



**LEWIS & CLARK
LIBRARY**

LEWIS AND CLARK LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday August 18, 2020 5:00 p.m.
Online/Virtual Meeting – Instructions Below

Memo

To: Library Board of Trustees
From: John Finn, Director
Date: August 10, 2020
Re: June/July 2020 report for the Board

The Month That Was: The Lewis & Clark Library Board of Trustees met twice in June. Once on Thursday June 4 for a Special Meeting to discuss the gradual and limited reopening of the Branch Libraries and again on Tuesday, June 16, 2020 for their regular June meeting. Both meetings were via GoToMeeting. Trustee Fandrich, Meadows, Schramm, Waterman, and Whearty were present virtually for both meetings. Library Director Finn, Administrative Manager Sternberg, Public Services Manager Lisa Skelton, Systems Manager Matt Beckstrom, Collection Manager James Parrott, Lincoln Branch Manager Kate Radford, East Helena Branch Manager Andrea Eckerson, Bookmobile and Outreach Librarian Bretagne Byrd, Children’s Services Librarian Molly Hudson, and Lincoln Branch Assistant Eleanor Pierce were also present virtually for the June 4 Special Meeting. Library Director Finn, Administrative Manager Sternberg, Lincoln Branch Manager Kate Radford, and Lincoln Branch Assistant Eleanor Pierce were also present for the June 16 regular meeting.

At the Special Meeting, Library staff outlined plans to safely reopen the libraries to limited browsing and other limited services. All branches have made safety plans to allow for the reentry of library patrons, including placement of sneeze guards, hand sanitizing stations, limits on numbers of patrons, time limits, and the use of PPE. The Board was pleased with the amount of planning and attention to detail that went into the reopening plans. They approved of the plans and looked forward to seeing how everything goes.

Finn requested that the Board consider making the wearing of masks by both staff and patrons a mandatory condition of entry into the library buildings. The Board approved that motion and asked library to ensure the availability of masks for employees and patrons who do not have their own.

At the Regular June meeting, Waterman moved to approve consent items.

Finn noted in the service report that checkouts and program attendance were beginning to rebound. Even though numbers are still way down, he views this as a positive report.

Board discussed the Financial Report, the General Ledger, and the Construction General Ledger reports.

Finn told the Board that all branches of the Lewis & Clark Library system would be reopening on Monday June 22 to limited use. Press releases, social media, and KCAP interview will alert the community to the re-openings and of the existence of the Capitol Branch location.

Board had a first reading of the Lewis & Clark Library Health Emergency Response Plan. Finn pointed out that the policy is separate from procedures. Board discussed some proposed amendments. Finn will capture those for the second reading in August.

The Board approved the FY 2021 Salary Compensation Schedule.

Finn invited Board members to the Library for solo tours of the construction. Finn will set that up by end of week.

Finn mentioned that the Leadership Team is going to meet to discuss the continuation of Emergency Leave for staff still affected by the closure of the library buildings and the disruption of work schedules. Finn will come to the Board with a recommendation for Emergency Leave use at the August meeting.

The Officer Nominations Committee consisting of Schramm and Waterman reported that the Committee is presenting Schramm as Chair, and Fandrich as Vice Chair of the Board of Trustees. The election will take place at the start of the August meeting and Officers will assume their roles immediately.

Finn gave a construction update.

Construction was very intense during the months of June and July and early this month. A lot of finish work in Phase II has been completed. The vision of the architects and staff is really jumping into focus right now. Colors are in place, much of the flooring is complete, the new grand staircase is finished and looks beautiful. Books are beginning to find their final spots in the plans. All fiction will be moved to the second floor mezzanine by the end of this week. Nonfiction shelving will start to get moved into their final places on the ground floor beginning this week as well. The book range mover was needed for two more weeks of moving. We paid to rent it for two more weeks and will ship it back to Chicago Friday August 28.

Program Librarians and Bookmobile and Branch Librarians have been meeting regularly to plan for online programs and to plan for the eventual reopening of the library spaces.

Director Finn has successfully completed his duties as the Coordinator of the Broad Valleys Federation of Libraries. He stepped down at the April business meeting and Lori Roberts, Director of the Dillon Public Library has taken the reigns.

Also, Finn is pleased to announce that he is no longer the Chair of the Montana Library Association's Government Affairs Committee. That role has been filled by two librarians, Ann Ewbank of Montana State University and Rachel Rawn of the Havre-Hill County Library.

Lewis & Clark Library Directors, going back to the early 2000's have been trying to relinquish those roles.

The Month(s) Ahead:

Construction should be wrapped up by end of August. Cleaning crews are on site doing deep cleaning of the construction zones that are completed. Furniture, including new library shelving will start to arrive on Monday August 24. It will all be in place by the first week of September.

Library staff looks forward to a chance, sometime in the future to celebrate the hard work that we have been doing since the beginning of construction and the beginning of the pandemic.

Virtual Meeting Information:

Lewis & Clark Library Board of Trustees

Tue, Aug 18, 2020 4:50 PM - 6:50 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/603906205>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112) Access Code: 603-906-205

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 August 18, 2020 5:00 p.m.
To Meet Virtually via GoToMeeting
Meeting Information Below

A G E N D A

Reading of the Board's Mission Statement

- 1) Public Comment

- 2) NEW BUSINESS
 - A. Election of Officers for FY 2021

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the nominative slate as the elective slate of officers for Chair and Vice Chair as presented for FY 2021

- 3) CONSENT ITEMS for August 2020
 - A. Minutes of the June 4, 2020 Special Meeting and June 16, 2020 Regular Meeting
 - B. Service Reports for June and July 2020
 - C. Financial Reports for June 2020
 - D. General Ledger for June and July 2020
 - E. Personnel Reports for June and July 2020

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

- 4) NEW BUSINESS (cont.)
 - B. Annual Conflict of Interest Form
 - C. Discussion of Emergency Leave – Recommendations
 - D. Transfer of Funds to Depreciation Reserve Fund

MOTION . . . that the Lewis & Clark Library Board of Trustees transfer \$500,000 from retained earnings to the Depreciation Reserve Fund for FY 2021

- 5) UNFINISHED BUSINESS
 - A. Lewis & Clark Library Health Emergency Response Plan – Second Reading

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the Lewis & Clark Library Health Emergency Response Plan as presented/amended

- B. FY 2021 Final Budget

MOTION . . . that the Lewis & Clark Library Board of Trustees approve the FY 2020 Final Budget as presented and/or amended.

- C. CONSTRUCTION UPDATE
 - D. DIRECTOR'S COMMENTS
 - E. COMMITTEE REPORTS
- 7) COMMENTS FROM TRUSTEES

WRAP-UP and ADJOURN – Next Board Meeting – September 15 at TBD

Virtual Meeting Information:

Lewis & Clark Library Board of Trustees

Tue, Aug 18, 2020 4:50 PM - 6:50 PM (MDT)

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LEWIS & CLARK LIBRARY

Lewis & Clark Library Board of Trustees Special Meeting Online/Virtual Meeting June 4, 2020

MINUTES

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

STAFF MEMBERS: John Finn, Director; Patricia Sternberg, Andrea Eckerson, Bretagne Byrd, Eleanor Pierce, James Parrott, Kate Radford, Matt Beckstrom, Lisa Skelton, Molly Hudson.

OTHERS PRESENT: None.

Whearty called the meeting to order at 1:00 p.m.

Schramm/Waterman moved to dispense with the reading of the Board Mission Statement as no printed copy was readily available.

MOTION passed unanimously.

1) PUBLIC COMMENT None.

2) NEW BUSINESS

A. Re-opening Branch Libraries for Limited Service during COVID

The Governor has put Montana in Phase II re-opening and the Branch Library managers have put together plans for safely reopening the branch libraries. Finn noted all of the plans include having sufficient PPE in place – including plexi-glass sneeze barriers – before opening. The Branch managers each shared their re-opening plans with the Trustees. There will be limited hours, a limited number of people who can be in

the building at any one time, and a limit on how long a person can be on the computers. The Trustees appreciated that the plans seemed to meet the individual needs of their respective communities. There was discussion of media and getting the word out to the patrons. Concern was expressed that the East Helena Branch may get slammed with people if the Helena Branch didn't open at the same time. The Augusta library will continue with curbside holds pick up until Herring returns to the state. The phased re-opening plans met with Board approval.

B. PPE and Mask Requirements Finn requested Board support for the mandatory wearing of masks for staff and patrons in Lewis & Clark Library buildings. Staff are wearing masks when working together and practicing social distancing in the workplace. The Library has provided masks for staff to use.

Meadows/Waterman moved that all staff and all patrons will be required to wear masks in all Library locations. The Library will ensure masks are available for staff and patrons who do not have their own mask.

Motion amended to include a recognition that health and breathing concerns will be taken into consideration.

MOTION passed unanimously.

3) COMMENTS FROM TRUSTEES Whearty commended Finn on his leadership in these difficult times. She expressed appreciation for the Branch Managers and the leadership team. Finn noted that the Branch Managers took the initiative on the re-opening plans for their communities. They did all the research and wrote up the plans; the leadership team was there for support. He commended their work. Meadows echoed Whearty's comments, noting that the Main Branch is being renovated at the same time. She was excited to see the progress being made on the outside of the building.

4) WRAP UP

- The August Board meeting will be Tuesday, June 16, 2020 at 5:00 p.m. Meeting location TBD.

5) ADJOURN – The meeting adjourned at 1:35 p.m.

Niki Whearty, Chair

Niki Whearty, Chair *June 4, 2020*



**Lewis & Clark Library
Board of Trustees Meeting
Online/Virtual Meeting
June 16, 2020**

MINUTES

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

STAFF MEMBERS: John Finn, Director; Patricia Sternberg, Administrative Manager. Kate Radford, Lincoln Branch Librarian, Eleanor Pierce, Lincoln Branch Assistant.

OTHERS PRESENT: None.

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

Whearty read the Board Mission Statement.

1) PUBLIC COMMENT None.

2) CONSENT ITEMS

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

A. Minutes – April 2020. No discussion.
May 2020. No discussion.

B. Service Report – May 2020. The headings for this report printed badly and were hard to read for some of the Trustees. Fandrich noted that 68 new cards were registered in May. Finn is happy that there is increased activity; programming and check outs are also starting to increase. He feels this is a positive report.

- C. Financial Report – May 2020.** Finn noted that June marks the end of the fiscal year. The Library is waiting for County revenue from May and June to see how the year will balance. Most of the Foundation contributions will be coordinated and received by the Library in June. Finn noted that the global pandemic has delayed publishing dates and that the Library may not fully spend the Boone Trust money this fiscal year. Schramm asked whether the Depreciation Reserve Fund numbers may be off on page 19. Sternberg will review and correct. Finn reported that the construction project has drawn all the funds from the \$2 million InterCap Loan. Fandrich asked about receiving COVID relief funds for renting the Capitol Branch space. Finn noted that the Library would have had to rent that space for construction purposes one way or the other. Waterman remembers the last time there was discussion of receiving federal funds, they were contingent upon filtering the public computers including hotspots.
- D. General Ledger – May 2020.** Two general ledgers are included in this packet, one of them is specific to the construction project. Finn believes the construction general ledger for this month shows about a 50% completion of the project. He would love to have some money left in the contingency fund at the end of the project. Whearty asked whether new materials being purchased are being put on hold until the Main Branch can open back up. Finn responded that new materials are going over to the Capitol Branch and being put on hold by patrons through the Library catalog. Meadows asked about the subscription money paid to Cottonwood Learning Center. Finn explained that the Library partnered with Cottonwood in order to continue youth programming during construction. Whearty asked about The Humanities Montana Grant for Augusta. Branch Manager Herring obtained and used the grant money for purchasing her book club books for this coming year.
- E. Personnel Report – May 2020.** Finn discussed personnel changes in May.

MOTION passed unanimously.

3) NEW BUSINESS

- A. Re-opening Branch Libraries for Limited Service** Finn announced that starting June 22nd, all Branch libraries except for the Augusta

location will be reopening with limited hours, services and occupational loads. Social distancing, the proper wearing of masks, and reservations for computer use will be required. The Library will also return to regular material check out timelines. A press release will be sent out and it will be advertised on social media and the webpage. Finn was on KCAP radio station last week and talked about the Library Branches re-opening for limited services. Whearty expressed appreciation for Finn's very positive message on the radio.

B. L&C Library Health Emergency Response Plan Finn noted the policy is separate from the procedures. The procedures are based on everything that has been learned since early March and lay out a response plan for the next time a public health emergency occurs. Waterman believes a definition of Health Emergency should be included and that the word 'declared' should be used before the term 'Health Emergency'. There was discussion of the Board's decision to close the Library buildings in March before the Governor declared the health emergency. Waterman suggested adding to the definition who could declare an emergency warranting the closure of the Library. Fandrich had questions about the composition of the 'Leadership Team'. Schramm noted that a certain amount of flexibility is helpful in the procedures. Meadows noted that the Board's job is to set policy and not to set procedure as such.

C. FY2021 Employee Compensation Schedule Schramm asked about the salaries for the Administrative Manager and the Director. Finn noted they were slightly higher than this year's approved increase for the purposes of pay equity. Salaries for the library substitutes did not appear in the report because of a printing error.

Schramm/Waterman moved that the Lewis & Clark Library Board of Trustees approve the FY2021 Employee Compensation Schedule as presented.

MOTION passed unanimously.

4) UNFINISHED BUSINESS

A. Construction Update Finn noted that the construction is going strong. He would like to have the Trustees come in and see the progress. He will arrange to schedule several staggered tours for a time when the workers are not in the building. He will email Trustees with the details. Meadows asked for an invitation to the Foundation GoToMeeting this upcoming Thursday.

5) DIRECTOR'S COMMENTS At the last meeting, the Board approved continuation of emergency leave through June 30th, 2020. Leadership will meet this Thursday and discuss a proposal for use of Emergency Leave going forward. The focus will be how long emergency leave can be maintained in a fiscally responsible way, commitments to staff, and empathy. Finn will offer a recommendation for moving forward with emergency leave after that leadership meeting. He asked if the Board had any input about emergency leave at this time. Meadows noted how she had hoped the world would be different by the end of June.

6) COMMITTEE REPORTS

A. Officer Nominations Committee Report Schramm reminded members that a nominating committee needed to be formed at the last meeting so that elections could happen at the July or August meeting, whichever comes first. To that end, Finn called Schramm and Waterman and asked if they would be an ad hoc nominating committee for the new Officers for next fiscal year. The slate of officers the committee will be presenting is Schramm as Board Chair, and Fandrich as Vice-Chair. There will be no meeting in July and the vote will be taken at the August meeting. Officers will assume their roles upon election.

7) COMMENTS FROM TRUSTEES Fandrich expressed appreciation for the amazing job the staff is doing in this year of combination construction and pandemic.

8) WRAP UP

- The August Board meeting will be Tuesday, August 18, 2020 at 5:00 p.m. Meeting location TBD.

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

Niki Whearty, Chair

Niki Whearty, Chair *June 16, 2020*



SERVICE REPORT

June 2020

Third Full month of COVID-19 Closure	2020 June	2019 June	Year to Year Change	2020 May	Month to Month Change	Footnote
Attendance	875	30,166	-97.1%	0	#DIV/0!	1
Augusta	0	169	N/A	0	N/A	1
East Helena	125	1,368	-90.9%	0	N/A	1
Helena	644	27,732	-97.7%	0	N/A	1
Lincoln	27	465	-94.2%	0	N/A	1
Bookmobile	79	432	-81.7%	0	N/A	1
Hours Open	313.00	655.00	-52.2%	0.00	#DIV/0!	1
Augusta	0	104	N/A	0	N/A	1
East Helena	79	148	-46.6%	0	N/A	1
Helena	170	263	-35.4%	0	N/A	1
Lincoln	24	99	-75.8%	0	N/A	1
Bookmobile	40	41	-2.4%	0	N/A	1
Hourly Average	59	91	0	#DIV/0!	#DIV/0!	
TOTAL TRANSACTIONS	18,564	59,687	-68.9%	14,131	31.4%	
New Cards	87	464	-81.3%	68	27.9%	
Augusta	1	4	-75.0%	2	-50.0%	1
East Helena	2	18	-88.9%	6	-66.7%	1
Helena	72	434	-83.4%	54	33.3%	1
Lincoln	3	5	-40.0%	5	-40.0%	1
Bookmobile	9	3	200.0%	1	800.0%	1
New E-Book Users	127	147	-13.6%	175	-27.4%	1
Materials Checked Out	14,742	38,230	-61.4%	11,489	28.3%	
City of Helena	5,158	29,270	-82.4%	2,238	130.5%	1
Lewis & Clark County			N/A		N/A	1
Augusta Library	136	173	-21.4%	124	9.7%	1
East Helena Library	647	893	-27.5%	283	128.6%	1
Lincoln Library	314	343	-8.5%	172	N/A	1
Bookmobile	381	371	2.7%	64	495.3%	1
Interlibrary Loan	106	486	-78.2%	0	N/A	1
E-Audio	4,117	3,548	16.0%	4,356	-5.5%	1
E-Books	3,883	3,146	23.4%	4,252	-8.7%	1
Out of County			N/A		N/A	1
Self Check-Outs	0	1,980	N/A	0	N/A	1
System-Wide Adopt A Book	0	1,787	N/A	0	N/A	1
Outreach	0	0	N/A	0	N/A	1

		2020 June	2019 June	Year to Year Change	2020 May	Month to Month Change	
Materials Used in House		0	4,828	-100.0%	0	#DIV/0!	1
						N/A	1
Periodicals Retrieved	Augusta	0	7	N/A	0	N/A	1
	East Helena	0	74	N/A	0	N/A	1
	Lincoln	0	62	N/A	0	N/A	1
Magazines on Tables							
	Augusta	0	0	N/A	0	N/A	1
	East Helena	0	29	N/A	0	N/A	1
	Helena	0	1,052	N/A	0	N/A	1
	Lincoln	0	40	N/A	0	N/A	1
Books Left on Table							
	Augusta	0	0	N/A	0	N/A	1
	East Helena	0	25	N/A	0	N/A	1
	Helena	0	3,501	N/A	0	N/A	1
	Lincoln	0	38	N/A	0	N/A	1
Information and Reference		2,005	3,613	-44.5%	797	151.6%	
	Reference	1,299	3,427	-62.1%	675	92.4%	
	Database use	706	186	279.6%	122	478.7%	
Internet Sign Up/Computer Users		75	9,026	-99.2%	777	-90.3%	
	Augusta	0	30	N/A	0	N/A	1
	East Helena	0	160	N/A	0	N/A	1
	Helena	0	3,029	N/A	0	N/A	1
	Helena staff walk-about	0	217	N/A	0	N/A	1
	Bookmobile	2	3	-33.3%	0	N/A	1
	Lincoln	3	320	-99.1%	0	N/A	1
	Wireless Use	70	5267	-98.7%	777	-91.0%	1
	Laptop Checkouts			N/A		N/A	1
# Programs	Story Time Attendance	0	774	-100.0%	0	N/A	1
0	Augusta	0	0	N/A	0	N/A	1
0	East Helena	0	23	N/A	0	N/A	1
0	Helena	0	527	N/A	0	N/A	1
0	Lincoln	0	16	N/A	0	N/A	1
0	Bookmobile	0	208	N/A	0	N/A	1

		2020 June	2019 June	Year to Year Change	2020 May	Month to Month Change	
# Programs	Tours, Program & Outreach	1,655	2,752	-39.9%	1,000	65.5%	
2	Helena/Adult	10	194	-94.8%	0	N/A	1
0	Helena/Juv	0	1,004	N/A	0	N/A	1
2	Helena/Teen	6	216	-97.2%	0	N/A	1
4	Teen Outreach	290	15	1833.3%	0	N/A	1
1	Director Outreach	1000	1000	0.0%	1000	0.0%	1
3	Bookmobile	84	168	-50.0%	0	N/A	1
0	Augusta	0	36	N/A	0	N/A	1
0	East Helena	237	186	27.4%	0	N/A	1
5	Lincoln	28	28	0.0%	0	N/A	1
0	Detention Center - Requests/Filled	0	73	N/A	0	N/A	1
	Meeting Room Usage	0	153	-100.0%	0	#DIV/0!	
	Augusta	0	0	N/A	0	N/A	1
	Helena	0	116	N/A	0	N/A	1
	East Helena	0	4	N/A	0	N/A	1
	Lincoln	0	33	N/A	0	N/A	1
	Registered Borrowers	23,934	23,659	1.2%	23,852	0.3%	
	Helena	21,804	21,797	0.0%	21,738	0.3%	1
	Augusta	262	245	6.9%	260	0.8%	1
	East Helena	623	570	9.3%	619	0.6%	1
	Bookmobile	909	773	17.6%	902	0.8%	1
	Lincoln	336	274	22.6%	333	0.9%	1
	Out-of-County			N/A		N/A	1
	Volunteer Hours Worked	105	222	-52.7%	145	-27.6%	
	Volunteer Hours	0	42	N/A	0	N/A	1
	Library Board Hours	45	60	-25.0%	60	-25.0%	1
	Foundation Board Hours	60	120	-50.0%	85	-29.4%	1
	EHB Friends of the Library Hours	0	0	N/A	0	N/A	1
	Web Site Hits	14,973	19,191	-22.0%	20,883	-28.3%	
	Social Media Hits Adult, Teen, BkMobile	5,213	3,723	40.0%	5,112	2.0%	
	Mobile Application Uses	0	33	N/A	0	N/A	
	EdVenture Pass Uses	0	12	-100.0%	0	N/A	

Footnote 1 June 2020 Third month of COVID-19 Closure



SERVICE REPORT

July 2020

Fourth Full month of COVID-19 Closure	2020 July	2019 July	Year to Year Change	2020 June	Month to Month Change	Footnote
Attendance	3,263	30,650	-89.4%	875	N/A	1
Augusta	42	257	-83.7%	0	N/A	1
East Helena	743	1,277	-41.8%	125	494.4%	1
Helena	2,168	28,016	-92.3%	644	236.6%	1
Lincoln	178	668	-73.4%	27	559.3%	1
Bookmobile	132	432	-69.4%	79	67.1%	1
Hours Open	492.00	709.00	-30.6%	313.00	N/A	1
Augusta	26	114	-77.2%	0	N/A	1
East Helena	126	146	-13.7%	79	59.5%	1
Helena	203	274	-25.9%	170	19.4%	1
Lincoln	72	102	-29.4%	24	200.0%	1
Bookmobile	65	73	-11.0%	40	62.5%	1
Hourly Average	55	88	-37.1%	59	-6.9%	
TOTAL TRANSACTIONS	27,178	62,288	-56.4%	18,564	46.4%	
New Cards	92	386	-76.2%	87	5.7%	
Augusta	2	4	-50.0%	1	100.0%	1
East Helena	10	19	-47.4%	2	400.0%	1
Helena	74	342	-78.4%	72	2.8%	1
Lincoln	3	8	-62.5%	3	0.0%	1
Bookmobile	3	13	-76.9%	9	-66.7%	1
New E-Book Users	136	145	-6.2%	127	7.1%	1
Materials Checked Out	20,380	40,004	-49.1%	14,742	38.2%	
City of Helena	10,423	30,737	-66.1%	5,158	102.1%	1
Lewis & Clark County			N/A		N/A	1
Augusta Library	99	196	-49.5%	136	-27.2%	1
East Helena Library	753	815	-7.6%	647	16.4%	1
Lincoln Library	429	354	21.2%	314	36.6%	1
Bookmobile	438	880	-50.2%	381	15.0%	1
Interlibrary Loan	138	492	-72.0%	106	30.2%	1
E-Audio	4,229	3,520	20.1%	4,117	2.7%	1
E-Books	3,871	3,010	28.6%	3,883	-0.3%	1
Out of County			N/A		N/A	1
Self Check-Outs	0	8,220	N/A	0	N/A	1
System-Wide Adopt A Book	0	2,880	N/A	0	N/A	1
Outreach	0	0	N/A	0	N/A	1

		2020 July	2019 July	Year to Year Change	2020 June	Month to Month Change	
Materials Used in House		35	4,968	-99.3%	0	#DIV/0!	1
Periodicals Retrieved						N/A	1
	Augusta	0	3	N/A	0	N/A	1
	East Helena	2	74	-97.3%	0	N/A	1
	Lincoln	0	27	N/A	0	N/A	1
Magazines on Tables							
	Augusta	0	2	N/A	0	N/A	1
	East Helena	3	15	-80.0%	0	N/A	1
	Helena	0	1,096	N/A	0	N/A	1
	Lincoln	0	7	N/A	0	N/A	1
Books Left on Table							
	Augusta	0	0	N/A	0	N/A	1
	East Helena	15	19	-21.1%	0	N/A	1
	Helena	0	3,647	N/A	0	N/A	1
	Lincoln	15	78	-80.8%	0	N/A	1
Information and Reference		2,753	3,319	-17.1%	2,005	37.3%	
	Reference	2,049	3,150	-35.0%	1,299	57.7%	
	Database use	704	169	316.6%	706	-0.3%	
Internet Sign Up/Computer Users		353	10,022	-96.5%	75	370.7%	
	Augusta	1	45	-97.8%	0	N/A	1
	East Helena	52	154	-66.2%	0	N/A	1
	Helena	0	3,430	N/A	0	N/A	1
	Helena staff walk-about	0	240	N/A	0	N/A	1
	Bookmobile	6	3	100.0%	2	200.0%	1
	Lincoln	18	205	-91.2%	3	500.0%	1
	Wireless Use	276	5945	-95.4%	70	294.3%	1
	Laptop Checkouts			N/A		N/A	1
# Programs	Story Time Attendance	43	733	-94.1%	0	N/A	1
0	Augusta	0	0	N/A	0	N/A	1
0	East Helena	0	14	N/A	0	N/A	1
0	Helena	0	467	N/A	0	N/A	1
0	Lincoln	0	25	N/A	0	N/A	1
1	Bookmobile	43	227	-81.1%	0	N/A	1

		2020 July	2019 July	Year to Year Change	2020 June	Month to Month Change	
# Programs	Tours, Program & Outreach	3,522	2,856	23.3%	1,655	112.8%	
1	Helena/Adult	8	163	-95.1%	10	-20.0%	1
0	Helena/Juv	0	1,155	N/A	0	N/A	1
2	Helena/Teen	11	149	-92.6%	6	83.3%	1
26	Teen Outreach	2339	0	N/A	290	706.6%	1
1	Director Outreach	1000	1000	0.0%	1000	0.0%	1
6	Bookmobile	67	487	-86.2%	84	-20.2%	1
0	Augusta	0	74	N/A	0	N/A	1
3	East Helena	58	214	-72.9%	237	-75.5%	1
5	Lincoln	39	16	143.8%	28	39.3%	1
0	Detention Center - Requests/Filled	0	85	N/A	0	N/A	1
	Meeting Room Usage	0	162	-100.0%	0	#DIV/0!	
	Augusta	0	0	N/A	0	N/A	1
	Helena	0	130	N/A	0	N/A	1
	East Helena	0	10	N/A	0	N/A	1
	Lincoln	0	22	N/A	0	N/A	1
	Registered Borrowers	24,060	24,045	0.1%	23,934	0.5%	
	Helena	21,912	22,139	-1.0%	21,804	0.5%	1
	Augusta	264	249	6.0%	262	0.8%	1
	East Helena	633	589	7.5%	623	1.6%	1
	Bookmobile	912	786	16.0%	909	0.3%	1
	Lincoln	339	282	20.2%	336	0.9%	1
	Out-of-County						1
	Volunteer Hours Worked	0	293	-100.0%	105	-100.0%	
	Volunteer Hours	0	59	N/A	0	N/A	1
	Library Board Hours	0	60	-100.0%	45	-100.0%	1
	Foundation Board Hours	0	150	-100.0%	60	-100.0%	1
	EHB Friends of the Library Hours	0	24	N/A	0	N/A	1
	Web Site Hits	15,387	18,497	-16.8%	14,973	2.8%	
	Social Media Hits Adult, Teen, BkMobile	5,213	3,770	38.3%	5,213	0.0%	
	Mobile Application Uses	0	306	N/A	0	N/A	
	EdVenture Pass Uses	0	6	-100.0%	0	N/A	

Footnote 1 July 2020 Fourth month of COVID-19 Closure

Lewis Clark Library
Financial Report
June 30, 2020

100% of Year Elapsed
0% of Year Remaining

	Month of June 2020	Year to Date June 30, 2020	Fiscal Year 2020 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
Ordinary Income/Expense							
Income							
1 Local Government Income							
Continuing Mill Levy	198,388	2,117,719	2,154,627	36,908	1.7%	98.3%	
County Contribution	97,713	1,043,056	1,028,376	-14,680	-1.4%	101.4%	
Entitlement Funds	73,681	427,835	412,358	-15,477	-3.8%	103.8%	
Total 1 Local Government Income	369,782	3,588,610	3,595,361	6,751	0.2%	99.8%	1
2 State Income							
BVF Coal Severance Tax	0	6,800	5,768	-1,032	-17.9%	117.9%	
BVF Grant	0	2,045	1,480	-565	-38.2%	138.2%	
State Aid Percapita/Geographic	0	23,375	23,000	-375	-1.6%	101.6%	
Total 2 State Income	0	32,220	30,248	-1,972	-6.5%	106.5%	2
3 Library Generated Income							
Books Lost	0	5,717	5,000	-717	-14.3%	114.3%	
Cards - Out of County	0	4,191	5,000	809	16.2%	83.8%	
Cash Over (Short)	0	0	25	25	100.0%	0.0%	
Damage Charges	0	392	350	-42	-12.0%	112.0%	
Donations	0	1,765	1,000	-765	-76.5%	176.5%	
Fines/Late Charges		158	0	-158	0.0%	0.0%	
Interest Income	3,234	90,495	85,000	-5,495	-6.5%	106.5%	
Items Resold	0	757	1,000	243	24.3%	75.7%	
Miscellaneous Income	94	2,836	1,200	-1,636	-136.3%	236.3%	
Photocopy Income	0	10,979	12,000	1,021	8.5%	91.5%	
Rental Income	240	2,880	1,920	-960	-50.0%	150.0%	3
Telephone Reimb.	0	403	250	-153	-61.2%	161.2%	
Total 3 Library Generated Income	3,568	120,573	112,745	-7,828	-6.9%	106.9%	
5 Foundation Income							
Foundation - Contributions	25,210	72,263	75,000	2,737	3.6%	96.4%	
Foundation - Materials	14,692	64,998	65,000	2	0.0%	100.0%	
Total 5 Foundation Income	39,902	137,261	140,000	2,739	2.0%	98.0%	
6 Grants & Bequests - Income							
Big Read Grant	0	20,000	20,000	0	0.0%	100.0%	
Children's Services Grant Income	2,500	4,500	2,500	-2,000	-80.0%	180.0%	
Teen Services Grant Income	0	0	2,000	2,000	100.0%	0.0%	
6 Grants & Bequests - Income - Other	0	1,100	1,500	400	26.7%	73.3%	
Total 6 Grants & Bequests - Income	2,500	25,600	26,000	400	1.5%	98.5%	
Total Income	415,752	3,904,264	3,904,354	90	0.0%	100.0%	
Expense							
1 Payroll Expenses							
A Wages & Salaries							
Administration	41,114	553,084	561,071	7,987	1.4%	98.6%	
Anticipated Retirements	0	15,925	37,600	21,675	57.6%	42.4%	
Branch Services	20,804	260,815	282,202	21,387	7.6%	92.4%	
Collection Services	15,637	208,731	261,488	52,757	20.2%	79.8%	
Programming Services	15,095	167,427	224,563	57,136	25.4%	74.6%	
Public Services	33,933	497,216	497,335	119	0.0%	100.0%	
Total A Wages & Salaries	126,583	1,703,198	1,864,259	161,061	8.6%	91.4%	
Benefits							
ACC-Accident	16	164	500	336	67.2%	32.8%	
AFLAC	0	0	1,000	1,000	100.0%	0.0%	
Dental Insurance	1,344	15,929	15,000	-929	-6.2%	106.2%	
Direct Deposit Fees	165	2,318	3,120	802	25.7%	74.3%	
E A P	16	202	360	158	43.9%	56.1%	
FICA/Medicare	9,341	125,926	144,069	18,143	12.6%	87.4%	
Health Insurance	21,831	257,996	285,800	27,804	9.7%	90.3%	
Health Savings Account	1,228	12,809	17,500	4,691	26.8%	73.2%	
Life Insurance	30	366	400	34	8.5%	91.5%	
Long Term Disability Insurance	13	148	200	52	26.0%	74.0%	
PERS Expense	10,749	144,207	163,278	19,071	11.7%	88.3%	
Unemployment Ins.	217	2,574	6,000	3,426	57.1%	42.9%	
Vision Insurance	232	2,769	3,780	1,011	26.7%	73.3%	
Workers' Compensation	0	20,243	22,000	1,757	8.0%	92.0%	4
Total Benefits	45,182	585,651	663,007	77,356	11.7%	88.3%	

Lewis Clark Library
Financial Report
June 30, 2020

100% of Year Elapsed
0% of Year Remaining

	Month of June 2020	Year to Date June 30, 2020	Fiscal Year 2020 Budget	Budget Remaining	% of Budget Remaining	% of Budget Received or Spent	Footnotes
Telephone							
Local Service	914	10,970	12,500	1,530	12.2%	87.8%	
Long Distance	37	1,217	2,500	1,283	51.3%	48.7%	
Network/Data Lines	770	20,480	27,000	6,520	24.1%	75.9%	
Total Telephone	1,721	32,667	42,000	9,333	22.2%	77.8%	
Utilities							
Gas and Electric	4,053	55,157	60,000	4,843	8.1%	91.9%	
Water/Sewer/Sanitation	452	9,971	13,000	3,029	23.3%	76.7%	
Total Utilities	4,505	65,128	73,000	7,872	10.8%	89.2%	
Total 2 Maintenance & Operations	55,909	681,812	851,022	169,210	19.9%	80.1%	
3 Capital Outlay							
Equipment Purchases	0	7,549	8,000	451	5.6%	94.4%	
Facilities Projects	616,737	3,612,860	37,500	-3,575,360	-9534.3%	9634.3%	9
Transfer to Depreciation Reserve Fund	0	0	65,000	65,000	100.0%	0.0%	
Total 3 Capital Outlay	616,737	3,620,409	110,500	-3,509,909	-3176.4%	3276.4%	
4 Books & Materials							
Adult material	271	412	3,000	2,588	86.3%	13.7%	
AV - Adult	2,593	29,887	35,000	5,113	14.6%	85.4%	
AV - Juvenile	0	2,695	6,000	3,305	55.1%	44.9%	
AV Teen	0	4,788	9,000	4,212	46.8%	53.2%	
Bibliographic Services	0	6,548	6,600	52	0.8%	99.2%	
Databases	0	21,074	24,000	2,926	12.2%	87.8%	
Downloadable Media	4,132	78,833	84,400	5,567	6.6%	93.4%	
FDN Purchase of Books	11,584	64,998	65,000	2	0.0%	100.0%	
Juvenile Material	970	21,161	26,000	4,839	18.6%	81.4%	
Leased Material	0	31,652	25,000	-6,652	-26.6%	126.6%	
Library of Things	0	527	2,000	1,473	73.7%	26.4%	
Periodicals	0	13,018	12,000	-1,018	-8.5%	108.5%	
Preservation & Processing	81	14,274	13,000	-1,274	-9.8%	109.8%	
Reference Material	0	8,122	8,000	-122	-1.5%	101.5%	
Teen Material	837	4,491	11,000	6,509	59.2%	40.8%	
Total 4 Books & Materials	20,468	302,480	330,000	27,520	8.3%	91.7%	
Grants and Bequests Expenditure							
Big Read Expenditures	0	20,001	20,000	-1	0.0%	100.0%	
Children's Services Grant Expenditure	1,500	4,372	2,500	-1,872	-74.9%	174.9%	10
Foundation Contribution Expenditure	18,291	60,709	57,000	-3,709	-6.5%	106.5%	
Teen Services Grant Expenditure	0	0	2,000	2,000	100.0%	0.0%	
Grants and Bequests- Other	0	600	3,200	2,600	81.3%	18.8%	
Total Grants and Bequests Expenditure	19,791	85,682	84,700	-982	-1.2%	101.2%	
TOTAL EXPENDITURES	884,670	6,979,232	3,903,488	-3,075,744	-78.8%	178.8%	11
TOTAL EXPENDITURES less Facilities Project	267,933	3,366,372	3,903,488	537,116	13.8%	86.2%	12

Lewis & Clark Library

General Ledger

June 2020

07/28/20
Cash Basis

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
2 Maintenance & Operations			
Automobile Expense			
Gas			
06/25/2020	Holiday Companies	Automobile/Bookmobile fuel charges. 05/15-06/14/20.	143.22
Total Gas			143.22
Total Automobile Expense			143.22
Bank Service Charges			
06/30/2020		Service Charge - Unemployment Insurance payment	10.00
06/30/2020		Service Charge	125.00
Total Bank Service Charges			135.00
Continuing Education			
Meals			
06/25/2020	Chase Card Services	MT Steakhouse. Lunch for librarians putting together Summer reading packets.	76.00
Total Meals			76.00
Registration			
06/25/2020	Chase Card Services	Libraryworks.com. Adult services webinar.	49.00
Total Registration			49.00
Total Continuing Education			125.00
Contracted Services			
Adult Services Programming			
06/25/2020	Chase Card Services	American Button. 5,000 1.5" pinback button sets.	336.23
06/25/2020	Chase Card Services	Amazon Digital. Book club digital book.	9.99
Total Adult Services Programming			346.22
Advertising & Publicity			
06/12/2020	KTVH	Invoice #589276-9. KTVH television advertising. 05/01-05/31/20.	450.00
06/12/2020	KTVH	Invoice #588996-9. KTVH television advertising. 05/01-05/31/20.	535.00
06/12/2020	Blackfoot Valley Dispatch	Lincoln newspaper advertising - Library packs and graduation. 05/20.	46.00
06/12/2020	KGR, LLC	Invoice #20050138. Radio advertising. 05/01-05/31/20.	470.00
06/12/2020	Independent Record Adve...	Multiple invoices. Digital Connect, and newspaper advertising. 05/2020.	199.00
06/12/2020	Montana Radio Company	Invoice #23722-10. Radio advertising. 05/15/20.	1,344.00
06/12/2020	Montana Radio Company	Invoice #26811-1. Radio advertising. 05/15/20.	300.00
06/25/2020	Chase Card Services	Facebook. Facebook advertising. 04/29-05/13/20.	16.08
Total Advertising & Publicity			3,360.08
Augusta Programming			
06/25/2020	Chase Card Services	Lowe's. Branch StoryWalk programming supplies.	142.19
Total Augusta Programming			142.19

Date	Name	Memo	Paid Amount
Bookmobile Programming			
06/25/2020	Chase Card Services	Amazon. 5 @ assorted duct tape sheets.	64.75
06/25/2020	Chase Card Services	Amazon. Pom Poms.	12.14
06/25/2020	Chase Card Services	Bookshop.org. Programing supplies.	219.93
06/25/2020	Chase Card Services	Capital Surveying. Branch StoryWalk programming supplies.	142.20
06/25/2020	Chase Card Services	Creative Safety Supply. Social Distancing banner - Bookmobile PPE.	49.67
Total Bookmobile Programming			488.69
East Helena Programming			
06/25/2020	Chase Card Services	Grainger. Branch StoryWalk programming supplies.	142.19
06/25/2020	Chase Card Services	Target. Book bundle and opening supplies.	83.96
06/25/2020	Chase Card Services	Amazon. Reopening supplies.	29.97
06/25/2020	Chase Card Services	Amazon. Reopening supplies.	23.99
06/25/2020	Chase Card Services	Amazon. Reopening supplies.	95.03
06/25/2020	Chase Card Services	The Home Depot. Front flower pot supplies.	35.02
06/25/2020	Andrea Eckerson	Reopening supplies and library pack programming supplies.	30.44
Total East Helena Programming			440.60
Lincoln Programming			
06/25/2020	Chase Card Services	Montana Book Company. Branch StoryWalk programming supplies.	142.19
06/25/2020	Chase Card Services	Teresa G's Flowers. Flowers for Lincoln patio.	100.00
06/25/2020	Chase Card Services	Ozobot Shop. @ Evo educator entry kits.	198.00
06/25/2020	Chase Card Services	Wonder Workshop. Wonder pakc, dash challenge cards, and sketch kits.	369.96
Total Lincoln Programming			810.15
Promotional Materials			
06/12/2020	Brown & Bigelow	Invoice #758079. 300 @ business card size magnets.	126.51
Total Promotional Materials			126.51
Teen Services Programming			
06/12/2020	HEATHERDICKERSON	Copies for programming & Storywalk programming supplies.	271.56
06/25/2020	Chase Card Services	Burpee Seed Co. Seeds for make & Take kits.	93.34
06/25/2020	Chase Card Services	Hudson Valley Seed. Seeds for make & Take kits.	102.14
06/25/2020	Chase Card Services	Global Industries. Plastic bags for packaging Make & Take seed kits.	77.94
06/25/2020	Chase Card Services	Canva. Teen summer reading program fliers.	124.00
06/25/2020	Chase Card Services	Staples. 3 long arm staples - summer reading booklets.	44.97
06/25/2020	Chase Card Services	Staples. Summer Take & Make supplies.	140.40
06/25/2020	Chase Card Services	Staples. Outreach supplies.	19.45
Total Teen Services Programming			873.80
Youth Services Programming			
06/25/2020	Chase Card Services	Staples. Make & Take supplies.	409.79
06/25/2020	Chase Card Services	Walmart. Make & Take supplies.	512.02
Total Youth Services Programming			921.81

Date	Name	Memo	Paid Amount
Contracted Services - Other			
06/25/2020	LEHRKIND'S GIANT SPR...	Invoice #1748939. Helena weekly water. 06/15/20.	38.75
Total Contracted Services - Other			38.75
Total Contracted Services			7,548.80
Insurance			
06/12/2020	LEWIS & CLARK COUNTY...	Reference #FY2020. Full year 2020 property coverage.	17,456.00
Total Insurance			17,456.00
Legal Notices & Recruitments			
06/25/2020	Independent Record Adve...	Ad #11035862. Helena remodel - furniture bids.	240.10
Total Legal Notices & Recruitments			240.10
Mileage Reimbursements			
06/25/2020	Miles Allison	Allison, M. Travel to/from post office. 06/01-06/12/20.	22.25
Total Mileage Reimbursements			22.25
Postage and Delivery			
06/12/2020	James Parrott	ILL postage for returns to lending libraries.	68.97
06/12/2020	City-County Facilities	Invoice #20061. FY2020. 4th quarter postage. 03/01-05/31/20.	1,474.62
06/12/2020	James Parrott	ILL postage for returns to lending libraries.	77.66
06/12/2020	James Parrott	ILL postage for returns to lending libraries.	44.74
06/25/2020	Chase Card Services	Photostamps. Stamps for mailing.	140.00
06/25/2020	Chase Card Services	USPS. Bill pay mailing.	4.95
06/25/2020	Chase Card Services	USPS. Board packet mailing.	19.20
Total Postage and Delivery			1,830.14
Printing			
06/25/2020	Chase Card Services	Staples. Copies for programming.	3.92
06/25/2020	Chase Card Services	Staples. Copies - test for SRC booklet.	20.50
06/25/2020	Chase Card Services	Staples. Printing originals for Summer reading booklet.	10.30
06/25/2020	Chase Card Services	Staples. Copies for SRC booklet.	14.82
06/25/2020	Action Print	Invoice #99576. 1,000 summer reading booklets.	1,850.00
Total Printing			1,899.54
Repairs & Maintenance			
Building Repair & Maintenance			
06/12/2020	LEWIS & CLARK COUNTY...	Reference #FY2020. Full year 2020 county administrative fee.	1,500.00
06/12/2020	BURDICK'S LOCKSMITH	Invoice #CS4462. 6 @ Helena staff #50 keys.	27.00
06/25/2020	RONALDWHITE	Keys made for Capitol Branch.	7.96
06/25/2020	Errol F. Bjerke	Invoice #CS4762. EHB - new keyed lever handles for restrooms.	150.00
Total Building Repair & Maintenance			1,684.96

Date	Name	Memo	Paid Amount
Furniture Repair & Acquisition			
06/25/2020	Chase Card Services	Etsy. Staff office - coat hook.	49.00
06/25/2020	Chase Card Services	Uplift Desk. Staff desk.	1,866.00
06/25/2020	Chase Card Services	Amazon. 11 @ sneeze guards for branches - PPE.	2,188.89
06/25/2020	Chase Card Services	Art.com. Staff office art.	125.00
06/25/2020	Chase Card Services	Amazon. Accordion sneeze guard - PPE for Bookmobile.	815.99
06/25/2020	Chase Card Services	Brodart. 2 @ Helena branch depressible book carts.	1,710.62
06/25/2020	Chase Card Services	Target. Staff office bookcase.	154.99
06/25/2020	Chase Card Services	Target. Staff office bookcase.	119.98
06/25/2020	Chase Card Services	Target. Staff office bookcase.	119.99
Total Furniture Repair & Acquisition			7,150.46
Systems Repair & Upgrades			
06/25/2020	Chase Card Services	Intuit. Quickbooks monthly support.	25.00
06/25/2020	Chase Card Services	Amazon. 6 @ cordless handsets.	809.94
06/25/2020	Chase Card Services	Amazon. Cache battery replacement for HP smart array.	62.13
06/25/2020	Chase Card Services	WhenIWork.com. Annual software renewal. 06/15/20-06/14/21.	721.22
06/25/2020	Chase Card Services	Amazon. 6 @ Galaxy Tabs.	1,619.94
06/25/2020	Chase Card Services	Vidabox. VESA tablet enclosure, wall mount.	1,857.93
06/25/2020	Chase Card Services	Sonicwall, Inc. Annual software renewal.	1,296.00
06/25/2020	Chase Card Services	Novacoast. 68 @ NetIQ access manager - 1 year license. 07/01/20-06/30/21.	1,100.92
06/25/2020	Chase Card Services	Anderson Zurmuehlen. Staff/branch telephones.	1,090.00
Total Systems Repair & Upgrades			8,583.08
Total Repairs & Maintenance			17,418.50
Supplies			
Computer			
06/25/2020	RONALDWHITE	Networking - for remodel - Electrical tape, and fish tape leader	28.37
06/25/2020	Chase Card Services	Protect Covers. 10 @ mouse covers.	107.50
06/25/2020	Chase Card Services	Amazon. 4 @ mobile hotspot chargers.	65.92
06/25/2020	Chase Card Services	Amazon. 4 @ mobile hotspot rechargeable batteries.	119.96
06/25/2020	Chase Card Services	Amazon. 8 @ mobile hotspot carrying cases.	47.92
06/25/2020	Chase Card Services	Amazon. 10 @ Dell wired keyboards.	181.30
06/25/2020	Chase Card Services	Amazon. Security tamper evident dogbone hologram labels.	10.99
06/25/2020	Chase Card Services	Amazon. 10 @ Dell optical mice, and 10 @ ultra thin PC keyboard covers.	223.20
06/25/2020	Chase Card Services	Amazon. Universal travel case organizer - 10 pack.	136.00
06/25/2020	Chase Card Services	Amazon. 4 @ replacement hotspot batteries.	55.80
Total Computer			976.96
Janitorial			
06/12/2020	AlSCO	Invoice #LBIL1582527. Cleaning towels for janitorial staff.	27.61
06/12/2020	AlSCO	Invoice #LBIL1584168. Cleaning towels for janitorial staff.	29.08
06/25/2020	AlSCO	Invoice #LBIL1585791. Cleaning towels for janitorial staff.	27.61
06/25/2020	MONTANA BROOM & BR...	Invoice #184770-00. Cleaning supplies - spray bottles and sprayers.	34.95
Total Janitorial			119.25

Date	Name	Memo	Paid Amount
Office			
06/12/2020	360 Office Solutions	Invoice #426194-0. 3 @ whiteboards - ADA communication compliance.	79.47
06/12/2020	360 Office Solutions	Invoice #425853-0. Paper bags for branch holds pick-up.	91.00
06/12/2020	Home Depot Credit Servic...	Invoice #5620914. Packing tape.	11.97
06/12/2020	PATRICIASTERNBERG	Staff PPE - hand sanitizer.	26.97
06/25/2020	RONALDWHITE	Networking - for remodel - Shop Vac filter.	15.44
06/25/2020	Chase Card Services	360 Office Solutions. Paper bags for holds pick-up.	143.54
06/25/2020	Chase Card Services	360 Office Solutions. Retractable Sharpies.	170.46
06/25/2020	Chase Card Services	Bulk Apothecary. 15 boxes of face masks - PPE for the public.	647.42
06/25/2020	Chase Card Services	Mountainside Medical. Staff PPE - gloves.	241.25
06/25/2020	Chase Card Services	Amazon. Floor decals for social distancing - branches.	26.99
06/25/2020	Chase Card Services	Amazon. Staff PPE - nitrile gloves.	69.96
06/25/2020	Chase Card Services	Amazon. Floor decal for social distancing - Cap branch.	29.99
06/25/2020	Chase Card Services	U-Haul. Boxes for packing books.	113.85
06/25/2020	Chase Card Services	U-Haul. Boxes for packing books.	41.50
06/25/2020	Chase Card Services	Amazon. PPE for reopening.	27.59
Total Office			1,737.40
Supplies - Other			
06/25/2020	Chase Card Services	The Dive Bakery. Public Services staff meeting - snacks. 06/12/20.	31.19
Total Supplies - Other			31.19
Total Supplies			2,864.80
Telephone			
Local Service			
06/12/2020	3 RIVERS TELEPHONE C...	Augusta local telephone service. 06/01-06/30/20.	35.10
06/12/2020	Charter Communiations	Invoice #0100299060120. EHB business telephone service. 06/01-06/30/20.	99.98
06/12/2020	CenturyLink	T-1 digital phone lines. 06/01-06/30/20.	579.33
06/12/2020	CenturyLink	Phone service - digital phone lines. 05/19-06/18/20.	85.25
06/12/2020	CenturyLink	Phone service - block of sequential numbers. 05/19-06/18/20.	44.64
06/25/2020	Charter Communiations	Invoice #0721023061020. Capitol Branch telephone service. 06/10-07/09/20.	69.54
Total Local Service			913.84
Long Distance			
06/12/2020	3 RIVERS TELEPHONE C...	Augusta long distance. 04/16-05/15/20.	6.54
06/12/2020	3 RIVERS TELEPHONE C...	Augusta fax line. 06/01-06/30/20.	30.19
Total Long Distance			36.73
Network/Data Lines			
06/12/2020	3 RIVERS TELEPHONE C...	Augusta internet service. 06/01-06/30/20.	61.95
06/12/2020	Charter Communiations	Invoice #0100299060120. EHB business internet service. 06/01-06/30/20.	124.98
06/25/2020	Charter Communiations	Invoice #0721023061020. Capitol Branch internet service. 06/10-07/09/20.	89.99
06/25/2020	AT&T Mobility	Invoice #287250156336X06112020. Bookmobile internet service. 05/04-06/0...	43.95
06/25/2020	Verizon Wireless	Invoice #9856654207. Bookmobile phone and mobile hotspots. 05/14-06/13/20.	320.24
06/25/2020	T-Mobile	Mobile hotspots and service. 05/14-06/09/20.	129.25
Total Network/Data Lines			770.36
Total Telephone			1,720.93

Date	Name	Memo	Paid Amount
Utilities			
Gas and Electric			
06/12/2020	Mountain View Co-op	Invoice #103851. Lincoln propane fill. 05/26/20.	358.11
06/12/2020	NorthWestern Energy	Lincoln power bill. 04/27-05/28/20.	18.57
06/12/2020	NorthWestern Energy	East Helena power bill. 05/05-06/04/20.	227.19
06/25/2020	NorthWestern Energy	Helena power bill. 05/04-06/04/20.	3,354.98
06/25/2020	NorthWestern Energy	Augusta power bill 05/07-06/08/20.	94.14
Total Gas and Electric			4,052.99
Water/Sewer/Sanitation			
06/12/2020	CITY OF HELENA UTILI...	Helena water usage. 04/07-05/05/20.	233.90
06/12/2020	City of East Helena	EHB water/sewer/sanitation services. 04/30/20.	109.75
06/12/2020	City of East Helena	EHB water/sewer/sanitation services. 05/28/20.	108.65
Total Water/Sewer/Sanitation			452.30
Total Utilities			4,505.29
Total 2 Maintenance & Operations			55,909.57
3 Capital Outlay			
Facilities Projects			
06/12/2020	Dick Anderson Construction	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 Associates	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
Total Facilities Projects			616,737.46
Total 3 Capital Outlay			616,737.46
4 Books & Materials			
Adult material			
06/25/2020	Baker & Taylor, Inc	Invoice #2035294346. Not FDN PoB. No Processing account.	39.45
06/25/2020	AMAZON	Adult materials - not FDN PoB.	232.00
Total Adult material			271.45
AV - Adult			
06/12/2020	MicroMarketing LLC	Invoice #811700. Adult A/V materials.	211.45
06/12/2020	Baker & Taylor Entertain...	Invoice #H47164480. Adult A/V materials.	22.49
06/12/2020	RECORDED BOOKS	Invoice #76648877. Adult A/V materials.	1,138.20
06/12/2020	MicroMarketing LLC	Invoice #811474. Adult A/V materials.	40.49
06/25/2020	RECORDED BOOKS	Invoice #76653342. Adult A/V materials.	614.60
06/25/2020	RECORDED BOOKS	Invoice #76656767. Adult A/V materials.	99.00
06/25/2020	AMAZON	Adult A/V materials.	467.21
Total AV - Adult			2,593.44

Date	Name	Memo	Paid Amount
Downloadable Media			
06/12/2020	Baker & Taylor, Inc	Invoice #2035273999. Axis360 eBook account.	64.99
06/12/2020	Baker & Taylor, Inc	Invoice #2035273998. Axis360 eBook materials.	58.50
06/12/2020	Baker & Taylor, Inc	Invoice #2035273997. Axis360 eBook materials.	74.69
06/12/2020	Baker & Taylor, Inc	Invoice #2035273996. Axis360 eBook materials.	80.08
06/12/2020	Baker & Taylor, Inc	Invoice #2035273995. Axis360 eBook materials.	159.28
06/12/2020	Baker & Taylor, Inc	Invoice #2035285225. Axis360 eBook materials.	58.50
06/12/2020	Baker & Taylor, Inc	Invoice #2035285226. Axis360 eBook materials.	65.00
06/12/2020	Baker & Taylor, Inc	Invoice #2035223792. Axis360 eBook materials.	49.50
06/12/2020	Baker & Taylor, Inc	Invoice #2035261092. Axis360 eBook account.	183.56
06/12/2020	Baker & Taylor, Inc	Invoice #2035246855. Axis360 eBook account.	17.09
06/12/2020	Baker & Taylor, Inc	Invoice #2035246856. Axis360 eBook materials.	32.84
06/12/2020	Baker & Taylor, Inc	Invoice #2035246857. Axis360 eBook materials.	25.19
06/12/2020	Baker & Taylor, Inc	Invoice #2035246858. Axis360 eBook account.	159.29
06/12/2020	Baker & Taylor, Inc	Invoice #2035251475. Axis360 eBook account.	80.99
06/12/2020	Baker & Taylor, Inc	Invoice #2035256908. Axis360 eBook account.	1,600.09
06/12/2020	Baker & Taylor, Inc	Invoice #2035259511. Axis360 eBook account.	15.29
06/12/2020	Baker & Taylor, Inc	Invoice #2035259512. Axis360 eBook account.	58.50
06/12/2020	Baker & Taylor, Inc	Invoice #2035259513. Axis360 eBook account.	117.00
06/12/2020	Baker & Taylor, Inc	Invoice #2035259514. Axis360 eBook account.	112.50
06/12/2020	Baker & Taylor, Inc	Invoice #2035259515. Axis360 eBook account.	116.99
06/12/2020	Baker & Taylor, Inc	Invoice #2035259516. Axis360 eBook account.	58.50
06/25/2020	Baker & Taylor, Inc	Invoice #2035302263. Axis360 eBook account.	219.48
06/25/2020	Baker & Taylor, Inc	Invoice #2035286278. Axis360 eBook account.	15.29
06/25/2020	Baker & Taylor, Inc	Invoice #2035286279. Axis360 eBook account.	16.99
06/25/2020	Baker & Taylor, Inc	Invoice #2035286280. Axis360 eBook materials.	120.58
06/25/2020	Baker & Taylor, Inc	Invoice #2035286281. Axis360 eBook account.	28.99
06/25/2020	Baker & Taylor, Inc	Invoice #2035286282. Axis360 eBook account.	49.50
06/25/2020	Baker & Taylor, Inc	Invoice #2035308351. Axis360 eBook account.	65.00
06/25/2020	Baker & Taylor, Inc	Invoice #2035308350. Axis360 eBook account.	141.75
06/25/2020	Baker & Taylor, Inc	Invoice #2035308349. Axis360 eBook account.	18.99
06/25/2020	Baker & Taylor, Inc	Invoice #2035308283. Axis360 eBook account.	267.39
Total Downloadable Media			4,132.33
FDN Purchase of Books			
06/12/2020	Baker & Taylor, Inc	Invoice #2035255219. Adult materials.	192.50
06/12/2020	Baker & Taylor, Inc	Invoice #2035255283. Adult materials.	118.75
06/12/2020	Baker & Taylor, Inc	Invoice #2035255275. Adult materials.	17.97
06/12/2020	Baker & Taylor, Inc	Invoice #2035255322. Adult materials.	58.14
06/12/2020	Baker & Taylor, Inc	Invoice #2035255213. Adult materials.	87.43
06/12/2020	Baker & Taylor, Inc	Invoice #2035255162. "Too Hot to Handle" materials.	18.57
06/12/2020	Baker & Taylor, Inc	Invoice #2035255286. Adult materials.	18.57
06/12/2020	Baker & Taylor, Inc	Invoice #2035255344. "Too Hot to Hold" materials.	16.76
06/12/2020	Baker & Taylor, Inc	Invoice #2035255196. Adult materials.	265.70
06/12/2020	Baker & Taylor, Inc	Invoice #2035255243. Adult materials.	230.92
06/12/2020	Baker & Taylor, Inc	Invoice #2035255249. Adult materials.	159.61
06/12/2020	Baker & Taylor, Inc	Invoice #2035255143. Juvenile materials - JP account.	270.41
06/12/2020	Baker & Taylor, Inc	Invoice #2035255155. Juvenile materials - Graphic Novel collection.	46.93
06/12/2020	Baker & Taylor, Inc	Invoice #2035267681. Axis360 eBook materials.	563.95
06/12/2020	Baker & Taylor, Inc	Invoice #2035285223. Axis360 eBook materials.	244.87
06/12/2020	Baker & Taylor, Inc	Invoice #2035285224. Axis360 eBook materials.	117.00
06/12/2020	Baker & Taylor, Inc	Invoice #2035261343. Adult materials.	51.46
06/12/2020	Baker & Taylor, Inc	Invoice #2035262637. "Too Hot to Hold" materials.	16.13
06/12/2020	Baker & Taylor, Inc	Invoice #2035255220. "Too Hot to Hold" materials.	17.97

Date	Name	Memo	Paid Amount
06/12/2020	Baker & Taylor, Inc	Invoice #2035255242. "Too Hot to Hold" materials.	18.54
06/12/2020	Baker & Taylor, Inc	Invoice #2035255215. "Too Hot to Hold" materials.	17.97
06/12/2020	Baker & Taylor, Inc	Invoice #2035265548. Juvenile materials - JE account.	191.57
06/12/2020	Baker & Taylor, Inc	Invoice #2035255257. Juvenile materials - Middle Grade collection.	23.08
06/12/2020	Baker & Taylor, Inc	Invoice #2035255263. Adult materials.	54.74
06/12/2020	Baker & Taylor, Inc	Invoice #2035255164. Adult materials.	56.24
06/12/2020	Baker & Taylor, Inc	Invoice #2035265547. Juvenile materials - JP account.	785.17
06/12/2020	Baker & Taylor, Inc	Invoice #2035265513. Fiction account.	391.96
06/12/2020	Baker & Taylor, Inc	Invoice #2035265546. Non-Fiction account.	351.32
06/12/2020	Baker & Taylor, Inc	Invoice #2035255176. "Too Hot to Hold" materials.	18.57
06/12/2020	Baker & Taylor, Inc	Invoice #2035255180. Fiction account.	23.23
06/12/2020	Baker & Taylor, Inc	Invoice #2035255231. JE account.	11.31
06/12/2020	Baker & Taylor, Inc	Invoice #2035261816. No Processing account.	58.27
06/12/2020	Baker & Taylor, Inc	Invoice #2035255144. JE account.	76.80
06/12/2020	Baker & Taylor, Inc	Invoice #2035255173. Adult materials.	178.47
06/12/2020	Baker & Taylor, Inc	Invoice #2035255157. Non-Fiction account.	21.24
06/12/2020	Baker & Taylor, Inc	Invoice #2035252907. No Processing account.	6.83
06/12/2020	Baker & Taylor, Inc	Invoice #2035252908. No Processing account.	15.43
06/25/2020	Baker & Taylor, Inc	Invoice #2035287157. Fiction account.	213.70
06/25/2020	Baker & Taylor, Inc	Invoice #2035291556. Fiction account.	95.56
06/25/2020	Baker & Taylor, Inc	Invoice #2035274651. Adult materials.	466.29
06/25/2020	Baker & Taylor, Inc	Invoice #2035287156. Middle grade materials.	59.29
06/25/2020	Baker & Taylor, Inc	Invoice #2035294346. No Processing account.	15.28
06/25/2020	Baker & Taylor, Inc	Invoice #2035262720. Adult materials.	3,408.25
06/25/2020	Baker & Taylor, Inc	Invoice #2035279868. Adult materials.	31.47
06/25/2020	Baker & Taylor, Inc	Invoice #2035255190. Adult materials.	36.75
06/25/2020	Baker & Taylor, Inc	Invoice #2035255203. "Too Hot to Hold" materials.	53.90
06/25/2020	Baker & Taylor, Inc	Invoice #2035266286. Adult materials.	881.54
06/25/2020	Baker & Taylor, Inc	Invoice #2035265571. Middle grade account.	267.84
06/25/2020	Baker & Taylor, Inc	Invoice #2035255195. Middle grade account.	34.54
06/25/2020	Baker & Taylor, Inc	Invoice #2035255191. Middle grade account.	11.31
06/25/2020	Baker & Taylor, Inc	Invoice #2035255216. Middle grade account.	11.31
06/25/2020	Baker & Taylor, Inc	Invoice #2035268339. Middle grade account.	76.56
06/25/2020	Baker & Taylor, Inc	Invoice #2035255193. Graphic Novel account.	21.92
06/25/2020	Baker & Taylor, Inc	Invoice #2035255207. Fiction account.	7.13
06/25/2020	Baker & Taylor, Inc	Invoice #2035255194. Non-Fiction account.	54.37
06/25/2020	Baker & Taylor, Inc	Invoice #2035255208. JP account.	50.76
06/25/2020	Baker & Taylor, Inc	Invoice #2035290537. Adult materials.	594.65
06/25/2020	Baker & Taylor, Inc	Invoice #2035287102. JP account.	234.55
06/25/2020	Baker & Taylor, Inc	Invoice #2035287126. Non-Fiction account.	102.77
06/25/2020	AMAZON	Adult materials.	39.95

Total FDN Purchase of Books

11,584.07

Date	Name	Memo	Paid Amount
Juvenile Material			
06/12/2020	Baker & Taylor, Inc	Invoice #2035255160. Juvenile materials - Non-Fiction account.	28.92
06/12/2020	Baker & Taylor, Inc	Invoice #2035255161. Juvenile materials - Middle Grade collection.	11.31
06/12/2020	Baker & Taylor, Inc	Invoice #2035255264. Juvenile materials - JE account.	11.31
06/12/2020	Baker & Taylor, Inc	Invoice #2035255250. Juvenile materials - Graphic Novel account.	16.15
06/12/2020	Baker & Taylor, Inc	Invoice #2035255259. Juvenile materials - Graphic Novel account.	8.20
06/12/2020	Baker & Taylor, Inc	Invoice #2035255265. Juvenile materials - JP account.	27.75
06/12/2020	Baker & Taylor, Inc	Invoice #2035255197. Juvenile materials - JP account.	76.95
06/12/2020	Baker & Taylor, Inc	Invoice #2035255192. Juvenile materials - JE account.	11.49
06/12/2020	Baker & Taylor, Inc	Invoice #2035255218. Juvenile materials - Middle Grade collection.	20.12
06/12/2020	Baker & Taylor, Inc	Invoice #2035255186. Juvenile materials - JP account.	44.01
06/12/2020	Baker & Taylor, Inc	Invoice #2035255182. Juvenile materials - Graphic Novel account.	14.92
06/12/2020	Baker & Taylor, Inc	Invoice #2035255237. Juvenile materials.	22.62
06/12/2020	Baker & Taylor, Inc	Invoice #2035255187. Juvenile materials - JE account.	10.02
06/12/2020	Baker & Taylor, Inc	Invoice #2035265514. Juvenile materials - Graphic Novel account.	76.10
06/12/2020	Baker & Taylor, Inc	Invoice #2035255244. Juvenile materials - Non-Fiction account.	8.80
06/12/2020	Baker & Taylor, Inc	Invoice #2035255258. Juvenile materials - Non-Fiction account.	16.32
06/12/2020	Baker & Taylor, Inc	Invoice #2035255184. Juvenile materials - Non-Fiction account.	43.75
06/12/2020	Baker & Taylor, Inc	Invoice #2035255245. Juvenile materials - JP account.	58.76
06/12/2020	Baker & Taylor, Inc	Invoice #2035255224. JP account.	79.53
06/12/2020	Baker & Taylor, Inc	Invoice #2035255165. JP account.	84.49
06/12/2020	Baker & Taylor, Inc	Invoice #2035255252. JP account.	32.09
06/12/2020	Baker & Taylor, Inc	Invoice #2035255260. Fiction account.	8.20
06/12/2020	Baker & Taylor, Inc	Invoice #2035255183. Fiction account.	11.31
06/12/2020	Baker & Taylor, Inc	Invoice #2035255188. Non-Fiction account.	61.31
06/12/2020	Baker & Taylor, Inc	Invoice #2035255232. Graphic Novel account.	9.25
06/12/2020	Baker & Taylor, Inc	Invoice #2035255185. Graphic Novel account.	9.25
06/12/2020	Baker & Taylor, Inc	Invoice #2035255262. Middle Grade account.	22.62
06/12/2020	Baker & Taylor, Inc	Invoice #2035255181. Middle Grade account.	36.36
06/12/2020	Baker & Taylor, Inc	Invoice #2035255246. Middle Grade account.	11.31
06/12/2020	Baker & Taylor, Inc	Invoice #2035255189. JP account.	68.95
06/25/2020	Baker & Taylor, Inc	Invoice #2035293965. JP account.	27.95
Total Juvenile Material			970.12
Preservation & Processing			
06/25/2020	AMAZON	Color coding labels, DVD cases, & Blu-Ray cases.	81.24
Total Preservation & Processing			81.24
Teen Material			
06/12/2020	Baker & Taylor, Inc	Invoice #2035261358. Teen materials.	71.39
06/12/2020	Baker & Taylor, Inc	Invoice #2035265557. Teen materials - Non-Fiction account.	24.97
06/12/2020	Baker & Taylor, Inc	Invoice #2035262554. Fiction account.	243.05
06/12/2020	Baker & Taylor, Inc	Invoice #2035262546. Non-Fiction account.	88.39
06/25/2020	Baker & Taylor, Inc	Invoice #2035287137. Teen materials.	11.92
06/25/2020	Baker & Taylor, Inc	Invoice #2035297019. Teen materials.	397.38
Total Teen Material			837.10
Total 4 Books & Materials			20,469.75

Date	Name	Memo	Paid Amount
Grants and Bequests Expenditure			
Children's Services Grant Expen			
06/12/2020	Dollywood Foundation	3 RIVERS GRANT. Invoice #0720986. Augusta - free books for children annu...	1,500.00
Total Children's Services Grant Expen			1,500.00
Foundation Contribution Expense			
06/12/2020	Contract Design Associates	Invoice #46847. Helena Redesign - Children's area furniture/toys.	18,291.49
Total Foundation Contribution Expense			18,291.49
Total Grants and Bequests Expenditure			19,791.49
Total Expense			712,908.27

Lewis & Clark Library

General Ledger

July 2020

07/28/20
Cash Basis

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
2 Maintenance & Operations			
Automobile Expense			
Gas			
07/24/2020	Holiday Companies	Automobile/Bookmobile fuel charges. 06/15-07/14/20.	324.45
Total Gas			324.45
Maint. & Repairs			
07/08/2020	BURDICK'S LOCKSMITH	Invoice #CS4990. Bookmobile - deadbolt lock replacement.	29.00
Total Maint. & Repairs			29.00
Total Automobile Expense			353.45
Continuing Education			
Meals			
07/08/2020	ERICWALLIMAN	Courier lunches. 06/2020.	39.19
Total Meals			39.19
Total Continuing Education			39.19
Contracted Services			
Advertising & Publicity			
07/08/2020	KTVH	Invoice #588996-10. KTVH television advertising. 06/01-06/30/20.	570.00
07/08/2020	KGR, LLC	Invoice #20060158. RAdio advertising. 06/01-06/30/20.	470.00
07/08/2020	Independent Record Adve...	Multiple invoices. Digital Connect, and newspaper advertising. 06/2020.	203.00
07/24/2020	Blackfoot Valley Dispatch	Invoice #20565. Lincoln newspaper advertising. 06/2020.	36.00
07/24/2020	KTVH	Invoice #589276-10. KTVH television advertising. 06/01-06/30/20.	450.00
07/24/2020	Montana Radio Company	Invoice #27496-1. Radio advertising. Annual payment FY20-21.	6,800.00
Total Advertising & Publicity			8,529.00
East Helena Programming			
07/24/2020	Andrea Eckerson	EHB bags for Legos, other programming supplies.	8.28
Total East Helena Programming			8.28
Contracted Services - Other			
07/08/2020	LEHRKIND'S GIANT SPR...	Invoice #206416. Monthly tank rental - main branch upstairs. 06/01-06/30/20.	12.50
07/08/2020	LEHRKIND'S GIANT SPR...	Invoice #206416. Monthly tank rental - main branch downstairs. 06/01-06/30/...	12.50
07/08/2020	LEHRKIND'S GIANT SPR...	Invoice #206416. Monthly tank rental - Capitol Branch. 06/01-06/30/20.	9.00
07/08/2020	LEHRKIND'S GIANT SPR...	Invoice #206820. EHB bi-weekly water - equipment rental. 06/01-06/30/20.	12.00
07/08/2020	Keeping It Green	Invoice #7183. Helena plant maintenance. 06/20 & 07/20.	450.00
07/08/2020	Larissa Berry	Parking reimbursement. 06/2020.	7.45
07/08/2020	LEHRKIND'S GIANT SPR...	Invoice #1756109. Helena weekly water. 06/29/20.	46.50
07/24/2020	LEHRKIND'S GIANT SPR...	Invoice #1759871. Helena weekly water. 07/14/20.	31.00

Date	Name	Memo	Paid Amount
07/24/2020	LEHRKIND'S GIANT SPR...	Invoice #1756278. EH bi-weekly weekly water. 07/17/20.	24.75
07/24/2020	LEHRKIND'S GIANT SPR...	Invoice #1759963. Capitol Branch - bi-weekly water. 07/23/20.	18.50
Total Contracted Services - Other			624.20
Total Contracted Services			9,161.48
Interlibrary Loan Fees			
07/24/2020	Montana State University	ILL #197611104. Item lost/damaged by LCL patron.	70.00
Total Interlibrary Loan Fees			70.00
Mileage Reimbursements			
07/08/2020	Miles Allison	Allison, M. Travel to/from post office. 06/15-06/26/20.	22.25
Total Mileage Reimbursements			22.25
Postage and Delivery			
07/24/2020	Montana Air Cartage	Invoice #MZI 63020. Courier delivery - from Lewis & Clark Library. 06/2020.	225.00
Total Postage and Delivery			225.00
Refunds			
07/08/2020		Refund for lost item paid for.	45.00
07/24/2020		Refund for lost item paid for.	65.00
07/24/2020		Refund for lost item paid for.	23.00
Total Refunds			133.00
Rents and Leases			
07/08/2020	Errol F. Bjerke	Invoice #JULY2020. EHB rent payment.	2,832.50
07/08/2020	Prescott Helena Mall	Invoice #JULY2020. FDN CONTR EXP. Offsite book collections - Helena remo...	1,500.00
07/24/2020	Prescott Helena Mall	Invoice #AUGUST2020. FDN CONTR EXP. Offsite book collections - Helena r...	1,500.00
07/24/2020	Errol F. Bjerke	Invoice #AUGUST2020. EHB rent payment.	2,832.50
Total Rents and Leases			8,665.00
Repairs & Maintenance			
Building Repair & Maintenance			
07/08/2020	POWER TOWNSEND	Invoice #753240. Batteries, washers, and hose end connectors.	97.24
07/08/2020	Home Depot Credit Servic...	Invoice #8021647. Impact drill.	304.67
07/08/2020	ERICWALLIMAN	Capitol Branch - keys for staff.	9.95
07/08/2020	NICO Electronic Systems	Invoice #12225. Annual security - Helena - monitoring fee.	362.00
07/08/2020	NICO Electronic Systems	Invoice #12226. Annual security - Augusta - monitoring fee.	252.00
07/08/2020	NICO Electronic Systems	Invoice #12227. Annual security - EHB - monitoring fee.	252.00
07/08/2020	NICO Electronic Systems	Invoice #12228. Annual security - Lincoln - monitoring fee.	252.00
07/24/2020	Brown & Sons Lawn Care	Invoice #207213. Lincoln lawn - mow/pick-up pine cones. 06/18-07/11/20.	300.00
Total Building Repair & Maintenance			1,829.86

Date	Name	Memo	Paid Amount
Systems Repair & Upgrades			
07/08/2020	Micro Focus	Invoice #220257528. Annual maintenance. 07/01/20-06/30/21.	7,758.00
Total Systems Repair & Upgrades			7,758.00
Total Repairs & Maintenance			9,587.86
Supplies			
Janitorial			
07/08/2020	Alsco	Invoice #LBIL1587409. Cleaning towels for janitorial staff.	27.61
07/08/2020	VACUUM CITY	Invoice #6054. Helena branch new vacuums and replacement parts.	1,034.00
07/24/2020	Alsco	Invoice #LBIL1592403. Cleaning towels for janitorial staff.	27.61
07/24/2020	Andrea Eckerson	EHB rubbing alcohol.	44.98
07/24/2020	Sharon Warn	EHB clorox wipes.	19.96
07/24/2020	Alsco	Invoice #LBIL1594089. Cleaning towels for janitorial staff.	27.61
Total Janitorial			1,181.77
Office			
07/24/2020	Andrea Eckerson	EHB staff calendar, other supplies.	15.48
07/24/2020	STAPLES CREDIT PLAN	Invoice #2565520221. Filing cabinet for staff office.	54.99
Total Office			70.47
Total Supplies			1,252.24
Telephone			
Local Service			
07/08/2020	LINCOLN TELEPHONE C...	Lincoln basic telephone service. 07/01-07/31/20.	39.10
07/08/2020	CenturyLink	Phone service - block of 20 sequential numbers. 06/19-07/18/20.	44.64
07/08/2020	CenturyLink	Phone service - digital phone lines. 06/19-07/18/20.	85.25
07/08/2020	3 RIVERS TELEPHONE C...	Augusta local telephone service. 07/01-07/31/20.	35.10
07/24/2020	CenturyLink	T-1 digital phone lines. 07/01-07/31/20.	583.68
07/24/2020	Charter Communiations	Invoice #0100299070120. EHB business telephone service. 07/01-07/31/20.	99.98
07/24/2020	Charter Communiations	Invoice #0721023071020. Capitol Branch telephone service. 07/10-08/09/20.	71.93
Total Local Service			959.68
Long Distance			
07/08/2020	LINCOLN TELEPHONE C...	Lincoln fax line. 07/01-07/31/20.	36.69
07/08/2020	3 RIVERS TELEPHONE C...	Augusta fax line. 07/01-07/31/20.	29.10
07/08/2020	3 RIVERS TELEPHONE C...	Augusta long distance. 05/16-06/15/20.	4.51
Total Long Distance			70.30

Date	Name	Memo	Paid Amount
Network/Data Lines			
07/08/2020	Verizon Wireless	Invoice #9856843898. Six staff - cell phone charges. 05/17-06/16/20.	345.61
07/08/2020	LINCOLN TELEPHONE C...	Lincoln internet service. 07/01-07/31/20.	109.90
07/08/2020	3 RIVERS TELEPHONE C...	Augusta internet service. 07/01-07/31/20.	61.95
07/24/2020	Charter Communiations	Invoice #0100299070120. EHB business internet service. 07/01-07/31/20.	124.98
07/24/2020	Charter Communiations	Invoice #0721023071020. Capitol Branch internet service. 07/10-08/09/20.	89.99
07/24/2020	AT&T Mobility	Invoice #287250156336X07112020. Bookmobile internet service. 06/04-07/0...	43.95
07/24/2020	T-Mobile	Mobile hotspots and service. 06/10-07/09/20.	187.56
07/24/2020	Verizon Wireless	Invoice #9858700064. Bookmobile phone anbd mobile hotspots. 06/14-07/13/...	320.10
Total Network/Data Lines			1,284.04
Total Telephone			2,314.02
Utilities			
Gas and Electric			
07/08/2020	NorthWestern Energy	Lincoln power bill. 06/01-07/01/20.	18.60
07/24/2020	NorthWestern Energy	Helena power bill. 06/04-07/06/20.	2,347.96
07/24/2020	NorthWestern Energy	East Helena power bill. 06/04-07/06/20.	255.48
07/24/2020	NorthWestern Energy	Augusta power bill. 06/08-07/08/20.	61.62
Total Gas and Electric			2,683.66
Water/Sewer/Sanitation			
07/08/2020	Lincoln Sewer	Full-year sewer service payment. \$37x12 -\$43.24=\$400.76. 07/2020-06/2021.	400.76
07/08/2020	City of East Helena	EHB water/sewer/sanitation services. 06/30/20.	108.65
07/08/2020	Augusta Water & Sewer D...	Augusta water/sewer/sanitation full year payment. \$25x12=\$300. 07/2020-06...	300.00
07/24/2020	Republic Services	Invoice #0670-000218210. Lincoln garbage service. 06/01-08/31/20.	44.00
07/24/2020	CITY OF HELENA UTILI...	Helena water usage. 05/05-06/03/20.	180.32
Total Water/Sewer/Sanitation			1,033.73
Total Utilities			3,717.39
Total 2 Maintenance & Operations			35,540.88
3 Capital Outlay			
Facilities Projects			
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 Servic...	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 Construction	Invoice #9180-6. Contractor's application for payment. 06/30/20.	351,193.07
07/24/2020	Dundas Office Interiors, ...	Invoice #4702. 50% deposit - helena remodel - upstairs staff furniture.	23,982.22
Total Facilities Projects			391,224.54
Total 3 Capital Outlay			391,224.54
4 Books & Materials			
Adult material			
07/24/2020	AMAZON	Adult materials - per Jill.	46.95
Total Adult material			46.95

Date	Name	Memo	Paid Amount
AV - Adult			
07/08/2020	RECORDED BOOKS	Invoice #76663908. Juvenile A/V materials.	466.80
07/24/2020	AMAZON	Adult A/V materials.	260.83
07/24/2020	MicroMarketing LLC	Invoice #812409. Adult A/V materials.	98.99
07/24/2020	MicroMarketing LLC	Invoice #812140. Adult A/V materials.	55.79
07/24/2020	RECORDED BOOKS	Invoice #76670281. RBdigital - value collection - annual renewal. 07/2020-06/...	2,500.00
07/24/2020	MicroMarketing LLC	Invoice #814931. Adult A/V materials.	377.94
07/24/2020	MicroMarketing LLC	Invoice #814057. Adult A/V materials.	71.98
07/24/2020	RECORDED BOOKS	Invoice #76666091. Adult A/V materials.	535.60
07/24/2020	MicroMarketing LLC	Invoice #815630. Adult A/V materials.	143.97
Total AV - Adult			4,511.90
AV - Teen			
07/24/2020	RECORDED BOOKS	Invoice #76669025. Teen A/V materials.	710.80
Total AV - Teen			710.80
Databases			
07/24/2020	Cengage Learning Inc - Gale	Invoice #70876438. "Chilton Library" database. 07/01/20-06/30/21.	2,085.73
07/24/2020	EBSCO	Invoice #1000131129-1. EBSCO package - Academic Search Premier, MasterFI...	6,163.00
Total Databases			8,248.73
Downloadable Media			
07/08/2020	Baker & Taylor, Inc	Invoice #2035321487. Axis360 eBook account.	67.99
07/08/2020	Baker & Taylor, Inc	Invoice #2035321488. Axis360 eBook materials.	25.19
07/08/2020	Baker & Taylor, Inc	Invoice #2035321489. Axis360 eBook materials.	34.94
07/08/2020	Baker & Taylor, Inc	Invoice #2035329951. Axis360 eBook materials.	173.00
07/08/2020	Baker & Taylor, Inc	Invoice #2035328747. Axis360 eBook materials.	27.99
07/08/2020	Baker & Taylor, Inc	Invoice #2035329950. Axis360 eBook materials.	195.96
07/08/2020	OverDrive, Inc.	Invoice #CD0152620163837. Deposit on account for content purchases. FY2021.	18,533.25
07/08/2020	Midwest Tape	Invoice #99069929. Digital media streaming service - advance payment. FY2021.	21,000.00
07/24/2020	Baker & Taylor, Inc	Invoice #2035355212. Axis360 eBook account.	401.45
07/24/2020	Baker & Taylor, Inc	Invoice #2035358496. Axis360 eBook account.	9.99
07/24/2020	Baker & Taylor, Inc	Invoice #2035360817. Axis360 eBook account.	203.99
07/24/2020	Baker & Taylor, Inc	Invoice #2035360816. Axis360 eBook account.	27.00
07/24/2020	Baker & Taylor, Inc	Invoice #2035360815. Axis360 eBook account.	24.30
07/24/2020	Baker & Taylor, Inc	Invoice #2035334516. Axis360 eBook account.	108.41
07/24/2020	Baker & Taylor, Inc	Invoice #2035334515. Axis360 eBook account.	16.99
07/24/2020	Baker & Taylor, Inc	Invoice #2035347089. Axis360 eBook account.	27.99
07/24/2020	Baker & Taylor, Inc	Invoice #2035347088. Axis360 eBook account.	112.98
07/24/2020	Baker & Taylor, Inc	Invoice #2035370757. Axis360 eBook account.	7.99
Total Downloadable Media			40,999.41

Date	Name	Memo	Paid Amount
FDN Purchase of Books			
07/08/2020	Baker & Taylor, Inc	Invoice #NS20060841. Axis360 annual hosting, access, and service fees. 08/0...	2,000.00
07/08/2020	Baker & Taylor, Inc	Invoice #2035317447. Adult materials.	25.94
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746709. Adult Large-Type materials.	182.93
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746770. Adult Large-Type materials.	110.96
07/08/2020	Cengage Learning Inc - Gale	Invoice #70747110. Adult Large-Type materials.	184.43
07/08/2020	Cengage Learning Inc - Gale	Invoice #70747089. Adult large-Type materials.	267.65
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746670. Adult Large-Type materials.	105.73
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746990. Adult Large-Type materials.	181.48
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746723. Adult Large-Tuype materials.	241.41
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746636. Adult Large-Type materials.	23.24
07/08/2020	Cengage Learning Inc - Gale	Invoice #70747141. Adult large-Type materials.	28.49
07/08/2020	Cengage Learning Inc - Gale	Account #70746598. Adult large-Type materials.	47.23
07/08/2020	Cengage Learning Inc - Gale	Invoice #70746555. Adult large-Type materials.	526.35
07/24/2020	Cengage Learning Inc - Gale	Invoice #70912555. Adult Large-Type materials.	83.97
07/24/2020	AMAZON	Adult materials.	18.95
07/24/2020	Baker & Taylor, Inc	Invoice #2035355460. Adult materials.	396.06
07/24/2020	Baker & Taylor, Inc	Invoice #2035322023. Adult materials.	521.00
07/24/2020	Baker & Taylor, Inc	Invoice #2035311388. Adult materials.	525.70
07/24/2020	Baker & Taylor, Inc	Invoice #2035334800. Adult materials.	648.84
07/24/2020	Baker & Taylor, Inc	Invoice #2035298279. Adult materials.	464.02
07/24/2020	Baker & Taylor, Inc	Invoice #2035324945. Adult materials.	142.78
07/24/2020	Baker & Taylor, Inc	Invoice #2035301402. "Too Hot to Hold" materials.	20.69
07/24/2020	Baker & Taylor, Inc	Invoice #2035301066. Adult graphic novel materials.	14.25
07/24/2020	Cengage Learning Inc - Gale	Invoice #70790883. Adult Large-Type materials.	28.49
07/24/2020	Cengage Learning Inc - Gale	Invoice #70784215. Adult Large-Type materials.	234.70
07/24/2020	Cengage Learning Inc - Gale	Invoice #70912252. Adult Large-Type materials.	72.72
07/24/2020	Cengage Learning Inc - Gale	Invoice #70912233. Adult Large-Type materials.	127.45
07/24/2020	Baker & Taylor, Inc	Invoice #2035316408. Adult materials.	80.43
Total FDN Purchase of Books			7,305.89
Juvenile Material			
07/08/2020	Baker & Taylor, Inc	Invoice #2035287172. JE materials.	82.88
07/08/2020	Baker & Taylor, Inc	Invoice #2035287185. Graphic Novel materials.	81.52
07/08/2020	Baker & Taylor, Inc	Invoice #2035317447. Board book materials.	20.83
07/24/2020	Baker & Taylor, Inc	Invoice #2035345126. Non-Fiction account.	78.80
07/24/2020	Baker & Taylor, Inc	Invoice #2035313510. Fiction account.	110.12
07/24/2020	Baker & Taylor, Inc	Invoice #2035321940. Nonfiction account.	44.60
07/24/2020	Baker & Taylor, Inc	Invoice #2035342520. Juvenile materials - No processing account.	6.79
07/24/2020	Baker & Taylor, Inc	Invoice #2035325598. No Processing account.	13.72
07/24/2020	Baker & Taylor, Inc	Invoice #2035319520. JP materials.	213.94
07/24/2020	Baker & Taylor, Inc	Invoice #2035311284. Middle Grade materials.	55.71
07/24/2020	Baker & Taylor, Inc	Invoice #2035339673. Middle Grade materials.	23.69
07/24/2020	Baker & Taylor, Inc	Invoice #2035311383. Non-Fiction materials.	73.88
07/24/2020	Baker & Taylor, Inc	Invoice #2035311359. JE materials.	39.45
Total Juvenile Material			845.93
Preservation & Processing			
07/24/2020	Cover One	Invoice #19575. Glue strips for book repair.	211.90
Total Preservation & Processing			211.90

Date	Name	Memo	Paid Amount
Reference Material			
07/08/2020	Value Line Publishing	Invoice #12872489. "Value Line Investment" survey renewal. 08/28/20-08/20...	1,103.00
Total Reference Material			1,103.00
Teen Material			
07/08/2020	Baker & Taylor, Inc	Invoice #2035296920. Non-Fiction materials.	100.22
07/24/2020	Baker & Taylor, Inc	Invoice #2035342520. Teen materials - No processing account.	10.35
07/24/2020	Baker & Taylor, Inc	Invoice #2035319664. Fiction materials.	100.63
Total Teen Material			211.20
Total 4 Books & Materials			64,195.71
Total Expense			490,961.13

08/05/20
Cash Basis

Lewis & Clark Library
Construction General Ledger
July 2019 through July 2020

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
3 Capital Outlay			
Facilities Projects			
07/08/2020	360 Office Solutions	Furniture for Helena remodel project - 50% downpayment.	5,542.36
06/12/2020	AAA Storage	Invoice #2655. Helena remodel storage rental - 07/20-09/20.	705.00
02/06/2020	Chase Card Services	AAA Storage. 15 x 40 storage unit for Helena remodel. 01/08-06/30/2020.	1,353.19
05/13/2020	Chase Card Services	Amazon. Construction - networking cable.	531.64
05/13/2020	Chase Card Services	Amazon. Construction - cable jacket stripper.	20.32
05/13/2020	Chase Card Services	Amazon. Construction - mini wire stripper.	6.99
05/28/2020	Chase Card Services	Amazon. Remodel - networking - ethernet cable.	63.98
05/28/2020	Chase Card Services	Amazon. Remodel - networking - Quickport wallplates.	27.80
06/12/2020	Contract Design Associates	Invoice #46843. Helena Redesign - 50% deposit for library furniture.	58,359.00
12/26/2019	Dakota Supply Group	Invoice #F242332. Helena remodel - water heater replacement for public re...	1,051.19
02/06/2020	Department of Revenue*	Contractor's Gross Receipts #1 payment for Helena remodel.	4,662.98
02/20/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 01/2020.	2,916.80
03/05/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 03/2020.	3,595.95
04/05/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 04/2020.	7,257.48
05/04/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 05/2020.	7,401.16
06/12/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 05/2020.	5,487.30
07/08/2020	Department of Revenue*	Contractor's Gross Receipts payment for Helena remodel. 06/2020.	3,547.40
01/27/2020	Dick Anderson Construction	Invoice #9180-1. Remodel - Contractor's application for payment #1.	461,634.93
02/20/2020	Dick Anderson Construction	Invoice #9180-2. Remodel - Contractor's application for payment #2.	288,763.04
03/05/2020	Dick Anderson Construction	Invoice #9180-3. Contractor's application for payment #3.	355,999.45
04/05/2020	Dick Anderson Construction	Application #9180-4. Contractor's application for payment #4. 03/31/20.	718,490.15
05/04/2020	Dick Anderson Construction	Invoice #9180-5. Contractor's application for payment #5. 04/30/2020.	732,715.14
06/12/2020	Dick Anderson Construction	Invoice #9180-6. Contractor's application for payment #6. 05/31/20.	543,243.09
07/08/2020	Dick Anderson Construction	Invoice #9180-6. Contractor's application for payment. 06/30/20.	351,193.07
07/24/2020	Dundas Office Interiors, ...	Invoice #4702. 50% deposit - helena remodel - upstairs staff furniture.	23,982.22
07/08/2020	Home Depot Credit Servic...	Invoice #5024680. Helena remodel wiring project supplies.	16.42
11/27/2019	Mesa Moving and Storage	LCL Re-design - Phase 1 - move children's area shelving to LMR.	395.85
12/13/2019	Mesa Moving and Storage	Invoice #52515. LCL Redesign - Phase 1 - move shelving. 11/26/19.	292.50
02/06/2020	Mesa Moving and Storage	Invoice #55943. LCL Redesign - Phase 1 - move furniture to storage unit.	633.00
04/05/2020	Mesa Moving and Storage	Invoice #58958. LCL Redesign - Phase 2/3 - move furniture to storage unit.	420.00
04/05/2020	Mesa Moving and Storage	Invoice #59158. LCL Redesign - Phase 2/3 - move furniture to Capitol Branch.	150.00
05/28/2020	Mesa Moving and Storage	Invoice #60488. LCL Redesign - move staff office furniture at main branch. ...	437.72
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
07/11/2019	Mosaic Architecture, P.C.	Invoice #3. Library Re-design contract amount billed. 06/01-06/30/19.	13,886.14
10/03/2019	Mosaic Architecture, P.C.	Invoice #6. Library Re-design contract amount billed. 08/01-09/30/19.	142,756.74
11/27/2019	Mosaic Architecture, P.C.	Invoice #7. Library Re-design contract amount billed. 10/01-10/31/19.	29,365.27
01/09/2020	Mosaic Architecture, P.C.	Invoice #8. Library Re-design contract amount billed. 11/01-12/31/19.	109,786.00
02/06/2020	Mosaic Architecture, P.C.	Invoice #9. Library Re-design contract amount billed. 01/01-01/31/20.	33,070.55
04/05/2020	Mosaic Architecture, P.C.	Invoice #11. Library Redesign contract amount billed - 2 months. 02/01-03/...	34,331.55
05/14/2020	Mosaic Architecture, P.C.	Invoice #12. Library Redesign contract amount billed. 04/01-04/30/20.	8,943.07
06/12/2020	Mosaic Architecture, P.C.	Invoice #13. Library Redesign contract amount billed. 05/01-05/31/20.	8,943.07
07/08/2020	Mosaic Architecture, P.C.	Invoice #14. Library Redesign contract amount billed. 06/01-06/30/20.	6,943.07
12/26/2019	NICO Electronic Systems	Invoice #11178. Helena remodel - relocate card reader/keypad to different ...	728.00
02/20/2020	Nitro Green	Invoice #531702. Library Remodel - West Side Lilacs prep for site work.	160.00
05/28/2020	Nitro Green	Invoice #542066. Helena Remodel - tree removal service. 05/21/20.	1,000.00
04/15/2020	Overton & Associates, LLC	Invoice #20-110. Jay Bowerson - travel expenses for consulting - Capitol bra...	2,000.00

Date	Name	Memo	Paid Amount
04/05/2020	Professional Library Lift ...	Library Redesign - 50% deposit for stack-moving equipment for Capitol Bran...	13,836.73
05/28/2020	Professional Library Lift ...	Invoice #7821. Library Redesign - stack-moving equipment for Capitol Branc...	13,836.73
Total Facilities Projects			4004084.04
Total 3 Capital Outlay			\$4,004,084.04



**LEWIS & CLARK
LIBRARY**

Personnel Report

June 2020

Hires

None.

Resignations

None.



**LEWIS & CLARK
LIBRARY**

Personnel Report

July 2020

Hires

Akaiah Valler, Lincoln Substitute.
Effective July 1, 2020 \$9.50

Resignations

Joseph Spencer, Shelver.
Effective July 11, 2020

Teresa Hastings, Technical Services Clerk.
Effective July 24, 2020

Lilana Rumberger-Leffel, Shelver.
Effective July 31, 2020

Pay Period Ending	Emergency Leave Hours Taken	Percentage of Normal Hours	Emergency Pay (does not include benefits)
4/18/20	2019.25	79.31%	\$ 45,662.98
5/2/20	2015	79.14%	\$ 45,567.03
5/16/20	941.5	37.24%	\$ 19,287.83
5/30/20	519.5	20.42%	\$ 10,184.61
6/13/20	409	16.08%	\$ 7,864.66
6/27/20	350.25	14.21%	\$ 6,643.70
7/11/20	237.75	9.65%	\$ 4,839.20
7/25/20	194	7.70%	\$ 4,035.09
8/8/20	157	6.38%	\$ 3,665.39

NOTE: If exempt staff did not report their E.L. hours, they are not reflected here.

Lewis & Clark Library Health Emergency Response Plan

POLICY – It is the policy of the Lewis & Clark Library Board of Trustees to establish the protocol that the Library will use in the event of a pandemic, epidemic or other **declared** public health emergency in Lewis & Clark County. If there is a serious infectious disease outbreak, the Library has planned for the safety of staff and visitors, and for staff being unable to report to work. In addition, it is recognized that during a **declared** public health emergency, businesses, social organizations, schools **and libraries** may be required to take unique measures to help slow the spread of the illness including:

- Temporarily closing down access to the **public** buildings by order of the Governor of the State of Montana, **Library Board of Trustees**, or local public health officials;
- Limiting or canceling social and public gatherings; and/or
- Requiring quarantines and/or other social distancing measures.

Recovery from a disease outbreak may be slow, as compared to a natural disaster or some other physical crisis. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a **declared** public health emergency. This policy and the following procedures will ensure a steady presence for Lewis & Clark Library in the event of a future pandemic.

First Reading by Board of Trustees June 16, 2020
Second Reading by Board of Trustees August 18, 2020

PROCEDURES

I. Definitions

“Public Health Emergency Response Plan” A public health emergency plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a prolonged utility outage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

“Public Health Emergency” (the condition that requires the governor to declare a state of public health emergency) is defined as "an occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or (a) novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of

human facilities or incidents or permanent or long-term disability (WHO/DCD, 2001). The declaration of a state of public health emergency permits the governor to suspend state regulations, change the functions of state agencies.

“Pandemic” A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity. If a pandemic were to occur today, the virus can be expected to spread rapidly due to the interconnected nature of the world and the high level of global travel. During a pandemic, it is determined that up to 35% of employees may be absent at one time due to their own illness. Additional numbers may be absent for other reasons. (Sources: World Health Organization: <https://www.who.int> and Centers for Disease Control and Prevention <https://www.cdc.gov>)

II. Library Operations

- Continuity of Services: The Library seeks a balanced, responsible approach to operations informed by the best and latest science and public health guidance available. There are obvious risks in failing to prepare for and respond adequately to the threat presented by a ~~community~~ public health emergency. The Library will consider costs and benefits to residents and staff of all proposed changes to procedure. The Library will maintain services to the extent possible while simultaneously working to provide safe facilities and cooperating with public health authorities.
- Temporary Library Closure: At the discretion of the Library Director – in coordination with the Library Board of Trustees - the Lewis & Clark Library may close, reduce its operating hours, or limit services temporarily in the event of:
 - A mandate, order, or recommendation for closure issued by public health or government officials on the local, county, or state level due to pandemic, epidemic, public health and/or infection concern;
 - Insufficient staff to maintain basic library service levels;
 - Public visitation too low to warrant keeping the Library open; or
 - Any other condition exists which prevents the Library from operating safely and effectively.
- Temporary Reduction or Suspension of Services: In the event that public health authorities and government officials advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces, the Library Director – in coordination with the Library Board of Trustees - may:
 - Discontinue in-person library programs;
 - Discontinue use of library meeting rooms by the public;
 - Limit the number of patrons that can be in Library buildings at any one time; and/or

- Limit or discontinue access to public computers, children's and teen areas.
- Public Health Measures: The Library is committed to providing safe and sanitary facilities for the public and for library staff. Based on recommendations from the Lewis & Clark County Public Health Department, the CDC, and other public health authorities, as well as directives from the Governor of the State of Montana, the Library may decide to:
 - Increase the frequency of cleaning and sanitizing in its facilities, especially areas and surfaces that experience the highest use, with the understanding that no amount of reasonable effort can ever guarantee that public places are free of infectious agents;
 - Quarantine all returned materials for the length of time determined to be safe by science and public health officials.
 - Post signs in restrooms and throughout the building encouraging hand washing and routine practices that help minimize the spread of germs from person to person;
 - Provide staff and public with convenient access to face coverings, hand sanitizer, hand washing facilities, disinfecting wipes, and facial tissues as available;
 - Institute social distancing measures, such as arranging furniture so that there is appropriate social distancing between people; installing shields that protect staff and patrons;
 - Require staff and patrons to wear masks when social distancing is not enough to protect them from the risk of infection;
 - Provide staff with vinyl gloves, and training in their use when handling materials;
 - Require staff and patrons who are sick to leave the library;
 - Eliminate all non-essential business travel;
 - Institute quarantine procedures for staff returning from out-of-state travel or travel to highly infected areas within the state.
 - Emphasize good hygiene habits and personal responsibility in preventing the spread of disease.
- Personal Health Measures: The Library encourages staff and patrons to follow the CDC guidelines which aim to slow the spread of germs in these ways:
 - Stay home if sick;
 - Wear a mask covering nose and mouth in public and where CDC guidelines for social distancing cannot be met;
 - Use responsible social distancing practices;
 - Eliminate all non-essential travel;
 - Wash hands frequently throughout the day for 20 seconds with soap and water;
 - Keep children home from school or daycare, and away from the library, if they are sick;
 - Cover all coughs and sneezes;

- Throw used tissues away immediately and then wash hands;
- Use an alcohol hand sanitizer if soap and water is not immediately available; and
- Be prepared to care for self and family members at home if sick.

III. Minimizing Negative Impacts on Operations and Services

The Library provides crucial resources and services to residents. The Library will strive to minimize negative impacts on access to resources and services resulting from procedures adopted in response to **declared** public health emergency.

- **Online Access to Information:** The Library will work to preserve access to its online resources both in the library and remotely. Residents with home Internet access can use the Library's online resources remotely, even when the Library and its Branches are closed. The Library will strive to maintain access to its Internet site, subscription databases, digital content, and online catalog in the event that the Library is closed temporarily.
- **Suspension of Due Dates:** In the event of a temporary closure, the Library will extend or suspend all due dates. The Library will use its Internet site, social media, library e-mail distribution lists, and work with local media to publicize any such suspension. In such an event, the Library will encourage the public to keep checked out items in their homes until further notice.
- **Access to Computers in the Library:** The Library recognizes that some residents lack home computers or online access and rely on the public library to provide Internet access. The Library will strive to maintain public Internet access insofar as it is possible to do so safely. In coordination with health authorities, the Library will consider alternatives to complete suspension of public computing, depending on emerging conditions. Measures might include limiting number of patrons using computers at any one time, laptop check-outs, social distancing measures to increase space or social barriers between simultaneous computer users, and personal protective measures including masks and gloves.

IV. Staffing

Temporary Library Closure: If the Library is closed due to a **declared** public health emergency, staff will be sent home until further communication from the Director. The Library Leadership Team will meet to determine essential services, personnel and communication strategies, and to determine temporary emergency pay. Services that continue whether or not the library buildings are open to the public include:

- Leadership decisions in coordination with the Board of Trustees
- Regularly scheduled Board meetings
- Essential business services, including ongoing vendor payments
- Essential technology services
- Essential payroll and banking services
- Online programming and resources

Reduction of Services: If a reduction in staffing, open hours, or services is required, employees should consult with the Director or designated supervisor to determine staffing area assignments and which individual tasks should take priority. Supervisors will work with the Leadership Team to determine duty priorities and reduced schedules.

Please refer to the Library Personnel Handbook for policies related to Reduction in Force of library employees.

V. Communication

In the event of closure necessitated by a **declared** public health emergency, effective communication about any reduction in services or open hours is of the utmost importance. The Director will coordinate with the Public Information Officer to get information out in all the media outlets the Library has access to, including social media platforms, radio, newspaper, and the Library newsletter. The Library website will be immediately updated with the relevant information and updates will be posted on a regular basis during the event. All Library Branches will be notified and signs will be posted on Library buildings notifying patrons of the closure or reduction in services.

VI. Employee Attendance and Non-Essential Activities

General work rules and attendance policies are outlined in the Lewis & Clark Library Employee Handbook. The items below are additions to and variations of those policies that may be exercised during a **declared** public health emergency period.

- If the Library is open, healthy employees are expected to report to work on time as scheduled, in accordance with the Library Employee Handbook's general policies for staff absences, with the understanding that they may be temporarily reassigned or have hours reduced during the emergency period.
- Some employees may have duties which can be completed through teleworking. During the emergency period, this option may be exercised in coordination with the Systems Department and with supervisory approval.

- Employees who come to work sick, or who become sick while at work will be sent home immediately.
- Large work events, such as staff development days, will be cancelled or postponed during the emergency period.
- Non-essential work-related travel will be cancelled or postponed during the emergency period.
- Library staff who travel out of state or in-state to a higher exposure location using public transportation (bus, airplane, train) will quarantine for 14 days after their return using CDC guidelines OR report negative results from a FDA Emergency Use Authorized COVID 19 molecular assay for detection of SARS-CoV-2 RNA.
- Library staff at higher risk of severe illness from the health emergency will work with their supervisor and human resources to set up conditions that will lead to a safe and successful re-entry to the workplace. Currently, people considered at high-risk due to the COVID-19 virus are:
 - People 65 years and older
 - People living in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if it is not well controlled, including people with:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Immunocompromised conditions such as cancer treatment, smoking, bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - Body Mass Index of 40 or higher
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease

VII. Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall transfer to the Leadership Team members (Administrative Manager, Public Services Manager, Collections Manager, and Systems Manager).

Lewis Clark Library
 FY2021 Final Budget

FY 2021 Budget Approved Board of Trustees August 18, 2020		FY2021 FINAL BUDGET	FY2020 Budget	FY2020 Actual	% Difference Budget to Budget
REVENUE					
Income					
1	Local Government Income				% Difference
	Continuing Mill Levy	2,223,377	2,154,627	2,117,719	3.2%
	County Contribution	1,064,396	1,028,376	1,043,056	3.5%
	Entitlement Funds	430,000	412,358	427,835	4.3%
	1 Local Government Income - Other				
	Total 1 Local Government Income	3,717,773	3,595,361	3,588,610	3.4%
2	State Income				
	BVF Coal Severance Tax	0	5,768	6,800	-100.0%
	BVF Grant	2,045	1,480	2,045	38.2%
	State Aid Percapita/Geographic	23,375	23,000	23,375	1.6%
	2 State Income - Other				
	Total 2 State Income	25,420	30,248	32,220	-16.0%
3	Library Generated Income				
	Books Lost	5,500	5,000	5,717	10.0%
	Cards - Out of County	5,000	5,000	4,191	0.0%
	Cash Over (Short)	25	25	0	0.0%
	Damage Charges	400	350	392	14.3%
	Donations	1,000	1,000	1,765	0.0%
	Fines/Late Charges	0	0	158	
	Interest Income	25,000	85,000	90,495	-70.6%
	Items Resold	1,000	1,000	757	0.0%
	Miscellaneous Income	1,000	1,200	2,836	-16.7%
	Photocopy Income	12,000	12,000	10,979	0.0%
	Rental Income	2,000	1,920	2,880	4.2%
	Telephone Reimb.	250	250	403	0.0%
	3 Library Generated Income - Other	-	-	-	
	Total 3 Library Generated Income	53,175	112,745	120,573	-52.8%
5	Foundation Income				
	Foundation - Contributions	75,000	75,000	72,263	0.0%
	Foundation - Materials	65,000	65,000	64,998	0.0%
	5 Foundation Income - Other				
	Total 5 Foundation Income	140,000	140,000	137,261	0.0%
6	Grants & Bequests - Income				
	Big Read Grant	20,000	20,000	20,000	0.0%
	Children's Services Grant Income	2,500	2,500	4,500	0.0%
	Teen Services Grant Income	2,000	2,000	0	0.0%
	6 Grants & Bequests - Income - Other	15,000	1,500	1,100	900.0%
	Total 6 Grants & Bequests - Income	39,500	26,000	25,600	51.9%
	Total Income	\$3,975,868	\$3,904,354	\$3,904,264	1.8%
EXPENDITURES					
1	Payroll Expenses				
A	Wages & Salaries				
	Administration	592,840	561,071	553,084	5.7%
	Anticipated Retirements	38,000	37,600	15,925	1.1%
	Branch Services	288,556	282,202	260,815	2.3%
	Collection Services	235,571	261,488	208,731	-9.9%
	Programming Services	209,590	224,563	167,427	-6.7%
	Public Services	521,570	497,335	497,216	4.9%
	A Wages & Salaries - Other				
	Total A Wages & Salaries	\$1,886,127	\$1,864,259	\$1,703,198	1.2%

Lewis Clark Library
FY2021 Final Budget

FY 2021 Budget Approved Board of Trustees August 18, 2020		FY2021 FINAL BUDGET	FY2020 Budget	FY2020 Actual	% Difference Budget to Budget
Benefits					
	ACC - Accident	400	500	164	-20.0%
	AFLAC	550	1,000	0	-45.0%
	Dental Insurance	18,000	15,000	15,929	20.0%
	Direct Deposit Fees	3,120	3,120	2,318	0.0%
	E A P	360	360	202	0.0%
	FICA/Medicare	144,289	144,069	125,926	0.2%
	Health Insurance	300,000	285,800	257,996	5.0%
	Health Savings Accounts	16,500	17,500	12,809	-5.7%
	Life Insurance	500	400	366	25.0%
	Long Term Disability Insurance	200	200	148	0.0%
	PERS Expense	165,413	163,278	144,207	1.3%
	Unemployment Ins.	6,000	6,000	2,574	0.0%
	Vision Insurance	3,780	3,780	2,769	0.0%
	Workers' Compensation	37,000	22,000	20,243	68.2%
	Benefits - Other				
	Total Benefits	\$696,112	\$663,007	\$585,651	5.0%
	Total 1 Payroll Expenses	\$2,582,239	\$2,527,266	\$2,288,849	2.2%
2 Maintenance & Operations					
Automobile Expense					
	Gas	6,000	7,000	4,059	-14.3%
	Maint. & Repairs	8,000	9,000	5,971	-11.1%
	Automobile Expense - Other				
	Total Automobile Expense	14,000	16,000	10,030	-12.5%
	Bank Service Charges	2,000	2,500	1,055	-20.0%
	BVF Retreat/Spring Meeting	0	5,768	5,768	-100.0%
	City Assessments	7,500	6,000	6,857	25.0%
Continuing Education					
	Lodging	8,500	8,500	12,909	0.0%
	Meals	6,500	6,500	3,426	0.0%
	Registration	9,000	9,000	6,444	0.0%
	Transportation/Travel	6,000	6,000	5,540	0.0%
	Continuing Education - Other				
	Total Continuing Education	30,000	30,000	28,319	0.0%
Contracted Services					
	Adult Services Programming	31,500	31,500	24,194	0.0%
	Advertising & Publicity	45,804	45,804	43,819	0.0%
	Augusta Programming	1,500	1,500	1,070	0.0%
	Bookmobile Programming	3,000	3,000	3,026	0.0%
	Collection Fee	1,800	2,500	394	-28.0%
	Director Outreach	3,000	2,000	616	50.0%
	East Helena Programming	1,500	1,500	1,186	0.0%
	Lincoln Programming	1,500	1,500	1,940	0.0%
	Promotional Materials	10,000	15,600	6,348	-35.9%
	Teen Services Programming	14,000	14,000	13,561	0.0%
	Youth Services Programming	14,000	14,000	10,495	0.0%
	Contracted Services - Other	40,000	40,000	21,850	0.0%
	Total Contracted Services	167,604	172,904	128,499	-3.1%
	Dues and Memberships	3,500	4,500	3,003	-22.2%
	Freight	500	500	0	0.0%
	Insurance	50,000	45,000	38,926	11.1%
	INTERCAP LOAN PAYMENT	186,600	0	0	186,600

Lewis Clark Library
FY2021 Final Budget

FY 2021 Budget Approved Board of Trustees August 18, 2020				FY2021 FINAL BUDGET	FY2020 Budget	FY2020 Actual	% Difference Budget to Budget
			Interlibrary Loan Fees	500	650	122	-23.1%
			Legal Notices & Recruitments	1,500	4,000	399	130.8%
			Mileage Reimbursements	4,000	4,000	2,191	0.0%
			Miscellaneous	500	1,000	0	-87.5%
			Photocopy	6,500	7,000	5,109	550.0%
			Postage and Delivery	22,000	20,000	23,264	214.3%
			Printing	5,500	5,000	4,916	-72.5%
			Professional Fees				
			Accounting	11,000	11,000	9,156	0.0%
			Consulting	10,000	25,000	3,958	-60.0%
			Professional Fees - Other				
			Total Professional Fees	21,000	36,000	13,114	-41.7%
			Refunds	1,000	1,500	308	-33.3%
			Rents and Leases	40,000	45,000	45,483	-11.1%
			Repairs & Maintenance				
			Building Repair & Maintenance	78,500	78,500	60,362	0.0%
			Furniture Repair & Acquisition	20,000	30,000	17,759	-33.3%
			Systems Upgrade, Maintenance & Repair	130,350	170,700	158,154	-23.6%
			Repairs & Maintenance - Other				
			Total Repairs & Maintenance	228,850	279,200	236,275	-18.0%
			Supplies				
			Computer	7,500	16,000	6,558	-53.1%
			Janitorial	10,000	10,000	4,145	0.0%
			Office	17,000	17,000	16,793	0.0%
			Supplies - Other	6,000	6,500	2,883	-7.7%
			Total Supplies	40,500	49,500	30,379	-18.2%
			Telephone				
			Local Service	12,500	12,500	10,970	0.0%
			Long Distance	1,500	2,500	1,217	-40.0%
			Network/Data Lines	27,000	27,000	20,480	0.0%
			Telephone - Other				
			Total Telephone	41,000	42,000	32,667	-2.4%
			Utilities				
			Gas and Electric	60,000	60,000	55,157	0.0%
			Water/Sewer/Sanitation	13,000	13,000	9,971	0.0%
			Utilities - Other				
			Total Utilities	73,000	73,000	65,128	0.0%
			2 Maintenance & Operations - Other				
			Total 2 Maintenance & Operations	\$947,554	\$851,022	\$681,812	11.3%

Lewis Clark Library
 FY2021 Final Budget

FY 2021 Budget Approved Board of Trustees August 18, 2020		FY2021 FINAL BUDGET	FY2020 Budget	FY2020 Actual	% Difference Budget to Budget
3 Capital Outlay					
	Equipment Purchases	5,000	8,000	7,549	-37.5%
	Facilities Project	7,000	37,500	3,612,860	-81.3%
	Transfer to Depreciation Reserve Fund	25,000	65,000	0	-61.5%
3 Capital Outlay - Other					
Total 3 Capital Outlay		\$37,000	\$110,500	\$3,620,409	-66.5%
4 Books & Materials					
	Adult material	3,000	3,000	412	0.0%
	AV - Adult	20,000	35,000	29,887	-42.9%
	AV - Juvenile	6,000	6,000	2,695	0.0%
	AV Teen	6,000	9,000	4,788	-33.3%
	Bibliographic Services	6,600	6,600	6,548	0.0%
	Databases	24,000	24,000	21,074	0.0%
	Downloadable Media	85,400	84,400	78,833	1.2%
	FDN Purchase of Books	65,000	65,000	64,998	0.0%
	Juvenile Material	22,000	26,000	21,161	-15.4%
	Leased Material	25,000	25,000	31,652	0.0%
	Library of Things	1,000	2,000	527	-50.0%
	Periodicals	12,750	12,000	13,018	6.3%
	Preservation & Processing	13,000	13,000	14,274	0.0%
	Reference Material	11,000	8,000	8,122	37.5%
	Teen Material	11,000	11,000	4,491	0.0%
4 Books & Materials - Other					
Total 4 Books & Materials		\$311,750	\$330,000	\$302,480	-5.5%
Grants and Bequests Expenditure					
	Big Read Expenditures	20,000	20,000	20,001	0.0%
	Children's Services Grant Expense	2,500	2,000	4,372	25.0%
	Foundation Contribution Expense	57,000	57,000	60,709	
	Teen Services Grant Expenditure	2,000	2,000	0	0.0%
Grants and Bequests Expenditure - Other		15,000	3,200	600	368.8%
Total Grants and Bequests Expenditure		\$96,500	\$84,200	\$85,682	14.6%
Total Expenditures		\$3,975,043	\$3,902,988	\$6,979,232	1.8%
Revenues Over/Under Expenditures		825	1,366	-3,074,968	
Depreciation Reserve Fund					
	Balance Forward	2,509,465	3,622,325	3,622,325	
	Approved Fund Transfer	500,000	500,000	500,000	
	Main Branch Redesign	-1,250,000	-1,500,000	-1,612,860	
Total Depreciation Reserve Fund		\$1,759,465	\$2,622,325	\$2,509,465	

Branch Highlights for June/July 2020

Augusta Branch Highlights

During the shutdown in March, April, and May I was working some hours via GoToMeeting and Zoom with the programming librarians and the other branch librarians to navigate the situation and come up with programming, summer reading and opening protocols for when the shutdown was over. Kate created "Library Packs" for curbside pickup for patrons and I gave out quite a few of those when we started curbside services.

My Uncle passed away on May 29th and I had to go to Florida for over a month! I appreciate so much how supportive everyone at L&CL was for me during that time. Upon my return, I quarantined for 2 weeks and got a covid test. I just got the results back. It took 18 days-negative. Leslie Goss did a great job while I was gone. I think she gave out about 50 Summer Reading booklets and Take & Make crafts in June.

After the 2-week self-quarantine and negative test result, I opened the branch on July 26th. Traffic has been slow but it's only the first week back open. The children's area is closed for now and we have one computer in use to maintain social distance. Hand sanitizer and masks great patrons in the front hallway. I am surrounded my fabulous sneeze guards and I feel very protected. Returned items are quarantined for 3 days in a trash bag.

I have been trying to get the word out about the online programs; Beanstack summer reading challenge, the Teen Listen Along, Library Packs, and Take & Make crafts (which my fabulous co-workers have so diligently been putting together!). People are mostly picking up holds, placing holds etc. I have been ordering and receiving some ILLs.

The ladies are still meeting on the patio on Tuesdays for a socially distanced Brown Bag Lunch. I am getting the Book Group going again for the month of August. We will be reading the new Isabel Allende. This has been funded by a Big Sky Reads grant; part of Humanities MT. The group is excited for the book and the prospect of doing something "normal". I hope to have a socially distanced book discussion on the patio at the end of the month.

I received a \$15,000 grant from 3 Rivers Communications, a Oscar Kenck Augusta Community grant for \$1000.00, another \$1500.00 from 3Rivers, plus the \$500 from Big Sky Reads for the book club.

East Helena Branch Highlights

JUNE

June began with a large amount of the summer reading booklets going out when Mary Lee attended an outreach event at Radley Elementary: she handed out 54 booklets to the children who were there for lunch. In total, 105 summer reading booklets went out to the East Helena community for this month.

In addition to summer reading booklets, Mary Lee and Andrea also added some outdoor themed coloring books, stickers, and other information to bags left over from a Bookmobile visit to Radley last fall. Fifteen were handed out to patrons in grades K-5th and ten bags with outdoor themed graphic novels were handed out to patrons in grades 6-12.

The Take & Makes that Bretagne has provided the branches are going out the door, as well. East Helena Branch sent home at least fourteen bags with young patrons. For EHB adult patrons, Mary Lee and Andrea filled four Library Pack requests and had five grab bag giveaway books taken.

The final outreach for the month was the East Helena Community Mural Project. Andrea and Mary Lee set up a table and handed out all of the above mentioned activities. Because of Heather's hard work, pizza gardens and catapults went out with the goodie bags, too. About 30 people saw the library table, took hand-outs, and visited with Andrea and Mary Lee at an acceptable social distance.



As of June 22nd, the library's doors have been open for browsing hours and computer use. Overall it has gone well with most patrons excited that we offer limited services.

Interlibrary loans are still going strong with seventeen requests for June. We processed five library cards for the month. Mary Lee and Andrea are finding routine in the cleaning and unique hours now that it has been a few weeks.

JULY

With the library opening to the public for four hours of browsing per day and two hours of computer use per day, East Helena Branch Library is getting a daily increase in patrons. Our evening computer use times seem to be more popular, often filling up the six reservation slots available. A few of the patrons are job hunting so it is wonderful to know that the library is available for that use.

We do have three ongoing programs through the summer months: The Take and Make activities for children and teens, the Library Packs, and the Summer Reading Booklet. The Take and Make activities are quite popular and we handed out several throughout the month. Most of our patrons already have the Summer Reading Booklet; however, we continue to post the weekly activities on our Facebook and Instagram pages.

For our adults, the Library Pack request forms continue to be filled out a few times throughout the month. It is fun to choose materials for patrons and to hear their delight when the materials are just what they were hoping to receive! A few patrons continue to request curbside service,

and patrons who require the fax and copier are excited that we have those tools available to them.

Even though it was time for the quarterly Friends of the East Helena Branch Library meeting, after discussion with the executive board, it was decided to postpone a meeting until October. Hopefully, we will be able to meet in person at that time: the library participates in several community events in the fall and winter months. Andrea will send by mail to the Friends copies of this document, the Treasurer's report, and a letter.

Looking forward to August, the library is having a LEGO building contest and handing out a Ziploc full of LEGO bricks to any patron who wants to participate. The contest is for children and adults. Hopefully, we will have several patrons take part in the fun and friendly competition! School is also beginning at the end of August and we all anxiously await how that will look for the community of East Helena.

Lincoln Branch Highlights

JUNE

- The Lincoln Branch reopened! With limited services and hours, we've begun serving patrons in the building. We've received positive feedback both in the library and out in the community about the Library reopening.
- We finalized the hiring of our second sub and began training for both subs. We'd like to extend a huge thank you to Lisa and Clare for coming up to Lincoln to train staff!
- Summer Reading launched! We worked with our local school district to email student's families about our digital program and the Summer Reading book kits. We were able to make the kits available at the school's outdoor movie night.
- We purchased four new robots that can be used to help teach kids about computer programming and to explore technology. The majority of this funding came from donations through a local church that has used the Community Room as well as with some programming funding and funding from the Foundation. We purchased one Dash and Dot kit (two robots) as well as two Ozobot Evos. Our hope is that these robots will be available to library staff for programs at all locations.
- We hosted our first socially distanced outdoor adult program with our Open Book Club. We had 8 attendees and a great book discussion about *Flight Girls* and *The Aviator's Wife*. The Open Book Club plans to meet again outdoors on July 9 to discuss *We Need to Talk About Kevin*.
- Systems helped us set up a digital display behind our circ desk with digital slides to help make patrons aware of our services.
- We put up a new storywalk (*Over in the Meadow* by Ezra Jack Keats) at Sculpture in the Wild that Heather built. It seems to be have been well-received.

JULY

- Staff worked with Bobbie and Dave to rearrange the service desk and technology to make an ADA accessible check-out space and implement safer COVID-19 circulation processes.
- Staff worked with James to continue to fill the Lincoln collection.
- Staff attended the Chamber of Commerce meeting, the Upper Blackfoot Valley Community Council meeting, and the School Board meeting for outreach events.