

# NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT ACTION PLAN

## STATEMENT OF PURPOSE

The purpose of this Action Plan is to outline the process necessary to facilitate the transition of Polson City Library (PCL) into the North Lake County Public Library District (NLCPLD). The goal is to create and streamline a secure and functional administrative infrastructure so that business can be conducted in a professional and legal manner. The following points are understood:

- The NLCPLD was approved by the voters on July 27, 2010; the election was certified by the Lake County Commissioners on August 2, 2010
- The current PCL Library Board was appointed by the Lake County Commissioners as the first NLCPLD Board of Trustees on August 2, 2010
- The accounting and reporting period is retroactive to July 1, 2010
- Primary goals will be identified with stated objectives and associated steps to confirm details
- The projected end date for the transition period is December 31, 2010
- Responsibility and tasks will be assigned to key people to work on and complete by specified dates
- Montana State Library will be consulted throughout the transition process

## GOAL 1 – LEGAL ISSUES

OBJECTIVE	STEPS	PERTINENT POINTS	ASSIGN	DEADLINE	FEEDBACK
<b>Secure legal counsel for NLCPLD</b>	Approach Lake County Attorney's Office	MSL Staff: The main function of a county attorney's office is county business not library district business / The county is merely the conduit for disbursing the revenue			
	Private Attorney	Board Member: Approached local attorney who will initially work pro bono			
<b>Liability</b>		Who is responsible for building & personnel during transition? City OR District?			
<b>Errors &amp; Omissions Insurance for BOT</b>	Contact local insurance agency	Board Member: Included in insurance application pending with local insurance company			
<b>Tax ID #</b>		Do we need a new Tax ID # OR just name change? Paperwork & application process?			
<b>Existing contractual agreements</b>	Notify parties regarding change in governance	*Note: Montana State Library, Montana Shared Catalog, OCLC, InfoTrac, HeritageQuest, MontanaLibrary2Go, HVAC, Photocopier, Foundation, Greater Community Foundation, etc.			
	Sign new agreements if necessary				

<b>Election</b>	Research process & cost for 2011 school election				
<b>Legal Description</b>	Obtain legal description	<b>*Note: Applicable to Per Capita/Per Square Mile / Called School District #23</b>			

**GOAL 2 –COUNTY**

<b>OBJECTIVE</b>	<b>STEPS</b>	<b>PERTINENT POINTS</b>	<b>ASSIGN</b>	<b>DEADLINE</b>	<b>FEEDBACK</b>
<b>Establish relationship with County officials</b>	Contact Clerk & Recorder				
	Contact County Treasurer				
	Contact County Payroll				
<b>Verify Library District is on tax rolls</b>					
<b>Discuss budget issues &amp; determine timeframe to compute mill levy</b>					
<b>Complete FY2011 budget</b>					
<b>Research cost to have County do accounting &amp; payroll</b>					

**GOAL 3 – CITY**

<b>OBJECTIVE</b>	<b>STEPS</b>	<b>PERTINENT POINTS</b>	<b>ASSIGN</b>	<b>DEADLINE</b>	<b>FEEDBACK</b>
<b>Discuss transition process with City Manager</b>	Schedule meeting with City Mgr.	Mgr unavailable for 08-31-10 BOT mtg. / Suggested 09-07-10 @ 5:30 p.m. – <b>09-15-10 instead</b>			
		Chair and Director Met on 08-23-10			
		Learned that City expects reimbursement for covered expenses through 12-31-10 / Will consider long-term loan repayment / If repayment required, it will be included in the budget for the mill levy / Meet with City Mgr. every two weeks until transition complete			
<b>Pursue MOU for transition period</b>	Develop initial draft* for city review	*Document needs to outline parameters of responsibility, liability, and financial details for first six months			
		Budget discussion meeting on 08-25-10 @ 6:00 p.m. with adoption of final budget on 09-08-10 /			

<b>FY2011 Budget</b>		BOT will not see wage figures until 08-31-10			

**GOAL 4 – ACCOUNTING**

<b>OBJECTIVE</b>	<b>STEPS</b>	<b>PERTINENT POINTS</b>	<b>ASSIGN</b>	<b>DEADLINE</b>	<b>FEEDBACK</b>
<b>Research pros/cons to contract with licensed CPA to perform accounting &amp; payroll functions</b>	Contact Licensed CPA: Phone Number				
	*Note: Professional services contract needs to include experience with government accounting (GASB too ?), start-up experience, investments, budgeting, payroll, etc.				
<b>Research financial software</b>	Contact Black Mountain Software				
	*Note: Negotiable purchase of software? Need payroll, budget, cash receipting, & possibly others ?				
<b>BOT decide accounting direction</b>	Set up system				
<b>Establish bank accounts</b>	*Note: Electronic routing				
<b>Transfer revenue from private sources</b>	Work with local individuals				
<b>Name change with vendors</b>					
<b>Research process for annual audit</b>					
<b>Research Fees &amp; Fines</b>	Establish policy for use				
<b>Research Carryover Monies</b>	Establish policy				
<b>Research Reserve Fund</b>	Include line item in budget				
<b>Schedule meeting with School District #23 regarding their infrastructure</b>	Contact School Officials / Meeting at 10:00 a.m. 09-02-10				
<b>Register with MT Department of Administration</b>					

**GOAL 5 - FACILITIES**

OBJECTIVE	STEPS	PERTINENT POINTS	ASSIGN	DEADLINE	FEEDBACK
<b>Building/Land Ownership</b>	Obtain document of transfer	Work with City Manager to get on October City Council Meeting			
	Obtain Title				
<b>Building/Contents/Van Insurance/Offsite</b>	Pursue application with local insurance agency	Board Member: Working with local insurance agent to complete application / Submitted application 08-24-10 / Special riders for paintings, statue, fountain, aquarium?			

**GOAL 6 - PERSONNEL**

OBJECTIVE	STEPS	PERTINENT POINTS	ASSIGN	DEADLINE	FEEDBACK
<b>BOT determine staff wages</b>					
<b>Research staff issues with MMIA</b>	Contact MMIA				
	*Note: Carryover of benefits / Personnel policy				
<b>Research PERS</b>	Contact MPERA				
	*Note: Establish account / Carryover of benefits				
<b>Health/Vision/Dental/Life Insurance</b>	Contact Local Insurance Company				
<b>Supplemental Insurance</b>	Contact Aflac Insurance				
<b>Medical Payback</b>					
<b>Payout line item in budget</b>	Include line item in budget				

**GOAL 7 – POLICIES**

<b>OBJECTIVE</b>	<b>STEPS</b>	<b>PERTINENT POINTS</b>	<b>ASSIGN</b>	<b>DEADLINE</b>	<b>FEEDBACK</b>
<b>Adopt interim policies</b>	*Note: Board Bylaws				
	*Note: Personnel				

**GOAL 8 - MARKETING**

<b>OBJECTIVE</b>	<b>STEPS</b>	<b>PERTINENT POINTS</b>	<b>ASSIGN</b>	<b>DEADLINE</b>	<b>FEEDBACK</b>
<b>Promote change in library governance</b>	Keep the public informed				
	*Note: News articles, handouts, website, etc.				
<b>Hire creative marketing firm</b>	*Note: Establish “brand” & create new logo				
	Forms, letterhead, library cards, signs, website				