

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 22, 2024
Great Falls Public Library – Cordingley Room (Library Basement)
(Virtual access to meeting available upon request • 406-453-0349)
Notice: Meeting will be recorded via Zoom
4:30 P.M.

I. AGENDA APPROVAL

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR SEPTEMBER MEETING HELD ON OCTOBER 1 (Pages 1-8)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

V. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 9-18)

- A. INCOME STATEMENT SEPTEMBER 2220 (OPERATING BUDGET)
- B. INCOME STATEMENT SEPTEMBER 2221 (FOUNDATION/DONATION BUDGET)
- C. CASH FLOW SHEET SEPTEMBER
- D. LIBRARY VENDOR SUMMARY FOR SEPTEMBER
- E. FOUNDATION VENDOR SUMMARY FOR SEPTEMBER
- F. SEPTEMBER DONATION REPORT

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. REPORTS (Pages 19-33)

- A. MANAGEMENT TEAM REPORT (TECHNOLOGY SYSTEMS)
- B. DIRECTOR REPORT
- C. STATISTICAL REPORTS
- D. PERSONNEL REPORT
- E. GFPL FOUNDATION REPORT
- F. CHAIR REPORT
- G. BOARD REPORTS
- H. RENEGOTIATION COMMITTEE REPORT

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS POLICY REVIEW: COLLECTION MANAGEMENT POLICY (Pages 34-57)
MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE LIBRARY
COLLECTION MANAGEMENT POLICY AS PRESENTED

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- B. MONTANA STATE LIBRARY STANDARDS: QUARTERLY TRAINING (Page 58)

VIII. NEW BUSINESS

- A. RETAINING LEGAL COUNSEL TO ATTEND MONTHLY BOARD MEETINGS (Page 59)
MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ENGAGE LEGAL COUNSEL TO ATTEND
MONTHLY BOARD MEETINGS

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURNMENT

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, September 2024 meeting held on October 1st, 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 (via zoom), Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson (via zoom)

BOARD MEMBERS ABSENT:

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: Aaron Kueffler, Mr. Xander Lee, Ms. Rae McFadden, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson, Mr. Jake Sorich, Ms. Reed Witherspoon

GUESTS PRESENT: Bill Bronson – Resident of Great Falls, Matt Hudson – Montana Free Press, Richard Irving – Resident of Great Falls, Jada Ku – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director (via zoom), Robert Moccasin (via zoom), Jenn Rowell – The Electric (via zoom), Sandy Rice – GFPL Foundation Liaison, Jesus Sanchez – Resident of Great Falls, David Saslav – Resident of Great Falls, Bill Tacke – 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. Johnson Crist moved that the Great Falls Public Library Board of Trustees approve the agenda as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

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

II. STAFF INTRODUCTIONS

Mr. Xander Lee and Ms. Reed Witherspoon 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

Jada Ku, a resident of Great Falls, addressed the board. She asked that she be treated with dignity and respect while she is using the library. She cited several incidents.

When Ms. Ku's allowed time had run out, she proceeded to hand documents to each board member.

Ms. McIntyre stated that she has shared feedback from Ms. Ku to the board chair. Ms. Ku is welcome at the library and will be treated respectfully and in the same manner as other patrons.

Richard Irving, a resident of Great Falls, addressed the board with various concerns including how the mill levy was passed, how the director reports to the board, and his objections to putting children in the basement.

David Saslav, a resident of Great Falls, addressed the board and reminded the board that the library had returned \$350,000 to the general fund after the mill levy passed.

IV. ADOPTION OF THE MINUTES

Ms. Bulger and Ms. Crist provided Mr. Kueffler with written notes regarding grammatical corrections to both the August and Special September meeting minutes.

Ms. Olson asked if there was a motion to accept the minutes from August.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the minutes from the August meeting as amended through emails to Mr. Kueffler. Ms. Bulger seconded the motion. Ms. Olson opened for any public comment. Upon hearing none she asked if there was any board discussion.

The board discussed the length and specificity of the minutes and concluded that minutes record actions. They are not a transcript.

Two board members indicated they would abstain from voting because they had not had time to read the minutes.

Ms. Olson asked if there were any more board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed by 3 (voting YES: Ms. Olson, Ms. Crist, Ms. Bulger. ABSTAINING: Ms. DeForest, Ms. Johnson.)

Ms. Olson asked for a motion on the special meeting held in September.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the September 5th minutes as amended through emails to Mr. Kueffler. Ms. Bulger seconded the motion. Ms. Olson opened for any public comment.

Richard Irving, a resident of Great Falls addressed the board, asking that the minutes not be cut too short.

David Saslav, a resident of Great Falls, addressed the board suggesting that Zoom has a transcript option.

Ms. McIntyre stated that Mr. Kueffler has experimented with that feature, and, like many new technologies, it made a lot of mistakes.

Jada Ku, a resident of Great Falls, addressed the board asking about the law offices on the third floor. Ms. Olson informed Ms. Ku that this is only public comment regarding the meeting minutes.

Ms. Olson asked if there was any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed by 3 (voting YES: Ms. Olson, Ms. Crist, Ms. Bulger. ABSTAINING: Ms. DeForest, Ms. Johnson.)

V. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. McIntyre addressed a question from the previous board meeting regarding the year to date amount. The budget less year-to-date actual displays a negative number instead of a positive number. Ms. McIntyre has talked with Fiscal about this. They informed her that the software makes the calculation and they are unable to see what the calculations are.

Ms. DeForest had a question on the reserve fund. Currently 80 percent of the library budget comes twice a year; in December and June. Because the library pays several one-time payments at the beginning of the fiscal year it is recommended the fund be built up. Ms. McIntyre has suggested having 60 percent of the operational budget in the library fund at the end of the fiscal year for the next fiscal year.

Ms. Johnson had a question regarding the donations. Ms. McIntyre and Mr. Kueffler clarified.

Ms. Olson asked for a motion.

Ms. Bulger 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 public comment.

Richard Irving, a resident of Great Falls addressed the board. He reiterated his opinion that if the Library kept their books on a credit debit basis instead of cash, the information would be clear.

Ms. Olson asked if there was any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. ABSTAINING: Ms. Johnson.)

VI. REPORTS

Management Team Report

Ms. McFadden gave the Youth Services report.

Ms. Crist asked how the Teen Scene was going, and if teens are being reached. Ms. McFadden stated that the loot boxes have been really successful as well as the Dungeons and Dragons program.

Ms. Bulger added that she has noticed more teens in the teen scene section. Ms. McFadden stated that is due to Ms. Linder-Parkinson and the Reference desk staff for monitoring it and keeping it open for teens to utilize.

Director Report

Ms. McIntyre give her director's report.

Ms. McIntyre spoke regarding items that did not make it in her Directors Report. She asked if the board would like to continue receiving the management team reports as well as continuing with staff introductions. The board would like it to continue.

Ms. McIntyre added information regarding the charging stations that were discussed at the last meeting. She confirmed that they were purchased in January 2023; they were inexpensive and we got what we paid for.

Ms. Olson asked for confirmation that when the board supplies feedback on the annual report to just reply to Ms. McIntyre. Ms. McIntyre confirmed; don't reply all, just reply to her.

Ms. Olson asked if there would be time available in the November meeting for a discussion on the annual report, or should a special work session be scheduled. Ms.

McIntyre stated that it depends on how the negotiations are going. The final policy review will be in November and if there is nothing about the agreement on the November agenda, there should be time to discuss the annual report.

Ms. Olson instructed the board to let Ms. McIntyre know, after receiving the annual report draft, if they feel a work session is needed. Ms. McIntyre will inform us what the majority would like to do.

Ms. Olson asked Ms. McIntyre if she knew what would happen to ARPA funds that are not used. Ms. McIntyre stated that she did not know. Ms. Olson asked if there was money left over, was there a chance the library could access the funds. McIntyre did not believe so. Ms. McIntyre added that one of the requirements was the funds had to be obligated by December 31st. At that time, she believes the federal government will take it back. She added that she was not 100% sure that was accurate. Ms. Olson added that if the entry doors are more than \$20,000, it wouldn't hurt to ask if other funds would be available.

Ms. Olson asked if anyone had questions regarding the statistical and personnel reports. Upon hearing none she moved on to the Foundation report.

GFPL Foundation Report

Ms. Rice informed us that the Foundation's quarterly meeting has been postponed until October 7th. The Book-a-Thon PSA is in production. Ms. Rice thanked Mr. Kelly Wiles and the Great Falls High School Visual Arts department for working on it. The Book-a-Thon letter is in its final editing process. The Foundation will wait until after the election to mail them out. The Energy West flyer will go out again this year. The fall newsletter is in production and the annual audit is under completion.

Chair Report

Ms. Olson stated that the next renegotiation meeting with the city is scheduled for October 9th. Since there has been no meeting since the boards special meeting there is nothing new to report.

Ms. Johnson stated that it was her understanding that communication has occurred between Mr. Dennis and Mr. Bronson regarding the legality of what was actually approved by the board. Ms. Olson asked for clarification. Ms. Johnson added that what was voted on, four to one, actually had legal issues and was not actually legally possible.

Ms. McIntyre believes that what they were actually discussing was the indemnification clause, which Mr. Bronson spoke about at the last meeting. Ms. McIntyre added that in order for the library to have coverage by MMIA for liability insurance and other

insurance, the library has to meet their guidelines. The discussion was whether or not MMIA would be okay with the indemnification clause.

Ms. Olson asked Ms. Johnson if she had heard something else. Ms. Johnson stated that she had heard that requiring the city commission to do the full 17 mills overrides the city charter, which was the illegality part of it. An agreement cannot override the city charter piece. Ms. Olson, Ms. Bulger, and Ms. McIntyre indicated that they have not heard about that. Ms. Olson asked that Ms. McIntyre forward that information to Mr. Bronson since he had to leave the meeting early.

Board Reports

Ms. DeForest indicated that she would be attending the pathfinder meeting this week. Ms. McIntyre added that Ms. Gianforte would be presenting at this meeting. Ms. McIntyre added that Ms. Cook was no longer going to be the Pathfinder representative, it will now be Ms. Corey Sloan.

Ms. Bulger stated that she had nothing to report from the foundation since the meeting had been moved to next week.

Cushing Terrell Design Report

Ms. McIntyre stated that in addition to what was in her director report, she and Ms. Laurin would be meeting with Cushing Terrell to provide feedback, and they it will be presented to the foundation board at their January meeting. It will then be presented to the library board at their February meeting.

VII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS POLICY REVIEW: LIBRARY FORMS

Ms. McIntyre suggested that the city forms be removed from the library's policy manual. The city is in the process of updating their forms. The board has seen most of these forms in conjunction with reviewing the policies attached to them. Some of the forms have had some cosmetic changes such as the logo changing.

Ms. Olson asked if anyone had comments or questions regarding the forms, upon hearing non she asked for a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approves the library policy forms as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Johnson had a question regarding the form on page 102. She remembers there being a discussion on the legality of someone under 18 signing an agreement. She asks if someone 14 or 15 can they by law sign this agreement. Ms. McIntyre stated that she contacted the Montana State Library and other Montana Libraries and this is very common to have an application age of 14 and above.

Ms. Olson asked if there was any more public or board comments. Upon hearing none, Ms. Olson called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. NO: Ms. Johnson.)

LIBRARY MILL LEVY SMART OBJECTIVES: 6 MONTH REVIEW

Ms. Bulger stated that a lot of the objectives have been met, and the few that haven't been met are very close to being finished. Ms. McIntyre stated that some of the goals felt like a real stretch, but the library has easily accomplished them. One struggle has been with the website statistics, and that was due to the way the counting changed. She would like to have six months of data before we try to redo that. Another struggle has been with keeping accurate count of active library cards. Ms. McIntyre stated that the Great Falls Public Library is stricter than some others in keeping our active library card numbers up-to-date. Ms. Linder-Parkinson does a great job making sure expired cards are removed from the system.

VIII. NEW BUSINESS

No New business this month

IX. PROPOSALS/COMMENTS FROM TRUSTEES

PARTNER LIBRARIES

Ms. Crist commented that she was in a partner library and was able to choose a book and use her Great Falls Library Card to check it out.

Ms. Bulger asked if Mr. Sorich could better inform the community about using their card at partner libraries. Ms. McIntyre stated that when the library first joined the partners information was presented but it ended up confusing people. Ms. Linder-Parkinson added that the circulation staff does education people about the partners when they come in to get a library card.

Ms. DeForest asked if the library gets people bringing in their library cards from a partner library. Ms. Linder-Parkinson stated that it occurs on a regular basis.

Ms. Bulger added that this is a wonderful service to be able to get books from all of the various libraries.

POLICE CALLS

Ms. Linder-Parkinson wanted to provide the board with updated numbers in regard to the police being called to the library. She stated that she had talked with Captain Otto at the police department. It is important to remember that the numbers he provided are not necessarily the library calling the police because we need them; they also include calls that patrons have asked us to make on their behalf. In May 2023 the police came to the library 24 times, and in May 2024 only 7 times. In June 2023 it was 28 times and in June 2024 only 2 times. Those two times were on behalf of a patron and not because the library needed police assistance. The decrease in calls is related to the presence of the safety specialists

PRESENCE OF ATTORNEY

Ms. Olson proposed to the board that the board consider having Mr. Bronson attend every board meeting. Questions come up at board meetings that he would be able to answer. He is willing to attend the library board meetings. He would charge the library \$150 per hour for his services.

X. ADJOURNMENT

Ms. Bulger 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 5:42 pm.

2220 Income Statement

Through 09/30/24
Detail Listing

Include Rollup Account/Rollup to Object at fiscal year-end

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

Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental Funds								
Fund Type Special Revenue Funds								
Fund 2220 - LIBRARY								
REVENUE								
31101	REAL CURRENT AD VALOREM	2,872,800.00	6,977.32	6,977.32	6,977.32	2,865,822.68	0	2,875,763.07
31103	REAL DELINQUENT AD VALOREM	8,000.00	39.78	39.78	39.78	7,960.22	0	8,395.33
31121	MOBILE HOME TAXES	2,000.00	167.91	167.91	167.91	1,832.09	8	9,295.19
31122	OTHER PERSONAL PROPERTY	5,000.00	102.54	102.54	102.54	4,897.46	2	29,630.22
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	362.00	362.00	362.00	1,438.00	20	3,706.11
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	.00	.00	.00	35,526.00	0	37,063.74
33500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	.00	.00	.00	2,359.00	0	2,314.72
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	.00	+++	36,232.00
33800	LIBRARY SUPPORT	177,000.00	.00	.00	.00	177,000.00	0	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	.00	+++	1,457.57
34316	OFF-STREET LOTS TRANSIENT	1,600.00	50.00	50.00	300.00	1,300.00	19	3,962.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	350.00	350.00	1,050.00	11,740.00	8	12,250.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	394.00	394.00	1,369.30	4,130.70	25	4,817.71
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	1,235.65	1,235.65	3,613.05	8,386.95	30	13,131.21
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	60.00	60.00	300.00	500.00	38	1,030.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	.00	+++	930.00
34836	CONVENIENCE FEE	.00	5.38	5.38	23.04	(23.04)	+++	26.65
35134	COLLECTION AGENCY FINES	.00	100.00	100.00	271.99	(271.99)	+++	800.76
35220	LOST BOOK FINES	6,500.00	722.36	722.36	2,386.64	4,113.36	37	7,028.94
36510	CONTRIBUTIONS & DONATIONS	10,000.00	.00	.00	12,000.00	(2,000.00)	120	316,240.67
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	.00	+++	50.00
37110	REGULAR INTEREST	8,000.00	.00	.00	4,631.50	3,368.50	58	28,911.01
REVENUE TOTALS		\$3,161,675.00	\$10,566.94	\$10,566.94	\$33,595.07	\$3,128,079.93	1%	\$3,570,036.90
EXPENSE								
41110	SALARIES & HOURLY	1,557,273.00	105,943.47	105,943.47	381,418.23	1,175,854.77	24	1,069,987.06

2220 Income Statement

Through 09/30/24
Detail Listing
Include Rollup Account/Rollup to Object

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Account	Account Description	Annual Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
41210	OVERTIME - REGULAR FULL-TIME	.00	1,862.45	1,78.76	1,862.45	(1,862.45)	+++	260.76
41315	VACATION TERMINATION	.00	10,809.18	.00	10,809.18	(10,809.18)	+++	14,422.46
41325	SICK LEAVE TERMINATION	.00	8,477.53	190.03	8,477.53	(8,477.53)	+++	8,774.29
41360	HEALTH INSURANCE	361,555.00	87,671.37	23,644.63	87,671.37	273,883.63	24	249,932.58
41370	LIFE INSURANCE	2,131.00	597.58	189.90	597.58	1,533.42	28	1,908.41
41410	UNEMPLOYMENT INSURANCE	6,206.00	1,436.85	372.09	1,436.85	4,769.15	23	4,440.35
41420	WORKERS COMPENSATION	6,989.00	1,893.23	553.14	1,893.23	5,095.77	27	7,995.27
41430	FICA	96,551.00	24,121.11	6,363.63	24,121.11	72,429.89	25	65,279.50
41435	MEDICARE	22,584.00	5,641.19	1,488.27	5,641.19	16,942.81	25	15,267.06
41445	PERS	160,846.00	41,495.11	10,986.42	41,495.11	119,350.89	26	114,096.61
41510	MISCELLANEOUS PENSIONS	19,929.00	7,843.90	1,463.65	7,843.90	12,085.10	39	15,470.81
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	.00	+++	36,232.00
42110	PAPER & FORMS	3,000.00	424.41	40.36	424.41	2,575.59	14	2,124.56
42120	COMPUTER ACCESSORIES	7,500.00	458.14	71.88	458.14	7,041.86	6	5,811.63
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	1,475.89	675.41	1,475.89	8,024.11	16	7,171.96
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	618.77	.00	618.77	7,381.23	8	3,787.57
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	2,125.00	283.63	2,125.00	11,875.00	15	8,934.79
43110	POSTAGE, BOX RENT, ETC.	5,000.00	4,000.00	.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	33,202.49	6,943.49	33,202.49	46,797.51	42	57,519.53
43350	MEMBERSHIPS & DUES	1,000.00	.00	.00	.00	1,000.00	0	953.00
43410	TELEPHONE	3,400.00	478.37	.00	478.37	2,921.63	14	2,944.19
43412	FAX & OTHER TELEPHONE LINES	3,000.00	1,704.00	.00	1,704.00	1,296.00	57	2,044.80
43420	ELECTRIC UTILITY	78,000.00	16,389.34	46.41	16,389.34	61,610.66	21	56,118.31
43430	GAS UTILITY	13,000.00	600.72	212.85	600.72	12,399.28	5	9,703.18
43440	CITY SANITATION DISPOSAL	2,100.00	354.00	.00	354.00	1,746.00	17	1,843.94
43450	WATER UTILITY	3,600.00	1,132.50	.00	1,132.50	2,467.50	31	2,804.42
43460	SEWER UTILITY	1,500.00	225.22	.00	225.22	1,274.78	15	885.70
43470	STORM DRAIN UTILITY	1,000.00	192.62	.00	192.62	807.38	19	926.38

2220 Income Statement

Through 09/30/24
Detail Listing

Include Rollup Account/Rollup to Object at Object

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Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	Actual Amount	YTD	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	53,500.00	.00	36,890.50	36,890.50	16,609.50	69	46,678.26
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	34,200.00	5,546.81	6,961.81	27,238.19	27,238.19	20	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00	7,500.00	.00	2,367.27	5,132.73	5,132.73	32	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00	23,000.00	1,397.05	3,686.51	19,313.49	19,313.49	16	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	1,600.00	369.69	369.69	1,230.31	1,230.31	23	1,478.76
45515	CREDIT CARD FEES	984.00	984.00	94.06	297.73	686.27	686.27	30	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	450.00	.00	.00	.00	450.00	0	300,245.71
48130	CASH OVER/SHORT	.00	.00	.89	1.59	(1.59)	(1.59)	+++	.45
48611	HUMAN RESOURCES	35,998.00	35,998.00	2,999.83	8,999.49	26,998.51	26,998.51	25	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	2,319.00	193.25	579.75	1,739.25	1,739.25	25	4,491.02
48652	FISCAL SERVICES	18,151.00	18,151.00	1,512.58	4,537.74	13,613.26	13,613.26	25	17,544.96
48658	CENTRAL INSURANCE	57,870.00	57,870.00	.00	57,870.00	57,870.00	.00	100	60,117.00
48695	INFORMATION TECHNOLOGY	3,172.00	3,172.00	264.33	792.99	2,379.01	2,379.01	25	3,060.96
48696	COMPUTER NETWORK	135.00	135.00	11.25	33.75	101.25	101.25	25	132.00
48697	COMPUTER EQUIPMENT MAINT	2,049.00	2,049.00	.00	2,049.00	2,049.00	.00	100	1,373.00
48810	COMPUTER & EQUIPMENT LEASE	278.00	278.00	23.17	69.51	208.49	208.49	25	242.04
EXPENSE TOTALS		\$2,708,870.00	\$2,708,870.00	\$172,060.93	\$762,156.53	\$1,946,713.47	\$1,946,713.47	28%	\$2,279,842.56
Fund 2220 - LIBRARY Totals									
REVENUE TOTALS		3,161,675.00	3,161,675.00	10,566.94	33,595.07	3,128,079.93	3,128,079.93	1%	3,570,036.90
EXPENSE TOTALS		2,708,870.00	2,708,870.00	172,060.93	762,156.53	1,946,713.47	1,946,713.47	28%	2,279,842.56
Fund 2220 - LIBRARY Net Gain (Loss)		\$452,805.00	\$452,805.00	(\$161,493.99)	(\$728,561.46)	(\$1,181,366.46)	(\$1,181,366.46)	(161%)	\$1,290,194.34

2221 Income Statement

Through 09/30/24
Detail Listing
Include Rollup Account/Rollup to Object

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

Account	Account Description	Budget Amount	Annual	MTD	YTD	Budget Less	% of	Prior Year
				Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
Fund Category Governmental Funds								
Fund Type Special Revenue Funds								
Fund 2221 - LIBRARY FOUNDATION								
REVENUE								
36510	CONTRIBUTIONS & DONATIONS	1,035,508.00	1,286.79	23,006.31	1,012,501.69	2	299,703.47	
36513	DL THOMSON TRUST	41,000.00	471.00	22,000.00	19,000.00	54	12,361.76	
37110	REGULAR INTEREST	10,000.00	.00	1,225.61	8,774.39	12	15,918.43	
REVENUE TOTALS		\$1,086,508.00	\$1,757.79	\$46,231.92	\$1,040,276.08	4%	\$327,983.66	
EXPENSE								
42120	COMPUTER ACCESSORIES	12,000.00	.00	.00	12,000.00	0	29,271.65	
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	724.46	4,654.71	19,845.29	19	21,110.46	
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	99.97	1,066.70	15,933.30	6	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	18,635.76	48,567.66	91,357.34	35	142,726.70	
43550	COMPUTER PROGRAMMING	15,000.00	.00	467.70	14,532.30	3	2,341.24	
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	903,158.00	44,321.66	85,236.48	817,921.52	9	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	557.77	6,962.67	25,637.33	21	29,744.59	
49310	IMPROVEMENTS OTHER THAN BUILDINGS	20,000.00	.00	.00	20,000.00	0	.00	
EXPENSE TOTALS		\$1,186,183.00	\$64,339.62	\$146,955.92	\$1,039,227.08	12%	\$359,573.42	
Fund 2221 - LIBRARY FOUNDATION Totals								
REVENUE TOTALS		1,086,508.00	1,757.79	46,231.92	1,040,276.08	4%	327,983.66	
EXPENSE TOTALS		1,186,183.00	64,339.62	146,955.92	1,039,227.08	12%	359,573.42	
Fund 2221 - LIBRARY FOUNDATION Net Gain (Loss)		(\$99,675.00)	(\$62,581.83)	(\$100,724.00)	(\$1,049.00)	101%	(\$31,589.76)	

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	\$ (263,148.01)
FUND BALANCE AUGUST 1	\$ 1,485,459.37

OCTOBER ESTIMATED

ACTUAL	
FUND BALANCE OCTOBER 1	\$ 1,017,085.58
TOTAL REVENUE OCTOBER	\$ 43,317.50
TOTAL EXPENSES OCTOBER	\$ (202,334.85)
FUND BALANCE NOVEMBER 1	\$ 858,068.23

JANUARY ESTIMATED

FUND BALANCE JANUARY 1	\$ 2,044,843.52
TOTAL REVENUE JANUARY	\$ 106,432.50
TOTAL EXPENSES JANUARY	\$ (202,334.85)
FUND BALANCE FEBRUARY 1	\$ 1,948,941.16

APRIL ESTIMATED

FUND BALANCE APRIL 1	\$ 1,511,083.07
TOTAL REVENUE APRIL	\$ 23,932.50
TOTAL EXPENSES APRIL	\$ (202,334.85)
FUND BALANCE MAY 1	\$ 1,332,680.71

CERTIFIED MILL VALUE

Estimated tax revenue per mill	??
TOTAL ESTIMATED TAX REVENUE	\$ 2,889,600.00
ESTIMATED TAX COLLECTION PRE-DECEMBER	\$ 33,149.55
ESTIMATED DECEMBER COLLECTION	\$ 1,556,130.45
ESTIMATED COLLECTION JAN THROUGH MAY	\$ 128,000.00
ESTIMATED JUNE COLLECTION	\$ 1,172,320.00

Tax Collection July-- RECONCILED TO NW	\$ -
Tax Collection August-- RECONCILED TO NW	\$ -
Tax Collection September--estimated	\$ 7,649.55
Tax Collection October--estimated	\$ 1,500.00
Tax Collection November--estimated	\$ 24,000.00
Tax Collection December--estimated	\$ 1,556,130.45
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
TOTAL	\$ 2,889,600.00

AUGUST RECONCILED TO NEW WORLD

ACTUAL	
FUND BALANCE AUGUST 1	\$ 1,485,459.37
TOTAL REVENUE AUGUST	\$ 20,067.79
TOTAL EXPENSES AUGUST	\$ (326,947.59)
FUND BALANCE SEPTEMBER 1	\$ 1,178,579.57

NOVEMBER ESTIMATED

ACTUAL	
FUND BALANCE NOVEMBER 1	\$ 858,068.23
TOTAL REVENUE NOVEMBER	\$ 27,932.50
TOTAL EXPENSES NOVEMBER	\$ (202,334.85)
FUND BALANCE DECEMBER 1	\$ 683,665.87

FEBRUARY ESTIMATED

FUND BALANCE FEBRUARY 1	\$ 1,948,941.16
TOTAL REVENUE FEBRUARY	\$ 24,932.50
TOTAL EXPENSES FEBRUARY	\$ (202,334.85)
FUND BALANCE MARCH 1	\$ 1,771,538.81

MAY ESTIMATED

FUND BALANCE MAY 1	\$ 1,332,680.71
TOTAL REVENUE MAY	\$ 53,932.50
TOTAL EXPENSES MAY	\$ (202,334.85)
FUND BALANCE JUNE 1	\$ 1,184,278.36

Cash Flow

FY2025	Revenue
July	\$ 2,960.34
Aug.	\$ 20,067.79
Sept.	\$ 10,566.94
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
	\$ 3,169,272.57

SEPTEMBER RECONCILED TO NEW WORLD

ACTUAL	
FUND BALANCE SEPT 1	\$ 1,178,579.57
TOTAL REVENUE SEPT	\$ 10,566.94
TOTAL EXPENSES SEPT	\$ (172,060.93)
FUND BALANCE OCTOBER 1	\$ 1,017,085.58

DECEMBER ESTIMATED

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	\$ 683,665.87
TOTAL REVENUE DECEMBER	\$ 1,563,512.50
TOTAL EXPENSES DECEMBER	\$ (202,334.85)
FUND BALANCE JANUARY 1	\$ 2,044,843.52

MARCH ESTIMATED

FUND BALANCE MARCH 1	\$ 1,771,538.81
TOTAL REVENUE MARCH	\$ 26,932.50
TOTAL EXPENSES MARCH	\$ (287,388.24)
FUND BALANCE APRIL 1	\$ 1,511,083.07

JUNE ESTIMATED

FUND BALANCE JUNE 1	\$ 1,184,278.36
TOTAL REVENUE JUNE	\$ 1,264,752.50
TOTAL EXPENSES JUNE	\$ (202,334.85)
FUND BALANCE JULY 1	\$ 2,246,696.00

Expense

Fund Balance	\$ 1,745,647.04
	\$ (263,148.01)
	\$ (326,947.59)
	\$ (172,060.93)
	\$ (202,334.85)
	\$ (202,334.85)
	\$ (202,334.85)
	\$ (202,334.85)
	\$ (287,388.24)
	\$ (202,334.85)
	\$ (202,334.85)
	\$ (202,334.85)
	\$ (2,668,223.61)

Great Falls Public Library Vendor Summary (2220)

SEPTEMBER 2024

10/15/2024

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	\$ -	\$ 485.00
AT Klemens Inc	(Building Repair)	\$ -	\$ 739.50
Baker & Taylor	(Jobber)	\$ 4,100.91	\$ 4,100.91
Book Page	(Subscription)	\$ -	\$ 414.00
Bronson, Bill	(Negotiation Council)	\$ 2,310.00	\$ 3,000.00
Cengage/Gale	(Jobber)	\$ 1,720.35	\$ 1,720.35
Center Point	(Jobber)	\$ 44.94	\$ 44.94
Central Lock and Safe	(Keys)	\$ -	\$ 29.50
Century Link	(Telephone)	\$ -	\$ 478.37
Chemnet	(Drug Testing)	\$ -	\$ 148.80
Choteau Acantha	(Subscription)	\$ 50.00	\$ 50.00
De Lage Landen	(Copier Agreement)	\$ 1,010.78	\$ 2,364.76
Envisionware	(renewal)	\$ -	\$ 575.00
Ferguson Enterprises	(Maintenance Supplies)	\$ 217.12	\$ 317.50
Fisher's Technology	(Copier Agreement)	\$ -	\$ 935.48
MASCO	(Building Supplies)	\$ -	\$ 438.51
Mastercard		\$ 1,732.15	\$ 6,305.22
Midwest Tape	(Jobber)	\$ -	\$ 10,000.00
MNI Manufacturers' News Inc	(Subscription)	\$ 113.90	\$ 113.90
Montana Air Cartage	(Courier Service)	\$ 831.60	\$ 831.60
Morrison-Maierle	(Network Maintenance)	\$ -	\$ 37.50
National Laundry	(Maintenance Supplies)	\$ 35.40	\$ 75.20
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 103.87
OCLC Online	(Annual Service)	\$ -	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ -	\$ 15,500.00
Pitney Bowes	(Mailing Machine lease)	\$ 369.69	\$ 369.69
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ 225.00	\$ 1,364.50
State of Montana	(Montana Shared Library)	\$ -	\$ 28,202.70
USPS	(postage for mailing unit)	\$ -	\$ 4,000.00
Vision Net, Inc	(Internet Service)	\$ -	\$ 1,704.00
WAR	(Subscription)	\$ -	\$ 55.00
		\$ 12,761.84	\$ 91,486.40

Great Falls Public Library Vendor Summary (2220)

SEPTEMBER 2024

10/15/2024

Mastercard Transaction Breakdown			
ACE Hardware	Maintenance Supplies	\$	13.99
Amazon	Circ/Reference/Office Supplies	\$	71.27
Amazon	Materials Purchased	\$	890.89
Amazon	Tech Services Supplies	\$	40.36
Cassiopeia Books	Materials Purchased	\$	22.50
Network Solutions	Annual Subscription CodeGuard Deluxe)	\$	71.88
North 40	Maintenance Supplies	\$	17.12
Staples	Copy Paper, Table Stands, Bullentin Board	\$	282.44
USPS	Certified letter	\$	5.58
Walmart	Circ/Reference/Office Supplies	\$	316.12
TOTAL:			\$1,732.15

Great Falls Public Library Foundation Vendor Summary (2221)

SEPTEMBER 2024

10/15/2024

Vendor Name		MTD	YTD
All State Signs	(Shakespeare in the Parks Banner)	\$ -	\$ 108.00
Baker & Taylor	(Jobber)	\$ 11,396.91	\$ 21,105.98
Burke, Wilton	(Materials Purchased)	\$ -	\$ 14.99
Cascade Electric	(Install Power to park)	\$ -	\$ 2,150.00
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
CenterPoint	(Jobber)	\$ 46.74	\$ 93.48
Cushing Terrell	(Library Remodel Project)	\$ 44,321.66	\$ 80,246.25
Downtown Great Falls	(Parade of Lights)	\$ 30.00	\$ 30.00
Envisionware	(RFID Unit & software)	\$ -	\$ 570.23
Gale/Cengage	(Jobber)	\$ 3,212.45	\$ 4,000.38
Gaskell, Sean	(Performance)	\$ -	\$ 450.00
Great Falls Area Chamber	(Leadership GF Training)	\$ -	\$ 995.00
Great Western Art Show - Pollo Loco	(Music in the Park)	\$ -	\$ 750.00
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 1,600.00
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ -	\$ 600.00
Mastercard		\$ 927.16	\$ 8,472.20
Montana Repertory Theater	(KP/YA Performance)	\$ -	\$ 500.00
Old Blue Heritage	(Adult Summer Reading)	\$ -	\$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	\$ -	\$ 17,749.69
Paris Gibson Square MOA	(Memory Café)	\$ -	\$ 120.00
Penworthy Company	(Jobber)	\$ -	\$ 300.02
ProQuest	(Tribune 35MM Positives)	\$ 3,962.70	\$ 3,962.70
Tilleraas Landscaping	(Bark around park trees)	\$ -	\$ 1,050.00
Triangle Sod Farm	(Sod for park)	\$ -	\$ 225.00
Wakely, Jean	(Story Quilt Project Program)	\$ 442.00	\$ 442.00
Credits		\$ 64,339.62	\$ 146,955.92

Great Falls Public Library Foundation Vendor Summary (2221)

SEPTEMBER 2024

10/15/2024

Mastercard Transaction Breakdown			
Albertsons	Memory Café supplies	\$	13.98
Albertsons	KP/YA Supplies	\$	204.88
Cassiopeia Books	Adult Programs	\$	22.50
Hobby Lobby	Materials Purchased	\$	16.96
Lets Play Games and Toys	Adult Programs	\$	49.29
Walmart	Book Club Supplies	\$	99.97
Walmart	KP/YA Supplies	\$	519.58
		TOTAL:	\$ 927.16

GREAT FALLS PUBLIC LIBRARY DONATIONS
2221 LIBRARY FOUNDATION FUND

SEPTEMBER DONATIONS

IN MEMORY OF

ANDY & ZANDER BLEWETT	\$	30.00	DALE SHELTON (NF)
	\$	30.00	CHERI HARLAN (NF)
	\$	30.00	IKE KAUFMAN (NF)
	\$	30.00	BILL SALONEN (NF)

OTHER

BOOK SALES	\$	333.00	WITHDRAWN BOOK SALES
GREAT FALLS GENEALOGY SOCIETY	\$	221.00	MAP QUILT PROJECT PROGRAM
MONTANA COMMUNITY FOUNDATION	\$	250.00	COMMUNITY PROGRAMS - HASAN DAVIS
PATRONS	\$	21.29	GENERAL DONATIONS (BEST USE)
TDS TELCOM	\$	500.00	2024 SUMMER READING AFTER PARTY SPONSOR
UPPER MISSOURI BREAKS AUDUBON SOCIETY	\$	312.50	100 AUDIO, 3 E-BOOKS, 2 HARD COPIES - <u>BRINGING NATURE HOME</u>
	TOTAL: \$	<u>1,757.79</u>	



Library Systems Technology Coordinator - Management Team Report October 2024

Background Information:

My name is Sara Kegel, and I have had the privilege of serving the library since 1996. I began my journey as a part-time Page, checking in books for three hours a day. Over the years, I have worked in various capacities, including the Circulation Department and the Reference Department as a Notary Public. In 2011, I transitioned to my current role as Library Systems Technology Coordinator. The library has truly become my second home, and I am deeply committed to its mission and success.

Overview of IT Department Responsibilities:

The IT Department is responsible for managing and maintaining all technological resources within the library. This includes overseeing the staff and patron computers throughout the building, as well as an array of other essential devices such as:

- Time print management software
- Firewall system
- Wireless access points
- The library phone system
- Coordination with our vendor for our printers, fax machines, and copy machines for both patrons and staff
- Hotspots
- Newspaper Tablets
- Online Catalog Tablets
- Chromebooks
- iPads

In addition, I support the Montana Shared Catalog and manage related devices, including scanners, receipt printers, RFID pads, and self-check machines.

Recent Initiatives:

Over the past six months, the Technology Department successfully installed new public access computers and monitors on the second floor, enhancing user experience and accessibility.

I have also begun holding weekly Open Tech Sessions for the public, providing a platform for patrons to ask questions about technology and devices. This program is gradually gaining traction, and I am pleased to see an increase in public attendance. Starting on October 10, I will extend this outreach by visiting the Great Falls Senior Center, bringing tech support directly to the community. I envision expanding this initiative further, potentially incorporating outreach efforts on the Bookmobile to reach even more patrons.

Staff Computer Updates: In the last six months, we replaced the majority of the computers used by the public. Now, we plan to update our oldest staff computers, provide new monitors, and enhance laptop efficiency with docking units. Our updates will include:

- **Five Front-Line Customer Service Desktops** (two for reference and three for circulation)
- **Three Staff Desktops and Four Staff Laptops**
- **Ten New Monitors**
- **Two Laptop Docking Units**

Thank you to the Library Foundation for approving this project. These upgrades are essential for maintaining efficient operations and improving overall service quality.

Website Management:

I recently played a role in the successful transition of our library website to a new hosting company. Our Technology Department now coordinates with this hosting company to ensure monthly backend maintenance and security updates. Additionally, the Technology Systems staff is responsible for backup website content management, ensuring that our website remains up-to-date.

Improving Communication and Support:

To streamline communication regarding technology issues, I continue to update and monitor our IT ticketing system. Staff can effectively report technology problems using Google Forms, allowing for efficient tracking and resolution timelines.

Collaboration with State Library:

I have been actively collaborating with the Montana State Library to address and resolve Hot Spot issues. This includes replacing non-functioning hotspots with new devices to ensure our patrons have reliable access to technology.

Ongoing Development:

Currently, I am in the process of developing a new procedure manual for the IT Department. This manual will serve as a comprehensive resource to streamline operations and improve communication between departments.

Conclusion:

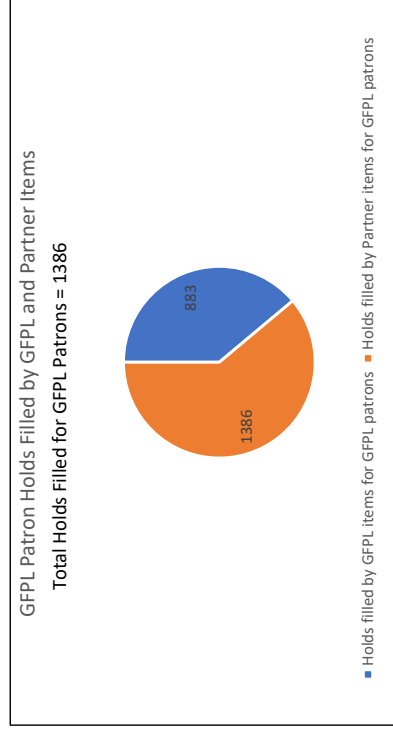
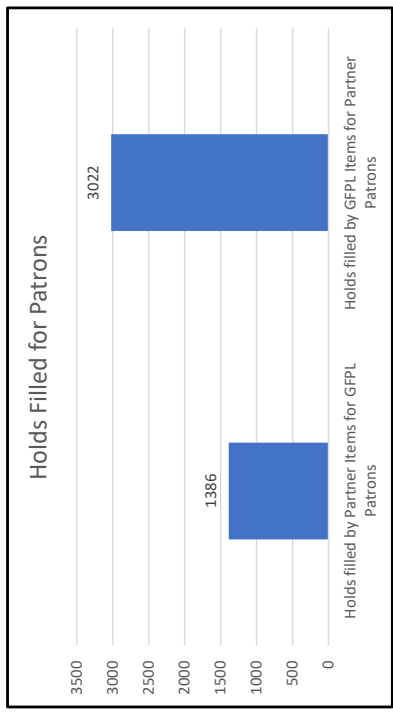
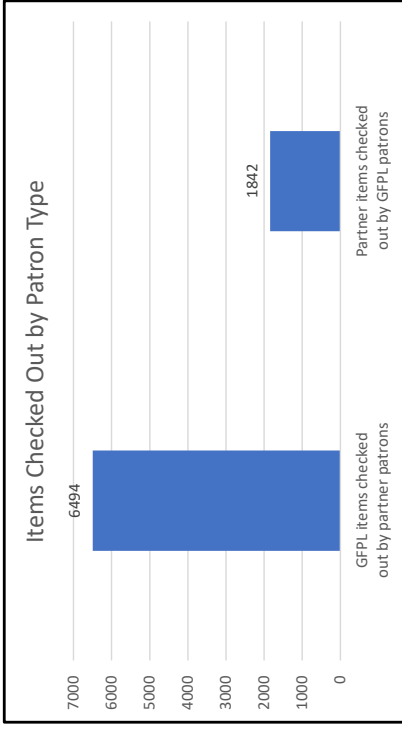
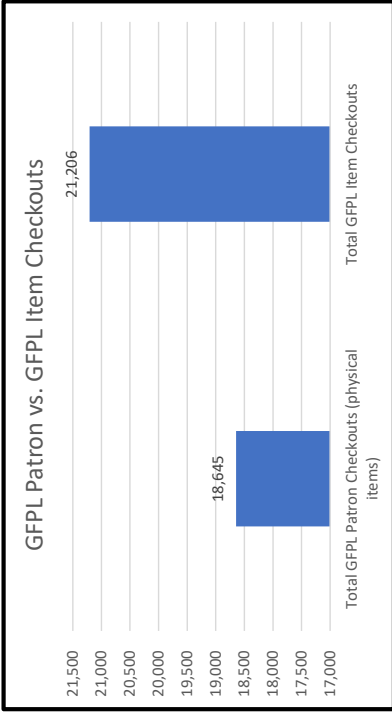
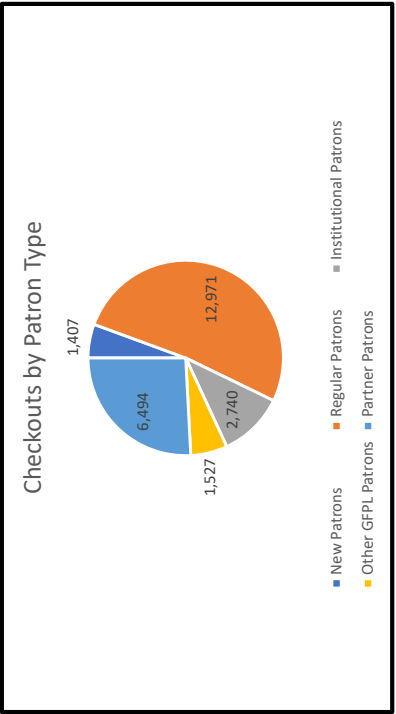
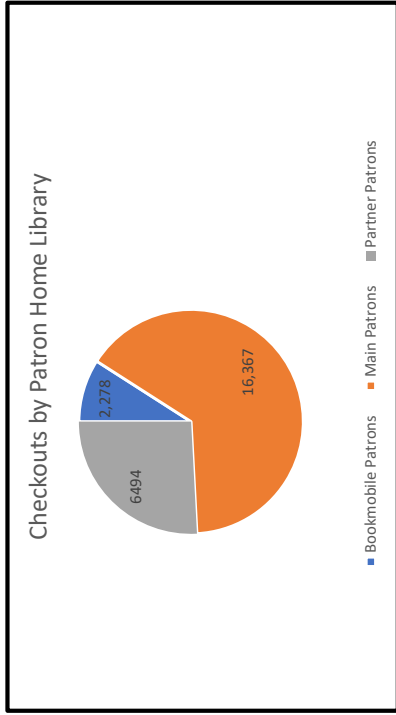
Thanks for all your time and effort in making our library awesome. We're working together to upgrade our tech and make things better for everyone in the community. I really appreciate your ongoing support as we keep moving forward!



Director's Report Great Falls Public Library October 2024

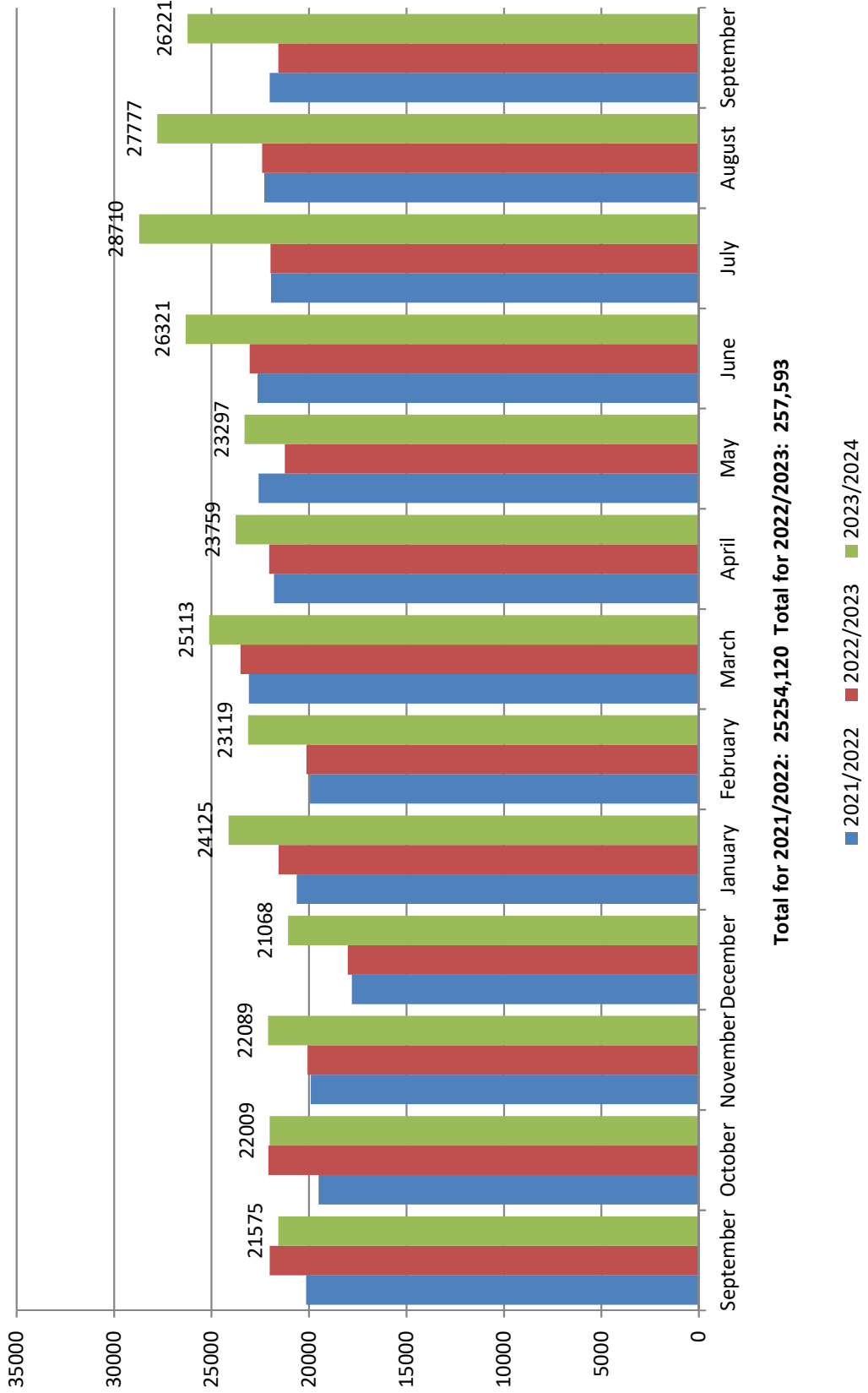
1. **MILL LEVY IMPLEMENTATION:** Mill Levy implementation continues to go well. We made promises and we are keeping them.
2. **COLLABORATIVE RESPONSE TO COMMUNITY ISSUES:** I continue to attend the monthly Downtown Safety Alliance, Local Area Council on Mental Health, Access to Care/Health Lives Vibrant Futures and Continuum of Care meetings. The mission of the Library is to “Serve as a connection point. We empower the community and enhance the quality of life by providing individuals access to information and social, cultural, and recreational resources.” We actively participate in community efforts to address community problems for three reasons.
 - These community issues impact the Library’s ability to provide services
 - We can address problems and find solutions when we work together
 - We can best serve Library patrons by understanding community issues and providing accurate resource referrals
3. **LIBRARY FRONT DOOR PROJECT (CASCADE COUNTY ARPA FUNDS):** Cushing Terrell and the Library released the invitation to bid for the front door project. The due date for bids is Tuesday October 9th. We are excited for this significant improvement to Library safety and air flow.
4. **REMODEL DESIGN UPDATE:** Cushing Terrell is continuing their work. Management Staff have reviewed an initial set of designs and will be having a feedback session with Cushing Terrell on Wednesday October 23rd. A draft will be presented to the Foundation Board at their January meeting and to the Library Board at their February meeting. Then there will be opportunities for feedback from the wider community.
5. **FOUNDATION APPROVES LIBRARY PROJECTS:** The Library Foundation Board met on Monday October 7th and approved all of the Library’s project requests. We look forward to implementing these projects over the coming months. We will make requests for the rest of the FY2025 FAP designated funds at their January meeting. The proposed requests will be presented to the Library Board at your November meeting.
6. **HISTORICAL PRESERVATION ADVISORY COMMISSION 17TH ANNUAL CHRISTMAS ORNAMENT:** The Great Falls-Cascade County Historic Preservation Advisory Commission ornament creates and sells a Christmas ornament each holiday season. The ornaments feature historic places in Great Falls and Cascade County. Past ornaments have celebrated such iconic historic resources as the 10th Street Bridge, the Ursuline Center, and the Great Falls High School. The 2024 ornament will commemorate the Great Falls Public Library. We are thrilled to have the community celebrate our historic building!

September 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



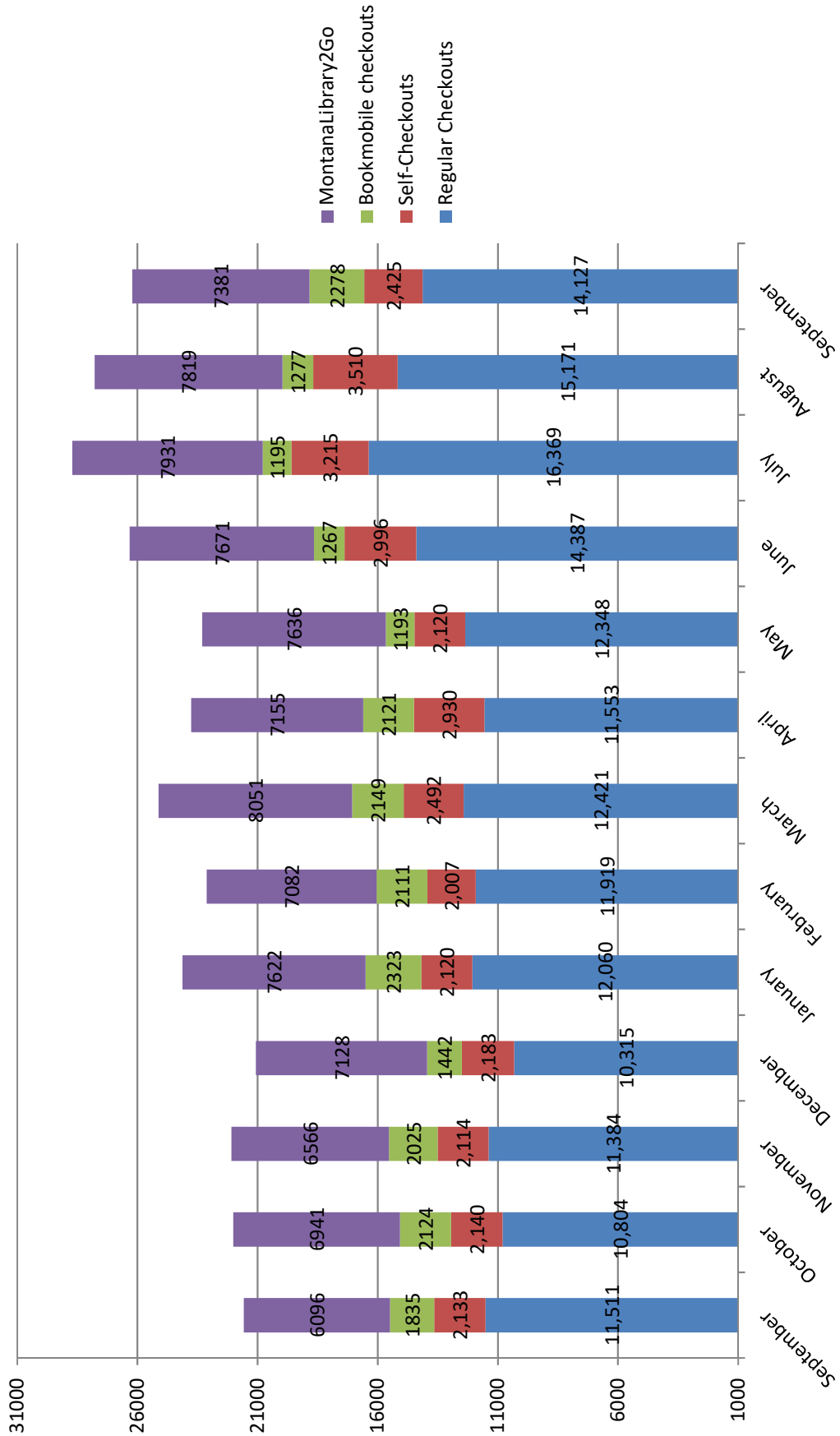
Total Monthly Circulation

Total Circulation Previous 12 Months: 293,608

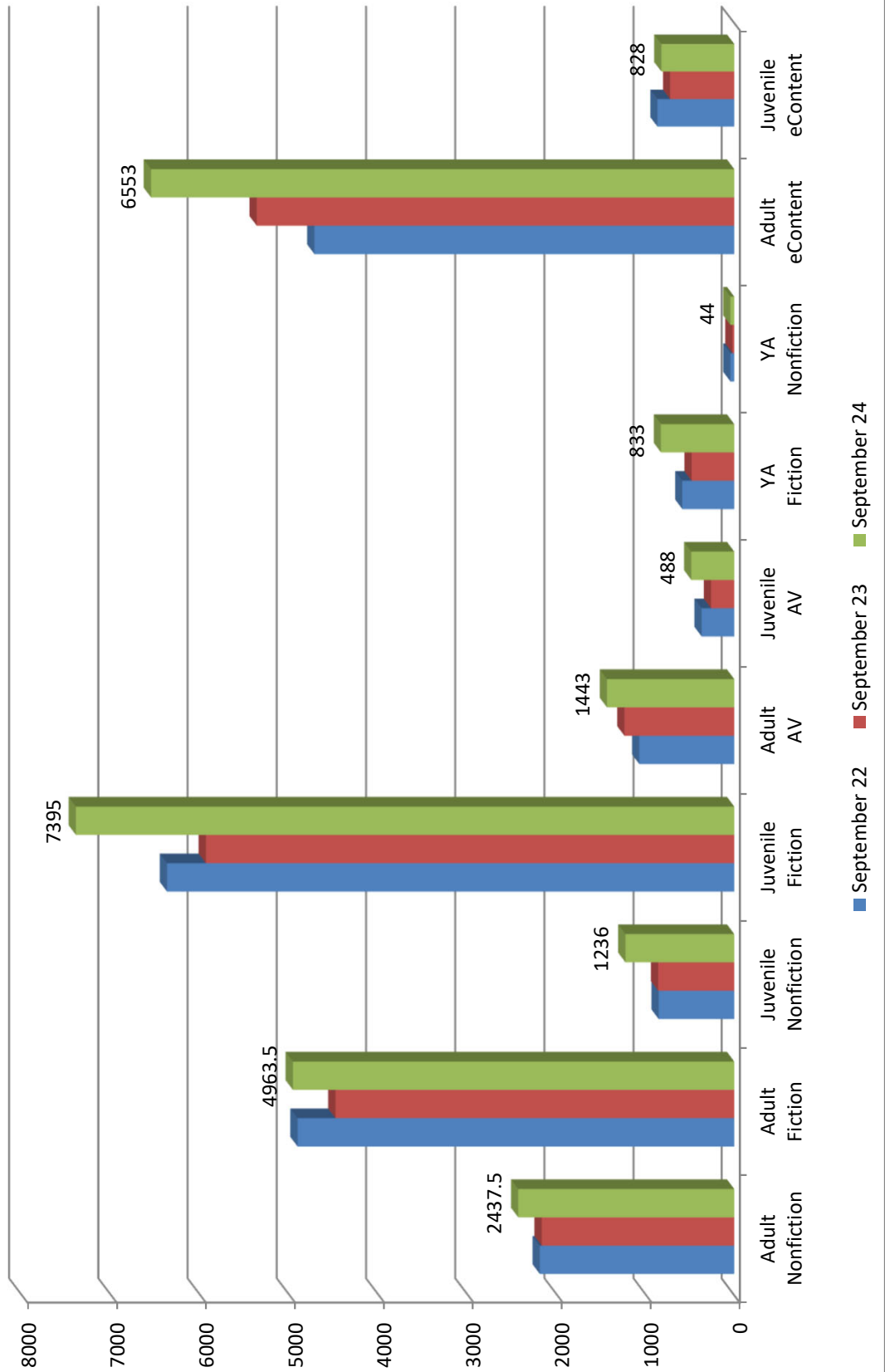


Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 293,608



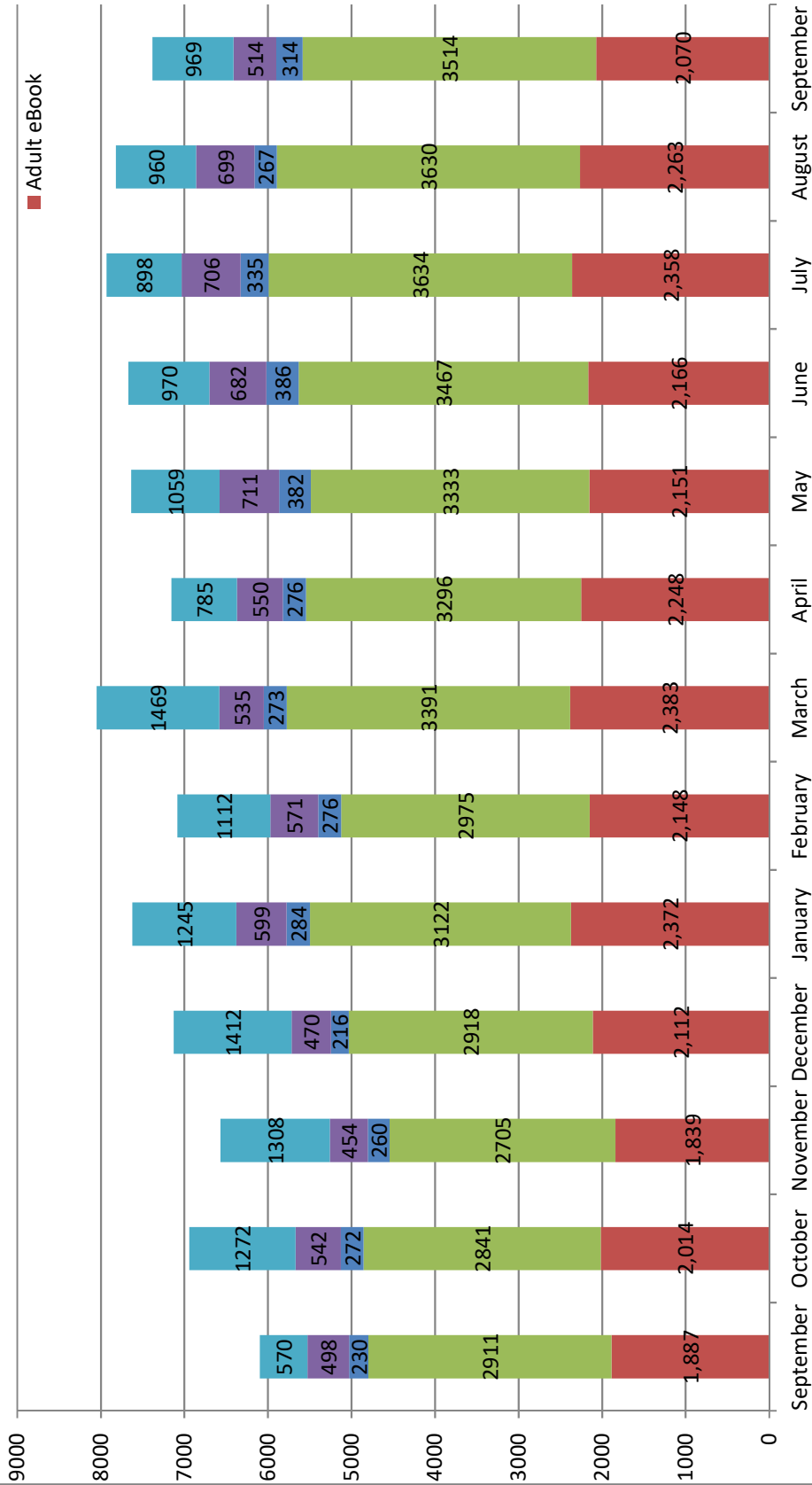
Comparison of Circulation Totals September 2022, 2023, and 2024



Downloadable AudioBook & eBook Circulations

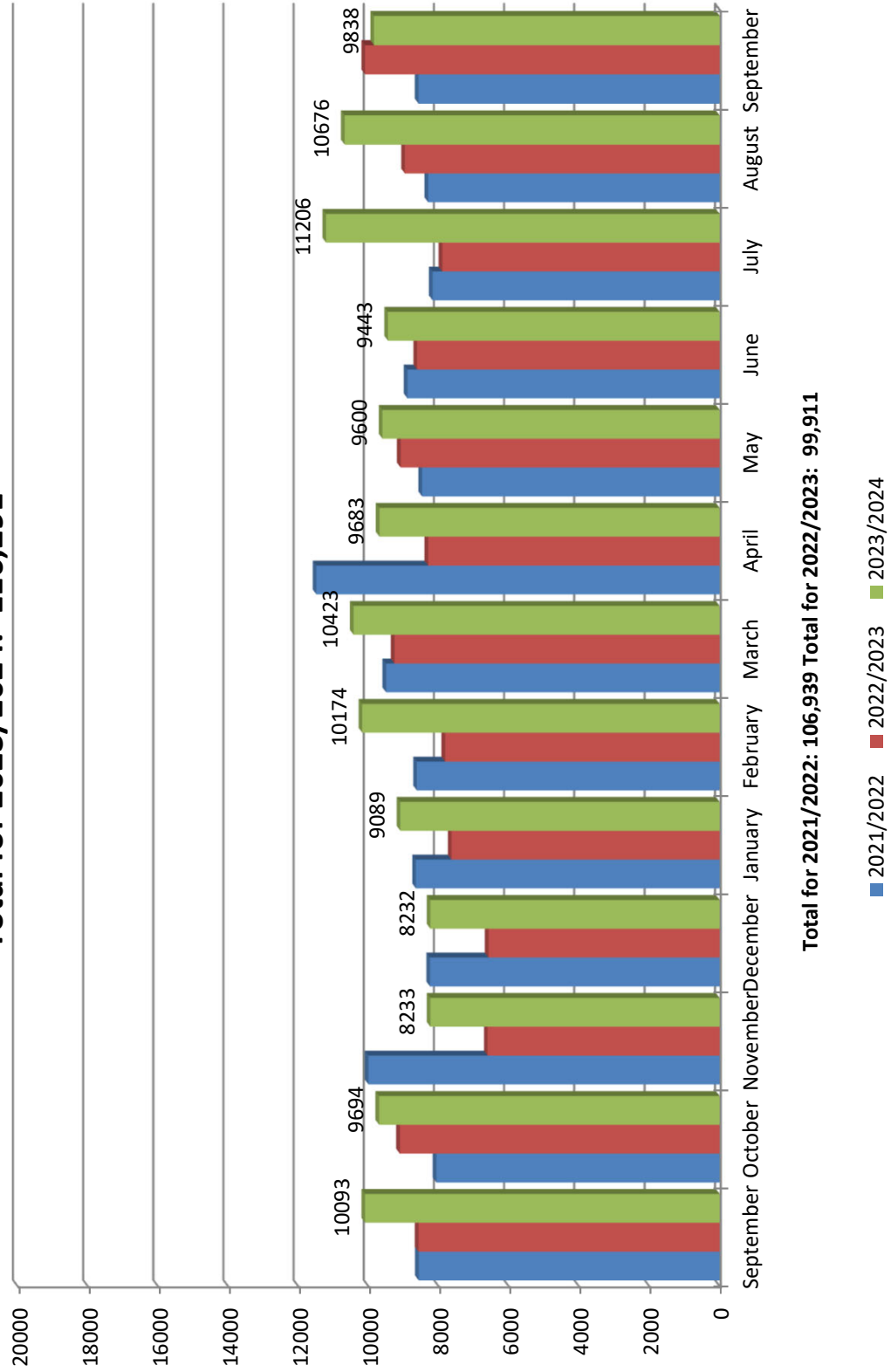
12 Month Total: 87,698

- Magazines
- Juvenile Audiobook
- Juvenile eBook
- Adult Audiobook
- Adult eBook

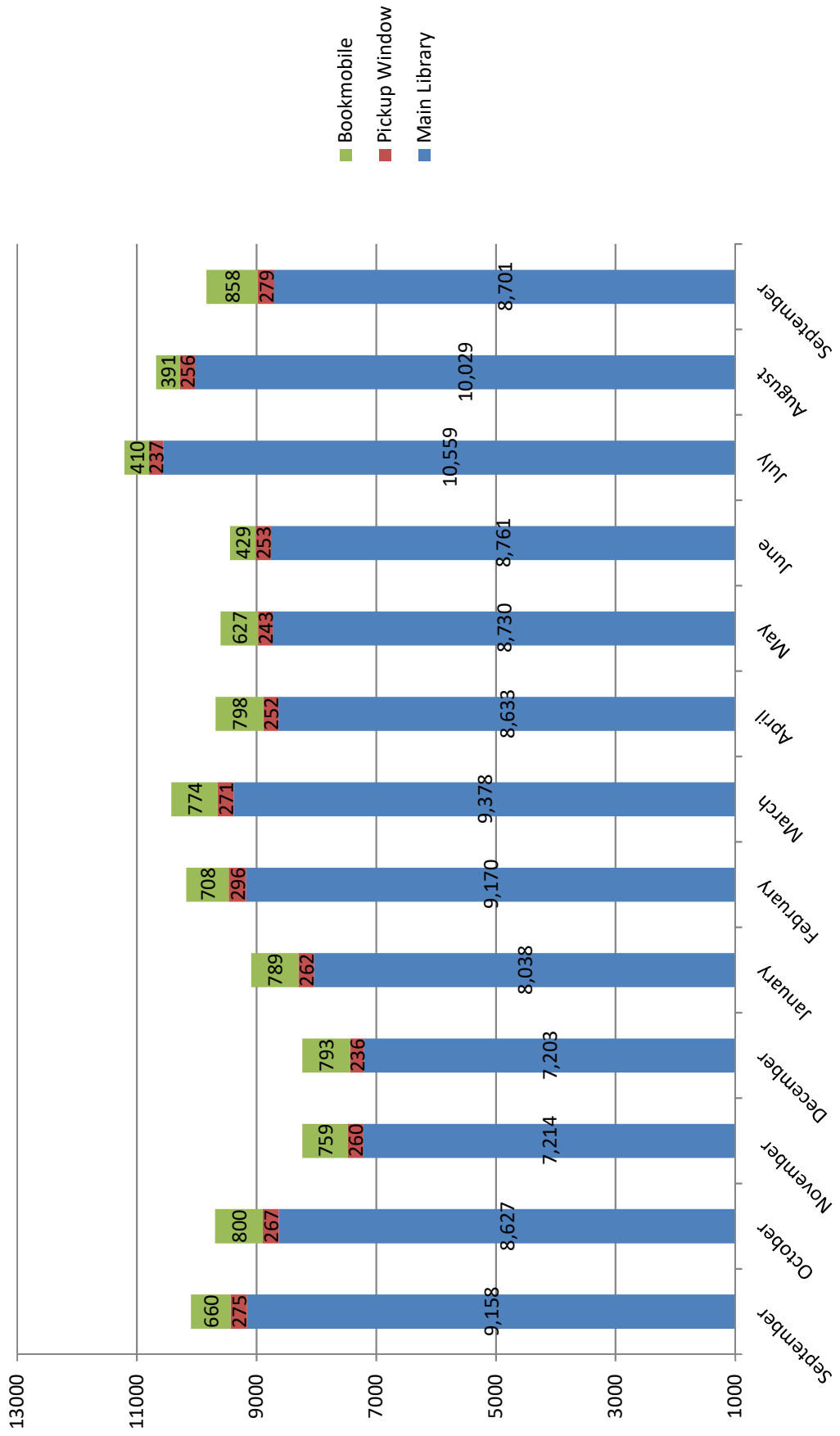


Total Monthly Patron Attendance

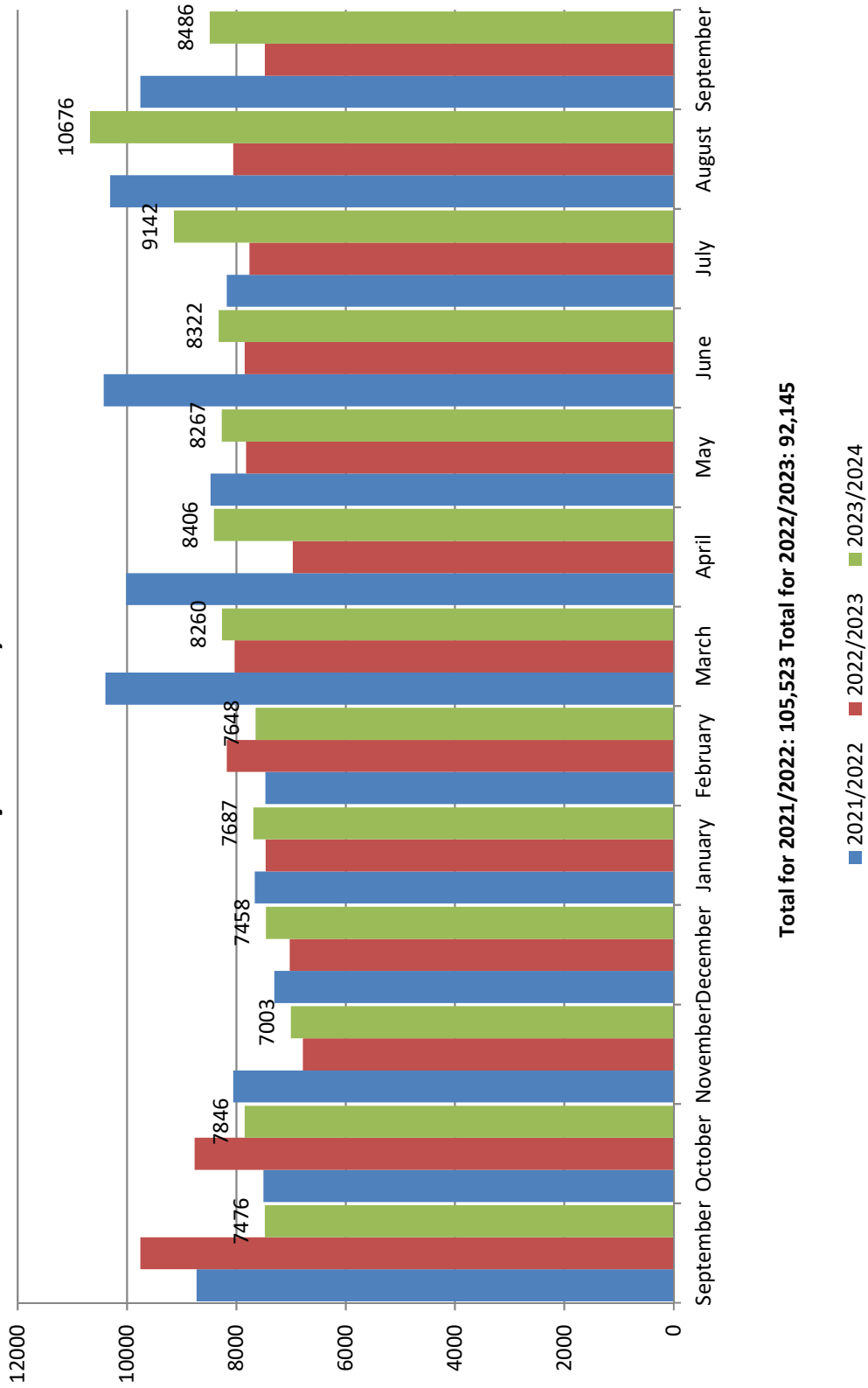
Total for 2023/2024: 116,291



Main Library, Bookmobile and Pickup Window Attendance



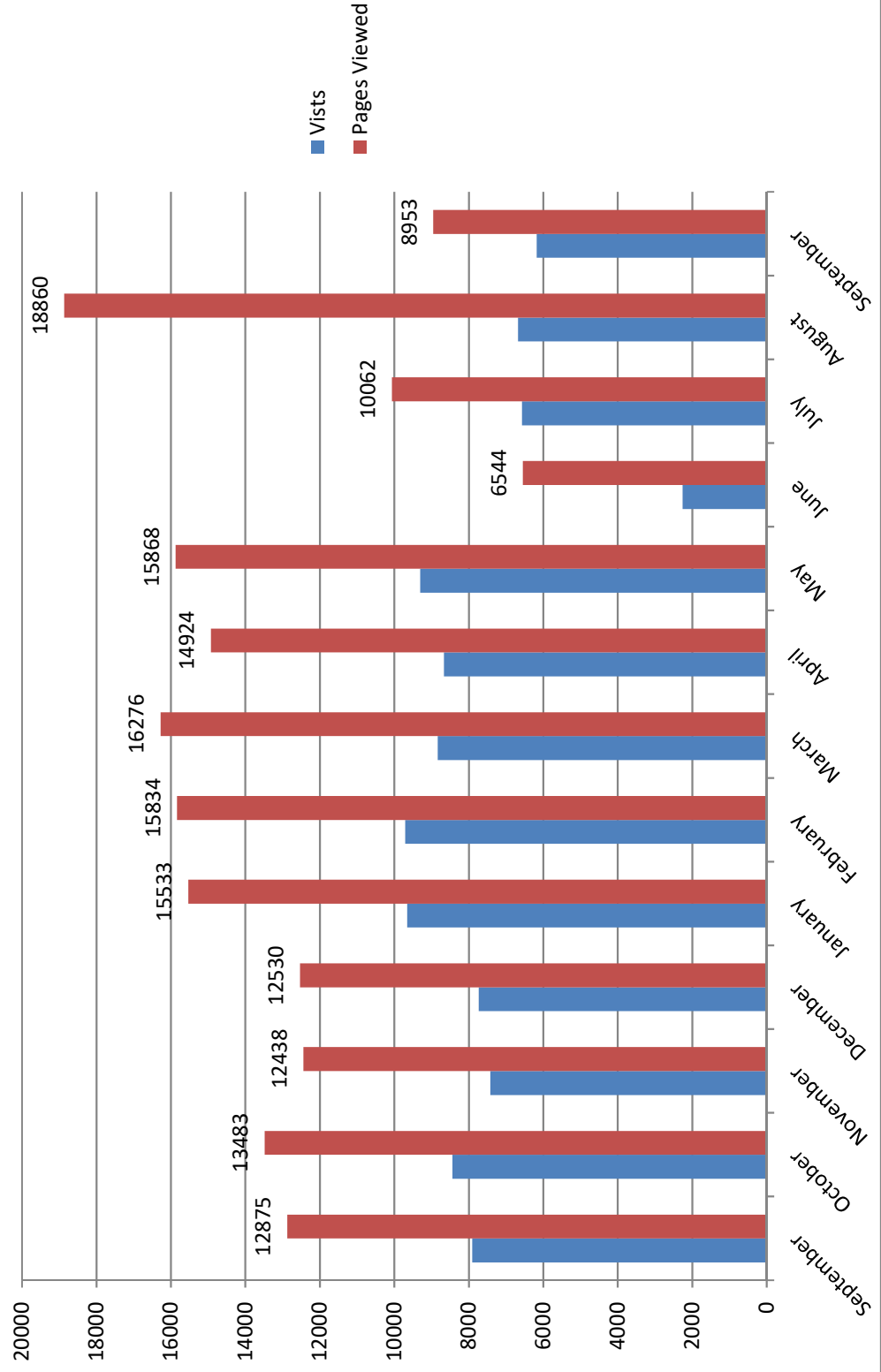
Use of Public Computers & Wireless Network 2023/2024: 99,201



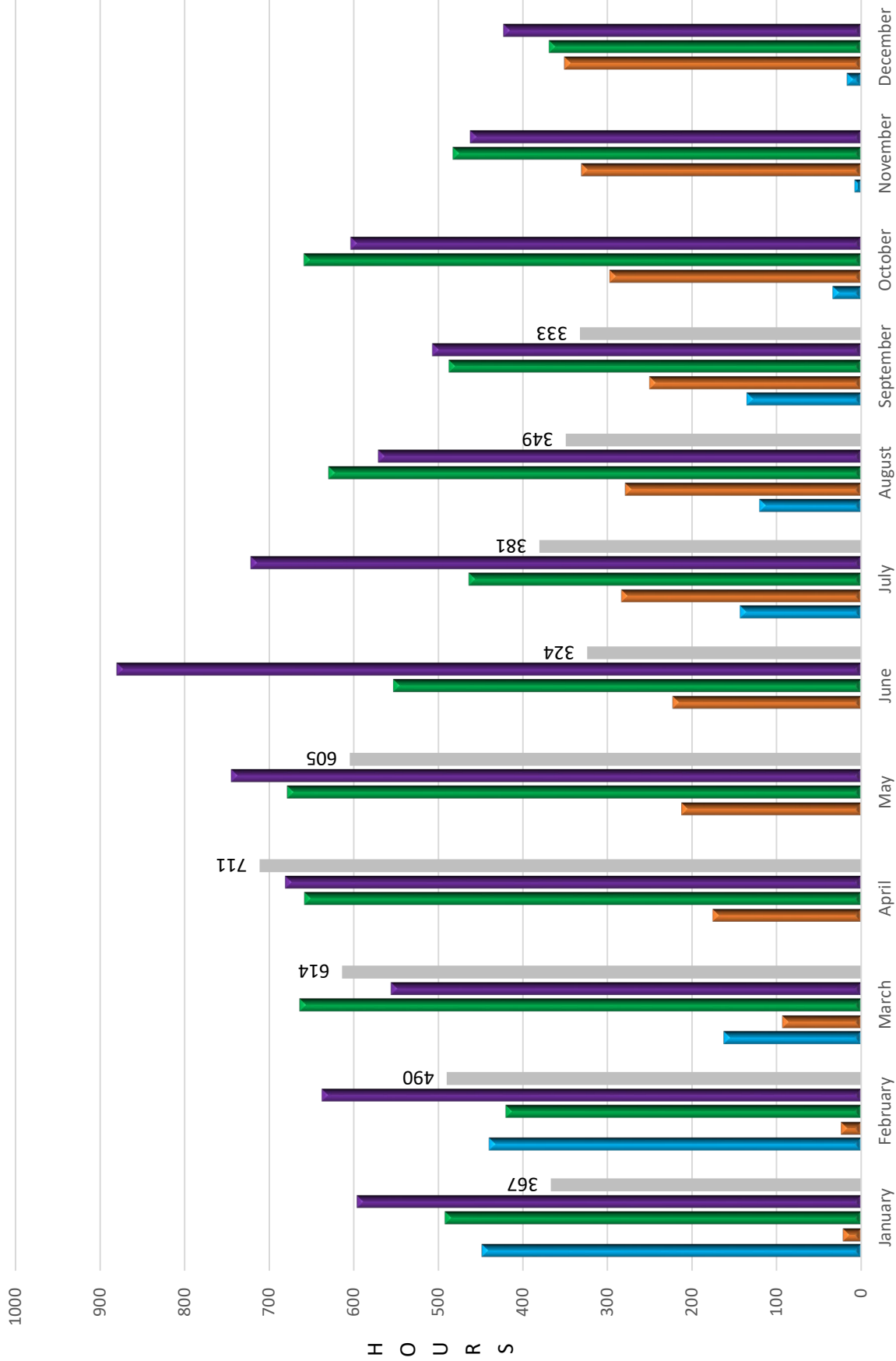
Library Web Page Usage

2023/2024 12 month Total Pages Viewed: 161,305

2023/2024 12 month Total Sessions: 91,430



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
SEPTEMBER 2024**

NEW HIRES

Maribeth Wilcox – Custodian 1 (PT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None

Item:	Policy Review: <i>Collection Development Policy</i>
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the <i>Collection Development Policy</i>

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the *Collection Development Policy* 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 *Collection Development Policy* 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 *Collection Development Policy* at the October meeting.

Collection Development Policy

The Library Collection Development Committee (Susie McIntyre, Rae McFadden and Treva Higgins) reviewed Collection Management Policy and are suggesting some updates.

- **WORDING:** Often “collection development” and “collection management” are used interchangeably. We have updated the policy to use “development” consistently rather than using both terms. We also fixed minor grammatical errors throughout the document.
- **COLLECTION AUTHORITY AND RESPONSIBILITY:** We have added information regarding the selection of electronic resources such as Mango Languages and LinkedIn Learning.
- **INTERLIBRARY LOAN & PARTNER SHARING:** We updated the language to reflect that GFPL is now a member of the Montana Partners Sharing Group.
- **SCOPE OF COLLECTION:** We updated information about the size of the physical collection and changed the wording to reflect that actual access has increased due to more digital resources and partner sharing.
- **NEW MATERIALS:** We updated information to reflect current practice for young adult and juvenile materials.
- **Grab and Go:** We updated the information to reflect that when we joined the Partners, we could no longer have “sheltered” collections and no longer have a “Grab and Go” collection.

- **Music:** Updated to reflect that the collection no longer contains music CD's as they were not circulating and were difficult to purchase. We are considering purchasing access to a platform that provides access streaming and downloadable music.
- **Periodicals:** Updated to reflect the shift to more digital news media.
- **Children's graphic novels:** Updated to reflect the actual ages of juveniles accessing graphic novels.
- **ELECTRONIC RESOURCES:** We have added information regarding the selection process for electronic resources and information describing the current resources provided to Library patrons.
- **COLLABORATIVE COLLECTIONS/RESOURCES:** We have added information about resources that we provide to the community through collaboration with other organizations.
- **MONTANA ROOM COLLECTION:** We have expanded information about the selection of Montana Room materials and our collaboration with the Genealogy Society and History Museum to coordinate collection of relevant Montana history. This section now also includes information about future plans to include juvenile and fiction materials.
- **OTHER SPECIAL COLLECTIONS:** We alphabetized the collections to have them in a more logical order. We removed items which are discussed in other sections of the policy (Montana Room, MontanaLibrary2Go, Hotspots, Chilton Automotive Repair, Genealogy)
- **The general criteria considered for selection of materials:** Updated to reflect consideration of access to the materials through the Partners and Interlibrary Loan.
- **PURCHASING EXCLUSIONS:** Updated to reflect that Great Falls Public Library doesn't collect text books and curricula.
- **HOLDS RATIOS AND MULTIPLE COPIES:** Updated to reflect current practice now that we are a member of the Partners.
- **DISCARD POLICY:** Updated to include current practice regarding preserving and discarding newspapers and magazines in collaboration with the Genealogy Society and the History Museum.
- **APPENDIX A:** Updated to reflect current information.
- **APPENDIX B:** Library Bill of Rights updated to reflect Board approval of updated Bill of Rights in the General Section of the Policy Manual.

Significant Impacts: Updated policies promote better Library service. The Collection Development Policy not only guides Library purchases and curation it also defines the procedures for dealing with community concerns about the content of the Library collection. Given the increased national conversation regarding book bans and access to information, it is essential that the Library have clear and transparent policies

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 *Collection Development Policy* or ask for alterations to be made to the proposed policies.

Attachments/Exhibits:

Proposed Collection Development Policy



Collection Development Policy

OCTOBER 2024

GREAT FALLS PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

LIBRARY MISSION STATEMENT

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

PURPOSE OF THE POLICY

The Collection Development Policy is a tool to guide the selection, maintenance and distribution of materials relevant to the community. It serves as a touchstone for planning and long-range development. It provides for accountability to the Board, staff, and users. It contains flexibility and responsiveness.

It is not the purpose of the collection to serve as a school or academic library, although many of its materials may be used as supplements to such collections. The purpose of the collection, and the policy governing selection, is to reflect the needs of the community as a whole.

COLLECTION AUTHORITY AND RESPONSIBILITY

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Great Falls Public Library Board of Trustees. The actual selection of materials has been delegated by the Board to the Director and staff acting within the guidelines of this policy and within the limitations imposed by the materials budget. The Collection Development Librarian is responsible for reference, Montana Room and adult circulating collections. The Youth Services Librarian is responsible for young adult and juvenile collections. The Collection Development Librarian, Youth Services Librarian, Public Services Librarian and the Library Director work collectively on the selection of additional electronic resources such as Chilton, Mango Languages and LinkedIn Learning. The Library participates in the MontanaLibrary2Go consortium to provide eBook and eAudiobook materials. The MontanaLibrary2Go selection team is responsible for the selection and acquisition of shared digital resources within the guidelines of MontanaLibrary2Go collection development policy and within the limitations imposed by the consortium budget.

COLLECTION DEVELOPMENT OF MATERIALS:

PHILOSOPHY

The Library serves the entire community. (See **Appendix A** for a description of our community and service area.) Collection development efforts reflect our obligation to have a variety of points of view, reading levels and formats. Library users make their own choices as to what they will use based on individual interests and concerns. Great Falls Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with their parent or legal guardian.

The Great Falls Public Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the Library Bill of Rights, Freedom to Read statement and Freedom to View statement. We strive to build a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. (See **Appendix C** for full statements about what we believe.)

INTERLIBRARY LOAN & PARTNER SHARING:

The Great Falls Public Library believes that resource sharing and cooperative collection development improve community access to the widest array of materials.

Interlibrary loan is an integral part of collection development. Great Falls Public Library lends and borrows materials to and from other libraries. Great Falls Public Library maintains online connections to OCLC and uses its system to facilitate Interlibrary Loan services.

As part of its 2019-2022 Strategic Plan, the Great Falls Public Library worked to join the Montana Partners Sharing Group. The Montana Shared Catalog Sharing Group libraries have agreed to take down walls and share collections for the benefit of their patrons. A patron whose library participates in a sharing group can place holds on items owned by other libraries in their group. Using a combination of mail and courier service, the item is delivered to the patron's home library. Participation in the Partners Sharing Group, started in February 2023, has increased library patron access to an array of materials.

SCOPE OF COLLECTION:

The physical collection currently contains about 117,866 items and is primarily in English. As noted above, joining the Partners increased patron access to include the collections of 31 other Montana libraries. The combined collection of the Partners group contains about 914,440 items and is primarily in English. The MontanaLibrary2Go Collection contains 29,000 eBooks, 11,832 eMagazines/Newspapers and 43,319 eAudiobooks.

NEW MATERIAL

New materials are shelved separately and identified with yellow NEW stickers. The purpose of the NEW collections (Juvenile, Young Adult, Adult, and Audiovisuals) is to provide patrons with easy access to newly acquired materials. Books are considered to be NEW to the library if they have been published within the last 2 years or at the discretion of the Collection Development Librarian. These items will remain on the NEW shelf for a period of 10 months or less if space is limited. Typically, any audiovisual item new to the library AV is placed on the new shelf, DVDs and Audiobooks are kept in the NEW area of the AV collection for a period of 3 months

ADULT COLLECTIONS

Adult materials are collected to meet the diverse educational, cultural, and recreational needs of adults across our community. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.

- **Fiction (including large print, western and popular fiction):** The purpose of the adult fiction collection is to offer to adult readers a variety of pleasurable and educational fictional reading materials.
- **Nonfiction (including large print and popular nonfiction):** The purpose of the nonfiction collection is to provide adults with current, accurate information on a wide variety of general interest topics to support their education, self-guided research and pleasure reading. The circulating non-fiction collection integrates juvenile and young adult materials in order to provide a range of materials regardless of reading ability or interest.
- **DVD:** The purpose of the DVD collection is offer to adult patrons a variety of pleasurable and educational watching materials. This collection includes a wide variety of topics both fiction and nonfiction as well as television series and Great Courses.

- **Audiobook:** The purpose of the adult audiobook collection is to offer to adult patrons a variety of pleasurable and educational listening materials. The CD book collection focuses on popular fiction and nonfiction, unabridged titles.
- **Graphic Novel:** The purpose of the adult graphic novel collection is to offer to adult readers a variety of pleasurable and educational reading materials in the graphic novel format. This collection is designed for the adult graphic novel reader.
- **Periodicals:** The purpose of the periodical collection is to provide patrons with access to current Montana and popular newspapers and magazines. Subscriptions are limited to items that can be delivered in a timely manner. More news outlets are digital only or provide only digital editions several times a week. The library provides stationary tablets to access a variety of newspaper subscriptions digitally. Donated subscriptions must meet the collection development policy and space requirements. This collection is supplemented by the provision of downloadable magazines in the MontanaLibrary2Go collection.

JUVENILE COLLECTIONS

Materials for children are collected to meet the diverse educational, cultural, and recreational needs of babies and children birth to 12 years. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials.

- **Children’s fiction and leveled reader collection (J FIC, J P FIC, J E, J PAPERBACK, and J BOARDBOOK):** The purpose of this collection is to support the literacy development of babies and children birth to age 12 by providing diverse and engaging reading material on all levels.
 - J BOARDBOOK-Durable books for babies and preschoolers birth to 5
 - J E FIC and NONFICTION-Leveled readers for ages 5 to 8
 - J FIC-Chapter books for ages 5 to 12
 - J PAPERBACK-Popular classic picture book series books (Berenstain Bears, Curious George, etc.) for ages 3 to 8
 - J P FIC-Picture books for ages 3 to 8
- **Children’s nonfiction collection:** The purpose of this collection is to provide children 5 to 12 with current, accurate information on a wide variety of general interest topics to support their education and self-guided research. Two nonfiction collections are of particular note
 - **J Fairy:** (formerly J 398.2) This is a well-developed collection of fairy and folktales from around the world. Most are in picture book format.
 - **J 92-Biographies:** This strong collection of biographies for children supports a variety of school assignments, most notably Wax Museum projects where students research a person from history and then develop a dramatic performance as that person.
- **Children’s graphic novels:** The purpose of this collection is to support the literacy development of **children ages 5 to 12** by providing diverse and engaging reading material on all levels. They are especially popular with reluctant readers who use the pictures to help decode the story. Popular series are maintained, and titles with high circulation are often replaced when they wear out.
- **Children’s AV materials:** The juvenile AV collection includes popular film and television shows, film classics, documentaries, educational, and instructional DVDs and audio books on CDs. Unabridged audio books CDs are selected whenever possible. Music CDs are occasionally purchased to enhance children's listening and educational needs, but they are being phased out due to low circulation.

YOUNG ADULT COLLECTIONS

Materials for young adults are collected to meet the diverse educational, cultural, and recreational needs of teens 12-18. Efforts are made to collect popular, current materials in high demand as well as classics and informative materials of particular interest to teens.

- **Young Adult Fiction (YA FIC):** The purpose of this collection is to support the literacy development of teens 12 to 18 by providing diverse and engaging reading material on a variety of reading levels.
- **Young Adult Nonfiction Collection:** Teens 12 to 18 are generally well-served by nonfiction for children and adults for their general information needs. However, a small collection of nonfiction about topics of special interest to teens is also included in the collection.
- **Young Adult Graphic Novels:** The purpose of this collection is to offer to young adult readers a variety of pleasurable and educational reading materials in the graphic novel format. Graphic novels and manga for teens are in high demand. They are especially popular with reluctant readers who use the pictures to help decode the story. Popular series are maintained, and titles with high circulation are often replaced when they wear out.
- **Young Adult AV materials:** The Young Adult collection includes popular films and TV series, film classics, documentaries, educational, and instructional DVDs, and audio books (both abridged and unabridged). Whenever possible, unabridged audiobooks are selected.

ELECTRONIC RESOURCES: Electronic resources are added to meet the informational and recreational needs of the community. Platforms are evaluated on the value of their content to Library patrons, the usability of the platform for Library patrons and the cost of the platform compared to projected Library usage.

- **Chilton Automotive Repair Database:** The purpose of the database is to provide accurate, accessible information about specific car repair. Access is available for use in the library and on the go for patrons with an active library card.
- **Mango Languages:** The purpose of this database is to provide accessible language learning through a wide variety of adaptable exercises and learning activities, learners pick up on new vocabulary, intuit unfamiliar grammatical structures, train pronunciation, and boost their cultural knowledge about their new language.
- **LinkedIn Learning:** The purpose of this database is to provide a variety of business, technology and creative content to expand the knowledge of GFPL patrons. A GFPL library card grants patrons access to relevant courses led by instructors that teach in-demand skills on a user-friendly online learning platform
- **Starfall:** Starfall offers educational games for children pre-K to 5th grade (about 4 to 11 years). Curriculum materials such as worksheets and projectable slides make Starfall a particularly valuable resource for homeschool families.
-

COLLABORATIVE COLLECTIONS/RESOURCES: The Library collaborates to provide access to collections when it serves the interests of our patrons and can be done in an efficient manner.

- **MontanaLibrary2Go:** Digital library consortium providing digital eBooks, audiobooks and magazines to those with an active library card. The purpose of this collection is to offer to adults, children and young adult readers a variety of downloadable fiction and nonfiction and periodical reading materials.
- **Hotspot:** The purpose of the hotspots is to increase community internet access. Hotspots were purchased by the Montana State Library federal COVID grant. Current access will remain until funding for this program ends.
- **Genealogy:** The Library collaborates with the Great Falls Genealogy Society. We provide space for their collections and they provide specialized services and resources to Library patrons during limited hours. Please contact the Great Falls Genealogy Society. (406) 727-3922 info@gfgenealogy.org.

MONTANA ROOM COLLECTION:

- **Current Collection::** In recognition of the importance of Montana history, the Montana Room holds a special collection of non-fiction materials relating to Montana. The purpose of the collection is to provide, preserve and protect the materials for present and future use. This collection does not circulate and the Montana Room is staffed by volunteers.

Montana Room Guidelines:

- Current items collected will primarily consist of published materials in book format.
 - **Priority will be given to materials related to Great Falls, Cascade County and Little Shell Tribe.**
 - Nonfiction materials must consist of 50% or more Montana or territory related content.
 - Gift items will be added to the Montana Room at the discretion of the Collection Development Librarian in consultation with other Library staff. Items not added will be offered to organizations better equipped to preserve the materials.
- **Collaborative Efforts:** The History Museum, Genealogy Society and Library are committed to collaboration. We believe that by working together we can be more effective in our separate missions. We aim to complement the work of each other—not to duplicate or compete. Through regular meetings, all three organizations are developing their collections to reflect the priority of our local collaboration and our commitment to ensuring local preservation. We make mutual collection and deaccession decisions to improve application and avoid duplication.
 - **Future Plans:** Currently fiction and juvenile materials are excluded from the Montana Room Collection. The Library recognizes the cultural and historical importance of many fiction and juvenile materials and considers their inclusion an important step in future expansion of the collection. While there is not enough space to house the additional materials in the Montana Room at this time. Steps will be taken to identify and preserve at risk fiction and juvenile materials until a solution has been identified.

OTHER SPECIAL COLLECTIONS

- **Archives:** Three separate archival files are maintained - one each for Great Falls, Cascade County, and Montana. Contents constitute mostly newspaper clippings and are for in-house use only.
- **Book Club Kits:** The purpose of this collection is to support community Book Clubs. Each kit consists of a cloth bag containing ten copies of the title, that may include a

folder with miscellaneous notes, discussion questions, biographical information, and reading lists to assist book discussion leaders. Book Club Kits are made available through Kit Keeper which allows reservations for specific future dates.

- **Bookmobile:** The purpose of the Bookmobile collection is to provide access to Library materials for the wider Cascade County community. It contains a curated collection based on the needs and wants of the community visited on each trip.
- **Little Free Libraries:** The purpose of the Little Free Libraries is to provide increased access to reading materials and improved community connection through sharing. The library assists in providing space and donations to fill the libraries as well as facilitating structural maintenance and filling if necessary.
- **Maps:** The map collection includes a collection of USGS topographic maps (quadrangles) for Montana, plus several historic and current regional maps. Electronic mapping resources are available.
- **Microform:** The purpose of the microfilm collection is to preserve access to historical newspapers. Complete microfilm files are maintained of The Great Falls Tribune; limited years of The New York Times and The Great Falls Leader.
- **Reference:** The purpose of the reference collection is to provide access to expert, specialized informational materials such as car repair manuals, Montana Code Annotated, building codes, collecting resources and etc. This collection consists of non-circulating informational material. (This collection continues to be downsized as more convenient and accurate reference resources are available online.)
- **Vertical File:** The purpose of the vertical file is to provide access to ephemera that are not digitally accessible. A vertical file collection containing pamphlets and documents directly related to Montana and Great Falls. This collection is in the process of being scanned and indexed.

COLLECTION SELECTION:

Collection Development Librarian and Youth Services Librarian will be responsible for the majority of the selection for the library collection with advisement and guidance from the Director.

TOOLS:

Selectors will utilize popular library guides, news sources, reviews and patron requests to find the most popular items for the library collection.

The general criteria considered for selection of materials:

- Patron demand or interest
- Requests by Great Falls Public Library patrons
- Format options
- Critical reviews (The Library subscribes to various professional review journals that help guide selection decisions.)
- Literary award selections
- Historical significance
- Relevance to current national and local trends or events
- Relation to existing collection (including access through Interlibrary Loan and the Partners)
- Replacement need
- Cost
- Qualifications and/or reputation of author or producer

- Relevance to the experiences and contributions of diverse populations
- Quantity based on need and hold ratios
- Language (based on need, donation or gift)
- Preselected titles by vendors/standing orders

PURCHASING EXCLUSIONS:

The Great Falls Public Library attempts to avoid duplication of expensive specialized material, such as:

1. Medical materials, except those of a general nature. The most up-to-date information is available through electronic resources such as Medlineplus and Pubmed.
2. Exhaustive Montana or Cascade County materials (collected by the Montana State Historical Library or the Cascade County Archival Library);
3. Materials for the specialist or professional reader, such as doctors or lawyers, are housed in a variety of special libraries;
4. College or university level course materials, which are housed at the University of Providence, and other state colleges and universities;
5. K-12 course and teaching materials, special education curricula and text books,
5. Genealogical materials other than those of a general nature (housed at special genealogical libraries such as the Great Falls Genealogical Society Library);
6. Self-published materials not related to Great Falls, Cascade County or Montana
Exceptions to this rule can be made on a case by case basis.
7. Formats not collected by GFPL include MP3 CD, Playaway, BluRay, Audio Cassettes, Video cassettes, text books, donations over 10 years old

HOLDS RATIOS AND MULTIPLE COPIES

GFPL attempts to keep the hold ratio to 4/1 (ex. Gambling Man by David Baldacci, 16 holds equals 4 copies of the title) for currently published materials. This ratio may not be the case for items purchased by partner libraries, that do not meet our Collection Policy guidelines or if GFPL has acquired more copies of a title and the ratio between partner libraries is unevenly distributed. Based on circulation trends and current popularity of an item, the Collection Development Librarian will determine how many copies to keep of a title after circulation slows and holds needs are met. (Please see Discarding of Library Materials for further information.)

PATRON REQUESTS

Patron purchase request, monetary donation and memorial requests are all filled based on our collection development policy and selection decisions based of Collection Development Librarian. The Library values requests for purchase. If it is determined that a requested item is not appropriate to be added to the collection, staff will attempt to provide access to the item through interlibrary loan.

Patrons can request that the Library add an item to the collection by filling out a paper form, calling the Library or submitting a request electronically on the library website. (Please see Patron Suggestion Form in Appendix C.)

DONATIONS: GIFT MATERIALS

Physical materials donated to the library will be evaluated to fill a need or replacement in the current collection based on the collection development policy. Once accepted and processed, all gifts are subject to the Library's regulations and procedures. Materials offered to the Library with restrictions which require special handling or which prevent integration of the materials into the general collection will not be accepted. Appraisal and delivery of items are the responsibility of the donor. Donations not used by the library will be used for Neighborhood Little Free

Libraries, AAUW/Friends of the Library Book Sale or may be may be donated to various nonprofit organizations, recycled, sold by the library or disposed of as library staff deem appropriate. (Please see the Gift Materials form in Appendix C.)

DONATIONS: FUNDS FOR MATERIALS

Cash donations for materials, including memorial and honor books will be accepted, provided no specific restrictions are attached. Funds may be directed toward a specific category of materials such as nonfiction, mysteries, young adult etc. Donors may recommend titles or subjects for memorial books, but final judgment will rest with the professional staff. (Please see the Donations for Memorials form in Appendix C.)

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

A Library patron who feels that an item should not be part of the Great Falls Public Library collection may submit a Request for Reconsideration Form to the Library Director. Requests for reconsideration are taken very seriously. (Please see Request for Reconsideration Form in Appendix C.)

PROCESS:

1. The Library Director will review the Request for Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Request for Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Request for Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

COLLECTION MAINTENANCE

DISCARD POLICY

Discarding items (weeding) is an essential component of library collection development. The Library has limited shelf space. In order to maintain a relevant book collection for everyone and have room for new materials, Library staff need to remove items from the collection. Weeding is necessary to remain relevant to our users and true to our missions.

Library materials are evaluated based on physical condition, use or circulation, publication date, date of acquisition, replacement availability, current trends, outdated materials, number of copies owned or those that no longer fit within the collection development policy. The decision to remove an item from the library collection will be made by the librarian with the Library's collection development goals in mind. The library often purchases multiple copies of a popular title. When the book circulation slows, it is then necessary to reduce the number of copies because of shelf space and bottom line circulation of the entirety of the title's circulation. Discarded items have the discard reason for doing so are clearly marked on each item.

Magazines not retained by the library are discarded after 1 year. Newspapers not retained by the library are recycled after 6 months.

HISTORICAL COLLECTION OF NEWSPAPERS AND MAGAZINES: The library has previously maintained a permanent collection of selected newspapers and magazines. GFPL has partnered with The Genealogy Society and The History Museum to identify duplicated materials. At this time, we recognize the library is not equipped to handle fragile collections, we are working with The History Museum to transfer our collection so that it can be properly preserved. We will no longer maintain print copies of newspapers or popular magazines. The Library will continue to maintain the collection of local newspaper microfilm. GFPL is part of the Digital Born News work group that is working to ensure preservation of digital born news.

Discarded materials may be donated to various nonprofit organizations, recycled, sold by the library or disposed of according to City of Great Falls disposal policy.

WITHDRAWAL RECONSIDERATION

A Library patron who feels that an item should not be removed from the Great Falls Public Library collection may submit a Withdrawal Reconsideration Form to the Library Director. (Please see Withdrawal Reconsideration Form in Appendix C.)

PROCESS:

1. The Library Director will review the Withdrawal Reconsideration Form and provide a written response within 14 days.
2. If the patron is unsatisfied with the Library Director's response, he/she may submit a written request to appeal to the Great Falls Public Library Board.
3. The Library Board shall appoint a review committee consisting of a Great Falls Public Library Board member, a Great Falls Public Library patron and a Great Falls Public Library staff member. The committee shall review the Patron Withdrawal Reconsideration Form and the Library Director's response, then submit a written recommendation to the full Library Board within 14 days of being appointed.
4. The patron appeal will be placed on the agenda of the next scheduled board meeting. After reviewing the pertinent documents (Patron Withdrawal Reconsideration Form, Library Director's response & recommendation of the review committee) and hearing statements from the patron, Library staff and any public wishing to speak, the Board will make final ruling on the appeal. A written response will be sent to the patron within 14 days of the final Board decision.

POLICY IMPLEMENTATION, EVALUATION AND REVISION

This policy was approved at the October 22, 2024 meeting of the Great Falls Public Library Board of Trustees. The policy will be evaluated and reviewed every three years by the library staff and the Board of Trustees.

Library Director _____ Date _____

Chair, Board of Trustees _____ Date _____

APPENDIX A: COMMUNITY DESCRIPTION

<h2>Great Falls, MT</h2> <p>Place in: Cascade County, MT, Great Falls, MT Metro Area, Montana, United States</p> <p>58,835 Population 23 square miles 2,561.3 people per square mile</p> <p>Census data: ACS 2019 5-year unless noted</p>	<h2>Cascade County, MT</h2> <p>County in: Montana, United States</p> <p>81,366 Population 2,698.2 square miles 30.2 people per square mile</p> <p>Census data: ACS 2019 1-year unless noted</p>
<p>38.6 Median age</p> <p>about the same as the figure in the Great Falls, MT Metro Area: 38.3 a little less than the figure in Montana: 39.9</p> <p>Population by age range</p> <p>Population by age category</p>	<p>37.4 Median age</p> <p>about 90 percent of the figure in Montana: 40.5 a little less than the figure in United States: 38.5</p> <p>Population by age range</p> <p>Population by age category</p>
<p>50% Female</p> <p>Race & Ethnicity</p> <p>*Hispanic includes respondents of any race. Other categories are non-Hispanic.</p>	<p>51% Male</p> <p>Race & Ethnicity</p> <p>*Hispanic includes respondents of any race. Other categories are non-Hispanic. ACS 2019 5-year data</p>
<p>\$30,130 Per capita income ±\$2,055</p> <p>\$46,965 Median household income</p> <p>about the same as the amount in the Great Falls, MT Metro Area: \$30,110 ±\$1,509 a little less than the amount in Montana: \$31,151 ±\$376</p> <p>Household income</p>	<p>\$27,116 Per capita income</p> <p>\$51,227 Median household income</p> <p>about 80 percent of the amount in Montana: \$32,625 about three-quarters of the amount in United States: \$35,672</p> <p>Household income</p>
<p>14.7% Persons below poverty line</p> <p>about 10 percent higher than the rate in the Great Falls, MT Metro Area: 13.3% about 10 percent higher than the rate in Montana: 13.1%</p> <p>Children (Under 18)</p> <p>Seniors (65 and over)</p>	<p>15.4% ±3.1% (12,153 ±2,472) Persons below poverty line</p> <p>about 25 percent higher than the rate in Montana: 12.7% 131,882 (±0.8% / ±8,022) about 25 percent higher than the rate in United States: 12.3% 39,490,096 (±0.1% / ±242,000)</p> <p>Children (Under 18)</p> <p>Seniors (65 and over)</p>
<p>25,659 Number of households</p> <p>2.2 Persons per household</p> <p>the Great Falls, MT Metro Area: 34,329 Montana: 427,871 a little less than the figure in the Great Falls, MT Metro Area: 2.3 about 90 percent of the figure in Montana: 2.4</p> <p>Population by household type</p>	<p>32,816 Number of households</p> <p>2.4 Persons per household</p> <p>Montana: 437,651 United States: 122,802,852 about the same as the figure in Montana: 2.4 about 90 percent of the figure in United States: 2.6</p> <p>Population by household type</p>
<p>91.5% High school grad or higher</p> <p>25.4% Bachelor's degree or higher</p> <p>about the same as the rate in the Great Falls, MT Metro Area: 91.8% about the same as the rate in Montana: 93.6% about the same as the rate in the Great Falls, MT Metro Area: 25.7% about 80 percent of the rate in Montana: 32%</p> <p>Population by minimum level of education</p> <p>*Universe: Population 25 years and over</p>	<p>92.7% High school grad or higher</p> <p>25.6% Bachelor's degree or higher</p> <p>about the same as the rate in Montana: 94.3% a little higher than the rate in United States: 88.6% about three-quarters of the rate in Montana: 33.6% about three-quarters of the rate in United States: 33.1%</p> <p>Population by minimum level of education</p> <p>*Universe: Population 25 years and over</p>
<p>14.4% Population with veteran status</p> <p>a little less than the rate in the Great Falls, MT Metro Area: 15.2% about 1.4 times the rate in Montana: 10.4%</p> <p>Veterans by wartime service</p> <p>6,507 Total veterans 5,620 Male 887 Female</p> <p>*Civilian veterans who served during wartime only</p>	<p>15.9% Population with veteran status</p> <p>about 1.5 times the rate in Montana: 10.3% more than double the rate in United States: 6.9%</p> <p>Veterans by wartime service</p> <p>9,659 Total veterans 7,984 Male 1,675 Female</p> <p>*Civilian veterans who served during wartime only</p>

<https://censusreporter.org/profiles/05000US30013-cascade-county-mt/>

38.3k

2022 VALUE

± 1,455

-0.175%

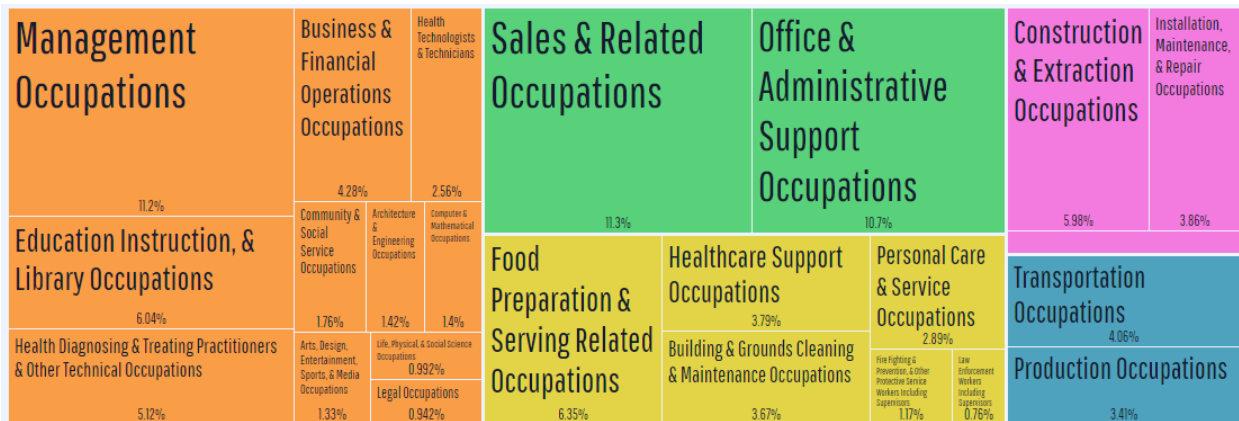
1 YEAR DECLINE

± 5.42%

From 2021 to 2022, employment in Cascade County, MT declined at a rate of -0.175%, from 38.4k employees to 38.3k employees.

The most common job groups, by number of people living in Cascade County, MT, are Sales & Related Occupations (4,334 people), Management Occupations (4,272 people), and Office & Administrative Support Occupations (4,107 people). This chart illustrates the share breakdown of the primary jobs held by residents of Cascade County, MT.

Data from the Census Bureau ACS 5-year Estimate.



The Great Falls Public Library serves the informational and recreational needs of the City of Great Falls and Cascade County. Cascade County is Montana’s fifth most populous county, with an estimated 81,366 residents. Great Falls, the county seat, is the state’s third largest city, with a population estimated at 58,835. Great Falls accounts for approximately 72% of Cascade County’s total population. Other cities and towns in Cascade County include: Belt, Cascade, Monarch, Neihart, Sun River, and Ulm. 7 Hutterite Colonies.

Great Falls is bordered on the west by the Rocky Mountains, to the southeast by the Little Belt and Highwood Mountains, and by the Hi-line area to the north.

Malmstrom Air Force base is located east of Great Falls. It has about 4,000 active-duty military and civilian members assigned. Approximately 2,500 family members live and work on and around the base, and an estimated 6,500 veterans live in the local area. Malmstrom Air Force Base's economic impact on the local economy in fiscal year 2023 totaled approximately \$425.6 million. It is a major employer in Montana and created 1,841 indirect jobs in fiscal year 2023.

Great Falls also boasts the C. M. Russell Museum, the Lewis & Clark Interpretive Center, Paris Gibson Square Museum of Art, the History Museum and many other attractions. It is also home to Touro University, the University of Providence, and the Great Falls College MSU.

APPENDIX B: WHAT WE BELIEVE

1. Library Bill of Rights
2. Freedom to Read
3. Freedom to View
4. Diverse Collections: An Interpretation of the Library Bill of Rights
5. Diversity in Collection Development: Windows and Mirrors

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council, January 29, 2019.

ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals

must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

ALA Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires: selecting content in multiple formats; considering resources from self-published, independent, small, and local producers; seeking content created by and representative of marginalized and underrepresented groups; evaluating how diverse collection resources are cataloged, labeled, and displayed; including content in all of the languages used in the community that the library serves, when possible; and providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

1 “Services to People with Disabilities: An Interpretation of the Library Bill of Rights,” adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

2 ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Diversity in Collection Development: Windows and Mirrors

What are mirrors and windows?

A mirror is a story that reflects your own culture and helps you build your identity. A window is a resource that offers you a view into someone else's experience. It is critical to understand that people cannot truly learn about themselves unless they learn about others as well.

Why are mirrors important?

Mirrors are texts in which people can find themselves, their families, and their communities reflected and valued. When people read books where they see characters like themselves who are valued in the world, they feel a sense of belonging.

Why are windows important?

Windows are texts that help us develop understandings about the wider world. All people need to learn about how other people conduct themselves in the world in order to understand how they might fit in. For some people, this may be the first time they are exposed to differences in culture, skin color, religion, and lifestyle. It's important that their introduction is one of nonjudgment and supportive acceptance.

Why are "Own Voices" books important?

"Own Voices" books are books about marginalized communities written by those from marginalized communities. "Own Voices" authors and illustrators create not with an observer's gaze, but with the cultural nuance from being an active member of that culture.

Diversity in Collection Development:

Key Subject Areas:

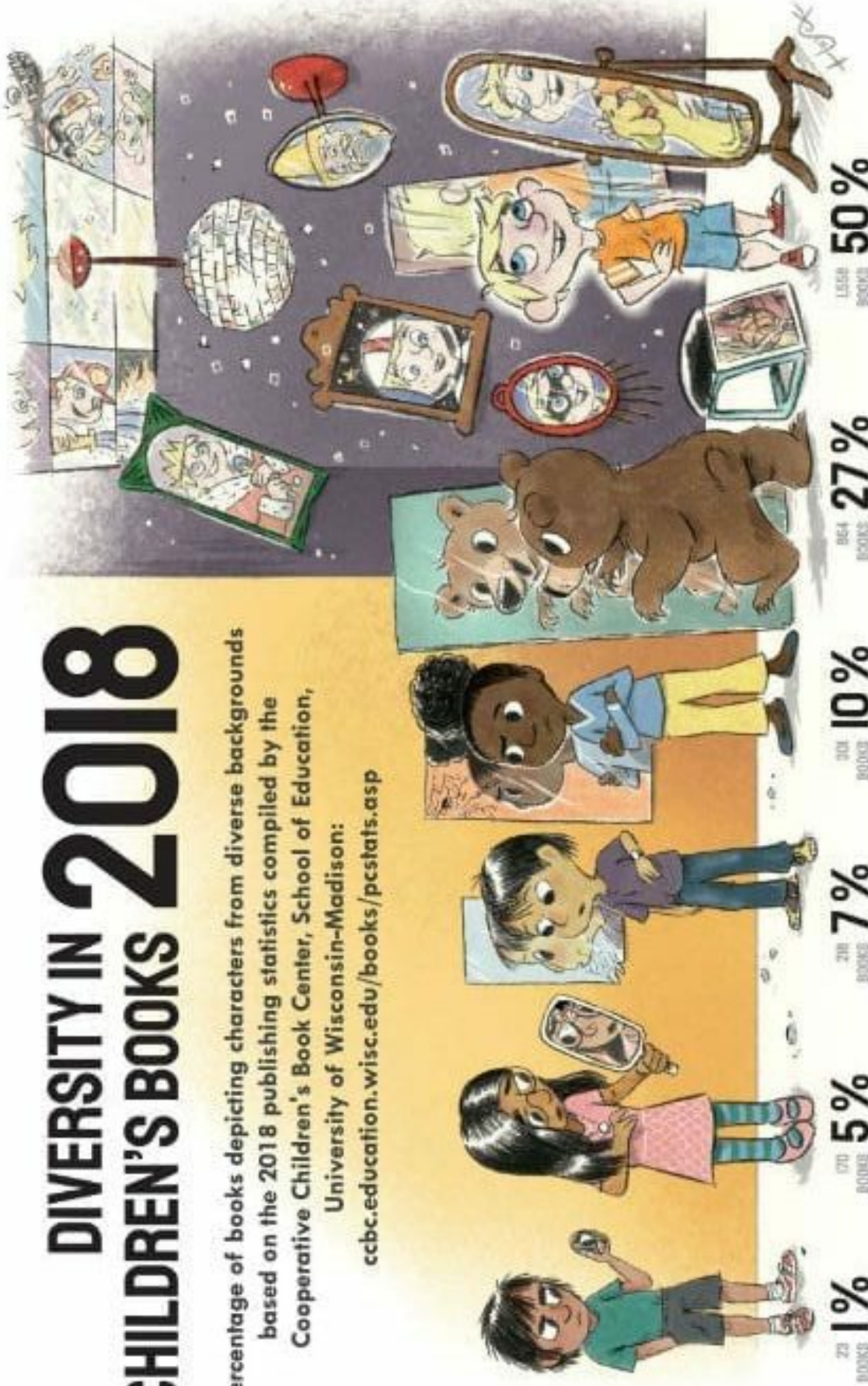
- Books by or about minority groups in our community
- American Indians
- Indigenous, Black and People of Color
- Religious minorities
- LGBTQ
- Other groups

Rationale:

- We need diverse books!
- Every child deserves to see themselves reflected in the books that they read.
- All stories should reflect the authentic experience of the community described.
- We have a small minority population in Great Falls so books about minority groups may have lower circulations but still need to be available.

DIVERSITY IN 2018 CHILDREN'S BOOKS

Percentage of books depicting characters from diverse backgrounds based on the 2018 publishing statistics compiled by the Cooperative Children's Book Center, School of Education, University of Wisconsin-Madison:
ccbc.education.wisc.edu/books/pcstats.asp



The CCBC inventory includes 3,134 books published in 2018. This graphic would not have been possible without the statistics compiled by the CCBC, and the review and feedback we received from Edith Campbell, Molly Beth Griffin, K. T. Hanning, Debbie Reese, Ebony Elizabeth Thomas, and Madeline Tyner. Many thanks.

Illustration by David Huyck, in consultation with Sarah Park Dahlen
 Released under a Creative Commons BY-SA license: <https://creativecommons.org/licenses/by-sa/4.0/>

APPENDIX C: FORMS

In the interest in saving trees, we are not presenting the updated forms to you again. When we finalize the Collection Development Policy, the forms will be updated to reflect those cosmetic changes approved by the Board at their October 1, 2024 meeting.

1. PATRON SUGGESTION FORM
2. GIFT MATERIALS
3. DONATIONS FOR MEMORIALS
4. REQUEST FOR RECONSIDERATION
5. REQUEST FOR WITHDRAWAL RECONSIDERATION
6. PATRON APPEAL

Item:	Quarterly Board Training
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library Board discuss the quarterly Board training “MSL Trustee Training: Maximizing Meeting Effectiveness”

Background: In order to receive the Montana Per Capita State Aid funding, each public library must meet the Public Library Standards as defined in the Administrative Rules of Montana.

https://msl.mt.gov/libraries/library_development/Directors/standards/FINALlanguage.replacestandardswebdocument.pdf

10.102.1158 LIBRARY BOARD, GOVERNANCE, AND WORKING WITH THE DIRECTOR

Standard 4 requires that “The public library board shall receive at least three hours of continuing education each year.” The Great Falls Public Library Board of Trustees has decided to meet this standard by independently participating in at least an hour of training each quarter and then discussing the training at the next Board Meeting.

This quarter, Trustees were asked to watch the Montana State Library webinar, “MSL Trustee Training: Maximizing Meeting Effectiveness”

https://www.youtube.com/watch?v=fVgif3XbR4o&list=PLRaydtZpHu2pU9j51Qhe_-fuwII9LM9Fz&index=32&t=13s

Starting Discussion Questions:

- Did Trustees find the webinar informative?
- What did Trustees learn from the Webinar?
- Do Trustees have any suggestions for make Great Falls Public Library Board meetings more effective?
- What topics would the Board like to cover in future Board trainings?

Significant Impacts: By regularly engaging in training to increase skills and knowledge, the Library Board and Library Director can better meet their responsibilities.

Fiscal Impact: If the Board of Trustees fails to meet the Montana Public Library Standards, they risk not receiving the annual State Per Capita funding. In FY2024, the Library received \$37,063.74 in State Aid. Additionally, increasing the capacity of the Board and Director to effectively run the Library will assist in making sound fiscal decisions.

Alternatives: The Board could decide not to discuss the training.

Attachments/Exhibits:

None



Library Board Meeting Date: October 22, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Retaining legal counsel to assist of Library Board of Trustee Meetings
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove engaging legal counsel to assist at Library Board of Trustee Meetings
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the Library Board approve the plan to engage legal counsel to assist at Library Board of Trustee Meetings

Background: Over the last two years, Library Board of Trustee meetings have often become contentious. There have been questions over Roberts Rules and proper conduct of the Board meetings. Some members of the public have criticized the Library Director providing advice on correct procedures as she isn't officially designated as the parliamentarian. Additionally, at some meetings Trustees and members of the public have had questions about the legality of Library actions or Board decisions. At the September 2024 Library Board of Trustees meeting held on October 1st, Board Chair Olson proposed that the Board start having legal counsel attend every meeting. She noted that there have been a number of questions that he has assisted with in the meetings he has attended and that as Board Chair she felt more confident running the meeting with legal counsel to assist. The City Commission always has either the City Attorney or Deputy City Attorney in attendance at regular City Commission meetings.

Significant Impacts: Professional legal counsel can assist the volunteer Library board in several ways

- Providing guidance of parliamentary procedure so that meetings are conducted correctly and the Trustees properly follow Montana Open Meeting laws
- Providing immediate advice to Trustees when legal questions arise
- Assisting the Library Director when there are legal questions regarding Library policies or meetings.

Fiscal Impact: The total cost to engage legal counsel for Library Board of Trustee meetings will depend on the hourly rate of the lawyer and the length of the meetings. If we maintain counsel at the current rate and estimate that the 11 meetings per year will average 2 hours each plus funding for an average of 30 minutes of consultation outside of Board meetings, the estimated total cost for legal counsel will be \$4,125.00. This cost must be weighed against the potential savings incurred by making better, more informed Board decisions, saving staff time and avoiding potential legal liability.

Alternatives: The Board could decide not to engage legal counsel for Board of Trustee meetings.

Attachments/Exhibits:

None

Director's Itinerary: September 2024

R

Mon	Sept.	2	Labor Day: Library Closed
Tues.	Sept.	3	Downtown Safety Alliance Meeting 10:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	Sept.	4	Public Services Meeting 10:00 am Management Team Meeting 11:00 am Communication Meeting 3:00 pm
Thurs	Sept.	5	Technology Systems Weekly Meeting 10:30 am Staff monthly goals meeting 2:00 pm Partners Meeting 3:00
Fri	Sept.	6	Special Library Board Meeting 5:30 Collection Development Meeting 2:00 pm Community Engagement Meeting 3:00 pm
Sat	Sept.	7	Admin Meeting 10:00 am
Tues- Mon	Sept.	10-23	Vacation
Tues.	Sept.	24	Foundation Director Check-in 2:00 pm
Weds.	Sept.	25	Management Team Meeting 11:00 am Access to Health Care Meeting 12:30 pm Communication Meeting 3:00 pm Touro Student Dinner 6:00 pm
Thurs	Sept.	26	Star Radio 8:00 am Technology Systems Weekly Meeting 10:30 am Staff monthly goals meeting 2:00 pm Staff monthly goals meeting 3:00 pm New Staff Onboarding Meeting 5:00 Page Forward Book Club 7:00 pm
Fri	Sept.	27	Town Square Radio 7:40 am Staff monthly goals meeting 11:00 am Staff monthly goals meeting 4:00 pm
Sat	Sept.	28	Staff monthly goals meeting 9:30 am Neighbor Day Presentation 11:00 am
Mon	Sept.	30	Staff Mentoring Meeting 3:00 pm Foundation Quarterly Board Meeting 4:00 pm

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

MANAGEMENT TEAM MEETING

Meeting Minutes

September 4, 2024

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

Absent:

Next Meeting: September 25, 2024; 11:00am; Susie's Office

SUSIE

- Susie gave an update on the re-negotiation.
 - There will be a special board meeting tomorrow to vote on the city proposal and the committee recommendation.
 - A reminder that staff can educate but not advocate.
 - Please direct any patron questions to Susie.
- Starting Sunday, Susie will be out of the office for two weeks.
 - Sara LP is next in charge
 - Aaron will process timesheet, Sara LP will check them, then let Gaye know they are ready for approval.
 - Aaron will process invoices, Sara LP will check them and let Melissa know when they are ready for approval.
- Susie informed us that the September board meeting will be held on October 1st.
- Staff at the next board meeting will be Rae, for her manager reports, and Zander & Reed for staff introductions.
- A discussion was had on Management Team Expectations.
- A reminder that FAP asks are due before November. They must include prices.

TREVA

- Treva will be out of the office next Thursday.
- Treva will be out of the office the week of the 14th.
- Treva informed us of a new book genre "Monster Romance"

SARA LP

- Sara led a discussion on ideas for rearranging areas on the second floor.
- Sara will be attending the board meeting Thursday.
- Sara led a discussion on time off during the week of Thanksgiving.

SARA K

- Sara will be working 4 hours on Sundays, and 9 hours Mo-Th; She will be off on Fridays and Saturdays.
- Sara will be attending a webinar today.

AARON

- Aaron is working on board stuff.

JOHN

- John informed us that the new part time custodian will start on the 9th.
- John will be off on Friday and Saturday this week.

RAE

- Rae informed us that the bus did not show up for the School Bus story-time.
- Nikki is out of the office today.
- New schedule begins next week.
- Drew's last day is Saturday.
- September 14th is Hello Sun Yoga.
- The open KP/YA position has been offered to an applicant, we are waiting for a reply.

SARAH C

- Sarah will be in and out of the office over the next few weeks.
- Sarah will be out of the office from Sept. 19-24.
- Not many programs are scheduled for this month.
 - Walk to End Alzheimer's is September 14th

JAKE

- Jake informed us that it is National Library Card sign-up month.
 - Banned books week and National Good Neighbor day is also this month.
- Jake is working on the Staff Olympics.
- The new Pet Spotlights are up
- Jake will be working on the October events list next week.

MANAGEMENT TEAM MEETING

Meeting Minutes

September 25, 2024

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

Absent: Rae McFadden

Next Meeting: October 2, 2024; 11:00am; Susie's Office

SUSIE

- Susie reminded everyone that the September board meeting will be held on October 1st.
- Susie thanked Sara L-P for fielding things while she was out for two weeks.
- Susie informed us that the city has agreed to re-open negotiations. The next meeting will be on October 9th. There will not be a Manager Meeting that Tuesday.
- Hate has No Home Hear yard signs will be placed by the flyers for anyone who would like them.
- Susie's book club has moved from Tuesdays to Thursdays; the date may be changing.
- Rae will be giving the manager report at this month's board meeting. Reed and Xander will be the staff. In October Sara K will give the management report and Caitlyn and Maribeth will be the staff. November John will be giving the management report.
- Cassiopeia books has buttons for banned book week.
- A reminder that the FAP asks are due before the November board meeting. Please send ideas to Susie.
- Susie has a meeting with Cushing Terrell to see where they are at. Feedback meetings will get scheduled when they are ready.
- New copies of the Emergency Call list were handed out.
- Susie, Sara LP, Rae and Treva will be attending Reasonable Suspicion Training on January 15th.
- Susie handed out a management Expectations document. She reminded all managers that if a staff person you do not manage approaches you, please keep their manager in the loop.
- Treva has been attending leadership training. If anyone wants supervisor or leadership training, please talk with your manager.

TREVA

- Treva informed us that a lot of boxes have been received. Her and her crew will be working on processing the incoming items.

SARA LP

- Sara informed us that John and Lukas are working on safety training for staff.
- A discussion was had regarding Christmas Eve and New Year's Eve. The library will close at 3pm for both days.
- Sara reminded everyone that if you schedule a room on the calendar and end up not needing it, please remove it from the calendar.

SARA K

- Sara is working on her procedure manual.
- Sara will be covering Tech Open Hours this week. She will be at the Senior Center on October 10th from 11a-12p to offer Tech Open Hours for seniors.

AARON

- Aaron is working on the board packet.
- He reminded everyone that time sheets are due Thursday.

JOHN

- John had nothing to report.

RAE

- Rae was not present.

SARAH C

- Sarah informed us that the Montana History Conference is tomorrow morning and the Banned Books presentation is in the evening.
- On Good Neighbor presentation will be on Saturday.
- She will be in and out of the office throughout the day.

JAKE

- Jake informed us that Banned Books week is going well. Facebook has been automatically removing any comments with hate speech.
- He will be attending the event tomorrow evening.
- He is also working on the policy manual. Susie added that the full manual on the website has not been updated, but the individual files have. Please use the individual files when referencing questions.

Great Falls Public Library November 2024 Events

Art in the Library – Studio 706 Artist Guild

When: Throughout November/December

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

What: The Studio 706 is a local, non-profit artist association organized to improve artists’ talent, mentor and provide exhibition opportunities to help young artists with their education. They have artists working in a variety of media including watercolor, oil, acrylic, jewelry, wood carving, and photography.



Memory Café

When: Tuesday, November 12, 12:30 to 2 pm

Where: Cordingley Room

What: This month we will make a Gratitude Collage just in time for Thanksgiving. 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.

Emergency Services' Mobile Integrated Healthcare

When: Friday, November 8 and Friday, November 22, 2 to 3 pm

Where: First Floor Display area

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



Armchair Traveler with Katie and Tom Kotynski’s travels in Poland

When: Thursday, November 14, 7 to 8 pm

Where: Cordingley Room

What: The Great Falls Public Library welcome Tom and Katie Kotynski, who recently traveled to Poland. Tom is a retired photographer from the Great Falls Tribune and current Great Falls Public Library Foundation board member.



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Great Falls Public Library November 2024 Events

Weekly Open Tech Sessions

When: Thursdays on November 7, 14, 21, 1-3 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.



Library Closed for Election Day, Veterans' Day, Thanksgiving and Black Friday

When: Tuesday, **Nov. 5**, Monday, **Nov. 11**, Thursday, **Nov. 28**, Friday, **Nov. 29.**, all day

What: The Great Falls Public Library will be closed on Election Day, Veterans Day, Thanksgiving and Black Friday in November.

GFPL Monthly Board of Trustees Meeting

When: Tuesday, November 26 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.



Little Shell Tribal Health Medicaid sign-ups

When: Wednesday November 6, 13, 20, 27, 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.

Great Falls Public Library November 2024 Events

Board Game Night at the Great Falls Public Library for November

When: Sunday, November 19 from 3 to 5:30 pm

Where: Cordingley Room

What: For this month's Board Game Evening we will be playing **Forbidden Desert**. Games are provided by event co-sponsor Let's Play Games and Toys. **Forbidden Desert** sees players take on the roles of brave adventurers who must throw caution to the wind and survive both blistering heat and blustering sand in order to recover a legendary flying machine buried under an ancient desert city.



Silent Book Club for November

When: Saturday, November 16, 10 am to noon

Where: Luna Coffee Bar in Downtown Great Falls

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

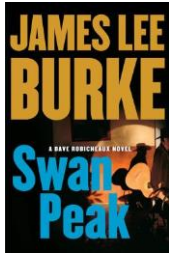


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Great Falls Public Library November 2024 Events

November Book Clubs

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

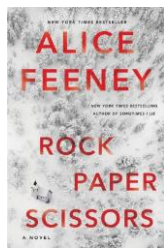


City Employee Book Club (Open to City of Great Falls employees) 2nd Monday

When: Monday, November 18, Noon to 1 pm

Where: Small Meeting Room

What: Book club discussion of *Swan Peak* by James Lee Burke

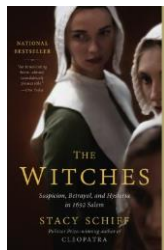


Book Sleuths With Kalena, 2nd Tuesday

When: Tuesday, November 12, 4:30 to 5:30 pm

Where: Small Meeting Room

What: Book club discussion of *Rock, Paper, Scissors* by Alice Feeney

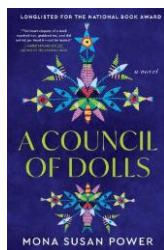


The Very Arbitrary Book Club, 3rd Tuesday

When: Tuesday, November 19, 10 am to 11 am

Where: Small Meeting Room

What: Book club discussion of *The Witches* by Stacy Schiff

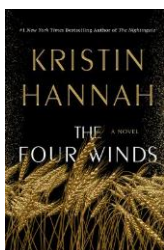


Page Forward Thursday With Susie, 4th Thursday

When: Thursday, November 21, 7:00-8:00 pm

Where: 3rd floor Montana Room

What: Book club discussion of *A Council of Dolls* by Mona Power



Open Books with Penny, 1st Thursday

When: Thursday, November 7, 7 to 8 pm

Where: 3rd Floor Montana Room

What: Book club discussion of *Four Winds* by Kristen Hannah



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Great Falls Public Library November 2024 Events

YOUTH SERVICES EVENTS

Family Storytime

When: Saturdays from 11 am to noon on November 2, 9, 16, 23, and 30

Audience: Babies and kids birth to 8 and their families

What: The family that reads together grows together! Babies, kids, and their families are invited to learn and play at this fun, interactive event. We will build language and literacy skills with songs, movement, and a great story. November's theme is Family.



Books & Babies: A lap bounce program

When: Thursdays from 10:30-11:15 on November 7, 14, and 21. There is no Books & Babies on November 28 due to Thanksgiving.

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. November's theme is World Kindness Day

Bookworms Storytime

When: Tuesdays, 9:30-10:30 am on November 12, 19, and 26. (There is no Storytime on Nov. 5. The Library will be closed for Election Day)

Where: Cordingley Room

Audience: Kids 3-8 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! November's theme is Apples, Pumpkins, and Autumn Leaves



Great Falls Public Library November 2024 Events

Preschool Storytime

When: Wednesdays from 10:30 to 11:30 am

November 6, 13, 20, and 27

Where: Cordingley Room

Audience: Kids 3-5 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. This November, we will celebrate Native American Heritage Month with beautiful books by Native authors and illustrators.



Toddler Time

When: 10:30-11:15 am on November 1, 8, 15 and 22

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 will not have a Toddler Time on November 29 due to Thanksgiving.

Thanksgiving and Native American Heritage Month Story Walk in Gibson Park

When: Friday, November 7-December 4, dawn to dusk

Where: Gibson Park Walking Trail

Audience: Community members of all ages

What: Take an autumn stroll and celebrate Thanksgiving and Native American Heritage Month with two beautiful nature-based stories. Enjoy Emma Randall's illustrated adaptation of Lydia Maria Child's classic Thanksgiving poem, *Over the River and Through the Wood*. Then delight in the return of the buffalo in *Buffalo Wild*, written by Deidre Havrelock and illustrated by Abby Whitecalf



Great Falls Public Library November 2024 Events



Dungeons and Dragons Fall Campaign

When: Saturday from 3-5:30 on November 2

Audience: Preteens and teens 12 to 18 years old. **NO NEW REGISTRATIONS LEFT FOR FALL CAMPAIGN.**

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.



PATRON COMPLIMENTS AUGUST - SEPTEMBER Great Falls Public Library September and October 2024

PATRON COMPLIMENTS SEPTEMBER - OCTOBER 2024

9/12/2024 – A couple of patrons were excited by the coloring pictures on the Hispanic Heritage Month display & thought that the display was neat.

9/17/2024 – A patron, who was viewing the new Hispanic Heritage Month display, commented on how nice it was.

9/26/2024 – A patron called, asking about a number of events on the library calendar. After the Staff member provided the information she needed, she thanked the staff member; stated, “The library is such a wonderful place to be! There are a dizzying number of events!”

9/26/2024 – A patron approached the circulation desk & told the staff member that she really appreciated the Open Tech sessions. She had a problem with her phone,; the people there were really helpful; worked with her to fix the problem. The patron told the staff member that she would be back if she has other questions in the future!

10/4/2024 – Three random patrons came up to a staff member to express their enjoyment of her pet spotlight! The Queen Bee!

10/4/2024 – A patron came up to the circulation desk to say how much she appreciated the news ; events board. She didn’t have an online presence ; was going to tell others that she knows, who don’t use the internet, about the display. Later, as the patron was checking out, she mentioned how the pickup window was a Godsend for the times she wasn’t feeling well enough to come into the library.

Banned Book Display Interactions:

1) A young woman checked out 3 of the wrapped books from the display, she did not want to know what they were; she folded the checkout slip without even looking at it. She just wanted to jump into the books with only the statement of why they were banned/challenged to inform her.

2) A mom with a couple of children, one around 8 and another younger, was looking at the random book machine with her older son, explaining to him what banned books were, then she saw our larger display and read the entire statement from the display to her son to help him understand about book banning and challenging.

Strategic Plan report October 2024

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS November 2023

1. Develop **community awareness and support** of the [Library Master Plan](#) and the Library Remodel project.
RECENT EFFORTS: *Continuing to work with Foundation Director on messaging. Holding individual conversations with community members.*
PREVIOUS EFFORTS (January 2023 -October 2024):
 - Foundation raised over one million dollars from individual private donations to fund the Library Remodel Design.
 - Working with Foundation Director on messaging and cultivating supporters.
 - Discussed Master Plan in community presentations including Commission Work Session and Kiwanis presentation. Ongoing conversations with individual community members.
 - We publicized the release of the Library Remodel RFP. We partnered with the Foundation to hold a donor “Meet & Greet”. As part of the Library Open House, we created a display of the original design drawings of the building, historical pictures of the Library and the Master Plan remodel floor plans.
 - Gave several community presentations on the Master Plan before the Levy campaign started. Have had individual conversations with community members.
2. In partnership with the Library Foundation, develop a **multi-pronged capital campaign** to engage the community and other stakeholders to **raise \$15,000,000 to remodel the Library.**
RECENT EFFORTS: *Holding regular meetings with Foundation Director. Having conversations with individual community members. Researching grant opportunities.*
PREVIOUS EFFORTS (January 2023 -October 2024):
 - Assisted Foundation in setting up interviews for their Planning Study. Holding regular meetings with Foundation Director. Having conversations with individual community members. Researching grant opportunities. Meeting with Foundation consultant, Foundation Director and some Library Staff. Assisting Foundation to onboard new Board members.
 - Foundation raised over one million dollars from individual private donations to fund the Library Remodel Design.
 - Working to lay the groundwork for a possible Capital Campaign.

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

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

RECENT EFFORTS: *Held several meetings with Cushing Terrell to discuss designs. Refined timeline for project. Released plans to solicit bids to use ARPA funds to fix front door.*

PREVIOUS EFFORTS (January 2023 -October 2024):

- CT’s Architectural Team has completed a full 3-dimensional model of the existing building, both interior and exterior, complete with landscape. The board has access to the Matterport link, and the CT design team is using it as a basis for their work. CT’s Architectural Team has also broken the existing program down to match the masterplan and correspond to the model. CT electrical, mechanical, and structural teams will be on site throughout the next two weeks to supplement their model with the systems relevant to their work. CT holding insight meetings with Library staff and stakeholders.
- Contract with Cushing Terrell approved by the Library Board and City Commission. Cushing Terrell has started work documenting existing conditions and planning outline of work.
- The RFP review committee reviewed the proposals. After much debate and consideration, the selection committee has elected to start contract negotiations with the top scoring firm. A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Supported the Foundation in their fundraising efforts.
- Worked with the Library Foundation to dedicate \$92,000 of Foundation funding to support funding for the Library remodel design contract. In collaboration with the Foundation Director and Russell Brewer (Public Works Engineer) released a Request for Proposals for the design of the Library remodel. Answered questions and provided Library tours to interested companies. Created an RFP review committee. Proposals due November 29

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

RECENT EFFORTS: The Foundation Letter of Understanding with the City was approved by the City Commission at their June 18th Commission meeting.

PREVIOUS EFFORTS (January 2023 -June 2024):

- Contract with Cushing Terrell approved by the Library Board and City Commission.
- A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Contract includes all necessary insurance requirements. Contract will be on the City Commission Agenda in April for approval.
- Worked with Russell Brewer (Public Works Engineer) and Lisa Kunz (City Clerk) to ensure that the Library Remodel Design Request for Proposals was released according to all Montana Laws and City policies.

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

EFFORTS: None

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MAY 2024

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
ACCOMPLISHED.
EFFORTS: Developed Library website page for Library Levy information. Made multiple community presentations on the Library Levy. Gave multiple media interviews on the Library Levy. [NOTE: The majority of the Library Levy campaign effort was led by the Foundation and the Ballot Initiative Committee. No tax dollars, staff time or Library resources was used on advocacy for the Library Levy.]
ACCOMPLISHMENTS: Despite a vocal campaign (and lots of misinformation) against the Library Levy, the community supported the Library Levy.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
ACCOMPLISHED.
EFFORTS: Worked with the City Attorney and Library stakeholders to develop Mill Levy proposal.
ACCOMPLISHMENTS: Mill Levy resolution and ordinance passed by City Commission and sent to Elections office.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
ACCOMPLISHED.
EFFORTS: Worked with the City Commission and City staff to place the Library Levy before the voters of Great Falls. Worked with the pro-bono legal team to ensure that the election was conducted in a legal and valid manner.
ACCOMPLISHMENTS: Library Mill Levy election held on June 6, 2023
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.
ACCOMPLISHED—Funding now in jeopardy.
RECENT EFFORTS: Library Negotiation team working to come to agreement with the City Negotiation team.
PREVIOUS EFFORTS (January 2024 -October 2024):
 - City requested renegotiation of City/Library agreement.
 - Board agreed to negotiation and engaged a lawyer to provide assistance.
 - Met multiple times with City Negotiation team.
 - Held Library Board meeting to discuss proposals. Board approved a proposal to present to the City Commission.
EFFORTS: Continued community conversations. Presentation at the City Commission Work Session. Media interviews. Multiple efforts by Library staff, Library Board, Library Foundation, Ballot Initiative Committee and

individual Library champions to build support for the Library Levy.

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

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

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

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MARCH 2024

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

RECENT EFFORTS: *Promoting Library through social media, new website, print flyers, community events, radio spots, press releases, ads and community conversations.*

PREVIOUS EFFORTS (January 2023 -October 2024):

- Continuing awareness efforts including a robust social media presence, weekly Wowbrary newsletter, monthly radio spots, and regular press releases. New Logo and new website launched in June. Library Summer Bash held in June.
- Conversations with community members about the Library. Community Engagement Coordinator developing relationships and meeting with groups and individuals to promote expanded community services. Promoting expanded services and resources through radio, website, social media, flyers and staff communication with patrons.
- Continued community conversations. Presentation at the City Commission Work Session. Media interviews.
- Had a successful Open House promoting the Library's plans to expand Library services to the community. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners. Multiple community presentations and media interviews.

ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to over \$2.7 million. Receiving positive feedback on expanded services. Increased use of Library.

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

ACCOMPLISHED.

EFFORTS:

- We hired 2 people in September, 4 people in November and 9 people in April. The management team has done an outstanding job updating Library spaces and resources (offices, network drops, computers, desks, phones etc.) to gracefully accommodate all of the new staff. The selection process has been robust and I am extremely pleased at the quality of our new hires. Supervisors have created excellent onboarding plans. The transitions have been overwhelmingly positive and the Library culture of collaboration, support and joy remains strong. The Board has approved a plan for expanded hours. Library Levy implementation plan, FY2024 Modified Proposed Spending Plan and hiring timeline based on actual December Tax Revenue approved by Library Board. Onboarding/training programs for new staff created. Proposal for 7 day a week service approved at March Board Meeting.
- Training of new Library Specialists. Public Services schedules modified so that Management Team spends less time on public service desks and focuses more on actual job duties. Reworked Library Levy implementation plan, FY2024 Modified Proposed Spending Plan and hiring timeline based on actual December Tax Revenue. Had meetings with City Manager's Office, Fiscal, and Human Resources to obtain approval of plans. Hired a Communications Specialist, Community Engagement Coordinator, 2 full-time Library Specialists, and 2 part-time Library Specialists. Met with City Manager and Fiscal Director to get approval for hiring plan. Met with HR Director and team to agree on a hiring plan and hiring timeline. Modifying Library spaces and technology (computers & phones) to accommodate new staff. Have had staff conversations regarding restarting Homebound Program. Meeting with director of Meals on Wheels to discuss Homebound collaboration.
- Worked with HR to modify the job descriptions for 3 staff members and go through the process to transition staff into new positions. Worked with HR to develop job descriptions for all new positions. Developed hiring plan. Worked with HR to post job openings for the first 3 positions. Working with staff to provide spaces, phones and computers for new employees. New Library Clerk for technical services hired. She will start July 31. 3 staff to new job description duties (Resource Sharing Coordinator, Bookmobile Coordinator & Cataloging Specialist).

ACCOMPLISHMENTS: As of June 9th, the Library is open 7 days-a-week increasing to 63 open hours per week. The Bookmobile is providing service 6 days-a-week in addition to participating in special events as appropriate. The Homebound Program has restarted and we are actively recruiting new participants.

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

ACCOMPLISHED.

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

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

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

- ***Currently having conversations with City Attorney, Police Department and Continuum of Care regarding a group of people who are hanging out in the Library Plaza. We have received patron complaints of feeling unsafe so we are patrolling and walking patrons to their cars as appropriate. We are enforcing the patron behavior policy. Staff may not ask people to leave Library property because of how they look or because of their housing status. We are focusing on behavior and having staff presence.***

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

ACCOMPLISHED (will continue efforts to enforce the patron behavior policy and improve staff and patron safety)

EFFORTS:

- Safety Specialists have started work. They are regularly patrolling the Library and the Park. They assist with patron behavior problems. They are addressing staff safety concerns and will be leading the Library’s reconstituted Safety Committee.
- Demolition of band shell completed. Working to reconnect power to Park for Library programs.
- Continuing work with Many Rivers Whole Health.
- Held two additional Mental Health First Aid trainings for the community—the majority of Library staff have received the training. Held Active Shooter training for staff.
- Hiring 2 Safety Specialists who will start on April 1. Offered Fentanyl training to all staff. Coordinating removal of Bandshell. Historical Preservation Officer documentation of bandshell complete.
- Training staff and enforcing patron behavior policy. Park Task Force completed their work. Library Board accepted the report. Library has procured funding for the demolition of the Band Shell (thanks to a long-time Library patron who listed the Library as a beneficiary when she recently passed.) Library is working with the Local Historic Preservation Officer to document the band shell and then will schedule its removal. Board approved new Patron Behavior policies to address unattended belongings and people using outdoor Library spaces for sleeping and overnight shelter. Staff developed procedures and trained staff on enforcement of new policies. Coordinated with City Attorney’s office and Great Falls Police Department to enforce new policy closing Library property from 10:00 pm to 6:00 am. Park Task Force created report with suggestions for the Board to implement.
- Continuing Local Area Council project which provides a mental health provider in the Library for 15 hours a week until that project funding is depleted. Have started conversations with Many Rivers Whole Health to continue project after September 2024. Have developed job descriptions for the Safety Specialists. Working with staff to provide spaces, phones and computers for new employees.

ACCOMPLISHMENTS: Mental Health Provider from Many Rivers Whole Health at the Library Monday through Friday in the afternoons. Enforcing new Patron Behavior Policies. Safety Specialists hired and providing service. Band Shell removed. We have seen a significant drop in patron behavior problems in the last 2 months. During the month of June, the Library did not make any calls for police or medial assistance.

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

EFFORTS: None

ACCOMPLISHMENTS: None

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

ACCOMPLISHED (will continue to expand)

RECENT EFFORTS: *Continuing to promote the Library’s digital resources. Tracking usage of Library’s digital resources. Digital checkouts and use of online databases (Chilton, Mango Languages and LinkedIn Learning) continue to grow. Advertising LinkedIn Learning and promoting the resource with GFDA and the Chamber of Commerce.*

PREVIOUS EFFORTS (January 2023 -October 2024):

- Continuing to promote the Library’s digital resources. Tracking usage of Library’s digital resources. Digital checkouts and use of online databases (Chilton, Mango Languages and LinkedIn Learning) continue to grow. Installed tablets to provide electronic access to Montana Newspapers.

- Regularly promoting all of the Library’s digital resources. Tracking usage of Library’s digital resources. Added New Overdrive Magazines section to our weekly Wowbrary newsletter.
- Obtained Foundation funding to provide Mango Languages and LinkedIn Learning to our patrons
- Established GFPL Advantage program with MontanaLibrary2Go to spend \$1,000/month to purchase extra copies of high demand items specifically for GFPL patrons. Developed list of expanded electronic resources for consideration for the September 2023 Foundation Approved Projects request.

ACCOMPLISHMENTS:

- Overdrive Advantage program started July 5. Seeing significant increase in digital checkouts.
- Mango Languages started September 1. Patron usage growing monthly.
- LinkedIn Learning started November 1. Patron usage growly monthly.
- Newspaper tablets installed providing better access to Montana Newspapers. (Many major newspapers including the Great Falls Tribune no longer provide print editions each day.)

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

RECENT EFFORTS: *Kids Place staffed 7 days-a-week. Offering Early Literacy Programming 5 days a week. Collaborating with Community Partners to reach parents and families (Back to School Bash, Indigenous Education for All: Celebration through Education, Montana Rep...)*

PREVIOUS EFFORTS (January 2023 -October 2024):

- Summer Reading in full swing including weekly programming and reading incentive program. Actively planning for programs in the Fall. Kids Place staffed 7 days-a-week. Worked with Foundation to submit a grant to fund an Early Literacy Outreach Specialist
- New Youth Services staff hired and being trained. Continuing early literacy efforts (StoryTime, Toddler Time, Dolly Parton’s Imagination, Brain Builder Expo, StoryWalk etc.). Planning Sumer Reading.
- Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community.
- Working to promote Dolly Parton Imagination Library
- Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

ACCOMPLISHMENTS: New staff hired. Providing expanded programming. Providing staff support for patrons 7 days-a-week. 40% of eligible Cascade County children signed up for Dolly Parton’s Imagination Library (community goal of 80%).

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

RECENT EFFORTS: *No new efforts since the completion of Summer Reading. Staff transition.*

PREVIOUS EFFORTS (January 2023 -June 2024):

- Summer Reading in full swing including weekly programming, loot box program and reading incentive program. Actively planning for programs in the Fall. Youth Services staff working 7 days-a-week. Contact with the Career and College Readiness center to have regular outreach/classes at the Library.
- New Youth Services staff hired and being trained. Programs for teens being planned—including expanding existing programs Dungeons and Dragons and Library Loot Boxes.
- Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community. Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

ACCOMPLISHMENTS: New staff hired. Providing expanded programming (Dungeons & Dragons, Lego Stem Challenge, Puppet Making Workshop, Youth Chess Club...). Providing staff support for patrons 7 days-a-week.

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

- Providing expanded **educational/recreational programing**

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

RECENT EFFORTS: *Providing weekly Open Tech hours and starting Open Tech at the Senior Center. Speaking at Coffee and Business. Robust Lineup of community events each month. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...)* *Contact with the Career and College Readiness center to have regular outreach/classes at the Library.*

PREVIOUS EFFORTS (January 2023 -October 2024):

- Providing weekly Open Tech hours. Excellent Summer Music series provided throughout the Summer. Planning for Shakespeare in the Parks presentation in August. Successful Waking the Dead and Juneteenth programs. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...) Contact with the Career and College Readiness center to have regular outreach/classes at the Library.
- Continuing expanded programs events. Technology Systems Assistant hired. Planning for technology classes started. Continuing to build partnerships—GFPS, GFDA, GFC-MSU, Raising Readers, Little Shell Tribe and many, many more. Plans for summer include the Summer Music, Shakespeare in the Park, Waking the Dead, Juneteenth and more.
- Continuing expanded programs including new Book Clubs, Winter Speaker Series and other events. Hiring Technology Systems Assistant who will assist with creating computer and technology classes. Building partnerships with GFDA and other organizations. Expanding programs to include Silent Book Club, Little Free Library Surprise, author presentations, community education presentations, working with Sober Life to start a book club, Book Worms United book challenge and Winter Speaker Series. Building partnership with Great Falls Development Authority. Seeking expanded funding from the Library Foundation.
- Reorganized 3rd floor spaces to create office for new staff. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners and organizing Library programming (see recent Monthly Events Lists).
- Working with Shakespeare in the Parks to host *The Three Musketeers* on August 28th. Creating work plan for expanding services.

ACCOMPLISHMENTS: Providing more programs reaching more people.

