

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 28, 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. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES OF THE REGULAR NOVEMBER MEETING (Pages 1-8)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

V. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 9-27)

- A. INCOME STATEMENTS NOVEMBER & DECEMBER 2220 (OPERATING BUDGET)
- B. INCOME STATEMENTS NOVEMBER & DECEMBER 2221 (FOUNDATION/DONATION BUDGET)
- C. CASH FLOW SHEET JANUARY
- D. LIBRARY VENDOR SUMMARY FOR NOVEMBER & DECEMBER
- E. FOUNDATION VENDOR SUMMARY FOR NOVEMBER & DECEMBER
- F. NOVEMBER & DECEMBER DONATION REPORT

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. REPORTS (Pages 28-44)

- A. MANAGEMENT TEAM REPORT (CUSTODIAL TEAM)
- B. DIRECTOR REPORT
- C. STATISTICAL REPORTS
- D. PERSONNEL REPORT
- E. GFPL FOUNDATION REPORT
- F. CHAIR REPORT
- G. BOARD REPORTS

VII. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS POLICY REVIEW: FULL POLICY MANUAL (Pages 45-53)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VIII. NEW BUSINESS

- A. GREAT FALLS PUBLIC LIBRARY UPDATED ORGANIZATIONAL CHART (Pages 54-57)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE UPDATED FY2025 ORGANIZATIONAL CHART AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

- B. GREAT FALLS PUBLIC LIBRARY BOARD TRESPASS OVERSIGHT: INITIAL DISCUSSION (Pages 58-61)
- C. GREAT FALLS PUBLIC LIBRARY BOARD STAFF OVERSIGHT: INITIAL DISCUSSION (Pages 62-87)
- D. GREAT FALLS PUBLIC LIBRARY BOARD COMPLIANCE WITH FINANCIAL POLICIES: INITIAL DISCUSSION (Pages 88-94)
- E. EXECUTIVE SESSION: PERSONNEL ISSUE

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURNMENT

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

SECOND VOTE

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

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

BOARD MEMBERS ABSENT:

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

EX OFFICIO BOARD MEMBERS ABSENT:

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

GUESTS PRESENT: Molly Beck – Resident of Great Falls, Bill Bronson – Library Board’s Attorney for renegotiations with City Commission on the 7 Mills agreement, Matt Hudson – Resident of Great Falls, Richard Irving – Resident of Great Falls, Gerry Jennings – Resident of Great Falls, Brianne Laurin – GFPL Foundation Executive Director, Paul Lloyd-Davies – Resident of Great Falls, Sandy Rice – GFPL Foundation Liaison, Bill Tacke – Resident of Great Falls, Sue Warren – Resident of Great Falls, Jane Weber – Resident of Great Falls

Ms. Olson called the meeting to order at 4:30 pm. Due to Ms. Olson’s internet connection, she asked Ms. Bulger to take the lead.

I. AGENDA APPROVAL

Ms. Bulger asked for an agenda approval.

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

Richard Irving, a resident of Great Falls, addressed the board with various concerns including the library’s Mission Statement, and his objections to Youth Services placement in the library redesign.

Ms. McIntyre reminded Mr. Irving that this is the time for public comment regarding the Agenda, not other topics.

Bill Tacke, a resident of Great Falls addressed the board regarding old business on the agenda. He recommended that no motion be called for the agreement between the Library Board of Trustees and the City Commission. He suggested that time be used for discussion, public comment, and education about the current situation.

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

II. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board with concerns regarding the ALA; and to not put the children in the basement.

Jane Weber, a resident of Great Falls, addressed the board regarding her excitement for the Arm Chair Traveler series as well as the decorating outside the library.

III. ADOPTION OF THE MINUTES

Ms. Bulger asked for a motion on the adoption of the October meeting minutes.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the October minutes as amended for grammatical issues. Ms. DeForest seconded the motion. Ms. Bulger opened for any public comment.

Richard Irving, a resident of Great Falls addressed the board. He complimented the library for lowering the agenda on the community board for people to see. He voiced his concerns with being censored by the library. He also voiced concern that the library has not had a presentation regarding the Israeli view point, but has had one about Palestine.

Ms. McIntyre stated that after the Palestine presentation, the library reached out to members of the Jewish community leaders regarding their perspective. They declined.

Ms. Johnson asked if the Cushing Terrell Design report on page three was actually the negation committee report. Ms. McIntyre stated that it was.

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

IV. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. Johnson asked for clarification on line item 34694 on page 7. Ms. McIntyre answered.

Ms. DeForest asked for clarification on line items 31101 and 31103 on page 7. Ms. McIntyre answered.

Ms. Johnson asked for clarification regarding the library cash flow on page 11. Ms. McIntyre answered.

Ms. Crist asked for clarification regarding the Gathering of Families refund on page 16. Ms. McIntyre answered.

Ms. Bulger 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. Bulger opened for any board discussion or public comment. Commissioner Wilson asked for clarification on the cost of MANGO languages. Ms. McIntyre answered. Ms. Bulger asked if anyone had more comments, upon hearing none she called for a vote. Motion passed unanimously.

V. REPORTS

Director Report

Ms. McIntyre give the director's report.

Statistical Report

No questions were asked regarding the statistical report.

Personnel Report

Ms. Bulger asked for clarification on the new hires. Ms. McIntyre answered.

GFPL Foundation Report

Ms. Rice gave a Foundation report. She covered the book-a-thon PSA premier, the Foundation's monthly e-blast, training sessions with the non-profit association, the Foundation's January board meeting, as well as an update on the Book-a-thon and Books & Brews revenue.

Chair Report

Ms. Olson stated the board should have received an email from the City Manager's office regarding the termination of the City Agreement. More will be discussed in Old Business.

Board Reports

No board reports were given.

VI. OLD BUSINESS

AGREEMENT BETWEEN THE LIBRARY BOARD OF TRUSTEES AND THE CITY COMMISSION

Ms. McIntyre presented the staff report on the agreement. She read an update that was approved by the City Commission to Section 7, on page 33, of the agreement. This update clarified when the agreement would take effect.

Ms. Johnson asked for an explanation on why the wording of Section 7 on page 33 in regards to the 3.5 mills is different than the wording of the agreement sent to the board by the City Manager's office. Ms. McIntyre explained that neither agreement explicitly states that the 3.5 mills will be continued. It is in the summary, because both parties agree that if the agreement is extended that would include the funding.

Mr. Bronson recapped the language of section 7 of the agreement.

Ms. McIntyre continued presenting the staff report.

Mr. Bronson explained the process of the agreement once it is approved. It should be a seamless transition.

Ms. DeForest asked if signing should be postponed due to timing. Ms. McIntyre asked that it be signed so the library can move forward with plans.

Ms. Bulger asked for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the agreement proposed by the City of Great Falls City Commission. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Sue Warren, a resident of Great Falls, addressed the board. She stated her appreciation on the City Commission, the Library Board, and the Library Staff. She stated her confidence, that once this decision is made, we have the opportunity to move towards success. It is time to move forward.

Bill Tacke, a resident of Great Falls addressed the board. He understands the importance of making this decision. He voiced his concerns on educating the community and getting the word out.

Richard Irving, a resident of Great Falls addressed the board. He feels that the library has received an overly generous result with this agreement. He also voiced his concerns with misinformation regarding the mill levy as well as his concern with where the children will be placed in the remodel.

Gerry Jennings, a resident of Great Falls, addressed the board. She disagrees with the previous statement made regarding misinformation. She agrees with agreeing to the agreement.

Jane Weber, a resident of Great Falls, addressed the board. She is disappointed that not all 7 mills were left intact. She agrees it is best to approve the agreement and move forward.

Ms. Bulger added that this agreement was a long, hard process. She feels that because of this situation, more people know about the inner workings of the library. She feels education the public is very important. She added that this agreement is as good as we are going to get at this time and that is why she is voting yes.

Ms. DeForest stated that we must make the best of a bad situation. That is why she is voting yes.

Ms. Crist appreciates all the hard work. She is disappointed, but feels it is the best we can do. She will be voting yes. She has concerns about the misinformation regarding the renegotiation, and asks that everyone just be civil. She also voiced her concerns that the agreement no longer lists the library director as a department head.

Ms. Johnson thanked the committee and everyone that has spoken. It is important to continue to educate. She added that part of the education needs to be that the city did not touch the current mill levy. It is important that the community know that the library will still have 20.5 mills.

Ms. Olson stated that she is disappointed in the city commission and does not feel they entered into the negotiations in a fair and productive way. She thanked the committee members as well as the community that has comments. She believes this is the best deal that the library can get, that is why she is voting yes.

Ms. McIntyre added that the library will continue to educate people on this issue, and agrees that it needs to be a civil conversation.

Ms. Bulger asked if anyone had more comments, upon hearing none she called for a vote. Motion passed unanimously.

ANNUAL REPORT

Ms. McIntyre presented the annual report.

Ms. Crist stated that it is a wonderful report.

Ms. Bulger asked for a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the annual report as presented and direct Library staff to deliver the report to the City Commission. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He asked that the board does not approve the annual report. He stated that it is not information, but propaganda. He added his concern with where the children will be placed in the remodel.

Ms. Johnson stated that the document looks beautiful, but feels it looks more like a marketing campaign than an informational report.

Ms. Bulger asked if there were any more public or board comments. Upon hearing none, she called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. NO: Ms. Johnson.)

VII. NEW BUSINESS

2025 LIBRARY HOLIDAY SCHEDULE

Ms. McIntyre presented the proposed 2025 Library Holiday Schedule.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the 2025 Library Holiday Schedule as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Ms. Crist stated that she respects the staff, but this schedule is for the staff not the public. We owe it to the public to think about what works for them in terms of holidays.

Ms. Johnson added that the impact fiscally needs to be considered as well.

Ms. Linder-Parkinson addressed that board with concerns about staff morale if the library were to be open on holidays. The morale of staff is already low and we may lose employees.

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

2025 LIBRARY BOARD MEETING SCHEDULE

Ms. McIntyre presented the 2025 Library Board Meeting schedule.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the 2025 Library Board Meeting Schedule as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Ms. Johnson added that since the library operates by a fiscal year, December is actually a mid-year month.

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

FOUNDATION APPROVED PROJECTS PROPOSAL

Ms. McIntyre presented the foundation approved projects proposal to the board.

Ms. Johnson asked for clarification on why we would add Kanopy as new service, if in a couple of months, we will need to make budget cuts due to the new city agreement. Ms. McIntyre stated that this is funded by the foundation and not out of operational funds which will have cuts. Ms. Johnson stated she understood this, but voiced concern that the general public may not understand the different sources of revenue. She added that it sounds like a great service, but we should put it on hold.

Ms. DeForest asked how much staff time will be needed to run the digital platforms. Ms. McIntyre stated very little beyond staff training.

Ms. Crist asked if this was an all or nothing ask. Ms. McIntyre stated that the board can pick and choose what to approve. Ms. Crist asked how are the items decided on. Ms. McIntyre stated that she gets input from the managers, who in turn get input from the staff. Ms. Laurin added that she works with Ms. McIntyre in regards to what the foundation may or may not fund.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approve the Foundation approved projects proposal as presented. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, she called for a vote. Motion passed by 4 (voting YES: Ms. Olson, Ms. DeForest, Ms. Crist, Ms. Bulger. NO: Ms. Johnson.)

VIII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Crist thanked Ms. Grulkowski for her service as an Ex Officio board member.

IX. ADJOURNMENT

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

Motion passed unanimously.

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

DRAFT

2220 Income Statement

Through 11/30/24
Detail Listing

Include Rollup Account/Rollup to Object

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

Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of	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	.00	.00	.00	.00	2,872,800.00	0	2,875,763.07
31103	REAL DELINQUENT AD VALOREM	8,000.00	1,396.78	11,080.56	11,080.56	(3,080.56)		139	8,395.33
31121	MOBILE HOME TAXES	2,000.00	204.35	625.67	625.67	1,374.33		31	9,295.19
31122	OTHER PERSONAL PROPERTY	5,000.00	643.79	751.23	751.23	4,248.77		15	29,630.22
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	143.97	695.52	695.52	1,104.48		39	3,706.11
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	36,331.35	36,331.35	36,331.35	(805.35)		102	37,063.74
33500	COAL TAX LIBRARY APPORTIONMENT	2,359.00	2,129.93	2,129.93	2,129.93	229.07		90	2,314.72
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	.00		+++	36,232.00
33800	LIBRARY SUPPORT	177,000.00	.00	.00	.00	177,000.00		0	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	.00		+++	1,457.57
34316	OFF-STREET LOTS TRANSIENT	1,600.00	50.00	400.00	400.00	1,200.00		25	3,962.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	590.00	1,990.00	1,990.00	10,800.00		16	12,250.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	340.00	2,100.65	2,100.65	3,399.35		38	4,817.71
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	854.53	5,805.85	5,805.85	6,194.15		48	13,131.21
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	.00	480.00	480.00	320.00		60	1,030.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	.00		+++	930.00
34836	CONVENIENCE FEE	.00	3.81	30.89	30.89	(30.89)		+++	26.65
35134	COLLECTION AGENCY FINES	.00	165.00	531.99	531.99	(531.99)		+++	800.76
35220	LOST BOOK FINES	6,500.00	680.41	3,623.60	3,623.60	2,876.40		56	7,028.94
36510	CONTRIBUTIONS & DONATIONS	10,000.00	.00	12,000.00	12,000.00	(2,000.00)		120	316,240.67
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	.00		+++	50.00
37110	REGULAR INTEREST	8,000.00	3,341.75	13,292.05	13,292.05	(5,292.05)		166	28,911.01
REVENUE TOTALS		\$3,161,675.00	\$46,875.67	\$91,869.29	\$91,869.29	\$3,069,805.71		3%	\$3,570,036.90
EXPENSE									
41110	SALARIES & HOURLY	1,557,273.00	100,749.21	586,304.17	586,304.17	970,968.83		38	1,069,987.06
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	1,862.45	1,862.45	(1,862.45)		+++	260.76

2220 Income Statement

Through 11/30/24
Detail Listing
Include Rollup Account/Rollup to Object

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

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
41315	VACATION TERMINATION	.00	12,810.40	24,235.87	(24,235.87)	+++	14,422.46
41325	SICK LEAVE TERMINATION	.00	4,116.62	12,630.37	(12,630.37)	+++	8,774.29
41360	HEALTH INSURANCE	361,555.00	23,451.00	134,767.00	226,788.00	37	249,932.58
41370	LIFE INSURANCE	2,131.00	178.61	966.09	1,164.91	45	1,908.41
41410	UNEMPLOYMENT INSURANCE	6,206.00	411.90	2,215.48	3,990.52	36	4,440.35
41420	WORKERS COMPENSATION	6,989.00	579.30	3,005.51	3,983.49	43	7,995.27
41430	FICA	96,551.00	7,076.16	37,466.48	59,084.52	39	65,279.50
41435	MEDICARE	22,584.00	1,654.90	8,762.24	13,821.76	39	15,267.06
41445	PERS	160,846.00	12,049.89	64,393.32	96,452.68	40	114,096.61
41510	MISCELLANEOUS PENSIONS	19,929.00	1,533.00	10,909.90	9,019.10	55	15,470.81
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	36,232.00
42110	PAPER & FORMS	3,000.00	.00	612.19	2,387.81	20	2,124.56
42120	COMPUTER ACCESSORIES	7,500.00	28.68	545.82	6,954.18	7	5,811.63
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	302.02	2,007.42	7,492.58	21	7,171.96
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	290.27	1,700.70	6,299.30	21	3,787.57
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	289.18	3,569.52	10,430.48	25	8,934.79
43110	POSTAGE, BOX RENT, ETC.	5,000.00	.00	4,000.00	1,000.00	80	4,000.00
43210	PRINTING, FORMS, ETC	.00	.00	.00	.00	+++	196.08
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	5,566.00	42,595.72	37,404.28	53	57,519.53
43350	MEMBERSHIPS & DUES	1,000.00	.00	.00	1,000.00	0	953.00
43410	TELEPHONE	3,400.00	266.07	1,275.73	2,124.27	38	2,944.19
43412	FAX & OTHER TELEPHONE LINES	3,000.00	.00	1,704.00	1,296.00	57	2,044.80
43420	ELECTRIC UTILITY	78,000.00	1,345.76	28,735.76	49,264.24	37	56,118.31
43430	GAS UTILITY	13,000.00	298.12	1,176.60	11,823.40	9	9,703.18
43440	CITY SANITATION DISPOSAL	2,100.00	.00	708.00	1,392.00	34	1,843.94
43450	WATER UTILITY	3,600.00	.00	2,027.99	1,572.01	56	2,804.42
43460	SEWER UTILITY	1,500.00	.00	450.44	1,049.56	30	885.70
43470	STORM DRAIN UTILITY	1,000.00	.00	385.24	614.76	39	926.38
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	1,544.70	38,435.20	15,064.80	72	46,678.26

2220 Income Statement

Through 11/30/24
Detail Listing
Include Rollup Account/Rollup to Object

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43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	1,755.40	1,755.40	9,213.34	24,986.66	27	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00	85.00	85.00	2,452.27	5,047.73	33	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00	5,843.73	5,843.73	10,207.23	12,792.77	44	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	.00	369.69	1,230.31	23	1,478.76
45515	CREDIT CARD FEES	984.00	96.18	96.18	634.04	349.96	64	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	.00	.00	.00	450.00	0	300,245.71
48130	CASH OVER/SHORT	.00	.00	.00	2.84	(2.84)	+++	.45
48611	HUMAN RESOURCES	35,998.00	2,999.83	2,999.83	14,999.15	20,998.85	42	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	193.25	966.25	1,352.75	42	4,491.02
48652	FISCAL SERVICES	18,151.00	1,512.58	1,512.58	7,562.90	10,588.10	42	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	1,321.65	1,850.35	42	3,060.96
48696	COMPUTER NETWORK	135.00	11.25	11.25	56.25	78.75	42	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	115.85	162.15	42	242.04
EXPENSE TOTALS		\$2,708,870.00	\$187,326.51	\$187,326.51	\$1,125,269.67	\$1,583,600.33	42%	\$2,279,842.56
Fund 2220 - LIBRARY Totals								
REVENUE TOTALS		3,161,675.00	46,875.67	46,875.67	91,869.29	3,069,805.71	3%	3,570,036.90
EXPENSE TOTALS		2,708,870.00	187,326.51	187,326.51	1,125,269.67	1,583,600.33	42%	2,279,842.56
Fund 2220 - LIBRARY Net Gain (Loss)		\$452,805.00	(\$140,450.84)	(\$140,450.84)	(\$1,033,400.38)	(\$1,486,205.38)	(228%)	\$1,290,194.34

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Income Statement

Through 12/31/24
Detail Listing

Include Rollup Account/Rollup to Object

Account	Account Description	Budget Amount	Annual	MTD	YTD	Budget Less	% of	Prior Year
				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	78,085.63	78,085.63	2,794,714.37	3	2,875,763.07	
31103	REAL DELINQUENT AD VALOREM	8,000.00	579.52	11,660.08	(3,660.08)	146	8,395.33	
31121	MOBILE HOME TAXES	2,000.00	1,105.96	1,731.63	268.37	87	9,295.19	
31122	OTHER PERSONAL PROPERTY	5,000.00	.00	751.23	4,248.77	15	29,630.22	
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	65.49	761.01	1,038.99	42	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	50.00	450.00	1,150.00	28	3,962.00	
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	370.00	2,360.00	10,430.00	18	12,250.00	
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	354.99	2,455.64	3,044.36	45	4,817.71	
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	821.37	6,627.22	5,372.78	55	13,131.21	
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	150.00	630.00	170.00	79	1,030.00	
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	+++	930.00	
34836	CONVENIENCE FEE	.00	2.20	33.09	(33.09)	+++	26.65	
35134	COLLECTION AGENCY FINES	.00	206.94	738.93	(738.93)	+++	800.76	
35220	LOST BOOK FINES	6,500.00	417.93	4,041.53	2,458.47	62	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	1,928.81	15,220.86	(7,220.86)	190	28,911.01	
REVENUE TOTALS		\$3,161,675.00	\$84,138.84	\$176,008.13	\$2,985,666.87	6%	\$3,570,036.90	
EXPENSE								
41110	SALARIES & HOURLY	1,557,273.00	101,437.07	687,741.24	869,531.76	44	1,069,987.06	
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	1,862.45	(1,862.45)	+++	260.76	

Income Statement

Through 12/31/24
Detail Listing

Include Rollup Account/Rollup to Object

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

Account	Account Description	Annual Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
41315	VACATION TERMINATION	.00	737.73	737.73	24,973.60	(24,973.60)	+++	14,422.46
41325	SICK LEAVE TERMINATION	.00	248.07	248.07	12,878.44	(12,878.44)	+++	8,774.29
41360	HEALTH INSURANCE	361,555.00	21,984.76	21,984.76	156,751.76	204,803.24	43	249,932.58
41370	LIFE INSURANCE	2,131.00	83.66	83.66	1,049.75	1,081.25	49	1,908.41
41410	UNEMPLOYMENT INSURANCE	6,206.00	358.43	358.43	2,573.91	3,632.09	41	4,440.35
41420	WORKERS COMPENSATION	6,989.00	518.19	518.19	3,523.70	3,465.30	50	7,995.27
41430	FICA	96,551.00	6,156.14	6,156.14	43,622.62	52,928.38	45	65,279.50
41435	MEDICARE	22,584.00	1,439.74	1,439.74	10,201.98	12,382.02	45	15,267.06
41445	PERS	160,846.00	10,666.48	10,666.48	75,059.80	85,786.20	47	114,096.61
41510	MISCELLANEOUS PENSIONS	19,929.00	1,547.60	1,547.60	12,457.50	7,471.50	63	15,470.81
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	.00	+++	36,232.00
42110	PAPER & FORMS	3,000.00	3.59	3.59	615.78	2,384.22	21	2,124.56
42120	COMPUTER ACCESSORIES	7,500.00	576.52	576.52	1,122.34	6,377.66	15	5,811.63
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	1,124.12	1,124.12	3,131.54	6,368.46	33	7,171.96
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	.00	.00	1,700.70	6,299.30	21	3,787.57
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	760.61	760.61	4,330.13	9,669.87	31	8,934.79
43110	POSTAGE, BOX RENT, ETC.	5,000.00	.00	.00	4,000.00	1,000.00	80	4,000.00
43210	PRINTING, FORMS, ETC	.00	.00	.00	.00	.00	+++	196.08
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	2,580.08	2,580.08	45,175.80	34,824.20	56	57,519.53
43350	MEMBERSHIPS & DUES	1,000.00	500.00	500.00	500.00	500.00	50	953.00
43410	TELEPHONE	3,400.00	.00	.00	1,275.73	2,124.27	38	2,944.19
43412	FAX & OTHER TELEPHONE LINES	3,000.00	.00	.00	1,704.00	1,296.00	57	2,044.80
43420	ELECTRIC UTILITY	78,000.00	953.49	953.49	29,689.25	48,310.75	38	56,118.31
43430	GAS UTILITY	13,000.00	853.18	853.18	2,029.78	10,970.22	16	9,703.18
43440	CITY SANITATION DISPOSAL	2,100.00	354.00	354.00	1,062.00	1,038.00	51	1,843.94
43450	WATER UTILITY	3,600.00	218.14	218.14	2,246.13	1,353.87	62	2,804.42
43460	SEWER UTILITY	1,500.00	225.22	225.22	675.66	824.34	45	885.70
43470	STORM DRAIN UTILITY	1,000.00	192.62	192.62	577.86	422.14	58	926.38
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	1,132.20	1,132.20	39,567.40	13,932.60	74	46,678.26

Income Statement

Through 12/31/24
Detail Listing

Include Rollup Account/Rollup to Object

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

Account	Account Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	1,830.00	1,830.00	11,043.34	23,156.66		32	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	1,161.93	1,161.93	11,369.16	11,630.84		49	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	.00	369.69	1,230.31		23	1,478.76
45515	CREDIT CARD FEES	984.00	88.72	88.72	722.76	261.24		73	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	.00	.00	.00	450.00		0	300,245.71
48130	CASH OVER/SHORT	.00	.00	.00	2.84	(2.84)		+++	.45
48611	HUMAN RESOURCES	35,998.00	2,999.83	2,999.83	17,998.98	17,999.02		50	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	193.25	1,159.50	1,159.50		50	4,491.02
48652	FISCAL SERVICES	18,151.00	1,512.58	1,512.58	9,075.48	9,075.52		50	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	1,585.98	1,586.02		50	3,060.96
48696	COMPUTER NETWORK	135.00	11.25	11.25	67.50	67.50		50	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	139.02	138.98		50	242.04
EXPENSE TOTALS		\$2,708,870.00	\$162,736.70	\$162,736.70	\$1,288,006.37	\$1,420,863.63		48%	\$2,279,842.56
Fund 2220 - LIBRARY Totals									
REVENUE TOTALS		3,161,675.00	84,138.84	84,138.84	176,008.13	2,985,666.87		6%	3,570,036.90
EXPENSE TOTALS		2,708,870.00	162,736.70	162,736.70	1,288,006.37	1,420,863.63		48%	2,279,842.56
Fund 2220 - LIBRARY Net Gain (Loss)		\$452,805.00	(\$78,597.86)	(\$78,597.86)	(\$1,111,998.24)	(\$1,564,803.24)		(246%)	\$1,290,194.34

2221 Income Statement

Through 11/30/24
Detail Listing

Include Rollup Account/Rollup to Object

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

Account	Account Description	Budget Amount	Annual	MTD	Actual Amount	YTD	Budget Less	% of	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	42,217.70	182,158.67	1,654,507.33	10	299,703.47		
36513	DL THOMSON TRUST	41,000.00	.00	22,825.00	18,175.00	56	12,361.76		
37110	REGULAR INTEREST	10,000.00	.00	2,879.11	7,120.89	29	15,918.43		
REVENUE TOTALS		\$1,887,666.00	\$42,217.70	\$207,862.78	\$1,679,803.22	11%	\$327,983.66		
EXPENSE									
42120	COMPUTER ACCESSORIES	12,000.00	.00	.00	12,000.00	0	29,271.65		
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	2,426.23	7,832.51	16,667.49	32	21,110.46		
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	381.84	1,814.11	15,185.89	11	14,889.18		
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	.00	.00	17,000.00	0	14,599.44		
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	139,925.00	8,857.66	65,381.56	74,543.44	47	142,726.70		
43550	COMPUTER PROGRAMMING	15,000.00	233.85	935.40	14,064.60	6	2,341.24		
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	1,684,416.00	58,348.25	189,179.73	1,495,236.27	11	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	1,309.96	8,386.61	24,113.39	26	29,744.59		
49310	IMPROVEMENTS OTHER THAN BUILDINGS	40,000.00	.00	.00	40,000.00	0	.00		
EXPENSE TOTALS		\$1,987,341.00	\$71,557.79	\$273,529.92	\$1,713,811.08	14%	\$359,573.42		
Fund 2221 - LIBRARY FOUNDATION Totals									
REVENUE TOTALS		1,887,666.00	42,217.70	207,862.78	1,679,803.22	11%	327,983.66		
EXPENSE TOTALS		1,987,341.00	71,557.79	273,529.92	1,713,811.08	14%	359,573.42		
Net Gain (Loss)		(\$99,675.00)	(\$29,340.09)	(\$65,667.14)	\$34,007.86	66%	(\$31,589.76)		

2221 Income Statement

Through 12/31/24
Detail Listing
Include Rollup Account/Rollup to Object

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Account	Account Description	Budget Amount	Annual	MTD	YTD	Budget Less	% of	Prior Year
				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	39,855.34	222,014.01	1,614,651.99	12	299,703.47	
36513	DL THOMSON TRUST	41,000.00	.00	22,825.00	18,175.00	56	12,361.76	
37110	REGULAR INTEREST	10,000.00	843.35	5,033.13	4,966.87	50	15,918.43	
	REVENUE TOTALS	\$1,887,666.00	\$40,698.69	\$249,872.14	\$1,637,793.86	13%	\$327,983.66	
	EXPENSE							
42120	COMPUTER ACCESSORIES	12,000.00	.00	.00	12,000.00	0	29,271.65	
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	285.94	8,118.45	16,381.55	33	21,110.46	
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	387.00	2,201.11	14,798.89	13	14,889.18	
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	.00	.00	17,000.00	0	14,599.44	
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	139,925.00	4,783.33	70,164.89	69,760.11	50	142,726.70	
43550	COMPUTER PROGRAMMING	15,000.00	.00	935.40	14,064.60	6	2,341.24	
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	1,684,416.00	37,191.19	226,370.92	1,458,045.08	13	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	563.03	8,949.64	23,550.36	28	29,744.59	
49310	IMPROVEMENTS OTHER THAN BUILDINGS	40,000.00	.00	.00	40,000.00	0	.00	
	EXPENSE TOTALS	\$1,987,341.00	\$43,210.49	\$316,740.41	\$1,670,600.59	16%	\$359,573.42	
Fund	2221 - LIBRARY FOUNDATION Totals							
	REVENUE TOTALS	1,887,666.00	40,698.69	249,872.14	1,637,793.86	13%	327,983.66	
	EXPENSE TOTALS	1,987,341.00	43,210.49	316,740.41	1,670,600.59	16%	359,573.42	
Fund	2221 - LIBRARY FOUNDATION Net Gain (Loss)	(\$99,675.00)	(\$2,511.80)	(\$66,868.27)	\$32,806.73	67%	(\$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	\$ (187,326.51)
FUND BALANCE DECEMBER 1	\$ 712,246.66

DECEMBER-RECONCILED TO NW

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	\$ 712,246.66
TOTAL REVENUE DECEMBER	\$ 84,138.84
TOTAL EXPENSES DECEMBER	\$ (162,736.70)
FUND BALANCE JANUARY 1	\$ 633,648.80

JANUARY ESTIMATED

FUND BALANCE JANUARY 1	\$ 633,648.80
TOTAL REVENUE JANUARY	\$ 1,299,828.41
TOTAL EXPENSES JANUARY	\$ (193,950.44)
FUND BALANCE FEBRUARY 1	\$ 1,739,526.77

FEBRUARY ESTIMATED

FUND BALANCE FEBRUARY 1	\$ 1,739,526.77
TOTAL REVENUE FEBRUARY	\$ 24,932.50
TOTAL EXPENSES FEBRUARY	\$ (193,950.44)
FUND BALANCE MARCH 1	\$ 1,570,508.84

MARCH ESTIMATED

FUND BALANCE MARCH 1	\$ 1,570,508.84
TOTAL REVENUE MARCH	\$ 26,932.50
TOTAL EXPENSES MARCH	\$ (274,811.61)
FUND BALANCE APRIL 1	\$ 1,322,629.72

APRIL ESTIMATED

FUND BALANCE APRIL 1	\$ 1,322,629.72
TOTAL REVENUE APRIL	\$ 23,932.50
TOTAL EXPENSES APRIL	\$ (193,950.44)
FUND BALANCE MAY 1	\$ 1,152,611.78

MAY ESTIMATED

FUND BALANCE MAY 1	\$ 1,152,611.78
TOTAL REVENUE MAY	\$ 53,932.50
TOTAL EXPENSES MAY	\$ (193,950.44)
FUND BALANCE JUNE 1	\$ 1,012,593.85

JUNE ESTIMATED

FUND BALANCE JUNE 1	\$ 1,012,593.85
TOTAL REVENUE JUNE	\$ 1,264,752.50
TOTAL EXPENSES JUNE	\$ (193,950.44)
FUND BALANCE JULY 1	\$ 2,083,395.91

CERTIFIED MILL VALUE	\$ 132,152.00
Estimated tax revenue per mill	\$ 120,400.00
TOTAL ESTIMATED TAX REVENUE	\$ 2,889,600.00
ESTMATED TAX COLLECTION PRE-DECEMBER	\$ 13,152.98
ESTMATED DECEMBER COLLECTION	\$ 79,771.11
ESTMATED COLLECTION JAN THROUGH MAY	\$ 1,321,395.91
ESTMATED JUNE COLLECTION	\$ 1,186,320.00

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--estimated	\$ 1,207,395.91
Tax Collection February--estimated	\$ 21,000.00
Tax Collection March--estimated	\$ 23,000.00
Tax Collection April--estimated	\$ 20,000.00
Tax Collection May--estimated	\$ 50,000.00
Tax Collection June--estimated	\$ 1,186,320.00
TOTAL	\$ 2,600,640.00

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	\$ 1,299,828.41
February	\$ 24,932.50
March	\$ 26,932.50
April	\$ 23,932.50
May	\$ 53,932.50
June	\$ 1,264,752.50
	\$ 2,870,319.04

Expense	Fund Balance
	\$ 1,745,647.04
	(263,148.01)
	\$ 1,485,459.37
	(326,947.59)
	\$ 1,178,579.57
	(177,849.04)
	\$ 1,014,963.28
	(169,998.52)
	\$ 852,697.50
	(187,326.51)
	\$ 712,246.66
	(193,950.44)
	\$ 518,296.22
	(193,950.44)
	\$ 324,345.78
	(274,811.61)
	\$ 49,534.17
	(193,950.44)
	\$ (144,416.27)
	(193,950.44)
	\$ (338,366.71)
	(193,950.44)
	\$ (532,317.15)

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 will be received in January.

Great Falls Public Library Vendor Summary (2220)

NOVEMBER 2024

1/5/2025

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	\$ -	\$ 485.00
AT Klemens Inc	(Building Repair)	\$ 85.00	\$ 824.50
Baker & Taylor	(Jobber)	\$ 3,466.81	\$ 11,213.85
Barnes & Noble Books	(Materials Purchased)	\$ 64.79	\$ 64.79
Book Page	(Subscription)	\$ -	\$ 414.00
Bronson, Bill	(Negotiation Council)	\$ 1,170.00	\$ 5,550.00
Castle Branch	(Background Checks)	\$ -	\$ 9.92
Cengage/Gale	(Jobber)	\$ 987.56	\$ 2,707.91
Center Point	(Jobber)	\$ -	\$ 44.94
Central Lock and Safe	(Keys)	\$ -	\$ 29.50
Century Link	(Telephone)	\$ 266.07	\$ 1,010.51
Chemnet	(Drug Testing)	\$ -	\$ 148.80
Choteau Acantha	(Subscription)	\$ -	\$ 50.00
Communication Resources	(Phone/Network Systems)	\$ 130.00	\$ 130.00
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 3,718.74
Envisionware	(renewal)	\$ -	\$ 575.00
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 317.50
Fisher's Technology	(Copier Agreement)	\$ 607.46	\$ 1,542.94
Great Falls ACE Hardware	(Building Supplies)	\$ -	\$ 19.99
Kone, Inc	(Elevator Agreement)	\$ 4,559.28	\$ 4,559.28
MASCO	(Building Supplies)	\$ 74.88	\$ 1,284.31
Mastercard		\$ 2,616.64	\$ 10,120.10
Midwest Tape	(Jobber)	\$ -	\$ 10,000.00
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 113.90
Montana Air Cartage	(Courier Service)	\$ 455.40	\$ 1,683.00
Morrison-Maierle	(Network Maintenance)	\$ -	\$ 37.50
National Laundry	(Maintenance Supplies)	\$ 35.40	\$ 139.40
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 163.87
OCLC Online	(Annual Service)	\$ -	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ -	\$ 15,500.00
Pitney Bowes	(Mailing Machine lease)	\$ -	\$ 369.69
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	\$ 72.00
USPS	(postage for mailing unit)	\$ -	\$ 4,000.00
Vision Net, Inc	(Internet Service)	\$ -	\$ 1,704.00
Wendt Advertising	(Website Maintenance)	\$ 412.50	\$ 412.50
WAR	(Subscription)	\$ -	\$ 55.00
		\$ 15,680.78	\$ 115,620.24

Great Falls Public Library Vendor Summary (2220)

NOVEMBER 2024

1/5/2025

Mastercard Transaction Breakdown			
Amazon	Materials Purchased	\$	248.84
Amazon	VGA port	\$	28.68
Amazon	Maintenance Supplies	\$	106.90
Amazon	Office Supplies	\$	100.69
Billings Gazette	Subscription	\$	501.00
Evonence	Google Services (September)	\$	566.10
Evonence	Google Services (October)	\$	566.10
Montana Standard	Subscription	\$	297.00
Staples	Office Supplies	\$	121.27
Walgreens	Office Supplies	\$	20.97
Walmart	Office Supplies	\$	59.09
TOTAL:			\$2,616.64

Great Falls Public Library Vendor Summary (2220)

DECEMBER 2024

1/5/2025

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	\$ -	\$ 485.00
AT Klemens Inc	(Building Repair)	\$ -	\$ 824.50
Baker & Taylor	(Jobber)	\$ 2,030.81	\$ 13,244.66
Barnes & Noble Books	(Materials Purchased)	\$ -	\$ 64.79
Book Page	(Subscription)	\$ -	\$ 414.00
Bronson, Bill	(Negotiation Council)	\$ 1,545.00	\$ 7,095.00
Castle Branch	(Background Checks)	\$ -	\$ 9.92
Cengage/Gale	(Jobber)	\$ 549.27	\$ 3,257.18
Center Point	(Jobber)	\$ -	\$ 44.94
Central Lock and Safe	(Keys)	\$ -	\$ 29.50
Century Link	(Telephone)	\$ -	\$ 1,010.51
Chemnet	(Drug Testing)	\$ -	\$ 148.80
Choteau Acantha	(Subscription)	\$ -	\$ 50.00
CM Russell Museum	(Museum Consort. Membership)	\$ 500.00	\$ 500.00
Communication Resources	(Phone/Network Systems)	\$ -	\$ 130.00
De Lage Landen	(Copier Agreement)	\$ 676.99	\$ 4,395.73
Envisionware	(renewal)	\$ -	\$ 575.00
Ferguson Enterprises	(Maintenance Supplies)	\$ -	\$ 317.50
Fisher's Technology	(Copier Agreement)	\$ 484.94	\$ 2,027.88
Great Falls ACE Hardware	(Building Supplies)	\$ -	\$ 19.99
Kone, Inc	(Elevator Agreement)	\$ -	\$ 4,559.28
MASCO	(Building Supplies)	\$ -	\$ 1,284.31
Mastercard		\$ 3,432.04	\$ 13,552.14
Midwest Tape	(Jobber)	\$ -	\$ 10,000.00
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 113.90
Montana Air Cartage	(Courier Service)	\$ -	\$ 1,683.00
Morrison-Maierle	(Network Maintenance)	\$ -	\$ 37.50
Mr. Green Landscape	(Snow Plow service)	\$ 285.00	\$ 285.00
National Laundry	(Maintenance Supplies)	\$ -	\$ 139.40
North 40 Outfitters	(Maintenance Supplies)	\$ -	\$ 163.87
OCLC Online	(Annual Service)	\$ -	\$ 6,980.60
Overdrive	(MT Library 2 Go)	\$ -	\$ 15,500.00
Pitney Bowes	(Mailing Machine lease)	\$ -	\$ 369.69
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)	\$ 165.00	\$ 577.50
WAR	(Subscription)	\$ -	\$ 55.00
		\$ 9,669.05	\$ 125,289.29

Great Falls Public Library Vendor Summary (2220)

DECEMBER 2024

1/5/2025

Mastercard Transaction Breakdown			
ACE Hardware	Tech Services Supplies	\$	3.59
Amazon	Office Supplies	\$	276.97
Amazon	Presentation Presenter Light	\$	21.49
Amazon	Dual Monitor Support	\$	111.52
Amazon	Maintenance Supplies	\$	74.97
Double G Engraving	Sarah C. Business Cards	\$	46.69
Encompass Supply	Maintenance Supplies	\$	647.64
Evonence	Google Services (November)	\$	566.10
Evonence	Google Services (December)	\$	566.10
Flywheel	Webhosting Plan	\$	300.00
Namebadges.com	Name tags for Staff	\$	71.68
QuickServ	Drive-up window microphone	\$	91.51
Staples	Office Supplies	\$	452.96
Staples	Postage Scale	\$	95.71
Walmart	Office Supplies	\$	67.11
Walmart	Maintenance Supplies	\$	38.00
TOTAL:			\$3,432.04

Great Falls Public Library Foundation Vendor Summary (2221)

NOVEMBER 2024

1/5/2025

Vendor Name		MTD	YTD
All State Signs	(Replacement Storywalk Plixi, Shakespeare in the Parks Banner)	\$ -	\$ 252.00
Baker & Taylor	(Jobber)	\$ 7,762.06	\$ 36,450.57
Big Sky Bus Lines	(MT Rep Transportation for students)	\$ 2,003.20	\$ 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)	\$ 36,601.00	\$ 149,317.25
Downtown Great Falls	(Christmas Stroll, Parade of Lights)	\$ -	\$ 80.00
Envisionware	(RFID Unit & software)	\$ -	\$ 570.23
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	\$ 250.00
Information Today	(Materials)	\$ 493.03	\$ 493.03
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
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	\$ 18,697.25
Marshall, Sage	(Book Purchase)	\$ -	\$ 18.00
Mastercard		\$ 2,250.58	\$ 12,079.46
Montana Repertory Theater	(KP/YA Performance)	\$ -	\$ 500.00
Old Blue Heritage	(Adult Summer Reading)	\$ -	\$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	\$ 131.00	\$ 18,150.69
Paris Gibson Square MOA	(Memory Café)	\$ -	\$ 120.00
Penworthy Company	(Jobber)	\$ 206.60	\$ 506.62
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,962.70
Rowman & Littlefield	(Jobber)	\$ 113.07	\$ 113.07
Setpoint Public Relations	(Annual Report Graphic Design)	\$ 3,050.00	\$ 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		\$ 71,557.79	\$ 273,529.92

Great Falls Public Library Foundation Vendor Summary (2221)

NOVEMBER 2024

1/5/2025

Mastercard Transaction Breakdown			
4-Imprint	FAP - Community Engagement	\$	923.97
Albertsons	FAP - Armchair Travler	\$	29.97
Amazon	KP/YA Supplies	\$	222.21
Amazon	Book Club Books	\$	151.90
AT&T	Bookmobile Hotspot	\$	233.85
CANVA	KP/YA & Adult Programing Software	\$	59.54
Hobby Lobby	Circ/Ref Decorations	\$	250.88
Michaels	Circ/Ref Decorations	\$	35.96
Sam's Club	KP/YA Supplies	\$	200.82
Strawberry Hill Baking Co.	FAP - Armchair Travler	\$	46.48
Walmart	Bookmobile rug	\$	95.00
TOTAL:			\$ 2,250.58

Great Falls Public Library Foundation Vendor Summary (2221)

DECEMBER 2024

1/5/2025

Vendor Name		MTD	YTD
	(Replacement Storywalk Plixi, Shakespeare in the Parks Banner)	\$ -	\$ 252.00
All State Signs			
Baker & Taylor	(Jobber)	\$ 4,484.41	\$ 40,934.98
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)	\$ 37,191.19	\$ 186,508.44
Downtown Great Falls	(Christmas Stroll, Parade of Lights)	\$ -	\$ 80.00
Envisionware	(RFID Unit & software)	\$ -	\$ 570.23
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
Information Today	(Materials)	\$ -	\$ 493.03
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
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		\$ 1,534.89	\$ 13,614.35
Montana Repertory Theater	(KP/YA Performance)	\$ -	\$ 500.00
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
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			
		\$ 43,210.49	\$ 316,740.41

Great Falls Public Library Foundation Vendor Summary (2221)

DECEMBER 2024

1/5/2025

Mastercard Transaction Breakdown		
4-Imprint	FAP - Community Engagement	\$ 313.97
Amazon	Adult Programs	\$ 39.99
Amazon	Volunteer Appr.	\$ 61.98
Amazon	KP/YA Supplies	\$ 53.98
Amazon	KP/YA Supplies	\$ 150.37
Cassiopeia	Materials Purchased	\$ 187.00
Dragonfly Dry Goods	Materials Purchased	\$ 111.92
Etsy - Leanne Marie Crafts	FAP - KP/YA Washable clothing	\$ 78.50
Hobby Lobby	Memory Café	\$ 20.08
Oriental Trading Post	Parade of Lights Decorations	\$ 36.01
Staples	Date Stamp for KP/YA	\$ 3.09
Steve Hargadon	ChatGPT Training	\$ 387.00
USPS	Stamps for Volunteer Appr. Postcards	\$ 56.00
Walmart	Memory Café	\$ 35.00
TOTAL:		\$ 1,534.89

GREAT FALLS PUBLIC LIBRARY DONATIONS
 2221 LIBRARY FOUNDATION FUND

DECEMBER 2024 DONATIONS

IN MEMORY OF

ANDY & XANDER BLEWETT	\$ 30.00	JIM WOLF (NF)
	\$ 30.00	TIM WYLDER (NF)
NANCY WOOLARD	\$ 100.00	FRANK BUSHELL (NF)

IN HONOR OF

ADDISON BROWN	\$ 30.00	ADDISON BROWN (JUVENILE)
ELLIE BROWN	\$ 20.00	ELLIE BROWN (JUVENILE)

FOUNDATION

\$ 37,191.19	LIBRARY REMODEL
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OTHER

WARREN ANDERSON	\$ 175.00	BEST USE DONATION
KURT & VELDA BALTRUSCH	\$ 1,000.00	BEST USE DONATION
DAN & MARY BETH EWEN	\$ 1,000.00	BEST USE DONATION
JAMES MCNEIL	\$ 25.00	HOME BOUND PROGRAM DONATION
PATRONS	\$ 34.15	BEST USE DONATION
PATRONS	\$ 200.00	WITHDRAWN BOOK SALES
SYDNEY SPRINGER	\$ 20.00	BEST USE DONATION - TUNE PIANO

TOTAL: \$ 39,855.34

GREAT FALLS PUBLIC LIBRARY DONATIONS
 2221 LIBRARY FOUNDATION FUND

NOVEMBER 2024 DONATIONS

IN MEMORY OF

IN HONOR OF

FOUNDATION

\$ 36,601.00 LIBRARY REMODEL

OTHER

AAUW	\$ 1,000.00	BOOK SALE DONATION
ANONYMOUS	\$ 2,500.00	STAFF SUPPORT
GRACE LACY	\$ 300.00	BEST USE DONATION
KATHRYN LEWIS	\$ 1,000.00	BEST USE DONATION
Mansfield	\$ 300.00	Refund of Theater Down Payment
MT FARMERS UNION	\$ 131.00	LIBRARY 2 GO BOOKS (403)
PATRONS	\$ 26.70	BEST USE DONATION
PATRONS	\$ 239.00	WITHDRAWN BOOK SALES
SYDNEY SPRINGER	\$ 20.00	BEST USE DONATION - TUNE PIANO
JERRY & NADYNE WEISSMAN	\$ 100.00	BEST USE DONATION

TOTAL: \$ 42,217.70



Management Team Report: Maintenance

Great Falls Public Library

January 2025

1. STAFFING:

- Custodian II (Full Time). Currently filled by John Collins Jr. He began his employment with the Library in December of 2023 as a Custodian I. On August 1, 2024 he took the position of Custodian II (Lead Custodian) due to the retirement of Bob Miller.
- Custodian I (Full Time). Currently filled by Caitlyn King. She began her employment with the Library in July of 2024 as a Custodian I. Her probationary period ended in January 2025
- Custodian I (Part Time). Currently filled by Maribeth Wilcox. She began her employment with the Library in September of 2024 as a Custodian I (Part Time). Her probationary period ends in March 2025.

2. ESSENTIAL FUNCTIONS:

- Maintenance of Library and Library Grounds. The team provides cleaning services and minor maintenance repairs for the Library building that is 57 years old and has an estimated square footage of roughly 62000 square feet. The team also maintains the Library Park, staff parking lot and grounds surrounding the Library building by performing lawn care and snow removal. The building contains 12 restrooms consisting of 16 toilets, 3 urinals, and 13 sinks. There are also little over 690 fluorescent light fixtures to be maintained.
 - After the removal of the Band shell, the maintenance team worked on cleanup and laying sod down in preparation for the Summer Music series. The team painted the slab where the band shell was with a non-skid paint in preparation for winter to reduce slipping hazard due to snow.
- Assists in the day-to-day functioning of the Library. The team assists other departments by the delivering of materials, packages, and donations to appropriate departments as well as retrieving books from the book drop daily.
 - The team has also assisted in the decorating of the bookmobile for the Fourth of July parade and will do so again for the Parade of Lights.
- Contributes to making the Library environment a welcoming, safe, and inviting place. The team performs the setup and tear down of events such as the Summer Music series, Winter speaker series, board meetings, youth programs, and any other events or meetings the Library hosts. The team also assists other departments in the moving of furniture in order to make the space more inviting and functional for that individual department.

3. FISCAL YEAR 2025:

- 42390 Other Repairs & Maintenance Supplies **FY2025 Budget: \$14,000**
 - 32% of the budget utilized to date. Mostly used for consumable items (paper towels, bath tissue, trash bags, etc)
- 43620 Building Repairs & Maintenance **FY2025 Budget: \$7,500**

- 33% of the budget utilized to date. Broken sprinkler heads, water fountain repairs, sprinkler system winterization.

4. CHALLENGES:

The team went through a change of personnel during the months of July through September 2024. Since then the team has been working on cohesion and establishing best practices in the execution of their daily tasks.

5. WAY AHEAD:

The team is working on identifying ways to increase effectiveness and efficiency in their daily tasks. The team is working on becoming a reliable and stable supporting effort for the other departments and Library programs as needed.

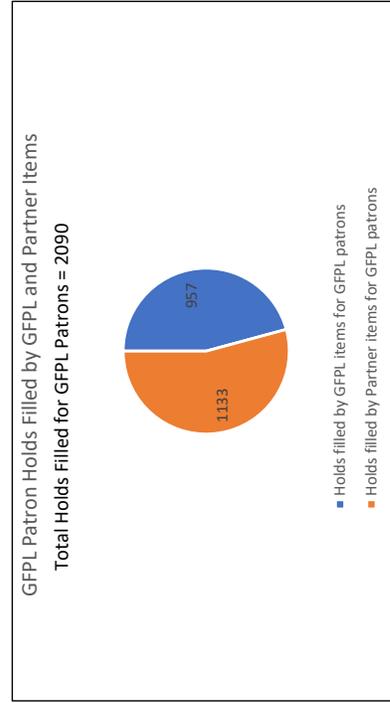
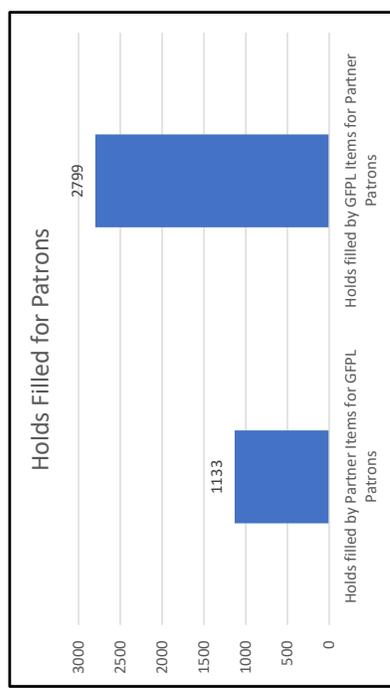
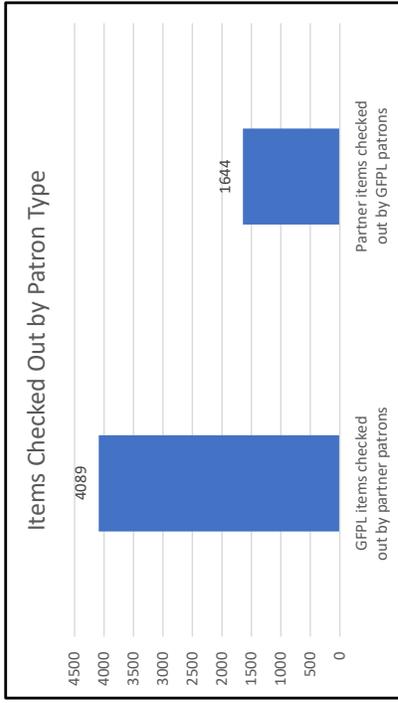
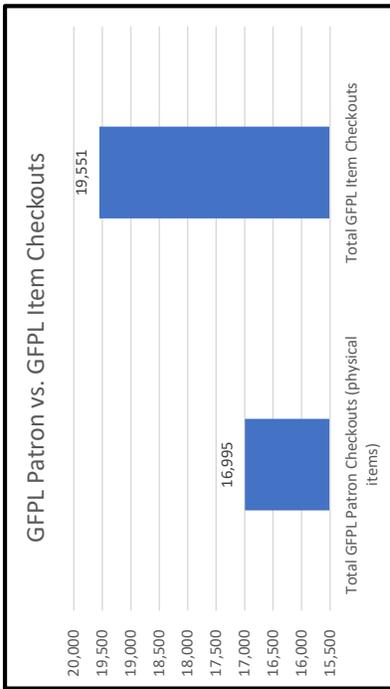
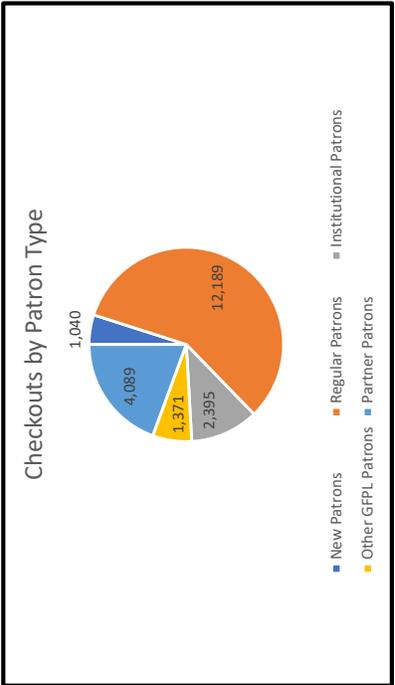
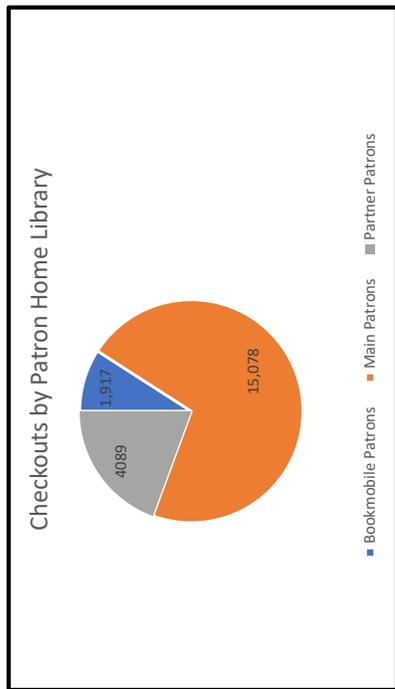




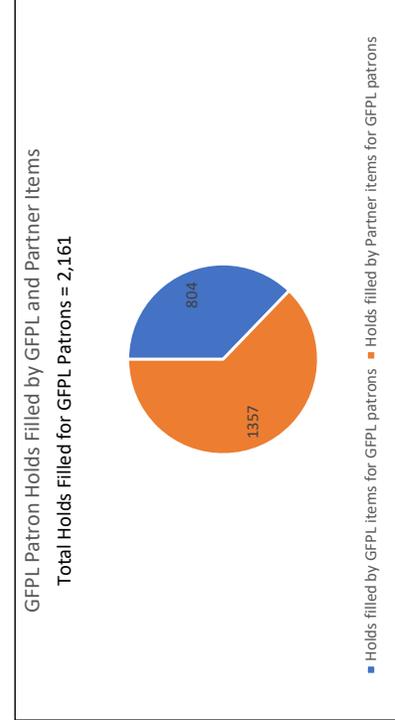
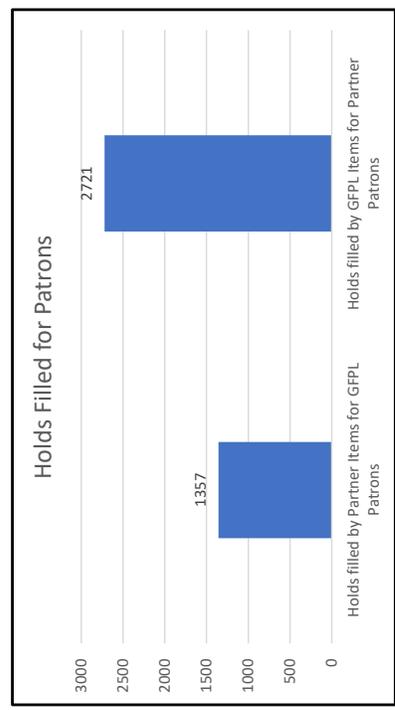
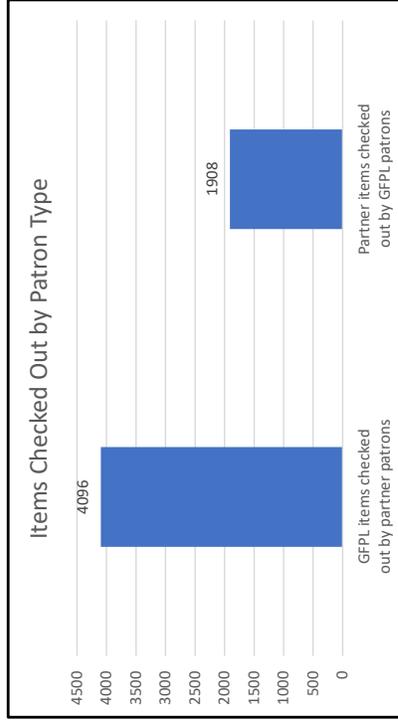
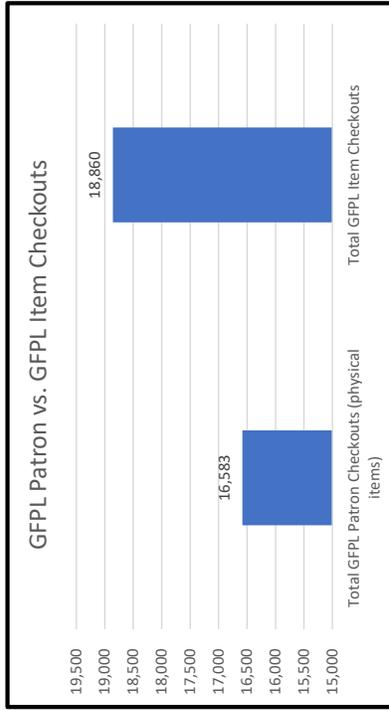
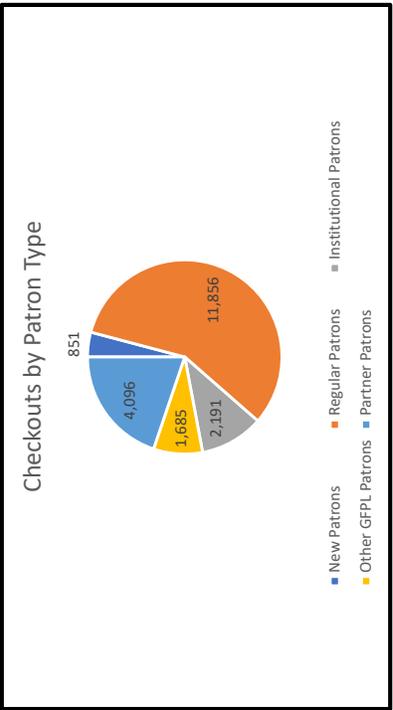
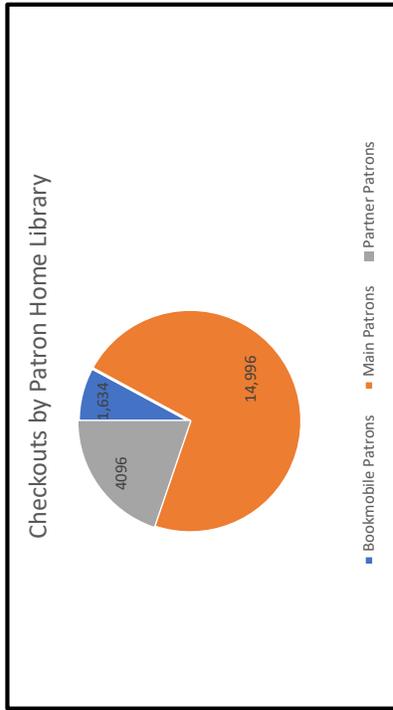
Director's Report Great Falls Public Library January 2025

- 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 expect to receive 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.
- EARLY LITERACY OUTREACH GRANT:** We have gone through the hiring process and hope to have our new Early Literacy Outreach specialist starting work in mid-February. Rae McFadden (Youth Services Librarian) is working with our community partners to recruit pre-schools and childcare centers to host on-site Early Literacy programming (Story Time, Toddler Time and Books & Babies).
- WEDSWORTH CLOSURE:** I'm saddened to report that the Wedsworth Memorial Library in Cascade is closed for an indefinite time period do to lead contamination. The 100+ Great Falls Public Library items that are checked out to Wedsworth will not be returned until they have been properly mitigated. We have renewed all of the items and will work with Nancy Royan (Library Director) to adjust our Bookmobile schedule. We wish the Wedsworth Library and the patrons in Cascade all of the best and hope for a quick process.
- TAX HELP MONTANA:** For many years, the Library has been a host site for Tax Help Montana, a program of Rural Dynamics Inc. We have been proud to provide a space for a quality non-profit to provide hands-on assistance to community members. Rural Dynamics now has their own permanent space and will providing services in their building rather than working with community partner host sites. This year, Library will continue to provide information and referrals to patrons with tax questions, but we will not have on-site tax assistance.
- QUARTERLY ALL-STAFF MEETINGS:** Library staff are our greatest asset and the most important component to providing excellent service. The Management Team is discussing scheduling quarterly All-Staff meetings. With our expanded hours, we would need to open the Library 1 hour late (at 10:00 am) once every three months to accommodate quarterly meetings. I'm interested in Board feedback about this idea.
- STAFF TRAINING AND ONBOARDING:** Big thanks to the Library Management team. We have developed a new onboarding packet which includes a checklist of all needed onboarding activities and a variety of informational materials. All of the onboarding documents are uploaded on a shared drive for easy reference. Additionally, all existing staff are participating in the four core training modules—Patron Behavior, Cyber Security, Intellectual Freedom and Customer Service. The checklist has been included in your packet for reference.
- HOTSPOTS:** Big thanks to Sara Linder-Parkinson (Public Services Librarian) for her work on our hotspots. Over the last several months, she has organized the hotspots, updated our documentation and ensured coordination with the State Library regarding which hotspots are in circulation and which should be shut-off. She also facilitated the State Library providing 19 more hotspots to the Great Falls Public Library collection. (For a short minute, we actually have hotspots on the shelf for immediate checkout!)
- ANNUAL REPORT TO THE CITY COMMISSION:** We are working on printing copies of the FY2024 Annual Report. The presentation to the City Commission is scheduled for Tuesday February 18th at 5:30 pm. Thanks to Board Trustee Jessica Crist for agreeing to lead the presentation with me. I hope that many of you can attend.

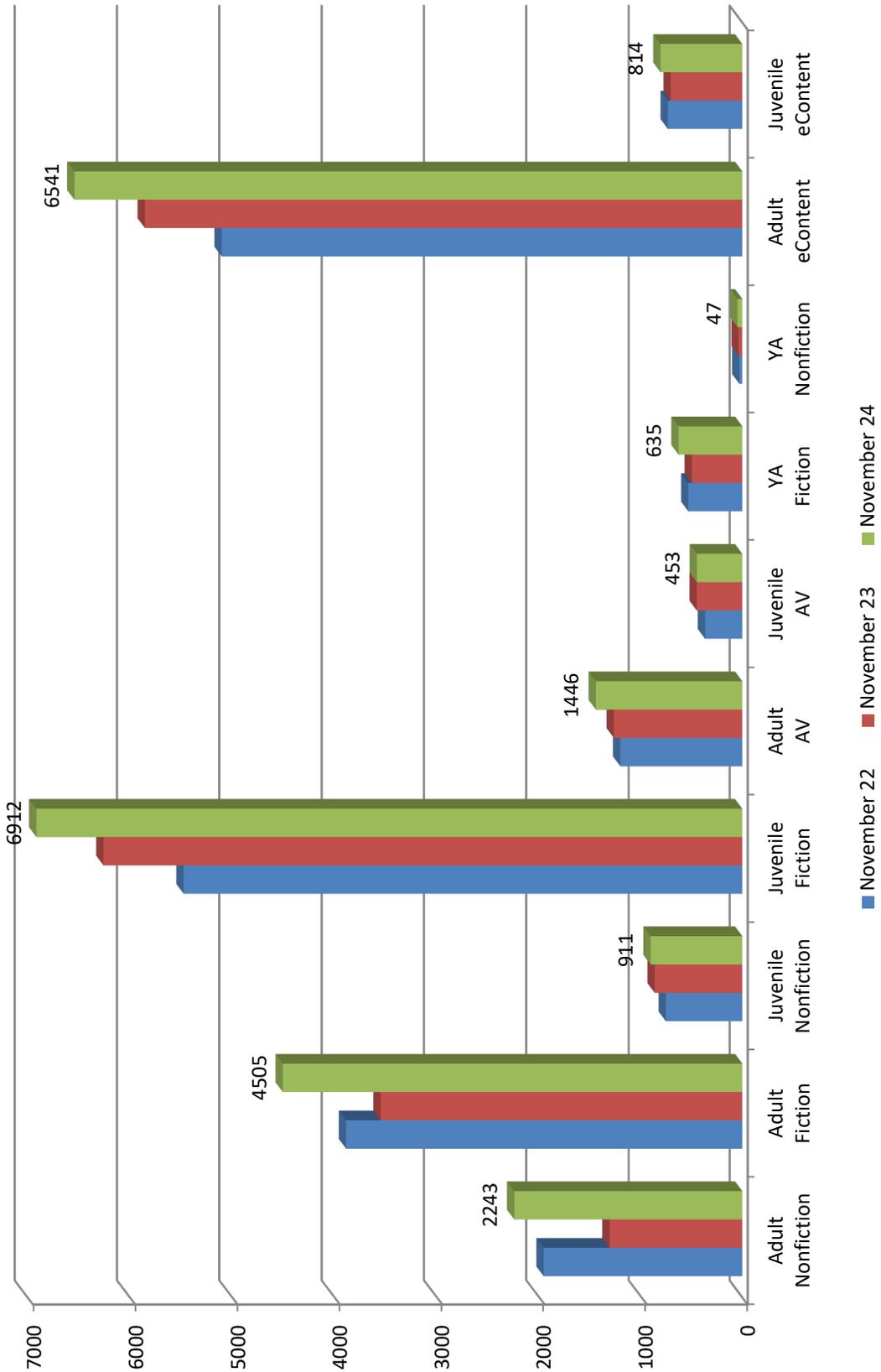
November 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



December 2024: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS

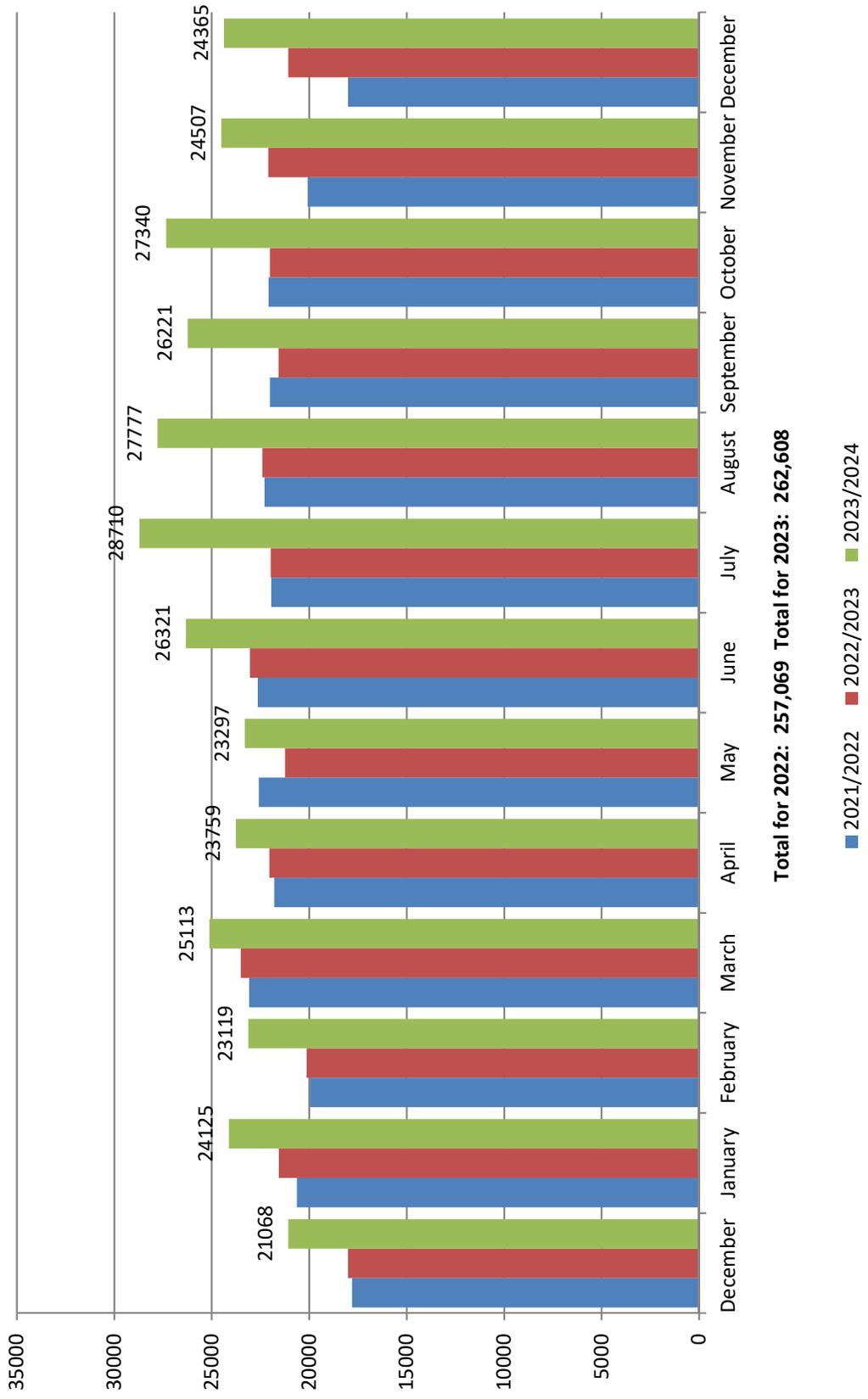


Comparison of Circulation Totals November 2022, 2023, and 2024



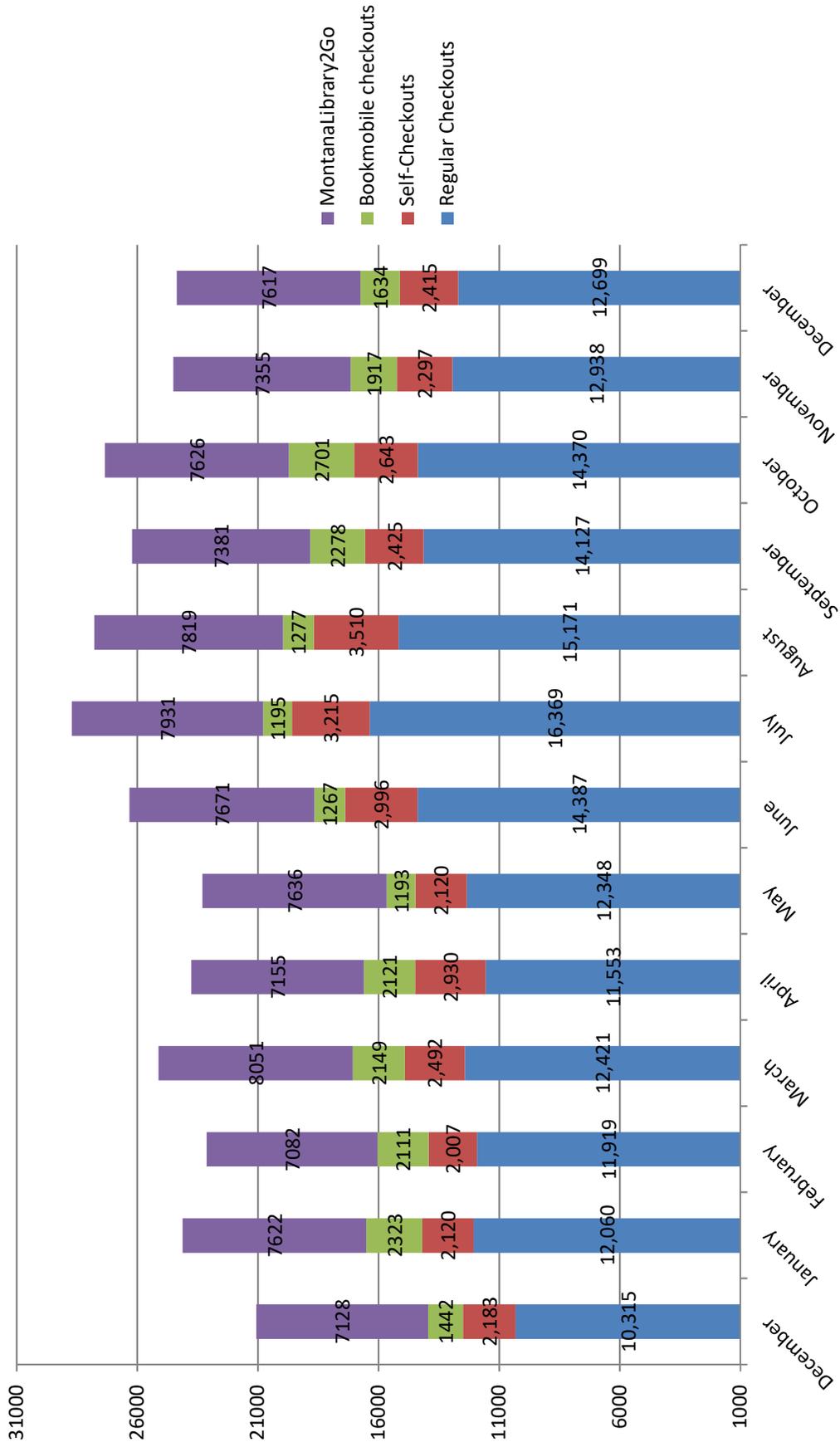
Total Monthly Circulation

Total Circulation Previous 12 Months: 304,654

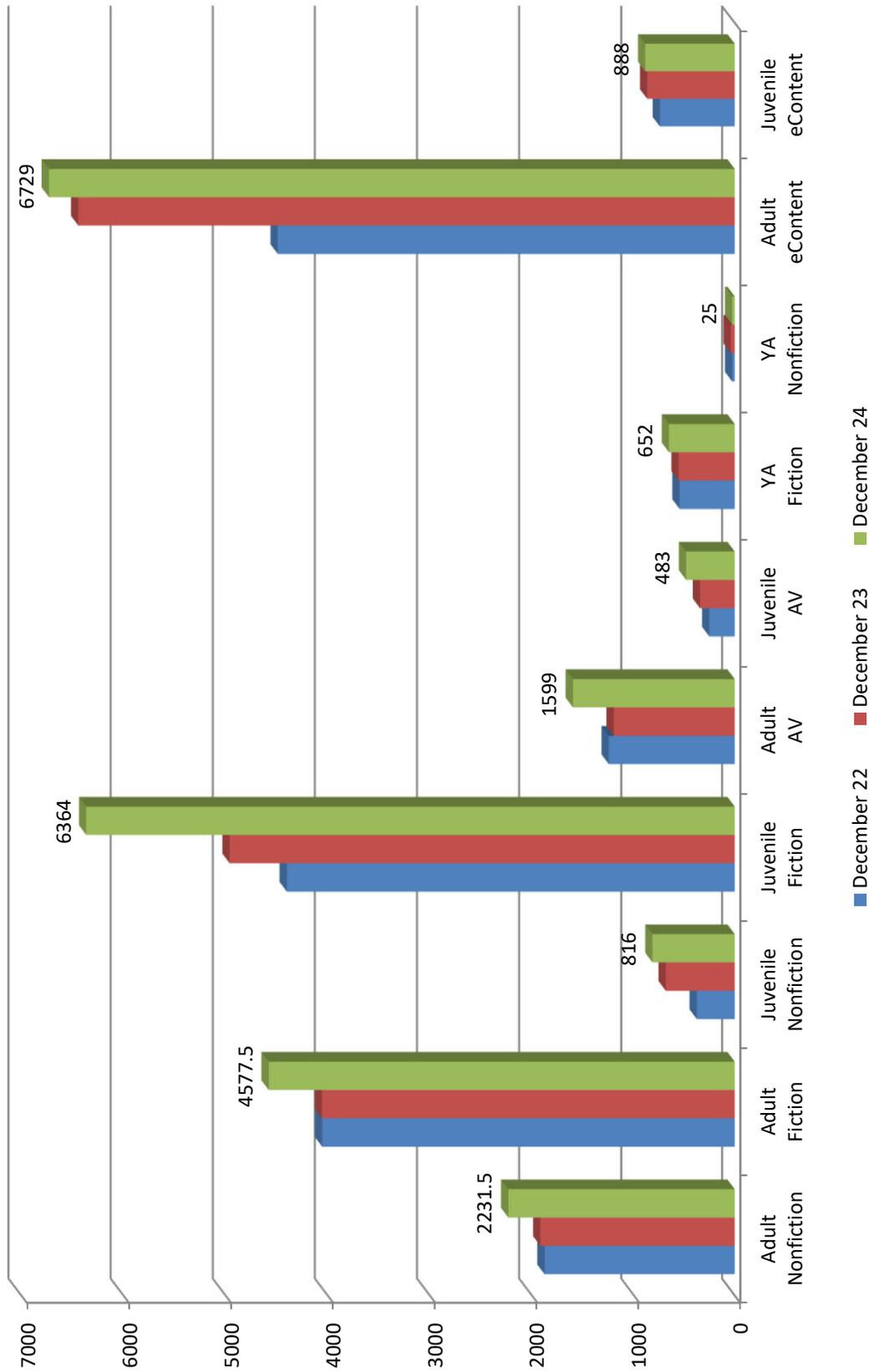


Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 304,654

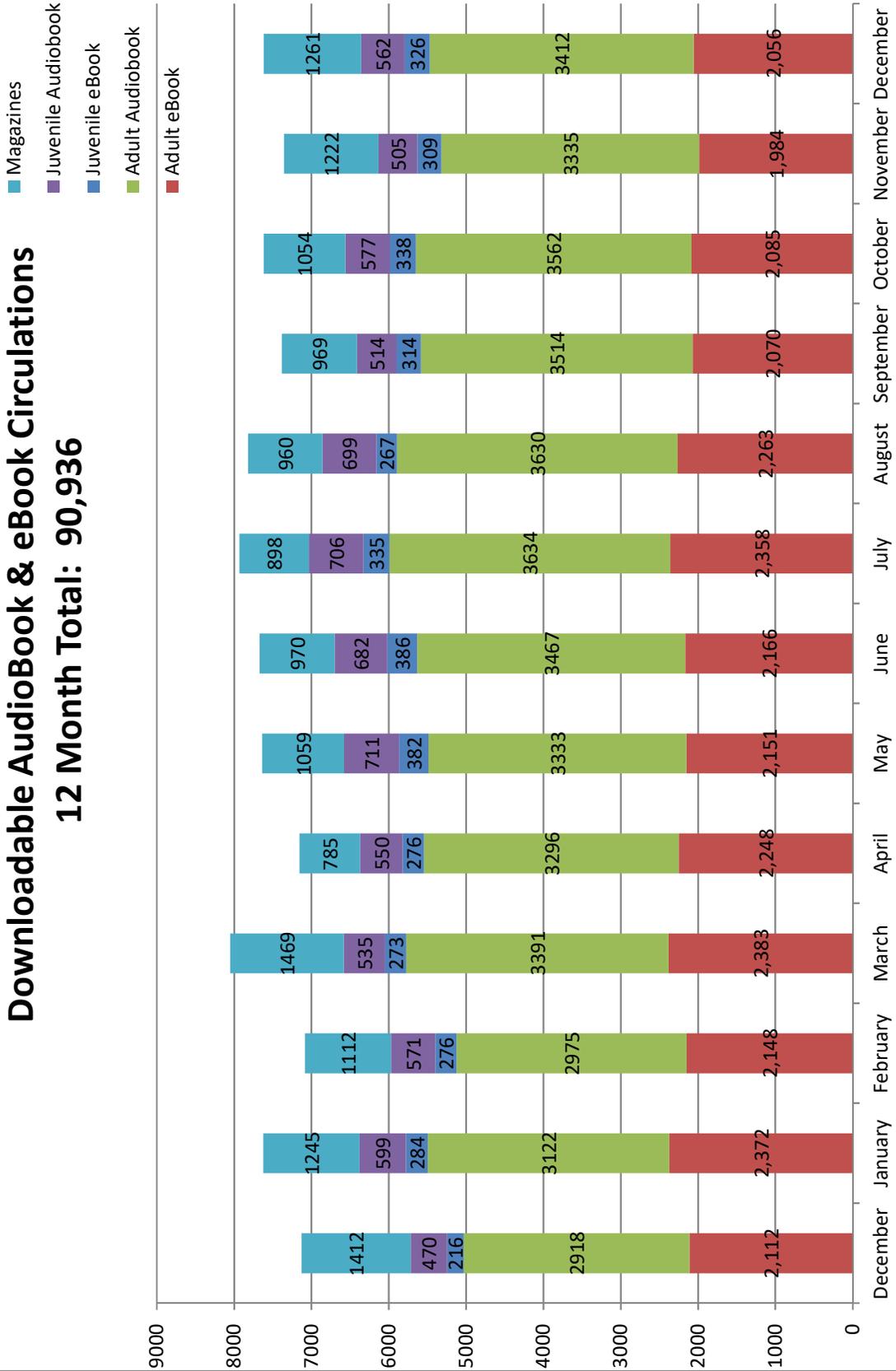


Comparison of Circulation Totals December 2022, 2023, and 2024



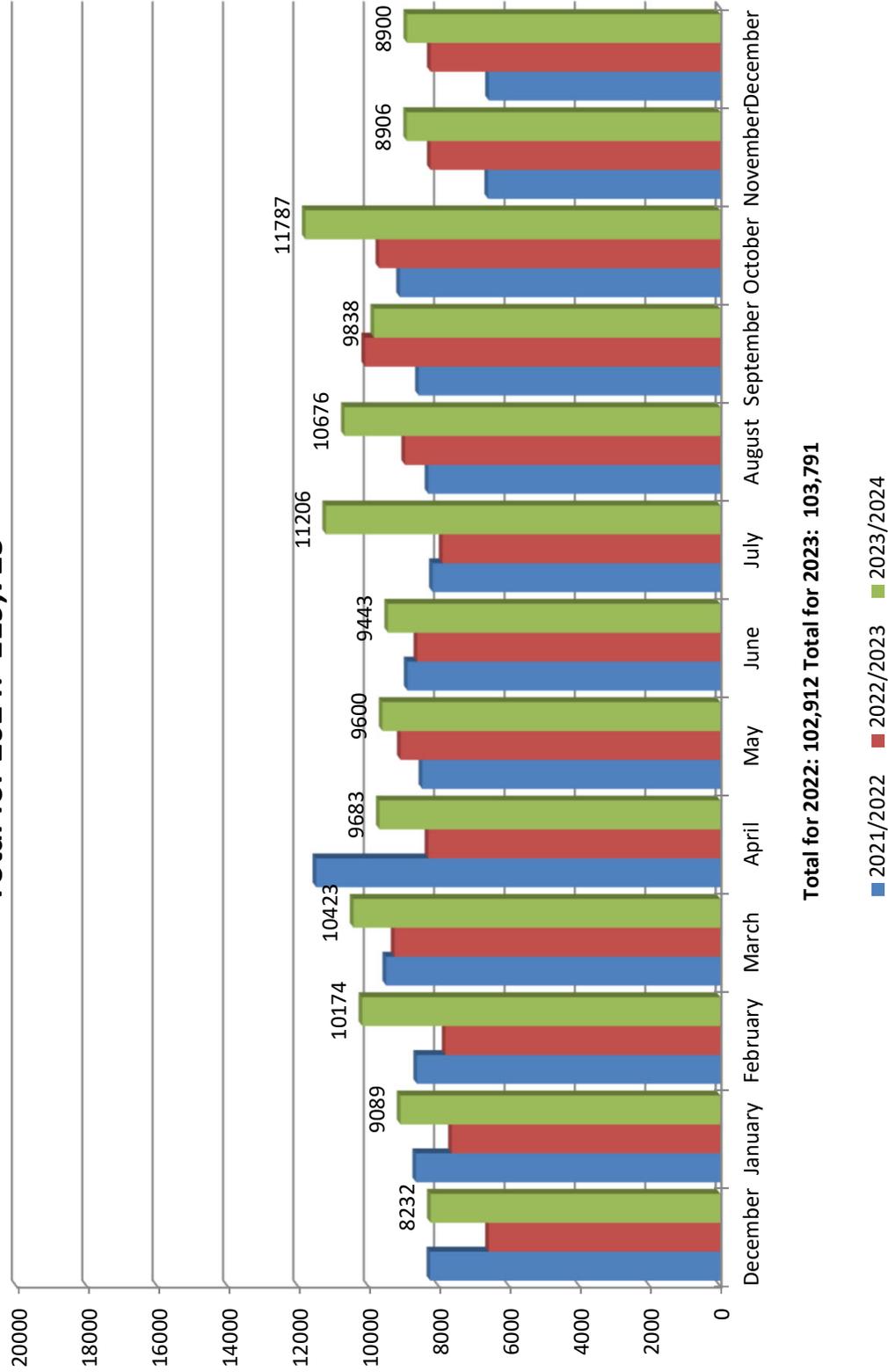
Downloadable AudioBook & eBook Circulations

12 Month Total: 90,936

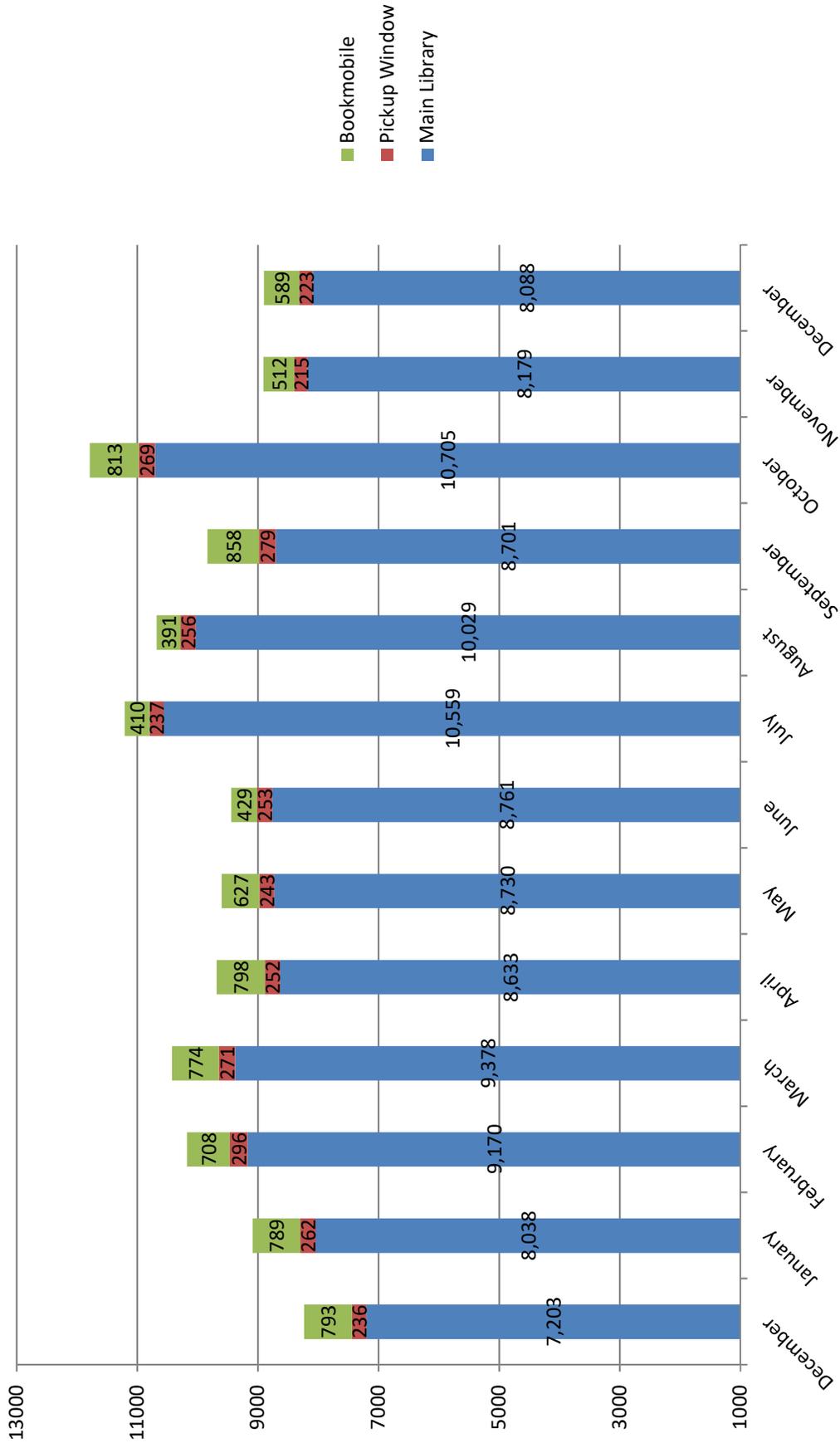


Total Monthly Patron Attendance

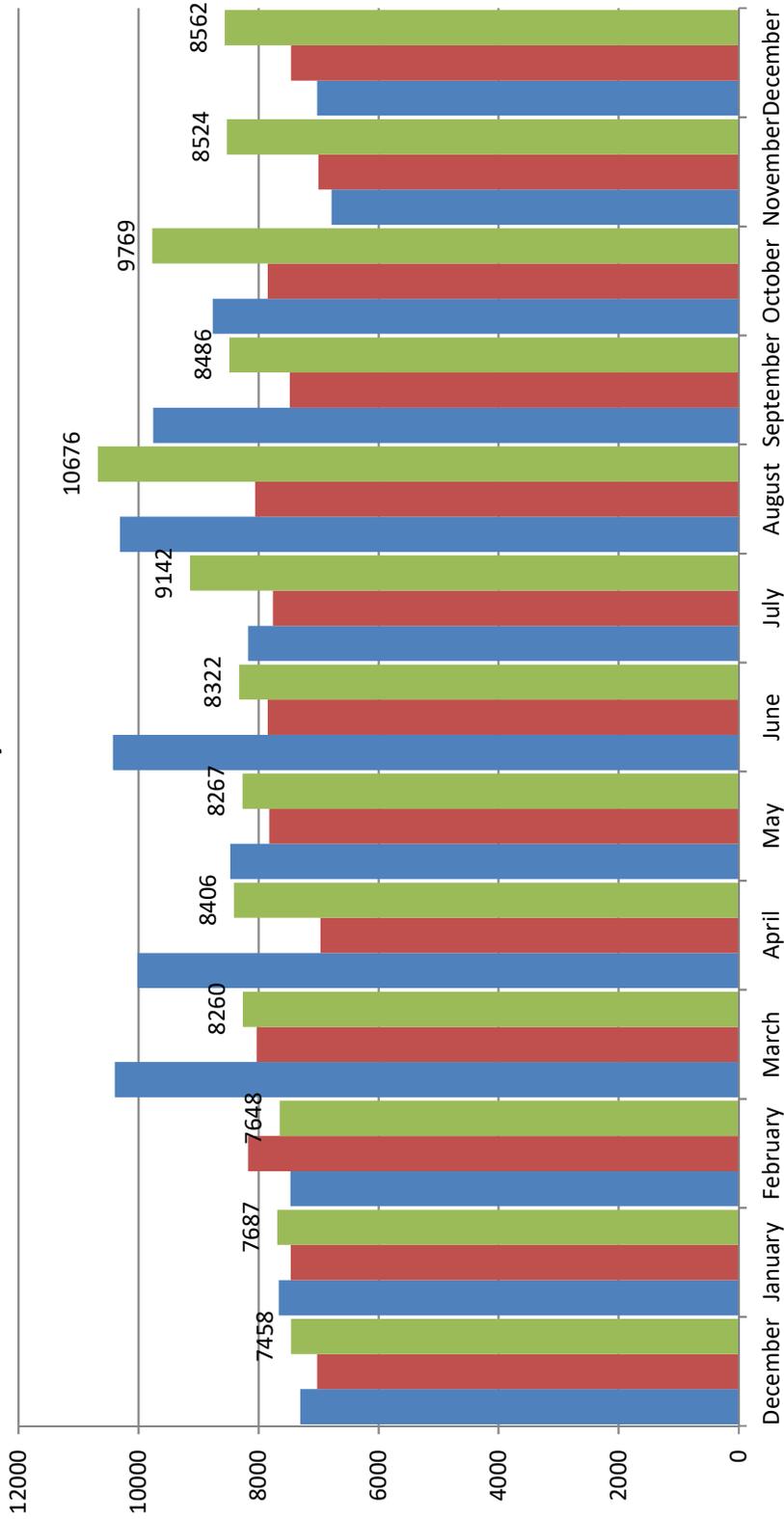
Total for 2024: 119,725



Main Library, Bookmobile and Pickup Window Attendance



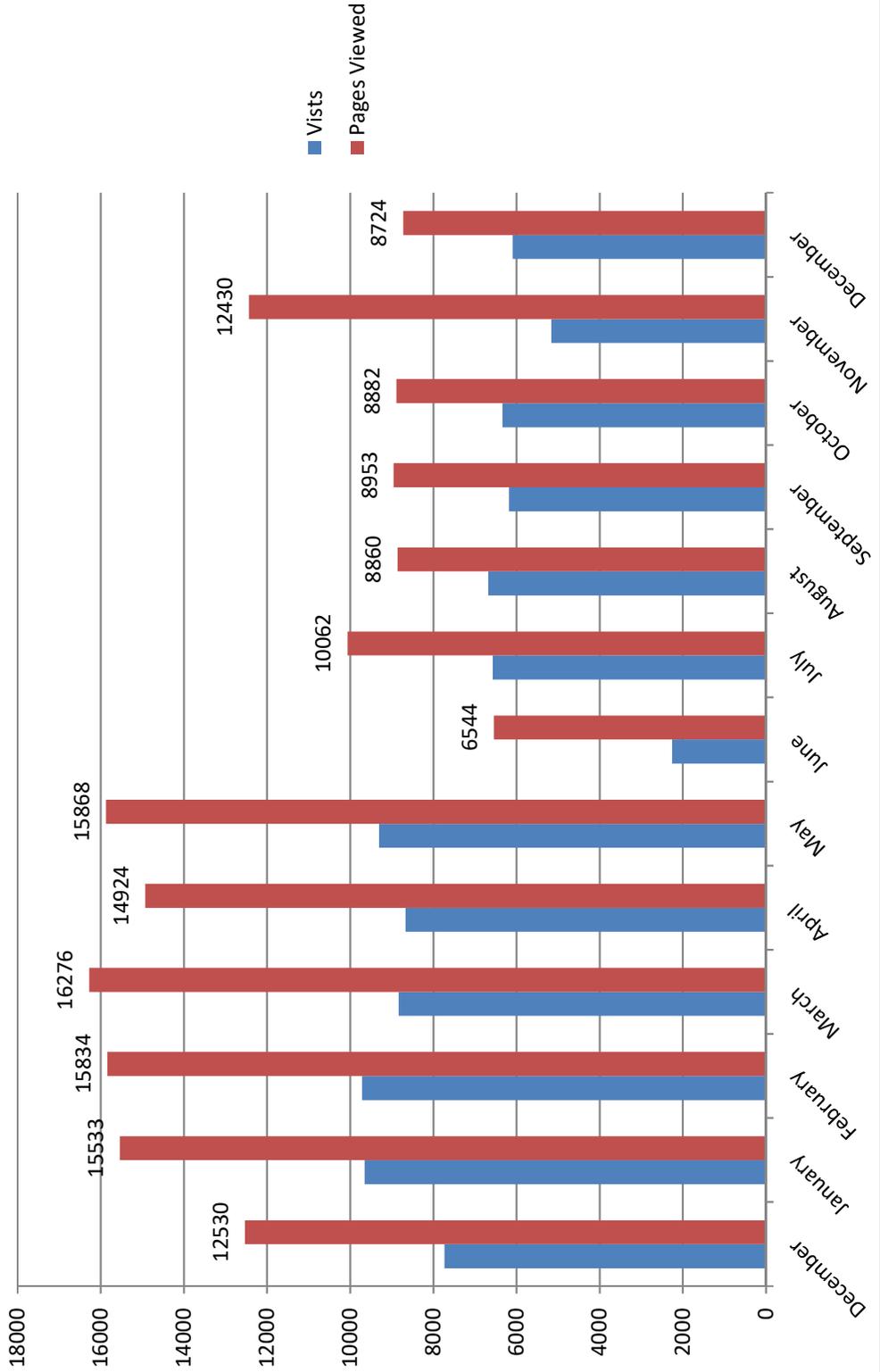
Use of Public Computers & Wireless Network 2024: 103,749



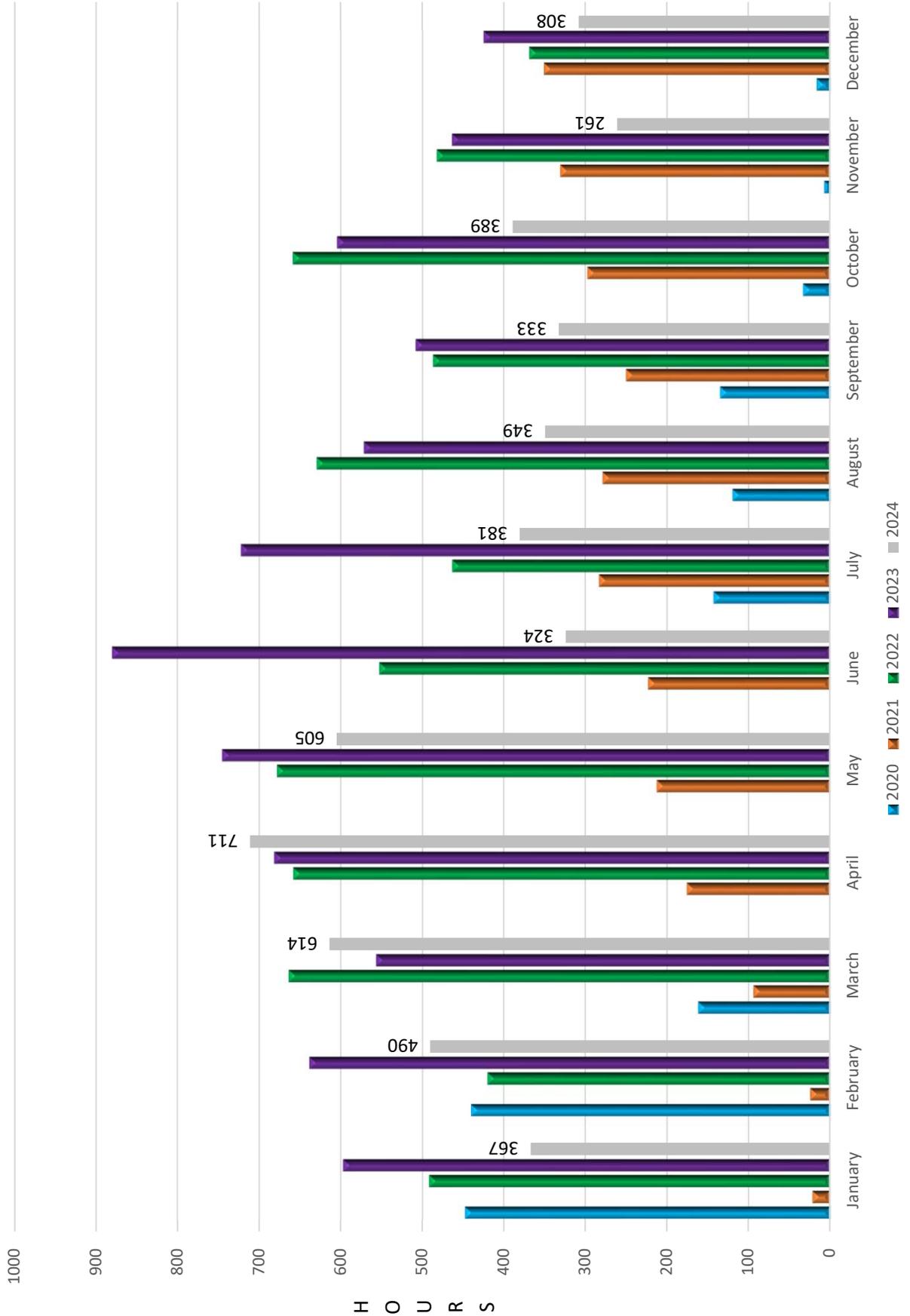
Total for 2022: 105,224 Total for 2023: 91,891

■ 2021/2022 ■ 2022/2023 ■ 2023/2024

Library Web Page Usage
2024 12 month Total Pages Viewed: 142,890
2024 12 month Total Sessions: 85,429



Volunteer Statistics



GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
NOVEMBER 2024**

NEW HIRES

RESIGNATIONS/TERMINATIONS/LAY-OFFS

Sara Kegel - Library Systems Technology Coordinator (FT)

REHIRES

None

TRANSFERS/PROMOTIONS

Autumn Klein - Library Specialist Public Services (FT)

Carol Milsap – Library Specialist Youth Services (FT)

Elizabeth Kim - Library Specialist Public Services (PT)

GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
DECEMBER 2024**

NEW HIRES

Christopher Davis – Library Clerk Public Services (FT)

Nicole Pfaff – Library Clerk Public Services (FT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None

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

Suggested Motion:

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

Staff Recommendation: Staff recommends that the Library Board approve the *Library Policy Manual* as presented.

Background: The Library Board is required to review every library policy at least every four years in order to receive State Aid. The Board has elected to review different policy sections throughout this calendar year. The Board has approved each individual section through the year and is scheduled to review the *Library Policy Manual* at the November meeting.

Library Policy Manual:

Throughout the past year, the Library Board has previously approved all of the Library policies. The staff requests that the Board approve the manual with three changes.

- **Patron Behavior Consequences/Patron Appeal Form:** We have modified the Patron Behavior Consequences/Patron Appeal Form so that if a patron is appealing actions by the Library Director, the appeal will be handled initially by the Library Board Chair.
- **Mission/Vision:** We have updated the “Vision” section to reflect the new tagline and logo of the Great Falls Public Library.
- **Organizational Chart:** We have modified the organizational chart to reflect the changes required by the new City/Library agreement. The new organizational chart does the following.
 - Removes the City Manager’s oversight of the Library Director
 - Eliminates the Technology Systems Assistant position
 - Eliminates one of the part-time clerk positions

Significant Impacts: Updated policies promote better Library service. Final review of the full manual provides clear direction to all staff and clarity for the public.

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

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

Attachments/Exhibits:

Library Policy Manual

Patron Behavior Consequences

Failure to follow the Library patron behavior policy may result in temporary banning from Internet use or expulsion from the library. Persons who repeatedly or egregiously violate Library policy may be served with a trespass order requiring that they not be on Library property for up to 12 months. Library staff has the final authority in determining what constitutes disruptive behavior.

Generally, a patron may receive a verbal warning regarding a violation of the guidelines. Behavior resulting in a second warning will warrant expulsion from the library (includes library building, park, plaza and parking lots) and/or computers for the remainder of the day. Continued violation of this policy will result in expulsion from the library/computers for a week. Additional warnings can result in expulsion from the library/computers for a period of time ranging from one month to one year. However, library staff members may ask a patron to leave the premises without prior warning, depending on the seriousness of the violation.

When requested, a patron who has been banned from the library/computers for more than a day will be provided with a copy of the staff incident report and the appeals form. Any person who enters the library while banned from the premises will be considered in violation of library policy and the police may be contacted.

Patron Appeal:

An Internet user whose session has been terminated or whose Internet access has been prohibited due to violations of the Library Internet Use policy, a library patron who has been asked to leave the library for a length of time due to violations of the patron behavior policy, or a library patron who feels that a Library policy or Library staff action has impacted their ability to access Library services may submit a Patron Appeal Form.

PROCESS:

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



Patron Appeal Form

Internet Use: Right of Appeal

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

Library Use: Right of Appeal

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

Library Access: Right of Appeal

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

PROCESS:

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

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ Date of Action Being Appealed: _____

Type of Appeal Internet Use Library Use Library Access/Policy

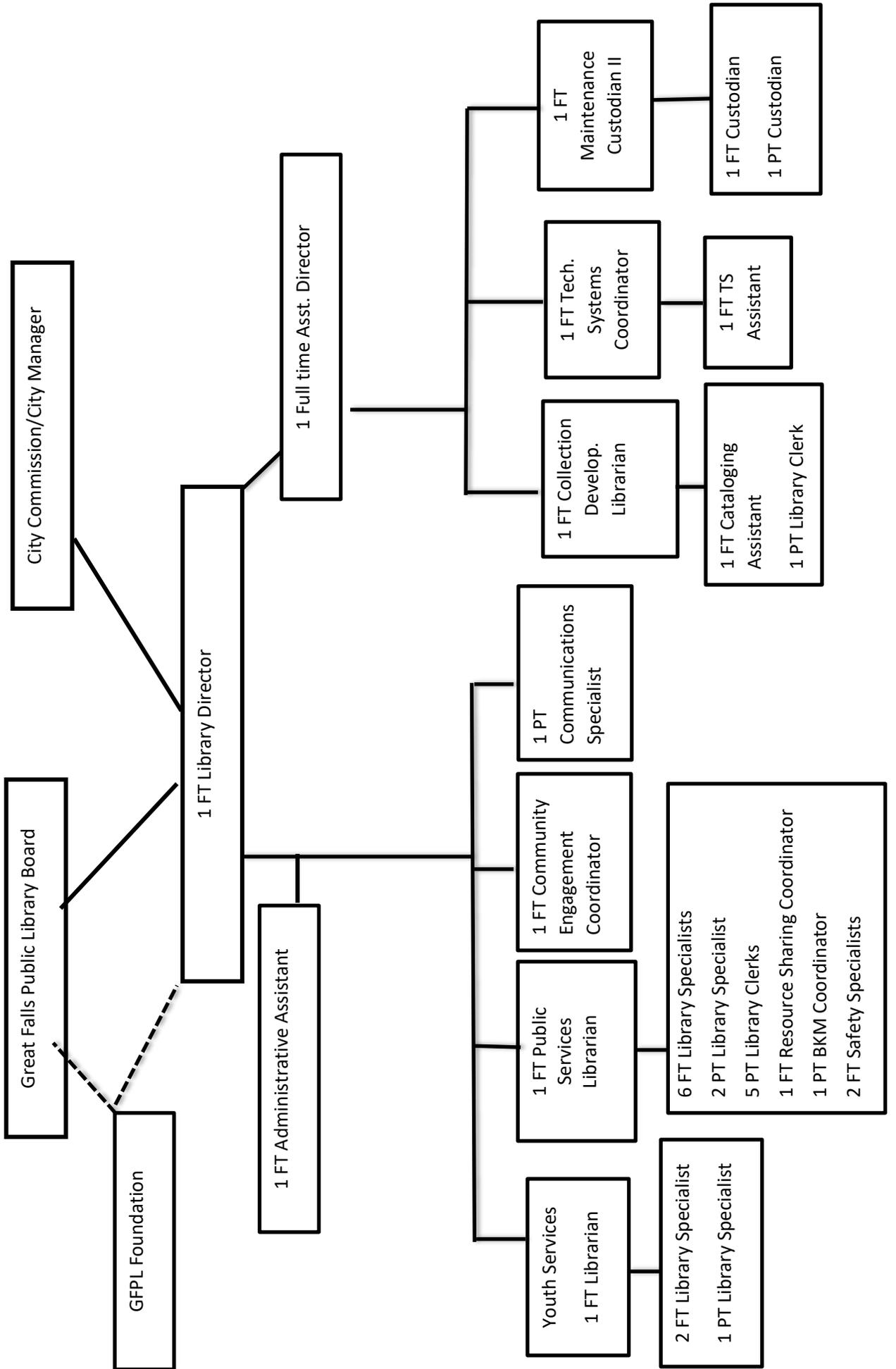
Please explain what Library action or policy is being appealed and what alternative(s) you are requesting. (Use extra pages as needed.)

Patron Signature

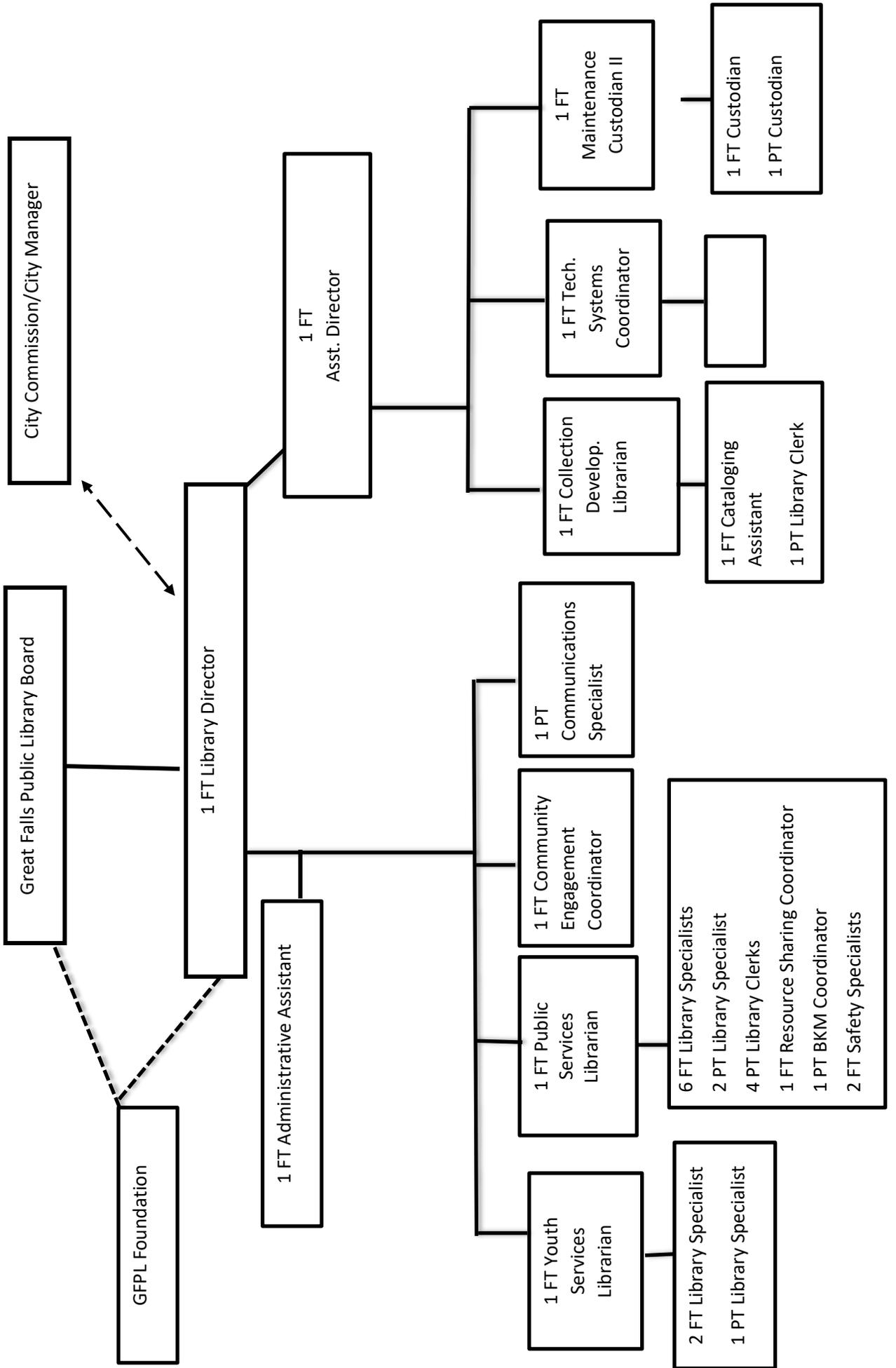
Date



Library Organizational Chart FY2025



PROPOSED Library Organizational Chart JANUARY FY2025



Great Falls Public Library



Our Vision

Connecting People and Knowledge

Our Mission

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

Our Guiding Principles

Respect: The library is built on a foundation of mutual respect between patrons and staff. Our staff prides themselves on clear, honest, and knowledgeable communication at all levels. Courtesy and open communications are highly valued and contribute to the positive experience of visiting the library.

Open Access: The library is committed to providing all patrons with free and open access to ideas, information, materials, and programs. We develop services, programs and balanced collections that attempt to fully represent the needs and interests of our diverse community. We connect patrons to what they want in a friendly, nonjudgmental manner.

Customer Focus: You are welcome here! The library values community members and is responsive to their needs. The ideas and opinions of patrons are vital in determining how library projects and services move forward. Impact on patrons is a primary concern in making any and all decisions.

Growth and Innovation: Promoting ongoing learning and continuous innovation are of great importance to the library. We work hard to respond to present situations and anticipate the

future needs of our patrons. We are committed to remaining an important and relevant institution by evolving and expanding to better serve our community.

Excellent Stewardship: The library acts as a trusted steward of community resources. We are responsible for appropriate use of public funds and make every effort to fully utilize the strengths of our talented staff. We make the best use of our resources to deliver the highest level of library service to our community.



Item:	Updating the Library Organizational Chart
Presented By:	Susie McIntyre, Library Director
Action Requested:	Approve the updated Library Organizational Chart

Suggested Motion:

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

Staff Recommendation: Staff recommends that the Library Board approve the Library Organizational Chart

Background: The recently adopted City/Library Management agreement maintains 7 mills of City of Great Falls funding for FY2025 and then reduces the funding to three and one-half (3.5) mills after FY2025.

We estimate that FY2026 tax revenue from the full 7 mills would be approximately \$859,656.00 and the loss of 3.5 mills would reduce Library revenue by about \$429,828.00.¹

The Library Board will approve the FY2026 budget at the April Board of Trustees meeting. The budget will then be presented to the City Manager who will incorporate it into the overall budget to be presented and approved by the City Commission. During the budget process, the Library Board will decide what cuts will need to be made to offset the proposed reduction in revenue.

The Library currently has three open positions.

- **1 Full-time Tech. Systems Assist.:** Estimated yearly cost to Library = \$82,000 (salary + benefits + taxes)
- **1 Part-time Library clerk:** Estimated yearly cost to Library = \$28,000 (salary + benefits + taxes)
- **1 Full-time Assistant Director:** Estimated yearly cost to Library = \$125,000 (salary + benefits + taxes)

The Library has budgeted funds to support all three of those positions for this fiscal year. It is likely that the budget for FY2026 will require the elimination of at least the Technology Systems Assistant and the part-time Library Clerk. We believe that there will be funding for the Assistant Director position next fiscal year, but recommend that decision be made during the budget process.

¹ The City Finance Department has provided guidance that the Library can conservatively estimate that the tax revenue for next fiscal year (FY2026) will be approximately 2% higher than this fiscal year (FY2025). It is highly likely that the state legislature will take action on property taxes in their upcoming legislative session. It is also likely that Calumet will continue to protest their property tax assessment. Those realities make any estimates of property tax revenue less accurate.

It is not good practice to hire staff knowing that there is a high probability that they will be laid off in the near future. Library staff recommend not filling the positions during FY2025 and suggest updating the Library Organizational chart to reflect actual staffing.

Significant Impacts: The Library strives to be open and transparent. It is essential that we provide clear communication to both our patrons and our staff. Updating the Library Organizational Chart to match current practice provides better clarity to the community.

Hiring staff and then laying them off would have a negative impact on staff morale and impact our ability to fill positions in the future.

Not filling the positions will have an impact on Library services.

- **1 Full-time Technology Systems Assistant:** Not hiring a technology assistant means that Library will not have technology staff present for a significant portion of our open hours. There will continue to be a delay in addressing system issues when the Technology Systems Coordinator is not available. The Library will need creative solutions to provide expanded technology training to the community. The Community Engagement Coordinator and newly hired Technology Systems Coordinator are working together on a Digital Equity Grant to address this need.
- **1 Part-time Library clerk:** Not filling one of our Library Clerk positions means that we have less coverage for the public desks and public service tasks. Sara Linder-Parkinson and other managers are filling in on the desk as needed. Staffing coverage is a larger problem when we have absences due to sickness and vacation.
- **1 Full-time Assistant Director:**
Not hiring an Assistant Director leaves a gap in Library succession planning. It also means that we need to delay updating our Disaster Response plan, scale back on community outreach plans and rethink other projects.

Fiscal Impact: The estimated savings of not filling the three positions for the last 6 months of the year is \$117,500.00/

Alternatives:

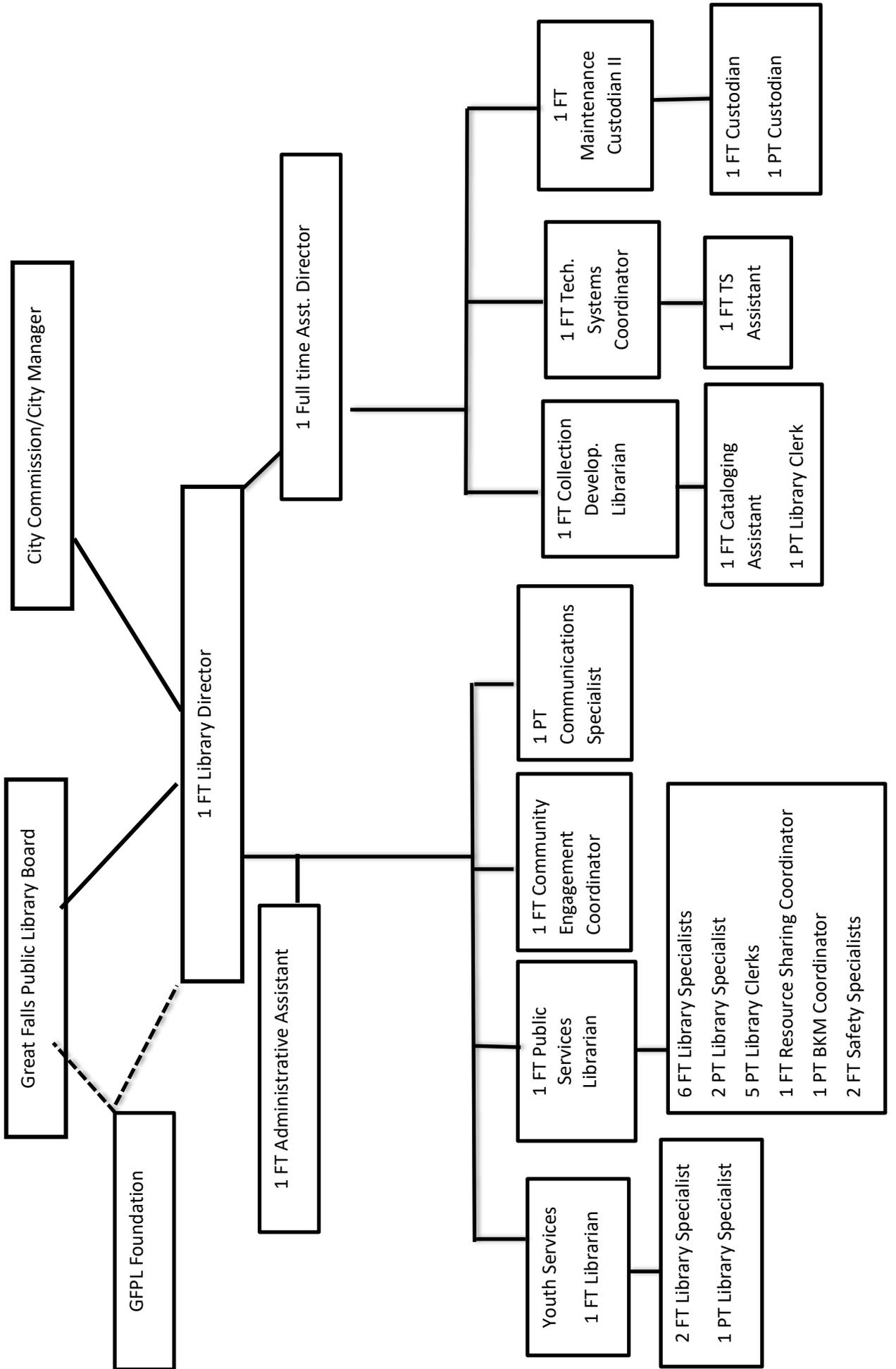
The Board could decide to approve the Library Organizational Chart as presented.

The Board could decide to approve a modified Library Organizational Chart.

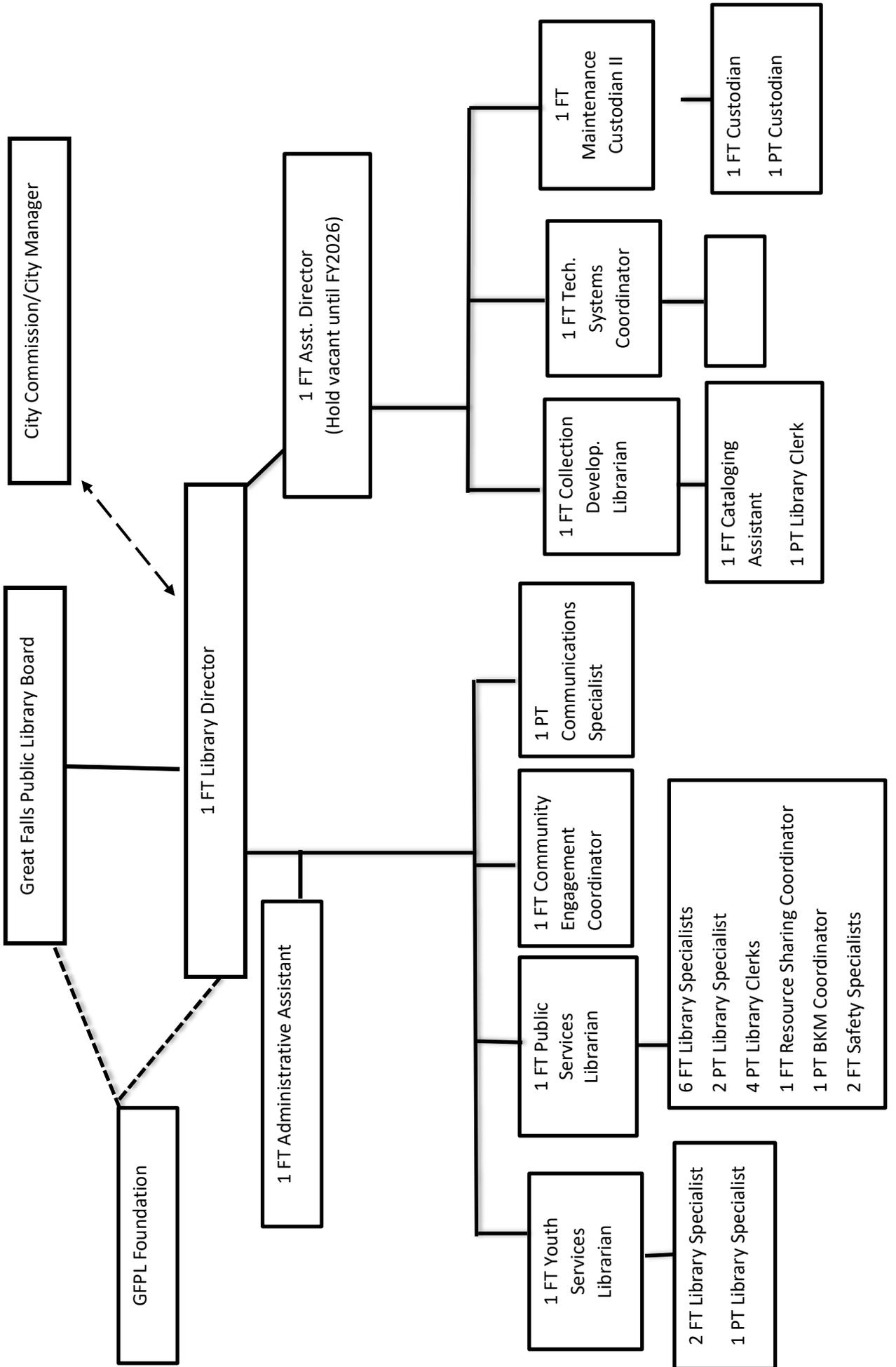
The Board could decide to NOT approve the Library Organizational Chart and direct the Library to implement hiring as reflected in the current Library Organizational Chart.

Attachments/Exhibits: Updated Library Organizational Chart

Library Organizational Chart FY2025



PROPOSED Library Organizational Chart JANUARY FY2025



Item:	Library Board trespass oversight
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board review current practices and provide guidance on policies to be presented at future Library Board of Trustee Meetings.

Staff Recommendation: Staff recommends that the Library Board review the information regarding current City-Library policies and recommended procedures for trespassing individuals and ask for any additional information so that proper policies can be crafted for future Board approval.

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 procedures that provide 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 review the current information and request alternative information be presented at upcoming Board meetings.

Attachments/Exhibits:

- Overview of Trespass Procedure



Overview of Great Falls Public Library Trespass

ROLE OF THE GREAT FALLS PUBLIC LIBRARY BOARD:

1. The Library Board approves the Great Falls Public Library patron behavior policy.

PROPOSED NEW STEPS:

- a. Library Chair and Vice-Chair will review and approve/deny trespass requests instead of the City Manager.
- b. If necessary, the Library Board (instead of the City Commission) will hold a hearing regarding the enforcement of the trespass order.

ROLE OF LIBRARY DIRECTOR AND MANAGEMENT TEAM:

1. Library Director and staff enforce the patron behavior policy and write incident reports as necessary.
2. When needed Library Director, requests that an individual be trespassed from Library Property.

ROLE OF CITY MANAGER AND CITY ATTORNEY: None

Feedback from the City Manager: Services provided to City departments by the City Attorney's Office are not included in the City's internal service charge structure. The City Attorney's office will support the HR, payroll, finance, accounting and other services provided by the City in Section 6, by providing support directly to the departments providing those services. The City Attorney's office will not provide legal advice directly to the Library Director or the Library Board.

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 rules. (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 sends a written request to the City Manager and City Attorney requesting that the individual be trespassed for a period of up to one 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. City Manager and City Attorney review the Library Director's request and determine if the trespass is warranted and legal.

4. If they both agree that the trespass is warranted and legal, they inform the Library Director.
5. City Attorney's office prepares the trespass order and the City Manager signs the order.
6. Law enforcement serves the trespass order on the patron and provides a copy for the Library.
7. If the patron comes onto Library property during the trespass time period, Library staff either remind the patron to leave or call law enforcement.
8. If the patron desires to contest a trespass order, they may request a hearing before the City Commission. The Commission will review the trespass order and make a binding decision on its enforcement.

City Ordinance:

(Ord. 3161, 2017; Ord. 2642 § (part), 1993; Ord. 1903 §2(part), 1976).

1.4.070 - General penalty.



- A. Except as otherwise specified, any person convicted of a violation of any section of this Code shall be fined a sum not to exceed five hundred dollars (\$500.00) or incarcerated for a period not to exceed six (6) months, or both. (Ord. 2642 § (part), 1993; Ord. 1902 §2(part), 1976)
- B. Any person convicted of a violation of any section of this Code, where any duty is prescribed or obligation imposed, shall be deemed guilty of a misdemeanor. A separate offense shall be deemed committed upon each day such duty or obligation remains unperformed or such act continues, unless otherwise specifically provided in this Code. (Ord. 2642 § (part), 1993; Ord. 1902 §2(part), 1976).
- C. Any person convicted of a violation of this Code, the Montana Code Annotated, or is determined by the City Manager or his designee to be behaving in a disorderly or abusive manner, on the property of the City of Great Falls may be banned from entering, or remaining upon, said property for a period not to exceed one year.

(Ord. 3148, 2017; Ord. 2642 § (part), 1993; Ord. 1902 §2(part), 1976).

Montana Code:

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.

City/Library Agreement:

-

- 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.



Library Board Meeting Date: January 28, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board staff oversight
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board review and discuss current practices and provide guidance on policies to be presented for action at future Library Board of Trustee Meetings.

Staff Recommendation: Staff recommends that the Library Board review the information regarding current City-Library policies and recommended procedures and ask for any additional information so that proper policies can be crafted for future Board approval.

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 policies and procedures that align with current Library/City practices.

NOTE: *This agenda item is for discussion and feedback only. Before presenting actual policies to the Board, we will have them reviewed by MMIA and appropriate City Staff to ensure that they are legally sound and workable within our required frameworks.*

NOTE: *The Library is in conversation with the City Manager, City Attorney, HR and MMIA regarding how to update the Personnel Policy Grievance Procedure so that it complies with MMIA guidelines and the new City/Library Management Agreement. More information will be provided at future meetings.*

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 NOT to review the current information and request alternative information be presented at upcoming Board meetings.

Attachments/Exhibits:

- Overview of Library Staff Supervision
- Overview of City-Library Hiring Practices
- Overview of City-Library Disciplinary Procedure
- Library Job Position Grades
- Blank Library Evaluation form non-union employees
- City of Great Falls Personnel Policy Manual available online at https://greatfallsmt.net/sites/default/files/fileattachments/human_resources/page/172381/personnel_policy_manual_updated_2021.pdf
- Crafts Collective Bargaining Agreement available online at https://greatfallsmt.net/sites/default/files/fileattachments/human_resources/page/39241/2023_updated_crafts_agreed_contract_-_2024_schedule_a.pdf
- MFPE Collective Bargaining Agreement available online at https://greatfallsmt.net/sites/default/files/fileattachments/human_resources/page/39241/2023_mpfe_with_signature_page.pdf



Overview of Great Falls Public Library Staff Supervision

Great Falls Public Library staff fall into five categories.

- Crafts Union, MFPE Union, Hourly non-union, Salaried non-union, and the Library Director

Order of governing documents for City employees is Federal regulations, State laws, Collective Bargaining Agreements and then City Personnel Policy.

ROLE OF THE GREAT FALLS PUBLIC LIBRARY BOARD:

1. The Library Board approves the Great Falls Public Library organizational chart and staffing plan.
NOTE: Organizational chart will reflect both the amount budgeted for personnel costs and the staffing needed to meet the goals of the strategic plan.
2. The Library Board approves the Great Falls Public Library policies.
3. The Library Board supervises the Library Director.
4. **PROPOSED NEW STEP:** The Library Board approves non-union pay grades and any merit-based pay raises or salary adjustments.
5. **PROPOSED NEW STEP:** Adjust Grievance & Discipline Procedures to include Library Board as appropriate.

ROLE OF LIBRARY DIRECTOR AND MANAGEMENT TEAM:

1. Library Director and appropriate Management Team member(s) work with HR and follow appropriate procedures when hiring staff.
2. Library Director and appropriate Management Team member(s) supervise staff as defined in the City of Great Falls Personnel Policy page. 8.
3. Library Director and appropriate Management Team member(s) work with HR and follow appropriate procedures to conduct annual evaluations including recommending merit-based increases of non-union employees.
4. Library Director and appropriate Management Team member(s) work with HR and follow appropriate procedures for any grievances or discipline.

ROLE OF CITY OF GREAT FALLS HUMAN RESOURCES DEPARTMENT:

The Library Director recommends that the Library Board request a scope of service from the Human Resources Department so that both parties are clear on the services provided through the internal service charge process as defined in the City/Library Management Agreement.

3.7 Department Head Responsibilities

Department Heads and other management officials may perform the following personnel management functions:

- 3.7.1 Screen and select applicants for employment.
- 3.7.2 Assign duties and responsibilities to employees.
- 3.7.3 Make personnel-related decisions for their department.
- 3.7.4 Make salary recommendations.
- 3.7.5 Establish work expectations, resolve conduct and performance issues, maintain discipline, and develop operating procedures.
- 3.7.6 Schedule daily procedures within the department, including hours of work, rest and lunch periods, and clean-up time. Ensure that changes in established work schedules are reasonable and made as necessary to maintain efficient operations.
- 3.7.7 Identify training and development needs and provide for on-the-job training when necessary and appropriate.
- 3.7.8 Develop organizational structures and recommend staffing levels based on departmental goals and budget requirements.
- 3.7.9 Communicate work and performance expectations to employees in the department and ensure these expectations are conducive to the department's mission.
- 3.7.10 Issue departmental rules, regulations, and operating procedures necessary for the efficient functioning of the department; however, such rules and regulations shall not be in conflict with any portion of this Manual.
- 3.7.11 Delegate wholly or in part management functions to supervisors within their department.

3.8 Supervisor Responsibilities

Immediate supervisors provide day-to-day guidance and counsel regarding work assignments and progress made, including:

- 3.8.1 Assigning work, recommending pay increases, conducting written performance reviews, and maintaining order and discipline in the workplace. Employees are responsible for seeking clarification of regulations or responsibilities as necessary.
- 3.8.2 Showing employees where the department's employee bulletin board is located, which posts the required employment law notices.
- 3.8.3 Providing or directing education/training specific to the operation of the equipment and tasks the employee is required to perform.
- 3.8.4 Providing or arranging for work orientation and education including risk management, information technology and safety training.

Crafts Union Members					
	Position Titles	Compensation Determination	Evaluation	Grievances Discipline Complaint	Supervision
CURRENT PRACTICE	<ul style="list-style-type: none"> • Custodian I • Custodian II <p>NOTE: Whenever there is a position opening, Library staff in consultation with HR review the job description and current duties and make any necessary updates to the job description.</p>	<p>Collective Bargaining Agreement</p> <ul style="list-style-type: none"> • position grade • step increases • longevity • yearly raises <p>The City's management bargaining team is led by the HR Director who is responsible for managing the bargaining process for the City. Other management team members confer during caucuses regarding items of bargaining. Agreement must be approved by both the Union and the City Commission.</p>	<p>Direct Supervisor conducts yearly evaluation</p> <p>NOTE: Onboarding process includes multiple interviews conducted at least at the 3-month and 6-month mark to check-in on staff progress.</p>	<p>Governed by:</p> <ul style="list-style-type: none"> • City's Personnel Policy • Collective Bargaining Agreement (which includes appeal up to the City Manager) <p>NOTE: Supervisors provide "corrective counseling" as needed. Any discipline is done in consultation with HR and legal.</p> <p>NOTE: In the event city staff receives complaints about library operations, employees, or policy, HR will direct those complaints to the Library Director.</p>	<p>Direct supervisor provides workplan, day-to-day guidance, mentorship and feedback.</p> <p>Assigned work based on job description. Union staff cannot work "out of class."</p>
RECOMMENDED ACTION	Maintain current practice--see hiring overview	Maintain current practice	Maintain current practice	<p>Maintain current practice</p> <p>Adjust Grievance & Discipline Procedures to include Library Board as appropriate</p>	<p>Maintain current practice</p> <ul style="list-style-type: none"> • Board delegate day-to-day supervision of the staff to Library Director and other direct supervisors

MFPE Union Members					
	Position Titles	Compensation Determination	Evaluation	Grievances Discipline Complaint	Supervision
CURRENT PRACTICE	<ul style="list-style-type: none"> Library Specialist (Public Services) Library Specialist (Youth Services) Library Clerk (Public Services) Library Clerk (Technical Services) Resource Sharing Coordinator Bookmobile Coordinator Cataloging Specialist <p>NOTE: Whenever there is a position opening, Library staff in consultation with HR review the job description and current duties and make any necessary updates to the job description.</p>	<p>Collective Bargaining Agreement</p> <ul style="list-style-type: none"> position grade step increases longevity yearly raises <p>The City's management bargaining team is led by the HR Director who is responsible for managing the bargaining process for the City. Other management team members confer during caucuses regarding items of bargaining. Agreement must be approved by both the Union and the City Commission.</p>	<p>Direct Supervisor conducts yearly evaluation</p> <p>NOTE: Onboarding process includes multiple interviews conducted at least at the 3-month and 6-month mark to check-in on staff progress.</p>	<p>Governed by:</p> <ul style="list-style-type: none"> City's Personnel Policy Collective Bargaining Agreement (which includes appeal up to the City Manager). <p>NOTE: Supervisors provide "corrective counseling" as needed. Any discipline is done in consultation with HR and legal.</p> <p>NOTE: In the event city staff receives complaints about library operations, employees, or policy, HR will direct those complaints to the Library Director.</p>	<p>Direct supervisor provides workplan, day-to-day guidance, mentorship and feedback.</p> <p>Assigned work based on job description. Union staff cannot work "out of class."</p>
RECOMMENDED ACTION	See hiring overview	Maintain current practice	Maintain current practice	<p>Maintain current practice</p> <p>Adjust Grievance & Discipline Procedures to include Library Board as appropriate</p>	<p>Maintain current practice</p> <ul style="list-style-type: none"> Board delegate day-to-day supervision of the staff to Library Director and other direct supervisors

Hourly Non-Union Employees					
	Position Titles	Compensation Determination	Evaluation	Grievances Discipline Complaint	Supervision
CURRENT PRACTICE	<ul style="list-style-type: none"> • Safety Specialist • Communication Specialist • Administrative Assistant <p>NOTE: Whenever there is a position opening, Library staff in consultation with HR review the job description and current duties and make any necessary updates to the job description.</p>	<ul style="list-style-type: none"> • HR in consultation with Library Director determine Pay Grades (based on salary studies) • Periodic adjustments to Pay Grade compensation made by HR in consultation with Library Director (based on salary studies) • Yearly evaluation includes recommendation for merit-based pay increase (0-5%) • HR & City Manager review evaluation and approve merit-based pay increase <p>NOTE: The HR Department performs wage and classification studies at least every two years. Those reports will be available to the Library Trustees for review to determine the best wage range for the position.</p>	<ul style="list-style-type: none"> • Direct Supervisor conducts regular (monthly or bi-monthly) meetings with employee to review job performance, work plan and progress on goals. • Direct Supervisor conducts yearly evaluation based on non-union evaluation form, regular meetings, and progress on goals. <p>NOTE: Onboarding process includes multiple interviews conducted at least at the 3-month and 6-month mark to check-in on staff progress.</p>	<p>Governed by:</p> <ul style="list-style-type: none"> • City's Personnel Policy <p>NOTE: Supervisors provide "corrective counseling" as needed. Any discipline is done in consultation with HR and legal.</p> <p>NOTE: In the event city staff receives complaints about library operations, employees, or policy, HR will direct those complaints to the Library Director.</p>	<p>Direct supervisor provides workplan, day-to-day guidance, mentorship and feedback.</p>
RECOMMENDED ACTION	<p>See hiring overview</p>	<p>GFPL Board hold an executive session each June to review and approve merit-based pay increases.</p> <p>GFPL Board hold an executive session when needed to adjust compensation based on wage study information</p>	<p>Maintain current practice</p>	<p>Maintain current practice</p> <p>Adjust Grievance & Discipline Procedures to include Library Board as appropriate</p>	<p>Maintain current practice</p> <ul style="list-style-type: none"> • Board delegate day-to-day supervision of the staff to Library Director and other direct supervisors

Salaried Non-Union Employees					
	Position Titles	Compensation Determination	Evaluation	Grievances Discipline Complaint	Supervision
CURRENT PRACTICE	<ul style="list-style-type: none"> Youth Services Librarian Technical Services Librarian Public Services Librarian Community Engagement Coordinator Technology Systems Coordinator Assistant Director <p>NOTE: Whenever there is a position opening, Library staff in consultation with HR review the job description and current duties and make any necessary updates to the job description.</p>	<ul style="list-style-type: none"> HR in consultation with Library Director determine Pay Grades (based on salary studies) Periodic adjustments to Pay Grade compensation made by HR in consultation with Library Director (based on salary studies) Yearly evaluation includes recommendation for merit-based pay increase (0-5%) HR & City Manager review evaluation and approve merit-based pay increase <p>NOTE: The HR Department performs wage and classification studies at least every two years. Those reports will be available to the Library Trustees for review to determine the best wage range for the position.</p>	<ul style="list-style-type: none"> Direct Supervisor conducts regular (monthly or bi-monthly) meetings with employee to review job performance, work plan and progress on goals. Direct Supervisor conducts yearly evaluation based on non-union evaluation form, regular meetings, and progress on goals. <p>NOTE: Onboarding process includes multiple interviews conducted at least at the 3-month and 6-month mark to check-in on staff progress.</p>	<p>Governed by:</p> <ul style="list-style-type: none"> City's Personnel Policy <p>NOTE: Supervisors provide "corrective counseling" as needed. Any discipline is done in consultation with HR and legal.</p> <p>NOTE: In the event city staff receives complaints about library operations, employees, or policy, we will direct those complaints to the Library Director.</p>	<p>Direct supervisor provides workplan, day-to-day guidance, mentorship and feedback.</p>
RECOMMENDED ACTION	<p>See hiring overview</p>	<p>GFPL Board hold an executive session each June to review and approve merit-based pay increases.</p> <p>GFPL Board hold an executive session when needed to adjust compensation based on wage study information</p>	<p>Maintain current practice</p>	<p>Maintain current practice</p> <ul style="list-style-type: none"> Adjust Grievance & Discipline Procedures to include Library Board as appropriate 	<p>Maintain current practice</p> <ul style="list-style-type: none"> Board delegate day-to-day supervision of the staff to Library Director and other direct supervisors

Library Director					
	Position Titles	Compensation Determination	Evaluation	Grievances Discipline Complaint	Supervision
CURRENT PRACTICE	Library Director	<ul style="list-style-type: none"> City Manager and HR in consultation with Library Board determined initial salary. Yearly evaluation by City Manager included merit-based pay or Cost of Living increase (0-5%) 	<p>City Manager conducts annual evaluation</p> <p>Library Board Conducts annual evaluation</p>	<p>Governed by:</p> <ul style="list-style-type: none"> City's Personnel Policy 	<p>Library Director is supervised by both the City Manager and the Library Board.</p>
RECOMMENDED ACTION	<p>Maintain current practice</p> <p>When necessary, Library Board create a Hiring Committee to work with HR for recruitment and hiring of Library Director.</p>	<p>GFPL Board appoint a committee to develop a Library Director Evaluation Plan including compensation structure</p>	<ul style="list-style-type: none"> City Manager will no longer evaluate the Library Director GFPL Board appoint a committee to develop a Library Director Evaluation Plan 	<p>Maintain current practice</p> <p>Adjust Grievance Procedure to include Library Board as appropriate.</p> <p>NOTE: In the event city staff receives complaints about library operations, employees, or policy, HR will direct those complaints to the Library Director. Should a complaint arise about the Library Director, it will be passed along to the Library Trustees.</p>	<ul style="list-style-type: none"> City Manager will no longer supervise Library Director GFPL Board continue to supervise the Library Director



Overview of Great Falls Public Library Hiring

ROLE OF THE GREAT FALLS PUBLIC LIBRARY BOARD:

1. The Library Board approves the Great Falls Public Library strategic plan.
2. The Library Board approves the Great Falls Public Library annual budget.
3. The Library Board approves the Great Falls Public Library organizational chart.
NOTE: Organizational chart will reflect both the amount budgeted for personnel costs and the staffing needed to meet the goals of the strategic plan.
4. **PROPOSED NEW STEP:** 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 will review and approve the new job description before the position is filled.

ROLE OF LIBRARY DIRECTOR AND MANAGEMENT TEAM:

1. Library Director and appropriate Management Team member(s) review Library staffing needs and current job description for any open position.
2. **PROPOSED NEW STEP:** 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 will review and approve the new job description before the position is filled.
3. Library Director informs HR of hiring plan and provides approved job description.

ROLE OF CITY OF GREAT FALLS HUMAN RESOURCES DEPARTMENT:

The Library Director recommends that the Library Board request a scope of service from the Human Resources Department so that both parties are clear on the services provided through the internal service charge process as defined in the City/Library Management Agreement.

HIRING PROCESS: UNION and NONUNION POSITIONS

Not including the hiring of the Library Director

1. HR and Library Staff complete required hiring forms.
2. HR posts the job opening to City of Great Falls internal candidates for appropriate amount of time. (Crafts Union 5 work days. MFPE Union 3 work days. 3 work days.)
 - If there are qualified internal candidates, Library Management will interview the candidates and offer the position if appropriate.
3. HR posts the job opening to the public.
4. Library staff review the applicants and choose appropriate candidates to interview.
5. Library staff and a representative from HR interview candidates using HR reviewed interview questions. Each interviewer rates candidate answers on a 1-5 scale. Interview teams

determines top candidate. If it is determined that none of the candidates are a fit for the position, the job opening is reposted.

6. HR staff runs background and reference checks on top candidate. Conveys information to Library staff. (If these checks disqualify a candidate, Library staff and HR determine the next top candidate and continue the process.)
7. HR and Library Staff complete required hiring forms.
8. HR offers the position to the candidate and determines start date. For non-union positions, HR negotiates the starting compensation rate based on the candidate experience and grade range.
9. On first day of work, new staff complete required onboarding process with the HR Department.
NOTE: HR only conducts onboarding on Mondays. (If Monday is a holiday, they may conduct onboarding on the next business day.)
10. New staff person starts work at the Library.



Overview of Great Falls Public Library Discipline Process including Termination.

ROLE OF THE GREAT FALLS PUBLIC LIBRARY BOARD:

1. The Library Board approves the Great Falls Public Library discipline process.
2. **PROPOSED NEW STEP:** The Library Board Chair fills the role of the City Manager in the procedures when appropriate.

ROLE OF LIBRARY DIRECTOR AND MANAGEMENT TEAM:

1. Library Director and appropriate Management Team member(s) work with HR and follow the discipline process as listed below.

ROLE OF CITY OF GREAT FALLS HUMAN RESOURCES DEPARTMENT:

The Library Director suggests that the Library Board request a scope of service from the Human Resources Department so that both parties are clear on the services provided.

City of Great Falls Personnel Policy Manual: page 62-64

Section 15 Disciplinary Policy

The goal of a City employee is to serve the public; follow rules and regulations on work performance and personal conduct; work well with co-workers, supervisors and the public; and do all the other things that contribute to good job performance and reaching City goals. When employee behavior departs from the standards set by the City, the need for disciplinary action arises.

15.1 Discipline Defined

Discipline is training that corrects, molds, or perfects behavior towards an orderly or prescribed conduct. Discipline should be viewed as corrective rather than punitive. The City generally applies a series of disciplinary actions, graduating in degree, based on the initial severity or on repetition of the problem behavior.

15.2 Good Cause for Discipline

The basic rule is that there must be good cause for imposing discipline. Good cause is defined in MCA §39-2-903 as reasonable job-related grounds for action based on a failure to satisfactorily perform job duties, disruption of the employer's operation, or other legitimate business reasons. The City must demonstrate and practice good faith when exercising discipline.

15.3 Disciplinary Responsibilities

HR is responsible for distributing this Personnel Policy Manual to all employees. Employees are responsible for reading and familiarizing themselves with this Manual. Supervisors are responsible for informing their employees of work rules and work performance standards particular to their

department and that may not be included in this Manual. When an employee does not follow these rules or standards, a supervisor should use the Disciplinary Procedure to correct such behavior.

15.4 Discipline Steps

Management will generally follow these procedures when taking disciplinary action. However, depending on the severity or nature of the offense, management, in its discretion, reserves the right to skip one or more of these discipline steps. Management will determine the first step in the disciplinary process. When deciding how to initiate discipline, consideration will be given to such factors as the seriousness of the offense, repetition of the problem, behavior, or offense, and prior employment record. Management will conduct investigations that include the employee in question's input before making determinations as to formal discipline.

15.4.1 Informal Disciplinary Actions

a. Corrective Counseling

Corrective counseling is a constructive step taken to improve unsatisfactory behavior. The key component is a meeting during which the supervisor and the employee agree on the nature of the problem and the steps necessary to correct the problem. Success results from positive, non-threatening counseling and communicating that the employee is responsible for the problem and its resolution. These steps can be useful to both the employee and the supervisor during informal counseling for conduct or performance problems:

- State the purpose. Get to the point.
- Describe the specific behavior problem. Cite the rule, policy or standard that has been violated, and the reasoning behind the rule or policy.
- Listen. Both the supervisor and employee should be active in this evaluation. Listening allows the other person to understand.
- Pinpoint any evidence showing the employee is responsible for the problem. Determine the cause(s) of the problem. Remain objective—the goal is to resolve the issue.
- The employee should offer remedies to the problem. Mutually develop an action plan to correct the problem.
- The employee should provide an overview of the discussion and the solution, in order to ensure both parties are in agreement.
- Schedule a follow-up meeting, as appropriate, to review the progress of the employee's behavior.
- At the conclusion of the meeting, document the employee's name, the date and time of the meeting, the problem, the agreed solution, and the date of the follow-up meeting, if any.

b. Oral Warning

Oral warnings are those given to an employee verbally, as opposed to in writing. Supervisors are responsible for keeping a record of all oral warnings; it is advisable that employees do the same. The record should contain:

- The employee's name;
- The date and time of the oral warning;
- Date, time and location of the incident or problem resulting in discipline;
- Names of others involved, either as witnesses or participants;
- An objective, factual description of the employee's behavior, specific to the incident or problem resulting in discipline;

- An accurate summary of the oral warning given to the employee, including the employee's statement in defense of their behavior, if any; and
- Any other documentation available such as letters of complaint from other departments, employees, supervisors, or the public; examples of the employee's work if related to the behavior in question; and memos that outline the results of corrective counseling.

15.4.2 Formal Disciplinary Actions

a. Written Warning

A written warning is normally the third step in the disciplinary process and the first formal disciplinary action. Critical elements to be included in the written warning are:

- The good cause (reasons) for the disciplinary action;
- A description of the disciplinary action, including dates and duration, if applicable;
- The improvements or corrections expected of the employee;
- Consequences (further discipline) if the employee fails to improve or correct behavior within a specified period of time; and
- The employee's signature and/or receipt of the warning. The written warning must be presented to the employee for review and signature. If the employee subject to discipline refuses to sign the warning, a witness to the refusal must sign the notice in the presence of the supervisor and the disciplined employee. In addition to grievance rights, the employee has the right to respond to the notice either verbally, in writing, or both. Any written response must be attached to the notice and included in the employee's personnel file.

b. Suspension With or Without Pay

Suspension without pay is an unpaid leave of absence ordered by management. If a written warning is given and fails to produce the desired change in behavior, the supervisor may impose a suspension. Some infractions may warrant a suspension on the first occurrence. Examples of such infractions may include, but are not limited to sexual harassment, physical fighting on the job, violence or threats of violence, and/or insubordination. A suspension may be imposed in either of the following ways:

- In writing and given to the employee in a disciplinary meeting; the notice should include a copy of the employee's appeal or grievance process; or
- Immediately and orally at the time of the infraction (followed in writing, with copy of the employee's appeal or grievance process attached, if the suspension is without pay). Immediate suspensions are used in situations where it is necessary to remove the employee immediately from the work environment and/or when time to conduct an investigation of the situation to determine the appropriate course of action.

c. Discharge

Discharge means employment is terminated for good cause. Discharge is appropriate when prior disciplinary actions have failed to resolve unacceptable conduct, or there is a performance problem that directly affects department operations. Some infractions may warrant discharge on the first occurrence, therefore, the City reserves the right to discharge an employee without prior disciplinary action pending an investigation. All instances of discharge will be in writing. The discharge should contain a statement of good cause for the action, relevant documentation, and notice of the appeal or grievance process.

15.5 All employees must follow the Problem Solving and Grievance Procedures set forth in Section 14 if they object to any of the disciplinary policy steps taken in this Section 15.



Overview of Great Falls Public Library Staff Grades and Compensation

CRAFTS UNION:

Job Title	Step 1: New Hire	Step 2: 6 months	Step 3: 12 months	Pension contribution
Custodian 1	\$18.67	\$19.61	\$20.59	\$3.65/hour
Custodian II	\$18.96	\$19.90	\$20.90	\$3.65/hour

MFPE UNION

Position Title	Grade	Salary Range (hourly)
Library Specialist (Youth Services)	30	Grade Minimum \$17.8600 - Grade Maximum \$21.7300
Library Specialist (Public Services)	30	Grade Minimum \$17.8600 - Grade Maximum \$21.7300
Library Clerk (Public Services)	22	Grade Minimum \$14.6600 - Grade Maximum \$17.8300
Resource Sharing Coordinator	26	Grade Minimum \$16.1800 - Grade Maximum \$19.6900
Bookmobile Coordinator	30	Grade Minimum \$17.8600 - Grade Maximum \$21.7300
Library Clerk (Technical Services)	22	Grade Minimum \$14.6600 - Grade Maximum \$17.8300
Cataloging Assistant	30	Grade Minimum \$17.8600 - Grade Maximum \$21.7300

NON-UNION HOURLY

Position Title	Grade	Salary Range (hourly)
Safety Specialist	10	Grade Minimum \$20.9100 - Grade Maximum \$28.2900
Administrative Assistant	13	Grade Minimum \$24.2100 - Grade Maximum \$32.7500
Communication Specialist	13	Grade Minimum \$24.2100 - Grade Maximum \$32.7500

NON-UNION SALARY

Position Title	Grade	Salary Range (yearly)
Librarian (YS, PS, CD)	18	Grade Minimum \$64,258 - Grade Maximum \$86,937
Community Engagement Coordinator	13	Grade Minimum \$50,348 - Grade Maximum \$68,118
Technology Systems Coordinator	18	Grade Minimum \$64,258 - Grade Maximum \$86,937
Assistant Director	23	Grade Minimum - \$82,011 -Grade Maximum - \$110,956
Library Director	27	Grade Minimum \$99,685 - Grade Maximum \$134,868

ADDITIONAL LIBRARY PERSONNEL COSTS:

HEALTH INSURANCE: (Library pays 85% of premiums)

Single: \$11,700

Couple: \$21,000

Family: \$29,000

Parent & child: \$18,500

UNEMPLOYMENT INSURANCE = 0.0045 times salary (Last year was 0.0035, new rate isn't known until May usually)

WORKERS COMPENSATION =

Clerical Staff = 0.0029 times salary

- Library Clerk
- Library Specialist
- Resource Sharing Coordinator
- Bookmobile coordinator

Professional & Administrative = 0.0070 times salary

- Administrative Assistant
- Library Director
- Librarian (Collection Development, Youth Services & Public Services)
- Library Tech Systems Coordinator

Non-professional = 0.014 of salary

- Custodian I
- Custodian II
- Safety Specialist

FICA = 0.062 times salary

MEDICARE = 0.0145 times salary

PUBLIC EMPLOYEE RETIREMENT SYSTEM = 0.00897 times (salary plus \$9,396 health insurance on base)

LIFE INSURANCE FOR MANAGEMENT TEAM = average of \$301.29/year

**City of Great Falls
Employee Performance Evaluation**

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

	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<p>1. Customer Service – A commitment to putting the public first. Strives for excellence in service to all members of our community. This includes service internally to other employees.</p>	<p>1. Is developing good listening skills. 2. Inconsistently greets customer, makes eye contact, establishes rapport, and introduces self, including position/role. Uses the customer's name whenever possible. 3. Demonstrates courtesy, respect and politeness in most interactions with customers. 4. Meets standards of personal appearance and appearance of work environment 5. Seeks appropriate help in attempts to solve problems. 6. Understands need for growth in improving customer service skills.</p>	<p>1. Demonstrates good listening skills. 2. Shows care and compassion in all interactions with customers and coworkers. 3. Demonstrates courtesy, respect and politeness in interactions with customers. 4. Frequently asks if there is anything else needed before completing interaction. 5. Anticipates customer needs and asks the right questions to solve the problem. 6. Demonstrates pride in personal appearance and appearance of work environment. 7. Goes above and beyond when providing service to internal customers, building positive relationships with other divisions or departments.</p>	<p>Meets and often exceeds standards listed under "solid performance," plus:</p> <ol style="list-style-type: none"> 1. Models excellent listening skills and coaches others to enhance their skills. 2. Serves as role model and coach in division/department for service excellence. 3. Is recognized for service excellence by internal customers. 4. Owns problems and follows through until effective resolution is reached.
SCORE:			

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

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

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

DEPARTMENT EXPECTATIONS

<p>1. Growth and Innovation– Promoting ongoing learning and continuous innovation are of great importance to the library. We work hard to respond to present situations and anticipate the future needs of our patrons. We are committed to remaining an important and relevant institution by evolving and expanding to better serve our community.</p>			
NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<ol style="list-style-type: none"> 1. Does not support necessary changes by withdrawing from discussion of change and its impact. 2. Does not support necessary changes by focusing on negative aspects 3. Does not support necessary changes by anticipating failure. 4. Does not support necessary changes by discouraging others from supporting changes. 5. Does not support necessary changes by seeking ways to impede change 6. Sees change only in how it impacts oneself. 7. Makes no effort to learn new things. 	<ol style="list-style-type: none"> 1. Cooperates with necessary changes, however, does not actively seek ways to improve. 2. Sees potential barriers to improving services, but does not proactively communicate concerns or possible solutions. 3. Sees change implementation as responsibility of management. 4. Takes training and growth opportunities only as prompted by management. 5. Provides input only when asked. 	<ol style="list-style-type: none"> 1. Actively embraces ways to improve service. 2. Seeks to understand and accept the need for change. 3. Handles resistance to change with tact and understanding 4. Constructively voices concerns and suggests solutions. 5. Cooperates in implementation of changes 6. Asks questions to generate multiple perspectives of the impact of a given change. 7. Is willing to take risks and learn from mistakes. 8. Identifies areas of potential change and routes them through appropriate channels (committee, manager, etc.) 9. Takes responsibility for personal growth. 10. Actively seeks opportunities to learn. 	<p>Meets and often exceeds standards listed under “solid performance,” plus:</p> <ol style="list-style-type: none"> 1. Actively seeks out ways to improve service. 2. Understands the change process and develops strategies for implementation of necessary changes 3. Communicates the requirements of change with peers and assists with implementation and evaluation. 4. Communicates with peers about the rationale for change. 5. Surfaces resistance and offers suggestions to constructively manage it. 6. Actively supports growth and learning of peers.
<p>SCORE:</p>			
<p>Comments:</p>			

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

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

NOT MET	APPROACHING	SOLID PERFORMANCE	EXEMPLARY
<p>4. Excellent Stewardship : The library acts as a trusted steward of community resources. We are responsible for appropriate use of public funds and make every effort to fully utilize the strengths of our talented staff. We make the best use of our resources to deliver the highest level of library service to our community.</p>	<p>1. Usually (but not consistently), demonstrates efficient and effective use of time, equipment and other resources.</p> <p>2. Usually (but not consistently), works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same.</p> <p>3. Usually (but not consistently), maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure.</p> <p>4. Completes tasks without awareness of equipment, supply and staff costs. Does not consistently demonstrate appropriate use of resources for return on investment.</p>	<p>1. Accepts responsibility for the public's trust and is accountable for individual actions.</p> <p>2. Demonstrates efficient and effective use of time, equipment and other resources.</p> <p>3. Maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure.</p> <p>4. Works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same.</p> <p>5. Is aware of equipment , supply and staff costs; understands appropriate use of resources.</p> <p>6. Demonstrates a sense of organizational stewardship.</p>	<p>Meets and often exceeds standards listed under "solid performance," plus:</p> <p>1. Works to reduce waste by identifying ways to be more efficient with time, money, or processes.</p> <p>2. Actively seeks to help other staff be more efficient.</p> <p>3. Shows willingness to have direct conversations and hold other staff and patrons accountable.</p>
SCORE:			
Comments:			

INDIVIDUAL GOALS

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

SIGNATURES

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

Immediate Supervisor: _____ Title: _____ Date: _____

Department Head: _____ Title: _____ Date: _____

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

Signature: _____ Title: _____ Date: _____



Library Board Meeting Date: January 28, 2024

**GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT**

Item:	Library Board review of fiscal policies
Presented By:	Susie McIntyre, Library Director
Action Requested:	Library Board review current practices and provide guidance on policies to be presented at future Library Board of Trustee Meetings.

Staff Recommendation: Staff recommends that the Library Board review the information regarding current City-Library policies and recommended procedures and ask for any additional information so that proper policies can be crafted for future Board approval.

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

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.

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 policies and procedures that align with current Library/City practices. The City Fiscal Policies are quite extensive. Library Staff see no reason for the Library Board to deviate from the City’s regular fiscal policies with two possible exceptions.

1. Library Budget
2. Approvals of certain grants and contracts

Please see supplemental information for a discussion of the possible changes.

NOTE: *This agenda item is for discussion and feedback only. Before presenting actual policies to the Board, we will have them reviewed by appropriate City Staff to ensure that they are legally sound and workable within our required frameworks.*

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 parallel the policies and procedures of the City of Great Falls AND that 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 review the current information and request alternative information be presented at upcoming Board meetings.

Attachments/Exhibits:

- Overview of City-Library Budget Process
- Overview of City-Library fiscal approval process



Overview of Great Falls Public Library Fiscal Policy--Oversight

ROLE OF THE GREAT FALLS PUBLIC LIBRARY BOARD:

1. The Library Board approves the Great Falls Public Library annual budget.
2. The Library Board reviews and accepts the Library financial reports at each meeting and approves special projects and purchases.
3. **PROPOSED NEW STEP:** Given the new City/Library Management agreement some items will require documented approval of the Board Chair or full Board.

ROLE OF LIBRARY DIRECTOR AND MANAGEMENT TEAM:

1. All Library staff follow all City of Great Falls and Great Falls Public Library fiscal policies.
 - Purchasing (including paying invoices and proper use of Library credit cards)
 - Contracting and bidding
 - Grants
 - Petty cash
 - Deposits, Cash Handling, and Credit Card payments to Library
 - Annual audit review
 - Establishing appropriate projects through the intent to create process
 - Disposal of Library property
 - Receiving donations

NOTE: Full Finance Policy Manual available to Library Board on request.

NOTE: The Library receives limited IT services from the City IT office. The Library manages its own IT projects and does not utilize the City Technology Project guidelines.
2. Library Director and Administrative Assistant request appropriate approvals for needed transactions. (Library Board meeting agendas, City Commission contracts list, City Commission grants list, Commission Agenda item, routing through City Department approval process)
3. Library Director and Administrative Assistant prepare monthly financial reports for Board review at each monthly meeting.
4. Library Director and Management Team track revenue and expenditures to ensure adherence to the Library annual budget.

ROLE OF CITY OF GREAT FALLS FINANCE DEPARTMENT:

The Library Director suggests that the Library Board request a scope of service from the Finance Department so that both parties are clear on the services provided.

CITY-LIBRARY FISCAL POLICY OVERSIGHT:

The City of Great Falls Financial Policy requires oversight and additional approval of certain types of transactions. The Library and the City of Great Falls will need to determine the appropriate avenue of approval for each case.

- City Manager/City Commission continue to provide approvals as defined in the Fiscal Policy
- OR**
- Approval responsibility moves solely to the Library Board
- OR**
- Approval responsibility moves to joint responsibility of City Manager/City Commission and Library Board.

GENERAL CITY-LIBRARY FISCAL POLICY OVERSIGHT:

PURCHASING	CURRENT REQUIRED APPROVALS	RECOMMENDED APPROVALS	NOTES
<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"> City Manager Garage Fleet Supervisor Department Head 	<ul style="list-style-type: none"> Garage Fleet Supervisor Library Board Library Director 	<p>Current practice includes Board approval for any vehicle purchase through the budget process and board agendas.</p>
<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"> Department Head 	<ul style="list-style-type: none"> Library Director 	<p>Board still provides oversight through monthly financial reports</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"> City Commission (contracts list) City Manager Department head 	<ul style="list-style-type: none"> City Commission (contracts list) Confirm with City Finance Department Library Board Agenda item Library Director 	<p>The Library Board does not generally have a "contracts list" for approval. If Library Board approval becomes part of the process, staff recommends approval as a Board agenda item.</p> <p>Library board current practice includes Board approval for any large purchases through the budget process and board agendas.</p>
<p>Purchases over \$80,000 for automobiles, trucks, other vehicles, road machinery, other machinery, apparatus, appliances, equipment, 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"> City Commission (agenda item) City Manager Department head 	<ul style="list-style-type: none"> City Commission (agenda item) Confirm with City Finance Department Library Board Agenda item Library Director 	<p>Library will follow the formal advertisement process outlined in Montana</p> <p>Library board current practice includes Board approval for any large purchases through the budget process and board agendas.</p>
SPECIAL CASES FOR SOLE SOURCE PURCHASES	CURRENT REQUIRED APPROVALS	RECOMMENDED APPROVALS	NOTES
<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</p>	<ul style="list-style-type: none"> Department Head Finance Director 	<ul style="list-style-type: none"> Finance Director Library Director 	<p>It is not feasible to provide Board members access to the City fiscal software. The Library would document</p>

¹ See Cooperative Purchasing Exception at end of document.

<p>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>	<ul style="list-style-type: none"> City Manager (for purchases over \$80,000) 	<ul style="list-style-type: none"> Library Board Chair (via email) (for purchases over \$80,000) 	<p>email approval.</p> <p>Library board current practice includes Board approval for any large purchases through the budget process and board agendas.</p>
<p>Architectural, Engineering, and Land-Surveying Services</p> <p>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>CURRENT REQUIRED APPROVALS</p> <ul style="list-style-type: none"> Required approvals based on size of contract 	<p>RECOMMENDED APPROVALS</p> <ul style="list-style-type: none"> Required approvals based on size of contract 	<p>NOTES</p> <p>For the recent Cushing Terrell contract the Library paid an hourly internal service charge to Public Works for their support in the process.</p> <p>The Library will continue to use the Intent to Create procedure.</p>

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.



Overview of Great Falls Public Library Budget Process

ROLE OF THE GREAT FALLS PUBLIC LIBRARY BOARD:

1. The Library Board approves the Great Falls Public Library strategic plan.
2. The Library Board approves the Great Falls Public Library annual budget.
3. **PROPOSED NEW STEP:** The Library Board or designee presents the Great Falls Public Library annual budget to the City Commission.

ROLE OF LIBRARY DIRECTOR AND MANAGEMENT TEAM:

1. Library Director and appropriate Management Team member(s) work with the Finance Department and HR to develop the proposed annual budget.
2. Library Director and appropriate Management Team member(s) present the budget to the Library Board.
3. Library Director and Administrative Assistant enter the Library budgets into the City financial software system.
4. Library Director meets with the City Manager team to present the Library budgets so that they can present a full City Budget to the Commission.
5. **PROPOSED NEW STEP:** The Library Director works with Library Board to present the Great Falls Public Library annual budgets to the City Commission.

ROLE OF CITY OF GREAT FALLS FINANCE DEPARTMENT:

The Library Director suggests that the Library Board request a scope of service from the Finance Department so that both parties are clear on the services provided.

LIBRARY ANNUAL BUDGET PROCESS: 2220 Library Operational Budget

1. Library Director and Management Team discuss Library needs and create a DRAFT budget for the next fiscal year.
 - Budgeted revenues are based on:
 - i. Revenue trends from previous years (donations, interest, etc.)
 - ii. Consultations with the Finance Department regarding probable property tax revenue
 - Budgeted expenses are based on:
 - i. Expenditure trends from previous years
 - ii. Estimated personnel cost information from HR and Finance (union raises, health insurance costs, worker's comp costs etc.)

NOTE: Collective Bargaining Agreements are negotiated every two years.

Generally, the negotiations are not complete by the time that the Library Board approves the budget so we must use estimates.

- iii. Contract obligations
- iv. Planned projects (including any maintenance or capital improvement needs)
2. Library Director presents the DRAFT budget to the Library Board at an open meeting. (Usually during the April Board meeting)
3. Library Board approves a Library 2220 Operational Budget.
NOTE: The Board can approve the budget as presented by the Library Director or the Board can approve a modified budget.
4. Library Director and Administrative Assistant enter Library budget numbers into City fiscal software.
5. Library Director meets with City Manager team to review the Library Budget and answer questions.
6. City Manager develops full City Budget—including the Library and other Department budgets.
7. City Manager presents budget information to the City Commission during work sessions. Library Director attends all budgetary work sessions to answer questions if needed.
8. City Commission holds a public hearing and adopts the annual City Budget.

LIBRARY ANNUAL BUDGET PROCESS: 2221 Library Foundation/Donation Budget

1. Great Falls Public Library Foundation has a fiscal year from April 1 through March 31. The Foundation approves their annual budget at their Spring meeting usually held in March or April.
2. Library Director and Management Team discuss Library needs and create a DRAFT budget for the next fiscal year.
 - Budgeted revenues are based on:
 - Revenue trends from previous years (donations, interest, etc.)
 - Foundation Budget amounts
 - Budgeted expenses are based on:
 - Expenditure trends from previous years
 - Predicted upcoming projects
 - Foundation Budget amounts
3. Library Director presents the DRAFT budget to the Library Board at an open meeting. (Usually during the May Board meeting)
4. Library Board approves a Library 2221 Operational Budget.
NOTE: The Board can approve the budget as presented by the Library Director or the Board can approve a modified budget.
5. Library Director and Administrative Assistant enter Library budget numbers into City fiscal software.
6. Library Director meets with City Manager team to present the Library Budget and answer questions.
7. City Manager develops full City Budget—including the Library and other Department budgets.
8. City Manager presents budget information to the City Commission during work sessions. Library Director attends all budgetary work sessions to answer questions if needed.
9. City Commission holds a public hearing and adopts the annual City Budget.

Director's Itinerary: November & December 2024

Fri	Nov.	1	Negotiation Committee Meeting 9:00 am – 10:00 am Digital Born News Presentation MT Newspaper Association (Choteau) 1:00 pm – 2:00 pm Foundation Director and Consultant meeting 3:00 pm – 4:00 pm
Sat	Nov.	2	Reference Desk 1:00pm - 2:00 pm
Mon	Nov.	4	City/Library Renegotiation Meeting 9:00 am Digital Born News meeting with Community Webs 2:00 pm – 3:00 pm
Tues.	Nov.	5	Library Closed: Election Day
Weds.	Nov.	6	Management Team Meeting 11:00 am CT consultation Library Park 1:00 pm Planter Planning meeting 2:00 pm Communication Meeting 3:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Thurs	Nov.	7	Library Communications Meeting 9:00 am Tech Transition Meeting 10:00 am Consulting meeting City IT Director 1:30 pm Cold Weather Services Panel 6:30 pm
Fri	Nov.	8	Fiscal meeting Early Literacy Outreach Grant 9:00 am Board Chair & Foundation Director meeting 10:00 am
Sat	Nov.	9	Reference Desk 11:00 am – 12:00 pm; 1:00 pm – 2:00 pm
Mon	Nov.	11	Library Closed: Veterans Day Neighborhood Council #7 7:00 pm
Tues.	Nov.	12	Digital Born News meeting 9:00 am Rotary Meeting 12:00 Foundation Director meeting 1:30 pm
Weds.	Nov.	13	Sick Day
Thurs	Nov.	14	Staff monthly goals meeting 10:00 am Meeting of the Minds meeting 12:00 pm – 1:30 pm CT & Foundation Director meeting (phasing of remodel) 2:00 pm Armchair Traveler presentation 7:00 pm
Fri	Nov.	15	Early Literacy Outreach Grant—Partner meeting 10:00 am
Sat	Nov.	16	Reference Desk 10:00 am – 12:00 pm
Mon	Nov.	18	City of Great Falls Employee Book Club 12:00 pm
Tues.	Nov.	19	KRTV interview City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	Nov.	20	Reference Desk 10:00 am – 11:00 pm Management Team Meeting 11:00 am Access to Care meeting 12:30 pm Communication Meeting 2:30 pm One-on-One meeting City Manager 3:30 pm
Thurs	Nov.	21	Library Clerk Interviews 8:00 am – 11:30 am Staff monthly goals meeting 3:00 pm Staff monthly goals meeting 4:00 pm
Fri	Nov.	22	Radio Interview 7:40 am Negotiation Committee Meeting 2:00 pm Staff monthly goals meeting 4:00 pm
Sat	Nov.	23	Circulation Desk 11:00 am – 12:00 pm
Mon	Nov.	25	Radio Interview 8:00 am
Tues.	Nov.	26	Website Check-in 9:00 am Rotary Meeting 12:00 pm Foundation Director Meeting 1:30 pm Library Board Meeting 4:30 pm
Weds.	Nov.	27	Management Team Meeting 11:00 am Staff monthly goals meeting 12:00 pm Communication Meeting 3:00 pm

Thurs	Nov.	28	Library Closed: Thanksgiving
Fri	Nov.	29	Library Closed: Thanksgiving
Sat	Nov.	30	Circulation Desk 9:00 am – 10:00 am Reference Desk 11:00 am – 12:00 pm Parade of Lights 5:00 pm
Mon	Dec.	2	Local Area Counsel Meeting 1:30 pm – 3:00 pm
Tues.	Dec.	3	Downtown Safety Alliance Meeting 10:00 am Rotary 12:00 pm Foundation Director Check-in 1:30 City Commission Work Session 4:00 pm City Commission Meeting 7:00 pm
Weds.	Dec.	4	Reference Desk 10:00 am – 11:00 am Management Team Meeting 11:00 am Book-A-Thon PSA Premiere 12:00 pm Communication Meeting 3:00 pm Board Member Check-in 4:00 pm
Fri	Dec.	6	Christmas Stroll 5:00 pm
Sat	Dec.	7	AAUW Luncheon 10:00 am Reference Desk 3:00 pm – 4:00 pm
Mon	Dec.	9	CoGF Employee Book Club 12:00 pm ELOS presentation to Early Childhood Educators Leadership Cohort
Tues.	Dec.	10	Coffee with Commissioner Joe McKenney 8:30 am Department Head Meeting 10:00 am Interviews Library Technology Systems Coordinator Interviews 12:00 pm Genealogy Society Leadership meeting 4:00 pm
Weds.	Dec.	11	Continuum of Care meeting 9:00 am Reference Desk 10:00 am – 11:00 am Management Team Meeting 11:00 am Staff onboarding meeting 1:00 pm Staff onboarding meeting 2:00 pm Meeting GFPL Foundation Director meeting 4:00 pm GFPL Staff Holiday Party 6:00 pm
Thurs	Dec.	12	Communication Meeting 10:00 am Meeting regarding patron concerns 2:00 pm Armchair Traveler Presentation 6:00 pm
Fri	Dec.	13	Meeting Library Board Chair/Foundation Director 9:00 am
Sat	Dec.	14	Consultation Bill Bronson 9:00 am Circulation Desk 11:00 am – 12:00 pm
Tues.	Dec.	17	One-on-One Meeting City Meeting 10:00 am Rotary Meeting 12:00 pm Tracy Cook Consultation 3:00 pm Debbie Stewart Retirement meeting 4:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	Dec.	18	Management Team Meeting 11:00 am Access to Care meeting 12:30 pm Communication Meeting 3:00 pm
Thurs	Dec.	19	2 nd Interview Technology Systems Coordinator 11:00 am Staff monthly supervision meeting 3:00 pm
Fri	Dec.	20	Debbie Stewart Retirement Party 12:00 pm
Sat	Dec.	21	Silent Book Club 10:00 am
Mon	Dec.	23	HR meeting 10:00 am
Tues.	Dec.	24	Communication Meeting 10:00 am
Weds.	Dec.	25	Library Closed: Christmas Day
Thurs	Dec.	26	Vacation
Fri	Dec.	27	Vacation
Sat	Dec.	28	Vacation
Tues.	Dec.	31	Department Head Meeting 10:00 am

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

MANAGEMENT TEAM MEETING

Meeting Minutes

November 6, 2024

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

Absent: Sara Kegel

Next Meeting: November 13, 2024; 11:00am; Susie's Office

SUSIE

- Susie informed us that the AAUW book sale went well. Prepping for The Friends of the Library Books sale will begin in January.
- Susie gave an update on the Self-Help law clinic office lease. It has been extended through June 2025.
- Susie informed us that two patrons have been trespassed, we are waiting for them to be served.
- The board will be approving the Policy Manual at the November meeting.
- Susie gave an update on the city re-negotiation.
- John C. will be giving his managers report at the November board meeting. Caitlyn, and Maribeth will be doing the staff introductions.
- Susie reminded everyone that FAP request are due to her by November 8th.
- Susie informed us that Sara K has resigned. Her last day will be November 10th.
- Susie will be attending the Commission meeting tonight.
- Susie will be leaving early on Friday.

TREVA

- Treva and crew are working on catching up on the materials that have been received.
- Treva is currently weeding the DVD collection.

SARA LP

- Sara led a discussion on the vending machines on the second floor.
- Sara led a discussion on the current staff transitions.
- Sara led a discussion on putting the holiday displays, including the tree, on the second floor this year. It could tie into the staff Christmas party.
- Interviews for the open positions will be held on November 21st.

SARA K

- Sara

AARON

- Aaron informed us that time sheets are due this week.

JOHN

- John had nothing to report.

RAE

- Rae informed us that Carol accepted the open position in KP/YA
- Raising Readers Christmas party will be in December.

SARAH C

- Sarah informed us the staff Christmas party committee is meeting tomorrow.
- There is a presentation tomorrow at 6:30p.
- Sarah will be applying for a Humanities Montana grant for the February Hasan Davis presentation.

JAKE

- Jake is working on a video for Raising Readers.

MANAGEMENT TEAM MEETING

Meeting Minutes

November 20, 2024

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

Absent:

Next Meeting: November 27, 2024; 11:00am; Susie's Office

SUSIE

- Susie discussed the city renegotiation.
- National Library week is in April. Please let her know if you have any ideas.
- Book-a-thon video has been completed.
- A discussion was had regarding the 2025 vacation request calendar. She reminded everyone to please check your vacation accruals.
- A discussion was had regarding the current patrons that have been trespassed.
- Susie will be in and out of office today.

TREVA

- Treva will be out of the office with appointments today.
- Her crew is catching up on receiving materials.
- Isa is out of the office today.
- Treva will be out of the office on Thursday
- A discussion was had regarding the sticker labels and their adhesive qualities.

SARA LP

- Sara will be in interviews tomorrow.
- Sara is looking at having two more public service staff become notaries.
- Debbie's retirement party is on December 20th.
- Sara is has talked to her crew regarding them standing around in groups talking.
- There is a gratitude wall in the Circulation for staff, please feel free to fill out.

AARON

- Aaron is working on the board packet.
- Time sheets are due Thursday.
- Aaron is working on the Wednesday envelope flyer.

JOHN

- John gave an update on the sounds the elevator has been making. Seems with the colder weather the oil is taking longer to warm up.
- John will be out of the office tomorrow and Tuesday. Caitlin will be in at 9am on those days.

RAE

- Rae informed us that the Raising Readers holiday party will be on December 21st.
- Katherine would like to create some Facebook posts, she will make them, then Rae will review them and the forward to Jake to post.

SARAH C

- Sarah informed us that the City Christmas Ornaments should arrive this week. The library is being showcased. We will be following the same process as last year for selling them.
- Sarah will be in and out this week.
- Sarah has a tour tomorrow; it will include a scavenger hunt.
- Sarah will be decorating the bookmobile Wednesday afternoon for the Parade of Lights on Saturday.

JAKE

- Jake will be volunteering at Longfellow school on Wednesday.
- Jake is working on the website. He can make updates to the calendar but not the actual site. A meeting has been scheduled with the hosting company to resolve the issue.
- Jake has finished the Dolly Parton video and is working on one for story time. A video for wowbrary is in the works.

MANAGEMENT TEAM MEETING

Meeting Minutes

November 27, 2024

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

Absent:

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

SUSIE

- Susie gave an update on the city re-negotiation.
- There will be no board meeting in December.
- The board has approved the current FAP ask; it will now go to the Foundation Board for approval.
- Sara K has resigned. Aaron, Sara LP, and Susie will be covering until a new IT person is hired.
- Susie gave an update on the website; we are looking into a new host.
- The staff Holiday Party will be on December 11th. The library will provide a turkey, managers will provide sides
- An anonymous donor gave a donation to the library foundation. It is to be used to purchase the vending machines in the library. Funds generated (after product stocked) from the sales of the vending machine are to be put into a fund for staff to use for Staff morale activities.
- Susie let us know that the book-a-thon video is out.

TREVA

- Treva informed us that Jacob is almost caught up.
- Treva hopes to have the ELM back up and running by next week; there was a blockage that needed to be cleaned out.

SARA LP

- Sara informed us that Nick will start on December 2nd, and Chris will start on December 9th.

AARON

- Aaron will be out of the office on Saturday.

JOHN

- John led a discussion on an upgrade to the boiler computer.
- John informed us that the staff tree is up and ready to be decorated on Sunday.

RAE

- Rae

SARAH C

- Sarah informed us that Susie will be taking the lead for the parade.
- The Christmas Stroll is next Friday.
- Sarah will be attending webinars next week for a grant opportunity.
- The memory café will have a potluck on December 3rd.

JAKE

- Jake will not be attending the Parade of Lights or the Staff Tree Decorating. He asked that someone please take photographs so he can post them/

MANAGEMENT TEAM MEETING

Meeting Minutes

December 4, 2024

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

Absent:

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

SUSIE

- Susie gave an update on the website issues.
- Interviews for the IT position are scheduled for December 10th.
- Susie is working on the Executive Assistant job posting.
- A discussion was had on KitKeeper.
- The Staff Holiday party will be December 11th, after hours. A discussion was had regarding who was bringing what.
- A discussion was had regarding Debbie's retirement on December 20th.
- A discussion was had on the onboarding packet
- A discussion was had regarding the new city agreement.
- A discussion was had on the power outage procedure
- MLA will be the end of March this year.

TREVA

- Treva will be attending Leadership Great Falls today.
- Tech Services is catching up on processing materials.
- The ELM is ready to put back together.

SARA LP

- Sara is working on organizing the Hot Spots. We are now down to 1 staff hotspot. It will be located in the yellow file cabinet beneath the staff mail boxes. Please check it out to your account when using it so we can keep track of who has it.
- Sara has been updating the Google Business site and the Good Calendar with days the library will be closed for holidays.

AARON

- Aaron informed us that time sheets are due tomorrow.

JOHN

- John led a discussion on cleaning up the IT area in the basement.

RAE

- Rae thanked staff for promoting programs. They had three families at bookworms this week.
- The Raising Readers Holiday party will be December 21st.

SARAH C

- Sarah informed us that the library table will be in front of Big Dipper for the Christmas Stroll.
- 13 people attended the program last night. Next program will be in February.
- Sarah will be in and out of the office this week.
- If someone comes in for Bookworms United, and Sarah is here, please send them to her.

JAKE

- Jake is working on the website issues with Susie.
- Jake is attending the raising readers meeting today. Their video will be up this month.
- Book-a-thon video premier is today.

MANAGEMENT TEAM MEETING

Meeting Minutes

December 11, 2024

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

Absent: Jake Sorich

Next Meeting: December 18, 2024; 11:00am; Susie's Office

SUSIE

- Susie mentioned that the vacation calendar is making its way around. Currently Rae has the managers calendar.
- Susie informed us that a person was picked for the IT position. We are waiting on a background check.
- Susie hopes that the Assistant Director and the Early Literacy positions will get posted today.
- The January board meeting will be focused on the steps to move forward.
- Tax Help Montana now has their own building. This means they may not be utilizing the library as a drop off location.
- The website is up and running under the new host. It seems to have fixed all the issues we were having.
- Susie asked all managers to send her the names of staff that need to attend the new employee orientation.
- A discussion was had regarding a Facebook posting.
- Susie led a discussion on building a stronger management team.
- Susie has tasked managers to come next week with a suggestion of one thing they can take over from Susie to lighten her work load.

TREVA

- Treva presented options for replacing Kit Keeper. A discussion was had.
- Treva will be out of the office tomorrow.

SARA LP

- Sara informed us that we have 19 new hotspots coming from the State Library. Sara is currently working on organizing the hot spots we have.
- John R. is out of the office today.
- Sara will be leaving at 1:30p today, but will be back for the party.
- Sara informed us that the screen on the self-Checkout near Kids Place is having issues. It is due to the sun shining on it and heating it up. We need to move it to a different location and call for service on it.

AARON

- Aaron had nothing to report.

JOHN

- John thanked everyone that helped out on Saturday.
- Maribeth is out sick today. Caitlyn is here.

RAE

- Rae informed us that a Fort Benton author will be here this Saturday. It is open to all ages.
- The events list for KP/YA is done and sent to Jake.
- The spring D&D Campaign sign-up will be in March.

SARAH C

- Sarah had to leave for a portion of the meeting to attend to the Great Falls Chamber Leadership High group.
- She had nothing to report.

JAKE

- Jake was not present.

MANAGEMENT TEAM MEETING

Meeting Minutes

December 18, 2024

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

Absent: Treva Higgins

Next Meeting: January 8, 2025; 11:00am; Susie's Office

SUSIE

- Susie informed us that we will be closing early at 3pm on Christmas and New Year's Eve.
- Susie informed us that the contract with Paige ended in September. A new scope was sent over. A discussion was had regarding the service.
- At the last meeting, Susie asked managers to think about what can be delegated to them to help alleviate her workload. She asked that managers please email her their thoughts.
- A discussion was had regarding the Assistant Executive Director position. The position will be postponed until the new fiscal year in July 2025.
- At the January board meeting, the board will discuss procedures in regards to the new city agreement. A committee may be created to evaluate the procedure for the Director's review.
- A second interview for the IT position is scheduled for tomorrow.
- The safety specialists are working on a power outage plan.
- Many staff are out sick. COVID guidelines say you can come back to work when you are fever free for 24hs and your other symptoms are improving.
- Susie is working on the patron policy for language. She encourages staff to follow as well.
- Susie reminded everyone that Board Members and Staff should NOT be talking politics while on the clock.

TREVA

- Treva was not present.

SARA LP

- Sara informed us that Debbie's last day is Friday.
- 19 Hot Spots have arrived; Sara is getting them set-up so they can begin being circulated.
- Sara will be out of the office beginning Christmas through New Year's, returning on January 5th.

AARON

- Aaron informed us that time sheets are due tomorrow.

JOHN

- John informed us that due to sickness there will be gaps in services Friday and Saturday night.
- Caitlyn is out sick today.

RAE

- Rae informed us that the Raising Readers Holiday Party is 11a-12p. Santa and Mrs. Clause will be here.
- Rae has purchased cutting gloves for the paper cutter. One set will be on the 3rd floor the other in the book repair bin.

SARAH C

- Sarah will be out of the office Monday and Tuesday next week.
- She is working on the program for tomorrow night.
- Sarah has been booking for the 2025 music in the park. She has 5 bookings currently.
- Shakespeare in the Parks will be doing 2 shows in 2025. August 8th and August 9th. What will be performed is still TBA.
- Sarah informed us that Tax Help Montana will not be utilizing the Library for space this year since they now have their own building.
- Bookworms United 2025 will begin in January.

JAKE

- Jake thanked everyone that helped while he was out.
- Jake passed around a proof of some bookmarks he is working on.
- Jake informed us that the January events are now on the website and the calendar has been updated.
- A discussion was had regarding the posting of new staff on our social media sites.

Great Falls Public Library January 2025 Events



Library Closed on New Year's Day and Martin Luther King Jr. Day

When: All Day on Wednesday, January 1 and Monday, January 20

What: The Library is closed for New Year's Day, a Federal holiday. We will re-open on Thursday, January 2 at 9 am. The Library is also closed on Monday, January 20 for Martin Luther King Jr. Day. We will re-open on Tuesday, January 21 at 9 am.

Bookworms United 2025 Challenge Begins!

When: From January 2 to December 26, 2025

What: Read 50 books in 50 different categories in approximately 50 weeks for your chance to win a prize. Grab your paper copy of the challenge at the display table, or online.



January-February Artist in the Library – Sharron Mashburn

When: January through February

What: Sharron Mashburn was born in Florida but quickly moved to Las Vegas in 1947. She completed her education in the public school system there, when the population was still less than 13,000 people. She attended University of Nevada Las Vegas after graduating high school. Sharron then moved to the Bay Area where she entered into San Jose State and majored in Art History and Studio Art. She returned to Las Vegas and taught k-12 art history, teaching from 1974-2004. In 2008, Sharron and her husband Paavo moved to Great Falls, which is "The Last Best Place"!



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Great Falls Public Library January 2025 Events

Memory Café

When: Tuesday, January 7, 12:30 to 2 pm

Where: Cordingley Room

What: January’s Memory Café is all about dance and music, so bring your dancing shoes for this instructor led program. 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.



Volunteer Orientation and Appreciation Dinner

When: Tuesday, January 7. Orientation at 5, Potluck dinner at 6:30

Where: Cordingley Room

What: An opportunity for volunteers to be trained together, to meet each other, and for the Great Falls Public Library to appreciate all the work they do to help us out. Must RSVP to Sarah Cawley by **January 3**. This is for current and active volunteers. If you wish to become a volunteer with GFPL, please contact **Sarah Cawley** at scawley@greatfallslibrary.org You can download an application to become a new volunteer on our [website](#), as well!



Emergency Services' Mobile Integrated Healthcare

When: Friday, January 10 and Friday, January 24, 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.

Armchair Traveler Series Talk with Kelli Smith

When: Thursday, January 9, 7 to 8 pm

Where: Cordingley Room

What: Travel down to Disney Land with Kelli and her family as we explore the incredible and magical place that is Disney.



Great Falls Public Library January 2025 Events



Little Shell Tribal Health Medicaid sign-ups

When: Wednesday January 8, 15, 22 and 29, from 10 am to Noon

Where: First Floor Display area

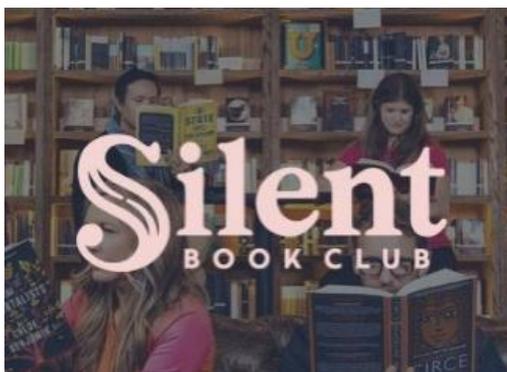
What: Have you recently lost your Medicaid coverage? Do you know if you can re-apply or if you could be losing coverage? A Little Shell Tribal Health Care Worker will be at the library to provide help to determine if you can re-apply for coverage, or sign up to get a plan on the Health Insurance Marketplace.

Board Game Night at the Great Falls Public Library for January

When: Sunday, January 26 from 3 to 5:30 pm

Where: Cordingley Room

What: For this month's Board Game Night, we will be playing the game K2. K2 is the second-highest mountain on Earth as well as the second deadliest. It's known as the Savage Mountain, as it kills one person for every four who have reached the summit. Now your team stands in its shadow, ready to climb for fame and glory. You know the dangers of K2 all too well. K2 is a hand management game for 1-5 players, with strong interaction and low luck factor, lasting up to 60 minutes. The theme is very well represented by the mechanics, including such elements as changing weather, lack of oxygen and death of the mountaineers. The result is an exciting match for gamers and non-gamers alike.



Silent Book Club for January

When: Saturday, January 18, 10 am to noon

Where: Luna Coffee Bar in Downtown Great Falls

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

Great Falls Public Library January 2025 Events

January Book Clubs

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

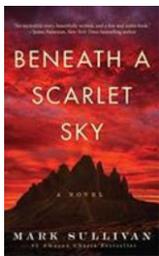


Open Books with Penny, 1st Thursday

When: Thursday, January 2, 7 to 8 pm

Where: 3rd Floor Montana Room

What: Book club discussion of *The Cold Dish* by Craig Johnson

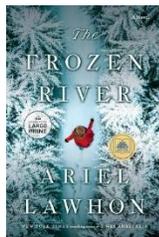


City Employee Book Club (Open to City of Great Falls employees) 2nd Monday

When: Monday, January 13, Noon to 1 pm

Where: Small Meeting Room

What: Book club discussion of *Beneath a Scarlet Sky* by Mark T Sullivan



Book Sleuths With Kalena, 2nd Tuesday

When: Tuesday, January 14, 4:30 to 5:30 pm

Where: Small Meeting Room

What: Book club discussion of *Frozen River* by Ariel Lawhon



The Very Arbitrary Book Club, 3rd Tuesday

When: Tuesday, January 21, 10 am to 11 am

Where: Small Meeting Room

What: Book club discussion of *What You Are Looking For is in the Library* by Michiko Aoyama



Page Forward Thursday With Susie, 4th Thursday

When: Thursday, January 23, 7:00-8:00 pm

Where: 3rd floor Montana Room

What: Book club discussion of *The Collector* by John Fowles

Great Falls Public Library January 2025 Events

YOUTH SERVICES EVENTS

Family Storytime

When: Saturdays from 11 am to noon on January 11 and 25

Audience: Babies and kids birth to 8 and their families

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 January, we celebrate National Science Fiction Day with stories about aliens and outer space!



Books & Babies: A lap bounce program

When: Thursdays from 10:30-11:15 on January 2, 9, 16, 23, and 30.

Where: Cordingley Room

Audience: Babies birth to 1 ½ and their parents and caregivers

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

Bookworms Storytime

When: Tuesdays, 10:30 to 11:30 am on January 7, 14, 21, and 28.

Where: Cordingley Room

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

What: Is your child ready for a more challenging Storytime? Join us for Bookworms this fall! This program for preschoolers and emerging readers K-2nd grade will feature more challenging songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families! January's theme is Math. Get ready to explore math fundamentals like counting, addition, and subtraction with great stories and hands-on games!



Great Falls Public Library January 2025 Events

Preschool Storytime

When: Wednesdays from 10:30 to 11:30 am on January 8, 15, 22, and 29

Where: Cordingley Room

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

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. This month our theme is Animals in Winter!



Toddler Time

When: Fridays from 10:30-11:15 am on January 3, 10, 17, 24, 31

Where: Cordingley Room

Audience: Toddlers 1 ½ to 3 years

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



Dr. Martin Luther King Jr. Day Story Walk in Gibson Park

When: Friday, January 3-February 5, dawn to dusk

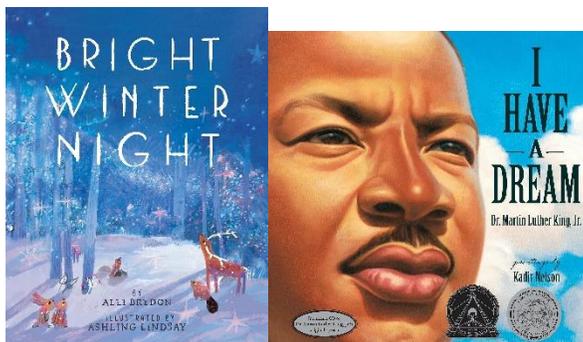
Where: Gibson Park Walking Trail

Audience: Community members of all ages

What: Visit Gibson Park between dawn and dusk this month to read Kadir Nelson’s beautifully illustrated picture book adaptation of Dr. King’s I Have a Dream Speech. Bright Winter Night by Alli Brydon, a charming picture book about animals searching for the Northern Lights, will also be featured.

Watch American Sign Language interpretation of the I Have a Dream Speech by artist Takiyah Harris on our [YouTube channel](#).

Listen to the I Have a Dream Speech read aloud by Great Falls community members on our [SoundCloud](#).



Great Falls Public Library January 2025 Events

STEAM Club-Bridge Building

When: Thursday, January 2, 11 am to noon

Audience: Kids ages 8 to 12 years old and their families

Where: Cordingley Room

What: Learn about engineering, design, planning, and construction by building a bridge of popsicle sticks. Kids will practice their communication skills as they work in teams to create their bridge. At the end of the build, each team will get to test the strength of their bridge.



Family Lego Club--Self-portraits or free build

When: Saturday, January 4, 11:00-12:30

Audience: Kids ages 3 to 10 years old and their families

Where: Cordingley Room

What: Kids and their families are invited to build and play! Create a Lego portrait of yourself or a family member, or let your imagination guide you on a free building adventure!

Please leave your Legos at home! We have plenty for everyone, and we're worried yours might get lost! Photo and project idea from:

<https://mamapapabubba.com/2017/06/14/lego-self-portraits/>

Tabletop Gaming Winter One-Shot (single-session)

When: Saturday, January 4, 2:30 to 5:30 pm

Audience: Teens ages 12 to 18 years old

Where: Cordingley Room

What: Join us for a stand-alone Tabletop Gaming session this Winter! Give one of several different gaming systems a try. Tabletop roleplaying games develop practical math, creative problem solving, and social skills.

There is no sign-up required for this event. Players are welcome until tables are filled.

A snack will be provided, and ASL interpretation is available upon request. Beginners welcome-no character creation or player preparations are needed before the session.



Great Falls Public Library January 2025 Events



Dragon Appreciation Day

When: Saturday, January 18, 11 am to 12:30 pm

Audience: Babies and kids birth to 10 years of age and their families

Where: Cordingley Room

What: Kids, teens, and their families are invited to celebrate dragons in literature and mythology with a variety of crafts from fire-breathing dragon cups for little ones, to dragon bobble heads for big kids, to challenging optical illusion Gathering for Gardner dragons for teens and adults, and shrinky-dink dragons for everyone!

Great Falls Public Library February Events



Artist in the Library – Sharron Mashburn

When: Through the end of February

What: Sharron Mashburn was born in Florida but quickly moved to Las Vegas in 1947. She completed her education in the public school system there, when the population was still less than 13,000 people. She attended University of Nevada Las Vegas after graduating high school. Sharron then moved to the Bay Area where she entered into San Jose State and majored in Art History and Studio Art.

Memory Café

When: Tuesday, February 4, 12:30 to 2 pm

Where: Cordingley Room

What: For February Memory Café, we will meet at Paris Gibson Square. If you know someone in your life who is struggling with memory loss, the Memory Café is held each month. It is designed to be a comfortable, social setting for community, connection, and support to socialize with those that are concerned with memory loss.



Digital Literacy Workshop

6 Weeks
6 Topics
All FREE

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

Digital Literacy Workshop

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

Where: Small Meeting Room

What: **Feb. 6 Computer Basics with Chris DiSalvatore, Network and Communications Analyst for GFC-MSU.** In this workshop, attendees will learn how to navigate the Windows 11 operating system, manage applications using the task manager, find and manage files and folders, save and delete files and more.

Feb. 20 Internet Basics In this workshop, attendees will learn how to browse the internet safely, what to watch out for to protect your system, and how to keep your information safe.

Great Falls Public Library February Events



Emergency Services' Mobile Integrated Healthcare

When: Friday, February 14 and Friday, February 28, 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.

Armchair Traveler Series Talk with Kevin Fairhurst

When: Thursday, February 13, 7 to 8 pm

Where: Cordingley Room

What: Kevin shows us his recent trip scuba diving and exploring the local hotspots in Honduras! Fairhurst and his wife, Heidi, recently went on a trip to Honduras. While there, they indulged in a week-long all inclusive dive trip. During the February Armchair Traveler, travel with us to warmer locations and experience their dives first hand. Lots of photos, lots of memories, and of course, stories that will inspire you to get your diving certification done soon.



Little Shell Tribal Health Medicaid sign-ups

When: Wednesday February 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.

Black Heritage Evening at the Great Falls Public Library

When: Thursday, February 6 from 6 to 8 pm

Where: Cordingley Room

What: The Great Falls Public Library (GFPL) hosts a special event celebrating the Heritage of Great Falls' African American community. The program features African American culture, history, and cuisine. This free program, open to the public, is co-sponsored by the Alma Smith Jacobs Foundation, a non-profit promoting education, and the GFPL.



Hosted by the Alma Smith Jacobs Foundation
and the Great Falls Public Library

**JOIN US FOR AN EVENING
OF HISTORY, MUSIC,
ENTERTAINMENT, AND
FREE FOOD**



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Great Falls Public Library February Events



Board Game Night at the Great Falls Public Library for February

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

Where: Cordingley Room

What: For this month’s Board Game Night, we will be playing the games Dominion and Quarriors. 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 February

When: Saturday, February 15, 10 am to noon

Where: Luna Coffee Bar in Downtown Great Falls

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



Great Falls Public Schools’ Art Department Open House

When: Friday, February 28 from 4-to 5:30 pm

Where: First and Second Floor –

What: Join GFPS as they celebrate Youth Art Month with their annual showcase of student work. Light refreshments will be provided.

Escape the Vape at the Great Falls Public Library: No Smoke, Just Facts

When: Thursday, February 27 from 6:30 to 7:30 pm

Where: Cordingley Room

What: Think vaping is harmless? Think again! Join us for Escape the Vape, a fun and interactive presentation that’s perfect for everyone—from 10 to 100 (even your grandma will want in on this). We’ll bust myths, explore how vaping affects your brain and body and share the not-so-sweet truth about nicotine! Presented by Beth Price Morrison, Alliance for Youth Substance Abuse Prevention Program Manager.



Great Falls Public Library February Events

February Book Clubs

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



Open Books with Penny, 1st Thursday

When: Thursday, February 6, 7 to 8 pm

Where: 3rd Floor Montana Room

What: Book club discussion of *Touching Spirit Bear* by Ben Mikaelson



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

When: Monday, February 10, Noon to 1 pm

Where: Small Meeting Room

What: Book club discussion of *The Last Bus to Wisdom* by Ivan Doig

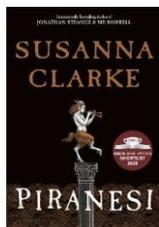


Book Sleuths With Kalena, 2nd Tuesday

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

Where: Small Meeting Room

What: Book club discussion of *The One* by John Marrs

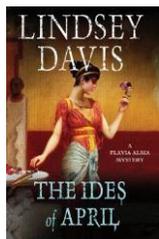


The Very Arbitrary Book Club, 3rd Tuesday

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

Where: Small Meeting Room

What: Book club discussion of *Piranesi* by Susanna Clarke



Page Forward Thursday With Susie, 4th Thursday

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

Where: 3rd floor Montana Room

What: Book club discussion of *Ides of April* by Lindsey Davis

Great Falls Public Library February Events

YOUTH SERVICES EVENTS



Valentine's Day Party

When: Saturday, February 1 from 11 am to noon

Audience: Kids 3 to 10 years and their families and caregivers

Where: Cordingley Room

What: Share the love this Valentine's Day by decorating yummy sugar cookies and making valentines to give your family and friends!

DM Bootcamp! Find out how to volunteer for our Teen Tabletop Gaming program

When: Saturday, February 1 from 3 to 4:30 pm

Audience: Adults and teens 16 and up interested in volunteering

Where: Cordingley Room

What: Teen Tabletop Gaming at the Library powered by volunteers. If you are at least 16 years old and interested in DMing D&D 5E, Kids on Bikes, or another system, please join us to find out more about our program. Thank you for sharing your time with the Library and our young patrons! If we don't have enough volunteer DMs, we will not be able to meet demand for this popular program. Our next 8-week campaign for teens 12 to 18 begins March 1. We will meet on Saturday afternoons from 3-5:30 in the Library's basement.



Family Storytime

When: Saturdays from 11 am to noon on February 8, 15, and 22

Where: Cordingley Room

Audience: Babies and kids birth to 8 and their families

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 February, we will celebrate the season of love with sweet picture books about families



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Great Falls Public Library February Events



Books & Babies: A lap bounce program

When: Thursdays from 10:30-11:15 on February 13, 20 and 27.
Join us in February for **Me and My Grownup Yoga with Sage**.
Please see our website calendar for more information.

Where: Cordingley Room

Audience: Babies birth to 1 ½ and their parents and caregivers

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

Bookworms Storytime

When: Tuesdays, 10:30 to 11:30 am on February 11, 18, 25 and March 4 and 11.
Join us on Tuesday, February 4 for Yoga with Sage for kids and their families.

Where: Cordingley Room

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

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



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.

Great Falls Public Library February Events

Preschool Storytime

When: Wednesdays from 10:30 to 11:30 am on February 5, 12, 19, and 26

Where: Cordingley Room

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

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. This month our theme is Friendship!



Toddler Time

When: Fridays from 10:30-11:15 am on February 7, 14, 21, and 28

Where: Cordingley Room

Audience: Toddlers 1 ½ to 3 years

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

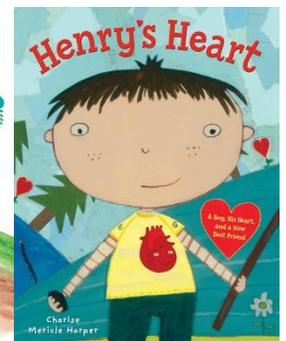
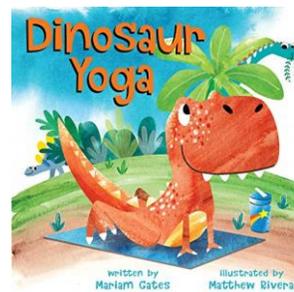
Heart Health Month Story Walk

When: February 6-March 5, dawn to dusk

Where: Gibson Park Walking Trail

Audience: Community members of all ages

What: February is Heart Health Month. Visit Gibson Park between dawn and dusk this month to read two awesome heart health stories: First, read Henry's Heart by Charise Mericle Harper to learn about everything our hearts do for us and what we can do to keep them healthy, then stretch and relax with Dinosaur Yoga by Mariam Gates.



Great Falls Public Library February Events



Yoga with Sage for kids and their families

When: Tuesday, February 4 from 10:30 am to 11:30 am

Audience: Kids ages 3 to 8 years old and their families

Where: Cordingley Room

What: Enjoy a playful yoga flow for kids and their grownups with Licensed Yoga Instructor Sage Guinn.

Dress in comfortable clothes and be prepared to move and have fun! Yoga mats are available, but please bring your own if you have one.

Sage Guinn is a Licensed Yoga Instructor and Yoga Therapist. Find out more about her yoga classes on her Facebook page: <https://www.facebook.com/groups/779490156574881>

Me and My Grownup Yoga with Sage

When: Thursday, February 6, 10:30-11:30

Audience: Babies birth to 1 ½ and their parents and caregivers

Where: Cordingley Room

What: Enjoy a playful yoga flow for babies and their grownups with Licensed Yoga Instructor Sage Guinn.

Dress in comfortable clothes and be prepared to move and have fun! Yoga mats are available, but please bring your own if you have one



PATRON COMPLIMENTS DECEMBER 2024 – JANUARY 2025

12/26/2024 – A patron discovered our new charging stations, & he commented, “I like that Thing! I like it!”

Patron Comment – “The new charging stations are super cool!”

Patron Comment – “It is awesome that a library this size has the best movie selection, EVER!”

1/4/2025 – A patron was returning to GFPL after many years. He was so excited about all of the new things in the library. He got really excited about the electronic card catalogs, & he was really stoked about the new charging stations, with their individual compartments. He was like a kid in a candy store! 😊

Numerous patrons have given positive feedback for the 2025 Bookworms United contest. They are stoked! 😊

Strategic Plan report January 2025

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS January 2025

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

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

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

RECENT EFFORTS: *Continue to meet with Cushing Terrell to provide feedback and refine designs. Unable to approve door project and released ARPA funds back to Cascade County.*

PREVIOUS EFFORTS (January 2023 -October 2024):

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

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

RECENT EFFORTS: Followed all proper procedures to solicit bids for door project and then to reject all of the bids and NOT award a contract.

PREVIOUS EFFORTS (January 2023 -October 2024):

- The Foundation Letter of Understanding with the City was approved by the City Commission at their June 18th Commission meeting.
- Contract with Cushing Terrell approved by the Library Board and City Commission.
- A contract was negotiated and is being presented to the Library Board at the March meeting for approval. Contract includes all necessary insurance requirements. Contract will be on the City Commission Agenda in April for approval.
- Worked with Russell Brewer (Public Works Engineer) and Lisa Kunz (City Clerk) to ensure that the Library Remodel Design Request for Proposals was released according to all Montana Laws and City policies.

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

EFFORTS: None

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MAY 2024

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
ACCOMPLISHED.
EFFORTS: Developed Library website page for Library Levy information. Made multiple community presentations on the Library Levy. Gave multiple media interviews on the Library Levy. [NOTE: The majority of the Library Levy campaign effort was led by the Foundation and the Ballot Initiative Committee. No tax dollars, staff time or Library resources was used on advocacy for the Library Levy.]
ACCOMPLISHMENTS: Despite a vocal campaign (and lots of misinformation) against the Library Levy, the community supported the Library Levy.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
ACCOMPLISHED.
EFFORTS: Worked with the City Attorney and Library stakeholders to develop Mill Levy proposal.
ACCOMPLISHMENTS: Mill Levy resolution and ordinance passed by City Commission and sent to Elections office.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
ACCOMPLISHED.
EFFORTS: Worked with the City Commission and City staff to place the Library Levy before the voters of Great Falls. Worked with the pro-bono legal team to ensure that the election was conducted in a legal and valid manner.
ACCOMPLISHMENTS: Library Mill Levy election held on June 6, 2023
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.
ACCOMPLISHED—Funding now reduced in new City/Library Agreement
RECENT EFFORTS: New City/Library Management Agreement approved. Working on budget adjustments needed for future fiscal years.
PREVIOUS EFFORTS (January 2024 -October 2024):
 - Library Negotiation team working to come to agreement with the City Negotiation team.
 - City requested renegotiation of City/Library agreement.
 - Board agreed to negotiation and engaged a lawyer to provide assistance.
 - Met multiple times with City Negotiation team.
 - Held Library Board meeting to discuss proposals. Board approved a proposal to present to the City Commission.

EFFORTS: Continued community conversations. Presentation at the City Commission Work Session. Media interviews. Multiple efforts by Library staff, Library Board, Library Foundation, Ballot Initiative Committee and individual Library champions to build support for the Library Levy.

ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to \$2.7 million.

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

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

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS MARCH 2024

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services**.

RECENT EFFORTS: *Continuing to promote Library through social media, new website, print flyers, community events, radio spots, press releases, ads and community conversations.*

PREVIOUS EFFORTS (January 2023 -November 2024):

- Promoting Library through social media, new website, print flyers, community events, radio spots, press releases, ads and community conversations.
- Continuing awareness efforts including a robust social media presence, weekly Wowbrary newsletter, monthly radio spots, and regular press releases. New Logo and new website launched in June. Library Summer Bash held in June.
- Conversations with community members about the Library. Community Engagement Coordinator developing relationships and meeting with groups and individuals to promote expanded community services. Promoting expanded services and resources through radio, website, social media, flyers and staff communication with patrons.
- Continued community conversations. Presentation at the City Commission Work Session. Media interviews.
- Had a successful Open House promoting the Library's plans to expand Library services to the community. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media

efforts. Hired new Community Engagement Coordinator who is building relationships with community partners. Multiple community presentations and media interviews.

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

2. Hire and train additional staff to enable the Library to be **open 7 days a week**.

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

ACCOMPLISHED.

EFFORTS:

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

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

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

ACCOMPLISHED.

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

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

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

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

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

EFFORTS:

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

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

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

EFFORTS: None

ACCOMPLISHMENTS: None

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

ACCOMPLISHED (will continue to expand)

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

Continuing to promote existing digital resources. Requesting funding for additional resources in next Foundation Funding Request.

PREVIOUS EFFORTS (January 2023 -November 2024):

- Continuing to promote the Library's digital resources. Tracking usage of Library's digital resources. Digital checkouts and use of online databases (Chilton, Mango Languages and LinkedIn Learning)

continue to grow. Advertising LinkedIn Learning and promoting the resource with GFDA and the Chamber of Commerce.

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

ACCOMPLISHMENTS:

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

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

RECENT EFFORTS: *Kids Place staffed 7 days-a-week. Offering Early Literacy Programming 5 days a week. Continuing to collaborate with Community Partners to reach parents and families. Hiring new Early Literacy Outreach Specialist for special project funded through the Foundation. New Youth Services staff completing the SuperCharged Storytime training. Holding special programs for kids and families (Holiday Party, New Year's Eve Celebration etc.) Requesting funds from the Foundation for a DPIL enrollment project. Working with Raising Readers to establish "Book Baskets" in the community. Updating Youth Services dress-up clothes and learning toys.*

PREVIOUS EFFORTS (January 2023 -November 2024):

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

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

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

RECENT EFFORTS: *Met with staff of Career and College Readiness Center. Coordinating with GFPS staff to plan an ACT Prep event. Exploring possibilities for after-school programming to start in the Fall of 2025. Continuing to hold Teen Programs such as Dungeons and Dragons and Steam Challenges.*

PREVIOUS EFFORTS (January 2023 -November 2024):

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

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

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

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

RECENT EFFORTS: *Have not held Open Tech hours recently due to staff turnover. Digital Equity Grant funded and series of 6 Digital Literacy Classes planned for February and March. LOTS of community programming continuing.*

PREVIOUS EFFORTS (January 2023 -November 2024):

- Providing weekly Open Tech hours and starting Open Tech at the Senior Center. Speaking at Coffee and Business. Robust Lineup of community events each month. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...) Contact with the Career and College Readiness center to have regular outreach/classes at the Library.
- Providing weekly Open Tech hours. Excellent Summer Music series provided throughout the Summer. Planning for Shakespeare in the Parks presentation in August. Successful Waking the Dead and Juneteenth programs. Continuing partnerships to provide education and outreach to the community (Air Force recruitment, community paramedic, healthcare navigators, Memory Café, Art exhibits, voter registration, book clubs...) Contact with the Career and College Readiness center to have regular outreach/classes at the Library.
- Continuing expanded programs events. Technology Systems Assistant hired. Planning for technology classes started. Continuing to build partnerships—GFPS, GFDA, GFC-MSU, Raising Readers, Little Shell Tribe and many, many more. Plans for summer include the Summer Music, Shakespeare in the Park, Waking the Dead, Juneteenth and more.
- Continuing expanded programs including new Book Clubs, Winter Speaker Series and other events. Hiring Technology Systems Assistant who will assist with creating computer and technology classes. Building partnerships with GFDA and other organizations. Expanding programs to include Silent Book Club, Little Free Library Surprise, author presentations, community education presentations, working with Sober Life to start a book club, Book Worms United book challenge and Winter Speaker Series. Building partnership with Great Falls Development Authority. Seeking expanded funding from the Library Foundation.
- Reorganized 3rd floor spaces to create office for new staff. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners and organizing Library programming (see recent Monthly Events Lists).
- Working with Shakespeare in the Parks to host *The Three Musketeers* on August 28th. Creating work plan for expanding services.

ACCOMPLISHMENTS: Providing more programs reaching more people.



Great Falls Public Library Onboarding Checklist

Welcome to Great Falls Public Library! We are happy to have you on the Library Team. We are committed to providing you with the skills, training, resources and support to be successful. Our onboarding process is designed to orient you to the essential procedures and policies of the Library. Each staff person will receive further training for their specific job and department.

Please initial when completed. Please turn in completed checklist and quizzes to your supervisor when done.

- 1. HR onboarding and paperwork completed.
If applicable contact union about dues, responsibilities and rights.
- 2. Received Library keys and door code. (if applicable)
- 3. Received Library nametag and parking pass.
- 4. Assigned Library box and in/out board space.
- 5. Received Library email/password and can successfully login.
- 6. Received HR Portal login and can successfully access.
- 7. Completed Safety Tour.
 - Exits, fire alarms, fire extinguishers
 - First Aid supplies
 - Paperwork for staff or patron injury
 - Patron Behavior and Incident Reports
 - De-escalation

- 8. Completed one-on-one meeting with Library Director.
 - Mission, Vision, Values
 - Patron Behavior and crisis response

- 9. Received and read required memos.
 - Dress code
 - Parking
 - Lunches and breaks
 - Timesheets (hourly or salary)
 - Branding and Library Logo
 - Organization Chart/Chain of Command
 - Library listservs and email newsletters

- 10. Read the Patron Behavior Policy and completed the quiz.
- 11. Read the Cyber Security information and completed the quiz.
- 12. Read the Intellectual freedom information and completed the quiz.
- 13. Read the Customer Service information and completed the quiz
- 14. Assigned times to shadow in other departments.