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TO: Darlene Staffeldt
State Librarian

TO: Montana State Library
Commission

FROM: Kris Schmitz *KMS*
Central Services Manager

FROM: Darlene Staffeldt *DMS*
State Librarian

SUBJECT: FY 12 STATE LIBRARY BUDGET

DATE: July 20, 2011

Attached to this memo is the proposed operational budget for FY 2012, 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 11 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 12 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	271,930	261,511	368,231	491,434	322,352	1,715,458
OPERATIONS						
Contracted Services	117,856	10,270	43,136	459,398	62,470	693,130
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	24,393	124,737
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	65,555	112,681	161,504	3,705	204	343,649
Repair and Maintenance		7,858	1,869	3,268	34,292	47,307
Resource Sharing - MSC	98,886					98,886
Other Expenses	14,977	875	6,939	5,964	50,854	79,610
TOTAL OPERATIONS	760,362	155,494	248,379	572,905	209,615	1,946,955
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	1,032,292	417,005	624,545	1,064,339	532,167	3,670,348
GRANTS:						
Federation Grants (CST)	176,122	0	0		0	176,122
State Aid - Area/Pop	102,830	0				102,830
LSTA - FY 10, 11 & 12 Authority	1,077,905	0	0		0	1,077,905
TOTAL GRANTS	1,356,857	0	0	0	0	1,356,857
TOTALS	2,389,150	417,006	624,545	1,064,339	532,167	5,027,205
FUNDING						
General Fund	557,165	222,437	611,362	780,816	480,477	2,652,257
Coal Severance Tax Shared Account	496,617	0	13,183	0	0	509,800
Library Services and Technology Act (LSTA)	1,331,768	194,568	0	0	51,690	1,578,026
Cont Ed & Cert	3,600					3,600
State Agency Contracts *(See Below)		0	0	283,523	0	283,523
	2,389,150	417,005	624,545	1,064,339	532,167	5,027,205

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

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 OPERATIONAL BUDGET

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Cont Ed & Cert	LSTA	TOTAL
PERSONAL SERVICES	147,824			124,106	271,930
OPERATIONS:					
Contracted Services	10,949		3,600	103,307	117,856
*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	65,555				65,555
Repair and Maintenance					0
*Resource Sharing - MSC	98,886				98,886
Other Expenses	9,663	3,000		2,314	14,977
TOTAL OPERATIONS	306,510	320,495	3,600	129,757	760,362
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 454,334	 320,495	 3,600	 253,863	 1,032,292
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	102,831				102,831
LSTA - FY 10 Grants				205,000	205,000
LSTA - FY 11 Grants				677,905	677,905
LSTA - FY 12 Grants				195,000	195,000
TOTAL GRANTS	102,831	176,122	0	1,077,905	1,356,858
TOTALS	557,165	496,617	3,600	1,331,768	2,389,150

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 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	147,824			60,037	64,069				271,930
OPERATIONS:									
Contracted Services	4,196	6,753		486	486		102,335	3,600	117,856
Periodical Elec Data						317,495			317,495
Resource Sharing OCLC						98,886			98,886
Supplies and Materials	5,500	1,660		278	278				7,716
Communications	659	6,769		915	1,076		2,790		12,229
Travel	3,964		4,000	422	3,232		15,145		26,763
Rent		85,555							85,555
Repair and Maintenance									0
Resource Sharing MSC						98,886			98,886
Other Expenses	7,683	3,000	2,000	0	489		1,825		14,977
TOTAL OPERATIONS	21,982	83,757	6,000	2,101	5,561	515,266	122,095	3,600	760,362
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	169,806	83,757	6,000	62,138	69,630	515,266	122,095	3,600	1,032,292
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						102,830			102,830
LSTA - FY 10 Grants							205,000		205,000
LSTA - FY 11 Grants							677,905		677,905
LSTA - FY 12 Grants							195,000		195,000
TOTAL GRANTS	0	0	0	0	0	278,952	1,077,905	0	678,952
TOTALS	169,806	83,757	6,000	62,138	69,630	794,219	1,200,000	3,600	2,389,150
FUNDING:									
General Fund:	169,806	80,757	6,000			300,602			557,165
Coal Sav. Tax		3,000				493,617			496,617
Cont Ed and Cert								3,600	3,600
LSTA - OPERATIONS				62,138	69,630				131,768
LSTA - GRANTS							1,200,000		1,200,000
TOTALS	169,806	83,757	6,000	62,138	69,630	794,219	1,200,000	3,600	2,389,150

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 12 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	99,374		162,137	261,511
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	99,721		12,960	112,681
Repair and Maintenance	2,315		5,543	7,858
Other Expenses	258		618	876
TOTAL OPERATIONS	123,063	0	32,431	155,494
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 222,437	 0	 194,568	 417,005
GRANTS:				
Federation Grants (CST)				0
TBL ARRA Stimulus	0			0
State Aid Grants				0
LSTA - FY 10 Grants				0
LSTA - FY 11 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 222,437	 0	 194,568	 417,005

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	TBL Trust Acct	Total
PERSONAL SERVICES	261,511			261,511
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		112,681		112,681
Repair and Maintenance	7,858			7,858
Other Expenses	876			876
TOTAL OPERATIONS	24,641	130,853	0	155,494
EQUIPMENT:				
Library Books				0
Equipment	0			0
TOTAL EQUIPMENT	0	0	0	0
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SUB-TOTALS	288,152	130,853	0	417,005
GRANTS:				
TBL ARRA Stimulus				
TOTAL GRANTS	0	0		0
<hr/>				
TOTALS	286,152	130,853	0	417,005
FUNDING:				
General Fund:	106,634	115,803		222,437
LSTA	179,518	15,050		194,568
Coal Sev. Tax:				0
TOTALS	286,152	130,853	0	417,005

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 12 OPERATIONAL BUDGET

LIBRARY & INFORMATION SERVICES

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	368,231			368,231
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	161,504			161,504
Repair and Maintenance	1,889			1,889
Other Expenses	6,939			6,939
TOTAL OPERATIONS	235,196	13,183	0	248,379
EQUIPMENT:				
Library Books	7,935	0		7,935
Equipment				
TOTAL EQUIPMENT	7,935	0	0	7,935
 SUB-TOTALS	 611,362	 13,183	 0	 624,545
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 08 Grants				0
LSTA - FY 09 Grants				0
LSTA - FY 10 Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	611,362	13,183	0	624,545

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 OPERATIONAL BUDGET**

LIBRARY & INFORMATION SERVICES

	Personal Services General Operations	Fixed Cost	Online and Book Budget	Total
PERSONAL SERVICES	368,231			368,231
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		161,504		161,504
Repair and Maintenance			1,889	1,889
Other Expenses	2,268		4,671	6,939
TOTAL OPERATIONS	16,236	174,567	57,576	248,379
EQUIPMENT:				
Library Books			7,935	7,935
Equipment				
TOTAL EQUIPMENT	0	0	7,935	7,935
SUB-TOTALS	384,467	174,567	65,511	624,545
GRANTS:				
TOTAL GRANTS	0	0	0	0
TOTALS	384,467	174,567	65,511	624,545
FUNDING:				
General Fund:	380,070	169,115	62,177	611,362
Coal Sev. Tax:	4,397	5,452	3,334	13,183
TOTALS	384,467	174,567	65,511	624,545

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 12 OPERATIONAL BUDGET

FUNCTION 70 - NRIS/Natural Heritage

	GENERAL FUND	STATE AGENCY FUND	Total Budget
PERSONAL SERVICES	491,434		491,434
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	\$780,816	\$283,523	\$1,064,339
FUNDING:			
GENERAL Fund	780,816		780,816
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
	780,816	283,523	1,064,339

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 OPERATIONAL BUDGET

NATURAL RESOURCE INFORMATION SYSTEM

	Personal Services and Operations	Fixed Cost	Heritage Contract	NRIS Contracts AA, BA & NB	Total
PERSONAL SERVICES	491,434				491,434
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	521,489	91,235	451,615	0	1,064,339
FUNDING:					
GENERAL Fund	521,489	91,235	168,092		780,816
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
	521,489	91,235	451,615	0	1,064,339

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

ADMINISTRATION

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	314,233		8,119	322,352
OPERATIONS:				
Contracted Services	62,470			62,470
Supplies and Materials	24,393			24,393
Communications	16,691			16,691
Travel	20,911			20,911
Rent	204			204
Repair and Maintenance	34,292			34,292
Other Expenses	7,283		43,571	50,854
TOTAL OPERATIONS	166,244	0	43,571	209,815
EQUIPMENT:				
Library Books				0
Equipment				0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS	480,477	0	51,690	532,167
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	480,477	0	51,690	532,167

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 OPERATIONAL BUDGET**

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	206,599		112,430	3,323	322,352
OPERATIONS:					
Contracted Services	15,596	46,854	20		62,470
Supplies and Materials	21,498	2,704	71	120	24,393
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	3,479	43,571	3,477	327	50,854
TOTAL OPERATIONS	57,945	127,845	8,762	15,263	209,815
EQUIPMENT:					
Library Books					0
Equipment	0				0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	264,544	127,845	121,192	18,586	532,167
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	264,544	127,845	121,192	18,586	532,167
FUNDING:					
General Fund:	256,425	84,274	121,192	18,586	480,477
Coal Sev. Tax:					0
LSTA	8,119	43,571			51,690
LSTA - GRANTS					0
TOTALS	264,544	127,845	121,192	18,586	532,167

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, Wmrt Wrtr
Works Comp, SABHRS fees, Human Resource fees

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Maintenance

Other Expenses

Statewide Cost Indirects

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 12 OPERATIONAL BUDGET
State Library Commission**

	Budget General Fund	Expended To Date	Projected Year-End	Balance
Per Diem	3,323	0	0	3,323
TOTAL PERSONAL SERVICES	3,323	0	0	3,323
OPERATIONS:				
Contracted Services	0			0
Supplies and Materials	120			120
Communications	39			39
Travel	14,717			14,717
Rent	60			60
Repair and Maintenance	0			0
Other Expenses	327			327
TOTAL OPERATIONS	15,263	0	0	15,263
TOTAL BUDGET	\$18,586	\$0	\$0	\$18,586