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TO: Jennie Stapp *JS* TO: Montana State Library
State Librarian Commission
FROM: Kris Schmitz *KKS* FROM: Jennie Stapp
Central Services Manager State Librarian
SUBJECT: FY 19 FIRST QUARTER FINANCIAL REPORT
DATE: October 4, 2018

Attached to this memo is the first quarter financial report for FY 2019, for your consideration.

PROGRAM 01 - OPERATIONS

Listed below is the summary of the changes reflected in the revised budget column.

The amount of \$45,267 was spent this quarter out of the State Library Trust.

Public Awareness Campaign - \$10,877
(Total of \$18,826 out of the approved Budget - \$150,000)
TBL Digital Conversion - \$16,028
(Total of \$16,858 out of the approved Budget - \$135,000)
Libraries Foundation consultant - \$13,422
(Total of \$16,899 out of the approved Budget - \$150,000)
50th Anniversary of TBL and Volunteer Luncheon- \$4,940
(Total of \$4,940 out of the approved Budget - \$15,000)

New Funding added to HB 2 start-up budget:

General fund – Audit appropriation carry forward 426.00
A Statutory Appropriation (SA) was carried into FY 19. 79,925.80
HB 0061 included a one-time only authority for the State Library to contract work to assess the status of GIS data functions in Montana as they pertain to next-generation 9-1-1.

Changes in financial report structure:

Talking Book Library budget has now been moved under the Montana Digital Library financial report.

LSTA projects budgets have now been moved under the Library Development financial report.

LSTA GRANT FUNDING: - These sub-classes were set up as an estimate when the budget was approved by the Legislature. They are a placeholder for LSTA funds. Through out the year I will be adjusting the sub-classes between the LSTA years and moving the budget into projects as the year goes along. We are currently closing projects related to LSTA 17 and moving them into LSTA 18 grant award as approved by the Commission.

Montana Land Information Account – Set up as an estimate when the budget was approved by the Legislature. We will continue to adjust the budget to reflect that amount approved in the Montana Land Information Plan for FY 19.

Digital Library – Contract funding established this quarter.

Two contracts/grants were carryover from FY 18 into FY 19. Budget Amendment authority (BA) is used when the funding source is federal dollars.

A contract amendment with US Department of Agriculture – Natural Resources Conservation Service (NRCS) was carried into FY 19 for \$40,615. plus an additional \$60,000 was added. This contract is used to provide technical support to NRCS staff housed at MSL. Contract ran until 09/30/21. An additional \$60,000 will be added in 2nd quarter

A contract with US Department of Agriculture – Natural Resources Conservation Service (NRCS) was carried into FY 19 for \$75,074. The purpose of this agreement is to facilitate the digital mapping of wetlands and land cover; to support the post-processing of high resolution elevation data; and to facilitate the development, archiving, and distribution of other natural resource geographic information as requested by the NRCS; and to provide for the consistent, timely electronic access to this information to NRCS personnel, partners and the citizens of Montana through the Montana State Library. A significant amount of this funding will flow through to the heritage program. Contract runs until 09/30/2022.

One contract was received from a State Agency and was established using Administrative Appropriation authority (AA).

An Interagency Agreement received from Department of Justice-Natural Resource Damage Program (NRDP) was carried into FY 19 for \$7,964. MSL will provide GIS support services and maps for the project planners during the implementation of the restoration plan (Yellowstone). Contract runs until 12/30/19.

Please let me know if I can answer any questions.

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 19
REPORT PERIOD: 07/1-09/30/18
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
PERSONAL SERVICES	1,984,969	2,730,191	527,137	2,689,151	41,040	98%
OPERATIONS:						
Contracted Services	808,968	1,108,317	392,315	1,108,317	0	100%
*Library Development Projects	161,200	161,200	0	161,200	0	0%
*Resource Sharing-OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing-MSL	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	177,346	190,980	167,521	190,980	0	100%
Communications	66,314	75,427	13,334	75,427	0	100%
Travel	98,748	158,291	25,650	158,291	0	100%
Rent	271,538	273,434	70,309	273,434	0	100%
Repair and Maintenance	25,354	50,639	40,332	50,639	0	100%
Other Expenses	129,106	165,354	39,020	165,354	0	100%
TOTAL OPERATIONS	1,936,345	2,381,413	946,252	2,381,413	0	100%
EQUIPMENT:						
Library Books					0	100%
Equipment					0	100%
TOTAL EQUIPMENT	0	0	0	0	0	100%
SUB-TOTALS	\$3,921,314	\$5,111,604	\$1,473,389	\$5,070,564	\$41,040	99%
GRANTS:						
Federation Grants (CST)	176,122	176,122		176,122	0	100%
State Aid Grants-Area/Pop					0	0%
LSTA - FY 17 Grants	250,000	177,485		177,485	0	0%
LSTA - FY 18 Grants	356,871	37,831		37,831	0	100%
LSTA - FY 19 Grants	200,000	200,000		200,000	0	100%
MLIAC Grants awarded	621,685	381,098	8,809	381,098	0	100%
TOTAL GRANTS	1,604,678	972,536	8,809	972,536	0	100%
TOTALS	\$5,525,992	\$6,084,140	\$1,482,198	\$6,043,100	\$41,040	99%

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 90- Program 01/OPERATIONS

FISCAL YEAR: 19
 REPORT PERIOD: 07/1-09/30/18
 YEAR EXPENDED: 25%
 PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Balance Over/Under	% Expd.
FUNDING:						
General Fund	2,186,345	2,186,771	594,197	2,145,731	41,040	98%
Coal Sev. Tax	497,504	497,504	102,141	497,504	0	100%
LSTA	362,034	362,034	97,536	362,034	0	100%
LSTA Grants	850,000	1,158,876	266,910	1,158,876	0	100%
State Agency Contracts	281,541	281,541	0	281,541	0	100%
Montana Land Information Account	985,484	985,484	185,213	985,484	0	100%
Montana Shared Catalog	363,085	363,085	188,406	363,085	0	100%
Montana State Library Trust Acct.		45,267	45,267	45,267	0	100%
BA-NRCS-FOREST		40,615	245	40,615	0	100%
NRCS-Wetlands - (BA)		75,074	2,283	75,074	0	100%
DNRC- MSDI (AA)		0	0	0	0	0%
DOJ-NRDP-GIS (AA)		7,964	0	7,964	0	100%
9-1-1 GIS Mapping - (SA)		79,926	0	79,926		
TOTALS	5,525,992	6,084,140	1,482,198	6,043,101	41,040	99%

Montana State Library Trust Acct.

Balance as of July 1, 2018	1,991,038
Expenditures	(45,267)
Donations from 07/1 - 09/30/18	134
STIP Earnings (Avg. 2.07%)	7,002
	<u>1,952,906</u>

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

MONTANA DIGITAL LIBRARY
*Includes Talking Book Library
FUNCTION: 1000

FISCAL YEAR: 19
REPORT PERIOD: 07/1-09/30/18
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	916,816	1,221,083	236,526	1,198,405	22,678	98%
OPERATIONS:						
Contracted Services	540,985	638,595	12,477	638,595	0	100%
Supplies and Materials	157,667	157,756	151,979	157,756	0	100%
Communications	33,560	33,560	2,938	33,560	0	100%
Travel	23,919	23,919	1,925	23,919	0	100%
Rent	228,902	228,902	57,236	228,902	0	100%
Repair and Maintenance	13,407	13,407	10,492	13,407	0	100%
Other Expenses	68,230	69,134	9,214	69,134	0	100%
TOTAL OPERATIONS	1,066,670	1,165,273	246,261	1,165,273	0	100%
EQUIPMENT:						
Library Books					0	0%
Equipment	0	0			0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$1,983,486	\$2,386,356	\$482,787	\$2,363,678	\$22,678	99%
Montana Land Information Grants	621,685	381,098	8,809	381,098	0	100%
TOTAL GRANTS	621,685	381,098	8,809	381,098	0	100%
TOTALS	\$2,605,171	\$2,767,454	\$491,596	\$2,744,776	\$22,678	99%
FUNDING:						
General Fund:	1,102,655	1,102,655	294,064	1,079,977	22,678	98%
Coal Sev. Tax:	58,297	58,297	255	58,297	0	100%
Montana Land Information Acct	968,213	928,213	144,903	928,213	0	100%
LSTA	194,465	192,176	48,853	192,176	0	100%
Fish Wildlife and Parks (FW&P)	68,857	68,857	0	68,857	0	100%
Dept. of Environmental Quality (DEQ)	88,307	88,307	0	88,307	0	100%
Mt. Depart. Of Transportation (DOT)	31,622	31,622	0	31,622	0	100%
Dept. of Natural Resources (DNRC)	48,813	48,813	0	48,813	0	100%
University	43,942	43,942	0	43,942	0	100%
TRUST		993	993	993	0	100%
DNRC- MSDI (AA)				0	0	0%
DOJ-NRDP-GIS (AA)		7,964		7,964	0	100%
NRCS-FOREST-BA		40,615	245	40,615	0	100%
NRCS-WETLANDS		75,074	2,283	75,074	0	100%
9-1-1 GIS Mapping SA		79,926	0	79,926	0	100%
TOTALS	2,605,171	2,767,454	491,596	2,744,776	22,678	99%

Montana Land Information Account

Balance as of July 1, 2018	1,082,729
Expenditures	(185,213)
Prior year adjustments	0
Revenue from 07/1 - 09/30/18	176,248
STIP Earnings (Avg. 2.07%)	3,939
	1,077,703

**MONTANA STATE LIBRARY
FINANCIAL REPORT**

FUNCTION: 20-LIBRARY DEVELOPMENT DEPARTMENT

FISCAL YEAR: 19
REPORT PERIOD: 07/1-09/30/18
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	449,020	884,974	176,148	880,346	4,628	99%
OPERATIONS:						
Contracted Services	206,786	328,955	270,964	328,955	0	100%
*Library Development Project	161,200	161,200	0	161,200	0	100%
*Resource Sharing - OCLC	98,886	98,886	98,886	98,886	0	100%
*Resource Sharing - MSC	98,886	98,886	98,886	98,886	0	100%
Supplies and Materials	7,400	21,230	10,282	21,230	0	100%
Communications	14,074	18,776	2,320	18,776	0	100%
Travel	52,229	111,390	21,991	111,390	0	100%
Rent	40,218	40,218	10,640	40,218	0	100%
Repair and Maintenance	8,947	33,947	29,840	33,947	0	100%
Other Expenses	29,600	68,952	16,558	68,952	0	100%
TOTAL OPERATIONS	718,225	982,439	560,366	982,439	0	100%
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	\$1,167,245	\$1,867,413	\$736,515	\$1,862,785	\$4,628	100%
GRANTS:						
Federation Grants (CST)	176,122	176,122		176,122	0	100%
State Aid Grants	0			0	0	0%
LSTA 17	250,000	177,485		177,485	0	100%
LSTA 18	356,871	37,831		37,831	0	100%
LSTA 19	200,000	200,000		200,000	0	100%
TOTAL GRANTS	982,993	591,438	0	591,438	0	100%
TOTALS	\$2,150,238	\$2,458,851	\$736,515	\$2,454,223	\$4,628	100%
FUNDING:						
General Fund:	356,737	356,737	152,076	352,109	4,628	99%
Coal Sev. Tax:	439,207	439,207	101,886	439,207	0	100%
LSTA	145,166	145,166	30,075	145,166	0	100%
LSTA - GRANTS	846,043	1,154,656	264,072	1,154,656	0	100%
Proprietary - Montana Shared Catalog	363,085	363,085	188,406	363,085	0	100%
TOTALS	2,150,238	2,458,851	736,515	2,454,223	4,628	100%
Montana Shared Catalog						
Cash Balance from 4th Quarter	65,709					
Incoming new revenue	308,373					
Expenditures	(188,406)					
Cash Balance	185,676					

MONTANA STATE LIBRARY FINANCIAL REPORT

FUNCTION: 05- Administration

FISCAL YEAR: 19
REPORT PERIOD: 7/1-09/30/18
YEAR EXPENDED: 25%
PAYROLL EXPENDED: 23%

	Budgeted	Revised Budget	Expended To Date	Projected Year-End Expenditures	Projected Balance Over/Under	% Expd.
PERSONAL SERVICES	619,134	624,134	114,463	610,400	13,734	98%
OPERATIONS:						
Contracted Services	61,197	140,767	108,874	140,767	0	100%
Supplies and Materials	12,279	12,279	5,259	12,279	0	100%
Communications	18,680	23,091	8,077	23,091	0	100%
Travel	22,600	22,982	1,732	22,982	0	100%
Rent	2,418	4,314	2,433	4,314	0	100%
Repair and Maintenance	3,000	3,000		3,000	0	100%
Other Expenses	31,276	27,268	13,248	27,268	0	100%
TOTAL OPERATIONS	151,450	233,701	139,623	233,701	0	100%
EQUIPMENT:						
Library Books	0			0	0	0%
Equipment	0	0		0	0	0%
TOTAL EQUIPMENT	0	0	0	0	0	0%
SUB-TOTALS	\$770,584	\$857,836	\$254,086	\$844,101	\$13,734	98%
GRANTS:						
Federation Grants (CST)	0			0	0	0%
State Aid Grants	0			0	0	0%
LSTA - FY 15 Grants	0			0	0	0%
LSTA - FY 16 Grants	0			0	0	0%
TOTAL GRANTS	0	0	0	0	0	0%
TOTALS	\$770,584	\$857,836	\$254,086	\$844,101	\$13,734	98%
FUNDING:						
General Fund:	726,953	727,379	713,645	713,645	13,734	98%
Montana Land Information Acct	17,271	57,271	40,310	57,271	0	100%
LSTA	26,360	28,912	21,446	28,912	0	100%
LSTA - Grants				0	0	0%
Misc. Revenue:				0	0	0%
Montana State Library Trust Acct.		44,274	44,274	44,274	0	100%
TOTALS	770,584	857,836	819,675	844,102	13,734	98%