
OPERATIONS:					
Contracted Services	10,970			103,307	114,277
*Periodical Elec Data		317,495			317,495
*Resource Sharing - OCLC	98,886				98,886
Supplies and Materials	7,160			556	7,716
Communications	7,448			4,781	12,229
Travel	7,964			18,799	26,763
Rent	64,994				64,994
Repair and Maintenance					0
*Resource Sharing - MSC	98,886				98,886
Other Expenses	9,643	3,000		2,314	14,957
TOTAL OPERATIONS	305,950	320,495	0	129,757	756,202
EQUIPMENT:					
Library Books					0
Equipment					0
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 454,135	 320,495	 0	 254,265	 1,028,895
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	102,830				102,830
LSTA - FY 11 Grants					0
LSTA - FY 12 Grants					0
LSTA - FY 13 Grants				77,905	77,905
TOTAL GRANTS	102,830	176,122	0	77,905	356,857
TOTALS	556,965	496,617	0	332,170	1,385,752

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	Personal Services and Operations	Fixed Cost	NAC Budget	HB 2 LSTA MT Shared Cat	HB 2 LSTA Statewide Projects	Grants & Database From State Source	Grants LSTA	**One Time Cont Ed and Cert	Total
PERSONAL SERVICES	148,185			60,439	64,069				272,693
OPERATIONS:									
Contracted Services	4,217	6,753		486	486		102,335		114,277
Periodical Elec Data						317,495			317,495
Resource Sharing OCLC						98,886			98,886
Supplies and Materials	5,500	1,660		278	278				7,718
Communications	659	6,789		915	1,076		2,790		12,229
Travel	3,984		4,000	422	3,232		15,145		26,783
Rent		64,994							64,994
Repair and Maintenance									0
Resource Sharing MSC						98,886			98,886
Other Expenses	7,843	3,000	2,000	0	489		1,825		14,957
TOTAL OPERATIONS	21,983	83,196	6,000	2,101	5,561	515,266	122,095	0	756,202
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	170,166	83,196	6,000	62,540	69,630	515,266	122,095	0	1,028,895
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						102,830			102,830
LSTA - FY 11 Grants									0
LSTA - FY 12 Grants									0
LSTA - FY 13 Grants							77,905		77,905
TOTAL GRANTS	0	0	0	0	0	278,952	77,905	0	356,857
TOTALS	170,166	83,196	8,000	62,540	69,630	794,219	200,000	0	1,385,752
FUNDING:									
General Fund:	170,166	60,196	6,000			300,602			556,965
Coal Sev. Tax:		3,000				493,817			496,817
Cont Ed and Cert									0
LSTA - OPERATIONS				62,540	69,630				132,170
LSTA - GRANTS							200,000		200,000
TOTALS	170,166	83,196	6,000	62,540	69,630	794,219	200,000	0	1,385,752

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 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.

The Cont Ed & Cert Program is a one time only for FY 12 & 13. Using up some funds that were collected in previous years.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	99,316		162,041	261,357
OPERATIONS:				
Contracted Services	6,728		3,542	10,270
Supplies and Materials	3,950		5,024	8,974
Communications	8,618		1,217	9,835
Travel	1,473		3,527	5,000
Rent	100,469		12,960	113,429
Repair and Maintenance	2,315		5,543	7,858
Other Expenses	258		618	876
TOTAL OPERATIONS	123,811	0	32,431	156,242
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 223,127	 0	 194,472	 417,599
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	 223,127	 0	 194,472	 417,599

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	TBL Trust Acct	Total
PERSONAL SERVICES	261,357			261,357
OPERATIONS:				
Contracted Services	4,000	6,270		10,270
Supplies and Materials	6,761	2,213		8,974
Communications	146	9,689		9,835
Travel	5,000			5,000
Rent		113,429		113,429
Repair and Maintenance	7,858			7,858
Other Expenses	876			876
TOTAL OPERATIONS	24,641	131,601	0	156,242
EQUIPMENT:				
Library Books				0
Equipment	0			0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS	285,998	131,601	0	417,599
GRANTS:				
TBL ARRA Stimulus				
TOTAL GRANTS	0	0		0
TOTALS	285,998	131,601	0	417,599
FUNDING:				
General Fund:	106,576	116,551		223,127
LSTA	179,422	15,050		194,472
Coal Sev. Tax:				0
TOTALS	285,998	131,601	0	417,599

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 13 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	369,495			369,495
OPERATIONS:				
Contracted Services	34,667	8,469		43,136
Supplies and Materials	16,476	4,449		20,925
Communications	8,333	265		8,598
Travel	5,388			5,388
Rent	163,204			163,204
Repair and Maintenance	1,889			1,889
Other Expenses	6,939			6,939
TOTAL OPERATIONS	236,896	13,183	0	250,079
EQUIPMENT:				
Library Books	7,935	0		7,935
Equipment				
TOTAL EQUIPMENT	7,935	0	0	7,935
SUB-TOTALS				
	614,326	13,183	0	627,509
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 11 Grants				0
LSTA - FY 12 Grants				0
LSTA - FY 13 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	614,326	13,183	0	627,509

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	Personal Services General Operations	Fixed Cost	Online and Book Budget	Total
PERSONAL SERVICES	369,495			369,495
OPERATIONS:				
Contracted Services	2,975	2,910	37,251	43,136
Supplies and Materials	5,500	1,660	13,765	20,925
Communications	105	8,493		8,598
Travel	5,388			5,388
Rent		163,204		163,204
Repair and Maintenance			1,889	1,889
Other Expenses	2,268		4,671	6,939
TOTAL OPERATIONS	16,236	176,267	57,576	250,079
EQUIPMENT:				
Library Books Equipment			7,935	7,935
TOTAL EQUIPMENT	0	0	7,935	7,935
SUB-TOTALS	385,731	176,267	65,511	627,509
GRANTS:				
TOTAL GRANTS	0	0	0	0
TOTALS	385,731	176,267	65,511	627,509
FUNDING:				
General Fund:	381,334	170,815	62,177	614,326
Coal Sev. Tax:	4,397	5,452	3,334	13,183
TOTALS	385,731	176,267	65,511	627,509

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 13 OPERATIONAL BUDGET

FUNCTION 70 - NRIS/Natural Heritage

	GENERAL FUND	STATE AGENCY FUND	Total Budget
PERSONAL SERVICES	491,415		491,415
OPERATIONS:			
Contracted Services	175,875	283,523	459,398
Supplies and Materials	62,729		62,729
Communications	30,230		30,230
Travel	7,611		7,611
Rent	3,705		3,705
Repair and Maintenance	3,268		3,268
Other Expenses	5,964		5,964
TOTAL OPERATIONS	289,382	283,523	572,905
EQUIPMENT:			
Equipment			0
TOTAL EQUIPMENT	0	0	0
TOTALS	\$780,797	\$283,523	\$1,064,320
FUNDING:			
GENERAL Fund	780,797		780,797
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
	780,797	283,523	1,064,320

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET**

NATURAL RESOURCE INFORMATION SYSTEM

	Personal Services and Operations	Fixed Cost	Heritage Contract	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	491,415				491,415
OPERATIONS:					
Contracted Services	1,189	16,488	441,721		459,398
Supplies and Materials	12,268	50,461			62,729
Communications	380	22,451	7,399		30,230
Travel	7,611				7,611
Rent	35	1,835	1,835		3,705
Repair and Maintenance	3,268				3,268
Other Expenses	5,304		660		5,964
TOTAL OPERATIONS	30,055	91,235	451,615	0	572,905
EQUIPMENT:					
Library Books					0
Equipment					0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	521,470	91,235	451,615	0	1,064,320
FUNDING:					
GENERAL Fund	521,470	91,235	168,092		780,797
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
	521,470	91,235	451,615	0	1,064,320

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 13. 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 12 and carry over to FY 13. Those will be shown on the 1st quarter FY 13 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 13 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	314,294		7,813	322,107
OPERATIONS:				
Contracted Services	41,108			41,108
Supplies and Materials	24,435			24,435
Communications	16,691			16,691
Travel	20,911			20,911
Rent	204			204
Repair and Maintenance	34,292			34,292
Other Expenses	9,462		43,571	53,033
TOTAL OPERATIONS	147,103	0	43,571	190,674
EQUIPMENT:				
Library Books				0
Equipment				0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS	461,397	0	51,384	512,781
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	461,397	0	51,384	512,781

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 13 OPERATIONAL BUDGET

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	208,489		110,295	3,323	322,107
OPERATIONS:					
Contracted Services	15,596	25,492	20		41,108
Supplies and Materials	21,540	2,704	71	120	24,435
Communications	650	16,002		39	16,691
Travel	1,000		5,194	14,717	20,911
Rent	144			60	204
Repair and Maintenance	15,578	18,714			34,292
Other Expenses	5,658	43,571	3,477	327	53,033
TOTAL OPERATIONS	60,166	106,483	8,762	15,263	190,674
EQUIPMENT:					
Library Books					0
Equipment	0				0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	268,655	106,483	119,057	18,586	512,781
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	268,655	106,483	119,057	18,586	512,781
FUNDING:					
General Fund:	260,842	62,912	119,057	18,586	461,397
Coal Sev. Tax:					0
LSTA	7,813	43,571			51,384
LSTA - GRANTS					0
TOTALS	268,655	106,483	119,057	18,586	512,781

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