

# MONTANA HISTORICAL SOCIETY

## ADMINISTRATION PROGRAM

### PROGRAM CONTACTS

The chief financial officer for the Society and contact information is:

Title	Name	Phone Number	E-mail address
Administrator	Denise C. King	444-4699	dking@mt.gov

### WHAT THE PROGRAM DOES

The Administration Program provides supervision, administration, and coordination of the five divisions in the Montana Historical Society. Program staff is responsible for the management, planning, direction, and leadership of the society. Activities include public information, payroll, personnel, fund raising, financial reporting, business management, security, building management.

### Statutory Authority For Program

MCA 22-3-101 through 22-3-114 Historical Society

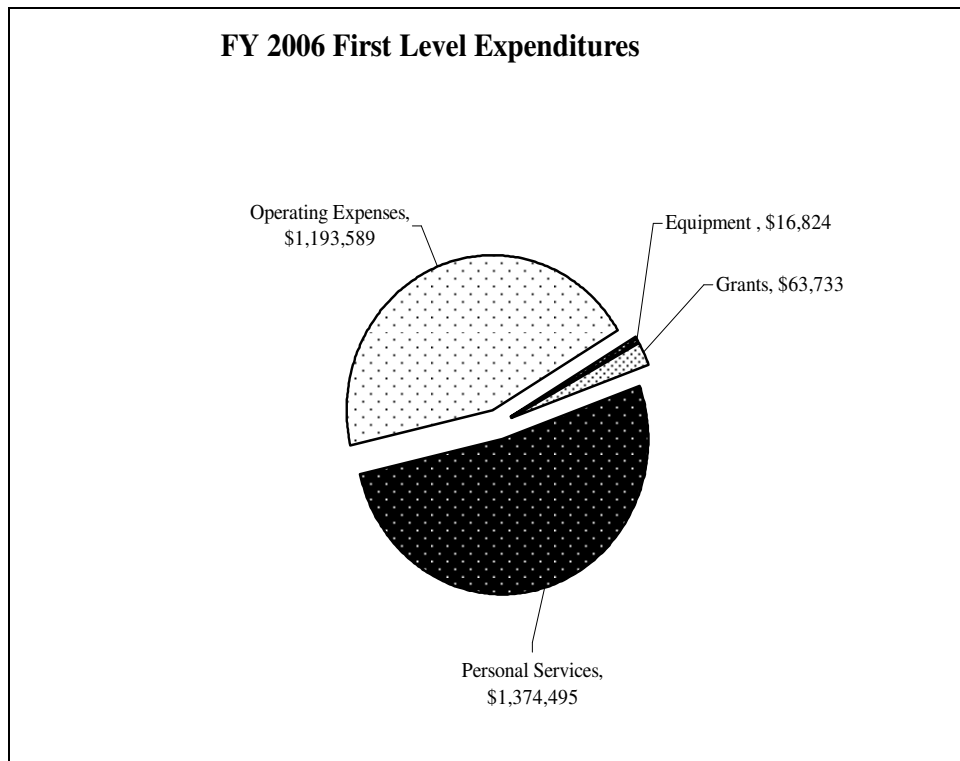
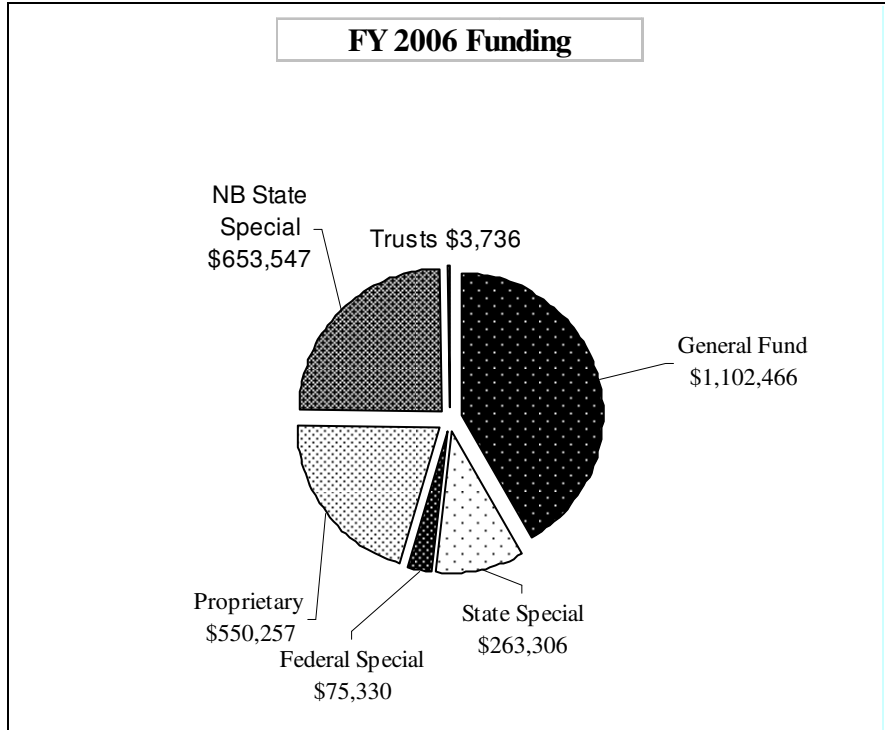
### HOW SERVICES ARE PROVIDED

The Program is organized into five sections with the following functions:

- Security: provides security over the artifacts at the Society and provides information to the public.
- Historic Signs: provides interpretive signs about the property's distinct history.
- Public Relations: performs outreach and public relations for the Society.
- Membership: supports the Society's traveling educational programs and other outreach activities.
- Centralized Services: oversees all financial and personnel functions for the Society, including accounting, budgeting, financial reporting, federal grant administration, information technology, asset management, and the Museum store, which sells products representing the history of Montana, including reproductions of the collections of the Society.

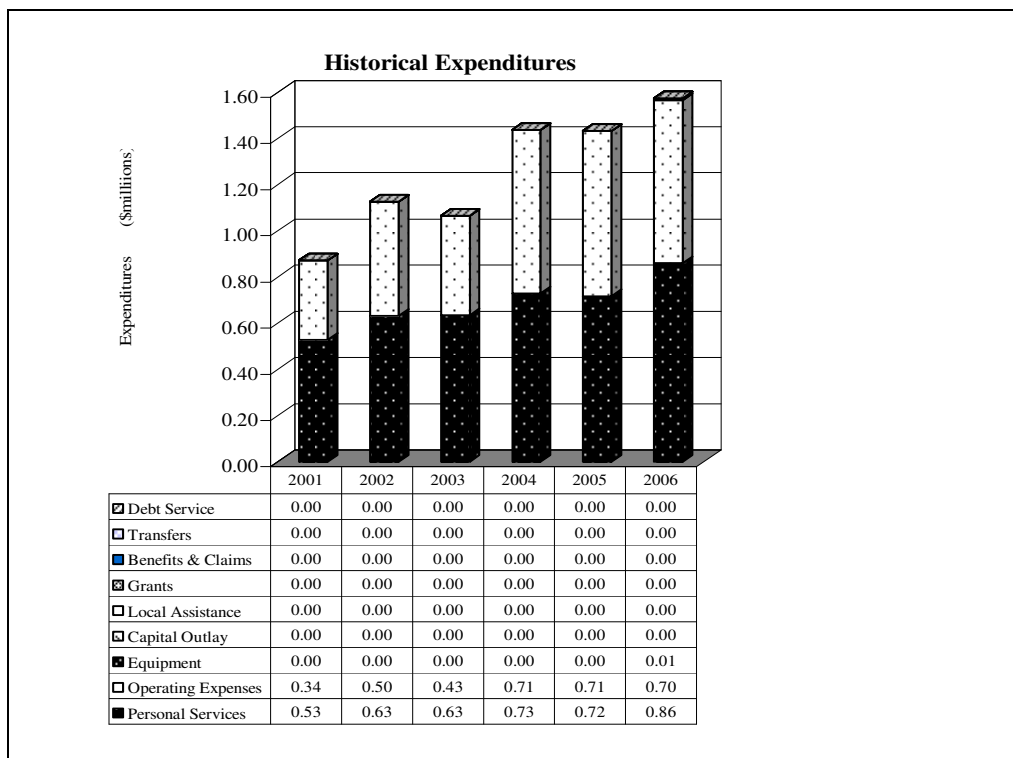
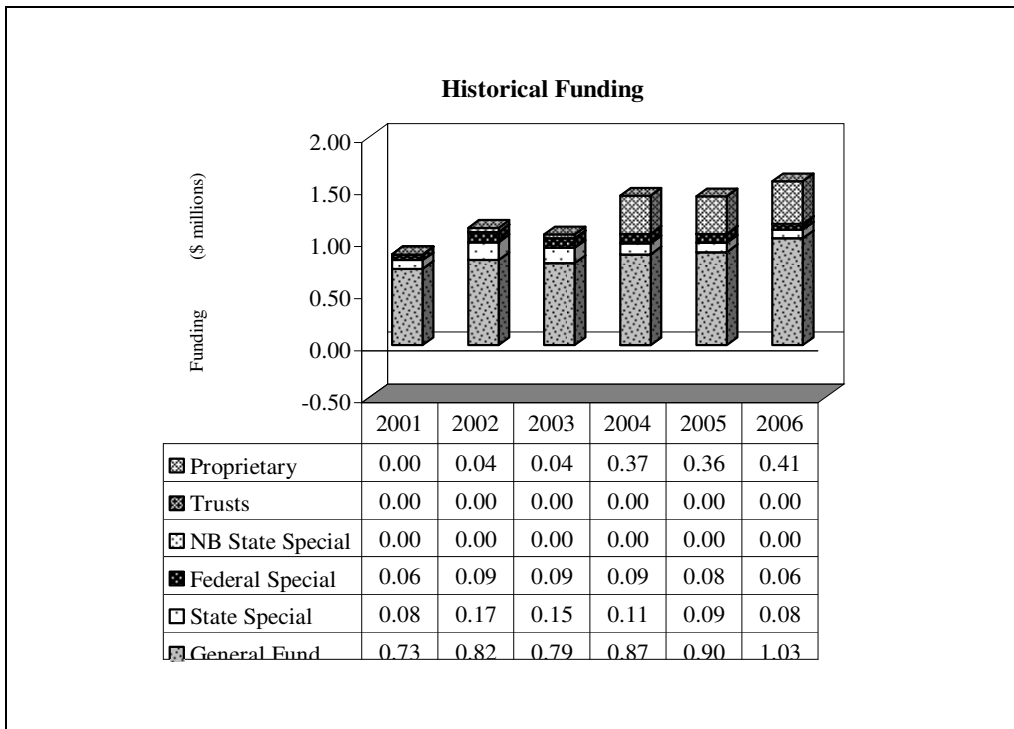
## Spending and Funding Information

The following figures show funding and expenditure information for FY 2006 for all sources of funding of the Administration Program. Because the figures include all sources of funding there are no direct relationships between these figures and appropriation levels presented in the Budget Analysis for the 2007 Biennium.



The above information does not include administrative appropriations. The Administration Program had no administrative appropriations in fiscal year 2006. Departmental indirect charges are not included as expenditures or revenues in the above tables.

The following figures show funding and expenditures from FY 2001 through FY 2006, for HB 2 funding.



The change in revenues and expenditures between fiscal 03 and 04 resulted from reorganization between Publication and the Administration Programs.

## 2007 BIENNIUM NEW PROGRAM IMPLEMENTATION AND PROGRAM EXPANSION

### Program Expansion

The Program did not have any major expansion projects funded by the 2005 legislature.

### FTE

The legislature approved .75 additional FTE in the 2007 Biennium.

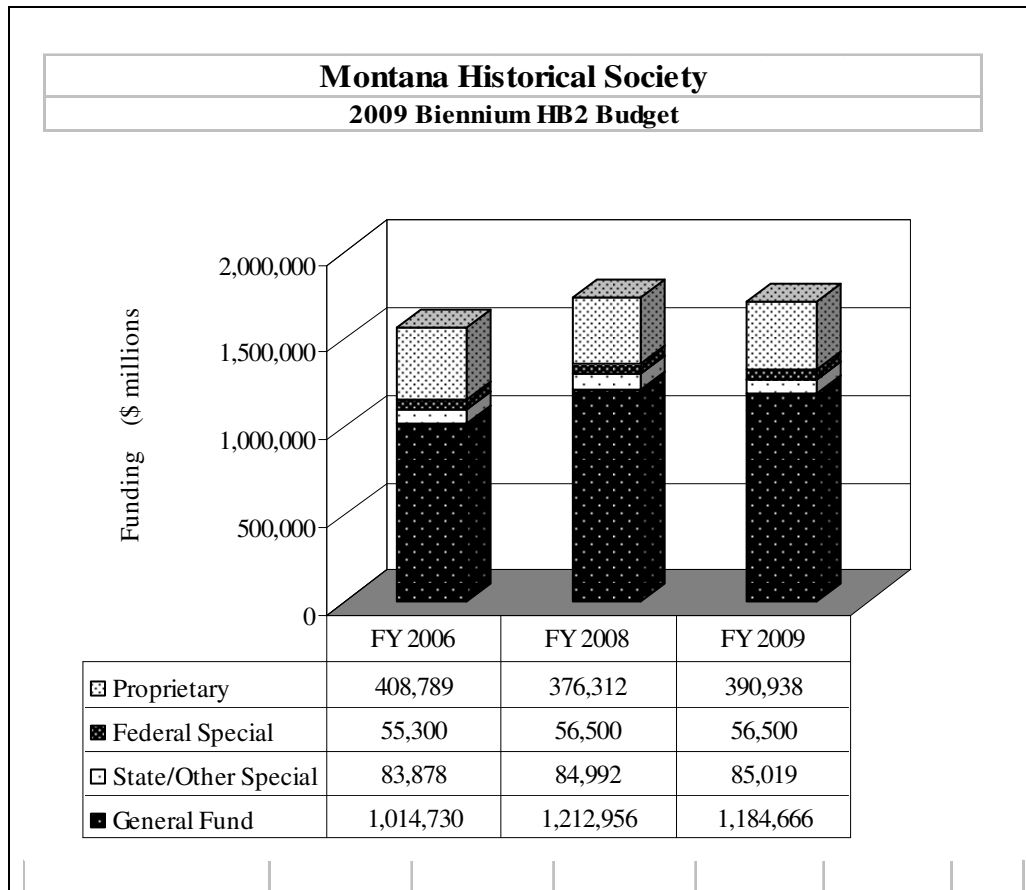
2007 Biennium FTE Hire Dates	FTE	Date
Entrance Fee Cashier	.75	5/05

### CORRECTIVE ACTION PLANS

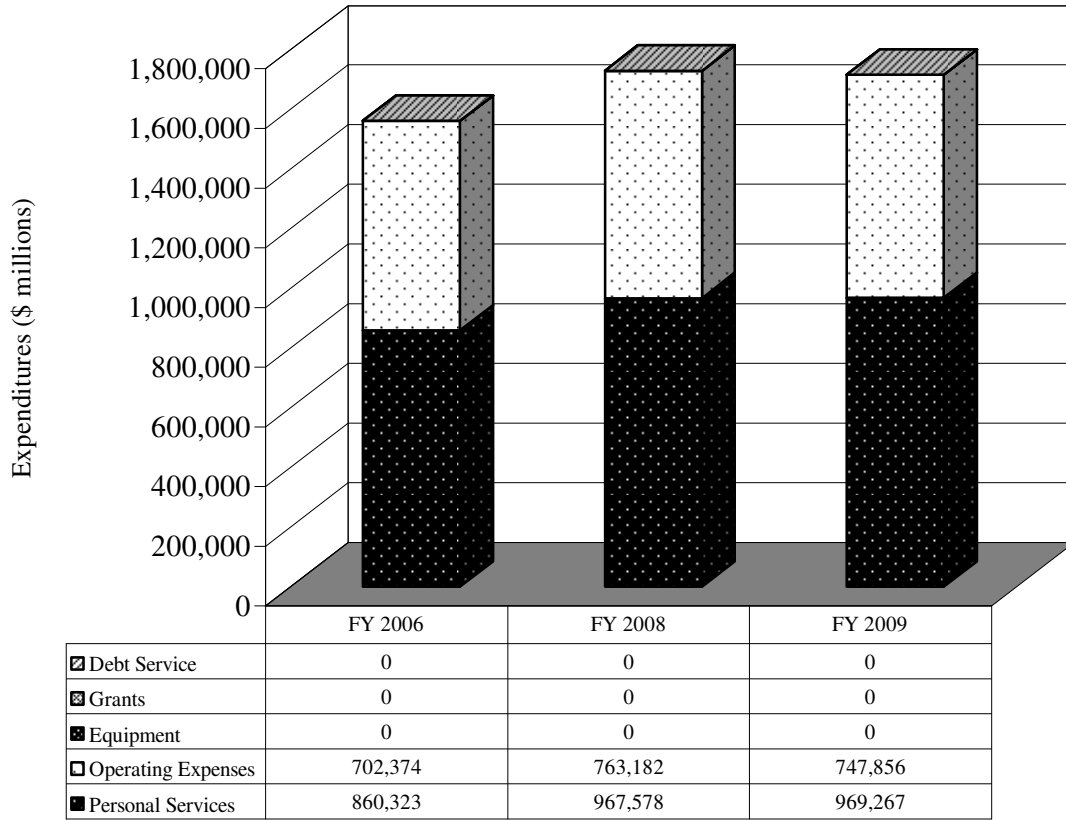
The corrective action plan is summarized in the agency overview.

### 2009 BIENNIUM BUDGET

The following figures show the proposed HB 2 budget for the 2009 biennium.



**Montana Historical Society**  
**2009 Biennium HB2 Budget**



## Goals and Measurable Objectives

The following figure shows the department base year and budgeted biennium goals and performance measures that are associated with the proposed 2009 biennium HB 2 budget.

Montana Historical Society Administration Division		
Measurable Objectives for the 2009 Biennium		
Goal	Measurable Objectives	Current status of Measures
Complete installation of Pay Plan 20	<ol style="list-style-type: none"> <li>1. All agency employees are on Pay Plan 20 by 7/1/07.</li> <li>2. Performance review procedures are in place to help activate the plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Training for Pay Plan 20 has occurred for program managers and for centralized services.</li> <li>2. All staff will participate in re-writing her/his position description.</li> </ol>
Increase dues-paying memberships	<ol style="list-style-type: none"> <li>1. Number of members grows from 1600 to 1800.</li> <li>2. Number of higher-level memberships (\$200 annually and above) grows from 115 to 150.</li> </ol>	<ol style="list-style-type: none"> <li>1. New membership coordinator hired.</li> <li>2. Better software being installed.</li> <li>3. New membership program being developed.</li> </ol>
Increase information technology capabilities and services in-house.	<ol style="list-style-type: none"> <li>1. IT staff has upgraded all workstations to state-of-the-art capabilities.</li> <li>2. All staff have gained new skills in computer operations.</li> </ol>	<ol style="list-style-type: none"> <li>1. All workstation are in process of being upgraded.</li> <li>2. Training for staff is occurring on priority basis.</li> </ol>

## BUDGET AND POLICY ISSUES

The following Administration Program budget or policy issues are included in the budget submission to the Governor's Office.

This proposal will allow the Society to replace ¼ of the computer in each year of the 2009 biennium.

The present law adjustments are to restore funds previously used to support personal services and operational expenditures and which were supplanted by funds that were available through an expendable trust and are no longer available.

The elimination of administrative fees is a two-fold issue. The two programs that were being charged administrative fees are no longer in operation. The administrative fee charged to the Original Governors Mansion was nominal. This issue was documented in the Legislative Audit. The Society will develop a methodology to implement an administrative fee process.

## SIGNIFICANT ISSUES EXPANDED

The Society transferred 1.41 FTE to the Administrative Program to best utilize of the limited personal resources available to the Society. The 2005 Legislature increased the Library division FTE by 2.0 FTE.

Additional issues discussed in Agency overview.