

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 1, 2024
Great Falls Public Library – Cordingley Room (Library Basement)
(Virtual access to meeting available upon request • 406-453-0349)
Notice: Meeting will be recorded via Zoom
4:30 P.M.

I. AGENDA APPROVAL

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN AUGUST (Pages 1-24)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

ADOPTION OF THE MINUTES OF THE SPECIAL MEETING HELD ON SEPTEMBER 5 (Pages 25-58)

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 59-69)

- A. INCOME STATEMENT AUGUST 2220 (OPERATING BUDGET)
- B. INCOME STATEMENT AUGUST 2221 (FOUNDATION/DONATION BUDGET)
- C. CASH FLOW SHEET AUGUST
- D. LIBRARY VENDOR SUMMARY FOR AUGUST
- E. FOUNDATION VENDOR SUMMARY FOR AUGUST
- F. AUGUST 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 70-84)

- A. MANAGEMENT TEAM REPORT (YOUTH SERVICES)
- B. DIRECTOR REPORT
- C. STATISTICAL REPORTS
- D. PERSONNEL REPORT
- E. GFPL FOUNDATION REPORT
- F. CHAIR REPORT
- G. BOARD REPORTS
- H. CUSHING TERRELL DESIGN REPORT

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS POLICY REVIEW: LIBRARY FORMS (Pages 85-118)
MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE LIBRARY
POLICY FORMS AS PRESENTED

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- B. LIBRARY MILL LEVY SMART OBJECTIVES: 6 MONTH REVIEW (Pages 119-131)

VIII. NEW BUSINESS

- 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, August 27, 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

BOARD MEMBERS ABSENT:

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

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Mr. Dan Bell, Ms. Jess Damyanovich, Ms. Treva Higgins, Aaron Kueffler, Ms. Susie McIntyre, Mr. Lukas Meier, Ms. Sara Linder-Parkinson

GUESTS PRESENT: Rebecca Henry – Resident of Great Falls, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Sandy Rice – GFPL Foundation Liaison, Sharon Thompson – 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 moved that the Great Falls Public Library Board of Trustees approve the agenda items as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He recommended that the board amend their agenda. He stated that it is a deep dark secret what the foundation does, what the friends of the library does and their relationship to the library. He recommends that the board change their agenda so the directors report, the foundation report and anything relevant to that is explained. He would like explained what the foundation is, and what it secretly does that people don't hear about. He would also like explained what the legal or paternal relationship is between those organizations and the library.

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

II. STAFF INTRODUCTIONS

Ms. Jess Damyanovich and Mr. Dan Bell introduced themselves and talked about their positions at the Library and how they came to be at the Library. After questions from the board, they left the meeting.

III. PUBLIC COMMENT

Richard Irving, a resident of Great Falls addressed the board. He gave a warning to the board. He recently attended the first budget meeting of the county board of commissioners. During the discussion, their finance person and the commissioners agreed that in terms of how levies get set, they need to wait for information from the state on how they are going to require that to be done. They said that any city or county department that depends on a levy, because of that situation, they're going to set their budget based on what is considered the worst case scenario. They also stated that those levies that get set are going to affect any other organization that has a levy. He recommends to the board that they base the budget on a worst case scenario because if you go over budget and the state doesn't allow you to get the mills that you think you're going to get; you've got a problem.

ADOPTION OF THE MINUTES

Ms. Bulger and Ms. Johnson provided Mr. Kueffler with written notes regarding grammatical corrections to both the June and July meeting minutes.

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

Ms. Johnson moved that the Great Falls Public Library Board of Trustees accept the June meeting minutes as amended. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He stated that normally he does not disagree with the way he is paraphrased in the minutes, but he requests we do not paraphrase when he makes the statement "Don't stick the kids into a dungeon in the basement to make room for the homeless on the third floor".

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

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

Ms. Bulger moved that the Great Falls Public Library Board of Trustees accept the July meeting minutes as amended. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

IV. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. McIntyre stated that we are back on the old software from the city. She can now print reports directly. As requested a note has been put on the top explaining that they are preliminary statements. The 2220 budget is the operational budget; the 2221 budget is for donation and foundation budget.

In the other software, the revenue was shown as a negative number instead of a positive. This software makes it easier as it shows everything in positive numbers.

There was a question from a board member about the last line on page 30. The budget less actual is showing a negative number instead of a positive. Ms. McIntyre has contacted Fiscal but has not yet received a reply.

Ms. Olson asked if anyone had questions on the 2220 income statement.

Ms. Johnson had a question for line item 43410 Telephone on page 29. She asked if that was paid in a lump sum like insurance since it was at zero this month. Ms. McIntyre explained that it is usually paid monthly but it is often behind. We run reports mid-month for the packet. There was an invoice sent through but because of the way billing is set up, it takes a while for some stuff to clear. Some months we may have a double payment but we do get back on track going forward.

Ms. DeForest had a question for line item 43412 Fax & Other Telephone Lines on page 29. She asked why it was high for the month. Ms. McIntyre stated that it was significantly high for the month. She explained that every year, the first bill of the year is difficult because we just get our E-rate. We have info from the federal government and then we have to submit paperwork back to VisionNet. We pay the full bill this month and then we will be getting an 80% credit. We will be back down to paying about \$170 a month for our internet. We have to redo the paperwork at the beginning of each fiscal year and this is typical.

Ms. Olson asked if there were any questions on the 2221 income statement.

Ms. Johnson had a question the ties into the donation report. She wondered why the combined month to date income does not match the amount on the donation form.

Ms. McIntyre explained that this is the first time we have done a 2221 income statement and we are still trying to figure out where things are showing up. We will have answers to that question at the next board meeting.

Ms. Johnson asked if the Cushing Terrell expenses will show up under 43590, other professional services. Ms. McIntyre said they would.

Ms. Olson asked if there were any questions regarding the library cash flow.

Ms. McIntyre stated that there were a couple errors to point out. We don't have the certified mill values yet. Where it says estimated collection January through March it should say January through May. Ms. McIntyre also stated that she had the wrong starting fund balance did not get updated in the bottom breakdown.

Ms. Olson asked for clarification and asked if the \$1,707,069.60 should have been \$1,745,647.04. Ms. McIntyre said that was correct.

Ms. Johnson understands that September is an estimate, but the total expenses seem significantly higher than other months. Ms. McIntyre explained that we get 26 paychecks a year. For ten months we receive two paychecks and for two months we receive three. September is a month with three paychecks that is why the expenses are higher.

Ms. Olson asked if that was why July was higher. Ms. McIntyre stated that July is higher because we have a lot of single payments. We pay our full insurance in July, as well as the full Montana Shared Catalog, and the full Montana Library 2 Go.

Ms. Olson asked if anyone had questions on the Vendor summaries.

Ms. Johnson asked what the Paris Gibson Square MOA was. Mr. Kueffler stated that it stood for Museum of Art. Ms. Johnson asked if they had someone come and speak. Mr. Kueffler said it was for the Memory Project. Ms. Olson added that they did really neat artwork. Ms. McIntyre stated that the program is funded through a grant from the GETC. Ms. DeForest asked if that would be refunded. Ms. McIntyre stated that we have already received the funds and are spending it down by supporting the Memory Café with activities, coffee, food, etc.

Ms. Olson asked if anyone had any additional questions on the credit card reports or donation report. Ms. McIntyre gave a shoutout to Ms. Rice for the summer Music in the Park donations and raffle. She does a really great job with that and we appreciate her.

Ms. Olson asked if there was a motion for the acceptance of the financial reports.

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

Richard Irving, a resident of Great Falls addressed the board. He stated that on the foundation portion of the report, there seem to be gross figures for events. There was no breakdown on those. In past months there was a breakdown so that it showed the outside persons coming in were being put up at the Arvon Hotel, which is not the cheapest in town. He wondered what happened to the breakdown. He asked if they are getting free hotels space now. Granted, it's the foundation, not the library paying for it, but the library and the foundation funds are so comingled, any overspending by the foundation is also an overspending to the library.

Ms. Olson asked if there were any more public comment. Hearing none she opened for board discussion.

Ms. Bulger asked if the library was thrilled to be back using the new software. Ms. McIntyre stated that she wouldn't use the word thrilled. She added that she is thrilled that we are no longer using two different pieces of software. She added that there are more clicks to enter in invoices and there has been a learning curve with being able to log in and approve things in a timely manner. She stated that overall what she is pleased with is that we have one system that we're going to move forward with and that we don't have to juggle between the two of them. She can do the reports and not worry that she has made a ten key error.

Ms. DeForest stated that the city must have had its reasons originally to move from this software and purchase the new one and the new one didn't work out and we've gone back to the old. Ms. DeForest asked if it is temporary while they find a new software or are we sticking with this? Ms. McIntyre stated that she believes that Mr. Doyon is not interested in buying software for quite some time. She explained that, like any sort of specialty software, there are not a lot of places that create software for municipalities of a certain size. She stated that it would be something that the city commission would have to look into. Ms. McIntyre added that at this time, she believes we are sticking with the software.

Ms. Wilson stated that the city will be sticking with the old software.

Ms. Olson asked about the hotel rooms that were procured for people that come for summer music this year.

Mr. Kueffler stated that the library gets a generous discount from Hotel Arvon. That is one of the reasons we chose them. He added that we started using them last summer when Mr. Jennings gave us the generous rate compared to other hotels and motels in town.

Ms. McIntyre added that what the board is seeing in the vendor reports is what was paid for in July. She believes that most of the hotel reservations for this summer were made well before then. We show the board everything as it comes so they will show up again.

Ms. Olson asked if there was any more discussion about the financial report?

Ms. Laurin stated that the Music in the Park is funded very generously through about a \$20,000 cultural grant that's specifically from the foundation that is specifically for cultural programming and in order to bring various acts in. Many times, artists request, or require, that if they're going play it includes accommodations. The grant for that includes, not only just the fee for a musician to play, but lodging and most times even some sort of food.

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

V. REPORTS

Management Team Report

Ms. Higgins gave the technical services report.

Ms. Bulger asked if we were expanding on Montana materials other than books written by Montana authors or about Montana. Ms. Higgins stated that books are primarily what we're looking at now.

Ms. Olson stated that she was excited by the top circulating items. She asked Ms. Higgins if there were there any surprises on there, or things that just that we need more copies of that you didn't anticipate? Ms. Higgins stated that some of the super top ones, like the Baldacci, is actually total circulation for all the copies of this title. Most of the nonfiction and children's items are actually just by what is the top item. Ms. Higgins added that she was a little surprised at how many cookbooks were on the non-fiction list, but the fiction list is pretty standard.

Ms. Bulger asked if this was the only position Ms. Higgins had in the library. Ms. Higgins said it was.

Ms. Bulger asked if Ms. Higgins had done this work previously. Ms. Higgins stated that she did collection development in previous jobs, but that was not the main job she had.

Ms. Olson asked if her position requires a Masters of Library Science degree. Ms. Higgins said yes, and that she does have one.

Director Report

Ms. McIntyre give her director's report.

Ms. Crist asked if Ms. McIntyre had been in touch with the Montana PBS regarding the Digital Born News item. She believes they could be an important resource and supportive of this whole endeavor. She did not see them listed as one of the stakeholders. Ms. McIntyre stated that we have not included Montana National Public Radio or Montana PBS, partially because once we bring in video and audio, our storage budget goes through the roof. The group has talked about what will need to be added, but at this time we are mostly looking at print; although most of the print places also have video that goes along with them.

Ms. Crist added that the reason she suggested it was that they have a lot of expertise that could be useful at the front end. Ms. McIntyre stated that she will reach out to them next week.

Ms. DeForest asked if our engagement number have gotten back up to pre-covid numbers. Ms. McIntyre stated that she has not check that. Until she crunches the numbers, she is not able to answer that.

Ms. Crist stated that the theme she keeps hearing of promises made, promises delivered is really good. It is simple and says we said we would do this and we are.

Ms. Crist also asked who decides what books are used in the story walk. She stated that she has had the experience of suggesting books and topics that are received as great ideas, but is told they can't do it this year and the next year it doesn't happen. Ms. Crist asked if there was a particular way to make this happen or is it a moving target. Ms. McIntyre stated that her best guess is that somebody took that suggestion and then forgot about it. We need to do better in taking those suggestions. Ms. McIntyre added that we do get more suggestions for story walk than we can accommodate. It does take a lot of staff time to put together the story walks. We buy two copies of the book and then we have to clean the plexiglass, lay things out, so we will do better with that.

Ms. DeForest asked how many books we do a year. Ms. McIntyre stated that we are changing it out every month except for June and July has been the same. This year we partnered with the Lewis and Clark Interpretive Center to do some bear aware summer stuff.

Ms. Olson asked stated that the length of the book matters, because when she walks it, there were two books. Ms. McIntyre confirmed that there are usually two books used, but the books also have to be the right size to fit in there. It's a lot more work than it seems to make everything get to 34 spots.

Ms. McIntyre added that we did redo the sidewalk painting, which was really great. They look really good; the sidewalk footprints start at Gibson Park and lead to the library.

Ms. Johnson suggested an idea for more community involvement is there might be clubs at the high schools or the college, like Key Club or something, that quarterly could do a lot of your cleaning and do some of that prep work because they like to put in service hours and things like that. She is unsure if DECA would, but some of those clubs at the high schools and or the college might be a good resource to get involved in that.

Ms. McIntyre added that we did recruit new volunteers to install the completed panels for the story walk. She said that it is a good idea for the cleaning of the panels, but laying them out takes time.

Ms. Johnson suggested the groups she had mentioned might even do the recording for the story walk. She knows that they help with the videos for foundation stuff, but there might be some that are willing to do some of that stuff as well.

Statistical Report

Ms. Bulger asked why the volunteer numbers in June 2023 were so much higher than June 2024. Mr. Kueffler stated that we had changed the way we track volunteer hours. The way we are currently tracking is more accurate than it was. He explained that in the past it was just a sheet everyone wrote their names down and then he would spend a day trying to figure out actual hours. Now we have the time cards that all the volunteers use. He also stated that some of our older volunteers have fully retired now.

Ms. Bulger pointed out that May 2024 numbers were up. Mr. Kueffler said it was due to the Friends of the Library came out to prep for the June book sale. He added that we have also changed how we track the Friends of the Library and AAUW hours. We no longer track the AAUW hours because we don't pay the workers' comp for them; that's why the numbers have dropped a little bit as well.

Ms. Johnson asked if the way we count patron attendance has changes since there was a huge jump from this time last year. Ms. McIntyre stated in mid-June, the library started being open seven days a week and we jumped from being open 54 hours to 63 hours a week. We have also had great adult summer reading and children summer reading activities; as well as more activities for teens.

Personnel Report

Ms. Olson asked if anyone has heard from Mr. Miller. Ms. McIntyre said that he has been back to the library a couple times. We miss him, but we're really happy to have him enjoying his retirement. Mr. Collins is doing a great job since moving to Mr. Millers

position and we have Ms. King hired in Mr. Collins position. We are still working on hiring for the vacant part-time position. Ms. McIntyre added that in the fiscal reports, there was some overtime and that is all coming from the custodial staff because in the transition when we're not fully staffed it's cheaper to pay a little bit of overtime than it is to have a full 25-hour week person. In the end we will be just fine. We didn't budget for overtime, but because of those vacancy savings, we're still ahead.

Ms. Olson asked if we were still utilizing a custodian from a different city department. Ms. McIntyre said that now that Ms. King has been trained it is now just library employees.

GFPL Foundation Report

Ms. Rice informed us that the Foundation quarterly meeting is on September 30th. The book-a-thon PSA pitch is on September 12th at Great Falls High. It is at 1:30p if you want to come watch. Also on September 12th is the marketing meeting, we're going to discuss the PSA Pitches that we just saw and the fall newsletter.

Summer raffle tickets at Tuesday concerts yielded a little more than \$500. We've been averaging about \$50 a concert. Pollo Loco gave us \$112, so it comes out to about \$500.

The Neighborhood Council 7 Ice Cream Social, she mentions this only because the library is in Neighborhood Council 7 boundaries, was not a huge success. Only about 40 people attended despite having a huge outreach for telling people about it.

The Chris La Tray book signing was in the library Park, Ms. Rice sold books for Cassiopeia books.

Ms. Rice also stated that the spring annual report raised about ten thousand dollars.

Chair Report

Ms. Olson stated that she attended the Alexander Temple award ceremony two Saturdays ago. She informed us that Ms. McIntyre was an award recipient along with four other people from the community.

Ms. McIntyre added that it was quite an honor. Bishop Marcus is a really great community leader. He has helped us. He served on the naming committee. He helps with the Juneteenth program. He helps with Black Heritage Evening. This year his church's Wednesday Night meeting was at the same time as Shakespeare in the Park so he told his followers that Wednesday Night Church is Shakespeare in the Park and they all attended. They just do a lot of community involvement and it was really nice to be honored.

Ms. McIntyre added that when I became director it was really important to me that we build relationships within the community and so especially with community members that may not see the library as their place. Reaching out to marginalized or underserved communities like the Jewish community, our Native American community, our Black community, our Malmstrom community, our veteran community, and the people with dementia community, really making sure those people feel welcome at the library. It was great to have his support and his support of literacy was fantastic.

Ms. Olson gave congratulations, and stated that Ms. McIntyre is very deserving.

Board Reports

No board reports were given.

City/Library Management Agreement Committee Report

Ms. Olson stated that her, Ms. Bulger, Ms. McIntyre, and Mr. Bronson will be meeting with the city commissioners tomorrow morning. She added that the ball is in their court right now and so we will continue to work on coming to some sort of agreement.

Ms. Olson informed us that the Library Mill levy did come up in the recent Public Safety Advisory Committee meeting. Ms. McIntyre had an opportunity to hand out a fact sheet.

The Montana Free Press is planning on doing an article about the library renegotiations. The Public Safety Advisory Committee has talked about whether or not the seven mills would be something that public safety should explore in terms of funding that part of things.

Ms. Olson stated that she appreciates Ms. McIntyre attending the Public Safety Advisory Committee meeting and giving them this information about the library and the levy. She believes we will see an article in the Montana Free Press this week about the renegotiations, but at this point we haven't talked about what the terms are that the libraries come up with, what the terms that the cities come up with, because we haven't reached any sort of agreement yet.

Ms. Bulger agreed, stating that we can't report anything that hasn't happened yet. The city makes an offer, we make an offer, but there's nothing set. We've just been waiting to hear what they have to say. We don't really have any specifics to show the board yet.

Ms. Rice asked if she could make a quick comment. Ms. Olson allowed it.

Ms. Rice stated that in college negotiating class she learned, you don't announce anything until it's signed, sealed and delivered because if you do, somebody will come in and screw up the deal. When someone asks her about the library and the agreement, she states that she cannot talk about it until it's signed, sealed and delivered.

Ms. Olson added that there will be an opportunity for public comment both at a library board meeting where we'll discuss things; and at a city commission meeting where the commissioners will discuss things. There will be ample time to talk about what's going on before anything is actually signed.

Ms. Johnson questioned why it's not something we really discuss, but the Montana Free Press is going to do an article about it. Ms. Olson stated that the Montana Free Press has been attending the public safety meetings. It is her understanding that their interest in the matter has come out of that. They haven't attended any of the meetings that we've been in. Ms. Olson added that she gave them a statement talking about the fact sheet. They have the fact sheet because it was at the PSAC meeting. Ms. Olson added that she cannot comment on whether or not commissioners have spoken to them.

Ms. McIntyre stated that the negotiation committee will keep negotiating and then whatever is agreed to has to be approved both by the library board and by the city commission.

Ms. DeForest asked if the negotiations were just between the attorneys. Ms. Olson stated that they have all met face to face. There's four people from our committee and four people from theirs. It hasn't been eight people in the room every single time. There are have been people that have missed meetings or have been sick or had to attend by Zoom. It's not just Mr. Dennis and Mr. Bronson; it is a collaborative effort.

VI. OLD BUSINESS

PUBLIC LIBRARY STANDARDS POLICY REVIEW: BOARD OF TRUSTEES

Ms. McIntyre stated that the policy manual review was been going well. Because we are doing it this year, she will be bringing back the board section. We have reviewed two-thirds of the board section last November. She added that in September, we will give you all of the forms because that's what we agreed to, but we have actually brought you the forms as they relate to each section of the policy manual. In October, we will bring you the collection development policy. Ms. McIntyre added that she would like to propose that in November, we just bring back the whole manual and the board can say yes, that way we will not have to have a different reviewed date on every single form.

Ms. Olson asked if anybody had anything to discuss regarding the by-laws.

Ms. DeForest asked what names of areas in the library currently exist.

Ms. McIntyre stated that the Cordingly Room is the only named space. We previously did not have a naming policy when the proposal came a couple years ago that we rename the library. Commissioner Moe suggested we should have a policy. This will be important as we move forward with the possible campaign for the remodel.

Ms. Crist asked about Kathy's Corner. Ms. McIntyre stated Kathy's Corner is named, and that was approved by the board.

Ms. Johnson stated that on page 60 in section three, item I, the third line in says the library board will be responsible for maintaining an approved list of commemorative gift opportunities. Ms. Johnson would like to know where the list is. Ms. McIntyre stated that the list doesn't exist right now. Ms. Olson added that is forward-looking, as the Foundation goes out for funding.

Ms. McIntyre added that she should have included Kathy's Corner in the named area list. Her and Mr. Kueffler will present that named list at one of the subsequent board meetings.

Ms. Johnson stated further down it says, donors who wish to name approved facilities must meet the specified funding level. She asked what the specified funding levels are.

Ms. Olson added that is forward-looking, as the Foundation goes out for funding. Ms. Johnson stated that the way it's written, these already exist because they both do say there's already an approved list and there's specified funding levels. If it is forward-looking, then we somehow need to specify that these aren't there or as Ms. McIntyre said, they can be created.

Ms. Olson stated that it says will be responsible, which to her seems like it looks into the future. Ms. Bulger added that the board will be responsible for maintaining it when it happens, but it hasn't happened yet.

Ms. Laurin added that the foundation is not allowed to make any of these decisions until we have something more structured. It would need to be at that time, then a naming opportunity would be presented to the board. The foundation currently doesn't know what our goal is yet. We're still doing early planning. Ms. Laurin stated that the foundation is not in a campaign, even though they have raised funds to support the design contract for a future hopeful eventuality.

Ms. Olson asked if Ms. Johnson would you like to change it to, we'll be responsible for creating and maintaining?

Ms. Johnson said she is comfortable with that.

Ms. Olson asked how the other board members felt about changing it to creating and maintaining an approved list?

Ms. Bulger said it sounds clear. Ms. DeForest and Ms. Crist agreed.

Ms. Johnson asked for clarification on page 62, Section C, the last two lines at the end it says, the naming proposal will happen according to the procedures defined in the library board bylaws. There's nothing about voting procedures in the bylaws that relate to this and there's also nothing about procedures defined and they're not in the rules of conduct either.

Ms. McIntyre stated that it is referring to the board doing it at a public meeting; there will be a motion, a second, and public comment. Ms. McIntyre added that none of the naming things will be done outside of a public meeting with the public process. Ms. McIntyre gave an example of a board member taking someone out to dinner and saying, yes, if you give us a million dollars, we'd be happy to name this after you. It has to be done through the regular voting procedures as defined in the bylaws.

Ms. Johnson asked if that would that not fall under more rules of conduct and procedures because there's not even any voting things that are dealt with anywhere in the bylaws. Nothing in the bylaws even refers to voting, whereas in the rules of conduct and procedures, it does. Ms. Johnson added that she gets what is being said, it will be held in accordance with public meeting laws. Maybe that's the wording that needs to happen. She also added that she is not against the process, she just wants to make sure our form of documents is accurate.

Ms. Bulger asked if Ms. Johnson thinks the bylaw should be out and rules and procedures should be replaced? Ms. Johnson said as Ms. McIntyre was speaking, maybe it's just according to public meeting law.

Ms. McIntyre stated that the in section four of the bylaws, the votes of a quorum of the board shall be necessary for the adoption of any official board action. In the bylaws on page 56, section 4, Manner of Acting, the votes of a quorum of the board shall be necessary for the adoption of any official board action unless a greater proportion is required by law or by these bylaws. That is what that section of the naming policy is referring to.

Ms. Olson asked if Ms. Johnson felt if that suffices. Ms. Johnson replied that it makes sense. But she believes it is vague to any member of the public who would read it.

Ms. Olson asked if defined in the library bylaws pursuant to Section 4, Article 2, Section 4 would work. Ms. Johnson said that it would be better.

Ms. DeForest asked how the remodel could affect the naming issues with the Cordingley room and Kathy's corner.

Ms. McIntyre stated that when we are to that point, we're going to have to go back and find what we can about what agreement was made with the Cordingleys when the room was named after them.

Ms. Olson asked if any more questions in the naming policy part of things? Upon hearing none she asked if anyone had comments on the Rules of Conduct and Procedure on page 63.

Ms. DeForest had a question on page 66. Rule 8, Regular Meeting Minutes. She said that it talks about meetings being recorded. She wondered if it needed to be more specific about recording, whether it's video, whether it's audio, whether it's written. She stated that it also says meetings will, and she wondered if it should say meetings may.

Ms. McIntyre stated that when we had the big discussion about recording, we took it as the boards direction to record them.

Ms. DeForest gave a scenario, say like right now we've got a Zoom meeting, if the Zoom went down halfway through the meeting do, we have to stop, or can you keep going to finish the meeting and just have the written record? Ms. Johnson stated that because the recording is not the official minutes, and it says the written minutes remain the official record of the meeting. If something were to happen to the video recording, the board could continue their meeting because the official secretary minutes are the official recording of the minutes.

Ms. DeForest stated that is why we should change will to may because will makes it sound like you will do it. Ms. McIntyre suggested it say every effort is made to record the meetings and make them available.

Ms. Olson asked how the board felt about adding every effort to the very last sentence. Ms. McIntyre reread the adjustments saying "Every effort will be made to record the meetings and make them available for the public, but the written minutes shall remain the official record."

Ms. Johnson asked that the second line of that same paragraph read "appropriate minutes of all meetings will be kept and be available for inspection by the public."

Ms. McIntyre stated that we do not guarantee that our website is up at all times. She feels "when requested" continues to be good.

Ms. Johnson pointed out, further up on that page, where it says proposals, comments from trustees. We've moved that to just before adjournment. Ms. McIntyre stated it would be great to move that to where we're actually doing it.

Ms. Olson asked if there were any questions on the public participation section.

Ms. Johnson stated on page 67, number one, that we don't require people to state their address anymore. She wondered if we needed to take address out of there? She understands that has been a controversy because people don't want to state their address when it's recorded, either their city of residence or if they are in Great Falls or the county.

Ms. Olson asked if we still have address on the sign-in sheet? Mr. Kueffler stated that the sign in sheets just ask if they are a city or county resident. Ms. McIntyre stated that place of residence is a good change.

Ms. Johnson commented that number 4 through 12 are all, word for word, from the city. The others are similar, just slightly altered for the library.

Ms. Olson asked for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approves the three sections of the policy manual as amended. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

PUBLIC LIBRARY STANDARDS: ROADMAP REVIEW

Ms. Olson asked if anybody had commentary on green things we already do? Upon hearing none she asked if anybody had commentary on orange things that we need other folks to get on board before we would be able to implement cooperation, Pathfinder type things? Ms. Bulger stated that it looks like there are five things, but these are all dependent on other entities stepping in.

Ms. McIntyre stated that she gave a lot of feedback about this when the state was doing the roadmap. They make a lot of statements about everyone has this and everyone has that to be kind of aspirational. The one that we don't meet, where everyone advocates for the library Ms. McIntyre put as an orange because she doesn't understand how or what that would look like.

Ms. McIntyre believe that we do really well. She would like to point out that we will be done with the roadmap after today until next year. Hopefully it will be much shorter and we will just have it at one meeting.

PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

Ms. Olson asked if everybody was able to get signed-up for an Okta account and do the training.

Ms. McIntyre apologized for all the issues with Okta. A ticket was submitted and it seems to be fixed now. Ms. Johnson stated that she has an account, but was unable to get the training done. Ms. McIntyre is unclear why it was easy to sign up for some and for others there were issues. Ms. Bulger added that if you didn't get in right away, you didn't get in for a long time. Ms. Bulger has done a lot of training; she is unsure why this one was different. Ms. McIntyre stated that the Montana State Library is putting together these trainings for board members. This is the first time that she has asked board members to do it. It is relatively new. She has given strong feedback to the Montana State Library. It has a lot of good information but seemed clunky to move through. Ms. Olson added that she was unable to do the course evaluation. Ms. DeForest had the same issues. Ms. Crist added that she has had issues as well. Ms. Crist supports not using their services until it gets better. Ms. Olson suggested we wait six months and see if it gets any better.

Ms. McIntyre stated that the next training will be in September or October. She asked if any board members had recommendation on what to train on. Ms. DeForest mentioned that it was discussed to have the Pathfinder meeting to watch. Ms. Cook was going to teach about accounting and budgets. Ms. McIntyre will reach out to her.

VII. NEW BUSINESS

FOUNDATION APPROVED PROJECTS PROPOSAL

Ms. McIntyre reminded everyone that the Foundation has the mission to support the library and they do a great job supporting the library. They budget a certain amount of money every year for Foundation approved projects. We ask them to fund specific things. We bring these proposals to the board for approval before we take them to the foundation.

Ms. McIntyre added that we're going to do this again really soon because the Foundation meets in September and then they meet again in January. January is the next time we will ask them for money. Since the board doesn't meet in December, approval will need to be made in November.

Ms. Olson thanked the Library for adding American Sign Language inside. Ms. McIntyre added that we are doing a three-year subscription to Mango due to cost savings.

Ms. Olson asked where the Charging lockers will go. Ms. McIntyre stated that the foundation funded charging stations in the past, but we underestimated how tough the

patrons were going to be on them. One will be located on the second floor next to the printers and there will be one on the first floor, by the lobby area.

Ms. McIntyre added that they are little lockers, so you open it up, you put your device in and you can plug it in and then you shut it and you make a pin and so you can get into it. The Library staff will have a master key so we can always get into it, but one of the issues is that we've had stuff stolen. We say clearly on it, your device, your responsibility, but things have still been stolen. Hopefully putting it in a closed door will have less of that happening. Every library deals with this issue. People always want to charge their devices. They usually don't have a cord or a box with them. We have tried many different ways of supporting this with people. Cords get lost. It just continues to be a problem.

Ms. Linder-Parkinson added that these all have doors with windows on them. One of the problems that Missoula had was they got ones with solid doors. People were having a problem where they would take drugs and put them in there and then they give their buddy the code. It became a drug ring. With the guidance of Mr. Meier and Mr. Roberts, we choose the ones with windows.

Ms. Linder-Parkinson added that one reason the old units got damaged, was patrons would plug their devices in then play on their phones while they charge. Then they yank them off damaging the motherboards. This new unit contains a 3-year warranty if things like that happen.

Ms. DeForest asked if somebody puts their device in there and closed it and then somebody comes to you for the master key to open, how do you make sure you're not giving a cell phone to somebody else?

Ms. Linder-Parkinson stated that the first way is if the phone screen is locked, we would ask them to tell us the code to get into the phone or they'd have to describe what the picture on the front is. We will come up with a process to do that just so that people aren't stealing other people's devices. Ms. McIntyre added that we will likely copy the procedure that Missoula has in place.

Ms. Linder-Parkinson added that the units would be cleared out every night, so no one will be able to leave their device overnight.

Ms. Johnson informed us that she does not support this item. She said from her 18 years of teaching and trying to be wise about public funds, if kids, whether it was in the gym or the library or the music room, didn't properly use things, part of the consequence was, they we're not going to have that for a while. She added that if they were abused to the point where they're broken, she doesn't see the point in replacing them. She stated that that's where she stands on public funds usage of something that patrons already used to a point where it's not usable and broke.

Ms. Linder-Parkinson added that we purchased these four years ago. We went in quickly with the purchase of the current ones and didn't think about purchasing the warranties. We should have gotten the plan. Yes, the patrons are hard on them, but she also feels part of it was the manufacturing of them. They weren't built in a secure way. Looking back, she doesn't know that we would have purchased them because they are not built in a way that's going to hold up and be durable so that people can utilize them in the capacity that we're utilizing them.

Ms. Johnson brought up that the date of the last purchase was January of 2023. Ms. Linder-Parkinson believes they were purchased in 2020 during Covid. Ms. McIntyre does not remember getting them last year, and that may be a typo. She will look into it.

Ms. McIntyre added that some of the people that use it the most are tourists who come in and are printing out their boarding passes and are desperate for something to plug in. Ms. McIntyre hears Ms. Johnsons point, but there is a great need for people to have something to plug in.

Ms. Bulger asked how soon would we be getting these new ones? Ms. McIntyre stated that it needs board approval first, then foundation approval, then it would depend on how long it took to get it ordered and shipped.

Ms. Higgins added that the current one we would have to drill our parts. So even if we tried to repair them, it would take a lot of work to even make them usable.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Foundation Approved Projects Proposal as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. As far as the last matter that had been discussed, He takes no stand on the cost or the desirability of doing something that people should maybe learn to take care of themselves, but if you're going to provide the service, the lockbox is certainly better than the situation that you had before.

He strongly disapproves of the Mango expenditure regardless of whether the Foundation pays for it, or the library pays for it, it's simply a matter of ethics. The only way he would approve of that would be to have each and every person who's thinking of considering signing up for Mango, the library says to them, gives them in writing, Mango is going to create an extremely detailed voiceprint of you, much more detailed voiceprint of you than anything else you've ever used. If Mango sells, which it says it doesn't, or if Mango allows somebody to hack into those voiceprints, you're in big trouble. If you sign a piece of paper, saying you are willing to take responsibility of having somebody be able to create my voice to do all kinds of banking with, social

media with, or whatever. If you don't do that I strongly disapprove of that expenditure and service. If you don't do it, you are treating your patron horrible.

As far as the general thing, there's not very much on this end. I'm speaking to you. Your director has said to you that you're going to, as time goes by, you're going to approve everything that any expenditure that comes up through the foundation. It's not by my experience. I don't recall everything that you've come up with being approved by the foundation. I question whether you've approved, whether they spend the money For Arvon or a cheaper place, whether they approve how much money they spend to fly somebody in or to pay them for their service or work, etc. I especially, I don't recall you ever approving a several hundred-thousand-dollar loan from the Foundation. I think you should be very careful with what you do with that foundation money.

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. Voting NO: Ms. Johnson.

PROFESSIONAL REPORT

Ms. McIntyre gave an overview. She stated as required by the Montana Code Annotated, we provide an annual report to our governing body. Historically, this was done relatively informally with the work session. She also provides a monthly report to the city manager's office. We also participate in the budget as part of submitting the budget. We give all the financials, we give our goals and our accomplishments and that is all included in the annual budget for the City of Great Falls. She also usually has an in-person meeting with the County Commission but we've been criticized for how we have done things in the past and last year you were asked to come and do a report in person at a work session and in talking to other libraries and talking to the Montana State Library trying to get a balance of how do we use everyone's time really wisely and provide the most information to the most people. We would like to propose that we do an annual written report and for this first one I would like some professional help on that. We don't really have a lot of expertise in how to put together an annual report. Looking at the one that was put together for the Foundation, it was really good. She had provided you with some examples of them. We have funds available in the unrestricted donations from the Cordingleys. We've gotten quotes from a couple different places and we would just like to propose that if she writes the report along with staff and whoever we hire, then it would be approved by you and then we could officially give the written report to our governing body and to the City County Commission and provide that information to the public because she feels that the public doesn't generally read the 250 page annual City of Great Falls budget to see all of our financials.

Ms. Olson asked if this was just the creation and not the mailing out like the foundation does. Ms. McIntyre confirmed it would just be the creation. We would only have about 40 print copies and have it on the website for people to be able to access.

Ms. Bulger asked what she envisions as far as length? Ms. McIntyre stated that she is thinking somewhere between 10 and 12 pages.

Ms. Johnson gave feedback. Those 10 to 12 pages in some of these reports were even a hassle to go through. There were a couple of these that were one to two pages and seemed like they gave you really precise information in a really quick format that people are going to look at one to two pages. She doesn't think people will go through 10 to 12 pages.

Ms. McIntyre added that we went back and forth on that a lot and the biggest criticism that we have gotten recently is that we're not providing enough information to the public. That is for the board to provide feedback on, if you wanted it shorter or longer.

Ms. Bulger stated that it'd be difficult to do an annual report in two pages. So much has happened over the course of a year, in any given year, but particularly this one. She feels if someone is doing exactly what the library has done, it has to be a little bit lengthier. She has read enough of those kinds of annual reports and generally they are, less than 10, but you won't know until you do the first one to see just exactly. You're going to find that there's so much information it's going to be, longer than a few pages.

Ms. DeForest added that she thinks it would depend on who the 14 copies are going to, but 10 to 12 pages of just data she doesn't think she would wade through that. 10 to 12 pages of something that's visually exciting she would.

Ms. McIntyre added that this is why we want professional help. If we have a template of how to move forward that would be good.

Ms. Crist added that we are the library that always says more than everyone else, at least according to the reports. She thinks on the one hand it's good to give information, on the other hand we do risk drowning people in information. She is excited by the possibility of a professional report. We as a board have given some feedback. She thinks we just need to let it go now and let the staff and the professionals do it. If it's too short the first time, then we'll make it longer the second time. If it's too long the first time, we'll make it shorter, but we don't have to decide every single thing like that. So let's go, let's do it.

Ms. Olson said she is fine with whatever length is decided. She feels if we're only going to do 40 copies, it needs to be 8.5 x 11 in size. Making sure it is accessible to somebody printing it on their home printer.

Ms. Johnson asked what the timeframe on this is? The annual report just happened when we all went to that city commission. Are we looking at another nine months?

Ms. McIntyre stated that after talking to a lot of people, she thinks it would make sense if we do an annual report for fiscal year 2024. If we bring a draft, if you approve it now,

and then we get a draft to you in October because finances won't be closed out until September. We believe that all of our finances for FY 2024 are done, but the City of Great Falls does not officially close all of its stuff, hasn't closed it yet, so we want to make sure that we wait until all the financials are officially closed out. The idea would be that we would maybe bring you a draft in October and then if you approved it we would provide it to people when it is ready.

Ms. Johnson followed-up with her thinking this would be for this coming year. The board should be able to see those quotes that were sought primarily because it's another financial thing and that's the scope of the board. It said the library had sought quotes for the creation of this report, so she was just interested in seeing the variety of the quotes that came in and the scope of those quotes.

Ms. DeForest had a question on that \$4,600.00, the breakdown of that, is that for the professional writer or does it include other stuff? Ms. McIntyre stated that it includes writing, graphic design. One of the quotes included is the more expensive quote. She doesn't have the details on with her. The cheaper quote had us printing them, had us contracting to print them separate from the person that's doing the graphic design and the creative. We estimate that it would be about the \$4,600.00. That's with them doing the printing, not us. One chunk of money would go to the company that would help us with the graphic and the writing, and then another chunk of money would go to whoever we paid to print it.

Ms DeForest asked if the quotes all come in around the same time. Ms. McIntyre stated that one was significantly more expensive than the other.

Ms. Olson asked if there was a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the creation of a professional, written annual report. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He apologized for being so grumpy tonight. I'm afraid I have taken some things out on you because the look at the meter man that came in to change over all the meters and then my building popped up without warning. And I had spent most of the afternoon babysitting him. So I had not been well prepared and that came up and I apologize.

As far as your report goes, speaking from experience, both as an investigative reporter who had to read very carefully a lot of annual reports, as a public relations person who produced a lot of annual reports and a marketer who knows what annual reports are for, there's three basic kinds of annual reports.

One's informational, one is smoke and mirrors, and third is a combination of the two.

The foundation's annual report is strictly smoke and mirrors with no information at all except the board. What you've had for the city before has been financial, but based on credit and debit accounting, it has to be financial. My feeling is the size of the pages, the number of pages, the color of pages of the design is not at all important. Whether or not you're going to be honest with your patrons and your taxpayers, it's extremely important. Part of what ought to be in that report is who are these secret stakeholders, not just the library foundation and the friends of the library, but the ones that Ms. McIntyre sites as the secret stakeholders who are more important for her to consult on what's going on with your capital fund and your building renovations and the patrons and the taxpayers don't count at all. This is time for you to think very seriously about that. Putting your report together, you can start to be actually open and honest.

Ms. Olson asked if there was any other public comment about the written annual report? Upon hearing none she asked for board discussion.

Ms. Johnson proposes that the board actually have a work session after a draft is done because according to MCA it's supposed to be the board of trustees presenting this report not just a library report. Think therefore it's important that we know what this is that we are presenting if we're really doing this annual report to satisfy MCA versus it just being Great Falls Public Library report.

Ms. Olson asked when the draft is ready is the board allowed to schedule a work session. Ms. McIntyre stated that the board can call a special meeting whenever they would like. The board could also discuss it during a board meeting if you wanted to have a long board meeting.

Ms. Olson asked if Ms. McIntyre anticipated the draft being a portion of the board packet? Ms. McIntyre said absolutely

Ms. Johnson asked if it could be like the policies manuals where we go over it and do the amending.

Ms. McIntyre stated that she would get it to the board as soon as she had the draft, you could let her know what you think, then we would bring it to the board meeting. The board would discuss it; we would make amendments as you saw fit. There's always, just like we did with the June minutes, if we brought you a report, you guys can make specific suggestions, you can approve, or you can say, we don't like this, go back and try again. You always have that power and so this way will give you a lot more control versus saying, Ms. McIntyre, do the work session and present these financials and stuff to the commission because you will actually get to wordsmith and make sure it's what you want.

Ms. DeForest asked if we kept sending it back with changes and changes, is that still covered or does the price go up? Ms. McIntyre stated that the price would go up, there is a per hour estimate of how long it would take.

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. Voting NO: Ms. Johnson.

SEPTEMBER BOARD MEETING SCHEDULE

Ms. Olson informed us that there is a conflict coming up with the next board meeting. People are going to be gone in September. A few of us are going to need to Zoom, but the creation of the agenda is going to be problematic because Ms. McIntyre will be out of town when the agenda and the board packet typically get created.

Ms. Olson asked if Ms. McIntyre if she had a date she would like for the September board meeting to facilitate an agenda and a packet? Ms. McIntyre suggested that we just move it back by one week, so then the September meeting would actually be October 1st.

Ms. Olson asked the board members for their availability on October 1st? Ms. Crist, Ms. DeForest and Ms. Bulger are all available on October 1st? Ms. Johnson said she would be here, but she will not have the time to look at the packet as she will be traveling for training. Ms. Olson asked if Ms. Johnson would like to propose a different date? Ms. Johnson said that she would prefer it stay on the 24th, but she knows she is one of five.

Ms. Olson asked if there was a motion.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees adjust the September board meeting date to October 1st. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Upon hearing none, Ms. Olson called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. Voting NO: Ms. Johnson.

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Olson wanted stated that the board received Ms. McIntyre's review from Mr. Doyon. The proposed pay raise for this next year is 4.5%. There were nice pieces of feedback that Mr. Doyon had for the director.

Ms. Bulger added that it was all well-deserved. Mr. Doyon pointed out all the things that the director has done regarding the levy. He was very complimentary about it.

Ms. Olson added that she was pleased to see that Mr. Doyon had reflections on how the mill levy went and she feels that was important for him to verbalize and put in writing. She is also pleased to see that Ms. McIntyre and Mr. Doyon are on the same page

regarding Ms. McIntyre's goals for the next year.

IX. ADJOURNMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:37 pm.

DRAFT

Great Falls Public Library
Board of Trustees Special Board Meeting
Thursday, September 5, 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)
5:30 p.m.

BOARD MEMBERS PRESENT: Ms. Jessica Crist (via zoom), Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT: Ms. Anne Bulger

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

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Sarah Cawley, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson

GUESTS PRESENT: Nancy Anleesa – Resident of Great Falls, Molly Beck – Resident of Great Falls, Jeffrey Branard – Resident of Great Falls, Bill Bronson – GFPL Attorney, Keith Duncan – Resident of Great Falls, Gary Goettel – Resident of Great Falls, Alan Henry – Resident of Great Falls, Rebecca Henry – Resident of Great Falls, Matt Hudson (via zoom), Richard Irving – Resident of Great Falls, Bob & Cindy James – Resident of Great Falls, Gerry Jennings – Resident of Great Falls, Bob Kelly – Resident of Great Falls, Candice Kramer – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Catherine A Leffler – Resident of Great Falls, Paul Lloyd-Davies – Resident of Great Falls, Sharon McGowen – Resident of Great Falls, J Mortenson – no indication, Patty Myers – Resident of Great Falls, Sharon Patton-Griffin – Resident of Great Falls, Sandy Rice – GFPL Foundation Liaison, Judy Riesenbergl – Resident of Great Falls, Jenn Rowell – The Electric (via zoom), Carole Schile – Resident of Great Falls, Becky Scott – Resident of Great Falls, Melissa Smith – Resident of Great Falls, Mel Gurdotti – Resident of Great Falls, Terry Nelson – Resident of Great Falls, David Saslav – Resident of Great Falls, Corey Sloan – Montana State Library (via zoom), Trevor Sterns – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Sue Warren – Resident of Great Falls, Donna Williams – Resident of Great Falls, Ena Woods – Resident of Great Falls, Nancy Zadick – Resident of Great Falls, GFPL Patron (via zoom), Carol (illegible) – Resident of Great Falls, Illegible – Resident of Cascade County

Ms. Olson called the meeting to order at 5:30 pm.

Ms. Olson gave a quick overview of the reason for the special meeting and how the meeting will proceed.

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

Ms. Johnson clarified that the board would not be taking any votes until after the public has had an opportunity to speak. Ms. Olson confirmed.

Upon hearing no public comment or board discussion Ms. Olson called for a vote. Motion passed unanimously.

II. PUBLIC COMMENT

Ms. Olson explained how public comment works at the library. If you would like to make a comment, you must come up to the podium, state your name and whether you are a city or county resident. You will be given three minutes to talk about anything on your mind. Ms. Linder-Parkinson will be running the timer. The timer will beep when you have 45 seconds left, and then again when your three minutes are up.

Ms. Olson reminded everyone that this is the time for public comment on things that are not on the agenda.

She asked if anyone would like to make public comment. Upon hearing none, she moved on to New Business.

III. NEW BUSINESS

AGREEMENT BETWEEN THE LIBRARY BOARD OF TRUSTEES AND THE CITY COMMISSION

Ms. Olson asked Ms. McIntyre to give some background regarding the work with the commission and the levy the library put to the voters. Ms. Olson added that this part was going to be a little bit historical. Since this is the public record, we would like to make sure everyone is aware of how the levy came to be.

Ms. McIntyre stated that, thanks to funding from the Foundation, we had spent a long-time planning for the levy before we sent it to the voters. We were able to go through a master plan process where we spent time doing surveys and focus groups and getting feedback from the community to understand their needs.

The Foundation was able to pay for polling to find out what the community would support and what they were interested in. With all the data, we held a couple work

sessions. The work session in October was where we had the initial conversation with the City Commission. We had meetings with the county commission as well as meetings with other libraries. A lot of work was done.

In December 2022, we presented a proposal to the city commission. I looked at the input of everybody understanding what we proposed and what the commission understood.

At this time Ms. McIntyre shared a video clip of the conclusion of that meeting.

Ms. McIntyre added what was shown was what was put in front of the community.

Some people have asked why the 7 mills were not on the ballot; the answer is your existing funding is never on the ballot. When the City put the public safety levy on the ballot, they did not list any existing entitlement or general funds. The school district doesn't list their existing funds either.

What the voters were asks is if they were willing to pay extra taxes in order to support expanded library services.

Every presentation we did, our website, and in all of our communications we were very clear that the budget we planned included the seven mills but did not include the \$350,000 general fund subsidy. That is what we based our promise on.

In order for the library to meet all those promises, we hired staff because it takes staff to expand services.

Ms. Olson asked if any board members had questions regarding the funding package that was put before the voters as part of the levy. Upon hearing none, Ms. Olson asked if Ms. McIntyre would talk about the current budget situation.

At this time Ms. McIntyre displayed the Putting Meaning to the Numbers handout on the screen.

Ms. McIntyre stated that there are a few options that the negotiation committee has put before the board.

One option is the library's proposal to lose 2.5 mills, giving back a little over \$300,000 annually to support other city priorities. This is in addition to the \$350,000 in the general fund that was already given back.

The city's proposals are to take 3.5 mils for two years and then take all 7 mills permanently. This means that for the first two years that would be a cut in the library's

budget of \$421,400 and then going forward \$842,800. We are using pretty specific numbers. These are based on FY 2025 values.

We all learned last year that the value of a mill goes up and down, we cannot predict what the Department of Revenue will do with the millage. Going forward, we are using the value of the mills based on our budget.

With our current budget, we are meeting our promises. We are open 7 days a week, we're providing a lot more educational programming, we've expanded our digital resources, the bookmobile is running six days a week, parking is free, and we have greatly improved library safety. We used to be in the top five places, year in and year out, that called dispatch. In June we didn't call dispatch a single time. We did have a couple calls in July and August, but they were for behavior and then we had some due to heat stroke and other medical stuff. The drop has been significant. Attendance at the library is up. We've restarted the homebound services for seniors and those with disabilities. Our programming has just gone through the roof. We were able to hire a fantastic community engagement coordinator, and a communication person, and our community interaction has increased.

For the way the budget is billed; We have the two voting mills. Back in 2000, the city of Great Falls voted to provide two mills of funding to the library. There are the 15 voting mills that we're so grateful that the community supported in 2023. There are seven mills by agreement. The intergovernmental funds are the funds we get from Cascade County, from the State of Montana, and then the other income is rent from the places that rent from us, parking usage, paying for copies, a very minor part of our budget.

What the renegotiation committee is proposing, is we understand that the city is having budget difficulties and we also understand that the value of a mill is larger than when we first proposed it, that is mostly offset by the fact that our expenses are up.

We remind everybody that in December of 2022, we didn't know that we would be negotiating 8% raises for our union employees or that our elected utilities cost would triple. We've all experienced inflation, so we know prices have gone up.

If we accept the library proposal, and we get the city to come back to the negotiation table and consider our offer, it would look like this.

We have the two mills, we have the 15 mills, we have 4.5 mills, and then the other things stay the same. That's about \$300,000.

Without the 3.5 mills, we would be looking at cuts. 3.5 mills is a sacrifice and it would mean we would have to delay some things. It would mean we are not going to be able to invest for deferred maintenance, and we all know this 56-year-old building has a lot of deferred maintenance.

Taking out another mill will really mean that the board has to make some decisions about what they want to cut. We are not saying that you need to do all of these things, but we would probably have to do up to half of these things, depending on which ones you pick.

That would mean everything stays the same but you can see the red portion which is the funds from the agreement drops in half. That would be for the first two years of if the agreement was in place which would be fiscal year 26 and fiscal year 27

Step two would be the library budget without seven mills. Basically, half of the increased money that was voted, would have come to the library. We would basically then be giving back pretty much half of our increase and so we wouldn't be able to meet our promises. The board would have to make some really hard decisions about what they wanted to cut.

In this case, our revenue would look like this. The entire Mills by Agreement is gone and we are just supported by the two voted mills, the 15 voted mills, the intergovernmental, and then the other revenue.

For the zero scenario, we would have to be open less hours, and that would probably mean cutting two days. It could mean being open six days a week but much shorter each day because we would have to lay off staff. We would have to lay off up to eight staff depending on which people we choose to lay off. We were able to add a new IT person and then begin to offer open tech hours and we have plans for doing more training for technology. Without additional staff, that's not going to be able to happen at all. We might have to cut programming staff. It is possible that we would not be able to continue to have the safety specialists and so then we would be back to having library folks doing de-escalation and patrons we would not be able to control the grounds; the presence just would not be there.

We wouldn't be able to keep all of our youth services staff so we have to cut back. This September we have more than doubled our weekly early literacy programming so we now have early literacy programs five days a week. We would also not be able to have the bookmobile run six days a week.

Ms. Olson asked if those are all decisions that this board would be involved in. Ms. McIntyre said "Absolutely, those would be board decisions. When we approve the budget, then we would have to define what your priorities would be. My work plan is based on a strategic plan that you guys have given me. These were all in the strategic plan, but you can only do the things that you have the funding and the staff to do. I would have to say to you, yes, you have assigned me to do all these things and I do not have the resources to do them, so what would you like me not to do?"

Ms. Olson thanked Ms. McIntyre and asked what questions the board and ex-officios have regarding the putting the meanings of the numbers document?

Ms. DeForest wanted to clarify, if we reduce by the 2.5 indicated on page 3, it says staff training. Does that include cuts to staff, or just staff training?

Ms. McIntyre stated it was cuts to training. We had plans to do a big customer service training for all of the staff. We also had plans to have people go on field trips to Missoula to see some of the really innovative things that they are doing. That just would not be in the cards because we won't have that extra income.

Ms. Johnson had a question on the same page. One of the three things listed as a possible impact is the delay in building repairs and maintenance. At prior board meetings it was asked when planning the budget that there's no particular projects that were budgeted for in this year's budget in regards to maintenance. When it says that's a cut, one of the three that could total \$301,000; what projects, building repairs, and maintenance are we talking about. There were not specific long term items for projects that were accounted for.

Ms. McIntyre explained that Fiscal Year 2024 was a big year with lots of changes. We went from 19 to 34 full time employees. We had a lot of changes and the management staff and the team said, please do not do any projects for this upcoming year. We need to get the things done that we need to do. Our plan as a management team and with our new custodian was to really spend some time this year to look at what our deferred maintenance needs are. We're still having water in the basement. We're still having several other things. We're in the midst of the design work with Cushing Terrell. The plan was that we would get some of those critical things and see if we could address them in the next fiscal year. If these cuts happen, then we will not be able to try to do any of those things next year.

Ms. Johnson asked Ms. McIntyre in your tenure as the library director, you mentioned that mills go up and down. I know, and at least in the past, there hasn't really been a season when mills have gone down. In your tenure at the library, what is your known history of that mill value; because most typically that value is only going up.

Ms. McIntyre replied that that is correct, historically the mill value has gone up. In extensive conversations with Ms. Kinzler, the fiscal director at the city, there is a lot of concern about the mill values going forward. Calumet is the biggest property taxpayer in Cascade County. They have protested their taxes year after year and my understanding is that they are considering applying to have their entire biodiesel set off into a non-profit which would reduce their taxes. I'm being very conservative, as directed by the city, that we should not assume that the mill values will continue to go up because we are not sure what's going to happen. If I said in the past they thought that, I misspoke.

In talking with Ms. Kinzler, I have been told many times that there's a possibility that it will go down because of that.

Ms. Wilson asked Ms. McIntyre to remind everyone what service calls were from the Great Falls PD before we had the safety specialist, a monthly average before we had safety specialist?

Ms. McIntyre stated that it went up and down, and that we were in the top 5. She would estimate that we called the police a couple times a week. Ms. Linder-Parkinson added that it was closer to 15-25 calls a month.

Ms. Johnson said in general conversations in the public, the thought is that this money is going towards or could potentially go towards safety. Somebody pointed out to me today that the seven mills are actually that agreement. In 1993, legislature did MCA 22-1304, and that allowed the city to make an agreement for up to seven mills, and it actually says, that the governing body can establish the agreement, but not to exceed seven bills on the dollar. It goes on to say that that money can only be put into a library fund. So it's not voted on, it's just the governing body agreement. So that money isn't part of the general fund. My question then lies in, and this is maybe for the negotiating committee, did discussions come up in the negotiating committee that if, because the phrase is used to give it back to the city, but is it being given back to the city or is it just gone? That's why I said maybe that's a Ms. Wilson question, a negotiating committee question, because I can't find it anywhere in the city budget stuff that the city has said it's going somewhere.

Ms. Olson introduced Mr. Bronson. He is the library attorney on the negotiation committee. He will be taking us step by step through what happened in the negotiation committee meetings between the city and the library.

Ms. McIntyre added that it changed in 1993, and that it is her understanding that those seven mills have been coming from the general fund and that it would go back to the city and they can spend it on other priorities.

Ms. Johnson asked Ms. Wilson if in her knowledge are they part of the general fund. Ms. Wilson said that I'm not sure I can answer that, whether I've got enough experience to be able to answer that.

Ms. Olson asked if there were any more questions regarding this document. Upon hearing none, she asked Mr. Bronson to give some background on how the negotiations work.

Mr. Bronson addressed the board. I've been around the trustees and members of the public here during a very short version of this and I'm certainly able to answer any particular questions about the negotiation process.

As you know, the commission in March of this year requested that the parties reopen negotiations on the terms of the agreement between the Library Board of Trustees and our City Commission.

Based on that, both entities will appoint negotiation teams to conduct those negotiations. From the city, we have commissioners McKenny and Wolf, city attorney Dennis, and city manager Mr. Doyon. On one occasion Mr. Doyon was not available so acting city manager Mr. Larson participated in conversations

The library's negotiation team consisted of trustees Olson and Bulger, Director Ms. McIntyre, and myself as legal counsel.

There were two sessions that were held on April 2nd, the second on May 1st. It's fair to characterize those as general discussion sessions in which the representatives of the city spoke in very general terms what they hoped to accomplish in the course of their negotiations. It was also an opportunity for the trustee representatives to represent to the city team what they felt was most important in terms of the library, and the library continuing to function.

On June 3rd, the third meeting in the cycle, the City then presented a draft of what they wanted to see in terms of their proposal. Much of that proposal that was presented at that time is still part of this agreement that they refer to now as their last best final offer. The important thing to consider though at that time was that the city's position with prospective funding is that they simply wanted to have the library trustees work on the available mills that had been approved in the event of the city charter back in 2023. In other words, the seven mills that were part of the 1993 agreement would go away. And in a more specific answer to trustee Johnson's question, at that time at no time had the city discussed in detail how they viewed the seven mills, where it came from, what it was considered in their terms of their overall budget. They simply proposed at that time to no longer provide the seven notes and that would begin in the fiscal year 25-26 because they are still bound by the terms of the agreement for the specific year.

The fourth meeting that was held was on June 24th. At that time, the library presented its counter proposal to that. There was some agreement on some of the city's proposed changes. There were some alternatives that were suggested to others, but on the principal question of funding, their trustee representatives simply proposed that we keep the existing seven bills in addition to the voted bills that would be available under the conditions of the charter. The city representatives then went back and then they asked for a meeting which was held on July 23rd. They presented a new proposal at that time. This was when they proposed that in the next fiscal year the commission was willing to divide three and a half mills They were willing to continue that into the following fiscal year, but then in subsequent fiscal years, that contribution would be up.

I should mention that from the get-go, the parties have been working with the idea that whatever agreement was reached would be a five-year agreement. So in other words, what the Commission was telling them is that for those first two fiscal years after this one, it'll be three and a half, three and a half, and then nothing for the remaining two.

Your trustees took that proposal and after some consideration went back and asked for a meeting with the city representatives that was held on August 14th of this year. Basically the library's counter-proposal on funding was that they would be willing to forgo certain appropriations this year. In other words, even though the Commission already agreed to appropriate a certain amount of funds for this fiscal year, the trustees were willing to suggest that they would give back approximately \$250,000 in appropriation this year, and likewise do the same in the subsequent two fiscal years.

The city representatives took that back for consideration and asked for a meeting on August 28th. At that time, they indicated they were not going to move off the prior proposal which was to leave things as they are this year then only provide three and a half mills the next two fiscal years.

The representatives of the city at that time indicated this was what they considered their last best final offer. In other words, this is what your representatives will prepare to take to the city commission for an up-and-down vote, or whatever other action the majority of the commission has to take that time is considered.

Because of that, your trustee representatives felt it best to bring that proposal to you for board consideration. Obviously you have seen in your packet your trustee representative has come up with, what they believe is a better response to the city proposal if the City will be willing to reopen negotiations.

But that is pretty much a fair summary of what was discussed. The only other thing I would add is that in the process of coming to an agreement, the parties have essentially agreed on most of the other terms of what would go into an agreement. There is one provision of that agreement. It's one dealing with indemnification. City Attorney Dennis and I have been talking about that and depending upon what, if anything is agreed to, that may have to be discussed because of some issues related to the Montana Municipal Authority. But it's not a critical issue at this time. It's not one that really gets in the way of the parties coming to a resolution that is possible. But other than that, Madam Chair, I think that further summarizes the negotiation process.

Ms. Olson asked if Mr. Bronson would speak to the process we went through in terms of the department head.

Mr. Bronson stated that it would require a little bit of history. Back in 1993, when the city negotiated the agreement with the then trustees, the one that's still in effect today,

there was some conversation back and forth between the parties about how do we deal with the position of the library director.

By statute, by the provisions of the library code that were adopted in 1967, it's contemplated that the library director would basically be somebody appointed by the trustees and would be managed solely by the trustees.

The agreement that was entered into with the city back in 1993 does have some role towards city manager, but the hiring and evaluation of the library director, although again the library director is somebody that, at least according to the statute, should be hired by the trustees.

I can't speak to all the reasons why they agree to the language that they give back in 1993 except to say that there is some effort to try and populate some very conflicting provisions of law. You have the 67th statute dealing with libraries, library trustees operate how staff are required to. You have the 2001 amendments that were adopted to develop budgeting laws. You have the fact that since 1986 the city has operated under a city charter, which to some extent gives the city much more leeway in how it conducts its relationship internally with its departments. You have references in a number of city statutes to the library director being quote-unquote a department head.

What has happened up to this point in time is that the library director has had much more free reign to run daily affairs of the library as a department of city than other department heads have had in terms of their operation and management in their respective departments.

The city has worked through negotiation with the process of saying we just want to abide by the statute and welcome trustees to appoint the director. We don't want to be involved in that particular management scenario. Your trustees certainly understand that, but what they tried to get across was the fact that we still have all these provisions and other statutes and ordinances identifying the role of the library's department. It may have also felt that it was critical that the library director be considered, to some extent, part of the management team in the city, being able to offer his or her advice for guidance to the manager and other department heads in the overall operation of the city.

It took a while for both parties to really kind of come to a better understanding, I think, of what each must find in the language that you see in the current proposal from the city, which your trustees said they are willing to work with. Basically it continues to identify your director as a liaison to the city. There are some specified situations in which the library director will be consulted, will be part of the overall management functions of the city. But again, I think it's best to characterize it as a compromise between the parties and all of the different statutes in trying to reconcile some varied situations.

Ms. Olson asked if anyone had questions for Mr. Bronson about how the actual renegotiation works.

Ms. Johnson asked if she could ask a legal question about the agreement. Ms. Olson stated that we are going through the agreement next, and that Ms. Johnson can address the question then.

Ms. DeForest had a question about being the head of the department. The city has brought this up that the directors would not be a head of the department, and they wouldn't do it unless it was beneficial to them. What are the pros and cons as to whether it should or shouldn't be a head of the department?

Ms. McIntyre stated that this has been a complicated question. One of the things that's been really hard for me through this whole negotiation is there's the city and the library. The public library was established by Paris and Valeria Gibson when they established the city of Great Falls. We have been part of the City of Great Falls for over 130 years. We're important. That said, we also are a weird duck because of the Montana Code and our independence. So it's complicated. The value of being a department head is that we get internal service charges from the city. I work with the head of fiscal on our budget and on our invoices, and I work with the head of HR, and I work with the city attorney, and right now being a department head, that's really clearly laid out. We're both department heads, if we have a disagreement, we can go to the city manager, and we can work that through. Most of the time, department head to department head, we can work things through, but the truth is that sometimes we disagree about how things go.

The value of being in the department is being able to sit at the table and give the perspective about what's happening at the library and how well the things is going. It's easier to build relationships. Having two different managers because I answer both to the library board and to city manager to go in can sometimes be difficult to manage. I feel like we've done really well and historically over the 30 years it has worked well.

Termination of this agreement would not have been good and so I think that this is something, if it is a barrier to getting to yes and getting those people back at the table, I think that this is something that can be worked through. I think everybody will make good faith efforts, and that I certainly hope that I and future directors continue to build good working relationships with all of the city departments.

Ms. Olson asked if it is fair to say then that you would not be at the meetings with all of the departments learning about overarching city scenes and what's going on across the board?

Ms. McIntyre stated that it is my understanding is that I would be invited to the twice a month department head meetings where we discuss the upcoming city commission meetings and then I would be invited to trainings or other meetings at the invitation of

the city manager and that then I would be able to establish my own relationships with other departments.

If we're paying for HR services, I will certainly feel comfortable picking up the phone to talk to the head of HR. When we're paying for those services, we will be interacting with them. I think it will have to be worked out. We haven't done it that way before, so we would have to figure out a good way to do it. I have very strong hopes that everyone will just continue to work in good faith to build strong relationships together.

Ms. Johnson had a question about the renegotiation. In the packet, on page two, there was a statement that said Library Renegotiation Committee Principle. When was that decided upon. Ms. Olson stated that our biggest concern with coming to the negotiation table is that we have gone to the voters and specifically said if you pass this mill levy this is what we will take. We laid out a very clear plan A to the community of here's what you get if you pass this mill, and a very clear plan B if it did not pass. If you remember that included cuts and we were not at the point where we could even maintain what we were doing. We felt that by passing that mill that our biggest obligation is to the voters of Great Falls and following through with the commitments that we have made to this. So I think very early on all four of us were aligned that we had the legal and moral obligation to follow the will of the voters and provide essential library services.

Ms. Johnson asked a follow-up question. If just this principle was developed early on, and then, and I guess as the rest of the board, I know there was reports given and brought. I believe most every time the answer was, you know, we're still working on it, the ball's in library court, or the ball's in the city's court, as a board member, I actually think that should have been shared with us at the beginning of the process if that was the principle that the board was going forward. That's not a question, I just feel like that should have been shared with the board as a whole. It wasn't in regards to specific details of the negotiation. I think that is easily something that could have been shared with the board.

Ms. McIntyre replied that she believed she had said that, early on, when we started this. I can go back and look but I believe I said that.

Ms. Crist added that the board has kind of gone back and forth with the commission on the requirement to report annually to the city commission and for some years the director reported and then this last year we were told that no that wasn't adequate we need to be here from the board and so the board all showed up and did our reporting. Does either of these agreements make any change the relationship between the trustees and the city commission. Ms. McIntyre stated that it is in the Montana Code Annotated that we provide an annual report.

Ms. Olson stated that we're ready to move on to the actual Agenda report. Those of you that aren't familiar with these, basically what happens is we have committees that have served through various topics at the library. The things that come to mind recently are, we had a committee to address the situation in the park. The recommendation that came out of that was taking down the band shell. We had a remaining committee when folks were interested in looking at whether or not the library should be renamed after almost Smith Jacobs. We had a board Job description committee. We've had several things that we've worked on. And so at the end, we've provided a document so that you understand what we've done and what the recommendation of that committee is to the board.

I'm not going to run you through this verbatim because everybody's got the opportunity to look over this, but it talks about the history of how we got where we are today. I think Ms. McIntyre did a good job taking us through these work sessions with the commission where we identified that we were going to go for the 15 mills. We talked about the library negotiation principle already. The thing that we came out of that, the thing that became very clear in the renegotiation committee was that there's no scenario where the 7 mills can be reduced to zero and we can still provide the level of service that we do right now. I think you saw that when Ms. McIntyre took you through the Putting Meaning to the Numbers, all of those charts.

We also realize that we need to adhere to the Montana rules and the city rules in this agreement and that we also definitely need to take into account that we need insurance for this building and the way that we get that is through MMIA and that the agreement is going to have to be written in a way that MMIA will approve liability insurance for us.

We talked about the renegotiation process, I think Mr. Bronson did a good job taking us through that. The structural impacts, this really lays out what's different between the agreement that the city gave us and the agreement that we're talking about in the regular bargaining business, what we would potentially go back to the city with. You can see that there are a lot of similarities. What I want to point out though are the differences.

The area that we that we are talking about having some differences in are the number of mills that would be that the city will give us in each year.

The part that I do want to draw your attention to and I will read what our actual Renegotiation committee is the fiscal impact and I'm on page 4. So in fiscal year 25, the library budget revenue from the seven mills designated to the library that provides \$842,820, which is 27% of the budget revenue.

The city renegotiation committee will reduce the city funding to the library from seven mills in fiscal year 2025 to three and one half mills in fiscal year 26 and fiscal year 27. It then eliminates city funding for the library.

The library renegotiation committee strongly objects to this severe reduction in library funding. Without needed funding, library hours will be reduced. We will no longer be able to be open seven days a week. Early literacy and family education programming will be reduced. We will not be able to expand our home-bound program. Expanded digital resources will not be able to be maintained and library safety improvements will not be maintained.

The people of Great Falls voted for and passed a levy to increase library services, not for the money already allocated to the library to be repurposed to make up for the failed public safety levy. For 130 years, the City of Great Falls has provided funding for the library because our community understands the importance of literacy and access to information.

We are disappointed by what appears to be the view of the majority of this commission to ignore the will of the voters. This decision by the City Commission is a bait and switch. They told voters that these mills would be used to increase the library's hours on programs, but now they are retracting their promise and using these funds to shore up their budget, knowing that the take-back will not be sufficient to address their stated public safety needs.

With this proposal, the library will not be able to meet its promises to voters because the Commission is reneging on its commitment to the library and the Great Falls community.

Ms. Olson stated that was our response to the first part of the agreement from the city. The second part is what we're coming to this board and recommending that we give back to the city.

The library renegotiation committee proposal reduces the city funding for the library from seven mills for each fiscal year to four and one half mills for each fiscal year.

The Great Falls Public Library is incredibly grateful to have the support of our community. We know that times are tough for many and they pass the library levy anyway. We do not take that lightly. We are doing everything we can to treat those resources with the care they deserve. We quickly implemented the programs and services our friends, neighbors, and business community asked for and needed. Since the library levied passed we hit the ground running, we made promises and we are keeping them. Visits to the library, checkouts of material, and attendance at library programs have already increased significantly. We've already improved access by making library parking free. We are providing more educational programming and

access to more digital resources including ebooks and language resources and hosting free online classes for job seekers and local business owners.

The library is now open seven days a week and the bookmobile provides service six days a week. We restarted our homebound services for seniors, veterans, and people with disabilities. We are providing more educational programming for children and families. We have improved library safety.

In going out with a library levy, the library proposed a budget that provided \$181,000 for necessary library improvements and unexpected expenditures. Any responsible fiscal agent knows that it is unwise to create a budget that spends all incoming revenue without considering deferred maintenance and emergency needs.

Due to the property reevaluation done by the Department of Revenue in the summer of 2023, there was an increase in revenue from the projected amount of library mills.

To be good partners, give back to our community, and assist the commission in dealing with the consequences of the failed public safety levy, the library renegotiation committee proposes as a compromise to reduce the city's financial support of the library from 7 mills to 4 and ½ mills. The library's return of the \$350,000 general fund subsidy already provided and the proposed \$301,000 reduction in funding by the agreement will result in approximately \$650,000 yearly for the city to use to address other needs. This proposal will allow the library to retain needed staff, meet our promises, and meet our promises for expanded services.

Ms. Johnson had questions. On both the city's document and the library document, who is legally signing these documents. Are these agreements between the city commission and the library board? Mr. Bronson said he could answer the question. With respect to the city, the way that they handle these types of agreements is that when the commission votes to approve an agreement such as this, what they are doing is they are delegating the signatory authority for it to the city manager, but it's still the city commission that's approving the agreement.

Likewise, in the case of the library, the trustees have to approve the agreement and then either the chair or the designated representative of the trustees can sign it and they can delegate the signatory authority to you.

Ms. Johnson added, one of my biggest comments really stems from the last five days with communications in the public and that was really when our packet came out too. It's really disingenuous to really make the statements of this is ignoring the will of the voters and it's renegeing on its commitment to the library because it is two completely separate boxes of funding. There is 17 mills, which is exactly what was in the ordinance that the public voted on, and there is seven mills. I know you did mention this, that somebody had asked you about why the seven mills were not in the agreement,

because it's not something the city has ever voted on. No voter has ever voted on it. It's really disingenuous to even use the charged language of the city is ignoring the will of the voters and renegeing.

I know, something that was even pushed and shared at the city commission meeting, as well as in the emails that were shared with the commission, which have also been shared with the library board. I think that needs to be made very clear to the public, which even in this report, it's not made clear that these are two totally separate boxes of funding. And yes, they both impact the library budget because they're very separate boxes of funding. And I think that's really important to remember in our discussion because it is, it's part of the budget, but it makes it different how we're handling it because promises were made in regards to a 17 mills and a budget was prepared on full 24. I think it is messy, but the separation of funds is not messy. They're very delineated and I think that just needs to be made very clear which is not.

Ms. McIntyre said I respect that Ms. Johnson has that opinion. I disagree with that opinion. I think it was clearly shown in the work session that the Commission supported putting it before the voters, an additional fifteen mills with the expectation that they would continue to fund the seven. We say the library needs more money and they vote to give us fifteen mills of more money and then they take seven mills and give it to public safety. I still believe that it's correct to say that that goes against the law. The people did not vote to pay more taxes so that it could be taken for public safety, they voted to pay more taxes so that we could expand library services, so I respectfully disagree.

Ms. Olson added as part of somebody that was in the room for that meeting, that is my recollection of how that went as well. That they were very clear that if we gave back the \$350,000, the City Commission would continue to fund the library with the seven mills.

Ms. Johnson added I understand even from the clip you played, the 7 mills was brought up once in that. But I do want to go back, I spent the last five days also scouring and going over lots of the yes for the library, levy stuff, newspaper articles, all of those pieces. The 7 mills is not discussed in any of it. And I just want to even say, and thank you for sharing, but to make the statement that the public voted on an additional 15 mills and the city is taking away 7 is a little twisty and shadowy because the city is not touching any of those 15 plus 2 mills. And so I think that just needs to be very clear. The city is not touching what the voters voted on. I reread the ordinance, even the word additional is crossed off.

Ms. Crist added, in a lot of the conversation that I have heard, it has been said, the library got all this money so we can take some, we can take some back. I mean, that may not be, you know, maybe there are two separate sources, but the way I've heard it talked about, not just from the side of people who want as much money from the library as possible, but also for people who really think the library doesn't need the extra

money. I've heard it talked about, I've heard them lumped together. It's happening both ways.

Ms. Johnson replied but that seven is not, and I think it's part of just the whole conversation, it is for the transparency in general. And you guys covered this well, especially in your, in this packet, Ms. McIntyre, you did a fantastic job of delineating the different boxes of funding. And I think the public in general, we are in the weeds. We've looked at the stuff; we've really looked at it. There's a population of over 60,000 in Great Falls, most of which are not in the weeds. And so we get that there's different boxes of funding, but I don't believe that's clear to the public. And so, I think it's important that that is very clearly delineated. I think the other piece which was brought up earlier in the meeting is there's uncertainty whether the city is really taking this back. Because nowhere in the city's budget does it allocate even the seven bills. If you look at the city budget documents for this fiscal year that was already undergoing, there is no mention of seven mills of library funding even under the library section. So it's not in there. And so I think that is definitely an unclear piece of, is this really going to happen in the city or is it just going to work?

Ms. McIntyre said, I'd just like to share, so I take issue with the statement that in none of the vote yes or none of the vote library, I was not in charge of the vote yes, I was in charge of the library and so I just think that I want to share the proposal that was on our website and was presented at every public meeting.

Ms. Johnson said it doesn't mention the seven. Ms. Olson asked that Ms. McIntyre be allowed to finish.

Ms. McIntyre continued. I start with what the ordinance is, what kind of communities we want, what the ballot will look like, what will happen if the levy passes, what will happen if the levy doesn't pass, here we make all of our promises. Then I put up the budget. If you attended any of the meetings that I did at, I made very clear, and you can see here, that we say, if the mill levy passes, we will get this money, and we will get the two voting mills, and we will get the seven mills by agreement, and that is what our program is based on. If it fails, this is what will happen. And this is our current budget. So I was out in the community a lot. We had this on our website. We provided this information to everyone who asked. You are absolutely correct that most voters are low information voters. And they probably have no idea, is it seven mills, is it this mills, is it that mills. I think we just respectfully disagree. We disagree about how it's going forward.

Ms. Olson asked for comments from Ms. DeForest.

Ms. DeForest said, I feel like even if the public weren't in the meeting, they knew we were not starting off with zero. They knew that there was a certain amount of funding and we were asking for more. The optics on this do not look good because the public

voted yes for the library and no for the safety and now the commissioners are just going to siphon off money to give to the safety. The optics don't look great on that.

Ms. Johnson said, I agree, but I also think that I'm not sure where that optic came from, because the whole Susan Wolf and the Negotiating Committee have said they're not sure where that money is going. It was not talked about where, if that money is going anywhere. Mr. Bronson has even mentioned that. Just to lay on the table, it's unclear if that money is going anywhere, which therefore means it's not taking from Peter to pay Paul. That's an unknowing, we don't know that.

Ms. DeForest read a statement from Ms. Bulger who was not present.

I am disappointed not to be able to attend today's board of trustees special meeting, but I am a member of the library renegotiation committee that met with the city's renegotiation committee.

I've helped craft our report to the board and subsequent proposal to the city. Although, I am reluctant to give up funds in the community work so hard to procure through the passing of the levy, I fully support the Library's current proposal as crafted by the Library renegotiation committee.

The City's renegotiation committee is composed of Commissioners Joe McKinney and Susan Wolff, as well as the City's legal counsel David Dennis and the City Manager Greg Doyon.

At the very first negotiation meeting, Commissioner McKinney started out with a statement that he wanted the Library to be successful now, and in the future and believed in the importance to Great Falls of a strong and vital library.

As was evidenced by the Commission's office to remove all seven mills that the City electorate agreed to in voting for and passing a library levy, his statements were patently and plainly false.

The library and its director laid out the levy proposal to the City Commission four times with videos and slides and communicated exactly what that the library levy proposal included the seven mills the library received through the agreement between the city and the library.

Both Rick Tryon and Joe McKinney stated that they would place the levy on the ballot, quote, to let the voters decide, end quote.

The voters did decide and now the commissioners are trying to circumvent their will.

The library promised and has given back to the city its \$350,000 funding.

The voters were also promised many things if the levy passed. Expanded outreach programming for seniors, homebound and others, more stops and expanded hours of bookmobile, safety specialists to deal with problems within the library, no book finds, free parking and so many other improvements. Much of that has already been instituted.

The library will not be able to keep those promises because the commissioners have not kept theirs.

The commissioners' last and final offer is to allow the library the seven mills next year. The 2025 city budget has already been approved. 3.5 mills for the two succeeding years and absolutely no funding from the city thereafter. These 7 mills are 27% of the library's budget. This will set the library back substantially in a myriad of ways.

We believe that safety is very important to Great Falls for cutting the library budget to give the three departments each a drop in the bucket compared to what was asked from the safety levy is falling.

On another note, the commissioners are trying to take away the director's stand as a department head.

The library is a city department and under the library's charter and the city ordinances, her job is overseen by the city manager. She is the de facto department head. This arrangement has worked for 30 years, but our team was told, quote, it's confusing, end quote, and should be abolished. Our team disagrees very neatly. The director has developed relationships with other department heads, builds her position, allows her to have access to the city manager if any confusion exists among the departments and makes her an integral part of the city management team.

Very little actual negotiation took place in our meetings. The city made three offers, two of which were basically identical, one to take all seven mills now and forever and the other to take all the mills in three years.

Either way, these offers will hog-tie the library, force it to cut programs, hours of services and staff, and ruin the morale of those left.

We need to move forward, not backward, in surely making this library the one we all voted for, we all use, and we can offer to those arriving in great force for something we are very proud of.

Ms. Olson stated that at this point I would like to talk about the agreement between the Library Board of Trustees and the City Commission. The City, with the City Commission as their last, best, final offer.

Ms. Olson asked if there was a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the agreement proposed by the City of Great Falls Commission. Ms. Olson asked if there was a second. Upon hearing none Ms. Olson asked if there was another motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the agreement proposed by Library Renegotiation Committee. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. I'm going to speak very differently than all of you here tonight. I think what I've heard from a lot of people and their directors, to me, is smoke and mirrors, which has been a bit irrelevant to some of them in their behavior. And frankly, certainly, it would seem to me that we are pretty familiar with the specter of the situation.

I'm going to talk about your political situation. I think you are, and are very weak, the issue of political circulation. What are the four factors in that political situation? There's board, if you're appointed to a single council, the state council, the voters, and the courts, if you're in the city or the long run where you can't assume what's not to go. The most important matter is the voters, because the voters could Another year or two will reduce the number of members on the city council or increase the number that a year would. And what you need to consider there is the voters know nothing at all about buildings. One percent at most. They know nothing of all about this, that, all they know is, and you saw it tonight, is your director saying, if you pass this money, this is the amount of money you will pay on your property taxes.

Now if you said never leave the night, you should learn the ickiness of what a lot of you guys can do with producing tax dollars. But that's what they remembered. If their tax payment is more than they were promised it was going to be, they're going to hold it against you. You're going to hear a lot of stuff from a lot of good friends in the libraries here tonight, which I consider to be warm fuzzies. The political situation is the facts, but that's what you need to deal with. That's what you need to think when it's going to be voted before you stumble under something.

Sharon Patton-Griffin, a resident of Great Falls, addressed the board. The way that I, the way that I am seeing the situation, if you vote for this, if we If you vote for this, your levy, your proposal, and the city votes for its proposal and votes against your proposal, what happens? That's my question.

Sandy Rice, a resident of Great Falls, addressed the board. I just have a really quick answer. The 7 mills is a separate box of funding. However, the existence of that 7 mills was a part of the voters' decision-making process. When they decided to vote for the levy, the 7 mills was included in their decision-making process.

Judy Riesenber, a resident of Great Falls, addressed the board. I was on the board for 10 years so it's very much support all the things that the library does. I think that in general the public does not know nor does the city even think about the fact that the library is open more or there's been any other city offices except police and fire.

When I was on the board we were open 56 hours a week and most of the other city offices were open 24 hours a week.

Another thing, when the library is open, it cannot be just the first floor, the entire library has to be open. Therefore, when I was on the library board, 75% of our budget was for staffing operations and so forth. The foundation could give books, supplies, things like that, the money from the foundation could not be used for staffing operations and paying for their salaries.

And also, the foundations money could not be used for capital improvements, so there's some big issues on the big parts of the budget that can only be provided for by the mill levy and by other things like that.

On the next door neighbor, a local thing online, someone just mentioned about the last legislature that the Montana Department of Revenue would notify the legislature that there would be skyrocketing home values so that would bring a major rise in residential property taxes and the lawmakers could lower the tax rate to keep the revenue neutral. Now she explained that a little bit more and I'm not too familiar with that but as a result of that a cause they did not do with as a result of our property taxes have quite a rise. The safety levy of 13 mills a year. Our money that would go for that is just kind of a drop in the bucket but it's close to 30 percent a third of the library's budget, they should yield a lot. I think it's really unreasonable of the City Commission to expect that of a library budget.

Alan Henry, a resident of Great Falls, addressed the board. Tonight I'm in a meeting with 20 years experiencing government and 30 years experiencing non-profit. And I do understand budgets and cuts and I appreciate the challenges that you're facing. 27% in four-year period is a very significant cut. However, what has not surfaced or has not been talked about tonight that I'll try to spell out quickly and that is with the 27% cut in force, that's still roughly 50% above what the budget was before the 2023 mill levy passed. There is still a significant increase from the community's perspective in the funding of the library.

I do strongly support the city's most recent proposal.

Judy Mortensen, a resident of Great Falls, addressed the board. I do agree with what Ms. Johnson said about the confusion between a levy and a bond issue. Majority of people with whom I spoke before the vote on the levy had no idea how it was tied to the taxes and how it was implemented. And also, the problem that we have particularly

in the city and in Cascade County, getting those mills where they're staying where they tend to go and how they were intended to be used. I don't know how this library is going to be able to survive with only a 50% increase, but I think that they will be able to figure out where we need to go. I'd love to see the library have a lot more money, because I think the library is such an important piece of the city, but I do think that there was much confusion with the way the levy was perceived and the way it was presented in some of the meetings in which I attended.

Paul Lloyd-Davies, a resident of Great Falls, addressed the board. I'm going to talk about this because when Ms. McIntyre went through what will happen when the city takes that money, I lived it several years ago. I was a library employee; I got laid off. I suffered both as losing a job, and as a card holder in the huge reduction in hours and services. And people, you know, the city talks about, well, they need this money for public safety. And there's been a discussion tonight about what the reduction in the impact on city police services with the passage of the levy and the start of all those services. If that's not public safety, I don't know what it is. Plus, the fact that nobody seems to talk about all the studies that have been done on the value of literacy in reducing crime. What they're doing is this shell game, you know, guy on the street, okay, thinking about where the pea is. Well, you either take the money and you have to start providing all these additional services to the public safety, or you have the services that are preventive and reducing crime because of the positive impact of the services that the library provides. I think that's just crazy. I don't think the trustees should give the city anything. You know, other than that, what was it, \$300,000 that was in agreement on? Sure, fine. But, you know, they're just trying to pick the pocket and the pocket of all people who benefit from the library services provided. So, Go for it.

Jeffrey Branard, a resident of Great Falls, addressed the board. I understand the choice that you are contemplating at this moment is one of Sophie's choice. Nobody likes either of them. Which one tastes worse? I get that. This building and this foundation was established in the spirit of great civic progress. Great Falls, in its early days, invested heavily in the spirit of great civic progress. With that spirit, I am attempting to speak to you now. Despite the probable fact that either which way that this decision goes, the library is going to be detrimented in some way. I urge you very strongly to allow the withdrawal of funds from the city in whatever respect, to only occur in the presence of your vocal opposition. Do not agree. Tell them, fine, we'll put up with this, we disagree with it. Tell the town, we disagree with this. But do not go mild. If the city government is going to do this, perhaps there is nothing we can do if they got their minds made up. Force them to expend all their political capital that they have in order to do so. Because when the electorate of Great Falls saw the library levy, saw the educational information put out by the foundation and by the library itself, we did so with the full understanding that the city would maintain its funding of the library and we wish to enhance that funding. I believe we still wish to enhance that funding. So, if this is to come to pass, force them to spend their political capital because they too will be up for election soon and we will speak again.

Keith Duncan, a resident of Great Falls, addressed the board. You, as library board members, are faced with a tough decision. City Commission is also faced with a tough decision. You have a very narrow piece of the entire city pocket to consider. City commissioners have to consider the full pocket and all the residents of the city. Those of us that are business owners, those of us that run a household know that tough choices always have to be made. Every time in these days, every time you go to the grocery store, tough choices have to be made. I think the city has come back with a very reasonable offer and I'm disappointed the motion on that offer died for lack of a second. I'm not sure that this is a fight that is advisable, that you want to have, and probably most importantly, is winnable.

Bill Tacke, a resident of Great Falls, addressed the board. Just one clarification to point out. In the agreement that stated what the city wished on page 11, number 7, under term, when I compare that to page 17 in the current proposal, there was some wording that wasn't included on page 17 and I don't know if that was typographical or intentional. The last sentence was missing. I'm not sure if that makes a difference but I thought I would point that out.

I would just state that I think you do have political capital. I think it was pointed out in the board meeting that there is a city commission meeting later. Most likely a significant percentage of the people who voted for the library was the ones who supported the safety levy. Why they want to make us their enemy, I'm not sure. Why they came to terms with this negotiation in an offensive way, rather than saying, we as a city have a problem, how can you help us with this? They should be going to all the departments doing that, saying we're all on the same team, we're dealing with the same problems. I think that's the message they need to hear.

I kind of agree with the gentleman who stated, you know, don't give them any leeway, just say we want those 7 mills; cause that's what the community said. You know, you've got the 7 mills, now we want to add this to that, so you can provide the services that you said you can then provide, and that's what you've been doing. And it's a stepwise process. So, I think political capital is on your side. Yes, they can legally just take the 7 mills. They can cancel the negotiation and cancel the contract. The terms are there. That's understandable. But do they really want to do that? Do they want to make enemies of the people that can be their best support in trying to solve this problem and going out and getting more support within the community to provide the funding that's needed to expand our public safety needs. And I think that's the message they need to hear. We want to be on the same team. We don't want to be on opposing teams.

Sharon Patton-Griffin asked if she may continue with her remaining two minutes. Ms. Olson asked Mr. Bronson for clarification. Mr. Bronson stated Ultimately, you have a discretion to decide how you wish to handle that within the confines of your rules. I can tell you from past experience as a city commissioner that if somebody can come up and ask a question, which really is public comment, it's really wanting some time, the mayor

will generally allow that person to come back. But if you do that, you must afford that same privilege to somebody else as well. Ms. Olson stated that Sharon Patton-Griffin could continue her public comment after the next speaker.

Donna Williams, a resident of Great Falls, addressed the board. If somebody has been giving me seven apples every year since 1993, I think I'm going to assume that that was the deal and I was going to get another seven apples. But, you know, that's... and no, I wouldn't care which box it was coming out of. I would just begin to rely on those seven apples.

I paid my taxes and I paid my, I can see now there's line items, so I can see that I'm paying 17 mills to the library, so I get 15 additional mills, and I want everything that the 15 additional mills provide. I want my money's worth, I want the full meal deal, I want the 15 apples, and I want the 17 apples, and I want all 24 apples because that's what I paid for. I want what I paid for.

Sharon Patton-Griffin, a resident of Great Falls, addressed the board. I have the same angry feelings, so I have to be careful when I say, but I believe and fight very hard for democracy. We have a democracy. We have both. Both spoke. That has nothing to do with how money is apportioned. The apportionment of the money comes after the voters speaking and the voters spoke. They want the library as it is described. Now I honor your gentle souls that want, collaboration, that want to work for a goal together and I will support you but I tell you don't move.

David Saslav, a resident of Great Falls, addressed the board. And representative of the warm and fuzzy crowd. I think every voter in this room understands the effects, now very clearly, right? Library board appointments. And a number of us are intending to do something about it very soon in November when we go to vote for new city commissioners and a new mayor.

But, having said that, I think we also intend, we say voters out here intend to do something this November about the state legislature that has caused this starvation of resources situation and forced us to squabble over crumbs when huge surpluses have been available at the state level that have not been made available to cities and towns in Montana.

And as Commissioner Wilson pointed out at the last city commission meeting, none of those city legislators from Helena representing us here in Great Falls are attending these civic meetings or our city commission meetings or our county commission meetings or our library board meetings or our public-school board meetings. So that's the end of my warm fuzzy part.

I also like to make a suggestion. I know that Ms. McIntyre and Mr. Bronson have explained this to us all in the past as to why this is impossible, but I'm afraid my brain

didn't retain it. And so I ask again, philosophically, would it not be smarter to have all of our levees in a single ballot every two years? All on one ballot. That way we can treat these levees as the shopping experience that other gentlemen just referred to a couple before me. Various departmental factors wouldn't have unreasonable asks, they'd be lowering what they're asking for from homeowners, so that one offering a 15 to 20 times larger levy proposal wouldn't harbor much hope of passing, would it? Right? Just like filet mignon doesn't sell quite as many units as skirt steak does. And if I support one as a voter, now if I vote for one, or if you like, I can support and afford one or two or all or none of those levees, then I get to mark that on my ballot. And there's no subsequent discussion of, well, what did the voter really want relative to one other thing, right? I mean, it would be very clear. We all want safety. We all want literacy. We all want good public schools, and we expect our state legislators to pass a budget that allows us as a city to fund it.

I also represent the strong pro-literacy contingent who are participating here in their civic process today and I'd like to put in a good word for those who are not mired in the weeds as I think was put here just a second ago. Their votes count just the same as those of us who have been following this sad saga from its very start and have understood its implications and have understood the various ideological standpoints that we've been forced to fight out with one another. But that doesn't make our votes more important than theirs.

Molly Beck, a resident of Great Falls, addressed the board. Thank you, board members, for all the work that you guys have put into this and I think it is very partnership spirited of you to make a connection to the city. Particularly when it's brought up about transparency. I feel like through the library process it has been incredibly transparent what the budget has been, what it would be promised, what would happen if the levy failed. I know it's shaded that this money would be potentially directed towards public safety. I did not feel that same level of transparency from the public safety levy that certainly these are the things that we would like. I did not see the comparable, these are the immediate things that will happen without that levy. And so, I feel that this is another instance of that lack of financial transparency in planning. So now there was maybe like this assumption, like of course that levy will pass, we should not have any contingency plans. Yet here we are again, there's so much fruit talk tonight. Like this was low-hanging financial and political fruit. Then tonight we come with a very clear packet with clear indications of each plan. But yet the city has not come to us with how this money fits into their plan. So, they have said, like, well, you know, like, oh, there's some nice little things happening with the library budget over there. Let's see what we can harvest from that and figure things out from there. I would feel much more willing to play if I could see what the plan was and how, like, this library money fit into the bigger plan. Like, I want public safety as much as everyone else. But I'm not sure how this fits, other than this was the harvesting of the apples. It was low-hanging financial fruit and catering to a section that really has been against the library for a while. So, I

appreciate your transparency and I would request more transparency as a voting citizen on the bigger financial plan and how these monies are going to fit together.

Bob Kelly, a resident of Great Falls, addressed the board. I want to start off by just saying a couple things. First off, to the trustees, to Mr. Bronson, Ms. McIntyre, all the people that are working on this, thank you for what you're doing, not only for this headline story that we're here tonight, but the work that you do year-round is tremendous.

I know this is the first time I've been in a meeting, matter of fact, this is the first public meeting I've been at since I retired nine months ago.

I want to make a couple points here. One is, we are all one community. I can tell you that the city commissioners are trying their very best to help us solve an incredible need in public safety. I don't agree with the way they're doing it, but I do know that their motivation is pure. It is because we have dire needs in our community for better policing, for domestic violence, sexual abuse against children, drug abuse, and the various other crimes that we hear about. Not to even mention the fire department and the ongoing situations that are there. So they're motivated by the right things. But I can tell you, having been in the room, when Ms. McIntyre came and made the presentation, as you saw in the film there, we were very grateful to hear about the \$350,000 it was going to be freed up to come back. No one ever mentioned Going after the seven mills. Even when the library ballot was going on and on and our public safety levy was, the library passed. And then we put the public safety vote in front of the voters and we got creamed. Nowhere in that proposition going forward with the public safety levy that we say, hey, let's reduce it by \$700,000. That might make it more palatable. And on top of the \$350,000, we're already getting it from the library. That's a million dollars in savings. That's a good settlement. Let's try that. No one mentioned that.

I think when this was brought up in January, I've been told, and I apologize because I haven't looked at any tapes, that one of the comments from one of the commissioners was, why would we do that? Why would we punish the winners, meaning the library, and take their funds away to fund the losers, which was the city public safety levy? Very disingenuous for these same commissioners that I shared a great experience with to come back and now go after that. This is not a big number for them. The \$350 they got should be helpful. I will tell you that the \$700 can be directed or the \$800 to \$70, which is almost a million dollars, can be very easily directed public safety and probably would be and should be.

I applaud the fact that you all recognize the problems and the issues that the community has with the lack of good public safety here and are willing to say, okay, we may not agree with your methodology. But we can spare some of these dollars. That is an extraordinary offer and I think one that the public would support strongly and I urge

you to stay with this motion and present that to the city knowing that it's going to still be negotiated further at the Commission meeting. But I think the public will be behind you and I know I will be behind you for that proposal.

Ms. Olson consulted Mr. Bronson regarding the agenda. Ms. Olson asked with the agenda, the way that it's laid out, talks about two motions, and so it would indicate that there's two opportunities for public comment. We would not necessarily need to make two motions, correct?

Mr. Bronson replied, If I understand your question correctly, no you don't, we have a motion before you now to approve your proposed alternative to the city. By indication you are rejecting the city's last offer. So, you need to take action on this motion. If you have subsequent motions you will have to open for public comment.

Ms. Olson informed everyone that there may not be another opportunity to make public comment. Is there anybody else that would like to speak tonight?

Rebecca Henry, a resident of Great Falls, addressed the board. I'm under the wonder that there was a comment made before the levy that if we don't receive this our library is going to close. And I know if I would have heard that, I would have said, that can't happen. That can never happen. I'm raised my kids here, live in the library. So, I'm under the impression that maybe that's why he had passed. I would love to understand that, but that might be helpful to understand what is going on.

Ms. McIntyre asked Ms. Olson if she could address the last comment. Ms. Olson Allowed. Ms. McIntyre stated This has been brought up at a couple of public meetings. When we did our library's presentation to the city commission at one of those meetings, there were reporters there. A KRTV reporter, I did not interview with him. He had all the packet information. Unfortunately, he did a story that was misleading. He then subsequently, understanding that that was the wrong thing, we shot a new interview. He came here, he did a bunch of background, we talked, and they put out a correction. I understand that not everybody got that correction, but none of us control the media. It was a mistake. We did say that we would close an additional day. As far as I know, nobody from the library, nobody from the foundation, nobody from the vote yes, nobody from the board ever said that we would close. It was unfortunate that journalists made a mistake. I was quite deliberately not watching all of the coverage. I don't know if you've ever seen yourself on TV. But when it was brought to our attention that it had happened, we did start conversation with that particular reporter and we did have it corrected. Once the damage was done, the damage was done.

Ms. Olson opened to board discussion. This is the board discussion part of this motion and I'd like to give everybody the opportunity to talk and we can talk about what the options are on the table. I would like to use my first comment to ask Mr. Bronson, there was a question from the public about the differences in section 7, the term.

Mr. Bronson, could you give your legal opinion about the differences between the city's Term number 7 and the library proposed term number 7.

Mr. Bronson replied that under the city's proposal that was presented here about a week and a half ago, it's a five-year agreement. The agreement that would be expanded for successive longer renewal terms upon mutual agreement with parties before the expiration of the original term or the mill term. If for any reason the agreement is not renewed and the parties agree to abide by the agreement for 90 days which allows time for a transition from the city to the library of various things that the city agreed can go on. Under your proposal, I'm just going to kind of go through it, you know, line by line, you know, same thing. It's a five-year agreement that can be expanded for one year in the middle terms on a mutual agreement. If at the conclusion of any term the agreement is not renewed, parties that will abide by the agreement for 90 days can facilitate what you call a well-ordered transition.

My understanding that your selection of that language was to make it a little bit more broad so that you could deal with anything potentially that could come up in the transition. We discussed the fact that if the original agreement, the 93 agreement, goes away, there's nothing to replace it. We still have an ordinance providing for a library, in accordance to state law. We still have the permissions of the charters that need to be honored. We will have collective bargaining agreements in force at that time that will also have to be followed or which, depending on the circumstances, may have to be renegotiated in some way to effectually the transfer of the status of the city employees to library. The intention was to make it clear that you want that process to be well ordered. We don't know to date every possibility that may come up. The parties are just simply agreeing to use those 90 days to facilitate the city, and library as well.

Ms. McIntyre stated that it was her mistake. Mr. Bronson and her had some back and forth on that. We had talked about changing it. I had thought that I had put it back the way that the city did. Had I realized. We put this together in two days. So that was a mistake. I did not in any way mean to do something that was not clearly, if there was any difference between them, I should have pointed that out to you. So, I'm sorry if there is a difference on number seven and I didn't point it out to you. I had taken it out and then talked to Mr. Bronson, and I had thought that I put it back in. Obviously, you can amend it however you want. I just want to state that that was a mistake.

Ms. Johnson asked if we should we amend it to put it back in so that it does match or amend it to have that in red and struck out. I feel like either way, it needs to be amended so it's very clear when it goes back. I'll be honest, I didn't catch it because I saw the red differences. And so, thank you to the member of the public who found it. But if it is taken out, it should be in red with the strikeout. So I think either way, you need to have an amendment.

Ms. McIntyre said Yes, and apologized again.

Ms. Crist stated that having made the original motion, I move to amend it by changing number seven terms to match the terms proposed in the city proposal.

Ms. Johnson second that.

Mr. Bronson stated that there is an amended motion on the floor and the amendment is strictly related to the language of paragraph or section 7 of the agreement. Public comment is open again at this time but only as to the language to the amendment.

Ms. Olson asked if there was any public comment about the language to the amendment to item 7. A member of the public asked that the amendment could be read again. Ms. Olson asked Mr. Bronson to read the amendment.

Mr. Bronson stated he would read the amendment in its entirety. The term of this Agreement shall begin on date it is approved by the Great Falls' City Commission and end on June 30, 2029. This Agreement may be extended for successive one-year renewal terms, upon mutual written agreement of the parties prior to the expiration of the original term or any renewal term. If, at the conclusion of any term, the Agreement is not renewed, the parties will continue to abide by the terms of the Agreement for ninety (90) days to facilitate a well-ordered transition of services provided by the City to the Library under this agreement and to effectuate the transition of Library personnel.

David Saslav, a resident of Great Falls, addressed the board. So I read that amendment before I came today and I had a question about it. Maybe Mr. Bronson can answer? Did it mean that if a year from now the voters of Great Falls drastically change the composition of our city commission that we may never see the third and fourth year of this agreement play out simply because the commission would be empowered to revoke that agreement, go back into a newer negotiation, or simply refund all mills that had been taken to that point. Is my question clear? Are we agreeing on something that would pertain or bind to future commissions, I guess is my question.

Mr. Bronson said, to answer the gentleman's question, at any future, should the City Commission gets, let us assume this or some version of this agreement is up. The City Commission approaches the Library trustees and says they would like to revisit this again, and the library trustees agree, then yes.

Ms. Olson asked all those in favor of amending the agreement say Aye. Motion passed unanimously.

Ms. Olson opened for board discussion on the entire proposed motion of whether or not we accept the renegotiation committee's proposal.

Ms. Crist pointed out that Ms. Bulger already started the discussion.

Ms. DeForest commented. I'll start off by just saying, I don't even know why we're even having this conversation, because I feel like the library levy passed, the safety levy didn't, and all our energy and resources should be in talking to the community about how we get the safety levy to pass. So, in saying that, I don't actually like either agreement yet. I certainly don't like the city's proposal. And I don't really care about our proposal either but I appreciate all the effort that you did on the committee and so if we need to move the conversation forward, I'm willing to go with it.

Ms. Crist commented. Well, like Sam, I was not on the negotiating committee and when I heard the terms, I was a little taken aback. Like Sam, I thought it's not really what I want. I mean, I don't want to give up anything. And even as recently as today, I was feeling very much like I don't want to give up anything. But I am not just a citizen, I'm also a trustee with responsibility for the library. I heard last night a lot of people speaking on why it was important for the library to maintain all of the funding and, my heart is with them and it kind of breaks my heart to I mean I brought the motion so it sort of breaks my heart to be able to have to do that but I think I am going to be okay with us voting on this motion in part because we are trying to be as Mr. Kelly said, on the same team and part of this community together. The mills that we achieved through the levy ended up giving more money than we expected, so we're being a little bit generous in that. I'm not particularly pleased with nor do I totally understand the giving up of librarian being head of a department, but I think we are, we're not just standing our ground, we are being gracious. We've been gracious for a lot, for a long time, maybe too long and too much. And I, you know, I hear that and I feel that, but I think our job in this is to be gracious. Now, if we run into a stone wall in terms of the city response, then we will have a different approach to it. But for now, this is, I am in favor of this as the least worst possibility.

Ms. Johnson commented. I kind of want to just address three little areas here and one is kind of to the public and I think there are a lot of members of the public that don't know who I am and I want to just make it clear and actually I had some stuff written down I think it was back in July or August to share that I never did. I don't have those with me tonight. But I think it's very important to know that I love literacy. I was raised to love literacy. I taught kids to read for 18 years. And so for any member of the public to think I'm anti-literacy, that I don't love learning in literacy, is a falsehood. But I hope you can replace that.

At the same time that I love literacy, I've also been fiscally, my grandma worked at a bank. She was the first woman teller at a bank in Billings, moved up the ranks. Being fiscally responsible has been part of my life that I was raised with. My brother didn't get those same skills, but I did get them in the family. And so that is one of the pieces I promise you. If you have been at library meetings, you know, I ask a lot of questions about the money. Not always in judgment, sometimes often just in questions like, can you explain this? I'm curious about this. Because that's part of not only a board

member's responsibility, but a citizen's responsibility is to worry about that. I both love literacy and I love being fiscally responsible, both of which play an important role. On that, I think the economic condition of the country, of our city, of our state, has continued to slide down and prices continue to rise since the levy was voted on. So things have changed. Government money tends to function very differently than often business budgets, but there's really zero reason for that to happen. And I think there's a lot of conversation about that locally, statewide, and nationally, about how budgets have to have to be looked at differently. If family and businesses have to make economic decisions and cuts, then this body should be no different, which we've all kind of talked about, you know, if we have to, okay, let's do it in a responsible way. There was a member of the public that talked about we should just be able to rely on it in the same manner that families and businesses can't always rely on what has always been the status quo. I think that also holds true in this body. You can't just rely on it because things have changed.

The kind of the third thing I want to talk about is it kind of came into tonight not with just two scenarios, not just with the city proposal and the library proposal. We kind of came into the night with four scenarios, and I think it's important that those of us sitting on the board that will vote know this.

One of those was the city proposal. The scenario was if we passed it, then most likely since it was the city's proposal, it probably would have gotten passed. Not a guarantee, but most likely.

The next proposal was the library proposal, which really brings two scenarios, which Ms. Sharon Patton-Griffin kind of discussed this and asked this in her question is what happens if they don't and that plays a part. So we're really not left with three scenarios since passing the city did not give us it.

The two aspects, two scenarios that play out with this one that we pass now is if we pass it and it goes to the city, they don't have to renegotiate. That's one option. The other option is they could choose to renegotiate it. Which I think is a very interesting thing because they came with what they called the last best option. So I think there's huge question marks of if they're going to negotiate it. And so really of the three options left, the best scenario is they're willing to renegotiate it. And then we move forward with a middle of the road cut. So you have the option of they're not going to renegotiate it, and so what are the questions there?

And then really the fourth option is they can end the agreement at end of their deadline, which would make it end June 30th of next year. So with those two really questionable ones, I think a question we need to address is that's going, and this is mentioned at the very end of the packet, is that has the strong potential to add legal costs. So for us as a board, and I wasn't on the board during the last cycle that legal costs were incurred, but what kind of legal costs are we looking for? Because those will

also set, as Ms. Bulger even said, with cuts setting back the library financially more, legal costs with two of the three scenarios that we're left with are going to set back or set the library back financially more also. That number is obviously questionable, but on page 7 in the packet, it did say that the city that terminates it, the board, library board, will need to seek legal counsel regarding the status of all the remaining things.

So, we have three options, and one is, it's sort of even crossing our fingers option at this point, and that is we pass it, but will the city even be open to renegotiation? And if not, then we are burdened with potentially even additional setbacks. And I think that's important for all of us to know that it wasn't just two scenarios.

Ms. Crist added, this is perhaps a minor point, but the last time that we had legal representation, it was entirely pro bono.

Ms. Olson commented. I participated in renegotiations from the very beginning and I think that we all bring certain things to the table when we enter into negotiations. And for those of you that don't know me, I used to own a Bison Ford. I sold the dealership in November of this last year. So, one could say that I spent a lot of time negotiating with car deals and this was really a unique scenario that we were in and I had thought when the city asked to renegotiate the contract that their opening offer wouldn't be and we're going to take them all away. You don't walk into a dealership and say give me the F-150, I'm not going to give you anything for it. That was especially what we saw at the beginning. I don't have the apples comparison or the low hanging three by half, the car version of this. And so, it was apparent to me very quickly that standing on the other side and saying, we are going to stand firm for these seven mills was one to get absolutely null. Which is disappointing. I participated very heavily in the attempt to get this levy passed and it was blood, sweat, and tears to get to that point. And I was so glad to see that the majority of Great Falls voters were behind the library levy. I thought we were in the clear. So, I most certainly was on the let's keep all seven of our apples side of the thing, but realized very early on that we wouldn't have gotten anywhere had we gone that route. And so, the thing that I think is most important is that we do not agree to a renegotiation that takes all seven of those mills away. I do not want to see us go to zero at any event. The city was never willing to give us that sort of agreement. They never came to the table with anything other than, eventually, all seven of these mills will disappear. So, I feel very strongly that we go back and offer something that shows funding for the library for that entire agreement. Yes, if they decide that they just wanted agreement, we get to zero a lot quicker than they wanted us to get to, but I in good faith, cannot support approving an agreement that takes us to zero mills at any point. So that's how I feel about it.

Is there any more discussion before we take a vote?

Ms. Wilson added that she appreciates the discussion on this and I'll leave it at that.

Ms. Olson called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. Voting NO: Ms. Johnson.

IV. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Olson stated that the Library Board has approved this alternative agreement. She has asked Mr. Bronson what will happen next.

Mr. Bronson commented. What I would propose is that since you are taking this action, I will contact Mr. Dennis, the city attorney. There would be a public meeting that you have Voted not to accept the city's offer, because there was a motion made for the bill to go back to the second, if you would have a clean and alternative proposal. I have no point about seeing them say it. By implication, you are prepared for your negotiations.

Ms. Johnson added I want to just comment to the board again, a member of the public made this comment last time, but us seconding it isn't really us turning down the motion. When we don't second a motion, it takes away the public's opportunity to comment that, and then our opportunity to vote for or against that motion comes when we vote. It doesn't come in a second. Our support or being against a motion doesn't come with a second. A second is simply a parliamentary procedure that allows the public to participate in that discussion. So, I think that's just really important for us to continue to remember moving forward. Seconding a motion isn't us voting yea or nay for the motion. It is us given the opportunity for the public participate in what we do.

Ms. Crist added that although I would just say that there were several people who said, I would say that that motion that you didn't actually consider. So, people actually commented, but Ms. Johnson is right.

V. ADJOURNMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 7:47 pm.

2220 Income Statement

Through 08/31/24
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	Actual Amount	MTD Actual Amount	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	.00	.00	.00	2,872,800.00	0	0	2,875,763.07
31103	REAL DELINQUENT AD VALOREM	8,000.00	.00	.00	.00	8,000.00	0	0	8,395.33
31121	MOBILE HOME TAXES	2,000.00	.00	.00	.00	2,000.00	0	0	9,295.19
31122	OTHER PERSONAL PROPERTY	5,000.00	.00	.00	.00	5,000.00	0	0	29,630.22
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	.00	.00	.00	1,800.00	0	0	3,706.11
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	.00	.00	.00	35,526.00	0	0	37,063.74
33500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	.00	.00	.00	2,359.00	0	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	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	250.00	1,350.00	16	16	3,962.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	350.00	350.00	700.00	12,090.00	5	5	12,250.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	534.00	534.00	975.30	4,524.70	18	18	4,817.71
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	1,444.15	1,444.15	2,377.40	9,622.60	20	20	13,131.21
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	120.00	120.00	240.00	560.00	30	30	1,030.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	.00	+++	+++	930.00
34836	CONVENIENCE FEE	.00	7.45	7.45	17.66	(17.66)	+++	+++	26.65
085134	COLLECTION AGENCY FINES	.00	20.00	20.00	171.99	(171.99)	+++	+++	800.76
35220	LOST BOOK FINES	6,500.00	910.69	910.69	1,664.28	4,835.72	26	26	7,028.94
36510	CONTRIBUTIONS & DONATIONS	10,000.00	12,000.00	12,000.00	12,000.00	(2,000.00)	120	120	316,240.67
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	.00	+++	+++	50.00
27110	REGULAR INTEREST	8,000.00	.00	.00	.00	8,000.00	0	0	28,911.01
REVENUE TOTALS		\$3,161,675.00	\$15,436.29	\$18,396.63	\$3,143,278.37	1%	\$3,570,036.90		
EXPENSE									
44110	SALARIES & HOURLY	1,557,273.00	112,059.81	112,059.81	220,912.21	1,336,360.79	14	14	1,069,987.06

2220 Income Statement

Through 08/31/24
Detail Listing

Include Rollup Account/Rollup to Object

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41210	OVERTIME - REGULAR FULL-TIME	.00	959.49	959.49	1,683.69	(1,683.69)	+++	260.76	
41315	VACATION TERMINATION	.00	10,809.18	10,809.18	10,809.18	(10,809.18)	+++	14,422.46	
41325	SICK LEAVE TERMINATION	.00	8,215.90	8,215.90	8,235.56	(8,235.56)	+++	8,774.29	
41360	HEALTH INSURANCE	361,555.00	25,802.78	25,802.78	51,536.16	310,018.84	14	249,932.58	
41370	LIFE INSURANCE	2,131.00	210.08	210.08	312.73	1,818.27	15	1,908.41	
41410	UNEMPLOYMENT INSURANCE	6,206.00	462.23	462.23	873.63	5,332.37	14	4,440.35	
41420	WORKERS COMPENSATION	6,989.00	719.02	719.02	1,076.23	5,912.77	15	7,995.27	
41430	FICA	96,551.00	7,940.32	7,940.32	14,488.87	82,062.13	15	65,279.50	
41435	MEDICARE	22,584.00	1,857.00	1,857.00	3,388.47	19,195.53	15	15,267.06	
41445	PERS	160,846.00	13,451.44	13,451.44	24,834.03	136,011.97	15	114,096.61	
41510	MISCELLANEOUS PENSIONS	19,929.00	4,525.64	4,525.64	5,825.45	14,103.55	29	15,470.81	
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	.00	+++	36,232.00	
42110	PAPER & FORMS	3,000.00	384.05	384.05	384.05	2,615.95	13	2,124.56	
42120	COMPUTER ACCESSORIES	7,500.00	221.50	221.50	237.49	7,262.51	3	5,811.63	
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	337.27	337.27	478.77	9,021.23	5	7,171.96	
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	.00	.00	287.46	7,712.54	4	3,787.57	
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	660.11	660.11	1,841.37	12,158.63	13	8,934.79	
43110	POSTAGE, BOX RENT, ETC.	5,000.00	.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	10,504.99	10,504.99	26,004.99	53,995.01	33	57,519.53	
43350	MEMBERSHIPS & DUES	1,000.00	.00	.00	.00	1,000.00	0	953.00	
43410	TELEPHONE	3,400.00	233.87	233.87	233.87	3,166.13	7	2,944.19	
43412	FAX & OTHER TELEPHONE LINES	3,000.00	852.00	852.00	1,704.00	1,296.00	57	2,044.80	
43420	ELECTRIC UTILITY	78,000.00	1,667.68	1,667.68	3,202.04	74,797.96	4	56,118.31	
43430	GAS UTILITY	13,000.00	387.87	387.87	387.87	12,612.13	3	9,703.18	
43440	CITY SANITATION DISPOSAL	2,100.00	177.00	177.00	354.00	1,746.00	17	1,843.94	
43450	WATER UTILITY	3,600.00	864.43	864.43	1,132.50	2,467.50	31	2,804.42	
43460	SEWER UTILITY	1,500.00	112.61	112.61	225.22	1,274.78	15	885.70	
43470	STORM DRAIN UTILITY	1,000.00	96.31	96.31	192.62	807.38	19	926.38	

2220 Income Statement

Through 08/31/24
Detail Listing

Include Rollup Account/Rollup to Object

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Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	28,768.80	36,890.50	16,609.50	69	46,678.26
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	1,175.00	1,295.00	32,905.00	4	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00	1,131.37	1,902.87	5,597.13	25	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00	1,117.29	1,794.28	21,205.72	8	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	.00	1,600.00	0	1,478.76
45515	CREDIT CARD FEES	984.00	113.08	203.67	780.33	21	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	.00	.00	450.00	0	300,245.71
48130	CASH OVER/SHORT	.00	.35	.70	(.70)	+++	.45
48611	HUMAN RESOURCES	35,998.00	2,999.83	5,999.66	29,998.34	17	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	386.50	1,932.50	17	4,491.02
48652	FISCAL SERVICES	18,151.00	1,512.58	3,025.16	15,125.84	17	17,544.96
48658	CENTRAL INSURANCE	57,870.00	.00	57,870.00	.00	100	60,117.00
48695	INFORMATION TECHNOLOGY	3,172.00	264.33	528.66	2,643.34	17	3,060.96
48696	COMPUTER NETWORK	135.00	11.25	22.50	112.50	17	132.00
48697	COMPUTER EQUIPMENT MAINT	2,049.00	.00	2,049.00	.00	100	1,373.00
48810	COMPUTER & EQUIPMENT LEASE	278.00	23.17	46.34	231.66	17	242.04
EXPENSE TOTALS		\$2,708,870.00	\$240,822.88	\$496,657.30	\$2,212,212.70	18%	\$2,279,842.56
Fund 2220 - LIBRARY Totals							
REVENUE TOTALS		3,161,675.00	15,436.29	18,396.63	3,143,278.37	1%	3,570,036.90
EXPENSE TOTALS		2,708,870.00	240,822.88	496,657.30	2,212,212.70	18%	2,279,842.56
Fund 2220 - LIBRARY Net Gain (Loss)		\$452,805.00	(\$225,386.59)	(\$478,260.67)	(\$931,065.67)	(106%)	\$1,290,194.34

2221 Income Statement

Through 08/31/24
Detail Listing
Include Rollup Account/Rollup to Object

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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 2221 - LIBRARY FOUNDATION								
REVENUE								
36510	CONTRIBUTIONS & DONATIONS	1,035,508.00	20,988.30	21,719.52	1,013,788.48	2	2	299,703.47
36513	DL THOMSON TRUST	41,000.00	21,241.00	21,529.00	19,471.00	53	53	12,361.76
37110	REGULAR INTEREST	10,000.00	.00	.00	10,000.00	0	0	15,918.43
REVENUE TOTALS		\$1,086,508.00	\$42,229.30	\$43,248.52	\$1,043,259.48	4%		\$327,983.66
EXPENSE								
42120	COMPUTER ACCESSORIES	12,000.00	.00	.00	12,000.00	0	0	29,271.65
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	1,310.50	2,430.20	22,069.80	10	10	21,110.46
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	159.00	244.00	16,756.00	1	1	14,889.18
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	.00	.00	17,000.00	0	0	14,599.44
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	139,925.00	22,360.74	24,420.90	115,504.10	17	17	142,726.70
43550	COMPUTER PROGRAMMING	15,000.00	233.85	233.85	14,766.15	2	2	2,341.24
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	903,158.00	39,639.82	39,639.82	863,518.18	4	4	104,612.16
43790	MISCELLANEOUS TRAVEL EXPENSE	5,000.00	.00	.00	5,000.00	0	0	278.00
43945	SPONSORED EVENT - ACTIVITY	32,600.00	918.53	5,393.52	27,206.48	17	17	29,744.59
49310	IMPROVEMENTS OTHER THAN BUILDINGS	20,000.00	.00	.00	20,000.00	0	0	.00
EXPENSE TOTALS		\$1,186,183.00	\$64,622.44	\$72,362.29	\$1,113,820.71	6%		\$359,573.42
Fund 2221 - LIBRARY FOUNDATION Totals								
REVENUE TOTALS		1,086,508.00	42,229.30	43,248.52	1,043,259.48	4%		327,983.66
EXPENSE TOTALS		1,186,183.00	64,622.44	72,362.29	1,113,820.71	6%		359,573.42
Net Gain (Loss)		(\$99,675.00)	(\$22,393.14)	(\$29,113.77)	\$70,561.23	29%		(\$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	\$ (255,834.42)
FUND BALANCE AUGUST 1	\$ 1,492,772.96

AUGUST RECONCILED TO NEW WORLD

ACTUAL	
FUND BALANCE AUGUST 1	\$ 1,492,772.96
TOTAL REVENUE AUGUST	\$ 15,436.29
TOTAL EXPENSES AUGUST	\$ (240,822.88)
FUND BALANCE SEPTEMBER 1	\$ 1,267,386.37

SEPTEMBER ESTIMATED

ACTUAL	
FUND BALANCE SEPT 1	\$ 1,267,386.37
TOTAL REVENUE SEPT	\$ 8,132.50
TOTAL EXPENSES SEPT	\$ (265,168.59)
FUND BALANCE OCTOBER 1	\$ 1,010,350.28

OCTOBER ESTIMATED

ACTUAL	
FUND BALANCE OCTOBER 1	\$ 1,010,350.28
TOTAL REVENUE OCTOBER	\$ 43,317.50
TOTAL EXPENSES OCTOBER	\$ (197,152.50)
FUND BALANCE NOVEMBER 1	\$ 856,515.28

NOVEMBER ESTIMATED

ACTUAL	
FUND BALANCE NOVEMBER 1	\$ 856,515.28
TOTAL REVENUE NOVEMBER	\$ 27,932.50
TOTAL EXPENSES NOVEMBER	\$ (197,152.50)
FUND BALANCE DECEMBER 1	\$ 687,295.28

DECEMBER ESTIMATED

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	\$ 687,295.28
TOTAL REVENUE DECEMBER	\$ 1,563,512.50
TOTAL EXPENSES DECEMBER	\$ (197,152.50)
FUND BALANCE JANUARY 1	\$ 2,053,655.28

JANUARY ESTIMATED

FUND BALANCE JANUARY 1	
FUND BALANCE JANUARY 1	\$ 2,053,655.28
TOTAL REVENUE JANUARY	\$ 106,432.50
TOTAL EXPENSES JANUARY	\$ (197,152.50)
FUND BALANCE FEBRUARY 1	\$ 1,962,935.28

FEBRUARY ESTIMATED

FUND BALANCE FEBRUARY 1	
FUND BALANCE FEBRUARY 1	\$ 1,962,935.28
TOTAL REVENUE FEBRUARY	\$ 24,932.50
TOTAL EXPENSES FEBRUARY	\$ (197,152.50)
FUND BALANCE MARCH 1	\$ 1,790,715.28

MARCH ESTIMATED

FUND BALANCE MARCH 1	
FUND BALANCE MARCH 1	\$ 1,790,715.28
TOTAL REVENUE MARCH	\$ 26,932.50
TOTAL EXPENSES MARCH	\$ (279,614.71)
FUND BALANCE APRIL 1	\$ 1,538,033.07

APRIL ESTIMATED

FUND BALANCE APRIL 1	
FUND BALANCE APRIL 1	\$ 1,538,033.07
TOTAL REVENUE APRIL	\$ 23,932.50
TOTAL EXPENSES APRIL	\$ (197,152.50)
FUND BALANCE MAY 1	\$ 1,364,813.07

MAY ESTIMATED

FUND BALANCE MAY 1	
FUND BALANCE MAY 1	\$ 1,364,813.07
TOTAL REVENUE MAY	\$ 53,932.50
TOTAL EXPENSES MAY	\$ (197,152.50)
FUND BALANCE JUNE 1	\$ 1,221,593.07

JUNE ESTIMATED

FUND BALANCE JUNE 1	
FUND BALANCE JUNE 1	\$ 1,221,593.07
TOTAL REVENUE JUNE	\$ 1,264,752.50
TOTAL EXPENSES JUNE	\$ (197,152.50)
FUND BALANCE JULY 1	\$ 2,289,193.07

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

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

Cash Flow	
FY2025	Revenue
July	\$ 2,960.34
Aug.	\$ 15,436.29
Sept.	\$ 8,132.50
Oct.	\$ 43,317.50
November	\$ 27,932.50
December	\$ 1,563,512.50
January	\$ 106,432.50
February	\$ 24,932.50
March	\$ 26,932.50
April	\$ 23,932.50
May	\$ 53,932.50
June	\$ 1,264,752.50
	\$ 3,162,206.63

Expense	
	Fund Balance
	\$ 1,745,647.04
\$	(255,834.42)
\$	(240,822.88)
\$	(265,168.59)
\$	(197,152.50)
\$	(197,152.50)
\$	(197,152.50)
\$	(197,152.50)
\$	(197,152.50)
\$	(279,614.71)
\$	(197,152.50)
\$	(197,152.50)
\$	(197,152.50)
\$	(2,618,660.60)

Great Falls Public Library Vendor Summary (2220)

AUGUST 2024

9/26/2024

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	\$ 485.00	\$ 485.00
AT Klemens Inc	(Building Repair)	\$ 739.50	\$ 739.50
Book Page	(Subscription)	\$ 414.00	\$ 414.00
Bronson, Bill	(Negotiation Council)	\$ 690.00	\$ 690.00
Central Lock and Safe	(Keys)	\$ 29.50	\$ 29.50
Century Link	(Telephone)	\$ 478.37	\$ 478.37
Chemnet	(Drug Testing)	\$ 74.40	\$ 148.80
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 1,353.98
Envisionware	(renewal)	\$ -	\$ 575.00
Ferguson Enterprises	(Maintenance Supplies)	\$ 100.38	\$ 100.38
Fisher's Technology	(Copier Agreement)	\$ 935.48	\$ 935.48
MASCO	(Building Supplies)	\$ 438.51	\$ 438.51
Mastercard		\$ 2,668.22	\$ 4,573.07
Midwest Tape	(Jobber)	\$ 10,000.00	\$ 10,000.00
Morrison-Maierle	(Network Maintenance)	\$ 37.50	\$ 37.50
National Laundry	(Maintenance Supplies)	\$ 39.80	\$ 39.80
North 40 Outfitters	(Maintenance Supplies)	\$ 103.87	\$ 103.87
OCLC Online	(Annual Service)	\$ -	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ -	\$ 15,500.00
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ 368.00	\$ 1,139.50
State of Montana	(Montana Shared Library)	\$ 28,202.70	\$ 28,202.70
USPS	(postage for mailing unit)	\$ -	\$ 4,000.00
Vision Net, Inc	(Internet Service)	\$ 852.00	\$ 1,704.00
WAR	(Subscription)	\$ 55.00	\$ 55.00
		\$ 47,389.22	\$ 78,724.56

Great Falls Public Library Vendor Summary (2220)

AUGUST 2024

9/26/2024

Mastercard Transaction Breakdown			
Amazon	Ink and Sign Holders	\$	87.59
Amazon	Tech Svcs Supplies	\$	147.70
Amazon	Computer Hardware	\$	83.77
Amazon	Staff Activities	\$	53.98
Amazon	Office Supplies	\$	74.12
Amazon	Materials Purchased	\$	47.00
Brodart Supplies	Tech Svcs Supplies	\$	94.51
Evonence	Google Services	\$	566.10
Flags USA	Replacement Flags	\$	335.40
Granger	Caution foam for book drop	\$	49.00
Helena Independent	Subscription	\$	243.00
Keith's Country Store	Maintenance Supplies	\$	51.92
Network Solutions	Tannual Tech Support	\$	199.99
Network Solutions	Time Support refund	\$	(15.99)
Staples	2025 planners	\$	92.28
Staples	Tech Svcs Supplies	\$	141.84
Staples	Office Supplies	\$	123.23
Tech Soup	Computer Software	\$	65.00
USPS	Certified Mail	\$	5.58
Walgreens	Sympathy Card	\$	3.99
Walmart	Office Supplies	\$	78.29
Walmart	Shelves for Bookmobile	\$	69.92
Walmart	Microwave for break room	\$	70.00
TOTAL:			\$2,668.22

Great Falls Public Library Foundation Vendor Summary (2221)

AUGUST 2024

9/26/2024

Vendor Name		MTD	YTD
All State Signs	(Shakespeare in the Parks Banner)	\$ 108.00	\$ 108.00
Baker & Taylor	(Jobber)	\$ 9,709.07	\$ 9,709.07
Burke, Wilton	(Materials Purchased)	\$ 14.99	\$ 14.99
Cascade Electric	(Install Power to park)	\$ 2,150.00	\$ 2,150.00
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
CenterPoint	(Jobber)	\$ 46.74	\$ 46.74
Cushing Terrell	(Library Remodel Project)	\$ 35,924.59	\$ 35,924.59
Envisionware	(RFID Unit & software)	\$ 570.23	\$ 570.23
Gale/Cengage	(Jobber)	\$ 787.93	\$ 787.93
Gaskell, Sean	(Performance)	\$ -	\$ 450.00
Great Falls Area Chamber	(Leadership GF Training)	\$ 995.00	\$ 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	\$ 520.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ -	\$ 600.00
Mastercard		\$ 6,244.88	\$ 7,545.04
Montana Repertory Theater	(KP/YA Performance)	\$ 500.00	\$ 500.00
Old Blue Heritage	(Adult Summer Reading)	\$ -	\$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	\$ 15,730.00	\$ 17,749.69
Paris Gibson Square MOA	(Memory Café)	\$ -	\$ 120.00
Penworthy Company	(Jobber)	\$ 300.02	\$ 300.02
Tilleraas Landscaping	(Bark around park trees)	\$ 1,050.00	\$ 1,050.00
Triangle Sod Farm	(Sod for park)	\$ 225.00	\$ 225.00
Credits		\$ 74,876.45	\$ 82,616.30

Great Falls Public Library Foundation Vendor Summary (2221)

AUGUST 2024

9/26/2024

Mastercard Transaction Breakdown			
Aim High Big Sky	KP/YA Event	\$	92.70
Albertsons	Memory Café	\$	9.99
Amazon	Book Club Books	\$	468.44
Amazon	Camera for PR	\$	529.42
Amazon	KP/YA Supplies	\$	430.91
Amazon	Materials Purchased	\$	160.18
AT&T	Bookmobile Hotspot	\$	467.70
Cassiopeia Books	Adult Summer Reading event	\$	50.00
Dollar Tree	KP/YA Supplies	\$	87.50
Falls Print Works	Materials Purchased	\$	134.37
Home Depot	Supplies for Partners	\$	159.00
Hotel Arvon	Rooms for Summer Music Artists	\$	686.84
LeAnne Hansen (Etsy)	KP/YA Supplies	\$	78.00
META (Facebook ads)	Event Advertising	\$	193.31
Staples	KP/YA Supplies	\$	4.71
Taqueria Ibarra	Adult Summer Reading event	\$	500.00
Target	KP/YA Supplies	\$	40.00
Teriyaki Madness	Food for Shakespeare in the Parks crew	\$	152.94
The Ice Box	Summer Reading	\$	223.50
Walmart	Adult Summer Reading event	\$	374.72
Walmart	Food for Shakespeare in the Parks crew	\$	47.42
Walmart	KP/YA Supplies	\$	501.47
Walmart	Summer Reading	\$	851.76
TOTAL:			\$ 6,244.88

GREAT FALLS PUBLIC LIBRARY DONATIONS
2221 LIBRARY FOUNDATION FUND

AUGUST DONATIONS

IN MEMORY OF

THRESA & MICHAEL HENDERSON	\$ 100.00	LOIS HOLTER (NO INDICATION)
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FOUNDATION

DLT TRUST	\$ 21,000.00	ADULT PROGRAMS
	\$ 20,000.00	402 MATERIALS

OTHER

BOOK SALES	\$ 575.00	WITHDRAWN BOOK SALES
CAROLYN COLMAN	\$ 100.00	BEST USE FOR BOOKMOBILE
PATRONS	\$ 83.30	GENERAL DONATIONS (BEST USE)
PATRONS	\$ 241.00	SUMMER MUSIC IN THE PARK (ADULT PROGRAMMING)
UPPER MISSOURI BREAKS AUDUBON SOCIETY	\$ 130.00	E-BOOK - BRINGING NATURE

TOTAL: \$ 42,229.30

Youth Services Department

Functions of the Youth Services Department

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

Our core functions:

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

Accomplishments

- Xander Lee and Andrew Larion joined the Youth Services Department. For the first time since I was hired in 2017, the Youth Services Department was fully staffed with 2 full time Library Specialists, 1 part time Library Specialist, and myself.
- Summer Reading, 2024 was fantastic success!
 - Each member of the Youth Services team brought their unique skills to bear in service of our community this summer by facilitating their own programs:
 - Long-time volunteer Xander Lee became the staff lead of our Dungeons & Dragons program, offered several Dungeon Master Bootcamp events, and facilitated two Teen Computer Workshops.
 - Andrew Larion collaborated with Montana Fish, Wildlife, and Parks to borrow Wildlife Trunks about bears, bison, wild cats, etc. He used these trunks to facilitate a number of Montana Wildlife Storytimes. He also launched a successful Youth Chess Club for ages 10-18.
 - Highlights of Nikki Robinson's second Summer Reading Program included planning challenging yet age-appropriate crafts for our Adventure Crafts series and 6 weeks of Lego Club and Lego STEAM Challenges, including Lego fidget spinners and a mini figurine mummy science lab.

- Cascade County kids and teens read 294,759 minutes, completed 4,00 books, and collected 991 prizes for their reading. (In 2023, kids and teens collected 873 prizes.)
- 109 teens 12-18 received a Library Loot Box packed with 3 individually-selected library books and several small prizes. When teens completed 2 of these 3 books, they earned a chance to win a Nintendo Switch OLED gaming system. This program was made possible by a Keep Kids Reading Grant from the Town Pump Charitable Foundation. *Thank you!*
- Summer Reading is made possible each year by the generous support of the Great Falls Public Library Foundation and Marshall Orthodontics. *Thank you!*
- According to Beanstack, our reading tracker app, the most read books of the summer are:
 - *Little House on the Prairie* series by Laura Ingalls Wilder
 - *The Wingfeather Saga* series by Andrew Peterson
 - *The Little Pilgrim's Progress* by John Bunyan, adapted for children by Helen L. Taylor
 - *Larf* by Ashely Spires
 - *The Adventures of Frog and Toad* by Arnold Lobel
 - *Goosebumps* series by R.L. Stein
- Fall, 2024 highlights will include:
 - Expanded Early Childhood Programming starting in September:
 - Tuesdays, 9:30-10:30--Bookworms Storytime for kids 3-8 years
 - Wednesdays, 10:30-11:30—Storytime for preschoolers 3-5 years
 - Thursdays, 10:30-11:15—Books & Babies for our littlest learners birth to 1 ½
 - Fridays, 10:30-11:15—Toddler Time for toddlers 1 ½ to 3 years
 - Saturdays, 9:30-10:15—A second Toddler Time for ages 1 ½ to 3 to meet increasing demand
 - Tabling at Drool in the Pool, a dog-friendly collaboration with the City Animal Shelter and Parks and Recreation Department on Saturday, September 7
 - Our Pirate Party, a new annual tradition, will be on Saturday, September 21, 11-12. This craft, game, trivia event for ages 3-12 promotes Mango Languages, our language-learning app, which offers a fun Pirate English course in addition to courses in over 70 real languages. Mango Languages is made possible by support from the Great Falls Public Library Foundation. *Thank you!*
 - We hope to participate in the Downtown Great Falls Association's Safe Trick-or-Treat again this year on Halloween from 3-5pm.
 - Each year, the Library, as a part of our work with Raising Readers, hosts a Holiday Party for kids and their families featuring free polaroid photos with Santa and Mrs. Claus. The date for this program is still to be determined.
 - Each month, Youth Services staff and volunteers install a new story in the Gibson Park Storywalk. September's Storywalk will honor Grandparents' Day. The Storywalk will be included in the Montana Alzheimer's Association's Walk to End Alzheimer's, which will meet on Saturday, September 14th from 11am-12 noon. The Storywalk was installed in collaboration with Parks and Recreation and made possible by a Community Development Block Grant, the Cross Foundation, and the Great Falls Public Library Foundation. *Thank you!*

Challenges

- Staff turnover/transition: We are sad to report that Andrew Larion will be leaving us to pursue new opportunities for his landscaping business! He will be missed! Interviews for Drew's position were held in late August and the position has been offered to a great candidate who we are confident will be able to hit the ground running. We hope she will be able to start in October. We anticipate we will be short-staffed for about 6 weeks. We will alter staff schedules starting Sunday, September 8 to minimize disruptions in service.
- Space limitations: Youth Services staff spaces are quite cramped. We also need more space for a growing collection and more appropriate areas for programming and play.



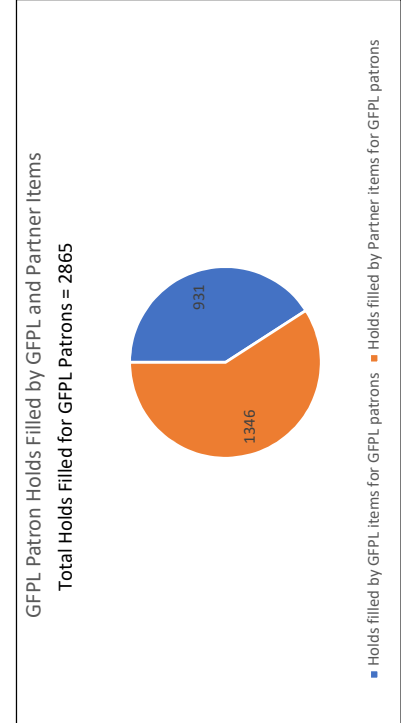
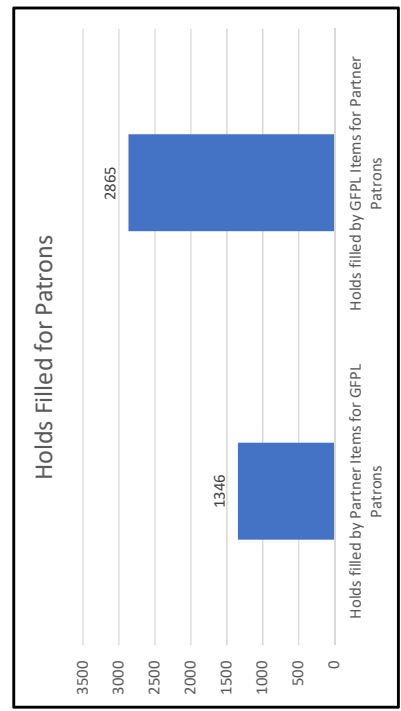
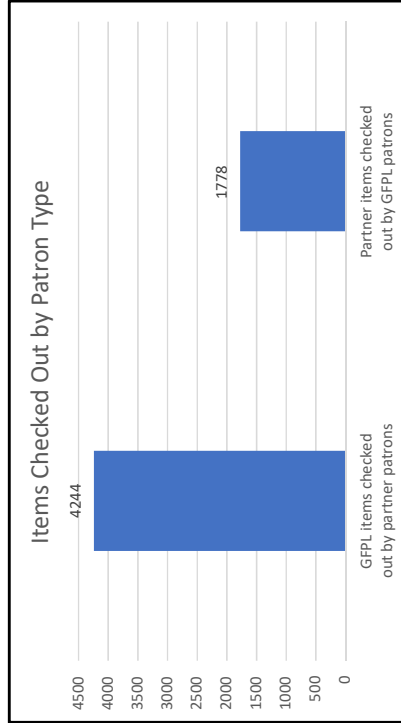
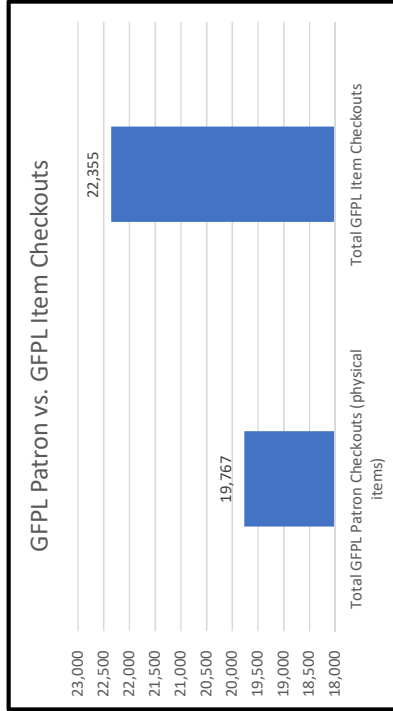
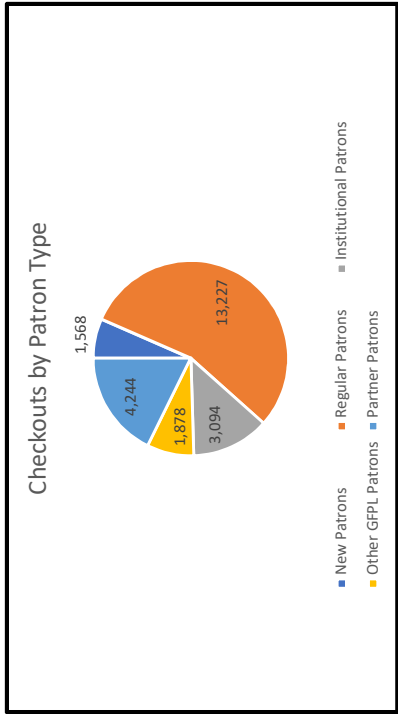
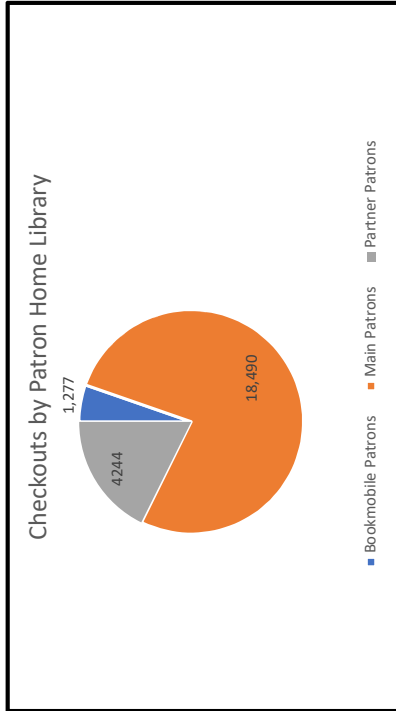
Director's Report

Great Falls Public Library

September 2024

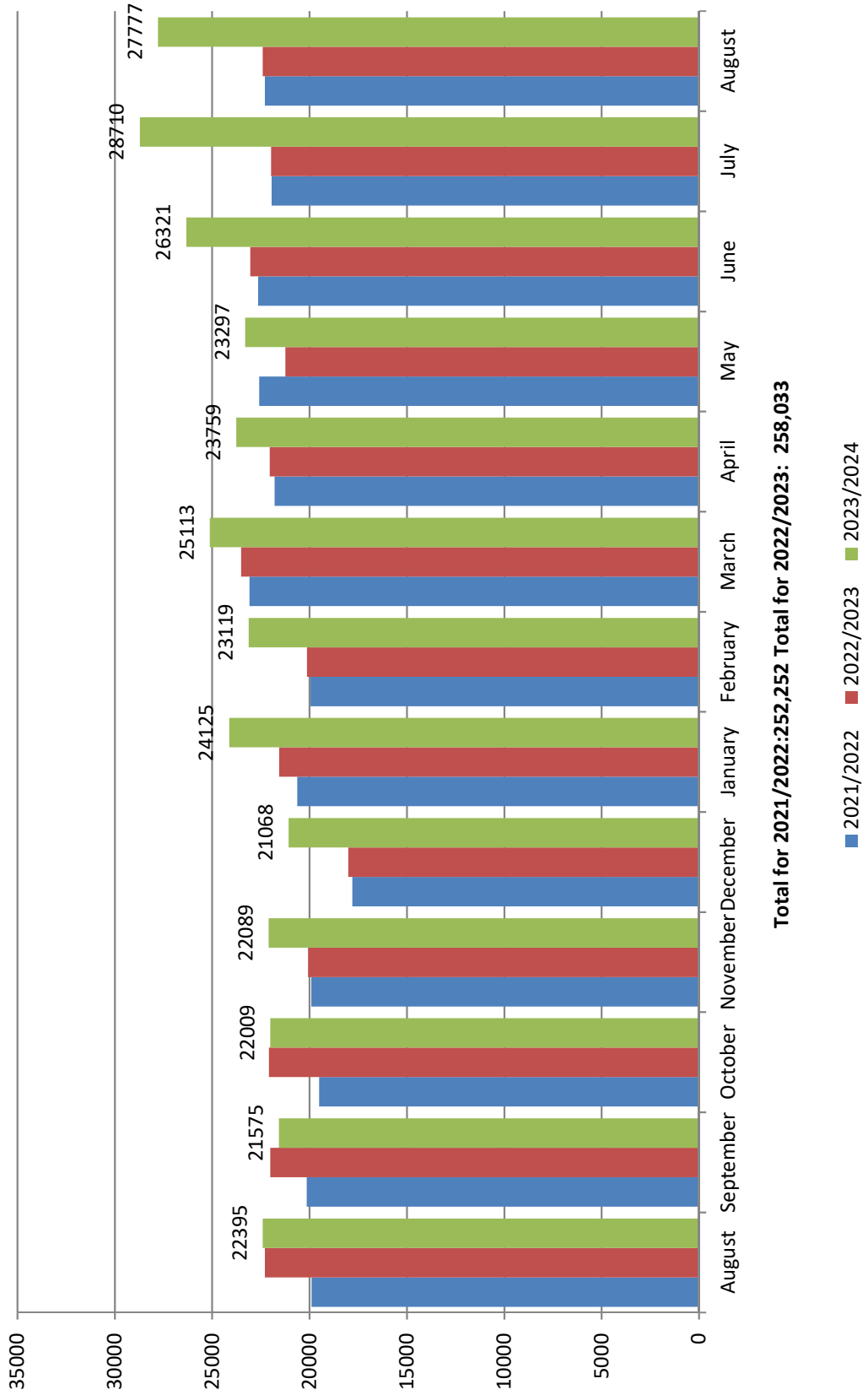
1. **MILL LEVY IMPLEMENTATION:** Mill Levy implementation continues to go well. We made promises and we are keeping them.
 - We are open 7 days a week.
 - We are providing Book Mobile services 6 days a week. The Homebound program has restarted and is building clientele. (Fall Book Mobile schedule attached.)
 - We have an array of adult programs coming up this Fall. (Checkout the monthly events list in your packet.)
 - We are providing weekly Open Tech Hours and are looking to expand and provide a similar program at the Senior Center or other appropriate location.
 - More patrons are using our expanded digital resources—Mango Languages, LinkedIn Learning, Chilton AutoRepair and Libby/MontanaLibrary2Go
 - Youth Services has expanded our weekly programming. (Plus continuing our special programming such as the upcoming Pirate Party and Dungeons and Dragons campaign.)
 - Bookworms Storytime for Kids 3 to 8 years old & their families: Tuesdays at 9:30 am
 - Storytime for kids 3 to 4 years old & their families: Wednesdays at 10:30 am
 - Books & Babies: A lap bounce program for babies: birth to 1 ½ & their parents and caregivers: Thursdays at 10:30
 - Toddler Time for toddlers 1 ½ to 3 years old & their families: Fridays at 10:30 and Saturdays at 9:30
2. **MONTANA ARTS COUNCIL GRANT:** Sarah Cawley (Community Engagement Coordinator) recently submitted a grant to the Montana Arts Council to support programming at the Great Falls Public Library. If approved, the grant will provide \$20,000 over two years to expand programming at the Great Falls Public Library. The grant requires a 1-1 spending match. Our funding match will come from a combination of funds from the Library Foundation including yearly support from the Dorothy Lampen Thomson funds for cultural programming and a Foundation Approved Projects request. We plan to use the funds to bring in native authors, speakers, artists, musicians, and educators on at least a quarterly basis to ensure that our community here in Great Falls can continue to grow, learn, and feel welcome. We have provided the grant executive summary in your packet.
3. **LIBRARY FRONT DOOR PROJECT (CASCADE COUNTY ARPA FUNDS):** In 2021, Cascade County funded Great Falls \$20,000 for an ARPA project to repair/replace our front doors. We have delayed this project until we were able to confirm that it would be compatible with our remodel design. Cushing Terrell is creating specifications for the project. We expect to seek quotes for the project in October and sign a contract before the ARPA deadline of December 31, 2024
4. **REMODEL DESIGN UPDATE:** Cushing Terrell is continuing their work. We have had an initial design feedback meeting. We will have more feedback sessions in the coming months. 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. **PROJECT DELAY:** Due to the increased workload of the City/Library negotiations and the Library Board special meeting, this packet does not contain a strategic plan update. We will not provide an annual report draft to the Board until their November meeting.

August 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



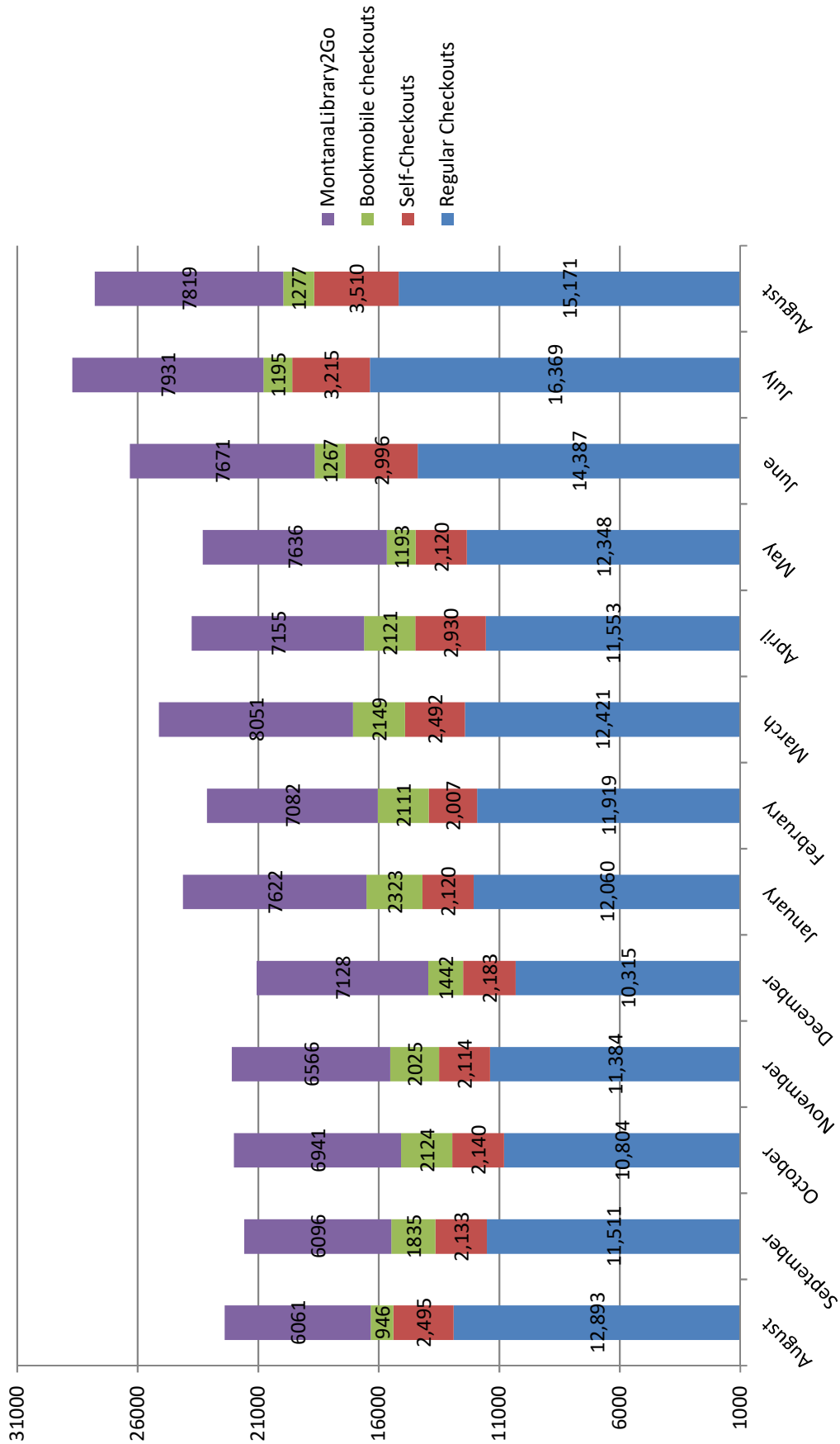
Total Monthly Circulation

Total Circulation Previous 12 Months: 288,962

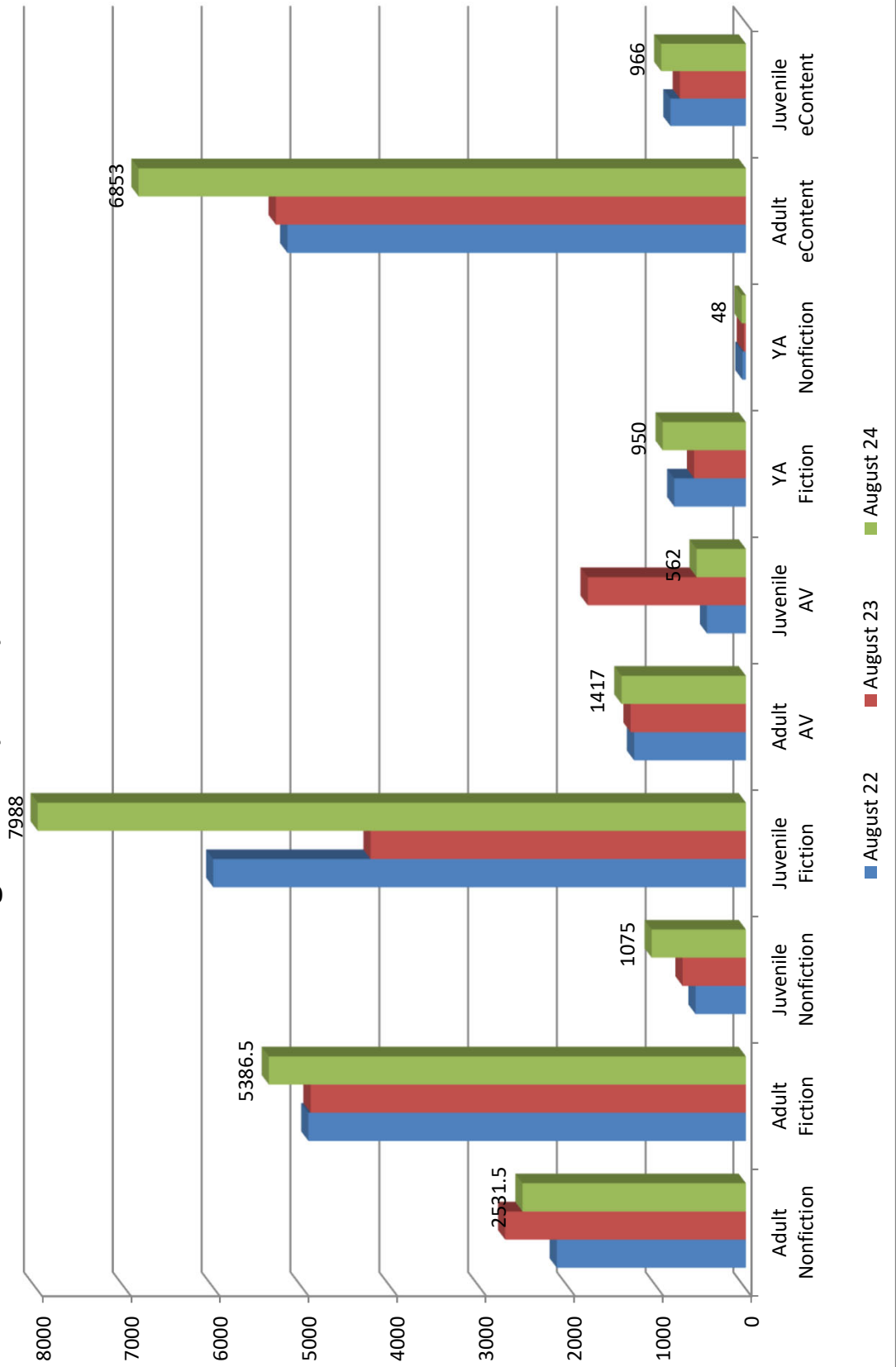


Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 288,962

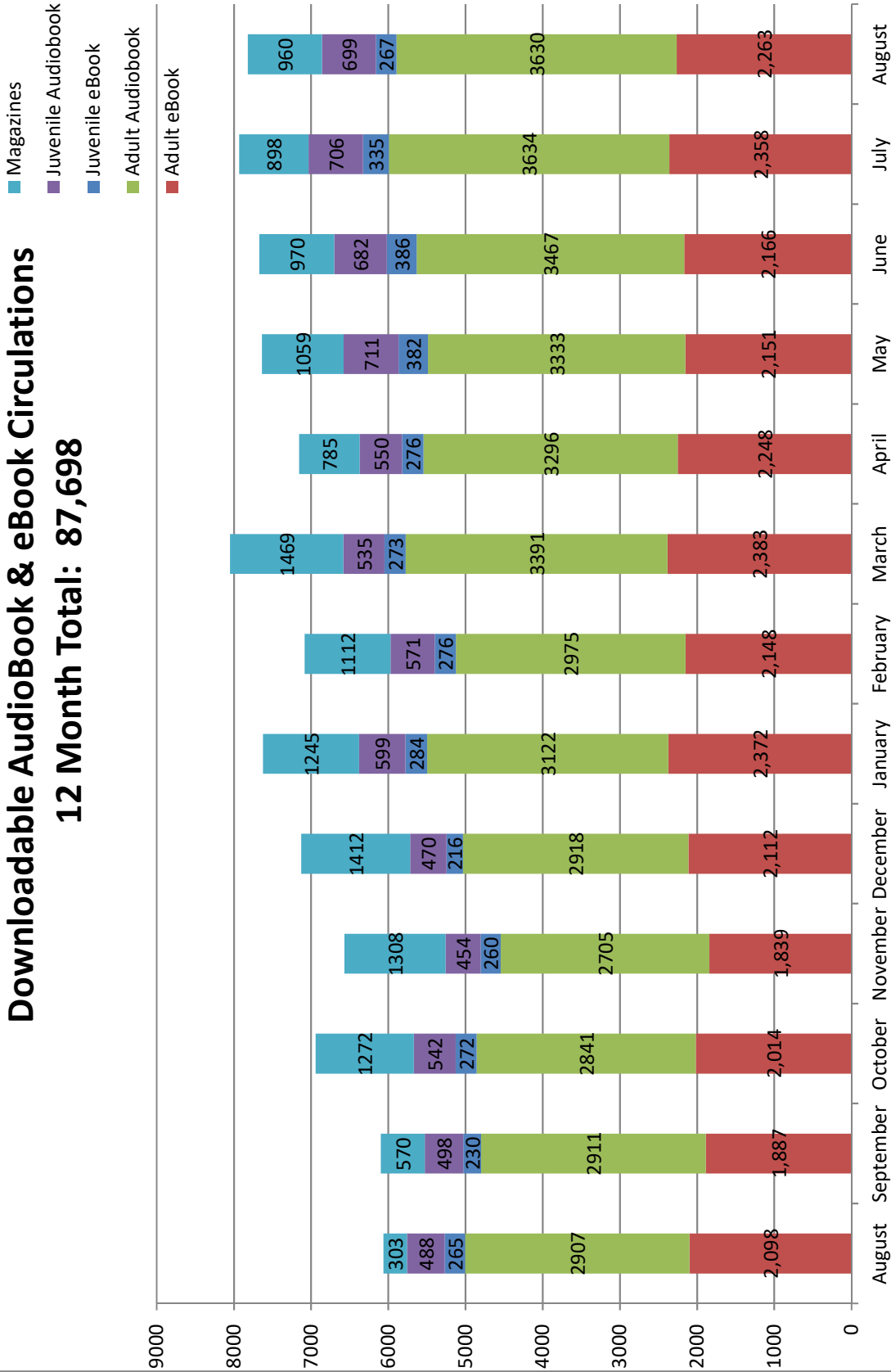


Comparison of Circulation Totals August 2022, 2023, and 2024

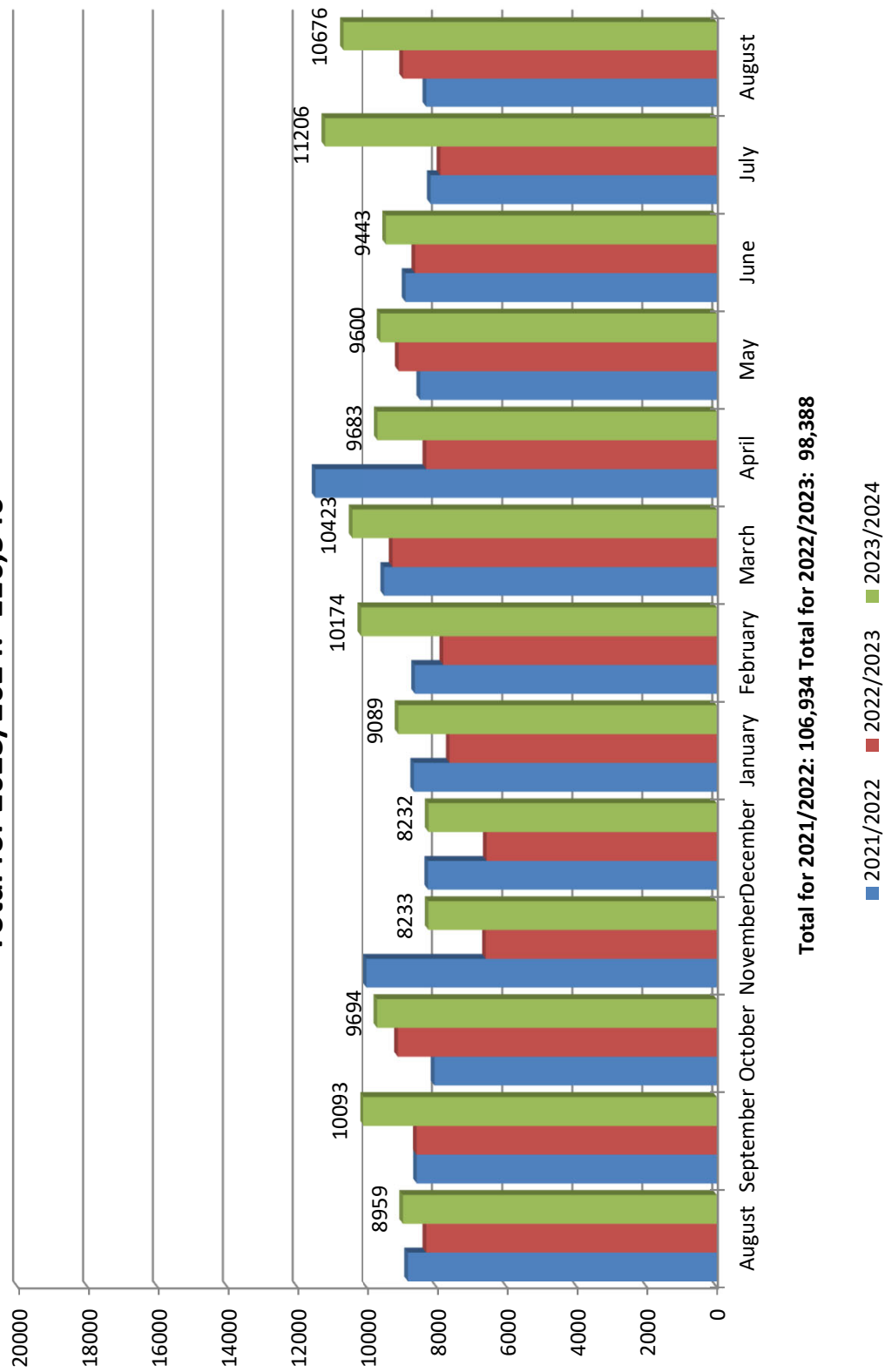


Downloadable AudioBook & eBook Circulations

12 Month Total: 87,698



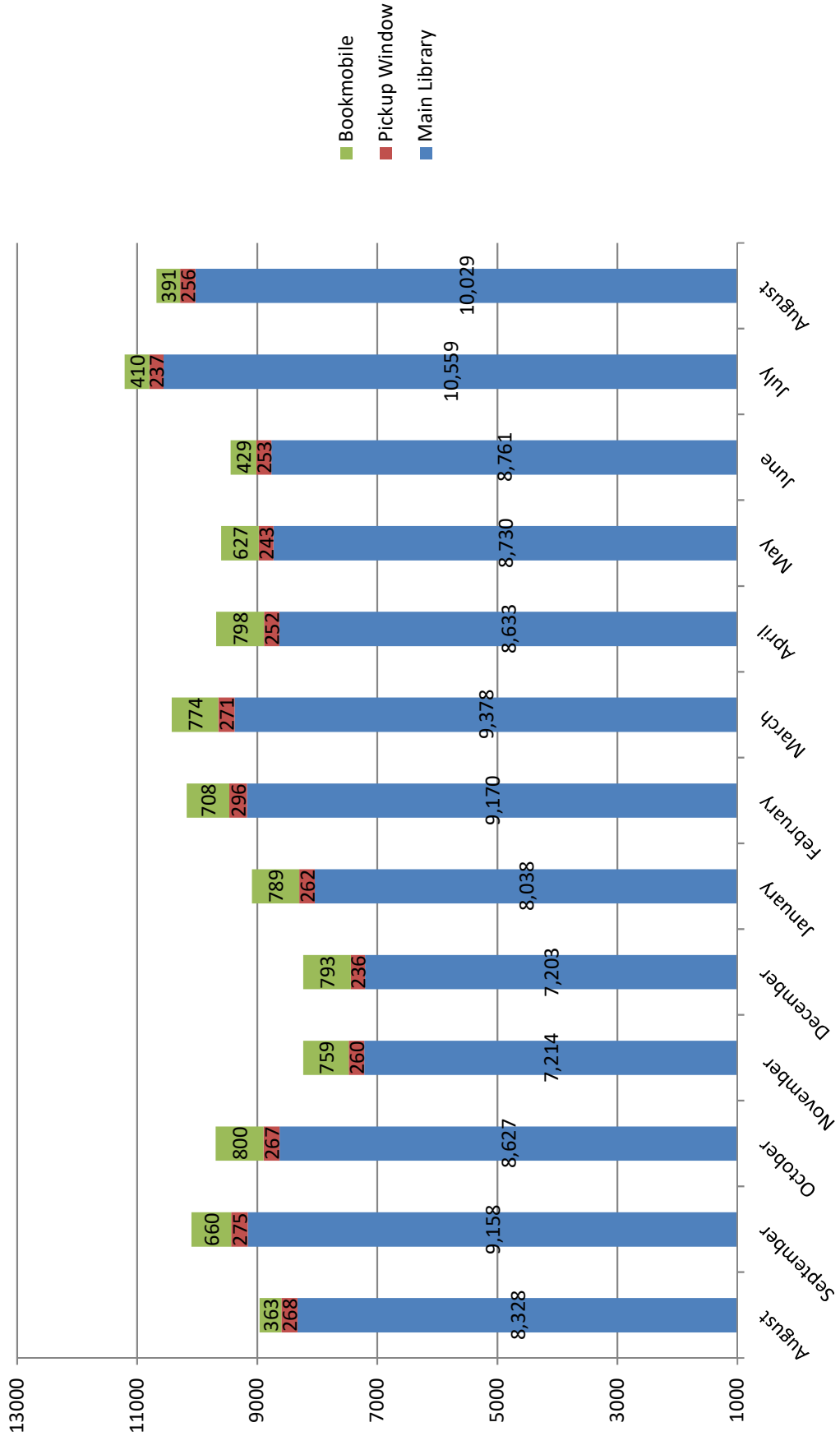
Total Monthly Patron Attendance Total for 2023/2024: 116,546



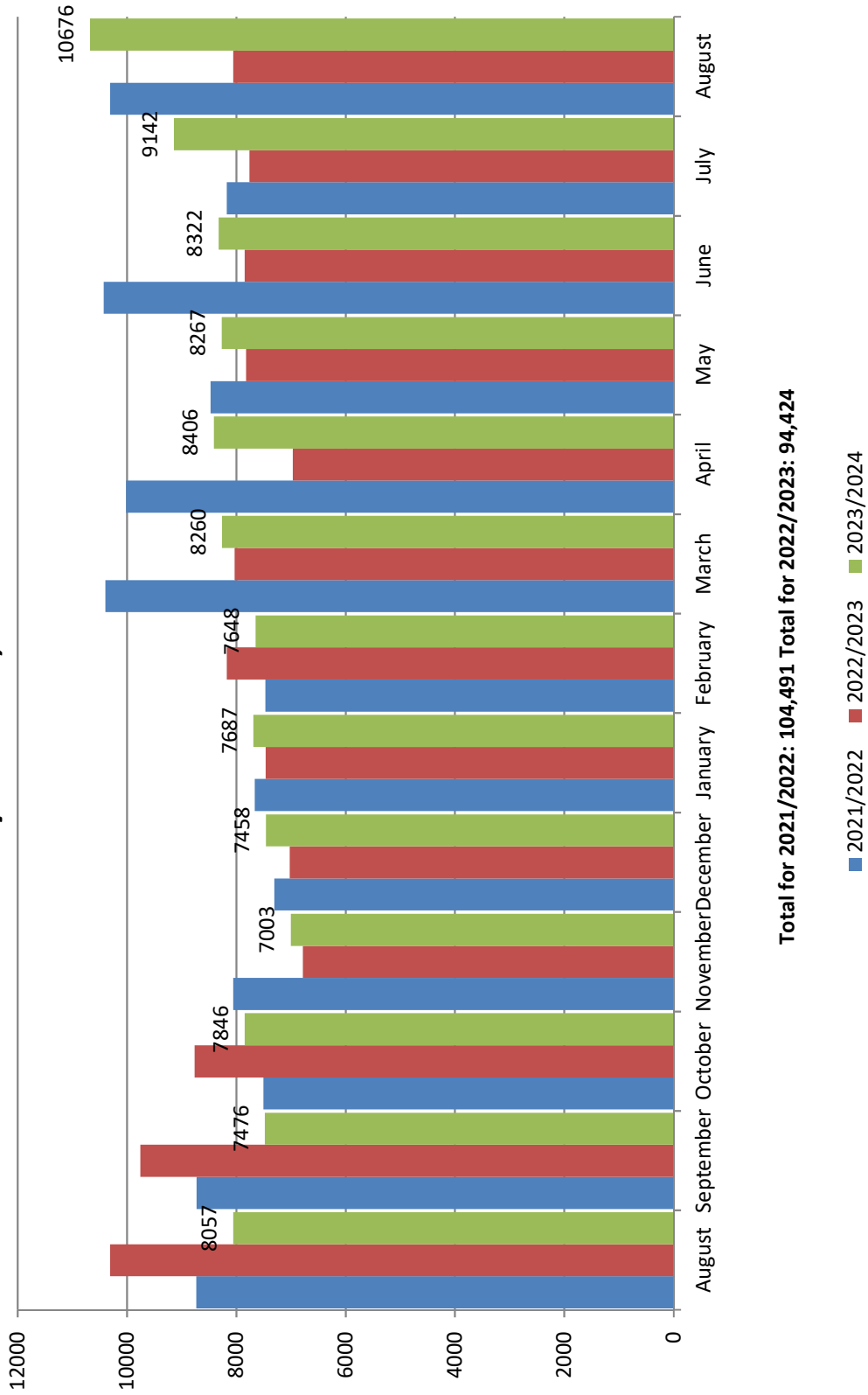
Total for 2021/2022: 106,934 Total for 2022/2023: 98,388

■ 2021/2022
 ■ 2022/2023
 ■ 2023/2024

Main Library, Bookmobile and Pickup Window Attendance



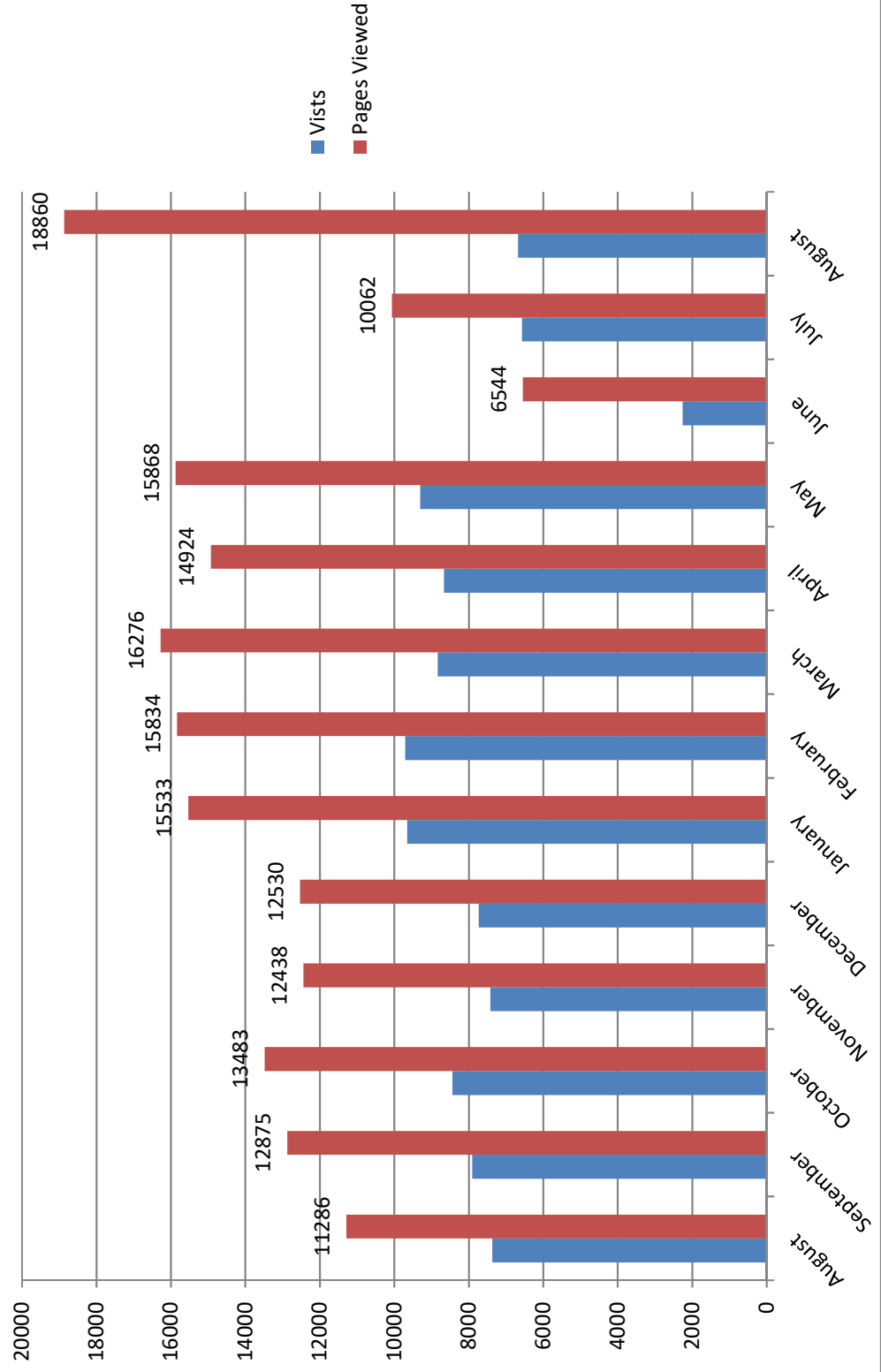
Use of Public Computers & Wireless Network 2023/2024: 98,191



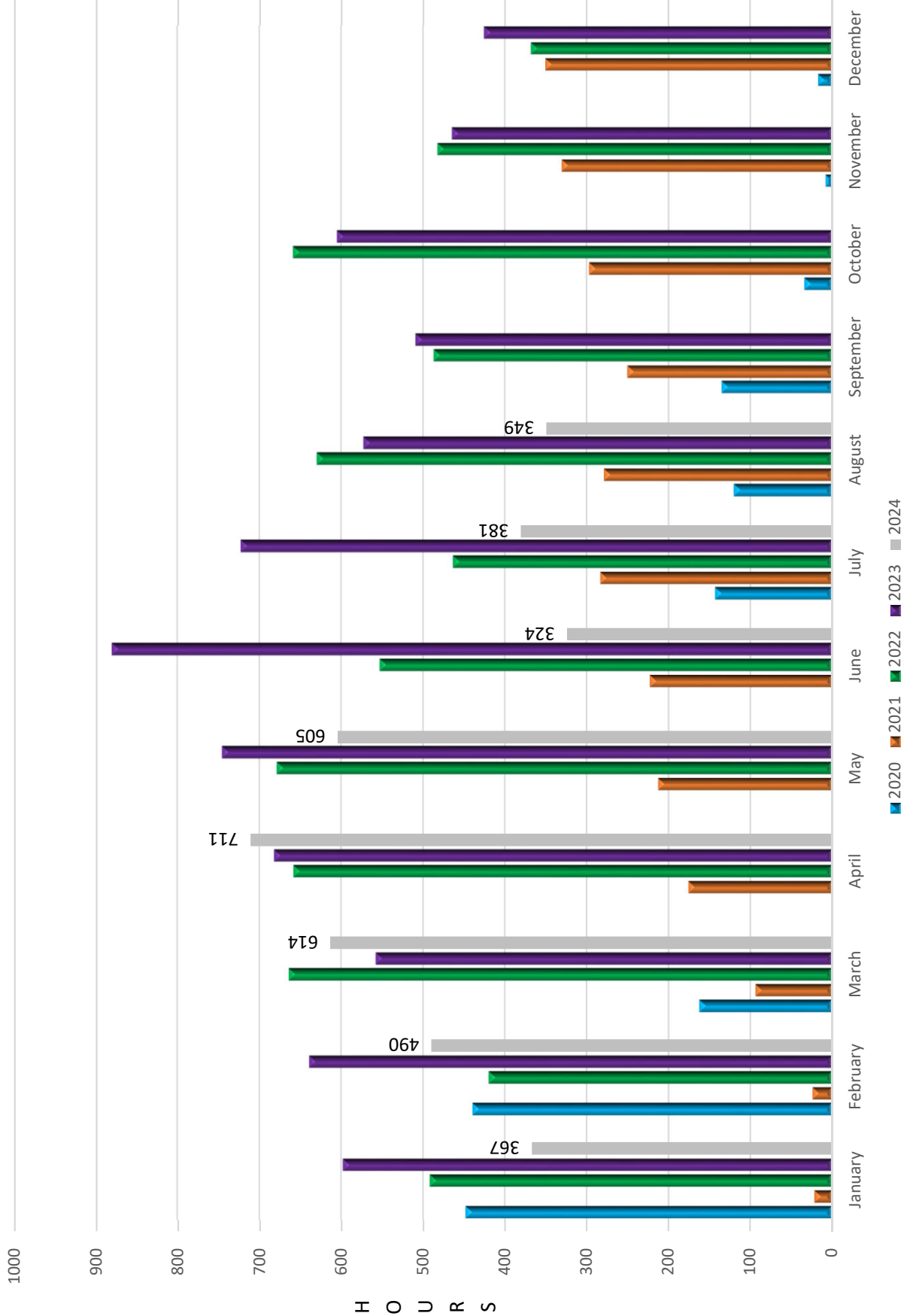
Library Web Page Usage

2023/2024 12 month Total Pages Viewed: 165,227

2023/2024 12 month Total Sessions: 93,158



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
AUGUST 2024**

NEW HIRES

None

RESIGNATIONS/TERMINATIONS/LAY-OFFS

Andrew Larion – Library Specialist – Youth Services (FT)

Payten Zenahlik – Library Technology Systems Assistant (FT)

REHIRES

None

TRANSFERS/PROMOTIONS

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

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the *Policy Manual Forms* 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 *Policy Manual Forms* 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 *Policy Manual Forms* at the September meeting.

Section Six – Forms

The Board was scheduled to review the Library forms in September. Any forms that needed updating, were presented during the review of the associated section of the Policy Manual. While all of the forms have been updated with the new logo and formatted for consistency, the staff is not suggesting any changes at this time.

Staff suggest that City of Great Falls Forms be removed from the form section of the Library Policy Manual. From time to time, the City of Great Falls updates forms. The Library Board of Trustees does not have the authority to modify or approve City of Great Falls Forms.

~~Incident/Accident/Injury Procedures~~

~~Worker's Compensation Forms~~

- ~~● Incident Report~~
- ~~● Accident Report~~
- ~~● Employee's Loss Control Report~~
- ~~● Supervisor's Loss Control Report~~
- ~~● First Report of Occupational Injury or Occupational Disease (only use original form from supervisor or Administrative Assistant)~~
- ~~● Medical Status Report (only use original form from supervisor or Administrative Assistant)~~
- ~~● Authorization for Medical Records and Reports~~

LIBRARY FORMS:

- ~~Art Exhibit Application--Discontinued~~
- Art Exhibit Contract
- Bookmobile Ride Along
- Claims Returned (only use original form from Circulation Department)
- Community Exhibit Application
- Device Borrowers Agreement
- Donations for Memorials
- Donor Directive Form
- Gift Materials
- Homebound Intake Form
- Hotspot Permission Form
- Hotspot User Agreement
- Incident Report Form
- Library Card Application
- Meeting Space Contract
- Patron Appeal Form
- ~~Patron Behavior Slip--Discontinued~~
- Payment Plan
- Permission for Checkout
- Permission to Photograph
- Release to Allow Disclosure of Library Records
- Request for Reconsideration of Library Material
- Request for Withdrawal Reconsideration
- Revocation of Permission to Allow Disclosure of Library Records
- Suggestion Form
- Volunteer Application

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

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

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

Attachments/Exhibits:

See above list of forms



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

ART EXHIBIT CONTRACT

THIS AGREEMENT between _____ (the exhibitor) and the Library states that the exhibitor may have an exhibit in the Library, and that this exhibit complies with the Library’s policy concerning displays and exhibits (available upon request).

The following items are agreed upon:

1. The exhibitor must provide current, reliable contact information, including a phone number and address, and a listing of all exhibited pieces.
2. The exhibitor agrees to deliver to the library items to be exhibited that are in good condition and ready to display.
3. The exhibitor will be responsible for installing items in a location determined by library staff in a pleasing and aesthetic nature. The times for the installation and take down of the items will be arranged for a mutually agreeable time for the artist and library staff.
4. The display will be up for from (date) _____ to (date) _____.
5. The exhibitor is responsible for claiming the displayed items in a timely manner. The library will not provide storage space for the exhibitor’s use, nor be responsible for items unclaimed, lost, or damaged.
6. Any modifications to the exhibit, including installation and take down, must be coordinated with the Library’s Community Engagement Coordinator.
7. The exhibitor shall insure items for loss, damage, or theft at their own discretion.
8. The exhibitor will be held responsible for all damages done to Library property as a result of exhibited items or improper installation. When installing the exhibit, the exhibitor shall not use tape, tacks, nails, etc., that would otherwise damage walls. The Library shall provide wire, railings, hooks and DAP for fixing labels etc.
9. Exhibited items may be labeled with sales prices. If items are for sale, the exhibitor may provide a price list along with inventory and with contact information. Copies of this list will be given out at the front desk upon request, but the Library will not handle any transactions. All sales are the responsibility of the exhibitor.

If for any reason the parties agree to terminate this agreement before the above-mentioned time period, the exhibitor shall retrieve his items immediately.

Exhibitor Signature: _____ Date ____/____/____

Name (Printed): _____

Address: _____ Phone Number: _____ e-mail: _____

Library Staff Signature: _____



Bookmobile Agreement to Ride Along

AGREEMENT TO RIDE ON THE GREAT FALLS PUBLIC LIBRARY BOOKMOBILE

I, _____, (being / not being under the age of eighteen and not being employed by the Great Falls Public Library, have made a voluntary request to ride as a guest on the Great Falls Public Library Bookmobile. A designated Great Falls Public Library employee will drive the bookmobile.

_____ will indemnify and hold harmless the City of Great Falls, The Great Falls Public Library and its officers, employees, contractors and agents for any and all claims, causes of action, demands, damages, liabilities, losses, penalties, fines, costs and expenses (including attorneys' fees, expert fees and other professional fees) arising from the ride along on the Great Falls Public Library Bookmobile.

I acknowledge the Great Falls Public Library recommends each individual obtain and carry their own personal health and hospitalization insurance.

This agreement will stay in affect until December 31, 20__.

DATED this _____ day of _____, 20__.

Great Falls Public Library Director

Individual Participating in Ride Along

Parent/Guardian (if applicant is a minor)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ day of

_____, 20__.

Notary Public for the State of Montana

Printed Name: _____

Residing at: _____

My Commission Expires: _____

Rev 11/09/21



CLAIMS RETURNED

Date: _____

Name: _____ Telephone: _____

Address: _____

Library Card #: _____

The attached printout shows materials checked out to my library card that I believe have been returned. I

am requesting that the library initiate a Claims Returned process on these materials.

I understand that staff will search library shelves a minimum of three times over a two month period in a attempt to locate these items. During that time, I can continue to check out library materials. If found, items will be removed from my library record and no fines will be assessed.

I also understand that if the materials cannot be located, I will be held responsible for replacement of the materials, according to the terms of the Great Falls Public Library card agreement.

Signature: _____

FOR LIBRARY USE ONLY:

SHELF CHECKS PATRON NOTIFICATION NOTES:

Date: _____ Status: _____ Called Date: _____

Date: _____ Status: _____ Letter Sent Date: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____ **OTHER INFORMATION:**

Date: _____ Status: _____ Date/Amount Owed: _____

Date: _____ Status: _____ Date Returned: _____

Date: _____ Status: _____ Date Paid/Resolved: _____



Community Exhibit Application:

Name of Exhibitor(s): _____

Phone: _____

Address: _____

Email Address: _____

Dates Requested for Exhibit Display: _____

Exhibit Description: _____

Space requested for Exhibit: _____

I have read and accept the terms of the Great Falls Public Library Community Exhibit Policy. I (my organization) will abide by its guidelines.

Signed: _____

Organization: _____

Date: _____

Library Staff Approval: _____

Approval Date: _____



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Community Exhibits Policy

As part of our mission to empower the community and enhance the quality of life by providing individuals access to information and resources, the Great Falls Public Library provides the community with limited, temporary space for exhibits. The Library welcomes community groups, organizations and individuals to use the various display areas. Space is provided for items of an educational, cultural, civic, or recreational nature.

The space may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals. Applications for exhibits will be granted on a first-come, first-serve basis. The Library shall have the final decision on the content and arrangement of all exhibits. Space for each exhibit will be determined by Library staff. The Library reserves the right to place limits on location, duration and size of exhibits.

It is the responsibility of the exhibitor to set up, maintain and remove the exhibit. Exhibits will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director. The Library assumes no responsibility for either damage to or the preservation, protection, or theft of any item displayed or exhibited. All items placed in the Library are done at the owner's risk.

Exhibits do not imply endorsement by the Library. The Great Falls Public Library reserves the right to approve or disapprove any proposed exhibit and its location.



Device Borrowers Agreement

By my signature below, I acknowledge that I have read the Great Falls Public Library Device Check-out Policy and agree to all of the following statements for checking out a Library Device.

DEVICE Checked Out:

Laptop # _____

Chrome book # _____

Tablet # _____

DVD player # _____

I agree to accept full responsibility for the device and its peripherals while checked out to me.

- **I WILL NOT LEAVE THE DEVICE UNATTENDED** (For example: using the restroom, talking with friends.)
- I will not tamper with the device hardware or software, or attempt to load software.
- I understand that any files I save on the device will be deleted automatically upon restart of the machine.
- I agree that the laptop is **only for use in the Library** for up to 3 hours or until 15 minutes before closing, whichever comes first.
- I accept full financial liability for the laptop while it is in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the device or its accessories while it is checked out to me.
- I agree that Library may use any appropriate means to collect the amount owed for fines, damage, loss, or theft.
- I acknowledge that unpaid fees will be applied to my library account and may be turned over to a collection agency.
- I agree to abide by the Library's Device Checkout policy and the Library's Internet Use Agreement.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a device and/or in the loss of desktop computer privileges.

I have read and agree with all of the responsibility and liability statements.

Signature _____ Date ____ / ____ / ____

Name (Printed) _____

Library Card Number _____

Time Checked Out _____

Time Due Back _____

Staff Initials _____



Donations for Memorials

For donations of \$20 or more, a bookplate may be placed in purchased materials. After purchase, a letter is sent to both the honoree and the donor informing them of the title of the materials.

Monetary donations not designated for books will go to benefit the library. Please consult with the library staff for current needs. If you wish to donate to a special project, please use the Donor Directive Form.

Please check one to indicate type of bookplate to be used:

- In Honor of
- In Memory of
- No Bookplate Necessary

Please check on to indicate type of book purchase desired:

- Nonfiction (\$30 Minimum)
- Fiction (\$30 Minimum)
- Juvenile (\$20 Minimum)
- Young Adult (\$20 Minimum)

Amount of donation: \$ _____

Please make your check payable to the **Great Falls Public Library** unless otherwise indicated

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of person for whom the donation is given: _____
PLEASE PRINT (As you would like it to appear on the bookplate)

Name and address of person/family to whom an acknowledgement should be sent:

Donor's name, address and phone number (as it should appear on the bookplate):

Thank you! Please return this form to the library or mail it to:
Great Falls Public Library, 301 2nd Ave N, Great Falls, MT 59401

Please be aware that materials purchased by the library, including those purchased as memorials, have a physical lifetime that may require withdrawal or replacement at a future time.

We treat donors' records as confidential, unless otherwise directed.



Donor Directive Form

Donor Directive Form

Thank you very much for your generosity towards the Great Falls Public Library. We greatly appreciate your donation the library and to the community. We would prefer to have as few restrictions on the funds as possible so as to best benefit the library, but be assured that we wish to expend these funds in a manner acceptable to you as a donor. Please indicate below how you would like to have the donation spent. We will inform you how the money was spent in any case.

Date: _____

Please use this donation for (check all that apply):

_____ **Best Use for the library**

_____ **Adult collection materials:**

_____ **Books** _____ **Audiovisual (CDs/DVDs)** _____ **Programs**

_____ **Juvenile collection materials**

_____ **Books** _____ **Audiovisual (CDs/DVDs)** _____ **Programs**

_____ **Capital expenses or other projects (specify):** _____

I request that the funds be spent in a timely fashion, typically within one year.

Donor Name (please print): _____

Address: _____

Telephone: _____

Great Falls Public Library Foundation

I would like all or a portion (see below) of this donation to be placed in the GFPL Foundation corpus. The purpose of the Foundation is to build a secure future for the library. Earnings will be returned to the library in perpetuity.

_____ **All** _____ **Part (specify percentage)**

Signature: _____

Date: _____

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Gift Materials

The Great Falls Public Library welcomes gifts to be used for the benefit of the library. It is the library's policy to accept gifts with the understanding that the Director, the Board of Trustees and /or appropriate staff use their discretion as to the use of these materials.

Once donated, items (including containers) become the property of the Great Falls Public Library.

Materials donated may be used for the following:

- **Adding to the library's collection**
- **Book sales**
- **Little Free library distribution**
- **Summer Reading Program incentives**
- **Donations to other nonprofits**
- **Recycling**

It is the responsibility of the donor to deliver donated items to the library. If the donor has more than one box of items, the library must be contacted in advance to determine if the library can use the items. The library will not appraise any donated materials.

See the back of this form for a list of items the library will and will not accept.

Please fill out the bottom portion of this form, as it will be the only acknowledgement of your gift. Thank you for thinking of your public library.

Please fill in the number of items donated:

_____ Books _____ DVD's _____ CD's
_____ Other: (Specify): _____

Received from (Please Print): _____

GFPL Staff (Please Print): _____

Date: _____

Rev 11/09/21

Thank you for your gift to the library

The library asks that donated items be delivered to staff inside the library in small boxes that can be easily lifted and carried. Please do not place donated materials in the book drops or outside the library.

Dated, yellowed, damaged (including water damage) or musty items will not be accepted. Books must have the original covers attached.

Great Falls Public Library will accept the following types of materials in new or nearly new condition.

- Hardcover books- 10 years old or newer
- Paperback books– 3 years old or newer
- Literary classics/enduring titles/local history– any publication year, based on condition and library need
- CD's– only with original cases and booklets
- Audiobooks– only with original cases and booklets
- DVD's– only with original cases and booklets

The library does NOT accept the following types of items:

- Readers Digest condensed books
- Book club editions
- Textbooks, workbooks or educational handouts
- Video and audio cassette tapes
- Encyclopedia/reference sets older than three years; incomplete sets of any age can not be accepted
- Magazines or newspapers
- Vinyl records

There may be other organizations in the community which will accept materials the library cannot. You may want to try these options if your materials fall outside library guidelines.

Goodwill- (406) 453-0311

Salvation Army Thrift store- (406) 452-0616

St. Vincent De Paul Thrift store- (406)761-0870



Homebound Intake Form

Please fill this form out thoroughly as it will assist our Homebound Coordinator when they are choosing your materials.

Name: _____ **Date:** _____

Address: _____

Email: _____ **Phone:** _____

What day of the week is best for us to come and visit you: _____

When is a good time to visit (morning, afternoon, etc...): _____

What would you prefer (circle all that apply):

Books Large Print Books DVDs Audiobooks Paperbacks

Would you rather have Fiction, Non-fiction or Graphic Novels? _____

Authors you prefer: _____

What subjects do you prefer to read (mystery, romance, science fiction, etc...): _____

Privacy Waiver:

This signed privacy waiver is for the purposes of tracking library material for you as a Homebound patron to minimize duplication of checkout materials by the Homebound volunteer (s) and/or library staff.

I, hereby authorize the staff / volunteers of the Great Falls Public Library to track library materials checked out for me for purposes related only to the Homebound Patron program. The information will not be shared with another person without permission.

Signature: _____ **Date:** _____



Hotspot Permission Form

Use of a library hotspot is subject to the term and conditions set forth in the Checkout Agreement.

I agree to allow my child to sign Hotspot Checkout Agreements and checkout hotspots.

I understand that as the parent/guardian providing permission for Hotspot checkout I accept full financial responsibility for the loss or damage of the Hotspot.

I understand that as the parent/guardian providing permission for Hotspot checkout I accept full responsibility for ensuring that the terms of the Checkout Agreement (listed below) are followed.

1. I understand that the hotspot can only be checked out by a Great Falls Public Library cardholder who is at least 14 years of age and who has a library card in good standing. (Patrons under the age of 14 may checkout hotspots if their parent or guardian has signed a hotspot checkout permission form.)
2. I understand that the hotspot can be checked out for 28 days. It must be returned to a staff member inside the Library by the due date, with all included cables and in the original packaging. The hotspot may NOT be returned to the book drop. If the hotspot has not been returned on its due date, the service to it will be terminated and it will become unusable. **If the service to the device is terminated a \$10 fee will be added to your account and you will not be allowed to check out/place on hold another device for 3 months.**
3. I understand that the Library has no control over and cannot guarantee the availability of hotspot service or continuous service or speed of the connection.
4. I understand that any attempt to alter data or the configuration of the Mobile Hotspot is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. If I do not return the hotspot to the Library in good working condition, and free from damage, with all included parts and in the original packaging, I will be charged a \$100.
5. I understand that the hotspot may have filtering software in compliance with the Children's Internet Protection Act (CIPA), and that I am responsible for monitoring what my children and other minors access or view while using the hotspot.
6. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Library's Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.
7. I understand that open, unsecured wireless network "Hotspots" are freely and easily accessible and are unsecure. I understand that the Service Provider and the Great Falls Public Library, and their officials and employees are not responsible for, and I will not hold them responsible for any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

Patron Name (child): _____ Card #: _____

Signature of parent or legal guardian: _____

Name of parent or legal guardian (Please Print): _____

Staff Use Only:

I have placed a note in the patron's file

Staff Initials: _____





Hotspot Borrowers Agreement

Patron Name: _____ Hotspot ID Number: _____

Use of a library hotspot is subject to the term and conditions set forth in this Checkout Agreement, and by checking out the hotspot, you agree to the following:

1. I understand that the hotspot can only be checked out by a Great Falls Public Library cardholder who is at least 14 years of age or has a signed hotspot permission form and who has a library card in good standing. Initial _____
2. I understand that the hotspot can be checked out for 28 days. It must be returned to a staff member inside the Library by the due date, with all included cables and in the original packaging. The hotspot may **NOT** be returned to the book drop. If the hotspot has not been returned on its due date, the service to it will be terminated and it will become unusable. **If the service to the device is terminated a \$10 fee will be added to your account and you will not be allowed to check out/place on hold another device for 3 months.** Initial _____
3. I understand that the Library has no control over and cannot guarantee the availability of hotspot service or continuous service or speed of the connection.
4. I understand that any attempt to alter data or the configuration of the Mobile Hotspot is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. If I do not return the hotspot to the Library in good working condition, and free from damage, with all included parts and in the original packaging, I will be charged a \$100.
5. I understand that the hotspot may have filtering software in compliance with the Children’s Internet Protection Act (CIPA), and that I am responsible for monitoring what my children and other minors access or view while using the hotspot.
6. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Library’s Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.
7. I understand that open, unsecured wireless network “Hotspots” are freely and easily accessible and are unsecure. I understand that the Service Provider and the Great Falls Public Library, and their officials and employees are not responsible for, and I will not hold them responsible for any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.

Signature _____ **Date** _____

Printed Name _____



Staff Use Only (initial at checkout and check in):

Verified patron address and phone number _____ Patron is at least 14 years of age or has a signed permission form. _____

Hotspot device returned _____

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Physical Description of Subject:

(Provide information to the best of your ability)

Sex: _____ Male _____ Female Age: _____

Height: _____ Weight: _____

Build: _____ Race: _____

Hair Color: _____ Eye Color: _____

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

Clothing description:

Other information to assist in identifying subject:

GREAT FALLS PUBLIC LIBRARY USER APPLICATION

TO BE COMPLETED BY LIBRARY STAFF: STAFF INITIALS: _____

NEW
 TEMP **
 NON-RESIDENT
 STAFF
 INSTITUTION*
 PARENTS
 HOME SCHOOL
 LIMITED USE
 BOOKMOBILE
 HOMEBOUND

2	0	8	6	7	0	0								
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

TO OBTAIN A LIBRARY CARD:

- 1) Provide a picture ID.
- 2) Proof of address in Cascade County (driver's license, utility bill, deposit slip, etc. or postmarked envelope that shows applicant/parent/legal guardian's current address.)
- 3) If under 14, parent or legal guardian must be present and provide a signature.
- 4) If a patron is signed up for a limited use card then they will receive a post card that must be returned within 45 days to continue utilizing Library services.

APPLICANT: (please print) -

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NUMBER _____ EMAIL ADDRESS _____

APPLICANT DATE OF BIRTH _____ AGE _____

I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges.

APPLICANT SIGNATURE _____ DATE _____

(IF UNDER 14 Parent must sign below)

- YES! Please sign me up for Wowbrary email newsletter
 Malmstrom Air Force Base Personnel or Dependent

AS THE PARENT / LEGAL GUARDIAN, I accept full financial responsibility for all borrowed items and for any fines and fees incurred by the use of this library card.

PARENT / LEGAL GUARDIAN: (please print)

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

FOR YOUR INFORMATION: A parent or legal guardian is not allowed access to their child's library information unless the child has signed the Release of Information form.

***INSTITUTION CARD**

INSTITUTION NAME: _____

ADDRESS: _____

CITY, STATE & POSTAL CODE: _____

TELEPHONE NUMBER: _____ VERIFICATION

****TEMP CARD**

MERCY HOME / YWCA
 RESCUE MISSION
 PRE RELEASE
 OTHER

Rev 10/04/22

ENTRY _____



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Meeting Space Contract

Library meeting space include the Cordingley Room, the Small Meeting Room, the Game Room and the Library Park and Plaza. Scheduling is on a first-come first-served basis. Reservations can be made up to three (3) months in advance.

The following equipment is available for use in the Cordingley Room: 100 chairs; 10 tables; dry-erase board; piano; overhead LCD projector; podium/microphone system. The following equipment is available for use in the Small Meeting Room: large screen TV with HDMI hookup cable.

NOTE: The piano is not a toy and must be used appropriately.

- Cordingley Room maximum occupancy is 100 people.
- The Small Meeting Room has one table to seat 8-10 people and cannot be rearranged.
- Game Room maximum occupancy is 5 people
- Library staff cannot accept calls or relay messages or materials to meetings.
- Library assumes no responsibility for personal property belonging to meeting space users.

The meeting space user agrees to the following conditions:

- Users must pay to the library 20% or a \$50.00 flat fee (whichever is less) of any fees charged for admission, sales, or service (prior approval for charging fees is required).
- Beverages must be in containers with a secure lid.
- Room set-up, break-down, and clean-up is the sole responsibility of the user. The meeting room area must be left in the condition it was when you arrived. Vacuum and cleaning supplies will be available upon request. A cleaning fee of \$40.00 for every 30 minutes of cleaning will be assessed for any work required of Library staff to clean the room. (initial)
- Parking is limited to metered parking lots and the street.
- No meeting may run past library closing hours. (See Library operating hours for closing times.)
- Profanity, horseplay, and all other behaviors deemed unacceptable on library property are not allowed in meeting spaces. All persons on library property, including patrons, renters, or participants will follow the Library Patron Behavior Policy.
- Minimum 24 hour notice is required for any of the following arrangements:
 - Meetings scheduled before Library opening. (Signatory or designee must use rear entrance initially, then monitor front doors to allow attendees access. See Library operating hours for opening times.)
 - Use of library equipment (including dry-erase board, LCD projector, TV, and microphone system)
 - Special room access (use of stairway).
- The following are PROHIBITED:
 - Access to staff areas at any time or to public areas when library is closed.
 - Taping, Tacking, nailing, etc. that could damage walls.
 - Smoking or the consumption of alcoholic beverages.
 - Candles or other open flames
- Users may not place promotional or directional signage in the library or on library premises. Upon request, the Library will provide directional signage to public meetings.
- In the event of an emergency, meeting facilitators are responsible for evacuating meeting participants. See EXIT routes posted in meeting rooms.
- If room reservation is not claimed by signatory or designee within 30 minutes of scheduled time, the reservation will be forfeited.



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- Any publicity distributed by the individual or group must include a statement of sponsorship to clarify who is responsible for the meeting. For example, “This program is sponsored by Recovery Anonymous.”
- Groups showing copyrighted movies in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home. The library must be provided with proof of public performance licensing rights.

The library is not responsible for securing these rights, nor is it liable for a group’s violation of this regulation.

What are Public Performance Rights?

U.S. Copyright law requires that all movies displayed outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room must have public performance rights. Public performance rights are a special license that is either purchased with a movie or separately from the movie to allow it to be shown outside of personal home use. This statute applies to all movies currently under copyright. This includes movies you have purchased, borrowed from the library, or rented from a video store or services like Netflix.

Name _____

Group Name _____

Address _____ Phone _____

Signature _____ Date _____



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Patron Appeal Form

Internet Use: Right of Appeal

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

Library Use: Right of Appeal

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

Library Access: Right of Appeal

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

PROCESS:

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

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Date of Action Being Appealed: _____

Type of Appeal Internet Use Library Use Library Access/Policy

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

Patron Signature

Date

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Payment Plan

Payments must be made monthly or agreement is no longer valid.

Patron Name: _____ Amount Owed: _____

Account #: _____

Guardian's Name (if patron is a minor): _____

Date payment due by: _____

Minimum due (circle):

\$0-50 (\$5)

\$51-100 (\$10)

\$101-up (\$15)

I understand and agree that I owe the above amount and will adhere to this payment schedule. I also understand that if I fall a payment behind, this agreement is no longer valid. Any fees accrued after the original payment plan is signed must be paid in full in addition to the regular payment.

Patron's signature **Date**
 (Guardian signature if patron is under 18)

Library Staff Signature **Date**

Public Services Librarian Signature/Date

Payment Schedule:

Rev 11/09/21

Date	Amount Paid	Balance	Date	Amount Paid	Balance



Permission for Checkout

I authorize the following person to check out materials on my library account at the Great Falls Public Library:

Name (Please print): _____

Authorized by:

Name (Please print): _____

Card Number: _____

This form authorizes the listed person to check out library materials on my behalf by presenting their picture identification. I accept responsibility for all materials checked out on my account by the listed designated person. I can rescind this permission for checkout at anytime by contacting the library.

Signature: _____

Date: _____

***Staff note to be entered into SIRSI: PERMISSION FOR CHECKOUT FORM SIGNED BY (patron's name) ALLOWING (person's name) TO CHECKOUT ON THIS ACCOUNT USING PICTURE ID (date initials)**



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

PERMISSION TO PHOTOGRAPH

I _____ am 18 years or older.

I _____ am the parent or legal guardian of

_____.

I understand the Great Falls Public Library may photograph the events or activities in which I (or my child/children) participate. I give my permission for the Great Falls Public Library to use photographs of me (or my child/children) for the sole purpose of promoting the library and its services/programs. I give my permission with the following understanding: No compensation of any kind will be paid to me (or my child/children) at this time or in the future for the use of my (or my child/children's) likeness.

No other use of this likeness will be made without written permission.

Signature: _____ Date: _____

Address: _____

City, State, Zip: _____

Telephone: _____



Release to allow disclosure of library records

The Great Falls Public Library (GFPL) is prohibited from disclosing library records under MCA 22-1-1101, "Library Records Confidentiality Act: of 1985", except as follows:

22-1-1103. Nondisclosure of Library Records. 1) No person may release or disclose a library record or portion of a library record except in response to:

- A. A written request by the person identified in that record, according to procedures and forms giving written consent as determined by the library.
- B. A court order.

RELEASE TO ALLOW EXAMINATION OF LIBRARY RECORDS

By my signature below I give written consent for GFPL to disclose my library record to the person (s) listed.

I understand that I must give written permission to release my library records. I also understand that I can revoke this permission and reclaim privacy under MCA-22-1-1101 by requesting and completing the proper form.

Date: _____ Library Card #: _____

Name (Please Print): _____

Signature: _____

Name of person my library records may be released to (Please Print):

Witness Signature (If unable to sign, indicate signature with "X" and provide witness signature):

Staff Note (to be entered in SIRSI):

RECORDS RELEASE FORM SIGNED BY (patron) ALLOWING (mom, dad, guardian), TO ACCESS ACCOUNT (date initials)



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Request for Reconsideration of Library Material Form

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.

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.

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Library Card #: 2086700

Description of Item Requested to be removed from the collection:

Title: _____

Creator/Author: _____

Copyright Date: _____ Barcode (Item ID): 3086700

Format of Item Print Book CD DVD

Please fill out the back of this form (and extra pages as needed) to explain why you feel the item described above should be removed from the Great Falls Public Library Collection.

Patron Signature

Date



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

What brought this material to your attention?

What are your objections to this material or subject matter (please be as specific as possible)?

Have you read, heard or watched the entire title or material?

Have you read any reviews of this title or material? (Please help us by indicating as completely as possible the sources for these reviews or commentary.)

Can you suggest titles of materials which might be added to the collection which address the same or similar issues?

Materials selected for inclusion in the library collection, including donations, are based on the Great Falls Public Library Collection Management Policy, as approved by the Board of Trustees. The library adheres to the principles of the American Library Association Library Bill of Rights.

<http://greatfallslibrary.org/wp-content/uploads/2024/06/Collection-Development-Policy.pdf>



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Patron Withdrawal Reconsideration Form

From time to time the Great Falls Public Library will withdraw books and materials from the collection. The reasons for doing so are clearly marked on each item. 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 submit material being withdrawn with the form.)

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.

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Library Card #: 208700

Description of Item Requested to remain in the collection:

Title: _____

Creator/Author: _____

Copyright Date: _____ Barcode (Item ID): 3086700

Format of Item Print Book CD DVD

Please use the back of this form (and extra pages as needed) to explain why you feel the item described above should remain in the Great Falls Public Library Collection.

Patron Signature

Date



Revocation of permission to allow disclosure of library records

The Great Falls Public Library (GFPL) is prohibited from disclosing library records under MCA 22-1-1101, "Library Records Confidentiality Act: of 1985", except as follows:

22-1-1103. Nondisclosure of Library Records. 1) No person may release or disclose a library record or portion of a library record except in response to:

- A. A written request by the person identified in that record, according to procedures and forms giving written consent as determined by the library.
- B. A court order.

REVOCAION OF PERMISSION TO ALLOW EXAMINATION OF LIBRARY RECORDS

By my signature below I revoke previous written consent for GFPL to disclose my library record to any person (s) and reclaim my right to privacy under MCA-22-1-1101, ff.

Date: _____ Library Card #: _____

Name (Please Print): _____

Signature: _____

Witness Signature (If unable to sign, indicate signature with "X" and provide witness signature):

Staff Note (to be entered in SIRSI):

RECORDS RELEASE FORM SIGNED BY (patron) ALLOWING (mom, dad, guardian), TO
ACCESS ACCOUNT (date initials)

Rev 11/09/21



Suggestion Form

Date: _____

Library Card #: _____

Name (Please Print): _____

Address: _____

City/State: _____ Zip Code: _____

Phone Number: _____ Email _____

If the library orders this item, I would like it placed on hold when it is available YES NO

I would like to suggest that the library purchase the following item:

Adult Materials:

_____ Book _____ Movie _____ Audiobook
_____ Other (Specify): _____

Juvenile or Young Adult Materials:

_____ Book _____ Movie _____ Audiobook
_____ Other (Specify): _____

Title: _____

Author: _____

Other Information (publisher, price, review source, etc.): _____

Why do you think the library should purchase this item: _____

Other suggestions for improving library services: _____



VOLUNTEER APPLICATION

The Great Falls Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteer services may be used for Special events, projects and activities or on a regular basis to assist staff.

CONTACT INFORMATION

First name: _____ **Last Name:** _____

Address: _____

City: _____ **State:** ____ **Postal Code:** _____

Main Phone Number: _____ Cell Landline

Alternate Phone Number: _____ Cell Landline

Email Address: _____

I Prefer to be contacted via: Phone Text Message Email

If under the age of 18, please provide the name and contact information for your parent/guardian:

First name: _____ **Last Name:** _____

Main Phone Number: _____ Cell Landline

AREAS OF INTEREST

- | Books & Audio/Visual
<i>(most help needed here)</i> | Bookmobile | Youth & Adult Programs | Building & Grounds | Montana Room |
|---|--|--|---|--|
| <input type="checkbox"/> Shelving Books/AV
<input type="checkbox"/> Adult Books
<input type="checkbox"/> Youth/Teen Books

<input type="checkbox"/> Shelf Reading
<input type="checkbox"/> Adult Books
<input type="checkbox"/> Youth/Teen Books

<input type="checkbox"/> Cleaning of books/AV and shelves | <input type="checkbox"/> Cleaning of books and shelves | <input type="checkbox"/> Ready 2 Read
<input type="checkbox"/> Summer Reading
<input type="checkbox"/> Music in the Park
<input type="checkbox"/> Youth Activities
<input type="checkbox"/> Adult Activities
<input type="checkbox"/> Assemble Craft/Activity Kits
<input type="checkbox"/> Book sale
<input type="checkbox"/> D & D DM | <input type="checkbox"/> Sweeping and Vacuuming library.
<input type="checkbox"/> Cleaning trash up in park and grounds
<input type="checkbox"/> Cleaning out flowerbeds
<input type="checkbox"/> Mowing <i>(age restricted)</i> | <input type="checkbox"/> Monitor room and assist with patron inquires.
<input type="checkbox"/> Cleaning bookshelves
<input type="checkbox"/> Shelving Books
<input type="checkbox"/> Shelf Reading |

AVAILABILITY

Most volunteer positions at the library require an on-going time commitment.

Days Available: Mon. Tue. Wed. Thu. Fri. Sat. **Times Available:** _____

Length of commitment: 1 month 3 months 6 months On-Going Seasonal

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OTHER INFORMATION

Please list any special skills, training, or education you may have.: _____

Do you have any physical limitations restricting your activities?: YES NO

If yes, please explain: _____

In case of emergency, who should we call?:

Name: _____ Phone: _____ Relationship: _____

Volunteering at the Great Falls Public Library is a commitment of time, both yours and ours. If you offer to become a volunteer, we are depending on you to be here at the agreed upon times. If you are not able to come in at your scheduled time, please call and let us know. Training will be provided by the department you will be volunteering with prior to you starting any volunteer work.

AGREEMENT

By signing below, I, _____, hereby accept a position as a volunteer for the Great Falls Public Library (GFPL), upon agreeing to the following terms and conditions:

TERMS AND CONDITIONS

- 1) My services to the GFPL are provided strictly in a voluntary capacity, as a volunteer I understand I am volunteering my time without any expressed or implied promise of salary, compensation or payment of any kind.
- 2) Volunteers are expected to conform to all policies of the GFPL, and are selected and retained for as long as the library needs their services and their assigned duties are performed satisfactory.
- 3) I understand that GFPL, without notice or hearing, may terminate my services as a volunteer at any time, with or without cause.
- 4) Volunteers may apply for paid positions under the same conditions as other outside applicants.
- 5) I will not bring guests or family members to GFPL while on duty, unless they are also in the volunteer program.
- 6) I will communicate any job-related problems, concerns, differences of opinion, conflicts, or suggestions to the Volunteer Coordinator or my library supervisor.
- 7) I will notify the Volunteer Coordinator or my library supervisor of any changes in my schedule including, discontinuing to volunteer my services with the library.
- 8) Volunteers cannot purchase donated or discarded books prior to the AAUW or Friends of the Library book sales.
- 9) I will provide the Volunteer Coordinator the last 4 numbers of my social security number so it can be reported on the Volunteer Workers Compensation Report and the city background check, which the library is required to file.
- 10) I will report the number of hours I work daily on the designated Volunteer Timesheet.

Signature of volunteer applicant: _____ Date: _____

Last 4 numbers of your Social Security Number _____

Item:	Library Levy SMART Objectives Review
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendation: Staff recommends that the Library Board review the Library’s progress toward the Library Levy SMART Objectives.

Background: In March 2024 Library Board reviewed an updated set of Library Levy SMART Objectives. Library staff are providing an update on the progress toward the goals during the past six months. Much progress has been made in fulfilling the Library’s promises to the community.

The attached report includes suggestions to adjust some of the objectives. In some areas, we have already exceeded our objectives and should adjust them to a higher goal. In some areas, we are not on track to reach our objectives and need to either re-assess the objective or adjust the efforts being made to meet the objective. Due to some changes in statistical reporting with the new website, the website objectives will need to be adjusted.

Significant Impacts: By tracking progress on our objectives staff are able to see what is working and what is not working. It provides data so that the Library Board and Library Director can make better decisions regarding investments of budget dollars and staff efforts.

Fiscal Impact: There is no specific fiscal impact to the Library Levy SMART Objective review. It is fiscally responsible to be able to account for how the Library Levy dollars are being invested and to show the community the measurable impact of the investments.

Alternatives: The Board could decide not to review the SMART Objective progress.

Attachments/Exhibits:

September Library Levy SMART Objective Report



Library Levy SMART Objectives Report

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

September 2024

Patrons Cards: Measurable Objectives

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

- Average monthly new Library card sign-ups September 2023 – February 2024 = 179
- Average monthly new Library card sign-ups March 2024-August 2024 = 255
We have already greatly exceeded our objective. In six months, we have increased the average monthly new Library card sign-ups by 42%.
- Goal for average monthly Library card signups March 2024- February 2025 = 188

Updated Objective: By March 2025, increase the average monthly new Library card sign-ups by 45%

- Goal for monthly Library card signups March 2024- February 2025 = 260

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

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

- Current number of Library Card Holders = 20,746
- September 2024 number of Library Card Holders = 18,538
We are greatly behind in meeting this objective. Generally, the Montana Shared Catalog purges conducts a yearly purge of inactive Library Card users. We did not realize that our recent purges had not happened correctly. In August, the Montana Shared Catalog removed all of the Great Falls Public Library patrons who were expired for 3 years or more.
- Goal for December 2024 number of Library Card Holders = 21,783
- Goal for December 2025 number of Library Card Holders = 23,858

Updated Objective: By Dec. 2024, increase the number of Library Card Holders by 6%. (from the Sept. 2024 #)

Updated Objective: By Dec.2025, increase the number of Library Card Holders by 15%. (from the Sept. 2024 #)

- Goal for December 2024 number of Library Card Holders = 19,578
- Goal for December 2025 number of Library Card Holders = 21,319

How we will reach the objectives:

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

Library & Bookmobile visitors: Measurable Objectives

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

- Average monthly main Library visitors September 2023 – February 2024 = 8,501
- Average monthly main Library visitors March 2024 - Aug 2024 = 9602
We have already almost reached our objective. In six months, we have increased the average number of monthly visitors by 13%
- Goal for average monthly main Library visitors June 2024- February 2025 = 9,776

Updated Objective: By March 2025, increase the average number of monthly Library visitors by 20%.

- Goal for average monthly main Library visitors June 2024- February 2025 = 10,201

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

- Average monthly Bookmobile visitors September 2023 – February 2024 = 751
- Average monthly Bookmobile visitors March 2024 - Aug 2024 =572
The 6-month statistics make it appear that we are off target for our Bookmobile visitors goal. However, we generally see a substantial drop in Bookmobile visits in the summer because schools are not in session.
- Goal for average monthly Bookmobile visitors June 2024- February 2025 = 1,052

Keep Objective the same: By March 2025, increase the number of monthly Bookmobile visitors by 40%.

- Goal for average monthly Bookmobile visitors June 2024- February 2025 = 1,052

How we will reach the objectives:

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

Circulation: Measurable Objectives

Original Objective: By March 2025, increase electronic circulation by 15%.

- Total electronic circulation March 2023 – February 2024 = 78,223
- Total electronic circulation March 2024 - Aug 2024 = 46263
If 6-month trend continues for a year 12-month total will be 92,526
This is an increase of 18%
- Goal for total electronic circulation March 2024 – February 2025 = 89,956

Updated Objective: By March 2025, increase electronic circulation by 20%.

- Goal for total electronic circulation March 2024 – February 2025 = 93,868

Original Objective: By March 2025, increase overall circulation by 15%.

- Total circulation March 2023 – February 2024 = 264,798
- Total circulation March 2024 - Aug 2024 = 15497.
If 6-month trend continues for a year 12-month total will be 309,954 which is an increase of 17%
- Goal for total circulation March 2023 – February 2024 = 304,518

Updated Objective: By March 2025, increase overall circulation by 17%.

- Goal for total circulation March 2023 – February 2024 = 309,814

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

- Mango average monthly sessions September 2023 – February 2024 = 626
- Mango average monthly sessions March 2024 - Aug 2024 =1255
This is an increase of 100%
- Goal for average monthly Mango Sessions March 2024- February 2025 = 783

- Chilton average monthly searches September 2023 – February 2024 = 36
- Chilton average monthly searches March 2024 - Aug 2024 =45
This is an increase of 26%
- Goal for average monthly Chilton Searches March 2024- February 2025 = 44

- LinkedIn Learning monthly average activated seats November 2023 – February 2024 = 37
- LinkedIn Learning monthly average activated seats March 2024 - Aug 2024 =64
This is an increase of 74%
- Goal for LinkedIn Learning monthly average activated seats March 2024- February 2025 = 46

- LinkedIn Learning average course views November 2023 – February 2024 = 30
- LinkedIn Learning average course views March 2024 - Aug 2024 =70
This is an increase of 133%
- Goal for LinkedIn Learning average monthly course views March 2024- February 2025 = 37

Updated Objectives: By March 2025, expand use of Library's electronic databases.

Increase Mango Use by 250%

- Goal for average monthly Mango Sessions March 2024- February 2025 = 1566

Increase Chilton use by 40%

- Goal for average monthly Chilton Searches March 2024- February 2025 = 50

Increase LinkedIn Learning use by 300%

- Goal for LinkedIn Learning monthly average activated seats March 2024- February 2025 = 111
- Goal for LinkedIn Learning average monthly course views March 2024- February 2025 = 90

How we will reach the objectives:

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

Patron Interactions: Measurable Objectives

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

- Average monthly direct assistance interactions provided to patrons September 2023 – February 2024 = 7,674
- Average monthly direct assistance interactions provided to patrons March 2024 - Aug 2024 = 8,491
This is an 11% increase.
- Goal for average monthly direct assistance interactions provided to patrons March 2024- February 2025 = 8,441

Updated Objectives: By March 2025, increase the average monthly direct assistance interactions provided to patrons by 15%.

- Goal for average monthly direct assistance interactions provided to patrons March 2024- February 2025 = 8,825

How we will reach the objectives:

- Increase staff training on customer service---including reference interviews and technology support (*Successfully being done*)
- Expand Library hours to be open to the public 7 days a week (*Successfully being done*)
- Expand Bookmobile service from 3 to 6 days a week (*Successfully being done*)
- implement a KP Desk schedule that ensures coverage whenever the Library is open (*90% successfully being done*)
- By September 2024, implement a “Book-A-Librarian” program (*Not yet started*)
- Improve statistical recording keeping of staff interactions (*Successfully being done*)
- Improve promotion of the Library to the community by expanding our social media and online communication (*Successfully being done*)
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach (*Successfully being done*)

Adult Programming & Community Engagement: Measurable Objectives

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

- Average monthly attendance at general adult programming September 2023 – February 2024 = 176
- Average monthly attendance at general adult programming March 2024 - Aug 2024 =842
This a 378% increase. This was impacted by several very large summer events including Juneteenth, Supaman, 4th of July Parade and Shakespeare in the Park. We do not believe that we will have any events approaching that size between now and February. If we average 250 per month from September through February we will have a one year average of 546 people per month.
- Goal for average monthly attendance at general adult programming March 2024- February 2025 = 246

Updated Objective: By March 2025, increase average monthly attendance at general adult programming by 310%.

- Goal for average monthly attendance at general adult programming March 2024- February 2025 = 546

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

- Goal Accomplished: February = 5, March = 4, April = 5, May =5, June = 7, July = 5, August = 9
Staff at capacity: Plan to continue this level of programming.
NOTE: We are defining events as separate programs (author talks, winter speaker series, community celebrations...) as opposed to our smaller regular monthly programs such as book clubs and memory café.

Keep Objective the same: Maintain an average of 5 programs a month through February 2025

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

- Average attendance at Summer Music for 2023 was approximately 80 people per event.
- 2024 Summer Music Average Attendance = 166
This is over a 100% increase. NOTE: a majority of this increase was due to the large attendance at Supaman. Taking that event out of the total, the average attendance was 123 which is right at our goal. Two of the summer music events had to be moved inside due to weather which impacted attendance.
- Goal for Summer Music 2025 = 120
Plan to assess success and staff capacity at the end of the Summer 2024 session and may modify objective.

Updated Objective: During the Summer 2025 session, expand “Summer Music” program to average over 175 weekly attendees

- Goal for Summer Music 2025 = 175

How we will reach the objectives:

- Create more advertisements for events that are eye catching and thought provoking (*Successfully being done*)
- Take public recommendations for speakers at every speaker event (*Successfully being done*)
- Print table toppers for “events this week” by February 2024 (*Successfully being done*)
- Improve promotion of the Library programs to the community by expanding our social media and online communication (*Successfully being done*)
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach (*Successfully being done*)
- Host bi-monthly technology cafes, and/or public training events as it relates to library resources and patron needs (*Successfully being done*)
- Hold engaging community programs such as author talks, armchair traveler, music, etc. (*Successfully being done*)
- Start providing 6-week Language Classes with community members who speak fluently ASL, German, Spanish, etc. (combine with promotion of Mango Languages) (*Not yet implemented*)
- Plan and provide basic and intermediate Computer Classes (combine with promotion of LinkedIn Languages) (*Not yet implemented*)
- Plan and provide a “Technology Fair” with the IT Department (*Not yet implemented*)

- Plan and provide “We Learn” programs to teach various different classes, i.e. knitting, scrapbooking, painting, photography with an iPhone, etc. (combine with promotion of LinkedIn Languages) *(Just being started)*
- Expand community engagement by participating as a partner in community events at least twice a quarter (Examples: Town Parades, No More Violence Week, Community tabling events, Raising Readers events, Teen council) *(Successfully being done)*

Online Engagement: Measurable Objectives

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

- # of social media followers March 2024 = 5,048
- # of social media followers August 2024 = 7,078
This is a 40% increase
- Goal for # of social media followers December 2024= 5,553

Updated Objective: By December 2024, increase number of social media followers by 60%.

- Goal for # of social media followers December 2024=8077

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

- Instagram and Facebook monthly engagement from Aug 18 to Nov 15 = 4,700
- Instagram and Facebook monthly engagement March 2024 - Aug 2024 =4,938
This is a 5 % increase. We are on-track to meet our objective.
- Goal for average monthly Instagram and Facebook engagement January 2024- December 2024 = 5,170

- Instagram and Facebook monthly reach from Aug. 18 to Nov. 15 = 65,133 per month
- Instagram and Facebook monthly reach from March 2024 - Aug 2024 =89,196
This is a 34% increase.
- Goal for average monthly Instagram and Facebook reach for January 2024- December 2024 = 71,646

Keep Engagement Objective the same: By December 2024, increase monthly engagement on social media by 10%.

- Goal for average monthly Instagram and Facebook engagement January 2024- December 2024 = 5,170

Updated Reach Objective: By December 2024, increase monthly reach on on social media by 45%.

- Goal for average monthly Instagram and Facebook reach for January 2024- December 2024 = 94,443

WE REDID OUR WEBPAGE THIS SPRING AND OUR STATISTICS HAVEN'T BALANCED OUT. WE WILL BE TRACKING THIS FOR A FEW MORE MONTHS BEFORE WE CAN DECIDE WHAT IS APPROPRIATE FOR NEW OBJECTIVES.

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

- Average monthly web sessions July 2023 to February 2024 = 8,476
- Average monthly web sessions March 2024 - Aug 2024 =
- Goal for average monthly web sessions March 2024 – December 2024 = 9,323

- Average monthly web page views July 2023 to February 2024 = 13,782
- Average monthly web page views March 2024 - Aug 2024 =
- Goal for average monthly web views March 2024 – December 2024 = 15,161

How we will reach the objectives:

- Continue to create engaging social media content. *(Successfully being done)*
- Analyze trends in engagement to increase performance. *(Successfully being done)*
- Improve collaboration with partner organization to create more followers *(Successfully being done)*
- Redesign Library website with new Logo *(Completed)*

Youth Services Programming and Community Engagement: Measurable Objectives

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

- Average monthly attendance for Youth Services programming September 2023 – February 2024 = 799
- Average monthly attendance for Youth Services programming March 2024 - Aug 2024 =786
This is a 2% decrease. We are behind in efforts to reach our goal. We hired and trained new staff in April. Re-arranging spaces and training staff took time and impacted our ability to expand programming. In the last two months we have expanded programming and we think that it is possible that we will still reach our goal for February 2025.
- Goal for average monthly attendance for Kids Place programming March 2024- February 2025 = 919

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

- Goal for average monthly attendance for Kids Place programming March 2024- February 2025 = 919

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

- Average number of Kids Place programs September 2023 – February 2024 = 19
- Average number of Kids Place programs March 2024 - Aug 2024 =19.67
This is a 4% increase. We were close to meeting our goal.
- Goal for average number of Kids Place programs March 2024- February 2025 = 20

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

- Goal for average number of Kids Place programs March 2024- February 2025 = 20

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

- Summer Reading 2023 prizes earned = 1522
- Summer Reading 2024 prizes earned = 3120
This is a 105% increase. We greatly exceeded our goal. Our Beanstack App makes it EASY to track reading. Clearly far more people did lots of reading over the summer than came in for prizes.
- Goal for Summer Reading 2024 prizes earned = 1,674

- Summer Reading 2023 prizes distributed= 873
- Summer Reading 2024 prizes distributed = 991
This is a 13% increase. We exceeded our goal.
- Goal for Summer Reading prizes distributed= 960

We will set new objectives for Summer Reading 2025 when we get closer to implementation.

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

- Summer Reading 2023 Loot Boxes distributed = 110
- Summer Reading 2024 Loot Boxes distributed = 109
This is a 0.91% decrease. We did not reach our goal. Loot Boxes are a staff intensive project. Hiring new staff in April and expecting them to be trained and able to expand the Loot Box program in May was not realistic.
- Goal for Summer Reading 2024 prizes distributed = 127

We will set new objectives for Summer Reading 2025 when we get closer to implementation.

How we will reach the objectives:

- By December, 2024, all YS staff will facilitate their own programs (*Successfully being done*)

- By December, 2024, we have at least 1 well-attended weekly, biweekly, or monthly early childhood program away from the Library (Examples: Toddler Time at Paris' Young Parents, Storytime or Toddler Time at Op Inc, Head Start, or Cameron Center) *(Not yet implemented)*

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

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

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

- By December 2024, the Library will host at least one event that expands marginalized parents' awareness of their role as their children's first teachers. (Examples: Conversations Count and/or Mind in the Making training at Cascade County Detention Center, Paris Gibson's Young Parents, YWCA, Cascade County Juvenile Detention Center, Cameron Center) *(Successfully being done)*
- We are exceeding this goal and have plans to continue efforts.
 - Youth Services staff shared information about Dolly Parton's Imagination Library at the Back2School Blast on August 16, 2024.
 - Youth Services staff also shared information about DPIL with youth incarcerated at the Cascade County Juvenile Detention Center at the Summer Reading Celebration on August 29, 2024.
 - In December, 2024, we expect to host the 3rd annual Raising Readers Holiday Party, an event featuring free pictures with Santa and Mrs. Claus. The primary goal of this event is to share information about DPIL.
 - In March, 2024, we expect to participate in the annual Brain Builder Expo. We will host a birthday party for Dr. Seuss with a variety of community readers and share information about DPIL.

Updated Objective: Throughout 2025, the Library will host at least four events that expand marginalized parents' awareness of their role as their children's first teachers

- **By December, of 2024, increase Dolly Parton's Imagination Library sign-ups by 25%. Currently, we have 1,900 sign-ups. $1.25 \times 1,900 = 2,375$ kids (Kids also age out of the program when the turn 5)**
- As of 9/3/2024, 2,285 Cascade County children were signed up for Dolly Parton's Imagination Library. (409 turned 5 and graduated the program).
We are on track to reach our Goal by December. 2,285 is 4% below our December goal.
 - Engage more stakeholders to recruit their clients/students, gain new insights (Examples: Indian Family Health Service, Toby's House, Benefis, Great Falls Clinic, Health Department, Cameron Center etc.)

Keep Objective the same: By December, of 2024, increase Dolly Parton's Imagination Library sign-ups by 25%. Currently, we have 1,900 sign-ups. $1.25 \times 1,900 = 2,375$ kids (Kids also age out of the program when the turn 5)

Technology: Measurable Objectives

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

- Average monthly unique users of Library Wi-Fi (bkm & main library) Sept. 2023 – Feb. = 1,150
- Average monthly unique users of Library Wi-Fi (bkm & main library) March 2024 - Aug 2024 = 1297
This is a 13% increase. We have already exceeded our goal.
- Goal for average monthly unique users of Library Wi-Fi (bkm & main library) network March 2024- Feb. 2025 = 1,264

Updated Objective: By March 2025, increase average monthly unique users of Library Wi-Fi (bookmobile & main library) network and public computers by 20%.

- Goal for average monthly unique users of Library Wi-Fi (bkm & main library) network March 2024- Feb. 2025 = 1380

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

- Average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers Sept. 2023 – Feb. 2024 = 7,518
- Average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024 - Aug 2024 = 8309
This is a 11% increase. We are on track to reach our goal.
- Goal for average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024- Feb. 2025 = 8,871

Keep Objective the same: By March 2025, increase average monthly Library Wi-Fi (bkm & main library) network and public computers usage sessions by 18%.

- Goal for average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024- Feb. 2025 = 8,871

How we will reach the objectives:

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

Collective Development: Measurable Objectives

Original Objective: By July 1, 2025, increase efficiency of Technical Services Department

ordering/receiving/cataloging as measured by increasing the number of items added to the collection in FY2025 by 20%.

- FY2023 Technical Services # of items added to the collection = 6,800
- FY2024 Technical Services # items added to the collection= 7,879
We are on track to meeting our objective. FY2024 # of items added to the collection increased 16%. We have a smaller collection budget increase from FY2024 to FY2025. Staffing is also now stable so the increase from FY2024 to FY2025 will not be as significant.
- Goal for FY2025 Technical Services # items added to the collection = 8,160

Keep Objective the same: By July 1, 2025, increase efficiency of Technical Services Department

ordering/receiving/cataloging as measured by increasing the number of items added to the collection in FY2025 by 20%.

- Goal for FY2025 Technical Services # items added to the collection = 8,160

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

How we will reach the objectives:

- Transition and train new staff (*Successfully being done*)
- Implement 9XX ordering system with main Library vendor (Baker & Taylor): ISSUES WITH VENDORS ARE CAUSING US TO REASSESS THIS PROJECT
- Once 9XX ordering transition complete, implement EDI system for cataloging of new materials (*Successfully being done*)
- Develop regular schedule of reviewing any Catalog records marked for review by the Montana Shared Catalog (*Successfully being done*)
- Work within the Partners to implement collaborative collection development to provide both more access to high demand items and to expand access to a wider range of mid-list items. PROJECT WAS STARTED BUT IS CURRENTLY PAUSED DUE TO MONTANA STATE LIBRARY LOSS OF FUNDING FOR PROJECT
- Develop regular schedule of collection analysis to improve purchasing, weeding and collection development

Director's Itinerary: August 2024

Thurs	August	1	Radio Interview 7:40 am Technology Systems Weekly Meeting 10:30 am
Fri	August	2	Collection Development Meeting 10:00 am Staff planning meeting 10:00 am
Sat	August	3	Reference Desk 1:00 pm-3:00 pm; 4:00 pm– 5:00 pm
Mon	August	5	City/Library Renegotiation Meeting 9:00 am Local Area Council on Mental Health 1:30 pm
Tues.	August	6	Meeting for Annual Report Quote 9:00 am Downtown Safety Alliance Meeting 10:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm Collection Development Meeting 2:30 City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	August	7	Public Services Meeting 10:00 am Management Team Meeting 11:00 am Library Tour and meeting Chris Warden (new Russell Museum Director) 2:00 pm Communication Meeting 3:00 pm Shakespeare in the Parks 6:00 pm
Thurs.	August	8	Digital Born News Work Group Quarterly Meeting 10:00 am Technology Systems Weekly Meeting 3:00 pm
Sat.	August	10	Circulation Desk 4:00 pm
Mon	August	12	City of Great Falls Employee Book club 12:00 pm
Tues.	August	13	Negotiation Committee Meeting 9:00 am Department Head Meeting 10:00 am Foundation Director Meeting 1:30 pm Sober Life Book Club Checkin 2:30 pm Chamber Open House 5:30
Weds.	August	14	Continuum of Care Meeting 9:00 am City/Library Renegotiation Meeting 10:30 am Staff monthly goals meeting 12:30 pm Communication Meeting 3:00 pm Leadership Great Falls Opening Reception 5:30 pm
Thurs.	August	15	Technology Systems Weekly Meeting 10:30 am Staff monthly goals meeting 2:00 pm Kids Place Service Desk 3:00 pm
Sat.	August	17	Community Prayer Breakfast 8:00 am Reference Desk 4:00 pm – 5:00 pm
Mon	August	19	Digital Born News Grant Meeting 12:00 pm
Tues.	August	20	City Manager One-on-One meeting 10:00 am HR Consultation meeting 12:00 pm Staff planning meeting 2:00 Staff monthly goals meeting 3:00 pm Collection Development Meeting 4:00 pm City Commission Meeting 7:00 pm
Weds.	August	21	Public Services Meeting 10:00 am Management Team Meeting 11:00 am Communication Meeting 3:00 pm Staff mentoring meeting 4:00 pm Public Safety Advisory Council meeting 6:00 pm
Thurs.	August	22	Technology Systems Weekly Meeting 10:30 am Negotiation Committee Meeting 12:00 pm Growth Policy Stakeholder Roundtable 1:30 pm Staff monthly goals meeting 3:00 pm
Fri	August	23	Board Chair and Foundation Director meeting 9:00 am Digital Born News Grant Meeting 1:00 pm Staff monthly goals meeting 4:00 pm

Sat.	August	24	Staff monthly goals meeting 2:00 pm ArtsFest Sidewalk Painting 11:00 am
Mon	August	25	Custodian Interviews 1:00 pm
Tues.	August	26	Staff mentoring meeting 9:00 am Department Head Meeting 10:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm Cushing Terrell Design Review Meeting Staff mentoring meeting 3:00 pm Library Board Meeting 4:30
Weds.	August	27	City/Library Renegotiation Meeting 9:00 am Communication Meeting 3:00 pm Patron meeting 2:00 pm Meeting Flathead Library Board Member (master planning) 4:00 pm Staff mentorship meeting 5:00 pm
Thurs.	August	28	Star Radio 8:00 am Technology Systems Weekly Meeting 10:30 am Interviews for Youth Services Specialist 12:00 pm Negotiation Committee Meeting 4:00 pm
Sat.	August	30	Staff mentoring meeting 4:00 pm

Next Library Board Meeting is October 22, 2024 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

August 7, 2024

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

Absent:

Next Meeting: August 21, 2024; 11:00am; Susie's Office

SUSIE

- Susie informed us that Payten's Cyber Security quiz is due. Everyone needs to complete it.
- Sara K and Payten are working on small IT trainings for staff monthly.
- A reminder that FAP info is due. It will need board approval before being submitted to the foundation.
- Susie gave an update on the renegotiation.
- The new director of the Russell will be over to take a tour of the library today.
- Susie will be out of the office for two weeks in September for a vacation. As a result statistics will be due on September 6th.

TREVA

- Treva is currently working on her board report.
- Incoming books are being processed.

SARA LP

- Sara informed us that the new bookshelves for the Bookmobile area are set up.
- Sara is working with Sara K to have an RFID reader placed at Ian's desk.
- Sara informed us that the Safety Specialists computer will now have access to the camera system. The computer will be password protected.
- Sara reminded everyone that if a Patron wants to see footage from the camera system, ask if they have filed a police report, if they have, the police can make the request to see the footage.
- Sara led a discussion on 2-hour parking around the building.

SARA K

- Sara led a discussion on having Open Tech hours for Senior Citizens.

AARON

- Aaron informed us that timesheets are due Thursday.

JOHN

- John informed us that Caitlyn will be closing by herself on Saturday.
- John will be out of the office Friday-Saturday.
- Ryan will be in this Sunday from Noon-6PM.

RAE

- Rae informed us that Drew's last day will be September 7th. His position will be posted soon.

SARAH C

- Sarah will be getting ready for Shakespeare in the Parks tonight. The plan is still to have it at Gibson Park, but if weather is bad, it will move over to the Mansfield Theatre.
- Sarah will be out of the office Thursday and Friday
- Three more music in the parks left to go for this season.
- Sarah is working on August programs.

JAKE

- Jake will be out of the office Thursday and Friday.
- Jake is working on the Library Olympics. He hopes to have them in September for two days. He showed us his templates of the various teams.
- Jake will be at Shakespeare in the Parks tonight to photograph the event.

MANAGEMENT TEAM MEETING

Meeting Minutes

August 21, 2024

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

Absent: Treva Higgins

Next Meeting: September 4, 2024; 11:00am; Susie's Office

SUSIE

- Susie informed us there will be no meeting next week.
- The next re-negotiation meeting is next Wednesday.
- Drew's last day will be September 7th.
- Please get your public library statistics to Susie.
- The city manager has reserved the Cordingly room today starting at 12:30

TREVA

- Treva was not present.

SARA LP

- Sara informed us that the Hispanic Heritage display will be on the second floor next month.
- There will be a Montana Band Books display.
- Sara will be covering the Luminary Walk on Friday.
- Sara will be covering KP/YA on the 29th from 11-4
- Sara asked that other managers please remind their staff that if they are on break, it doesn't mean other staff are on break as well.
- A discussion was had regarding recent gang activity.

SARA K

- Sara informed us that the Reference Desk computer is down. Payten is attempting to fix it. Sara will build a new computer incase it is not repairable.

AARON

- Aaron is working on the board packet.
- Aaron will be out of the office on Thursday.

JOHN

- John is out of the office tomorrow.
- Tilleras will finish up the park tomorrow.
- Interviews for the PT position will be happening soon.

RAE

- Rae informed us that Summer Reading has wrapped up.
- There will be no programs for the month of August.
- The Early Childhood program begins in September.
- Story time on September 4th will be a school bus theme. A school bus will be parked in the spaces behind the building next to the park. Cones will need to be placed to keep the spots open until the school bus arrives.
- Rae will be out of the office Thursday through Saturday, returning on Tuesday.
- Interviews for the open position will be on Friday the 30th.

SARAH C

- Sarah informed us that the Arts Conversation is this Friday as well as Chris LaTray.
- A porta-potty will be delivered on Friday and pick-up on Saturday.
- The Luminary Walk begins at 7pm Friday.
- The art project will be Saturday. The footprints will lead from Gibson Park to the Library.
- Sarah will be out of the office August 30th through September 2nd.

JAKE

- Jake will be here on Friday to photograph the event.
- He will be in later on Thursday
- Jake has shot video for the homebound service and is working on other library services videos.



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Great Falls Public Library October 2024 Events



Memory Café

When: Tuesday, October 1, 12:30 to 2 pm

Where: The History Museum, 422 2nd St S

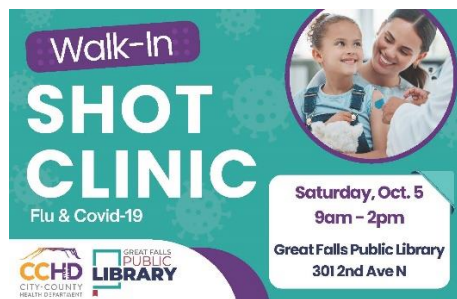
What: This month we will get a tour from the History Museum staff and do some exciting hands-on activities! If you know someone in your life who is struggling with memory loss, the Memory Café is held each month. It is designed to be a comfortable, social setting for community, connection, and support to socialize with those that are concerned with memory loss.

Emergency Services' Mobile Integrated Healthcare

When: Friday, October 11 and Friday, October 25 from 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.



CCHD Vaccine Walk-in Clinic

When: Saturday, October 5, 9 am to 2 pm

Where: Small Meeting Room

What: The City County Health Department will be at the library giving flu and COVID-19 Vaccines to people all day.

The Armchair Traveler Series with Kelley Aline talking about her travels to Africa to climb Mt. Kilimanjaro

When: Thursday, October 10, 7 to 8 pm

Where: Cordingley Room

What: The Great Falls Public Library welcomes Kelley Aline in our renewed Armchair Traveler Series. Kelley will talk about her “epic trips to Africa and climbing Mt. Kilimanjaro. On the second Thurs. of each month, a community member will share their experience of their international or domestic travels.





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Great Falls Public Library October 2024 Events



Poetry reading with author Sage Marshall

When: Thursday, October 17 from 6 to 7 pm

Where: Cordingley Room

What: Middle Creek Publishing & Audio proudly announces the upcoming release of longtime Field & Stream writer, editor, and outdoor journalist Sage Marshall’s debut poetry collection, “Echolocation.” “Echolocation” is to see without sight, to sing or scream the seeing into being. Marshall will read from his book and sign copies afterward.

Weekly Open Tech Sessions

When: Thursdays on October 3, 10, 17, 24, 31 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.



AAUW Annual Booksale

FULL PRICE SALE:

Wednesday, Oct. 16, (9 am to 5 pm) Thursday, Oct. 17, (9 am to 7 pm)

Friday, Oct. 18 (9 am to 5 pm), Saturday, Oct. 19 (9 am to 5 pm)

HALF PRICE SALE:

Wednesday, Oct. 23 (9 am to 5 pm), Thursday, Oct. 24 (9 am to 7 pm)

Friday, Oct. 25 (9 am to 5 pm)

SACK SALE:

Saturday, Oct. 26 (9 am to 5 pm)

Where: Third Floor Sale Room

What: The American Association of University Women of Cascade County will hold their annual sale. They offer books, CDS, DVDs, games and puzzles in good condition. Proceeds from the book sales fund local scholarships for those seeking bachelor’s and associate’s degrees.



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Great Falls Public Library October 2024 Events



Author talk with Jon Ring, author of spooky books, ‘Stained Echoes’ and ‘The Dreadful Call.’

When: Thursday, October 24, Time TBD

Where: Cordingley Room

What: Author Jon Ring lives in Helena with his wife, Honey, his three sons and various pets. Montana’s “vivid history” and beauty appeal to him and motivate much of his writing. *Stained Echoes: Tales of the Mysterious and the Macabre* is a collection of thirteen stories, comprised of horror, suspense, and strange fiction. It is a loose follow-up to his first book, *The Dreadful Call and Other Stories of the Supernatural and Suspense*.

GFPL Monthly Board of Trustees Meeting

When: Tuesdays, October 1 and October 22 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. **The board makes up its September meeting on Oct. 1 and meets for its regularly scheduled October meeting on the 22nd.**



Little Shell Tribal Health Medicaid sign-ups

When: Wednesday September 4, 11, 18, and 25, from 10 am to Noon
Where: First Floor Display area

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

Great Falls Public Library October 2024 Events



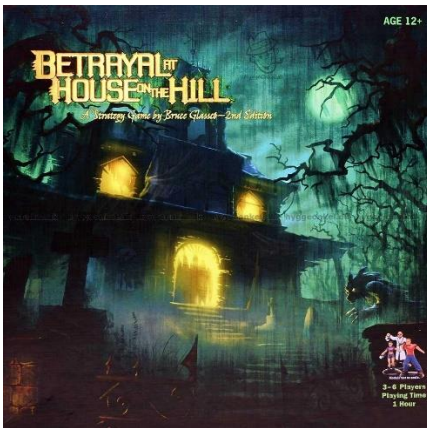
The Story Quilt Project presentations with Jean Wakely

When: Saturday, October 26, 1 to 4 pm

Where: Cordingley Room

What: Since 2011, Jean Wakely has taken on the role of Storyteller of her mother’s quilts. Working alongside her mother and helping her to create booklets and video recordings of her storytelling, Jean has enjoyed the intricate details of sharing the collected stories of her Mother, Montana, History, and especially of Women’s struggles and triumphs.

This is co-sponsored with the Great Falls Genealogy Society. Light snacks and beverages provided.



Board Game Night at the Great Falls Public Library for October

When: Sunday, October 27 from 3 to 5:30 pm

Where: Cordingley Room

What: For this month’s Board Game Evening we will be playing **Betrayal at the House on the Hill**. Games are provided by event co-sponsor Let’s Play Games and Toys.

Western Native Voices Voter Registration

When: Thursdays, October 3, 10, 17, 24, 31 11 am to 3 pm

Where: First Floor Display area

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



Great Falls Public Library October 2024 Events

Scottish Witch Hunts: A Discussion on Women's History with Leigh Larson

When: Tuesday, October 29 from 6 to 7 pm

Where: Cordingley Room

What: The Scottish Witch Hunts of the 1500s-1700s were violent, tragic, and politically-motivated. At least 6,000 women were brutally tortured and/or killed by the hands of religious extremists during a time of civic distrust, paranoid royal leadership, and economic hardships. We will cover royal drama, religion as a political institution, and the stories of those scapegoated during a time of national upheaval. Though Scotland was not the only European country to implement witch hunts, Scotland's hunts accused and killed significantly more women per capita than that of its contemporaries.

Join us to learn about the historical context of the Scottish Witch Hunts, the stories of those hunted, the motivations and methods carried out to achieve the hunter's goals, and the impact that leaves on our society today.

Please note: there is discussion of physical and sexual torture, and may not be suitable for all audiences.



Silent Book Club for October

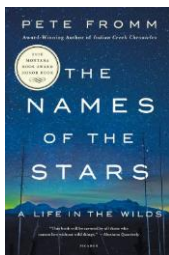
When: Saturday, October 19, 10 am to noon

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.

October Book Clubs

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

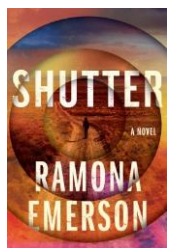


City Employee Book Club (Open to City of Great Falls employees) 2nd Monday

When: Monday, October 14, Noon to 1 pm

Where: Small Meeting Room

What: Book club discussion of *The Names of the Stars* by Pete Fromm

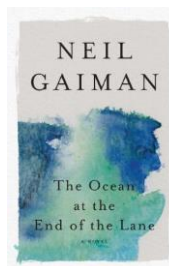


Book Sleuths With Kalena in October, 2nd Tuesday

When: Tuesday, October 8, 4:30 to 5:30 pm

Where: Small Meeting Room

What: Book club discussion of *Shutter* by Ramona Emerson

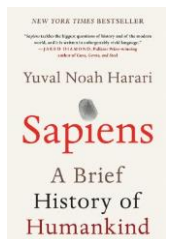


The Very Arbitrary Book Club in September, 3rd Tuesday

When: Tuesday, October 15, 10 am to 11 am

Where: Small Meeting Room

What: Book club discussion of *The Ocean at the End of the Lane* by Neil Gaiman



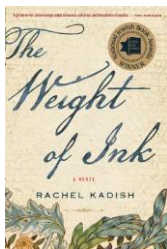
Page Forward Thursday With Susie in September, 4th Thursday

When: Thursday, October 24, 7:00-8:00 pm

Where: 3rd floor Montana Room

What: Book club discussion of *Sapiens: A Brief History of Human Kind* by Yuval Harari

Great Falls Public Library October 2024 Events



Open Books with Penny in September, 1st Thursday

When: Thursday, October 3, 7 to 8 pm

Where: 3rd Floor Montana Room

What: Book club discussion of *The Weight of Ink* by Rachel Kadish

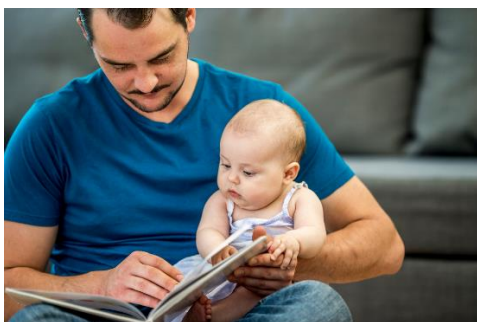
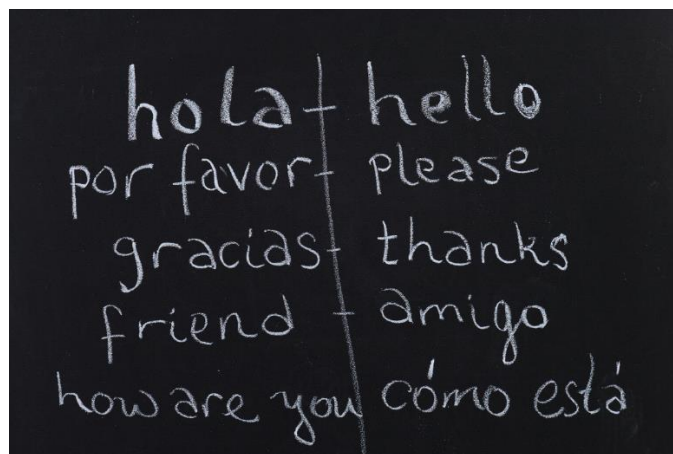
YOUTH SERVICES EVENTS

Spanish Storytime-Special Bookworms Storytime for Hispanic Heritage Month

When: Tuesdays at 9:30am on October 1, 8

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

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



Books & Babies: A lap bounce program

When: Thursdays from 10:30-11:15 on October 3, 10, 17, 24 and 31 (There will be no Books & Babies on September 19.)

Where: Cordingley Room

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

What: Babies and their families are invited to join us for this fun, snuggly early literacy program for your littlest learners. Babies will enjoy lap bounce songs and a quick, engaging story followed by playtime.

Great Falls Public Library October 2024 Events

Preschool Storytime

When: Wednesdays, 10:30-11:30 am on October 2, 9, 16, 23, and 30

Where: Cordingley Room

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

What: Preschoolers and their families are invited to join us to build early literacy skills with songs, movement, and a great story. October's theme is (Not so) Scary Monsters.



Friday Toddler Time

When: *Friday mornings,*

10:30-11:15 am on October 4, 11, 18, and 25

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.



Bats Toddler Time on Saturdays

When: *Saturday mornings,*

9:30-10:15 am on October 5, 12, and 19

Where: Cordingley Room

Audience: Toddlers 1 ½ to 3 years and their families/caregivers

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.

This month, we will celebrate Bat Week (Oct. 24-31) by learning all about bats!



Great Falls Public Library October 2024 Events

Halloween Story Walk in Gibson Park

When: Friday, October 4 to Wednesday, November 6, dawn to dusk

Where: Gibson Park Walking Trail

Audience: Community members of all ages

What: Enjoy an autumn stroll and celebrate Halloween with two cute, colorful, preschool friendly stories:

Trick or Treat, Bugs to Eat by Tracy C. Gold and **If**

You're a Monster and You Know It by Rebecca

Emberley and Ed Emberley.



Dungeons and Dragons Fall Campaign

When: Saturdays from 3-5:30 on October 5, 12, and 19. (D&D will NOT meet on Saturday, October 26.)

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.



Halloween Party and Costume Contest

When: Saturday, October 26 from 10 to 11:30 am

Audience: Kids 3 to 14 years and their families and caregivers

Where: Cordingley Room

What: Celebrate the season with crafts and games!

Make your own costume with the supplies we provide. Please leave store-bought costumes at home! To keep the contest fair to all, only costumes you make yourself using Library-provided supplies will be included in the contest.

Winners will be chosen at 11:00 and will win a free gift card from Walmart to add finishing touches to their costume! Must be present to win.

Other activities will include: making spooky snow-globes, musical chairs, and coloring.

DOWNTOWN GREAT FALLS ASSOCIATION'S SAFE TRICK OR TREAT FOR KIDS, TEENS, AND FAMILIES



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

Great Falls Public Library October 2024 Events

When: Thursday, October 31 from 3 to 5pm

Audience: Kids and teens of all ages and their families

What: The Great Falls Public Library is delighted to participate in the Downtown Association's annual Trick or Treat tradition! Get dressed up and visit the Library's table and local merchants to collect some sweet treats!

As always, this event is free and open to the public.





PATRON COMPLIMENTS AUGUST - SEPTEMBER

Great Falls Public Library

September 2024

8/8/2024 – A patron came in to use the library’s Wi-Fi, as his hotel’s wasn’t working. When he left, he said that he was impressed with the speed of the GFPL Wi-Fi & that he was able to upload the files he needed in no time at all!

8/8/2024 – A woman approached the circulation desk to ask about notary services. The staff member directed her to the 2nd floor. When the patron came down a little while later, the staff member asked her if she had gotten the help she needed. The woman said that she had, but that she would need more documents to complete the notarial act. The patron stated that she worked for a company in Great Falls, where she is a notary, but that she could only notarize the company’s documents. She was very complimentary regarding the notaries at GFPL, stating that they were very helpful, but mindful of legalities. She really respected their professionalism & knowledge!

8/21/2024 – A patron reported that they had good friends who live near the library park and That they have been enjoying the Music in the Library Park series. They really liked the choice of music, & they have been sitting on their porch, listening to every performance. 😊

8/25/2024 – A patron & her husband came up to the desk with books recommended by staff. They said that they loved the recommendations, & that the staff are very good at picking the books.

8/25/2024 – A patron & her family came in to claim a prize & commented on how friendly & helpful all the staff have been. She said that the family has had a lot of fun in the library!

8/26/2024 – “You guys have a great price for notaries here. It is \$10.00 everywhere else. I’d come here every day!”

8/28/2024 – A staff member overheard an interaction between the Public Services supervisor & a patron at the circulation desk. The patron mentioned that he would really like To find the second book in a series that he had discovered in the Staff Picks. The Supervisor helped him find the book &, on his way out, he mentioned how helpful She was. His final comment was, “I love this place!” 😊

9/4/2024 – A comment emailed to the Daily Montanan, regarding a recent book review, written by a staff member: “I enjoyed your review by Amanda Best of Unlashed, a

coming-of-age novel by Rob Shuster set in Eastern Montana in 1989. I'd like to suggest a similarly themed autobiographical fiction set 4 decades earlier by veteran Montana writer James Grady as a companion read. The Smoke in Our Eyes, published last spring is beautifully narrated by a 10-yr-old boy growing up in a small town outside of Great Falls, in an era before the world intervened. Again, congratulations on your service to the Treasure State." Bonnie Goldstein, long time fan of Montana.



Montana Arts Council Grant Indigenous Programming and Engagement September 2024

Improving Engagement with our Indigenous Community Members

Sarah Cawley (Community Engagement Coordinator) submitted a grant to the Montana Arts Council to support programming at the Great Falls Public Library.

If approved, the grant will provide \$20,000 over two years to expand programming at the Great Falls Public Library. The grant requires a 1-1 spending match. Our funding match will come from a combination of funds from the Library Foundation including yearly support from the Dorothy Lampen Thomson funds for cultural programming and a Foundation Approved Projects request.

MONTANA ARTS COUNCIL GRANT: EXECUTIVE SUMMARY.

The Great Falls Public Library exists in Great Falls, MT to Connect People & Knowledge. We work hard day-to-day to make sure that the people of this community have access to information in an open and welcoming way. We serve all of Cascade County, which is 2,711 square miles with a population of 84,400 people as of the latest census. This population is incredibly diverse in race, ethnicity, culture, socioeconomics, politics, and more. When we talk about the diversity within our community, it is easy to see why a library can be such an important place for growth, education, and community unity.

Our proposal for the Montana Arts Council Cultural & Aesthetic Projects is titled *Indigenous Programming and Engagement*. It is our hopes that receiving this grant for \$20,000 would help us grow our indigenous outreach and cultural education for all. **We plan to use the funds to bring in native authors, speakers, artists, musicians, and educators on at least a quarterly basis to ensure that our community here in Great Falls can continue to grow, learn, and feel welcome.** We believe that it is essential that we include cultural programming and events to meet our mission, and to encourage people of this community to join us as we learn together.

Our guiding principals at the Great Falls Public Library are: Respect, Open Access, Customer Focus, Growth and Innovation, and Excellent Stewardship. Incorporating more programming to provide knowledge and information to the community about indigenous culture can easily be placed into each of our guiding principles. Respect the various cultures here in Montana, provide open access to information, welcome in all of our customers, grow as a community, and of course, be a steward for Great Falls. The Indigenous Programming and Engagement project is perfect for our diverse community and promotes the values of the MAC as well. Through public engagement, we can encourage creative potential and advance education through various forms of programs.