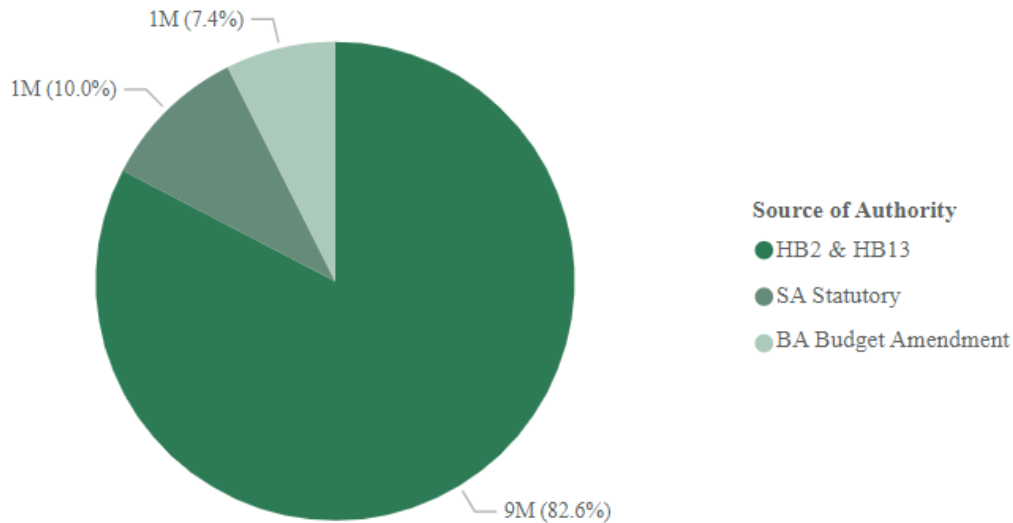


MONTANA STATE LIBRARY

TOTAL APPROPRIATION AUTHORITY

The total appropriation authority for the Montana State Library (MSL) is shown in the pie chart below. HB 2 and HB 13 provide 82.6% of the total authority for this agency. All types of appropriation authority for this agency are described below, including total budget and the percent expended by source of authority.

Total Modified Budget by Source of Authority



| Source of Authority | Modified Budget | Expended Budget | % Expended |
|---------------------|-------------------|------------------|--------------|
| HB2 & HB13 | 8,616,926 | 3,079,771 | 35.7% |
| BA Budget Amendment | 772,226 | 175,106 | 22.7% |
| SA Statutory | 1,038,707 | 849,863 | 81.8% |
| Total | 10,427,859 | 4,104,740 | 39.4% |

Statutory Appropriations

Statutory appropriations totaled approximately \$1.0 million through November 30, 2023, which was 10.0% of the total appropriation authority. This authority includes approximately \$542,000 general fund for state aid grants to local libraries, of which the MSL has expended 91.6%. Statutory appropriations also include \$497,000 of next generation (NG) 9-1-1 state special revenue funding, of which the MSL has expended 71.1%. The majority of the expenditure was for the NG 9-1-1 data assessment service subscription.

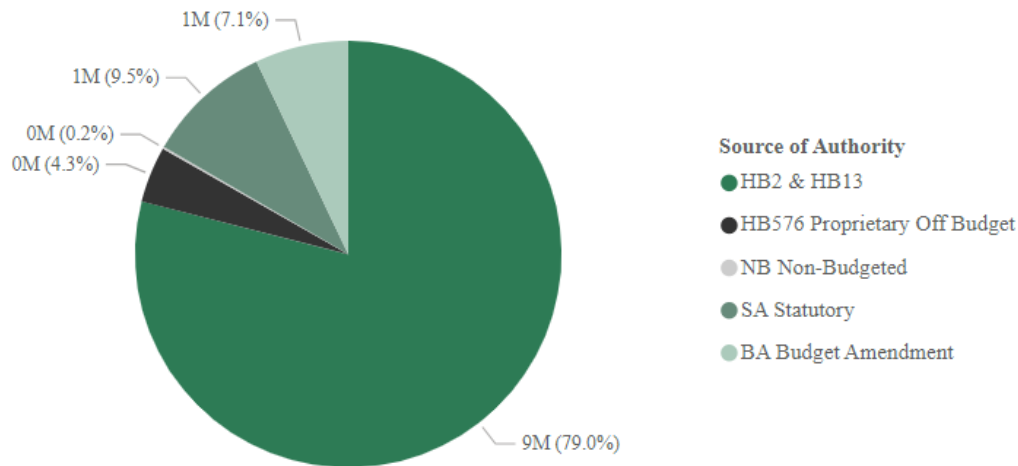
Budget Amendments

The MSL had approximately \$772,000 of federal special revenue authority added through budget amendments, which was 7.4% of total appropriation authority. Of that total, \$560,000 of authority was added for providing the U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and the U.S. Forest Service with access to Montana Natural Heritage Program data. Of that authority, the MSL has expended \$109,725 or 19.6%. Most of these grants have end dates that extend beyond the end of the fiscal year, allowing time beyond the end of the fiscal year for expenditure.

EXPENDITURE AUTHORITY

The total expenditure authority for the agency is shown in the following pie chart. Total expenditure authority includes non-budgeted proprietary funding and non-budgeted expenditures such as transfers or indirect costs which are not included in the previous pie chart as the expenditures are not appropriated.

Modified Budget & Expended Budget by Source of Authority



| Source of Authority | Modified Budget | Expended Budget | % Expended |
|------------------------------|-------------------|------------------|--------------|
| HB2 & HB13 | 8,616,926 | 3,079,771 | 35.7% |
| BA Budget Amendment | 772,226 | 175,106 | 22.7% |
| HB576 Proprietary Off Budget | 464,313 | 256,785 | 55.3% |
| NB Non-Budgeted | 18,000 | 12,186 | 67.7% |
| SA Statutory | 1,038,707 | 849,863 | 81.8% |
| Total | 10,910,172 | 4,373,711 | 40.1% |

Non-budgeted Proprietary Fund Authority

The MSL is the fiscal agent for the Montana Shared Catalog (MSC), a cooperative catalog project, funded by member fees paid by participating libraries. A total budget of \$464,000 was established for the MSC, and of that budget, the MSL has expended approximately \$257,000 or 55.3%. Of the total expenditure, \$178,000 was expended for information technology subscription costs.

HB 2 BUDGET MODIFICATIONS

The following chart shows the HB 2 budget as passed by the legislature, including the pay plan, and the HB 2 modified budget from July 1, 2023 through November 30, 2023. Net modifications to the budget include operating plan changes from one expenditure account to another, program transfers, reorganizations, and agency transfers of authority. The **positive modifications** and **negative modifications** are shown by program, expenditure account, and fund type.

Legislative Budget Compared to Modified Budget - HB 2 Only

| Agency Name | HB 2 Budget | Modified Budget | Net Modifications |
|--------------------|------------------|------------------|-------------------|
| Library Commission | 8,616,926 | 8,616,926 | 0 |
| Total | 8,616,926 | 8,616,926 | 0 |

| Expenditure Type | HB 2 Budget | Modified Budget | Net Modifications |
|--------------------------|------------------|------------------|-------------------|
| 61000 Personal Services | 2,977,391 | 4,290,544 | 1,313,153 |
| 62000 Operating Expenses | 5,164,535 | 3,586,142 | -1,578,393 |
| 66000 Grants | 475,000 | 475,000 | 0 |
| 69000 Debt Service | 0 | 265,240 | 265,240 |
| Total | 8,616,926 | 8,616,926 | 0 |

| Fund Type | HB 2 Budget | Modified Budget | Net Modifications |
|-------------------------|------------------|------------------|-------------------|
| 01 General | 3,205,884 | 3,205,884 | 0 |
| 02 State/Other Spec Rev | 3,907,330 | 3,907,330 | 0 |
| 03 Fed/Other Spec Rev | 1,503,712 | 1,503,712 | 0 |
| Total | 8,616,926 | 8,616,926 | 0 |

From July through November, the MSL had some budget modifications that moved authority among expenditure categories; however, these neither increased nor decreased the total budget. A total of \$1.6 million was moved from operating expenses, with \$1.3 million of that authority moving to personal services and \$265,000 moving to debt service. The authority moved to personal services was associated with the addition of the following existing modified FTE:

- GIS Specialist Supervisor, 51530804 – 1.00 FTE
- GIS Specialist 3, 51530806 – 1.00 FTE
- GIS Specialist 3, 51530825 – 1.00 FTE
- Trainer, 51530558 – 1.00 FTE
- Business Analyst 3 – Real-Time Network Coordinator, 51530900 – 1.00 FTE
- Software Developer 3, 51530051 – 0.71 FTE
- Database Administrator 3, 51530052 – 0.68 FTE
- GIS Specialist 2, 51530053 – 0.48 FTE
- GIS Specialist 1, 51530054 – 0.48 FTE
- Biologist 3, 51530830 – 0.50 FTE
- Biologist 3, 51530055 – 0.40 FTE

- Biologist 2, 51530810 – 0.24 FTE
- IT Systems Administrator 1 – 1.00 FTE
- IT Systems Support 1 – 1.00 FTE

A total of 10.49 existing modified FTE were added through operating plan changes. Positions added at less than a full FTE are those associated with the Montana Natural Heritage Program; the remaining portions of the FTE are typically added through budget amendments, to be funded through federal grants, as well as administrative appropriations, to be funded under agreements with other state agencies.

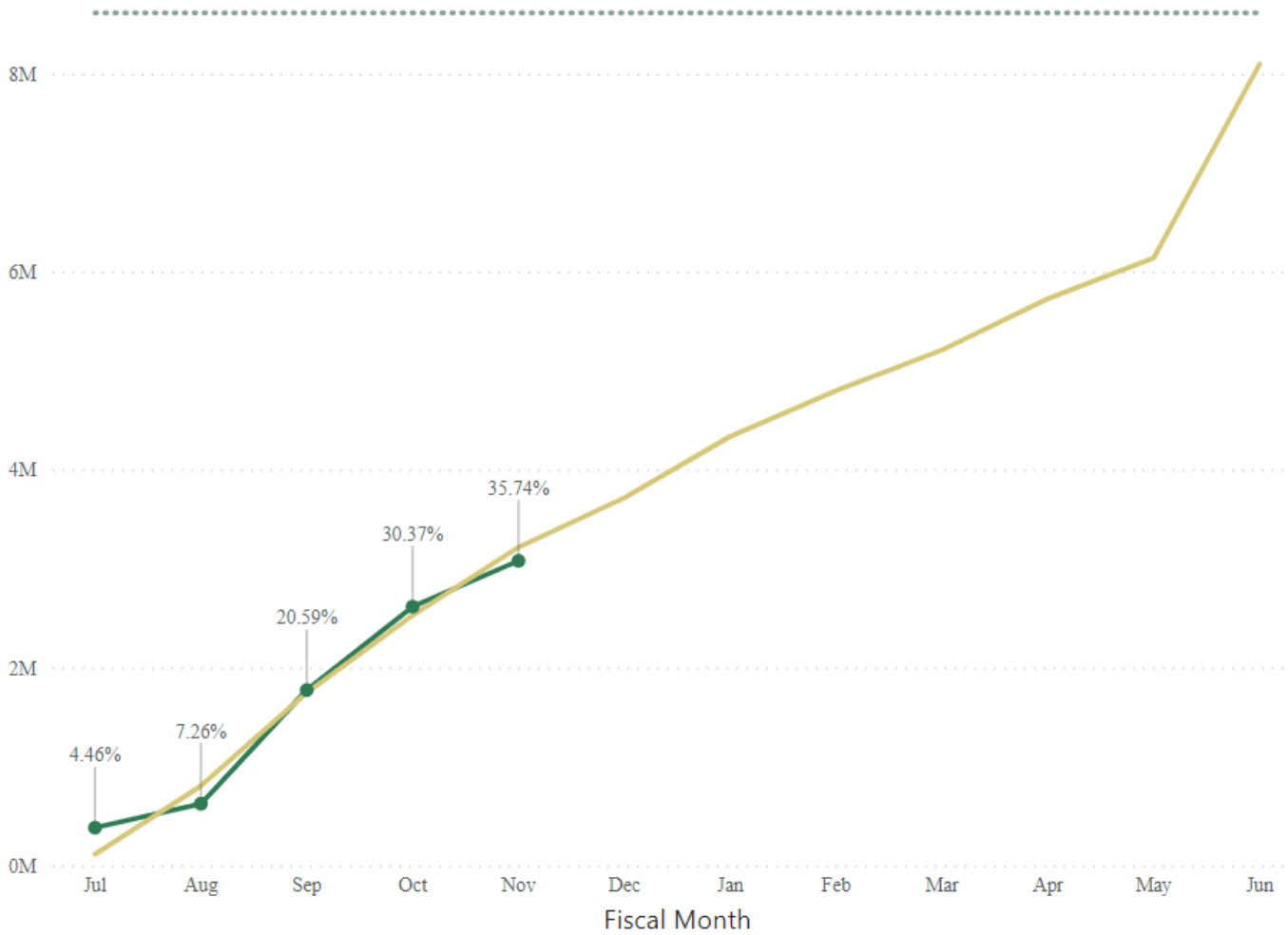
For the \$265,000 of authority that was moved to debt service, \$165,000 was for the MSL's building lease, and \$100,000 was for an IT subscription.

HB 2 APPROPRIATION AUTHORITY

The following chart shows the appropriated budget for the agency compared to expenditures through November 30, 2023.

Monthly Expenditures Compared to Historical Average

● FY 2024 Budget ● Cumulative Monthly FY 2024 Expenditures ● Cumulative Historical Monthly Average Expended



| Fund Type | Modified Budget | Expended Budget | % Expended |
|-------------------------|------------------|------------------|--------------|
| 01 General | 3,205,884 | 1,281,620 | 40.0% |
| 02 State/Other Spec Rev | 3,907,330 | 1,212,080 | 31.0% |
| 03 Fed/Other Spec Rev | 1,503,712 | 586,071 | 39.0% |
| Total | 8,616,926 | 3,079,771 | 35.7% |

| Expenditure Type | Modified Budget | Expended Budget | % Expended |
|--------------------|------------------|------------------|--------------|
| Personal Services | 4,290,544 | 1,646,345 | 38.4% |
| Operating Expenses | 3,586,142 | 1,025,390 | 28.6% |
| Grants | 475,000 | 225,417 | 47.5% |
| Debt Service | 265,240 | 182,620 | 68.9% |
| Total | 8,616,926 | 3,079,771 | 35.7% |

| Program Name | Modified Budget | Expended Budget | % Expended |
|--------------------------------|------------------|------------------|--------------|
| 01 STATEWIDE LIBRARY RESOURCES | 8,616,926 | 3,079,771 | 35.7% |
| Total | 8,616,926 | 3,079,771 | 35.7% |

The MSL expended 35.7% of its \$8.6 million HB 2 modified budget through November 30, 2023. Overall, this is close to alignment with the five-year average of 37.4%.

By fund type, the MSL's \$8.6 million budget consists of \$3.2 million of general fund, \$3.9 million of state special revenue, and \$1.5 million of federal special revenue.

By expenditure category, of the budget total, 49.8% is for personal services, 41.6% for operating expenses, 5.5% for grants, and 3.1% for debt service. For operating expenses, the MSL expended \$1.0 million, which is 28.6% of the operating expenses budget; this is in alignment with the five-year average expenditure for operating expenses of 29.3%.

The following table shows the MSL's HB 2 budget and expenditure by category, including central services; patrol and local library development services; and geographic information services (GIS), data, and information programs.¹ The legislative budget in the first table is what was identified in the budgeting system for each MSL workgroup from the 2023 Legislative Session. The expenditures are from the state accounting system. The agency's spending plan is also included in the second table. Unless restricted, such as for the real-time network, the agency has flexibility to move funding among the categories.

¹ More detail about each category can be found in Appendix B of this memo, dated March 16, 2022, to the Section E Interim Budget Committee: <https://leg.mt.gov/content/Publications/fiscal/2023-Interim/IBC-E/LFD-Memo-MSL-Program-03-16-22-Final.pdf>

| MSL HB 2 Budget and Expenditures by Category, FY 2024 through November 30, 2023 | | | |
|--|--------------------------------------|----------------------------------|---|
| | Legislative Budget - HB 2 | Expenditures FYE 2023 | Percent Expended of Legislative Budget |
| Central Services | 3,489,596 | 808,453 | 23.2% |
| Patron & Local Library Development Services | 2,448,183 | 1,390,303 | 56.8% |
| GIS, Data, & Information Programs | 2,561,481 | 881,015 | 34.4% |
| Budget Modifications | | | |
| HB 13 Pay Plan Adjustment | 117,666 | | |
| Total | 8,616,926 | 3,079,771 | 35.7% |

| | Agency Spending Plan - HB 2 & HB 13 | Expenditures FYE 2023 | Percent Expended of Agency Spending Plan |
|--|--|----------------------------------|---|
| Central Services | 2,355,434 | 808,453 | 34.3% |
| Patron & Local Library Development Services | 2,797,376 | 1,390,303 | 49.7% |
| GIS, Data, & Information Programs | 3,389,220 | 881,015 | 26.0% |
| Total¹ | 8,542,031 | 3,079,771 | 36.1% |

¹The total for agency spending plan is less than the official budget by \$74,895 due to a difference in anticipated vs. actual federal grant amount

The legislative budget totals \$8.6 million and includes \$8.5 million appropriated under HB 2, along with \$118,000 added to the budget under HB 13. Of the HB 2 funding, 41.1% is budgeted for central services, 28.8% is budgeted for patron and local library development services, and 30.1% is budgeted for GIS, data, and information programs.

In comparison, the agency spending plan budget totals \$8.5 million, which includes funding appropriated under both HB 2 and HB 13. Of that funding, the agency's plan includes 27.6% for central services; 32.7% for patron and local library development services; and 39.7% for GIS, data, and information programs. The agency spending plan budget total is approximately \$75,000 less than the total for the legislative budget; this is due to slightly lower than anticipated federal grant funding. The agency's spending plan aligns with the actual grant amount.

Personal Services

Appropriations for personal services in the Montana State Library total \$4.3 million and are 38.4% expended through November 30, 2023. The MSL has 30.46 HB 2 FTE, and 99.5% of these positions were filled as of November 1, 2023. The MSL had one vacancy, 0.16 FTE for a student intern position during the reporting time period. The following chart shows the filled and vacant FTE within the agency as of November 1, 2023.

Position Status ● Filled ● Vacant



The chart below shows the hourly utilization percentage for the Montana State Library between July 1 and November 1 for each fiscal year when compared to the available hours for the same time period. Overall, the agency has utilized 94.6% of the hours budgeted for FY 2024, as shown in the chart below. This is slightly higher than the average utilization rate of 91.0% for the five-year time period shown. This is primarily due to the inclusion of FY 2020 in the average, which had a lower utilization rate as the agency was still recovering from the 2017 Special Session budgetary cuts.



OTHER ISSUES

Real-Time Network

For the 2025 biennium, the legislature appropriated \$500,000 per fiscal year of state special revenue authority for additional start-up and ongoing costs related to the Montana real-time network, which is a network of permanent continuously operating reference stations (CORS) spread through the state. The CORS are mounted

with global navigation satellite system receivers and communication equipment to continuously receive and stream global navigation satellite system (GNSS) data. Of the FY 2024 appropriation, 14.7% has been expended.

Hot Spot Lending Program

The MSL was appropriated \$400,000 of state special revenue per fiscal year of the 2025 biennium for continuing the hot spot lending program for local libraries. This program was originally established using federal American Rescue Plan Act funding and was continued in the 2025 biennium with a one-time-only appropriation of coal severance tax funding. Of the FY 2024 appropriation, the MSL has expended 39.1%. For more information about the program, the MSL has a dashboard available:

https://dataportal.mt.gov/t/MSL/views/MSL_HotSpotProgram/HotSpotUsage?%3Aembed_code_version=3&%3Aembed=y&%3AloadOrderID=0&%3Adisplay_spinner=no&%3AshowAppBanner=false&%3Adisplay_count=n&%3AshowVizHome=n&%3Aorigin=viz_share_link