



**LEWIS & CLARK
LIBRARY**

LEWIS AND CLARK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday March 16, 2021 5:00 p.m.
Online/Virtual Meeting – Instructions Below

Memo

To: Library Board of Trustees
From: John Finn, Director
Date: March 9, 2021
Re: February 2021 report for the Board

The Month That Was: The Lewis & Clark Library Board of Trustees met virtually on Tuesday February 23, 2021. Trustees Fandrich, Meadows, Schramm, Waterman, and Whearty were present. James Parrott, Collection Management Librarian, Library Director Finn, Administrative Manager Sternberg, and Public Services Manager Lisa Skelton were also present.

James Parrott gave a presentation to the Board about the work of the Collection Diversity Committee. The Committee's charge was to discover the width and breadth of the collections at all of the branches. What is missing? What do we have? Do we meet the needs of the whole community? The project was complex and involved the analyzation of statistics, census data and reports form the Montana Shared Catalog.

Fandrich/Waterman moved to approve consent items.

Board discussed the Service, Financial, General Ledger, Construction Ledger, and Personnel Reports.

Waterman inquired about the possibility of a future agenda item on the intrinsic value of the library building and its collections. Finn said he would gather information and put that on the agenda. Meadows noted that in her estimation, the true value of the Library is in the services it provides. Finn will report back.

The Board continued discussion of the Strategic Plan report that was started at their annual retreat in January. Discussion of key points included the need for further negotiations about a branch in East Helena. The Library's lease is up for renegotiation in two years. Is the current building sufficient? Shall we begin thinking about a new building? What is the availability of space in East Helena at the moment? There was also discussion about the strategic plan item concerning a second outreach van to join the Bookmobile department. Finn and Skelton detailed how the use of a cargo sized van could assist in expanding services of the Bookmobile department.

Finn and Sternberg presented the FY 2022 preliminary budget to the Board. The focus of this year's budget, as it was last year, remains the repayment of the \$2,000,000 Board of Investment Intercap Loan. Library Administration's goal is to pay off the loan before its ten year term. There were questions about why the Foundation contributions were significantly lower this FY. Finn explained that the previous two year's Foundation contributions included an additional \$50,000 each year for the building project. That contribution is not happening this year. There were also questions about wages and salaries increasing by 1.9%. Finn and Sternberg explained that this increase is based on new positions, not on across the board pay raises.

The Board had second readings of two policies. The Board read and amended the Library Service Animals Policy. The Board passed the amended Policy. The Library Card Policy was read again and passed without amendment.

Library staff and the Board discussed the imminent move to Phase III reopening. Staff gave their report on what the plans look like. Staff explained that they have been working on these plans for months and are confident that the reopening will be smooth and safe for all involved. There is still anxiety and apprehension but confidence that it will all go well.

Whearty discussed the possibility of nominating Lewis & Clark Library for the Montana Library Association Library of the Year. Finn said he would get her the information on the nomination process.

The reopening has been a quiet success so far. The Libraries in Helena, East Helena, Augusta, and Lincoln all opened successfully over the weekend of March 5. Helena staff was happy that we were not overrun with patrons wanting to see the new spaces and that crowds remained subdued. Managers spent some of their days on Friday, Saturday, and Sunday regulating crowds and lines. Patrons inside the building were limited to 20 at a time. Patrons were very understanding. Patrons seemed joyful for a return to even limited services at each of the branches.

The Month(s) Ahead:

COVID numbers are declining quickly in Lewis & Clark County. The Reopening Committee is now beginning discussions on what Phase IV will look like, including the possible return of meeting room uses at the branches. Phase IV will be considered when daily new case averages are below 10 cases for two weeks in a row.

The Library Foundation Board will meet virtually on Thursday March 18 at Noon.

Lewis & Clark Library Board of Trustees March Meeting

Topic: March Library Board Meeting

Time: March 16, 2021 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96202439001?pwd=K0FKcUtyTTVXK1RrSmVCYjJXdThJdz09>

Meeting ID: 962 0243 9001 Passcode: 350522

Dial by your location +1 253 215 8782 US (Tacoma) Meeting ID: 962 0243 9001

BOARD MISSION STATEMENT

The mission of the Lewis and Clark Library is to provide the best possible services and materials for informational, cultural or recreational use by the community.

The mission of the Board of Trustees of the Lewis and Clark Library is to advance the mission of the library.

Formally Adopted by the Board of Trustees October 17, 2006

**LEWIS & CLARK LIBRARY BOARD OF TRUSTEES
LIBRARY ACRONYMS**

ALA	American Library Association
APOP	'Annual Piece of Paper' – the yearly formal employee review process
BVF	Broad Valleys Federation
CST	Coal Severance Tax
EHB	East Helena Branch of the Lewis & Clark Library
FDN	Lewis & Clark Library Public Foundation
HAT	'How Are Things?' the informal quarterly employee review system
ILL	Interlibrary Loan
IMLS	Institute of Museum and Library Services
LSTA	Library Services and Technology Act
L.O.V's	Library Outreach Volunteers
MCH	Montana Committee for the Humanities
MLA	Montana Library Association
PLD	Public Library Division
ASLD	Academic and Special Library Division
SLMD	School and Library Media Division
MLN	Montana Library Network
MSC	Montana Shared Catalog
MSL	Montana State Library
NAC	Network Advisory Council
NLS	National Library Service
OCLC	Online Center Library Catalog
OPAC	Online Public Access Catalog
RFID	Radio Frequency Identification (book security tags)
RSVP	Retired Service Volunteer Program
RMDC	Rocky Mountain Development Council
WIRED-MT	Montana Library Listserv



LEWIS AND CLARK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday March 16, 2021 5:00 p.m.
To Meet Virtually via Zoom

A G E N D A

Reading of the Board's Mission Statement

- 1) Public Comment
- 2) Staff Report Lisa Skelton, Public Services Manager

- 3) CONSENT ITEMS for March 2021
 - A. Minutes of the February 23, 2021 Regular Meeting
 - B. Service Report for February 2021
 - C. Financial Reports for February 2021
 - D. General and Construction Ledger for February 2021
 - E. Personnel Reports for February 2021

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

- 4) NEW BUSINESS
 - A. Introductory discussion of Naming Rights question

 - B. Exhibits Policy - First Reading

- 5) UNFINISHED BUSINESS
 - A. FY 2022 Preliminary Budget

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the Library's FY 2022 Preliminary Budget as presented/Amended.

- A. Branch and Bookmobile Highlights
- B. Library Reopening Committee Report

- C. CONSTRUCTION UPDATE

- D. DIRECTOR'S COMMENTS
- E. COMMITTEE REPORTS

- F. COMMENTS FROM TRUSTEES

WRAP-UP and ADJOURN – Next Board Meeting – April 20, 2021 - TBD



LEWIS & CLARK LIBRARY

Lewis & Clark Library Board of Trustees Meeting Online/Virtual Meeting February 23, 2021

MINUTES

BOARD MEMBERS: LeRoy Schramm, Judy Meadows, Helen Fandrich, Ron Waterman, Niki Whearty.

STAFF MEMBERS: Director John Finn, Director; Administrative Manager Patricia Sternberg; James Parrot, Collection Management Librarian; Lisa Skelton, Public Services Manager.

OTHERS PRESENT: None.

Chair Schramm called the meeting to order at 5:02 p.m.

Whearty read the Mission Statement.

1) PUBLIC COMMENT

2) STAFF REPORT – Collection Diversity Committee – James Parrot The Collection Diversity committee was instituted in the summer of 2020 upon request of Heather Dickerson, former Teen Librarian. The intent is to examine the collections in each of the Branches; discovering what the Library has, what is missing and what the patrons in the community may want to see. Parrot noted the importance of diversity in the Library collection, particularly in the fiction and biography sections. The committee is looking through the lens of meeting the need for each person to see themselves and other in story. The project is complex; involving statistics about the make-up of the Library service communities, census data, a

report from the Montana Shared Catalog and a very large spreadsheet. Looking back over the last 5 months, Parrot does believe the collections - as well as the communities - are becoming more diverse. This is helped by publishers being more willing to take a chance on diverse voices. Lively discussion ensued. Parrot believes members of the committee may be willing to present at conference. Waterman requested that this project be reported out and made public on the website.

3) CONSENT ITEMS

Fandrich/Waterman moved that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

- A. Minutes** January 19, 2021. No comments.
- B. Service Report** January 2021. No comments.
- C. Financial Report** January 2021. Waterman wondered about the appraised value of the remodeled building and how the Library can communicate this value back to the taxpayers. His interest is in conveying to the community the value of the remodel as a return on the community's investment and a platform from which many services of benefit to the community can be launched. Schramm requested a note be made to bring this back as a regular agenda item for discussion. Fandrich asked whether the Library had received the final bill from DAC. Finn will report back.
- D. General Ledger** January 2021. Whearty expressed appreciation for this year's The Big Read billboard. Finn noted it was a pilot project and that Adult Services Librarian Schwichtenberg had the idea. Whearty heartily endorsed the amount of advertising the Library got for the money and hopes it can happen again sometime.

Construction General Ledger through January 2021. Schramm appreciated the report going back to 2019 and the beginning of the project. Fandrich is very interested in seeing the final bill.
- E. Personnel Report** – January 2021. Finn discussed the personnel changes in January.

MOTION passed unanimously.

4) **NEW BUSINESS**

A. Strategic Plan - Discussion Schramm opened the floor for specific questions about Library progress on the current Strategic Plan. Fandrich noted that there are only two years left on the EHB lease. Finn agreed that it could be time to form a committee to research possibilities and consider the planning process. Public Services Manager Skelton explained the ways a Library cargo van could support Outreach, the courier, and how it could be useful system-wide. Schramm wondered if the Foundation would be willing to assist with the purchase of the cargo van. Finn explained that work on the next Library Strategic Plan will begin early in 2022 and that the State Library is on board to help with the that process.

B. FY 2022 Preliminary Budget Finn did an overview of the first draft of the Preliminary Budget for FY2022. This budget is driven by the repayment of the Intercap Loan. Finn explained that the Foundation contributed an extra \$50,000 to help with construction and new Library furniture for the last two years. This budget line item has returned to the original Foundation 'Wish List' contribution amount of \$25,000. The Boone Trust money that passes through the Foundation has not changed. There was discussion about wages and salaries increasing by 1.9%. Finn is planning a salary survey for next year.

5) **UNFINISHED BUSINESS**

A. Lewis & Clark Library Service Animals Policy No substantive changes have been made to this policy from the last meeting. Meadows requested an edit to the third paragraph, middle of the 4th line to eliminate redundancy.

Waterman/Fandrich moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library Service Animals Policy as amended.

MOTION CARRIED.

B. Library Card Policy No discussion.

Meadows/Waterman moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library Card Policy as amended and/or presented.

MOTION CARRIED.

C. Branch Highlights Trustees noted and appreciated the collaborative work the Branches did with The Big Read this year.

D. Library Re-Opening Committee Report Finn reported from the Re-Opening committee that the new COVID case numbers are down and if the trend continues the Library could move into Phase III by Friday March 5th. Phase III allows for 20 masked patrons in the building at a time with a 30 minute suggested time limit. To allow for cleaning and social distancing, only half the public bathrooms and the computers will be available at any one time. Hours in Phase III are reduced as well. Holds pick-up in the lobby will still be available. The meeting rooms will not be available at this time. Whearty thanked everyone who worked hard on the Road to Reopening project. Finn will consult with the County Attorney about the Board being the final authority about mask usage. The Trustees fully support a mandate that patrons wear face masks covering nose and mouth. Fandrigh asked that the Trustees be notified before the Library moves into Phase III.

E. Construction Update Facilities Manager Schulte is working with Dick Anderson, Johnson Controls, and Mosaic to correct some issues with the installation of the new HVAC system. The companies are all still very responsive to Library construction needs as the project finalizes.

6) DIRECTOR'S COMMENTS Finn is pleased with the forethought and planning that went into the Road to Reopening plan for the Library. While there may be a touch of apprehension on the part of staff, the Library is as prepared as it can be for patrons to return safely.

7) COMMITTEE REPORTS None.

8) COMMENTS FROM TRUSTEES Whearty would like to nominate Lewis & Clark Library for an award at the upcoming MLA conference. She would also like to attend the conference. Meadows expressed incredulity at the possibility of the Library being open next week saying, "Forever might almost be over." Fandrigh sees this as a light at the end of the tunnel.

9) WRAP UP

- The March Board meeting will be Tuesday, March 16, 2021 at 5:00 p.m. Meeting location TBD.

10) ADJOURN – The meeting adjourned at 6:27 p.m.

LeRoy Schramm, Chair

LeRoy Schramm, Chair *February 23, 2021*



SERVICE REPORT

Feb. 2021

Eleventh Full month of COVID-19 Closure	2021 February	2020 February	Year to Year Change	2020 January	Month to Month Change	Footnote
Attendance	2,976	18,871	-84.2%	2,169	37.2%	1
Augusta	73	145	-49.7%	53	37.7%	1
East Helena	517	1,169	-55.8%	463	11.7%	1
Helena	2,197	16,153	-86.4%	1,497	46.8%	1
Lincoln	86	458	-81.2%	65	32.3%	1
Bookmobile	103	946	-89.1%	91	13.2%	1
Hours Open	492.00	681.00	-27.8%	435.00	13.1%	1
Augusta	104	100	4.0%	104	0.0%	1
East Helena	129	141	-8.5%	129	0.0%	1
Helena	177	248	-28.6%	124	42.7%	1
Lincoln	38	120	-68.3%	38	0.0%	1
Bookmobile	44	72	-38.9%	40	10.0%	1
Hourly Average	48	76	-37.1%	55	-13.6%	
TOTAL TRANSACTIONS	23,568	51,829	-54.5%	24,118	-2.3%	
New Cards	145	281	-48.4%	192	-24.5%	
Augusta	1	2	-50.0%	3	-66.7%	1
East Helena	9	8	12.5%	9	0.0%	1
Helena	130	250	-48.0%	174	-25.3%	1
Lincoln	3	6	-50.0%	2	50.0%	1
Bookmobile	2	15	-86.7%	4	-50.0%	1
New E-Book Users	114	136	-16.2%	166	-31.3%	1
Materials Checked Out	16,773	34,763	-51.8%	17,405	-3.6%	
City of Helena	7,173	24,471	-70.7%	7,200	-0.4%	1
Lewis & Clark County			N/A		N/A	1
Augusta Library	314	228	37.7%	193	62.7%	1
East Helena Library	641	1,046	-38.7%	661	-3.0%	1
Lincoln Library	340	399	-14.8%	343	-0.9%	1
Bookmobile	356	1,358	-73.8%	565	-37.0%	1
Interlibrary Loan	305	532	-42.7%	374	-18.4%	1
E-Audio	3,926	3,691	6.4%	4,156	-5.5%	1
E-Books	3,718	3,038	22.4%	3,913	-5.0%	1
Out of County			N/A		N/A	1
Self Check-Outs	0	17,360	N/A	0	N/A	1
System-Wide Adopt A Book	630	2,021	-68.8%	3	20900.0%	1
Outreach	0		N/A	0	N/A	1

		2021 February	2020 February	Year to Year Change	2020 January	Month to Month Change	
Materials Used in House		5	4,409	-99.9%	5	0.0%	1
Periodicals Retrieved	Augusta	0	7	N/A	0	N/A	1
	East Helena	1	54	-98.1%	1	0.0%	1
	Lincoln	0	0	N/A	0	N/A	1
Magazines on Tables	Augusta	0	0	N/A	0	N/A	1
	East Helena	4	12	-66.7%	4	0.0%	1
	Helena	0	992	N/A	0	N/A	1
	Lincoln	0	0	N/A	0	N/A	1
Books Left on Table	Augusta	0	0	N/A	0	N/A	1
	East Helena	0	21	-100.0%	0	N/A	1
	Helena	0	3,300	N/A	0	N/A	1
	Lincoln	0	23	N/A	0	N/A	1
Information and Reference		2,022	3,055	-33.8%	2,272	-11.0%	
	Reference	1,055	2,504	-57.9%	1,701	-38.0%	
	Database use	967	551	75.5%	571	69.4%	
Internet Sign Up/Computer Users		1,942	5,895	-67.1%	1,082	79.5%	
	Augusta	0	27	-100.0%	0	N/A	1
	East Helena	0	142	-100.0%	0	N/A	1
	Helena	0	2,475	N/A	0	N/A	1
	Helena staff walk-abouts	0	231	N/A	0	N/A	1
	Bookmobile	0	1	N/A	0	N/A	1
	Lincoln	0	114	N/A	0	N/A	1
	Wireless Use	1,941	2905	-33.2%	1,082	79.4%	1
	Laptop Checkouts	1		N/A	0	N/A	1
# Programs	Story Time Attendance	130	616	-78.9%	128	1.6%	1
0	Augusta	0	12	N/A	0	N/A	1
0	East Helena	0	81	N/A	0	N/A	1
0	Helena	0	243	N/A	0	N/A	1
0	Lincoln	40	53	-24.5%	44	-9.1%	1
4	Bookmobile	90	227	-60.4%	84	7.1%	1

		2021 February	2020 February	Year to Year Change	2020 January	Month to Month Change	
# Programs	Tours, Program & Outreach	2,551	2,810	-9.2%	3,034	-15.9%	
3	Helena/Adult	30	204	-85.3%	243	-87.7%	1
3	Helena/Juv	640	80	700.0%	900	-28.9%	1
7	Helena/Teen	58	234	-75.2%	0	N/A	1
0	Teen Outreach	0	135	N/A	0	N/A	1
1	Director Outreach	1000	1500	-33.3%	1000	0.0%	1
3	Bookmobile	240	603	-60.2%	403	-40.4%	1
7	Augusta	150	21	614.3%	126	19.0%	1
14	East Helena	263	553	-52.4%	304	-13.5%	1
1	Lincoln	170	83	104.8%	58	193.1%	1
0	Detention Center - Requests/Filled	0	0	N/A	0	N/A	1
	Meeting Room Usage	2	44	-95.5%	2	0.0%	
	Augusta	0	0	N/A	0	N/A	1
	Helena	0	17	N/A	0	N/A	1
	East Helena	0	7	N/A	0	N/A	1
	Lincoln	2	20	-90.0%	2	0.0%	1
	Registered Borrowers	24,941	23,606	5.7%	24,824	0.5%	
	Helena	22,674	21,529	5.3%	22,568	0.5%	1
	Augusta	278	258	7.8%	277	0.4%	1
	East Helena	689	602	14.5%	682	1.0%	1
	Bookmobile	939	899	4.4%	938	0.1%	1
	Lincoln	361	318	13.5%	359	0.6%	1
	Out-of-County						1
	Volunteer Hours Worked	130	239	-45.6%	162	-19.8%	
	Volunteer Hours	0	59	N/A	0	N/A	1
	Library Board Hours	45	45	0.0%	60	-25.0%	1
	Foundation Board Hours	85	90	-5.6%	100	-15.0%	1
	EHB Friends of the Library Hours	0	45	N/A	2	N/A	1
	Web Site Hits	18,071	20,308	-11.0%	21,261	-15.0%	
	Social Media Hits Adult, Teen, BkMobile	6,910	4,667	48.1%	6,786	1.8%	
	Mobile Application Uses	242	0	N/A	368	-34.2%	
	EdVenture Pass Uses	0	13	N/A	0	N/A	

Footnote 1 Feb. 2021 Eleventh month of COVID-19 Closure

Lewis Clark Library
Financial Report
February 28, 2021

67% of Year Elapsed
33% of Year Remaining

	Month of February 2021	Year to Date February 28, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
Ordinary Income/Expense							
Income							
1 Local Government Income							
Continuing Mill Levy	0	1,237,531	2,223,377	985,846	44.3%	55.7%	
County Contribution	0	609,530	1,064,396	454,866	42.7%	57.3%	
Entitlement Funds	0	235,710	430,000	194,290	45.2%	54.8%	
Total 1 Local Government Income	0	2,082,771	3,717,773	1,635,002	44.0%	56.0%	1
2 State Income							
BVF Grant	0	2,035	2,045	10	0.5%	99.5%	
State Aid Percapita/Geographic	0	23,375	23,375	0	0.0%	100.0%	
Total 2 State Income	0	25,410	25,420	10	0.0%	100.0%	
3 Library Generated Income							
Books Lost	0	1,477	5,500	4,023	73.1%	26.9%	
Cards - Out of County	0	990	5,000	4,010	80.2%	19.8%	
Cash Over (Short)	0	0	25	25	100.0%	0.0%	
Damage Charges	0	247	400	153	38.3%	61.8%	
Donations	210	274	1,000	726	72.6%	27.4%	
Interest Income	0	8,805	25,000	16,195	64.8%	35.2%	
Items Resold	0	5	1,000	995	99.5%	0.5%	
Miscellaneous Income	0	85	1,000	915	91.5%	8.5%	
Photocopy Income	0	64	12,000	11,936	99.5%	0.5%	
Rental Income	240	1,920	2,000	80	4.0%	96.0%	
Telephone Reimb.	0	191	250	59	23.6%	76.4%	
Total 3 Library Generated Income	450	14,058	53,175	39,117	73.6%	26.4%	2
5 Foundation Income							
Foundation - Contributions	0	26,123	75,000	48,877	65.2%	34.8%	
Foundation - Materials	0	25,490	65,000	39,510	60.8%	39.2%	
Total 5 Foundation Income	0	51,613	140,000	88,387	63.1%	36.9%	
6 Grants & Bequests - Income							
Big Read Grant	0	12,000	20,000	8,000	40.0%	60.0%	
Children's Services Grant Income	0	500	2,500	2,000	80.0%	20.0%	
Teen Services Grant Income	0	0	2,000	2,000	100.0%	0.0%	
6 Grants & Bequests - Income - Other	0	15,000	15,000	0	0.0%	100.0%	
Total 6 Grants & Bequests - Income	0	27,500	39,500	12,000	30.4%	69.6%	
Total Income	450	2,201,352	3,975,868	1,774,516	44.6%	55.4%	
Expense							
1 Payroll Expenses							
A Wages & Salaries							
Administration	43,128	386,676	592,840	206,164	34.8%	65.2%	
Anticipated Retirements	0	0	38,000	38,000	100.0%	0.0%	
Branch Services	21,546	194,063	288,556	94,493	32.7%	67.3%	
Collection Services	15,907	137,411	235,571	98,160	41.7%	58.3%	
Programming Services	10,556	131,575	209,590	78,015	37.2%	62.8%	
Public Services	32,785	305,852	521,570	215,718	41.4%	58.6%	
Total A Wages & Salaries	123,922	1,155,577	1,886,127	730,550	38.7%	61.3%	
Benefits							
ACC-Accident	16	131	400	269	67.3%	32.8%	
AFLAC	0	0	550	550	100.0%	0.0%	
Dental Insurance	1,332	10,719	18,000	7,281	40.5%	59.6%	
Direct Deposit Fees	157	1,454	3,120	1,666	53.4%	46.6%	
E A P	16	127	360	233	64.7%	35.3%	
FICA/Medicare	9,147	85,414	144,289	58,875	40.8%	59.2%	
Health Insurance	23,828	194,792	300,000	105,208	35.1%	64.9%	
Health Savings Account	573	4,581	16,500	11,919	72.2%	27.8%	
Life Insurance	23	184	500	316	63.2%	36.8%	
Long Term Disability Insurance	12	93	200	107	53.5%	46.5%	
PERS Expense	10,691	99,509	165,413	65,904	39.8%	60.2%	
Unemployment Ins.	186	1,733	6,000	4,267	71.1%	28.9%	
Vision Insurance	218	1,814	3,780	1,966	52.0%	48.0%	
Workers' Compensation	0	36,758	37,000	242	0.7%	99.3%	3
Total Benefits	46,199	437,309	696,112	258,803	37.2%	62.8%	
Total 1 Payroll Expenses	170,121	1,592,886	2,582,239	989,354	38.3%	61.7%	4

Lewis Clark Library
Financial Report
February 28, 2021

67% of Year Elapsed
33% of Year Remaining

	Month of February 2021	Year to Date February 28, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
Telephone							
Local Service	899	7,326	12,500	5,174	41.4%	58.6%	
Long Distance	88	778	1,500	722	48.1%	51.9%	
Network/Data Lines	1,236	17,868	27,000	9,132	33.8%	66.2%	
Total Telephone	2,223	25,972	41,000	15,028	36.7%	63.3%	
Utilities							
Gas and Electric	6,783	26,451	60,000	33,549	55.9%	44.1%	
Water/Sewer/Sanitation	328	4,026	13,000	8,974	69.0%	31.0%	2
Total Utilities	7,111	30,477	73,000	42,523	58.3%	41.7%	
Total 2 Maintenance & Operations	106,005	403,307	947,554	544,247	57.4%	42.6%	
3 Capital Outlay							
Equipment Purchases	0	0	5,000	5,000	100.0%	0.0%	
Facilities Projects	43,214	2,056,364	7,000	-2,049,364	-29276.6%	29376.6%	5
Transfer to Depreciation Reserve Fund	0	0	25,000	25,000	100.0%	0.0%	
Total 3 Capital Outlay	43,214	2,056,364	37,000	-2,019,364	-5457.7%	5557.7%	
4 Books & Materials							
Adult material	1,942	2,316	3,000	684	22.8%	77.2%	
AV - Adult	7,972	16,387	20,000	3,613	18.1%	81.9%	
AV - Juvenile	18	373	6,000	5,627	93.8%	6.2%	
AV Teen	0	769	6,000	5,231	87.2%	12.8%	
Bibliographic Services	0	6,548	6,600	52	0.8%	99.2%	3
Databases	0	19,988	24,000	4,012	16.7%	83.3%	3
Downloadable Media	23,540	78,115	85,400	7,285	8.5%	91.5%	3
FDN Purchase of Books	5,440	38,784	65,000	26,216	40.3%	59.7%	
Juvenile Material	1,922	17,962	22,000	4,038	18.4%	81.6%	
Leased Material	6,481	19,443	25,000	5,557	22.2%	77.8%	
Library of Things	0	34	1,000	966	96.6%	3.4%	
Periodicals	485	11,560	12,750	1,190	9.3%	90.7%	3
Preservation & Processing	6,904	9,676	13,000	3,324	25.6%	74.4%	
Reference Material	0	10,935	11,000	65	0.6%	99.4%	3
Teen Material	160	3,719	11,000	7,281	66.2%	33.8%	
Total 4 Books & Materials	54,864	236,609	311,750	75,141	24.1%	75.9%	
Grants and Bequests Expenditure							
Big Read Expenditures	12,011	20,000	20,000	0	0.0%	100.0%	
Children's Services Grant Expenditure	6,000	6,000	2,500	-3,500	-140.0%	240.0%	
Foundation Contribution Expenditure	2,930	32,253	57,000	24,747	43.4%	56.6%	
Teen Services Grant Expenditure	0	0	2,000	2,000	100.0%	0.0%	
Grants and Bequests- Other	911	2,938	15,000	12,062	80.4%	19.6%	
Total Grants and Bequests Expenditure	21,852	61,191	96,500	35,309	36.6%	63.4%	
TOTAL EXPENDITURES	396,056	4,350,357	3,975,043	-375,314	-9.4%	109.4%	
TOTAL EXPENDITURES less Facilities Project	352,842	2,293,993	3,975,043	1,681,050	42.3%	57.7%	8

Lewis & Clark Library

General Ledger

February 2021

03/03/21
Cash Basis

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
2 Maintenance & Operations			
Automobile Expense			
Gas			
02/05/2021	Holiday Companies	Automobile/Bookmobile fuel charges. 12/15/20-01/14/21.	394.64
Total Gas			394.64
Total Automobile Expense			394.64
Continuing Education			
Meals			
02/05/2021	ERICWALLIMAN	Courier lunches. 01/2021.	30.66
02/05/2021	Chase Card Services	Mountain Ranch House. Christmas Eve staff pizza party. 12/24/20.	56.02
02/05/2021	Chase Card Services	Lincoln Pit Stop. Lincoln staff meal.	9.49
Total Meals			96.17
Registration			
02/05/2021	Chase Card Services	ALA. Hudson, M. Sign Language eCourse, and Online Storytimes Workshop.	279.00
Total Registration			279.00
Total Continuing Education			375.17
Contracted Services			
Adult Services Programming			
02/05/2021	creativeMT	THE BIG READ. Invoice #202148251. Jesus Salazar online meetings.	2,000.00
02/05/2021	Chase Card Services	THE BIG READ. Bookpal. 600 @ "Into the Beautiful North" - 2nd shipment o...	2,579.50
02/05/2021	Chase Card Services	THE BIG READ. Allegra. Direct mailer - bulk mailing fees.	1,508.13
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Fall 2021 BR Kindle book.	11.99
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Fall 2021 BR book.	15.19
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Fall 2021 BR book.	8.52
02/05/2021	Chase Card Services	Amazon. Mystery Book Group book.	10.99
02/05/2021	Chase Card Services	Amazon. Premier Book Group book.	11.99
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Programming supplies.	39.98
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Craft kit supplies.	33.39
02/05/2021	Chase Card Services	JoAnn Stores. Valentine craft kit supplies.	105.76
02/05/2021	Chase Card Services	THE BIG READ. Hobby Lobby. Activity kit pencils.	75.96
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Activity kits for teens supplies.	144.40
02/05/2021	Chase Card Services	THE BIG READ. Hobby Lobby. Activity kits for teens supplies.	10.99
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Journey's Home activity kit materials.	35.96
02/05/2021	Chase Card Services	THE BIG READ. Amazon. Journey's Home activity kit materials.	13.54
02/05/2021	Chase Card Services	THE BIG READ. Facebook. Advertising. 12/21/20-01/16/21.	68.95
02/05/2021	Chase Card Services	THE BIG READ. Journey's Home activity kit materials.	89.37
02/18/2021	Bridget Kevane	THE BIG READ. Honorarium for lecture and interview with L. Urrea.	1,000.00
Total Adult Services Programming			7,764.61

Date	Name	Memo	Paid Amount
Advertising & Publicity			
02/05/2021	Lee Enterprises	Multiple invoices. Helena Independent, and YourTime advertising. 12/28/20-...	451.00
02/05/2021	KGR, LLC	Invoice #21010153. Radio advertising. 01/01-01/31/21.	470.00
02/05/2021	Blackfoot Valley Dispatch	Invoice #21907. Lincoln newspaper advertising. 12/10/20.	80.00
02/05/2021	Prickly Pear Junction	EHB digital newspaper - "Cloud" ad. 02/2021.	50.00
02/05/2021	Chase Card Services	Facebook. Advertising. 11/30-12/22/20.	53.90
02/05/2021	Chase Card Services	Facebook. Advertising. 12/31/20-01/16/21.	6.05
02/18/2021	KTVH	Invoice #589276-17. KTVH television advertising. 01/01-01/31/21.	450.00
02/18/2021	KTVH	THE BIG READ. Invoice #734484-7. BR television advertising. 01/01-01/31/...	495.00
02/18/2021	KTVH	THE BIG READ. Invoice #815752-1. BR television advertising. 01/01-01/31/...	2,005.00
02/18/2021	Allegra Print & Imaging	TJHE BIG READ. Invoice #202700. BR mailers.	3,153.53
Total Advertising & Publicity			7,214.48
Bookmobile Programming			
02/05/2021	Chase Card Services	Lowe's. Take & Make kit supplies.	29.88
02/05/2021	Chase Card Services	MT Book Co. Bookmobile programming materials.	30.38
Total Bookmobile Programming			60.26
East Helena Programming			
02/05/2021	Chase Card Services	Hobby Lobby. EHB programming supplies.	29.99
Total East Helena Programming			29.99
Lincoln Programming			
02/05/2021	Chase Card Services	Amazon. LEGO programming supplies.	20.34
Total Lincoln Programming			20.34
Youth Services Programming			
02/05/2021	Chase Card Services	Amazon. Busy bag, and kaleidoscope activity kit materials.	257.01
02/05/2021	Chase Card Services	Amazon. Activity kit materials.	23.70
02/05/2021	Chase Card Services	Amazon. Kaleidoscope activity kit materials.	74.89
02/05/2021	Chase Card Services	Amazon. Busy bag and activity kit materials.	26.97
02/05/2021	Chase Card Services	Lakeshore Learning. Non-circulating Storytime books.	135.48
02/05/2021	Chase Card Services	Amazon. Friendship activity kit materials.	78.13
02/05/2021	Chase Card Services	Amazon. Friendship activity kit materials.	87.92
02/05/2021	Chase Card Services	Amazon. Friendship activity kit materials.	87.92
02/05/2021	Chase Card Services	Amazon. Friendship activity kit materials.	37.78
02/05/2021	Chase Card Services	Amazon. Music activity kit materials.	12.42
02/05/2021	Chase Card Services	ALA. Caregiver handouts.	23.99
02/05/2021	Chase Card Services	Amazon. Journey's Home activity kit materials.	4.44
Total Youth Services Programming			850.65

Date	Name	Memo	Paid Amount
Contracted Services - Other			
02/05/2021	LEHRKIND'S GIANT SP...	Invoice #1812758. Helena weekly water. 01/27/21.	33.00
02/05/2021	Keeping It Green	Invoice #7749. Helena plant maintenance. 02/2021.	225.00
02/05/2021	LEHRKIND'S GIANT SP...	Invoice #218278. East Helena equipment rental. 01/01-01/31/21.	12.00
02/05/2021	LEHRKIND'S GIANT SP...	Invoice #217889. Monthly tank rental - main branch upstairs. 01/01-01/31/21.	12.50
02/05/2021	LEHRKIND'S GIANT SP...	Invoice #217889. Monthly tank rental - main branch downstairs. 01/01-01/3...	12.50
02/18/2021	LEHRKIND'S GIANT SP...	Invoice #1818322. Helena weekly water. 02/09/21.	90.75
Total Contracted Services - Other			385.75
Total Contracted Services			16,326.08
Dues and Memberships			
02/05/2021	Chase Card Services	MLA. Beckstrom, M. Annual membership renewal.	60.00
02/18/2021	Augusta Area Chamber o...	Augusta - 2021 full-year membership renewal.	75.00
Total Dues and Memberships			135.00
Intercap Loan Interest			
02/15/2021	Montana Board of Invest...	INTERCAP Loan Repayment - Interest	24,328.62
Total Intercap Loan Interest			24,328.62
Mileage Reimbursements			
02/18/2021	KRISTINMULLEN	Mullen, K. Courier run - Bookdrops/EHB. 02/10/21.	16.61
02/18/2021	Eleanor Pierce	Pierce, E. Lincoln rotation mileage. 01/10/21.	71.20
Total Mileage Reimbursements			87.81
Photocopy Charges			
02/18/2021	Fisher's Technology	Invoice #877395. Helena base rate - both machines. 02/05-05/04/21.	1,318.03
02/18/2021	Fisher's Technology	Invoice #877395. Helena overage charge - both machines. 11/05/20-02/04/...	203.96
Total Photocopy Charges			1,521.99
Postage and Delivery			
02/05/2021	Montana Air Cartage	Invoice #MZI 123120. Courier delivery - from Lewis & Clark Library. 01/2021.	270.00
02/05/2021	Chase Card Services	USPS. Lincoln ILL mail.	25.30
02/18/2021	Montana Air Cartage	Invoice #MZI 13121. Courier delivery - from Lewis & Clark Library. 02/2021.	247.50
Total Postage and Delivery			542.80
Professional Fees			
Accounting			
02/05/2021	Anderson ZurMuehlen & Co	Invoice #402018. FY20 - financial statement audit services - final billing.	900.00
Total Accounting			900.00
Consulting			
02/05/2021	Brave Conversations	Coaching/emails/Leadership Team/COVID - services rendered. 09/07/20-0...	1,462.50
Total Consulting			1,462.50
Total Professional Fees			2,362.50

Date	Name	Memo	Paid Amount
Refunds			
02/18/2021	Olivia Drum	Refund for lost item paid for.	39.00
02/18/2021	Regan Clancy	Refund for lost item paid for.	22.00
Total Refunds			61.00
Rents and Leases			
02/05/2021	Errol F. Bjerke	Invoice #MARCH2021. EHB rent payment.	2,832.50
Total Rents and Leases			2,832.50
Repairs & Maintenance			
Building Repair & Maintenance			
02/05/2021	White's Plowing Service	Helena parking lot plowing/sidewalks. 11/08-12/15/20.	460.00
02/05/2021	White's Plowing Service	EHB parking lot plowing. 11/08 & 11/11/20.	100.00
02/05/2021	NICO Electronic Systems	Invoice #13129. Security system service call - SMR motion detector and tes...	192.00
02/18/2021	BURDICK'S LOCKSMITH	Invoice #CS8432. Helena - keys and door hardware.	21.50
02/18/2021	FIRE GUYS LEASING	Invoice #AB29258. Fire extinguishers - service for AUG/LIN/HEL & 6-yea...	249.00
02/18/2021	JOHNSON CONTROLS	Invoice #1-101123726680. HVAC planned agreement. 02/01-04/30/21.	4,483.00
02/18/2021	Jeff Jorgensen	Invoice #2021004. Lincoln snow removal. 10/24/20-01/19/21.	315.00
02/18/2021	Crescent Electric Supply ...	Invoice #S508767708.001. Skylight in Ambrose Room - lights/ballast.	97.46
Total Building Repair & Maintenance			5,917.96
Furniture Repair & Acquisition			
02/18/2021	Eleanor Pierce	Stools for desk - Lincoln. 01/29/21.	78.88
Total Furniture Repair & Acquisition			78.88
Systems Repair & Upgrades			
02/05/2021	Faronics	Invoice #INUS0204559. 65 @ "Deep Freeze Cloud Ultimate" - anti-virus su...	5,217.50
02/05/2021	Montana State Library	Montana Shared Catalog. FY2021.	26,479.05
02/05/2021	Chase Card Services	Intuit. Quickbooks monthly support.	25.00
02/05/2021	Chase Card Services	Zendesk. Annual software renewal. 12/30/20-12/29/21.	1,872.00
02/05/2021	Chase Card Services	Sonicwall. Advance gateway security suite bundle - bi-annual renewal.	6,442.20
02/05/2021	Chase Card Services	Horizon Data Systems. Corporation Quote #35758.	108.00
02/05/2021	Chase Card Services	Amazon. Adjustable reflector stand for photography studio.	159.99
02/05/2021	Chase Card Services	Godaddy.com. Economy Linux hosting with cPanel renewal.	107.88
02/18/2021	Core Technologies LLC	Invoice #MSP-4448880. 58 @ email security - antivirus/spam filtering.	174.00
Total Systems Repair & Upgrades			40,585.62
Total Repairs & Maintenance			46,582.46
Supplies			
Computer			
02/05/2021	Chase Card Services	Amazon. 3 @ Samsung flash drives.	59.97
Total Computer			59.97

Date	Name	Memo	Paid Amount
Janitorial			
02/05/2021	Alsco	Invoice #LBIL1641391. Cleaning towels for janitorial staff.	33.13
02/05/2021	Alsco	Invoice #LBIL1639647. Cleaning towels for janitorial staff.	33.13
02/05/2021	Alsco	Invoice #LBIL1637943. Cleaning towels for janitorial staff.	33.13
02/05/2021	Chase Card Services	D & D Grocery. Lincoln cleaning supplies.	3.99
02/18/2021	Alsco	Invoice #LBIL1643180. Cleaning towels for janitorial staff.	33.13
02/18/2021	Alsco	Invoice #LBIL1644929. Cleaning towels for janitorial staff.	33.13
Total Janitorial			169.64
Office			
02/05/2021	STAPLES CREDIT PLAN	Tyvek envelopes, staff blotters, ILL cardstock, and PS rubber bands.	360.18
02/05/2021	Andrea Eckerson	EHB rubber bands and paper cutter.	17.97
02/05/2021	Chase Card Services	Amazon. Staff light for office.	59.99
02/05/2021	Chase Card Services	Queen City Framing. Director Anniversary card supplies.	25.97
02/05/2021	Chase Card Services	Amazon. Augusta paper shredder.	182.03
02/05/2021	Chase Card Services	Etsy.com. Public Services staff calendars.	70.48
02/05/2021	Chase Card Services	Paper Mart. Paper bag station - merchandise bags.	61.08
Total Office			777.70
Supplies - Other			
02/05/2021	Chase Card Services	Knox Flower Shop. Staff flower order.	110.00
Total Supplies - Other			110.00
Total Supplies			1,117.31
Telephone			
Local Service			
02/05/2021	CenturyLink	Phone service - block of 20 sequential numbers. 01/19-21-02/18/21.	46.78
02/05/2021	CenturyLink	Phone service - digital phone lines. 01/19/21-02/18/21.	88.25
02/05/2021	LINCOLN TELEPHONE C...	Lincoln basic telephone service. 02/01-02/28/21.	42.10
02/18/2021	3 RIVERS TELEPHONE C...	Augusta local telephone service. 02/01-02/28/21.	35.10
02/18/2021	CenturyLink	T-1 digital phone lines. 02/01-02/28/21.	587.03
02/18/2021	Charter Communications	Invoice #0100299020121. EHB business telephone service. 02/01-02/28/21.	99.98
Total Local Service			899.24
Long Distance			
02/05/2021	CenturyLink Communicati...	Invoice #190999212. Helena long distance. 12/16/20-01/15/21.	18.59
02/05/2021	LINCOLN TELEPHONE C...	Lincoln fax line. 02/01-02/28/21.	37.62
02/18/2021	3 RIVERS TELEPHONE C...	Augusta long distance. 12/16/20-01/15/21.	2.18
02/18/2021	3 RIVERS TELEPHONE C...	Augusta fax line. 02/01-02/28/21.	29.26
Total Long Distance			87.65

Date	Name	Memo	Paid Amount
Network/Data Lines			
02/05/2021	Verizon Wireless	Invoice #9871448792. Six staff - cell phone charges. 12/17/20-01/16/21.	383.72
02/05/2021	Verizon Wireless	Invoice #9871249102. Bookmobile phone and mobile hotspots. 12/14/20-01/...	320.22
02/05/2021	AT&T Mobility	Invoice #287250156336X01112021. Bookmobile internet service. 12/04/20-...	43.95
02/05/2021	T-Mobile	Mobile hotspots and service. 12/10/20-01/09/21.	187.56
02/05/2021	LINCOLN TELEPHONE C...	Lincoln internet service. 02/01-02/28/21.	113.90
02/18/2021	3 RIVERS TELEPHONE C...	Augusta internet service. 02/01-02/28/21.	61.95
02/18/2021	Charter Communiations	Invoice #0100299020121. EHB business internet. 02/01-02/28/21.	124.98
Total Network/Data Lines			1,236.28
Total Telephone			2,223.17
Utilities			
Gas and Electric			
02/05/2021	NorthWestern Energy	East Helena power bill. 12/04/20-01/05/21.	322.05
02/05/2021	NorthWestern Energy	Helena power bill. 12/07/20-01/04/21.	3,034.20
02/05/2021	NorthWestern Energy	Augusta power bill. 12/07/20-01/07/21.	234.84
02/18/2021	NorthWestern Energy	Lincoln power bill. 12/23/20-01/25/21.	91.26
02/18/2021	NorthWestern Energy	East Helena power bill. 01/05-02/03/21.	280.45
02/18/2021	NorthWestern Energy	Helena power bill. 01/04-02/02/21.	2,607.88
02/18/2021	NorthWestern Energy	Augusta power bill. 01/07-02/04/21.	212.13
Total Gas and Electric			6,782.81
Water/Sewer/Sanitation			
02/05/2021	City of East Helena	EHB water/sewer/sanitation. 01/29/21.	108.65
02/05/2021	CITY OF HELENA UTILI...	Helena water usage. 12/08/20-01/05/21.	219.77
Total Water/Sewer/Sanitation			328.42
Total Utilities			7,111.23
Total 2 Maintenance & Operations			106,002.28
3 Capital Outlay			
Facilities Projects			
02/05/2021	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 12/2020 & 01/20...	295.66
02/05/2021	Dick Anderson Constructi...	Invoice #9180-13. Contractor's application for payment. 12/31/20.	27,806.80
02/05/2021	Dick Anderson Constructi...	Invoice #9180-14. Contractor's application for payment. 01/31/21.	1,463.52
02/05/2021	Montana Pro Audio LLC	Invoice #3152. Helena Remodel - audio system.	1,168.00
02/05/2021	NICO Electronic Systems	Invoice #13120. Helena remodel - security system installed.	2,972.00
02/05/2021	Silver City Stone LLC	Invoice #2726-12 02. 20-23 bins for Helena remodel - children's picture bo...	5,908.00
02/05/2021	Demco, Inc.	Invoice #6883369. Helena remodel - book supports and easels.	92.59
02/05/2021	Demco, Inc.	Invoice #6887765. Helena remodel - book supports and easels.	902.27
02/19/2021	Department of Revenue*	Contractor's Gross Receipts payment for helena remodel. 11/2020.	2,605.20
Total Facilities Projects			43,214.04
Total 3 Capital Outlay			43,214.04

Date	Name	Memo	Paid Amount
4 Books & Materials			
Adult material			
02/18/2021	Baker & Taylor, Inc	Invoice #NS20110376. Collection HQ subscription fee. 11/26/20-11/26/21.	1,941.90
Total Adult material			1,941.90
AV - Adult			
02/05/2021	Baker & Taylor Entertain...	Invoice #H53092820. Adult A/V materials.	18.74
02/05/2021	MicroMarketing LLC	Invoice #836259. Adult A/V materials.	31.49
02/05/2021	MicroMarketing LLC	Invoice #831951. Adult A/V materials.	67.49
02/05/2021	MicroMarketing LLC	Invoice #834378. Adult A/V materials.	26.99
02/05/2021	MicroMarketing LLC	Invoice #833440. Adult A/V materials.	118.47
02/05/2021	MicroMarketing LLC	Invoice #832426. Adult A/V materials.	9.99
02/05/2021	MicroMarketing LLC	Invoice #834757. Adult A/V materials.	64.80
02/05/2021	MicroMarketing LLC	Invoice #835433. Adult A/V materials.	80.98
02/05/2021	MicroMarketing LLC	Invoice #834921. Adult A/V materials.	40.49
02/18/2021	MicroMarketing LLC	Invoice #837610. Adult A/V materials.	40.49
02/18/2021	MicroMarketing LLC	Invoice #836812. Adult A/V materials.	70.98
02/18/2021	MicroMarketing LLC	Invoice #836622. Adult A/V materials.	67.50
02/18/2021	AMAZON	Adult A/V materials.	366.94
02/18/2021	RECORDED BOOKS	Invoice #76648999. Adult A/V materials.	82.20
02/18/2021	MicroMarketing LLC	Invoice #837246. Adult A/V materials.	35.99
02/18/2021	MicroMarketing LLC	Invoice #837374. Adult A/V materials.	395.71
02/18/2021	MicroMarketing LLC	Invoice #838162. Adult A/V materials.	35.99
02/18/2021	MicroMarketing LLC	Invoice #838854. Adult A/V materials.	47.69
02/18/2021	MicroMarketing LLC	Invoice #838470. Adult A/V materials.	31.50
02/18/2021	MicroMarketing LLC	Invoice #831188. Adult A/V materials.	40.49
02/18/2021	MicroMarketing LLC	Invoice #833131. Adult A/V materials.	35.99
02/18/2021	MicroMarketing LLC	Invoice #831290. Adult A/V materials.	260.96
02/18/2021	Baker & Taylor, Inc	Invoice #NS20110376. Collection HQ subscription fee. 11/26/20-11/26/21.	6,000.00
Total AV - Adult			7,971.87
AV - Juvenile			
02/18/2021	Baker & Taylor, Inc	Invoice #2035666859. Fiction A/V materials.	17.96
Total AV - Juvenile			17.96
Downloadable Media			
02/05/2021	Baker & Taylor, Inc	Invoice #2035664606. Axis360 eBook materials.	60.48
02/05/2021	Baker & Taylor, Inc	Invoice #2035664607. Axis360 eBook materials.	12.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035664608. Axis360 eBook materials.	39.98
02/05/2021	Baker & Taylor, Inc	Invoice #2035661092. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035661091. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035660907. Axis360 eBook materials.	117.50
02/05/2021	Baker & Taylor, Inc	Invoice #2035688049. Axis360 eBook materials.	16.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035686214. Axis360 eBook materials.	85.27
02/05/2021	Baker & Taylor, Inc	Invoice #2035696581. Axis360 eBook materials.	71.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035696583. Axis360 eBook materials.	27.50
02/05/2021	Baker & Taylor, Inc	Invoice #2035696582. Axis360 eBook materials.	16.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035709934. Axis360 eBook materials.	60.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035709933. Axis360 eBook materials.	225.93
02/05/2021	Baker & Taylor, Inc	Invoice #2035709932. Axis360 eBook materials.	139.97
02/05/2021	Baker & Taylor, Inc	Invoice #2035717665. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035716760. Axis360 eBook materials.	179.48

Date	Name	Memo	Paid Amount
02/05/2021	Baker & Taylor, Inc	Invoice #2035719994. Axis360 eBook materials.	91.97
02/05/2021	Baker & Taylor, Inc	Invoice #2035719995. Axis360 eBook materials.	16.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035719996. Axis360 eBook materials.	55.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035719997. Axis360 eBook materials.	27.50
02/05/2021	Baker & Taylor, Inc	Invoice #2035719998. Axis360 eBook materials.	25.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035725264. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035731337. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035735562. Axis360 eBook materials.	66.98
02/05/2021	Baker & Taylor, Inc	Invoice #2035735577. Axis360 eBook materials.	239.47
02/05/2021	Baker & Taylor, Inc	Invoice #2035735579. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035735578. Axis360 eBook materials.	27.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035742374. Axis360 eBook materials.	65.00
02/05/2021	Baker & Taylor, Inc	Invoice #2035747264. Axis360 eBook materials.	71.98
02/05/2021	Baker & Taylor, Inc	Invoice #2035750471. Axis360 eBook materials.	266.19
02/05/2021	Baker & Taylor, Inc	Invoice #2035757657. Axis360 eBook materials.	114.99
02/05/2021	Baker & Taylor, Inc	Invoice #2035759721. Axis360 eBook materials.	82.40
02/18/2021	Baker & Taylor, Inc	Invoice #2035762242. Axis360 eBook materials.	193.94
02/18/2021	Baker & Taylor, Inc	Invoice #2035762244. Axis360 eBook materials.	60.00
02/18/2021	Baker & Taylor, Inc	Invoice #2035762243. Axis360 eBook materials.	60.00
02/18/2021	Baker & Taylor, Inc	Invoice #2035762241. Axis360 eBook materials.	245.95
02/18/2021	Baker & Taylor, Inc	Invoice #2035772003. Axis360 eBook materials.	40.00
02/18/2021	Baker & Taylor, Inc	Invoice #2035774645. Axis360 eBook materials.	49.99
02/18/2021	Baker & Taylor, Inc	Invoice #2035774646. Axis360 eBook materials.	17.99
02/18/2021	Baker & Taylor, Inc	Invoice #2035774647. Axis360 eBook materials.	86.96
02/18/2021	Baker & Taylor, Inc	Invoice #2035774648. Axis360 eBook materials.	127.99
02/18/2021	Baker & Taylor, Inc	Invoice #2035774649. Axis360 eBook materials.	60.00
02/18/2021	Midwest Tape	Invoice #500027786. Digital media streaming service - advance payment.	20,000.00
Total Downloadable Media			23,540.34
FDN Purchase of Books			
02/05/2021	Cengage Learning Inc - G...	Invoice #72820727. Adult Large-Type materials.	51.73
02/05/2021	Cengage Learning Inc - G...	Invoice #72833442. Adult Large-Type materials.	84.72
02/05/2021	Cengage Learning Inc - G...	Invoice #72819987. Adult Large-Type materials.	50.23
02/05/2021	Cengage Learning Inc - G...	Invoice #72832988. Adult Large-Type materials.	241.41
02/05/2021	Cengage Learning Inc - G...	Invoice #72833008. Adult Large-Type materials.	127.45
02/05/2021	Baker & Taylor, Inc	Invoice #2035671038. Adult materials.	6.38
02/05/2021	Baker & Taylor, Inc	Credit memo #0003228675. Adult materials.	-6.38
02/18/2021	Baker & Taylor, Inc	Invoice #2035668471. Adult Graphic Novel materials.	74.92
02/18/2021	Baker & Taylor, Inc	Invoice #2035681318. Adult materials.	404.26
02/18/2021	Baker & Taylor, Inc	Invoice #2035699730. Adult materials.	400.06
02/18/2021	Baker & Taylor, Inc	Invoice #2035664961. Adult materials.	547.36
02/18/2021	Baker & Taylor, Inc	Invoice #2035671038. Adult materials.	106.53
02/18/2021	Baker & Taylor, Inc	Invoice #2035725842. Adult materials.	330.88
02/18/2021	Cengage Learning Inc - G...	Invoice #73135992. Adult Large-Type materials.	23.24
02/18/2021	Cengage Learning Inc - G...	Invoice #73134949. Adult Large-Type materials.	48.73
02/18/2021	Cengage Learning Inc - G...	Invoice #73089435. Adult Large-Type materials.	28.49
02/18/2021	Cengage Learning Inc - G...	Invoice #73089758. Adult Large-Type materials.	28.49
02/18/2021	Baker & Taylor, Inc	Invoice #2035676671. Adult materials.	159.99
02/18/2021	Baker & Taylor, Inc	Invoice #2035686931. Adult Graphic Novel materials.	38.15
02/18/2021	Baker & Taylor, Inc	Invoice #2035701320. Adult Graphic Novel materials.	67.61
02/18/2021	Baker & Taylor, Inc	Invoice #2035735877. Adult materials.	385.07
02/18/2021	Baker & Taylor, Inc	Invoice #2035691392. Adult materials.	407.69
02/18/2021	Baker & Taylor, Inc	Invoice #2035751399. Adult materials.	920.11
02/18/2021	Cengage Learning Inc - G...	Invoice #73172833. Adult Large-Type materials.	269.17

Date	Name	Memo	Paid Amount
02/18/2021	Cengage Learning Inc - G...	Invoice #73596708. Adult Large-Type materials.	50.23
02/18/2021	Cengage Learning Inc - G...	Invoice #73597573. Adult Large-Type materials.	51.73
02/18/2021	Cengage Learning Inc - G...	Invoice #73666035. Adult Large-Type materials.	170.96
02/18/2021	Cengage Learning Inc - G...	Invoice #73568656. Adult Large-Type materials.	202.42
02/18/2021	Cengage Learning Inc - G...	Invoice #73569121. Adult Large-Type materials.	168.69
Total FDN Purchase of Books			5,440.32
Juvenile Material			
02/05/2021	Baker & Taylor, Inc	Invoice #2035705648. No Processing materials.	48.02
02/05/2021	Baker & Taylor, Inc	Invoice #2035726272. No Processing materials.	8.57
02/18/2021	Baker & Taylor, Inc	Invoice #2035720489. Middle Grade materials.	101.11
02/18/2021	Baker & Taylor, Inc	Invoice #2035691402. Middle Grade materials.	82.26
02/18/2021	Baker & Taylor, Inc	Invoice #2035674139. Middle Grade graphic novel materials.	9.10
02/18/2021	Baker & Taylor, Inc	Invoice #2035691264. Middle Grade graphic novel materials.	42.01
02/18/2021	Baker & Taylor, Inc	Invoice #2035666781. JP materials.	100.94
02/18/2021	Baker & Taylor, Inc	Invoice #2035666721. Juvenile graphic novel materials.	11.37
02/18/2021	Baker & Taylor, Inc	Invoice #2035663129. Non-Fiction materials.	46.67
02/18/2021	Baker & Taylor, Inc	Invoice #2035668399. JP materials.	20.70
02/18/2021	Baker & Taylor, Inc	Invoice #2035694297. Fiction materials.	186.20
02/18/2021	Baker & Taylor, Inc	Invoice #2035678909. Middle Grade materials.	120.48
02/18/2021	Baker & Taylor, Inc	Invoice #2035666859. Fiction materials.	43.78
02/18/2021	Baker & Taylor, Inc	Invoice #2035686589. Fiction materials.	150.01
02/18/2021	Baker & Taylor, Inc	Invoice #2035697110. Fiction materials.	10.71
02/18/2021	Baker & Taylor, Inc	Invoice #2035674252. Juvenile Graphic Novel materials.	16.15
02/18/2021	Baker & Taylor, Inc	Invoice #2035678906. Non-Fiction materials.	40.02
02/18/2021	Baker & Taylor, Inc	Invoice #2035691216. Juvenile Graphic Novel materials.	30.53
02/18/2021	Baker & Taylor, Inc	Invoice #2035758698. Board books - No Processing account.	130.30
02/18/2021	Baker & Taylor, Inc	Invoice #2035689750. Non-Fiction materials.	128.70
02/18/2021	Baker & Taylor, Inc	Invoice #2035694120. JE materials.	218.99
02/18/2021	Baker & Taylor, Inc	Invoice #2035686596. JE materials.	175.64
02/18/2021	Baker & Taylor, Inc	Invoice #2035691448. JP materials.	105.33
02/18/2021	Baker & Taylor, Inc	Invoice #2035746789. Juvenile Graphic Novel materials.	94.00
Total Juvenile Material			1,921.59
Leased Material			
02/18/2021	Baker & Taylor Books	Invoice #LS21020011. Bookmobile leased books. 02/01-04/30/20.	568.50
02/18/2021	Baker & Taylor Books	Invoice #LS21020009. Lincoln leased books. 02/01-04/30/20.	966.45
02/18/2021	Baker & Taylor Books	Invoice #LS21020008. East Helena leased books. 02/01-04/30/20.	1,137.00
02/18/2021	Baker & Taylor Books	Invoice #LS21020010. Helena leased books. 02/01-04/30/20.	2,956.20
02/18/2021	Baker & Taylor Books	Invoice #LS21020007. Augusta leased books. 02/01-04/30/20.	852.75
Total Leased Material			6,480.90
Periodicals			
02/05/2021	WT.COX Information Se...	Invoice #3088291. FY2021. "Independent Record" newspaper renewal. 11/0...	231.00
02/05/2021	WT.COX Information Se...	Invoice #3084314. FY2021. "Billings Gazette" newspaper renewal. 07/20/20...	253.52
Total Periodicals			484.52

Date	Name	Memo	Paid Amount
Preservation & Processing			
02/05/2021	Baker & Taylor Inc. Title ...	Invoice #NS21010044. "Title Source on the Web" - subscription renewal. O...	2,660.00
02/18/2021	EnvisionWare	Invoice #INV-US-51022. RFID tags.	1,482.81
02/18/2021	AMAZON	Blu-Ray DVD cases.	50.97
02/18/2021	MicroMarketing LLC	Invoice #838988. A/V cases, and insert pages.	2,710.00
Total Preservation & Processing			6,903.78
Teen Material			
02/05/2021	Baker & Taylor, Inc	Invoice #2035707409. Teen materials.	59.82
02/18/2021	Baker & Taylor, Inc	Invoice #2035689573. Fiction materials.	24.15
02/18/2021	Baker & Taylor, Inc	Invoice #2035689587. Non-Fiction materials.	37.19
02/18/2021	Baker & Taylor, Inc	Invoice #2035686718. Teen Graphic Novel materials.	21.61
02/18/2021	Baker & Taylor, Inc	Invoice #2035686949. Fiction materials.	17.33
Total Teen Material			160.10
Total 4 Books & Materials			54,863.28
Grants and Bequests Expenditure			
Big Read Expenditures			
02/05/2021	Chase Card Services	THE BIG READ. Bookpal. 600 @ "Into the Beautiful North" - 2nd shipment o...	27.50
02/05/2021	Chase Card Services	THE BIG READ. Bookpal. 600 @ "Into the Beautiful North" - 2nd shipment o...	1,983.00
02/18/2021	The Tuesday Agency	THE BIG READ. Honorarium for BR appearance - Luis Alberto Urrea. 01/28/...	10,000.00
Total Big Read Expenditures			12,010.50
Children's Services Grant Expen			
02/05/2021	Dollywood Foundation	FY20 OSCAR KENCK GRANT. Augusta Dollywood books for children program...	1,000.00
Total Children's Services Grant Expen			1,000.00
Foundation Contribution Expense			
02/05/2021	Andrea Eckerson	FDN WISH LIST. EHB LEGO supplies.	11.18
02/05/2021	Andrea Eckerson	FDN WISH LIST. Legos and ziploc bags for EHB lego program.	282.51
02/05/2021	Chase Card Services	FDN WISH LIST. Amazon. EHB LEGO program supplies.	178.51
02/05/2021	Chase Card Services	FDN WISH LIST. Costco. EHB LEGO program supplies.	159.96
02/05/2021	Chase Card Services	FDN WISH LIST. Costco. EHB LEGO program supplies.	399.90
02/05/2021	Chase Card Services	FDN WISH LIST. Costco. New toys for Children's area LEGO table.	39.99
02/18/2021	Midwest Tape	FDN WISH LIST. Invoice #99984140. Adult A/V materials.	278.20
02/18/2021	Findaway World LLC	FDN WISHLIST. Invoice #340283. Findaway A/V players.	414.94
02/18/2021	Allegra Print & Imaging	FDN WISH LIST. THE BIG READ. Invoice #202700. BR mailers.	1,165.00
Total Foundation Contribution Expense			2,930.19

Date	Name	Memo	Paid Amount
Grants and Bequests Expenditure - Other			
02/05/2021	Verizon Wireless	3 RIVERS GRANT. Invoice #9871249102. Augusta mobile hotspots. 12/14/2...	80.02
02/05/2021	Chase Card Services	3 RIVERS GRANT. Amazon. LEGO programming materials.	14.21
02/05/2021	Chase Card Services	3 RIVERS GRANT. Allen's Manix Store. LEGO programming materials.	6.49
02/05/2021	Chase Card Services	3 RIVERS GRANT. MT Book Co. 16 @ Lego Ideas books - programming.	399.84
02/18/2021	Action Print	3-RIVERS GRANT. Invoice #102771. LEGO program - 500 @ "Love Your Lib...	410.00
02/18/2021	Dollywood Foundation	3-RIVERS GRANT. Invoice #102771. Augusta Dollywood books for children. ...	5,000.00
Total Grants and Bequests Expenditure - Other			5,910.56
Total Grants and Bequests Expenditure			21,851.25
Total Expense			225,930.85

Lewis & Clark Library

General Ledger

January 2019 through February 2021

03/03/21
Cash Basis

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
3 Capital Outlay			
Facilities Projects			
07/08/2020	360 Office Solutions	Furniture for Helena remodel project - 50% downpayment.	5,542.36
09/03/2020	360 Office Solutions	Invoice #433006-0. Furniture for Helena remodel project - remainder paym...	11,084.71
05/30/2019	AAA Full Service	Invoice #6284. Camera sewer lines and locate transitions for Dawes Enginee...	400.00
06/12/2020	AAA Storage	Invoice #2655. Helena remodel storage rental - 07/20-09/20.	705.00
02/06/2020	Chase Card Services	AAA Storage. 15 x 40 storage unit for Helena remodel. 01/08-06/30/2020.	1,353.19
05/13/2020	Chase Card Services	Amazon. Construction - networking cable.	531.64
05/13/2020	Chase Card Services	Amazon. Construction - cable jacket stripper.	20.32
05/13/2020	Chase Card Services	Amazon. Construction - mini wire stripper.	6.99
05/28/2020	Chase Card Services	Amazon. Remodel - networking - ethernet cable.	63.98
05/28/2020	Chase Card Services	Amazon. Remodel - networking - Quickport wallplates.	27.80
10/06/2020	Chase Card Services	U-Haul. Moving truck - Helena Remodel moving.	247.38
10/06/2020	Chase Card Services	Rock Hand Hardware. Systems networking - nuts and bolts.	11.34
10/06/2020	Chase Card Services	Amazon. Systems networking - bulk ethernet cable.	193.99
10/06/2020	Chase Card Services	Amazon. Systems networking - ethernet splitter.	21.75
10/06/2020	Chase Card Services	Amazon. Systems networking - ethernet splitter, cable, backup battery pow...	145.19
11/03/2020	Chase Card Services	U-Haul. Truck rental for moving - Helena remodel.	50.48
11/03/2020	Chase Card Services	Hoefler & Co. Purchase of font for outdoor library signage - Ringside Wide &...	398.00
11/03/2020	Chase Card Services	Amazon. 2 @ StarTech vented server rack mount shelves.	165.98
11/03/2020	Chase Card Services	Amazon. StarTEch open frame server rack.	240.34
11/03/2020	Chase Card Services	Norkro.com. 4 @ tower clock movement with controller and switch panels - H...	3,050.00
11/03/2020	Chase Card Services	Etsy. Helena marketplace - numbers for clock.	68.00
11/03/2020	Chase Card Services	Lanshack.com. Fiber interconnect - Helena remodel.	699.92
11/03/2020	Chase Card Services	AAA Storage. 15 x 40 storage unit rent. 10/01-10/31/20.	235.00
12/09/2020	Chase Card Services	AAA Storage. 15 x 40 storage unit rental - Helena remodel.	1,339.50
01/07/2021	Chase Card Services	Amazon. Helena remodel - network construction cabling.	102.90
01/07/2021	Chase Card Services	Amazon. Helena remodel - network construction cabline.	74.84
01/07/2021	Chase Card Services	Amazon. Helena remodel - network construction cabling.	154.40
01/07/2021	Chase Card Services	Wayfair. Helen remodel - downstairs bathroom cabinets.	329.98
01/07/2021	Chase Card Services	U-Haul. Helena remodel - truck rental for moving furniture from storage to l...	51.92
06/12/2020	Contract Design Associat...	Invoice #46843. Helena Redesign - 50% deposit for library furniture.	58,359.00
09/30/2020	Contract Design Associat...	Invoice #47320. Helena Redesign - furniture - remainder payment and instal...	198,777.99
09/30/2020	Contract Design Associat...	Invoice #47321. Helena Redesign - furniture - remainder payment and instal...	5,531.61
10/28/2020	Contract Design Associat...	Invoice #47488. Helena remodel - purchasing on-site shelving - incorrect col...	2,180.68
12/10/2020	Contract Design Associat...	Invoice #47630. helena remodel - staff office readjustment/square tops.	965.65
12/10/2020	Contract Design Associat...	Invoice #47629. Helena Redesign - 50% deposit for library furniture.	58,358.17
12/26/2019	Dakota Supply Group	Invoice #F242332. Helena remodel - water heater replacement for public r...	1,051.19
11/24/2020	Demco, Inc.	Tital book supports - oversize, folding easels for book displays - Helena rem...	908.45
02/05/2021	Demco, Inc.	Invoice #6883369. Helena remodel - book supports and easels.	92.59
02/05/2021	Demco, Inc.	Invoice #6887765. Helena remodel - book supports and easels.	902.27
02/06/2020	Department of Revenue*	Contractor's Gross Receipts #1 payment for Helena remodel.	4,662.98
02/20/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 01/2020.	2,916.80
03/05/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 03/2020.	3,595.95
04/05/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 04/2020.	7,257.48
05/04/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 05/2020.	7,401.16
06/12/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 05/2020.	5,487.30
07/08/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 06/2020.	3,547.40
08/06/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 07/2020.	4,146.49
09/16/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 08/2020.	2,495.82
10/28/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 09/2020.	1,450.38
11/19/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 10/2020.	1,422.55
02/19/2021	Department of Revenue*	Contractor's Gross Receipts payment for helena remodel. 11/2020.	2,605.20

Date	Name	Memo	Paid Amount
02/05/2021	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 12/2020 & 01/20...	295.66
01/27/2020	Dick Anderson Constructi...	Invoice #9180-1. Remodel - Contractor's application for payment #1.	461,634.93
02/20/2020	Dick Anderson Constructi...	Invoice #9180-2. Remodel - Contractor's application for payment #2.	288,763.04
03/05/2020	Dick Anderson Constructi...	Invoice #9180-3. Contractor's application for payment #3.	355,999.45
04/05/2020	Dick Anderson Constructi...	Application #9180-4. Contractor's application for payment #4. 03/31/20.	718,490.15
05/04/2020	Dick Anderson Constructi...	Invoice #9180-5. Contractor's application for payment #5. 04/30/2020.	732,715.14
06/12/2020	Dick Anderson Constructi...	Invoice #9180-6. Contractor's application for payment #6. 05/31/20.	543,243.09
07/08/2020	Dick Anderson Constructi...	Invoice #9180-6. Contractor's application for payment. 06/30/20.	351,193.07
08/06/2020	Dick Anderson Constructi...	Invoice #9180-8. Contractor's application for payment. 07/30/20.	410,502.79
09/16/2020	Dick Anderson Constructi...	Application #9180-9. Contractor's application for payment. 09/01/2020.	247,086.08
10/28/2020	Dick Anderson Constructi...	Invoice #9180-10. Contractor's application for payment. 09/30/20.	143,587.28
11/19/2020	Dick Anderson Constructi...	Invoice #9180-11. Contractor's application for payment. 10/31/20.	140,832.52
12/10/2020	Dick Anderson Constructi...	Invoice #9180-12. Contractor's application for payment. 11/30/20.	257,914.77
02/05/2021	Dick Anderson Constructi...	Invoice #9180-13. Contractor's application for payment. 12/31/20.	27,806.80
02/05/2021	Dick Anderson Constructi...	Invoice #9180-14. Contractor's application for payment. 01/31/21.	1,463.52
07/24/2020	Dundas Office Interiors,...	Invoice #4702. 50% deposit - helena remodel - upstairs staff furniture.	23,982.22
09/16/2020	Dundas Office Interiors,...	Invoice #4702-1. Last payment - Helena remodel - upstairs staff furniture.	23,982.21
01/13/2021	Element L Design	Invoice #1172. Building remodel designs - graphic design services.	300.00
09/30/2020	FastSigns	Estimate #637-7379. Helena Remodel - laser-cut brushed aluminum lettering ...	12,547.56
10/28/2020	FastSigns	Invoice #637-9256. In-house labor charge - signage.	100.00
10/28/2020	FastSigns	Invoice #637-9345. Helena Re-model - printed cut vinyl signs for Clock Wrap.	545.69
07/08/2020	Home Depot Credit Servi...	Invoice #5024680. Helena remodel wiring project supplies.	16.42
11/24/2020	Home Depot Credit Servi...	Helena Remodel Construction - network wiring project materials.	127.45
12/10/2020	Home Depot Credit Servi...	Invoice #6022538. Helena remodel networking materials.	28.80
11/27/2019	Mesa Moving and Storage	LCL Re-design - Phase 1 - move children's area shelving to LMR.	395.85
12/13/2019	Mesa Moving and Storage	Invoice #52515. LCL Redesign - Phase 1 - move shelving. 11/26/19.	292.50
02/06/2020	Mesa Moving and Storage	Invoice #55943. LCL Redesign - Phase 1 - move furniture to storage unit.	633.00
04/05/2020	Mesa Moving and Storage	Invoice #58958. LCL Redesign - Phase 2/3 - move furniture to storage unit.	420.00
04/05/2020	Mesa Moving and Storage	Invoice #59158. LCL Redesign - Phase 2/3 - move furniture to Capitol Branch.	150.00
05/28/2020	Mesa Moving and Storage	Invoice #60488. LCL Redesign - move staff office furniture at main branch....	437.72
11/03/2020	Montana Pro Audio LLC	Helena Remodel - Full building audio system.	26,941.00
02/05/2021	Montana Pro Audio LLC	Invoice #3152. Helena Remodel - audio system.	1,168.00
04/29/2020	Montana Telecom & Cabling	Invoice #1154. 10,000 white Cat6 construction wiring.	1,800.00
04/29/2020	Montana Telecom & Cabling	Invoice #1156. 10,000 white Cat6 construction wiring - 2nd order.	1,800.00
10/28/2020	Montana Telecom & Cabling	Invoice #1197. 10,000 white Cat6 construction wiring.	1,800.00
12/24/2020	Montana Telecom & Cabling	Invoice #1200. Cable tray hangers and hanging hardware.	175.85
05/16/2019	Mosaic Architecture, P.C.	Contract Amount billed/Monthly reimbursable expenses. Start - 04/30/19.	14,902.74
06/14/2019	Mosaic Architecture, P.C.	Invoice #2. Library Re-design contract amount billed. 05/01-05/31/19.	34,773.34
07/11/2019	Mosaic Architecture, P.C.	Invoice #3. Library Re-design contract amount billed. 06/01-06/30/19.	13,886.14
10/03/2019	Mosaic Architecture, P.C.	Invoice #6. Library Re-design contract amount billed. 08/01-09/30/19.	142,756.74
11/27/2019	Mosaic Architecture, P.C.	Invoice #7. Library Re-design contract amount billed. 10/01-10/31/19.	29,365.27
01/09/2020	Mosaic Architecture, P.C.	Invoice #8. Library Re-design contract amount billed. 11/01-12/31/19.	109,786.00
02/06/2020	Mosaic Architecture, P.C.	Invoice #9. Library Re-design contract amount billed. 01/01-01/31/20.	33,070.55
04/05/2020	Mosaic Architecture, P.C.	Invoice #11. Library Redesign contract amount billed - 2 months. 02/01-03/...	34,331.55
05/14/2020	Mosaic Architecture, P.C.	Invoice #12. Library Redesign contract amount billed. 04/01-04/30/20.	8,943.07
06/12/2020	Mosaic Architecture, P.C.	Invoice #13. Library Redesign contract amount billed. 05/01-05/31/20.	8,943.07
07/08/2020	Mosaic Architecture, P.C.	Invoice #14. Library Redesign contract amount billed. 06/01-06/30/20.	6,943.07
08/06/2020	Mosaic Architecture, P.C.	Invoice #15. Library Redesign contract amount billed. 07/01-07/31/20.	3,471.53
09/16/2020	Mosaic Architecture, P.C.	Invoice #16. Library Redesign contract amount billed. 08/01-08/31/20.	5,221.53
12/10/2020	Mosaic Architecture, P.C.	Invoice #17. Library Redesign contract amount billed. 09/01-12/07/20.	5,554.45
12/26/2019	NICO Electronic Systems	Invoice #11178. Helena remodel - relocate card reader/keypad to different ...	728.00
10/14/2020	NICO Electronic Systems	Invoice #12819. Helena remodel - security system installed/updated.	6,695.00
02/05/2021	NICO Electronic Systems	Invoice #13120. Helena remodel - security system installed.	2,972.00
02/20/2020	Nitro Green	Invoice #531702. Library Remodel - West Side Lilacs prep for site work.	160.00
05/28/2020	Nitro Green	Invoice #542066. Helena Remodel - tree removal service. 05/21/20.	1,000.00

Date	Name	Memo	Paid Amount
04/15/2020	Overton & Associates, LLC	Invoice #20-110. Jay Bowerson - travel expenses for consulting - Capitol bra...	2,000.00
01/13/2021	Poindexter's	Invoice #4838. Helena remodel - audio system.	4,344.25
04/05/2020	Professional Library Lift ...	Library Redesign - 50% deposit for stack-moving equipment for Capitol Bran...	13,836.73
05/28/2020	Professional Library Lift ...	Invoice #7821. Library Redesign - stack-moving equipment for Capitol Branc...	13,836.73
08/06/2020	Professional Library Lift ...	Invoice #7841. Library Redesign - stack-moving equipment rental. 08/01-08...	7,200.00
11/24/2020	Silver City Stone LLC	Invoice #2726-12 01. 19/23 bins for Helena remodel - children's picture bo...	28,063.00
02/05/2021	Silver City Stone LLC	Invoice #2726-12 02. 20-23 bins for Helena remodel - children's picture bo...	5,908.00
Total Facilities Projects			5719299.33



**LEWIS & CLARK
LIBRARY**

Personnel Report

February 2021

Hires

None.

Resignations

Bobbie Clark, Systems Assistant
Effective February 19, 2021

Lewis & Clark Library Policies

NAMING RIGHTS POLICY

POLICY: The Lewis & Clark Library Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities.

Generally, facility subunits shall be named according to Lewis & Clark Library branding guidelines and professional best practices in Library. However, Lewis & Clark Library also offers naming rights for facility subunits when the Library wishes to recognize substantial financial contributions to support library facilities.

Naming opportunities may be offered to individuals, families, foundations, organizations or corporations to recognize financial support for library facilities and sub-units of library facilities. These opportunities will be administered by the Lewis & Clark Library Foundation, in collaboration with Library staff. All such naming opportunities must be approved by the Library Board of Trustees and administered in compliance with guidelines and procedures developed by the Library Director (See Procedures).

Naming rights may not be offered into perpetuity. The duration of naming rights will be outlined in the guidelines and procedures.

The Library Board authorizes the Library Foundation and Library staff to carry out such a program for recognition of major donors, as approved by the Board, with the clear understanding that the standards and guidelines of the program will be administered unitarily and equally at all times. The Board shall have thirty (30) days to modify a commitment.

PROCEDURES: The purpose of these Procedures is to establish guidelines for the implementation of naming rights and name recognition opportunities for Lewis & Clark Library and the Lewis & Clark Library Foundation.

Lewis & Clark Library allows for naming rights and name recognition opportunities when there is a strong community desire for a specific name for a facility or when the Library Board desires to honor an individual, foundation or corporation in recognition of substantial funding to support library facilities, in accordance with the guidelines outlined below.

These guidelines are intended to provide structure and baseline definitions for the Library, which in turn will help ensure equitable, consistent opportunities and a standard of stewardship for gifts received from donors.

Definitions

Financial contributions include outright gifts of money, securities, real estate, personal property, in-kind donations and endowments.

Naming refers to titling Lewis & Clark areas inside or outside library buildings, including special use areas, meeting rooms, study rooms and designated outdoor areas.

Lewis & Clark Library Policies

Name Recognition acknowledges philanthropic contributions to support vehicles or self-service structures used in the direct delivery of Library services, technology enhancements, fixtures, furnishings and equipment, or general contributions to a library or Foundation campaign.

A subunit of a facility may include special use areas (i.e., Children's, Teens, reading areas, Technology Centers, Business Services; studios); meeting and study rooms; and designated outdoor areas.

Library vehicles may include vehicles used in the direct delivery of Library services. Self-service structures may include kiosks, vending machines and/or structures, download centers or other structures used in the direct delivery of Library services.

Technology enhancements may include computers, printers, software, laptops, eReaders, tablets or other emerging technologies available for patron use.

Furnishings and fixtures may include fixed amenities, such as fireplaces and art walls, as well as shelving, furniture, display walls, and similar articles that are not a fixed part of the building.

Responsibilities

The Library Board of Trustees is responsible for establishing policies related to naming rights and recognition and may modify such policies from time to time, or as individual circumstances require.

The Library Director is responsible for developing guidelines to govern the management of naming rights and recognition for Lewis & Clark Library, in compliance with Board policies.

The Lewis & Clark Library Foundation and/or Lewis & Clark Library staff must immediately inform the Library Director of any offer of a gift or pledge pursuant to these guidelines. Select members of Lewis & Clark's Library Leadership Team and staff may support the Lewis & Clark Library Foundation in its efforts to solicit donors, obtain appropriate approvals and develop formal naming rights and name recognition agreements with potential donors. The Lewis & Clark Library Foundation has sole responsibility for accepting and disbursing financial contributions related to naming and name recognition opportunities and for administering naming rights agreements.

All naming proposals related to Library buildings or subunits of facilities must be approved by the Library Board of Trustees and the Library Director before commitments are made to any prospective donor.

All name recognition proposals must be approved by the Library Director and Library Leadership Team prior to discussing the proposal with the potential donor.

Timing and Scope

These guidelines are effective as of the date of approval by the Library Director and the Board and will supersede all prior guidelines relating to this matter.

Lewis & Clark Library Policies

General Guidelines

All solicitations for naming rights and opportunities must be coordinated through the Lewis & Clark Library Foundation. Cash and in-kind contributions may qualify for tax deductions through the Foundation's 501(c)(3) status. Tax receipts are not issued for funds, products or in-kind services made directly to the Library.

When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin. In the event the deceased person made a bequest in his or her will, the Library Director and Board will obtain approval from the decedent's personal representative in compliance with the will's directives.

The naming of any subunit of a facility shall be finalized (and naming recognition opportunities shall be fulfilled) only after the financial commitment by the individual or organization has been honored in full and not on the basis of a pledge for future funds.

Plaques, signage and other recognition vehicles will be placed in appropriate locations and will be consistent with the Library's image and design requirements.

A person's or organization's name may not be used on multiple library subunits. Named facilities or subunits of facilities in existence at the time of the adoption of these guidelines shall retain their name, subject to restrictions in these guidelines and in any gift agreements related to prior naming action.

At the discretion of the Library Board, levels of financial contributions outlined below may be adjusted to reflect changes in economic conditions or area norms.

Naming Opportunities

Philanthropic Naming

Lewis & Clark Library seeks private funds to enhance the Library's ability to meet the needs of its community. A naming opportunity can be offered to an individual, family, organization, foundation or corporation in recognition of a substantial financial or in-kind contribution to the Library.

Contribution Levels for Philanthropic Naming and Name Recognition Opportunities
Contribution levels for naming and naming recognition opportunities are established based on library need, industry standards and area norms. They may be reviewed and updated periodically to reflect changing conditions.

Subunits of Library facilities:

A major benefactor who donates a substantial sum toward designated areas inside or outside library buildings, including special use areas, meeting rooms, study rooms and designated outdoor areas. Giving levels will be determined at the time of related fund raising drives, but generally will not be less than \$5,000.

Lewis & Clark Library Policies

Name Recognition Opportunities:

A major benefactor who donates a substantial sum toward the purchase or operation of other library assets or toward the completion of a specific fund raising campaign. Giving levels will be established and provided at the time of the related fund raising drive.

Naming Formats

Naming formats will be defined in the official naming agreement, based on criteria listed below.

Subunits of Facilities

Donors will have the choice of (a) honoring a leading community figure, or (b) requesting that either they or another individual or entity of their choice be recognized.

The name of the donor or honoree may be included in the name of the subunit (e.g. "Jane Smith Meeting Room") and shall be used in signage as well as references to the area in publicity materials and other library documents. Alternatively, at the donor's request, the name will remain the same but include explicit recognition of the donor (e.g. "Small Community Meeting Room, made possible through the generous support of The Smith Family.")

Donors who wish to remain anonymous or decline a naming opportunity or recognition signage may be offered a recognition plaque for their home or office, if desired.

Naming Recognition

The name of the donor or honoree will be recognized with the following language "This computer provided through the generous support of Company XYZ." Recognition will be rendered via conspicuously placed plaques, or placement on a donor wall or walk.

Requests for words of recognition other than those recognizing the name of an individual, family foundation, organization or corporation may be considered, subject to review and approval of the Library Board of Trustees and/or Library Director.

Duration of Naming Rights

The duration of naming rights will be determined at the time of the donation and spelled out in a formal agreement based on the criteria defined below.

For subunits of library facilities, naming rights will remain in place for twenty years.

For all naming recognition opportunities, recognition will remain in place for the earlier of 5 years or the useful life of the item, with the option to renew at replacement or end-of-term.

Qualifications and Exclusions

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. The Library Board of Directors reserve the right to accept or reject any naming proposal based on this review.

Unless waived by the Library Board of Directors, subunits of a library facility shall not be named

Lewis & Clark Library Policies

for 1) individuals currently employed by the Library, Flathead County, or the State of Montana; 2) political candidates, organizations or elected officials; or, 3) religious leaders, organizations or institutions.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequences, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate to the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity.

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual or entity for which a naming commitment has been made violates these standards, the Library may elect to remove the individual, family, or entities name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have a legal bearing upon a proposed change in name. Any naming authorized by the Library Board can only be revoked by a vote of that body. Naming agreements may be also modified in the event that: 1) the named facility or subunit of a facility is substantially renovated, expanded or designated for another use; 2) the named facility or subunit of a facility is sold, destroyed, removed or abandoned; 3) a named business, organization or entity changes its name and/or focus of operations, or ceases operation.

Brought for Consideration by Library Board of Trustees on March 16, 2021

Lewis & Clark Library Policies

EXHIBITS POLICY

POLICY - It is the policy of the Lewis & Clark Library Board of Trustees to provide access to the intellectual, cultural, and educational resources of the community. Exhibits fulfill an integral part in the Lewis & Clark Library's total program of public service. Exhibits may be planned to direct attention to the materials and services of the library itself. Displays may also be coordinated with the Library Foundation to provide exposure to the arts and sciences, or highlight crafts and hobbies of local artisans. The Library reserves the right to decline to exhibit parts or all of any exhibit.

PROCEDURE - The Adult Services Librarian serves as the exhibits coordinator for the Lewis & Clark Library and shall have the final decision on the content and arrangement of all exhibits. The exhibits coordinator may consult with other staff members or community advisors as necessary.

The Library and/or the Lewis & Clark Library Foundation will not assume any liability for loss or damage to displayed items. The exhibitor may be required to submit a statement of value and proof of insurance for the full value of the exhibit.

A copy of materials publicizing the exhibit will be submitted to the exhibits coordinator.

There will be no direct sales of exhibited items involving library staff or the Library Foundation in any capacity. Sales are to be negotiated between the artist and the buyer.

The artist is responsible for providing a price list to the Lewis & Clark Library Foundation Board if the works are to be offered for sale. ~~A price list may be left for patron's inspection at the Information Desk.~~ **Prices may be noted next to each exhibited piece.** Twenty percent of proceeds from any work sold during the exhibition will be donated to the Lewis & Clark Library Foundation and the remaining 80% will go to the exhibiting artist. Exhibitors may indicate within their display how items may be purchased ~~but prices on individual items are not permitted.~~

Exhibitors will be responsible for installing and removing all display items. Unless prior arrangements have been made, all display items are to remain for the duration of the exhibit.

Any disputes that cannot be resolved between the exhibitor and the exhibits coordinator will be referred to the Library Director whose determination shall be final.

First Reading by the Board of Trustees March 16, 2021
Reviewed and amended by the Board of Trustees May 20, 2014
Reviewed and approved by the Board of Trustees February 21, 2012
Reviewed and approved by the Board of Trustees February 17, 2009
Reviewed and amended by the Board of Trustees May 18, 1994
Reviewed and amended by the Board of Trustees October 20, 1993
Reviewed and approved by the Board of Trustees July 20, 1999
Adopted by the Library Board September 23, 1980

**Lewis Clark Library
FY2022 Preliminary Budget**

		FY2022 BUDGET	FY2021 Budget	FY2020 Actual
REVENUE				
Income				
1 Local Government Income				
	Continuing Mill Levy	2,290,078	2,223,377	2,117,719
	County Contribution	1,096,328	1,064,396	1,043,056
	Entitlement Funds	442,900	430,000	427,835
	1 Local Government Income - Other			
	Total 1 Local Government Income	3,829,306	3,717,773	3,588,610
2 State Income				
	BVF Coal Severance Tax	0	0	6,800
	BVF Grant	2,045	2,045	2,045
	State Aid Percapita/Geographic	23,375	23,375	23,375
	2 State Income - Other			
	Total 2 State Income	25,420	25,420	32,220
3 Library Generated Income				
	Books Lost	5,000	5,500	5,717
	Cards - Out of County	3,500	5,000	4,191
	Cash Over (Short)	25	25	0
	Damage Charges	400	400	392
	Donations	1,000	1,000	1,765
	Fines/Late Charges	0	0	158
	Interest Income	10,000	25,000	90,495
	Items Sold	300	1,000	757
	Miscellaneous Income	500	1,000	2,836
	Photocopy Income	9,000	12,000	10,979
	Rental Income	2,880	2,000	2,880
	Telephone Reimb.	250	250	403
	3 Library Generated Income - Other	-	-	-
	Total 3 Library Generated Income	32,855	53,175	120,573
5 Foundation Income				
	Foundation - Contributions	38,500	75,000	72,263
	Foundation - Materials	65,000	65,000	64,998
	5 Foundation Income - Other			
	Total 5 Foundation Income	103,500	140,000	137,261
6 Grants & Bequests - Income				
	Big Read Grant	20,000	20,000	20,000
	Children's Services Grant Income	14,500	2,500	4,500
	Teen Services Grant Income	2,000	2,000	0
	6 Grants & Bequests - Income - Other	2,000	15,000	1,100
	Total 6 Grants & Bequests - Income	38,500	39,500	25,600
	Total Income	\$4,029,581	\$3,975,868	\$3,904,264

**Lewis Clark Library
FY2022 Preliminary Budget**

				FY2022 BUDGET	FY2021 Budget	FY2020 Actual
EXPENDITURES						
1 Payroll Expenses						
A Wages & Salaries						
		Administration		601,844	592,840	553,084
		Anticipated Retirements		60,000	38,000	15,925
		Branch Services		295,655	288,556	260,815
		Collection Services		216,899	235,571	208,731
		Programming Services		215,323	209,590	167,427
		Public Services		529,506	521,570	497,216
		A Wages & Salaries - Other				
		Total A Wages & Salaries		\$1,919,227	\$1,886,127	\$1,703,198
Benefits						
		ACC - Accident		400	400	164
		AFLAC		400	550	0
		Dental Insurance		18,000	18,000	15,929
		Direct Deposit Fees		3,120	3,120	2,318
		E A P		360	360	202
		FICA/Medicare		146,821	144,289	125,926
		Health Insurance		324,000	300,000	257,996
		H.S.A.'s		10,000	16,500	12,809
		Life Insurance		500	500	366
		Long Term Disability Insurance		200	200	148
		PERS Expense		170,235	165,413	144,207
		Unemployment Ins.		5,000	6,000	2,574
		Vision Insurance		3,780	3,780	2,769
		Workers' Compensation		38,000	37,000	20,243
		Benefits - Other				
		Total Benefits		\$720,816	\$696,112	\$585,651
		Total 1 Payroll Expenses		\$2,640,044	\$2,582,239	\$2,288,849
2 Maintenance & Operations						
Automobile Expense						
		Gas		5,500	6,000	4,059
		Maint. & Repairs		8,000	8,000	5,971
		Automobile Expense - Other				
		Total Automobile Expense		13,500	14,000	10,030
		Bank Service Charges		1,500	2,000	1,055
		BVF Retreat/Spring Meeting		0	0	5,768
		City Assessments		7,500	7,500	6,857
Continuing Education						
		Lodging		10,500	8,500	12,909
		Meals		4,500	6,500	3,426
		Registration		8,000	9,000	6,444
		Transportation/Travel		7,000	6,000	5,540
		Continuing Education - Other				

Branch Highlights for February 2021

Augusta Branch Highlights



It was all about promoting the Big Read this month in Augusta.

Patricia & Suzanne coordinated a targeted mass mailing that went into every community member's POB of Suzanne's wonderful Big Read calendar/flyer.

This was a great way to get the word out about the Big Read especially to people who do not have kids in the school so do not read the school newsletter. We hope to continue these mass mailings in the future.

For our Seniors receiving Meals on Wheels we distributed 30 Big Read tie-in Take & Make crafts put together by Bretagne.

We included info about The Big Read and where to get a book if they wanted to participate.

We received positive feedback and a book request from one of the seniors who ordinarily doesn't use the library!

For Adults we disbursed 2 boxes of the Big Read book in to the community. Some went to the high school/teachers, some went to the store for folks to pick up there and the rest were available at the branch.

The Branch Book Club read the Big Read title as well and enjoyed it very much.

For the kids, the school took the entire box of the Little Read title plus 50 Little Read Activity Kits. They also took 12 of the winter time Activity Kits that Molly and team put together for AUG.

For Teens the Branch gave out 20 of Andrea's Teen Big Read tie-in Take & Make crafts to the High School.

We also gave out 9 Busy Bags.

The Augusta Friends received the "seed" money from EHB, has the 501c3 paperwork completed and has opened a bank account. They also created a Facebook page @Friends of the Lewis & Clark Library Augusta Branch



AUGUSTA PUBLIC LIBRARY

The Lewis & Clark Library Branches are again teaming up for a #LoveYourLibraryLEGOs program!

For the month of February 2021, we will be hosting Lego building contests each week for students K-8 to participate, practice building, exploring, and being creative with Legos. Each week in February students will be challenged to build a creation on a theme and then share a photo of the creation with the library to potentially win prizes. Photos will go into an online gallery for all to enjoy!

There will be four prize winners chosen each week to receive a Lego book. Each week you submit a photo enters you into a random drawing at the end of the program for two Kindle Fires. The Lewis & Clark Library Foundation will be judging our weekly contests and will choose up to four winners each week! Take a photo of your creation and submit it for the online gallery and contest by email to A.Ecker-son@lclibrary.org as a medium sized file. Make sure your submissions are visible in photos and are submitted in time for the weekly themes. Submissions must be in by the Sunday at midnight of each week to be including in the judging.

All submissions will be added to our virtual Lego display on the Library website at, <https://www.lclibrary.org/299/East-Helena-Branch-Exhibits>.

To pick up a #LoveYourLibraryLEGOs kit please visit :

Augusta Branch, 205 Main St. Augusta, MT 59410

The #LoveYourLibraryLEGOs program is made possible through the generous support of the Lewis & Clark Library Foundation and a 3 Rivers Communications Grant.

We are excited to see what you create!

Who: K-8 students

What: Weekly Lego building contests

When: February 2021

Challenges:

February 1-7: Build a library

Vote on February 10th

February 8-14: Build Booker, the library mascot

Vote on February 17th

February 15-21: Build a bridge that supports books

Vote on February 24th

February 22-28: Build a bookmobile

Vote on March 3rd



THE AUGUSTA AFTERSCHOOL PROGRAM WILL BE PARTICIPATING IN THIS ACTIVITY!! THANK YOU HOLLY FOR ALL YOU DO!!

WE MISS OUR TIME WITH YOU!!

East Helena Branch Highlights

For the #LoveYourLibraryLEGO challenge, East Helena handed out 84 LEGO kits to the community. Lincoln, Augusta, and Bookmobile branches handed out many more. Check out all of the details about the program on the East Helena Branch Exhibits Page on the Lewis & Clark Library website at <https://www.lclibrary.org/293/East-Helena-Branch-Exhibits>. Thank you to the Foundation for Wish List funds and judging the LEGO creations each week and 3 Rivers Communications for grant money to help support this program.

Mary Lee and Andrea continue to do more reader's advisory for our patrons, choosing and processing no fewer than 50 books a month for 5-10 patrons. This service has increased because of the library closures and it is a service that we both enjoy.

Outreach consisted of homemade cards by Mary Lee and old Reader's Digests taken to a small retirement community and left over Big Read titles along with Take and Makes going to the East Valley Middle School and East Helena High School.

The Scouts, represented by one small family, placed a window display at EHB Library for their yearly display competition.

The Reading Circle read *Rocket Men* by Robert Kurson. One patron commented, "I really enjoyed this book! The moon flights were special then! My dad had his 60th birthday on the moon landing one-I took my first plane ride in Arlee, had my own money from a paper route, told Mom I was going on a plane and out the door I went on a warm September day-been interested ever since! Thanks again."

5-10 each of the Take and Makes, Busy Bags, and Valentine Card kits went out the door from our foyer. Patrons are pleased to have activities provided for their children and themselves. Below are some comments from the LEGO challenge:

I loved this project!

All of my students are excited. They are scratching their heads at the buffalo...but were planning. This is a fabulous idea. Thank you!

My kids love Legos and this is a wonderful way to get creative!

Attached is Skylars Buffalo. She is having so much fun with the legos. She's never had them before and hasn't stopped building things since she brought them home. Thank you for the fun project!

Thank you for running the program.

Thank you for such a fun February! This brought lots of fun, creativity and excitement to our month.

Lincoln Branch Highlights

In February, the branches launched the #LoveYourLibraryLEGO Program with great success. We handed out 107 kits in Lincoln, most through a partnership with the school, and received positive feedback from both the school and patrons.

Lincoln branch staff attended local community meetings, including the Chamber and Historical Society meetings.

Staff have continued training through the Entrepreneurial Coaching program and began a course on Creative Placemaking. Both of these trainings should help the library better collaborate with local organizations and meet community needs.

Lincoln residents and students contributed suggested book purchases for Lincoln's Little Free Library launch in April.

Patrons continue to enjoy weekly zoom storytimes.

Bookmobile Highlights

Take & Make Crafts for Seniors (Distributed to participating Assisted Living Stops)

30 – Augusta Meals on Wheels Program

120 – Eagles Manor, Touchmark, The Legacy, and Hunters Pointe

This month we had a planting craft where each participant received soil, a little flower pot, a started bulb, and instructions on care to grow a little flower. We called them flower friends and they were extremely popular!



Activity Kits (Provided by the Children's Department)

We received a total of 120 kits every 2 weeks to go to stops for passive programming while folks are not comein on the bookmobile.

60 – YMCA County Childcare

28 – Trinity Elementary / Canyon Creek School

10 – Wolf Creek Elementary

14 – Auchard Creek on Milford Colony

11 – Elk Creek School on Elk Creek Colony

These kits supplement the non-contact checkout systems we have set up at all of these stops. This way patrons are getting access to circulation and programming just in a very different way!

We also have kits available at all of our community bookmobile stops and gave away about 25 for the month of February 2021. Those stops are Canyon Creek Country Store, Wolf Creek Community, Broadwater Village, Leisure Village, York Park, The Dam Bar, Skelton Park, Rossiter Elementary, Jim Darcy Elementary, Marysville, and ray Bjork Learning Center.

Book Club at Touchmark

We have chosen our next book and are distributing it this month!

Love Your Library Legos! Program



The Branch Libraries teamed up together to bring this amazing program to the public. We were able to provide this program through the Grant that Holly received from 3 Rivers Communication! We made Lego kits that had 3 oz of Legos in each kit with the weekly themes to build a creation each week. To enter the contest an adult would take a picture of the creation and send it to us to put in our online gallery located here, <https://www.lclibrary.org/293/East-Helena-Branch-Exhibits>. Every week the Lewis & Clark Library Foundation members would choose their top 4 winners for the week following judging guidelines and each winner would receive The Lego Ideas Book as a prize. This program was extremely popular. The bookmobile handed out 120 Lego kits alone. If participants entered into all 4

weeks of the contest they are entered into a drawing for 3 Kindle Fires at the end of the program.

We saw HUGE participation numbers since this is a program kids could do at home. Check out the online gallery for some great creations!