

**AGENDA**  
**GREAT FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, May 28, 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 APRIL (Pages 1-8)

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 9-16)

- A. YEAR-TO-DATE MARCH REPORT
- B. LIBRARY VENDOR SUMMARY FOR APRIL
- C. GFPL FOUNDATION VENDOR SUMMARY FOR APRIL
- D. APRIL 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 17-32)

- 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 – POLICY (Pages 33-34)
- B. PUBLIC LIBRARY STANDARDS POLICY REVIEW: EMERGENCY PROCEDURES (Pages 35-44)

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

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

VIII. NEW BUSINESS

- A. LIBRARY FOUNDATION/DONATION BUDGET (Pages 45-54)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE LIBRARY FOUNDATION/DONATION BUDGET 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, April 23, 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. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Rae Grulkowski – Cascade County Commissioner, Ms. Shannon Wilson – City of Great Falls Commissioner

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Heather Hayes, Ms. Treva Higgins, Ms. Sara Kegel, Ms. Elizabeth Kim, Mr. Aaron Kueffler, Mr. Lukas Meier, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson

GUESTS PRESENT:

Jeni Dodd – Resident of Great Falls, Keith Duncan – Resident of Great Falls, Richard Irving – Resident of Great Falls, Amber Kegel – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director (via Zoom), Rodney Meyers – Resident of Great Falls, Sharon Patton-Griffin – Resident of Cascade County, Sandy Rice – GFPL Foundation Liaison, Bill Tacke – Resident of Great Falls, Jane Weber – Resident of Great Falls, Millie Whalen – 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. Crist moved that the Great Falls Public Library Board of Trustees approve the agenda items as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

## **II. STAFF INTRODUCTIONS**

Ms. Heather Hayes and Ms. Elizabeth Kim 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. Richard Irving, a resident of Great Falls, addressed the board. He stated that he was disappointed in the library for being political and not neutral. He also stated his concern with kids being put in the basement after the library remodel.

Ms. Sharon Patton-Griffin, a resident of Cascade County, addressed the board. She voiced her concerns with public comment not being civil. She read a section from Roberts Rules regarding public comment. She asked everyone to be kind.

Ms. Jane Weber, a resident of Great Falls, addressed the board. She complimented the board and library for hosting a Jewish Heritage evening in May.

## **IV. ADOPTION OF THE MINUTES**

Ms. Bulger made a motion that the Great Falls Board of Trustees approve the minutes as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Bulger provided Mr. Kueffler with a list of typos that need to be fixed. Ms. Crist had a correction on page 7 paragraph two. The word subjected should be replaced with subjective.

Ms. Olson indicated that the motion will need to be adjusted to read "approval of the amended minutes".

Ms. Johnson moved that the Great Falls Board of Trustees approve the minutes as altered with corrections. Ms. Crist seconded the motion. Ms. Olson asked if there were any additional comments, 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 Financial reports.

Ms. DeForest asked why line item 455150 Credit Card Fees has a zero percent. Ms. McIntyre stated it was because it was not budgeted for FY24.

Ms. Bulger asked if the Tilleras Landscaping amount on page 17 was for the removal of the trees in the Library park. Ms. McIntyre stated that it was for trimming the existing trees and the laying of the new sod.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees accept the financial reports as presented. 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.

## **VI. REPORTS**

### Management Team Report

Ms. Kegel gave her systems technology report.

Ms. Olson asked what the status was regarding the newspaper tablets. Ms. Kegel stated we have the tablets set up, we are just waiting on maintenance to mount them to a table. She expects them to be live within the next week or two.

### Director Report

Ms. McIntyre presented her director's report. She also added that the City Manager's office has posted an opening for the library board. The term Ms. Johnson filled in for expires in June. Ms. McIntyre added that this year the City Commission will be interviewing all of the candidates.

### Statistical Report

Ms. McIntyre stated that the Advantage Program has driven the increase in circulations.

### Personnel Report

Ms. Crist stated that it was nice to see new staff attending the City Commission meeting during the Library Proclamation.

### GFPL Foundation Report

Ms. Rice informed us that Ms. Laurin attended the MLA conference last week. The Annual report is complete; it should go out the end of this week or next week. The City Commission approved the design contract. Next week is Give Great Falls. Thursday, May 23<sup>rd</sup>, is non-profit night at the Voyagers; please contact Ms. Laurin if you would like to purchase tickets. Ms. Rice added a thank you to Ms. Olson and her family for helping with the Friends of the Library book drop-off. This Saturday is the last day to donate. The sale begins on May 9<sup>th</sup>. that books will be collected is

## Chair Report

Ms. Olson stated that the MLA conference went really well. She hopes more staff will be able to attend next year.

## Board Reports

No reports were given.

## City/Library Management Agreement Committee Report

Ms. Olson stated that the first meeting with the city will be this Thursday. She will have an update at the next meeting.

## **VII. OLD BUSINESS**

### PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – BOARD EDUCATION AND RECRUITMENT

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

Ms. Crist stated that the board should consider having one board member be certified by the Montana State Library. Ms. McIntyre gave an overview of the process and stated that she will email the board more information regarding that.

Ms. DeForest ask if the Continuing education training was the same training to be certified. Ms. McIntyre stated that is was the same, but a different amount of hours is needed to be certified.

Ms. Bulger asked for clarification on board education and recruitment. Ms. McIntyre stated that the City Commission would not be seeking input from the library board regarding applicants. Ms. Bulger asked if the board job description that was worked on would be available to the commission. Ms. McIntyre stated that the job description was not posted with the board opening announcement. We can share that information with people that apply.

### PUBLIC LIBRARY STANDARDS POLICY REVIEW: ACCESS AND USE OF FACILITIES SERVICES AND MATERIALS

Ms. Olson asked if anyone had questions or changes to the policy. Ms. DeForest asked if we inform parents signing up their children that they will not be able to access what their children checkout. Ms. McIntyre stated that it is on the card application form.

Ms. Johnson pointed out that info had been crossed off on page 42, but not on the related form on page 73. And the same for page 43 and page 76. Ms. McIntyre stated that she will get those updated. Ms. Johnson asked if the form on page 77 should read contract since it looks the same as the form on page 75 that says application. Ms. McIntyre stated that page 75 is the old form and page 77 is the proposed new form.

Ms. Olson asked for clarification on the term “uncataloged” on page 53. Ms. McIntyre stated that the adult paperback and board books are classified as uncataloged. The process of adding those items to the catalog is lengthy. Adult paperback and board books are not typically searched for, that is why they are entered as uncataloged.

Ms. Johnson informed us that the total on page 54 does not match what is on the hot spot permission forms. Ms. McIntyre stated she would get it updated.

Ms. DeForest informed us of a spelling error on page 57. Ms. McIntyre stated she would get that corrected.

Ms. Johnson questioned conflicting laws regarding the age of minors and the limiting of parent’s access to their child’s records. Ms. McIntyre stated that when the legislation passes laws that contradict each other, usually the law that has been in place is not suddenly changed. It is not clear how the parental law is going to impact other laws. The State of Montana constitution indicates that minors continue to have free speech rights and privacy rights. Until the courts clarify, Ms. McIntyre recommends we continue to follow the MCA 22.

Ms. Johnson pointed out that too many numbers are behind the MCA on pages 50 & 70. Ms. McIntyre stated she would get that corrected.

Ms. Olson asked if anyone had any additional questions. Upon hearing none she asked for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the updated and amended Access and Use of Facilities Services and Materials policies as amended in this meeting. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or comment.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She voiced concerns with patrons under 13-17 signing a contract for a library card. She asked how this is legal without a parents signature.

Ms. Dodd also had concerns regarding the Photography Policy. Since the library is a city owned building, how can the library ban photographing persons in the library. She stated consent is not required in a public space. Citizens have the right to photograph

public officials including Library Staff and City Employees. She cited court cases regarding this.

Mr. Richard Irving, a resident of Great Falls, addressed the board. He advises the board to not ask the director for legal opinions.

Ms. Johnson asked if individual policies could be brought back to the board if changes were needed. Ms. Olson stated that they can be.

Ms. Olson asked if there were any additional comments, upon hearing none she called for a vote. Motion passed unanimously.

## **VIII. NEW BUSINESS**

### **PUBLIC LIBRARY STANDARDS: LIBRARY OPERATIONAL BUDGET**

Ms. McIntyre presented the library operational budget that was presented in the board packet. Ms. McIntyre added that what the board approves today will not be exactly what is approved by the city commission. This is due to that fact that we do not yet know the final internal services and utility costs.

Ms. Johnson clarified that the total taxes on page 85 is next fiscal year's December and June disbursement. Ms. McIntyre stated that was correct. It reflects total revenues received in fiscal year 2025.

Ms. Olson asked when we will see the revenue from the tax protests. Ms. McIntyre stated there is more tax protest then there has been in the past. That is why she has budgeted conservatively this year. Based on feedback from city finance department, we did not budget for an increase in tax revenue.

Ms. DeForest ask where the Federation money would come in, and what can it be used for. Ms. McIntyre stated that line item 33800 Coal Tax support is the Federation funds. We only receive that if a board member attends at least 50% of the federation meetings. At their May meeting, they will have a plan of action that will determine what the funds can be spent on.

Ms. Olson asked why the Cultural Grant State Aid (33500) was lower than the modified 2024 amount. Ms. McIntyre explained that it is due to the legislation passing an increase in per capita, and allowing tribal libraries to get a share if they participate in the library standards. With more libraries, the distribution has been adjusted.

Ms. Bulger asked if renting out office spaces has balanced out what we have lost in parking revenue or late fees. Ms. McIntyre stated that is has some but not fully.



Ms. Olson asked about sick and vacation time. Ms. McIntyre explained how sick and vacation time is paid out.

Ms. DeForest asked for an update on line 43590 Mental Health Contract. Ms. McIntyre explained that the program is currently a pilot program funded by ARPA funds. When the funds run out in September, this will keep the program running for another nine months.

Ms. Johnson asked how this position overlaps with the new safety specialist positions. Ms. McIntyre stated that the safety specialists are still in training. The person currently in the pilot program is a mental health professional employed by Many Rivers Whole Health with relationships to health contacts in the community. This person can direct patrons to specific programs for their needs, where the safety specialists are focused on enforcing the policies of the library.

Ms. DeForest asked if the current person would stay when the contract ends. Ms. McIntyre said we would have to work with Many Rivers Whole Health to discuss a renewal of the contract.

Ms. Johnson asked about funds budgeted for staff travel and training. Ms. McIntyre explained that funds for staff training and travels are a yearly donation from D. A. Davidson. The donation goes through the foundation and does not show on the operation budget.

Ms. Johnson asked if any money has been budgeted for unexpected expenses. Ms. McIntyre stated we could reserve funds for a project, but they come from the library fund.

Ms. Olson asked when we could expect actual numbers for internal services. Ms. McIntyre explained the process of how those amounts are calculated.

Ms. Olson asked if there was any more discussion. Upon hearing none she asked for a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the library operational budget as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or comment.

Ms. Olson asked if there was anymore discussion regarding the motion. Upon hearing none, she asked for a vote. Motion passed 4-1 (voting yes: Ms. Bulger, Ms. Crist, Ms. DeForest, Ms. Whitney Olson. Voting no: Ms. Johnson).

**IX. PROPOSALS/COMMENTS FROM TRUSTEES**

Ms. Crist stated that she does not find the roadmap helpful. She may bring a proposal at the next meeting to just have one meeting to discuss it instead of it being discussed at every meeting.

**X. ADJOURNMENT**

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

Ms. Crist 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 6:16 pm.

DRAFT

# 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.*

Account Number	Account Desc	April 2024		FY 2024YTD	
		Actual	Budget	Actual	% Used
<b>2220 LIBRARY</b>					
<i>Taxes</i>					
311010	REAL CURRENT AD VALOREM	\$ (19,571.37)	\$ (2,400,000.00)	\$ (1,651,607.59)	68.82%
311030	REAL DELINQUENT AD VALOREM	\$ (294.99)	\$ (6,000.00)	\$ (7,173.49)	119.56%
311050	REAL PROTESTED TAXES	\$ -	\$ -	\$ -	
311210	MOBILE HOME TAXES	\$ (94.69)	\$ (2,000.00)	\$ (2,672.77)	133.64%
311220	OTHER PERSONAL PROPERTY	\$ (35.99)	\$ (15,000.00)	\$ (305.21)	2.03%
312000	DELINQUENT TAX PENALTY & INTER	\$ (457.97)	\$ (1,500.00)	\$ (1,905.49)	127.03%
<i>Intergovernmental</i>					
334150	MISCELLANEOUS CULTURE & RECREA	\$ -	\$ (29,716.00)	\$ (37,063.74)	124.73%
335000	COAL TAX LIBRARY APPORTIONMENT	\$ -	\$ (2,359.00)	\$ (2,314.72)	98.12%
338000	LIBRARY SUPPORT	\$ -	\$ (177,000.00)	\$ (88,500.00)	50.00%
339000	PAY OF LIEU OF TAXES	\$ -	\$ -	\$ -	
<i>Charges for Services</i>					
343160	OFF-STREET LOTS TRANSIENT	\$ (185.00)	\$ (2,000.00)	\$ (3,488.00)	174.40%
346910	LIBRARY FEES MISCELLANEOUS	\$ (350.00)	\$ (10,100.00)	\$ (6,800.00)	67.33%
346920	LIBRARY SERVICE CHARGES MISC	\$ (458.00)	\$ (5,000.00)	\$ (3,968.71)	79.37%
346930	LIBRARY EQUIPMENT CHARGES MISC	\$ (1,307.83)	\$ (12,000.00)	\$ (10,605.96)	88.38%
346940	LIBRARY FACILITY CHARGES MISC	\$ (90.00)	\$ (800.00)	\$ (840.00)	105.00%
348360	CONVENIENCE FEE	\$ (1.89)	\$ -	\$ (1.89)	
346950	LIBRARY BOOK PURCHASES	\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
<i>Fines and Forfeitures</i>					
351340	COLLECTION AGENCY FINES	\$ (77.88)	\$ -	\$ (359.81)	
352200	LOST BOOK FINES	\$ (461.72)	\$ (6,500.00)	\$ (5,298.15)	81.51%
<i>Investment Income</i>					
365100	CONTRIBUTIONS & DONATIONS	\$ -	\$ (10,000.00)	\$ (313,740.67)	3137.41%
368290	REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ (50.00)	
362100	USBP CREDITS	\$ -	\$ -	\$ -	
<i>Other</i>					
371100	REGULAR INTEREST	\$ (2,881.48)	\$ (2,500.00)	\$ (21,463.95)	858.56%
<b>REVENUE TOTAL</b>		<b>\$ (26,268.81)</b>	<b>\$ (2,685,975.00)</b>	<b>\$ (2,159,090.15)</b>	<b>80%</b>
<i>Personal Services</i>					
411100	SALARIES & HOURLY	\$ 106,155.31	\$ 1,478,415.49	\$ 855,920.02	57.89%
412100	OVERTIME - REGULAR FULL-TIME	\$ -	\$ -	\$ -	
412300	OVERTIME - TEMPORARY	\$ -	\$ -	\$ -	
413150	VACATION TERMINATION	\$ -	\$ -	\$ 14,422.46	
413250	SICK LEAVE TERMINATION	\$ -	\$ -	\$ 8,774.29	
413600	HEALTH INSURANCE	\$ 21,008.36	\$ 354,456.04	\$ 203,141.23	57.31%
413700	LIFE INSURANCE	\$ 169.98	\$ 2,634.44	\$ 1,577.04	59.86%
413800	VEBA PAYOUT	\$ -	\$ -	\$ -	
414100	UNEMPLOYMENT INSURANCE	\$ 422.16	\$ 6,089.74	\$ 3,578.92	58.77%
414200	WORKERS COMPENSATION	\$ 858.17	\$ 9,718.95	\$ 6,275.39	64.57%
414300	FICA	\$ 6,376.19	\$ 87,957.87	\$ 52,431.23	59.61%
414350	MEDICARE	\$ 1,491.19	\$ 20,570.84	\$ 12,262.16	59.61%
414450	PERS	\$ 10,939.40	\$ 154,540.84	\$ 91,772.62	59.38%
415100	MISCELLANEOUS PENSIONS	\$ 1,533.00	\$ 20,715.79	\$ 12,475.98	60.22%
<i>Personal Services Totals</i>		<b>\$ 148,953.76</b>	<b>\$ 2,135,100.00</b>	<b>\$ 1,262,631.34</b>	<b>59.1%</b>
<i>Supplies</i>					
421100	PAPER & FORMS	\$ 232.57	\$ 3,000.00	\$ 1,314.31	43.81%
421200	COMPUTER ACCESSORIES	\$ 74.94	\$ 7,500.00	\$ 4,897.07	65.29%
421400	INSTRUCTIONAL & SAFETY SUPPLIE	\$ -	\$ -	\$ -	
421900	OTHER OFFICE SUPPLIES & MATERI	\$ 935.63	\$ 16,100.00	\$ 4,634.57	28.79%
423100	GAS, OIL, DIESEL FUEL, GREASE,	\$ -	\$ 7,693.00	\$ 2,773.32	36.05%
423900	OTHER REPAIR & MAINTENANCE SUP	\$ 290.53	\$ 14,000.00	\$ 6,334.62	45.25%
<i>Supplies Totals</i>		<b>\$ 1,533.67</b>	<b>\$ 48,293.00</b>	<b>\$ 19,953.89</b>	<b>41.32%</b>

*Purchased Services*

<b>431100 POSTAGE, BOX RENT, ETC.</b>	\$ -	\$ 4,000.00	\$ 4,000.00	100.00%
<b>432100 PRINTING, FORMS, ETC</b>	\$ -	\$ 200.00	\$ -	0.00%
<b>433200 BOOKS &amp; SUBSCRIPTIONS</b>	\$ 4,551.12	\$ 80,000.00	\$ 50,056.10	62.57%
<b>433500 MEMBERSHIPS &amp; DUES</b>	\$ -	\$ 1,000.00	\$ 578.00	57.80%
<b>434100 TELEPHONE</b>	\$ 488.95	\$ 3,200.00	\$ 2,467.21	77.10%
<b>434120 FAX &amp; OTHER TELEPHONE LINES</b>	\$ 170.40	\$ 3,500.00	\$ 1,704.00	48.69%
<b>434200 ELECTRIC UTILITY</b>	\$ 925.92	\$ 75,000.00	\$ 45,764.15	61.02%
<b>434300 GAS UTILITY</b>	\$ 1,190.05	\$ 13,000.00	\$ 7,393.94	56.88%
<b>434400 CITY SANITATION DISPOSAL</b>	\$ 167.40	\$ 1,939.00	\$ 1,506.60	77.70%
<b>434500 WATER UTILITY</b>	\$ 105.92	\$ 2,841.00	\$ 1,904.73	67.04%
<b>434600 SEWER UTILITY</b>	\$ 71.52	\$ 1,327.00	\$ 678.34	51.12%
<b>434700 STORM DRAIN UTILITY</b>	\$ 83.93	\$ 911.00	\$ 755.37	82.92%
<b>435260 COLLECTION AGENCY COSTS</b>	\$ -	\$ -	\$ 104.85	#DIV/0!
<b>435500 COMPUTER PROGRAMMING</b>	\$ 5,520.89	\$ 50,000.00	\$ 43,901.53	87.80%
<b>435900 OTHER PROFESSIONAL SERVICES</b>	\$ 818.41	\$ 13,000.00	\$ 13,066.18	100.51%
<b>435900 OTHER PROFESSIONAL SERVICES (mental)</b>	\$ -	\$ 30,000.00	\$ -	0.00%
<b>436200 BUILDING REPAIR &amp; MAINT</b>	\$ 98.60	\$ 7,500.00	\$ 1,981.51	26.42%
<b>436300 MAINTENANCE AGREEMENTS</b>	\$ 676.99	\$ 23,000.00	\$ 12,706.80	55.25%
<b>453200 OFFICE EQUIPMENT RENTALS</b>	\$ -	\$ 1,600.00	\$ 1,109.07	69.32%
<b>455150 CREDIT CARD FEES</b>	\$ 88.30	\$ -	\$ 1,149.65	0.00%
<b><i>Purchased Services Totals</i></b>	<b>\$ 14,958.40</b>	<b>\$ 312,018.00</b>	<b>\$ 190,828.03</b>	<b>61.16%</b>

*Other*

<b>459200 REFUNDS &amp; REIMBURSEMENTS</b>	\$ 54.89	\$ 450.00	\$ 300,191.02	66709.12%
<b>481300 CASH OVER/SHORT</b>	\$ 0.25	\$ -	\$ 0.50	
<b><i>Other Totals</i></b>	<b>\$ 55.14</b>	<b>\$ 450.00</b>	<b>\$ 300,191.52</b>	<b>66709.23%</b>

*Internal Service Charges*

<b>486110 HUMAN RESOURCES</b>	\$ 2,493.42	\$ 29,921.00	\$ 24,934.20	83.33%
<b>486370 VEHICLE &amp; EQUIPMENT MAINT</b>	\$ 584.15	\$ 4,262.00	\$ 3,780.68	88.71%
<b>486520 FISCAL SERVICES</b>	\$ 1,462.08	\$ 17,545.00	\$ 14,620.80	83.33%
<b>486580 CENTRAL INSURANCE</b>	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
<b>486590 DEDUCTIBLE INSURANCE RECOVERY</b>	\$ -	\$ -	\$ -	
<b>486950 INFORMATION TECHNOLOGY</b>	\$ 255.08	\$ 3,061.00	\$ 2,550.80	83.33%
<b>486960 COMPUTER NETWORK</b>	\$ 11.00	\$ 132.00	\$ 110.00	83.33%
<b>486970 COMPUTER EQUIPMENT MAINT</b>	\$ -	\$ 1,373.00	\$ 1,373.00	100.00%
<b>488100 COMPUTER &amp; EQUIPMENT LEASE</b>	\$ 20.17	\$ 242.00	\$ 201.70	83.35%
<b><i>Internal Service Charges Totals</i></b>	<b>\$ 4,825.90</b>	<b>\$ 116,653.00</b>	<b>\$ 107,688.18</b>	<b>92.31%</b>

*Capital Outlay*

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

	Actual	Apr-24	Budget	Actual	2024 YTD % Used
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<b>REVENUE TOTALS</b>	\$ (26,268.81)		\$ (2,685,975.00)	\$ (2,159,090.15)	80%
<b>EXPENSE TOTALS</b>	\$ 170,326.87		\$ 2,612,514.00	\$ 1,881,292.96	72%
<b><i>Net Gain (Loss)</i></b>	<b>\$ 144,058.06</b>		<b>\$ (73,461.00)</b>	<b>\$ (277,797.19)</b>	

Fund Balance Start of FY2024	\$ (455,452.70)
Estimated Fund Balance Start of FY2025	\$ (1,667,946.39)

**Great Falls Public Library Vendor Summary (2220)**

**APRIL 2024**

5/16/2024

<b>Vendor Name</b>		<b>MTD</b>	<b>YTD</b>
ACE Hardware	(Building Supplies)	\$ 30.94	\$ 460.76
Alert Security Systems	(Security Camera)	\$ 80.00	\$ 80.00
Baker & Taylor	(Jobber)	\$ 2,182.56	\$ 13,245.75
Barnes & Noble Books	(Materials Purchased)	\$ 249.67	\$ 576.81
Bellingham Public Library	(ILL Damaged item)	\$ -	\$ 21.95
Builders First Source	(Maintenance Supplies)	\$ -	\$ 43.98
Cascade Electric	(Building Supplies)	\$ -	\$ 868.70
Castle Branch	(Background Checks)	\$ 32.00	\$ 112.00
Cengage/Gale	(Jobber)	\$ 1,066.32	\$ 2,411.78
Center Point	(Jobber)	\$ -	\$ 89.88
Central Floor Covering	(Drive Up Window Blind)	\$ 98.60	\$ 98.60
Central Lock and Safe	(Keys)	\$ 53.00	\$ 53.00
Century Link	(Telephone)	\$ 488.95	\$ 2,222.12
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	\$ 5,483.32
Deroche, Lynn	(Library Election Monitor)	\$ -	\$ 824.50
Envisionware	(renewal)	\$ 5,036.65	\$ 5,761.65
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 240.78
FICO	(Garage Heater Repair)	\$ -	\$ 704.00
Fisher's Technology	(Copier Agreement)	\$ -	\$ 3,398.11
GFPL Foundation	(Bridge Loan Repayment)	\$ -	\$ 300,000.00
Interactive Sciences	(Wowbrary Subscription)	\$ -	\$ 768.70
Johnson Madison Lumbar	(Building Supplies)	\$ -	\$ 176.73
Judith Basin Press	(Subscription)	\$ -	\$ 70.50
Kone, Inc	(Elevator Agreement)	\$ -	\$ 3,768.00
MASCO	(Building Supplies)	\$ -	\$ 1,534.79
Mastercard		\$ 2,199.23	\$ 19,963.96
Midwest Tape	(Jobber)	\$ 938.58	\$ 9,692.71
Montana Air Cartage	(Courier Service)	\$ 415.80	\$ 5,418.60
MMIA	(Workers' Comp Insurance for Volunteers)	\$ 15.61	\$ 47.54
Mountain Alarm Co.	(Annual Inspection)	\$ -	\$ 637.50
Mr. Green Landscape	(Snow Plow service)	\$ 275.00	\$ 2,685.00
National Laundry	(Maintenance Supplies)	\$ -	\$ 104.00
North 40 Outfitters	(Maintenance Supplies)	\$ 73.09	\$ 145.02
OCLC Online	(Annual Service)	\$ -	\$ 6,648.19
Overdrive	(MT Library 2 Go)	\$ -	\$ 14,926.77
Petty Cash	(Refunds)	\$ 59.51	\$ 206.56
Pitney Bowes	(Mailing Machine lease)	\$ -	\$ 1,109.07
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ -	\$ 567.95
Shelby Promoter	(Subscription)	\$ -	\$ 45.00
State of Montana	(Elevator Insp.,Boiler permit, Montana Shared Library)	\$ -	\$ 27,904.95
The Tire Guys	(Maintenance Supplies)	\$ -	\$ 26.45
Unique	(Collections Service)	\$ -	\$ 104.85
Vision Net, Inc	(Internet Service)	\$ 170.40	\$ 1,533.60
WX COX	(Jobber)	\$ -	\$ 6,012.65
		<b>\$ 14,142.90</b>	<b>\$ 444,778.66</b>

Great Falls Public Library Vendor Summary (2220)

APRIL 2024

5/16/2024

<b>Mastercard Transaction Breakdown</b>			
Amazon	IT Tool Kit	\$	74.94
Amazon	Tech Services Supplies	\$	9.98
Amazon	Maintenance Supplies	\$	67.98
Amazon	Safety Specialist Radios	\$	169.91
Cradle Point	Bookmobile Replacement Router	\$	229.98
DEMCO	Tech Services Supplies	\$	222.59
Evonence	Google Services	\$	484.24
Fairfield Sun Times	Subscription	\$	45.00
Fastenal	Maintenance Supplies	\$	65.52
Jostens	Materials Purchased	\$	68.99
Staples	Copy Paper, Mounting Squares, Floor Mats	\$	527.60
Staples	Payten Day Planner, First Aid Supplies, Cardstock, Labels, Breakroom Supplies, Lamination sheets	\$	232.50
<b>TOTAL:</b>			<b>\$2,199.23</b>

**Great Falls Public Library Foundation Vendor Summary (2221)**

**APRIL 2024**

5/16/2024

<b>Vendor Name</b>		<b>MTD</b>	<b>YTD</b>
4Imprint	(Community Engagement Swag)	\$ -	\$ 5,800.36
	(Parking Signs & Poles, Storywalk replacement		
All State Signs	plixi)	\$ -	\$ 1,569.00
Baker & Taylor	(Jobber)	\$ 7,232.49	\$ 71,485.17
Barns & Noble	(Jobber)	\$ 336.14	\$ 868.50
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)	\$ -	\$ 314.58
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
Clayton, John S.	(Adult Program)	\$ 28.00	\$ 28.00
Creative Empire	(Mango Language)	\$ -	\$ 5,700.00
DELL Marketing	(FAP - Public Computer Upgrades)	\$ -	\$ 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
Gale/Cengage	(Jobber)	\$ 164.23	\$ 3,389.56
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		\$ 4,564.25	\$ 28,122.50
Midwest Tape	(Jobber)	\$ 464.32	\$ 11,555.58
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)	\$ 305.36	\$ 1,193.48
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	(Logo Design and Rebranding)	\$ -	\$ 9,652.50
Wingfoot Plastic	(New Logo Library Cards)	\$ 2,895.78	\$ 2,895.78
Zoobean	(KP/YA Beanstack Plus)	\$ -	\$ 1,813.90
<b>Credits</b>			
		\$ 15,990.57	\$ 235,064.81

**Great Falls Public Library Foundation Vendor Summary (2221)**

**APRIL 2024**

5/16/2024

<b>Mastercard Transaction Breakdown</b>		
Adobe	Software for Communications	\$ 469.83
Albertsons	Memory Café supplies	\$ 9.99
Amazon	KP/YA Supplies	\$ 416.90
Amazon	Materials Purchased	\$ 166.45
Amazon	Chromebooks for Safety Specialist	\$ 372.00
CANVA	KP/YA & Adult Programing Software - Annual	\$ 119.40
Dollar Tree	KP/YA Supplies	\$ 26.25
Exxon Bonner	Materials Purchased	\$ 145.60
Hobby Lobby	Staff Appreciation Supplies	\$ 99.13
META	Chris LaTray FB Ads	\$ 14.00
MLA	Awards Dinner Fees	\$ 318.00
MLA	Registration Fees	\$ 278.00
Park & Rec	Juneteenth Gibson Bandshell RSVP	\$ 309.00
Staples	Adult Programming	\$ 33.58
Staples	KP/YA Supplies	\$ 57.90
TechSoup	FAP - Office for Public Computer Upgrades	\$ 792.00
Uline	KP/YA Supplies	\$ 235.32
VidaBox	FAP - Newspaper Tablet Project	\$ 375.67
Walmart	KP/YA Supplies	\$ 95.00
Walmart	Adult Programming	\$ 83.39
Walmart	Materials Purchased	\$ 146.84
<b>TOTAL:</b>		<b>\$ 4,564.25</b>



**GREAT FALLS PUBLIC LIBRARY  
DONATIONS**

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**APRIL DONATIONS**

**IN MEMORY OF**

Andy and Zander Blewett	\$ 30.00	In Memory of Bill Coyle (NF)
	\$ 30.00	In Memory of Blythe Brandvold (NF)
	\$ 30.00	In Memory of Mary Helen Tropilia (NF)
Great Falls Education Association	\$ 10.00	In Memory of Richard Schotney (Juvenile)
	\$ 10.00	In Memory of Charlene Schotney (No Indication)

**IN HONOR OF**

Sharon Taylor Rubinowitz	\$ 500.00	In Honor of Andy Blewett & Family (Best Use)
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**FOUNDATION**

Bookmobile Wireless HotSpot	\$ 3,000.00	12 months of Hot Spot coverage on the Bookmobile
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**OTHER**

Book Sales	\$ 311.00	Withdrawn Book Sales
First Interstate Bank	\$ 300.00	Music in the Library Park Sponsor
Town Pump Charitable Foundation	\$ 1,000.00	Keep Kids Reading Grant (KP/YA)

**TOTAL: \$ 5,221.00**





Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library Communications Report May 2024

### Website revamping

Since January we have been working to redesign our website [www.greatfallslibrary.org](http://www.greatfallslibrary.org). We've been working with a local web development firm, the Wendt Agency. As of today, we have chosen a new design for the entire site, we've acquired a widget to upload calendar items, and we are introducing a "Staff Picks" section of the website that features books for patrons to check out as selected by staff members. The website is set to go live on June 8. We will be swapping over our server information at that time, as well, and are hoping to minimize the amount of time in which our website is down so the new one can go live. We've had multiple meetings with Wendt, Susie and I along with fellow managers/staff Sara Kegel, Sara Linder-Parkinson, Treva Higgins, Sarah Cawley and Payten Zenahlik. Wendt has been very open about all of our suggestions and we are excited to roll this out soon. (Thanks to the Library Foundation for funding the Website and Logo projects!)

### New Logo unveiling

Additionally, we are also unveiling our new Great Falls Public Library logo, which I've included in this document. The logo will be unveiled on June 8, as well, and will be updated on our website, on all of our print documents, our business cards, our Library Cards, our signs both inside and outside, print and digital, press documents, on social media and anywhere else we've had the old logo displayed before. This has been a big undertaking, but, we should be on track to have the old logo gone by June 8 and the new one ready everywhere. Again, we went through Wendt Agency to work with on choosing the logo/colors/fonts that best met our needs. (Thanks to the Library Foundation for funding the Website and Logo projects!)

### Videos and YouTube channel

Over the course of the last six months, we've grown our YouTube channel where it now has over 30 new videos. Many of which were uploaded in April for National Library Appreciation Week. We have also been uploading most of our programs taking place in the Cordingley Room, as well, with assistance from Sarah Cawley to make that a consistent feature of the channel. The subscriber list is still rather low (118 Subscribed) we do have a consistent number of people watching every video. I see this as a place for growth and a chance to keep improving our reach. I recently acquired a lapel microphone so the audio quality of the videos I record should improve drastically now, as well. I try to post at least one or two videos per week. Some of the ones I've done recently are Story Time with Drew (who was just hired in April), a video showing how our new tablets work on the second floor, and a video of Susie reading a book about how to talk about Dementia with children. In March I received a new camera from the Library Foundation, and that has aided my ability to record video, and take much higher quality photos, as well.

### Social media report



Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

### Great Falls Public Library Communications Report May 2024

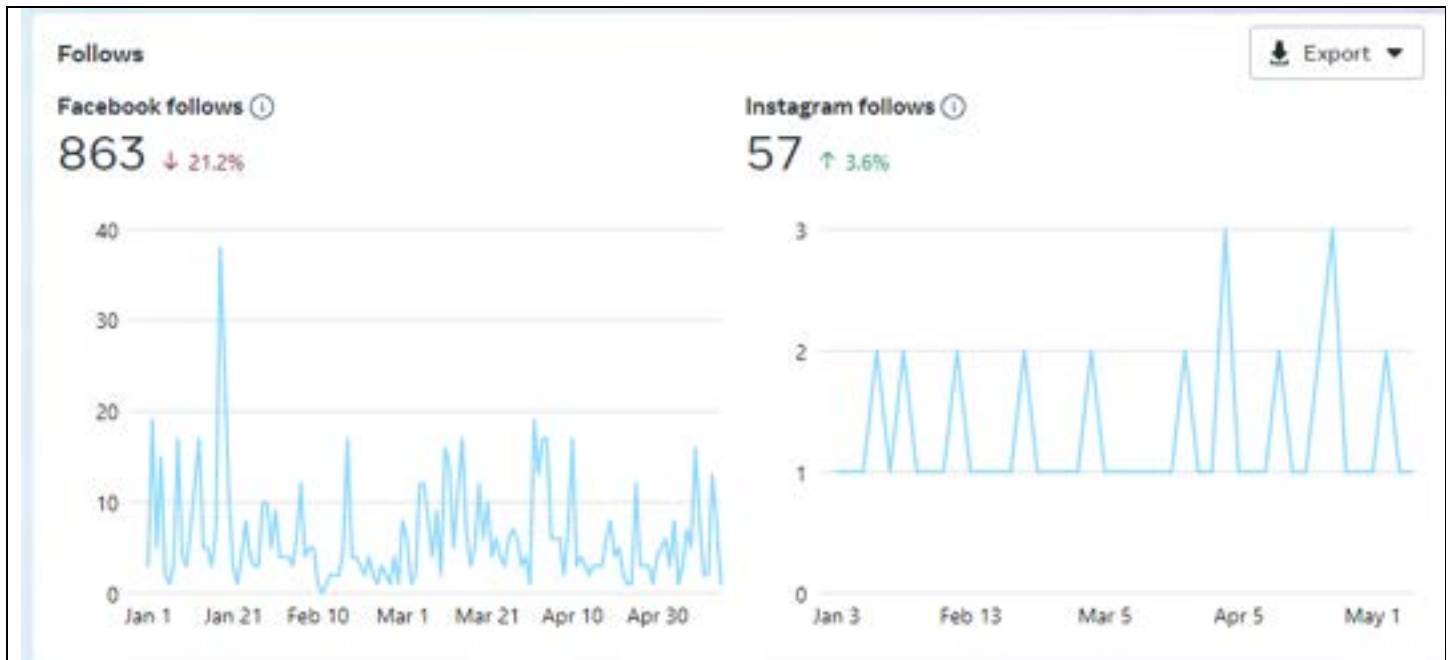
From February 15 to May 14, the social media reach has continued to grow. Reach is the metric from the organic or paid distribution of the GFPL Facebook/Instagram content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution.

In the last 90 days, the Facebook reach is at 232,900 views, which is up 16 percent from the 90 days prior to that. The Instagram reach, which encompasses a much smaller audience of 1,055 vs the 5,360 on Facebook, was at 1,300 views, down 2.3 percent from the previous 90 days.

Speaking of followers, last November, the last time I spoke with the Board, we were at 4,472 on Facebook and 1,010 on Instagram. We are now at 5,360 on Facebook and the 1,055 as was previously mentioned above, on Instagram. So in 6 months we have gained 888 Facebook followers and 45 Instagram followers.

When comparing our performance against other libraries in the area, we have fewer followers than the Missoula Public Library (15k), the Bozeman Public Library (8.3K), the ImagineIF Libraries in the Flathead (6.1K) and are just above the Lewis & Clark Public Library in Helena (5.2K). Long-term planning by this time next year we'd like to be at or around 8.3K, but that will depend on the long-term growth balance, which is hard to determine with the limited amount of data I have so far since I started working with the Library's social media accounts since September. However, I imagine we can keep gaining followers as we continue to show the value of checking out our social media pages.

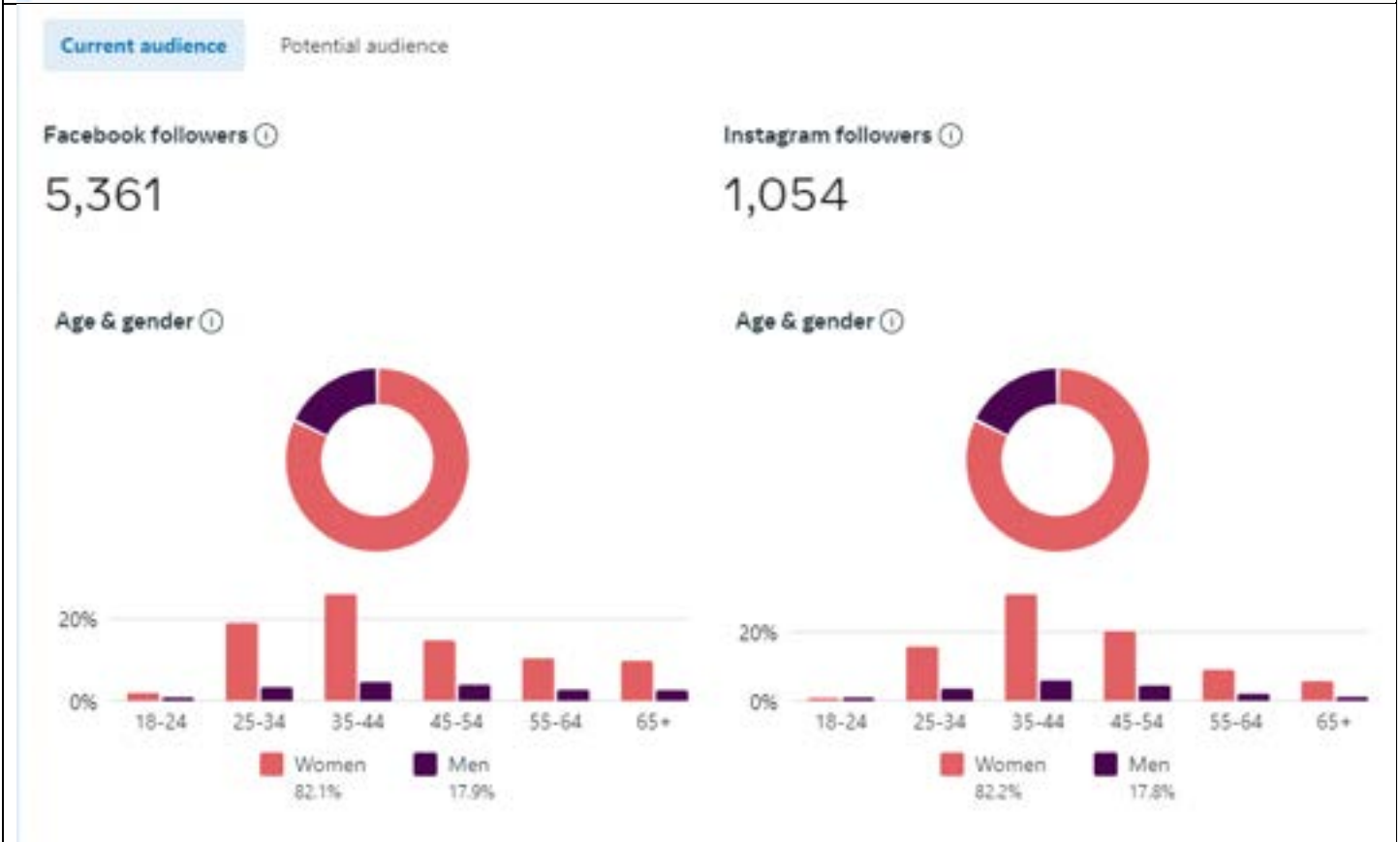
## Social Media Statistics





Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

### Great Falls Public Library Communications Report May 2024





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## Great Falls Public Library Communications Report May 2024

### Press releases

When I started in September, we had been using MailChimp to send out press releases to various media outlets and other interested parties. Our Press Releases go out to 111 addresses including people with KRTV, KFBB, the Great Falls Tribune, the Great Falls Gazette, Jenn with the Electric, David with the Electron, the Fairfield Sun Times, the River Press, Cherry Creek Radio, KGPR, Townsquare Media, Great Falls Edit, and the Cascade Courier. Every event happening at the library will have a press release sent out about it several days before it occurs.

### Calendar items

In addition to sending out press releases, I also create calendar items for what’s happening at the library to be posted on our website [greatfallslibrary.org](http://greatfallslibrary.org). The items are also posted to the Electron calendar, KRTV’s calendar, the Eventory with Visit Great Falls, Facebook Events calendar and the City of Great Falls website’s calendar.

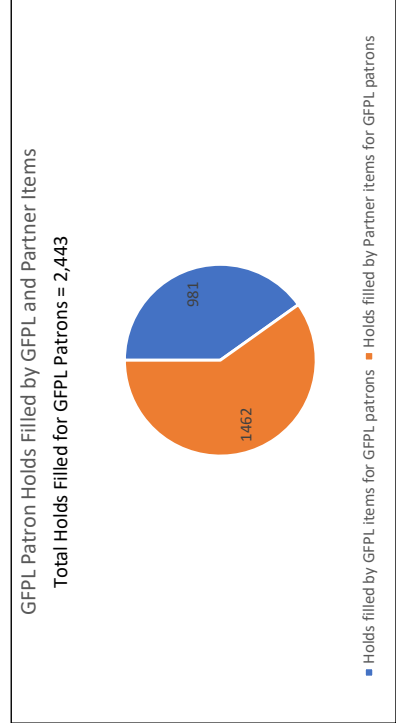
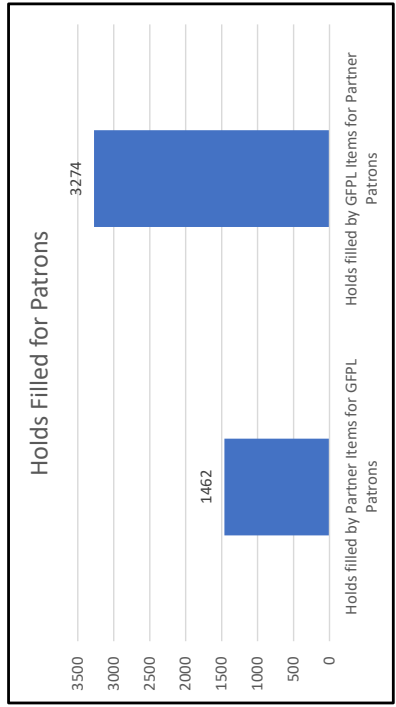
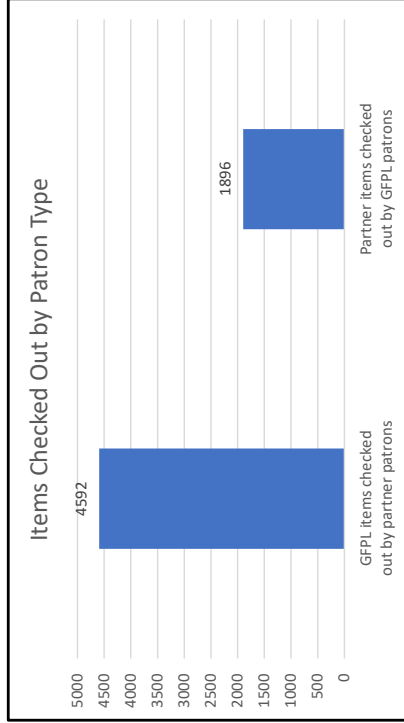
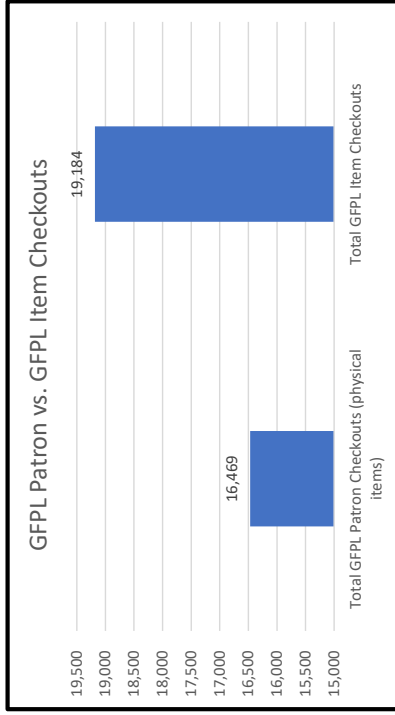
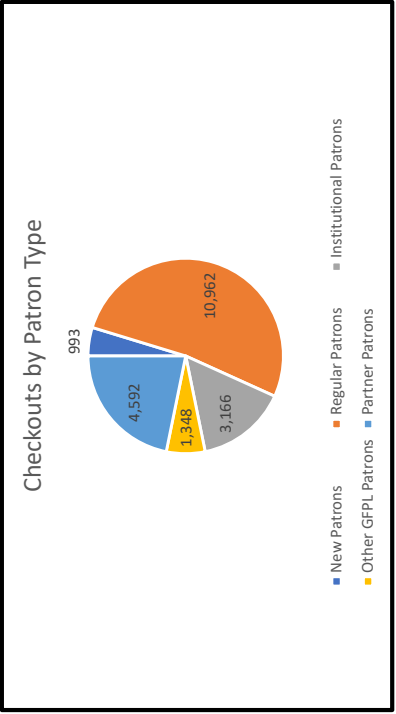
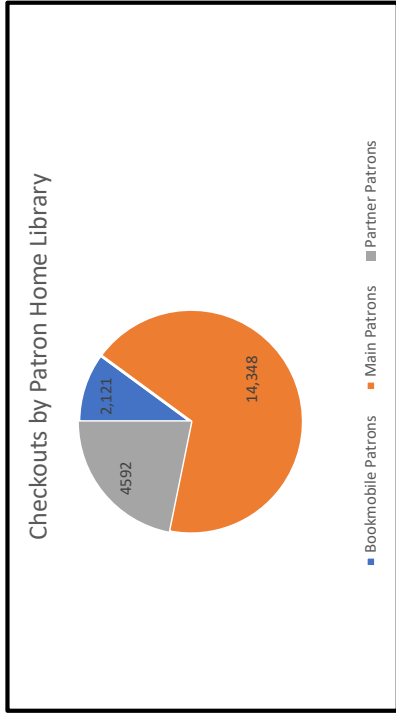
### Disaster Communications Plan

In July I will have the disaster communications plan first draft completed. The plan, once complete, will detail who is in our communications team, what the role of each person is, and the timeline of events to take place depending on the disaster. We’re focusing on things like how to notify the public, our Board of Directors, the media, and the staff about what’s happening and how best to keep everyone updated as we progress from the start of the disaster through to the end and afterward with steps moving forward beyond what happened, if need be. I also am heavily relying on/referencing a book titled “The Library’s Crisis Communications Planner: A PR Guide for Handling Every Emergency” by Jan Thenell.

**Director's Report**  
**Great Falls Public Library**  
May 2024

1. **MONTHLY MANAGEMENT TEAM UPDATE—COMMUNICATIONS REPORT:** Jake Sorich has prepared a report on Library Communications. He will provide an overview and answer any Board questions.
2. **MILL LEVY IMPLEMENTATION: EXPANDED SERVICES** Starting Sunday June 9<sup>th</sup>, the Library will be open expanded hours including on Sunday! We will also start our expanded Bookmobile and Homebound services. (See the new Bookmobile Schedule in your packet.) I hope that you can join us for our Library Bash planned for Saturday June 8<sup>th</sup> to celebrate.
3. **NEW LOGO AND WEBSITE:** The Foundation has generously funded both the creation of a new Library Logo and our rebranding efforts. The Library will launch our new Logo and website the first week of June. We are updating all of our materials including our signs, forms and promotional items. The Library will be well served by having an updated fresh logo and consistent, professional marketing materials. Additionally, implementing the visual brand guidelines will help us make good aesthetic decisions regarding signage and spaces. A consistent, updated look will assist in making the Library a space that is welcoming and easy to navigate.
4. **BANDSHELL REMOVAL:** The Library bandshell has been removed. We will be doing some cleanup of the space in the next few weeks. We have great plans for the Summer Music in the Park series which will still take place in the Library Park. Big thanks to all of our Summer Music sponsors especially Scheels for allowing us to borrow their performance tent!
5. **INTERNAL SERVICE CHARGES:** At our last meeting, there were questions about how the Internal Service Charges are assessed. According to the Finance Department, "We don't have a draft of the FY2025 Internal Service Charge book yet. It likely won't be prepared until sometime in June. However, all the methodologies and factors are remaining the same this year, so last year's document is still relevant." I've included the FY2024 Internal Service Charge Book in your packet. I've highlighted the sections that are relevant to the Library. The budget deadline for City of Great Falls Internal Service charges is May 22<sup>nd</sup>. The Library will update its proposed operational budget to reflect the actual Internal Service Charge assessments when they are received.
6. **EXCELLENT LIBRARY SERVICE AWARD:** The Montana State Library Commission annually recognizes libraries for achieving excellence in serving their communities with the Excellent Library Service Award (the ELSA). Each year academic, public, school, and special libraries have an opportunity to apply for the award using a series of excellent service criteria in a variety of categories developed by librarians from all types of libraries. Great Falls Public Library has been awarded an Excellent Library Service Award again this year. A copy of the certificate is in your packet.
7. **FOUNDATION EARLY LITERACY GRANT:** The Foundation was approached by a Family Foundation and invited to submit a proposal for funding for a Library early literacy project. Their concept paper was accepted and they have been invited to submit a full application by June 30<sup>th</sup>. If they are successful, the project would start in January of 2025. A copy of the concept paper is in your packet. I'm happy to answer questions about the project.
8. **REMODEL DESIGN:** The City Commission approved the Cushing Terrell contract for the Library remodel design. The Foundation is working on a Memorandum of Understanding with the City to codify the responsibilities of all parties—especially the funding mechanism. Cushing Terrell has started work documenting existing conditions and planning an outline of work.

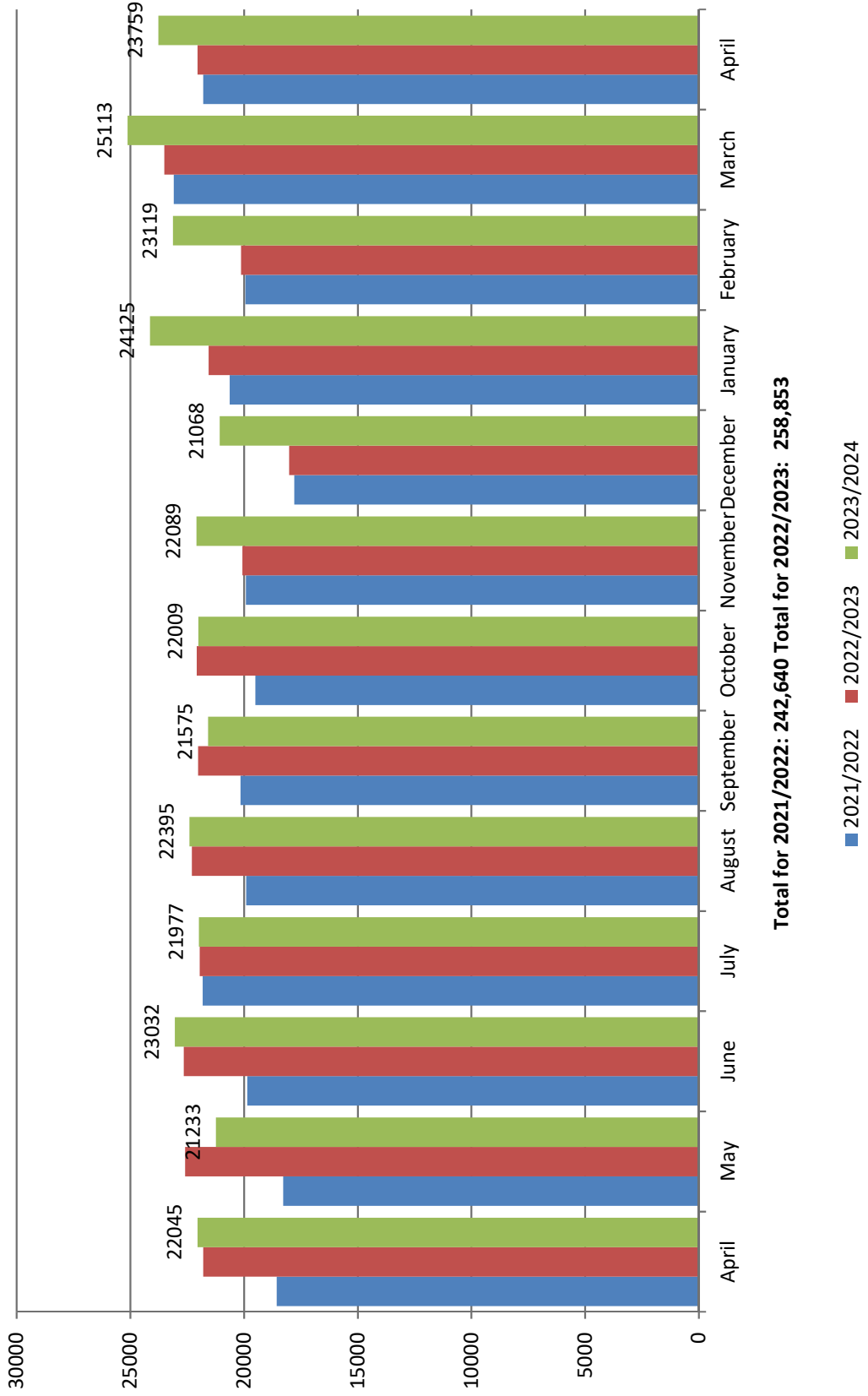
# APRIL: PATRON CHECKOUTS & HOLDS OF PHYSICAL ITEMS



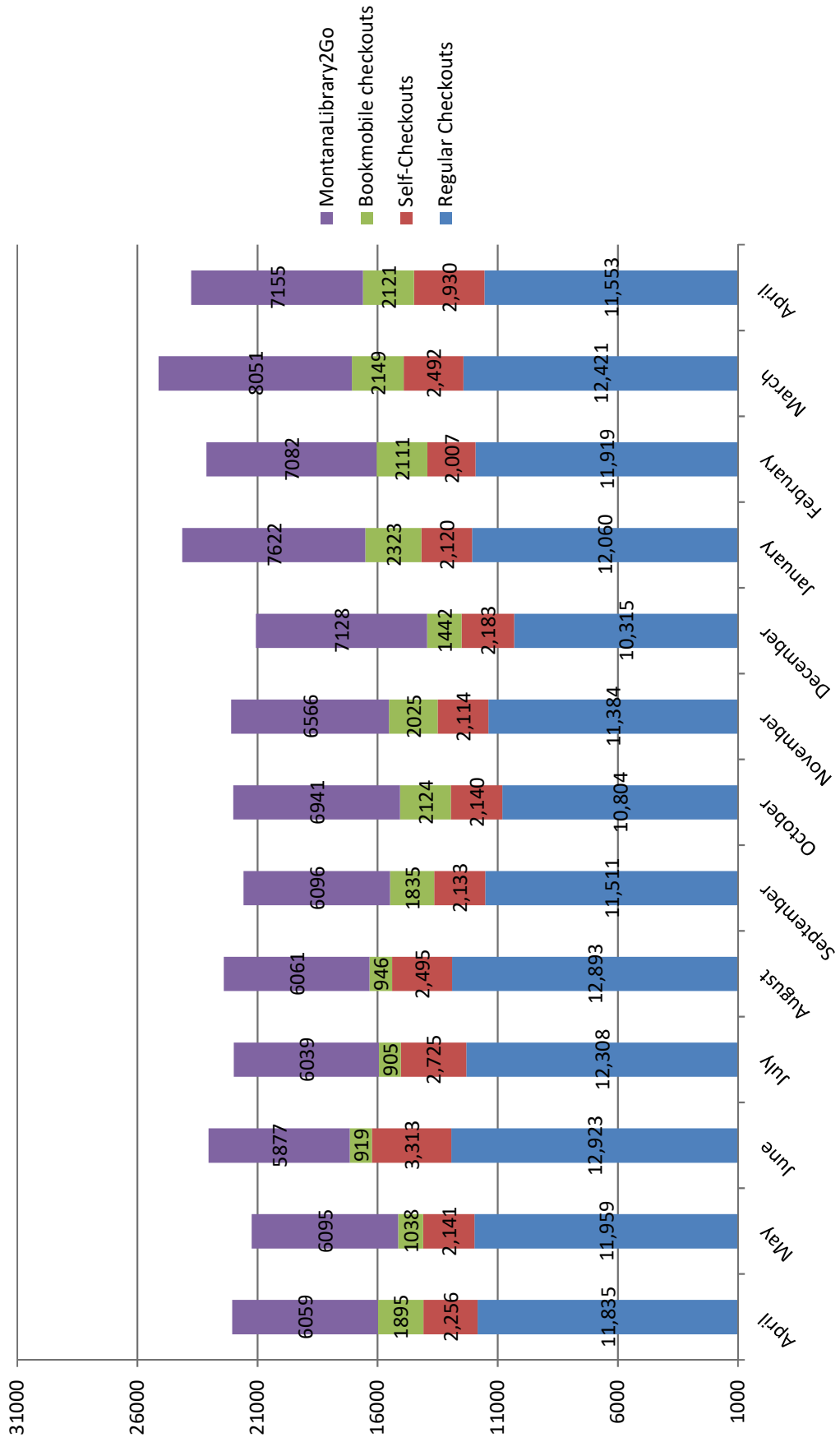


## Total Monthly Circulation

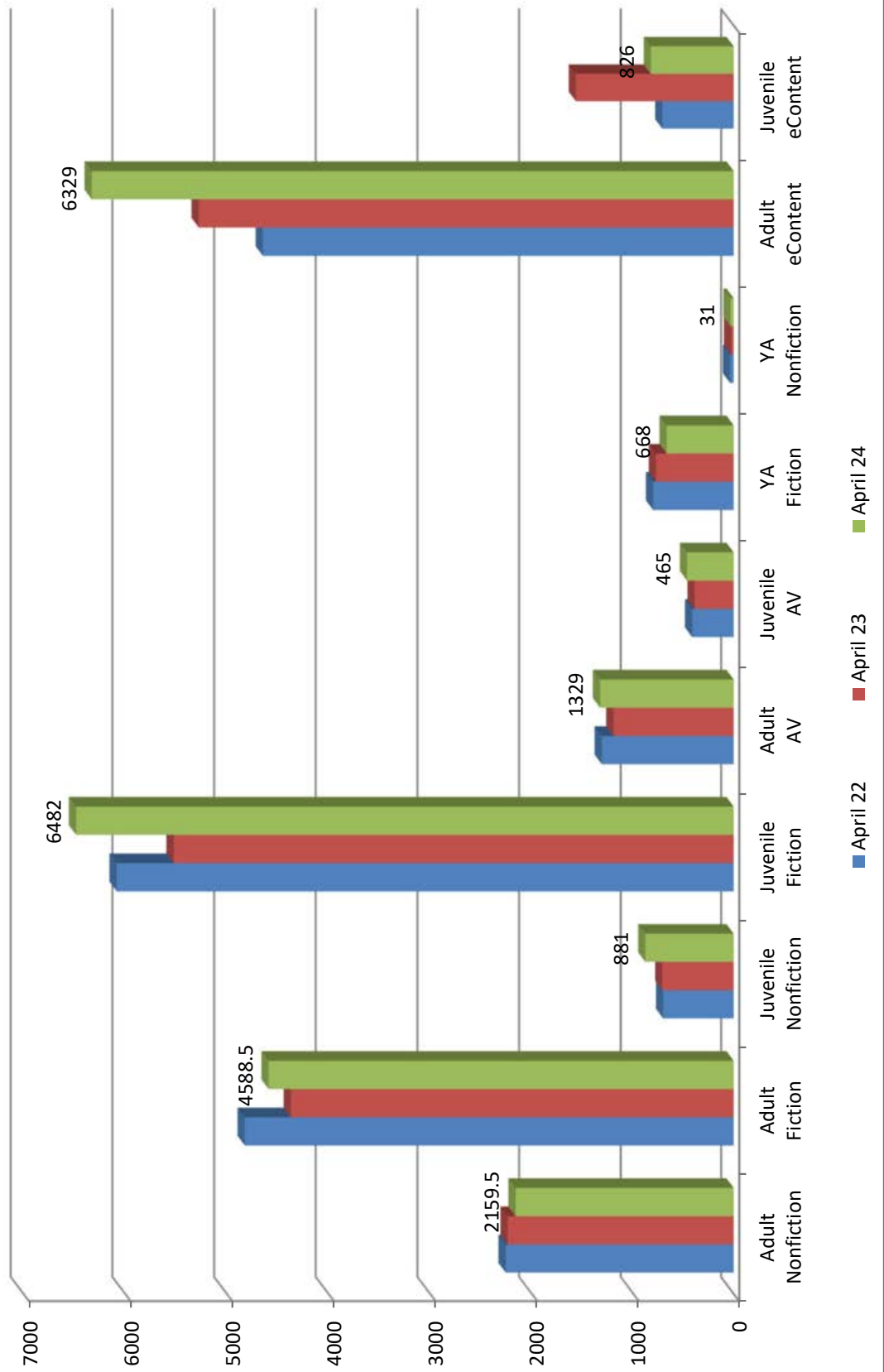
Total Circulation Previous 12 Months: 271,494



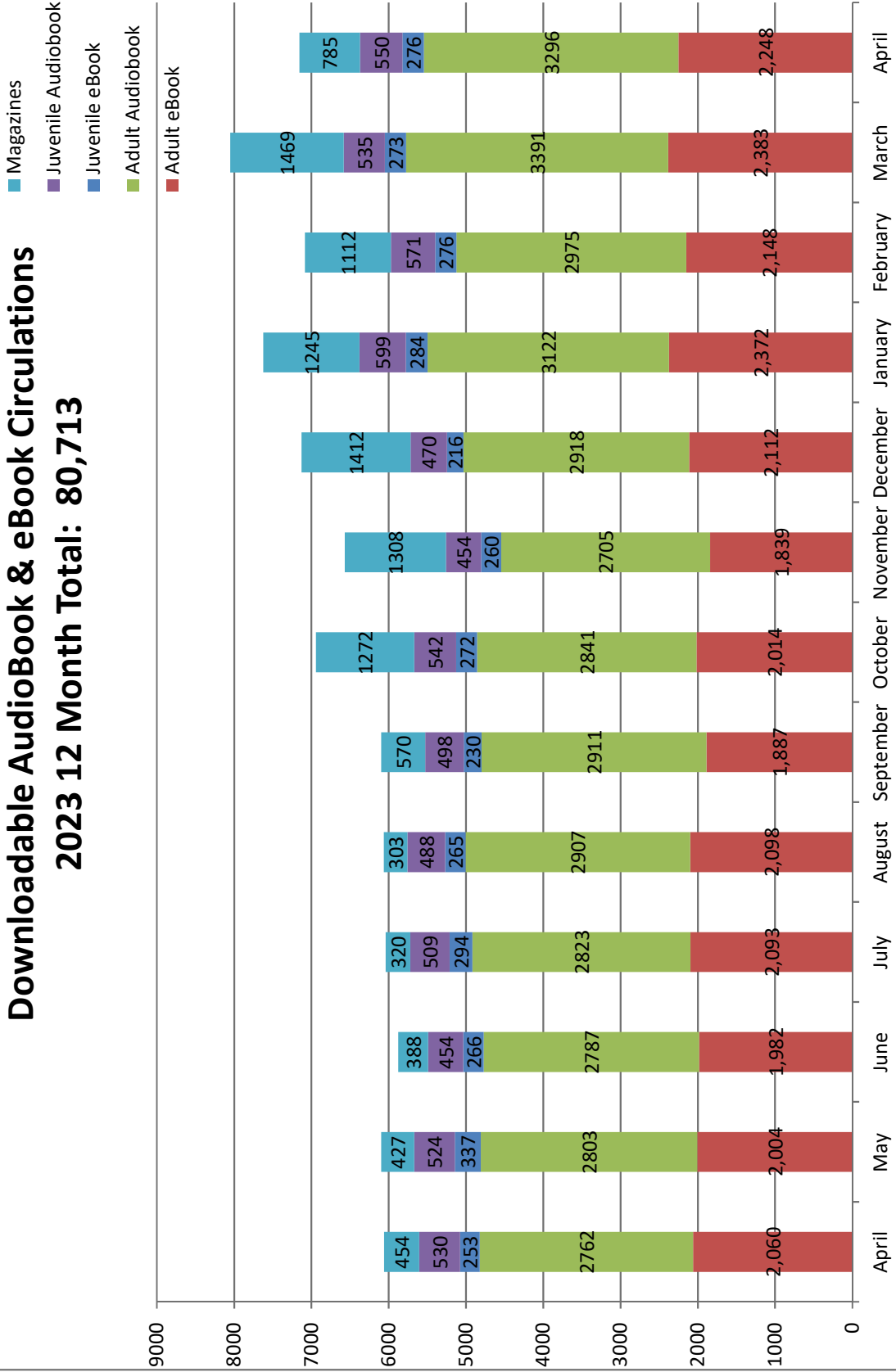
## Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs 12 Month total = 271,494



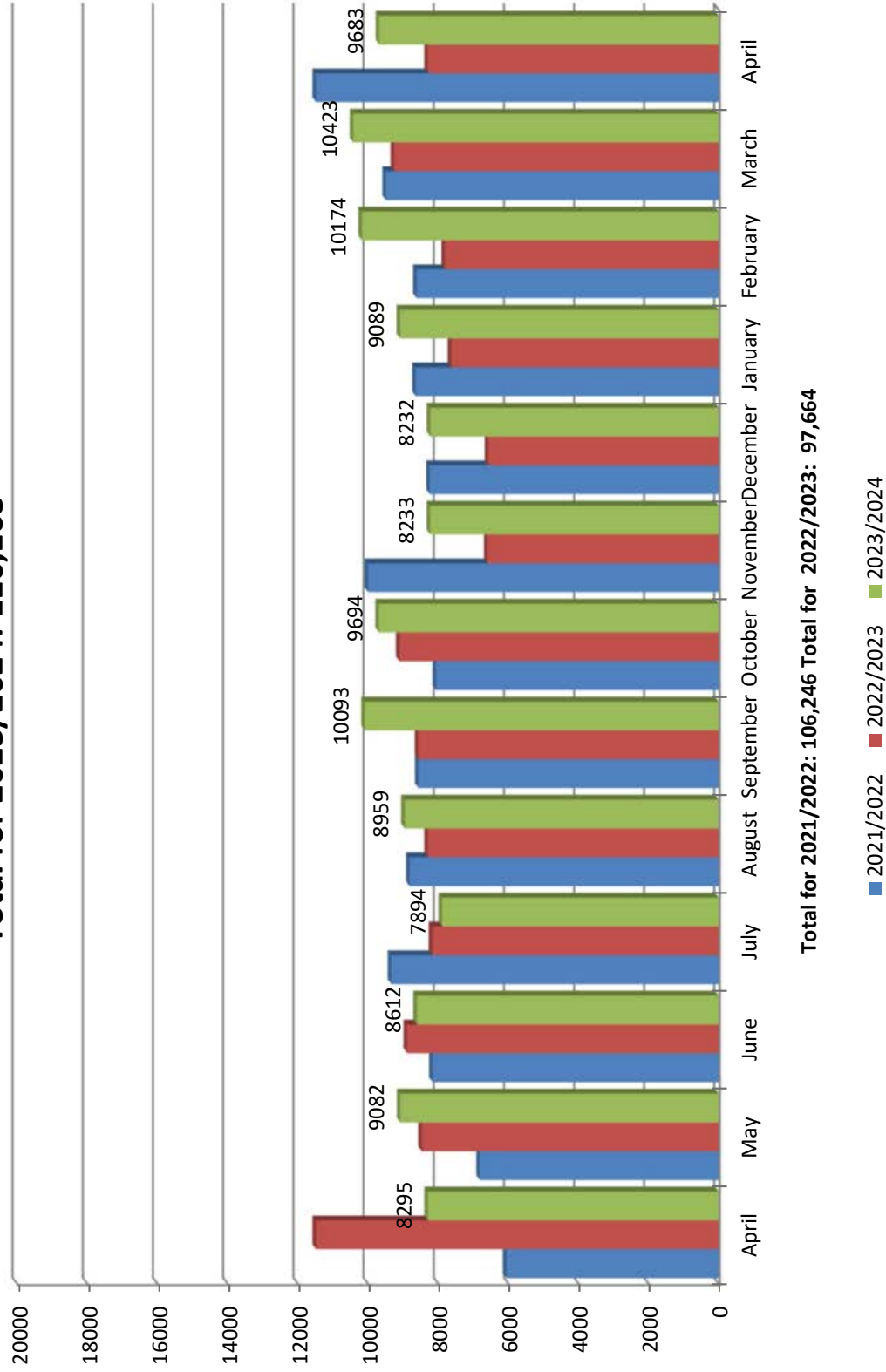
## Comparison of Circulation Totals April 2022, 2023, and 2024



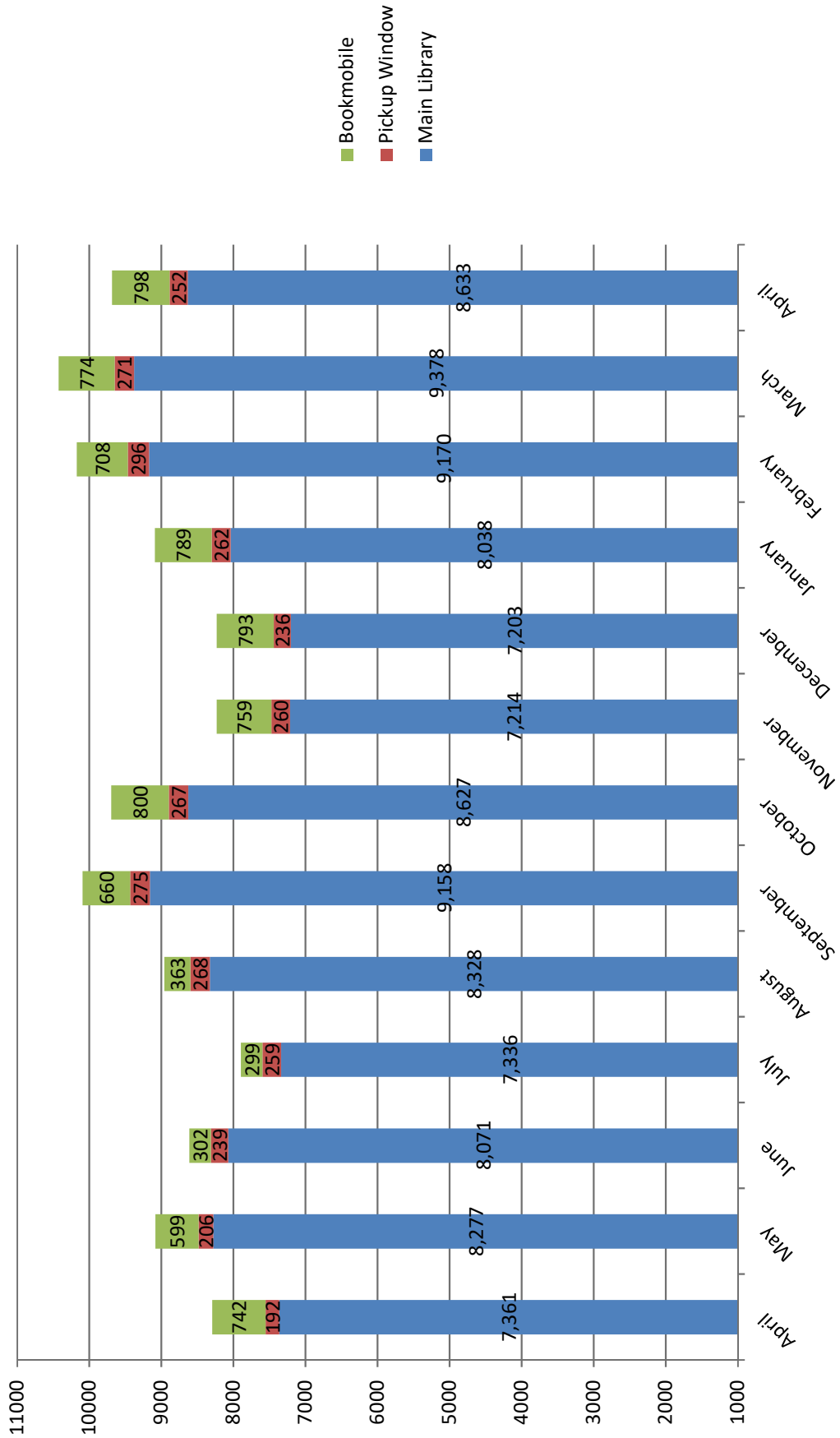
## Downloadable AudioBook & eBook Circulations 2023 12 Month Total: 80,713



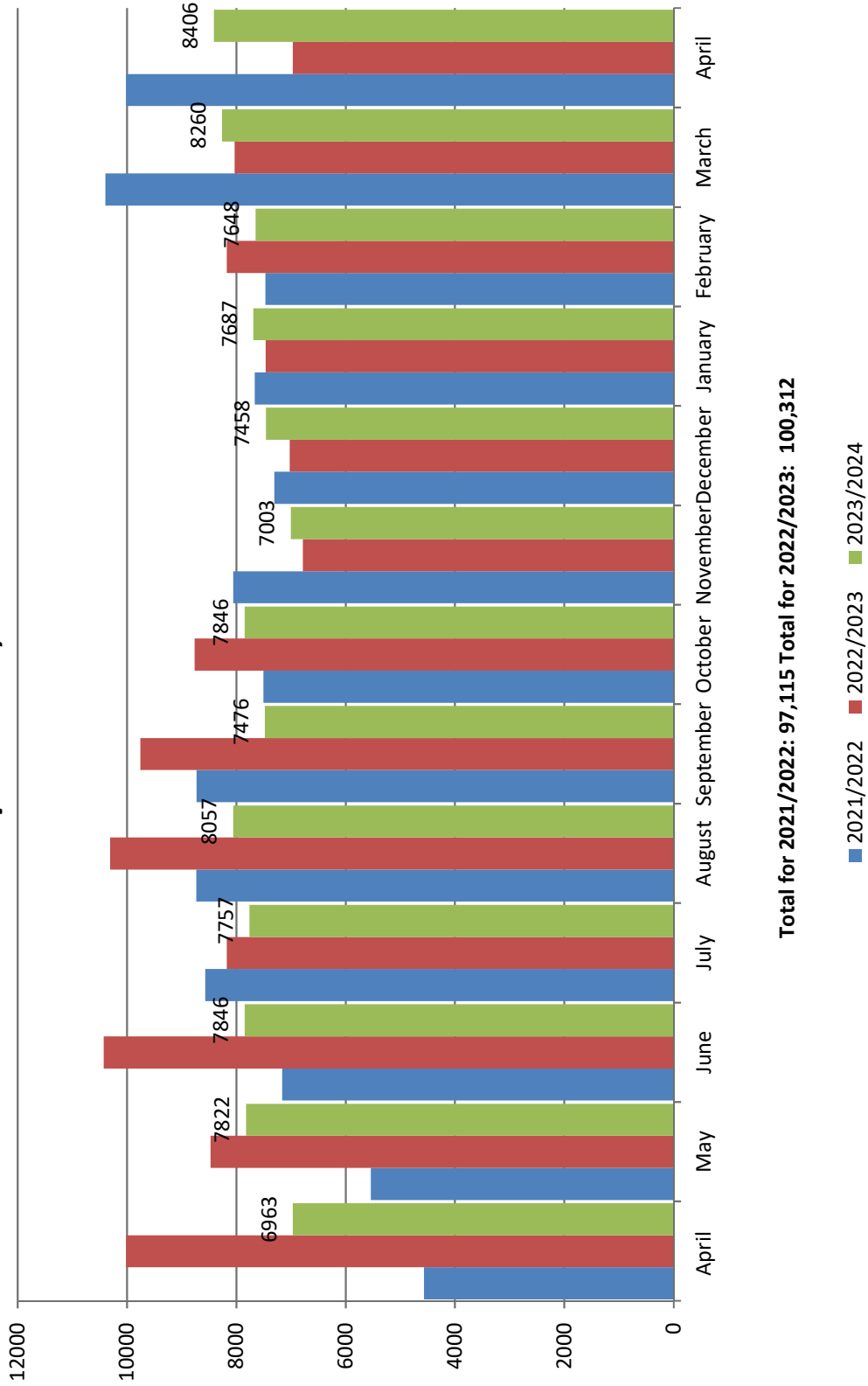
## Total Monthly Patron Attendance Total for 2023/2024: 110,168



# Main Library, Bookmobile and Pickup Window Attendance



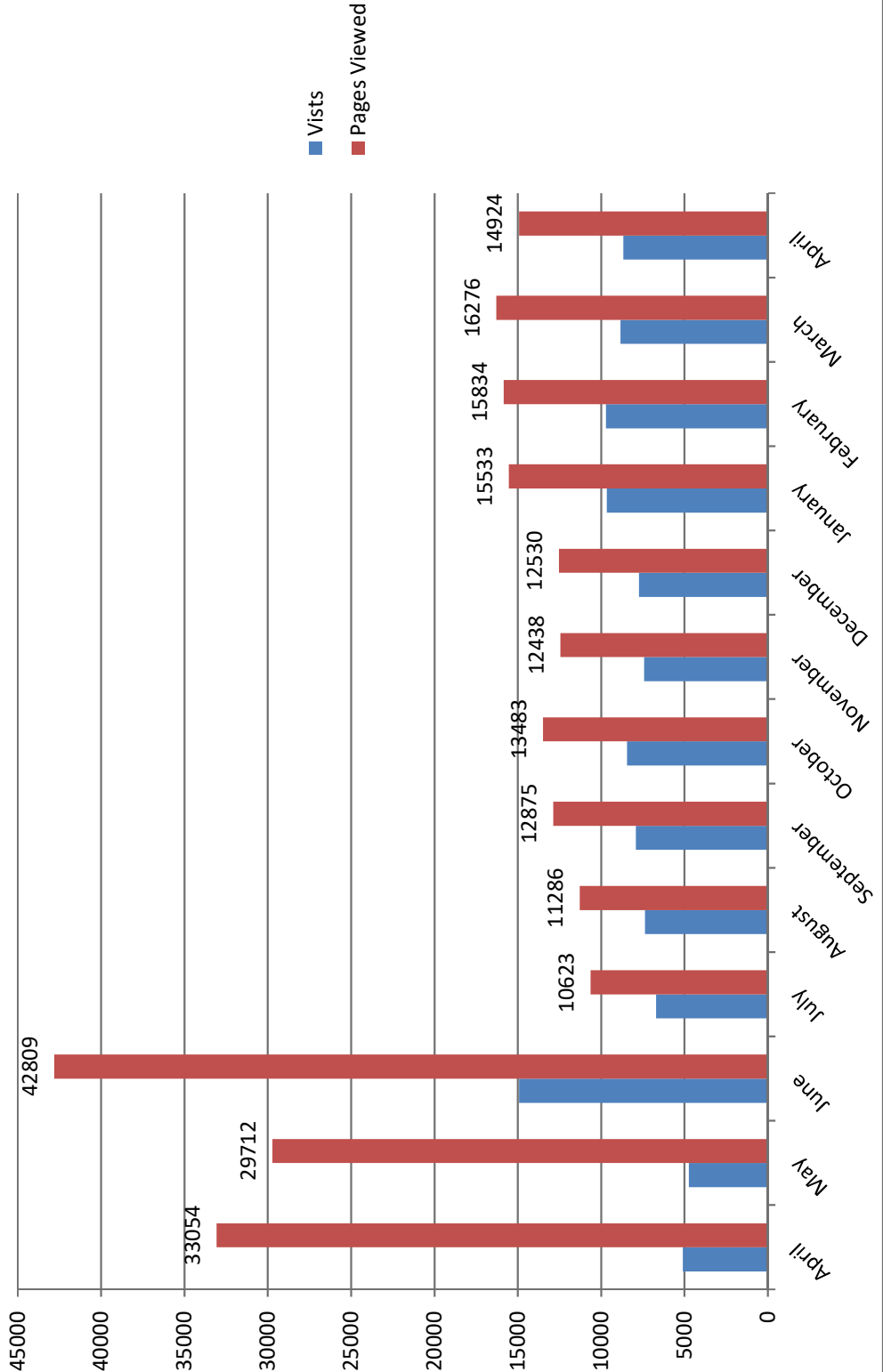
## Use of Public Computers & Wireless Network 2023/2024: 93,266



## Library Web Page Usage

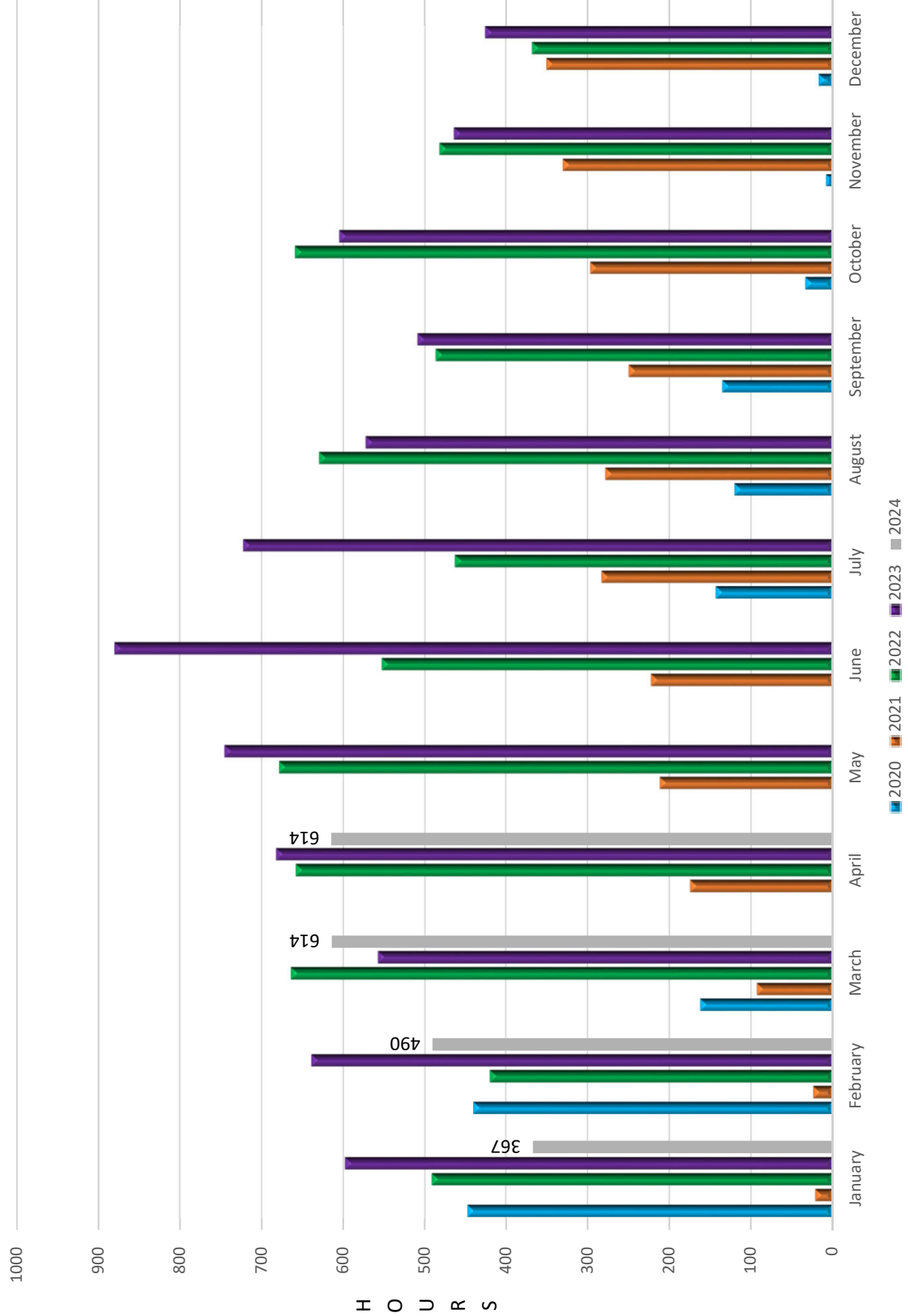
2023/2024 12 month Total Pages Viewed: 208,323

2023/2024 12 month Total Sessions: 102,079





# Volunteer Statistics



**GREAT FALLS PUBLIC LIBRARY**

**PERSONNEL REPORT  
APRIL 2024**

NEW HIRES

Elizabeth Kim – Library Clerk – PT

Andrew Larion – Youth Services – FT

Xander Lee – Youth Services – PT

Lukas Meier – Safety Specialist – FT

John Roberts – Safety Specialist – FT

Payten Zenahlik – Technology Systems Assistant – FT

Charles Weber – Library Clerk - PT

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None



Library Board Meeting Date: May 28, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Public Library Standards: Roadmap Review—Policy
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	None

**Suggested Motion:** NONE

**Staff Recommendation:** Staff recommends that the Library review *Policy* 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 *Policy* section at the Maymeeting.

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 *Policy 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?

## POLICY

Our community members have access to library services sufficient unto their needs because the Board and Director regularly review and adopt policies for library service.

Essential	Excellent	Cooperative
<p>The Board adopts and regularly reviews policies that reflect the mission and goals of the library. The policies govern use of the library, its materials, and services. No single policy goes more than 4 years without review</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Board reviews full policy manual every 3 years.</li> <li>● BOARD NEEDS TO CONTINUE TO REVIEW LIBRARY POLICIES REGULARLY. (review of GFPL on calendar for 2024—different sections throughout the year.)</li> </ul>	<p>The Board and Director review library policies to identify and remove potential barriers to use that may exist for all members - including marginalized members of the community.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Board reviews full policy manual every 3 years.</li> <li>● BOARD NEEDS TO CONTINUE TO REVIEW LIBRARY POLICIES REGULARLY. (review of GFPL on calendar for 2024—different sections throughout the year.)</li> </ul>	<p>Library boards work with other nearby libraries to create seamless library experiences for the patron through joint library policy development.</p> <ul style="list-style-type: none"> <li>● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.</li> </ul>



Library Board Meeting Date: May 23, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Policy Review: Emergency Procedures
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Approve the updated Emergency Procedures Policies

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/disapprove the updated *Emergency Procedures 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 *Emergency Procedures 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 *Emergency Procedures Policies* at the May meeting.

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

- **Emergency Evacuation Plan:** All fire alarm and fire extinguisher locations updated. (Thank you to the Safety Specialists for their full review of all fire alarm and fire extinguisher locations.)
- **Evacuation Procedure:** Minor grammatical changes Utility Shut Off Control Locations and Procedures added.
- **Pandemic Policy:** 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:**

Emergency Procedures Policies

## Emergency Evacuation Plan

If fire or smoke is discovered inside or in the immediate vicinity of the building, or in the event of any other emergency situation, proceed to the nearest exit, calling staff and patrons with you as you go. Pull the fire alarm as you exit. See **Evacuation Procedure** for full instructions.

**Fire alarm pull stations** are found at the following locations:

### Basement:

- [At Staff Stairs going up to first floor](#)
- [At both the Fire Exits](#)

### First Floor:

- [Outside Circulation Desk Supervisors Office](#)
- [At Fire Door in Adult Fiction Section](#)
- [At Fire Door in the Kids Place](#)

### Second floor:

- [By the Public Services Office and stairs going up to third floor](#)
- [At both the Fire Exits](#)

### Third Floor:

- [By stairs going down to 2nd floor across from the Montana Room](#)
- [At both the Fire Exits](#)

Fire Extinguishers are found at the following locations:

### Basement:

- [In the staff break room](#)
- [Inside and outside the main annex door](#)
- [Inside maintenance office](#)
- [Inside the server room](#)
- [At the fire exit by the Cordingley Room \(Large Conference room\)](#)

### First Floor:

- [Outside Womens Restroom](#)
- [By key box in Circulation](#)
- [On the wall to the left of the pick up window](#)
- [Kids Place fire exit](#)
- [In the garage next to door by the back staff area](#)
- [Bookmobile behind desk](#)

### Second Floor:

- [Outside staff elevator](#)
- [At both fire exits](#)
- [Under the clock by the public computers](#)

### Third Floor:

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- By door leading to second floor
- Boiler room on sStaff workroom side
- Between the boiler room and the staff workroom
- In Genealogy to the Right of the Fire Exit on the other side of the book shelf.

Roof:

- Inside Elevator Mechanical room

If Fire or smoke is discovered inside or in the immediate vicinity of the building, or in the event of other emergency situations, proceed to the nearest exit, calling staff and patrons with you as you go. Pull the fire alarm as you exit the building.

In the case of a containable fire, such as a trash burning in a ~~waist~~waste basket, ignited food in the microwave, ect. The staff member who discovers it should attempt to put it out using a fire extinguisher.

- ~~1. Basement — at stairs leading up to Circulation~~
- ~~2. Basement — at exit door behind Cordingley Room~~
- ~~3. Basement — at exit door in SW corner of annex~~
- ~~4. First floor — outside Circulation supervisor office~~
- ~~5. First floor — at exit door in SW corner of Fiction Room~~
- ~~6. First floor — at exit door in NE corner of Kids' Place~~
- ~~7. Second floor — at stairs leading up to 3<sup>rd</sup> floor~~
- ~~8. Second floor — at exit door in SW corner~~
- ~~9. Second floor — at exit door in NE corner~~
- ~~10. Third floor — at stairs leading down to 2<sup>nd</sup> floor~~
- ~~11. Third floor — at exit door in SW corner of Genealogy Society~~
- ~~12. Third floor — at exit door leading to roof and stairwell in NE corner~~

~~In the case of a containable fire, such as trash burning in a wastebasket, ignited food in the microwave, etc., the staff member who discovers it may attempt to put it out using a fire extinguisher.~~

~~**Fire extinguishers** are found at the following locations:~~

- ~~1. Basement — in Staff Room~~
- ~~2. Basement — outside and inside the door to the annex closest to stairs~~
- ~~3. Basement — inside the door to maintenance office~~
- ~~4. Basement — in computer room~~
- ~~5. Basement — at exit door behind Cordingley Room~~
- ~~6. First floor — in SW corner outside women's restroom~~
- ~~7. First floor — behind front desk by fax machine area~~
- ~~8. First floor — in NW corner of Circulation back room~~
- ~~9. First floor — at exit door in NE corner of Kids' place~~

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- ~~10. First floor — in garage at both ends of the loading dock~~
- ~~11. Second floor — outside staff elevator~~
- ~~12. Second floor — at exit door in SW corner~~
- ~~13. Second floor — at exit door in NE corner~~
- ~~14. Second floor — on north wall under clock~~
- ~~15. Third floor — at stairs leading down to 2<sup>nd</sup> floor~~
- ~~16. Third floor — at exit door in SW corner of Genealogy Society~~
- ~~17. Third floor — in hallway between boiler room and staff workroom~~
- ~~18. Third floor — inside boiler room door~~
- ~~19. Roof — inside elevator mechanical room door~~

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# Evacuation Procedure

1. Exit the building immediately
2. Call 911
3. Proceed to staff parking lot
4. Wait for all-clear to reenter the building

If the fire alarm sounds or in the event of any other emergency situation, proceed immediately to the nearest exit, calling patrons and staff to come with you.

**The evacuation procedure should be used in any emergency situation whether fire, terrorist activity, natural disaster, person with weapons, etc.**

Exiting the building is [the](#) first priority. Do not stop to call 911. Do not do a sweep of the floor. When the alarm sounds, proceed to the nearest exit, calling people with you as you go. Exterior exit stairwells (at NE and SW corners of building) are usually the best exit strategy.

DO NOT use the interior stairwell between 2<sup>nd</sup> and 3<sup>rd</sup> floors or the elevators.

Exit the building immediately and do not re-enter until given the all clear from emergency responders.

Do not stop to lock off elevators. Firefighters will handle that when they arrive. They will need to know the location of the key to do so: in the key cabinet behind the Circ desk or with the Head of Maintenance.

If people with disabilities/wheelchairs are in the library, you may bring them with you as you exit (if possible). Get them onto the stairwell landing out of the way of traffic and continue exiting.

When clear of the building, call 911. If you have a cell phone, you can call 911 as you are exiting or when you have left the building. If not, have a neighbor call once you have exited or flag someone down from the street to have them call. Inform the 911 dispatcher of the meeting spot for people exiting the building.

All patrons will be told to meet across 3<sup>rd</sup> street in the staff parking lot so that emergency personnel will be unhindered in access to the building. Check in with your supervisor or with others in your department so everyone can be accounted for. Anyone not accounted for will be reported to the firefighters when they arrive. Staff will meet there as well and remain until given the all clear from the fire department. The staff member in charge of the library (typically the director, but in his/her absence, the staff member next in the chain of command) will stay near the front of the building, if feasible, to prevent anyone from entering the building and will

meet fire department personnel to inform them of developments in the building.

When emergency personnel have declared it safe to go back into the building, staff should return to their work areas and resume work. The staff member in charge or a member of the fire department will reset the fire alarm.

## False Alarms

In the case of a false alarm, maintenance staff or staff member in charge will:

1. Call the fire department and inform them that there has been a false alarm
2. Fire department personnel may help reset the alarm system, however staff can reset it by following these steps:
  - a. Silence the alarm by pushing 54321 on the fire alarm panel behind the front desk (If there is an entry error, press \*, then reenter 54321).
  - b. Locate the pull station used to trigger the alarm and reset it using the key located by the fire alarm panel. There is an additional key in the basement next located around the corner from the small meeting room door in Technical Services.
  - c. Return to the fire alarm panel and press 54321 to reactivate the system. After reactivation, the green “ready” light on the panel should light up
  - d. Maintenance staff or staff member in charge will make a precautionary sweep of the library before allowing people to re-enter.

For any fire alarm problems, contact Kenco at 771-1974

### Utility Shut Off Control Locations and Procedures

<u>Item</u>	<u>Location</u>	<u>Procedure</u>
<u>Main water shut off</u>	<u>NW corner of basement. <b>Green handle gate valve.</b></u>	<u>Rotate handle clockwise until tight (to shut off) will also shut off sprinklers</u>
<u>Sprinkler shut off</u>	<u>NW corner of basement. <b>Blue Gate Valve</b></u>	<u>Rotate lever clockwise ¼ turn (straight down)</u>
<u>Fire Alarm Annunciator panel</u>	<u>1st flood behind the Circulation Desk. <b>By key box in circulation.</b></u>	<u>Check to see if light located under “Ready” is lit; if not, Check for problem pull switch in</u>

		<a href="#">other areas of the building.</a>
<a href="#">Main Electrical Cut off switch</a>	<a href="#">3rd floor in the boiler room across from the entry door.</a>	<a href="#">Turn main electrical cut off switch to off (switch is labeled)</a>
<a href="#">Main gas shut off switch</a>	<a href="#">In the alley behind the dumpster. <b>Yellow pipe coming out of the ground up to a flat valve.</b></a>	<a href="#">Need a crescent wrench. turn ball valve ¼ turn counter clockwise, until holes line up.</a>
<a href="#">Oil cut off switch</a>	<a href="#">N/A</a>	<a href="#">undefined</a>
<a href="#">Security System controls</a>	<a href="#">N/A</a>	<a href="#">undefined</a>

# PANDEMIC POLICY

## Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises.

## Definitions

**Pandemic Plan:** A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

**Pandemic:** A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

**Appropriate Staffing Level:** For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or their designee.

## Library Closure

- **Public Health Mandate:** The Great Falls Public Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.
- **Discretionary Service Level Changes:** At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety. In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the City of Great Falls.

## Safety Protocols

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures according to local health conditions, state and regional recommendations, and the safety needs of the staff (e.g., wearing of gloves, wiping down work areas, installation of plexiglass barriers etc.);

- As allowed by law, requiring or recommending safety practices for staff and patrons as directed by public health or government officials on the local, county, or state level;
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Restricted access to toys and interactive activities;
- Restructuring of Library spaces to encourage social distancing;
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of some or all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library to the public while maintaining no contact services such as phone service, online services, pick-up window service and craft kit distribution.
- Complete closure of the Library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. If an employee receives medical direction to isolate, they will notify the Library Director. If they are able to work remotely, they can continue to perform job duties as assigned by their supervisor.

The Library will follow City policies regarding compensation, work from home and leave for staff impacted by the pandemic.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments. Failure to complete work-at-home assignments, without a qualifying reason (e.g., illness, FMLA, etc.), will be subject to disciplinary action, in accordance with established performance protocols.

### **Communication**

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on Library social media, signage on Library doors, information on Library digital signs and the library website.

### **Prioritization of Services**

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

Priority will be given to the following essential services:

- Information and circulation services for the public, in-person, through the pick-up window and online;
- Payroll;
- Accounts Payable;
- Facility Maintenance

**Support Services available to other City Departments.**

Based on directives from the centralized command center, remaining healthy library staff may be made available to other City departments based on needs and skill sets required from those departments. A survey of skill sets useful to other City departments will be compiled.



Library Board Meeting Date: May 28, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Great Falls Public Library FY2025 Proposed 2221 Foundation/Donation Budget
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Approve the Great Falls Public Library FY2025 Proposed 2221 Foundation/Donation Budget

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/disapprove the FY2025 Proposed 2221 Foundation/Donation 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 Proposed 2221 Foundation/Donation Budget

**Background:** The Library holds two funds within City Accounting: the 2220 Library Operational Fund and the 2221 Foundation/Donation Fund.

During the Foundation's annual budgeting process, their board approves an annual draw down from restricted endowed funds (Dorothy Lampen Thomson, John Elmer Smith, etc), as well as an expense line dedicated to Library Project Requests. The latter acts essentially like a grant application, where the Library proposes funding requests for certain projects that fall outside of the Library's operating budget, but stay within the Foundation's mission of supporting and promoting the programs of the Library, including the Library remodel design contract with Cushing Terrell.

The following proposed budget has been created through discussion with the City of Great Falls Finance Department, the Foundation director, and the management team. It is based on the budget approved by the Great Falls Public Library Foundation Board at their April meeting and the approved contract with Cushing Terrell.

After the budget is approved by the Library Board, it will go through the City of Great Falls budget process which includes the following steps.

**February**

- City Commission priority setting session held

**March – April**

- City Manager and Departments meet to discuss priorities
- Distribution of budget instructions and forms to Departments

- Departments prepare their requested budget
- Submit Above & Beyond Requests
- Travel and Training Requests

**May – July**

- Multiple meetings held between Manager, Finance Staff and Departments
- Development of City Manager’s Proposed budget
- City Manager proposed budget presented to City Commission Budget Work Session held June through July

**Significant Impacts:** Spending from the 2221 Foundation/Donation Budget will support the Library Remodel Design and other major Library projects.

**Fiscal Impact:** The 2221 Foundation/Donation fund supports Library projects throughout the year.

**Alternatives:** The Board can ask for alterations to be made to the estimated FY2025 2221 Foundation/Donation Budget.

NOTE: Foundation Approved Project funding will be requested in September 2024 and January 2025. The Board will review the projects before they are presented to the Foundation Board

**Concurrences:**

Great Falls Public Library Strategic Plan  
Great Falls Public Library Foundation Budget

**Attachments/Exhibits:**

Proposed FY2025 2221 2221 Foundation/Donation Fund budget  
Notes on Proposed FY2025 2221 Foundation/Donation Budget budget  
Library Fund Slidedeck



**Library Foundation/Donation Income**

Library 2221 Fund

	<b>FY2025 EST. BUDGET</b>	<b>FY2024 ACTUAL</b>	<b>FY2023 ACTUAL</b>	<b>FY2022 ACTUAL</b>
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	<b>OTHER INCOME</b>	\$ (1,086,508.00)	\$ (313,239.17)	\$ (335,746.76)	\$ (363,370.46)
331810	Misc. Culture & Recreation Grants	\$ -		\$ (10,000.00)	
365100	Contributions and Donations	\$ (1,035,508.00)	\$ (291,289.05)	\$ (298,313.17)	\$ (354,891.40)
365130	DL Thomson Trust	\$ (41,000.00)	\$ (10,387.76)	\$ (11,262.20)	\$ (7,778.33)
368290	Refunds and Reimbursements			\$ (10,045.00)	\$ (700.73)
371100	Regular Interest 3	\$ (10,000.00)	\$ (11,562.36)	\$ (6,126.39)	
38310	<b>REVENUE TOTAL</b>	\$ (1,086,508.00)	\$ (313,239.17)	\$ (335,746.76)	\$ (363,370.46)

**Library Foundation/Donation Expenses**

	<b>PERSONNEL SERVICES</b>	\$ 15,000.00	\$ -	\$ -	\$ -
41110	Personnel Services (Wages & Benefits)	\$ 15,000.00	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	\$ 70,500.00	\$ 67,030.16	\$ 57,215.73	\$ 35,520.15
42110	Papers & Forms				
42120	Computer Accessories	\$ 12,000.00	\$ 29,252.45	\$ 5,231.71	
421400	Instructional & Safety Supplies	\$ 24,500.00	\$ 12,120.02	\$ 19,908.11	\$ 21,961.70
42190	Other Office Supplies & Materials	\$ 17,000.00	\$ 11,283.94	\$ 28,071.95	\$ 12,158.26
42390	Other Repair & Maintenance Supplies	\$ 17,000.00	\$ 14,373.75	\$ 4,003.96	\$ 1,400.19
	<b>PURCHASED SERVICES</b>	\$ 1,098,053.00	\$ 168,546.51	\$ 245,439.63	\$ 281,552.39
433200	Books, Subscriptions, Newspapers	\$ 137,795.00	\$ 117,519.61	\$ 124,859.28	\$ 166,863.27
435500	Computer Programing	\$ 15,000.00	\$ 1,639.69	\$ 310.50	\$ 315.00
435900	Other Professional Services	\$ 907,658.00	\$ 33,134.66	\$ 92,031.52	\$ 96,567.67
437900	Misc. Travel Expenses	\$ 5,000.00	\$ 278.00	\$ 468.25	
439450	Sponsored Event--Activity	\$ 32,600.00	\$ 15,974.55	\$ 27,770.08	\$ 17,778.54
455200	Bank and Credit Card Fees	\$ -	\$ -	\$ -	\$ 27.91
	<b>OTHER</b>	\$ -	\$ -	\$ -	\$ -
45920	Refunds & Reimbursements				
	<b>CAPITAL OUTLAY</b>	\$ 20,000.00	\$ -	\$ -	\$ -
49310					
	<b>EXPENSES TOTAL</b>	\$ 1,188,553.00	\$ 235,576.67	\$ 302,655.36	\$ 317,072.54

	<b>Total Revenue</b>	\$ (1,086,508.00)	\$ (313,239.17)	\$ (335,746.76)	\$ (363,370.46)
	<b>Total Expense</b>	\$ 1,188,553.00	\$ 235,576.67	\$ 302,655.36	\$ 317,072.54
	<b>UNDER/OVER BUDGET</b>	\$ 102,045.00	\$ (77,662.50)	\$ (33,091.40)	\$ (46,297.92)

## NOTES FOR PROPOSED FY2025 ESTIMATED BUDGET 2221 LIBRARY FOUNDATION/DONATION FUND:

### REVENUE:

**36500 CONTRIBUTIONS AND DONATIONS (\$1,011,508.00):** The Library 2221 fund receives revenue from various contributions and donations.

- **FOUNDATION APPROVED PROJECTS (\$144,900.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating \$144,900 for Foundation Approved Projects. The Library request funds for projects at the September and January Foundation Board meetings. The projects are reviewed by the Library Board before the requests are made to the Foundation.
- **BOOKMOBILE FUNDING (HOTSPOT) (\$3,000.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating \$3,000 to support the Bookmobile Hotspot.
- **WHITMEYER FUND (\$300.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating \$300.00 from the Whitmeyer fund to support purchase of Library books.
- **JONES FUND (\$650.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating \$650.00 from the Jones fund to support purchase of Library books for youth.
- **JOHN ELMER SMITH FUND (\$2,500.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating \$2,500.00 from the John Elmer Smith fund to support purchase of Western materials (books, CDs or DVDs).
- **CORDINGLEY FUND (\$2,000.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating \$2,000.00 to the Library. These funds are unrestricted.
- **BOOK-A-THON (\$60,000.00):** Every Fall the Foundation conducts the Book-A-Thon which raises funds specifically for materials and programs for youth. (One year the Foundation combined the Book-A-Thon with requests to fund the purchase of the new Bookmobile.) The estimated revenue is derived from past income trends.
- **LIBRARY DESIGN REMODEL FUNDS (\$756,158.00):** Both the Library Board and the City Commission have approved the contract with Cushing Terrell in the amount of \$873,158.00 for the design of the Library Remodel. 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 the 2221 Library Foundation/Donation fund in a project designated to the Library remodel. As Cushing Terrell submits invoices, the Library will use existing funds and then request funds from the Foundation as needed to pay the invoices. The estimated revenue is derived from the cost of the contract.
- **DONATIONS FOR MATERIALS IN HONOR OR MEMORY (\$5,000.00):** Several members of the community provide donations to the Library in honor or memory of a loved one. For donations of \$30 or more a bookplate may be placed in purchased materials. The estimated revenue is derived from past income trends.
- **DIRECT DONATIONS (\$4,000.00):** Some organizations and members of the community make donations directly to the Library rather than through the Foundation. The estimated revenue is derived from past income trends.
- **SUMMER READING (\$2,500.00):** Some organizations and members of the community generously make donations directly to the Library specifically to support our Summer Reading program. The estimated revenue is derived from past income trends.
- **TOWN PUMP GRANT (\$1,000.00):** Town Pump generously supports Libraries and summer reading programs. We expect to receive another Town Pump Grant in FY2025.
- **EVENT SPONSORSHIPS (\$1,000):** Community members and organizations sometimes sponsor Library programs (such as Summer Music in the Park).
- **TRAINING DONATION (\$2,500.00):** The Davidson Family Foundation has generously supported the Library with an annual gift of \$2,500 to support staff training.
- **ARPA FUNDING FROM CASCADE COUNTY (\$20,000):** We have a signed contract with Cascade County for them to support the replacement of the Library's front door. Once the work has been done, we will invoice Cascade County for the expenses incurred.
- **FAMILY FOUNDATION GRANT (\$30,000.00):** The Library Foundation was approached by a Family Foundation seeking to support an early literacy project. The Foundation Director submitted a concept paper in March and

has been invited to submit a full application. The proposed \$30,000 project would fund a part-time staff person to provide early literacy program outreach—providing Story Time and Toddler Time in local daycare centers.

**36513 DL THOMSON TRUST (\$41,000):** The Library 2221 fund receives revenue from interest generated from the funds donated by Dorothy Lampen Thomson. In 2021, the Foundation received the final donation of \$400,000.00 from the Dorothy Lampen Thomson estate. At their April 2024 meeting, the Foundation Board passed a budget allocating \$21,000 to support cultural programming and \$20,000 to support the purchase of nonfiction items.

**37110 REGULAR INTEREST (\$10,000)** The Library receives revenue from interest generated on the Library 2221 Fund account. Increased interest rates greatly increased the regular interest revenue for FY2024. The estimated revenue is derived from past income trends.

#### **EXPENSES:**

**41110 PERSONNEL SERVICES (\$15,000.00):** The Library Foundation was approached by a Family Foundation seeking to support an early literacy project. The Foundation Director submitted a concept paper in March and has been invited to submit a full application. The proposed \$30,000 project would fund a part-time staff person to provide early literacy program outreach—providing Story Time and Toddler Time in local daycare centers. (We have been in conversation with HR & Fiscal. If the project is funded, there is a plan in place to hire a Library Outreach Specialist for a 12-month temporary position. The project would start in January of 2025 so ½ of the \$30,000 funding would be spent in FY2025.)

**421200 COMPUTER ACCESSORIES (\$12,000.00):** Information Technology expenses are charged to computer accessories. Expenses for that department include all the hardware, software and accessories for staff and public computers and technology. Funding will come from the following sources.

- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$10,000 on computer accessories. (In FY2024, the Foundation funded the replacement of all of the Library’s computers for the Public.)
- **DIRECT DONATIONS:** We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to \$2,000 on computer accessories.

**421400 INSTRUCTIONAL & SAFETY SUPPLIES (\$24,500):** Expenses for Youth Services programs are charged to instructional & safety supplies. Expenses for that department include speakers, puppet shows, program sponsorships, program supplies, craft supplies etc. Funding will come from the following sources.

- **BOOK-A-THON FUNDS:** \$15,000 of the Book-A-Thon revenue is budgeted to Youth Services programming costs.
- **SUMMER READING (\$2,500.00):** All of the Summer Reading donations will be used to support Youth Services programs.
- **TOWN PUMP GRANT (\$1,000.00):** All of the Town Pump funds will be used to support Youth Services programs—specifically the Library Loot Boxes program.
- **FOUNDATION APPROVED PROJECTS (\$6,000):** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$6,000 for Youth Services programs.

**421900 OTHER OFFICE SUPPLIES AND MATERIALS (\$17,000):** Expenses for Library Administration are charged to other office supplies and materials. Expenses for that department include purchases of paper, office supplies, name tags, staff furniture, etc. Funding will come from the following sources.

- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$15,000 for other office supplies and materials.
- **DIRECT DONATIONS:** We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to \$2,000 on other office supplies and materials.

**42390 OTHER REPAIR & MAINTENANCE SUPPLIES (\$17,000):** Expenses for custodial supplies and repairs are charged to other repair & maintenance supplies. Funding will come from the following sources.

- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$15,000 on other repair and maintenance supplies.

- **DIRECT DONATIONS:** We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to \$2,000 on other repair and maintenance supplies.

**43320 BOOKS, SUBSCRIPTIONS, NEWSPAPERS (\$139,925.00):** The Board approved the materials budget at their March meeting. Including the funds for the books, subscriptions, newspapers line. A significant portion of our physical and electronic materials are purchased using 2221 Funds. Funding will come from the following sources.

- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but we plan on asking for funding to support the collection budget including \$24,745.00 to support our print materials purchases, \$3,000 to fund a yearly subscription to the Chilton AutoRepair Database, \$6,000 to fund a yearly subscription to Mango Languages, \$15,500 to fund a yearly subscription to LinkedIn Learning. The Foundation has already allocated \$15,600 to support the MontanaLibrary2Go Advantage program for FY2025.
- **DESIGNATED FUNDS:** At their April 2024 meeting the Foundation Board designated funding from several sources to support materials purchases including \$20,000 from the Dorothy Lampen Thomson Fund, \$300 from the Whitmeyer fund, \$650 from the Jones Fund and \$2,500 from the John Elmer Smith Fund.
- **BOOK-A-THON FUNDS:** \$45,000 of the Book-A-Thon revenue is budgeted to purchasing materials for youth.

**43550 COMPUTER PROGRAMING (\$15,000.00):** Expenses for software contracts and maintenance agreement expenses are charged to computer programming. Funding will come from the following sources.

- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$15,000 on computer programming.
- **DIRECT DONATIONS:** We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to \$2,000 on computer programming.

**43590 OTHER PROFESSIONAL SERVICES MISC (\$903,158):** Contracts for services such as background checks, snow removal, professional repair etc. are charged to other professional services misc. Funding will come from the following sources.

- **LIBRARY REMODEL DESIGN PROJECT:** The Library has \$117,000 in the 2221 Library Remodel Design Project. The Foundation is committed to funding the \$756,158.00 of the rest of the Cushing Terrell Library Remodel Design contract costs.
- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$25,000 on other professional services.
- **DIRECT DONATIONS:** We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to \$2,000 on other professional services.
- **DESIGNATED DONATIONS:** We are working on a project to install a memorial bench in the Library park. We estimate that it will cost approximately \$7,500

**43790 MISC TRAVEL EXPENSES (\$5,000.00):** Expenses for staff and board travel and training are charged to miscellaneous travel expenses. Funding will come from the following sources.

- **TRAINING DESIGNATED DONATIONS:** We regularly receive funding from the Davidson Family Foundation for staff/board training. During the years of COVID, we did not spend much on training because conferences and in-person training was not available. We plan on sending at least one staff person to Leadership Great Falls next year and a significant number of staff to the Montana Library Association conference or other training opportunities.

**439450 SPONSORED EVENT—ACTIVITY (\$32,600):** Expenses for adulting programing are charged to sponsored event-activity. Funding will come from the following sources.

- **FOUNDATION APPROVED PROJECTS:** We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to \$10,000 sponsored event-activity
- **MEMORY CAFÉ:** We previously received a grant from the Geriatric Training Center to support the Memory Café. We expect to continue to spend around \$600 to support our annual Memory Café costs.
- **DOROTHY LAMPEN THOMSON FUNDS:** At their April 2024 meeting, the Foundation Board passed a budget allocating \$21,000 to support cultural programming

- **SPONSORSHIPS & DONATIONS:** There are several organizations that provide funding as sponsors of specific Library programs. We expect to continue to use \$1,000 in sponsorship funds to support adult programming.

**49310 CAPITAL OUTLAY (\$20,000.00):** Expenses for capital improvements are charged to capital outlay. Funding will come from the following sources.

- **COUNTY ARPA FUNDING:** We have a signed contract with Cascade County for them to support the replacement of the Library's front door. Once the work has been done, we will invoice Cascade County for the expenses incurred. We will start the door project once the Library remodel design is completed.

Operational Budget  
2220

**Revenue:**  
Tax Revenue (From Levies)  
County Support  
State Support  
Changes for Services  
Donations (Book Sale)



**Expenses:**  
Personal Services  
Supplies  
Purchased Services  
Internal Service Charges

Funds	City Commission	Administration	Fire	Finance	Human Resources	Legal Services	Municipal Court	Public Library	Park and Rec	Planning & CD	Police	Public Works	Special Districts
General	x	x	x			x	x		x		x		
<b>Special Revenue Funds</b>													
COVID Recovery		x											
Park & Rec Special Revenue									x				
Parkland Trust									x				
Library							x						
Library Foundation							x						
Planning & Community Develop.										x			x
Central MT Ag Tech TID													x
Airport TID													x
Downtown TID													x
East Industrial Ag Tech TID													x
Economic Revolving													x
Permits										x			
Natural Resources									x				
Portage Meadow									x				
Park Maintenance District									x				
Street District												x	
Support & Innovation													x
Gas Tax BARSA												x	
911 Special Revenue											x		
Police Special Revenue											x		
HIDTA Special Revenue											x		
Fire Special Revenue			x										
Federal Block Grant				x									
Federal HOME Grant				x									
Street Lighting Districts													x
<b>Debt Service Funds</b>													
Soccer Park GO Bond													x
West Bank TID													x
Downtown TID Bonds													x
Improvement District Revolving													x
Master Debt SILD													x
General Obligation Taxable Bond													x

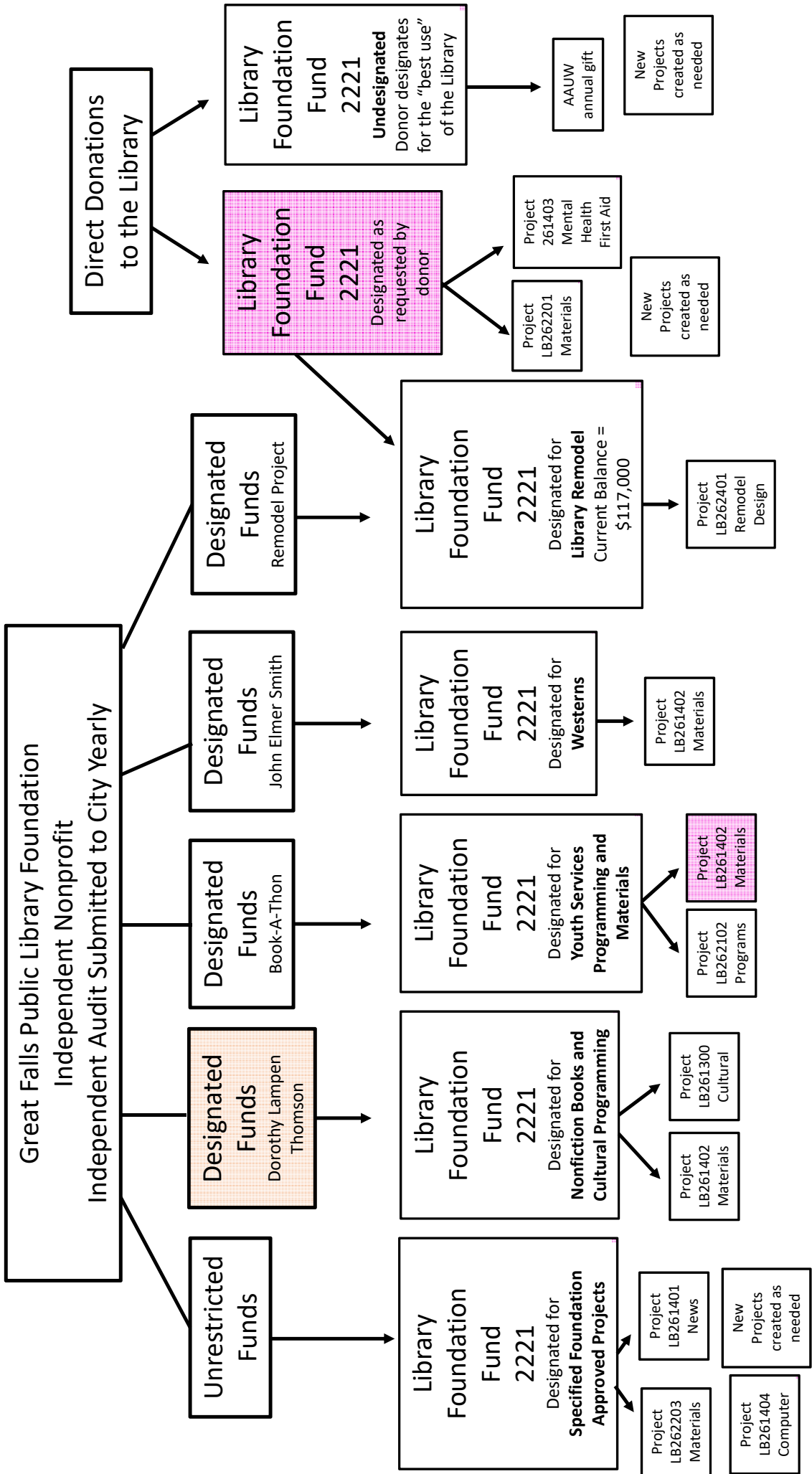
Funds	City Commission	Administration	Fire	Finance	Human Resources	Legal Services	Municipal Court	Public Library	Park and Rec	Planning & CD	Police	Public Works	Special Districts
General	x	x	x			x	x		x		x		
<b>Special Revenue Funds</b>													
COVID Recovery		x											
Park & Rec Special Revenue								x					
Parkland Trust								x					
Library							x						
<b>Library Foundation</b>							x						
Planning & Community Develop.									x				
Central MT Ag Tech TID													x
Airport TID													x
Downtown TID													x
East Industrial Ag Tech TID													x
Economic Revolving													x
Permits										x			
Natural Resources									x				
Portage Meadow									x				
Park Maintenance District									x				
Street District												x	
Support & Innovation													x
Gas Tax BARSA												x	
911 Special Revenue											x		
Police Special Revenue											x		
HIDTA Special Revenue											x		
Fire Special Revenue			x										
Federal Block Grant													
Federal HOME Grant													
Street Lighting Districts													x
<b>Debt Service Funds</b>													
Soccer Park GO Bond													x
West Bank TID													x
Downtown TID Bonds													x
Improvement District Revolving													x
Master Debt SILD													x
General Obligation Taxable Bond													x

Foundation/Donation budget  
2221

**Revenue:**  
Donations (Direct to Library)  
Foundation Approved Projects  
Donor Designated Foundation  
Funds



**Expenses:**  
Projects designated by donor  
Foundation Approved Projects  
Best Use (various projects)





### Director's Itinerary: April 2024

Mon.	April	1	Local Area Council on Mental Health 1:30 pm
Tues.	April	2	Management Team Meeting 9:00 am Downtown Safety Alliance Meeting 10:00 am Rotary Meeting 12:00 pm Staff Supervision Meeting 3:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	April	3	Staff Supervision Meeting 10:00 am Library Video meeting 11:00 am Staff Supervision Meeting 2:00 pm Communications meeting 3:00 pm
Thurs.	April	4	Staff onboarding meeting 10:00 am Staff onboarding meeting 1:00 pm Staff onboarding meeting 2:00 pm
Fri	April	5	Public Services Meeting 9:00 am Staff onboarding meeting 10:00 am Film Alzheimer's Video 2:00 pm
Tues.	April	9	Paris Gibson Committee 7:30 am Management Team Meeting 9:00 am Department Head Meeting 10:00 am Operations Budget Entry Training 2:00 pm Library Video Filming 4:30 pm No Small Matter Screening 6:00 pm
Weds.	April	10	Continuum of Care Meeting 9:00 am Communications meeting 10:00 am Crime Prevention Through Environmental Design (Downtown Safety Alliance) 12:00 pm
Thurs.	April	11	Alzheimer's Action Team meeting 12:30 pm Staff Supervision Meeting 2:00 pm Sober Life Book Club 6:00 pm
Fri	April	12	Public Services Meeting 9:00 am Website redesign meeting 10:00 am City/Library Renegotiation Meeting 11:00 am
Sat.	April	13	Circulation Desk 1:00 pm Circulation Desk 3:00 pm – 5:00 pm
Mon.	April	15	Partners Meeting 2:00 pm
Tues.	April	16	Management Team Meeting 9:00 am City Manager monthly one-on-one meeting 10:00 am Rotary Meeting 12:00 pm Commission Work Session 4:00 pm City Commission Meeting 7:00 pm (Cushing Terrell Contract)
Weds.	April	17	Department Head Breakfast 8:00 am – 10:00 am Staff Supervision meeting 10:30 am Communication Meeting 3:00 pm Wendt Graphics Meeting 2:00 pm Travel to Butte for Montana Library Association Conference Butte Library Reception
Thurs.	April	18	Montana Library Association Conference
Fri	April	19	Montana Library Association Conference
Sat.	April	20	Montana Library Association Conference
Tues.	April	23	Management Team Meeting 9:00 am Rotary Meeting 12:00 pm MontanaLibrary2Go Selection Team Meeting 1:30 pm <b>Board Meeting 4:30pm</b> Page Forward Tuesday Book Club 7:00 pm
Weds.	April	24	Personnel Budget Software Training 9:00 am – 11:00 am Staff supervision meeting 11:30 am

			Access to Health meeting 12:30 pm Wendt Website meeting 2:30 pm
Thurs.	April	25	Juneteenth Planning Meeting 8:00 am Communication meeting 10:00 am Quarterly Meeting of the Minds (Library, History Museum, Genealogy Society) 12:00 pm City/Library Renegotiation Meeting 2:00 pm – 4:00 pm
Fri	April	26	Rethinking Libraries 4:00 pm Public Services Meeting 9:00 am Wendt Website meeting 1:00 pm Staff onboarding meeting 2:00 pm Staff onboarding meeting 3:00 pm
Mon.	April	29	KRTV interview about Library 4:00 pm Staff supervision meeting 9:00 am Renegotiation Committee meeting 11:00 am Foundation Quarterly meeting 5:00 pm
Tues.	April	30	Management Team Meeting 9:00 am Department Head Meeting 10:00 am No More Violence Debrief meeting 1:00 pm Alzheimer’s Workshop—Support 3:00 pm

**Next Library Board Meeting is June 26, 2024 4:30 pm**

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*April 2, 2024*

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

*Absent:*

*Next Meeting:* April 9, 2024; 9:00am; Montana Room

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### **SUSIE**

- Susie will be out of the office for MLA April 17-20<sup>th</sup>
- Susie will be out of the office May 16-18
- Susie stated that everyone needs to make people feel safe. Everyone must take responsibility to enforcing the patron behavior policy. Please remember to go in pairs when approaching patrons.
- Susie discussed the budget info, she will be presenting to the board in April.
- A discussion was had regarding having All Staff meetings every quarter.
- Bob and John will be working days; Steve will be working evenings.
- John will be out of the office April 15-18 for training.

### **TREVA**

- Treva is working on end of Fiscal Year stuff.
- Treva will be out of the office next week.

### **SARA LP**

- Lukas and John have started. They will be working Monday-Friday this month for training.
- Sara will be out of the office for several days in May. A discussion was had on who will cover one of her Tuesday night shifts. It was decided that Sara K will cover her Tuesday shift, while Susie will cover the Wednesday night shift, and Treva will cover the Thursday night shift.
- Sara reminded everyone that next week is Library Appreciation Week.

### **SARA K**

- Payten started yesterday. Sara will be training her over the next few weeks.
- Sara will be taking Friday's off during the month of April.
- Sara is working on her Manager presentation at this month's board meeting.

### **AARON**

- Aaron had nothing to report.

**BOB**

- Bob informed us that a new Experience Works person has started. He goes by Fly.

**RAE**

- Drew and Xander have started.
- Rae will be out of the office tomorrow morning.
- No More Violence week is next week.
- Rae will be out of the office next Friday.
- The new story walk will be installed this week.
- The new session of D&D will be beginning. There are no openings. If you know anyone that might want to be a DM, please let Rae know.

**SARAH C**

- Sarah gave an overview of the events happening in April.
- A discussion was had on a second staff Fentanyl training after all the new hires have started.

**JAKE**

- Jake informed us that the new staff spotlight was up.
- Jake is finishing up on the staff videos.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*April 9, 2024*

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

*Absent:* Treva Higgins, Rae McFadden

*Next Meeting:* April 16, 2024; 9:00am; Montana Room

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### **SUSIE**

- Susie has a department head meeting today.
- Susie will be out of the office Wednesday afternoon to support No More Violence Week.
- Jake and Susie are working on the website content.
- Susie will present the operational budget to the board at the board meeting this month.

### **TREVA**

- Treva was not present.

### **SARA LP**

- Sara will be out of the office tomorrow.
- Elizabeth started yesterday.
- Sara discussed the fun activities she has planned for the week.
- The Safety Specialists voiced concerns with the outlets in kids place and the Cordingley room. Since young children frequent both spaces they recommended outlet covers be installed.

### **SARA K**

- Informed us of an online newspaper database that we might be able to subscribe to.
- Our newspaper tablets are ready, Sara is waiting for the mounting supports to arrive.
- Sara will be out of the office Friday and Monday.

### **AARON**

- Aaron reminded everyone that timesheets are due Thursday.

### **BOB**

- Bob will be out of the office tomorrow morning.
- John will be out of the office next week for boiler training.
- Bob, John, and Fly will be working on cleaning up the park this week.
- A discussion was had on where to stack the landscaping stones until they are ready to be placed.

**RAE**

- Rae was not present.

**SARAH C**

- Sarah informed us that AWARE will be at the library on Monday.
- Thursday is the museum showcase.
- Leadership Great Falls will be here on the 18<sup>th</sup>.
- On the 25<sup>th</sup>, Stacy Zins will be doing a presentation on drugs.
- Sarah is working on confirming the dates for the Mental Health First Aid workshop.

**JAKE**

- Jake has begun posting the staff library videos he has been working on.
- Jake is moderating comments being made on the Facebook posts.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*April 16, 2024*

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

*Absent:*

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

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### **SUSIE**

- A discussion was had regarding random drug testing.
- The procurement is this evening at the Commission meeting.
- Susie will be leaving early on Wednesday to attend the MLA conference. She will be back on Tuesday.
- Susie thanked everyone for their hard work for National Library week.
- Susie is working on the website redesign
- Susie asked managers to come up with what they would like their schedules to be when we open 7 days a week.
- Susie informed everyone that they need to set up their OKTA account for ASPeN.
- New logo reveal is coming up. There will be strong standards associated with it.
- A discussion was had regarding the parking situation.
- John will be out of the office this week to attend boiler training.
- If you come in early for your shift, please do not distract people that are already on their shift.
- A discussion was had regarding auto renewals through MSC.

### **TREVA**

- Treva led a discussion on moving all Classics from the Fiction room to the 2<sup>nd</sup> floor.

### **SARA LP**

- Sara informed us that Heather and Amma will be attending the board meeting Tuesday night.
- Wednesday the 24<sup>th</sup> is the next new staff city training. A discussion was had on if all employees should go and not just the new hires.
- Sara will be working a ½ day on the 18<sup>th</sup> and ½ day on the 26<sup>th</sup>.

### **SARA K**

- Sara is back from Vacation and playing catch-up.
- There is an issue with the Freeze software. She is working on it.
- Payten is continuing her training.

**AARON**

- Aaron hopes to take tomorrow off.

**BOB**

- Bob had nothing to report.

**RAE**

- Rae will be reaching out to managers to schedule time to meet with her new hires.
- Rae will be out of the office next week.

**SARAH C**

- Sarah will be in and out all week.
- She will be working a ½ day Friday; and will be in on Saturday and Sunday. She will be taking the Monday after off.
- Sarah gave updates on the upcoming programs.

**JAKE**

- Jake handed out a draft for the staff section of the website.



# MANAGEMENT TEAM MEETING

## Meeting Minutes

*April 23, 2024*

*Present:* Sarah Cawley (via SLP cell), Treva Higgins, Sara Kegel, Aaron Kueffler, Sara Linder-Parkinson, Susie McIntyre, Bob Miller, Jake Sorich

*Absent:* Rae McFadden

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

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### SUSIE

- Susie will be on vacation in May, she will need board stats earlier than usual.
- MLA conference went well.
- Susie is working on a new Dress Code policy.
- A discussion was had regarding the overflow of people needing to use the first-floor bathrooms.
- A discussion was had on the new logo implementation. Please start looking at files you have saved on your computer with the old logo. If you need guidance and changing the logos, please talk to Jake.
- Susie informed us that the remodel contract was approved at the City Commission meeting.
- Susie will be leaving early on Tuesday, and will be in Helena on Wednesday.
- A discussion was had on moving Sarah C's office to the second floor. She would move into the Game Room. It was an office in the past. This would allow her to be more accessible to the public. In addition, the Safety Specialist could move into her old space that is shared with Jake. It was also discussed on where the Community Paramedic and Health Care navigator would set up of this happens.

### TREVA

- Treva had nothing to report.

### SARA LP

- Sara informed us that she will be making adjustments in When I Work.
- Amanda and Dan will be working 7a-4p shifts starting Friday.
- Sara will be out Thursday afternoon. She will also be leaving early on Friday.
- Liz and Heather will be attending the Board meeting this evening.
- New City Employee orientation is this Thursday from 12p-5p
- May 9<sup>th</sup> and 10<sup>th</sup> are the Mental Health workshop days, some of the Public Services staff will be attending.
- Sara and Treva will be switching closing nights next week.

**SARA K**

- Sara informed us that the newspaper tablets are being set-up
- Payten is researching why the second-floor charging station isn't working.
- The extra work station for Circ is ready.
- Sara will be presenting at the board meeting this evening.

**AARON**

- Aaron reminded everyone that timesheets are due Thursday.

**BOB**

- Bob informed us that the band shell will be coming down Wednesday or Thursday this week.
- John is back from his training.

**RAE**

- Rae was not present.

**SARAH C**

- Sarah will not be in the office today, and will be busy tomorrow.
- Sara will be out of the office on Friday.
- Sarah and Sara LP worked the Scheels After Hours event. They signed up 20 new people for library cards. A discussion was had regarding future events.
- A full day Alzheimer's workshop is Thursday.
- April 29<sup>th</sup> is Give Great Falls.

**JAKE**

- Jake informed us that three press releases went out today.
- Jake is working on updating the logo on items.
- Amanda's book review has been sent over to the Daily Montanan.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*April 30, 2024*

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

*Absent:*

*Next Meeting:* May 7, 2024; 9:00am; Montana Room

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### **SUSIE**

- Susie will be in and out of the office today.
- The foundation had their quarterly meeting last night. The next FAP ask is in September. We will need to present to the board in August. Please have your ideas (including pricing) to Susie before August.
- A discussion was had regarding an incident that took place in the server room. If you are in the basement and see the server room door open, please close it and lock it, and let Susie know immediately.
- Website redesign is underway. Susie is working on a FAQ section.
- A discussion was had regarding incident reports. If you are the primary person in the incident, then you write up the incident report. If two or more people are involved, you fill out your comments and pass it on to the others involved to record their comments.
- Susie informed us that the auto renewal will go live in June.
- A discussion was had regarding a new dress code

### **TREVA**

- Treva informed us that maps were found in the map cases in the basement. The GF Genealogy Society will do an inventory on them
- The History Museum sent over a list of books originally donated by Paris and Valeria Gibson. Two books have been located.

### **SARA LP**

- Sara had nothing to report.

### **SARA K**

- Sara informed us the newspaper tablets are ready to be placed on the second floor.
- Tom from IT will be coming to take a look at the Credit Card machine this week.

### **AARON**

- Aaron had nothing to report.

**BOB**

- Bob informed us that the MAYpril Community Group will be over on Friday at 10am to volunteer.

**RAE**

- Rae informed us that the new story walk will be installed this week.
- We received a Town Pump Grant for this year's Summer Reading Loot Boxes.

**SARAH C**

- Sarah informed us Give Great Falls is this week.
- The Alzheimer's workshop is today.
- Tomorrow is the Estate Planning workshop.
- Thursday Sarah will be attending the Business After Hours.
- Lots of events happening in May.
- Still spots open in the Mental Health First Aid workshop.
- A discussion was had regarding partitions in the lobby area for when Sarah moves into the game room.
- Friends of the Library Book sale begins next week

**JAKE**

- Jake is working on placing the new logo on all the forms.
- Website redesign is making progress.
- Jake is working on the Staff Spotlight for books as well as the staff spotlight on the wall.



Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library June 2024 Events

### Art in the Library – Dawn Sievers and Friends

**When:** Through the month of June

**Where:** Great Falls Public Library, 1<sup>st</sup> and 2<sup>nd</sup> Floor

**What:** Local artist Dawn Sievers and her artist friends will be displaying their works in the Library through May and June.



### Memory Café

**When:** Tuesday, June 4, 12:30 to 2 pm

**Where:** Ryan Dam Island

**What:** Picnic at Ryan Dam! Meet us on the island at Ryan Dam for a nice picnic in the sunshine. GFPL will provide some sandwiches for Memory Café attendees, and attendees will bring sides and desserts.

### Library Summer Bash

**When:** June 8, 3 to 6 pm

**Where:** Outside in Library Park (Weather permitting)

**What:** Join the Great Falls Public Library staff, volunteers, and community partners in the Library Park for a fun afternoon in the sun! We are throwing a party to celebrate the beginning of the summer, and we cannot wait to show off some of our new changes, opportunities, and so much more!!

Clint Reimann will be playing music from 3 to 5 pm and several food trucks have been invited if you get hungry. At 5, Jamie Ford will discuss the importance of Libraries today. He also will be selling his books and signing them with Cassiopeia Books.



### Political Polarization Presentation by Aedan Bingham



**When:** Tuesday, June 11, 7 to 8 pm

**Where:** Cordingley Room

**What:** Aedan Bingham is a recent graduate of C.M. Russell High School and is planning to attend Worcester Polytechnic Institute in Massachusetts this fall. For this program, Aedan will be leading a discussion based on hours of research regarding political polarization. He plans on informing attendees on this research, how to expand our knowledge while also discussing the ins and outs of politics.



Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

### Great Falls Public Library June 2024 Events

#### Emergency Services' Mobile Integrated Healthcare

**When:** June 14 and 28, 2 to 3 pm

**Where:** First Floor Display area

**What:** Great Falls Emergency Services, as part of the Mobile Integrated Healthcare Program, will be at the first-floor display table to offer blood pressure checks, pulse oximetry checks, blood glucose checks, medical referrals, medication checks and will answer other medical questions as needed.



#### Summer Music in the Park for June

**When:** Tuesday June 18, 7 to 9 pm

**Where:** Library Park (North of Library)

**What:** Music from Joel Corda

**When:** Tuesday June 25, 7 to 9 pm

**Where:** Library Park (North of Library)

**What:** Music from the Wilbur Rehmann Quintet



**Joel Corda**

June 18  
7 PM



**Wilbur Rehmann Quintet**

June 25  
7 PM

Bring a chair or a blanket and enjoy these FREE performances in the Library Park. Select food vendors will be on site!! Thanks to our Sponsors:



[tdsfiber.com](http://tdsfiber.com)

**SCHEELS**

**Bravera Bank**

**First Interstate Bank**

**Montana Credit Union**



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## Great Falls Public Library June 2024 Events



### Montana Women Vote Voter Registration

**When:** June 19 and 26, noon to 4 pm

**Where:** Display table on first floor

**What:** Montana Women Vote will be at the library every other Wednesday to register people to vote on the first floor near the front window display table. This service is free and open to anyone who is a resident of Great Falls.

### Philip Page Cowboy Storytelling presented by Humanities Montana

**When:** Thursday, June 27, 7 to 8 pm

**Where:** Cordingley Room

**What:** Through Cowboy Music and Authentic Storytelling, Philip Page educates audiences about Montana's early rich history. It's been said music is a bridge between emotions and actual thoughts and endless visions of the mind. Music can inspire humanity and proper stewardship of one of the most beautiful places on the planet, Montana.



### Juneteenth Celebration with the Great Falls Public Library

**When:** Saturday, June 22, Noon to 3 pm

**Where:** Gibson Park Bandshell

**What:** Join us for a community party to celebrate the end of slavery in the United States! There will be an educational program, FREE food, music, games and great community time. Thank you to our partners YWCA, Alexander Temple, Great Falls Parks & Rec, and Malmstrom Air Force Base.

### Blood Drive with Cascade City County Health Department

**When:** June 17 from 9:30 am to 6 pm

**What:** Registration/Blood Drive details to come soon.



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## Great Falls Public Library June 2024 Events

### June Book Clubs

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



#### Page Forward Saturday with Debbie

**When:** June 8, 10 to 11 am

**Where:** Small Meeting Room

**What:** Discussion of *The Swan Keeper* by Milana Marsenich



#### City Employee Book Club (Open to City of Great Falls employees)

**When:** June 10, Noon to 1 pm

**Where:** Small Meeting Room

**What:** Discussion of *The Bartender's Tale* by Ivan Doig



#### Page Forward Tuesday with Susie - 4th Tuesday

**When:** June 25, 7 to 8 pm

**Where:** Great Falls Public Library, 3<sup>rd</sup> floor Montana Room

**What:** Discussion of *Run Rose Run* by Dolly Parton and James Patterson



#### Silent Book Club at Luna Coffee, 3<sup>rd</sup> Saturday

**When:** June 15, 10 am to noon

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

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





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## Great Falls Public Library June 2024 Events



### A.J. Otjen author of 'Burned Over: The Survival of Montana Fireman Dan Steffensen,' book signing

**When:** Wednesday, June 26, 4 to 5 pm

**Where:** Cordingley Room

**What:** Montana author A.J. Otjen comes to the Great Falls Public Library to discuss, and sign copies of her newest book ***Burned Over: The Survival of Montana Fireman Dan Steffensen***. The book takes the reader inside one firefighter's solitary struggle with life and loss and how it intertwines with the job and communities he loves and serves.

## YOUTH SERVICES EVENTS

### June Story Times

**When:** Wednesday and Thursday mornings, 10:30-11:30 on June 5, 6\*, 13, 20, 27

**Where:** Cordingley Room (basement)

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

**Description of Event:** Preschoolers and their families are invited to join us in the Cordingley Room (basement) to build early literacy skills with songs, movement, and a great story.

\*Summer Reading starts **June 6!** Please see our website calendar for a complete list of special events, including Montana Wildlife Storytimes on Wednesday mornings this June and special guests, including one mermaid, several dragons, and multiple musicians, on Thursday mornings!





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## Great Falls Public Library June 2024 Events



### Summer Reading Kick-Off

**When:** Thursday, June 6, 12:30-3

**Where:** Cordingley Room (basement)

**Audience:** Kids and teens of all ages and their families and caregivers

**What:** Celebrate Great Falls Public Schools' last day and the start of Summer Reading by **decorating a free tote bag** and **getting signed up for Summer Reading**.

Meet staff from the **United States Forest Service** and **Montana Fish Wildlife and Parks** to find out more about safe outdoor recreation this summer in the Last Best Place!

The Great Falls Public Library Youth Services Department will offer four different reading challenges to keep kids and teens reading and learning all summer long! Click below for more information:

[Summer Reading challenges for kids birth to 12](#)

[Summer Reading challenges for teens 12 to 18](#)

### June Toddler Times

**Date and Time of Event:** Friday mornings from 10:30 to 11:15 am on June 7, 14, 21, and 28

**Where:** Cordingley Room (basement)

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

**What:** Babies, toddlers, and their families are invited to join us in the Cordingley Room (basement) to build early literacy skills with songs, movement, lap bounces, and a great story.

June's theme is Dinosaurs.





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## Great Falls Public Library June 2024 Events

### Smokey Bear Storywalk with the Lewis & Clark Interpretive Center

**Date and Time of Event:** Friday, June 7 to Wednesday, July 31

**Location of Event:** Gibson Park

**Audience:** Community members of all ages

**What:** Take a stroll in Gibson Park this June and celebrate the 80<sup>th</sup> birthday of Smokey Bear, the beloved mascot of the United States Forest Service, and learn more about what you can do to prevent wildfires. This Storywalk was created by Forest Ranger Cortney Reedy from the Lewis & Clark Interpretive Center.



### Youth Chess Club

**When:** Friday evenings, 3-4pm on June 7, 14, 21, and 28

**Where:** Cordingley Room (basement)

**Audience:** Kids and teens 8-18

**What:** Chess is an ancient game of strategy that teaches patience, concentration, problem-solving, and social skills. Join us at Youth Chess Club this June to make new friends and learn how to play!

A snack will be provided. Please contact Youth Services staff in case of food allergies or dietary restrictions.

### Lego Club

**When:** Tuesdays, 10-11am on June 11, 18, and 25

**Where:** Cordingley Room-Basement

**Audience:** Kids and teens 5 and up and their families

**What:** Expand your creativity and build with new friends! Please leave your own Legos at home, we have enough for everyone here!





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## Great Falls Public Library June 2024 Events



### Montana Wildlife Storytime

**When:** Wednesdays, 10:30-11:30 on June 12, 19, and 26

**Location of Event:** Cordingley Room

**Audience:** Preschoolers 2 ½ to 5 and their families and caregivers

**What:** This June, learn more about the wild and wonderful animals of the Last Best Place at our Montana Wildlife Storytime.

This program will feature wildlife trunks from Montana Fish Wildlife and Parks. For more information about educational resources from Montana State Parks, please visit:

<https://fwp.mt.gov/stateparks/education-resources>

### Summer Camp Adventure Crafts

**When:** Wednesday, June 12, 1 to 2pm

**Where:** Cordingley Room-Basement

**Audience:** Kids 5-12 years and their families

**What:** This summer, the adventure begins at your library! Join us on Wednesday afternoons for 6 weeks of hands-on adventure crafts, a tasty themed snack, and a selfie station! For this week, we will make glow-in-the-dark water bottle fireflies, pony bead crafts, retro lanyards, and friendship bracelets. Enjoy smores treat bars and take a picture at our beach selfie station.





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### Great Falls Public Library June 2024 Events



#### ***A Mermaid Tail* story and crafts with author and former Sip'n'Dip mermaid Cassandra Holmes**

**When:** Thursday, June 13, 11am-12pm

**Where:** Cordingley Room-Basement

**Audience:** Kids 3-10 years and their families and caregivers

**What:** The Great Falls Public Library is pleased to welcome children's author and former Sip'n'Dip mermaid Cassandra Holmes. Ms. Holmes will read her book, then help facilitate mermaid crafts including modeling clay mermaid eggs, glitter mermaid slime, and seashell painting.

#### **Ocean Adventure Crafts**

**When:** Wednesday, June 19, 1-2pm

**Where:** Cordingley Room

**Audience:** Kids 5-12 years and their families

**What:** This summer, the adventure begins at your library! Join us on Wednesday afternoons for 6 weeks of hands-on adventure crafts, a tasty themed snack, and a selfie station!

This week, let's dive in and make loofa jellyfish, paper plate scuba masks, and paper bag octopuses. Take an undersea selfie and catch a tasty snack: pretzel fishing rods and gummy sharks!



#### ***He Followed Me Home, Can I Keep Him?* A dragon puppet show by Master Puppeteer Markie Scholz**

**When:** Thursday, June 20, 11am-12pm

**Where:** Cordingley Room

**Audience:** Kids 2 to 8 and their families and caregivers

**What:** The Great Falls Public Library is excited to announce the return of an annual Summer Reading tradition—an exciting new dragon puppet show by Markie Scholz, the Dragon Puppet Lady.

This year's show is *He Followed Me Home, Can I Keep Him?*





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## Great Falls Public Library June 2024 Events

### Puppet-Making Workshop by Master Puppeteer Markie Scholz

**When:** Thursday, June 20, 2 to 3:30pm

**Where:** Cordingley Room

**Audience:** Kids and teens 7 to 15 years

**What:** Markie Scholz is a Master Puppeteer with more than forty years of experience creating puppets, writing and performing puppet shows, and working with kids and teens. This workshop is designed to give participants a complete experience of the art of puppetry. Participants will make a puppet, learn to manipulate it, write a short show, and have a lot of fun pushing their imaginations! Spaces are limited! Please email Youth Services Staff to sign up:

[rmcfadden@greatfallslibrary.org](mailto:rmcfadden@greatfallslibrary.org)

*\*This workshop requires that participants be able to use a hot glue gun safely. Hot glue guns get very hot and can cause burns. The minimum age for sign-up is 7. Children under 8 years old must be supervised by a parent or care-giver over the age of 12 at all times when using the Library. We request that an adult attend the workshop to assist children under 10 or any child who may need extra assistance to use a hot glue gun.*



### Dinosaur Adventure Crafts

**When:** Wednesday, June 26, 1-2pm

**Where:** Cordingley Room-Basement

**Audience:** Kids 5-12 years and their families

**What:** This summer, the adventure begins at your library! Join us on Wednesday afternoons for 6 weeks of hands-on adventure crafts, a tasty themed snack, and a selfie station! This week, get ready to get prehistoric with salt dough dinosaurs, mini dinosaur terrariums, and dinosaur suncatchers. Enjoy some dinosaur snack mix, then take a selfie with a T-Rex!

### Sound Lab with Great Falls Municipal Band

**When:** Thursday, June 27, 11am-12pm

**Where:** Cordingley Room-Basement

**Audience:** Kids 3 to 12 and their families

**What:** Join us as we welcome musicians from the Great Falls Municipal Band for a hands-on exploration of music and sound waves. Kids will explore relative pitch with Boomwhackers, visualize soundwaves with a DIY waveform monitor, and build a tin can telephone to share secret messages.



## Patron Feedback for May 2024

**From Susie:** At the Montana Library Conference in Butte, I was in a bar after the Butte Public Library reception and was approached by a man who looked familiar but whom I couldn't place. He introduced himself and let me know that he remembered me from the Great Falls Public Library. He used to come to the Library frequently when he was homeless and having a hard time. He wanted to thank the Library for providing a safe space and to let me know that he is now in a better place and going to school in Butte to become an engineer. Once he shared who he was, I remembered working with him at the computers and the reference desk. It was a wonderful and heartwarming conversation.

4/17/2024 – A patron complimented GFPL, stating that the library is always full of smiling faces, & that's what makes it a nice place for him!

4/27/2024 – A man came into the library, looking to get a card. He was in town temporarily, for one year, to train people at the refinery. A staff member signed him up for a temporary card & let him know that he could renew the card upon expiration, in six months. After looking around, finding & checking out a book, the man expressed how happy he was to be able to get a temporary card here, as most states he travels to are not as accommodating.

4/29/2024 – While on the reference desk, a staff member helped a patron get her e-books from Libby onto her Nook. The staff member worked with the patron &, after some time, was able to get it to work for her. The patron was very happy!

5/3/2024 – A staff member reported that a longtime patron, who has always liked to check out the Great Falls Tribune to read, was using the new newspaper tablet, & seemed to be enjoying it, with no trouble navigating the new media. 😊

## Strategic Plan report May 2024

### 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 May 2024

1. Develop **community awareness and support** of the [Library Master Plan](#) and the Library Remodel project.  
**RECENT EFFORTS:** *Continuing to work with Foundation Director on messaging. Holding individual conversations with community members.*  
**PREVIOUS EFFORTS (January 2023 -March 2024):**
  - Working with Foundation Director on messaging and cultivating supporters.
  - 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. Meeting with Foundation consultant, Foundation Director and some Library Staff.*  
**PREVIOUS EFFORTS (January 2023 -March 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:** *Contract with Cushing Terrell approved by the Library Board and City Commission. Cushing Terrell has started work documenting existing conditions and planning outline of work.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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.
- 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:** *Contract with Cushing Terrell approved by the Library Board and City Commission.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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.
- 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**.

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### STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MAY 2024

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**. **ACCOMPLISHED**.  
**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. **ACCOMPLISHED**.  
**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**. **ACCOMPLISHED**.  
**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**. **ACCOMPLISHED**.  
**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**

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#### STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS May 2024

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services**.

**RECENT EFFORTS:** *Continuing awareness efforts.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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.
- 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:** *We hired 2 people in September, 4 people in November and 9 people in April. The management team has done an outstanding job updating Library spaces and resources (offices, network drops, computers, desks, phones etc.) to gracefully accommodate all of the new staff. The selection process has been robust and I am extremely pleased at the quality of our new hires. Supervisors have created excellent onboarding plans. The transitions have been overwhelmingly positive and the Library culture of collaboration, support and joy remains strong. The Board has approved a plan for expanded hours. We are on track to meet these objectives starting in June.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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.
- 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. ACCOMPLISHED.**

**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:** *Safety Specialists have started work. Demolition of band shell completed. Continuing work with Many Rivers Whole Health. Held two additional Mental Health First Aid trainings for the community—the majority of Library staff have received the training. Held Active Shooter training for staff.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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.
- 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. Safety Specialists hired and providing service.

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...) **ACCOMPLISHED (will continue to expand)**

**RECENT EFFORTS:** *Continuing to promote the Library's digital resources. Tracking usage of Library's digital resources. Digital checkouts and use of online databses (Chilton, Mango Languages and LinkedIn Learning) continue to grow.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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.
- 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:** *New Youth Services staff hired and being trained. Continuing early literacy efforts (StoryTime, Toddler Time, Dolly Parton Imagination, Brain Builder Expo, StoryWalk etc.). Planning Sumer Reading*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community.
- 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:** New staff hired. Expanded programming being planned.

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

**RECENT EFFORTS:** *New Youth Services staff hired and being trained. Programs for teens being planned— including expanding existing programs Dungeons and Dragons and Library Loot Boxes.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community. Reorganizing Youth Services spaces to create work spaces for two additional staff members.

- Creating work plan for expanding services.

**ACCOMPLISHMENTS:** New staff hired. Expanded programming being planned.

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

- Providing expanded **educational/recreational programming**
- 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 programming**
- Partnering with community organizations to provide relevant **programming and services**

**RECENT EFFORTS:** *Continuing expanded programs events. Technology Systems Assistant hired. Planning for technology classes started. Continuing to build partnerships—GFPS, GFDA, GFC-MSU, Raising Readers, Little Shell Tribe and many, many more. Plans for summer include the Summer Music, Shakespeare in the Park, Waking the Dead, Juneteenth and more.*

**PREVIOUS EFFORTS (January 2023 -March 2024):**

- 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. 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 3<sup>rd</sup> 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 28<sup>th</sup>. Creating work plan for expanding services.

**ACCOMPLISHMENTS:** Providing more programs reaching more people.

# BOOKMOBILE SCHEDULE

JUNE 2024

**MONDAY**  
June 3, 17

JILL'S PLACE  
9:30-10:15  
WEE DISCIPLES  
10:45-11:30  
ST THOMAS  
11:45-12:45  
LITTLE LEARNERS  
1:00-1:30

**TUESDAY**  
June 4, 18

ULM P.O.  
9:00-9:30  
WEDSWORTH  
LIBRARY  
10:00-10:45

**WEDNESDAY**  
June 5, 19

GOLDEN GIRL  
EDUCATION  
9:00-10:00  
THE LODGE  
10:30-11:15

**THURSDAY**  
June 6, 20

FT. SHAW P.O.  
9:30-10:30  
SUN RIVER P.O.  
10:45-11:15  
BIG SKY DELI  
11:30-12:15  
HILLCREST COLONY  
12:45-1:30

**FRIDAY**  
June 7, 21

CASCADE RIDGE APTS  
9:30-10:00  
EDUCARE CHILDCARE  
10:15-11:15  
BEEHIVE (CLOVER)  
11:30-12:15

**MONDAY**  
June 10, 24

HIGHGATE RETIRMENT  
9:30-10:00  
SOROPTIMIST APTS  
10:15-11:00  
THE PORTAGE APTS  
11:15-12:15  
C.C.J.D.C.  
12:30-12:45

**TUESDAY**  
June 11, 25

IRIS RETIREMENT  
9:30-10:00  
JUST FOR KIDZ  
10:15-11:00  
NEXT BEST THING  
DAYCARE  
11:15-12:15

**WEDNESDAY**  
June 12

BIG STONE COLONY  
9:30-10:30  
TLC (FOX FARM)  
11:15-12:00

**THURSDAY**  
June 13

PLAY N LEARN  
10:30-11:30  
BELT LIBRARY  
12:30-1:30

**FRIDAY**  
June 14, 28

COMMUNITY  
EDUCATION CENTER  
10:00-11:00  
TLC (MSU)  
11:15-11:45  
NATURE'S WAY  
DAYCARE  
12:00-12:30



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Great Falls, MT 59401  
(406) 453-0349  
[www.greatfallslibrary.org](http://www.greatfallslibrary.org)

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**Pollo  
Loco**

July 9  
7 PM



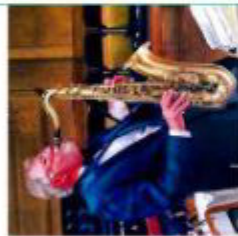
**Little  
Jane &  
the Pistol  
Whips**

August 6  
7 PM



**Great  
Falls Blue  
Grass**

August 27  
7 PM



**Wilbur  
Rehmann  
Quintet**

June 25  
7 PM



**Supaman**

July 23  
7 PM



**John  
Floridis**

August 20  
7 PM



**Joel  
Corda**

June 18  
7 PM



**Brandon  
Hale  
and the  
Dirty  
Shame**

July 16  
7 PM



**The  
Lucky  
Valentines**

August 13  
7 PM



MONTANA STATE LIBRARY COMMISSION'S

## EXCELLENT LIBRARY SERVICES AWARD 2024

THIS IS TO CERTIFY THAT

# Great Falls Public Library

IS HEREBY HONORED WITH THE EXCELLENT LIBRARY SERVICES AWARD  
IN RECOGNITION OF PROVIDING EXCELLENT LIBRARY SERVICE TO THE COMMUNITY.

*Jennie Stapp*  
JENNIE STAPP  
STATE LIBRARIAN  
MONTANA STATE LIBRARY

*Kobyn Scribner*  
KOBYN SCRIBNER  
COMMISSION CHAIRPERSON  
MONTANA STATE LIBRARY





# Internal Service Charges

FISCAL YEAR 2024  
JULY 1, 2023 TO JUNE 30, 2024

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## Summary

### **Internal Service Charges**

According to the Government Finance Officers Association, internal services are those responsibilities a government provides to support its own internal operations. Internal service charge funds have been created to separately account for these internal transactions throughout all City departments. The City of Great Falls has many internal service charge funds which are: Central Garage, Information Technology, Insurance & Safety, Health & Benefits, Human Resources, City Telephone, Finance, Engineering, Public Works Admin, and Civic Center Facility Services.

The majority of the revenue for these funds are internal service charges. Each Internal Service Fund prepares an annual budget, then divides the expenses of that fund out to other funds in the City using a factor. The factor is different for each internal service charge. It must have a cause-and-effect relationship, benefit received, fairness, and follow legal constraints. On the following pages the factors of each fund is explained. The Internal Service Funds are paid using recurring Internal Service Charges. In addition, non-recurring internal service charges exist for one-time services provided. There are internal service charges that are not charged from Internal Service Funds, but are from funds that provide internal services to various funds, such as dispatch services.

The factor used by each internal service charge needs to be monitored and reviewed on an annual basis. Many of the factors currently used have not been reviewed and updated in many years. Unfortunately, changing one internal service charge may have a significant effect on expenses in all funds, so multiple updates at one time should be cautiously considered. For Fiscal Year 2024, the following factors were adjusted: 1) Mail due to processing mail in house.

The fund balance of the internal service fund needs to be monitored because internal service funds are setup to be revenue neutral. An unreserved fund balance should not be above the set 8% range. Reserved fund balances may exist but need to be reserved for a specific purpose, such as equipment replacement or facility repairs.

## Overview of Charges and Factors

Fund	Internal Service Charge	Factor Used
<b>Administration</b>		
General	Administration Support	% of prior years budget for services performed by General Admin Staff
General/ Engineering/ Planning & CD	TID Administration Support	% of prior year's tax increment for services performed by General Admin Staff
	Mapping	Expenses allocated to departments using services
	Non-Recurring Mapping	Mapping services provided to Planning & Comm Develop
	Information Technology	Number of computers and servers by Department/ Division
Information Technology*	Computer Network	Number of computers and servers by Department/ Division plus specific network connections by Department/ Division
	Computer Equipment Maintenance	Number of computers and servers plus specific maintenance charges by number of licenses by Department/ Division
	Computer & Equipment Lease	Number of computers and equipment by Department/ Division
<b>Fire</b>		
General	Fire Hydrant	Fixed charge of \$60,375
<b>Finance</b>		
	Mail	Actual usage May 1st through April 30th
Finance*	Fiscal Services	Accounting: prior 2 years number of transactions less payroll; Taxes/ Assessments: based on number of parcels assessed.
	Utility Customer Service & Billing	Average revenue of utility funds for prior 2 years
<b>Human Resources</b>		
Human Resources*	Human Resources	Employee average from prior two years; Payroll: Employee average from prior two years;
	Central Insurance	Salary figures of departments for liability; asset list for property
Insurance & Safety*	Deductible Insurance Recovery	Direct charge to departments who incurred liability claims in previous year
Health & Benefits*	Health Insurance Expense**	The City pays: Employee, \$1,056; Employee with Children: \$7,388; Employee & Spouse: \$9,677; Family: \$16,988 annually
<b>Park &amp; Recreation</b>		
General	Green Area Service	Direct charges for mowing services requested by a department
Natural Resources	Forestry Services	Direct charges for forestry services requested by a department

## Overview of Charges and Factors

### Planning & Community Development

Civic Center Facility Services*	Civic Center Building Services	Square footage of usage by departments located at the Civic Center
Permits	Permits Administration	20% of previous years revenue plus credit card fees

### Police

911 Dispatch	Dispatch	Salaries based on % of calls for service
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### Public Works

Central Garage*	Vehicle & Equipment Maintenance	Three year average of job order charges
	Vehicle & Equipment Lease	Equipment assigned to departments
Engineering*	Engineering	Previous years actual times spent on specific projects for the various departments
	Internal Engineering	Previous years actual times spent on specific projects for the various departments. This shows up as capital outlay in the various departments budget.
Public Works Administration*	Public Works Administration	Divided by percentage established by prior PW administration
Sewer	Storm Drain Operating	Maintenance of storm drain by Sewer system
	Water Sludge Treatment	Sludge discharge of prior year based on current year price
Street	Street	Direct charge for services requested by departments
	Lighting District Maintenance	Previous year actual time spent

\*Internal Service Charge fund.

\*\*The Health & Benefits Fund is an Internal Service Charge fund. The expense is reflected as a health insurance expense (Professional Services) and the revenue is a Charge for Service.

## Recurring Charges by Fund

<b>Revenue Fund:</b>	General	General/ Engineering/ Planning & CD	Human Resources Fund	City Telephone	911 Dispatch Center	Public Works Admin	Street
<b>Internal Service Provided:</b>	Administration Support	TID Administration Support	Human Resources	City Telephone	Dispatch	Public Works Admin	Street
<b>Expense Fund:</b>							
<b>General Fund</b>							
City Commission	-	-	7,874	339	-	-	-
Administration	-	-	29,921	4,715	-	-	-
Municipal Court	-	-	23,622	3,549	-	-	-
Legal	-	-	22,047	3,194	-	-	-
Police	-	-	188,973	22,885	843,894	-	-
Fire	-	-	111,809	10,544	455,780	-	-
Park & Recreation	-	-	74,015	4,818	-	-	-
<b>General Fund Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 458,261</b>	<b>\$ 50,044</b>	<b>\$ 1,299,674</b>	<b>\$ -</b>	<b>\$ -</b>
Park Special Revenue	-	-	-	-	-	-	-
Library	-	-	29,921	-	-	-	-
Planning & Comm. Dev.	-	-	15,748	3,194	-	-	-
Central MT Ag Tech TID	-	29,250	-	-	-	-	-
Airport TID	-	14,250	-	-	-	-	-
Downtown TID	-	116,250	-	-	-	-	-
East Industrial TID	-	28,875	-	-	-	-	-
Permits	-	-	20,472	4,259	-	-	-
Street Lighting	-	-	-	-	-	-	-
Natural Resources	-	-	17,323	-	-	-	-
Portage Meadows	-	-	3,149	-	-	-	-
Park Maintenance District	-	-	-	-	-	-	-
Street District	-	-	47,244	3,165	-	96,614	-
Federal Block Grant	-	-	4,724	710	-	-	-
Home Grant	-	-	-	-	-	-	-
Housing Authority	-	-	-	-	-	-	-
Soccer Park GO Bond	-	-	-	-	-	-	-
West Bank TID Bonds	-	66,375	-	-	-	-	-
Water	476,657	-	55,118	5,442	-	200,778	2,000
Sewer	264,735	-	26,771	1,070	-	156,526	1,000
Storm Drain	69,861	-	2,362	1,070	-	84,520	333
Sanitation	44,123	-	37,794	1,812	-	80,464	3,334
Swimming Pools	-	-	111,810	-	-	-	-
911 Dispatch Center	-	-	33,070	6,101	-	-	-
Parking	-	-	787	194	-	-	-
Recreation	-	-	80,314	-	-	-	-
Multisport	-	-	6,299	-	-	-	-
Icebreaker Road Race	-	-	-	-	-	-	-
Civic Center Events	-	-	39,370	2,147	-	-	-
Central Garage	-	-	18,897	2,790	-	80,465	3,333
Information Technology	-	-	12,599	-	-	-	-
Insurance and Safety	-	-	-	-	-	-	-
City Telephone	-	-	-	-	-	-	-
Health & Benefits	-	-	-	-	-	-	-
Human Resources	-	-	-	2,839	-	-	-
Finance	-	-	32,283	6,050	-	-	-
Engineering	-	-	26,771	4,623	-	104,584	-
Public Works Admin	-	-	9,449	1,726	-	-	-
Civic Center Facilities	-	-	6,299	355	-	-	-
SID Bonds	-	-	-	-	-	-	-
<b>Total Charges</b>	<b>\$ 855,376</b>	<b>\$ 255,000</b>	<b>\$ 1,096,835</b>	<b>\$ 97,591</b>	<b>\$ 1,299,674</b>	<b>\$ 803,951</b>	<b>\$ 10,000</b>

## Recurring Charges by Fund

Revenue Fund:	Engineering	Engineering	Central Garage	Central Garage	Finance	Finance	Finance	Insurance & Safety
Internal Service Provided:	Engineering	Internal Engineering	Vehicle & Equipment Maintenance	Vehicle & Equipment Lease	Mail	Finance	Utility Customer Service & Billing	Central Insurance
<b>Expense Fund:</b>								
<b>General Fund</b>								
City Commission	-	-	-	-	-	3,941	-	1,395
Administration	-	-	-	588,627	3,935	93,426	-	108,568
Municipal Court	-	-	-	-	26,224	8,241	-	19,925
Legal	-	-	1,687	-	3,499	10,352	-	32,646
Police	-	-	324,242	-	7,500	50,972	-	390,496
Fire	-	-	231,654	-	473	40,812	-	253,462
Park & Recreation	-	-	161,059	-	22	44,852	-	77,415
<b>General Fund Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 718,642</b>	<b>\$ 588,627</b>	<b>\$ 41,653</b>	<b>\$ 252,596</b>	<b>\$ -</b>	<b>\$ 883,907</b>
Park Special Revenue	-	-	-	-	-	1,922	-	-
Library	-	-	4,262	-	-	17,545	-	60,117
Planning & Comm. Dev.	-	-	851	6,229	1,186	14,382	-	24,676
Central MT Ag Tech TID	-	-	-	-	-	1,024	-	-
Airport TID	-	-	-	-	-	575	-	-
Downtown TID	-	-	-	-	-	1,323	-	-
East Industrial TID	-	-	-	-	-	363	-	-
Permits	-	-	2,778	14,088	6,911	9,056	-	32,989
Street Lighting	-	-	-	-	-	144,136	-	-
Natural Resources	-	-	49,111	60,369	1,884	16,411	-	17,307
Portage Meadows	-	-	-	-	-	1,248	-	658
Park Maintenance District	-	-	3,667	-	-	-	-	7,032
Street District	230,000	240,000	624,424	628,833	3,652	75,462	-	67,131
Federal Block Grant	-	-	771	2,632	189	13,648	-	6,380
Home Grant	-	-	-	-	-	801	-	954
Housing Authority	-	-	-	-	-	-	-	-
Soccer Park GO Bond	-	-	-	-	-	4,796	-	-
West Bank TID Bonds	-	-	-	-	-	1,578	-	-
Water	160,000	540,000	109,218	-	654	93,262	468,810	201,464
Sewer	220,000	200,000	113,959	-	218	48,162	376,194	127,495
Storm Drain	120,000	220,000	1,042	-	-	36,264	99,659	7,658
Sanitation	10,000	-	710,988	-	742	31,954	142,952	49,263
Swimming Pools	-	-	-	-	-	9,232	-	27,866
911 Dispatch Center	-	-	-	-	-	11,948	-	58,465
Parking	-	-	4,052	-	-	13,996	-	33,039
Recreation	-	-	1,755	-	742	20,332	-	13,946
Multisport	-	-	6,951	-	-	6,118	-	2,453
Icebreaker Road Race	-	-	-	-	-	811	-	-
Civic Center Events	-	-	-	-	1,404	18,229	-	11,740
Central Garage	60,000	-	-	-	7	23,446	-	64,222
Information Technology	-	-	-	-	22	10,048	-	26,752
Insurance and Safety	-	-	-	-	-	4,624	-	-
City Telephone	-	-	-	-	-	2,473	-	728
Health & Benefits	-	-	-	-	-	1,811	-	-
Human Resources	-	-	289	-	3,732	5,017	-	26,772
Finance	-	-	-	-	-	-	-	41,742
Engineering	-	-	12,890	-	902	14,305	-	54,594
Public Works Admin	-	-	388	-	-	14,585	-	13,552
Civic Center Facilities	-	-	-	-	-	8,591	-	9,024
SID Bonds	-	-	-	-	-	1,390	-	-
<b>Total Charges</b>	<b>\$ 800,000</b>	<b>\$ 1,200,000</b>	<b>\$ 2,366,038</b>	<b>\$ 1,300,778</b>	<b>\$ 63,898</b>	<b>\$ 933,464</b>	<b>\$ 1,087,615</b>	<b>\$ 1,871,926</b>



## Recurring Charges by Fund

Revenue Fund:	Insurance & Safety	Civic Center Facility Services	Information Tech	Information Tech	Information Tech	Information Tech	Information Tech	Information Tech	Total
Internal Service Provided:	Deductible Insurance Recovery	Civic Center Building Services	Mapping	Information Technology	Computer Network	Computer Equip Maintenance	Computer & Equipment Lease		
<b>Expense Fund:</b>									
<b>General Fund</b>									
City Commission	-	-	-	-	1,200	14,512	2,129	\$	31,390
Administration	-	329,546	52,944	33,678	1,456	12,206	10,263	\$	1,269,285
Municipal Court	7,500	28,733	-	27,554	1,191	9,577	3,111	\$	159,227
Legal	-	16,150	-	30,615	1,323	14,786	5,879	\$	142,178
Police	25,653	-	13,723	287,785	12,441	106,205	77,440	\$	2,352,209
Fire	-	-	13,723	61,231	26,146	90,587	18,098	\$	1,314,319
Park & Recreation	834	-	15,686	24,492	9,267	19,882	5,733	\$	438,075
<b>General Fund Total</b>	<b>\$ 33,987</b>	<b>\$ 374,429</b>	<b>\$ 96,076</b>	<b>\$ 465,355</b>	<b>\$ 53,024</b>	<b>\$ 267,755</b>	<b>\$ 122,653</b>	<b>\$</b>	<b>5,706,683</b>
Park Special Revenue	-	-	-	-	-	-	-	\$	1,922
<b>Library</b>	-	-	-	<b>3,061</b>	<b>132</b>	<b>1,373</b>	<b>242</b>	<b>\$</b>	<b>116,653</b>
Planning & Comm. Dev.	-	18,994	7,843	27,554	1,191	41,970	6,276	\$	170,094
Central MT Ag Tech TID	-	-	-	-	-	-	-	\$	30,274
Airport TID	-	-	-	-	-	-	-	\$	14,825
Downtown TID	-	-	-	-	-	-	-	\$	117,573
East Industrial TID	-	-	-	-	-	-	-	\$	29,238
Permits	-	18,994	11,762	36,739	1,588	55,672	9,315	\$	224,623
Street Lighting	-	-	7,844	-	-	-	-	\$	151,980
Natural Resources	-	-	7,842	3,062	132	1,673	493	\$	175,607
Portage Meadows	-	-	-	-	-	-	-	\$	5,055
Park Maintenance District	-	-	-	-	-	-	-	\$	10,699
Street District	11,871	-	7,843	27,554	1,191	18,894	6,147	\$	2,090,025
Federal Block Grant	-	4,744	-	9,185	397	2,191	1,879	\$	47,450
Home Grant	-	-	-	-	-	-	-	\$	1,755
Housing Authority	-	-	-	-	-	-	-	\$	-
Soccer Park GO Bond	-	-	-	-	-	-	-	\$	4,796
West Bank TID Bonds	-	-	-	-	-	-	-	\$	67,953
Water	-	-	7,843	36,739	8,258	17,138	10,476	\$	2,393,857
Sewer	-	-	7,843	12,246	530	14,703	2,672	\$	1,574,124
Storm Drain	-	-	7,843	6,123	265	11,573	1,986	\$	670,559
Sanitation	6,904	-	7,840	9,185	397	12,685	2,859	\$	1,153,296
Swimming Pools	-	-	-	6,124	2,065	2,100	1,816	\$	161,013
911 Dispatch Center	-	-	29,406	48,985	11,340	28,556	9,037	\$	236,908
Parking	-	5,508	-	9,185	3,157	3,547	1,954	\$	75,419
Recreation	-	-	-	6,124	2,065	4,178	1,976	\$	131,432
Multisport	-	-	-	-	-	-	-	\$	21,821
Icebreaker Road Race	-	-	-	-	-	-	-	\$	811
Civic Center Events	-	219,737	-	9,185	397	2,808	2,854	\$	307,871
Central Garage	-	-	-	12,246	529	4,052	4,262	\$	274,249
Information Technology	-	22,209	-	-	-	-	-	\$	71,630
Insurance and Safety	-	-	-	-	-	-	-	\$	4,624
City Telephone	-	-	-	-	-	-	-	\$	3,201
Health & Benefits	-	-	-	-	-	-	-	\$	1,811
Human Resources	-	14,640	-	24,492	1,059	14,287	5,893	\$	99,020
Finance	-	28,019	7,840	48,985	2,117	30,716	11,836	\$	209,588
Engineering	-	-	7,843	33,677	1,456	60,487	9,167	\$	331,299
Public Works Admin	-	-	36,035	9,185	8,605	15,315	2,479	\$	111,319
Civic Center Facilities	-	-	-	3,062	132	239	493	\$	28,195
SID Bonds	-	-	-	-	-	-	-	\$	1,390
<b>Total Charges</b>	<b>\$ 52,762</b>	<b>\$ 707,274</b>	<b>\$ 251,703</b>	<b>\$ 848,053</b>	<b>\$ 100,027</b>	<b>\$ 611,912</b>	<b>\$ 216,765</b>	<b>\$</b>	<b>16,830,642</b>

## Recurring Charges by Department

Internal Service Provided:	TID		Human Resources	City Telephone	Dispatch	Public Works		
	Administration Support	Administration Support				Admin	Street	Engineering
<b>City Commission</b>	-	-	7,874	339	-	-	-	-
<b>Administration</b>								
General Fund	-	-	29,921	4,715	-	-	-	-
Information Tech Fund	-	-	12,599	-	-	-	-	-
City Telephone Fund	-	-	-	-	-	-	-	-
Civic Center Events Fund	-	-	39,370	2,147	-	-	-	-
<b>Administration Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,890</b>	<b>\$ 6,862</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fire</b>								
General Fund	-	-	111,809	10,544	455,780	-	-	-
<b>Finance</b>								
Finance Fund	-	-	32,283	6,050	-	-	-	-
<b>Finance Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,283</b>	<b>\$ 6,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Great Falls Housing Authority</b>								
Housing Authority Fund	-	-	-	-	-	-	-	-
<b>Human Resources</b>								
Human Resources Fund	-	-	-	2,839	-	-	-	-
Insurance and Safety Fund	-	-	-	-	-	-	-	-
Health & Benefits	-	-	-	-	-	-	-	-
<b>Human Resources Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Legal</b>								
General Fund	-	-	22,047	3,194	-	-	-	-
<b>Municipal Court</b>								
General Fund	-	-	23,622	3,549	-	-	-	-
<b>Park &amp; Recreation</b>								
General Fund	-	-	74,015	4,818	-	-	-	-
Park Special Revenue Fund	-	-	-	-	-	-	-	-
Natural Resources Fund	-	-	17,323	-	-	-	-	-
Portage Meadows Fund	-	-	3,149	-	-	-	-	-
Park Maintenance District Fund	-	-	-	-	-	-	-	-
Swimming Pools Fund	-	-	111,810	-	-	-	-	-
Recreation Fund	-	-	80,314	-	-	-	-	-
Multisports Fund	-	-	6,299	-	-	-	-	-
Icebreaker Road Race	-	-	-	-	-	-	-	-
<b>Park &amp; Recreation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 292,910</b>	<b>\$ 4,818</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Planning &amp; Community Development</b>								
Planning & Comm Dev Fund	-	-	15,748	3,194	-	-	-	-
Permits Fund	-	-	20,472	4,259	-	-	-	-
Federal Block Grant Fund	-	-	4,724	710	-	-	-	-
Home Fund	-	-	-	-	-	-	-	-
Parking Fund	-	-	787	194	-	-	-	-
Civic Center Facilities Fund	-	-	6,299	355	-	-	-	-
<b>Plan &amp; Community Dev Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,030</b>	<b>\$ 8,712</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Police</b>								
General Fund	-	-	188,973	22,885	843,894	-	-	-
HIDTA	-	-	-	-	-	-	-	-
911 Dispatch Center Fund	-	-	33,070	6,101	-	-	-	-
<b>Police Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 222,043</b>	<b>\$ 28,986</b>	<b>\$ 843,894</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Library</b>								
Library Fund	-	-	29,921	-	-	-	-	-
<b>Public Works</b>								
Street District Fund	-	-	47,244	3,165	-	96,614	-	230,000
Water Fund	476,657	-	55,118	5,442	-	200,778	2,000	160,000
Sewer Fund	264,735	-	26,771	1,070	-	156,526	1,000	220,000
Storm Drain Fund	69,861	-	2,362	1,070	-	84,520	333	120,000
Sanitation Fund	44,123	-	37,794	1,812	-	80,464	3,334	10,000
Central Garage Fund	-	-	18,897	2,790	-	80,465	3,333	60,000
Engineering Fund	-	-	26,771	4,623	-	104,584	-	-
Public Works Admin Fund	-	-	9,449	1,726	-	-	-	-
<b>Public Works Total</b>	<b>\$ 855,376</b>	<b>\$ -</b>	<b>\$ 224,406</b>	<b>\$ 21,698</b>	<b>\$ -</b>	<b>\$ 803,951</b>	<b>\$ 10,000</b>	<b>\$ 800,000</b>
<b>Special Districts</b>								
Central MT Ag Tech TID Fund	-	29,250	-	-	-	-	-	-
Airport TID Fund	-	14,250	-	-	-	-	-	-
Downtown TID Fund	-	116,250	-	-	-	-	-	-
East Industrial TID Fund	-	28,875	-	-	-	-	-	-
Street Lighting Fund	-	-	-	-	-	-	-	-
Soccer Park GO Bond Fund	-	-	-	-	-	-	-	-
West Bank TID Bonds Fund	-	66,375	-	-	-	-	-	-
SID Bonds Fund	-	-	-	-	-	-	-	-
<b>Special Districts Total</b>	<b>-</b>	<b>255,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Charges</b>	<b>\$ 855,376</b>	<b>\$ 255,000</b>	<b>\$ 1,096,835</b>	<b>\$ 97,591</b>	<b>\$ 1,299,674</b>	<b>\$ 803,951</b>	<b>\$ 10,000</b>	<b>\$ 800,000</b>

## Recurring Charges by Department

Internal Service Provided:	Internal Engineering	Vehicle & Equipment Maintenance	Vehicle & Equipment Lease	Mail	Finance	Utility Customer Service & Billing	Central Insurance	Deductible Insurance Recovery
<b>City Commission</b>	-	-	-	-	3,941	-	1,395	-
<b>Administration</b>								
General Fund	-	-	588,627	3,935	93,426	-	108,568	-
Information Tech Fund	-	-	-	22	10,048	-	26,752	-
City Telephone Fund	-	-	-	-	2,473	-	728	-
Civic Center Events Fund	-	-	-	1,404	18,229	-	11,740	-
<b>Administration Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 588,627</b>	<b>\$ 5,361</b>	<b>\$ 124,176</b>	<b>\$ -</b>	<b>\$ 147,788</b>	<b>\$ -</b>
<b>Fire</b>								
General Fund	-	231,654	-	473	40,812	-	253,462	-
<b>Finance</b>								
Finance Fund	-	-	-	-	-	-	41,742	-
<b>Finance Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,742</b>	<b>\$ -</b>
<b>Great Falls Housing Authority</b>								
Housing Authority Fund	-	-	-	-	-	-	-	-
<b>Human Resources</b>								
Human Resources Fund	-	289	-	3,732	5,017	-	26,772	-
Insurance and Safety Fund	-	-	-	-	4,624	-	-	-
Health & Benefits	-	-	-	-	1,811	-	-	-
<b>Human Resources Total</b>	<b>\$ -</b>	<b>\$ 289</b>	<b>\$ -</b>	<b>\$ 3,732</b>	<b>\$ 11,452</b>	<b>\$ -</b>	<b>\$ 26,772</b>	<b>\$ -</b>
<b>Legal</b>								
General Fund	-	1,687	-	3,499	10,352	-	32,646	-
<b>Municipal Court</b>								
General Fund	-	-	-	26,224	8,241	-	19,925	7,500
<b>Park &amp; Recreation</b>								
General Fund	-	161,059	-	22	44,852	-	77,415	834
Park Special Revenue Fund	-	-	-	-	1,922	-	-	-
Natural Resources Fund	-	49,111	60,369	1,884	16,411	-	17,307	-
Portage Meadows Fund	-	-	-	-	1,248	-	658	-
Park Maintenance District Fund	-	3,667	-	-	-	-	7,032	-
Swimming Pools Fund	-	-	-	-	9,232	-	27,866	-
Recreation Fund	-	1,755	-	742	20,332	-	13,946	-
Multisports Fund	-	6,951	-	-	6,118	-	2,453	-
Icebreaker Road Race	-	-	-	-	811	-	-	-
<b>Park &amp; Recreation Total</b>	<b>\$ -</b>	<b>\$ 222,543</b>	<b>\$ 60,369</b>	<b>\$ 2,648</b>	<b>\$ 100,926</b>	<b>\$ -</b>	<b>\$ 146,677</b>	<b>\$ 834</b>
<b>Planning &amp; Community Development</b>								
Planning & Comm Dev Fund	-	851	6,229	1,186	14,382	-	24,676	-
Permits Fund	-	2,778	14,088	6,911	9,056	-	32,989	-
Federal Block Grant Fund	-	771	2,632	189	13,648	-	6,380	-
Home Fund	-	-	-	-	801	-	954	-
Parking Fund	-	4,052	-	-	13,996	-	33,039	-
Civic Center Facilities Fund	-	-	-	-	8,591	-	9,024	-
<b>Plan &amp; Community Dev Total</b>	<b>\$ -</b>	<b>\$ 8,452</b>	<b>\$ 22,949</b>	<b>\$ 8,286</b>	<b>\$ 60,474</b>	<b>\$ -</b>	<b>\$ 107,062</b>	<b>\$ -</b>
<b>Police</b>								
General Fund	-	324,242	-	7,500	50,972	-	390,496	25,653
HIDTA	-	-	-	-	-	-	-	-
911 Dispatch Center Fund	-	-	-	-	11,948	-	58,465	-
<b>Police Total</b>	<b>\$ -</b>	<b>\$ 324,242</b>	<b>\$ -</b>	<b>\$ 7,500</b>	<b>\$ 62,920</b>	<b>\$ -</b>	<b>\$ 448,961</b>	<b>\$ 25,653</b>
<b>Public Library</b>								
Library Fund	-	4,262	-	-	17,545	-	60,117	-
<b>Public Works</b>								
Street District Fund	240,000	624,424	628,833	3,652	75,462	-	67,131	11,871
Water Fund	540,000	109,218	-	654	93,262	468,810	201,464	-
Sewer Fund	200,000	113,959	-	218	48,162	376,194	127,495	-
Storm Drain Fund	220,000	1,042	-	-	36,264	99,659	7,658	-
Sanitation Fund	-	710,988	-	742	31,954	142,952	49,263	6,904
Central Garage Fund	-	-	-	7	23,446	-	64,222	-
Engineering Fund	-	12,890	-	902	14,305	-	54,594	-
Public Works Admin Fund	-	388	-	-	14,585	-	13,552	-
<b>Public Works Total</b>	<b>\$ 1,200,000</b>	<b>\$ 1,572,909</b>	<b>\$ 628,833</b>	<b>\$ 6,175</b>	<b>\$ 337,440</b>	<b>\$ 1,087,615</b>	<b>\$ 585,379</b>	<b>\$ 18,775</b>
<b>Special Districts</b>								
Central MT Ag Tech TID Fund	-	-	-	-	1,024	-	-	-
Airport TID Fund	-	-	-	-	575	-	-	-
Downtown TID Fund	-	-	-	-	1,323	-	-	-
East Industrial TID Fund	-	-	-	-	363	-	-	-
Street Lighting Fund	-	-	-	-	144,136	-	-	-
Soccer Park GO Bond Fund	-	-	-	-	4,796	-	-	-
West Bank TID Bonds Fund	-	-	-	-	1,578	-	-	-
SID Bonds Fund	-	-	-	-	1,390	-	-	-
<b>Special Districts Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155,185</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Charges</b>	<b>\$ 1,200,000</b>	<b>\$ 2,366,038</b>	<b>\$ 1,300,778</b>	<b>\$ 63,898</b>	<b>\$ 933,464</b>	<b>\$ 1,087,615</b>	<b>\$ 1,871,926</b>	<b>\$ 52,762</b>

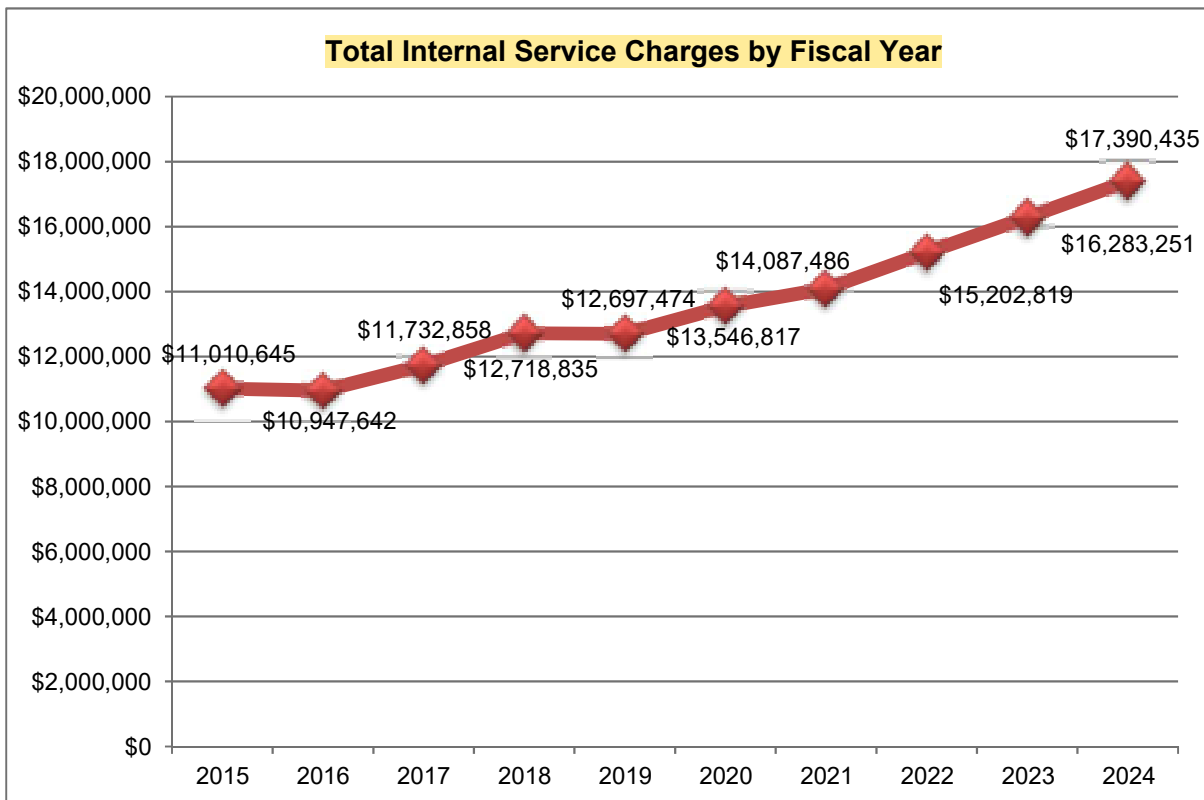
## Recurring Charges by Department

Internal Service Provided:	Civic Center Building Services	Mapping	Information Technology	Computer Network	Computer Equip Maint	Computer & Equipment Lease	Total
<b>City Commission</b>	-	-	-	1,200	14,512	2,129	\$ 31,390
<b>Administration</b>							
General Fund	329,546	52,944	33,678	1,456	12,206	10,263	\$ 1,269,285
Information Tech Fund	22,209	-	-	-	-	-	\$ 71,630
City Telephone Fund	-	-	-	-	-	-	\$ 3,201
Civic Center Events Fund	219,737	-	9,185	397	2,808	2,854	\$ 307,871
<b>Administration Total</b>	<b>\$ 571,492</b>	<b>\$ 52,944</b>	<b>\$ 42,863</b>	<b>\$ 1,853</b>	<b>\$ 15,014</b>	<b>\$ 13,117</b>	<b>\$ 1,651,987</b>
<b>Fire</b>							
General Fund	-	13,723	61,231	26,146	90,587	18,098	\$ 1,314,319
<b>Finance</b>							
Finance Fund	28,019	7,840	48,985	2,117	30,716	11,836	\$ 209,588
<b>Finance Total</b>	<b>\$ 28,019</b>	<b>\$ 7,840</b>	<b>\$ 48,985</b>	<b>\$ 2,117</b>	<b>\$ 30,716</b>	<b>\$ 11,836</b>	<b>\$ 209,588</b>
<b>Great Falls Housing Authority</b>							
Housing Authority Fund	-	-	-	-	-	-	\$ -
<b>Human Resources</b>							
Human Resources Fund	14,640	-	24,492	1,059	14,287	5,893	\$ 99,020
Insurance and Safety Fund	-	-	-	-	-	-	\$ 4,624
Health & Benefits	-	-	-	-	-	-	\$ 1,811
<b>Human Resources Total</b>	<b>\$ 14,640</b>	<b>\$ -</b>	<b>\$ 24,492</b>	<b>\$ 1,059</b>	<b>\$ 14,287</b>	<b>\$ 5,893</b>	<b>\$ 105,455</b>
<b>Legal</b>							
General Fund	16,150	-	30,615	1,323	14,786	5,879	\$ 142,178
<b>Municipal Court</b>							
General Fund	28,733	-	27,554	1,191	9,577	3,111	\$ 159,227
<b>Park &amp; Recreation</b>							
General Fund	-	15,686	24,492	9,267	19,882	5,733	\$ 438,075
Park Special Revenue Fund	-	-	-	-	-	-	\$ 1,922
Natural Resources Fund	-	7,842	3,062	132	1,673	493	\$ 175,607
Portage Meadows Fund	-	-	-	-	-	-	\$ 5,055
Park Maintenance District Fund	-	-	-	-	-	-	\$ 10,699
Swimming Pools Fund	-	-	6,124	2,065	2,100	1,816	\$ 161,013
Recreation Fund	-	-	6,124	2,065	4,178	1,976	\$ 131,432
Multisports Fund	-	-	-	-	-	-	\$ 21,821
Icebreaker Road Race	-	-	-	-	-	-	\$ 811
<b>Park &amp; Recreation Total</b>	<b>\$ -</b>	<b>\$ 23,528</b>	<b>\$ 39,802</b>	<b>\$ 13,529</b>	<b>\$ 27,833</b>	<b>\$ 10,018</b>	<b>\$ 946,435</b>
<b>Planning &amp; Community Development</b>							
Planning & Comm Dev Fund	18,994	7,843	27,554	1,191	41,970	6,276	\$ 170,094
Permits Fund	18,994	11,762	36,739	1,588	55,672	9,315	\$ 224,623
Federal Block Grant Fund	4,744	-	9,185	397	2,191	1,879	\$ 47,450
Home Fund	-	-	-	-	-	-	\$ 1,755
Parking Fund	5,508	-	9,185	3,157	3,547	1,954	\$ 75,419
Civic Center Facilities Fund	-	-	3,062	132	239	493	\$ 28,195
<b>Plan &amp; Community Dev Total</b>	<b>\$ 48,240</b>	<b>\$ 19,605</b>	<b>\$ 85,725</b>	<b>\$ 6,465</b>	<b>\$ 103,619</b>	<b>\$ 19,917</b>	<b>\$ 547,536</b>
<b>Police</b>							
General Fund	-	13,723	287,785	12,441	106,205	77,440	\$ 2,352,209
HIDTA	-	-	-	-	-	-	\$ -
911 Dispatch Center Fund	-	29,406	48,985	11,340	28,556	9,037	\$ 236,908
<b>Police Total</b>	<b>\$ -</b>	<b>\$ 43,129</b>	<b>\$ 336,770</b>	<b>\$ 23,781</b>	<b>\$ 134,761</b>	<b>\$ 86,477</b>	<b>\$ 2,589,117</b>
<b>Public Library</b>							
Library Fund	-	-	3,061	132	1,373	242	\$ 116,653
<b>Public Works</b>							
Street District Fund	-	7,843	27,554	1,191	18,894	6,147	\$ 2,090,025
Water Fund	-	7,843	36,739	8,258	17,138	10,476	\$ 2,393,857
Sewer Fund	-	7,843	12,246	530	14,703	2,672	\$ 1,574,124
Storm Drain Fund	-	7,843	6,123	265	11,573	1,986	\$ 670,559
Sanitation Fund	-	7,840	9,185	397	12,685	2,859	\$ 1,153,296
Central Garage Fund	-	-	12,246	529	4,052	4,262	\$ 274,249
Engineering Fund	-	7,843	33,677	1,456	60,487	9,167	\$ 331,299
Public Works Admin Fund	-	36,035	9,185	8,605	15,315	2,479	\$ 111,319
<b>Public Works Total</b>	<b>\$ -</b>	<b>\$ 83,090</b>	<b>\$ 146,955</b>	<b>\$ 21,231</b>	<b>\$ 154,847</b>	<b>\$ 40,048</b>	<b>\$ 8,598,728</b>
<b>Special Districts</b>							
Central MT Ag Tech TID Fund	-	-	-	-	-	-	\$ 30,274
Airport TID Fund	-	-	-	-	-	-	\$ 14,825
Downtown TID Fund	-	-	-	-	-	-	\$ 117,573
East Industrial TID Fund	-	-	-	-	-	-	\$ 29,238
Street Lighting Fund	-	7,844	-	-	-	-	\$ 151,980
Soccer Park GO Bond Fund	-	-	-	-	-	-	\$ 4,796
West Bank TID Bonds Fund	-	-	-	-	-	-	\$ 67,953
SID Bonds Fund	-	-	-	-	-	-	\$ 1,390
<b>Special Districts Total</b>	<b>-</b>	<b>7,844</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 418,029</b>
<b>Total Charges</b>	<b>\$ 707,274</b>	<b>\$ 251,703</b>	<b>\$ 848,053</b>	<b>\$ 100,027</b>	<b>\$ 611,912</b>	<b>\$ 216,765</b>	<b>\$ 16,830,642</b>

## Non-Recurring Charges

Revenue Fund:	General	Sewer	Sewer	Street	Permits	General	Street	Street		
Internal Service Provided:	Fire Hydrant	Storm Drain Operating	Water Treatment	Sludge Treatment	Lighting District Maintenance	Permits Admin.	Green Area Service	Street	Traffic Service - Signs Poles	Total
Expense Fund:										
General Fund										
Administration	-	-	-	-	-	-	-	-	-	\$ -
Police	-	-	-	-	-	-	-	878	750	\$ 1,628
Fire	-	-	-	-	-	8,440	3,981	-	-	\$ 12,421
Park & Rec	-	-	-	-	-	-	-	9,770	1,000	\$ 10,770
<b>General Fund Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,440</b>	<b>\$ 3,981</b>	<b>\$ 10,648</b>	<b>\$ 1,750</b>	<b>\$ 24,819</b>
Street Lighting	-	-	-	-	10,000	-	-	-	-	\$ 10,000
Portage Meadows	-	-	-	-	-	-	32,965	-	-	\$ 32,965
Water	60,375	-	-	186,105	-	-	4,158	58,973	-	\$ 309,611
Sewer	-	-	-	-	-	-	3,652	7,000	-	\$ 10,652
Storm Drain	-	100,000	-	-	-	-	23,434	9,000	-	\$ 132,434
Parking	-	-	-	-	-	-	-	-	2,500	\$ 2,500
Engineering	-	-	-	-	-	31,660	-	-	-	\$ 31,660
Public Works Admin	-	-	-	-	-	-	3,652	-	-	\$ 3,652
Civic Center Facilities	-	-	-	-	-	-	-	1,000	500	\$ 1,500
<b>Total Charges</b>	<b>\$ 60,375</b>	<b>\$ 100,000</b>	<b>\$ 186,105</b>	<b>\$ 10,000</b>	<b>\$ 40,100</b>	<b>\$ 71,842</b>	<b>\$ 86,621</b>	<b>\$ 4,750</b>	<b>\$ 559,793</b>	

\*There are immaterial non-recurring internal service charges not listed in the 2023 schedule for Mapping, Radio Maintenance, Plumber, and Electrician.





# **Internal Service Charge Funds**

# Central Garage Fund

**Service Description**

The Central Garage Fund was created to account for the operations of the Central Garage. This includes maintenance, fuel dispensing, and replacement services for all major vehicles and motor equipment owned by the City. All equipment purchases for the General and Special Revenue Funds are purchased out of Central Garage. All Enterprise and Internal Service equipment purchases are purchased in each individual fund.

**Internal Service Charges:**

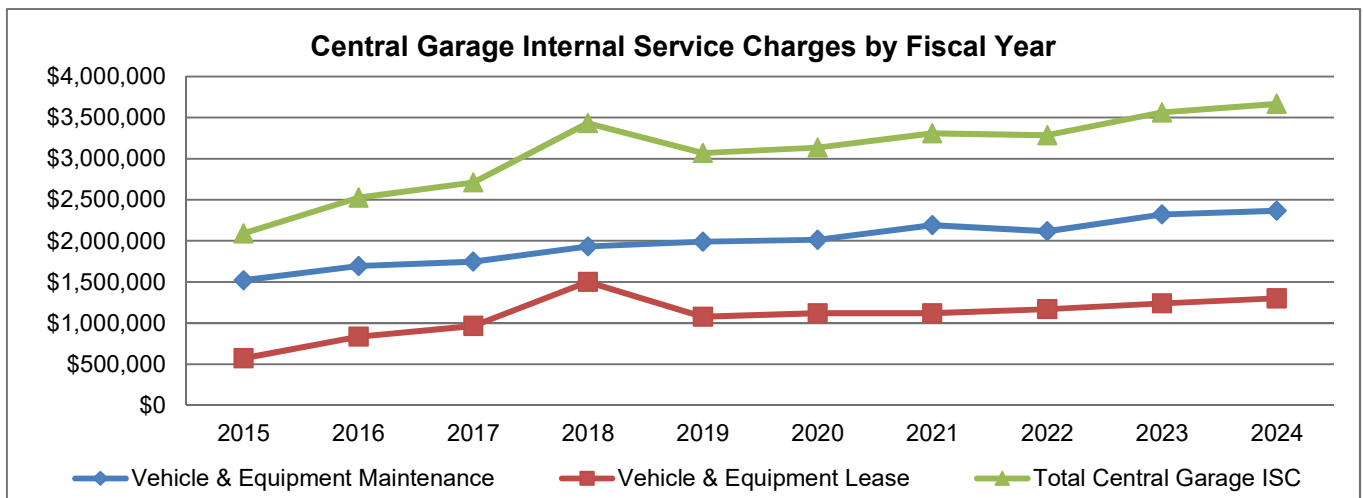
**Based On:**

Vehicle & Equipment Maintenance  
Vehicle & Equipment Lease

3 year average of job order charges  
Equipment assigned to departments

FY 2024 Budget	Internal Service Charges (ISC) Revenue Sources				
		Vehicle & Equipment Maintenance	Vehicle & Equipment Lease	Total	% of ISC Collections
<b>Revenues:</b>					
<b>Internal Service Charges</b>					
Vehicle & Equipment Maint.	2,366,038	-	588,627	\$ 588,627	16.1%
Vehicle & Equipment Lease	1,300,778	1,687	-	\$ 1,687	0.0%
<b>Total Internal Service Charges</b>	<b>\$ 3,666,816</b>	<b>324,242</b>	<b>-</b>	<b>\$ 324,242</b>	<b>8.8%</b>
Charges for Services	-	231,654	-	\$ 231,654	6.3%
Other	44,000	161,059	-	\$ 161,059	4.4%
<b>Total Revenues</b>	<b>\$ 3,710,816</b>	<b>\$ 718,642</b>	<b>\$ 588,627</b>	<b>\$ 1,307,269</b>	<b>35.7%</b>
<b>Expenses:</b>					
<b>Library</b>					
Personal Services	1,097,395	4,262	-	\$ 4,262	0.1%
Supplies	913,618	3,667	-	\$ 3,667	0.1%
Purchased Services	86,125	851	6,229	\$ 7,080	0.2%
Internal Service	274,249	2,778	14,088	\$ 16,866	0.5%
Capital Outlay	1,183,830	49,111	60,369	\$ 109,480	3.0%
<b>Total Expenses</b>	<b>\$ 3,555,217</b>	<b>624,424</b>	<b>628,833</b>	<b>\$ 1,253,257</b>	<b>34.2%</b>
<b>Revenue Over (Under) Expenses*</b>					
	<b>\$ 155,599</b>	<b>771</b>	<b>2,632</b>	<b>\$ 3,403</b>	<b>0.1%</b>
<b>General Fund</b>					
Administration		-	588,627	\$ 588,627	16.1%
Legal		1,687	-	\$ 1,687	0.0%
Police		324,242	-	\$ 324,242	8.8%
Fire		231,654	-	\$ 231,654	6.3%
Park & Recreation		161,059	-	\$ 161,059	4.4%
<b>General Fund Total</b>		<b>\$ 718,642</b>	<b>\$ 588,627</b>	<b>\$ 1,307,269</b>	<b>35.7%</b>
<b>Other Revenue Sources</b>					
Water		109,218	-	\$ 109,218	3.0%
Sewer		113,959	-	\$ 113,959	3.1%
Storm Drain		1,042	-	\$ 1,042	0.0%
Sanitation		710,988	-	\$ 710,988	19.4%
Parking		4,052	-	\$ 4,052	0.1%
Recreation		1,755	-	\$ 1,755	0.0%
Multisports		6,951	-	\$ 6,951	0.2%
Human Resources		289	-	\$ 289	0.0%
Engineering		12,890	-	\$ 12,890	0.4%
Public Works Admin		388	-	\$ 388	0.0%
<b>Total Charges</b>		<b>\$ 2,366,038</b>	<b>\$ 1,300,778</b>	<b>\$ 3,666,816</b>	<b>100.0%</b>

\*Balance of revenues over expenses is for increase in ERS equipment.



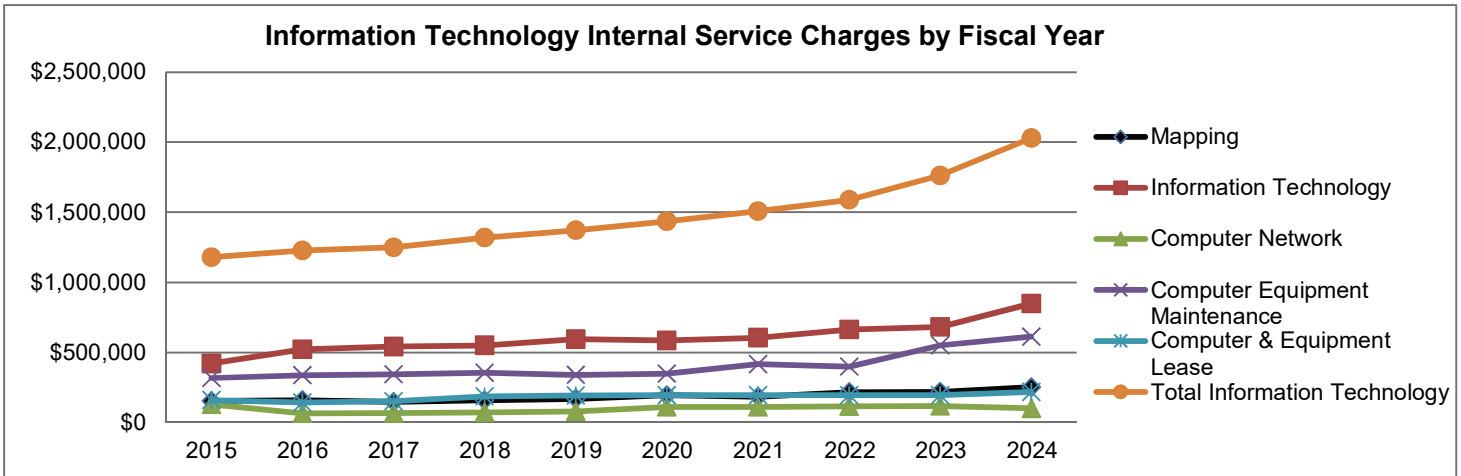
# Information Technology Fund

## Service Description

The Information Technology Fund was created to provide centralized information technology services which includes the maintenance and use of computer systems, software, and networks. All major equipment purchases for information technology are purchased in the Information Technology Fund. The Mapping division is also part of this fund. The factors for the Information Technology Fund were updated in Fiscal Year 2016 except for the Mapping factors which will be updated in Fiscal Year 2018.

Internal Service Charges:	Based On:
Mapping	Expenses are allocated to departments receiving Mapping services
Information Technology	Number of computers and servers by Dept/Division
Computer Network	Number of computers and servers by Dept/Division plus specific network connections by Department/ Division
Computer Equipment Maintenance	Number of computers and servers plus specific maintenance charges by number of licenses by Dept/Division
Computer & Equipment Lease	Number of computers and equipment by Dept/Division
Mapping Non-Recurring	Mapping services provided to Planning & Comm Dev

FY 2024 Budget		Internal Service Charges (ISC) Revenue Sources								
		General Fund		Mapping	Information Technology	Computer Network	Computer Equipment Maintenance	Computer & Equipment Lease	Total	% of ISC Collections
<b>Revenues:</b>										
Internal Service Charges		General Fund								
Mapping	251,703			-	-	1,200	14,512	2,129	\$ 17,841	0.9%
Information Tech	848,053	Administration		52,944	33,678	1,456	12,206	10,263	\$ 110,547	5.4%
Computer Network	100,027	Municipal Court		-	27,554	1,191	9,577	3,111	\$ 41,433	2.0%
Computer Equipment Maint	611,912	Legal		-	30,615	1,323	14,786	5,879	\$ 52,603	2.6%
Computer & Equipment Lease	216,765	Police		13,723	287,785	12,441	106,205	77,440	\$ 497,594	24.5%
Mapping Non Recurring	15,000	Fire		13,723	61,231	26,146	90,587	18,098	\$ 209,785	10.3%
Internal Service Charges Total	<u>\$ 2,043,460</u>	Park & Recreation		15,686	24,492	9,267	19,882	5,733	\$ 75,060	3.7%
Charges for Services	500	General Fund Total		<u>\$ 96,076</u>	<u>\$ 465,355</u>	<u>\$ 53,024</u>	<u>\$ 267,755</u>	<u>\$ 122,653</u>	<u>\$ 1,004,863</u>	<u>48.7%</u>
Other	-	Library		-	3,061	132	1,373	242	\$ 4,808	0.2%
Total Revenues	<u>\$ 2,043,960</u>	Plan & Comm Dev		7,843	27,554	1,191	41,970	6,276	\$ 84,834	4.2%
<b>Expenses:</b>										
Personal Services	960,077	Permits		11,762	36,739	1,588	55,672	9,315	\$ 115,076	5.7%
Supplies	226,764	Street Lighting		7,844	-	-	-	-	\$ 7,844	0.4%
Purchased Services	784,384	Natural Resources		7,842	3,062	132	1,673	493	\$ 13,202	0.7%
Internal Service	71,630	Street District		7,843	27,554	1,191	18,894	6,147	\$ 61,629	3.0%
Total Expenses	<u>\$ 2,042,855</u>	Federal Block Grant		-	9,185	397	2,191	1,879	\$ 13,652	0.7%
Revenue Over (Under) Expenses*	<u>\$ 1,105</u>	Golf Courses		-	-	-	-	-	\$ -	0.0%
*Balance of revenues under expenses will come from Fund Balance.										
		Water		7,843	36,739	8,258	17,138	10,476	\$ 80,454	4.0%
		Sewer		7,843	12,246	530	14,703	2,672	\$ 37,994	1.9%
		Storm Drain		7,843	6,123	265	11,573	1,986	\$ 27,790	1.4%
		Sanitation		7,840	9,185	397	12,685	2,859	\$ 32,966	1.6%
		Swimming Pools		-	6,124	2,065	2,100	1,816	\$ 12,105	0.6%
		911 Dispatch Center		29,406	48,985	11,340	28,556	9,037	\$ 127,324	6.3%
		Parking		-	9,185	3,157	3,547	1,954	\$ 17,843	0.9%
		Recreation		-	6,124	2,065	4,178	1,976	\$ 14,343	0.7%
		Civic Center Events		-	9,185	397	2,808	2,854	\$ 15,244	0.8%
		Central Garage		-	12,246	529	4,052	4,262	\$ 21,089	1.0%
		Human Resources		-	24,492	1,059	14,287	5,893	\$ 45,731	2.3%
		Finance		7,840	48,985	2,117	30,716	11,836	\$ 101,494	5.0%
		Engineering		7,843	33,677	1,456	60,487	9,167	\$ 112,630	5.6%
		Public Works Admin		36,035	9,185	8,605	15,315	2,479	\$ 71,619	3.5%
		Civic Center Facilities		-	3,062	132	239	493	\$ 3,926	0.2%
		Total Charges		<u>\$ 251,703</u>	<u>\$ 848,053</u>	<u>\$ 100,027</u>	<u>\$ 611,912</u>	<u>\$ 216,765</u>	<u>\$ 2,028,460</u>	<u>100.0%</u>





# Insurance and Safety Fund

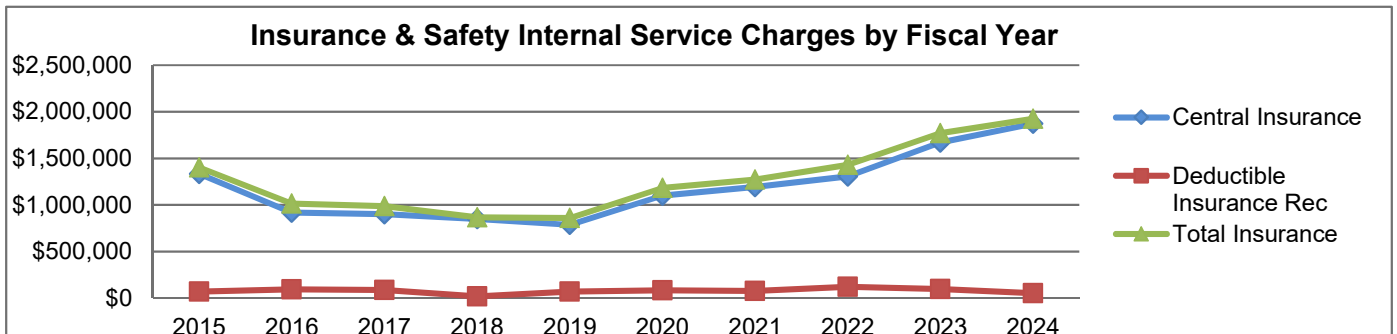
## Service Description

The Insurance & Safety Fund was created to account for central insurance and safety program costs of the City. This includes centralized handling of premium payments and general insurance administration.

Internal Service Charges:	Based On:
Central Insurance	Salary figures of departments for liability; asset list for property
Deductible Insurance Recovery	Direct charge to departments who incurred liability claims in the previous year

FY 2024 Budget		Internal Service Charges (ISC) Revenue Sources				
		Central Insurance	Deductible Insurance Recovery	Total	% of ISC Collections	
<b>Revenues:</b>						
Internal Service Charges		<b>General Fund</b>				
Central Insurance	1,871,926	City Commission	1,395	-	\$ 1,395	0.1%
Deductible Insurance Recovery	52,762	Administration	108,568	-	\$ 108,568	5.6%
Total Internal Service Charges	<u>\$ 1,924,688</u>	Municipal Court	19,925	7,500	\$ 27,425	1.4%
Other Revenue	3,673	Legal	32,646	-	\$ 32,646	1.7%
Total Revenues	<u><u>\$ 1,928,361</u></u>	Police	390,496	25,653	\$ 416,149	21.6%
		Fire	253,462	-	\$ 253,462	13.2%
		Park & Recreation	77,415	834	\$ 78,249	4.1%
		<b>General Fund Total</b>	<u>\$ 883,907</u>	<u>\$ 33,987</u>	<u>\$ 917,894</u>	<u>47.7%</u>
<b>Expenses:</b>						
Supplies	-	<b>Library</b>	<b>60,117</b>	<b>-</b>	<b>\$ 60,117</b>	<b>3.1%</b>
Purchased Services	1,933,553	Planning & Comm. Dev.	24,676	-	\$ 24,676	1.3%
Internal Service	4,624	Permits	32,989	-	\$ 32,989	1.7%
Total Expenses	<u><u>\$ 1,938,177</u></u>	Natural Resources	17,307	-	\$ 17,307	0.9%
Revenue Over (Under) Expenses*	<u><u>\$ (9,816)</u></u>	Portage Meadows	658	-	\$ 658	0.0%
		Park Maintenance District	7,032	-	\$ 7,032	0.4%
		Street District	67,131	11,871	\$ 79,002	4.1%
		Federal Block Grant	6,380	-	\$ 6,380	0.3%
		Home Grant	954	-	\$ 954	0.0%
		Water	201,464	-	\$ 201,464	10.5%
		Sewer	127,495	-	\$ 127,495	6.6%
		Sanitation	49,263	6,904	\$ 56,167	2.9%
		Swimming Pools	27,866	-	\$ 27,866	1.4%
		911 Dispatch Center	58,465	-	\$ 58,465	3.0%
		Parking	33,039	-	\$ 33,039	1.7%
		Recreation	13,946	-	\$ 13,946	0.7%
		Multisport	2,453	-	\$ 2,453	0.1%
		Civic Center Events	11,740	-	\$ 11,740	0.6%
		Central Garage	64,222	-	\$ 64,222	3.3%
		Information Technology	26,752	-	\$ 26,752	1.4%
		City Telephone	728	-	\$ 728	0.0%
		Human Resources	26,772	-	\$ 26,772	1.4%
		Finance	41,742	-	\$ 41,742	2.2%
		Engineering	54,594	-	\$ 54,594	2.8%
		Public Works Admin	13,552	-	\$ 13,552	0.7%
		Civic Center Facilities	9,024	-	\$ 9,024	0.5%
		<b>Total Charges</b>	<u><u>\$ 1,871,926</u></u>	<u><u>\$ 52,762</u></u>	<u><u>\$ 1,924,688</u></u>	<u><u>100.0%</u></u>

\*Balance of revenues under expenses will come from Fund Balance.



# Health and Benefits Fund

**Service Description**

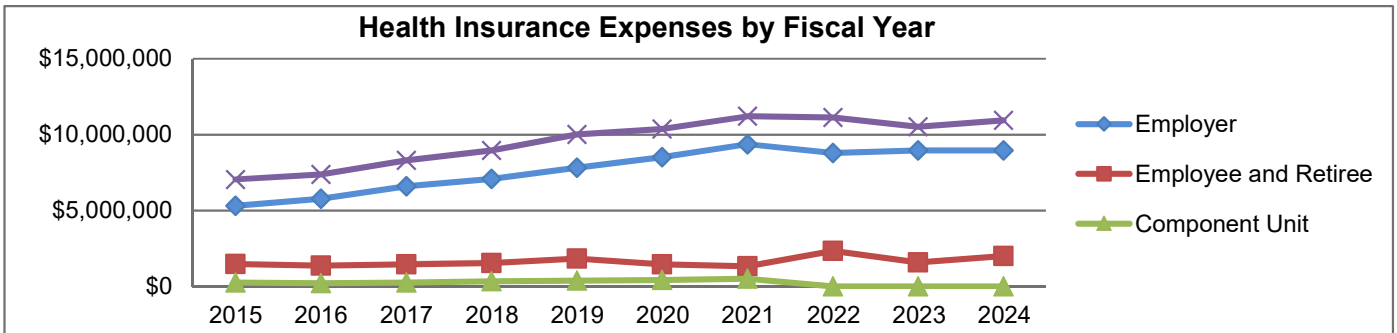
The Health & Benefits Fund was created to account for payroll deductions made to the City's health insurance plan and process payments of health insurance premiums from the Montana Municipal Interlocal Authority's Health Benefit program.

Internal Service Charges: Based On:  
 The City pays: Employee, \$1,056; Employee with Children: \$7,388; Employee & Spouse: \$9,677; Family: \$16,988 annually  
 No Internal Service Charge- Direct Expense under Personal Services- Health Insurance: The Employee pays: Employee: \$789; Employee with Children: \$2,961; Employee & Spouse: \$3,366; Employee with Family: \$4,656 annually

FY 2024 Budget		Budgeted Health Insurance Expense		
		Health Insurance		% of Contributions
<b>Revenues:</b>		<b>General Fund</b>		
Charges for Services		City Commission	71,430	0.8%
Retirees	531,248	Administration	267,350	3.0%
Employee & Employer*	10,425,204	Municipal Court	152,282	1.7%
<b>Total Charges for Services</b>	<b>\$ 10,956,452</b>	Legal	151,372	1.7%
<b>Total Revenues</b>	<b>\$ 10,956,452</b>	Police	2,142,501	23.9%
		Fire	1,506,430	16.8%
<b>Expenses:</b>		Park & Recreation	263,584	2.9%
Purchased Services	11,215,952	<b>General Fund Total</b>	<b>\$ 4,554,949</b>	<b>50.8%</b>
Internal Service	1,811	<b>Library Fund</b>	<b>220,028</b>	<b>2.5%</b>
<b>Total Expenses</b>	<b>\$ 11,217,763</b>	Plan & Comm Dev Fund	171,525	1.9%
		Permits Fund	208,228	2.3%
<b>Revenue Over (Under) Expenses**</b>	<b>\$ (261,311)</b>	Natural Resources Fund	71,430	0.8%
		Park Maintenance District	36,714	0.4%
		Street District Fund	497,732	5.6%
		HIDTA Special Revenue Fund	24,128	0.3%
		Federal Block Grant Fund	23,678	0.3%
		Home Fund	3,418	0.0%
		Housing Authority Fund	309,703	3.5%
		Water Fund	559,029	6.2%
		Sewer Fund	234,666	2.6%
		Storm Drain Fund	49,130	0.5%
		Sanitation Fund	325,412	3.6%
		Swimming Pools Fund	12,064	0.1%
		911 Dispatch Center Fund	446,268	5.0%
		Parking Fund	10,857	0.1%
		Recreation Fund	21,742	0.2%
		Civic Center Events Fund	34,594	0.4%
		Central Garage Fund	215,463	2.4%
		Information Tech Fund	126,944	1.4%
		Human Resources Fund	116,234	1.3%
		City Telephone Fund	2,419	0.0%
		Finance Fund	244,686	2.7%
		Engineering Fund	279,148	3.1%
		Public Works Admin Fund	82,972	0.9%
		Civic Center Facilities Fund	75,585	0.8%
		<b>Total Health Insurance Expense</b>	<b>\$ 8,958,746</b>	<b>100.0%</b>

\*Employee expense not reflected in employer budget contribution, shown directly as a revenue.

\*\*Balance of revenues under expenses will come from Fund Balance.



# Human Resources Fund

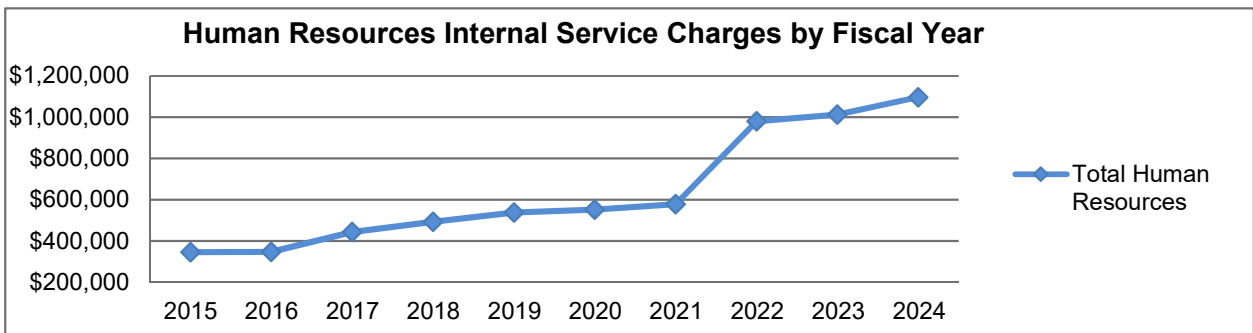
**Service Description**

The Human Resources Fund was created to account for providing professional services to the management of the City, payroll, its employees, and the public through the administration of a comprehensive Human Resources program.

Internal Service Charges: **Human Resources**      Based On: **Employee average from prior two years; Payroll: employee average from prior two years**

FY 2024 Budget		Internal Service Charges (ISC) Revenue Sources	
		Human Resources	% of ISC Collections
<b>Revenues:</b>			
Internal Service Charges		General Fund	
Human Resources	1,096,835	City Commission	7,874      0.7%
Total Internal Service Charges	\$ 1,096,835	Administration	29,921      2.7%
Other Revenue	-	Municipal Court	23,622      2.2%
Total Revenues	<u>\$ 1,096,835</u>	Legal	22,047      2.0%
		Police	188,973      17.2%
		Fire	111,809      10.2%
<b>Expenses:</b>		Park & Recreation	74,015      6.7%
Personal Services	909,771	General Fund Total	<u>\$ 458,261      41.8%</u>
Supplies	32,400	<b>Library</b>	<b>29,921      2.7%</b>
Purchased Services	55,600	Planning & Comm. Dev.	15,748      1.4%
Internal Service	99,020	Permits	20,472      1.9%
Total Expenses	<u>\$ 1,096,791</u>	Natural Resources	17,323      1.6%
		Portage Meadows	3,149      0.3%
Revenue Over (Under) Expenses*	<u>\$ 44</u>	Street District	47,244      4.3%
		Federal Block Grant	4,724      0.4%
		Housing Authority	-      0.0%
		Water	55,118      5.0%
		Sewer	26,771      2.4%
		Storm Drain	2,362      0.2%
		Sanitation	37,794      3.4%
		Swimming Pools	111,810      10.2%
		911 Dispatch Center	33,070      3.0%
		Parking	787      0.1%
		Recreation	80,314      7.3%
		Multisport	6,299      0.6%
		Civic Center Events	39,370      3.6%
		Central Garage	18,897      1.7%
		Information Technology	12,599      1.1%
		Finance	32,283      2.9%
		Engineering	26,771      2.4%
		Public Works Admin	9,449      0.9%
		Civic Center Facilities	6,299      0.6%
		Total Charges	<u>\$ 1,096,835      100.0%</u>

\*Balance of revenues under expenses will come from Fund Balance.



# City Telephone Fund

## Service Description

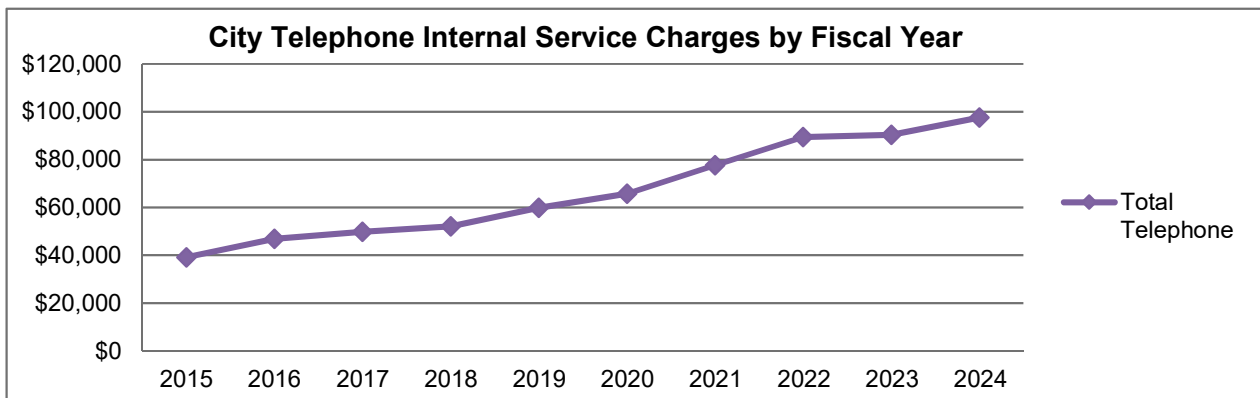
The City Telephone Fund was created to account for overseeing operations related to all City telephones, telephone leases, and long-distance carriers for the Civic Center and Police Department buildings.

Internal Service Charges:  
City Telephone

Based On:  
Number of telephone extensions

FY 2024 Budget	
Revenues:	
Internal Service Charges	
City Telephone	97,591
Total Internal Service Charges	<u>\$ 97,591</u>
Total Revenues	<u><u>\$ 97,591</u></u>
Expenses:	
Personal Services	26,164
Purchased Services	53,700
Internal Service	3,201
Total Expenses	<u>\$ 83,065</u>
Revenue Over (Under) Expenses	<u><u>\$ 14,526</u></u>

Internal Service Charges (ISC) Revenue Sources		
	City Telephone	% of ISC Collections
General Fund		
City Commission	339	0.3%
Administration	4,715	4.8%
Municipal Court	3,549	3.6%
Legal	3,194	3.3%
Police	22,885	23.4%
Fire	10,544	10.8%
Park & Recreation	4,818	4.9%
General Fund Total	<u>\$ 50,044</u>	<u>51.3%</u>
Plan & Comm Dev	3,194	3.3%
Permits	4,259	4.4%
Street	3,165	3.2%
Federal Block Grant	710	0.7%
Water	5,442	5.6%
Sewer	1,070	1.1%
Storm Drain	1,070	1.1%
Sanitation	1,812	1.9%
911 Dispatch Center	6,101	6.3%
Parking	194	0.2%
Civic Center Events	2,147	2.2%
Central Garage	2,790	2.9%
Human Resources	2,839	2.9%
Finance	6,050	6.2%
Engineering	4,623	4.7%
PW Admin	1,726	1.8%
Civic Center Facilities	355	0.4%
Total Charges	<u>\$ 97,591</u>	<u>100.0%</u>



# Finance Fund

**Service Description**

The Finance Fund was created to account for providing centralized services for accounting, assessments, budgeting, cash investments, utility billing, utility customer services, debt issuance, mail, and capital asset tracking.

<b>Internal Service Charges:</b>	<b>Based On:</b>
Mail	Actual usages from May 1st through April 30th.
<b>Fiscal Services</b>	<b>Accounting: prior 2 years number of transactions less payroll, misc billing &amp; budget transactions; Taxes/ Assessments: based on number of parcels assessed</b>
Utility Customer Service & Billing	Based on average revenue of utilities funds for prior 2 years

FY 2024 Budget		Internal Service Charges (ISC) Revenue Sources				
		Mail	Fiscal Services	Utility Cust. Service & Billing	Total	% of ISC Collections
<b>Revenues:</b>						
Internal Service Charges						
Mail	63,898					
Fiscal Services	933,464					
Utility Customer Service & Billing	1,087,615					
<b>Total Internal Service Charges</b>	<b>\$ 2,084,977</b>					
Other Revenue	-					
<b>Total Revenues</b>	<b>\$ 2,084,977</b>					
<b>Expenses:</b>						
Personal Services	1,409,024					
Supplies	16,200					
Purchased Services	450,573					
Internal Service	209,588					
Capital Outlay	75,000					
<b>Total Expenses</b>	<b>\$ 2,160,385</b>					
<b>Revenue Over (Under) Expenses*</b>	<b>\$ (75,408)</b>					

		General Fund	City Commission	Administration	Municipal Court	Legal	Police	Fire	Park & Recreation	General Fund Total		
Park Special Revenue	-											
<b>Library</b>	<b>17,545</b>											
Planning & Comm. Dev.	1,186											
Central MT Ag Tech TID	-											
Airport TID	-											
Downtown TID	-											
East Industrial TID	-											
Permits	6,911											
Street Lighting	-											
Natural Resources	1,884											
Portage Meadows	-											
Street District	3,652											
Federal Block Grant	189											
Home Grant	-											
Housing Authority	-											
Soccer Park GO Bond	-											
West Bank TID Bonds	-											
Water	654											
Sewer	218											
Storm Drain	-											
Sanitation	742											
Swimming Pools	-											
911 Dispatch Center	-											
Parking	-											
Recreation	742											
Multisport	-											
Icebreaker Road Race	-											
Civic Center Events	1,404											
Central Garage	7											
Information Technology	22											
Insurance and Safety	-											
City Telephone	-											
Health & Benefits	-											
Human Resources	3,732											
Engineering	902											
Public Works Admin	-											
Civic Center Facilities	-											
SID Bonds	-											
<b>Total Charges</b>												



# Engineering Fund

**Service Description**

The Engineering Fund was created to account for engineering technical support for the Utilities and Operation branches of Public Works and other departments with the City.

**Internal Service Charges:**

Engineering

Based on previous years actual time spent on specific projects for the various departments

Internal Engineering

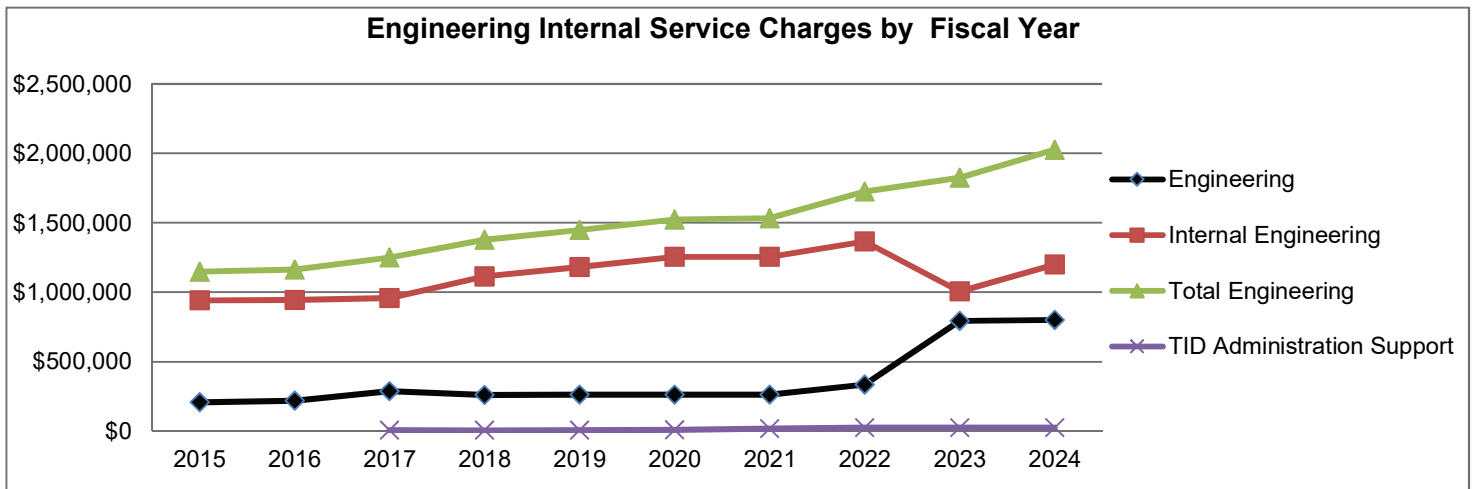
Based on previous years actual time spent on specific projects for the various departments-charged to capital outlay

TID Admin Support

Based on 7.5% of prior year Tax Increment, divided out 45% General Fund, 45% Planning & CD, and 10% Engineering

FY 2024 Budget		Internal Service Charges (ISC) Revenue Sources					
		TID					
		Engineering	Internal Engineering	Administration Support	Total	% of ISC Collections	
<b>Revenues:</b>							
Internal Service Charges		Central MT Ag Tech TID		2,925	\$ 2,925	0.1%	
Engineering	800,000	Airport TID		1,425	\$ 1,425	0.1%	
Internal Engineering	1,200,000	Downtown TID		11,625	\$ 11,625	0.6%	
TID Administration Support	25,500	East Industrial TID		2,888	\$ 2,888	0.1%	
Total Internal Service Charges	<u>\$ 2,025,500</u>	West Bank TID Bonds		6,638	\$ 6,638	0.3%	
Licenses and Permits	28,000	230,000	240,000	-	\$ 470,000	23.2%	
Charges for Services	126,100	160,000	540,000	-	\$ 700,000	34.6%	
Transfer in from the GF	-	220,000	200,000	-	\$ 420,000	20.7%	
Total Revenues	<u><u>\$ 2,179,600</u></u>	120,000	220,000	-	\$ 340,000	16.8%	
		Sanitation Fund	10,000	-	\$ 10,000	0.5%	
		Central Garage Fund	60,000	-	\$ 60,000	3.0%	
		Total Charges	<u>\$ 800,000</u>	<u>\$ 1,200,000</u>	<u>\$ 25,500</u>	<u>\$ 2,025,500</u>	<u>100%</u>
<b>Expenses:</b>							
Personal Services	2,142,829						
Supplies	39,108						
Purchased Services	102,980						
Internal Service	362,959						
Capital Outlay	7,000						
Total Expenses	<u><u>\$ 2,654,876</u></u>						
Revenue Over (Under) Expenses*	<u><u>\$ (475,276)</u></u>						

\*Balance of revenues under expenses will come from Fund Balance.



# Public Works Admin Fund

**Service Description**

The Public Works Admin Fund was created to account for the overall planning, organizing, and coordination of the three branches of Public Works: utilities, operations, and engineering.

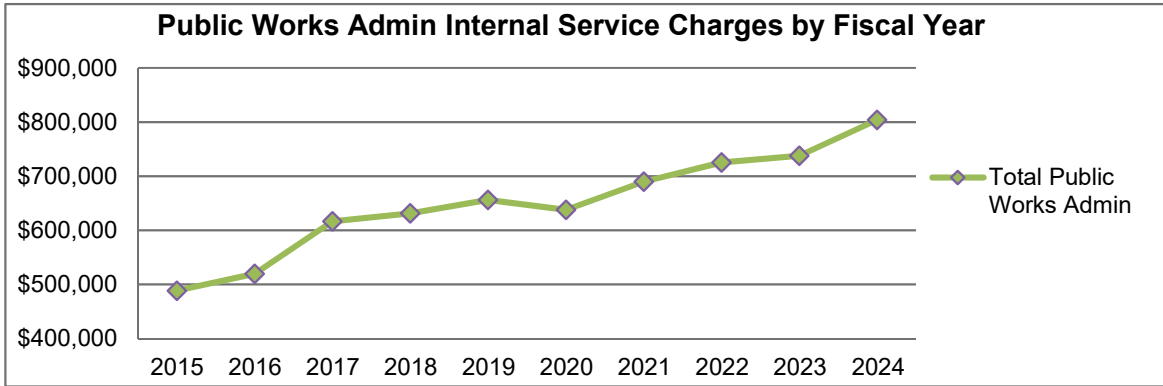
**Internal Service Charges:**  
Public Works Admin

**Based On:**  
Charges are divided by a percentage established by Prior PW administration

<b>FY 2024 Budget</b>	
<b>Revenues:</b>	
Internal Service Charges	
Public Works Admin	803,951
Total Internal Service Charges	<u>\$ 803,951</u>
<b>Total Revenues</b>	<u><u>\$ 803,951</u></u>
<b>Expenses:</b>	
Personal Services	451,141
Supplies	29,800
Purchased Services	188,539
Internal Service	116,471
Capital Outlay	180,000
<b>Total Expenses</b>	<u><u>\$ 965,951</u></u>
<b>Revenue Over (Under) Expenses*</b>	<u><u>\$ (162,000)</u></u>

<b>Internal Service Charges (ISC) Revenue Sources</b>		
	Public Works Admin	% of ISC Collections
Street District Fund	96,614	12.0%
Water Fund	200,778	25.0%
Sewer Fund	156,526	19.5%
Storm Drain Fund	84,520	10.5%
Sanitation Fund	80,464	10.0%
Central Garage Fund	80,465	10.0%
Engineering Fund	104,584	13.0%
<b>Total Charges</b>	<u><u>\$ 803,951</u></u>	<u>100%</u>

\*Balance of revenues under expenses will come from Fund Balance.



# Civic Center Facility Services Fund

## Service Description

The Civic Center Facility Services Fund was created to account for the costs of maintaining and operating the Civic Center and the City departments located there.

### Internal Service Charges:

Civic Center Building Services

### Based On:

Based on square footage of usage by Departments located in the Civic Center

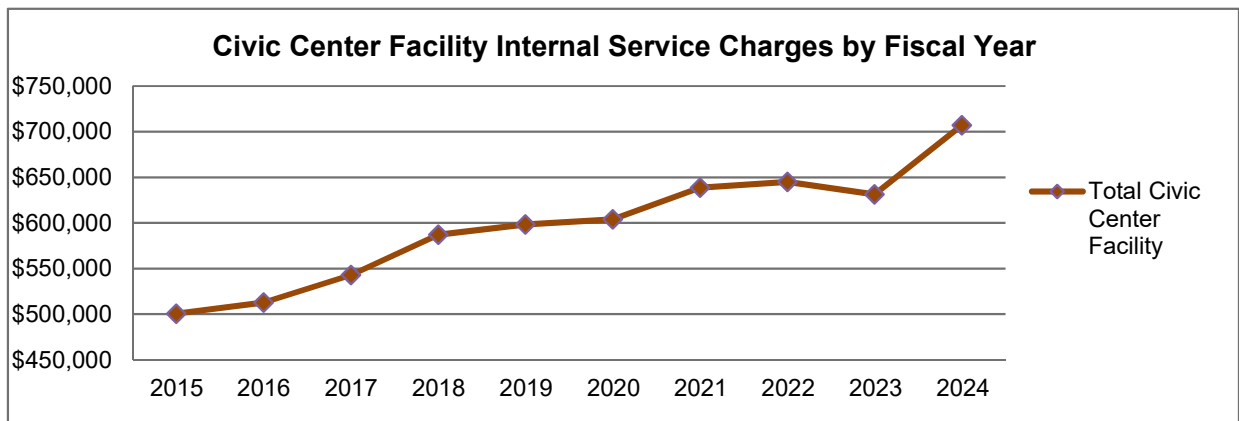
### FY 2024 Budget

FY 2024 Budget	
Revenues:	
Internal Service Charges	
Civic Center Building Services	707,274
Total Internal Service Charges	<u>\$ 707,274</u>
Total Revenues	<u><u>\$ 707,274</u></u>
Expenses:	
Personal Services	362,006
Supplies	26,250
Purchased Services	288,323
Internal Service	30,695
Total Expenses	<u><u>\$ 707,274</u></u>
Revenue Over (Under) Expenses*	<u><u>\$0</u></u>

### Internal Service Charges (ISC) Revenue Sources

	Civic Center Building Services	% of ISC Collections
General Fund		
Administration	329,546	46.6%
Municipal Court	28,733	4.1%
Legal	16,150	2.3%
General Fund Total	<u>\$ 374,429</u>	<u>52.9%</u>
Planning & Community Dev Fund		
Permits Fund	18,994	2.7%
Federal Block Grant Fund	4,744	0.7%
Parking Fund	5,508	0.8%
Civic Center Events Fund	219,737	31.1%
Information Tech Fund	22,209	3.1%
Human Resources Fund	14,640	2.1%
Finance Fund	28,019	4.0%
Total Charges	<u><u>\$ 707,274</u></u>	<u>100%</u>

\*Balance of revenues under expenses will come from Fund Balance.







## COMMON PROPOSAL FORM COVER SHEET

**\*Only the sections that are highlighted in yellow are editable\***

Request to: **Robbins de Beaumont Foundation**

Date of Application: February 28, 2024

Full Legal Organization Name: Great Falls Public Library Foundation		
Address: PO Box 742		
City: Great Falls	State: MT	Zip Code: 59403
Website: <a href="http://www.gflibraryfoundation.org">www.gflibraryfoundation.org</a>		
President/Exec. Dir.: Brianne Laurin		Title: Executive Director
Phone #: (406) 781-7071	Email: <a href="mailto:brianne@gflibraryfoundation.org">brianne@gflibraryfoundation.org</a>	
Contact Person (if different):		Title:
Phone #:	Email:	

### Organizational Information

501(c)(3)? <b>Yes</b> No	If, Yes, EIN #: <b>23-7295568</b>	Year established: 1968
If No, provide fiscal sponsor's name, address and EIN:		
Total Organization Budget: \$464,000	Fiscal Yr: April 1	
Total # of Board Members: <b>10</b>	Total # of FT staff: <b>1</b>	Total # of PT staff: <b>0</b>
Volunteers #: <b>40-50</b>		
<p>Organizational Mission Statement (50 words or less): The mission of the Great Falls Public Library Foundation (GFPLF) is to support and promote the Great Falls Public Library and its programs. We do this through solicitation of public donations, financial stewardship of donations, and advocating for the library in the community.</p>		
<p>Brief Description of Organization (75 words or less): The Foundation was formed to benefit the Great Falls Public Library (GFPL). Our efforts enhance the availability and quality of the programs and services offered to children, youth and adults across Cascade County. We provide opportunity for cultural experiences such as Shakespeare in the Parks, Armchair Traveler events, and Author Talks. For 34 years, the Foundation has held an annual Book-A-Thon fundraising drive, raising an average of \$65,000 annually for the purchase of children's books.</p>		



## **Narrative: Early Literacy Outreach Program & Specialist at the Great Falls Public Library**

In the heart of our vibrant community lies the Great Falls Public Library (GFPL), a beacon of learning, imagination, and opportunity. The Great Falls Public Library Foundation was formed in 1968 to raise necessary funds to expand and enhance the programs and services the Library can offer our community. Here, we aim to cultivate the seeds of literacy from the very earliest moments of a child's life. To fulfill our vision of preparing parents and early childhood educators to interact with children in a way that will strengthen their early literacy skills, the Foundation respectfully requests the Robbins-de Beaumont Foundation to consider a grant of \$30,000. This funding will support the implementation of our Early Literacy Outreach (ELO) Program and a part-time ELO Specialist position at the Library. The ELO Program will enrich the lives of children aged birth through 5 years, setting them on a path towards success as they enter Kindergarten ready to read.

The significance of early literacy in a child's life is supported by a wealth of research and studies conducted over decades. The striking truth is the foundation of literacy is laid long before a child ever steps foot into a classroom. Yet, not all children are granted equal access to this crucial foundation. Socioeconomic barriers often cast shadows over the bright promise of early literacy, creating gaps that hinder the potential of our youngest learners.

Our proposed Early Literacy Outreach Program will partner with Head Start and at least six small and two medium-sized daycares in Great Falls, all of which will have children experiencing low socioeconomic status. The year-long program will be scheduled so that each week, approximately 200 children under the age of 5 will participate in the program. The ELO Specialist will lead vibrant Storytime sessions bursting with laughter and learning. These sessions will weave together interactive storytelling, rich language experiences, and valuable literacy tips for parents, creating a tapestry of learning that extends far beyond the bounds of our Library walls.

The ELO Specialist will play a vital role in supporting parents and early childhood educators to engage with children in ways that enhance their early literacy skills, ensuring they are prepared for Kindergarten. This includes demonstrating best practices for creating engaging reading and playing activities, developing and distributing parent and educator early literacy packets with information about the Great Falls Public Library's resources and the Dolly Parton Imagination Library, and consistently providing educational messages to motivate and empower parents and educators in building strong early literacy foundations.

But the magic doesn't end there. Funding for this program will also provide take-home Literacy Kits brimming with treasures—age-appropriate books, engaging toys, and activities designed to spark curiosity and foster early literacy skills. These kits will serve as portals to worlds of imagination, carried lovingly into the homes of our young readers, nurturing a lifelong love for the written word.

Statistics paint a compelling picture: children who are read to at home show remarkable advantages, with higher recognition of letters and improved cognitive abilities. The American Academy of Pediatrics echoes this sentiment, highlighting the brain-stimulating power of reading aloud from infancy. Research has shown that the brain undergoes rapid growth during the first five years, with experiences during this time shaping the architecture of the brain. Studies further affirm that access to books in early years correlates with higher vocabulary and reading comprehension scores later in life. For these reasons, we believe that once implemented, the program will have long-term sustainability as a proven enrichment opportunity with lasting impact on the children of our community.

With each Storytime session or borrowed Literacy Kit, we pave the way for a brighter future. We envision children entering Kindergarten with confidence, curiosity, and a thirst for knowledge. We see parents empowered as their child's first and most important teachers, creating a ripple effect of literacy throughout generations.

We are honored and humbled to have been invited by Deb Porcarelli to submit this request, and invite The Robbins-de Beaumont Foundation to partner with the Great Falls Public Library Foundation to bring our vision to life. We envision a community where every child, regardless of background or circumstance, has the opportunity to discover the joy of books, the magic of storytelling, and the wonder of language. Together, we can sow the seeds of literacy, nurturing the minds and hearts of our youngest community members.