

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS ROADMAP REVIEW – RESOURCE SHARING, TECHNOLOGY AND PERSONNEL (Pages 35-39)

- B. PUBLIC LIBRARY STANDARDS POLICY REVIEW: PERSONNEL & EMPLOYMENT PRACTICES POLICY (Pages 40-60)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- C. PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

VIII. NEW BUSINESS

- A. PUBLIC LIBRARY STANDARDS: ELECTION OF OFFICERS (CHAIR AND VICE-CHAIR) (Pages 61-62)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ELECT _____ TO THE POSITION OF BOARD CHAIR.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ELECT _____ TO THE POSITION OF BOARD VICE CHAIR.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURMENT

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

SECOND VOTE

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, June 25, 2024
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)
4:30 p.m.

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

BOARD MEMBERS ABSENT: Ms. Anne Bulger

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

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

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

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

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

II. STAFF INTRODUCTIONS

Mr. Lukas Meier and Mr. John Roberts introduced themselves and talked about their positions at the Library and how they came to be at the Library. After questions from the board, they left the meeting.

III. PUBLIC COMMENT

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

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

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

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

IV. ADOPTION OF THE MINUTES

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

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

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

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

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

V. ACCEPTANCE OF THE FINANCIAL REPORTS

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

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

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

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

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

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

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

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

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

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

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

VI. REPORTS

Management Team Report

Ms. Cawley gave her Community Engagement report.

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

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

Director Report

Ms. McIntyre presented her director's report.

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

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

Statistical Report

No one had questions or comments concerning the Statistical Report.

Personnel Report

No one had questions or comments concerning the Personnel Report.

GFPL Foundation Report

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

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

Chair Report

Ms. Olson had nothing to report at this time.

Board Reports

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

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

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

City/Library Management Agreement Committee Report

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

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

VII. OLD BUSINESS

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

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

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

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

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

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

VIII. NEW BUSINESS

LIBRARY DIRECTOR ANNUAL PERFORMANCE EVALUATION

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

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

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

EXECUTIVE SESSION BEGAN AT 5:44 PM

EXECUTIVE SESSION ENDED AT 7:19 PM

Ms. Olson gave a brief overview of what was discussed during the executive session. Ms. McIntyre's review was based upon her accomplishments in regard to the Library's strategic plan.

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

Richard Irving, a resident of Great Falls, addressed the board. He is heartened that the Ex-Officio member participated in the review and he recommends that the board change their policy so the Ex-Officio can vote. He is also heartened to see that the board is asking more questions than they use to. He stated that it is his opinion that the answers the board receives for the director are seldom facts. He suggests that the board place Ms. McIntyre on a very specific plan of correction with specific goals and consequences.

Ms. Johnson stated that she felt the conversation in the executive session was more of an evaluation of the strategic goals and not of an evaluation of the library director. Ms. Olson asked if Ms. Johnson would be voting against the motion. Ms. Johnson stated that she would be because she does not feel this was a performance review of the director.

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

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Johnson stated that every individual board member has the right to vote how they want. She added that she is not voting against Ms. McIntyre, she is voting against the way the review was handled.

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. Crist seconded the motion. Ms. Olson called for a vote.

Motion passed unanimously.

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

DRAFT

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.

Account Number	Account Desc	June 2024		FY 2024 YTD	
		Actual	Budget	Actual	% Used
2220 LIBRARY					
<i>Taxes</i>					
311010	REAL CURRENT AD VALOREM	\$ (1,142,077.16)	\$ (2,400,000.00)	\$ (2,847,002.48)	118.63%
311030	REAL DELINQUENT AD VALOREM	\$ (273.06)	\$ (6,000.00)	\$ (8,308.42)	138.47%
311050	REAL PROTESTED TAXES	\$ -	\$ -	\$ -	
311210	MOBILE HOME TAXES	\$ (5,672.08)	\$ (2,000.00)	\$ (8,586.88)	429.34%
311220	OTHER PERSONAL PROPERTY	\$ (22,760.70)	\$ (15,000.00)	\$ (23,065.91)	153.77%
312000	DELINQUENT TAX PENALTY & INTER	\$ (664.72)	\$ (1,500.00)	\$ (2,706.36)	180.42%
<i>Intergovernmental</i>					
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	\$ (88,500.00)	\$ (177,000.00)	\$ (177,000.00)	100.00%
339000	PAY OF LIEU OF TAXES		\$ -		
<i>Charges for Services</i>					
343160	OFF-STREET LOTS TRANSIENT	\$ (424.00)	\$ (2,000.00)	\$ (3,962.00)	198.10%
346910	LIBRARY FEES MISCELLANEOUS	\$ (5,100.00)	\$ (10,100.00)	\$ (12,250.00)	121.29%
346920	LIBRARY SERVICE CHARGES MISC	\$ (495.00)	\$ (5,000.00)	\$ (4,817.71)	96.35%
346930	LIBRARY EQUIPMENT CHARGES MISC	\$ (1,460.89)	\$ (12,000.00)	\$ (13,131.21)	109.43%
346940	LIBRARY FACILITY CHARGES MISC	\$ (70.00)	\$ (800.00)	\$ (1,030.00)	128.75%
348360	CONVENIENCE FEE	\$ (24.05)		\$ (26.65)	
346950	LIBRARY BOOK PURCHASES	\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
<i>Fines and Forfeitures</i>					
351340	COLLECTION AGENCY FINES	\$ (342.96)	\$ -	\$ (800.76)	
352200	LOST BOOK FINES	\$ (1,226.93)	\$ (6,500.00)	\$ (7,028.94)	108.14%
<i>Investment Income</i>					
365100	CONTRIBUTIONS & DONATIONS	\$ (2,500.00)	\$ (10,000.00)	\$ (316,240.67)	3162.41%
368290	REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ (50.00)	
362100	USBP CREDITS	\$ -	\$ -	\$ -	
<i>Other</i>					
371100	REGULAR INTEREST	\$ (5,257.36)	\$ (2,500.00)	\$ (28,911.01)	1156.44%
REVENUE TOTAL		\$ (1,276,848.91)	\$ (2,685,975.00)	\$ (3,495,227.46)	130%
<i>Personal Services</i>					
411100	SALARIES & HOURLY	\$ 107,109.43	\$ 1,478,415.49	\$ 1,069,987.06	72.37%
412100	OVERTIME - REGULAR FULL-TIME	\$ 260.76	\$ -	\$ 260.76	
412300	OVERTIME - TEMPORARY	\$ -	\$ -	\$ -	
413150	VACATION TERMINATION	\$ -	\$ -	\$ 14,422.46	
413250	SICK LEAVE TERMINATION	\$ -	\$ -	\$ 8,774.29	
413600	HEALTH INSURANCE	\$ 24,174.91	\$ 354,456.04	\$ 249,932.58	70.51%
413700	LIFE INSURANCE	\$ 161.39	\$ 2,634.44	\$ 1,908.41	72.44%
413800	VEBA PAYOUT	\$ -	\$ -	\$ -	
414100	UNEMPLOYMENT INSURANCE	\$ 431.45	\$ 6,089.74	\$ 4,440.35	72.92%
414200	WORKERS COMPENSATION	\$ 847.62	\$ 9,718.95	\$ 7,995.27	82.26%
414300	FICA	\$ 6,427.77	\$ 87,957.87	\$ 65,279.50	74.22%
414350	MEDICARE	\$ 1,503.31	\$ 20,570.84	\$ 15,267.06	74.22%
414450	PERS	\$ 11,180.70	\$ 154,540.84	\$ 114,096.61	73.83%
415100	MISCELLANEOUS PENSIONS	\$ 1,461.83	\$ 20,715.79	\$ 15,470.81	74.68%
<i>Personal Services Totals</i>		\$ 153,559.17	\$ 2,135,100.00	\$ 1,567,835.16	73.4%
<i>Supplies</i>					
421100	PAPER & FORMS	\$ 387.69	\$ 3,000.00	\$ 2,124.56	70.82%
421200	COMPUTER ACCESSORIES	\$ 870.32	\$ 7,500.00	\$ 5,811.63	77.49%
421400	INSTRUCTIONAL & SAFETY SUPPLIE		\$ -		
421900	OTHER OFFICE SUPPLIES & MATERI	\$ 1,907.76	\$ 16,100.00	\$ 7,171.96	44.55%
423100	GAS, OIL, DIESEL FUEL, GREASE,	\$ 281.86	\$ 7,693.00	\$ 3,787.57	49.23%
423900	OTHER REPAIR & MAINTENANCE SUP	\$ 919.37	\$ 7,719.72	\$ 8,639.09	111.91%
<i>Supplies Totals</i>		\$ 4,367.00	\$ 42,012.72	\$ 27,534.81	65.54%

Purchased Services

431100 POSTAGE, BOX RENT, ETC.		\$ 4,000.00	\$ 4,000.00	100.00%
432100 PRINTING, FORMS, ETC	\$ 196.08	\$ 200.00	\$ 196.08	98.04%
433200 BOOKS & SUBSCRIPTIONS	\$ 3,375.78	\$ 80,000.00	\$ 57,519.53	71.90%
433500 MEMBERSHIPS & DUES	\$ 375.00	\$ 1,000.00	\$ 953.00	95.30%
434100 TELEPHONE	\$ 233.12	\$ 3,200.00	\$ 2,944.19	92.01%
434120 FAX & OTHER TELEPHONE LINES	\$ 170.40	\$ 3,500.00	\$ 2,044.80	58.42%
434200 ELECTRIC UTILITY	\$ 1,444.52	\$ 75,000.00	\$ 51,123.75	68.17%
434300 GAS UTILITY	\$ 1,319.54	\$ 13,000.00	\$ 9,703.18	74.64%
434400 CITY SANITATION DISPOSAL	\$ 169.94	\$ 1,939.00	\$ 1,843.94	95.10%
434500 WATER UTILITY	\$ 699.60	\$ 2,841.00	\$ 2,804.42	98.71%
434600 SEWER UTILITY	\$ 105.04	\$ 1,327.00	\$ 885.70	66.74%
434700 STORM DRAIN UTILITY	\$ 87.08	\$ 911.00	\$ 926.38	101.69%
435260 COLLECTION AGENCY COSTS	\$ -	\$ -	\$ 104.85	#DIV/0!
435500 COMPUTER PROGRAMMING	\$ 2,255.18	\$ 50,000.00	\$ 46,678.26	93.36%
435900 OTHER PROFESSIONAL SERVICES	\$ 2,503.40	\$ 13,000.00	\$ 17,879.18	137.53%
435900 OTHER PROFESSIONAL SERVICES	\$ -	\$ 30,000.00	\$ -	0.00%
436200 BUILDING REPAIR & MAINT	\$ 849.87	\$ 7,500.00	\$ 2,831.38	37.75%
436300 MAINTENANCE AGREEMENTS	\$ 1,254.42	\$ 23,000.00	\$ 20,210.98	87.87%
453200 OFFICE EQUIPMENT RENTALS	\$ 369.69	\$ 1,600.00	\$ 1,478.76	92.42%
455150 CREDIT CARD FEES	\$ 115.67	\$ -	\$ 1,357.17	0.00%
<i>Purchased Services Totals</i>	\$ 15,524.33	\$ 312,018.00	\$ 225,485.55	72.27%

Other

459200 REFUNDS & REIMBURSEMENTS	\$ 54.69	\$ 450.00	\$ 300,245.71	66721.27%
481300 CASH OVER/SHORT	\$ (0.05)	\$ -	\$ 0.45	
<i>Other Totals</i>	\$ 54.64	\$ 450.00	\$ 300,246.16	66721.37%

Internal Service Charges

486110 HUMAN RESOURCES	\$ 2,493.42	\$ 29,921.00	\$ 29,921.04	100.00%
486370 VEHICLE & EQUIPMENT MAINT	\$ 355.17	\$ 4,262.00	\$ 4,491.02	105.37%
486520 FISCAL SERVICES	\$ 1,462.08	\$ 17,545.00	\$ 17,544.96	100.00%
486580 CENTRAL INSURANCE	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	
486950 INFORMATION TECHNOLOGY	\$ 255.08	\$ 3,061.00	\$ 3,060.96	100.00%
486960 COMPUTER NETWORK	\$ 11.00	\$ 132.00	\$ 132.00	100.00%
486970 COMPUTER EQUIPMENT MAINT	\$ -	\$ 1,373.00	\$ 1,373.00	100.00%
488100 COMPUTER & EQUIPMENT LEASE	\$ 20.17	\$ 242.00	\$ 242.04	100.02%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 116,653.00	\$ 116,882.02	100.20%

Capital Outlay

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

	Actual	Jun-24	Budget	Actual	2024 YTD % Used
REVENUE TOTALS	\$ (1,276,848.91)		\$ (2,685,975.00)	\$ (3,495,227.46)	130%
EXPENSE TOTALS	\$ 178,102.06		\$ 2,606,233.72	\$ 2,237,983.70	86%
<i>Net Gain (Loss)</i>	\$ (1,098,746.85)		\$ (79,741.28)	\$ (1,257,243.76)	
		Fund Balance Start of FY2024	\$ (455,452.70)		
		Estimated Fund Balance Start of FY2025	\$ (1,667,946.39)		

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

Income Statement

Through 06/30/24
Detail Listing

Include Rollup Account/Rollup to Object

Account	Account Description	Budget Amount	Actual Amount	MTD	Actual Amount	YTD	YTD Actual	Budget Less	% of Budget	Prior Year
Fund Category	Governmental Funds									
Fund Type	Special Revenue Funds									
Fund	2220 - LIBRARY									
	REVENUE									
31101	REAL CURRENT AD VALOREM	2,400,000.00	1,142,077.16		2,847,002.48		(447,002.48)		119	858,645.63
31103	REAL DELINQUENT AD VALOREM	6,000.00	273.06		8,308.42		(2,308.42)		138	7,274.45
31121	MOBILE HOME TAXES	2,000.00	5,672.08		8,586.88		(6,586.88)		429	3,353.83
31122	OTHER PERSONAL PROPERTY	15,000.00	22,760.70		23,065.91		(8,065.91)		154	36,025.53
31200	DELINQUENT TAX PENALTY & INTEREST	1,500.00	664.72		2,706.36		(1,206.36)		180	1,624.61
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	29,716.00	.00		37,063.74		(7,347.74)		125	2,132.42
33500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	.00		2,314.72		44.28		98	29,650.99
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00		.00		.00		+++	36,373.00
33800	LIBRARY SUPPORT	177,000.00	88,500.00		177,000.00		.00		100	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00		.00		.00		+++	1,469.30
34316	OFF-STREET LOTS TRANSIENT	2,000.00	424.00		3,962.00		(1,962.00)		198	5,505.84
34691	LIBRARY FEES MISCELLANEOUS	10,100.00	5,100.00		12,250.00		(2,150.00)		121	13,100.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,000.00	495.00		4,817.71		182.29		96	4,845.29
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	1,460.89		13,131.21		(1,131.21)		109	11,028.61
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	70.00		1,030.00		(230.00)		129	750.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	3,500.00	.00		930.00		2,570.00		27	4,056.15
34836	CONVENIENCE FEE	.00	24.05		26.65		(26.65)		+++	.00
35134	COLLECTION AGENCY FINES	.00	342.96		800.76		(800.76)		+++	349.27
35220	LOST BOOK FINES	6,500.00	1,226.93		7,028.94		(528.94)		108	7,015.77
36210	USBP CREDITS	.00	.00		.00		.00		+++	46.66
36500	LIBRARY ENDOWMENT CONTRIBUTION	.00	.00		.00		.00		+++	100.00

Income Statement

Through 06/30/24
Detail Listing

Include Rollup Account/Rollup to Object

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

Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Total Actual Prior Year
36510	CONTRIBUTIONS & DONATIONS	10,000.00	2,500.00	2,500.00	316,240.67	(306,240.67)	3,162	8,940.00
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	50.00	(50.00)	+++	18.25
37110	REGULAR INTEREST	2,500.00	5,257.36	5,257.36	28,911.01	(26,411.01)	1,156	4,832.99
38310	OPERATING TRANSFER IN	.00	.00	.00	.00	.00	+++	356,000.04
REVENUE TOTALS		\$2,685,975.00	\$1,276,848.91	\$1,276,848.91	\$3,495,227.46	(\$809,252.46)	130%	\$1,570,138.63
EXPENSE								
41110	SALARIES & HOURLY	819,500.00	107,109.43	107,109.43	1,069,987.06	(250,487.06)	131	816,564.26
41210	OVERTIME - REGULAR FULL-TIME	.00	260.76	260.76	260.76	(260.76)	+++	.00
41315	VACATION TERMINATION	.00	.00	.00	14,422.46	(14,422.46)	+++	1,166.41
41325	SICK LEAVE TERMINATION	.00	.00	.00	8,774.29	(8,774.29)	+++	535.34
41360	HEALTH INSURANCE	210,387.00	24,174.91	24,174.91	249,932.58	(39,545.58)	119	210,956.83
41370	LIFE INSURANCE	1,682.00	161.39	161.39	1,908.41	(226.41)	113	1,733.70
41410	UNEMPLOYMENT INSURANCE	3,330.00	431.45	431.45	4,440.35	(1,110.35)	133	4,253.19
41420	WORKERS COMPENSATION	4,814.00	847.62	847.62	7,995.27	(3,181.27)	166	5,376.61
41430	FICA	50,810.00	6,427.77	6,427.77	65,279.50	(14,469.50)	128	48,257.40
41435	MEDICARE	11,884.00	1,503.31	1,503.31	15,267.06	(3,383.06)	128	11,286.02
41445	PERS	86,260.00	11,180.70	11,180.70	114,096.61	(27,836.61)	132	85,825.23
41510	MISCELLANEOUS PENSIONS	13,117.00	1,461.83	1,461.83	15,470.81	(2,353.81)	118	15,184.00
41915	FUNDED CONTINGENCY	933,316.00	.00	.00	.00	933,316.00	0	.00
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	.00	+++	36,373.00
42110	PAPER & FORMS	3,000.00	387.69	387.69	2,124.56	875.44	71	1,725.13
42120	COMPUTER ACCESSORIES	7,500.00	870.32	870.32	5,811.63	1,688.37	77	4,533.75
42140	INSTRUCTIONAL & SAFETY SUPPLIES	.00	.00	.00	.00	.00	+++	181.80
42190	OTHER OFFICE SUPPLIES & MATERIALS	16,100.00	1,907.76	1,907.76	7,171.96	8,928.04	45	6,072.36
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	7,693.00	281.86	281.86	3,787.57	3,905.43	49	3,310.84

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

Income Statement

Through 06/30/24
Detail Listing

Include Rollup Account/Rollup to Object

Account	Account Description	Annual		MTD		YTD		Budget Less		% of		Prior Year Total Actual
		Budget Amount	Actual Amount	Actual Amount	Actual Amount	YTD Actual	YTD Actual	Budget	Budget			
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	919.37	8,639.09	5,360.91	62	8,770.05					
43110	POSTAGE, BOX RENT, ETC.	4,000.00	.00	4,000.00	.00	100	4,000.00				4,000.00	
43210	PRINTING, FORMS, ETC	200.00	196.08	196.08	3.92	98	.00				.00	
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	3,375.78	57,519.53	22,480.47	72	23,237.62				23,237.62	
43350	MEMBERSHIPS & DUES	1,000.00	375.00	953.00	47.00	95	990.00				990.00	
43410	TELEPHONE	3,200.00	233.12	2,944.19	255.81	92	3,205.04				3,205.04	
43412	FAX & OTHER TELEPHONE LINES	3,500.00	170.40	2,044.80	1,455.20	58	1,537.70				1,537.70	
43420	ELECTRIC UTILITY	75,000.00	1,444.52	51,123.75	23,876.25	68	32,011.86				32,011.86	
43430	GAS UTILITY	13,000.00	1,319.54	9,703.18	3,296.82	75	12,497.78				12,497.78	
43440	CITY SANITATION DISPOSAL	1,939.00	169.94	1,843.94	95.06	95	2,261.10				2,261.10	
43450	WATER UTILITY	2,841.00	699.60	2,804.42	36.58	99	2,607.90				2,607.90	
43460	SEWER UTILITY	1,327.00	105.04	885.70	441.30	67	919.24				919.24	
43470	STORM DRAIN UTILITY	911.00	87.08	926.38	(15.38)	102	929.56				929.56	
43526	COLLECTION AGENCY COSTS	.00	.00	104.85	(104.85)	+++	.00				.00	
43550	COMPUTER PROGRAMMING	50,000.00	2,255.18	46,678.26	3,321.74	93	45,094.45				45,094.45	
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	43,000.00	2,503.40	17,879.18	25,120.82	42	49,042.37				49,042.37	
43620	BUILDING REPAIR & MAINT	7,500.00	849.87	2,831.38	4,668.62	38	22,644.98				22,644.98	
43630	MAINTENANCE AGREEMENTS	23,000.00	1,254.42	20,210.98	2,789.02	88	19,839.46				19,839.46	
45320	OFFICE EQUIPMENT RENTALS	1,600.00	369.69	1,478.76	121.24	92	1,478.76				1,478.76	
45515	CREDIT CARD FEES	.00	115.67	1,357.17	(1,357.17)	+++	662.98				662.98	
45920	REFUNDS & REIMBURSEMENTS	450.00	54.69	300,245.71	(299,795.71)	66,721	299.73				299.73	
48130	CASH OVER/SHORT	.00	(.05)	.45	(.45)	+++	(.60)				(.60)	
48611	HUMAN RESOURCES	29,921.00	2,493.42	29,921.04	(.04)	100	34,377.00				34,377.00	
48637	VEHICLE & EQUIPMENT MAINT	4,262.00	355.17	4,491.02	(229.02)	105	3,489.00				3,489.00	
48652	FISCAL SERVICES	17,545.00	1,462.08	17,544.96	.04	100	17,154.00				17,154.00	

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Income Statement

Through 06/30/24
Detail Listing

Include Rollup Account/Rollup to Object

Account	Account Description	Budget Amount	Actual Amount	MTD	Actual Amount	YTD	YTD Actual	Budget Less	% of Budget	Prior Year	Total Actual
48658	CENTRAL INSURANCE	60,117.00	.00	.00	60,117.00	.00	.00	.00	100		52,486.00
48659	DEDUCTIBLE INSURANCE RECOVERY	.00	.00	.00	.00	.00	.00	.00	+++		7,500.00
48695	INFORMATION TECHNOLOGY	3,061.00	255.08	255.08	3,060.96	.04	.04	.04	100		2,453.04
48696	COMPUTER NETWORK	132.00	11.00	11.00	132.00	.00	.00	.00	100		186.96
48697	COMPUTER EQUIPMENT MAINT	1,373.00	.00	.00	1,373.00	.00	.00	.00	100		909.00
48810	COMPUTER & EQUIPMENT LEASE	242.00	20.17	20.17	242.04	(.04)	(.04)	(.04)	100		230.04
EXPENSE TOTALS		\$2,612,514.00	\$178,102.06	\$178,102.06	\$2,237,983.70	\$374,530.30	\$374,530.30	\$374,530.30	86%		\$1,604,150.89
Fund 2220 - LIBRARY Totals											
REVENUE TOTALS		2,685,975.00	1,276,848.91	1,276,848.91	3,495,227.46	(809,252.46)	(809,252.46)	(809,252.46)	130%		1,570,138.63
EXPENSE TOTALS		2,612,514.00	178,102.06	178,102.06	2,237,983.70	374,530.30	374,530.30	374,530.30	86%		1,604,150.89
Fund 2220 - LIBRARY Net Gain (Loss)		\$73,461.00	\$1,098,746.85	\$1,098,746.85	\$1,257,243.76	\$1,183,782.76	\$1,183,782.76	\$1,183,782.76	1,711%		(\$34,012.26)

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 RECONCILED TO MUNIS REPORTS

FUND BALANCE APRIL 1, 2024	\$ (877,303.88)
TOTAL REVENUE APRIL 2024	\$ (26,268.81)
TOTAL EXPENSES APRIL 2024	\$ 172,438.13
FUND BALANCE MAY 1 2024	\$ (731,134.56)

CERTIFIED MILL VALUE	\$ 131,815.00
Estimated tax revenue per mill	\$ (118,317.23)
TOTAL ACTUAL TAX REVENUE	\$ (2,839,613.47)
ACTUAL TAX COLLECTION July-Dec.	\$ (30,282.64)
ACTUAL DECEMBER COLLECTION	\$ (1,553,358.49)
ACTUAL COLLECTION JAN THROUGH MAY	\$ (134,581.20)
ACTUAL JUNE COLLECTION	\$ (1,121,391.14)

Tax Collection January	\$ (14,344.21)
Tax Collection February	\$ (21,731.85)
Tax Collection March	\$ (23,492.35)
Tax Collection April	\$ (20,455.01)
Tax Collection May	\$ (54,557.78)
Tax Collection June	\$ (1,121,391.14)
TOTAL Actual 2nd Half Collection	\$ (1,255,972.34)

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	\$ 141,012.29
FUND BALANCE MARCH 1 2024	\$ (1,057,543.10)

MAY RECONCILED TO NEW WORLD REPORT

FUND BALANCE MAY 1, 2024	\$ (731,134.56)
TOTAL REVENUE MAY 2024	\$ (59,288.40)
TOTAL EXPENSES MAY 2024	\$ 176,473.35
FUND BALANCE JUNE 1 2024	\$ (613,949.61)

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	\$ (1,057,543.10)
TOTAL REVENUE MARCH 2024	\$ (30,382.40)
TOTAL EXPENSES MARCH 2024	\$ 210,621.62
FUND BALANCE APRIL 1 2024	\$ (877,303.88)

JUNE RECONCILED TO NEW WORLD REPORT

FUND BALANCE JUNE 1, 2024	\$ (613,949.61)
TOTAL REVENUE JUNE 2024	\$ (1,276,848.91)
TOTAL EXPENSES JUNE 2024	\$ 178,102.06
FUND BALANCE JULY 1 2024	\$ (1,712,696.46)

Great Falls Public Library Vendor Summary (2220)

JUNE 2024

7/16/2024

Vendor Name		MTD	YTD
ACE Hardware	(Building Supplies)	\$ -	\$ 499.84
Alert Security Systems	(Security Camera)	\$ -	\$ 80.00
All State Signs	(Friends of the Library Banner)	\$ -	\$ 90.00
Baker & Taylor	(Jobber)	\$ 2,260.21	\$ 18,768.20
Barnes & Noble Books	(Materials Purchased)	\$ -	\$ 576.81
Bellingham Public Library	(ILL Damaged item)	\$ -	\$ 21.95
Bronson, Bill	(Negotiation Council)	\$ 1,830.00	\$ 2,685.00
Builders First Source	(Maintenance Supplies)	\$ -	\$ 43.98
Cascade Electric	(Building Supplies)	\$ -	\$ 868.70
Castle Branch	(Background Checks)	\$ -	\$ 112.00
Cengage/Gale	(Jobber)	\$ 589.08	\$ 3,525.33
Center Point	(Jobber)	\$ -	\$ 89.88
Central Floor Covering	(Drive Up Window Blind)	\$ -	\$ 98.60
Central Lock and Safe	(Keys)	\$ -	\$ 53.00
Century Link	(Telephone)	\$ 233.12	\$ 2,699.10
Chemnet	(Drug Testing)	\$ 186.00	\$ 479.30
Civic Plus	(Website Contract)	\$ 964.08	\$ 964.08
Communication Resources	(Phone/Network Systems)	\$ -	\$ 3,426.00
CED - Consolidate Electrical	(Maintenance Supplies)	\$ -	\$ 31.61
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	\$ 6,837.30
Deroche, Lynn	(Library Election Monitor)	\$ -	\$ 824.50
Envisionware	(renewal)	\$ -	\$ 5,761.65
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 240.78
FICO	(Garage Heater Repair)	\$ -	\$ 704.00
Fisher's Technology	(Copier Agreement)	\$ 577.43	\$ 4,989.03
Great Falls Area Chamber	(Membership)	\$ 375.00	\$ 375.00
GFPL Foundation	(Bridge Loan Repayment)	\$ -	\$ 300,000.00
Interactive Sciences	(Wowbrary Subscription)	\$ -	\$ 768.70
JV Restaurant	(Annual Fire Extinguisher Service)	\$ 264.00	\$ 264.00
Johnson Madison Lumbar	(Building Supplies)	\$ -	\$ 176.73
Judith Basin Press	(Subscription)	\$ -	\$ 70.50
Kone, Inc	(Elevator Agreement)	\$ -	\$ 8,327.28
MASCO	(Building Supplies)	\$ -	\$ 1,821.99
Mastercard		\$ 4,843.51	\$ 27,600.10
Midwest Tape	(Jobber)	\$ -	\$ 9,692.71
Montana Air Cartage	(Courier Service)	\$ 356.40	\$ 6,210.60
MMIA	(Workers' Comp Insurance for Volunteers)	\$ 17.00	\$ 64.54
Morrison-Maieler	(Network Maintenance)	\$ -	\$ 37.50
Mountain Alarm Co.	(Annual Inspection)	\$ -	\$ 637.50
Mr. Green Landscape	(Snow Plow service)	\$ -	\$ 2,685.00
National Laundry	(Maintenance Supplies)	\$ -	\$ 130.00
North 40 Outfitters	(Maintenance Supplies)	\$ 1,163.61	\$ 1,308.63
OCLC Online	(Annual Service)	\$ -	\$ 6,648.19
Overdrive	(MT Library 2 Go)	\$ -	\$ 14,926.77
Petty Cash	(Refunds)	\$ 61.17	\$ 267.73
Pitney Bowes	(Mailing Machine lease)	\$ 369.69	\$ 1,478.76
Plymouth Rocket	(Kit Keeper)	\$ 475.00	\$ 475.00
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ -	\$ 961.95
Shelby Promoter	(Subscription)	\$ -	\$ 45.00
State of Montana	(Elevator Insp.,Boiler permit, Montana Shared Libra	\$ -	\$ 27,904.95
The Tire Guys	(Maintenance Supplies)	\$ -	\$ 26.45
Unique	(Collections Service)	\$ -	\$ 104.85
Vision Net, Inc	(Internet Service)	\$ 170.40	\$ 1,874.40
WX COX	(Jobber)	\$ -	\$ 6,012.65
		\$ 15,412.69	\$ 476,174.00

Great Falls Public Library Vendor Summary (2220)

JUNE 2024

7/16/2024

Mastercard Transaction Breakdown			
Amazon	Public Services Back-up drive	\$	134.99
Amazon	Room divider for lobby	\$	195.00
Amazon	Office and Safety Supplies	\$	39.09
Amazon	CIRC desk "Book Recommend" vending machine	\$	99.98
Amazon	CIRC/REF table covers	\$	49.16
Amazon	Safety Specialist batteries	\$	17.98
Amazon	USB chargers	\$	19.98
Amazon	Maintenance Supplies	\$	99.96
Amazon	Recargable Flashlights for building	\$	117.98
Amazon	IT supplies	\$	16.99
Bibliotheca	Tech Service Supplies	\$	260.00
Blanks USA	Parking tags for cars	\$	37.37
Cascade Courier	Subscription	\$	40.00
DEMCO	Tech Service Supplies	\$	110.72
Dollar Tree	Cards and Storage Bins	\$	7.00
Double G Engraving	Business cards with new logo	\$	326.81
Evonence	Google Services	\$	816.10
Foxys Publishing	Materials Purchased	\$	170.00
Hobby Lobby	CIRC Family Craft Kit Supplies	\$	2.39
Hobby Lobby	Tech Service Supplies	\$	16.97
Lewistown News	Subscription	\$	96.50
Library Journal	Subscription	\$	179.99
Network Solutions	Website Services	\$	189.99
Network Solutions	2 year hosting	\$	643.36
New Egg	Office Supplies	\$	272.48
Sams Club	Sacks for CIRC desk	\$	75.92
Staples	Office Supplies / CIRC Family Craft Kit Supplies	\$	19.42
Staples	Paper cutter and Copy paper	\$	463.76
The Independent Observer	Subscription	\$	40.00
Walmart	CIRC Family Craft Kit Supplies	\$	27.65
Walmart	Rubber cable ramps	\$	199.88
Walmart	Maintenance Supplies	\$	41.79
Walmart	sympathy card and Safety Specialist planners	\$	14.30
		TOTAL:	\$4,843.51

Great Falls Public Library Foundation Vendor Summary (2221)

JUNE 2024

7/16/2024

Vendor Name		MTD	YTD
4Imprint	(Community Engagement Swag)	\$ -	\$ 5,800.36
All State Signs	(New Logo Banners, Parking Signs & Poles, Storywalk replacement plixi)	\$ -	\$ 2,079.00
Baker & Taylor	(Jobber)	\$ 11,599.35	\$ 92,323.55
Barns & Noble	(Jobber)	\$ -	\$ 868.50
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
Cascade Electric	(Disconnect Band Shell Power)	\$ -	\$ 88.00
CenterPoint	(Jobber)	\$ 44.94	\$ 404.46
Choteau Acantha	(Subscription)	\$ -	\$ 47.00
City of Great Falls - Mansfield	(Community Events/Deposits)	\$ 950.00	\$ 2,445.00
City of Great Falls - Parking	(Curtesy Parking Spots)	\$ -	\$ 900.00
Clayton, John S.	(Adult Program)	\$ -	\$ 28.00
Corda, Joel	(Music in the Park)	\$ 300.00	\$ 300.00
Creative Empire	(Mango Language)	\$ -	\$ 5,700.00
Cushing Terrell	(Library Remodel Project)	\$ 29,030.00	\$ 29,030.00
DELL Marketing	(FAP - Public Computer Upgrades)	\$ -	\$ 26,771.39
Downtown Great Falls	(Parade of Lights/Xmas Stroll)	\$ -	\$ 80.00
Dragons Are Too Seldom	(KP/YA performer)	\$ -	\$ 750.00
Einan, Jerry	(Custom built staff mailboxes)	\$ -	\$ 600.00
Falls Print Works	(Tech Service Supplies)	\$ -	\$ 282.00
Gale/Cengage	(Jobber)	\$ 938.26	\$ 4,327.82
Gale/Cengage	(Chilton Database FAP)	\$ -	\$ 3,038.76
Gladstone, Mariah	(Indigenous Cooking Class)	\$ 950.00	\$ 950.00
Graham, Lela	(Reimbursement for Food at event)	\$ -	\$ 51.86
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		\$ 13,525.38	\$ 44,578.83
Midwest Tape	(Jobber)	\$ -	\$ 11,555.58
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 106.90
Montana Repertory Theater	(Odyssey Performance)	\$ 450.00	\$ 1,350.00
Friends of MT Shakespeare in the Parks	(Hamlet performance)	\$ -	\$ 2,325.00
National Laundry	(table linens)	\$ -	\$ 100.70
North 40 Outfitters	(Maintenance Supplies)	\$ 137.69	\$ 137.69
Oliver, Kitty	(Adult Program)	\$ 500.00	\$ 500.00
Overdrive	(MT Library 2 Go - Advantage)	\$ 2,000.00	\$ 18,000.00
Penworthy Company	(Jobber)	\$ -	\$ 1,193.48
Peoples Park & Rec Foundation	4th of July Parade Entry Fee	\$ 50.00	\$ 50.00
Petty Cash	(Reimbursement for Refunds)	\$ 9.60	\$ 66.25
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,775.28
Reiman, Clint	(Music for Event)	\$ -	\$ 500.00
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
Russellog	Yearbook	\$ 60.00	\$ 60.00
Shumaker Trucking & Excavating	Band Shell Project	\$ 15,000.00	\$ 15,000.00
Supaman (Christian Parrish)	(Music in the Park)	\$ 3,000.00	\$ 3,000.00
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)	\$ 16,582.50	\$ 37,100.00
Wilbur Rehmann	(Music in the Park)	\$ 800.00	\$ 800.00
Wingfoot Plastic	(New Logo Library Cards)	\$ -	\$ 2,895.78
Zoobean	(KP/YA Beanstack Plus)	\$ -	\$ 1,813.90
Credits		\$ 95,927.72	\$ 358,311.56

Great Falls Public Library Foundation Vendor Summary (2221)

JUNE 2024

7/16/2024

Mastercard Transaction Breakdown		
4B's	Safety Specialist Training	\$ 40.00
Albertsons	Juneteenth	\$ 25.24
Albertsons	Memory Café	\$ 78.95
Albertsons	KP/YA supplies	\$ 40.92
Albertsons	Safety Specialist Training	\$ 20.66
Amazon	Materials Purchased	\$ 1,117.29
Amazon	Summer Reading	\$ 3,466.59
Amazon	KP/YA Supplies	\$ 1,312.98
Amazon	Mic for Jake	\$ 109.00
AT&T	Bookmobile Hotspot	\$ 467.70
Burger King	Safety Specialist Training	\$ 17.87
City of GF	Shakespeare Park Fee	\$ 206.00
Collabrative Summer Library	FAP - Adult Summer Reading	\$ 975.46
Comfort Inn	Safety Specialist Training	\$ 828.48
Copper King Hotel	MLA Training	\$ 506.36
Dollar Tree	Juneteenth	\$ 10.00
Dollar Tree	Memory Café	\$ 12.00
EventsCalendar	Calendar for Website	\$ 99.00
Facebook	Ads	\$ 14.00
First Peoples Buffalo Jump	Materials Purchased	\$ 337.05
Flower Farm	Flowers for front of Library	\$ 424.90
GF Rescue Mission	Back to School Blast	\$ 10.35
Home Depot	KP/YA Supplies	\$ 163.04
Humanities Montana	Adult Program	\$ 75.00
John Isaiah Pepion	Adult Program	\$ 97.00
Lets Play	KP/YA Supplies	\$ 43.97
Make Wave Enterprises	Summer Reading	\$ 125.00
Mountain View Co-Op	Safety Specialist Training	\$ 41.01
S&S Worldwide	Summer Reading	\$ 119.97
Sams Club	Juneteenth	\$ 685.72
Snack Shack	Juneteenth	\$ 300.00
St Vincent DePaul	KP/YA Supplies	\$ 75.00
Staples	KP/YA supplies	\$ 253.00
Teriyaki Madness	Mental Health Workshop	\$ 690.00
TJ Maxx	Materials Purchased	\$ 36.66
USPS	Mental Health Guides Postage	\$ 23.57
Walmart	KP/YA Cleaning cloths	\$ 19.94
Walmart	Juneteenth	\$ 12.00
Walmart	KP/YA Supplies	\$ 576.32
Walmart	Mental Health Workshop	\$ 67.38
TOTAL:		\$ 13,525.38

**GREAT FALLS PUBLIC LIBRARY
DONATIONS**

JUNE DONATIONS

IN MEMORY OF

Great Falls Education Association	\$ 10.00	In Memory fo Jamie Williams (Juvenile)
Sharon Kohles	\$ 150.00	In Memory of Elizabeth "Betty" Vetsch (no indication)
Susie McIntyre	\$ 30.00	In Memory of Jamie Williams (no indication)

JUNETEENTH

Alexander Temple	\$ 1,000.00	Juneteenth
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OTHER

Book Sales	\$ 428.00	Withdrawn Book Sales
Marshall Orthodontics	\$ 2,500.00	Summer Reading
Patrons	\$ 118.00	Summer Bash Raffle
Patrons	\$ 34.00	Summer Music in the Library Park Donations
Patrons	\$ 22.00	Summer Music in the Library Park Donations
TDB Metrocom GF	\$ 1,500.00	Summer Music in the Library Park Sponsor

TOTAL: \$ 5,792.00

Fun facts about Public Services....

There are 17 staff members that make up the Public Services Department. The job positions are Library Clerk, Library Specialist, Safety Specialist, Bookmobile Coordinator, Bookmobile Driver, Resource Sharing Coordinator and Public Services Librarian.

Since July 2023 we have filled 1660 crates to send to Partners libraries and we have processed 1671 crates from our Partner libraries filled with incoming holds!

On June 9th we started opening our doors 7 days a week and in the first 4 Sundays we served 375 people collectively. Our first week there were 85 people that came in and just 3 weeks later there were 100. We are excited to watch those numbers grow.

In the month of June, we had zero calls of service to the Great Falls Police Department, which has not been the case for many years. Our Safety Specialists have done a ton of great work since they began with us! One major thing that has happened is that they have created a document that has a summary of each incident report that was written, near miss contact with patrons and who is banned or trespassed from library. This has been a huge help to have this information available at a moment notice.

The Bookmobile is out and about running 6 days a week! The summer schedule varies from what the fall and winter schedule will look like but we have people calling weekly to get on the waiting list for services. Ian started with his first Homebound patron in June, this is the first Homebound patron that we have had since 2020 when we shut down for Covid protocols. We are working with Meals on Wheels to send out 400 flyers to their recipients and left 50 in their lobby as well, so we are hoping for a big response and excited about all the possibilities. Saturdays will be primarily for our Homebound runs.

The Public Services staff manage 8 displays within the building. They are the Montana Display, Fiction Display, Non-Fiction Display, Group Display, Movie Display, Family Kits Display, Staff Picks and Readers Advisory. The theme of each of these displays changes monthly and often pairs up with a "item of the month" that we are looking to highlight books for. The only display that is different for is our Movie Display. At the meeting I will have a number of books that were checked out off display books for the month of June. The craft kits that were added to the Family Kits have been a huge hit!

On June 12th we filled capsules and placed a new capsule machine on the front counter for our more experienced readers to enjoy. It's fun to watch their eyes light up when they get to turn the handle and a book title comes out for them to pick-up. In June there were 238 titles put in to capsules and loaded into the machine. Of those titles 36 items have been checked out. For only about half a month that is a great number!

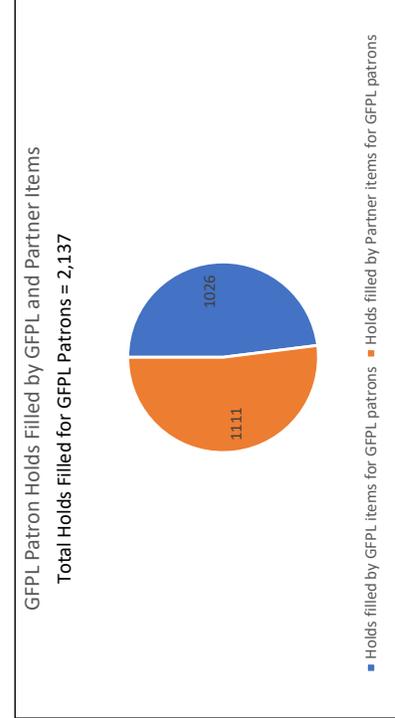
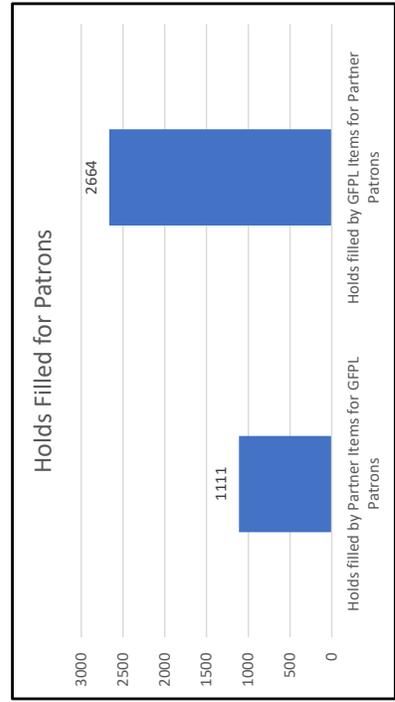
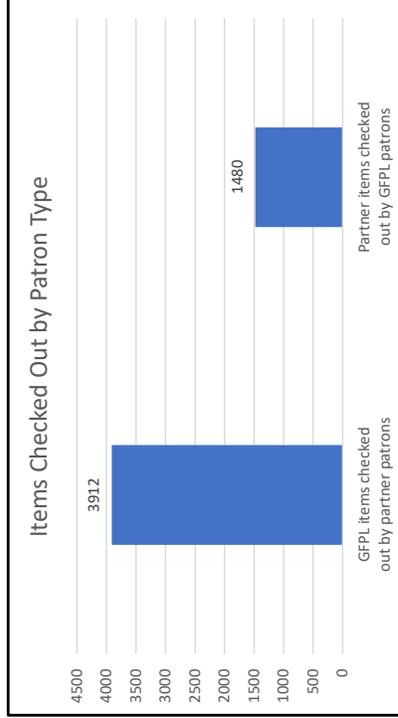
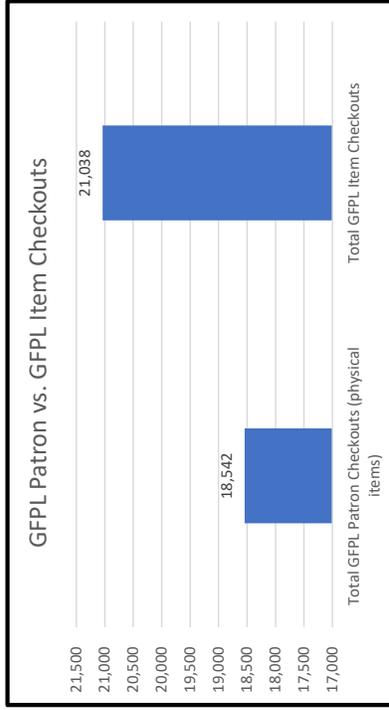
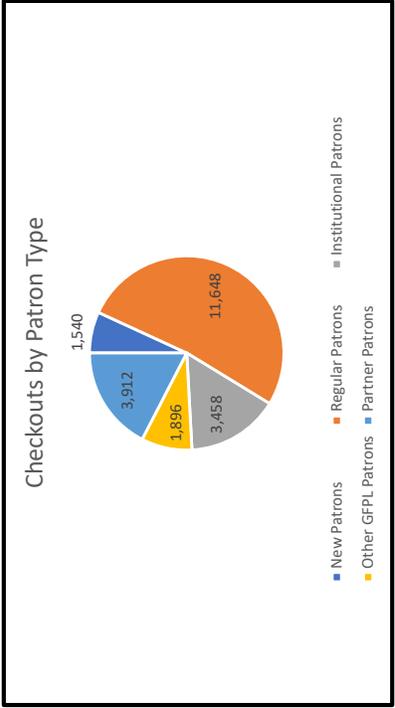
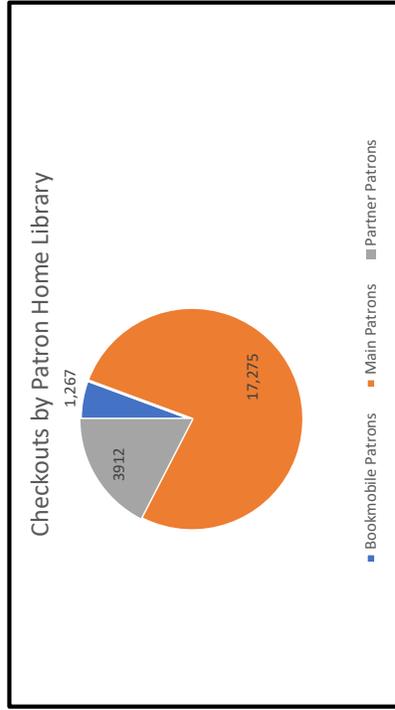
On July 11th we went to the Pre-Release and signed up residents that wanted a card. This was a big undertaking but knowing that they are going to be able to utilize library services was worth it! We promoted our electronic services and their training coordinator was excited for them to have access to LinkedIn Learning and Libby. We are looking forward to see what kind of an impact that has on usage of these services.



Director's Report Great Falls Public Library July 2024

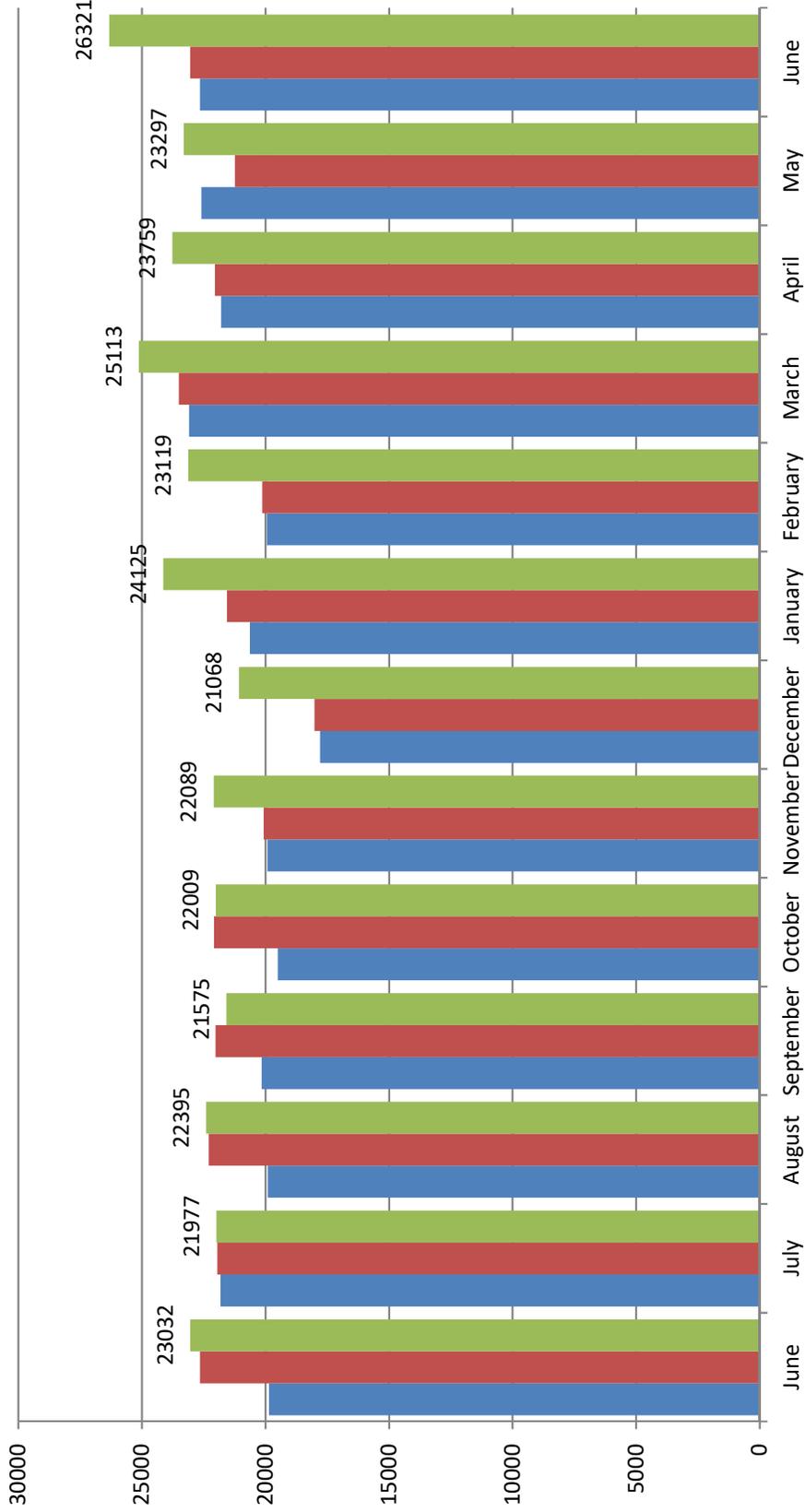
- MILL LEVY IMPLEMENTATION:** Mill Levy implementation continues to go well. We made promises and we are keeping them. Expanded educational and recreational programming continues in July with Summer Music, Summer Reading and a great variety of programs and partnerships. We continue to see increasing use of our digital resources. The expanded hours have resulted in more visits to the Library and more checkouts of materials.
- ANNUAL REPORT:** The Montana Code Annotated (MCA 22-1-309 Trustees -- powers and duties) includes a requirement that the Library Board “make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement.” In response to criticism of previous annual reports, I would like to propose that the Library create a professional, written annual report to be provided to the public and the City Commission. If so directed by the Board, Library staff would create a FY2024 Annual Report to be presented to the Board at their September meeting. Once approved by the Board, the report would be distributed to the City Commission and to the whole community. I have included background information and a list of sample annual reports in your packet. We can discuss this proposal at the Board meeting. If the Board is interested in pursuing this type of report, the Board can vote on the proposal at the August meeting.
- NEW LOGO AND WEBSITE:** The new website and logo implementation continue to be positive. The statistics for website views/sessions for the new website are being reported significantly differently. This will impact our monthly statistics on the website AND our ability to accurately assess our SMART objectives for the website. We will need a few more months of data before we can make a recommendation on updated objectives.
 - By December 2024, increase monthly web sessions and web page views by 10%
Average monthly web sessions July 2023 to February 2024 = 8,476
Goal for average monthly web sessions March 2024 – December 2024 = 9,323
Average monthly web page views July 2023 to February 2024 = 13,782
Goal for average monthly web views March 2024 – December 2024 = 15,161
- BOARD OF TRUSTEE QUARTERLY TRAINING:** I hope that you were able to participate in the July Board training. I look forward to your feedback.
- BUDGET UPDATE:** The July 16th City Commission agenda includes[ed] a vote on the Annual Budget Resolution. I will have more information on the passage of the Annual Budget Resolution at the meeting.
- BANDSHELL REMOVAL:** Since the removal of the Library Bandshell, we have seen a marked decrease in patron behavior problems in the Library Park. Summer Music and other outdoor programs have been successful with the new layout and we have received many compliments from staff, patrons and neighbors. We have received an estimate of \$2,150 from Cascade Electric to install electricity access in the park through an overhead connection to Library power. We plan on funding this through Park Beautification funds and some undesigned donation funds.
- STAFFING UPDATE:** I am happy to report that John Collins has accepted the Custodian II position. Bob Miller’s last day will be August 1st. We appreciate his years of service and wish him all the best in his retirement. We are in the process of hiring for John’s former Custodian I position and for a part-time Custodian I position. The City hiring process is time consuming so we may have a shortage of custodial staff for a few weeks. We are exploring options for coverage.
- REMODEL DESIGN UPDATE:** Cushing Terrell has been conducting “Insight” meetings with Library staff and stakeholders. They are gathering information to guide the next steps in the design process. Thanks to Ms. Deforest for participating in one of the meetings.

June 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



Total Monthly Circulation

Total Circulation Previous 12 Months: 276,847

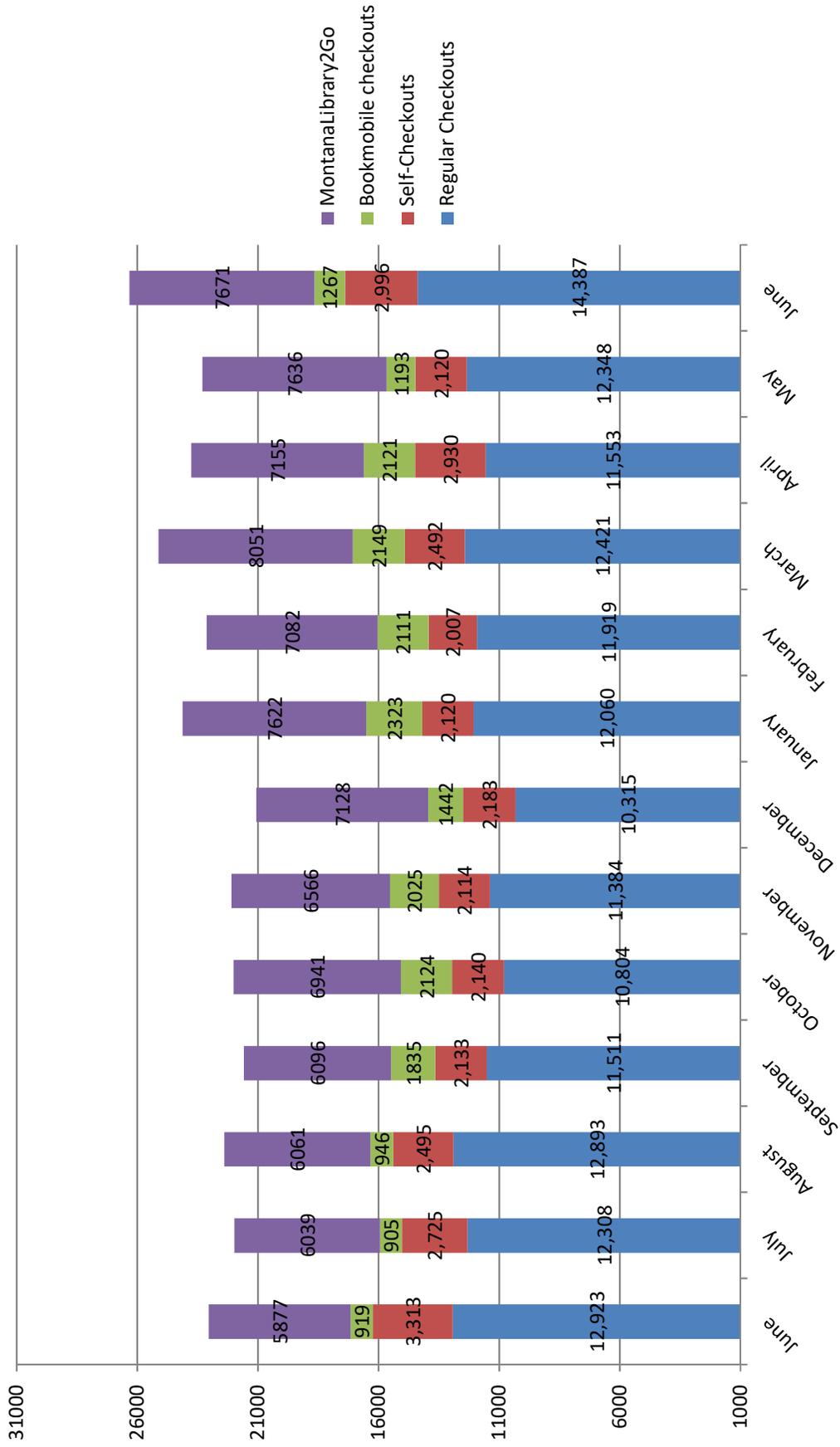


Total for 2021/2022: 249,735 Total for 2022/2023: 257,895

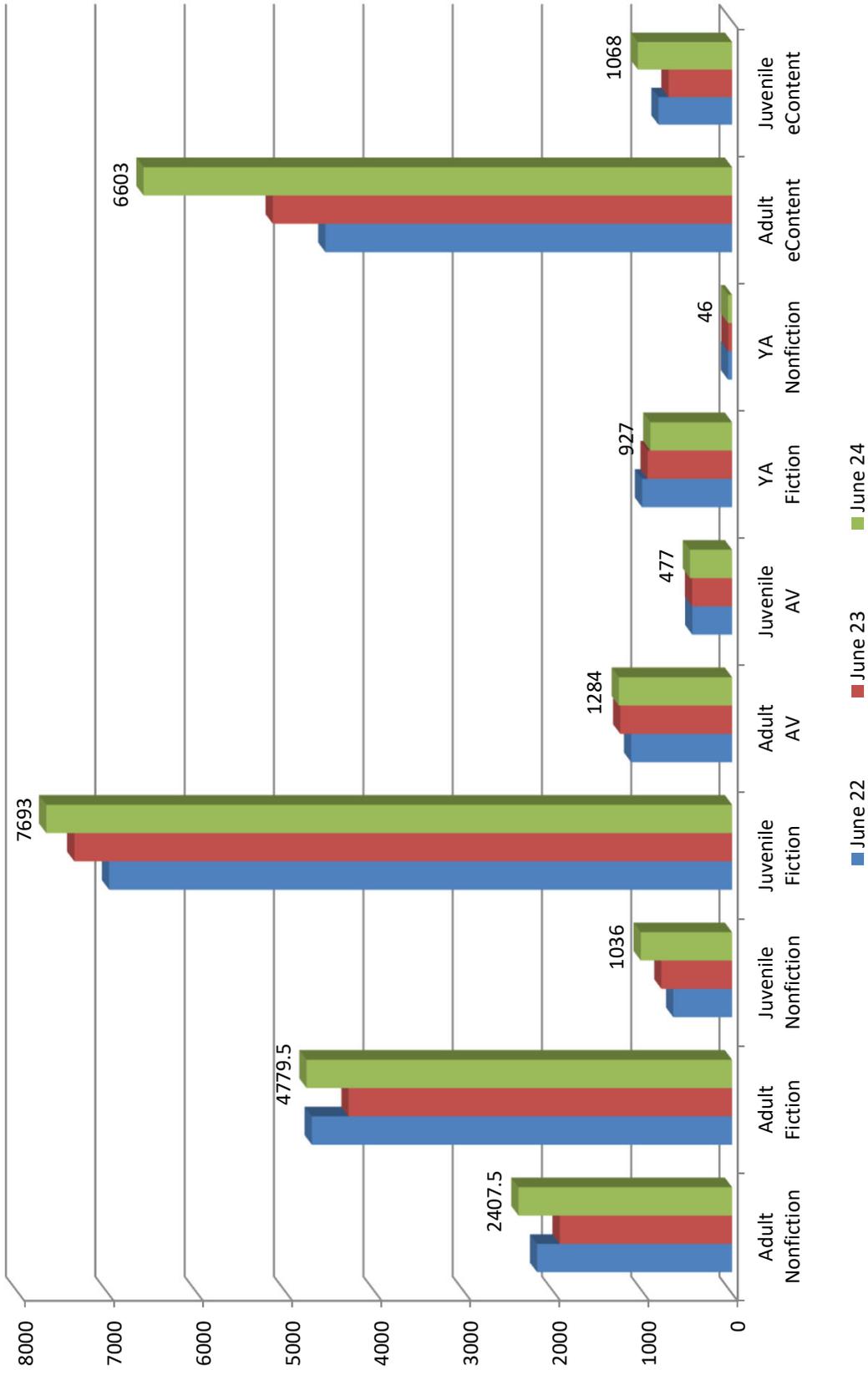
■ 2021/2022 ■ 2022/2023 ■ 2023/2024

Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 276,847

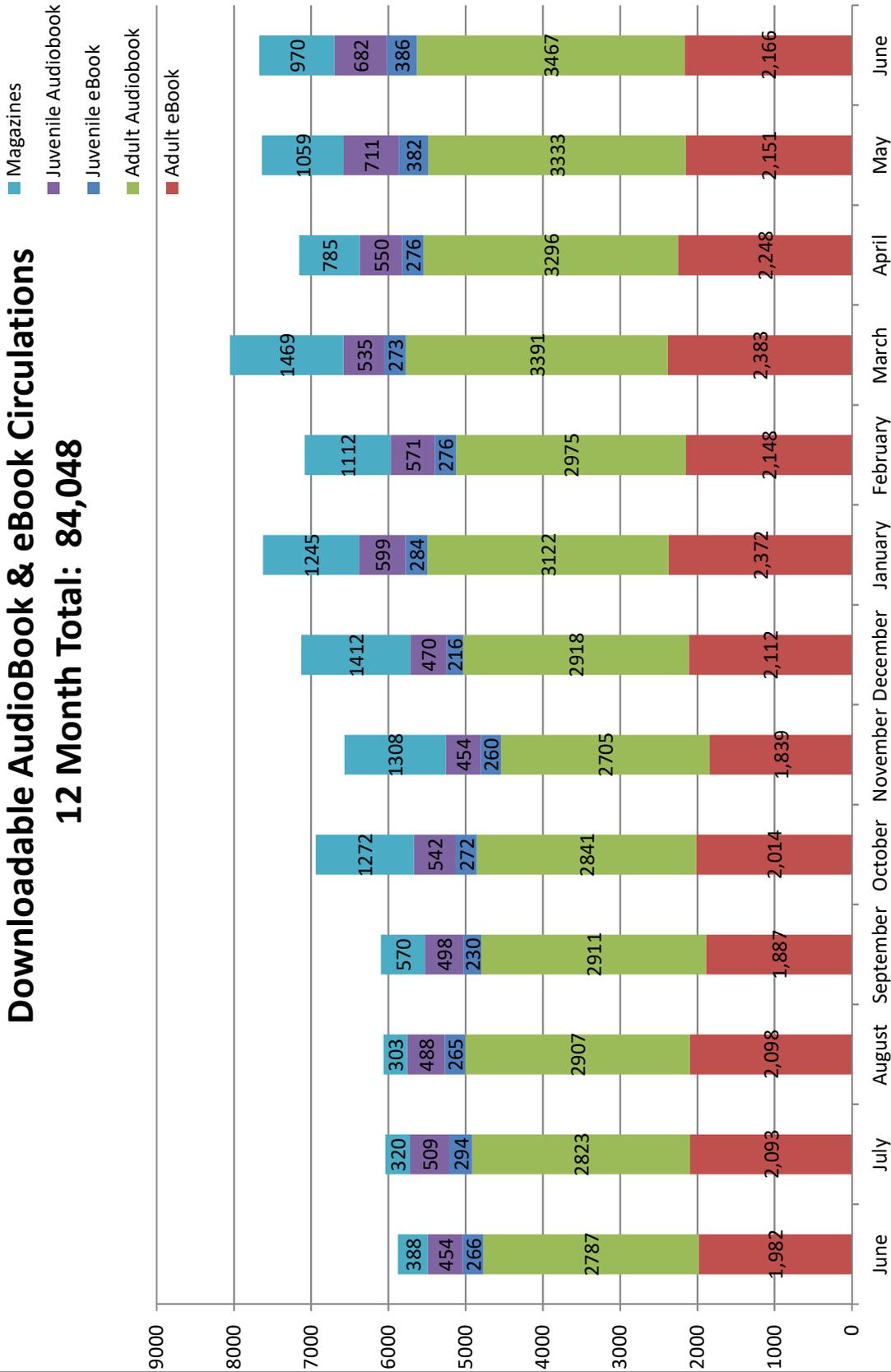


Comparison of Circulation Totals June 2022, 2023, and 2024



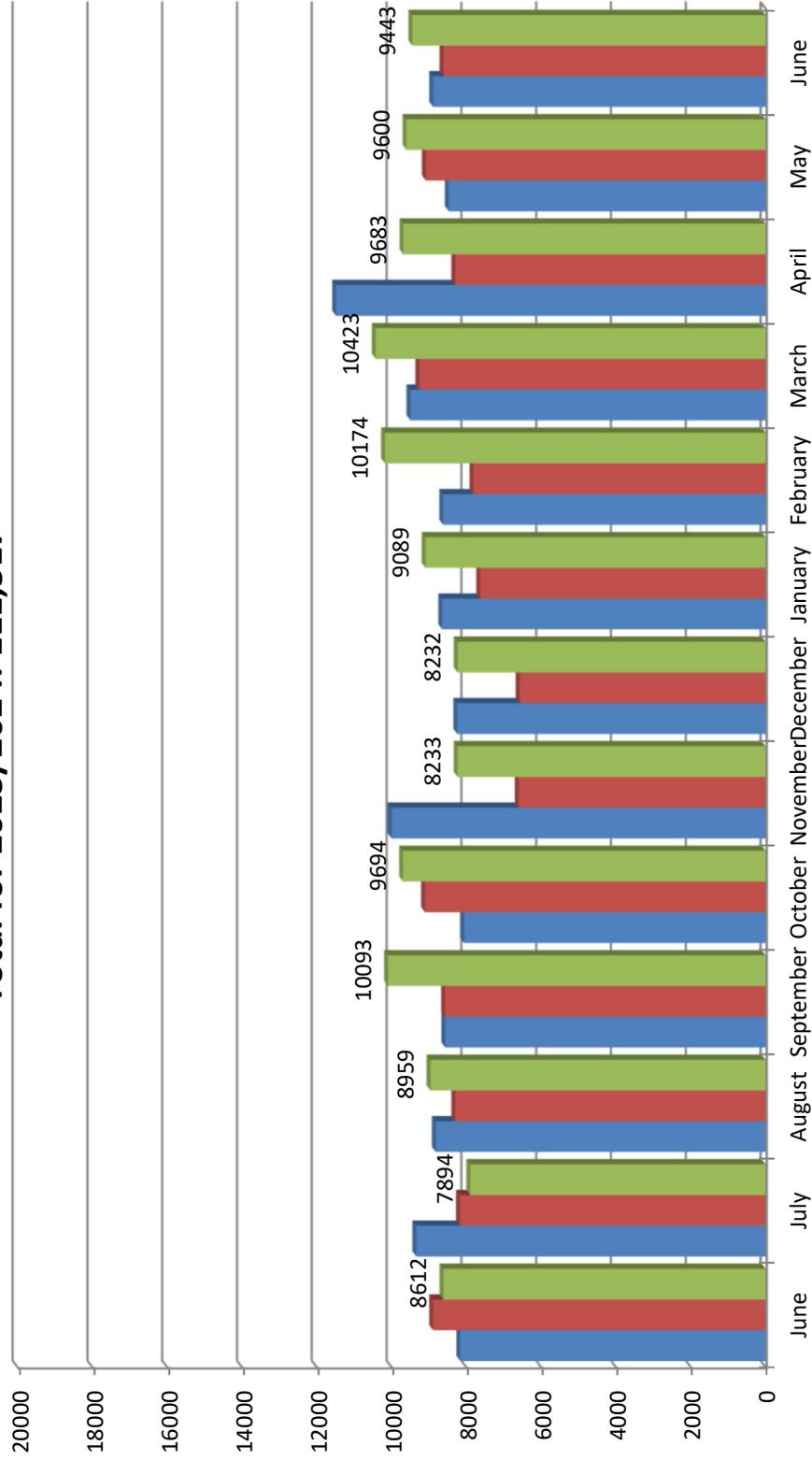
Downloadable AudioBook & eBook Circulations

12 Month Total: 84,048



Total Monthly Patron Attendance

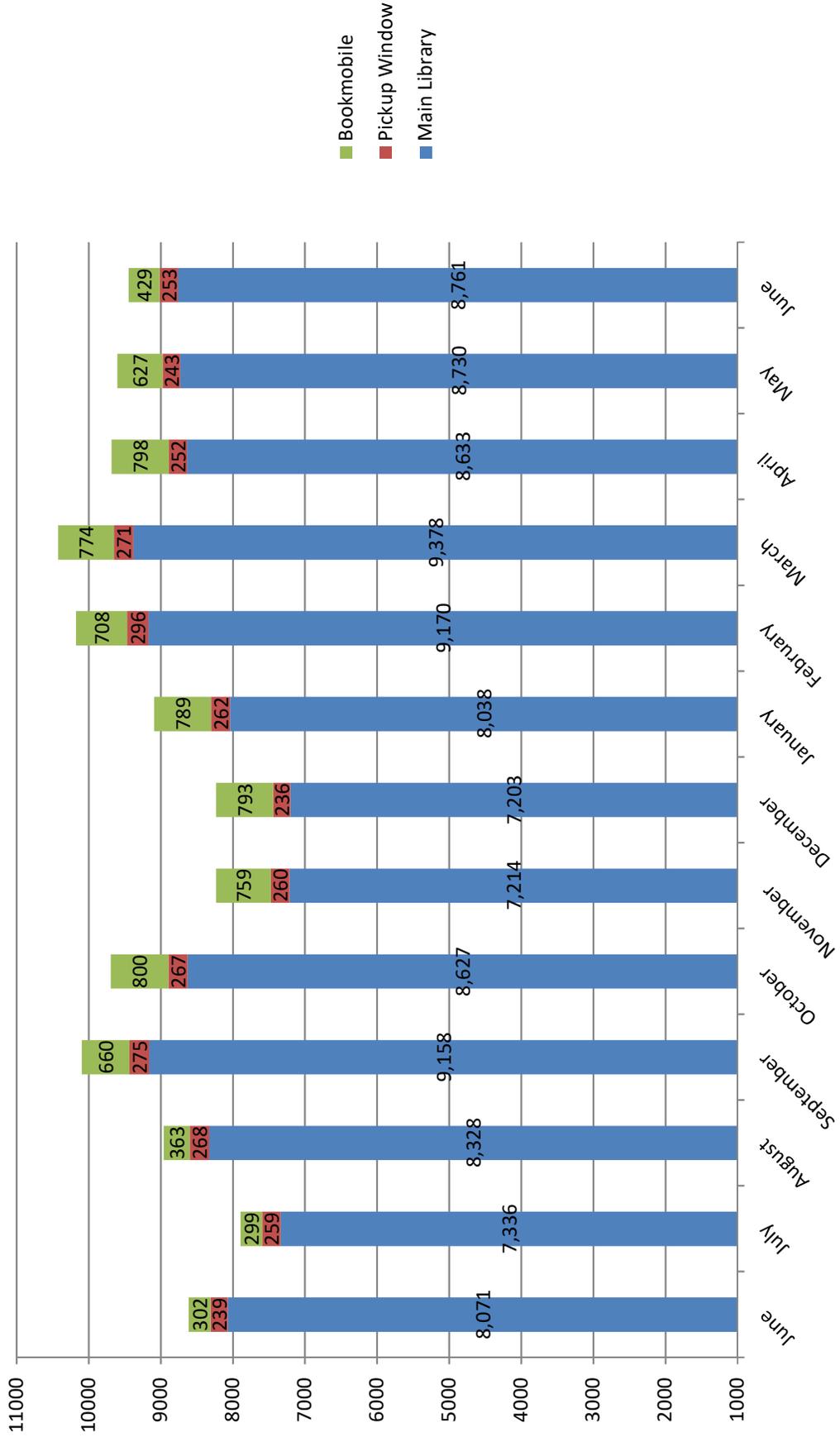
Total for 2023/2024: 111,517



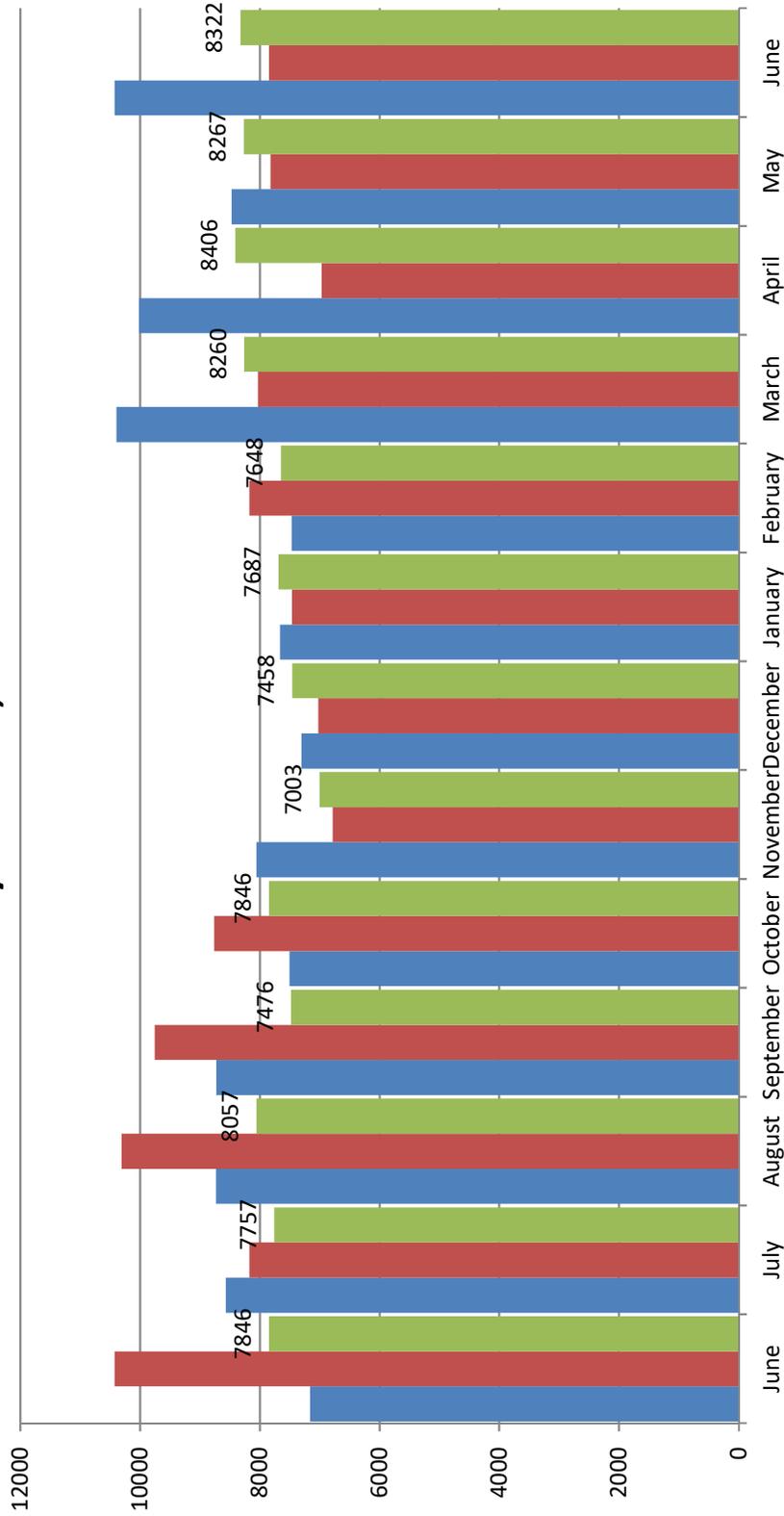
Total for 2021/2022: 108,624 Total for 2022/2023: 98,001

■ 2021/2022
 ■ 2022/2023
 ■ 2023/2024

Main Library, Bookmobile and Pickup Window Attendance



Use of Public Computers & Wireless Network 2023/2024: 94,187



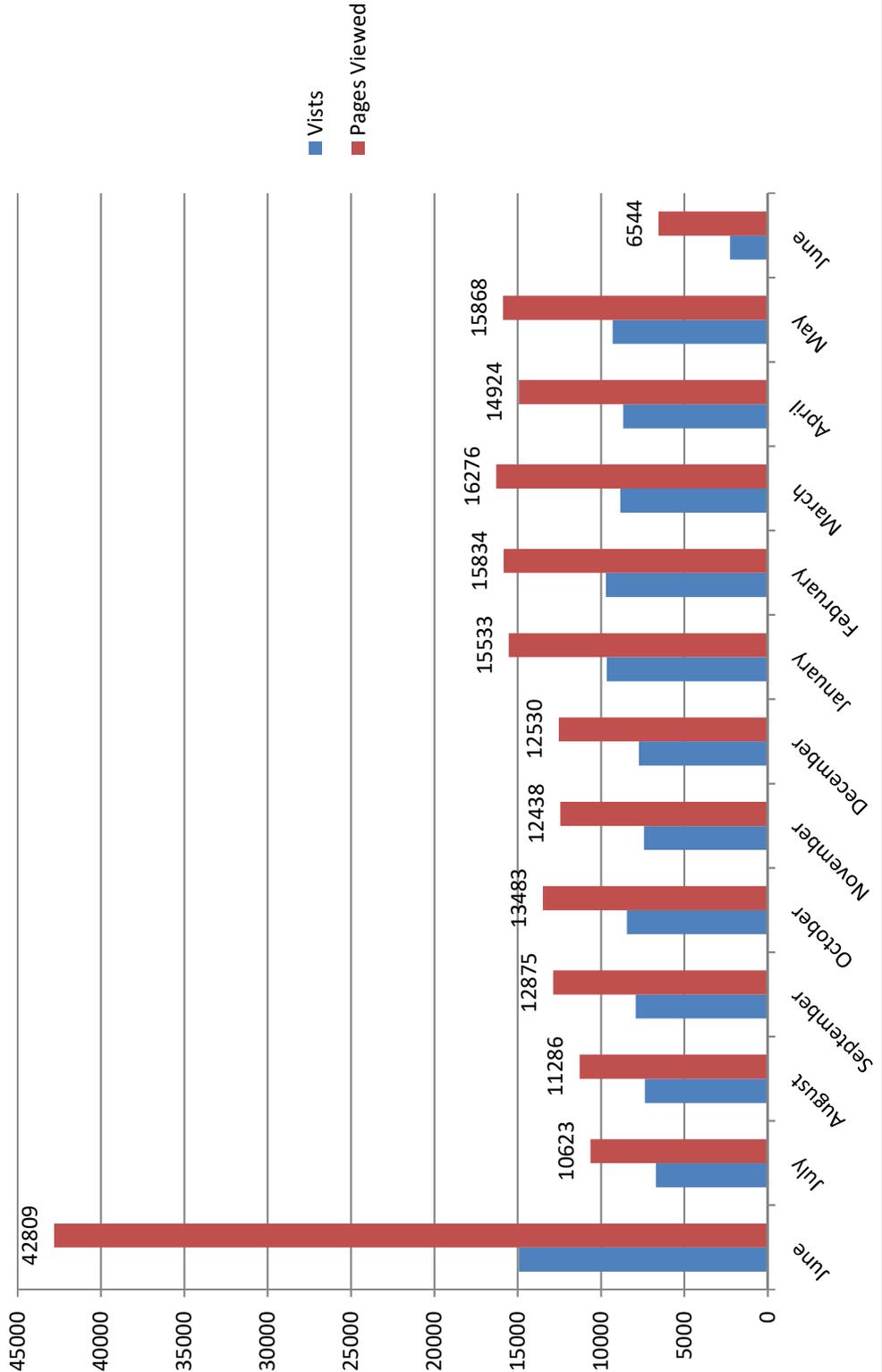
Total for 2021/2022: 103,312 Total for 2022/2023: 97,084

■ 2021/2022
 ■ 2022/2023
 ■ 2023/2024

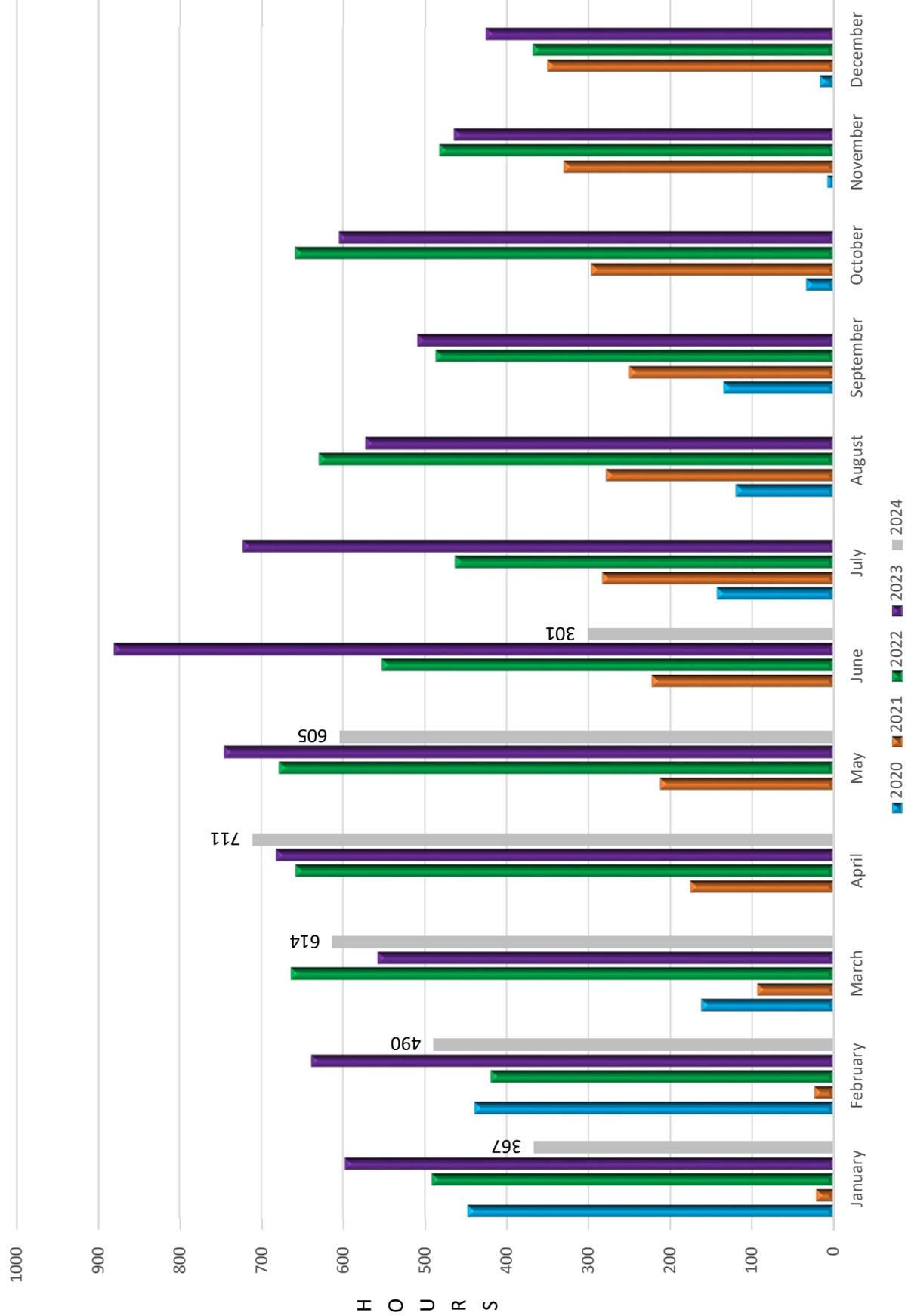
Library Web Page Usage

2023/2024 12 month Total Pages Viewed: 158,214

2023/2024 12 month Total Sessions: 93,984



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
JUNE 2024**

NEW HIRES

None

RESIGNATIONS/TERMINATIONS/LAY-OFFS

Steve Haefer – Custodian II (PT)

REHIRES

None

TRANSFERS/PROMOTIONS

John Collins – Custodian II (FT)



Library Board Meeting Date: July 23, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Public Library Standards: Roadmap Review—Resource Sharing, Technology & Personnel
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

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

Background: In order to meet the Montana State Library Public Library standards, the Board is required to review the *Public Library Standards Roadmap* yearly. The Board has elected to review final sections of the Road Map in July and August. The Board is reviewing the *Resource Sharing, Technology, and Personnel* sections at the July 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 *Resource Sharing, Technology, and Personnel Sections* of the Montana Public Library Standards Road Map

Public Library Standards Road Map: Great Falls Public Library Status

Blue = Library Meets Standard No Additional Action Needed by Board

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

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

RESOURCE SHARING

Everyone has access to resources sufficient unto their needs

Essential	Excellent	Cooperative
<p>Everyone can obtain materials and services from another library through interlibrary loan or sharing group services.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides access through MontanaLibrary2go, the Partners and Interlibrary Loan. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE MATERIALS THROUGH THE PARTNERS AND INTERLIBRARY LOAN. 		<p>Everyone can access an increased number of materials because of the library's participation in a sharing group.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library access to materials through the Partners and MontanaLibrary2Go. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE MATERIALS THROUGH THE PARTNERS.

TECHNOLOGY

Everyone has access to technology sufficient unto their needs

Essential	Excellent	Cooperative
<p>Everyone has access to the Internet via a wired and WIFI connections.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library access to the internet through our WiFi, public computers and hotspots. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE ACCESS TO THE INTERNET. 	<p>Everyone has access to sufficiently reliable and speedy Internet at their library</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library access to the internet. In the last two years, GFPL upgraded Internet speed from 35 mbps to 1 Gig. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE FAST RELIABLE INTERNET SERVICE. 	<p>Libraries within a federation collaborate to purchase or contract for regional IT support that benefits all libraries in the region.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. ● STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.
<p>People with disabilities have access to technology and assistance with using that technology.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library website follows ADA standards. GFPL has a computer dedicated to persons with visual impairments. GFPL provides reasonable accommodations to persons with disabilities whenever asked. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE SERVICE TO PERSONS WITH DISABILITIES. 	<p>Everyone has access to Internet ready devices that can be used in the library or at home.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library loans hotspots to patrons. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE HOTSPOT CHECKOUT. <p>NOTE: Hotspot program currently funded by State Library. When state funding ends, Library will need to either discontinue program or allocate funding to program.</p>	

PERSONNEL

Our community members receive library services sufficient unto their needs because staff are trained and have the tools and support they need to succeed.

Essential	Excellent	Cooperative
<p>Staff members are offered health insurance according to local policy.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides health insurance coverage to full-time coverage. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE APPROPRIATE BENEFITS. 	<p>All community members see themselves reflected in the staff, volunteers, or board because the library board and/or director make every effort to recruit and select staff, volunteers, and board members that represent community demographics, with emphasis on recruiting under-represented community groups</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Library to recruit staff and board members who are currently not represented 	
<p>Staff members are offered retirement benefits according to local policy.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides health insurance coverage to full-time coverage. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE APPROPRIATE BENEFITS. 	<p>The Board reviews staff and director salaries to see if they are compensated at whichever rate is higher - the salaries of other city or county staff with similar jobs or other directors and staff of libraries with similar size staff and budgets.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. In the past 2 years, the City of Great Falls HR has done salary studies for both union and non-union staff and adjusted salaries to bring salaries to within 90% of median. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE APPROPRIATE STAFF SALARIES. 	
<p>The Board adopts a sufficient budget for continuing education.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library budgets for staff training. ● LIBRARY NEEDS TO CONTINUE TO BUDGET FOR STAFF TRAINING. 		<p>Libraries within a federation encourage and attempt to have at least 25% of their staff become certified.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries.
<p>During 90 % of open hours, paid staff are available to assist users.</p>	<p>During all open hours, paid staff are available to assist users</p>	<p>Libraries within a federation share staff to encourage the exchange of ideas, learn</p>

<ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has paid staff 100% of open hours. ● LIBRARY NEEDS TO CONTINUE APPROPRIATELY STAFF THE LIBRARY. 	<ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has paid staff 100% of open hours. ● LIBRARY NEEDS TO CONTINUE APPROPRIATELY STAFF THE LIBRARY. 	<p>more about other libraries, and to provide assistance when a library is in need.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries.
<p>Staff have the tools and training they need to perform their work.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library staff are trained and provided with necessary tools. ● LIBRARY NEEDS TO CONTINUE APPROPRIATELY TRAIN AND SUPPORT STAFF. 	<p>Staff receive recognition when they certify and maintain their certification by the Montana State Library.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to develop method to recognize staff when they certify and maintain their certification by the Montana State Library. 	
<p>The director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the Montana State Library Commission.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library director is certified by the Montana State Library. ● DIRECTOR NEEDS TO MAINTAIN CERTIFICATION. 	<p>Directors of any size library have a college degree or equivalent experience</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library director has her MLS from the University of Washington. ● WHEN CURRENT DIRECTOR LEAVES BOARD NEEDS TO HIRE A NEW DIRECTOR THAT ALSO HAS A MASTER OF LIBRARY SCIENCE OR EQUIVALENT DEGREE. 	
<p>Directors of libraries that serve over 25,000 people have a Master of Library Science or equivalent degree</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library director has her MLS from the University of Washington. ● WHEN CURRENT DIRECTOR LEAVES POSITION BOARD NEEDS TO HIRE A NEW DIRECTOR THAT ALSO HAS A MASTER OF LIBRARY SCIENCE OR EQUIVALENT DEGREE. 		

Item:	Policy Review: <i>Personnel & Employment Practices</i>
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the <i>Personnel & Employment Practices</i>

Suggested Motion:

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

Background: The Library Board is required to review every library policy at least every four years in order to receive State Aid. The Board has elected to review different policy sections throughout this calendar year. The Board is scheduled to review the *Personnel & Employment Practices* at the July meeting.

Section Two - Personnel & Employment Practices

Overall change: Made the capitalization of Library consistent. When Library is short for the designation of Great Falls Public Library, Library is capitalized. When library refers generically to library as a concept, it is NOT capitalized.

Conduct:

1. Reporting Illness or Tardiness: No changes suggested
2. Staff Information: Updated information to reflect current practice regarding staff communication about Library business
3. Volunteers: Updated title of staff in charge of volunteers. Updated terminology (feedback versus evaluation) to better reflect current practice. Updated book sale purchasing limitations to reflect current practice.

Guidelines:

1. **Computer & Software Use:** Removed reference to CD-ROMs as the Library computers generally do not have the capability of reading CD-ROMs
2. **Credit Cards:** Updates credit card procedures to reflect best practice requested by the City of Great Falls Fiscal Department. Clarifies that receipts must be returned with the credit card.
3. **Email:** No changes suggested
4. **Food & Drink:** No changes suggested
5. **Library Supplies:** Removes information about staff purchase of book covers as the Library no longer uses individual book covers in the Technical Services Department.

6. **Library Vehicle:** No changes suggested
7. **Mail:** No changes suggested
8. **Parking:** Clarified parking permit process. Updated information about assigning staff parking spots.
9. **Recycling:** Added batteries to the list of recycled items. Clarified that Library staff only recycle for the Library.
10. **Staff Personal Use of Library Materials:** Updated policy to remove reference to the collection agency as the Library no longer uses services from a Collection Agency.
11. **Staff Personal Use of Library Services:** Removes distinction between local and long-distance faxing. (Long distance calling is now part of the regular phone cost. The Library is not charged extra for long-distance.) Removes information about staff purchase of book covers as the Library no longer uses individual book covers in the Technical Services Department.
12. **Staff Personal Use of Telephones and Electronic Devices:** Removes restriction on long-distance calls. (Long distance calling is now part of the regular phone cost. The Library is not charged extra for long-distance.)
13. **Staff Room:** Clarifies appropriate times for staff to use the break room. Adds information about the smaller third floor break area created during COVID. Grammatical correction of capitalizing Administrative Assistant.
14. **Travel:** Clarifies cost information about attending Association conferences. Adds the option of short-term rental if that is more economical than renting individual rooms.

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

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

Alternatives: The Board could decide not to approve the *Personnel & Employment Practices* or ask for alterations to be made to the proposed policies.

Attachments/Exhibits:

1. Reporting Illness or Tardiness
2. Staff Information
3. Volunteers
1. Computer & Software Use
2. Credit Cards
3. Email
4. Food & Drink
5. Library Supplies
6. Library Vehicle
7. Mail
8. Parking
9. Recycling
10. Staff Personal Use of Library Materials
11. Staff Personal Use of Library Services
12. Staff Personal Use of Telephones and Electronic Devices
13. Staff Room
14. Travel

Reporting Illness or Tardiness

Employees are expected to immediately inform their supervisor, prior to arriving to work, if they will be arriving late. This information should be given directly to a supervisor. An employee who is unable to relay this information to a supervisor himself or herself should have someone call on his or her behalf.

City of Great Falls Public Employees Crafts Council union members will report 30 minutes prior to shift. City of Great Falls Montana Federation of Public Employees union members and all other employees (unless otherwise covered by a collective bargaining unit) will report within 45 minutes of beginning of their shift. All employees will report directly to their supervisor or division head if at all possible.

If absence is for more than 1 day in length, the employee must keep their supervisor or division head informed of their condition on a daily basis.

Staff Information

A staff in-and-out board is located in a central area in the Public Services staff space for documentation of staff location during the work day. Staff should mark themselves in and out on the board when they arrive and leave the Library. If staff leave the Library during the work day or will not be returning as usually scheduled (e.g. they will be gone on vacation), staff should note their estimated return date/time on the board.

An incident report binder is on the shelf outside of the safe room. Items include in this binder may include:

- Incident reports
- Trespass notices
- Other patron behavior matters

An additional binder for unattended items is located on the same shelf.

~~A log notebook is located on the yellow filing cabinet on the South end of the Public Services staff space for documentation and communication among staff.~~

~~Examples of when to make entries in the log may include:~~

- ~~Incident reports~~
- ~~Interaction reports~~
- ~~When packages are to be delivered or picked up~~
- ~~Any unusual circumstances concerning patrons~~

~~The log is not to be used for non-library business or comments.~~

Volunteers

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

Volunteers are expected to conform to all policies of Great Falls Public Library, and are selected and retained for as long as the [library-Library](#) needs their services and their assigned duties are performed satisfactorily. Services provided by volunteers will not be used in place of hiring full or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants. Paid staff may not volunteer their services to the [library-Library](#) except with written permission from their supervisor.

Volunteers are still responsible for materials checked out, including lost or damaged items.

Volunteers cannot purchase books designated for the AAUW or Friends of the Library book sale prior to the sale without permission.

Purpose:

The Library welcomes the contributions of volunteers for the purpose of:

1. enhancing services offered to the public by assisting the professional staff;
2. fostering a better understanding and support of the Library by helping to increase public awareness of services available;
3. providing volunteers with opportunities to serve their community, acquire knowledge and experience, receive recognition and attain personal satisfaction.

Library Responsibility to Volunteers:

Recognizing that people volunteer for a variety of reason and have varying skills and interest, the Library will attempt to provide a receptive climate and clear leadership for volunteers by:

1. supplying meaningful activities that make volunteer service worthwhile;
2. providing adequate training, supervision, and evaluationfeedback
3. expressing sincere appreciation of their effort.

Volunteers' Responsibility to The Library:

Volunteers will help support the goals of the Library by:

1. fulfilling their assignments with the Library in a dependable manner, arriving for work promptly and as scheduled, or informing the Library well in advance if unable to do so;
2. completing the training required and following the leadership of the professional staff;
3. helping to maintain the image of the Library in community relations.

Eligibility and Placement:

Anyone sincerely desiring to serve the Library in a volunteer capacity must complete the volunteer application provided within this packet. Every effort will be made to place volunteers in positions they will find rewarding. At the time of application, the Staff Volunteer Community Engagement Coordinator will explain the positions currently open and attempt to match one of these with the volunteers' skills and interests. The Library ~~may for will~~ conduct background checks on potential volunteers. If no suitable openings exist, the volunteer's name will be placed on file for a future call.

Positions Descriptions and Agreements:

Department supervisors will develop position descriptions for volunteer projects and volunteers will be asked to sign an agreement with the Library, specifying the position for which they are volunteering, and their time commitment and availability. The volunteer will be expected to notify either the Staff Volunteer Community Engagement Coordinator or the volunteer's supervisor if they are unable to work their scheduled shift. The Library will in turn notify the volunteer if at any time there is no work needed for which the volunteer is trained.

Evaluation Feedback:

Volunteers will receive informal staff ~~evaluations~~ feedback, orally and in writing, regarding their performance and achievement. The volunteer will receive recognition for performing an assignment well or suggestions on how to improve or correct any problems. The volunteer can discuss his/her job assignment, problems, or any suggestion with the Staff Volunteer Community Engagement Coordinator or the volunteer's supervisor. Should there be problems that might affect the Library's delivery of good service to the public, the volunteer's agreement with the Library may be terminated by either party.

Volunteer Recognition:

Every effort will be made to recognize the contributions and accomplishments of our volunteers. Newsletter articles, name tags, displays, thank you notes, certificates of service, and special social events may be used to thank the volunteers for their service.

Administration:

The ~~Staff Volunteer Coordinator, who will be selected from the staff by the Library Director,~~ Community Engagement Coordinator will be responsible for administering the program and recruiting volunteers as needed; will interview, help place, and evaluate the volunteers; will maintain files and records; and will plan ways of recognizing volunteer efforts. The staff supervisors who direct the volunteers will be responsible for developing job description, for training and supervising, and for evaluating volunteer performance.

Computer & Software Use

The Technology Systems Coordinator of Great Falls Public Library has the authority and responsibility to acquire and maintain computers and software for the Great Falls Public Library. The Coordinator is responsible for all computer hardware and software.

Hardware:

No computer modifications are authorized unless installed by, or under the direction of, the Library Technology Systems Coordinator.

Software:

Only those programs authorized by the Library Technology Systems Coordinator are allowed on library computers. Installation or copying of any programs, games, screensavers, device drivers or any other software to a library computer is prohibited, unless it has been approved. This includes any software available for download from the Internet.

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 Coordinator with input from library staff members.

Unlicensed Software Unlicensed or "bootleg" copies of software are not permitted on Library computers. Software is generally copyrighted and licensed. It is a federal crime to copy or reproduce copyrighted software and documentation.

Programs and Files:

Computers occasionally break down, lock-up, are inadvertently damaged, or may be the subject of theft or vandalism. To ensure that important data is backed up, staff should back up their files on Google Drive, a jump drive or other external device.

The Library Technology Systems Coordinator can provide back-up instructions and equipment to staff as needed.

Internet Access:

The Library provides Internet access for employees and volunteers as a work-related resource. Employees, elected officials, and volunteers, should not do anything with Library Internet access resources that would be considered illegal or inappropriate. Viewing or downloading erotica, or other inappropriate sites, playing games, and running a private business are examples. The downloading of music, videos or other personal data from websites (examples: Napster, Bittorrent) is prohibited on Library computers.

All existing laws and City of Great Falls policies apply to conduct on the Internet, especially those that deal with property protection, privacy, misuse of City resources, sexual harassment, data security and confidentiality.

Property of the Library:

All programs and data placed on any Library computer are the property of the Library and can be subject to search without prior notice. The purposeful destruction of data (work-related) by staff is prohibited and may lead to discipline, including termination.

Right to Know:

All information, particularly email communication, may be subject to right to know requests; if a request for information occurs, contact the City Clerk and/or City Attorney to arrange response.

Employees should avoid using personal computers, smart phones or other devices to conduct Library business as that may subject those devices to public right to know requests.

External Devices and Saving Files

~~**CD-ROMs/-RWs**~~

~~Use of CD-ROMs (Read Only Memory) and CD-RWs (Readable/Writable CDs) is allowed.~~

USB/jump/flash drives

Use of USB/jump/flash drives is allowed. USB drives must not require device drivers or special software to be used on [Library](#) computers. Staff should avoid using patron jump drives. When possible, patron jump drives should be used on the public computers and not the staff computers as the public computers are protected with Deep Freeze software.

USB Ports

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~~ [Library](#) computers.

The Library is not responsible for any damage or loss of any personal device. The ~~library~~ [Library](#) is not responsible for lost or damaged external devices or files.

Credit Cards

Credit cards may be provided to staff for Library related functions or purchases. No personal items will be charged on Library-Library credit cards.

Credit card usage is limited to the following purposes:

- As guarantee/payment for lodging
- As guarantee/payment for car rental
- As guarantee/payment for airline reservations
- Gasoline purchases
- Purchase of necessary Library-Library materials or supplies or services that are more conveniently and cheaply purchased using a credit card.

~~Some department supervisors are assigned a specific credit card which must be kept securely and used appropriately.~~

When needed by ~~other~~ staff, credit cards can be obtained from the Administrative Assistant. Cards and receipts shall be returned to the Administrative Assistant promptly after use. Cards shall be kept in a secure location until return.

Email

Great Falls Public Library provides staff members with access to electronic mail as a means of internal staff communications and as a method of communication with other agencies and organizations, for the purpose of conducting [Library-Library](#) business. The [Library-Library](#) follows the City of Great Falls Email Policy (contained in **City of Great Falls Personnel Policy Manual**) in addition to the items listed here.

Staff members are expected to abide by the following rules of use:

- Use appropriate language.
- Transmission of copyrighted, threatening or obscene materials is prohibited.
- Use of email resources for personal gain is prohibited.
- Confidentiality of email messages cannot be assured. In general, email should not be used to exchange information that is confidential or private.
- When stating personal opinions, staff should use care to ensure that their statements are not interpreted as opinions and/or commitments of the Great Falls Public Library.

Right to Know:

All information, particularly email communication, may be subject to right to know requests; if a request for information occurs, contact the City Clerk and/or City Attorney to arrange response.

Information Requests. Employees should avoid using personal computer, smart phones or other devices to conduct Library business as that may subject those devices to public right to know requests.

Food & Drink

Library staff members are not permitted to have any food or drink items at public work desks. Chewing gum at public desks is not permitted.

Library Supplies

Library supplies are purchased for the accomplishment of library work and for use in library programming. The supply room (located on the third floor) is for storage of commonly used supply items and records from the administrative assistant office.

The Library basement annex has storage areas for Youth Services and Adult programming.

Library supplies will not be sold or given to the public. Library supplies are not available for staff personal use; ~~however, staff may purchase book covers for \$.50 each for covering personal copies of books.~~

Library Vehicle

The [library-Library](#) owns a passenger van that is available to staff for [library-Library](#) business. To ensure use on a specific date, staff must reserve the van, using the calendar provided, at least one day in advance. All other use of the van is on a first-come, first-served basis.

Vehicle keys should be left in the van when it is parked in the [library-Library](#) garage.

Library employees are expected to abide by the **City of Great Falls Policy Manual** regarding drivers' license requirements, safe driving records, cell phone use in vehicles and responsibility for traffic violations.

Mail

Envelopes or labels with the [library's-Library's](#) return address cannot be used for personal mail. The [library-Library](#) postage scale and meter cannot be used for personal mail.

Staff members' personal letters (no packages) will be delivered with the regular [library-Library](#) mail. However, these letters must have the proper postage affixed before being added to the [library-Library](#) mail. The library will not provide postage for mailing personal items.

The [library's-Library's](#) mailing address may be used for receiving personal mail as long as it does not interfere with [library-Library](#) mail delivery either from the post office or in-house.

Library staff cannot be held responsible for unintentional opening of personal mail.

Parking

Parking for [libraryLibrary](#) staff is available in the lot directly west of the [libraryLibrary](#). Parking is on a first come, first served basis and is not guaranteed. -Some staff will be assigned open spots in order to accommodate overflow.

All vehicles must display a [libraryLibrary](#) parking permit. Any vehicle not displaying a permit may be ticketed, or may be towed at the owner's expense. Parking permits can be obtained by request from the Administrative Assistant.

Recycling

Great Falls Public Library supports environmental awareness by encouraging recycling of paper, toner cartridges, batteries, and aluminum cans. A procedure for collection of recyclables at departmental levels is encouraged. The Library will not accommodate recycling for individuals or other organizations.

Containers for recyclable items are found in locations throughout the Library.

Staff Personal Use of Library Materials

Library materials for staff personal use must be checked out on a personal library card if the materials are removed from their normal shelf location. Staff will be held responsible for all replacement fees for items not returned to the collection. These fees cannot be waived. Staff cannot override an outstanding hold request in order to renew or charge an item.

Violation of any part of this policy may result in loss of staff privileges and/or be subject to disciplinary or legal action. If materials are overdue, they are subject to normal delinquent procedures, ~~which may include being sent to the collection agency.~~

When staff need to use ~~library~~ Library materials as part of their ~~library~~ Library work responsibilities, the materials should be checked out on the appropriate Library internal use card.

Staff Personal Use of Library Services

Personal photocopy, computer printout and fax services are available to the ~~L~~ibrary staff at a reduced cost. Costs for these services are as follows:

Photocopies:

Black & White: \$ 0.05/page

Color: \$ 0.10/page

Computer printouts:

Black & White: \$ 0.05/page

Color: \$ 0.25/page

Microfilm printouts: \$ 0.15/page

Incoming fax:..... \$ 0.00/page

~~Local & toll-free~~ **Outgoing fax:** \$ 0.00/page

~~Long distance fax:~~ ~~\$ 0.25/page~~

International fax: \$ 3.00/page

~~Book Covers:~~ ~~\$ 0.50/cover~~

Staff Personal Use of Telephones and Electronic Devices

Keep personal phone calls and personal electronic device use (including cell phones, tablets, computers or other devices) to a minimum so as to not interfere with an employee's work duties.

Generally, Library phones should not be used for personal phone calls.

~~Personal long-distance phone calls on the Library's phone system are not permitted.~~

Limited ~~local area~~ calls on Library phones, as well as limited use of personal cell phones, for essential personal business are allowed. Do not abuse this privilege. Emergency calls regarding family illness or injury, changed family plans, or similar calls are allowed. Personal calls will be made away from public areas and will be limited to less than five minutes. This applies to both Library telephones and personal cell phones.

Limited use of texting on personal cell phones, for essential personal business is allowed. Do not abuse this privilege. Emergency communication regarding family illness or injury, changed family plans, or similar information is allowed. Personal texting will be done away from public areas and will be limited to less than five minutes. Cell phones should be set on vibrate or silent when at or near public desks or public areas.

Incoming urgent calls will be directed to employees.

The Official Code of the City of Great Falls Section 10.39.110 prohibits employees from using a mobile telephone or hand-held electronic communication device while driving a motorized vehicle or bicycle, regardless of whether the cell phone was issued for business use or is the employee's personal cell phone, unless during emergencies or while using hands free devices. Safety must come before all other concerns. While driving, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where traffic or inclement weather is present. Employees who are charged with traffic violations resulting from the use of their phone while driving will be responsible for the cost of the traffic violation and may be subject to disciplinary action.

Staff Room

A staff room is provided in the basement of the library for ~~off duty~~ staff and their guests to use during lunch and breaks. Staff members are responsible for cleaning up any areas they use in the staff room. A smaller break area is also available on the third floor for staff only.

A bulletin board is available in the staff room for posting ~~library~~ Library staff information, job announcements and official memorandums or communications.

An additional bulletin board is available in the staff room for posting items of general interest to the staff and volunteers. Tables may also be used for distribution of items. Materials for display or distribution may not promote a specific religious concept, espouse partisan politics, or demean groups or individuals.

The ~~Administrative assistant~~ Assistant will update the bulletin boards on a monthly basis.

Travel

The Library recognizes that attendance at national, regional and state library meetings by the director, other staff and trustees is beneficial to professional growth and increases awareness of efficient library services and practices. Attendance at these functions is to be encouraged and the director will approve payment of the costs associated with such meetings as Library funds permit. Prior approval by the Director is required for attendance if Library funds are used.

Meetings of the American Library Association, the Pacific Northwest Library Association, the Mountain Plains Library Association and the Montana Library Association are ~~basically~~ for members. Library staff who wish to attend such conferences using library funds are expected to join, support and participate in the organizations. Library staff who are not members of the sponsoring organization will be expected to pay the fee difference when attending a conference.

Association members with conference and/or committee assignments will typically be given preference, all other things being equal. Otherwise, attendance should be rotated among staff members as much as possible, since all staff members who wish to attend might not be able to do so in any given year.

In the interests of the ~~library~~Library, Library donors, the City of Great Falls and its taxpayers, staff is encouraged to plan and travel in the most economical way ~~possible~~including possible short-term rentals. Suggestions include:

- Room sharing, when possible. Staff who decline sharing a room for a personal preference will be expected to pay the cost difference.
- Carpooling and/or using the ~~library~~Library vehicle.
- Accepting reimbursement for actual gas used rather than mileage.



Library Board Meeting Date: July 23, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Elect Board Officers
Presented By:	Susie McIntyre, Library Director
Action Requested:	Elect Board Officers

Suggested Motions:

1. Trustee moves:
... that the Great Falls Public Library Board of Trustees elect ___ to the position of board chair.

2. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

3. Trustee moves:
... that the Great Falls Public Library Board of Trustees elect ___ to the position of board vice-chair

4. Chair requests a second to the motion, public comment, Board discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the Library Board elect a chair and vice-chair.

Background: The Board is required to elect presiding officers in July of each year. The Montana Code Annotated (MCA 22-1-308 Public library -- board of trustees.) includes a requirement that the Library Board “Following the appointments, in July of each year, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms.”

Significant Impacts: In order to function effectively, the Library Board needs presiding officers to run the meetings and conduct the other business of the Board.

Alternatives: The Library Board **must** elect officers or they will be out of compliance with the requirements of the Montana Code.

Attachments/Exhibits:

None

Director's Itinerary: June 2024

Sat	June	1	Sick Day
Mon	June	3	City/Library Renegotiation Meeting 8:00 am Local Area Council on Mental Health 1:30 pm
Tues	June	4	Management Team Meeting 9:00 am Downtown Safety Alliance Meeting 10:00 am City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds	June	5	Communication Meeting 3:00 pm
Thurs	June	6	Juneteenth Planning meeting 8:00 am Library Budget Meeting with City Manager & Fiscal Department 10:00 am Library Signage Meeting
Fri	June	7	Public Services Meeting 9:00 am HR meeting 1:00 pm
Sat	June	8	Library BASH 3:00 pm to 6:00 pm
Mon	June	10	City of Great Falls Employee Book club 12:00 pm
Tues.	June	11	Paris Gibson Committee 7:30 am Department Head Meeting 10:00 am Staff supervision meeting 4:00 pm
Weds.	June	12	Continuum of Care Meeting 9:00 am Management Team Meeting 11:00 am Communication Meeting 12:30 pm Commission interviews for Library Board of Trustees 2:00 pm
Thurs.	June	13	Juneteenth Planning meeting 8:00 am MontanaLibrary2Go staff selection meeting 10:00 am Communication Meeting 1:00 pm Staff supervision meeting 2:00 pm City/Library negotiation committee meeting 3:00 pm Sober Life Book Club 6:00 pm
Fri	June	14	VACATION
Sat.	June	15	VACATION
Mon	June	17	Radio Interview 7:40 am (Juneteenth) Public Services Meeting 10:00 am
Tues.	June	18	MontanaLibrary2Go emergency meeting (magazine subscription) 11:00 am Rotary meeting (Library presentation) 12:00 pm Commission interviews for Library Board of Trustees 4:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	June	19	Circulation Desk 10:00 am Management Team Meeting 11:00 am Healthy Lives/Vibrant Futures: Access to Health meeting 12:30 pm Communication Meeting 2:00 pm
Thurs.	June	20	Juneteenth Planning Meeting 8:00 am
Fri	June	21	HR meeting 9:30 am
Sat.	June	22	Juneteenth Celebration 12:00 pm -3:00 pm
Mon	June	24	City/Library Renegotiation Committee Meeting 9:00 am City/Library Renegotiation Meeting 11:00 am Foundation Board Meeting 4:00 pm
Tues.	June	25	Department Head Meeting 10:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm Board Meeting 4:30pm
Weds.	June	26	Page Forward Tuesday Book Club 7:00 pm Public Services Meeting 10:00 am Management Team Meeting 11:00 am Gibson Award Tree Planting Ceremony 2:00 Communication Meeting 3:00 pm

Thurs.	June	27	Staff Supervision Meeting 6:30 pm Department Head Breakfast 8:00 am – 10:00 am Staff Supervision Meeting 10:30 am Staff Supervision Meeting 10:30 am Board Chair/Foundation Director meeting 1:00 pm Staff meeting—coordinating communications and promotion 2:00 pm Staff Mentoring Meeting 4:00
Fri	June	28	Staff Supervision Meeting 10:00 am
Sat.	June	29	Staff Supervision Meeting 9:00 am Staff Supervision Meeting 11:00 am Reference Desk 2:00 pm – 4:00 pm
Sun.	June	30	Waking the Dead event 1:00 pm – 5:00 pm

Next Library Board Meeting is August 27, 2024 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

June 4, 2024

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

Absent: Treva Higgins, Sara Linder-Parkinson

Next Meeting: June 11, 2024; 9:00am; Montana Room

SUSIE

- Susie has a safety alliance meeting as well as the commission meeting today.
- She and Sarah C are working on Juneteenth preparations.
- A discussion was had regarding the dumpsters.
- Board interviews will be conducted by the City Commission on June 12th.
- Sarah C, John, and Lukas will be attending the board meeting this month.

TREVA

- Treva was not present

SARA LP

- Sara was not present.

SARA K

- Sara informed us that the transfer of our website to a new host will occur tomorrow.
- Payten and Sara are encouraging 2-factor authentication for our Gmail accounts. A discussion was had. Since it is discouraged for staff to have their cell phones with them while working the Circ and Reference desk, it was decided that Managers are highly encouraged to set-up 2 factor authentication and if other staff would like to set it up to please talk with their supervisors.
- Sara announced that her schedule will change to Sunday-Thursday.
- Sara will be out of the office on the 10th.

AARON

- Aaron reminded everyone that timesheets are due Thursday.

BOB

- Bob and John are working on getting the park ready for Saturday's event.
- Susie announced that Bob will be retiring on August 1st.
- Bob mentioned that people have been pulling up the flowers that were planted in the pots in front of the library.

RAE

- Rae informed us that Summer reading begins this Thursday. Reading logs will be out for people to pick up. KP/YA staff will be handing out the prizes.
- Loot boxes are being packed; over 50 people have signed up.
- Story walk will be updated on Friday.
- The Mariah Gladstone event went well.
- Nikki will be out of the office today.

SARAH C

- Sarah will be out of the office today.
- Sarah handed out information regarding Saturday's Summer Bash.
- Summer reading begins this week.

JAKE

- Jake will be taking Thursday off so he can work this Saturday.
- Jake has been updating items with the new logo.
- Jake is working on the events calendar.
- Jake, Susie and Sara LP will be walking around the library looking for signs that need to be updated, or revised. Susie informed us that she will be more strict about what is displayed going forward.

MANAGEMENT TEAM MEETING

Meeting Minutes

June 12, 2024

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

Absent:

Next Meeting: June 19, 2024; 9:00am; Susie's Office

SUSIE

- Susie lead a discussion on Management Expectations. Next weeks meeting we will be focused on this.
- Susie lead a discussion on branding. If you see any items with the old logo on it, please let your supervisor know.
- Susie thanked everyone that helped on the Summer Bash.
- The website is in progress. If you see anything wrong, please let Susie know.
- Susie will be out of the office Friday and Saturday.
- Susie will be out of the office most of the day for board interviews. Appointment will be made on the 18th.
- A discussion was had regarding Cushing Terrell.
- A discussion was had regarding the Dress Code.
 - NO T-SHIRTS
 - If you wear a T-Shirt you will get a warning, If it is not appropriate, you will be sent home to change.
 - A book or library related shirt can be worn on Friday for staff working Tuesday – Saturday. All other staff can wear a book or library related shirt on Sundays.
 - Library Related means it is a quote related to books or movies in our collection.
 - Jerseys can be worn only on Super Bowl playoffs, or for Cat vs Griz games.
 - NO BAND T-SHIRTS

TREVA

- Treva is working on an order for ML2G.
- She will stop receiving materials on Friday for Year End wrap up.

SARA LP

- Sara informed us that Lukas and John will be reviving the Safety Committee. It will comprise of Them, 1 manager, and 3 staff members, preferably one from each floor. The committee will meet quarterly and be run by John & Lukas. A discussion was had regarding who will be on the committee. If you are interested, please let your supervisor know by July 1st.

- A desk will be placed by the Withdrawn book sales area for the Safety Specialist to sit at throughout the day.
- The Safety Specialist schedule will be changing.
- A Pride display is up.
- Paperback books are being weeded.
- The staff picks display is getting ready to be set up.
- A discussion was had regarding the “Need A Book Idea” capsule machine at the front desk.
- Autumn is in charge of the readers advisory.
- Reed is working on a game night. It will be one Sunday a month. More details to come.

SARA K

- Sara informed us that the events calendar on the website is back up.
- Microsoft is pushing the Windows 11 update. IT will be updating the library computers.
- The self-check by Kids Place is still down. Parts are on order. A discussion was had about possibly moving the working unit by kids place until the part come in.
- Sara will be out of the office this afternoon.
- The first Open Tech service will be in the small meeting room tomorrow.

AARON

- Aaron is working on the board packet.

BOB

- Bob had nothing to report.

RAE

- Rae informed us that Summer Reading was in progress. Over 100 people attended the kick-off party. There will be weekly drawings for prizes.
- Loot box signups will continue through June. KP staff is working on getting the boxes ready for pickup.

SARAH C

- Sarah informed us that Ian will be driving the Bookmobile in the 4th of July Parade.
- Music in the Park begins next Tuesday. Joel Corda will be performing.
- The Doll Club will be in on Thursday.
- The Summer Bash went well, over 100 people attended and were very positive.

JAKE

- Jake is working on the list of events.
- There was a delay in the Business Card order.
- Logo Implementation went well

MANAGEMENT TEAM MEETING

Meeting Minutes

June 26, 2024

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

Absent:

Next Meeting: July 3, 2024; 11:00am; Susie's Office

SUSIE

- Susie will be working a ½ day on July 3rd. She will be out until July 9th.
- A discussion was had regarding the Library Credit Cards and where they should be stored when not being used.
- The next Policy Review Committee will meet on Tuesday, July 2nd.

TREVA

- Treva is working on the Fiscal Year End wrap up.
- She will be out of the Office on Friday, and back on Tuesday.

SARA LP

- Sara led a discussion of allowing “selected” patrons to volunteer to pay off their library fines.
- John R. and Lukas have changed their schedules. They will now be alternating floors that they monitor during their shifts
- A discussion was had regarding parking

SARA K

- Sara informed us that there were some issues with the phone system. Communication Resources will be sending someone out to take a look.

AARON

- Aaron informed us that with the Holiday on Thursday and Susie leaving early on Wednesday. Time sheets would be due by noon on Tuesday (July 2) next week.

BOB

- Bob informed us that Steve was out sick today.
- Bob is working on getting electricity to the park.

RAE

- Rae informed is that Summer Reading was going well.

SARAH C

- Sarah has an event this evening.
- She will be in and out of the office tomorrow.
- She may be out of the office on Friday.

JAKE

- Jake has website training today
- Radio interviews tomorrow and Friday.
- Jake is working on the August event list. The due date is July 12th.

Great Falls Public Library August 2024 Events

Art in the Library – Robert Fineman

When: Through the month of August

Where: Great Falls Public Library, 2nd Floor

What: Local artist/photographer Robert Fineman has his photos of Great Falls landmarks/icons in the Library on the second floor.



Memory Café

When: Tuesday, August 6, 12:30 to 2 pm

Where: Library Park (Behind GFPL)

What: Fair Fun! The Memory Café is a comfortable social gathering for community, connection, and support to socialize and connect with those that are concerned with memory loss. This month we will be meeting in Library Park to have some “fair fun” with the MSU Extension Memory Café Mobile Unit. Join us as we play games, hang out outside, and win some prizes.

Little Shell Tribal Health Medicaid sign-ups

When: Wednesday August 7, 14, 21, and 28, from 10 am to Noon

Where: First Floor Display area

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



Shakespeare in the Parks presents ‘Hamlet’ in Gibson Park

When: Wednesday, August 7, 6 pm

Where: Gibson Park Bandshell

What: The Montana Shakespeare in the Parks troupe performs “Hamlet” in the Gibson Park bandshell. This free show is organized by the Great Falls Public Library. Hamlet tells the story of the young prince of Denmark who returns home following the sudden death of his father. The most famous ghost story ever told, Hamlet grapples with the weight of his responsibility to avenge his father’s death, to out-manuever his traitorous uncle, and “to be, or not to be.”



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

Great Falls Public Library August 2024 Events

Weekly Open Tech Sessions

When: Thursday, August 1, 8, 15, 22, and 29 from 1 to 3 pm

Where: Small Conference Room downstairs

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

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



AAUW Donation Days

When: Tuesday August 6 through Oct. 8 from 10 am to 2 pm

Where: Back entrance loading area

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



Montana Women Vote Voter Registration

When: August 14, Noon to 4 pm

Where: Display table on first floor

What: Montana Women Vote will be at the library 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.



Great Falls Public Library August 2024 Events

Financial Literacy for Women with Rural Dynamics and the Montana State Library

When: August 15 at 6 pm

Where: Cordingley Room

What: RDI Financial Wellness, the Montana Cooperative Development Corporation (MCDC), and Montana State Library Join forces to empower women through financial literacy workshops. This summer, RDI Financial Wellness, the Montana Cooperative Development Corporation, and the Montana State Library are proud to announce a collaborative effort to empower women across Montana through a series of financial literacy workshops. This workshop at the library aims to provide the essential tools and knowledge to manage finances effectively and confidently.



ArtsFest Montana in Great Falls

When: August 17 to August 24

Where: Downtown Great Falls (And the GFPL)

What: The 6th annual ArtsFest Montana in Great Falls is put together by the Destination Downtown Association. Launched in August 2019, our mural festival is about bringing people together through art. ArtsFest MONTANA has been highlighting the talents of our local artists as well as bringing artists from around the globe as they have created meaningful and impactful murals around Downtown Great Falls. ArtsFest MONTANA 2024 will feature eight artists with the installation of several new murals on downtown buildings. Follow this event for more details - artists, artist locations, etc. will be updated as they are confirmed!

Summer Music in the Park for August

When: Tuesday August 6, 7 to 9 pm

Where: Library Park (North of Library)

What: Music from Little Jane and the Pistol Whips

When: Tuesday August 13, 7 to 9 pm

Where: Library Park (North of Library)

What: Music from The Lucky Valentines




Little Jane & the Pistol Whips
August 6
7 PM




The Lucky Valentines
August 13
7 PM




John Floridis
August 20
7 PM




Sally Jo and Friends Blue Grass
August 27
7 pm

When: Tuesday August 20, 7 to 9 pm

Where: Library Park (North of Library)

What: Music from John Floridis

When: Tuesday August 27, 7 to 9 pm

Where: Library Park (North of Library)

What: Music from Sally Jo and Friends Blue Grass

Bring a chair or a blanket and enjoy these FREE performances in the Library Park. Select food vendors will be on site!! Thanks to our Sponsors:



tdsfiber.com

SCHEELS

Bravera Bank

First Interstate Bank

Montana Credit Union

Great Falls Public Library Foundation



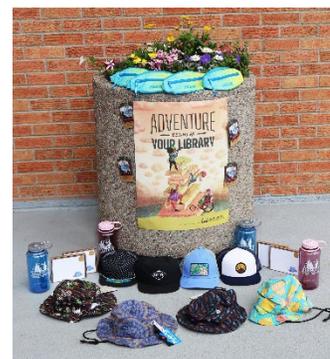
Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org
Great Falls Public Library August 2024 Events

Summer Reading Celebration and After Party

When: Saturday, August 17, 5 to 8 pm

Where: Annie’s Tap House (112 Central Ave in Great Falls)

What: Join us for an end of season party at Annie's Tap House. For every pint of beer sold, a dollar comes back to the Library. We will be drawing the winners for all of the Summer Reading Prizes at this event. We will also have some Library Trivia to win some awesome prizes! Haeli Allen will perform covers and some original tunes as well. This event is sponsored by TDS Fiber. A food truck will also be on site. August 17 is also the final day to submit your Adult Summer Reading Bingo Cards for your tote bag, or to put your name in the drawing for the Blackout Bingo Card prizes.



Emergency Services' Mobile Integrated Healthcare

When: August 9 and 23, 2 to 3 pm

Where: First Floor Display area

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



Western Native Voices Voter Registration

When: Thursdays, August 1, 8, 15, 22, and 29

Where: First Floor Display area

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

Great Falls Public Library August 2024 Events

August/September Book Clubs

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



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

When: Monday, August 12, Noon to 1 pm

Where: Small Meeting Room

What: Discussion of *Someone Else's Summer* by Rachel Bateman

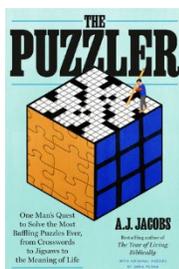


Silent Book Club at Luna Coffee, 3rd Saturday

When: Saturday, August 17 and September 21, 10 am to noon

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

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

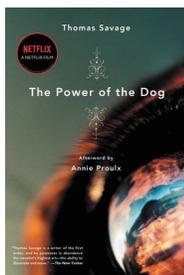


Book Sleuths With Kalena in September, 2nd Tuesday

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

Where: Small Meeting Room

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

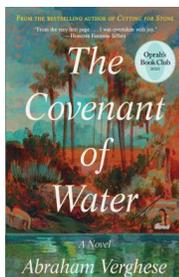


The Very Arbitrary Book Club in September, 3rd Tuesday

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

Where: Small Meeting Room

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



Page Forward Thursday With Susie in September, 4th Thursday

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

Where: 3rd floor Montana Room

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

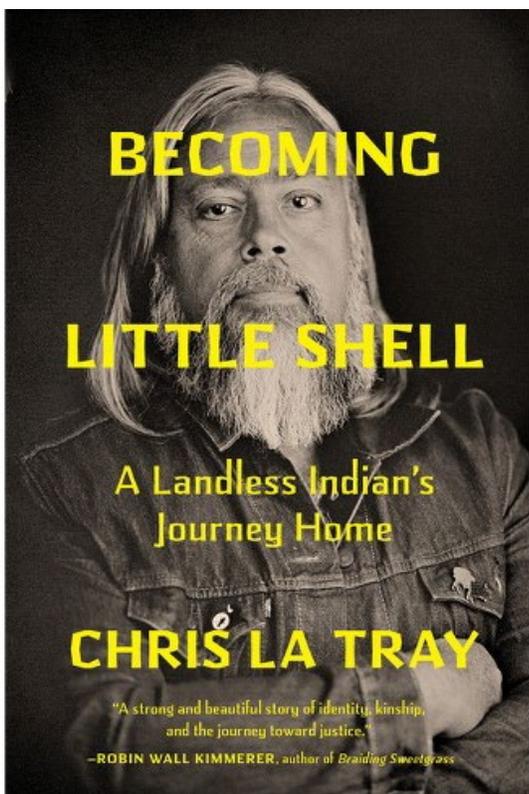
Arts & Culture Listening Session with the Montana Arts Council

When: August 23, 4:30 to 6 pm

Where: Cordingley Room

What: Krys Holmes, new director of the Montana Arts Council, hosts a listening session about the state of arts and culture in the Great Falls area, some economic data, and what creative colleagues across Montana are doing, dreaming of, and wanting from their communities.

MONTANA ARTS COUNCIL



Book Release Party with Montana Poet Laureate Chris La Tray

When: August 23, 7 to 8 pm

Where: Cordingley Room

What: Join us in Library Park as we celebrate the latest book from Chris La Tray, ***Becoming Little Shell: A Landless Indian's Journey Home***. Both Personal and historical, *Becoming Little Shell* is a testament to the power of storytelling, to family and legacy, and to finding home. Infused with candor, heart, wisdom and an abiding love for a place and a people, Chris La Tray's remarkable journey is both revelatory and redemptive. Bring a blanket or chair to sit in during this free program. Cassiopeia Books will be on site to sell his book, as well.

Great Falls Public Library August 2024 Events

New Stories of Race and Change: Bridging Cultures and Generations with Dr. Kitty Oliver

When: August 29, 7 to 8 pm

Where: Cordingley Room

What: This entertaining, inspirational multimedia program blends memoir, music, video interviews, and research to go beyond the news headlines and into the lives and hearts of everyday people dealing with the complexities of race and ethnic relations in the U.S. Drawing on her landmark Race and Change Oral Histories archive of native-born and immigrant voices. Dr. Kitty Oliver is an official Race and Change scholar, writer, and performing artist who does presentations nationally using stories and music to entertain, inspire, and build bridges across cultures and generations. She is founder of the landmark cross-cultural Race and Change Initiative oral history archive that is part of the American Folklife Center's Civil Rights Project.



GFPL Monthly Board of Trustees Meeting

When: Tuesday, August 27 at 4:30 pm

Where: Cordingley Room

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

YOUTH SERVICES EVENTS



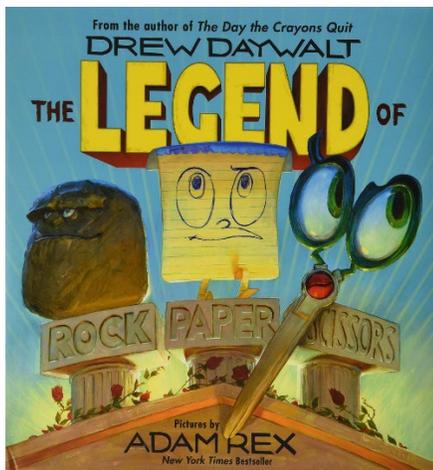
Math Maze-Move and Learn Storytime

When: Wednesday, July 24, and Thursday, August 1
10:30 to 11:30 am

Where: Cordingley Room (basement)

Audience: Children ages 2 ½ to 10 and their families and caregivers

What: Move and learn with us this summer! Enjoy a great math story, then explore basic math concepts with engaging games and an obstacle course.



The Epic Battle of Rock Paper Scissors-Move and Learn Storytime

When: Wednesday, August 7 and August 15, 10:30 to 11:30 am

Where: Cordingley Room

Audience: Kids 2 ½ to 10 and their families and caregivers

What: Move and learn with us this summer! Get ready to sweat as we read Drew Daywalt's *The Legend of Rock Paper Scissors* and then compete in a full-body Rock Paper Scissors tournament. In addition to developing cardiovascular endurance, this thrilling game helps improve reaction time and builds cognitive flexibility.

Parachute Party-Move and Learn Storytime

When: Thursday, August 8, 10:30-11:30 and
Wednesday, August 14, 10:30-11:30

Where: Cordingley Room (basement)

Audience: Children ages 2 ½ to 10 and their families and caregivers

What: Move and learn with us this summer! Join us to play parachute games like Shark Attack, Snakes, and Popcorn. Parachute games teach cooperation and impulse control while building upper body strength.





Back2School Blast at the Mansfield Center

When: Friday, August 16, 11am-4pm

Where: The Great Falls Mansfield Civic Center-2 Park Drive S in Great Falls

Audience: School-aged kids and teens and their families

What: The Great Falls Public Library is delighted to participate in Alliance for Youth and the United Way of Cascade County's Back2School Blast! This phenomenal annual event offers free backpacks and school supplies, free haircuts and hygiene products, free wellness checks and vaccinations, low cost sports physicals, and much more! If you have a school-aged child or teen, don't miss it!

Todder Time

When: Friday mornings, 10:30-11:15 on August 2 and 9

There will be no Toddler Time on August 16 as Youth Services staff attend the Back2School Blast at the Civic Center. There will be no Toddler Time on August 23 and 30 during the Youth Services Departments' annual programming break. Toddler Time will resume on Friday, September 6! See you then!

Where: Cordingley Room

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

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



Great Falls Public Library August 2024 Events



Summer Reading Celebration and Tie-dye T-shirt Making

When: Saturday, August 17, 11am to 1pm

Where: Library Park (Behind the Library)

Audience: Kids, teens, and adults who earned a prize for their reading this summer

What: Congratulations on all your reading this summer! Everyone who earned at least one prize for their reading is invited to celebrate by making a tie-dye t-shirt and enjoying a free ice cream treat in the Library Park!



The winner of our Library Loot Boxes grand prize, a Nintendo Switch OLED, will be announced at noon. This annual literacy program for teens 12-18 is made possible by the Town Pump Charitable Foundation. Don't worry-Loot Box readers do not need to be present to win.

Youth Summer Reading is made possible by the **Great Falls Public Library Foundation**, and **Marshall Orthodontics**. Library Loot Boxes are made possible by a Keep Kids Reading Grant from the **Town Pump Charitable Foundation**. Thank you!

Dungeons and Dragons Summer Campaign

When: Sunday, August 18-Tuesday, September 3

What: Our Summer D&D Campaign meets on Saturdays from

3 to 5:30 pm for 8 weeks. A snack is provided. ASL interpretation available upon request.

We're sorry! Our Summer Campaign is full!

For more information or to get on the wait list for our

Fall Campaign, please contact Youth Services staff:

xlee@greatfallslibrary.org

(406) 453-0349, ext. 215



Great Falls Public Library August 2024 Events

Youth Services Department annual programming break

When: Sunday, August 18-Tuesday, September 3

What: Thank you for making Summer, 2024 the best yet! Every year following our Summer Reading Program, the Youth Services Department takes a break from programming to clean up and regroup for Fall events. Programs for kids and teens will pause beginning Sunday, August 18 resume on Wednesday, September 4. Storytime and Toddler Time will not meet during this time.



Congratulations to all the young readers who earned prizes this summer! We wish you the best of luck in the 2024-2025 school year!

PATRON COMPLIMENTS JUNE - JULY 2024

6/12/2024 – A young patron came up to the circulation desk, after attending story time. He was with his parents, & he told the staff member that he really enjoyed the event! he spoke very highly of Drew, who allowed him to check out one of the books they read at story time & was very excited to get to read the book at home.

6/13/2024 – Several patrons commented on the floral arrangement outside of the front of the library. One patron noted that it is the most beautiful arrangement she has seen since being a GFPL patron!

6/20/2024 – A retired librarian came in to the library. She said that she loved the book sale in the lobby. She liked the slips inside the books, that gave the reason for their withdrawal. She bought two books, & had a nice chat with the staff member, regarding weeding.

6/25/2024 – A gentleman from Washington called about getting a temporary card. While he was on the phone, he said that the library is doing a beautiful job, & he thought that GFPL's civic involvement is wonderful!

6/25/2024 – A staff member helped a newly-arrived military wife & her two children get library cards. The staff member asked the children if they wanted to fill out their applications, & they said that they did. When the family came to the desk to check out, the mom thanked the staff member for treating the kids like responsible people by having them complete their own applications.

6/28/2024 – A patron commented on how beautiful the library is. The patron said that the grounds & flowers out front were "gorgeous!"

7/3/2024 – A patron commented that she loved using the QR code to print, & that it was so much easier than before! 😊

7/5/2027 – A staff member received a call from a patron about issues getting into the Libby app, & it was just due to an expired card. In the process of renewing her card, she was effusive about how much she enjoyed using the Libby app for listening to books, & she recommends it to others.

Strategic Plan report July 2024

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS November 2023

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

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

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

RECENT EFFORTS: CT’s Architectural Team has completed a full 3-dimensional model of the existing building, both interior and exterior, complete with landscape. The board has access to the Matterport link, and the CT design team is using it as a basis for their work. CT’s Architectural Team has also broken the existing program down to match the masterplan and correspond to the model. CT electrical, mechanical, and structural teams will be on site throughout the next two weeks to supplement their model with the systems relevant to their work. CT holding insight meetings with Library staff and stakeholders.

PREVIOUS EFFORTS (January 2023 -June 2024):

- Contract with Cushing Terrell approved by the Library Board and City Commission. Cushing Terrell has started work documenting existing conditions and planning outline of work.
- The RFP review committee reviewed the proposals. After much debate and consideration, the selection committee has elected to start contract negotiations with the top scoring firm. A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Supported the Foundation in their fundraising efforts.
- Worked with the Library Foundation to dedicate \$92,000 of Foundation funding to support funding for the Library remodel design contract. In collaboration with the Foundation Director and Russell Brewer (Public Works Engineer) released a Request for Proposals for the design of the Library remodel. Answered questions and provided Library tours to interested companies. Created an RFP review committee. Proposals due November 29

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

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

PREVIOUS EFFORTS (January 2023 -June 2024):

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

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

EFFORTS: None

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MAY 2024

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
ACCOMPLISHED.
EFFORTS: Developed Library website page for Library Levy information. Made multiple community presentations on the Library Levy. Gave multiple media interviews on the Library Levy. [NOTE: The majority of the Library Levy campaign effort was led by the Foundation and the Ballot Initiative Committee. No tax dollars, staff time or Library resources was used on advocacy for the Library Levy.]
ACCOMPLISHMENTS: Despite a vocal campaign (and lots of misinformation) against the Library Levy, the community supported the Library Levy.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
ACCOMPLISHED.
EFFORTS: Worked with the City Attorney and Library stakeholders to develop Mill Levy proposal.
ACCOMPLISHMENTS: Mill Levy resolution and ordinance passed by City Commission and sent to Elections office.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
ACCOMPLISHED.
EFFORTS: Worked with the City Commission and City staff to place the Library Levy before the voters of Great Falls. Worked with the pro-bono legal team to ensure that the election was conducted in a legal and valid manner.
ACCOMPLISHMENTS: Library Mill Levy election held on June 6, 2023
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.
ACCOMPLISHED.
EFFORTS: Continued community conversations. Presentation at the City Commission Work Session. Media interviews. Multiple efforts by Library staff, Library Board, Library Foundation, Ballot Initiative Committee and individual Library champions to build support for the Library Levy.
ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to \$2.7 million.

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

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

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MARCH 2024

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services**.
RECENT EFFORTS: *Continuing awareness efforts including a robust social media presence, weekly Wowbrary newsletter, monthly radio spots, and regular press releases. New Logo and new website launched in June. Library Summer Bash held in June.*

PREVIOUS EFFORTS (January 2023 -June 2024):

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

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

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

ACCOMPLISHED.

EFFORTS:

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

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

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

ACCOMPLISHED.

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

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

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

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

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

EFFORTS:

- Safety Specialists have started work. They are regularly patrolling the Library and the Park. They assist with patron behavior problems. They are addressing staff safety concerns and will be leading the Library's reconstituted Safety Committee.

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

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

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

EFFORTS: None

ACCOMPLISHMENTS: None

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

ACCOMPLISHED (will continue to expand)

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

PREVIOUS EFFORTS (January 2023 -June 2024):

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

ACCOMPLISHMENTS:

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

8. **Expand services for children and parents** including reading readiness and early literacy.
RECENT EFFORTS: *Summer Reading in full swing including weekly programming and reading incentive program. Actively planning for programs in the Fall. Kids Place staffed 7 days-a-week. Worked with Foundation to submit a grant to fund an Early Literacy Outreach Specialist.*
PREVIOUS EFFORTS (January 2023 -June 2024):
- New Youth Services staff hired and being trained. Continuing early literacy efforts (StoryTime, Toddler Time, Dolly Parton’s Imagination, Brain Builder Expo, StoryWalk etc.). Planning Sumer Reading.
 - Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community.
 - Working to promote Dolly Parton Imagination Library
 - Reorganizing Youth Services spaces to create work spaces for two additional staff members.
 - Creating work plan for expanding services.
- ACCOMPLISHMENTS:** New staff hired. Providing expanded programming. Providing staff support for patrons 7 days-a-week. 40% of eligible Cascade County children signed up for Dolly Parton’s Imagination Library (community goal of 80%).
9. **Expand the Library services for teens** to include college preparation services, ACT/SAT readiness services and expanded Library programming and resources.
RECENT EFFORTS: *Summer Reading in full swing including weekly programming, loot box program and reading incentive program. Actively planning for programs in the Fall. Youth Services staff working 7 days-a-week. Contact with the Career and College Readiness center to have regular outreach/classes at the Library.*
PREVIOUS EFFORTS (January 2023 -June 2024):
- New Youth Services staff hired and being trained. Programs for teens being planned—including expanding existing programs Dungeons and Dragons and Library Loot Boxes.
 - Hiring new Youth Services staff who will start April 1. Continuing to provide existing services. Soliciting feedback from community. Reorganizing Youth Services spaces to create work spaces for two additional staff members.
 - Creating work plan for expanding services.
- ACCOMPLISHMENTS:** New staff hired. Providing expanded programming (Dungeons & Dragons, Lego Stem Challenge, Puppet Making Workshop, Youth Chess Club...). Providing staff support for patrons 7 days-a-week.
10. Expand the **Library’s engagement** with the community including
- Providing expanded **educational/recreational programing**
 - Connecting patrons to **computer and technology classes**
 - Expanding services and resources for **businesses, entrepreneurs and job seekers**
 - Supporting **DIY services** such as **audio/video recording, 3D printing and makerspace programing**
 - Partnering with community organizations to provide relevant **programming and services**
- RECENT EFFORTS:** *Providing weekly Open Tech hours. Excellent Summer Music series provided throughout the Summer. Planning for Shakespeare in the Parks presentation in August. Successful Waking the Dead and Juneteenth programs. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...) Contact with the Career and College Readiness center to have regular outreach/classes at the Library.*
PREVIOUS EFFORTS (January 2023 -June 2024):
- Continuing expanded programs events. Technology Systems Assistant hired. Planning for technology classes started. Continuing to build partnerships—GFPS, GFDA, GFC-MSU, Raising Readers, Little Shell Tribe and many, many more. Plans for summer include the Summer Music, Shakespeare in the Park, Waking the Dead, Juneteenth and more.
 - Continuing expanded programs including new Book Clubs, Winter Speaker Series and other events. Hiring Technology Systems Assistant who will assist with creating computer and technology classes. Building partnerships with GFDA and other organizations. Expanding programs to include Silent Book Club, Little

Free Library Surprise, author presentations, community education presentations, working with Sober Life to start a book club, Book Worms United book challenge and Winter Speaker Series. Building partnership with Great Falls Development Authority. Seeking expanded funding from the Library Foundation.

- Reorganized 3rd floor spaces to create office for new staff. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners and organizing Library programming (see recent Monthly Events Lists).
- Working with Shakespeare in the Parks to host *The Three Musketeers* on August 28th. Creating work plan for expanding services.

ACCOMPLISHMENTS: Providing more programs reaching more people.

Great Falls Public Library Annual Report:

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

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

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

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

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

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

NEXT STEPS:

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

SAMPLES OF WRITTEN ANNUAL REPORTS:

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