



**LEWIS & CLARK  
LIBRARY**

LEWIS AND CLARK LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday April 20, 2021 5:00 p.m.  
Online/Virtual Meeting – Instructions Below

## Memo

To: Library Board of Trustees  
From: John Finn, Director  
Date: April 12, 2021  
Re: March 2021 report for the Board

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**The Month That Was:** The Lewis & Clark Library Board of Trustees met virtually on Tuesday March 16, 2021. Trustees Fandrich, Meadows, Schramm, Waterman, and Whearty were present. Library Director Finn, Administrative Manager Sternberg, Public Services Manager Lisa Skelton, Kate Radford Lincoln Branch Librarian, Eleanor Pierce Lincoln Branch Assistant, Andrea Eckerson East Helena Branch Librarian, and Suzanne Schwichtenberg Adult Services Librarian were also present. Kellie Ashby, member of the public was present.

Lisa Skelton gave an update on the Library's reopening. It has been a very quiet reopening, which is good for staff getting their feet under them again. Branch Librarians also reported on how their openings have been going. Similar quiet at the branches as well.

Waterman/Meadows moved to approve consent items.

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

Finn began a discussion with the Board about a new Naming Rights Policy for the Library. Finn told the Board that the Foundation and the Library have been approached by a family trust that has been making frequent donations to the Library Foundation. That family has asked about the possibility of naming a room after their family member. Also, there has been a public request at the Great Falls Public Library to rename that Library after Alma Jacobs, the former director at that Library and State Librarian. Finn told the Board that he felt it may be a good idea to have a proper policy in place. He shared with the Board an existing Naming Rights Policy from the ImagineIF Libraries in Flathead County. He suggested that the Library use this policy as a model. The Board discussed the potential of naming rooms, furniture, etc. after donors. They discussed the need to have naming honors expire, not something that should be in perpetuity.

The Board heard a first reading of the Exhibits Policy. There were a few questions and suggestions. Finn will make the changes suggested and bring the policy back in April for a second reading.

Finn and Sternberg presented the FY 2022 preliminary budget to the Board for the second time. 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 no significant changes from the first presentation. The Board moved to approve the FY 2022 Preliminary Budget.

The Library moved into Phase IV of our Road to Reopening plan on April 2. The move to that Phase has been going well.

Montana Library Association Conference takes place at the end of the week of April 12. Many staff folks are attending as well as Trustee Niki Whearty.

**The Month(s) Ahead:**

Library staff is looking forward to our first social gathering on Friday May 21. The Library has secured the Myrna Loy Theater for a screening of a film to be determined. The theater has a limit of 25 people.

The Library Foundation Board will meet virtually on Thursday April 15 at Noon.

**Lewis & Clark Library Board of Trustees April Meeting**

Lewis & Clark Library is inviting you to a scheduled Zoom meeting.

**Topic:** Lewis & Clark Library April Board Meeting

**Time:** Apr 20, 2021 05:00 PM Mountain Time (US and Canada)

**Join Zoom Meeting**

<https://zoom.us/j/98601959948?pwd=ZHRzL0x6bHVpTVhWcHh3TUMwSFYyQT09>

**Meeting ID:** 986 0195 9948 | **Passcode:** 864982

**Dial by your location**

**+1 253 215 8782 US (Tacoma)**

**Meeting ID: 986 0195 9948**

**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

## **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 AND CLARK LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday April 20, 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 Trish Sternberg, Administrative Manager
  
- 3) CONSENT ITEMS for April 2021
  - A. Minutes of the March 16, 2021 Regular Meeting
  - B. Service Report for March 2021
  - C. Financial Reports for March 2021
  - D. General and Construction Ledger for March 2021
  - E. Personnel Reports for March 2021

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

- 4) NEW BUSINESS
  - A. First Reading Public Participation Policy
  
- 5) UNFINISHED BUSINESS
  - A. Exhibits Policy – Second Reading

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the Library's Exhibits Policy as presented/Amended.

- B. Branch and Bookmobile Highlights
- C. Library Reopening Committee Report
- D. CONSTRUCTION UPDATE
- E. DIRECTOR'S COMMENTS
- F. COMMITTEE REPORTS
- G. COMMENTS FROM TRUSTEES

- H. EXECUTIVE SESSION - Personnel Discussion

*The Board Chair may close to the public all or portions of this meeting pursuant to Sect. 2-3-203, MCA.*

WRAP-UP and ADJOURN – Next Board Meeting – May 18, 2021 - TBD



**Lewis & Clark Library  
Board of Trustees Meeting  
Online/Virtual Meeting  
March 16, 2021**

MINUTES

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

**STAFF MEMBERS:** Director John Finn, Director; Patricia Sternberg, Administrative Manager; Lisa Skelton, Public Services Manager; Andrea Eckerson, EHB Manager; Kate Radford, Lincoln Librarian; Suzanne Schwichtenberg, Adult Services Librarian; Eleanor Pierce, Lincoln Branch Substitute.

**OTHERS PRESENT:** Kellie Ashby, member of the public.

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

Schramm read the Mission Statement.

**1) PUBLIC COMMENT**

**2) STAFF REPORT – Lisa Skelton, Public Services Manager** Skelton reported that things are going very well with the re-opening of the Library for patron browsing. In Phase III, the Library has set a limit of 20 patrons in the building at one time with a suggested 30-minute browse time and 30 minutes at the computers. Weekends have been pretty busy the first couple of hours the Library is open. Skelton explained how the patrons are counted in and out. Though there are no statistics at this time, computer use is increasing. People have been good about following guidelines and

wearing masks and seem very pleased to be back in the building. East Helena Branch Manager Eckerson reported that the East Helena Branch has been doing well with their re-opening to patrons. Lincoln Branch Manager Radford noted that her community is slowly coming along. Radford gave a shout out to Lincoln Branch Assistant Pierce for opening and running the library recently while Radford was away. At a query from Whearty, Skelton noted that the Library would like to keep providing some of the programs and ideas developed during the pandemic that the patrons are especially appreciating.

### 3) **CONSENT ITEMS**

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

- A. Minutes** February 23, 2021. Whearty requested a report back from the Collection Diversity Committee at some time.
- B. Service Report** February 2021. Finn reported that library statistics are starting to bounce back from the pandemic closure. Schramm is interested in valid comparisons and asked if it would be possible for Finn to add another column or compare the statistics from two years ago. Finn noted that he will continue to produce graphs and include them in the Board packet. There was discussion of the library patron purge process. If someone has not used their library privileges in two years, they are purged from the Library patron database.
- C. Financial Report** February 2021. Schramm noted that the Library will be coming in under budget overall for FY21. Due to pandemic closures, the Library has underspent in several budget categories. Schramm requested a staff recommendation for the distribution of those funds at the end of the fiscal year as far as paying off the Intercap Loan and building back up the Depreciation Fund. Fandrich asked about what is covered by the \$26,000 paid in insurance. For FY21, the Library insurance covers books, materials, shelving, library furniture, computers, library property, auto and bookmobile insurance, the pottery collection, general liability, non-profit Directors and Officers Liability, Data Breach and Identity Recovery services. The insurance covered the pop-up Branch during construction. They provide Library special event coverage and earthquake up to \$4,800,000 with a \$25,000 deductible. The Library also pays the County a yearly 'insurance' payment that they code to building

rentals. That payment comes to close to \$18,000 including the County Administration Fee of \$1,500. Schramm asked why the Intercap Loan payment is reflected in two different places on the report. Sternberg explained that the expense line item in the financial report and in the yearly budget for the Intercap Loan reflect the total amount the Library expects to pay on the loan for the year. However, in the accounting system itself the loan is listed as a liability as opposed to an expense item. So the interest payments on the loan will show as coming out of the expense line item on the financial report but not the principal. In order to track the principal payment, Sternberg has included a table outlining principal paybacks at the bottom of the financial report.

- D. General Ledger** – February 2021. Whearty asked how payment to the Montana Shared Catalog is formulated. Finn explained that the formula is set by the MSC and takes into account a specific library's number of items, patrons, and more. Finn will not know the exact payment number until next fiscal year.

**Construction General Ledger** through February 2021.

- E. Personnel Report** – February 2021. Finn discussed the personnel changes in February. Sternberg reported on open positions and current hiring.

**MOTION passed unanimously.**

#### **4) NEW BUSINESS**

**A. Naming Rights Policy - Discussion** Finn brought the ImagineIF Library's policy on naming rights for library rooms to the Trustees. He presented the idea as a beginning to a discussion of a Naming Rights Policy for Lewis & Clark Library. There are Library contributors that could be recognized that way. Discussion ensued. Discussion points included the necessity for a policy, that the Library itself would not change its name, naming rights could expire after 20 years, the policy should recognize and non-financial as well as financial contributions. Finn will bring this back as a policy in the near future.

**B. Exhibits Policy Meadows** requested 2<sup>nd</sup> paragraph from the end be amended to add 'financial' to the responsibility part of putting up and

taking down the exhibits. This policy will be brought back for passage at the next meeting.

## 5) UNFINISHED BUSINESS

**A. FY2022 Preliminary Budget** In response to Trustee questions, Finn explained that the Foundation will be contributing funds from the Dorothy Thayer Trust this year. The funds have been accumulating over the last several years. They appear under Children Services Grants – the money is designated for children’s books. Finn also explained the Foundation had contributed an extra \$50,000 the last two budget cycles for Library remodel needs. That amount is no longer reflected now that the project is done. Other small changes made since last month were discussed. The FY22 Preliminary Budget is scheduled for presentation at a joint meeting of the City/County Commissioners on April 7<sup>th</sup> at 4:30 p.m.

Meadows/Waterman moved that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library Preliminary Budget as presented.

### **MOTION CARRIED.**

**B. Branch Highlights** Trustees appreciated, as always, seeing and hearing how the Branch Libraries are serving their communities.

**C. Library Re-Opening Committee Report** See Staff report at beginning of notes.

**D. Construction Update** The book bins in the Children’s Area have been reconfigured and that is the last big thing to happen. Fandrigh is interested in a final number.

## 6) DIRECTOR’S COMMENTS

Finn just noted what a strange year it has been. He noted that staff have learned so much about ourselves and the Library. Finn noted the amazing staff and a beautiful new building. He thanked the Trustees for their unending support and contribution to the Library staff and community.

## 7) COMMITTEE REPORTS None.

**8) COMMENTS FROM TRUSTEES** Fandrigh mentioned that a friend of hers from Jefferson County wants to use the Lewis & Clark Library. Finn explained the reasonable fee that non-county residents pay for unlimited

services for their entire family. Though it has been some time, Jefferson County government has been approached in the past to ascertain their interest in reimbursing their taxpayers the cost of a L&C Library card.

**9) WRAP UP**

- The April Board meeting will be Tuesday, April 20, 2021 at 5:00 p.m. Meeting location TBD.

**10) ADJOURN** – The meeting adjourned at 6:11 p.m.

*LeRoy Schramm, Chair*

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LeRoy Schramm, Chair    *March 16, 2021*



## SERVICE REPORT

Twelfth Full month of COVID-19 Closure	2021 March	2020 March	Year to Year Change	2020 February	Month to Month Change	Footnote
<b>March 2021 Attendance</b>	<b>6,547</b>	<b>14,333</b>	<b>-54.3%</b>	<b>2,976</b>	<b>120.0%</b>	<b>1</b>
Augusta	152	111	36.9%	73	108.2%	1
East Helena	682	452	50.9%	517	31.9%	1
Helena	5,439	13,200	-58.8%	2,197	147.6%	1
Lincoln	142	193	-26.4%	86	65.1%	1
Bookmobile	132	377	-65.0%	103	28.2%	1
<b>Hours Open</b>	<b>638.00</b>	<b>367.00</b>	<b>73.8%</b>	<b>492.00</b>	<b>29.7%</b>	<b>1</b>
Augusta	120	60	100.0%	104	15.4%	1
East Helena	157	68	130.9%	129	21.7%	1
Helena	193	141	36.9%	177	9.0%	1
Lincoln	123	65	89.2%	38	223.7%	1
Bookmobile	45	33	36.4%	44	2.3%	1
<b>Hourly Average</b>	<b>53</b>	<b>99</b>	<b>-45.8%</b>	<b>48</b>	<b>11.7%</b>	
<b>TOTAL TRANSACTIONS</b>	<b>34,125</b>	<b>36,230</b>	<b>-5.8%</b>	<b>23,568</b>	<b>44.8%</b>	
<b>New Cards</b>	<b>248</b>	<b>168</b>	<b>47.6%</b>	<b>145</b>	<b>71.0%</b>	
Augusta	5	0	N/A	1	400.0%	1
East Helena	9	12	-25.0%	9	0.0%	1
Helena	230	148	55.4%	130	76.9%	1
Lincoln	3	5	-40.0%	3	0.0%	1
Bookmobile	1	3	-66.7%	2	-50.0%	1
New E-Book Users	92	314	-70.7%	114	-19.3%	1
<b>Materials Checked Out</b>	<b>27,048</b>	<b>26,233</b>	<b>3.1%</b>	<b>16,773</b>	<b>61.3%</b>	
City of Helena	16,438	16,472	-0.2%	7,173	129.2%	1
Lewis & Clark County			N/A		N/A	1
Augusta Library	541	179	202.2%	314	72.3%	1
East Helena Library	900	585	53.8%	641	40.4%	1
Lincoln Library	329	351	-6.3%	340	-3.2%	1
Bookmobile	402	772	-47.9%	356	12.9%	1
Interlibrary Loan	349	250	39.6%	305	14.4%	1
E-Audio	4,268	3,906	9.3%	3,926	8.7%	1
E-Books	3,821	3,718	2.8%	3,718	2.8%	1
Out of County			N/A		N/A	1
Self Check-Outs	5,464	11,045	-50.5%	0	N/A	1
System-Wide Adopt A Book	538	0	N/A	630	-14.6%	1
Outreach	0	500	N/A	0	N/A	1

		2021 March	2020 March	Year to Year Change	2020 February	Month to Month Change	
<b>Materials Used in House</b>		<b>13</b>	<b>2,485</b>	<b>-99.5%</b>	<b>5</b>	<b>160.0%</b>	<b>1</b>
Periodicals Retrieved	Augusta	2	1	100.0%	0	N/A	1
	East Helena	4	34	-88.2%	1	300.0%	1
	Lincoln	0	3	N/A	0	N/A	1
Magazines on Tables	Augusta	0	2	N/A	0	N/A	1
	East Helena	5	0	N/A	4	25.0%	1
	Helena	0	564	N/A	0	N/A	1
	Lincoln	0	2	N/A	0	N/A	1
Books Left on Table	Augusta	2	1	100.0%	0	N/A	1
	East Helena	0	0	N/A	0	N/A	1
	Helena	0	1,876	N/A	0	N/A	1
	Lincoln	0	2	N/A	0	N/A	1
<b>Information and Reference</b>		<b>1,732</b>	<b>1,465</b>	<b>18.2%</b>	<b>2,022</b>	<b>-14.3%</b>	
	Reference	1,276	1,348	-5.3%	1,055	20.9%	
	Database use	456	117	289.7%	967	-52.8%	
<b>Internet Sign Up/Computer Users</b>		<b>2,487</b>	<b>4,046</b>	<b>-38.5%</b>	<b>1,942</b>	<b>28.1%</b>	
	Augusta	10	5	100.0%	0	N/A	1
	East Helena	83	87	-4.6%	0	N/A	1
	Helena	297	1,934	-84.6%	0	N/A	1
	Helena staff walk-abouts	175	121	44.6%	0	N/A	1
	Bookmobile	0	0	N/A	0	N/A	1
	Lincoln	0	41	N/A	0	N/A	1
	Wireless Use	1,890	1858	1.7%	1,941	-2.6%	1
	Laptop Checkouts	32	0	N/A	1	3100.0%	1
# Programs	<b>Story Time Attendance</b>	<b>115</b>	<b>138</b>	<b>-16.7%</b>	<b>130</b>	<b>-11.5%</b>	<b>1</b>
0	Augusta	0	3	N/A	0	N/A	1
0	East Helena	0	19	N/A	0	N/A	1
0	Helena	0	0	N/A	0	N/A	1
4	Lincoln	25	32	-21.9%	40	-37.5%	1
4	Bookmobile	90	84	7.1%	90	0.0%	1

		2021 March	2020 March	Year to Year Change	2020 February	Month to Month Change	
# Programs	<b>Tours, Program &amp; Outreach</b>	<b>2,482</b>	<b>1,695</b>	<b>46.4%</b>	<b>2,551</b>	<b>-2.7%</b>	
5	Helena/Adult	284	66	330.3%	30	846.7%	1
3	Helena/Juv	650	0	N/A	640	1.6%	1
0	Helena/Teen	0	60	-100.0%	58	N/A	1
0	Teen Outreach	0	30	N/A	0	N/A	1
1	Director Outreach	1000	1500	-33.3%	1000	0.0%	1
3	Bookmobile	240	46	421.7%	240	0.0%	1
4	Augusta	72	16	350.0%	150	-52.0%	1
8	East Helena	175	6	2816.7%	263	-33.5%	1
7	Lincoln	61	17	258.8%	170	-64.1%	1
0	Detention Center - Requests/Filled	0	0	N/A	0	N/A	1
	<b>Meeting Room Usage</b>	<b>1</b>	<b>13</b>	<b>-92.3%</b>	<b>2</b>	<b>-50.0%</b>	
	Augusta	0	0	N/A	0	N/A	1
	Helena	0	0	N/A	0	N/A	1
	East Helena	0	0	N/A	0	N/A	1
	Lincoln	1	13	-92.3%	2	0.0%	1
	<b>Registered Borrowers</b>	<b>25,238</b>	<b>23,751</b>	<b>6.3%</b>	<b>24,941</b>	<b>1.2%</b>	
	Helena	22,950	21,656	6.0%	22,674	1.2%	1
	Augusta	283	258	9.7%	278	1.8%	1
	East Helena	699	611	14.4%	689	1.5%	1
	Bookmobile	943	899	4.9%	939	0.4%	1
	Lincoln	363	327	11.0%	361	0.6%	1
	Out-of-County	0					1
	<b>Volunteer Hours Worked</b>	<b>105</b>	<b>150</b>	<b>-30.0%</b>	<b>130</b>	<b>-19.2%</b>	
	Volunteer Hours	0	0	N/A	0	N/A	1
	Library Board Hours	45	75	-40.0%	45	0.0%	1
	Foundation Board Hours	60	75	-20.0%	85	-29.4%	1
	EHB Friends of the Library Hours	0	0	N/A	0	N/A	1
	<b>Web Site Hits</b>	21,689	13,882	56.2%	18,071	20.0%	
	<b>Social Media Hits Adult, Teen, BkMobile</b>	7,017	4,789	46.5%	6,910	1.5%	
	<b>Mobile Application Uses</b>	1826	0	N/A	242	654.5%	
	<b>EdVenture Pass Uses</b>	0	6	N/A	0	N/A	

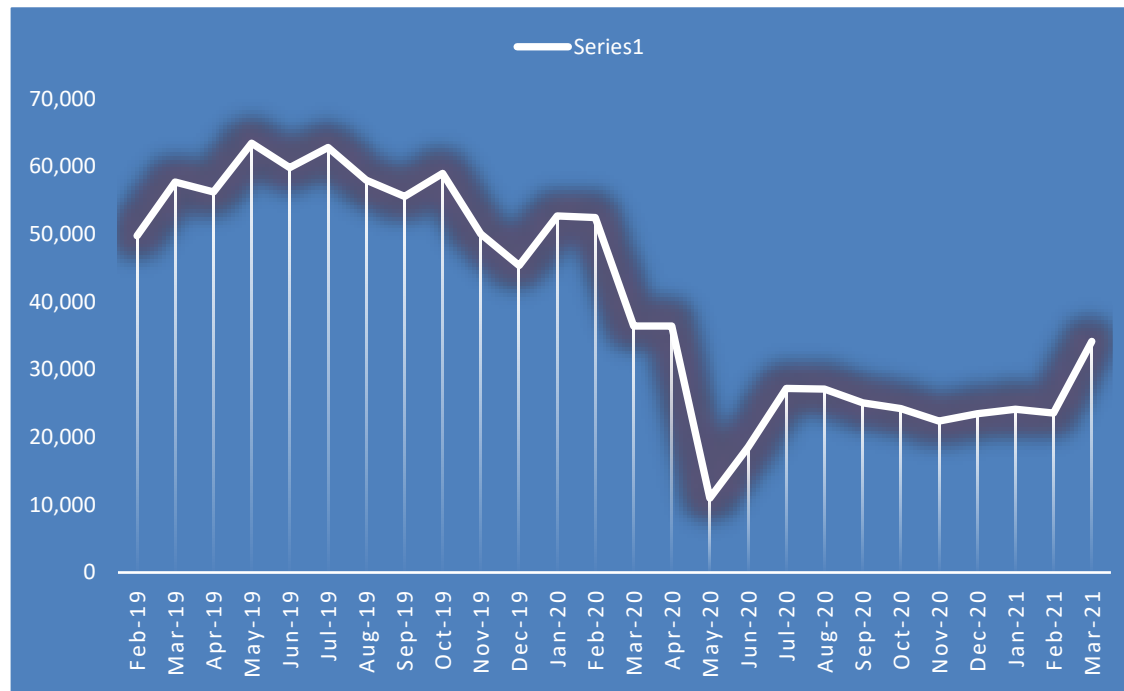
Footnote 1 March 2021 Twelfth month of COVID-19 Closure

## Total Transactions Month to Month

### Total Transactions include:

- Materials Checked Out
- Materials Used In-House
- Information/Reference Transactions
- Internet Use Including Wireless
- Story Time Attendance
- Tour and Program Attendance
- Meeting Room Use
- Directional Questions Branches / Bookmobile

Month	Transactions
Jan-19	Feb-19
Feb-19	49,715
Mar-19	57,694
Apr-19	56,234
May-19	63,415
Jun-19	59,782
Jul-19	62,778
Aug-19	57,941
Sep-19	55,549
Oct-19	58,953
Nov-19	50,020
Dec-19	45,363
Jan-20	52,682
Feb-20	52,432
Mar-20	36,428
Apr-20	36,428
May-20	10,986
Jun-20	18,564
Jul-20	27,178
Aug-20	27,078
Sep-20	25,055
Oct-20	24,196
Nov-20	22,371
Dec-20	23,470
Jan-21	24,118
Feb-21	23,568
Mar-21	34,125



Lewis Clark Library  
Financial Report  
March 31, 2021

75% of Year Elapsed  
25% of Year Remaining

	Month of March 2021	Year to Date March 31, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>1 Local Government Income</b>							
Continuing Mill Levy	0	1,246,013	2,223,377	977,364	44.0%	56.0%	
County Contribution	0	613,708	1,064,396	450,688	42.3%	57.7%	
Entitlement Funds	0	235,710	430,000	194,290	45.2%	54.8%	
<b>Total 1 Local Government Income</b>	<b>0</b>	<b>2,095,431</b>	<b>3,717,773</b>	<b>1,622,342</b>	<b>43.6%</b>	<b>56.4%</b>	<b>1</b>
<b>2 State Income</b>							
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%	
<b>Total 2 State Income</b>	<b>0</b>	<b>25,410</b>	<b>25,420</b>	<b>10</b>	<b>0.0%</b>	<b>100.0%</b>	
<b>3 Library Generated Income</b>							
Books Lost	32	1,550	5,500	3,950	71.8%	28.2%	
Cards - Out of County	225	1,395	5,000	3,605	72.1%	27.9%	
Cash Over (Short)	0	0	25	25	100.0%	0.0%	
Damage Charges	0	247	400	153	38.3%	61.8%	
Donations	78	352	1,000	648	64.8%	35.2%	
Interest Income	0	9,073	25,000	15,927	63.7%	36.3%	
Items Resold	50	55	1,000	945	94.5%	5.5%	
Miscellaneous Income	0	85	1,000	915	91.5%	8.5%	
Photocopy Income	27	91	12,000	11,909	99.2%	0.8%	
Rental Income	240	2,160	2,000	-160	-8.0%	108.0%	
Telephone Reimb.	89	280	250	-30	-12.0%	112.0%	
<b>Total 3 Library Generated Income</b>	<b>741</b>	<b>15,288</b>	<b>53,175</b>	<b>37,887</b>	<b>71.2%</b>	<b>28.8%</b>	<b>2</b>
<b>5 Foundation Income</b>							
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%	
<b>Total 5 Foundation Income</b>	<b>0</b>	<b>51,613</b>	<b>140,000</b>	<b>88,387</b>	<b>63.1%</b>	<b>36.9%</b>	
<b>6 Grants &amp; Bequests - Income</b>							
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%	
<b>6 Grants &amp; Bequests - Income - Other</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0.0%</b>	<b>100.0%</b>	
<b>Total 6 Grants &amp; Bequests - Income</b>	<b>0</b>	<b>27,500</b>	<b>39,500</b>	<b>12,000</b>	<b>30.4%</b>	<b>69.6%</b>	
<b>Total Income</b>	<b>741</b>	<b>2,215,242</b>	<b>3,975,868</b>	<b>1,760,626</b>	<b>44.3%</b>	<b>55.7%</b>	
<b>Expense</b>							
<b>1 Payroll Expenses</b>							
<b>A Wages &amp; Salaries</b>							
Administration	41,739	428,415	592,840	164,425	27.7%	72.3%	
Anticipated Retirements	0	0	38,000	38,000	100.0%	0.0%	
Branch Services	22,915	216,978	288,556	71,578	24.8%	75.2%	
Collection Services	15,182	152,593	235,571	82,978	35.2%	64.8%	
Programming Services	10,541	142,116	209,590	67,474	32.2%	67.8%	
Public Services	33,075	338,927	521,570	182,643	35.0%	65.0%	
<b>Total A Wages &amp; Salaries</b>	<b>123,452</b>	<b>1,279,029</b>	<b>1,886,127</b>	<b>607,098</b>	<b>32.2%</b>	<b>67.8%</b>	
<b>Benefits</b>							
ACC-Accident	16	147	400	253	63.3%	36.8%	
AFLAC	0	0	550	550	100.0%	0.0%	
Dental Insurance	1,308	12,027	18,000	5,973	33.2%	66.8%	
Direct Deposit Fees	157	1,611	3,120	1,509	48.4%	51.6%	
E A P	15	143	360	217	60.3%	39.7%	
FICA/Medicare	9,122	94,536	144,289	49,753	34.5%	65.5%	
Health Insurance	23,828	218,620	300,000	81,380	27.1%	72.9%	
Health Savings Account	573	5,154	16,500	11,346	68.8%	31.2%	
Life Insurance	23	207	500	293	58.6%	41.4%	
Long Term Disability Insurance	12	105	200	95	47.5%	52.5%	
PERS Expense	10,639	110,148	165,413	55,265	33.4%	66.6%	
Unemployment Ins.	185	1,919	6,000	4,081	68.0%	32.0%	
Vision Insurance	211	2,026	3,780	1,754	46.4%	53.6%	
Workers' Compensation	0	36,758	37,000	242	0.7%	99.3%	3
<b>Total Benefits</b>	<b>46,089</b>	<b>483,401</b>	<b>696,112</b>	<b>212,711</b>	<b>30.6%</b>	<b>69.4%</b>	
<b>Total 1 Payroll Expenses</b>	<b>169,541</b>	<b>1,762,430</b>	<b>2,582,239</b>	<b>819,810</b>	<b>31.7%</b>	<b>68.3%</b>	<b>4</b>

			Month of March 2021	Year to Date March 31, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
	<b>2</b>	<b>Maintenance &amp; Operations</b>							
		<b>Automobile Expense</b>							
		Gas	197	2,483	6,000	3,517	58.6%	41.4%	
		Maint. & Repairs	52	2,200	8,000	5,800	72.5%	27.5%	
		<b>Total Automobile Expense</b>	249	4,683	14,000	9,317	66.6%	33.5%	
		<b>Bank Service Charges</b>	0	905	2,000	1,095	54.8%	45.3%	
		<b>City Assessments</b>	0	6,858	7,500	642	8.6%	91.4%	3
		<b>Continuing Education</b>							
		Lodging	0	0	8,500	8,500	100.0%	0.0%	
		Meals	453	1,243	6,500	5,257	80.9%	19.1%	
		Registration	1,675	3,316	9,000	5,684	63.2%	36.8%	
		Transportation/Travel	0	0	6,000	6,000	100.0%	0.0%	
		<b>Total Continuing Education</b>	2,128	4,559	30,000	25,441	84.8%	15.2%	2
		<b>Contracted Services</b>							
		Adult Services Programming	145	21,066	31,500	10,434	33.1%	66.9%	
		Advertising & Publicity	2,364	33,006	45,804	12,798	27.9%	72.1%	
		Augusta Programming	86	157	1,500	1,343	89.5%	10.5%	
		Bookmobile Programming	103	2,043	3,000	957	31.9%	68.1%	
		Collection Fee	0	27	1,800	1,773	98.5%	1.5%	
		Director Outreach	0	0	3,000	3,000	100.0%	0.0%	
		East Helena Programming	0	824	1,500	676	45.1%	54.9%	
		Lincoln Programming	0	147	1,500	1,353	90.2%	9.8%	
		Promotional Materials	0	4,335	10,000	5,665	56.7%	43.4%	
		Teen Services Programming	0	7,757	14,000	6,243	44.6%	55.4%	
		Youth Services Programming	1,213	5,837	14,000	8,163	58.3%	41.7%	
		<b>Contracted Services - Other</b>	351	21,330	40,000	18,670	46.7%	53.3%	5
		<b>Total Contracted Services</b>	4,262	96,529	167,604	71,075	42.4%	57.6%	
		<b>Dues and Memberships</b>	804	2,739	3,500	761	21.7%	78.3%	
		Freight	0	0	500	500	100.0%	0.0%	
		Insurance	0	26,843	50,000	23,157	46.3%	53.7%	
		INTERCAP LOAN	0	31,725	186,600	154,875	83.0%	17.0%	
		Interlibrary Loan Fees	0	323	500	177	35.4%	64.6%	
		Legal Notices & Recruitments	0	0	1,500	1,500	100.0%	0.0%	
		Mileage Reimbursements	0	439	4,000	3,561	89.0%	11.0%	2
		Miscellaneous	0	0	500	500	100.0%	0.0%	
		Photocopy Charges	0	4,007	6,500	2,493	38.4%	61.6%	
		Postage and Delivery	339	5,601	22,000	16,399	74.5%	25.5%	
		Printing	0	1,085	5,500	4,415	80.3%	19.7%	
		<b>Professional Fees</b>							
		Accounting	1,144	10,344	11,000	656	6.0%	94.0%	
		Consulting	1,341	3,954	10,000	6,046	60.5%	39.5%	
		<b>Total Professional Fees</b>	2,485	14,298	21,000	6,702	31.9%	68.1%	
		<b>Refunds</b>	17	570	1,000	430	43.0%	57.0%	
		<b>Rents and Leases</b>	2,833	32,825	40,000	7,175	17.9%	82.1%	
		<b>Repairs &amp; Maintenance</b>							
		Building Repair & Maintenance	953	21,708	78,500	56,792	72.3%	27.7%	2
		Furniture Repair & Acquisition	0	1,617	20,000	18,383	91.9%	8.1%	
		Systems Upgrade, Maintenance & Repair	20,643	106,418	130,350	23,932	18.4%	81.6%	
		<b>Total Repairs &amp; Maintenance</b>	21,596	129,743	228,850	99,107	43.3%	56.7%	
		<b>Supplies</b>							
		Computer	806	2,106	7,500	5,394	71.9%	28.1%	
		Janitorial	1,043	6,809	10,000	3,191	31.9%	68.1%	
		Office	1,683	11,166	17,000	5,834	34.3%	65.7%	
		Supplies - Other	168	1,654	6,000	4,346	72.4%	27.6%	
		<b>Total Supplies</b>	3,700	21,735	40,500	18,765	46.3%	53.7%	

Lewis Clark Library  
Financial Report  
March 31, 2021

75% of Year Elapsed  
25% of Year Remaining

	Month of March 2021	Year to Date March 31, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
<b>Telephone</b>							
Local Service	908	8,233	12,500	4,267	34.1%	65.9%	
Long Distance	80	858	1,500	642	42.8%	57.2%	
Network/Data Lines	1,469	19,336	27,000	7,664	28.4%	71.6%	
<b>Total Telephone</b>	<b>2,457</b>	<b>28,427</b>	<b>41,000</b>	<b>12,573</b>	<b>30.7%</b>	<b>69.3%</b>	
<b>Utilities</b>							
Gas and Electric	5,325	31,776	60,000	28,224	47.0%	53.0%	
Water/Sewer/Sanitation	338	4,364	13,000	8,636	66.4%	33.6%	2
<b>Total Utilities</b>	<b>5,663</b>	<b>36,140</b>	<b>73,000</b>	<b>36,860</b>	<b>50.5%</b>	<b>49.5%</b>	
<b>Total 2 Maintenance &amp; Operations</b>	<b>46,533</b>	<b>450,034</b>	<b>947,554</b>	<b>497,520</b>	<b>52.5%</b>	<b>47.5%</b>	
<b>3 Capital Outlay</b>							
Equipment Purchases	0	0	5,000	5,000	100.0%	0.0%	
Facilities Projects	104,237	2,160,601	7,000	-2,153,601	-30765.7%	30865.7%	5
Transfer to Depreciation Reserve Fund	0	0	25,000	25,000	100.0%	0.0%	
<b>Total 3 Capital Outlay</b>	<b>104,237</b>	<b>2,160,601</b>	<b>37,000</b>	<b>-2,123,601</b>	<b>-5739.5%</b>	<b>5839.5%</b>	
<b>4 Books &amp; Materials</b>							
Adult material	0	2,316	3,000	684	22.8%	77.2%	
AV - Adult	602	16,988	20,000	3,012	15.1%	84.9%	
AV - Juvenile	0	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	1,271	79,386	85,400	6,014	7.0%	93.0%	3
FDN Purchase of Books	610	39,394	65,000	25,606	39.4%	60.6%	
Juvenile Material	755	18,717	22,000	3,283	14.9%	85.1%	
Leased Material	0	19,443	25,000	5,557	22.2%	77.8%	
Library of Things	0	34	1,000	966	96.6%	3.4%	
Periodicals	0	11,560	12,750	1,190	9.3%	90.7%	3
Preservation & Processing	0	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	250	3,970	11,000	7,030	63.9%	36.1%	
<b>Total 4 Books &amp; Materials</b>	<b>3,488</b>	<b>240,097</b>	<b>311,750</b>	<b>71,653</b>	<b>23.0%</b>	<b>77.0%</b>	
<b>Grants and Bequests Expenditure</b>							
Big Read Expenditures	0	20,000	20,000	0	0.0%	100.0%	
Children's Services Grant Expenditure	0	1,000	2,500	1,500	60.0%	40.0%	
Foundation Contribution Expenditure	11,102	43,355	57,000	13,645	23.9%	76.1%	
Teen Services Grant Expenditure	0	0	2,000	2,000	100.0%	0.0%	
Grants and Bequests- Other	80	8,018	15,000	6,982	46.5%	53.5%	
<b>Total Grants and Bequests Expenditure</b>	<b>11,182</b>	<b>72,373</b>	<b>96,500</b>	<b>24,127</b>	<b>25.0%</b>	<b>75.0%</b>	
<b>TOTAL EXPENDITURES</b>	<b>334,981</b>	<b>4,685,535</b>	<b>3,975,043</b>	<b>-710,492</b>	<b>-17.9%</b>	<b>117.9%</b>	
<b>TOTAL EXPENDITURES less Facilities Project</b>	<b>230,744</b>	<b>2,524,934</b>	<b>3,975,043</b>	<b>1,450,109</b>	<b>36.5%</b>	<b>63.5%</b>	<b>8</b>



# Lewis & Clark Library

## General Ledger

March 2021

04/02/21  
Cash Basis

Date	Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
<b>2 Maintenance &amp; Operations</b>			
<b>Automobile Expense</b>			
<b>Gas</b>			
03/04/2021	Holiday Companies	Automobile/Bookmobile fuel charges. 01/15/21-02/14/21.	197.42
<b>Total Gas</b>			<b>197.42</b>
<b>Maint. &amp; Repairs</b>			
03/04/2021	Chase Card Services	Great Divide Cyclery. WoW bike maintenance.	52.00
<b>Total Maint. &amp; Repairs</b>			<b>52.00</b>
<b>Total Automobile Expense</b>			<b>249.42</b>
<b>Continuing Education</b>			
<b>Meals</b>			
03/04/2021	ERICWALLIMAN	Courier lunches. 02/2021.	31.53
03/04/2021	Chase Card Services	The Dirty Dozen. Donuts for staff,	43.62
03/04/2021	Chase Card Services	Taco Del Sol. Network services staff - meal.	29.62
03/04/2021	Chase Card Services	Jimmy John's. Staff celebration lunch.	317.50
03/04/2021	Chase Card Services	Main Street Eats. HAT meeting - 2 staff meals.	31.05
<b>Total Meals</b>			<b>453.32</b>
<b>Registration</b>			
03/04/2021	Chase Card Services	MLA. 6 staff - MLA 2021 annual conference.	500.00
03/04/2021	Chase Card Services	MLA. 6 staff - MLA 2021 annual conference.	500.00
03/04/2021	Chase Card Services	MLA. 6 staff - MLA 2021 annual conference.	500.00
03/04/2021	Chase Card Services	MLA. 1 staff - MLA 2021 annual conference - non-member registration.	175.00
<b>Total Registration</b>			<b>1,675.00</b>
<b>Total Continuing Education</b>			<b>2,128.32</b>
<b>Contracted Services</b>			
<b>Adult Services Programming</b>			
03/04/2021	Chase Card Services	Amazon. Premier Book Group book.	12.99
03/04/2021	Chase Card Services	Amazon. Simon Winchester event - book.	15.99
03/04/2021	Chase Card Services	Amazon. Simon Winchester event - book.	19.21
03/04/2021	Chase Card Services	Amazon Digital. Mystery Book Group kindle book.	9.99
03/04/2021	Chase Card Services	THE BIG READ. Facebook. Facebook advertising. 01/16-01/23/21.	36.65
03/04/2021	Chase Card Services	THE BIG READ. Facebook. Facebook advertising. 01/23-01/30/21.	23.40
03/04/2021	Chase Card Services	Costco. Valentine Craft materials.	26.78
<b>Total Adult Services Programming</b>			<b>145.01</b>

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
<b>Advertising &amp; Publicity</b>			
03/04/2021	Holly Herring	Augusta high school yearbook ad. 2020-21.	50.00
03/04/2021	Lee Enterprises	Multiple invoices. Helena Independent, and YourTime advertising. 02/01-02/...	228.00
03/04/2021	Prickly Pear Junction	EHB digital newspaper - "Cloud" ad. 03/2021.	50.00
03/04/2021	KGR, LLC	Invoice #2280. Radio advertising. 02/01-02/28/21.	470.00
03/04/2021	Chase Card Services	Facebook. Facebook advertising. 01/16-01/23/21.	38.35
03/04/2021	Allegra Print & Imaging	Invoice #203103. 1/2 page Youth Connections ad - design and layout.	435.00
03/04/2021	Chase Card Services	Facebook. Facebook advertising. 01/23-01/30/21.	7.67
03/04/2021	Chase Card Services	Facebook. Facebook advertising. 01/31-02/09/21.	75.00
03/18/2021	KTVH	Invoice #734484-8. Television advertising. 02/01-02/28/21.	560.00
03/18/2021	KTVH	Invoice #589276-18. KTVH television advertising. 02/01-02/28/21.	450.00
<b>Total Advertising &amp; Publicity</b>			<b>2,364.02</b>
<b>Augusta Programming</b>			
03/04/2021	Chase Card Services	Amazon. Augusta book club books.	86.28
<b>Total Augusta Programming</b>			<b>86.28</b>
<b>Bookmobile Programming</b>			
03/04/2021	Chase Card Services	Amazon. 3 x 5 notecards for programming.	11.99
03/04/2021	Chase Card Services	Amazon. Take & Make assisted living craft materials.	91.41
<b>Total Bookmobile Programming</b>			<b>103.40</b>
<b>Youth Services Programming</b>			
03/04/2021	Chase Card Services	Target. Activity kit and busy bag materials.	41.68
03/04/2021	Chase Card Services	Amazon. Kaleidoscope activity kit and upcoming craft materials.	60.98
03/04/2021	Chase Card Services	Amazon. Kaleidoscope activity kit and upcoming craft materials.	29.99
03/04/2021	Chase Card Services	Amazon. Kaleidoscope activity kit and upcoming craft materials.	59.98
03/04/2021	Chase Card Services	Target. Activity kit materials.	9.00
03/04/2021	Chase Card Services	Amazon. Kaleidoscope activity kit and upcoming craft materials.	207.87
03/04/2021	Chase Card Services	Amazon. Craft programming materials.	21.75
03/04/2021	Chase Card Services	Amazon. Sticker's for Helena children's desk.	6.99
03/04/2021	Chase Card Services	Target. Kaleidoscope activity kit materials.	19.47
03/04/2021	Chase Card Services	Target. Kaleidoscope activity kit materials.	19.47
03/04/2021	Chase Card Services	Target. Yuck bucket containers for children's area.	18.00
03/04/2021	Chase Card Services	Target. Kaleidoscope activity kit materials.	12.98
03/04/2021	Chase Card Services	Amazon. Kaleidoscope and Bee activity kits.	59.97
03/04/2021	Chase Card Services	Target. Kaleidoscope activity kit materials.	6.49
03/04/2021	Chase Card Services	Amazon. Kaleidoscope and bee activity kit materials.	33.41
03/04/2021	Chase Card Services	Amazon. Kaleidoscope activity kit materials.	31.54
03/04/2021	Chase Card Services	Demco. Bookmarks, stickers, and bookmark display for children's desk.	81.11
03/04/2021	Chase Card Services	Amazon. Music activity kit materials.	18.50
03/04/2021	Chase Card Services	Amazon. Music, Earth Day, and bee activity kit materials.	213.88
03/04/2021	Chase Card Services	Amazon. Puzzles and Mazes, and Music activity kit materials.	69.42
03/04/2021	Chase Card Services	Amazon. Music, Earth Day, and bee activity kit materials.	38.00
03/04/2021	Chase Card Services	Target. Programming materials, and music activity kit materials.	26.35
03/04/2021	Chase Card Services	Amazon. Music, Earth Day, and bee activity kit materials.	126.36
<b>Total Youth Services Programming</b>			<b>1,213.19</b>

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
<b>Contracted Services - Other</b>			
03/04/2021	LEHRKIND'S GIANT SP...	Invoice #1822298. Helena weekly water. 02/23/21.	41.25
03/04/2021	LEHRKIND'S GIANT SP...	Invoice #219480. Monthly tank rental - main branch upstairs. 02/01-02/28/...	12.50
03/04/2021	LEHRKIND'S GIANT SP...	Invoice #219480. Monthly tank rental - main branch downstairs. 02/01-02/2...	12.50
03/04/2021	Keeping It Green	Invoice #7839. Helena plant maintenance. 03/2021.	225.00
03/04/2021	LEHRKIND'S GIANT SP...	Invoice #219869. East Helena equipment rental. 02/01-02/28/21.	12.00
03/18/2021	CITY OF HELENA UTILI...	City of Helena transfer station recycling fee. 02/26/21.	6.00
03/18/2021	LEHRKIND'S GIANT SP...	Invoice #1826302. Helena weekly water. 03/09/21.	41.25
<b>Total Contracted Services - Other</b>			<b>350.50</b>
<b>Total Contracted Services</b>			<b>4,262.40</b>
<b>Dues and Memberships</b>			
03/04/2021	Chase Card Services	ALA. Finn, J. ALA/PLA annual membership renewal.	225.00
03/04/2021	Chase Card Services	MLA. 6 staff - MLA annual memberships 2020-21.	530.00
03/04/2021	Chase Card Services	ABOS. Annual membership renewal through 02/12/22.	49.00
<b>Total Dues and Memberships</b>			<b>804.00</b>
<b>Postage and Delivery</b>			
03/04/2021	Mary Lee Evans	ILL postage - East Helena.	11.53
03/04/2021	Chase Card Services	USPS. Stamps.	55.00
03/04/2021	Chase Card Services	USPS. Mail W-2's.	8.00
03/04/2021	Chase Card Services	USPS. Mail W-2's to state.	5.60
03/04/2021	Chase Card Services	USPS. Mail corrected W-2's.	11.20
03/18/2021	Montana Air Cartage	Invoice #MZI 22821. Courier delivery - from Lewis & Clark Library. 03/2021.	247.50
<b>Total Postage and Delivery</b>			<b>338.83</b>
<b>Professional Fees</b>			
<b>Accounting</b>			
03/04/2021	BEHIND THE SCENES	Invoice #21-LCL1. Taxes/MT withholding issues - trouble-shooting and resol...	1,143.75
<b>Total Accounting</b>			<b>1,143.75</b>
<b>Consulting</b>			
03/04/2021	Brave Conversations	Executive and strategic planning for leadership.	1,341.25
<b>Total Consulting</b>			<b>1,341.25</b>
<b>Total Professional Fees</b>			<b>2,485.00</b>
<b>Refunds</b>			
03/04/2021		Refund for lost item paid for.	17.00
<b>Total Refunds</b>			<b>17.00</b>
<b>Rents and Leases</b>			
03/04/2021	Errol F. Bjerke	Invoice #APRIL2021. EHB rent payment.	2,832.50
<b>Total Rents and Leases</b>			<b>2,832.50</b>

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
<b>Repairs &amp; Maintenance</b>			
<b>Building Repair &amp; Maintenance</b>			
03/04/2021	NICO Electronic Systems	Invoice #13279. Helena branch - service call on fire alarm system.	46.00
03/04/2021	Crescent Electric Supply ...	Invoice #S508767708.002. Lincoln - exterior security lights.	429.36
03/04/2021	Crescent Electric Supply ...	Invoice #S508767708.002. Helena - lighting/ballast replacement inventory.	121.23
03/04/2021	Chase Card Services	Lowe's. Scotch blue mounting tape - systems for Helena remodel.	9.94
03/04/2021	Chase Card Services	Amazon. Velcro and replacement cables.	47.77
03/04/2021	Chase Card Services	Rock Hand Hardware. Helena Remodel - wall plates and nuts and bolts.	7.47
03/04/2021	Chase Card Services	Target. Children's Area - childproofing - corner guards and electrical outlets.	11.48
03/04/2021	Chase Card Services	Target. Child-proofing - testing for browse bins.	9.99
03/18/2021	Jeff Jorgensen	Invoice #2021016. Lincoln snow removal. 02/05-02/22/21.	270.00
<b>Total Building Repair &amp; Maintenance</b>			<b>953.24</b>
<b>Systems Repair &amp; Upgrades</b>			
03/04/2021	Core Technologies LLC	Invoice #MSP-4447440. 58 @ email security - antivirus/spam filtering. 12/...	177.00
03/04/2021	Core Technologies LLC	Invoice #MSP-4448101. 58 @ email security - antivirus/spam filtering. 01/21.	174.00
03/04/2021	Interactive Sciences, Inc.	Invoice #2020-9838-1. Wowbrary sponsorship. 12/09/20-12/08/21.	697.48
03/04/2021	Bibliotheca, LLC	Invoice #INV-US38331. Annual maintenance. 01/13/21-01/12/22.	17,038.07
03/04/2021	Core Technologies LLC	Invoice #PP-4448624. Printer usage per page billing - all branches. 01-03/2...	921.48
03/04/2021	Chase Card Services	Intuit. Quickbooks monthly support.	25.00
03/04/2021	Chase Card Services	GoDaddy.com. .org domain renewal - vusers.org.	21.17
03/04/2021	Chase Card Services	Foxit Software. Foxit Phantom PDF software.	270.38
03/04/2021	Chase Card Services	Prey, Inc. Annual non-profit software - will be credited off of the next stat...	118.80
03/18/2021	3D Control Systems, Inc.	Invoice #9491. 3D printer - 1 year educational software license. 2021-2022.	1,200.00
<b>Total Systems Repair &amp; Upgrades</b>			<b>20,643.38</b>
<b>Total Repairs &amp; Maintenance</b>			<b>21,596.62</b>
<b>Supplies</b>			
<b>Computer</b>			
03/04/2021	Chase Card Services	Amazon. 6 @ HumanCentric ScreenLights - video conference light with webc...	329.94
03/04/2021	Chase Card Services	Amazon. iPad shoulder bag, and 10 @ Dell optical mice.	292.00
03/04/2021	Chase Card Services	Amazon. Network cables.	112.64
03/04/2021	Chase Card Services	Amazon. Gigabit PoE switch.	44.81
03/04/2021	Chase Card Services	Amazon. 2 @ 12-pack AAA rechargeable batteries.	26.98
<b>Total Computer</b>			<b>806.37</b>
<b>Janitorial</b>			
03/04/2021	AlSCO	Invoice #LBIL1646619. Cleaning towels for janitorial staff.	33.13
03/04/2021	AlSCO	Invoice #LBIL1648344. Cleaning towels for janitorial staff.	33.13
03/04/2021	Chase Card Services	Target. Children's area disinfectant spray.	5.49
03/04/2021	Chase Card Services	Target. Children's area cleaning wipes.	7.99
03/04/2021	Chase Card Services	Target. Multi-surface cleaner for children's area.	3.89
03/04/2021	Chase Card Services	Costco. Magic erasers for cleaning Helena furniture.	19.98
03/18/2021	AlSCO	Invoice #LBIL1651768. Cleaning towels for janitorial staff.	27.61
03/18/2021	AlSCO	Invoice #LBIL1650097. Cleaning towels for janitorial staff.	27.61
03/18/2021	MONTANA BROOM & BR...	Invoice #202746-01. Restroom receptacles.	150.48
03/18/2021	MONTANA BROOM & BR...	Invoice #202647. Restroom - foaming handsoap.	177.16

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
03/18/2021	MONTANA BROOM & BR...	Invoice #202746. Restroom receptacles.	413.71
03/18/2021	MONTANA BROOM & BR...	Invoice #202684. Garbage bags, seat cover dispensers, and seat covers.	142.81
<b>Total Janitorial</b>			<b>1,042.99</b>
<b>Office</b>			
03/04/2021	Chase Card Services	Amazon. Staff room - electric kettle.	49.99
03/04/2021	Chase Card Services	Petco. Aquarium supplies.	39.98
03/04/2021	Chase Card Services	Intuit. 2,000 payroll checks.	539.98
03/04/2021	Chase Card Services	Amazon. Paper cutter for Helena processing area.	264.84
03/04/2021	Chase Card Services	Amazon. Rolling plant stand.	21.77
03/04/2021	Chase Card Services	Amazon. Plant poles.	27.97
03/04/2021	Chase Card Services	Amazon. Staff PPE - face shields.	29.98
03/04/2021	Chase Card Services	Target. Toy storage for children's area.	65.91
03/04/2021	Chase Card Services	Amazon. Toy organization - children's area.	44.99
03/04/2021	Chase Card Services	Target. Playaway battery storage and children's area organization.	5.99
03/04/2021	Chase Card Services	Target. Highlighters for organization.	6.19
03/04/2021	Chase Card Services	Target. Staff PPE - hand sanitizer for children's area.	6.49
03/18/2021	STAPLES CREDIT PLAN	Copy paper, acrylic stack end signs, ILL supplies, rubber bands for holds, etc.	579.18
<b>Total Office</b>			<b>1,683.26</b>
<b>Supplies - Other</b>			
03/04/2021	Chase Card Services	Knox Flower Shop. Staff flowers.	132.95
03/04/2021	Chase Card Services	Costco. Snacks for public services staff.	34.97
<b>Total Supplies - Other</b>			<b>167.92</b>
<b>Total Supplies</b>			<b>3,700.54</b>
<b>Telephone</b>			
<b>Local Service</b>			
03/04/2021	CenturyLink	Phone service - block of 20 sequential numbers. 02/19-03/18/21.	48.91
03/04/2021	CenturyLink	Phone service - digital phone lines. 02/19-03/18/21.	88.25
03/04/2021	LINCOLN TELEPHONE C...	Lincoln basic telephone service. 03/01-03/31/21.	35.10
03/18/2021	3 RIVERS TELEPHONE C...	Augusta local telephone service. 03/01-03/31/21.	45.10
03/18/2021	Charter Communiations	Invoice #0100299030121. EHB business telephone service. 03/01-03/31/21.	103.35
03/18/2021	CenturyLink	T-1 digital phone lines. 03/01-03/31/21.	587.03
<b>Total Local Service</b>			<b>907.74</b>
<b>Long Distance</b>			
03/04/2021	LINCOLN TELEPHONE C...	Lincoln fax line. 03/01-03/31/21.	37.18
03/18/2021	3 RIVERS TELEPHONE C...	Augusta long distance. 01/16/21-02/15/21.	4.05
03/18/2021	3 RIVERS TELEPHONE C...	Augusta fax line. 03/01-03/31/21.	39.10
<b>Total Long Distance</b>			<b>80.33</b>

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
<b>Network/Data Lines</b>			
03/04/2021	T-Mobile	Mobile hotspots and service. 01/10/21-02/09/21.	187.56
03/04/2021	Verizon Wireless	Invoice #9873562089. Six staff - cell phone charges. 01/17-02/16/21.	383.42
03/04/2021	Verizon Wireless	Invoice #9873361948. Bookmobile phone and mobile hotspots. 01/14-02/13/...	320.22
03/04/2021	AT&T Mobility	Invoice #287250156336X02112021. Bookmobile internet service. 01/04-02...	44.99
03/04/2021	LINCOLN TELEPHONE C...	Lincoln internet service. 03/01-03/31/21.	113.90
03/18/2021	3 RIVERS TELEPHONE C...	Augusta internet service. 03/01-03/31/21.	61.95
03/18/2021	Charter Communiations	Invoice #0100299030121. EHB business internet. 03/01-03/31/21.	124.98
03/18/2021	AT&T Mobility	Invoice #287250156336X03112021. Bookmobile internet service. 02/04-03...	43.95
03/18/2021	T-Mobile	Mobile hotspots and service. 02/10-03/09/21.	187.56
<b>Total Network/Data Lines</b>			<b>1,468.53</b>
<b>Total Telephone</b>			<b>2,456.60</b>
<b>Utilities</b>			
<b>Gas and Electric</b>			
03/18/2021	Mountain View Co-op	Invoice #120633. Lincoln propane fill. 02/18/21.	606.28
03/18/2021	NorthWestern Energy	Lincoln power bill. 01/25-02/24/21.	105.81
03/18/2021	NorthWestern Energy	East Helena power bill. 02/03-03/04/21.	376.36
03/18/2021	NorthWestern Energy	Helena power bill. 02/02-03/03/21.	3,884.97
03/18/2021	NorthWestern Energy	Augusta power bill. 02/04-03/05/21.	351.98
<b>Total Gas and Electric</b>			<b>5,325.40</b>
<b>Water/Sewer/Sanitation</b>			
03/04/2021	City of East Helena	EHB water/sewer/sanitation services. 02/26/21.	109.75
03/18/2021	CITY OF HELENA UTILI...	Helena water usage. 01/05-02/03/21.	228.35
<b>Total Water/Sewer/Sanitation</b>			<b>338.10</b>
<b>Total Utilities</b>			<b>5,663.50</b>
<b>Total 2 Maintenance &amp; Operations</b>			<b>46,534.73</b>
<b>3 Capital Outlay</b>			
<b>Facilities Projects</b>			
03/02/2021	Montana Pro Audio LLC	Invoice #3143. Helena Remodel A/V system integration services and equipm...	12,467.00
03/02/2021	Montana Pro Audio LLC	Credit Memo #3142. Helena Remodel A/V system integration services credi...	-12,467.00
03/04/2021	Dundas Office Interiors,...	Invoice #4798. Office equipment for downstairs staff area.	31,587.67
03/04/2021	Montana Pro Audio LLC	Invoice #3159. Helena Remodel - Full building audio system - Phase 2.	43,345.00
03/04/2021	Montana Pro Audio LLC	Invoice #3143. Helena Remodel A/V system integration services and equipm...	17,011.31
03/04/2021	Mosaic Architecture, P.C.	Invoice #17. Library Redesign contract amount billed. 01/01-02/28/21.	2,607.61
03/04/2021	Dundas Office Interiors,...	Invoice #4804. 4 @ lateral files - downstairs staff office equipment.	2,380.96
03/04/2021	Helena Container Rental ...	Invoice #14328. Helena Remodel - monthly rent of 20' storage containers.	250.00
03/04/2021	Helena Container Rental ...	Invoice #14329. Helena Remodel - monthly rent of 20' storage containers.	250.00
03/04/2021	Helena Container Rental ...	Invoice #14330. Helena Remodel - monthly rent of 20' storage containers.	250.00
03/04/2021	Chase Card Services	Costco. Helena Remodel - network TV's.	194.97
03/04/2021	Chase Card Services	Costco. Helena Remodel - network TV's.	64.99
03/04/2021	Chase Card Services	Costco. Helena Remodel - network TV's.	2,654.94
03/04/2021	Chase Card Services	Costco. Helena Remodel - network TV's.	209.97
03/04/2021	Chase Card Services	Costco. Helena Remodel - network TV's.	584.99
03/04/2021	Chase Card Services	Costco. Helena Remodel - network TV mount.	69.99

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
03/18/2021	Mesa Moving and Storage	Invoice #78067. LCL Redesign - move old, unneeded furniture to donation pl...	230.00
03/18/2021	EnvisionWare	Invoice #INV-US-51803. Helena Remodel - 11x17 flatbed scanner/document...	2,545.00
<b>Total Facilities Projects</b>			<b>104,237.40</b>
<b>Total 3 Capital Outlay</b>			<b>104,237.40</b>
<b>4 Books &amp; Materials</b>			
<b>AV - Adult</b>			
03/04/2021	AMAZON	Adult A/V materials.	197.45
03/18/2021	Midwest Tape	Invoice #500080845. Adult A/V materials.	79.47
03/18/2021	Midwest Tape	Invoice #500047425. Adult A/V materials.	17.24
03/18/2021	Midwest Tape	Invoice #500022528. Adult A/V materials.	37.48
03/18/2021	Midwest Tape	Invoice #500148703. Adult A/V materials.	114.70
03/18/2021	MicroMarketing LLC	Invoice #840169. Adult A/V materials.	35.99
03/18/2021	MicroMarketing LLC	Invoice #840248. Adult A/V materials.	25.00
03/18/2021	MicroMarketing LLC	Invoice #839038. Adult A/V materials.	94.49
<b>Total AV - Adult</b>			<b>601.82</b>
<b>Downloadable Media</b>			
03/18/2021	Baker & Taylor, Inc	Invoice #2035817312. Axis360 eBook materials.	9.99
03/18/2021	Baker & Taylor, Inc	Invoice #2035817311. Axis360 eBook materials.	55.00
03/18/2021	Baker & Taylor, Inc	Invoice #2035817310. Axis360 eBook materials.	27.50
03/18/2021	Baker & Taylor, Inc	Invoice #2035817309. Axis360 eBook materials.	149.46
03/18/2021	Baker & Taylor, Inc	Invoice #2035817305. Axis360 eBook materials.	205.44
03/18/2021	Baker & Taylor, Inc	Invoice #2035817268. Axis360 eBook materials.	24.99
03/18/2021	Baker & Taylor, Inc	Invoice #2035822324. Axis360 eBook materials.	24.99
03/18/2021	Baker & Taylor, Inc	Invoice #2035830612. Axis360 eBook materials.	82.48
03/18/2021	Baker & Taylor, Inc	Invoice #2035830613. Axis360 eBook materials.	15.99
03/18/2021	Baker & Taylor, Inc	Invoice #2035836951. Axis360 eBook materials.	52.00
03/18/2021	Baker & Taylor, Inc	Invoice #2035720317. Adult Graphic Novel materials.	56.47
03/18/2021	Baker & Taylor, Inc	Invoice #2035723645. Adult materials.	567.05
<b>Total Downloadable Media</b>			<b>1,271.36</b>
<b>FDN Purchase of Books</b>			
03/04/2021	Cengage Learning Inc - G...	Invoice #72643139. Adult Large-Type materials.	310.42
03/04/2021	Cengage Learning Inc - G...	Invoice #73568604. Adult Large-Type materials.	209.92
03/18/2021	Midwest Tape	Invoice #500105253. Adult A/V materials.	22.49
03/18/2021	Cengage Learning Inc - G...	Invoice #73863263. Adult Large-Type materials.	67.49
<b>Total FDN Purchase of Books</b>			<b>610.32</b>
<b>Juvenile Material</b>			
03/04/2021	Chase Card Services	Amazon. Juvenile materials.	28.95
03/04/2021	Chase Card Services	Costco. 4 @ 48-packs of AAA batteries for Playaways.	67.96
03/18/2021	Baker & Taylor, Inc	Invoice #2035712396. Fiction materials.	75.56
03/18/2021	Baker & Taylor, Inc	Invoice #2035746526. JE materials.	76.00
03/18/2021	Baker & Taylor, Inc	Invoice #2035733084. Non-Fiction materials.	167.19
03/18/2021	Baker & Taylor, Inc	Invoice #2035800605. Board books - No Processing account.	22.29
03/18/2021	Baker & Taylor, Inc	Invoice #2035707546. JE materials.	11.23
03/18/2021	Baker & Taylor, Inc	Invoice #2035725504. JE materials.	46.84
03/18/2021	Baker & Taylor, Inc	Invoice #2035720539. Middle Grade graphic novel materials.	19.52

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
03/18/2021	Baker & Taylor, Inc	Invoice #2035704369. Middle Grade Fiction materials.	85.79
03/18/2021	Baker & Taylor, Inc	Invoice #2035735814. Middle Grade Fiction materials.	153.50
<b>Total Juvenile Material</b>			<b>754.83</b>
<b>Teen Material</b>			
03/18/2021	Baker & Taylor, Inc	Invoice #2035751638. Teen materials.	25.05
03/18/2021	Baker & Taylor, Inc	Invoice #2035720414. Non-Fiction materials.	11.92
03/18/2021	Baker & Taylor, Inc	Invoice #2035742957. Graphic Novel materials.	62.63
03/18/2021	Baker & Taylor, Inc	Invoice #2035723567. Fiction materials.	76.32
03/18/2021	Baker & Taylor, Inc	Invoice #2035740172. Fiction materials.	74.53
<b>Total Teen Material</b>			<b>250.45</b>
<b>Total 4 Books &amp; Materials</b>			<b>3,488.78</b>
<b>Grants and Bequests Expenditure</b>			
<b>Foundation Contribution Expense</b>			
03/04/2021	Montana Pro Audio LLC	FDN WISH LIST. Podcast/studio kits.	4,729.21
03/04/2021	Montana Pro Audio LLC	FDN WISH LIST. Invoice #3179. Podcast/mobile kits.	3,997.36
03/04/2021	AMAZON	FDN WISH LIST. Video games.	219.79
03/04/2021	Chase Card Services	FDN WISHLIST. Montana Book Company. Book giveaways.	35.98
03/04/2021	Chase Card Services	FDN WISHLIST. Bookshop.org. Book giveaways.	108.72
03/04/2021	Chase Card Services	FDN WISHLIST. Bookshop.org. Book giveaways.	37.60
03/04/2021	Chase Card Services	FDN WISHLIST. LEGO Brand. EHB lego programming materials.	88.00
03/04/2021	Chase Card Services	FDN WISHLIST. Lasso the Moon. New toys and new branch toys children's ...	468.55
03/04/2021	Chase Card Services	FDN WISHLIST. Target. New toys and new branch toys children's area.	94.34
03/04/2021	Chase Card Services	FDN WISHLIST. Target. New toys and new branch toys - children's area.	27.99
03/04/2021	Chase Card Services	FDN WISHLIST. Lakeshore Learning. New toys and new branch toys - childr...	436.89
03/04/2021	Chase Card Services	FDN WISHLIST. Target. New toys and new branch toys - children's area.	59.99
03/04/2021	Chase Card Services	FDN WISHLIST. Target. New toys and new branch toys - children's area.	79.98
03/04/2021	Chase Card Services	FDN WISHLIST. Costco. Lego program.	39.99
03/18/2021	Midwest Tape	FDN WISHLIST. Invoice #500080845. Adult A/V materials.	59.99
03/18/2021	Midwest Tape	FDN WISHLIST. Invoice #500047425. Adult A/V materials.	306.70
03/18/2021	Midwest Tape	FDN WISHLIST. Invoice #500022528. Adult A/V materials.	256.46
03/18/2021	Midwest Tape	FDN WISHLIST. Invoice #500105253. Adult A/V materials.	53.99
<b>Total Foundation Contribution Expense</b>			<b>11,101.53</b>
<b>Grants and Bequests Expenditure - Other</b>			
03/04/2021	Verizon Wireless	3 RIVERS GRANT. Invoice #9873361948. Augusta mobile hotspots. 01/14-0...	80.02
<b>Total Grants and Bequests Expenditure - Other</b>			<b>80.02</b>
<b>Total Grants and Bequests Expenditure</b>			<b>11,181.55</b>
<b>Total Expense</b>			<b>165,442.46</b>

**Lewis & Clark Library**  
**L&C Library Construction General Ledger FY2020**  
**January 2019 through March 2021**

April 2, 21

Cash Basis

Date	Num	Name	Memo	Paid Amount
<b>360 Office Solutions</b>				
07/08/2020		360 Office Solutions	Furniture for Helena remodel project - 50% downpayment.	5,542.36
09/03/2020	433006-0	360 Office Solutions	Invoice #433006-0. Furniture for Helena remodel project - remainder payment.	11,084.71
Total 360 Office Solutions				16,627.07
<b>AAA Full Service</b>				
05/30/2019	6284	AAA Full Service	Invoice #6284. Camera sewer lines and locate transitions for Dawes Engineering.	400.00
Total AAA Full Service				400.00
<b>AAA Storage</b>				
06/12/2020	2655	AAA Storage	Invoice #2655. Helena remodel storage rental - 07/20-09/20.	705.00
Total AAA Storage				705.00
<b>Chase Card Services</b>				
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 power supply.	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 & Extra Wide Bundle.	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 - Helena's marketplace.	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 cabling.	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 libray/donation.	51.92
03/04/2021		Chase Card Services	Costco. Helena Remodel - network TV's.	194.97
03/04/2021		Chase Card Services	Costco. Helena Remodel - network TV's.	64.99
03/04/2021		Chase Card Services	Costco. Helena Remodel - network TV's.	2,654.94
03/04/2021		Chase Card Services	Costco. Helena Remodel - network TV's.	209.97
03/04/2021		Chase Card Services	Costco. Helena Remodel - network TV's.	584.99
03/04/2021		Chase Card Services	Costco. Helena Remodel - network TV mount.	69.99
Total Chase Card Services				13,364.68
<b>Contract Design Associates</b>				
06/12/2020	46843	Contract Design Associates	Invoice #46843. Helena Redesign - 50% deposit for library furniture.	58,359.00
09/30/2020	47320	Contract Design Associates	Invoice #47320. Helena Redesign - furniture - remainder payment and installation services.	198,777.99
09/30/2020	47321	Contract Design Associates	Invoice #47321. Helena Redesign - furniture - remainder payment and installation.	5,531.61
10/28/2020	47488	Contract Design Associates	Invoice #47488. Helena remodel - purchasing on-site shelving - incorrect color/relocate 6 shelvi...	2,180.68
12/10/2020	47630	Contract Design Associates	Invoice #47630. helena remodel - staff office readjustment/square tops.	965.65
12/10/2020	47629	Contract Design Associates	Invoice #47629. Helena Redesign - 50% deposit for library furniture.	58,358.17
Total Contract Design Associates				324,173.10
<b>Dakota Supply Group</b>				
12/26/2019	F242332	Dakota Supply Group	Invoice #F242332. Helena remodel - water heater replacement for public restrooms.	1,051.19
Total Dakota Supply Group				1,051.19
<b>Demco, Inc.</b>				
11/24/2020		Demco, Inc.	Tital book supports - oversize, folding easels for book displays - Helena remodel.	908.45
02/05/2021	6883369	Demco, Inc.	Invoice #6883369. Helena remodel - book supports and easels.	92.59
02/05/2021	6887765	Demco, Inc.	Invoice #6887765. Helena remodel - book supports and easels.	902.27
Total Demco, Inc.				1,903.31
<b>Department of Revenue*</b>				
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
02/05/2021		Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 12/2020 & 01/2021.	295.66
02/19/2021		Department of Revenue*	Contractor's Gross Receipts payment for helena remodel. 11/2020.	2,605.20
Total Department of Revenue*				47,285.17

**Lewis & Clark Library**  
**L&C Library Construction General Ledger FY2020**  
**January 2019 through March 2021**

April 2, 21

Cash Basis

Date	Num	Name	Memo	Paid Amount
<b>Dick Anderson Construction</b>				
01/27/2020	9180-1	Dick Anderson Construction	Invoice #9180-1. Remodel - Contractor's application for payment #1.	461,634.93
02/20/2020	9180-2	Dick Anderson Construction	Invoice #9180-2. Remodel - Contractor's application for payment #2.	288,763.04
03/05/2020	9180-3	Dick Anderson Construction	Invoice #9180-3. Contractor's application for payment #3.	355,999.45
04/05/2020	9180-4	Dick Anderson Construction	Application #9180-4. Contractor's application for payment #4. 03/31/20.	718,490.15
05/04/2020	9180-5	Dick Anderson Construction	Invoice #9180-5. Contractor's application for payment #5. 04/30/2020.	732,715.14
06/12/2020	9180-6	Dick Anderson Construction	Invoice #9180-6. Contractor's application for payment #6. 05/31/20.	543,243.09
07/08/2020	9180-6(2)	Dick Anderson Construction	Invoice #9180-6. Contractor's application for payment. 06/30/20.	351,193.07
08/06/2020	9180-8	Dick Anderson Construction	Invoice #9180-8. Contractor's application for payment. 07/30/20.	410,502.79
09/16/2020	9180-9	Dick Anderson Construction	Application #9180-9. Contractor's application for payment. 09/01/2020.	247,086.08
10/28/2020	9180-10	Dick Anderson Construction	Invoice #9180-10. Contractor's application for payment. 09/30/20.	143,587.28
11/19/2020	9180-11	Dick Anderson Construction	Invoice #9180-11. Contractor's application for payment. 10/31/20.	140,832.52
12/10/2020	9180-12	Dick Anderson Construction	Invoice #9180-12. Contractor's application for payment. 11/30/20.	257,914.77
02/05/2021		Dick Anderson Construction	Invoice #9180-13. Contractor's application for payment. 12/31/20.	27,806.80
02/05/2021		Dick Anderson Construction	Invoice #9180-14. Contractor's application for payment. 01/31/21.	1,463.52
Total Dick Anderson Construction				4,681,232.63
<b>Dundas Office Interiors, Inc.</b>				
07/24/2020	4702	Dundas Office Interiors, Inc.	Invoice #4702. 50% deposit - helena remodel - upstairs staff furniture.	23,982.22
09/16/2020	4702-1	Dundas Office Interiors, Inc.	Invoice #4702-1. Last payment - Helena remodel - upstairs staff furniture.	23,982.21
03/04/2021	4798	Dundas Office Interiors, Inc.	Invoice #4798. Office equipment for downstairs staff area.	31,587.67
03/04/2021	4804	Dundas Office Interiors, Inc.	Invoice #4804. 4 @ lateral files - downstairs staff office equipment.	2,380.96
Total Dundas Office Interiors, Inc.				81,933.06
<b>Element L Design</b>				
01/13/2021	1172	Element L Design	Invoice #1172. Building remodel designs - graphic design services.	300.00
Total Element L Design				300.00
<b>EnvisionWare</b>				
03/18/2021	INV-US-51...	EnvisionWare	Invoice #INV-US-51803. Helena Remodel - 11x17 flatbed scanner/document station.	2,545.00
Total EnvisionWare				2,545.00
<b>FastSigns</b>				
09/30/2020		FastSigns	Estimate #637-7379. Helena Remodel - laser-cut brushed aluminum lettering - exterior signage.	12,547.56
10/28/2020	637-9256	FastSigns	Invoice #637-9256. In-house labor charge - signage.	100.00
10/28/2020	637-9345	FastSigns	Invoice #637-9345. Helena Re-model - printed cut vinyl signs for Clock Wrap.	545.69
Total FastSigns				13,193.25
<b>Helena Container Rental &amp; Sales</b>				
03/04/2021	14328	Helena Container Rental & Sales	Invoice #14328. Helena Remodel - monthly rent of 20' storage containers.	250.00
03/04/2021	14329	Helena Container Rental & Sales	Invoice #14329. Helena Remodel - monthly rent of 20' storage containers.	250.00
03/04/2021	14330	Helena Container Rental & Sales	Invoice #14330. Helena Remodel - monthly rent of 20' storage containers.	250.00
Total Helena Container Rental & Sales				750.00
<b>Home Depot Credit Services</b>				
07/08/2020		Home Depot Credit Services	Invoice #5024680. Helena remodel wiring project supplies.	16.42
11/24/2020		Home Depot Credit Services	Helena Remodel Construction - network wiring project materials.	127.45
12/10/2020	6022538	Home Depot Credit Services	Invoice #6022538. Helena remodel networking materials.	28.80
Total Home Depot Credit Services				172.67
<b>Mesa Moving and Storage</b>				
11/27/2019		Mesa Moving and Storage	LCL Re-design - Phase 1 - move children's area shelving to LMR.	395.85
12/13/2019	52515	Mesa Moving and Storage	Invoice #52515. LCL Redesign - Phase 1 - move shelving. 11/26/19.	292.50
02/06/2020	55943	Mesa Moving and Storage	Invoice #55943. LCL Redesign - Phase 1 - move furniture to storage unit.	633.00
04/05/2020	58958	Mesa Moving and Storage	Invoice #58958. LCL Redesign - Phase 2/3 - move furniture to storage unit.	420.00
04/05/2020	59158	Mesa Moving and Storage	Invoice #59158. LCL Redesign - Phase 2/3 - move furniture to Capitol Branch.	150.00
05/28/2020	60488	Mesa Moving and Storage	Invoice #60488. LCL Redesign - move staff office furniture at main branch. 04/27/20.	437.72
03/18/2021	78067	Mesa Moving and Storage	Invoice #78067. LCL Redesign - move old, unneeded furniture to donation place.	230.00
Total Mesa Moving and Storage				2,559.07
<b>Montana Pro Audio LLC</b>				
11/03/2020		Montana Pro Audio LLC	Helena Remodel - Full building audio system.	26,941.00
02/05/2021	3152	Montana Pro Audio LLC	Invoice #3152. Helena Remodel - audio system.	1,168.00
03/02/2021	3143	Montana Pro Audio LLC	Invoice #3143. Helena Remodel A/V system integration services and equipment.	12,467.00
03/02/2021	3143	Montana Pro Audio LLC	Credit Memo #3142. Helena Remodel A/V system integration services credit memo.	-12,467.00
03/04/2021	3159	Montana Pro Audio LLC	Invoice #3159. Helena Remodel - Full building audio system - Phase 2.	43,345.00
03/04/2021	3143	Montana Pro Audio LLC	Invoice #3143. Helena Remodel A/V system integration services and equipment.	17,011.31
Total Montana Pro Audio LLC				88,465.31
<b>Montana Telecom &amp; Cabling</b>				
04/29/2020	1154	Montana Telecom & Cabling	Invoice #1154. 10,000 white Cat6 construction wiring.	1,800.00
04/29/2020	1156	Montana Telecom & Cabling	Invoice #1156. 10,000 white Cat6 construction wiring - 2nd order.	1,800.00
10/28/2020	1197	Montana Telecom & Cabling	Invoice #1197. 10,000 white Cat6 construction wiring.	1,800.00
12/24/2020	1200	Montana Telecom & Cabling	Invoice #1200. Cable tray hangers and hanging hardware.	175.85
Total Montana Telecom & Cabling				5,575.85

April 2, 21

**Lewis & Clark Library**  
**L&C Library Construction General Ledger FY2020**  
**January 2019 through March 2021**

Cash Basis

Date	Num	Name	Memo	Paid Amount
<b>Mosaic Architecture, P.C.</b>				
05/16/2019		Mosaic Architecture, P.C.	Contract Amount billed/Monthly reimbursable expenses. Start - 04/30/19.	14,902.74
06/14/2019	2	Mosaic Architecture, P.C.	Invoice #2. Library Re-design contract amount billed. 05/01-05/31/19.	34,773.34
07/11/2019	3	Mosaic Architecture, P.C.	Invoice #3. Library Re-design contract amount billed. 06/01-06/30/19.	13,886.14
10/03/2019	6	Mosaic Architecture, P.C.	Invoice #6. Library Re-design contract amount billed. 08/01-09/30/19.	142,756.74
11/27/2019	7	Mosaic Architecture, P.C.	Invoice #7. Library Re-design contract amount billed. 10/01-10/31/19.	29,365.27
01/09/2020	8	Mosaic Architecture, P.C.	Invoice #8. Library Re-design contract amount billed. 11/01-12/31/19.	109,786.00
02/06/2020	9	Mosaic Architecture, P.C.	Invoice #9. Library Re-design contract amount billed. 01/01-01/31/20.	33,070.55
04/05/2020	11	Mosaic Architecture, P.C.	Invoice #11. Library Redesign contract amount billed - 2 months. 02/01-03/31/20.	34,331.55
05/14/2020	12	Mosaic Architecture, P.C.	Invoice #12. Library Redesign contract amount billed. 04/01-04/30/20.	8,943.07
06/12/2020	13	Mosaic Architecture, P.C.	Invoice #13. Library Redesign contract amount billed. 05/01-05/31/20.	8,943.07
07/08/2020	14	Mosaic Architecture, P.C.	Invoice #14. Library Redesign contract amount billed. 06/01-06/30/20.	6,943.07
08/06/2020	15	Mosaic Architecture, P.C.	Invoice #15. Library Redesign contract amount billed. 07/01-07/31/20.	3,471.53
09/16/2020	16	Mosaic Architecture, P.C.	Invoice #16. Library Redesign contract amount billed. 08/01-08/31/20.	5,221.53
12/10/2020	17	Mosaic Architecture, P.C.	Invoice #17. Library Redesign contract amount billed. 09/01-12/07/20.	5,554.45
03/04/2021	17	Mosaic Architecture, P.C.	Invoice #17. Library Redesign contract amount billed. 01/01-02/28/21.	2,607.61
Total Mosaic Architecture, P.C.				454,556.66
<b>NICO Electronic Systems</b>				
12/26/2019	11178	NICO Electronic Systems	Invoice #11178. Helena remodel - relocate card reader/keypad to different staff door.	728.00
10/14/2020	12819	NICO Electronic Systems	Invoice #12819. Helena remodel - security system installed/updated.	6,995.00
02/05/2021	13120	NICO Electronic Systems	Invoice #13120. Helena remodel - security system installed.	2,972.00
Total NICO Electronic Systems				10,395.00
<b>Nitro Green</b>				
02/20/2020	531702	Nitro Green	Invoice #531702. Library Remodel - West Side Lilacs prep for site work.	160.00
05/28/2020	542066	Nitro Green	Invoice #542066. Helena Remodel - tree removal service. 05/21/20.	1,000.00
Total Nitro Green				1,160.00
<b>Overton &amp; Associates, LLC</b>				
04/15/2020	20-110	Overton & Associates, LLC	Invoice #20-110. Jay Bowerson - travel expenses for consulting - Capitol branch book moving.	2,000.00
Total Overton & Associates, LLC				2,000.00
<b>Poindexter's</b>				
01/13/2021	4838	Poindexter's	Invoice #4838. Helena remodel - audio system.	4,344.25
Total Poindexter's				4,344.25
<b>Professional Library Lift Movers</b>				
04/05/2020		Professional Library Lift Movers	Library Redesign - 50% deposit for stack-moving equipment for Capitol Branch. 04-08/2020.	13,836.73
05/28/2020	7821	Professional Library Lift Movers	Invoice #7821. Library Redesign - stack-moving equipment for Capitol Branch. 04-08/2020.	13,836.73
08/06/2020	7841	Professional Library Lift Movers	Invoice #7841. Library Redesign - stack-moving equipment rental. 08/01-08/14/20.	7,200.00
Total Professional Library Lift Movers				34,873.46
<b>Silver City Stone LLC</b>				
11/24/2020	2726-12 01	Silver City Stone LLC	Invoice #2726-12 01. 19/23 bins for Helena remodel - children's picture books.	28,063.00
02/05/2021	2726-12 02	Silver City Stone LLC	Invoice #2726-12 02. 20-23 bins for Helena remodel - children's picture books.	5,908.00
Total Silver City Stone LLC				33,971.00
<b>TOTAL</b>				<b>5,823,536.73</b>



**LEWIS & CLARK  
LIBRARY**

# **Personnel Report**

## **March 2021**

### **Hires**

**Bobbie Clark, Systems Assistant**  
Rehire Effective March 1, 2021 \$19.30

### **Resignations**

**Scott Simonson, Interlibrary Loan Assistant**  
Effective March 5, 2021

**Mary Lee Evans, East Helena Branch Assistant**  
Effective March 31, 2021

## Lewis & Clark Library Policies

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### **PUBLIC PARTICIPATION POLICY**

**POLICY:** It is the policy of the Lewis & Clark Library Board of Trustees to encourage public participation in Library decisions by ensuring adequate notice of **in-person and virtual** meetings and including an agenda item allowing public comment at all Board of Trustees meetings.

**PROCEDURES:** Notice of Library Board meetings, including an Agenda and the minutes of the previous minutes are sent to local radio and television stations, the *Independent Record* one week prior to the regularly scheduled meetings, if at all possible, and no later than 48 hours before the meeting is scheduled. The upcoming agenda and minutes are posted in the main Library, each of the branch libraries, and in the City/County building. **The full board packet is posted on the Library's web site, and notice is made on social media outlets directing public to the Library website.**

The Library Board generally meets on the third Tuesday of each month at the main Library building in the Mezzanine Meeting Room at 5:00 p.m. On occasion the Board may call a special meeting, need to change the time and date of the regular meeting, or change the meeting location to an offsite location. Notice of such changes will be given at least 48 hours before the meeting.

Anyone wishing to address the Board is encouraged to notify the Director in advance of the meeting so that time or additional space may be reserved for such input. However, this is not absolutely necessary, as the Board has a regular agenda item for public comment and anyone wishing to address the Board or to observe is encouraged to attend the monthly meetings. Persons wishing to speak must fill out a form to allow for accurate spelling of names and identification of those speaking for inclusion in the official minutes of the meeting. A form will be provided. **Alternatively, if the meeting is virtual, staff will make sure to request proper spelling of public attendee's name.**

Since time is limited, the Board Chair reserves the right to set a reasonable time limit for public input on each topic. Normally, a person will be allowed five minutes per agenda item. Comments may be provided in person at the Board meeting or in writing. Written comments should be submitted to the Library Director at least 24 hours prior to the meeting.

Meetings of the Library Board of Trustees may be closed pursuant to 2-3-203(3)(4), MCA.

First Reading by the Board of Trustees April 20, 2021  
Reviewed and Approved by the Board of Trustees October 24, 2017  
Reviewed and amended by the Board of Trustees September 16, 2014  
Reviewed and approved by the Board of Trustees May 17, 2011  
Adopted by the Board of Trustees February 19, 2008  
NEW, in accordance with MCA 2-3-103

## Lewis & Clark Library Policies

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### 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. 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.

Exhibitors will be **physically and financially** 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.

Second Reading by the Board of Trustees April 20, 2021

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

## **Lewis & Clark Library Policies**

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Adopted by the Library Board September 23, 1980

## Branch Highlights for March 2021

### Augusta Branch Highlights

**The Collection:** March was all about Women's History Month in Augusta. We created a Women's History Month display.



We rotated and refreshed the Junior Nonfiction, JP, DVD, and New Arrivals sections. We added 6 Playaways and two laptop/hot spots to our collection. Both the Laptop/hot spots have circulated with positive feedback from patrons. "It worked perfectly" she said.

We continued to work towards a more diverse collection by displaying at least 1 in 5 diverse titles in all sections.

**Public Services:** Traffic in the Branch is increasing as we remain open. Holds, copying, printing and faxing has increased. Computer sessions increasing. Totals are starting to come back up to pre-pandemic days.



**Programming:** Finished up with Lego Bldg Challenge.

We had 2 weekly winners from Aug that won Lego books and an Augusta patron won the drawing for the Kindle!

For our Seniors receiving Meals on Wheels, we distributed 30 Sun Catcher Kits put together by Bretagne. We had one of these Seniors renew their library card and place holds. Yay!

The Branch Book Club read *The Professor and the Madman* by Simon Winchester. We suggested a movie tie-in on Netflix starring Mel Gibson and Sean Penn.

They enjoyed it very much. Several members tuned in to Suzanne's virtual Fireside Chat with the author about

his new book, *Land*, and thought it was excellent. We held a socially distanced book discussion on the patio and also had several members make comments in the on-line Facebook group. For the kids, we gave out 26 Activity Kits and 8 Busy Bags that Molly and team put together for AUG.

Reached out to the Community Garden and the new Friends group about a socially distanced and outside Seed Swap Program and fund-raiser for the Friends on May 16th.

**PR/Outreach:** At the beginning of the month Holly was interviewed by a Helena news station about the new Laptops with Hot Spots for check out.

Library news for April to the school newsletter. Updated library bulletin board at PO.

**LCL Teams: Branches Team** worked on National Library Week preparations and the launch of the Little Free Libraries. Ordered books to stock the LFLs. LFLs building complete and delivered to individual Branches by Andrea! They look awesome!

**Branches & Programmers Team** worked on Summer Reading activity kits directions and supply list to Molly. Supplies delivered AUG and beginning to plan on how to assemble 500 kits for Week 4 Rodeo Animals.

**Collection Diversity Team** continued to work towards a more diverse collection.

**Partial Staff Team** - Agenda & Note Taker for March Meeting. Discussed having Practicum student, Megan Genthner, from Augusta at the Branch and at Main this summer.

**EHB Assistant New Hire Team:** Read through applications, made comments, met to discuss best 3 to interview.

### East Helena Branch Highlights

The month of March saw the end to quarantining books, library assistant Mary Lee's retirement, patrons able to browse and use the computers, vaccinations for COVID-19, HATs/APOP with John, and many Take and Make activities handed out for children and teens.

The Reading Circle read *The Men Who United the States: America's Explorers, Inventors, Eccentrics, and Mavericks, and the Creation of One Nation, Indivisible* by Simon Winchester. We had eight patrons participate in reading the title; none attended his online event unfortunately.

One hundred fifty teen take and makes were assembled by East Helena Branch Staff. Thirty went to both EVMS and EHHS, while 85 went to Helena Branch.



A wonderful send-off was given to Mary Lee with Teresa (retired), Sharon (sub), and Andrea enjoying lunch together while Mary Lee opened her gifts of a Jet Boil, camp rocking chair, and camp table. She is already enjoying the beautiful views and peaceful surroundings south of Missoula.

At the end of March, we started preparing for National Library Week with final preparations

for the Little Free Library installation in the City Hall of East Helena. It is a very exciting opportunity to do more outreach in the community and to get more books into their hands.



**Lincoln Branch Highlights**

March was a slow month for Lincoln. The Library reopened its doors for in-person browsing and has received several positive comments from patrons about getting to return to the building. Getting the word out about reopening has been slow, but we continue to make progress.

Lincoln staff did a rotation to Helena to refresh the collection, trading out approximately 375 materials through collaboration with and support from staff on the Public Services team.

Patrons continue to engage with weekly storytimes and are looking forward to library services slowly and safely reopening.