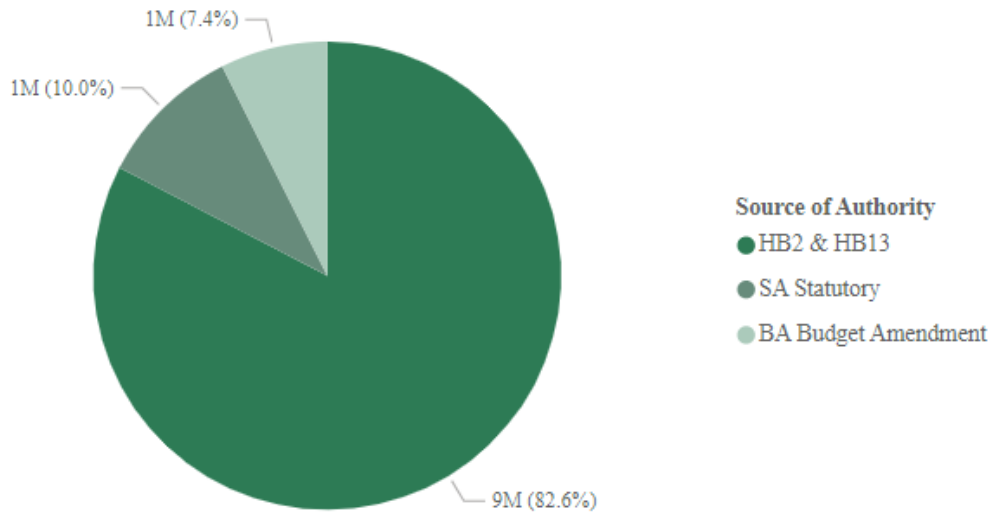


# MONTANA STATE LIBRARY

## 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         | 4,510,172        | 52.3%        |
| SA Statutory        | 1,038,707         | 950,077          | 91.5%        |
| BA Budget Amendment | 772,226           | 215,522          | 27.9%        |
| <b>Total</b>        | <b>10,427,859</b> | <b>5,675,770</b> | <b>54.4%</b> |

## Statutory Appropriations

Statutory appropriations totaled approximately \$1.0 million through February 29, 2024, which was 10.0% of the total appropriation authority for the agency. This authority includes approximately \$542,000 general fund for state aid grants to local libraries, of which the MSL has expended 99.8%. Statutory appropriations also include \$497,000 of next generation (NG) 9-1-1 state special revenue funding, of which the MSL has expended 82.3%. The majority of the expenditures were for the NG 9-1-1 data assessment service subscription and personal services costs.

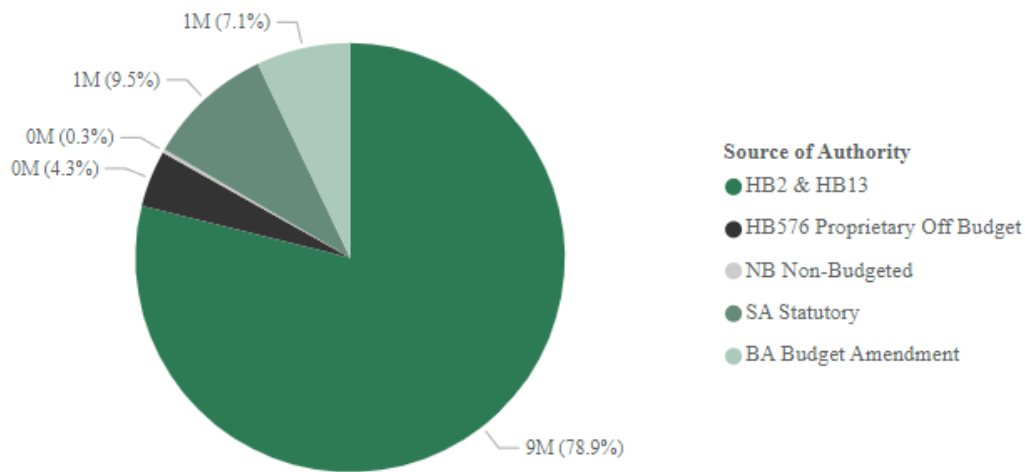
## Budget Amendments

The MSL had approximately \$772,000 of federal special revenue authority added through budget amendments, which was 7.4% of total appropriation authority for the agency. 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 \$135,000 or 24.1%. 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         | 4,510,172        | 52.3%        |
| SA Statutory                 | 1,038,707         | 950,077          | 91.5%        |
| BA Budget Amendment          | 772,226           | 215,522          | 27.9%        |
| HB576 Proprietary Off Budget | 464,313           | 301,522          | 64.9%        |
| NB Non-Budgeted              | 30,000            | 143,580          | 478.6%       |
| <b>Total</b>                 | <b>10,922,172</b> | <b>6,120,873</b> | <b>56.0%</b> |

## 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 \$302,000 or 64.9%. The most significant expenditures include \$178,000 for information technology subscription costs and \$108,000 for personal services 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 December 1, 2023 through February 29, 2024. 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                 |
| 01 STATEWIDE LIBRARY RESOURCES | 8,616,926        | 8,616,926        | 0                 |
| <b>Total</b>                   | <b>8,616,926</b> | <b>8,616,926</b> | <b>0</b>          |

| Expenditure Type                    | HB 2 Budget      | Modified Budget  | Net Modifications |
|-------------------------------------|------------------|------------------|-------------------|
| 61000 Personal Services             | 4,290,544        | 4,370,544        | 80,000            |
| 62000 Operating Expenses            | 3,586,142        | 3,474,040        | -112,102          |
| 63000 Equipment & Intangible Assets |                  | 7,155            | 7,155             |
| 66000 Grants                        | 475,000          | 499,947          | 24,947            |
| 69000 Debt Service                  | 265,240          | 265,240          | 0                 |
| <b>Total</b>                        | <b>8,616,926</b> | <b>8,616,926</b> | <b>0</b>          |

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

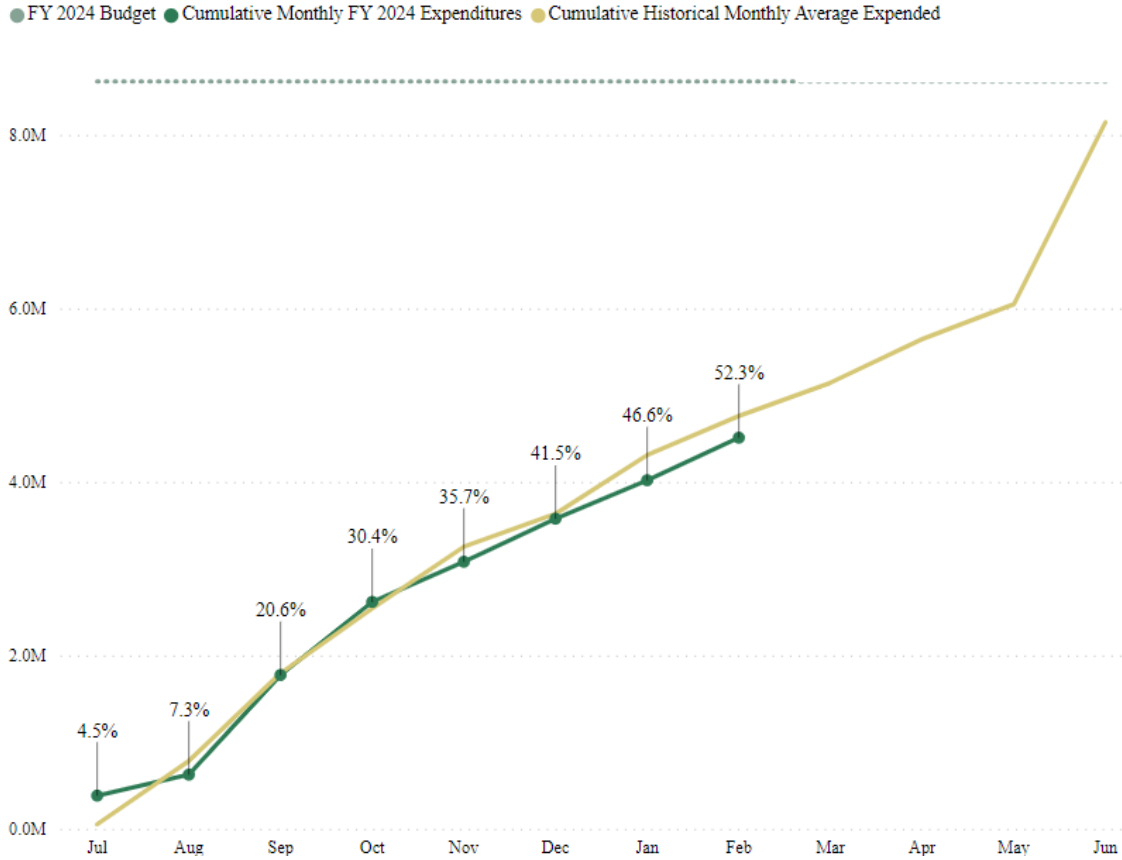
The Montana State Library had several budget modifications between December 1, 2023 and February 29, 2024. The most significant budget amendments include:

- Transferring \$80,000 of LSTA federal special revenue funds from operating expenses to personal services for 1.00 modified FTE. This modified FTE works on the Montana History Portal
- Transferring \$24,000 of coal severance tax state special revenue funds from operating expenses to grants. The Montana State Library Commission approved additional grants to the library federations

## HB 2 APPROPRIATION AUTHORITY

The following chart shows the appropriated budget for the agency compared to expenditures through February 29, 2024.

### Monthly Expenditures Compared to Historical Average



| Program Name                   | Modified Budget  | Expended Budget  | % Expended   |
|--------------------------------|------------------|------------------|--------------|
| 01 STATEWIDE LIBRARY RESOURCES | 8,616,926        | 4,510,172        | 52.3%        |
| <b>Total</b>                   | <b>8,616,926</b> | <b>4,510,172</b> | <b>52.3%</b> |

| Expenditure Type              | Modified Budget  | Expended Budget  | % Expended   |
|-------------------------------|------------------|------------------|--------------|
| Personal Services             | 4,370,544        | 2,680,065        | 61.3%        |
| Operating Expenses            | 3,474,040        | 1,344,860        | 38.7%        |
| Equipment & Intangible Assets | 7,155            |                  |              |
| Grants                        | 499,947          | 261,317          | 52.3%        |
| Debt Service                  | 265,240          | 223,930          | 84.4%        |
| <b>Total</b>                  | <b>8,616,926</b> | <b>4,510,172</b> | <b>52.3%</b> |

| Fund Type               | Modified Budget  | Expended Budget  | % Expended   |
|-------------------------|------------------|------------------|--------------|
| 01 General              | 3,205,884        | 1,879,342        | 58.6%        |
| 02 State/Other Spec Rev | 3,907,330        | 1,797,666        | 46.0%        |
| 03 Fed/Other Spec Rev   | 1,503,712        | 833,163          | 55.4%        |
| <b>Total</b>            | <b>8,616,926</b> | <b>4,510,172</b> | <b>52.3%</b> |

The MSL expended 52.3% of its \$8.6 million HB 2 modified budget through February 29, 2024. Overall, this is close to alignment with the five-year average of 55.2%.

The budget for operating expenses totals \$3.5 million and is 38.7% expended at this point in the fiscal year. The Montana State Library consistently has a low percentage expended at this point in the fiscal year because several operating expenses are paid at the end of the fiscal year.

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.<sup>1</sup> 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.

| MSL HB 2 Budget and Expenditures by Category, FY 2024 through February 29, 2024 |                                      |                  |                     |   |
|---|--------------------------------------|------------------|---------------------|---|
|   | Legislative Budget<br>HB 2 and HB 13 |                  | Expenditures        | Percent Expended of<br>Legislative Budget |
| Central Services  | \$                                   | 3,489,596        | \$ 1,236,192        | 35.4%                                     |
| Patron & Local Library Development Services                                     |                                      | 2,448,183        | 1,821,519           | 74.4%                                     |
| GIS, Data, & Information Programs   |                                      | 2,561,481        | 1,452,461           | 56.7%                                     |
| Budget Modifications  |                                      |                  |                     |   |
| HB 13 Pay Plan Adjustment   |                                      | 117,666          |                     |   |
| <b>Total</b>  | <b>\$</b>                            | <b>8,616,926</b> | <b>\$ 4,510,172</b> | <b>52.3%</b>                              |

|   | Agency Spending Plan<br>HB 2 and HB 13 |                  | Expenditures        | Percent Expended of<br>Agency Spending Plan |
|---|--|------------------|---------------------|---|
| Central Services                            | \$                                     | 2,355,434        | \$ 1,236,192        | 52.5%                                       |
| Patron & Local Library Development Services |  | 2,797,376        | 1,821,519           | 65.1%                                       |
| GIS, Data, & Information Programs           |  | 3,389,220        | 1,452,461           | 42.9%                                       |
| <b>Total<sup>1</sup></b>                    | <b>\$</b>                              | <b>8,542,031</b> | <b>\$ 4,510,172</b> | <b>52.8%</b>                                |

<sup>1</sup>The 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.

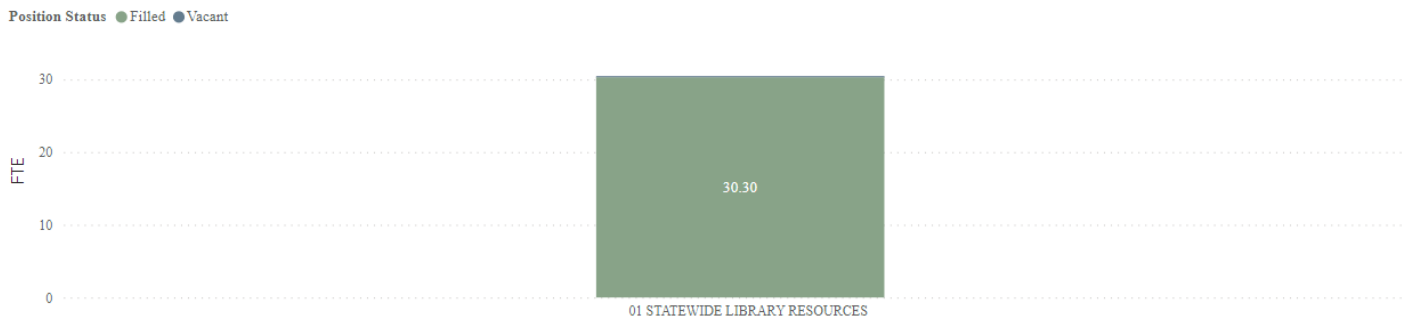
In comparison, the agency spending plan budget totals \$8.5 million, which includes funding appropriated under both HB 2 and HB 13. Of that funding, the agency’s plan includes 27.6% for central services; 32.7% for patron and local library development services; and 39.7% for GIS, data, and information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

<sup>1</sup> 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>

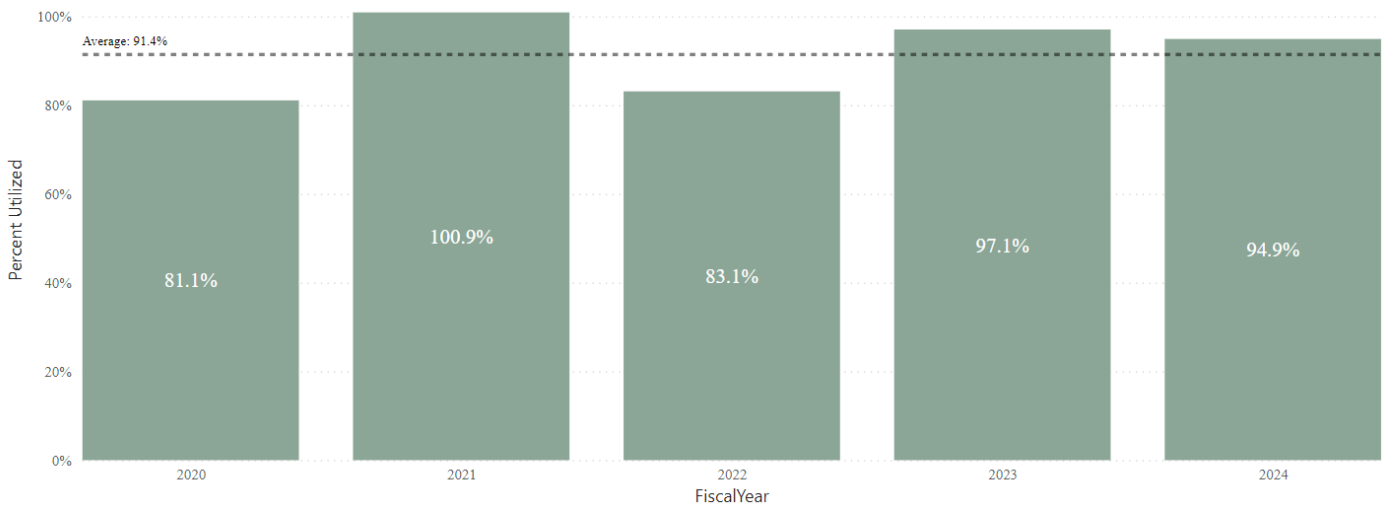
slightly lower than anticipated federal grant funding. The agency’s spending plan aligns with the actual grant amount.

### Personal Services

Appropriations for personal services in the Montana State Library total \$4.4 million and are 61.3% expended through February 29, 2024. The MSL has 30.46 HB 2 FTE, and 99.5% of these positions were filled as of February 1, 2024. 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 February 1, 2024.



The chart below shows the hourly utilization percentage for the Montana State Library between July 1 and February 1 for each fiscal year when compared to the available hours for the same time period. Overall, the agency has utilized 94.9% of the hours budgeted, as shown in the chart below. This is slightly higher than the average utilization rate of 91.4% 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 throughout 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.

The Montana State Library has expended \$112,000 or 22.4% of this appropriation as of February 29, 2024. There are anticipated expenditures of \$200,000 related to a contract with the Montana Department of Transportation that have not occurred yet, and the MSL anticipates expending these funds in the third quarter. Additionally, MSL has allocated funding for a technology position in FY 2024, but this position will not be hired until FY 2025. The Montana State Library anticipates using this funding for marketing of the real-time network, and procurement of a contract is currently out to bid.

### **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 61.1%. 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](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)