

Archives Board of Directors
Minutes
May 9, 2016

Call to Order 12:00 p.m.

The Roll Call: Brian Holland, Marissa Newman, Jim McDonald, Laurel Egan, Sara Sparks and Bill McKenzie, as well as Justin Ringsak via phone were present. Ellen Crain, Archives Director, and Nikole Evankovich, Archives Assistant Director, were also present.

A quorum was present, with Sara Sparks in the chair until 12:10 when Brian Holland arrived and he assumed the chair.

A motion was made by Marissa Newman to approve the April meeting minutes. Sara Sparks seconded the motion, and the minutes were approved unanimously by the board (except for Brian Holland who had not arrived yet).

Director's Report:

Ellen Crain provided the Director's Report for April, 2016 which included the Friends of the Archives 2015 financial report from Prigge and Otten (attached).

The board discussed the Archives financial report (attached) provided by BSB Budget Director, Danette Gleason. Ellen is investigating revenue projections in relation to the Archives' reserves.

The employment contracts for Chateau employees will go before the Council of Commissioners for approval. Ellen will endeavor to include that item on the agenda for the Council's May 18 meeting. Ellen and Brian will plan to attend and speak on the matter, and the other board members indicated they will endeavor to attend the Council meeting. In addition to the employment contracts, the Council will be advised of the other work the Board and Archives staff has done with respect to the Chateau, and recommendations to the Council in regard to the future of the Chateau, as well as the mission statement.

Old Business:

Nikole provided the board with an update on the Archives' outdoor sign. John Weitzel of Weitzel signs will begin installation this week (5/9).

The board discussed access to the Butte Catholic school records recently donated to the Archives. The board agreed to have appropriate releases in place to access the records, but will make a final decision at the board meeting next month after Ellen speaks with Shawn Harrington, Catholic School System President, about their access policies.

Ellen Crain provided an update on the Johnson Controls and PhotoScan contracts as well as the Smithers Collection copyright. Ellen will also be meeting with BSB's new IT director to discuss the Archives IT needs as well as the website.

New Business:

Butte-Silver Bow safety and building inspection files will be deaccessioned to Cinda Seys, BSB safety manager. Sara Sparks made a motion to deaccession the files. Jim McDonald seconded the motion and the deaccession was approved unanimously by the board.

Adjournment 1:05 p.m.

Directors Report
Month of April 2016
Prepared for the
Board of Directors Meeting May 9, 2016

Patron activity	March
Patrons	281
Research	81
Auditorium	360
Subscription	7
<u>Web visits</u>	<u>692</u>
Total	1,421

Volunteer hours 403

Collections 12

Auditorium held 21 events in April

The Archives Brown Bag series in April featured: Mary McCormick on Historic Preservation as well as Callison Stratton on Senator Murray.

We took in a collection from the Elks Lodge, Northwestern Energy, and the Society of Professional Engineers.

We opened the Easter Rising Exhibit in Helena with speeches and formal activities of the AOH. Traolach O'Riordain and I did a radio interview regarding the rising.

We will be having this exhibit open here in a week. The exhibit will run all summer.

The Friends of the Archives will begin the All Nations Exhibit Project this month. They have received a draft of the year-end financial report which is in your handouts. The Friends is in great financial shape and looks like they are ahead this year by \$10,000.00 There project remain the All Nations Exhibit, the digitizing oral histories project, newspaper preservation project and general support to the Archives and its projects.

The Chateau finished up its Easter Rising series and the project was hugely successful. The speakers, actors and musicians each had about 75 guests. The project was very popular and is generating lots of talk about the summer speakers. The summer series is being firmed up in the next few weeks and the student intern program will be start in June. The Drama Club is meeting at the chateau while the BHS Auditorium is under construction and the Tango dance group are dancing in the ball room weekly. The symphony continues to pay its rent.

Carson Becker and Father Beretta with Daniel Hogan are going to host an evening of food and presentations about the spirituality of Food, the history of Food in Montana and lots of great food. The event will be June 25, 2016. The proceeds will be split between Father Beretta, The chateau and Daniel Hogan. The summer hours begin with weekends open in May and 20 hours per week in the summer.

We need to go to the Council of Commissioners to make the recommendations and process the employment contracts very soon.

SARTA has requested a presentation from all grant applicants demonstrating a 20% cut in the budget. We will be presenting tomorrow evening.

The staff had a very valuable time in Seattle, Irene and Aubrey met with NHPRC, The National Archives granting agency. They reviewed the grant, made some excellent recommendations to them. The NHPRC wants to fund in the West and hope the grant will be funded. There were two presentations on new management models we may request the Friends bring someone to Butte to work with us in the late fall.

Friends of the Burke Archives
Statement of Assets and Net Assets- Modified Cash Basis
As of December 31, 2014 and 2015

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	2015	2014	Variance
Assets			
<i>Current Assets</i>			
Wells Fargo Checking	\$ -	\$ 4,062	\$ (4,062)
Granite Mountain Bank Checking	\$ 14,681	\$ -	\$ 14,681
DAD Savings	\$ 77,806	\$ 72,797	\$ 5,008
Petty Cash	\$ 98	\$ 172	\$ (74)
Inventory	\$ 15,007	\$ 20,507	\$ (5,500)
Total Current Assets	\$ 107,592	\$ 97,539	\$ 10,053
<i>Fixed Assets</i>			
Equipment?	\$ 1,695	\$ 1,695	\$ -
Depreciation	\$ (828)	\$ (509)	\$ (319)
Total Fixed Assets	\$ 868	\$ 1,187	\$ (319)
Total Assets	\$ 108,459	\$ 98,725	\$ 9,734
Liabilities and Net Assets			
<i>Liabilities</i>			
Accounts Payable- BSB Archives	\$ 488	\$ 398	\$ 90
Total Liabilities	\$ 488	\$ 398	\$ 90
<i>Net Assets</i>			
Unrestricted	\$ 107,972	\$ 98,328	\$ 9,644
Temporarily Restricted- Smithers Donations	\$ -	\$ -	\$ -
Total Net Assets	\$ 107,972	\$ 98,328	\$ 9,644
Total Liabilities and Net Assets	\$ 108,459	\$ 98,725	\$ 9,734

Friends of the Butte Archives
Statement of Activities- Modified Cash Basis
For the Periods Ending December 31, 2014 and 2015

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	2015	2014	Variance
<u>Changes in Unrestricted Net Assets:</u>			
Support and Revenues			
<i>Publication Sales</i>	\$ 10,815	\$ 6,582	\$ 4,233
Less: Cost of Goods Sold			
Beginning Inventory	\$ (20,507)	\$ (14,809)	\$ (5,698)
Plus: Purchases	\$ (3,202)	\$ (9,578)	\$ 6,376
Less: Ending Inventory	\$ 15,007	\$ 20,507	\$ (5,500)
Less: Cost of Goods Sold	\$ (8,702)	\$ (3,880)	\$ (4,821)
<i>Net Publication Sales</i>	\$ 2,113	\$ 2,702	\$ (589)
<i>Special Projects:</i>			
Ornament Sales	\$ 476	\$ 439	\$ 37
Garage Sale	\$ 1,957	\$ 2,241	\$ (283)
Coins and Bars	\$ 1,378	\$ 3,326	\$ (1,949)
Irish Consul General	\$ 445	\$ -	\$ 445
Italian Exhibit	\$ 267	\$ -	\$ 267
Lee's Retirement	\$ -	\$ 2,485	\$ (2,485)
Sesquicentennial	\$ -	\$ 1,298	\$ (1,298)
Chateau	\$ 1,225	\$ -	\$ 1,225
<u>Less:</u>			
Ornament Donations	\$ (495)	\$ (530)	\$ 35
Lee's Retirement Expenses	\$ -	\$ (3,181)	\$ 3,181
Sesquicentennial Expenses	\$ -	\$ (977)	\$ 977
Cost of Sales- Copper	\$ -	\$ (299)	\$ 299
Firefighters Exhibit	\$ (499)	\$ -	\$ (499)
Irish Consul General	\$ (532)	\$ -	\$ (532)
Italian Exhibit	\$ (330)	\$ -	\$ (330)
Artwalk	\$ (311)	\$ -	\$ (311)
Root & Bloom	\$ (342)	\$ -	\$ (342)
Rotary	\$ (95)	\$ -	\$ (95)
Vietnam	\$ (271)	\$ -	\$ (271)
Serbian	\$ (102)	\$ -	\$ (102)
Wilma Puich	\$ (1,083)	\$ -	\$ (1,083)
<i>Total Special Projects</i>	\$ 1,688	\$ 4,802	\$ (3,114)
Donations	\$ 13,801	\$ 3,289	\$ 10,512
Memorials	\$ 4,715	\$ 2,177	\$ 2,538
Interest Income	\$ 8	\$ 12	\$ (4)
Royalties	\$ 118	\$ 114	\$ 3
Total Unrestricted Support and Revenues	\$ 22,443	\$ 13,095	\$ 9,348

Friends of the Butte Archives
Statement of Activities- Modified Cash Basis
For the Periods Ending December 31, 2014 and 2015

	2015	2014	Variance
Net Assets Released from Restrictions			
Satisfaction of Program Rest.- Courthouse Cent.	\$ -	\$ -	\$ -
Total Net Assets Released from Restrictions	\$ -	\$ -	\$ -
Total Unrestricted Support and Revenues	\$ 22,443	\$ 26,499	\$ 9,348
Expenses and Losses			
<i>Special Projects and Events:</i>			
Bromberg	\$ -	\$ 1,236	
<i>Special Projects and Events</i>	\$ -	\$ 1,236	\$ (1,236)
<i>General and Administrative- Friends</i>			
Accounting	\$ 850	\$ 850	\$ -
Meals	\$ 388	\$ 529	\$ (141)
Supplies	\$ 200	\$ -	\$ 200
Postage	\$ 110	\$ -	\$ 110
Depreciation Expense	\$ 319	\$ 339	\$ (20)
Bank and CC Fees	\$ 168	\$ 36	\$ 132
Other	\$ 121	\$ 458	\$ (337)
<i>Total G&A- Friends</i>	\$ 2,156	\$ 2,212	\$ (56)
<i>Archives Support Services</i>			
Banners	\$ 3,353	\$ 2,141	\$ 1,213
Digitizing Tapes	\$ 819	\$ -	\$ 819
Smithers Photo Purchase	\$ -	\$ 3,305	\$ (3,305)
Book Binding	\$ 1,440	\$ 303	\$ 1,137
Advertising(PR)	\$ 3,456	\$ 7,739	\$ (4,284)
Meals	\$ 515	\$ 225	\$ 289
Supplies	\$ 619	\$ 2,325	\$ (1,706)
Office	\$ 441	\$ 612	\$ (171)
<i>Total Archives Support</i>	\$ 10,643	\$ 16,651	\$ (6,008)
Total Expenses and Losses	\$ 12,799	\$ 20,098	\$ (7,299)
Increase (Decrease) in Unrestricted Assets	\$ 9,644	\$ (7,003)	\$ 16,646
Changes in Temporarily Restricted Net Assets			
Smithers Photo Purchase	\$ -	\$ (118,895)	\$ 118,895
Smithers Donations	\$ -	\$ 15,700	\$ (15,700)
Net Assets Released from Rest.- Book Binding	\$ -	\$ (657)	\$ 657
Increase (Decrease) in Temp. Rest. Assets	\$ -	\$ (103,852)	\$ 103,852
Increase (Decrease) in Net Assets	\$ 9,644	\$ (110,855)	\$ 120,498
Net Assets at Beginning of Period	\$ 98,328	\$ 209,182	\$ (110,855)
Net Assets at Ending of Period	\$ 107,971	\$ 98,328	\$ 9,644

Account	Description	Budget	Account YTD	Variance
2385000334140000	PUBLIC ARCHIVES-OFFICE TOURISM GRANT	\$ 41,421	\$ 41,421	\$ -
2385000336020000	PUBLIC ARCHIVES-PERS ON BEHALF PAYMENTS	\$ 291	\$ 192	\$ (99)
2385000341072000	PUBLIC ARCHIVES-RESEARCH FEES	\$ 1,000	\$ 3,219	\$ 2,219
2385000346401000	PUBLIC ARCHIVES-PUBLIC ARCHIVE-RENTAL	\$ 5,000	\$ 6,180	\$ 1,180
2385000346404000	PUBLIC ARCHIVES-RENTAL REVENUE	\$ 6,500	\$ 5,584	\$ (916)
2385000346510000	PUBLIC ARCHIVES-CHARGES FOR SERVICES	\$ 1,500	\$ 687	\$ (813)
2385000356510000	PUBLIC ARCHIVES-SERVICE REVENUE	\$ 5,500	\$ -	\$ (5,500)
2385000365010000	PUBLIC ARCHIVES-GRANTS AND CONTRIBUTIONS	\$ 11,000	\$ 3,282	\$ (7,718)
2385000365021000	PUBLIC ARCHIVES-CONTRIBUTIONS & DONATIONS	\$ 2,500	\$ 79	\$ (2,421)
2385000369510000	PUBLIC ARCHIVES-MISCELLANEOUS REVENUE	\$ 1,500	\$ 32	\$ (1,468)
2385000371010000	PUBLIC ARCHIVES-INTEREST REVENUE	\$ -	\$ 19	\$ 19
2385000383011000	PUBLIC ARCHIVES-TRANSFERS FROM URBAN REV	\$ -	\$ -	\$ -
2385000383012000	PUBLIC ARCHIVES-TRANSFER FROM GEN. FUND	\$ 309,063	\$ 309,063	\$ -
2385000383093000	PUBLIC ARCHIVES-TRANS REDEVELOPMENT TRUST	\$ 20,711	\$ -	\$ (20,711)
		\$ 405,986	\$ 369,758	\$ (36,228)
		\$ (20,711)	\$ -	\$ 20,711
		\$ 385,275	\$ 369,758	\$ (15,517)

Less Transfer from Redevelopment Trust

Account	Description	Budget	AccountYTD	Variance
2385137460102110	PUBLIC ARCHIVES-SALARIES & WAGES	\$ 190,471	\$ 190,469	\$ 1
2385137460102130	PUBLIC ARCHIVES-SALARIES & WAGES LONGEVITY	\$ 5,348	\$ 5,348	\$ 1
2385137460102140	PUBLIC ARCHIVES-EMPLOYER CONTRIBUTIONS	\$ 91,262	\$ 91,261	\$ 1
2385137460102190	PUBLIC ARCHIVES-ON BEHALF PAYMENTS	\$ 191	\$ 187	\$ 4
2385137460102210	PUBLIC ARCHIVES-OFFICE SUPPLIES	\$ 2,793	\$ 2,793	\$ -
2385137460102220	PUBLIC ARCHIVES-OPERATING SUPPLIES	\$ 10,527	\$ 10,176	\$ 351
2385137460102230	PUBLIC ARCHIVES-REPAIR & MAINT SUPPLIES	\$ 1,231	\$ 1,180	\$ 51
2385137460102260	PUBLIC ARCHIVES-NON CAPITAL FIXED ASSETS	\$ 2,600	\$ 2,599	\$ 1
2385137460102310	PUBLIC ARCHIVES-POSTAGE	\$ 515	\$ 514	\$ 1
2385137460102320	PUBLIC ARCHIVES-PRINTING DUPLICATING ETC	\$ 5,411	\$ 5,410	\$ 1
2385137460102340	PUBLIC ARCHIVES-UTILITY SERVICES	\$ 4,604	\$ 4,590	\$ 14
2385137460102350	PUBLIC ARCHIVES-PROFESSIONAL SERVICES	\$ 440	\$ 440	\$ -
2385137460102360	PUBLIC ARCHIVES-REPAIR & MAINT SERVICES	\$ 2,876	\$ 2,876	\$ -
2385137460102370	PUBLIC ARCHIVES-TRAVEL	\$ 2,385	\$ 2,306	\$ 79
2385137460102380	PUBLIC ARCHIVES-TRAINING SERVICES	\$ 1,021	\$ 1,020	\$ 1
2385137460102390	PUBLIC ARCHIVES-OTHER PURCHASED SERVICES	\$ 5,941	\$ 2,834	\$ 3,107
2385137460102530	PUBLIC ARCHIVES-RENT	\$ 300	\$ -	\$ 300
2385137460102580	PUBLIC ARCHIVES-DEDUCTIBLE INSURANCE EXP	\$ 2,500	\$ -	\$ 2,500
2385137460102730	PUBLIC ARCHIVES-GRANTS & DONATIONS	\$ 5,000	\$ 947	\$ 4,053
2385137460102850	PUBLIC ARCHIVES-INTERGOVERNMENTAL CHARGES	\$ 364	\$ 364	\$ -
2385137460102852	PUBLIC ARCHIVES-PAYROLL CHARGES	\$ 2,402	\$ 2,401	\$ 1
2385137460102853	PUBLIC ARCHIVES-COMPUTER CHARGES	\$ 13,125	\$ 13,125	\$ -
2385137460102854	PUBLIC ARCHIVES-PERSONNEL CHARGES	\$ 4,742	\$ 4,741	\$ 1
2385137460102855	PUBLIC ARCHIVES-PBX CHARGES	\$ 5,000	\$ 5,000	\$ -
		\$ 361,049	\$ 350,582	\$ 10,467

Account	Description	Budget	AccountYTD	Variance
2385137460103110	PUBLIC ARCHIVES-SALARIES & WAGES	\$ 10,472.00	\$ 10,148.44	\$ 324
2385137460103140	PUBLIC ARCHIVES-EMPLOYER CONTRIBUTIONS	\$ 2,308.00	\$ 2,306.74	\$ 1
2385137460103190	PUBLIC ARCHIVES-PERS ON BEHALF PAYMENTS	\$ 100.00	\$ 5.39	\$ 95
2385137460103220	PUBLIC ARCHIVES-OPERATING SUPPLIES	\$ 1,800.00	\$ 258.26	\$ 1,542
2385137460103230	PUBLIC ARCHIVES-REPAIR & MAINT SUPPLIES	\$ 300.00	\$ 175.00	\$ 125
2385137460103320	PUBLIC ARCHIVES-PRINTING DUPLICATING ETC	\$ 102.00	\$ 101.49	\$ 1
2385137460103340	PUBLIC ARCHIVES-UTILITY SERVICES	\$ 1,310.00	\$ 1,132.81	\$ 177
2385137460103350	PUBLIC ARCHIVES-PROFESSIONAL SERVICES	\$ 10,550.00	\$ 9,874.60	\$ 675
2385137460103360	PUBLIC ARCHIVES-REPAIR & MAINT SERVICES	\$ 755.00	\$ 700.50	\$ 55
2385137460103390	PUBLIC ARCHIVES-OTHER PURCHASED SERVICES	\$ 6,293.00	\$ 6,045.80	\$ 247
2385137460103852	PUBLIC ARCHIVES-PAYROLL CHARGES	\$ 490.00	\$ 268.64	\$ 221
2385137460103854	PUBLIC ARCHIVES-PERSONNEL CHARGES	\$ 780.00	\$ 533.96	\$ 246
2385137460103930	PUBLIC ARCHIVES-IMPS OTHER THAN BLDGS	\$ 50,319.00	\$ -	\$ 50,319
2385137460103950	PUBLIC ARCHIVES-CONSTRUCTION IN PROGRESS	\$ 11,813.00	\$ 11,812.53	\$ 0
		\$ 97,392.00	\$ 43,364.16	\$ 54,027.84
		\$ 458,441	\$ 393,946	\$ 64,495
		\$ 405,986	\$ 369,758	\$ (36,228)
		\$ (52,455)	\$ (24,188)	\$ 28,267