AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 22, 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. ***(NOTE: The Board may want to move the executive session to the end of the meeting so that the public doesn't have to wait through that part of the meeting.)***

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

II. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

IV. PUBLIC COMMENT

V. ADOPTION OF THE MINUTES OF THE SPECIAL MARCH 3 MEETING (Pages 1-2)
MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

ADOPTION OF THE MINUTES OF THE REGULAR MARCH MEETING (Pages 3-8)
MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. ACCEPTANCE OF THE FINANCIAL REPORTS (Pages 9-19)
A. INCOME STATEMENTS MARCH 2220 (OPERATING BUDGET)
B. INCOME STATEMENTS MARCH 2221 (FOUNDATION/DONATION BUDGET)
C. CASH FLOW SHEET APRIL
D. LIBRARY VENDOR SUMMARY FOR MARCH
E. FOUNDATION VENDOR SUMMARY FOR MARCH
F. MARCH DONATION REPORT
G. PERSONNEL REPORT

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VII. REPORTS (Pages 20-23)

A. MANAGEMENT TEAM REPORT (PUBLIC SERVICES)
B. DIRECTOR REPORT
C. GFPL FOUNDATION REPORT
D. CHAIR REPORT
E. BOARD REPORTS

VIII. OLD BUSINESS

A. LIBRARY DIRECTOR ANNUAL PERFORMANCE EVALUATION (Page 24)
Pursuant to MCA §2-3-203 (3) The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.

If closed executive session is held, re-opening of the meeting and report on executive session.

MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES TAKE APPROVE/DISAPPROVE THE LIBRARY DIRECTOR EVALUATION.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

B. SMART OBJECTIVES UPDATE: DISCUSSION AND REVIEW (Pages 25-40)

IX. NEW BUSINESS

A. GREAT FALLS PUBLIC LIBRARY BUDGET: INITIAL DISCUSSION (Pages 41-65)

X. PROPOSALS/COMMENTS FROM TRUSTEES

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

SECOND VOTE

Great Falls Public Library
Board of Trustees Board Meeting
Monday, March 3, 2025
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)
5:15 p.m.

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

BOARD MEMBERS ABSENT:

EX OFFICIO BOARD MEMBERS PRESENT:

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

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

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

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

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

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

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

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

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

IV. OLD BUSINESS

EXECUTIVE SESSION: PERSONNEL ISSUE

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

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

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

BOARD ENTERED INTO EXECUTIVE SESSION 5:19 PM

BOARD EXITED EXECUTIVE SESSION 6:56 PM

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

V. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were made.

VI. ADJOURMENT

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

Motion passed unanimously.

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

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, March 25, 2025
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)
4:30 p.m.

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

BOARD MEMBERS ABSENT:

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

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

STAFF PRESENT: Emmi Bivens, Sarah Cawley, Treva Higgins, Ian Kaiser, Aaron Kueffler, Rae McFadden, Susie McIntyre, Sara Linder-Parkinson

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

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

I. AGENDA APPROVAL

Ms. Olson asked for an agenda approval.

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

Richard Irving, a resident of Great Falls, addressed the board. He voiced concerns with the wrong date, for the board meeting, being posted on the library website. He urged the board to reschedule the meeting to a date that can be properly posted. He added that the dates and times of the board meeting should be posted in the calendar section of the library's website.

Ms. McIntyre added that the date and time of the board meeting are in three different spots on the library website, and that only one mistakenly had the incorrect date.

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

II. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

Emmi Bivens and Ian Kaiser introduced themselves and talked about their positions at the library.

IV. PUBLIC COMMENT

Richard Irving, a resident of Great Falls, addressed the board. He stated that he was disappointed that the meeting is continuing. He reiterated his concern with the wrong date being on the website.

He also voiced his concern regarding the organization chart. It shows that some managers are managing 12-16 people when the rule of thumb is only 3-5.

In regards to the hiring policy, he believes having a staff hiring committee is a wonderful idea.

V. ADOPTION OF THE MINUTES

Ms. Olson asked if everyone had a chance to read the minutes. It was discussed that the board had not yet had an opportunity to read the executive meeting minutes. It was decided to vote on the January and February minutes, and table the March Executive minutes until the next meeting.

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

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

Richard Irving, a resident of Great Falls, addressed the board. He complimented the staff for fairly condensing his public comments. He added that he considers the young patrons to be the biggest joy of the library and reiterated his concern with the location of the children after the remodel.

He added that he would like to make a clarification in the January meeting minutes. He is quoted as objecting to the removal of the City Attorney from an oversight position over the library; It is the City Manager that has the oversight position.

Ms. Bulger asked for clarification on page five regarding the approval of raises. Ms. McIntyre answered.

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

*** At this time, Ms. Olson's zoom connection was lost. Ms. Bulger continued the meeting until Ms. Olson returned. ***

Ms. Bulger asked for a motion on the February meeting minutes.

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

Richard Irving, a resident of Great Falls, addressed the board. He would like to clarify is February comments regarding the library not being a true library. His concern is not only on the unhoused community in the library, but the library not truly represent it's patrons, city residents, or taxpayers. He feels the library is for a select clique of people, not everyone.

Ms. Bulger asked for clarification on page twelve regarding meeting with the City. Ms. Johnson answered. Ms. Bulger asked for clarification on page thirteen regarding trespassing. Ms. McIntyre answered.

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

Ms. Olson asked for a motion regarding the March 3rd meeting minutes.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees table the March 3rd meeting minute approval until they have been reviewed by the board. Ms. DeForest seconded the motion. Ms. Olson opened for any public or board comment.

Richard Irving, a resident of Great Falls, addressed the board. He had no objection, and commended the board for following the rules.

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

VI. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. Olson asked for a motion.

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

VII. REPORTS

Management Team Report

Sarah Cawley give her Community Engagement report. She answered questions as they were asked.

Director Report

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

GFPL Foundation Report

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

Chair Report

Ms. Olson gave an update regarding the current personnel matter.

Board Reports

Ms. Crist gave an overview on her and Ms. Johnson meeting with the City Manager and City Attorney. They had a discussion on what the expectations of both sides were. The basic day to day operational aspects will remain the same. Differences in policies will always default to the City's policy. Because the library is so intermingled with the city, the city will advise us in legal matters. If there is a dispute, the City Attorney will step away from both sides.

Cushing Terrell Remodel Report

Ms. McIntyre presented the Cushing Terrell report. She added that the current plan is to place Youth Services on the Second Floor.

VIII. OLD BUSINESS

TRESSPASS DESIGNEE

Ms. Bulger and Ms. DeForest volunteered to be the designees.

IX. NEW BUSINESS

PUBLIC LIBRARY STANDARDS: MATERIALS BUDGET

Ms. McIntyre presented materials budget. Ms. McIntyre, Ms. Higgins, and Ms. McFadden answered questions as they were asked.

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

Richard Irving, a resident of Great Falls, addressed the board. He voiced his concerns on the board not amending the agenda when they had a chance to.

Ms. Johnson voiced her concerns on the materials budget being a small percentage of the overall budget.

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

LIBRARY DIRECTOR ANNUAL EVALUATION PLAN FOR FY2025

Ms. Crist and Ms. Johnson presented, and explained, the Library Director Annual Evaluation plan for FY 2025.

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approve the Library Director Annual Evaluation Plan for FY2025 as presented. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He encouraged the board to do a real evaluation of the Director.

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

CITY OF GREAT FALLS GROWTH POLICY PLAN LETTER

Ms. McIntyre presented the City of Great Falls Growth Policy Plan letter.

Ms. Johnson voiced concerns on signing a document that was not written by the board.

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve sending official feedback for the City of Great Falls Growth Policy Plan. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

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

X. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were given.

XI. ADJOURMENT

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

Motion passed unanimously.

Ms. Olson adjourned the meeting at 5:42 pm.

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

2220 Income Statement

Through 03/31/25
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	**Governmental Funds**						
Fund Type	**Special Revenue Funds**						
Fund	**2220 - LIBRARY**						
REVENUE							
31101	REAL CURRENT AD VALOREM	2,872,800.00	29,462.62	1,638,200.78	1,234,599.22	57	2,875,763.07
31103	REAL DELINQUENT AD VALOREM	8,000.00	1,024.47	10,403.36	(2,403.36)	130	8,395.33
31121	MOBILE HOME TAXES	2,000.00	437.57	2,915.41	(915.41)	146	9,295.19
31122	OTHER PERSONAL PROPERTY	5,000.00	266.64	1,113.78	3,886.22	22	29,630.22
31200	DELINQUENT TAX PENALTY & INTEREST	1,800.00	692.17	1,881.52	(81.52)	105	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	88,500.00	88,500.00	50	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	1,124.00	476.00	70	3,962.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	370.00	3,470.00	9,320.00	27	12,250.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	502.00	3,763.63	1,736.37	68	4,817.71
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	12,000.00	1,493.80	10,535.72	1,464.28	88	13,131.21
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	800.00	120.00	990.00	(190.00)	124	1,030.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM	.00	.00	.00	.00	+++	930.00
34836	CONVENIENCE FEE	.00	3.79	44.98	(44.98)	+++	26.65
35134	COLLECTION AGENCY FINES	.00	34.25	923.18	(923.18)	+++	800.76
35220	LOST BOOK FINES	6,500.00	717.65	6,030.27	469.73	93	7,028.94
36210	USBP CREDITS	.00	88.54	88.54	(88.54)	+++	.00
36510	CONTRIBUTIONS & DONATIONS	10,000.00	.00	12,000.00	(2,000.00)	120	316,240.67
36829	REFUNDS & REIMBURSEMENTS	.00	.00	.00	.00	+++	50.00
37110	REGULAR INTEREST	8,000.00	.00	24,981.36	(16,981.36)	312	28,911.01
	REVENUE TOTALS	$3,161,675.00	$35,263.50	$1,845,427.81	$1,316,247.19	58%	$3,570,036.90
EXPENSE							

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2220 Income Statement

Through 03/31/25
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
41110	SALARIES & HOURLY	1,557,273.00	156,141.50	1,050,374.40	506,898.60	67	1,069,987.06
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	1,862.45	(1,862.45)	+++	260.76
41315	VACATION TERMINATION	.00	867.67	25,841.27	(25,841.27)	+++	14,422.46
41325	SICK LEAVE TERMINATION	.00	53.41	12,931.85	(12,931.85)	+++	8,774.29
41360	HEALTH INSURANCE	361,555.00	33,659.96	234,242.44	127,312.56	65	249,932.58
41370	LIFE INSURANCE	2,131.00	250.98	1,635.37	495.63	77	1,908.41
41410	UNEMPLOYMENT INSURANCE	6,206.00	549.70	3,846.37	2,359.63	62	4,440.35
41420	WORKERS COMPENSATION	6,989.00	799.53	5,384.06	1,604.94	77	7,995.27
41430	FICA	96,551.00	9,429.41	65,457.97	31,093.03	68	65,279.50
41435	MEDICARE	22,584.00	2,205.28	15,308.65	7,275.35	68	15,267.06
41445	PERS	160,846.00	16,277.85	112,754.32	48,091.68	70	114,096.61
41510	MISCELLANEOUS PENSIONS	19,929.00	2,308.99	17,832.67	2,096.33	89	15,470.81
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	36,232.00
42110	PAPER & FORMS	3,000.00	93.85	2,123.50	876.50	71	2,124.56
42120	COMPUTER ACCESSORIES	7,500.00	162.96	2,960.89	4,539.11	39	5,811.63
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	355.00	4,255.76	5,244.24	45	7,171.96
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	.00	2,788.78	5,211.22	35	3,787.57
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	271.39	6,946.66	7,053.34	50	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	7,849.66	63,224.13	16,775.87	79	57,519.53
43350	MEMBERSHIPS & DUES	1,000.00	.00	578.00	422.00	58	953.00
43410	TELEPHONE	3,400.00	545.32	2,353.54	1,046.46	69	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	1,018.72	41,475.39	36,524.61	53	56,118.31
43430	GAS UTILITY	13,000.00	1,732.91	6,337.67	6,662.33	49	9,703.18
43440	CITY SANITATION DISPOSAL	2,100.00	177.00	1,593.00	507.00	76	1,843.94
43450	WATER UTILITY	3,600.00	96.37	2,560.64	1,039.36	71	2,804.42
43460	SEWER UTILITY	1,500.00	112.61	1,013.49	486.51	68	885.70

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2220 Income Statement

Through 03/31/25
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
43470	STORM DRAIN UTILITY	1,000.00	96.31	866.79	133.21	87	926.38
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	2,698.88	49,456.78	4,043.22	92	46,678.26
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	18,044.93	32,392.46	1,807.54	95	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00	38.94	2,491.21	5,008.79	33	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00	1,529.30	15,076.18	7,923.82	66	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	369.69	1,109.07	490.93	69	1,478.76
45515	CREDIT CARD FEES	984.00	92.79	1,006.09	(22.09)	102	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	.00	34.84	415.16	8	300,245.71
48130	CASH OVER/SHORT	.00	(.05)	2.16	(2.16)	+++	.45
48611	HUMAN RESOURCES	35,998.00	2,999.83	26,998.47	8,999.53	75	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	1,739.25	579.75	75	4,491.02
48652	FISCAL SERVICES	18,151.00	1,512.58	13,613.22	4,537.78	75	17,544.96
48658	CENTRAL INSURANCE	57,870.00	.00	57,870.00	.00	100	60,117.00
48695	INFORMATION TECHNOLOGY	3,172.00	264.33	2,378.97	793.03	75	3,060.96
48696	COMPUTER NETWORK	135.00	11.25	101.25	33.75	75	132.00
48697	COMPUTER EQUIPMENT MAINT	2,049.00	.00	2,049.00	.00	100	1,373.00
48810	COMPUTER & EQUIPMENT LEASE	278.00	23.17	208.53	69.47	75	242.04
	EXPENSE TOTALS	$2,708,870.00	$262,835.27	$1,898,781.54	$810,088.46	70%	$2,279,842.56
	Fund **2220 - LIBRARY** Totals						
	REVENUE TOTALS	3,161,675.00	35,263.50	1,845,427.81	1,316,247.19	58%	3,570,036.90
	EXPENSE TOTALS	2,708,870.00	262,835.27	1,898,781.54	810,088.46	70%	2,279,842.56
	Fund **2220 - LIBRARY** Net Gain (Loss)	$452,805.00	($227,571.77)	($53,353.73)	($506,158.73)	(12%)	$1,290,194.34

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2221 Income Statement

Through 03/31/25
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	**Governmental Funds**						
Fund Type	**Special Revenue Funds**						
Fund	**2221 - LIBRARY FOUNDATION**						
	REVENUE						
36510	CONTRIBUTIONS & DONATIONS	1,836,666.00	156,687.11	454,555.87	1,382,110.13	25	299,703.47
36513	DL THOMSON TRUST	41,000.00	5,300.00	28,725.00	12,275.00	70	12,361.76
37110	REGULAR INTEREST	10,000.00	.00	6,314.36	3,685.64	63	15,918.43
	REVENUE TOTALS	$1,887,666.00	$161,987.11	$489,595.23	$1,398,070.77	26%	$327,983.66
	EXPENSE						
42120	COMPUTER ACCESSORIES	12,000.00	.00	21,479.75	(9,479.75)	179	29,271.65
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	2,878.89	13,959.56	10,540.44	57	21,110.46
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	3,257.59	8,329.81	8,670.19	49	14,889.18
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	17,000.00	.00	1,332.97	15,667.03	8	14,599.44
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	173,386.00	10,523.74	95,221.48	78,164.52	55	142,726.70
43550	COMPUTER PROGRAMMING	15,000.00	467.70	2,108.14	12,891.86	14	2,341.24
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	1,697,366.00	41,942.53	340,644.23	1,356,721.77	20	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	7,023.07	22,793.54	9,706.46	70	29,744.59
49310	IMPROVEMENTS OTHER THAN BUILDINGS	40,000.00	.00	.00	40,000.00	0	.00
	EXPENSE TOTALS	$2,033,752.00	$66,093.52	$505,869.48	$1,527,882.52	25%	$359,573.42
	Fund **2221 - LIBRARY FOUNDATION** Totals						
	REVENUE TOTALS	1,887,666.00	161,987.11	489,595.23	1,398,070.77	26%	327,983.66
	EXPENSE TOTALS	2,033,752.00	66,093.52	505,869.48	1,527,882.52	25%	359,573.42
	Fund **2221 - LIBRARY FOUNDATION** Net Gain (Loss)	($146,086.00)	$95,893.59	($16,274.25)	$129,811.75	11%	($31,589.76)

Library 2220 Cash Flow FY2025

JULY RECONCILED TO NEW WORLD	
ACTUAL	
FUND BALANCE JULY 1	$ 1,745,647.04
TOTAL REVENUE JULY	$ 2,960.34
TOTAL EXPENSES JULY	$ (263,148.01)
FUND BALANCE AUGUST 1	**$ 1,485,459.37**

AUGUST RECONCILED TO NEW WORLD	
ACTUAL	
FUND BALANCE AUGUST 1	$ 1,485,459.37
TOTAL REVENUE AUGUST	$ 20,067.79
TOTAL EXPENSES AUGUST	$ (326,947.59)
FUND BALANCE SEPTEMBER 1	**$ 1,178,579.57**

SEPTEMBER RECONCILED TO NEW WORLD	
ACTUAL	
FUND BALANCE SEPT 1	$ 1,178,579.57
TOTAL REVENUE SEPT	$ 14,232.75
TOTAL EXPENSES SEPT	$ (177,849.04)
FUND BALANCE OCTOBER 1	**$ 1,014,963.28**

OCTOBER RECONCILED TO NEW WORLD	
ACTUAL	
FUND BALANCE OCTOBER 1	$ 1,014,963.28
TOTAL REVENUE OCTOBER	$ 7,732.74
TOTAL EXPENSES OCTOBER	$ (169,998.52)
FUND BALANCE NOVEMBER 1	**$ 852,697.50**

NOVEMBER -RECONCILED TO NW	
ACTUAL	
FUND BALANCE NOVEMBER 1	$ 852,697.50
TOTAL REVENUE NOVEMBER	$ 46,875.67
TOTAL EXPENSES NOVEMBER	$ (189,592.01)
FUND BALANCE DECEMBER 1	**$ 709,981.16**

DECEMBER-RECONCILED TO NW	
ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	$ 709,981.16
TOTAL REVENUE DECEMBER	$ 84,138.84
TOTAL EXPENSES DECEMBER	$ (165,993.00)
FUND BALANCE JANUARY 1	**$ 628,127.00**

JANUARY RECONCILED TO NEW WORLD	
FUND BALANCE JANUARY 1	$ 628,127.00
TOTAL REVENUE JANUARY	$ 1,266,579.09
TOTAL EXPENSES JANUARY	$ (166,266.74)
FUND BALANCE FEBRUARY 1	**$ 1,728,439.35**

FEBRUARY RECONCILED TO NEW WORLD	
FUND BALANCE FEBRUARY 1	$ 1,728,439.35
TOTAL REVENUE FEBRUARY	$ 367,577.09
TOTAL EXPENSES FEBRUARY	$ (176,151.36)
FUND BALANCE MARCH 1	**$ 1,919,865.08**

MARCH --RECONCILED TO NW	
FUND BALANCE MARCH 1	$ 1,919,865.08
TOTAL REVENUE MARCH	$ 35,263.50
TOTAL EXPENSES MARCH	$ (262,835.27)
FUND BALANCE APRIL 1	$ 1,692,293.31

APRIL ESTIMATED	
FUND BALANCE APRIL 1	$ 1,692,293.31
TOTAL REVENUE APRIL	$ 23,932.50
TOTAL EXPENSES APRIL	$ (182,401.55)
FUND BALANCE MAY 1	$ 1,533,824.26

MAY ESTIMATED	
FUND BALANCE MAY 1	$ 1,533,824.26
TOTAL REVENUE MAY	$ 53,932.50
TOTAL EXPENSES MAY	$ (182,401.55)
FUND BALANCE JUNE 1	$ 1,405,355.20

JUNE ESTIMATED	
FUND BALANCE JUNE 1	$ 1,405,355.20
TOTAL REVENUE JUNE	$ 1,263,624.83
TOTAL EXPENSES JUNE	$ (182,401.55)
FUND BALANCE JULY 1	$ 2,486,578.48

CERTIFIED MILL VALUE	$ 132,152.00
Estimated tax revenue per mill	$ 120,281.59
TOTAL ESTIMATED TAX REVENUE	$ 2,886,758.22
ESTMATED TAX COLLECTION PRE-DECEMBER	$ 13,152.98
ESTMATED DECEMBER COLLECTION	$ 79,836.60
ESTMATED COLLECTION JAN THROUGH MAY	$ 1,631,525.27
ESTMATED JUNE COLLECTION	$ 1,171,192.33
	$ 2,895,707.18

Cash Flow	Revenue	Expense	Fund Balance
FY2025			$ 1,745,647.04
July	$ 2,960.34	$ (263,148.01)	$ 1,485,459.37
Aug.	$ 20,067.79	$ (326,947.59)	$ 1,178,579.57
Sept.	$ 14,232.75	$ (177,849.04)	$ 1,014,963.28
Oct.	$ 7,732.74	$ (169,998.52)	$ 852,697.50
November	$ 46,875.67	$ (189,592.01)	$ 709,981.16
December	$ 84,138.84	$ (165,993.00)	$ 628,127.00
January	$ 1,266,579.09	$ (166,266.74)	$ 1,728,439.35
February	$ 367,577.09	$ (176,151.36)	$ 1,919,865.08
March	$ 35,263.50	$ (262,835.27)	$ 1,692,293.31
April	$ 23,932.50	$ (182,401.55)	$ 1,533,824.26
May	$ 53,932.50	$ (182,401.55)	$ 1,405,355.20
June	$ 1,263,624.83	$ (182,401.55)	$ 2,486,578.48
	$ 3,186,917.64	$ (2,445,986.20)	

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**	$ 79,836.60
Tax Collection January-**RECONCILED TO NW**	$ 1,258,483.58
Tax Collection February-**RECONCILED TO NW**	$ 271,158.22
Tax Collection March-**RECONCILED TO NW**	$ 31,883.47
Tax Collection April--estimated	$ 20,000.00
Tax Collection May--estimated	$ 50,000.00
Tax Collection June--estimated	$ 1,171,192.33
TOTAL	**$ 2,895,707.18**

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

Great Falls Public Library Vendor Summary (2220)
MARCH 2025
4/12/2025

Vendor Name		MTD	YTD
Alert Security Systems	(Security Camera System)	$ -	$ 485.00
AT Klemens Inc	(Building Repair)	$ -	$ 824.50
Baker & Taylor	(Jobber)	$ -	$ 18,653.83
Barnes & Noble Books	(Materials Purchased)	$ 6,090.88	$ 6,261.23
Book Page	(Subscription)	$ -	$ 414.00
Bronson, Bill	(Negotiation Council)	$ -	$ 7,095.00
Castle Branch	(Background Checks)	$ -	$ 17.92
Cengage/Gale	(Jobber)	$ 681.13	$ 4,536.27
Center for Mental Health	(Oct 2024-Mar 2025 Services)	$ 10,999.98	$ 10,999.98
Center Point	(Jobber)	$ 46.74	$ 185.16
Central Lock and Safe	(Keys)	$ -	$ 29.50
Century Link	(Telephone)	$ 545.32	$ 1,822.25
Chemnet	(Drug Testing)	$ 32.50	$ 221.60
Choteau Acantha	(Subscription)	$ -	$ 50.00
City of Great Falls - Parking	(Courtesy Parking Spots)	$ -	$ 900.00
CM Russell Museum	(Museum Consort. Membership)	$ -	$ 500.00
CNA Surety	(Notary Fees)	$ -	$ 78.00
Communication Resources	(Phone/Network Systems)	$ -	$ 130.00
De Lage Landen	(Copier Agreement)	$ 676.99	$ 6,426.70
Envisionware	(renewal)	$ -	$ 5,892.30
Faure Holden Henkel	(Legal Services for Board)	$ 4,142.60	$ 4,142.60
Ferguson Enterprises	(Maintenance Supplies)	$ -	$ 317.50
FICO	(HVAC)	$ -	$ 608.00
Fisher's Technology	(Copier Agreement)	$ 852.31	$ 3,703.93
Great Falls ACE Hardware	(Building Supplies)	$ -	$ 19.99
Interactive Sciences	(Wowbrary Subscription)	$ 768.13	$ 768.13
Kone, Inc	(Elevator Agreement)	$ -	$ 4,559.28
MASCO	(Building Supplies)	$ -	$ 2,507.96
Mastercard		$ 3,612.41	$ 23,985.44
Midwest Tape	(Jobber)	$ -	$ 13,000.00
MNI Manufacturers' News Inc	(Subscription)	$ -	$ 113.90
Montana Air Cartage	(Courier Service)	$ 1,393.40	$ 4,049.90
Morrison-Maierle	(Network Maintenance)	$ -	$ 37.50
Mr. Green Landscape	(Snow Plow service)	$ 1,085.00	$ 2,565.00
National Laundry	(Maintenance Supplies)	$ 31.66	$ 235.26
North 40 Outfitters	(Maintenance Supplies)	$ 239.73	$ 403.60
OCLC Online	(Annual Service)	$ -	$ 6,980.60
Overdrive	(MT Library 2 Go)	$ -	$ 15,500.00
Paper Shredders	(Shredding Service)	$ -	$ 130.00
Petty Cash	(Refunds)	$ -	$ 34.84
Pitney Bowes	(Mailing Machine lease)	$ 369.69	$ 1,109.07
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	$ 342.95	$ 1,707.45
State of Montana	(Montana Shared Library)	$ -	$ 28,202.70
State of Montana	(Boiler Certificate)	$ -	$ 72.00
USPS	(postage for mailing unit)	$ -	$ 4,000.00
Vision Net, Inc	(Internet Service)	$ -	$ 1,704.00
Wendt Advertising	(Website Maintenance)	$ -	$ 1,196.25
WAR	(Subscription)	$ -	$ 55.00
		$ 31,911.42	$ 187,233.14

Great Falls Public Library Vendor Summary (2220)
MARCH 2025
4/12/2025

Mastercard Transaction Breakdown			
Amazon	Materials Purchased	$	93.67
Amazon	Office Supplies	$	129.38
DEMCO	Tech Services Supplies	$	93.85
Evonence	Google Services	$	566.10
Flywheel	Webhosting	$	1,364.65
GF Tribune	Subscription	$	775.09
Hasan Davis	Materials Purchased	$	48.47
Home Depot	Building Supplies	$	38.94
Judith Bason Press	Subscription	$	67.68
Michaels	Office Supplies	$	13.48
Staples	Office Supplies	$	158.68
The River Press	Subscription	$	46.00
USPS	Certified Mailing	$	5.58
Walmart	Networking Supplies	$	52.96
Walmart	Office Supplies	$	47.88
Walmart	UPS - Power Supply for Charging Stations	$	110.00
	TOTAL:		$3,612.41

Great Falls Public Library Foundation Vendor Summary (2221)
MARCH 2025
4/11/2025

Vendor Name		MTD	YTD
All State Signs	(Replacement Storywalk Plixi, Shakespeare in the Parks Banner)	$ 80.00	$ 332.00
Baker & Taylor	(Jobber)	$ 9,574.10	$ 57,416.05
Barns & Noble	(Jobber)	$ -	$ 67.01
Big Sky Bus Lines	(MT Rep Transportation for students)	$ -	$ 2,003.20
Burke, Wilton	(Materials Purchased)	$ -	$ 14.99
Cascade Electric	(Install Power to park)	$ -	$ 2,150.00
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	$ -	$ 400.00
CenterPoint	(Jobber)	$ -	$ 186.96
CMR Russell High School	(Yearbook)	$ 60.00	$ 60.00
Cushing Terrell	(Library Remodel Project)	$ 41,942.53	$ 300,781.75
DELL Marketing	(FAP - Computer Upgrades)	$ -	$ 17,219.10
Devereaux, Shadow	(Adult Programs)	$ -	$ 750.00
Disalvatore, Chris	(Adult Programs)	$ 300.00	$ 500.00
Downtown Great Falls	(Christmas Stroll, Parade of Lights)	$ -	$ 80.00
Envisionware	(RFID Unit & software)	$ -	$ 570.23
FICO	(HVAC)	$ -	$ 298.00
Friends of MT Shakespeare in the Parks	(Aug 8 & 9 2025 performance)	$ 4,650.00	$ 4,650.00
Gale/Cengage	(Jobber)	$ 889.64	$ 4,890.02
Gaskell, Sean	(Performance)	$ -	$ 450.00
Great Falls Area Chamber	(Leadership GF Training)	$ -	$ 995.00
Great Falls Public Schools	(GFHS "York" presentation venue)	$ 300.00	$ 300.00
Great Western Art Show - Pollo Loco	(Music in the Park)	$ -	$ 750.00
Hale, Brandon (The Dirty Shame)	(Music in the Park)	$ -	$ 1,600.00
Hughs-Bryant, Penny	(Open Books book Club)	$ -	$ 250.00
Humanities Montana	(Adult Programs)	$ -	$ 150.00
Information Today	(Materials)	$ -	$ 493.03
InfoUSA Marketing	(MT Business Directory)	$ -	$ 520.00
Leatherbarrow, Annie	(Memory Café)	$ -	$ 150.00
Lewis & Clark Foundation	(Adult Programs)	$ -	$ 1,750.00
LinkedIn Learning	(Subscription)	$ -	$ 13,125.00
Little Jane & the Pistol Whips	(Music in the Park)	$ -	$ 600.00
MANGO Languages	(Subscription and ASL)	$ -	$ 18,697.25
Marshall, Sage	(Book Purchase)	$ -	$ 18.00
Mastercard		$ 7,467.83	$ 34,622.39
Midwest Tape	(Jobber)	$ -	$ 6,500.00
Montana Repertory Theater	(KP/YA Performance)	$ -	$ 500.00
Montana Vending	(Bill of Sale)	$ -	$ 2,000.00
National Laundry	(Adult Programing - Table Cloths)	$ -	$ 74.16
North 40 Outfitters	(Maintenance Supplies)	$ 119.96	$ 119.96
Old Blue Heritage	(Adult Summer Reading)	$ -	$ 500.00
Overdrive	(MT Library 2 Go - Content/Advantage)	$ -	$ 18,150.69
Paris Gibson Square MOA	(Memory Café)	$ -	$ 240.00
Penworthy Company	(Jobber)	$ -	$ 804.04
Petty Cash	(Reimbursement for Refunds)	$ -	$ 60.43
Plant, Larry	(Materials Purchased)	$ -	$ 27.99
ProQuest	(Tribune 35MM Positives)	$ -	$ 3,962.70
Rocky Mountain Portables	(Porta-potty for Summer Music 2024)	$ 230.00	$ 230.00
Rowman & Littlefield	(Jobber)	$ -	$ 113.07
Setpoint Public Relations	(Annual Report Graphic Design)	$ -	$ 3,050.00
Staradio	(Digital Lit. advertising)	$ 144.46	$ 144.46
Thunderheart Media	(Screening Fee)	$ -	$ 500.00
Tilleraas Landscaping	(Bark around park trees)	$ -	$ 1,050.00
Triangle Piano	(Piano Tuning/Repair)	$ 235.00	$ 235.00
Triangle Sod Farm	(Sod for park)	$ -	$ 225.00
Wakely, Jean	(Story Quilt Project Program)	$ -	$ 442.00
Weldele-Shell, Oceane	(Adult Programs)	$ 100.00	$ 100.00
Credits			
		$ 66,093.52	$ 505,869.48

Great Falls Public Library Foundation Vendor Summary (2221)
MARCH 2025
4/11/2025

Mastercard Transaction Breakdown			
Albertsons	KP/YA Supplies	$	98.44
Amazon	Flower Pots in Front of Library supplies	$	25.98
Amazon	KP/YA Supplies	$	174.01
Amazon	Office Supplies	$	79.98
Amazon	Ready 2 Read	$	57.94
Amazon	Replacement Intercoms	$	578.97
Amazon	Safety Specialist Supplies	$	18.94
AT&T	Bookmobile Hotspot (2 months)	$	467.70
Cassiopeia Books	KP/YA Supplies	$	78.00
Collaborative Summer Library	Adult Summer Reading (FGP)	$	961.19
Crooked Tree	KP/YA Supplies	$	20.00
Dollar Tree	KP/YA Supplies	$	33.75
Double Barrel	Pies for Pi Day	$	202.00
Hasan Davis	Adult Programs	$	16.15
LA Shop	Heavy Duty Paper Cutter	$	199.79
Luna Coffee Bar	KP/YA Supplies	$	20.00
Michaels	GFPS Reception	$	25.00
Mr. Lock	Vending Machine Supplies	$	15.49
MSU-GF	Boiler Training (Caitlyn)	$	600.00
MT Library Association	MLA Registration (5 Staff)	$	1,322.00
Sams Club	Vending Machine Supplies	$	72.90
Smiths	GFPS Reception	$	8.99
Walmart	GFPS Reception	$	58.39
Walmart	KP/YA Supplies	$	380.85
Walmart	Memory Café	$	40.14
Walmart	Museum Consortium Meeting	$	42.81
Walmart	Vending Machine Supplies	$	54.52
Zoobean	KP/YA Supplies	$	1,813.90
	TOTAL:	$	7,467.83

GREAT FALLS PUBLIC LIBRARY DONATIONS

2221 LIBRARY FOUNDATION FUND

MARCH 2025 DONATIONS

IN MEMORY OF			
IN HONOR OF			
FOUNDATION			
GFPL Foundation	$	15,600.00	MT Library 2 Go Advantage Program
	$	6,200.00	Kanopy (Streaming Video)
	$	2,000.00	Additional Security Cameras
	$	1,200.00	MT Repertory Theater performances
	$	3,275.00	Dolly Parton's Imagination Library - Board Books
	$	3,140.00	ABC Mouse
	$	5,000.00	Community Engagement Swag
	$	5,000.00	Shakespeare in the Parks & Summer Reading
	$	10,000.00	ArtsFest
	$	10,000.00	Indigenous Programming and Engagement
GFPL Foundation	$	41,942.53	Cushing Terryl Design Services
GFPL Foundation	**$**	**37,250.00**	**Book-A-Thon Materials (402)**
	$	15,000.00	KP/YA Programming
OTHER			
American Library Association	$	5,000.00	Digital Literacy Program
DA Davidson	$	300.00	Summer Music Sponsor
Patrons	$	394.23	Best Use Donations
Patrons	$	449.35	Staff Support - Vending Machine Sales
Patrons	$	216.00	Withdrawn Book Sales
Sydney Springer	$	20.00	Best Use Donation - Tune Piano
TOTAL:	**$**	**161,987.11**	

GREAT FALLS PUBLIC LIBRARY **PERSONNEL REPORT**
MARCH 2025

NEW HIRES

Erin Helms – Temporary Library Early Literacy Specialist (PT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

Lukas Meier – Library Safety Specialist (FT)

REHIRES

None

TRANSFERS/PROMOTIONS

None

Public Services Report
Great Falls Public Library
APRIL 2025

- The Public Services team is made up of 16 individuals and we just recently interviewed for the open Safety Specialist position and are hopeful that it will be filled by May 1st!
- In the last 5 years we have sold 12,959 items off our Withdrawn Materials shelf. Which is roughly 2,591 items a year or 216 items a month! This includes Adult materials, Kids materials, Audiobooks, Music and DVD's. One person operates this shelve and works hard to ensure that things are always moving.
- In the last 5 years we have done 3,422 Notaries. Just this fiscal year so far, we have done 675 notaries. Which is roughly 112 notaries per year per person doing them. We have 4 notaries and 2 more just starting out. So, we have a notary to cover all the hours that we are open.
- We presently have 31 out of county patrons that pay to use the Great Falls Public Library.
- This fiscal year we have done $6155.58 in credit card sales.
- We have collected fees from patrons for lost items or items in collections in the amount of $6814.74.
- Each day we cover 50 hours on the Circulation Desk, Circulation Phone, Reference Desk and Bookmobile services.
- Currently we have 14 Homebound patrons.
- Since July we have moved 2,566 Crates; 1,295 have been sent out and 1,271 have come in.
- That means through the courier we have transported 39,888 items all over the State of Montana.
- GFPL Average Hold Time (amount of time an item takes to get when placed on hold) is 16 days and on the Bookmobile the average is 10 days
- We have helped 2,063 people at the pick-up window this fiscal year.
- In the past 6 months, we have put 1,390 items on display and they have checked out 1,416 times. That is an average of 236 items per month that check out off our displays.
- We have 7 different displays that the Public Services staff maintain. One of them is our family kits and another is a group display.
- There have been 171 incidents report written this fiscal year. 38 people were banned for a day or more and 7 people have been served trespass notices for 6 months or more. The top 3 reasons that a person is banned is drinking/drug use, abusive to staff or fighting on property. The top 3 reasons for trespass are threatening staff, continued problem behavior, indecent exposure.
- We meet weekly as a group to do training and share the positives that we have encountered for the week. Which requires us to have 3 members of the management team cover the desks and phones.

Questions??

Director's Report
Great Falls Public Library
APRIL 2025

1. **DIGITAL BORN NEWS:** The MT Digital Born News work group continues to work together. Anna Trammel, Program Manager, Community Archiving for Community Webs, and I presented a well-received workshop at MLA. Unfortunately, our initial National Leadership Grant Application to the Institute of Museum & Library Services (IMLS) is in limbo because of the Federal Executive Orders regarding IMLS. If the grant is not funded, we will still try to start efforts to preserve historical information from *The Electric*. The Internet Archive has invited me to attend a Workshop at Internet Archive Headquarters in San Francisco. They will pay my travel expenses. I will be gone from the Library on May 9th and 10th. It is a great opportunity to further our efforts to preserve Digital Born News.

2. **IMLS FUNDING IMPACTS:** As noted above, funding from IMLS for the Digital Born News grant is in limbo. Additionally, we are unsure about the IMLS funding for the Montana State Library (MSL). I have been forwarding email updates when I receive them. If there are major cuts to the MSL, there will be impacts to the Great Falls Public Library. We will work with the Montana Library community to help the MSL decide on funding priorities. The $1.4 million grant to the MSL fund a variety of programs including:
    - 3 MSL Consulting Librarians
    - 2-3 of the Montana Shared Catalog Administrative staff
    - MSL Data Coordinator
    - MSL Library Network Coordinator
    - MSL Lifelong Learning Coordinator
    - MSL Continuing Education Coordinator
    - MSL History Portal Coordinator
    - MontanaLibrary2Go Overdrive Hosting fee ($20,000)

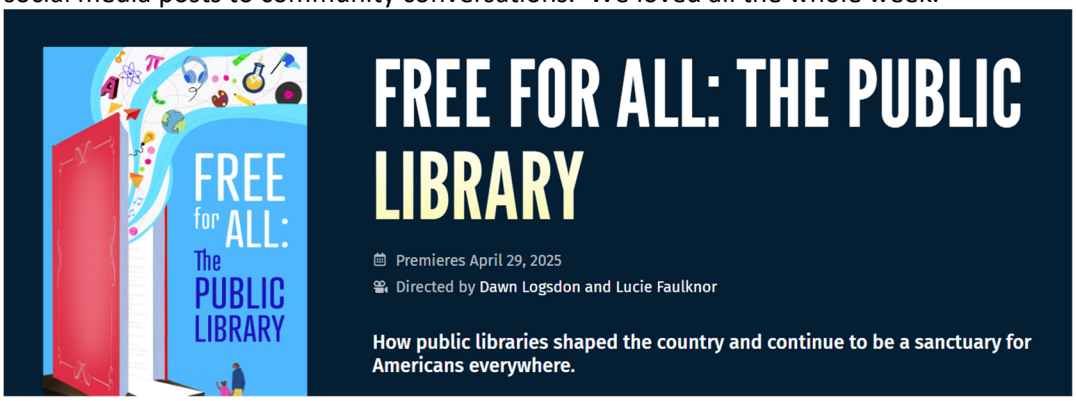
3. **HUMANITIES MONTANA FUNDING IMPACTS:** Humanities Montana has lost their Federal Funding. For years, we have partnered with Humanities Montana to bring wonderful speakers and programs to Great Falls. They have canceled their community programs. Sarah Cawley and I will be working to develop a plan to continue to work with local authors and speakers. The text of the Humanities Montana email is included in your packet.

4. **ENVISIONWARE CLOUD 9 INSTALLATION:** The installation of the Envisionware Cloud 9 Software has been completed. Kudos to James Simmons and Sara Linder-Parkinson for their work on this project. Staff and patrons are successfully using the updated software for public computer sessions and printing. It was a learning curve for staff and I would like to express appreciation for everyone's willingness to engage with the new system. Staff will now be working on using the software to manage our Book Kit and Room Reservations.

5. **NATIONAL POETRY MONTH STORY WALK:** Our April Story Walk in Gibson Park celebrates National Poetry Month. Thanks to all the staff and patrons who suggested poems.

6. **NORTHWEST ENERGY POWER POLE REPLACEMENT:** Northwestern Energy scheduled maintenance at the Library on Sunday, April 13 went well. The Pickup Window and Phone lines were closed until 1 pm. The Library was able to open at our normal 1:00 pm time. Thanks to staff for doing great work with flashlights and creativity throughout the morning.

7. **NATIONAL LIBRARY WEEK:** We had a wonderful National Library Week. The highlight was the showing of the documentary film *Free For All: The Public Library.* If you weren't able to join us, I encourage you to watch it on your local PBS station. It will premiere April 29th. A huge thanks to everyone who helped make the week special. From cookies to pizza to ice cream. From displays to social media posts to community conversations. We loved all the whole week.



Great Falls Public Library Foundation Report
April 2025

I recently met with the funder of our Early Literacy Outreach program grant, who expressed great satisfaction with the progress to date. During our discussion, I shared that transportation has emerged as our primary logistical challenge, as the library van is needed by multiple staff members. In response, the funder has suggested exploring the possibility of accepting a donated vehicle dedicated to the Outreach position. We are currently investigating the feasibility of this option and the appropriate procedures for such a donation.

Last month, I attended the Montana Library Association conference where I presented a session titled "Tapping into Montana's Business Community for Library Support." The presentation was well-received, with 16 participants from small town libraries across Montana. I was able to share practical strategies for securing business sponsorships for library programs, drawing from our successful experiences here in Great Falls.

In celebration of National Library Week, the Foundation sponsored an ice cream truck event at the library. This provided a wonderful opportunity to show our appreciation for both the exceptional service provided by our library staff and the community that supports us.

Looking ahead, the Foundation will be participating in Give Great Falls, scheduled for April 28 - May 2. We encourage board members to visit the Nonprofit Showcase on Thursday, May 1, at the Newberry. This event offers an excellent opportunity to demonstrate support for our community's nonprofit organizations, including the Library Foundation.

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

Library Board Meeting Date: April 22, 2025

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Library Board Performance Evaluation of Library Director
Presented By:	Board of Trustees
Action Requested:	Library Board conduct and approve Library Director Performance Evaluation

Suggested Motions:

1. Trustee moves:
   …that the Great Falls Public Library Board of Trustees approve/disapprove the annual performance review of the Library Director.

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

Background: Throughout the past years, evaluation of the Library Director has been conducted in various ways by both the Library Board of Trustees and the City Manager. In the new City/Library agreement, it mandates that the Library Director report solely to the Library Board of Trustees. At the March 2025 Board of Trustees Meeting, the Board approved a *Library Director Evaluation process for FY 25.*

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

Fiscal Impact:
- There is no direct fiscal impact to the Library if the Board does or does not plan to evaluate the Director.

Alternatives:
The Board could decide to NOT to conduct a performance evaluation of the Library Director.

Attachments/Exhibits:
None

Library Board Meeting Date: April 22, 2025

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Library Levy SMART Objectives Review
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Suggested Motion: NONE

Staff Recommendations:

- Staff recommends that the Library Board review the Library's progress toward the Library Levy SMART Objectives.
- Staff recommends that the Board develop new objectives for FY2026 and that these objectives be based on yearly statistical report required by the Montana State Library. It has taken a great deal of staff time to track theses specific objectives in addition to the other statistics tracked by the Library. Providing statistics from different time frames can result in confusion. Using the yearly statistical report would also allow GFPL to better benchmark performance compared to similar Montana libraries.

Background: In March 2024 Library Board reviewed an updated set of Library Levy SMART Objectives. In September 2024, the Library Board reviewed the 6-month progress on the objectives. Library staff are providing an update on the progress toward the goals during the past six months.

- Much progress has been made in fulfilling the Library's promises to the community.
- There are some areas that we did NOT come close to meeting our objectives and we need to reassess our efforts (bookmobile visits, total number of Library card holders, social media engagement, average monthly attendance at youth services programs)
- We are struggling to get good statistical numbers for our website and database objectives and will provide updated numbers in the upcoming months.

Significant Impacts: By tracking progress on our objectives staff are able to see what is working and what is not working. It provides data so that the Library Board and Library Director can make better decisions regarding investments of budget dollars and staff efforts.

Fiscal Impact: There is no specific fiscal impact to the Library Levy SMART Objective review. It is fiscally responsible to be able to account for how the Library Levy dollars are being invested and to show the community the measurable impact of the investments.

Alternatives: The Board could decide not to review the SMART Objective progress.

Attachments/Exhibits:
April 2025 Library Levy SMART Objective Report

Library Levy SMART Objectives Report

(specific, measurable, achievable, relevant, and time-bound)

April 2025

Patrons Cards: Measurable Objectives

Original Objective: By March 2025, increase the average monthly new Library card sign-ups by 5%

- Average monthly new Library card sign-ups September 2023 – February 2024 = 179
- *Average monthly new Library card sign-ups March 2024-August 2024 = 255*
  We have already greatly exceeded our objective. In six months, we have increased the average monthly new Library card sign-ups by 42%.
- Goal for average monthly Library card signups March 2024- February 2025 = 188

Updated Objective: By March 2025, increase the average monthly new Library card sign-ups by 45%

- Goal for monthly Library card signups March 2024- February 2025 = 260
- **ACTUAL** monthly Library card signups March 2024- February 2025 = **241 (34% increase)**
  We easily met our original goal of increasing library card signups by 5% but didn't quite make our updated objective of a 45% increase.

Original Objective: By March 2025, increase the number of Library Card Holders by 5%.
Original Objective: By December 2025, increase the number of Library Card Holders by 15%.

- Current number of Library Card Holders = 20,746
- *September 2024 number of Library Card Holders = 18,538*
  We are greatly behind in meeting this objective. Generally, the Montana Shared Catalog purges conducts a yearly purge of inactive Library Card users. We did not realize that our recent purges had not happened correctly. In August, the Montana Shared Catalog removed all of the Great Falls Public Library patrons who were expired for 3 years or more.
- Goal for December 2024 number of Library Card Holders = 21,783
- Goal for December 2025 number of Library Card Holders = 23,858

Updated Objective: By March. 2025, increase the number of Library Card Holders by 6%. (from the Sept. 2024 #)
Updated Objective: By Dec.2025, increase the number of Library Card Holders by 15%. (from the Sept. 2024 #)

- Goal for March 2025 number of Library Card Holders = 19,578
- Goal for December 2025 number of Library Card Holders = 21,319
- **ACTUAL** March 2025 number of Library Card Holders **= 18,301**
  We are not even close to meeting this goal. We have implemented a monthly purge of Library card holders who have been expired for 3 years with no activity. Monthly purging of users means that we won't have wild swings in our records, but also means that we are not building the number of card holders as we had hope. This is despite the fact that we are adding an average of 241 cards per month.

How we will reach the objectives:

- Expand Library Card signup by having at least one signup outreach event per quarter *(Successfully being done)*
- Improve promotion of the Library to the community by expanding our social media and online communication *(Successfully being done)*
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach *(Successfully being done)*

- Expand Library hours to be open to the public 7 days a week *(Successfully being done)*
- Expand Bookmobile service from 3 to 6 days a week *(Successfully being done)*
- Increase card holder engagement so fewer cards are deleted due to non-use *(We are making efforts in this area, but are not being as successful as we would like.)*
- Increase community's perception of safety at the Library by hiring safety specialists and improving the welcoming atmosphere of the Library *(We are making efforts in this area, but are not being as successful as we would like.)*
- Provide increased programming for adults, families and youth. (see programming objectives below) *(Successfully being done)*
- Increase youth services programming (see youth services objectives below) *(Successfully being done)*

Library & Bookmobile visitors: Measurable Objectives

Original Objective: By March 2025, increase the average number of monthly Library visitors by 15%.

- Average monthly main Library visitors September 2023 – February 2024 = 8,501
- *Average monthly main Library visitors March 2024 - Aug 2024 = 9602*
  We have already almost reached our objective. In six months, we have increased the average number of monthly visitors by 13%
- Goal for average monthly main Library visitors June 2024- February 2025 = 9,776

Updated Objective: By March 2025, increase the average number of monthly Library visitors by 20%.

- Goal for average monthly main Library visitors June 2024- February 2025 = 10,201
- **ACTUAL** average monthly main Library visitors June 2024- March 2025 = **9,642 (13.4% increase)**
  We came close to meeting our original goal of a 15% increase, but did not come close to the 20% increase.

Original Objective: By March 2025, increase the number of monthly Bookmobile visitors by 40%.

- Average monthly Bookmobile visitors September 2023 – February 2024 = 752
- *Average monthly Bookmobile visitors March 2024 - Aug 2024 =572*
  The 6-month statistics make it appear that we are off target for our Bookmobile visitors goal. However, we generally see a substantial drop in Bookmobile visits in the summer because schools are not in session.
- Goal for average monthly Bookmobile visitors June 2024- February 2025 = 1,052

Keep Objective the same: By March 2025, increase the number of monthly Bookmobile visitors by 40%.

- Goal for average monthly Bookmobile visitors June 2024- February 2025 = 1,052
- **ACTUAL** average monthly Bookmobile visitors June 2024- February 2025 = 618 (18% decrease)
  We experienced a significant decrease in Bookmobile visitors instead of an increase. We did not come close to meeting our goal.

How we will reach the objectives:

- Expand Library hours to be open to the public 7 days a week *(Successfully being done)*
- Improve promotion of the Library to the community by expanding our social media and online communication *(Successfully being done)*
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach *(Successfully being done)*
- Provide increased programming for adults, families and youth. (see programming objectives below) *(Successfully being done)*
- Increase community's perception of safety at the Library by hiring safety specialists and improving the welcoming atmosphere of the Library *(Successfully being done)*
- Promote improved technology support and resources (see technology objectives below) *(Successfully being done)*
- Expand Bookmobile service from 3 to 6 days a week (*Successfully being done)*
- Utilize the Bookmobile in at least one outreach event per quarter (*Successfully being done)*

Circulation: Measurable Objectives

Original Objective: By March 2025, increase electronic circulation by 15%.

- Total electronic circulation March 2023 – February 2024 = 78,223
- *Total electronic circulation March 2024 - Aug 2024 = 46,263*
  If 6-month trend continues for a year 12-month total will be 92,526
  This is an increase of 18%
- Goal for total electronic circulation March 2024 – February 2025 = 89,956

Updated Objective: By March 2025, increase electronic circulation by 20%.

- Goal for total electronic circulation March 2024 – February 2025 = 93,868
- **ACTUAL** total electronic circulation March 2024 – February 2025 = **92, 166 (18% increase)**
  We exceeded our original goal by 3%, but missed our updated goal by 2%.

Original Objective: By March 2025, increase overall circulation by 15%.

- Total circulation March 2023 – February 2024 = 264,798
- *Total circulation March 2024 - Aug 2024 = 15497.*
  If 6-month trend continues for a year 12-month total will be 309,954 which is an increase of 17%
- Goal for total circulation March 2024 – February 2025 = 304,518

Updated Objective: By March 2025, increase overall circulation by 17%.

- Goal for total circulation March 2023 – February 2024 = 309,814
- **ACTUAL** total circulation March 2025 – February 2025 = **309,547 (17% increase)**
  We exceeded our original goal and met our updated goal.

Original Objective: By March 2025, expand use of Library's electronic databases (Chilton, Mango Languages, LinkedIn Learning) by 25%.

- Mango average monthly sessions September 2023 – February 2024 = 626
- *Mango average monthly sessions March 2024 - Aug 2024 =1255*
  This is an increase of 100%
- Goal for average monthly Mango Sessions March 2024- February 2025 = 783

- Chilton average monthly searches September 2023 – February 2024 = 36
- *Chilton average monthly searches March 2024 - Aug 2024 =45*
  This is an increase of 26%
- Goal for average monthly Chilton Searches March 2024- February 2025 = 44

- Linkedin Learning monthly average activated seats November 2023 – February 2024 = 37
- *Linkedin Learning monthly average activated seats March 2024 - Aug 2024 =64*
  This is an increase of 74%
- Goal for Linkedin Learning monthly average activated seats March 2024- February 2025 = 46

- Linkedin Learning average course views November 2023 – February 2024 = 30
- *Linkedin Learning average course views March 2024 - Aug 2024 =70*
  This is an increase of 133%
- Goal for Linkedin Learning average monthly course views March 2024- February 2025 = 37

Updated Objectives: By March 2025, expand use of Library's electronic databases.

With the Technology Systems Staff transition we are having trouble retrieving electronic database numbers that align with previous usage. We will continue to work on this and provide updated numbers soon.

Increase Mango Use by 250%

- Goal for average monthly Mango Sessions March 2024- February 2025 = 1566
- **ACTUAL** average monthly Mango Sessions March 2024- February 2025 = XX

Increase Chilton use by 40%

- Goal for average monthly Chilton Searches March 2024- February 2025 = 50
- **ACTUAL** average monthly Chilton Searches March 2024- February 2025 = XX

Increase Linkedin Learning use by 300%

- Goal for Linkedin Learning monthly average activated seats March 2024- February 2025 = 111
- Goal for Linkedin Learning average monthly course views March 2024- February 2025 = 90
- **ACTUAL** Linkedin Learning average monthly course views March 2024- February 2025 = XX

How we will reach the objectives:

- Invest funds in the Advantage Program to increase availability of items to our patrons (*Successfully being done)*
- Expand promotion of Libby/MontanaLibrary2Go & Library's electronic databases through social media and website engagement (*Successfully being done)*
- Expand Library Card signup by having at least one signup outreach event per quarter (*Successfully being done)*
- Expand access to checkout by having the Bookmobile provide service 6 days a week (*Successfully being done)*
- Expand access to patrons by increasing open hours to 7 days a week (*Successfully being done)*
- Improve promotion of the Library to the community by expanding our social media and online communication (*Successfully being done)*
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach (*Successfully being done)*
- Implement automatic renewal options as soon as they are available through the Montana Shared Catalog (*Successfully being done)*
- Improve efficiency and effectiveness of Collection Development (see Collection Development Goals) (*Successfully being done)*

Patron Interactions: Measurable Objectives

Original Objective: By March 2025, increase the average monthly direct assistance interactions provided to patrons by 10%.

- Average monthly direct assistance interactions provided to patrons September 2023 – February 2024 = 7,674
- *Average monthly direct assistance interactions provided to patrons March 2024 - Aug 2024 = 8,491*
  This is an 11% increase.
- Goal for average monthly direct assistance interactions provided to patrons March 2024- February 2025 = 8,441

Updated Objectives: By March 2025, increase the average monthly direct assistance interactions provided to patrons by 15%.

- Goal for average monthly direct assistance interactions provided to patrons March 2024- February 2025 = 8,825
- **ACTUAL** average monthly direct assistance interactions provided to patrons March 2024- February 2025 **= 9,187 (20% increase)**
  We exceeded both our original goal and updated goal.

How we will reach the objectives:

- Increase staff training on customer service---including reference interviews and technology support (*Successfully being done)*
- Expand Library hours to be open to the public 7 days a week (*Successfully being done)*
- Expand Bookmobile service from 3 to 6 days a week (*Successfully being done)*
- implement a KP Desk schedule that ensures coverage whenever the Library is open (*99% successfully being done)*
- By September 2024, implement a "Book-A-Librarian" program *(Not yet started)*
- Improve statistical recording keeping of staff interactions (*Successfully being done)*
- Improve promotion of the Library to the community by expanding our social media and online communication (*Successfully being done)*
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach (*Successfully being done)*

Adult Programming & Community Engagement: Measurable Objectives

Original Objective: By March 2025, increase average monthly attendance at general adult programming by 40%.

- Average monthly attendance at general adult programming September 2023 – February 2024 = 176
- *Average monthly attendance at general adult programming March 2024 - Aug 2024 =842*
  This a 378% increase. This was impacted by several very large summer events including Juneteenth, Supaman, 4th of July Parade and Shakespeare in the Park. We do not believe that we will have any events approaching that size between now and February. If we average 250 per month from September through February we will have a one year average of 546 people per month.
- Goal for average monthly attendance at general adult programming March 2024- February 2025 = 246

Updated Objective: By March 2025, increase average monthly attendance at general adult programming by 310%.

- Goal for average monthly attendance at adult programming March 2024- February 2025 = 546
  ACTUAL average monthly attendance at adult programming March 2024- February 2025 **= 687 (290% increase)**
  We far exceeded our objectives. NOTE: These numbers reflect several LARGE programs such as Summer Music and Shakespeare in the Parks. We may want to refine how we measure goals related to program attendance.

Original Objective: Increase adult program events to 5 programs a month by June 2024

- Goal Accomplished: February = 5, March = 4, April = 5, May =5, June = 7, July = 5, August = 9,
  Staff at capacity: Plan to continue this level of programming.
  NOTE: We are defining events as separate programs (author talks, winter speaker series, community celebrations…) as opposed to our smaller regular monthly programs such as book clubs and memory café.

Keep Objective the same: Maintain an average of 5 programs a month through February 2025

- **ACTUAL Goal Accomplished: Average =5.8** monthly programs (plus book clubs, memory café, board games etc.)
  February = 5, March = 4, April = 5, May =5, June = 7, July = 5, August = 9, September = 6, October = 8, ,
  November = 2, December = 3, January = 3, February = 6, March = 8

Original Objective: During the Summer 2025 session, expand "Summer Music" program to average over 120 weekly attendees

- Average attendance at Summer Music for 2023 was approximately 80 people per event.
- *2024 Summer Music Average Attendance = 166*
  This is over a 100% increase. NOTE: a majority of this increase was due to the large attendance at Supaman. Taking that event out of the total, the average attendance was 123 which is right at our goal. Two of the summer music events had to be moved inside due to weather which impacted attendance.
- Goal for Summer Music 2025 = 120
  Plan to assess success and staff capacity at the end of the Summer 2024 session and may modify objective.

Updated Objective: During the Summer 2025 session, expand "Summer Music" program to average over 175 weekly attendees

- Goal for Summer Music 2025 = 175
  No Data Yet

How we will reach the objectives:

- Create more advertisements for events that are eye catching and thought provoking (*Successfully being done)*
- Take public recommendations for speakers at every speaker event (*Successfully being done)*
- Print table toppers for "events this week" by February 2024 (*Successfully being done)*
- Improve promotion of the Library programs to the community by expanding our social media and online communication (*Successfully being done)*
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach (*Successfully being done)*

- Host bi-monthly technology cafes, and/or public training events as it relates to library resources and patron needs (*Successfully being done)*
- Hold engaging community programs such as author talks, armchair traveler, music, etc. (*Successfully being done)*
- Start providing 6-week Language Classes with community members who speak fluently ASL, German, Spanish, etc. (combine with promotion of Mango Languages) *(Not yet implemented)*
- Plan and provide basic and intermediate Computer Classes (combine with promotion of LinkedIn Languages) *(Not yet implemented)*
- Plan and provide a "Technology Fair" with the IT Department *(Not yet implemented)*
- Plan and provide "We Learn" programs to teach various different classes, i.e. knitting, scrapbooking, painting, photography with an iPhone, etc. (combine with promotion of LinkedIn Languages) *(Just being started)*
- Expand community engagement by participating as a partner in community events at least twice a quarter (Examples: Town Parades, No More Violence Week, Community tabling events, Raising Readers events, Teen council) (*Successfully being done)*

Online Engagement: Measurable Objectives

Original Objective: By December 2024, increase number of social media followers by 10%.

- # of social media followers March 2024 = 5,048
- *# of social media followers August 2024 = 7,078*
  This is a 40% increase
- Goal for # of social media followers December 2024= 5,553

Updated Objective: By December 2024, increase number of social media followers by 60%.

- Goal for # of social media followers December 2024=8,077
- **ACTUAL** # of social media followers March 2025 = **7,368 (46% increase)**
  We exceeded our original goal by more than 40%, but did not meet our updated goal.

Original Objective: By December 2024, increase monthly engagement on social media by 10%.

- Instagram and Facebook monthly engagement from Aug 18 to Nov 15 = 4,700
- *Instagram and Facebook monthly engagement March 2024 - Aug 2024 =4,938*
  This is a 5 % increase. We are on-track to meet our objective.
- Goal for average monthly Instagram and Facebook engagement January 2024- December 2024 = 5,170

- Instagram and Facebook monthly reach from Aug. 18 to Nov. 15 = 65,133 per month
- *Instagram and Facebook monthly reach from March 2024 - Aug 2024 =89,196*
  This is a 34% increase.
- Goal for average monthly Instagram and Facebook reach for January 2024- December 2024 = 71,646

Keep Engagement Objective the same: By December 2024, increase monthly engagement on social media by 10%.

- Goal for average monthly Instagram and Facebook engagement January 2024- March 2025 = 5,170
- **ACTUAL** average monthly Instagram and Facebook engagement January 2024- March 2025 **= 4,560 (-3%)**
  We did NOT meet our goal. We actually saw a decrease in monthly engagement. In reviewing past social media engagement, this decrease may be a net positive for the Library. Several of the "high engagement" posts of the past included many negative and uncivil comments.

Updated Reach Objective: By December 2024, increase monthly reach on on social media by 45%.

- Goal for average monthly Instagram and Facebook reach for January 2024- March 2025 = 94,443
- **ACTUAL** average monthly Instagram and Facebook reach for January 2024- March 2025 **= 86,640 (25%)**
  We more than doubled our original goal of a 10% increase, but fell well short of our updated goal of 45%

Original Objective: By December 2024, increase monthly web sessions and web page views by 10%

- Average monthly web sessions July 2023 to February 2024 = 8,476
- Goal for average monthly web sessions March 2024 – February 2025 = 9,323
  ACTUAL average monthly web sessions March 2024 – February 2025 **= 5,336**
  We redid our webpage in June 2024 and our statistics haven't balanced out. We will continue tracking these numbers.

- Average monthly web page views July 2023 to February 2024 = 13,782
- *Average monthly web page views March 2024 - Aug 2024 =*
- Goal for average monthly web views March 2024 – February 2025 = 15,161
- **ACTUAL** average monthly web views March 2024 – February 2025 **= 8,804**
  We redid our webpage in June 2024 and our statistics haven't balanced out. We will continue tracking these numbers

How we will reach the objectives:

- Continue to create engaging social media content. (*Successfully being done)*
- Analyze trends in engagement to increase performance. (*Successfully being done)*
- Improve collaboration with partner organization to create more followers (*Successfully being done)*
- Redesign Library website with new Logo *(Completed)*

Youth Services Programming and Community Engagement: Measurable Objectives

Original Objective: By March 2025, average monthly attendance at Youth Services programming (family programs and programs for children 0 – 18-years old) will increase by 15%.

- Average monthly attendance for Youth Services programming September 2023 – February 2024 = 799
- *Average monthly attendance for Youth Services programming March 2024 - Aug 2024 =786*
  This is a 2% decrease. We are behind in efforts to reach our goal. We hired and trained new staff in April. Re-arranging spaces and training staff took time and impacted our ability to expand programing. In the last two months we have expanded programming and we think that it is possible that we will still reach our goal for February 2025.
- Goal for average monthly attendance for Kids Place programming March 2024- February 2025 = 919

Keep Objective the same: By March 2025, average monthly attendance at Youth Services programming (family programs and programs for children 0 – 18-years old) will increase by 15%.

- Goal for average monthly attendance for Kids Place programming March 2024- February 2025 = 919
- **ACTUAL** average monthly attendance for Kids Place programming March 2024- February 2025 = **751 (-6%)**
  We did NOT meet our goal. We actually saw a decrease in monthly attendance. This Falls, Youth Services staff put a lot of effort into expanding early literacy programming to 5 days a week. It took time for the weekly programs to gain attendance. Despite not meeting this goal, we feel that Youth Services programming is headed in the right direction.

Original Objective: By March 2025, the average number of Youth Services programs will increase by 10%.

- Average number of Kids Place programs September 2023 – February 2024 = 19
- *Average number of Kids Place programs March 2024 - Aug 2024 =19.67*
  This is a 4% increase. We were close to meeting our goal.
- Goal for average number of Kids Place programs March 2024- February 2025 = 20

Keep Objective the same: By March 2025, the average number of Youth Services programs will increase by 10%.

- Goal for average number of Kids Place programs March 2024- February 2025 = 20
- **ACTUAL** average number of Kids Place programs March 2024- February 2025 = **24 (24% increase)**
  We easily met our goal of increasing our number of average monthly programs.

Original Objective: During Summer Reading 2024, participation in Reading Rewards program old will increase by 10%.

- Summer Reading 2023 prizes earned = 1522
- *Summer Reading 2024 prizes earned = 3120*
  This is a 105% increase. We greatly exceeded our goal. Our Beanstack App makes it EASY to track reading. Clearly far more people did lots of reading over the summer than came in for prizes.
- Goal for Summer Reading 2024 prizes earned = 1,674

- Summer Reading 2023 prizes distributed= 873
- *Summer Reading 2024 prizes distributed = 991*
  This is a 13% increase. We exceeded our goal.
- Goal for Summer Reading prizes distributed= 960

We will set new objectives for Summer Reading 2025 when we get closer to implementation.

Original Objective: During Summer Reading 2024, participation in Loot Box program will increase by 15%.

- Summer Reading 2023 Loot Boxes distributed = 110

- *Summer Reading 2024 Loot Boxes distributed = 109*
  This is a 0.91% decrease. We did not reach our goal. Loot Boxes are a staff intensive project. Hiring new staff in April and expecting them to be trained and able to expand the Loot Box program in May was not realistic.
- Goal for Summer Reading 2024 prizes distributed = 127

We will set new objectives for Summer Reading 2025 when we get closer to implementation.

How we will reach the objectives:

- By December, 2024, all YS staff will facilitate their own programs (*Successfully being done)*
- By December, 2024, we have at least 1 well-attended weekly, biweekly, or monthly early childhood program away from the Library (Examples: Toddler Time at Paris' Young Parents, Storytime or Toddler Time at Op Inc, Head Start, or Cameron Center) *(Not yet implemented)*

Original Objective: Long-term goal: 80% of students in Great Falls will start kindergarten ready to learn to read.

- From Great Falls Public Schools: This fall, our assessments indicated that 71% were at a 70% or better this fall on the Boehm. This would mean that 71% arrived ready to learn in Kindergarten. Just a note, next fall, we will begin using a different Kinder entry assessment.

This goal will require effort across the community. We are already partnering with the Raising Readers Committee. The Library will assist in this effort by meeting the following objectives.

- By December 2024, the Library will host at least one event that expands marginalized parents' awareness of their role as their children's first teachers. (Examples: Conversations Count and/or Mind in the Making training at Cascade County Detention Center, Paris Gibson's Young Parents, YWCA, Cascade County Juvenile Detention Center, Cameron Center) (*Successfully being done)*
- *We are exceeding this goal and have plans to continue efforts.*
  - *Youth Services staff shared information about Dolly Parton's Imagination Library at the Back2School*
  - *Blast on August 16, 2024.*
  - *Youth Services staff also shared information about DPIL with youth incarcerated at the Cascade County Juvenile Detention Center at the Summer Reading Celebration on August 29, 2024.*
  - *o In December, 2024, we expect to host the 3rd annual Raising Readers Holiday Party, an event featuring free pictures with Santa and Mrs. Claus. The primary goal of this event is to share information about DPIL.*
  - *In March, 2024, we expect to participate in the annual Brain Builder Expo. We will host a birthdayparty for Dr. Seuss with a variety of community readers and share information about DPIL.*

Updated Objective: Throughout FY2025, the Library will host at least four events that expand marginalized parents' awareness of their role as their children's first teachers

ACTUAL planned events:

In FY2025, the Youth Services Department has hosted a number of events intended to expand marginalized parents' awareness of DPIL and their role as their children's first teachers.

- Youth Services staff shared information about Dolly Parton's Imagination Library at the Back2School Blast in August, 2024. In all, 1,902 people attend this phenomenal event, and we look forward to participating again in August, 2025
- In December, 2025, we hosted the 4th annual Raising Readers Holiday Party, an event featuring free pictures with Santa and Mrs. Claus. The primary goal of this event is to share information about DPIL, and 56 people attended.
- In March, 2025, Youth Services staff attended the 10th Annual Brain Builder Expo. We hosted a birthday party for Dr. Seuss, and community readers shared several Dr. Seuss stories. Parents who signed up their children for DPIL were entered into a drawing to win a gift card from a local coffee shop. Approximately 150 people attended, and we look forward to participating in Expo again next year.

- Early Literacy Outreach Specialist Erin Helms hit the ground running in March, 2025. She is currently providing outreach Storytime programming at 11 local day cares and preschools including the Young Parents' Education Center (YPEC) at Paris Gibson Education Center. YPEC offers both early childhood education and support to young parents working towards their high school diplomas. Storytimes at YPEC are especially rich because young parents often attend with their children.

- **By December, of 2024, increase Dolly Parton's Imagination Library sign-ups by 25%. Currently, we have 1,900 sign-ups. 1.25 x 1,900 = 2,375 kids (Kids also age out of the program when the turn 5)**
- *As of 9/3/2024**, 2,285** Cascade County children were signed up for Dolly Parton's Imagination Library. (409 turned 5 and graduated the program).*
  We are on track to reach our Goal by December. 2,285 is 4% below our December goal.

    - Engage more stakeholders to recruit their clients/students, gain new insights (Examples: Indian Family Health Service, Toby's House, Benefis, Great Falls Clinic, Health Department, Cameron Center etc.)

Keep Objective the same: By March, of 2025, increase Dolly Parton's Imagination Library sign-ups by 25%.

- **ACTUAL** number of Cascade County children signed-up for Dolly Parton's Imagination Library **= 2,425 (28%)**
  We exceeded our goal by 3%. (714 children have "graduated" from the program when they turned 5.)

Technology: Measurable Objectives

Original Objective: By March 2025, increase average monthly unique users of Library Wi-Fi (bookmobile & main library) network and public computers by 10%.

- Average monthly unique users of Library Wi-Fi (bkm & main library) Sept. 2023 – Feb. = 1,150
- *Average monthly unique users of Library Wi-Fi (bkm & main library) March 2024 - Aug 2024 = 1297*
  This is a 13% increase. We have already exceeded our goal.
- Goal for average monthly unique users of Library Wi-Fi (bkm & main library) network March 2024- Feb. 2025 = 1,264

Updated Objective: By March 2025, increase average monthly unique users of Library Wi-Fi (bookmobile & main library) network and public computers by 20%.

- Goal for average monthly unique users of Library Wi-Fi (bkm & main library) network March 2024- Feb. 2025 = 1380
- **ACTUAL** average monthly unique users of Library Wi-Fi (bkm & main library) network March 2024- Feb. 2025 **= 1223 (6%)**
  After seeing an 13% increase through August we saw a significant decrease starting in November 2024. The number of unique users has increase in February and March. We still met our original goal but did not meet our updated objective.

Original Objective: By March 2025, increase average monthly Library Wi-Fi (bkm & main library) network and public computers usage sessions by 18%.

- Average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers Sept. 2023 – Feb. 2024 = 7,518
- *Average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024 - Aug 2024 =8309*
  This is a 11% increase. We are on track to reach our goal.
- Goal for average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024- Feb. 2025 = 8,871

Keep Objective the same: By March 2025, increase average monthly Library Wi-Fi (bkm & main library) network and public computers usage sessions by 18%.

- Goal for average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024- Feb. 2025 = 8,871
- **ACTUAL** average monthly usage sessions of Library Wi-Fi (bkm & main library) network and public computers March 2024- Feb. 2025 = **8557 (14% increase)**
  We saw a large increase in average users but we did not meet our objective.

How we will reach the objectives:

- Expand Library hours to be open to the public 7 days a week. (*Successfully being done)*
- Expand Bookmobile service from 3 to 6 days a week. (*Successfully being done)*
- Improve Library technology resources by upgrading the public access computers (*Completed))*
- Improve promotion of the Library to the community by expanding our social media and online communication (*Successfully being done)*
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach (*Successfully being done)*
- Improve IT communication between staff and IT staff to address day to day IT problems to increase reliability and use of Library technology (*Successfully being done)*
- Create a staff technology survey to distribute to staff to have a better understanding of their technology needs within the building and possible remote working situations that may arise. Respond appropriately to all issues raised. (*Successfully being done)*

Collective Development: Measurable Objectives

Original Objective: By July 1, 2025, increase efficiency of Technical Services Department ordering/receiving/cataloging as measured by increasing the number of items added to the collection in FY2025 by 20%.

- FY2023 Technical Services # of items added to the collection = 6,800
- *FY2024 Technical Services # items added to the collection= 7,879*
  We are on track to meeting our objective. FY2024 # of items added to the collection increased 16%. We have a smaller collection budget increase from FY2024 to FY2025. Staffing is also now stable so the increase from FY2024 to FY2025 will not be as significant.
- Goal for FY2025 Technical Services # items added to the collection = 8,160

Keep Objective the same: By July 1, 2025, increase efficiency of Technical Services Department ordering/receiving/cataloging as measured by increasing the number of items added to the collection in FY2025 by 20%.

- Goal for FY2025 Technical Services # items added to the collection = 8,160
- Goal for FY2025 Technical Services # items added to the collection = 8,160
- **ACTUAL** FY2025 Technical Services # items added to the collection (as of March 2025) **= 6,607 (81% toward goal 75% of the way through the year)**

By March 2025, improve patron access to materials. (see circulation objectives above).

How we will reach the objectives:

- Transition and train new staff (*Successfully being done)*
- Implement 9XX ordering system with main Library vendor (Baker & Taylor): ISSUES WITH VENDORS ARE CAUSING US TO REASSESS THIS PROJECT
- Once 9XX ordering transition complete, implement EDI system for cataloging of new materials (*Successfully being done)*
- Develop regular schedule of reviewing any Catalog records marked for review by the Montana Shared Catalog (*Successfully being done)*
- Work within the Partners to implement collaborative collection development to provide both more access to high demand items and to expand access to a wider range of mid-list items. PROJECT WAS STARTED BUT IS CURRENTLY PAUSED DUE TO MONTANA STATE LIBRARY LOSS OF FUNDING FOR PROJECT
- Develop regular schedule of collection analysis to improve purchasing, weeding and collection development (*Successfully being done)*

Library Board Meeting Date: April 22, 2025

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Great Falls Public Library FY2026 Budget Background Information
Presented By:	Susie McIntyre, Library Director
Action Requested:	None

Staff Recommendation: Staff recommends that the Library Board review and discuss the FY2026 Budget Background information in preparation for approving the FY2026 budgets at the May 27, 2025 meeting.

NOTE:

- ***Trustees are invited to schedule individual meetings with the Library Director to review budget information and ask questions.***
- ***Trustees are also welcome to contact the City Finance office to request information and ask questions.***

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

The Library holds two funds within City Accounting: the 2220 Library Operational Fund and the 2221 Foundation/Donation Fund.

The background budget information has been created through discussion with the City of Great Falls Finance Department, discussions with the Foundation, review of current budget actuals, and input from the management team. The FY2026 budget background information reflects the increased revenue from the additional 15 voted mills approved by the voters in 2023 and the reduced revenue (-3.5 mills) from the new City/Library Management Agreement.

We expect the budget information to change based on the following conditions.

- **PROPERTY TAX REVENUE:** The Library is supported by 20.5 Mills of local property taxes which makes up approximately 90% of the Library's overall revenue. The amount of revenue generated from a Great Falls City Mill varies year by year. It is impacted by local property tax values, tax protests, tax abatements, and actions of the State Government. The estimated mill revenue will be updated as needed.
- **PROPERTY TAX PROTESTS:** We do not know when the property tax protests will be settled. It is possible that we will receive the FY2025 protested tax revenue in FY2026. We also do not

know how the ultimate ruling will impact Library revenue. When past protests have been settled, the Library received a percentage of the originally expected revenue.

- **PERSONNEL COSTS:**
    - **ORGANIZATIONAL CHART**: The background information includes organizational chart options. The personnel costs will change based on the staffing approved by the Trustees.
    - **UNION CONTRACTS:** The background information includes estimated personnel costs. The City of Great Falls is in the process of negotiating new contracts with the Montana Federation of Public Employee union and the Crafts union. The personnel costs will change based on packages negotiated by the Unions. Personnel costs are approximately 81% of Library expenses.
- **INTERNAL SERVICE CHARGES:** We expect to receive specific internal service charge information over the coming weeks. Current Internal Service Charge rates will be updated as soon as they are finalized.
- **HOTSPOT PROGRAM:** It is highly likely that the Montana State Library (MSL) support for the hotspot program will not continue into FY2026. The current MSL funding pays for the monthly data costs and for purchasing replacements for lost or damaged hotspots. The Board will need to decide if they wish to include funding for the hotspot program in the FY2026 budget
    - **BASIC CURRENT HOTSPOT COSTS: $1,700/month |**
      Monthly Service: $30-$40 per device (GFPL has 39 hotspots)
      New Hotspots Device: $80-$90 per device (Since January, 7 hotspots were so overdue that they have been removed from the system. 4 hotspots are long overdue and close to being removed from the system.)
- **FOUNDATION BUDGETING:** The Great Falls Public Library Foundation provides significant funding to the Library as reflected in the 2221 budget estimates. During the Foundation's annual budgeting process, their board approves an annual draw down from restricted endowed funds (Dorothy Lampen Thomson, John Elmer Smith, etc), as well as an expense line dedicated to Foundation Grant Project Requests. The latter acts essentially like a grant application, where the Library proposes funding requests for certain projects that fall outside of the Library's operating budget, but stay within the Foundation's mission of supporting and promoting the programs of the Library, including the Library remodel design contract with Cushing Terrell. The GFPLF Board will finalize their annual budget at their April meeting. The 2221 Budget will be updated to reflect the official FY2026 Foundation budget numbers.

After the budgets are approved by the Library Board at the May Meeting, the Board will present the budgets to the City Commission for final approval. The full Budget Calendar is included in your packet.

Significant Impacts: The Library budgets are the foundational document for running the Library each year. They determine Library staffing, operations, and programming.

Fiscal Impact: The 2220 Operational Budget and the 2221 Foundation/Donation Budget are the essential financial documents for the Library for the upcoming fiscal year.

Alternatives:
The Board can choose not to review the background budget information
The Board can request additional information.

Attachments/Exhibits:

- Estimated FY2026 2220 Operational Budget
- Notes for Proposed FY2026 2220 Operational Budget
- Estimated FY2026 2221 Foundation Donation Budget
- Notes for Proposed FY2026 2221 Foundation Donation Budget
- Org Chart Options with Cost Analysis
- Explanation of 2 Library Funds
- Preliminary FY2026 2220 Budget Cash Flow Estimates
- Capital Improvement Plan Sheet
- Reserve Account Sheet
- FY2026 Budget Calendar

Library Income

	FY2026 DRAFT BUDGET Tax Revenue per Mill increase 2 %	FY2025 DEPARTMENT BUDGET	FY2024 ACTUALS	FY2023 ACTUALS
TAXES	$ 2,517,564	$ 2,889,600	$ 2,928,247	$ 908,393.35
Taxes Real Current Ad Valorem	$ 2,479,764	$ 2,872,800	$ 2,875,763	$ 858,645.63
Taxes Real Deliquent Ad Valorem)	$ 8,000	$ 8,000	$ 8,395	$ 7,274.45
Taxes Real Protested Taxes				
Taxes--Mobile Home Taxes	$ 2,000	$ 2,000	$ 9,295	$ 3,353.83
Taxes-Other Personal Property	$ 26,000	$ 5,000	$ 29,630	$ 36,025.53
Taxes--Delinquent Tax Penalty	$ 1,800	$ 1,800	$ 3,706	$ 1,624.61
Payment in Lieu of Taxes			$ 1,458	$ 1,469.30
INTERGOVERNMENTAL	$ 214,885	$ 214,885	$ 216,378	$ 564,783
Taxes--County	$ 177,000	$ 177,000	$ 177,000	$ 177,000
Cultural Grant (State Aid)	$ 35,526	$ 35,526	$ 37,064	$ 29,651
Coal Tax Support (Montana State)	$ 2,359	$ 2,359	$ 2,315	$ 2,132
City taxes (general fund)				$ 356,000
CHARGES FOR SERVICES	$ 33,390	$ 32,690	$ 36,148	$ 39,286
Off-street lots	$ 1,600	$ 1,600	$ 3,962	$ 5,506
Library Fees Misc. (leases)	$ 12,790	$ 12,790	$ 12,250	$ 13,100
Service Charges Miscellaneous (Notory	$ 5,000	$ 5,500	$ 4,818	$ 4,845
Library Equipment Charges (copies/prir	$ 13,000	$ 12,000	$ 13,131	$ 11,029
Library Facility Charges (Out of county)	$ 1,000	$ 800	$ 1,030	$ 750
Convenience Fee (CC fees)			$ 27	
Library Foundation Book Purchase	$ -	$ -	$ 930	$ 4,056
FINES & FORFEITURES	$ 7,000	$ 6,500	$ 7,830	$ 7,365
Collection Agency Fines	$ -	$ -	$ 801	$ 349
Lost Book Fines	$ 7,000	$ 6,500	$ 7,029	$ 7,016
OTHER INCOME	$ 28,000	$ 18,000	$ 345,202	$ 13,938
Regular Interest (City handles accounts	$ 16,000	$ 8,000	$ 28,911	$ 4,833
USBP Credits (utility credit)	$ -	$ -	$ -	$ 47
Contributions and Donations	$ 12,000	$ 10,000	$ 316,241	$ 9,040
Refunds and Reimbursement	$ -	$ -	$ 50	$ 18
REVENUE TOTAL	$ 2,800,839	$ 3,161,675	$ 3,533,805	$ 1,533,766
Library Expenses				
PERSONNEL SERVICES	$ 2,312,970	$ 2,234,064	$ 1,567,835	$ 1,201,139
MFPE (4% market/3%COLA) Crafts 10% Nonunion (3% Market/5% merit) Health Insurance to 80/20 cost share	OPTION 1 ORG CHART			
Salaries and Hourly	$ 1,621,780	$ 1,557,273	$ 1,069,987	$ 816,564
Overtime			$ 261	$ -
Vacation Termination	$ 29,000		$ 14,422	$ 1,166
Sick Leave Termination	$ 8,000		$ 8,774	$ 535
Health Insurance	$ 328,161	$ 361,555	$ 249,933	$ 210,957
Life Insurance	$ 2,109	$ 2,131	$ 1,908	$ 1,734
Unemployment Insurance	$ 5,676	$ 6,206	$ 4,440	$ 4,253
Workers Compensation	$ 5,591	$ 6,989	$ 7,995	$ 5,377
FICA	$ 100,550	$ 96,551	$ 65,280	$ 48,257
Medicare	$ 23,516	$ 22,584	$ 15,267	$ 11,286
PERS	$ 168,658	$ 160,846	$ 114,097	$ 85,825
Miscellaneous Pensions	$ 19,929	$ 19,929	$ 15,471	$ 15,184
SUPPLIES	$ 38,000	$ 42,000	$ 27,831	$ 24,594
Papers & Forms	$ 3,000	$ 3,000	$ 2,125	$ 1,725
Computer Accessories	$ 7,500	$ 7,500	$ 5,812	$ 4,534
Instructional & Safety Supplies				$ 182
Other Office Supplies and Materials	$ 8,000	$ 9,500	$ 7,172	$ 6,072
Gas Oil, Diesel Fuel, Grease Etc.	$ 7,000	$ 8,000	$ 3,788	$ 3,311
Other Repair & Maintenance Supplies	$ 12,500	$ 14,000	$ 8,935	$ 8,770
PURCHASED SERVICES	$ 292,700	$ 304,384	$ 230,820	$ 222,961

Postage, Box Rent, etc. (Postage)	$ 5,500	$ 5,000	$ 4,000	$ 4,000
Printing, Forms, Etc.	$ -	$ -	$ 196	$ -
Books, Subscriptions, Newspapers	$ 80,000	$ 72,000	$ 57,520	$ 23,238
Membership Dues	$ 1,000	$ 1,000	$ 953	$ 990
Telephone	$ 3,400	$ 3,400	$ 2,944	$ 3,205
Fax & Other Telephone Lines	$ 3,000	$ 3,000	$ 2,045	$ 1,538
Electric Utility	$ 70,000	$ 78,000	$ 56,118	$ 32,012
Gas Utility	$ 13,000	$ 13,000	$ 9,703	$ 12,498
City Sanitation Disposal	$ 2,200	$ 2,100	$ 1,844	$ 2,261
Water Utility	$ 3,700	$ 3,600	$ 2,804	$ 2,608
Sewer Utility	$ 1,600	$ 1,500	$ 886	$ 919
Storm Drain Utility	$ 1,200	$ 1,000	$ 926	$ 930
Collection Agency costs	$ -	$ -	$ 108	$ -
Computer Programing	$ 62,000	$ 53,500	$ 46,678	$ 45,094
Other Professional Misc.	$ 15,000	$ 13,500	$ 18,216	$ 49,042
Other Professional Misc.	$ -	$ 20,700	$ -	
Building Repair & Maintenance	$ 7,000	$ 7,500	$ 2,831	$ 22,645
Maintenance Agreements	$ 21,000	$ 23,000	$ 20,211	$ 19,839
Bank and Credit Card Fees	$ 1,500	$ 984	$ 1,357	$ 663
Office Equipment Rentals	$ 1,600	$ 1,600	$ 1,479	$ 1,479
OTHER	**$ 300**	**$ 450**	**$ 300,246**	**$ 299**
Refunds & Reimbursements	$ 300	$ 450	$ 300,246	$ 300
Cash Over/Short			$ 0	$ (1)
Claims & Judgments				
INTERNAL SERVICE CHARGES	**$ 140,485**	**$ 119,972**	**$ 116,882**	**$ 118,785**
Human Resources (30% increase)	$ 46,797	$ 35,998	$ 29,921	$ 34,377
Vehicle & Equipment Maint (12% increa	$ 2,597	$ 2,319	$ 4,491	$ 3,489
Fiscal Services (10% increase)	$ 19,966	$ 18,151	$ 17,545	$ 17,154
Central Insurance (12% increase)	$ 64,814	$ 57,870	$ 60,117	$ 52,486
Deductible Insurance Recovery	$ -	$ -	$ -	$ 7,500
Information Technology (12% increase)	$ 3,553	$ 3,172	$ 3,061	$ 2,453
Computer Network (12% increase)	$ 151	$ 135	$ 132	$ 187
Computer Equipment Main (12% increa	$ 2,295	$ 2,049	$ 1,373	$ 909
Computer & Equipment Lease (12% inc	$ 311	$ 278	$ 242	$ 230
CAPITAL OUTLAY		$ -	$ -	$ -
		$ -	$ -	$ -
EXPENSES TOTAL	**$ 2,784,455**	**$ 2,700,870**	**$ 2,243,614**	**$ 1,567,778**
Total Revenue	$ 2,800,839	$ 3,161,675	$ 3,533,805	$ 1,533,766
Total Expense	$ 2,784,455	$ 2,700,870	$ 2,243,614	$ 1,567,778
UNDER/OVER BUDGET	$ 16,384	$ 460,805	$ 1,290,191	$ (34,012)

Given the move by CoGF to renegotiate the City/Library Agreement, the Library budgeted very conservatively and didn't fill some staff positions so that we would could address any cuts brought by a new agreement.

In the first year with the Levy incomes, GFPL needed to build up Library reserves so that we have funds for cash flow and emergencies.

Reductions previously approved by Board	
Do not hire Technology Assistant	$ 106,127.16
Eliminate 1 part-time Library Clerk	$ 29,947.50
Additional Suggested Reductions	
Cancel Many Rivers Contract	$ (20,700.00)
Cut Supplies budget	$ (4,000.00)
Possible Additional Expenses	
Continue Hotspot Program	$ 20,400.00

NOTES FOR PROPOSED FY2025 2220 OPERATIONAL ESTIMATED BUDGET:

REVENUE:

31101- 31200 TAX REVENUE: Tax Revenue estimates are based on an expected revenue of $122,808 per mill for 20.5 City Mills. (15 Mills Voted 2023, 2 Mills Voted 2002, 3.5 Mills by City Agreement) We are estimating a 2% increase in the tax revenue per mill from FY2025. The revenue estimate is conservative because property tax reform is being discussed across Montana. There is uncertainty about future decisions by the State Legislature about tax rates and by the Department of Revenue about tax protests. (Estimates discussed with City of Great Falls Fiscal Department)

> ***NOTE:*** *We do not know when the tax protests from FY2025 will be settled. It is possible that we will receive the FY2025 protested tax revenue in FY2026. We also do not know how the ultimate ruling will impact Library revenue. When past protests have been settled, the Library received a percentage of the originally expected revenue.*

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

33500 CULTURAL GRANT STATE AID: Montana provides public libraries with State Aid based on a per capita service area formula. In order to receive the State Aid, each public library must meet the State Public Library Standards. During the 2023 legislative session, the state aid formula was increased to $0.50/capita which resulted in an increase in this revenue. The legislation also allowed for Tribal Libraries to receive State Aid in addition to public libraries. The estimated revenue is derived from figures provided by the Montana State Library.

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

34316 OFF-STREET LOTS: Parking revenue has decreased. The Library no longer receives revenue from patron parking. Part of our levy implementation plan is to provide free parking for patrons. We continue to generate some revenue from leasing parking spots in the staff parking lot. The increase in library staff means that there are fewer spots available for lease. The estimated revenue is derived from the number of lease spots available for FY2026.

34691 LIBRARY FEES: The Library generates revenue by leasing space to the Foundation, the Self-Help Law Clinic and AAUW. The estimated revenue is derived from the existing lease agreements. The Self-Help Law Clinic is contemplating moving to a new space. If they move, this revenue line will be reduced.

34692 SERVICE CHARGES MISCELLANEOUS: The Library raises miscellaneous revenue from several different charges. ($3.00 for Notary Service, $10.00 to proctor tests, $1.00 for discarded books, 3%

credit card convenience fee.) The estimated revenue is derived from past income trends. ($500 less than FY2025)

34693 LIBRARY EQUIPMENT CHARGES: The Library raises revenue from charging for faxing, printing and copying. ($0.15 per page for black and white printing, $0.50 per page for color printing, $1.00 per page for faxing). The estimated revenue is derived from past income trends. ($1,000 more than FY2025)

34694 LIBRARY FACILITY CHARGES: The Library raises revenue from charging out-of-county residents $30 per year for a Library card. The estimated revenue is derived from past income trends. ($200 more than FY2025)

35220 LOST BOOK FINES: The Library raises revenue from charging patrons for lost or damaged items. The estimated revenue is derived from past income trends. ($500 more than FY2025)

37110 REGULAR INTEREST: The Library receives revenue from interest generated on the Library Fund account. Increased interest rates greatly increased the regular interest revenue for the past two years. National reporting indicates that the Federal Reserve is likely to lower interest rates over the next 12 months. The estimated revenue is derived from past income trends. ($8,000 more than budgeted in FY2025--$8,000 less than FY2025 current actuals)

36500 CONTRIBUTIONS AND DONATIONS: The Library receives revenue from the Friends of the Library book sale. The estimated revenue is derived from past income trends. ($2,000 more than budgeted in FY2025—equal to FY2025 actuals)

EXPENSES:
41110 PERSONNEL SERVICES
41210 SALARIES AND HOURLY: Library salary and hourly expenses are estimated based on the organizational chart previously approved by the Library Board. This Board packet includes alternative organizational chart options with their financial impacts.

- **MFPE Union:** Collective Bargaining negotiations with the MFPE union started in early April. MFPE has tentatively agreed to terms that include a 4% market adjustment and a 3% COLA. These changes are included in the budget estimates, but will not be finalized until approved by both the union and the City Commission.
- **CRAFTS Union:** Collective Bargaining negotiations with the Crafts union started in early April. The current budget estimates a 10% raise for Crafts union members. These numbers will be adjusted once the Collective Bargaining Agreements are approved.
- **Non-union staff:** Nonunion staff receive merit-based raises (0-5%) based on their performance over the past year. The current budget conservatively estimates that all nonunion staff will receive the full 5% raise. I am also recommending a 3% market adjustment. ALL City of Great Falls employees will see an increase in health insurance costs—see below. Without a market adjustment, any merit increase will largely be offset by the increased insurance costs.
  NOTE: The FY2025 personnel budget was based on the previous organizational chart that included more staff.

41210 HEALTH INSURANCE: Full-time staff are provided health insurance. Staff choose their insurance coverage package based on the needs of their family (Individual coverage, Couple coverage, Parent & Child coverage or Family coverage). ALL City of Great Falls employees will see an increase in health

insurance costs because City is changing the coverage rate. Previously, Health premiums are shared costs with the Library paying 85 (eighty-five) percent of the premium and the employee paying 15 (fifteen) percent of the premium. In FY2026, Library will pay 80 (eighty) percent of the premium and the employee will pay 20 (twenty) percent of the premium. Health Insurance expenses are estimated based on an estimated 5% premium cost increase, the new cost share, and on the organizational chart previously approved by the Library Board.

NOTE: When creating a budget that includes hiring of new full-time staff, we budget for the Family Insurance. The type of insurance coverage chosen by staff member has an impact on the budget, but cannot be predicted ahead of time. Insurance coverage costs are also subject to change if staff change their insurance coverage in the new year.
CURRENT COST ESTIMATES:

- Library insurance cost to cover a single person = $10,576.14
- Library insurance cost to cover a couple = $21,110.85
- Library insurance cost to cover a parent and child = $18,577.24
- Library insurance cost to cover a family = $29,203.00

413700 LIFE INSURANCE: The Library pays for life insurance for management team staff. Library life insurance expenses are estimated based on the organizational chart previously approved by the Library Board.

41400 UNEMPLOYMENT INSURANCE: Unemployment insurance payments are calculated at 0.0045 times salary/hourly payments. Unemployment Insurance expenses are estimated based on the organizational chart previously approved by the Library Board.

414200 WORKERS COMPENSATION: Workers compensation payments are calculated based on the type class of work performed. (Clerical staff = 0.0013 times salary/hourly payments, Professional & Administrative staff = 0.0034 times salary/hourly payments, Nonprofessional = 0.0077 times salary/hourly payments) Workers compensation expenses are estimated based on the organizational chart previously approved by the Library Board.

414300 FICA (Federal Insurance Contributions Act): FICA payments are calculated at 0.062 times salary/hourly payments. FICA expenses are estimated based on the organizational chart previously approved by the Library Board.

414350 MEDICARE: Medicare payments are calculated at 0.0145 times salary/hourly payments. Medicare expenses are estimated based on the organizational chart previously approved by the Library Board.

414450 PERS (Public Employee Retirement): Pers payments are calculated at 0.00907 times (salary/hourly plus $10,576.14 insurance base). PERS expenses are estimated based on the organizational chart previously approved by the Library Board.

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

421100 PAPER & FORMS: Expenses for the Technical Services Department are charged to paper & forms. Expenses for that department include all the items used to process and repair books, CD's and DVD's. The estimated expenses for are derived from past department expense trends and management assessments of upcoming needs.

421200 COMPUTER ACCESSORIES: Information Technology expenses are charged to computer accessories. Expenses for that department include all the hardware, software and accessories for staff and public computers and technology. The Foundation often sponsors technology projects and those are expenses are included in the 2221 budget. The estimated expenses for are derived from past department expense trends and management assessments of upcoming needs.

421900 OTHER OFFICE SUPPLIES AND MATERIALS: Expenses for Library Administration are charged to other office supplies and materials. Expenses for that department include purchases of paper, office supplies, name tags, staff furniture, etc. The estimated expenses for are derived from past department expense trends and management assessments of upcoming needs. ($1,500 less than FY2025)

423100 GAS, OIL, DIESEL FUEL, GREASE: Expenses for fuel for the Bookmobile and the Library van are charged to gas, oil, diesel fuel, grease. The estimated expenses are derived from past department expense trends and management assessments of upcoming needs. ($1,000 less than FY2025)

42390 OTHER REPAIR & MAINTENANCE SUPPLIES: Custodial supplies such as paper and cleaning products are charged to other repair & maintenance supplies. The estimated expenses are derived from past department expense trends and management assessments of upcoming needs. ($1,500 less than FY2025)

43110 POSTAGE, BOX RENT, ETC. (POSTAGE): The estimated expenses for postage are derived from past department expense trends. (We send email and text notifications as much as possible.) ($500 increase from FY2025)

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

43350 MEMBERSHIP DUES: Dues for the Museum Consortium and the Institutional Montana Library Association are charged to membership dues. The estimated expenses are derived from expected membership costs.
NOTE: This budgeted amount requires the elimination of the Chamber of Commerce membership. The Institutional Membership in MLA will be $4,000. We plan on asking the Foundation to support $3,500 of the MLA membership.

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

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

43420 ELECTRIC UTILITY: The Library's electricity is purchased through the City of Great Falls contracts with Energy Keepers for electricity and Northwestern Energy for transmission. The estimated expenses

are based on current monthly costs and anticipated future rates. For FY2025 and FY2024, we were concerned about increased costs due to increased open hours. Since we have been open seven days a week since June 2024, we have better data to use for the FY2026 budget estimates. ($8,000 decrease from FY2025)

43430 GAS UTILITY: 43440 CITY SANITATION DISPOSAL: 43450 WATER UTILITY: 43460 SEWER UTILITY: 43470: STORM DRAIN UTILITY: Library utility charges are estimated based on current monthly charges and anticipated increases.

43550 COMPUTER PROGRAMING: Software contracts and maintenance agreement expenses are charged to computer programming. The Montana State Library is working on updating the cost share formulas for the OCLC and Montana Shared Catalog membership. It is unclear if those changes will be instituted in FY2026 or a future fiscal year. We are budgeting in anticipation of the cost-share increase, regular yearly increases and upgrading our Envisionware software to include a scheduling/hold solution. ($8,000 more than FY2025). These expenses include the following.

- Montana Shared Catalog: Fee for software and support estimated $32,000
- OCLC: Charges for interlibrary loan and cataloging software services estimated at $8,000
- Fees software including the Wowbrary newsletter and When I Work at $1700
- Envisionware: Fees for print solution, scheduling solution, ongoing software costs, and hardware maintenance estimated at $10,500
- G-Suites Evonance: Charges for email, google drive and record archiving estimated at $7,800
- Website hosting: Fees for website hosting estimated at $2,000

43590 OTHER PROFESSIONAL SERVICES MISC.: Contracts for services such as background checks, snow removal, professional repair etc. are charged to other professional services misc. The estimated expenses for professional services are based on past trends. ($1,500 more than FY2025)

43590 OTHER PROFESSIONAL MISC. MENTAL HEALTH CONTRACTS: Previous funding for the mental health professional services from Many Rivers Whole Health are provided through NCILS contract sponsored by the Local Area Council. This pilot project was successful in providing referrals for Library patrons, deescalating patron behavior and supporting staff. This contract cost has been eliminated in our estimates for FY2026 so that we can absorb the revenue reduction from the new City/Library Agreement.

43620 BUILDING REPAIR & MAINTENANCE: Expenses related to building repairs and maintenance are charged to building repair & maintenance. The estimated expenses are based on past trends and management assessments of upcoming needs. ($500 decrease from FY2025)

43630 MAINTENANCE AGREEMENTS: Maintenance contracts for the elevators, printers, and copiers are charged to maintenance agreements. The estimated expenses are based on existing contracts. ($2,000 decrease from FY2025)

455150 BANK AND CREDIT CARD FEES: Fees for taking credit cards are charged to bank and credit card fees. The estimated expenses for are based on current monthly expenses. NOTE: These fees have been higher than originally anticipated. ($516 increase from FY2025)

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

45920 REFUNDS AND REIMBURSEMENTS: Reimbursements and refunds are charged to this line. Generally, these are payments made to patrons who have paid for a lost book which is then found and returned or payments made to another library if GFPL loses one of their items. The estimated expenses are based on past trends. ($100 decrease from FY2025)

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

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

48637 VEHICLE & EQUIPMENT MAINTENANCE: Factor based on three-year average of job order charges. We increased the budgeted amount for FY2025 anticipating a large increase in the time on the road for the Bookmobile and van. The estimated expenses include an estimated 10% increase based on historic increases in maintenance charge.

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

48658 CENTRAL INSURANCE: Factor for liability insurance based on salary figures of the department. Factor for property insurance based on Library asset list. The estimated expenses include an estimated 10% increase based on historic increases.

486590 DEDUCTIBLE INSURANCE RECOVERY: None expected this year.

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

2221 Library Foundation/Donation Income

		FY2026 PROPOSED Budget	FY2025 Budget	FY2024 ACTUAL	FY2023 ACTUAL	FY2022 ACTUAL
	OTHER INCOME	**$ 660,946.25**	**$ 1,086,508.00**	**$ 313,239.17**	**$ 335,746.76**	**$ 363,370.46**
331810	Misc. Culture & Recreation Grants	$ -	$ -		$ 10,000.00	
365100	Contributions and Donations	$ 613,946.25	$ 1,035,508.00	$ 291,289.05	$ 298,313.17	$ 354,891.40
365130	DL Thomson Trust	$ 41,000.00	$ 41,000.00	$ 10,387.76	$ 11,262.20	$ 7,778.33
368290	Refunds and Reimbursements				$ 10,045.00	$ 700.73
371100	Regular Interest 3	$ 6,000.00	$ 10,000.00	$ 11,562.36	$ 6,126.39	
38310	REVENUE TOTAL	**$ 660,946.25**	**$ 1,086,508.00**	**$ 313,239.17**	**$ 335,746.76**	**$ 363,370.46**

2221 Library Foundation/Donation Expenses

	PERSONNEL SERVICES	**$ 30,000.00**	**$ 15,000.00**	**$ -**	**$ -**	**$ -**
41110	Personnel Services (Wages & Benefits)	**$ 30,000.00**	$ 15,000.00	$ -	$ -	$ -
	SUPPLIES	**$ 57,760.00**	**$ 70,500.00**	**$ 67,030.16**	**$ 57,215.73**	**$ 35,520.15**
42110	Papers & Forms					
42120	Computer Accessories	$ 14,260.00	$ 12,000.00	$ 29,252.45	$ 5,231.71	
42140	Instructional & Safety Supplies	$ 23,500.00	$ 24,500.00	$ 12,120.02	$ 19,908.11	$ 21,961.70
42190	Other Office Supplies & Materials	$ 15,000.00	$ 17,000.00	$ 11,283.94	$ 28,071.95	$ 12,158.26
42390	Other Repair & Maintenance Supplies	$ 5,000.00	$ 17,000.00	$ 14,373.75	$ 4,003.96	$ 1,400.19
	PURCHASED SERVICES	**$ 567,186.25**	**$ 1,098,053.00**	**$ 168,546.51**	**$ 245,439.63**	**$ 281,552.39**
43320	Books, Subscriptions, Newspapers	$ 100,600.00	$ 137,795.00	$ 117,519.61	$ 124,859.28	$ 166,863.27
43350	Memberships and Dues	$ 3,500.00				
435500	Computer Programing	$ 53,740.00	$ 15,000.00	$ 1,639.69	$ 310.50	$ 315.00
435900	Other Professional Services	$ 368,346.25	$ 907,658.00	$ 33,134.66	$ 92,031.52	$ 96,567.67
437900	Misc. Travel Expenses	$ 2,000.00	$ 5,000.00	$ 278.00	$ 468.25	
439450	Sponsored Event--Activity	$ 39,000.00	$ 32,600.00	$ 15,974.55	$ 27,770.08	$ 17,778.54
455200	Bank and Credit Card Fees	$ -	$ -	$ -	$ -	$ 27.91
	OTHER	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
45920	Refunds & Reimbursements					
	CAPITAL OUTLAY		$ 20,000.00	**$ -**	**$ -**	**$ -**
49310						
	EXPENSES TOTAL	**$ 654,946.25**	**$ 1,188,553.00**	**$ 235,576.67**	**$ 302,655.36**	**$ 317,072.54**

Total Revenue	$ 660,946.25	$ 1,086,508.00	$ 313,239.17	$ 335,746.76	$ 363,370.46
Total Expense	$ 654,946.25	$ 1,188,553.00	$ 235,576.67	$ 302,655.36	$ 317,072.54
UNDER/OVER BUDGET	$ 6,000.00	$ (102,045.00)	$ 77,662.50	$ 33,091.40	$ 46,297.92

NOTES FOR PROPOSED FY2026 2221 LIBRARY FOUNDATION/DONATION ESTIMATED BUDGET:

REVENUE:
The Foundation Board will approve a FY2026 budget at their April 28 meeting. The revenue will be updated after the Foundation budget is finalized. All revenue estimates are based on past revenue trends.

36500 CONTRIBUTIONS AND DONATIONS ($613,946.25): The Library 2221 fund receives revenue from various contributions and donations.

- **FOUNDATION GRANT PROJECTS ($142,00000):** We are estimating that the Foundation Board will allocate $142,000 for Foundation Grant Projects. The Library request funds for projects at the September and January Foundation Board meetings. The projects are reviewed by the Library Board before the requests are made to the Foundation.
- **BOOKMOBILE FUNDING (HOTSPOT) ($3,000.00):** We are estimating that the Foundation Board will allocate $3,000 to support the Bookmobile Hotspot. The Foundation Hotspot revenue will be updated after the Foundation budget is finalized.
- **WHITMEYER FUND ($200.00):** We are estimating that the Foundation Board will allocate $200.00 from the Whitmeyer fund to support purchase of Library books.
- **JONES FUND ($900.00):** We are estimating that the Foundation Board will allocate $900.00 from the Jones fund to support purchase of Library books for youth.
- **JOHN ELMER SMITH FUND ($2,000.00):** We are estimating that the Foundation Board will allocate $2,000.00 from the John Elmer Smith fund to support purchase of Western materials (books, CDs or DVDs).
- **CORDINGLEY FUND ($2,000.00):** We are estimating that the Foundation Board will allocate $2,000.00 from the Cordingley Fund to the Library. These funds are unrestricted.
- **BOOK-A-THON ($55,000.00):** Every Fall the Foundation conducts the Book-A-Thon which raises funds specifically for materials and programs for youth. (One year the Foundation combined the Book-A-Thon with requests to fund the purchase of the new Bookmobile.) The estimated revenue is derived from past income trends.
- **LIBRARY DESIGN REMODEL FUNDS $363,346.25:** Last year, the Library Board and the City Commission GRANT the contract with Cushing Terrell in the amount of $873,158.00 for the design of the Library Remodel. The Great Falls Public Library Foundation participated in the Request for Proposal committee and is committed to this project. As Cushing Terrell submits invoices, the Library will continue to request funds from the Foundation as needed to pay the invoices. The estimated revenue is derived from the remaining cost of the contract.
- **DONATIONS FOR MATERIALS IN HONOR OR MEMORY ($5,000.00):** Several members of the community provide donations to the Library in honor or memory of a loved one. For donations of $30 or more a bookplate may be placed in purchased materials. The estimated revenue is derived from past income trends.
- **DIRECT DONATIONS ($7,000.00):** Some organizations and members of the community make donations directly to the Library rather than through the Foundation. The estimated revenue is derived from past income trends.
- **SUMMER READING ($2,500.00):** Some organizations and members of the community generously make donations directly to the Library specifically to support our Summer Reading program. The estimated revenue is derived from past income trends.
- **TOWN PUMP GRANT ($1,000.00):** Town Pump generously supports Libraries and summer reading programs. We expect to receive another Town Pump Grant in FY2025.
- **EVENT SPONSORSHIPS ($5,000):** Community members and organizations sometimes sponsor Library programs (such as Summer Music in the Park.
- **FAMILY FOUNDATION GRANT ($30,000.00):** The Library Foundation received $30,000 for calendar year 2025 to support the Library's Early Literacy Outreach Project. The donors are pleased with our initial efforts and have

invited the Foundation to submit a request for calendar year 2026. The project funds a part-time staff person to provide early literacy program outreach—providing Story Time and Toddler Time in local childcare centers.

36513 DL THOMSON TRUST ($41,000): **T**he Foundation Board will approve a FY2026 budget at their April 28 meeting. The Library 2221 fund receives revenue from interest generated from the funds donated by Dorothy Lampen Thomson. We are estimating that the DLT revenue for FY2026 will be $41,000 and we estimate that we will allocate $21,000 to support cultural programming and $20,000 to support the purchase of nonfiction items. The revenue will be updated after the Foundation budget is finalized.

37110 REGULAR INTEREST ($6,000) The Library receives revenue from interest generated on the Library 2221 Fund account. Increased interest rates greatly increased the regular interest revenue for FY2024, national news reporting indicates that interest rates may be lowered in the next 12 months. The estimated revenue is derived from past income trends.

EXPENSES:
The Foundation Board will approve a FY2026 budget at their April 28 meeting. The expenses will be updated after the Foundation budget is finalized. All expense estimates are based on past revenue trends.

41110 PERSONNEL SERVICES ($30,000.00): The Library Foundation received funding from a Family Foundation seeking to support an early literacy project. The $30,000 project funds a part-time staff person to provide early literacy program outreach—providing Story Time and Toddler Time in local daycare centers. The project started in January of 2025 so ½ of the current $30,000 funding will be spent in FY2026. The Foundation has been invited to submit an application to extend the program for an additional year which would provide funding for the final 6 months of FY2026 and the first 6 months of FY2027.

421200 COMPUTER ACCESSORIES ($14,260.00): Information Technology expenses are charged to computer accessories. Expenses for that department include all the hardware, software and accessories for staff and public computers and technology.

421400 INSTRUCTIONAL & SAFETY SUPPLIES ($23,500): Expenses for Youth Services programs are charged to instructional & safety supplies. Expenses for that department include speakers, puppet shows, program sponsorships, program supplies, craft supplies etc. Funding will come from the following sources.

- BOOK-A-THON FUNDS: $15,000 of the Book-A-Thon revenue is budgeted to Youth Services programming costs.
- SUMMER READING ($2,500.00): All of the Summer Reading donations will be used to support Youth Services programs.
- TOWN PUMP GRANT ($1,000.00): All of the Town Pump funds will be used to support Youth Services programs—specifically the Library Loot Boxes program.
- FOUNDATION GRANT PROJECTS ($5,000): We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to $5,000 for Youth Services programs.

421900 OTHER OFFICE SUPPLIES AND MATERIALS ($15,000): Expenses for Library Administration are charged to other office supplies and materials. Expenses for that department include purchases of paper, office supplies, name tags, staff furniture, etc.

42390 OTHER REPAIR & MAINTENANCE SUPPLIES ($5,000): Expenses for custodial supplies and repairs are charged to other repair & maintenance supplies.

43320 BOOKS, SUBSCRIPTIONS, NEWSPAPERS ($100,600.00): The Board GRANT the materials budget at their March meeting. Including the funds for the books, subscriptions, newspapers line. A significant portion of our physical and electronic materials are purchased using 2221 Funds. Funding will come from the following sources.

- FOUNDATION GRANT PROJECTS: We do not yet know what projects the Foundation will fund, but we plan on asking for funding to support the collection budget including the following.
    - FOUNDATION GRANT PROJECTS PRINT MATERIALS: $30,500 to support our print materials

- DESIGNATED FUNDS: We estimate that the Foundation designated funds will continue to be allocated as they have been in recent years.
    - $20,000 from the Dorothy Lampen Thomson Fund for nonfiction
    - $200 from the Whitmeyer fund for fiction
    - $900 from the Jones Fund for youth materials
    - $2,500 from the John Elmer Smith Fund for Westerns
- BOOK-A-THON FUNDS: $40,000 of the Book-A-Thon revenue is budgeted to purchasing materials for youth.

43350 MEMBERSHIPS AND DUES ($3,500): The Montana Library Association has started a new Institutional Membership Program. The cost for a Library of our size is $4,000. We anticipate spending $500 from our 2220 Operational budget and asking the Foundation to sponsor the remainder of the cost. The membership will provide MLA memberships for every Library staff and board member. It will also provide two conference registrations and up to ten hours a year of legal advice from a lawyer who specializes in Library Law.

43550 COMPUTER PROGRAMING ($53,740.00): Expenses for software contracts and maintenance agreement expenses are charged to computer programming. Funding will come from the following sources.

- FOUNDATION GRANT PROJECTS DIGITAL MATERIALS:
    - $3,300 to fund a yearly subscription to the Chilton AutoRepair Database
    - $15,500 to fund a yearly subscription to LinkedIn Learning
    - $6,200 to fund a yearly subscription to Kanopy (streaming video)
    - $3,140 to fund a yearly subscription to ABCMouse
    - $15,600 to support the MontanaLibrary2Go Advantage program for FY2026
- FOUNDATION GRANT PROJECTS: We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to $10,000 on computer programming.

43590 OTHER PROFESSIONAL SERVICES MISC ($368,346.25): Contracts for services such as background checks, snow removal, professional repair etc. are charged to other professional services misc. Funding will come from the following sources.

- LIBRARY REMODEL DESIGN PROJECT: ($363,346.25) The Foundation is committed to funding the rest of the Cushing Terrell Library Remodel Design contract costs.
- FOUNDATION GRANT PROJECTS: ($5,000) We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to $5,000 on other professional services.

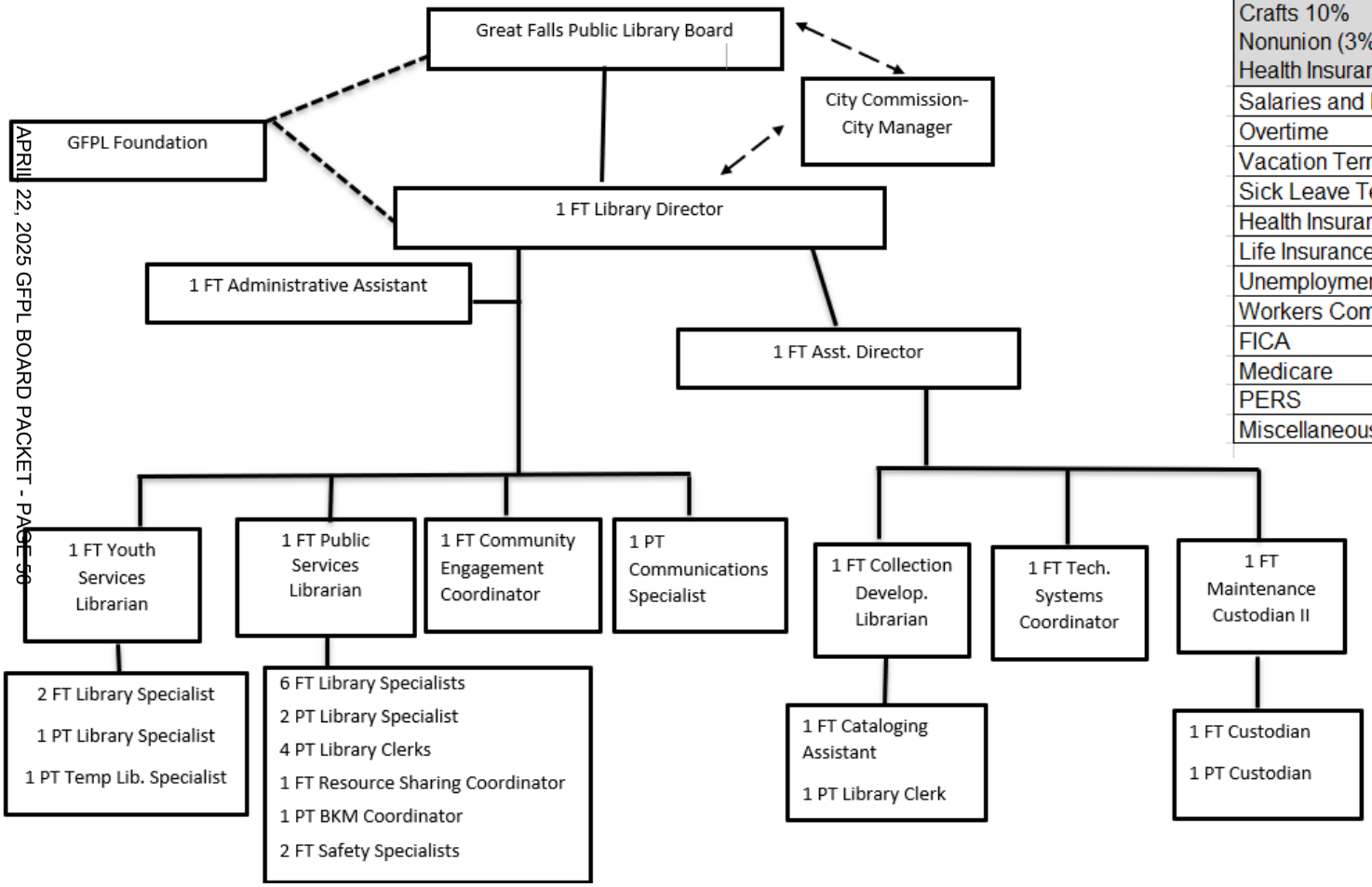
43790 MISC TRAVEL EXPENSES ($2,000.00): Expenses for staff and board travel and training are charged to miscellaneous travel expenses. The Library plans on allocating up to $2,000 of direct to Library donations to training.

439450 SPONSORED EVENT—ACTIVITY ($39,000): Expenses for adulting programing are charged to sponsored event-activity. Funding will come from the following sources.

- FOUNDATION GRANT PROJECTS: We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to $15,000 sponsored event-activity
- MEMORY CAFÉ: We previously received a grant from the Geriatric Training Center to support the Memory Café. We expect to continue to spend around $600 to support our annual Memory Café costs.
- DOROTHY LAMPEN THOMSON FUNDS: We estimate that the Foundation will designate $19,000 to adult programing.
- SPONSORSHIPS & DONATIONS: There are several organizations that provide funding as sponsors of specific Library programs. We expect to continue to use $4,400 in sponsorship funds to support adult programming.

FT Assistant Director

Option 1: FY 2026 Library Organizational Chart

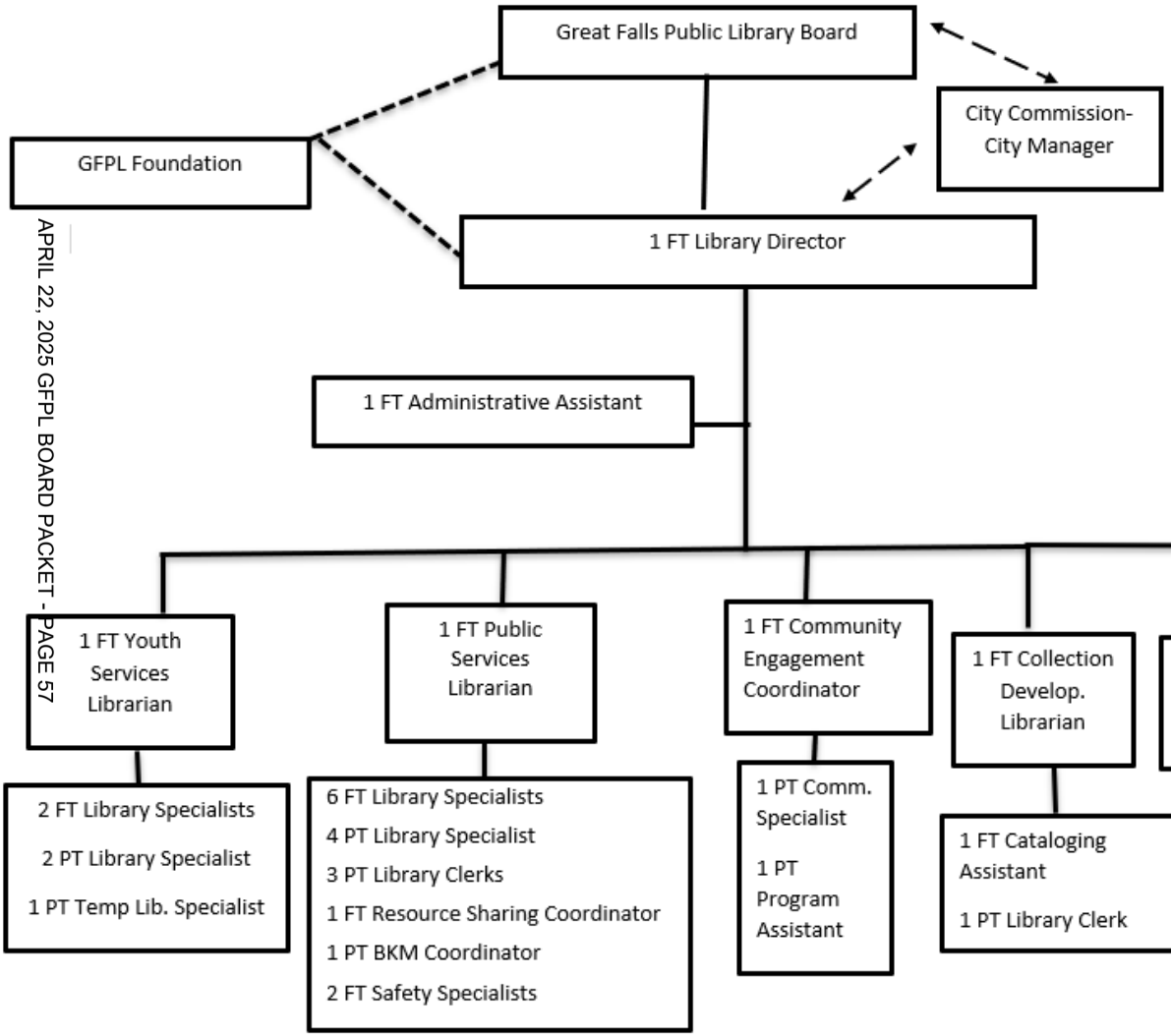


PERSONNEL SERVICES	$	2,312,970
MFPE (4% market/3%COLA) Crafts 10% Nonunion (3% Market/5% merit) Health Insurance to 80/20 cost share		OPTION 1 ORG CHART
Salaries and Hourly	$	1,621,780
Overtime		
Vacation Termination	$	29,000
Sick Leave Termination	$	8,000
Health Insurance	$	328,161
Life Insurance	$	2,109
Unemployment Insurance	$	5,676
Workers Compensation	$	5,591
FICA	$	100,550
Medicare	$	23,516
PERS	$	168,658
Miscellaneous Pensions	$	19,929

Estimate FY2026 Health Insurance Cost to Library		
5% cost increase		
shift cost share from 85/15 to 80/20		
single	$	10,576.14
couple	$	21,110.85
parent and child	$	18,577.24
family	$	29,203.00

*assume family for all new FT employees

Option 2: FY 2026 Library Organizational Chart



--Assistant Director
Promote 1PT Library Clerk to Specialist (PS)
+1 PT Library Spec. (PS)
+1 PT Library Spec. (YS)
+ PT Program Assistant
Raise Comm. Engagement Coordinator

PERSONNEL SERVICES	$ 2,294,006.72
MFPE (4% market/3%COLA) Crafts 10% Nonunion (3% Market/5% merit) Health Insurance to 80/20 cost share	Option 2 Org Chart No Assist Director Add Other Staff
Salaries and Hourly	$ 1,631,678.60
Overtime	
Vacation Termination	$ 29,000
Sick Leave Termination	$ 8,000
Health Insurance	$ 298,957.89
Life Insurance	$ 1,817.00
Unemployment Insurance	$ 5,737.79
Workers Compensation	$ 5,466.85
FICA	$ 101,164.07
Medicare	$ 23,659.34
PERS	$ 168,596.18
Miscellaneous Pensions	$ 19,929.00

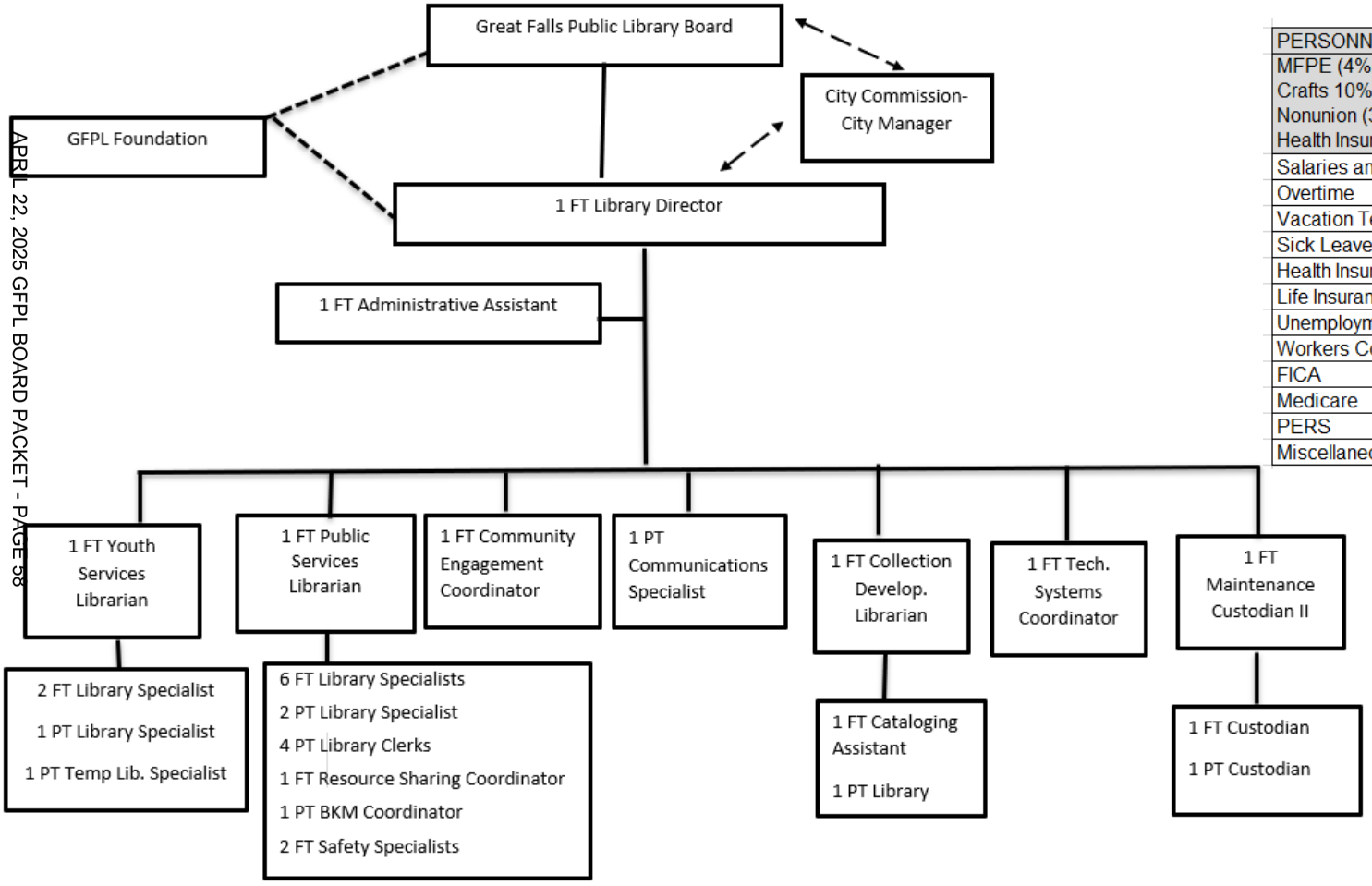
Estimate FY2026 Health Insurance Cost to Library	
5% cost increase	
shift cost share from 85/15 to 80/20	
single	$ 10,576.14
couple	$ 21,110.85
parent and child	$ 18,577.24
family	$ 29,203.00

*assume family for all new FT employees

- Assistant Director

Requires reduced services

Option 3: FY 2026 Library Organizational Chart



PERSONNEL SERVICES	$	2,175,061.91
MFPE (4% market/3%COLA) Crafts 10% Nonunion (3% Market/5% merit) Health Insurance to 80/20 cost share		OPTION 3 ORG CHART No Assistant Director
Salaries and Hourly	$	1,530,260.05
Overtime		
Vacation Termination	$	29,000
Sick Leave Termination	$	8,000
Health Insurance	$	298,957.89
Life Insurance	$	1,817.00
Unemployment Insurance	$	5,355.91
Workers Compensation	$	5,279.66
FICA	$	94,876.12
Medicare	$	22,188.77
PERS	$	159,397.51
Miscellaneous Pensions	$	19,929.00

Estimate FY2026 Health Insurance Cost to Library		
5% cost increase		
shift cost share from 85/15 to 80/20		
single	$	10,576.14
couple	$	21,110.85
parent and child	$	18,577.24
family	$	29,203.00

*assume family for all new FT employees

Operational Budget
2220

Revenue:
Property Tax Revenue
- From voted levies & City/Library Agreement

County Support
State Support
Changes for Services
Donations (Book Sale)

Expenses:
Personal Services
Supplies
Purchased Services
Internal Service Charges

Funds	City Commission	Administration	Fire	Finance	Human Resources	Legal Services	Municipal Court	Public Library	Park and Rec	Planning & CD	Police	Public Works	Special Districts
General	x	x	x			x	x		x		x		
Special Revenue Funds													
COVID Recovery		x											
Park & Rec Special Revenue									x				
Parkland Trust									x				
Library								x					
Library Foundation								x					
Planning & Community Develop.										x			
Central MT Ag Tech TID													x
Airport TID													x
Downtown TID													x
East Industrial Ag Tech TID													x
Economic Revolving													x
Permits										x			
Natural Resources									x				
Portage Meadow									x				
Park Maintenance District									x				
Street District												x	
Support & Innovation													x
Gas Tax BaRSAA												x	
911 Special Revenue											x		
Police Special Revenue											x		
HIDTA Special Revenue											x		
Fire Special Revenue			x										
Federal Block Grant				x									
Federal HOME Grant				x									
Street Lighting Districts													x
Debt Service Funds													
Soccer Park GO Bond													x
West Bank TID													x
Downtown TID Bonds													x
Improvement District Revolving													x
Master Debt SILD													x
General Obligation Taxable Bond													x

Department and Fund Relationships **City of Great Falls, MT**

Funds	City Commission	Administration	Fire	Finance	Human Resources	Legal Services	Municipal Court	Public Library	Park and Rec	Planning & CD	Police	Public Works	Special Districts
General	x	x	x			x	x		x		x		
Special Revenue Funds													
COVID Recovery		x											
Park & Rec Special Revenue									x				
Parkland Trust									x				
Library								x					
Library Foundation								x					
Planning & Community Develop.										x			
Central MT Ag Tech TID													x
Airport TID													x
Downtown TID													x
East Industrial Ag Tech TID													x
Economic Revolving													x
Permits										x			
Natural Resources									x				
Portage Meadow									x				
Park Maintenance District									x				
Street District												x	
Support & Innovation													x
Gas Tax BaRSAA												x	
911 Special Revenue											x		
Police Special Revenue											x		
HIDTA Special Revenue											x		
Fire Special Revenue			x										
Federal Block Grant				x									
Federal HOME Grant				x									
Street Lighting Districts													x
Debt Service Funds													
Soccer Park GO Bond													x
West Bank TID													x
Downtown TID Bonds													x
Improvement District Revolving													x
Master Debt SILD													x
General Obligation Taxable Bond													x

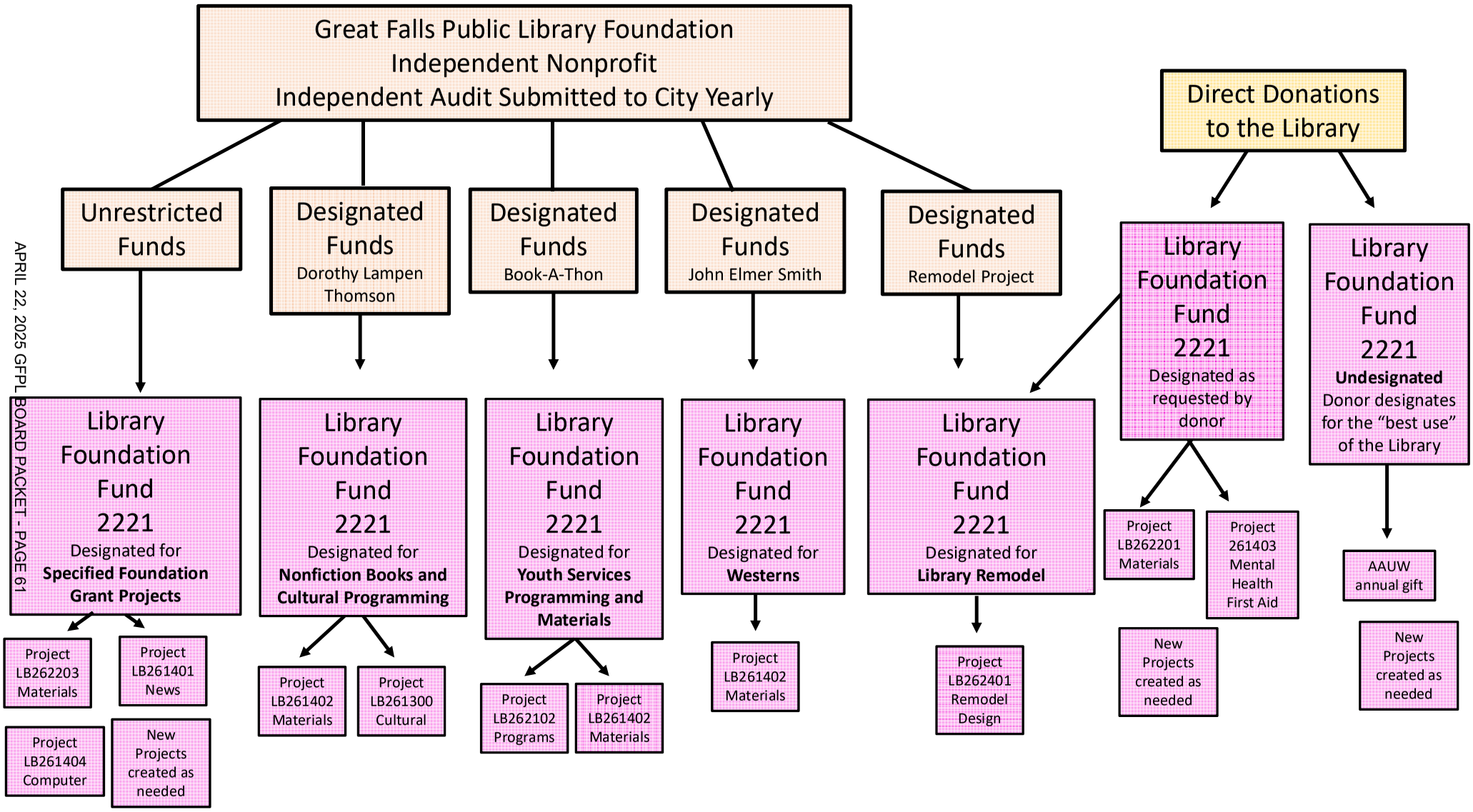
Foundation/Donation budget 2221

Revenue:
Donations (Direct to Library)
Foundation Grant Projects
Donor Designated Foundation Funds

Expenses:
Projects designated by donor

Foundation Grant Projects

Best Use (various projects)


Great Falls Public Library Foundation
Independent Nonprofit
Independent Audit Submitted to City Yearly
Direct Donations to the Library
Unrestricted Funds
Designated Funds
Dorothy Lampen Thomson
Designated Funds
Book-A-Thon
Designated Funds
John Elmer Smith
Designated Funds
Remodel Project
Library Foundation Fund 2221
Designated as requested by donor
Library Foundation Fund 2221
Undesignated
Donor designates for the "best use" of the Library
Library Foundation Fund 2221
Designated for Specified Foundation Grant Projects
Library Foundation Fund 2221
Designated for Nonfiction Books and Cultural Programming
Library Foundation Fund 2221
Designated for Youth Services Programming and Materials
Library Foundation Fund 2221
Designated for Westerns
Library Foundation Fund 2221
Designated for Library Remodel
Project LB262203 Materials
Project LB261401 News
Project LB261404 Computer
New Projects created as needed
Project LB261402 Materials
Project LB261300 Cultural
Project LB262102 Programs
Project LB261402 Materials
Project LB261402 Materials
Project LB262401 Remodel Design
Project LB262201 Materials
Project 261403 Mental Health First Aid
New Projects created as needed
AAUW annual gift
New Projects created as needed

Library 2220 Cash Flow FY2026

JULY ESTIMATED

ACTUAL	
FUND BALANCE JULY 1 ($500,000 moved to reserves)	$ 1,986,578.48
TOTAL REVENUE JULY	$ 4,699.17
TOTAL EXPENSES JULY	$ (389,431.58)
FUND BALANCE AUGUST 1	**$ 1,601,846.07**

AUGUST ESTIMATED

ACTUAL	
FUND BALANCE AUGUST 1	$ 1,601,846.07
TOTAL REVENUE AUGUST	$ 18,699.17
TOTAL EXPENSES AUGUST	$ (326,947.59)
FUND BALANCE SEPTEMBER 1	**$ 1,293,597.65**

SEPTEMBER ESTIMATED

ACTUAL	
FUND BALANCE SEPT 1	$ 1,293,597.65
TOTAL REVENUE SEPT	$ 9,699.17
TOTAL EXPENSES SEPT	$ (177,849.04)
FUND BALANCE OCTOBER 1	**$ 1,125,447.77**

OCTOBER ESTIMATED

ACTUAL	
FUND BALANCE OCTOBER 1	$ 1,125,447.77
TOTAL REVENUE OCTOBER	$ 47,584.17
TOTAL EXPENSES OCTOBER	$ (169,998.52)
FUND BALANCE NOVEMBER 1	**$ 1,003,033.42**

NOVEMBER -ESTIMATED

ACTUAL	
FUND BALANCE NOVEMBER 1	$ 1,003,033.42
TOTAL REVENUE NOVEMBER	$ 28,699.17
TOTAL EXPENSES NOVEMBER	$ (189,592.01)
FUND BALANCE DECEMBER 1	**$ 842,140.58**

DECEMBER-ESTIMATED

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	$ 842,140.58
TOTAL REVENUE DECEMBER	$ 1,355,359.37
TOTAL EXPENSES DECEMBER	$ (165,993.00)
FUND BALANCE JANUARY 1	**$ 2,031,506.94**

JANUARY ESTIMATED

FUND BALANCE JANUARY 1	$ 2,031,506.94
TOTAL REVENUE JANUARY	$ 19,699.17
TOTAL EXPENSES JANUARY	$ (162,768.46)
FUND BALANCE FEBRUARY 1	**$ 1,888,437.65**

FEBRUARY ESTIMATED

FUND BALANCE FEBRUARY 1	$ 1,888,437.65
TOTAL REVENUE FEBRUARY	$ 24,699.17
TOTAL EXPENSES FEBRUARY	$ (175,739.26)
FUND BALANCE MARCH 1	**$ 1,737,397.56**

MARCH ESTIMATED

FUND BALANCE MARCH 1	$ 1,737,397.56
TOTAL REVENUE MARCH	$ 24,699.17
TOTAL EXPENSES MARCH	$ (205,306.67)
FUND BALANCE APRIL 1	$ 1,556,790.06

APRIL ESTIMATED

FUND BALANCE APRIL 1	$ 1,556,790.06
TOTAL REVENUE APRIL	$ 24,699.17
TOTAL EXPENSES APRIL	$ (179,519.97)
FUND BALANCE MAY 1	$ 1,401,969.25

MAY ESTIMATED

FUND BALANCE MAY 1	$ 1,401,969.25
TOTAL REVENUE MAY	$ 54,699.17
TOTAL EXPENSES MAY	$ (179,519.97)
FUND BALANCE JUNE 1	$ 1,277,148.45

JUNE ESTIMATED

FUND BALANCE JUNE 1	$ 1,277,148.45
TOTAL REVENUE JUNE	$ 1,101,102.97
TOTAL EXPENSES JUNE	$ (179,519.97)
FUND BALANCE JULY 1	$ 2,198,731.45

CERTIFIED MILL VALUE	??	
Estimated tax revenue per mill	$	122,808.00
TOTAL ESTIMATED TAX REVENUE	$	2,517,564.00
ESTMATED TAX COLLECTION PRE-DECEMBER	$	34,000.00
ESTMATED DECEMBER COLLECTION	$	1,350,660.20
ESTMATED COLLECTION JAN THROUGH MAY	$	125,000.00
ESTMATED JUNE COLLECTION	$	1,007,903.80
	$	2,517,564.00

Tax Collection July-**ESTIMATED**	$ -
Tax Collection August--**ESTIMATED**	$ -
Tax Collection Sept.---**ESTIMATED**	$ 5,000.00
Tax Collection Oct. --**ESTIMATED**	$ 5,000.00
Tax Collection November-**ESTIMATED**	$ 24,000.00
Tax Collection December-**ESTIMATED**	$ 1,350,660.20
Tax Collection January-**ESTIMATED**	$ 15,000.00
Tax Collection February-**ESTIMATED**	$ 20,000.00
Tax Collection March--**ESTIMATED**	$ 20,000.00
Tax Collection April--**ESTIMATED**	$ 20,000.00
Tax Collection May--**ESTIMATED**	$ 50,000.00
Tax Collection June--**ESTIMATED**	$ 1,007,903.80
TOTAL	**$ 2,517,564.00**

Cash Flow	Revenue	Expense	Fund Balance
FY2025			$ 1,986,578.48
July	$ 4,699.17	$ (389,431.58)	$ 1,601,846.07
Aug.	$ 18,699.17	$ (326,947.59)	$ 1,293,597.65
Sept.	$ 9,699.17	$ (177,849.04)	$ 1,125,447.77
Oct.	$ 47,584.17	$ (169,998.52)	$ 1,003,033.42
November	$ 28,699.17	$ (189,592.01)	$ 842,140.58
December	$ 1,355,359.37	$ (165,993.00)	$ 2,031,506.94
January	$ 19,699.17	$ (162,768.46)	$ 1,888,437.65
February	$ 24,699.17	$ (175,739.26)	$ 1,737,397.56
March	$ 24,699.17	$ (205,306.67)	$ 1,556,790.06
April	$ 24,699.17	$ (179,519.97)	$ 1,401,969.25
May	$ 54,699.17	$ (179,519.97)	$ 1,277,148.45
June	$ 1,101,102.97	$ (179,519.97)	$ 2,198,731.45
	$ 2,714,339.00	$ (2,502,186.03)	

FY 2026 CAPITAL IMPROVEMENT PLAN:

Each year the Library submits a Capital Improvement Plan to the City.

The FY2026 plan includes the following projects.

Note: projected costs and descriptions were developed in consultation with Cushing Terrell

Project Name	Project Summary	Projected Cost
Library Remodel	The number one goal of the Great Falls Public Library 2023-2026 Strategic Plan is to "create a safe, accessible library that will serve the community for the next 50 years." The full Library remodel provide upgrades for the electrical and mechanical systems. It will upgrade the bathrooms, elevators and stair systems to meet ADA guidelines. It will reconfigure staff spaces to improve efficiency and patron spaces to improve usability and joy.	$13 to $15 million
Elevator/Stair Replacement	This project includes upgrading the two existing elevators so that they are ADA compliant and relocating and reconfiguring the existing stairs to provide a clear means of access from the basement to the third floor.	$1,200,000
Adding and upgrading restrooms	This project includes upgrading and reconfiguring restrooms that allow for full access by all members of the public to each restroom and on each floor. It also includes replacement and upgrading of staff restrooms.	$500,000
Library Garage Upgrades	This project includes replacement of two garage bay doors. Replacement of one garage bay door with a smaller bay door and a person door. Creation of staff entrance into the building on the West side instead of having a person door embedded in the garage bay door.	$90,000
Library Landscaping	This project includes reconfiguring the staff parking lot, upgrading the landscaping in the Library park and on the West side of the building. Adding an entrance to the Library large meeting room on the west side of the building.	$260,000
Library Plaza Remodel	This project includes relocating the existing entrance vestibule closer to the parking lot and reconfiguring the entry plaza closer to the original design into a safe and programmable space.	$270,000
Adding Windows and updating Front Window Glazing	This project includes replacing the glazing in the existing windows to improve thermal performance and adding new windows to increase daylighting and visibility.	$1,400,000
Electrical Upgrade	This project includes replacing all the existing wiring and electrical equipment in the building, as well as updated fire alarms and city connections.	$1,100,000
Mechanical Upgrade	This project includes replacing the original air handler on the Third Floor with a modern, up-to-code, air handler and the associated chiller and ducting.	$1,700,000
Space Configuration and Upgrades	This project includes reconfiguring the library to accommodate a larger children's area, creating more public space, better work spaces for the library staff, and updating lighting fixtures, furniture and finishes. It will also include installation of a sprinkler system. (Library Master Plan 2022).	$7,500,000
Solar Power	Installation of Solar Power on Library Roof,	$300,000
Lighting Upgrade	This project includes replacing all existing fluorescent lights with LED and low-energy light solutions.	$200,000
Water Mitigation	This project includes water mitigation efforts on the outside of the Library to prevent continued water seepage in the Library basement.	$75,000

Reserve Account Overview

WHAT IS A RESERVE ACCOUNT?

As every prudent home and business owner knows, one must must budget for ongoing maintenance and for future capital upgrades/repairs. The City of Great Falls defines a "reserve account" as "an account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and are not available for general appropriation." In the past, the Library used a reserve account to set aside funds that were then used for the roof repair.

WHAT SPECIFIC FUTURE NEEDS WOULD THE GREAT FALLS PUBLIC LIBRARY RESERVE ACCOUNT ADDRESS?

The Library has great plans for a remodel. It will be several years before the fundraising and actual remodel construction will be completed. The Library has several capital improvement projects that will need to be accomplished even if the Library remodel has to be postponed into the future. The most pressing project is the replacement of the Air Handling Unit and chiller.

- **AIR HANDLING UNIT & CHILLER REPLACEMENT:** The Library would reserve funds for the replacement of the 3rd floor air handling unit and chiller. The Library mechanical air distribution system consists of two air handling units. These units are located on the 3rd floor (AHU-1) and in the basement (AHU-2). AHU-2 was replaced in 2019. AHU-1 is original to the building. The 2022 Master Plan building assessment found that the AHU-1 is a highly inefficient style of air handling unit that is no longer code compliant in new construction projects. The Master Plan also found that the air-cooled chiller is nearing the end of its service life.

WHAT FUNDS WOULD GREAT FALLS PUBLIC LIBRARY PLACE IN THE RESERVE ACCOUNT?

The Great Falls Public Library will have extra one-time only funds at the end of FY2025 from two different sources. We currently estimate that approximately $500,000 could be moved to reserves.

NOTE: Exact numbers will be provided when the Board is asked to vote to move the funds to reserves.

- **LIBRARY FUND CASH FLOW LEVEL:** The Library receives 97% of funding from property taxes received in December & June. In FY2024, the Library determined that at the end of each fiscal year (June 30), it needed approximately the Library Fund to hold 60% of operating budget for next fiscal year in order to meet the expense obligations between July and December. The Library FY2026 budget will be significantly smaller due to the renegotiated City/Library Management Agreement. A reduction in the FY2026 budget means that Library needs a lower reserve in the Library Fund to meet the July to December expenses.
- **VACANCY SAVINGS:** Because of the budget uncertainty inherit in the renegotiation of the City/Library Management Agreement, the Library held several positions open—including Assistant Library Director and Technology Systems Coordinator.

HOW DOES THE GREAT FALLS PUBLIC LIBRARY PLACE FUNDS IN RESERVE?

1. The Library FY2026 budget will be on the agenda for the May 27 Board of Trustees meeting. As part of the budget approval, the Library Board of Trustees can vote to move a specific fund amount into a reserve account for a specific project.
2. The Library Board of Trustees will present the Library Budget (including the reserving of funds) to the City Commission.
3. The City Commission will approve the Library Budget as part of their approval of the City of Great Falls budget.
4. Library Staff would then work with City Fiscal Staff to move the funds within the Library Accounts.

Fiscal Year 2026
Budget Process Calendar

DATE	Time	TASK
Monday, April 7, 2025		**Budget System Open for Operations Budget Entry**
April 16-17, 2025		**Training Available for Staff on Operations Budget Entry**
Friday, May 2, 2025	**5:00**	**Budget Deadline for CIP Requests (to Sylvia Tarman)**
Monday, May 5, 2025	**5:00**	**Above and Beyond Deadline for Internal Service Funds** **Travel Requests Deadline for Internal Service Funds**
Tuesday, May 6, 2025	**5:30**	**Work Session Budget Presentation**
Monday, May 12, 2025		**(Tentative) Budget System Open for Personnel Budgeting**
May 14-15, 2025		**Training for Staff on Personnel Budget Entry**
Friday, May 23, 2025	**5:00**	**Budget Deadline for Internal Service Funds & Charges to Departments**
Friday, May 23, 2025	**5:00**	**Above and Beyond Deadline for Non-Internal Service Funds** **Travel Requests Deadline for Non-Internal Service Funds**
Friday, May 30, 2025	**5:00**	**Budget Deadline for Non-Internal Service Funds Entry into System** **Operating and Personnel Budgets**
June 5th - June 13th, 2025		**City Manager's Budget Review** Fire Department Park and Rec IT Finance Court Police Department Public Works Planning & Community Development Library Legal Admin (Clerk, Animal Shelter, Manager, etc.) Human Resources
Tuesday, June 17, 2025	**5:30**	**City Commission Budget Work Session (at regular work session)**
TBD	**TBD**	**(Tentative) Special Commission Budget Work Session**
TBD	**TBD**	**(Tentative) Special Commission Budget Work Session**
Tuesday, July 1, 2025	**5:30 & 7:00**	**Budget Work Session & Set Budget Public Hearing**
Tuesday, July 15, 2025	**7:00**	**Budget Public Hearing & Adopt or Continue Budget**
Tuesday, August 19, 2025	**7:00**	**Adopt Annual Tax Levy**

Director's Itinerary: March 2025

Sat.	March	1	Circulation Desk 12:00 pm – 1:00 pm
			Reference Desk 2:00 pm – 3:00 pm
Mon.	March	3	Local Area Council Meeting 1:30 pm – 3:00 pm
			Digital Timesheet Final Approval 3:00 pm
			Special Board Meeting 5:15 pm
Tues.	March	4	Rotary Meeting 12:00 pm
			Foundation Director Meeting 1:30 pm
			City Commission Work Session 5:30 pm
			City Commission Meeting 7:00 pm
Weds.	March	5	Management Team Meeting 11:00 am
			Staff Workplan Meeting 12:00 pm
			Board member conversation 2:00 pm
			Communication Meeting 3:00 pm
Thurs.	March	6	Consultation with L&C Library about joining Partners 9:00 am
			Individual IT Budget meeting 12:00 pm
			Individual Tech Services Budget meeting 1:00 pm
			Library Safety Discussion 3:00 pm
Fri.	March	7	Feisty Women Self-Defense Presentation 12:00 pm – 2:00 pm
			Budget Consultation Missoula Public Library 2:30 pm
Sat.	March	8	Reference Desk 10:00 am – 11:00 am
			Individual Youth Services Budget meeting 1:00 pm
			Staff monthly goals meeting 2:00 pm
			Circulation Desk 3:00 pm – 4:00 pm
Mon.	March	10	City of Great Falls Employee Book Club 12:00 pm
Tues.	March	11	Paris Gibson Committee Meeting 7:30 am
			Department Head meeting 10:00 am
			Rotary Meeting 12:00 pm
			City Safety Action Plan Meeting 2:00 pm – 4:00 pm
Weds.	March	12	Continuum of Care Meeting 9:00 am
			Management Team Meeting 11:00 am
			Quarterly Custodial Team Check-in/ Individual Custodial Budget meeting 12:00 pm
			Communication Meeting 3:00 pm
Thurs.	March	13	Library Safety Discussion 1:00 pm
Fri.	March	14	Meeting City Manager & Deputy City Manager & Foundation Director 11:00 am
			Individual IT Budget meeting 1:30 pm
			MLA Presentation Prep for Digital Born News Presentation 2:30 pm
			Board Chair check-in 3:30 pm
Sat.	March	15	VACATION DAY
Mon.	March	17	Digital Timesheet Final Approval 3:00 pm
Tues.	March	18	½ Day Sick Leave: Family Medical Issue
			Webinar Presentation: Roadmap Staff Training 12:00 pm
			City Commission Work Session 5:30 pm
			City Commission Meeting 7:00 pm
Weds.	March	19	Management Team Meeting 11:00 am
			Foundation Director Meeting 12:00 pm
			Individual Admin Budget meeting 1:00 pm
			Communication Meeting 3:00 pm
Thurs.	March	20	Reference Desk 10:00 am – 11:00 am
			MLA Presentation Prep for Library Levy Presentation 11:00 am
			Blood Pressure Toolkit Orientation meeting 1:00 pm
			Staff monthly goals meeting 3:00 pm
			WordMeister Contest 6:00 pm (Book Clubbers took 3rd place!!)
Fri.	March	21	Individual Community Engagement Budget meeting 10:00 am
			MontanaLibrary2Go Selection Team meeting 1:00 pm
Sat.	March	22	Staff monthly goals meeting 9:30 am
			Circulation Desk 3:00 pm – 4:00 pm

Tues.	March	25	Workplan check-in IT 9:00 am Department Head meeting 10:00 am Rotary 12:00 Foundation Director check-in 1:30 pm **Library Board Meeting 4:30 pm**
Weds.	March	26	Montana Library Association Conference
Thurs.	March	27	Montana Library Association Conference Page Forward Thursday Book Club 7:00 pm (Zoom)
Fri.	March	28	Montana Library Association Conference
Sat	March	29	Montana Library Association Conference
Sun.	March	30	Manager on Duty 12:00 pm – 6:00 pm
Mon.	March	31	Tech Systems Coordinator Work Plan Check-in 11:00 am

Next Library Board Meeting is May 27, 2025 4:30 pm

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

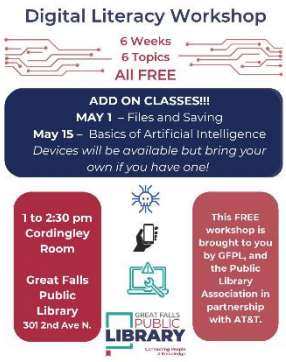
Great Falls Public Library May Events

Artists in the Library – Carmen Goodheart and Oscar Sanchez

When: Through the end of June
What: DETAILS TO COME

Memory Café for May: Jamming with JAM

When: Tuesday, May 6, from 12:30 to 2 pm
Where: Cordingley Room
What: Join us for an afternoon of 'Jamming with JAM!' where we will make some jam from scratch! 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 ADD ON COURSES

When: Thursday, May 1 and May 15 from 1 to 2:30 pm
Where: Cordingley Room
What: **May 1: Files and Saving** We will go over how to save files within the Microsoft system on the Windows 11 platform. Please bring your own device.
May 15: Artificial Intelligence We will talk about the basics of Artificial Intelligence. This will not be a class that will cover everything that AI is capable of, but the basics behind it all.

Alluvion Health Informational Table

When: Monday, May 5, 12, 19 and 26 from 11 am to 2 pm
Where: First Floor Display Area
What: Alluvion Health representatives will be at the Library providing information on the services they provide.

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Great Falls Public Library May Events

Author Talk with Donna Erickson on 'Rooted at the Edge'

When: May 6 from 6 to 7 pm
Where: Cordingley Room
What: Missoula author Donna Erickson will talk/read from her latest book ***Rooted at the Edge.*** Donna was raised riding horses, putting up hay, and herding cattle at Skyline Ranch. Her family's nearly 1000-acre ranch lies in the North Hills at the edge of Missoula, Montana. As a young adult she ranched there and on other leased ranches in western Montana. Many decades later, her life as both a rancher and landscape planner give Donna a unique perspective on ranching at the edge of a growing western town. She wrote this book to share stories about a century of change in this iconic landscape and the threats it faces going forward.

Armchair Traveler Talk: Traveling Through Tibet with former Great Falls Mayor Bob Kelly

When: Thursday, May 8 from 7 to 8 pm
Where: Cordingley Room
What: Follow us on a trip of a lifetime to Tibet and all the wonders that come with it with former Great Falls Mayor Bob Kelly and family!

Emergency Services' Mobile Integrated Healthcare

When: Friday**,** May 9 and Friday, May 23, from 2 to 3 pm
Where: First Floor Display area
What: Great Falls Emergency Services, as part of the Mobile Integrated Healthcare Program, will be at the first-floor display table to offer blood pressure checks, pulse oximetry checks, blood glucose checks, medical referrals, medication checks and will answer other medical questions as needed.

Little Shell Tribal Health Medicaid sign-ups

When: Wednesday May 7, 14, 21, and 28, from 10 am to Noon
Where: First Floor Display area
What: Have you recently lost your Medicaid coverage? Do you know if you can re-apply or if you could be losing coverage? A Little Shell Tribal Health Care Worker will be at the library to provide help to determine if you can re-apply for coverage, or sign up to get a plan on the Health Insurance Marketplace.

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Great Falls Public Library May Events

Author Talk with Leslie Budewitz on 'All God's Sparrows'

When: Tuesday, May 13 from 5:30 to 6:30 pm
Where: Cordingley Room
What: In her new title ***All God's Sparrows*** Leslie Budewitz tells stories about women's lives, seasoned with friendship, food, a dash of history, and a heaping spoonful of mystery. Budewitz is best known for the ***Spice Shop*** mysteries set in Seattle's Pike Place Market, as well as the ***Food Lovers' Village*** mysteries and historical short fiction set in her native Montana. As Alicia Beckman, she writes moody suspense set in the Northwest. A three-time Agatha Award winner and past president of Sisters in Crime, she lives in Bigfork, Montana with her husband, Don Beans, a musician and doctor of natural medicine, the ghosts of half a dozen dogs and cats, and untold numbers of deer, bear, and chickadees.

Library Closed for Memorial Day

When: Monday, May 26 (All Day)
Where: Cordingley Room
What: The Library will be closed on May 26 for the Federal Holiday of Memorial Day. We will re-open at 9 am. On Tuesday, May 27.

Western Native Voice Voter Registration/Information Table

When: Thursday, May 1, 8, 15, 22 and 29,
from 1 pm to 5 pm
Where: First Floor Display area
What: If you need help registering to vote, or have questions about the voting process, speak with representatives from Western Native Voice

Board Game Night at the Great Falls Public Library for May

When: Sunday, May 25 from 3 to 5:30 pm
Where: Cordingley Room
What: For this month's Board Game Night, we will be playing the games Death on the Cards and Scotland Yard! A GFPL Staff member will be at the event to teach the rules to people who have not played the game before!

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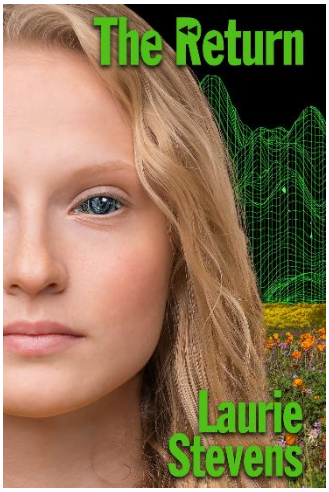
Great Falls Public Library May Events

Silent Book Club for May

When: Saturday, May 17, from 10 am to noon
Where: Luna Coffee Bar in Downtown Great Falls
What: Chat with others about a book you've brought, read your book, relax or write/continue to read.



Author Talk with Laurie Stevens on her title 'The Return'

When: Thursday, May 15 from 6:30 to 7:30 pm
Where: Cordingley Room

What: Laurie Stevens comes to the Library to discuss her newest title ***The Return.*** Stevens' short stories have been featured in many prestigious mystery anthologies, and her suspense series has won over a dozen awards. An active member of Mystery Writers of America, International Thriller Writers, and Science Fiction Writers of America, Laurie is deeply engaged in the literary community. When she's not writing, she can often be found hiking, camping, and enjoying the great outdoors. Above all, Laurie has a passion for research, which fuels her creative journey and provides fact to her fiction.

IndiLens Pop-Up Matter of Mind: My Alzheimer's

When: Thursday, May 29 from 4 to 6 pm
Where: Cordingley Room AND Small Meeting Room
What: **Tai Chi at 4 PM** with Kyla to focus on mind, body and soul
Memory Screenings from Weissman Hood Institute starting at 4 PM in the Small Meeting Room
Weissman-Hood Institute research update **from 5-5:30**

Doors open at **5:30 pm** Documentary starts at **6 pm**

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Great Falls Public Library May Events

FRIENDS OF THE LIBRARY BOOK SALE 2025

FULL PRICE SALE

THURSDAY, MAY 15 9 AM 7 PM
FRIDAY MAY 16 9 AM TO 5 PM
SATURDAY MAY 17 9 AM TO 5 PM

HALF PRICE SALE

THURSDAY MAY 22 9 AM TO 7 PM
FRIDAY MAY 23 9 AM TO 5 PM

SACK SALE!!!

SATURDAY MAY 24 9 AM TO 5 PM

CASH, CREDIT/DEBIT CARDS AND CHECKS ACCEPTED AS PAYMENT

QUESTIONS? CONTACT JAKE AT JSORICH@GREATFALLSLIBRARY.ORG

2025 Friends of the Library Book Sale

When: Thursday May 15 (9 am to 7 pm), Friday May 16 and **Saturday May 17 (9 am to 5 pm) Thursday May 22 (9 am to 7 pm) Friday May 23** and **Saturday, May 24 (9 am to 5 pm)**

Where: Third Floor Book Sale Room

What: The Friends of the Great Falls Public Library presents their annual 2025 Book Sale. Buy lightly used books, board games, DVDs, video games, CDs and more! The regular priced sale is May 15, 16 and 17, followed by Half-Price Sale on May 22 and 23 and the Sack Sale on May 24 where you can purchase as many items as you want for $5 in a sack you bring yourself!

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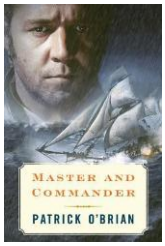
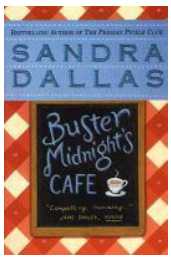
Great Falls Public Library May Events

May Book Clubs

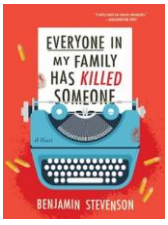
The only thing better than reading a good book is talking about good books.



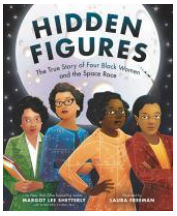
Open Books with Penny, 1st Thursday
When: Thursday, May 1, 7 to 8 pm
Where: 3rd Floor Montana Room
What: Book club discussion of ***Master and Commander*** by Patrick O'Brien



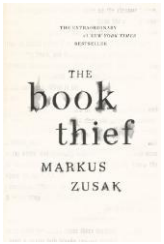
City Employee Book Club (Open to City of Great Falls employees) 2nd Monday
When: Monday, May 12, Noon to 1 pm
Where: Small Meeting Room
What: Book club discussion of ***Buster Midnight's Café*** by Sandra Dallas



Book Sleuths With Kalena, 2nd Tuesday
When: Tuesday, May 13, 4:30 to 5:30 pm
Where: Small Meeting Room
What: Book club discussion of ***Everyone in my Family Has Killed Someone*** by Benjamin Stevenson



The Very Arbitrary Book Club, 3rd Tuesday
When: Tuesday, May 20, 10 am to 11 am
Where: Small Meeting Room
What: Book club discussion of ***Hidden Figures*** by Margot Lee Shetterly



Page Forward Thursday With Susie, 4th Thursday
When: Thursday, May 22, 7:00-8:00 pm
Where: 3rd floor Montana Room
What: Book club discussion of ***The Book Thief*** by Markus Zuzak

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Great Falls Public Library May Events

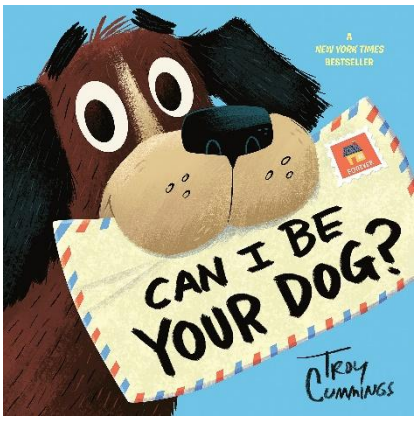
YOUTH SERVICES EVENTS

Books & Babies

Audience: Babies birth to 1.5 years and their families/caregivers
When: Thursdays, 10:30 to 11:15
May 1, 8, 15, 22, and 29
Where: Cordingley Room (basement)
What: Babies and their parents and caregivers are invited to join us for this fun, snuggly early literacy event for the littlest learners. Babies will enjoy lap bounce songs and a quick, engaging story followed by playtime.

Toddler Time

Audience: Toddlers 1 1/2 to 3 years and their families and caregivers
When: Friday mornings, 10:30 to 11:15
May 2, 9, 16, 23, and 30
Where: Cordingley Room (basement)
What: Toddlers and their families are invited to join us in the Cordingley Room (basement) to build early literacy skills with songs, movement, lap bounces, and a great story, followed by playtime.



Dog Story Walk in Gibson Park

Audience: Community members of all ages
When: Saturday, May 3 to Wednesday, June 4, dawn to dusk
Where: Gibson Park
What: Celebrate your favorite four-legged friend with a dog-themed Story Walk in Gibson Park! The Story Walk starts and ends at the parking area near the bandshell. The stroller-friendly path loops behind the bandshell, around the playground and the duck pond, and ends back at the parking area. It is less than a mile long and is available whenever Gibson Park is open (dawn to dusk).

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Great Falls Public Library May Events

Family Storytime

Audience: Kids 0-8 years and their families and caregivers
When: Saturday mornings, 11am to 12pm
May 3, 10, 17, 24, 31
Where: Cordingley Room (basement)
What: *The family that reads together grows together!* Babies, kids, and their families are invited to learn and play at this fun, interactive event. We will build language and literacy skills with songs, movement, and a great story. **This May, our theme will be Pets.**

Plant a Seed at Bookworms Storytime

Audience: Kids 3 to 8 years and their families and caregivers
When: Tuesday mornings, 10:30 to 11:30
May 6
Where: Cordingley Room (basement)
What: Bookworms is a more challenging storytime for preschoolers and emerging readers K-2nd grade. It features more complex songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families!
This May, we will learn about plants, gardening, and the foods we eat. Each week, we will plant seeds for a different, easy-to-grow plant to take home. **On May 6, we will plant zinnias!**

Preschool Storytime

Audience: Kids 3-5 years and their families/caregivers
When: Wednesday mornings, 10:30 to 11:30
May 7, 14, 21, 28
Where: Cordingley Room (basement)
What: Preschoolers and their families are invited to join us in the Cordingley Room (basement) to build early literacy skills with songs, movement, and a great story. **May's theme is Camping.**

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Great Falls Public Library May Events

Plant a Seed at Bookworms Storytime

Audience: Kids 3 to 8 years and their families and caregivers
When: Tuesday mornings, 10:30 to 11:30
May 13
Where: Cordingley Room (basement)
What: Bookworms is a more challenging storytime for preschoolers and emerging readers K-2nd grade. It features more complex songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families!
This May, we will learn about plants, gardening, and the foods we eat. Each week, we will plant seeds for a different, easy-to-grow plant to take home. **On May 13, we will plant pumpkins!**

Plant a Seed at Bookworms Storytime

Audience: Kids 3 to 8 years and their families and caregivers
When: Tuesday mornings, 10:30 to 11:30
May 20
Where: Cordingley Room (basement)
What: Bookworms is a more challenging storytime for preschoolers and emerging readers K-2nd grade. It features more complex songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families!
This May, we will learn about plants, gardening, and the foods we eat. Each week, we will plant seeds for a different, easy-to-grow plant to take home. **On May 20, we will plant sunflowers!**

Plant a Seed at Bookworms Storytime

Audience: Kids 3 to 8 years and their families and caregivers
When: Tuesday mornings, 10:30 to 11:30
May 27
Where: Cordingley Room (basement)
What: Bookworms is a more challenging storytime for preschoolers and emerging readers K-2nd grade. It features more complex songs and physical movement and longer stories to build attention span and vocabulary. Perfect for homeschool families!
This May, we will learn about plants, gardening, and the foods we eat. Each week, we will plant seeds for a different, easy-to-grow plant to take home. **On May 27, we will plant sugar snap peas!**

PATRON COMPLIMENTS MARCH - APRIL 2025

3/1/2025 – A young bookmobile patron from UIm School said that she & her little sister like to play “Bookmobile” at home. The Bookmobile driver loved that! ☺

3/8/2025 – While refilling the Little Free Libraries, the bookmobile driver found one that only had two small books in it. The bookmobile driver was able to completely fill the Little Free Library with brand new children’s books donated to the GFPL by a local teacher & her class. While the bookmobile driver was getting ready to leave, a father & his daughter approached him & thanked him, as the father said that the Little Free Library had been empty for months! The bookmobile driver was surprised to hear it, but was overall happy that he was able to fill the Library for them & the rest of the neighborhood.

3/12/2025 – A patron came into the library & said that the library feels like home whenever she Comes in. She said that she’s had a library card at GFPL since she was 4. ☺

3/15/2025 – A patron came in to have his title notarized. He said that we saved his bacon, because he was trying to sell his motorcycle that night, & his bank was closed. He really appreciated the fact that GFPL has notary services. He also appreciated the low cost.

3/21/2025 – “You guys are way cheaper than Missoula! They charge twice as much!” (Said by a patron, after paying for copies.

3/25/2025 – A patron was scheduling time in one of our meeting rooms, & she started talking about her experiences with GFPL when she was growing up. She said, “If it wasn’t for the library, I wouldn’t be successful in my life.”

3/31/2025 – A lady came into the library, with her family, to print & copy some documents. While staff walked her through using the computers & copier, she said she was originally from California, & that most libraries she’s been to needed a library card to use any computers. She was excited that she didn’t need a library card to get on the computer & to get paperwork done.

4/1/2025 – “Oh yay!” (What a patron said when she was picking up a hold at the pickup window & saw what book she’d gotten.) ☺

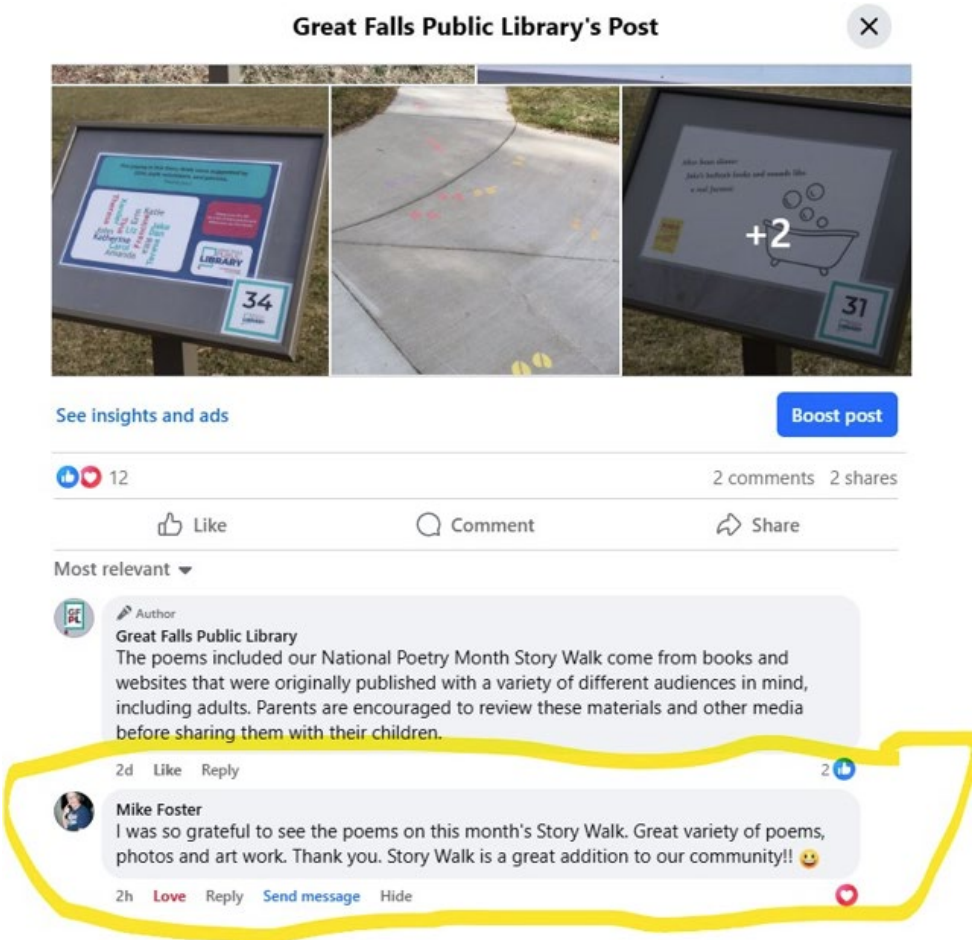
4/1/2025 – “You guys are so much kinder than the mission.”

4/3/2025 – “I’ve been in many libraries, & this is a really good one!” (Heard from a patron, after she was helped with printing her tax papers.)

Undated – While helping out on the circulation desk, a woman came up to a staff member to thank the library for Emmi & Amanda. She explained that she's been looking for information while dealing with health issues, & she said that she was so thankful for them. They had been extremely patient with her, & she went on about them, saying they were amazing librarians & deserved a raise! ☺ She couldn't thank them enough.

Undated – A very nice lady thanked Maribeth for cleaning out in front of the library, then came Into the front desk to tell the staff that they were all "saints!"

Undated – A lady came in to process a USPS claim, & she had no previous computer experience. The interaction seemed like it was going to be negative, but a staff member assisted her as much as possible. The lady ended up thanking the library staff members for their kindness & saying that she was going to tell the library to never let the staff members go!



TEXT OF EMAIL FROM HUMANITIES MONTANA
Received Thursday April 3rd

Dear Montana Conversations or Speakers in the Schools program site,

Humanities Montana received notice late last night that our general operating grant from the NEH was canceled. The general operating grant pays for all of our programs, grants, staff salaries and other expenses. You can find out more information regarding the cancelation of the general operating grant through this communication from the Federation of State Humanities Councils.

As a result of this news and effective with this email, Humanities Montana is canceling all Montana Conversations, Speakers in the Schools and Poet Laureate programs, including presentations that are booked and scheduled. It was our expectation that funds appropriated by congress for this fiscal year would continue to be available. Unfortunately, with the cancelation of the grant, funds are no longer available. Humanities Montana can no longer able to pay honoraria and travel reimbursements for speakers. I am very sorry to deliver this news. If you decide to continue with your booked program, Humanities Montana cannot pay or reimburse speakers for their efforts. If your organization can cover costs for the program, please reach out the speaker and offer to continue on with their presentation.

I am available by email and phone today if you have questions or concerns. I ask for your patience during this difficult time. Thank you for trusting Humanities Montana over the years, and working with us to bring humanities content to all Montanans. I remain hopeful that there is a future for humanities and cultural programming in Montana. Humanities Montana is exploring next steps for the future of programs. I will be in contact with any news.

Please continue to follow this Action Item to save the arts and humanities in Montana.

Sincerely,
John