Montana Shared Catalog

Fiscal Year 2024 (July 1, 2023 – June 30, 2024) budget and cost share notes

Budget Notes

- This year, we decided to add in the "custom templates" line to both the revenue and the expenses sections, so they balance out. This is for the opt-in customized BC Mobile templates that 10 libraries are paying for individually. We added them here simply so that our program budget would match what we have in this budget and in our renewal documents from SirsiDynix.
- We have increased the budget under MSC training and outreach for system administrator travel to trainings and site visits.
- The staff FTE contribution is an estimate at this time. We will not have an absolute figure until after the legislative session, but we anticipate that this is a high estimate.

Budget Details

REVENUE

- **Estimated FY 2024 revenues from member libraries – shared costs**: The amount to be collected from MSC member libraries, per the proposed cost share formula. The FY24 shared costs budget goal for MSC member contributions is $488.878.27.
- **State General Fund/Coal Severance Tax ARM Resource Sharing Subsidy**: As established in the Administrative Rules of Montana (ARM) 10.102.4001, half of the state funds allocated for Resource Sharing are provided for the Montana Shared Catalog budget.

EXPENSES

- SOFTWARE AND ADMINISTRATIVE EXPENSES
  - **MSL Indirect Services**: As a state agency, the Montana State Library is required to pay indirect costs incurred through the operation of state government and allocated to agencies according to the Statewide Cost Allocation Plan (SWCAP). Montana Code Annotated 17-1-106 requires that *an agency receiving nongeneral funds shall, in accordance with all applicable regulations, guidelines, or grant rules governing those funds, negotiate indirect cost reimbursement amounts and methodologies so that the agency may recover indirect costs.*
  - **SirsiDynix annual invoice**: This is the total cost of the SirsiDynix renewal invoice for shared costs, including the BLUEcloud Mobile app for consortia.
  - **COSUGI (Customers of SirsiDynix Users Group, Inc.) membership fees**: annual institutional membership fee for COSUGI, which insures against the potential loss of software and provides professional development for MSC staff.
  - **MSC staff Zoho help desk software** (2 licenses): Zoho Desk is the web-based software behind the Montana State Library help desk ticket system and

knowledge base. Three of the licenses are paid by the State Library for the MSL-funded positions, and three are to be paid by the MSC membership for those member-funded positions.

- TRAINING, TRAVEL, OPERATIONS, and MEETINGS
    - **MSC Members Council FY 2024 in-person meeting**: Funding to cover the cost of the room reservation, catering, and materials for an in-person Members Council meeting.
    - **MSC training events**: Funding to cover the cost of meeting space, snacks, and meeting materials for in-person trainings taking place in FY 2024.
    - **Staff operations**: This covers costs for part of MSC staff's phone, office supplies, travel, professional development, and equipment and is aligned with MSL's standard operating expenses for FTE. The other FTE operational costs are covered by state and federal funds provided by the State Library.

- **MSC personnel contribution**: This covers the salary and benefits for 2.62 FTE on MSC staff. Salary and benefits for the other FTE are covered by state and federal funds provided by the State Library.

- **Reserve:** This is the unallocated amount collected from the proposed FY 2024 cost formula budget which would be added to the MSC members' reserve fund.

Cost Formula Notes:

- Please ignore the contact info for now - some updates will need to be made before we distribute invoices.
- As with last year, we are recommending a 3% flat increase to cover the costs listed in the budget. Allocation of this shared cost is listed in column M.
- For those libraries paying individually for custom templates, those costs are listed in column N. This represents the figure of $4,124.40 that is in the budget under both revenues and expenses.
- We are not renewing Shoutbomb in FY24 and so that column has been removed.
- The libraries' total costs are listed in column P.