

**AGENDA**  
**GREAT FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Tuesday, April 23, 2024**  
**Great Falls Public Library – Cordingley Room (Library Basement)**  
(Virtual access to meeting available upon request • 406-453-0349)  
**Notice: Meeting will be recorded via Zoom**  
**4:30 P.M.**

I. AGENDA APPROVAL

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN MARCH (Pages 1-12)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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V. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 13-19)

- A. YEAR-TO-DATE MARCH REPORT
- B. LIBRARY VENDOR SUMMARY FOR MARCH
- C. GFPL FOUNDATION VENDOR SUMMARY FOR MARCH
- D. MARCH DONATION REPORT

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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VI. REPORTS (Pages 20-33)

- A. MANAGEMENT TEAM REPORT
- B. DIRECTOR REPORT
- C. STATISTICAL REPORT
- D. PERSONNEL REPORT
- E. GFPL FOUNDATION REPORT
- F. CHAIR REPORT
- G. BOARD REPORTS
- H. CITY/LIBRARY MANAGEMENT AGREEMENT COMMITTEE REPORT

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – BOARD EDUCATION AND RECRUITMENT (Pages 34-36)
- B. PUBLIC LIBRARY STANDARDS POLICY REVIEW: ACCESS AND USE OF FACILITIES SERVICES AND MATERIALS (Pages 37-82)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE UPDATED ACCESS AND USE OF FACILITIES SERVICES AND MATERIALS POLICIES AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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VIII. NEW BUSINESS

- A. PUBLIC LIBRARY STANDARDS: LIBRARY OPERATIONAL BUDGET (Pages 83-93)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURMENT

MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE MEETING.

SECOND	VOTE
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**Great Falls Public Library  
Board of Trustees Board Meeting  
Tuesday, March 26th, 2024  
Great Falls Public Library – Cordingley Room (Basement of the Library)**  
*(Virtual access to meeting was available upon request)*  
*(zoom recording of meeting is available on the Great Falls Public Library YouTube page)*  
**4:30 p.m.**

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

BOARD MEMBERS ABSENT:

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

EX OFFICIO BOARD MEMBERS ABSENT:

STAFF PRESENT: Ms. Treva Higgins, Mr. Jacob Krantz, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Sara Linder-Parkinson, Mr. Trevor Stearns

GUESTS PRESENT:

Molly Beck – Resident of Great Falls, Carol Beckman – Resident of Great Falls, John Beckman – Resident of Great Falls, Sara Buley – Resident of Great Falls, Dennis DeForest – Resident of Cascade County, Jeni Dodd – Resident of Great Falls, Linda Fagenstrom – Resident of Great Falls, Gayle Heishman – Resident of Great Falls, Anthony Houtz – Resident of Great Falls, Richard Irving – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Susan Lee – Resident of Great Falls, Karla Luttrell – Resident of Great Falls, Sharon Patton-Griffin – Resident of Cascade County, David M. Price, Sandy Rice – GFPL Foundation Liaison, Jenn Rowell – The Electric (via zoom), David Saslav – Resident of Great Falls, Jolene Schalper – Resident of Great Falls, Melissa Smith – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Gayle Wadsworth – Resident of Great Falls, Sue Warren – Resident of Great Falls, Millie Whalen – Resident of Cascade County, Donna Williams – Resident of Great Falls, Susan Wolff – City of Great Falls Commissioner, Dinah Woods – Resident of Great Falls, Nancy Zadick – Resident of Great Falls, (Illegible) – Resident of Great Falls, (Illegible) – Resident of Cascade County

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

**I. AGENDA APPROVAL**

Ms. Olson asked if anyone had additional items to add or remove from the agenda approval.

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

## **II. STAFF INTRODUCTIONS**

Mr. Jacob Krantz and Mr. Trevor Stearns introduced themselves and talked about their positions at the Library and how they came to be at the Library. After questions from the board, they left the meeting.

## **III. PUBLIC COMMENT**

Mr. Richard Irving, a resident of Great Falls, addressed the board. He suggested that the board should not take any action on any agenda item. He stated that misinformation was given to the City Commission last week that needs to be corrected.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She questioned why the library has had functions to celebrate other groups, but has done nothing to celebrate Women's History Month. She stated that she was a supporter of the library in the past by donating books and performing for a low cost during the Summer Music in the Park series. Since Ms. McIntyre took over she has felt she has been discriminated against for her political beliefs. She stated that she has pointed out previously how the library board and director has been dishonest about a number of things.

Ms. Donna Williams, a resident of Great Falls, addressed the board. She stated that when she first moved to Great Falls, she did not like the library due to it not having the books she was looking for. She started to love the library when she volunteered to shelve books and saw how quickly books moved on and off the shelves. She found that the library was well loved in the community. She was happy when she saw that she can now check out books from other libraries in the system.

Mr. David Saslav, a resident of Great Falls, addressed the board. He stated that all the No More Violence Week events have been uploaded to the Electron. He thanked the library for their co-sponsorship of No More Violence week. He also apologized for interrupting public comment at last month's board meeting.

Ms. Molly Beck, a resident of Great Falls, addressed the board. She congratulated the library on their programs last week; Including Chris La Tray, and the International Women's Day Celebration program.

Ms. Sara Buley, a resident of Great Falls, addressed the board. She thanked the library for the Amy Pearson program a few weeks ago.

Ms. Sharon Patton-Griffin, a resident of Cascade County, addressed the board. Wanted to thank the board for their patience with the negative comments that they receive, and for being gracious. It is appreciated.

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

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

Mr. Richard Irving, a resident of Great Falls, addressed the board. He stated her appreciated how the minutes reflected public comments. He did not feel one of his comments were recorded accurately from the last meeting. He requested that he be able to listen to his comments to verify.

Ms. Olson asked Ms. McIntyre how a member of the public might review the previous meeting. Ms. McIntyre stated that the link to the video is available on the Library's website.

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

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

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

Ms. Johnson if the telephone cost was double due to it not being paid the previous month. Mr. Kueffler confirmed; but stated that he had paid the bill and received the next month's bill shortly after, and paid that. That is why it shows it was paid twice.

Ms. Johnson asked if we have considered subscribing to Canva annually, instead of monthly. Ms. McIntyre said we will look into it.

Ms. Crist asked how often the story walk plexi-glass needs replaced. Ms. McIntyre stated they hold up well, but due to vandalism they sometimes need to be replaced.

Ms. Olson asked if anyone had any additional questions. Upon hearing none she 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 comment.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She stated that she is concerned about the Library's financials. There is no category in the monthly budget that details revenue deposited in a reserve account. At the January 2<sup>nd</sup> city commission work session, Ms. McIntyre stated that the library needed 60% of FY25 operational budget in the Library Fund by June 30<sup>th</sup>, 2024. When asked how she would meet that Ms. McIntyre stated that they would have to stay within the budget and push back hiring additional staff until April. The spending plan brought to the board on January 23<sup>rd</sup> doesn't mention if the reserve fund was met or not. She noted that the library did hire people in February and March, with more planned in April. She asked the board if the Reserve fund has met 60% yet, and how will tax payers know if the library is being responsible when it is not recorded in financial records released to the public.

Ms. McIntyre stated that we do not have a reserve fund, only a Library Fund. The Library fund is like a checking account. Any amount that is unspent goes into the library fund. At the April board meeting, she will be presenting the budget, and will have more information regarding the library fund.

Mr. Richard Irving, a resident of Great Falls, addressed the board. He feels the way the Director submits and explains the financial reports to the board suggests she is in need of financial education. He strongly suggests the board insist that the director get financial education and clarify the financial reports.

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

## **VI. REPORTS**

### **Management Team Report**

Ms. Higgins gave her tech services report.

Ms. Johnson asked if people are paying for damaged books. Ms. Higgins stated that it depends on what type of damaged it is.

Ms. Crist asked why the damaged books are higher. Ms. Higgins stated that she is unsure if it is higher, or if we are just keeping better statistics.

### **Director Report**

Ms. McIntyre presented her director's report.

Ms. Olson asked if the MLA conference sends stuff back with participants for training. Ms. McIntyre said yes, but they do not post the webinars.

Ms. Olson asked the board members what training they would like. Ms. Crist stated that she was fine with the training suggestions made in the packet, but she would be interested in learning more about library lingo such as Grab and Go. Some information specific to our library. Ms. Bulger agrees. She explained how she learned about Linked-in Learning. Ms. Johnson stated that the first four Montana Library trainings are very helpful.

Ms. Olson asked if anyone had questions regarding the SMART objectives.

Ms. Johnson said the objectives look fantastic, but had a question on page 104. She asked why the number of Library Holders has decreased since the info graphic that was in last month's board packet. Ms. McIntyre stated that was accurate. The Library deletes expired cards that are not used. She explained that new card holders have a 3-month probationary period, if they do not reach out after three months their card is expired. After that initial three months, unused cards are expired after three years. If a card remains expired after five years, it is deleted from the system. When the library joined the Montana Shared Catalog, the library's regular way of handling expired members wasn't happening. Ms. Linder-Parkinson has worked with the MSC to get it caught up and that is the reason for the sudden drop. It should not be that big of a decline next time.

Ms. Olson asked if any subscription prices based on the number of library card users. Ms. McIntyre stated that there were none at this time, but some services are based on population served.

Ms. Olson asked if home bound services would be included in the bookmobile objective. Ms. McIntyre didn't think so, home bound will be its own service and will be kept track of separately. She did state that this high goal is based on the bookmobile going to large events.

Ms. Johnson wanted to acknowledged that on page 104 the average number of monthly visitors is only 8,501 and that is about 14% of the city population. She asked that we remember that when having discussions regarding the "will of the community". This shows we are serving less than half of the community currently.

Ms. McIntyre stated that 20-25% if our monthly checkouts are electronic, so these people are not coming to the library. She also stated that one person coming in can be checking out for multiple people.

Ms. Bulger asked the status of the band shell. Ms. McIntyre stated we are waiting for an asbestos report before moving forward.

Ms. Crist asked about the "Book-a-Librarian" program. Ms. McIntyre explained the concept of it.

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

Ms. Bulger asked why the statistics on page 30 were so high. Ms. McIntyre stated it was because Google changed their analytics

#### GFPL Foundation Report

Ms. Rice informed us that the foundation annual report is ready to send out. It should be mailed mid-April. Give Great Falls is the week of April 29<sup>th</sup>-May 3<sup>rd</sup>. The Friends of the Library are still accepting books on Saturdays from 10a-2p; the sale will be in May.

#### Chair Report

Ms. Olson gave an update on the renegotiation committee. The library will retain Mr. Bill Bronson to represent the public library. No information has been received from the city yet on where they would like to start. Ms. Johnson asked how many inquiries were made to various attorneys. Ms. Olson replied with four. Ms. Johnson asked if it was pro-bono. Ms. Olson stated he will be charging \$150 per hour; a discounted rate.

Ms. Johnson asked if there were ideas about what was wanted during renegotiation. Ms. Olson stated that they wanted to retain an attorney before having those conversations.

### **VII. OLD BUSINESS**

#### PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – REVENUE

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

Ms. Johnson asked for clarification on page 35, seeking another levy by 2028. Ms. McIntyre stated that a county levy could be approached in connection with the Belt and Cascade libraries.

#### PUBLIC LIBRARY STANDARDS POLICY REVIEW: PATRON CONDUCT AND GUIDELINES

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

Ms. DeForest asked what the dimensions of the box referenced on page 39, item 8. Ms. Linder-Parkinson presented the physical box that will be used.

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



Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the updated Patron Conduct & Guidelines Policies as presented. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or comment.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She had concerns regarding item one on page 38. She stated that it was far too subjected and sounded unconstitutional and overreach.

Ms. Crist asked if it was part of our previous policy. Ms. McIntyre said yes, it has been part of the policy for a long time.

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

#### LIBRARY BOARD JOB DESCRIPTION UPDATE

Ms. McIntyre gave an overview of the update. Ms. Johnson stated that it is about 95% the same as it was presented at the last meeting. The majority of it comes from the Montana State Library recommendation. Adjustments we made to clarify and simplify. Ms. Crist added that it now allows potential board members to know what they are signing up for.

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

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the updated library board of trustees job description as presented. Ms. Deforest seconded the motion. Ms. Olson opened for any board discussion or comment.

Mr. Richard Irving, a resident of Great Falls, addressed the board. He likes number 10 on page 55. He does not like the position paragraph also on page 55. It starts with board of trustees, then it says you provide governance for the library, then it says you provide leadership to the library director and that the board-director relationship is a partnership. He stated that if you are a board of directors and a governing board you are the boss and the director should follow your orders; there is no partnership. He asked the board make up their minds. He stated that now is the chance to become a board of directors and a governing board like the city requested.

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

#### REVIEW: RULES AND CONDUCT AND PROCEDURE OF BOARD OF TRUSTEE MEETINGS

Ms. McIntyre gave an overview of the update.

Ms. Olson asked if anyone had any additional questions.

Ms. Johnson referenced page 62, in regard to Robert's Rules of Order. At the Dan Clark presentation, it was referenced that you cannot use Robert's Rules of Order for minutes. She asked if that was something that needed to be removed. Ms. McIntyre didn't think it needed to be removed. We don't follow Robert's Rules of Order exactly. It can be removed if the board would like it to be but it does give structure. Ms. Olson stated that it was not presented at the session she attended. Ms. Johnson stated that he said in Robert's Rules of Order there are very specific and intentional language about briefness and things you do not do. In Montana Law there is requirements that if you use Robert's Rules of Order you cannot comply with what Montana State Law says. Ms. Crist attended the same night as Ms. Johnson and didn't take it as absolute. She took it as Robert's Rules says to not list everything everyone said, it is not a transcript, and Montana Law needs to know someone said something and someone seconded it. Ms. McIntyre suggested the line be rewritten as "Pursuant to Roberts Rules of Order, and the Montana Code Annotated..." The board as a whole agreed to amend that line.

Ms. DeForest referenced section 5 on page 63. She asked if that was for within the same meeting or multiple meetings. Ms. McIntyre stated that key thing is if it disrupts, disturbs or impedes the orderly conduct of the meeting. If it is relevant that someone continues to bring something up than that is allowed; but if disrupts, disturbs or impedes the orderly conduct it isn't. Ms. Olson added that if there is a concern, anyone on the board can ask for a point of order.

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

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Rules of Conduct and Procedure of Board of Trustee meetings as amended. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or comment.

Ms. Jeni Dodd, a resident of Great Falls, addressed the board. She cited prior meeting minutes where Ms. Bulger proposed to the board shortening public comment to three minutes to be consistent with the City. Ms. Dodd pointed out that the city allows three minutes for public comment at the beginning of their meeting, but on agenda items five minutes are allowed.

Mr. Richard Irving, a resident of Great Falls, addressed the board. He objects to the wording of rule number 8 on page 62. He said there are a lot of excuses to not make the recording of the meetings official. The only reason for them not to be official is to be able to change the written minutes.

Ms. Olson asked if there were any additional comments.

Ms. Johnson added that since the meetings are recorded, they will need to be kept for three years per Montana law.

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

## **VIII. NEW BUSINESS**

### **LIBRARY REMODEL DESIGN CONTRACT**

Ms. McIntyre presented the library remodel design contract that was presented in the board packet.

Ms. Johnson had a question regarding the fiscal impact section on page 66. She asked what line item of the budget are the funds mentioned from. She also asked if levy money would be used, as it was her understanding that they cannot. Ms. McIntyre stated that the \$117,000 comes from two different sources. One source was reallocated funds from a Foundation Approved Project. The other portion is from a donation made directly to the library. Ms. Johnson asked why it wasn't showing up on the budget anywhere. Ms. McIntyre said it was in the Foundation budget not the library operational budget. Ms. Olson clarified that levy money can be used for building maintenance purposes.

Ms. Johnson asked if there was a timeline in place. Ms. McIntyre stated that the library will be working with the foundation and Cushing Terrell to define that. Ms. Laurin added that the approval of the contract is the first step.

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

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

Mr. Richard Irving, a resident of Great Falls, addressed the board. He asked the board to exercise their governing authority and not allow the library director to stick the kids in the basement so the unhoused and social workers can be on the first floor. He also asked that the board to do what is only necessary for the remodel and not frills that will serve as a memorial someday.

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

#### PUBLIC LIBRARY STANDARDS: MATERIALS BUDGET

Ms. McIntyre presented the materials budget that was presented in the board packet.

Ms. Bulger asked Ms. Higgins if she and Ms. McFadden came up with the numbers, or did they get outside input. Ms. Higgins explained that she looks at how much has currently been spent, then she looks at the amounts that she is seeing increases in for processing costs. Magazines costs have also risen as well as printed newspaper costs.

Ms. Olson asked if there were any more questions. Upon hearing none she asked for a motion.

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

Ms. Johnson stated that she finds it odd that only 2.25-3% of the entire budget is spent on the primary thing the library is suppose to be used for.

Ms. Crist recommended looking at what the numbers are at other equivalent libraries. Ms. McIntyre said she could provide that information for the board.

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

#### GREAT FALLS PUBLIC LIBRARY: OPEN FOR 7 DAY A WEEK SCHEDULE

Ms. McIntyre presented the 7 Day Week schedule that was presented in the board packet.

Ms. Crist stated that she liked the idea of being open at 9am. She asked if staff were unhappy about working on Sunday. Ms. Linder-Parkinson has had discussions with all her staff. Several of her staff requested working a Sunday shift. Ms. Linder-Parkinson has been working on the schedule and expects to have 10-12 staff working daily, both full and part time; a number that we have not had before. Ms. McIntyre added that discussion has been made at the Manager level on who will be working as Manager on Duty during the open hours.

Ms. DeForest asked if staff works a set schedule or does it rotate. Ms. Linder-Parkinson said they are set schedules.

Ms. Wilson made a comment about opening again on Sundays. She stated that it is important to have those hours on Sunday because that may be the only day some people can come in.

Ms. Olson asked if there were any more questions. Upon hearing none she asked for a motion.

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

Mr. Richard Irving, a resident of Great Falls, addressed the board. He noticed a lot of the new hires have been part-timers. If part-timers do not get the same pay and benefits as full-timers, he requests that the board order the director to hire as many full-timers as possible rather than save money by shortchanging other employees.

Mr. John Beckman, a resident of Great Falls, addressed the board. He voiced concern that there were no comments on the cost of expanding hours. As a governing board they need to look at how this effects the budget.

Ms. Donna Williams, a resident of Great Falls, addressed the board. She reminded everyone that the library is one of the few public meeting spaces that is free. The evening hours will be really important to local groups. She requested they be extended to 9pm.

Ms. Susan Lee, a resident of Great Falls, addressed the board. She stated that 40 years ago she worked at the library shelving books. The open hours proposed don't compare to what they use to be. She understands the situation and gives thanks for it being open as much as it can be.

Ms. Olson asked if there was any board discussion.

Ms. Johnson spoke in regards to Mr. Beckman's comment. She said it is something that has to fiscally consider. Some of the hours were already built into the levy budget. We now match Billings for open hours, but have half the population. With personnel being 80% of the budget we have to be very mindful of this going forward.

Ms. McIntyre stated that when the levy was put to the public for vote, it included the hiring plan to open seven days a week. It was discussed in previous budget meetings and library levy discussions.

Ms. Olson agreed. There may not have been discussion at this meeting, but there has been leading up to it.

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

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

Ms. Olson asked Mr. Kueffler what he accounts for their volunteer hours and what he needs from them. Mr. Kueffler stated that he keeps track of what board members attend the meeting and records it as 2 hours, the minimum time we request from volunteers. Ms. Olson asked how he would like committee hours to be recorded. Mr. Kueffler asked that the board keep track of any outside time spent on board duties. He asked that they be submitted to him at the end of the month. Ms. Johnson asked if the board hours are also included in the volunteer statistics chart. Mr. Kueffler said yes. Ms. McIntyre added that the library pays workers' comp for everyone that volunteers for the library. Ms. Linder-Parkinson added that we are not the only city department that does this. It is required through the risk management department at the city.

Ms. Olson stated that the MLA conference is in April. Ms. McIntyre stated what was available to the board. All board members are welcome to attend and the library has funds set aside for training. Ms. DeForest asked if there would be a zoom option. Ms. McIntyre said not this time.

#### **X. ADJOURMENT**

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

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:30 pm.

## Monthly Budget Report

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

		March 2024		FY 2024YTD	
Account Number	Account Desc	Actual	Budget	Actual	% Used
2220 LIBRARY					
Taxes					
311010 REAL CURRENT AD VALOREM		\$ (20,963.37)	\$ (2,400,000.00)	\$ (1,632,036.22)	68.00%
311030 REAL DELINQUENT AD VALOREM		\$ (405.39)	\$ (6,000.00)	\$ (6,878.50)	114.64%
311050 REAL PROTESTED TAXES		\$ -	\$ -	\$ -	
311210 MOBILE HOME TAXES		\$ (1,631.37)	\$ (2,000.00)	\$ (2,578.08)	128.90%
311220 OTHER PERSONAL PROPERTY		\$ -	\$ (15,000.00)	\$ (269.22)	1.79%
312000 DELINQUENT TAX PENALTY & INTER		\$ (492.22)	\$ (1,500.00)	\$ (1,447.52)	96.50%
Intergovernmental					
334150 MISCELLANEOUS CULTURE & RECREA		\$ -	\$ (29,716.00)	\$ (37,063.74)	124.73%
335000 COAL TAX LIBRARY APPORTIONMENT		\$ -	\$ (2,359.00)	\$ (2,314.72)	98.12%
338000 LIBRARY SUPPORT		\$ -	\$ (177,000.00)	\$ (88,500.00)	50.00%
339000 PAY OF LIEU OF TAXES			\$ -		
Charges for Services					
343160 OFF-STREET LOTS TRANSIENT		\$ (180.00)	\$ (2,000.00)	\$ (3,303.00)	165.15%
346910 LIBRARY FEES MISCELLANEOUS		\$ (350.00)	\$ (10,100.00)	\$ (6,450.00)	63.86%
346920 LIBRARY SERVICE CHARGES MISC		\$ (382.37)	\$ (5,000.00)	\$ (3,510.71)	70.21%
346930 LIBRARY EQUIPMENT CHARGES MISC		\$ (1,496.75)	\$ (12,000.00)	\$ (9,298.13)	77.48%
346940 LIBRARY FACILITY CHARGES MISC		\$ (90.00)	\$ (800.00)	\$ (750.00)	93.75%
346950 LIBRARY BOOK PURCHASES		\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
Fines and Forfeitures					
351340 COLLECTION AGENCY FINES		\$ (114.95)	\$ -	\$ (281.93)	
352200 LOST BOOK FINES		\$ (1,075.36)	\$ (6,500.00)	\$ (4,836.43)	74.41%
Investment Income					
365100 CONTRIBUTIONS & DONATIONS		\$ -	\$ (10,000.00)	\$ (313,740.67)	3137.41%
368290 REFUNDS & REIMBURSEMENTS		\$ -	\$ -	\$ (50.00)	
362100 USBP CREDITS		\$ -	\$ -	\$ -	
Other					
371100 REGULAR INTEREST		\$ -	\$ (2,500.00)	\$ (15,381.85)	615.27%
REVENUE TOTAL		\$ (27,181.78)	\$ (2,685,975.00)	\$ (2,129,620.72)	79%
Personal Services					
411100 SALARIES & HOURLY		\$ 127,256.60	\$ 1,478,415.49	\$ 749,764.71	50.71%
412100 OVERTIME - REGULAR FULL-TIME		\$ -	\$ -	\$ -	
412300 OVERTIME - TEMPORARY		\$ -	\$ -	\$ -	
413150 VACATION TERMINATION		\$ -	\$ -	\$ 14,422.46	
413250 SICK LEAVE TERMINATION		\$ -	\$ -	\$ 8,774.29	
413600 HEALTH INSURANCE		\$ 29,100.42	\$ 354,456.04	\$ 182,132.87	51.38%
413700 LIFE INSURANCE		\$ 281.22	\$ 2,634.44	\$ 1,407.06	53.41%
413800 VEBA PAYOUT		\$ -	\$ -	\$ -	
414100 UNEMPLOYMENT INSURANCE		\$ 513.72	\$ 6,089.74	\$ 3,156.76	51.84%
414200 WORKERS COMPENSATION		\$ 965.50	\$ 9,718.95	\$ 5,417.22	55.74%
414300 FICA		\$ 7,598.43	\$ 87,957.87	\$ 46,055.04	52.36%
414350 MEDICARE		\$ 1,777.07	\$ 20,570.84	\$ 10,770.97	52.36%
414450 PERS		\$ 13,312.17	\$ 154,540.84	\$ 80,833.22	52.31%
415100 MISCELLANEOUS PENSIONS		\$ 1,843.25	\$ 20,715.79	\$ 10,942.98	52.82%
Personal Services Totals		\$ 182,648.38	\$ 2,135,100.00	\$ 1,113,677.58	52.2%
Supplies					
421100 PAPER & FORMS		\$ 21.46	\$ 3,000.00	\$ 1,081.74	36.06%
421200 COMPUTER ACCESSORIES		\$ 75.88	\$ 7,500.00	\$ 4,822.13	64.30%
421400 INSTRUCTIONAL & SAFETY SUPPLIE			\$ -		
421900 OTHER OFFICE SUPPLIES & MATERI		\$ 372.69	\$ 16,100.00	\$ 3,698.94	22.97%
423100 GAS, OIL, DIESEL FUEL, GREASE,		\$ -	\$ 7,693.00	\$ 2,478.63	32.22%
423900 OTHER REPAIR & MAINTENANCE SUP		\$ 900.38	\$ 14,000.00	\$ 6,044.09	43.17%
Supplies Totals		\$ 1,370.41	\$ 48,293.00	\$ 18,125.53	37.53%

<i>Purchased Services</i>				
431100 POSTAGE, BOX RENT, ETC.	\$ -	\$ 4,000.00	\$ 4,000.00	100.00%
432100 PRINTING, FORMS, ETC	\$ -	\$ 200.00	\$ -	0.00%
433200 BOOKS & SUBSCRIPTIONS	\$ 10,460.18	\$ 80,000.00	\$ 45,504.98	56.88%
433500 MEMBERSHIPS & DUES	\$ -	\$ 1,000.00	\$ 578.00	57.80%
434100 TELEPHONE	\$ -	\$ 3,200.00	\$ 1,978.26	61.82%
434120 FAX & OTHER TELEPHONE LINES	\$ 170.40	\$ 3,500.00	\$ 1,533.60	43.82%
434200 ELECTRIC UTILITY	\$ 982.69	\$ 75,000.00	\$ 39,563.62	52.75%
434300 GAS UTILITY	\$ 1,548.30	\$ 13,000.00	\$ 6,203.89	47.72%
434400 CITY SANITATION DISPOSAL	\$ 167.40	\$ 1,939.00	\$ 1,339.20	69.07%
434500 WATER UTILITY	\$ 105.92	\$ 2,841.00	\$ 1,798.81	63.32%
434600 SEWER UTILITY	\$ 71.52	\$ 1,327.00	\$ 606.82	45.73%
434700 STORM DRAIN UTILITY	\$ 83.93	\$ 911.00	\$ 671.44	73.70%
435260 COLLECTION AGENCY COSTS	\$ -		\$ 104.85	#DIV/0!
435500 COMPUTER PROGRAMMING	\$ 1,133.20	\$ 50,000.00	\$ 38,380.64	76.76%
435900 OTHER PROFESSIONAL SERVICES	\$ 1,768.95	\$ 13,000.00	\$ 12,247.77	94.21%
435900 OTHER PROFESSIONAL SERVICES (mental)	\$ -	\$ 30,000.00	\$ -	0.00%
436200 BUILDING REPAIR & MAINT	\$ 780.00	\$ 7,500.00	\$ 1,882.91	25.11%
436300 MAINTENANCE AGREEMENTS	\$ 1,236.52	\$ 23,000.00	\$ 12,029.81	52.30%
453200 OFFICE EQUIPMENT RENTALS	\$ 369.69	\$ 1,600.00	\$ 1,109.07	69.32%
455150 CREDIT CARD FEES	\$ 83.31	\$ -	\$ 1,061.35	0.00%
<i>Purchased Services Totals</i>	\$ 18,962.01	\$ 312,018.00	\$ 170,595.02	54.67%

<i>Other</i>				
459200 REFUNDS & REIMBURSEMENTS	\$ -	\$ 450.00	\$ 300,136.13	66696.92%
481300 CASH OVER/SHORT	\$ (0.05)	\$ -	\$ 0.25	
<i>Other Totals</i>	\$ (0.05)	\$ 450.00	\$ 300,136.38	66696.97%

<i>Internal Service Charges</i>				
486110 HUMAN RESOURCES	\$ 2,493.42	\$ 29,921.00	\$ 22,440.78	75.00%
486370 VEHICLE & EQUIPMENT MAINT	\$ 355.17	\$ 4,262.00	\$ 3,196.53	75.00%
486520 FISCAL SERVICES	\$ 1,462.08	\$ 17,545.00	\$ 13,158.72	75.00%
486580 CENTRAL INSURANCE	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	.
486950 INFORMATION TECHNOLOGY	\$ 255.08	\$ 3,061.00	\$ 2,295.72	75.00%
486960 COMPUTER NETWORK	\$ 11.00	\$ 132.00	\$ 99.00	75.00%
486970 COMPUTER EQUIPMENT MAINT	\$ -	\$ 1,373.00	\$ 1,373.00	100.00%
488100 COMPUTER & EQUIPMENT LEASE	\$ 20.17	\$ 242.00	\$ 181.53	75.01%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 116,653.00	\$ 102,862.28	88.18%

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

	Mar-24		2024 YTD	
	Actual	Budget	Actual	% Used
REVENUE TOTALS	\$ (27,181.78)	\$ (2,685,975.00)	\$ (2,129,620.72)	79%
EXPENSE TOTALS	\$ 207,577.67	\$ 2,612,514.00	\$ 1,705,396.79	65%
Net Gain (Loss)	\$ 180,395.89	\$ (73,461.00)	\$ (424,223.93)	

	Fund Balance Start of FY2024	\$ (455,452.70)
	Estimated Fund Balance Start of FY2025	\$ (1,650,084.91)



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

**MARCH 2024**

4/13/2024

Vendor Name		MTD	YTD
ACE Hardware	(Building Supplies)	\$ 24.94	\$ 429.82
Baker & Taylor	(Jobber)	\$ 3,084.70	\$ 11,063.19
Barnes & Noble Books	(Materials Purchased)	\$ -	\$ 327.14
Bellingham Public Library	(ILL Damaged item)	\$ -	\$ 21.95
Builders First Source	(Maintenance Supplies)	\$ -	\$ 43.98
Cascade Electric	(Building Supplies)	\$ 295.70	\$ 868.70
Castle Branch	(Background Checks)	\$ -	\$ 80.00
Cengage/Gale	(Jobber)	\$ 323.87	\$ 1,345.46
Center Point	(Jobber)	\$ -	\$ 89.88
Century Link	(Telephone)	\$ -	\$ 1,733.17
Chemnet	(Drug Testing)	\$ -	\$ 160.00
Communication Resources	(Phone/Network Systems)	\$ -	\$ 3,016.00
CM Russell Museum	(Museum Consort. Membership)	\$ -	\$ 500.00
CNA Surety	(Notary Fees)	\$ -	\$ 78.00
Crescent Electric	(Building Supplies)	\$ -	\$ 227.88
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 4,806.33
Deroche, Lynn	(Library Election Monitor)	\$ -	\$ 824.50
Envisionware	(renewal)	\$ -	\$ 725.00
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 240.78
FICO	(Garage Heater Repair)	\$ -	\$ 704.00
Fisher's Technology	(Copier Agreement)	\$ 559.53	\$ 3,398.11
GFPL Foundation	(Bridge Loan Repayment)	\$ -	\$ 300,000.00
Interactive Sciences	(Wowbriary Subscription)	\$ 768.70	\$ 768.70
Johnson Madison Lumbar	(Building Supplies)	\$ -	\$ 176.73
Judith Basin Press	(Subscription)	\$ -	\$ 70.50
Kone, Inc	(Elevator Agreement)	\$ -	\$ 3,768.00
MASCO	(Building Supplies)	\$ 475.76	\$ 1,534.79
Mastercard		\$ 1,354.99	\$ 17,764.73
Midwest Tape	(Jobber)	\$ 6,609.13	\$ 8,754.13
Montana Air Cartage	(Courier Service)	\$ 396.00	\$ 5,002.80
MMIA	(Workers' Comp Insurance for Volunteers)	\$ -	\$ 31.93
Mountain Alarm Co.	(Annual Inspection)	\$ -	\$ 637.50
Mr. Green Landscape	(Snow Plow service)	\$ 1,030.00	\$ 2,410.00
National Laundry	(Maintenance Supplies)	\$ 26.00	\$ 104.00
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 71.93
OCLC Online	(Annual Service)	\$ -	\$ 6,648.19
Overdrive	(MT Library 2 Go)	\$ -	\$ 14,926.77
Petty Cash	(Refunds)	\$ -	\$ 147.05
Pitney Bowes	(Mailing Machine lease)	\$ 369.69	\$ 1,109.07
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ 342.95	\$ 567.95
Shelby Promoter	(Subscription)	\$ -	\$ 45.00
State of Montana	(Elevator Insp.,Boiler permit, Montana Shared Library)	\$ 780.00	\$ 27,904.95
The Tire Guys	(Maintenance Supplies)	\$ -	\$ 26.45
Unique	(Collections Service)	\$ -	\$ 104.85
Vision Net, Inc	(Internet Service)	\$ 170.40	\$ 1,363.20
WX COX	(Jobber)	\$ -	\$ 6,012.65
		\$ 17,289.35	\$ 430,635.76

Great Falls Public Library Vendor Summary (2220)

MARCH 2024

4/13/2024

Mastercard Transaction Breakdown			
Amazon	VGA adapter	\$	15.90
Amazon	USB Drives	\$	59.98
Amazon	Tech Services Supplies	\$	21.46
Amazon	Materials Purchased	\$	199.48
Amazon	Tape, Receipt tape, paper	\$	207.98
Evonence	Google Services	\$	364.50
Independent Record	Subscription	\$	243.00
Staples	Batteries and Labels	\$	69.96
Staples	Shipping tape	\$	51.48
Supply Closet	Cleaning Supplies	\$	77.98
Walmart	Chess Board for 2nd Floor	\$	43.27
TOTAL:			\$1,354.99

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

**MARCH 2024**

4/13/2024

Vendor Name		MTD	YTD
4Imprint	(Community Engagement Swag)	\$ 5,800.36	\$ 5,800.36
	(Parking Signs & Poles, Storywalk replacement		
All State Signs	plixi)	\$ -	\$ 1,569.00
Baker & Taylor	(Jobber)	\$ 7,485.22	\$ 64,252.68
Barns & Noble	(Jobber)	\$ -	\$ 532.36
BookPage	(Jobber)	\$ -	\$ 402.00
Butte Silver Bow	(Subscription)	\$ -	\$ 18.39
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
Cascade Courier	(Subscription)	\$ -	\$ 40.00
CenterPoint	(Jobber)	\$ 44.94	\$ 314.58
Choteau Acantha	(Subscription)	\$ -	\$ 47.00
City of Great Falls - Mansfield	(Gathering of Families)	\$ -	\$ 1,495.00
City of Great Falls - Parking	(Curtesy Parking Spots)	\$ -	\$ 900.00
Creative Empire	(Mango Language)	\$ -	\$ 5,700.00
DELL Marketing	(FAP - Public Computer Upgrades)	\$ -	\$ 26,771.39
Downtown Great Falls	(Parade of Lights/Xmas Stroll)	\$ -	\$ 80.00
Einan, Jerry	(Custom built staff mailboxes)	\$ -	\$ 600.00
Falls Print Works	(Tech Service Supplies)	\$ -	\$ 282.00
Gale/Cengage	(Jobber)	\$ -	\$ 3,225.33
Gale/Cengage	(Chilton Database FAP)	\$ -	\$ 3,038.76
Great Falls Tribune	(Subscription)	\$ -	\$ 422.16
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 2,000.00
HUB International	(Notary bond)	\$ -	\$ 40.00
Hughs-Bryant, Penny	(Open Books book Club)	\$ -	\$ 350.00
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Keller, Steve	(Music in the Park)	\$ -	\$ 600.00
Lewis & Clark Int. Cntr.	(Adult Program)	\$ -	\$ 600.00
LinkedIn Learning	(Subscription)	\$ -	\$ 13,125.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ -	\$ 600.00
Mastercard		\$ 4,516.84	\$ 23,558.25
Midwest Tape	(Jobber)	\$ 3,628.53	\$ 11,091.26
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 106.90
Montana Repertory Theater	(Odyssey Performance)	\$ -	\$ 900.00
National Laundry	(table linens)	\$ -	\$ 86.45
Overdrive	(MT Library 2 Go - Advantage)	\$ -	\$ 16,000.00
Penworthy Company	(Jobber)	\$ -	\$ 888.12
Petty Cash	(Reimbursement for Refunds)	\$ -	\$ 56.65
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,775.28
Roggow, Alyssa	(Speaker Series)	\$ -	\$ 150.00
Ron Hall Sprinklers	(Park Repair)	\$ -	\$ 1,432.50
Rowland, Russell	(Speaker Series)	\$ -	\$ 200.00
Rowman & Littlefield	(Jobber)	\$ -	\$ 107.67
Rural Dynamics	(VISTA)	\$ -	\$ 1,000.00
Strutz, Curt	(Adult Program)	\$ -	\$ 400.00
TC Glass	(Storywalk Plexi-glass)	\$ -	\$ 52.50
Tilleraas Landscape	(Park Cleanup-repair)	\$ -	\$ 14,076.25
Wendt Advertising	(Logo Design and Rebranding)	\$ 6,022.50	\$ 9,652.50
Zoobean	(KP/YA Beanstack Plus)	\$ 1,813.90	\$ 1,813.90
<b>Credits</b>			
		\$ 29,312.29	\$ 219,074.24

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

**MARCH 2024**

4/13/2024

<b>Mastercard Transaction Breakdown</b>			
Albertsons	Memory Café supplies	\$	19.98
Amazon	Materials Purchased	\$	356.67
Amazon	KP/YA Supplies	\$	178.46
Amazon	FAP: Communications Support - Camera	\$	981.03
Amazon	New Microphone system for meeting room	\$	529.89
Amazon	Board Meeting Timer	\$	36.99
Amazon	Battery charger and batteries	\$	53.85
Archie Comics	Materials Purchased	\$	124.43
AT&T	Bookmobile Hotspot	\$	233.85
CANVA	KP/YA & Adult Programing Software	\$	12.95
Custom Pins Now	FAP: Community Engagement Swag	\$	980.00
GFC-MSU	Boiler Training for John	\$	600.00
Humanities Montana	Speaker Series	\$	75.00
Super 1	KP/YA Supplies	\$	129.66
United Way	Training for Jake	\$	10.00
Walmart	Stools for OPACs	\$	159.99
Walmart	GFPS Art Opening	\$	34.09
<b>TOTAL:</b>			<b>\$ 4,516.84</b>

**GREAT FALLS PUBLIC LIBRARY  
DONATIONS**

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**MARCH DONATIONS**

**IN MEMORY OF**

Andy and Zander Blewett	\$	30.00	In Memory of Dr. F. John Allaire (NF)
	\$	30.00	In Memory of John L. Bink (NF)
	\$	30.00	In Memory of Mary "Larri" Konen (NF)
	\$	30.00	In Memory of Lorena Lauritzen (NF)
	\$	30.00	In Memory of Dave Plovanic (NF)
	\$	30.00	In Memory of Ray Volk (NF)
	\$	30.00	In Memory of Brett Alan Williams, Jr. (NF)
George Stafford	\$	25,000.00	In Memory of George Stafford - Library Remodel
Great Falls Education Association	\$	10.00	In Memory of Richard "Bud" Robertson (Juvenile)
	\$	10.00	In Memory of Bolder L. "Rocky" Lanier (Juvenile)

**FOUNDATION**

Book-A-Thon	\$	65,000.00	<b>402 Materials = \$50,000</b>
Foundation Approved Projects	\$	92,450.00	LB262102 KP/YA Programs = \$15,000
			ML2G-Advantage = \$15,600
			Washable Dress Up Clothes = \$290
			Montana Repertory Theater Performance = \$1,200
			Public Access Computer Upgrade = \$32,000
			Communications Support = \$2,900
			Community Engagement Swag = \$8,265
			Shakespeare in the Parks = \$4,120
			Expanded Armchair Traveler = \$825
			Adult Summer Reading = \$2,575
			Partner Program Support = \$1,075
			When I Work Scheduling = \$850
Jones / Whitmyer / Cordingley	\$	2,809.47	Rebranding = \$28,750
			<b>Jones = \$623.04 (402)</b>
			<b>Whitmyer = \$249.22 (402)</b>
			Cordingley = \$1,937.21 Park Renovation (404)

**OTHER**

Book Sales	\$	284.00	Withdrawn Book Sales
Steven & Suzanne Spady	\$	300.00	Juvenile Easter Books

**TOTAL: \$ 186,073.47**

## **Library Systems Technology Coordinator- Management Team Report**

### **Background information about myself:**

My name is Sara Kegel and I have been employed at the Great Falls Public Library for 28 years. I started in 1996 as a part time Page, checking in books for 3 hours a day. I also worked in the Circulation Department and the Reference Department in addition to being a Notary Public. In 2011, I was hired as Library Systems Technology Coordinator and was mentored by the late I.T. Coordinator and Library Director Kathy Mora. I love the library! The library is my second home!

### **Technology Systems Department:**

The IT department manages and coordinates all of the Library's technology. It manages staff and public computers and it also maintains numerous other devices, including printers, a fax machine, copy machines for both patrons and staff, tablets for our online catalog, time print management software, switches, a firewall, wireless access points and portions of the phone system. We also assist with supporting the Montana Shared Catalog and the associated devices including scanners, receipt printers, RFID pads, and self-check machines.

I am thrilled to announce that our new IT Assistant, Payten, started on April 1st. We jumped right in and are currently configuring and installing new public access computers and monitors on the second floor.

Going forward our department will be responsible for transferring our current website to a new website host on our go live date- currently the first week of June. Up until recently I was responsible for our website content. The Communications Specialist is now the lead for the website content. Technology Systems staff provide website backup.

The I.T. Department will complete an Envisionware (public computers system) software upgrade before transitioning to being open 7 days a week the first week of June.

GFPL recently replaced our building copy machines and it was the job of IT to ensure a seamless transition to our current setup to work effectively with all of the staff and patron computers.

I recently configured and implemented our new mobile printing solution, Princh. It has been a huge hit with staff and patrons and works seamlessly with our system.

In the last few months I have developed a new IT ticketing system so staff can effectively communicate technology problems using Google forms reporting technology issues and communicating about the timeline/process for resolution.

I recently configured laptops and computers for our new staff and assisted with updating library spaces, (computers, network drops, phones, etc.) to gracefully accommodate all of the new staff needed for expanded library hours.

In the upcoming months, our department will be developing and implementing some technology programs—including configuring laptops for patron checkout. I would like us to create and continue to host one on one monthly or bi-monthly technology cafes, and/or public training events as it relates to library resources and patron needs. MontanaLibrary2Go instruction, basic computer and tablet setup, basic email and internet security classes or events are some good examples.

Using Survey Monkey, I have created a technology satisfaction survey to distribute to staff to have a better understanding of their technology needs within the building and how to improve them and think about possible remote working situations that may arise.

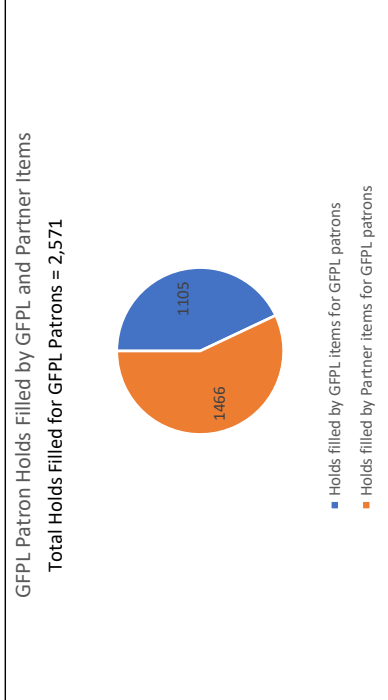
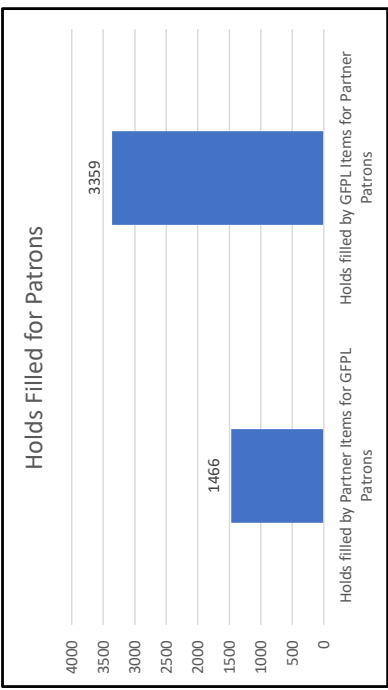
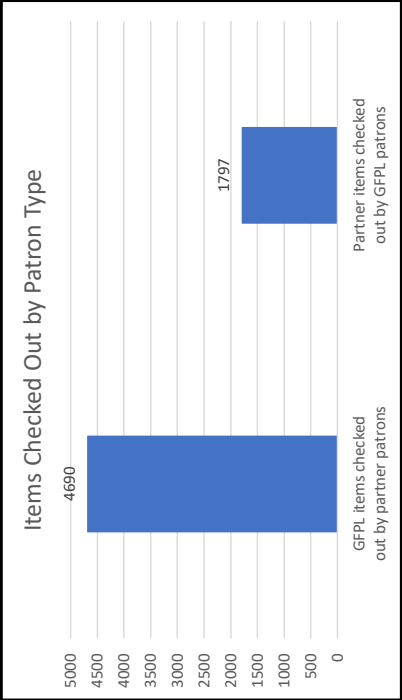
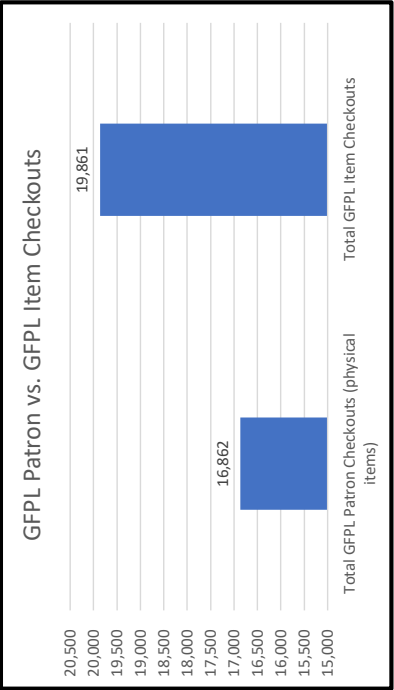
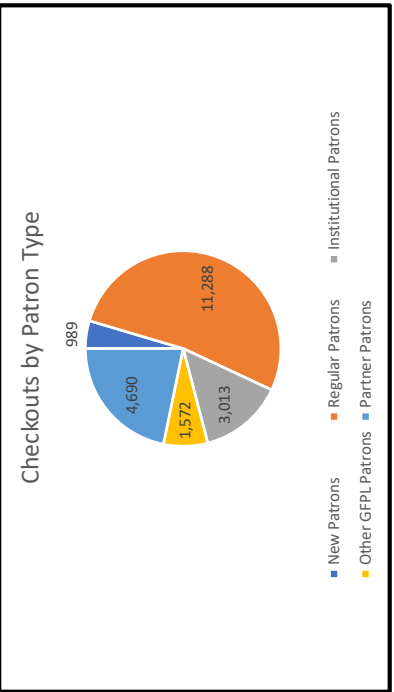
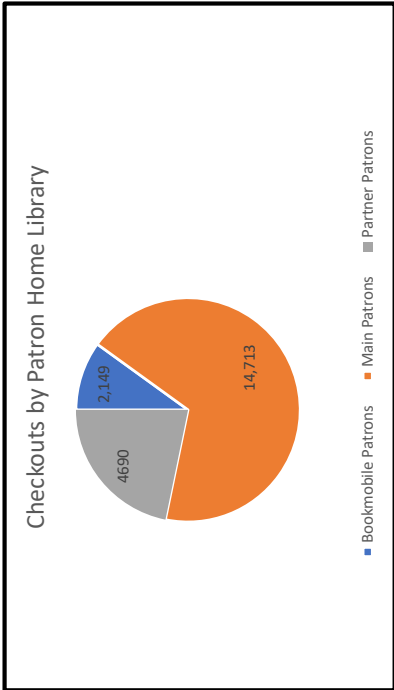
Thank you so much for your time and dedication to our fabulous library!

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

1. **MONTHLY MANAGEMENT TEAM UPDATE—TECHNOLOGY SYSTEMS REPORT:** Sara Kegel has prepared a report on Library Technology Systems. She will provide an overview and answer any Board questions.
2. **MILL LEVY IMPLEMENTATION:** All new staff (except for the Assistant Director) have been hired and are being trained. Kudos to Sara Kegel, Rae McFadden and Sara Linder-Parkinson for developing great onboarding programs for the new employees. We are on track to extend our hours starting Sunday June 9<sup>th</sup>. Please mark your calendars for our Library Bash planned for Saturday June 8<sup>th</sup> to celebrate.
3. **BOARD OF TRUSTEE QUARTERLY TRAINING:** I hope that you were able to participate in the April Board training offerings. I look forward to your feedback.
4. **AUTORENEWAL:** The Montana Shared Catalog now has the ability to do automatic renewals. The system can be set-up to automatically renew any overdue item that qualifies for renewal. We will be piloting autorenewal this Spring to see how it works for Great Falls Public Library. I'm happy to answer questions about this change at the meeting.
5. **NATIONAL LIBRARY WEEK:** Thanks to Library Staff, Library Board and volunteers for helping to celebrate National Library Week. We have an excellent Library Team and I am pleased to recognize their work to serve our community. I hope that you were able to see our social media posts and new Library videos.
6. **CREDIT CARDS:** I am happy to report that the issues with the Library accepting credit card payments have been resolved and the Library has been taking credit card payments for the last month. Thanks to Aaron for his work with the financial procedures and the Public Services Staff lead by Sara Linder-Parkinson for developing workable procedures.
7. **BANDSHELL REMOVAL:** Asbestos testing has been done and the appropriate permits requested. Shumaker Trucking & Excavating hope to do the demolition the week of April 22<sup>nd</sup>.
8. **FRIENDS OF THE LIBRARY BOOK SALE:** The Friends of the Library Book Sale is scheduled to start May 9<sup>th</sup>. The Friends are collecting books every Saturday from now until April 27<sup>th</sup> from 10:00 am to 2:00 pm. Thank you to the Board members who have volunteered to assist with collection. If you are interested in volunteering, please talk to Sarah Cawley.
9. **MONTANA LIBRARY ASSOCIATION AWARDS:** Congratulations to the Library Board for winning the Montana Library Association Jane Lopp Trustee of the Year Award. All of your work is deeply appreciated.

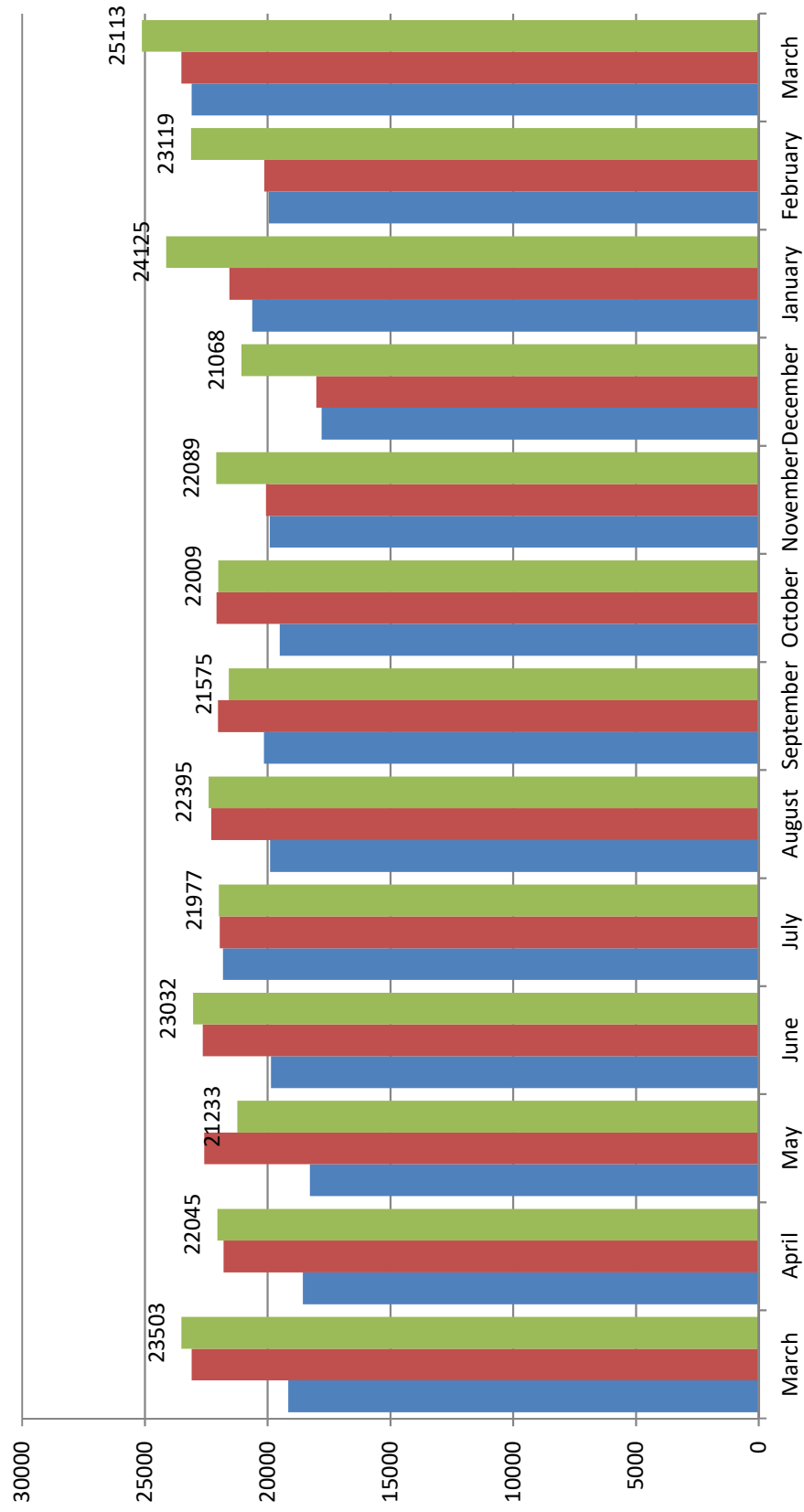


March 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



## Total Monthly Circulation

Total Circulation Previous 12 Months: 269,780

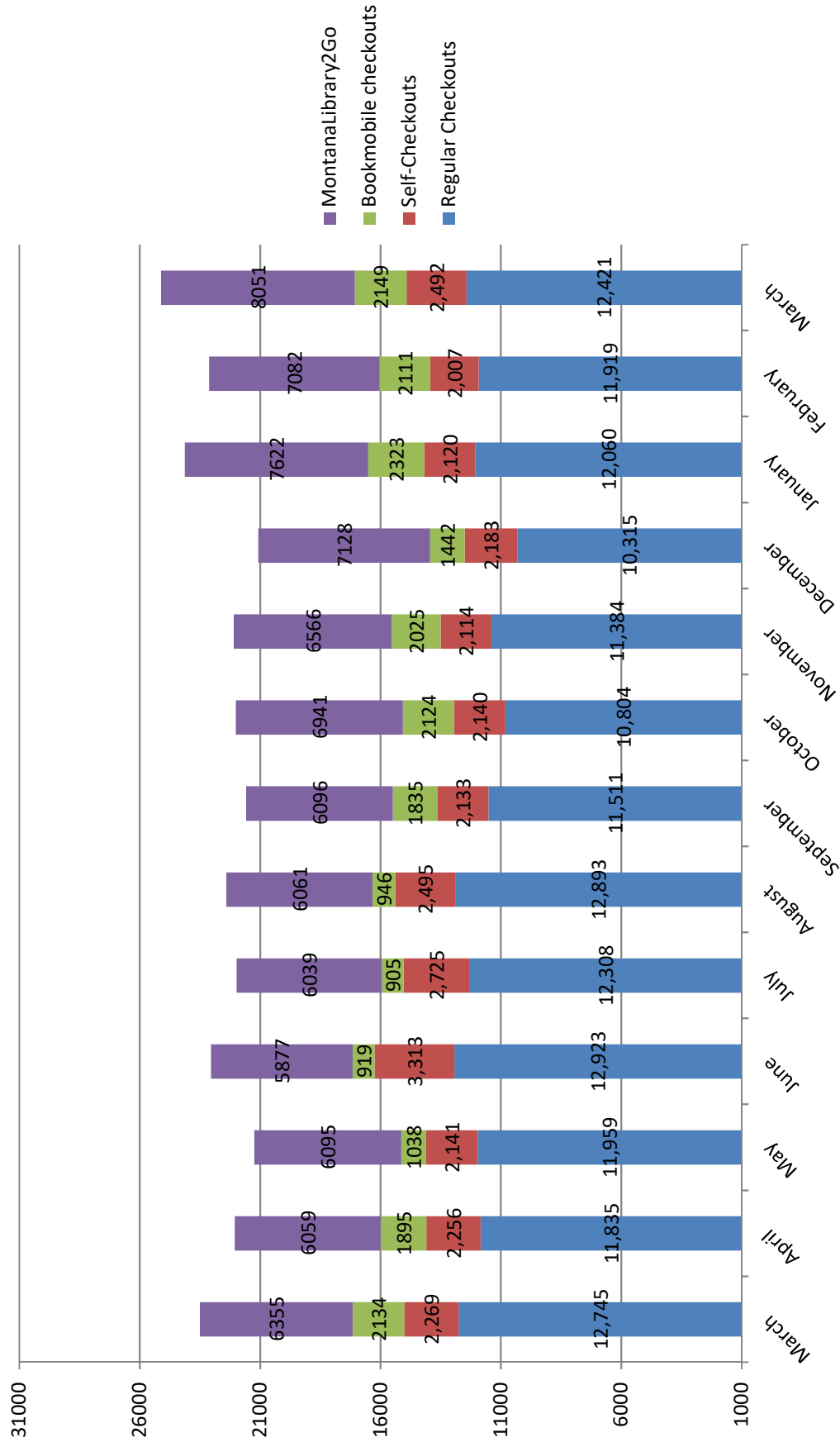


Total for 2021/2022: 239,405 Total for 2022/2023: 258,598

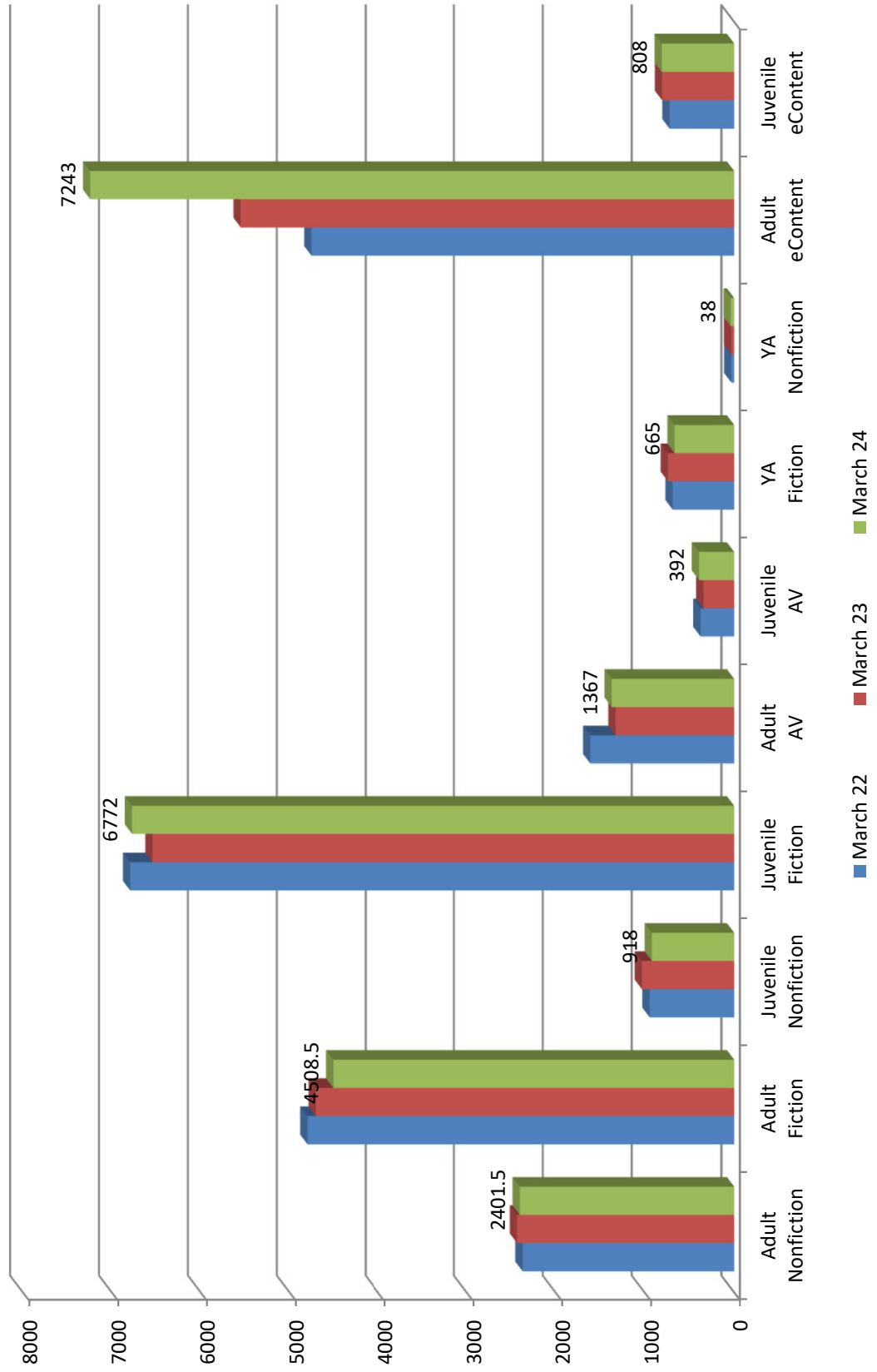
■ 2021/2022 ■ 2022/2023 ■ 2023/2024

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

12 Month total = 269,780

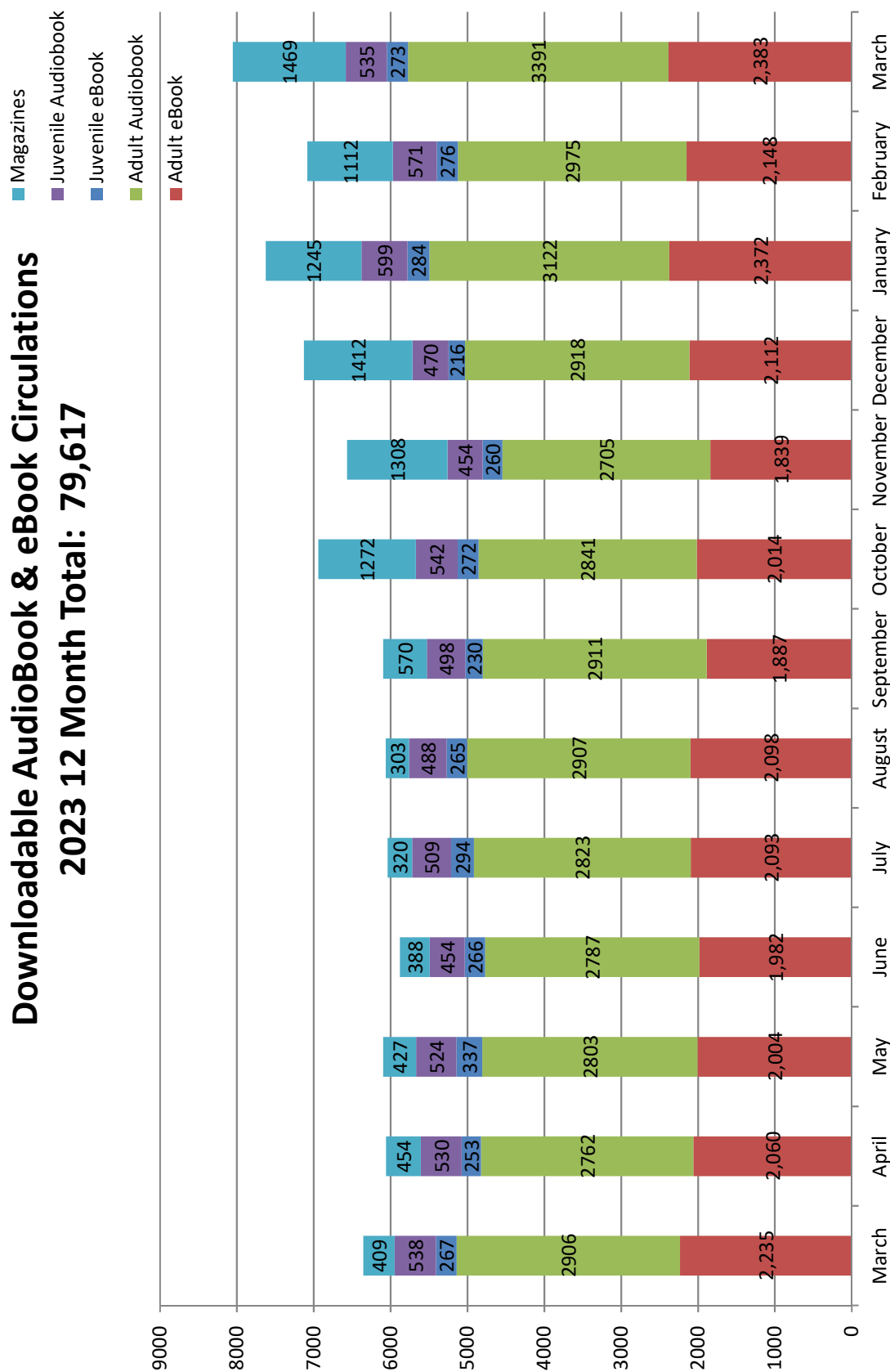


## Comparison of Circulation Totals March 2022, 2023, and 2024



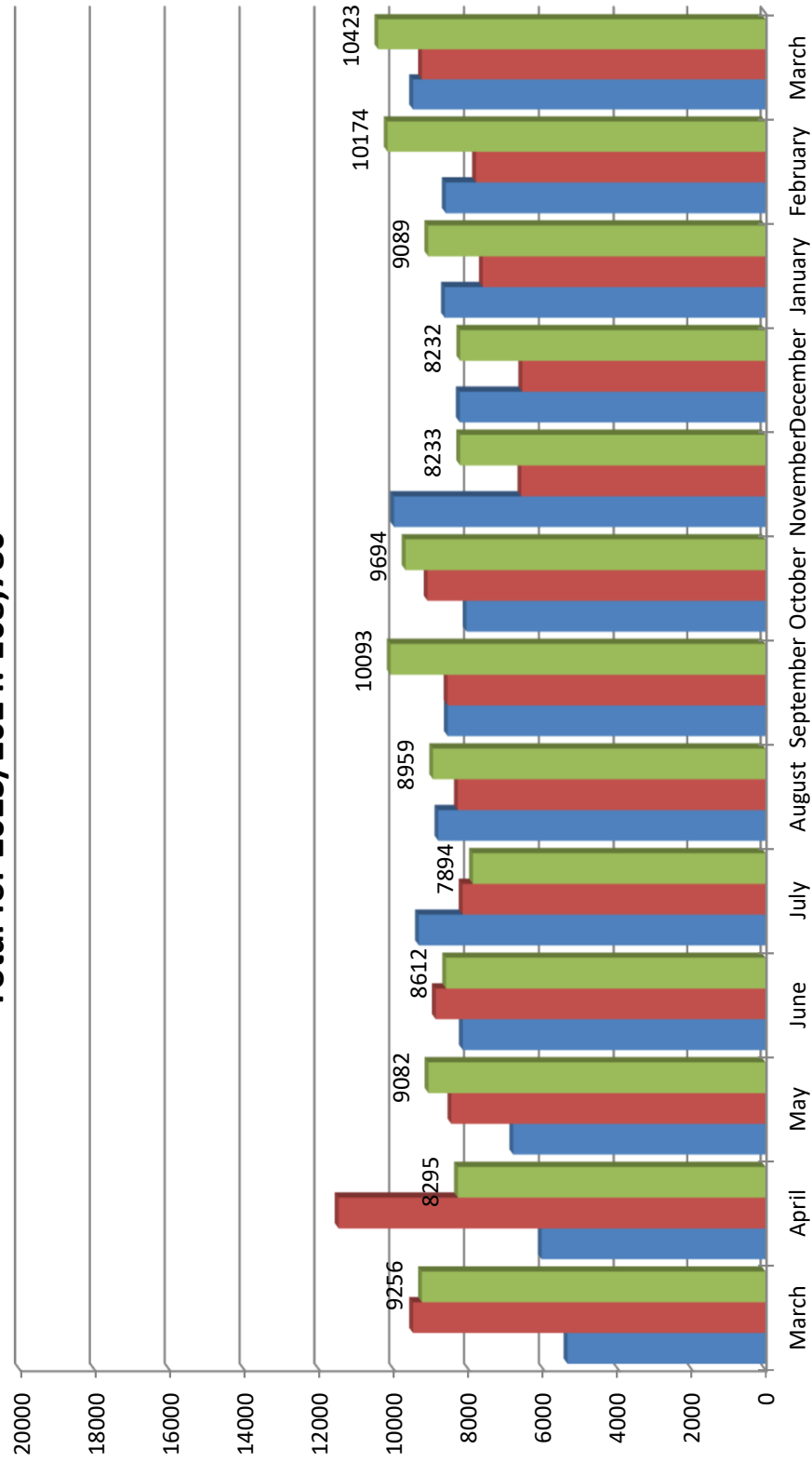
## Downloadable AudioBook & eBook Circulations

### 2023 12 Month Total: 79,617



## Total Monthly Patron Attendance

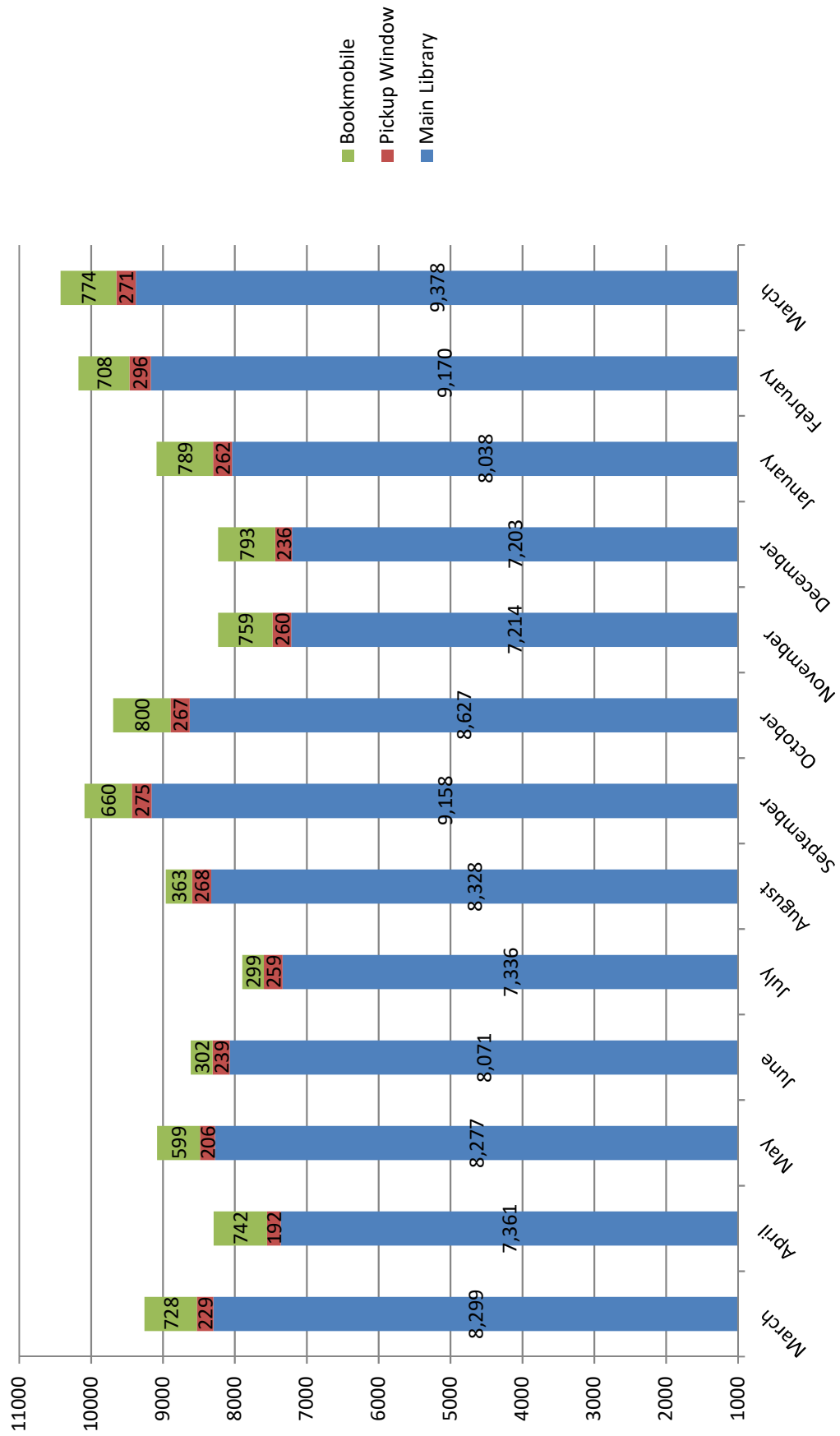
Total for 2023/2024: 108,780



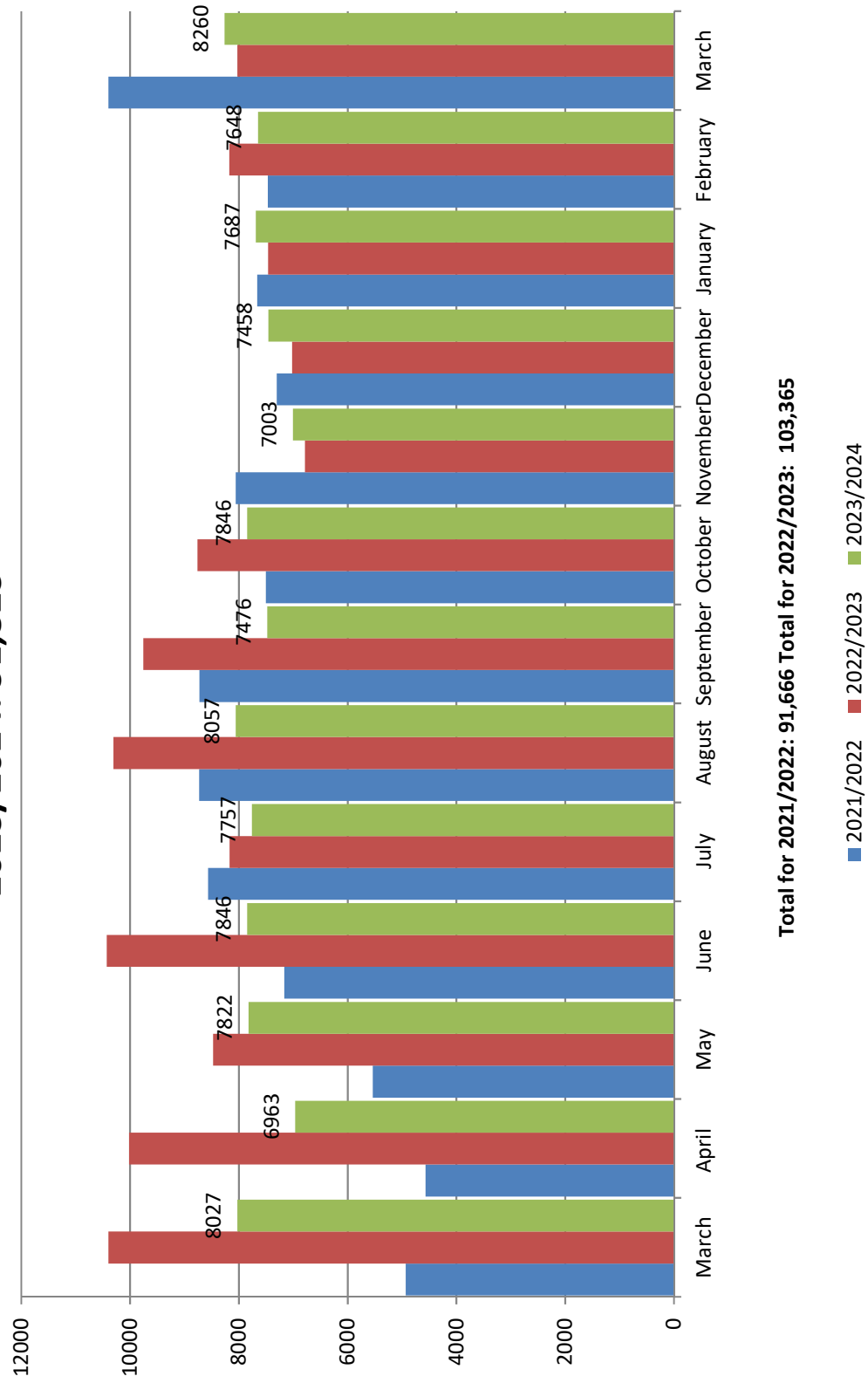
Total for 2021/2022: 100,821 Total for 2022/2023: 100,852

■ 2021/2022 ■ 2022/2023 ■ 2023/2024

## Main Library, Bookmobile and Pickup Window Attendance



# Use of Public Computers & Wireless Network 2023/2024: 91,823

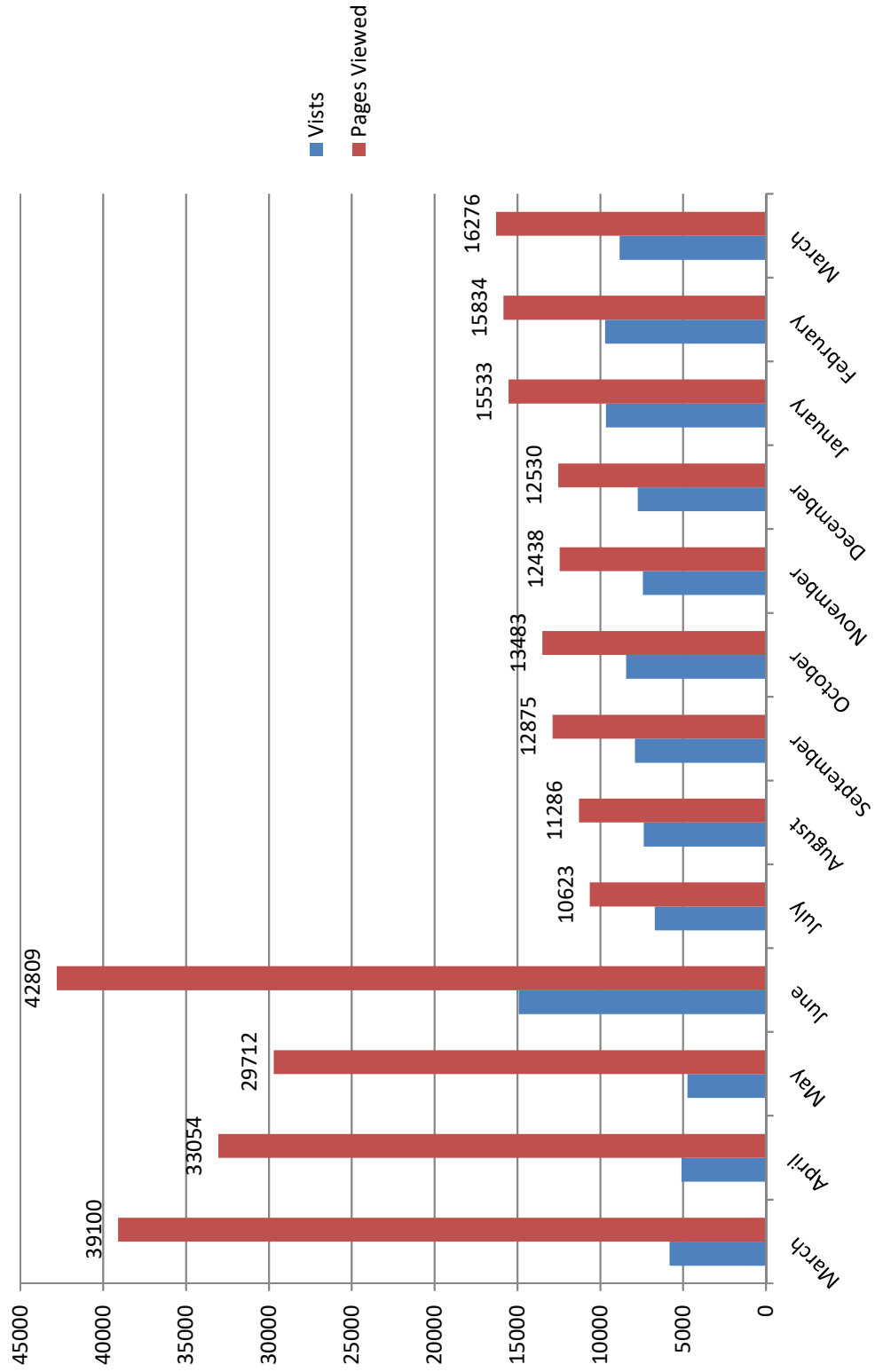




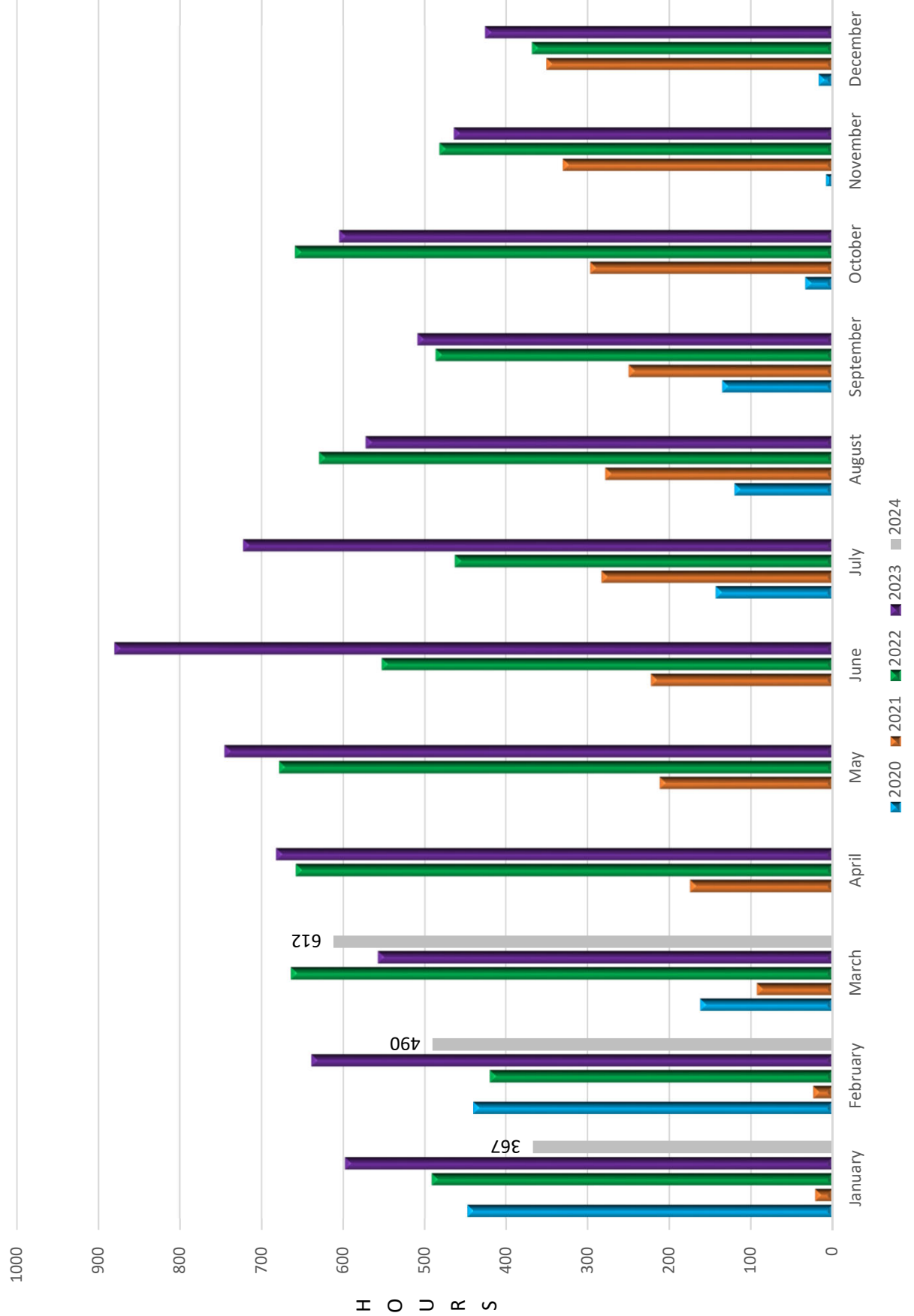
## Library Web Page Usage

2023/2024 12 month Total Pages Viewed: 226,453

2023/2024 12 month Total Sessions: 98,511



## Volunteer Statistics



**GREAT FALLS PUBLIC LIBRARY**

**PERSONNEL REPORT  
MARCH 2024**

NEW HIRES

Steve Haefer – Custodian - PT

Amma Jones – Library Clerk – PT

Trevor Stearns – Library Clerk – PT

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None



Library Board Meeting Date: April 23, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

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

**Suggested Motion:** NONE

**Staff Recommendation:** Staff recommends that the Library review the *Board Education and Recruitment* of the Library Public Library Standards Road Map. The Library should continue to ensure that they meet ALL of the Essential Standards. The Board should determine which Excellent and Cooperative Standards Great Falls Public Library should pursue.

**Background:** In order to meet the Montana State Library Public Library standards, the Board is required to review the *Public Library Standards Roadmap* yearly. The Board has elected to review one section of the Road Map each month. The Board is scheduled to review the *Board Education & Recruitment* section at the April meeting.

The Road Map has three types of recommendations.

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

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

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

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

**Attachments/Exhibits:**

The *Board Education & Recruitment Section* of the Montana Public Library Standards Road Map

## Public Library Standards Road Map: Great Falls Public Library Status

Blue = Library Meets Standard No Additional Action Needed by Board

Green = Library Meets Standard Board Needs to Continue to take regular action

Orange = Library does NOT meet Standard. Standard NOT required. Board decision needed. Does the Board want to make plan to meet standard?

### BOARD EDUCATION AND RECRUITMENT

Our community members see themselves reflected in the makeup of the board and benefit from boards that implement practices that encourage learning and effective board practices.

Essential	Excellent	Cooperative
<p>Board members learn about the services the library provides to users, the role of the board in providing administrative and financial oversight, and the role of the board in planning for new services for users.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library Board receives onboarding materials and updates during regular meetings.</li> <li>● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO PROVIDE ONBOARDING AND HAVE INFORMATIVE MEETINGS.</li> </ul>	<p>The Board has a formal process for welcoming and educating new board members.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Each new Library Board receives a Library tour, a binder of materials and has an onboarding meeting with the Director.</li> <li>● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO PROVIDE ONBOARDING.</li> </ul>	<p>Boards within a federation learn about new and different library services and service models as well as different governing and funding models and evaluate which models might best serve their communities</p> <ul style="list-style-type: none"> <li>● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.</li> </ul>
<p>The Board receives at least 3 hours of continuing education each year.</p> <ul style="list-style-type: none"> <li>● GFPL MEETS STANDARD. Library Board receives regular training.</li> <li>● TO CONTINUE TO MEET STANDARD BOARD NEEDS TO CONTINUE TO HAVE REGULAR TRAINING. (regular training on Board calendar)</li> </ul>	<p>The Board receives at least 6 hours of continuing education every year.</p> <ul style="list-style-type: none"> <li>● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to receive more training.</li> </ul>	<p>Boards within a federation work together to identify and participate in regional continuing education opportunities that benefit the boards in that federation</p> <ul style="list-style-type: none"> <li>● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.</li> </ul>
	<p>At least 1 board member is certified by the Montana State Library</p>	<p>Libraries within a federation encourage and attempt to have at least 25% of their board members become certified.</p>

	<ul style="list-style-type: none"> <li>• GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>• Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.</li> </ul>	<ul style="list-style-type: none"> <li>• GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>• Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.</li> </ul>
	<p>The Board has a process for identifying what skills are needed on the board and seeks new board members that can fill those needs</p> <ul style="list-style-type: none"> <li>• GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>• Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to do a Board skill assessment. Will also require working with City Commission regarding Board appointment procedures.</li> </ul>	<p>Board members within federations provide assistance to one another by loaning their skillsets or knowledge to another board within the federation.</p> <ul style="list-style-type: none"> <li>• GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>• Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Federation partners.</li> </ul>
	<p>The Board evaluates their work annually</p> <ul style="list-style-type: none"> <li>• GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED.</li> <li>• Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to do develop a process for evaluating their work and conduct the process annually.</li> </ul>	



Library Board Meeting Date: April 23, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

<b>Item:</b>	Policy Review: Access and Use of Facilities Services and Materials
<b>Presented By:</b>	Susie McIntyre, Library Director
<b>Action Requested:</b>	Approve the updated Access and Use of Facilities Services and Materials Policies

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/disapprove the updated *Access and Use of Facilities Services and Materials Policies* as presented.
  2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.
- 

**Staff Recommendation:** Staff recommends that the Library Board approve the updated *Access and Use of Facilities Services and Materials Policies*

**Background:** The Library Board is required to review every library policy at least every four years in order to receive State Aid. The Board has elected to review different policy sections throughout this calendar year. The Board is scheduled to review the *Access and Use of Facilities Services and Materials Policies* at the April meeting.

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

- **Americans With Disabilities Act:** No changes suggested.
- **Animals:** No changes suggested.
- **Community Exhibits and Displays:**
  - Changing the wording around the right to approve /disapprove exhibits to reflect that the Library reserves the right to approve exhibits. (Current wording designates the Director OR the Board.)
  - Update to allow Art Exhibit items to be labeled with prices if they are for sale.
- **Computer and Internet Use:**
  - Update language regarding parental responsibility.
  - Update information about computer resources available in Kids Place.
- **Copyright:** Simplify Copyright notice language. (Based on a review of the policies of other libraries.)
- **Device Checkout Policy:** Update language to allow for the checkout of different types of devices. The Library is currently not checking out laptops, but we hope to be able to do so in the next 12 months.
- **Disclosure of Confidential Records:** No changes suggested.
- **Display and Distribution of Free Materials:** Update language to emphasize that we post information about events/activities sponsored by our community partners (such as members of the Museum Consortium and the Raising Readings Committee).
- **Fax Machine:** Update the timing to discard unclaimed materials.
- **Fees and Recover of lost damaged and non-returned materials:**
  - Clarify that the hotspot program has a separate fee structure from regular items.

- Clarify that we waive processing fees for uncatalogued paperbacks and board books.
- Clarify that some items returned with minor damage may cause a nominal fee (rather than a full replacement fee).
- Update the policy to reflect that the Library no longer contracts with a collection agency.
- **Hotspot Lending Policy:**
  - Provide notice that the hotspot program may not continue if Montana State Library funding is not provided in the future.
  - Clarify the fee structure for returning a hotspot late.
  - Clarify that a patron will not be able to borrow/hold a hotspot as a consequence of returning a hotspot late.
  - Include the removal of the SIM card as a prohibited activity.
- **Partners Sharing and InterLibrary Loan:**
  - Add information about the Partner Sharing
  - Update the Interlibrary Loan policies to reflect that GFPL is now a member of the Partners
- **Library Cards:**
  - Update formatting to make Limited Use Card information more clear.
  - Add requirement that applicants must pay bills to other Partner Libraries before getting a Great Falls Public Library Card.
  - Update information about Homebound service availability through Bookmobile staff
- **Meeting Space:**
  - Clarify that the patron behavior policy applies to people using the meeting rooms. Including prohibiting specific actions.
  - Require that users of the meeting rooms leave it as they found it.
- **Periodicals and Newspapers:** No changes suggested.
- **Petitions and Solicitations in the Library:** No changes suggested.
- **Photography and Videotaping:** No changes suggested.
- **Statement on Privacy of Library Records:** No changes suggested.
- **Community Corner: *NEW SECTION***
  - The Library has added the Community Corner as a permanent exhibit space. The purpose of the community corner is to connect our patrons and community members to essential support and resources that are available locally.
  - Staff suggest that a Community Corner policy be added to the Library manual.
- **FORM Art Exhibit Application:**
  - Recommend discontinuing this form as it is rarely used. Interested artists generally speak with the Community Engagement Coordinator and then fill out the Art Exhibit Contract.
- **FORM Art Exhibit Contract:**
  - Update staff title from Public Relations Coordinator to Community Engagement coordinator.
  - Simplify sentence about insuring items.
  - Update to allow Art Exhibit items to be labeled with prices if they are for sale.
- **FORM Community Exhibit Contract:**
  - Instead of a section for the “topic of the exhibit”, the form now asks for a short description of the exhibit.
  - Added spaces for staff approval.
  - Updates Policy to reflect changes suggested above
- **FORM Device Borrowers Agreement:** No changes suggested.
- **FORM Hotspot Permission Form:** No changes suggested.
- **FORM Hotspot User Agreement:** No changes suggested.
- **FORM Permission to Photograph:** No changes suggested.

**Significant Impacts:** Updated policies will promote better Library service. Staff proposed changes will assist in enforcement of Library policies and improve patron interactions.



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

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

**Attachments/Exhibits:**

Access and Use of Facilities Services and Materials

## Americans With Disabilities Act

Great Falls Public Library adheres to the Americans with Disabilities Act which assures equal access to employment opportunities and access to library facilities, activities and programs. Every attempt will be made to accommodate the needs of persons with disabilities.

Questions about ADA compliance and suggestions about accessibility of library facilities, activities or programs should be addressed to the library director.

# Animals

No animals shall be permitted in the library with the exception of service animals and those brought in for library programs with staff supervision.

# Community Exhibits & Displays

## Community Art Exhibits

The library provides art exhibition space for individuals and non-profit groups in order for them to promote their art, activities, history, cultural heritage and/or current projects. The space may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals. Space for each exhibit will be determined by library staff. The library reserves the right to place limits on location, duration and size of exhibits. Exhibitions do not imply endorsement by the library.

Exhibited items may ~~not~~ be labeled with prices. If the items are for sale, the exhibitor may provide a price list complete with contact information, copies of which will be given out at the front desk upon request. The library will not handle any sales transactions.

All groups, organizations or individuals exhibiting art at the Great Falls Public Library must have a signed Art Exhibit Contract and adhere to Library exhibit procedures.

The Great Falls Public Library ~~Board of Trustees or the Director~~ reserves the right to approve or disapprove any proposed exhibit and its location.

## Community Exhibits

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

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

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

Exhibits do not imply endorsement by the library. The Great Falls Public-Library ~~Board of Trustees or the Director~~ reserves the right to approve or disapprove any proposed exhibit and its location.

## Computer and Internet Use

The Great Falls Public Library offers access to the Internet in the belief that it is a vital information source. The Library promotes access to the Internet through public access computers, WIFI network, [online catalog tablets](#), device lending and hotspot lending. The library's connection to the Internet is provided to the public without charge.

The Internet is a freely accessible and largely unregulated resource. While the vast majority of sites on the Internet are neutral arenas for information exchange, some sites may contain material that might prove offensive to some users. Some information accessed through the Internet may not meet the Great Falls Public Library collection development policy guidelines. Patrons are encouraged to ask staff for help and advice in locating the best sources of information.

- All Great Falls Public Library patrons whether or not they have a Library card, have access to the library's public computers and WIFI. [The Library strives to provide Internet access at all times the Library is open, but downtimes occasionally occur, and will be announced in advance when possible.](#)
- Users may print from library computers or from mobile devices. Printouts can be picked up at the print release station for a nominal charge.
- Saving to library computer hard drives is allowed, but files will be automatically deleted upon restart of the computer. Patrons may save to USB drives. USB drives are available at the library for a nominal charge.
- Connecting other types of devices to the computer using the USB ports (such as digital cameras) is allowed. USB devices must not require device drivers or special software to be used on library computers.
- Requests for additional software may be considered. However, broad appeal, security, computer/network functionality, bandwidth utilization and support issues will determine whether the software is added. Final decisions on adding software rest with the Library Technology Systems [Coordinator staff](#) with input from [other](#) library staff [members](#).
- Parents who are concerned about their children's use of the Internet should provide guidance for their own children. Parents or guardians who believe that their children cannot responsibly use the Internet should personally supervise [or restrict](#) their use of library computers.
- The Library does not assure the security of data, including email when using any of the publicly available PC's or wireless network. Patrons are responsible with transacting with secure web sites when transmitting personal information over the Internet.
- Audio output must be muted or directed to headphones with the volume not audible to others. Headphones are not provided by the library, but are available for purchase at the for a nominal fee.
- Users are responsible for the configuration of their own equipment. Staff is unable to provide comprehensive technical support for personal computers and devices. Great Falls Public Library

staff will provide limited assistance or recommendations regarding configuring or troubleshooting equipment.

- A wireless connection is less secure than a wired connection. Users are responsible for understanding the risks. Great Falls Public Library does not assure the security of data when using any of the publicly available PCs, devices, or the wireless network.
- The Library is not responsible for any damage or loss of any personal device connected by patrons. The library is not responsible for lost or damaged disks or files.

## Computer in Kids' Place and Teen Scene

- The Kids' Place Computers are intended for children age 3 through 11 and for teens and adults who need to do homework, access the Internet, etc., while caring for young children playing in the Kathy's Corner play area. The computers in Teen Scene are available only to patrons 12-18 years old, unless approved by a staff member.
- While the Great Falls Public Library follows a Safety Policy to protect minors, the Library supports the right of each family to decide what use of computers/Internet is appropriate for their children. Responsibility for a child's use of library computers and Internet lies with their parent or legal guardian.
- The use of headphones is required when watching videos, playing games, etc. Sound should not be audible to other ~~P~~patrons.
- ~~• The Kids' Place Computer Lab includes a preschool gaming computer intended for children ages 5 and under and a Chromebook reserved for virtual meetings, especially for distance learning, and other webcam use.~~
  - ~~○ Non-participants in virtual meetings cannot be recorded and/or photographed without consent from a parent/legal guardian.~~
  - ~~○ An adult must accompany children under 8 while using the computer lab.~~

Please see the Patron Behavior Policy for a full description of behavior guidelines for the use of Library computers, Kids Place Computers, Teen Scene Computers and WIFI network.

## Internet Safety Policy

It is the policy of Great Falls Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## Definitions

Key terms are as defined in the Children's Internet Protection Act.

**MINOR** The term "minor" means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children 's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**



To the extent practical, steps shall be taken to promote the safety and security of users of the Great Falls Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

To the extent practical, it shall be the responsibility of the Great Falls Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children 's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Technology Systems Coordinator or designated representatives.

# Copyright

The Great Falls Public Library will enforce United States Copyright Law (Title 17, United States Code) and will place the statement below at all public use copiers and printers. In addition, this institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## NOTICE AND WARNING CONCERNING COPYRIGHT RESTRICTIONS

~~The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user requests, makes, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.~~

The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

## Device Checkout Policy

Great Falls Public Library has a limited number of ~~laptops/tablets/chrome books/DVD players~~ electronic devices available for checkout and ***for use in the library only***. Devices are available on a first-come, first-served basis and cannot be reserved in advance.

- To borrow a device, you must have a Great Falls Public Library card in good standing and must also leave a state-issued photo ID with staff when checking out the equipment.
- All patrons who borrow a device will sign a Borrowers Agreement.
- Devices may be checked out for 3 hours or until 15 minutes before closing, whichever comes first. Renewals are not allowed. The library reserves the right to shorten loan periods to accommodate public training sessions.
- Patrons must follow all patron behavior policies including computer and internet access policies while using Library devices.

No software can be loaded on any of the devices and configuration changes are not allowed.

- Staff is available for limited support; for example, troubleshooting Internet connections. Extended support in use of software is not available.
- Patrons are responsible for loss, theft or damage to the devices checked out on their account. Patrons are encouraged to keep track of the devices and NOT LEAVE THEM UNATTENDED.
- Fees and liabilities:
  - The borrower is responsible for all costs associated with damage during the checkout period.
  - The borrower is responsible for replacements costs if the device is lost or stolen.
  - Any costs incurred will be attached to the borrower's library account and may be turned over to a collection agency.

## Disclosure of Confidential Records

Under Montana state law (MCA 22-1-1101 through 22-1-1111), library records may not be released to any person except the cardholder without a written release from the cardholder. Any patron who requests the release of library records to another person or entity must read and sign the *Disclosure of Confidential Records* form.

Under MCA 22-1-110111 through 22-1-1111, no person, including parents, may be given the records of another person, including children, unless the person named in the record signs a *Disclosure of Confidential Records* form. If a parent asks to view the records of a child, the child must sign the release form.

Article II, Section 15 of the Montana Constitution states: "Rights of persons not adults. The rights of persons under 18 years of age shall include, but not be limited to, all the fundamental rights of this Article unless specifically precluded by laws which enhance the protection of such persons."

No library records may be released to any law enforcement officer unless there is a written release from the patron in question or a court order.

Without proper identification or a signed release form, no library patron information, including lists of materials checked out, may be given out over the telephone. However, information on fines or overdue materials may be given out if it will aid in the recovery of the materials or payment of the fines or fees.

All signed release forms must be kept on file at the library.

## Display & Distribution of Free Materials

Great Falls Public Library provides space for display and distribution of free materials. This space includes a bulletin board and information rack. Free materials include public documents and announcements that publicize non-profit, civic, educational, cultural, [community partners](#) or recreational organizations and events. The Library also serves as a location for governmental and community organizations to provide public access to information by displaying public reports and other informational materials in the reference area.

Commercial and personal announcements or active solicitations of any kind are not allowed. Materials for display or distribution may not promote a specific religious concept, espouse partisan politics or demean groups or individuals. The library reserves the right to place limits on location, duration and size of materials.

All announcements must be pre-approved by library staff before being posted or distributed. In general, items will be removed from posting after 30 days.

Distribution or posting of items by the library does not imply endorsement, support or co-sponsorship by the library.

## Fax Machine

The library will provide fax services to the public, excluding international faxes. A fee will be charged for fax transmissions sent and received by the library. Faxes received and not picked up ~~within one week~~ after two business days will be discarded.

# Fees and Recovery of Lost, Damaged and Non-returned Materials

## Overdue Items

Great Falls Public Library does not charge late fees. Patrons with overdue items will be blocked from checking out additional items until the overdue items are returned or renewed.

[NOTE: Hotspots are provided by the Montana State Library and have separate policies. Please see Hotspot Section below.](#)

The Library will send reminders to patrons to return overdue items.

Date Due Reminder: Emailed 3 days before item is due.

1st Overdue Reminder: Emailed or printed 7 days after item is due.

2nd Overdue Reminder: Emailed or printed 21 days after an item is due.

Final Overdue Reminder: Printed 60 days after an item is due.

Once an item is 60 days overdue, it will be considered lost and the patron will be charged for the item.

## Damaged or unreturned items

Patrons who fail to return an item or return an item in a damaged condition such that it can no longer circulate will be charged the cost of the item plus a \$5.00 processing fee.

[-NOTE: The processing fee is waived for uncataloged paperbacks and board books.](#)

[Patrons who return items with incidental damage \(broken CD case, missing artwork, damaged/removed RFID tag\) will be charged a nominal fee.](#)

Patrons who owe the Library more than \$5.00 will be blocked from checking out additional items.

Patrons who are unable to pay the full amount owed to the Library may establish a payment plan. Patrons who honor the payment plan will be allowed to check out a limited number of items while owing more than \$5.00.

The library will attempt to recover overdue materials and will notify patrons of unpaid fees according to procedures established by the library (see Circulation Manual for full policies and procedures).

~~Information regarding overdue, damaged and non returned materials, and fees, may be disclosed by Great Falls Public Library to an agency when that agency has entered into an agreement with the library to recover materials or to collect fees.~~

The library will also provide sufficient information to an individual or individuals in order to allow settlement of unpaid fees on that card.

#### HOTSPOTS:

When a hotspot is five days overdue, staff attempt to contact the patron.

#### At seven days overdue

- The hotspot is shut off.
- A \$10.00 fee is assessed to their account.
- The patron is put on a three month ban of placing a hold on or checking out a hotspot.
- All fees must be paid before patron privileges are restored.

The Library will also send the regular reminders to patrons to return overdue hotspots.

Date Due Reminder: Emailed 3 days before item is due.

1st Overdue Reminder: Emailed or printed 7 days after item is due.

2nd Overdue Reminder: Emailed or printed 21 days after an item is due.

Final Overdue Reminder: Printed 60 days after an item is due.

Once an item is 60 days overdue, it will be considered lost and the patron will be charged for the item.

Patrons who fail to return a hotspot or return it in a damaged condition such that it can no longer circulate will be charged \$115 plus a \$5.00 processing fee.



## Hotspot Lending Policy

The Hotspot program is supported by the Montana State Library. If funding for the program is not continued, the Great Falls Public Library may discontinue the program.

All patrons who borrow a Hotspot will sign a Borrowers Agreement.

Hotspots can only be checked out by a Great Falls Public Library cardholder who is (1) at least 18 years of age or has a signed hotspot permission form and (2) who has a library card in good standing.

Hotspots must be returned to a staff member inside the Library by the due date, with all included cables and in the original packaging. The hotspot may NOT be returned to the book drop. If the hotspot has not been returned by ~~14~~fiveseven days past its due date, the service to it will be terminated and it will become unusable. A patron who returns a device past its due date so that its service is shut off will be charged a \$10.00 processing fee and will be ineligible to place a hold on a hotspot for three months.

The Library has no control over and cannot guarantee the availability of hotspot service or continuous service or speed of the connection.

Any attempt to alter data or the configuration of the Mobile Hotspot including removal of the SIM card is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. If the hotspot is not returned to the Library in good working condition, and free from damage, with all included parts and in the original packaging, patrons will be charged a replacement fee.

The hotspots may have filtering software in compliance with the Children's Internet Protection Act (CIPA), and patrons are responsible for monitoring what minors access or view while using the hotspot.

Users must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Library's Internet Use Policy. It is the responsibility of patrons to read and abide by these policies and to comply with all Federal and State Laws.

Open, unsecured wireless network "Hotspots" are freely and easily accessible and are unsecure. The Service Provider and the Great Falls Public Library, and their officials and employees are not responsible for any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

With the exception of audio output, any activity that violates library policy regarding library-owned computers is also prohibited on user-owned equipment that is connected to the hotspot.

## Partner Resource Sharing Group

Great Falls Public Library freely shares items with other Partner Libraries across the State of Montana.

The Great Falls Public Library is a member of the Montana Shared Catalog Partners Resource Sharing Group. The Partners is a consortium of libraries in the State of Montana that freely shares resources to give expanded access to their patrons. For a patron to have continued access to items they are able to utilize their library card at any participating library as long as they are in good standing. A patron may only have one library card within the consortium at one time.

Materials borrowed through the Partners Resource Sharing Group will be shipped via crate through the courier service and returned in the same manner. A patron may access materials by placing them on hold through the online catalog or through a staff member. Items may also be checked out directly from participating Partner libraries and may be returned their as well. Items will then be returned to their location via courier services.

## Interlibrary Loan - Borrowing

Great Falls Public Library offers interlibrary loan services to patrons with a current, valid Great Falls Public Library card. In order to be eligible for this service, cardholders' accounts must not be blocked, barred or otherwise restricted. The only exception is a cardholder who has entered into a payment plan with the library. ~~NOTE: InterLibrary Loan is a program where Libraries~~

The Great Falls Public Library supports resource sharing ~~and~~, participates in the Montana Courier system and the Partners Sharing Group. Interlibrary Loans supplied by one of our courier partner libraries are free to our patrons. (NOTE: Items borrowed from courier libraries that are in the Partners are NOT considered InterLibrary Loans and fall under Partner Sharing.) Interlibrary Loans supplied by libraries outside of the courier system will have a nominal fee to help cover postage costs. There may also be fees to the patron imposed by the lending library. Any associated fees must be pre-approved by the patron before the item can be borrowed.

Any materials borrowed through interlibrary loan are subject to replacement costs and processing fees. ~~Accounts with unreturned items are subject to being reported to a collection agency.~~

Due to demand at owning libraries, requests for materials published within the previous 12 months, with the exception of photocopies and microforms, will not be accepted. In general, cardholders may not receive an interlibrary loan of a particular title more than once in a six-month period.

Materials owned or on order by Great Falls Public Library [or a Partner Library](#) may not be requested unless they have been lost from the collection or are more than 3 months overdue. Great Falls Public Library Collection Management Policy may dictate that the library purchase a title rather than initiating an interlibrary loan request.

Due dates are determined by the lending library. Requests for renewals will be considered on a case by case basis. Renewals must be approved by the library lending the item.

## Interlibrary Loan - Lending

Great Falls Public Library provides interlibrary loan services to other Montana libraries at no charge. Reciprocal agreements are appreciated. Great Falls Public Library charges \$5.00 per loan to lend to libraries outside of Montana. Only requests placed through other libraries will be honored.

Materials in special collections are not available through interlibrary loan, including Montana Room and reference materials, periodicals, newspapers, microforms, and new materials.

Audio/visual materials are available for interlibrary loan.

Great Falls Public Library will not place holds to fulfill interlibrary loan requests. Renewals are available for interlibrary loan materials.

# Library Cards

## REQUIREMENTS

The Library will issue a library card free of charge to any applicant who meets Library requirements.

### Requirements for Adult Resident or Taxpayer of Cascade County

1. Applicant is present.
2. Applicant is a resident of Cascade County or has proof of property taxpayer status in Cascade County.
3. Applicant has picture identification. Photo identification issued by a school, government agency or employer that includes name and photo is acceptable.  
NOTE: All active military personnel stationed at Malmstrom Air Force Base and their dependents are eligible for resident library cards upon presentation of military identification.
4. Applicant has proof of address. Acceptable proof of address includes
  - a. Verbal confirmation from the patron that the Cascade County address on a state issued ID is current.  
OR
  - b. Official document that includes the name of the patron and the permanent address. Acceptable documents include a lease agreement, car registration, USPS-delivered correspondence from a utility or government agency, or an electronic statement from a utility or government so long as the electronic statement includes the user's permanent address.

**NOTE: Persons without proof of address may be issued a Limited Use Card. Persons with a Limited Use Card may check out up to 2 items at a time. The Library will mail a proof of address postcard to Limited User Card applicants. Applicants may return to the Library bringing the delivered postcard to be updated to a regular card. Applicants who do not return to the Library to update their Limited Use Card within 45 days will be removed from the system.**

5. Applicant must be in good standing with all libraries in the Partner Sharing Group. If they are not then they cannot get a Great Falls Public Library card until proper payments have been made

5-6. Applicant provides signature agreeing to statement of responsibility. "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

### Requirements for Teens age 14 to 17 whose family are Residents or Taxpayers of Cascade County

1. Applicant is present.
2. Applicant is a resident of Cascade County or has proof that their family has property taxpayer status in Cascade County.
3. Applicant has picture identification. Photo identification issued by a school, government agency or employer that includes name and photo is acceptable.  
NOTE: All active military personnel stationed at Malmstrom Air Force Base and their dependents are eligible for resident library cards upon presentation of military identification.
4. Applicant has proof of address. Acceptable proof of address includes
  - a. Verbal confirmation from the patron that the Cascade County address on a state issued ID is current.  
OR
  - b. Official document that includes the name of the patron and the permanent address. Acceptable documents include a lease agreement, car registration, USPS-delivered correspondence from a utility or government agency, or an electronic statement from a utility or government so long as the electronic statement includes the user's permanent address.

**NOTE: Persons without proof of address may be issued a Limited Use Card. Persons with a Limited Use Card may check out up to 2 items at a time. The Library will mail a proof of address postcard to Limited User Card applicants. Applicants may return to the Library bringing the delivered postcard to be updated to a regular card. Applicants who do not return to the Library to update their Limited Use Card within 45 days will be removed from the system.**

5. Applicant must be in good standing with all libraries in the Partner Sharing Group. If they are not then they cannot get a Great Falls Public Library card until proper payments have been made
6. Applicant provides signature agreeing to statement of responsibility. "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

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

**Requirements for a person under the age of 14, or an adult under the care of a legal guardian:**

1. Applicant is present.
2. Applicant's parent or guardian is a resident of Cascade County or has proof of property taxpayer status in Cascade County.
3. Applicant's parent or guardian has picture identification.  
NOTE: All active military personnel stationed at Malmstrom Air Force Base and their dependents are eligible for resident library cards upon presentation of military identification.
4. Applicant's parent or guardian has proof of address. Acceptable proof of address includes
  - a. Verbal confirmation from the patron that the Cascade County address on a state issued ID is current.
  - OR
  - b. Official document that includes the name of the patron and the permanent address. Acceptable documents include a lease agreement, car registration, USPS-delivered correspondence from a utility or government agency, or an electronic statement from a utility or government so long as the electronic statement includes the user's permanent address.

**NOTE: Persons without proof of address may be issued a Limited Use Card. Persons with a Limited Use Card may check out up to 2 items at a time. The Library will mail a proof of address postcard to Limited User Card applicants. Applicants may return to the Library bringing the delivered postcard to be updated to a regular card. Applicants who do not return to the Library to update their Limited Use Card within 45 days will be removed from the system.**

5. Applicant must be in good standing with all libraries in the Partner Sharing Group. If they are not then they cannot get a Great Falls Public Library card until proper payments have been made

5-6. Applicant provides signature agreeing to statement of responsibility: "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

6-7. Parent or guardian provides signature agreeing to statement of responsibility: "As the parent / legal guardian, I accept full financial responsibility for all borrowed items and for any fines and fees incurred by the use of this library card."

NOTE: A parent or legal guardian is not allowed access to their child's library information unless the child has signed the Release of Information form. (Montana Code Annotated 22-1-1103. Nondisclosure of library records.)



**Requirements for non-residents:**

1. Applicant is present.
2. Applicant has picture identification and proof of current address.
3. Applicant pays the non-resident fee of \$30.00 per year.
4. Applicant must be in good standing with all libraries in the Partner Sharing Group. If they are not then they cannot get a Great Falls Public Library card until proper payments have been made
- ~~3.~~
- 4.5. Applicant provides signature agreeing to statement of responsibility. "I accept responsibility for all materials checked out on this card and any charges associated with its use. I will notify the library of any address/email changes and/or the loss of my library card. I understand that the abuse of library rules may result in the loss of my library privileges."

**TYPES OF CARDS****Homebound Card**

An applicant who is unable to physically come into the library but wishes to register for a library card qualifies for a homebound card. This card enables a second party to checkout items for the homebound patron. An application will be ~~sent by mail or a second party may deliver one to the patron for signature.~~ delivered to the patron via Bookmobile services to obtain the patrons signature.

**Institutional Card**

An institutional card enables a representative of schools, daycares, home schools or similar establishments to have additional materials for educational purposes. Applicants for Institutional Cards must meet all of the requirements for a residential card as well as the following.

- HOMESCHOOL: A home school card applicant must verbally affirm that they homeschool at least one minor child.
- PARENT: A parent card applicant must verbally affirm that they have at least one minor child at home.
- INSTITUTION: An institutional card applicant must have either a letter on letterhead stating that said institution employs them or a school district employee ID.

**Temporary Resident Card**

An applicant who does not have a permanent Cascade County residence but wishes to register for a library card may qualify for a temporary resident card by providing a letter from the institution where they are residing. (Pre-release face sheet, YWCA letter, Rescue Mission letter...). Persons with a Temporary Resident Card may check out up to 4 items at a time. A person with a Temporary Resident Card ~~may~~ may be updated to a regular card upon provision of proof of permanent address.

**REPLACEMENTS:**

The fee for replacing a library card that has been lost or stolen is one dollar. In order to ensure security, patron must present a valid picture ID in order to purchase a replacement card.

**MATERIAL CHECKOUT:**

If a card is misplaced or forgotten, a properly registered patron may take out items upon presentation of picture identification. A minor patron or an adult with a legal guardian without proper identification must be accompanied by a parent or legal guardian who has picture identification.

# Meeting Space

The Great Falls Public Library provides meeting space, which may include indoor and outdoor facilities, for meetings and programs of an informational, educational, cultural or civic nature. Meeting spaces are available for both library and general public use. The patron behavior policy applies to all people using the meeting rooms, with the exception of having devices on silent or using headphones. Staff will enforce the policy and may ask people to leave if necessary.

Use of meeting space does not imply endorsement or support by the library for a group's activities or beliefs. The Great Falls Public Library Board of Trustees or the director reserves the right to approve or disapprove the use of meeting space.

Room set-up, break-down, and clean-up is the sole responsibility of the user. The meeting room area must be left in the condition it was when you arrived. Vacuum and cleaning supplies will be available upon request. A cleaning fee of \$40.00 for every 30 minutes of cleaning will be assessed for any work required of Library staff to clean the room.

The following are PROHIBITED:

- Access to staff areas at any time or to public areas when library is closed.
- Taping, Tacking, nailing, etc. that could damage walls.
- Smoking, vaping or the consumption of alcoholic beverages
- Candles or other open flames

## Community Programs

Community programs are those programs and meetings that are organized, administered and advertised by the general public. The library merely provides the meeting space as a public service. Meeting space may be reserved up to 3 months in advance.

In circumstances in which a program has a wide general appeal, the library may help facilitate the program. This does not imply sponsorship or endorsement by the library.

- Meeting rooms are available to individuals and groups on a first-come first-served basis. Users must make reservations in advance and sign a contract. The library provides some equipment for public use. Users can, with advance notice, request to bring their own equipment.
- The library reserves the right to accommodate meetings in a space appropriate to the number of participants.

- Any publicity distributed by the individual or group must include a statement of sponsorship to clarify who is responsible for the meeting. For example, “This program is sponsored by Recovery Anonymous.”
- No one may charge admission, offer items for sale or charge for any service while using the meeting space, without prior approval. If approval is granted, the individual or group must remit 20% of funds collected or a flat fee of \$50.00, whichever is less, to the library in return for use of the meeting room.
- Groups showing copyrighted movies in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home. The library must be provided with proof of public performance licensing rights.

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

### Library Sponsored Programs

Library sponsored programs are those programs and meetings that are organized, administered and advertised by the Great Falls Public Library, or by the Library in co-sponsorship with another agency, organization, institution or individual.

- Library sponsored programs have scheduling priority over community programs.
- Any publicity distributed by the library or the co-sponsoring agency will include a statement of sponsorship. For example, “This program is sponsored by the Great Falls Public Library in partnership with the Montana Wilderness Association.”
- “Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the material or the views of its creator. Library staff selects topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures which govern reconsiderations of other library resources.” ***Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights (American Library Association).***

## Periodicals and Newspapers

Great Falls Public Library maintains an extensive current and historical collection of periodical literature.

Periodicals and newspapers will not be saved for an individual patron's use after they have been withdrawn and discarded from the library's collection.

Current display periodicals may be taken into staff areas for breaks or lunch breaks, but must be returned promptly to their proper location when those breaks are finished.

Gift subscriptions will be added to the collection based on the Collection Management Policy.

## Petitions and Solicitation in the Library

Commercial or active solicitation of any kind is not allowed in the Great Falls Public Library or on the library grounds.

Written petitions and surveys of a non-commercial nature may be placed in the library for a period not to exceed 30 days and must be approved by the director or designated staff. With prior approval, petitions may be circulated outside the building on library grounds, provided the activity does not harass or impede the movement of library patrons or block access to the library building. Agreement by the Library to allow a survey or petition does not constitute an endorsement of its content.

# Photography and Videotaping

## Members of the Public

The Public is welcome to document their use of the Library with recordings and photographs. Specific consent must be obtained from any persons or their guardians before recording or photographing them. Patron privacy must be respected; pictures of computer screens and identifying information are prohibited. Persons taking photographs or recordings inside the Library are required to follow all Library patron behavior rules.

## Library Staff

No patron or any person, including staff, can be photographed or recorded inside the library by library staff without his or her specific consent. Staff photographing or recording patrons must have a written release signed by each adult or each child's legal guardian. Photography or recording of large groups in which individuals are not clearly identifiable does not require a written release.

## Media

Members of the media may photograph or record patrons, library staff on duty, programs, the library interior or materials in the library's collections, providing they have obtained prior approval and the patron or staff member has given his/her consent. If approval is given, members of the media are responsible for obtaining any written or verbal release necessary to use photographs or recordings.

# Statement on Privacy of Library Records

The Board of Trustees and staff of the Great Falls Public Library respect the privacy of library patrons in accordance with the United States Constitution and the Constitution of the State of Montana. Under MCA 22-1-110111(*Montana Library Records Confidentiality Act*) patron library records, including those of minors, will not be revealed to anyone, including a parent, without written permission of the library patron, or under a court ordered subpoena. A cardholder who has relinquished the right to privacy in a written statement may reclaim privacy under MCA-22-1-1101 by requesting and completing the proper written form.

Article II, Section 15 of the Montana Constitution states: "Rights of persons not adults. The rights of persons under 18 years of age shall include, but not be limited to, all the fundamental rights of this Article unless specifically precluded by laws which enhance the protection of such persons."

Under MCA 22-1-1101, library records may be used for statistical records only if patron names and checkout records are disassociated, or if the records are used in the recovery of library materials and fines. Patrons who do not wish to use a social security number in routine record keeping may request alternate identifiers. Library records not falling into the exception categories listed above are not retained.

## Electronic Information Collected through the Public Catalog and the Internet

Records linking patrons and library checkouts are retained for the purpose of inventory and/or recovery of unreturned materials or unpaid fees. Under the present software, the link to the last patron checking out an item is retained until another patron checks that item out. At that point, the link is deleted. All other electronic information collected is for statistical purposes only and does not link specific patrons with activity.

Patrons may *voluntarily request* that certain types of information be collected in order to provide specific services. For example, patrons have the choice of initiating a function within their private account through the catalog that provides a list of their previous checkouts. *This option is not automatically employed; it must be requested by the patron.*

The Library does not collect information from Internet activity specifically linking patrons and activity.

## Outside Internet links to Other Websites

Once linked to outside websites and pages, patrons should be aware that their activity falls outside this privacy statement. Other sites may collect and use data linking patrons and activity.





The Great Falls Public Library is proud to bring the Community Corner as a permanent exhibit space. The purpose of the community corner is to connect our patrons and community members to essential support and resources that are available locally.

Essential support and resources are the following:

- Mental Health
- Physical Health
- Family Support

The Community Corner may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals. This exhibit is also not for soliciting volunteers, donations, memberships, or personal information.

Items in the Community Corner do not imply endorsement by the library.

Submitted 2.1.24



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

## Art Exhibit Application:

Name of Exhibitor(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Dates Requested for Exhibit: \_\_\_\_\_

Exhibit Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

### **Community Art Exhibits:**

The library provides art exhibition space for individuals and non-profit groups in order for them to promote their art, activities, history, cultural heritage and/or current projects. The space may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals. Space for each exhibit will be determined by library staff. The library reserves the right to place limits on location, duration and size of exhibits. Exhibitions do not imply endorsement by the library.

Exhibited items may not be labeled with prices. If the items are for sale, the exhibitor may provide a price list complete with contact information, copies of which will be given out at the front desk upon request. The library will not handle any sales transactions.

All groups, organizations or individuals exhibiting art at the Great Falls Public Library must have a signed Art Exhibit Contract and adhere to Library exhibit procedures.

The Great Falls Library Board of Trustees or the Director reserve the right to approve or disapprove any proposed exhibit and its location.



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## ART EXHIBIT CONTRACT

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

The following items are agreed upon:

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

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

Exhibitor Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Library Staff Signature: \_\_\_\_\_



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

## Community Exhibit Application:

Name of Exhibitor(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Dates Requested for Exhibit: \_\_\_\_\_

Topic of Exhibit: \_\_\_\_\_

Space requested for Exhibit: \_\_\_\_\_  
(e.g. table on 2<sup>nd</sup> floor)

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

Signed \_\_\_\_\_

Date \_\_\_\_\_



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

### **Community Exhibits:**

As part of our mission to empower the community and enhance the quality of life by providing individuals access to information and resources, the Great Falls Public Library provides the community with limited, temporary space for exhibits. The Library welcomes community groups, organizations and individuals to use the various display areas. Space is provided for items of an educational, cultural, civic, or recreational nature. The space may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals.

Applications for exhibits will be granted on a first-come, first-serve basis. The Library shall have the final decision on the content and arrangement of all exhibits. Space for each exhibit will be determined by Library staff. The Library reserves the right to place limits on location, duration and size of exhibits.

It is the responsibility of the exhibitor to set up, maintain and remove the exhibit. Exhibits will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.

The Library assumes no responsibility for either damage to or the preservation, protection, or theft of any item displayed or exhibited. All items placed in the Library are done at the owner's risk.

Exhibits do not imply endorsement by the Library.

The Great Falls Library Board of Trustees or the Director reserve the right to approve or disapprove any proposed exhibit and its location.



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

## Community Exhibit Application:

Name of Exhibitor(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Dates Requested for Exhibit Display: \_\_\_\_\_

Exhibit Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space requested for Exhibit: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Library Staff Approval: \_\_\_\_\_

Approval Date: \_\_\_\_\_



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

### **Community Exhibits:**

As part of our mission to empower the community and enhance the quality of life by providing individuals access to information and resources, the Great Falls Public Library provides the community with limited, temporary space for exhibits. The Library welcomes community groups, organizations and individuals to use the various display areas. Space is provided for items of an educational, cultural, civic, or recreational nature. The space may not be used for exhibits that are commercial in nature, promote a specific religious concept, espouse partisan politics or demean groups or individuals.

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It is the responsibility of the exhibitor to set up, maintain and remove the exhibit. Exhibits will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.

The Library assumes no responsibility for either damage to or the preservation, protection, or theft of any item displayed or exhibited. All items placed in the Library are done at the owner's risk.

Exhibits do not imply endorsement by the Library.

The Great Falls Public Library reserve the right to approve or disapprove any proposed exhibit and its location.





# Device Borrowers Agreement

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

DEVICE Checked Out:

Laptop # \_\_\_\_\_

Chrome book # \_\_\_\_\_

Tablet # \_\_\_\_\_

DVD player # \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Printed) \_\_\_\_\_

Library Card Number \_\_\_\_\_

Time Checked Out \_\_\_\_\_

Time Due Back \_\_\_\_\_

Staff Initials \_\_\_\_\_

Rev 11/09/21



# Hotspot Permission Form

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

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

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

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

1. I understand that the hotspot can only be checked out by a Great Falls Public Library cardholder who is at least 18 years of age and who has a library card in good standing. (Patrons under the age of 18 may checkout hotspots if their parent or guardian has signed a hotspot checkout permission form.)
2. I understand that the hotspot can be checked out for 28 days. It must be returned to a staff member inside the Library by the due date, with all included cables and in the original packaging. The hotspot may NOT be returned to the book drop. If the hotspot has not been returned on its due date, the service to it will be terminated and it will become unusable.
3. I understand that the Library has no control over and cannot guarantee the availability of hotspot service or continuous service or speed of the connection.
4. I understand that any attempt to alter data or the configuration of the Mobile Hotspot is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. If I do not return the hotspot to the Library in good working condition, and free from damage, with all included parts and in the original packaging, I will be charged a \$100.
5. I understand that the hotspot may have filtering software in compliance with the Children's Internet Protection Act (CIPA), and that I am responsible for monitoring what my children and other minors access or view while using the hotspot.
6. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Library's Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.
7. I understand that open, unsecured wireless network "Hotspots" are freely and easily accessible and are unsecure. I understand that the Service Provider and the Great Falls Public Library, and their officials and employees are not responsible for, and I will not hold them responsible for any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

**Patron Name** (child): \_\_\_\_\_ **Card #:** \_\_\_\_\_

**Signature of parent or legal guardian:** \_\_\_\_\_

**Name of parent or legal guardian** (Please Print): \_\_\_\_\_

## Staff Use Only:

I have placed a note in the patron's file



**Staff Initials:** \_\_\_\_\_



# WIFI Hotspot Checkout Agreement

Patron Name: \_\_\_\_\_ Hotspot ID Number: \_\_\_\_\_

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

1. I understand that the hotspot can only be checked out by a Great Falls Public Library cardholder who is at least 18 years of age or has a signed hotspot permission form and who has a library card in good standing.
2. I understand that the hotspot can be checked out for 28 days. It must be returned to a staff member inside the Library by the due date, with all included cables and in the original packaging. The hotspot may **NOT** be returned to the book drop. If the hotspot has not been returned on its due date, the service to it will be terminated and it will become unusable.
3. I understand that the Library has no control over and cannot guarantee the availability of hotspot service or continuous service or speed of the connection.
4. I understand that any attempt to alter data or the configuration of the Mobile Hotspot is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. If I do not return the hotspot to the Library in good working condition, and free from damage, with all included parts and in the original packaging, I will be charged a \$100.
5. I understand that the hotspot may have filtering software in compliance with the Children's Internet Protection Act (CIPA), and that I am responsible for monitoring what my children and other minors access or view while using the hotspot.
6. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Library's Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.
7. I understand that open, unsecured wireless network "Hotspots" are freely and easily accessible and are unsecure. I understand that the Service Provider and the Great Falls Public Library, and their officials and employees are not responsible for, and I will not hold them responsible for any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

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

Signature

Date

Printed Name

Staff Use Only:



I have verified the patron's address and phone number on their account.

I have verified that they are at least 18 years of age or have a signed hotspot permission form. Rev 11/09/21

Staff Initials: \_\_\_\_\_

Staff Initials/Date on Return: \_\_\_\_\_



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

## PERMISSION TO PHOTOGRAPH

I \_\_\_\_\_ am 18 years or older.

I \_\_\_\_\_ am the parent or legal guardian of

\_\_\_\_\_.

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_



Library Board Meeting Date: April 23, 2024

**GREAT FALLS PUBLIC LIBRARY  
BOARD AGENDA REPORT**

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

**Suggested Motion:**

1. Trustee moves:  
...that the Great Falls Public Library Board of Trustees approve/disapprove the FY2025 Estimated budget
2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

**Staff Recommendation:** Staff recommends that the Library Board approve FY2025 Estimated Budget

**Background:** As part of the duties assigned to the Library Board by MCA 22-1-309, Trustees are charged to “prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds, for submission to the appropriate agency of the governing body. A separate budget request shall be submitted for new construction or for capital improvement of existing library property.”

FY2025 will be the first fiscal year in which the Library Levy Revenue is fully realized and the new Library staff and expanded programs and services are in place. In FY2024, the Library delayed hiring and implementation of expanded services in order to rebuild the Library Fund to sufficiently address cash flow and deferred building maintenance.

The proposed budget has been created through discussion with the City of Great Falls Finance Department and through input from the management team. This budget will allow for staffing and operations to reach the objectives set out in the Library Strategic Plan.

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

**February**

- City Commission priority setting session held

**March – April**

- City Manager and Departments meet to discuss priorities
- Distribution of budget instructions and forms to Departments
- Departments prepare their requested budget
- Submit Above & Beyond Requests

- Travel and Training Requests

#### **May – July**

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

Some estimates in the proposed budget may be adjusted during the City of Great Falls process as the Library receives updated information about internal service charges and other contracts.

**Significant Impacts:** The operational budget of the Library is the foundational document for running the Library each year. It determines Library staffing, operations, and programming.

**Fiscal Impact:** The operational budget is the essential financial document for the Library.

**Alternatives:** The Board can ask for alterations to be made to the estimated budget. The Library Board **must** approve a FY2025 budget.

#### **Concurrences:**

Great Falls Public Library Strategic Plan

#### **Attachments/Exhibits:**

Proposed FY2025 Budget

Notes on Proposed Operational Budget

FY2024 Cash Flow Report

Fund Balance Report

Library Income						
		FY2025 EST. BUDGET	FY2024 MODIFIED SPENDING PLAN	FY2024 BUDGET	FY2023 ACTUAL	FY2022 ACTUAL
	<b>TAXES</b>	<b>\$ (2,889,600.00)</b>	<b>\$ (2,879,347.51)</b>	<b>\$ (2,424,500.00)</b>	<b>\$ (906,924.05)</b>	<b>\$ (912,621.34)</b>
31101	Taxes Real Current Ad Valorem	\$ (2,872,800.00)	\$ (2,871,386.13)	\$ (2,400,000.00)	\$ (858,645.63)	\$ (878,119.03)
31103	Taxes Real Delinquent Ad Valorem )	\$ (8,000.00)	\$ (6,444.01)	\$ (6,000.00)	\$ (7,274.45)	\$ (5,124.23)
31105	Taxes Real Protested Taxes			\$ -	\$ -	\$ -
31121	Taxes--Mobile Home Taxes	\$ (2,000.00)	\$ (885.75)	\$ (2,000.00)	\$ (3,353.83)	\$ (1,131.17)
31122	Taxes-Other Personal Property	\$ (5,000.00)	\$ (241.69)	\$ (15,000.00)	\$ (36,025.53)	\$ (26,661.52)
31200	Taxes--Delinquent Tax Penalty	\$ (1,800.00)	\$ (389.93)	\$ (1,500.00)	\$ (1,624.61)	\$ (1,585.39)
	<b>INTERGOVERNMENTAL</b>	<b>\$ (214,885.29)</b>	<b>\$ (216,194.79)</b>	<b>\$ (209,075.00)</b>	<b>\$ (566,252.75)</b>	<b>\$ (560,485.02)</b>
33800	Taxes--County	\$ (177,000.00)	\$ (177,000.00)	\$ (177,000.00)	\$ (177,000.00)	\$ (177,000.00)
33500	Cultural Grant (State Aid)	\$ (35,526.29)	\$ (37,063.74)	\$ (29,716.00)	\$ (29,650.99)	\$ (29,716.14)
33800	Coal Tax Support (Montana State)	\$ (2,359.00)	\$ (2,131.05)	\$ (2,359.00)	\$ (2,132.42)	\$ (2,359.27)
383100	City taxes (general fund)			\$ -	\$ (356,000.04)	\$ (350,000.00)
33900	Payment in Lieu of Taxes			\$ -	\$ (1,469.30)	\$ (1,409.61)
	<b>CHARGES FOR SERVICES</b>	<b>\$ (32,690.00)</b>	<b>\$ (32,734.15)</b>	<b>\$ (33,400.00)</b>	<b>\$ (39,285.89)</b>	<b>\$ (34,484.86)</b>
34316	Off-street lots	\$ (1,600.00)	\$ (2,634.00)	\$ (2,000.00)	\$ (5,505.84)	\$ (4,671.88)
34691	Library Fees	\$ (12,790.00)	\$ (10,100.00)	\$ (10,100.00)	\$ (13,100.00)	\$ (8,600.00)
34692	Service Charges Miscellaneous	\$ (5,500.00)	\$ (4,889.45)	\$ (5,000.00)	\$ (4,845.29)	\$ (4,534.27)
34693	Library Equipment Charges	\$ (12,000.00)	\$ (11,300.70)	\$ (12,000.00)	\$ (11,028.61)	\$ (12,219.30)
34694	Library Facility Charges	\$ (800.00)	\$ (880.00)	\$ (800.00)	\$ (750.00)	\$ (984.00)
34695	Library Foundation Book Purchase	\$ -	\$ (2,930.00)	\$ (3,500.00)	\$ (4,056.15)	\$ (3,475.41)
	<b>FINES &amp; FORFEITURES</b>	<b>\$ (6,500.00)</b>	<b>\$ (5,376.26)</b>	<b>\$ (6,500.00)</b>	<b>\$ (7,365.04)</b>	<b>\$ (7,127.56)</b>
35134	Collection Agency Fines	\$ -	\$ (166.98)		\$ (349.27)	\$ (994.34)
35220	Lost Book Fines	\$ (6,500.00)	\$ (5,209.28)	\$ (6,500.00)	\$ (7,015.77)	\$ (6,133.22)
	<b>OTHER INCOME</b>	<b>\$ -</b>	<b>\$ (17,081.69)</b>	<b>\$ (12,500.00)</b>	<b>\$ (13,937.90)</b>	<b>\$ (17,701.25)</b>
37110	Regular Interest (City handles accounts)	\$ (8,000.00)	\$ (3,291.02)	\$ (2,500.00)	\$ (4,832.99)	\$ (878.95)
36210	USBP Credits (utility credit)	\$ -			\$ (46.66)	\$ (47.80)
36500	Contributions and Donations	\$ 8,000.00	\$ (13,740.67)	\$ (10,000.00)	\$ (9,040.00)	\$ (2,300.00)
36829	Refunds and Reimbursement	\$ -	\$ (50.00)		\$ (18.25)	\$ (14,474.50)
38310	<b>REVENUE TOTAL</b>	<b>\$ (3,143,675.29)</b>	<b>\$ (3,150,734.40)</b>	<b>\$ (2,685,975.00)</b>	<b>\$ (1,533,765.63)</b>	<b>\$ (1,532,420.03)</b>
Library Expenses						
	<b>PERSONNEL SERVICES</b>	<b>\$ 2,251,651.65</b>	<b>\$ 1,593,800.62</b>	<b>\$ 2,135,100.00</b>	<b>\$ 1,201,138.99</b>	<b>\$ 1,151,254.07</b>
41210	Salaries and Hourly	\$ 1,542,314.79	\$ 1,103,697.46	\$ 1,478,415.49	\$ 818,266.01	\$ 791,837.80
41370	Health Insurance	\$ 375,734.33	\$ 264,367.18	\$ 354,456.04	\$ 210,956.83	\$ 196,270.65
41385	Life Insurance	\$ 2,109.00	\$ 2,007.00	\$ 2,634.44	\$ 1,733.70	\$ 1,645.59
41410	Unemployment Insurance	\$ 6,940.42	\$ 4,543.09	\$ 6,089.74	\$ 4,253.19	\$ 4,151.09
41420	Workers Compensation	\$ 9,607.43	\$ 7,289.14	\$ 9,718.95	\$ 5,376.61	\$ 3,747.81
41430	FICA	\$ 95,623.52	\$ 65,669.72	\$ 87,957.87	\$ 48,257.40	\$ 46,919.30
41435	Medicare	\$ 22,363.56	\$ 15,358.28	\$ 20,570.84	\$ 11,286.02	\$ 10,973.07
41445	PERS	\$ 177,029.60	\$ 115,377.50	\$ 154,540.84	\$ 85,825.23	\$ 82,549.45
41510	Miscellaneous Pensions	\$ 19,929.00	\$ 15,491.23	\$ 20,715.79	\$ 15,184.00	\$ 13,159.31
41918	Personal Contingency					\$ -
	<b>SUPPLIES</b>	<b>\$ 42,000.00</b>	<b>\$ 30,620.89</b>	<b>\$ 48,293.00</b>	<b>\$ 24,593.93</b>	<b>\$ 27,392.90</b>
42110	Papers & Forms	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	\$ 1,725.13	\$ 1,988.73
42120	Computer Accessories	\$ 7,500.00	\$ 6,000.00	\$ 7,500.00	\$ 4,715.55	\$ 5,773.81
42190	Other Office Supplies & Materials	\$ 9,500.00	\$ 8,000.00	\$ 16,100.00	\$ 6,072.36	\$ 6,628.20
42310	Gas Oil, Diesel Fuel, Grease Etc.	\$ 8,000.00	\$ 4,620.89	\$ 7,693.00	\$ 3,310.84	\$ 3,257.89
42390	Other Repair & Maintenance Supplies	\$ 14,000.00	\$ 10,000.00	\$ 14,000.00	\$ 8,770.05	\$ 9,744.27
	<b>PURCHASED SERVICES</b>	<b>\$ 312,384.00</b>	<b>\$ 249,693.92</b>	<b>\$ 312,018.00</b>	<b>\$ 205,522.95</b>	<b>\$ 170,518.07</b>
43110	Postage, Box Rent, etc. (Postage)	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
43210	Printing, Forms, Etc.	\$ -	\$ -	\$ 200.00	\$ -	\$ -
43320	Books, Subscriptions, Newspapers	\$ 80,000.00	\$ 60,000.00	\$ 80,000.00	\$ 23,237.62	\$ 32,838.08
43350	Membership Dues	\$ 1,000.00	\$ 750.00	\$ 1,000.00	\$ 990.00	\$ 882.40
43410	Telephone	\$ 3,400.00	\$ 3,200.00	\$ 3,200.00	\$ 3,205.04	\$ 4,576.33
43412	Fax & Other Telephone Lines	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,537.70	\$ 4,453.48
43420	Electric Utility	\$ 78,000.00	\$ 68,911.98	\$ 75,000.00	\$ 32,011.86	\$ 25,177.40
43430	Gas Utility	\$ 13,000.00	\$ 8,000.00	\$ 13,000.00	\$ 12,497.78	\$ 10,683.31
43440	City Sanitation Disposal	\$ 2,100.00	\$ 1,674.00	\$ 1,939.00	\$ 2,261.10	\$ 1,701.00
43450	Water Utility	\$ 3,600.00	\$ 2,841.30	\$ 2,841.00	\$ 2,607.90	\$ 2,309.63
43460	Sewer Utility	\$ 1,500.00	\$ 1,327.70	\$ 1,327.00	\$ 919.24	\$ 780.24
43470	Storm Drain Utility	\$ 1,000.00	\$ 911.90	\$ 911.00	\$ 929.56	\$ 914.04
43526	Collection Agency costs	\$ -	\$ -	\$ -	\$ -	\$ 1,410.00
43550	Computer Programming	\$ 53,500.00	\$ 50,000.00	\$ 50,000.00	\$ 45,094.45	\$ 39,004.65
43590	Other Professional Misc.	\$ 13,500.00	\$ 13,000.00	\$ 13,000.00	\$ 49,042.37	\$ 10,726.69
43590	Other Professional Misc. Mental Health Contract	\$ 20,700.00	\$ -	\$ 30,000.00		
43620	Building Repair & Maintenance	\$ 7,500.00	\$ 6,000.00	\$ 7,500.00	\$ 5,207.13	\$ 5,378.91
43630	Maintenance Agreements (Elevators & Davis-Fisher Machin	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 19,839.46	\$ 24,151.12
455150	Bank and Credit Card Fees	\$ 984.00	\$ 1,600.00		\$ 662.98	\$ 52.03
45320	Office Equipment Rentals (Pitnee Boes Machine)	\$ 1,600.00	\$ 977.04	\$ 1,600.00	\$ 1,478.76	\$ 1,478.76

	OTHER		\$ 450.00	\$ 171.84	\$ 450.00	\$ 299.13	\$ 545.61
45920	Refunds & Reimbursements		\$ 450.00	\$ 171.33	\$ 450.00	\$ 299.73	\$ 546.66
48130	Cash Over/Short			\$ 0.51		\$ (0.60)	\$ (1.05)
48350	Claims & Judgments					\$ -	\$ -

	INTERNAL SERVICE CHARGES		\$ 138,114.30	\$ 120,085.00	\$ 116,653.00	\$ 118,785.04	\$ 109,513.04
48611	Human Resources		\$ 38,897.30	\$ 29,921.00	\$ 29,921.00	\$ 34,377.00	\$ 37,763.04
48637	Vehicle & Equipment Maint		\$ 8,500.00	\$ 7,693.00	\$ 4,262.00	\$ 3,489.00	\$ 5,573.04
48652	Fiscal Services		\$ 19,299.50	\$ 17,545.00	\$ 17,545.00	\$ 17,154.00	\$ 16,152.00
48658	Central Insurance		\$ 66,128.70	\$ 60,117.00	\$ 60,117.00	\$ 52,486.00	\$ 45,551.00
486590	Deductible Insurance Recovery		\$ -	\$ -	\$ -	\$ 7,500.00	\$ 894.00
48659	Information Technology		\$ 3,367.10	\$ 3,062.00	\$ 3,061.00	\$ 2,453.04	\$ 2,160.96
48695	Computer Network		\$ 145.20	\$ 132.00	\$ 132.00	\$ 186.96	\$ 168.96
48696	Computer Equipment Main		\$ 1,510.30	\$ 1,373.00	\$ 1,373.00	\$ 909.00	\$ 1,080.00
48697	Computer & Equipment Lease		\$ 266.20	\$ 242.00	\$ 242.00	\$ 230.04	\$ 170.04
48810							

	CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ 17,437.85	\$ 236,319.15
49310			\$ -	\$ -	\$ -	\$ 17,437.85	\$ 236,319.15

	EXPENSES TOTAL		\$ 2,744,599.95	\$ 1,994,372.27	\$ 2,612,514.00	\$ 1,567,777.89	\$ 1,695,542.84
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	Total Revenue		\$ (3,143,675.29)	\$ (3,150,734.40)	\$ (2,685,975.00)	\$ (1,533,765.63)	\$ (1,532,420.03)
	Total Expense		\$ 2,744,599.95	\$ 1,994,372.27	\$ 2,612,514.00	\$ 1,567,777.89	\$ 1,695,542.84
	UNDER/OVER BUDGET		\$ (399,075.34)	\$ (1,156,362.13)	\$ (73,461.00)	\$ 34,012.26	\$ 163,122.81



## NOTES FOR PROPOSED FY2025 ESTIMATED BUDGET:

### REVENUE:

**31101- 31200 TAX REVENUE:** Tax Revenue estimates are based on an expected revenue of \$119,000/per mill for 24 City Mills which is what we expect to receive in FY2024. The revenue estimate is conservative because property tax reform is being discussed across Montana. There is uncertainty about future decisions by the State Legislature about tax rates and by the Department of Revenue about tax protests. (Estimates approved by City of Great Falls Fiscal Department)

**33800 TAXES COUNTY:** The Library has an agreement with the Cascade County Commission to provide library services to all residents of Cascade County in return for financial support. The agreement is quite outdated. We have attempted to renegotiate the agreement several times in the past, but have not been successful. The estimated revenue is based on past financial support from Cascade County. They have provided \$177,000 each year for many years.

**33500 CULTURAL GRANT STATE AID:** Montana provides public libraries with State Aid based on a per capita service area formula. In order to receive the State Aid, each public library must meet the State Public Library Standards. During the last legislative session, the state aid formula was increased to \$0.50/capita which resulted in an increase in this revenue. The legislation also allowed for Tribal Libraries to receive State Aid in addition to public libraries. The estimated revenue is derived from figures provided by the Montana State Library.

**33800 COAL TAX SUPPORT:** Montana designates that a portion of the state severance tax on coal mining go to the library federations to help local libraries provide basic services. The federation libraries receive the annual funds by the end of September. Each federation submits an annual plan of service to the Commission for approval that details how the funds will be spent. The estimated revenue is derived from figures past funding and conversation with the Montana State Library.

**34316 OFF-STREET LOTS:** Parking revenue has decreased. The Library no longer receives revenue from patron parking. Part of our levy implementation plan is to provide free parking for patrons. We continue to generate some revenue from leasing parking spots in the staff parking lot. The increase in library staff means that there are fewer spots available for lease. The estimated revenue is derived from the number of lease spots available for FY2025.

**34691 LIBRARY FEES:** The Library generates revenue by leasing space to the Foundation, the Self-Help Law Clinic and AAUW. The estimated revenue is derived from the existing lease agreements.

**34692 SERVICE CHARGES MISCELLANEOUS:** The Library raises miscellaneous revenue from several different charges. (\$3.00 for Notary Service, \$10.00 to proctor tests, \$1.00 for discarded books, 3% credit card convenience fee.) The estimated revenue is derived from past income trends.

**34693 LIBRARY EQUIPMENT CHARGES:** The Library raises revenue from charging for faxing, printing and copying. (\$0.15 per page for black and white printing, \$0.50 per page for color printing, \$1.00 per page for faxing). The estimated revenue is derived from past income trends.

**34694 LIBRARY FACILITY CHARGES:** The Library raises revenue from charging out-of-county residents \$30 per year for a Library card. The estimated revenue is derived from past income trends.

**34695 LIBRARY FOUNDATION BOOK PURCHASE:** In previous years, the Library has taken a 3% administrative fee from funding for Foundation Approved Projects for the operational budget. After conversations with Foundation and Library staff, we are recommending no longer taking this administrative fee. That will allow all Foundation Approved Project funding to be used for the actual projects and will eliminate the staff time calculating and processing the fee.

**35220 LOST BOOK FINES:** The Library raises revenue from charging patrons for lost or damaged items. We have seen a slight reduction in the lost book fine income since we eliminated late fees because more items are being returned. (National studies show that patrons are more likely to return late items when the penalty of a late fee is removed.) The estimated revenue is derived from past income trends.

**37110 REGULAR INTEREST:** The Library receives revenue from interest generated on the Library Fund account. Increased interest rates greatly increased the regular interest revenue for FY2024. The estimated revenue is derived from past income trends.

**36500 CONTRIBUTIONS AND DONATIONS:** The Library receives revenue from the Friends of the Library book sale. The estimated revenue is derived from past book sale income trends.

#### **EXPENSES:**

##### **41110 PERSONNEL SERVICES**

**41210 SALARIES AND HOURLY:** Library salary and hourly expenses are estimated based on current staff (and hiring an Assistant Director to start in early August). MFPE union members will receive a 3% cost of living raise. Union members will also receive step and longevity increases according to the collective bargaining agreement. Crafts union members will receive raises as agreed to in the union pay matrix. Non-union staff will receive merit-based raises (1%-5%) based on their performance over the past year.

**41210 HEALTH INSURANCE:** Full-time staff are provided health insurance. Staff choose their insurance coverage package based on the needs of their family (Individual coverage, Couple coverage, Parent & Child coverage or Family coverage). Health premiums are shared costs with the Library paying 85 (eighty-five) percent of the premium and the employee paying 15 (fifteen) percent of the premium. Health Insurance expenses are estimated based on an estimated 15% premium cost increase and on current full-time staff numbers (and hiring an Assistant Director to start in early August).

**413700 LIFE INSURANCE:** The Library pays for life insurance for management team staff. Library life insurance expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).

**41400 UNEMPLOYMENT INSURANCE:** Unemployment insurance payments are calculated at 0.0045 times salary/hourly payments. Unemployment Insurance expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).

**414200 WORKERS COMPENSATION:** Workers compensation payments are calculated based on the type class of work performed. (Clerical staff = 0.0029 times salary/hourly payments, Professional & Administrative staff = 0.0070 times salary/hourly payments, Nonprofessional = 0.014 times salary/hourly payments) Workers compensation expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).

**414300 FICA (Federal Insurance Contributions Act):** FICA payments are calculated at 0.062 times salary/hourly payments. FICA expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).

**414350 MEDICARE:** Medicare payments are calculated at 0.0145 times salary/hourly payments. Medicare expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).

**414450 PERS (Public Employee Retirement):** Pers payments are calculated at 0.00907 times (salary/hourly plus \$11,700 insurance base). PERS expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).

**415100 MISCELLANEOUS PENSIONS:** As part of the collective bargaining agreement, the Library pays directly into the crafts pension plan for crafts union staff. Expenses are estimated based on current staff crafts union membership and the union pay matrix in the collective bargaining agreement.

**421100 PAPER & FORMS:** Expenses for the Technical Services Department are charged to paper & forms. Expenses for that department include all the items used to process and repair books, CD's and DVD's. The estimated expenses for are derived from past department expense trends plus an increase for a projected increase in the number of items to be processed for FY2025.

**421200 COMPUTER ACCESSORIES:** Information Technology expenses are charged to computer accessories. Expenses for that department include all the hardware, software and accessories for staff and public computers and technology. The estimated expenses are derived from past department expense trends plus an increase for a projected increase in the number of staff requiring IT support.

**421900 OTHER OFFICE SUPPLIES AND MATERIALS:** Expenses for Library Administration are charged to other office supplies and materials. Expenses for that department include purchases of paper, office supplies, name tags, staff furniture, etc. The estimated expenses are derived from past department expense trends plus an increase for the increase in the number of staff and the additional hours of patron service.

**423100 GAS, OIL, DIESEL FUEL, GREASE:** Expenses for fuel for the Bookmobile and the Library van are charged to gas, oil, diesel fuel, grease. The estimated expenses are derived from past department expense trends plus estimates for increases in fuel costs plus expanded Bookmobile and van usage.

**42390 OTHER REPAIR & MAINTENANCE SUPPLIES:** Custodial supplies such as paper and cleaning products are charged to other repair & maintenance supplies. The estimated expenses are derived from past department expense trends plus estimates for increases due to expanded hours and usage of the library.

**43110 POSTAGE, BOX RENT, ETC. (POSTAGE):** The estimated expenses for postage are derived from past department expense trends. With current postage usage, it appears that we will be over budget on postage in FY2024. As we increase our number of patrons, we will increase the number of notices that we need to mail. (We send email and text notifications as much as possible.)

**43210 PRINTING, FORMS, ETC.:** For the past several years, we have not spent any funds from the print, forms line so we suggest not budgeting funds in that line for FY2025.

**43320 BOOKS, SUBSCRIPTIONS, NEWSPAPERS:** The Board approved the materials budget at their March meeting. Including the funds for the books, subscriptions, newspapers line.

**43350 MEMBERSHIP DUES:** Dues for the Museum Consortium and Chamber of Commerce are charged to membership dues. The estimated expenses are derived from past membership expenses.

**43410 TELEPHONE:** The Library contracts for telephone service from Century Link. The estimated expenses are based on current monthly costs and anticipated increases.

**43412 FAX & OTHER TELEPHONE LINES:** The Library has a five year contract with Vision Net for 1 Gigabyte/second speed internet from Vision Net. 80% of Library Internet is funded through the Federal eRate Program. The estimated expenses are based on the current contract and expected eRate funding.

**43420 ELECTRIC UTILITY:** The Library's electricity is purchased through the City of Great Falls contracts with Energy Keepers for electricity and Northwestern Energy for transmission. The estimated expenses are based on current monthly costs and anticipated increases.

**43430 GAS UTILITY: 43440 CITY SANITATION DISPOSAL: 43450 WATER UTILITY: 43460 SEWER UTILITY: 43470: STORM DRAIN UTILITY:** Library utility charges are estimated based on current monthly charges plus anticipated increases due to inflation AND expanded Library open hours.

**43550 COMPUTER PROGRAMING:** Software contracts and maintenance agreement expenses are charged to computer programming. These expenses include the following.

- G-Suites Evonance: Charges for email, google drive and record archiving estimated at \$6,500
- OCLC: Charges for interlibrary loan and cataloging software services estimated at \$7,500
- Montana Shared Catalog: Fee for software and support estimated \$30,000
- Envisionware: Fees for print solution, ongoing software costs, and hardware maintenance estimated at \$7,500
- Website hosting: Fees for website hosting estimated at \$500
- Other software costs: Fees for Wowbrary and Kitkeeper estimated at \$1,500

**43590 OTHER PROFESSIONAL SERVICES MISC.:** Contracts for services such as background checks, snow removal, professional repair etc. are charged to other professional services misc. The estimated expenses for professional services are based on past trends and anticipated increases due to more open hours.

**43590 OTHER PROFESSIONAL MISC. MENTAL HEALTH CONTRACTS:** Current funding for the mental health professional services from Many Rivers Whole Health are provided through NCILS contract sponsored by the Local Area Council. This pilot project has been successful in providing referrals for Library patrons, deescalating patron behavior and supporting staff. The current funding through NCILS continues through September 2024. The estimated cost is based on current costs and initial conversations with Many Rivers Whole Health about continuing the service after the pilot project has concluded.

**43620 BUILDING REPAIR & MAINTENANCE:** Expenses related to building repairs and maintenance are charged to building repair & maintenance. The estimated expenses are based on past trends and anticipated increases due to more open hours.

**43630 MAINTENANCE AGREEMENTS:** Maintenance contracts for the elevators, printers, and copiers are charged to maintenance agreements. The estimated expenses are based on existing contracts.

**455150 BANK AND CREDIT CARD FEES:** Fees for taking credit cards are charged to bank and credit card fees. The estimated expenses for are based on current monthly expenses.

**45320 OFFICE EQUIPMENT RENTALS:** The cost of renting our postage machine is charged to office equipment rentals. The estimated expenses are based on the current contract.

**INTERNAL SERVICE CHARGES:** internal services are those responsibilities a government provides to support its own internal operations. Internal service charge funds have been created to separately account for these internal transactions throughout all City departments. Each Internal Service Fund prepares an annual budget, then divides the expenses of that fund out to other funds in the City using a factor. The factor is different for each internal service charge.

**48611 HUMAN RESOURCES:** Factor based on employee average from prior two years. The estimated expenses include an estimated 30% increase based on historic increases and on the significant increase in the number of Library staff.

**48637 VEHICLE & EQUIPMENT MAINTENANCE:** Factor based on three-year average of job order charges. We increased the budgeted amount for FY2024 anticipating a large increase in the time on the road for the Bookmobile and van. The estimated expenses include an estimated 10% increase based on historic increases in maintenance charge.

**48652 FISCAL SERVICES:** Factor based on prior 2 years number of transactions less payroll. The estimated expenses include an estimated 10% increase based on historic increases in fiscal services charges.

**48658 CENTRAL INSURANCE:** Factor for liability insurance based on salary figures of the department. Factor for property insurance based on Library asset list. The estimated expenses include an estimated 20% increase based on historic increases and on the significant increase in the number of Library staff.

**486590 DEDUCTIBLE INSURANCE RECOVERY:** None expected this year.

**48659 INFORMATION TECHNOLOGY, 48695 COMPUTER NETWORK, 48696 COMPUTER EQUIPMENT MAIN, 48697 COMPUTER & EQUIPMENT LEASE:** Factor based on the number of computers and servers by Department. The estimated expenses include an estimated 10% increase based on historic increases.

**JULY RECONCILED TO MUNIS REPORTS**

ACTUAL	
FUND BALANCE JULY 1 2023	\$ (455,452.70)
TOTAL REVENUE JULY 2023	\$ (2,581.12)
TOTAL EXPENSES JULY 023	\$ 222,101.34
FUND BALANCE AUGUST 1 2023	\$ (235,932.48)

**OCTOBER RECONCILED TO MUNIS REPORTS**

ACTUAL	
FUND BALANCE OCTOBER 1 2023	\$ 25,744.85
TOTAL REVENUE OCTOBER 2023	\$ (344,737.19)
TOTAL EXPENSES OCTOBER 2023	\$ 121,779.45
FUND BALANCE NOVEMBER 1 2023	\$ (197,212.89)

**JANUARY RECONCILED TO MUNIS REPORTS**

FUND BALANCE JANUARY 1, 2024	\$ (1,497,934.46)
TOTAL REVENUE JANUARY 2024	\$ (21,259.17)
TOTAL EXPENSES JANUARY 2024	\$ 437,765.80
FUND BALANCE FEBRUARY 1 2024	\$ (1,081,427.83)

**APRIL ESTIMATED**

FUND BALANCE APRIL 1, 2024	\$ (879,676.63)
TOTAL REVENUE APRIL 2024	\$ (3,100.00)
TOTAL EXPENSES APRIL 2024	\$ 187,843.23
FUND BALANCE MAY 1 2024	\$ (694,933.40)

CERTIFIED MILL VALUE	\$ 131,815.00
Estimated tax revenue per mill	\$ (119,972.81)
TOTAL ESTIMATED TAX REVENUE	\$ (2,879,347.51)
ACTUAL TAX COLLECTION July-Dec.	\$ (30,282.64)
ACTUAL DECEMBER COLLECTION	\$ (1,553,358.49)
ACTUAL COLLECTION JAN THROUGH MARCH	\$ (59,568.41)
ESTIMATED JUNE COLLECTION	\$ (1,236,137.97)

Tax Collection January	\$ (14,344.21)
Tax Collection February	\$ (21,731.85)
Tax Collection March	\$ (23,492.35)
Tax Collection April	\$ -
Tax Collection May	\$ -
Tax Collection June	\$ -
<b>TOTAL Actual 2nd Half Collection</b>	<b>\$ (59,568.41)</b>

**AUGUST RECONCILED TO MUNIS REPORTS**

ACTUAL	
FUND BALANCE AUGUST 1 2023	\$ (235,932.48)
TOTAL REVENUE AUGUST 2023	\$ (18,123.26)
TOTAL EXPENSES AUGUST 2023	\$ 124,793.27
FUND BALANCE SEPTEMBER 1 2023	\$ (129,262.47)

**NOVEMBER RECONCILED TO MUNIS REPORTS**

ACTUAL	
FUND BALANCE NOVEMBER 1 2023	\$ (197,212.89)
TOTAL REVENUE NOVEMBER 2023	\$ (27,357.23)
TOTAL EXPENSES NOVEMBER 2023	\$ 126,206.40
FUND BALANCE DECEMBER 1 2023	\$ (98,363.72)

**FEBRUARY RECONCILED TO MUNIS REPORTS**

FUND BALANCE FEBRUARY 1, 2024	\$ (1,081,427.83)
TOTAL REVENUE FEBRUARY 2024	\$ (117,127.56)
TOTAL EXPENSES FEBRUARY 2024	\$ 138,482.87
FUND BALANCE MARCH 1 2024	\$ (1,060,072.52)

**MAY ESTIMATED**

FUND BALANCE MAY 1, 2024	\$ (694,933.40)
TOTAL REVENUE MAY 2024	\$ (3,100.00)
TOTAL EXPENSES MAY 2024	\$ 187,843.23
FUND BALANCE JUNE 1 2024	\$ (510,190.17)

**SEPTEMBER RECONCILED TO MUNIS REPORTS**

ACTUAL	
FUND BALANCE SEPT 1 2023	\$ (129,262.47)
TOTAL REVENUE SEPT 2023	\$ (10,822.98)
TOTAL EXPENSES SEPT 2023	\$ 165,830.30
FUND BALANCE OCTOBER 1 2023	\$ 25,744.85

**DECEMBER RECONCILED TO MUNIS REPORTS**

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1 2023	\$ (98,363.72)
TOTAL REVENUE DECEMBER 2023	\$ (1,560,430.43)
TOTAL EXPENSES DECEMBER 2023	\$ 160,859.69
FUND BALANCE JANUARY 1 2024	\$ (1,497,934.46)

**MARCH RECONCILED TO MUNIS REPORTS**

FUND BALANCE MARCH 1, 2024	\$ (1,060,072.52)
TOTAL REVENUE MARCH 2024	\$ (27,181.78)
TOTAL EXPENSES MARCH 2024	\$ 207,577.67
FUND BALANCE APRIL 1 2024	\$ (879,676.63)

**JUNE ESTIMATED**

FUND BALANCE JUNE 1, 2024	\$ (510,190.17)
TOTAL REVENUE JUNE 2024	\$ (1,327,737.97)
TOTAL EXPENSES JUNE 2024	\$ 187,843.23
FUND BALANCE JULY 1 2024	\$ (1,650,084.91)

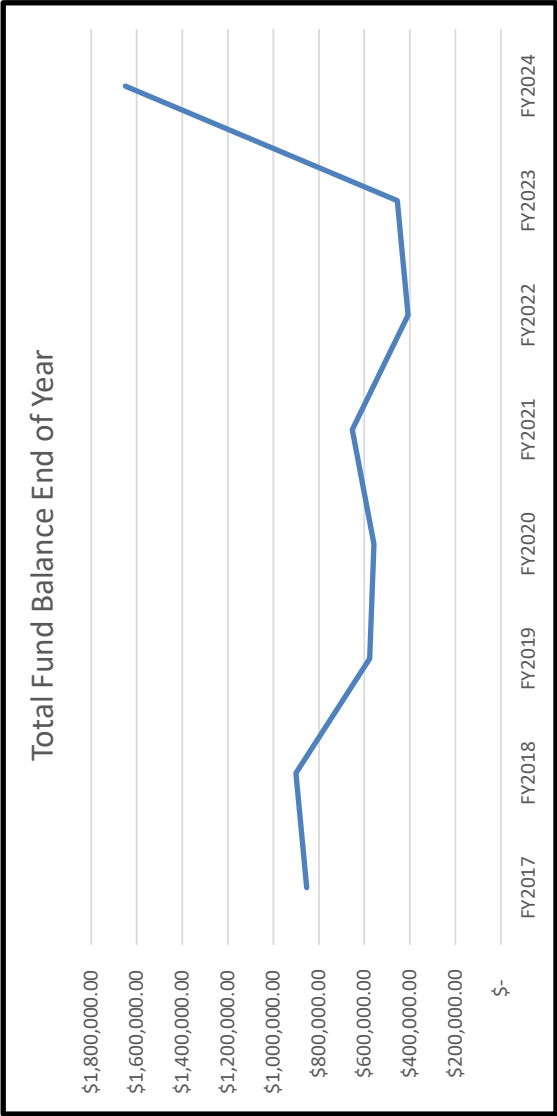
Great Falls Public Library - Fund Balance @ Close of Fiscal Year

	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024 Estimate
Fund Balance Reserved	\$ 110,880.00	\$ 560,000.00	\$ 101,880.00	\$ 101,880.00	\$ -	\$ -	\$ -	
Fund Balance Unreserved	\$ 742,690.00	\$ 341,045.00	\$ 474,669.00	\$ 455,430.00	\$ 652,587.73	\$ 489,464.96	\$ 455,452.70	\$ 1,650,084.91
<b>Total Fund Balance End of Year</b>	<b>\$ 853,570.00</b>	<b>\$ 901,045.00</b>	<b>\$ 576,549.00</b>	<b>\$ 557,310.00</b>	<b>\$ 652,587.73</b>	<b>\$ 489,464.96</b>	<b>\$ 455,452.70</b>	<b>\$ 1,650,084.91</b>

% of Expenditures	68%	68%	46%	33%	39%	29%	29%	61%
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	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Total Fund Balance End of Year</b>	<b>\$ 853,570.00</b>	<b>\$ 901,045.00</b>	<b>\$ 576,549.00</b>	<b>\$ 557,310.00</b>	<b>\$ 652,587.73</b>	<b>\$ 407,923.15</b>	<b>\$ 455,452.70</b>	<b>\$ 1,650,084.91</b>

\$ (455,452.70) Fund balance end of FY2023  
\$ 2,268,926.48 Estimated Expenses FY2024  
\$ (3,463,558.69) Estimated Revenue FY2024  
\$ **(1,650,084.91)** Estimated Fund Balance end of FY2024



Updated 4-11-2024

### Director's Itinerary: March 2024

Fri	March	1	Public Services Meeting 9:00 am Staff supervision meeting 10:00 am GFPS Art Reception 4:00 pm
Sat.	March	2	Meeting Library Board Chair 12:00 pm
Mon.	March	4	Local Area Council on Mental Health 1:30 pm
Tues.	March	5	Management Team Meeting 9:00 am Downtown Safety Alliance Meeting 10:00 am No More Violence Week planning meeting 1:00 pm City Commission Meeting 7:00 pm
Weds.	March	6	Community Meeting on Response to Homelessness 10:00 am Meeting Park and Rec Assistant Director 1:00 pm Communications meeting 3:00 pm
Thurs.	March	7	Interviews for Technology Systems Assistant 1:30 pm – 4:30 pm StoryWalk install 6:00 pm
Fri	March	8	Public Services Meeting 9:00 am Job Description Committee 11:30 am
Sat.	March	9	Board member meeting 10:00 am Community member meeting 2:00 pm
Mon.	March	11	Network Advisory Council Meeting 9:30 am – 3:30 pm (Helena)
Tues.	March	12	Paris Gibson Committee 7:30 am Website Audit Meeting 9:00 am Department Head Meeting 10:00 Rotary Meeting 12:00 pm Cushing Terrell Meeting 2:30 pm
Weds.	March	13	Continuum of Care Meeting 9:00 am Staff supervision meeting 2:00 pm Communications meeting 3:00 pm City/Library Management Agreement Committee meeting 4:00 pm
Thurs.	March	14	New staff onboarding meeting 10:00 am Alzheimer's Action Team meeting 12:30 pm Staff supervision meeting 2:00 pm
Fri	March	15	Public Services Meeting 9:00 am Policy Review Committee 10:00 am Community Webs/Internet Archive Demonstration meeting 11:30 am Part-time custodian interviews 1:00 pm
Sat.	March	16	Kids Place Coverage 12:00 pm – 2:00 pm
Tues.	March	19	Management Team Meeting 9:00 am City Manager monthly one-on-one meeting 10:00 am Rotary Meeting 12:00 MontanaLibrary2Go Selection team meeting 2:00 pm Staff supervision meeting 3:00 pm <b>City Commission Work Session: Library Board Presentation 5:30 pm</b> City Commission Meeting 7:00 pm
Weds.	March	20	Access to Health Meeting 12:30 pm Communications meeting 3:00 pm
Thurs.	March	21	New staff onboarding meeting 10:00 am Kids Place Coverage 12:00 pm – 2:00 pm Summer Reading Planning meeting 2:00 pm Chris Latray Presentation 7:00 pm
Fri	March	22	MAFB Library Director meeting 2:00 pm Library Board member meeting 3:30 pm
Tues.	March	26	Management Team Meeting 9:00 am Department Head Meeting 10:00 am <b>Board Meeting 4:30pm</b> Page Forward Tuesday Book Club 7:00 pm
Weds.	March	27	Communications meeting 2:00 pm



Thurs.	March	28	Meeting with new Montana SCSEP worker 3:00 pm Library Book club planning meeting 10:00 am Train new MontanaLibrary2Go Selection Team member 12:30 pm Staff supervision meeting 4:00 pm Word Meister Contest 6:00 pm
Fr.	March	29	Public Services Meeting 9:00 am Policy Review Committee 10:00 am Interviews for part-time Library Clerk 1:00 pm – 3:30 pm

**Next Library Board Meeting is May 28, 2024 4:30 pm**

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*March 5, 2024*

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

*Absent:* Sarah Cawley

*Next Meeting:* March 12, 2024; 9:00am; Montana Room

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### SUSIE

- Susie scheduled the review of the next section of the Policy Manual. The committee will be meeting at 10am on March 15<sup>th</sup>.
- Susie, Noelle, and Jessica will be meeting to discuss the Board Member Job Description.
- A subcommittee was formed to discuss the commission decision.
- A reminder that yesterday started the new open hours for Mondays.
- A discussion was had regarding the water main phase 2 construction this summer. The 3<sup>rd</sup> Ave N behind will be worked in from May-Aug.
- A discussion was had regarding the staff parking lot. Susie reminded everyone that providing staff parking is a perk and not a requirement of working at the library.
- A discussion was had regarding training opportunities beginning in April.

### TREVA

- Treva will be making the coffee for the Memory Café since Sarah C is out of town.

### SARA LP

- Sara will be out of the office Friday.
- Some of the new hires will begin on Monday, and on the 18<sup>th</sup>.
- A discussion was had regarding the group that did not leave until 7p last night.
- Sara will be working in her office with the door closed; just knock if you need something.
- Shifting is continuing in the Fiction room.

### SARA K

- Sara informed us that the Tech assistant interviews will be this Thursday.

### AARON

- Aaron informed us that he would be working ½ days today and on Friday and hopes to take Wed-Thu & Saturday off.

**BOB**

- Bob informed us that the rocks that are stacked by the band shell will need to be moved before it is torn down.
- The part-time position closes this Wednesday.

**RAE**

- Rae informed us that the Brian Building Expo went well. Close to 200 people attended.
- Nikki will be working on the Pi Day Display.
- Rae and Nikki will be attending the Science Fair this Thursday.

**SARAH C**

- Sarah was not present.

**JAKE**

- Jake has updated the hours' changes on multiple items/places.
- Jake is continuing to work on staff videos.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*March 19, 2024*

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

*Absent:*

*Next Meeting:* March 26, 2024; 9:00am; Montana Room

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### SUSIE

- Susie wanted to make sure everyone welcomes the new hires as they see them.
- MLA is coming up, Susie will be attending.
- Susie explained the process that salary employees need to do on their time sheet.
- The March/April staff introductions at the board meets were discussed.
- Susie asked Sara K to please send an email to all staff when new hire emails are created so staff can add to their group list.
- Susie reminded everyone to add the new hires when sharing to google drive.
- Susie presented the new web page layout. She asked for feedback to be given.
- The policy review committee will be meeting this Friday to review the next section.
- The Board will be voting on the new hours at next weeks meeting.
- Susie gave a review of the Mill Levy.
- Susie gave an update on the new logo implementation
- There is a book club prep meeting on Thursday the 28<sup>th</sup> at 10am.

### TREVA

- Treva informed us that Baker & Taylor has discontinued their mass market. A discussion was had regarding the reduction of paperback books on the back wall. The back wall will be a combination of paperback books and book displays.

### SARA LP

- Sara gave an update on the new library cards.
- Sara will be attending the board meeting next week.
- Sara is working on the desk schedule.

### SARA K

- Sara informed us that her new hire is starting on April 1<sup>st</sup>.
- Sara will be out of the office this afternoon.
- A discussion was had regarding the newspaper tablets.

**AARON**

- Aaron is working on the board packets.

**BOB**

- Bob will be out of the office next week.

**RAE**

- Rae thanked everyone that has helped shelve in Kids Place.

**SARAH C**

- Sarah handed out an upcoming programs list.
- Sarah will be partnering with the V.F.W. for a display in the library. It will replace the homesteading display.
- Western Native Voices will be here on Wednesday the 27<sup>th</sup> to sign people up to vote.

**JAKE**

- Jake is working on the staff/department videos.
- Jake will be working on getting a hard date for submissions to the Daily Montanan.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*March 26, 2024*

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

*Absent:* Bob Miller

*Next Meeting:* April 2, 2024; 9:00am; Montana Room

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### **SUSIE**

- Steve has been hired for the part time custodian.
- Yearly evaluations are coming due. Please have them done by May.
- Board meeting tonight.
- FY25 budget planning is underway. Susie will be presenting to the board at the April Meeting.
- In and out of the office today.

### **TREVA**

- Baker & Taylor shipments have been coming in.
- Midwest tape changed their labels, Treva is working on having them corrected
- Deborah is out this week.

### **SARA LP**

- Sara has interviews for the last two open clerk position
- Safety specialist begin April 1<sup>st</sup>.
- Working on schedules.

### **SARA K**

- Rae's work station and laptop have been set up.
- Emails for new employees will be set up soon
- New Tech. Assistant begins April 1<sup>st</sup>.

### **AARON**

- Board meeting tonight
- Time sheets due Thursday

### **BOB**

- Bob was not present.

**RAE**

- Thank you to Bob and John for setting up desk area for KP/YA
- Thank you to Sara K for setting up the computer and laptop
- Will be at Paris Gibson Square tomorrow afternoon
- New hires begin on April 1<sup>st</sup>. Rae will be working the next two Mondays.

**SARAH C**

- Will be out of the office on Wednesday and Friday.

**JAKE**

- Working on staff videos
- Busy April, Jake will be doing radio interviews this Thursday and Friday.



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

## Great Falls Public Library May 2024 Events

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

**When:** Through the months of May and June

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

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

## ESTATE PLANNING 101

### Estate Planning with DPHHS

**When:** May 1, 3 to 5 pm

**Where:** Cordingley Room

**What:** DPHHS and the Montana Community Foundation give a talk about how to set up your planned giving and estate planning. This event is taking place during Give Great Falls, and is co-hosted by the Library and the Great Falls Area Community Foundation.

### Montana Women Vote Voter Registration

**When:** May 1, 15 and 29, noon to 4 pm

**Where:** Display table on first floor

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



**DEBT FREE LIVING**

**6-WEEK FREE COURSE**

HOSTED AT THE GREAT FALLS PUBLIC LIBRARY  
CORDINGLEY ROOM

**DATES**  
APRIL 17 - MAY 29  
NO CLASS ON MAY 8TH

**TIME**  
6:30-7:30 PM

**SPEAKER**  
JOSE GARRIGO

Join Jose as he guides you through the 6 parts of financial literacy. Every week you will learn a new step to living your life Debt Free.

<b>WEEK 1</b> BUDGETING	<b>WEEK 2</b> SAVINGS	<b>WEEK 3</b> DEBT AND CREDIT
<b>WEEK 4</b> RISK AND INSURANCE	<b>WEEK 5</b> INVESTMENTS PART 1	<b>WEEK 6</b> INVESTMENTS PART 2

If you're facing difficulties attending this class because you don't have someone to care for your children, please reach out to Toby's House Crisis Nursery.

Contact them at  
(406) 770-5191

### Debt Free Living course with José Garrigo

**When:** Tuesday, May 1, 15, 22 and 29, 6:30 to 7:30 pm

**Where:** Cordingley Room

**What:** José Garrigo instructs a 6-week FREE financial class to help you live a debt free life. The financial classes are best if you are able to make it to all 6 of them. However, if you feel certain weeks would be better suited for you, please join us for as many as you would like!





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

## Great Falls Public Library May 2024 Events



### Friends of the Library Book Sale

**Where:** Third floor of Library

**When:** **May 9**, (10 am to 7 pm), **May 10 & 11** (10 am to 5 pm), **May 16** (10 am to 7 pm), **May 17** (10 am to 5 pm) and **May 18** (10 am to 5 pm),

**What:** The half price sale is on May 16 and 17 and the Sack Sale is on May 18. Prices will vary for select items, as marked.

### Memory Café

**When:** Tuesday, May 7, 12:30 to 2 pm

**Where:** Cordingley Room

**What:** Memory Cafés are a comfortable, social gathering that allow people experiencing memory loss and a loved one to connect, socialize, and build new support networks. Cafés are free to attend and welcome to all.



### Jewish Heritage Evening

**When:** Tuesday, May 7, 6 to 8 pm

**Where:** Cordingley Room

**What:** Enjoy an evening of presentations and panel discussion with people from the local Jewish community. We will have people from the Montana Jewish Project, from the local Weissman family, and others talk about life in Montana, and how we can all build community together. Jewish food will be served, also!



### Montana Primary Care Association Health Insurance Navigator



**When:** Friday, May 10, 10 am to 2 pm.

**Where:** 2<sup>nd</sup> Floor Game Room

**What:** If you are struggling with enrolling in the Health Insurance Marketplace, want to learn more about health insurance options available, or if you need to re-enroll in Medicaid, then come talk with a Healthcare Navigator.



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## Great Falls Public Library May 2024 Events

### Community Paramedic

**When:** May 10 and 24, 2 to 3 pm

**Where:** 2<sup>nd</sup> Floor Game Room

**What:** The Alluvion Health Community Paramedic will be in the Library providing free blood pressure checks and community referrals.



### Little Shell Tribe Medicaid Sign Up

**When:** May 24, 10 am to 2 pm

**Where:** 2<sup>nd</sup> Floor Game Room

**What:** Sign up for health coverage or Medicaid if you recently lost it with a Little Shell Tribal Health Community Health Worker.



### Tell Us Something Storytelling Workshop with Marc Moss

**When:** May 16, 5:30 to 7:30 pm

**Where:** Cordingley Room

**What:** In the final Winter Speaker Series talk of the year, Marc Moss guides you on a journey of finding your own story. Marc will help you shape that story into one you can share at a live storytelling performance the evening of the workshop. We will learn about the sense of place in a story through observation of the natural surroundings of the State Parks, learn about story arc, and learn how to better speak in front of a crowd.

### Jake Sorch: How to Stand Out as a Self-Published Author

**When:** Thursday, May 23, 6:30 to 7:30 pm

**Where:** Cordingley Room

**What:** Library Communications Coordinator Jake Sorch, author of “The Unforgettable M&M” and “The Cabbage Patch” talks about self-publishing, mustering up the courage to start, and how to separate yourself from the herd of other writers.



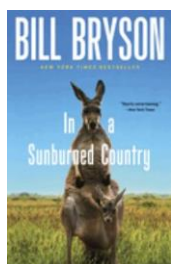


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## Great Falls Public Library May 2024 Events

### May Book Clubs

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

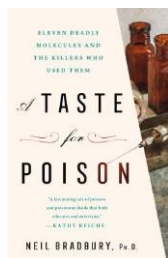


#### Open Books with Penny - 1st Thursday

**When:** May 2, 7 to 8 pm

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

**What:** Discussion of *In a Sunburned Country* by Bill Bryson

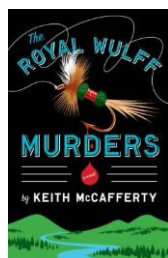


#### Book Sleuths with Kalena - 2nd Tuesday

**When:** May 14, 4:30 to 5:30 pm

**Where:** Great Falls Public Library, basement Small Meeting Room

**What:** Discussion of *A Taste for Poison*, by Neil Bradbury

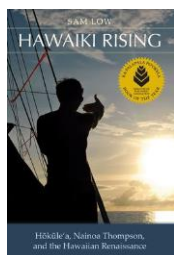


#### Page Forward Saturday with Debbie - 2nd Saturday

**When:** May 11, 10 to 11 am

**Where:** Great Falls Public Library, basement Small Meeting Room

**What:** Book club discussion of *The Royal Wulff Murders* by Keith McCafferty



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

**When:** May 28, 7 to 8 pm

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

**What:** Discussion of *Hawaiki Rising* by Sam Low



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

**When:** May 18, 10 am to noon

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

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



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## Great Falls Public Library May 2024 Events

### YOUTH SERVICES EVENTS

#### May Story Time

**When:** Wednesday and Thursday mornings, 10:30-11:30

May 1, 2, 8, 9, 15, 16, 29, 30,

**Where:** Cordingley Room

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

**What:** Preschoolers and their families are invited to join us to build early literacy skills with songs, movement, and a great story. May's theme is Cats and Dogs.



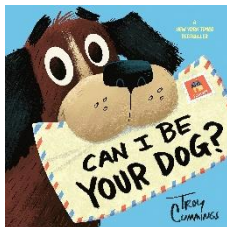
#### May Toddler Time

**When:** Friday mornings, 10:30 to 11:30 am, May 3, 10, 17, 24 and 31

**Where:** Cordingley Room

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

**What:** Babies, toddlers, and their families are invited to join us face-to-face at the Great Falls Public Library to build early literacy skills with songs, movement, lap bounces, and a great story. May's Theme is Cats and Dogs



#### Dog Story Walk

**When:** Friday, May 3 to Sunday, June 5

**Where:** Gibson Park

**Audience:** Families with kids of all ages

**What:** Take a stroll in Gibson Park this May with or without your furry friend and enjoy two great dog-themed stories: Raising a Hero by Laura Numeroff and Lynn Munsinger and Can I Be Your Dog? by Troy Cummings.

To hear these great books read aloud by Great Falls community readers, visit our SoundCloud:

<https://soundcloud.com/user-781769430>

Canine Companions trains service dogs for people with disabilities. Find out more here: <https://canine.org/>





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## Great Falls Public Library May 2024 Events

### Dungeons and Dragons Spring Campaign

**When:** Saturdays from 3 to 5:30 pm

**Where:** Cordingley Room

**Audience:** Preteens and teens 10-18

**What:**

We're sorry! Our Spring Campaign is full! Sign-ups for our Summer Campaign will begin in May. Please see Kids' Place staff for more information. Via phone at (406) 453-0349, ext. 215 or by email at [xlee@greatfallslibrary.org](mailto:xlee@greatfallslibrary.org)

Our Spring D&D Campaign will meet on Saturdays from 3-5:30 for 6 weeks. Make new friends and get creative with this fantasy-themed tabletop role-playing game. D&D supports the development of social, problem solving, and even practical math skills! A snack will be provided. ASL interpretation available upon request.



### Allen Jones talks about his books *Yellowstone for Kids* and *Montana for Kids*

**When:** May 30 from 7 to 8 pm

**Where:** Cordingley Room

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

**What:** Bozeman-based author Allen Morris Jones comes to talk about his Spur Award-winning book *Montana for Kids* and his successful follow-up *Yellowstone for Kids*. Jones also is the author of a highly regarded look at the ethics of hunting, a collection of poetry (recently named a Montana Book Award honor book), and more than 100 published personal essays, profiles, short stories, and other incidental pieces.

## PATRON COMPLIMENTS

Via email:

A big THANK YOU! to the Great Falls Public Library for adding safety officers to your premises. My wife has become increasingly concerned about the security situation at the library. When we were accosted outside the building by a panhandler asking for money, we thought things were getting out of hand. The addition of signage outside and safety officers inside is a welcome addition.

Sincerely,

Mark and Cheryl Ruzyla

3/26/2024 – A patron complimented the library on the family book kits for kids, as they checked out another family book kit.

3/28/2024 – A patron came up to the reference desk, excited and gushing about a book he had just published as an audiobook on Kindle. He said he has been here at the the library, working on it for two years.

4/2/2024 – As a patron was checking out at the circulation desk, she said that she was very very appreciative of the free parking at Great Falls Public Library.

4/5/2024 – A staff member was on the phone & overheard another staff member helping a 10-year-old child who was signing up for his own library card. He was very enthusiastic that he could have his own card, & every time another staff member or patron walked by, he excitedly said “Hi! I’m getting a library card!” When the staff member who reported this interaction came up to the circulation desk to help another patron, the little boy quickly got her attention & held up his library card with great pride & excitement, & told her “I got a library card!”

4/6/2024 – A young couple came into the library to have documents notarized. During the notarization process, it came to light that they were college students & were looking for a quiet room to study. The staff member was able to have them sign a meeting room contract & give them a tour of both the small meeting room & the game room. They loved the spaces & booked time in the small meeting room. They were very appreciative of all of the services that the library offers.

4/6/2024 – A patron came to the reference desk to have a document notarized. He stated That he didn’t know about the notary services at the library, until a friend told him About it. He was also very happy that the library is open so many days a week.

## Great Falls Public Library Board of Trustees: Quarterly Training

Quarter	Training:
April 2024	Library Services and MSL workshops
January 2024	Dan Clark Local Government Workshop
October 2023	Intellectual Freedom
July 2023	Responding to Book Bans
April 2023	Homelessness in Libraries
January 2023	Mill Levies and Library advocacy
October 2022	Book Challenges/Intellectual Freedom

### Possible Future Training Topics:

- MSL Trustee Training #1: What is the Job of the Library Board?
- MSL Trustee Training Session #2 Relationships, the Law and Finance
- MSL Trustee Training #3: Library Planning, Policy Making and Evaluation
- MSL Learn Webinar Series - Basic Training for Trustees
- Disaster Planning: Monitoring Collections During Adverse Conditions
- Policy Development
- Director and Board Responsibilities
- Trustee Training: Librarian Ethics
- Creating a person-centered library: Supporting patrons while avoiding burnout
- Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation
- Other??