



LEWIS AND CLARK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday April 16, 2024 5:00 p.m.
Sarah Power Community Room – Helena Main Library
120 S Last Chance Gulch, Helena, MT

Memo

To: Library Board of Trustees
From: John Finn, Director
Date: April 9, 2024
Re: April 2024 report for the Board

The Month That Was: The Lewis & Clark Library Board of Trustees last met at the Helena Main Library on Tuesday March 19, 2024.

Present for the Meeting: Trustees Fandrich, Waterman, Lewandowski, and Meadows. Staff present: Beckstrom, Finn, Furman, Karr, and Turville. Guests present: Aria Comstock, Teen Advisory Board Member, Anna Krantz, Helena Citizens Council, and Brian Coplin.

Consent items were discussed and approved.

Furman gave a report on the first quarter Strategic Plan update. Goals were discussed, including fiber internet installation, and patron surveys.

Trustees tackled the approval and/or rescension of four technology related policies. They were: Social Media Policy, Computer Lab Policy, 3D Printing Policy, and Internet Acceptable Use Policy. Trustees approved the 3D Printing Policy and the Internet Acceptable Use Policy and rescinded the Computer Lab Policy and Social Media Policy.

Finn reminded Board of upcoming budget dates. The Preliminary Budget will be presented on May 15 to the Joint City/County Budget Committee. The Board will approve the Preliminary Budget at the April meeting.

Turville gave an audit update. We are waiting on the auditors to finish their March audit work, then they will reach back out to us to complete our work.

Staff is also looking for date to do an in service training this spring. The Spring training will involve active incident training. It will prepare us for being prepared for incidences of terror or violence.

Staff attended the Public Library Association Conference in Columbus, OH. They are preparing reports of what they learned and will share with staff and Trustees.

The Month(s) Ahead:

The Library Foundation Helena Reads Poetry event is Tuesday April 30. Eight community readers will read poetry. This is an annual event.

April Board meeting will be Tuesday April 16.

Montana Library Association Conference will be held in Butte April 17-20

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 April 16, 2024 5:00 p.m.
SARAH POWER COMMUNITY ROOM – HELENA MAIN LIBRARY
120 S Last Chance Gulch – Helena, MT 59601

A G E N D A

Reading of the Board’s Mission Statement

- 1) Public Comment
- 2) Introduction of Guests - Judy

- 3) CONSENT ITEMS for April 2024
 - A. Minutes of the March 19, 2024 Regular Meeting
 - B. Service Report for March 2024
 - C. Financial Report for March 2024
 - C. Personnel Report for March 2024

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

- 4) NEW BUSINESS
 - A. FY 2025 Preliminary Budget Presentation to Commissioners

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the Library’s FY 2025 Preliminary Budget as presented/Amended.

- B. August Meeting Location

- 5) UNFINISHED BUSINESS
 - A. FY 2023 Financial Audit - Update
 - B. Branch and Social Media Highlights

A. DIRECTOR’S COMMENTS

B. COMMITTEE REPORTS

- 6) COMMENTS FROM TRUSTEES

WRAP-UP and ADJOURN –Next Board Meeting – May 21, 2024 5:00 PM - Sarah Power Community Room



LEWIS AND CLARK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday March 19, 2024 5:00PM
Sarah Powers Community Room – Helena Main Library
120 S Last Chance Gulch, Helena, MT

MINUTES

- BOARD MEMBERS:** Helen Fandrich, Judy Meadows, Marci Lewandowski, Ron Waterman
- STAFF MEMBERS:** John Finn, Director; Martha Furman, Operations Manager; Matt Beckstrom, Systems Manager; Elizabeth Karr, Collections and Technical Services Manager; Michele Turville, Budget Manager
- GUESTS PRESENT:** Aria Comstock, Teen Advisory Board Member; Anna Kratz, Helena Citizens Council; Brian Coplin

Chair Meadows called the meeting to order at 5:04 pm.

Reading of the Board’s Mission Statement –

1) **PUBLIC COMMENT**

Finn invited guests to introduce themselves.

2) **CONSENT ITEMS for March 2024**

A. Minutes of the February 20, 2024 Regular Meeting

No comments.

B. Service Report for February 2024

Lewandowski noted Lincoln storytime numbers were up. Finn pointed to other numbers that increased significantly.

C. Personnel Report for February 24

Mary Lee Evans and Eric Lubke have been hired as Library Associates at the Helena Branch. There were no resignations.

Motion to approve the Consent Items: Waterman moved, Lewandowski seconded.

Motion passed unanimously.

3) **NEW BUSINESS**

A. First Quarter Strategic Planning Report

Furman explained the document and asked for comments. Waterman questioned the goal of getting fiber to the building, under the impression it was already wired. Beckstrom explained

the various difficulties getting fiber down Park Avenue and to the Library Lewandowski questioned the due date for the East Helena Branch relocation. Furman explained the dates are flexible. The remodel should be completed by the December 31, 2024 date. Meadows asked what the plan was to conduct the survey. Karr explained discussions have been had with the branches to find out how to best serve patrons – online, mail and at the branches were discussed. Meadows followed up wondering what a good sample size would be. Karr responded 2,000 was an initial goal, but 5,000 would be preferable. Waterman suggested contacting the County to see if the survey could be included with a County mailing. Karr also stated stakeholder interviews would be held in addition to considering focus groups. Lewandowski would like to see the Marketing Plan when it is available. Meadows is enthusiastic about the collaborative staffing model. Furman stated the employee survey has been completed. The next steps are to analyze the results and continue to move forward.

B. Lewis & Clark Library Social Media Policy Review

Finn explained the Policy Committee had met to review various policies and reported the recommendations.

Waterman moved, seconded by Fandrich to rescind the current Lewis & Clark Library Social Media Policy as presented.

Lewandowski commented this was more for staff and was curious how the Library was going to handle inappropriate comments on Library social media pages. Beckstrom explained the Employee Handbook was the guide for the employees. Furman said the Patron Code of Conduct would be the guide for Patrons.

Motion passed unanimously.

C. Lewis & Clark Library Computer Lab Policy Review

Beckstrom reminded the Board the Library no longer has a computer lab.

Waterman moved, seconded by Fandrich to rescind the current Lewis & Clark Library Computer Lab Policy.

No discussion was held.

Motion passed unanimously.

D. Lewis & Clark Library 3D Printing Policy Review

Finn referred to the amended policy in the Board packet.

Waterman moved, seconded by Fandrich to approve the Lewis & Clark Library 3D Printing Policy as presented.

Waterman asked about an intent statement. Beckstrom explained this policy is to cover current and forthcoming 3D technology.

Motion passed unanimously.

E. Lewis & Clark Library Internet Acceptable Use Policy Review

Waterman moved, seconded by Lewandowski to approved the Lewis & Clark Library Internet Acceptable Use Policy as presented.

Waterman questioned the 3rd paragraph stating minors were not allowed to use the internet without a parent present. Furman stated Library staff cannot monitor minor use of the

computers. Fandrich would like a statement expressing the Library is not responsible for content minors choose to engage. Finn suggested adding the statement Library staff is not responsible for and cannot monitor internet resources by minors. (As defined by MCA 41-1-101) Waterman accepted the statement as a friendly amendment.

Motion passed unanimously.

4) **UNFINISHED BUSINESS**

A. FY2025 Preliminary Budget – Hearing Date, Preparation, Updates

Finn stated the Budget Committee will meet in April since the City/County hearing has been postponed until May 15. Finn, Furman and Turville met and made some additional adjustments to the preliminary budget, with a few more identified.

B. Montana Institute Core Values In-Service Day, Rescheduled

Due to a scheduling conflict, the Core Values In-Service has been rescheduled to August. More details will be available as the dates approach.

C. FY2023 Financial Audit Update

Turville stated she received an email from the auditors explaining the Library audit was still on their radar, but they were focusing on clients with a March 31, 2024 deadline. They would get back to the Library's as soon as they could. Turville will remain in contact to answer questions and provide additional information.

D. Branch and Social Media Highlights

Fandrich noted there are no pictures from Lincoln. Finn said he would talk to Pierce to request pictures.

E. Director's Comments

Finn stated the Foundation Donor event – dedicating the Morgan Family Reading Room – was a great success. Waterman, Meadows and Fandrich also attended the event and agreed with the sentiment from Finn.

F. Committee Reports

Meadows asked when nominations were due. Finn stated they were due in May.

G. Comments From Trustees

None.

WRAP-UP and ADJOURN – Next Board Meeting – April 16, 2024 5:00 pm – Sarah Power Community Room, Helena Main Library.

Meeting adjourned at 5:55 pm.



March 2024

SERVICE REPORT

	2024 March	2023 March	Year to Year Change	2024 February	Month to Month Change
Attendance	22,631	19,944	13.5%	15,934	42.0%
Augusta	158	182	-13.2%	190	-16.8%
East Helena	1,213	937	29.5%	881	37.7%
Helena	20,078	17,734	13.2%	18,020	11.4%
Lincoln	337	385	-12.5%	377	-10.6%
Bookmobile	845	706	19.7%	796	6.2%
Hours Open	719.00	772.00	-6.9%	683.00	5.3%
Augusta	104	116	-10.3%	106	-1.9%
East Helena	174	186	-6.5%	163	6.7%
Helena	260	278	-6.5%	248	4.8%
Lincoln	125	135	-7.4%	120	4.2%
Bookmobile	56	57	-1.8%	46	21.7%
Hourly Average	102	82	24.5%	99	3.7%
TOTAL TRANSACTIONS	73,635	63,483	16.0%	67,464	9.1%
New Cards	333	334	-0.3%	311	7.1%
Augusta	1	0	N/A	3	-66.7%
East Helena	23	17	35.3%	9	155.6%
Helena	298	307	-2.9%	282	5.7%
Lincoln	5	4	25.0%	11	-54.5%
Bookmobile	6	6	0.0%	6	0.0%
New E-Book Users	207	182	13.7%	184	12.5%
Materials Checked Out	38,474	38,412	0.2%	36,329	5.9%
City of Helena	22,740	24,425	-6.9%	21,276	6.9%
Lewis & Clark County			N/A		N/A
Augusta Library	373	401	-7.0%	398	-6.3%
East Helena Library	1,090	1,328	-17.9%	1,104	-1.3%
Lincoln Library	427	331	29.0%	437	-2.3%
Bookmobile	966	1,127	-14.3%	885	9.2%
Interlibrary Loan	302	474	-36.3%	326	-7.4%
E-Audio	6,494	5,482	18.5%	6,020	7.9%
E-Books	4,106	4,177	-1.7%	4,047	1.5%
E-Media	1,976	667	196.3%	1,836	7.6%
Self Check-Outs	16,092	15,197	5.9%	15,027	7.1%
System-Wide Adopt A Book	1,306	1,749	-25.3%	1,599	-18.3%
Outreach	0	0	N/A	0	N/A

2024 March 2023 March Year to Year Change 2024 February Month to Month Change

Materials Used in House	180	216	-16.7%	217	-17.1%
Periodicals Retrieved					
Augusta	4	0	N/A	4	0.0%
East Helena	43	37	16.2%	29	48.3%
Lincoln	14	17	-17.6%	14	0.0%
Magazines on Tables					
Augusta	0	0	N/A	0	N/A
East Helena	2	8	-75.0%	0	N/A
Helena	0	0	N/A	0	N/A
Lincoln	5	17	-70.6%	5	0.0%
Books Left on Table					
Augusta	2	0	N/A	7	-71.4%
East Helena	60	88	-31.8%	99	-39.4%
Helena	0	0	N/A	0	N/A
Lincoln	50	49	2.0%	59	-15.3%

Information and Reference	6,076	4,480	35.6%	6,827	-11.0%
Reference	3,026	2,927	3.4%	3,885	-22.1%
Database use	3,050	1,553	96.4%	2,942	3.7%

Internet Sign Up/Computer Users	23,703	16,852	40.7%	20,967	13.0%
Augusta	25	8	212.5%	13	92.3%
East Helena	283	181	56.4%	122	132.0%
Helena	1,566	1,296	20.8%	1,494	4.8%
Helena staff walk-about	298	372	-19.9%	310	-3.9%
Bookmobile	4	4	0.0%	0	N/A
Lincoln	59	44	34.1%	44	34.1%
Wireless Use	21,392	14,861	43.9%	18,931	13.0%
Laptop Checkouts	76	86	-11.6%	53	43.4%

# Programs	623	858	-27.4%	678	-8.1%
4	18	51	-64.7%	24	-25.0%
0	0	0	N/A	54	-100.0%
15	452	592	-23.6%	461	-2.0%
4	52	40	30.0%	29	79.3%
6	101	175	-42.3%	110	-8.2%

# Programs	2024		2023		Year to Year		2024		Month to Month	
	March	4,246	March	2,331	Change	82.2%	February	2,135	Change	98.9%
Tours, Program & Outreach										
17	Helena/Adult	485	482			0.6%	455		6.6%	
2	Helena/Juv	58	143			-59.4%	114		-49.1%	
9	Helena/Teen	84	288			-70.8%	47		78.7%	
0	Teen Outreach	0	175			-100.0%	2		N/A	
1	Director Outreach	3000	1000			200.0%	1000		200.0%	
5	Bookmobile	311	237			31.2%	214		45.3%	
2	Augusta	20	25			-20.0%	41		-51.2%	
14	East Helena	288	142			102.8%	262		9.9%	
0	Lincoln	0	0			N/A	0		N/A	
2	Detention Center - Requests/Filled	136	76			78.9%	105		29.5%	
Meeting Room Usage										
		523	186			181.2%	553		-5.4%	
	Augusta	10	23			-56.5%	6		66.7%	
	Helena	132	139			-5.0%	139		-5.0%	
	East Helena	8	4			100.0%	5		60.0%	
	Lincoln	23	20			15.0%	24		-4.2%	
	Helena Study Rooms	350	257			36.2%	379		-7.7%	
		33,717	30,650			10.0%	33,477		0.7%	
Registered Borrowers										
	Helena	30,358	27,679			9.7%	30,130		0.8%	
	Augusta	411	391			5.1%	411		0.0%	
	East Helena	1,187	1,016			16.8%	1,169		1.5%	
	Bookmobile	1,191	1,080			10.3%	1,188		0.3%	
	Lincoln	570	484			17.8%	579		-1.6%	
	Out-of-County	0	0			N/A				
Volunteer Hours Worked										
	Volunteer Hours	206	327			-37.0%	268		-23.1%	
	Library Board Hours	0	95			N/A	0		N/A	
	Foundation Board Hours	45	80			-43.8%	80		-43.8%	
	EHB Friends of the Library Hours	160	150			6.7%	180		-11.1%	
		1	2			-50.0%	8		-87.5%	
Web Site Hits										
	Social Media Hits Adult, Teen, BKMobile	23,193	18,052			28.5%	0		N/A	
	Mobile Application Uses	11,500	9,028			27.4%	8,100		42.0%	
	EdVenture Pass Uses	0	0			N/A	0		N/A	

Footnotes

Income Statement
March 31, 2024

75% Year Elapsed
25% Year Remaining

	<u>Month of</u> <u>3/31/2024</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Budget</u> <u>Remaining</u>	<u>% of Budget</u> <u>Remaining</u>	<u>% of Budget</u> <u>Received or</u> <u>Spent</u>	<u>Footnotes</u>
Revenue							
Local Revenues							
Local Government Income	\$ -	\$ -	\$ -	\$ -	0%		
Continuing Mill Levy	17,627.89	1,534,250.26	2,570,000.00	-1,035,749.74	-40%	60%	
County Contribution	8,682.40	728,496.82	1,220,000.00	-491,503.18	-40%	60%	
Entitlement Funds	2,099.73	238,619.34	474,434.00	-235,814.66	-50%	50%	
Interest Income	14,018.19	129,432.01	15,000.00	114,432.01	763%	863%	1
Total Local Revenues	42,428.21	2,630,798.43	4,279,434.00	-1,648,635.57	-39%	61%	
State Revenue							
BVF Grant	0.00	0.00	2,021.00	-2,021.00	-100%	0%	
State Aid Percapita/Geographic	0.00	34,817.43	32,904.00	1,913.43	6%	106%	
Total State Revenues	0.00	34,817.43	34,925.00	-107.57	0%	100%	
Library Generated Revenue							
Books Lost	29.00	2,090.58	5,000.00	-2,909.42	-58%	42%	
Cash Over (Short)	0.00	0.00	25.00	-25.00	-100%	0%	
Book Fees	90.00	950.05	700.00	250.05	36%	136%	
Donations	16.45	441.93	1,000.00	-558.07	-56%	44%	
Items Sold	126.60	730.92	500.00	230.92	46%	146%	
Miscellaneous Income	0.00	0.00	1,000.00	-1,000.00	-100%	0%	
Photocopy Income	943.80	7,146.71	8,000.00	-853.29	-11%	89%	
Rental Income	700.00	3,150.00	3,600.00	-450.00	-13%	88%	
Telephone Reimb.	0.00	0.00	250.00	-250.00	-100%	0%	
Refunds & Reimbursements	968.45	26,025.00	0.00	26,025.00			8
Total Library Generated Revenue	2,874.30	40,535.19	20,075.00	20,460.19	102%	202%	
Foundation Revenue							
Foundation - Contributions	0.00	1,797.55	50,000.00	-48,202.45	-96%	4%	
FDN WISH LIST - ADMINISTRATION	0.00	232.92	0.00	232.92			
FDN WISH LIST - TEEN SERVICES	0.00	29.00	0.00	29.00			
FDN WISH LIST - EAST HELENA	0.00	22.24	0.00	22.24			
Staff Events	0.00	-284.16	0.00	-284.16			
Foundation - Materials	0.00	17,475.95	75,000.00	-57,524.05	-77%	23%	
Total Foundation Revenue	0.00	19,273.50	125,000.00	-105,726.50	-85%	15%	
Grants Bequest Revenue							
Grants & Bequests - Income	0.00	0.00	2,000.00	-2,000.00	-100%	0%	
Big Read Grant	0.00	20,500.00	20,000.00	500.00	3%	103%	
Children's Services Grant Incom	0.00	0.00	12,000.00	-12,000.00	-100%	0%	
Teen Services Grant Income	0.00	3,500.00	2,000.00	1,500.00	75%	175%	
Total Grants & Bequests Revenue	0.00	24,000.00	36,000.00	-12,000.00	-33%	67%	
Total Revenues	45,302.51	2,725,424.55	4,459,434.00	-1,734,009.45	-39%	61%	
Expenses							
Payroll Wages & Salaries							
Wages & Salaries	-581.20	0.00	0.00	0.00			
Administration	51,884.09	382,032.54	648,588.00	266,555.46	41%	59%	
Anticipated Retirements	0.00	0.00	56,000.00	56,000.00	100%	0%	
Branch Services	43,525.16	286,709.62	367,813.00	81,103.38	22%	78%	
Technical/Collection Services	31,053.24	200,798.23	276,988.00	76,189.77	28%	72%	
Programming	25,932.20	175,794.30	269,294.00	93,499.70	35%	65%	
Public Services	68,844.54	440,646.91	647,550.00	206,903.09	32%	68%	
Systems	25,023.33	155,873.14	0.00	-155,873.14			2
Total Payroll Wages & Salaries	245,681.36	1,641,854.74	2,266,233.00	624,378.26	28%	72%	
Payroll Benefits							
Health Insurance	34,380.00	296,700.00	360,030.00	63,330.00	18%	82%	
Dental Insurance	1,710.33	15,451.99	17,467.00	2,015.01	12%	88%	
Vision Insurance	337.59	2,965.06	2,600.00	-365.06	-14%	114%	3
AFLAC	0.00	126.95	400.00	273.05	68%	32%	
HSA	1,770.00	9,292.50	10,000.00	707.50	7%	93%	

Life Insurance	0.00	1,665.45	500.00	-1,165.45	-233%	333%	3
	Month of	Y-T-D	Y-T-D	Budget	% of Budget	% of Budget	
	3/31/2024	Actual	Budget	Remaining	Remaining	Received or	Footnotes
						Spent	
Long Term Disability Insurance	0.00	218.29	200.00	-18.29	-9%	109%	3
E A P	0.00	8.14	360.00	351.86	98%	2%	
ACC-Accident	0.00	132.68	400.00	267.32	67%	33%	
FICA/Medicare	18,137.06	121,723.83	176,582.00	54,858.17	31%	69%	
Workers' Compensation	0.00	0.00	42,000.00	42,000.00	100%	0%	
Unemployment Ins.	0.00	768.64	6,000.00	5,231.36	87%	13%	
PERS Expense	20,941.85	140,680.69	205,614.00	64,933.31	32%	68%	
Direct Deposit Fees	0.00	0.00	3,120.00	3,120.00	100%	0%	
Total Payroll Benefits	77,276.83	589,734.22	825,273.00	235,538.78	29%	71%	
Continuing Education							
Lodging	136.00	1,853.07	10,500.00	8,646.93	82%	18%	
Meals	1,179.08	5,051.86	4,500.00	-551.86	-12%	112%	
Registration	2,153.92	11,118.98	8,000.00	-3,118.98	-39%	139%	
Transportation/Travel	1,407.18	9,668.57	7,000.00	-2,668.57	-38%	138%	
Mileage Reimbursements	391.22	987.90	3,000.00	2,012.10	67%	33%	
Legal Notices & Recruitments	0.00	8,136.73	1,500.00	-6,636.73	-442%	542%	5
Total Continuing Education	5,267.40	36,817.11	34,500.00	-2,317.11	-7%	107%	
Contracted Services							
Adult Services Programming	5,764.88	23,278.07	31,100.00	7,821.93	25%	75%	
Advertising & Publicity	5,054.99	41,438.12	35,000.00	-6,438.12	-18%	118%	
Augusta Programming	40.21	1,128.86	1,175.00	46.14	4%	96%	
Bookmobile Programming	474.69	3,179.70	3,000.00	-179.70	-6%	106%	
Collaborative Programming	1,958.17	1,958.17	2,500.00	541.83	22%	78%	
Collection Fee	46.60	467.67	1,800.00	1,332.33	74%	26%	
Director Outreach	0.00	4,049.50	2,500.00	-1,549.50	-62%	162%	
East Helena Programming	199.88	899.07	1,175.00	275.93	23%	77%	
Lincoln Programming	759.36	1,029.11	1,175.00	145.89	12%	88%	
Promotional Materials	147.51	1,612.79	6,000.00	4,387.21	73%	27%	
Teen Services Programming	1,031.43	6,360.38	13,600.00	7,239.62	53%	47%	
Youth Services Programming	-799.68	10,289.71	13,600.00	3,310.29	24%	76%	
City Assessments	0.00	6,909.04	7,800.00	890.96	11%	89%	
Insurance	0.00	30,274.98	50,000.00	19,725.02	39%	61%	
Dues and Memberships	-373.60	5,349.40	4,000.00	-1,349.40	-34%	134%	
Accounting	192.50	22,565.35	10,000.00	-12,565.35	-126%	226%	
Consulting	3,430.00	58,782.55	60,000.00	1,217.45	2%	98%	
Other Contracted Services	1,405.00	19,380.79	36,000.00	16,619.21	46%	54%	
Total Contracted Services	19,331.94	238,953.26	280,425.00	41,471.74	15%	85%	
Other Operating Expenses							
Intercap Loan Interest	26,296.75	26,296.75	20,000.00	-6,296.75	-31%	131%	9
Interlibrary Loan Fees	0.00	309.82	500.00	190.18	38%	62%	
Bank Service Charges	0.00	333.97	2,300.00	1,966.03	85%	15%	
Refunds	0.00	897.00	600.00	-297.00	-50%	150%	6
Rent	2,832.50	25,492.50	40,000.00	14,507.50	36%	64%	
Total Other Operating Expenses	29,129.25	53,330.04	63,400.00	10,069.96	16%	84%	
Repairs & Maintenance							
Building Repair & Maintenance	7,112.41	66,712.46	80,000.00	13,287.54	17%	83%	
Furniture Repair & Acquisition	0.00	1,089.21	8,000.00	6,910.79	86%	14%	
Systems Repair & Upgrades	12,639.11	95,867.45	160,180.00	64,312.55	40%	60%	
Total Repairs & Maintenance	19,751.52	163,669.12	248,180.00	84,510.88	34%	66%	
Automobile Expense							
Maintenance & Repair	4,929.17	10,626.89	15,000.00	4,373.11	29%	71%	
Gas	418.03	4,756.86	7,500.00	2,743.14	37%	63%	
Total Automobile Expense	5,347.20	15,383.75	22,500.00	7,116.25	32%	68%	
Supplies							
Supplies	-197.19	0.00	7,500.00	7,500.00	100%	0%	
Computer	846.26	23,754.60	11,500.00	-12,254.60	-107%	207%	
Janitorial	966.55	5,578.34	12,000.00	6,421.66	54%	46%	
Office	3,324.03	21,195.09	20,000.00	-1,195.09	-6%	106%	
Photocopy Charges	0.00	2,010.92	7,500.00	5,489.08	73%	27%	
Postage and Delivery	4,085.65	9,529.15	24,000.00	14,470.85	60%	40%	
Printing	0.00	2,910.81	4,000.00	1,089.19	27%	73%	

	<u>Month of</u>	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget</u>	
	<u>3/31/2024</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>	<u>Received or</u>	<u>Footnotes</u>
						<u>Spent</u>	
Freight	178.20	2,247.30	500.00	-1,747.30	-349%	449%	
Miscellaneous	0.00	0.00	500.00	500.00	100%	0%	
Total Supplies	9,203.50	67,226.21	87,500.00	20,273.79	23%	77%	
Books & Materials							
Adult material	2,048.98	5,000.00	5,000.00	0.00	0%	100%	
AV - Adult	8,280.15	14,844.38	20,000.00	5,155.62	26%	74%	
AV - Juvenile	1,409.82	3,872.01	7,000.00	3,127.99	45%	55%	
AV - Teen	0.00	0.00	3,000.00	3,000.00	100%	0%	
Bibliographic Services	0.00	5,052.08	7,000.00	1,947.92	28%	72%	
Databases	0.00	18,557.89	25,000.00	6,442.11	26%	74%	
Downloadable Media	0.00	70,362.39	92,000.00	21,637.61	24%	76%	
FDN Purchase of Books	7,633.40	49,412.77	75,000.00	25,587.23	34%	66%	
Juvenile Material	2,478.41	21,862.81	23,000.00	1,137.19	5%	95%	
Leased Material	0.00	26,947.92	25,000.00	-1,947.92	-8%	108%	
Library of Things	-728.77	307.39	1,000.00	692.61	69%	31%	
Periodicals	64.99	4,665.20	14,000.00	9,334.80	67%	33%	
Preservation & Processing	-41.25	11,712.75	11,000.00	-712.75	-6%	106%	
Reference Material	1,088.01	11,698.76	12,000.00	301.24	3%	97%	
Teen Material	-3,098.38	6,183.54	11,000.00	4,816.46	44%	56%	
Total Books & Materials	19,135.36	250,479.89	331,000.00	80,520.11	24%	76%	
Utilities & Telephone							
Local Service	176.58	4,133.91	12,500.00	8,366.09	67%	33%	
Long Distance	310.52	4,645.99	1,500.00	-3,145.99	-210%	310%	
Network/Data Lines	-194.35	22,869.57	25,000.00	2,130.43	9%	91%	
Gas and Electric	4,698.15	40,869.78	68,000.00	27,130.22	40%	60%	
Water/Sewer/Sanitation	758.65	6,008.52	15,000.00	8,991.48	60%	40%	
Total Utilities & Telephone	5,749.55	78,527.77	122,000.00	43,472.23	36%	64%	
Total Operating Expenses	435,873.91	3,135,976.11	4,281,011.00	1,145,034.89	27%	73%	
Capital Outlay							
Equipment Purchases	0.00	11,174.00	20,000.00	8,826.00	44%	56%	
Facilities Projects	0.00	12,780.00	50,000.00	37,220.00	74%	26%	
Transfer to Depreciation Reserv	0.00	22,500.00	25,000.00	2,500.00	10%	90%	
Total Capital Expenses	0.00	46,454.00	95,000.00	48,546.00	51%	49%	
Grant Expenses							
Big Read Expenditures	0.00	21,915.20	20,000.00	-1,915.20	-10%	110%	
Children's Services Grant Expen	0.00	0.00	12,000.00	12,000.00	100%	0%	
Teen Services Grant Expenditure	-74.10	79.14	2,000.00	1,920.86	96%	4%	
Total Grant Expenses	-74.10	21,994.34	34,000.00	12,005.66	35%	65%	
Foundation Expenses							
Wish List - Admin	1,034.59	3,145.51	4,500.00	1,354.49	30%	70%	
Wish List - Pub Services	0.00	0.00	1,000.00	1,000.00	100%	0%	
Wish List - Adult Services	-3,200.00	12,000.00	17,750.00	5,750.00	32%	68%	
Wish List - Children's Services	186.63	1,844.38	9,500.00	7,655.62	81%	19%	
Wish List - Teen Services	0.00	29.00	6,250.00	6,221.00	100%	0%	
Wish List - Augusta	107.88	107.88	2,000.00	1,892.12	95%	5%	
Wish List - East Helena	201.96	569.52	1,000.00	430.48	43%	57%	
Wish List - Lincoln	0.00	0.00	2,000.00	2,000.00	100%	0%	
Wish List - Bookmobile	0.00	6,117.09	6,000.00	-117.09	-2%	102%	
Community Read	0.00	5,000.00	5,000.00	0.00	0%	100%	
Staff Events	1,077.02	7,051.13	0.00	-7,051.13			
Total Foundation Expenses	-591.92	35,864.51	55,000.00	19,135.49	35%	65%	
Total Expenses	435,207.89	3,240,288.96	4,465,011.00	1,224,722.04	27%	73%	

Footnotes

- 1 - County Recalculated FY23 interest income
- 2 - System Salaries budget included in Admin
- 3 - Higher enrollment than expected
- 4 - Higher gas prices
- 5 - Large number of professional staff interviews
- 6 - More refunds issued than expected
- 7 - New account requested by the Foundation
- 8 - USLI Reimbursement
- 9 - Taken from InterCap schedule of payments

Cash Balance March 1, 2024	\$ 4,424,747.19
Income	\$ 45,302.51
Expenses	\$ 435,207.89
Cash Balance March 31, 2024	\$ 4,149,615.77
Net Cash Incomin(Outgoing)	-389,905.38

InterCap Loan Balance \$ 785,869.00 As of 2/15/24



Personnel Report

March 2024

New Hires

None

Resignations

None

FY 2025 Preliminary Budget - April 16, 2024

FY25 Budget

FY24 Budget

FY24 YTD (2.29.24)

FY23 Actual

Description	FY25 Budget	FY24 Budget	FY24 YTD (2.29.24)	FY23 Actual
Local Government Income				
Continuing Mill Levy	\$ 2,665,000.00	\$ 2,570,000.00	\$ 1,516,622.37	\$ 2,474,039.00
County Contribution	\$ 1,265,000.00	\$ 1,220,000.00	\$ 719,814.42	\$ 1,216,579.00
Entitlement Funds	\$ 524,150.00	\$ 474,434.00	\$ 236,519.61	\$ 425,932.00
Interest Income	\$ 100,000.00	\$ 15,000.00	\$ 115,413.82	\$ 103,773.00
BVF Grant	\$ 2,000.00	\$ 2,021.00	\$ -	\$ 2,159.00
State Aid Percapita/Geographic	\$ 32,000.00	\$ 32,904.00	\$ 34,817.43	\$ 26,323.00
Total Local Government Income	\$ 4,588,150.00	\$ 4,314,359.00	\$ 2,623,187.65	\$ 4,248,805.00
Library Generated Income				
Books Lost	\$ 5,000.00	\$ 5,000.00	\$ 2,061.58	\$ 7,124.00
Damage Charges	\$ 800.00	\$ 700.00	\$ 860.05	\$ 3,178.00
Donations	\$ 100.00	\$ 1,000.00	\$ 425.48	\$ 1,046.00
Items Sold	\$ 750.00	\$ 500.00	\$ 604.32	\$ 1,725.00
Miscellaneous Income	\$ 50.00	\$ 1,000.00	\$ -	\$ 6,165.00
Photocopy Income	\$ 8,000.00	\$ 7,000.00	\$ 6,202.91	\$ 8,303.00
Rental Income	\$ 4,200.00	\$ 3,600.00	\$ 2,450.00	\$ (4,100.00)
Refunds & Reimbursements	\$ 250.00	\$ 250.00	\$ 25,056.55	\$ 55.00
Other Library Generated Income	\$ 1,000.00	\$ 25.00		
Total Library Generated Income	\$ 20,150.00	\$ 19,075.00	\$ 37,660.89	\$ 23,496.00
Total Operating Income	\$ 4,608,300.00	\$ 4,333,434.00	\$ 2,660,848.54	\$ 4,272,301.00
Foundation Income				
Foundation - Contributions	\$ 50,000.00			\$ 82,327.00
FDN WISH LIST - ADMINISTRATION		\$ 4,500.00	\$ 232.92	
FDN WISH LIST - SYSTEMS				
FDN WISH LIST - TECHNICAL SERVICES				
FDN WISH LIST - PUBLIC SERVICES		\$ 1,000.00		
FDN WISH LIST - ADULT SERVICES		\$ 17,500.00		
FDN WISH LIST - CHILDREN SERVICES		\$ 9,500.00		
FDN WISH LIST - TEEN SERVICES		\$ 6,250.00	\$ 29.00	
FDN WISH LIST - AUGUSTA BRANCH		\$ 2,000.00		
FDN WISH LIST - EAST HELENA BRANCH		\$ 1,000.00	\$ 22.24	
FDN WISH LIST - LINCOLN BRANCH		\$ 2,000.00		
FDN WISH LIST - BOOKMOBILE		\$ 6,000.00		
FDN WISH LIST - ADVERTISING & PROMOTIONAL				

FY 2025 Preliminary Budget - April 16, 2024

FY25 Budget

FY24 Budget

FY24 YTD (2.29.24)

FY23 Actual

Community Read	\$ 5,000.00	\$ 5,000.00	\$	
Staff Events			\$	1,513.39
Foundation - Boone Trust	\$ 75,000.00	\$ 75,000.00	\$	17,475.95
Foundation - Thayer Trust	\$ 12,000.00			
Total Foundation Income	\$ 142,000.00	\$ 129,750.00	\$	\$ 19,273.50
Grants & Bequests - Income				
KEEP KIDS READING - BKM	\$ 1,000.00		\$	1,000.00
KEEP KIDS READING - HELENA	\$ 1,000.00		\$	1,000.00
KEEP KIDS READING - AUG	\$ 1,000.00		\$	1,000.00
KEEP KIDS READING - EHB	\$ 1,000.00		\$	1,000.00
KEEP KIDS READING - LIN	\$ 1,000.00		\$	1,000.00
Big Read Grant	\$ 20,000.00	\$ 20,000.00	\$	20,500.00
Children's Services Grant Income	\$ 12,000.00	\$ 12,000.00	\$	4,578.00
Teen Services Grant Income	\$ 3,500.00	\$ 2,000.00	\$	3,500.00
Other Grant Income	\$ 2,000.00	\$ 2,000.00	\$	5,503.00
Total Grant Income	\$ 30,500.00	\$ 36,000.00	\$	\$ 24,000.00
Total Foundation & Grant Income	\$ 172,500.00	\$ 165,750.00	\$	\$ 43,273.50
Total Income	\$ 4,780,800.00	\$ 4,499,184.00	\$	\$ 2,704,122.04
Wages				
Administration	\$ 593,300.00	\$ 648,588.00	\$	330,729.65
Anticipated Retirements	\$ 56,000.00	\$ 56,000.00	\$	-
Branch Services	\$ 441,800.00	\$ 367,813.00	\$	243,184.46
Technical/Collection Services	\$ 303,000.00	\$ 276,988.00	\$	169,744.99
Programming	\$ 243,800.00	\$ 269,294.00	\$	149,862.10
Public Services	\$ 801,200.00	\$ 647,550.00	\$	371,221.17
Systems	\$ 230,700.00		\$	130,849.81
Total Wages	\$ 2,669,800.00	\$ 2,266,233.00	\$	\$ 1,395,592.18
Benefits				
Health Insurance	\$ 373,800.00	\$ 360,030.00	\$	262,320.00
Dental Insurance	\$ 19,800.00	\$ 17,467.00	\$	13,741.66
Vision Insurance	\$ 4,100.00	\$ 2,600.00	\$	2,627.47
AFLAC		\$ 400.00	\$	126.95
HSA	\$ 17,700.00	\$ 10,000.00	\$	7,522.50
Life Insurance	\$	\$ 500.00	\$	1,665.45

FY 2025 Preliminary Budget - April 16, 2024

FY25 Budget

FY24 Budget

FY24 YTD (2.29.24)

FY23 Actual

Long Term Disability Insurance					
E A P					
ACC-Accident					
FICA/Medicare					
Workers' Compensation					
Unemployment Ins.					
PERS Expense					
Parking					
Other Benefits					
Total Benefits					
Total Personnel Expenses					
Continuing Education					
Lodging					
Meals					
Registration					
Transportation/Travel					
Mileage Reimbursements					
Legal Notices & Recruitments					
Meetings					
Total CE Expenses					
Programming Services					
Adult Services Programming					
BOOK GROUP BOOKS (ADULT)					
BIG READ (ADULT)					
SPEAKERS (ADULT)					
LICENSES (ADULT)					
SUPPLIES (ADULT)					
General					
Advertising & Publicity					
Print Adverts					
Web					
Radio					
Design					
Print					
Partnerships					
TV					
Augusta Programming					

FY 2025 Preliminary Budget - April 16, 2024

	FY25 Budget	FY24 Budget	FY24 YTD (2-29.24)	FY23 Actual
STORYTIME (AUG)	\$ 227.50			
AFTERSCHOOL (AUG)	\$ 400.00			
SUMMER LIBRARY PROJECTS (AUG)	\$ 227.50			
BOOK CLUB (AUG)	\$ 720.00			
Bookmobile Programming	\$ 3,150.00	\$ 3,000.00	\$ 2,705.01	\$ 7,322.00
FALL (BKM)	\$ 537.50			
WINTER (BKM)	\$ 537.50			
SPRING (BKM)	\$ 537.50			
SUMMER (BKM)	\$ 537.50			
BIKE (BKM)	\$ 1,000.00			
Collaborative Programming	\$ 2,625.00	\$ 2,500.00	\$ -	\$ 2,506.00
Collection Fee	\$ 750.00	\$ 1,800.00	\$ 421.07	\$ 571.00
Director Outreach	\$ 3,000.00	\$ 2,500.00	\$ 4,049.50	\$ 300.00
East Helena Programming	\$ 1,575.00	\$ 1,175.00	\$ 699.19	\$ 1,126.00
CHILDREN (EHB)	\$ 400.00			
ADULT (EHB)	\$ 300.00			
TEEN (EHB)	\$ 275.00			
ALL AGES (EHB)	\$ 400.00			
Outreach	\$ 200.00			
Lincoln Programming	\$ 1,575.00	\$ 1,175.00	\$ 269.75	\$ 364.00
PROGRAMMING (LIN)	\$ 1,200.00			
OUTREACH (LIN)	\$ 375.00			
Promotional Materials	\$ 6,000.00	\$ 6,000.00	\$ 1,465.28	\$ 8,578.00
Teen Services Programming	\$ 14,300.00	\$ 13,600.00	\$ 4,817.46	\$ 13,413.00
TAG (TEEN)	\$ 2,000.00			
BOOK GROUPS (TEEN)	\$ 2,000.00			
YA FOR ADULTS (TEEN)				
WRITER'S GROUP (TEEN)	\$ 800.00			
DEMOCRACY PROJECT (TEEN)	\$ 1,000.00			
SUMMER LEARNING PROGRAM (TEEN)	\$ 3,000.00			
OUTREACH (TEEN)	\$ 750.00			
SPECIAL PROJECTS (TEEN)	\$ 4,000.00			
SPEAKERS (TEEN)	\$ 750.00			
Youth Services Programming	\$ 17,950.00	\$ 13,600.00	\$ 11,089.39	\$ 13,102.00
SUMMER LIBRARY PROGRAM (CHILD)	\$ 6,000.00			
CHILDREN'S AREA	\$ 1,000.00			
Premium Services	\$ 1,750.00			
Special Projects	\$ 1,500.00			
Early Literacy, Outreach, Partnerships	\$ 3,000.00			
School Age Programs	\$ 4,700.00			

FY 2025 Preliminary Budget - April 16, 2024

	FY25 Budget	FY24 Budget	FY24 YTD (2.29.24)	FY23 Actual
Total Programming Services	\$ 122,250.00	\$ 112,625.00	\$ 81,082.82	\$ 135,972.00
Professional Services				
Accounting	\$ 15,000.00	\$ 10,000.00	\$ 22,372.85	\$ 13,552.00
Consulting	\$ 30,000.00	\$ 60,000.00	\$ 55,352.55	\$ 47,266.00
Other Contracted Services	\$ 5,000.00	\$ 36,000.00	\$ 17,975.79	\$ 31,967.00
Intericap Loan Interest				
Interlibrary Loan Fees	\$ 500.00	\$ 500.00	\$ 232.34	\$ 163.00
Bank Service Charges	\$ 2,300.00	\$ 2,300.00	\$ 333.97	\$ 4,139.00
Refunds	\$ 100.00	\$ 600.00	\$ 897.00	\$ 1,148.00
Rent	\$ 36,000.00	\$ 40,000.00	\$ 22,660.00	\$ 33,990.00
Intericap Principal Payment	\$ 119,915.00	\$ 20,000.00	\$ 234,455.24	\$ 41,911.00
Intericap Interest Payment	\$ 43,530.00	\$	\$ 55,389.97	
Legal Notices & Recruitments	\$ 2,000.00	\$ 1,500.00	\$ 8,136.73	\$ -
City Assessments	\$ 7,500.00	\$ 7,800.00	\$ 6,909.04	\$ 6,872.00
Insurance	\$ 50,000.00	\$ 50,000.00	\$ 30,274.98	\$ 50,097.00
Dues and Memberships	\$ 4,500.00	\$ 4,000.00	\$ 5,723.00	\$ 3,516.00
Total Professional Services	\$ 316,345.00	\$ 232,700.00	\$ 460,713.46	\$ 234,621.00
Write Off				
Repairs & Upgrades				
Building	\$ 5,000.00	\$ 80,000.00	\$ 59,600.05	\$ 81,813.00
Furniture	\$ 8,000.00	\$ 8,000.00	\$ 1,089.21	\$ 10,502.00
Systems	\$ 160,000.00	\$ 160,180.00	\$ 83,228.34	\$ 162,971.00
Total Repairs & Upgrades	\$ 173,000.00	\$ 248,180.00	\$ 143,917.60	\$ 255,286.00
Supplies & Outside Expenses				
Computer	\$ 30,000.00	\$ 11,500.00	\$ 22,908.34	\$ 44,659.00
Janitorial	\$ 6,000.00	\$ 12,000.00	\$ 4,611.79	\$ 7,174.00
Office	\$ 15,000.00	\$ 20,000.00	\$ 17,871.06	\$ 15,776.00
Maintenance	\$ 6,000.00			
Other	\$ 1,000.00	\$ 7,500.00	\$ 197.19	\$ 5,687.00
Photocopy Charges	\$ 3,000.00	\$ 7,500.00	\$ 2,010.92	\$ 6,074.00
Postage and Delivery	\$ 15,000.00	\$ 24,000.00	\$ 5,426.42	\$ 11,687.00
Printing		\$ 4,000.00	\$ 2,910.81	\$ 5,799.00
Freight	\$ 3,500.00	\$ 500.00	\$ 2,069.10	\$ 719.00
Miscellaneous	\$ 100.00	\$ 500.00	\$ -	\$ -
Total Supplies & Outside Expenses	\$ 79,600.00	\$ 87,500.00	\$ 58,005.63	\$ 97,575.00

FY 2025 Preliminary Budget - April 16, 2024

FY25 Budget

FY24 Budget

FY24 YTD (2.29.24)

FY23 Actual

Collections	FY25 Budget	FY24 Budget	FY24 YTD (2.29.24)	FY23 Actual
FDN - Boone Trust	\$ 75,000.00	\$ 75,000.00	\$ 41,779.37	\$ 69,172.00
Adult	\$ 65,100.00	\$ 62,000.00	\$ 2,951.02	\$ 4,325.00
Books	\$ 5,250.00	\$ 5,000.00		
Leased	\$ 26,250.00	\$ 25,000.00	\$ 26,947.92	\$ 3,866.00
Media	\$ 21,000.00	\$ 20,000.00	\$ 6,564.23	\$ 17,516.00
Reference	\$ 12,600.00	\$ 12,000.00	\$ 10,610.75	\$ 5,415.00
Juvenile	\$ 26,100.00	\$ 23,000.00	\$ 19,384.40	\$ 15,157.00
Books - Board	\$ 850.00			
Books - Picture	\$ 10,000.00			
Books - Early Reader	\$ 2,000.00			
Books - Fiction	\$ 2,500.00			
Books - Nonfiction	\$ 3,600.00			
Books - Graphic Novels	\$ 1,800.00			
Media - Movies/Video Games	\$ 1,350.00	\$ 7,000.00	\$ 2,462.19	\$ 4,349.00
Media - Playaways/Read-alongs	\$ 4,000.00			
FDN - Thayer Trust	\$ 12,000.00	\$ 12,000.00		
J Mid	\$ 15,900.00			
Books - Fiction	\$ 7,900.00			
Books - Graphic Novels	\$ 3,000.00			
Media - Playaways/Read-alongs	\$ 5,000.00			
Teen	\$ 13,940.00	\$ 11,000.00	\$ 9,281.92	\$ 13,960.00
Books - Fiction	\$ 3,915.00			
Books - Nonfiction	\$ 2,940.00			
Books - Graphic Novels	\$ 2,675.00			
Media - Movies/Video Games	\$ 4,410.00	\$ 3,000.00		
Collection Management	\$ 29,625.00			
Acquisition Services	\$ 14,105.00	\$ 7,000.00	\$ 5,052.08	\$ 6,812.00
ILL Services	\$ 10,520.00			
Mending & Processing	\$ 5,000.00	\$ 11,000.00	\$ 11,754.00	\$ 12,812.00
Databases	\$ 26,250.00	\$ 25,000.00	\$ 18,557.89	\$ 24,593.00
Digital Library/Downloadable	\$ 96,600.00	\$ 92,000.00	\$ 70,362.39	\$ 93,110.00
Library of Things	\$ 1,050.00	\$ 1,000.00	\$ 1,036.16	\$ 450.00
Periodicals	\$ 14,700.00	\$ 14,000.00	\$ 4,600.21	\$ 16,766.00
Total Collections	\$ 289,265.00	\$ 405,000.00	\$ 231,344.53	\$ 288,303.00
Utilities				
Telephone	\$ 14,000.00	\$ 14,000.00	\$ 8,166.10	\$ 11,945.00
Network/Data Lines	\$ 25,000.00	\$ 25,000.00	\$ 23,063.92	\$ 21,630.00
Gas and Electric	\$ 65,000.00	\$ 68,000.00	\$ 36,171.63	\$ 53,987.00

FY 2025 Preliminary Budget - April 16, 2024

FY25 Budget

FY24 Budget

FY24 YTD (2.29.24)

FY23 Actual

Water/Sewer/Sanitation	\$ 10,000.00	\$ 15,000.00	\$ 5,249.87	\$ 7,845.00
Total Utilities	\$ 114,000.00	\$ 122,000.00	\$ 72,651.52	\$ 95,407.00
Automobile Expense				
Maintenance & Repair	\$ 15,000.00	\$ 15,000.00	\$ 5,697.72	\$ 11,241.00
Gas	\$ 7,500.00	\$ 7,500.00	\$ 4,338.83	\$ 6,470.00
Total Automobile Expense	\$ 22,500.00	\$ 22,500.00	\$ 10,036.55	\$ 17,711.00
Total Operating Expense	\$ 4,636,410.00	\$ 3,837,386.00	\$ 2,689,315.88	\$ 3,312,843.00
Grants and Bequests Expenditure				
KEEP KIDS READING - BKM	\$ 1,000.00			
KEEP KIDS READING - HELENA	\$ 1,000.00			
KEEP KIDS READING - AUG	\$ 1,000.00			
KEEP KIDS READING - EHB	\$ 1,000.00			
KEEP KIDS READING - LIN	\$ 1,000.00			
Other Grants	\$ 2,000.00	\$ 2,000.00		\$ 4,615.00
Big Read Expenditures	\$ 20,000.00	\$ 20,000.00	\$ 21,915.20	\$ 60.00
Children's Services Grant Expen		\$ 12,000.00	\$ -	\$ -
Teen Services Grant Expenditure	\$ 3,500.00	\$ 2,000.00	\$ 153.24	\$ 6,058.00
Total Grant Expenses	\$ 30,500.00	\$ 36,000.00	\$ 22,068.44	\$ 10,733.00
Foundation Contribution Expense	\$ 50,000.00			
Wish List - Admin		\$ 4,500.00	\$ 2,110.92	
Wish List - Systems				
Wish List - Tech Services				
Wish List - Pub Services	\$ 1,000.00			
Wish List - Adult Services	\$ 17,500.00			
Wish List - Children's Services	\$ 9,500.00	\$ 9,500.00	\$ 1,657.75	
Wish List - Teen Services	\$ 6,250.00	\$ 6,250.00	\$ 29.00	
Wish List - Augusta	\$ 2,000.00	\$ 2,000.00		
Wish List - East Helena	\$ 1,000.00	\$ 1,000.00	\$ 367.56	
Wish List - Lincoln	\$ 2,000.00	\$ 2,000.00		
Wish List - Bookmobile	\$ 6,000.00	\$ 6,000.00	\$ 6,117.09	
Wish List - Adv & Promo				
Community Read	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Private Donations				
Staff Events			\$ 5,974.11	

FY 2025 Preliminary Budget - April 16, 2024		FY25 Budget	FY24 Budget	FY24 YTD (2.29.24)	FY23 Actual
	Total Foundation Contribution Expense	\$ 55,000.00	\$ 54,750.00	\$ 21,256.43	\$ 64,903.00
	Total Foundation & Grant Expenses	\$ 172,500.00	\$ 90,750.00	\$ 43,324.87	\$ 75,636.00
	Total Expenses	\$ 4,808,910.00	\$ 3,928,136.00	\$ 2,732,640.75	\$ 3,388,479.00
	Depreciation Reserve (Fund Balance)*				
	Depreciation Reserve	\$ 205,000.00			\$ 1,235,711.00
	Total Depreciation Reserve	\$ 205,000.00			\$ 1,235,711.00
	Capital Outlay				
	Reconciliation Discrepancies				
	Equipment Purchases		\$ 20,000.00	\$ 11,174.00	\$ -
	Facilities Projects	\$ 175,000.00	\$ 50,000.00	\$ 12,780.00	\$ 8,000.00
	Transfer to Depreciation Reserv		\$ 25,000.00	\$ 22,500.00	\$ 25,000.00
	Total Capital Outlay	\$ 175,000.00	\$ 95,000.00	\$ 46,454.00	\$ 33,000.00
	Total Revenue + Fund Balance Over/(Under) Expenses	\$ 1,890.00	\$ 476,048.00	\$ (74,972.71)	\$ 996,556.00

*Total Depreciation Reserve Account Balance \$1,235,711.00

Branch and Marketing Highlights for March 2024

Augusta Branch Highlights

March After School/Home School Program



East Helena Branch Highlights

The First Fridays event had a great turnout: 15 books were taken by all ages and 30 patrons enjoyed the program throughout Saturday. Two families came for Board Game Saturday, with 7 total attending. The bathroom sundries had 27 items taken with two patrons commenting about how much they appreciate the service. One patron is getting back on his feet after health issues and the sundries provided him with some basic toiletry needs. The Quarterly Craft Swap went into March, with 11 more folks enjoying the free craft items.





Storytime didn't take place in March, however the Harry Potter movie with HP pillow making program had 6 young attendees.

Teen programs in March were the Bookmobile visit to EHHS, with 135 students touring the Bookmobile and taking a new young adult book. It was a fun day with Emily, Emmon, Bretagne and Andrea. The Video Game afternoon was a hit! Seventeen middle school to high school age patrons enjoyed playing games and eating pizza. It was busy, chaotic and noisy! Thank you to Kalan

for helping. No technology issues came up because Kalan was present!

Adult programs included two participants in the iPhone settings exploration with Emily, three participants during the Learning Circle with Donna Erickson teaching techniques with air-dry clay, and four participants during Reading Circle where patrons discussed a book of their choice. The offsite book group did not have any participants. Emily put up a great retro technology display in the back display cabinet.

Outreach that occurred in March, in addition to the Bookmobile visit, included Andrea attending the coffee with the Helena Chamber at Galaxy Roasting with nine other local community members, and Andrea meeting with the EHHS librarians to look ahead for more outreach opportunities to high school students.



Library Marketing Highlights

- Big spring push for author Jacqueline Winspear - Radio ads including adds on Montana Public Radio and Yellowstone Public Radio, feature planned for Helena IR Your Time, electronic billboard on N. Montana, display at MT Book Co.

- Preparing for Summer Library Program

Facebook Stats:

Reach - 11.5k (up 41.4%)

Content Interactions - 611 (up 216.6%)

Followers - 5.2k