Montana State Library FTE Request

February 2024

MSL Legislative Request

MSL has historically requested modifieds for 23% of its existing staff each year. MSL is requesting permanent FTE, as many of these employees have been in their positions for 10 or more years. Permanent positions are more transparent, accurately reflect the size of the agency, and result in administrative efficiencies. These positions are fully funded so no new funding is necessary for this request.

Library Consulting Services

Since 1997, in our role to provide advice and assistance to all tax-supported libraries and to local governments that may wish to establish or improve libraries (22-1-101, MCA), the Montana State Library (MSL) has employed librarians and library consultants. Our Staff Assist the Montana library community to build their capacity to better serve their clientele. These employees:

- Provide consultation, continuing education, and facilitation on operations, management, governance, and other services to all types of libraries.
- Evaluate information and library programming needs, to create programming materials and services for delivery through libraries, to understand and improve adoption of services to ensure all Montana citizens receive the information they need.
- Support Montana libraries by developing and delivering a variety of training to libraries and library patrons and preparing library staff and leadership to deal effectively with the changing landscape of library service in Montana and enable them to comply with legislation, rules, and regulations for public libraries.
- Provide ongoing hardware and application support and direct technical support, advice, and problem-solving assistance to the Montana Shared Catalog (MSC) member libraries and the MSC Integrated Library System.

These positions are funded through Federal Library Services and Technology Act (LSTA) funding, which is a formula-based grant that has been awarded to MSL annually since 1996. LSTA funding is appropriated in House Bill 2 but authority does not provide for these FTE.

Library Consulting Ongoing Modified FTE

Employee	Title	Position Classification	Time in Position	Position Inception
Dave Colamaria	Digital Historian and Archivist	Librarian 1	3 years	2020
Colet Bartow	Training Specialist	Trainer 2	2 years	Appx 1999
Melody Karle	MSC Systems Administrator	IT System Administrator 1	2 years	2005
Vacant	Statewide Projects Info Specialist	IT Systems Support 1	2 years	2016

Montana Natural Heritage Program

A program of the MSL Natural Resource Information System created by the Legislature in 1985 (90-15-304, MCA), The Montana Natural Heritage Program (MTNHP) provides information on Montana's species and habitats, emphasizing those of conservation concern. To operate the MTNHP, MSL employs scientists and information specialists to:

- Work with biologists and resource managers in partner agencies and organizations to assemble and distribute information on the distribution, population status, and ecological requirements of Montana's animal and plant species.
- Develop and manage geospatial datasets of plant, animal, and biological community information; answer information requests made by partner agencies and the public.
- Develop and manage databases and web applications and services that deliver MTNHP databases and other information resources.

Funding for these positions is through an agency pass-through appropriated in House Bill 2. This appropriation does not include FTE.

Montana Natural Heritage Program Ongoing Modified FTE

Employee	Title	Position Classification	Time in Position	Position Inception
Dan Bachen	Senior Zoologist	Biologist 3	3 years	Appx 1985
Andrea Pipp	Senior Botanist	Biologist 3	3 years	Appx 1985
Scott Blum	Biology Information Specialist	GIS Specialist 1	5 years	Appx 2004
Dave Ratz	Software Developer	Software Developer 3	5 years	2005
Braden Burkholder	Database Administrator	Database Administrator 3	2 years	Appx 2004

Montana Land Information Act

First created in 2005, the Montana Land Information Act (90-1-402, MCA) authority was transferred to MSL in 2013. To meet the obligations of the act, MSL employees Geographic Information Systems (GIS) and Information Technology Professional to support MSL's collection development, information-sharing, consulting, and collaboration missions. Employees are responsible for planning, designing, and managing geographic information systems development and analysis projects. This work includes:

- Managing strategic planning, hardware, software, geospatial analysis, application design and development, methods and workflows, cartography and visualization, database design and data integration, and coordination with partners and the public as a subject matter expert.

The position manages the development of data services and tools for both GIS professionals and public users.

These positions are funded through the Montana Land Information Account (MLIA) which is described in 90-1-409, MCA. MLIA funding is appropriated in House Bill 2 but authority does not provide for these FTE.

Montana Land Information Ongoing Modified FTE

Employee	Title	Position Classification	Time in Position	Position Inception
Michael Fashoway	Land Information Lead	GIS Specialist and Supervisor	8 years	2016
Jeff Hedstrom	GIS Analyst	GIS Specialist 3	5 years	2006
Matt Trebesch	GIS Analyst	GIS Specialist 3	2 years	2021
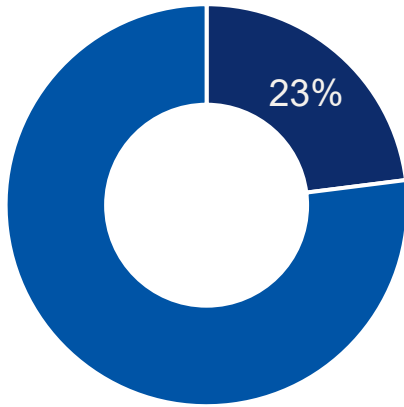
23% of MSL staff are ongoing modified FTE.

Requested Change in Appropriation

	Personal Services	Operating Revenue
General Fund	$96,000	($96,000)
State Special Revenue	$603,000	($603,000)
Federal Funds	$346,000	($346,000)
Net Change	$1,045,000	($1,045,000)

Benefits to Permanent FTE

Transparency

- Modified FTE information is not included in audits, reports, legislative session.
- More accurate representation of agency size.
- More accurate budgeting through snapshot process.

Efficiency

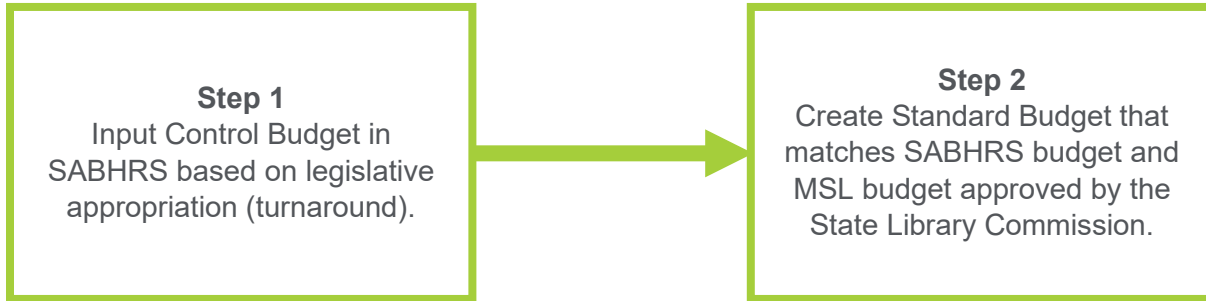- Reduces the number of Budget Changes Documents to process by MSL and OBPP.
- Currently, MSL must work from two separate budgets until the budget change document process is completed.
- Less risk of error during Turnaround, EPP, budgeting process.

Cost Effective

- Agencies are charged per journal line created in SABHRS, and the current process creates hundreds of additional journal lines in SABHRS.

Workflow Goal

Step 1
Input Control Budget in SABHRS based on legislative appropriation (turnaround).

Step 2
Create Standard Budget that matches SABHRS budget and MSL budget approved by the State Library Commission.

Current Workflow

Step 1
Input Control Budget in SABHRS based on legislative appropriation (turnaround).

Step 2
Create Standard Budget that reflects budget approved by the State Library Commission.

Step 3
Submit Budget Change documents to OBPP to move funding for each position from operating to personal services and request position numbers for each FTE.

Step 4
Fix Standard Budgets. Enter journals in SABHRS as updates are made to Control Budget at OBPP.