

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 26, 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 AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN FEBRUARY (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
--------	----------------	------------------	------

V. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 13-19)

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

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT/NOT ACCEPT THE FINANCIAL REPORTS AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

VI. REPORTS (Pages 20-32)

- A. MANAGEMENT TEAM REPORT
- B. DIRECTOR REPORT
- C. STATISTICAL REPORT
- D. PERSONNEL REPORT
- E. GFPL FOUNDATION REPORT
- F. CHAIR REPORT
- G. BOARD REPORTS
- H. CITY/LIBRARY MANAGEMENT AGREEMENT COMMITTEE REPORT

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – REVENUE (Pages 33-35)
- B. PUBLIC LIBRARY STANDARDS POLICY REVIEW: PATRON CONDUCT & GUIDELINES (Pages 36-52)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE UPDATED PATRON CONDUCT & GUIDELINES POLICIES AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

- C. LIBRARY BOARD JOB DESCRIPTION UPDATE (Pages 53-57)

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
--------	----------------	------------------	------

- D. REVIEW: RULES OF CONDUCT AND PROCEDURE OF BOARD OF TRUSTEE MEETINGS (Pages 58-64)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE RULES OF CONDUCT AND PROCEDURE OF BOARD OF TRUSTEE MEETINGS AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

VIII. NEW BUSINESS

- A. LIBRARY REMODEL DESIGN CONTRACT (Pages 65-75)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

- B. PUBLIC LIBRARY STANDARDS: MATERIALS BUDGET (Pages 76-79)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

- C. GREAT FALLS PUBLIC LIBRARY: OPEN HOURS FOR 7 DAY A WEEK SCHEDULE (Pages 80-82)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

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, February 27th, 2024
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)
4:30 p.m.

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

BOARD MEMBERS ABSENT: Ms. Jessica Crist

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Shannon Wilson – City of Great Falls Commissioner

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

STAFF PRESENT: Ms. Autumn Klein, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Rae McFadden, Ms. Carol Millsap, Ms. Sara Linder-Parkinson, Mr. Jake Sorich (via zoom)

GUESTS PRESENT:

Kenneth Banach – Resident of Great Falls, Molly Beck – Resident of Great Falls, Roberta Beute – Resident of Great Falls, Carol Bronson – Resident of Great Falls, Linda Caricaburu – Resident of Great Falls, Jeni Dodd – Resident of Great Falls, Linda Fagenstrom – Resident of Great Falls, Sharon Griffen – Resident of Cascade County, Steve Grout (via zoom), Lucretia Humphrey – Resident of Great Falls, Richard Irving – Resident of Great Falls, Gerry Jennings – A Resident of Great Falls, Melissa Kinzler – COGF Finance Director, Tom Kotynski – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Tommy Lynch – KRTV, JoAnn Metsko – Resident of Great Falls, Kim Ochsner – Resident of Great Falls, Dave Price – Resident of Great Falls, Sandy Rice – GFPL Foundation Liaison, Jenn Rowell – The Electric (via zoom), David Saslav – Resident of Great Falls, Jolene Schalper – Resident of Great Falls, Matthias Schalper – Resident of Great Falls, Becky Scott – Resident of Great Falls, Kay Silk – Resident of Great Falls, Melissa Smith – Resident of Great Falls, Cameron Swathwood – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Millie Whalen – Resident of Cascade County, Kirsten Wavra – COGF Finance, Jane Weber – Resident of Great Falls, Donna Williams – Resident of Great Falls, Susan Wolff – City of Great Falls Commissioner, Ena Woods – Resident of Great Falls, Nancy (Illegible) – Resident of Great Falls, (Illegible) – Resident of Cascade County

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. 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. Ms. Johnson asked if an action needed to be made for the changes to the agenda. Ms. Olson stated that it was her understanding that the Board Chair and the Director can set up the agenda, and that no action is needed. Ms. Johnson referenced the boards rules and procedures policy and indicated that she may make a motion at a later time to add the changes, including recording the meetings via zoom, to the policy. Ms. Olson called for a vote. Motion passed unanimously.

II. STAFF INTRODUCTIONS

Ms. Autumn Klein and Ms. Carol Millsap 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

Mr. Irving, a resident of Great Falls, addressed the board. He voiced a concern with not postponing the adoption of the standards at the last meeting. He called on the board to reconsider that motion. He also voiced a concern that the Library Director has been directing the board when it should be the board chair.

Ms. Millie Whalen, a resident of Cascade County, addressed the board. She thanked the Library for the community events held in February.

Mr. Cameron Swathwood, a resident of Great Falls, addressed the board. He spoke of his concerns regarding the presence of homeless individuals, drug users and unmedicated mentally ill persons loitering inside and outside the library.

Ms. McIntyre informed Mr. Swathwood that the library had just conducted interviews for the new safety specialist positions and hope to have them hired by April.

Ms. Melissa Smith, a resident of Great Falls, addressed the board. She voiced her concerns with the commissions desire to revise the city agreement with the library. She stated that the library is vital to the community.

Ms. Lucretia Humphrey, a resident of Great Falls, addressed the board. She thanked the Director and the Library board for their hard work. She stated her support for funding the library and enjoys the programs that the library offers.

Ms. Kay Silk, a resident of Great Falls, addressed the board. Stated that libraries help make connections. She attends book clubs at the library and is participating in the book reading challenge.

Ms. Carol Bronson, a resident of Great Falls, addressed the board. She thanked the library for their many activities and has attended library events. She thanked the library for offering multiple book clubs and has attended the silent book club.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She had a concern regarding the absence of public comment on New Business: Library Board Presentation to City Commission. Ms. Olson stated that there is no motion and only discussion today. Ms. Dodd pointed out that the presentation is a requirement of the M.C.A. 22.1.301.7

Ms. Dodd encourage library supporters to read the M.C.A.

IV. ADOPTION OF THE MINUTES

Ms. Johnson made a motion that the Great Falls Board of Trustees approve the minutes as corrected. Ms. Deforest seconded the motion. Ms. Olson opened for any board discussion or comment, upon hearing none she called for a vote. Motion passed unanimously.

V. ACCEPTANCE OF THE FINANCIAL REPORTS

Ms. Olson asked if anyone had questions regarding the January Year-to-date report. Ms. DeForest asked about line item 371100. Ms. Kinzler explained how the interest process works and that the average currently is about four percent interest. As the cash balance increases, you will seem more interest coming in.

Ms. Johnson asked about the year-to-date expense totals. The total does not match the total if you add the prior months together. Ms. Kinzler explained that the monthly reports that the board receives are not actually closed. The city applies expenses backwards. Some expenses are billed in arrears. The monthly reports are fluid and can change.

Ms. Olson asked if anyone had questions regarding the library vendor report. Ms. Johnson asked what Evonence (Google Services) on page 16 was for. Ms. McIntyre stated that is was the email service we have through Google Suites.

Ms. DeForest asked what the difference was between De Lage Landen and Fisher's Technology on page 15. Ms. Linder-Parkinson stated that Fisher's Technology is the month-to-month services on the copy machines, and De Lage Landen is the company that provides our lease contract for the copy machines.

Ms. Olson asked if anyone had questions regarding the Library Foundation vendor report. Upon hearing none she asked if anyone had questions regarding the January donation report. Upon hearing none she asked for a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the financial reports as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or comment.

Mr. Irving, a resident of Great Falls, addressed the board. He asked the board to question why \$1,500 was used to rent the Mansfield Theater for a Native American Event that no one went to.

Ms. Olson asked for any board comments, upon hearing none she called for a vote. Motion passed 3-1 (voting yes: Ms. Bulger, Ms. DeForest, Ms. Whitney Olson. Voting no: Ms. Johnson)

VI. REPORTS

Ms. Kinzler gave a report on the City of Great Falls Budget process and Financial Policies.

Ms. Johnson asked if the library budget would be impacted by the February Priority session due to the City agreement, City Charter, MCA and the Mill levy. Ms. Kinzler stated that in the past the priority session is just the overall city of Great Falls priorities and not specifically for the library at that point.

Ms. Kinzler explained the City's audit process. Ms. DeForest asked how long the audit takes. Ms. Kinzler stated it begins in early September and is completed by end of December. Ms. DeForest asked if the audit is available. Ms. Kinzler stated that the audit is available on the Financial Page of the City's website.

Ms. McIntyre asked Ms. Kinzler to talk about the Library Foundation audit. Ms. Kinzler stated that the Library Foundation does have to submit an independent audit to the city and their info is reported in the financials.

Ms. Kinzler explained the purchasing approval process as shown on slide 15. Ms. Johnson asked where the library boards authorization fits in the approval process. Ms. Kinzler indicated that it is a delegation of authority and in the past the library board has just followed the city policies and procedures.

Mr. Irving asked if the Library Foundation was subject to the city policies and procedures. Ms. Kinzler stated that the foundation is their own entity and they have their own audit procedures. Ms. McIntyre clarified that if the foundation spends money on the foundation, they do their own process. If the foundation gives money to the library for a project, the library seeks approval first from the board, then the foundation

board makes an approval and then the library follows city policies and procedures accordingly. Ms. Kinzler stated that the money from the foundation for projects is tracked in the cities accounting system.

Ms. Kinzler explained how the Electric Utility cost are distributed. She stated that they are always billed in arrears and may take one to two months to get the bills. The cost is then distributed based on the meter readings.

Ms. Olson asked if anyone had questions for Ms. Kinzler.

Ms. Dodd asked why the \$300,000 payback to the Foundation did not go through commission approval. Ms. Kinzler stated the state statute is very specific about certain type of purchases and that there are exceptions to the purchasing policy that this fell under.

Ms. Linder-Parkinson asked if this procedure has changed since Ms. McIntyre became the director. Ms. Kinzler stated that the procedures are the same, but the amounts have been changed; the last change occurred in 2020.

Ms. Olson asked Ms. Kinzler how people could contact her if they had further questions. Ms. Kinzler offered to come speak at the board meeting more often, otherwise they can contact her and the finance office via email and phone, and can meet in person as well.

Ms. Kinzler and Ms. Wavra left the meeting after their presentation.

Management Team Report

Ms. McFadden presented her Youth Services report.

Ms. Johnson had a concern with the special story time with the Sip-n-Dip mermaid. She asked if it was acceptable to have a bar icon for a kid's event. Ms. McFadden stated that the mermaid in question is a children's author. She is a Montana author and reached out to the library and offered to do an event and donate her time. Ms. Johnson said advertising it as a Montana author would come off better than as a bar icon.

Ms. McFadden left the meeting after her presentation.

Director Report

Ms. McIntyre presented her director's report.

Ms. Johnson asked when the Levy Smart Objectives would be given to the board by the next meeting. Ms. McIntyre stated she would have them for next months meeting.

Ms. Johnson stated that the Foundation Approved Projects presented at the December meeting were not voted on, only presented. Ms. McIntyre stated that is what has been done in the past. If the board would like to change that process they can.

Ms. Bulger asked for clarification on the Digital Born News preservation project. Ms. McIntyre stated that it is a project with the Montana Historical Society meant to preserve local history that has been recorded digitally. An example would be preserving past digital issues of The Electric, an online newspaper if it ever went out of business.

GFPL Foundation Report

Ms. Rice informed us of the various Foundation Approved Projects that the Foundation has funded.

VII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – PLANNING & EVALUATION

Ms. McIntyre presented. She recapped the information that was presented in the board packet.

PUBLIC LIBRARY STANDARDS: PUBLIC LIBRARY STATISTICS REVIEW

Ms. McIntyre presented the Public Library Statistics review that was presented in the board packet.

Ms. Johnson informed us that the total for open hours on the infographic were wrong. Ms. McIntyre stated it was a mistake and this infographic was provided by the Montana State Library and that she will request the totals be corrected.

Ms. DeForest asked why the pre-school numbers were down. Ms. McIntyre stated that is a result of us phasing out our virtual programs.

VIII. NEW BUSINESS

LIBRARY BOARD JOB DESCRIPTION UPDATE

Ms. McIntyre presented the library board job description update that was presented in the board packet.

Ms. Johnson made a motion to postpone the updates due to wording that suggest a city employee must actively support or oppose legislation. Ms. Johnson has reached out to

the city attorney and is awaiting a reply. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or comment.

Mr. Irving, a resident of Great Falls, addressed the board. He supports postponing due to confusion in the description between a governing board and an advisory board.

Ms. Dodd, a resident of Great Falls, addressed the board. She is in favor of postponing due to the job description possibly interfering with a person's first amendment right.

Ms. Olson asked for Board discussion. Ms. Johnson added that there are other issues with the job description. Some items do not match up with the city management agreement and the MCA.

Ms. Olson suggested that a committee be formed to address these concerns. Ms. Johnson agreed.

Ms. Olson will appoint a sub-committee to look at the job descriptions and present at next month's meeting.

Ms. Olson asked if there was anymore discussion regarding the motion of postponing the job description approval. Upon hearing none, she asked for a vote. Motion passed unanimously.

REVIEW OF GFPL GOVERNING DOCUMENTS: MANAGEMENT AGREEMENT, MONTANA CODE ANNOTATED, CITY ORDINANCES

Ms. McIntyre stated that this item was put on the agenda prior to the City Commissions request to renegotiate the management agreement. The current agreement was signed in 1993, but the agreement was reviewed in 2016/2017 when the city rewrote the city ordinances.

Ms. DeForest asked what was in place before this agreement. Ms. McIntyre stated that she doesn't know the exact history, but the City of Great Falls has operated a library since 1892. It operated as just another city department. In 1993 the MCA wanted something more specific.

CITY OF GREAT FALLS/LIBRARY MANAGEMENT AGREEMENT RENEGOTIATION

Ms. McIntyre presented details regarding the Management Agreement Renegotiation. She stated that three things can happen every year regarding the agreement. 1) The agreement can be renewed. 2) Either party can terminate if they give 90-day notice before April 20th signatory date. 3) A new contract. The board can decide if they want to open negotiations with the city.

Ms. Olson read a statement from Ms. Crist, who was unable to attend this evening. It expressed Ms. Crist's frustration with the lack of support from the city regarding the mill levy. Having contributed nothing, the city leadership now wants to renegotiate the management agreement. The city is proposing taking money away from the library because the mill levy was successful. The library continues to serve the City and County citizens.

Ms. Bulger added that the voters recognized the importance of the library and voted for the programs that were laid out if the levy passed. We should all support and contribute to the library's success. Ms. Bulger feels that this item should also be referred to a committee. Ms. Bulger would like to change the motion.

Ms. Bulger moved that the Great Falls Library Board of Trustees forms a committee to research renegotiation of the City of Great Falls/Library management agreement; and report to the full board at the March meeting on the options available to the library. Ms. DeForest seconded the motion. Ms. Olson asked for public comment.

Mr. Richard Irving, a resident of Great Falls, addressed the board. He recommends that the committee be appointed at an open session of the board. The committee should have people with different viewpoints. He also pointed out that Ms. McIntyre is not a lawyer and the board should get an attorney for legal advice.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She stated that the library has failed to implement the current agreement properly. She cited that the board has not reported properly to the city commission.

Ms. Donna Williams, a resident of Great Falls, addressed the board. She encourages the formation of a committee and to take time on it. She does not feel these negotiations are fair and encourages the board to ask for what they need and more.

Ms. Sharon Griffen, a resident of Cascade County, addressed the board. She stated that she supports the Great Falls Library. She thanked the library for all the hard work.

Ms. Julia (unknown), a resident of Great Falls, addressed the board. She thanked the library for protecting first amendment rights.

Mr. David Saslav, a resident of Great Falls, addressed the board. He informed us that the City Growth Policy update discussion is coming up in the next 18-24 months. All of these outcomes will help determine how the library board and City Commission interact with each other. He suggests the board wait to form a committee until after the city growth update.

Ms. Kim Ochsner, a resident of Great Falls, addressed the board. She recommends that the board allow the city to move forward with their budgeting process before moving forward.

Ms. Jane Weber, a resident of Great Falls, addressed the board. She agrees with the motion. She recommends going in with a strategy.

Ms. Gerry Jennings, a resident of Great Falls, addressed the board. She agrees with the motion to defer. She recommends letting the city come up with the agreement and work with them.

Ms. Molly Beck, a resident of Great Falls, addressed the board. She encourages the board to take their time.

Ms. Olson opened for board discussion.

Ms. DeForest would like the city commission to inform the board what they do not like about the agreement and what they would like changed.

Ms. Johnson agrees with forming a committee but has a concern with the entire board not being able to weigh in on the discussion.

Ms. Bulger clarified that the motion is to allow time to gather research.

Ms. Olson stated that the committee would have a lot of work to do. This is a fluid process.

Ms. McIntyre reminded the board that the board can call meetings between the monthly meeting as long as it follows Montana meeting laws and noticed to the public.

Ms. Johnson stated that it is disrespectful to not enter negotiations. City code says the library board is appointed and the city commission is the governing board. Even with it being disrespectful, she does support forming a committee.

Ms. McIntyre read to the board, Section 5 of the Bi-Laws, in regards to comments about items being delegated to her.

Ms. Bulger wanted to clarify that she would like to have as much information available when going into the negotiation, she never said the board should not negotiate.

Ms. Johnson wanted to clarify that her comment regarding being disrespectful was not aimed at this motion.

Ms. DeForest also stated that she is open to negotiation, but feels the City should approach the library first with what they want.

Ms. Olson reminded everyone there was a motion on the table and called for a vote. Motion passed unanimously.

Ms. Olson stated that she would like herself and Ms. Bulger to be on this committee.

Ms. McIntyre discussed the proposed renegotiation plan of action. Ms. McIntyre suggests that the library board seek outside council for legal advice.

Ms. Bulger moved that the Great Falls Library Board of Trustees seek legal council to work with the library board in renegotiation; spending up to \$10,000.00. Ms. Johnson seconded the motion. Ms. Olson asked for public comment, upon hearing none she asked for board discussion.

Ms. Bulger felt that this is the correct thing to do. Ms. DeForest asked if Ms. McIntyre would be the one interviewing legal counsel. Ms. McIntyre will work with Ms. Olson; they will seek a pro-bono option first. Ms. Johnson asked if it will be a local attorney. Ms. McIntyre said yes.

Upon no further board discussion, Ms. Olson called for a vote. Motion passed unanimously.

LIBRARY BOARD PRESENTATION TO CITY COMMISSION: DISCUSSION

Ms. McIntyre stated that the library board has been requested to speak to the City Commission. The March 19th work session is available. The City Commission would like a report on activities that have happened last year as well as plans for next year.

Ms. Johnson suggest the board follow MCA #7 (22-1-309) as it lays out what should be included.

Ms. McIntyre stated that she does submit monthly reports to the city managers office as well.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Bulger would like to propose the board adjust public comment to be 3 minutes instead of 5 minutes to be consistent with the city. Ms. Olson requested that it be included on next month's agenda. She recommended a clock be purchased to show time.

Ms. Bulger suggested we revisit the minutes. Minutes should just be a general overview.

Ms. Bulger mentioned that since it is now recorded the minutes do not need to be transcribed.

Ms. Johnson requested an item be on the next months agenda for a formal action regarding the changes made to the order of the agenda.

X. ADJOURNMENT

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

Ms. Bulger moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. DeForest seconded the motion. Ms. Olson called for a vote.

Motion passed unanimously.

Ms. Olson adjourned the meeting at 7:23 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.

		February 2024			FY 2024YTD
Account Number	Account Desc	Actual	Budget	Actual	% Used
2220 LIBRARY					
Taxes					
311010 REAL CURRENT AD VALOREM		\$ (21,246.52)	\$ (2,400,000.00)	\$ (1,611,072.85)	67.13%
311030 REAL DELINQUENT AD VALOREM		\$ (342.25)	\$ (6,000.00)	\$ (6,894.86)	114.91%
311050 REAL PROTESTED TAXES		\$ -	\$ -	\$ -	
311210 MOBILE HOME TAXES		\$ (41.11)	\$ (2,000.00)	\$ (946.71)	47.34%
311220 OTHER PERSONAL PROPERTY		\$ (1.14)	\$ (15,000.00)	\$ (269.22)	1.79%
312000 DELINQUENT TAX PENALTY & INTER		\$ (100.83)	\$ (1,500.00)	\$ (533.55)	35.57%
Intergovernmental					
334150 MISCELLANEOUS CULTURE & RECREA	\$ -	\$ (29,716.00)	\$ (37,063.74)	124.73%	
335000 COAL TAX LIBRARY APPORTIONMENT	\$ (183.67)	\$ (2,359.00)	\$ (2,314.72)	98.12%	
338000 LIBRARY SUPPORT	\$ (88,500.00)	\$ (177,000.00)	\$ (88,500.00)	50.00%	
339000 PAY OF LIEU OF TAXES		\$ -			
Charges for Services					
343160 OFF-STREET LOTS TRANSIENT	\$ (205.00)	\$ (2,000.00)	\$ (3,123.00)	156.15%	
346910 LIBRARY FEES MISCELLANEOUS	\$ (350.00)	\$ (10,100.00)	\$ (6,100.00)	60.40%	
346920 LIBRARY SERVICE CHARGES MISC	\$ (357.64)	\$ (5,000.00)	\$ (3,128.34)	62.57%	
346930 LIBRARY EQUIPMENT CHARGES MISC	\$ (1,163.23)	\$ (12,000.00)	\$ (7,801.38)	65.01%	
346940 LIBRARY FACILITY CHARGES MISC	\$ (30.00)	\$ (800.00)	\$ (660.00)	82.50%	
346950 LIBRARY BOOK PURCHASES	\$ -	\$ (3,500.00)	\$ (930.00)	26.57%	
Fines and Forfeitures					
351340 COLLECTION AGENCY FINES	\$ -	\$ -	\$ (166.98)		
352200 LOST BOOK FINES	\$ (639.42)	\$ (6,500.00)	\$ (3,761.07)	57.86%	
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	\$ -	\$ (2,500.00)	\$ (11,415.10)	456.60%	
REVENUE TOTAL		\$ (113,160.81)	\$ (2,685,975.00)	\$ (2,098,472.19)	78%
Personal Services					
411100 SALARIES & HOURLY	\$ 84,658.09	\$ 1,478,415.49	\$ 622,508.11	42.11%	
412100 OVERTIME - REGULAR FULL-TIME	\$ -	\$ -	\$ -		
412300 OVERTIME - TEMPORARY	\$ -	\$ -	\$ -		
413150 VACATION TERMINATION	\$ 327.24	\$ -	\$ 14,422.46		
413250 SICK LEAVE TERMINATION	\$ 23.39	\$ -	\$ 8,774.29		
413600 HEALTH INSURANCE	\$ 19,400.28	\$ 354,456.04	\$ 153,032.45	43.17%	
413700 LIFE INSURANCE	\$ 169.98	\$ 2,634.44	\$ 1,125.84	42.74%	
413800 VEBA PAYOUT	\$ -	\$ -	\$ -		
414100 UNEMPLOYMENT INSURANCE	\$ 343.03	\$ 6,089.74	\$ 2,643.04	43.40%	
414200 WORKERS COMPENSATION	\$ 665.27	\$ 9,718.95	\$ 4,451.72	45.80%	
414300 FICA	\$ 5,076.25	\$ 87,957.87	\$ 38,456.61	43.72%	
414350 MEDICARE	\$ 1,187.17	\$ 20,570.84	\$ 8,993.90	43.72%	
414450 PERS	\$ 8,890.28	\$ 154,540.84	\$ 67,517.09	43.69%	
415100 MISCELLANEOUS PENSIONS	\$ 1,168.00	\$ 20,715.79	\$ 9,099.73	43.93%	
Personal Services Totals	\$ 121,908.98	\$ 2,135,100.00	\$ 931,025.24	43.6%	
Supplies					
421100 PAPER & FORMS	\$ 43.96	\$ 3,000.00	\$ 1,060.28	35.34%	
421200 COMPUTER ACCESSORIES	\$ -	\$ 7,500.00	\$ 4,746.25	63.28%	
421400 INSTRUCTIONAL & SAFETY SUPPLIE		\$ -			
421900 OTHER OFFICE SUPPLIES & MATERI	\$ 70.68	\$ 16,100.00	\$ 3,326.25	20.66%	
423100 GAS, OIL, DIESEL FUEL, GREASE,	\$ -	\$ 7,693.00	\$ 2,180.47	28.34%	
423900 OTHER REPAIR & MAINTENANCE SUP	\$ 59.99	\$ 14,000.00	\$ 5,143.71	36.74%	
Supplies Totals	\$ 174.63	\$ 48,293.00	\$ 16,456.96	34.08%	

<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	\$ 6,087.50	\$ 80,000.00	\$ 35,044.80	43.81%
433500 MEMBERSHIPS & DUES	\$ -	\$ 1,000.00	\$ 578.00	57.80%
434100 TELEPHONE	\$ 490.18	\$ 3,200.00	\$ 1,978.26	61.82%
434120 FAX & OTHER TELEPHONE LINES	\$ 170.40	\$ 3,500.00	\$ 1,363.20	38.95%
434200 ELECTRIC UTILITY	\$ 1,244.58	\$ 75,000.00	\$ 38,580.93	51.44%
434300 GAS UTILITY	\$ 1,185.42	\$ 13,000.00	\$ 4,655.59	35.81%
434400 CITY SANITATION DISPOSAL	\$ 167.40	\$ 1,939.00	\$ 1,171.80	60.43%
434500 WATER UTILITY	\$ 105.92	\$ 2,841.00	\$ 1,692.89	59.59%
434600 SEWER UTILITY	\$ 71.52	\$ 1,327.00	\$ 535.30	40.34%
434700 STORM DRAIN UTILITY	\$ 83.93	\$ 911.00	\$ 587.51	64.49%
435260 COLLECTION AGENCY COSTS	\$ -	\$ -	\$ 104.85	#DIV/0!
435500 COMPUTER PROGRAMMING	\$ 364.50	\$ 50,000.00	\$ 37,247.44	74.49%
435900 OTHER PROFESSIONAL SERVICES	\$ 476.51	\$ 13,000.00	\$ 10,478.82	80.61%
435900 OTHER PROFESSIONAL SERVICES (mental	\$ -	\$ 30,000.00	\$ -	0.00%
436200 BUILDING REPAIR & MAINT	\$ -	\$ 7,500.00	\$ 1,102.91	14.71%
436300 MAINTENANCE AGREEMENTS	\$ 969.58	\$ 23,000.00	\$ 10,793.29	46.93%
453200 OFFICE EQUIPMENT RENTALS	\$ -	\$ 1,600.00	\$ 739.38	46.21%
455150 CREDIT CARD FEES	\$ 82.99	\$ -	\$ 978.04	0.00%
<i>Purchased Services Totals</i>	\$ 11,500.43	\$ 312,018.00	\$ 151,633.01	48.60%

<i>Other</i>				
459200 REFUNDS & REIMBURSEMENTS	\$ -	\$ 450.00	\$ 300,136.13	66696.92%
481300 CASH OVER/SHORT	\$ (0.21)	\$ -	\$ 0.30	
<i>Other Totals</i>	\$ (0.21)	\$ 450.00	\$ 300,136.43	66696.98%

<i>Internal Service Charges</i>				
486110 HUMAN RESOURCES	\$ 2,493.42	\$ 29,921.00	\$ 19,947.36	66.67%
486370 VEHICLE & EQUIPMENT MAINT	\$ 355.17	\$ 4,262.00	\$ 2,841.36	66.67%
486520 FISCAL SERVICES	\$ 1,462.08	\$ 17,545.00	\$ 11,696.64	66.67%
486580 CENTRAL INSURANCE	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	-
486950 INFORMATION TECHNOLOGY	\$ 255.08	\$ 3,061.00	\$ 2,040.64	66.67%
486960 COMPUTER NETWORK	\$ 11.00	\$ 132.00	\$ 88.00	66.67%
486970 COMPUTER EQUIPMENT MAINT	\$ -	\$ 1,373.00	\$ 1,373.00	100.00%
488100 COMPUTER & EQUIPMENT LEASE	\$ 20.17	\$ 242.00	\$ 161.36	66.68%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 116,653.00	\$ 98,265.36	84.24%

<i>Capital Outlay</i>				
493100 IMPROVEMENTS OTHER THAN BUILDING	\$ -	\$ -	\$ -	
<i>Capital Outlay Totals</i>	\$ -	\$ -	\$ -	

	Feb-24		2024 YTD	
	Actual	Budget	Actual	% Used
REVENUE TOTALS	\$ (113,160.81)	\$ (2,685,975.00)	\$ (2,098,472.19)	78%
EXPENSE TOTALS	\$ 138,180.75	\$ 2,612,514.00	\$ 1,497,517.00	57%

Great Falls Public Library Vendor Summary (2220)

FEBRUARY 2024

3/16/2024

Vendor Name		MTD	YTD
ACE Hardware	(Building Supplies)	\$ 33.54	\$ 404.88
Baker & Taylor	(Jobber)	\$ 4,193.02	\$ 7,978.49
Barnes & Noble Books	(Materials Purchased)	\$ -	\$ 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)	\$ 16.00	\$ 80.00
Cengage/Gale	(Jobber)	\$ 416.12	\$ 1,021.59
Center Point	(Jobber)	\$ -	\$ 89.88
Century Link	(Telephone)	\$ 245.09	\$ 1,733.17
Chemnet	(Drug Testing)	\$ -	\$ 160.00
Communication Resources	(Phone/Network Systems)	\$ -	\$ 3,016.00
CM Russell Museum	(Museum Consort. Membership)	\$ -	\$ 500.00
CNA Surety	(Notary Fees)	\$ -	\$ 78.00
Crescent Electric	(Building Supplies)	\$ -	\$ 227.88
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 4,129.34
Deroche, Lynn	(Library Election Monitor)	\$ -	\$ 824.50
Envisionware	(renewal)	\$ -	\$ 725.00
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 240.78
FICO	(Garage Heater Repair)	\$ -	\$ 704.00
Fisher's Technology	(Copier Agreement)	\$ 292.59	\$ 2,838.58
GFPL Foundation	(Bridge Loan Repayment)	\$ -	\$ 300,000.00
Johnson Madison Lumbar	(Building Supplies)	\$ -	\$ 176.73
Judith Basin Press	(Subscription)	\$ 70.50	\$ 70.50
Kone, Inc	(Elevator Agreement)	\$ -	\$ 3,768.00
MASCO	(Building Supplies)	\$ -	\$ 1,059.03
Mastercard		\$ 1,014.29	\$ 16,409.74
Midwest Tape	(Jobber)	\$ 1,162.51	\$ 2,145.00
Montana Air Cartage	(Courier Service)	\$ 415.80	\$ 4,606.80
MMIA	(Workers' Comp Insurance for Volunteers)	\$ -	\$ 31.93
Mountain Alarm Co.	(Annual Inspection)	\$ -	\$ 637.50
Mr. Green Landscape	(Snow Plow service)	\$ -	\$ 1,380.00
National Laundry	(Maintenance Supplies)	\$ -	\$ 78.00
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 71.93
OCLC Online	(Annual Service)	\$ -	\$ 6,648.19
Overdrive	(MT Library 2 Go)	\$ -	\$ 14,926.77
Petty Cash	(Refunds)	\$ -	\$ 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
The Tire Guys	(Maintenance Supplies)	\$ 26.45	\$ 26.45
Unique	(Collections Service)	\$ -	\$ 104.85
Vision Net, Inc	(Internet Service)	\$ 170.40	\$ 1,192.80
WX COX	(Jobber)	\$ -	\$ 6,012.65
		\$ 8,733.30	\$ 413,346.41

Great Falls Public Library Vendor Summary (2220)

FEBRUARY 2024

3/16/2024

Mastercard Transaction Breakdown			
Amazon	Sensor lights and batteries	\$	40.69
Amazon	Tech Services Supplies	\$	37.99
Amazon	Materials Purchased	\$	27.95
Cassiopeia Books	Materials Purchased	\$	175.40
Century Link	Phone Service	\$	245.09
Evonence	Google Services	\$	364.50
Keith's Country Store	Grounds equipment fuel	\$	44.71
Staples	Cardstock	\$	29.99
The River Press	Subscription	\$	42.00
Walmart	Tech Services Supplies	\$	5.97
TOTAL:			\$1,014.29

Great Falls Public Library Foundation Vendor Summary (2221)

FEBRUARY 2024

3/16/2024

Vendor Name		MTD	YTD
	(Parking Signs & Poles, Storywalk replacement plixi)	\$ -	\$ 1,569.00
All State Signs			
Baker & Taylor	(Jobber)	\$ 6,650.32	\$ 56,767.46
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)	\$ 44.94	\$ 269.64
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
Creative Empire	(Mango Language)	\$ -	\$ 5,700.00
DELL Marketing	(FAP - Public Computer Upgrades)	\$ 26,771.39	\$ 26,771.39
Downtown Great Falls	(Parade of Lights/Xmas Stroll)	\$ -	\$ 80.00
Einan, Jerry	(Custom built staff mailboxes)	\$ -	\$ 600.00
Falls Print Works	(Tech Service Supplies)	\$ 282.00	\$ 282.00
Gale/Cengage	(Jobber)	\$ -	\$ 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
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
LinkedIn Learning	(Subscription)	\$ -	\$ 13,125.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ -	\$ 600.00
Mastercard		\$ 1,623.73	\$ 19,041.41
Midwest Tape	(Jobber)	\$ 73.94	\$ 7,462.73
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)	\$ 287.36	\$ 888.12
Petty Cash	(Reimbursement for Refunds)	\$ -	\$ 56.65
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,775.28
Roggow, Alyssa	(Speaker Series)	\$ -	\$ 150.00
Ron Hall Sprinklers	(Park Repair)	\$ -	\$ 1,432.50
Rowland, Russell	(Speaker Series)	\$ -	\$ 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	(FAP - Logo Design)	\$ 990.00	\$ 3,630.00
Credits		\$ 36,723.68	\$ 189,761.95

Great Falls Public Library Foundation Vendor Summary (2221)

FEBRUARY 2024

3/16/2024

Mastercard Transaction Breakdown			
Albertsons	Memory Café supplies	\$	9.99
Amazon	Elks Beacon Grant Materials	\$	99.96
Amazon	Materials Purchased	\$	96.20
Amazon	KP/YA Supplies	\$	185.43
AT&T	Bookmobile Hotspot	\$	233.85
CANVA	KP/YA & Adult Programing Software	\$	12.95
Electric City Coffee	KP/YA Supplies	\$	40.00
Pizazz	KP/YA Supplies	\$	40.00
SAMs Club	Black Heritage Evening Supplies	\$	46.94
Staples	UAP exhibit supplies	\$	46.33
Walmart	KP/YA Supplies	\$	71.08
WhenIWork.com	FAP - Scheduling software	\$	741.00
TOTAL:			\$ 1,623.73

**GREAT FALLS PUBLIC LIBRARY
DONATIONS**

FEBRUARY DONATIONS

IN MEMORY OF

AAUW	\$	25.00	Doris Pascal (No Indication)
Pat Huber	\$	30.00	Henry "Hank" Reimers (No Indication)
Bob Kuntz	\$	50.00	Lynn Slemberger (Young Adult)
John & Kari Mauch	\$	50.00	Henry Reimers (No Indication)
Bradley & Vickie Robinson	\$	50.00	Henry Reimers (No Indication)
Karl & Andrea Tucker	\$	40.00	Charles Taylor (Fiction)

OTHER

Book Sales	\$	303.00	Withdrawn Book Sales
MSDB - ELVS	\$	106.00	Best Use Donation
Robin B. Matthews Living Trust	\$	200.00	Adult Non-Fiction Books

TOTAL: \$ 854.00

Technical Services Department

Function:

The Technical Services Department consists of 2 full-time and 1 part-time staff members.

We facilitate and manage all of the ordering and processing of materials for the library, we select and order all adult materials, maintain the adult collections, manage book club kits and oversee the Montana Room. Our primary duties reside in the basement, however, Technical Services staff can be found working in a variety of areas in the building and bookmobile.

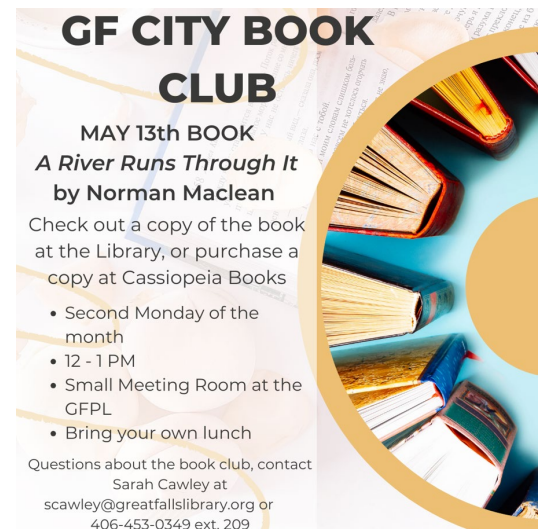
- From July 1, 2023 to March 1, 2024, we processed more than 5000 items
 - FY22/23 we processed about 6800 items
- From July 1, 2023 to March 1, 2024, we have ordered 4028 adult items
- We started the Overdrive Advantage program on July 1, 2023 and as of February 29, the Overdrive Advantage plan has at least 1 copy of every title on hold by GFPL patrons
- From July 1, 2023 to March 1, 2024, we have repaired 784 books and DVDs
- We manage 20 newspapers and 68 magazines
 - Including creating easily accessible spreadsheets for receiving
- We manage over 74,000 adult items
 - Weeding, shifting, repair, condition assessment, replacement, RFID
- Over the last 9 months, we have created an oversize book collection
 - Non-fiction Adult, Juvenile and YA books that did not fit on standard shelving
- We continuously monitor the library inventory using our RFID system.
- We joined the joined Montana Shared Catalog (MSC) in September of 2020
 - The Technical Services Department had to change cataloging standards and learn new processes for ordering, providing call numbers and all of our classifications were changed to match what the MSC was already using. We are still cleaning up some of the older records.
 - We joined MSC Partners in February of 2023 which required that we review and reclassify almost all of our 4000 graphic novels
- Training
 - Irene retired in December of 2023, after more than 26 years in the Technical Services Department.
 - Jacob started as Irene's replacement in January of 2024. He came to the library with no previous experience and has had to learn from the beginning.
 - Isa started employment in July of 2023. She has had previous library experience and continues to add to her knowledge base.
 - Treva has been working at GFPL since June of 2019. She is currently working on a Montana State Library certification and participates in management training through the City of Great Falls.

Challenges:

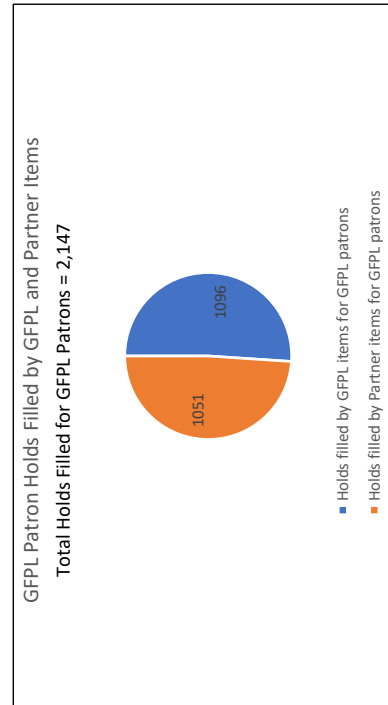
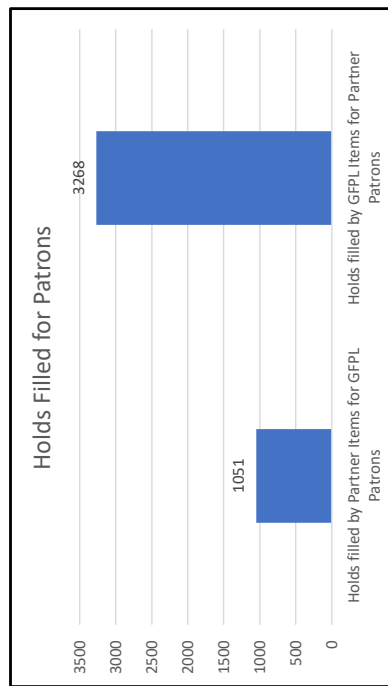
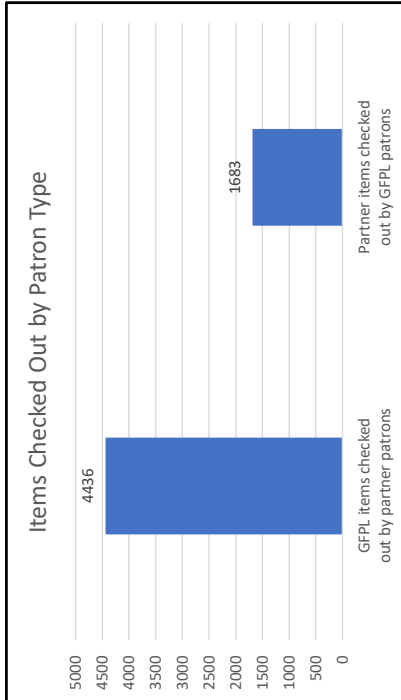
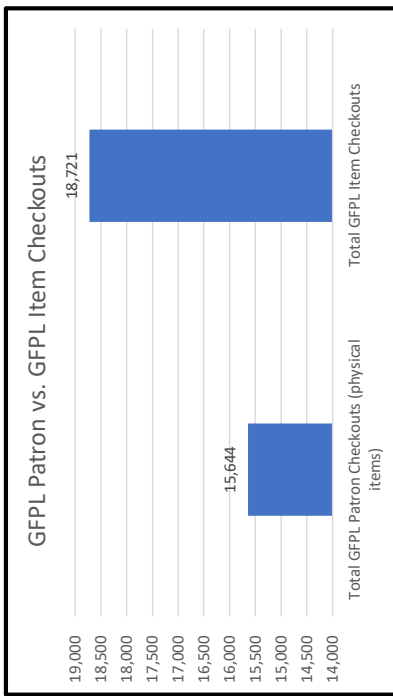
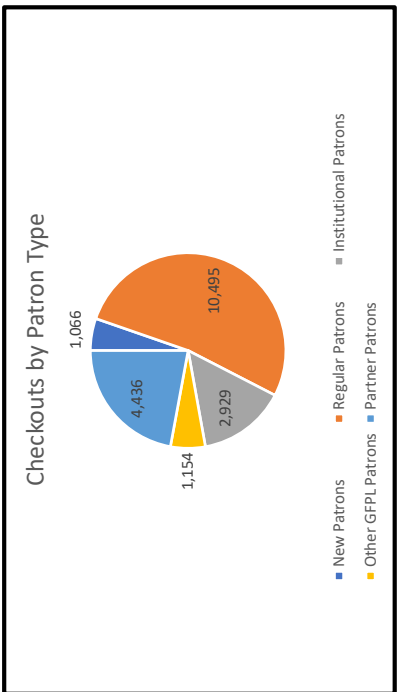
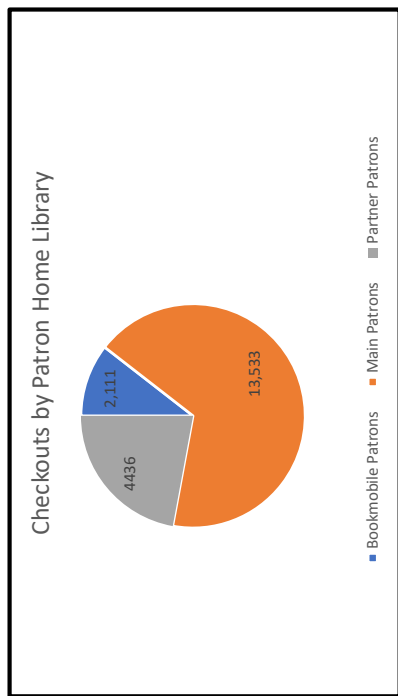
Technical Services work load is at the mercy of our vendors and shippers as well as the number of items that come down in need of repair or assessment. The challenge is finding the right balance to deal with everything all at once and finding enough projects to keep the staff busy in the lulls.

Director's Report
Great Falls Public Library
March 2024

1. **MONTHLY MANAGEMENT TEAM UPDATE—TECHNICAL SERVICES REPORT:** Treva Higgins has prepared a report on the Technical 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 recruited new staff including two Safety Specialists, two part-time Library clerks, one full-time Library Specialist for Youth Services, one part-time Library Specialist for Youth Services and one Technology Systems assistant. They should all be working by the first or second week of April. Recruitment for the part-time custodian position has started and we hope to have that new staff person also starting in April. We had two candidates (one for a part-time clerk position and one for the bookmobile driver position) decline offers. We now have an internal full-time employee who is interested in driving the Bookmobile. We are working with HR to modify the Resource Sharing Coordinator job description to eliminate their circulation desk duties and replace them with Bookmobile Driver duties. We are going to recruit two more part-time library clerks. An updated Mill Levy Implementation document is in your packet.
3. **NO MORE VIOLENCE WEEK:** The Library is happy to participate as a sponsor in No More Violence Week again this year. <https://www.allianceforyouth.org/no-more-violence-week-great-falls-mt>
4. **CITY OF GREAT FALLS EMPLOYEE BOOK CLUB:** Thanks to a great suggestion from the Park & Rec Department, the Library is going to start a City Employee Book Club. It will meet from 12:00 pm to 1:00 pm (brown bag) on the 2nd Monday of each month starting on May 13th.
5. **LIBRARY PROGRAMMING:** The Library continues to expand our programming and community engagement. Please see the wonderful offerings in our Monthly Events List.
6. **BOARD OF TRUSTEE WEBSITE MATERIALS:** We have reworked our Board materials website page and are providing access to the full Board packet, agenda, minutes and video. Please let me know if you have any questions. The first video is mostly audio as we had the wrong camera set-up. This month should be better.
<https://www.greatfallslibrary.org/library-board-trustees>
<https://www.greatfallslibrary.org/home/webforms/past-board-trustees-meeting-information>
7. **APRIL QUARTERLY BOARD TRAINING:** As part of meeting the Public Library Standards the Board has been participating in one hour of training quarterly. Last quarter, everyone attended the Dan Clark local government training. ***What topic would the Board like to see for their next training?*** Your packet includes a document with the recent trainings and suggested future topics.
8. **UPDATED LEVY SMART OBJECTIVES:** As requested, updated proposed SMART objectives for the Library Levy Implementation are included in your packet.

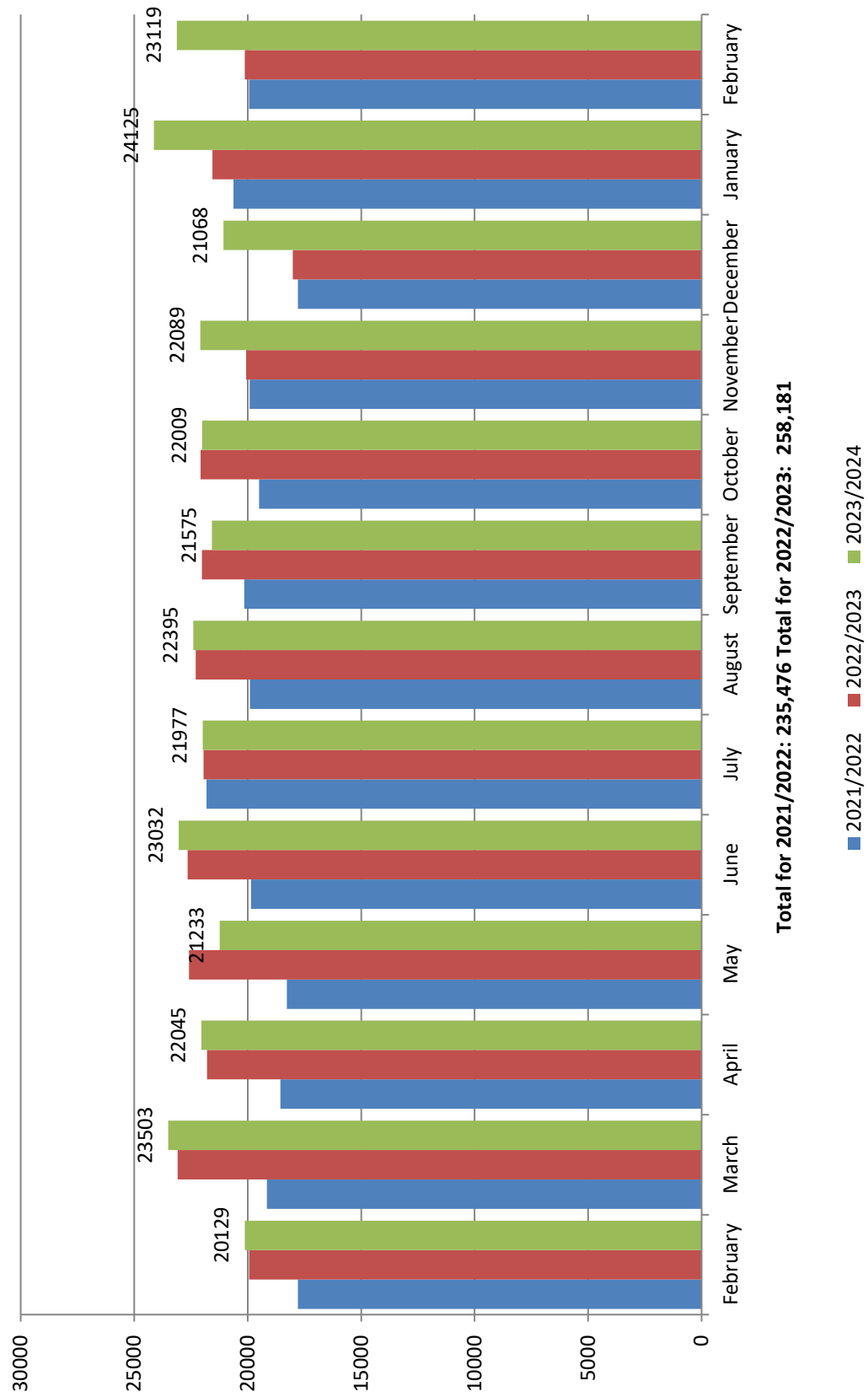


February 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



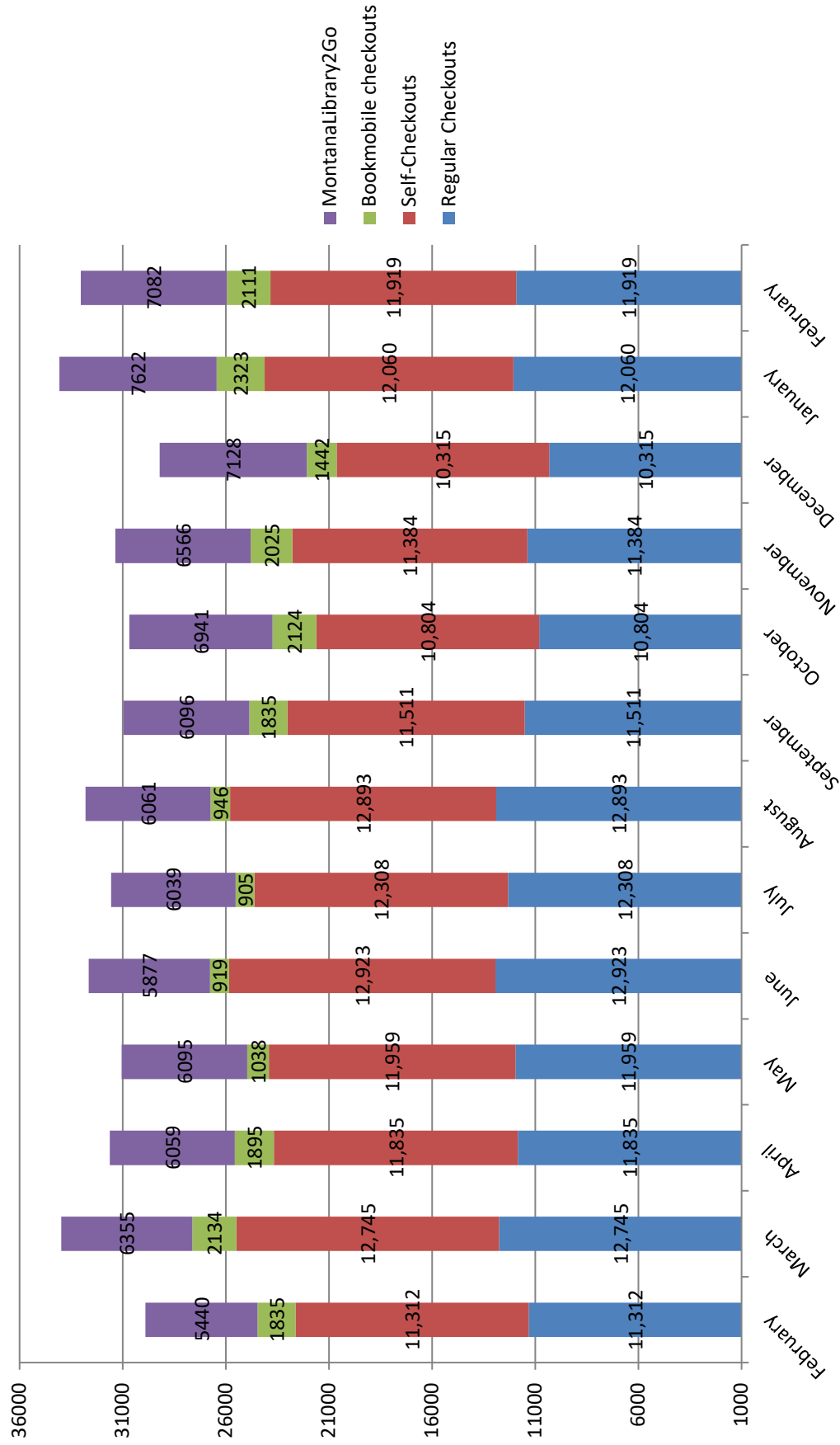
Total Monthly Circulation

Total Circulation Previous 12 Months: 268,170

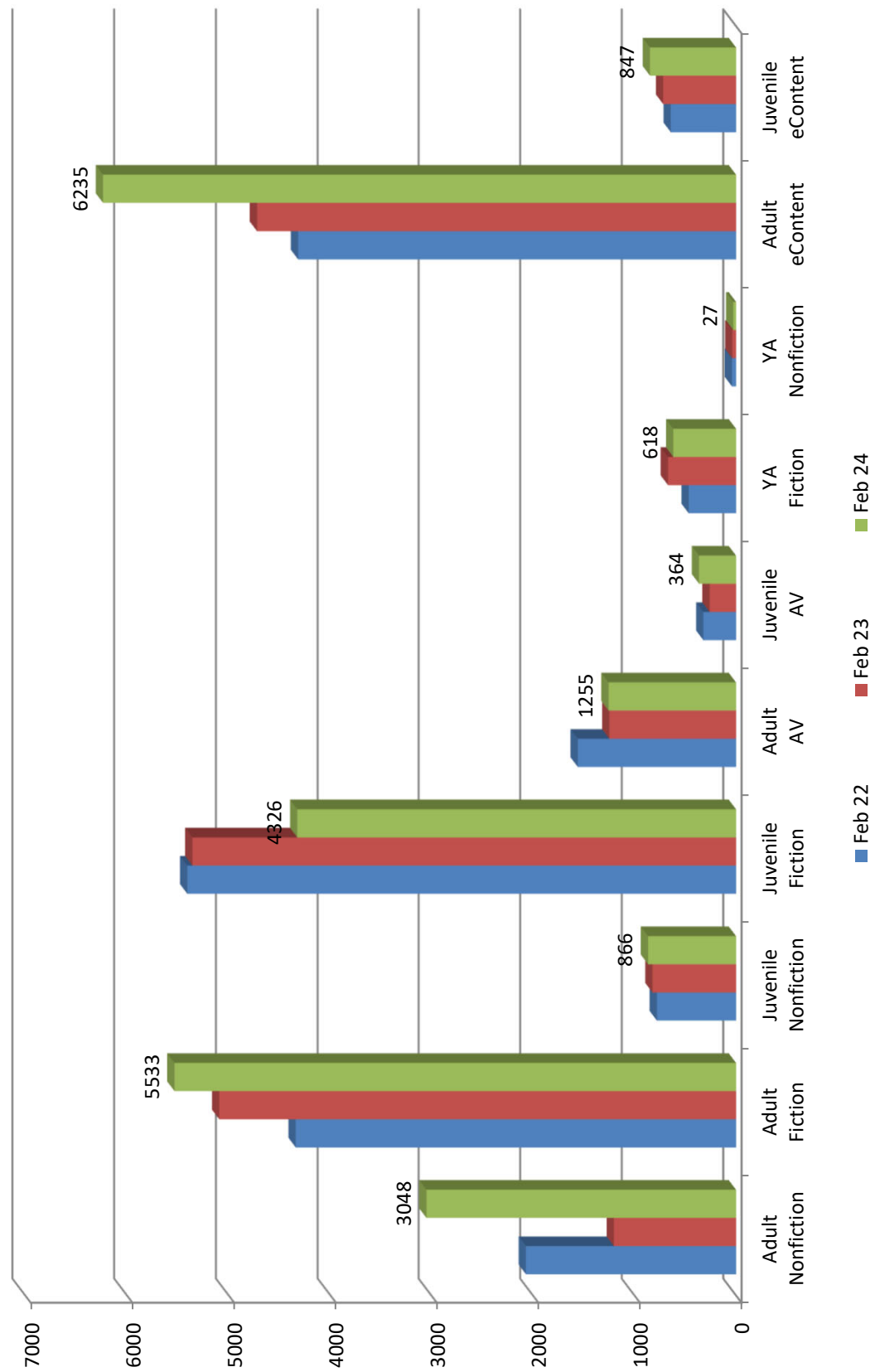


Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 268,170

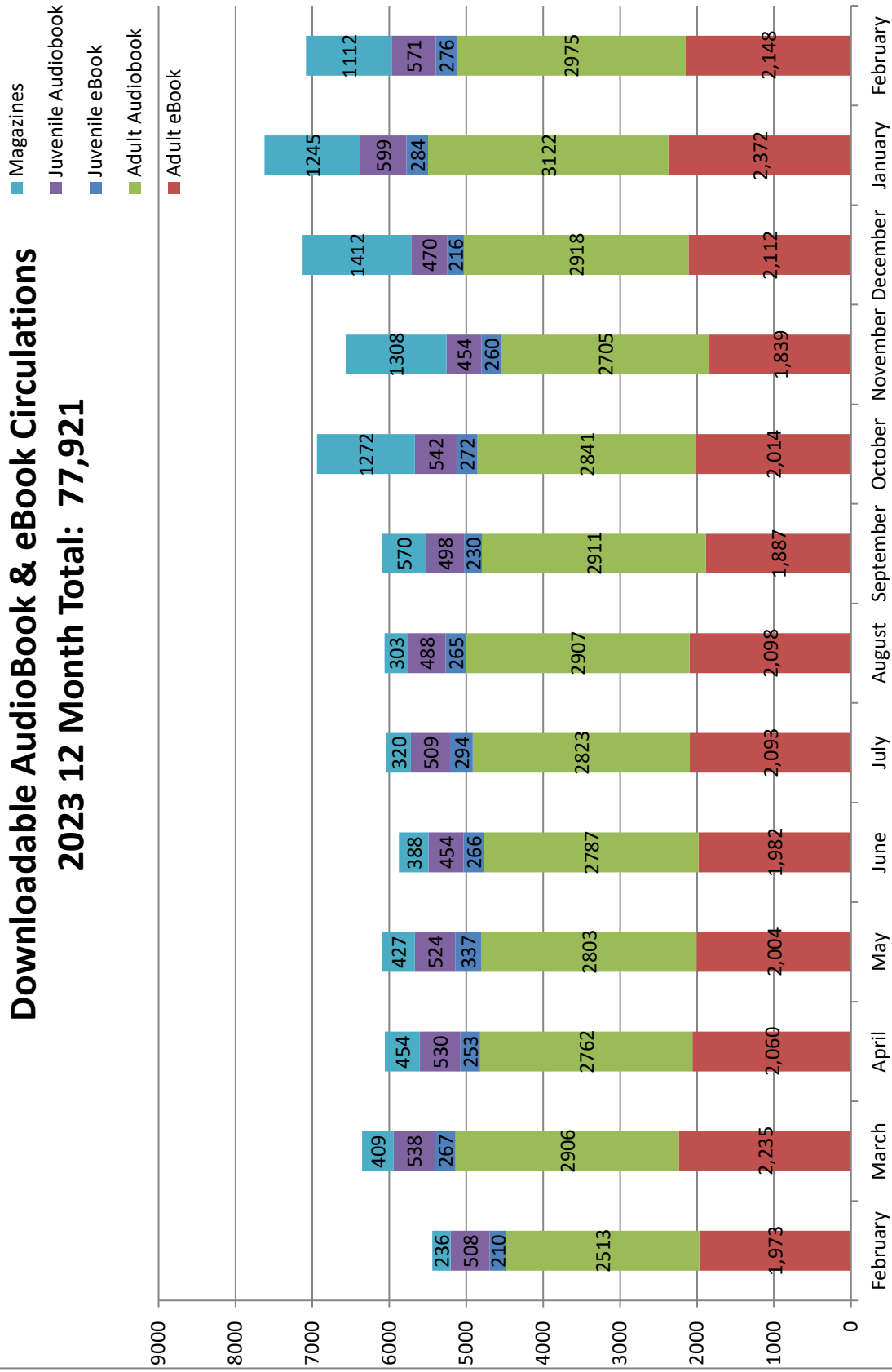


Comparison of Circulation Totals February 2022, 2023, and 2024

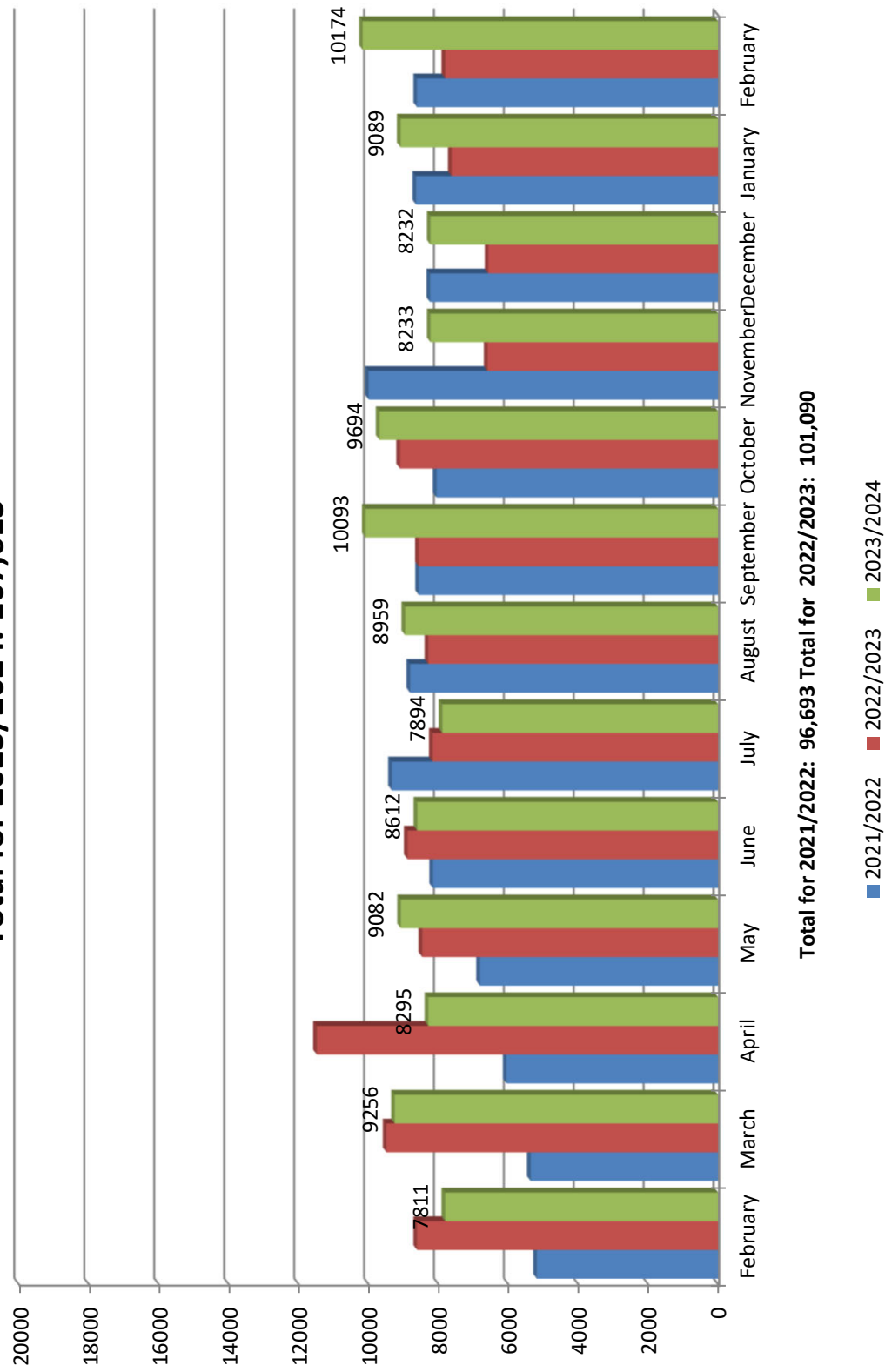


Downloadable AudioBook & eBook Circulations

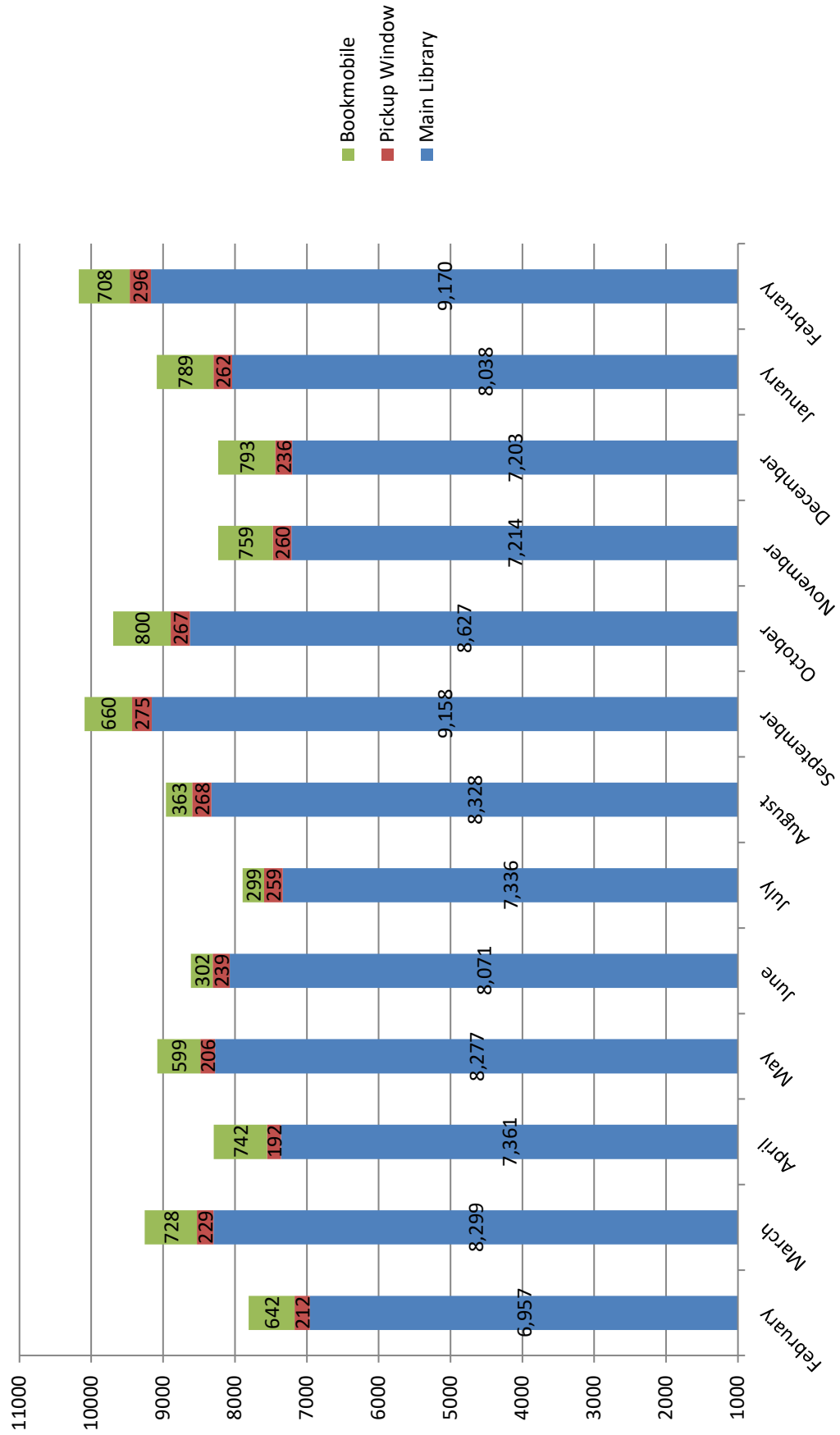
2023 12 Month Total: 77,921



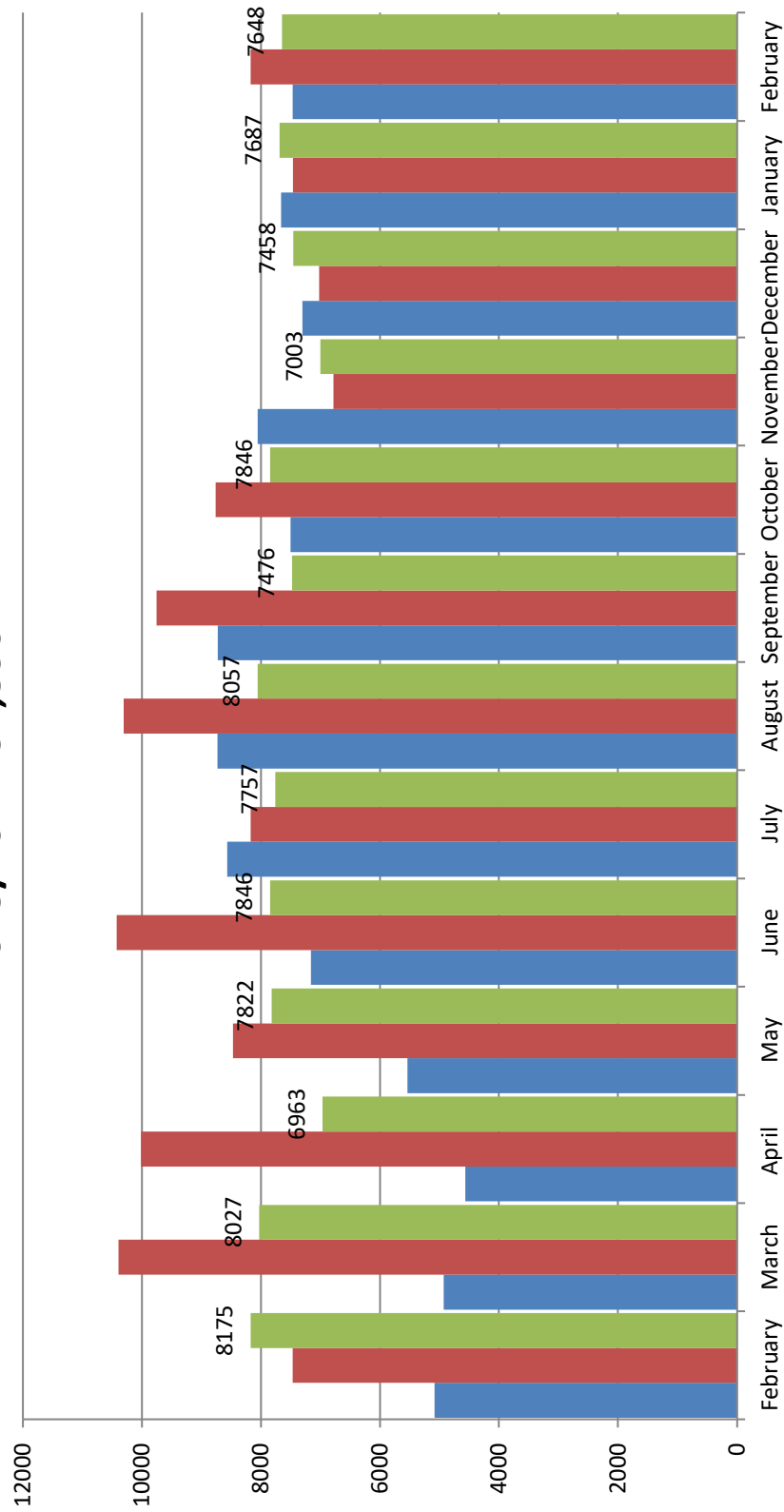
Total Monthly Patron Attendance **Total for 2023/2024: 107,613**



Main Library, Bookmobile and Pickup Window Attendance



Use of Public Computers & Wireless Network 2023/2024: 91,590



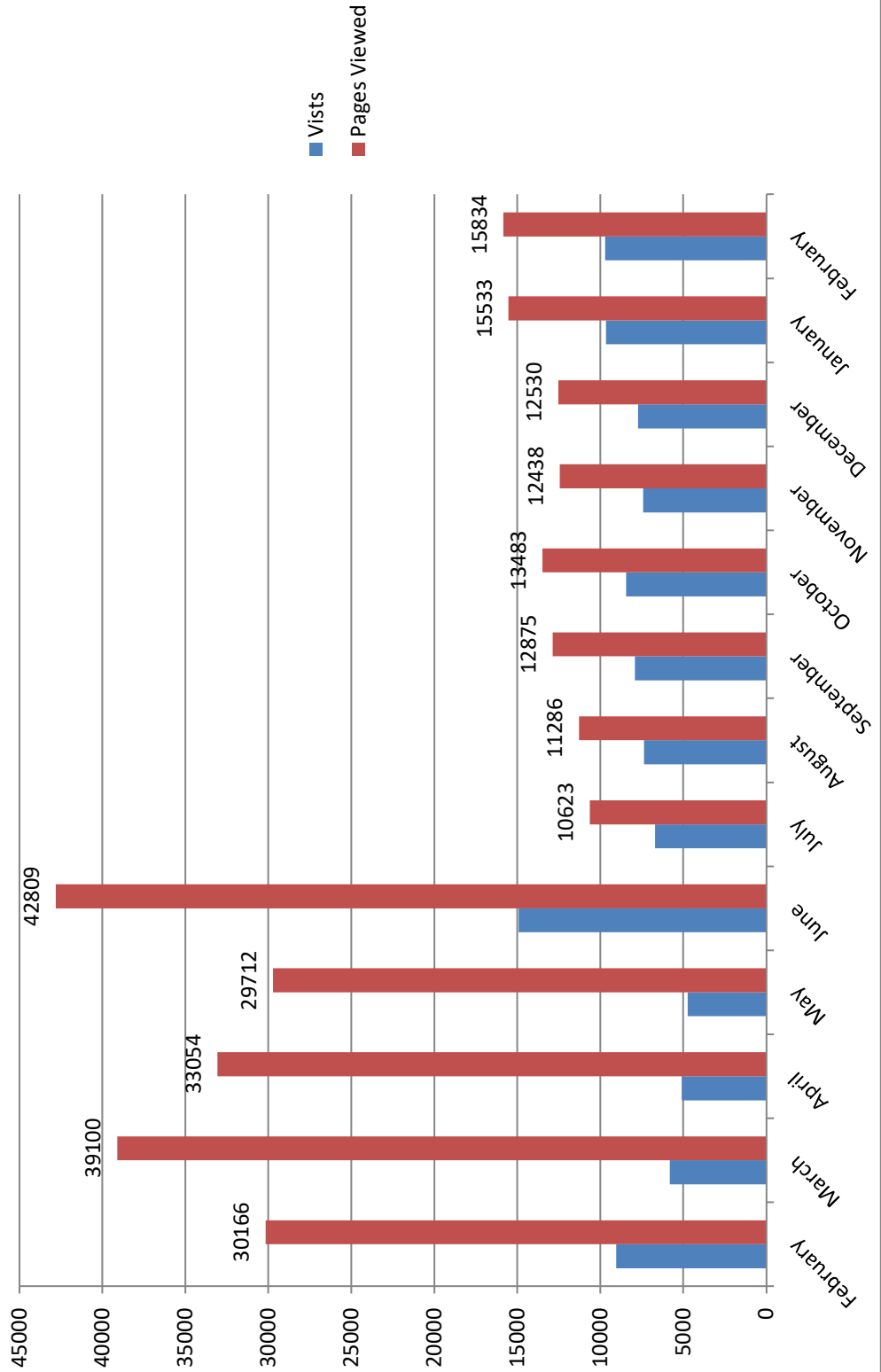
Total for 2021/2022: 86,202 Total for 2022/2023: 105,733

■ 2021/2022 ■ 2022/2023 ■ 2023/2024

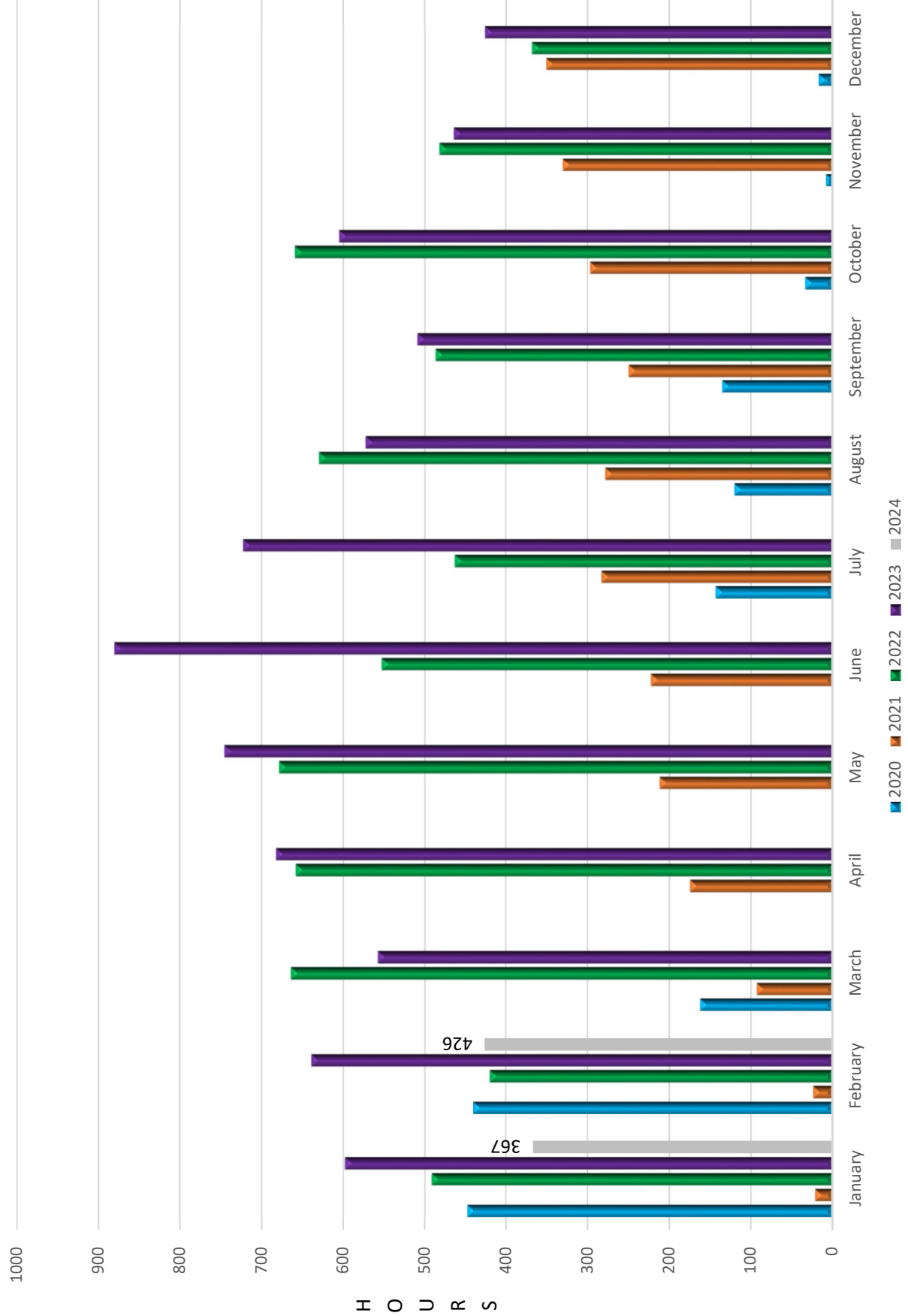
Library Web Page Usage

2023/2024 12 month Total Pages Viewed: 249,277

2023/2024 12 month Total Sessions: 95,489



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
FEBRUARY 2024**

NEW HIRES

None

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None



Library Board Meeting Date: March 26, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Public Library Standards: Roadmap Review—Revenue
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library review the *Revenue 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 *Revenue* section at the March 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 *Revenue 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?

REVENUE

Our community members receive library services sufficient unto their needs because the library is well-funded and managed by the board and director.

Essential	Excellent	Cooperative
<p>The Board understands the revenue sources that fund the library and the budgeting process and adopts a budget for the library accordingly.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library Board receives regular fiscal reports and approves the annual budget. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO RECEIVE FINANCIAL REPORTS AND SET THE ANNUAL BUDGET. (on calendar annually, each April) 	<p>Board members are strong library advocates and receive training about advocacy at least every year.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library Board advocates for the Library and receives regular training. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO ADVOCATE FOR THE LIBRARY AND RECEIVE REGULAR TRAINING. (regular training on Board calendar) 	<p>Boards within a federation work together to identify additional funding sources that would benefit libraries in the region.</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>For a library created under Title 7 or Title 22 at least 70% of the revenue of a library is from local tax revenues. Grants, donations, and other revenue sources supplement but do not supplant local tax support. If a tribal college library serves tribal members, the Tribal Council recognizes and supports the efforts of the library to obtain funding</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Over 70% of GFPL funding comes from local tax revenue. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 	<p>90% of local tax revenue funds support the services and personnel necessary to achieve the essential standards. Grants, private funds, supplement and help libraries meet the excellent standards.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. 90% of FY2024 budget comes from local tax revenue funds. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 	<p>The Library leverages local revenue by participating in regional and statewide collaborative library services.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library participates in multiple collaborative library services including Montana Shared Catalog, Interlibrary Loan, Partners, and Montanalibrary2Go ● TO CONTINUE TO MEET STANDARD GFPL NEEDS TO CONTINUE TO PARTICIPATE IN COLLABORATIVE LIBRARY SERVICES.

<p>The library budget shows year-to-year growth reflecting the needs of the community. If the library board and director are unable to reflect the growth necessary to keep up with the needs of the community, they document that they have made their local government officials aware of the fact that the library budget is not keeping up with costs.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Budget shows year-to-year growth. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 	<p>Every five years the library board seeks additional mills for the library to sustain and grow services for the community</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Mill Levy passed in 2023 ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONSIDER SEEKING ANOTHER LEVY BY 2028. 	<p>Libraries evaluate whether or not regional library districts may provide more services and stable funding.</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 consider a regional library district.
<p>If the library is a department of local government, the library receives equitable support for its budget when compared to other departments in local government. If the library receives less funding and support as compared to other departments, the library director and Board document that they have made local government officials aware of this fact</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library budget equitable compared to other City Departments. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 		<p>Boards and directors work together across the state to advocate for increased funding for all libraries</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board and Director are active with the Montana Library Association and advocate during and between legislative sessions. ● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE LEGISLATIVE ADVOCACY EFFORTS.



Library Board Meeting Date: March 26, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Policy Review: Patron Conduct and Guidelines
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the updated Patron Conduct and Guidelines Policies

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the updated *Patron Conduct and Guidelines Policies* 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 the updated *Patron Conduct and Guidelines Policies*

Background: The Library Board is required to review every library policy at least every four years in order to receive State Aid. The Board has elected to review different policy sections throughout this calendar year. The Board is scheduled to review the *Patron Conduct and Guidelines Policies* at the March meeting.

The Library Policy Committee reviewed the policies and are suggesting updates to some of the policies.

- Patron Behavior Policy:
 - Clarify that only one adult should sit in the single chairs at a time.
 - Clarify the amount of stuff that a patron can bring into the Library by using a measured space rather than the more subjective “fit under a library chair.” Custodial staff have created boxes of those dimensions for staff to use.
 - Simplify the language referring to child pornography.
 - Fix a few grammatical errors
- Patron Behavior Consequences:
 - Provide patrons with a copy of the Incident Report instead of a Patron Behavior Slip if they request a written notice of why they are being removed from the Library or denied access to library computers.
NOTE: Patrons rarely ask for a written notification of staff action. In practice the Patron Behavior Slip is almost never used. When asking for someone to leave the Library, staff rarely have the time to fill out the slip before the patron leaves. Since staff fill out an incident report anytime that someone is asked to leave the Library, it will be a more streamlined and effective procedure to provide a patron with a copy of the incident report if they wish to have written notification.
- Unattended Dependent Persons: No changes suggested.
- Lost and Found Personal Property:

- Clarify the difference between unattended items and lost and found items.
- Public Paging: No changes suggested.
- Use of the Library Telephone: No changes suggested.
- Patron Appeal Form: No changes suggested
- Patron Behavior Slip: Discontinue use of form.
- Incident Report Form: No changes suggested

Significant Impacts: Updated policies will promote better Library service. Staff proposed changes will assist in enforcement of Library policies and improve patron interactions.

Fiscal Impact: The Library Board is required to review every library policy at least every four years in order to receive State Aid. Review of the policy is enough to meet this standard. There is no fiscal impact if the Board does or does not institute the proposed changes.

Alternatives: The Board could decide not to approve the proposed policy changes or ask for alterations to be made to the proposed policies.

Attachments/Exhibits:

Patron Conduct and Guidelines Policies

1. Patron Behavior
2. Patron Behavior Consequences
3. Unattended Dependent Persons
4. Lost and Found Personal Property
5. Public Paging
6. Use of Library Telephone
7. FORM: Patron Appeal Form
8. FORM: Patron Behavior Slip
9. FORM: Incident Report Form

Patron Behavior

Welcome to the Great Falls Public Library! The Library strives to serve our community by providing a safe and inviting environment to be enjoyed by all. The library is intended to be a place where its users can study, do research, browse books, use computers and generally go about their business in a comfortable, non-threatening environment. Patrons are expected to respect the rights of others who require a quiet environment in which to study, compute, research and write.

Disruptive Behavior

Patrons are prohibited from engaging in any disruptive behavior that unreasonably interferes with any other Patron's rights or ability to use or enjoy the Library, Library staff's performance of their duties or degrades any Library resources. Prohibited behaviors include, but may not be limited to the following:

1. **Harassing or Annoying Others:** Behaving in any manner which reasonably can be expected to disturb another Patron's peaceful enjoyment of the Library such as taunting, provoking, or touching another person; staring at another person so as to annoy that person; following another person about the building so as to annoy that person; or engaging in any other behavior that could reasonably disrupt, annoy, or otherwise compromise another Patron's right to use or enjoy the Library. This includes interfering with another patron's first amendment rights.
2. **Causing Unreasonable Noise:** Causing disruptive, distracting, and/or intentional noise, interruptions, or disturbances that could reasonably interfere with another Patron's use or enjoyment of the Library such as boisterous or loud talking to others or in monologue, engaging in unnecessarily loud or prolonged cell phone or in-person conversations, singing, humming, playing sound on electronic devices including cell phones and computers and/or headphones at a level audible to others.
3. **Violating Internet Use and Other Policies:** Accessing illegal content or violating the Library Internet and Computer Use Policy or other Library policies. The Internet and Computer Use Policy is posted near all computers in the Library.
4. **Improper Use of Library:** Using the Library or Library resources for purposes other than those associated with the use of a public library while in the building. Authorized purposes include reading, writing, studying, quiet contemplation, using/seeking Library materials, asking for assistance, or participating in Library sanctioned activities.
5. **Improper Use of Restrooms:** Using restrooms or other Library facility for improper purposes such as bathing, shaving, washing hair, preparing food or drinks, or laundering.
6. **Improper Clothing:** Entering or being present on Library property without being fully clothed. All Patrons must wear a shirt or other upper-body covering; pants, shorts, skirt, dress, or other lower-body covering; and shoes or other footwear.

7. **Poor Hygiene:** Exhibiting such offensive body odor due to poor personal hygiene, smoking, or overpowering perfume/cologne so as to constitute a nuisance or unreasonably interfere with another Patron's ability to use the Library; or wearing filthy clothing or shoes that emit an odor that unreasonably interferes with another Patron's ability to use the Library or may dirty furniture. Patrons who violate this rule will be asked to leave the Library, but may return to the Library once the problem is corrected.
8. **Monopolizing Library Space:** Hindering, impeding, or preventing the movement of another Patron into, out of, or about any Library facility or vehicle; using furniture, tables, or equipment to the exclusion of other Patrons, such as by blocking aisles or study areas with one's self or personal belongings; re-arranging furniture; or lying down on any floor or furniture; more than one adult sitting in a chair at a time. Bringing in articles that are too large to fit beneath one library chair. Bringing in items excluding personal items (purse, laptop, briefcase) that occupy floor space in excess of 12"W x 11"H x 18"L. Items are measured in totality and must be placed and fit easily into a measuring box of the above dimensions.
9. **Unattended Items:** Leaving any personal items such as backpacks, suitcases, wheeled carts, bags, study supplies, books, computers, or clothing unattended for extended periods of time inside the Library or on Library property. Patrons may, at their own risk, temporarily leave personal items unattended while using other Library amenities within the building such as seeking Library resources, asking for assistance, taking a phone call to the lobby, or using the restroom. Patrons may also use the bike rack in front of the building to store their own bicycle. Repeatedly leaving unattended items inside or outside of the Library may result in loss of Library privileges.
10. **Running; riding; skating; etc:** Chasing and running in the Library building; using bicycles, skateboards, roller blades, roller skates, or similar wheeled devices anywhere in the building, and on the grounds where prohibited by a posted sign.
11. **Altering Library Property:** Tampering with the arrangement of Library materials, attempting to remove or actually removing any Library property from the premises, and damaging or mutilating any Library materials or facilities. This rule does not apply to Library materials that are properly checked-out for borrowing.
12. **Littering:** Leaving any belongings or refuse behind.
13. **Animals in the Library:** Bringing pets or animals, other than service animals, into the building, except as authorized by the Library Director. Therapy or support animals are not classified as service animals and are not allowed in the Library.
14. **Entering Restricted Areas:** Entering private or non-public areas of the Library without Library staff permission. All private and non-public areas will be clearly marked.
15. **Smoking:** Smoking, including electronic cigarettes, vaping or any other type of smoking device, is not permitted in the library. Smoking is also not permitted on library property within 30 feet of any library entryway or air intake apparatus.
16. **Drug and Alcohol Use:** Being under the influence of alcohol/marijuana/illegal drugs, or selling, using, or possessing alcohol/marijuana/illegal drugs.
17. **Soliciting:** Soliciting donations or selling non-Library materials anywhere in the building or on the Library grounds without prior authorization by the Library Director. These activities

must be conducted in a non-aggressive manner that does not unreasonably interfere with another Patron's use or enjoyment of any Library amenities.

18. **Sleeping:** Lying down, sleeping or dozing is not permitted in the library, except this rule shall not apply to children.
19. **Overnight Closure:** Library property is closed from 10:00 pm to 6:00 am. People may not be on Library property during those hours.
20. **No Camping:** No camping is allowed on Library property at any time. Camping is defined as the use of an area for temporary residence or sleeping purposes, which includes storing personal property, leaving unattended personal property, erecting any structures, attaching any rope, cable or other wire to a tree or a Library structure, using the Library building and/or band shell for shelter or occupying any area in a way that inhibits the use of Library property for others.

Illegal Activity:

Patrons are prohibited from engaging in any dangerous or criminal activity that violates any local, state, or federal law. ***Illegal behavior may be reported to law enforcement.*** Such criminal activities include, but are not limited to, the following:

1. Disorderly conduct such as quarrelling or making loud or unusual noises; challenging to fight or fighting; using threatening, profane, or abusive language; disturbing any lawful assembly or public meeting; hindering the ability to freely enter or exit a public place; transmitting a false report or warning of fire or other catastrophe in the Library; or creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
2. Carrying firearms or weapons of any type (except by law enforcement officers and those carrying a concealed firearm with a valid concealed carry permit)
3. Leashing dog to fixtures on Library grounds or allowing dog to be unrestrained. No animal is allowed to become a nuisance and unattended leashed dogs or loose dogs are a potential nuisance due to biting, barking, intimidation, or defecation.
4. Criminal sexual conduct on Library property such as predatory loitering by a sexual offender, indecent exposure, accessing ~~materials which are~~ child pornography and sexual assault
5. Abusing a child or endangering the welfare of a child on Library property by violating one's duty of care, protection and support.
6. Intending or attempting to damage, remove, or steal any Library property.
7. Making threats or false alarms against Library property or from Library property.
8. The Library park is closed from dusk to daylight. Presence in the park from dusk to daylight is not allowed.

Other Activities

- Wheeled devices (bicycles, scooters, etc.), with the exception of strollers and those required by persons with a disability, shall be left outside and may not obstruct traffic entering or exiting the building. Skateboards and roller blades/skates can be carried into the library, but cannot be ridden or worn in the building.
- Patrons may not store belongings (bags, carts, suitcases, etc.) on Library property.
- Cell phone use is allowed in the library. As a courtesy to others, we ask that cell phones be turned to silent (vibrate), and that telephone conversations be held at volumes which do not disturb others.

Food and Drink

Certain food and drink items are allowed in the library if consumed responsibly.

- Patrons whose food creates a mess or is distracting to others because of the aroma will be asked to eat outside of the library
- Drinks are limited to those in closed containers such as covered travel cups, or capped water or soda bottles
- No food or drink is allowed in and around the computer, bookshelves, or other equipment areas
- No food or drink is allowed in any public areas on the third floor
- Patrons are expected to clean up after themselves, discard trash in appropriate containers, and notify staff immediately of any spills

Children

Great Falls Public Library is not designed or licensed to provide childcare. Library staff is not responsible for the supervision of children but will intervene if aware of a problem. Therefore, in order to create an environment of safety and maintain an atmosphere where patrons can enjoy all that the library offers:

- Parents and guardians are responsible for the supervision, safety, welfare, actions and behaviour of their children while they are in the library and on library property
- A responsible adult or caregiver aged 12 or older must directly supervise children 7 years old and younger at all times throughout the library, including the Kids' Place
- At the discretion of a responsible adult, a child age 8-11 may be left unattended for the time needed to select materials, complete a homework assignment or attend a program
- If a child under the age of 8 is left unattended, staff will attempt to locate the parent or caregiver informing them of library policy prohibiting this. If the parent or caregiver cannot be located in the building, we will contact law enforcement personnel to pick up the child
- If a child is repeatedly left unsupervised and behaves in a way contrary to the Patron Behaviour Policy, parents will be notified that their child is no longer permitted to use the library unattended
- Library staff cannot be responsible for children interacting with or leaving with persons who are not the appropriate chaperone. The library cannot assume responsibility for children who leave the library premises
- Disruptive children will be given one verbal warning before they are asked to return to their parent or guardian and/or leave the building for a designated time.

Adults Unaccompanied by a Child

- Adults who visit the Kids' Place must be actively caring for a child or using the resources available for research or checkout. Adults who do not have specific reasons to use the Kids' Place will be asked to move to another area of the library.
- Similarly, adults unaccompanied by children will be asked to leave programming intended for children and teens. Adults unaccompanied by children are invited to attend adult and family programming.

Computer and Internet Use

Patrons welcome to use the Library's computer and Internet resources. (Please see the Computer and Internet Section for more information.) In order to create an environment of safety and maintain an atmosphere where patrons can enjoy all that the library offers prohibited behaviors include, but may not be limited to the following:

- Viewing of pornography is not permitted.
- Accessing ~~to materials which are~~ child pornography is against the law and can be reported to law enforcement officials.
- Any illegal activity, including copyright violation and illegal or unauthorized entry into computer files or programs is prohibited.
- Using Great Falls Public Library computers for purposes that may be interpreted as abuse, harassment or intimidation is prohibited.
- Due to bandwidth limitations, videos ~~s~~ downloads and peer-to-peer sharing such as torrents ~~is~~are limited.
- Installation or copying of any programs, games, screensavers, device drivers or any other software to library computers or devices is prohibited. This includes any software available for download from the Internet.
- Food and drink are not allowed at Library computer stations. Pounding on keyboards, tampering with machines, cables, and software, and other potentially damaging activities are not permitted.
- Any activity that violates library policy regarding library-owned computers is also prohibited on user-owned equipment that is connected to the wireless network.

Patron Behavior Consequences

Failure to follow the Library patron behavior policy may result in temporary banning from Internet use or expulsion from the library. Persons who repeatedly or egregiously violate Library policy may be served with a trespass order requiring that they not be on Library property for up to 12 months. Library staff has the final authority in determining what constitutes disruptive behavior.

Generally, a patron may receive a verbal warning regarding a violation of the guidelines. Behavior resulting in a second warning will warrant expulsion from the library (includes library building, park, plaza and parking lots) and/or computers for the remainder of the day. Continued violation of this policy will result in expulsion from the library/computers for a week. Additional warnings can result in expulsion from the library/computers for a period of time ranging from one month to one year. However, library staff members may ask a patron to leave the premises without prior warning, depending on the seriousness of the violation.

~~When possible~~When requested, a ~~any~~ patron who has been banned from the library/computers for more than a day will be provided with ~~written notification indicating the reason for the ban, the time period of the ban~~ a copy of the staff incident report and the appeals ~~process~~form. Any person who enters the library while banned from the premises will be considered in violation of library policy and the police may be contacted.

Patron Appeal:

An Internet user whose session has been terminated or whose Internet access has been prohibited due to violations of the Library Internet Use policy, a library patron who has been asked to leave the library for a length of time due to violations of the patron behavior policy, or a library patron who feels that a Library policy or Library staff action has impacted their ability to access Library services may submit a Patron Appeal Form to the Library Director.

PROCESS:

1. The Library Director will review the Patron Appeal Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, they may submit a written request to appeal to the Great Falls Public Library Board.
3. The patron appeal will be placed on the agenda of the next scheduled board meeting. After hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days

Unattended Dependent Persons

The Great Falls Public Library does not assume responsibility for unattended persons who are not legally responsible for themselves. This may include those incapacitated due to physical and/or mental disabilities and those of juvenile age who are unable to make responsible decisions on their own behalf.

Library staff will attempt to identify and contact a legal guardian if the welfare of such an unattended person appears to be threatened. In the event that a guardian cannot be identified and/or contacted, the library staff will notify the Great Falls Police Department.

An unattended dependent person who has not been picked up at closing time will be given the opportunity to call a parent or guardian. If they have not been picked up within fifteen (15) minutes after closing, they will be given into the care of police. Under no circumstances will staff transport a patron in a vehicle or accompany them home.

Parents/guardians will be held responsible for their dependent person/child's behavior.

Unattended dependents and children are subject to the Great Falls Public Library Patron Behavior Policy.

Lost and Found Personal Property

Individual Personal items left in the library will be held for 30 days. An attempt will be made to contact the owner. Items not claimed after 30 days will be discarded or donated to charity.

Perishable items such as food and drink will be discarded at the end of the day. Unattended belongings (such as bags, briefcases, backpacks) will be dealt with according to the Patron Behavior guidelines for unattended items.

Public Paging

The library does not provide paging services to the public.

If there is an emergency, library staff may attempt to locate a person if the full name and accurate description of the person sought, and a contact telephone number are provided.

Use of Library Telephone

As a general rule, library patrons may not use library telephones.

However, if there are extenuating circumstances or an emergency, library staff may place a call and leave a message for a patron.



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Patron Appeal Form

Internet Use: Right of Appeal

An Internet user whose session has been terminated or whose Internet access has been prohibited due to violations of the Library Internet Use policy may submit a Patron Appeal Form to the Library Director.

Library Use: Right of Appeal

A library patron who has been asked to leave the library for a length of time due to violations of the patron behavior policy may submit a Patron Appeal Form to the Library Director.

Library Access: Right of Appeal

A library patron who feels that a Library policy or Library staff action has impacted his/her ability to access Library services may submit a Patron Appeal Form to the Library Director.

PROCESS:

1. The Library Director will review the Patron Appeal Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The patron appeal will be placed on the agenda of the next scheduled board meeting. After hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Date of Action Being Appealed: _____

Type of Appeal ☐ Internet Use ☐ Library Use ☐ Library Access/Policy

Please explain what Library action or policy is being appealed and what alternative(s) you are requesting. (Use extra pages as needed.)

Patron Signature

Date

Rev 11/09/21



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Patron Behavior Slip

Patron's name: _____ Library card number: _____

Today's Date: _____ Library Staff: _____ Expiration Date: _____

BEHAVIOR:

☐ Noise ☐ Rough Housing/Elevator ☐ Inappropriate Computer Use ☐ Other _____

ACTION:

☐ Library Expulsion ☐ Computer Block

DURATION:

☐ 2 Weeks ☐ 1 Week ☐ 1 Day ☐ Other: _____

Library staff may ask a patron to leave the premises without prior warning, depending on the seriousness of the violation. When possible, any patron who has been banned from library property/computers for more than a day will be provided with written notification indicating the reason for the ban, the time period of the ban and the appeals process. Any person who enters the library while banned from the premises will be considered to be trespassing and the police may be contacted.

Patron Appeals Process

A library patron who has been asked to leave the library for a length of time, or whose computer access has been terminated or prohibited, may appeal using the Patron Appeal Process.



Incident Report Form

Please use this form to report any of the following: verbal abuse, destruction of library materials, disruptive and/or disturbed patrons, theft, obscene phone calls, sexual offenses, etc...

Notify your supervisor or a member of management of the incident.

If the Police are called please provide the CASE REPORT # _____

Once the report is written put a copy in the incident binder in the Circulation area and a copy to the Library Director, for permanent filing.

Date: _____ Time: _____

Person reporting incident: _____

Library staff reporting incident: _____

Incident Type:

_____ Assault

_____ Injury/Illness

_____ Problem Patron

_____ Theft

_____ Vandalism

_____ Unattended
Dependent

_____ Other (Please list): _____

Please provide a brief description of incident (use back of form for physical description, if necessary):

Follow-up Actions:

Rev 11/09/21

Physical Description of Subject:
(Provide information to the best of your ability)

Sex: _____Male _____Female Age: _____

Height: _____ Weight: _____

Build: _____ Race: _____

Hair Color: _____ Eye Color: _____

Skin (tone, blemishes, scars, tattoos and other distinguishing marks):

Clothing description:

Other information to assist in identifying subject:



Library Board Meeting Date: March 26, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Board of Trustees Job Description
Presented By:	Job Description Committee (Jessica Crist, Noelle Johnson, & Susie McIntyre)
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.

Job Description Committee Recommendation: The Job Description Committee recommends that the Library Board approve the updated job description.

Background: At the February Library Board meeting, there were some concerns about the proposed wording of the updated job description. The Board Chair appointed a committee to review the job description and update the language to ensure that the intent of each item was clear. The committee consisted of Jessica Crist (board member), Noelle Johnson (board member) and Susie McIntyre (Library Director). The committee met on March 8th. They addressed the stated concerns regarding the job description and came to agreement on the proposed job description.

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.
3. Participate in full orientation to the Library and meet ongoing continuing education requirements.
4. Represent the interests and needs of community members and make decisions in the interest of the library.
5. 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.
6. Lend expertise and experience to the organization.
7. Maintain an awareness of library issues and trends on a local, statewide and national level, and the implications for library users.
8. Act as liaison with the public, interpreting and informing local government, media and public of library services and needs.
9. Understand pertinent city, county and state law.
10. The library board acts only as a whole. An individual trustee may act on behalf of the library only when authorized to do so by the Board.

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 both the Library and the needs and varied interests of the community at large.
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.
7. Ability to work as 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.

DRAFT

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: March 26, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Rules of Conduct and Procedure of Board Meetings
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the updated Rules of Conduct and Procedure of Board Meetings

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the updated *Rules of Conduct and Procedure of Board Meetings*
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 *Rules of Conduct and Procedure of Board Meetings*.

Background: At the January Library Board meeting, there was discussion of the conduct of the Library Board meetings. The Board came to consensus about several issues, including the following.

- The Board meetings would be recorded and made available to the public, but the written minutes would remain the official record of the meetings.
- Instead of using a “consent agenda”, the Board would vote on the minutes and on the financials. Reports are now in a separate section of the agenda.
- The standard order of the meeting would be adjusted.

There has also been a request from a Board member to reduce the time allotted for individual public comment from five minutes to three minutes. The Board used the new agenda format in February and requested that formal action be taken to put the changes into the *Rules of Conduct and Procedure of Board Meetings*.

Significant Impacts: Officially adopting the updated Rules of Conduct and Procedure of Board Meetings will assist in having efficient Board meetings that invite appropriate public participation.

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

Alternatives: The Board could decide not to approve the proposed *Rules of Conduct and Procedure of Board Meetings* or to ask for alterations to be made to the proposed document.

Attachments/Exhibits:

Proposed Rules of Conduct and Procedure of Board Meetings

Great Falls Public Library Board of Trustees Rules of Conduct and Procedure of Board of Trustee Meetings

Introduction: Rules of conduct and procedure are to facilitate the transaction of public business in an orderly way. These rules of procedure are intended to ensure that the Board of Trustees can accomplish its work efficiently, in full view of the public, and with reasonable opportunity for the public to participate in the deliberations and decisions of the Library.

The Board of Trustees thus adopts these Rules of Conduct and Procedure of Board Meetings this 28th-26th day of November March, 2023-2024

Rule 1. Meetings of the Board of Trustees

1.1 Regular Meetings

The established regular meetings of the Board of Trustees are held ~~in the Montana Room of at~~ the Great Falls Public Library, 301 2nd Ave. N, on the fourth Tuesday of each month beginning at 4:30 o'clock p.m., except legal holidays and federal election days. The Board generally omits one monthly meeting each year, on a month determined by the Board.

When the day affixed for any regular meeting of the Board falls upon a day designated by law as a legal or national holiday, such meeting may be scheduled at the same hour on the next succeeding day which is not a holiday, rescheduled to the proceeding week day and time, or the meeting may be canceled by the Board.

1.2 Special Meetings

Special meetings may be called at any time by the Chair or by any two members of the Board.

1.3 Emergency Meetings

In the event of an emergency situation, such as a storm, fire, explosion, community disaster, insurrection, act of God, or other potential destruction or impairment of Library property or business that affects the health and safety of the residents, employees or the functions of the Library, the Library Director may call a meeting to be convened by a majority of the Board without providing two days' notice. The Library Director shall use reasonable efforts to inform the public of the emergency meeting.

1.4 Executive Session/Closed Meetings

The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public

disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.

A meeting may be closed to discuss litigation strategy when an open meeting would have a detrimental effect on the litigating position of the Library, except when the opposing party is another governmental entity.

By majority vote in a public meeting, the Board may hold executive sessions as permitted as set forth above. The motion and vote to go into executive session must be made in public, and the reason must be stated. No vote or formal action shall be taken in executive session, except to return to public session.

After returning to public session and calling the meeting back to order, the presiding officer or designee shall generally report what was discussed in executive session. The presiding officer shall then, if appropriate, ask the will of the Board, and call for the vote.

Minutes of closed meetings or executive sessions shall be maintained and sealed by the Library Director, or Board-approved designee.

Rule 2. Notice

The schedule of regular meetings of the Board has been established as the fourth Tuesday of every month at 4:30 o'clock p.m. with the exception of one month each year; on a month determined by the Board.

The agenda for the meeting is a legal document that, when posted, provides additional notice to the public that the Board is planning to meet and to conduct the Library's business at a certain time and place. To perform this legally required "notice" the agenda for all official meetings of the Board (as set forth in Rule 1, with the exception of Emergency Meetings) should be posted on the Library's website and Great Falls Public Library posting board on the first floor of the Library, 301 2nd Ave. N, at least two days prior to the meeting and must set forth the date, time, place and all items to be considered.

Rule 3. Requirements of an Open Meeting

All meetings of the Board shall be open to the public, except for those portions of meetings in limited situations as set forth in Rule 1.4. The four essential elements in the Montana "open meeting" laws are:

- If a quorum of the Board is convened by either the physical presence of the members or by means of electronic equipment; and
- The Board will hear, discuss or act upon a matter over which it has supervision, control, jurisdiction or advisory power; then
- The meeting must be open to the public; and

- Minutes of the meeting must be kept and made available for public inspection. . Meetings will also be recorded and made available for the public, but the written minutes remain the official record of the meeting.

3.1 Violation of the Open Meeting Laws

Any decision made in violation of the open meeting laws may be declared void by a district court having jurisdiction. A suit to void a decision must be commenced within 30 days of the date of which the plaintiff or petitioner learns, or reasonably should have learned, of the Board 's decision.

Rule 4. Parliamentary Authority

Meeting conduct, decorum, and procedures not provided for in these rules, state statute or Library rules or regulations, shall be guided by General Parliamentary Procedure.

Rule 5. Attendance

Board members are expected to attend all regularly scheduled meetings and special sessions. In the event of a foreseeable absence, board members shall give prior notice of an absence by notifying the board Chair or the library staff.

The Board shall follow attendance requirements as provided in Title 2, OCCGF, Chapter 56, Sections .010 through .020. A board member who misses more than one third of the regular meetings in a calendar year without a health or medical excuse, shall lose his or her status as a board member. In addition, a valid, excused absence may be accepted by the board.

The City Commission shall appoint replacements to the Board to fill out the unexpired terms of Board members so removed.

Rule 6. Agenda Preparation

The purpose of an agenda is to provide a framework within which a meeting can be conducted. The agenda for a meeting provides opportunity for public participation before a final decision is taken by the Board that is of significant interest to the public. However, the Board may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter.

Rule 7. Agenda – Order of Business

The agenda shall be in substantially the following form:

Agenda Approval

~~Public Comment~~
~~Consent Agenda~~
~~Director's Report~~
~~Chairman's Report~~
~~Board Reports~~
~~Proposals/Comments From Trustees~~
~~GFPL Foundation Report~~
~~Old Business~~
~~New Business~~
~~Proposals/Comments from Board of Trustees~~
~~Adjournment~~

Agenda Approval
Staff Introductions
Public Comment
Adoption of the Minutes
Acceptance of the Financial reports
Reports

- Director's Report
- Statistical Reports
- Personnel Reports
- Foundation Report
- Chair Report
- Board Reports
- Other Reports as deemed necessary

Proposals/Comments from Trustees
Old Business
New Business
Adjournment

The order of business may be adjusted by consent of the Board, but items will not be added that require action without the required public notice.

Rule 8. Regular Meeting Minutes

Appropriate minutes of all meetings will be kept and be available for inspection by the public when requested. Minutes will include: the date, time and place of the meeting; a list of the individual members of the Board who were in attendance; the substance of all matters proposed, discussed, or decided; and, a record of votes taken. Pursuant to Robert's Rules of Order, minutes are a concise and official record of the proceedings of a meeting, not a verbatim transcript. Meetings will also be recorded and made available for the public, but the written minutes remain the official record of the meeting.

Rule 9. Public Participation

Procedures for encouraging and assisting public participation, and established protocol and rules of decorum at public meetings held by the Library Board, are as follows:

1. Persons addressing the Board shall provide for the record that person's name and address, and, if applicable, the person, firm or organization the person represents.
2. Speakers shall address their comments to the presiding officer and the Board as a body and not to any individual member of the Board or Library staff.
3. During public comment periods, speakers shall limit their address to the Board on agenda items to ~~five (5) minutes~~ three (3) minutes, unless further time is granted by the presiding officer with the concurrence of the Board.
4. Speakers shall keep their comments germane to the subject item on the agenda or, during petitions and communications, matters of significant public interest which are within the jurisdiction of the Board. Public comment generally is not intended for a two-way dialogue between speaker(s), Board member(s), and/or the Library Director or Library staff; however, the presiding officer, with the concurrence of the Board, may allow questions to be asked of or by speakers. The time involved in such questions and replies shall not count against any time limit imposed by these protocols or by the presiding officer.
5. Speakers shall refrain from irrelevant or unduly repetitious communications or other behaviors, which disrupt, disturb or impede the orderly conduct of the meeting, or incite violence.
6. Speakers are prohibited from using vulgar, discriminatory, profane or impertinent speech, or personal attacks and personal accusations, which disrupt, disturb or impede the orderly conduct of the meeting, or incite violence.
7. Speakers and persons in the audience shall not delay or interrupt the proceedings or refuse to obey the orders of the presiding officer.
8. Any person, including one with special needs, who may want to offer public comment on any matter, may provide a written statement for the record to the Library Director for distribution to the Board in lieu of offering oral comment. The time limits set forth above shall apply to any oral presentation or reading of any such written statement of testimony.
9. Objects that are deemed a threat or perceived to be a threat to persons at the meeting or the facility infrastructure are not allowed and the object, or the person

possessing the object, may be subject to search for weapons and other dangerous materials.

10. Speakers and persons in the audience shall refrain from creating, provoking or participating in any type of disturbance, which disrupts, disturbs or impedes the orderly conduct of Library business or which incites violence, including but is not limited to, unwelcome physical contact, or verbal, physical or emotional abuse or intimidation.
11. Cell phones, pagers, smart phones or other electronic communication devices shall be put in silence mode during meetings. Persons who need to place or receive a telephone call are requested to leave the room for that purpose.
12. Failure to comply with the rules of decorum which disturbs, disrupts or impedes the orderly conduct of the meeting shall, at the discretion of the presiding officer, be ruled out of order, and may result in the speaker's removal from the meeting and/or possible arrest.

Rule 10. Effective Date and Amendment

These Rules and Procedures shall be effective from ~~November 28, 2023~~ March 26, 2024. Any amendment to these Rules and Procedures shall be approved by the Board of Directors.



Library Board Meeting Date: Feb. 27, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Cushing Terrell Library Remodel Design Contract
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the Cushing Terrell Library Remodel Design Contract

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the library remodel design contract 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 Commission approve the contract.

Background: The number one goal of the Great Falls Public Library 2023-2026 Strategic Plan is to “create a safe, accessible library that will serve the community for the next 50 years.” A major step in reaching that goal is to “engage a professional team to create the detailed designs for the Library remodel as proposed in the Library Master Plan.”

The Library conducted a Request for Proposal process as required by City Financial policies. An RFP selection committee was formed consisting of Whitney Olson (Library Board), Noelle Johnson (Library Board), Russell Brewer (Public Works Engineer), Sue Warren (Foundation Board), Brianne Laurin (Foundation Director), Sarah Cawley (Library Staff), and Susie McIntyre (Library Director).

Three (3) proposals were received and opened on November 29, 2023. After much debate and consideration, the selection committee chose Cushing Terrell as the top scoring firm. Over the last two months, we have developed a mutually agreeable Professional Services Agreement and accompanying Scope of Work. If the contract is approved by the Library Board, it will then be presented to the City Commission for their approval as required by City Finance Procedures for contracts over \$80,000.

Significant Impacts: The proposed design work is the necessary first step in the Library Remodel. The attached scope of work defines the steps of the design process that will prepare for the construction phase of the project. The proposed design work for the Library remodel will also prepare the Library and Foundation to raise funds for the project by providing budget estimates and by defining sections of the project. Accessibility improvements can qualify for Community Development Block Grant Funds. Energy efficiency improvements can qualify for Federal funds designated for green projects. The

Library remodel designs will also be used in conversations the Foundation will have with private citizens and foundations to request funding for the construction phase of the project.

Fiscal Impact: This project will not have a fiscal impact on the operational budget of the Library. The Great Falls Public Library Foundation participated in the Request for Proposal committee and is committed to this project. The Library currently holds \$117,000 in Library funds designated to the remodel project. As Cushing Terrell submits invoices, the Library will use existing funds and then request dedicated funds from the Foundation as needed to pay the invoices.

Alternatives: The Board could decide to not approve the Cushing Terrell Professional Services Agreement which would delay the design work on the Library remodel. It would also have a negative impact on the ability to raise grants and private funds for future phases of the project.

Concurrences:

Library Strategic Plan 2023-2026

Library Master Plan

Attachments/Exhibits:

Cushing Terrell Professional Services Agreement and Scope of Work

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as “City,” and **CTA INC**, dba Cushing Terrell, 219 2nd Av South, Great Falls, MT, hereinafter referred to as “Consultant.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. Purpose: City agrees to hire Consultant as an independent contractor to perform for City services described in the Scope of Services attached hereto as Exhibit “A” and by this reference made a part hereof.

2. Term of Agreement: This Agreement is effective upon the date of its execution. Both parties reserve the right to cancel this Agreement by providing a written thirty (30) day notice to the other party.

3. Scope of Work: Consultant will perform the work and provide the services in accordance with the requirements of the Scope of Services attached hereto as Exhibit “A.”

4. Payment: City agrees to pay Consultant at the hourly rate(s) set forth in the Scope of Services, for a total not to exceed amount of **EIGHT HUNDRED SEVENTY-THREE THOUSAND ONE HUNDRED FIFTY EIGHT DOLLARS (\$873,158.00)** for services performed pursuant to the Scope of Services. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

5. Independent Contractor Status: The parties agree that Consultant is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Consultant is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Consultant shall maintain workers’ compensation coverage for all members and employees of Consultant’s business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: **(1)** a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’

compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

6. Indemnification: To the fullest extent permitted by law, Consultant shall fully indemnify, defend, and save City, its agents, representatives, employees, and officers harmless from and against any and all claims, actions, costs, fees, losses, liabilities or damages of whatever kind or nature arising from or related to Consultant's negligence and/or errors or omissions in the performance of this Agreement and Consultant's work on the Project contemplated herein or work of any subcontractor or supplier to Consultant. The indemnification obligations of this Section must not be construed to negate, abridge, or reduce any common-law or statutory rights of the City which would otherwise exist. Consultant's indemnity under this Section shall be without regard to and without any right to contribution from any insurance maintained by City. Consultant also waives any and all claims and recourse against the City or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of, or in any way connected with or incident to the performance of this Agreement except responsibility for its own fraud, for willful injury to the person or property of another, or for violation of law, whether willful or negligent, according to 28-2-702, MCA. These obligations shall survive termination of this Agreement and the services performed hereunder.

7. Insurance: Consultant shall purchase and maintain insurance coverage as set forth below. The insurance policy, except Workers' Compensation and Professional Liability, must name the City, (including its elected or appointed officers, officials, employees, or volunteers), as an additional insured or contain a blanket additional insured endorsement and be written on a "primary—noncontributory basis." Consultant will provide the City with applicable additional insured endorsement documentation. Each coverage shall be obtained from an insurance company that is duly licensed and authorized to transact insurance business and write insurance within the state of Montana, with a minimum of "A.M. Best Rating" of A-, VI, as will protect the Consultant, the various acts of subcontractors, the City and its officers, employees, agents, and representatives from claims for bodily injury and/or property damage which may arise from operations and completed operations under this Agreement. All insurance coverage shall remain in effect throughout the life of this Agreement and for a minimum of one (1) year following the date of expiration of Consultant's warranties. All insurance policies, except Workers' Compensation, must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to Consultant, City, and all other additional insureds to whom a certificate of insurance has been issued. All insurance documentation shall be in a form acceptable to the City.

*** Insurance Coverage at least in the following amounts is required:**

1.	Commercial General Liability (bodily injury and property damage)	\$1,500,000 per occurrence \$3,000,000 aggregate
2.	Products and Completed Operations	\$2,000,000
3.	Automobile Liability	\$1,500,000 combined single limit
4.	Workers' Compensation	Not less than statutory limits

- | | | |
|----|--|--|
| 5. | Employers' Liability | \$1,000,000 |
| 6. | Professional Liability (E&O)
(only if applicable) | \$1,000,000 per claim
\$2,000,000 aggregate |

Consultant may provide applicable excess or umbrella coverage to supplement Consultant's existing insurance coverage, if Consultant's existing policy limits do not satisfy the coverage requirements as set forth above.

*** If a request is made to waive certain insurance requirements, insert the insurance item # and corresponding description from the list above: .**

Legal reviewer initials: ☐ **Approved** ☐ **Denied**

8. Professional Service: Consultant agrees that all services and work performed hereunder will be accomplished in a professional manner consistent with the professional standard of practice under similar circumstance and in the same location.

9. Compliance with Laws: Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA. As applicable, Consultant agrees to purchase a City safety inspection certificate or special business license.

10. Nondiscrimination: Consultant agrees that all hiring by Consultant of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other class protected by state and/or federal law.

11. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

12. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Consultant may not subcontract or assign Consultant's rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

13. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Consultant pursuant to this Agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Consultant. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

14. Liaison: City's designated liaison with Consultant is **Susie McIntyre** and Consultant's designated liaison with City is **Anthony Houtz**.

15. Applicability: This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

IN WITNESS WHEREOF, Consultant and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

CITY OF GREAT FALLS, MONTANA

**CTA INC, dba CUSHING TERRELL
CONSULTANT**

By: _____
Print Name:
Print Title:
Date:

By: _____
Print Name: Anthony Houtz
Print Title: Associate Principal
Date: 1/16/2024

ATTEST:

(Seal of the City)

Lisa Kunz, City Clerk

APPROVED AS TO FORM:

By _____
David G. Dennis, City Attorney*

* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

Great Falls Public Library
Susie McIntyre, Director
301 2nd Avenue North
Great Falls, Montana 59401
PH: (406) 453-0349

Re: Architecture/Engineering Design Fee Proposal – Great Falls Library

Dear Susie :

Thank you again for the opportunity to work with your team – if there is anything you see in this proposal that you would like to edit or adjust, please let me know. Our team is excited to embark on this journey with you and continue to add depth and insight to the approach you have already begun.

SCOPE OF PROJECT

The Great Falls Public Library is seeking to renovate their current facility in Great Falls, MT. See following figure for project location. The project will include architectural, mechanical, electrical, plumbing, structural, civil engineering, and landscape design services required to complete final construction documents based in general on the scope of work outlined in the masterplan completed in 2022. Cushing Terrell understands that the masterplan began to address a series of improvements throughout the existing building, and that our team will need to review each with your team and further inform the direction for the renovation. This proposal includes a hazardous materials inspection and excludes bidding and construction administration, as these services are anticipated to be needed later in the project, following full funding. Services not anticipated to be needed include platting, geotechnical engineering, traffic study and public utility extensions.

Figure 1: Existing Great Falls, MT Site



SCOPE OF SERVICES

100 Land Surveying

TD&H's survey team will provide a topographic survey of the site to develop working site information for the project, including existing property lines and utility locations. They will also carefully delineate the SE plaza topographically in order to facilitate improvements planned for that corner.

200 Landscape Design

201 Design Planning

Collaborative design sessions addressing site configuration of landscape areas around buildings, parking lots, pedestrian routes and plazas. Primarily, this phase includes design and development of the plaza in the SE as well as restorative landscape design in the north park, along with design treatment in the north park related to a new structure location if necessary. Landscape design will also take into account tie-in to existing irrigation systems to work with the new design solution.

300 Due Diligence

301 Information Gathering

Cushing Terrell will utilize existing plansets provided by the Library to initiate the information gathering phase of the project and construct a working three-dimensional model upon which the team will be able to integrate with the masterplan. Cushing Terrell will also field verify dimensions on-site and perform a 360degree image capture of the existing conditions.

302 Masterplan Review and Presentation

Cushing Terrell will coordinate worksessions with the Library team and further develop the masterplan. During this phase, Cushing Terrell will develop presentation materials and renderings to facilitate further discussion/decision-making as well as provide feedback to the community regarding vision for the future of the facility.

400 Design Development

401 All Disciplines – Design Intent Document Set

All disciplines will compile a design intent document set that outlines all major systems and their combined impacts, along with an opinion of probable cost, for review with the Library to ensure that the scope of work matches the desires of the Library and matches the budget expectations. As design progresses, we would recommend a regular meeting with Library leadership at minimum two-week intervals.

402 Design Development Categorized Estimating

Our team will develop a comprehensive estimate that pockets the different areas of the proposed renovation into separate budgeting categories for prioritization by Library leadership.

403 Public Presentation

Our team will develop a public presentation for the community at the conclusion of Design Development.

500 Construction Documents

501 Civil Construction Documents

TD&H will prepare civil construction documents to accommodate a new site development for the southeast plaza that will include removal of the existing fountain and creation in coordination with the architect and landscape designer, of a new urban plaza. Documents will include accessibility travel review from the parking area to the main entrance location (new or existing).

502 Civil Specifications

It is assumed that most of the civil specifications will reference the local specification manual (Montana Public Works Standards and Specifications) for asphalt, aggregates, concrete, stormwater piping, water piping and sewer piping.

503 Public Presentation

Our team will develop a public presentation for the community near the conclusion of Construction Documents.

504 Engineering Reports

Not anticipated at this time.

505 Construction Documentation Categorized Estimating

Our team will develop a comprehensive estimate that pockets the different areas of the proposed renovation into separate budgeting categories for prioritization by Library leadership.

511 A/MEP Construction Documents

CUSHING TERRELL will prepare construction documents that fully represent the architectural, mechanical, electrical, and plumbing needs for the project. Cushing Terrell will review the project for code compliance and accessibility needs, as well as finish requirements for local jurisdictional approval. An electrical photometric site plan will be developed as required for City permit.

512 Structural Construction Documents

CUSHING TERRELL will review the existing plans and existing structural system against the anticipated requirements for the proposed renovation, including impacts due to new mechanical systems, access to get existing and new mechanical units into and out of the building, any additional equipment placed on the roof, and impacts of new stairwells and/or elevators in the building.

513 A/MEP/S Specifications

Disciplines will incorporate specifications into the contract drawing set. If a more detailed specification is required for portions of the project, Cushing Terrell will provide that specification as a separate volume.

600 Landscape Architecture

TD&H will provide construction documentation for the full scope of landscaping and irrigation work for the design solutions outlined in section 201 above.

700 Permitting**701 NPDES Permitting/SWPPP-Excluded**

SWPPP permitting with DEQ-MT is excluded and will be the responsibility of the contractor, if required. It appears based on parcel area that the disturbance area will be less than 1 acre. DEQ-MT SWPPP permits are required for 1 acre of disturbance and greater.

702 City of Great Falls Civil Permitting and Coordination

Construction Documents will be prepared according to expected requirements of the City of Great Falls for Civil Permit, but will not be submitted until such time as the Library authorizes. As such, permitting is currently held out of this scope of work.

703 Dry Utility Coordination

Scope includes initial discipline coordination and coordination with power and gas providers.

704 Building Permitting

Construction Documents will be prepared according to expected requirements of the City of Great Falls for General Building Permit, but will not be submitted until such time as the Library authorizes. As such, permitting is currently held out of this scope of work.

800 Bid Administration**801 Bid Administration**

Not required at this time

900 Construction Administration**901 General Construction Administration**

Not required at this time

1000 General Design Support

General category for design support at the Library's request for additional design improvements not indicated above.

Services not set forth in this section are specifically excluded from the scope of the CUSHING TERRELL's services and CUSHING TERRELL assumes no responsibility to perform any services not specifically listed in this agreement.

COMPENSATION PROPOSAL

This proposal is based upon Cushing Terrell's understanding of the following assumptions:

Task	Task Name	Task Fee
100	Land Surveying	11,825
200&600	Landscape Design	30,360
300	Due Diligence / Site Planning	87,840
	Hazardous Materials Inspection/Report	20,000
400	Design Development	244,166
500	Construction Documents	
	Structural	53,860
	A/MEP	346,032
	Civil	64,075
700	Permitting	N/A
800	Bid Administration/Support	N/A
900	Construction Administration	N/A
1000	General Design Support	15,000

Reimbursable expenses for printing, phone, travel, mail, etc. will be charged at 1.05 times actual expense.

Thank you for the opportunity to be of service. Again, if you have any questions at all, or wish to modify this proposal or scope of work, please let me know.

Respectfully submitted,

Anthony Houtz, Associate Principal
Cushing Terrell



Library Board Meeting Date: March 26, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Great Falls Public Library FY2025 Materials Budget
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the Great Falls Public Library FY2025 Materials Budget

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the FY2025 Materials budget
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 FY2025 materials budget

Background: As part of the yearly task calendar, each March the Library Board is scheduled to review and approve the materials budget for the next fiscal year. The Youth Services Librarian and the Collection Development Librarian review circulation trends and statistics in order to create a proposed materials budgets that reflects the needs of the community. The budget is divided into sections based on the target audience and material type to ensure that we are purchasing an appropriate amount in each area.

The materials budget is created using a several funding sources.

- General Funds from the Library's Operating Budget (increased to \$80,000 from \$30,000 since the passage of the Library Levy)
- Foundation Funds approved through the Foundation Approved Projects Process
NOTE: These funds are not guaranteed, but will be requested through the FAP process.
- Designated Foundation Funds provided by various sources
 - Book-A-Thon Funds designated for Youth Adult and Juvenile Materials
 - Sonya Jones Funds designated for Youth Adult and Juvenile Materials
 - Whitmeyer Funds designated for Fiction Books
 - Dorothy Lampen Thomson Funds designated for Nonfiction Books
 - John Elmer Smith Funds designated for Westerns

NOTE: Other donation funds are used to purchase designated items throughout the year. They are not included in the budget because we cannot predict how much will be donated for what type of materials. For example, people often make donations in memory of a loved one. When we receive such a donation, we purchase an item that matches the interests of the person and put a memorial plate in the book.

Significant Impacts: The materials budget guides purchasing decisions for the next fiscal year.

Fiscal Impact: The materials budget impacts the overall budget of the Library.

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

Attachments/Exhibits:

Proposed Overall Materials Budget by fund and material type

Proposed Youth Services Budget by fund and material type

GREAT FALLS PUBLIC LIBRARY MATERIALS BUDGET		Proposed Amounts to Spend FY2025	Proposed Amounts to Spend FY2024	FY2023
Digital Resources				
FOUNDATION APPROVED PROJECT CHILTON AUTOREPAIR	\$	3,000.00	\$ 2,750.00	\$ 2,750.00
FOUNDATION APPROVED PROJECT MANGO LANGUAGES	\$	6,000.00	\$ 6,000.00	
FOUNDATION APPROVED PROJECTS LINKEDIN LEARNING	\$	15,500.00	\$ 15,500.00	
FOUNDATION APPROVED PROJECTS MONTANALIBRARY2GO ADVANTAGE	\$	15,600.00	\$ 13,200.00	
GENERAL BUDGET--MONTANALIBRARY2GO COST SHARE	\$	15,000.00	\$ 15,000.00	\$ 13,200.00
BOOK-A-THON JUVENILE DIGITAL RESOURCES	\$	5,000.00	\$ 5,000.00	\$ -
DIGITAL RESOURCES TOTAL	\$	60,100.00	\$ 57,450.00	\$ 15,950.00
DONATIONS				
	\$	-	\$ -	\$ -
JOHN ELMER SMITH FUNDING FOR WESTERNS (FIC/NF/SUBS)	\$	2,000.00	\$ 2,000.00	\$ 2,000.00
JUVENILE AND YOUNG ADULT				
BOOK-A-THON FUNDING FOR JUVENILE MATERIALS	\$	45,000.00	\$ 45,000.00	\$ 50,000.00
SONYA JONES FUNDING FOR JUVENILE MATERIALS	\$	750.00	\$ 750.00	\$ 1,000.00
J & YA TOTAL	\$	45,750.00	\$ 45,750.00	\$ 51,000.00
ADULT AUDIOVISUALS				
GENERAL BUDGET--AUDIOVISUALS	\$	15,000.00	\$ 15,000.00	\$ 15,000.00
FOUNDATION APPROVED PROJECTS--AUDIOVISUALS	\$	7,000.00	\$ 5,000.00	\$ 10,000.00
ADULT AUDIOVISUAL TOTAL	\$	22,000.00	\$ 20,000.00	\$ 25,000.00
ADULT FICTION BOOKS				
FOUNDATION APPROVED PROJECTS--PAPERBACKS	\$	3,245.00	\$ 3,245.00	\$ 4,574.00
FOUNDATION APPROVED PROJECTS--GRAPHIC NOVELS	\$	2,500.00	\$ 1,600.00	\$ 1,600.00
GENERAL BUDGET--FICTION BOOKS (LARGE & REGULAR PRINT)	\$	36,000.00	\$ 36,000.00	\$ 15,000.00
FOUNDATION APPROVED PROJECTS--FICTION	\$	10,000.00	\$ 10,000.00	\$ 22,000.00
WHITMYER FUNDING FOR FICTION BOOKS	\$	200.00	\$ 200.00	\$ 200.00
ADULT FICTION TOTAL	\$	51,945.00	\$ 51,045.00	\$ 38,800.00
ADULT NONFICTION				
DOROTHY LAMPEN THOMSON FUNDING FOR NONFICTION BOOKS	\$	20,000.00	\$ 21,000.00	\$ 30,000.00
GENERAL BUDGET--NONFICTION BOOKS (LARGE & REGULAR PRINT)	\$	4,000.00	\$ 4,000.00	\$ -
FOUNDATION APPROVED PROJECTS-- STANDING ORDERS	\$	-	\$ -	\$ 4,500.00
ADULT NF TOTAL	\$	24,000.00	\$ 25,000.00	\$ 34,500.00
SUBSCRIPTIONS				
GENERAL BUDGET--SUBSCRIPTIONS (MAGAZINES, NEWSPAPERS & MICROFILM)	\$	10,000.00	\$ 10,000.00	\$ -
FOUNDATION APPROVED PROJECTS--SUBSCRIPTIONS (MAGAZINES & NEWSPAPERS)	\$	2,000.00	\$ -	\$ 9,000.00
SUBSCRIPTIONS TOTAL	\$	12,000.00	\$ 10,000.00	\$ 9,000.00
TOTAL	\$	217,795.00	\$ 211,245.00	\$ 176,250.00
TOTAL GENERAL BUDGET	\$	80,000.00	\$ 80,000.00	\$ 43,200.00
TOTAL DESIGNATED FUNDING	\$	72,950.00	\$ 73,950.00	\$ 83,200.00
TOTAL FOUNDATION APPROVED PROJECTS	\$	64,845.00	\$ 57,295.00	\$ 49,850.00
	\$	217,795.00	\$ 211,245.00	\$ 176,250.00

FY2025 Materials Budget

YOUNG ADULT	Yearly Budget	% Budget
Young Adult AudioBooks	\$ 240.00	2%
Young Adult DVD's	\$ 480.00	4%
Young Adult Nonfiction	\$ 720.00	7%
Young Adult Fiction	\$ 4,500.00	41%
Young Adult Graphic Novels	\$ 3,600.00	33%
Young Adult for Bookmobile	\$ 800.00	7%
Miscellaneous	\$ 660.00	6%
TOTAL	\$ 11,000.00	

JUVENILE	Yearly Budget	% Budget
Juvenile Audiobooks	\$ 600.00	2%
Juvenile DVDs	\$ 1,000.00	3%
Juvenile Nonfiction	\$ 1,500.00	5%
Juvenile Holiday Books	\$ 2,000.00	7%
Juvenile Easy Reader Books (Penworthy)	\$ 1,200.00	4%
Juvenile Easy Reader Books (Baker&Taylor)	\$ 2,100.00	7%
Juvenile Picture Books	\$ 5,500.00	19%
Juvenile Fiction (chapter) Books	\$ 5,500.00	19%
Juvenile Graphic Novels	\$ 4,000.00	14%
Juvenile Paper Backs	\$ 900.00	3%
Juvenile Fairy	\$ 900.00	3%
Juvenile Bookmobile	\$ 2,000.00	7%
J Boardbook	\$ 515.00	2%
Miscellaneous (extra materials/electronic resources)	\$ 1,285.00	4%
	\$ 29,000.00	

DIGITAL RESOURCES	Yearly Budget	% Budget
Digital Resources	\$ 5,000.00	100%
TOTAL	\$ 5,000.00	



Library Board Meeting Date: March 26, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Proposed Library Hours to start June 2024
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the proposed expanded Library hours to start June 2024

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the proposed Library hours 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 Commission approve the proposed Library open hours to start in June of 2024.

Background: During the Master Plan process, the Library received feedback that the community wanted the Library to be open more hours to improve accessibility to the Community. The third goal of the Great Falls Public Library 2023-2026 Strategic Plan is to “Develop Library services and staffing to meet the needs of the community.” A major step in reaching that goal is to “Hire and train additional staff to enable the Library **to be open 7 days a week.**” As laid out in the Library Levy implementation plan, FY2024 Modified Proposed Spending Plan and hiring timeline based on actual December Tax Revenue approved by Library Board at their January Board meeting, the Library is in the process of hiring 2 Safety Specialists, 4 PT Clerks, 1 Technology Systems Assistant, 1 FT Library Specialist for Youth Services, and 1 PT Library Specialist for Youth Services.

Members of the management team have discussed various open hours scenarios. With our current schedule being open until 8:00 pm three days per week, the 7:00 pm to 8:00 pm hour is the slowest hour except for the evenings when we have evening programming. Staff observe a significant number of patrons attempting to enter the Library between 9:00 am and 10:00 am. We also get requests to use our meeting rooms starting at 9:00 am.

The proposed schedule allows the Library to open 7 days a week. It allows for opening at 9:00 am 6 days a week. It provides two days per week with later hours to accommodate evening programming. As we move forward with expanded community engagement our hope is to have events happening the majority of our late evenings. The proposed hours schedule also increases the number of open hours from the pre-levy schedule by 11 hours per week.

Significant Impacts: The expanded open hours will increase accessibility to Library services for the whole community.

Fiscal Impact: The Library is in the process of hiring staff in order to “meet the needs of the community.” Personnel costs continue to be approximately 81% of the Library’s expenses. The significant investments in increased staff have a major fiscal impact on the Library’s operational budget. These investments are also what make it possible for us to increase our open hours so significantly.

Alternatives: The Board could decide not to approve the proposed hours or to request changes in the proposed open hours.

Concurrences:

Library Strategic Plan 2023-2026
Library Master Plan
Library Levy Implementation Plan

Attachments/Exhibits:

Proposed Great Falls Public Library Hours compared to previous year hours and other Montana library hours

GFPL Proposed Schedule Starting June 2024		
Sunday	1:00 - 6:00	5 hours
Monday	9:00 - 6:00	9 hours
Tuesday	9:00 - 8:00	11 hours
Wednesday	9:00 - 6:00	9 hours
Thursday	9:00 - 8:00	11 hours
Friday	9:00 - 6:00	9 hours
Saturday	9:00 - 6:00	9 hours
total		63 hours

Imaginelf Libraries Kalispell Location		
Sunday	closed	0 hours
Monday	10:00 - 6:00	8 hours
Tuesday	10:00 - 6:00	8 hours
Wednesday	10:00 - 6:00	8 hours
Thursday	10:00 - 6:00	8 hours
Friday	10:00 - 6:00	8 hours
Saturday	10:00 - 5:00	7 hours
total		47 hours

Billings Public Library		
Sunday	closed	0 hours
Monday	9:00 - 8:00	11 hours
Tuesday	9:00 - 8:00	11 hours
Wednesday	9:00 - 8:00	11 hours
Thursday	9:00 - 8:00	11 hours
Friday	9:00 - 8:00	11 hours
Saturday	9:00 - 5:00	8 hours
total		63 hours

GFPL Schedule March 2024		
Sunday	closed	0 hours
Monday	10:00 - 6:00	8 hours
Tuesday	10:00 - 8:00	10 hours
Wednesday	10:00 - 8:00	10 hours
Thursday	10:00 - 8:00	10 hours
Friday	10:00 - 6:00	8 hours
Saturday	10:00 - 6:00	8 hours
total		54 hours

Missoula Public Library		
Sunday	12:00 - 5:00	5 hours
Monday	9:00 - 8:00	11 hours
Tuesday	9:00 - 8:00	11 hours
Wednesday	9:00 - 8:00	11 hours
Thursday	9:00 - 6:00	9 hours
Friday	9:00 - 6:00	9 hours
Saturday	9:00 - 6:00	9 hours
total		65 hours

Bitterroot Public Library		
Sunday	closed	0 hours
Monday	9:30 - 7:00	9.5 hours
Tuesday	9:30 - 7:00	9.5 hours
Wednesday	9:30 - 7:00	9.5 hours
Thursday	9:30 - 7:00	9.5 hours
Friday	9:30 - 5:00	7.5 hours
Saturday	9:30 - 5:00	7.5 hours
total		53 hours

GFPL Pre-Levy		
Sunday	closed	0 hours
Monday	12:00 - 6:00	6 hours
Tuesday	10:00 - 8:00	10 hours
Wednesday	10:00 - 8:00	10 hours
Thursday	10:00 - 8:00	10 hours
Friday	10:00 - 6:00	8 hours
Saturday	10:00 - 6:00	8 hours
total		52 hours

Bozeman Public Library		
Sunday	1:00 - 5:00	4 hours
Monday	10:00 - 8:00	10 hours
Tuesday	10:00 - 8:00	10 hours
Wednesday	10:00 - 8:00	10 hours
Thursday	10:00 - 8:00	10 hours
Friday	10:00 - 6:00	8 hours
Saturday	10:00 - 5:00	7 hours
total		59 hours

Butte Public Library		
Sunday	closed	0 hours
Monday	9:00 - 5:00	8 hours
Tuesday	9:00 - 7:00	10 hours
Wednesday	9:00 - 7:00	10 hours
Thursday	9:00 - 7:00	10 hours
Friday	9:00 - 5:00	8 hours
Saturday	9:00 - 5:00	8 hours
total		54 hours

Lewis & Clark Public Library		
Sunday	11:00 - 5:00	6 hours
Monday	10:00 - 8:00	10 hours
Tuesday	10:00 - 8:00	10 hours
Wednesday	10:00 - 8:00	10 hours
Thursday	10:00 - 8:00	10 hours
Friday	10:00 - 8:00	10 hours
Saturday	11:00 - 5:00	6 hours
total		62 hours

Belgrade Public Library		
Sunday	closed	0 hours
Monday	10:00 - 6:00	8 hours
Tuesday	10:00 - 6:00	8 hours
Wednesday	10:00 - 6:00	8 hours
Thursday	10:00 - 6:00	8 hours
Friday	10:00 - 6:00	8 hours
Saturday	10:00 - 2:00	4 hours
total		44 hours

Director's Itinerary: February 2024

Thurs.	Feb.	1	Meeting GF Historic Preservation Officer (prep for Library remodel design): 1:00 pm Meeting Todd Feist (new Department Head): 2:30 pm Staff supervision meeting 4:00 pm Staff mentoring meeting 5:00 pm
Fri	Feb.	2	Public Services Meeting 9:00 am Logo Implementation meeting 10:00 am Staff supervision meeting 11:00 am Dorothy Bradley Presentation 6:00 pm
Mon.	Feb.	5	Local Area Council on Mental Health 1:30 pm
Tues.	Feb.	6	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 5:30 pm City Commission Meeting 7:00 pm
Weds.	Feb.	7	Meeting Foundation Director and Board Chair 9:00 am Digital Born Media meeting with Dan Karalus (Montana Historical Society) 10:30 am Presentation to Raising Readers Committee—Possible outreach project 12:00 pm Communications meeting 3:00 pm Meeting Commissioner McKenney & Library Board Chair 2:30 pm
Thurs.	Feb.	8	Alzheimer's Action Team meeting 12:30 pm Black Heritage Evening
Fri	Feb.	9	Public Services Meeting 9:00 am Policy Review Committee 10:00 am
Sat.	Feb.	10	Staff Safety Tour 10:00 am
Mon.	Feb.	12	City Commission Work Session: Safety Levy Debrief 2:00 pm – 5:00 pm
Tues.	Feb.	13	Management Team Meeting 9:00 am Department Head Meeting 10:00 Rotary Meeting 12:00 pm Staff Safety Tour 3:00 pm
Weds.	Feb.	14	Continuum of Care Meeting 9:00 am Meeting Library Board Chair and Foundation Director 1:00 pm Logo and Website Project Meeting 3:00 pm
Thurs.	Feb.	15	Staff supervision meeting 12:00 pm Partners meeting 2:00 pm Staff mentoring meeting 5:00 pm Manager on Duty 6:00 – 8:00 pm
Fri	Feb.	16	Communications meeting 10:00 am Circulation Desk 11:00 am – 1:00 pm Board Chair meeting 4:30 pm Circulation Desk 5:00 pm
Mon.	Feb.	19	Library Closed—Presidents' Day
Tues.	Feb.	20	Management Team Meeting 9:00 am City Manager monthly one-on-one meeting 10:00 am Rotary Meeting 12:00 Foundation Director Meeting—Grant Proposal 1:30 pm United Against Hate presentation 3:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	Feb.	21	Chamber Lunch: The People's Plan 11:30 am – 1:00 pm Board Leadership Training 5:30 pm – 7:30 pm
Thurs.	Feb.	22	League of Cities and Towns Consultation 11:00 am Communications meeting 11:30 am Meeting Library Board Chair and Foundation Director 2:00 pm Library Presentation and Tour: Delta Kappa Gamma 5:30 pm
Fri	Feb.	23	Public Services Meeting 9:00 am
Mon.	Feb.	26	Meeting Board Chair and Foundation Chair 10:00 am

Tues.	Feb.	27	Working Genius Debrief with HR and Foundation Director 3: 30 pm Safety Specialist Interviews 9:00 am to 11:45 am Bookmobile Driver Interviews 1:30 pm – 2:15 pm Board Meeting 4:30pm Page Forward Tuesday Book Club 7:00 pm
Weds.	Feb.	28	Communications meeting 3:00 pm
Thurs.	Feb.	29	Meeting Library Board Chair and Foundation Director 9:00 am Youth Services Library Specialist Interviews 9:00 am 1:30 pm Staff Mentoring Meeting 5:00 pm Russell Rowland Author Talk 6:30 pm

Next Library Board Meeting is April 23, 2024 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

February 6, 2024

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

Absent: Sara Linder-Parkinson

Next Meeting: February 13, 2024; 9:00am; Montana Room

SUSIE

- Susie will be attending the commission meeting tonight. Treva has offered to cover the evening shift since Sara LP is out.
- March 4th we will be increasing our open hours on Mondays. We will now be open 10a-6p. We need to update the hours on the doors, as well as the brochures we hand out.
- We will be beginning the implementation of the style guide. Please look around and make note of signs that will need to be updated.
- MLA is this April, and will be held in Butte. The schedule of events has not yet been posted.
- Interviews for the open positions will be coming up soon. The custodian position will be posted near the end of the month and the Assistant Director position will be posted in May.
- Susie and the board will be attending the Dan Clark training.
- All of the Foundation Approved Asks have been approved, if you had items to purchase, please start coordinating that now so we can order when the funds come in.
- Susie hopes that the design contract will be finalized this week so it can be part of the February board packet.

TREVA

- Treva informed us that things were going well in her department; both Isa and Jacob are doing well.

SARA LP

- Sara was not present.

SARA K

- Sara informed us that the open position in her department has 6 applicants so far. The position closes next week.
- Sara will be installing windows 11 on a few of the back Circ desk computers so staff can start getting use to the operating system interface.
- Sara is working on the procedure manual for her department.

AARON

- Aaron will be out of the office on Thursday.

BOB

- Bob is waiting on a call back from Shumaker's regarding the park band shell.

RAE

- Rae informed us that She and Nikki will be out of the office tomorrow morning for the Read to Me event for 2nd graders.
- Friday will be Docs and Tots from 10:30a-11:30 a
- Rae will be out of the office Friday afternoon.

SARAH C

- Sarah informed us that Fridays artist reception has been moved to 6:30p. The library will close at 6pm like usual, then Sarah and Susie will reopen the library to let people in for the artist talk.
- Black Heritage evening is this Thursday.

JAKE

- Jake presented Sara L.P.'s "Staff Spotlight"

MANAGEMENT TEAM MEETING

Meeting Minutes

February 13, 2024

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

Absent:

Next Meeting: February 20, 2024; 9:00am; Montana Room

SUSIE

- Susie, Treva, The History Museum and The Genealogy Society had a meeting to discuss the storage of various items.
- Starting in March the Library will be opening earlier on Mondays.
- A discussion was had regarding the new Logo and its implementation.
- The Policy committee met; their changes/additions will now go to the board to review.
- A discussion was had regarding patron belongings. A container will be made that patrons will have to measure their belonging in. More info to come.
- Susie will be in and out today with meetings.
- Susie will be holding a safety tour at 3pm.
- Susie drafted Value Statements regarding the library that will be going into the board packet.

TREVA

- Treva informed us that materials are arriving.
- Jacob is learning about genre stickers.

SARA LP

- Sara informed us that Ian will be out of the office until February 28th. He will be on light duty when he returns.
- A discussion was had regarding the staff spotlight location.
- When the part time bookmobile driver is hired, the plan is to add three local daycare stops, another retirement community stop and another colony stop to the roster. The part-time person will also be running books for the homebound program. More locations may be added in the future.
- Applications have come in for all of the open Public Services positions.
- Sara will be in and out of the office all week.

SARA K

- Sara informed us that the Self-Checkout by Kids place is still not working.
- Sara discussed the new IT Request Forms she would like us to begin using.
- Sara will be out of the office the next two days; she will be back on Friday.
- Twenty computers and monitors have arrived. Sara will be installing them on the second floor in the public computer area.

AARON

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

BOB

- Bob is waiting for a call back regarding the Band Shell.

RAE

- Rae informed us that the Docs and Tots event went great. KRTV did an interview.
- The Teen Council event did not go great. Very few attendees.
- Nikki will be attending the Warrior Health event tomorrow with Sarah C.
- Nikki will be taking her holiday on Saturday and Rae will be taking her's on Tuesday.

SARAH C

- Sarah will be meeting with the chamber this afternoon.
- Warrior Health event is tomorrow and Thursday is another speaker series event.

JAKE

- Jake will be working on video recording this week. 3 are done so far.
- Amanda's book review has been posted in the Daily Montanan.

MANAGEMENT TEAM MEETING

Meeting Minutes

February 20, 2024

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

Absent: Rae McFadden

Next Meeting: March 5, 2024; 9:00am; Montana Room

SUSIE

- Susie informed us that the Board meeting is next Tuesday. Rae will be giving the manager report. Two Circ desk staff will be attending for staff introductions.
- Molly Beck and Anne Bulger will be recruiting Library Supporters to start attending board meetings.
- We will be trying a new layout for the Board meeting on Tuesday, as well as using a restructured agenda.
- Susie reminded everyone that beginning March 4th, the Library will now be opening at 10am on Mondays. Jake will begin updating the digital media. We will also need to update the printed material.
- The MLA schedule is up. It will be in Butte this year. Please talk to your manager if there is something you would like to attend.
- The policy review committee will be meeting on March 8th to review the next section before sending it to the board for review.
- Susie will be out of the office this morning for a meeting.
- A discussion was had regarding staff name tags.
- Susie informed us that she will be pushing the remodel design to the March board meeting.
- Mandy from Payroll will be coming over in March to discuss time sheets and payroll process with Susie, Sara LP, and Aaron. Aaron will be scheduling a time for that.

TREVA

- Treva informed us that Isa will be out of the office today.
- Jacob is learning new tasks this week.

SARA LP

- Sara will be out of the office on Friday.
- Clerk interviews will be on Wednesday.
- Bookmobile and Security specialist interviews will be next week.
- Sara informed us that when the new book mobile driver is hired, they will be using the van on Thursdays for local/homebound runs

SARA K

- Sara informed us that the self-checkout by kids place is still out of service. Envisionware is waiting on a part to fix it.
- Sara will be in the Library for a few hours on Sunday.

AARON

- Aaron will be out of the office on Thursday for his holiday.

BOB

- Bob had nothing to report.

RAE

- Rae was not present.

SARAH C

- Sarah informed us that the United Against Hate group is here today from 3p-5p.
- Sarah will be in and out all week for off-site meetings.
- Sarah updated us on the 3 remaining programs for February.
- On Monday, there will be a Non-Profit training group in the Cordingley Room. It begins at 9am. Sarah has a check list of attendees and will be letting people in.

JAKE

- Jake will be filming on the bookmobile tomorrow.
- Jake has meetings this week and will be updating the website.
- Jake will be leaving early on Wednesday.



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

Art in the Library – Great Falls Public Schools

When: Through the month of April

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.



No More Violence Week

When: April 8 - 12

Where: Various venues across Great Falls

What: No More Violence Week occurs during the month of April and includes a full week of free training, awareness building activities, and community events for all ages. Through partnerships with more than 20 community organizations, this week addresses challenging topics - child abuse, intimate partner violence, family violence, trauma, human trafficking, missing and murdered indigenous people, addiction, suicide, mental health, isolation and more - in a spirit of collaboration, partnership, growth, hope and unity.



Brad Orsted Author/Movie Talk

When: Tuesday, April 2 at 6:30 pm

Where: Cordingley Room

What: Acclaimed Montana author Brad Orsted will be showing clips of his movie *The Beast of Our Time* and from his book, *Through the Wilderness*. This will be followed by a Q&A



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

Tax Help Montana

When: Wednesday, April 3 and April 10 from 2 to 6:30 pm & Saturday, April 6 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.

Memory Cafe

When: Tuesday, April 2, 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



Museum Showcase with the Great Falls Museum Consortium

When: Thursday, April 11, 6 to 8 pm

Where: First and Second Floor of Library

What: Come join the Museum Consortium at the Library for an open-house style event as they get ready for the 2024 Sunday Sampler! The Museums will be present with hands on activities or examples of their collections to get the community excited for Sunday.





Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

Montana Primary Care Association Health Insurance Navigator

When: Friday, April 12, 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.

Community Paramedic

When: April 12 and 26, 2 to 3 pm

Where: 2nd Floor Game Room

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

EXPLORE GREAT FALLS MUSEUMS 2024 SUNDAY SAMPLER

SUNDAY, APRIL 14TH, 2024 | 12:00PM - 4:00PM



GF Museum Consortium Sunday Sampler

When: April 14

Where: Museums across Great Falls

What: Join 11 Great Falls Area museums and cultural centers for Sunday Sampler! Visit at least 3 museums on Sunday, April 14th between 12pm and 4pm, and find the answers to scavenger hunt questions at each museum. The Library will be participating virtually and our scavenger hunt questions can be found on our website since we are not yet open on Sundays.

Craig Lancaster author talk on 'Northward Dreams'

When: Tuesday, April 16 at 7 pm

Where: Cordingley Room

What: Former Great Falls Tribune reporter Kristen Inbody talks with Montana author Craig Lancaster about his newest book, *Northward Dreams*. Lancaster is a two-time winner of the High Plains Book Award, and the author of the popular book *600 Hours of Edward*. Books to be sold by Cassiopeia after the event.





Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

Winter Speaker Series: Storytelling and Public Lands with John Clayton

When: April 18, 7 to 8 pm

Where: Cordingley Room

What: John Clayton, author of *Natural Rivals: John Muir, Gifford Pinchot, and the Creation of America's Public Lands*, examines elements of storytelling and how they apply to the public land debate. He shares examples of stories from the world's first national forest (quick: where was it?) to the creation of Muir Woods to the alliance of rivals John Muir and Gifford Pinchot on the shores of Glacier's Lake McDonald.



Milana Marsenich author talk for 'Idaho Madams'

When: April 26 at 6 pm

Where: Cordingley Room

What: Butte author Milana Marsenich talks about her newest book *Idaho Madams*. The book uncovers the enigmatic and salacious lives of 30 women who ran brothels in the Gem State from the 1850s to the 1980s. For the past 20 years, Marsenich has worked as a mental health therapist in a variety of settings. As a natural listener and a therapist, she has witnessed amazing generosity and courage in others. Her first book, *Copper Sky* was chosen as a Spur Award finalist for Best Western Historical Novel in 2018. Her second novel, *The Swan Keeper*, was a Willa Award finalist in 2019. Her short story, *Wild Dogs*, won the Laura Award for short fiction in 2020.

Give Great Falls (Library event on May 1 at 3 pm)

When: April 28 to May 3

Where: Cordingley Room (and across GF)

What: Give Great Falls is a Week of giving fueled by the power of social media and collaboration. Give Great Falls is an initiative of Great Falls Area Community Foundation. The Library will host a program **on May 1 at 3 PM** for Estate Planning with DPHHS and the Montana Community Foundation.



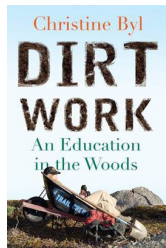


Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

April Book Clubs

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

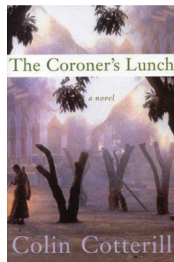


Open Books with Penny - 1st Thursday

When: April 4, 7 pm

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

What: Discussion of *Dirt Work: An Education in the Woods* by Christine Byl

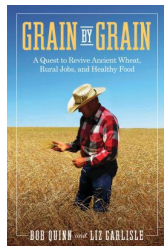


Book Sleuths with Kalena - 2nd Tuesday

When: April 9, 4:30 pm

Where: Great Falls Public Library, basement Small Meeting Room

What: Discussion of *The Coroner's Lunch*, by Colin Cotterill



Page Forward Saturday with Debbie - 2nd Saturday

When: April 13, 10 am

Where: Great Falls Public Library, basement Small Meeting Room

What: Book club discussion of *Grain by Grain*, by Bob Quinn and Liz Carlisle



Page Forward Tuesday with Susie - 4th Tuesday

When: April 23, 7 pm

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

What: Discussion of *First Assignment* by Mary Snyder



Silent Book Club at Luna Coffee, 3rd Saturday

When: April 20, 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.



Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

YOUTH SERVICES EVENTS

April Story Time

When: Wednesday and Thursday mornings, 10:30-11:30

April 3, 4, 10, 11, 17, 18, 24, 25

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 to build early literacy skills with songs, movement, and a great story. In celebration of No More Violence Week, April's theme is Feelings.

No More Violence Week is an annual event that raises awareness about violence against children and in families in our community and shares skills for violence prevention. For a complete list of events, please visit: <https://www.allianceforyouth.org/no-more-violence-week-great-falls-mt>



April Toddler Time

When: Friday mornings, 10:30-11:30 am, April 5, 12, 19, and 26

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. April's Theme is **Spring!**

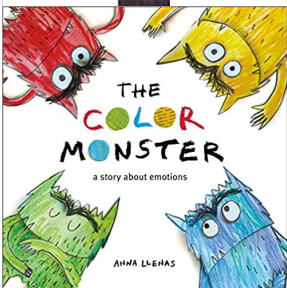




Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library April 2024 Events

No More Violence Week Story Walk



When: Saturday, April 6 to Thursday, May 2

Where: Gibson Park

Audience: Families with kids of all ages

What: Take a stroll in Gibson Park this April and celebrate No More Violence Week by learning about emotions! Our books this month are *The Color Monster* by Anna Llenas and *The Boy with Big, Big Feelings* by Britney Winn Lee.

To hear these great books read aloud by Great Falls community readers, visit our SoundCloud:

<https://soundcloud.com/user-781769430>

No More Violence Week is an annual event that raises awareness about violence against children and in families in our community and shares skills for violence prevention.

Dungeons and Dragons Spring Campaign

When: Saturdays from 3 to 5:30 pm on April 13, 20, and 27

Where: Cordingley Room

Audience: Preteens and teens 10-18

What: Attention heroes: Are you ready for a new adventure?

Our Spring Dungeons & Dragons Campaign starts on April 13th! Space is limited!

Contact Youth Services staff to sign up:

rmcfadden@greatfallslibrary.org

(406) 453-0349, ext. 215. Make new friends and get creative with this fantasy-themed tabletop role-playing game. D&D supports the development of social, problem solving, and even practical math skills! A snack will be provided. ASL interpretation available.



PATRON COMPLIMENTS

2/28/23 – A patron was checking out at the Circulation Desk, & she said, “I have been to many libraries, in many cities, & I have to tell you, you’re one of the best!”

3/1/23 – A patron called with questions about Tax Help Montana. After her questions were answered, she said, “Thank you, & I appreciate all you do at the library. I really appreciate the library!”

3/2/23 – A note was left on the Circ Desk for a staff member: “Watching you take care of that gentleman warmed my heart. Thank you.”

3/14/23 – Patrons have been giving small donations, as a thank you to the library for the Reference staff printing tax forms. Most recently, a patron gave a \$10 donation to the library, after a staff member printed out a number of tax forms for the patron.

LIBRARY MILL LEVY IMPLEMENTATION: UPDATED March 2024

<p>1. Expanded Hours: Library to be open 7 days a week June 2024.</p> <p>2. Expanded Outreach: Expanded outreach to be implemented by June 2024</p> <ul style="list-style-type: none"> • Bookmobile to provide service 6 days a week • Library to provide homebound delivery service for seniors and persons with disabilities <p>3. Free Parking: Parking in the Library patron lot will be free starting July 1, 2023.</p> <p>4. Credit Cards: The Library will accept credit card payments or other non-cash or check method.</p> <p>5. Expanded Early Literacy services: Expanded programming and services starting Spring 2024</p> <ul style="list-style-type: none"> • Additional weekly StoryTime and ToddlerTime programs both at the Library and in the community • Partnership in promoting the Dolly Parton Imagination Library • Expanded community partnerships (Indian Family Health, Little Shell Tribe, Great Falls Public Schools, Homeschool groups, CCHD, private schools...) • Expanded inclusive programs and services: partnering for hearing & speech assessments (partner with MSDB and with Scottish Right), inclusive programs for neurodiverse children, inclusive programs for children with physical and sensory disabilities . • Additional special programming (tours for schools & daycares, community celebrations & special events) <p>6. Expanded Programs for teens and young adults: Expanded programming and services starting Spring 2024</p> <ul style="list-style-type: none"> • College readiness programming (support for applying, ACT/SAT prep) • Adult readiness programming (classes on working in the trades, micro-credentialing etc.) • After school programming (homework support, coding club, Lego club, A/V club) <p>7. Expanded programming for adults and families: Expanded programming and services starting October 1 and ramping up for the next 12 months.</p> <ul style="list-style-type: none"> • Technology classes (partner with GFC-MSU and possibly creating LinkedIn Learning cohorts) • Job seeker classes (partner with Job Service) • Book-A-Librarian program started for those needing research and extra Librarian support • Oral History programs (partner with Little Shell Tribe, Genealogy Society and the History Museum) • Educational programs (authors talks, Humanities Montana series, craft series, interfaith programs, multicultural programs, informational presentations...) • Community building programs (writing group, book clubs, Memory Café, gaming programs, participation in community celebrations...) <p>8. Expanded digital services:</p> <ul style="list-style-type: none"> • New Advantage program for Montanalibrary2Go, investing \$1,600 per month to buy extra copies of popular eBooks and eAudiobooks for GFPL Library patrons starting July 1, 2023. • Purchase and make available new electronic services for GFPL Library patrons. (Currently providing LinkedIn Learning, Mango Languages. Considering others.) 	<p>Hiring</p> <p>1. FIRST WAVE OF HIRES: HIRED July - September</p> <ul style="list-style-type: none"> • Part-time PR/Marketing Specialist (nonunion) • Community Engagement Coordinator (nonunion) • Tech Services PT clerk <p>2. SECOND WAVE OF HIRES: November</p> <ul style="list-style-type: none"> • 2 FT Library Specialists (Public Services) • 2 PT Library Specialists (Public Services) <p>3. THIRD WAVE OF HIRES</p> <p>City posting for third wave of Library Hires – Early February</p> <p>Target Start Date Early April</p> <ul style="list-style-type: none"> • 1 Technology Systems Assistant (nonunion) • 2 Safety Specialists (union) • 1FT Library Specialist-YS (union) • PT Library Specialist-YS (union) • 4 PT Library Clerks PS (union) • 1 PT Custodian <p>(Resource Sharing Coordinator take on Bookmobile driver duties instead of continued circulation desk duties)</p> <p>4. FOURTH WAVE OF HIRES</p> <p>City posting for fourth wave of Library Hires – mid-March</p> <p>Target Start Date 7/1/2024</p> <ul style="list-style-type: none"> • Assistant Library Director (nonunion)
--	--

Administration

Library Director	Susie M.
Assistant Director	New Hire
Administrative Assistant	Aaron K.
Communications Specialist	Jake S.
Community Engagement Coordinator	Sarah C.

Custodial

Custodian 2	Bob M.
Custodian 1	John C.
Custodian 1	New Hire

Youth Services

Youth Services Librarian	Rae. M.
Library Specialist (Youth Services)	Nikki R.
FT Library Specialist (Youth Services)	Andrew L.
PT Library Specialist (Youth Services)	Xander L.

Technical Services

Collection Development Librarian	Treva H.
Library Specialist	Jacob K.
Library Clerk	Isa N.

	New Position Hired September 2023
	New Position Hired November 2023
	New Position Hiring March/April 2024
	New Position Hiring July 2024

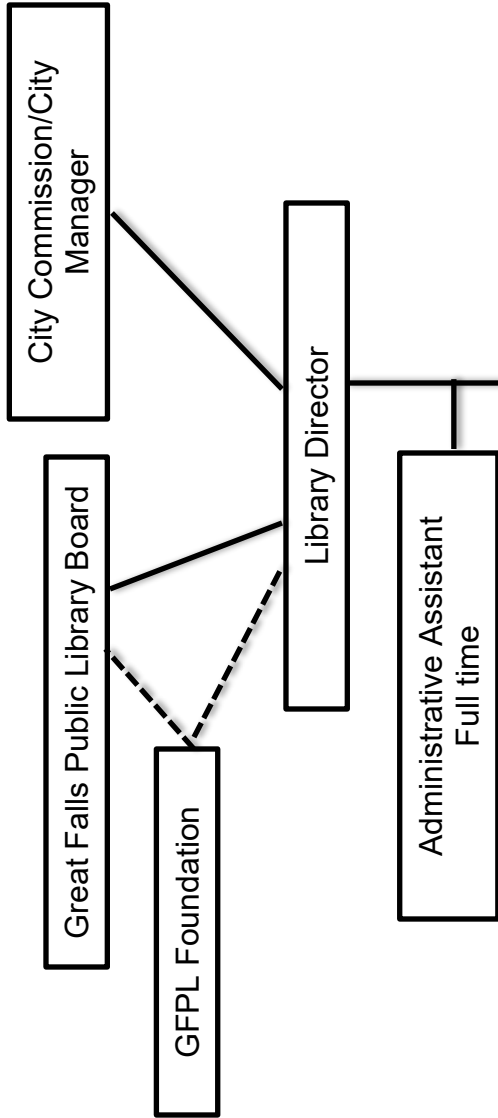
Information Technology

Technology Systems Coordinator	Sara K.
Technology Systems Assistant	Payten Z.

Public Services

Public Services Librarian	Sara LP
PT Library Specialist (Public Services)	Reed W.
PT Library Specialist (Public Services)	Autumn K.
PT Library Clerk (Public Services)	Amma J.
PT Library Clerk (Public Services)	Trevor S.
PT Library Clerk (Public Services)	New Hire
PT Library Clerk (Public Services)	Carol M.
PT Library Clerk (Public Services)	New Hire
Resource Sharing Coordinator/BKM Driver	Ian K.
FT Library Specialist (Public Services)	Dan B.
FT Library Specialist (Public Services)	Tina C.
FT Library Specialist (Public Services)	Heather H.
FT Library Specialist (Public Services)	Debbie S.
FT Library Specialist (Public Services)	Emmi B.
FT Library Specialist (Public Services)	Amanda B.
PT Bookmobile Coordinator	Jess D.
Library Safety Specialist	John R.
Library Safety Specialist	Lukas M.

Great Falls Public Library FY2024



Starting September:

- Improve Library promotion and communication
- Expand Library programming & community engagement

Starting November:

- Management team reduced public desk hours

Starting March:

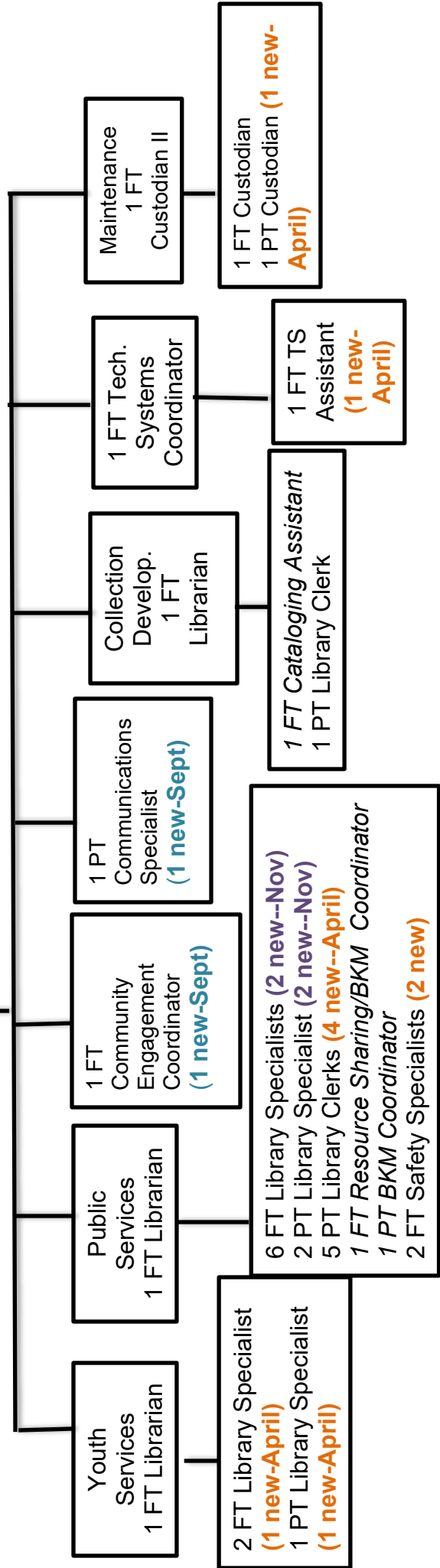
- Expand hours by 2 hours/week
- Open on Monday at 10:00 am

Starting early April:

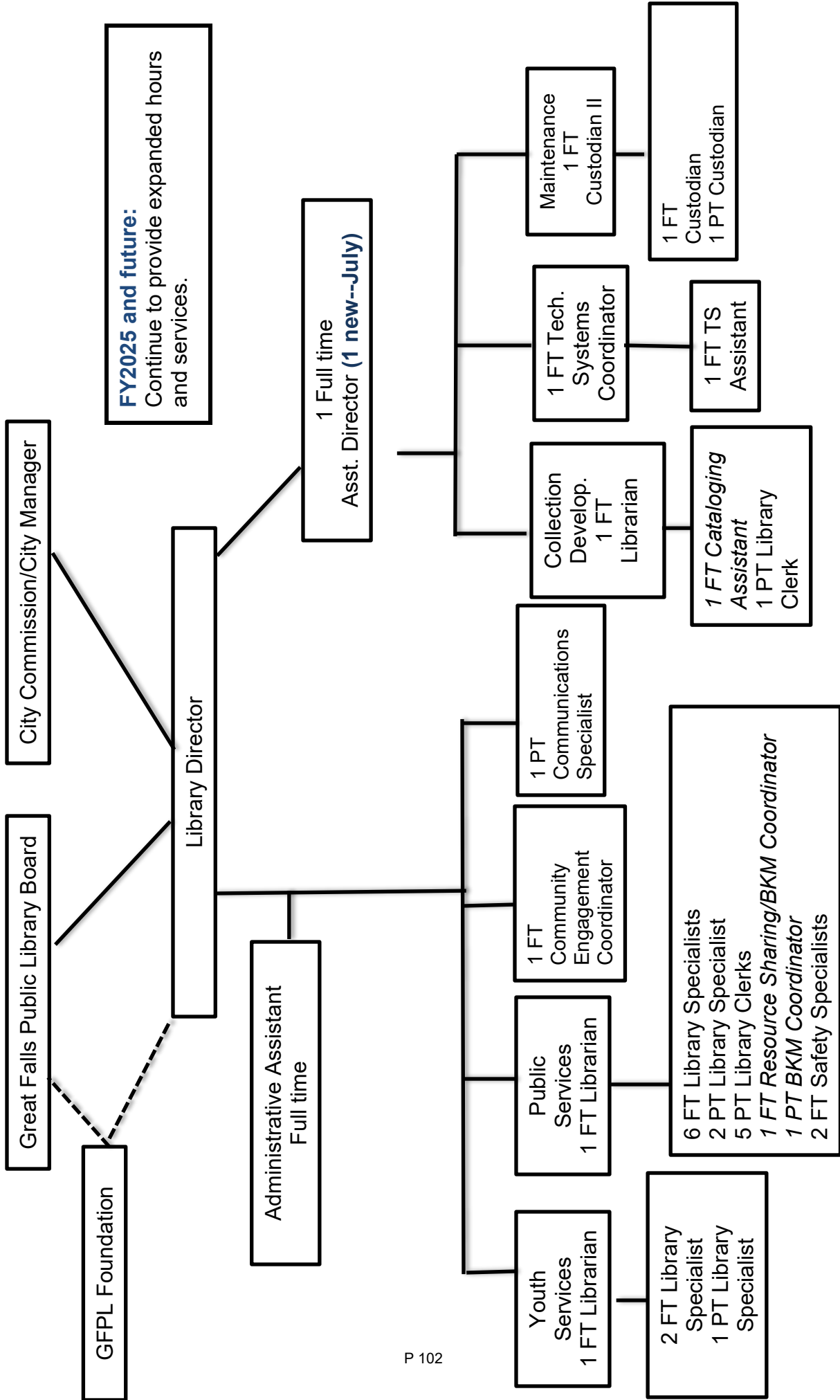
- Hire and train new staff

Starting June

- Summer Reading & Expanded Services/Hours Kickoff
- Expand hours to 7 days/week
- Expand bookmobile service to 6 days/week
- Expand Youth Services programming and services



Great Falls Public Library Organizational Chart FY2025



Great Falls Public Library Board of Trustees: Quarterly Training

Quarter	Training:
January 2024	Dan Clark Local Government Workshop
October 2023	Intellectual Freedom
July 2023	Responding to Book Bans
April 2023	Homelessness in Libraries
January 2023	Mill Levies and Library advocacy
October 2022	Book Challenges/Intellectual Freedom

Possible Future Training Topics:

- MSL Trustee Training #1: What is the Job of the Library Board?
- MSL Trustee Training Session #2 Relationships, the Law and Finance
- MSL Trustee Training #3: Library Planning, Policy Making and Evaluation
- MSL Learn Webinar Series - Basic Training for Trustees
- Disaster Planning: Monitoring Collections During Adverse Conditions
- Policy Development
- Director and Board Responsibilities
- Trustee Training: Librarian Ethics
- Creating a person-centered library: Supporting patrons while avoiding burnout
- Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation
- Other??

Library Levy SMART Objectives: March 2024

(specific, measurable, achievable, relevant, and time-bound)

Patrons Cards:

Measurable Objectives:

By March 2025, increase the average monthly new Library card sign-ups by 5%

- Average monthly new Library card sign-ups September 2023 – February 2024 = 179
- **Goal for average monthly Library card signups March 2024- February 2025 = 188**

By December 2024, increase the number of Library Card Holders by 5%.

By December 2025, increase the number of Library Card Holders by 15%.

- Current number of Library Card Holders = 20,746
- **Goal for December 2024 number of Library Card Holders = 21,783**
- **Goal for December 2025 number of Library Card Holders = 23,858**

How we will reach the objectives:

- Expand Library Card signup by having at least one signup outreach event per quarter
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Expand Library hours to be open to the public 7 days a week
- Expand Bookmobile service from 3 to 6 days a week
- Increase engagement with existing card holders (so fewer cards are deleted from the system due to non-use)
 - Increase community's perception of safety at the Library by hiring safety specialists and improving the welcoming atmosphere of the Library
 - Provide increased programming for adults, families and youth. (see programming objectives below)
 - Increase youth services programming (see youth services objectives below)

Library & Bookmobile visitors:

By March 2025, increase the average number of monthly Library visitors by 15%.

- Average monthly main Library visitors September 2023 – February 2024 = 8,501
- **Goal for average monthly main Library visitors June 2024- February 2025 = 9,776**

By March 2025, increase the number of monthly Bookmobile visitors by 40%.

- Average monthly Bookmobile visitors September 2023 – February 2024 = 751
- **Goal for average monthly Bookmobile visitors June 2024- February 2025 = 1,052**

How we will reach the objectives:

- Expand Library hours to be open to the public 7 days a week
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Provide increased programming for adults, families and youth. (see programming objectives below)
- Increase community's perception of safety at the Library by hiring safety specialists and improving the welcoming atmosphere of the Library
- Promote improved technology support and resources (see technology objectives below)
- Expand Bookmobile service from 3 to 6 days a week
- Utilize the Bookmobile in at least one outreach event per quarter

Circulation:

By March 2025, increase electronic circulation by 15%.

- Total electronic circulation March 2023 – February 2024 = 78,223
- Goal for total electronic circulation March 2023 – February 2024 = 89,956

By March 2025, increase overall circulation by 15%.

- Total circulation March 2023 – February 2024 = 264,798
- Goal for total circulation March 2023 – February 2024 = 304,518

By March 2025, expand use of Library's electronic databases (Chilton, Mango Languages, LinkedIn Learning) by 25%.

- Mango average monthly sessions September 2023 – February 2024 = 626
- Goal for average monthly Mango Sessions March 2024- February 2025 = 783
- Chilton average monthly searches September 2023 – February 2024 = 36
- Goal for average monthly Chilton Searches March 2024- February 2025 = 44
- LinkedIn Learning monthly average activated seats November 2023 – February 2024 = 37
- Goal for LinkedIn Learning monthly average activated seats March 2024- February 2025 = 46
- LinkedIn Learning average course views November 2023 – February 2024 = 30
- Goal for LinkedIn Learning average monthly course views March 2024- February 2025 = 37

How we will reach the objectives:

- Invest funds in the Advantage Program to increase availability of items to our patrons
- Expand promotion of Libby/MontanaLibrary2Go & Library's electronic databases through social media and website engagement
- Expand Library Card signup by having at least one signup outreach event per quarter
- Expand access to checkout by having the Bookmobile provide service 6 days a week
- Expand access to patrons by increasing open hours to 7 days a week
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Implement automatic renewal options as soon as they are available through the Montana Shared Catalog
- Improve efficiency and effectiveness of Collection Development (see Collection Development Goals)

Patron Interactions:

By March 2025, increase the average monthly direct assistance interactions provided to patrons by 10%.

- Average monthly direct assistance interactions provided to patrons September 2023 – February 2024 = 7,674
- Goal for average monthly direct assistance interactions provided to patrons March 2024- February 2025 = 8,441

How we will reach the objectives:

- Increase staff training on customer service---including reference interviews and technology support
- Expand Library hours to be open to the public 7 days a week
- Expand Bookmobile service from 3 to 6 days a week
- implement a KP Desk schedule that ensures coverage whenever the Library is open
- By September 2024, implement a "Book-A-Librarian" program
- Improve statistical recording keeping of staff interactions
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach

Adult Programming & Community Engagement:

By March 2025, increase average monthly attendance at general adult programming by 40%.

- Average monthly attendance at general adult programming September 2023 – February 2024 = 176
- **Goal for average monthly attendance at general adult programming March 2024- February 2025 = 246**

Increase adult program events to 5 programs a month by June 2024

- **Goal largely met = February = 5, March = 4, April = 5**
Will be assessing staff capacity in the Fall of 2024 and will create new goal.
NOTE: We are defining events as separate programs (author talks, winter speaker series, community celebrations...) as opposed to our smaller regular monthly programs such as book clubs and memory café.

During the Summer 2025 session, expand “Summer Music” program to average over 120 weekly attendees

- Average attendance at Summer Music for 2023 was approximately 80 people per event.
- **Goal for Summer Music 2025 = 120**
Plan to assess success and staff capacity at the end of the Summer 2024 session and may modify objective.

How we will reach the objectives:

- Create more advertisements for events that are eye catching and thought provoking
- Take public recommendations for speakers at every speaker event
- Print table toppers for “events this week” by February 2024
- Improve promotion of the Library programs to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Host bi-monthly technology cafes, and/or public training events as it relates to library resources and patron needs
- Hold engaging community programs such as author talks, armchair traveler, music, etc.
- Start providing 6-week Language Classes with community members who speak fluently
- ASL, German, Spanish, etc. (combine with promotion of Mango Languages)
- Plan and provide basic and intermediate Computer Classes (combine with promotion of LinkedIn Languages)
- Plan and provide a “Technology Fair” with the IT Department
- Plan and provide “We Learn” programs to teach various different classes, i.e. knitting, scrapbooking, painting, photography with an iPhone, etc. (combine with promotion of LinkedIn Languages)
- Expand community engagement by participating as a partner in community events at least twice a quarter (Examples: Town Parades, No More Violence Week, Community tabling events, Raising Readers events, Teen council)

Online Engagement

By December 2024, increase number of social media followers by 10%.

- # of social media followers March 2024 = 5,048
- **Goal for # of social media followers December 2024= 5,553**

By December 2024, increase monthly engagement on social media by 10%.

- Instagram and Facebook monthly engagement from Aug 18 to Nov 15 = 4,700
- **Goal for average monthly Instagram and Facebook engagement January 2024- December 2024 = 5,170**
- Instagram and Facebook monthly reach from Aug. 18 to Nov. 15 = 65,133 per month
- **Goal for average monthly Instagram and Facebook engagement January 2024- December 2024 = 71,646**

By December 2024, increase monthly web sessions and web page views by 10%

- Average monthly web sessions July 2023 to February 2024 = 8,476
- **Goal for average monthly web sessions March 2024 – December 2024 = 9,323**
- Average monthly web page views July 2023 to February 2024 = 13,782

- Goal for average monthly web sessions March 2024 – December 2024 = 15,161

How we will reach the objectives:

- Continue to create engaging social media content. Analyze trends in engagement to increase performance.
- Improve collaboration with partner organization to create more followers
- Redesign Library website with new Logo

Youth Services Programming and Community Engagement:

By March 2025, average monthly attendance at Youth Services programming (family programs and programs for children 0 – 18-years old) will increase by 15%.

- Average monthly attendance for Youth Services programming September 2023 – February 2024 = 799
- Goal for average monthly attendance for Kids Place programming March 2024- February 2025 = 919

By March 2025, the average number of Youth Services programs will increase by 10%.

- Average number of Kids Place programs September 2023 – February 2024 = 19
- Goal for average number of Kids Place programs March 2024- February 2025 = 20

During Summer Reading 2024, participation in Reading Rewards program old will increase by 10%.

- Summer Reading 2023 prizes distributed = 1522
- Goal for Summer Reading 2024 prizes distributed = 1,674

During Summer Reading 2024, participation in Loot Box program will increase by 15%.

- Summer Reading 2023 Loot Boxes distributed = 110
- Goal for Summer Reading 2024 prizes distributed = 127

How we will reach the objectives:

- By December, 2024, all YS staff will facilitate their own programs
- By December, 2024, we have at least 1 well-attended weekly, biweekly, or monthly early childhood program away from the Library (Examples: Toddler Time at Paris' Young Parents, Storytime or Toddler Time at Op Inc, Head Start, or Cameron Center)

Long-term goal: 80% of students in Great Falls will start kindergarten ready to learn to read.

- From Great Falls Public Schools: This fall, our assessments indicated that 71% were at a 70% or better this fall on the Boehm. This would mean that 71% arrived ready to learn in Kindergarten. Just a note, next fall, we will begin using a different Kinder entry assessment.

This goal will require effort across the community. We are already partnering with the Raising Readers Committee. The Library will assist in this effort by meeting the following objectives.

- By December 2024, the Library will host at least one event that expands marginalized parents' awareness of their role as their children's first teachers. (Examples: Conversations Count and/or Mind in the Making training at Cascade County Detention Center, Paris Gibson's Young Parents, YWCA, Cascade County Juvenile Detention Center, Cameron Center)
- By December, of 2024, increase Dolly Parton's Imagination Library sign-ups by 25%. Currently, we have 1,900 sign-ups. $1.25 \times 1,900 = 2,375$ kids (Kids also age out of the program when the turn 5)
 - Engage more stakeholders to recruit their clients/students, gain new insights (Examples: Indian Family Health Service, Toby's House, Benefis, Great Falls Clinic, Health Department, Cameron Center etc.)

Technology:

By March 2025, increase average monthly unique users of Library Wi-Fi (bookmobile & main library) network and public computers by 10%.

- Average monthly unique users of Library Wi-Fi (bookmobile & main library) September 2023 – February 2024 = 1,150
- Goal for average monthly unique users of Library Wi-Fi (bookmobile & main library) network March 2024-February 2025 = 1,264

By March 2025, increase average monthly Library Wi-Fi (bookmobile & main library) network and public computers usage sessions by 18%.

- Average monthly usage sessions of Library Wi-Fi (bookmobile & main library) network and public computers September 2023 – February 2024 = 7,518
- Goal for average monthly usage sessions of Library Wi-Fi (bookmobile & main library) network and public computers March 2024- February 2025 = 8,871

How we will reach the objectives:

- Expand Library hours to be open to the public 7 days a week.
- Expand Bookmobile service from 3 to 6 days a week.
- Improve Library technology resources by upgrading the public access computers
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Improve IT communication between staff and IT staff to address day to day IT problems to increase reliability and use of Library technology
- Create a staff technology survey to distribute to staff to have a better understanding of their technology needs within the building and possible remote working situations that may arise. Respond appropriately to all issues raised.

Collective Development Objectives:

By July 1, 2025, increase efficiency of Technical Services Department ordering/receiving/cataloging as measured by increasing the number of items processed in FY2025 by 20%.

- FY2023 Technical Services # of processed items = 6,800
- Goal for FY2025 Technical Services # of processed items = 8,160

By March 2025, improve patron access to materials. (see circulation objectives above).

How we will reach the objectives:

- Transition and train new staff
- Implement 9XX ordering system with main Library vendor (Baker & Taylor)
- Once 9XX ordering transition complete, implement EDI system for cataloging of new materials
- Develop regular schedule of reviewing any Catalog records marked for review by the Montana Shared Catalog
- Work within the Partners to implement collaborative collection development to provide both more access to high demand items and to expand access to a wider range of mid-list items.
- Develop regular schedule of collection analysis to improve purchasing, weeding and collection development

GOAL #1: CREATE A SAFE, ACCESSIBLE LIBRARY THAT WILL SERVE THE COMMUNITY FOR THE NEXT 50 YEARS

What we need to do:

1. Develop **community awareness and support** of the [Library Master Plan](#) and the Library Remodel project.
 2. In partnership with the Library Foundation, develop a **multi-pronged capital campaign** to engage the community and other stakeholders to **raise \$15,000,000 to remodel the Library**.
 3. Engage a professional team to create the detailed designs for the Library remodel as proposed in the Library Master Plan
 4. Following all appropriate City and State rules, contract with appropriate professionals to remodel the Library as proposed in the Library Master Plan.
 5. **Remodel the Library** as proposed in the Library Master Plan.
 - Update critical building systems including electrical and mechanical systems
 - Increase accessibility through improved stair/elevator access and updating restrooms
 - Redesign Library spaces to align with community needs
 - Increase energy efficiency
 - Address security concerns and create a welcoming environment
-

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS November 2023

1. Develop **community awareness and support** of the [Library Master Plan](#) and the Library Remodel project.

RECENT EFFORTS: *Worked with Foundation Director on messaging. Holding individual conversations with community members.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Discussed Master Plan in community presentations including Commission Work Session and Kiwanis presentation. Ongoing conversations with individual community members.
- We publicized the release of the Library Remodel RFP. We partnered with the Foundation to hold a donor “Meet & Greet”. As part of the Library Open House, we created a display of the original design drawings of the building, historical pictures of the Library and the Master Plan remodel floor plans.
- Gave several community presentations on the Master Plan before the Levy campaign started. Have had individual conversations with community members.

2. In partnership with the Library Foundation, develop a **multi-pronged capital campaign** to engage the community and other stakeholders to **raise \$15,000,000 to remodel the Library**.

RECENT EFFORTS: *Working to lay the groundwork for a possible Capital Campaign. Holding regular meetings with Foundation Director. Having conversations with individual community members. Researching grant opportunities.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Holding regular meetings with Foundation Director. Having conversations with individual community members. Developing spreadsheet of grant opportunities (including timelines, partners, requirements etc.)
- Holding regular meetings with Foundation Director. Met with City Grant Coordinator to discuss grant funding possibilities.
- Met with local design company for a free consultation on capital campaign design. Met with City Manager & City Fiscal to discuss creation of appropriate City policies for in-kind donations. Developed proposal to be presented to Foundation for the reallocation of Foundation Approved Project Funding to support the creation of the remodel designs.
- Attended a capital campaign training organized by the Foundation. Participated in hiring a new Library Foundation Director with solid capital campaign experience. Starting conversations with Foundation Director to lay the groundwork for a possible capital campaign.

3. Engage a professional team to create the detailed designs for the Library remodel as proposed in the Library Master Plan

RECENT EFFORTS: *The RFP review committee reviewed the proposals. After much debate and consideration, the selection committee has elected to start contract negotiations with the top scoring firm. A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Supported the Foundation in their fundraising efforts.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Worked with the Library Foundation to dedicate \$92,000 of Foundation funding to support funding for the Library remodel design contract. In collaboration with the Foundation Director and Russell Brewer (Public Works Engineer) released a Request for Proposals for the design of the Library remodel. Answered questions and provided Library tours to interested companies. Created an RFP review committee. Proposals due November 29

4. Following all appropriate City and State rules, contract with appropriate professionals to remodel the Library as proposed in the Library Master Plan.

RECENT EFFORTS: *A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Contract includes all necessary insurance requirements. Contract will be on the City Commission Agenda in April for approval.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Worked with Russell Brewer (Public Works Engineer) and Lisa Kunz (City Clerk) to ensure that the Library Remodel Design Request for Proposals was released according to all Montana Laws and City policies.

5. **Remodel the Library** as proposed in the Library Master Plan.

EFFORTS: None

GOAL #2: DEVELOP ADEQUATE, SUSTAINABLE FUNDING FOR A THRIVING LIBRARY

What we need to do:

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MARCH 2024

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
EFFORTS: Developed Library website page for Library Levy information. Made multiple community presentations on the Library Levy. Gave multiple media interviews on the Library Levy. [NOTE: The majority of the Library Levy campaign effort was led by the Foundation and the Ballot Initiative Committee. No tax dollars, staff time or Library resources was used on advocacy for the Library Levy.]
ACCOMPLISHMENTS: Despite a vocal campaign (and lots of misinformation) against the Library Levy, the community supported the Library Levy.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
EFFORTS: Worked with the City Attorney and Library stakeholders to develop Mill Levy proposal.
ACCOMPLISHMENTS: Mill Levy resolution and ordinance passed by City Commission and sent to Elections office.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
EFFORTS: Worked with the City Commission and City staff to place the Library Levy before the voters of Great Falls. Worked with the pro-bono legal team to ensure that the election was conducted in a legal and valid manner.
ACCOMPLISHMENTS: Library Mill Levy election held on June 6, 2023
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.
EFFORTS: Continued community conversations. Presentation at the City Commission Work Session. Media interviews. Multiple efforts by Library staff, Library Board, Library Foundation, Ballot Initiative Committee and individual Library champions to build support for the Library Levy.
ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to \$2.7 million.

GOAL #3: DEVELOP LIBRARY SERVICES AND STAFFING TO MEET THE NEEDS OF THE COMMUNITY

What we need to do: (some of these will not be able to be accomplished until goals #1 and #2 are accomplished)

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services**.
2. Hire and train additional staff to enable the Library to be **open 7 days a week**.
3. Hire and train additional staff to enable the **Library Bookmobile** to provide community outreach **6 days a week** including relaunching the Library's **Homebound Program**
4. Develop and implement a plan to provide **free parking for Library patrons**.
5. Develop and implement a **plan to improve Library safety**
 - Contract with a local mental health agency to have a social worker or licensed counselor at the Library at least 20 hours a week
 - Hire and train at least two full-time Safety Specialists to patrol the Library and Library grounds during open hours. The primary duties of the Safety Specialists will be to engage with patrons and enforce the patron behavior policy—with a focus on de-escalation and community connection.
6. Collaborate with all of the school districts (including the private schools) in Cascade County **expand student access to Library resources**
7. **Expand the electronic resources** available for Library Card holders (language resources, expanded **eBook & eAudiobook collection, research resources, video streaming resources...**)
8. **Expand services for children and parents** including reading readiness and early literacy.
9. **Expand the Library services for teens** to include college preparation services, ACT/SAT readiness services and expanded Library programming and resources.
10. Expand the **Library's engagement** with the community including
 - Providing expanded **educational/recreational programing**
 - Connecting patrons to **computer and technology classes**
 - Expanding services and resources for **businesses, entrepreneurs and job seekers**
 - Supporting **DIY services** such as **audio/video recording, 3D printing and makerspace programing**
 - Partnering with community organizations to provide relevant **programming and services**

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MARCH 2024

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services**.
RECENT EFFORTS: *Conversations with community members about the Library. Community Engagement Coordinator developing relationships and meeting with groups and individuals to promote expanded community services. Promoting expanded services and resources through radio, website, social media, flyers and staff communication with patrons.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Continued community conversations. Presentation at the City Commission Work Session. Media interviews.
- Had a successful Open House promoting the Library's plans to expand Library services to the community. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners.
- Multiple community presentations and media interviews.

ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to over \$2.7 million.

2. Hire and train additional staff to enable the Library to be **open 7 days a week**.
3. Hire and train additional staff to enable the **Library Bookmobile** to provide community outreach **6 days a week** including relaunching the Library's **Homebound Program**.

RECENT EFFORTS: *Library Levy implementation plan, FY2024 Modified Proposed Spending Plan and hiring*

timeline based on actual December Tax Revenue approved by Library Board. In the process of hiring 2 Safety Specialists, 4 PT Clerks, 1 Technology Systems Assistant, 1 FT Library Specialist for Youth Services, 1 PT Library Specialist for Youth Services. Onboarding/training programs for new staff created. Proposal for 7 day a week service on agenda for March Board Meeting.

PREVIOUS EFFORTS (January 2023 -January 2024):

- Training of new Library Specialists. Public Services schedules modified so that Management Team spends less time on public service desks and focuses more on actual job duties. Reworked Library Levy implementation plan, FY2024 Modified Proposed Spending Plan and hiring timeline based on actual December Tax Revenue. Had meetings with City Manager's Office, Fiscal, and Human Resources to obtain approval of plans. Hired a Communications Specialist, Community Engagement Coordinator, 2 full-time Library Specialists, and 2 part-time Library Specialists. Met with City Manager and Fiscal Director to get approval for hiring plan. Met with HR Director and team to agree on a hiring plan and hiring timeline. Modifying Library spaces and technology (computers & phones) to accommodate new staff. Have had staff conversations regarding restarting Homebound Program. Meeting with director of Meals on Wheels to discuss Homebound collaboration.
- Worked with HR to modify the job descriptions for 3 staff members and go through the process to transition staff into new positions. Worked with HR to develop job descriptions for all new positions. Developed hiring plan. Worked with HR to post job openings for the first 3 positions. Working with staff to provide spaces, phones and computers for new employees. New Library Clerk for technical services hired. She will start July 31. 3 staff to new job description duties (Resource Sharing Coordinator, Bookmobile Coordinator & Cataloging Specialist).

4. Develop and implement a plan to provide **free parking for Library patrons.**

EFFORTS: Worked with the Parking Department to remove parking payment equipment. Purchased and installed new signs for the patron parking lot.

ACCOMPLISHMENTS: Library patron parking lot providing two-hour courtesy parking for Library patrons since July 1.

5. Develop and implement a **plan to improve Library safety**

- Contract with a local mental health agency to have a social worker or licensed counselor at the Library at least 20 hours a week
- Hire and train at least two full-time Safety Specialists to patrol the Library and Library grounds during open hours. The primary duties of the Safety Specialists will be to engage with patrons and enforce the patron behavior policy—with a focus on de-escalation and community connection.

RECENT EFFORTS: ***Hiring 2 Safety Specialists who will start on April 1. Offered Fentanyl training to all staff. Coordinating removal of Bandshell. Historical Preservation Officer documentation of bandshell complete.***

PREVIOUS EFFORTS (January 2023 -January 2024):

- Training staff and enforcing patron behavior policy. Park Task Force completed their work. Library Board accepted the report. Library has procured funding for the demolition of the Band Shell (thanks to a long-time Library patron who listed the Library as a beneficiary when she recently passed.) Library is working with the Local Historic Preservation Officer to document the band shell and then will schedule its removal. Board approved new Patron Behavior policies to address unattended belongings and people using outdoor Library spaces for sleeping and overnight shelter. Staff developed procedures and trained staff on enforcement of new policies. Coordinated with City Attorney's office and Great Falls Police Department to enforce new policy closing Library property from 10:00 pm to 6:00 am. Park Task Force created report with suggestions for the Board to implement.
- Continuing Local Area Council project which provides a mental health provider in the Library for 15 hours a week until that project funding is depleted. Have started conversations with Many Rivers Whole Health to continue project after September 2024. Have developed job descriptions for the Safety Specialists. Working with staff to provide spaces, phones and computers for new employees.

ACCOMPLISHMENTS: Mental Health Provider from Many Rivers Whole Health at the Library Monday through Friday in the afternoons. Enforcing new Patron Behavior Policies

6. Collaborate with all of the school districts (including the private schools) in Cascade County **expand student access to Library resources**

EFFORTS: None

ACCOMPLISHMENTS: None

7. **Expand the electronic resources** available for Library Card holders (language resources, expanded eBook & eAudiobook collection, research resources, video streaming resources...)

RECENT EFFORTS: *Regularly promoting all of the Library's digital resources. Tracking usage of Library's digital resources. Added New Overdrive Magazines section to our weekly Wowbrary newsletter.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Obtained Foundation funding to provide Mango Languages and LinkedIn Learning to our patrons
- Established GFPL Advantage program with MontanaLibrary2Go to spend \$1,000/month to purchase extra copies of high demand items specifically for GFPL patrons. Developed list of expanded electronic resources for consideration for the September 2023 Foundation Approved Projects request.

ACCOMPLISHMENTS:

- Overdrive Advantage program started July 5. Seeing significant increase in digital checkouts.
- Mango Languages started September 1. Patron usage growing monthly.
- LinkedIn Learning started November 1. Patron usage growly monthly.

8. **Expand services for children and parents** including reading readiness and early literacy.

RECENT EFFORTS: *Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Working to promote Dolly Parton Imagination Library
- Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

ACCOMPLISHMENTS: None

9. **Expand the Library services for teens** to include college preparation services, ACT/SAT readiness services and expanded Library programming and resources.

RECENT EFFORTS: *Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community.*

PREVIOUS EFFORTS (January 2023 -January 2024):

- Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

ACCOMPLISHMENTS: None

10. Expand the **Library's engagement** with the community including

- Providing expanded **educational/recreational programing**
- Connecting patrons to **computer and technology classes**
- Expanding services and resources for **businesses, entrepreneurs and job seekers**
- Supporting **DIY services** such as **audio/video recording, 3D printing and makerspace programing**
- Partnering with community organizations to provide relevant **programming and services**

RECENT EFFORTS: Continuing expanded programs including new Book Clubs, Winter Speaker Series and other events. Hiring Technology Systems Assistant who will assist with creating computer and technology classes. Building partnerships with GFDA and other organizations.

PREVIOUS EFFORTS (January 2023 -January 2024):

- Expanding programs to include Silent Book Club, Little Free Library Surprise, author presentations, community education presentations, working with Sober Life to start a book club, Book Worms United book challenge and Winter Speaker Series. Building partnership with Great Falls Development Authority. Seeking expanded funding from the Library Foundation.

- Reorganized 3rd floor spaces to create office for new staff. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners and organizing Library programming (see recent Monthly Events Lists).
- Working with Shakespeare in the Parks to host *The Three Musketeers* on August 28th. Creating work plan for expanding services.

ACCOMPLISHMENTS: Providing more programs reaching more people.