

**MONTANA STATE LIBRARY
FY 19 OPERATIONAL BUDGET**

	MONTANA DIGITAL LIBRARY			Administration	
	Library Development	Talking Book Library	User Services Information Management Information Products		TOTAL
Full Time Equivalent (FTE) Level	6.62	6.00	11.81	8.65	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					0
Library Development Projects	161,200				161,200
*Resource Sharing-OCLC	98,886				98,886
*Resource Sharing-MSC	98,886				98,886
Supplies and Materials	7,400	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	29,600	800	67,430	31,276	129,106
TOTAL OPERATIONS	718,225	134,493	932,177	151,450	1,936,345
EQUIPMENT:					
Library Books	0	0	0		0
Equipment	0	0		0	0
TOTAL EQUIPMENT	0	0	0	0	0
SUB-TOTALS	1,167,245	379,648	1,603,837	770,584	3,921,314
GRANTS:					
Federation Grants (CST)	176,122			0	176,122
State Aid - Area/Pop					0
LSTA 17	250,000				250,000
LSTA 18	356,871				356,871
LSTA 19	200,000			0	200,000
Montana Land Information Grants			621,685		621,685
TOTAL GRANTS	982,993	0	621,685	0	1,604,678
TOTALS	2,150,238	379,648	2,225,522	770,584	5,525,992
FUNDING					
General Fund	356,737	185,183	917,472	726,953	2,186,345
Coal Severance Tax Shared Account	439,207		58,297		497,504
Library Services and Technology Act (LSTA)	991,209	194,465		26,360	1,212,034
Montana Shared Catalog - Proprietary Acct	363,085				363,085
State Agency Contracts *(See Below)			281,541		281,541
Montana Land Information Account			968,213	17,271	985,484
	2,150,238	379,648	2,225,522	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

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 19 OPERATIONAL BUDGET

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		161,200			161,200
*Resource Sharing - OCLC		98,885			98,885
*Resource Sharing - MSC	98,886				98,886
Supplies and Materials	1,600		300	5,500	7,400
Communications	7,874		500	5,700	14,074
Travel	6,500		15,100	30,629	52,229
Rent	40,218		0		40,218
Repair and Maintenance			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
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

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 19 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	167,196			61,746	70,763			149,315	449,020
OPERATIONS:									
Contracted Services	3,600	21,663					10,000	171,523	206,786
Periodical Elec Data						0			0
Library Development Projects						161,200			161,200
Resource Sharing OCLC						98,886			98,886
Resource Sharing MSC						98,886			98,886
Supplies and Materials	1,500		100		500		5,000	300	7,400
Communications	0	7,874		3,000	700		5,000	500	17,074
Travel	3,500		3,000		4,500		23,129	15,100	49,229
Rent		40,218						0	40,218
Repair and Maintenance								8,947	8,947
Other Expenses	8,700	3,000	500	0	0			17,400	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									0
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)						176,122			176,122
State Aid Grants - Area & Pop									0
LSTA 17							250,000		250,000
LSTA 18							356,871		356,871
LSTA 19							200,000		200,000
TOTAL GRANTS	0	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:	184,496	69,755	3,600			98,886			356,737
Coal Sev. Tax:		3,000				436,207			439,207
Mt Shared Catalog - Prop				64,746	76,463			363,085	363,085
LSTA - OPERATIONS									141,209
LSTA - GRANTS							850,000		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

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 19 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

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

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 19 OPERATIONAL BUDGET

TALKING BOOK LIBRARY

	Personal Services General Operations	Fixed Cost	Total
PERSONAL SERVICES	245,155		245,155
OPERATIONS:			
Contracted Services	3,949	8,723	12,672
Supplies and Materials	6,500		6,500
Communications	0	7,879	7,879
Travel	3,293		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
GRANTS:			
TOTAL GRANTS	0	0	0
TOTALS	269,204	110,444	379,648
FUNDING:			
General Fund:	74,739	110,444	185,183
LSTA	194,465		194,465
Coal Sev. Tax:			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 STATE LIBRARY
FINANCIAL REPORT
FY 19 OPERATIONAL BUDGET

MONTANA DIGITAL LIBRARY

	GENERAL FUND	CST	MT LAND INFO FUND	STATE AGENCY FUND	TOTAL
PERSONAL SERVICES	468,073		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					0
Equipment					
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 STATE LIBRARY
FINANCIAL REPORT
FY 19 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	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	1,350	148,817				1,000			151,167
Communications	691	20,613				4,377			25,681
Travel	20,626								20,626
Rent		134,060				1,000			135,060
Repair and Maintenance	3,400					500			3,900
Other Expenses	67,430								67,430
TOTAL OPERATIONS	116,597	375,513	0	0	0	348,710	91,357	0	932,177
EQUIPMENT:									
Library Books									0
Equipment									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:	146,745	358,703	92,842	172,366	89,647	57,169			917,472
State Agency Contracts						281,541			281,541
Montana Land Info Acct	24,773	16,810	92,478	18,069	93,041	10,000	713,042		968,213
Coal Sev. Tax:	58,297								58,297
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.

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 19 OPERATIONAL BUDGET

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	12,279			12,279
Communications	17,796		884	18,680
Travel	22,600			22,600
Rent	150		2,268	2,418
Repair and Maintenance	3,000			3,000
Other Expenses	11,013		20,263	31,276
TOTAL OPERATIONS	125,090	0	26,360	151,450
EQUIPMENT:				
Library Books				0
Equipment				0
TOTAL EQUIPMENT	0	0	0	0
SUB-TOTALS	726,953	17,271	26,360	770,584
GRANTS:				
Federation Grants (CST)				0
State Aid Grants				0
TOTAL GRANTS	0	0	0	0
TOTALS	726,953	17,271	26,360	770,584

MONTANA STATE LIBRARY
FINANCIAL REPORT
FY 19 OPERATIONAL BUDGET

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
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:					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 Wrtr works Comp, SABHRS fees, Human Resource fee.

Supplies

ITSD Fees

Communications

Mail, Telephones, Deadhead

Maintenance

Grounds Maintenance

Other Expenses

Statewide Cost Indirects