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

TO:

Jennie Stapp State Librarian

TO:

Montana State Library

Commission

FROM:

Kris Schmitz

FROM:

Jennie Stapp

Central Services Manager

State Librarian

SUBJECT:

FY 19 STATE LIBRARY BUDGET

DATE:

July 24, 2018

Attached to this memo is the proposed operational budget for FY 2019, for your consideration.

This is the start-up budget from HB0002 (General Appropriation Act), HB0576 (Proprietary) & SB0261 (Revenue Triggers Reductions). As a reminder, HB0002 included a reduction in the budget of (\$312,757), made up of 6% vacancy savings, 5% operations cut and an IT reduction. SB0261 included a reduction of (683,473) and HB0261 put the statutory appropriation for per capita and per square mile funding on hold for FY 18 & FY 19. In your 1st quarter, financial report you will see any of the carry over funds from FY 18 and all Digital Library contracts that are continuing will be added to this start-up budget. You will be provided a detailed breakout budget at that time too.

LSTA Funds are approved by the Legislature as continuing appropriations and are established as an estimate. They work as placeholders and throughout the year, I will be adjusting the sub-classes between the LSTA years and moving the budget into projects as you approve the yearly awards.

Montana Land Information Account currently shows as appropriated by the Legislature, which was based on an estimate. It will be adjusted in your FY 19 1st quarter financial report to reflect the budget authorized in the Montana Land Plan.

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY FY 19 OPERATIONAL BUDGET

MONTANA DIGITAL LIBRARY **User Services** Administration Library Information Management Development Book Library Information Products TOTAL Full Time Equivalent (FTE) Level 8.65 6.62 6.00 11.81 33.08 PERSONAL SERVICES 449,020 245,155 671,660 619,134 1,984,969 **OPERATIONS** Contracted Services 206,786 12,672 528,313 61,197 808,968 Periodical Elec Data Library Development Projects 161,200 161,200 *Resource Sharing-OCLC 98,886 98,886 *Resource Sharing-MSC 98,886 98,886 7,400 Supplies and Materials 6,500 151,167 12,279 177,346 Communications 14,074 7,879 25,681 18,680 66,314 Travel 52,229 3,293 20,626 22,600 98,748 Rent 40,218 93,842 135,060 2,418 271,538 Repair and Maintenance 8,947 9,507 3,900 3,000 25,354 Other Expenses
TOTAL OPERATIONS 29,600 67,430 31,276 129,106 800 134,493 718,225 932,177 151,450 1.936.345 **EQUIPMENT:** Library Books 0 0 0 0 0 Equipment 0 TOTAL EQUIPMENT 0 SUB-TOTALS 1,603,837 770,584 3,921,314 1,167,245 379,648 **GRANTS:** Federation Grants (CST) 176,122 0 176,122 State Aid - Area/Pop 250,000 250,000 LSTA 17 356,871 356,871 LSTA 18 0 200,000 200,000 LSTA 19 621,685 621,685 Montana Land Information Grants 1,604,678 **TOTAL GRANTS** 982,993 0 621,685 TOTALS 2,150,238 379,648 2,225,522 770,584 5,525,992 FUNDING 356,737 185,183 917,472 726,953 2,186,345 General Fund Coal Severance Tax Shared Account Library Services and Technology Act (LSTA) 497,504 58,297 439,207 1,212,034 991,209 194,465 26,360 Montana Shared Catalog - Proprietary Acct State Agency Contracts *(See Below) 363,085 363,085 281,541 281,541 Montana Land Information Account 968,213 17,271 985,484

379,648

2,225,522

2,150,238

770,584

5,525,992

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

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	167,196		149,315	132,509	449,020
OPERATIONS:					
Contracted Services	25,263		171,523	10,000	206,786
*Periodical Elec Data		0			0
*Library Development Project	t	161,200			161,200
*Resource Sharing - OCLC	00.000	98,885			98,885
*Resource Sharing - MSC	98,886		200	F F00	98,886
Supplies and Materials Communications	1,600		300 500	5,500	7,400
Travel	7,874 6,500		15,100	5,700 30,629	14,074 52,229
Rent	40,218		15,100	30,029	40,218
Repair and Maintenance	40,210		8,947		8,947
Other Expenses	9,200	3,000	17,400		29,600
TOTAL OPERATIONS	189,541	263,085	213,770	51,829	718,225
	, , , , , , , , , , , , , , , , , , , ,				,
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	356,737	263,085	363,085	184,338	1,167,245
				Đ)	
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants					0
LSTA 17				250,000	250,000
LSTA 18				356,871	356,871
LSTA 19				200,000	200,000
TOTAL GRANTS	0	176,122	0	806,871	982,993
TOTALS	356,737	439,207	363,085	991,209	2,150,238

LIBRARY DEVELOPMENT DEPARTMENT

	Personal Services	Fixed	NAC	HB 2 LSTA	HB 2 LSTA	Projects Grants & Database	Grants	**Proprietary Montana Shared	
	and Operations	Cost	Budget	MT Shared Cat	MT Memory Proj Dir	From State Source	LSTA	Catalog	Total
PERSONAL SERVICES	167,196			61,746	70,763			149,315	449,020
OPERATIONS: Contracted Services Periodical Elec Data Library Development Project	3,600	21,663				0 161,200	10,000	171,523	206,786 0 161,200
Resource Sharing OCLC Resource Sharing MSC Supplies and Materials Communications Travel	1,500 0 3,500	7,874	100 3,000	3,000	500 700 4,500	98,886 98,886	5,000 5,000 23,129	300 500 15,100	98,886 98,886 7,400 17,074 49,229
Rent Repair and Maintenance Other Expenses	8,700	40,218 3,000	500	0	0			0 8,947 17,400	40,218 8,947 29,600
TOTAL OPERATIONS	17,300	72,755	3,600	3,000	5,700	358,971	43,129	213,770	718,225
EQUIPMENT: Library Books Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	, 0	0	0
SUB-TOTALS	184,496	72,755	3,600	64,746	76,463	358,971	43,129	363,085	1,167,245
GRANTS: Federation Grants (CST) State Aid Grants - Area & Pop LSTA 17 LSTA 18 LSTA 19						176,122	250,000 356,871 200,000		176,122 0 250,000 356,871 200,000
TOTAL GRANTS	0	0		0	0	176,122	806,871	0	982,993
TOTALS	184,496	72,755	3,600	64,746	76,463	535,093	850,000	363,085	2,150,238
FUNDING: General Fund; Coal Sev. Tax: Mt Shared Catalog - Prop LSTA - OPERATIONS LSTA - GRANTS	184,496	69,755 3,000	3,600	64,746	76,463	98,886 436,207	850,000	363,085	356,737 439,207 363,085 141,209 850,000
TOTALS	184,496	72,755	3,600	64,746	76,463	535,093	850,000	363,085	2,150,238

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

Pont

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.

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	70,339		174,816	245,155
OPERATIONS: Contracted Services Supplies and Materials Communications Travel Rent Repair and Maintenance	8,723 4,400 7,879 93,842		3,949 2,100 3,293 9,507	12,672 6,500 7,879 3,293 93,842 9,507
Other Expenses			800	800
TOTAL OPERATIONS	114,844	0	19,649	134,493
EQUIPMENT: Library Books Equipment TOTAL EQUIPMENT	0	0	0 0 0	0 0
SUB-TOTALS	185,183	0	194,465	379,648
GRANTS: Federation Grants (CST) State Aid Grants LSTA - FY 17 Grants LSTA - FY 18 Grants TOTAL GRANTS	0	0	0	0 0 0 0
TOTALS	185,183	0	194,465	379,648

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	Total
PERSONAL SERVICES	245,155		245,155
ODERATIONS.			
OPERATIONS: Contracted Services	3,949	8,723	12,672
Supplies and Materials	6,500	0,723	6,500
Communications	0,500	7,879	7,879
Travel	3,293	1,010	3,293
Rent	0	93,842	93,842
Repair and Maintenance	9,507	,	9,507
Other Expenses	800		800
TOTAL OPERATIONS	24,049	110,444	134,493
EQUIPMENT:			
Library Books			0
Equipment	0		0
TOTAL EQUIPMENT	0	0	0
SUB-TOTALS	269,204	110,444	379,648
00B-1017/L0	200,201		
GRANTS:			
TOTAL GRANTS	0	0	, 0
TOTALS	269,204	110,444	379,648
TOTALS	200,204	110,111	0,0,010
FUNDING:			
General Fund:	74,739	110,444	185,183
LSTA	194,465		194,465
Coal Sev. Tax:	5 G 54 5 TT		0
TOTALS	269,204	110,444	379,648

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 DIGITAL LIBRARY

	GENERAL FUND	CST	MT LAND INFO FUND	STATE AGENGY FUND	TOTAL
PERSONAL SERVICES	468,073	0	203,588		671,661
OPERATIONS:					
Contracted Services	131,227	14,188	101,357	281,541	528,313
Supplies and Materials	133,007	1,300	16,860	·	151,167
Communications	25,481	100	100		25,681
Travel	6,009		14,617		20,626
Rent	135,060				135,060
Repair and Maintenance	500	3,400			3,900
Other Expenses	18,115	39,309	10,006		67,430
TOTAL OPERATIONS	449,399	58,297	142,940	281,541	932,177
EQUIPMENT: Library Books Equipment		1			0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	917,472	58,297	346,528	281,541	1,603,838
GRANTS:					
MLIAC GRANT			621,685		621,685
					0
TOTAL GRANTS	0	0	621,685	0	621,685
TOTALS	917,472	58,297	968,213	281,541	2,225,523

MONTANA DIGITAL LIBRARY

	Personal Services General Operations	Fixed Cost	User Services	Information Management	Information Products	UOFM Heritage Contract	MLIAC Grants	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	113,218		185,320	190,435	182,687				671,660
OPERATIONS:									
Contracted Services	23,100	72,023				341,833	91,357		528,313
Supplies and Materials Communications	1,350 691	148,817				1,000			151,167
Travel		20,613				4,377			25,681 20,626
Rent	20,626	134,060				1,000			135,060
Repair and Maintenance	3,400	134,000				500			3,900
Other Expenses	67,430					300			67,430
TOTAL OPERATIONS	116,597	375,513	0	0	0	348,710	91,357	0	932,177
EQUIPMENT: Library Books Equipment					9	s ,			0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	229,815	375,513	185,320	190,435	182,687	348,710	91,357	0	1,603,837
GRANTS:							621,685		621,685
TOTAL GRANTS	0	0 .	0	0	0	0	621,685	0	621,685
TOTALS	229,815	375,513	185,320	190,435	182,687	348,710	713,042	0	2,225,522
FUNDING: General Fund: State Agency Contracts Montana Land Info Acct Coal Sev. Tax:	146,745 24,773 58,297	358,703 16,810	92,842 92,478	172,366 18,069	89,647 93,041	57,169 281,541 10,000	713,042		917,472 281,541 968,213 58,297
		170 70 P. Gallander							
TOTALS	229,815	375,513	185,320	190,435	182,688	348,710	713,042	0	2,225,522

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 19. 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 18 and carry over to FY 19. Those will be shown on the 1st quarter FY 19 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 Land Info Acct budget will be adjusted in 1st quarter FY 19 financial report to match budget approved in the Montana Land Plan.

ADMINISTRATION

	GENERAL FUND	MT LAND INFO FUND	LSTA	TOTAL
PERSONAL SERVICES	601,863	17,271		619,134
OPERATIONS: Contracted Services	58,252		2,945	61,197
Supplies and Materials Communications Travel	12,279 17,796 22,600		884	12,279 18,680 22,600
Rent Repair and Maintenance	150 3,000		2,268	2,418 3,000
Other Expenses TOTAL OPERATIONS	11,013 125,090	0	20,263 26,360	31,276 151,450
EQUIPMENT: Library Books Equipment			,	0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS	726,953	17,271	26,360	770,584
GRANTS: Federation Grants (CST) State Aid Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	726,953	17,271	26,360	770,584

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	486,496		129,288	3,350	619,134
OPERATIONS:					
Contracted Services	11,559	48,638	1,000		61,197
Supplies and Materials	11,179		1,000	100	12,279
Communications	1,962	16,718			18,680
Travel	2,100		6,500	14,000	22,600
Rent	2,418				2,418
Repair and Maintenance	3,000				3,000
Other Expenses	7,635	17,741	4,000	1,900	31,276
TOTAL OPERATIONS	39,853	83,097	12,500	16,000	151,450
EQUIPMENT:					
Library Books					0
Equipment		¥			0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	526,349	83,097	141,788	19,350	770,584
GRANTS: Federation Grants (CST) State Aid Grants					
LSTA - FY 10 Grants					0
LSTA - FY 11 Grants					0
TOTAL GRANTS	0	0	0	0	0
	Service de Mai	AND THE PROPERTY AND TH	The Secretary Address reads		
TOTALS	526,349	83,097	141,788	19,350	770,584
FUNDING:					
General Fund:	498,546	67,269	141,788	19,350	726,953
Coal Sev. Tax:	ana a •an 1 €	S BATTERNE	2 0 2 to 2 2	32M.0 57	0
Montana Land Info Account	17,271				17,271
LSTA	10,532	15,828			26,360
LSTA - GRANTS					. 0_
TOTALS	526,349	83,097	141,788	19,350	770,584

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, Wrnt Wrtir works Comp, SABHRS fees, Human Resource fee:

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Mainenance

Other Expenses

Statewide Cost Indirects