

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 27, 2024
Great Falls Public Library – Cordingley Room (Library Basement)
(Virtual access to meeting available upon request • 406-453-0349)
Notice: Meeting will be recorded via Zoom
4:30 P.M.

I. AGENDA APPROVAL

MOTION... THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE AGENDA APPROVAL ITEMS AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN JANUARY (Pages 1-12)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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V. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 13-20)

- A. YEAR-TO-DATE JANUARY REPORT
- B. LIBRARY VENDOR SUMMARY FOR JANUARY
- C. GFPL FOUNDATION VENDOR SUMMARY FOR JANUARY
- D. JANUARY DONATION REPORT

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE FINANCIAL REPORTS AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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VI. REPORTS (Pages 21-38)

- A. CITY OF GREAT FALLS FINANCE DIRECTOR REPORT
- B. MANAGEMENT TEAM REPORT
- C. DIRECTOR REPORT
- D. STATISTICAL REPORT
- E. PERSONNEL REPORT
- F. GFPL FOUNDATION REPORT
- G. CHAIR REPORT
- H. BOARD REPORTS

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – PLANNING & EVALUATION (Pages 39-42)
- B. PUBLIC LIBRARY STANDARDS: PUBLIC LIBRARY STATISTICS REVIEW (Pages 43-50)

VIII. NEW BUSINESS

A. LIBRARY BOARD JOB DESCRIPTION UPDATE (Pages 51-54)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE UPDATED LIBRARY BOARD OF TRUSTEES JOB DESCRIPTION AS PRESENTED.

SECOND

PUBLIC COMMENT

BOARD DISCUSSION

VOTE

B. REVIEW OF GFPL GOVERNING DOCUMENTS: MANAGEMENT AGREEMENT, MONTANA CODE ANNOTATED, CITY ORDINANCES (Pages 55-68)

C. LIBRARY BOARD PRESENTATION TO CITY COMMISSION: DISCUSSION (Pages 69-70)

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURMENT

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE MEETING.

SECOND

VOTE

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, January 23, 2023
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
4:30 p.m.

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Ms. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Shannon Wilson - City of Great Falls Commissioner (via zoom)

EX OFFICIO BOARD MEMBERS ABSENT: Ms. Rae Grulkowski - Cascade County Commissioner

STAFF PRESENT: Mr. John Collins, Mr. Aaron Kueffler, Ms. Susie McIntyre, Mr. Bob Miller, Ms. Sara Linder-Parkinson

GUESTS PRESENT:

(Illegible) Beckman – Resident of Great Falls, Deb Chibroski – Resident of Great Falls, Jeni Dodd – Resident of Great Falls, Keith Duncan – Resident of Cascade County, Ellen Hagen – Resident of Great Falls, Kathie Hansen – Resident of Cascade County, Richard Irving – Resident of Great Falls, Gerry Jennings – Resident of Great Falls, Brianne Laurin- GFPL Foundation Executive Director, Tracy M. – Resident of Great Falls, David M. Price – Resident of Great Falls, Sandy Rice – GFPL Foundation Liaison, William Ross – Resident of Great Falls, Jenn Rowell – The Electric (via zoom), Bill Tacke – Resident of Great Falls, Ellen Wayne – Resident of Cascade County, Jane Weber – Resident of Great Falls, Beth (Illegible) – Resident of Great Falls,

Ms. Olson called the meeting to order at 4:30 pm.

I. AGENDA APPROVAL

Ms. Olson asked if anyone had additional items to add or remove from the agenda approval.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the agenda items as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

II. STAFF INTRODUCTIONS

Mr. Bob Miller and Mr. John Collins introduced themselves and talked about their positions at the Library and how they came to be at the Library. After questions from the board, they left the meeting.

III. PUBLIC COMMENT

Ms. Tracy M., a resident of Great Falls, addressed the board. She reminded the board that they were appointed to represent the best interest for the citizens of Great Falls, both children and adults. She has fond memories of the library and wanted to share them with her children, but no longer wants to. She is disgusted with the library for books that were on display in the kid's area. She proceeded to read an excerpt from the book The Bare Naked Book. She commented that this book was pornographic and sexual and is directed at elementary age children. She did not appreciate this book being purchased with her tax payer dollars. She asked for the board to do better and choose books more appropriate for kids.

Mr. Irving, a resident of Great Falls, addressed the board. He voiced a concern with items being added to the board packet at the last minute and stated he felt the Director is pushing a social and political agenda. He cited the Palestine presentation that the library held, and their lack of providing an Israeli or non-partisan point-of-view presentation.

He voiced concerns with the change in the consent agenda. He recommends we follow the city and county meetings, as well as have a video back-up of the meetings.

He voiced a concern regarding the library financials. He strongly suggest the library board conduct and outside, independent audit; not one that is approved by the city or the library.

Ms. Ellen Haggen, a resident of Great Falls, addressed the board. She asked how the library felt it was appropriate; to have a book titled The Hips on the Drag Queen Go Swish, Swish, Swish. She stated that she will no longer support the library if material like this continues to be purchased.

Mr. William Ross, a resident of Great Falls, addressed the board. He stated that many books available to children show pornography, the small sample he had with him (titles unknown) was just a small percentage of what's available in our community. He stated that members of P.S.T.V. (Parents Saving Traditional Values) find it appalling. The Library should not have this material in its collection. These books must be removed immediately, and the person or persons responsible should be fired. House Bill 234 has made these books illegal in Montana. Mr. Ross read the Montana code annotated 45-

821, 205, 206. He stated that he has been in contact with the County Attorney's office to make sure that these books are removed.

Ms. Gerry Jennings, a resident of Great Falls, addressed the board. She is appalled that any parent would send their small child anywhere without parental supervision. She stated that if parents don't like what books their children bring home, then why are they are letting them check out books without their permission. Ms. Jennings stated that all of her children have used the library throughout the years. The Library is essential.

Ms. Jennings also stated that she is appalled at the angry tone that is being used against the board and the director. She stated that if you are a parent, you should be looking at what books your children bring home.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She asked why the library director didn't alter her hiring plan when she knew that electric prices were rising; which caused the library to go into debt. As a tax payer, she would like answers.

Ms. Jane Weber, a resident of Great Falls, addressed the board. She began by reading a letter that she sent to the City Commission, Mayor, and the City Manager. She stated that she has attended many events held at the library over the years. She has always been impressed by the professionalism of the library board members and the management reports made by the director. The Library is a wonderful resource to the city and county. Ms. Weber stated that she has been reading the books that some community members felt don't belong on the library shelves. She has not found any of these books offensive. She appreciates the work of all the library staff that maintain our library collection. Ms. Weber stated that she was troubled by city commission discussions regarding the removal of Mills from the library. The 2023 levy request voted by the citizens was based on the continuation of the mills under the agreement with the city.

IV. CONSENT AGENDA

Ms. Olson asked if anyone had any changes to the meeting minutes.

Ms. Bulger pointed out a misspelling on page 2; punctuation on pages 4 and 6.

Ms. Johnson pointed out a misspelling on pages 2 and 4.

Ms. Crist pointed out a misspelling on page 4.

Ms. DeForest pointed out a misspelling on page 4.

Ms. Olson asked if anyone had questions regarding the Statistical reports.

Ms. Bulger asked why the volunteer count was low in December? Ms. McIntyre believed that it was due to the gap between the end of the AAUW book sale and the beginning of the Friends of the Library book sale. Volunteers take a break and some go on vacation. December is typically low in volunteer numbers due to that.

Ms. Olson asked if anyone had questions regarding the Financial reports.

Ms. Johnson had a question regarding line items 346150 and 346250. She asked Ms. McIntyre why they had amounts when they have had zero in the past, and why were they not budgeted. Ms. McIntyre stated that those items are paid out as people retire. We don't budget for it since we use salary savings generated by waiting to hire the replacement.

Ms. Johnson had a question regarding line item 455150. She asked Ms. McIntyre if these fees were monthly or overdraft fees? Ms. McIntyre stated that those are the Credit Card monthly fees. Ms. McIntyre stated that the credit card implementation has not gone well, and she has challenged the company regarding the fees; requesting they be refunded.

Ms. Olson asked if anyone had questions regarding the Financial reports. Upon hearing none she moved on to Operating vouchers.

Ms. Johnson pointed out that the total on page 26 was not accurate. Ms. McIntyre stated that we would get that fixed.

Ms. Olson asked if there were any additional questions or comments from the committee regarding the consent agenda. Upon hearing none she asked for a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees approves the consent agenda as updated. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Jeni Dodd addressed the board. Ms. Dodd had a concern with the use of an automatic door counter being used to record visitor statistics. People go in and out throughout the day and this number should not be used for asking for money, levy's, or budget purposes. It is not accurate.

Mr. Richard Irving addressed the board. Mr. Irving questioned the use of Foundation funds being used for out of state presenters. He requested the Foundation do an audit to see where the funds could be better used.

Ms. Olson asked if there was any additional board discussion or public comment, upon hearing none she called for a vote. Motion passed unanimously.

V. DIRECTORS REPORT

Ms. Linder-Parkinson presented her Public Services Department report.

Ms. DeForest asked if Mr. Kaiser fills the Partner Crates himself. Ms. Linder-Parkinson stated that Mr. Kaiser does a majority of the work, then he, Mr. Miller or Mr. Collins moves the crates onto the dock for pick-up.

Ms. DeForest asked how the 2023 incidents compare to previous years. Ms. Linder-Parkinson did not have that number on hand, but stated that Mr. Kueffler does have the incident forms filed in his office that can be referenced.

Ms. Johnson stated that she likes the partner share and has used the service herself. She also asked if the 57 hotspots that were never returned were disconnected. Ms. Linder-Parkinson stated that the service is shut off after seven days past due. The patron can still return the unit, but if they don't return it within 180 days, the unit gets removed from the system and the patron will be responsible for paying for a replacement. We are currently down to 29 active units with at least a 20 hold waiting list.

Ms. Crist asked about statistics regarding the library book clubs. Ms. Linder-Parkinson stated that she could compile that information for the board.

Ms. McIntyre presented her Director's report.

Ms. Crist asked for the date of the demolition of the library band shell so she could inform the Library Park Task Force of the date.

Ms. Johnson asked about the funding for the demolition. Ms. McIntyre stated that it was from donation given over that last 6 months and includes some "Best Use" donations.

Ms. Johnson asked why the Remodel Design Project firm hasn't been made public. Ms. McIntyre stated that they are waiting for the contract to be approved. As soon as it is approved it will be made public. She hopes it will be ready for the February board packet.

VI. GFPL FOUNDATION REPORT

Ms. Rice informed everyone that the Book-a-Thon has raised over \$63K. The goal was \$65K. Donations are still arriving, so it is expected that the goal will be met.

Ms. Rice also stated that the Friends of the Library are collecting for their summer sale. Book collection will be every Saturday from now until April 27th, from 10am-2pm.

Ms. McIntyre wanted to inform the board that the Great Falls Public Library Foundation is also audited and that is included in the City of Great Falls audit. She also wanted to state that the Friends of the Library funding goes through the Great Falls Public Library Foundation.

VII. CHAIRMAN'S REPORT

Ms. Olson informed us that she and Ms. McIntyre met with Mr. Doyon (City Manager), Ms. Kinzler (City Finance Director), and Mr. Anderson (City Deputy City Manager) to discuss the hiring plan and finances. Ms. Olson stated that Ms. Kinzler will be attending the February board meeting to present to the board.

Ms. Olson wanted to make public a conversation she had with Mr. Dennis (City Attorney). At a previous board meeting, a board member brought up a wish to record meetings and the board considered making a motion at that time. Because of the need for public notice, the correct procedure would be to have that suggestion added to the next month's agenda.

VIII. BOARD REPORTS

No Reports were given.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Johnson asked if the Policy Review should be under New Business after the staff looks at it, then the following board meeting it gets moved to Old Business.

Ms. Olson stated that if an item has previously been discussed it will be in old business.

Ms. McIntyre said it was her understanding that New Business was only for items the board has not seen before; since the policy review has been discussed previously it would go under Old Business.

X. OLD BUSINESS

LIBRARY LEVY IMPLEMENTATION

Ms. McIntyre presented. She recapped the information that was presented in the board packet. Once the timeline is approved we will have more detailed information. Ms. McIntyre also pointed out the proposed modified spending plan that both Ms. Kinzler and Mr. Doyon approved.

Ms. Johnson had questions regarding the numbers on page 49. She asked if the Expected Jan to June numbers were accurate for line item 411100. If the Year to Date amount reflects four new hires, then the Expected Jan to June numbers seem low considering it accounts for nine new hires.

Ms. McIntyre stated that the numbers were derived from a personnel spreadsheet that looks at the total cost of each employee for the year. It then breaks down the total per month. An example would be the Director is counted as 100% each month, where as Mr. Collins, who started the second week of a month was counted around 75%. Ms. McIntyre also wanted to point out that most of the upcoming hires are part time. They are the lowest paid and get no health insurance.

Ms. McIntyre stated that she is happy to show the spreadsheet to the board, but due to it having detailed information regarding health insurance for each employee she did not feel it was appropriate to show in a public setting.

Ms. Johnson stated that according to the city agreement and the code, all that information should be provided to the board before any budget can be decided.

Ms. Olson stated that was addressed due to people's expectation of privacy. If the board wants to enter into an executive session down the road to discuss those things they can.

Ms. Johnson asked why the electric line item (434200) decreased since we have been saying the cost has increased. Ms. McIntyre stated that it was an average of what was already spent.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Library Levy Implementation plan as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Mr. Richard Irving addressed the board. In regards to the master plan, He asked that we do not put the children in the basement to give the first floor to the unhoused and their social workers.

Ms. Jeni Dodd address the board. She asked why Ms. McIntyre could not release the information to the board with redacted personal information. Position and Salary is public information.

Mr. Dave Price addressed the board. He voiced his concern on the unacceptable reading material for children. He is unsure what the protocol is, but where is the quality control, and who is responsible for purchasing and purging these materials. As a tax payer he is concerned and that is why he is coming to these meetings.

Ms. McIntyre stated that she would be happy to talk to Mr. Price after the meeting regarding his concerns.

Ms. Olson called for a vote for the motion that is on the table. Motion passed with a vote of 4 in favor and 1 against.

GFPL POLICY REVIEW: GENERAL INFORMATION

Ms. McIntyre presented the GFPL policy review for the General Information section. She reminded the board that the library public standard requires the board to review policies every three years. As requested by the board, the review is broken into sections. The management team met and made changes to the first section. The attached document is our proposed changes. Ms. McIntyre reviewed each change.

Ms. Bulger asked if the Right to Privacy in the Library Bill of Rights extended to Staff. Ms. McIntyre said the Library Bill of Rights is for patrons of the library, not staff.

Ms. Johnson asked why the Bill of Rights occurs in the Policy twice, once here and once in the appendix. Ms. McIntyre stated that it is included in the Collection Development Policy because the Collection Development policy often stands on its own and is approved separately.

Ms. Crist agrees with all the changes from staff, but would like to request that in the donation section, it say "Great Falls Library Foundation" instead of just the "Foundation". She is also in favor of the library board adopting what the ALA board has adopted in regards to the Bill of Rights and the Code of Ethics.

Ms. DeForest asked why the request to purchase materials is not in the Public Participation Policy. Ms. McIntyre stated that this section is only for items that need to be a written request. For items to be purchased, you can call, write, use the website, or email the Collection Development manager and request an item.

Ms. Johnson asked if the ALA code of ethics violates any law and asked if Ms. McIntyre has reached out to the City Attorney to discuss it.

Ms. McIntyre stated that she has only discussed open meeting laws with the City Attorney.

Ms. Johnson asked if the motion should be postponed or be tabled. She then read the Montana Code annotated, section 493205. She asked how do we define what is Social Justice. Most ways that Social Justice is defined is that they are political ideologies. Should these sections be moved to an appendix since they are not the library's policy's or do we get legal advice to see if this can legally be in our policy. It appears to violate Montana code.

Ms. Bulger stated that if Social Justice is viewed as a political ideation, then what Ms. Johnson has said is true. Ms. Bulger stated that she views Social Justice as human rights and doesn't see it as a political ideation.

Ms. Johnson stated that the wording is very vague and needs to be defined.

Ms. Olson asked if there were any other questions, changes or comments, upon hearing none, she asked for a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Library General Information Policies as amended with changes. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Jeni Dodd addressed the board. She made a comment on the page 62, the Code of Ethics. She stated that it is not the job to "recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice... through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces". The Great Falls Public Library is a governmental entity of the City of Great Falls and sponsored by tax dollars. It is subject to the provisions of the Montana Code annotated.

Ms. Dodd read section 1049, chapter 3 part 2. MCA 49-3-5. The library does not present equal sides of the political coin. The proposed changes do sanction certain political ideas and violates this section.

Mr. Richard Irving addressed the board. He stated that the Collection Development person does an excellent job of balancing the social and political issues of the books that are ordered. He knows nothing of the children's collection.

He suggests that the board get a lawyer's opinion on what is in the document.

He suggests that the board do not adopt this motion tonight. The library needs to put in a mission statement and guiding principles as well as a statement that says the library will not participate in, or support any partisan political action or ideology.

Mr. Keith Duncan addressed the board. Mr. Duncan encourages the board to table the motion until they can get a legal opinion. The Montana Code annotated has been referred to, and Ms. Bulger has stated herself, her opinion of the wording. How does this conform to Montana Law? This motion should be taken to the county attorney.

Ms. Jane Weber addressed the board. Ms. Weber stated that she agrees with the motion on the table and does not feel it needs to go to an attorney. Adopting the ALA policies is the right thing to do.

Ms. Johnson made a motion to postpone this vote to another meeting until we can get legal counsel. Ms. Olson asked if there was a second. Upon hearing none, she asked if there was any additional board discussion.

Ms. Johnson made a motion to table the motion. Ms. Olson asked if there was a second. Upon hearing none, she called for a vote for the motion that is on the table. Motion passed with a vote of 4 in favor and 1 against.

PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS REVIEW-LAWS AND GOVERNANCE

Ms. McIntyre presented and explained the handout in the board packet. It will be presented every year. If the board would like any of the items calendared, we can put it on the agenda for next month. Ms. Olson suggested we wait until the Policy Review is completed.

XI. NEW BUSINESS

CONDUCT OF LIBRARY BOARD MEETING: REVIEW OF PACKET AND CONCENT AGENDA

Ms. McIntyre presented a Memo regarding the consent agenda. She asked the board if they wanted to continue to keep it the way it is or change it to be more standardized.

Ms. Crist stated that the board doesn't use the consent agenda properly. The consent agenda should only include items that are pro forma. There is no point in calling it a consent agenda if we don't treat it like one.

Ms. McIntyre suggested we have approval of the minutes, approval of the finances, and move all the statistics to her director's report. Ms. McIntyre stated the point of using Robert's Rules, and using the consent agenda, is to have a productive, transparent meeting where work can get done. We are not perfect, but are doing our best and can try to be more efficient.

Ms. Bulger agreed that the tag Consent agenda is not being used correctly. We need to get rid of that term.

Ms. Johnson asked if the approved minutes were posted anywhere. Ms. McIntyre stated that they are on the Library's website and on the City website. Ms. Johnson said all she sees are the ones that say Draft. Ms. McIntyre will follow-up on why they are not being updated.

Ms. McIntyre presented a Memo regarding the meeting minutes. Ms. McIntyre mentioned that the meetings could be recorded, but would highly recommend they not be classified as the official minutes and to continue to use the written minutes as the

official record. This is because official minutes need to be able to be accessed years from now and with technology changing there is no guarantee that recordings in today's format will be able to be reviewed in the future without being converted. We recommend that the written minutes be the official record and we will begin recording the meeting via zoom and post it on our You Tube channel. We will also suspend the recording if the board goes into executive session.

Ms. Bulger asked if they would be archived. Ms. McIntyre said they would be kept on our YouTube channel.

Ms. Johnson stated that Kalispell records their meetings and their minutes are timestamped. Ms. McIntyre stated we are happy to record the meetings, but we would need special software to record and timestamp the way Kalispell does.

Ms. Bulger stated that in the article in the packet it said recordings are useful tool, but are not the official transcript.

Ms. McIntyre's recommendation is we record the meetings, but not make it the official record; and she asks for guidance on the level of detail the board would like in the written minutes.

Ms. Crist read a section from the board meeting minutes' handout; "It's important for members to be able to have meaningful discussions without being concerned about individual liability; therefore, names or direct quotations should not be recorded in relation to the debate." Ms. Crist feels this is good advice, less rather than more.

Ms. Johnson agrees, but wanted to point out that the article was talking about non-profit boards and we are a governmental board. Roberts Rules of order states you don't have to record who seconded a motion. There are a lot of things in our minutes that we don't have to have. Robert's Rules also says when you are mentioning members of the public, you just have to state their name and a brief comment.

Ms. Olson stated that to her it didn't sound like we are asking Mr. Kueffler to change the way he is doing meeting minutes right now.

XII. ADJOURNMENT

Ms. Olson asked if there were any other questions or comments, upon hearing none, she asked for a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Mr. Richard Irving addressed the board. Mr. Irving stated that in any board meeting there is one person who is never the interrupter of the rules of order or procedure; that is the director.

Mr. Irving stated that he is ashamed of 4 of the board members. Four people voiced concerns regarding the wording in the policy. At this time Ms. Olson informed Mr. Irving that this was a motion for adjournment and since his statement was not on topic she would move on to other public comment.

Upon hearing no additional public comment, Ms. Olson called for a vote.

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:38 pm.

Monthly Budget Report

NOTE: The Library monthly financial statements are preliminary statements and may change each month due to timing of transactions. The monthly financials are fluid financial statements until the financial records are closed at fiscal year-end.

		January 2024	FY 2024YTD		
Account Number	Account Desc	Actual	Budget	Actual	% Used
2220 LIBRARY					
Taxes					
311010 REAL CURRENT AD VALOREM		\$ (14,146.58)	\$ (2,400,000.00)	\$ (1,589,826.33)	66.24%
311030 REAL DELINQUENT AD VALOREM		\$ (108.60)	\$ (6,000.00)	\$ (6,552.61)	109.21%
311050 REAL PROTESTED TAXES		\$ (19.85)	\$ -	\$ (905.60)	
311210 MOBILE HOME TAXES		\$ (26.39)	\$ (2,000.00)	\$ (268.08)	13.40%
311220 OTHER PERSONAL PROPERTY		\$ (42.79)	\$ (15,000.00)	\$ (432.72)	2.88%
312000 DELINQUENT TAX PENALTY & INTER		\$ -	\$ (1,500.00)	\$ -	0.00%
Intergovernmental					
334150 MISCELLANEOUS CULTURE & RECREA		\$ -	\$ (29,716.00)	\$ (37,063.74)	124.73%
335000 COAL TAX LIBRARY APPORTIONMENT		\$ -	\$ (2,359.00)	\$ (2,131.05)	90.34%
338000 LIBRARY SUPPORT		\$ -	\$ (177,000.00)	\$ -	0.00%
339000 PAY OF LIEU OF TAXES		\$ -	\$ -	\$ -	
Charges for Services					
343160 OFF-STREET LOTS TRANSIENT		\$ (784.00)	\$ (2,000.00)	\$ (2,918.00)	145.90%
346910 LIBRARY FEES MISCELLANEOUS		\$ (350.00)	\$ (10,100.00)	\$ (5,750.00)	56.93%
346920 LIBRARY SERVICE CHARGES MISC		\$ (381.25)	\$ (5,000.00)	\$ (2,770.70)	55.41%
346930 LIBRARY EQUIPMENT CHARGES MISC		\$ (837.45)	\$ (12,000.00)	\$ (6,638.15)	55.32%
346940 LIBRARY FACILITY CHARGES MISC		\$ (150.00)	\$ (800.00)	\$ (630.00)	78.75%
346950 LIBRARY BOOK PURCHASES		\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
Fines and Forfeitures					
351340 COLLECTION AGENCY FINES		\$ -	\$ -	\$ (166.98)	
352200 LOST BOOK FINES		\$ (412.37)	\$ (6,500.00)	\$ (3,121.65)	48.03%
Investment Income					
365100 CONTRIBUTIONS & DONATIONS		\$ -	\$ (10,000.00)	\$ (313,740.67)	3137.41%
368290 REFUNDS & REIMBURSEMENTS		\$ -	\$ -	\$ (50.00)	
362100 USBP CREDITS		\$ -	\$ -	\$ -	
Other					
371100 REGULAR INTEREST		\$ (3,999.89)	\$ (2,500.00)	\$ (11,415.10)	456.60%
REVENUE TOTAL		\$ (21,259.17)	\$ (2,685,975.00)	\$ (1,985,311.38)	74%
Personal Services					
411100 SALARIES & HOURLY		\$ 79,850.64	\$ 1,478,415.49	\$ 537,850.02	36.38%
412100 OVERTIME - REGULAR FULL-TIME		\$ -	\$ -	\$ -	
412300 OVERTIME - TEMPORARY		\$ -	\$ -	\$ -	
413150 VACATION TERMINATION		\$ -	\$ -	\$ 14,095.22	
413250 SICK LEAVE TERMINATION		\$ -	\$ -	\$ 8,750.90	
413600 HEALTH INSURANCE		\$ 18,596.24	\$ 354,456.04	\$ 133,632.17	37.70%
413700 LIFE INSURANCE		\$ 58.74	\$ 2,634.44	\$ 955.86	36.28%
413800 VEBA PAYOUT		\$ -	\$ -	\$ -	
414100 UNEMPLOYMENT INSURANCE		\$ 322.51	\$ 6,089.74	\$ 2,300.01	37.77%
414200 WORKERS COMPENSATION		\$ 591.87	\$ 9,718.95	\$ 3,786.45	38.96%
414300 FICA		\$ 4,767.02	\$ 87,957.87	\$ 33,380.36	37.95%
414350 MEDICARE		\$ 1,114.88	\$ 20,570.84	\$ 7,806.73	37.95%
414450 PERS		\$ 8,356.90	\$ 154,540.84	\$ 58,626.81	37.94%
415100 MISCELLANEOUS PENSIONS		\$ 1,168.00	\$ 20,715.79	\$ 7,931.73	38.29%
Personal Services Totals		\$ 114,826.80	\$ 2,135,100.00	\$ 809,116.26	37.9%
Supplies					
421100 PAPER & FORMS		\$ 237.29	\$ 3,000.00	\$ 1,016.32	33.88%
421200 COMPUTER ACCESSORIES		\$ 1,217.34	\$ 7,500.00	\$ 4,746.25	63.28%
421400 INSTRUCTIONAL & SAFETY SUPPLIE			\$ -		
421900 OTHER OFFICE SUPPLIES & MATERI		\$ 630.29	\$ 16,100.00	\$ 3,255.57	20.22%
423100 GAS, OIL, DIESEL FUEL, GREASE,		\$ -	\$ 7,693.00	\$ 1,843.42	23.96%
423900 OTHER REPAIR & MAINTENANCE SUP		\$ 1,278.03	\$ 14,000.00	\$ 5,083.72	36.31%

<i>Supplies Totals</i>	\$ 3,362.95	\$ 48,293.00	\$ 15,945.28	33.02%
<i>Purchased Services</i>				
431100 POSTAGE, BOX RENT, ETC.	\$ -	\$ 4,000.00	\$ 4,000.00	100.00%
432100 PRINTING, FORMS, ETC	\$ -	\$ 200.00	\$ -	0.00%
433200 BOOKS & SUBSCRIPTIONS	\$ 3,706.93	\$ 80,000.00	\$ 28,957.30	36.20%
433500 MEMBERSHIPS & DUES	\$ 78.00	\$ 1,000.00	\$ 578.00	57.80%
434100 TELEPHONE	\$ -	\$ 3,200.00	\$ 1,488.08	46.50%
434120 FAX & OTHER TELEPHONE LINES	\$ 170.40	\$ 3,500.00	\$ 1,192.80	34.08%
434200 ELECTRIC UTILITY	\$ 1,066.99	\$ 75,000.00	\$ 29,978.97	39.97%
434300 GAS UTILITY	\$ 1,127.24	\$ 13,000.00	\$ 3,470.17	26.69%
434400 CITY SANITATION DISPOSAL	\$ 167.40	\$ 1,939.00	\$ 1,004.40	51.80%
434500 WATER UTILITY	\$ 105.92	\$ 2,841.00	\$ 1,586.97	55.86%
434600 SEWER UTILITY	\$ 71.52	\$ 1,327.00	\$ 463.78	34.95%
434700 STORM DRAIN UTILITY	\$ 83.93	\$ 911.00	\$ 503.58	55.28%
435260 COLLECTION AGENCY COSTS	\$ -		\$ 104.85	
435500 COMPUTER PROGRAMMING	\$ 364.50	\$ 50,000.00	\$ 36,882.94	73.77%
435900 OTHER PROFESSIONAL SERVICES	\$ 932.70	\$ 13,000.00	\$ 10,002.31	76.94%
435900 OTHER PROFESSIONAL SERVICES (mental)	\$ -	\$ 30,000.00	\$ -	0.00%
436200 BUILDING REPAIR & MAINT	\$ 704.00	\$ 7,500.00	\$ 1,102.91	14.71%
436300 MAINTENANCE AGREEMENTS	\$ 1,826.20	\$ 23,000.00	\$ 9,823.71	42.71%
453200 OFFICE EQUIPMENT RENTALS	\$ -	\$ 1,600.00	\$ 739.38	46.21%
455150 CREDIT CARD FEES	\$ 338.01	\$ -	\$ 895.05	0.00%
<i>Purchased Services Totals</i>	\$ 10,743.74	\$ 312,018.00	\$ 132,775.20	42.55%
<i>Other</i>				
459200 REFUNDS & REIMBURSEMENTS	\$ 300,054.80	\$ 450.00	\$ 300,136.13	66696.92%
481300 CASH OVER/SHORT	\$ -	\$ -	\$ 0.51	
<i>Other Totals</i>	\$ 300,054.80	\$ 450.00	\$ 300,136.64	66697.03%
<i>Internal Service Charges</i>				
486110 HUMAN RESOURCES	\$ 2,493.42	\$ 29,921.00	\$ 17,453.94	58.33%
486370 VEHICLE & EQUIPMENT MAINT	\$ 355.17	\$ 4,262.00	\$ 2,486.19	58.33%
486520 FISCAL SERVICES	\$ 1,462.08	\$ 17,545.00	\$ 10,234.56	58.33%
486580 CENTRAL INSURANCE	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	
486950 INFORMATION TECHNOLOGY	\$ 255.08	\$ 3,061.00	\$ 1,785.56	58.33%
486960 COMPUTER NETWORK	\$ 11.00	\$ 132.00	\$ 77.00	58.33%
486970 COMPUTER EQUIPMENT MAINT	\$ -	\$ 1,373.00	\$ 1,373.00	100.00%
488100 COMPUTER & EQUIPMENT LEASE	\$ 20.17	\$ 242.00	\$ 141.19	58.34%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 116,653.00	\$ 93,668.44	80.30%
<i>Capital Outlay</i>				
493100 IMPROVEMENTS OTHER THAN BUILDING	\$ -	\$ -	\$ -	
<i>Capital Outlay Totals</i>	\$ -	\$ -	\$ -	
	Jan-24		2024 YTD	
	Actual	Budget	Actual	% Used
REVENUE TOTALS	\$ (21,259.17)	\$ (2,685,975.00)	\$ (1,985,311.38)	74%
EXPENSE TOTALS	\$ 433,585.21	\$ 2,612,514.00	\$ 1,351,641.82	52%
<i>Net Gain (Loss)</i>	\$ 412,326.04	\$ (73,461.00)	\$ (633,669.56)	

Great Falls Public Library Vendor Summary (2220)

JANUARY 2024

2/17/2024

Vendor Name		MTD	YTD
ACE Hardware	(Building Supplies)	\$ 15.97	\$ 371.34
Baker & Taylor	(Jobber)	\$ 1,691.71	\$ 3,785.47
Barnes & Noble Books	(Materials Purchased)	\$ 327.14	\$ 327.14
Bellingham Public Library	(ILL Damaged item)	\$ -	\$ 21.95
Builders First Source	(Maintenance Supplies)	\$ -	\$ 43.98
Cascade Electric	(Building Supplies)	\$ -	\$ 573.00
Castle Branch	(Background Checks)	\$ 32.00	\$ 64.00
Cengage/Gale	(Jobber)	\$ 167.20	\$ 605.47
Center Point	(Jobber)	\$ 89.88	\$ 89.88
Century Link	(Telephone)	\$ -	\$ 1,488.08
Chemnet	(Drug Testing)	\$ 65.00	\$ 160.00
Communication Resources	(Phone/Network Systems)	\$ -	\$ 3,016.00
CM Russell Museum	(Museum Consort. Membership)	\$ -	\$ 500.00
CNA Surety	(Notary Fees)	\$ 78.00	\$ 78.00
Crescent Electric	(Building Supplies)	\$ -	\$ 227.88
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 3,452.35
Deroche, Lynn	(Library Election Monitor)	\$ -	\$ 824.50
Envisionware	(renewal)	\$ -	\$ 725.00
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 240.78
FICO	(Garage Heater Repair)	\$ 704.00	\$ 704.00
Fisher's Technology	(Copier Agreement)	\$ 1,149.21	\$ 2,545.99
GFPL Foundation	(Bridge Loan Repayment)	\$ 300,000.00	\$ 300,000.00
Johnson Madison Lumbar	(Building Supplies)	\$ -	\$ 176.73
Kone, Inc	(Elevator Agreement)	\$ -	\$ 3,768.00
MASCO	(Building Supplies)	\$ -	\$ 1,059.03
Mastercard		\$ 4,884.62	\$ 15,395.45
Midwest Tape	(Jobber)	\$ -	\$ 982.49
Montana Air Cartage	(Courier Service)	\$ 491.70	\$ 4,191.00
MMIA	(Workers' Comp Insurance for Volunteers)	\$ 14.00	\$ 31.93
Mountain Alarm Co.	(Annual Inspection)	\$ -	\$ 637.50
Mr. Green Landscape	(Snow Plow service)	\$ 300.00	\$ 1,380.00
National Laundry	(Maintenance Supplies)	\$ -	\$ 78.00
North 40 Outfitters	(Maintenance Supplies)	\$ 71.93	\$ 71.93
OCLC Online	(Annual Service)	\$ -	\$ 6,648.19
Overdrive	(MT Library 2 Go)	\$ -	\$ 14,926.77
Petty Cash	(Refunds)	\$ 60.73	\$ 147.05
Pitney Bowes	(Mailing Machine lease)	\$ -	\$ 739.38
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ -	\$ 225.00
Shelby Promoter	(Subscription)	\$ -	\$ 45.00
State of Montana	(Boiler permit, Montana Shared Library)	\$ -	\$ 27,124.95
Unique	(Collections Service)	\$ -	\$ 104.85
Vision Net, Inc	(Internet Service)	\$ 170.40	\$ 1,022.40
WX COX	(Jobber)	\$ -	\$ 6,012.65
		\$ 310,990.48	\$ 404,613.11

Great Falls Public Library Vendor Summary (2220)

JANUARY 2024

2/17/2024

Mastercard Transaction Breakdown			
ACE Hardawre	Tech Services Supplies	\$	32.97
Amazon	Cables and Card reader	\$	73.07
Amazon	Tabletop Display Holders	\$	41.99
Amazon	Office Supplies - Register rolls, Circ/Ref items	\$	88.95
Amazon	Postage Machine Ink	\$	49.00
ELM USA	Tech Services Supplies	\$	203.00
Encompass Supply	Maintenance Supplies	\$	872.80
Encompass Supply	Maintenance Supplies	\$	317.33
Evonence	Google Services	\$	364.50
Faronics	Deep Freeze Software	\$	1,007.30
Great Falls Tribune	Subscription	\$	684.00
Missoulain	Subscription	\$	567.00
Namebadge.com	Staff Name Tags	\$	66.72
Network Solutions	Domain Registrar	\$	76.97
Staples	Office Supplies - Pens, note pads, calendars, etc	\$	213.69
Staples	Rubber stamp	\$	12.99
Staples	First Aid Supplies	\$	121.16
Target	Tech Services Supplies	\$	1.32
Tech Soup	Software	\$	60.00
Walmart	Dry Erase board and Ref. Desk Stapler	\$	25.62
Walmart	Breakroom Supplies	\$	4.24
TOTAL:			\$4,884.62

Great Falls Public Library Foundation Vendor Summary (2221)

JANUARY 2024

2/17/2024

Vendor Name		MTD	YTD
	(Parking Signs & Poles, Storywalk replacement		
All State Signs	plixi)	\$ -	\$ 1,569.00
Baker & Taylor	(Jobber)	\$ 5,609.36	\$ 50,117.14
Barns & Noble	(Jobber)	\$ -	\$ 532.36
BookPage	(Jobber)	\$ -	\$ 402.00
Butte Silver Bow	(Subscription)	\$ -	\$ 18.39
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
Cascade Courier	(Subscription)	\$ -	\$ 40.00
CenterPoint	(Jobber)	\$ -	\$ 224.70
Choteau Acantha	(Subscription)	\$ -	\$ 47.00
City of Great Falls - Mansfield	(Gathering of Families)	\$ -	\$ 1,495.00
City of Great Falls - Parking	(Curtesy Parking Spots)	\$ 900.00	\$ 900.00
Creative Empire	(Mango Language)	\$ -	\$ 5,700.00
Downtown Great Falls	(Parade of Lights/Xmas Stroll)	\$ -	\$ 80.00
Einan, Jerry	(Custom built staff mailboxes)	\$ -	\$ 600.00
Gale/Cengage	(Jobber)	\$ 48.38	\$ 3,225.33
Gale/Cengage	(Chilton Database FAP)	\$ -	\$ 3,038.76
Great Falls Tribune	(Subscription)	\$ -	\$ 422.16
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 2,000.00
HUB International	(Notary bond)	\$ 40.00	\$ 40.00
Hughs-Bryant, Penny	(Open Books book Club)	\$ -	\$ 350.00
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Keller, Steve	(Music in the Park)	\$ -	\$ 600.00
Lewis & Clark Int. Cntr.	(Adult Program)	\$ 600.00	\$ 600.00
LinkedIn Learning	(Subscription)	\$ -	\$ 13,125.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ 600.00	\$ 600.00
Mastercard		\$ 2,675.04	\$ 17,417.68
Midwest Tape	(Jobber)	\$ -	\$ 7,388.79
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 106.90
Montana Repertory Theater	(Odyssey Performance)	\$ -	\$ 900.00
National Laundry	(table linens)	\$ -	\$ 86.45
Overdrive	(MT Library 2 Go - Advantage)	\$ -	\$ 16,000.00
Penworthy Company	(Jobber)	\$ -	\$ 600.76
Petty Cash	(Reimbursement for Refunds)	\$ 56.65	\$ 56.65
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,775.28
Roggow, Alyssa	(Speaker Series)	\$ 150.00	\$ 150.00
Ron Hall Sprinklers	(Park Repair)	\$ -	\$ 1,432.50
Rowland, Russell	(Speaker Series)	\$ 200.00	\$ 200.00
Rowman & Littlefield	(Jobber)	\$ -	\$ 107.67
Rural Dynamics	(VISTA)	\$ -	\$ 1,000.00
Strutz, Curt	(Adult Program)	\$ -	\$ 400.00
TC Glass	(Storywalk Plexi-glass)	\$ -	\$ 52.50
Tilleraas Landscape	(Park Cleanup-repair)	\$ -	\$ 14,076.25
Wendt Advertising	(Logo Design)	\$ 2,433.75	\$ 2,640.00
Credits			
		\$ 13,313.18	\$ 153,038.27

Great Falls Public Library Foundation Vendor Summary (2221)

JANUARY 2024

2/17/2024

Mastercard Transaction Breakdown		
Albertsons	Memory Café supplies	\$ 9.99
Amazon	FAP - Newspaper Tablet	\$ 227.00
Amazon	Notary Privacy Guard	\$ 21.56
Amazon	KP/YA Supplies	\$ 268.24
American Assoc. of Notaries	Notary Stamp	\$ 31.90
AT&T	Bookmobile Hotspot	\$ 467.70
CANVA	KP/YA & Adult Programing Software	\$ 25.90
Cassiopeia Books	Event Supplies	\$ 23.20
Montana Secretary of State	Notary Certificate	\$ 25.00
Notary Stamps.com	Notary Journals (6)	\$ 141.86
Sams Club	KP/YA Supplies	\$ 56.12
Staples	Rubber Stamp	\$ 12.99
Staples	5 new chairs to replace old broken ones	\$ 458.68
Staples	KP/YA Supplies	\$ 27.93
Starfall	KP/YA Software	\$ 710.00
TrueBrew	KP/YA Supplies	\$ 50.00
Walgreens	Materials Purchased	\$ 13.97
Walmart	Staff xmas party supplies (Reimbursed by staff)	\$ 87.76
Walmart	KP/YA Supplies	\$ 15.24
TOTAL:		\$ 2,675.04

**GREAT FALLS PUBLIC LIBRARY
DONATIONS**

JANUARY DONATIONS

OTHER

Book Sales	\$	317.00	Withdrawn Book Sales
Montana Credit Union	\$	300.00	Music in the Library Park sponsor
TOTAL:		\$	<u><u>617.00</u></u>

Youth Services Department

Functions of the Youth Services Department

The Youth Services Department serves babies, kids, and teens birth to 18 and their families by providing materials, spaces, programs, and reference support to meet their educational, social, and recreational needs.

Our core functions:

- Selecting and maintaining a diverse collection of materials from board books for babies to the latest Young Adult bestsellers. Kids' Place and Young Adult collections include a broad array of fiction and nonfiction materials, graphic novels, DVDs, and audiobooks to serve the entire community.
- Providing a variety of free events for kids, teens, and their families, from early literacy programs like Toddler Time and Storytime to teen programs like Library Loot Boxes and Dungeons & Dragons.
- Offering welcoming spaces for kids, teens and their families:
 - The Kathy's Corner Play Area offers engaging toys for younger kids and cozy furniture for parents. Four Chromebooks, mostly utilized by elementary-age students, are equipped with Starfall educational gaming and available for homework and recreational use.
 - The Teen Scene is an exclusive hang-out space with two dedicated computers and comfy booth seating just for teens 12-18.
- Providing skilled reference and reader's advisory service to kids, teens, and their grownups to help them find high-interest educational and recreational materials to meet their needs. We also find materials for many college students studying children's literature.
- Supporting parents with information to help them decide which materials their children read and view by connecting with them quality parent review resources such as Common Sense Media.

Accomplishments

- Thanks to phenomenal community support of the Great Falls Public Library Foundation's annual Book-A-Thon, Youth Services staff selected approximately \$45,000 worth of new books, DVDs and audiobook CDs for kids and teens each fiscal year!
- Youth Services staff are actively involved in Raising Readers of Cascade County. Thanks to generous funding from Susan Gianforte's Treasure State Foundation, Raising Readers has signed up 2,255 Cascade County children for Dolly Parton's Imagination Library since the program launched statewide in May, 2023. This nation-wide early literacy initiative sends each child a free developmentally-appropriate book by mail each month until their 5th birthday.
- Since 2017, Youth Services staff have facilitated over 900 early literacy programs to help get kids 5 and under ready for success in Kindergarten.
- The Youth Services Department participates in a variety of annual community events that serve Great Falls kids, teens, and their families, including:
 - Great Falls Teen Council with Parks and Recreation
 - Read2Me with United Way of Cascade County
 - Brain Building Expo with Family Connections
 - Healthy Native Hearts with Warrior Health Society
 - Children's Dental Health Month with the Cascade City-County Health Department

- Regional Science Fair with Great Falls College-Montana State University
 - No More Violence Week with Partnering for Prevention
 - Pride with the Great Falls LGBTQ+ Center
 - Fantastic Fridays with Park Pals and Get Fit Great Falls
 - Arts on Fire with Paris Gibson Square Museum of Art
 - Worlds of Work with Great Falls College-Montana State University
 - Gathering of Families with the Little Shell Chippewa Tribe and Traditional Games Society
 - Fire Safety Month with Great Falls Fire Rescue
 - Safe Trick-or-Treat with the Downtown Great Falls Association
 - Bat Week with Giant Springs State Park
 - Raising Readers Holiday Party with Santa and Mrs. Claus
- Each year, the Youth Services Department's Summer Reading program is made possible by a generous donation from Marshall Orthodontics. Summer Reading incentivizes kids and teens to read to prevent summer learning loss. They earn prizes for their reading, and are invited to attend a variety of fun, free events. This year's theme is *The Adventure Begins*, and highlights will include:
 - Adventure presenters, including a talk about grizzly bears by Cortney Reedy from the Lewis & Clark Interpretive Center and a special storytime event with Sip n Dip Mermaid and local author Kassandra Holmes.
 - Rubik's Cube Reading Challenge-Launched in 2023, this stretch-goal challenge motivates readers 8-18 to win a high-quality Rubik's Cube from Let's Play Games & Toys.
 - Smokey Bear Reading Challenge-For kids, teens, and adults, too! Celebrate Smokey Bear's 80th birthday by learning about fire safety and ecology. Read books, attend library programs, and most importantly, get outside and explore the Last Best Place!
 - Lego Club STEAM Challenge-Brand new projects designed by Youth Services Specialist Nikki Robinson will include Lego Fidget Spinners and a Lego Gummy Mummy science experiment.
 - Each summer, teens 12-18 are invited to sign up for a Library Loot Box packed with 3 library books selected just for them. When they complete 2 of these 3 books, they earn a chance to win a Nintendo Switch OLED gaming system. Since 2021, 292 teens have received a Loot Box. This program is made possible by Keep Kids Reading Grants from the Town Pump Charitable Foundation.
 - We are proud to have cultivated successful long-term collaborations with Whittier Elementary School and the Cascade County Juvenile Detention Center.
 - The Great Falls Public Library won the Montana Library Association's 2021 Library Program of the Year Award for our Bilingual Storytime program with ASL-CAN. Visit our YouTube channel to view these video programs.
 - The Youth Services Department has developed a welcoming child- and parent-friendly culture. Comfy seating in the Kathy's Corner Play Area invites families to spend time enjoying their Library. We work with kids and parents to enforce the Patron Behavior Policy while emphasizing empathy and understanding for developmentally-appropriate behaviors (e.g. toddlers who cannot yet control their volume).
 - Each month, Youth Services staff and volunteers install a new story in the Gibson Park Storywalk. The Storywalk was installed in collaboration with Parks and Recreation and made possible by a Community Development Block Grant, the Cross Foundation and the Great Falls Public Library Foundation.

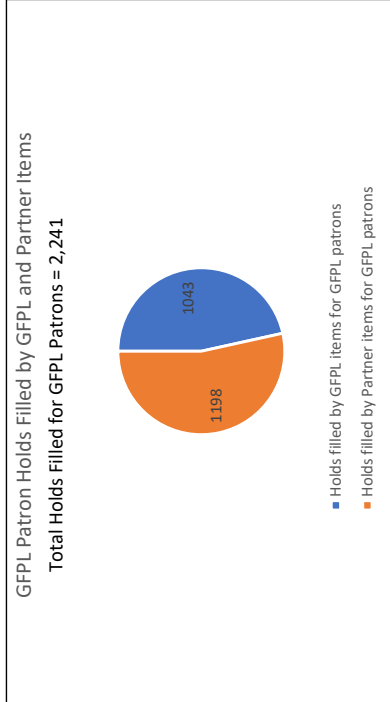
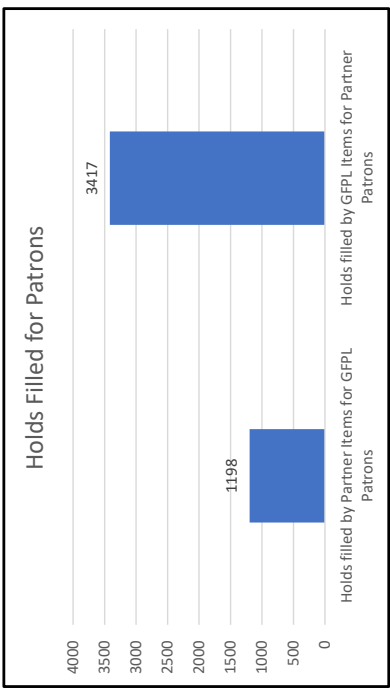
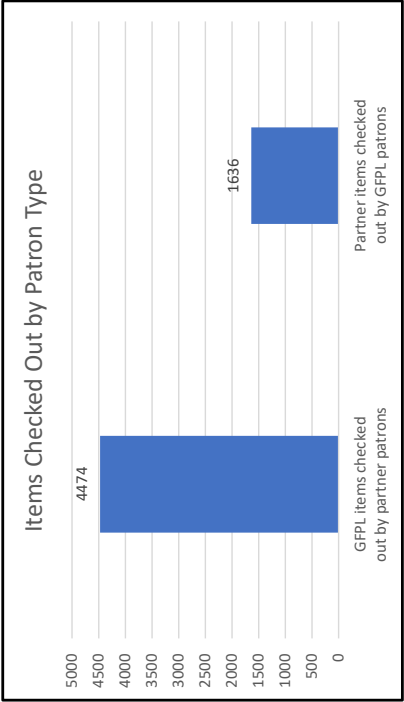
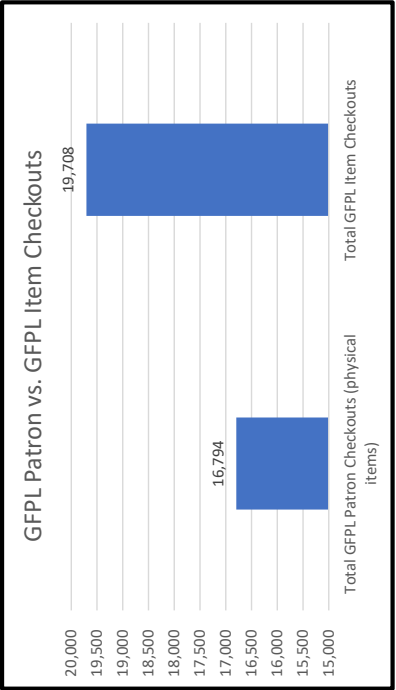
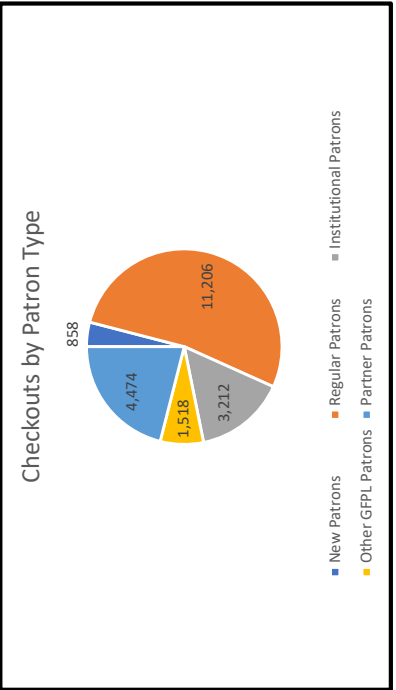
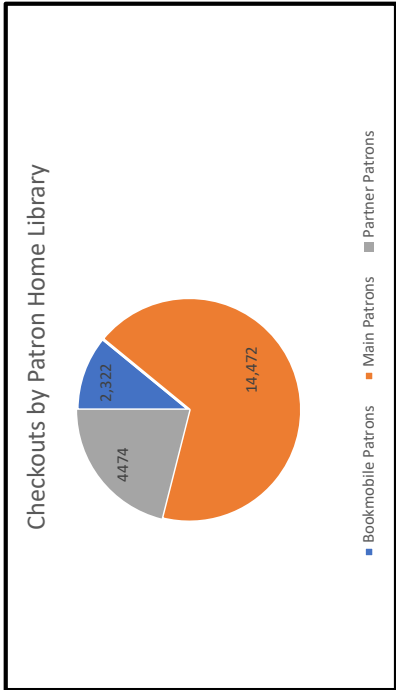
Challenges

- **Inadequate staffing:** Not having enough staff means making tough choices about departmental priorities. We are so grateful to add two new Youth Services staff members this spring, increasing our staff hours from 80 hours to 149 hours per week.
- **Space limitations:** We need more space for a growing collection and more appropriate areas for programming and play.
- **Noise management:** Public libraries offer a variety of spaces to meet the diverse needs of their communities, including quiet reading and study spaces and louder children's play spaces. Requiring children to maintain a quiet volume throughout the building would result in parents feeling unwelcome and even shamed for their children's normal, developmentally-appropriate behavior. At the same time, the atrium cut into the 2nd floor means that excess noise coming from Kids' Place can readily be heard by patrons reading and studying on the 2nd floor.
- **Increasing book challenges:** We strive to provide a collection that represents the true diversity of our community. Collection development is increasingly fraught in a nationwide climate of increasing materials challenges.
- **Emotional toll of community controversies on staff:** Nationwide, book challenges and distrust of the Public Library as an institution feature prominently in "culture wars" debates. The vitriol weighs heavily on staff and makes us feel unsafe at times.

Director's Report
Great Falls Public Library
February 2024

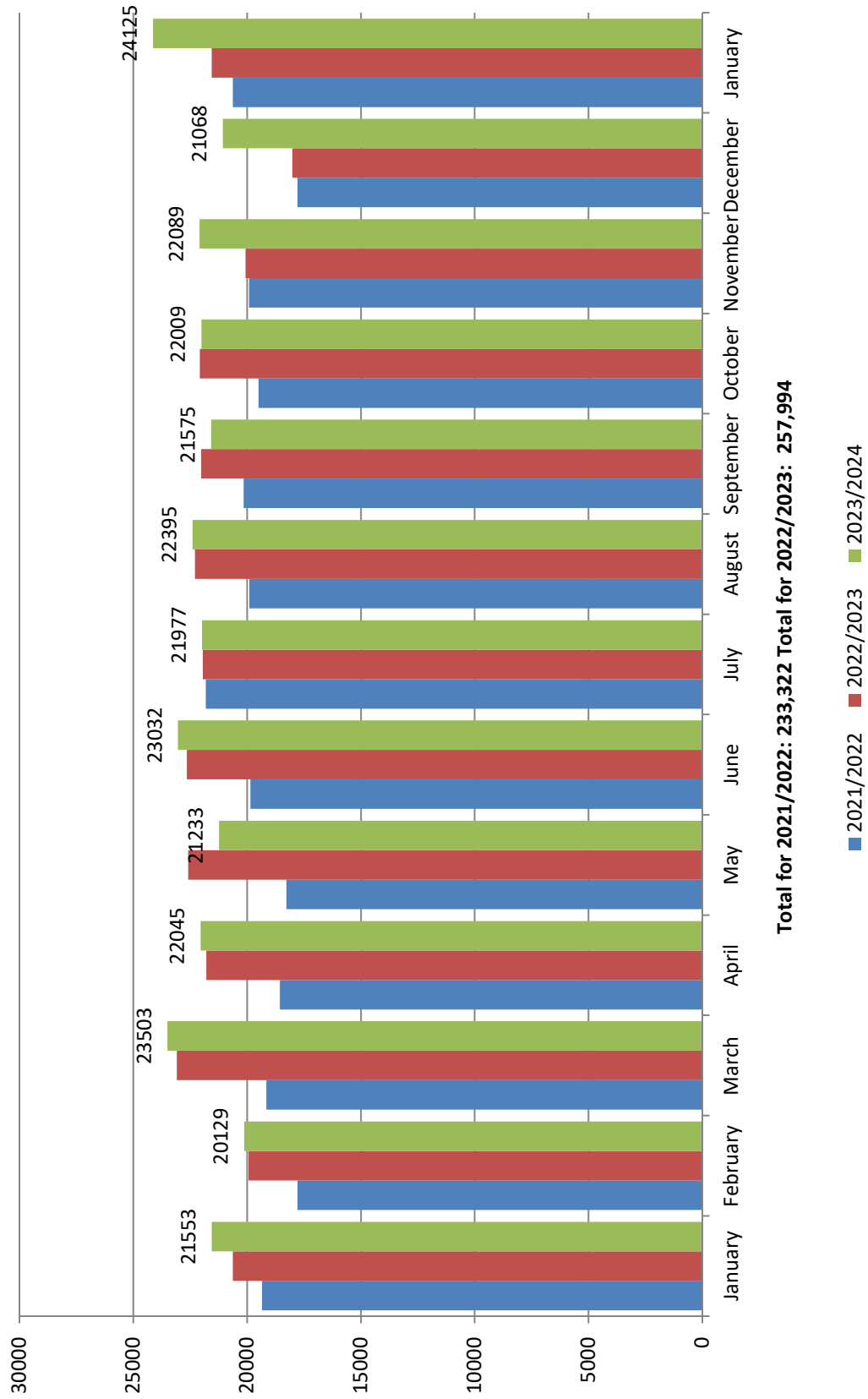
1. **MONTHLY MANAGEMENT TEAM UPDATE—YOUTH SERVICES REPORT:** Rae McFadden has prepared a report on the Youth Services Department. She will provide an overview of the work of her team and answer any Board questions.
2. **MILL LEVY IMPLEMENTATION:** Thanks to the HR Department for their assistance! We have been recruiting to hire new staff including two Safety Specialists, three part-time Library clerks, one full-time Library Specialist for Youth Services, one part-time Library Specialist for Youth Services, one part-time bookmobile driver and one Technology Systems assistant. The job application window closed on February 14th. The Management Team reviewed the applications and interviews are scheduled for the last two weeks of February. We hope to have new staff starting around the first of April. Recruitment for the part-time custodian position has started and we hope to have that new staff person starting in May.
3. **GREAT FALLS GENEALOGY SOCIETY, HISTORY MUSEUM & LIBRARY PARTNERSHIP:** The Great Falls Genealogy Society, History Museum and the Library have started meeting quarterly. We have agreed that “The History Museum, Genealogy Society and Library are committed to collaboration. We believe that by working together we can be more effective in our separate missions. We aim to complement the work of each other—not to duplicate or compete.” We are currently working on plans for preservation and access for print Tribunes, newspaper microfilm and local yearbooks. Our aim is to ensure that essential local history is preserved AND that we do not waste space by unnecessary duplicate holdings.
4. **DIGITAL BORN NEWS PRESERVATION PROJECT:** I am working with Dan Karalus from the Montana Historical Society to start to address the problem of preservation of digital born news. I’ve included the problem statement document we developed in your packet. We are scheduling an initial meeting of the Work Group for the week of May 6th.
5. **FOUNDATION APPROVED PROJECTS:** At their January meeting, the Foundation Board approved all of the Library’s funding requests. The Library Board approved these project requests at their December meeting. We will start implementing the projects over the next couple of months. A copy of the approved requests is in your packet for reference.
6. **TRUSTEE TRAININGS:** The Montana State Library Commission has allocated \$4,000 to each Library Federation for Trustee training. The Pathfinder Federation chose to sponsor a Dan Clark training in Havre this Spring and provide each Library with a \$185.00 for Library Board of Trustee training. ***I’d love input from the Board on how to spend the \$185.00.*** The Montana Library Association Conference will take place April 17 to 20 in Butte. We will be sending staff to the Conference for ongoing training and we are happy to also support any Trustees who wish to attend. I’ve included brief schedule in you packet. More information, including program descriptions are available at the MLA Conference website at <https://www.mtlib.org/2024-Annual-Conference>
7. **WORD MEISTER:** The Great Falls Public will be hosting the ***Word Meister Contest*** again this year on Thursday March 28th from 6:00 pm to 8:00 pm. This is fun evening of teams competing to match words to their proper definitions. Last year, the Library was represented by Whitney Olson, Jill Baker and myself. I hope that we will be able to field a team again this year even through Whitney and Jill are unavailable. Please let me know if you are interested in representing the Library with me.
8. **HIGHRISE STORY TELLING:** In a recent *Your Work Matters* newsletter, Library Boards were encouraged to develop elevator pitches that focus on the VALUE that the Library provides to the community. In your packet, I have included the text of the newsletter article and DRAFTS of pitches we can use to promote the Library.

January 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS

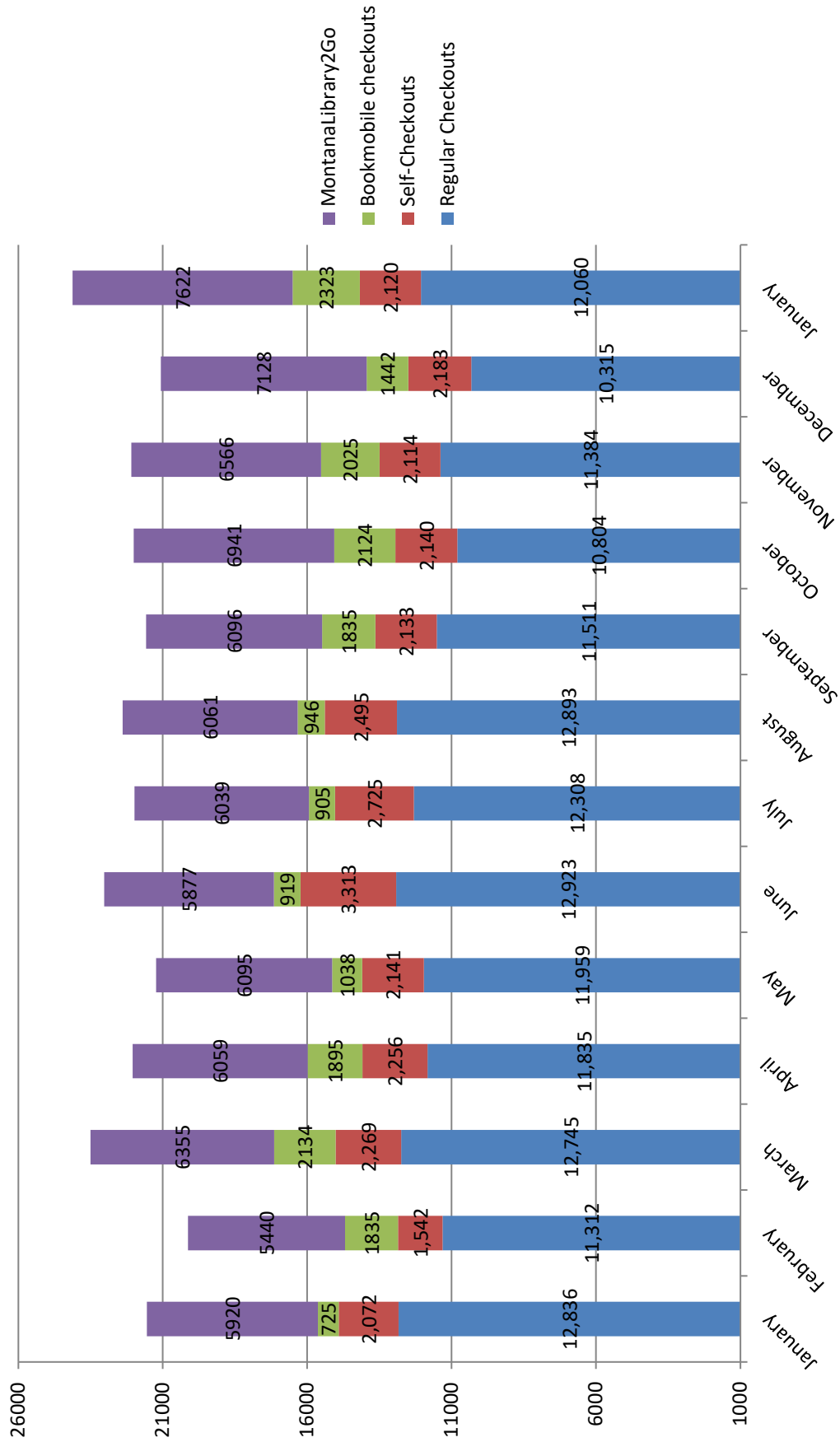


Total Monthly Circulation

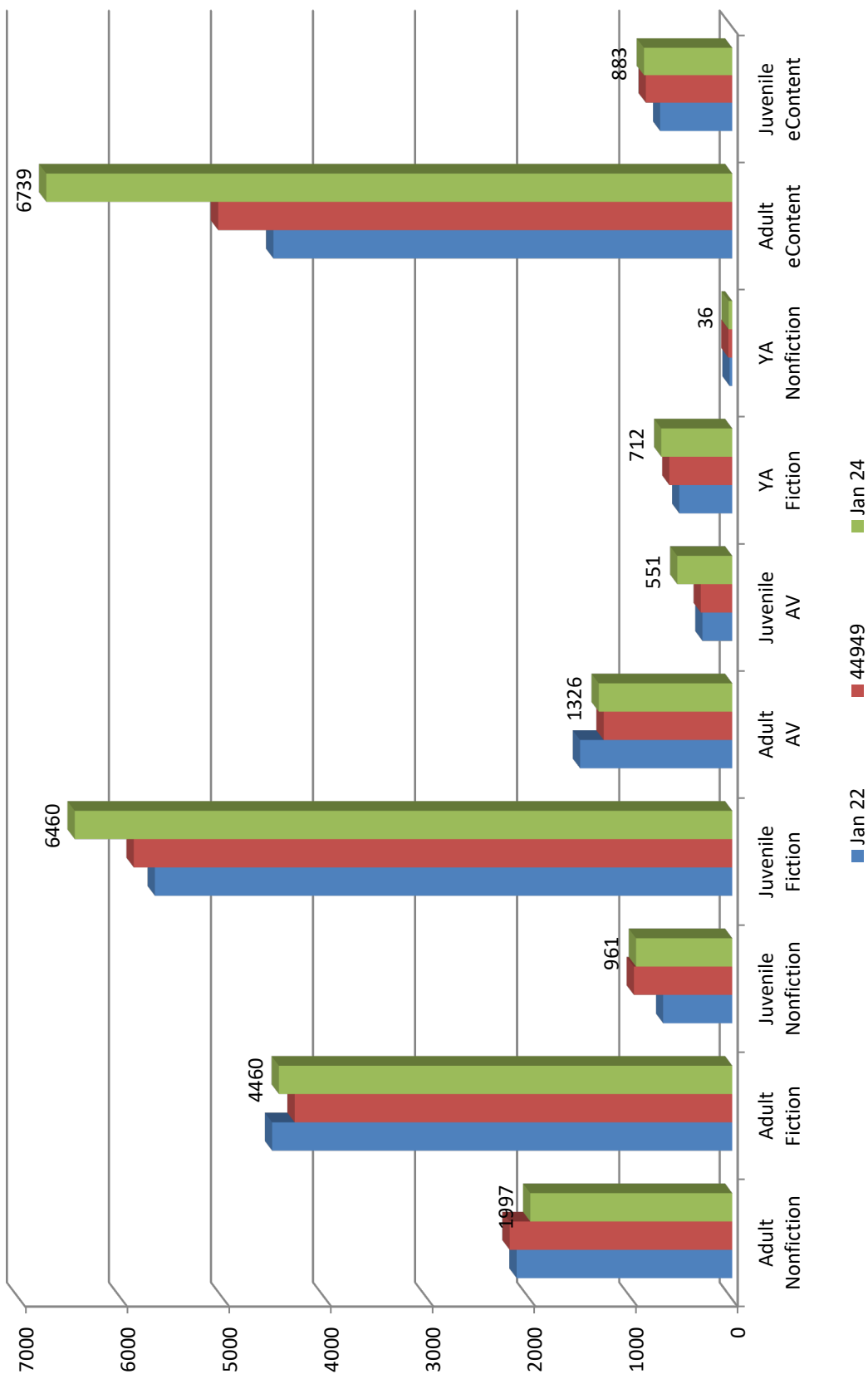
Total Circulation Previous 12 Months: 265,180



Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs 12 Month total = 265,180

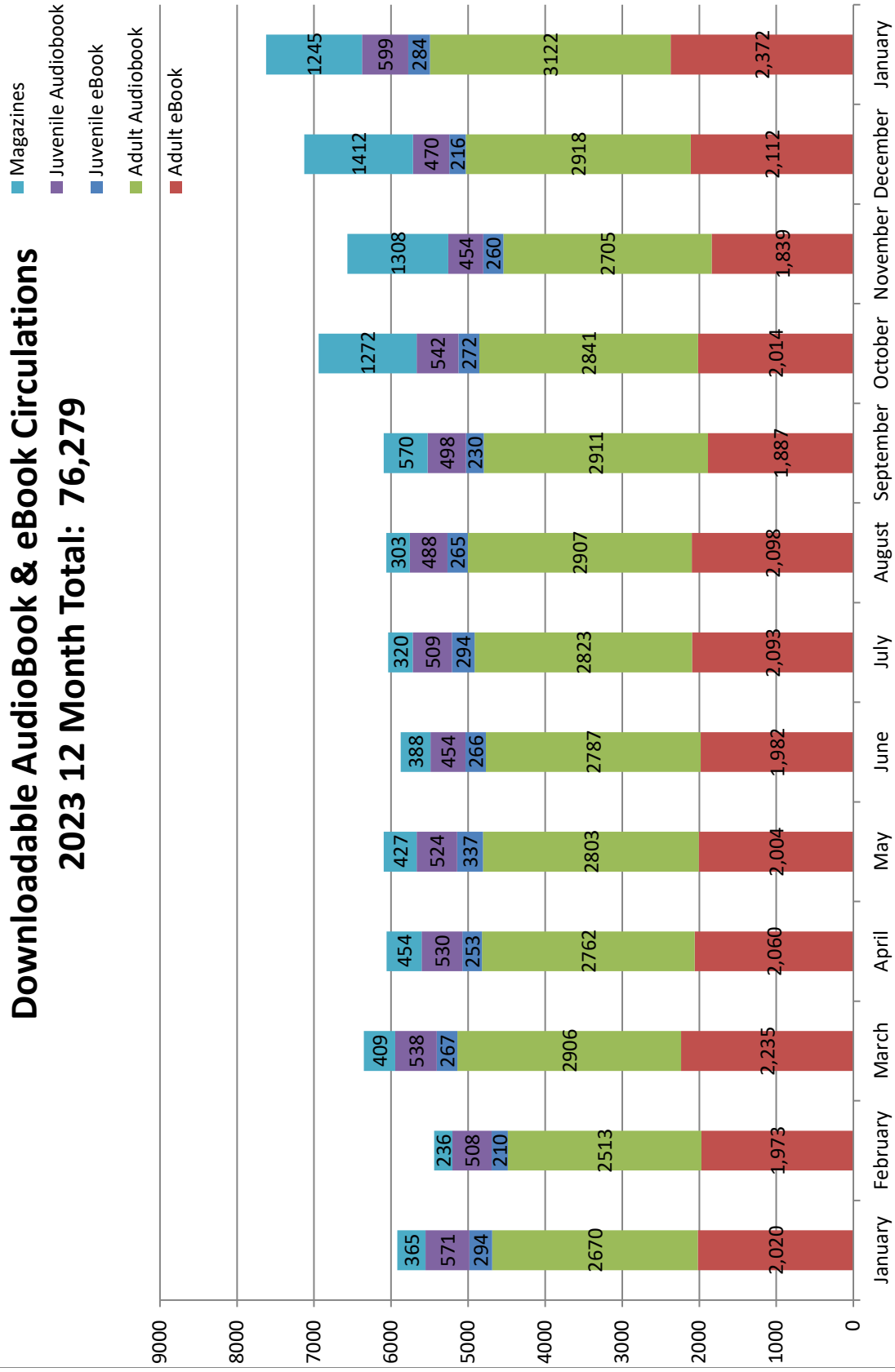


Comparison of Circulation Totals January 2022, 2023, and 2024

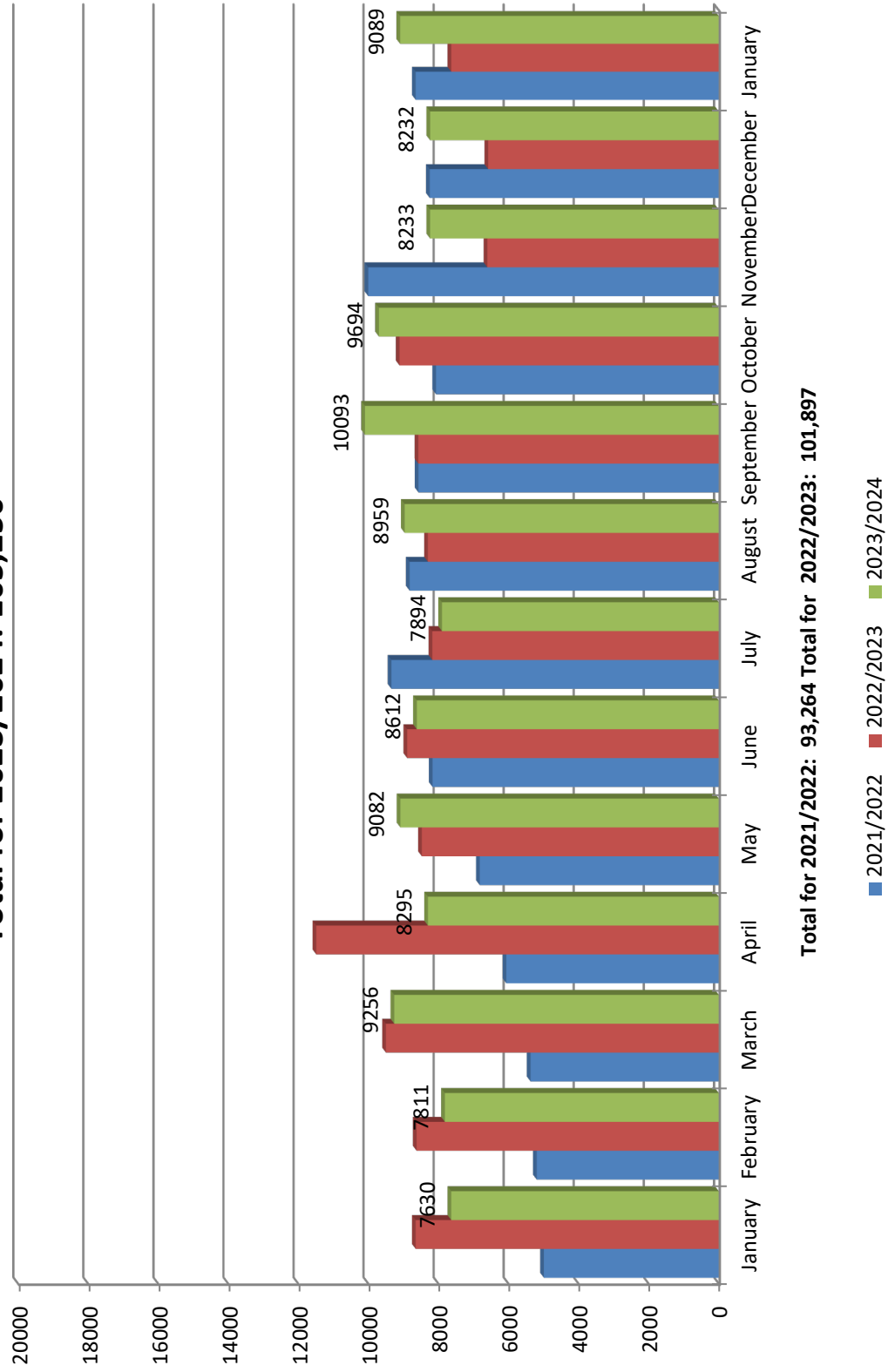


Downloadable AudioBook & eBook Circulations

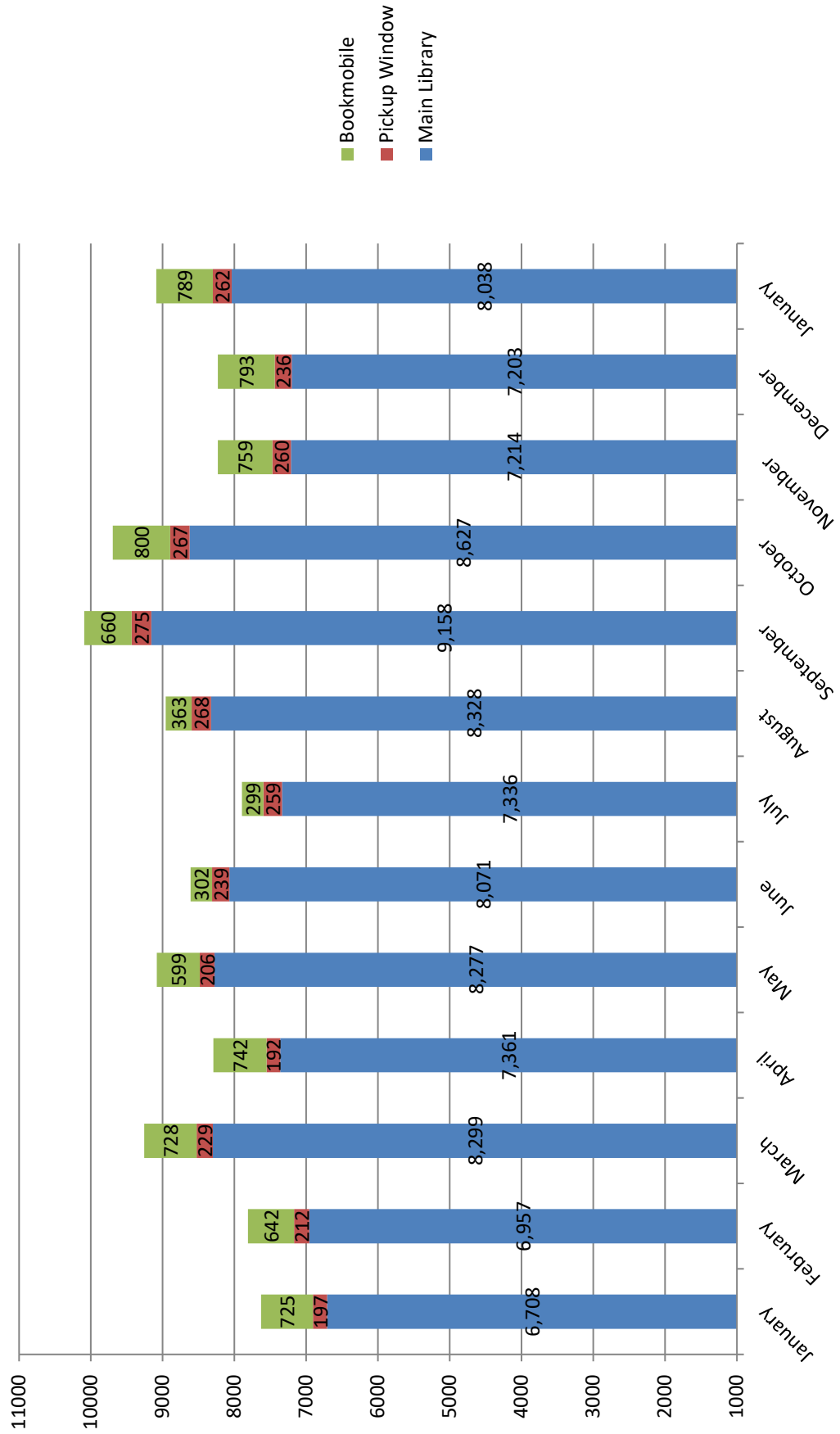
2023 12 Month Total: 76,279



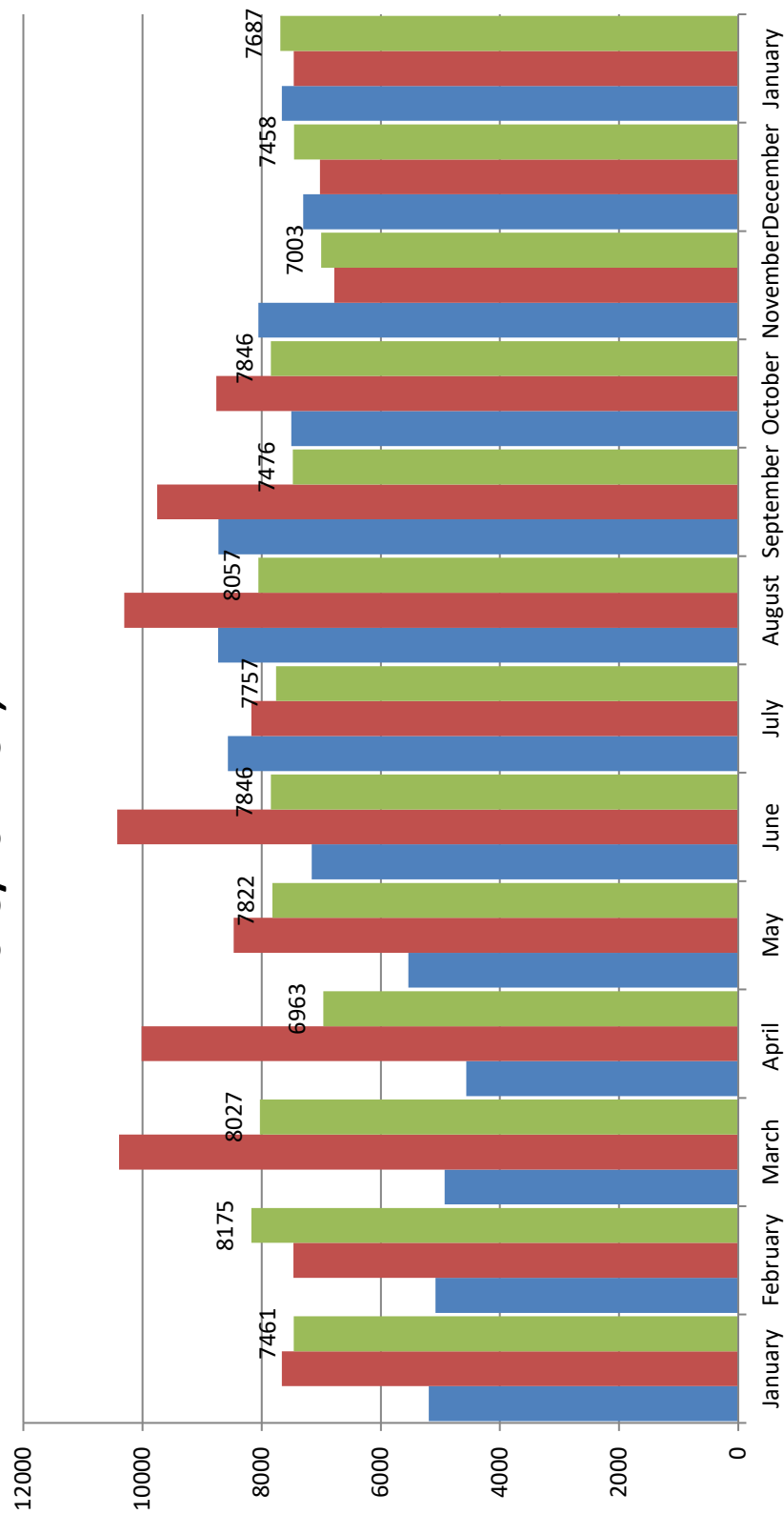
Total Monthly Patron Attendance Total for 2023/2024: 105,250



Main Library, Bookmobile and Pickup Window Attendance



Use of Public Computers & Wireless Network 2023/2024: 92,117



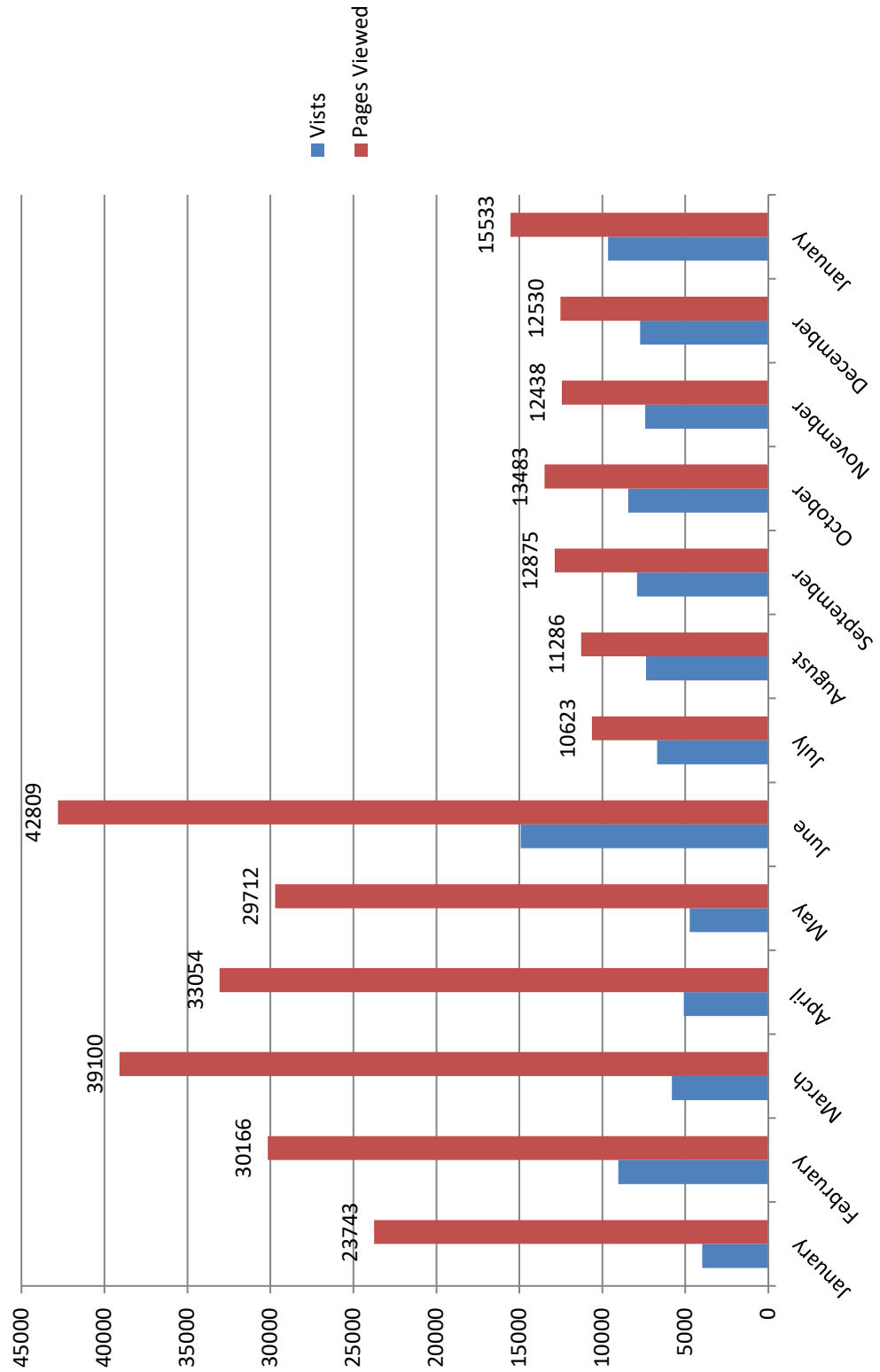
Total for 2021/2022: 83,819 Total for 2022/2023: 105,023

■ 2021/2022 ■ 2022/2023 ■ 2023/2024

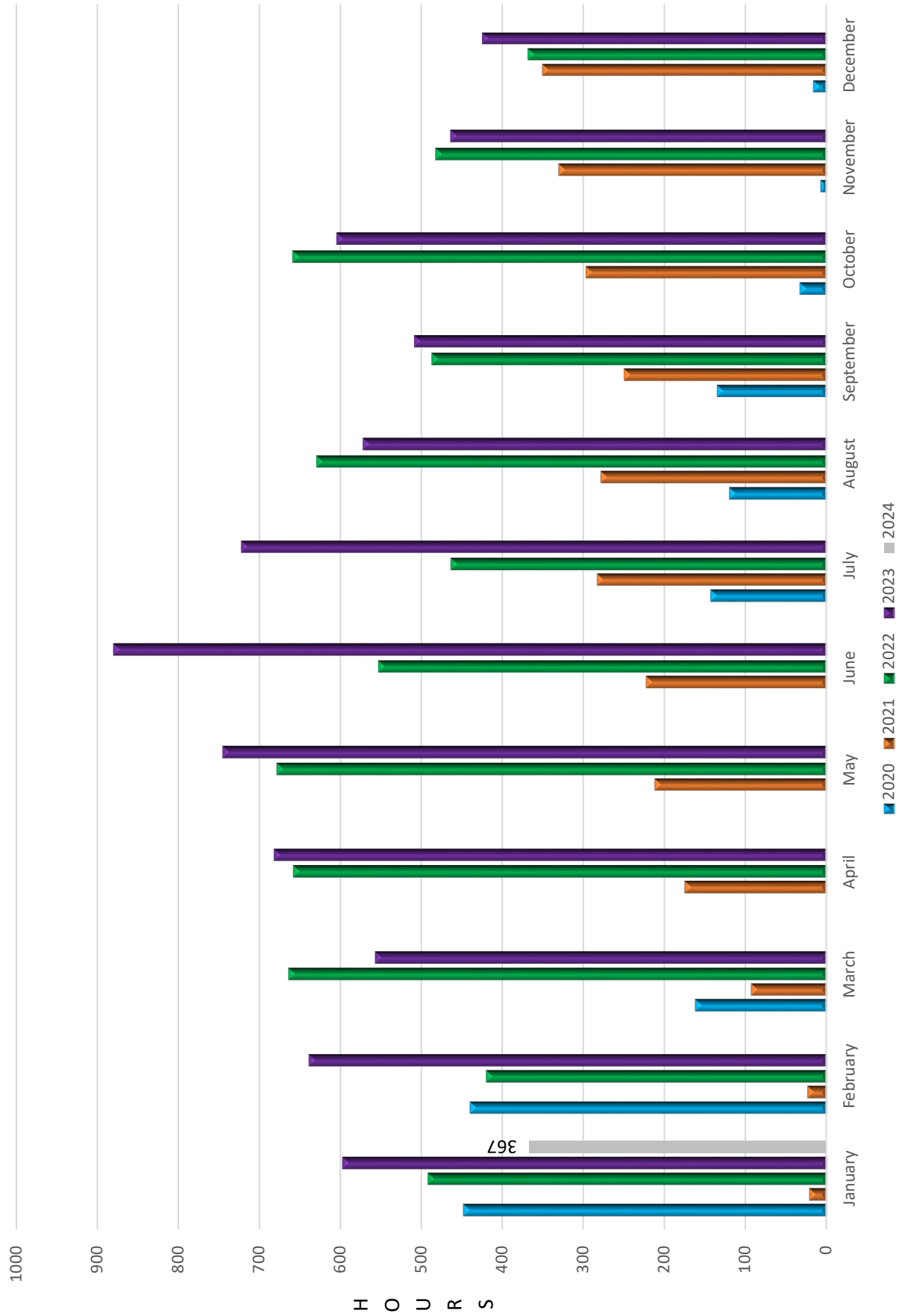
Library Web Page Usage

2023/2024 12 month Total Pages Viewed: 263,609

2023/2024 12 month Total Sessions: 94,814



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
January 2024**

NEW HIRES

Jacob Krantz – Cataloging Specialist (FT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None



Library Board Meeting Date: Feb. 27, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Public Library Standards: Roadmap Review—Planning and Community Development
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library review the Planning & Community Development section of the Library Public Library Standards Road Map. The Library should continue to ensure that they meet ALL of the Essential Standards. The Board should determine which Excellent and Cooperative Standards Great Falls Public Library should pursue.

Background: In order to meet the Montana State Library Public Library standards, the Board is required to review the *Public Library Standards Roadmap* yearly. The Board has elected to review one section of the Road Map each month. The Board is scheduled to review the *Planning and Community Development* section at the February meeting.

The Road Map has three types of recommendations.

- Essential – GFPL is required by to meet these standards in order to receive State Aid.
- Excellent – GFPL is not required to meet these standards to receive funding, but should consider making effort to meet standard in order to provide the best service to our community.
- Cooperative— GFPL is not required to meet these standards to receive funding, but should consider making effort to meet standard in order to provide the best service to our community. These standards require collaboration with other libraries or within the Pathfinder Federation.

Significant Impacts: Thoughtful review of the Road Map and implementation of the Standards can help GFPL provide excellent service

Fiscal Impact: The Library Board is required to review the Public Library Standards Road Map annually in order to receive State Aid.

Alternatives: The Board could decide not to review the Road Map which would jeopardize Great Falls Public Library's State Aid for FY2025.

Attachments/Exhibits:

The Planning and Evaluation Section of the Montana Public Library Standards Road Map

Public Library Standards Road Map: Great Falls Public Library Status

Blue = Library Meets Standard No Additional Action Needed by Board

Green = Library Meets Standard Board Needs to Continue to take regular action

Orange = Library does NOT meet Standard. Standard NOT required. Board decision needed. Does the Board want to make plan to meet standard?

PLANNING AND EVALUATION

Our community members receive library services sufficient unto their needs because the board and director make planning and evaluation a routine part of their work

Essential	Excellent	Cooperative
<p>The Board and Director identify in writing what they want to accomplish in the next 3-5 years, and that plan is focused on meeting community needs. The Board and Director annually review their plan and progress made.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Board has adopted a Strategic plan in November of 2022 and receives bi-monthly updates on plan. BOARD NEEDS TO CONTINUE TO REVIEW PROGRESS ON CURRENT PLAN AND CREATE A NEW ONE IN 2026. (bimonthly updates on calendar; creation of new plan on calendar for December 2025) 	<p>The library evaluates the degree to which everyone in their community has access to library content and services, sufficient unto their needs. From this inclusive ongoing individual-based discovery process, the library devises a community-based plan for addressing their community's needs. The plan is reviewed annually and updated as needed.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Board created Master Plan in 2022. Park Task Force examined community needs in 2023. BOARD NEEDS TO CONTINUE TO EVALUATE COMMUNITY NEEDS. (On Board calendar for July; Board needs to choose what to evaluate each upcoming year.) 	<p>Boards and directors within a federation work together to identify and create collaborative goals that improve services for residents within the federation boundaries. Directors and/or their designees are responsible for implementing those goals.</p> <ul style="list-style-type: none"> GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder partners.
<p>The Board adopts emergency response plans that ensure the safety of the public and staff as the primary priority</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Board has adopted emergency response plans as part of the Library policy manual. BOARD NEEDS TO CONTINUE TO REVIEW AND UPDATE EMERGENCY PLANS AS NEEDED. (policy review on calendar for October 2024; recommend that policy review be broken up so that the entire 	<p>The Board and Director can succinctly communicate to the public about the library's long-range plan - specifically what is in the plan and progress on achieving the plan.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Board and Director communicate to the Public about the Library's Strategic Plan and Master Plan. BOARD NEEDS TO CONTINUE TO COMMUNICATE TO THE PUBLIC ABOUT LIBRARY PLANS. 	<p>Board and directors across the state work with other libraries to identify statewide initiatives that will improve services to all Montanans. Directors and/or their designees are responsible for the logistics related to participation in statewide initiatives.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Director serves on Montana State Library Network Advisory Council and provides reports to Board.

<p>manual doesn't have to be reviewed in one month.)</p>		<ul style="list-style-type: none"> • GFPL participates in the Montana Shared Catalog, the Partners, MontanaLibrary2Go Consortium and collaborative planning for Summer Reading. • BOARD NEEDS TO CONTINUE TO COLLABORATE.
<p>The Director or designee submits the Montana Public Library Annual Statistical Report to the Montana State Library. The Board and Director annually review public library statistics</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Director submits the Public Library Annual Statistical Report. • BOARD NEEDS TO CONTINUE TO REVIEW THE PUBLIC LIBRARY STATISTICS ANNUALLY. (review of public library statistics on calendar annually for February) 	<p>The Board and Director are data-inspired when planning, evaluating and communicating about library services.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Board created Master Plan in 2022 and it includes statistical evaluations of the Library and its services. Board receives monthly statistical reports and annually reviews the Public Library Annual Statistical report. • BOARD NEEDS TO CONTINUE TO GATHER STATISTICS AND USE THEM FOR DECISIONMAKING. 	
<p>Library board and director review the most current Public Library Standards Road Map maintained by the Montana State Library.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Board is reviewing the Public Library Standards Road Map • BOARD NEEDS TO CONTINUE TO REVIEW PUBLIC LIBRARY STANDARDS ROAD MAP ANNUALLY. (review of public library Road Map on calendar by sections—review of whole road map accomplished annually) 		



Library Board Meeting Date: Feb. 27, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Public Library Standards: Public Library Statistics Review
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library Board of Trustees review the Montana Public Library Annual Statistical Report for FY2023 and use the data to make decisions to improve Library services.

Background: In order to meet the Montana State Library Public Library standards, the Board is required to review the Montana Public Library Annual Statistical Report yearly.

Significant Impacts: Thoughtful review of the Montana Public Library Annual Statistical Report can help GFPL provide excellent service.

Fiscal Impact: The Library Board is required to review the Montana Public Library Annual Statistical Report annually in order to receive State Aid.

Alternatives: The Board could decide not to review the Montana Public Library Annual Statistical Report which would jeopardize Great Falls Public Library's State Aid for FY2025.

Attachments/Exhibits:

Montana Public Library Annual Statistical Report for Great Falls Public Library
Great Falls Public Library Public Library Annual Statistics Infographic

GREAT FALLS PUBLIC LIBRARY

301 2ND AVE NORTH
GREAT FALLS, MT 59401

2023 Montana Public Libraries Survey

Administrative Information	Current Year	Previous Year
Population of the legal service area	81,475	81,475
Number of dedicated voted library mills – city	2.00	2.00
Number of dedicated voted library mills – county	0.00	0.00
Number of dedicated voted library mills – library district	0.00	0.00
Number of general mills – city	7.00	0.00
Number of general mills – county	0.00	7.00
Number of general mills – school district	0.00	0.00
Did your library have a mill level election on the ballot during this fiscal year?	Yes	
Was the mill levy election successful?	Yes	
Number of central libraries	1	1
Branches	0	0
Bookmobiles	1	1
Library federation	Pathfinder	Pathfinder
Staffing & Salaries	Current Year	Previous Year
Total library staff with MLS FTE	3.00	3.00
Total librarians FTE	4.00	3.00
Total other staff FTE	13.18	13.45
Total paid staff FTE	17.18	16.45
Total hours worked by non-paid staff (volunteers, interns)	7,192	5,254
Does the library director have an MLS?	Yes	Yes
Operating Revenue	Current Year	Previous Year
Local government revenue – city general fund	\$356,000	\$350,000
Local government revenue – city dedicated voted library mills	\$201,539	\$202,805
Local government revenue – county general fund	\$177,000	\$177,000
Local government revenue – county dedicated voted library mills	\$0	\$0
Local government revenue – library district	\$0	\$0

Local government revenue – other	\$705,385	\$709,817
Total local government revenue	\$1,439,924	\$1,439,622
State federation grant	\$2,132	\$2,359
Per capita, per square mile state aid	\$29,651	\$29,716
State government revenue – other*	\$0.00	
Total state government revenue	\$31,783	\$32,075
Federal government revenue	\$0	\$0
Other operating revenue	\$62,058	\$374,230
Total operating revenue	\$1,533,766	\$1,845,927
Operating Expenditures	Current Year	Previous Year
Salaries and wages expenditures	\$816,564	\$791,838
Employee benefits expenditures	\$420,947	\$432,597
Total staff expenditures	\$1,237,511	\$1,224,435
Print materials expenditures	\$123,466	\$136,934
Electronic materials expenditures	\$24,639	\$18,000
Other materials expenditures	\$21,391	\$28,166
Total collection expenditures	\$169,496	\$183,100
Continuing education expenditures	\$4,022	\$476
Other operating expenditures	\$380,840	\$354,825
Total other operating expenditures	\$384,862	\$355,301
Total operating expenditures	\$1,791,869	\$1,762,836
Capital Revenue	Current Year	Previous Year
Local government capital revenue	\$0	\$0
State government capital revenue	\$0	\$0
Federal government capital revenue	\$0	\$0
Other capital revenue	\$0	\$0
Total capital revenue	\$0	\$0
Capital Expenditures	Current Year	Previous Year
Capital collection expenditures	\$0	\$0
Capital furnishings and equipment expenditures	\$0	\$0
Capital building expenditures	\$0	\$236,319

Other capital expenditures	\$17,263	\$70,488
Total capital expenditures	\$17,263	\$306,807
Library Collection	Current Year	Previous Year
Print materials	108,371	118,432
Audio physical units	3,092	3,320
Video physical units	7,514	7,941
Other circulating physical items	147	127
Total physical collection	119,124	129,820
Downloadable audio provided through the Montana State Library (MTLIB2GO)	27,827	29,336
Other downloadable audio	0	0
Total downloadable audio	27,827	29,336
E-books provided through the Montana State Library	34,162	34,221
Other e-books	0	0
Total e-books	34,162	34,221
Downloadable videos provided through the Montana State Library (MTLIB2GO)*	0	
Other downloadable videos*	0	
Total downloadable videos*	0	
Licensed databases provided through the Montana State Library	1	1
Other licensed databases	1	1
Total licensed databases	2	2
Total print serial subscriptions*	80	
Total collection	181,113	193,377
Total digital collection	61,989	63,557
Library Services	Current Year	Previous Year
Library visits	98,001	108,624
Library visits reporting method		
Reference transactions	17,050	13,495
Reference transactions reporting method	CT	CT
Number of registered users	24,323	22,539
Does the library charge overdue fines?	N	

Circulation	Current Year	Previous Year
Circulation of children's materials – physical	77,520	75,621
Circulation of children's materials provided by Montana State Library (MTLIB2GO)	5,286	4,970
Circulation of children's materials – other electronic*	0	
Total circulation of children's materials	82,806	80,591
Total physical item circulation	172,821	173,846
Circulation of things (e.g. hot spots, telescopes, games, cake pans, etc.)	247	263
Circulation of electronic materials provided by Montana State Library (MTLIB2GO)	69,392	61,824
Circulation of other electronic materials	0	0
Total circulation of electronic materials	69,392	61,824
Database retrievals	923	724
Total electronic use (e-circ and databases)	70,315	62,548
Total circulation (physical circ and e-circ)	242,213	235,670
Total use (physical circ, e-circ, and databases)	243,136	236,394
Interlibrary Loans	Current Year	Previous Year
Loans – in state	24,943	999
Loans – out of state	177	13
Interlibrary loans provided to other libraries	25,120	1,012
Borrows – in state	10,605	482
Borrows – out of state	291	222
Interlibrary loans received from other libraries	10,896	704
Library Program Sessions	Current Year	Previous Year
Preschool programs (ages 0-5)	119	209
School age programs (ages 6-11)	30	0
Total children's programs	149	209
Young adult programs (ages 12-18)	32	44
Adult programs (ages 19+)	89	70
Family programs (all ages)	22	26
Programs presented at the library	261	300
Programs presented offsite at another location	25	7

Programs presented online to a live audience	6	42
Total program sessions	292	349
Library Program Attendance	Current Year	Previous Year
Preschool program attendance	2,111	8,009
School age program attendance	876	0
Total children's program attendance*	2,987	8,009
Young adult program attendance	450	774
Adult program attendance	3,432	2,067
Family program attendance	2,830	2,601
Attendance at the library	6,446	8,820
Attendance offsite at another location	3,172	77
Attendance online	81	4,554
Total attendance	9,699	13,451
Pre-Recorded Library Programs	Current Year	Previous Year
Total program presentations recorded and posted online	21	38
Total presentations views within 30 days of posting	863	3,279
Library Technology	Current Year	Previous Year
Total attendance at technology classes	0	0
Total recipients of one-on-one technology assistance	6,219	5,598
Total device circulation	239	0
Number of Internet computers used by general public	23	23
Number of Internet computers used by staff	21	28
Number of uses (sessions) of public Internet computers per year	18,347	19,317
Reporting method for number of uses of public Internet computers per year	CT	CT
Total Wi-Fi sessions	80,371	86,679
Reporting method for wireless sessions	CT	CT
Website visits	56,053	97,112

All data contained herein is supplied directly by each of the public libraries of Montana through the Public Libraries Survey, administered annually by the Montana State Library (MSL) on behalf of the federal Institute of Museum and Library Services (IMLS). *Previous year's data unavailable.



GREAT FALLS PUBLIC LIBRARY

301 2ND AVE NORTH
GREAT FALLS, MT 59401

ANNUAL REPORT 2023



The library had **6,344**
open hours



24,323 people have a
card at our library



98,001 people walked
through our doors last year



The collection had
181,113 items



Print materials totaled
108,371



E-materials totaled **61,989**



69,392 e-materials
borrowed



Contributing to a total of
242,213 checkouts



We lent our items to
other libraries **25,120**
times



18,347 uses of public
computers



80,371 WiFi sessions



And brought in **10,896**
items upon patron
request



292 total programs
offered



9,699 people attended in
total



All data contained herein is preliminary and supplied directly by each of the public libraries of Montana through the Public Libraries Survey, administered annually by the Montana State Library (MSL) on behalf of the federal Institute of Museum and Library Services (IMLS).

READ



Library Board Meeting Date: Feb. 27, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Board of Trustees Job Description
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the updated Board of Trustees Job Description

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the updated Library Board of Trustees Job Description as presented.
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the Library Board approve updated job description.

Background: Last year, the City Commission appointed two members to the Library Board of Trustees. During the Library Board appointment votes, the City Commission made clear that they would like to change the process for Library Board appointments. Instead of having the Library Board interview candidates and make recommendations to the Commission, they have indicated that they will institute a consistent procedure for the two “governing” boards appointed by the City Commission. Most City Boards are advisory in nature. Both the Airport Authority Board and the Library Board have governing responsibilities. The current Board of Trustee job description refers to the Library board as an “advisory board of the Great Falls Public Library exists to advise, recommend and advocate for the library in the city of Great Falls.” The updated job description makes clear that the Board “exists to provide governance for the Great Falls Public Library and to advise, recommend, and advocate for the library in the City of Great Falls and within Cascade County, Montana.” The proposed job description also provides updated language on the responsibilities and qualifications of a Board member.

Significant Impacts: The updated job description will provide more clarity to Board candidates regarding the role and responsibilities of being a Library Board Trustee.

Fiscal Impact: There is no fiscal impact to this decision.

Alternatives: The Board could decide not to approve the proposed job description or to ask for alterations to be made to the proposed job description.

Attachments/Exhibits:

Proposed Library Board of Trustees Job Description

Current Library Board of Trustees Job Description

**Great Falls Public Library
Board of Trustees: Job Description**

Our Mission: *The Great Falls Public Library serves as a connection point; we empower the community and enhance quality of life by providing individuals access to information and social, cultural and recreational resources.*

Position

The Great Falls Public Library Board of Trustees exists to provide governance for the Great Falls Public Library and to advise, recommend, and advocate for the library in the City of Great Falls and within Cascade County, Montana. The board supports the work of the library and provides leadership to the library director, as well as leadership to the community regarding library services and resources. Although the operations are managed by the library director, the board-director relationship is a partnership.

Responsibilities

1. Participate in the ongoing responsibilities of the governing body, including establishment of library policies, budgeting, evaluating and supervising the library director, working with city, county and state government officials, and planning for current and future library services and programs.
2. Attend all regular and special meetings of the Board, and participate in committees and activities as necessary; attend appropriate library functions. Participate in full orientation to the Library and meet ongoing continuing education requirements.
3. Represent the interests and needs of community members.
4. Support basic library tenets such as Intellectual Freedom, Freedom to Read, Library Bill of Rights, Public's Right to Information and Confidentiality of Patron Records.
5. Lend expertise and experience to the organization.
6. Maintain an awareness of library issues and trends on a local, statewide and national level, and the implications for library users.
7. Act as liaison with the public, interpreting and informing local government, media and public of library services and needs.
8. Understand pertinent city, county and state law; actively support library legislation in the state and nation.

Qualifications

1. Commitment to providing the best possible library services for the community.
2. The ability to contribute adequate time, including preparation time, for effective participation in Board activities and decision making.
3. The ability to represent needs and varied interests of the community at large and the library.
4. Strong interpersonal, communication, and listening skills.
5. The ability to work with governmental bodies, agencies and other libraries.
6. The ability to handle opposition and make decisions in the interest of library service.
7. Ability to work with a team.

Time Commitment

The Board of Trustees meets on the fourth Tuesday of each month at 4:30 p.m. Special meetings may be called at any time by the Chair or by any two members of the Board. Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with open meeting laws.

Trustees shall hold office for five (5) years from the date of appointment by the City Commission, or until their successors are appointed. Appointments shall be governed by state law. Trustees may not serve more than two full terms in succession. If a Board member vacates their seat, a successor member shall be appointed to fill the remainder of that member's appointment, which term shall not be considered a full term under Mont. Code Ann. § 22-1-308.

Great Falls Public Library

Board of Trustees

Job Description

Our Vision

Explore, discover, connect
See you @ the Library!

Our Mission

The Great Falls Public Library serves as a connection point; we empower the community and enhance quality of life by providing individuals access to information and social, cultural and recreational resources.

Position

The advisory board of the Great Falls Public Library exists to advise, recommend and advocate for the library in the city of Great Falls, Montana and within Cascade County, Montana. The board supports the work of the library and provides leadership to the library director as well as leadership to the community regarding library services and resources. Although the operations are managed by the library director, the board-director relationship is a partnership.

Responsibilities

- Supports basic library tenets such as Intellectual Freedom, Freedom to Read, Library Bill of Rights, Public's Right to Information and Confidentiality of Patron Record
- Participates in the ongoing responsibilities of the governing body, including establishment of library policies and planning for current and future library services and programs
- Attends all regular and special meetings of the Board and participates in committees and activities as necessary; attends appropriate library functions
- Advocate for the library in the community and advocate for the community as a member of the library board
- Lends expertise and experience to the organization

Qualifications

- Commitment to provide the best possible library service for the community
- An abiding interest in the library and the community
- Ability to contribute adequate time for effective participation in board activities and decision making
- Ability to work with people, lead meetings and communicate effectively
- Ability to work with governmental bodies, agencies and other libraries

Time Commitment

The Board of Trustees meets monthly at the library. Meetings are held on the 4th Tuesday of the month at 4:30 and generally last 1 hour. Board members are appointed by the City Commission for a 5 year term and are eligible for re-appointment for one additional term.



Library Board Meeting Date: Feb. 27, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Review of Governing Documents
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library Board review their governing documents including the Management Agreement with the City of Great Falls, the relevant Montana Code and the City of Great Falls Ordinances regarding the Library.

Background: At the January 2nd City Commission Work Session, the January 16th City Commission Meeting, and in public statements, Commissioner Tryon expressed a desire to terminate the City of Great Falls Management Agreement with the Library. The City Commission as a whole did not act to terminate the agreement this year. The agreement renews annually but either party can terminate the agreement by giving written notice at least 90 days before the anniversary date of April 20th. The governance of the Great Falls Public Library is dictated by the Montana Code Annotated, City Ordinances, and the City-Library management agreement. As any changes to the management agreement (including termination) would need to align with the other governing documents--including State Laws and local ordinances, it is important that the Library Board understand all of the documents and how they work together.

Significant Impacts: Thoughtful review of the Library's governing documents can help the Library Board provide better oversight of the Library and improve interactions with the City of Great Falls.

Fiscal Impact: No immediate fiscal impact. Understanding the governing documents will improve the Library Board's ability to maintain sustainable funding for the Library in the future.

Alternatives: The Board could decide not to review the Library's Governing Documents which may leave them less prepared and knowledgeable about governance of the Library.

Attachments/Exhibits:

Management Agreement with the City of Great Falls

The Montana Code Annotated TITLE 22. CHAPTER 1. LIBRARIES Part 3. Free Public Libraries

The City of Great Falls Ordinances Chapter 18 Great Falls Public Library

AGREEMENT

This Agreement made and entered into this 20th day of April, 1993, by and between the City of Great Falls, Montana, a municipal corporation of the State of Montana, hereinafter referred to as "City" and the Great Falls Library Board of Trustees, hereinafter referred to as "Library Board";

WHEREAS, an Agreement is deemed necessary to provide a basis for cooperation between the Library Board and the City for a more efficient management of library services; and,

WHEREAS, the powers and duties of the Library Board are established by statute under Title 22, Chapter 1, Part 3, MCA with implementation and policy decisions to be exercised by said board; and,

WHEREAS, pursuant to 22-1-309, (3) MCA, the Library Board is empowered to contract with City to provide library services;

NOW, THEREFORE, the parties mutually covenant and agree as follows:

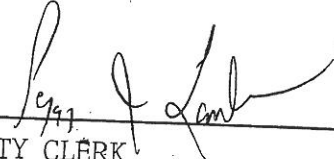
1. All provisions of state statutes regarding the powers and duties of the Library Board are acknowledged by the parties hereto;
2. The Library Board shall have the exclusive power and authority to determine policy for the operation of the library; prepare budgets; authorize expenditures; determine the selection of materials; and negotiate contracts and agreements as set forth in 22-1-309, MCA;
3. The City shall have authority and responsibility for all personnel matters, including hiring, firing and disciplinary proceedings, for all library employees, including the Library Director, except that appointment of the Library Director must be made in consultation with and be confirmed by the Library Board;
4. The Library Director shall have the "de facto" administrative status of a City department head and the Library Director shall report directly to the City Manager;


5. The Library Director shall be responsible to the Library Board for the execution of the policies of the Library Board as authorized in #2 above;
6. The City Manager shall execute all contracts and agreements for the library;
7. The City of Great Falls agrees to support the library budget in the amount of at least seven (7) mills. The funds so collected will be placed in a library fund and neither the principal nor the interest from such funds will be used for any purpose except to fund the library budget;
8. The term of this Agreement shall be for one year from and after July 1, 1993. The Agreement shall automatically renewed each year unless and until 90 days written notice of termination is given by either party prior to the anniversary date of the Agreement;
9. This Agreement shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have caused this instrument to be executed by the persons duly authorized thereto the day and year first hereinabove written.


CITY MANAGER


Chairman of Library Board


CITY CLERK


Approved as to form: City Attorney

Montana Code Annotated 2023

TITLE 22. LIBRARIES, ARTS, AND ANTIQUITIES

CHAPTER 1. LIBRARIES

Part 3. Free Public Libraries

Definitions

22-1-301. Definitions. Unless otherwise provided, the following definitions apply in this part:

(1) "City" means city or town.

(2) "Commission" means the state library commission.

(3) "Public library" means a library created under:

(a) **22-1-303** through **22-1-317** that provides library services to the public by means of central facilities, branch facilities, or bookmobiles; or

(b) Title 7.

History: En. Sec. 11, Ch. 260, L. 1967; R.C.M. 1947, 44-227; amd. Sec. 8, Ch. 670, L. 1989; amd. Sec. 1, Ch. 356, L. 1991; amd. Sec. 1, Ch. 47, L. 2009.

Purpose

22-1-302. Purpose. It is the purpose of this part to encourage the establishment, adequate financing, and effective administration of free public libraries in this state to give the people of Montana the fullest opportunity to enrich and inform themselves through reading.

History: En. Sec. 1, Ch. 260, L. 1967; R.C.M. 1947, 44-218.

Creation Of Public Library

22-1-303. Creation of public library. A public library may be established in any county or city in any of the following ways:

(1) The governing body of any county or city desiring to establish and maintain a public library may pass and enter upon its minutes a resolution to the effect that a free public library is established under the provision of Montana laws relating to public libraries.

(2) A public library may be established by a petition that is signed by not less than 10% of the resident taxpayers whose names appear upon the last-completed assessment roll of the city or county and that is filed with the governing body requesting the establishment of a public library. The governing body of a city or county shall set a time of meeting at which it may by resolution establish a public library. The governing body shall give notice of the contemplated action in a newspaper of general circulation for 2 consecutive weeks giving the date and place of the meeting at which the contemplated action is proposed to be taken.

(3) (a) Upon a petition being filed with the governing body and signed by not less than 5% of the resident taxpayers of any city or county requesting an election, the governing body shall submit to a vote of the qualified electors at the next general election the question of whether a free public library is to be established.

(b) If a petition is submitted for a city, the petition must be signed by resident taxpayers of the city.

(c) If a petition is submitted to the county commissioners of a county asking for the establishment of a county library, the petition must be signed by resident taxpayers of the county who reside outside the corporate limits of an incorporated city that is located in the county and that may already have established a free public library for the city.

(d) If the petition specifically asks that a special election be called and the petition is signed by 35% of the resident freeholders affected by the petition, then the governing body shall, upon receipt of the petition, immediately set a date for a special election. The special election must be held in conjunction with a regular or primary election.

(e) If at the election a majority of the electors voting on the question vote in favor of the establishment of a library, the governing body shall immediately take the necessary steps to establish and maintain the library or to contract with any city or county for library service to be rendered to the inhabitants of the city or county.

History: En. Sec. 2, Ch. 260, L. 1967; amd. Sec. 1, Ch. 263, L. 1969; R.C.M. 1947, 44-219; amd. Sec. 65, Ch. 387, L. 1995.

Tax Levy -- Special Library Fund -- Bonds

22-1-304. Tax levy -- special library fund -- bonds. (1) Subject to **15-10-420**, the governing body of a city or county that has established a public library may levy in the same manner and at the same time as other taxes are levied a tax in the amount necessary to maintain adequate public library service.

(2) (a) The governing body of a city or county may by resolution submit the question of imposing a tax levy to a vote of the qualified electors at an election as provided in **15-10-425**. The resolution must be adopted at least 85 days prior to the election at which the question will be voted on, and, pursuant to the deadline in **13-1-504**, the election may not be held less than 85 days after the resolution is adopted.

(b) Upon a petition being filed with the governing body and signed by not less than 5% of the resident taxpayers of any city or county requesting an election for the purpose of imposing a mill levy, the governing body shall submit to a vote of the qualified electors at an election conducted as provided in **15-10-425** the question of imposing the mill levy. The petition must be delivered to the governing body at least 85 days prior to the election at which the question will be voted on.

(3) The proceeds of the tax constitute a separate fund called the public library fund and may not be used for any purpose except those of the public library.

(4) Money may not be paid out of the public library fund by the treasurer of the city or county except by order or warrant of the board of library trustees.

(5) Bonds may be issued by the governing body in the manner prescribed by law for the following purposes:

(a) building, altering, repairing, furnishing, or equipping a public library or purchasing land for the library;

(b) buying a bookmobile or bookmobiles; and

(c) funding a judgment against the library.

History: En. Sec. 3, Ch. 260, L. 1967; R.C.M. 1947, 44-220; amd. Sec. 1, Ch. 431, L. 1983; amd. Sec. 39, Ch. 250, L. 1985; amd. Sec. 1, Ch. 333, L. 1999; amd. Sec. 123, Ch. 584, L. 1999; amd. Sec. 31, Ch. 495, L. 2001; amd. Sec. 128, Ch. 574, L. 2001; amd. Sec. 16, Ch. 453, L. 2005; amd. Sec. 232, Ch. 49, L. 2015.

Library Depreciation Reserve Fund Authorized

22-1-305. Library depreciation reserve fund authorized. The governing body of any city or county or a combination of city and county in Montana may establish a library depreciation reserve fund for the replacement and acquisition of property, capital improvements, and equipment necessary to maintain and improve city, county, or city-county library services.

History: En. 44-229 by Sec. 1, Ch. 78, L. 1975; R.C.M. 1947, 44-229.

Investment Of Fund

22-1-307. Investment of fund. The moneys held in the library depreciation reserve fund may be invested as provided by law. All interest earned on the fund must be credited to the library depreciation reserve fund.

History: En. 44-231 by Sec. 3, Ch. 78, L. 1975; R.C.M. 1947, 44-231.

Public Library -- Board Of Trustees

22-1-308. Public library -- board of trustees. (1) Upon the establishment of a public library under the provisions of this part, the mayor, with the advice and consent of the city council or city commissioners, shall appoint a board of trustees for the city library and the presiding officer of the board of county commissioners, with the advice and consent of the board, shall appoint a board of trustees for the county library.

(2) The library board must consist of five trustees. Not more than one member of the governing body may be, at any one time, a member of the board.

(3) Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

(4) Trustees shall hold their office for 5 years from the date of appointment and until their successors are appointed. Initially, appointments must be made for 1-, 2-, 3-, 4-, and 5-year terms. Annually thereafter, there must be appointed before July 1 of each year, in the same manner as the original appointments for a 5-year term, a trustee to take the place of the retiring trustee. Trustees may not serve more than two full terms in succession.

(5) Following the appointments, in July of each year, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms. Vacancies in the board of trustees must be filled for the unexpired term in the same manner as original appointments.

History: En. Sec. 4, Ch. 260, L. 1967; R.C.M. 1947, 44-221; amd. Sec. 348, Ch. 56, L. 2009.

Trustees -- Powers And Duties

22-1-309. Trustees -- powers and duties. The library board of trustees shall have exclusive control of the expenditure of the public library fund, of construction or lease of library buildings, and of the operation and care of the library. The library board of trustees of every public library shall:

(1) adopt bylaws and rules for its own transaction of business and for the government of the library, not inconsistent with law;

(2) establish and locate a central public library and may establish branches thereof at such places as are deemed necessary;

(3) have the power to contract, including the right to contract with regions, counties, cities, school districts, educational institutions, the state library, and other libraries, to give and receive library service, through the boards of such regions, counties, and cities and the district school boards, and to pay out or receive funds to pay costs of such contracts;

(4) have the power to acquire, by purchase, devise, lease or otherwise, and to own and hold real and personal property in the name of the city or county or both, as the case may be, for the use and purposes of the library and to sell, exchange or otherwise dispose of property real or personal, when no longer required by the library and to insure the real and personal property of the library;

(5) pay necessary expenses of members of the library staff when on business of the library;

(6) prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds, for submission to the appropriate agency of the governing body. A separate budget request shall be submitted for new construction or for capital improvement of existing library property.

(7) make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement. The trustees shall also provide for the keeping of such records as shall be required by the Montana state library in its request for an annual report from the public libraries and shall submit such an annual report to the state library.

(8) have the power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.

(9) exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library.

History: Ap. p. Sec. 5, Ch. 260, L. 1967; Sec. 44-222, R.C.M. 1947; Ap. p. Sec. 1, Ch. 47, L. 1927; re-en. Sec. 5668.17, R.C.M. 1935; Sec. 11-1006, R.C.M. 1947; R.C.M. 1947, 11-1006(part), 44-222.

Chief Librarian -- Personnel -- Compensation

22-1-310. Chief librarian -- personnel -- compensation. The board of trustees of each library shall appoint and set the compensation of the chief librarian who shall serve as the secretary of the board and shall serve at the pleasure of the board. With the recommendation of the chief librarian, the board shall employ and discharge such other persons as may be necessary in the administration of the affairs of the library, fix and pay their salaries and compensation, and prescribe their duties.

History: En. Sec. 6, Ch. 260, L. 1967; R.C.M. 1947, 44-223.

Use Of Library -- Privileges

22-1-311. Use of library -- privileges. Every library established under the provisions of this part shall be free to the use of the inhabitants of the city or the county supporting such library. The board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library. The board may extend the privileges and use of the library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.

History: En. Sec. 7, Ch. 260, L. 1967; R.C.M. 1947, 44-224.

Cooperation And Merger

22-1-312. Cooperation and merger. Library boards of trustees, boards of other educational institutions, library agencies, and local political subdivisions are hereby empowered to cooperate, merge, or combine in providing library service.

History: En. Sec. 8, Ch. 260, L. 1967; R.C.M. 1947, 44-225.

Existing Tax-Supported Libraries -- Notification -- Exemption From County Taxes

22-1-313. Existing tax-supported libraries -- notification -- exemption from county taxes. After the establishment of a county free library as provided in this part, the governing body of any city which has an existing tax-supported public library may notify the board of county commissioners that such city does not desire to be a part of the county library system. Such notification shall exempt the property in such city from liability for taxes for county library purposes.

History: En. Sec. 9, Ch. 260, L. 1967; R.C.M. 1947, 44-226.

Continued Existence Of All Public Libraries

22-1-314. Continued existence of all public libraries. All public libraries heretofore established shall continue in existence, subject to the changes in administration provided herein.

History: En. Sec. 12, Ch. 260, L. 1967; R.C.M. 1947, 44-228.

City Library May Assume Functions Of County Library

22-1-315. City library may assume functions of county library. (1) Instead of establishing a separate county free library, the board of county commissioners may enter into a contract with the board of library trustees or other authority in charge of the free public library of any incorporated city, and the board of library trustees or other authority in charge of such free public library is hereby authorized to make such a contract.

(2) Such contract may provide that the free public library of such incorporated city shall assume the functions of a county free library within the county with which such contract is made, and the board of county commissioners may agree to pay out of the county free library fund into the library fund of such incorporated city such sum as may be agreed upon.

(3) Either party to such contract may terminate the same by giving 6 months' notice of intention to do so.

History: En. Sec. 11, Ch. 45, L. 1915; re-en. Sec. 4573, R.C.M. 1921; re-en. Sec. 4573, R.C.M. 1935; R.C.M. 1947, 44-211.

Joint City-County Library

22-1-316. Joint city-county library. (1) A county and any city or cities within the county, by action of their respective governing bodies, may join in establishing and maintaining a joint city-county library under the terms of a contract agreed upon by all parties.

(2) The expenses of a joint city-county library must be apportioned between or among the county and cities on the basis agreed upon in the contract.

(3) Subject to **15-10-420**, the governing body of any city or county entering into a contract may levy a special tax as provided in **22-1-304** for the establishment and operation of a joint city-county library.

(4) The treasurer of the county or of a participating city within the county, as provided in the contract, has custody of the funds of the joint city-county library, and the other treasurers of the county or cities joining in the contract shall transfer quarterly to the designated treasurer all money collected for the joint city-county library.

(5) The contract must provide for the disposition of property upon dissolution of the joint city-county library.

History: En. Sec. 1, Ch. 273, L. 1973; R.C.M. 1947, 44-219.1; amd. Sec. 124, Ch. 584, L. 1999.

City-County Library -- Board Of Trustees

22-1-317. City-county library -- board of trustees. (1) A joint city-county library must be governed by a board of trustees composed of five members chosen as specified in the contract, with terms not to exceed 5 years.

(2) Trustees may not serve more than two full terms in succession.

(3) Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

(4) Trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms.

(5) The board of trustees has the same powers and duties as the board of trustees of a city library or a county library.

History: En. Sec. 2, Ch. 273, L. 1973; amd. Sec. 3, Ch. 3, L. 1977; R.C.M. 1947, 44-219.2; amd. Sec. 349, Ch. 56, L. 2009.

Through 22-1-324 Reserved

22-1-318 through 22-1-324 reserved.

Short Title

22-1-325. Short title. Sections **22-1-325** through **22-1-331** may be cited as the "Information Access Montana Act".

History: En. Sec. 1, Ch. 670, L. 1989.

State Aid To Public Libraries

22-1-326. State aid to public libraries. (1) As used in **22-1-326** through **22-1-331**, "public library" means a library created under Title 7 or under **22-1-301** through **22-1-317** or an accredited tribal college library that provides services to the public.

(2) As provided in **22-1-325** through **22-1-329**, the commission shall administer state aid to public libraries and public library districts created and operated under part 7 of this chapter. The purposes of state aid are to:

- (a) broaden access to existing information by strengthening public libraries and public library districts;
- (b) augment and extend services provided by public libraries and public library districts; and
- (c) permit new types of library services based on local need.

(3) Money appropriated for the purposes of this section may not be used to supplant general operating funds of recipient public libraries or public library districts. The commission may withhold a distribution to a library or district that receives less support from a mill levy or local government appropriation than its average for the preceding 3 fiscal years if the decrease may reasonably be linked to money received or expected to be received under **22-1-325** through **22-1-329**.

History: En. Sec. 2, Ch. 670, L. 1989; amd. Sec. 2, Ch. 356, L. 1991; amd. Sec. 1, Ch. 203, L. 2005; amd. Sec. 1, Ch. 621, L. 2023.

State Aid -- Per Capita -- Per Square Mile

22-1-327. State aid -- per capita -- per square mile. (1) The commission shall distribute grants to public libraries and public library districts on a per capita and per square mile basis.

(2) The total amount of annual per capita and per square mile funding to public libraries for each fiscal year is the base amount of 50 cents multiplied by the total number of residents of the state as determined by the most recent decennial census of the population produced by the U.S. bureau of the census.

(3) The amount determined under subsection (2) is statutorily appropriated, as provided in **17-7-502**, from the general fund to the commission for distribution as state aid to public libraries. (*Subsections (2) and (3) terminate July 1, 2029--sec. 4, Ch. 621, L. 2023.*)

History: En. Sec. 3, Ch. 670, L. 1989; amd. Sec. 2, Ch. 203, L. 2005; amd. Sec. 2, Ch. 244, L. 2013; amd. Sec. 2, Ch. 621, L. 2023.

Statewide Interlibrary Resource-Sharing Program

22-1-328. Statewide interlibrary resource-sharing program. The commission shall establish a statewide interlibrary resource-sharing program. The purpose of the program is to administer funds appropriated by the legislature to support and facilitate resource-sharing among libraries in Montana, including but not limited to public libraries, public library districts, libraries operated by public schools or school districts, libraries operated by public colleges or universities, tribal libraries, libraries operated by public agencies for institutionalized persons, and libraries operated by nonprofit, private medical, educational, or research institutions.

History: En. Sec. 4, Ch. 670, L. 1989; amd. Sec. 1, Ch. 183, L. 1999; amd. Sec. 2, Ch. 47, L. 2009.

Statewide Library Access Program

22-1-329. Statewide library access program. The commission shall develop a voluntary statewide library access program whereby a participating library may allow access to the library's materials and services by patrons registered and in good standing with another library.

History: En. Sec. 5, Ch. 670, L. 1989; amd. Sec. 3, Ch. 47, L. 2009.

Commission Rulemaking Authority

22-1-330. Commission rulemaking authority. The commission may adopt rules and procedures for:

(1) the distribution of state aid to public libraries and public library districts on a per capita and per square mile basis, as provided in **22-1-327**;

(2) the statewide library access program provided for in **22-1-329**;

(3) the statewide interlibrary resource-sharing program provided for in **22-1-328**;

(4) distribution of base grants provided for in **22-1-331**; and

(5) the composition of the library federation board of trustees, as provided in **22-1-404**.

History: En. Sec. 6, Ch. 670, L. 1989; amd. Sec. 2, Ch. 183, L. 1999; amd. Sec. 3, Ch. 203, L. 2005; amd. Sec. 4, Ch. 47, L. 2009.

Base Grants

22-1-331. Base grants. The commission shall provide a base grant for each public library to support the cooperative activities and services of the six library federations in the state.

History: En. Sec. 7, Ch. 670, L. 1989.

2.18.010 - Legislative findings.

The Commission makes the following legislative findings regarding the Great Falls Public Library:

- A. Since 1890, when Paris and Valeria Gibson, and Robert Vaughn, contributed toward the establishment of the first library in this city, the people of Great Falls have enjoyed the benefits of a free public library;
- B. The City of Great Falls assumed operation of the library in 1892, and in accordance with Ordinance 341 adopted in 1910, as well as state law, a free public library remains operational to this day;
- C. The 1910 ordinance is antiquated in several particulars, and is in need of revision, although independent management and control of the library, through an appointed Board of Trustees, as provided by law, should be maintained;
- D. The need for independent management of the library must be balanced with the City Commission's authority under both state law and the City Charter to approve the budget and mill levy for the library;
- E. To accomplish this balance, there is a need to establish a structured relationship between the Board of Trustees and the City Commission; and
- F. The City Commission welcomes the continued cooperation of other public bodies, including the State of Montana and Cascade County, in the operation of the public library, as well as contributions from individuals and foundations.

(Ord. 3169, 2017).

2.18.020 - Establishment.

The first library was established in Great Falls in 1890. The City assumed operation of the library in 1892 and, in accordance with Ordinance 341 adopted in 1910, as well as state law, a free public library remains operational to this day. Pursuant to Mont. Code Ann. § 22-1-303(1) and Article VII, Section 3 of the Charter of the City of Great Falls, the Great Falls Public Library is hereby established in the Official Code of the City of Great Falls.

(Ord. 3169, 2017).

2.18.030 - Purpose.

A free public library allows residents the fullest opportunity to enrich and inform themselves through reading, as well as social, cultural, recreational, and educational activities.

(Ord. 3169, 2017).

2.18.040 - Tax levy—Special library fund.

- A. Subject to provisions of state law and the Charter of the City of Great Falls, the City Commission may levy in the same manner, and at the same time, as other taxes are levied a tax for the support of public library services.
- B. The City Commission may, by resolution, submit the question of imposing a tax levy to a vote of the qualified electors at an election as provided in state law.
- C. Upon a petition being filed with the City Commission and signed by not less than five (5) percent of the resident taxpayers of the City of Great Falls requesting an election for the purpose of imposing a mill levy, the City Commission shall submit to a vote of the qualified electors at an election, conducted as provided by state law, the question of imposing the mill levy.
- D. The proceeds of the tax constitute a separate fund called the public library fund and may not be used for any purpose except those of the public library.
- E. Money may not be paid out of the public library fund, by the Finance Department of the City of Great Falls, except by order or warrant of the Library Board of Trustees, or its authorized designee with approval by the Library Board.

(Ord. 3169, 2017).

2.18.050 - Library Board of Trustees.

- A. The City Commission shall appoint an advisory board to govern and manage the Great Falls Public Library to be known as the "Great Falls Library Board of Trustees," hereafter in this chapter may be referred to as the "Board."
- B. The Board shall consist of five (5) members. In addition, one (1) member of the City Commission shall be appointed by the City Commission to sit on the Board as an ex officio, non-voting member. Library board members shall be residents of Cascade County with at least three board members being qualified electors and residents of the City.
- C. Members of the Board shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.
- D. Trustees shall hold office for five (5) years from the date of appointment by the City Commission, or until their successors are appointed. Appointments shall be governed by state law. All trustees serving on the Library Board of Trustees, in existence at the time Ordinance 3140 becomes

effective, shall retain their offices for the duration of their appointments. If a Board member vacates that member's seat, a successor member shall be appointed to fill the remainder of that member's appointment, which term shall not be considered a full term under Mont. Code Ann. § 22-1-308.

- E. In July of each year, or the next regularly scheduled Board meeting afterward, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for one (1) year terms. Vacancies on the Board of Trustees must be filled for the unexpired term in the same manner as original appointments.

(Ord. 3169, 2017).

2.18.060 - Trustees—Powers and duties.

- A. The Board has those powers and duties as provided by Mont. Code Ann. §§ 22-1-309 and 311, including, but not limited to, the management and control of the Great Falls Public Library.
- B. In accordance with Article VII, Section 3, of the City Charter, the Board is also considered advisory with respect to the City Commission in the exercise of its duties. The Board may advise the City Commission on such matters as it deems necessary and appropriate, and the City Commission may seek Board advice and comment on such matters as it deems necessary and appropriate.
- C. Subject to the provisions of OCCGF 1.4.070, the Board may extend the privileges and use of the Great Falls Public Library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.
- D. The Board shall keep a record of its transactions, and shall make a report to the City Commission at least once each calendar year, addressing the business transacted during that year.
- E. The Board may exact and enforce reasonable fines and penalties to be assessed for violations of Great Falls Public Library rules, policies, and regulations.

(Ord. 3169, 2017).

2.18.070 - City authority to contract with Board of Trustees for library services.

- A. The City, through its Manager, with the approval of the City Commission, may contract with the Board to provide various services including, but not limited to, personnel services.
- B. Any and all contracts between the City and the Board in effect as of the date of adoption of Ordinance 3140 shall remain in full force and effect.

(Ord. 3169, 2017).



Library Board Meeting Date: Feb. 27, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	City Commission Request for Library Board Presentation
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board plan to present to the City Commission Work Session on March 19, 2024 at 5:30 pm in the Gibson Room

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library Board develop a plan for presenting to the City Commission Work Session on March 19, 2024 at 5:30 pm in the Gibson Room and arrange for at least a quorum of the Board to participate in the presentation. Presentation materials (handouts or slides) must be provided to the City Manager's office by 5:00 pm on Thursday March 7th.

Background: At the February 6th Commission Meeting, the City Manager suggested that the Library Board should be providing an annual report to the Commission. During Commission Initiatives, Commissioner Tryon requested that the Library Board provide a report to the Commission and other Commissioners concurred. Although there was a suggestion that the City-Library management agreement requires an annual report by the Board, there is no such requirement in the agreement.

The *Great Falls City Ordinance 2.18.060 - Trustees—Powers and duties* does require that "The Board shall keep a record of its transactions, and shall make a report to the City Commission at least once each calendar year, addressing the business transacted during that year." ¹ In practice, the Library Board has delegated the duty of providing an annual report to the City Commission to the Library Director. In my tenure, I believe that I have provided a report in the form of a Work Session presentation at least once a year--with the possible exception of the year of COVID. Additionally, the Library (as represented by me) has participated in all of the Commission budget sessions. The Commission also sees the Library budget and audit numbers annually as part of the City budget and City audit. In reviewing the current schedule for Commission Work Session topics, the City Manager's office has invited the Library Board to present at the City Commission Work Session on March 19 for approximately 30 minutes.

Significant Impacts: A good working relationship between the Library Board and the City Commission is conducive to the best functioning of the City and the Library. Providing an informative presentation to the City Commission will hopefully improve Commission understanding of the work of the Library Board.

Fiscal Impact: No immediate fiscal impact.

Alternatives: The Board could decide not to provide an in-person presentation to the City Commission or to request that the presentation be given on a different date.

Attachments/Exhibits: None

¹ https://library.municode.com/mt/great_falls_/codes/code_of_ordinances?nodeId=TIT2ADPE_CH18GRFAPULI_2.18.060TROWDU

Director's Itinerary: January 2024

Mon.	Jan.	1	Library Closed—New Year's Day
Tues.	Jan.	2	Management Team Meeting 9:00 am Downtown Safety Alliance Meeting 10:00 am No More Violence Week planning meeting 1:00 pm Commission Work Session Presentation 5:30 pm City Commission Meeting 7:00 pm
Weds.	Jan.	3	Collaborative purchasing project planning meeting 10:00 am Staff Supervision Meeting 1:00 pm Communications meeting 3:00 pm Mayor Bob Kelly retirement 5:30 pm
Thurs.	Jan.	4	Collaborative purchasing project planning meeting 11:00 am Library Program Eamon Ormseth 6:00 pm
Fri	Jan.	5	Public Services Meeting 9:00 am Logo Implementation Meeting 10:00 am Foundation Director meeting 12:00 pm Meeting with Commissioner McKenney 2:00 pm
Sat.	Jan.	6	Circulation Desk 12:00 pm – 2:00 pm Manager on Duty 10:00 am – 6:00 pm
Mon.	Jan.	8	Local Area Council on Mental Health 1:30 pm
Tues.	Jan.	9	Management Team Meeting 9:00 am Department Head Meeting 10:00 Library presentation to the Kiwanis Club 12:00 pm Tax revenue meeting with City Manager, Deputy City Manager, Finance Director and Board Chair 2 pm Foundation Executive Committee meeting 4:00 pm
Weds.	Jan.	10	Continuum of Care Meeting 9:00 am Management Team Policy Review 2:00 pm Communications meeting 3:00 pm
Thurs.	Jan.	11	Meeting Library Board Chair and Foundation Director 9:00 am Staff supervision meeting 10:00 am Alzheimer's Action Team meeting 12:30 pm NCILS & Local Area Council Library Project meeting 2:00 pm Sober Life Book Club 6:00 pm
Fri	Jan.	12	Public Services Meeting 9:00 am Library Hiring Meeting with HR 10:00 am
Sat.	Jan.	13	Manager on Duty 10:00 am – 6:00 pm
Tues.-Sat	Jan.	16-20	Vacation
Tues.	Jan.	23	Management Team Meeting 9:00 am City Manager monthly one-on-one meeting 10:00 am Board Meeting 4:30pm Page Forward Tuesday Book Club 7:00 pm
Weds.	Jan.	24	Mayor Reeves Onboarding Discussion 9:00 am – 11:00 am Mid-year Budget Review with City Finance Department 11:00 am Library Logo Implementation meeting 12:00 pm Summer Reading Planning meeting 1:00 pm Communications meeting 3:00 pm
Thurs.	Jan.	25	Staff Supervision Meeting 9:00 am Paris Gibson Committee Chair handover meeting 11:30 am Genealogy Society, History Museum & Library collaboration meeting 12:00 pm HR grant possibility meeting 2:00 pm
Fri	Jan.	26	Foundation Director Meeting regarding grant preparation 10:00 am Cataloging Specialist onboarding meeting 2:00 pm
Sat.	Jan.	27	Manager on Duty 10:00 am – 6:00 pm
Mon.	Jan.	29	Library Foundation Quarterly meeting 4:00 pm
Tues.	Jan.	30	Management Team Meeting 9:00 am Department Head Meeting 10:00

Weds.	Jan.	31	Rotary meeting 12:00 pm Grant opportunity discussion with local family foundation 2:00 pm Staff supervisory meeting 11:00 am Library Design Contract Review 1:00 pm Communications meeting 3:00 pm Shane Etsweiler Chamber of Commerce Director retirement 4:00 pm United Way Campaign Celebration 5:00 pm
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Next Library Board Meeting is March 26, 2024 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

January 2, 2024

Present: Sarah Cawley, Treva Higgins, Sara Kegel, Aaron Kueffler,
Sara Linder-Parkinson, Rae McFadden, Susie McIntyre, Bob
Miller, Jake Sorich

Absent:

Next Meeting: January 9, 2024; 9:00am; Montana Room

SUSIE

- Susie is coordinating a safety tour for the new hires.
- Bob and John will be attending the Board meeting in January.
- We have been in contact with HR regarding how salary employees record their time on the time sheet. We will discuss more next week.
- Susie has a presentation to the commission this evening.
- A discussion was had regarding the new timeline for hiring and adjustments to the budget.
- A discussion was had regarding when we would open longer hours, and additional days. One suggestion was to make a big event out of it and tie it in with Summer Reading in June.
- A discussion was had regarding offering patrons Family Passes to Local Museums that can be checked out.

TREVA

- Treva is working on getting things done in a timely manner.
- Jacob accepted the position left open by Irene's retirement. He will start on the 22nd.

SARA LP

- Sara informed us that one of her staff has COVID. This person worked on Saturday, and will be out until Thursday.
- Due to the Holidays and sickness, desk coverage will be minimal this week.
- Treva will be closing this evening and Sara will close Wednesday.

SARA K

- Sara informed us that 4 new SIM cards have been sent to replace in old hot spots.

AARON

- Aaron informed us that time sheets are due on Thursday.
- Aaron will be out of the office on Thursday for his Holiday.

BOB

- Bob is working on installing the headphone extension cables to the public computers.
- John is out today for his Holiday.

RAE

- Nikki is out of the office today for her holiday.

SARAH C

- Sarah informed us that the Bookworms United starts today.
- The Memory Café is today.
- Sarah will be in and out of the office on Wednesday picking up items from the History Museum.
- The Eamon Ormseth presentation is this Thursday.

JAKE

- Jake is working on the disaster preparedness plan with Susie.

MANAGEMENT TEAM MEETING

Meeting Minutes

January 9, 2024

Present: Sarah Cawley, Treva Higgins, Sara Kegel, Aaron Kueffler,
Sara Linder-Parkinson, Rae McFadden, Susie McIntyre, Bob
Miller

Absent: Jake Sorich

Next Meeting: January 23, 2024; 9:00am; Montana Room

SUSIE

- Susie gave an update on the neighbor's dog situation. She has had conversations with animal control. If you see the dog out without a leash, please call animal control immediately.
- Susie will be out of the office next week.
- Susie reviewed the chain of command while she is gone. Sara LP, Treva, Rae, Sara K, Sarah C, Aaron, Tina, Debbie.
- Board packet needs to be completed by Saturday, please get you stuff to Susie before then.
- A discussion was had regarding the City Commission meeting last week.
- Susie will be in and out of the office today with meetings.
- Susie gave an update on the Master Plan redesign. We are still waiting for information to come in.
- Susie informed us that she would like to expand Monday's hours in February; 10am-6pm. All other expansion of hours will take place in June.
- A discussion was had regarding the Summer Reading Kick-off party, Sara LP suggested we get someone to do window painting on the main windows to list all our current and new services.

TREVA

- Treva informed us that materials have been coming in.
- There seems to be an increase in damaged materials coming in. Isa is working on those.

SARA LP

- Sara informed us that yesterday was a rough day with problem patrons. A discussion was had regarding what happened. Sara requested we revisit the policy that talks about appropriate bag sizes.
- Information on this year's Tax Help MT is at the Circ and Reference desk.

SARA K

- Sara is in the process of setting up the new hire's email.

AARON

- Aaron is working on the board packet this week.

BOB

- Bob informed us that the Van was due for service. He will be taking it to the shop today.
- There has been a bike locked in front of the Library. Bob asked when he should cut the lock and remove it. It was decided to wait a week then he can cut the lock. It was suggested he donate the bike to the Uptown Optimist.

RAE

- Rae will be attending a Teen Council meeting at the Community Rec Center today at 11am.
- Rae is working on the event's list and will be attending a webinar on Thursday @ noon.

SARAH C

- Sarah informed us that new art will be installed this Friday.
- The Friends of the Library will be meeting Friday to discuss this years book sale.
- On January 20th, the Library will be co-hosting a "No More Hate" program with United Against Hate (UAH) Community Outreach; a Department of Justice Program.

JAKE

- Jake was not present.

MANAGEMENT TEAM MEETING

Meeting Minutes

January 23, 2024

Present: Treva Higgins, Aaron Kueffler, Sara Linder-Parkinson, Rae McFadden, Susie McIntyre, Bob Miller, Jake Sorich

Absent: Sarah Cawley, Sara Kegel

Next Meeting: January 30, 2024; 9:00am; Montana Room

SUSIE

- Susie will be in and out of the office today with meetings.
- February's board meeting was discussed, the staff attending will be Carol and Autumn; Rae will be presenting.
- Tonight's board meeting will have the Implementation Plan vote. If it passes, approval for job postings will be given. If your department will be hiring, please think about who you would like on the interview panel.
- A discussion was had regarding the mill levy.
- A discussion was had regarding clean up after programs. If it is a library program, maintenance will clean up the room.
- A family foundation approached the Library Foundation about funding a short-term story time outreach program. It is in the planning stages; more info will come as we move forward.
- A discussion was had regarding the use of the library van. You must mark down on the garage calendar when you plan on using the van. If you choose to use your personal vehicle for business activity, you (your insurance) will be fully responsible if an accident happens.
- When new staff is hired, Susie will do two separate days of Safety Training.

TREVA

- Treva informed us that Jacob started yesterday.

SARA LP

- Sara informed us that the Tax forms have arrived with booklets.
- Treva will be closing for Sara this evening and Sara will close tomorrow.
- A Handicap sign has been added to the second-floor bathroom.
- Sara discussed two incidents that happened on the second-floor.

SARA K

- Sara was not present.

AARON

- Aaron has the board meeting tonight, and a budget meeting tomorrow.

BOB

- Bob and John will be attending the board meeting this evening.

RAE

- Rae informed us that Nikki will be out today.
- Rae has a Teen Council meeting t 11am today
- Four groups are expected from the Camron Center; Approximately 29 expected this afternoon.
- Rae will be meeting with Jacob Friday.

SARAH C

- Sarah was not present.

JAKE

- Jake presented some filming ideas for National Library Month.
- Jake will be meeting with the chamber marketing person.

MANAGEMENT TEAM MEETING

Meeting Minutes

January 30, 2024

Present: Sarah Cawley, Treva Higgins, Sara Kegel, Aaron Kueffler, Sara Linder-Parkinson, Susie McIntyre, Bob Miller, Jake Sorich

Absent: Rae McFadden

Next Meeting: February 6, 2024; 9:00am; Montana Room

SUSIE

- Susie began a discussion on keys for the back door. It was decided that only Full Time staff will have a back door key.
- Susie informed us that the Foundation has approved the current FAP ask.
- Susie began a discussion on the new logo and design templates.
- Susie is coordinating a new employee orientation, as well as a safety tour.
- A discussion was had on the policy manual updates.
- A discussion was had regarding last week's Board meeting. Susie informed us that the board has approved recording the meetings in zoom. The video recording will not replace the official written meeting minutes.
- Susie has a department head meeting today and will be out of the office.

TREVA

- Treva informed us that Jacob is doing well and will be learning OCLC this week.

SARA LP

- Sara informed us that two of her staff will be out today.

SARA K

- Sara informed us that there was a Faronics upgrade this weekend.
- Sara is working on a procedure manual for her department.
- Sara will be leaving early today.
- Sara is preparing the area for the new employee.

AARON

- Aaron informed us that Time Sheets are due this week.
- Aaron will be out of the office on Thursday.

BOB

- Bob had nothing to report.

RAE

- Rae was not present.

SARAH C

- Sarah informed us that the Library will be part of the Warrior Health event this year, on February 14.
- Eight adult events are scheduled for the month of February.
- Sarah is in the planning stages of the Summer Bash. She informed us that it will not be part of the Summer Reading as originally planned. The date for the Summer Bash is June 8th. Sarah is working on getting Jamie Ford to speak at the event. After some discussion, it was decided to move the “Open 7 Days a Week” from June 1st, to on Sunday, February 9th; after the Summer Bash.

JAKE

- Jake will be doing recording next Monday for the Library Month project he is working on.
- Jake presented a “Staff Spotlight” example.



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Great Falls Public Library March 2024 Events

Art in the Library – Great Falls Public Schools

When: March 1 Through April 30

Where: Great Falls Public Library, 1st and 2nd Floor

What: The Great Falls Public Schools Art Program will be displaying art in the Library March through April.



Community Paramedic

When: Friday March 1 and 15, 2 to 3pm

Where: 2nd Floor Game Room

What: Alluvion Health Community Paramedic will be in the Library providing free blood pressure checks and community referrals.

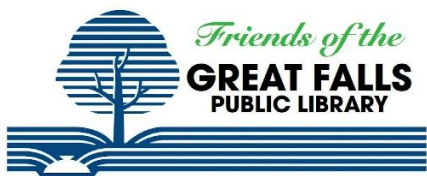
Tax Help Montana

When: Every Wednesday from 2 to 6:30 pm & Saturday, March 16 from 10 am to 4 pm

Where: Great Falls Public Library, Cordingley Room



What: Tax Help Montana (THM) is a Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) program made up of a coalition of community partners led by RDI, **offering free tax preparation and filing services to seniors and low-moderate income families and individuals.** Tax Help Montana volunteer tax preparers are trained and IRS-certified to help ensure each client is receiving this and other tax credits for which they qualify.



Friends of the Library Donation Days

Where: Garage entrance behind Library

When: Every Saturday from 10 am to 2 pm.

What: The Friends of the Great Falls Public Library will collect items for the upcoming Book sale in May.



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Great Falls Public Library March 2024 Events

Memory Cafe

When: Tuesday, March 5, 12:30 to 2 pm

Where: Cordingley Room

What: Memory Cafés are a comfortable, social gathering that allow people experiencing memory loss and a loved one to connect, socialize, and build new support networks. Cafés are free to attend and welcome to all.

For more details, contact Katrin Finch at MSU Extension, Cascade County 406-454-6980



Amy Pearson Author Talk 'Poems for Certain Women'

When: Thursday, March 14, 6:30 to 7:30 pm

Where: Cordingley Room

What: Amy Rae Pearson is a writer, teacher, and wilderness advocate. She grew up on a farm in northcentral MT and earned a Ph.D. in organizational communication from Arizona State University. After finishing her formal education, she hit the road to Asia for a few years, but found herself missing the mountains of Montana. Amy has worked for the Park Service, Forest Service, in the environmental non-profit sector, and now as a professor at Great Falls College.

Poems for Certain Women is Amy's second collection of poetry; it is dedicated to her Grandma Harriet who was also a poet.



International Women's Day Celebration

When: March 19, 7 to 8 pm

Where: Cordingley Room

What: Join us as young women from our local High Schools come and talk about their experiences today, and their hopes for the future.



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Great Falls Public Library March 2024 Events

Montana Primary Care Association Health Insurance Navigator



When: Friday, March 8, 10 am to 2 pm.

Where: 2nd Floor Game Room

What: If you are struggling with enrolling in the Health Insurance Marketplace or just want to learn more about health insurance options available to you, then come talk with a Healthcare Navigator.

Winter Speaker Series: Chris La Tray “Importance of Storytelling”

When: March 21, 7 to 8 pm

Where: Cordingley Room

What: Montana's Poet Laureate Chris La Tray approaches the practice of poetry the same as he does the spiritual life of an Anishinaabe person: which is to say, if one lives an Anishinaabe life, with particular attention to the seven guiding principles of the Seven Grandfather teachings – Humility, Courage, Honesty, Wisdom, Truth, Respect, and Love – then every footstep becomes a prayer. La Tray's programs exist to remind people that their stories matter, that they are the only ones who can properly tell them, and that poetry, however it is defined, is a beautiful means for doing so.



Great Falls Library Word Meister Contest

When: Thursday, March 28, 6 to 8 pm

Where: Cordingley Room

What: Whether a competitor or a spectator, you'll be sure to enjoy the conviviality, festivity, gaiety, hilarity, jollification, jollity, merrymaking, reveling, revelry, and just plain good times of the Word Meister Competition.

Teams of 3 compete to see who knows the definition of the most obscured words in the English language. Hijinks ensue!

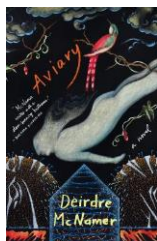


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Great Falls Public Library March 2024 Events

March Book Clubs

The only thing better than reading a good book is talking about good books.



Open Books with Penny - 1st Thursday

When: March 7, 7 pm

Where: Great Falls Public Library, 3rd floor Montana Room

What: Discussion of *Aviary*, by Deirdre McNamer

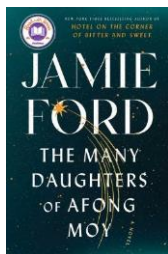


Book Sleuths with Kalena - 2nd Tuesday

When: March 12, 4:30 pm

Where: Great Falls Public Library, basement Small Meeting Room

What: Discussion of *My Sister, the Serial Killer*, by Oyinkan Braithwaite

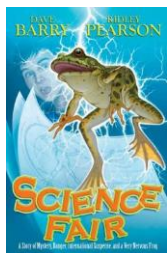


Page Forward Saturday with Debbie - 2nd Saturday

When: March 9, 10 am

Where: Great Falls Public Library, basement Small Meeting Room

What: Book club discussion of *The Many Daughters of Afong Moy*, by Jamie Ford



Page Forward Tuesday with Susie - 4th Tuesday

When: March 26, 7 pm

Where: Great Falls Public Library, 3rd floor Montana Room

What: Discussion of *Science Fair*, by Dave Barry and Ridley Pearson



Silent Book Club at Luna Coffee, 3rd Saturday

When: March 16, 10 am to noon

Where: Luna Coffee Bar, 9 5th St S.

What: Chat with others about a book you've brought, read your book, relax or write/continue to read.



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Great Falls Public Library March 2024 Events

YOUTH SERVICES EVENTS

Dr. Seuss's Birthday Party at the Brain Building Expo

When: Saturday, March 2, 10 am to noon

Where: Paris Gibson Education Center-2400 Central Ave in Great Falls

Audience: Kids 5 and under and their families

What: The Brain Building Expo is an annual Great Falls tradition hosted by Family Connections. Dozens of organizations that serve kids 5 and under and their families will gather to share hands-on activities, free giveaways, and lots of information Great Falls families can really use! To make the day extra sweet, kids and families will be invited to celebrate Dr. Seuss's 120th birthday with cupcakes and stories galore!



Story Time



When: Wednesday and Thursday mornings, 10:30-11:30
March 6, 13, 14, 20, 21, 27 and 28

Where: Cordingley Room

Audience: Preschoolers 2 ½ to 5 years old, their families, and caregivers

What: Preschoolers and their families are invited to join us face-to-face at the Great Falls Public Library to build early literacy skills with songs, movement, and a great story.

March's Theme is **Dr. Seuss!**



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Great Falls Public Library March 2024 Events

Toddler Time

When: Friday mornings, 10:30-11:30 am, March 1, 8, 15, 22, and 29

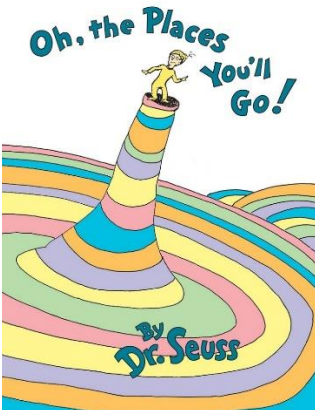
Where: Cordingley Room

Audience: Babies and toddlers birth to 2 ½ year and their families and caregivers

What: Babies, toddlers, and their families are invited to join us face-to-face at the Great Falls Public Library to build early literacy skills with songs, movement, lap bounces, and a great story. March's Theme is **Spring!**



Oh, the Places You'll Go! Dr. Seuss Story Walk



When: Wednesday, March 6 to Saturday, April 6

Where: Gibson Park

Audience: Families with kids of all ages

What: Celebrate Dr. Seuss's Birthday with walk in the park while reading Great Falls' favorite Seussical story, 'Oh, the Places You'll Go!' This classic story will be accompanied by art from local kids.

PATRON COMPLIMENTS JANUARY - FEBRUARY 2024

2/5/2024 – An unhoused patron approached the reference desk. He said that, whenever he needs help at the reference desk, the staff is always very helpful in finding anything he needs.

2/7/2024 – A patron remarked that joining the partners was probably the best thing that ever happened for GFPL.

2/8/2024 – A staff member at the reference desk was approached by a patron, who said that he loves all of the plants in the library. He loves how big they are, & the fact that some of them reach the lights in the ceiling.

“Just a quick note that my husband and I attended the Black History in Montana (not the right name, I’m sure, but you know what I mean) event last week and it was *so* good. We watched the documentary the very next night. The food, the history, and especially (of course) the dancers....

Also the library is hosting a friend of mine, Russell Rowland on the 29th- I’ll be there. Russ and I (along with Carol Bronson if you know her) all were in 5th grade together in Billings.”

At the Department Head Meeting: “I attended the Black Heritage Evening last night and you guys did a really good job. Thank you.”

To: Great Falls Public Library Foundation Finance Committee

From: Susie McIntyre, Director

Date: January 2024

Re: Library Needs List – Foundation Approved Projects Funding

The Foundation budgeted \$150,200 for Foundation Approved Projects for the 2023/2024 fiscal year and funded \$57,750 worth of projects in September of 2023. We are requesting the remainder of the support on the following projects. Please note that this cycle, we are requesting funding for many smaller projects rather than a few large projects. We are so grateful for your support.

MontanaLibrary2Go Advantage Program: \$15,600 (~\$300/week)

The Library will be funding our MontanaLibrary2Go consortium membership from our operational budget. The Foundation has provided funding for additional purchases for high demand eBooks and eAudiobooks through the end of FY2024 (June 30, 2024). We have received positive feedback on the program. The next opportunity to request Foundation Funding will be September 2024. We would like to request Advantage funding for FY2025 so that we do not have a gap in the program between July and September 2024.

Washable Dress-up Clothes: \$290

In 2018, the Youth Services Department used a generous donation from Cargill to purchase dress-up clothes and a rolling dress-up cart to display them. The kids loved playing with the dress-up clothes, but unfortunately, they were made of flimsy, synthetic fabrics that did not hold up to regular washing. After a number of attempts to hand-sew them back together, they were discarded during the COVID closure in late 2020. The dress-up cart has been in storage ever since and is still in good condition. We request \$290 to purchase good quality, hand-made dress-up clothes from a shop on Etsy. These dress-up clothes will be made out of sturdy fabrics that will stand up to multiple washings. We would like to purchase 4 career outfits (doctor, firefighter, police officer, cowboy), as well as 2 princess and 2 superhero capes.

Montana Repertory Theater performance to Great Falls students: \$1,200

In October, 2023, Great Falls Public Library Foundation funding made it possible for the Library to bring the Montana Repertory Theater Educational Tour's performance Homer's *The Odyssey* to both Great Falls High School and C.M. Russell High School. A total of 566 students attended. Freshman had just read *The Odyssey* as a part of the District's new Language Arts curriculum, and we were delighted to offer this enrichment to the curriculum to students and teachers. Stagecraft students at Great Falls High also had an opportunity to ask the actors in the touring company questions about their careers in Theater, while Drama students at CMR enjoyed a fighting choreography workshop facilitated by the actors. We request funding to invite the Montana Repertory Theater's Educational Tour back to Great Falls in Fall, 2024. (please see cost breakdown below). We would like to rent a large venue, such as the Mansfield Center, and invite schools to attend as a fieldtrip. Theater workshops would be offered to class groups, such as Drama and Stagecraft classes at GFH and CMR. Because these workshops are capped at around 30 students, they can easily be hosted in classrooms or in the Library building. The program costs include

Performance fee to MT Repertory Theater: \$450

Workshops (2 x \$150): \$300

Mansfield Center Rental (5 hours at internal rate: \$450

Update Public Access Computers: \$26,000

In November, there were 1,681 sessions on our Public Access computers which include 16 general computers, 2 young adult computers and 1 express computers. In our 2nd floor game room, we also provide private access to a computer with video conferencing capability. All 20 of these computers were purchased in 2018 and are currently running Office 2019 software. We request \$26,000 to purchase 20 new computers, including new towers, new screens, and new Office Software and a new web camera and microphone set. Free public access to the internet is an essential service that helps the Library bridge the digital divide for our patrons who do not have Internet and technology access.

Communications Support: \$2,900

Jake Sorich started as the Library's new Communications Specialist in September of 2023 and has already taken our social media and other communication to another level. We would like to provide Jake the proper tools to promote the Library and communicate with the public.

Digital Camera + Bag (better pictures than our phones!): \$750.00

Survey Monkey Subscription (allows interactive surveys to get patron feedback): \$300.00

Adobe InDesign (software to create brochures, flyers, and more): \$550.00

Promotion (funds to boost social media posts & make other promotional purchases): \$1,000.00

Video Camera with the Microphone (better videos than our phones!): \$300.00

Community Engagement Swag: \$8,265

Sarah Cawley started as the Library's new Communication Engagement Coordinator in September of 2023 and she has already had an impact on our outreach to the public. We would like to provide Sarah the proper tools to engage with the public at community events. Some of the upcoming 2024 programs that we're going to implement will really engage the community. We are doing a Great Falls Reads challenge where participants can read 50 books in 50 different categories, an adult summer reading program, and more. We are also going to participate in more community events where we will be tabling and providing information about the Library and the Free services that we provide.

Item	Amount	Approximate Price
GFPL Logo Lapel Pins	1,000	\$1,400
GFPL Logo Canvas Bags	200	\$1,350
Color Changing Pencils	4,500	\$1,500
GFPL Engraved Pens	1,000	\$1,500
GFPL Lip Balm	1,000	\$925
Silicon Wrist Bands	1,000	\$1,200
Brain Stressball (LinkedIn Learning)	500	\$1000
GFPL Magnet	1,000	\$650
Shipping/Overhead		\$265
	Total	\$8,265

Shakespeare in the Parks: \$4,120

In 2023, the Library brought Shakespeare in the Parks, back to Great Falls for the first time since the COVID epidemic. We were thrilled to provide this for the community, but the cost of the program strained our programming budget. GFPL is set to host Shakespeare in the Parks on Wednesday August 7, 2024. Cost estimates include the performance fee (\$2,500), support for the actors (\$500), rental of Gibson Park (\$120), and reservation of the Mansfield Theater as backup for inclement weather (\$1,000).

Expanded Armchair Traveler Series: \$825

Partnering with the Great Falls Community, we will be bringing in locals who have traveled to different parts of the world to talk about their experiences. We would also like to host quarterly virtual tours as well with HOME - Enjoy Virtual Tours Costa Rica, a live virtual real-time tour company based in Costa Rica. Their tours are \$200 each, and all over the world, but there are 10 in Costa Rica to start with. We would like to host 3-4 programs with them in 2024.

Adult Summer Reading: \$2,575

Adult Summer Reading will be added to the already thriving summer reading program with the Kids' Place. We are requesting funding for special programs and to purchase small participation gifts and larger raffle prizes.

Partner Program Support: \$1,075

Our participation in the Montana Shared Catalog Partners group has been extremely successful. We have essentially tripled the number of items available for our patrons. Last month Great Falls Public Library patrons checked out more than 1,500 items from Partner libraries. We are shipping and receiving many more crates each week than we had originally anticipated. We would like funding to purchase 25 additional crates and 3 bags of bungee cords.

When I Work Staff Scheduling Software Upgrade: \$850

Last year, the Foundation provided funding for the Library to purchase the When I Work software to aid in the more efficient scheduling of staff at the two public desks (circulation and reference) every hour that we are open. This software makes shift scheduling much more efficient. With the expansion of both our Public Services staff and Kids Place staff, we would like to purchase an upgraded version of the When I Work software which will allow us to add more users and to add Youth Services as an additional division. The Youth Services will almost be doubling their staff. This software will allow Rae to more easily schedule staff for hours on the KP desk, shelving, or special programming duties.

Rebranding (New Logo & New Services): \$28,750

We are thrilled with the new Library and Foundation Logos. As part of the previously funded project, Wendt will be providing the Library with updated templates for Library Outreach Materials and with a visual brand guide. With these tools we can implement the new logo and our new branding in a clear and consistent manner. We request funding to redesign our website, update Library signage, and purchase needed branded items such as nametags, business cards, letterhead etc.

Total Requested: \$92,450

Balance FAP Funds: \$0.00

Your Work Matters No. 11: High-rise Storytelling (for board members and staff)

It's library budget preparation time and there you are in line, standing next to the mayor, waiting for the cashier to ring up your cart of groceries. The mayor turns to you, says "Hi...", and asks, "...how are things, anyway, at the library?" What do you say?

It's simple (but usually not easy). You trot out one of your library's elevator pitches. Library trustees and non-library staff members are in prime position to make elevator pitches. Elevator pitches are very brief, informal but prepared speeches that outline or promote an idea, in theory during the time it takes to travel a few floors in an elevator. In a recent UW Information School alumni magazine article, former OCLC strategist Lorcan Dempsey was quoted:

"...Because of the way the library is changing, it's important to be able to tell a story about what the library is and what the library does. Because we're [libraries are] in a transitional stage at the moment, a library director's elevator pitch now requires a very tall building."

Montana is not home to many skyscrapers. We wonder if Montana boasts more vertical feet of grain elevators than it does of people- or freight-hauling elevators, but we take Lorcan's point. As library advocates we need to be effective storytellers. Elevator pitches are essentially sales pitches.

The most effective library sales people are library board members, friends of libraries, and enthusiastic library users (of all ages and from all walks of life). Of course librarians must master the gentle art of the elevator pitch, but for making advocates of your town's power players, your library's message usually most effectively comes from a non-staff member.

What should an elevator pitch include? Your library has its own list of priorities, but if you really want community support it's important to understand what motivates your community's power players. In a November e-mail discussion, Nancy Royan, Director of the Wedsworth Memorial Library in Cascade, aptly noted that "...we need to drastically change how we communicate our community's importance." Nancy noted that her local officials most highly value, and are most effectively persuaded by arguments rooted in:

1. Public safety
2. Economic Development
3. Quality of Life; and
4. Community Engagement

Any Montana librarian, library trustee, or friend of libraries should be able to succinctly, effortlessly make a pitch for their library's role relevant to each of these four civic values. But unless you're a born orator and Melvil Dewey to boot, you know it ain't easy. Good storytelling takes planning and practice.

From the web and our own practice we learn that a great elevator pitch takes 30 seconds (or less) and has four parts:

- A. A hook, something to grab your listener's interest and make them want to know more.
- B. An introduction, what's the library and what does it do?
- C. Reference your library's mission or goals.
- D. What sets your library apart? How does it uniquely provide public value?

<https://www.grammarly.com/blog/elevator-pitch/>,

We need to have a quiver of elevator pitches so we can give the right one to the right stakeholder. Assuming reading readiness plays a role in public safety, economic development, quality of life, and civic engagement,

here's an EXAMPLE of one possible elevator pitch:

A. "I'm glad you're visiting the library today, thanks for bringing your granddaughter in, we're working hard for kids here at Two Dot Public Library.

B. Our early-childhood programming aims to help every child be reading-ready by the time they enter first grade.

C. We follow guidelines set down by similar successful early childhood learning programs elsewhere, and more importantly, by making learning fun for the kids and their parents who are participating.

D. Happily it's working. Last week, for example, we had 120 parents and toddlers at our Ages 0—2 story time, and we're working with the school district to measure our future success against first-graders' reading readiness."

We lay odds you can write something zingier than this. Composing a cogent while very short pitch is hard, but satisfying when you've stripped your pitch down to a golden glowing half minute. Give it a try.

Select something your library is correctly working toward, relate it to one of the four civic issues listed above 1—4, and prepare your pitch using the four pitch components A—D. We think you will might well find it helpful and rewarding, as a library staff or board, to jointly draft talking points and practice your delivery. Not only will you be refining your storytelling skills, we wager you'll find that this exercise builds a stronger library board as board members (or staff, or library friends) learn where their colleagues find public value in libraries.

We hope you have fun writing and practicing your library's elevator pitches. We wish you success in their delivery. Please share your stories!

Thanks again for reading Your Work Matters.

Written and approved of by these four former State Library Commissioners:

Kenning Arlitsch

Cheri Bergeron

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Bruce Newell

High-Rise Elevator Pitches for Great Falls Public Library:

PUBLIC SAFETY 1:

Public safety is critical for Great Falls. Our police, fire and court are severely underfunded. The Library provides important support for public safety by supporting crime prevention. When youth read at grade level and are engaged in school and community activities, they are less involved in the criminal justice system. Storytime, Toddler Time and our other early literacy programming help the children of Great Falls start Kindergarten ready to read. And our partnership with the Juvenile Detention Center is improving reading levels and supporting classroom success for incarcerated youth. Students at the JDC checked out over 1,000 books in the first year of our collaboration improving their academic progress and reducing their rates of recidivism.

PUBLIC SAFETY 2:

Public safety is critical for Great Falls. Our police, fire and court are severely underfunded. The Library provides important support for public safety by supporting crime prevention. The Library partners with the Downtown Safety Alliance, the Local Area Council on Mental Health and the Continuum of Care for homelessness to ensure that the Library can provide safe spaces and access to information and services for our most vulnerable populations. The Library helps prevent interactions with law enforcement by providing positive activities and skill-building resources to the community. Our Community Corner provides information about local resources. Every other Friday, the Community Paramedic visits the Library to provide outreach. He takes blood pressures and provides needed referrals. We've started a partnership with Sober Life to provide a book club for people in recovery from addiction. As important as it is to hold bad actors accountable, Library programs that build connection help us build a safer Great Falls.

ECONOMIC DEVELOPMENT 1:

Economic development is key to the success of our community. Great Falls needs to recruit both new businesses and skilled workers. More and more, they don't just want to be located where taxes are low; they want to be in a vibrant, community that promotes quality of life. A high-quality Library is a signal of a community that invests in itself and that values literacy and community engagement. The Great Falls Public Library provides engaging, low-cost programs for adults and children. Our bi-monthly art exhibits showcase community talent. Our book-clubs provide fun, free groups that build connection. By providing safe, accessible community spaces and access to rich collection of materials, the Great Falls Public Library helps Great Falls be a destination where businesses and workers want to be.

ECONOMIC DEVELOPMENT 2:

Economic development success strategies involve people, technology and growing an infrastructure for economic activity built on ideas, knowledge, experience and quality of life. The Great Falls Public Library supports entrepreneurs and workers with ongoing educational activities and access to over 7,000 free digital classes on LinkedIn Learning. Great Falls Public Library helps bridge the digital divide providing over 80,000 WiFi sessions and over 18,000 public computer sessions last year alone. Our meeting rooms not only provide free spaces for local nonprofits and businesses, they are wired to support online meetings. With almost 100,000 visits last year, Great Falls Public Library is an anchor institution helping to drive increased activity in our revitalizing downtown.

QUALITY OF LIFE 1:

According to a 2015 Pew survey, almost two-thirds of adult Americans say that closing their local library would have a major impact on their community. As Pew found, over 90 percent of adults think of public libraries as "welcoming and friendly places," and about half have visited or otherwise used a public library in the last 12 months. Our adult programming offerings such as Summer Music, book clubs, and author talks bring together patrons for FREE, FUN activities. Our books, DVDs and CDs provide FREE recreational and educational resources to the community. The Great Falls Public Library. Parents attend Story Time, Toddler Time, and special programs to provide enrichment for their children, AND they build relationships with other parents AND they get support and tools to be their children's first teachers. The Library's robust programming and resources help build quality of life for everyone.

QUALITY OF LIFE 2:

Much recent research has highlighted the importance of "third places" in strengthening communities – meaning those places that are neither one's home (first place) nor workspace (second place). To quote Robert Vosper, "The Library is

an open sanctuary. It is devoted to individual intellectual inquiry and contemplation. Its function is to provide free access to ideas and information. It is a haven of privacy, a source of both cultural and intellectual sustenance for the individual reader.” Great Falls Public Library has over 260,000 checkouts per year. Patrons check out books, movies and CD’s because reading great books and watching great movies helps build happy people and stronger families. Great Falls Public Library has over 7,000 visits per month. Some people visit every day. Some people visit once a year. Safe spaces to read, study and think are essential to creating high quality communities.

COMMUNITY ENGAGEMENT 1:

In our community and across the United States, we have had a decrease in civil discussion. More and more people are talking across each other. The Great Falls Public Library builds a collection that provides information from a variety of perspectives. The Library provides educational programs that bring people together to learn more about issues and to spark discussion. The Library partners with the Downtown Safety Alliance to improve safety through prevention activities and collective responses. The Library partners with the No More Violence Week committee to highlight safety in Great Falls. The Library partners with the Malmstrom Diversity and Inclusion committee, the YWCA, the Alma Smith Jacobs Foundation to celebrate Black History Month and Juneteenth. The Library participates in the Continuum of Care for homelessness and the Mental Health Local Area Council so that we are better able to deal with patron behavior at the Library and the community creates more effective, collaborative responses. The Library is a leader on the Raising Readers committee working with Great Falls Public Schools, Health Department, United Way and other to build early literacy and improve how many of our kindergarteners start school ready to read. The Library engages with partners and individuals to build a stronger community.



The **2024 Montana Library Association Annual Conference** is April 17-20, 2024
at the Copper King Hotel & Convention Center in Butte, MT

Highlights:

MLA Awards, Cates Event, networking!
MLA Annual Membership Meeting, MLA New Member cocktail hour
Conference schedules, updates, happenings via the *Whova* app

Additional Details Coming Soon!

Conference Archives

[Click here](#) to view the archives of past conferences (login required)

Montana Library Association is a 501(c)3 non-profit organization. PO Box 823, Arlee, MT 59821

2023 Montana Library Association

[Contact Webmaster](#)

[Contact Executive Director](#)

Conference Highlights:

- Conference reception at Butte–Silver Bow Public Library
- Montana Book Awards Author Event & Reading
- Keynote Address by AASL President Courtney Pentland
- Author Brunch with award-winning Sneed B. Collard III
- 44 sessions, Cates Scholarship Bowling Event, networking!
- Conference schedules, updates, happenings via the *Whova* app



Montana Library Association Annual Conference April 17-20, 2024
Copper King Hotel & Convention Center, Butte, MT
Programs at a Glance*

SATURDAY APRIL 20		WEDNESDAY APRIL 17	
SESSION J 9:00-10:00	<ul style="list-style-type: none">• The Law Library in your classrooms (C2)• AI: What's Next for Libraries? (C3)• Volunteer Programs in the Library - Vibrant or Vanishing (C4)• Self Care in Stressful Times (C5)	9:00-12:00	<ul style="list-style-type: none">• Preconference Session - Understanding & Honoring Tribal Paradigms (C3)• Preconference Session – Trustee Training• Montana State Library Commission Meeting (C4) (meeting begins at 9:30)
10:15-12:00	Author Brunch - Sneed B. Collard III (KB)	12:00-1:00	<ul style="list-style-type: none">• Lunch (KB)• MLA Spring Board Meeting (BDR)• Trustee Interest Group Meeting (C2)
		1:00-4:00	<ul style="list-style-type: none">• Preconference Session - Understanding & Honoring Tribal Paradigms (C3)• Montana Shared Catalog Spring Members Meeting (C2)• Montana State Library Commission Meeting (C4)
		EVENTS	<ul style="list-style-type: none">• 5:00-7:00 – Opening Reception at Butte-Silver Bow Public Library• 6:30-7:30 – MT Book Awards Ceremony at Butte-Silver Bow Public Library
* A detailed program description is available via the MLA website – www.mtlb.org			
SESSION LOCATIONS LEGEND Copper King Hotel & Convention Center			
EVENTS	<ul style="list-style-type: none">• 8:00-9:00 – Breakfast – KB• 10:15-12:00 - Author Brunch	<ul style="list-style-type: none">• King Ballroom (KB)• Copper 1 (C1)• Copper 2 (C2)• Copper 3 (C3)	<ul style="list-style-type: none">• Copper 4 (C4)• Cooper 5 (C5)• Boardroom (BDR)

THURSDAY APRIL 18		FRIDAY APRIL 19	
SESSION A 8:30-9:30	<ul style="list-style-type: none"> One Million Staples: Stuff Management in the Library (C5) The First Five(ish) Years: Navigating the World of Librarianship as a New Professional (C3) Reach Out Where You Can! MSU Library's Diverse Outreach Efforts (C2) Guadalajara International Book Fair (C4) Election Guide: Make it Local! (C1) 	SESSION F 8:30-9:30	<ul style="list-style-type: none"> Book Repair Techniques (C3) Making Space for Dragons (C5) Navigating Controversy: Strategies for Effectively Facilitating and Resolving Contentions Meetings (C2) Learning about Health Literacy (C4) Book Clubs and Fridges - Using a Whole Student Approach in Academic Libraries (C1)
SESSION B 9:45-10:45	<ul style="list-style-type: none"> Care and Feeding of a Library (C1) Perspectives on Montana's Libraries (C3) Supporting Your Friendly Neighborhood Library Student (C5) Paper Maps in a Digital Age (C2) Our Tribal Community College Library (C4) 	SESSION G 9:45-10:45	<ul style="list-style-type: none"> Breaking News: Exploring Digitized Montana Newspapers (C2) Getting Started with Grants (C3) A Conversation About Community Resilience Through Applied Humanities (C4) Advocacy For Libraries (C5) Significant Tidings - ASLD Highlights (C1)
10:45-11:15	VENDOR BREAK	10:45-11:15	VENDOR BREAK
SESSION C 11:15-12:15	<ul style="list-style-type: none"> C is for Creative: A Maker's Alphabet (C2) Resource Sharing in Montana: Yesterday, Today, and Tomorrow (C3) Panic! in the Library: Facing Adversity and Caring for Yourself in a Hostile World (C1) Supporting Veterans at the Public Library (C5) Perfection Collection: Prepping, Promoting, and Serving Up a Feast of Culinary Books (C4) 	SESSION H 11:15-12:15	<ul style="list-style-type: none"> Library Drama Clubs - Crafting Storytellers (C3) Montana Cadastral: An Introduction to the New Application (C1) What is the Democracy Project? How can this program help my library with Teen-led Civic Engagement? (C4) Social Media and Libraries: A Critical Perspective (C2) Montana's Open Meeting and Public Comment Laws (C5)
12:30-1:45	KEYNOTE LUNCHEON - Courtney Pentland, AASL President (KB)	12:30-2:00	DIVISION LUNCHEONS PLD Meeting, SLD Meeting, ASLD Meeting
SESSION D 2:00-3:15	<ul style="list-style-type: none"> MLA Annual Membership Meeting (KB) 	SESSION I 2:15-3:45	<ul style="list-style-type: none"> Montana Book Award Winners 2023 (C3) Be the Change! (C2) Are you following the law: Legal information for library governance and managing library services and collections (C4) Creating Committed Writers (C1)
SESSION E 3:30-5:00	<ul style="list-style-type: none"> Conversations with the Commission (C3) Intellectual Freedom Chat (C4) Collection Analysis in the MSC Using BLUEcloud Analytics (C2) There Is Only One AASL (C1) 	INTEREST GROUPS 4:00-5:00	<ul style="list-style-type: none"> Intellectual Freedom Committee (C1) Children's and Youth Services Interest Group (C2) Directors Interest Group (C3) Tech Services Interest Group (C4) Local History & Genealogy Interest Group (C5)
EVENTS	<ul style="list-style-type: none"> 7:30-8:30 - Breakfast - KB 5:00-6:00 - Happy Hour sponsored by The Trust for Montana Libraries 7:30-9:00 - Sheila Cates Scholarship Fundraiser Event at Star Lanes 	EVENTS	<ul style="list-style-type: none"> 7:30-8:30 - Breakfast - KB 6:00-7:30 - MLA New Member Cocktails 7:30-9:00 - MLA Awards Dinner (KB)

Work Group for Digital-Born News:

The Problem: There are several organizations producing digital-born news in Montana. Their news coverage is important to local history now and into the future. There is currently no mechanism for preserving digital-born news and there is a danger that this essential local history will be lost to future generations.

For example: *The Electric* is an independent news website focused on Great Falls and Cascade County, as well as Malmstrom Air Force Base and the Montana National Guard. With the demise of *The Great Falls Tribune*, *The Electric* often provides the only coverage of local news. While the Montana Historical Society and the Great Falls Public Library purchase microfilm copies of the *Great Falls Tribune* to ensure that it is preserved and accessible in perpetuity, **no one** is preserving the content of *The Electric*. If *The Electric* were to cease to exist, all of its coverage of local news would be lost.

First Steps to Solution: We will recruit Work Group members and schedule an initial meeting of the Work Group for the week of May 6th. (Tentatively a Zoom meeting for Thursday May 9th from 10:00 am to 12:00 pm.)

We need to develop a plan to:

- Obtain Montana born-digital news content
- Host the born-digital content in a way that preserves it in perpetuity
- Make the born-digital content searchable and accessible to historians and the public

There are many stakeholders who can be part of the solution:

- MT Historical Society (invited & confirmed)
- Montana Libraries (invited & confirmed)
- MT State Library (invited & confirmed)
- University of MT School of Journalism (invited)
- Mansfield Archives (invited & confirmed)
- University of MT/MSU graduate history programs (invited & confirmed)
- MT newspaper association (invited)
- Publishers of born-digital news sites
 - Jen Rowell of *The Electric* (invited & confirmed)
 - *Missoula Current* (invited)
 - *Flathead Beacon* (invited)
 - *The Daily Montanan* (invited & confirmed)
 - *Montana Free Press* (invited)
- At the first meeting, we will also have a conversation about who else needs to be at the table.

TENTATIVE DRAFT AGENDA FOR FIRST MEETING:

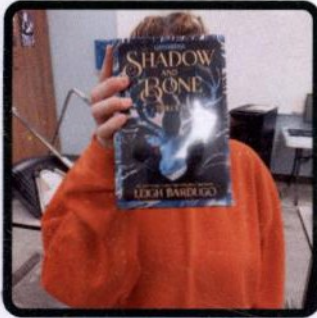
- Introductions
- Presentation of information about what other states/organizations have done to address this issue—Dan Karalus of the Montana Historical Society
- Group discussion to refine the problem we are trying to solve and develop ideas for solution
 - Perspective of publishers of born-digital content
 - Perspective of the Newspaper Association

- Perspective of local Libraries whose communities rely on digital-born news sites
- Perspectives of the MT Historical Society (and local history societies)
- Perspective of the MT State Library/MT History Portal
- Perspective of Academic Community—Historians, libraries and journalists
- Group discussion generating questions to be answered to move forward
- Discussion of next steps
 - Does this ad hoc group want to continue meeting to develop solutions? How often?
 - Who else should we invite to the table?
 - What other information do we need to proceed? Who can gather that information?

DRAFT LIST OF QUESTIONS TO BE ANSWERED:

- What work has been done by others on this issue? (Dan is going to do some research and will hopefully be able to report to the group at the first meeting.)
- How can we get materials from the publishers?
 - How will we get copyright permissions?
 - Will articles need to be embargoed for a time?
 - Since many news sites publish articles rather than editions, how are we going to ensure that we capture all of the articles?
 - Since digital articles are sometimes updated, how will we ensure that all of the iterations of an article are captured?
 - What format will we use to capture the articles?
- Who is going to do the work to start the project and then to sustain the project?
 - Will there be an existing lead agency that will hold the copyright permissions and have “ownership” of the project?
 - How will we prepare the articles to be posted? (Will publishers send the PDF’s? Will we gather the articles by printing them to a PDF and saving? What will be the naming protocols?)
 - How will we make the articles findable? (Who will add meta-data? Will the PDF’s be keyword searchable? How will we make them searchable by date and subject?)
- Who/How is the project going to be funded?
 - Where will the articles be hosted? Who will pay the hosting fees?
 - Who will pay the staff or recruit the volunteers to do the work?

Happy New Year



Thank you for your generous gift to the Cascade County Juvenile Detention Center. We are thrilled to have your support. Through your donation, we were able to provide an extra special Christmas. You truly make a difference for us, and we are extremely grateful!

Dear GFPL Staff

*Thank you for your continued
generosity to our youth!!*

- Monica

Rae & Nikki -

Thank you for taking the time to volunteer for the Read 2 Me event this year! Whittier Elementary is lucky to have you two as invested partners & advocates for promoting literacy in our community. The United Way team appreciates you both & the important work you do. Taylor



THANK YOU FOR ADVANCING EDUCATION, FINANCIAL STABILITY & HEALTH IN OUR COMMUNITY.



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