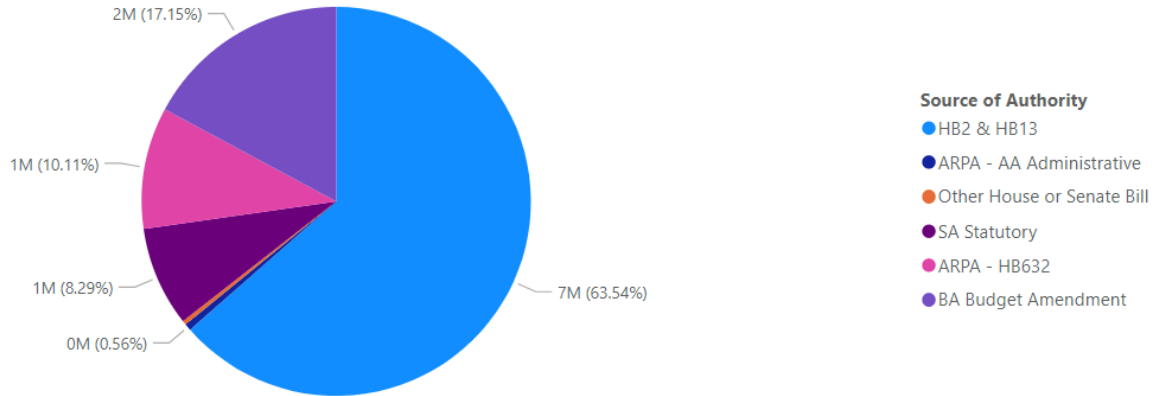


# MONTANA STATE LIBRARY (MSL)

## TOTAL APPROPRIATION AUTHORITY

The total appropriation authority for the Montana State Library is shown in the pie chart below. HB 2 and HB 13 provide 63.5% of the total authority for this agency. All types of appropriation authority for this agency are described below, including the total budget and the percent expended by source of authority.

Total Modified Budget by Source of Authority



Source of Authority	FYE23 Modified Budget	FYE23 Expended Budget	Percent Expended
HB2 & HB13	6,773,589	6,568,785	97.0%
BA Budget Amendment	1,828,264	1,224,637	67.0%
Other House or Senate Bill	37,143	23,010	61.9%
SA Statutory	883,690	870,340	98.5%
ARPA	1,138,272	1,138,271	100.0%
<b>Total</b>	<b>10,660,958</b>	<b>9,825,043</b>	<b>92.2%</b>

### Report Period

- Jul
- Aug
- Sep
- Oct
- Nov
- Dec
- Jan

## **Budget Amendments**

A total of \$1.8 million of federal special revenue authority was established for the MSL in FY 2023 through budget amendments.

This includes approximately \$713,000 of authority from the Institute of Museum of Library Services for the MSL's Library Services and Technology Act (LSTA) formula grant funding. The MSL's total grant was \$1.2 million; the MSL's HB 2 federal special revenue authority for this grant is \$527,000, so the \$713,000 of authority was added to provide full authority for the grant. The MSL fully expended this additional authority.

Approximately \$546,000 of authority was established primarily for the activities of the Montana Natural Heritage Program through agreements with various federal agencies. Of that authority, the MSL expended \$378,000 in FY 2023. Several of the funding agreement end dates extend beyond FY 2023.

Authority totaling \$492,000 was established under agreements with the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) for development and delivery of natural resource inventory and assessment information and other GIS data. In FY 2023, the MSL expended \$113,000 of that authority; the MSL has until September of 2026 to expend the majority of the remaining authority.

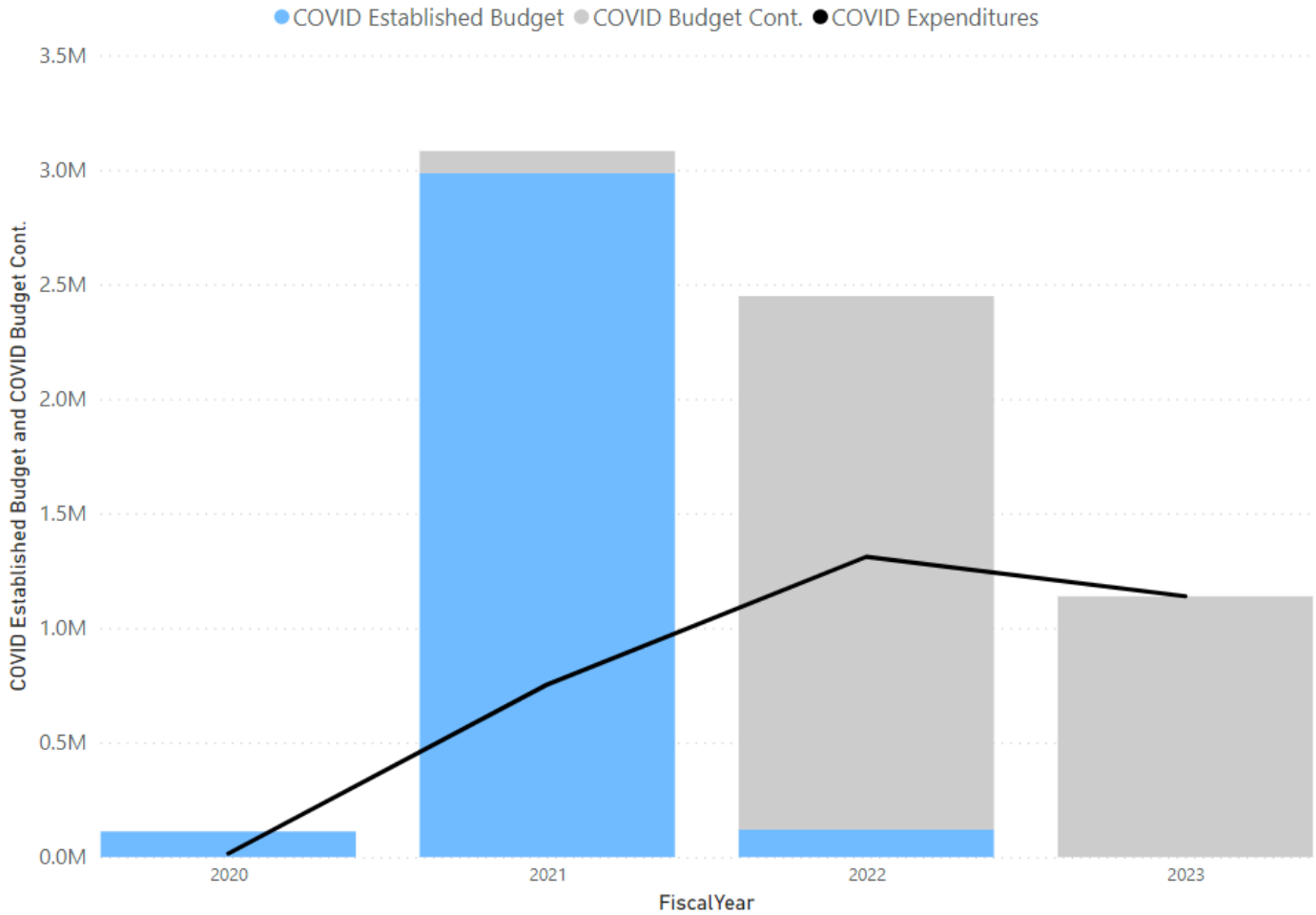
Additionally, \$52,000 of authority was established for a grant from the Institute of Museum and Library Service's Laura Bush 21<sup>st</sup> Century Librarian Program related to developing training for small and rural libraries. The MSL expended approximately \$23,000 of that authority in FY 2023 and has through July 2023 to expend the remainder of the funds.

## **Other Bills**

### ***COVID-19 Authority***

The following chart is provided to allow the legislature to examine the funding that is available to the agency for COVID-19 impacts.

COVID Established Budget, COVID Continuing Budget, and COVID Expenditures by Fiscal Year



For FY 2023, the MSL’s COVID budget was approximately \$1.1 million; this federal funding had an expenditure deadline of April 30, 2023. Of that budget, \$737,000 of authority was established for the hot spots program, and \$342,000 was established for electronic learning resources. The MSL fully expended the authority provided for both the hot spots program and the e-learning resources in FY 2023.

Additionally, in FY 2023, \$60,000 of COVID budget was established for the biennium through an administrative appropriation for the Newline from the Department of Health and Human Services’ funds for supporting older Americans and families. The administrative appropriation is not included in the chart above. This authority was fully expended in FY 2023.

**Other House or Senate Bills**

HB 13 (2023) provides one-time-only payment for employees to be paid in FY 2023. Authority was added totaling \$37,000 for these payments, and of that, the MSL expended \$23,000.

## Statutory Appropriations

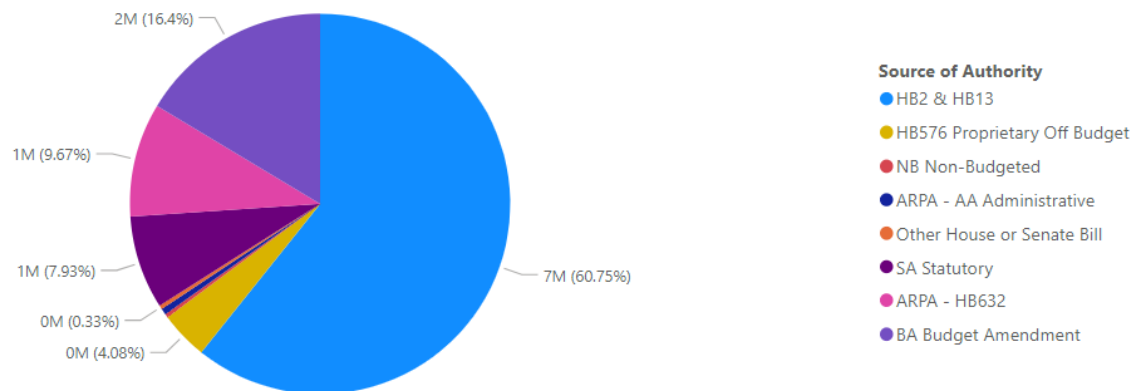
Statutory authority for the MSL for FY 2023 totaled approximately \$884,000. Of that total authority, \$434,000 was general fund for state aid grants to local libraries, and \$450,000 was state special revenue 9-1-1 funding for GIS mapping.

The MSL fully expended its state aid funding and expended about \$437,000 or 97.0% of its 9-1-1 funding in FY 2023.

## TOTAL 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 and Expended Budget by Source of Authority



Source of Authority	FYE23 Modified Budget	FYE23 Expended Budget	Percent Expended	Report Period
HB2 & HB13	6,773,589	6,568,785	97.0%	<input checked="" type="checkbox"/> Jul
BA Budget Amendment	1,828,264	1,224,637	67.0%	<input checked="" type="checkbox"/> Aug
HB576 Proprietary Off Budget	455,005	448,743	98.6%	<input checked="" type="checkbox"/> Sep
NB Non-Budgeted	34,366	276,456	804.4%	<input checked="" type="checkbox"/> Oct
Other House or Senate Bill	37,143	23,010	61.9%	<input checked="" type="checkbox"/> Nov
SA Statutory	883,690	870,340	98.5%	<input checked="" type="checkbox"/> Dec
ARPA	1,138,272	1,138,271	100.0%	<input checked="" type="checkbox"/> Jan
<b>Total</b>	<b>11,150,329</b>	<b>10,550,243</b>	<b>94.6%</b>	<input checked="" type="checkbox"/> Feb
				<input checked="" type="checkbox"/> Mar

The MSL is the fiscal agent for the Montana Shared Catalog (MSC), a cooperative catalog project, funded by members fees paid by participating libraries. The MSC's budget was established at \$455,000 for FY 2023. Expenditure for the MSC totaled \$449,000 in FY 2023.

The MSL also has non-budgeted funding from private grants and donations, as well as interest from the Montana state library trust, established in 22-1-225, MCA. The MSL expended approximately \$276,000 of non-budgeted funds in FY 2023.

## 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, 2022 through June 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	June Modified Budget	FYE23 Modified Budget	Net Modifications
Library Commission	6,928,129	6,773,589	-154,540
<b>Total</b>	<b>6,928,129</b>	<b>6,773,589</b>	<b>-154,540</b>

Acct & Lvl 1 DESC	June Modified Budget	FYE23 Modified Budget	Net Modifications
61000 Personal Services	2,489,416	3,469,406	979,990
62000 Operating Expenses	3,240,735	2,400,850	-839,885
63000 Equipment & Intangible Assets		20,765	20,765
66000 Grants	1,197,978	473,335	-724,643
68000 Transfers-out		212,842	212,842
69000 Debt Service		196,390	196,390

Fund Type	June Modified Budget	FYE23 Modified Budget	Net Modifications
01 General	2,881,472	2,881,929	457
02 State/Other Spec Rev	3,161,264	3,365,123	203,859
03 Fed/Other Spec Rev	885,393	526,537	-358,856

The MSL's fiscal year-end (FYE) 2023 modified budget totaled approximately \$6.8 million. The net modification to the budget, compared to the June modified budget, is \$155,000. Of the modifications, continuing authority from FY 2022 to FY 2023 totaled \$204,000. Continuing authority is authority for biennial appropriations that is continued from the first fiscal year in the biennium into the second fiscal year. Specifically, \$204,000 of state special revenue was continued for the real-time network, and \$457 of general fund was continued for the MSL's audit appropriation. In FY 2022, the MSL moved approximately \$359,000 of federal special revenue authority from its FY 2023 budget into its FY 2022 budget to allow for full expenditure of the MSL's federal grant funding, causing a decrease in the budget for FY 2023. This authority is also biennial, allowing the agency to move the authority between fiscal years.

In FY 2023, the MSL had twelve operating plan changes, which moved budget among expenditure categories but neither increased nor decreased the overall budget, including the following:

- The MSL moved \$839,000 total from operating expenses to personal services; of that total, \$664,000 was state special revenue, and \$175,000 was federal special revenue. This was in part to fund the

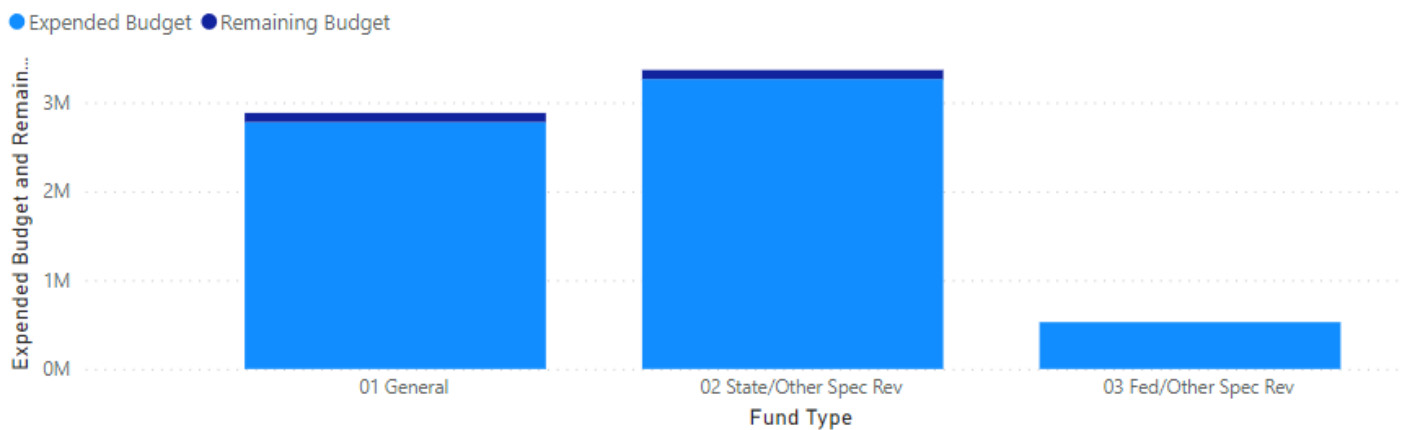
addition of 1.74 modified FTE and for the funding of FTE previously authorized but for which no funding had been moved

- A net total of \$723,000 was moved from grants, with \$33,000 moving to personal services and \$687,000 moving to operating expenses to align with the MSL’s planned expenditure from the accounts
- The MSL moved \$213,000 of state special revenue for the real-time network from operating expenses to transfers-out to transfer the funding to the Montana Department of Transportation to pay for contract expenses related to the network
- Approximately \$196,000 was transferred from operating expenses to debt service; this included \$100,000 of state special revenue for subscription-based IT-systems. This change was in accordance with a new accounting standard requiring those subscriptions to be recorded as leases. There was also a transfer of \$96,000 for the MSL’s new leased building

## HB 2 APPROPRIATION AUTHORITY

The following chart shows the appropriated budget for the agency compared to expenditures through the end of FY 2023.

Expended Budget and Remaining Budget by Fund Type - HB 2 Only



acclv1_descr	Modified Budget	Expended Budget	Percent Expended
Personal Services	3,469,406	3,454,762	99.6%
Operating Expenses	2,400,850	2,215,038	92.3%
Equipment & Intangible Assets	20,765	16,686	80.4%
Grants	473,335	473,068	99.9%
Transfers-out	212,842	212,841	100.0%
Debt Service	196,390	196,390	100.0%

Program Name	Modified Budget	Expended Budget	Percent Expended
STATEWIDE LIBRARY RESOURCES	6,773,589	6,568,785	97.0%
<b>Total</b>	<b>6,773,589</b>	<b>6,568,785</b>	<b>97.0%</b>

The MSL’s modified HB 2 budget totaled approximately \$6.8 million for FY 2023; the MSL expended \$6.6 million or 97.0% of its HB 2 budget.

By fund type, the MSL’s budget is comprised of \$2.9 million of general fund, \$3.4 million of state special revenue, and \$527,000 of federal special revenue. MSL expended \$2.8 million of its general fund budget, \$3.3 million of its state special revenue budget, and fully expended its federal special revenue budget in FY 2023.

By account, the MSL expended approximately \$3.5 million or 99.6% of its personal services budget, \$2.2 million or 92.3% of its operating expenses budget, and \$473,000 or 99.9% of its grants budget. Remaining authority for operating expenses included approximately \$99,000 of remaining authority that was restricted for expenditures related to information technology services provided by the Department of Administration’s State Information Technology Services Division (SITSD).

The following table shows the MSL’s HB 2 budget and expenditures by category, including Central Services, Patron and Local Library Development Services, and GIS, Data, and Information Programs. The legislative budget in the first table is what was identified in the budgeting system for each MSL workgroup from the 2021 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.

<b>MSL HB 2 Budget and Expenditures by Category through June 30, 2023</b>			
	<b>Legislative Budget - HB 2</b>	<b>Expenditures FYE 2023</b>	<b>Percent Expended of Legislative Budget</b>
<b>Central Services</b>	2,817,549	2,027,155	71.9%
<b>Patron &amp; Local Library Development Services</b>	1,104,312	1,477,699	133.8%
<b>GIS, Data, &amp; Information Programs</b>	2,977,799	3,063,930	102.9%
<b>Budget Modifications<sup>1</sup></b>	(126,071)		
Fiscal Transfer of Federal Funding	(358,856)		
Continuing Authority from FY 2022	204,316		
HB 13 Pay Plan Adjustment	28,469		
<b>Total</b>	<b>6,773,589</b>	<b>6,568,784</b>	<b>97.0%</b>
<sup>1</sup> Budget modifications include federal fiscal transfer from FY 2023 to FY 2022, Continuing authority from FY 2022 for biennial appropriations, & HB 13 adjustments			

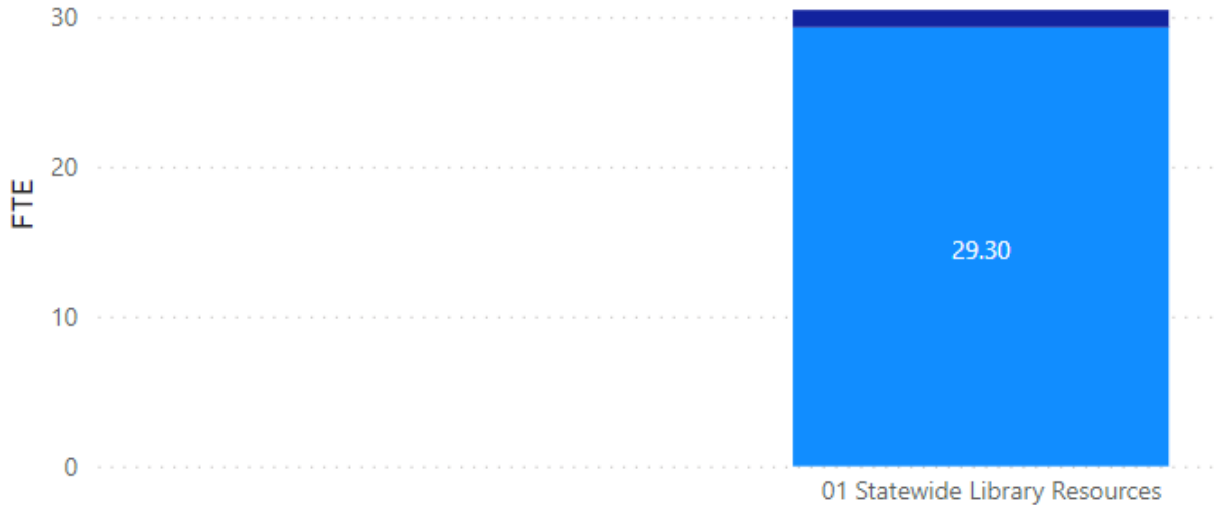
	<b>Agency Spending Plan - HB 2</b>	<b>Expenditures FYE 2023</b>	<b>Percent Expended of Agency Spending Plan</b>
<b>Central Services</b>	2,221,860	2,027,155	91.2%
<b>Patron &amp; Local Library Development Services</b>	1,351,359	1,477,699	109.3%
<b>GIS, Data, &amp; Information Programs</b>	3,200,370	3,063,930	95.7%
<b>Total</b>	<b>6,773,589</b>	<b>6,568,784</b>	<b>97.0%</b>

The primary adjustments to the agency spending plan compared to the legislative budget are movements of authority from central services to patron and local development services and to GIS, data, and information programs. The MSL expended less in Central Services than budget and more than the legislative budget for the other two categories.

## Personal Services

The following chart shows the filled and vacant FTE within the agency through June 1, 2023.

Position Status ● Filled ● Vacant



Of the 30.46 FTE under HB 2, the MSL had 1.16 FTE vacant through June 1, 2023. This includes a vacancy of 1.00 FTE for an IT systems analyst 1 position and 0.16 FTE for a student intern position. The IT systems analyst 1 position has since been filled, and as of August 29, 2023, the MSL has 0.16 vacant HB 2 FTE.

In terms of hours utilized, out of the available hours through June 30, 2023 for HB 2 positions, the MSL utilized 93.6% of hours available; this is approximately the same utilization rate of the MSL's hours in FY 2022 and higher than the MSL's five-year average of 88.5%.



## **OTHER ISSUES**

During the 67<sup>th</sup> Legislative Session, the MSL was authorized \$1.7 million of additional funding for the 2023 biennium for the land information account in order to collect, maintain, and disseminate Montana's land characteristic information digitally. The MSL expended 97.0% of its total budget for the land information account during the biennium.

Additionally, restricted, one-time-only funding was authorized for start-up costs to build out a statewide real-time network. The 2023 biennium appropriation of state special revenue for this project was \$925,000; MSL expended \$824,000 or 89.0%.