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TO: Jennie Stapp
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *KMS JS*
Central Services Manager

FROM: Jennie Stapp
State Librarian

SUBJECT: FY 16 STATE LIBRARY BUDGET

DATE: August 2, 2015

Attached to this memo is the proposed operational budget for FY 2016, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0013 (Pay Plan), SA0203 (Statutory) & HB0576 (Proprietary). In your 1st quarter financial report you will see any of the carry over funds from FY 15 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget changes authorized by the Legislature:

Reduction of the 4% FTE (1.29) (\$79,079)

Reduction of Coal Severance Tax Shared Account (\$89,554)

Authorized the 1.00 permanent FTE Water Information System Manager Position

This financial report shows the creation of the Montana Digital Library based on the reorganization that was presented in the June 23, 2015 Commission meeting. At this time it only shows what the total budget amount, per budget category, that is budgeted. If the approval is granted for this reorganization, then I will be working with program managers to come up with a more detail budget that program manager & program leads will be working under. Example on page 7.

Please let me know if I can answer any questions.

**MONTANA STATE LIBRARY
FY 16 OPERATIONAL BUDGET**

	STATEWIDE LIBRARY RESOURCES		MONTANA DIGITAL LIBRARY		TOTAL
	Library Development	Talking Book Library	User Services Information Management Information Products	Administration	
Full Time Equivalent (FTE) Level	6.62	6.00	11.81	8.65	33.08
PERSONAL SERVICES	439,227	299,269	910,644	714,647	2,363,787
OPERATIONS					
Contracted Services	142,575	12,921	779,560	89,421	1,024,477
Periodical Elec Data	240,941				240,941
*Resource Sharing-OCLC	98,886				98,886
*Resource Sharing-MSA	98,886				98,886
Supplies and Materials	8,694	16,988	89,088	64,085	178,855
Communications	12,816	17,600	43,622	33,943	107,981
Travel	78,445	3,600	16,988	23,100	122,133
Rent	65,545	124,857	179,180	150	369,732
Repair and Maintenance	18,200	9,200	5,400	29,176	61,976
Other Expenses	27,600	800	17,900	65,310	111,610
TOTAL OPERATIONS	792,587	185,966	1,131,738	305,185	2,415,476
EQUIPMENT:					
Library Books	0	0	4,066		4,066
Equipment	0	0		9,600	9,600
TOTAL EQUIPMENT	0	0	4,066	9,600	13,666
SUB-TOTALS	1,231,814	485,235	2,046,448	1,029,432	4,792,929
GRANTS:					
Federation Grants (CST)	176,122	0	0	0	176,122
State Aid - Area/Pop	395,766	0			395,766
LSTA 14	139,443				139,443
LSTA 15	606,000				606,000
LSTA 16	450,000				450,000
LSTA 17	44,000	0	621,661	0	665,661
Montana Land Information Grants					0
TOTAL GRANTS	1,811,331	0	621,661	0	2,432,992
TOTALS	3,043,145	485,235	2,668,109	1,029,432	7,225,921
FUNDING					
General Fund	854,862	287,896	1,356,374	960,670	3,459,802
Coal Severance Tax Shared Account	420,063		53,184		473,247
Library Services and Technology Act (LSTA)	1,424,156	197,339		52,610	1,674,105
Montana Shared Catalog - Proprietary Acct	344,064				344,064
State Agency Contracts *(See Below)			283,523		283,523
Montana Land Information Account			975,028	16,152	991,180
	3,043,145	485,235	2,668,109	1,029,432	7,225,921

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

MSL 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 16 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	151,961		151,689	135,577	439,227
OPERATIONS:					
Contracted Services	9,800		132,775		142,575
*Periodical Elec Data		240,941			240,941
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	5,794		2,900		8,694
Communications	11,525		500	791	12,816
Travel	11,100		19,000	48,345	78,445
Rent	65,045		500		65,545
Repair and Maintenance			18,200		18,200
Other Expenses	6,100	3,000	18,500		27,600
TOTAL OPERATIONS	307,135	243,941	192,375	49,136	792,587
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 459,096	 243,941	 344,064	 184,713	 1,231,814
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA 14				139,443	139,443
LSTA 15				606,000	606,000
LSTA 16				450,000	450,000
LSTA 17				44,000	44,000
TOTAL GRANTS	395,766	176,122	0	1,239,443	1,811,331
TOTALS	854,862	420,063	344,064	1,424,156	3,043,145

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 16 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	151,961			70,688	64,889			151,689	439,227
OPERATIONS:									
Contracted Services	4,500	5,300						132,775	142,575
Periodical Elec Data						240,941			240,941
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	3,200	2,594						2,900	8,694
Communications	800	10,725		500	291			500	12,816
Travel	4,500		6,600		4,500		43,845	19,000	78,445
Rent		65,045						500	65,545
Repair and Maintenance								18,200	18,200
Other Expenses	6,100	3,000		0	0			18,500	27,600
TOTAL OPERATIONS	19,100	86,664	6,600	500	4,791	438,712	43,845	192,375	792,587
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	171,061	86,664	6,600	71,188	69,680	438,712	43,845	344,064	1,231,814
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA 14							139,443		139,443
LSTA 15							606,000		606,000
LSTA 16							450,000		450,000
LSTA 17							44,000		44,000
TOTAL GRANTS	0	0		0	0	571,888	1,239,443	0	1,811,331
TOTALS	171,061	86,664	6,600	71,188	69,680	1,010,600	1,283,288	344,064	3,043,145
FUNDING:									
General Fund:	171,061	83,664	6,600			593,537			854,862
Coal Sev. Tax:		3,000				417,063			420,063
Mt Shared Catalog - Prop								344,064	344,064
LSTA - OPERATIONS				71,188	69,680				140,868
LSTA - GRANTS							1,283,288		1,283,288
TOTALS	171,061	86,664	6,600	71,188	69,680	1,010,600	1,283,288	344,064	3,043,145

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.

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 16 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	127,029		172,240	299,269
OPERATIONS:				
Contracted Services	12,921			12,921
Supplies and Materials	11,988		5,000	16,988
Communications	17,600			17,600
Travel	3,600			3,600
Rent	109,807		15,050	124,857
Repair and Maintenance	4,151		5,049	9,200
Other Expenses	800			800
TOTAL OPERATIONS	160,867	0	25,099	185,966
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 287,896	 0	 197,339	 485,235
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	 287,896	 0	 197,339	 485,235

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 16 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	Total
PERSONAL SERVICES	299,269		299,269
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OPERATIONS:			
Contracted Services	3,949	8,972	12,921
Supplies and Materials	13,500	3,488	16,988
Communications	0	17,600	17,600
Travel	3,600		3,600
Rent	0	124,857	124,857
Repair and Maintenance	9,200		9,200
Other Expenses	800		800
TOTAL OPERATIONS	31,049	154,917	185,966
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EQUIPMENT:			
Library Books			0
Equipment	0		0
TOTAL EQUIPMENT	0	0	0
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SUB-TOTALS	330,318	154,917	485,235
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GRANTS:			
TOTAL GRANTS	0	0	0
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TOTALS	330,318	154,917	485,235
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FUNDING:			
General Fund:	148,029	139,867	287,896
LSTA	182,289	15,050	197,339
Coal Sev. Tax:			0
TOTALS	330,318	154,917	485,235

Examples of General Operations

Contracted Services

Legal Services, Printing Services

Supplies

Computers fall under supplies

Other Expenses

Training Cost, Freight, Handyman Charges, Volunteer Appreciation

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 16 OPERATIONAL BUDGET

MONTANA DIGITAL LIBRARY

	GENERAL FUND	CST	MT LAND INFO FUND	STATE AGENCY FUND	TOTAL
PERSONAL SERVICES	692,778		217,866		910,644
OPERATIONS:					
Contracted Services	356,803	50,000	89,234	283,523	779,560
Supplies and Materials	65,876		23,212		89,088
Communications	38,955		4,667		43,622
Travel	7,700		9,288		16,988
Rent	179,180				179,180
Repair and Maintenance	2,200		3,200		5,400
Other Expenses	8,816	3,184	5,900		17,900
TOTAL OPERATIONS	659,530	53,184	135,501	283,523	1,131,738
EQUIPMENT:					
Library Books Equipment	4,066	0			4,066
TOTAL EQUIPMENT	4,066	0	0	0	4,066
 SUB-TOTALS	 1,356,374	 53,184	 353,367	 283,523	 2,046,448
GRANTS:					
MLIAC GRANT			621,661		621,661
TOTAL GRANTS	0	0	621,661	0	621,661
TOTALS	1,356,374	53,184	975,028	283,523	2,668,109

MONTANA STATE LIBRARY
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 MONTANA DIGITAL LIBRARY

	Personal Services General Operations	Fixed Cost	User Services	Information Management	Information Products	UOFM Heritage Contract	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES								0
OPERATIONS:								
Contracted Services								0
Supplies and Materials								0
Communications								0
Travel								0
Rent								0
Repair and Maintenance								0
Other Expenses								0
TOTAL OPERATIONS	0	0	0	0	0	0	0	0
EQUIPMENT:								
Library Books								0
Equipment								0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0
SUB-TOTALS	0	0	0	0	0	0	0	0
GRANTS:								
TOTAL GRANTS	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0	0
FUNDING:								
General Fund:								0
Coal Sev. Tax:								0
TOTALS	0	0	0	0	0	0	0	0

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

Heritage is a biennial contract that runs through FY 17. 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 15 and carry over to FY 16. Those will be shown on the 1st quarter FY 16 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 16 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	MT LAND INFO FUND	LSTA	TOTAL
PERSONAL SERVICES	698,495	16,152		714,647
OPERATIONS:				
Contracted Services	89,421			89,421
Supplies and Materials	64,085			64,085
Communications	33,943			33,943
Travel	23,100			23,100
Rent	150			150
Repair and Maintenance	29,176			29,176
Other Expenses	12,700		52,610	65,310
TOTAL OPERATIONS	252,575	0	52,610	305,185
EQUIPMENT:				
Library Books				0
Equipment	9,600			9,600
TOTAL EQUIPMENT	9,600	0	0	9,600
SUB-TOTALS	960,670	16,152	52,610	1,029,432
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	960,670	16,152	52,610	1,029,432

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 16 OPERATIONAL BUDGET

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	586,149		125,148	3,350	714,647
OPERATIONS:					
Contracted Services	27,570	60,851	1,000		89,421
Supplies and Materials	60,400	2,585	1,000	100	64,085
Communications	13,800	20,143			33,943
Travel	2,600		6,500	14,000	23,100
Rent	150				150
Repair and Maintenance	6,800	22,376			29,176
Other Expenses	6,800	52,610	4,000	1,900	65,310
TOTAL OPERATIONS	118,120	158,565	12,500	16,000	305,185
EQUIPMENT:					
Library Books					0
Equipment	9,600				9,600
TOTAL EQUIPMENT	9,600	0	0	0	9,600
SUB-TOTALS	713,869	158,565	137,648	19,350	1,029,432
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	713,869	158,565	137,648	19,350	1,029,432
FUNDING:					
General Fund:	713,869	105,955	137,648	19,350	976,822
Coal Sev. Tax:					0
LSTA		52,610			52,610
LSTA - GRANTS					0
TOTALS	713,869	158,565	137,648	19,350	1,029,432

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 Wrnt

Works Comp, SABHRS fees, Human Resource fees

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Mainenance

Other Expenses

Statewide Cost Indirects