

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, March 25, 2025
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.

Our Mission

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

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. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

IV. PUBLIC COMMENT

V. ADOPTION OF THE MINUTES OF THE REGULAR JANUARY MEETING (Pages 1-7)

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 REGULAR FEBRUARY MEETING (Pages 8-15)

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 MARCH 3 MEETING (Pages 16-17)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 18-28)

- A. INCOME STATEMENTS FEBRUARY 2220 (OPERATING BUDGET)
- B. INCOME STATEMENTS FEBRUARY 2221 (FOUNDATION/DONATION BUDGET)
- C. CASH FLOW SHEET MARCH
- D. LIBRARY VENDOR SUMMARY FOR FEBRUARY
- E. FOUNDATION VENDOR SUMMARY FOR FEBRUARY
- F. FEBRUARY DONATION REPORT
- G. PERSONNEL 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

- VII. REPORTS (Pages 29-35)
 - A. MANAGEMENT TEAM REPORT (COMMUNITY ENGAGEMENT)
 - B. DIRECTOR REPORT
 - C. GFPL FOUNDATION REPORT
 - D. CHAIR REPORT
 - E. BOARD REPORTS
 - F. CUSHING TERRELL REMODEL REPORT

- VIII. OLD BUSINESS
 - A. TRESPASS DESIGNEE: DISCUSSION AND CHAIR APPOINTMENT (Pages 36-39)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- IX. NEW BUSINESS
 - A. PUBLIC LIBRARY STANDARDS: MATERIALS BUDGET (Pages 40-43)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- B. LIBRARY DIRECTOR ANNUAL EVALUATION PLAN FOR FY2025 (Pages 44-54)

MOTION... THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE LIBRARY DIRECTOR ANNUAL EVALUATION PLAN FOR FY2025 AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- C. CITY OF GREAT FALLS GROWTH POLICY PLAN (Pages 55-57)

MOTION... THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE SENDING OFFICIAL FEEDBACK FOR THE CITY OF GREAT FALLS GROWTH POLICY PLAN.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- X. PROPOSALS/COMMENTS FROM TRUSTEES

- XI. 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, January 28, 2025
Great Falls Public Library – Cordingley Room (Basement of the Library)

(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)

4:30 p.m.

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

BOARD MEMBERS ABSENT: Ms. Anne Bulger

EX OFFICIO BOARD MEMBERS PRESENT:

EX OFFICIO BOARD MEMBERS ABSENT: Ms. Shannon Wilson – City of Great Falls Commissioner, Mr. Joe Briggs – Cascade County Commissioner

STAFF PRESENT: Mr. John Collins, Ms. Caitlyn King, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson, Ms. Maribeth Wilcox

GUESTS PRESENT: Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Sandy Rice – GFPL Foundation Liaison

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

Richard Irving, a resident of Great Falls, addressed the board. He requested that the Pledge of Allegence be added to the agenda. He voiced his concern with the executive session on the agenda and urged the board to follow the rules. He also voiced his concern with the agenda not being made available until the day of the meeting.

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

II. PUBLIC COMMENT

Ms. Caitlyn King and Ms. Maribeth Wilcox 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 with concerns regarding the removal of the city attorney from his oversight position over the library.

IV. ADOPTION OF THE MINUTES

Ms. Olson asked for a motion on the adoption of the January meeting minutes.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the January minutes 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 voiced his concerns on the library not being neutral in regards to the political situation regarding Israel and Palestine. He also voiced his concerns on being censored by 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.

V. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. Johnson asked for clarification on line item 45515 on page 14. Ms. McIntyre answered.

Ms. DeForest asked for clarification regarding Big Sky Bus Lines on page 22. Ms. McIntyre answered.

Ms. Olson asked for a motion.

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

VI. REPORTS

Management Team Report

Mr. Collins give his custodial team report. He answered questions as they were asked.

Director Report

Ms. McIntyre give her director's report. She answered questions as they were asked.

Statistical Report

No questions were asked regarding the statistical report.

Personnel Report

No questions were asked regarding the personnel report.

GFPL Foundation Report

Ms. Rice informed everyone the the Friends of the Library are beginning to collect books for their Booksale. Ms. Laurin added that the book-a-thon has raised just under \$53,000 from approximately 375 donors. She informed us that the Foundation has submitted an intent to apply for next years early literacy project. She added that the Foundation board has met and approved the current Foundation approved project ask from the Library.

Chair Report

No chair report was given.

Board Reports

No board reports were given.

VII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS POLICY REVIEW: FULL POLICY MANUAL

Ms. McIntyre presented the public library standards policy review.

Ms. Olson asked that the wording on page 47, Process: 1, be changed to "Library Board Chair or Designee".

Ms. Johnson clarified that Library policies can be updated at any time. Ms. McIntyre confirmed, as long as proper notice is given.

Ms. Olson asked for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the Library Policy Manual as amended with "Library Board Chair or Designee". Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none, she asked for a vote. Motion passed unanimously.

VIII. NEW BUSINESS

GREAT FALLS PUBLIC LIBRARY UPDATED ORGANIZATIONAL CHART

Ms. McIntyre presented the updated organizational chart.

Ms. Olson asked for a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the updated FY2025 organizational chart as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Olson stated that hiring an Assistant Director is crucial to the long-term future of the library and to have a succession plan in place. She added that she would like to see this happen in July.

Ms. DeForest asked how long the process would take. Ms. McIntyre stated it typically takes 6-8 weeks.

Ms. Johnson voiced concerns about hiring before a budget is made. If we are having budget cuts, we should not prioritize hiring people.

Ms. Crist stated that the director's job is to propose a budget, or possibly two budgets, and for the board to be in communication with her to decide what makes the most sense.

Ms. DeForest asked Ms. McIntyre to provide different scenarios. Ms. McIntyre stated that she will provide that.

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

GREAT FALLS PUBLIC LIBRARY BOARD TRESPASS OVERSIGHT: INITIAL DISCUSSION

Ms. McIntyre presented the trespass oversight report.

Ms. DeForest asked how many trespasses we do. Ms. McIntyre stated that typically it is only three or four a year, but in the last six weeks we have made three requests.

Ms. Olson requested a fully written out procedure. Ms. McIntyre stated that she will have one for the next meeting.

Ms. Olson stated that she is disappointed in the city's response to the situation. It was not discussed in the renegotiation that this process would be changing.

Ms. Olson added that she believes trespasses could be a function of a committee of the board.

Ms. Linder-Parkinson added that a copy of the trespass needs to be given to dispatch so they can inform the officers.

Ms. DeForest voiced concern over a volunteer board making decisions like this.

Ms. Crist asked for clarification on the word trespass. Ms. McIntyre stated that we could change the wording to "have someone served with a trespass order". Ms. Crist stated that would make more sense.

Ms. Johnson shared similar concerns regarding a volunteer board making these decisions without legal guidance. She added that she re-read the new city agreement and nowhere does it say we cannot obtain guidance from the city attorney.

Ms. Crist added that the library board needs to inform the city that nowhere did it say that the library would be cut off from legal services. Ms. McIntyre stated that it would be a good idea.

GREAT FALLS PUBLIC LIBRARY BOARD STAFF OVERSIGHT: INITIAL DISCUSSION

Ms. McIntyre presented the staff oversight report. Ms. McIntyre answered questions as they were asked.

Ms. Olson added that this was part of the renegotiation. Some of this policy and procedure is a way to get on the same page as the city.

Ms. McIntyre added that in terms of staff oversight, the board will not need to do much except approve raises.

Ms. Olson would like to setup expectations for the HR department. Ms. McIntyre suggested we obtain a scope of service from both HR and Fiscal. This would clarify what they expect of us and what we expect of them.

A discussion ensued on the hiring procedure.

Ms. McIntyre asked for clarification on if the board wants to approve the individual or the position.

Ms. DeForest added that she is fine talking about job descriptions and positions, but not actual people.

Ms. Linder-Parkinson suggested that there be a hiring committee.

Ms. Olson added that hiring is up to the library director not the board.

Ms. Johnson voiced concern that the board would not be following the city agreement if the board did not sign off on every hire.

Ms. McIntyre stated that she would reach out to the school district to see what their hiring process is. She will bring a proposal to the board.

Ms. Crist asked that Ms. McIntyre include what Ms. Linder-Parkinson was proposing as well.

Ms. McIntyre added that the city takes terminations seriously. Any discipline is done in collaboration with HR. Ms. McIntyre stated that she has an in person meeting with Ms. McInerney for anything beyond corrective counseling. If it gets to a point where a person needs to be terminated, there is a sit down meeting with the head of HR, the head of the department, the head of legal, and the city manager. Going forward, the city manager will not be sitting in on those meetings. It is up to the board if they would like a representative to attend or not. It is procedural, not policy. Ms. Crist verified that city legal will be there. Ms. McIntyre said yes, because they are providing service to HR.

Ms. DeForest asked for clarification on the board's liability if a terminated employee files a suit or a grievance. Ms. McIntyre stated that the library's liability insurance does cover the board. Ms. McIntyre will research to see what it covered.

Ms. Johnson suggested changing the wording on page 73 to read "Library Board Chair or Designee".

GREAT FALLS PUBLIC LIBRARY BOARD COMPLIANCE WITH FINANCIAL POLICIES: INITIAL DISCUSSION

Ms. McIntyre presented the compliance with financial policies report.

Ms. Johnson asked if the board chair would report on approvals they made, during the chair report. Ms. McIntyre said yes. Ms. McIntyre added that it will also show on the financials.

EXECUTIVE SESSION: PERSONNEL ISSUE

Ms. Olson asked for a motion to go into executive session.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees move into executive session. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls addressed the board. He reiterated what he said earlier.

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

BOARD ENTERED INTO EXECUTIVE SESSION

BOARD EXITED EXECUTIVE SESSION

Ms. Olson called the meeting back to order. She stated that a personal issue was discussed in the executive session. Ms. Olson asked Ms. McIntyre to add executive session to next months old business.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were made.

X. ADJOURMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 7:17 pm.

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, February 25, 2025
Great Falls Public Library – Cordingley Room (Basement of the Library)

(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)

4:30 p.m.

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

BOARD MEMBERS ABSENT:

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

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Joe Briggs – Cascade County Commissioner

STAFF PRESENT: Chris Davis, Treva Higgins, Aaron Kueffler, Susie McIntyre, Sara Linder-Parkinson, Nick Pfaff, Jake Sorich

GUESTS PRESENT: Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Jenn Rowell – The Electric (via zoom), Bill Tacke – Resident of Great Falls

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

Richard Irving, a resident of Great Falls, addressed the board. He recommended that the board change the agenda and take all out except for the normal monthly reports and the special meeting. He feels there are items on the agenda that the board should wait on. The board should address the fact of whether or not the library will be a public library or a private library.

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

II. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

Chris Davis and Nick Pfaff introduced themselves and talked about their positions at the library.

IV. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board. He stated that the library calls itself a public library but it is a private library. He stated that the library should be for everyone not the unhoused. He voiced concern on the difficulty in getting information at the library and on the library's website.

V. ADOPTION OF THE MINUTES

Ms. Olson asked for a motion on the adoption of the January meeting minutes.

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

Ms. Johnson stated that since the executive session minutes were not included, the board may not be able to approve the minutes. Ms. McIntyre stated that Mr. Kueffler has not yet printed out the executive session minutes. Ms. Crist suggested the board table the motion until all the minutes are together. The members of the board agreed.

Since a motion for approval was still open, Ms. Olson called for a vote. Open motion did not pass.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees table the January Meeting minute approval until they are complete. Ms. Crist seconded the motion. Ms. Olson opened for any public or board comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

VI. ACCEPTANCE OF THE FINANCIAL REPORTS

Ms. Olson asked if anyone had questions regarding the financial reports. Ms. McIntyre answered questions as they were asked.

Ms. Olson asked for a motion.

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

for any board discussion or public comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

VII. REPORTS

Management Team Report

Jake Sorich give his communications report. He answered questions as they were asked.

Director Report

Ms. McIntyre gave her director's report. She answered questions as they were asked.

Statistical Report

A discussion was had regarding statistis. The board requested that the Statistical Reports be given Quarterly going forward.

Personnel Report

No questions were asked regarding the personnel report.

GFPL Foundation Report

Ms. Laurin gave her Foundation report. She answered questions as they were asked.

Chair Report

No chair report was given.

Board Reports

Ms. Crist and Ms. Johnson met with the Montana State Library in regards to creating an evaluation for the Director. They should have something prepared for the board to evaluate at the next meeting.

VIII. OLD BUSINESS

CITY/LIBRARY MANAGEMENT AGREEMENT: APPROVE LIBRARY FISCAL POLICY

Ms. McIntyre presented the Library Fiscal Policy. She answered questions as they were asked.

Ms. Johnson asked if the verbiage on page 44, 3rd row, 3rd column should be changed from “Library Board chair or Designee” to “Library Board.” Ms. McIntyre stated that the feedback was to have it aligned with the rest of the policies. Ms. Johnson stated that the oversight committee is the board as a whole, not the board chair. Ms. McIntyre stated that if the board chair or designee is not okay with a purchase, they can bring it to the board as a whole. Ms. Johnson stated that according to the MCA, the board is responsible for spending. She added that the board must pay attention to delegating authority to one person when that is not how this board works.

Ms. McIntyre stated that the board has the power to approve this policy as presented, to suggest an amendment to this policy, or to send it back and have her do more work. Ms. Johnson asked if when Ms. McIntyre met with the city, was it just her and Ms. Laurin; or were board members present. Ms. McIntyre stated that no board members were present.

Ms. Crist asked how many times are there purchases over \$25,000. Ms. McIntyre stated the few yearly purchases that are made. Ms. DeForest asked if these items are already listed in the budget. Ms. McIntyre state they would be. Ms. Johnson stated that the budget is different than approving purchases. Ms. McIntyre added that the only time that a purchase wouldn't be discussed ahead of time, is if there was an emergency.

Ms. DeForest asked for clarification on the current process. Ms. McIntyre explained.

After board discussion, the board decided that changing it item to read “Library Board” would be fine.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees accept the Library Fiscal Policy with the change on page 44 with the as amended with Library Board (Agenda Item). Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He recommended that the board postpone this motion, and advised that they obtain legal advice. He stated that the board needs a fiscal system that works, not one that they hope works.

Ms. McIntyre stated that this has been reviewed by the head of fiscal, the deputy city manager, the city manager, and the city attorney.

Ms. Johnson asked if the change should be brought back to the city for review. She would rather make sure that it is what it's supposed to be, even if there's frustration from the city.

Ms. Olson asked for a vote. Motion passed 4-1 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. Voting NO: Ms. Johnson.)

CITY/LIBRARY MANAGEMENT AGREEMENT: APPROVE LIBRARY STAFF OVERSIGHT POLICY

Ms. McIntyre presented the Staff Oversight Policy.

Ms. Crist asked why the city attorney's office will not provide direct legal advice to the library or the library board. Ms. McIntyre stated that she does not want to speak for the city attorney but believes that it could be a conflict of interest for him to provide legal advice to the city and to the library board because they are separate entities. Ms. Laurin added that this is due to the new agreement.

Ms. Johnson suggested that the board ask the city attorney to come to a meeting. Nowhere in the agreement does it say the library is a separate entity. She added that the board needs to get this piece clear. Ms. DeForest, Ms. Crist, and Ms. Bulger agreed. Ms. McIntyre stated that we can extend an invitation to the city attorney.

Ms. DeForest asked if HR feels like they are a separate entity to us. Ms. McIntyre stated that she is uncomfortable saying what HR or the City attorney feels.

Ms. Johnson asked if the board could send the request to the city attorney. Ms. Laurin advised that the board handle that communication and reach out to the city attorney for a little bit more insight, whether it's on the agenda or not. Ms. Johnson added that since Ms. McIntyre is no longer a department head, per the agreement, the board should reach out.

Ms. Crist added that the board is all volunteers, and that the policies are the city policies that were developed by city professionals, and paid for by tax payers.

Ms. Olson asked who would like to work on a letter to the city manager and the city attorney. Ms. Bulger, Ms. DeForest, and Ms. Olson stated they would not like to work on the letter. Ms. Johnson stated she would be willing. Ms. Crist asked if Ms. Olson was opposed to a letter being written. Ms. Olson stated she is not opposed if it is the will of the board. Ms. Bulger added that she is not opposed to a letter, after dealing with both the city attorney and city manager for the re-negotiation, she does not believe they would be responsive to an invitation. Ms. Crist stated that she would write a letter with Ms. Johnson. Ms. DeForest asked if sending a letter would be confrontational.

Ms. Wilson stated that she felt a letter would be taken as confrontational. A friendly invitation to have them talk would be better. Ms. McIntyre asked if Ms. Wilson would be willing to talk with them. Ms. Wilson stated that she would be willing.

Ms. Johnson was unclear why a letter for an invitation would be confrontational. Ms. Wilson stated that when she meets with officials in Washington, she always sends a list

of what she would like to discuss so they are prepared. Ms. Wilson stated that a list of items that the board would like clarification on would be better instead of a letter.

Ms. Laurin added that everybody is ready for the library to not be a topic in the news. Ms. Laurin agrees with Ms. Johnson; she suggests that Ms. Johnson and Ms. Crist find a way to meet without having a quorum and have them brought in as the liaisons from the board. Ms. Laurin feels the City Manager and City Attorney want to move forward in a positive way.

Ms. McIntyre offered an option of having a board member join her when she has her monthly one on one with the city manager. Ms. Bulger believes that would be a good start, as well as having a specific list.

Ms. McIntyre added that if the board is uncomfortable, they have the option of tabling this motion.

Ms. DeForest believes we need some legal clarification on if we are a part of the city or a separate entity. Ms. McIntyre believes we are not a separate entity. She feels that the city attorney does not feel that the library board is separate from the commission and does not want to provide legal advice to both.

Ms. Crist is in favor of starting fresh and being positive. She stated that it doesn't seem fair to have Ms. McIntyre as a go-between. As a board member she would like to hear the understanding from the city directly. It is very confusing and she feels like the board is not able to do their job appropriately.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees table this motion until the board is more fully able to understand the legal aspects. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

CITY/LIBRARY MANAGEMENT AGREEMENT: APPROVE LIBRARY TRESPASS POLICY

Ms. McIntyre presented the Library Trespass Policy.

Ms. Bulger stated that she does not feel the entire board needs to look at trespasses because these are isolated incidents involving generally one person. Ms. Bulger added that the board is still unclear on if they have legal oversight.

Ms. McIntyre stated that the library board chair or designee reviews the library director's request and it determines if the trespass is warranted and legal. If necessary, they can request a review of the trespass request from legal counsel. Ms. McIntyre suggests that we do not have this be approval of the whole board.

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

Richard Irving, a resident of Great Falls, addressed the board. He stated that the library director does not understand the difference between a trespass, which is an offense committed by somebody, and a trespass order, which is a way to deal with that offense. He also asked that the board stop asking the director legal questions or taking legal advice from her.

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

PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

Ms. McIntyre asked that the board use LinkedIn Learning for this quarters training. The board discussed what they participated in.

SCHEDULE SPECIAL MEETING TO ADDRESS PERSONNEL ISSUE

Ms. Olson asked if anyone had a date in mind. It was decided that the special meeting will be on Monday, March 3rd; beginning at 5:15pm.

IX. NEW BUSINESS

ADDRESSING THE REQUIREMENTS OF HB 121

Ms. McIntyre presented the requirements of HB 121.

Ms. Crist moved that the Great Falls Public Library Board of Trustees table this motion until the board can obtain more useful, non-emotional information. Ms. Johnson seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Johnson asked Ms. Wilson if the commission has plans to discuss HB 121. Ms. Wilson stated that their agenda doesn't come out until Thursday, so she is unsure.

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

X. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Johnson asked if the board could receive reports on the progress of the Cushing Terrell project.

Ms. Laurin explained that the foundation is in the early stages of fundraising. Ms. McIntyre stated that she is receiving presentations from Cushing Terrell. She stated

that the design is constantly changing. Ms. Laurin added that they are trying to get close to a final design before presenting.

Ms. Wilson added that as a project engineer before she retired, this is the time they are taking in information.

Ms. Crist stated that it wouldn't be terrible to get input from the board members as well.

Ms. Johnson feels like it should transparent and as a board they are only hearing about meetings with some groups of people.

Ms. McIntyre stated that the foundation did a planning study. With a capital campaign you have to have certain things in place. Ms. Laurin added that she is thinking about conversations with donors that will ensure that the next step can happen.

Ms. McIntyre stated that a Cushing Terrell report will be available for the next meeting.

Ms. Johnson asked for clarification on the list for the city. Ms. Crist and Ms. Johnson will work on a list to give to Ms. Wilson to approach the city with.

Ms. DeForest stated that a letter would make it seem like the board is summoning the city manager and attorney. Ms. Crist stated that we would like the entire board to get answers at the same time. Ms. Wilson added that she gets along well with the city manager and attorney and when she gets the list, she will sit down with them and get them excited to come and talk to the board.

XI. ADJOURNMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:27 pm.

Great Falls Public Library
Board of Trustees Board Meeting
Monday, March 3, 2025
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)
5:15 p.m.

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

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT:

EX OFFICIO BOARD MEMBERS ABSENT: Mr. Joe Briggs – Cascade County Commissioner, Ms. Shannon Wilson – City of Great Falls Commissioner

STAFF PRESENT: Aaron Kueffler, Susie McIntyre, Sara Linder-Parkinson

GUESTS PRESENT: Richard Irving – Resident of Great Falls, Lauren Kegel – Resident of Great Falls, Sara Kegel –Resident of Great Falls

Ms. Olson called the meeting to order at 5:15 pm.

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

Ms. Johnson asked if Ms. McIntyre wrote all the information in the sole item under Old Business. Ms. McIntyre stated that she worked on it with the Chair and Vice-Chair.

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

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board. He hopes the board will be judicious, in terms of protecting staff members, in the private meeting tonight. He feels

that staff oversight and the organizational chart are built for the protection of the executives rather than staff. He added his concern with the location of the children's area in the remodel.

IV. OLD BUSINESS

EXECUTIVE SESSION: PERSONNEL ISSUE

Ms. Olson informed everyone that after obtaining legal advice, the wording needs to be adjusted.

There is a matter relating to individual privacy that is before the board, and the board will go into executive session. There will be no public comment, board discussion, or vote on this matter.

At this time Ms. Olson transitioned the meeting into executive session.

BOARD ENTERED INTO EXECUTIVE SESSION 5:19 PM

BOARD EXITED EXECUTIVE SESSION 6:56 PM

Ms. Johnson moved that the Great Falls Public Library Board of Trustees reach out to the City of Great Falls human resources department regarding the personnel matter. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

V. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were made.

VI. ADJOURNMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:58 pm.

2220 Income Statement

Through 02/28/25
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	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							
MARC 131101	REAL CURRENT AD VALOREM	2,872,800.00	1,608,738.16	273,714.66	1,608,738.16	1,264,061.84	56	2,875,763.07
2025 31103	REAL DELINQUENT AD VALOREM	8,000.00	9,378.89	(3,211.85)	9,378.89	(1,378.89)	117	8,395.33
2025 331121	MOBILE HOME TAXES	2,000.00	2,477.84	302.35	2,477.84	(477.84)	124	9,295.19
2025 31122	OTHER PERSONAL PROPERTY	5,000.00	847.14	29.77	847.14	4,152.86	17	29,630.22
2025 31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	1,189.35	323.29	1,189.35	610.65	66	3,706.11
2025 33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	36,331.35	.00	36,331.35	(805.35)	102	37,063.74
2025 333500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	2,129.93	.00	2,129.93	229.07	90	2,314.72
2025 333620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	.00	+++	36,232.00
2025 33800	LIBRARY SUPPORT	177,000.00	88,500.00	88,500.00	88,500.00	88,500.00	50	177,000.00
2025 33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	.00	+++	1,457.57
2025 334316	OFF-STREET LOTS TRANSIENT	1,600.00	1,074.00	50.00	1,074.00	526.00	67	3,962.00
2025 334691	LIBRARY FEES MISCELLANEOUS	12,790.00	3,100.00	370.00	3,100.00	9,690.00	24	12,250.00
2025 34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	3,261.63	344.00	3,261.63	2,238.37	59	4,817.71
2025 34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	9,021.92	1,072.10	9,021.92	2,978.08	75	13,131.21
2025 34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	870.00	.00	870.00	(70.00)	109	1,030.00
2025 34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	.00	+++	930.00
2025 34836	CONVENIENCE FEE	.00	41.19	3.66	41.19	(41.19)	+++	26.65
2025 35134	COLLECTION AGENCY FINES	.00	888.93	45.00	888.93	(888.93)	+++	800.76
2025 35220	LOST BOOK FINES	6,500.00	5,302.62	659.38	5,302.62	1,197.38	82	7,028.94
2025 36510	CONTRIBUTIONS & DONATIONS	10,000.00	12,000.00	.00	12,000.00	(2,000.00)	120	316,240.67
2025 36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	.00	+++	50.00
2025 37110	REGULAR INTEREST	8,000.00	24,981.36	5,344.73	24,981.36	(16,981.36)	312	28,911.01
	REVENUE TOTALS	\$3,161,675.00	\$1,810,134.31	\$367,547.09	\$1,810,134.31	\$1,351,540.69	57%	\$3,570,036.90

2220 Income Statement

Through 02/28/25
Detail Listing

Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of Budget	Prior Year
				Actual Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
	EXPENSE								
41110	SALARIES & HOURLY	1,557,273.00	104,660.89	894,232.90	663,040.10	57	1,069,987.06		
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	1,862.45	(1,862.45)	+++	260.76		
41315	VACATION TERMINATION	.00	.00	24,973.60	(24,973.60)	+++	14,422.46		
41325	SICK LEAVE TERMINATION	.00	.00	12,878.44	(12,878.44)	+++	8,774.29		
41360	HEALTH INSURANCE	361,555.00	22,736.98	200,582.48	160,972.52	55	249,932.58		
41370	LIFE INSURANCE	2,131.00	167.32	1,384.39	746.61	65	1,908.41		
41410	UNEMPLOYMENT INSURANCE	6,206.00	366.33	3,296.67	2,909.33	53	4,440.35		
41420	WORKERS COMPENSATION	6,989.00	538.79	4,584.53	2,404.47	66	7,995.27		
41430	FICA	96,551.00	6,281.76	56,028.56	40,522.44	58	65,279.50		
41435	MEDICARE	22,584.00	1,469.05	13,103.37	9,480.63	58	15,267.06		
41445	PERS	160,846.00	10,869.44	96,476.47	64,369.53	60	114,096.61		
41510	MISCELLANEOUS PENSIONS	19,929.00	1,533.18	15,523.68	4,405.32	78	15,470.81		
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	36,232.00		
42110	PAPER & FORMS	3,000.00	1,243.14	2,029.65	970.35	68	2,124.56		
42120	COMPUTER ACCESSORIES	7,500.00	163.74	2,797.93	4,702.07	37	5,811.63		
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	587.77	3,900.76	5,599.24	41	7,171.96		
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	.00	2,376.68	5,623.32	30	3,787.57		
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	2,210.99	6,675.27	7,324.73	48	8,934.79		
43110	POSTAGE, BOX RENT, ETC.	5,000.00	.00	4,000.00	1,000.00	80	4,000.00		
43210	PRINTING, FORMS, ETC	.00	.00	.00	.00	+++	196.08		
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	5,857.30	55,374.47	24,625.53	69	57,519.53		
43350	MEMBERSHIPS & DUES	1,000.00	78.00	578.00	422.00	58	953.00		
43410	TELEPHONE	3,400.00	266.42	1,808.22	1,591.78	53	2,944.19		
43412	FAX & OTHER TELEPHONE LINES	3,000.00	.00	1,704.00	1,296.00	57	2,044.80		
43420	ELECTRIC UTILITY	78,000.00	1,032.44	36,958.39	41,041.61	47	56,118.31		
43430	GAS UTILITY	13,000.00	1,349.84	4,604.76	8,395.24	35	9,703.18		

2220 Income Statement

Through 02/28/25
Detail Listing

Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of Budget	Prior Year
				Actual Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
43440	CITY SANITATION DISPOSAL	2,100.00		177.00	1,416.00	1,416.00	684.00	67	1,843.94
43450	WATER UTILITY	3,600.00		96.37	2,464.27	2,464.27	1,135.73	68	2,804.42
43460	SEWER UTILITY	1,500.00		112.61	900.88	900.88	599.12	60	885.70
43470	STORM DRAIN UTILITY	1,000.00		96.31	770.48	770.48	229.52	77	926.38
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00		6,624.40	46,757.90	46,757.90	6,742.10	87	46,678.26
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00		956.00	14,347.53	14,347.53	19,852.47	42	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00		.00	2,452.27	2,452.27	5,047.73	33	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00		1,162.59	13,546.88	13,546.88	9,453.12	59	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00		.00	739.38	739.38	860.62	46	1,478.76
45515	CREDIT CARD FEES	984.00		96.89	913.30	913.30	70.70	93	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00		.00	34.84	34.84	415.16	8	300,245.71
48130	CASH OVER/SHORT	.00	(.70)	(.70)	2.21	2.21	(2.21)	+++	.45
48611	HUMAN RESOURCES	35,998.00		2,999.83	23,998.64	23,998.64	11,999.36	67	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00		193.25	1,546.00	1,546.00	773.00	67	4,491.02
48652	FISCAL SERVICES	18,151.00		1,512.58	12,100.64	12,100.64	6,050.36	67	17,544.96
48658	CENTRAL INSURANCE	57,870.00		.00	57,870.00	57,870.00	.00	100	60,117.00
48695	INFORMATION TECHNOLOGY	3,172.00		264.33	2,114.64	2,114.64	1,057.36	67	3,060.96
48696	COMPUTER NETWORK	135.00		11.25	90.00	90.00	45.00	67	132.00
48697	COMPUTER EQUIPMENT MAINT	2,049.00		.00	2,049.00	2,049.00	.00	100	1,373.00
48810	COMPUTER & EQUIPMENT LEASE	278.00		23.17	185.36	185.36	92.64	67	242.04
EXPENSE TOTALS		\$2,708,870.00		\$175,739.26	\$1,632,035.89	\$1,632,035.89	\$1,076,834.11	60%	\$2,279,842.56
Fund 2220 - LIBRARY Totals									
REVENUE TOTALS		3,161,675.00		367,547.09	1,810,134.31	1,810,134.31	1,351,540.69	57%	3,570,036.90
EXPENSE TOTALS		2,708,870.00		175,739.26	1,632,035.89	1,632,035.89	1,076,834.11	60%	2,279,842.56
Fund 2220 - LIBRARY Net Gain (Loss)		\$452,805.00		\$191,807.83	\$178,098.42	\$178,098.42	(\$274,706.58)	39%	\$1,290,194.34

2221 Income Statement

Through 02/28/25
Detail Listing

Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of Budget	Prior Year	Total Actual
Fund Category Governmental Funds										
Fund Type Special Revenue Funds										
Fund 2221 - LIBRARY FOUNDATION										
REVENUE										
MARC 136510	CONTRIBUTIONS & DONATIONS	1,836,666.00	40,440.83	297,858.76	1,538,807.24	16	299,703.47			
MARC 136513	DL THOMSON TRUST	41,000.00	.00	23,425.00	17,575.00	57	12,361.76			
MARC 137110	REGULAR INTEREST	10,000.00	643.57	6,314.36	3,685.64	63	15,918.43			
REVENUE TOTALS		\$1,887,666.00	\$41,084.40	\$327,598.12	\$1,560,067.88	17%	\$327,983.66			
EXPENSE										
MARC 142120	COMPUTER ACCESSORIES	12,000.00	.00	21,479.75	(9,479.75)	179	29,271.65			
MARC 142140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	2,094.56	11,080.67	13,419.33	45	21,110.46			
MARC 142190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	2,697.31	5,072.22	11,927.78	30	14,889.18			
MARC 142390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	1,034.97	1,332.97	15,667.03	8	14,599.44			
MARC 143320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	173,386.00	9,716.91	84,697.74	88,688.26	49	142,726.70			
MARC 143550	COMPUTER PROGRAMMING	15,000.00	233.85	1,640.44	13,359.56	11	2,341.24			
MARC 143590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	1,697,366.00	39,539.29	298,701.70	1,398,664.30	18	104,612.16			
43790	MISCELLANEOUS TRAVEL EXPENSE	5,000.00	.00	.00	5,000.00	0	278.00			
43945	SPONSORED EVENT - ACTIVITY	32,500.00	4,285.67	15,770.47	16,729.53	49	29,744.59			
49310	IMPROVEMENTS OTHER THAN BUILDINGS	40,000.00	.00	.00	40,000.00	0	.00			
EXPENSE TOTALS		\$2,033,752.00	\$59,602.56	\$439,775.96	\$1,593,976.04	22%	\$359,573.42			
Fund 2221 - LIBRARY FOUNDATION Totals										
REVENUE TOTALS		1,887,666.00	41,084.40	327,598.12	1,560,067.88	17%	327,983.66			
EXPENSE TOTALS		2,033,752.00	59,602.56	439,775.96	1,593,976.04	22%	359,573.42			
Net Gain (Loss)		(\$146,086.00)	(\$18,518.16)	(\$112,177.84)	\$33,908.16	77%	(\$31,589.76)			

Library 2220 Cash Flow FY2025

JULY RECONCILED TO NEW WORLD

ACTUAL	
FUND BALANCE JULY 1	\$ 1,745,647.04
TOTAL REVENUE JULY	\$ 2,960.34
TOTAL EXPENSES JULY	\$ (263,148.01)
FUND BALANCE AUGUST 1	\$ 1,485,459.37

AUGUST RECONCILED TO NEW WORLD

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

SEPTEMBER RECONCILED TO NEW WORLD

ACTUAL	
FUND BALANCE SEPT 1	\$ 1,178,579.57
TOTAL REVENUE SEPT	\$ 14,232.75
TOTAL EXPENSES SEPT	\$ (177,849.04)
FUND BALANCE OCTOBER 1	\$ 1,014,963.28

OCTOBER RECONCILED TO NEW WORLD

ACTUAL	
FUND BALANCE OCTOBER 1	\$ 1,014,963.28
TOTAL REVENUE OCTOBER	\$ 7,732.74
TOTAL EXPENSES OCTOBER	\$ (169,998.52)
FUND BALANCE NOVEMBER 1	\$ 852,697.50

NOVEMBER -RECONCILED TO NW

ACTUAL	
FUND BALANCE NOVEMBER 1	\$ 852,697.50
TOTAL REVENUE NOVEMBER	\$ 46,875.67
TOTAL EXPENSES NOVEMBER	\$ (189,592.01)
FUND BALANCE DECEMBER 1	\$ 709,981.16

DECEMBER-RECONCILED TO NW

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	\$ 709,981.16
TOTAL REVENUE DECEMBER	\$ 84,138.84
TOTAL EXPENSES DECEMBER	\$ (165,993.00)
FUND BALANCE JANUARY 1	\$ 628,127.00

JANUARY RECONCILED TO NEW WORLD

FUND BALANCE JANUARY 1	\$ 628,127.00
TOTAL REVENUE JANUARY	\$ 1,266,579.09
TOTAL EXPENSES JANUARY	\$ (162,768.46)
FUND BALANCE FEBRUARY 1	\$ 1,731,937.63

FEBRUARY RECONCILED TO NEW WORLD

FUND BALANCE FEBRUARY 1	\$ 1,731,937.63
TOTAL REVENUE FEBRUARY	\$ 367,547.09
TOTAL EXPENSES FEBRUARY	\$ (175,739.26)
FUND BALANCE MARCH 1	\$ 1,923,745.46

MARCH ESTIMATED

FUND BALANCE MARCH 1	\$ 1,923,745.46
TOTAL REVENUE MARCH	\$ 26,932.50
TOTAL EXPENSES MARCH	\$ (274,811.61)
FUND BALANCE APRIL 1	\$ 1,675,866.35

APRIL ESTIMATED

FUND BALANCE APRIL 1	\$ 1,675,866.35
TOTAL REVENUE APRIL	\$ 23,932.50
TOTAL EXPENSES APRIL	\$ (193,950.44)
FUND BALANCE MAY 1	\$ 1,505,848.41

MAY ESTIMATED

FUND BALANCE MAY 1	\$ 1,505,848.41
TOTAL REVENUE MAY	\$ 53,932.50
TOTAL EXPENSES MAY	\$ (193,950.44)
FUND BALANCE JUNE 1	\$ 1,365,830.47

JUNE ESTIMATED

FUND BALANCE JUNE 1	\$ 1,365,830.47
TOTAL REVENUE JUNE	\$ 1,263,624.83
TOTAL EXPENSES JUNE	\$ (193,950.44)
FUND BALANCE JULY 1	\$ 2,435,504.86

CERTIFIED MILL VALUE	\$ 132,152.00
Estimated tax revenue per mill	\$ 120,400.00
TOTAL ESTIMATED TAX REVENUE	\$ 2,889,600.00
ESTMATED TAX COLLECTION PRE-DECEMBER	\$ 13,152.98
ESTMATED DECEMBER COLLECTION	\$ 79,771.11
ESTMATED COLLECTION JAN THROUGH MAY	\$ 1,622,641.80
ESTMATED JUNE COLLECTION	\$ 1,171,192.33

Cash Flow	Revenue
FY2025	
July	\$ 2,960.34
Aug.	\$ 20,067.79
Sept.	\$ 14,232.75
Oct.	\$ 7,732.74
November	\$ 46,875.67
December	\$ 84,138.84
January	\$ 1,266,579.09
February	\$ 367,547.09
March	\$ 26,932.50
April	\$ 23,932.50
May	\$ 53,932.50
June	\$ 1,263,624.83
	\$ 3,178,556.64

Expense	Fund Balance
	\$ 1,745,647.04
	(263,148.01)
	\$ 1,485,459.37
	(326,947.59)
	\$ 1,178,579.57
	(177,849.04)
	\$ 1,014,963.28
	(169,998.52)
	\$ 852,697.50
	(189,592.01)
	\$ 709,981.16
	(162,768.46)
	\$ 1,731,937.63
	(175,739.26)
	\$ 1,923,745.46
	(274,811.61)
	\$ 1,675,866.35
	(193,950.44)
	\$ 1,505,848.41
	(193,950.44)
	\$ 1,365,830.47
	(193,950.44)
	\$ 2,435,504.86
	(2,488,698.82)

Tax Collection July-- RECONCILED TO NW	\$ -
Tax Collection August-- RECONCILED TO NW	\$ -
Tax Collection Sept.-- RECONCILED TO NW	\$ 7,649.55
Tax Collection Oct.-- RECONCILED TO NW	\$ 3,114.54
Tax Collection November-- RECONCILED TO NW	\$ 2,388.89
Tax Collection December-- RECONCILED TO NW	\$ 79,771.11
Tax Collection January-- RECONCILED TO NW	\$ 1,258,483.58
Tax Collection February-- RECONCILED TO NW	\$ 271,158.22
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	\$ 1,171,192.33
TOTAL	\$ 2,886,758.22

NOTE: Property Tax bills were delayed which resulted in a delay in property tax payments. Cash flow has been adjusted to show that the majority of the first half property tax income was received in January and that another significant amount is expected for February.

Great Falls Public Library Vendor Summary (2220)

FEBRUARY 2025

3/12/2025

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	\$ -	\$ 485.00
AT Klemens Inc	(Building Repair)	\$ -	\$ 824.50
Baker & Taylor	(Jobber)	\$ 1,482.63	\$ 18,653.83
Barnes & Noble Books	(Materials Purchased)	\$ -	\$ 170.35
Book Page	(Subscription)	\$ -	\$ 414.00
Bronson, Bill	(Negotiation Council)	\$ -	\$ 7,095.00
Castle Branch	(Background Checks)	\$ 8.00	\$ 17.92
Cengage/Gale	(Jobber)	\$ 474.26	\$ 3,855.14
Center Point	(Jobber)	\$ -	\$ 138.42
Central Lock and Safe	(Keys)	\$ -	\$ 29.50
Century Link	(Telephone)	\$ 266.42	\$ 1,276.93
Chemnet	(Drug Testing)	\$ -	\$ 189.10
Choteau Acantha	(Subscription)	\$ -	\$ 50.00
City of Great Falls - Parking	(Courtesy Parking Spots)	\$ -	\$ 900.00
CM Russell Museum	(Museum Consort. Membership)	\$ -	\$ 500.00
CNA Surety	(Notary Fees)	\$ 78.00	\$ 78.00
Communication Resources	(Phone/Network Systems)	\$ -	\$ 130.00
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 5,749.71
Envisionware	(renewal)	\$ 5,317.30	\$ 5,892.30
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 317.50
FICO	(HVAC)	\$ -	\$ 608.00
Fisher's Technology	(Copier Agreement)	\$ 485.60	\$ 2,851.62
Great Falls ACE Hardware	(Building Supplies)	\$ -	\$ 19.99
Kone, Inc	(Elevator Agreement)	\$ -	\$ 4,559.28
MASCO	(Building Supplies)	\$ 1,223.65	\$ 2,507.96
Mastercard		\$ 5,154.10	\$ 20,373.13
Midwest Tape	(Jobber)	\$ 3,000.00	\$ 13,000.00
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 113.90
Montana Air Cartage	(Courier Service)	\$ -	\$ 2,656.50
Morrison-Maierle	(Network Maintenance)	\$ -	\$ 37.50
Mr. Green Landscape	(Snow Plow service)	\$ 810.00	\$ 1,480.00
National Laundry	(Maintenance Supplies)	\$ 35.40	\$ 203.60
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 163.87
OCLC Online	(Annual Service)	\$ -	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ -	\$ 15,500.00
Paper Shredders	(Shredding Service)	\$ 130.00	\$ 130.00
Petty Cash	(Refunds)	\$ -	\$ 34.84
Pitney Bowes	(Mailing Machine lease)	\$ -	\$ 739.38
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ -	\$ 1,364.50
State of Montana	(Montana Shared Library)	\$ -	\$ 28,202.70
State of Montana	(Boiler Certificate)	\$ -	\$ 72.00
USPS	(postage for mailing unit)	\$ -	\$ 4,000.00
Vision Net, Inc	(Internet Service)	\$ -	\$ 1,704.00
Wendt Advertising	(Website Maintenance)	\$ -	\$ 1,196.25
WAR	(Subscription)	\$ -	\$ 55.00
		\$ 19,142.35	\$ 155,321.82

Great Falls Public Library Vendor Summary (2220)

FEBRUARY 2025

3/12/2025

Mastercard Transaction Breakdown			
Amazon	Materials Purchased	\$	96.93
Amazon	Office Supplies	\$	125.75
Amazon	Maintenance Supplies	\$	55.75
Amazon	IT Supplies	\$	94.87
Central Lock & Key	Keys	\$	29.87
ELM USA	Materials Purchased	\$	447.87
Encompass Supply	Maintenance Supplies	\$	789.89
Evonence	Google Services	\$	566.10
Glacier Reporter	Materials Purchased	\$	90.00
Home Depot	Maintenance Supplies	\$	96.90
Missouliau	Materials Purchased	\$	621.00
Namebadge.com	Name Tags	\$	36.06
Staples	IT Supplies	\$	37.99
Staples	Tech Services Supplies	\$	567.50
Staples	Office Supplies	\$	212.99
The Library Store	Materials Purchased	\$	227.77
Walmart	Materials Purchased	\$	92.48
Walmart	IT Supplies	\$	30.88
Walmart	Office Supplies	\$	16.90
Walmart	Maintenance Supplies	\$	9.70
When I Work	Scheduling software	\$	741.00
Zoom	Annual Subscription	\$	165.90
TOTAL:			\$5,154.10

Great Falls Public Library Foundation Vendor Summary (2221)

FEBRUARY 2025

3/12/2025

Vendor Name		MTD	YTD
	(Replacement Storywalk Plix, Shakespeare in the		
All State Signs	Parks Banner)	\$ -	\$ 252.00
Baker & Taylor	(Jobber)	\$ 2,283.10	\$ 47,841.95
Barns & Noble	(Jobber)	\$ -	\$ 67.01
Big Sky Bus Lines	(MT Rep Transportation for students)	\$ -	\$ 2,003.20
Burke, Wilton	(Materials Purchased)	\$ -	\$ 14.99
Cascade Electric	(Install Power to park)	\$ -	\$ 2,150.00
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
CenterPoint	(Jobber)	\$ 93.48	\$ 186.96
Cushing Terrell	(Library Remodel Project)	\$ 39,539.29	\$ 258,839.22
DELL Marketing	(FAP - Computer Upgrades)	\$ -	\$ 17,219.10
Devereaux, Shadow	(Adult Programs)	\$ 750.00	\$ 750.00
Disalvatore, Chris	(Adult Programs)	\$ -	\$ 200.00
Downtown Great Falls	(Christmas Stroll, Parade of Lights)	\$ -	\$ 80.00
Envisionware	(RFID Unit & software)	\$ -	\$ 570.23
FICO	(HVAC)	\$ -	\$ 298.00
Gale/Cengage	(Jobber)	\$ -	\$ 4,000.38
Gaskell, Sean	(Performance)	\$ -	\$ 450.00
Great Falls Area Chamber	(Leadership GF Training)	\$ -	\$ 995.00
Great Western Art Show - Pollo Loco	(Music in the Park)	\$ -	\$ 750.00
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 1,600.00
Hughs-Bryant, Penny	(Open Books book Club)	\$ -	\$ 250.00
Humanities Montana	(Adult Programs)	\$ 75.00	\$ 150.00
Information Today	(Materials)	\$ -	\$ 493.03
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Leatherbarrow, Annie	(Memory Café)	\$ -	\$ 150.00
Lewis & Clark Foundation	(Adult Programs)	\$ -	\$ 1,750.00
LinkedIn Learning	(Subscription)	\$ -	\$ 13,125.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ -	\$ 600.00
MANGO Languages	(Subscription and ASL)	\$ -	\$ 18,697.25
Marshall, Sage	(Book Purchase)	\$ -	\$ 18.00
Mastercard		\$ 7,384.35	\$ 27,154.56
Midwest Tape	(Jobber)	\$ 6,500.00	\$ 6,500.00
Montana Repertory Theater	(KP/YA Performance)	\$ -	\$ 500.00
Montana Vending	(Bill of Sale)	\$ 2,000.00	\$ 2,000.00
National Laundry	(Adult Programing - Table Cloths)	\$ 59.92	\$ 74.16
Old Blue Heritage	(Adult Summer Reading)	\$ -	\$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	\$ -	\$ 18,150.69
Paris Gibson Square MOA	(Memory Café)	\$ 120.00	\$ 240.00
Penworthy Company	(Jobber)	\$ 297.42	\$ 804.04
Petty Cash	(Reimbursement for Refunds)	\$ -	\$ 60.43
Plant, Larry	(Materials Purchased)	\$ -	\$ 27.99
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,962.70
Rowman & Littlefield	(Jobber)	\$ -	\$ 113.07
Setpoint Public Relations	(Annual Report Graphic Design)	\$ -	\$ 3,050.00
Thunderheart Media	(Screening Fee)	\$ 500.00	\$ 500.00
Tilleraas Landscaping	(Bark around park trees)	\$ -	\$ 1,050.00
Triangle Sod Farm	(Sod for park)	\$ -	\$ 225.00
Wakely, Jean	(Story Quilt Project Program)	\$ -	\$ 442.00
Credits			
		\$ 59,602.56	\$ 439,775.96

Great Falls Public Library Foundation Vendor Summary (2221)

FEBRUARY 2025

3/12/2025

Mastercard Transaction Breakdown			
Albertsons	KP/YA Supplies	\$	69.89
Albertsons	Memory Café supplies	\$	20.47
Amazon	Materials Purchased	\$	542.91
Amazon	KP/YA Supplies	\$	184.62
Amazon	Vending Maching Storage	\$	147.99
Amazon	Front of Library flower pot supplies	\$	159.34
Amazon	Adult Programs	\$	35.98
AT&T	Bookmobile Hotspot	\$	233.85
City of Great Falls	FAP - Shakespeare in the Parks	\$	515.00
Etsy	FAP - Washable Clothes	\$	105.50
Home Depot	Air Purifiers (2)	\$	1,034.97
Lakeshore	FAP - Early Childhood Toys	\$	1,703.83
National Notary Assoc.	Notary Training (Amanda & Liz)	\$	130.00
Printing Center USA	Annual Report printing	\$	419.32
Sams Club	Adult Programs	\$	87.37
Sip N Dip	Volunteer Appreciation Dinner	\$	164.95
Tech Soup	Digital Lit. Program	\$	320.00
Walmart	KP/YA Supplies	\$	30.72
Walmart	FAP - Arm Chair Traveler	\$	53.64
Walmart	Digital Lit. Program	\$	1,424.00
TOTAL:			\$ 7,384.35

GREAT FALLS PUBLIC LIBRARY DONATIONS
 2221 LIBRARY FOUNDATION FUND

FEBRUARY 2025 DONATIONS

IN MEMORY OF

ANDY & ZANDER BLEWETT	\$ 30.00	DAVID HALL (NF)
	\$ 30.00	DENNIS KELLEHER (NF)
	\$ 30.00	DAVE VISTE (NF)
	\$ 30.00	JIM WOLF (NF)
VIRGINIA LEININGER	\$ 100.00	KATHY MORA (NO INDICATION)

IN HONOR OF

FOUNDATION

\$ 39,539.29	LIBRARY REMODEL
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OTHER

PATRONS	\$ 63.29	BEST USE DONATION
PATRONS	\$ 70.25	STAFF SUPPORT
PATRONS	\$ 228.00	WITHDRAWN BOOK SALES
STEVEN SPADY	\$ 300.00	JUVENILE Books - EASTER & HOLIDAY
SYDNEY SPRINGER	\$ 20.00	BEST USE DONATION - TUNE PIANO

TOTAL: \$ 40,440.83

GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
FEBRUARY 2025**

NEW HIRES

None

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None



Management Team Report: Community Engagement

Great Falls Public Library

March 2025

Programming

- **Memory Café** – This program is in partnership with MSU Extension to provide a space for folks with memory loss and their caregivers to come and learn together and from each other. Over the last year and a half, we have seen new folks come and go, and unfortunately we lost one of our members to the disease.
- **Author Talks** – Upcoming Author Talks: Donna Erikson *Rooted at the Edge: Ranching Where the Old West and the New West Collide* May 8; Leslie Budawitz *All God's Sparrows* May 13; Laurie Stevens *The Return* on May 15.
- **Book Clubs** – We currently have 5 traditional book clubs hosted by the Library, and 1 Silent Books Club that I run. I have helped other organizations and groups start their own book clubs as well, providing the information on our book kits and what the best practices are for BCs.
- **Summer Music in the Library Park** – Summer Music is booked and ready to go. Find the attached Flyer on page 3 of this report.
- **Black Heritage Evening** – BHE went off wonderfully and we had 108 people in attendance, which is a few more than last year.
- **Hasan Davis Presentation** – We partnered with the Lewis and Clark Interpretive Center, the Portage Route Chapter of the Lewis and Clark Trail Alliance, and the Lewis and Clark Foundation to bring Hasan Davis out to Great Falls. Hasan is a world class first-person interpreter for York, the only slave on the L&C Expedition. His two performances brought out 268 people. Folks traveled from all around central Montana for this program.
- **International Women's Day Celebration** – We had Mary Jane Bradbury with Humanities Montana do her program on the 100 year anniversary of the 19th Amendment. We had 30 people at that program and partnered with Visit Great Falls and their Feisty Women's Week for advertising the event. To continue our celebration we also had Leigh Larson talk about the Fort Shaw Basketball Team and had 22 people at that program.
- **Summer Reading** – Summer Reading planning has started. I am hoping to utilize the whole eye of the lobby to celebrate summer reading, and the theme this year is pretty easy to work with, *Color Our World*. I will be doing a Bingo sheet again this year, and will plan for another end of season party in town.
- **Bookworms United** – The 50 book challenge is still going on. We have handed out nearly 300 packets, with 235 additional online downloads.
- **Digital Literacy Classes** – We received a grant from the Public Library Association to host some digital literacy classes that were put together with AT&T. We started these classes in February and have seen great consistency. We had 29 folks at the first class on computer basics, 26 for internet basics, and 20 for email basics. Our next class is Cybersecurity on March 20 and I can provide an attendance update at the meeting. This grant allowed for us to purchase 8 laptops that have been used at every single program, teachers to teach the class, and I will be purchasing a laptop cart shortly as well. It is clear

that there is public interest, so we have extended the class into May to go over Files and Saving and also Apple devices.

- **Documentaries** – *FREE FOR ALL: The Public Library* provided by IndiLens Productions in conjunction with PBS April 8; *Bring Them Home* by Thunderheart Films, partnering with the LCIC for their viewing space dependent on federal shutdown April 30; *Matter of Mind: My Alzheimer's* provided by IndiLens Productions in conjunction with PBS May 29

Community Partnership

We have worked with a variety of organizations in the last few months to increase our outreach and partnership. Here are some of those groups:

- **Little Shell Tribal Health** – They come to the Library on Wednesday afternoons to help sign people up for Medicaid, and to assist with medical questions.
- **Juneteenth** – We are celebrating Juneteenth on June 21st from 12-3 PM in Gibson Park. We are working with a variety of community partners including the YWCA, Malmstrom Airforce Base, Alexander Temple, and community folks to plan this event.
- **Great Falls Area Community Foundation** – This nonprofit organization has started to host board member trainings in town to help bring education and opportunity to nonprofits that may not be able to go to higher end trainings. We hosted a training at the Library on March 11th
- **Alzheimer's Association** – We work with the Association in conjunction with MSU to do Memory Café. We also have a GFPL Walk Team for the walk on October 4th. If anyone wants to join our team, please let me know! It's free, technically, but if you want a t-shirt you have you raise \$100.
- **Alluvion Health** – They come in and table on Mondays with information about what they provide. They do NOT hand out anything besides brochures and information.
- **Western Native Voice** – They come in on Thursday afternoons to talk about their organization, they also are continuously doing voter registration.
- **Great Falls Emergency Services** – Every second and fourth Friday to do blood pressure checks, medication review, etc.

Volunteer Management

I've updated the volunteer handbook for 2025. We are continuously getting new applications, and finding locations for folks can be difficult but we are working as a team to place everyone we can.

Art in the Library

March & April – Great Falls Public Schools

May & June – Carmen Goodheart and Oscar Sanchez

July & August – Children's Book Writers and Illustrators group

September & October – Celia Rangitsch and Ashleigh McCann

November & December – Studio 706 Artist Guild

 <p>Savvy July 1 7 PM</p>	 <p>Tra Le Gael July 22 7 PM</p>	 <p>Foreshadow August 12 7 PM</p>
 <p>Pollo Loco July 8 7 PM</p>	 <p>The Sightliners July 29 7 PM</p>	 <p>David and Deirde Casey August 19 7 PM</p>
 <p>Big Sky Country July 15 7 PM</p>	 <p>Joel Corda August 5 7 PM</p>	 <p>Sally Jo and Friends Blue Grass August 26 7 PM</p>

The Great Falls Public Library presents
SUMMER
MUSIC IN THE
LIBRARY
PARK

GREAT FALLS PUBLIC LIBRARY
 Connecting People & Knowledge

Bring a chair or blanket and enjoy these **FREE** performances in the Library Park.

Sponsored In Part By
GREAT FALLS PUBLIC LIBRARY FOUNDATION
 SCHEELS
 Montana Credit Union

Performances and Times subject to change, please call



Director's Report Great Falls Public Library MARCH 2025

1. **DIGITAL TIMESHEETS:** The City of Great Falls is transitioning to using digital timesheets. Staff are paid on a bi-weekly basis. The Library's first digital timesheet pay period was February 16 through March 1. All staff have access to the e-suite HR portal where they submit their electronic time-off requests and their bi-weekly timesheets.

The Library was able to negotiate successful procedures with the HR Department. HR's original suggestion was to increase the number of Library supervisors who have access to the NEW WORLD software so that they can provide digital approval for time-off requests. This would have resulted in an increase to the Library's internal service charges from the IT Department of approximately \$2,500 per year. Instead, we will continue to pay for three connections to the NEW WORLD software (Library Director, Administrative Assistant, and Public Services Librarian for back-up). Digital approvals that require New World access will be made by the Library Director or their back-up. (Direct supervisors will continue to use our physical *Time Off Request Forms* to approve sick and vacation leave.) I have included the procedures in your packet. I'm happy to answer questions at the meeting.

2. **DIGITAL BORN NEWS:** The MT Digital Born News work group continues to work together. Our initial National Leadership Grant Application to the Institute of Museum & Library Services passed the first round and we have been invited to submit a full application. The grant would provide funding and support to preserve Montana digital born news. Leading stakeholders include the Montana Historical Society, Montana State Library, Publishers of Digital News Media, Montana Newspaper Association and several public libraries. If the grant is funded, one major component will be a pilot project to preserve historical information from *The Electric*.
3. **ENVISIONWARE CLOUD 9 INSTALLATION:** Late last year, we learned that the company that provides our Kit Keeper software was going out of business. The Library used Kit Keeper to manage reservations for our Book Kits. We found that the regular "hold" system didn't work well for Book Kits. A regular hold is delivered as soon as the item is available. Most book clubs make a reading schedule and want to reserve a specific Book Kit for a specific month. After review of several other products and discussion with other impacted libraries, we decided to upgrade to Envisionware CloudNine. We currently use Envisionware software to manage our public computer and printing services.

"CloudNine is an enhanced version of PC Reservation that uses a cloud based service and allows PC Reservation to be web-based. With CloudNine reservation you can manage virtually any by-the-minute or by-the-hour resource. Everything from public computers, meeting rooms and book kit services. Patron privacy is assured by use of an encrypted communication channel and destroying patron information nightly (or by administrator preference). The new reservation service is integrated with LPT:One for print management and MobilePrint Service solution as well."

4. **COLLABORATION WITH LITTLE SHELL TRIBE:** We have been working with the Little Shell Tribe to improve access to Native American materials especially those related to the Little Shell Tribe. Staff have met with tribal leaders. Tribal leaders have provided lists of suggested materials that are being added to the collection. We have been given permission to use the tribal seal as part of a sticker to identify items. We will be adding materials to the collection and placing stickers over the next several months.
5. **COLLABORATION WITH GREAT FALLS PUBLIC SCHOOLS:** Great Falls Public Schools has submitted an application to Montana OPI for the Montana Reads Grant. Please see their description of the proposed collaboration below.

If we are awarded this grant, we'll use funds to increase teacher understanding of the Science of Reading and how to best help all students become readers. Because we know that families support student success, we'll also work with families to help them

understand the Science of Reading and how to help their young readers at home. And what better place to build reading skills and the love of books than the biggest library in Great Falls? We would love to collaborate with the Great Falls Public Library to get more students practicing reading and reading beyond the school day. Our initial discussions include partnering for literacy nights with students and their parents from our elementary schools, encouraging young readers and their families to visit the library and get a library card. We also want to expand literacy across our community, connecting adults who struggle with reading to resources in our community that help adult learners. And, as our student's reading skills grow, we'll celebrate reading success in our community with our library partners!

6. **BUDGET PLANNING:** We have started work on the proposed FY2026 budget. I am having individual meetings with each member of the management team to discuss both individual budget lines and suggested staffing configurations. We will bring the Board background information and options at the April meeting and then a full proposed budget at the May meeting. The proposed budget will be based on Board feedback, legislative action, feedback from the City Fiscal Department, internal service charge information and collective bargaining agreement negotiations. I would like feedback on what information the Board will like in order to effectively prepare. Please note that I am happy to have one-on-one meetings with Board members to provide more detailed information about budget planning.
7. **PLANNING FOR ALL-STAFF MEETING:** The first all-staff meeting is currently scheduled for 9:00 am on Wednesday April 23rd. The current agenda includes the following topics.
 - Welcome
 - New City/Library Agreement Updates to Policy & Impacts on the Library Budget
 - Summer Reading Overview
 - Great Falls Public Library Foundation
 - Question and Answer period
8. **EARLY LITERACY OUTREACH PROJECT:** Huge thanks to the GFPL Foundation for providing funding for this project! We have hired Erin Helms as our Early Literacy Outreach Specialist. She comes to us with a wealth of experience in early childhood education, early literacy and Great Falls childcare resources. In her first week on the job, she has connected with ten child-care centers and created a two-week alternating schedule (Monday-Friday).



Great Falls Public Library Foundation Report March 2025

The Foundation is working on actively collecting and sharing powerful stories from our library patrons about how the library has impacted their lives. These narratives highlight that our library serves as much more than a repository for physical books—it functions as a vital community hub fostering connection, providing essential resources, and supporting personal growth for residents of all ages and backgrounds.

I'm excited to announce that I will be representing our Foundation at the upcoming Montana Library Association conference, where I'll be joining the Executive Directors from Bozeman Library Foundation and Flathead Library Foundation in presenting a session titled "Tapping Into Montana's Business Community for Library Support." This presentation aims to equip smaller libraries with practical strategies for engaging local businesses to fund library programs and events, sharing successful approaches we've implemented in our own communities.

As we conclude our fiscal year 2025, the Foundation has been diligently finalizing our financial reports. I'm proud to share that we have once again budgeted a significant allocation to support library grants in the upcoming fiscal year 2026, which begins on April 1st. This continued financial commitment reflects our ongoing dedication to ensuring the Library can pursue innovative programming and maintain excellent services for our community.

These efforts underscore the Foundation's mission to strengthen the Library's capacity as a cornerstone of learning, discovery, and community engagement in Great Falls..

Reach out to Brianne Laurin, executive director, with any questions or further information on the work of the Great Falls Public Library Foundation. Brianne can be reached at brianne@gflibraryfoundation.org



Cushing Terrell Report Great Falls Public Library March 2025

BACKGROUND: The Library Board of Trustees approved the Cushing Terrell Library Remodel Design Contract at their March 2024 Board meeting. The proposed design work is the necessary first step in order to determine the feasibility of an eventual remodel of the Library for deferred maintenance repairs and capital improvements.

The contract is for a total not to exceed the amount of \$873,158.00 and the contract has been fully funded by the Great Falls Public Library Foundation.

CUSHING TERRELL PROFESSIONAL SERVICES:

- **Land Surveying (100% complete):** CT, working with TD&H Engineering, completed a survey of the Library property including the public parking lot, the staff parking lot, the front plaza, the Library Park and the west side of the building.
- **Landscape Design (35 % complete):** CT, working with TD&H, is developing landscape design including preliminary designs of the front plaza, the staff parking lot, the west side of the building and the Library park.
- **Due Diligence/Site Planning (100%):** CT has completed their due diligence and site planning including a full 3-dimensional model of the existing building, both interior and exterior, complete with landscape. The board was provided access to the matterport link, and the CT design team is using it as a basis for their work.
- **Hazardous Materials Inspection and Report (70% complete):** CT has contracted to have the full building undergo environmental testing for asbestos and other hazards.
- **Design Development (75% complete):** CT had a variety of insight meetings with Library staff and stakeholders in order to understand Library needs. Initial designs were reviewed by Library staff and updated multiple times to create designs that enhance staff work flow and patron use of the Library. Staff also did a thorough review of the designs with an eye to Crime Prevention Through Environmental Design.
- **Construction Documents—Mechanical, Electrical, and Plumbing (0% complete):**¹: The construction documents related to mechanical, electric and plumbing systems will not be created until the design development is closer to completion
- **Construction Documents—Civil (35% complete):** The architectural construction documents (outside of ME&P) will be completed before the project goes out to bid.

INITIAL PLANS FOR STRUCTURAL UPGRADES:

- Upgrade the Library staff and public elevators to meet current ADA guidelines.
- Replace the 3rd floor air handler and upgrade the air conditioning system (on the roof)
- Upgrade lighting from florescent to LED
- Update Library stair access to provide access from the basement through the third floor.

¹ Construction documents are directions from the Architect to the Contractor. These documents describe precisely how the Contractor will make the Architect's design become a built object - through drawings and specifications.



Library Board Meeting Date: March 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board designate a Board member to review and approve/deny Trespass Requests
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board designate a Board member to review and approve/deny Trespass Requests

Staff Recommendation: Staff recommends that the Library Board designate a Board member to review and approve/deny Trespass Requests

Background: The City Commission and the Great Falls Public Library Board of Trustees have both approved a new City/Library Management Agreement. The new City/Library Management Agreement updates the oversight of trespassing individuals from the Library.

At the February 25th Board of Trustees meeting, the Board Approved a Trespass Policy that includes the following steps.

2. Library Director or designee sends a written request to the Library Board Chair or designee. requesting that the individual be trespassed for a period of up to one (1) year. Request includes a description of the patron behavior incident(s), copies of relevant incident report(s) and an explanation of the impact on patrons and staff.
3. Library Board Chair or designee reviews the Library Director’s request and determines if the trespass is warranted and legal. If necessary, they request a review of trespass request from legal counsel.
4. If the Library Board Chair or designee agrees that the trespass is warranted and legal, they inform the Library Director or designee.

Significant Impacts:

Ensuring that the Library is safe and welcoming for all is essential to providing excellent Library service. We need to be able to trespass individuals from Library property when their behavior is such that it impacts the ability for staff to function effectively and serve the community safely.

It is also essential that the Library respect the Civil Rights of individuals to access Library services. Patrons may only be trespassed for good cause and the trespass cannot be for longer than one (1) year. If a court were to find that a patron was trespassed without good cause, it could result in legal and financial liability to the Library. Board review and approval of trespass requests provides an essential oversight step for the trespass process.

Fiscal Impact:

- There is no specific fiscal impact.

- Patrons may only be trespassed for good cause and the trespass cannot be for longer than one (1) year. If a court were to find that a patron was trespassed without good cause, it could result in legal and financial liability to the Library.

Alternatives:

The Board could decide to NOT to designate a Board member to review and approve/deny Trespass Requests. (In this case, the duty would remain with the Board Chair.)

Attachments/Exhibits:

- *Great Falls Public Library Trespass Policy*



Great Falls Public Library Trespass Policy

AUTHORITY:

The City Commission and the Great Falls Public Library Board of Trustees have both approved a City/Library Management Agreement. The City/Library Management Agreement transfers the authority to trespass individuals from Library property to the Library Board.

Montana Code Annotated 2023 TITLE 22. LIBRARIES, ARTS, AND ANTIQUITIES

CHAPTER 1. LIBRARIES Part 3. Free Public Libraries

Use of Library -- Privileges

22-1-311. Use of library -- privileges. Every library established under the provisions of this part shall be free to the use of the inhabitants of the city or the county supporting such library. The board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library. The board may extend the privileges and use of the library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.

RELEVANT SECTION FROM AGREEMENT:

3 d. Use of Library – privileges. In accordance with Section 22-1-311, MCA, the Trustees or their designee may exclude from the use of the Library any and all persons who shall willfully violate the rules of the Library. The Trustees may extend the privileges and use of the Library to persons residing outside of the City of Great Falls or Cascade County upon such terms and conditions as it may prescribe by its policies and regulations.

PURPOSE:

- I. The Library Board recognizes that proper enforcement of Library rules is essential.
- II. The Library Board approves the Great Falls Public Library Patron Behavior Policy.
- III. The Library Board recognizes the need to trespass individuals from Library property when their behavior is such that it violates the Patron Behavior Policy and impacts the ability of staff to function effectively and serve the community safely.
- IV. The Library Board recognizes that It is also essential that the Library respect the Civil Rights of individuals to access Library services. Patrons may only be trespassed for good cause and the trespass cannot be for longer than one (1) year.
- V. The Library Board establishes the following procedure for trespassing an individual from Library property.

Patron Trespass Procedure:

1. Library Director and appropriate staff (safety specialists, managers involved in incident, staff involved in incident) discuss patron safety concerns after each behavior incident and determine if a trespass request is needed. Trespass requests are made in the following situations.

- Patron has a repeated pattern of violating the patron behavior policy. (e.g. repeatedly being asked to leave the Library due to intoxication, repeatedly being asked to leave the Library for being abusive to staff or other patrons etc.)
 - Patron incident involves violence, threats of violence or sexual misconduct.
- NOTE: In order for a person to be trespassed, staff must know their first and last name.
2. Library Director or designee sends a written request to the Library Board Chair or designee requesting that the individual be trespassed for a period of up to one (1) year. Request includes a description of the patron behavior incident(s), copies of relevant incident report(s) and an explanation of the impact on patrons and staff.
 3. Library Board Chair or designee reviews the Library Director's request and determines if the trespass is warranted and legal. If necessary, they request a review of trespass request from legal counsel.
 4. If the Library Board Chair or designee agrees that the trespass is warranted and legal, they inform the Library Director or designee.
 5. Library Director or designee prepares the trespass order and signs the order.
 6. Library staff arranges for the trespass order to be served on the patron. If appropriate, staff can serve the patron with the trespass order. If there is a concern about violence or difficulty locating the patron, Library Staff will contract with a process server.
 7. Library will correctly document the trespass order by taking the following steps.
 - Providing a copy of the served trespass order to the Great Falls Police Department and the City Attorney's office.
 - Filing a copy of the served trespass order both in the Incident Report Binder and the Safety Specialist files.
 8. If the patron comes onto Library property during the trespass time period, Library staff either remind the patron to leave or call law enforcement for assistance.
 9. If the patron desires to contest a trespass order, they may request a hearing before the Library Board. The Library Board will review the trespass order and make a binding decision on its enforcement.



Library Board Meeting Date: March 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Great Falls Public Library FY2026 Materials Budget
Presented By:	Susie McIntyre, Library Director Treva Higgins, Collection Development Librarian Rae McFadden, Youth Services Librarian
Action Requested:	Approve the Great Falls Public Library FY2026 Materials Budget

Suggested Motion:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove the FY2026 Materials budget
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the Library Board approve FY2026 materials budget

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

The materials budget is created using a several funding sources.

- General Funds from the Library’s Operating Budget (increased to \$72,200 from \$80,000 due to the budget cut from the City/Library Management Agreement)
- Foundation Funds approved through the Foundation Grants Projects Process
NOTE: These funds are not guaranteed, but will be requested through the FGP process.
- Designated Foundation Funds provided by various sources
 - Book-A-Thon Funds designated for Youth Adult and Juvenile Materials
 - Sonya Jones Funds designated for Youth Adult and Juvenile Materials
 - Whitmeyer Funds designated for Fiction Books
 - Dorothy Lampen Thomson Funds designated for Nonfiction Books
 - John Elmer Smith Funds designated for Westerns

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

plate in the book.

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

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

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

Attachments/Exhibits:

Proposed Overall Materials Budget by fund and material type

Proposed Youth Services Budget by fund and material type

GREAT FALLS PUBLIC LIBRARY MATERIALS BUDGET	Proposed FY2026	FY2025	FY2024	FY2023
Digital Resources				
FOUNDATION GRANT PROJECT: CHILTON AUTOREPAIR	\$ 3,300.00	\$ 3,000.00	\$ 2,750.00	\$ 2,750.00
FOUNDATION GRANT PROJECT: MANGO LANGUAGES	\$ -	\$ 6,000.00	\$ 6,000.00	
FOUNDATION GRANT PROJECT: LINKEDIN LEARNING	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	
FOUNDATION GRANT PROJECT: MONTANALIBRARY2GO ADVANTAGE	\$ 15,600.00	\$ 15,600.00	\$ 13,200.00	
FOUNDATION GRANT PROJECT: KANOPI	\$ 6,200.00			
FOUNDATION GRANT PROJECT: ABCMOUSE	\$ 3,140.00			
GENERAL BUDGET--MONTANALIBRARY2GO COST SHARE	\$ 17,000.00	\$ 15,000.00	\$ 15,000.00	\$ 13,200.00
DIGITAL RESOURCES TOTAL	\$ 60,740.00	\$ 55,100.00	\$ 52,450.00	\$ 15,950.00
DONATIONS				
		\$ -	\$ -	\$ -
JOHN ELMER SMITH FUNDING FOR WESTERNS (FIC/NF/SUBS)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
JUVENILE AND YOUNG ADULT				
BOOK-A-THON FUNDING FOR JUVENILE MATERIALS	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00	\$ 50,000.00
SONYA JONES FUNDING FOR JUVENILE MATERIALS	\$ 900.00	\$ 750.00	\$ 750.00	\$ 1,000.00
J & YA TOTAL	\$ 40,900.00	\$ 45,750.00	\$ 45,750.00	\$ 51,000.00
ADULT AUDIOVISUALS				
GENERAL BUDGET--AUDIOVISUALS	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
FOUNDATION GRANT PROJECT: AUDIOVISUALS	\$ 8,000.00	\$ 7,000.00	\$ 5,000.00	\$ 10,000.00
ADULT AUDIOVISUAL TOTAL	\$ 20,000.00	\$ 22,000.00	\$ 20,000.00	\$ 25,000.00
ADULT FICTION BOOKS				
FOUNDATION GRANT PROJECT: PAPERBACKS	\$ 3,000.00	\$ 3,245.00	\$ 3,245.00	\$ 4,574.00
FOUNDATION GRANT PROJECT: GRAPHIC NOVELS	\$ 2,500.00	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00
GENERAL BUDGET--FICTION BOOKS (LARGE & REGULAR PRINT)	\$ 34,000.00	\$ 36,000.00	\$ 36,000.00	\$ 15,000.00
FOUNDATION GRANT PROJECT: FICTION	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00	\$ 22,000.00
WHITMYER FUNDING FOR FICTION BOOKS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
ADULT FICTION TOTAL	\$ 51,700.00	\$ 51,945.00	\$ 51,045.00	\$ 38,800.00
ADULT NONFICTION				
DOROTHY LAMPEN THOMSON FUNDING FOR NONFICTION BOOKS	\$ 22,000.00	\$ 20,000.00	\$ 21,000.00	\$ 30,000.00
GENERAL BUDGET--NONFICTION BOOKS (LARGE & REGULAR PRINT)	\$ 1,200.00	\$ 4,000.00	\$ 4,000.00	\$ -
FOUNDATION GRANT PROJECT: STANDING ORDERS	\$ 3,000.00	\$ -	\$ -	\$ 4,500.00
ADULT NF TOTAL	\$ 26,200.00	\$ 24,000.00	\$ 25,000.00	\$ 34,500.00
SUBSCRIPTIONS				
GENERAL BUDGET--SUBSCRIPTIONS (MAGAZINES, NEWSPAPERS & MICROFILM)	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
FOUNDATION GRANT PROJECT: SUBSCRIPTIONS (MAGAZINES & NEWSPAPERS)	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 9,000.00
SUBSCRIPTIONS TOTAL	\$ 10,000.00	\$ 12,000.00	\$ 10,000.00	\$ 9,000.00
TOTAL	\$ 211,540.00	\$ 212,795.00	\$ 206,245.00	\$ 176,250.00
TOTAL GENERAL BUDGET	\$ 72,200.00	\$ 80,000.00	\$ 80,000.00	\$ 43,200.00
TOTAL DESIGNATED FUNDING	\$ 65,100.00	\$ 67,950.00	\$ 68,950.00	\$ 83,200.00
TOTAL FOUNDATION GRANT PROJECTS	\$ 74,240.00	\$ 64,845.00	\$ 57,295.00	\$ 49,850.00
	\$ 211,540.00	\$ 212,795.00	\$ 206,245.00	\$ 176,250.00
Print Budget	\$ 129,730.00	\$ 132,695.00	\$ 130,795.00	\$ 132,300.00
Audiovisual Budget	\$ 21,070.00	\$ 25,000.00	\$ 23,000.00	\$ 28,000.00
Electronic Budget	\$ 60,740.00	\$ 55,100.00	\$ 52,450.00	\$ 15,950.00
	\$ 211,540.00	\$ 212,795.00	\$ 206,245.00	\$ 176,250.00
FOUNDATION GRANT PROJECT: PRINT AND AV	\$ 30,500.00			
FOUNDATION GRANT PROJECT: DIGITAL	\$ 43,740.00			

FY2026 Materials Budget

YOUNG ADULT	Yearly Budget	% Budget
Young Adult AudioBooks	\$ 120.00	1%
Young Adult DVD's	\$ 200.00	2%
Young Adult Nonfiction	\$ 480.00	5%
Young Adult Fiction	\$ 4,200.00	44%
Young Adult Graphic Novels	\$ 3,600.00	38%
Young Adult for Bookmobile	\$ 500.00	5%
Miscellaneous	\$ 400.00	4%
TOTAL	\$ 9,500.00	100%

JUVENILE	Yearly Budget	% Budget
Juvenile Audiobooks	\$ 250.00	0.8%
Juvenile DVDs	\$ 500.00	1.6%
Juvenile Nonfiction	\$ 1,200.00	3.9%
Juvenile Holiday Books	\$ 2,400.00	7.9%
Juvenile Easy Reader Books (Penworthy)	\$ 1,200.00	3.9%
Juvenile Easy Reader Books (Baker&Taylor)	\$ 2,100.00	6.9%
Juvenile Picture Books	\$ 5,500.00	18.0%
Juvenile Fiction (chapter) Books	\$ 5,500.00	18.0%
Juvenile Graphic Novels	\$ 4,200.00	13.8%
Juvenile Paper Backs	\$ 900.00	3.0%
Juvenile Fairy	\$ 720.00	2.4%
Juvenile Bookmobile	\$ 3,600.00	11.8%
J Boardbook	\$ 480.00	1.6%
Brave Books Subscription	\$ 450.00	1.5%
Miscellaneous	\$ 1,500.00	4.9%
TOTAL	\$ 30,500.00	100%

Item:	Library Board approval of <i>Annual Evaluation Process of Library Director for FY2025</i>
Presented By:	Trustee Noelle Johnson and Trustee Jessica Crist
Action Requested:	Library Board approve proposed <i>Annual Evaluation Process of Library Director for FY 2025</i>

Suggested Motions:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove *the Library Director Evaluation process for FY 25* as presented.
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

Background: Throughout the past years, evaluation of the Library Director has been conducted in various ways by both the Library Board of Trustees and the City Manager. In the new City/Library agreement, it mandates that the Library Director report solely to the Library Board of Trustees. Therefore, the Board needs to establish an evaluation process to utilize.

Evaluation Process Recommendation:

We recommend that we use a 3-prong approach, culminating in a final discussion bringing together all three parts at a Board Meeting. The main tool we will use is the “City of Great Falls Employee Performance Evaluation” (EPE).

Part 1: Each Trustee will complete the EPE on their own. The completed form (virtually or paper) will need to be turned into the sub-committee by April 11th.

Part 2: The Library Director will complete a self-evaluation using the same EPE. She will also create 3-5 specific goals for the upcoming year. She will bring the completed evaluation and proposed goals to the Board Meeting on April 22nd.

Part 3: The staff will be provided a Survey Monkey link to a short questionnaire seeking feedback on the Library Director’s performance. Participation is optional.

The questions:

1. What is working well?
2. What needs work?
3. What strengths has the Library Director brought to the position?
4. What constructive feedback could we give the Library Director to be more effective?
5. Additional Comments

Timeline

March Board Meeting, March 25th—present this item for action

April 11th—Board of Trustee members—turn in individually completed EPEs and Staff complete Survey Monkey

April Board Meeting, April 22nd—Conduct the final discussion for the evaluation

Future date—salary compensation discussion

Significant Impacts:

It is generally considered best practice to provide regular feedback and evaluations to all staff. Feedback and evaluation of the Library Director will help the Library Director understand the expectations of the Board and allow her to improve on her strengths and address her challenges.

Fiscal Impact:

- There is no direct fiscal impact to the Library if the Board does or does not plan to evaluate the Director.
- Approving a raise for the Director would have a fiscal impact to the Library as it increases personnel costs. The size of the financial impact will be related to the size of any raise.
- It is important that the Library provide competitive salaries in order recruit and retain quality employees.

Alternatives:

The Board could decide to NOT to approve the *Library Director Annual Evaluation Plan for FY2025*.

The Board could decide to approve the *Library Director Annual Evaluation Plan for FY2025* with changes.

Attachments/Exhibits:

- “City of Great Falls Employee Performance Evaluation” Tool

City of Great Falls

Employee Performance Evaluation

EMPLOYEE _____ **DATE OF REVIEW** _____

DEPARTMENT EXPECTATIONS

The APPROACHING category may be used for two purposes. One to indicate performance issues that need attention, the other is to indicate performance for a new hire or someone with a new job role who has not been in the position long enough to fully evaluate performance..

NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<p>1. Growth and Innovation– Promoting ongoing learning and continuous innovation are of great importance to the library. We work hard to respond to present situations and anticipate the future needs of our patrons. We are committed to remaining an important and relevant institution by evolving and expanding to better serve our community.</p> <p>1. Does not support necessary changes by withdrawing from discussion of change and its impact.</p> <p>2. Does not support necessary changes by focusing on negative aspects</p> <p>3. Does not support necessary changes by anticipating failure.</p> <p>4. Does not support necessary changes by discouraging others from supporting changes.</p> <p>5. Does not support necessary changes by seeking ways to impede change</p> <p>6. Sees change only in how it impacts oneself.</p> <p>7. Makes no effort to learn new things.</p>	<p>1. Cooperates with necessary changes, however, does not actively seek ways to improve.</p> <p>2. Sees potential barriers to improving services, but does not proactively communicate concerns or possible solutions. .</p> <p>3. Sees change implementation as responsibility of management.</p> <p>4. Takes training and growth opportunities only as prompted by management.</p> <p>5. Provides input only when asked.</p>	<p>1. Actively embraces ways to improve service.</p> <p>2. Seeks to understand and accept the need for change.</p> <p>3. Handles resistance to change with tact and understanding</p> <p>4. Constructively voices concerns and suggests solutions.</p> <p>5. Cooperates in implementation of changes</p> <p>6. Asks questions to generate multiple perspectives of the impact of a given change.</p> <p>7. Is willing to take risks and learn from mistakes.</p> <p>8. Identifies areas of potential change and routes them through appropriate channels (committee, manager, etc.)</p> <p>9. Takes responsibility for personal growth.</p> <p>10. Actively seeks opportunities to learn.</p>	<p>Meets and often exceeds standards listed under “solid performance,” plus:</p> <p>1. Actively seeks out ways to improve service.</p> <p>2. Understands the change process and develops strategies for implementation of necessary changes</p> <p>3. Communicates the requirements of change with peers and assists with implementation and evaluation.</p> <p>4. Communicates with peers about the rationale for change.</p> <p>5. Surfaces resistance and offers suggestions to constructively manage it.</p> <p>6. Actively supports growth and learning of peers.</p>
<p>SCORE: _____</p> <p>Comments: _____</p>			

DEPARTMENT EXPECTATIONS (continued)

NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<p>2. Respect: Our staff prides themselves on clear, honest, and knowledgeable communication at all levels. Courtesy and open communications are highly valued and contribute to the positive experience of visiting the library.</p> <ol style="list-style-type: none"> 1. Talks down to and belittles individuals. 2. Makes little to no effort to understand the perspectives of others. Does not consider the needs of others. 3. Interpersonal relationships are counter-productive to work unit or team functions. 4. Spreads gossip and “stirs the pot” rather than directly communicating about concerns. 5. Consistently makes judgements about patrons and staff based on stereotypes and assumptions rather than behavior. 	<ol style="list-style-type: none"> 1. Sometimes has difficulty getting along with others. Allows personal bias to affect job responsibilities. 2. Requires reminders regarding needs and sensitivities of others. 3. Occasionally makes judgements about patrons and other staff based on stereotypes and assumptions rather than behavior. 4. Has difficulty understanding the perspectives of others and incorporating others needs into decision making. 5. Makes little effort to clarify and communicate personal perspective on issues. 6. Is passive in expressing concerns. 7. Sometimes has to be reminded to have respectful body language and tone of voice. 8. Is sometimes a “bystander” when witnessing disrespectful behavior. Does not discourage gossip. 	<ol style="list-style-type: none"> 1. Demonstrates respect for people of diverse backgrounds, viewpoints, needs and experiences. 2. Maintains good customer service relations, even under stress. Assumes good intent and does not take behavior personally. 3. Resolves interpersonal conflicts constructively. Is careful to ensure all sides are heard before reaching a conclusion. 4. Values the perspectives of others and incorporates others needs into decision making. 5. Strives to clearly communicate personal perspective. 6. Body language, tone and words all demonstrate respect when interacting with others. 7. Is NOT a “bystander” when witnessing disrespectful behavior. Actively discourages gossip. 	<p>Meets and often exceeds standards listed under “solid performance,” plus:</p> <ol style="list-style-type: none"> 1. Reminds other colleagues to involve internal and external members in planning and decision making concerns. 2. Treats staff and patrons with respect regardless of position type, level, educational background, age, race, gender or any other factor. Demonstrating awareness of respect of cultural and individual values. 3. Serves as an excellent example for colleagues. 4. Consistently promotes and maintains a harmonious / productive work environment.
<p>SCORE:</p>			
<p>Comments:</p>			

DEPARTMENT EXPECTATIONS

(continued)

NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<p>3. Open Access: The library is committed to providing all patrons with free and open access to ideas, information, materials, and programs. We develop services, programs and balanced collections that attempt to fully represent the needs and interests of our diverse community. We connect patrons to what they want in a friendly, nonjudgmental manner..</p>	<p>1. Usually (but not consistently), demonstrates commitment to Library Bill of Rights and Intellectual Freedom by protecting patron privacy.</p> <p>2. Usually (but not consistently), demonstrates friendly support of patrons by using appropriate words, tone and body language when providing assistance.</p> <p>3. Sometimes works to understand needs and interests of our diverse community by active listening and demonstrating curiosity in patron interactions.</p> <p>4. Usually (but not consistently), enforces Library policies without bias. Usually tries to meet patron needs.</p>	<p>1. Demonstrates commitment to Library Bill of Rights and Intellectual Freedom by protecting patron privacy.</p> <p>2. Demonstrates friendly support of patrons by using appropriate words, tone and body language when providing assistance.</p> <p>3. Works to understand needs and interests of our diverse community by active listening and demonstrating curiosity in patron interactions.</p> <p>4. Enforces Library policies without bias, striving to meet patron needs whenever possible.</p>	<p>Meets and often exceeds standards listed under "solid performance," plus:</p> <ol style="list-style-type: none"> 1. Actively seeks to understand needs of diverse and underserved populations. 2. Advocates for diversity in programming and collection development. 3. Advocates for access across the community. 4. Provides constructive feedback on Library policies and procedures based on their impact on all patrons.
<p>SCORE:</p>			
<p>Comments:</p>			

DEPARTMENT EXPECTATIONS (continued)

<p>4. Excellent Stewardship : The library acts as a trusted steward of community resources. We are responsible for appropriate use of public funds and make every effort to fully utilize the strengths of our talented staff. We make the best use of our resources to deliver the highest level of library service to our community.</p>			
NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<ol style="list-style-type: none"> 1. Uses Library resources for personal reasons. 2. Wastes work time on personal tasks. 3. Uses Library resources without regard to cost to the public. 4. Disregards safety practices when they are inconvenient. 	<ol style="list-style-type: none"> 1. Usually (but not consistently), demonstrates efficient and effective use of time, equipment and other resources. 2. Usually (but not consistently), works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same. 3. Usually (but not consistently), maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure. 4. Completes tasks without awareness of equipment, supply and staff costs. Does not consistently demonstrate appropriate use of resources for return on investment. 	<ol style="list-style-type: none"> 1. Accepts responsibility for the public's trust and is accountable for individual actions. 2. Demonstrates efficient and effective use of time, equipment and other resources. 3. Maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure. 4. Works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same. 5. Is aware of equipment , supply and staff costs; understands appropriate use of resources. 6. Demonstrates a sense of organizational stewardship. 	<p>Meets and often exceeds standards listed under "solid performance," plus:</p> <ol style="list-style-type: none"> 1. Works to reduce waste by identifying ways to be more efficient with time, money, or processes. 2. Actively seeks to help other staff be more efficient. 3. Shows willingness to have direct conversations and hold other staff and patrons accountable.
<p>SCORE:</p>			
<p>Comments:</p>			

ORGANIZATION

The APPROACHING category may be used for two purposes. One to indicate performance issues that need attention, the other is to indicate performance for a new hire or someone with a new job role who has not been in the position long enough to fully evaluate performance..

1. Customer Service – A commitment to putting the public first. Strives for excellence in service to all members of our community. This includes service internally to other employees.			
NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<ol style="list-style-type: none"> Poor listening skills. Inconsistently puts customers first; occasionally delays service to the customer to complete personal conversations or activities. Does not apply customer service behaviors to internal customers. Shows little care and compassion in interactions with customer including coworkers. Receives specific complaints from customers and/or coworkers regarding level of service provided. Consistently doesn't respond to internal or external customers in a timely manner. 	<ol style="list-style-type: none"> Is developing good listening skills. Inconsistently greets customer, makes eye contact, establishes rapport, and introduces self, including position/role. Uses the customer's name whenever possible. Demonstrates courtesy, respect and politeness in most interactions with customers. Meets standards of personal appearance and appearance of work environment Seeks appropriate help in attempts to solve problems. Understands need for growth in improving customer service skills. 	<ol style="list-style-type: none"> Demonstrates good listening skills. Shows care and compassion in all interactions with customers and coworkers. Demonstrates courtesy, respect and politeness in interactions with customers. Frequently asks if there is anything else needed before completing interaction. Anticipates customer needs and asks the right questions to solve the problem. Demonstrates pride in personal appearance and appearance of work environment. Goes above and beyond when providing service to internal customers, building positive relationships with other divisions or departments. 	<p>Meets and often exceeds standards listed under "solid performance," plus:</p> <ol style="list-style-type: none"> Models excellent listening skills and coaches others to enhance their skills. Serves as role model and coach in division/departments for service excellence. Is recognized for service excellence by internal customers. Owens problems and follows through until effective resolution is reached.
SCORE:			

ORGANIZATION

(continued)

<p>2. Team Player - A commitment to working well with others both within their work team and across departments. Interacts effectively and builds respectful relationships within and between departments/divisions and among individuals.</p>				
NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY	
<ol style="list-style-type: none"> 1. Expects supervisor to work out issues between co-workers (self and another). 2. Needs to be directed to perform functions within the team. 3. Involved in team conflicts without positive outcomes 4. Has difficulty working with others to achieve goals 5. Negatively impacts team spirit and success. 	<ol style="list-style-type: none"> 1. Needs coaching to resolve issues between self and co-workers. 2. Usually cooperative and willing to support the team's functions. 3. Avoids team conflicts 4. Minimal involvement in team 5. Lacks perception of team member's needs. 	<ol style="list-style-type: none"> 1. Respects and recognizes the contributions and diversity of the team. 2. Works with others to achieve team goals. 3. Will share knowledge, information and resources with the team. 4. Provides constructive feedback 5. Speaks positively about the team and team members to others. 6. Sees opportunities and offers to help coworkers who need assistance. 	<p>Meets and often exceeds standards listed under "solid performance," plus:</p> <ol style="list-style-type: none"> 1. Provides feedback as well as potential solutions to team and/or leadership. 2. Excels in encouraging cooperation, pride, and trust within the group. 3. Leads others to achieve team goals. 4. Collaborates with other departments, resulting in a better experience for customers. 5. Interacts in ways that bring out the best in others. 	
SCORE:				
Comments:				

ORGANIZATION

(continued)

<p>3. Integrity – As a public servant, you are held to a higher standard. The actions of one employee can impact the communities trust in local government. Adheres to high standards of personal and professional conduct.</p>			
NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<ol style="list-style-type: none"> Does not consistently protect confidential information. Does not consistently comply with Section 4 – Ethics in the Workplace, from the City of Great Falls Employee Manual 	<ol style="list-style-type: none"> This category is the same as “NOT MET.” 	<ol style="list-style-type: none"> Does not access, disclose or share information except as necessary to complete job duties Complies with Section 4 – Ethics in the Workplace, from the City of Great Falls Employee Manual 	<p>Meets and often exceeds standards listed under “solid performance,” plus:</p> <ol style="list-style-type: none"> Identifies/suggests, implements and promotes new processes or procedures that will protect confidential information. Is viewed as role model for compliance with Section 4 – Ethics in the Workplace, from the City of Great Falls Employee Manual.
<p>SCORE:</p>			
<p>Comments:</p>			

ORGANIZATION

(continued)

4. Efficiency – Takes effort to accomplish work in ways that maximize available resources and minimizes waste. Looks for additional work when work load is low.			
NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<ol style="list-style-type: none"> 1. Work practices do not meet standards for productivity in terms of accuracy, thoroughness, effectiveness. 2. Established deadlines are not met for completion of work. 3. Unable to prioritize work to meet expectations and/or deadlines. 4. Work area and equipment are disorderly. 5. Does not utilize time effectively and at times cannot account for time. <p style="text-align: right;">4</p>	<ol style="list-style-type: none"> 1. Inconsistent in the timely completion of work. 2. Meets some but not all productivity standards for accuracy, thoroughness and effectiveness. 3. Utilizes time well and seeks assistance in prioritizing work. 4. Makes an effort to use resources effectively and minimize waste. 5. Willing to learn and use tools and technology required for job performance. 	<ol style="list-style-type: none"> 1. Consistently meets productivity standards (accuracy, thoroughness, effectiveness) and deadlines established by supervisor. 2. Utilizes own time effectively, directing efforts toward work responsibilities. 3. Prioritizes work to meet the expectations of the supervisor, department and organization. 4. Seeks out work in times of low workload. 5. Maintains work area and equipment in a neat and orderly manner to promote a productive work environment. 	<p>Meets and often exceeds standards listed under “solid performance,” plus:</p> <ol style="list-style-type: none"> 1. Makes suggestions and takes steps to develop and implement cost-saving measures. 2. Takes initiative to assist others and enhance team productivity. 3. Is recognized as top performer by department and coworkers. 4. Is identified as role model for new and less experienced coworkers. 5. Recommends tools and resources that would improve department efficiency. 6. Takes actions that reduce waste.
SCORE:			
Comments:			

INDIVIDUAL GOALS

Employee and direct supervisor create 3-5 specific goals for the year.

SIGNATURES

CERTIFICATION OF RATER: I hereby certify that this report constitutes my best judgment of the service value of this employee and is based on personal observation and knowledge of work.

Immediate Supervisor: _____ Title: _____ Date: _____

Department Head: _____ Title: _____ Date: _____

CERTIFICATION OF EMPLOYEE: I hereby certify that I have personally reviewed this report.

Signature: _____ Title: _____ Date: _____



Library Board Meeting Date: March 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board approval of <i>Letter regarding CoGF Growth Policy Plan</i>
Presented By:	Library Director, Susie McIntyre
Action Requested:	Library Board approval of <i>Letter regarding CoGF Growth Policy Plan</i>

Suggested Motions:

1. Trustee moves:
...that the Great Falls Public Library Board of Trustees approve/disapprove *Letter regarding CoGF Growth Policy Plan* as presented.
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

Staff Recommendation: Staff recommend that the Library Board approve/disapprove the *Letter regarding CoGF Growth Policy Plan* as presented.

Background: The City of Great Falls is engaged in a community-based planning effort to shape the future of Great Falls, Montana through an update of the City’s Growth Policy.

As a growth policy, Future Great Falls 2045 will be a document for use by city leaders, developers, business owners, and citizens to guide decisions about future growth, development, policy, and capital improvements. It will also serve as a vision for the City, developed by the community, for the community, based on community-wide values and inputs.

Growth policies have been used for decades to aid decision-makers in the process of building and maintaining cities. Future Great Falls 2045 will help the City plan strategically for both short and long-term growth scenarios so that decisions can be based on sound information, core values, and agreed-upon goals, strategies, and priorities. This organized and steady approach, enabled by Montana statute, will help Great Falls keep perspective as the City looks toward 2045.

A major part of the planning effort is gathering community input. In a discussion with Brock Cherry, Director of Planning and Community Development, he suggested that it would be appropriate to have the Library Board submit a letter to the Steering Committee to request that the Library be included in the Growth Plan.

Significant Impacts:

Having the Library’s status as a downtown anchor institution recognized and the Library’s remodel plans approved in the City of Great Falls Growth Policy will assist in meeting the Library’s strategic goal of “creating a safe, accessible library that will serve the community for the next 50 years”.

Fiscal Impact:

- There is no direct fiscal impact to the Library if the Board does or does not submit a *Letter regarding CoGF Growth Policy Plan*.

- If the Library Remodel is addressed in the *CoGF Growth Policy Plan*, it could aid in raising funds for the Library remodel by strengthening grant proposals and encouraging donors.

Alternatives:

The Board could decide to NOT to approve the *Letter regarding CoGF Growth Policy Plan*.

The Board could decide to approve the *Letter regarding CoGF Growth Policy Plan* with changes.

Attachments/Exhibits:

- Proposed *Letter regarding CoGF Growth Policy Plan*



March 25, 2025

Dear Members of the City of Great Falls Growth Planning Steering Committee:

Thank you for your dedicated work on the "Future Great Falls 2045" planning document. We recognize the significance of this endeavor and appreciate the opportunity to provide input that will help shape our city's future development.

As you formulate the Growth Plan, we respectfully urge you to emphasize the development of a livable city by prioritizing robust social infrastructure. Social infrastructure encompasses the vital organizations, places, and spaces that enable community members to build meaningful connections and relationships essential to a thriving society.

The City of Great Falls benefits greatly from strong social infrastructure, with the Great Falls Public Library serving as an essential institution for fostering a vibrant community and strengthening our downtown area. We encourage the Growth Policy to reflect the importance of:

- Supporting the Great Falls Public Library's strategic initiative to remodel its facility, ensuring a safe, accessible library that will serve the community well into the future.
- Endorsing the Library's strategic plan to develop library services and staffing to meet the evolving needs of our community.

Formal recognition of the Library's status as a downtown anchor institution in the City's Growth Policy will significantly enhance our ability to secure funding from grants and donors for our improvement initiatives.

The Great Falls Public Library Board of Trustees is committed to maximizing all opportunities to enhance library services for our community. We look forward to collaborating on implementing these objectives and welcome any questions you may have.

Sincerely,

The Great Falls Public Library Board of Trustees

301 2nd Ave. N. • Great Falls, MT 59401 • 406.453.0349 • greatfallslibrary.org

Director's Itinerary: February 2025

Sat.	Feb.	1	Out Sick
Tues.	Feb.	4	½ Day Out Sick
Weds.	Feb.	5	Management Team Meeting 11:00 am Communication Meeting 3:00 pm
Thurs.	Feb.	6	Meeting of the Minds: History Museum/Genealogy Society Collaboration 12:00 pm ½ Day Sick Leave for Family Medical Issue
Fri.	Feb.	7	Website meeting 1:00 pm Sick Leave for Family Medical Issue
Sat.	Feb.	8	Remote work Family Medical Issue
Mon.	Feb.	10	Consultation meeting CCHD 9:00 am
Tues.	Feb.	11	Paris Gibson Committee Meeting 7:30 am Department Head Meeting 10:00 am Mid-year Budget Review with Fiscal Department 3:00 pm
Weds.	Feb.	12	Continuum of Care Meeting 9:00 am Municipal Court Testimony for Time Lewis Disorderly Conduct 10:30 am Management Team Meeting (digital timesheet training) 11:00 am Communication Meeting 12:00 pm Digital Born News Work Group Meeting 3:00 pm GF Library Foundation Quarterly Meeting 4:00 pm
Thurs.	Feb.	13	Staff monthly goals meeting 10:00 am
Fri.	Feb.	14	Kids Place Desk 10:00 am – 12:00 pm Meeting with Trustee Crist to plan for Annual Report to City Commission 1:30 pm
Sat.	Feb.	15	Journalism student interview 11:30 am
Tues.	Feb.	18	Meeting City Manager & Deputy City Manager & Foundation Director 10:00 am CCHD meeting: Responding to Disruptive Behavior in the Workplace City Commission Work Session: Annual Report Presentation: 5:30 pm City Commission Meeting 7:00 pm
Weds.	Feb.	19	Access to Health Meeting 12:30 am Communication Meeting 3:00 pm Overdrive Cart Review with CD Librarian: 4:00 pm
Thurs.	Feb.	20	Consultation with Mark Wilmarth (HR): 10:00 am Digital Timesheet Implementation meeting (HR Director + City Manager): 11:00 am
Sat.	Feb.	22	Staff monthly goals meeting 9:30 am MontanaLibrary2Go Discussion with Selection Team Coordinator: 11:00 am Circulation Desk 12:00 – 1:00;
Mon.	Feb.	24	Meeting City Attorney (Library Staff Policies): 9:00 am
Tues.	Feb.	25	Department Head meeting 10:00 am Rotary Meeting 12:00 Patron Feedback meeting 1:30 pm Library Board Meeting 4:30 pm
Weds.	Feb.	26	Communication Meeting 9:00 am Management Team Meeting 11:00 am Staff monthly goals meeting 12:00 pm HR Digital Timesheet Meeting 1:30 pm PC&D collaboration meeting (promoting Growth Policy Survey) 4:30 pm
Thurs.	Feb.	27	ELOS Interviews 9:00 am – 10:30 am Staff monthly goals meeting 12:00 pm Testify Against SB 451 (On Zoom from 3:00 pm to 6:30 pm) Page Forward Thursday Book Club: 7:00 pm
Fri.	Feb.	28	Staff monthly goals meeting 11:00 am

Next Library Board Meeting is April 22, 2025 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

February 5, 2025

Present: Sarah Cawley, , Treva Higgins, Aaron Kueffler, Sara Linder-Parkinson, Rae McFadden, Susie McIntyre, James Simmons

Absent: John Collins, Jake Sorich

Next Meeting: February 12, 2025; 11:00am; Susie's Office

SUSIE

- Susie informed us that the subscription (2 copies) to the Great Falls Tribune is over \$1,000.00 now. A discussion was had about cutting down to one copy.
- New Time sheet system begins next week. Canyon from HR will be presenting at next week's Manager meeting.
- Sickness is making its rounds. Susie thanked everyone that has stepped up to help during the staff shortage.

TREVA

- Treva has begun ordering into the next FY.
- Jacob is out of the office.
- Items have been received.
- New volunteer is cleaning DVD's and checking for damage.

SARA LP

- Sara led a discussion about buying an air purifier for the 1st floor since the second floor ones have worked so well. It was decided that we should.
- Sara has renewed the When I Work subscription.
- A discussion was had regarding putting labels on the charging stations in regards to people using them to charge their vapes.
- A discussion was had about buying a UPS Battery to have on hand if there is a power outage. It would be used to power up the charging stations so people can get their items out.
- A discussion was had regarding moving the phone from the server room to the safety specialist desk.
- A discussion was had regarding using the meeting room.

AARON

- Aaron had nothing to report.

JOHN

- John was not present.

RAE

- Rae informed us that the Valentine's Day Party went well.
- The D&D event went well.
- Sage will have a program this Thursday.

SARAH C

- Sarah informed us that the Black Heritage Evening is tomorrow evening.
- The 'York' event is next week.
- Sarah will be in and out of the office next week.
-

JAMES

- James led a discussion on the Update to PC Reservation and what dates would work to implement it.

JAKE

- Jake was not present.

MANAGEMENT TEAM MEETING

Meeting Minutes

February 12, 2025

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

Absent:

Next Meeting: February 26, 2025; 11:00am; Susie's Office

SUSIE

- Susie asked if anyone was interested in the Supervisor training. If so, please let her know by end of day.
- Next Thursday, Jessica Crist and Susie will be presenting to the City Commission.

SARA LP

- Sara informed us that a "White" sticker was found in a book.
- Sara asked that No alcohol and No Marijuana be added to the existing "Prohibited on Library Property" signs. All agreed.

CANYON LACLAIR - HR Coordinator

- Canyon presented, and demonstrated, the new electronic time sheet software being rolled out by the City.

MANAGEMENT TEAM MEETING

Meeting Minutes

February 26, 2025

Present: Sarah Cawley, John Collins, Treva Higgins, Aaron Kueffler, Sara Linder-Parkinson, Rae McFadden (via phone), Susie McIntyre, James Simmons, Jake Sorich

Absent:

Next Meeting: March 5, 2025; 11:00am; Susie's Office

SUSIE

- Susie thanked Nick and Chris for attending the board meeting.
- March board meeting will be a report from Sarah C, with Amanda and Emmi doing staff introductions.
- Susie informed us that the board approved the Fiscal Policy and the Trespass Policy.
- The board will be having a special meeting on Monday, March 3rd at 5:15pm
- MLA is coming up.
- The all staff quarterly meeting will be this month.
- Susie reviewed the Management Team Expectations.
- A discussion was had regarding the digital timesheets

SARAH C.

- Sarah informed us that the GF public Schools Art department will be setting up their exhibit this week.
 - Opening reception is Friday
 - Will be using 3rd floor for food prep.
- The digital Literacy program is going well.
 - The Microsoft 360 suite is not working on the laptops. James will be troubleshooting.
- Sara will be in and out of office all week.

JOHN

- John had nothing to report.

TREVA

- Treva has moved workspaces around in the basement.
- A discussion was had regarding "Classics"
- A discussion was had regarding book labels

AARON

- Aaron had nothing to report.

SARA L-P

- Sara asked that if you put card stock (or colored paper) in the printer, please remove it when you are done using it.
- Sara informed us that Lukas will be changing his schedule next week.

RAE

- Rae thanked everyone that helped out last week.
- The Brain builder Expo is this Saturday.
 - Carol & Rae will be at the Paris Gibson Education Center.
 - There will not be a Family Story Time. Please direct people to the Paris Gibson Education Center.
- Teen Table-top gaming is this Saturday
 - There is a waiting list for sign-up. Please send people interested in it to Xander.

JAMES

- James informed us that March 4th will begin the Cloud 9 set-up
 - March 10th will training and implementation
- James will be updating the Public Computers on Sunday.

JAKE

- Jake informed us that he will not have access to the Library social media accounts when he is not in the building. If changes are needed, when Jake is out, please send them to Susie.
- Jake is working on more bookmarks.
- Jake will be out doing Radio this week.



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Great Falls Public Library April Events



Artists in the Library – GFPS Student Artists

When: Through the end of April

What: GFPS celebrates Youth Art Month with their annual showcase of student work. Artwork will be on display until April 29.

Memory Café for April: Potting Plants for the Spring

When: Tuesday, April 1, from 12:30 to 2 pm

Where: Cordingley Room

What: Join us for an afternoon of potting plants! 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.



Digital Literacy Workshop

6 Weeks
6 Topics
All FREE

- February 6 - Computer Basics
- February 20 - Internet Basics
- March 6 - Email Basics
- March 20 - Cybersecurity
- April 3 - Video Conferencing Basics
- April 17 - Mobile Devices

Digital Literacy Workshops

When: Thursday, April 3 and Thursday, April 17 from 1 to 2:30 pm

Where: Cordingley Room

What: **April 3 Video Conferencing Basics** In this workshop, attendees will learn how to create an account on a popular video conferencing platform (Zoom) and build confidence when using features of the platform in an online meeting. Please bring your own device if you can.

April 17 Mobile Devices Basics This workshop is for those who have a new Android or iOS mobile device, or are considering getting one, and want to learn more about the basic functions. It will support attendees to get connected, identify common apps, and build confidence in using their device safely. The class will go through both devices, so please be patient when you attend. Bring your own device.



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Great Falls Public Library April Events

Understanding Lead: How to Protect Your Family From Lead

When: Friday, April 4, from 2 to 3 pm

Where: Cordingley Room

What: Participants will increase their awareness of lead’s impacts, and identify resources for information and testing, with the goal of reducing and preventing exposure to lead.

UNDERSTANDING LEAD

Learn about lead and how to protect infants and children



National Library Week 2025

When: April 6 through April 12, 2025

Where: Great Falls Public Library

What: National Library Week is a celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities. The first National Library Week was observed in 1958 with the theme "Wake Up and Read!"

‘Free For All: The Public Library’ Documentary Showing

When: Tuesday, April 8, Doors open at 6 pm, film starts at 6:30.

Where: Cordingley Room

What: Free for All: The Public Library tells the story of the quiet revolutionaries who made a simple idea happen. From the pioneering women behind the “Free Library Movement” to today’s librarians who service the public despite working in a contentious age of closures and book bans, meet those who created a civic institution where everything is free and the doors are open to all.



Emergency Services' Mobile Integrated Healthcare

When: Friday, April 11 and Friday, April 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.

Great Falls Public Library April Events



Little Shell Tribal Health Medicaid sign-ups

When: Wednesday April 2, 9, 16, 23 and 30, 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.

Armchair Traveler Talk with a Virtual Trip to Costa Rica and Cahuita National Park

When: Thursday, April 10 from 7 to 8 pm

Where: Cordingley Room

What: Take a virtual trip to Costa Rica!. Alejandro will bring us on a pre-recorded trip through the National Park, then will be there to answer questions, identify plants and animals, and chat about traveling to Costa Rica. Come take advantage of this once-in-a-lifetime opportunity!



IMAGE TO COME

GF Museum Consortium Sunday Sampler

When: Sunday, April 13 from 1 to 4 pm

Where: Museums Across Great Falls

What: Join us as a part of the Sunday Sampler as we explore the Museum Capital of Montana! Visit 3 of the museums in Great Falls and be entered into winning a prize. Maps and Scavenger Hunts can be picked up at your first Museum of the day.

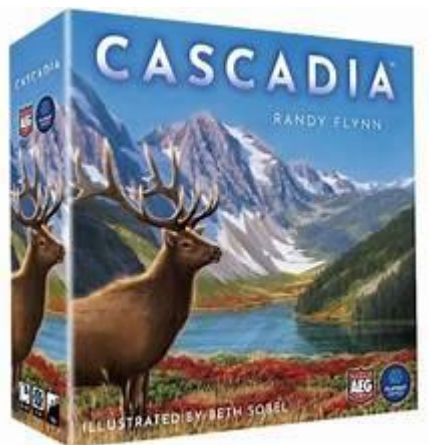
Great Falls Public Library April Events

Western Native Voice Voter Registration/Information Table

When: Thursday, April 3, 10, 17 and 24, from 1 pm to 5 pm

Where: First Floor Display area

What: If you need help registering to vote, or have questions about the voting process, speak with representatives from Western Native Voice.



Board Game Night at the Great Falls Public Library for April

When: Sunday, April 27 from 3 to 5:30 pm

Where: Cordingley Room

What: For this month's Board Game Night, we will be playing the games Cascadia

Cascadia is a puzzle-tile-laying and token-drafting game featuring the habitats and wildlife of the Pacific Northwest. A GFPL Staff member will be at the event to teach the rules to people who have not played the game before!

Silent Book Club for April

When: Saturday, April 19, from 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.



Great Falls Public Library April Events

Bigfoot in the Big Sky with Bridger Lutz, a Humanities Montana program

When: Thursday, April 17 from 6 to 7 pm

Where: Cordingley Room

What: In the forest primeval ... we are not alone. From the rocky shores of the Pacific Northwest to the ancient and equally arcane woodlands of Appalachia, rumors of a large bipedal creature roaming the dark edges of the American imagination existed long before Europeans reached the continent. Despite countless photographs, innumerable encounters, and eyewitness accounts, the truth of Bigfoot remains elusive. Is it real? Is it a North American ape? Is it an emissary from the aliens? Or is it simply a case of mistaken identity? From early settler reports and Native American folklore to modern-day sightings right here in the Big Sky Country, Join Bridger Lutz with his presentation. "Bigfoot in the Big Sky" as he pieces together the story of Bigfoot in Montana, starting with the fundamental question: what is Bigfoot? Bridger Lutz is the Director of Education and Programming at the C.M. Russell Museum



Neighborhood Night hosted by TDS Fiber

When: Thursday, April 24 from 5 to 7 pm

Where: Riverside Little league Complex

What: The Bookmobile will be present with Library information and maybe a game!



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Great Falls Public Library April Events



FRIENDS OF THE LIBRARY BOOK SALE DONATION DAYS

EVERY SATURDAY STARTING
FEB. 1 UNTIL APRIL 26
10 am to 2 pm
in the back docking garage

FRIENDS OF THE LIBRARY
BOOK SALE RUNS FROM
MAY 15 TO MAY 24

QUESTIONS? CONTACT JAKE AT
JSDRICH@GREATFALLSLIBRARY.ORG

Friends of the Library Book Sale Donation Days

When: Every Saturday from 10 am to 2 pm

Where: Back entrance (garage)

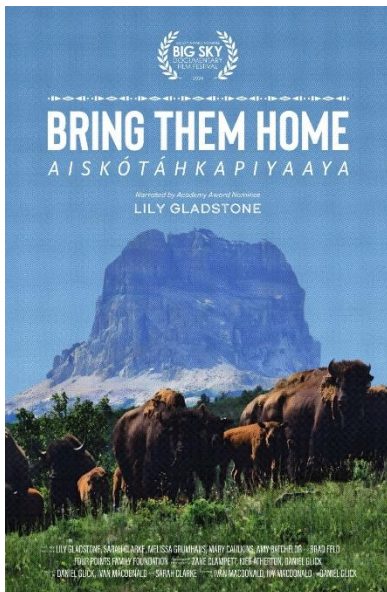
What: The Friends of the Great Falls Public Library will accept donations of lightly used books, magazines, board games, DVDs, video games, CDs and more for the upcoming Friends of the Library Book Sale, which is set for May 15 to 24.

Give Great Falls 2025

When: April 28 to May 2

Where: Across Great Falls

What: Give Great Falls is a week of giving fueled by the power of philanthropy and collaboration. Give Great Falls is an initiative of the Non-Profit Alliance, with the Great Falls Chamber of Commerce and the Great Falls Area Community Foundation.



Bring Them Home: Documentary Showing

When: Wednesday, April 30. Doors open at 5:30, show starts at 6 pm

Where: Lewis and Clark Interpretive Center

What: Bring Them Home tells the story of a small group of Blackfoot people and their mission to establish the first wild buffalo herd on their ancestral territory since the species' near-extinction a century ago, an act that would restore the land, re-enliven traditional culture and bring much needed healing to their community.

Narrated by Academy Award-nominated Blackfeet / Nez Perce actor Lily Gladstone and Co-Directed by Blackfeet siblings Ivan and Ivy MacDonald with Daniel Glick. **Co-directors Ivan, Ivy, and Daniel will be present for Q&A before and after the film!**



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Great Falls Public Library April Events

April Book Clubs

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

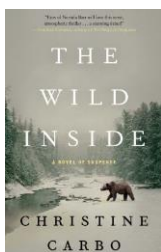


Open Books with Penny, 1st Thursday

When: Thursday, April 3, 7 to 8 pm

Where: 3rd Floor Montana Room

What: Book club discussion of *Montana Noir* edited by James Brady and Keir Graff



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

When: Monday, April 14, Noon to 1 pm

Where: Small Meeting Room

What: Book club discussion of *The Wild Inside* by Christine Carbo

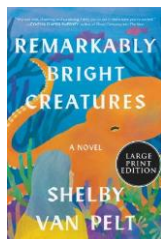


Book Sleuths With Kalena, 2nd Tuesday

When: Tuesday, April 8, 4:30 to 5:30 pm

Where: Small Meeting Room

What: Book club discussion of *Red Queen* by Juan Gomez Jurado

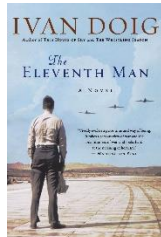


The Very Arbitrary Book Club, 3rd Tuesday

When: Tuesday, April 15, 10 am to 11 am

Where: Small Meeting Room

What: Book club discussion of *Remarkably Bright Creatures* by Shelby Van Pelt



Page Forward Thursday With Susie, 4th Thursday

When: Thursday, April 24, 7:00-8:00 pm

Where: 3rd floor Montana Room

What: Book club discussion of *The 11th Man* by Ivan Doig

Great Falls Public Library April Events

YOUTH SERVICES EVENTS

Bookworms Storytime

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

When: Tuesday mornings, 10:30 to 11:30 am

April 1, 8, 15, 22, and 29

Where: Cordingley Room (basement)

What: Is your child ready for a more challenging Storytime? Join us for Bookworms! This program for preschoolers and emerging readers K-2nd grade features more challenging songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families!

This April, we will explore **Springtime Science**. We will learn about the astronomy of the seasons, springtime holidays, and springtime animals like frogs and bunnies!



Preschool Storytime

Audience: Kids 3-5 years and their families/caregivers

When: Wednesday mornings, 10:30 to 11:30 am

April 2, 9, 16, 23, and 30

Where: Cordingley Room (basement)

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

National Poetry Month Story Walk in Gibson Park

Audience: Community members of all ages

When: Thursday, April 3 to Wednesday, May 7, dawn to dusk

Where: Gibson Park

What: Celebrate National Poetry Month with favorite poems recommended by GFPL staff and volunteers! The Gibson Park Story Walk starts and ends at the parking area near the bandshell. The stroller-friendly path loops behind the bandshell, around the playground and the duck pond, and ends back at the parking area. It is less than a mile long and is available whenever Gibson Park is open (dawn to dusk).



Great Falls Public Library April Events



Books & Babies

Audience: Babies birth to 1.5 years and their families/caregivers

When: Thursdays, 10:30 to 11:15 am

April 3, 10, 17, and 24

Where: Cordingley Room (basement)

What: Babies and their parents and caregivers are invited to join us for this fun, snuggly early literacy event for the littlest learners. Babies will enjoy lap bounce songs and a quick, engaging story followed by playtime.

Toddler Time

Audience: Toddlers 1 1/2 to 3 years and their families and caregivers

When: Friday mornings, 10:30 to 11:15

April 4, 11, and 25

Where: Cordingley Room (basement)

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.

There will be no Toddler Time at GFPL on Friday, April 18. Please join us at the Gibson Park Duck Pond at 10am for Great Falls Parks and Recreation Department's **Duck Release!**



Family Storytime

Audience: Kids 0-8 years and their families and caregivers

When: Saturday mornings, 11am to Noon

April 5, 12, 19, and 26

Where: Cordingley Room (basement)

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

This April, welcome springtime with songs and stories featuring amazing **Bugs, Slugs, and Spiders!**



Great Falls Public Library April Events

Teen Tabletop Gaming-Spring Campaign

Audience: Teens 12-18

When: Saturdays, 3 to 5:30 pm

April 5, 12, and 19

Where: Cordingley Room (basement)

What: The Teen Tabletop Gaming Spring Campaign will meet on Saturdays, from 3:00pm - 5:30pm for 8 total sessions of roleplaying action!

Participate in Dungeons & Dragons, Kids on Bikes, Pathfinder, and other Tabletop Roleplaying Games!

These cooperative storytelling games excel at developing social, creative and problem-solving skills, as well as practical math.

A snack will be provided, and ASL interpretation is available upon request.

We're sorry! Our Spring Campaign is now full!

For more information, or to get on the wait list for the Summer Campaign starting in June, contact Youth Services Staff:

xlee@greatfallslibrary.org, (406) 453-0349, ext. 215



Duck Release in Gibson Park

Audience: Kids, their parents and caregivers, and community members of all ages

When: Friday, April 18, 10am to 11am

Where: Gibson Park Duck Pond (near the Snack Shack)

What: Join us for a special duck-themed Storytime, then enjoy the Great Falls Parks and Recreation Department's annual Duck Release.



Great Falls Public Library

PATRON FEEDBACK

MARCH 2025

- 2/28/2025 – A patron came in to pick up 2 Malmstrom library books she had accidentally returned to GFPL. A staff member had set the books aside, & they were ready for pickup, so the staff member waiting on patron was able to help the patron right away. The patron was so relieved & thankful that the staff member had set the books aside for her. Before she left, the patron said, “This is why the library is such a wonderful place. I love the library!” It was an awesome reminder of how, sometimes, it’s the little things we do for each other that can occupy the biggest part of someone’s heart!
- 3/1/2025 – Two patrons came in for notary services. They were very happy to be able to find easy access to a notary, without having to run all over town, looking for one.
- 3/3/2025 – A staff member was helping a patron sign up for a library card, & another staff member overheard the patron get more & more excited as the staff member was explaining the online resources. The staff member who was helping the patron was also excited that the patron was excited. It was such a wholesome encounter. 😊
- 3/4/2025 – A staff member overheard 3 different patrons talk about the awesome Books For Sale display. One patron complimented the great selection, & the staff member agreed 100% !

Strategic Plan report March 2025

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS March 2025

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

RECENT EFFORTS: *Working with Foundation Director on messaging and cultivating supporters.*

PREVIOUS EFFORTS (January 2023 -January 2025):

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

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

RECENT EFFORTS: *Continuing to hold regular meetings with Foundation Director. Having conversations with individual community members. Researching grant opportunities.*

PREVIOUS EFFORTS (January 2023 - January 2025):

- Assisted Foundation in setting up interviews for their Planning Study. Holding regular meetings with Foundation Director. Having conversations with individual community members. Researching grant opportunities. Meeting with Foundation consultant, Foundation Director and some Library Staff. Assisting Foundation to onboard new Board members.
- Foundation raised over one million dollars from individual private donations to fund the Library Remodel Design.
- Working to lay the groundwork for a possible Capital Campaign.

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

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

RECENT EFFORTS: *Continue to meet with Cushing Terrell to provide feedback and refine designs.*

PREVIOUS EFFORTS (January 2023 -January 2025):

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

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

RECENT EFFORTS: No work in this specific area since January 2025

PREVIOUS EFFORTS (January 2023 -January 2025):

- Followed all proper procedures to solicit bids for door project and then to reject all of the bids and NOT award a contract.
- The Foundation Letter of Understanding with the City was approved by the City Commission at their June 18th Commission meeting.
- Contract with Cushing Terrell approved by the Library Board and City Commission.
- A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Contract includes all necessary insurance requirements. Contract will be on the City Commission Agenda in April for approval.

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

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

EFFORTS: None

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS March 2025

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
ACCOMPLISHED.
EFFORTS: Developed Library website page for Library Levy information. Made multiple community presentations on the Library Levy. Gave multiple media interviews on the Library Levy. [NOTE: The majority of the Library Levy campaign effort was led by the Foundation and the Ballot Initiative Committee. No tax dollars, staff time or Library resources was used on advocacy for the Library Levy.]
ACCOMPLISHMENTS: Despite a vocal campaign (and lots of misinformation) against the Library Levy, the community supported the Library Levy.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
ACCOMPLISHED.
EFFORTS: Worked with the City Attorney and Library stakeholders to develop Mill Levy proposal.
ACCOMPLISHMENTS: Mill Levy resolution and ordinance passed by City Commission and sent to Elections office.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
ACCOMPLISHED.
EFFORTS: Worked with the City Commission and City staff to place the Library Levy before the voters of Great Falls. Worked with the pro-bono legal team to ensure that the election was conducted in a legal and valid manner.
ACCOMPLISHMENTS: Library Mill Levy election held on June 6, 2023
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.
ACCOMPLISHED—Funding now reduced in new City/Library Agreement
RECENT EFFORTS: Working on proposed budget for FY2026
PREVIOUS EFFORTS (January 2023 -January 2025):
 - New City/Library Management Agreement approved. Working on budget adjustments needed for future fiscal years.
 - Library Negotiation team working to come to agreement with the City Negotiation team.
 - City requested renegotiation of City/Library agreement.
 - Board agreed to negotiation and engaged a lawyer to provide assistance.
 - Met multiple times with City Negotiation team.
 - Held Library Board meeting to discuss proposals. Board approved a proposal to present to the City Commission.

- Continued community conversations. Presentation at the City Commission Work Session. Media interviews. Multiple efforts by Library staff, Library Board, Library Foundation, Ballot Initiative Committee and individual Library champions to build support for the Library Levy.
ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to \$2.7 million.

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

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

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MARCH 2025

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services**.
RECENT EFFORTS: *Continuing to promote Library through social media, new website, print flyers, community events, radio spots, press releases, ads and community conversations.*
PREVIOUS EFFORTS (January 2023 -January 2025):
 - Continuing to promote Library through social media, new website, print flyers, community events, radio spots, press releases, ads and community conversations.
 - Promoting Library through social media, new website, print flyers, community events, radio spots, press releases, ads and community conversations.
 - Continuing awareness efforts including a robust social media presence, weekly Wowbrary newsletter, monthly radio spots, and regular press releases. New Logo and new website launched in June. Library Summer Bash held in June.
 - Conversations with community members about the Library. Community Engagement Coordinator developing relationships and meeting with groups and individuals to promote expanded community services. Promoting expanded services and resources through radio, website, social media, flyers and staff communication with patrons.
 - Continued community conversations. Presentation at the City Commission Work Session. Media interviews.

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

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

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

ACCOMPLISHED. NOTE: We have found that Homebound services are more efficiently delivered using the Library Van. Many Saturdays, we do not have a Bookmobile run and use the van instead. We are sending the Bookmobile to more special events and outreach opportunities.

EFFORTS:

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

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

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

ACCOMPLISHED.

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

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

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

- Contract with a local mental health agency to have a social worker or licensed counselor at the Library at least 10 hours a week
- Hire and train at least two full-time Safety Specialists to patrol the Library and Library grounds during open hours. The primary duties of the Safety Specialists will be to engage with patrons and enforce the patron behavior policy—with a focus on de-escalation and community connection.

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

RECENT EFFORTS: *Have created a new matrix to assist staff in communicating with dispatch when an incident occurs. Continuing to provide ongoing training and support for staff. Coordinating concerns about specific patrons with our network of partners. Continuing diligence in addressing patron behavior issues quickly and consistently.*

EFFORTS:

- Experienced an uptick in patron behavior problems and complaints. Held conversations with City Attorney, Police Department and Continuum of Care regarding a group of people who are hanging out in the Library Plaza. We have received patron complaints of feeling unsafe so we are patrolling and walking patrons to their cars as appropriate. We are enforcing the patron behavior policy. Staff may not ask people to leave Library property because of how they look or because of their housing status. We are focusing on behavior and having staff presence. After weeks of effort some individuals were trespassed from Library property; some individuals were guided to services and became housed; and some people changed their problematic behavior.
- Safety Specialists have started work. They are regularly patrolling the Library and the Park. They assist with patron behavior problems. They are addressing staff safety concerns and will be leading the Library's reconstituted Safety Committee.
- Demolition of band shell completed. Working to reconnect power to Park for Library programs.
- Continuing work with Many Rivers Whole Health.
- Held two additional Mental Health First Aid trainings for the community—the majority of Library staff have received the training. Held Active Shooter training for staff.
- Hiring 2 Safety Specialists who will start on April 1. Offered Fentanyl training to all staff. Coordinating removal of Bandshell. Historical Preservation Officer documentation of bandshell complete.
- Training staff and enforcing patron behavior policy. Park Task Force completed their work. Library Board accepted the report. Library has procured funding for the demolition of the Band Shell (thanks to a long-time Library patron who listed the Library as a beneficiary when she recently passed.) Library is working with the Local Historic Preservation Officer to document the band shell and then will schedule its removal. Board approved new Patron Behavior policies to address unattended belongings and people using outdoor Library spaces for sleeping and overnight shelter. Staff developed procedures and trained staff on enforcement of new policies. Coordinated with City Attorney's office and Great Falls Police Department to enforce new policy closing Library property from 10:00 pm to 6:00 am. Park Task Force created report with suggestions for the Board to implement.
- Continuing Local Area Council project which provides a mental health provider in the Library for 15 hours a week until that project funding is depleted. Have started conversations with Many Rivers Whole Health to continue project after September 2024. Have developed job descriptions for the Safety Specialists. Working with staff to provide spaces, phones and computers for new employees.

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

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

EFFORTS: Agreed to work with Great Falls Public Schools to increase collaboration and provide more outreach.

ACCOMPLISHMENTS: None

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

ACCOMPLISHED (will continue to expand)

RECENT EFFORTS: *Continuing to purchase additional eBooks/eAudiobooks with the Advantage program.*

Continuing to promote existing digital resources. Requesting funding for additional resources in next Foundation Funding Request. THANKS TO THE GFPL FOUNDATION! They have agreed to fund two new resources including ABCMouse and Kanopy.

PREVIOUS EFFORTS (January 2023 -January 2025):

- Continuing to promote the Library’s digital resources. Tracking usage of Library’s digital resources. Digital checkouts and use of online databases (Chilton, Mango Languages and LinkedIn Learning) continue to grow. Advertising LinkedIn Learning and promoting the resource with GFDA and the Chamber of Commerce.
- Continuing to promote the Library’s digital resources. Tracking usage of Library’s digital resources. Digital checkouts and use of online databases (Chilton, Mango Languages and LinkedIn Learning) continue to grow. Installed tablets to provide electronic access to Montana Newspapers.
- Regularly promoting all of the Library’s digital resources. Tracking usage of Library’s digital resources. Added New Overdrive Magazines section to our weekly Wowbrary newsletter.
- Obtained Foundation funding to provide Mango Languages and LinkedIn Learning to our patrons
- Established GFPL Advantage program with MontanaLibrary2Go to spend \$1,000/month to purchase extra copies of high demand items specifically for GFPL patrons. Developed list of expanded electronic resources for consideration for the September 2023 Foundation Approved Projects request.

ACCOMPLISHMENTS:

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

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

RECENT EFFORTS: *Kids Place staffed 7 days-a-week. Offering Early Literacy Programming 5 days a week.*

Continuing to collaborate with Community Partners to reach parents and families. Hiring new Early Literacy Outreach Specialist for special project funded through the Foundation. New Youth Services staff completing the SuperCharged Storytime training. Holding special programs for kids and families (Holiday Party, New Year’s Eve Celebration etc.) Requesting funds from the Foundation for a DPIL enrollment project. Working with Raising Readers to establish “Book Baskets” in the community. Updating Youth Services dress-up clothes and learning toys.

PREVIOUS EFFORTS (January 2023 -November 2024):

- Kids Place staffed 7 days-a-week. Offering Early Literacy Programming 5 days a week. Collaborating with Community Partners to reach parents and families (Back to School Bash, Indigenous Education for All: Celebration through Education, Montana Rep...)
- Summer Reading in full swing including weekly programming and reading incentive program. Actively planning for programs in the Fall. Kids Place staffed 7 days-a-week. Worked with Foundation to submit a grant to fund an Early Literacy Outreach Specialist
- New Youth Services staff hired and being trained. Continuing early literacy efforts (StoryTime, Toddler Time, Dolly Parton’s Imagination, Brain Builder Expo, StoryWalk etc.). Planning Sumer Reading.
- Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community.
- Working to promote Dolly Parton Imagination Library

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

ACCOMPLISHMENTS: New staff hired. Providing expanded programming. Providing staff support for patrons 7 days-a-week. 40% of eligible Cascade County children signed up for Dolly Parton’s Imagination Library (community goal of 80%). Starting 12-month Early Literacy Outreach project.

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

RECENT EFFORTS: *Continuing to explore possibilities for after-school programming to start in the Fall of 2025. Continuing to hold Teen Programs such as Dungeons and Dragons and Steam Challenges. Planning Summer Reading activities targeted at teens.*

PREVIOUS EFFORTS (January 2023 -January 2025):

- Met with staff of Career and College Readiness Center. Coordinating with GFPS staff to plan an ACT Prep event. Exploring possibilities for after-school programming to start in the Fall of 2025. Continuing to hold Teen Programs such as Dungeons and Dragons and Steam Challenges
- Summer Reading in full swing including weekly programming, loot box program and reading incentive program. Actively planning for programs in the Fall. Youth Services staff working 7 days-a-week. Contact with the Career and College Readiness center to have regular outreach/classes at the Library.
- New Youth Services staff hired and being trained. Programs for teens being planned—including expanding existing programs Dungeons and Dragons and Library Loot Boxes.
- Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community. Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

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

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

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

RECENT EFFORTS: Having VERY successful Digital Classes—demand is high enough that we have added more classes continuing into May. Over 500 people have downloaded or requested the BookWorm Challenge. Continuing great line-up of programs.

PREVIOUS EFFORTS (January 2023 -January 2025):

- Have not held Open Tech hours recently due to staff turnover. Digital Equity Grant funded and series of 6 Digital Literacy Classes planned for February and March. LOTS of community programming continuing.
- Providing weekly Open Tech hours and starting Open Tech at the Senior Center. Speaking at Coffee and Business. Robust Lineup of community events each month. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...) Contact with the Career and College Readiness center to have regular outreach/classes at the Library.
- Providing weekly Open Tech hours. Excellent Summer Music series provided throughout the Summer. Planning for Shakespeare in the Parks presentation in August. Successful Waking the Dead and Juneteenth programs. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...) Contact with the Career and College Readiness center to have regular outreach/classes at the Library.

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

ACCOMPLISHMENTS: Providing more programs reaching more people.

GREAT FALLS PUBLIC LIBRARY DIGITAL TIMESHEET PROCEDURES

ESUITE PORTAL: Software platform where *Time Off Requests* and *Digital Timesheets* are submitted.

NEW WORLD SOFTWARE: City of Great Falls Fiscal and HR software where *Time Off Requests* and final *Digital Timesheets* are approved. (Also used for HR reports, invoicing, budgeting etc.)

TIME OFF REQUESTS

VACATION AND PLANNED SICK LEAVE (DENTIST, SURGERY ETC.):

1. **PHYSICAL FORM:** Staff fill-out print "Leave Request Form" and get signed approval from their direct supervisor. (Direct supervisor and staff member can keep copies. Original is placed in Library Director's box.)
2. **ESUITE PORTAL:** Staff submit electronic *Time Off Request*
NOTE: Staff cannot request leave through e-Suite portal until they have accrued the leave and are eligible to use it. (e.g. If a full-time staff person requests two weeks of vacation, they will not be able to digitally request the leave until they have at least 80 hours of vacation leave accrued AND have worked long enough to be eligible for vacation leave.)
3. **NEW WORLD SOFTWARE:** Library Director electronically approves Time Off Requests.

UNPLANNED SICK LEAVE:

1. **ESUITE PORTAL:** Unplanned sick leave will be entered directly into the e-Suite *Digital Timesheets*. Unplanned sick leave will not be requested or approved through the digital time off request system.

BI-WEEKLY TIMESHEETS

1. **ESUITE PORTAL:** Staff click LOAD SCHEDULE to input pre-approved time off **before** entering their other hours.
NOTE: Clicking LOAD SCHEDULE deletes any entries already made into the system for that pay period.
2. **ESUITE PORTAL:** Staff enter their timesheet hours using the correct hour codes in the drop-down. (regular, sick, etc.) by noon on the last day of the pay period (Saturday).
NOTE: Direct Supervisors may request that hours be submitted earlier depending on schedules and leave. Timesheets must be electronically submitted early if staff will be gone on vacation!!
3. **ESUITE PORTAL:** Direct supervisors electronically approve the timesheets by 5:00 pm on the Sunday after the last day of the pay period.
4. HR imports the timesheets into the New World software by 1:00 pm on the Monday after the last day of the pay period.
5. **NEW WORLD SOFTWARE:** Library Director (or designated backup) does final timesheet approval by 3:00 pm on the Monday after the last day of the pay period.