



- VI. REPORTS (Pages 36-54)
  - A. MANAGEMENT TEAM REPORT (TECHNICAL SERVICES)
  - 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 POLICY REVIEW: BOARD OF TRUSTEES (Pages 55-68)

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

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

- B. PUBLIC LIBRARY STANDARDS POLICY REVIEW: LIBRARY STANDARDS ROADMAP REVIEW – PUBLIC RELATIONS, PROGRAMMING & COLLECTION (Pages 69-73)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE PERSONNEL & EMPLOYMENT PRACTICES POLICIES AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

- C. PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

VIII. NEW BUSINESS

- A. FOUNDATION APPROVED PROJECTS PROPOSAL (Pages 74-76)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE FOUNDATION APPROVED PROJECTS PROPOSAL AS PRESENTED.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

- B. PROFESSIONAL ANNUAL REPORT (Pages 77-78)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE CREATION OF A PROFESSIONAL, WRITTEN ANNUAL REPORT.

SECOND                      PUBLIC COMMENT                      BOARD DISCUSSION                      VOTE

- C. SEPTEMBER BOARD MEETIN SCHEDULE (Pages 79-80)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ADJUST THE SEPTEMBER BOARD MEETING DATE TO \_\_\_\_\_.

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, June 25, 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. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT: Ms. Anne Bulger

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

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

STAFF PRESENT: Ms. Sarah Cawley, Ms. Treva Higgins, Aaron Kueffler, Ms. Susie McIntyre, Mr. Lukas Meier, Ms. Sara Linder-Parkinson, Mr. John Roberts, Ms. Payten Zenahlik

GUESTS PRESENT: John Beckman – Resident of Great Falls, Keith Duncan – Resident of Great Falls, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Sandy Rice – GFPL Foundation Liaison, Melissa Smith – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Sue Warren – Resident of Great Falls

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

**I. AGENDA APPROVAL**

Ms. Olson asked for an agenda approval.

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

**II. STAFF INTRODUCTIONS**

Mr. Lukas Meier and Mr. John Roberts 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**

Melissa Smith, a resident of Great Falls addressed the board. She thanked the Library for the event in the Library Park that had author Jamie Ford. She also thanked the Library for their support of Juneteenth.

Richard Irving, a resident of Great Falls, addressed the board. He stated that the Juneteenth event was nice, but the Library continues to present a fictional account of what Juneteenth was about.

He stated that he continues to be concerned with the Library financial reports, and the spending of money to rent the Mansfield Theater for an event no one showed up for. He is also concerned that the Library gave out a fictional amount that taxpayers were going to have to pay on the levy. The Library did not reduce the amount or apologize to the taxpayers.

He continues to voice his concerns with plans to move kids into the basement.

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

Ms. Crist provided Mr. Kueffler with an email with grammatical corrections.

Ms. Johnson stated that on page two, a period was missing at the end of the first paragraph.

Ms. Johnson made a motion that the Great Falls Board of Trustees accepts the minutes with the proofreading changes that were submitted. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He voiced his concerns that the Library does not provide a written packet, or display the packet on the screen during the meeting.

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. McIntyre informed us that the packet contains two year-to-date reports. One is in the format that has previously been in the packets. The other is a report generated within the new city software. She asked that the board instruct her on what they would like to see going forward.

Ms. DeForest had a question on page 7, line item 311220 and line items 421900 & 423100. The percentages seem lower than expected. Ms. McIntyre stated that 311220 taxes are collected on a different schedule, they should show up on the next board packet. For 421900 & 423100, the budget number listed was the original budget, not the revised budget we enacted during the cash flow issues.

Ms. Johnson stated that using the report generated by the new software was preferred, especially if it saved on time having to rekey all the info into the old format. All board members agreed and instructed Ms. McIntyre to use the report from NewWorld.

Ms. McIntyre wished to clarify the Mansfield Theater concern mentioned in Public Comment. She explained it was for the Gathering of Families event. It was a community event that the Library was asked to participate. The plan was to end the weeklong event at the Mansfield Theater. The library secured the location. The planning was challenging and not as many people participated as was desired. She added that Foundation funding was used.

Ms. Crist added that there are many challenges of working in partnerships. It was appropriate for the library not to take lead on that event and remain just a partner.

Ms. DeForest asked if we would have to pay for using the Mansfield Theater for Shakespeare in the Parks. Ms. McIntyre explained that the Mansfield is just a backup location. We do not need to put a payment down if no one else wants the venue that same evening. If they do, then we will need to put a deposit down. If no one else needs it that evening, and the Library doesn't need to use it, we will not have that expense.

Ms. Olson asked Ms. Laurin what the funds can be used for. Ms. Laurin stated that the funds are restricted to Adult Programming and Cultural Programming.

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

Ms. Johnson asked if a Monthly Fund Balance could be provided at the bottom of the Income Statement. Ms. McIntyre stated that it would be easy to add going forward.

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

## **VI. REPORTS**

### Management Team Report

Ms. Cawley gave her Community Engagement report.

Ms. Olson stated she was impressed with all the activities Ms. Cawley has facilitated in the last nine months.

Ms. Crist likes that Ms. Cawley is working on a plan to make better use of the Library volunteers.

#### Director Report

Ms. McIntyre presented her director's report.

Ms. Johnson indicated that the new website has been displaying 404 errors when searched from google. Ms. McIntyre stated that we are aware and we are working on the search engine optimization (SEO).

Ms. Johnson asked where the Cushing Terrell invoices will show in the financial reports. Ms. McIntyre stated they would appear on the Vendor Summary report.

#### Statistical Report

No one had questions or comments concerning the Statistical Report.

#### Personnel Report

No one had questions or comments concerning the Personnel Report.

#### GPL Foundation Report

Ms. Rice informed us that the Foundation has four new board members. Their terms begin on July 1<sup>st</sup>.

Ms. Rice is continuing to hold a raffle during the Music in the Library Park events

#### Chair Report

Ms. Olson had nothing to report at this time.

#### Board Reports

Ms. Crist stated that the Juneteenth celebration continues to grow each year.

Ms. Olson asked Ms. Crist if she has heard anything regarding the band shell removal. Ms. Crist stated that a neighbor informed her that incidents in the park have gotten a lot better.



Ms. DeForest gave a recap of the Pathfinder meeting she attended.

#### City/Library Management Agreement Committee Report

Ms. Olson stated that the negotiation was still in process, and there was nothing new to report.

Ms. Johnson asked if sub-committees could provide a written report. Ms. Olson stated that it could be done but some committees meet multiple times and may not have a full report ready. Ms. McIntyre added that most committees will give a verbal update month to month, then provide a written report when they officially present to the board. Ms. Crist added for the long term record it should be written down.

### **VII. OLD BUSINESS**

#### PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – ACCESS TO LIBRARY SERVICES

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

It was discussed that the board would like to finish up the roadmap review within the next two months.

#### PUBLIC LIBRARY STANDARDS POLICY REVIEW: CITY OF GREAT FALLS PERSONNEL POLICY MANUAL

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

Ms. Johnson asked if a motion was needed since this is a city policy that we cannot change. Ms. Crist suggested we change to motion to say “acknowledging the receipt of”. It was decided that the minutes would reflect that it was reviewed and discussed and no motion was made.

### **VIII. NEW BUSINESS**

#### LIBRARY DIRECTOR ANNUAL PERFORMANCE EVALUATION

Ms. Olson cited MCA 2-3-203 (3). She asked if Ms. McIntyre would like to waive her right to privacy. Ms. McIntyre stated that she would not.

Ms. Johnson asked if there was a form for her performance review. Ms. Olson stated she would go over that when they enter the executive session.

Ms. Olson moved that the board enter into an executive session. Ms. DeForest seconded. Ms. Olson called for a vote. Motion passed 3-1 (voting yes: Ms. Olson, Ms. DeForest, Ms. Crist. Voting no: Ms. Johnson)

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EXECUTIVE SESSION ENDED AT 7:19 PM

Ms. Olson gave a brief overview of what was discussed during the executive session. She stated that it was an open conversation between the board members, the ex-officio and Ms. McIntyre. Ms. McIntyre's review was based upon her accomplishments in regard to the Library's strategic plan.

For goal 1, create a safe, accessible library that will serve the community for the next 50 years, Ms. Olson stated that Ms. McIntyre has the vision for this organization. She sees the big picture and knows how to take the library forward. She is leading with grace and has done well both with the vision and the budget.

The remodel project was discussed. The board has offered assistance in whatever small groups that need to get together for the remodel project.

Ms. Olson stated that Ms. McIntyre has taken on a lot, and that the board is pleased to see that there is staff, and that programming has shifted to other staff in the building.

For goal 2, develop adequate, sustainable funding for a thriving library, Ms. Olson stated that the discussion revolved around the Mill Levy and its passing, and what needed to be done to meet the promises to the voters. Work-life balance was discussed and what the assistant director position will bring to the library. The library is a space that serves everyone in the community and the board needs to make sure they show Ms. McIntyre their support.

Goal 3, develop library services and staffing to meet the needs of the community, Ms. Olson stated that a discussion was had on the staff that has been hired and what has been done. The board would like to see more effort put into making the community aware of the library services that are currently being offered. Examples include the notary service the library offers as well as copy service and being able to reserve meeting space without a fee.

Ms. McIntyre's recent Librarian of the Year award from the Montana Library Association was discussed. It is an award that peers weigh in on and Ms. McIntyre has good networking and collaboration with other library directors across the state.

Ms. Olson added, that after Ms. McIntyre exited the room, the board discussed recommendations on pay increases. Ms. Olson stated that Ms. Wilson, in the executive session, explained the recent city manager pay increase, and that the cost of living increase is somewhere near the 3.5% range. Ms. Olson asked Ms. Wilson for confirmation on that amount, and feedback on what other department heads are

receiving. Ms. Olson asked Ms. McIntyre if everyone receives their merit based increase at the same time. Ms. McIntyre stated that in the past, those increase are given a little late, but would be retro paid to July 1. Ms. McIntyre informed everyone that she has not yet had her review with the city manager. She went on to explain how she handles merit based pay for her non-union staff. Ms. Crist added the for the library director to turn down increases is not a good idea for many reasons. She added that keeping the salary low will make it difficult when the time comes to hire someone else.

Ms. Olson stated that she has tasked Ms. Wilson with some questions to be answered before the next meeting. Ms. Olson stated until those answers arrive the board is not at a point where they can vote on a particular pay increase at this time.

Ms. Olson asked the board and ex-officio for input.

Ms. Wilson stated that she is thankful for a dedicated library director that sees the library through all the changes and for bringing the right people on board to expand the services and make the library so much better.

Ms. Crist stated she had already had her say regarding turning down raises.

Ms. Johnson had no comments to add.

Ms. DeForest thanked Ms. McIntyre for all that she does, and is excited to see where the library is going.

Ms. Olson asked for a motion to approve the performance review without the pay increase. A motion for the pay increase can be made at next months meeting.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the annual performance review of the Library Director. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He is heartened that the Ex-Officio member participated in the review and he recommends that the board change their policy so the Ex-Officio can participate but not vote. He is also heartened to see that the board is asking more questions than they use to. He stated that it is his opinion that the answers the board receives for the director are seldom facts. He suggests that the board place Ms. McIntyre on a very specific plan of correction with specific goals and consequences.

Ms. Olson asked if the board had anything to add.

Ms. Johnson stated that she appreciated Ms. McIntyre's feedback, comments and positive references to what staff is doing but she felt the conversation in the executive

session was more of an evaluation of the strategic goals and not of an evaluation of the library director. Ms. Olson asked if Ms. Johnson would be voting against the motion. Ms. Johnson stated that she would be because she did not feel this was a performance review of the director, but a review of the strategic plan.

Ms. Olson asked if Ms. Johnson had comments about Ms. McIntyre's performance. Ms. Johnson reiterated that she appreciated Ms. McIntyre's comments but still does not feel it was a performance review.

Ms. Olson informed Ms. Johnson that this was her opportunity to review Ms. McIntyre's performance. Ms. Johnson stated that she felt the opportunity to do so was during the executive session, but guidance was not provided.

Ms. Olson asked Ms. Johnson to state in this meeting whether or not she was provided an opportunity to review Ms. McIntyre's performance. Ms. Johnson stated that she believed that the executive session was reviewing strategic goals in a conversation with Ms. McIntyre.

Ms. DeForest stated for the record that she asked Ms. Johnson, during the executive session, if she brought any comments or anything to talk about. This was an opportunity to talk about anything. Ms. Johnson stated that prior to the executive session she asked if there was a form for review. She included that a review should include something being sent out to the board or public ahead of time. She stated that the direction was lacking for what was being done. Ms. DeForest stated that Ms. Johnson did not need a form to ask questions. Ms. Johnson stated that the questions should have been developed by someone other than her. Ms. Johnson stated that she had reached out to Ms. Crist asking if there was a form, or a review that had already been done. Ms. Olson asked Ms. Johnson why she addressed a question to Ms. Crist and not the board chair. Ms. Crist replied that her and Ms. Johnson tend to have similar changes to the meeting minutes so she emailed her directly. Ms. Crist added that due to meeting laws, the board cannot send messages as a group so she sent her changes directly to Ms. Johnson. Ms. Johnson added that in a previous committee meeting, Ms. Crist offered to answer board questions as they came up. Ms. Olson stated that since the board president sets the agenda, any changes to the agenda need to go to her. If any board member feels there is something missing in the agenda, they need to discuss it with the people that set the agenda. Ms. Johnson added that she was not indicating that she wanted to change the agenda; she had questions and was confused about the process. Ms. Olson stated that in the future, Ms. Johnson should reach out before the meeting to address those questions. Ms. Johnson added that board meeting should be where transparency takes place. Ms. Olson encouraged Ms. Johnson to be transparent now, and inform the board what concerns she has about Ms. McIntyre's performance that would prevent her from voting yes. Ms. Johnson stated that the reason she is voting to not approve is because she does not feel the board conducted a performance review of the Director which is what the motion is for. Ms. Olson questioned Ms. Johnson on her not wanting

to give a review of Ms. McIntyre at this time. Ms. Johnson stated that she will not be giving any more comment as she feels she has already answered the question.

Ms. Olson asked Ms. Wilson to comment on how Ms. McIntyre's review process compared to the city managers review process.

Ms. Wilson stated that this process mirrored the city managers process. She stated that they went around the room and pointed out areas that were strengths through the year as well as areas where there were problems. Each commissioner had an opportunity to interact with the city manager just like what was done in the executive session this evening. When the city manager left the room, the commissioners discussed the evaluation.

Ms. Olson asked if there was any more board discussion, upon hearing none she called for a vote. Motion passed 3-1 (voting yes: Ms. Olson, Ms. DeForest, Ms. Crist. Voting no: Ms. Johnson)

#### **IX. PROPOSALS/COMMENTS FROM TRUSTEES**

Ms. Johnson stated that every individual board member has the right to vote how they want. She stated that the pressure exhibited tonight with asking the same question over and over again was very inappropriate. Even voting no, the outcome is the same; Pressure for voting is inappropriate. Ms. Olson added that she was not pressuring what Ms. Johnson vote was, she stated that it is not always understood why she votes for and against some things. Ms. Olson added that if Ms. Johnson wants transparency she needs to be transparent to the board. The board would like to know how she feels about things instead of not addressing the situation. Ms. Johnson said she is glad this is being transparent. She stated that she specifically said she does not feel the board conducted a performance review of Ms. McIntyre. The change she proposes is that next year the board needs to come to this review with a better explanation of what they are going to do. Ms. Johnson said that she did ask a question, and followed up with what change she believes needs to happen. She added that she is not voting against Ms. McIntyre, she is voting against the way the review was handled.

Ms. Olson thanked Ms. Johnson for going on the record with her thoughts.

#### **X. ADJOURNMENT**

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

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 7:40 pm.

DRAFT



**Great Falls Public Library**  
**Board of Trustees Board Meeting**  
**Tuesday, July 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. Treva Higgins, Ms. Amma Jones, Aaron Kueffler, Mr. Drew Larion, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson

GUESTS PRESENT: John Beckman – Resident of Great Falls, Shelly Fagenstrom – Resident of Cascade County, Rina Fontana Moore – Resident of Great Falls, Richard Irving – Resident of Great Falls, Sharon Patton-Griffin – Resident of Cascade County, Sandy Rice – GFPL Foundation Liaison, Jenn Rowell – The Electric (via zoom), David Saslav – Resident of Great Falls, Melissa Smith – Resident of Great Falls, Ken Toole – Resident of Cascade County

Ms. Olson called the meeting to order at 4:31 pm.

**I. AGENDA APPROVAL**

Ms. Olson asked for an 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.

Richard Irving, a resident of Great Falls addressed the board. He stated that he was unclear on the appointments in the agenda. He asked if the board is appointing officers or is the board making changes to the rules. If the board is making changes to the rules, it is too late to do so; that should have been done before this meeting.

Ms. Olson asked if there were any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

## **II. STAFF INTRODUCTIONS**

Mr. Drew Larion and Ms. Amma Jones 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**

Richard Irving, a resident of Great Falls addressed the board. He addressed a recent domestic dispute in the Library Park. Since the event happen in the Library Park he called and talked to the safety specialist. He asks for a clear policy on whether or not that was the appropriate action.

Mr. Irving voiced his concerns on last month's review of the director. What was conducted was not a review. He also addressed a disagreement on the board regarding the review. His understanding is a voting member has the right to explain or not explain their vote and should not be forced to.

Mr. Irving talked about openness. The director is very firm on openness and discloses more than most library directors and boards do. He feels the openness that occurs should be fully open and not hiding things.

Mr. Irving voiced his concerns with children being placed in the basement after the remodel in order to allow more unhoused people to be on the first floor.

Sharon Patton-Griffin, a resident of Cascade County, addressed the board. She voiced her concerns regarding the seven mills the city is considering removing from the library. She hopes that the library does what it needs to keep the seven mills. She stated that the seven mills is a drop in the bucket for what the city needed for the safety levy. Because the seven mills accounts for one-third of the library budget, it won't solve the problem of the safety levy, but it will cause enormous problems for the library.

John Beckman, a resident of Great Falls addressed the board. He mentioned he did not see a spot on the agenda for general comment. Ms. Olson informed him that this was the time for general comment.

Mr. Beckman mentioned that he has been to a few of the board meetings and there are a few things the board needs to refresh on. He has observed that the board doesn't respond to comments made by the public. He feels this could be seen as a lack of concern for the public comment. He cited Roberts Rules of Order, stating that the chair person is only allowed to moderate, and not allowed to speak to any issue. If the chair wishes to make a comment they must yield the chair to the vice-chair or other board member.

Mr. Beckman added that if an issue is placed before the board, that doesn't involve conflict in the members of the board, and it fails to get a second, it indicates that the entire board is not doing their job. The public is required to get good public response. When the board fails to do a second, it does not reflect well on the board.

Mr. Beckman stated that this is a fiduciary board; it has control over the money. It needs to recognize that whenever something is recommended from the library to be done, it needs to be seriously looked at. He agreed that the library needed more money, but it needs to be careful with what they are doing. If the library proceeds prudently it shouldn't have any problems. He added that the citizens of the community spoke twice. Once to the library, and once to the safety levy. He cautioned the library to read and heed.

### **ADOPTION OF THE MINUTES**

Ms. Crist and Ms. Johnson provided Mr. Kueffler with written notes regarding grammatical corrections.

Ms. Johnson stated that she understands that the meeting minutes should not be verbatim, and that there has been discussion on how the minutes have gotten more detailed. Ms. Johnson posed the question as to where the line is for details. She stated that several conversations between board members, after they returned from the executive session, were not included in the meeting minutes. She asked how those decisions regarding details were being made.

Ms. McIntyre stated that we have gotten various feedback multiple times from the board regarding more or less detail in the minutes. She added that the board is welcome to make suggestions if they feel what was presented isn't correct. Ms. McIntyre added that Mr. Kueffler has tried to find the middle ground between Robert's Rules and the wish of the board. She stated that there was a lot of repetition at the end of the meeting and the board is welcome to make changes.

Ms. Olson asked Ms. Johnson if she had changes to make.

Ms. Johnson stated that so much was missing that she felt it was easier to bring it to our attention than record all the needed changes. She agrees that it does not need to be word for word, but the minutes are missing a lot of stuff that is important if this is the formal record of the meeting. Nothing is really recorded about the annual review process that occurred. If anyone from the public were to look back at last year's, it would be very unclear what actually happened.

Ms. Olson asked for input from Ms. Crist. Ms. Crist stated that there isn't an easy answer to where to draw the line. She thinks that one reason for there being less specificity in reporting the executive session is because it was an executive session

related to personnel. Ms. Crist stated that she did not have an answer to the questions, but had the question as well.

Ms. Johnson stated that continuity needs to be the same. She added that a lot of stuff was said that was brought out of executive session that wasn't private. The continuity just isn't there from everything said before, even from public comment when there's several different items listed under Mr. Irving's comments on page six. Several board members had valid things said that weren't just repetitive things and it was not recorded.

Ms. Olson asked if any changes need to be made before a motion is made.

Ms. McIntyre informed the board that they have the option of not approving the minutes and asking for them to be re-presented. The board has a lot of options, they can make specific suggestions, they can give vague suggestions and they can ask us to bring it back, or you can approve as is.

Ms. Olson asked the board for input.

Ms. DeForest stated that she hasn't read what Ms. Johnson's additions are. Ms. Johnson stated that she went back and re-watched the video when she realized more had happened.

Ms. DeForest agreed the minutes were not a full comprehensive report. Ms. DeForest asked how the board could review the minutes before they are asked to approve them. Ms. DeForest agreed that the board should be able to see what Ms. Johnson wants entered into the minutes. Ms. McIntyre stated that one option would be for the board not to approve the June minutes. With feedback from the board, at the next meeting the board will have two sets of minutes to approve, the June and the July. Ms. McIntyre added that the board has three options. The board can approve what's presented, approve with specific changes, or you can ask us to resubmit minutes next month.

Ms. Olson asked if someone would like to make a motion.

Ms. Johnson moved that the minutes from the June meeting be redone to more accurately reflect what happened during the meeting; then re-present them at the next meeting. Ms. DeForest seconded the motion. Ms. Olson opened for public comment or board discussion. Ms. Bulger asked if she should recuse herself since she was not present. Ms. Olson said that should be fine.

Ms. DeForest asked if Ms. Johnson would be submitting what needed to be added. Ms. Johnson said she would be willing to; the section in question is only about ten minutes long to re-watch. Since Mr. Kueffler has a certain verbiage that he uses, Ms. Johnson

does not know what the preference would be. Mr. Kueffler stated that he is happy to review and re-type the section in question.

Ms. Olson asked if there were any more public or board comments.

Ms. McIntyre added that she understands that there were concerns and she would like to publicly say that Mr. Kueffler works really hard on the minutes and that she takes responsibility for any issues. She proofs the meeting notes before they are added to the board packet. Mr. Kueffler does his best.

Ms. Johnson added that in her proofreading email she did offer kudos and thanked Mr. Kueffler for all the hard work.

Ms. Olson called for a vote. Motion passed by 4 (voting yes: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Johnson. Abstaining from vote: Ms. Bulger.)

#### **IV. ACCEPTANCE OF THE FINANCIAL REPORTS**

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

Ms. McIntyre informed us that the packet once again contains two Year to Date reports. The one direct from the software has the personnel contingency and all the weirdness for the actual budget numbers. Starting next month the software generated report will be given.

Ms. Bulger asked if we were using the original software. Ms. McIntyre confirmed we were.

Ms. DeForest had a question on page 21. She asked where the total showed up in the reports. Ms. McIntyre explained that the majority of donations do not show up in these reports because the majority of them go into the 2221. 2221 is the donations on the foundation side, which the board approves. We presented that budget to you. We don't normally do the monthly reports to you. We could change that if the board wants. It hasn't been past practice, but we do show you everything that comes in and everything that goes out. Ms. McIntyre stated that she does not know how helpful the budget report is because we don't really budget for memorials due to the fact that we have no idea how many people are going to give because people have died; and we don't know what the foundation is going to approve. Ms. McIntyre added that it is hard to present that to the board, but we do show all that is brought in and all the stuff that we pay.

Ms. DeForest asked if the form goes through the foundation. Ms. McIntyre stated that past practice has not been to present those monthlies to you because it's so hard to

budget for donations. Previous boards have not felt that was helpful. If the current board would find that helpful, we can run those reports too.

Ms. DeForest asked a question regarding line 365100 on page 9. She asked what donations that included. Ms. McIntyre stated that it was typically from book sales. It can be confusing because we have donations in both the 2220 and 2221.

Ms. Johnson commented on line item 37110, regular interest, on the income statement. She said it was super positive to see the YTD actual amount was at \$28,911.01.

Ms. Johnson asked a question regarding personnel expenses on page 12. From lines 41110 to 41510 the expenses are all over 100%. She asked why they were over even though some positions haven't been filled yet. Ms. McIntyre explained that the monthly budget report on pages 9 and 10 are more accurate because when we created the budgets for FY 2024, we did not know if the levy was going to pass or not pass. We worked with fiscal, and submitted a levy fail budget and a levy pass budget. In the levy pass budget, we did not divide out for PERS and Medicare, etc. It was entered in as a line called personnel's contingency.

Ms. Johnson thanked Ms. McIntyre for including the monthly fund balance on page 15 in the packet.

Ms. McIntyre asked if the board would like this included monthly. She reminded everyone that it is just estimates.

Ms. Olson commented that she doesn't personally need to see all 12 months. She believes that seeing where we are at in any given month would be enough information.

Ms. Bulger stated that when reconciled, this report tells us all we need to know. Ms. Johnson added that having it flow through the year would work; when July is reconciled it gets added, then when August is reconciled it gets added, etc. It gives the board the fund balance which is important to know.

Ms. McIntyre stated that she feels it is important to do the estimates of the next months because we get revenue twice a year. This way you will see the fund balance going down over several months, then when the revenue come in in December the fund will go back up and will be fine by the end of the year.

Ms. Olson asked if the consensus was to keep the form as it is. All members said yes.

Ms. Johnson ask for clarification on items in the June vendor summary. Ms. Johnson asked about the \$964 for Civic Plus. Ms. McIntyre stated that Civic Plus was our old website contract and we had to buy out of our contract when we switched.

Ms. Olson asked for a motion.

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

Richard Irving, a resident of Great Falls addressed the board. He expressed his concerns regarding the financial reports. The fund balances and expenditures and city money and library money and foundation money are all commingled. If questions come up, the answers tend to be we took that from this fund instead of that fund.

Mr. Irving strongly suggest to the board that they request the director to hire someone who is familiar with credit debit accounting that can generate a clear report on where the money came from and where it's going.

Mr. Irving also expressed concerns with the library throwing away two dumpsters full of books. On the news reports it sometimes says that these books belong to the library and we're throwing them away because they're obsolete. Sometimes these books belong to the foundation and we're throwing them away because they don't want them anymore. That is not being open with your public at all. Because of this Mr. Irving again calls for an outside audit, not approved or paid for by the library, the foundation, or the city.

Ms. Olson asked if there were any more questions.

Ms. Johnson asked if a report was run for 2221 would it look like the report on pages 11-14. Ms. McIntyre said that it would look the same. 2221 is harder to predict the budget, be the report can be run and included in the packet.

Ms. Johnson added that part of the job of the board is to look at all the financial pieces. If the report is easy to print, it could be included.

Ms. Olson asked the board if they would like to see the 2221 income statement in the next board packet. All members said yes.

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

## **V. REPORTS**

### Management Team Report

Ms. Linder-Parkinson gave the public services report.

Ms. Bulger asked with all the packing and unpacking of all the crates if it was a well-oiled machine now. Ms. Linder-Parkinson said when the crates come in, you see a transition in how we're doing our work. She is fortunate to work with the folks that are on her team. If Mr. Kaiser goes to lunch at noon and crates come in, staff tries to get them processed before he gets back. Staff know how much he's doing with the crates and they enjoy being able to help him out. It's been a fun process to watch them all band together.

Ms. Bulger added that it is an amazing service.

Ms. Linder-Parkinson added that she manages an amazing group of people; they deal with a lot of patron interaction and handle it gracefully.

Ms. Olson asked if Ms. Linder-Parkinson's department was the one with the biggest increase in employees. Ms. Linder-Parkinson stated that she went from managing 10 to 17 people.

Ms. Olson stated that Mr. Irving had spoken earlier about concerns about the safety specialist. She asked if Ms. Linder-Parkinson would be comfortable addressing those concerns with him after the meeting, or at a later time. Ms. Linder-Parkinson absolutely, and that Mr. Irving and her can have a meeting.

Ms. Crist added that she found it interesting how close the incoming and outgoing crates were. Ms. Linder-Parkinson stated that a lot of times if we send 10 out we're getting 18 back in, or we might send 4 out and get 10 back.

Ms. Wilson added that she is a part of the Meals on Wheels group that took out flyers last Wednesday, so it is so important for those folks to have something like this and she is really excited about all the services that the library is providing now. She looks forward to it growing.

Ms. DeForest asked how people choose books with the homebound service. Ms. Linder-Parkinson explained that Mr. Kaiser sits down with the individual face to face and does an interview to see what books the person may like. Then they will decide if they want to use Libby or they'll decide if they want to get physical books. If the person wishes to have physical books, Mr. Kaiser will take a crate of books that may be of interest and lets the homebound person select what they would like.

Ms. McIntyre added that Ms. Linder-Parkinson has stated several times that she's excited about the team that she has. That doesn't just happen, it happens because they have a good leader that builds team. Ms. Linder-Parkinson has done a really good job of building a team that works together. Going from supervising 10 people to supervising 17 people is really amazing and that this is one of the better decisions that I made in my first year of being library director.



## Director Report

Before presenting her director's report, Ms. McIntyre informed the board that another neo-nazi sticker was found in a book. We are unclear if it happened months ago or if it was new. We are keeping track of it and hope that it does not continue to happen.

Ms. McIntyre proceeded to give her director's report.

Ms. Crist asked if the general public would have an opportunity to give input on the remodel design. Ms. McIntyre said that is planned, but they would like to have some ideas in place first so they can receive feedback.

Ms. DeForest added that her and Ms. Laurin were in a meeting and brought up the issue of getting in front of the narrative. If we put the children on the third floor, or in the basement, we need to talk about what the reasons were for that decision so rumors don't start running or people hearing little bits of the information and not all of it.

Ms. Crist had a comment about the annual report. She stated that she would be in favor of a professional written report. She is unsure what it would cost, or where the money would come from. We have tried it a few different ways and to do it this way might be the way to go.

Ms. Johnson added that she had clicked on the links on page 92 of the board packet and the example from the Missoula public library seems like a good fit. It contained lots of precise data that wasn't too long in pages. She also added that it would be more precise and better to share with the whole community.

Ms. McIntyre stated that she will do more research and get some pricing information.

Ms. Rice commented on the remodel design sessions. She attended a session and learned something she didn't know. If both the Friends of the Library and the AAUW book sales go away due to using the space for something else, that is going to cost library about \$20,000.

Ms. Rice also added that she wishes people would stop referring to the lower floor as the basement. If the children's department is in the lower floor, it's not going to be in what we think of as a basement. It's going to be the lower floor. That's it.

Ms. McIntyre added that the lower floor does have daylight windows.

Ms. McIntyre also added that one of the things that has been discussed is sound and how we manage sound in the library. There has been movement in libraries over the past 20 years to make them more friendly with spaces where you can collaborate and

spaces where children feel welcome to play. Parents who have autistic children don't feel like they can come to the library if their child is loud. There is evidence that one of the top five things that people come to the library for is a quiet space to study. For people who are living in crowded apartments or with big families it is a luxury to have a quiet space. It makes the most sense to have the quiet floor be either on the third floor and the loudest be in the basement or flip those. The children's space will definitely be the loudest space. We will have a lot more feedback from Cushing Terrell once they actually have a design.

Ms. Johnson asked if Ms. McIntyre could define the difference between web page view and web sessions. Ms. McIntyre said her understanding is if she goes to a website, that is a session. If she goes to the website and clicks on nine pages, that's one session and nine page views. The views are always usually higher.

Ms. Olson added that typically, if a webpage views are high, you have good engagement on your website. If a person is clicking multiple page views, they are more engaged with the website.

#### Statistical Report

Ms. Johnson asked why the volunteer hours last month were significantly lower. Mr. Kueffler stated that it was the transition time between the Friends of the Library book sale and the beginning of the AAUW beginning theirs.

Ms. Bulger asked why the pages viewed on page 32 of June were so outrageously high and then everything kind of settled in. Ms. McIntyre explained there are two different statistical counting things happening because about a year ago, Google changed how their analytics worked. That is when it went from the June of 2023 to July of 2023. They changed how they counted stuff. Then after 11 months we changed our website and you can see it had another significant drop. One was Google and one was us getting a new website.

#### Personnel Report

No one had questions or comments concerning the Personnel Report.

At this point Ms. Olson moved to Old Business. Ms. Johnson asked if there was any information from the City/Library management agreement committee. Ms. Olson apologized for being off and asked Ms. Rice for the foundation report.

### GFPL Foundation Report

Ms. Rice informed us that the Foundation doesn't have much activity during the summertime. The Foundation has had its quarterly meeting reported on last month. The next meeting is in September.

The Foundation is starting an informational campaign that will probably begin in September. We have asked each board member to take one month and commit to two to three emails a month and maybe two or three posts to Facebook.

Ms. McIntyre added that the August board report will include the library proposals for the foundation approved projects. They get presented to the board first, then in September they will be presented to the foundation.

### Chair Report

Ms. Olson stated that her report will be the City/Library Management Agreement Committee report.

### Board Reports

No board reports were given.

### City/Library Management Agreement Committee Report

Ms. Olson stated that her and Ms. Bulger had the opportunity to meet with the city representation and our representation this morning. We are continuing to work through some very difficult and very complex issues. The agreement is lengthy and has a lot of items in it. We are still at the table and working towards something that will work for us mutually. Ms. Olson asked if Ms. Bulger agreed with that sentiment. Ms. Bulger agreed.

Ms. Olson added that the committee will have a written report when they are ready to present where we're actually at. Currently there is nothing that either party has agreed to in terms of bringing to the full board.

## **VI. OLD BUSINESS**

### PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – RESOURCE SHARING, TECHNOLOGY AND PERSONNEL

Ms. Olson recapped the information that was presented in the board packet. She asked if anyone had comments regarding the green listings.

Ms. Johnson had a question regarding staff training. She is unclear what account line staff training comes from.

Ms. McIntyre stated that it is in 2221 and that the library gets a very generous donation that is earmarked for training every year. We usually pay out of that. We did build up quite a bit in that account during COVID. Sending people to a physical Montana Library Association conference is really expensive; having people watch a webinar is not.

Ms. Olson asked if anyone had comments regarding the orange listings. These are things that we are not currently meeting the standard, but in all those instances, the standard is not required.

Ms. Crist commented that so many of the orange ones that we're not doing require a reciprocity. It is a collaboration with other libraries in the Pathfinder Federation and since they are so different in size and scope and orientation, it doesn't make sense to spend time and energy trying to coordinate that way.

Ms. McIntyre stated that we have three sections for next month and then we'll be done. Hopefully in the next calendar year the roadmap will be changed. The Montana State Library and the Montana State Library Commission have been going through a lot of changes. The Network Advisory Council has been disbanded. Ms. McIntyre is in regularly in contact with Ms. Cook and I will be talking to her about what's going to be happening.

#### PUBLIC LIBRARY STANDARDS POLICY REVIEW: PERSONNEL & EMPLOYMENT PRACTICES POLICY

Ms. Olson recapped the information that was presented in the board packet and asked for feedback.

Ms. Johnson had a question on page 45. The second line references an application that a volunteer must complete. It wasn't in the packet; was this application the one that Ms. Cawley mentioned she was redoing. Ms. McIntyre confirmed it was.

Ms. Johnson asked if there should be headings at the top of the pages that are personnel and employment practices. There are a few of these categories that are general patron ones also. Computer and software usage has its own policy for patrons so that if somebody opens up the policy manual or searching that then it says this is personnel not patron. Ms. McIntyre stated that in the personnel manual it is separated into sections. Ms. Johnson understands the separate sections, but some headings are identical between patron and personnel. It may be helpful to have a heading on the top of the page that says if it is personnel or patron. Ms. McIntyre stated that a heading can be added.

Ms. Johnson had a question about the library mailing address being used for personal mail. Ms. McIntyre stated that we do that as a courtesy if somebody is ordering something and doesn't want it left on their porch. Staff can have it delivered to work as long as it doesn't interfere. We'd rather have people here than at home waiting for a package.

Ms. Olson asked for a motion upon hear no other questions.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approves the personnel and employment practices policies as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He stated that if Google Drive means cloud, almost anything saved to any cloud has been grabbed off by somebody or taken hostage by somebody. He recommends that if you are saving something it is best to save it to a hard drive inside the library rather than the cloud.

Ms. Linder-Parkinson questioned if the motion needed to say amended. Ms. Olson asked Ms. DeForest to change her motion.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approves the personnel and employment practices policies as amended. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she asked for a vote. Motion passed unanimously.

#### PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

Ms. Olson stated that we are holding off on discussing this until everybody can get the Okta part of things. The item will be moved to next month.

### **VII. NEW BUSINESS**

#### PUBLIC LIBRARY STANDARDS: ELECTION OF OFFICERS (CHAIR AND VICE CHAIR)

Ms. Olson stated that the election of officers has always occurred in the summer months, and this has not changed recently. She explained that a few years ago there was timing issues when a new board member would join. July use to be the month that the board did not meet and when Mr. Tropila's term as chair ended it resulted in a month that the board did not have an appointed chair. Now that December is the month that the board does not meet, this should no longer be an issue.

Ms. Olson stated that she has the background from the MCA and believes we are following code and proper procedure to vote on the chair and vice chair.

Ms. Olson asked if there was a motion for chair.

Ms. Crist moved that the Great Falls Public Library Board of Trustees elect Ms. Whitney Olson to the position of Board Chair. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Bulger added that even though it has been a tumultuous few years, Ms. Olson has handled it with Grace. She also complemented how Ms. Olson spearheaded through the tough times of the mill levy.

Ms. Olson thanked Ms. Bulger for her comments.

Ms. Olson called for a vote. Motion passed unanimously.

Ms. Olson asked if there was a motion for vice chair.

Ms. Crist moved that the Great Falls Public Library Board of Trustees elect Ms. Anne Bulger to the position of Board Vice Chair. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Sharon Patton-Griffin, a resident of Cascade County, addressed the board. She stated that she hopes that the Chair and Vice-Chair will make it clear to our city commission that the library is not the cause of the safety levy failure, nor is it the solution. The cause comes from our legislature and executive branches of our government and the solution comes from electing people to the legislative and governing branches of our government who will help Great Falls taxpayers. There is a conflation of the library and the safety levy problem. They should not be joined or connected. She asks that the chair and vice chair, whom she respects deeply and is very grateful for, to hold the line.

Ms. Olson added that she has enjoyed serving with Ms. Bulger and is glad that she is up for another year of it. She feels it has been a good go and she appreciates that she can count on Ms. Bulger.

Ms. Olson asked if there was any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

#### **VIII. PROPOSALS/COMMENTS FROM TRUSTEES**

Ms. Olson asked if there were any proposals or comments from the trustees. Upon hearing none she asked if there was a motion for adjournment.

**IX. ADJOURNMENT**

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:02 pm.

DRAFT

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

# 2220 - Income Statement

Through 07/31/24

Detail Listing

Include Rollup Account/Rollup to Object

Prior Year

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less	% of Budget	Total Actual
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Special Revenue Funds</b>							
<b>Fund 2220 - LIBRARY</b>							
<b>REVENUE</b>							
31101	REAL CURRENT AD VALOREM	2,872,800.00	.00	.00	2,872,800.00	0	2,875,763.07
31103	REAL DELINQUENT AD VALOREM	8,000.00	.00	.00	8,000.00	0	8,395.33
31121	MOBILE HOME TAXES	2,000.00	.00	.00	2,000.00	0	9,295.19
31122	OTHER PERSONAL PROPERTY	5,000.00	.00	.00	5,000.00	0	29,630.22
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	.00	.00	1,800.00	0	3,706.11
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	.00	.00	35,526.00	0	37,063.74
33500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	.00	.00	2,359.00	0	2,314.72
33800	LIBRARY SUPPORT	177,000.00	.00	.00	177,000.00	0	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	+++	1,457.57
34316	OFF-STREET LOTS TRANSIENT	1,600.00	200.00	200.00	1,400.00	13	3,962.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	350.00	350.00	12,440.00	3	12,250.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	441.30	441.30	5,058.70	8	4,817.71
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	933.25	933.25	11,066.75	8	13,131.21
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	120.00	120.00	680.00	15	1,030.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	+++	930.00
34836	CONVENIENCE FEE	.00	10.21	10.21	(10.21)	+++	26.65
35134	COLLECTION AGENCY FINES	.00	151.99	151.99	(151.99)	+++	800.76
35220	LOST BOOK FINES	6,500.00	753.59	753.59	5,746.41	12	7,028.94
36510	CONTRIBUTIONS & DONATIONS	10,000.00	.00	.00	10,000.00	0	316,240.67
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	+++	50.00
37110	REGULAR INTEREST	8,000.00	.00	.00	8,000.00	0	28,911.01
<b>REVENUE TOTALS</b>		<b>\$3,161,675.00</b>	<b>\$2,960.34</b>	<b>\$2,960.34</b>	<b>\$3,158,714.66</b>	<b>0%</b>	<b>\$3,533,804.90</b>



Account	Account Description	Annual		MTD		YTD		Budget Less		% of		Prior Year	
		Budget Amount	Actual Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual	Budget	Total Actual			
	EXPENSE												
41110	SALARIES & HOURLY	1,557,273.00	108,852.40	108,852.40	108,852.40	1,448,420.60	7	1,069,987.06					
41210	OVERTIME - REGULAR FULL-TIME	.00	724.20	724.20	724.20	(724.20)	+++	260.76					
41315	VACATION TERMINATION	.00	.00	.00	.00	.00	+++	14,422.46					
41325	SICK LEAVE TERMINATION	.00	19.66	19.66	19.66	(19.66)	+++	8,774.29					
41360	HEALTH INSURANCE	361,555.00	25,733.38	25,733.38	25,733.38	335,821.62	7	249,932.58					
41370	LIFE INSURANCE	2,131.00	102.65	102.65	102.65	2,028.35	5	1,908.41					
41410	UNEMPLOYMENT INSURANCE	6,206.00	411.40	411.40	411.40	5,794.60	7	4,440.35					
41420	WORKERS COMPENSATION	6,989.00	357.21	357.21	357.21	6,631.79	5	7,995.27					
41430	FICA	96,551.00	6,548.55	6,548.55	6,548.55	90,002.45	7	65,279.50					
41435	MEDICARE	22,584.00	1,531.47	1,531.47	1,531.47	21,052.53	7	15,267.06					
41445	PERS	160,846.00	11,382.59	11,382.59	11,382.59	149,463.41	7	114,096.61					
41510	MISCELLANEOUS PENSIONS	19,929.00	1,299.81	1,299.81	1,299.81	18,629.19	7	15,470.81					
42110	PAPER & FORMS	3,000.00	.00	.00	.00	3,000.00	0	2,124.56					
42120	COMPUTER ACCESSORIES	7,500.00	15.99	15.99	15.99	7,484.01	0	5,811.63					
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	141.50	141.50	141.50	9,358.50	1	7,171.96					
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	.00	.00	.00	8,000.00	0	3,787.57					
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	1,181.26	1,181.26	1,181.26	12,818.74	8	8,934.79					
43110	POSTAGE, BOX RENT, ETC.	5,000.00	4,000.00	4,000.00	4,000.00	1,000.00	80	4,000.00					
43210	PRINTING, FORMS, ETC	.00	.00	.00	.00	.00	+++	196.08					
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	15,500.00	15,500.00	15,500.00	64,500.00	19	57,519.53					
43350	MEMBERSHIPS & DUES	1,000.00	.00	.00	.00	1,000.00	0	953.00					
43410	TELEPHONE	3,400.00	.00	.00	.00	3,400.00	0	2,944.19					
43412	FAX & OTHER TELEPHONE LINES	3,000.00	852.00	852.00	852.00	2,148.00	28	2,044.80					
43420	ELECTRIC UTILITY	78,000.00	1,534.36	1,534.36	1,534.36	76,465.64	2	56,118.31					
43430	GAS UTILITY	13,000.00	.00	.00	.00	13,000.00	0	9,703.18					
43440	CITY SANITATION DISPOSAL	2,100.00	177.00	177.00	177.00	1,923.00	8	1,843.94					
43450	WATER UTILITY	3,600.00	268.07	268.07	268.07	3,331.93	7	2,804.42					
43460	SEWER UTILITY	1,500.00	112.61	112.61	112.61	1,387.39	8	885.70					
43470	STORM DRAIN UTILITY	1,000.00	96.31	96.31	96.31	903.69	10	926.38					
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	.00	+++	104.85					

Account	Account Description	Annual		MTD		YTD		Budget Less		% of		Prior Year	
		Budget Amount	Actual Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual	Budget	Total Actual			
43550	COMPUTER PROGRAMMING	53,500.00	8,121.70	8,121.70	8,121.70	45,378.30	15	46,678.26					
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	120.00	120.00	120.00	34,080.00	0	18,215.78					
43620	BUILDING REPAIR & MAINT	7,500.00	771.50	771.50	771.50	6,728.50	10	2,831.38					
43630	MAINTENANCE AGREEMENTS	23,000.00	676.99	676.99	676.99	22,323.01	3	20,210.98					
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	.00	.00	1,600.00	0	1,478.76					
45515	CREDIT CARD FEES	984.00	90.59	90.59	90.59	893.41	9	1,357.17					
45920	REFUNDS & REIMBURSEMENTS	450.00	.00	.00	.00	450.00	0	300,245.71					
48130	CASH OVER/SHORT	.00	.35	.35	.35	(.35)	+++	.45					
48611	HUMAN RESOURCES	35,998.00	2,999.83	2,999.83	2,999.83	32,998.17	8	29,921.04					
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	193.25	193.25	2,125.75	8	4,491.02					
48652	FISCAL SERVICES	18,151.00	1,512.58	1,512.58	1,512.58	16,638.42	8	17,544.96					
48658	CENTRAL INSURANCE	57,870.00	57,870.00	57,870.00	57,870.00	.00	100	60,117.00					
48695	INFORMATION TECHNOLOGY	3,172.00	264.33	264.33	264.33	2,907.67	8	3,060.96					
48696	COMPUTER NETWORK	135.00	11.25	11.25	11.25	123.75	8	132.00					
48697	COMPUTER EQUIPMENT MAINT	2,049.00	2,049.00	2,049.00	2,049.00	.00	100	1,373.00					
48810	COMPUTER & EQUIPMENT LEASE	278.00	23.17	23.17	23.17	254.83	8	242.04					
		\$2,708,870.00	\$255,546.96	\$255,546.96	\$255,546.96	\$2,453,323.04	9%	\$2,243,610.56					

EXPENSE TOTALS

Fund	2220 - LIBRARY Totals	
	REVENUE TOTALS	3,161,675.00
	EXPENSE TOTALS	2,708,870.00
	Fund 2220 - LIBRARY Net Gain (Loss)	\$452,805.00

		2,960.34	3,158,714.66	0%	3,533,804.90
		255,546.96	2,453,323.04	9%	2,243,610.56
		(\$252,586.62)	(\$705,391.62)	(56%)	\$1,290,194.34

"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"

# 2221 - Income Statement

Through 07/31/24  
Detail Listing  
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Special Revenue Funds</b>							
<b>Fund 2221 - LIBRARY FOUNDATION</b>							
<b>REVENUE</b>							
36510	CONTRIBUTIONS & DONATIONS	1,035,508.00	731.22	731.22	1,034,776.78	0	299,703.47
36513	DL THOMSON TRUST	41,000.00	288.00	288.00	40,712.00	1	12,361.76
37110	REGULAR INTEREST	10,000.00	.00	.00	10,000.00	0	15,918.43
<b>REVENUE TOTALS</b>		<b>\$1,086,508.00</b>	<b>\$1,019.22</b>	<b>\$1,019.22</b>	<b>\$1,085,488.78</b>	<b>0%</b>	<b>\$327,983.66</b>
<b>EXPENSE</b>							
42120	COMPUTER ACCESSORIES	12,000.00	.00	.00	12,000.00	0	29,271.65
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	1,119.70	1,119.70	23,380.30	5	21,110.46
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	85.00	85.00	16,915.00	1	14,889.18
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	.00	.00	17,000.00	0	14,599.44
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	139,925.00	2,060.16	2,060.16	137,864.84	1	142,726.70
43550	COMPUTER PROGRAMMING	15,000.00	.00	.00	15,000.00	0	2,341.24
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	903,158.00	.00	.00	903,158.00	0	104,612.16
43790	MISCELLANEOUS TRAVEL EXPENSE	5,000.00	.00	.00	5,000.00	0	278.00
43945	SPONSORED EVENT - ACTIVITY	32,600.00	4,474.99	4,474.99	28,125.01	14	29,744.59
49310	IMPROVEMENTS OTHER THAN BUILDINGS	20,000.00	.00	.00	20,000.00	0	.00
<b>EXPENSE TOTALS</b>		<b>\$1,186,183.00</b>	<b>\$7,739.85</b>	<b>\$7,739.85</b>	<b>\$1,178,443.15</b>	<b>1%</b>	<b>\$359,573.42</b>
<b>Fund 2221 - LIBRARY FOUNDATION Totals</b>							
<b>REVENUE TOTALS</b>		<b>1,086,508.00</b>	<b>1,019.22</b>	<b>1,019.22</b>	<b>1,085,488.78</b>	<b>0%</b>	<b>327,983.66</b>
<b>EXPENSE TOTALS</b>		<b>1,186,183.00</b>	<b>7,739.85</b>	<b>7,739.85</b>	<b>1,178,443.15</b>	<b>1%</b>	<b>359,573.42</b>
<b>Fund 2221 - LIBRARY FOUNDATION Net Gain (Loss)</b>		<b>(\$99,675.00)</b>	<b>(\$6,720.63)</b>	<b>(\$6,720.63)</b>	<b>\$92,954.37</b>	<b>7%</b>	<b>(\$31,589.76)</b>

Library 2220 Cash Flow FY2025

**JULY RECONCILED TO NEW WORLD**

ACTUAL	
FUND BALANCE JULY 1	\$ 1,745,647.04
TOTAL REVENUE JULY	\$ 2,960.34
TOTAL EXPENSES JULY	\$ (255,546.96)
<b>FUND BALANCE AUGUST 1</b>	<b>\$ 1,493,060.42</b>

AUGUST ESTIMATED

ACTUAL	
FUND BALANCE AUGUST 1	\$ 1,493,060.42
TOTAL REVENUE AUGUST	\$ 13,932.50
TOTAL EXPENSES AUGUST	\$ (196,740.00)
<b>FUND BALANCE SEPTEMBER 1</b>	<b>\$ 1,310,252.92</b>

SEPTEMBER ESTIMATED

ACTUAL	
FUND BALANCE SEPT 1	\$ 1,310,252.92
TOTAL REVENUE SEPT	\$ 8,132.50
TOTAL EXPENSES SEPT	\$ (279,614.71)
<b>FUND BALANCE OCTOBER 1</b>	<b>\$ 1,038,770.71</b>

OCTOBER ESTIMATED

ACTUAL	
FUND BALANCE OCTOBER 1	\$ 1,038,770.71
TOTAL REVENUE OCTOBER	\$ 43,317.50
TOTAL EXPENSES OCTOBER	\$ (197,152.50)
<b>FUND BALANCE NOVEMBER 1</b>	<b>\$ 884,935.71</b>

NOVEMBER ESTIMATED

ACTUAL	
FUND BALANCE NOVEMBER 1	\$ 884,935.71
TOTAL REVENUE NOVEMBER	\$ 27,932.50
TOTAL EXPENSES NOVEMBER	\$ (197,152.50)
<b>FUND BALANCE DECEMBER 1</b>	<b>\$ 715,715.71</b>

DECEMBER ESTIMATED

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	\$ 715,715.71
TOTAL REVENUE DECEMBER	\$ 1,563,512.50
TOTAL EXPENSES DECEMBER	\$ (197,152.50)
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 2,082,075.71</b>

JANUARY ESTIMATED

ACTUAL	
FUND BALANCE JANUARY 1	\$ 2,082,075.71
TOTAL REVENUE JANUARY	\$ 106,432.50
TOTAL EXPENSES JANUARY	\$ (197,152.50)
<b>FUND BALANCE FEBRUARY 1</b>	<b>\$ 1,991,355.71</b>

FEBRUARY ESTIMATED

ACTUAL	
FUND BALANCE FEBRUARY 1	\$ 1,991,355.71
TOTAL REVENUE FEBRUARY	\$ 24,932.50
TOTAL EXPENSES FEBRUARY	\$ (197,152.50)
<b>FUND BALANCE MARCH 1</b>	<b>\$ 1,819,135.71</b>

MARCH ESTIMATED

ACTUAL	
FUND BALANCE MARCH 1	\$ 1,819,135.71
TOTAL REVENUE MARCH	\$ 26,932.50
TOTAL EXPENSES MARCH	\$ (279,614.71)
<b>FUND BALANCE APRIL 1</b>	<b>\$ 1,566,453.50</b>

APRIL ESTIMATED

ACTUAL	
FUND BALANCE APRIL 1	\$ 1,566,453.50
TOTAL REVENUE APRIL	\$ 23,932.50
TOTAL EXPENSES APRIL	\$ (197,152.50)
<b>FUND BALANCE MAY 1</b>	<b>\$ 1,393,233.50</b>

MAY ESTIMATED

ACTUAL	
FUND BALANCE MAY 1	\$ 1,393,233.50
TOTAL REVENUE MAY	\$ 53,932.50
TOTAL EXPENSES MAY	\$ (197,152.50)
<b>FUND BALANCE JUNE 1</b>	<b>\$ 1,250,013.50</b>

JUNE ESTIMATED

ACTUAL	
FUND BALANCE JUNE 1	\$ 1,250,013.50
TOTAL REVENUE JUNE	\$ 1,264,752.50
TOTAL EXPENSES JUNE	\$ (197,152.50)
<b>FUND BALANCE JULY 1</b>	<b>\$ 2,317,613.50</b>

CERTIFIED MILL VALUE	??
Estimated tax revenue per mill	\$ 120,400.00
TOTAL ESTIMATED TAX REVENUE	\$ 2,889,600.00
ESTIMATED TAX COLLECTION PRE-DECEMBER	\$ 29,700.00
ESTIMATED DECEMBER COLLECTION	\$ 1,559,580.00
ESTIMATED COLLECTION JAN THROUGH MARCH	\$ 128,000.00
ESTIMATED JUNE COLLECTION	\$ 1,172,320.00

Cash Flow	Revenue
<b>FY2025</b>	
July	\$ 2,960.34
Aug.	\$ 13,932.50
Sept.	\$ 8,132.50
Oct.	\$ 43,317.50
November	\$ 27,932.50
December	\$ 1,563,512.50
January	\$ 106,432.50
February	\$ 24,932.50
March	\$ 26,932.50
April	\$ 23,932.50
May	\$ 53,932.50
June	\$ 1,264,752.50
	\$ 3,160,702.84

Expense	Fund Balance
	\$ 1,707,069.60
	\$ (255,546.96)
	\$ 1,454,482.98
	\$ (196,740.00)
	\$ 1,271,675.48
	\$ (279,614.71)
	\$ 1,000,193.27
	\$ (197,152.50)
	\$ 846,358.27
	\$ (197,152.50)
	\$ 677,138.27
	\$ (197,152.50)
	\$ 2,043,498.27
	\$ (197,152.50)
	\$ 1,952,778.27
	\$ (197,152.50)
	\$ 1,780,558.27
	\$ (279,614.71)
	\$ 1,527,876.06
	\$ (197,152.50)
	\$ 1,354,656.06
	\$ (197,152.50)
	\$ 1,211,436.06
	\$ (197,152.50)
	\$ 2,279,036.06

Tax Collection July-- <b>RECONCILED TO NW</b>	\$ -
Tax Collection August--estimated	\$ -
Tax Collection September--estimated	\$ 4,200.00
Tax Collection October--estimated	\$ 1,500.00
Tax Collection November--estimated	\$ 24,000.00
Tax Collection December--estimated	\$ 1,559,580.00
Tax Collection January--estimated	\$ 14,000.00
Tax Collection February--estimated	\$ 21,000.00
Tax Collection March--estimated	\$ 23,000.00
Tax Collection April--estimated	\$ 20,000.00
Tax Collection May--estimated	\$ 50,000.00
Tax Collection June--estimated	\$ 1,172,320.00
<b>TOTAL</b>	<b>\$ 2,889,600.00</b>

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

**JULY 2024**

8/13/2024

<b>Vendor Name</b>		<b>MTD</b>	<b>YTD</b>
Chemnet	(Drug Testing)	\$ 74.40	\$ 74.40
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 676.99
Envisionware	(renewal)	\$ 575.00	\$ 575.00
Mastercard		\$ 1,904.85	\$ 1,904.85
OCLC Online	(Annual Service)	\$ 6,980.60	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ 15,500.00	\$ 15,500.00
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ 771.50	\$ 771.50
USPS	(postage for mailing unit)	\$ 4,000.00	\$ 4,000.00
Vision Net, Inc	(Internet Service)	\$ 852.00	\$ 852.00
		<b>\$ 31,335.34</b>	<b>\$ 31,335.34</b>

Great Falls Public Library Vendor Summary (2220)

JULY 2024

8/13/2024

<b>Mastercard Transaction Breakdown</b>			
Amazon	Office Supplies	\$	68.66
Namebadges	Name Tags for Board	\$	72.84
Encompass Supply	Maintenance Supplies	\$	1,181.26
Evonence	Google Services	\$	566.10
Network Solutions	Monthly Support Renewal	\$	15.99
<b>TOTAL:</b>			<b>\$1,904.85</b>

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

**JULY 2024**

8/13/2024

<b>Vendor Name</b>		<b>MTD</b>	<b>YTD</b>
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ 400.00	\$ 400.00
Gaskell, Sean	(Performance)	\$ 450.00	\$ 450.00
Great Western Art Show - Pollo Loco	(Music in the Park)	\$ 750.00	\$ 750.00
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ 1,600.00	\$ 1,600.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ 600.00	\$ 600.00
Mastercard		\$ 1,300.16	\$ 1,300.16
Old Blue Heritage	(Adult Summer Reading)	\$ 500.00	\$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	\$ 2,019.69	\$ 2,019.69
Paris Gibson Square MOA	(Memory Café)	\$ 120.00	\$ 120.00
<b>Credits</b>			
		\$ 7,739.85	\$ 7,739.85

Great Falls Public Library Foundation Vendor Summary (2221)

JULY 2024

8/13/2024

Mastercard Transaction Breakdown			
Albertsons	KP/YA Supplies	\$	165.48
Amazon	Book club books	\$	40.47
Amazon	KP/YA Supplies	\$	557.33
Fire Smart Promotions	KP/YA Supplies	\$	375.50
Let's Play	Adult Programming	\$	54.99
META (Facebook)	Adult Programming Ads	\$	85.00
Walmart	KP/YA Supplies	\$	21.39
		<b>TOTAL:</b>	<b>\$ 1,300.16</b>



GREAT FALLS PUBLIC LIBRARY  
DONATIONS

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JULY DONATIONS

IN MEMORY OF

Andy & Zander Blewett	\$ 30.00	In Memory fo Dick Swingly (NF)
	\$ 30.00	In Memory fo Dono Stubbins (NF)
	\$ 30.00	In Memory fo Joe Pipinich (NF)
	\$ 30.00	In Memory fo Tom Selstad (NF)
	\$ 30.00	In Memory fo Rich Janzer (NF)
	\$ 30.00	In Memory fo Debra Jean Sloan Eve (NF)
	\$ 30.00	In Memory fo Betty Johnson (NF)
	\$ 30.00	In Memory fo Donald Keough (NF)
Rickie Tyler	\$ 50.00	In Memory of Kathy Kalafat (NF)
		<u>OTHER</u>
Book Sales	\$ 415.00	Withdrawn Book Sales
Patrons	\$ 137.00	Summer Music in the Library Park Donations
	\$ 15.00	
	\$ 44.00	
	\$ 92.00	
	\$ 120.00	
Upper Missouri Breaks Audubon Society	\$ 130.00	E-Books - Bringing Nature (Invoice received)

**TOTAL: \$ 1,243.00**

## Management Team Report: Technical Services: August 2024

### Role of Department:

The Technical Services Department consists of 2 full-time and 1 part-time staff members. We facilitate and manage all of the ordering and processing of materials for the library. We select and order all adult materials, maintain the adult collections, coordinate Library subscriptions, manage book club kits and oversee the Montana Room. Our primary duties reside in the basement; however, Technical Services staff can be found working in a variety of areas in the building and bookmobile.

### Current Projects:

- **Montana Room**- evaluation of content and condition, inventoried, catalog records will be reviewed for accuracy and errors and the room will be reorganized.
- **Circulating Non-Fiction Montana Review**- All of the Circulating non-fiction Montana materials will be checked for Montana Room Copies, and evaluating the number and condition of the circulating copies.
- **Collaborative Montana Materials**- Continued work with the Genealogy Society and History Museum to identify duplicated materials in each of our collections.
- **Book Club Kits**- We are in the process of adding 40 more book club kits to the collection.

### State of the Department:

- Jacob is working through a backlog of receiving due to the end of the fiscal year. He is working as fast as he can without overloading the new shelves.
- Isa continues to repair a never-ending amount of materials.
- Treva has started ordering through January 2025.
- We are very grateful for our volunteer, Debra. She is able to help with processing and side projects.

## Great Falls Public Library Technical Services Statistics

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July 1, 2023 - June 30, 2024

7,879	Items added to the collection
271	Items received extra processing
1,142	Items repaired
10,546	Items discarded
117,186	Active* items as of June 30, 2024

Submitted by:  
Trevia Higgins  
Collection Development Librarian  
Great Falls Public Library  
7/1/2024

\*does not include missing, lost, assumed lost

**Side Note:** In April 2024, through our work with the History Museum, we were sent a list of books donated to the original Valeria Library, by Valeria Gibson. We do still have one of her books, "A lady's life in Rocky Mountains". During the search to possibly find others, with help from Megan at the History museum and Debra, we were able to find several Paris Gibson books, a 2-volume set given from Paris Gibson to his son Theodore and a book belonging to Paris Gibson and his great-grandson, Ted Leland. Megan was also able to share a newspaper article about Mr. Leland and his colorful life.

Thursday Morning, July 21, 1927.

THE GREAT FALLS TRIBUNE

# Leland, Remorseful, Gives Himself Up at Reno, Nev.

## "FED UP" ON HOME TOWN LIFE, STARTED FOR PANAMA, HE SAYS

Youth Who Knocked Over Taxi Driver and Stole His Auto Is Conscience Stricken, Car a Wreck After 1,500 Miles

W. E. "Ted" Leland, 20 years old, 1926 seventh avenue north, last week decided he was "fed up" on life in the city founded by his great-grandfather, the late Paris Gibson, and resolved that he would see the country. On Friday he plotted out the scheme of his exit from his home town and next day he made the plunge by helping himself to wages due him from the Grogan-Robinson Lumber company, assaulting the driver and leaving him unconscious by the roadside, appropriating the car and starting overland for the Isthmus of Panama.

That was the story, according to press dispatches, he told Wednesday when, after a wild ride through four

states, he pulled into Reno, Nev., with the automobile a wreck and his conscience troubling him, and surrendered to police officers. At Elko, Nev., a smashup had left the stolen car with broken windshield, crumpled running board and fenders and a crushed fly-wheel case. When he arrived at Reno he had repaired the car himself so far as possible and was continuing towards Panama with no obstacle before him except remorse.

At Reno he gave his correct name, the street address of his home in Great Falls and offered himself as a prisoner. He volunteered the information that upon leaving Great Falls he had struck a taxi driver over the head and taken his automobile. Chief of Police Kirkley of the Nevada city immediately telegraphed Chief of Police Marcus Anderson and asked if the youth was wanted here. He will be returned to Great Falls to answer a charge of second degree assault, preferred Wednesday afternoon by Joe Gerhart, the taxi driver, whom Leland assaulted.

The complaint was filed in the Wilson justice court following a conference between County Attorney H. B. Eickemeyer, Deputy Sheriff Jack Abrams, Gerhart and Tony Troglia, owner of the stolen taxicab. Leland's bonds were fixed at \$5,000 by Justice of the Peace C. A. Wilson. Second degree assault is punishable in this state by a prison penalty of not less than one year nor more than five years.

With Extradite Him Extradition proceedings were set in motion Wednesday by County Attorney Eickemeyer and Deputy Sheriff Abrams will probably leave Friday for Reno to take Leland in charge. The officials were notified that Leland would waive extradition.

Young Leland is the son of Mrs.



W. E. "TED" LELAND

Louise Leland, a granddaughter of the late Paris Gibson. The youth's friends and employers were astonished when it was discovered last Monday, that suspicion singled him out as the "bandit" who assaulted Gerhart and stole his taxi. He was regarded as a boy of exemplary habits, moderate in temperament, devoted to his family, loyal to his employers and ambitious to make a mark in life. He was studying to become an architect, a profession in which he had shown marked adaptability. That he should suddenly turn bandit, attack with a dangerous weapon an inoffensive man who for the moment was in his employ, steal an automobile and flee had been considered outside the range of human probabilities.

### Went Via Missoula

The apparent suddenness of Leland's escape, combined with the fact that the automobile which he selected for his flight bore on either side the name of the taxi company and its telephone number in letters four inches high, gave rise to the belief among his friends that Leland had without warning become bereft of his senses. That opinion still is widely prevalent among those who knew him best.

Leland told the Reno authorities that after leaving Great Falls he followed the Lincoln cutoff to Missoula and continued through the Bitter Root valley to Pocatello and Idaho Falls, turned off at Yellowstone park through Ogden, Utah, and Elko, Nev., and followed the Victory highway to Reno.

This detail of Leland's story is at variance with information obtained by authorities here prior to his capture. A blue sedan taxicab, bearing the name of the City Taxi company and the telephone number in large letters across its sides, was seen early Monday morning at Nelhart, three hours after Gerhart was assaulted, and again the next day between White Sulphur Springs and Livingston, but if the latter car had been driven by Leland it could have reached Reno Wednesday morning only by terrific driving.

Ralph Orchard, a traveling salesman, reported in Great Falls Wednesday that he saw Leland between 3 and 4 p. m. Monday afternoon at a town between White Sulphur Springs and Livingston, which he believed to have been Wisall. He did not know Leland and had not heard of the assault and robbery, but after reading press accounts of the affair he recalled having seen the car and driver Monday afternoon.

The car was a light blue sedan

**Hot Weather Wrinkles?**

We DRY CLEAN your suit, return it correctly pressed.

**\$1.50**



16 Third St. No.

## PERFECTION PLASTER WALLBOARD deadens sound

In comparative sound transmission tests it has been found that a wall of Gypsum Plaster Board is three times more sound-proof than a wall of ordinary wood lath construction, and plastered walls with Gypsum Plaster Board as a base are used for sound deadening partitions in the Boston Conservatory of Music.

For modern artistic interiors this fire resistant wallboard can be finished with paint, calcimine, wallpaper, or Sand-Tone.

Sample and full information gladly supplied by your local dealer, or write to the manufacturers.



Manufactured by Gypsum Products Corp., Seattle

**GFPL Top Circulating Items FY 2023/2024**

**Non-Fiction**

223.206 POLISH	Keeping faith with the Psalms : deepen your relationship with God using the book of Psalms /	Polish, Daniel F.	14
641.597 ROLLINS	Comfort food the cowboy way : backyard favorites, country classics, and stories from a ranch cook /	Rollins, Kent,	14
641.86 DESSERT	Desserts illustrated /		14
648.8 WHOLE	Whole house storage & organizing.		14
650.11 BURKEMA	Four thousand weeks : time management for mortals /	Burkeman, Oliver,	14
92 WILLIAMS WILLIAM	Don't tell anybody the secrets I told you /	Williams, Lucinda,	14
J 794.8 MCBRIEN	Minecraft : Guide to: creative /	McBrien, Thomas,	14
J 794.85 MCBRIEN	Minecraft epic inventions : builds to spark your imagination /	McBrien, Thomas,	14

**Fiction**

FIC BALDACC	Simply lies /	Baldacci, David,	40
FIC SANDFOR	Judgment prey /	Sandford, John,	40
FIC CHILD	The secret /	Child, Lee,	30
FIC PATTERS	Cross down	Patterson, James,	29
FIC SANDFOR	Dark angel /	Sandford, John,	27
V FIC PATTERS	The 23rd midnight	Patterson, James,	27
V FIC WOODS	Near miss	Woods, Stuart	26

**Juvenile Picture Books**

J P FIC DEWDNEY	Llama Llama loves to read /	Dewdney, Anna,	15
J P FIC BLATT	Books always everywhere /	Blatt, Jane,	14
J P FIC COLFER	Cloud babies /	Colfer, Eoin,	14
J P FIC DAYWALT	The day the crayons quit /	Daywalt, Drew.	14
J P FIC DEWDNEY	Llama Llama mess, mess, mess /	Dewdney, Anna,	14
J P FIC FOR	For real life : a story collection.		14
J P FIC GIBBS	I spy on the farm /	Gibbs, Edward.	14
J P FIC JOHN	The sour grape /	John, Jory	14

**Juvenile**

J FIC JONES #1	Howl's moving castle /	Jones, Diana Wynne,	13
J FIC KINNEY	The getaway /	Kinney, Jeff,	13
J FIC KINNEY	The third wheel /	Kinney, Jeff.	13

**Juvenile Graphic Novels**

J GN BIRD	Bird & Squirrel on the edge! /	Burks, James (James R.),	15
J GN DOG #11	Dog Man.	Pilkey, Dav,	15
J GN PLANTS #10	Plants vs. zombies.	Tobin, Paul,	15
J GN BABY #8	The Baby-Sitters Club. a graphic novel /	Galligan, Gale,	14
J GN CAT #4	Cat Kid Comic Club.	Pilkey, Dav,	14

<b>Young Adult</b>			
YA FIC SUTHERL	Escaping peril /	Sutherland, Tui,	16
YA FIC MAAS	A court of frost and starlight /	Maas, Sarah J.,	13
YA FIC RIORDAN	The lightning thief /	Riordan, Rick,	13

<b>Young Adult Graphic Novel</b>			
YA GN WINGS #6	Wings of fire : the graphic novel.	Deutsch, Barry,	14

<b>DVDs</b>			
DVD POPES	The Pope's exorcist /		15
J DVD PAW	PAW patrol.		14
DVD MACHINE	The machine /		13
DVD RIVER	River wild : the past will pull you under /		13

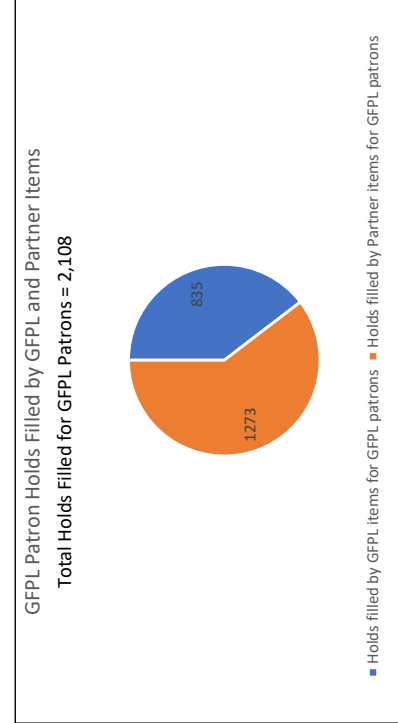
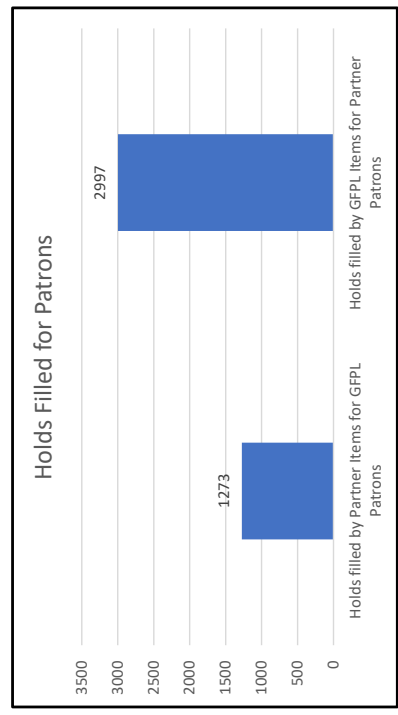
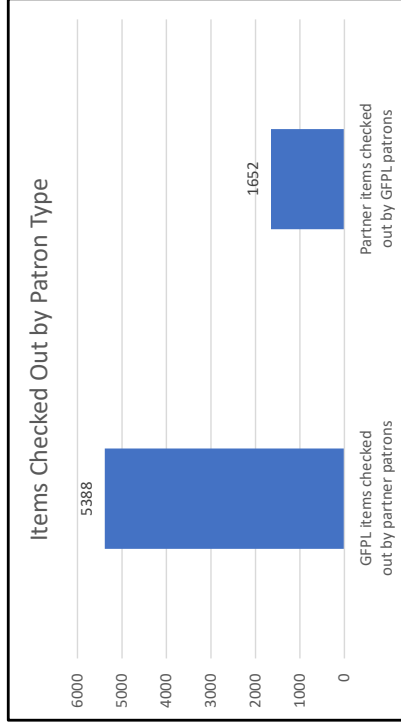
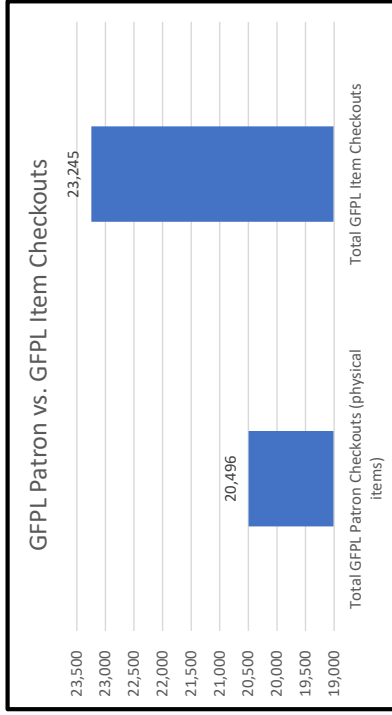
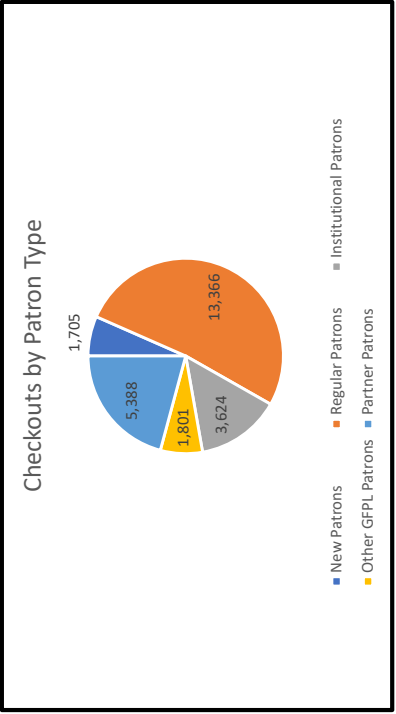
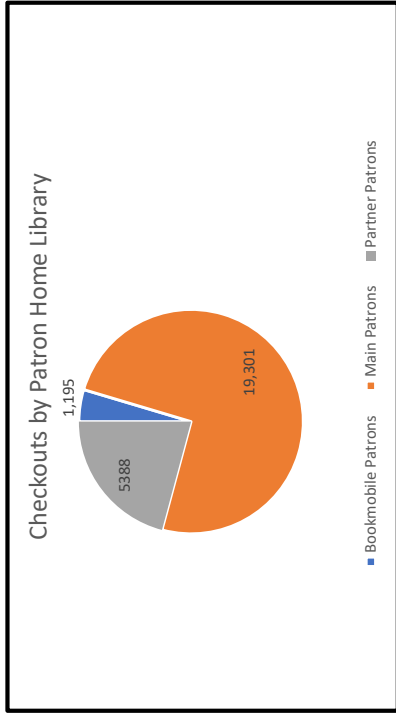
<b>TV</b>			
TV NINETEE #1	1923 : a Yellowstone origin story.		15
TV DEATH #11	Death in paradise.		14
TV DARK #1	Dark winds.		13
TV JOE	Joe Pickett.		13



## Director's Report Great Falls Public Library August 2024

1. **MILL LEVY IMPLEMENTATION:** Mill Levy implementation continues to go well. We made promises and we are keeping them. Next month we will review our 6-month progress on our SMART Objectives.
  - We are open 7 days a week.
  - We are providing Book Mobile services 6 days a week. The Homebound program has restarted and is building clientele. (Fall Book Mobile schedule attached.)
  - We have an array of adult programs coming up this Fall. (Checkout the monthly events list in your packet.)
  - We are providing weekly Open Tech Hours and are looking to expand and provide a similar program at the Senior Center or other appropriate location.
  - More patrons are using our expanded digital resources—Mango Languages, LinkedIn Learning, Chilton AutoRepair and Libby/MontanaLibrary2Go
  - Starting in September Youth Services is expanding our weekly programming. (Plus continuing our special programming such as the upcoming Pirate Party and Dungeons and Dragons campaign.)
    - Bookworms Storytime for Kids 3 to 8 years old & their families: Tuesdays at 9:30 am
    - Storytime for kids 3 to 4 years old & their families: Wednesdays at 10:30 am
    - Books & Babies: A lap bounce program for babies: birth to 1 ½ & their parents and caregivers: Thursdays at 10:30
    - Toddler Time for toddlers 1 ½ to 3 years old & their families: Fridays at 10:30 and Saturdays at 9:30
  
2. **ALZHEIMER'S/DEMENTIA SERVICES:** We are proud of our work to support families dealing with Alzheimer's/Dementia. Not only do we have the monthly Memory Café, but we have partnered to present several educational events for the community. Our September Story Walk in Gibson Park will feature stories about memory. Parents can use these stories to help their children understand family members who are experiencing Alzheimer's/Dementia. In the near future, we will start checking out "Memory Kits". Memory Kits are created for care partners to use with those who are living with Alzheimer's disease or a related dementia. Each item in the kit is designed to help stimulate conversation and spark memories between people with Alzheimer's disease, dementia, or memory loss and their care partner. The Library will be providing information at the "Walk To End Alzheimer's" on Saturday September 14<sup>th</sup> at 11:00 am at Gibson Park. We invite ALL Board Members to join us.
  
3. **DIGITAL BORN NEWS:** The second quarterly meeting of the Montana Digital Born News work group took place in August. I am working with a variety of stakeholders and Community Webs to submit a National Leadership Grant Application to the Institute of Museum & Library Services. The grant would provide funding and support to preserve Montana digital born news. Leading stakeholders include the Montana Historical Society, Montana State Library, Newspaper, Montana Newspaper Association and several public libraries.
  
4. **REMODEL DESIGN UPDATE:** Cushing Terrell has completed their "Insight" meetings with Library staff and stakeholders. They have contracted to have the full building undergo environmental testing for asbestos and other hazards. They continue work on systems and architectural design.

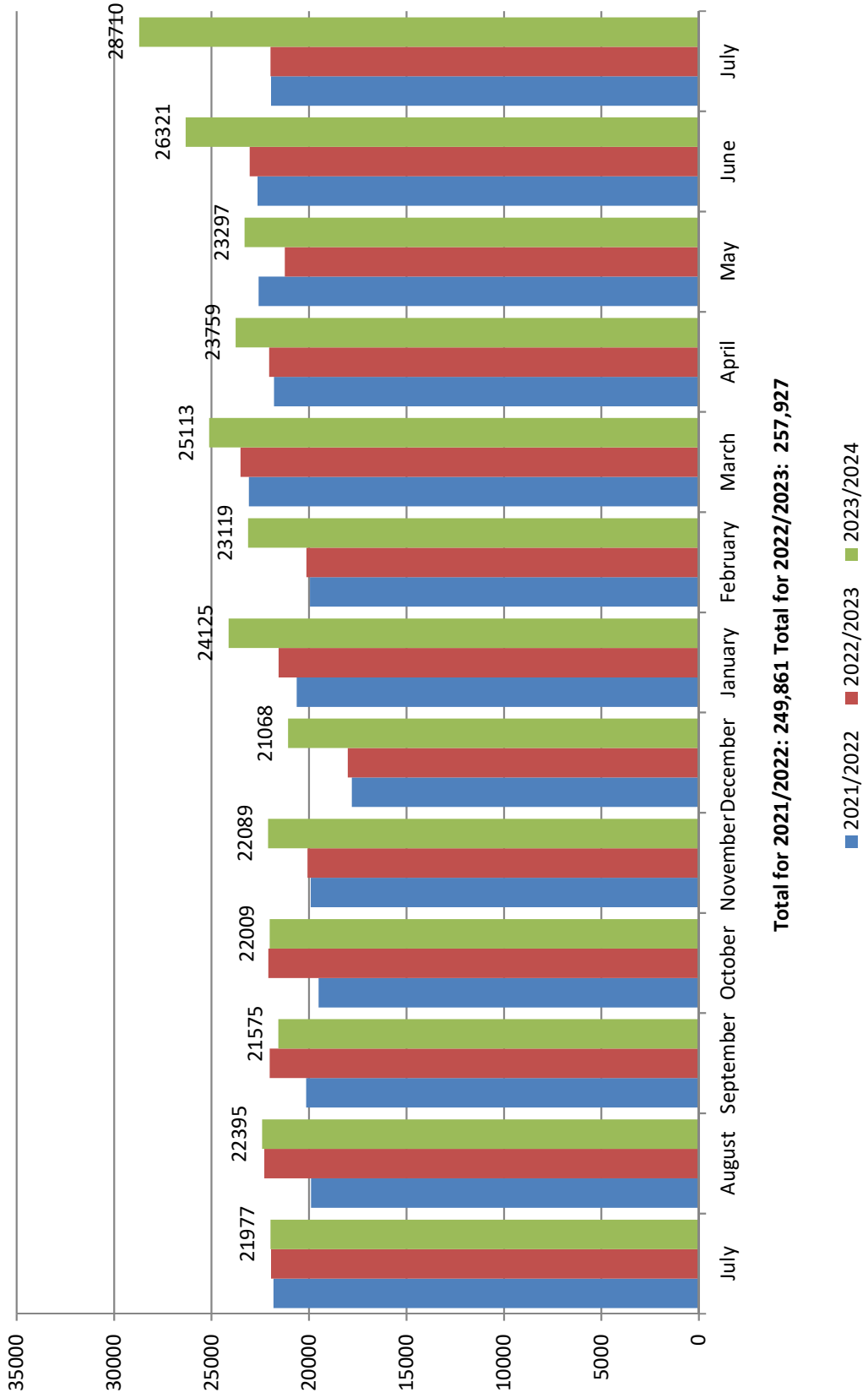
# July 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS





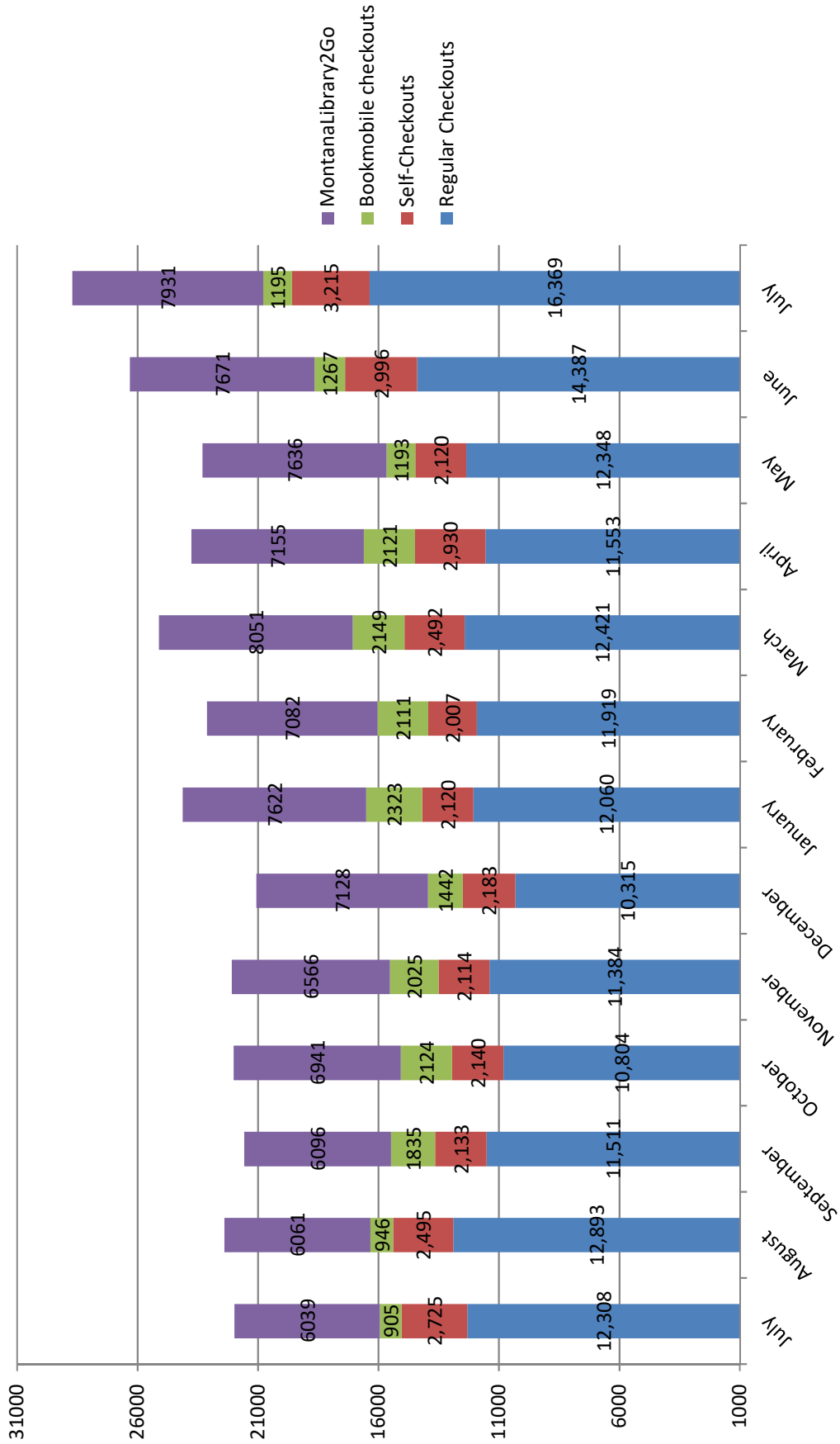
## Total Monthly Circulation

Total Circulation Previous 12 Months: 283,580

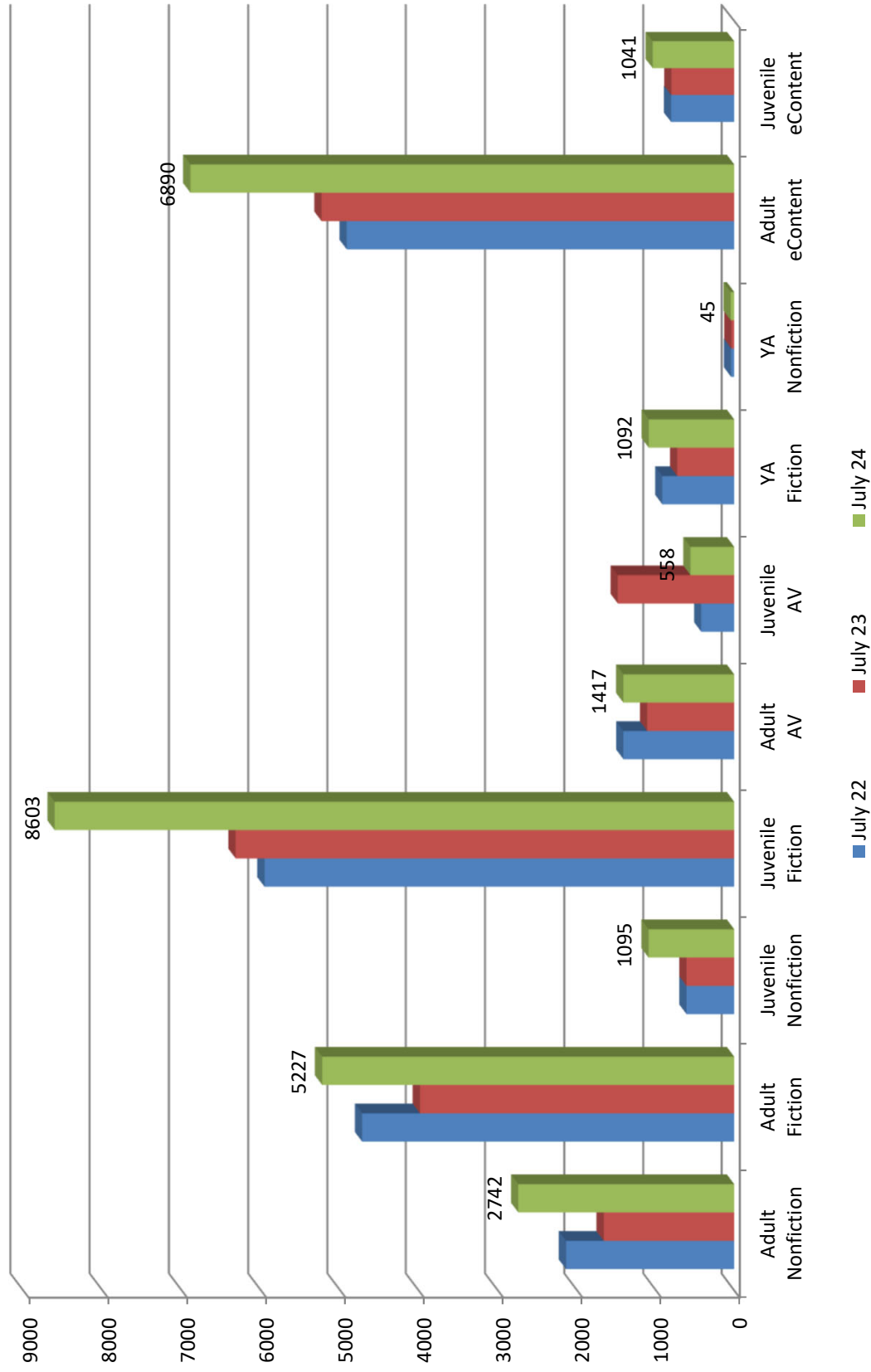


# Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 283,580

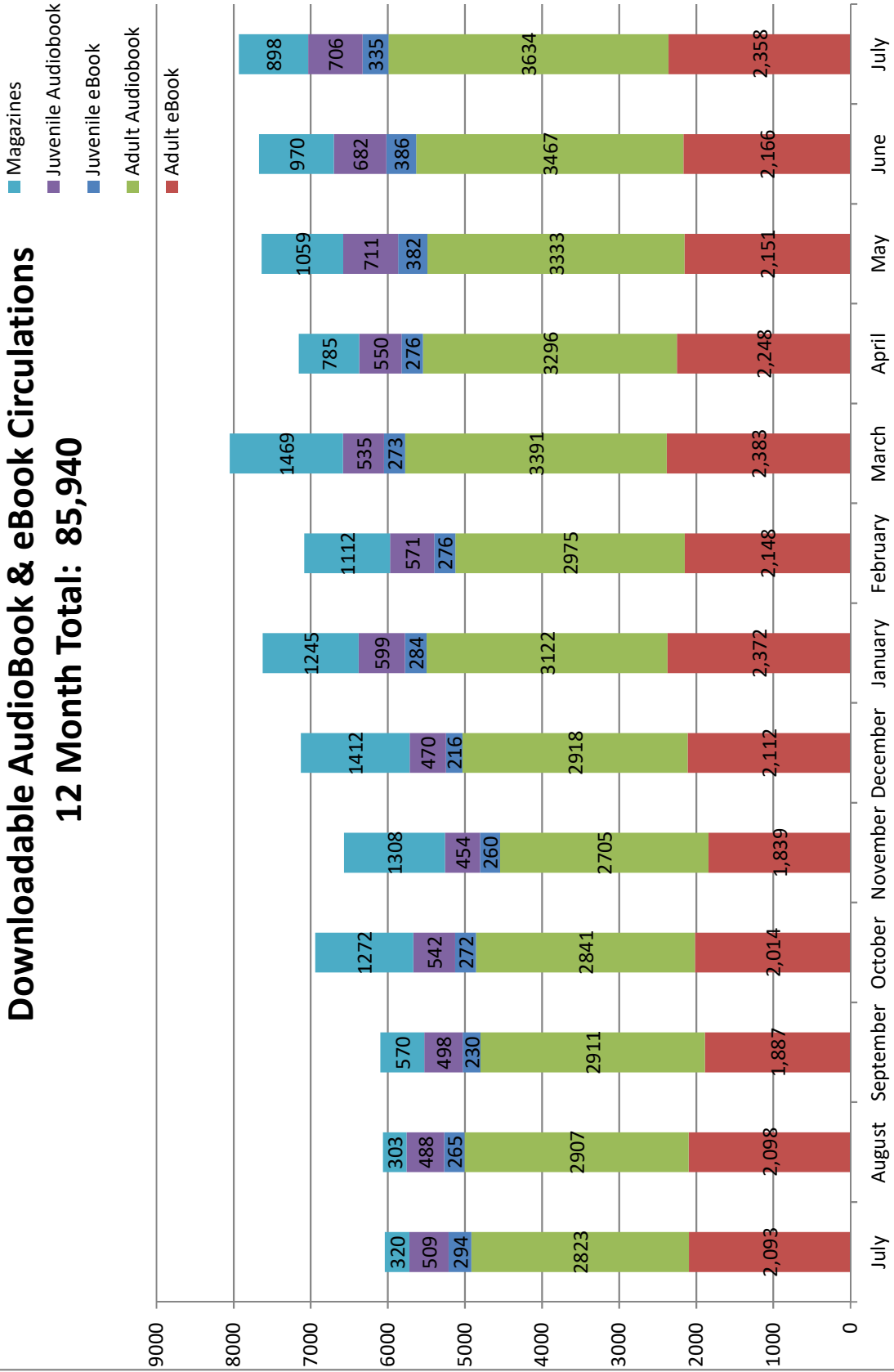


## Comparison of Circulation Totals July 2022, 2023, and 2024



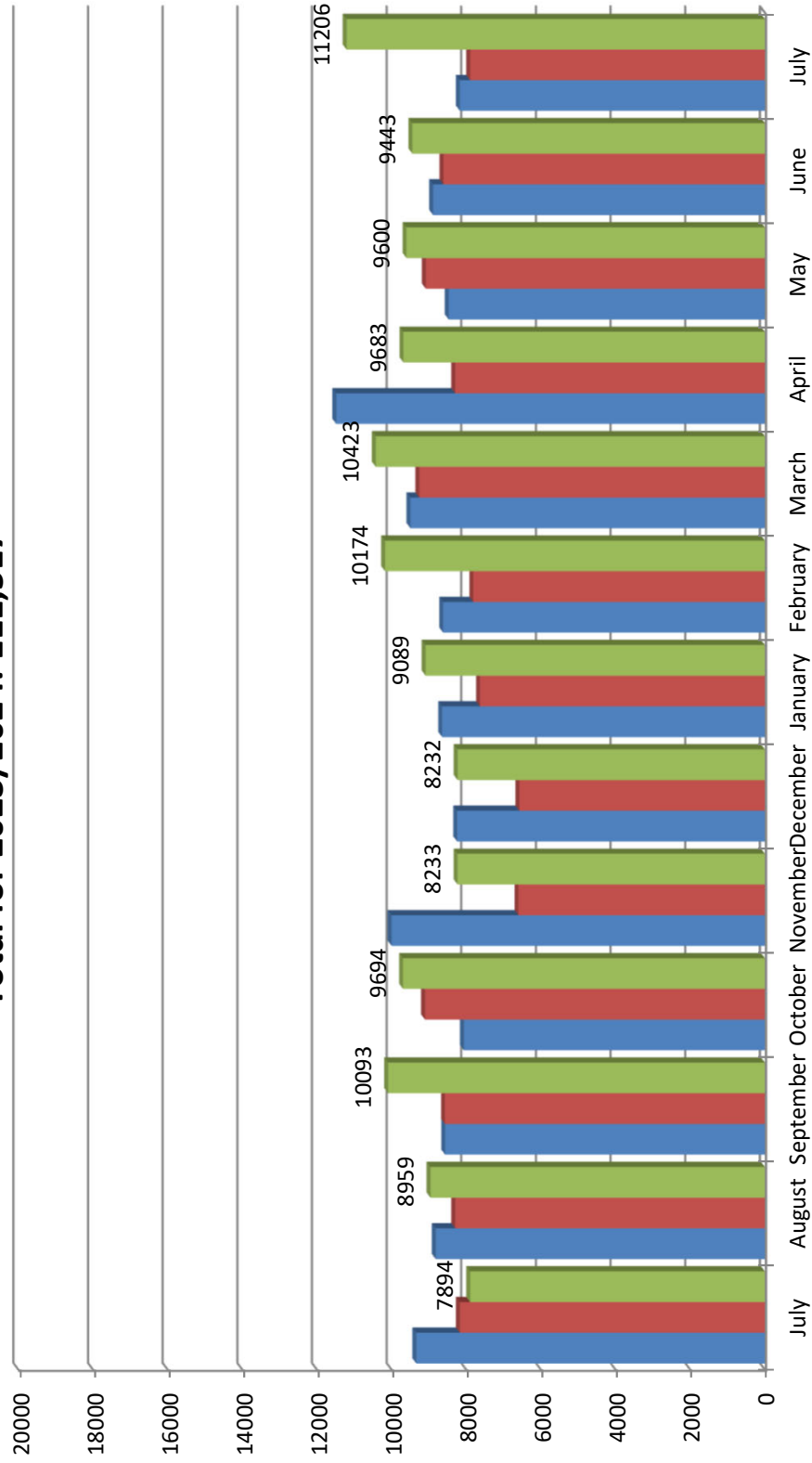
## Downloadable AudioBook & eBook Circulations

### 12 Month Total: 85,940



## Total Monthly Patron Attendance

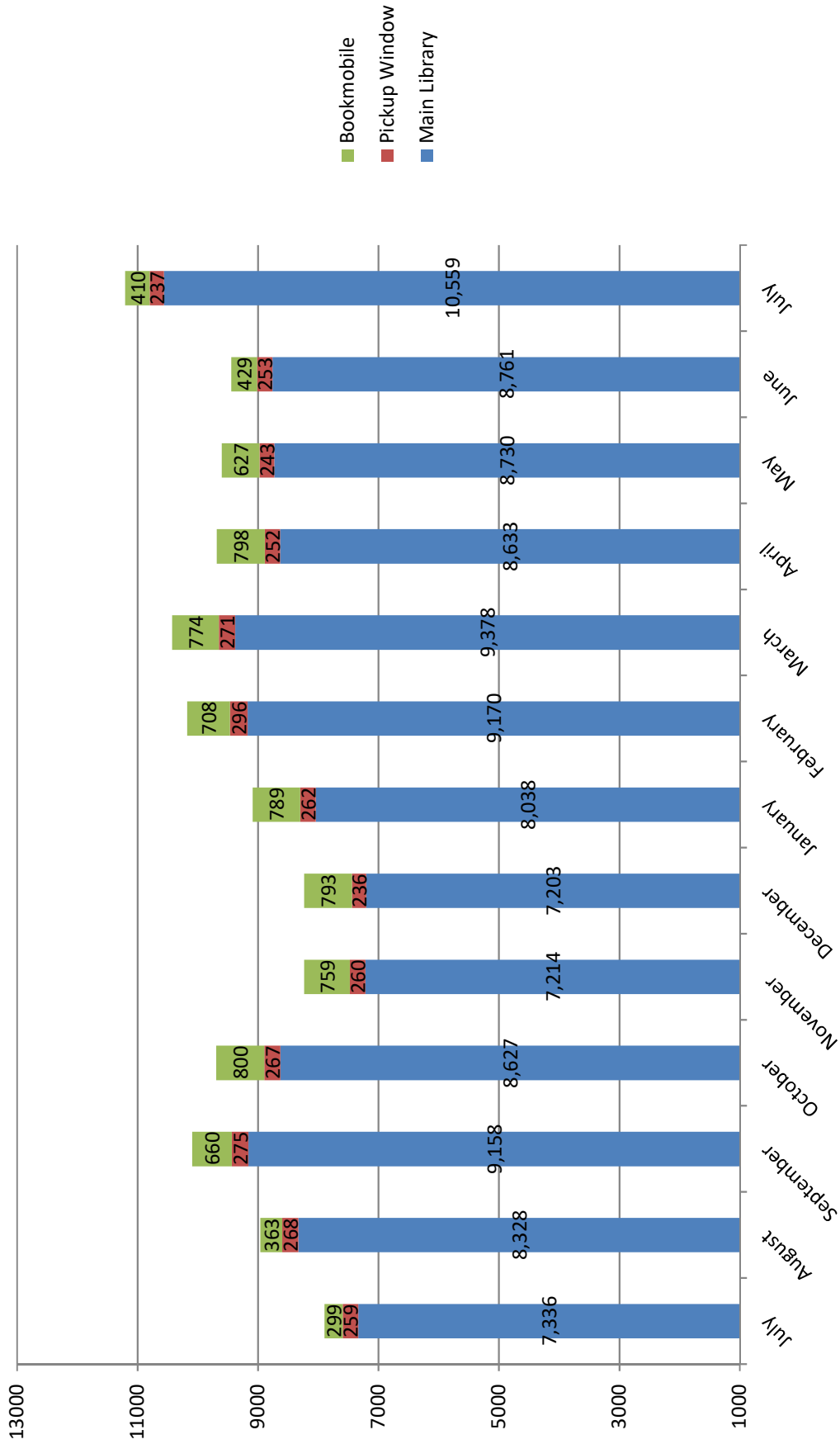
**Total for 2023/2024: 111,517**



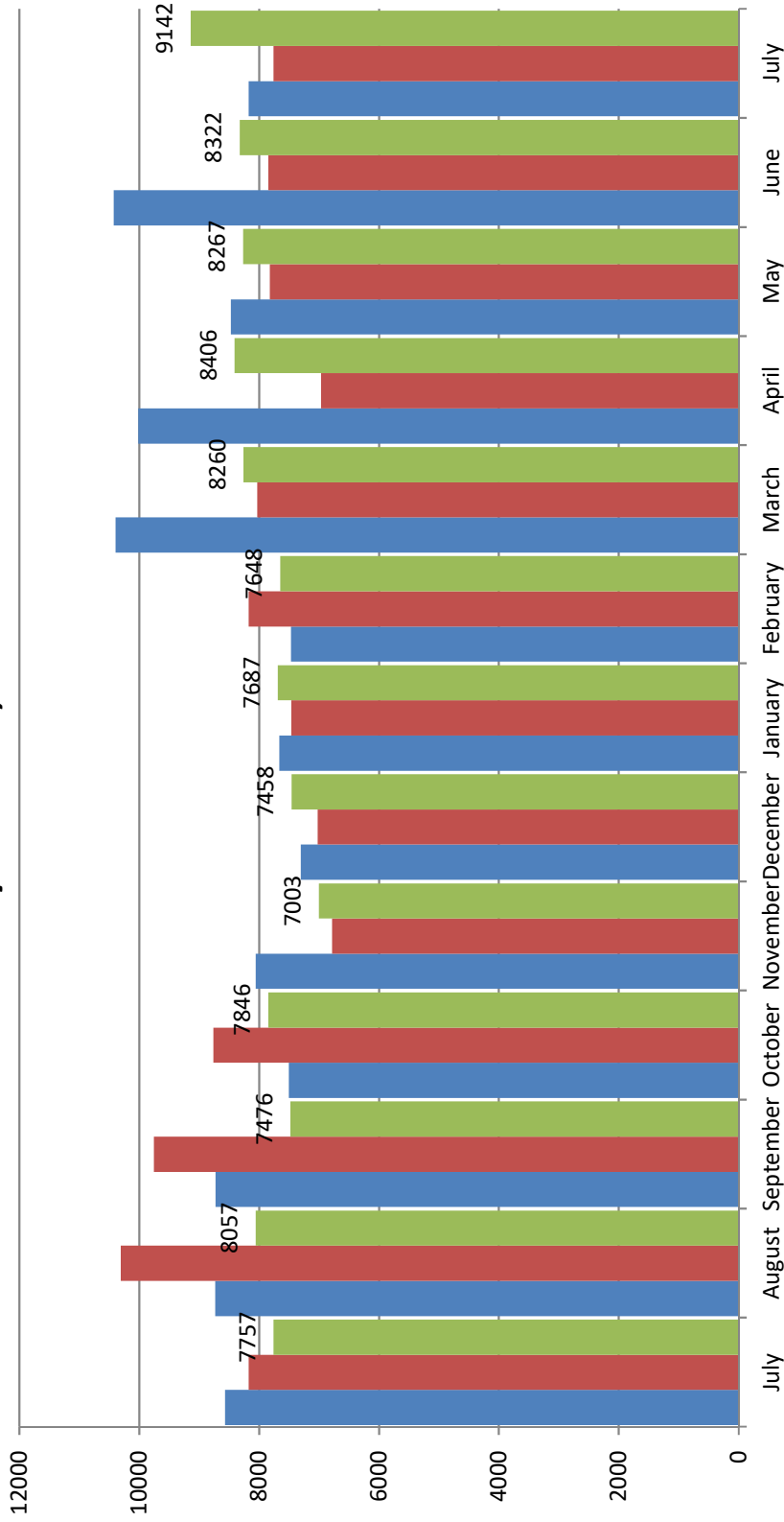
**Total for 2021/2022: 107,456 Total for 2022/2023: 97,725**

■ 2021/2022 ■ 2022/2023 ■ 2023/2024

# Main Library, Bookmobile and Pickup Window Attendance



## Use of Public Computers & Wireless Network 2023/2024: 95,572



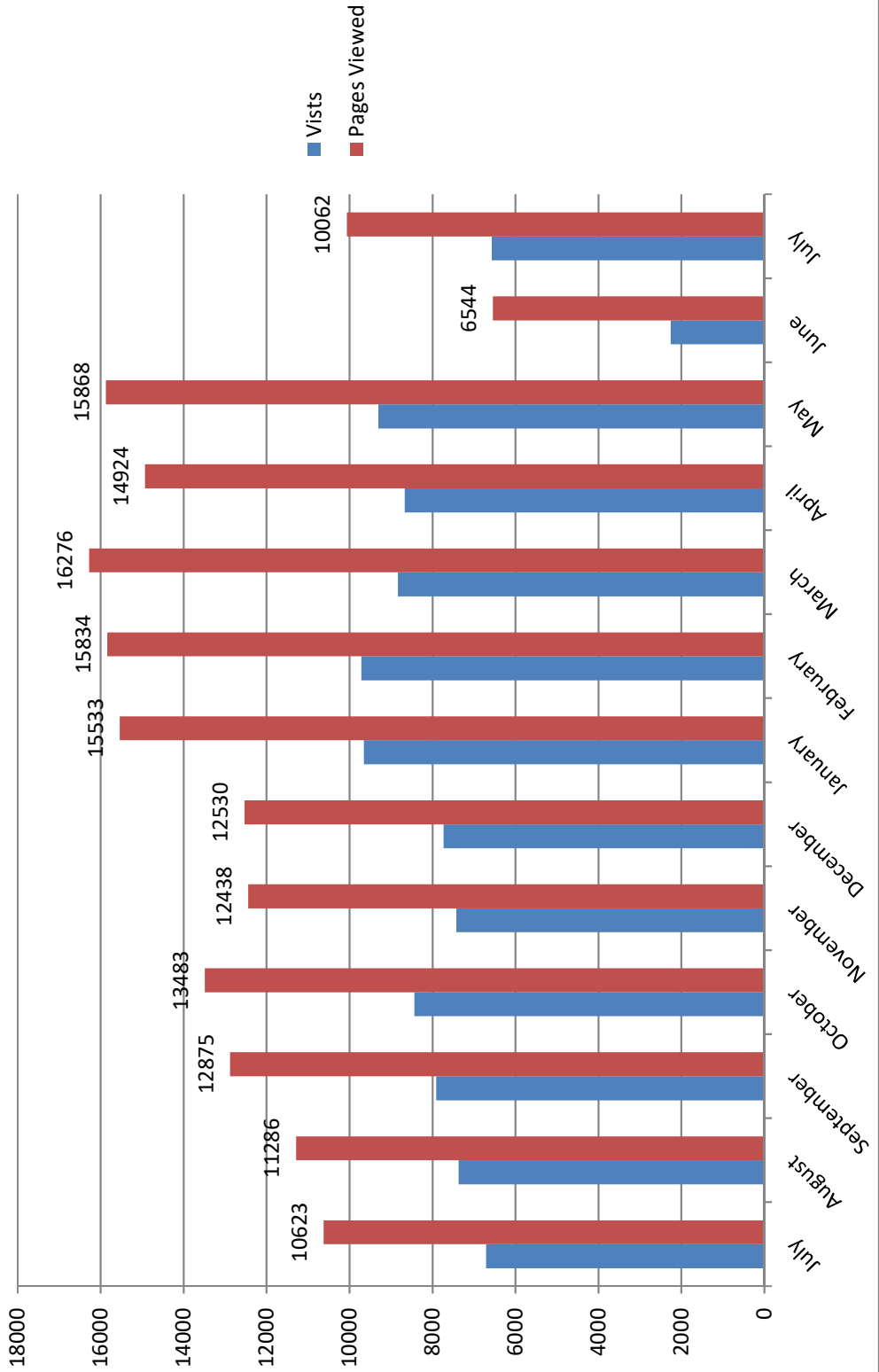
**Total for 2021/2022 102,917 Total for 2022/2023: 96,671**

■ 2021/2022   
 ■ 2022/2023   
 ■ 2023/2024

## Library Web Page Usage

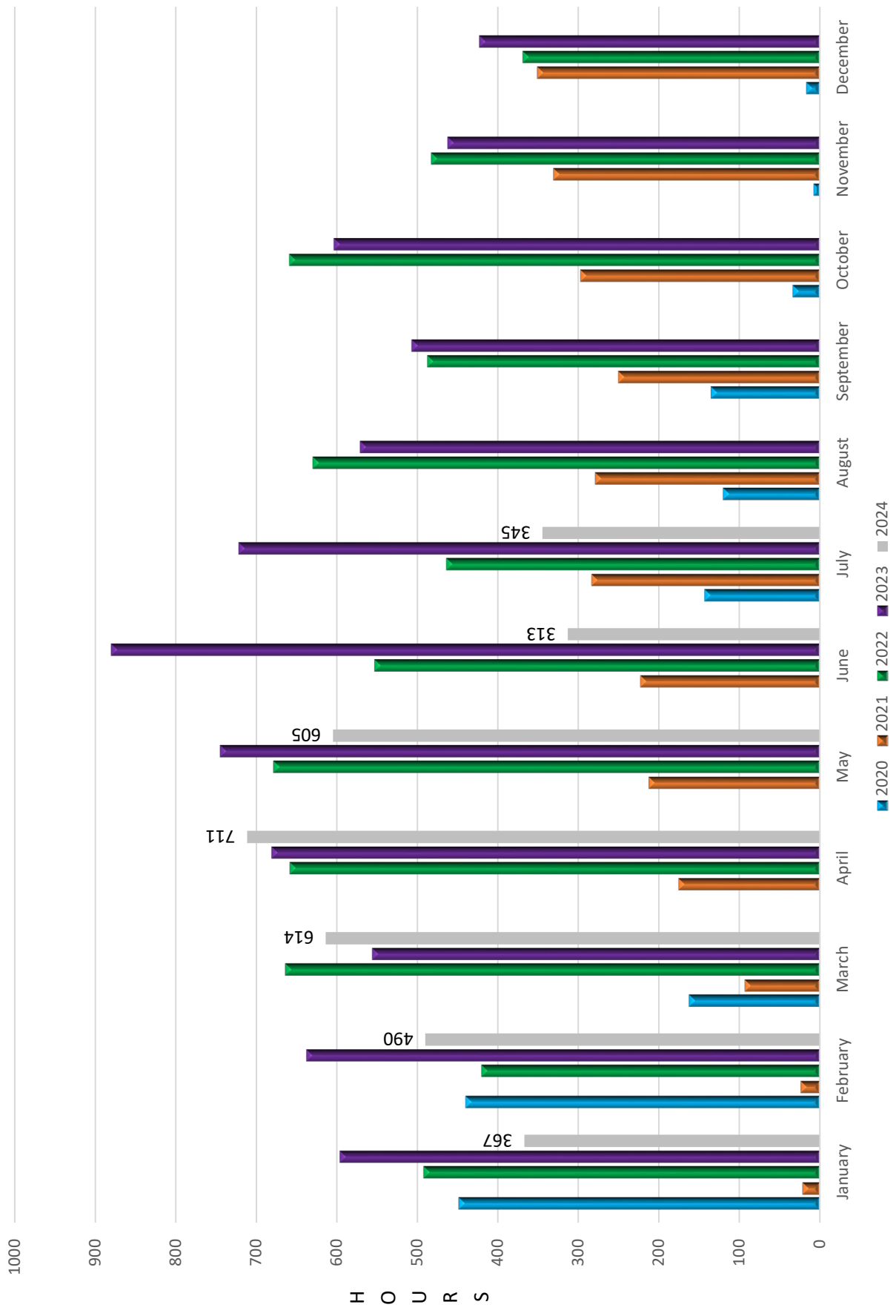
2023/2024 12 month Total Pages Viewed: 157,653

2023/2024 12 month Total Sessions: 93,845





# Volunteer Statistics



**GREAT FALLS PUBLIC LIBRARY**

**PERSONNEL REPORT  
JULY 2024**

NEW HIRES

Caitlyn King – Custodian II (FT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

Bob Miller – Custodian I (FT)

REHIRES

None

TRANSFERS/PROMOTIONS

<b>Item:</b>	Policy Review: <i>Board of Trustees</i>
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Approve the <i>Board of Trustees</i>

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/disapprove the *Board of Trustees 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 *Board of Trustees policies* as presented.

**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 *Board of Trustees policies* at the August meeting.

**Section Seven – Board of Trustees**

1. By-laws: No changes suggested. Reviewed and updated November 2023.
2. Naming Policy: Updated date information and removed incorrect information about Library Park. The Library is under the jurisdiction of the Great Falls Public Library.
3. Rules of Conduct and Procedure of Board of Trustee Meetings: No changes suggested. Reviewed and updated March 2024.

**Significant Impacts:** Updated policies will promote better Library service. Board support of City Policies provides clear direction to staff.

**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 vote to approve the policy

**Alternatives:** The Board could decide not to approve the *Board of Trustees* or ask for alterations to be made to the proposed policies.

**Attachments/Exhibits:**

1. By-laws
2. Naming Policy
3. Rules of Conduct and Procedure of Board of Trustee Meetings:

# **By-Laws of the Great Falls Public Library Board of Trustees**

The following By-Laws shall govern the Board of Trustees of the Great Falls Public Library (hereafter called the "Board") until amended or replaced by the Board.

## **Article I. Purpose**

The Board oversees library policy and operations, including materials, policies and service to the city and Cascade County.

## **Article II. Members**

### **Section 1. Make-up of the Board and Length of Terms**

In accordance with MCA 22-1-307, the Board shall consist of five (5) regular members appointed by the Great Falls City Commission (hereafter called the "City Commission") on staggered terms of five years each. No member may serve more than two (2) consecutive five-year terms. If a member is appointed to fill out the term of another Board member, that time shall not be considered as part of the total time of term allotted to Board members.

### **Section 2. Ex-Officio Members**

The Board may include ex-officio members who may participate in discussion but have no voting authority. Ex-Officio members may include a representative of the City Commission and a representative of the Commissioners of Cascade County (hereafter called the "County Commission"), each representative selected and appointed to a term set by each Commission. Other ex-officio members may be appointed as deemed necessary by the Board.

### **Section 3. Quorum**

A quorum of the Board shall consist of three voting (3) Board members. If less than a quorum is present, the members may adjourn the meeting without further notice.

### **Section 4. Manner of Acting**

The votes of a Quorum of the Board shall be necessary for the adoption of any official Board action, unless a greater proportion is required by law or by these By-Laws.

## Section 5. Library Director

The library director shall execute and administer the policies adopted by the Board, and shall, in addition, be responsible for the direction and supervision of the library staff and for the operation of the library itself. The library director shall submit periodic reports to the Board, but not less than monthly, of the condition and finances of the library and shall make recommendations to the Board of such policies and procedures as will promote the efficiency of the library and its service to the people it serves. The library director will annually propose a budget for the Board's consideration.

The library director is hereby authorized to pay vendors, personnel and other expenses of the library in a timely manner, and all such payments must be reported to the Board for confirmation at the next meeting.

## Article III. Officers

### Section 1. Officers

The officers of the Board shall be Chair and Vice-Chair, empowered to have the authority and to perform the duties herein described. The Board may elect additional officers, as it may deem necessary.

### Section 2. Election and Term of Office

The officers of the Board shall be elected annually by the Board at its July regular meeting. If no meeting is held in July, the Board will elect officers at the first meeting after the start of the fiscal year. Each officer so elected shall take office immediately and shall hold office until his or her successor shall have been elected and shall have qualified. New offices may be created at any meeting of the Board. The term of each office shall be for one year or until the date of the next election.

### Section 3. Attendance

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

The Board shall follow attendance requirements as provided in Title 2, OCCGF, Chapter 23, Sections .010 through .020. A board member who misses more than one third of the regular meetings in a calendar year without a health or medical excuse, shall lose his or her status as a board member. In addition, a valid, excused absence may be accepted by the board.

The Board shall follow removal requirements as provided in Title 2, OCCGF, Chapter 23, Sections .010 through .020. The City Commission shall appoint replacements to the Board to fill out the unexpired terms of Board members so removed.

#### Section 4. Vacancies

With the exception of a vacancy in the representation of the County Commission, which shall be filled by the County Commission, a vacancy in any office or of the Board because of death, health, resignation, removal, disqualification, or otherwise, may be filled by appointment by the Great Falls City Commission for the unexpired portion of the term. Such service will not be counted as part of the term limitations of the Board member or officer .

#### Section 5. Chair

The Chair shall preside at all meetings, shall appoint all standing and special committees, shall set the agenda of meetings, and shall perform all duties incidental to the office of Chair, and other such duties as prescribed by the Board from time to time.

#### Section 6. Vice-Chair

In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-chair shall perform all duties of the Chair, and when so acting, shall have all the powers of the Chair, and be subject to all of the restrictions placed upon the Chair. The Vice-Chair will perform other duties from time to time as may be assigned to him or her by the Chair.

#### Section 7. Secretary

The Secretary to the Board shall be the Director of the Library, who may delegate the actual performance of that duty with the approval of the Board. The Secretary shall keep minutes of the meetings; shall see that all notices are duly given in accordance to these By-Laws; shall be the custodian of the records of the Board; and shall perform such other duties as the Board may prescribe .

### **Article IV. Meetings of the Board of Trustees**

#### Section 1. Regular Meetings

The regular meeting of the Board shall be the fourth Tuesday of each month at 4:30 p.m.

#### Section 2. Special Meetings

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

#### Section 3. Place of Meetings

All regular meetings shall be held in the Great Falls Public Library, or at such places as may be designated by the Board.

Section 4. Notice of Meetings

Written notice stating the place, day and time of all regular and special meetings shall be delivered personally or by mail, or by other means, to all members of the Board, to the City Commission and to the interested media no less than three (3) days, nor more than fifteen (15) days prior to the meeting. In the case of a special meeting, the purpose of the meeting shall be stated in the notice.

**Article V. Amendments to Bylaws**

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting, if at least three days' written notice is given of the intention to alter, amend, or repeal, or to adopt new bylaws at such meeting.

Originally adopted on January 22, 2001  
Reviewed and amended on June 16, 2014  
Reviewed and amended on April 19, 2016  
Reviewed and amended on January 17, 2017  
Reviewed and amended on November 27, 2018  
Reviewed and amended on October 27, 2020  
Reviewed and amended on November 28, 2023

Whitney Olson, Chair \_\_\_\_\_

Anne Bulger, Vice-chair \_\_\_\_\_

Jessica Crist \_\_\_\_\_

Samantha DeForest \_\_\_\_\_

Noelle Johnson \_\_\_\_\_

Great Falls Public Library Naming Policy:  
~~January 2021~~

AUTHORITY:

The Board of Trustees of the Great Falls Public Library (Library Board) has the final and exclusive authority for the naming of library facilities pursuant to Montana Code §22-1-309. Library facilities include buildings, gardens, outdoor spaces (except Library Park), rooms, spaces, collections, Bookmobiles, vehicles and other facilities.

- a. ~~The Library Park is maintained by the Library but falls under the jurisdiction of the City of Great Falls Parks and Recreation Department. Park renaming would follow the procedures laid out in the Official Code of the City of Great Falls.~~

II. PURPOSE:

- a. The Library Board recognizes that public libraries and the communities they serve benefit greatly from private funding and encourages the support of Library patrons, friends, corporations, and other organizations interested in contributing to the advancement of the Library.
- b. The Library Board considers naming of library facilities to be a distinct honor.

III. LIBRARY NAMING CRITERIA:

- a. Tribute for Gift(s): Library facilities may be named for individuals, families, organizations or businesses whose actions and reputations reflect the mission of the Great Falls Public Library in tribute for naming gifts.
  - i. The Library Board, in collaboration with the Library Director and the Great Falls Public Library Foundation, will be responsible for maintaining an approved list of commemorative gift opportunities (meeting rooms, reading areas, outdoor spaces, programs, vehicles etc.) and their costs. Donors who wish to name approved facilities must meet the specified funding level. The list shall not be exclusive and the Library Board may consider naming opportunities not included on the list.
  - ii. Naming opportunities are available for outright gifts as well as for long-term pledge agreements with the stipulation that these pledges will be paid over a maximum period of three years. A name conferred in recognition of a pledge is contingent on fulfillment of that pledge. Seventy-five percent of the total pledge must be paid prior to public recognition of the naming opportunity. If the donor does not honor their pledge agreement in its entirety, the Library Board may terminate the naming opportunity or substitute another naming opportunity commensurate with the cash



amount received.

- iii. Naming opportunities are not generally available for gifts of real or personal property until such gifts have been converted to cash, which will then be used as the value of the gift for naming purposes.
- b. Tribute in Honor: Library facilities may be named in honor of individuals or families whose actions and reputations reflect the mission of the Great Falls Public Library *and* who meet one of the following criteria:
  - i. Recognized as a regional leader with strong ties to the Library; or
  - ii. Recognized as distinguished in the area of Library service to the Cascade County community
- c. When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin. In the event the deceased person made a bequest in his or her will, the Library Director and Board will obtain approval from the decedent's personal representative in compliance with the will's directives.
- d. In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequences, additional due diligence shall be undertaken before recommending the naming opportunities that include a commercial enterprise. Naming opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate to the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity.
- e. Naming agreements may be modified in the event that: 1) the named facility or subunit of a facility is substantially renovated, expanded or designated for another use; 2) the named facility or subunit of a facility is sold, destroyed, removed or abandoned; 3) a named business, organization or entity changes its name and/or focus of operations, or ceases operation.
- f. During their tenure, members of the staff, the Library Board, the Great Falls Public Library Foundation Board, and elected officials are not eligible for naming.
- g. The Library Board reserves the right to terminate a naming opportunity if, in its judgement, there are compelling reasons or circumstances justifying such action.

#### IV. LIBRARY NAMING PROCESS:

- a. Notification of the Library Board

- i. **Tribute for Gift(s):** Upon receipt of an appropriate naming gift, the Library Director in collaboration with the Great Falls Public Library Foundation or Friends of the Library shall submit a *Tribute for Gifts Naming Proposal* to the Library Board. The *Tribute for Gifts Naming Proposal* shall identify the Library facility to be named, describe the proposed commemorative tribute and confirm receipt of the naming gift as defined in Section III of this policy.
  - ii. **Tribute in Honor:** Members of the public may submit a *Tribute in Honor Naming Proposal* in writing to the Library Board. A *Tribute in Honor Naming Proposal* shall identify the Library facility to be named, describe the proposed commemorative tribute and provide information about the person to be honored including how they meet the criteria described in Section III of this policy.
  - iii. If the *Naming Proposal* calls for the renaming of a Library facility, the Library Director shall also submit a *Director Renaming Report* to the Library Board. The *Director Renaming Report* shall review any agreements or documentation that covers an existing name, the historical significance of that name and costs associated with changing the name.
- b. **Public Consideration:** Within 90 days of receiving a *Naming Proposal*, the Library Board will hold at least one public meeting to consider a name for a Library facility. Public notice of the meeting(s) shall be given not less than 30 days before the date of the meeting, and will include notice to the Cascade County and Great Falls City Commissions for opportunity for the Commissions' input as to the proposal. Notice shall include the proposed name, date, time and location of the meeting. Notice shall also indicate means of responding to the *Naming Proposal* either in person or in writing. The public meeting may take place during a regularly scheduled Library Board meeting as long as the above public notice requirements are met.
- c. **Board Decision:** After review of the *Naming Proposal*, the *Director Renaming Report* (if necessary) and all public comment, the Library Board shall approve or decline the *Naming Proposal* according to the procedures defined in the Library Board by-laws.
- d. **Implementation:**
  - i. Plaques, signage and other recognition vehicles will be placed in appropriate locations and will be consistent with the Library's image and design requirements.
  - ii. Naming timelines will be commensurate with the degree of change for the Library. Timelines will include adequate time for the creation of appropriate logos, signs, website changes etc.

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

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

The Board of Trustees thus adopts these Rules of Conduct and Procedure of Board Meetings this 26<sup>th</sup> day of March, 2024:

**Rule 1. Meetings of the Board of Trustees**

**1.1 Regular Meetings**

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

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

**1.2 Special Meetings**

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

**1.3 Emergency Meetings**

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

**1.4 Executive Session/Closed Meetings**

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

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

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

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

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

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

## **Rule 2. Notice**

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

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

## **Rule 3. Requirements of an Open Meeting**

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

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

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

### **3.1 Violation of the Open Meeting Laws**

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

### **Rule 4. Parliamentary Authority**

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

### **Rule 5. Attendance**

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

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

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

### **Rule 6. Agenda Preparation**

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

### **Rule 7. Agenda – Order of Business**

The agenda shall be in substantially the following form:

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

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

Proposals/Comments from Trustees  
Old Business  
New Business  
Adjournment

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

### **Rule 8. Regular Meeting Minutes**

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

## **Rule 9. Public Participation**

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

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

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

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

#### **Rule 10. Effective Date and Amendment**

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





Library Board Meeting Date: August 27, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

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

**Suggested Motion:** NONE

**Staff Recommendation:** Staff recommends that the Library review *Programming, Public Relations and Collection* sections 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 *Programming, Public Relations and Collection* sections at the August meeting.

The Road Map has three types of recommendations.

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

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

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

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

**Attachments/Exhibits:**

The *Programming, Public Relations and Collection Sections* 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. Board want to make plan to meet standard?

## COLLECTION

Everyone has access to resources sufficient unto their needs.

Essential	Excellent	Cooperative
<p>Everyone has access to updated and regularly maintained physical and digital library content and services</p> <ul style="list-style-type: none"> <li>• <b>GFPL MEETS STANDARD.</b> Library sets a materials budget yearly and purchases physical materials throughout the year. Library is part of MontanaLibrary2Go which purchases new content monthly. Library has expanded access to digital resources including Mango Languages and LinkedIn Learning.</li> <li>• <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE ACCESS TO PHYSICAL AND DIGITAL MATERIALS.</b></li> </ul>	<p>Everyone has access to materials that reflect community culture and languages – both present and historical.</p> <ul style="list-style-type: none"> <li>• <b>GFPL MEETS STANDARD.</b> Professional Library staff follow a thoughtful Collection Development Policy that emphasizes access to a wide range of materials including materials that reflect the diverse culture and language of our community.</li> <li>• <b>LIBRARY NEEDS TO CONTINUE TO CAREFULLY BUILD OUR COLLECTION.</b></li> </ul>	<p>Everyone has access to a wide range of materials because the library participates in cooperative collection development.</p> <ul style="list-style-type: none"> <li>• <b>GFPL MEETS STANDARD.</b> Library participates in MontanaLibrary2Go selection for the consortium. Library also participates in the Partners and is exploring additional collaborative collection development.</li> <li>• <b>LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY.</b></li> </ul>
<p>Everyone can find library materials online.</p> <ul style="list-style-type: none"> <li>• <b>GFPL MEETS STANDARD.</b> Library provides online access through our website, the Montana Shared Catalog app and the Libby app.</li> <li>• <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE ONLINE ACCESS..</b></li> </ul>	<p>Libraries provide mobile access for searching and retrieving library materials</p> <ul style="list-style-type: none"> <li>• <b>GFPL MEETS STANDARD.</b> Library provides online access through our website, the Montana Shared Catalog app and the Libby app.</li> <li>• <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE ONLINE ACCESS.</b></li> </ul>	<p>Libraries join shared integrated library systems to provide seamless access for everyone in the county or region.</p> <ul style="list-style-type: none"> <li>• <b>GFPL MEETS STANDARD.</b> GFPL is part of the Montana Shared Catalog, the Partners and MontanaLibrary2Go.</li> <li>• <b>LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY.</b></li> </ul>

## PROGRAMMING

Everyone has access to programming sufficient unto their needs.

Essential	Excellent	Cooperative
<p>Everyone has access to virtual and face-to-face programming.</p> <ul style="list-style-type: none"> <li>● <b>GFPL MEETS STANDARD.</b> Library provides an array of virtual and face-to-face programming.</li> <li>● <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE A RANGE OF ENGAGING PROGRAMS.</b></li> </ul>	<p>Everyone has access to programming for all ages, ethnicities, income levels, and abilities. This programming reflects community needs and interests.</p> <ul style="list-style-type: none"> <li>● <b>GFPL MEETS STANDARD.</b> Library provides an array of virtual and face-to-face programming.</li> <li>● <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE A RANGE OF ENGAGING PROGRAMS.</b></li> </ul>	<p>Libraries within a federation collaborate together to offer regional programming options for everyone within that federation.</p> <ul style="list-style-type: none"> <li>● <b>GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</b></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>
<p>Children and caregivers have access to early literacy programming and materials either through the library or by being directed to another community organization that specializes in early literacy</p> <ul style="list-style-type: none"> <li>● <b>GFPL MEETS STANDARD.</b> Library provides weekly StoryTime and Toddler Time in addition to other special early literacy programming. Library collection includes an array of early literacy materials. Youth Services Staff coordinate with community partners to support early literacy.</li> <li>● <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE EARLY LITERACY PROGRAMMING AND MATERIALS</b></li> </ul>	<p>Children and caregivers are offered early literacy programming through the library.</p> <ul style="list-style-type: none"> <li>● <b>GFPL MEETS STANDARD.</b> Library provides weekly StoryTime and Toddler Time in addition to other special early literacy programming. Library collection includes an array of early literacy materials. Youth Services Staff coordinate with community partners to support early literacy.</li> <li>● <b>LIBRARY NEEDS TO CONTINUE TO PROVIDE EARLY LITERACY PROGRAMMING AND MATERIALS</b></li> </ul>	
	<p>Everyone can create and develop content because of programming or technology offered by the library.</p> <ul style="list-style-type: none"> <li>● <b>GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</b></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. <b>NOTE:</b> Master Plan calls for creating spaces for making (Maker Space, recording studio, etc. )</li> </ul>	<p>Everyone within a region has access to content creation technology and programming because libraries within a federation or region collaborate to purchase the technology and materials needed for more</p> <ul style="list-style-type: none"> <li>● <b>GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</b></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>

**PUBLIC RELATIONS**

Everyone is aware of library services.

Essential	Excellent	Cooperative
<p>Everyone has access to information about library programs and services through internal and external marketing efforts of library staff.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library resources and services are promoted through internal (flyers, bookmarks, digital signs...) and external (electronic newsletter, website, press releases, social media, radio interviews...) means.</li> <li>● LIBRARY NEEDS TO CONTINUE TO PROMOTE RESOURCES AND SERVICES.</li> </ul> <p>Everyone has access to a library website or social media site.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library has a dedicated website and social media channels (Facebook, Instagram, YouTube, and X (formerly Twitter)).</li> <li>● LIBRARY NEEDS TO CONTINUE TO MAINTAIN ONLINE PRESENCE.</li> </ul>	<p>Everyone is aware of library services because the library has access to a staff member or outside contractor with marketing experience.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library has a trained staff member in charge of communications.</li> <li>● LIBRARY NEEDS TO CONTINUE TO INVEST IN STAFF TO PROMOTE LIBRARY AWARENESS.</li> </ul> <p>Library has a community support group such as a Friends or a Foundation to advocate for the library and provide funding.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library has a Friends Group and a Foundation to advocate for the Library and provide funding.</li> <li>● LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY AND SUPPORT OUR FRIENDS AND FOUNDATION.</li> </ul> <p>Library cultivates donors.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library works with Foundation and Friends to cultivate donors.</li> <li>● LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY WITH FRIENDS AND FOUNDATION TO CULTIVATE DONORS.</li> </ul> <p>Everyone advocates for the library.</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 heal community division and build support.</li> </ul>	<p>Library staff participate in local, state, and national marketing/public relations efforts for the benefit of the library and potentially other libraries.</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 staff support local businesses by purchasing items locally, when feasible

- GFPL MEETS STANDARD. Library purchases from local stores when possible.
- LIBRARY NEEDS TO CONTINUE TO PURCHASE LOCALLY WHEN POSSIBLE.

<b>Item:</b>	Approval of Foundation Approved Project Proposals
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Approve the Foundation Approved Project Proposals

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/disapprove the *Foundation Approved Projects Proposal* 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 *Foundation Approved Project Proposal* as presented.

**Background:** The Great Falls Public Library Foundation is a private, non-profit, 501(c)(3) organization founded in 1968 to help support and promote the Great Falls Public Library. The Foundation Approved Project process acts 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.

The Great Falls Public Library Foundation has budgeted \$144,900.00 to support Library projects for FY2025. The Foundation reviews Library proposals at their September and January meetings. Before the Library requests funds from the Foundation, they are presented to the Library Board for review and approval. After reviewing project ideas from staff, the Library Director has created a Foundation Approved Projects proposal totaling \$83,485.00. The remainder of the funding will be requested in January of 2025. The Library Board will review the January *Foundation Approved Project Proposal* at their November meeting.

**Significant Impacts:** Funding from the Foundation allows the Library to provide expanded resources and services to the community.

**Fiscal Impact:** Funding from the Foundation for projects will have a significant impact on the Library budget.

**Alternatives:** The Board could decide not to approve the *Foundation Approved Projects Proposal* or ask for alterations to be made to the proposed projects.

**Attachments/Exhibits:**

Foundation Approved Projects Proposal

To: Great Falls Public Library Foundation Finance Committee

From: Susie McIntyre, Director

Date: September 2024

Re: Library Needs List – Foundation Approved Projects Funding

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The Foundation budgeted \$144,900.00 for Foundation Approved Projects for the 2024/2025 fiscal year. We are requesting \$83,485.00 in funding for the following projects. We will request the remainder of the funding in January of 2025.

We are so grateful for your support.

**Update Staff Computers: \$19,000.00**

Staff need updated technology in order to do their jobs effectively. We have created a full inventory of Library technology assets along with a 5-year (or longer) replacement plan. Last year, we replaced the majority of the computers used by the public. We would like to update our oldest staff computers, provide updated monitors and improve laptop efficiency with 2 docking units.

- 5 Front-Line Customer Service Desktops (2 for reference + 3 for circulation) = \$4,696.70
- 3 Staff Desktops and 4 Staff Laptops = \$11,986.02
- 10 Monitors = \$1,505.10
- 2 Laptop Docking Units = \$344.98
- Shipping and Miscellaneous = \$467.20

**Materials for Physical Collection: \$21,500.00**

The Library has increased its operational budget for materials from \$30,000 to \$80,000 so we need significantly less financial support for physical materials for FY2025.

**Chilton Auto Repair Database: \$3,192.00**

We provide access to the Chilton Auto Repair database for our patrons. The Foundation has funded online auto repair databases for several years. We would like to continue the subscription for the upcoming year.

**Linked-in Learning: \$13,125.00**

As part of our expanded services for the community, last year we expanded our digital resources to include the leading online platform for learning for libraries. The first year of LinkedIn Learning has been very successful and we want to continue offering the service.

**Mango Languages Subscription for 3 years: \$13,473.00**

**American Sign Language Inside: Three years: \$5,225.00**

As part of our expanded services for the community, last year we expanded our digital resources to include the language learning resource, Mango Languages. The first year of Mango Languages has been very successful and we want to continue offering the service. They are offering a subscription deal. A single year of Mango costs \$5,985.0 and the three-year deal costs \$13,473 which saves \$5,395.46 over the three-year term. Additionally, we have received several requests for resources to learn American Sign Language (ASL). Because sign language learning is significantly different from spoken language learning, Mango Languages provides an ASL package as a separate subscription. With Great Falls being the home of the Montana School for the Deaf and Blind, we would like to offer this important resource.

**MontanaLibrary2Go Magazines: \$2,000.00**

For the past several years, the Montana State Library has funded the MontanaLibrary2Go Consortium costs to provide downloadable magazines as part of our Overdrive Contract. The magazines have been very popular with Great Falls Public Library patrons. In FY2024, GFPL patrons had 11,832 Overdrive Magazine checkouts—that is almost 1,000

checkouts per month. The Montana State Library has a budget shortfall for FY2025. They had been expecting to budget for the OverDrive Magazines renewal on behalf of the MontanaLibrary2Go consortium, but unfortunately, they will not be able to do so. The Consortium was able to negotiate a reduction in the magazine cost and to get agreement from member Libraries to cover the cost. Next year, the cost of the magazines will be included in our regular Consortium costs and we will budget accordingly.

**Kids Place Early Literacy Toys**

**Kathy’s Corner play area toys \$1000.00**

**Early childhood programming toys \$700.00**

Amidst the chaos of Summer, 2020, the Youth Services Department purchased a variety of well-made and easy-to-sanitize toys from Lakeshore thanks to the generous support of the Great Falls Public Library Foundation. These toys have since served thousands of Cascade County kids and their families in our comfortable Kathy’s Corner play area and during weekly early literacy programming. These well-loved toys are now showing their age. We are therefore requesting \$1,700 to update and replace them.

New toys keep the Kathy’s Corner play area relevant and exciting for kids. Their parents and other family members appreciate the cozy, welcoming space and the toys that keep their kids engaged for hours. Our play area and early childhood programs are invaluable; they attract new patrons and build the positive memories that keep young parents coming back to the Library when they have children of their own.

**Guardian 8 Charging Lockers (stands, lockers, warranty & shipping): \$4,270.00**

Patrons frequently wish to charge their devices at the Library and often do not have a cord. In January of 2023, the Foundation provided funding for the Library to purchase 3 charging stations. They have been extremely popular, but they have not withstood the abuse of patrons. Patrons have yanked out cords and caused damage to the stations. We have done our best to keep them operating with various unsightly fixes. Despite our signs, some patrons have lost their devices because they plugged them in and then did not monitor them. Sara Linder-Parkinson has researched a variety of different solutions. We would like to purchase 2 Guardian 8 Charging Lockers. The Guardian-8 safely stores and charges up to 8 mobile devices and valuables simultaneously. The 5” LCD touchscreen locking system makes it easy to secure devices with its user-created PIN code system while staff can always open the lockers with a master key. With 20W charging speeds, mobile devices can increase their batteries by up to 50% within 30 minutes.



**September FY2025 FAP Funds Requested: \$83,485.00**  
**Balance FY2025 FAP Funds: \$61,415.00**

DRAFT





Library Board Meeting Date: August 27, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Approval of creation of a professional, written annual report
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Approval of creation of a professional, written annual report

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/not approve the creation of a professional, written annual report
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 creation of a professional, written annual report.

**Background:** The Great Falls Public Library Board of Trustees is required to present an annual report each year. The Montana Code Annotated (MCA 22-1-309 Trustees—powers and duties.) includes a requirement that the Library Board “make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement.”

Historically, the Great Falls Public Library has reported to the City Commission through several channels.

1. Participation in the annual budget process which includes financial reports, information on current goals, and proposed goals
2. City Commission ex-officio participation on the Library Board
3. Annual Commission Work Session presentations by the Library Director. (Additional work sessions as needed.)
4. Completion of the Montana State Library Public Library Survey. Annual report made accessible to the public but not officially provided to the City Commission.
5. Monthly Library reports submitted to the City Manager who collates them with the other Departments and provides them to the City Commission.

In FY2024, the City Commission requested a report in the form of a work session conducted by the Trustees.

In response to criticism of previous annual reports, the Library can create a professional, written FY2024 Annual Report to be provided to the public and the City Commission.

- A written report would provide more accessible, transparent information for the public who rarely attend City Commission work sessions or read through the entire 200+ page City budget.
- Although most Montana Public Libraries meet this requirement by delegating the duty and having the Library Director provide an in-person presentation to the governing body, presenting the City

Commission with a written report officially approved by the Board would clearly meet the MCA requirement

**Significant Impacts:** The Library is required to “make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement.” A written annual report will not only meet the Library’s Montana Code Annotated obligation, but will also be an excellent tool for the Library to communicate to the public.

**Fiscal Impact:** The Library has sought quotes for the creation of an annual report and believe that it will cost approximately \$4,600 to create the report, post it on the website and print copies for distribution. Staff suggest that this project be funded through the following 2221 Foundation/Donation funding sources.

- Cordingley Unrestricted Annual Donation: Current balance = \$4,872.54

**Alternatives:** The Board could decide not to review to approve the creation of a professional, written annual report and provide direction of their desired method for meeting the MCA requirement of providing an annual report the Library’s governing body.

**Attachments/Exhibits:**

None



Library Board Meeting Date: August 27, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Adjust date of September Board meeting
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Adjust date of September Board meeting

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees adjust the September board meeting date to \_\_\_\_\_.
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 adjust the date of the September Board meeting from Tuesday September 24<sup>th</sup> to another date that will allow for better attendance.

**Background:** “The established regular meetings of the Board of Trustees are held at the Great Falls Public Library, 301 2nd Ave. N, on the fourth Tuesday of each month beginning at 4:30 o’clock p.m., except legal holidays and federal election days. The Board generally omits one monthly meeting each year, on a month determined by the Board.” The Library Director has a scheduled vacation and will be returning to the United States on Monday September 23<sup>rd</sup>. Her flight has been adjusted and she will arrive late in the evening. There are concerns that if there are any issues with her flight, she will not be available to be present for the meeting on Tuesday September 24<sup>th</sup>. There are also at least two Trustees who will have to attend the September meeting via Zoom because of their travel plans.

Postponing the September meeting until Tuesday October 1<sup>st</sup> at 4:30 pm, would ensure that the Director and more members of the Board will be present for the meeting. The Board could also choose a different alternative date depending on the will of the Trustees.

**Significant Impacts:** The Library Board meets 11 times a year. Although the Board regularly meets on the 4<sup>th</sup> Tuesday, the Board is allowed to adjust the schedule of the meetings.

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

**Alternatives:** The Board could decide not to hold the September meeting as scheduled on Tuesday September 24<sup>th</sup>.

**Attachments/Exhibits:**

- Meeting Section Great Falls Public Library Board of Trustee By-laws
- Meeting Section of the Rules of Conduct and Procedure of Board of Trustee Meetings

## **By-Laws of the Great Falls Public Library Board of Trustees**

### **Article IV. Meetings of the Board of Trustees**

#### **Section 1. Regular Meetings**

The regular meeting of the Board shall be the fourth Tuesday of each month at 4:30 p.m.

#### **Section 2. Special Meetings**

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

#### **Section 3. Place of Meetings**

All regular meetings shall be held in the Great Falls Public Library, or at such places as may be designated by the Board.

#### **Section 4. Notice of Meetings**

Written notice stating the place, day and time of all regular and special meetings shall be delivered personally or by mail, or by other means, to all members of the Board, to the City Commission and to the interested media no less than three (3) days, nor more than fifteen (15) days prior to the meeting. In the case of a special meeting, the purpose of the meeting shall be stated in the notice.

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### **Great Falls Public Library Board of Trustees**

#### **Rules of Conduct and Procedure of Board of Trustee Meetings**

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

The Board of Trustees thus adopts these Rules of Conduct and Procedure of Board Meetings this 26<sup>th</sup> day of March, 2024:

#### **Rule 1. Meetings of the Board of Trustees**

##### **Regular Meetings**

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

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

##### **Special Meetings**

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

**Director's Itinerary: July 2024**

Mon	July	1	Local Area Council on Mental Health 1:30 pm
Tues.	July	2	Staff Mentoring Meeting 12:00 pm Foundation Director Meeting 1:30 pm Staff Policy Review Committee Meeting 2:30 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	July	3	Public Services Meeting 10:00 am Management Team Meeting 11:00 Communication Meeting 3:00 pm
Thurs.	July	4	<b>Library Closed for 4<sup>th</sup> of July Holiday</b>
Fri	July	5	<b>Vacation Day</b>
Sat.	July	6	<b>Vacation Day</b>
Mon	July	8	City of Great Falls Employee Book club 12:00 pm
Tues.	July	9	Department Head Meeting 10:00 am Rotary Meeting 12:00 pm July Point-in-Time Planning Meeting 2:00 pm PATH Collaboration meeting 3:00 pm Staff Mentoring Meeting 4:00 pm
Weds.	July	10	Cushing Terrell IT Insight Meeting 9:00 am Public Services Meeting 10:00 am Management Team Meeting 11:00 Cushing Terrell Genealogy Society Insight Meeting 12:30 pm Cushing Terrell Facilities Insight Meeting 1:30 pm Communication Meeting 3:00 pm
Thurs.	July	11	Juneteenth Follow-up meeting 8:00 am Staff supervision meeting 10:00 am Alzheimer's Action Team Meeting 12:30 pm Foundation Board Tour and Onboarding 3:30
Fri	July	12	Staff Mentoring Meeting 9:30 am Cushing Terrell Admin Insight Meeting 12:00 pm Cushing Terrell Outreach/Programing Insight Meeting 1:00 pm Cushing Terrell Collection Development Insight Meeting 2:00 pm
Sat.	July	13	Staff mentoring meeting 11:00 am Manager on duty
Mon	July	15	Patron meeting (behavior policy) 9:00 am HR meeting 11:00 am Paris Gibson Committee Picnic 6:00 pm
Tues.	July	16	City Manager one-on-one meeting (evaluation) 10:00 am HR Meeting 2:30 pm City Commission Meeting 7:00 pm
Weds.	July	17	Management Team Meeting 11:00 Circulation Desk 1:00 pm Communication Meeting 3:00 pm
Thurs.	July	18	July Point-in-time count 5:30 am Custodian interviews 10:00 am Staff monthly meeting 3:00 pm Sober Life Book Club 4:00 pm
Fri	July	19	Library/City Renegotiation Committee Meeting 9:30 am Cushing Terrell Friends/AAUW Insight Meeting 1:00 pm Reference Desk 4:00 pm-5:00 pm
Sat.	July	20	Manager on duty
Tues.	July	23	Library/City Renegotiation Meeting 9:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm Communication Meeting 3:00 pm <b>Board Meeting 4:30pm</b>

Weds.	July	24	Supaman Performance 7:00 pm Staff mentoring meeting 9:00 am Public Services Meeting 10:00 am Management Team Meeting 11:00 Cushing Terrell Bookmobile Insight Meeting 1:00 pm Cushing Terrell Safety Insight Meeting 2:00 pm RFP committee meeting (Ballot Polling) 3:00 pm
Thurs.	July	25	Radio Interviews 7:40 am Technology Systems Weekly meeting 10:30 am Meeting of the Minds Collaboration Meeting 12:00 pm Foundation Board Tour and Onboarding 2:30 Staff monthly meeting 4:00 pm
Fri	July	26	Communication Meeting 10:00 am Staff monthly meeting 2:00 pm New Staff onboarding meeting 4:30 pm
Sat.	July	27	Staff Supervision Meeting 9:30 am Reference Desk 12:00 – 2:00 pm; 4:00 pm – 6:00 pm
Mon.	July	29	Network Advisory Council debrief meeting 10:00 am
Tues.	July	30	Board member meeting 9:00 am Department Head Meeting 10:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm Staff monthly meeting 3:00
Weds	July	31	Montana State Library consulting meeting (City negotiations) 4:00 pm) Public Services Meeting 10:00 am Montana State Library/Institute of Museums & Libraries meeting & tour 11:30 am Communication Meeting 3:00 pm

**Next Library Board Meeting is Sept.27, 2024 4:30 pm**

# MANAGEMENT TEAM MEETING

## Meeting Minutes

July 3, 2024

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

*Absent:*

*Next Meeting:* July 10, 2024; 11:00am; Susie's Office

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### SUSIE

- Susie will be leaving at 1pm today. She will be back on Monday to approve payroll, then officially back in on Tuesday.
- The Cushing Terrell meetings have been set-up.
- Susie is beginning to compile stats for the Public Library Survey.
- Sara L-P will be presenting to the board this month.
- A discussion was had regarding a patron that has been talking rudely to staff.

### TREVA

- Treva informed us that Isa and Deborah have been outing together book kits. A discussion was had regarding book kits.
- Jacob will be out of the office this week.

### SARA LP

- Sara shared that a patron that has been using the craft kits came in to show pictures of what she created. A discussion was had regarding prizes for people that post their creations.
- Sara informed us that the Safety Specialist report that no calls to the police were needed in June.
- Sara and John R. will be at the Pre-release on July 11<sup>th</sup> to sign-up people with library cards so they can access Linked-In Learning.
- Sara will be leaving early today.

### SARA K

- Sara informed us that Fisher's is here replacing a part on the 3<sup>rd</sup> floor copier.
- Lewis (the copier) was "stealing" money last week. That issue has been resolved.
- Sara will be out of the office the next 5 days.

### AARON

- Aaron had nothing to report.

**BOB**

- Bob is still working on getting an estimate for power to be installed in the library park.
- Bob informed us that Steve has resigned; and John's position will be posted to the public this week.

**RAE**

- Rae informed us that Loot Box sign-up has ended. We had about the same amount of participation as last year.
- The summer reading rewards promotion is going well.

**SARAH C**

- Sarah informed us that Music in the Library Park continues next week.
- The City book club meets next Monday at noon.
- The 4<sup>th</sup> of July parade is tomorrow. Volunteers are expected to arrive at 10:30a with the Parade starting at 11am.
- Sarah will be out of the office this afternoon.

**JAKE**

- Jake will be attending the July 4<sup>th</sup> parade to take pictures of the bookmobile.



# MANAGEMENT TEAM MEETING

## Meeting Minutes

July 17, 2024

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

*Absent:* Sara Linder-Parkinson

*Next Meeting:* July 24, 2024; 11:00am; Susie's Office

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### SUSIE

- Susie informed us that interviews for John's position are tomorrow. There is also a lead on another city employee that is interested in doing short term overtime to help. Staff may be asked to help during this transition.
- A reminder that we will be reporting on the progress of our Smart Objectives to the board in September. Please make sure you are keeping track.
- Susie will be setting up meetings with Managers to set goals.
- Susie is assisting with the Continuum of care tomorrow with their 6 month "Point in Time"
- Susie informed us of the ice water in the lobby area.
- The FAP ask needs to be in the August board packet. Susie is waiting on info from managers. The Deadline to Susie is August 8<sup>th</sup>. We only want projects that take very little staff time this go around.
- If you have an open FAP, please get it spent down, or provide a timeline of when the money will be used.
- Susie will be taking a 2-week vacation in September.
- Negotiations with the city continue.
- The City Commission accepted the budget at last night's meeting.
- A discussion was had regarding the In-Sight meetings with Cushing Terrell. More meetings are being planned.
- Susie informed us that we have received e-rate approval for our internet, and the bookmobile Hot-Spot.
- Susie will be out of the office Saturday and Sunday, back on Monday.
- Sara L-P will be back on Saturday.
- Susie reminded everyone to not hesitate to call dispatch if it is needed.

### TREVA

- Treva informed us that Jacob is working on the backlog of received materials.
- Isa is working in the Annex
- Treva is working on ordering more materials

### SARA LP

- Sara was not present

**SARA K**

- Sara informed us that the Tech Sessions are going well.
- Sara is working on Dell quotes for FAP as well as learning the backend of the Library website.

**AARON**

- Aaron is working on the board packet
- Timesheets are due tomorrow

**BOB**

- Bob informed us that the electrician needs to know where to install the pole in the Library Park. Once a location is picked it will get installed.
- Bob continues to train John to take over.

**RAE**

- Rae informed us that all the Loot Boxes have been packed.
- Summer reading programs are slowly wrapping up.
- End of Summer Reading event will be on August 17<sup>th</sup>. More details to come.
- Rae thanked Sara L-P for covering in Kids place when needed.

**SARAH C**

- Sarah informed us that Summer Music is going very well, over 140 people attended last night.
- Sarah is working on a plan to block off 3<sup>rd</sup> St & 3<sup>d</sup> Ave around the Library Park for next week's performance. A large crowd is expected and we will need the extra room.
- Sarah will be out of the office today and will be working a ½ day on Friday since she has the Silent Book club on Saturday.

**JAKE**

- Jake showed us what the Pet Spotlight posters will look like. The first ones will be shown on August 1<sup>st</sup>.
- Jake is planning a Library Staff Olympics. He asked for input on what day the Staff Olympics could be held. Everyone agreed to wait until Sara L-P returns to offer input.
- There was an issue with Wowbrary. It is fixed now.
- The August list of events is on our website.
- Susie will be doing the Radio interviews next Thursday and Friday.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*July 24, 2024*

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

*Absent:*

*Next Meeting:* July 31, 2024; 11:00am; Susie's Office

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### **SUSIE**

- Susie gave an update on the renegotiation.
- Susie led a discussion on the NW energy situation. The library is on the essential list and shouldn't be effected.
- A reminder that FAP requests are due to Susie.
- Susie will be taking a two-week vacation in September.
- Susie thanked everyone that participated in Cushing Terrell's meeting.

### **TREVA**

- Treva informed us she corrected an issue with wowbrary and how she was entering in items. Movies should now be displaying on it.

### **SARA LP**

- Sara informed us that a lot of chit-chatting among staff is occurring in public serving areas. Please be conscious and remember patrons come first.
- Sara informed us that she has reminded her staff that they are city Employees and should not be discussing politics with patrons. She also added that talking politics among your coworkers should occur outside the building and not during working hours.
- Sara moved the water coolers provided by helping hands to the vestibule.
- A discussion was had regarding a flyer hanging on library grounds.

### **SARA K**

- Sara is working on FAP requests and Library technology needs.

### **AARON**

- Aaron will be out of the office Thursday.

**BOB**

- Bob informed us that Caitlyn started this week.
- Ryan will be working next Saturday 12-6pm
- The park is looking nice. Bob and John are working on getting the dirt area ready for sod.
- A discussion was had regarding the mulch around the trees.

**John**

- John had nothing to report.

**RAE**

- Rae informed us that the big summer reading events have all wrapped up. She thanked everyone that helped out.
- Rae is working on FAP requests.
- A discussion was had regarding the dress code during outdoor events.

**SARAH C**

- Sarah informed us that there will be no music in the park next week.
- A discussion was had regarding installing a second community bulletin board.
- Sarah is working on grants.

**JAKE**

- Jake is working on letting people know that the library is a cool environment and that water is available during this heat wave.

## Great Falls Public Library September 2024 Events



### Memory Café

**When:** Tuesday, September 3, 12:30 to 2 pm

**Where:** Gibson Park

**What:** This month we will meet at the Park to do some bird watching! If you know someone in your life who is struggling with memory loss, the Memory Café is held each month. It is designed to be a comfortable, social setting for community, connection, and support to socialize with those that are concerned with memory loss.

### Little Shell Tribal Health Medicaid sign-ups

**When:** Wednesday September 4, 11, 18, and 25, from 10 am to Noon

**Where:** First Floor Display area

**What:** Have you recently lost your Medicaid coverage? Do you know if you can re-apply or if you could be losing coverage? A Little Shell Tribal Health Care Worker will be at the library to provide help to determine if you can re-apply for coverage, or sign up to get a plan on the Health Insurance Marketplace.



### Empowering Your Community with Photo Management

**When:** September 12, 6:30 to 8 pm

**Where:** Cordingley Room

**What:** Tammy Copenhaver, a Certified Photo Manager and owner of 406 Digital Imaging Services LLC, is on a mission to help Montana families preserve their cherished photo memories. As a first-generation rancher, Tammy understands the enduring value of family stories passed down through generations. Helping families navigate photo management is her mission. Join Tammy on this journey to unlock the secrets of your photo legacy!

### Walk to End Alzheimer's with the Alzheimer's Association

**When:** Saturday, September 14, Opening Ceremonies at 11 am

**Where:** Gibson Park

**What:** The Great Falls Public Library will be at the Walk to End Alzheimer's talking about what we do to help people with memory loss. We also will be walking in the event!



### Great Falls Public Library September 2024 Events



#### Board Game Evening at the Library

**When:** Sunday, September 22 from 3 to 5:30 pm

**Where:** Cordingley Room

**What:** For this month's Board Game Evening we will be playing Wits and Wagers and Bezzerrwizzer for "Trivia Night."

#### Weekly Open Tech Sessions

**When:** Thursday, September 5, 12, 19, and 26 from 1 to 3 pm

**Where:** Small Conference Room downstairs

**What:** The Great Falls Public Library is hosting Open Tech Sessions every Thursday to assist you with all your technology needs and questions. Whether it's setting up your new smartphone, troubleshooting software issues, or navigating social media platforms, our friendly tech-savvy team is here to help!

**\*\*Please note:\*\*** While we're eager to lend a hand, we are not a repair shop. We won't be able to physically repair devices, but we'll do our best to guide you through any digital challenges.



#### AAUW Donation Days

**When:** Every Tuesday through Oct. 8 from 10 am to 2 pm

**Where:** Back entrance loading area

**What:** The AAUW Is taking donations for their upcoming book sale in October. They take used books, CDs, DVDs, games and puzzles in good condition. They do not accept textbooks, encyclopedias, magazines, Reader's Digest books, VHS tapes, cassette tapes, materials in poor condition, discarded library books.

#### Western Native Voices Voter Registration

**When:** Thursdays, September 5, 12, 19, and 26, 11 am to 3 pm

**Where:** First Floor Display area

**What:** Montana Western Native Voices will be in the library helping register people to vote in the upcoming election in November, and answer any questions about the process.



## Great Falls Public Library September 2024 Events

### Banned Books Week 2024

**When:** September 22 through 28

**Where:** First Floor Display Area

**What:** Banned Books Week is an annual event that highlights the value of free and open access to information. The event is supported by a coalition of organizations dedicated to free expression. The Library will have a display on our first floor in honor of this special week!



### Banned Books Week Freedom of Speech presentation with Professor Gail Belfert from the University of Providence

**When:** September 26, Time TBD

**Where:** Cordingley Room

**What:** Banned Books Week presentation with Gail Belfert professor of Criminal Justice at University of Providence. Belfert practiced law for more than 20 years, and has taught at Rutgers University and Montclair State University. At the University of Providence, she coordinates the Master's Degree Program in Criminal Justice, and chairs the Faculty Education and Tenure Committee.

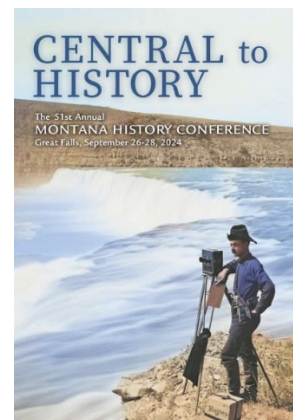
### Genealogy Workshop as part of the Montana History Conference

**When:** September 26, 9 am to noon

**Where:** Cordingley Room

**COST: \$15 per person**

**What:** From 9 am to noon, Curt Witcher will discuss First Nations Genealogical Research and Amber Oldenburg will discuss Researching Homestead Records. Pre-registration is required. This is part of the Montana History Conference. To Register, visit [bit.ly/MTHSHistoryConference](http://bit.ly/MTHSHistoryConference). This event is put on by the Montana State Genealogical Society and the Montana Historical Society



### Library Tours and Genealogy Consults

**When:** September 26, 1 to 4:30 pm

**Where:** Cordingley Room

Take a free tour of the Library and meet with a professional genealogist for a free 20-minute consult.



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 September 2024 Events

#### National Good Neighbor Day Presentation with Brock Cherry

**When:** Saturday, September 28, Time TBD

**Where:** Cordingley Room

**What:** Brock Cherry, the Great Falls Planning and Community Development Director will be at the Library to talk about future visions and plans for Great Falls. “I am committed to crafting innovative solutions that address social, economic, and environmental needs,” he said. “Through expertise in community engagement, strategic planning, and sustainable development, I create vibrant, inclusive spaces that enrich residents' lives. From revitalizing neighborhoods to fostering economic growth and promoting community well-being, I forge strong partnerships and leverage cutting-edge technologies. Let's connect and collaborate in building inspiring and thriving places.”



#### National Good Neighbor Day Celebration

**When:** Monday, September 30, Time TBD

**Where:** CM Russell Museum

**What:** To Celebrate National Good Neighbor Day, we are working with the Charles M. Russell Museum to host a community read. Join us at the Museum for a chat about the book “Behind Every Man: The Story of Nancy Cooper Russell” by Joan Stauffer. Copies of the book will be available for check out at the library.

#### GFPL Monthly Board of Trustees Meeting

**When:** Tuesday, September 24 at 4:30 pm

**Where:** Cordingley Room

**What:** The Great Falls Public Library Board of Trustees meets for its monthly meeting to discuss items appearing on the board agenda available on our website or on the bulletin board in the library.





**Great Falls Public Library September 2024 Events**

**September Book Clubs**

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



**City Employee Book Club (Open to City of Great Falls employees) 2<sup>nd</sup> Monday**

**When:** Monday, September 9, Noon to 1 pm

**Where:** Small Meeting Room

**What:** Discussion of *Behind Every Man: The Story of Nancy Cooper Russell* by Joan Stauffer

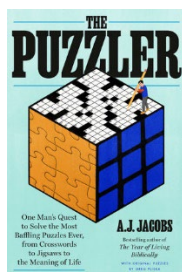


**Silent Book Club at Luna Coffee, 3<sup>rd</sup> Saturday**

**When:** Saturday, September 21, 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.



**Book Sleuths with Kalena in September, 2<sup>nd</sup> Tuesday**

**When:** Tuesday, September 10, 4:30 to 5:30 pm

**Where:** Small Meeting Room

**What:** Book club discussion of *The Puzzler* by AJ Jacobs

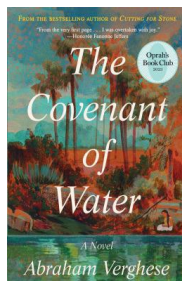


**The Very Arbitrary Book Club in September, 3<sup>rd</sup> Tuesday**

**When:** Tuesday, September 17, 10 am to 11 am

**Where:** Small Meeting Room

**What:** Book club discussion of Discussion of *The Power of the Dog* by Thomas Savage



**Page Forward Thursday With Susie in September, 4<sup>th</sup> Thursday**

**When:** Thursday September 26, 7:00-8:00 pm

**Where:** 3rd floor Montana Room

**What:** Book club discussion of *The Covenant of Water* by Abraham Verghese

Great Falls Public Library September 2024 Events

YOUTH SERVICES EVENTS



**Bookworms Storytime**

**When:** Tuesdays at 9:30 am  
September 3 and 10

**Where:** Cordingley Room (basement)

**Audience:** Children ages 3 to 8 and their families and caregivers

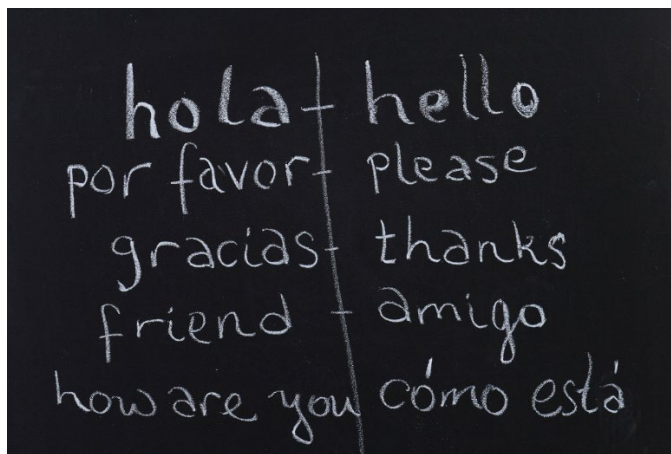
**What:** Is your child ready for a more challenging Storytime? Join us for Bookworms this fall! This program for preschoolers and emerging readers K-2nd grade will feature more challenging songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families! Our theme for September 3 and 10 is Pirates. On September 17 and 24 and October 1 and 8, we will celebrate Hispanic Heritage Month with four weeks of Spanish language Bookworms.

**Spanish Storytime-Special Bookworms Storytime for Hispanic Heritage Month**

**When:** Tuesdays at 9:30am, September 17, 24

**Audience:** Kids 3 to 8 years and their families and caregivers

**What:** Is your child ready for a more challenging Storytime? Join us for Bookworms this fall! This program for preschoolers and emerging readers K-2nd grade will feature more challenging songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families! Celebrate Hispanic Heritage Month. (September 15 to October 15) with four weeks of Spanish-language songs and stories.



## Great Falls Public Library September 2024 Events



### Books & Babies: A lap bounce program

**When:** Thursdays from 10:30-11:15

On September 5, 12, and 26

(There will be no Books & Babies on September 19.)

**Where:** Cordingley Room

**Audience:** Babies birth to 1 ½ and their parents and caregivers

**What:** Babies and their families are invited to join us for this fun, snuggly early literacy program for your littlest learners.

Babies will enjoy lap bounce songs and a quick, engaging story followed by playtime.

### Docs & Tots with medical students from Touro College

**When:** Thursday, September 19, 10:30-11:30

**Where:** Cordingley Room

**Audience:** Kids 3-8 years and their families and caregivers

**What:** Please join us as we welcome medical students from Touro College for a hands-on, play-based exploration of going to the doctor. Kids will explore basic medical tools like stethoscopes in this fun, interactive program with future physicians, increasing their familiarity with doctors and doctor visits and reducing fear. If your child has a favorite stuffy, please ask them to bring it with them to see the doctors.



### Toddler Time (Now including Saturdays!)

**When:** *Friday mornings*, 10:30-11:15:

September 6, 13, 20, 27

*Saturday mornings*, 9:30-10:15:

September 7, 14, 21, and 28

**Where:** Cordingley Room

**Audience:** Toddlers 1 ½ to 3 years

**What:** 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, followed by playtime. We are introducing a new Toddler Time on Saturday mornings starting in September, too!



## Great Falls Public Library September 2024 Events

### School Bus Storytime with Big Sky Bus Lines

**When:** Wednesday, September 4, 10:30-11:30

**Where:** Cordingley Room

**Audience:** Kids 3 to 5 years and their families and caregivers

**What:** The Great Falls Public Library is excited to welcome Big Sky Bus Lines for a special school bus-themed Storytime. This program will be held in the Library's basement, then wrap up outside, where we will explore a real school bus!



### Preschool Storytime

**When:** Wednesdays, 10:30-11:30, September 11, 18, 25

**Where:** Cordingley Room

**Audience:** Kids 3 to 5 years and their families and caregivers.

**What:** 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.

September's theme is Pirates Go Back to School!

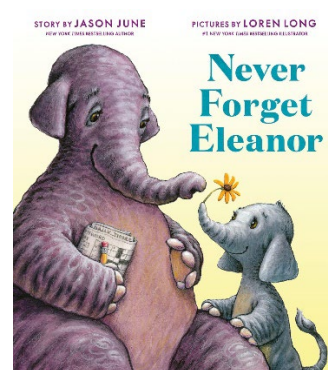
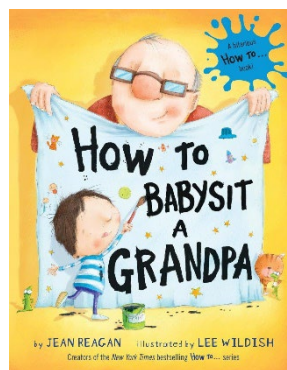
### Memory Story Walk

**When:** Friday, September 6 to Wednesday, October 2, dawn to dusk

**Where:** Gibson Park Walking Trail

**Audience:** Community members of all ages

**What:** Take a stroll in Gibson Park this September and celebrate Grandparents' Day with two touching stories about family and memories. *Never Forget Eleanor* was written by Jason June and illustrated Loren Long. *How to Babysit a Grandpa* was written by Jean Reagan and illustrated by Lee Wildish.



### Great Falls Public Library September 2024 Events

#### Dungeons and Dragons Fall Campaign

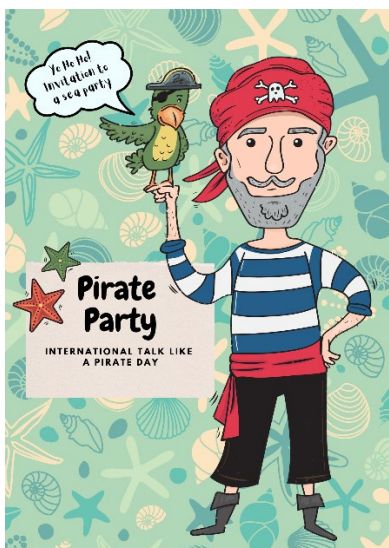
**When:** Saturdays from 3-5:30

September 7, 14, 21, and 28

**Audience:** Preteens and teens 12 to 18 years old. **REGISTRATION REQUIRED**

**Where:** Cordingley Room

**What:** Our Fall D&D Campaign will meet on Saturdays from 3-5:30 for 8 weeks. Make new friends and get creative with this fantasy-themed tabletop role-playing game. D&D supports the development of social, problem solving, and even practical math skills! A snack will be provided. ASL interpretation available upon request. **To register for the Fall Campaign, please contact Youth Services staff: at [xlee@greatfallslibrary.org](mailto:xlee@greatfallslibrary.org) or (406) 453-0349, ext. 215**



#### Pirate Party! A celebration of Talk Like a Pirate Day

**When:** Saturday, September 21, 11:00-12:00

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

**What:** Say Arrrrrr to Pirate English at this fun family event! Make pirate crafts for kids 3 and up and learn more about Mango Languages, our new language-learning app for kids, teens, and adults!

Mango Languages is a cutting-edge language-learning app available free to all Great Falls Public Library patrons! Use your library card to access Mango on your smartphone or computer and learn more than 70 languages, including Pirate English!

## PATRON COMPLIMENTS AUGUST 2024

7/9/2024 – A patron mentioned, as she was checking out, that she loves the “complementary parking” the library is offering!

7/17/2024 – A patron looked through & purchased a few CDs in our book sale corner, & she mentioned how happy she was to have found them. She thanked the library for always having great selections out on the book sale shelves & was looking forward to listening to the CDs on her upcoming road trip!

7/23/2024 – A few patrons stopped by the library during the break in Supaman’s performance and purchased some books from the sale shelves. Everyone commented on how they found a book that they were excited to read, & for a great price!

7/27/2024 – A patron, who was checking out books, was excited to see the gumball book randomizer machine. She had heard of it but hadn’t seen it until that day. She thought the idea of giving some seldom-checked-out books a chance, & doing it in that manner was a wonderful idea.

Email from Patron:

Hello! Hope you’re doing well!

I just wanted to drop a quick note about the Ticket to Ride game night in the library basement. It was such a blast and I think everyone else felt the same.

The setup was great—the tables were all ready when we got there, and the host was super knowledgeable about the game. They were always around to help with the rules and answer any questions we had. It was clear they did their homework, which made everything run smoothly.

What really stood out to me was the host’s enthusiasm and dedication. They made sure everyone felt included and had a great time. Their passion for the game was contagious, and it really elevated the whole event. They were constantly checking in with us, making sure we were all set and having fun. It’s rare to see someone so committed and engaged, and it made a huge difference over stores’ game events that just sort of leave the players to their own devices.

The vibe was fantastic. Everyone was into playing, and it was calm, quiet, and focused. Way different from other game nights I’ve been to, which can get pretty loud and rowdy at a game store. Plus there was no pressure to buy anything, just pure fun.

The host also showcased different versions of Ticket to Ride and explained the differences, which was really cool. The table arrangements were spacious, giving us plenty of room to play. The library volunteers even joined in, making it feel super welcoming.

I didn't plan on getting a library card that day, but after such a great experience, I figured I should. I've only used the library for things like the notary before, but now I'm excited to check out more of what you offer!

Thanks a ton for organizing such an awesome game night! I'm really looking forward to the next one.

Cheers,

## Great Falls Public Library Annual Report:

The Great Falls Public Library Board of Trustees is required to present an annual report each year. The Montana Code Annotated (MCA 22-1-309 Trustees—powers and duties.) includes a requirement that the Library Board “make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement.”

Historically, the Great Falls Public Library has reported to the City Commission through several channels.

1. Participation in the annual budget process which includes financial reports, information on current goals, and proposed goals
2. City Commission ex-officio participation on the Library Board
3. Annual Commission Work Session presentations by the Library Director. (Additional work sessions as needed.)
4. Completion of the Montana State Library Public Library Survey. Annual report made accessible to the public but not officially provided to the City Commission.
5. Monthly Library reports submitted to the City Manager who collates them with the other Departments and provides them to the City Commission.

In FY2024, the City Commission requested a report in the form of a work session conducted by the Trustees.

**SUGGESTION:** In response to criticism of previous annual reports, I would like to propose that the Library create a professional, written FY2024 Annual Report to be provided to the public and the City Commission.

- Written report would provide more accessible, transparent information for the public who rarely attend City Commission work sessions or read through the entire 200+ page City budget.
- Although most Montana Public Libraries meet this requirement by delegating and having the Library Director provide an in-person presentation to the governing body, presenting the City Commission with a written report officially approved by the Board would more clearly meet the MCA requirement

### NEXT STEPS:

1. Discussion of proposal at July Board of Trustees meeting.
2. If the Trustees are interested in an annual report, a full proposal will be added to the August Library Board of Trustees agenda.
3. If the Board votes to direct Library staff to create a written report, a FY2024 Annual Report would be presented to the Trustees at their September meeting.
4. Once approved by the Board, the report would be distributed to the City Commission and to the whole community.

### SAMPLES OF WRITTEN ANNUAL REPORTS:

- Montana State Library Annual Report 2023:  
<https://storymaps.arcgis.com/stories/75a9c166e3f54d6cb93acc16de6cbf5f>
- Missoula Public Library Annual report of statistics 2015-2016:  
[https://docs.msl.mt.gov/slr/library\\_development/Statistics/tools/brochures/stat\\_broch1/1185.pdf](https://docs.msl.mt.gov/slr/library_development/Statistics/tools/brochures/stat_broch1/1185.pdf)
- Lewis & Clark Public Library Preliminary Budget Report FY2024  
<https://www.lclibrary.org/DocumentCenter/View/5053/FY2024-Preliminary-Budget>
- Bozeman Public Library Foundation Annual Report 2017  
[https://www.bozemanlibraryfoundation.org/wp-content/uploads/2020/10/BPLF-Annual-Report-FINAL\\_SCREEN.pdf](https://www.bozemanlibraryfoundation.org/wp-content/uploads/2020/10/BPLF-Annual-Report-FINAL_SCREEN.pdf)
- Bozeman Public Library Foundation Gratitude Report 2022  
[https://www.bozemanlibraryfoundation.org/wp-content/uploads/2020/10/BPLF-Annual-Report-FINAL\\_SCREEN.pdf](https://www.bozemanlibraryfoundation.org/wp-content/uploads/2020/10/BPLF-Annual-Report-FINAL_SCREEN.pdf)
- Paris Gibson Square Annual Report 2022-2023  
<https://static1.squarespace.com/static/60f1b3872dbc410c8cb3c9e4/t/6553ca62f1907559c67d199f/1699990123075/FY23+Annual+Report+SMALL+HERO.pdf>



# BOOKMOBILE SCHEDULE

SEPTEMBER-DECEMBER 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SEPT. 16, 30 OCT. 14, 28 NOV. 25 DEC. 9, 23	SEPT. 3, 17 OCT. 1, 15, 29 NOV. 12, 26 DEC. 10, 24	SEPT. 4, 18 OCT. 2, 16, 30 NOV. 13, 27 DEC. 11	SEPT. 5, 19 OCT. 3, 17, 31 NOV. 14 DEC. 12, 26	SEPT. 6, 20 OCT. 4, 18 NOV. 15 DEC. 13, 27
HILLCREST COLONY 9:30-10:30 VAUGHN SCHOOL 9:30-10:00 11:00-12:00 SKYLINE SCHOOL 12:45-1:15	FAIRHAVEN COLONY 9:30-10:30 WEDSWORTH LIBRARY 11:00-11:30 ST THOMAS PRESCHOOL 12:15-1:00	ULM SCHOOL 9:30-10:30 GO AND GROW 11:15-11:45 THE LODGE 12:15-12:45	FT. SHAW SCHOOL 9:30-10:15 FT SHAW P.O. 10:45-11:15 SUN RIVER P.O. 11:30-12:15	CASCADE RIDGE APTS 9:30-10:00 EDUCARE CHILDCCARE 10:15-11:15 TLC (FOX FARM) 11:30-12:00 EAGLES MANOR 3:30-4:15

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SEPT. 9, 23 OCT. 7, 21 NOV. 4, 18 DEC. 2, 16, 30	SEPT. 10, 24 OCT. 8, 22 NOV. 19 DEC. 3, 17, 31	SEPT. 11, 25 OCT. 9, 23 NOV. 6, 20 DEC. 4, 18	SEPT. 12, 26 OCT. 10, 24 NOV. 7, 21 DEC. 5, 19	SEPT. 13, 27 OCT. 11, 25 NOV. 8, 22 DEC. 6, 20
THE PORTAGE APTS. 9:30-10:15 SOROPTIMIST APTS 10:30-11:15 CCJDC 11:30-11:45 IRIS RETIREMENT 12:30-1:00	LITTLE LEARNERS ACADEMY 9:30-10:00 GRASSLAND COLONY 10:30-11:30 BIG STONE COLONY 12:30-1:30	JILLS PLACE 9:30-10:00 JUST FOR KIDZ DAYCARE 10:15-10:45 NEXT BEST THING 11:00-12:00 PLAY N LEARN ACADEMY 12:30-1:30	HILLTOP COLONY 10:00-11:00 PV COLONY 12:00-12:45 BELT LIBRARY 1:00-1:45	COMMUNITY EDUCATION CENTER 10:00-11:00 WEE DISCIPLES 11:15-12:00 TLC (MSU) 12:15-12:30 NATURE'S WAY DAYCARE 12:45-1:15

HOMEBOUND SERVICES HAVE RESUMED. IF YOU ARE UNABLE TO PHYSICALLY COME INTO THE LIBRARY OR BOOKMOBILE AND WOULD LIKE LIBRARY MATERIALS, PLEASE CALL THE LIBRARY OR CONTACT IAN!  
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