

JOURNAL OF COMMISSION WORK SESSION February 18, 2025

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Reeves presiding

CALL TO ORDER: 5:30 PM

CITY COMMISSION MEMBERS PRESENT: Cory Reeves, Susan Wolff, Rick Tryon, Joe McKenney, and Shannon Wilson.

STAFF PRESENT: City Manager Greg Doyon; City Attorney David Dennis; Finance Director Melissa Kinzler; Library Director Susie McIntyre; Police Chief Jeff Newton; Assistant Fire Chief Jeremy Virts; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

None.

1. GREAT FALLS PUBLIC LIBRARY FY2024 ANNUAL REPORT

Great Falls Public Library (GFPL) Director Susie McIntyre and Board Trustee Jessica Crist reviewed and discussed the following PowerPoint slides:

FY2024 Report to the City Commission
City of Great Falls

Report Highlights: Keeping Library Levy Promises

- Improved Safety = Reduced Calls to 911 Dispatch
- Expanded Bookmobile Service to 6 Days a Week
- Expanded Hours Open 7 Days a Week (from 52 to 63 hours/week)
- Free Parking
- Restarted Homebound Program
- Expanded Programming for Youth and Adults
- Expanded Digital Resources (more eBooks/eAudiobooks, Mango Languages, LinkedIn Learning & Chilton Autopair)

Statistical Highlights

What a Difference a Year Makes!

- 273,358 CHECKOUTS
- 17,988 LIBRARY CARD HOLDERS
- 21,601 COMPUTER SESSIONS
- 5,736 MANGO LANGUAGES SESSIONS
- 72K LINKEDIN LEARNING SESSIONS
- 485 CHILTON AUTOPAIR SESSIONS
- 19,171 ENEWSLETTERS
- 63 MOBILE OVER THE WIRE
- 8,553 MANGO LANGUAGE HEARING SESSIONS
- 168 ADULT / YOUTH PROGRAMS
- 7,407 ADULT / YOUTH PARTICIPANTS
- 193 COMMUNITY MEETINGS
- 4,146 COMMUNITY MEETING PARTICIPANTS
- 379 HOMEBOUND PARTICIPANTS
- 224 PARTICIPANTS IN THE ADULT MEMBER READING PROGRAM
- 145 MEMBERSHIP PARTNERS
- 4,723 DAILY PARTON'S IMAGINATION LIBRARY CHECKOUTS
- 2187 CHILTON AUTOPAIR SESSIONS

Our FY2024 Budget

The Great Falls Public Library is grateful for the funds we receive through the levy, donations, grants, and sponsorships. We know how valuable these resources are and work hard to use every dollar to serve our community. We don't take anything for granted; money is how our mission and expenses are for FY2024.

Total Revenue: \$3,233,805

- Levy: \$2,810,124
- State Government: \$244,000
- County Government: \$191,700
- Other Income: \$148,000
- Grants: \$52,281
- Reserve: \$1,000

Total Expenses: \$3,233,805

- Personnel: \$2,121,825
- Materials: \$1,232,750
- Facilities: \$220,000
- Information: \$100,000
- Professional: \$100,000
- Travel: \$100,000
- Other: \$100,000

Have questions about the budget? Librarians have the answers.

Q: WHEN ARE THESE TWO REVENUE CHARTS AND TWO EXPENSE CHARTS?
Great question, we have two separate but equally important answers. The first is our operating budget that we create. The funding comes from levy, fees, and other sources. These funds are used to pay for the building, staff, and other general operating costs from donations, grants, and the generosity of the Great Falls Public Library Foundation (equipment, furniture, programming like Montana Shakespeare in the Park).



Q: ARE YOU AUDITED?
Yes, the City of Great Falls is audited on a yearly basis based on state and federal requirements, and the library fund and library foundation funds are part of the audit. The auditors are qualified and approved by the State of Montana. The City receives an unmodified "clean" report from the auditors each year.

Q: WHY IS THE RESERVE FOR CASH FLOW AND EMERGENCIES LINE ITEM HIGHER?
The beginning of the fiscal year brings several annual costs like insurance and software. As the year changes the library's cash flow, making it important for the library to have a small cash on-hand at the end of that year to cover expenses until funding for the next fiscal year is received. With the establishment of an information technology fund, we will be much lower next fiscal year. The library puts every dollar we receive to good use for the Great Falls community.

Q: WHEN CAN I GO TO LEARN MORE ABOUT THE LIBRARY BUDGET?
All librarians will be in a common room to meet more about a subject. More information can be found on the City website at greatfalls.net/citycommission. The library board also regularly meets on Thursday, and the information is on the library website at greatfallslibrary.org/library-board-of-trustees/.

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| <p style="text-align: center;">GFPL POLICY UPDATES: All Policies Reviewed in 2024</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Public Library Standards</p> <p>(11) The public library board shall adopt and regularly review policies that reflect the mission, objectives, and goals of the public library. The policies shall govern use of the public library, its materials, and services. No single policy may exist more than four years without review.</p> <p style="border: 1px solid black; padding: 2px; font-size: small;">Detailed document of all recent GFPL Policy changes included in Work Session materials.</p> </div> <div style="text-align: center;">  <p style="font-size: small;">MONTANA STATE LIBRARY A GREATER STATE OF KNOWLEDGE</p> </div> </div> | <p>Future Policy Changes:</p> <p>With the adoption of the new City/Library Management Agreement, the Library Board will be working with the Library Director and City Departments to update and/or adopt appropriate policies.</p> <ul style="list-style-type: none"> • Conform to the requirements of the Management Agreement and promote cooperation with the City of Great Falls. • Conform to the requirements the Montana Code Annotated, Local Ordinances and the Charter of the City of Great Falls. • Meet the Montana Municipal Interlocal Authority underwriting guidelines so that the Library can maintain liability insurance and continue efficient functioning as a governmental entity. • Respond to the needs of our community. • Follow Library best practices including the of Montana State Library Public Library Standards • Promote efficient and effective provision of Library service |
| <p style="text-align: center;">GFPL Goals for Upcoming Year</p> <ul style="list-style-type: none"> • Make Progress on GFPL Strategic Plan 2023-2026 <ul style="list-style-type: none"> • GOAL #1: CREATE A SAFE, ACCESSIBLE LIBRARY THAT WILL SERVE THE COMMUNITY FOR THE NEXT 50 YEARS • GOAL #2: DEVELOP ADEQUATE, SUSTAINABLE FUNDING FOR A THRIVING LIBRARY • GOAL #3: DEVELOP LIBRARY SERVICES AND STAFFING TO MEET THE NEEDS OF THE COMMUNITY <p style="border: 1px solid black; padding: 2px; font-size: small;">Full Strategic Plan included in Work Session materials.</p> • Meet Library Levy SMART Objectives <p style="border: 1px solid black; padding: 2px; font-size: small;">September 2024 SMART Objective Report included in Work Session materials.</p> | <h2 style="font-size: 2em; margin: 0;">QUESTIONS</h2> <div style="text-align: center; margin-top: 20px;">  <p style="font-size: small;">GREAT FALLS PUBLIC LIBRARY Connecting People & Knowledge</p> </div> |

Commissioner Wolff received clarification that Cascade County Commissioner Joe Briggs is the Ex-officio Member for the County. She expressed appreciation to Library Director McIntyre and Board Trustee Crist for the comprehensive report and services offered at the library.

Commissioner Tryon received clarification on the followings items:

- With regard to the “Statistical Highlights” slide, there were 273,358 checkouts for FY 2024 that included digital and physical items.
- With regard to the “Statistical Highlights” slide and the Library Levy SMART Objectives Report, the number of Library Card users was different because the Montana Shared Catalog conducts a yearly purge of inactive Library Card users. The Library did not realize that the recent purge had not happened correctly, In August, the Montana Shared Catalog removed inactive users whose cards expired within three years or more.
- With regard to the “Statistical Highlights” slide and the Library Levy SMART Objectives Report, 7,407 participants of the Adult/Family Programs included each item given away at the Fourth of July Parade.
- The difference between the 72,000 Wi-Fi sessions listed on the “Statistical Highlights” slide and average monthly unique users of Library Wi-Fi listed on the Library Levy SMART Objectives Report was unique users versus people logging on.

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- With regard to the “Statistical Highlights” slide, 10,559 visits to the library for July 2024 and 111,517 visits in FY24 included going into the library and utilizing the bookmobile and drive-thru.
- With regard to the “Future Policy Changes” slide, the slide deck was sent to all of the Library Board members and it was the consensus of the Library Board to keep the future policy changes.
- With regard to the “Future Policy Changes” slide, the Library Board needs some policies and procedures of City Departments for the new City/Library Management Agreement.

Commissioner Tryon encouraged Library Board Trustee Crist, as the spokesperson and representative for the Library Board, to have full participation from all of the Library Board with regard to future policy changes.

Mayor Reeves expressed appreciation to Library Director McIntyre and Board Trustee Crist for the informative report and resources offered at the Library.

Commissioner McKenney received clarification that prior to the Library levy, there were approximately 19 staff and around 17 Full-Time Employees (FTE’s) at the library. With the new City/Library Management Agreement, there would be approximately 31 staff and a little less than that FTE’s.

Commissioner Wilson commented that the GFPL has grown in vibrancy in the last couple of years and she appreciates the programs offered at the Library and being open on Sundays.

Commissioner Tryon commented that the \$300,000 loan from the Library Foundation was not in the library’s revenue for the FY24 budget and it should have been included.

Library Director McIntyre responded that the library chose not to put the \$300,000 in the revenue or expenditures because it was a wash, did not have an impact on the actual revenue or expenditures and would have confused people.

Commissioner Wolff commented that everything that comes in and goes out should be reflected.

Library Board Trustee Crist added that this is another example of living in a new reality and the new reality that the library was living in was that if this is coming from the mills from the levy instead of regularly from the City, then the library would have to have more on hand. It is an example of the library not having anticipated that.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that a street OCI assessment review will be a topic for the April 15, 2025 work session.

Mayor Reeves requested that the Commission’s salary be added to an upcoming work session or discussed tonight during Commission Initiatives. He commented that the last time the Commission had a pay adjustment was in 1988. He is not asking for a significant bump in pay, but he believes it is time the

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Commission address the stipend amount. Mayor Reeves further commented that the workflow in which ethics complaints are filed needs to be investigated.

Commissioner Wolff received clarification that a date to meet with Cascade County is being worked on with regard to the tax abatement request from Calumet Montana Refining to Cascade County. She requested that a General Obligation Bond for fire training be added to an upcoming work session and that the FY2026 Budget be moved up from the work session topic list.

With regard to the General Obligation Bond for fire training, City Manager Doyon responded in the interim he authorized Fire Chief Jeremy Jones to expend funds from another fund on a temporary, portable mobile device.

Commissioner Tryon commented that the Commission could get a consensus during Commission Initiatives tonight about whether to have City staff draft a new ordinance that would amend the previous one with regard to the workflow in which ethics complaints are filed.

City Manager Doyon responded that either it could be discussed at a work session or City staff could draft an ordinance for consideration.

Commissioner McKenney commented that he would prefer a work session because there is more give and take conversation than at a formal Commission meeting.

Commissioner Wilson commented that Cascade County is doing general topic resolutions for certain legislative bills and it might be something the City wants to consider.

City Manager Doyon responded that the resolution concept is good; however, the process of adopting a resolution takes time and having a lobbyist represent the City is effective.

Commissioner McKenney added that the City is doing the same thing but in a different way by having a lobbyist represent the City and it is more effective to go before the legislature in person.

City Manager Doyon further added that discussing legislative bills at Commission Meetings has an impact because the local media and residents hear about them.

City Manager Doyon commented that the Master Work Session Topic List could be reprioritized to include the workflow of ethics complaints and Commission's salary.

ADJOURN

There being no further discussion, Mayor Reeves adjourned the informal work session of February 18, 2025 at 6:40 p.m.