

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, February 25, 2025
Great Falls Public Library – Cordingley Room (Library Basement)
(Virtual access to meeting available upon request • 406-453-0349)
Notice: Meeting will be recorded via Zoom
4:30 P.M.

Our Mission

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

- I. AGENDA APPROVAL
MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE AGENDA AS PRESENTED.
- SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE
- II. PLEDGE OF ALLEGIANCE
- III. STAFF INTRODUCTIONS
- IV. PUBLIC COMMENT
- V. ADOPTION OF THE MINUTES OF THE REGULAR JANUARY MEETING (Pages 1-7)
MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.
- SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE
- VI. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 8-17)
- A. INCOME STATEMENTS JANUARY 2220 (OPERATING BUDGET)
 - B. INCOME STATEMENTS JANUARY 2221 (FOUNDATION/DONATION BUDGET)
 - C. CASH FLOW SHEET FEBRUARY
 - D. LIBRARY VENDOR SUMMARY FOR JANUARY
 - E. FOUNDATION VENDOR SUMMARY FOR JANUARY
 - F. JANUARY DONATION REPORT
- MOTION...THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT/NOT ACCEPT THE FINANCIAL REPORTS AS PRESENTED.
- SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE
- VII. REPORTS (Pages 18-40)
- A. MANAGEMENT TEAM REPORT (COMMUNICATIONS)
 - B. DIRECTOR REPORT
 - C. STATISTICAL REPORTS
 - D. PERSONNEL REPORT
 - E. GFPL FOUNDATION REPORT
 - F. CHAIR REPORT

G. BOARD REPORTS

VIII. OLD BUSINESS

A. CITY/LIBRARY MANAGEMENT AGREEMENT: APPROVE LIBRARY FISCAL POLICY (Pages 41-45)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

B. CITY/LIBRARY MANAGEMENT AGREEMENT: APPROVE LIBRARY STAFF OVERSIGHT POLICY (Pages 46-51)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

C. CITY/LIBRARY MANAGEMENT AGREEMENT: APPROVE LIBRARY TRESPASS POLICY (Pages 52-55)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

D. PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING (Page 56)

IX. NEW BUSINESS

X. PROPOSALS/COMMENTS FROM TRUSTEES

XI. ADJOURNMENT

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

SECOND VOTE

**Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, January 28, 2025
Great Falls Public Library – Cordingley Room (Basement of the Library)**

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

4:30 p.m.

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

BOARD MEMBERS ABSENT: Ms. Anne Bulger

EX OFFICIO BOARD MEMBERS PRESENT:

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

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

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

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

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

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

II. PUBLIC COMMENT

Ms. Caitlyn King and Ms. Maribeth Wilcox introduced themselves and talked about their positions at the library and how they came to be at the library. After questions from the board, they left the meeting.

III. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board with concerns regarding the removal of the city attorney from his oversight position over the library.

IV. ADOPTION OF THE MINUTES

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

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

Richard Irving, a resident of Great Falls addressed the board. He voiced his concerns on the library not being neutral in regards to the political situation regarding Israel and Palestine. He also voiced his concerns on being censored by the library.

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

V. ACCEPTANCE OF THE FINANCIAL REPORTS

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

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

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

Ms. Olson asked for a motion.

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

VI. REPORTS

Management Team Report

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

Director Report

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

Statistical Report

No questions were asked regarding the statistical report.

Personnel Report

No questions were asked regarding the personnel report.

GFPL Foundation Report

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

Chair Report

No chair report was given.

Board Reports

No board reports were given.

VII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS POLICY REVIEW: FULL POLICY MANUAL

Ms. McIntyre presented the public library standards policy review.

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

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

Ms. Olson asked for a motion.

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

VIII. NEW BUSINESS

GREAT FALLS PUBLIC LIBRARY UPDATED ORGANIZATIONAL CHART

Ms. McIntyre presented the updated organizational chart.

Ms. Olson asked for a motion.

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

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

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

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

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

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

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

GREAT FALLS PUBLIC LIBRARY BOARD TRESPASS OVERSIGHT: INITIAL DISCUSSION

Ms. McIntyre presented the trespass oversight report.

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

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

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

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

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

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

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

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

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

GREAT FALLS PUBLIC LIBRARY BOARD STAFF OVERSIGHT: INITIAL DISCUSSION

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

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

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

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

A discussion was had on the hiring procedure.

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

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

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

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

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

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

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

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

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

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

Ms. McIntyre presented the compliance with financial policies report.

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

EXECUTIVE SESSION: PERSONNEL ISSUE

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

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

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

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

BOARD ENTERED INTO EXECUTIVE SESSION

BOARD EXITED EXECUTIVE SESSION

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

IX. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were made.

X. ADJOURMENT

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

Motion passed unanimously.

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

2220 Income Statement

Through 01/31/25
Detail Listing
Include Rollup Account/Rollup to Object

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

Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of Budget	Prior Year
				Actual Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
Fund Category	Governmental Funds								
Fund Type	Special Revenue Funds								
Fund	2220 - LIBRARY								
	REVENUE								
31101	REAL CURRENT AD VALOREM	2,872,800.00	1,256,937.87	1,335,023.50	1,537,776.50	46	2,875,763.07		
31103	REAL DELINQUENT AD VALOREM	8,000.00	930.66	12,590.74	(4,590.74)	157	8,395.33		
31121	MOBILE HOME TAXES	2,000.00	443.86	2,175.49	(175.49)	109	9,295.19		
31122	OTHER PERSONAL PROPERTY	5,000.00	66.14	817.37	4,182.63	16	29,630.22		
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	105.05	866.06	933.94	48	3,706.11		
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	.00	36,331.35	(805.35)	102	37,063.74		
33500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	.00	2,129.93	229.07	90	2,314.72		
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	+++	36,232.00		
33800	LIBRARY SUPPORT	177,000.00	.00	.00	177,000.00	0	177,000.00		
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	+++	1,457.57		
34316	OFF-STREET LOTS TRANSIENT	1,600.00	574.00	1,024.00	576.00	64	3,962.00		
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	370.00	2,730.00	10,060.00	21	12,250.00		
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	461.99	2,917.63	2,582.37	53	4,817.71		
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	1,322.60	7,949.82	4,050.18	66	13,131.21		
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	240.00	870.00	(70.00)	109	1,030.00		
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	+++	930.00		
34836	CONVENIENCE FEE	.00	4.44	37.53	(37.53)	+++	26.65		
35134	COLLECTION AGENCY FINES	.00	105.00	843.93	(843.93)	+++	800.76		
35220	LOST BOOK FINES	6,500.00	601.71	4,643.24	1,856.76	71	7,028.94		
36510	CONTRIBUTIONS & DONATIONS	10,000.00	.00	12,000.00	(2,000.00)	120	316,240.67		
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	+++	50.00		
37110	REGULAR INTEREST	8,000.00	.00	15,220.86	(7,220.86)	190	28,911.01		
	REVENUE TOTALS	\$3,161,675.00	\$1,262,163.32	\$1,438,171.45	\$1,723,503.55	45%	\$3,570,036.90		
	EXPENSE								

EXPENSE

2220 Income Statement

Through 01/31/25

Detail Listing

Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
41110	SALARIES & HOURLY	1,557,273.00	101,830.77	789,572.01	767,700.99	51	51	1,069,987.06
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	1,862.45	(1,862.45)	+++	+++	260.76
41315	VACATION TERMINATION	.00	.00	24,973.60	(24,973.60)	+++	+++	14,422.46
41325	SICK LEAVE TERMINATION	.00	.00	12,878.44	(12,878.44)	+++	+++	8,774.29
41360	HEALTH INSURANCE	361,555.00	21,093.74	177,845.50	183,709.50	49	49	249,932.58
41370	LIFE INSURANCE	2,131.00	167.32	1,217.07	913.93	57	57	1,908.41
41410	UNEMPLOYMENT INSURANCE	6,206.00	356.43	2,930.34	3,275.66	47	47	4,440.35
41420	WORKERS COMPENSATION	6,989.00	522.04	4,045.74	2,943.26	58	58	7,995.27
41430	FICA	96,551.00	6,124.18	49,746.80	46,804.20	52	52	65,279.50
41435	MEDICARE	22,584.00	1,432.34	11,634.32	10,949.68	52	52	15,267.06
41445	PERS	160,846.00	10,547.23	85,607.03	75,238.97	53	53	114,096.61
414510	MISCELLANEOUS PENSIONS	19,929.00	1,533.00	13,990.50	5,938.50	70	70	15,470.81
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	+++	36,232.00
42110	PAPER & FORMS	3,000.00	170.73	786.51	2,213.49	26	26	2,124.56
42120	COMPUTER ACCESSORIES	7,500.00	1,511.85	2,634.19	4,865.81	35	35	5,811.63
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	181.45	3,312.99	6,187.01	35	35	7,171.96
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	.00	1,986.30	6,013.70	25	25	3,787.57
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	134.15	4,464.28	9,535.72	32	32	8,934.79
43110	POSTAGE, BOX RENT, ETC.	5,000.00	.00	4,000.00	1,000.00	80	80	4,000.00
43210	PRINTING, FORMS, ETC	.00	.00	.00	.00	+++	+++	196.08
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	4,341.37	49,517.17	30,482.83	62	62	57,519.53
43350	MEMBERSHIPS & DUES	1,000.00	.00	500.00	500.00	50	50	953.00
43410	TELEPHONE	3,400.00	266.07	1,541.80	1,858.20	45	45	2,944.19
43412	FAX & OTHER TELEPHONE LINES	3,000.00	.00	1,704.00	1,296.00	57	57	2,044.80
43420	ELECTRIC UTILITY	78,000.00	1,000.50	35,925.95	42,074.05	46	46	56,118.31
43430	GAS UTILITY	13,000.00	1,225.14	3,254.92	9,745.08	25	25	9,703.18
43440	CITY SANITATION DISPOSAL	2,100.00	177.00	1,239.00	861.00	59	59	1,843.94
43450	WATER UTILITY	3,600.00	121.77	2,367.90	1,232.10	66	66	2,804.42

2220 Income Statement

Through 01/31/25
Detail Listing
Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
43460	SEWER UTILITY	1,500.00	112.61	112.61	788.27	711.73	53	885.70
43470	STORM DRAIN UTILITY	1,000.00	96.31	96.31	674.17	325.83	67	926.38
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	566.10	566.10	40,133.50	13,366.50	75	46,678.26
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	2,323.50	2,323.50	13,366.84	20,833.16	39	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00	.00	.00	2,452.27	5,047.73	33	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00	1,015.13	1,015.13	12,384.29	10,615.71	54	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	369.69	369.69	739.38	860.62	46	1,478.76
45515	CREDIT CARD FEES	984.00	93.65	93.65	816.41	167.59	83	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	34.84	34.84	34.84	415.16	8	300,245.71
48130	CASH OVER/SHORT	.00	.07	.07	2.91	(2.91)	+++	.45
48611	HUMAN RESOURCES	35,998.00	2,999.83	2,999.83	20,998.81	14,999.19	58	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	193.25	1,352.75	966.25	58	4,491.02
48652	FISCAL SERVICES	18,151.00	1,512.58	1,512.58	10,588.06	7,562.94	58	17,544.96
48658	CENTRAL INSURANCE	57,870.00	.00	.00	57,870.00	.00	100	60,117.00
48695	INFORMATION TECHNOLOGY	3,172.00	264.33	264.33	1,850.31	1,321.69	58	3,060.96
48696	COMPUTER NETWORK	135.00	11.25	11.25	78.75	56.25	58	132.00
48697	COMPUTER EQUIPMENT MAINT	2,049.00	.00	.00	2,049.00	.00	100	1,373.00
48810	COMPUTER & EQUIPMENT LEASE	278.00	23.17	23.17	162.19	115.81	58	242.04
EXPENSE TOTALS		\$2,708,870.00	\$162,353.39	\$162,353.39	\$1,455,881.56	\$1,252,988.44	54%	\$2,279,842.56

Fund 2220 - LIBRARY Totals
REVENUE TOTALS 3,161,675.00 1,262,163.32 1,438,171.45 1,723,503.55 45% 3,570,036.90
EXPENSE TOTALS 2,708,870.00 162,353.39 1,455,881.56 1,252,988.44 54% 2,279,842.56
LIBRARY Net Gain (Loss) \$452,805.00 (\$17,710.11) (\$470,515.11) (4%) \$1,290,194.34

2221 Income Statement

Through 01/31/25

Detail Listing

Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of Budget	Prior Year
				Actual Amount	Actual Amount	Actual Amount	YTD Actual	Budget	Total Actual
Fund Category	Governmental Funds								
Fund Type	Special Revenue Funds								
Fund	2221 - LIBRARY FOUNDATION								
	REVENUE								
36510	CONTRIBUTIONS & DONATIONS	1,836,666.00	35,403.92	257,417.93	1,579,248.07	14	299,703.47		
36513	DL THOMSON TRUST	41,000.00	600.00	23,425.00	17,575.00	57	12,361.76		
367110	REGULAR INTEREST	10,000.00	.00	5,033.13	4,966.87	50	15,918.43		
	REVENUE TOTALS	\$1,887,666.00	\$36,003.92	\$285,876.06	\$1,601,789.94	15%	\$327,983.66		
	EXPENSE								
42120	COMPUTER ACCESSORIES	12,000.00	21,479.75	21,479.75	(9,479.75)	179	29,271.65		
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	867.66	8,986.11	15,513.89	37	21,110.46		
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	173.80	2,374.91	14,625.09	14	14,889.18		
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	298.00	298.00	16,702.00	2	14,599.44		
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	173,386.00	4,815.94	74,980.83	98,405.17	43	142,726.70		
43550	COMPUTER PROGRAMMING	15,000.00	471.19	1,406.59	13,593.41	9	2,341.24		
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	1,697,366.00	32,791.49	259,162.41	1,438,203.59	15	104,612.16		
43790	MISCELLANEOUS TRAVEL EXPENSE	5,000.00	.00	.00	5,000.00	0	278.00		
43945	SPONSORED EVENT - ACTIVITY	32,500.00	2,535.16	11,484.80	21,015.20	35	29,744.59		
49310	IMPROVEMENTS OTHER THAN BUILDINGS	40,000.00	.00	.00	40,000.00	0	.00		
	EXPENSE TOTALS	\$2,033,752.00	\$63,432.99	\$380,173.40	\$1,653,578.60	19%	\$359,573.42		
Fund	2221 - LIBRARY FOUNDATION Totals								
	REVENUE TOTALS	1,887,666.00	36,003.92	285,876.06	1,601,789.94	15%	327,983.66		
	EXPENSE TOTALS	2,033,752.00	63,432.99	380,173.40	1,653,578.60	19%	359,573.42		
	Net Gain (Loss)	(\$146,086.00)	(\$27,429.07)	(\$94,297.34)	\$51,788.66	65%	(\$31,589.76)		

Library 2220 Cash Flow FY2025

JULY RECONCILED TO NEW WORLD

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

AUGUST RECONCILED TO NEW WORLD

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

SEPTEMBER RECONCILED TO NEW WORLD

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

OCTOBER RECONCILED TO NEW WORLD

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

NOVEMBER -RECONCILED TO NW

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

DECEMBER-RECONCILED TO NW

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

JANUARY RECONCILED TO NEW WORLD

FUND BALANCE JANUARY 1	\$ 628,127.00
TOTAL REVENUE JANUARY	\$ 1,262,163.32
TOTAL EXPENSES JANUARY	\$ (162,353.39)
FUND BALANCE FEBRUARY 1	\$ 1,727,936.93

FEBRUARY ESTIMATED

FUND BALANCE FEBRUARY 1	\$ 1,727,936.93
TOTAL REVENUE FEBRUARY	\$ 366,432.50
TOTAL EXPENSES FEBRUARY	\$ (193,950.44)
FUND BALANCE MARCH 1	\$ 1,900,418.99

MARCH ESTIMATED

FUND BALANCE MARCH 1	\$ 1,900,418.99
TOTAL REVENUE MARCH	\$ 26,932.50
TOTAL EXPENSES MARCH	\$ (274,811.61)
FUND BALANCE APRIL 1	\$ 1,652,539.88

APRIL ESTIMATED

FUND BALANCE APRIL 1	\$ 1,652,539.88
TOTAL REVENUE APRIL	\$ 23,932.50
TOTAL EXPENSES APRIL	\$ (193,950.44)
FUND BALANCE MAY 1	\$ 1,482,521.94

MAY ESTIMATED

FUND BALANCE MAY 1	\$ 1,482,521.94
TOTAL REVENUE MAY	\$ 53,932.50
TOTAL EXPENSES MAY	\$ (193,950.44)
FUND BALANCE JUNE 1	\$ 1,342,504.00

JUNE ESTIMATED

FUND BALANCE JUNE 1	\$ 1,342,504.00
TOTAL REVENUE JUNE	\$ 1,263,624.83
TOTAL EXPENSES JUNE	\$ (193,950.44)
FUND BALANCE JULY 1	\$ 2,412,178.40

CERTIFIED MILL VALUE	\$ 132,152.00
Estimated tax revenue per mill	\$ 120,400.00
TOTAL ESTIMATED TAX REVENUE	\$ 2,889,600.00
ESTIMATED TAX COLLECTION PRE-DECEMBER	\$ 13,152.98
ESTIMATED DECEMBER COLLECTION	\$ 79,771.11
ESTIMATED COLLECTION JAN THROUGH MAY	\$ 1,625,483.58
ESTIMATED JUNE COLLECTION	\$ 1,171,192.33

Tax Collection July-- RECONCILED TO NW	\$ -
Tax Collection August-- RECONCILED TO NW	\$ -
Tax Collection Sept.-- RECONCILED TO NW	\$ 7,649.55
Tax Collection Oct. -- RECONCILED TO NW	\$ 3,114.54
Tax Collection November-- RECONCILED TO NW	\$ 2,388.89
Tax Collection December-- RECONCILED TO NW	\$ 79,771.11
Tax Collection January-- RECONCILED TO NW	\$ 1,258,483.58
Tax Collection February--estimated	\$ 274,000.00
Tax Collection March--estimated	\$ 23,000.00
Tax Collection April--estimated	\$ 20,000.00
Tax Collection May--estimated	\$ 50,000.00
Tax Collection June--estimated	\$ 1,171,192.33
TOTAL	\$ 2,889,600.00

Cash Flow	Revenue
FY2025	
July	\$ 2,960.34
Aug.	\$ 20,067.79
Sept.	\$ 14,232.75
Oct.	\$ 7,732.74
November	\$ 46,875.67
December	\$ 84,138.84
January	\$ 1,262,163.32
February	\$ 366,432.50
March	\$ 26,932.50
April	\$ 23,932.50
May	\$ 53,932.50
June	\$ 1,263,624.83
	\$ 3,173,026.28

Expense	Fund Balance
\$	\$ 1,745,647.04
\$	(263,148.01)
\$	(326,947.59)
\$	(177,849.04)
\$	(169,998.52)
\$	(189,592.01)
\$	(165,993.00)
\$	(162,353.39)
\$	(193,950.44)
\$	(274,811.61)
\$	(193,950.44)
\$	(193,950.44)
\$	(193,950.44)
\$	(193,950.44)
\$	(2,506,494.92)

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

Great Falls Public Library Vendor Summary (2220)

JANUARY 2025

2/14/2025

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	\$ -	\$ 485.00
AT Klemens Inc	(Building Repair)	\$ -	\$ 824.50
Baker & Taylor	(Jobber)	\$ 3,926.54	\$ 17,171.20
Barnes & Noble Books	(Materials Purchased)	\$ 105.56	\$ 170.35
Book Page	(Subscription)	\$ -	\$ 414.00
Bronson, Bill	(Negotiation Council)	\$ -	\$ 7,095.00
Castle Branch	(Background Checks)	\$ -	\$ 9.92
Cengage/Gale	(Jobber)	\$ 123.70	\$ 3,380.88
Center Point	(Jobber)	\$ 93.48	\$ 138.42
Central Lock and Safe	(Keys)	\$ -	\$ 29.50
Century Link	(Telephone)	\$ -	\$ 1,010.51
Chemnet	(Drug Testing)	\$ 40.30	\$ 189.10
Choteau Acantha	(Subscription)	\$ -	\$ 50.00
City of Great Falls - Parking	(Courtesy Parking Spots)	\$ 900.00	\$ 900.00
CM Russell Museum	(Museum Consort. Membership)	\$ -	\$ 500.00
Communication Resources	(Phone/Network Systems)	\$ -	\$ 130.00
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 5,072.72
Envisionware	(renewal)	\$ -	\$ 575.00
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 317.50
FICO	(HVAC)	\$ 608.00	\$ 608.00
Fisher's Technology	(Copier Agreement)	\$ 338.14	\$ 2,366.02
Great Falls ACE Hardware	(Building Supplies)	\$ -	\$ 19.99
Kone, Inc	(Elevator Agreement)	\$ -	\$ 4,559.28
MASCO	(Building Supplies)	\$ -	\$ 1,284.31
Mastercard		\$ 1,666.89	\$ 15,219.03
Midwest Tape	(Jobber)	\$ -	\$ 10,000.00
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 113.90
Montana Air Cartage	(Courier Service)	\$ 973.50	\$ 2,656.50
Morrison-Maierle	(Network Maintenance)	\$ -	\$ 37.50
Mr. Green Landscape	(Snow Plow service)	\$ 385.00	\$ 670.00
National Laundry	(Maintenance Supplies)	\$ 28.80	\$ 168.20
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 163.87
OCLC Online	(Annual Service)	\$ -	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ -	\$ 15,500.00
Petty Cash	(Refunds)	\$ 34.84	\$ 34.84
Pitney Bowes	(Mailing Machine lease)	\$ 369.69	\$ 739.38
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ -	\$ 1,364.50
State of Montana	(Montana Shared Library)	\$ -	\$ 28,202.70
State of Montana	(Boiler Certificate)	\$ -	\$ 72.00
USPS	(postage for mailing unit)	\$ -	\$ 4,000.00
Vision Net, Inc	(Internet Service)	\$ -	\$ 1,704.00
Wendt Advertising	(Website Maintenance)	\$ 618.75	\$ 1,196.25
WAR	(Subscription)	\$ -	\$ 55.00
		\$ 10,890.18	\$ 136,179.47

Great Falls Public Library Vendor Summary (2220)

JANUARY 2025

2/14/2025

Mastercard Transaction Breakdown			
ACE HARDWARE	CABLE COVERS	\$	25.98
AMAZON	MATERIALS PURCHASED	\$	92.09
AMAZON	TECH SERVICES	\$	170.73
AMAZON	OFFICE SUPPLIES	\$	41.71
AMAZON	CLOCKS	\$	105.35
BLANKS USA	PARKING PASS TAGS	\$	64.39
CENTURY LINK	JANUARY PHONE BILL	\$	266.07
EVONENCE	GOOGLE SERVICES	\$	566.10
NETWORK SOLUTIONS	DOMAIN RENEWAL	\$	285.10
STAPLES	OFFICE SUPPLIES	\$	21.45
WALMART	OFFICE SUPPLIES	\$	27.92
TOTAL:			\$1,666.89

Great Falls Public Library Foundation Vendor Summary (2221)

JANUARY 2025

2/14/2025

Vendor Name		MTD	YTD
	(Replacement Storywalk Plixi, Shakespeare in the Parks Banner)	\$ -	\$ 252.00
All State Signs		\$ -	\$ 252.00
Baker & Taylor	(Jobber)	\$ 4,623.87	\$ 45,558.85
Barns & Noble	(Jobber)	\$ 67.01	\$ 67.01
Big Sky Bus Lines	(MT Rep Transportation for students)	\$ -	\$ 2,003.20
Burke, Wilton	(Materials Purchased)	\$ -	\$ 14.99
Cascade Electric	(Install Power to park)	\$ -	\$ 2,150.00
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
CenterPoint	(Jobber)	\$ -	\$ 93.48
Cushing Terrell	(Library Remodel Project)	\$ 32,791.49	\$ 219,299.93
DELL Marketing	(FAP - Computer Upgrades)	\$ 17,219.10	\$ 17,219.10
disalvatore, chris	(Adult Programs)	\$ 200.00	\$ 200.00
Downtown Great Falls	(Christmas Stroll, Parade of Lights)	\$ -	\$ 80.00
Envisionware	(RFID Unit & software)	\$ -	\$ 570.23
FICO	(HVAC)	\$ 298.00	\$ 298.00
Gale/Cengage	(Jobber)	\$ -	\$ 4,000.38
Gaskell, Sean	(Performance)	\$ -	\$ 450.00
Great Falls Area Chamber	(Leadership GF Training)	\$ -	\$ 995.00
Great Western Art Show - Pollo Loco	(Music in the Park)	\$ -	\$ 750.00
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 1,600.00
Hughs-Bryant, Penny	(Open Books book Club)	\$ -	\$ 250.00
Humanities Montana	(Adult Programs)	\$ 75.00	\$ 75.00
Information Today	(Materials)	\$ -	\$ 493.03
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Leatherbarrow, Annie	(Memory Café)	\$ 150.00	\$ 150.00
Lewis & Clark Foundation	(Adult Programs)	\$ 1,750.00	\$ 1,750.00
LinkedIn Learning	(Subscription)	\$ -	\$ 13,125.00
Little Jane & the Pistol Whips	(Music in the Park)	\$ -	\$ 600.00
MANGO Languages	(Subscription and ASL)	\$ -	\$ 18,697.25
Marshall, Sage	(Book Purchase)	\$ -	\$ 18.00
Mastercard		\$ 6,155.86	\$ 19,770.21
Montana Repertory Theater	(KP/YA Performance)	\$ -	\$ 500.00
National Laundry	(Adult Programing - Table Cloths)	\$ 14.24	\$ 14.24
Old Blue Heritage	(Adult Summer Reading)	\$ -	\$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	\$ -	\$ 18,150.69
Paris Gibson Square MOA	(Memory Café)	\$ -	\$ 120.00
Penworthy Company	(Jobber)	\$ -	\$ 506.62
Petty Cash	(Reimbursement for Refunds)	\$ 60.43	\$ 60.43
Plant, Larry	(Materials Purchased)	\$ 27.99	\$ 27.99
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,962.70
Rowman & Littlefield	(Jobber)	\$ -	\$ 113.07
Setpoint Public Relations	(Annual Report Graphic Design)	\$ -	\$ 3,050.00
Tilleraas Landscaping	(Bark around park trees)	\$ -	\$ 1,050.00
Triangle Sod Farm	(Sod for park)	\$ -	\$ 225.00
Wakely, Jean	(Story Quilt Project Program)	\$ -	\$ 442.00
Credits			
		\$ 63,432.99	\$ 380,173.40

Great Falls Public Library Foundation Vendor Summary (2221)

JANUARY 2025

2/14/2025

Mastercard Transaction Breakdown		
ALBERTSONS	KP/YA SUPPLIES	\$ 17.99
AMAZON	HOTSPOT CASES	\$ 173.80
AMAZON	MATERIALS PURCHASED	\$ 125.06
AMAZON	KP/YA SUPPLIES	\$ 291.90
AT&T	BOOKMOBILE HOTSPOT - NOV & DEC	\$ 471.19
CHARGE TECH	FAP - CHARGING STATIONS	\$ 4,260.65
CITY OF GREAT FALLS	JUNETEENTH - BANDSHELL	\$ 257.50
ETSY	FAP - WASHABLE CLOTHES	\$ 41.00
STARFALL	KP/YA SOFTWARE	\$ 355.00
WALMART	KP/YA SUPPLIES	\$ 161.77
TOTAL:		\$ 6,155.86

GREAT FALLS PUBLIC LIBRARY DONATIONS
2221 LIBRARY FOUNDATION FUND

JANUARY 2025 DONATIONS

IN MEMORY OF

GF EDUCATION ASSOCIATION	\$ 10.00	MICHELLE GOYETTE (JUVENILE)
	\$ 10.00	NELLUANA PEOPOS (JUVENILE)
	\$ 10.00	KATHLEEN POLLINGTON (JUVENILE)

IN HONOR OF

DOROTH MCCARTNEY	\$ 25.00	CONNIE CLARK (JUVENILE)
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FOUNDATION

\$ 32,791.49	LIBRARY REMODEL
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OTHER

SUSAN EFFERTZ	\$ 200.00	ADULT BOOKS (NO CHILDRENS BOOKS)
LIBRARY STAFF	\$ 33.18	STAFF SUPPORT
ROBIN B MATTHEWS LIVING TRUST	\$ 750.00	ADULT NON-FICTION BOOKS
THOEDORE ONDLER	\$ 1,000.00	MYSTERY BOOKS
PATRONS	\$ 110.70	BEST USE DONATION
PATRONS	\$ 122.55	STAFF SUPPORT
PATRONS	\$ 50.00	THANK YOU' FOR PRESENTATION (ADULT PROGRAMS)
PATRONS	\$ 271.00	WITHDRAWN BOOK SALES
SYDNEY SPRINGER	\$ 20.00	BEST USE DONATION - TUNE PIANO

TOTAL: \$ 35,403.92



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Great Falls Public Library Communications Report February 2025

Communications report Feb. 2025

Social Media Statistics (Facebook and Instagram)

Last 90 Days

466.4k views

186.9k reach

158 photos

33 text posts

6 videos

3 links

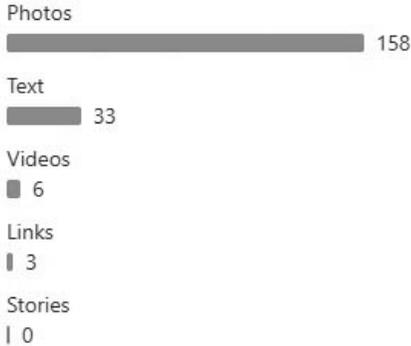
Top content formats

Export

Published content

Based on up to 200 pieces of content

-20.8% vs. Aug 14, 2024 - Nov 11, 2024



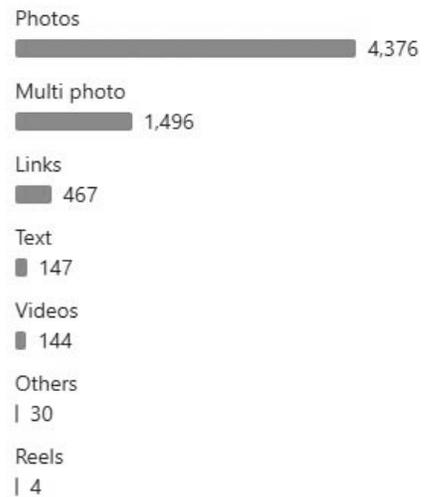
Facebook reach

+82.6% vs. Aug 14, 2024 - Nov 11, 2024



Content interactions

-35.3% vs. Aug 14, 2024 - Nov 11, 2024





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Great Falls Public Library Communications Report February 2025

Highest reach posts

All content Ad account: Jake Sorich 344902349 ▼ Create post ▼

Posts and Stories ▼ Media type ▼ Filter ▼ Clear Search by ID or caption 🔍 Columns ☰

Title	Date published ↑↓	Reach ↑↓	Likes and reactions	Comments ↑↓	Shares ↑↓
If Jared can read 1,000 books in under 4 years, you can read 50 ... Photo · Great Falls Public Library Boost	Wed Jan 22, 1:06pm	110K	236	7	5
Today, we're thrilled to introduce Nick, our newest staffer at the... Photo · Great Falls Public Library Boost	Dec 5, 2024	42.4K	600	328	5
February 1 marked the beginning of Black History Month. At th... Photo · Great Falls Public Library Boost	Mon Feb 3, 9:22am	13.2K	189	8	30
Tonight, the temperature in Great Falls is expected to drop to 1... Photo · Great Falls Public Library Boost	Nov 22, 2024	9.6K	40	0	152
This post has no text Photo · Great Falls Public Library Boost	Dec 17, 2024	4.8K	23	1	9
Starting on Thursday, you can pick up a new Bookworms Unite... Photo · Great Falls Public Library Boost	Dec 30, 2024	4.6K	60	12	21
There will be TWO performances from Hasan Davis, who portra... Photo · Great Falls Public Library Boost	Tue Jan 21, 2:45pm	4K	21	4	6
Next Thursday! Kelli and Mike Smith will talk about their family'... Photo · Great Falls Public Library Boost	Fri Jan 3, 10:37am	2.9K	6	0	4
Thank you to everyone who participated in the 2024 Bookworm... Photo · Great Falls Public Library Boost	Dec 31, 2024	2.8K	89	16	3

Most shared posts

Title	Date published ↑↓	Reach ↑↓	Likes and reactions	Comments ↑↓	Shares ↑↓
Tonight, the temperature in Great Falls is expected to drop to 1... Photo · Great Falls Public Library Boost	Nov 22, 2024	9.6K	40	0	152
February 1 marked the beginning of Black History Month. At th... Photo · Great Falls Public Library Boost	Mon Feb 3, 9:22am	13.2K	189	8	30
Sign up today! Find out more information on our website: https... Video · Great Falls Public Library Boost	Fri Jan 3, 11:08am	1.5K	23	1	22
Starting on Thursday, you can pick up a new Bookworms Unite... Photo · Great Falls Public Library Boost	Dec 30, 2024	4.6K	60	12	21
Starting Saturday, you can bring your lightly used books, board ... Photo · Great Falls Public Library Boost	Tue Jan 28, 12:25pm	1.7K	51	3	19
About a year ago, this project was born. It's been a joint effort t... Photo · Great Falls Public Library Boost	Dec 9, 2024	1.8K	124	11	13
Put this on your calendar: Black Heritage Evening on Feb. 6 fro... Photo · Great Falls Public Library Boost	Wed Jan 22, 10:15am	1K	36	0	9
This post has no text Photo · Great Falls Public Library Boost	Dec 17, 2024	4.8K	23	1	9
Just search "Montana Shared Catalog" on your Google Play Sto... Photo · Great Falls Public Library Boost	Nov 21, 2024	1.2K	19	5	8



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Great Falls Public Library Communications Report February 2025

Stats for Last 90 days

Facebook

Last 90 days: Nov 12, 2024 - Feb 9, 2025



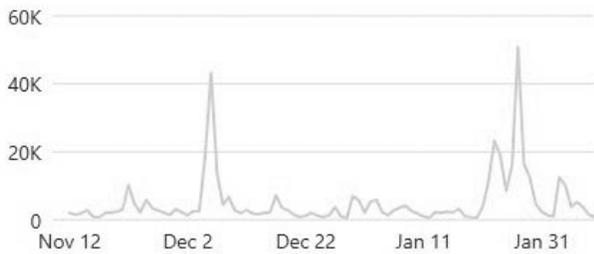
Set a goal, track progress and learn helpful tips for your professional success.

Start new goal

Views

Export

466.4K



Reach

Export

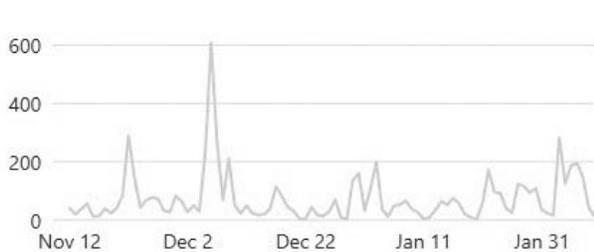
186.9K ↑ 82.6%



Content interactions

Export

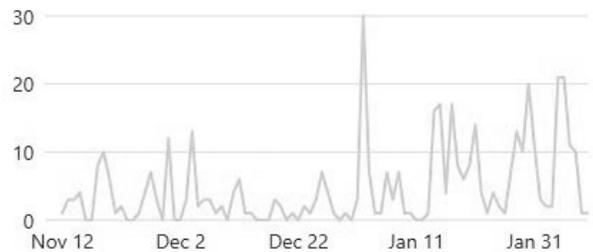
6.7K ↓ 35.3%



Link clicks

Export

426 ↓ 26.7%





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Great Falls Public Library Communications Report February 2025

YouTube Stats

Channel analytics

Overview Content Audience Trends

Your channel got 388 views in the last 28 days





YouTube Top Videos

Content		Impressions ↓	Impressions click-through rate	Views	Average view duration	Watch time (hours)
Duration	Publish date					
<input type="checkbox"/>	Total	5,485	3.0%	388	2:05	13.5
<input type="checkbox"/>	 18:42 Dr. Seuss's ABC Storytime	588	3.2%	27 7.0%	0:52	0.4 2.9%
<input type="checkbox"/>	 12:13 Toddler Time featuring Panda Bear, Panda Bear, What ...	404	5.0%	29 7.5%	0:11	0.1 0.7%
<input type="checkbox"/>	 6:06 JoJo and Gabby from ASL-CAN read Yes Yes, No No b...	306	4.6%	19 4.9%	0:38	0.2 1.5%
<input type="checkbox"/>	 13:46 Shark Dog Storytime	299	1.0%	6 1.6%	1:15	0.1 0.9%
<input type="checkbox"/>	 1:38 Tabletop Gaming DM Bootcamp at the GFPL Interview ...	145	2.8%	7 1.8%	0:31	0.1 0.5%
<input type="checkbox"/>	 23:41 Great Falls Public Library Alma Jacobs Documentary	128	3.1%	14 3.6%	3:54	0.9 6.8%
<input type="checkbox"/>	 18:48 The Lorax Storytime	100	3.0%	5 1.3%	0:07	0.0 0.1%
<input type="checkbox"/>	 1:09:31 Black Heritage Evening at the Great Falls Public Library...	99	7.1%	11 2.8%	4:55	0.9 6.7%
<input type="checkbox"/>	 8:26 ASL I Have a Dream Speech by artist Takiyah Harris	98	8.2%	42 10.8%	1:30	1.1 7.8%

Social Media report

We’re continuing to see solid growth and reach on each of our social media platforms. Facebook continues to be the largest audience, with Instagram and YouTube in second and third, respectively. In late January, we crossed the 6,000 follower mark on FB after hovering around 5.6 to 5.9K for the past few months. We have 1.1k followers on Instagram, which is around where we were in November (9.8k) and YouTube we have 294 subscribers.

As with all social media accounts, ours has the “Regular followers” who we consider our core audience, and our “once and a while” crowd that engages us once a post breaks the 5k mark. Those users typically do not behave in the same ways that our regular followers do, either. They tend to be less informed about Library events, more likely to get posts remove, and living outside of our Great Falls market. The breakout demographics for our core audience is as follows: 82 percent women, 26 percent ages 35 to 44, and 57 percent from Great Falls.



New Social Media standards

Speaking of social media post removal, at the end of November/Start of December, Meredith Dawson, the City of Great Falls Comms. Coordinator, shared the new City of Great Falls Social Media Usage Policy, which is included in this report below. On Dec. 4, 2024, we were bombarded with people making comments that violated the policy, even before the changes were made by Meredith. However, each time we removed a comment, we consulted with the policy, and made sure that the offending commenter received the link to the policy, as well. The post was a photo of a new GFPL Library Clerk named "Nick." The commenters were insulting Nick, the Library, and other commenters. The GFPL stands firmly behind the right to freedom of expression by anyone, no matter your political belief, your race, gender, age or sexual orientation. However, we do strive to create an open and welcoming forum for all people, and to do so we must take action when the comments violate our Social Media Usage Policy. A big thank you goes out to Meredith and the City of Great Falls for aiding us while these decisions were being made, and we greatly appreciate the effort that everyone made in keeping the spirit of the guidelines in mind when each decision was made.

NEW Social media guidelines for City of Great Falls (For public comments)

Comments may be removed by the City if any of the following criteria are met:

- ☐ Is off-subject or out of context,
- ☐ Contains obscene, lewd, offensive, profane, or sexually explicit content,
- ☐ Contains confidential or sensitive personal information,
- ☐ Contains threatening, harassing, hateful or discriminatory language,
- ☐ Incites violence or illegal activities,
- ☐ Contains information that reasonably could compromise individual or public safety,
- ☐ Consists solely of commercial advertising,
- ☐ Promotes or endorses political campaigns or candidates,
- ☐ Infringes upon intellectual property, copyright or trademark rights of others,
- ☐ Includes spam (has nothing to do with the post's subject matter or the City's purpose) or



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Great Falls Public Library Communications Report February 2025

links to other sites which violate this social media policy,

- ☐ Violates federal, state or local laws, and
- ☐ Is requested for removal by subject of the post.

From part d in the Internal Policy 9.10.1

Information that may not be pushed or shared on City social media pages:

- ☐ Confidential information,
- ☐ Copyright violations,
- ☐ Profanity, racial slurs, bigotry, discriminatory, threatening, intimidating, or derogatory content,
 - o This includes abbreviations and acronyms (ex. FTP – f*** the police, ACAB – all cops are bastards/bad, etc.)
- ☐ Partisan political views,
- ☐ Commercial or political endorsements or SPAM, and
- ☐ Information which violates Federal, State, or City law and/or policy



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Great Falls Public Library Communications Report February 2025

Wowbrary statistics

We send out each week a Wowbrary Newsletter that lists the new and upcoming book, DVD and magazine releases. We also include the latest events in that newsletter, also. Here’s a look at the latest statistics. We can definitely push more to get more signups, and target those “incomplete” signups to finish their forms and get their newsletter to start arriving into their inboxes!

Statistics for the Great Falls Public Library

Start Date:

End Date:

Arrange by: ▾

or

Signups for your library

Active: 3,960

Incomplete: 55

Cancelled: 1,118

Invalid: 522

Statistics are based on Mountain Time and do not adjust for Daylight Savings Time

Day	Mailings	Email Newsletters Sent	Signups	Cancellations and Invalid	Wowbrary Web Pages Viewed	Clickthroughs to Library Catalog (Borrow Button)	Clickthroughs from Web Banner to Library	Clickthroughs from Email Banner to Library	Widgets Shown
1/15/2025			0	5	236	32	0	1	0
1/16/2025			0	1	30	3	0	0	0
1/17/2025			0	0	0	2	0	0	0
1/18/2025	#305	2	2	1	5	1	0	0	0
1/19/2025			0	1	5	0	0	0	0
1/20/2025	#305	1	1	0	4	0	0	1	0
1/21/2025	#305	1	1	0	18	3	0	0	0
	#306	3,947							
1/22/2025			0	4	197	11	0	1	0
1/23/2025			0	0	12	1	0	0	0
1/24/2025			0	1	44	7	0	0	0
1/25/2025	#306	26	26	1	1	1	0	0	0
1/26/2025			0	1	39	2	0	0	0
1/27/2025			0	1	4	0	0	0	0
1/28/2025	#306	2	2	1	19	5	0	0	0
	#307	3,966							
1/29/2025			0	3	226	41	2	0	0
1/30/2025	#307	1	1	1	56	3	0	0	0
1/31/2025			0	0	2	0	0	0	0
2/1/2025			0	1	0	1	0	0	0
2/2/2025	#307	1	1	1	7	1	0	4	0
2/3/2025	#307	1	1	0	1	2	0	1	0
2/4/2025	#308	3,963	0	2	8	3	0	0	0
2/5/2025			0	2	134	25	0	0	0
2/6/2025	#308	1	1	0	75	2	0	0	0
2/7/2025			0	0	3	0	0	0	0
2/8/2025			0	0	11	2	1	0	0
2/9/2025	#308	2	2	1	0	0	0	0	0
2/11/2025			0	0	1	0	0	0	0
Total		55,553	129	110	3,928	525	9	33	0



Great Falls Public Library Communications Report February 2025

Press releases (with Mail Chimp)

Audience

GFPL Monthly Press Release Recipients

[View Contacts](#)

[Manage Audience](#) ▾

183 total contacts. 169 email subscribers.

All campaigns

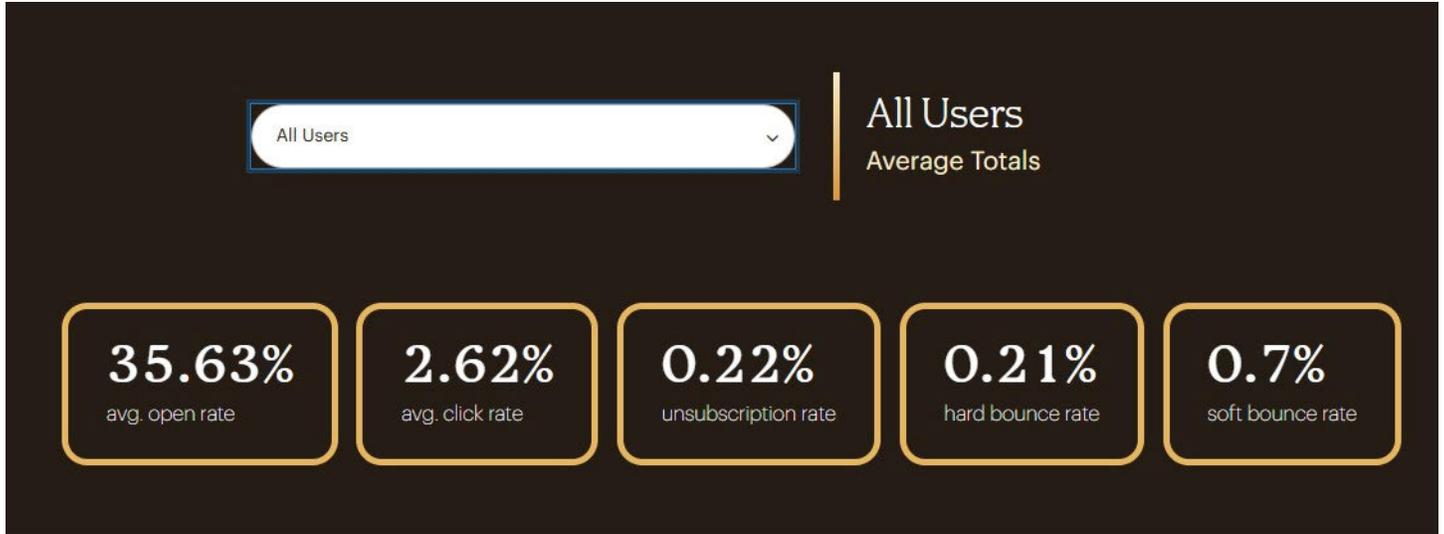
<input type="checkbox"/>	Name	Status	Audience	Analytics
<input type="checkbox"/>	Escape the Vape at GFPL ☒ Regular email · Legacy builder Last edited Tue February 11, 2025 1:23 pm by Jake Sorich	Sent Tue February 11, 2025 1:23 pm	GFPL Monthly Press R... 170 recipients	19.9% 0.6% Opens Clicks
<input type="checkbox"/>	Black Heritage Evening (copy 01) ☒ Regular email · Legacy builder Last edited Wed January 29, 2025 10:09 am by Jake Sorich	Sent Wed January 29, 2025 10:09 am	GFPL Monthly Press R... 170 recipients	46.2% 1.2% Opens Clicks
<input type="checkbox"/>	York Live History Performance at LCIC and GF H ☒ Regular email · Legacy builder Last edited Tue January 21, 2025 2:59 pm by Jake Sorich	Sent Wed January 22, 2025 9:00 am	GFPL Monthly Press R... 169 recipients	44.4% 0.0% Opens Clicks
<input type="checkbox"/>	Black Heritage Evening ☒ Regular email · Legacy builder Last edited Tue January 21, 2025 10:38 am by Jake Sorich	Sent Tue January 21, 2025 10:38 am	GFPL Monthly Press R... 169 recipients	46.7% 0.0% Opens Clicks
<input type="checkbox"/>	Dragon Appreciation day 2025 ☒ Regular email · Legacy builder Last edited Thu January 9, 2025 3:06 pm by Jake Sorich	Sent Thu January 9, 2025 3:06 pm	GFPL Monthly Press R... 170 recipients	50.6% 0.0% Opens Clicks
<input type="checkbox"/>	Digital coursework February - May ☒ Regular email · Legacy builder Last edited Mon January 6, 2025 11:59 am by Jake Sorich	Sent Mon January 6, 2025 11:59 am	GFPL Monthly Press R... 170 recipients	50.6% 0.6% Opens Clicks

We have 170 recipients for our GFPL Press Releases. We control who is added to or removed from our subscriber list, but people can request to be removed. Many of those are media, staff members, board members, and interested community members. We will send press releases for most of our community and youth services events, and occasionally when news about the Library breaks. MailChimp has been a great tool, and we are fortunate to be using the free edition. I don't see any reason to upgrade to a paid account as it fulfills our needs as of today.



Great Falls Public Library Communications Report February 2025

Average for all Mailchimp users



We have, as you can see here, an average higher open rate, but a lower average click rate for most of our recent Press Releases. So what that means, essentially, is that people are reading our releases, but aren't clicking on many of the links. That, for us, doesn't matter too much because our releases we send out are more informational than they are transactional. The click rate is important for organizations trying to get readers to go to their website, buy their products, or move further along the food chain of the marketing experience for any multitude of reasons.

The GFPL, however, uses MailChimp mostly as a way to share our news about our upcoming events. We could, if we wanted, start linking our Facebook events more often on the releases if people wanted to go to those and mark down if they're interested in attending or are planning on attending. The only issue there is that many of the people who receive our MailChimp newsletters are media members who are sharing our information to their audiences and likely aren't apt to share our Facebook links, as well. .

Calendar items

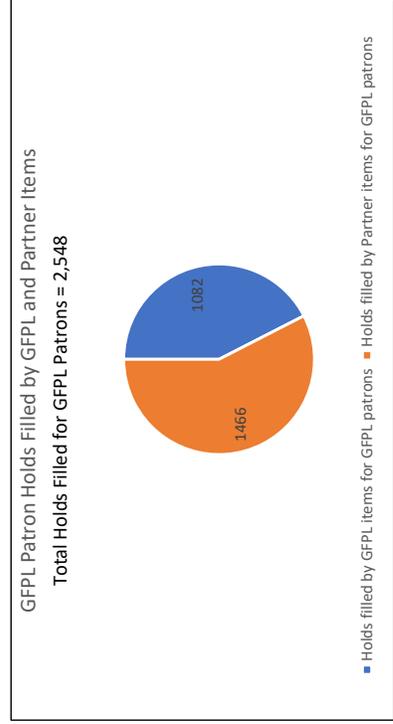
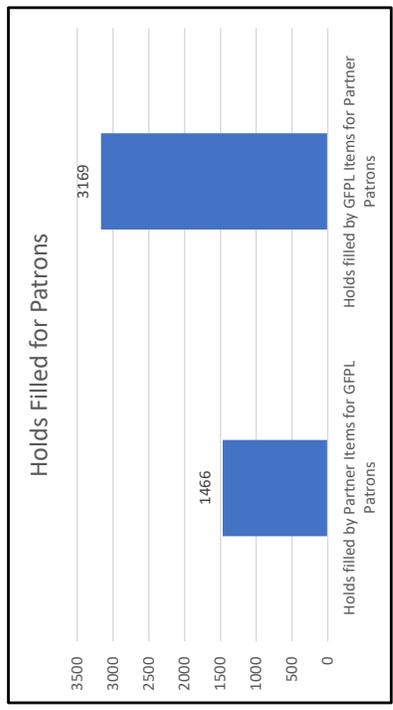
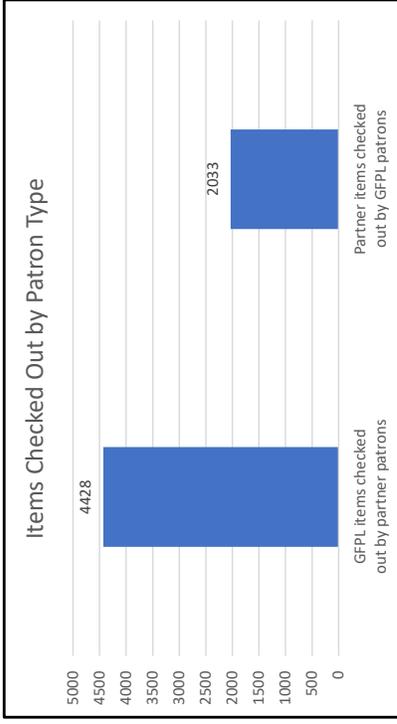
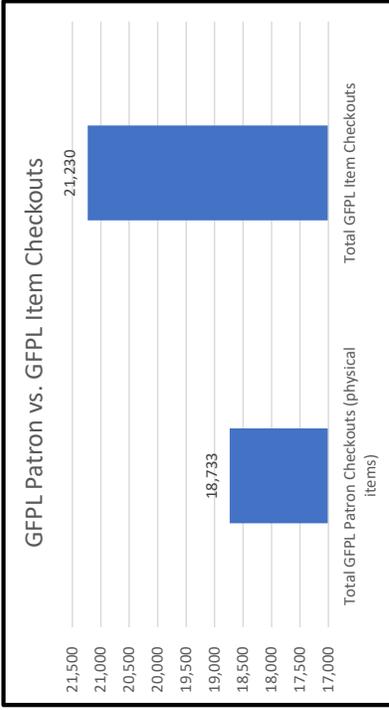
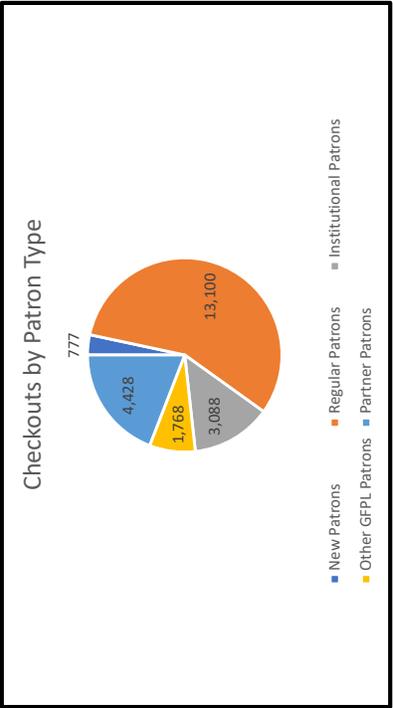
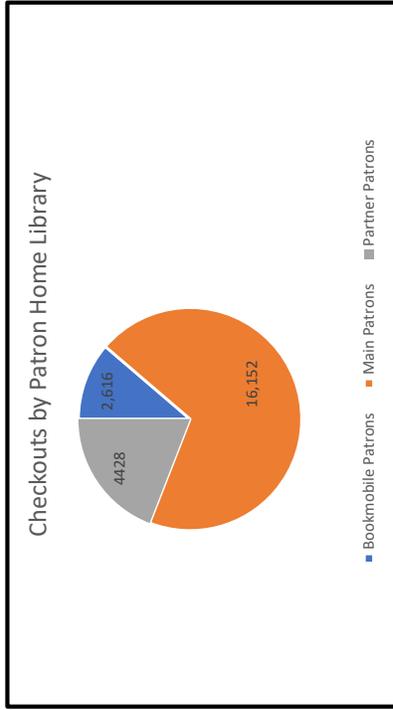
In addition to sending out press releases, I also create calendar items for what's happening at the library to be posted on our website greatfallslibrary.org. The items are also posted to the Electron calendar, KRTV's calendar, the Eventory with Visit Great Falls, Facebook Events calendar and the City of Great Falls website's calendar. Each item must be shared multiple times to each calendar so when we have a busy month it can take a considerable amount of time to make sure they are shared to each community calendar, but, I feel that as of now it's a worthwhile effort if it helps get the word out about what's happening at the library for a given month.



Director's Report Great Falls Public Library February 2025

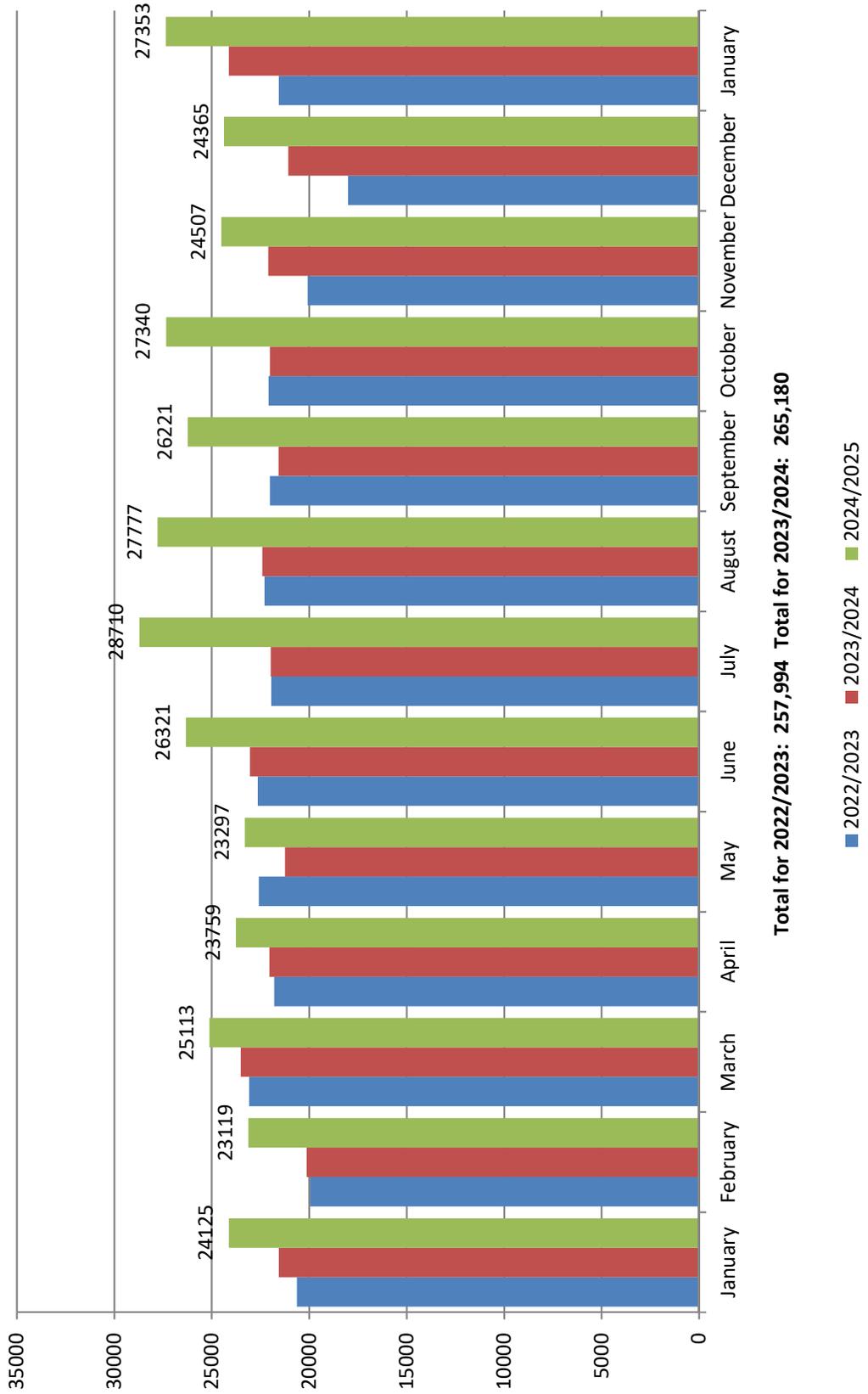
- FY2025 CASH FLOW UPDATE:** The Department of Revenue recertified the mill values for Cascade County leading to property tax bills going out late and then being paid late. Our December property tax revenue was significantly lower than initially predicted in our cash flow spreadsheets. We received the bulk of our first half property tax revenue in January. The cash flow document in your packet has been adjusted to reflect this payment schedule. We have also received a significantly more property tax revenue than usual in the first half of February. The February payment puts us on track for our estimated revenue.
- WEDSWORTH OPEN:** I'm happy to report that the Wedsworth Memorial Library in Cascade has reopened and we are providing regular Bookmobile Service to Cascade.
- DIGITAL BORN NEWS:** The MT Digital Born News work group continues to work together. Our initial National Leadership Grant Application to the Institute of Museum & Library Services passed the first round and we have been invited to submit a full application. The grant would provide funding and support to preserve Montana digital born news. Leading stakeholders include the Montana Historical Society, Montana State Library, Newspaper, Montana Newspaper Association and several public libraries. If the grant is funded, one major component will be a pilot project to preserve historical information from *The Electric*.
- PUBLIC LIBRARY STANDARDS:** The Montana State Library sent a letter to Whitney Olson, Board Chair, to congratulate the Great Falls Public Library for "successfully meeting the essential Public Library Standards and on going above and beyond to provide excellent library services to your community." A copy of the letter is in your packet. Thanks to the whole Library Board your work ensuring that the Great Falls Public Library meets all of the standards.
- MONTANA STATE LIBRARY TRAINING PANEL:** I have been invited to be part of a panel presentation: Road Map to Success. The Montana State Library asked GFPL to participate based on our responses to the (optional) question about the road map on last year's Standards, specifically related to staff development.
- MONTANA LIBRARY ASSOCIATION PRESENTATIONS:** I'm pleased to report that I will be presenting two workshops at the 2025 MLA Conference. Descriptions of the workshops are included in your packet.
- ANNUAL REPORT TO THE CITY COMMISSION:** Thanks to Jessica Crist for leading the Great Falls Public Library FY2024 Annual Report presentation to the Commission at their February 18th Work Session. We can discuss the presentation during the meeting.
- PATRON BEHAVIOR:** With the cold weather, we have had an uptick in patron behavior problems and some miscommunication with Dispatch. We are developing more specific guidelines for staff regarding when and how to contact the public safety system. We've asked Captain Otto to review and provide feedback. Once we have a final version, all staff will receive training on the new guidelines. We have also posted signage about the requirement that patrons be sober to be on Library property and hope that will help with enforcement.
- NATIONAL LIBRARY MONTH COMING SOON:** April is National Library Month and we are working on some promotional ideas. We will be presenting a powerful documentary about public libraries on Tuesday April 8th. *Free for All: The Public Library!* Please save the date so that you can attend.
Link to more information: <https://www.pbs.org/independentlens/documentaries/free-for-all/>

January 2025: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



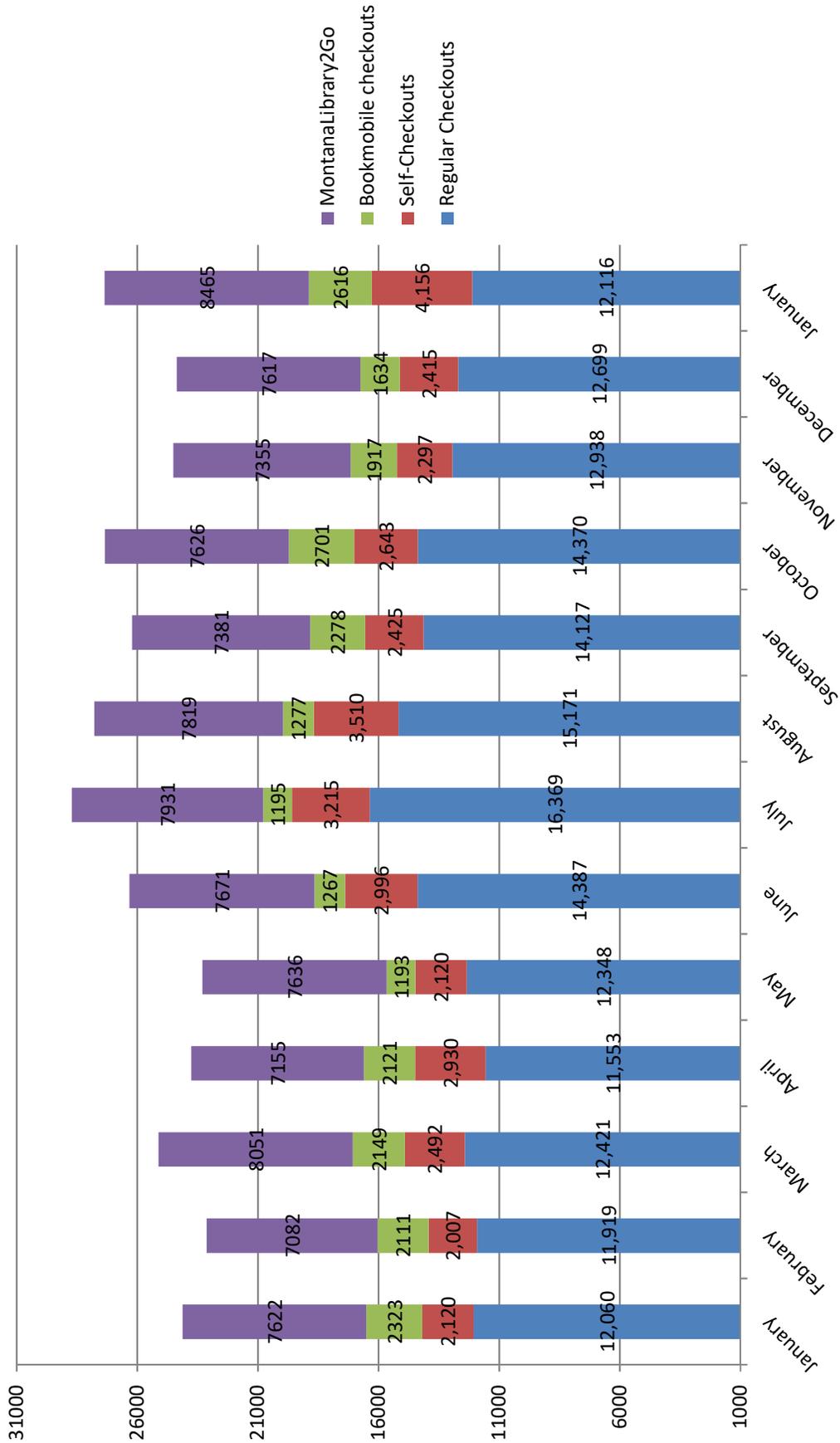
Total Monthly Circulation

Total Circulation Previous 12 Months: 307,882

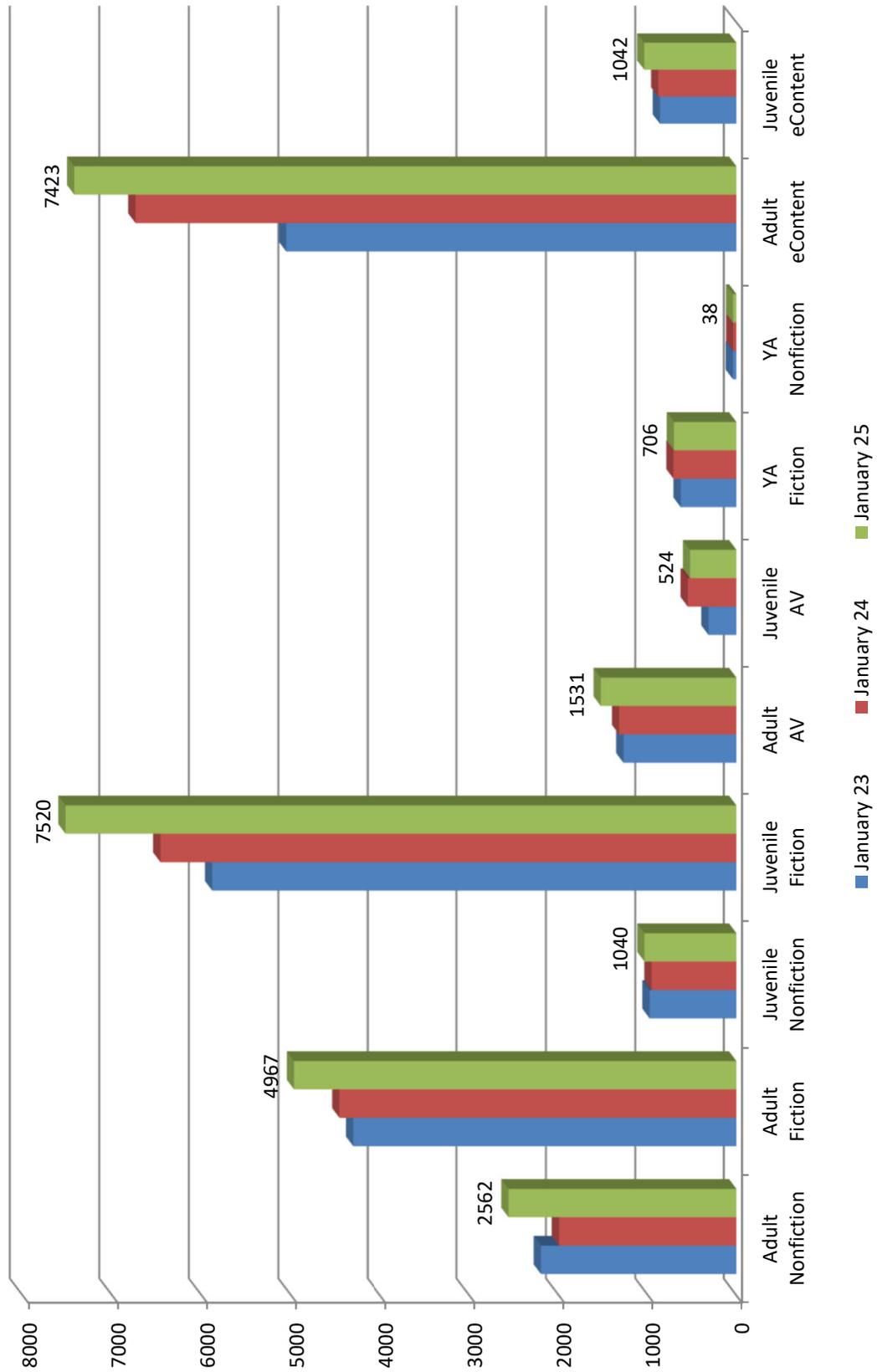


Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 307,882

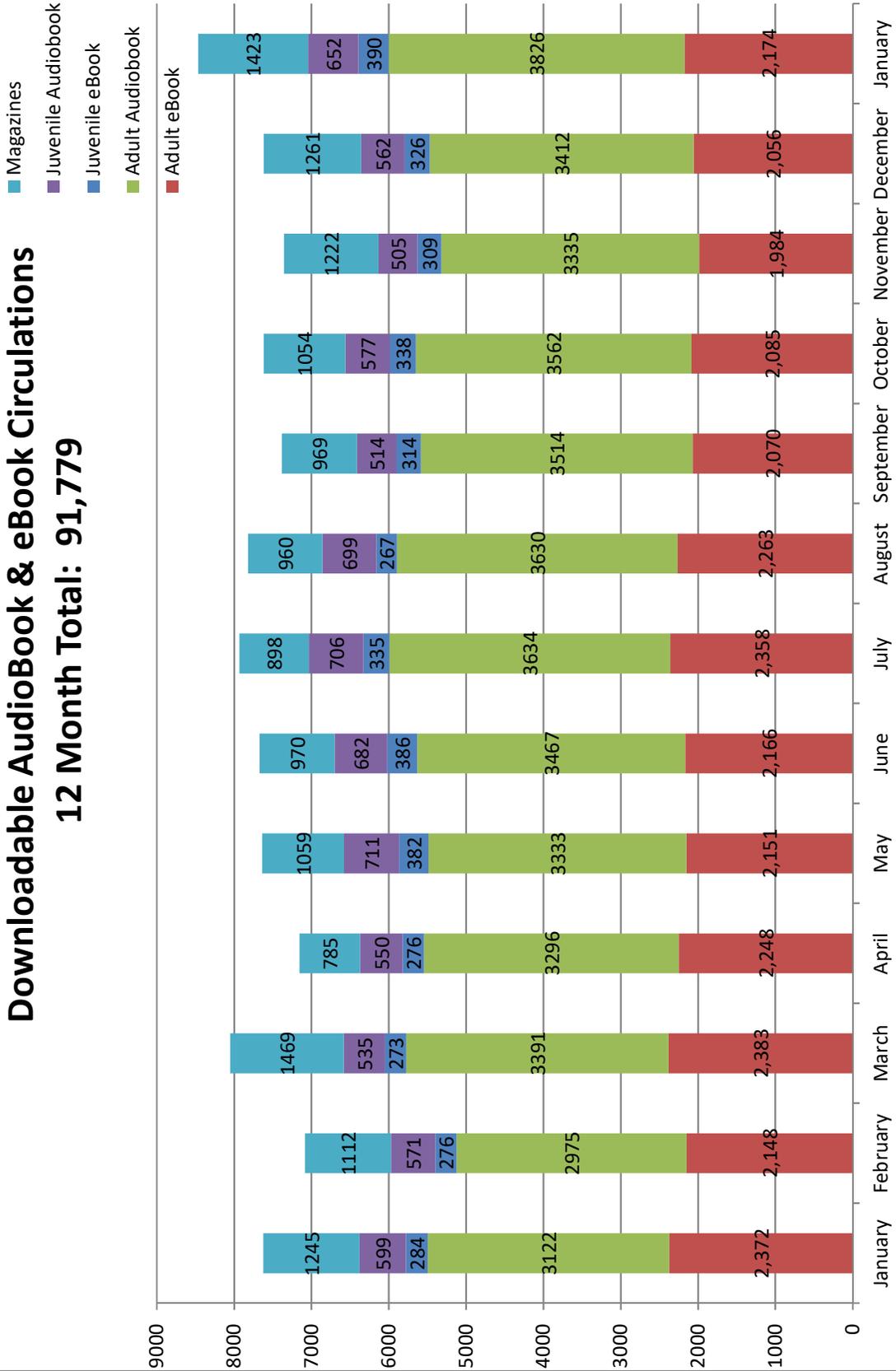


Comparison of Circulation Totals January 2023, 2024, and 2025



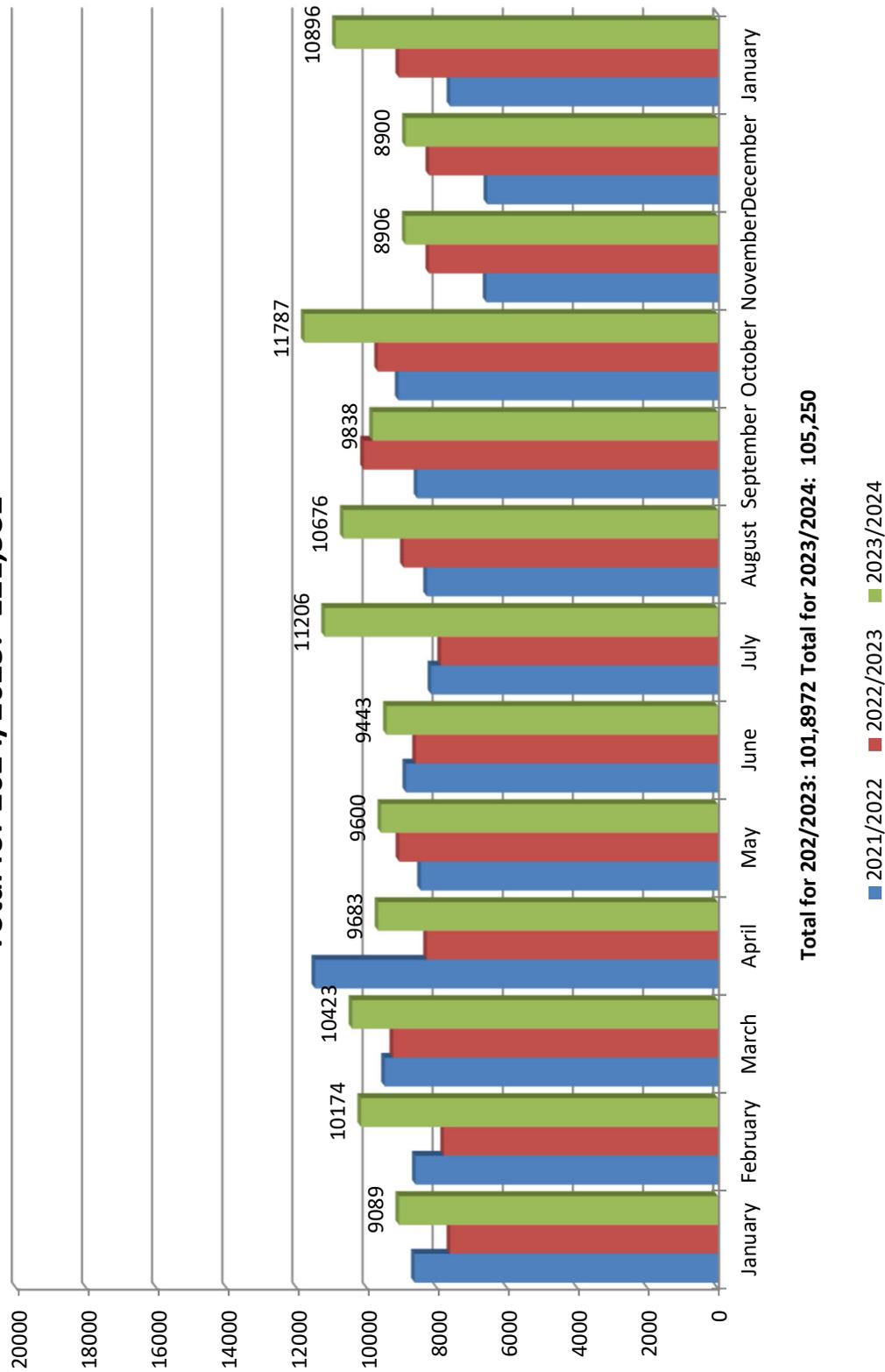
Downloadable AudioBook & eBook Circulations

12 Month Total: 91,779

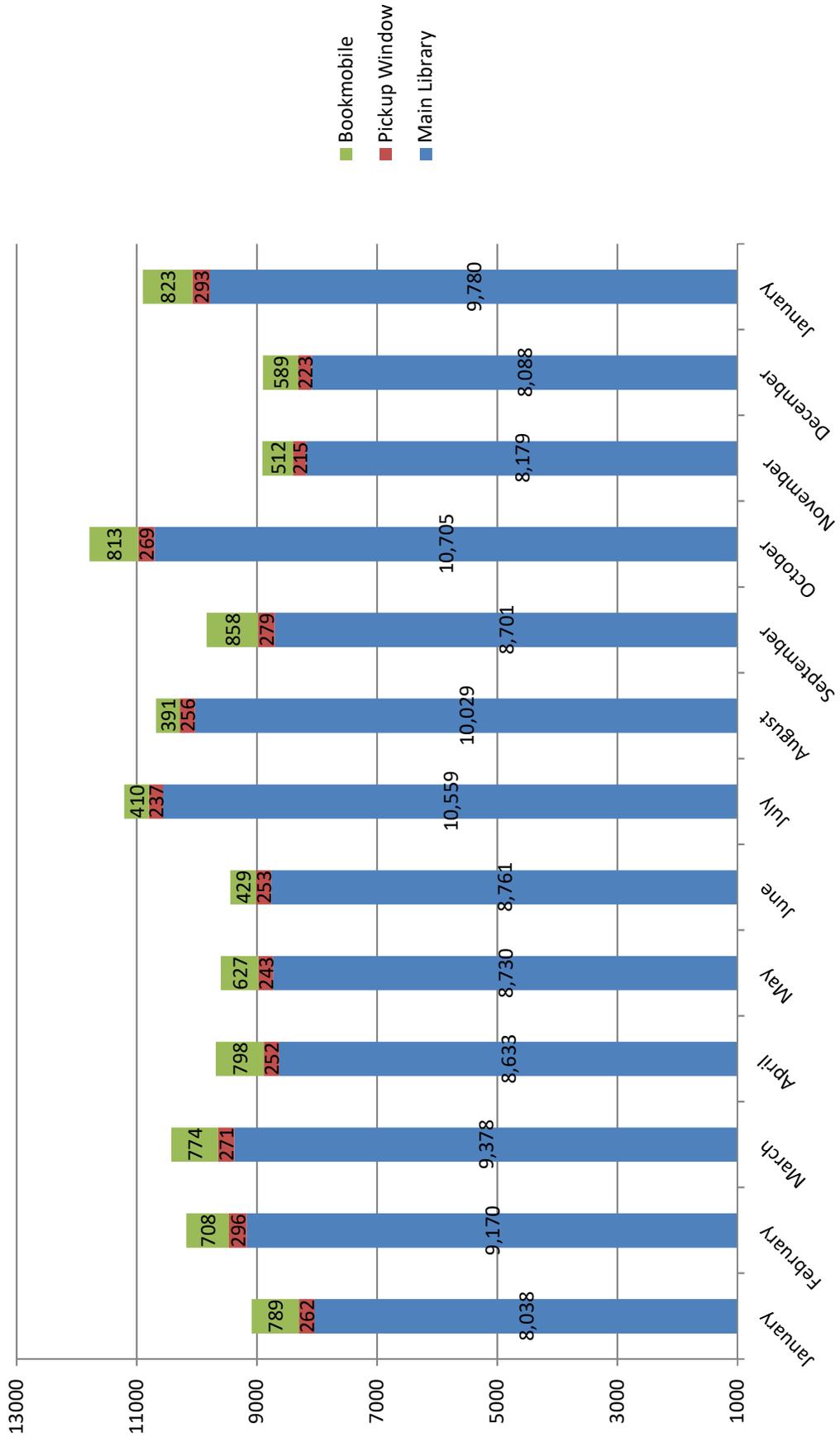


Total Monthly Patron Attendance

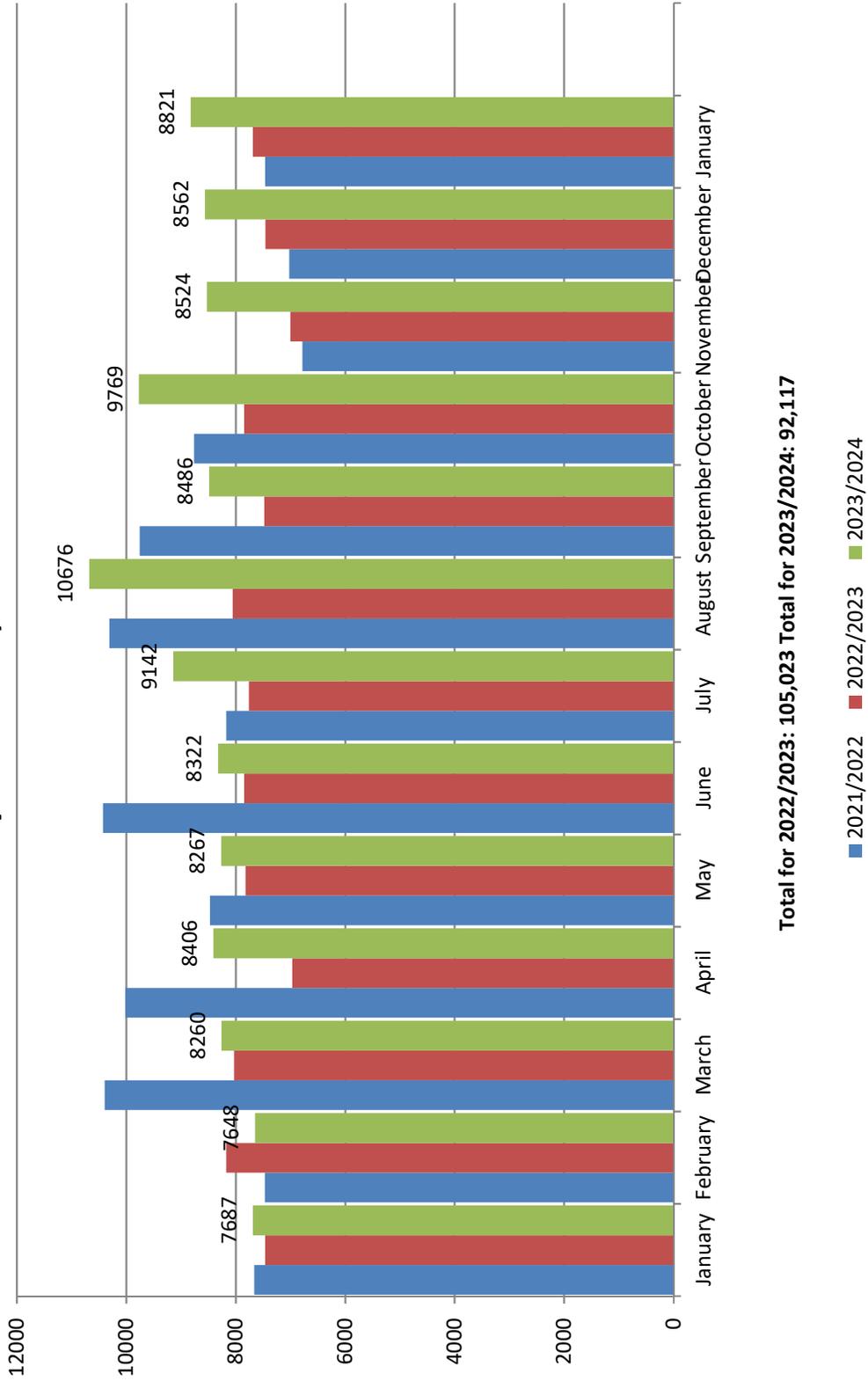
Total for 2024/2025: 121,532



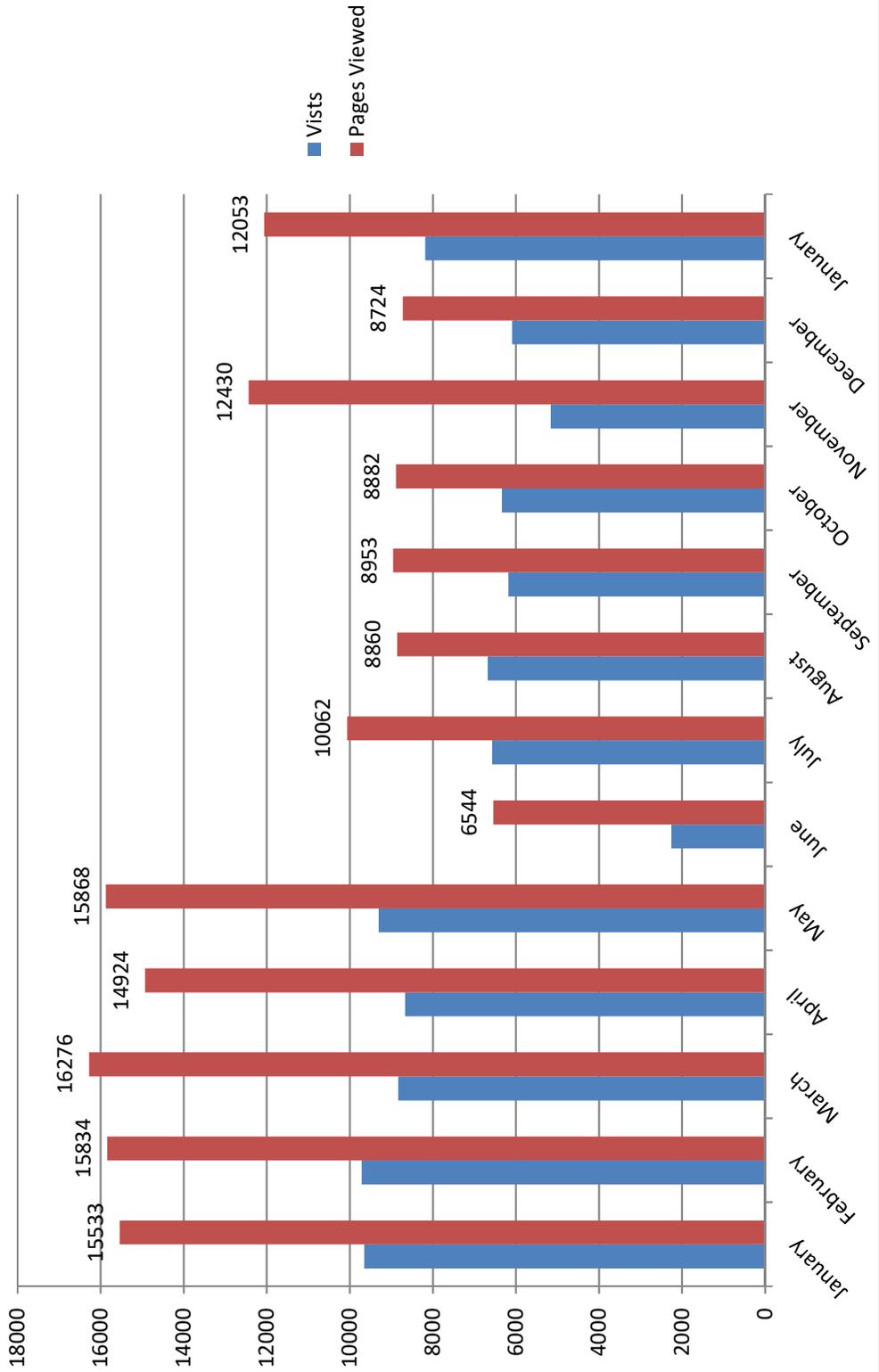
Main Library, Bookmobile and Pickup Window Attendance



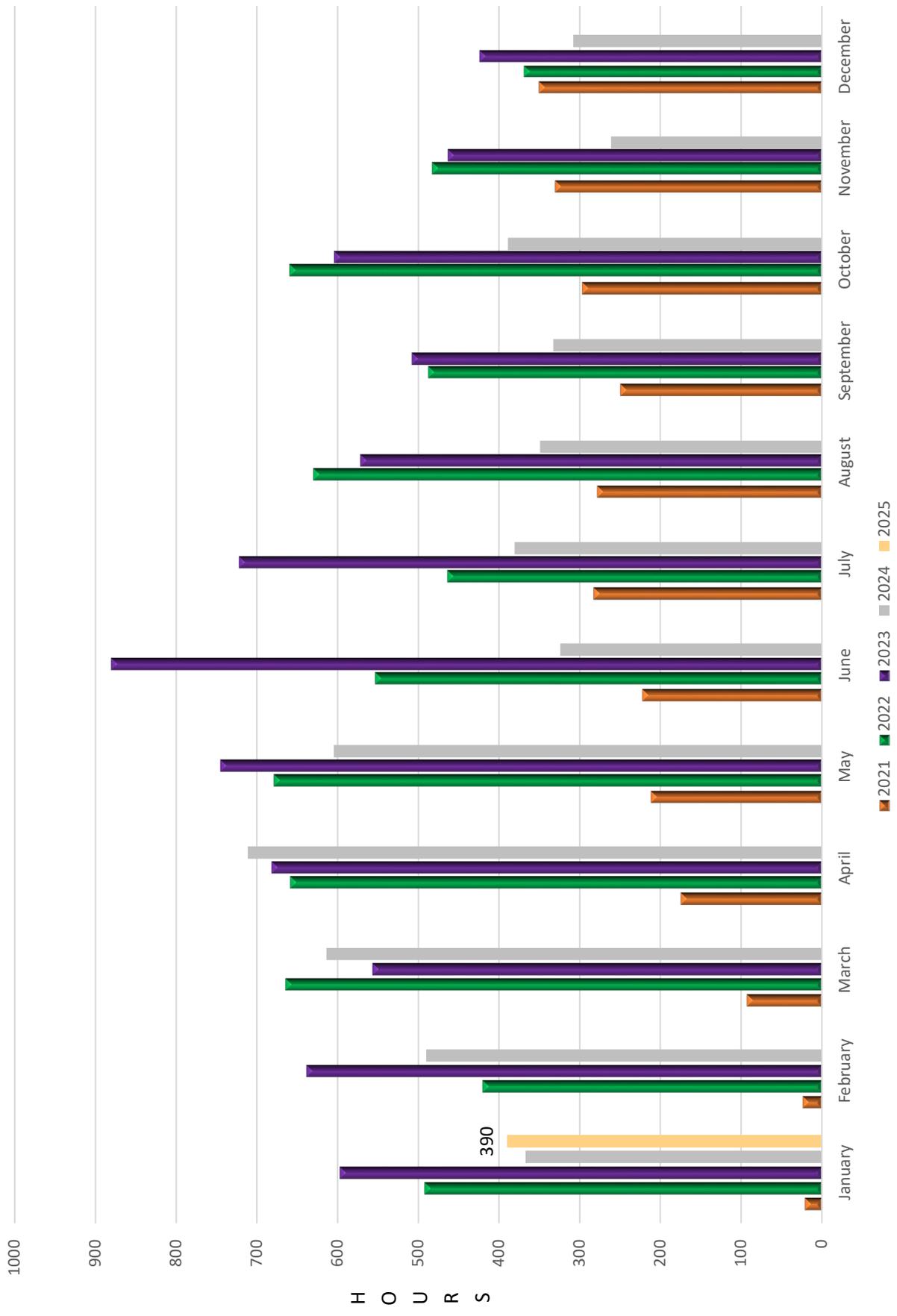
Use of Public Computers & Wireless Network 2024/2025: 104,883



Library Web Page Usage
2024 12 month Total Pages Viewed: 139,410
2024 12 month Total Sessions: 83,956



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
JANUARY 2025**

NEW HIRES

James Simmons - Library Systems Technology Coordinator (FT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None



Great Falls Public Library Foundation Report February 2025

The Library Foundation has raised \$52,035 through the Annual Book-A-Thon fundraising campaign, which directly supports children and youth programs and materials at the Library. These funds will help ensure our youngest community members have access to quality resources and engaging programs throughout the year.

The Foundation continues to work closely with Cushing Terrell on the library remodel design concept, advancing our vision for an improved library space that will serve our community's future needs. The Board is continuing to engage with a consultant that is helping to assess the feasibility and potential fundraising goal of a capital campaign.

In a significant step toward expanding early literacy services, the Foundation has provided the Library with a \$30,000 grant to fund the Early Literacy Outreach Specialist position. We anticipate this position will be filled in the coming weeks, strengthening the Library's ability to serve young readers and families in the community.

The Foundation board remains focused on building organizational capacity to ensure we can meet our ambitious fundraising goals and provide sustained support for the Library's growth and innovation. This commitment to strengthening our internal operations will enable us to better serve as a long-term funding partner for the Library's initiatives.

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



Library Board Meeting Date: February 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board approval of <i>Library Fiscal Policy</i>
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board approve proposed <i>Library Fiscal Policy</i>

Suggested Motions:

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

Staff Recommendation: Staff recommends that the Library Board approve/disapprove the *Library Fiscal Policy* as presented.

Background: The City Commission and the Great Falls Public Library Board of Trustees have both approved a new City/Library Management Agreement. The new City/Library Management Agreement acknowledges the financial oversight role of the Library board, requires that the Library comply with all City financial policies, and provides for the Library to continue to receive internal services through the current City procedure.

RELEVANT SECTIONS FROM AGREEMENT:

WHEREAS, pursuant to Section 22-1-309, MCA, the Trustees have the exclusive power and authority to determine policy for the operation of the Library, prepare budgets, authorize expenditures, determine the selection of materials, negotiate contracts, expend public library funds subject to a budget approved by the City Commission, as well as other powers authorized by the aforementioned statute; and

1. Compliance with City Policies.

- 2.b. **Financial Policies.** The Trustees and Library Director agree to comply with all City financial and accounting policies and procedures, including the City’s cash receipting policy, as set forth from time to time by the City Commission and/or the City’s Director of Finance.

City Operational Service Charges. The City shall provide human resources, payroll, finance, accounting, and other services under the same internal service charge structure applicable to City departments. The Library will provide compensation to the City for these services through the internal service charge process with funds budgeted from the Library fund.

Based on conversations with City of Great Falls and Montana State Library staff, Library staff recommend that the Board consider adopting a *Library Fiscal Policy*.

Significant Impacts:

It is essential that the Library follow clear fiscal policies. We need to be accountable to the taxpayers. The Library is audited as part of the City of Great Falls. For continuity and consistency, Staff recommends adopting policies that acknowledge the need for the Library to follow all of the Fiscal Policies of the City of Great Falls AND to provide for proper Library Board oversight.

Fiscal Impact: It is essential that the Library follow clear and legal fiscal policies in order to safeguard ALL of the Library's finances.

Alternatives:

The Board could decide to NOT to approve the *Library Fiscal Policy*.

The Board could decide to approve the *Library Fiscal Policy* with changes.

Attachments/Exhibits:

- Proposed *Library Fiscal Policy*



Great Falls Public Library Fiscal Policy

AUTHORITY:

The City Commission and the Great Falls Public Library Board of Trustees have both approved a City/Library Management Agreement. The City/Library Management Agreement acknowledges the financial oversight role of the Library board, requires that the Library comply with all City financial policies, and provides for the Library to continue to receive internal services through the current City procedure.

RELEVANT SECTIONS FROM AGREEMENT:

***WHEREAS**, pursuant to Section 22-1-309, MCA, the Trustees have the exclusive power and authority to determine policy for the operation of the Library, prepare budgets, authorize expenditures, determine the selection of materials, negotiate contracts, expend public library funds subject to a budget approved by the City Commission, as well as other powers authorized by the aforementioned statute; and*

1. **Compliance with City Policies.**

*2.b. **Financial Policies.** The Trustees and Library Director agree to comply with all City financial and accounting policies and procedures, including the City’s cash receipting policy, as set forth from time to time by the City Commission and/or the City’s Director of Finance.*

***City Operational Service Charges.** The City shall provide human resources, payroll, finance, accounting, and other services under the same internal service charge structure applicable to City departments. The Library will provide compensation to the City for these services through the internal service charge process with funds budgeted from the Library fund.*

PURPOSE:

- I. The Library Board recognizes that financial stewardship and oversight of Library financial transactions is essential.
- II. The Library Board confirms the necessity for the Library to follow all of the fiscal policies of the City of Great Falls.
- III. The Library Board establishes the following roles for financial approvals to ensure proper oversight of Library transactions.

GREAT FALLS PUBLIC LIBRARY BOARD:

1. **ANNUAL BUDGET:** The Library Board approves the Great Falls Public Library annual budget and presents the yearly proposed budget to the City Commission for their final approval.
2. **FINANCIAL OVERSIGHT:** The Library Board reviews and accepts the Library financial reports at each regular Board meeting.
3. **FINANCIAL APPROVALS:** The Library Board and Library Director provide approval of financial transactions as defined below.

PURCHASING	APPROVALS	APPROVAL PROCESS
<p>All vehicle and mobile equipment (trailers, other types of mobile equipment, etc.) related purchases must be reviewed by the Central Garage Fleet Supervisor and approved by the City Manager, if required, PRIOR to purchase through the electronic purchase order process.</p>	<ul style="list-style-type: none"> • Garage Fleet Supervisor • Library Director • Library Board 	<p>Library Director coordinates with Garage Fleet Supervisor and obtains verbal permission before purchasing any vehicles or mobile equipment.</p> <p>Library Director approves purchases through regular City Fiscal procedures and according to the Library Budget approved by the Library Board.</p> <p>Library Board approves all vehicle and mobile equipment through a vote at a Library Board meeting.</p> <ul style="list-style-type: none"> • Meeting notes documenting Board approval will be submitted as part of financial invoice procedure
<p>Purchases up to and including \$25,000 the department may purchase at the Department Head's discretion. Two written or oral quotes or other supporting documentation is recommended.</p>	<ul style="list-style-type: none"> • Library Director 	<p>Library Director approves purchases through regular City Fiscal procedures and according to the Library Budget approved by the Library Board.</p>
<p>Purchases over \$25,000 and up to \$80,000 the department shall solicit a minimum of two written quotes. Documentation must accompany the request for approval. The City Manager must approve the purchase through the electronic purchase order process prior to ordering the supply or equipment.</p>	<ul style="list-style-type: none"> • Library Director • Library Board • Chair or designee • City Commission (contracts list) 	<p>Library Director approves purchases through regular City Fiscal procedures and according to the Library Budget approved by the Library Board.</p> <p>Library Board Chair or Designee reviews the proposed purchases and provides written approval.</p> <ul style="list-style-type: none"> • Copy of written approval will be submitted as part of financial invoice procedure <p>City Commission approves the purchase through their approval of the contracts list that includes the proposed purchase.</p>
<p>Purchases over \$80,000 for automobiles, trucks, other vehicles, road machinery, other machinery, apparatus, appliances, equipment, and contracts must follow the formal advertisement process outlined in Montana law and have City Commission approval by agenda item.¹</p>	<ul style="list-style-type: none"> • Library Director • Library Board (agenda item) • City Commission (agenda item) 	<p>Library Director approves purchases through regular City Fiscal procedures and according to the Library Budget approved by the Library Board.</p> <p>Library Board approves all purchases over \$80,000 through their approval of an agenda item at a Library Board meeting.</p> <ul style="list-style-type: none"> • Meeting notes documenting Board approval will be submitted as part of financial invoice procedure <p>City Commission approves all purchases over \$80,000 through their approval of an agenda item at a City Commission meeting.</p>

¹ See Cooperative Purchasing Exception at end of document.

SPECIAL CASES FOR SOLE SOURCE PURCHASES	APPROVALS	APPROVAL PROCESS
<p>Special Cases for Sole Source Purchases bids or quotes are not required where it is in the best interest of the City to maintain a compatible and/or reliable system provided by a single vendor or professional. The sole source form must be provided to the Finance Department for approval through the electronic purchasing process prior to purchase.</p> <p>Architectural, Engineering, and Land-Surveying Services Architectural, engineering, and land surveying services and negotiated contracts for such professional services are made based on demonstrated competence and qualifications for the type of professional services required and at fair and reasonable prices. Refer to the separate Architects, Engineers, and Surveyors policy prepared by Public Works. Any project involving construction, remodeling, master planning, or rate study should receive an Office File number and a project number assigned by an Intent to Create Form.</p>	<p>RECOMMENDED APPROVALS</p> <ul style="list-style-type: none"> Required approvals based on size of contract—see above 	<p>Finance Director will approve the proposed purchase through current fiscal practices</p> <p>Library Director approves purchases through regular City Fiscal policies and according to the Library Budget approved by the Library Board</p> <p>Library Board Chair or Designee reviews the proposed purchases and provides written approval.</p> <ul style="list-style-type: none"> Copy of written approval will be submitted as part of financial invoice procedure <p>NOTES</p> <p>Required approvals based on size of contract—see above</p> <ul style="list-style-type: none"> Purchases up to and including \$25,000 Purchases over \$25,000 and up to \$80,000 Purchases over \$80,000

5) Cooperative Purchasing Agreements for supplies, equipment, and other professional services may be purchased through purchasing agreements entered into with another government entity or use of state contracts without additional bids or advertisements when done so at a savings to the City. Some of the state contracts and City agreements include but are not limited to US Communities, Source Well, NIPA, HGAC, etc.^{xiii}

a) It should be noted that these purchasing arrangements are often, but not always, the lowest prices available.



Library Board Meeting Date: February 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board approval of <i>Staff Oversight Policy</i>
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board approve proposed <i>Staff Oversight Policy</i>

Suggested Motions:

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

Staff Recommendation: Staff recommends that the Library Board approve/disapprove the *Staff Oversight Policy* as presented.

Background: The City Commission and the Great Falls Public Library Board of Trustees have both approved a new City/Library Management Agreement. The new City/Library Management Agreement changes the oversight of Library staff and their compensation.

2. Employment Status of Library Personnel.

- c. **Library Personnel.** All Library personnel shall be City employees, shall enjoy all rights and benefits of City employment, and shall be subject to all terms, conditions and policies applicable to City employment. ***The Trustees, with the recommendation of the Library Director shall make all hiring decisions and supervise all Library staff.*** Library employees who are union members shall be compensated in accordance with the applicable collective bargaining agreement negotiated by the City. The Library Director shall participate, along with the City, in all collective bargaining agreement negotiations with the unions whose members include Library employees. ***Compensation rates for non-union Library personnel shall be determined by the Trustees.*** All other employment benefits shall be governed by the City’s Personnel Policy Manual.

3. Compliance with City Policies.

- a. **Employment Policies.** The Trustees and Library Director shall follow City policies and procedures for payroll, supervision, hiring, handling grievances, discipline and/or termination of employees. ***The Library Director and the Trustees agree to confer with, cooperate with, and follow the recommendations of, the City’s Human Resources Department with respect to any employee grievance, discipline or termination.***

Based on conversations with City of Great Falls and Montana State Library staff, Library staff recommend that the Board consider adopting a *Staff Oversight Policy*.

Significant Impacts:

Personnel policies provide the basis for Library Staff oversight and accountability. It is essential that the Library have clear personnel policies. For continuity and consistency, staff recommends adopting policies that parallel the policies and procedures of the City of Great Falls AND that provide for proper Library Board oversight.

Fiscal Impact:

- Personnel costs make up 82% of the overall budgeted expenses for FY2025. Inflation has had a significant impact on staff salaries. Ensuring that staff compensation is appropriate is essential for recruiting and retaining excellent staff. Ensuring proper staff oversight and accountability is essential for effective and efficient staff performance.
- The Library needs clear and legal personnel policies that comply with the MMIA guidelines. If the Library fails to adopt good policies or fails to adhere to good policies, the Library would be at risk of losing MMIA coverage, not being able to obtain liability coverage, and/or at risk for civil/legal liability.

Alternatives:

The Board could decide to NOT to approve the *Staff Oversight Policy*.

The Board could decide to approve the *Staff Oversight Policy* with changes.

Attachments/Exhibits:

- Proposed *Staff Oversight Policy*



Great Falls Public Library Staff Oversight Policy

AUTHORITY:

The City Commission and the Great Falls Public Library Board of Trustees have both approved a City/Library Management Agreement. The City/Library Management Agreement acknowledges the staff oversight role of the Library board, requires that the Library comply with all City Personnel policies, requires that the Library comply with all Collective Bargaining Agreements, and provides for the Library to continue to receive internal services through the current City procedure.

2. Employment Status of Library Personnel.

- c. **Library Personnel.** All Library personnel shall be City employees, shall enjoy all rights and benefits of City employment, and shall be subject to all terms, conditions and policies applicable to City employment. The Trustees, with the recommendation of the Library Director shall make all hiring decisions and supervise all Library staff. Library employees who are union members shall be compensated in accordance with the applicable collective bargaining agreement negotiated by the City. The Library Director shall participate, along with the City, in all collective bargaining agreement negotiations with the unions whose members include Library employees. Compensation rates for non-union Library personnel shall be determined by the Trustees. All other employment benefits shall be governed by the City's Personnel Policy Manual.

3. Compliance with City Policies.

- a. **Employment Policies.** The Trustees and Library Director shall follow City policies and procedures for payroll, supervision, hiring, handling grievances, discipline and/or termination of employees. The Library Director and the Trustees agree to confer with, cooperate with, and follow the recommendations of, the City's Human Resources Department with respect to any employee grievance, discipline or termination.

City Operational Service Charges. The City shall provide human resources, payroll, finance, accounting, and other services under the same internal service charge structure applicable to City departments. The Library will provide compensation to the City for these services through the internal service charge process with funds budgeted from the Library fund.

PURPOSE:

- I. The Library Board recognizes that proper oversight of Library staff is essential.
- II. The Library Board confirms the necessity for the Library to follow all of the personnel policies of the City of Great Falls.
- III. The Library Board confirms the necessity for the Library to follow all of the applicable Collective Bargaining Agreements of the City of Great Falls.
- IV. The Library Board establishes the following roles for the Library Board to ensure proper oversight of Library staff.

GREAT FALLS PUBLIC LIBRARY BOARD:

1. **ANNUAL BUDGET:** The Library Board approves the Great Falls Public Library annual budget and presents the yearly proposed budget to the City Commission for their final approval.
2. **ORGANIZATIONAL CHART:** The Library Board reviews and approves any changes to the Library organizational chart. If Library staff feel that a job description needs major updates or that a new position needs to be created, they will work with HR (and the union if necessary) to develop an appropriate job description. The Library Board reviews and approves the new job description before the position is filled.
3. **NON-UNION COMPENSATION:** The Library Board approves non-union pay grades and any merit-based pay raises or salary adjustments for non-union employees.
4. **SUPERVISION OF LIBRARY DIRECTOR:** The Library Board supervises the Library Director including setting their compensation and conducting a yearly evaluation.
5. **SUPERVISION OF LIBRARY STAFF:** The Library Board delegates the day-to-day supervision of Library staff as defined in the City of Great Falls personnel policy.
6. **PARTICIPATION IN GRIEVANCE/COMPLAINT PROCEDURE:** The Library Board participates in the City of Great Falls Grievance/Complaint Procedure as defined below.

LIBRARY CLARIFICATION FROM MMIA:

1. **COMPLAINT/GRIEVANCE AGAINST A LIBRARY EMPLOYEE:** If a complaint is submitted by a Library employee against another Library employee (other than the Library Director), the complaint will be referred to the Library Director. The Library Director (in consultation with the City Attorney and HR Director) will investigate and respond to the complaint as defined in the following procedure.
2. **COMPLAINT/GRIEVANCE AGAINST THE LIBRARY DIRECTOR:** If the complaint is submitted by an employee and it is against the Library Director, the complaint will be referred to the Library Board. The Library Board (in consultation with the City Attorney and HR Director) will investigate and respond to the complaint as defined in step three with the Library Board taking the role of the City Manager.

EXCERPT FROM CITY OF GREAT FALLS PERSONNEL POLICY MANUAL: page 58

https://greatfallsmt.net/sites/default/files/fileattachments/human_resources/page/172381/personnel_policy_manual_updated_2021.pdf

Section 14: Problem Resolution and Grievance Procedure

This policy applies to employees, including laid off or terminated employees (for this section 14, included in the term “employees”), except where there are differing procedures set forth in an applicable Collective Bargaining Agreement. The Employee Assistance Program is available to all employees as an additional option for problem resolution. Contact HR for further details.

14.1 Problem Resolution Policy and Counseling

Normally, an employee will be expected to use the Employee Problem Resolution Procedure to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, the employee may first meet with any member of management, including the City Manager, to discuss it. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Employee Problem Resolution Procedure, then management will take appropriate action. If

management determines that the employee should first discuss the problem with an immediate supervisor, the employee will be directed to use the Employee Problem Resolution Procedure.

14.2 Employee Problem Resolution Procedure

Employees are responsible for seeking information or advice on any matter that is troubling them, to call attention to management any action that they believe is inconsistent with these policies or procedures or to grieve, or object to, management action. The City's policy is to attempt to resolve job-related problems whenever possible through informal discussions between employees, their immediate supervisors and/or managers. Members of Collective Bargaining Agreements should refer to their respective agreements for additional or other applicable resolution procedures.

Employees who have made an attempt to correct a problem through informal discussions and believe the problem has not been resolved must file a written complaint using the formal procedure described below. Probationary employees are not eligible to use this procedure unless they are alleging unlawful acts on the part of management. Terminated employees must follow this procedure prior to taking any further action related to their termination. A copy of this policy must be provided to any employee within seven days of discharge.

Note: Some of the time frames established in this procedure may be extended upon written mutual agreement of the parties. Unless otherwise noted, the term "day" as used in this policy refers to work days, Monday through Friday, which are not observed as holidays by the City of Great Falls. The grieving party carries the burden of moving the grievance forward within the time period specified. Failure on the part of the grieving party to advance the grievance to the next step of the procedure within the allotted time frame may result in dismissal of the grievance.

14.2.1 Step One

Submit the complaint in writing to an immediate supervisor within 10 calendar days after the alleged incident(s). In the written document, employees should describe the complaint and indicate what action(s) they believe the City of Great Falls should take to resolve the complaint. The supervisor will then have 10 calendar days to investigate the alleged incident(s) as necessary and respond to the employee's written complaint. If the employee is a Department Head, that complaint must advance directly to step three, set forth below, as that employee's immediate supervisor is the City Manager.

14.2.2 Step Two

Employees must notify management in writing of their desire to proceed to step two of the procedure within five calendar days of the date the response was provided, was due, or if the immediate supervisor is directly involved in the complaint. Submit the complaint along with supporting materials and a copy of the response received in Step One, if any, to Human Resources (HR). HR or its designee may interview those involved in the dispute and may conduct any investigation HR believes is necessary to render an appropriate decision.

HR has 30 calendar days from the date of the written complaint in step two to issue a decision. If HR is the subject of a complaint or if the department's ability to render an impartial decision is in question, the City Manager may appoint another person to review the complaint and issue a decision.

14.2.3 Step Three

Employees who are not satisfied with the decision rendered on their complaint in step two may appeal

an issue if it involves demotion, suspension, or discharge. Appeals are made to the City Manager within five calendar days after the date of the decision. The City Manager may, within 15 calendar days of the appeal, (or in the case of Department Heads, the grievance) either appoint a committee to collect additional information to hear the grievance, or may schedule time to personally hear the complaint and render a final and binding decision

DRAFT



Library Board Meeting Date: February 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board approval of <i>Library Trespass Policy</i>
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board approve proposed <i>Library Trespass Policy</i>

Suggested Motions:

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

Staff Recommendation: Staff recommends that the Library Board approve/disapprove the *Library Trespass Policy* as presented.

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

Based on conversations with City of Great Falls, Library staff recommend that the Board consider adopting *Library Trespass Policy* that provides for Library Board oversight of trespass requests.

The City Manager and City Attorney have reviewed the proposed procedures and do not object to its implementation.

Significant Impacts:

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

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

Fiscal Impact:

- There is no specific fiscal impact.
- As noted above, patrons may only be trespassed for good cause and the trespass cannot be for longer than one (1) year. If a court were to find that a patron was trespassed without good cause, it could result in legal and financial liability to the Library.

Alternatives:

The Board could decide to NOT to approve the *Library Trespass Policy*.

The Board could decide to approve the *Library Trespass Policy* with changes.

Attachments/Exhibits:

- Proposed *Library Trespass Policy*



Great Falls Public Library Trespass Policy

AUTHORITY:

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

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

CHAPTER 1. LIBRARIES Part 3. Free Public Libraries

Use of Library -- Privileges

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

RELEVANT SECTION FROM AGREEMENT:

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

PURPOSE:

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

Patron Trespass Procedure:

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

- Patron has a repeated pattern of violating the patron behavior policy. (e.g. repeatedly being asked to leave the Library due to intoxication, repeatedly being asked to leave the Library for being abusive to staff or other patrons etc.)
- Patron incident involves violence, threats of violence or sexual misconduct.

NOTE: In order for a person to be trespassed, staff must know their first and last name.

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



Library Board Meeting Date: February 25, 2025

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

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

Staff Recommendation: Staff recommends that the Library Board discuss their Quarterly Board Training

Background: The Montana Public Library standard requires 3 hours of training for the Library Board each year.
10.102.1158 LIBRARY BOARD, GOVERNANCE, AND WORKING WITH THE DIRECTOR
(4) The public library board shall receive at least three hours of continuing education each year.

The full Montana Public Library Standards are available online at
https://msl.mt.gov/libraries/library_development/Directors/standards/FINALlanguage.replacestandardswebdocument.pdf

The Great Falls Public Library Board of Trustees has decided to do an hour of training each quarter. We didn't come to a consensus about a specific topic for this quarter, so I requested that the Board try something different.

LinkedIn Learning has an array of excellent classes. I suggest that each Board member log-in to LinkedIn Learning (using your Library Card Number and PIN) and a training that is of interest to you and provides information that will help you be a more informed Board member.

*Then at our February Board meeting, we can share about the different classes.
<https://www.linkedin.com/learning-login/go/gflibrary>*

Significant Impacts:

It is essential that the Library Board have the knowledge and skills to work successfully as a Board and to provide proper leadership and supervisor of the Library. Regular training prepares the Board operate effectively.

Fiscal Impact: In order to receive the Montana State per capita funding for public libraries, Great Falls Public Library must meet the Montana Public Library Standards. Failure to do regular Board training could result in a loss of the approximately \$35,526.00 of State funding.

Alternatives:

The Board could decide to NOT to review their Quarterly Training.

Attachments/Exhibits:

- None

Director's Itinerary: January 2025

Weds.	Jan.	1	Library Closed: New Years Day
Thurs	Jan.	2	Community Engagement budget discussion 9:30 am Circulation Desk 11:00 am – 12:00 pm Communication Meeting 12:00 pm Staff mentoring meeting 5:00 pm
Fri	Jan.	3	Youth Services Volunteer meeting 1:00 pm
Mon	Jan.	6	Technology Systems Coordinator onboarding 10:00 am Local Area Counsel Meeting 1:30 pm – 3:00 pm Board Chair/Vice-Chair meeting 5:00 pm
Tues.	Jan.	7	Downtown Safety Alliance Meeting Foundation Director meeting 1:30 pm Volunteer Dinner and training 5:00 pm City Commission Meeting 7:00 pm
Weds.	Jan.	8	Continuum of Care meeting 9:00 am Point-in-Time meeting 10:00 am Management Team Meeting 11:00 am Custodial Team Quarterly check in 12:00 pm Communication Meeting 3:00 pm
Thurs	Jan.	9	Library Legislative Day (Helena)
Fri	Jan.	10	ELOS Interviews 9:00 am – 10:30 am Website hosting meeting 2:30 pm College & Career Readiness meeting 3:00 pm
Mon	Jan.	13	City of Great Falls Employee Book Club 12:00 pm
Tues.	Jan.	14	Foundation Director meeting 1:30 pm Technology Systems Coordinator onboarding 3:00 pm
Weds.	Jan.	15	CoGF Reasonable Suspicion Training 8:00 am – 12:00 pm Access to Care meeting 12:30 pm Website hosting meeting 2:00 pm Communication Meeting 3:00 pm
Thurs	Jan.	16	Board Chair, Vice-Chair and Foundation Director meeting 9:00 am Staff monthly goals meeting 3:00 pm Board Chair/Vice-Chair meeting 9:00 am
Fri	Jan.	17	Board Chair, Vice-Chair and Foundation Director meeting 9:00 am
Sat	Jan.	18	Reference Desk 11:00 am – 12:00 pm
Mon	Jan.	20	MLK Celebration 7:00 pm
Tues.	Jan.	21	Meeting City Manager & City Attorney & Foundation Director 10:00 am Foundation Director meeting 1:30 pm Technology Systems Coordinator Workplan check in 3:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	Jan.	22	Circulation Desk 10:00 am – 11:00 am Management Team Meeting 11:00 am Staff monthly goals meeting 12:00 pm Communication Meeting 3:00 pm Staff Performance Meeting 4:00 pm
Thurs	Jan.	23	Board Chair, Vice-Chair & Foundation Director meeting 9:00 am Partners meeting 1:00 pm Staff monthly goals meeting 2:00 pm Page Forward Thursday Book Club: 7:00 pm
Fri	Jan.	24	Cascade County Commissioner Board onboarding 9:00 am Staff monthly goals meeting 11:00 am
Sat	Jan.	25	Staff monthly goals meeting 11:00 am
Mon	Jan.	27	Point-in-Time training and planning meeting 11:00 am Foundation Quarterly meeting 4:00 pm
Tues.	Jan.	28	Website Hosting meeting 9:00 am Department Head meeting 10:00 am Rotary Meeting 12:00

Foundation Director meeting 1:30 pm

Library Board Meeting 4:30 pm

Weds.	Jan.	29	Out sick
Thurs	Jan.	30	Out sick
Fri	Jan.	31	Out sick

Next Library Board Meeting is March 25, 2025 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

January 8, 2025

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

Absent:

Next Meeting: January 15, 2025; 11:00am; Susie's Office

SUSIE

- Susie will be in Helena tomorrow for a meeting.
- She informed us that the onboarding and training materials are in the share drive.
- The Annual Report presentation to the commission is scheduled for February 18th
- A discussion was had regarding employee health conditions. More info to come.
- A discussion was had on the City/Library agreement.
- A discussion was had on the "Point in Time" survey. Susie will be approaching library patrons on January 30th.
- John C will be giving his report to the board this month. Caitlyn and Meribeth will be the staff introductions.

TREVA

- Treva informed us that Isa is out of the office today.
- Team is caught up on receiving.
- The ELM should be fixed now.

SARA LP

- Sara had nothing to report.

AARON

- Aaron had nothing to report.

JOHN

- John informed us that the custodial staff will have modified hours for the winter season.
- A discussion was had regarding the staff room cleanout.

RAE

- Rae informed us that the winter break events were moderately successful.
- She has an interview Friday for the outreach specialists.

SARAH C

- Sarah will be on a zoom call tomorrow.
- The February 12th programming will be at GF High School
- Digital literacy begins next month
- The Volunteer appreciation and training went well.
- Friends of the Library will be having a meeting this Friday. Book collection will begin the 1st Saturday in February (Feb 1)

JAMES

- James is learning the process.
- Will be setting up 1 on 1's with managers

JAKE

- Jake informed us that a menu was missing on our website. He is working on it.
- He will have the February events flyer done by the 14th.

MANAGEMENT TEAM MEETING

Meeting Minutes

January 22, 2025

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

Absent:

Next Meeting: January 29, 2025; 11:00am; Susie's Office

SUSIE

- Susie led a discussion on the city agreement.
- Susie informed us that a draft of next FY budget needs to be presented at the April board meeting. She will be meeting with managers to discuss the budgets.
- A discussion was had regarding the Wedsworth library.
- A discussion was had regarding quarterly all staff meetings.
- MLA is in Bozeman this year. No info yet on what courses will be offered.
- The Cordingley room intercom keeps getting unplugged. Please remember it is for safety reasons that we need to keep it on.
- The early literacy position interviews are done. The person is expected to start in February.
- A discussion was had regarding reasonable accommodations.
- A discussion was had regarding patron complaints on the smell in the computer pod area. Sara LP, John C, and James will look into some possible solutions.
- A discussion was had on the reasonable suspicions training that occurred. Sara LP will call HR to get clarification.
- In November, an anonymous person donated funds to be directed toward Staff Support. It was decided that we wanted something that would be ongoing and not just a one-time instance, so SLP reached out to Montana Vending and negotiated the purchase of the two vending machines in the library. This will allow for funds that can be used for ongoing staff activities, engagement, parties, etc.

TREVA

- Treva informed us that she will be purchasing large print from Baker & Taylor going forward.
- Several boxes come in this week, they are working on processing them.
- A new volunteer will be starting in Tech Services. They will be here on Tuesdays and Thursdays.

SARA LP

- Sara informed us that Tax Forms have arrived.
- Sara showed us the Tax Help MT flyer with their listed locations. A reminder that Tax Help MT will not be using the library as a location this year.
- Sara had a public services team building meeting today. It went well.
- Sara is working on the onboarding packet and quizzes from Susie.
- Sara has been going over to the Pre-Release to talk about library offerings and programs. She signed up 14 people for library cards.
- Sara would like Liz and Amanda to do notary training since we are down two with Debbie and Nikki leaving.

AARON

- Aaron is working on the board packet.
- Aaron has been working with the city to dispose of any documents we no longer need to keep in storage. As a result, we now have two bins for shredding from Paper Shredders LLC. After Aaron is done, we will keep one bin on 3rd floor, the other on the first floor for staff to use. It is free to have the bins on site, they only charge when they come to shred the items; the bins need to be full before I will call for pick-up.
- Aaron has set-up a new library zoom account that managers will be able to use when hosting zoom meetings.
- Aaron will be taking his holiday on Thursday.

JOHN

- John had nothing to report.

RAE

- Rae informed us that the Dragon Appreciation event was the biggest yet, with over 50 attendees.
- Rae will be taking her Holiday on Friday

SARAH C

- Sarah is working on the digital literacy program.
- Sarah will be in on Saturday to meet with the Junior League.
- February is a busy month for programming.
- A discussion was had on allowing the Dental Hygiene College to set up a table at the library.

JAMES

- James is still learning the processes.

JAKE

- Jake led a discussion on book reviews. It was decided that space will be made on our website and social media for staff book and movie reviews. It is open to all books/movies, not just ones that are Montana related.
- Jake is running out of Pets for the Pet of the Month posters. If you have a pet you would like featured, please let Jake know.

- Some issues are still happening with the website. Jake is working on them.



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

Great Falls Public Library March Events



Artists in the Library – GFPS Student Artists

When: Through the end of April

What: GFPS celebrates Youth Art Month with their annual showcase of student work. Artwork will be on display until April 29. There’s an opening reception on Feb. 28 from 4 to 5:30 pm. Light refreshments will be served.

Alluvion Health Informational Table

When: Monday, March 3, 10, 17, 24 from 11 am to 2 pm

Where: First Floor Display Area

What: Alluvion Health representatives will be at the Library providing information on the services they provide.



Memory Café for March: Creating Consciousness

When: Tuesday, March 4, from 12:30 to 2 pm

Where: Cordingley Room

What: Join us for an afternoon of delicious treat making and memory sharing. If you know someone in your life who is struggling with memory loss, the Memory Café is held each month. It is designed to be a comfortable, social setting for community, connection, and support to socialize with those that are concerned with memory loss.

Digital Literacy Workshop



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

Digital Literacy Workshops

When: Thursday, March 6 and Thursday, March 20 from 1 to 2:30 pm

Where: Cordingley Room

What: **March 6 Email Basics**

In this workshop, attendees will create a Gmail account, learn how to perform basic email functions like send, receive and reply to an email, recognize and deal with spam, organize and delete emails and search for messages.

March 20 Cybersecurity Basics Contributed by: **AT&T, Learning Alchemy LLC, Michelle Frisque Consulting Group LLC, and the Public Library Association.** Attendees will learn how to be safer online with accounts/passwords, overview of frauds/scams.

Great Falls Public Library March Events

National Women's Day Celebration with Mary Jane Bradbury

When: Thursday, March 6, from 6 to 7 pm

Where: Cordingley Room

What: Presented by Humanities Montana. *And Yet They Persisted: Celebrating the 100th Anniversary of the 19th Amendment and Equality in America*

embodies the uncompromising, independent leadership necessary for what the suffragist movement aspired: a vote, a voice and a vocation. The road to achieving votes for women was grueling, filled with biases and complexities. It's an important history to understand, not only for the tactics women used to prevail against the status quo of their day, but for the belief that women have an important role to play in the future.



Self Defense Class led by Susie McIntyre for Feisty Women of Great Falls 1.0

When: Friday, March 7 from Noon to 2 pm

Where: Cordingley Room

What: The Library is participating in Feisty Women of Great Falls 1.0 on March 3-9 by hosting a self-defense class. This event is an interactive, participatory session where participants will gain physical skills, practice boundary setting, investigate personal responses to violence, and explore community safety. This is led by Great Falls' own Susie McIntyre, who is simply one amazing (some might even say feisty) lady!



National Women's Day Celebration with Leigh Larson on the Fort Shaw Girls' Basketball Team

When: Tuesday, March 11, from 6:30 to 7:30 pm

Where: Cordingley Room

What: Before Caitlin Clark and the WNBA crushed records on our screens, the Fort Shaw girls' basketball team dominated headlines. This program takes viewers into the world of Montana, Indian boarding schools, the rise of basketball, and the Fort Shaw girls who were right in the middle of all of it.



Emergency Services' Mobile Integrated Healthcare

When: Friday, March 14 and Friday, March 28, from 2 to 3 pm

Where: First Floor Display area

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

Great Falls Public Library March Events



Little Shell Tribal Health Medicaid sign-ups

When: Wednesday March 5, 12, 19 and 26, from 10 am to Noon

Where: First Floor Display area

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

Armchair Traveler Talk about Spain with the Martyn Family

When: Thursday, March 13 from 7 to 8 pm

Where: Cordingley Room

What: The Martyn family moved to Great Falls from Tacoma, WA five years ago to help support family. Michael will share stories that have been passed down through the generations. In addition, the Martyn family will tell about their adventures traveling with two young daughters to Spain in 2022 and 2024/2025. Their daughters, Carmen and Charlotte will share from their perspective about traveling and trying new foods. The Martyns will share artifacts, photographs, stories, and Spanish treats along with their experience hosting a Spanish/Basque exchange student in 2023-2024.



Annual Word Meister Challenge

When: Thursday, March 20 from 6 to 8 pm

Where: Cordingley Room

What: A fun-filled, thrilling word definition contest between teams of word-loving logophiles. Form a team (2-4 persons) or just come and watch. Teams receive round passes for costumes and bringing non-perishable food for the GF Food Bank. Art Taft will be the moderator.

For questions/information, contact Jim Heckel, 406-564-7007, jheckel8@msn.com or GFPL at 406-453-0349 Register online at

<http://bit.ly/3X0cLOZ>.

Great Falls Public Library March Events

Western Native Voice Voter Registration/Information Table

When: Wednesday March 6, 13, 29 and 27, from 1 pm to 5 pm

Where: First Floor Display area

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



Board Game Night at the Great Falls Public Library for March

When: Sunday, March 23 from 3 to 5:30 pm

Where: Cordingley Room

What: For this month's Board Game Night, we will be playing the games Bohnanza and Sheriff of Nottingham. A GFPL Staff member will be at the event to teach the rules to people who have not played the game before!

Silent Book Club for March

When: Saturday, March 15, from 10 am to noon

Where: Luna Coffee Bar in Downtown Great Falls

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



Great Falls College MSU Dental Hygiene Students

When: Thursdays, March 6, 13, 20, 27 from 9 am to noon

Where: First Floor Display Area –

What: Get free information on how to sign up to receive personal dental hygiene care at the college.

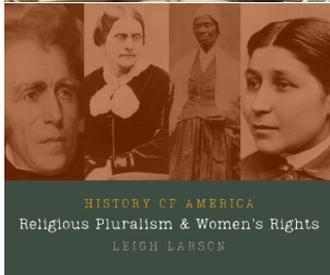
Great Falls Public Library March Events

The American Prairie

When: Tuesday, March 18 from 6:30 to 7:30 pm

Where: Cordingley Room

What: American Prairie is working to create one of the largest nature reserves in the United States, as a refuge for people and wildlife, right here in the Great Plains of Montana. Join American Prairie staff to learn more about their mission to connect and protect this vast and vanishing prairie ecosystem. Topics will include ways to visit and enjoy the prairie, community partnerships and scientific research, educational programming, and more.



History of American Religious Pluralism and Women's Rights with Leigh Larson

When: Monday, March 24 from 5 to 6 pm

Where: Cordingley Room

What: The separation of church and state empowered American society to manage morality and legislation amongst its citizens without the tyranny of a singular religion instilled by the State. This secularization of government disrupted what it meant to be a citizen and who could hold power and privileges like no other time in history.

Ms. Larson will present from her paper of the same name. She is nominated as one of three finalists for the **Stone-Campbell Journal Graduate Paper Competition** held in Knoxville, Tennessee in April. Please join us to learn about our American history and to support Ms. Larson as she prepares for her competition. Bring a notepad and pen!

Friends of the Library Book Sale Donation Days

When: Every Saturday from 10 am to 2 pm

Where: Back entrance (garage)

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

FRIENDS OF THE LIBRARY BOOK SALE DONATION DAYS
EVERY SATURDAY STARTING
FEB. 1 UNTIL APRIL 26
10 am to 2 pm
in the back docking garage

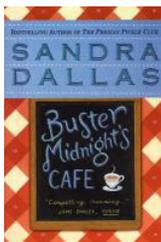
FRIENDS OF THE LIBRARY
BOOK SALE RUNS FROM
MAY 15 TO MAY 24

QUESTIONS? CONTACT JAKE AT
JSDRICH@GREATFALLSLIBRARY.ORG

Great Falls Public Library March Events

March Book Clubs

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

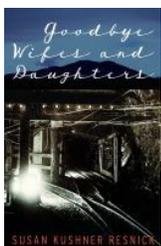


Open Books with Penny, 1st Thursday

When: Thursday, March 6, 7 to 8 pm

Where: 3rd Floor Montana Room

What: Book club discussion of *Buster Midnight's Café* by Sandra Dallas

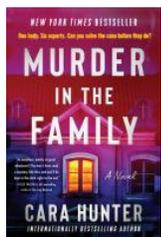


City Employee Book Club (Open to City of Great Falls employees) 2nd Monday

When: Monday, March 10, Noon to 1 pm

Where: Small Meeting Room

What: Book club discussion of *Goodbye Wives and Daughters* by Susan Kushner Resnick

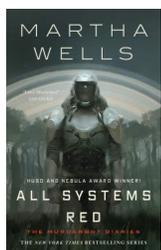


Book Sleuths With Kalena, 2nd Tuesday

When: Tuesday, March 11, 4:30 to 5:30 pm

Where: Small Meeting Room

What: Book club discussion of *Murder in the Family* by Cara Hunter

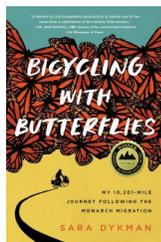


The Very Arbitrary Book Club, 3rd Tuesday

When: Tuesday, March 18, 10 am to 11 am

Where: Small Meeting Room

What: Book club discussion of *All Systems Red* by Martha Wells



Page Forward Thursday With Susie, 4th Thursday

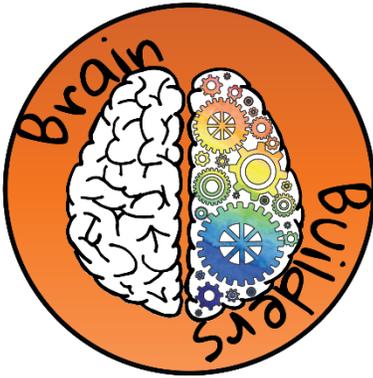
When: Thursday, March 27, 7:00-8:00 pm

Where: 3rd floor Montana Room

What: Book club discussion of *Bicycling with Butterflies* by Sara Dykman

Great Falls Public Library March Events

YOUTH SERVICES EVENTS



Brain Building Expo

Audience: Families with children 5 and under

When: Saturday, March 1, from 10am to 2pm

Where: Paris Gibson Education Center-2400 Central Ave in Great Falls

What: This year marks the 10th anniversary of the Brain Building Expo! This fantastic free event brings together dozens of local organizations that serve children 5 and under and their families. Visit each table for a hands-on activity for kids. GFPL will host Dr. Seuss's Birthday Party at the Expo. Enjoy yummy free cupcakes and classic Dr. Seuss stories read aloud by local business leaders.

The Brain Building Expo is organized by United Way of Cascade County. For more information, please visit: <https://www.uwccmt.org/>

Bookworms Storytime

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

When: Tuesday mornings, from 10:30 to 11:30 am
March 4, 11, 18, and 25

Where: Cordingley Room (basement)

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

This February and March, we will read 5 fantastic picture books that have been nominated for the Montana State Literacy Association's Treasure State Award. Decide which one is your favorite, then vote for it using our Beanstack reading tracker app to win a free gift card while supplies last.

Montanans of all ages are invited to vote for the Treasure State Award. Please visit the Montana State Literacy Association's website for more information:

<https://www.montanareads.org/treasure-state-award/2024-tsa-nominees#>



Great Falls Public Library March Events



Preschool Storytime

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

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

March 5, 12, 19, and 26

Where: Cordingley Room (basement)

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

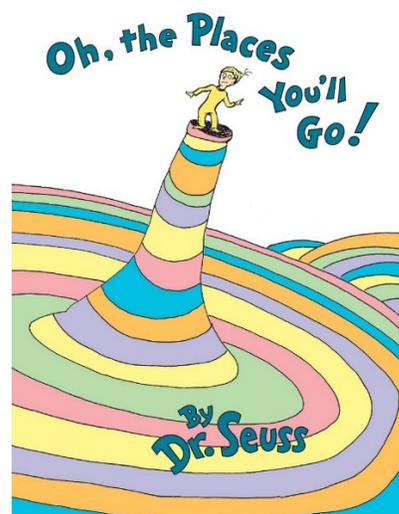
Oh, the Places You'll Go! Story Walk in Gibson Park

Audience: Community members of all ages

When: Thursday, March 6 to Wednesday, April 2, dawn to dusk

Where: Gibson Park

What: Celebrate Dr. Seuss's birthday with Oh, the Places You'll Go! The Gibson Park Story Walk starts and ends at the parking area near the bandshell. The stroller-friendly path loops behind the bandshell, around the playground and the duck pond, and ends back at the parking area. It is less than a mile long and is available whenever Gibson Park is open (dawn to dusk).



Books & Babies

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

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

March 6, 13, 20, and 27

Where: Cordingley Room (basement)

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

Great Falls Public Library March Events

Toddler Time

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

When: Friday mornings, from 10:30 to 11:15 am
March 7, 14, 21, and 28

Where: Cordingley Room (basement)

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



Family Storytime

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

When: Saturday mornings, from 11am to noon
March 8 and 29

Where: Cordingley Room (basement)

What: *The family that reads together grows together!* Babies, kids, and their families are invited to learn and play at this fun, interactive event. We will build language and literacy skills with songs, movement, and a great story. This March, we will celebrate Dr. Seuss's birthday with some tongue-twisting classic stories! Please see our website calendar for more info about the Pi Day Party on March 15 and visit from the Tooth Fairy on March 22.

Great Falls Public Library March Events

Teen Tabletop Gaming-Spring Campaign

Audience: Teens 12-18

When: Saturdays, from 3 to 5:30pm

March 1, 8, 15, 22, and 20

April 5, 12, and 19

Where: Cordingley Room (basement)

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

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

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

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

Our Teen Tabletop Gaming Spring Campaign begins on March 1st!

Space is limited! To sign up, or for more information, contact Youth Services Staff: xlee@greatfallslibrary.org, (406) 453-0349, ext. 215



Pi Day Party

Audience: Kids 5 to 14 and their parents and caregivers

When: Saturday, March 15, from 11am to noon

Where: Cordingley Room (basement)

What: Math has never been so delicious! Celebrate Pi Day with hands-on art activities, a great story, and, of course, free pie from a local bakery!

Great Falls Public Library March Events

A visit from the Tooth Fairy

Audience: Kids 0-10 and their families

When: Saturday, March 22, from 11am to noon

Where: Cordingley Room (basement)

What: The Great Falls Public Library is delighted to welcome the one and only Tooth Fairy! Learn how to make your smile sparkle and get the inside scoop on the Tooth Fairy's magic!

This event is made possible by the office of Stephen J. Spencer DDS. For more information, please visit:

<https://spencerdds.com/>





Great Falls Public Library PATRON FEEDBACK FEBRUARY 2025

1/14/2025 – A patron gushed to a staff member about how much she loved the library. She said that she had put off signing up for Libby because visiting the library was such a pleasure. She emphasized how well the staff treated her. She had finally decided to start using Libby, & realized she would not be spending as much at Amazon, so she donated a \$50 bill to the library. 😊

1/15/2025 – 1/22/2025 – A patron complimented a display in the fiction room, saying that she appreciated all the work that goes into it, & that she was really thrilled with it.



January 24, 2025

Whitney Olson
GFPL Board Chair
301 2nd Ave. N.
Great Falls, MT 59401

Dear Ms. Olson:

Congratulations on your library successfully meeting the essential Public Library Standards and on going above and beyond to provide excellent library services to your community. The Montana State Library's Elective Roadmap to Library Excellence highlights possibilities for enhanced outcomes in the areas of staff and board development, access to library materials, public programs, community awareness, funding and administration, and planning and evaluation.

In this past year's Public Library Standards report, your library shared its success in meeting one or more of these outcomes. Specifically, your board and city supported staff development by making an effort to review staff salaries to ensure fair compensation.

Your commitment to excellence enriches the wider Montana library community by providing a relatable and achievable example for other Montana libraries to follow as they strive for excellence in library services. More importantly, your library's commitment to excellence demonstrates your commitment to your friends and neighbors and your investment to make sure that your community thrives.

Thank you for your leadership and for supporting your library in achieving these outstanding outcomes.

Sincerely,

MLA Presentation: Creating a Library Levy Campaign: Preparation, Partnership and Positive Communication

Program Title: Creating a Library Levy Campaign: Preparation, Partnership and Positive Communication

Program Description: (50 words)

In 2023, Great Falls Public Library passed a Library Levy that increased funding from \$1.5 million to \$2.7 million. This workshop will share the key ingredients for GFPL success--step-by-step preparation in the 2 years before the levy; strategic recruiting of champions and partnership building; and practical messaging discipline.

Please describe 3 objectives for your presentation

1. Participants will be able to develop a step-by-step plan for putting a Library Levy before their voters.
2. Participants will be able to create a list of potential and essential partners for creating a successful Library Levy campaign.
3. Participants will understand how to create their key Library Levy messages and develop skills to stay on message when attacked.

Presenters:

Susie McIntyre, Great Falls Public Library Director
Jill Baker, Executive Director Humanities Montana

MLA Presentation: Saving History: An introduction to Community Webs and the MT Digital Born News Workgroup

Program Description: (50 words)

News and culture increasingly exist online only. Unless libraries and their partners develop ways to preserve this digital-born information, it is in danger of being lost to future generations. Learn about the efforts of the Montana Digital-born News Workgroup and how joining Community Webs can help you preserve precious information.

Please describe 3 objectives for your presentation

1. Participants will be able to explain the need for the preservation of digital-born cultural and news content.
2. Participants will understand how they can join the work of the Montana Digital Born News Work Group to preserve digital-born cultural and news content.
3. Participants will understand Community Webs and consider joining Community Webs to address their local digital preservation needs.

Presenters:

Susie McIntyre, Great Falls Public Library Director
Anna Trammel, Program Manager, Community Archiving Internet Archive