



**LEWIS & CLARK
LIBRARY**

LEWIS AND CLARK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday May 18, 2021 5:00 p.m.
Online/Virtual Meeting – Instructions Below

Memo

To: Library Board of Trustees
From: John Finn, Director
Date: May 10, 2021
Re: April 2021 report for the Board

The Month That Was: The Lewis & Clark Library Board of Trustees met virtually on Tuesday April 20, 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, Bill Kohnke, member of the public was present.

Trish Sternberg gave an update on the Library's hiring processes. There are several open positions at the moment. Seven different positions total. Sternberg pointed out that we have relied on technologies that we have all become very familiar with during the pandemic, including Teams and Zoom.

Fandrich/Waterman moved to approve consent items.

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

The Trustees reviewed the Public Participation Policy. Finn noted that there have been changes made relating to the way we have conducted Board meetings during the Pandemic. Thinking that there may be cause to conduct "hybrid" meeting moving forward, changes related to virtual meetings were made to the policy. Edits from Board will be made to the Policy for their review at the next meeting.

The Board had a second reading of the Library Exhibits Policy. The Board approved the policy, following some discussion about what happens if the Library mounts an exhibit of a controversial nature. Finn said he would email the Board electronic copies of the ALA Bill of Rights, the Library Intellectual Freedom Policy, the Bulletin Board Policy, and the Election Materials Policy. The Board can have a discussion at the next meeting.

Staff gave the Board a Committee Report from the Reopening Committee. The Committee continues to meet and is following the countywide numbers closely. The numbers have been

bouncing up and down around the target number for Phase IV. Finn suggests that the Library maintain a hold in Phase IV unless there is a significant jump in the countywide weekly average of new daily cases.

Schramm noted that it is time to convene the Nominations Committee to find Board leadership for the next year. He also noted that the Board needs to form a Director Evaluation Committee to perform the Director's annual June evaluation.

Whearty reported that she attended a couple of sessions at the annual Montana Library Association Conference. Finn noted that many staff were able to attend this year as well.

Finn presented the Library's Preliminary FY 22 Budget to the Joint City/County Budget Committee on Tuesday May 4. It was a great time to talk with City and County leadership about what our plans are for the coming Fiscal Year, and a wonderful chance to brag about all the great accomplishments we had during a very difficult year.

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 the film Hot Fuzz. The theater has a limit of 25 people. Finn will let Board members know the specifics if they are interested in attending with the Library Team.

The Library Foundation Board will meet on Thursday May 20 at Noon in the community room of the Blackfoot Brewery.

Lewis & Clark Library Board of Trustees May Meeting

Topic: Lewis & Clark Library May Board of Trustees meeting

Time: May 18, 2021 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99758843382?pwd=NzcwMWE4cEF5cFZXTXJDSzIrd0Q4Zz09>

Meeting ID: 997 5884 3382 | Passcode: 155763

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 997 5884 3382

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 May 17, 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 Molly Hudson, Children's Services Librarian

- 3) CONSENT ITEMS for May 2021
 - A. Minutes of the April 20, 2021 Regular Meeting
 - B. Service Report for April 2021
 - C. Financial Reports for April 2021
 - D. General and Construction Ledger for April 2021
 - E. Personnel Reports for April 2021

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

4) NEW BUSINESS

- A. Exhibits Discussion – To be considered: Intellectual Freedom Policy, ALA Library Bill of Rights, Bulletin Board Policy, Election Materials Policy

5) UNFINISHED BUSINESS

- A. Public Participation Policy – Second Reading

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

- B. Nominations Committee appointed
- C. Director Evaluation Committee appointed

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

WRAP-UP and ADJOURN – Next Board Meeting – June 15, 2021 - TBD



**Lewis & Clark Library
Board of Trustees Meeting
Online/Virtual Meeting
April 20, 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; Kate Radford Lincoln Library Manager.

OTHERS PRESENT: Bill Kohnke.

Chair Schramm called the meeting to order at 5:03 p.m.

Whearty read the Mission Statement.

- 1) PUBLIC COMMENT** Bill Kohnke inquired about the hiring process for his daughter who was unable to attend the meeting. Sternberg replied to his questions about the number of applications received for different positions, etc. and Mr. Kohnke was invited to stay for her staff report.
- 2) STAFF REPORT – Patricia Sternberg, Administrative Manager**
Sternberg reported on the Library hiring process that began in early March. Seven different Library positions came open at the same time; the Teen Services Librarian, Bookmobile Assistant, East Helena Branch Assistant, Interlibrary Loan Clerk, two Public Services Desk Assistants (one of which will be the Wow Bike ambassador in the summer) and at the end of April the Systems Assistant position opened as well. Use of technologies that the staff became familiar with during the pandemic led to great teamwork as

the interview teams were chosen, applicants screened and interviewed, and the positions have started to fill. As of report time, the Bookmobile and Public Services Desk Assistant positions have been filled. Teen Services interviews took place the first week of April and more Teen Librarian interviews will take place the last week of April. The EHB Assistant job offer has been made and we are waiting to hear back from the applicant. Interlibrary Loan interviews are taking place this week and the (Computer) Systems Assistant position has been advertised – no applications to date.

3) CONSENT ITEMS

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

- A. Minutes** March 2021. Meadows noted an edit on page 8. Finn reported that the Joint City/County meeting that includes the presentation of the Preliminary Budget has been postponed until May 4th. Whearty inquired whether Finn wanted an extra Trustee at that meeting. He will send her the invite if she is interested – the meeting will be virtual.
- B. Service Report** March 2021. Finn pointed out the graph included for this month. Schramm noted that the column 'February 2020' should be titled 'February 2021' in a couple of different places. There was discussion of the changes in statistics from last year to this. Whearty asked for clarification on page 12 about Internet sign up, computer users and laptop checkouts. Finn explained that the statistics are system-wide –covering all the Branches – and are for all laptop checkouts.
- C. Financial Report** March 2021. Waterman asked when the Library would see the rest of the funding for The Big Read grant. Sternberg explained that the final payment from Arts Midwest was received at the beginning of this month. She will send an invoice this month to the Foundation for their \$5000 contribution to The Big Read. Fandrich wondered why the Foundation Contributions income line had not been spent and what happens to that funding if the Library does not spend it all. Finn explained the pandemic greatly affected programming expenditures, that the Foundation holds the funding and it is not lost if the Library is unable to spend it all in a year.
- D. General Ledger** – March 2021.

Construction General Ledger through March 2021. Fandrich wanted to know whether there is a final number for the construction. Finn explained there will still be some smaller invoices to pay. Waterman asked about the audio system invoice expenditure/refund under Capital Outlay. Finn explained that the charge under Consulting was for internal strategic planning not necessarily preparation for the next Library-wide Strategic Plan.

- E. Personnel Report** – March 2021. Finn discussed the personnel changes in March.

MOTION passed unanimously.

4) NEW BUSINESS

A. Public Participation Policy - Discussion Changes to this policy are based on the way that doing business has changed since the pandemic. Waterman suggested adding 'Alternatively, if the meeting is virtual...' in the second paragraph under procedures. Finn is hoping the Board will be able to meet in the Small Community Room once in-person meetings start up again. Meadows wondered if 5 minutes is enough time for public participation. Finn noted that flexibility is encouraged when anyone from the public comes to the meeting, however having a boundary is also helpful. This policy will be on the agenda for a vote at the next Board meeting.

5) UNFINISHED BUSINESS

A. Exhibits Policy Meadows raised a concern regarding the possibility of the Library being asked to exhibit something that many would consider anathema. Finn noted that the Library's Intellectual Freedom Policy as well as the ALA Code of Ethics would guide the Library through that situation. This policy is primarily geared toward accepting art at the Main Branch. After some discussion, Waterman asked to look at the Intellectual Freedom policy, the Bulletin Board policy and the Election Materials Policy all at the same time. Schramm requested that a portion of the next meeting be dedicated to this topic. Finn will forward the policies that would be applicable to the Trustees to prepare for that discussion.

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

MOTION CARRIED.

B. Branch Highlights – Radford noted how excited patrons are to be back to browsing for books at the Lincoln Library. The Lincoln patrons are also anxious to use the meeting room there again.

C. Library Re-Opening Committee Report The committee continues to meet. The number of new COVID cases per day in Lewis & Clark County is fluctuating right around the number for the Library's Phase IV. Rather than go back and forth between Phase III and Phase IV, Finn recommends the Library hold steady unless the 2-week average takes a large jump upward in new COVID cases. Discussion. Meadows asked if patrons were requesting meeting rooms at the Main Branch. Finn noted the meeting rooms are full of furniture right now to help with social distancing out on the floor. Replying to Schramm, Finn told Trustees that the County reports new cases for the previous week every Monday at about 10 a.m.

D. Construction Update No further updates.

6) DIRECTOR'S COMMENTS

Finn noted that some staff are bumping up against their vacation accrual limits and are starting to take time off. Finn will be taking a long weekend at the end of the month.

7) COMMITTEE REPORTS Schramm noted the nominations committee for the FY22 slate of officers will need to be appointed next month. The election takes place in August if the Trustees hold with tradition and take July off. The committee for the Director's evaluation will also be appointed next month in order for the evaluation to take place in June.

8) COMMENTS FROM TRUSTEES Whearty attended some of the MLA workshops. She thought they worked out well even though the conference had to be held virtually this year. After volunteering to sit in on the Broad Valleys Federation meeting, Meadows was appointed Chair. She and Finn will meet to talk out what the Federations do, et al.

9) EXECUTIVE SESSION – Personnel Discussion. At this time, the Trustees went into Executive Session. *The Board Chair may close to the public all or portions of this meeting pursuant to Sect. 2-3-203, MCA.*

10) WRAP UP

- The May Board meeting will be Tuesday, May 18, 2021 at 5:00 p.m.
Meeting location TBD.

11) ADJOURN – The meeting adjourned at 6:15 p.m.

LeRoy Schramm, Chair

LeRoy Schramm, Chair *April 20, 2021*



SERVICE REPORT

April 2021

	2021 April	2020 April	Year to Year Change	2021 March	Month to Month Change	Footnote
Attendance	5,015	0	#DIV/0!	6,547	-23.4%	1
Augusta	120	0	N/A	152	-21.1%	1
East Helena	514	0	N/A	682	-24.6%	1
Helena	4,130	0	N/A	5,439	-24.1%	1
Lincoln	178	0	N/A	142	25.4%	1
Bookmobile	73	0	N/A	132	-44.7%	1
Hours Open	603.00	0.00	#DIV/0!	638.00	-5.5%	1
Augusta	104	0	N/A	120	-13.3%	1
East Helena	136	0	N/A	157	-13.4%	1
Helena	208	0	N/A	193	7.8%	1
Lincoln	130	0	N/A	123	5.7%	1
Bookmobile	25	0	N/A	45	-44.4%	1
Hourly Average	60	#DIV/0!	#DIV/0!	53	12.8%	
TOTAL TRANSACTIONS	36,397	10,986	231.3%	34,125	6.7%	
New Cards	260	49	430.6%	248	4.8%	
Augusta	0	0	N/A	5	-100.0%	1
East Helena	16	3	433.3%	9	77.8%	1
Helena	238	42	466.7%	230	3.5%	1
Lincoln	1	4	-75.0%	3	-66.7%	1
Bookmobile	5	0	N/A	1	400.0%	1
New E-Book Users	100	261	-61.7%	92	8.7%	1
Materials Checked Out	27,525	8,823	212.0%	27,048	1.8%	
City of Helena	17,810	170	10376.5%	16,438	8.3%	1
Lewis & Clark County			N/A		N/A	1
Augusta Library	298	1	29700.0%	541	-44.9%	1
East Helena Library	845	4	21025.0%	900	-6.1%	1
Lincoln Library	427	0	N/A	329	29.8%	1
Bookmobile	237	1	23600.0%	402	-41.0%	1
Interlibrary Loan	237	0	N/A	349	-32.1%	1
E-Audio	4,151	4,248	-2.3%	4,268	-2.7%	1
E-Books	3,520	4,399	-20.0%	3,821	-7.9%	1
Out of County			N/A		N/A	1
Self Check-Outs	10,836	0	N/A	5,464	N/A	1
System-Wide Adopt A Book	535	0	N/A	538	-0.6%	1
Outreach	0	0	N/A	0	N/A	1

		2021 April	2020 April	Year to Year Change	2021 March	Month to Month Change	
Materials Used in House		35	0	#DIV/0!	13	169.2%	1
Periodicals Retrieved	Augusta	1	0	N/A	2	N/A	1
	East Helena	10	0	N/A	4	150.0%	1
	Lincoln	1	0	N/A	0	N/A	1
Magazines on Tables	Augusta	0	0	N/A	0	N/A	1
	East Helena	5	0	N/A	5	0.0%	1
	Helena	0	0	N/A	0	N/A	1
	Lincoln	0	0	N/A	0	N/A	1
Books Left on Table	Augusta	0	0	N/A	2	N/A	1
	East Helena	13	0	N/A	0	N/A	1
	Helena	0	0	N/A	0	N/A	1
	Lincoln	5	0	N/A	0	N/A	1
Information and Reference		1,805	337	435.6%	1,732	4.2%	
	Reference	1,140	220	418.2%	1,276	-10.7%	
	Database use	665	117	468.4%	456	45.8%	
Internet Sign Up/Computer Users		3,849	777	395.4%	2,487	54.8%	
	Augusta	9	0	N/A	10	N/A	1
	East Helena	38	0	N/A	83	N/A	1
	Helena	497	0	N/A	297	N/A	1
	Helena staff walk-abouts	257	0	N/A	175	N/A	1
	Bookmobile	0	0	N/A	0	N/A	1
	Lincoln	23	0	N/A	0	N/A	1
	Wireless Use	2,990	777	284.8%	1,890	58.2%	1
	Laptop Checkouts	35	0	N/A	32	9.4%	1
# Programs	Story Time Attendance	134	0	#DIV/0!	115	16.5%	1
0	Augusta	0	0	N/A	0	N/A	1
0	East Helena	0	0	N/A	0	N/A	1
0	Helena	0	0	N/A	0	N/A	1
5	Lincoln	51	0	N/A	25	104.0%	1
5	Bookmobile	83	0	N/A	90	-7.8%	1

	2021 April	2020 April	Year to Year Change	2021 March	Month to Month Change		
# Programs							
Tours, Program & Outreach	2,789	1,000	178.9%	2,482	12.4%		
7	Helena/Adult	284	0	N/A	284	0.0%	1
4	Helena/Juv	800	0	N/A	650	23.1%	1
0	Helena/Teen	0	0	N/A	0	N/A	1
0	Teen Outreach	0	0	N/A	0	N/A	1
1	Director Outreach	1000	1000	0.0%	1000	0.0%	1
4	Bookmobile	390	0	N/A	240	62.5%	1
5	Augusta	72	0	N/A	72	0.0%	1
11	East Helena	171	0	N/A	175	-2.3%	1
7	Lincoln	72	0	N/A	61	18.0%	1
0	Detention Center - Requests/Filled	0	0	N/A	0	N/A	1
	Meeting Room Usage	1	0	#DIV/0!	1	0.0%	
	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	0	N/A	1	0.0%	1
	Registered Borrowers	25,460	23,751	7.2%	25,238	0.9%	
	Helena	23,158	21,656	6.9%	22,950	0.9%	1
	Augusta	284	258	10.1%	283	0.4%	1
	East Helena	712	611	16.5%	699	1.9%	1
	Bookmobile	941	899	4.7%	943	-0.2%	1
	Lincoln	365	327	11.6%	363	0.6%	1
	Out-of-County				0		1
	Volunteer Hours Worked	105	0	#DIV/0!	105	0.0%	
	Volunteer Hours	0	0	N/A	0	N/A	1
	Library Board Hours	45	0	N/A	45	0.0%	1
	Foundation Board Hours	60	0	N/A	60	0.0%	1
	EHB Friends of the Library Hours	0	0	N/A	0	N/A	1
	Web Site Hits	22,805	12,258	86.0%	21,689	5.1%	
	Social Media Hits Adult, Teen, BkMobile	7,107	4,987	42.4%	7,017	1.2%	
	Mobile Application Uses	451	0	N/A	1826	-75.3%	
	EdVenture Pass Uses	0	0	N/A	0	N/A	

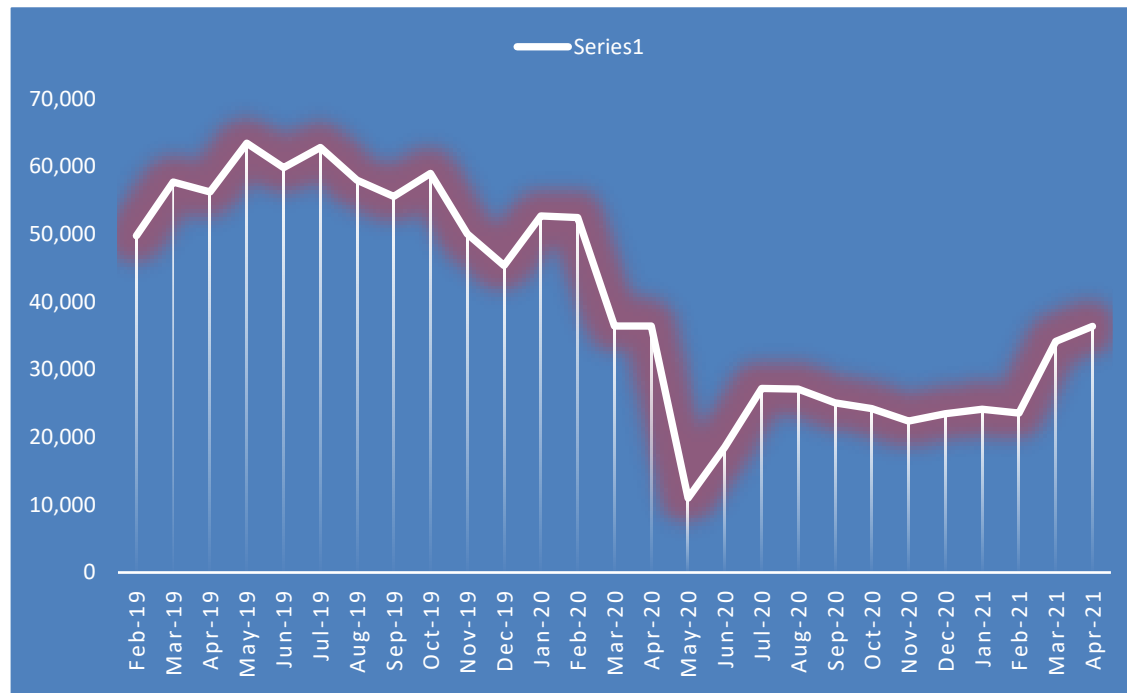
Footnote 1 Libraries were completely closed April 2020

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
1-Apr	36,362



Lewis Clark Library
Financial Report
April 30, 2021

83% of Year Elapsed
17% of Year Remaining

	Month of April 2021	Year to Date April 30, 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	1,246,013	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%	
Total 1 Local Government Income	0	2,095,431	3,717,773	1,622,342	43.6%	56.4%	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	352	2,059	5,500	3,441	62.6%	37.4%	
Cards - Out of County	135	1,890	5,000	3,110	62.2%	37.8%	
Cash Over (Short)	14	14	25	11	44.0%	56.0%	
Damage Charges	0	247	400	153	38.3%	61.8%	
Donations	46	398	1,000	602	60.2%	39.8%	
Interest Income	0	9,073	25,000	15,927	63.7%	36.3%	
Items Resold	104	159	1,000	841	84.1%	15.9%	
Miscellaneous Income	0	85	1,000	915	91.5%	8.5%	
Photocopy Income	162	252	12,000	11,748	97.9%	2.1%	
Rental Income	240	2,400	2,000	-400	-20.0%	120.0%	
Telephone Reimb.	0	280	250	-30	-12.0%	112.0%	
Total 3 Library Generated Income	1,053	16,857	53,175	36,318	68.3%	31.7%	2
5 Foundation Income							
Foundation - Contributions	16,555	42,678	75,000	32,322	43.1%	56.9%	
Foundation - Materials	13,814	39,304	65,000	25,696	39.5%	60.5%	
Total 5 Foundation Income	30,369	81,982	140,000	58,018	41.4%	58.6%	
6 Grants & Bequests - Income							
Big Read Grant	3,000	15,000	20,000	5,000	25.0%	75.0%	
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	3,000	30,500	39,500	9,000	22.8%	77.2%	
Total Income	34,422	2,250,180	3,975,868	1,725,688	43.4%	56.6%	
Expense							
1 Payroll Expenses							
A Wages & Salaries							
Administration	42,163	470,578	592,840	122,262	20.6%	79.4%	
Anticipated Retirements	3,376	3,376	38,000	34,624	91.1%	8.9%	
Branch Services	18,673	235,651	288,556	52,905	18.3%	81.7%	
Collection Services	14,457	167,050	235,571	68,521	29.1%	70.9%	
Programming Services	10,556	152,672	209,590	56,918	27.2%	72.8%	
Public Services	33,534	372,461	521,570	149,109	28.6%	71.4%	
Total A Wages & Salaries	122,759	1,401,788	1,886,127	484,339	25.7%	74.3%	
Benefits							
ACC-Accident	16	164	400	236	59.0%	41.0%	
AFLAC	0	0	550	550	100.0%	0.0%	
Dental Insurance	1,248	13,274	18,000	4,726	26.3%	73.7%	
Direct Deposit Fees	155	1,765	3,120	1,355	43.4%	56.6%	
E A P	15	157	360	203	56.4%	43.6%	
FICA/Medicare	9,079	103,615	144,289	40,674	28.2%	71.8%	
Health Insurance	22,786	241,406	300,000	58,594	19.5%	80.5%	
Health Savings Account	573	5,727	16,500	10,773	65.3%	34.7%	
Life Insurance	23	230	500	270	54.0%	46.0%	
Long Term Disability Insurance	12	116	200	84	42.0%	58.0%	
PERS Expense	10,571	120,719	165,413	44,694	27.0%	73.0%	
Unemployment Ins.	184	2,103	6,000	3,897	65.0%	35.1%	
Vision Insurance	201	2,227	3,780	1,553	41.1%	58.9%	
Workers' Compensation	0	36,758	37,000	242	0.7%	99.3%	3
Total Benefits	44,863	528,261	696,112	167,851	24.1%	75.9%	
Total 1 Payroll Expenses	167,622	1,930,049	2,582,239	652,191	25.3%	74.7%	

			Month of April 2021	Year to Date April 30, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
	2	Maintenance & Operations							
		Automobile Expense							
		Gas	693	3,176	6,000	2,824	47.1%	52.9%	
		Maint. & Repairs	284	2,484	8,000	5,516	69.0%	31.1%	
		Total Automobile Expense	977	5,660	14,000	8,340	59.6%	40.4%	
		Bank Service Charges	0	1,062	2,000	938	46.9%	53.1%	
		City Assessments	0	6,858	7,500	642	8.6%	91.4%	3
		Continuing Education							
		Lodging	0	0	8,500	8,500	100.0%	0.0%	
		Meals	49	1,291	6,500	5,209	80.1%	19.9%	
		Registration	375	3,691	9,000	5,309	59.0%	41.0%	
		Transportation/Travel	0	0	6,000	6,000	100.0%	0.0%	
		Total Continuing Education	424	4,982	30,000	25,018	83.4%	16.6%	2
		Contracted Services							
		Adult Services Programming	4,852	25,918	31,500	5,582	17.7%	82.3%	
		Advertising & Publicity	2,544	35,550	45,804	10,254	22.4%	77.6%	
		Augusta Programming	128	284	1,500	1,216	81.1%	18.9%	
		Bookmobile Programming	62	2,105	3,000	895	29.8%	70.2%	
		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	535	4,785	10,000	5,215	52.2%	47.9%	
		Teen Services Programming	58	7,815	14,000	6,185	44.2%	55.8%	
		Youth Services Programming	4,031	9,868	14,000	4,132	29.5%	70.5%	
		Contracted Services - Other	766	22,096	40,000	17,904	44.8%	55.2%	4
		Total Contracted Services	12,976	109,419	167,604	58,185	34.7%	65.3%	
		Dues and Memberships	275	3,014	3,500	486	13.9%	86.1%	
		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	599	599	1,500	901	60.1%	39.9%	
		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	815	6,416	22,000	15,584	70.8%	29.2%	
		Printing	249	1,334	5,500	4,166	75.7%	24.3%	
		Professional Fees							
		Accounting	0	10,344	11,000	656	6.0%	94.0%	
		Consulting	1,110	5,064	10,000	4,936	49.4%	50.6%	
		Total Professional Fees	1,110	15,408	21,000	5,592	26.6%	73.4%	
		Refunds	11	581	1,000	419	41.9%	58.1%	
		Rents and Leases	2,833	35,658	40,000	4,342	10.9%	89.1%	
		Repairs & Maintenance							
		Building Repair & Maintenance	7,490	29,198	78,500	49,302	62.8%	37.2%	
		Furniture Repair & Acquisition	777	2,394	20,000	17,606	88.0%	12.0%	
		Systems Upgrade, Maintenance & Repair	8,608	115,025	130,350	15,325	11.8%	88.2%	
		Total Repairs & Maintenance	16,875	146,617	228,850	82,233	35.9%	64.1%	
		Supplies							
		Computer	0	2,106	7,500	5,394	71.9%	28.1%	
		Janitorial	1,315	8,124	10,000	1,876	18.8%	81.2%	
		Office	2,240	13,406	17,000	3,594	21.1%	78.9%	
		Supplies - Other	146	1,800	6,000	4,200	70.0%	30.0%	
		Total Supplies	3,701	25,436	40,500	15,064	37.2%	62.8%	

Lewis Clark Library
Financial Report
April 30, 2021

83% of Year Elapsed
17% of Year Remaining

	Month of April 2021	Year to Date April 30, 2021	Fiscal Year 2021 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
Telephone							
Local Service	1,151	9,384	12,500	3,116	24.9%	75.1%	
Long Distance	138	997	1,500	503	33.5%	66.5%	
Network/Data Lines	2,070	21,407	27,000	5,593	20.7%	79.3%	
Total Telephone	3,359	31,788	41,000	9,212	22.5%	77.5%	
Utilities							
Gas and Electric	3,839	35,615	60,000	24,385	40.6%	59.4%	
Water/Sewer/Sanitation	381	4,745	13,000	8,255	63.5%	36.5%	
Total Utilities	4,220	40,360	73,000	32,640	44.7%	55.3%	
Total 2 Maintenance & Operations	48,424	498,529	947,554	449,025	47.4%	52.6%	
3 Capital Outlay							
Equipment Purchases	2,270	2,270	5,000	2,730	54.6%	45.4%	
Facilities Projects	3,651	2,164,252	7,000	-2,157,252	-30817.9%	30917.9%	6
Transfer to Depreciation Reserve Fund	0	0	25,000	25,000	100.0%	0.0%	
Total 3 Capital Outlay	5,921	2,166,522	37,000	-2,129,522	-5755.5%	5855.5%	
4 Books & Materials							
Adult material	529	2,845	3,000	155	5.2%	94.8%	
AV - Adult	2,216	19,226	20,000	774	3.9%	96.1%	
AV - Juvenile	0	373	6,000	5,627	93.8%	6.2%	
AV Teen	135	904	6,000	5,096	84.9%	15.1%	
Bibliographic Services	0	6,548	6,600	52	0.8%	99.2%	
Databases	0	19,988	24,000	4,012	16.7%	83.3%	3
Downloadable Media	2,649	81,411	85,400	3,989	4.7%	95.3%	3
FDN Purchase of Books	3,654	43,649	65,000	21,351	32.8%	67.2%	
Juvenile Material	3,320	22,036	22,000	-36	-0.2%	100.2%	
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	1,236	10,912	13,000	2,088	16.1%	83.9%	
Reference Material	0	10,935	11,000	65	0.6%	99.4%	3
Teen Material	560	4,530	11,000	6,470	58.8%	41.2%	
Total 4 Books & Materials	14,299	254,394	311,750	57,356	18.4%	81.6%	
Grants and Bequests Expenditure							
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	3,858	47,213	57,000	9,787	17.2%	82.8%	
Teen Services Grant Expenditure	0	0	2,000	2,000	100.0%	0.0%	
Grants and Bequests- Other	3,475	11,492	15,000	3,508	23.4%	76.6%	
Total Grants and Bequests Expenditure	7,333	79,705	96,500	16,795	17.4%	82.6%	
TOTAL EXPENDITURES	243,599	4,929,199	3,975,043	-954,156	-24.0%	124.0%	
TOTAL EXPENDITURES less Facilities Project	239,948	2,764,947	3,975,043	1,210,096	30.4%	69.6%	7

Lewis & Clark Library

General Ledger

April 2021

05/03/21
Cash Basis

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
2 Maintenance & Operations			
Automobile Expense			
Gas			
04/01/2021	Holiday Companies	Automobile/Bookmobile fuel charges. 02/15-03/14/21.	404.14
04/28/2021	Holiday Companies	Automobile/Bookmobile fuel charges. 03/15-04/14/21.	288.42
Total Gas			692.56
Maint. & Repairs			
04/15/2021	CarQuest	Invoice #2272-754536. Diesel exhaust fluid and 20 WWF prime guard - BKM.	113.96
04/15/2021	Placer Motors Inc.	Invoice #47326. Library vehicle service maintenance, and new sunshade.	170.45
Total Maint. & Repairs			284.41
Total Automobile Expense			976.97
Continuing Education			
Meals			
04/01/2021	ERICWALLIMAN	Courier lunches. 03/2021.	39.46
04/28/2021	ERICWALLIMAN	Seed exchange program - snacks and drinks.	9.23
Total Meals			48.69
Registration			
04/01/2021	Chase Card Services	MLA. Whearty, N. Trustee MLA 2021 conference registration.	50.00
04/28/2021	OPI - Montana DRIVE	Invoice #202116. OPE - MT Drive class - 1 @ Bookmobile driver attendee. 0...	325.00
Total Registration			375.00
Total Continuing Education			423.69
Contracted Services			
Adult Services Programming			
04/01/2021	James F. Robbins	Simon Winchester interview honorarium. 03/18/21.	1,000.00
04/01/2021	Tizer Botanic Gardens	Invoice #3007. Giveaway trees.	26.00
04/01/2021	Chase Card Services	Amazon. Simon Winchester event - book purchase.	16.62
04/01/2021	Chase Card Services	JoAnn Stores. Spring craft kit supplies.	166.11
04/01/2021	Chase Card Services	Gurney's Seed & Nursery. Seeds for April programs.	276.68
04/01/2021	Chase Card Services	Amazon. March craft kit supplies.	9.09
04/01/2021	Chase Card Services	Amazon. March craft kit supplies.	25.35
04/01/2021	Chase Card Services	Staples. March craft kit supplies.	140.48
04/01/2021	Chase Card Services	ALA. National Library Week bookmarks.	51.50
04/05/2021	Macmillan Speakers Bureau	Speaking fee for Damon Tweedy.	3,000.00
04/08/2021	City of Helena Parks & Re...	Walking Mall permit - seed exchange program. 04/17/21.	20.00
04/26/2021	Humanities Montana	Montana Conversations program - co-pay for lecture. 05/18/21.	75.00
04/28/2021	Action Print	Invoice #103789. "Stand Against Racism" book discussion group book labels.	45.00
Total Adult Services Programming			4,851.83

Date	Name	Memo	Paid Amount
Advertising & Publicity			
04/01/2021	Chase Card Services	Facebook. Facebook advertising. 02/09-02/26/21.	21.79
04/01/2021	Prickly Pear Junction	EHB digital newspaper - Cloud ad. 04/2021.	50.00
04/01/2021	Lee Enterprises	Multiple invoices. Helena Independent, and YourTime advertising. 03/01-03/...	236.00
04/15/2021	Montana Radio Company	Invoice #30419-1. Radio advertising - Simon Winchester event. 03/12-03/1...	500.00
04/15/2021	KGR, LLC	Invoice #21030145. Radio advertising. 03/01-03/31/21.	470.00
04/15/2021	KGR, LLC	Invoice #21030146. Radio advertising - Simon Winchester event. 03/06-03/...	256.00
04/15/2021	KTVH	Invoice #589276-19. KTVH television advertising. 03/01-03/31/21.	450.00
04/15/2021	KTVH	Invoice #734484-9. Television advertising. 03/01-03/31/21.	560.00
Total Advertising & Publicity			2,543.79
Augusta Programming			
04/01/2021	Chase Card Services	Amazon. Book club books.	82.74
04/15/2021	Augusta Youth Center	Augusta Community Calendar advertising. 2021-2022.	45.00
Total Augusta Programming			127.74
Bookmobile Programming			
04/01/2021	Chase Card Services	Lowe's. Storywalk programming supplies.	14.34
04/01/2021	Chase Card Services	Target. Pipe cleaners for Assisted Living craft.	10.00
04/01/2021	Chase Card Services	Bookshop.org. Bookmobile programming supplies.	37.58
Total Bookmobile Programming			61.92
Promotional Materials			
04/09/2021	QWIK Signs	Invoice #191405. Laminated metal bookmobile sign.	85.00
04/15/2021	Spring Hill Press LLC	Invoice #208515. 2021/2022 Chamber Map of Helena - full color ad - print/...	450.00
Total Promotional Materials			535.00
Teen Services Programming			
04/01/2021	Chase Card Services	Amazon. Teen Take & Make kits.	57.68
Total Teen Services Programming			57.68
Youth Services Programming			
04/01/2021	Chase Card Services	Amazon. Garden activity kit, SLP tester, and children's area desk.	30.52
04/01/2021	Chase Card Services	Amazon. Garden activity kit materials.	63.98
04/01/2021	Chase Card Services	Etsy. Garden activity kit materials.	27.93
04/01/2021	Chase Card Services	Lakeshore Learning. Activity kit and busy bag materials.	47.36
04/01/2021	Chase Card Services	Paper Mart. Mazes and Puzzles activity kit materials.	45.55
04/01/2021	Chase Card Services	Amazon. Activity kit materials and SLP tester.	163.18
04/01/2021	Chase Card Services	Rubberstamps. Ink refill, summer library program, stamp and ink for all bran...	218.45
04/01/2021	Chase Card Services	Target. SLP craft kit supplies.	122.03
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	24.46
04/01/2021	Chase Card Services	Target. SLP craft kit supplies.	17.50
04/01/2021	Chase Card Services	OTC Brands. SLP craft kit supplies	585.13
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	39.40
04/01/2021	Chase Card Services	Paper Mart. SLP craft kit supplies.	55.57
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	50.44
04/01/2021	Chase Card Services	Lakeshore Learning. SLP craft kit supplies.	342.52
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	148.20
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	13.98
04/01/2021	Chase Card Services	Lakeshore Learning. Activity kit supplies.	143.41
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	24.47

Date	Name	Memo	Paid Amount
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	14.81
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies, and puzzles and mazes activity kit supplies.	40.25
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	91.22
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	54.90
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	127.04
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	71.02
04/01/2021	Chase Card Services	Amazon. Windy weater and bee activity kits, paper craft trimmer for progra...	110.25
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	603.59
04/01/2021	Chase Card Services	Amazon. Activity kit supplies.	186.60
04/01/2021	Chase Card Services	Amazon. Windy Weather activity kit supplies.	1.79
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	72.18
04/01/2021	Chase Card Services	Amazon. SLP craft kit supplies.	360.90
04/01/2021	Chase Card Services	Target. Windy weather activity kit supplies.	3.58
04/01/2021	Chase Card Services	Amazon. Windy weather activity kit supplies.	118.53
04/01/2021	Chase Card Services	Amazon. SLP tester.	9.89
Total Youth Services Programming			4,030.63
Contracted Services - Other			
04/01/2021	LEHRKIND'S GIANT SP...	Invoice #1829903. Helena weekly water. 03/23/21.	74.65
04/01/2021	LEHRKIND'S GIANT SP...	Invoice #221440. East Helena equipment rental. 03/01-03/31/21.	12.00
04/01/2021	LEHRKIND'S GIANT SP...	Invoice #221050. Monthly tank rental - main branch upstairs. 03/01-03/31/...	12.50
04/01/2021	LEHRKIND'S GIANT SP...	Invoice #221050. Monthly tank rental - main branch downstairs. 03/01-03/3...	12.50
04/15/2021	Keeping It Green	Invoice #7926. Helena plant maintenance, and new plant/pot, labor to move ...	470.00
04/15/2021	LEHRKIND'S GIANT SP...	Invoice #1834091. EHB bi-weekly water. 04/06/21.	19.50
04/15/2021	LEHRKIND'S GIANT SP...	Invoice #1834131. Helena weekly water. 04/08/21.	41.25
04/15/2021	CITY OF HELENA UTILI...	City of Helena transfer station recycling fee. 03/26/21.	6.00
04/28/2021	LEHRKIND'S GIANT SP...	Invoice #1837900. Helena weekly water. 04/21/21.	80.65
04/28/2021	LEHRKIND'S GIANT SP...	Invoice #224554. East Helena equipment rental. 04/01-04/30/21.	12.00
04/28/2021	LEHRKIND'S GIANT SP...	Invoice #224161. Monthly tank rental - main branch upstairs. 04/01-04/30/...	12.50
04/28/2021	LEHRKIND'S GIANT SP...	Invoice #224161. Monthly tank rental - main branch downstairs. 04/01-04/3...	12.50
Total Contracted Services - Other			766.05
Total Contracted Services			12,974.64
Dues and Memberships			
04/01/2021	Chase Card Services	ALA. Schwichtenberg, S. ALA /PLA annual membership renewal.	225.00
04/01/2021	Chase Card Services	MLA. Whearty, N. Trustee MLA membership renewal. 2020-21.	15.00
04/01/2021	Chase Card Services	MT Professional License Renewal. Annual boiler operator license renewal.	35.00
Total Dues and Memberships			275.00
Legal Notices & Recruitments			
04/01/2021	Chase Card Services	YourMember-Careers. Teen Services Librarian position advertising.	449.00
04/01/2021	Chase Card Services	Paypal - Naomi House. Teen Services Librarian position advertising.	150.00
Total Legal Notices & Recruitments			599.00
Postage and Delivery			
04/01/2021	Chase Card Services	Walgreen's. 2 @ Branch postage cards.	499.90
04/15/2021	Montana Air Cartage	Invoice #MZI 33121. Courier delivery - from Lewis & Clark Library. 04/2021.	315.00
Total Postage and Delivery			814.90

Date	Name	Memo	Paid Amount
Printing			
04/01/2021	Action Print	Invoice #103662. 20 @ 2022 preliminary budgets.	249.00
Total Printing			249.00
Professional Fees			
Consulting			
04/15/2021	Brave Conversations	Leadership meeting planning/assessing, emails and design finish.	1,110.00
Total Consulting			1,110.00
Total Professional Fees			1,110.00
Refunds			
04/15/2021		Refund for lost item paid for.	11.00
Total Refunds			11.00
Rents and Leases			
04/15/2021	Errol F. Bjerke	Invoice #MAY2021. EHB rent payment.	2,832.50
Total Rents and Leases			2,832.50
Repairs & Maintenance			
Building Repair & Maintenance			
04/01/2021	White's Plowing Service	EHB parking lot plowing. 02/06-03/0921.	275.00
04/01/2021	White's Plowing Service	Helena parking lot plowing/sidewalks. 01/07-03/09/21.	1,020.00
04/01/2021	Home Beautifiers	Invoice #1813. Custom window coverings - staff office and hallway.	2,682.00
04/01/2021	BURDICK'S LOCKSMITH	Invoice #CS8987. Gate and 50 keys.	30.00
04/01/2021	Montana Dept. of Labor/...	MT State Boiler #30971. Helena Branch Boiler Operating Certificate fee.	66.00
04/01/2021	Montana Dept. of Labor/...	MT State Boiler #30972. Helena Branch Boiler Operating Certificate fee.	62.00
04/01/2021	Montana Dept. of Labor/...	MT State Boiler #30973. Helena Branch Boiler Operating Certificate fee.	132.00
04/01/2021	Montana Dept. of Labor/...	MT State Boiler #30974. Helena Branch Boiler Operating Certificate fee.	66.00
04/01/2021	Service Master	Invoice #21519. 03/2021 janitorial service.	2,200.00
04/01/2021	Big Sky Sprinklers	2021 start-up and winterization of Helena sprinkler system - 7 zones.	140.00
04/01/2021	Chase Card Services	Harbor Freight Tools. Lincoln supplies - Little Free Libraries ratchet tie-do...	23.98
04/01/2021	Chase Card Services	Amazon. Lincoln household tool kit.	29.99
04/15/2021	ROCK HAND HARDWARE	Invoice #728800. Flex seal, and Great Stuff foam insulation.	39.16
04/15/2021	POWER TOWNSEND	Invoice #793505. Furnace filters, plunger, and shelving for janitorial closet.	182.01
04/15/2021	Jeff Jorgensen	Invoice #2021038. Lincoln snow removal. 03/09/21.	45.00
04/28/2021	Andrea Eckerson	EHB door counter batteries.	26.00
04/28/2021	NICO Electronic Systems	Invoice #13458. Lincoln branch - panic button system installation.	471.00
Total Building Repair & Maintenance			7,490.14
Furniture Repair & Acquisition			
04/01/2021	Chase Card Services	Target. Children's area stool.	44.49
04/28/2021	Home Beautifiers	Invoice #1853. Helena Remodel - Blinds for upstairs staff door.	733.00
Total Furniture Repair & Acquisition			777.49

Date	Name	Memo	Paid Amount
Systems Repair & Upgrades			
04/01/2021	Micro Focus	Invoice #IVUSL00090000268. 50 @ Groupwise software. 02/28/21-02/27...	1,855.38
04/01/2021	Core Technologies LLC	Invoice #MSP-4449545. 58 @ Proofpoint Essentials software.	174.00
04/01/2021	Chase Card Services	Amazon. 2 @ UPS backups for servers.	419.90
04/01/2021	Chase Card Services	Techsoup. HackerGuardian PCI DDS compliance scanning. 3 year subscription.	67.00
04/01/2021	Chase Card Services	Lanshack.com. Multimode duplex patch cable.	63.33
04/01/2021	Chase Card Services	Amazon. 5-pack snagless short Cat6 cable.	13.85
04/01/2021	Chase Card Services	Amazon. 5-pack snagless short Cat6 cable.	13.85
04/01/2021	Chase Card Services	Smartsign. Asset Tiget - inventory software annual renewal.	200.00
04/01/2021	Chase Card Services	Amazon. 3 @ staff pyhone headsets with noise-cancelling and microphone.	98.85
04/15/2021	Core Technologies LLC	Invoice #MSP-4450150. 58 @ Proofpoint Essentials software - monthly billi...	174.00
04/28/2021	Comprise Technologies, I...	Invoice #2104-210. SmartPay Money Manager (c/c processing) and software...	2,101.00
04/28/2021	Sen Source	Invoice #48163. Helena Remodel - 3D stereo video sensors, installation, and ...	2,257.21
04/28/2021	Core Technologies LLC	Invoice #PP-4450494. Printer usage per page billing - all branches. 04-06/2...	1,169.14
Total Systems Repair & Upgrades			8,607.51
Total Repairs & Maintenance			16,875.14
Supplies			
Janitorial			
04/01/2021	AlSCO	Invoice #LBIL1653450. Cleaning towels for janitorial staff.	27.61
04/01/2021	AlSCO	Invoice #LBIL1655119. Cleaning towels for janitorial staff.	27.61
04/01/2021	Chase Card Services	Amazon. Lincoln - 6-pack toilet bowl cleanser.	20.20
04/01/2021	Chase Card Services	Target. Children's Area bathroom and sanitizing supplies.	39.25
04/01/2021	Chase Card Services	Amazon. Lincoln 12-pack ribbed bar mop towels for cleaning.	12.94
04/15/2021	AlSCO	Invoice #LBIL1656821. Cleaning towels for janitorial staff.	27.61
04/15/2021	AlSCO	Invoice #LBIL1658502. Cleaning towels for janitorial staff.	27.61
04/28/2021	BRUCO INC	Invoice #399844. Paper towels and neutral cleanser.	384.52
04/28/2021	Montana World Trade	Invoice #544080. Mini jumbo toilet tissue, facial tissue, and garbage liners.	720.00
04/28/2021	AlSCO	Invoice #LBIL1660170. Cleaning towels for janitorial staff.	27.61
Total Janitorial			1,314.96
Office			
04/01/2021	Chase Card Services	Intuit. Quickbooks monthly support.	25.00
04/01/2021	Chase Card Services	Amazon. 4 @ sneeze/cough guard for Helena public services desk.	699.96
04/01/2021	Chase Card Services	Amazon. 2 @ sneeze/cough guard for Helena public services desk.	349.98
04/01/2021	Chase Card Services	Amazon. Staff PPE - masks and gloves.	151.72
04/01/2021	Chase Card Services	Amazon. Oxford index cards - ILL department.	42.45
04/01/2021	Chase Card Services	Target. Bookmobile programming shelves.	25.00
04/01/2021	Chase Card Services	Amazon. Mask door signs for all branches.	29.52
04/01/2021	Chase Card Services	Amazon. Mask and social distance signs for all branches.	59.96
04/01/2021	Chase Card Services	Amazon. People-counting clicker for re-opening.	14.99
04/01/2021	Chase Card Services	Amazon. Lincoln percolater, postcards, desk organizer, shelf talkers, and ext...	143.44
04/01/2021	Chase Card Services	Amazon. Lincoln perforated paper for advertising.	32.44
04/01/2021	Chase Card Services	Staples. 2 @ annual boiler log boos - maintenance department.	51.98
04/01/2021	Chase Card Services	Target. Activity Kit storage/assembly, and children's area storage.	160.82
04/01/2021	Chase Card Services	Target. Juvenile Non-Fiction stools.	75.98
04/01/2021	Chase Card Services	Amazon. Bag station - activity kit bags.	78.98
04/01/2021	Chase Card Services	Amazon. ren's area storage, ruler tape, and anti-slip tape for children's stoo...	35.85
04/15/2021	STAPLES CREDIT PLAN	ILL bubble mailers, white cardstock, and magnetic sign holders.	262.09
Total Office			2,240.16

Date	Name	Memo	Paid Amount
Supplies - Other			
04/01/2021	Chase Card Services	Westmont. Soft Helena Reopening - bouquest for front desk.	107.00
04/01/2021	Chase Card Services	Blackfoot River Brewing. Staff going-away gift.	25.00
04/01/2021	Chase Card Services	Van's Thriftway. Staff party ice cream.	14.00
Total Supplies - Other			146.00
Total Supplies			3,701.12
Telephone			
Local Service			
04/01/2021	LINCOLN TELEPHONE C...	Lincoln basic telephone service. 04/01-04/30/21.	35.10
04/01/2021	CenturyLink	Phone service - block of 20 sequential numbers. 03/19-04/18/21.	48.91
04/01/2021	CenturyLink	Phone service - digital phone lines. 03/19-04/18/21.	88.25
04/15/2021	Charter Communiations	Invoice #0100299040121. EHB business telephone service. 04/01-04/30/21.	99.98
04/15/2021	Charter Communiations	EHB business telephone service. 01/01-01/31/21.	106.77
04/15/2021	3 RIVERS TELEPHONE C...	Augusta local telephone service. 04/01-04/30/21.	45.88
04/15/2021	CenturyLink	T-1 digital phone lines. 04/01-04/30/21.	588.08
04/28/2021	CenturyLink	Phone service - digital phone lines. 04/19-05/18/21.	88.65
04/28/2021	CenturyLink	Phone service - block of 20 sequential numbers. 04/19-05/18/21.	48.91
Total Local Service			1,150.53
Long Distance			
04/01/2021	CenturyLink Communicati...	Invoice #200966850. Helena long distance. 01/16-02/15/21.	17.60
04/01/2021	CenturyLink Communicati...	Invoice #210936657. Helena long distance. 02/16-03/15/21.	24.30
04/01/2021	LINCOLN TELEPHONE C...	Lincoln fax line. 04/01-04/30/21.	37.32
04/15/2021	3 RIVERS TELEPHONE C...	Augusta fax line. 04/01-04/30/21.	39.10
04/28/2021	CenturyLink Communicati...	Invoice #220960035. Helena long distance. 03/16-04/15/21.	20.12
Total Long Distance			138.44
Network/Data Lines			
04/01/2021	Verizon Wireless	Invoice #9875494120. Bookmobile phone and mobile hotspots. 02/14-03/13...	320.14
04/01/2021	LINCOLN TELEPHONE C...	Lincoln internet service. 04/01-04/30/21.	112.90
04/01/2021	Verizon Wireless	Invoice #9875697957. Six staff - cell phone charges. 02/17-03/16/21.	386.29
04/15/2021	Charter Communiations	Invoice #0100299040121. EHB business internet. 04/01-04/30/21.	124.98
04/15/2021	Charter Communiations	EHB business internet. 01/01-01/31/21.	124.98
04/15/2021	3 RIVERS TELEPHONE C...	Augusta internet service. 04/01-04/30/21.	61.95
04/28/2021	T-Mobile	Mobile hotspots and service. 03/10-04/09/21.	187.56
04/28/2021	AT&T Mobility	Invoice #287250156336X04112021. Bookmobile internet service. 03/04-04...	44.78
04/28/2021	Verizon Wireless	Invoice #9877837611. Six staff - cell phone charges. 03/17-04/16/21.	386.60
04/28/2021	Verizon Wireless	Invoice #9877635435. Bookmobile phone and mobile hotspots. 03/14-04/13...	320.12
Total Network/Data Lines			2,070.30
Total Telephone			3,359.27

Date	Name	Memo	Paid Amount
Utilities			
Gas and Electric			
04/15/2021	NorthWestern Energy	Lincoln power bill. 02/24-03/30/21.	83.06
04/15/2021	NorthWestern Energy	East Helena power bill. 03/04-04/06/21.	324.93
04/28/2021	NorthWestern Energy	Helena power bill. 03/03-04/07/21.	3,004.45
04/28/2021	Mountain View Co-op	Invoice #120811. Lincoln propane fill. 03/30/21.	426.36
Total Gas and Electric			3,838.80
Water/Sewer/Sanitation			
04/15/2021	Republic Services	Invoice #0670-000267744. Lincoln garbage service. 03/01-05/31/21.	44.00
04/15/2021	CITY OF HELENA UTILI...	Helena water usage. 02/03-03/03/21.	228.35
04/15/2021	City of East Helena	EHB water/sewer/sanitation services. 03/30/21.	108.65
Total Water/Sewer/Sanitation			381.00
Total Utilities			4,219.80
Total 2 Maintenance & Operations			48,422.03
3 Capital Outlay			
Equipment Purchases			
04/01/2021	Core Technologies LLC	Invoice #HDW4449962. 4 @ staff/public printers.	2,270.00
Total Equipment Purchases			2,270.00
Facilities Projects			
04/01/2021	Chase Card Services	Lowe's. Helena Remodel - dishwasher for Discovery Room.	638.00
04/01/2021	Chase Card Services	Costco. Vizio tv's.	234.98
04/01/2021	Chase Card Services	Amazon. Magnetic sign holders for stack-ends.	409.61
04/15/2021	Helena Container Rental ...	Invoice #14453. Helena Remodel - pro-rated rent of 20' storage containers....	62.50
04/15/2021	Silver City Stone LLC	Invoice #2726-12 03. Children's book bins - wing nut installation and wheel ...	1,655.00
04/15/2021	Ascension Electric	Invoice #882. Helena site visit, materials procurement, installing lighting in ...	462.39
04/28/2021	FastSigns	Invoice #637-9697. Helena Remodel - door graphics for Children's & Teen a...	188.36
Total Facilities Projects			3,650.84
Total 3 Capital Outlay			5,920.84
4 Books & Materials			
Adult material			
04/01/2021	Baker & Taylor, Inc	Invoice #NS20100348. Collection HQ subscription fee. 11/26/20-11/26/21.	529.05
Total Adult material			529.05

Date	Name	Memo	Paid Amount
AV - Adult			
04/01/2021	AMAZON	Adult A/V materials.	153.66
04/01/2021	Baker & Taylor Entertain...	Invoice #H54479150. Adult A/V materials.	26.23
04/01/2021	MicroMarketing LLC	Invoice #839589. Adult A/V materials.	35.99
04/01/2021	MicroMarketing LLC	Invoice #839751. Adult A/V materials.	63.00
04/01/2021	MicroMarketing LLC	Invoice #839857. Adult A/V materials.	279.43
04/01/2021	MicroMarketing LLC	Invoice #842755. Adult A/V materials.	52.19
04/01/2021	MicroMarketing LLC	Invoice #842230. Adult A/V materials.	94.47
04/01/2021	MicroMarketing LLC	Invoice #841831. Adult A/V materials.	35.99
04/01/2021	MicroMarketing LLC	Invoice #841554. Adult A/V materials.	85.49
04/01/2021	MicroMarketing LLC	Invoice #841251. Adult A/V materials.	40.49
04/15/2021	MicroMarketing LLC	Invoice #843073. Adult A/V materials.	35.99
04/15/2021	MicroMarketing LLC	Invoice #843150. Adult A/V materials.	221.97
04/15/2021	MicroMarketing LLC	Invoice #843594. Adult A/V materials.	139.46
04/15/2021	MicroMarketing LLC	Invoice #844021. Adult A/V materials.	40.49
04/15/2021	MicroMarketing LLC	Invoice #844131 Adult A/V materials.	67.49
04/15/2021	Midwest Tape	Invoice #500180956. Adult A/V materials.	22.49
04/15/2021	Midwest Tape	Invoice #500215407. Adult A/V materials.	102.71
04/15/2021	MicroMarketing LLC	Invoice #837661. Adult A/V materials.	72.98
04/15/2021	MicroMarketing LLC	Invoice #841392. Adult A/V materials.	35.99
04/15/2021	MicroMarketing LLC	Invoice #844939. Adult A/V materials.	71.99
04/15/2021	Midwest Tape	Invoice #500249180. Adult A/V materials.	14.99
04/15/2021	MicroMarketing LLC	Invoice #845498. Adult A/V materials.	27.99
04/15/2021	MicroMarketing LLC	Invoice #846140. Adult A/V materials.	35.99
04/15/2021	MicroMarketing LLC	Invoice #846198. Adult A/V materials.	143.97
04/28/2021	Midwest Tape	Invoice #500258829. Adult A/V materials.	48.72
04/28/2021	MicroMarketing LLC	Invoice #845673. Adult A/V materials.	62.99
04/28/2021	MicroMarketing LLC	Invoice #847307. Adult A/V materials.	76.50
04/28/2021	MicroMarketing LLC	Invoice #847187. Adult A/V materials.	36.00
04/28/2021	Midwest Tape	Invoice #500313058. Adult A/V materials.	89.95
Total AV - Adult			2,215.60
AV - Teen			
04/28/2021	Baker & Taylor, Inc	Invoice #2035923229. Teen A/V materials.	67.48
04/28/2021	MicroMarketing LLC	Invoice #846842. Teen A.V materials.	67.48
Total AV - Teen			134.96
Downloadable Media			
04/15/2021	Baker & Taylor, Inc	Invoice #2035846029. Axis360 eBook materials.	34.49
04/15/2021	Baker & Taylor, Inc	Invoice #2035846030. Axis360 eBook materials.	195.00
04/15/2021	Baker & Taylor, Inc	Invoice #2035846028. Axis360 eBook materials.	104.49
04/15/2021	Baker & Taylor, Inc	Invoice #2035861347. Axis360 eBook materials.	46.47
04/15/2021	Baker & Taylor, Inc	Invoice #2035861348. Axis360 eBook materials.	55.00
04/15/2021	Baker & Taylor, Inc	Invoice #2035874636. Axis360 eBook materials.	39.98
04/15/2021	Baker & Taylor, Inc	Invoice #2035874635. Axis360 eBook materials.	26.95
04/15/2021	Baker & Taylor, Inc	Invoice #2035874634. Axis360 eBook materials.	40.98
04/15/2021	Baker & Taylor, Inc	Invoice #2035873360. Axis360 eBook materials.	148.95
04/15/2021	Baker & Taylor, Inc	Invoice #2035871630. Axis360 eBook materials.	65.00
04/15/2021	Baker & Taylor, Inc	Invoice #2035871629. Axis360 eBook materials.	65.00
04/15/2021	Baker & Taylor, Inc	Invoice #2035871628. Axis360 eBook materials.	65.00
04/15/2021	Baker & Taylor, Inc	Invoice #2035888149. Axis360 eBook materials.	174.96
04/15/2021	Baker & Taylor, Inc	Invoice #2035888150. Axis360 eBook materials.	24.99
04/15/2021	Baker & Taylor, Inc	Invoice #2035893930. Axis360 eBook materials.	519.75

Date	Name	Memo	Paid Amount
04/28/2021	Baker & Taylor, Inc	Invoice #2035900177. Axis360 eBook materials.	17.99
04/28/2021	Baker & Taylor, Inc	Invoice #2035903895. Axis360 eBook materials.	152.50
04/28/2021	Baker & Taylor, Inc	Invoice #2035907327. Axis360 eBook materials.	14.99
04/28/2021	Baker & Taylor, Inc	Invoice #2035907328. Axis360 eBook materials.	64.97
04/28/2021	Baker & Taylor, Inc	Invoice #2035907332. Axis360 eBook materials.	33.31
04/28/2021	Baker & Taylor, Inc	Invoice #2035907331. Axis360 eBook materials.	55.00
04/28/2021	Baker & Taylor, Inc	Invoice #2035907330. Axis360 eBook materials.	55.00
04/28/2021	Baker & Taylor, Inc	Invoice #2035907329. Axis360 eBook materials.	69.99
04/28/2021	Baker & Taylor, Inc	Invoice #203523230. Axis360 eBook materials.	65.00
04/28/2021	Baker & Taylor, Inc	Invoice #2035923225. Axis360 eBook materials.	229.92
04/28/2021	Baker & Taylor, Inc	Invoice #2035923226. Axis360 eBook materials.	87.99
04/28/2021	Baker & Taylor, Inc	Invoice #2035923227. Axis360 eBook materials.	65.00
04/28/2021	Baker & Taylor, Inc	Invoice #2035923228. Axis360 eBook materials.	130.00

Total Downloadable Media

2,648.67

FDN Purchase of Books

04/01/2021	AMAZON	Adult materials.	39.99
04/01/2021	Cengage Learning Inc - G...	Invoice #73912052. Adult Large-Type materials.	56.98
04/01/2021	Cengage Learning Inc - G...	Invoice #73912046. Adult Large-Type materials.	74.97
04/01/2021	Cengage Learning Inc - G...	Invoice #73912881. Adult Large-Type materials.	49.48
04/01/2021	Cengage Learning Inc - G...	Invoice #73913608. Adult Large-Type materials.	52.48
04/01/2021	Cengage Learning Inc - G...	Invoice #73912047. Adult Large-Type materials.	132.70
04/01/2021	Baker & Taylor, Inc	Invoice #2035743562. Adult materials.	3.03
04/01/2021	Baker & Taylor, Inc	Invoice #2035737959. Adult Graphic Novel materials.	79.95
04/01/2021	Baker & Taylor, Inc	Invoice #2035750989. Adult Graphic Novel materials.	74.01
04/15/2021	Cengage Learning Inc - G...	Invoice #73779237. Adult Large-Type materials.	48.73
04/15/2021	Cengage Learning Inc - G...	Account #73780289. Adult Large-Type materials.	23.24
04/15/2021	Baker & Taylor, Inc	Invoice #2035807660. Adult materials.	413.75
04/15/2021	Cengage Learning Inc - G...	Invoice #74021848. Adult Large-Type materials.	28.49
04/15/2021	Cengage Learning Inc - G...	Invoice #73979046. Adult Large-Type materials.	27.74
04/15/2021	Cengage Learning Inc - G...	Invoice #73980261. Adult Large-Type materials.	49.48
04/15/2021	Cengage Learning Inc - G...	Invoice #74043529. Adult Large-Type materials.	39.00
04/15/2021	Cengage Learning Inc - G...	Invoice #73988997. Adult Large-Type materials.	23.24
04/15/2021	Cengage Learning Inc - G...	Invoice #74022124. Adult Large-Type materials.	80.22
04/15/2021	Cengage Learning Inc - G...	Invoice #73979308. Adult Large-Type materials.	55.48
04/15/2021	Cengage Learning Inc - G...	Invoice #74023389. Adult Large-Type materials.	215.19
04/15/2021	Baker & Taylor, Inc	Invoice #2035843997. "Too Hot to Hold" materials.	73.91
04/15/2021	Cengage Learning Inc - G...	Invoice #74132119. Adult Large-Type materials.	78.72
04/15/2021	Cengage Learning Inc - G...	Invoice #74131405. Adult Large-Type materials.	50.23
04/15/2021	Cengage Learning Inc - G...	Invoice #74117815. Adult Large-Type materials.	176.93
04/15/2021	Cengage Learning Inc - G...	Invoice #74117796. Adult Large-Type materials.	133.45
04/15/2021	Baker & Taylor, Inc	Invoice #2035849280. Adult materials.	642.59
04/28/2021	AMAZON	Adult materials.	205.23
04/28/2021	Cengage Learning Inc - G...	Invoice #74118187. Adult Large-Type materials.	28.49
04/28/2021	Baker & Taylor, Inc	Invoice #2035855040. "Too Hot to Hold" materials.	73.27
04/28/2021	Baker & Taylor, Inc	Invoice #2035900575. "Too Hot to Hold" materials.	38.14
04/28/2021	Baker & Taylor, Inc	Invoice #2035864860. Adult materials.	483.84
04/28/2021	Cengage Learning Inc - G...	Invoice #74175670. Adult Large-Type materials.	23.24
04/28/2021	Cengage Learning Inc - G...	Invoice #74174572. Adult Large-Type materials.	49.48
04/28/2021	Cengage Learning Inc - G...	Invoice #74173315. Adult Large-Type materials.	28.49

Total FDN Purchase of Books

3,654.16

Date	Name	Memo	Paid Amount
Juvenile Material			
04/01/2021	Baker & Taylor, Inc	Invoice #2035712565. Non-Fiction materials.	96.22
04/01/2021	Baker & Taylor, Inc	Invoice #2035707436. JP materials.	300.81
04/01/2021	Baker & Taylor, Inc	Invoice #2035702744. Non-Fiction materials.	187.86
04/01/2021	Baker & Taylor, Inc	Invoice #2035817547. Fiction materials.	139.71
04/01/2021	Baker & Taylor, Inc	Invoice #2035733032. JP materials.	225.61
04/01/2021	Baker & Taylor, Inc	Invoice #2035751106. Non-Fiction materials.	162.13
04/01/2021	Baker & Taylor, Inc	Invoice #2035733149. Graphic Novel materials.	97.07
04/01/2021	Baker & Taylor, Inc	Invoice #2035712621. JP materials.	77.29
04/01/2021	Baker & Taylor, Inc	Invoice #2035823628. Board books - No Processing account.	34.85
04/01/2021	Baker & Taylor, Inc	Invoice #2035751215. Middle Grade Graphic Novel materials.	9.10
04/15/2021	Baker & Taylor, Inc	Invoice #2035871747. No Processing materials.	6.83
04/15/2021	Baker & Taylor, Inc	Invoice #2035832781. Fiction materials.	44.33
04/15/2021	Baker & Taylor, Inc	Invoice #2035847829. No Processing materials.	34.14
04/15/2021	Baker & Taylor, Inc	Invoice #2035895345. Board books - No Processing materials.	30.87
04/28/2021	Baker & Taylor, Inc	Invoice #2035855028. JP materials.	287.97
04/28/2021	Baker & Taylor, Inc	Invoice #2035805023. Middle grade graphic novel materials.	16.41
04/28/2021	Baker & Taylor, Inc	Invoice #2035799605. Non-Fiction materials.	132.87
04/28/2021	Baker & Taylor, Inc	Invoice #2035760405. Middle grade fiction materials.	57.02
04/28/2021	Baker & Taylor, Inc	Invoice #2035799773. Graphic Novel materials.	48.99
04/28/2021	Baker & Taylor, Inc	Invoice #2035765347. Middle grade graphic novel materials.	25.10
04/28/2021	Baker & Taylor, Inc	Invoice #2035779658. Middle grade graphic novel materials.	26.88
04/28/2021	Baker & Taylor, Inc	Invoice #2035792331. Fiction materials.	261.04
04/28/2021	Baker & Taylor, Inc	Invoice #2035784657. Middle grade fiction materials.	30.11
04/28/2021	Baker & Taylor, Inc	Invoice #2035804952. JE materials.	100.50
04/28/2021	Baker & Taylor, Inc	Invoice #2035785086. JE materials.	160.75
04/28/2021	Baker & Taylor, Inc	Invoice#2035779621. Middle grade fiction materials.	75.47
04/28/2021	Baker & Taylor, Inc	Invoice #2035765126. Fiction materials.	150.61
04/28/2021	Baker & Taylor, Inc	Invoice #2035779628. Graphic Novel materials.	24.08
04/28/2021	Baker & Taylor, Inc	Invoice #2035769528. JE materials.	136.42
04/28/2021	Baker & Taylor, Inc	Invoice #2035765663. Middle grade fiction materials.	101.71
04/28/2021	Baker & Taylor, Inc	Invoice #2035925130. Board books - No Processing materials.	18.01
04/28/2021	Baker & Taylor, Inc	Invoice #2035779682. Non-Fiction materials.	101.65
04/28/2021	Baker & Taylor, Inc	Invoice #2035790233. Adult materials.	86.17
04/28/2021	Baker & Taylor, Inc	Invoice #2035775110. Adult graphic novel materials.	12.63
04/28/2021	Baker & Taylor, Inc	Invoice #2035870380. "Too Hot to Hold" materials.	18.48
Total Juvenile Material			3,319.69
Preservation & Processing			
04/01/2021	AMAZON	DVD and video game cases.	249.98
04/15/2021	Demco, Inc.	Invoice #6925994. Label protectors, folding easels, red ink, and label dispe...	225.67
04/15/2021	MicroMarketing LLC	Invoice #840510. 50 @ 30 CD ring-style binders.	400.00
04/28/2021	AMAZON	Standard, clear DVD cases.	69.99
04/28/2021	Demco, Inc.	Invoice #6936509. Semi-rigid CircExtenders, pockets, and liquid plastic.	289.86
Total Preservation & Processing			1,235.50

Date	Name	Memo	Paid Amount
Teen Material			
04/01/2021	Baker & Taylor, Inc	Invoice #2035743557. Fiction materials.	291.48
04/15/2021	Baker & Taylor, Inc	Invoice #2035799501. Fiction materials.	158.62
04/28/2021	Baker & Taylor, Inc	Invoice #2035805127. Non-Fiction materials.	13.63
04/28/2021	Baker & Taylor, Inc	Invoice #2035785498. Non-Fiction materials.	12.52
04/28/2021	Baker & Taylor, Inc	Invoice #2035792284. Graphic Novel materials.	30.41
04/28/2021	Baker & Taylor, Inc	Invoice #2035765089. Non-Fiction materials.	53.25
Total Teen Material			559.91
Total 4 Books & Materials			14,297.54
Grants and Bequests Expenditure			
Foundation Contribution Expense			
04/01/2021	AMAZON	FDN WISH LIST. Video game games.	428.51
04/01/2021	Findaway World LLC	FDN WISHLIST. Invoice #343953. Findaway A/V players.	414.94
04/01/2021	Chase Card Services	FDN WISH LIST. Amazon. Canon portable video camera.	349.00
04/01/2021	Chase Card Services	FDN WISH LIST. Amazon. Canon portable video camcorder.	210.20
04/01/2021	Chase Card Services	FDN WISH LIST. Amazon. Canon portable video camcorder.	248.98
04/01/2021	Chase Card Services	FDN WISH LIST. Amazon. 4 @ Mevo Start - all-in-one wireless streaming c...	1,516.76
04/15/2021	Findaway World LLC	FDN WISH LIST. Invoice #339005. Findaway A/V players.	389.94
04/28/2021	AMAZON	FDN WISHLIST. Video game purchases.	299.95
Total Foundation Contribution Expense			3,858.28
Grants and Bequests Expenditure - Other			
04/01/2021	Verizon Wireless	3 RIVERS GRANT. Invoice #9875494120. Augusta mobile hotspots. 02/14-...	80.02
04/01/2021	Chase Card Services	3RIVERS GRANT. Little Free Library. Charter signs for Little Free Libraries.	213.34
04/01/2021	Chase Card Services	3RIVERS GRANT. Bookshop.org. Book purchases for Little Free Libraries.	2,440.33
04/01/2021	Chase Card Services	3RIVERS GRANT. Bookshop.org. Book purchases for Little Free Libraries.	610.93
04/15/2021	Holly Herring	3 RIVERS GRANT. Installation of Augusta Little Free Library.	50.00
04/28/2021	Verizon Wireless	3 RIVERS GRANT. Invoice #9877635435. Augusta mobile hotspots. 03/14-...	80.02
Total Grants and Bequests Expenditure - Other			3,474.64
Total Grants and Bequests Expenditure			7,332.92
Total Expense			75,973.33

Lewis & Clark Library

General Ledger

January 2019 through April 2021

05/03/21
Cash Basis

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
3 Capital Outlay			
Facilities Projects			
05/16/2019	Mosaic Architecture, P.C.	Contract Amount billed/Monthly reimbursable expenses. Start - 04/30/19.	14,902.74
05/30/2019	AAA Full Service	Invoice #6284. Camera sewer lines and locate transitions for Dawes Enginee...	400.00
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
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
12/26/2019	Dakota Supply Group	Invoice #F242332. Helena remodel - water heater replacement for public r...	1,051.19
12/26/2019	NICO Electronic Systems	Invoice #11178. Helena remodel - relocate card reader/keypad to different ...	728.00
01/09/2020	Mosaic Architecture, P.C.	Invoice #8. Library Re-design contract amount billed. 11/01-12/31/19.	109,786.00
01/27/2020	Dick Anderson Constructi...	Invoice #9180-1. Remodel - Contractor's application for payment #1.	461,634.93
02/06/2020	Mosaic Architecture, P.C.	Invoice #9. Library Re-design contract amount billed. 01/01-01/31/20.	33,070.55
02/06/2020	Department of Revenue*	Contractor's Gross Receipts #1 payment for Helena remodel.	4,662.98
02/06/2020	Mesa Moving and Storage	Invoice #55943. LCL Redesign - Phase 1 - move furniture to storage unit.	633.00
02/06/2020	Chase Card Services	AAA Storage. 15 x 40 storage unit for Helena remodel. 01/08-06/30/2020.	1,353.19
02/20/2020	Dick Anderson Constructi...	Invoice #9180-2. Remodel - Contractor's application for payment #2.	288,763.04
02/20/2020	Nitro Green	Invoice #531702. Library Remodel - West Side Lilacs prep for site work.	160.00
02/20/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 01/2020.	2,916.80
03/05/2020	Dick Anderson Constructi...	Invoice #9180-3. Contractor's application for payment #3.	355,999.45
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
04/05/2020	Dick Anderson Constructi...	Application #9180-4. Contractor's application for payment #4. 03/31/20.	718,490.15
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
04/05/2020	Mosaic Architecture, P.C.	Invoice #11. Library Redesign contract amount billed - 2 months. 02/01-03/...	34,331.55
04/05/2020	Professional Library Lift ...	Library Redesign - 50% deposit for stack-moving equipment for Capitol Bran...	13,836.73
04/15/2020	Overton & Associates, LLC	Invoice #20-110. Jay Bowerson - travel expenses for consulting - Capitol bra...	2,000.00
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
05/04/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 05/2020.	7,401.16
05/04/2020	Dick Anderson Constructi...	Invoice #9180-5. Contractor's application for payment #5. 04/30/2020.	732,715.14
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
05/14/2020	Mosaic Architecture, P.C.	Invoice #12. Library Redesign contract amount billed. 04/01-04/30/20.	8,943.07
05/28/2020	Mesa Moving and Storage	Invoice #60488. LCL Redesign - move staff office furniture at main branch....	437.72
05/28/2020	Professional Library Lift ...	Invoice #7821. Library Redesign - stack-moving equipment for Capitol Branc...	13,836.73
05/28/2020	Nitro Green	Invoice #542066. Helena Remodel - tree removal service. 05/21/20.	1,000.00
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
06/12/2020	Dick Anderson Constructi...	Invoice #9180-6. Contractor's application for payment #6. 05/31/20.	543,243.09
06/12/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 05/2020.	5,487.30
06/12/2020	Mosaic Architecture, P.C.	Invoice #13. Library Redesign contract amount billed. 05/01-05/31/20.	8,943.07
06/12/2020	Contract Design Associat...	Invoice #46843. Helena Redesign - 50% deposit for library furniture.	58,359.00
06/12/2020	AAA Storage	Invoice #2655. Helena remodel storage rental - 07/20-09/20.	705.00
07/08/2020	Mosaic Architecture, P.C.	Invoice #14. Library Redesign contract amount billed. 06/01-06/30/20.	6,943.07
07/08/2020	360 Office Solutions	Furniture for Helena remodel project - 50% downpayment.	5,542.36
07/08/2020	Home Depot Credit Servi...	Invoice #5024680. Helena remodel wiring project supplies.	16.42
07/08/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 06/2020.	3,547.40
07/08/2020	Dick Anderson Constructi...	Invoice #9180-6. Contractor's application for payment. 06/30/20.	351,193.07

Date	Name	Memo	Paid Amount
07/24/2020	Dundas Office Interiors,...	Invoice #4702. 50% deposit - helena remodel - upstairs staff furniture.	23,982.22
08/06/2020	Professional Library Lift ...	Invoice #7841. Library Redesign - stack-moving equipment rental. 08/01-08...	7,200.00
08/06/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 07/2020.	4,146.49
08/06/2020	Mosaic Architecture, P.C.	Invoice #15. Library Redesign contract amount billed. 07/01-07/31/20.	3,471.53
08/06/2020	Dick Anderson Constructi...	Invoice #9180-8. Contractor's application for payment. 07/30/20.	410,502.79
09/03/2020	360 Office Solutions	Invoice #433006-0. Furniture for Helena remodel project - remainder paym...	11,084.71
09/16/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 08/2020.	2,495.82
09/16/2020	Dick Anderson Constructi...	Application #9180-9. Contractor's application for payment. 09/01/2020.	247,086.08
09/16/2020	Dundas Office Interiors,...	Invoice #4702-1. Last payment - Helena remodel - upstairs staff furniture.	23,982.21
09/16/2020	Mosaic Architecture, P.C.	Invoice #16. Library Redesign contract amount billed. 08/01-08/31/20.	5,221.53
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
09/30/2020	FastSigns	Estimate #637-7379. Helena Remodel - laser-cut brushed aluminum lettering ...	12,547.56
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
10/14/2020	NICO Electronic Systems	Invoice #12819. Helena remodel - security system installed/updated.	6,695.00
10/28/2020	Montana Telecom & Cabling	Invoice #1197. 10,000 white Cat6 construction wiring.	1,800.00
10/28/2020	Dick Anderson Constructi...	Invoice #9180-10. Contractor's application for payment. 09/30/20.	143,587.28
10/28/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 09/2020.	1,450.38
10/28/2020	FastSigns	Invoice #637-9256. In-house labor charge - signage.	100.00
10/28/2020	Contract Design Associat...	Invoice #47488. Helena remodel - purchasing on-site shelving - incorrect col...	2,180.68
10/28/2020	FastSigns	Invoice #637-9345. Helena Re-model - printed cut vinyl signs for Clock Wrap.	545.69
11/03/2020	Montana Pro Audio LLC	Helena Remodel - Full building audio system.	26,941.00
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
11/19/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 10/2020.	1,422.55
11/19/2020	Dick Anderson Constructi...	Invoice #9180-11. Contractor's application for payment. 10/31/20.	140,832.52
11/24/2020	Home Depot Credit Servi...	Helena Remodel Construction - network wiring project materials.	127.45
11/24/2020	Silver City Stone LLC	Invoice #2726-12 01. 19/23 bins for Helena remodel - children's picture bo...	28,063.00
11/24/2020	Demco, Inc.	Tital book supports - oversize, folding easels for book displays - Helena rem...	908.45
12/09/2020	Chase Card Services	AAA Storage. 15 x 40 storage unit rental - Helena remodel.	1,339.50
12/10/2020	Home Depot Credit Servi...	Invoice #6022538. Helena remodel networking materials.	28.80
12/10/2020	Contract Design Associat...	Invoice #47630. helena remodel - staff office readjustment/square tops.	965.65
12/10/2020	Dick Anderson Constructi...	Invoice #9180-12. Contractor's application for payment. 11/30/20.	257,914.77
12/10/2020	Mosaic Architecture, P.C.	Invoice #17. Library Redesign contract amount billed. 09/01-12/07/20.	5,554.45
12/10/2020	Contract Design Associat...	Invoice #47629. Helena Redesign - 50% deposit for library furniture.	58,358.17
12/24/2020	Montana Telecom & Cabling	Invoice #1200. Cable tray hangers and hanging hardware.	175.85
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
01/13/2021	Element L Design	Invoice #1172. Building remodel designs - graphic design services.	300.00
01/13/2021	Poindexter's	Invoice #4838. Helena remodel - audio system.	4,344.25
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

Date	Name	Memo	Paid Amount
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
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
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
04/01/2021	Chase Card Services	Lowe's. Helena Remodel - dishwasher for Discovery Room.	638.00
04/01/2021	Chase Card Services	Costco. Vizio tv's.	234.98
04/01/2021	Chase Card Services	Amazon. Magnetic sign holders for stack-ends.	409.61
04/15/2021	Helena Container Rental ...	Invoice #14453. Helena Remodel - pro-rated rent of 20' storage containers...	62.50
04/15/2021	Silver City Stone LLC	Invoice #2726-12 03. Children's book bins - wing nut installation and wheel ...	1,655.00
04/15/2021	Ascension Electric	Invoice #882. Helena site visit, materials procurement, installing lighting in ...	462.39
04/28/2021	FastSigns	Invoice #637-9697. Helena Remodel - door graphics for Children's & Teen a...	188.36
Total Facilities Projects			5827187.57



**LEWIS & CLARK
LIBRARY**

Personnel Report

April 2021

Hires

Sally McHugh, Bookmobile Assistant
Effective April 26, 2021 \$19.19

Kelli McLane, Public Services Desk Assistant
Effective April 26, 2021 \$18.44

Resignations

Kathy Chambers, Beloved Shelver
Effective March 15, 2021

Bobbie Clark, Systems Assistant
Effective April 30, 2021

Appendix A

Lewis & Clark Library Material Selection and Removal Policy

LIBRARY BILL OF RIGHTS American Library Association

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Inclusion of "age" reaffirmed January 23, 1996
Amended January 23, 1980
Amended June 27, 1967
Amended February 2, 1961
Amended June 18, 1948
Amended October 14, 1944
Adopted June 19, 1939
by the ALA Council

LEWIS & CLARK LIBRARY COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

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

POLICY

The Collection Development Policy provides a framework for the growth, development, maintenance, and distribution of collections in support of the Library's mission. It also serves as a resource for planning and long-range development. It provides accountability to the Board, staff, and users. It is designed to be flexible and responsive.

It is the Library's goal to provide the community with library materials that reflect a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media, and electronic) to all citizens of Lewis and Clark County. Library users make their own choices as to what they will use based on individual interests and concerns. Lewis & Clark Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with that child's parent or legal guardian. Lewis & Clark Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

THE LIBRARY AND ITS COMMUNITY

Thirty-two percent of the materials checked out of the Lewis & Clark Library are children's books and toys. Children's books include the young adult, juvenile fiction and juvenile non-fiction collections. As of December 2018, thirty-five percent of circulation consists of books in the adult collection. Twenty-three percent of circulation is covered by the audio and visual collections, and the remaining nine percent of circulation is the downloadable audio and e-book collection through MontanaLibrary2Go, Axis 360, and Hoopla.

Helena and Lewis and Clark County are centers of government with the largest employer being the State of Montana and the second largest employer being local government, including the school districts, the city of Helena, and Lewis and Clark County. As such, the Lewis & Clark Library serves a highly educated population when compared to the state as a whole. This also means that the community is relatively stable in terms of economic growth and has not seen the highs and lows of other parts of the state. Helena and Lewis and Clark County are also very homogeneous communities in terms of race. They are also aging communities and although Lewis and Clark County is a younger community than surrounding counties, the average age continues to increase.

PATRON NEEDS AND SERVICES

The Lewis & Clark Library attempts to provide for the general reading and viewing needs of the public. The Library has made a conscious decision not to collect abridged materials except for select audio items. The Library provides special collections, such as the Montana and Large Type collections, which address special needs. The Library is also part of a statewide consortium, MontanaLibrary2Go, which provides electronic materials for the public.

The Library provides access to interlibrary loan and various online databases to fill needs unmet by our materials collection.

THE COLLECTION

The Lewis & Clark Library's collection of about 120,000 books, magazines, and other media provides a basic level collection of literary, cultural, educational, informational, and recreational materials for people of all ages. The collection is composed principally of materials in English. In addition to popular print titles, special formats such as large type, CDs, DVDs, periodicals, microfilm, vertical file materials, maps, electronic media, and realia, such as puppets and the Library of Things, are included in the collection.

New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining the decision to add or delete a format from the Library's collections. Materials are selected and removed from the collection according to the Lewis & Clark Library's Material Selection and Removal Policy.

Future Acquisition Levels

The Lewis & Clark Library is committed to maintaining a balanced basic level collection in all areas while being responsive to new trends that develop and stabilize. Major review sources including: Booklist, Library Journal, School Library Journal, Hornbook, and VOYA are used to select new items in the areas that are collected. All fiction collections and large type are weeded on a regular basis. The weeding of the non-fiction and media collections are done on a rotating schedule, depending on space and collection analysis needs.

Exclusions:

The Library does not collect the following: abridged works; archival materials; Braille and other materials for the blind; film; dissertations; yearbooks; specialized training or curriculum materials; medical materials, except those of a general nature; genealogical materials, except those of a general nature; and materials for the specialist housed in a variety of special libraries.

*The Library is home to the Lewis & Clark Genealogical Society, which maintains a small, specialized collection of genealogical resources and materials.

COOPERATIVE COLLECTION MANAGEMENT AND INTERLIBRARY LOAN

Cooperative Collection Management:

The Lewis & Clark Library subscribes to the theory of resource sharing and cooperative collection management and endeavors to avoid duplication of expensive or rare materials within the Helena area. Lewis & Clark Library cardholders have access to materials at the Montana State Library, the Corette Library at Carroll College, and Helena College University of Montana.

The library joined the Montana Shared Catalog (MSC) in 2019 with the intention to participate in resource sharing. This will allow Lewis & Clark Library users access to additional materials from other Montana libraries through a more streamlined and user-friendly method of ILL. The library will reciprocate by making available items within the collection to other MSC members.

Interlibrary Loan:

Interlibrary loan is an integral element of collection development for Lewis & Clark Library. Lewis & Clark Library lends and borrows materials to and from other libraries following its Interlibrary Loan Policy and protocols. The Lewis & Clark Library's Interlibrary Loan policy and procedures are informed by the 2001 National Interlibrary Loan Code and the Montana Interlibrary Loan Sharing Protocol revised October 7, 2009.

The Lewis & Clark Library maintains online connections to OCLC and uses its system interlibrary loan subsystem.

GENERAL PRIORITIES, LIMITATIONS, AND POLICIES

Multiple Copies:

The Lewis & Clark Library generally buys one copy of titles, except for titles in high demand. In general, high demand is defined as three or more reserves per copy of a title. Whenever possible, multiple copies are supplied through lease books or donations.

Languages:

The collection is primarily in English.

Responsibilities and Selection Procedures:

Responsibilities and selection procedures are found in the Lewis & Clark Library's Material Selection and Removal Policy.

Complaints and Challenges:

Collection review procedures are found in the Lewis & Clark Library's Material Selection and Removal Policy.

Collection Maintenance:

The collection is weeded according to the policies found in the Lewis & Clark Library's Material Selection and Removal Policy.

Gifts:

Gifts are a valuable source for enriching the Library's collection. The Library will accept donations or gifts provided that the Library has complete control over decisions regarding disposition of all materials and money for materials. All gift materials are subject to the same criteria specified in the Material Selection and Removal Policy. The Library has the right to refuse any gift that would violate established selection policy and criteria.

The Library will not assess the value of donated materials. Donors may provide a list of donated materials which can be signed as a receipt, but library staff will not develop such a list.

Final disposition of all donated materials rests with the Library.

Reviewed and Amended by the Board of Trustees February 19, 2019
Reviewed and amended by the Board of Trustees December 15, 2015
Reviewed and amended by the Board of Trustees December 18, 2012
Reviewed and amended by the Board of Trustees December 14, 2010
Reviewed and amended by the Board of Trustees December 16, 2008
Reviewed and amended by the Board of Trustees May 23, 2006
Reviewed and amended by the Board of Trustees June 8, 1999
Reviewed and amended by the Board of Trustees February 15, 1995
Adopted by the Board of Trustees December 9, 1985

Appendix B

Lewis & Clark Library Material Selection and Removal Policy

AMERICAN LIBRARY ASSOCIATION THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

Appendix B

Lewis & Clark Library Material Selection and Removal Policy

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet

Appendix B

Lewis & Clark Library Material Selection and Removal Policy

prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Appendix B

Lewis & Clark Library Material Selection and Removal Policy

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

**Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;
amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.**

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Lewis and Clark Library Policies

BULLETIN BOARD AND DISTRIBUTION OF FREE MATERIALS POLICY

POLICY STATEMENT

The Lewis and Clark Library maintains a public bulletin board for use by community members. In keeping with the Library Bill of Rights, materials may be posted regardless of the points of view or beliefs of the persons or organizations displaying materials. In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material based on available space.

PROCEDURES

Items may be posted on the bulletin board by Library staff or the public at any time. Items are dated and will be posted up to thirty (30) days depending on available space, or until the posting is outdated. Handbills or posters displayed on surfaces other than the bulletin board are not allowed and will be removed.

The Library's bulletin board is an informational service. Materials posted do not necessarily represent Library endorsement of the items, events or positions being displayed. Display on the Library's bulletin board does not necessarily indicate Library endorsement of the organizations or person responsible for the posted notices. Please refer to the Library's Distribution of Partisan Election Materials and Circulating Initiative Petitions Policy for policy regarding election or initiative petition materials.

In order to promote wide dissemination of information and the free exchange of ideas, Lewis & Clark Library provides space for the display of pamphlets, flyers, newspapers, and other materials provided, at no cost to the library by organizations and individuals, for the public to take if they choose. These are unsolicited materials. The Library does not endorse the opinions expressed in them.

Reviewed and Amended by the Board of Trustees October 24, 2017
Reviewed and amended by the Board of Trustees September 16, 2014
Reviewed and amended by the Board of Trustees August 16, 2011
Reviewed and Approved by the Board of Trustees June 24, 2008
Reviewed and Approved by the Board of Trustees July 20, 1999

Lewis & Clark Library Policies

DISTRIBUTION OF PARTISAN ELECTION MATERIAL AND CIRCULATING INITIATIVE PETITIONS POLICY

POLICY: It is the policy of the Lewis & Clark Library Board of Trustees that the Library serves as a focal point for the dissemination of information of interest to the community. This includes election or initiative petition information.

PROCEDURES: The Library provides a bulletin board in the lobby that may be used to post printed election or initiative petition information. If requested, the library will designate an area within the Library's lobby for the display of single copies of partisan and other materials pertaining to elections. This area will be marked with a sign reading "Election Materials." A person may place printed partisan election information in this designated area. All sides of issues of community interest have the opportunity to disseminate their information. Permission to disseminate does not represent an endorsement of either side by the Library.

In addition to posting materials on the bulletin board or placing materials in the Election Materials area, the library will designate an area which can be scheduled by those wishing to collect signatures for initiative petitions. The "Petition Table" will be located in the Library's lobby.

Printed information regarding the issues involved in a currently circulating petition may be placed in the designated areas.

The Library will allow orderly gathering of initiative petition signatures in a designated area in the Library's lobby, on a first come first served basis. Persons wishing to gather signatures on petitions or for initiatives must make arrangements at least 48 hours in advance of the time they wish to begin gathering signatures by contacting the Library Director or designee. Due to limited space, no more than three petition spaces at the "Petition Table" will be allowed in any one day.

Any complaint of interference with library visitors falls under the Lewis & Clark Library Disruptive Patron Policy.

Reviewed and Approved by the Board of Trustees October 24, 2017
Reviewed and approved by the Board of Trustees August 19, 2014
Reviewed and amended by the Board of Trustees April 19, 2011
Reviewed and approved by the Lewis & Clark County Attorney April 1, 2011
Reviewed and Approved by the Board of Trustees January 15, 2008
Reviewed and Approved by the Board of Trustees July 20, 1999
Amended by the Board of Trustees April 14, 1994
Reviewed and Amended by the Board of Trustees January 19, 1994
Effective October 17, 1978

Lewis & Clark Library Policies

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. **Alternatively, if the meeting is virtual, Library staff will make sure that is communicated properly via press release.** 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.

Second Reading by the Board of Trustees May 18, 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

Branch Highlights for April 2021

Augusta Branch Highlights

Collection

- April was all about National Library Week, National Poetry Month, and Earth Day ! We created a poetry display. We participated in the library-wide Spring Fling with a Book with a display, and we did a children’s picture book display of titles about the library.
- We rotated and refreshed the adult fiction. 9 bags of leased books went back to Helena and 6 bags of adult fiction came up to Augusta!
- The telescope was checked out by an Augusta patron and was also sent to Helena for patron Holds there. Patron feedback was very positive about the star gazing.

Continuing Education

- Attended Montana Library Association 2021 Conference online: Attended 6 sessions and keynote speaker. Earned CE credits towards a second certificate. Learned a lot! Can’t wait for the conference to be in person again!

Public Services

- Slower traffic through the branch this month. Some computer use, faxing and copying. Steady magazine and newspaper checkouts. Snow birds returning to Augusta. Yay!

Programming

- In honor of National Library Week, the Branches launched our Little Free Libraries! The one in Augusta is installed at street level right in front of the library building and stocked with books.
- We participated in the ‘Spring Fling with a Book’ program created by Team Helena!
- For our Seniors receiving Meals on Wheels, we sent over 30 Bee Magnet Craft Kits put together by Bretagne & Team. Our Senior Center will re-open for meals this month. We hope to continue distributing the crafts over there for those who come in to eat and to the folks who still will be getting the meals on wheels.
- The Branch Book Club read This Is Happiness by Niall Williams. The group really loved this title. We held a socially distanced book discussion on the patio. Participants brought their favorite passages to read. We also had several members make comments in the on-line Facebook group.
- For the kids, we gave out 18 Activity Kits and 5 Busy Bags that Molly & Team put together for AUG. The bee house and the Earth Day kits were a huge success! There are a couple of new families in town using the library heavily! Yay!

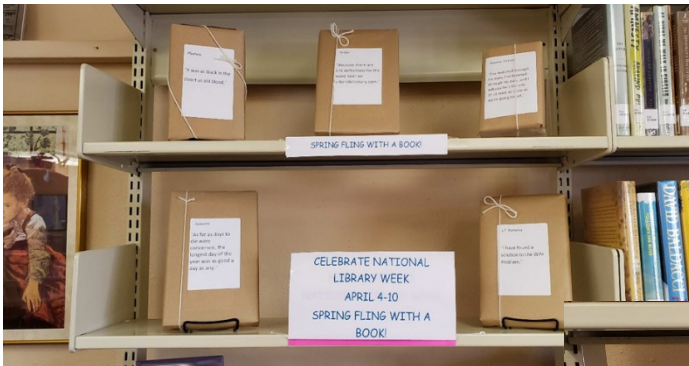
PR/Outreach

- Created social media posts for the Book Group, National Poetry month, Spring Fling with a Book, the Augusta Little Free library. Managed posts/discussion in the Book Group FB group.
- Library news for May to the school newsletter. Updated library bulletin board at PO.
- Reached out to the Community Garden and the new Friends group about a socially distanced and outside Seed Swap Program and fundraiser for the Friends on May 16th. Contacted Amy Grisak, a gardening expert, who will do a talk during the swap/fundraiser.

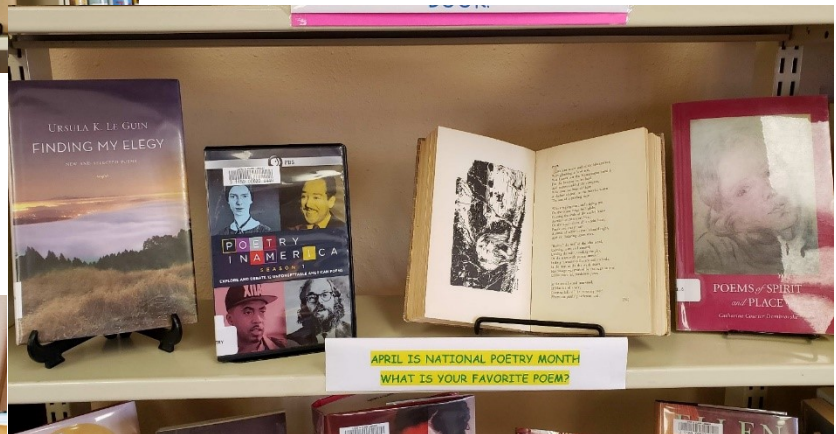
LCL Teams

- Branches Team: This month we interviewed 3 Teen hire candidates. Attended 2 Meetings with full Team re: teen hires. Did Collection HQ training with James about balancing the collection.
- Branches & Programmers Team: The Team is working on SRP, SRP booklets, and SRP weekly kits.
- EHB Assistant New Hire Team: Attended 3 interviews. Discussed. Made notes/comments.
- Practicum Student: Met with Suzanne and Megan to outline initial game plan for Megan's hours in Helena and Augusta.

Spring Fling with A Book!



National Poetry Month!



National Library Week!



Refreshed Stacks of adult fiction!



Little Free Library!



East Helena Branch Highlights

April brought some fun changes. With warmer weather, we've been able to have a couple of in-person outdoor programs. Six members of our Reading Circle met at the beginning of the month to discuss the Simon Winchester book *The Men Who United the States*. Our Friends



group met at the end of the month. Ten members were present to discuss book sales, by-laws, the renewed lease, recruitment, and fundraising.

The Take and Makes for grade school ages and teens and the Busy Bags for preschoolers are still popular. Thirty-six have been picked up by a variety of patrons. Andrea also provided 75 teen kits to the Helena Branch and 30 each to EVMS and EHHS. This month's kit was a flower dye cut out of a book page that the teens could make into a bookmark. Mary Lee created the dye cuts prior to retiring.

Three applicants have been interviewed for the Branch Assistant position and another will be interviewed in the beginning of May. It's been a challenge to find an applicant whose schedule doesn't conflict with the required hours, not to mention with the skills and work ethic that Mary Lee took with her.

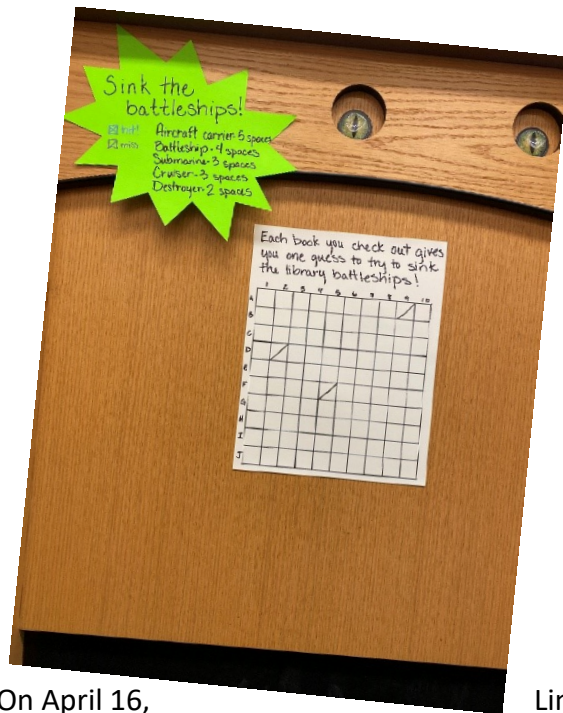
Andrea has begun a Facebook and Instagram ad campaign called "Did you know..." followed by a service that the library provides. It'll be fun to see how the posts affect interactions with the library page.

Andrea attended and presented about the StoryWalks with the other branch managers at MLA. It was great to see fellow library people online and to renew enthusiasm by listening to the various sessions. We were closed that Thursday and Friday.



Lincoln Branch Highlights

Using a patron donation, the Lincoln Library hosted a month-long bunny scavenger hunt where patrons could scour the library to find all 12 bunnies. The Lincoln Library also introduced a collaborative "Battleship" game where patrons make guesses to try to sink the library's battleships every time they check out a book.



On April 7, which was National Outreach Day, the Lincoln Library along with the Bookmobile and East Helena and Augusta Branches opened up their new Little Free Library to the public. It was stocked with new books purchased by the 3Rivers Grant secured by the Augusta Branch Library, and it has seen increased use throughout the month.

The Lincoln Library celebrated National Library Week on social media by sharing resources and information about all five library locations and saw increased engagement with patrons over these platforms, particularly on Instagram.

On April 16, Lincoln staff collaborated with other LCL staff to give a Storywalk® presentation to 44 attendees at the 2021 Montana Library Association Conference. Attendees asked great questions about accessibility and ways to add Braille and other accessibility features to Storywalks® for the future, which staff are looking into.

Lincoln staff participated in community meetings, such as the Chamber of Commerce and the Upper Blackfoot Valley Community Council. The Library will be an agenda item on upcoming Council meetings, providing staff the opportunity to share new library services and projects with the Council Board, which includes Lewis & Clark County Commission Jim McCormick.

Lincoln Library staff also held their first outdoor storytime at Sculpture in the Wild where patrons and park visitors could safely engage in storytime.

Bookmobile Highlights

Bookmobile Maintenance

We dropped the bookmobile off for routine maintenance and they found a problem that would need more time to fix. The stats for the Bookmobile Department will be lower than usual because we were off the road from April 6th to April 13th. During this time when we did not have the bookmobile we used the library car to continue services to Eagles Manor, Hunters Pointe, Son Heaven, Renaissance, Touchmark, Edgewood, The Legacy, Trinity/Canyon Creek Elementary, and Shodair Children's Hospital!

Little Free Libraries

The Branch Libraries teamed up together to organize an Eagle Scout to build us Little Free Libraries for our communities. For Library Week, April 6th to April 9th we unveiled 4 out of 5 of the Little Free Libraries! The Bookmobile sponsored a library to be placed in York, MT at the

York Bar close to our Bookmobile stop in the York Park. It is already greatly loved and getting attention from the York community. Our second LFL will be placed at the Canyon Store in Wolf Creek, MT very soon.



New Staff

Sadly, Scott Simonson left the Library to move to Missoula with his family in March 2021. This month we hired Sally McHugh to join the Bookmobile Team and we are excited to have her enthusiasm on the Bookmobile!