

**Archives Board of Directors  
Minutes  
June 20, 2016**

**Call to Order 12:00 p.m.**

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

A quorum was present, with Brian Holland in the chair.

A motion was made by Marissa Newman to approve the May meeting minutes. Sara Sparks seconded the motion, and the minutes were approved unanimously by the board.

**Director's Report: ( See Attached )**

Ellen Crain provided the Director's Report for May, 2016. This included an update on the grants the Archives have either received or applied for to date. Most grants are focused on the Smithers Collection.

Ellen discussed the work Aubrey Jaap, Irene Scheidecker and Harriet Schultz have conducted on the Smithers Pilot Program.

Ellen provided a report on the Chateau. The board discussed the upcoming Food and Spirituality event as well as The Root and the Bloom summer program. The board also discussed the building and new sidewalk pavers.

**Old Business:**

Ellen provided an update on the Archives sign. John Weitzel will have the sign installed by Friday (June 24, 2016).

The board discussed the release policy for the Catholic school records. Ellen spoke with Shawn Harrington, Billings Catholic School System President, but they did not have a policy in place we could review and use as the basis for our policy. Brian Holland will further work on drafting a policy for the next Board meeting. The board will discuss and finalize the policy at the July meeting.

Ellen provided a report on the cornice. Nick Oswood will be meeting with Ellen on 6/21 at the Archives to discuss a plan for repair. The board expressed concern about the rapid deterioration of the cornice and would like an action plan for repair.

The remaining bond money was discussed. It will be held to be used for the cornice if the Archives needs to fund the repairs.

**New Business:**

The board discussed the staff salaries. Ellen will be meeting with the Chief Executive and Human Resources on 6/21 regarding the salaries. Ellen will keep the board apprised of progress.

Ellen requested that board members check their board appointment dates to ensure all board members terms are current. Reappointments will be made for board member terms that have expired.

A request was made for the board to approve the deaccession of county treasurer motor vehicle registration reports, checking account registers and school districts 1, 3, 4, and 5 duplicate warrants paid or cancelled. Sara Sparks made a motion to deaccession the records and Bill McKenzie seconded. The request was unanimously approved by motion.

Sara Sparks suggested that this year's Archives Volunteer Dinner be held at the Chateau. The board agreed this would be a good idea and one the Archives will explore in the fall.

Ellen discussed updating our website and our meeting with the new MIS department head, Mike McKillips. Justin Ringsak requested that he would like a firm deadline date from MIS for the draft redesigned website.

**Adjournment 1:05 p.m.**

**Archives Board of Directors  
Agenda  
June 20, 2016  
Archives**

Call to Order

The Roll Call

Minutes of the last meeting

Reports

Directors Report for the months of May 2016

Friends of the Archives Report

Chateau Report

Old Business

Archives Sign

Catholic School Access Policy

Cornice Report

New Business

Staff Salaries

Board Terms

De-accession of Govt. Records.

Adjourn

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

**Patron activity**

Patrons	317
Research	83
Auditorium	703
Subscription	10
<u>Web visits</u>	<u>710</u>
<b>Total</b>	<b>1,823</b>

**Volunteer hours** 483

**Collections** 18

**Auditorium** held 29 events in May

The Archives Brown Bag series in May featured: Kendall Storer on Project Children, Kaleb Scarberry, from the Bureau of Mines.

We are hosting the Easter Rising Exhibit.

The Friends of the Archives will begin the All Nations Exhibit Project this month.

The Chateau looks fabulous, the storm windows are in on the lower two Mitzi is placing the Indows as she meanders through the week. We will pay all bills this month and have everything taken care of by June 29,2016.

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. Things are going well and a nice visitation is happening.

Aubrey submitted the NHPRC Grant and we have received the SARTA Grant. The Sarta grant was reduced by 20%.

The girls are moving ahead with Smithers conducting training, ironing out procedures' etc.

The University of Montana Toole Archives staff visited our facility and apologized for the way the Eire project ended. The apology was greatly appreciated.

The Archives WEB page and catalogue presentation on line is preventing the Archives from being awarded grants. Montana Memory project is seriously faulted and we are being judged by the presentation of our material on this site and it is impacting our capacity to get grant funding.

## ACCESS TO CONFIDENTIAL RECORDS: BUTTE CATHOLIC SCHOOLS

Montana Statutes relating to school records:

MCA 20-1-213 <http://leg.mt.gov/bills/mca/20/1/20-1-213.htm>

MCA 20-1-212 <http://leg.mt.gov/bills/mca/20/1/20-1-212.htm>

MCA 44-2-511 <http://leg.mt.gov/bills/mca/44/2/44-2-511.htm>

MCA 41-5-215 <http://leg.mt.gov/bills/mca/41/5/41-5-215.htm>

MCA 41-3-205 <http://leg.mt.gov/bills/mca/41/3/41-3-205.htm>

Federal guidelines: FERPA <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

1. All requests must be accompanied by a release form, signed by the student and the individual making the request.
2. Under no circumstances does the student receive counselor's psychological or social history reports.
3. Students may receive copies of their own educational records. This should not include psychological evaluations or counselor's notes. Appropriate records would include grades, standard aptitude tests, and academic reports from other schools.
4. Students who would be considered for Special Education classification will have additional restrictions on their education files. Contact OPI for guidelines.
5. Attorneys requesting records on behalf of their clients may not receive any information that would not be sent to the student. Legal counsel must obtain a court order for additional materials.
6. Psychological reports and counselor's reports may only be copied for mental health care providers, the court system (with a court order) or institutions providing psychiatric care for the student.
7. Youth parole / probation officers should receive copies of the psychological evaluation and the education / counselors reports from the court system. If a probation officer makes a request for this information, call them directly and ask them to make sure they do not already have the reports.
8. Family members conducting genealogical research can have access to the education records if the former student is deceased. Release form and proof of relationship to former student are required. For any other records, the researcher must petition the court from which the student was committed to open the file before being allowed access.

## Crain, Ellen

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**From:** Nicholas R. Oswood <nickoswood@hotmail.com>  
**Sent:** Tuesday, May 31, 2016 3:26 PM  
**To:** BSB Archives  
**Subject:** RE: Advice on Cornice

Ellen:

You shouldn't have to pay to get it fixed. I'm having our attorney draft a letter, but he's busy. Your patience is appreciated.

It might not be a bad idea to add a metal cap to prevent it from happening again. I've got three jobs closing out right now, but I'll come over later next week and draw up a design.

Sincerely,

//signed//

Nicholas R. Oswood, Project Manager  
Oswood Construction Company

P.O. Box 3527  
Great Falls, Montana 59403  
Telephone: 406.761.1465  
Facsimile: 406.453.9862

Please note: this e-mail message is confidential. If you are not a designated recipient of this e-mail, please delete it. Use or disclosure of this e-mail and the information contained herein is unauthorized by anyone except a designated recipient.

-----Original Message-----

**From:** BSB Archives [mailto:bsbarchives@bsb.mt.gov]  
**Sent:** Tuesday, May 31, 2016 11:39 AM  
**To:** 'Nicholas R. Oswood'  
**Subject:** RE: Advice on Cornice

Nick, I have a small balance of funds left about 3 to 5 thousand dollars and would like to have a fix for the cornice--Any advice would be greatly appreciated. E

-----Original Message-----

**From:** Nicholas R. Oswood [mailto:nickoswood@hotmail.com]  
**Sent:** Monday, May 16, 2016 1:38 PM  
**To:** BSB Archives  
**Subject:** RE: Advice on Cornice

Ellen:

The precast supplier is saying it isn't their responsibility because it is a design/installation failure. They are saying that it should have had a metal cap on it to protect it from the weather and the joints should have been caulked instead of

grouted. I have to pull the original contract documents and see what was required and the subcontracts to see who installed those pieces. I believe our mason installed them.

Sincerely,

//signed//

Nicholas R. Oswood, Project Manager  
Oswood Construction Company

P.O. Box 3527  
Great Falls, Montana 59403  
Telephone: 406.761.1465  
Facsimile: 406.453.9862

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-----Original Message-----

From: BSB Archives [mailto:bsbarchives@bsb.mt.gov]  
Sent: Monday, May 16, 2016 11:51 AM  
To: Doug & Nick Oswood (nickoswood@hotmail.com)  
Subject: Advice on Cornice

Nick, good morning, any word about my cornices? Ellen

Butte-Silver Bow Public Archives  
17 West Quartz Street  
Butte, Montana 59701  
406-782-3280  
ecrain@bsb.mt.gov  
www.buttearchives.org

Messages and attachments sent to or from this email account pertaining to the City-County of Butte-Silver Bow business may be considered public or private records depending on the message content (Article II Section 9, Montana Constitution; 2-6 MCA).

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## BSB Archives

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**From:** Boyd, Annie  
**Sent:** Friday, May 20, 2016 10:45 AM  
**To:** Crain, Ellen  
**Subject:** Archives Board

Hi Ellen,

Cory and I have been working on the Boards and Commissions and we wanted to check dates and board members with you. If you have different then what we have could you please send me what you have and the dates that you have.

Laurel Egan up	1-Apr-17	
Bill McKenzie up	2016 (I don't have an exact date, if you do can I please get that information from you)	
James McDonald up	2016 (I don't have an exact date, if you do can I please get that information from you)	
Marissa Newman up	1-Apr-17	
Justin Ringsak up	1-Jul-18	
Brian Holland up	1-Apr-16	We have this member up, is that the same that you have?
Sara Sparks up	1-Apr-16	We have this member up, is that the same that you have?

Thank you and hope to hear from you soon,

Annie

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Messages and attachments sent to or from this email account pertaining to the City-County of Butte-Silver Bow business may be considered public or private records depending on the message content (Article II Section 9, Montana Constitution; 2-6 MCA).



**Office of Finance and Budget Administration**

Butte-Silver Bow Courthouse

155 West Granite Street

Butte, Montana 59701

(406) 497-6320

**TO:** Department Heads and Elected Officials  
**FROM:** Danette Gleason, Finance & Budget Director  
**DATE:** June 17, 2016  
**RE:** Fiscal Year 2017 Preliminary Budget

Attached is a copy of the Department's fiscal year 2017 preliminary budgets and staffing tables. Please review the documents carefully. If you did not receive a budget, please notify the Finance & Budget Department. Revenue projections and performance budgets will be distributed in a few days.

**It is extremely important that all departments review the preliminary budget, paying close attention to the personnel, capital outlay, and commentary sections of the budgets.** Please provide updates to the commentary section of your budget to insure the budget narratives reflect as accurate information as possible. If commentary is not shown, please provide this information. If you intend to submit changes or note a data error, please provide the information to the Finance & Budget Department no later than noon on Monday, **June 27<sup>th</sup>**, so the changes can be made prior to distribution to the Council of Commissioners on June 29<sup>th</sup>.

As indicated previously, this is a preliminary budget. Mill values are estimated, as are year ending cash balances, payables, etc. All of these estimates have an impact on the final budget. ***As always, the preliminary budget is subject to change until final adoption.***

Please feel free to call with any questions.

# PRELIMINARY BUDGET

## City and County of Butte-Silver Bow 2016-2017 Annual Budget - Detail of Expenditures

Fund		Department			Activity			
2385	Public Archives	137	Archives Fund	4601.03	Archives-Art Chateau			
		Actual		2015 - 2016		2016 - 2017		
Obj No	Description	2013-2014	2014-2015	Budget	Actual	Request	Approved	
110	Salaries & Wages	0	10,148	24,180	20,185	14,000	14,000	-42%
140	Employer Contributions	0	2,307	3,354	3,381	4,000	4,000	19%
190	On behalf payments	0	5	58	15	14	14	-76%
210	Office Supplies	0	0	100	69	0	0	-100%
220	Operating Supplies	0	258	1,300	79	2,000	2,000	54%
230	Repair & Maint. Supplies	0	175	200	190	250	250	25%
320	Printing- Duplicating-Etc	0	101	100	0	1,500	1,500	1400%
340	Utility Services	0	1,133	1,600	601	1,500	1,500	-6%
350	Professional Services	0	9,875	500	47	11,250	11,250	2150%
360	Repair & Maint. Services	0	701	500	0	1,500	1,500	200%
390	Other Purchased Services	0	6,046	3,130	1,229	3,500	3,500	12%
852	Payroll Charges	0	269	451	364	303	303	-33%
854	Personnel Charges	0	534	788	718	597	597	-24%
930	Improv other than Bldgs	0	0	48,639	35,334	0	0	-100%
950	Construction in Process	0	11,813	0	0	0	0	0%
<b>Total</b>		<b>\$0</b>	<b>\$43,364</b>	<b>\$84,900</b>	<b>\$62,212</b>	<b>\$40,414</b>	<b>\$40,414</b>	<b>-52%</b>

### Budget Commentary

This budget accounts for the funds allocated to the Butte-Silver Bow Archives to operate the Charles Clark Chateau. The Mission of the Charles Clark Chateau is to preserve and maintain the historic building under the owner ship of Butte-Silver Bow, and encourage its active use by providing a space and support for the community and visitors to gather and engage in cultural, artistic, historic and humanities programming.

### Personnel

### Fixed Assets

Position Description	Stat	Budgeted Salary
CLARK CHATEAU STAFF	1	14,000
<b>Total</b>	<b>1</b>	<b>14,000</b>

# PRELIMINARY BUDGET

## City and County of Butte-Silver Bow 2016-2017 Annual Budget - Detail of Expenditures

Fund		Department			Activity		
4120	Archives Building Project	136	Public Library		4601.20	Facilities	
		Actual		2015 - 2016		2016 - 2017	
Obj No	Description	2013-2014	2014-2015	Budget	Actual	Request	Approved
210	Office Supplies	0	0	1,614	1,614	2,382	0 -100%
260	Non capital fixed assets	12,249	900	2,284	2,283	0	0 -100%
940	Machinery & Equipment	0	10,598	0	0	0	0 0%
950	Construction in Process	0	12,813	4,691	0	0	0 -100%
<b>Total</b>		<b>\$12,249</b>	<b>\$24,311</b>	<b>\$8,589</b>	<b>\$3,897</b>	<b>\$2,382</b>	<b>\$0 -100%</b>

### Budget Commentary

This capital project improvement fund was established to account for the costs of renovating and expanding the Butte-Silver Bow Public Archives Building. The project is funded by a voter approved General Obligation Bond Issue totaling \$7.5 million. Construction will begin in the fall of 2008. The bonds will be issued in two different issues. The first issue will have a sale date of July 9, 2008 in the amount of \$4,500,000.

### Personnel

### Fixed Assets

**BUTTE-SILVER BOW GOVERNMENT**

**DETAIL SALARY REPORT**

**FOR FISCAL YEAR 2016-2017**

PRELIMINARY

2385 Public Archives

137 Archives Fund

4601.03 Archives-Art Chateau

EmpNo	Name	Position Description	Stat	2016		2017	ATU	Special	Other	Tool	Trvl	Total		Over	Comp	Holiday			Clothing		Total Salary
				Salary	COLA	Salary	Pay	Pay	Pay			Salary	Subs	Time	CashOut	SCBA	EMT	Bank	Long	Allow	
				110	110	110	110	110	110	110	110	115	120	125	126	127	129	130	135		
9999	CLARK CHATEAU STAFF	CLARK CHATEAU STAFF	1.00	0	0.000	0	0	0	14,000	0	0	14,000	0	0	0	0	0	0	0	0	14,000
Total for 2385.137.4601.03 (1 detail record)			1.00			0		0		0		14,000		0		0			0		
				0			0		14,000		0		0			0			0		14,000

**BUTTE-SILVER BOW GOVERNMENT**  
**DETAIL EMPLOYER PROVIDED BENEFITS REPORT**  
**FOR FISCAL YEAR 2016-2017**  
**PRELIMINARY**

2385 Public Archives  
 137 Archives Fund  
 4601.03 Archives-Art Chateau

EmpNo	Name	Position Description	Stat	Total Salary	FICA	MediCare	Unemployment Tax	State Pension	Union Pension	Health Ins	Workmans	Total Benefits
9999	CLARK CHATEAU STAFF	CLARK CHATEAU STAFF	1.00	14,000.00	868.00	203.00	49.00	1,172.00	0.00	0.00	175.00	4,000.00
<b>Total for 2385.137.4601.03 (1 detail record)</b>				<b>14,000.00</b>	<b>868.00</b>	<b>203.00</b>	<b>49.00</b>	<b>1,172.00</b>	<b>0.00</b>	<b>0.00</b>	<b>175.00</b>	<b>4,000.00</b>

**BUTTE-SILVER BOW GOVERNMENT  
 DETAIL ADMINISTRATIVE COSTS REPORT  
 FOR FISCAL YEAR 2016-2017  
 PRELIMINARY**

2385 Public Archives  
 137 Archives Fund  
 4601.03 Archives-Art Chateau

EmpNo	Name	Position Description	Stat	Personnel Charges 854	Payroll Charges 852	On Bdhalf 190	Total Admin Costs 914
9999	CLARK CHATEAU ST	CLARK CHATEAU STAFF	1.00	597	303	14	914
Total for 2385.137.4601.03 (1 detail record)			1.00	597	303	14	914

# PRELIMINARY BUDGET

## City and County of Butte-Silver Bow 2016-2017 Annual Budget - Detail of Expenditures

Fund		Department			Activity			
2385	Public Archives	137	Archives Fund	4601.02	Archives			
		Actual			2015 - 2016		2016 - 2017	
Obj No	Description	2013-2014	2014-2015	Budget	Actual	Request	Approved	
110	Salaries & Wages	161,077	190,469	208,703	200,664	232,279	232,279	11%
130	Salaries & Wages Longevity	0	5,348	371	334	615	615	66%
140	Employer Contributions	72,726	91,261	94,199	91,268	100,414	100,414	7%
190	On behalf payments	150	187	210	188	232	232	10%
210	Office Supplies	2,644	2,793	4,200	3,587	4,200	4,200	0%
220	Operating Supplies	8,667	10,176	9,550	12,223	8,050	8,050	-16%
230	Repair & Maint. Supplies	2,084	1,180	9,130	2,155	5,130	5,130	-44%
260	Non capital fixed assets	0	2,599	2,500	0	0	0	-100%
310	Postage	470	514	500	258	500	500	0%
320	Printing- Duplicating-Etc	1,195	5,410	4,000	1,280	4,000	4,000	0%
330	Publicity- Subscr. & Dues	0	0	0	88	0	0	0%
340	Utility Services	4,556	4,590	5,442	5,169	5,442	5,442	0%
350	Professional Services	615	440	11,740	2,748	60,000	60,000	411%
360	Repair & Maint. Services	3,274	2,876	18,564	8,198	51,267	51,267	176%
370	Travel	4,534	2,306	5,300	2,995	5,300	5,300	0%
380	Training Services	550	1,020	1,050	1,015	600	600	-43%
390	Other Purchased Services	4,195	2,834	63,550	12,919	14,000	14,000	-78%
530	Rent	100	0	300	0	300	300	0%
580	Deductible Insurance Exp	2,500	0	0	0	0	0	0%
730	Grants & Donations	268	947	5,000	0	0	0	-100%
850	Intergovernmental Charges	346	364	364	364	364	364	0%
852	Payroll Charges	1,781	2,401	3,190	2,301	3,190	3,190	0%
853	Computer Charges	3,000	13,125	13,125	13,125	13,125	13,125	0%
854	Personnel Charges	3,673	4,741	6,289	4,537	6,289	6,289	0%
855	PBX Charges	1,019	5,000	5,000	5,000	5,000	5,000	0%
930	Improv other than Bldgs	739	0	0	0	0	0	0%

# PRELIMINARY BUDGET

## City and County of Butte-Silver Bow 2016-2017 Annual Budget - Detail of Expenditures

<b>Total</b>	\$280,164	\$350,582	\$472,277	\$370,418	\$520,297	\$520,297	10%
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### Budget Commentary

The Butte-Silver Bow Public Archives mission is to serve as the official repository for all non-current government records; to acquire, maintain and preserve historical documents and manuscripts pertaining to the history of Butte-Silver Bow; to provide public access to the collections of the Archives and to educate and inform the public on the role of the Archives in the community. To preserve and maintain the Clark Chateau as a historic building under the ownership of Butte-Silver Bow, and encourage its active use by providing a space and support for the community and visitors to gather and engage in cultural, artistic, historic and humanities programming.

### Personnel

### Fixed Assets

Position Description	Stat	Budgeted Salary
Admin Assistant	1	31,694
Archives Technician	0.75	22,833
Archives Director	1	70,729
Assistant Manager	1	36,044
Event Coordinator	0.75	23,387
Intern	1	37,440
Tech Service Archivist	0.5	10,767
Total	6	232,894

**BUTTE-SILVER BOW GOVERNMENT**

**DETAIL SALARY REPORT**

**FOR FISCAL YEAR 2016-2017**

**PRELIMINARY**

2385 Public Archives  
 137 Archives Fund  
 4601.02 Archives

EmpNo	Name	Position Description	Stat	2016		2017		ATU	Special	Other	Tool	Trvl	Total		Over	Comp	Holiday			Clothing		Total Salary
				Salary	COLA	Salary	110	110	110	110			110	110	115	120	125	126	127	129	130	
3121	BECKER, CARSON G	Intern	1.00	37,440	0.000	37,440	0	0	0	0	0	0	37,440	0	0	0	0	0	0	0	0	37,440
3467	CRAIN, ELLEN B	Archives Director	1.00	69,684	0.015	70,729	0	0	0	0	0	0	70,729	0	0	0	0	0	0	0	0	70,729
2733	EVANKOVICH, NICOLE	Assistant Manager	1.00	35,511	0.015	36,044	0	0	0	0	0	0	36,044	0	0	0	0	0	0	0	0	36,044
3812	JAAP, AUBREY	Admin Assistant	1.00	30,859	0.015	31,322	0	0	0	0	0	0	31,322	0	0	0	0	0	0	372	0	31,694
3683	KOHN, KIM	Event Coordinator	0.75	23,144	0.000	23,144	0	0	0	0	0	0	23,144	0	0	0	0	0	0	243	0	23,387
2059	SCHEIDECKER, IRENE	Archives Technician	0.75	22,496	0.015	22,833	0	0	0	0	0	0	22,833	0	0	0	0	0	0	0	0	22,833
1882	SCHULTZ, HARRIET	Tech Service Archivist	0.50	10,767	0.000	10,767	0	0	0	0	0	0	10,767	0	0	0	0	0	0	0	0	10,767
<b>Total for 2385.137.4601.02 (7 detail records)</b>			<b>6.00</b>			<b>232,279</b>		<b>0</b>		<b>0</b>		<b>232,279</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		
				<b>229,901</b>			<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>615</b>			<b>232,894</b>

**BUTTE-SILVER BOW GOVERNMENT**  
**DETAIL EMPLOYER PROVIDED BENEFITS REPORT**  
**FOR FISCAL YEAR 2016-2017**  
**PRELIMINARY**

2385 Public Archives  
 137 Archives Fund  
 4601.02 Archives

EmpNo	Name	Position Description	Stat	Total Salary	FICA	MediCare	Unemployment Tax	State Pension	Union Pension	Health Ins	Workmans	Total Benefits
3121	BECKER, CARSON G	Intern	1.00	37,440.00	2,321.00	543.00	131.00	3,134.00	0.00	0.00	469.00	6,598.00
3467	CRAIN, ELLEN B	Archvies Director	1.00	70,729.00	4,385.00	1,026.00	248.00	5,920.00	0.00	13,659.00	316.00	25,554.00
2733	EVANKOVICH, NICOLE	Assistant Manager	1.00	36,044.00	2,235.00	523.00	126.00	3,017.00	0.00	12,478.00	451.00	18,830.00
3812	JAAP, AUBREY	Admin Assistant	1.00	31,694.00	1,965.00	460.00	111.00	2,653.00	0.00	13,533.00	397.00	19,119.00
3683	KOHN, KIM	Event Coordinator	0.75	23,387.00	1,450.00	339.00	82.00	1,957.00	0.00	10,150.00	293.00	14,271.00
2059	SCHEIDECKER, IRENE	Archives Technician	0.75	22,833.00	1,416.00	331.00	80.00	1,911.00	0.00	10,120.00	286.00	14,144.00
1882	SCHULTZ, HARRIET	Tech Service Archivist	0.50	10,767.00	668.00	156.00	38.00	901.00	0.00	0.00	135.00	1,898.00
<b>Total for 2385.137.4601.02 (7 detail records)</b>				<b>232,894.00</b>	<b>14,440.00</b>	<b>3,378.00</b>	<b>816.00</b>	<b>19,493.00</b>	<b>0.00</b>	<b>59,940.00</b>	<b>2,347.00</b>	<b>100,414.00</b>

**BUTTE-SILVER BOW GOVERNMENT  
 DETAIL ADMINISTRATIVE COSTS REPORT  
 FOR FISCAL YEAR 2016-2017  
 PRELIMINARY**

2385 Public Archives  
 137 Archives Fund  
 4601.02 Archives

EmpNo	Name	Position Description	Stat	Personnel Charges 854	Payroll Charges 852	On Bdhalf 190	Total Admin Costs
3121	BECKER, CARSON G	Intern	1.00	1,285	652	37	1,974
3467	CRAIN, ELLEN B	Archives Director	1.00	643	326	71	1,040
2733	EVANKOVICH, NICO	Assistant Manager	1.00	643	326	36	1,005
3812	JAAP, AUBREY	Admin Assistant	1.00	643	326	31	1,000
3683	KOHN, KIM	Event Coordinator	0.75	1,366	693	23	2,082
2059	SCHEIDECKER, IREN	Archives Technician	0.75	493	250	23	766
1882	SCHULTZ, HARRIET	Tech Service Archivist	0.50	1,216	617	11	1,844
Total for 2385.137.4601.02 (7 detail records)			6.00	6,289	3,190	232	9,711

# PRELIMINARY BUDGET

## City and County of Butte-Silver Bow 2016-2017 Annual Budget - Detail of Expenditures

Fund		Department			Activity		
2385	Public Archives	136	Public Library		4601.02	Archives	
		Actual		2015 - 2016		2016 - 2017	
Obj/No	Description	2013-2014	2014-2015	Budget	Actual	Request	Approved
110	Salaries & Wages	123	0	0	0	0	0
140	Employer Contributions	30	0	0	0	0	0
<b>Total</b>		<b>\$153</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Budget Commentary

PUBLIC ARCHIVES-PBX CHARGES

### Personnel Fixed Assets