



MEMO

TO: Montana Shared Catalog Members Council

FROM: Montana Shared Catalog Staff

SUBJECT: Fiscal Year 2025 (July 1, 2024 – June 30, 2025) budget and cost share formula

DATE: April 17, 2024

Budget Notes

The MSC's mandatory migration from Zoho Desk to the State-supported ServiceNow help desk ticket system eliminates the cost of Zoho annual licensing from the budget for FY 2025.

Budget Details

REVENUE

Estimated FY 2025 revenues from member libraries – shared costs: The amount to be collected from MSC member libraries, per the proposed cost share formula. The FY 2025 shared costs budget goal for MSC member contributions is \$508,433.40.

State General Fund/Coal Severance Tax 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 offsetting costs to the Montana Shared Catalog consortium.

EXPENSES

SOFTWARE AND ADMINISTRATIVE EXPENSES

MSC staff email, phone, and Microsoft Project: This covers communication and project management hardware and software for MSC staff operations.

MSL indirect services: As an agency of the State of Montana, 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* [ie, MSC member funds collected through MSL's business office] *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 FY2025 renewal: This is the total cost of the SirsiDynix renewal invoice for shared costs.

COSUGI (Customers of SirsiDynix Users Group, Inc.) annual fee: This is the annual institutional membership fee for COSUGI, which insures against the potential loss of software and provides professional development for MSC staff.

TRAINING, TRAVEL, OPERATIONS, AND MEETINGS

Content Management Committee annual in-person meeting: Funding to cover the cost of travel for CMC members for one in-person convening in FY 2025.

MSC Members Council in-person meeting FY2025: Funding to cover the cost of a room reservation, catering, and materials for an in-person Members Council meeting in FY 2025.

MSC FTE CONTRIBUTION

This covers the salary and benefits for 2.62 FTE for MSC operations. The other 2.62 FTE are covered by the Montana State Library using state and federal funds.

RESERVE

This is the unallocated amount collected from the proposed FY 2025 cost formula budget which would be added to the MSC members' reserve fund to cover unanticipated expenses for the consortium.

Cost Formula Notes:

Montana State Library staff proposes a 4.25% flat increase to cover the costs listed in the budget.