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TO: Jennie Stapp
State Librarian  TO: Montana State Library
Commission

FROM: Kris Schmitz  FROM: Jennie Stapp
State Librarian

SUBJECT: FY 17 STATE LIBRARY BUDGET

DATE: July 18, 2016

Attached to this memo is the proposed operational budget for FY 2017, 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 16 and all NRIS contracts that are still continuing will be added to this start-up budget.

Major budget changes from FY 16:

Reduction of Coal Severance Tax Shared Account (\$200,907)
(Per action taken at the May 25, 2016 meeting)

LSTA Funds are approved by the Legislature as continuing appropriations and the balance in the authority from FY 16 will show up on the 1st quarter financial report.

Montana Land Information Account currently shows as appropriated by the Legislature which was based on an estimate. It will be adjusted in your FY 17 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 17 OPERATIONAL BUDGET**

	STATEWIDE LIBRARY RESOURCES		MONTANA DIGITAL LIBRARY		Administration	TOTAL
	Library Development	Talking Book Library	Information Management	User Services Information Products		
Full Time Equivalent (FTE) Level	6.62	6.00		11.81	8.65	33.08
PERSONAL SERVICES	456,045	296,245		943,435	751,593	2,447,318
OPERATIONS						
Contracted Services	204,903	16,409		813,939	80,906	1,116,157
Periodical Elec Data	0					0
Library Development Projects	68,682					68,682
*Resource Sharing-OCLC	98,886					98,886
*Resource Sharing-MSC	98,886					98,886
Supplies and Materials	7,436	6,500		17,508	61,500	92,944
Communications	12,354	17,600		47,013	33,943	110,910
Travel	27,600	3,600		22,417	23,100	76,717
Rent	65,545	124,857		180,080	150	370,632
Repair and Maintenance	15,775	9,200		6,000	29,176	60,151
Other Expenses	19,100	800		13,096	63,548	96,544
TOTAL OPERATIONS	619,166	178,966		1,100,053	292,323	2,190,508
EQUIPMENT:						
Library Books	0	0		4,097		4,097
Equipment	0	0			9,600	9,600
TOTAL EQUIPMENT	0	0		4,097	9,600	13,697
SUB-TOTALS	1,075,211	475,211		2,047,585	1,053,516	4,651,523
GRANTS:						
Federation Grants (CST)	176,122	0		0	0	176,122
State Aid - Area/Pop	395,766	0				395,766
LSTA 15						0
LSTA 16	139,447					139,447
LSTA 17	44,956	0		621,685	0	666,641
Montana Land Information Grants						0
TOTAL GRANTS	756,291	0		621,685	0	1,377,976
TOTALS	1,831,502	475,211		2,669,270	1,053,516	6,029,499
FUNDING						
General Fund	859,501	277,872		1,385,983	983,173	3,506,529
Coal Severance Tax Shared Account	247,804			21,500		269,304
Library Services and Technology Act (LSTA)	372,727	197,339			53,072	623,138
Montana Shared Catalog - Proprietary Acct	351,470					351,470
State Agency Contracts *(See Below)				283,523		283,523
Montana Land Information Account				978,264	17,271	995,535
	1,831,502	475,211		2,669,270	1,053,516	6,029,499

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

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET**

LIBRARY DEVELOPMENT DEPARTMENT

	GENERAL FUND	CST	Proprietary	LSTA	TOTAL
PERSONAL SERVICES	156,600		159,079	140,366	456,045
OPERATIONS:					
Contracted Services	12,394		149,380	43,129	204,903
*Periodical Elec Data		0			0
*Library Development Project		68,682			68,682
*Resource Sharing - OCLC	98,886				98,886
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	3,200		4,236		7,436
Communications	11,525		500	329	12,354
Travel	11,100		12,000	4,500	27,600
Rent	65,045		500		65,545
Repair and Maintenance			15,775		15,775
Other Expenses	6,100	3,000	10,000		19,100
TOTAL OPERATIONS	307,135	71,682	192,391	47,958	619,166
EQUIPMENT:					
Library Books					0
Equipment					
TOTAL EQUIPMENT	0	0	0	0	0
 SUB-TOTALS	 463,735	 71,682	 351,470	 188,324	 1,075,211
GRANTS:					
Federation Grants (CST)		176,122			176,122
State Aid Grants	395,766				395,766
LSTA 15					0
LSTA 16				139,447	139,447
LSTA 17				44,956	44,956
TOTAL GRANTS	395,766	176,122	0	184,403	756,291
 TOTALS	 859,501	 247,804	 351,470	 372,727	 1,831,502

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 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	Projects Grants & Database From State Source	Grants LSTA	**Proprietary Montana Shared Catalog	Total
PERSONAL SERVICES	156,600			72,141	68,225			159,079	456,045
OPERATIONS:									
Contracted Services	4,500	7,894					43,129	149,380	204,903
Periodical Elec Data						0			0
Library Development Projects						68,682			68,682
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	3,200							4,236	7,436
Communications	800	10,725		250	79			500	12,354
Travel	4,500		6,600		4,500			12,000	27,600
Rent		65,045						500	65,545
Repair and Maintenance								15,775	15,775
Other Expenses	6,100	3,000		0	0			10,000	19,100
TOTAL OPERATIONS	19,100	86,664	6,600	250	4,579	266,453	43,129	192,391	619,166
EQUIPMENT:									
Library Books									0
Equipment									0
TOTAL EQUIPMENT	0	0	0	0	0	0	0	0	0
SUB-TOTALS	175,700	86,664	6,600	72,391	72,804	266,453	43,129	351,470	1,075,211
GRANTS:									
Federation Grants (CST)						176,122			176,122
State Aid Grants - Area & Pop						395,766			395,766
LSTA 15							0		0
LSTA 16							139,447		139,447
LSTA 17							44,956		44,956
TOTAL GRANTS	0	0		0	0	571,888	184,403	0	756,291
TOTALS	175,700	86,664	6,600	72,391	72,804	838,341	227,532	351,470	1,831,502
FUNDING:									
General Fund:	175,700	83,664	6,600			593,537			859,501
Coal Sev. Tax:		3,000				244,804			247,804
MT Shared Catalog - Prop								351,470	351,470
LSTA - OPERATIONS				72,391	72,804				145,195
LSTA - GRANTS							227,532		227,532
TOTALS	175,700	86,664	6,600	72,391	72,804	838,341	227,532	351,470	1,831,502

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 17 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	GENERAL FUND	CST	LSTA	TOTAL
PERSONAL SERVICES	108,955		187,290	296,245
OPERATIONS:				
Contracted Services	16,409			16,409
Supplies and Materials	1,500		5,000	6,500
Communications	17,600			17,600
Travel	3,600			3,600
Rent	124,857			124,857
Repair and Maintenance	4,151		5,049	9,200
Other Expenses	800			800
TOTAL OPERATIONS	168,917	0	10,049	178,966
EQUIPMENT:				
Library Books			0	0
Equipment			0	0
TOTAL EQUIPMENT	0	0	0	0
 SUB-TOTALS	 277,872	 0	 197,339	 475,211
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
LSTA - FY 15 Grants				0
LSTA - FY 16 Grants				0
TOTAL GRANTS	0	0	0	0
 TOTALS	 277,872	 0	 197,339	 475,211

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	Total
PERSONAL SERVICES	296,245		296,245
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OPERATIONS:			
Contracted Services	3,949	12,460	16,409
Supplies and Materials	6,500		6,500
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	24,049	154,917	178,966
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EQUIPMENT:			
Library Books			0
Equipment	0		0
TOTAL EQUIPMENT	0	0	0
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SUB-TOTALS	320,294	154,917	475,211
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GRANTS:			
TOTAL GRANTS	0	0	0
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TOTALS	320,294	154,917	475,211
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FUNDING:			
General Fund:	122,955	154,917	277,872
LSTA	197,339		197,339
Coal Sev. Tax:			0
TOTALS	320,294	154,917	475,211

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 17 OPERATIONAL BUDGET**

MONTANA DIGITAL LIBRARY

	GENERAL FUND	CST	MT LAND INFO FUND	STATE AGENCY FUND	TOTAL
PERSONAL SERVICES	722,356		221,079		943,435
OPERATIONS:					
Contracted Services	408,671	21,500	100,245	283,523	813,939
Supplies and Materials	12,508		5,000		17,508
Communications	38,955		8,058		47,013
Travel	7,700		14,717		22,417
Rent	180,080				180,080
Repair and Maintenance	2,800		3,200		6,000
Other Expenses	8,816		4,280		13,096
TOTAL OPERATIONS	659,530	21,500	135,500	283,523	1,100,053
EQUIPMENT:					
Library Books	4,097	0			4,097
Equipment					
TOTAL EQUIPMENT	4,097	0	0	0	4,097
SUB-TOTALS	1,385,983	21,500	356,579	283,523	2,047,585
GRANTS:					
MLIAC GRANT			621,685		621,685
TOTAL GRANTS	0	0	621,685	0	621,685
TOTALS	1,385,983	21,500	978,264	283,523	2,669,270

MONTANA STATE LIBRARY
 FINANCIAL REPORT
 FY 17 OPERATIONAL BUDGET
 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	111,077		328,281	269,236	234,841				943,435
OPERATIONS:									
Contracted Services	80,397	284,427				449,115			813,939
Supplies and Materials	12,508					5,000			17,508
Communications		42,013				5,000			47,013
Travel	22,417								22,417
Rent		179,180				900			180,080
Repair and Maintenance	5,000					1,000			6,000
Other Expenses	12,496					600			13,096
TOTAL OPERATIONS	132,818	505,620	0	0	0	461,615		0	1,100,053
EQUIPMENT:									
Library Books	4,097								4,097
Equipment									
TOTAL EQUIPMENT	4,097	0	0	0	0	0		0	4,097
SUB-TOTALS	247,992	505,620	328,281	269,236	234,841	461,615		0	2,047,585
GRANTS:							621,685		621,685
TOTAL GRANTS	0	0	0	0	0	0	621,685	0	621,685
TOTALS	247,992	505,620	328,281	269,236	234,841	461,615	621,685	0	2,669,270
FUNDING:									
General Fund:	203,500	403,112	218,690	248,839	143,750	168,092			1,385,983
State Agency Contracts						283,523			283,523
Montana Land Info Acct	22,992	102,508	109,591	20,397	91,091	10,000	621,685		978,264
Coal Sev. Tax:	21,500								21,500
TOTALS	247,992	505,620	328,281	269,236	234,841	461,615	621,685	0	2,669,270

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 16 and carry over to FY 17. Those will be shown on the 1st quarter FY 17 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 17 financial report to match budget approved in the Montana Land Plan.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET

ADMINISTRATION

	GENERAL FUND	MT LAND INFO FUND	LSTA	TOTAL
PERSONAL SERVICES	734,322	17,271		751,593
OPERATIONS:				
Contracted Services	80,906			80,906
Supplies and Materials	61,500			61,500
Communications	33,943			33,943
Travel	23,100			23,100
Rent	150			150
Repair and Maintenance	29,176			29,176
Other Expenses	10,476		53,072	63,548
TOTAL OPERATIONS	239,251	0	53,072	292,323
EQUIPMENT:				
Library Books				0
Equipment	9,600			9,600
TOTAL EQUIPMENT	9,600	0	0	9,600
SUB-TOTALS	983,173	17,271	53,072	1,053,516
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	983,173	17,271	53,072	1,053,516

**MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 17 OPERATIONAL BUDGET**

ADMINISTRATION

	Personal Services and Operations	Fixed Cost	State Librarian	Commission	Total
PERSONAL SERVICES	621,258		126,985	3,350	751,593
OPERATIONS:					
Contracted Services	34,570	45,336	1,000		80,906
Supplies and Materials	60,400		1,000	100	61,500
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	50,848	4,000	1,900	63,548
TOTAL OPERATIONS	125,120	138,703	12,500	16,000	292,323
EQUIPMENT:					
Library Books					0
Equipment	9,600				9,600
TOTAL EQUIPMENT	9,600	0	0	0	9,600
SUB-TOTALS	755,978	138,703	139,485	19,350	1,053,516
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	755,978	138,703	139,485	19,350	1,053,516
FUNDING:					
General Fund:	738,707	85,631	139,485	19,350	983,173
Coal Sev. Tax:					0
Montana Land Info Account	17,271				17,271
LSTA		53,072			53,072
LSTA - GRANTS					0
TOTALS	755,978	138,703	139,485	19,350	1,053,516

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

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Mainenance

Other Expenses

Statewide Cost Indirects