AGENDA
GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, September 23, 2025
Great Falls Public Library – Montana Room (Library - 3rd Floor)
(Virtual access to meeting available upon request • 406-453-0349)
Notice: Meeting will be recorded via Zoom
4:30 P.M.

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

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

II. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

IV. PUBLIC COMMENT

V. ADOPTION OF THE MINUTES OF THE AUGUST MEETING (Pages 1-7)
MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

ADOPTION OF THE MINUTES OF THE SPECIAL SEPTEMBER (9-8-2025) MEETING (Pages 8-10)
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 SPECIAL SEPTEMBER (9-8-2025) EXECUTIVE SESSION
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 11-37)
   A. INCOME STATEMENTS AUGUST 2220 (OPERATING BUDGET)
   B. INCOME STATEMENTS AUGUST 2221 (FOUNDATION/DONATION BUDGET)
   C. CASH FLOW SHEET SEPTEMBER
   D. LIBRARY VENDOR SUMMARY FOR AUGUST
   E. FOUNDATION VENDOR SUMMARY FOR AUGUST
   F. AUGUST DONATION REPORT
   G. PERSONNEL REPORT

H. FY2025 2220 END OF YEAR FINANCIAL INCOME STATEMENT
I. FY2025 2220 END OF YEAR FINANCIAL REPORT ANNOTATIONS
J. FY2025 2221 END OF YEAR FINANCIAL INCOME STATEMENT
K. FY2025 2221 END OF YEAR FINANCIAL REPORT ANNOTATIONS

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 38-41)
A. MANAGEMENT TEAM REPORT (CUSTODIAL)
B. DIRECTOR REPORT
C. GFPL FOUNDATION REPORT
D. HIRING COMMITTEE REPORT
E. CHAIR REPORT
F. BOARD REPORTS
G. CUSHING TERRELL REPORT

VIII. OLD BUSINESS

IX. NEW BUSINESS
A. GREAT FALLS PUBLIC LIBRARY FOUNDATION SUPPORT (Pages 42-44)
MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE STATEMENT OF SUPPORT FOR THE GREAT FALLS PUBLIC LIBRARY FOUNDATION AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

B. LETTER OF AGREEMENT (Pages 45-48)
MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE LETTER OF AGREEMENT BETWEEN THE LIBRARY, THE LIBRARY FOUNDATION AND THE CITY OF GREAT FALLS.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

X. PROPOSALS/COMMENTS FROM TRUSTEES

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

SECOND VOTE

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, August 26, 2025
Great Falls Public Library – Montana Room (3rd Floor 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. Sam DeForest, Ms. Jessica Crist, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT:

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

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

STAFF PRESENT: Treva Higgins, Tom, Kelly, Autumn Kline, Aaron Kueffler, Sara Linder-Parkinson, Susie McIntyre, Jake Sorich

GUESTS PRESENT: Jordan Crosby – Ugrin, Alexander, Zadick, PC, Tony Houtz – Cushing Terrell, Richard Irving – Resident of Great Falls, Sara Kegel (zoom), Grant Kelly – Ugrin, Alexander, Zadick, PC, Brianne Laurin – GFPL Foundation Executive Director (zoom), Jason Smith – Stillwater Strategy Partners (zoom), Beth Summers – Cushing Terrell, Bill Tacke – Resident of Great Falls, Emily Wolfram – Resident of Great Falls

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

I. AGENDA APPROVAL

Ms. Bulger requested that the agenda be amended to move OLD BUSINESS: Cushing Terrell Design Presentation to after public comment.

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

Richard Irving, a resident of Great Falls, addressed the board. He stated his disappointment that the Cushing Terrell report was not included in the board packet. He added his concern that the remodeling plan is being kept secret from the patrons and the public. He stated that, with the Director retiring, the remodeling plan should be put on hold as the new director may have a different vision. He added that what is done to the library building should be limited to maintenance and safety items, as the building is

already beautiful. He reiterated his concern with the children being put in the basement or on the 3rd floor.

In addition, he added that he is disappointed that there is no indication for developing a policy to deal with the chairperson being able to speak in public, or to the media, on behalf of the board without the board's approval or vote.

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

II. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

Autumn Kline and Tom Kelly 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 happy to see the lines painted behind the building and the success it has had in keeping people from parking in the area where the bookmobile backs into.

At this time, the board jumped to Old Business: Cushing Terrell Design Presentation.

Tony Houtz of Cushing Terrell presented the progress report and answered questions regarding the slide show presentation.

V. ADOPTION OF THE MINUTES

Ms. Bulger asked for a motion on the minutes from the July meeting.

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

Richard Irving, a resident of Great Falls, addressed the board. He commended the minutes for the way his comments were handled at the last meeting. He added that as long as the board continues to do what the director wants, he will continue to think of them as lap dogs. He added that the director's monthly activities contain a lot of references to meetings, that he assumes, was less than a quorum of the board. He continued with his disappointment that the minutes did not reflect his unopposed observations that the director's news appearances and the library website contain multiple versions of the director's resignation. He stated that what the board has

accepted leaves the door open to either the board, or the director, changing their mind and having the director stay indefinitely.

Ms. Johnson stated that the link to the video of the last meeting was not on the city webpage, but is on the library's webpage. Ms. McIntyre stated she will follow-up with the city in regards to that.

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

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the minutes of the Executive Session on the June 2025 Board meeting as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any public or board comment.

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

Ms. Crist further moved, that the minutes of this meeting, state a correction to the summary presented by the attorney and reflected in the June Minutes. In fact, the Library felt that the matter was more appropriately handled by the City. The City then decided to move forward with an external review. Ms. Olson seconded the motion. Ms. Bulger opened for any public or board comment.

Ms. Crist explained that the minutes accurately reflected what was said in that meeting, but what was said by the attorney, as she was talking about the whole scope of how we got from there to here, had a significant inaccuracy in what she reported, and the board did not have the time at the meeting to correct that. This is to acknowledge what she said about the process.

Ms. Crosby warned that talking about what an attorney shared was very close to sharing attorney-client communications that are directly subject to the executive session. Ms. Crist stated that she had permission of the attorney; who also gave the suggestion to do this. Ms. Crosby suggested that information be shared in advance.

Ms. Johnson asked what minutes this should be attached to. Ms. Crist stated that it should be in this meetings minutes because she is making the motion today, but it is about the June Executive Committee minutes.

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

VI. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. McIntyre informed the board that we are are still waiting on the internal services to get posted. It should be reflected on next month's reports.

Ms. Johnson asked for clarification on what "Materials Purchased" means on page 23. Ms. McIntyre stated that it covers books and subscriptions.

Ms. McIntyre stated that the estimates on the cash flow sheet have been updated. This was due to the City Commission redoing the mills at their last commission meeting. It was originally budgeted that there would be a 2% increase in tax revenue. With the mills being reset, the value went down. Ms. McIntyre feels this adjustment is more accurate for our actual tax flow.

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

VII. REPORTS

Management Team Report

Jake Sorich recapped his written Communications report.

Director Report

Ms. McIntyre recapped her written director's report.

Quarterly Statistical Reports

Ms. Olson asked where the statistics for Kanopy will be going forward. Ms. McIntyre proposed adding a new page that covers all of the databases the library is currently paying for. This would include LinkedIn Learning, Mango, Chilton, Kanopy and ABC Mouse.

GFPL Foundation Report

Ms. Laurin recapped her written report.

Strategic Plan Report

Ms. McIntyre presented the strategic plan and reminded the board that the current plan runs through 2026, and that they will need to begin planning an updated one with the new director.

Ms. Bulger asked if there were any ideas on gathering feedback. Ms. McIntyre stated that gathering community feedback has been difficult. Getting a mix of feedback is important such as things people can do in the library and online surveys. Ms. McIntyre

added that focus groups were helpful for the naming committee and the strategic plan; but they take a lot of time.

Hiring Committee Report

Ms. Bulger informed everyone that the hiring committee has met. The committee includes two board members (Herself and Ms. Crist), the City of Great Falls HR director Ms. Gaye McInerney, two members of the community, Mr. Bob Kelly and Mr. Brian Patrick, and two members of the Great Falls Public Library Foundation, Ms. Brianne Laurin, and Ms. Marilyn Parker.

Ms. Bulger added that the committee has worked on the job description, a survey of questions for staff, and discussed a brochure for people interested in the position. After their meeting tomorrow, the info will be given to HR and they will begin advertising the position.

Ms. Olson stated that the library would be covering the cost associated with interviewing, but asked if the cost of advertising was covered by the library or HR. Ms. Bulger stated that HR would handle the costs of advertising.

Chair Report

Nothing was reported.

Board Reports

Nothing was reported.

At this point, the board moved on to new business.

VIII. OLD BUSINESS

CUSHING TERRELL DESIGN PRESENTATION

The Cushing Terrell design presentation was moved to after public comment with the passing of the amended agenda approval.

IX. NEW BUSINESS

FOUNDATION GRANT PROJECTS PROPOSAL

Ms. McIntyre presented the current Foundation Grant Projects proposal.

Ms. Bulger stated that the Charlie Cart is a great hands-on learning tool. Ms. DeForest asked if the cart would be for in-house use or taken to other places. Ms. McIntyre stated that it will mostly be in-house. Ms. Bulger asked where it would be used after the remodel. Ms. McIntyre stated that it can be used in one of the medium sized meeting rooms, or out in the park since it is mobile. Ms. Olson asked if it will fit on the elevators. Ms. McIntyre stated that we will look into that. Ms. Johnson added that the Charlie cart looked fun.

Ms. Johnson voiced a concern with using foundation money for the MLA membership and the yard maintenance equipment; and wondered if those items should come from the regular budget since the foundation tends to support and promote programs at the library. Ms. McIntyre believes the MLA membership is a staff benefit and a training benefit. Ms. McIntyre did state that she is unsure if the foundation will approve the yard maintenance equipment. She added that it was worth asking since the foundation has funded beautification projects in the past. She believes this will make staff more efficient and more effective. She added that it will be up to the Foundation to decide whether or not to fund it.

Ms. DeForest asked on how things like LinkedIn Learning are being used, and if the board should wait to see the data before they decide. Ms. McIntyre stated that the Chilton database is hard to determine if it gets used enough. The physical resource materials are very expensive and hard to get. She believes it cost about $3.70 per search; it seems to be a good return on investment.

Ms. McIntyre stated that LinkedIn learning is currently underused. It has been decided to give it one more to really promote it. She added that one of the problems with electronic resources is informing the people we have them. We are currently working on a handout that puts all of our electronic resources in one place.

Ms. Olson moved that the Great Falls Public Library Board of Trustees approve the Foundation Grant Projects proposal as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, she called for a vote. Motion passed 4-1. (Voting YES: Ms. Bulger, Ms. Crist, Ms. DeForest, Ms. Olson. Voting NO: Ms. Johnson)

LITIGATION STRATEGY

Ms. Crosby introduced herself and informed everyone that she has been retained to represent the Library and the City with regard to a Human Rights Bureau complaint that was raised by a former employee regarding alleged age discrimination.

She added that she was here to talk with the board and to bring them up to speed, but to also discuss the litigation strategy that, if done in the public, would have a detrimental effect on her ability to defend the case. Under Montana Code 232034

subsection A, she is asking the board to go into executive session to allow her to have that conversation.

BOARD ENTERED EXECUTIVE SESSION 6:12pm

BOARD EXITED EXECUTIVE SESSION 6:52pm

X. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Crist stated that a few meetings back, she suggested that a self-assessment of the board would be a good idea. There seemed to be some consensus that it was a good idea. She had volunteered to do research on evaluation tools, but with the resignation of the director and a change in board leadership, the general sense has been to wait until things have settled. This way it can be added to the boards annual schedule.

Ms. Crist also stated, that at the July meeting, she had suggested it would be helpful for the board to have a board retreat, off-site, and led by a trained facilitator. In her experience, boards that have done things like this often find new ways to cooperate and function together. She began to research places to meet and facilitators, but when it became apparent that there would not be full board participation, the idea was shelved.

Ms. Bulger stated that there is a board training on the 15th and 16th that looks very good, and costs nothing. It also takes place in Great Falls, so there is no travel.

Ms. Bulger also addressed a question that was posed at the last meeting regarding open meeting laws if two board members were on a committee together. She stated that she had talked with the City Attorney and he informed her that the quorum is three for a five-member board. The gathering of two members of a five-member body does not constitute a meeting under Montana's open meeting statutes. Without a quorum, no decision may be made, no business may be conducted, no action may be taken on behalf of the board.

XI. ADJOURNMENT

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

Motion passed unanimously.

Ms. Bulger adjourned the meeting at 6:57 pm.

Great Falls Public Library
Board of Trustees Special Board Meeting
Monday, September 8th, 2025
Great Falls Public Library – Montana Room (3rd Floor 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. Sam DeForest, Ms. Jessica Crist, Ms. Noelle Johnson, Ms. Whitney Olson

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

GUESTS PRESENT: Beth Cummings – Resident of Great Falls, Keith Duncan – Resident of Great Falls, Rae Grulkowski – Resident of Cascade County, Richard Irving – Resident of Great Falls, Lisa Kunz – City of Great Falls City Clerk/Records Manager, Brianne Laurin – GFPL Foundation Executive Director, Will Lieber – Out of County, Gaye McInerney – City of Great Falls HR Director, Jenna Smith – Out of County, Sharon Thompson – Resident of Great Falls, Kathy Workman – City/County Resident

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

I. AGENDA APPROVAL

Ms. Bulger asked for a motion.

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

Richard Irving, a resident of Great Falls, addressed the board. He stated his concern with the many executive sessions the board has had recently. He has no issues with executive sessions that deal with personnel or legal issues; but he does have issues when executive sessions are used to protect board members and executives. He cautions the board to be careful with executive sessions.

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

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Beth Cummings, a resident of Cascade County, addressed the board. She referenced the meeting where the board was deciding on a pay raise for the director. She stated that at that meeting she gave a compliment that the board had very smart women, and that they would make a good decision based on all the information. She is asking that the statement be retracted. She feels that the board's decision was not smart. She added that in business she has never seen a person that resigns getting a promotion and increase in pay. She added that it is not good business sense and that it makes the public suspect of what is going on at the library. When she sees this, she does not see smart women making good decisions for the residents of Great Falls. She added that she was shocked at the outcome.

IV. OLD BUSINESS

There was no old business to discuss.

V. NEW BUSINESS

<u>HR Review of Board/Staff Communications</u>

Ms. Bulger stated that the board would be going into executive session to discuss matters of individual privacy, and that the individual privacy clearly exceeds the merits of public disclosure.

BOARD ENTERED EXECUTIVE SESSION 5:20pm

BOARD EXITED EXECUTIVE SESSION 6:31pm

Ms. Olson moved that the Great Falls Public Library Board of Trustees follow the recommendations from HR to look into board training and writing a new policy. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Richard Irving, a resident of Great Falls, addressed the board. He recalled that at the last HR executive session the board had a shorter motion, and that this motion was slightly longer but still unclear. What is the training about, and what is it for?

Ms. Crist added that this follows up on a proposal that she made regarding a board retreat; and that the intent of the retreat was to have board training on how best to be a board for this library, following the laws, and better communication among the board members and public as well as what is and isn't the job of the board.

Ms. Johnson added that, in regards to the second point of more policies, the need to be more specific with regards to board communication with staff. She agreed with Ms. Crist that this is an interesting piece; we do not want a policy too rigid that the board can not speak to staff.

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

VI. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Olson requested that the board circle back to a discussion regarding having a attorney present at the board meetings so the board can ask questions as they come up. Ms. Olson asked if it would need to be an RFP process. Ms. McIntyre stated that it depends on the amount of the contract. Ms. McIntyre added that she will reach out to Fiscal to see what the contract would look like, and will report at the October meeting.

Ms. Johnson asked for clarification on if the library pays for possible candidates being flown in to interview for the director position. Ms. McInerney stated that the process has been to the first ad second round interviews by zoom, and then the "final" candidates would be flown in for an in-person interview. They would typically stay for 2-3 days so the person can be interviewed and be introduced to the city. Ms. McIntyre added that the department that is doing the hiring covers the cost of that.

VII. ADJOURNMENT

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

Motion passed unanimously.

Ms. Bulger adjourned the meeting at 6:37pm.

2220 Income Statement

Through 08/31/25
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	2,468,564.00	.00	.00	2,468,564.00	0	2,896,539.65
31103	REAL DELINQUENT AD VALOREM	15,000.00	.00	.00	15,000.00	0	14,798.30
31121	MOBILE HOME TAXES	5,000.00	.00	.00	5,000.00	0	7,828.13
31122	OTHER PERSONAL PROPERTY	26,000.00	.00	.00	26,000.00	0	35,471.76
31200	DELINQUENT TAX PENALTY & INTEREST	3,000.00	.00	.00	3,000.00	0	4,124.91
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	.00	.00	35,526.00	0	36,331.35
33500	COAL TAX LIBRARY APPORTIONMENT	2,099.00	.00	.00	2,099.00	0	2,129.93
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	+++	24,401.00
33800	LIBRARY SUPPORT	177,000.00	.00	.00	177,000.00	0	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	+++	4,989.42
34316	OFF-STREET LOTS TRANSIENT	1,600.00	50.00	624.00	976.00	39	1,274.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	370.00	740.00	12,050.00	6	12,930.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	510.00	1,062.50	4,437.50	19	5,497.61
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	14,000.00	1,240.95	2,435.26	11,564.74	17	14,409.07
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	1,200.00	180.00	300.00	900.00	25	1,380.00
34836	CONVENIENCE FEE	.00	4.14	9.75	(9.75)	+++	61.36
35134	COLLECTION AGENCY FINES	.00	25.00	75.00	(75.00)	+++	1,107.21
35220	LOST BOOK FINES	8,000.00	560.18	931.81	7,068.19	12	7,694.85
36210	USBP CREDITS	.00	.00	.00	.00	+++	88.54
36510	CONTRIBUTIONS & DONATIONS	12,000.00	.00	.00	12,000.00	0	42,000.00
37110	REGULAR INTEREST	16,000.00	.00	.00	16,000.00	0	44,645.43
	REVENUE TOTALS	$2,803,279.00	$2,940.27	$6,178.32	$2,797,100.68	0%	$3,334,702.52
	EXPENSE						
41110	SALARIES & HOURLY	1,584,367.00	173,157.86	281,194.92	1,303,172.08	18	1,369,594.73
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	137.28	(137.28)	+++	1,925.15

2220 Income Statement

Through 08/31/25
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
41315	VACATION TERMINATION	.00	.00	.00	.00	+++	25,841.27
41325	SICK LEAVE TERMINATION	.00	.00	.00	.00	+++	12,931.85
41360	HEALTH INSURANCE	328,159.00	31,939.43	53,935.25	274,223.75	16	306,285.95
41370	LIFE INSURANCE	2,072.00	269.49	355.61	1,716.39	17	2,141.10
41410	UNEMPLOYMENT INSURANCE	5,544.00	779.19	1,266.03	4,277.97	23	5,017.34
41420	WORKERS COMPENSATION	7,337.00	835.15	1,415.67	5,921.33	19	6,390.54
41430	FICA	98,238.00	10,171.09	16,486.35	81,751.65	17	84,464.83
41435	MEDICARE	22,979.00	2,378.75	3,855.71	19,123.29	17	19,753.78
41445	PERS	164,246.00	17,737.55	28,892.85	135,353.15	18	145,810.62
41510	MISCELLANEOUS PENSIONS	19,929.00	2,508.00	4,041.00	15,888.00	20	22,439.15
41918	PERSONAL CONTINGENCY	37,000.00	.00	.00	37,000.00	0	.00
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	24,401.00
42110	PAPER & FORMS	3,000.00	48.11	67.90	2,932.10	2	2,966.96
42120	COMPUTER ACCESSORIES	7,500.00	605.05	676.93	6,823.07	9	7,052.13
42190	OTHER OFFICE SUPPLIES & MATERIALS	8,000.00	121.36	520.59	7,479.41	7	6,789.89
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	7,000.00	359.41	817.59	6,182.41	12	4,158.87
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	12,500.00	713.39	1,426.78	11,073.22	11	14,884.19
43110	POSTAGE, BOX RENT, ETC.	5,500.00	.00	5,500.00	.00	100	4,500.00
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	11,806.47	15,235.94	64,764.06	19	77,966.87
43350	MEMBERSHIPS & DUES	1,000.00	.00	.00	1,000.00	0	608.99
43410	TELEPHONE	3,400.00	283.05	566.10	2,833.90	17	3,190.84
43412	FAX & OTHER TELEPHONE LINES	3,000.00	852.00	1,704.00	1,296.00	57	2,044.80
43420	ELECTRIC UTILITY	60,000.00	1,649.77	8,899.61	51,100.39	15	57,003.74
43430	GAS UTILITY	13,000.00	243.31	764.17	12,235.83	6	10,241.31
43440	CITY SANITATION DISPOSAL	2,500.00	195.00	390.00	2,110.00	16	2,129.45
43450	WATER UTILITY	4,366.00	561.08	1,065.91	3,300.09	24	3,153.53
43460	SEWER UTILITY	1,900.00	110.08	200.01	1,699.99	11	1,300.48
43470	STORM DRAIN UTILITY	1,576.00	151.80	263.96	1,312.04	17	1,155.72
43550	COMPUTER PROGRAMMING	62,000.00	8,514.42	31,387.42	30,612.58	51	51,612.98

2220 Income Statement

Through 08/31/25
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
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	15,000.00	1,981.67	1,981.67	13,018.33	13	57,263.09
43620	BUILDING REPAIR & MAINT	7,000.00	.00	.00	7,000.00	0	7,795.51
43630	MAINTENANCE AGREEMENTS	23,000.00	1,185.93	2,271.96	20,728.04	10	24,438.86
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	.00	1,600.00	0	1,478.76
45515	CREDIT CARD FEES	1,500.00	116.13	211.57	1,288.43	14	1,293.52
45920	REFUNDS & REIMBURSEMENTS	300.00	54.95	54.95	245.05	18	121.27
48130	CASH OVER/SHORT	.00	.02	.17	(.17)	+++	.50
48611	HUMAN RESOURCES	47,459.00	3,954.92	7,909.84	39,549.16	17	35,997.96
48637	VEHICLE & EQUIPMENT MAINT	3,710.00	309.17	618.34	3,091.66	17	2,319.00
48652	FISCAL SERVICES	26,202.00	2,183.50	4,367.00	21,835.00	17	18,150.96
48658	CENTRAL INSURANCE	88,990.00	.00	88,990.00	.00	100	57,870.00
48695	INFORMATION TECHNOLOGY	3,409.00	284.08	568.16	2,840.84	17	3,171.96
48696	COMPUTER NETWORK	86.00	7.17	14.34	71.66	17	135.00
48697	COMPUTER EQUIPMENT MAINT	1,489.00	.00	1,489.00	.00	100	2,049.00
48810	COMPUTER & EQUIPMENT LEASE	.00	.00	.00	.00	+++	278.04
	EXPENSE TOTALS	$2,765,858.00	$276,068.35	$569,544.58	$2,196,313.42	21%	$2,490,121.49
	Fund **2220 - LIBRARY** Totals						
	REVENUE TOTALS	2,803,279.00	2,940.27	6,178.32	2,797,100.68	0%	3,334,702.52
	EXPENSE TOTALS	2,765,858.00	276,068.35	569,544.58	2,196,313.42	21%	2,490,121.49
	Fund **2220 - LIBRARY** Net Gain (Loss)	$37,421.00	($273,128.08)	($563,366.26)	$600,787.26	(1,505%)	$844,581.03

2221 Income Statement

Through 08/31/25
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	697,438.00	24,731.67	103,635.64	593,802.36	15	525,316.52
36513	DL THOMSON TRUST	41,000.00	947.00	1,242.00	39,758.00	3	32,025.00
37110	REGULAR INTEREST	6,000.00	.00	.00	6,000.00	0	9,685.14
	REVENUE TOTALS	$744,438.00	$25,678.67	$104,877.64	$639,560.36	14%	$567,026.66
	EXPENSE						
42120	COMPUTER ACCESSORIES	14,000.00	689.49	689.49	13,310.51	5	22,539.74
42140	INSTRUCTIONAL & SAFETY SUPPLIES	19,431.00	4,931.27	5,558.64	13,872.36	29	24,548.17
42190	OTHER OFFICE SUPPLIES & MATERIALS	14,000.00	1,861.18	2,656.59	11,343.41	19	12,269.21
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	5,000.00	301.37	301.37	4,698.63	6	1,332.97
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	98,600.00	2,803.37	4,013.18	94,586.82	4	137,783.89
43350	MEMBERSHIPS & DUES	3,500.00	.00	.00	3,500.00	0	.00
43550	COMPUTER PROGRAMMING	53,740.00	3,132.88	9,332.88	44,407.12	17	2,809.69
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	456,838.00	24,696.92	24,696.92	432,141.08	5	469,935.41
43790	MISCELLANEOUS TRAVEL EXPENSE	2,000.00	.00	.00	2,000.00	0	.00
43945	SPONSORED EVENT - ACTIVITY	41,000.00	1,990.56	10,969.26	30,030.74	27	37,784.20
	EXPENSE TOTALS	$708,109.00	$40,407.04	$58,218.33	$649,890.67	8%	$709,003.28
	Fund **2221 - LIBRARY FOUNDATION** Totals						
	REVENUE TOTALS	744,438.00	25,678.67	104,877.64	639,560.36	14%	567,026.66
	EXPENSE TOTALS	708,109.00	40,407.04	58,218.33	649,890.67	8%	709,003.28
	Fund **2221 - LIBRARY FOUNDATION** Net Gain (Loss)	$36,329.00	($14,728.37)	$46,659.31	($10,330.31)	128%	($141,976.62)

ESTIMATED Library 2220 Cash Flow FY2026

JULY -RECONCILED TO NW

ACTUAL	
FUND BALANCE JULY 1 ($585,000 moved to reserves)	$ 2,005,228.07
TOTAL REVENUE JULY	$ 3,238.05
TOTAL EXPENSES JULY	$ (293,476.23)
FUND BALANCE AUGUST 1	**$ 1,714,989.89**

AUGUST--RECONCILED to NW

ACTUAL	
FUND BALANCE AUGUST 1	$ 1,714,989.89
TOTAL REVENUE AUGUST	$ 2,940.27
TOTAL EXPENSES AUGUST	$ (276,068.35)
FUND BALANCE SEPTEMBER 1	**$ 1,441,861.81**

SEPTEMBER ESTIMATED

ACTUAL	
FUND BALANCE SEPT 1	$ 1,441,861.81
TOTAL REVENUE SEPT	$ 9,924.17
TOTAL EXPENSES SEPT	$ (205,667.15)
FUND BALANCE OCTOBER 1	**$ 1,246,118.83**

OCTOBER ESTIMATED

ACTUAL	
FUND BALANCE OCTOBER 1	$ 1,246,118.83
TOTAL REVENUE OCTOBER	$ 47,549.17
TOTAL EXPENSES OCTOBER	$ (205,667.15)
FUND BALANCE NOVEMBER 1	**$ 1,088,000.85**

NOVEMBER ESTIMATED

ACTUAL	
FUND BALANCE NOVEMBER 1	$ 1,088,000.85
TOTAL REVENUE NOVEMBER	$ 28,924.17
TOTAL EXPENSES NOVEMBER	$ (205,667.15)
FUND BALANCE DECEMBER 1	**$ 911,257.87**

DECEMBER-ESTIMATED

ACTUAL DECEMBER COLLECTION	
FUND BALANCE DECEMBER 1	$ 911,257.87
TOTAL REVENUE DECEMBER	$ 1,354,772.81
TOTAL EXPENSES DECEMBER	$ (205,667.15)
FUND BALANCE JANUARY 1	**$ 2,060,363.52**

JANUARY ESTIMATED

FUND BALANCE JANUARY 1	$ 2,060,363.52
TOTAL REVENUE JANUARY	$ 108,424.17
TOTAL EXPENSES JANUARY	$ (329,970.65)
FUND BALANCE FEBRUARY 1	**$ 1,838,817.04**

FEBRUARY ESTIMATED

FUND BALANCE FEBRUARY 1	$ 1,838,817.04
TOTAL REVENUE FEBRUARY	$ 24,924.17
TOTAL EXPENSES FEBRUARY	$ (205,667.15)
FUND BALANCE MARCH 1	**$ 1,658,074.06**

MARCH ESTIMATED

FUND BALANCE MARCH 1	$ 1,658,074.06
TOTAL REVENUE MARCH	$ 24,924.17
TOTAL EXPENSES MARCH	$ (205,667.15)
FUND BALANCE APRIL 1	**$ 1,477,331.08**

APRIL ESTIMATED

FUND BALANCE APRIL 1	$ 1,477,331.08
TOTAL REVENUE APRIL	$ 24,924.17
TOTAL EXPENSES APRIL	$ (205,667.15)
FUND BALANCE MAY 1	**$ 1,296,588.10**

MAY ESTIMATED

FUND BALANCE MAY 1	$ 1,296,588.10
TOTAL REVENUE MAY	$ 54,924.17
TOTAL EXPENSES MAY	$ (205,667.15)
FUND BALANCE JUNE 1	**$ 1,145,845.12**

JUNE ESTIMATED

FUND BALANCE JUNE 1	$ 1,145,845.12
TOTAL REVENUE JUNE	$ 1,100,663.97
TOTAL EXPENSES JUNE	$ (205,667.15)
FUND BALANCE JULY 1	**$ 2,040,841.93**

CERTIFIED MILL VALUE	$ 114,903.00
Estimated tax revenue per mill	$ 109,157.85
TOTAL ESTIMATED TAX REVENUE	**$ 2,516,088.44**
Reset Library Mill Levies	*19.55*
Mills by City/Library Management Agreement	*3.50*
TOTAL MILLS for LIBRARY REVENUE	*23.05*
ESTMATED TAX COLLECTION PRE-DECEMBER	$ 34,000.00
ESTMATED DECEMBER COLLECTION	$ 1,349,848.64
ESTMATED COLLECTION JAN THROUGH MAY	$ 125,000.00
ESTMATED JUNE COLLECTION	$ 1,007,239.80
	$ 2,516,088.44

Cash Flow	Revenue	Expense	Fund Balance
FY2025			$ 2,005,228.07
July	$ 3,238.05	$ (293,476.23)	$ 1,714,989.89
Aug.	$ 2,940.27	$ (276,068.35)	$ 1,441,861.81
Sept.	$ 9,924.17	$ (205,667.15)	$ 1,246,118.83
Oct.	$ 47,549.17	$ (205,667.15)	$ 1,088,000.85
November	$ 28,924.17	$ (205,667.15)	$ 911,257.87
December	$ 1,354,772.81	$ (205,667.15)	$ 2,060,363.52
January	$ 108,424.17	$ (329,970.65)	$ 1,838,817.04
February	$ 24,924.17	$ (205,667.15)	$ 1,658,074.06
March	$ 24,924.17	$ (205,667.15)	$ 1,477,331.08
April	$ 24,924.17	$ (205,667.15)	$ 1,296,588.10
May	$ 54,924.17	$ (205,667.15)	$ 1,145,845.12
June	$ 1,100,663.97	$ (205,667.15)	$ 2,040,841.93
	$ 2,786,133.43	$ (2,750,519.56)	

Tax Collection July--**Reconciled to NW**	$ -
Tax Collection August--**Reconciled to NW**	$ -
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**	$ 1,349,848.64
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

FUND BALANCE JULY 1 2025	**$**	**2,590,228.07**
Estimated Expenses FY2026	$	2,750,519.56
70% of Estimated FY2026 Expenses	$	1,925,363.69
July 1 Fund Balance minus 70% of FY2026 Expenses)	$	664,864.38
Transfer to Reserve Fund	**$**	**585,000.00**
NEW LIBRARY FUND BALANCE FY2026	**$**	**2,005,228.07**

Great Falls Public Library Vendor Summary (2220)
AUGUST 2025
9/16/2025

Vendor Name		MTD	FYTD
Associated Employers of MT	(Management Coaching)	$ 1,916.67	$ 1,916.67
Baker & Taylor	(Jobber)	$ 4,877.63	$ 7,508.10
Cengage/Gale	(Jobber)	$ 571.72	$ 571.72
Century Link	(Telephone)	$ 283.05	$ 566.10
Chemnet	(Drug Testing)	$ 52.00	$ 52.00
De Lage Landen	(Copier Agreement)	$ 709.05	$ 1,386.04
Envisionware	(renewal)	$ -	$ 603.75
Fisher's Technology	(Copier Agreement)	$ 476.88	$ 885.92
Kouf, Mary	(Lost Book Found Refund)	$ 54.95	$ 54.95
MASCO	(Building Supplies)	$ -	$ 16.62
Mastercard		$ 1,844.77	$ 4,609.41
National Laundry	(Maintenance Supplies)	$ 43.78	$ 85.14
North 40 Outfitters	(Maintenance Supplies)	$ 196.83	$ 196.83
OCLC Online	(Annual Service)	$ 7,613.26	$ 7,613.26
State of Montana	(Montana Shared Library)	$ -	$ 21,368.09
T-Mobile	(Outreach HotSpot)	$ 10.58	$ 10.58
USPS	(postage for mailing unit)	$ -	$ 5,500.00
Vision Net, Inc	(Internet Service)	$ 852.00	$ 1,704.00
Wendt Advertising	(Website Maintenance)	$ 495.00	$ 495.00
WX COX	(Jobber)	$ 6,155.23	$ 6,237.06
		$ 26,153.40	$ 61,381.24

Great Falls Public Library Vendor Summary (2220)
AUGUST 2025
9/16/2025

Mastercard Transaction Breakdown			
Amazon	IT Supplies	$	110.05
Amazon	Maintenance Supplies	$	463.08
Amazon	Materials Purchased	$	15.21
Amazon	Office Supplies	$	74.33
Amazon	Tech Services Supplies	$	38.87
Cascade Courier	Subscription	$	40.00
Evonence	Google Services	$	901.16
Great Falls Gazette	Subscription	$	85.00
USPS	HOT Spot return postage	$	36.45
Walmart	Maintenance Supplies	$	9.70
Walmart	Tech Services Supplies	$	9.24
Western Ag Reporter	Subscription	$	61.68
	TOTAL:		$1,844.77

Great Falls Public Library Foundation Vendor Summary (2221)
AUGUST 2025
9/16/2025

Vendor Name		MTD	FYTD
Age of Learning	(ABC Mouse)	$ 3,132.88	$ 3,132.88
Baker & Taylor	(Jobber)	$ 2,559.05	$ 3,249.70
Baisch, Erika	(ASL Interpretation)	$ 60.00	$ 60.00
Casey, David	(Music in the Park)	$ -	$ 2,000.00
Cassiopeia Books	(Shakespeare in the Parks)	$ 8.80	$ 8.80
CenterPoint	(Jobber)	$ 47.94	$ 95.88
Corda, Joel	(Music in the Park)	$ -	$ 300.00
Cushing Terrell	(Library Remodel Project)	$ 21,922.42	$ 21,922.42
Devereaux, Shadow	(Adult Programs)	$ -	$ 1,250.00
Gale/Cengage	(Jobber)	$ 49.48	$ 49.48
Great Falls Emergency Services	(Staff CPR Training)	$ 847.00	$ 847.00
KANOPY	(Online Streaming Service)	$ -	$ 6,200.00
Kemarly, Tyler	(Zumbini Program)	$ 140.00	$ 140.00
Little Shell Tribe	(Booth at PowWow)	$ -	$ 150.00
Mastercard		$ 7,864.97	$ 14,646.23
Montana Repertory Theater	(KP/YA Performance)	$ 2,250.00	$ 2,250.00
Montana Vending	(Bill of Sale, Vending Supplies)	$ 150.00	$ 240.00
Penworthy Company	(Jobber)	$ -	$ 301.44
Pressure Pros	(Cleaning front and side of building)	$ 1,274.50	$ 1,274.50
Ryan, Joe	(End of Summer Party Music)	$ 100.00	$ 100.00
Credits			
		$ 40,407.04	$ 58,218.33

Great Falls Public Library Foundation Vendor Summary (2221)
AUGUST 2025
9/16/2025

Mastercard Transaction Breakdown			
ACE Hardware	Restripe Parking Lot supplies	$	158.93
Albertsons	KP/YA Supplies	$	79.98
Amazon	Capsule Machine Supplies	$	66.95
Amazon	Computer Hardware	$	45.50
Amazon	FFP - Computer Hardware	$	689.49
Amazon	KP/YA Supplies	$	758.61
Amazon	KP/YA Supplies (STEM)	$	414.17
Amazon	Maintenance Supplies	$	49.44
Amazon	Materals Purchased	$	98.90
Barnes & Noble	Dolly Parton Imagination Library	$	925.86
Bulk Office Supply	KP/YA Supplies	$	101.70
Hobby Lobby	KP/YA Supplies	$	37.97
Home Depot	Meeting Room Equiptment	$	88.95
Jimmy Johns	KP/YA Supplies	$	210.00
META (Facebook ads)	Adult Programs Advertising	$	159.89
OKII	Adult Summer Reading	$	600.00
Old Trail Museum	Materals Purchased	$	48.00
Oregon Owl Pellet	KP/YA Supplies	$	156.85
SAMS Club	Vending Machine Supplies	$	288.54
Scheels	Adult Program Supplies	$	40.49
Scheels	KP/YA Supplies	$	40.48
Teriyaki Madness	Shakespeare in the Parks	$	235.78
Teriyaki Madness	Staff Appreciation Lunch	$	368.30
The Gibson Hotel	Summer Music	$	845.60
Walmart	KP/YA Supplies	$	1,255.65
Walmart	Maintenance Supplies	$	93.00
Walmart	Vending Machine Supplies	$	5.94
	TOTAL:	$	7,864.97

GREAT FALLS PUBLIC LIBRARY DONATIONS

2221 LIBRARY FOUNDATION FUND

AUGUST 2025 DONATIONS

IN HONOR OF			
Carole Zohn	**$**	**300.00**	**In Memory of Pia Rose Schermele (F,NF,J,YA)**
IN MEMORY OF			
Andy & Zander Blewett	**$**	**30.00**	**In Memory of Patty Bergquist (NF)**
	$	**30.00**	**In Memory of Pam Hansen Alfred (NF)**
	$	**30.00**	**In Memory of Doug Johnson (NF)**
	$	**30.00**	**In Memory of Duane "Dewey" Roll**
FOUNDATION			
GFPL Foundation	$	21,922.42	Cushing Terrell Design Service
	$	1,000.00	STEM Project
OTHER			
K12 Montana	$	100.00	Donation for Capsule machine
Patrons	$	214.25	Best Use Donations
Patrons	$	81.00	Adult Programs Donation
Patrons	$	41.00	Luminaria Walk Donations
Patrons	$	540.00	Music in the Park donations
Patrons	$	224.00	Shakespeare in the Parks donations
Patrons	$	329.00	Staff Support - Vending Machine Sales
Patrons	$	307.00	Withdrawn Book Sales
TDS	$	500.00	Adult Summer Reading Sponsor
TOTAL:	**$**	**25,678.67**	

GREAT FALLS PUBLIC LIBRARY

PERSONNEL REPORT
AUGUST 2025

NEW HIRES

Thomas Kelly - Library Safety Specialist (FT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

Caitlyn King – Custodian II (FT)

Maribeth Wilcox – Custodian I (FT)

FY2025 End of Year Income Statement 2220

Through 06/30/25
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	1,193,916.36	2,896,539.65	(23,739.65)	101	2,875,763.07
31103	REAL DELINQUENT AD VALOREM		8,000.00	2,041.47	14,798.30	(6,798.30)	185	8,395.33
31121	MOBILE HOME TAXES		2,000.00	4,607.15	7,828.13	(5,828.13)	391	9,295.19
31122	OTHER PERSONAL PROPERTY		5,000.00	34,210.71	35,471.76	(30,471.76)	709	29,630.22
31200	DELINQUENT TAX PENALTY & INTEREST		1,800.00	2,394.68	4,124.91	(2,324.91)	229	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		24,401.00	24,401.00	24,401.00	.00	100	36,232.00
33800	LIBRARY SUPPORT		177,000.00	88,500.00	177,000.00	.00	100	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS		.00	4,989.42	4,989.42	(4,989.42)	+++	1,457.57
34316	OFF-STREET LOTS TRANSIENT		1,600.00	50.00	1,274.00	326.00	80	3,962.00
34691	LIBRARY FEES MISCELLANEOUS		12,790.00	370.00	12,930.00	(140.00)	101	12,250.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS		5,500.00	542.65	5,497.61	2.39	100	4,817.71
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS		12,000.00	1,267.50	14,409.07	(2,409.07)	120	13,131.21
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS		800.00	120.00	1,380.00	(580.00)	173	1,030.00
34695	LIBRARY FOUNDATION BOOK PURCHASE PROGRAM		.00	.00	.00	.00	+++	930.00
34836	CONVENIENCE FEE		.00	1.99	61.36	(61.36)	+++	26.65
35134	COLLECTION AGENCY FINES		.00	30.00	1,107.21	(1,107.21)	+++	800.76
35220	LOST BOOK FINES		6,500.00	477.69	7,694.85	(1,194.85)	118	7,028.94
36210	USBP CREDITS		.00	.00	88.54	(88.54)	+++	.00
36510	CONTRIBUTIONS & DONATIONS		10,000.00	.00	42,000.00	(32,000.00)	420	316,240.67
36829	REFUNDS & REIMBURSEMENTS		.00	.00	.00	.00	+++	50.00
37110	REGULAR INTEREST		8,000.00	6,392.78	44,645.43	(36,645.43)	558	28,911.01
		REVENUE TOTALS	$3,186,076.00	$1,364,313.40	$3,334,702.52	($148,626.52)	105%	$3,570,036.90
EXPENSE								

FY2025 End of Year Income Statement 2220

Through 06/30/25
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	107,331.58	1,369,594.73	187,678.27	88	1,069,987.06
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	1,925.15	(1,925.15)	+++	260.76
41315	VACATION TERMINATION	.00	.00	25,841.27	(25,841.27)	+++	14,422.46
41325	SICK LEAVE TERMINATION	.00	.00	12,931.85	(12,931.85)	+++	8,774.29
41360	HEALTH INSURANCE	361,555.00	23,764.20	306,285.95	55,269.05	85	249,932.58
41370	LIFE INSURANCE	2,131.00	172.24	2,141.10	(10.10)	100	1,908.41
41410	UNEMPLOYMENT INSURANCE	6,206.00	429.16	5,017.34	1,188.66	81	4,440.35
41420	WORKERS COMPENSATION	6,989.00	(60.69)	6,390.54	598.46	91	7,995.27
41430	FICA	96,551.00	6,337.87	84,464.83	12,086.17	87	65,279.50
41435	MEDICARE	22,584.00	1,482.20	19,753.78	2,830.22	87	15,267.06
41445	PERS	160,846.00	11,111.69	145,810.62	15,035.38	91	114,096.61
41510	MISCELLANEOUS PENSIONS	19,929.00	1,533.18	22,439.15	(2,510.15)	113	15,470.81
41919	ON-BEHALF PENSION EXPENSE	24,401.00	24,401.00	24,401.00	.00	100	36,232.00
42110	PAPER & FORMS	3,000.00	704.99	2,966.96	33.04	99	2,124.56
42120	COMPUTER ACCESSORIES	7,500.00	2,210.52	7,052.13	447.87	94	5,811.63
42190	OTHER OFFICE SUPPLIES & MATERIALS	9,500.00	1,430.38	6,789.89	2,710.11	71	7,171.96
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	8,000.00	336.51	4,158.87	3,841.13	52	3,787.57
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	14,000.00	823.61	14,884.19	(884.19)	106	8,934.79
43110	POSTAGE, BOX RENT, ETC.	5,000.00	500.00	4,500.00	500.00	90	4,000.00
43210	PRINTING, FORMS, ETC	.00	.00	.00	.00	+++	196.08
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	3,885.26	77,966.87	2,033.13	97	57,519.53
43350	MEMBERSHIPS & DUES	1,000.00	30.99	608.99	391.01	61	953.00
43410	TELEPHONE	3,400.00	279.10	3,190.84	209.16	94	2,944.19
43412	FAX & OTHER TELEPHONE LINES	3,000.00	170.40	2,044.80	955.20	68	2,044.80
43420	ELECTRIC UTILITY	78,000.00	7,254.28	57,003.74	20,996.26	73	56,118.31
43430	GAS UTILITY	13,000.00	1,000.57	10,241.31	2,758.69	79	9,703.18
43440	CITY SANITATION DISPOSAL	2,100.00	182.45	2,129.45	(29.45)	101	1,843.94
43450	WATER UTILITY	3,600.00	349.35	3,153.53	446.47	88	2,804.42
43460	SEWER UTILITY	1,500.00	87.19	1,300.48	199.52	87	885.70

FY2025 End of Year Income Statement 2220

Through 06/30/25
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	1,155.72	(155.72)	116	926.38
43526	COLLECTION AGENCY COSTS	.00	.00	.00	.00	+++	104.85
43550	COMPUTER PROGRAMMING	53,500.00	1,024.00	51,612.98	1,887.02	96	46,678.26
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	34,200.00	13,788.97	57,263.09	(23,063.09)	167	18,215.78
43620	BUILDING REPAIR & MAINT	7,500.00	100.00	7,795.51	(295.51)	104	2,831.38
43630	MAINTENANCE AGREEMENTS	23,000.00	1,412.28	24,438.86	(1,438.86)	106	20,210.98
45320	OFFICE EQUIPMENT RENTALS	1,600.00	369.69	1,478.76	121.24	92	1,478.76
45515	CREDIT CARD FEES	984.00	92.02	1,293.52	(309.52)	131	1,357.17
45920	REFUNDS & REIMBURSEMENTS	450.00	24.24	121.27	328.73	27	300,245.71
48130	CASH OVER/SHORT	.00	(.65)	.50	(.50)	+++	.45
48611	HUMAN RESOURCES	35,998.00	2,999.83	35,997.96	.04	100	29,921.04
48637	VEHICLE & EQUIPMENT MAINT	2,319.00	193.25	2,319.00	.00	100	4,491.02
48652	FISCAL SERVICES	18,151.00	1,512.58	18,150.96	.04	100	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	3,171.96	.04	100	3,060.96
48696	COMPUTER NETWORK	135.00	11.25	135.00	.00	100	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	278.04	(.04)	100	242.04
	EXPENSE TOTALS	$2,733,271.00	$217,659.30	$2,490,121.49	$243,149.51	91%	$2,279,842.56
	Fund **2220 - LIBRARY** Totals						
	REVENUE TOTALS	3,186,076.00	1,364,313.40	3,334,702.52	(148,626.52)	105%	3,570,036.90
	EXPENSE TOTALS	2,733,271.00	217,659.30	2,490,121.49	243,149.51	91%	2,279,842.56
	Fund **2220 - LIBRARY** Net Gain (Loss)	$452,805.00	$1,146,654.10	$844,581.03	($391,776.03)	187%	$1,290,194.34

Review of FY2025 2220 End of Year Income Statement

REVENUE:

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

Actual TAX REVENUE = $2,963,752.17 ($74,152.17 more than originally budgeted. The Certified Value of a Mill was $132,152.00. We anticipated that there would be a high number of protested and unpaid taxes resulting in revenue around 91% of the certified value. The actual revenue was approximately 93% of the certified value.)

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

Actual TAXES COUNTY = $177,000.00 (equal to what was budgeted)

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

Actual CULTURAL GRANT STATE AID = $ 36,331.35 ($805.35 more than originally budgeted. Montana State Library formula calculations were slightly different than expected.)

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.

Actual COAL TAX SUPPORT = $ 2,129.93 ($229.07 less than originally budgeted. Montana State Library formula calculations were slightly different than expected.)

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

Actual OFF-STREET LOTS = $ 1,274.00 ($326.00 less than originally budgeted. We leased slightly fewer parking spots than expected.)

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.
Actual LIBRARY FEES = $ 12,930.00 ($140.00 less than originally budgeted.)

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.
Actual SERVICE CHARGES MISCELLANEOUS = $ 5,497.61 ($2.39 more than originally budgeted.)

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.
Actual LIBRARY EQUIPMENT CHARGES = $ 14,409.07 ($2,409.07 more than originally budgeted. Patrons made significantly more copies than originally predicted.)

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.
Actual LIBRARY FACILITY CHARGES = $ 1,380.00 ($580.00 more than originally budgeted. More out of County patrons purchased cards than expected.)

34695 LIBRARY FOUNDATION BOOK PURCHASE: In previous years, the library has taken a 3% administrative fee from funding for Foundation Approved Projects for the operational budget. After conversations with Foundation and Library staff, we are recommending no longer taking this administrative fee. That will allow all Foundation Approved Project funding to be used for the actual projects and will eliminate the staff time calculating and processing the fee.
Actual LIBRARY FOUNDATION BOOK PURCHASE = $0.00

34836 CONVENIENCE FEE: We charge a 3% convenience fee for credit card purchases. Most people avoid this fee by using the debit feature. We did not budget for this income in FY2025
Actual CONVENIENCE FEE = $ 61.36

35164 COLLECTION AGENCY FINES: The Library raises revenue from charging patrons for lost or damaged items. We no longer use a collection agency and do not budget for collection agency income. Some patrons still have collection fees attached to their account.
Actual LOST BOOK FINES = $ 1,107.21

35220 LOST BOOK FINES: The Library raises revenue from charging patrons for lost or damaged items. We have seen a slight reduction in the lost book fine income since we eliminated late fees because more items are being returned. (National studies show that patrons are more likely to return late items when the penalty of a late fee is removed.) The estimated revenue is derived from past income trends.
Actual LOST BOOK FINES = $ 7,694.85 ($1,194.85 more than originally budgeted. More Library Patrons paid for lost or damaged books than originally expected.)

36210 USBP CREDITS: The Library receives minimal revenue from the USBP Credit. In 2005, the Library made energy efficiency improvements (Lamp & ballast replacement and caulking of front windows) and

we receive credits back from Northwestern Energy under the Universal Systems Benefit Credit (USBC). Program). We do not budget for this revenue income.
Actual USBP CREDITS = $ 88.54

37110 REGULAR INTEREST: The Library receives revenue from interest generated on the Library Fund account. Increased interest rates greatly increased the regular interest revenue for FY2024. The estimated revenue is derived from past income trends.
Actual REGULAR INTEREST = $ 44,645.43 ($36,645.43 more than originally budgeted. Interest rates remained high and we earned significantly more than expected.)

36500 CONTRIBUTIONS AND DONATIONS: The Library receives revenue from the Friends of the Library book sale.
Actual CONTRIBUTIONS AND DONATIONS = $ 42,000.00 ($32,000.00 more than originally budgeted. The Family Foundation $30,000 Grant had to be entered in the 2220 operational budget because it paid for our Early Literacy Outreach Specialist staff position. The Book sale also earned more than expected.)

EXPENSES:
41110 PERSONNEL SERVICES
41210 SALARIES AND HOURLY: Library salary and hourly expenses are estimated based on current staff (and hiring an Assistant Director to start in early August). MFPE union members will receive a 3% cost of living raise. Union members will also receive step and longevity increases according to the collective bargaining agreement. Crafts union members will receive raises as agreed to in the union pay matrix. Non-union staff will receive merit-based raises (1%-5%) based on their performance over the past year.
Actual SALARIES AND HOURLY = $ 1,369,594.73 ($187,678.27 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

Actual 41210 OVERTIME COSTS = $1,925.15 (We did not originally budget for overtime costs. They were incurred during the custodian transition when we were short staffed.)

Actual 41315 VACATION TERMINATION & 41325 SICK LEAVE TERMINATION = 38,773.12 (We did not originally budget for termination pay. Two long-time Library employees left the Library and received their vacation and sick leave payouts.)

41210 HEALTH INSURANCE: Full-time staff are provided health insurance. Staff choose their insurance coverage package based on the needs of their family (Individual coverage, Couple coverage, Parent & Child coverage or Family coverage). Health premiums are shared costs with the Library paying 85 (eighty-five) percent of the premium and the employee paying 15 (fifteen) percent of the premium. Health Insurance expenses are estimated based on an estimated 15% premium cost increase and on current full-time staff numbers (and hiring an Assistant Director to start in early August).
Actual HEALTH INSURANCE = $ 306,285.95 ($55,269.05 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

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

Actual LIFE INSURANCE = $ 2,141.10 ($10.10 more than originally budgeted.)

41400 UNEMPLOYMENT INSURANCE: Unemployment insurance payments are calculated at 0.0045 times salary/hourly payments. Unemployment Insurance expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).
Actual UNEMPLOYMENT INSURANCE = $ 5,017.34 ($1,188.66 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

414200 WORKERS COMPENSATION: Workers compensation payments are calculated based on the type class of work performed. (Clerical staff = 0.0029 times salary/hourly payments, Professional & Administrative staff = 0.0070 times salary/hourly payments, Nonprofessional = 0.014 times salary/hourly payments) Workers compensation expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).
Actual WORKERS COMPENSATION = $ 6,390.54 ($598.46 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

414300 FICA (Federal Insurance Contributions Act): FICA payments are calculated at 0.062 times salary/hourly payments. FICA expenses are estimated based on current staff (and hiring an Assistant Director to start in early August). **Actual FICA = $ 84,464.83** ($ 12,086.17 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

414350 MEDICARE: Medicare payments are calculated at 0.0145 times salary/hourly payments. Medicare expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).
Actual MEDICARE = $ 19,753.78 ($2,830.22less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

414450 PERS (Public Employee Retirement): Pers payments are calculated at 0.00907 times (salary/hourly plus $11,700 insurance base). PERS expenses are estimated based on current staff (and hiring an Assistant Director to start in early August).
Actual PERS = $ 145,810.62 ($15,035.38 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations.)

415100 MISCELLANEOUS PENSIONS: As part of the collective bargaining agreement, the Library pays directly into the crafts pension plan for crafts union staff. Expenses are estimated based on current staff crafts union membership and the union pay matrix in the collective bargaining agreement.
Actual MISCELLANEOUS PENSIONS = $ 22,439.15 ($2,510.15 more than originally budgeted. We had some overlapping custodians during staffing transitions**)**

421100 PAPER & FORMS: Expenses for the Technical Services Department are charged to paper & forms. Expenses for that department include all the items used to process and repair books, CD's and DVD's. The estimated expenses for are derived from past department expense trends plus an increase for a projected increase in the number of items to be processed for FY2025.
Actual PAPER & FORMS = 2,966.96 ($33.04 less than originally budgeted.)

421200 COMPUTER ACCESSORIES: Information Technology expenses are charged to computer accessories. Expenses for that department include all the hardware, software and accessories for staff and public computers and technology. The estimated expenses are derived from past department expense trends plus an increase for a projected increase in the number of staff requiring IT support.
Actual COMPUTER ACCESSORIES = $ 7,052.13 (447.87 less than originally budgeted. We had a gap in Technology staffing and spent less than anticipated.)

421900 OTHER OFFICE SUPPLIES AND MATERIALS: Expenses for Library Administration are charged to other office supplies and materials. Expenses for that department include purchases of paper, office supplies, name tags, staff furniture, etc. The estimated expenses are derived from past department expense trends plus an increase for the increase in the number of staff and the additional hours of patron service.
Actual OTHER OFFICE SUPPLIES AND MATERIALS = $ 6,789.89 ($2,710.11 less than originally budgeted. The Library kept several positions open because of the revenue uncertainty caused by the Management Agreement negotiations. Fewer staff results in a reduction in need for office supplies. We continue to refine how being open 7 days a week impacts our operational costs.)

423100 GAS, OIL, DIESEL FUEL, GREASE: Expenses for fuel for the Bookmobile and the Library van are charged to gas, oil, diesel fuel, grease. The estimated expenses are derived from past department expense trends plus estimates for increases in fuel costs plus expanded Bookmobile and van usage.
Actual GAS, OIL, DIESEL FUEL, GREASE = $ 4,158.87 ($3,841.13 less than originally budgeted. We transitioned to using the van rather than the Bookmobile for most Homebound service which reduces costs. We also continue to underestimate the operating costs of the new Bookmobile.)

42390 OTHER REPAIR & MAINTENANCE SUPPLIES: Custodial supplies such as paper and cleaning products are charged to other repair & maintenance supplies. The estimated expenses are derived from past department expense trends plus estimates for increases due to expanded hours and usage of the library.
Actual OTHER REPAIR & MAINTENANCE SUPPLIES = $ 14,884.19 ($884.19 more than originally budgeted. We continue to refine how being open 7 days a week impacts our operational costs.)

43110 POSTAGE, BOX RENT, ETC. (POSTAGE): The estimated expenses for postage are derived from past department expense trends. With current postage usage, it appears that we will be over budget on postage in FY2024. As we increase our number of patrons, we will increase the number of notices that we need to mail. (We send email and text notifications as much as possible.)
Actual POSTAGE = $ 4,500.00 ($500.00 less than originally budgeted.)

43210 PRINTING, FORMS, ETC.: For the past several years, we have not spent any funds from the print, forms line so we suggest not budgeting funds in that line for FY2025.
Actual PRINTING, FORMS, ETC = $0.00

43320 BOOKS, SUBSCRIPTIONS, NEWSPAPERS: The Board approved the materials budget at their March meeting. Including the funds for the books, subscriptions, newspapers line.
Actual BOOKS, SUBSCRIPTIONS, NEWSPAPERS: = $ 77,966.87 ($2,033.13 less than originally budgeted. A large volume of cancellations by our main jobber at the end of the fiscal year resulted in spending less than anticipated.)

43350 MEMBERSHIP DUES: Dues for the Museum Consortium and Chamber of Commerce are charged to membership dues. The estimated expenses are derived from past membership expenses.
Actual MEMBERSHIP DUES = $ 608.99 ($391.01 less than originally budgeted. The Chamber of Commerce made changes to their nonprofit membership and we decided not to renew.)

43410 TELEPHONE: The Library contracts for telephone service from Century Link. The estimated expenses are based on current monthly costs and anticipated increases.
Actual TELEPHONE = $ 3,190.84 ($209.16 less than originally budgeted.)

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.
Actual FAX & OTHER TELEPHONE LINES = $ 2,044.80 ($955.20 less than originally budgeted. The timing of our eRate reimbursements were a challenge and more credit was applied to FY2025.)

43420 ELECTRIC UTILITY: The Library's electricity is purchased through the City of Great Falls contracts with Energy Keepers for electricity and Northwestern Energy for transmission. The estimated expenses are based on current monthly costs and anticipated increases.
Actual ELECTRIC UTILITY = $ 57,003.74 ($20,996.26 less than originally budgeted. The City of Great Falls negotiated a "blend and extend" contract which resulted in a significant decrease in our electrical costs. We also continue to refine how being open 7 days a week impacts our operational costs.)

43430 GAS UTILITY: 43440 CITY SANITATION DISPOSAL: 43450 WATER UTILITY: 43460 SEWER UTILITY: 43470: STORM DRAIN UTILITY: Library utility charges are estimated based on current monthly charges plus anticipated increases due to inflation AND expanded Library open hours.
Actual GAS UTILITY: 43440 CITY SANITATION DISPOSAL: 43450 WATER UTILITY: 43460 SEWER UTILITY: 43470: STORM DRAIN UTILITY = $ 17,980.49 ($3,219.51 less than originally budgeted We continue to refine how being open 7 days a week impacts our operational costs.)

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

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

Actual COMPUTER PROGRAMING = $ 51,612.98 ($1,887.02 less than originally budgeted.)

43590 OTHER PROFESSIONAL SERVICES MISC.: Contracts for services such as background checks, snow removal, professional repair etc. are charged to other professional services misc. The estimated expenses for professional services are based on past trends and anticipated increases due to more open hours.
Actual OTHER PROFESSIONAL SERVICES MISC = $ 57,263.09 ($23,063.09 more than originally budgeted. The Library had significant, unexpected legal costs that were assigned to OTHER PROFESSIONAL SERVICES.)

43620 BUILDING REPAIR & MAINTENANCE: Expenses related to building repairs and maintenance are charged to building repair & maintenance. The estimated expenses are based on past trends and anticipated increases due to more open hours.
Actual BUILDING REPAIR & MAINTENANCE = $ 7,795.51 ($295.51 more than originally budgeted. We continue to refine how being open 7 days a week impacts our operational costs.**)**

43630 MAINTENANCE AGREEMENTS: Maintenance contracts for the elevators, printers, and copiers are charged to maintenance agreements. The estimated expenses are based on existing contracts.
Actual MAINTENANCE AGREEMENTS = $24,438.86 ($1,438.86 more than originally budgeted. Patrons printed more than expected which resulted in overages in our printer/copier contract AND in greater LIBRARY EQUIPMENT CHARGES revenue.)

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.
Actual OFFICE EQUIPMENT RENTALS = $ 1,478.76 ($121.24 less than originally budgeted.)

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.
Actual BANK AND CREDIT CARD FEES = $ 1,293.52 ($309.52 more than originally budgeted. More patrons than expected are paying with credit cards resulting in more fees to the Library.)

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.
Actual REFUNDS AND REIMBURSEMENTS = $ 121.27 ($328.73 less than originally budgeted. Fewer patrons and libraries required reimbursements this year.)

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.
Actual HUMAN RESOURCES = $ 35,997.96 ($0.04 less than originally budgeted.)

48637 VEHICLE & EQUIPMENT MAINTENANCE: Factor based on three-year average of job order charges. We increased the budgeted amount for FY2024 anticipating a large increase in the time on the road for the Bookmobile and van. The estimated expenses include an estimated 10% increase based on historic increases in maintenance charge.
Actual VEHICLE & EQUIPMENT MAINTENANCE = $ 2,319.00

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.
Actual FISCAL SERVICES = $ 18,150.96 ($0.04 less than originally budgeted.)

48658 CENTRAL INSURANCE: Factor for liability insurance based on salary figures of the department. Factor for property insurance based on Library asset list. The estimated expenses include an estimated 20% increase based on historic increases and on the significant increase in the number of Library staff.
Actual CENTRAL INSURANCE = $57,870.00

486590 DEDUCTIBLE INSURANCE RECOVERY: None expected this year.
Actual DEDUCTIBLE INSURANCE RECOVERY = $0.00

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.
Actual INFORMATION TECHNOLOGY, COMPUTER NETWORK, COMPUTER EQUIPMENT MAIN, COMPUTER & EQUIPMENT LEASE = $ 5,634.00 ($0.04 less than originally budgeted.)

FY2025 End of Year Income Statement 2221

Through 06/30/25
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	6,411.48	525,316.52	1,311,349.48	29	299,703.47
36513	DL THOMSON TRUST	41,000.00	.00	32,025.00	8,975.00	78	12,361.76
37110	REGULAR INTEREST	10,000.00	633.61	9,685.14	314.86	97	15,918.43
	REVENUE TOTALS	$1,887,666.00	$7,045.09	$567,026.66	$1,320,639.34	30%	$327,983.66
EXPENSE							
42120	COMPUTER ACCESSORIES	12,000.00	1,059.99	22,539.74	(10,539.74)	188	29,271.65
42140	INSTRUCTIONAL & SAFETY SUPPLIES	24,500.00	6,545.02	24,548.17	(48.17)	100	21,110.46
42190	OTHER OFFICE SUPPLIES & MATERIALS	17,000.00	765.10	12,269.21	4,730.79	72	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	5,233.21	137,783.89	35,602.11	79	142,726.70
43550	COMPUTER PROGRAMMING	15,000.00	467.70	2,809.69	12,190.31	19	2,341.24
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	1,697,366.00	85,451.26	469,935.41	1,227,430.59	28	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	10,168.14	37,784.20	(5,284.20)	116	29,744.59
49310	IMPROVEMENTS OTHER THAN BUILDINGS	40,000.00	.00	.00	40,000.00	0	.00
	EXPENSE TOTALS	$2,033,752.00	$109,690.42	$709,003.28	$1,324,748.72	35%	$359,573.42
	Fund **2221 - LIBRARY FOUNDATION** Totals						
	REVENUE TOTALS	1,887,666.00	7,045.09	567,026.66	1,320,639.34	30%	327,983.66
	EXPENSE TOTALS	2,033,752.00	109,690.42	709,003.28	1,324,748.72	35%	359,573.42
	Fund **2221 - LIBRARY FOUNDATION** Net Gain (Loss)	($146,086.00)	($102,645.33)	($141,976.62)	($4,109.38)	97%	($31,589.76)

2221 FY2025 BUDGET:
Review of FY2025 End of Year Income Statement

NOTE: The City of Great Falls AMENDED the 2221 FY2025 Budget after the approval of the Cushing Terrell Contract and the creation of the Remodel Project. Unfortunately, the Library had already included the CT costs and revenues in the proposed budget**. The notes below are based on the APPROVED BUDGET and not the AMENDED BUDGET.**

- The official FY2025 Amended Budget erroneously includes an additional $801,158.00 in 36500 CONTRIBUTIONS AND DONATIONS Revenue.
- The official FY2025 Amended Budget erroneously includes an additional $794,208.00 in 43590 OTHER PROFESSIONAL SERVICES MISC expenses.

REVENUE:

36500 CONTRIBUTIONS AND DONATIONS ($1,035,508.00): The Library 2221 fund receives revenue from various contributions and donations.

Actual CONTRIBUTIONS AND DONATIONS = $525,316.52 ($510,191.48 less than originally budgeted. The Foundation needed to build their capacity in preparation for the possible launch of a capital campaign and we slowed the remodel design work. The Library received $262,043.72 in support of the remodel design instead of the estimated $756,158.00 (a difference of $494,114.28. The Library declined the $20,000 ARPA funding because it was not financially responsible to spend ARPA funds on the door now and then to redo the door during the remodel. Additionally, the revenue from the Family Foundation grant was moved to the 2220 budget as it funded the Early Literacy Outreach Specialist Position.)

- **FOUNDATION APPROVED PROJECTS ($144,900.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating $144,900 for Foundation Approved 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):** At their April 2024 meeting, the Foundation Board passed a budget allocating $3,000 to support the Bookmobile Hotspot.
- **WHITMEYER FUND ($300.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating $300.00 from the Whitmeyer fund to support purchase of Library books.
- **JONES FUND ($650.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating $650.00 from the Jones fund to support purchase of Library books for youth.
- **JOHN ELMER SMITH FUND ($2,500.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating $2,500.00 from the John Elmer Smith fund to support purchase of Western materials (books, CDs or DVDs).
- **CORDINGLEY FUND ($2,000.00):** At their April 2024 meeting, the Foundation Board passed a budget allocating $2,000.00 to the Library. These funds are unrestricted.
- **BOOK-A-THON ($60,000.00):** 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 ($756,158.00):** Both the Library Board and the City Commission have approved 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. The Library currently holds $117,000 in the 2221 Library Foundation/Donation fund in a project. designated to the Library remodel. As Cushing Terrell submits invoices, the Library will use existing funds and then request funds from the Foundation as needed to pay the invoices. The estimated revenue is derived from the 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 ($4,000.00):** 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 ($1,000):** Community members and organizations sometimes sponsor Library programs (such as Summer Music in the Park.
- **TRAINING DONATION ($2,500.00):** The Davidson Family Foundation has generously supported the Library with an annual gift of $2,500 to support staff training.
- **ARPA FUNDING FROM CASCADE COUNTY ($20,000):** We have a signed contract with Cascade County for them to support the replacement of the Library's front door. Once the work has been done, we will invoice Cascade County for the expenses incurred.
- **FAMILY FOUNDATION GRANT ($30,000.00):** The Library Foundation was approached by a Family Foundation seeking to support an early literacy project. The Foundation Director submitted a concept paper in March and has been invited to submit a full application. The proposed $30,000 project would fund a part-time staff person to provide early literacy program outreach—providing Story Time and Toddler Time in local daycare centers.

36513 DL THOMSON TRUST ($41,000): The Library 2221 fund receives revenue from interest generated from the funds donated by Dorothy Lampen Thomson. In 2021, the Foundation received the final donation of $400,000.00 from the Dorothy Lampen Thomson estate. At their April 2024 meeting, the Foundation Board passed a budget allocating $21,000 to support cultural programming and $20,000 to support the purchase of nonfiction items.
Actual DL THOMSON TRUST = $ 32,025.00 ($8,975.00 less than originally budgeted.)

37110 REGULAR INTEREST ($10,000) The Library receives revenue from interest generated on the Library 2221 Fund account. Increased interest rates greatly increased the regular interest revenue for FY2024. The estimated revenue is derived from past income trends.
Actual REGULAR INTEREST = $ 9,685.14 ($314.86 less than originally budgeted.)

EXPENSES:
41110 PERSONNEL SERVICES ($15,000.00): The Library Foundation was approached by a Family Foundation seeking to support an early literacy project. The Foundation Director submitted a concept paper in March and has been invited to submit a full application. The proposed $30,000 project would fund a part-time staff person to provide early literacy program outreach—providing Story Time and Toddler Time in local daycare centers. **(**We have been in conversation with HR & Fiscal. If the project is funded, there is a plan in place to hire a Library Outreach Specialist for a 12-month temporary position. The project would start in January of 2025 so ½ of the $30,000 funding would be spent in FY2025.)
Actual PERSONNEL SERVICES = $ 0.00 (revenue and expenses moved to 2220 Fund)

421200 COMPUTER ACCESSORIES ($12,000.00): 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. Funding will come from the following sources.

- FOUNDATION APPROVED 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 accessories. (In FY2024, the Foundation funded the replacement of all of the Library's computers for the Public.)
- DIRECT DONATIONS: We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to $2,000 on computer accessories.

Actual COMPUTER ACCESSORIES = $ 22,539.74 ($10,539.74 more than originally budgeted. The foundation funded the upgrading of all staff computers and other computer projects.)

421400 INSTRUCTIONAL & SAFETY SUPPLIES ($24,500): 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 APPROVED PROJECTS ($6,000): We do not yet know what projects the Foundation will fund, but based on past years, we estimate that we could use up to $6,000 for Youth Services programs.

Actual INSTRUCTIONAL & SAFETY SUPPLIES = $ 24,548.17 ($48.17 more than originally budgeted.)

421900 OTHER OFFICE SUPPLIES AND MATERIALS ($17,000): 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. Funding will come from the following sources.

- FOUNDATION APPROVED 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 for other office supplies and materials.
- DIRECT DONATIONS: We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to $2,000 on other office supplies and materials.

Actual OTHER OFFICE SUPPLIES AND MATERIALS = $ 12,269.21 ($4,730.79 less than originally budgeted.)

42390 OTHER REPAIR & MAINTENANCE SUPPLIES ($17,000): Expenses for custodial supplies and repairs are charged to other repair & maintenance supplies. Funding will come from the following sources.

- FOUNDATION APPROVED 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 on other repair and maintenance supplies.
- DIRECT DONATIONS: We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to $2,000 on other repair and maintenance supplies.

Actual OTHER REPAIR & MAINTENANCE SUPPLIES = $ 1,332.97 ($15,667.03 less than originally budgeted.)

43320 BOOKS, SUBSCRIPTIONS, NEWSPAPERS ($139,925.00): The Board approved 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 APPROVED 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 $24,745.00 to support our print materials purchases, $3,000 to fund a yearly subscription to the Chilton AutoRepair Database, $6,000 to fund a yearly subscription to Mango Languages, $15,500 to fund a yearly subscription to LinkedIn Learning. The Foundation has already allocated $15,600 to support the MontanaLibrary2Go Advantage program for FY2025.
- DESIGNATED FUNDS: At their April 2024 meeting the Foundation Board designated funding from several sources to support materials purchases including $20,000 from the Dorothy Lampen Thomson Fund, $300 from the Whitmeyer fund, $650 from the Jones Fund and $2,500 from the John Elmer Smith Fund.
- BOOK-A-THON FUNDS: $45,000 of the Book-A-Thon revenue is budgeted to purchasing materials for youth.

Actual BOOKS, SUBSCRIPTIONS, NEWSPAPERS = $ 137,783.89 ($35,602.11 less than originally budgeted. Some digital resources originally included in 43320 expense estimates were charged to Computer Programming and Professional Services.)

43550 COMPUTER PROGRAMING ($15,000.00): Expenses for software contracts and maintenance agreement expenses are charged to computer programming. Funding will come from the following sources.

- FOUNDATION APPROVED 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 on computer programming.
- DIRECT DONATIONS: We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to $2,000 on computer programming.

Actual COMPUTER PROGRAMING = $2,809.69 ($12,190.31 less than originally budgeted.)

43590 OTHER PROFESSIONAL SERVICES MISC ($903,158): 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: The Library has $117,000 in the 2221 Library Remodel Design Project. The Foundation is committed to funding the $756,158.00 of the rest of the Cushing Terrell Library Remodel Design contract costs.
- FOUNDATION APPROVED 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 $25,000 on other professional services.
- DIRECT DONATIONS: We do not yet know what projects will be funded with funds donated for best use, but based on past years, we estimate that we could use up to $2,000 on other professional services.
- DESIGNATED DONATIONS: We are working on a project to install a memorial bench in the Library park. We estimate that it will cost approximately $7,500

Actual OTHER PROFESSIONAL SERVICES MISC = $ 469,935.41 ($433,222.59 less than originally budgeted. Work on the Remodel Design was slowed in order to provide time for the Foundation to build capacity for the proposed Capital Campaign so a portion of the CT Contract will be paid in FY2026.)

43790 MISC TRAVEL EXPENSES ($5,000.00): Expenses for staff and board travel and training are charged to miscellaneous travel expenses. Funding will come from the following sources.

- TRAINING DESIGNATED DONATIONS: We regularly receive funding from the Davidson Family Foundation for staff/board training. During the years of COVID, we did not spend much on training because conferences and in-person training was not available. We plan on sending at least one staff person to Leadership Great Falls next year and a significant number of staff to the Montana Library Association conference or other training opportunities.

Actual MISC TRAVEL EXPENSES = $ 0.00 ($5,000 less than originally budgeted. The Library used other donated funds for travel and training.)

439450 SPONSORED EVENT—ACTIVITY ($32,600): Expenses for adulting programing are charged to sponsored event-activity. Funding will come from the following sources.

- FOUNDATION APPROVED 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 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: At their April 2024 meeting, the Foundation Board passed a budget allocating $21,000 to support cultural programming
- SPONSORSHIPS & DONATIONS: There are several organizations that provide funding as sponsors of specific Library programs. We expect to continue to use $1,000 in sponsorship funds to support adult programming.

Actual SPONSORED EVENT—ACTIVITY = $ 37,784.20 ($5,284.20 more than originally budgeted. The Community Engagement Coordinator was able to obtain several sponsorships that enabled her to spend more on adult programming.)

49310 CAPITAL OUTLAY ($20,000.00): Expenses for capital improvements are charged to capital outlay. Funding will come from the following sources.

- COUNTY ARPA FUNDING: We have a signed contract with Cascade County for them to support the replacement of the Library's front door. Once the work has been done, we will invoice Cascade County for the expenses incurred. We will start the door project once the Library remodel design is completed.

Actual CAPITAL OUTLAY = $ 0.00 (ARPA Door Project canceled)

Management Team Report: Maintenance
Great Falls Public Library
September 2025

1. STAFFING:

- Custodian II (Full Time). Currently filled by Caitlyn King. She began her employment with the Library in July of 2024 as a Custodian I. On August 3, 2025 she took the position of Custodian II due to John Collins Jr. resigning.

- Custodian I (Full Time). Currently filled by Maribeth Wilcox. She began her employment with the Library in September of 2024 as a Custodian I (Part Time). On August 17, 2025 she took the position of Custodian 1 (Full time) due to Caitlyn accepting the other position.

- Custodian I (Part Time). Currently interviewing for this position. We are hopeful to have a new employee by October of 2025.

2. ESSENTIAL FUNCTIONS:

- Maintenance of Library and Library Grounds.
    - With increased patron usage, we have created a schedule that allows us to meet demands for maintaining cleanliness and functionality of the building. It was created in a way that we are able to hit high traffic areas a couple of times during the day.

- Assists in the day-to-day functioning of the Library.
    - The team has assisted in decorating the bookmobile and the lobby, staging items for large events such as Shakespeare in the Parks as well as the library Music in the Park events. Youth services has increased their programs this past year and the team has been there for each event to help with set up and tear down.
    - We have in total from January 1, 2025 to August 31, 2025 supported 170 events and anticipate many more as the library staff continue to give to our community.

- Contributes to making the Library environment a welcoming, safe, and inviting place.
    - The team continually adjusts priorities based on feedback from patrons and staff as well as helping out with patron safety when safety staffing was limited to 1 person.

3. FISCAL YEAR 2026: (as of August 31, 2025)

- 42390 Other Repairs & Maintenance Supplies **FY2025 Budget: $12,000**

- 43620 Building Repairs & Maintenance **FY2025 Budget: $6,500**

4. CHALLENGES AND WAY AHEAD:

- The team has tried various methods of cleaning/maintenance routines to help ensure that we are completing all necessary duties as well as managing ground maintenance efforts with the current equipment that we have. Changes in staff and managing the last year of life for our equipment has been our biggest challenges.
- The team is confident with our routines and collaboration efforts. We look forward to helping the library staff and patrons feel comfortable and supported in their day to day efforts.

Director's Report
Great Falls Public Library
AUGUST 2025

1. **LENDING KEY SOLUTION:** We are now LIVE with LendingKey!

2. **BOOK JOBBER VENDOR QUOTES RECEIVED:** We have received quotes from vendors. After review of the quotes, we scheduled demonstrations from the top two candidates and will be choosing our top vendor soon.

3. **SELF-HELP LAW CLINIC UPDATE:** The Self-Help Law Clinic was closed for a few weeks due to loss of funding for Federal volunteers and staffing health issues. They were able to hire an AmeriCorps VISTA and re-opened the second week of September. In my latest conversation with the program manager, she indicated that they would renew their lease for another year.

4. **SUMMER READING 2025:** Summer Reading 2025 was a big success. Please see the statistical snapshot below.
   - # of People Registered for Summer Reading 2025 Reading Challenge **(Adult)**: **230**
   - # of People Completed the Summer Reading 2025 Reading Challenge **(Adult)**: : **100**
   - # of Summer Reading 2025 Programs (**General Interest)**: **28**
   - # of people attending Summer Reading 2025 Programs (**General Interest)**: **2,599**

   - # of Loot Boxes distributed (**Teen)**: **124** (12% increase from 2024)
   - # of prizes redeemed **(Juvenile & Teen): 1,370** (12% increase from 2024)
   - # of Minutes read **(Juvenile & Teen): 401,530** (27% increase from 2024)
   - # of Summer Reading Programs **(Juvenile & Teen): 107**
   - # of people attending Summer Reading 2025 Programs **(Juvenile & Teen): 6,087**

5. **ASTRONET PROGRAM:** Kudos to Katherine Altizer for a successful application to participate in the ASTRONET program. *YouthAstroNet,*a **FREE** Smithsonian program that empowers youth (in grades 5-9) to explore the universe using remotely controlled robotic telescopes and easy-to-use image-processing software tools to enhance their own (and NASA's) astronomical images. The program will be incorporated into the Library's STEAM Club. A fact sheet about the program is included in your packet.

6. **ANNUAL REPORT TO THE CITY COMMISSION:** Last year, we created a print FY2024 Annual Report which was used as the basis for the Library Board of Trustee's annual report to the City Commission. I believe that Library Staff can prepare a print FY2025 Annual Report which can be used in the same manner. I'd like to have a discussion during the meeting about the format of the report and scheduling of the Annual Report to the City Commission.

7. **LIBRARY BOARD OF TRUSTEE MEETING INFORMATION ON CITY MEETING WEBSITE**: At the August meeting, Trustee Johnson raised a question about the video of Library Board of Trustee meetings not appearing on the City of Great Falls meeting website page. I checked all of the Library Board of Trustee meeting listings on the City of Great Falls meeting website and it does not appear that the Library Board of Trustee meeting videos were ever included on the City Website. The written minutes are the official record of the meeting. The video link is available on the Great Falls Public Library website.
   https://greatfallslibrary.org/library-board-of-trustees/past-board-of-trustee-meeting-information/

Great Falls Public Library Foundation Report
September 2025

The Foundation staff are actively preparing for our 37th Annual Book-A-Thon, which raises essential funds for children and youth books, materials, and programming. Bison Video Productions will once again generously create a public service announcement to be aired on local stations. We are deeply grateful for the continued community support that makes the Book-A-Thon such a successful and impactful annual event.

Brianne has been able to meet individually with each City Commissioner, the Mayor, and the Library Board to share our current progress on campaign planning. Following these productive discussions, we are proud to announce that the Executive Committee has made a motion to formally enter the "Quiet Phase" of our campaign. This critical phase will focus on securing early leadership gifts and pursuing grant funding from various institutional, foundation, corporate, and individual sources.

Brianne and Emily will be attending the Montana Nonprofit Association conference in Billings on September 25 and 26. This professional development opportunity will provide valuable insights and networking opportunities that will benefit our ongoing fundraising and organizational development efforts.

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

Cushing Terrell Report
Great Falls Public Library
September 2025

BACKGROUND: The Library Board of Trustees approved the Cushing Terrell Library Remodel Design Contract at their March 2024 Board meeting. The proposed design work is the necessary first step in order to identify renovation priorities and clearly determine costs and fundraising needs for an eventual remodel of the Library for deferred maintenance repairs and capital improvements. The design contract is for a total not to exceed the amount of $873,158.00 and the contract has been fully funded by the Great Falls Public Library Foundation. Also, it is important to reinforce that renovations and improvements will only be possible if, through the leadership of Great Falls Public Library Foundation, our community joins in efforts in support this project in full over the next several years.

CUSHING TERRELL PROFESSIONAL SERVICES:

- **Land Surveying (100% complete):** CT, working with TD&H Engineering, completed a survey of the Library property including the public parking lot, the staff parking lot, the front plaza, the Library Park and the west side of the building.
- **Landscape Design (58 % complete):** CT, working with TD&H, is developing landscape design including preliminary designs of the front plaza, the staff parking lot, the west side of the building and the Library park.
- **Due Diligence/Site Planning (100%):** CT has completed their due diligence and site planning including a full 3-dimensional model of the existing building, both interior and exterior, complete with landscape. The board was provided access to the matterport link, and the CT design team is using it as a basis for their work.
- **Hazardous Materials Inspection and Report (70% complete):** CT has contracted to have the full building undergo environmental testing for asbestos and other hazards.
- **Design Development (92% complete):** CT had a variety of insight meetings with Library staff and stakeholders in order to understand Library needs. Initial designs were reviewed by Library staff and updated multiple times – partly based on insights gained through a recent campaign planning study - to create designs aligned with estimated fundraising potential that enhance staff work flow and patron use of the Library. Staff also did a thorough review of the designs with an eye to Crime Prevention Through Environmental Design.
- **Construction Documents—Structural (65% complete):** The structural construction documents have been started.
- **Construction Documents—Mechanical, Electrical, and Plumbing (36% complete).:** The construction documents related to mechanical, electric and plumbing systems have been started.
- **Construction Documents—Civil (58% complete):** The architectural construction documents (outside of ME&P) have been started..

INITIAL PLANS FOR STRUCTURAL UPGRADES:

- Upgrade the Library staff and public elevators to meet current ADA guidelines.
- Replace the 3rd floor air handler and upgrade the air conditioning system (on the roof)
- Upgrade lighting from florescent to LED
- Update Library stair access to provide access from the basement through the third floor.

INITIAL PLANS FOR SPACE DESIGN UPGRADES:

- Expand Youth Services spaces using the 2nd floor to house the Teen areas and Kids Place including a dedicated space for Youth Services programming.
- Locate the large meeting room on the 1st floor with outside access to improve security and after-hours access.
- Move pick-up window to East Side of building and create dedicated space in circulation staff area for Homebound/Bookmobile staff and for an Automatic Materials Handler.
- Move the Montana Room and Genealogy spaces to the lower level to allow for the safe use of compact shelving.
- Create efficient space on the lower level for AAUW and Friends of the Library Book Sales.
- Increase the number of mid-sized and single study sized meeting rooms.
- Upgrade bathrooms to be ADA accessible. Add bathrooms to provide access on each floor.

Library Board Meeting Date: September 23, 2025

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Actions to formalize collaborative efforts with the City of Great Falls and Great Falls Public Library Foundation
Presented By:	Brianne Laurin, Executive Director Great Falls Public Library Foundation
Actions Requested:	Library Board approve proposed *Statement of Support for Great Falls Public Library Foundation.* Library Board approve proposed *City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement*

Suggested Motions:

1. Trustee moves:
…that the Great Falls Public Library Board of Trustees approve/disapprove the *Statement of Support for Great Falls Public Library Foundation* as presented.

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

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1. Trustee moves:
…that the Great Falls Public Library Board of Trustees approve/disapprove the *City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement* as presented.

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

Recommendation: Staff recommends that the Library Board approve the proposed *Statement of Support for Great Falls Public Library Foundation* and the *Letter of Agreement.*

Background:
In 2022, the Library Board recognized the need for major building and infrastructure updates at the Library. In partnership with the Great Falls Public Library Foundation, the Library Board embarked on an 8+ month process to develop a Master Plan. Working with Rethinking Libraries and MMW Architects, who gathered stakeholder engagement, including robust community input, we now have a 213-page Master Plan that has informed the remodel design that Cushing Terrell is providing.

Further, the Library Board approved a Strategic Plan for 2023 - 2026 that was rooted in the findings of the Master Plan and developed three goals:

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

2. DEVELOP ADEQUATE, SUSTAINABLE FUNDING FOR A THRIVING LIBRARY
3. DEVELOP LIBRARY SERVICES AND STAFFING TO MEET THE NEEDS OF THE COMMUNITY

The Cushing Terrell design work is the necessary first step in identifying renovation priorities and cost structure of an eventual remodel of the Library. The success of the remodel project will only be possible with collaboration between the Library Board, the GFPL Foundation Board, and the City of Great Falls.

Official approval of the *Statement of Support for Great Falls Public Library Foundation* and the *City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement* will clarify the position of the Library Board and allow all parties to take the next steps to raise the necessary funds and make the Library remodel a reality.

Fiscal Impact:

- The Library Remodel design contract has been fully funded by the Great Falls Public Library Foundation.
- Progress and plans for actual renovations and improvements will depend on support from the Library Board, City leadership, and partnership with the GFPL Foundation Board and staff, as well as a growing network of generous community supporters.

Alternatives:

- The Board can decide to approve the *Statement of Support for Great Falls Public Library Foundation* as presented.
- The Board can decide to approve the *Statement of Support for Great Falls Public Library Foundation* with changes.
- The Board can decide to not approve the *Statement of Support for Great Falls Public Library Foundation*.

- The Board can decide to approve the *City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement* as presented.
- The Board can decide to approve the *City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement* with changes.
- The Board can decide to not approve the *City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement*.

Attachments/Exhibits:

- Statement of Support for Great Falls Public Library Foundation
- City of Great Falls, Great Falls Public Library, and Great Falls Public Library Foundation Letter of Agreement

Great Falls Public Library Board of Trustees
Statement of Support for Great Falls Public Library Foundation

The Library Board of Trustees of the Great Falls Public Library affirms its commitment to the long-term vitality, accessibility, and excellence of our public library. As stated in the Library's 2023-2026 Strategic Plan, the Board recognizes the evolving needs of our community and the critical importance of providing an updated, safe, and inspiring space for learning, connection, and growth. The Library Board issues the following statement of support:

1. **Support for Library Renovation and Improvement**
   The Library Board formally recognizes and supports the need, intention, and efforts to renovate and improve the Great Falls Public Library. We believe these improvements are essential to ensure that the Library continues to serve as a welcoming, functional, and future-ready resource for all members of our community.

2. **Support for the Great Falls Public Library Foundation's Campaign**
   The Library Board authorizes and supports the Great Falls Public Library Foundation and its Board to plan, prepare for, and initiate the major philanthropic campaign required to fund these critical renovations and improvements. We commend the Foundation's leadership and dedication to securing private and community-based support for this transformative initiative.

We express our deep appreciation to the Great Falls Public Library Foundation for its continued advocacy and support. We look forward to working in close partnership throughout this exciting new chapter for the Library and the community it serves.

LETTER OF AGREEMENT

This Letter of Agreement (the "Agreement") confirms the understanding between the parties and sets forth the terms and conditions of a contribution by the Great Falls Public Library Foundation ("Foundation") to the City of Great Falls ("City") for the benefit of the Great Falls Public Library ("Library") regarding building systems upgrades and a comprehensive library remodel project.

1. PARTIES TO THE AGREEMENT AND NOTICES

For Great Falls Public Library:

Contact: Anne Bulger, Chair, Library Board of Trustees
Address: 301 2nd Ave N, Great Falls, MT 59401

For Great Falls Public Library Foundation:

Contact: Brianne Laurin, Executive Director
Address: PO Box 742, Great Falls, MT 59403

For City of Great Falls:

Contact: Cory Reeves, Mayor
Address: 2 Park Dr S, Great Falls, MT 59401

2. BACKGROUND

On April 18, 2024, the City of Great Falls Commission approved a contract with Cushing Terrell Architects (“CT”) for Architectural Design Services for a Library remodel design. A Letter of Agreement was signed on June 4, 2024 between the Parties outlining the Foundation's fiscal responsibility to fund the Design Services.

CT’s Architectural Design is nearing completion and the Foundation is now poised to launch a multi-year fundraising campaign to allow for eventual remodel of the Library.

3. PROJECT OVERVIEW

The parties hereby acknowledge that the Library, the City, and the Foundation are jointly pursuing a comprehensive renovation and systems upgrade of the existing Great Falls Public Library facility. This project is designed to align with the Library's Strategic Plan and ensure operational sustainability and community service excellence into the future.

The project shall be executed in three distinct phases as follows:

Phase 1 - Capital Campaign Initiation: The Foundation shall formally establish a comprehensive fundraising campaign and shall commence the "Quiet Phase" to secure early leadership gifts and pursue grant funding from various institutional, foundation, corporate, and individual sources.

Phase 2 - Public Campaign Launch: A public launch of the capital campaign, currently projected for Fall 2027, wherein broad community engagement and participation shall be of paramount importance to the project's success.

Phase 3 - Construction Implementation: The Library and the City shall collaborate in conducting a formal Request for Proposal (RFP) process to select and contract with a qualified general contractor to execute the construction phase of the project. Construction will commence on the completion of the Foundation campaign, when all pledges are expected to have been confirmed.

4. RESPONSIBILITIES AND EXPECTATIONS OF EACH PARTY

4.1 Great Falls Public Library Foundation

The Foundation hereby acknowledges that it has undertaken the necessary preliminary steps to launch the quiet phase of a comprehensive multi-channel fundraising campaign and commits to pursue an initial fundraising target of Thirteen Million Dollars ($13,000,000) in support of the library remodel project.

4.2 Great Falls Public Library Board of Trustees

The Library Board hereby expresses its full support for the Foundation's fundraising efforts and formally recognizes the critical need for facility remodel and building systems upgrades to adequately serve the community's evolving informational and educational needs. The Library Board further commits to allocate funds held in the reserve account for the air handler replacement to that portion of the Library remodel.

4.3 City of Great Falls

The City hereby expresses its full support for the Foundation's fundraising efforts and formally recognizes the critical need for facility remodel and building systems upgrades. The City further acknowledges and agrees to the following material conditions:

a) The City shall not request taxpayer funding for this project through any mechanism, including but not limited to municipal bonds, special assessments, or voter-approved levies;

b) The City shall not initiate contract negotiations for construction services until such time as all required funding for the remodel project has been committed through the Foundation's fundraising efforts.

5. GENERAL PROVISIONS

5.1 Effective Date

This Agreement shall be effective upon execution by all parties.

5.2 Amendments

This Agreement may only be amended in writing with the consent of all parties.

5.3 Governing Law

This Agreement shall be governed by the laws of the State of Montana.

5.4 Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements relating to the subject matter hereof.

SIGNATURES

Great Falls Public Library Foundation

By: _____ Date: _____
Brianne Laurin, Executive Director

Great Falls Public Library Board of Trustees

By: _____ Date: _____
Anne Bulger, Chair

City of Great Falls

By: _____ Date: _____
Cory Reeves, Mayor

Director's Itinerary: August 2025

Fri.	August	1	Meeting with Outside Counsel 10:00 am Communication Meeting 1:00 pm Reference Desk 2:00 pm Staff monthly goals meeting 3:00 pm
Sat.	August	2	Reference Desk 11:00 am Circulation Desk 4:00 pm - 6:00 pm
Mon.	August	4	Final Timesheet Approval 1:00 pm Cascade County Mental Health Local Advisory Council 1:30 pm
Tues.	August	5	Downtown Safety Alliance 10:00 am 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.	August	6	Management Team Meeting 11:00 am HR training (Leaving But Not Retiring) 12:00 pm Communication Meeting 1:00 pm Courier Update Meeting 2:00 pm Lego Club (observation) 3:00
Fri.	August	8	Individual Training: Employee Associates 9:00 am – 4:00 pm Shakespeare in the Parks 6:00 pm
Sat.	August	9	Circulation Desk 4:00 pm – 5:00 pm Shakespeare in the Parks 6:00 pm
Mon.	August	11	HR Consultation Meeting 10:30 am
Tues.	August	12	Department Head Meeting 10:00 am Early Childhood Educator Conference Planning meeting 1:30 pm Communication Meeting 3:00 pm LendingKey Planning Meeting 4:00 pm
Weds.	August	13	Continuum of Care Meeting 9:00 am Summer Art and Science Clean-up 12:00 pm Lego Club (lead) 3:00pm – 4:00 pm
Thurs.	August	14	Staff monthly goals meeting 10:00 am Great Falls Public Schools Collaboration meeting 1:00 pm – 3:00 pm LendingKey Implementation Meeting 4:00 pm
Fri.	August	15	Internal Staff Hiring Interview 1:00 pm Circulation Desk 10:00 am – 11:00 am; 12:00 pm – 1:00 pm; 2:00 pm – 3:00 pm; 5:00 pm – 6:00 pm Check Library property to enforce no trespassing hours 10:40 pm
Sat.	August	16	Youth Services End of Summer Party 11:00 am Summer Reading After Party 6:30 pm Check Library property to enforce no trespassing hours 10:10 pm
Mon.	August	18	Final Timesheet Approval 3:00 pm
Tues.	August	19	City Manager Check-in 10:00 am Foundation Planning Session 12:00 pm – 3:00 pm Cushing Terrell Presentation Run-through 4:00 pm – 5:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	August	20	HR Meeting 8:30 am

			Custodial quarterly Checkin 10:00 am
			LendingKey Implementation Meeting 11:00 am
			Staff End of Summer Picnic 12:00 pm
			Staff monthly goals meeting 2:00 pm
			Communication Meeting 3:00 pm
			Check Library property to enforce no trespassing hours 10:10 pm
Thurs.	August	21	Cushing Terrell Network and Facilities Meeting 10:00 am
			Staff monthly goals meeting 4:00 pm
Fri.	August	22	Onboarding Meeting Safety Specialist 12:00 pm
			HR Disciplinary Meeting 2:00 pm
Sat.	August	23	Staff monthly goals meeting 9:30 am
			Staff monthly goals meeting 11:00 am
			Reference desk 5:00 pm – 6:00 pm
Mon.	August	25	KP Desk 12:00 pm – 1:00 pm
Tues.	August	26	Department Head Meeting 10:00 am
			Rotary Meeting 12:00 pm
			Foundation Director Meeting 1:30 pm
			Individual staff meeting 3:00 pm
			Library Board Meeting 4:30 pm
Weds.	August	27	Management Team Meeting 11:00 am
			Communication Meeting 3:00 pm
			Overdrive Advantage Plus Meeting 1:30 pm
			Communication Meeting 3:00 pm
Thurs.	August	28	Staff monthly goals meeting 1:00 pm
Sat.	August	30	Technical Services Procedures meeting 9:00 am
			KP Desk 12:00 pm – 1:00 pm

Next Library Board Meeting is October 28, 2025 4:30 pm

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Great Falls Public Library October Events

Art in the Library from Ashleigh McCann

When: Throughout October
Where: First floor display area
What: Oil paintings from Ashleigh. A native of Great Falls, McCann's work has been shown at Paris Gibson Square Museum of Art, the Dahl Gallery, the O.C. Seltzer Gallery, & at the Great Falls Public Library.

Armchair Traveler Series talk with Erica LaTray and her travels in Albania

When: Thursday, October 2, 6:30 to 7:30 pm
Where: Cordingley Room
What: The Armchair Traveler Series is back! Join us in the Cordingley Room as we travel to an exciting land with Erica LaTray! Erica and her 21-year-old son went on a journey to Albania in the summer of 2024. Erica will showcase some pictures showing the stark changes in the country from a harsh form of communism under Hoxha to a free society with tons of budding entrepreneurs and new development. She will share the different regions they visited, from the Tirana city life to the "Albanian Riviera" on the Mediterranean, and its close proximity to Corfum Greecem as well as Gjirokastër and the ancient Butrint, and lots of photos of the food!

Memory Café for October: Make Fall Crafts!

When: Tuesday, October 7, from 12:30 to 2 pm
Where: Cordingley Room
What: Join us to have some fun with fall-based crafts and activities. 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.

Great Falls Public Library October Events

Author Talk with Catharine Moser on her book *When Montana Outraced the East: The Reign of Western Thoroughbreds*

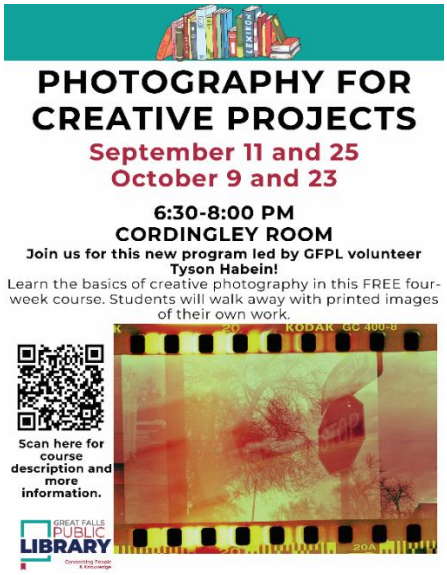
When: Tuesday, October 7 from 6:30 to 7:30 pm
Where: Cordingley Room
What: Montana author Catharine Moser talks about her new book about her love of Thoroughbred horses from the memorable races mostly in Eastern Montana. Moser, a freelance writer, explores the Gilded-Age Montana, and the lives of three former frontiersmen, Noah Armstrong, Samuel Larabie, and Marcus Daly, who turned from speculation in minerals to speculation in Thoroughbred horses. For a brief period, 1886 to 1900, their Thoroughbreds notched one famed race after another, even setting new track records, on the hallowed grounds of eastern racetracks.

Four weeks of FREE lessons on basics of creative photography taught by GFPL volunteer Tyson Habein

When: Thursdays, October 9 and 23 from 6:30 to 8 pm
Where: Cordingley Room
What: Learn the basics of creative photography in this FREE four-week course. Students who attend at minimum two classes will walk away with two printed images of their own work. Students must use their own camera for this course. Weekly assignments will be given out so students can practice in between classes. **No registration required.**

October 9 -- ***Principles of Abstraction and Grit***
Explore what abstraction is, why gritty images work, and what a grain surface texture is.

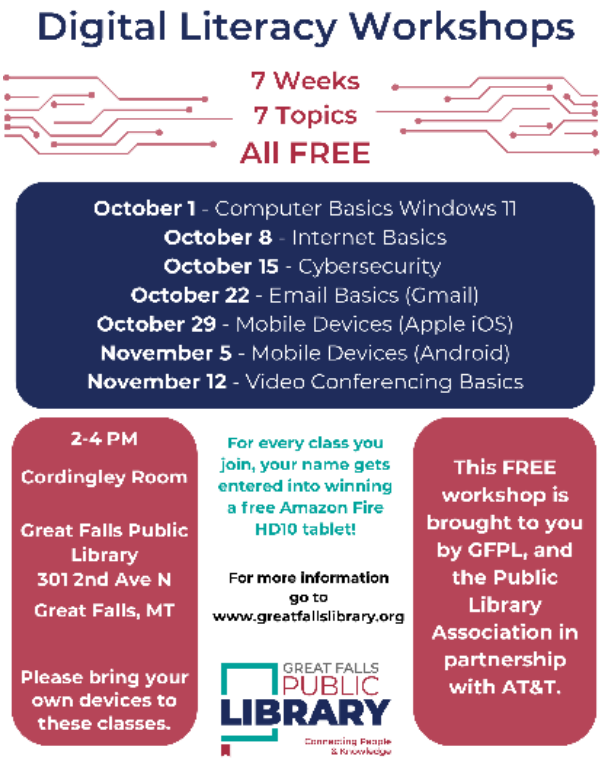
October 23 – ***Getting What You Want With Your Photos***
Explore the ideas and concepts of what you really want to achieve with your work. Intent vs end result, artists' view vs. viewers' need, etc.



Great Falls Public Library October Events

Free Digital Literacy Workshops

When: Wednesdays in October, 2 to 4 pm
Where: Cordingley Room
What: The Library will provide a FREE Digital Literacy course, instructed by technology expert Chris DiSalvatore from the Great Falls College-MSU. You are not required to attend each course, but it is strongly recommended that you bring your own device. The Library does have several laptops for those who do not have one. You are required to bring your own mobile device for those courses. No registration required. **For every class you join, your name gets entered into winning a free Amazon Fire tablet!**



October 1 – *Computer Basics (Windows 11)*

If you know a bit about using a mouse and keyboard but don't know your way around using a computer just yet, this is the class for you. Learn how to use a PC (Personal Computer) with the Windows 11 Operating System.

October 8 – *Internet Basics*

In this workshop you will be introduced, as newly connected users, to basic terminology, functionality, and navigation of internet browsers, search engines and websites.

October 15 – *Cybersecurity*

Cybersecurity: Learn how to be safer online with accounts/passwords, and an overview of frauds/scams.

October 22 – *Email Basics (Gmail)*

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

October 29 – *Mobile Devices (Apple products)*

This workshop is for those who have a new iOS (Apple) mobile device, or are considering getting one, and want to learn more about the basic functions. It will support attendees to get connected, identify common apps, and build confidence in using their device safely. Please bring your own devices.

Great Falls Public Library October Events

Community Integrated Healthcare

When: Friday, October 10 and 24 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.

Indigenous Peoples' Day Soup and Story

When: Sunday, October 12 from 1 to 6 pm
Where: Cordingley Room
What: As a part of the Indigenous Peoples Day weekend, the Library is excited to host Soup and Story. Join us at any time throughout the day to hear traditional stories from local tribal members, create your own stories with story rocks, and share a meal with us. Stories will happen every hour starting at 1:30 PM. Weather permitting, there will be indigenous games outside in the Library Park, and potentially a tipi as well! This program was put together by the Indigenous Peoples Day Great Falls committee, and members of our community

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Alluvion Health Information Table

When: Monday, October 13, and 27 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.

Great Falls Public Library October Events

Greater Good Health Informational Table

When: Tuesday, October 14, and 28 from 2 to 4 pm
Where: First Floor Display Area
What: Greater Good Health representatives will be at the Library providing information on the services they provide.

Scottish Witch Hunts Historical Presentation with Leigh Larson

When: Wednesday, October 15 from 5 to 6 pm
Where: Cordingley Room
What: Join Leigh Larson for a night exploring the famed Scottish Witch Hunts of the 1500s-1700s!
These hunts were violent, tragic, and politically-motivated. At least 6,000 women were brutally tortured and/or killed by the hands of religious extremists during a time of civic distrust, paranoid royal leadership, and economic hardships.
This witch hunt presentation will cover royal rivalries, religion as a political institution in a competing free market of believers, and the stories of those scapegoated during a time of national upheaval. Though Scotland was not the only European country to implement witch hunts, Scotland's hunts accused and killed significantly more women per capita than that of its contemporaries.
Learn about the historical context of the Scottish Witch Hunts, the stories of those hunted, the motivations and methods carried out to achieve the hunter's goals, and the impact that leaves on our society today. Wear your witch costume! Prizes for groups and individuals.
Please note: there is discussion of physical and sexual torture, and may not be suitable for all audiences.

Board Game Night at the Great Falls Public Library for October

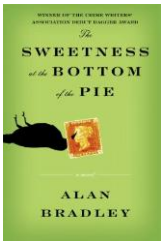
When: Sunday, October 26 from 3 to 5:30 pm
Where: Cordingley Room
What: This month, we will be playing Medium and Mysterium.

A staff member will be on hand to go over the rules and how to play the games for people who have not played them before. Sponsored by Let's Play Games..

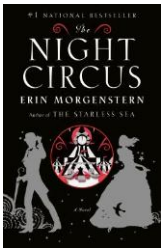
Great Falls Public Library October Events

October Book Clubs

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



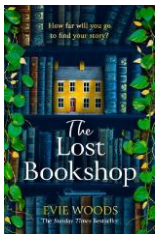
Open Books with Penny, 1st Thursday
When: Thursday, October 2, 7 to 8pm
Where: 3rd floor Montana Room
What: Book club discussion of ***The Sweetness at the Bottom of the Pie*** by Alan Bradley



City Employee Book Club (Open to City of Great Falls employees) 2nd Monday
When: Monday, October 13, Noon to 1 pm
Where: Small Meeting Room
What: Book club discussion of ***The Night Circus*** by Erin Morgenstern

Book Sleuths With Kalena, 2nd Tuesday
When: Tuesday, October 14, 4:30 to 5:30 pm
Where: Small Meeting Room
What: Book Sleuths with Kalena will not be reading specific books. Kalena will lead the group in how to do book journals, and folks can create their own.

The Very Arbitrary Book Club, 3rd Thursday
When: Thursday, October 16, 2 to 3 pm
Where: Small Meeting Room
What: Book club discussion of ***The Haunting of Hill House*** by Shirley Jackson



Page Forward Thursday With Susie, 4th Thursday
When: Thursday, October 23, 7 to 8 pm
Where: 3rd floor Montana Room
What: Book club discussion of ***The Lost Bookshop*** by Evie Woods

Silent Book Club at Luna Coffee
When: Saturday, October 18, 10 am to noon
Where: Luna Coffee Bar, 9 5th St S.
What: Chat with others about your book, read a book, relax or write.

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Great Falls Public Library October Events

YOUTH SERVICES EVENTS

Preschool Storytime – Ocean Animals

Audience: Kids 3 to 5 years old and their families/caregivers
When: Wednesday mornings, 10:30 to 11:30 am
October 1, 8, 15, and 29
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, movements, and a great story. October's Storytime theme is **Ocean Animals**.
Questions? Please contact Youth Services Staff: (406) 453-0349, ext. 215, kaltizer@greatfallslibrary.org

Elementary Lego Club

Audience: Kids 5 to 12 years and their families and caregivers
When: Wednesdays afternoons, 3 to 4pm
October 1, 8, 15, 22 and 29
Where: Kids' Place (1st floor)
What: Come join the fun at Lego Club!
Please leave your Legos at home! We have plenty for everyone and we don't want yours to get lost.
All Library events are free and open to the public. Groups are welcome! Questions? Please contact Youth Services staff: (406) 453-0349, ext. 215, cmillsap@greatfallslibrary.org

Books & Babies

Audience: Babies birth to 1.5 years and families and/caregivers
When: Thursday mornings, 10:30 to 11:30 am
October 2, 9, 16, 23 and 30
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. Questions? Please contact Youth Services Staff: (406) 453-0349, ext. 215, cmillsap@greatfallslibrary.org

Great Falls Public Library October Events

STEAM Club

Audience: Kids 8 to 12 years
When: 3:45 to 4:45 pm, October 2
Where: Cordingley Room (basement)
What: Join us for hands-on projects to practice your science, technology, engineering, art, and math skills. We will be reviewing **Printmaking.**
All events are free and open to the public. Groups are welcome!
Please contact Youth Services Staff: (406) 453-0349, ext. 215
kaltizer@greatfallslibrary.org

Toddler Time

Audience: Toddlers 1 1/2 to 3 years and their families and caregivers
When: Friday mornings, 10:30 to 11:15 am
October 3, 10, 17, 24 and 31
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.
Questions? Please contact Youth Services staff:
(406) 453-0349, ext. 215, xlee@greatfallslibrary.org

Youth Chess Club

Audience: Kids and teens 8 to 18 years old
When: Friday afternoons, 3:45 to 5pm
October 3, 10, 17 and 24
(There will be no Youth Chess Club on October 31. Please join us on for Trick-or-Treating on Central Ave from 3-5pm.)
Where: Cordingley Room (basement)
What: All experience levels are welcome! Snacks will be provided.
All Library events are free and open to the public.
Groups are welcome! Questions? Please contact Youth Services staff:
(406) 453-0349, ext. 215, xlee@greatfallslibrary.org

Great Falls Public Library October Events

Family Storytime – Squirrels and Trees

Audience: Kids birth to 8 years and their families and caregivers
When: Saturdays mornings, 11am to noon
October 4, 11, 18
Where: Cordingley Room (basement)
What: Family Storytime is back! *The family that reads together grows together!* Babies, kids and their families/caregivers are invited to learn and play at this fun, interactive event. We will build language and literacy skills with songs, music and a great story. October's theme is **Squirrels and Trees**.
Questions? Please contact Youth Services Staff: (406) 453-0349, ext. 215, cmillsap@greatfallslibrary.org

Teen Tabletop Gaming - Fall Campaign

Audience: Teens 12 to 18 years old
When: Saturdays, 3 to 5:30 pm
October 4, 18 and 25
(No meeting October 11)
Where: Cordingley Room (basement)
What: The Teen Tabletop Gaming Fall Campaign will meet on Saturdays, from 3pm to 5:30 for 8 total sessions of roleplaying action! Participate in Dungeons & Dragons, Kids on Bikes, Pathfinder, and other Tabletop Roleplaying Games!
These cooperative storytelling games excel at developing social, creative and problem-solving skills, as well as practical math.
A snack will be provided, and ASL interpretation is available upon request. **Space is limited!** To sign up, or for more information, contact Youth Services Staff: xlee@greatfallslibrary.org, (406) 453-0349, ext. 215

Great Falls Public Library October Events

Teen Lego Club

Audience: Teens 12 to 18 years old
When: Monday afternoons, 3:45 - 5pm
October 6, 20 and 27
(No event October 13)
Where: Cordingley Room (basement)
What: Show off your Lego master-building skills for each week's Build Challenge, and learn new techniques to level up your creations!
Please leave your Legos at home! We have plenty for everyone, and we don't want yours to get lost.
All Library events are free and open to the public.
Groups are welcome! Questions? Please contact Youth Services Staff: (406) 453-0349, ext 215, xlee@greatfallslibrary.org

Bookworms Storytime – (Not So) Scary Monsters

Audience: Kids 3 to 5 years and their families/caregivers
When: Tuesday mornings, 10:30 to 11:30 am
October 7, 14, and 28
Where: Cordingley Room (basement)
What: Kids 3-5 years and their families are invited to join us in the Cordingley Room (basement) to build early literacy skills with songs, movements, and a great story.
October's theme is **(Not So) Scary Monsters** and will feature preschool-friendly monster books plus monster songs and dancing!
Questions? Please contact Youth Services Staff: (406) 453-0349, ext. 212, rmcfadden@greatfallslibrary.org

Snacks and Stories – *The Lion, the Witch, and the Wardrobe*

Audience: Kids 5 to 12 years and their families/caregivers
When: Tuesdays afternoons, 3:45 - 5:00
October 7, 14, 21, 28
Where: Cordingley Room (basement)
What: Enjoy snacks and listen to library staff read C.S. Lewis's fantasy classic, *The Lion, the Witch, and the Wardrobe.* Kids are welcome to bring a blanket to get comfy while listening to the story.
Questions? Please contact Youth Services Staff: (406) 453-0349, ext. 215, kaltizer@greatfallslibrary.org

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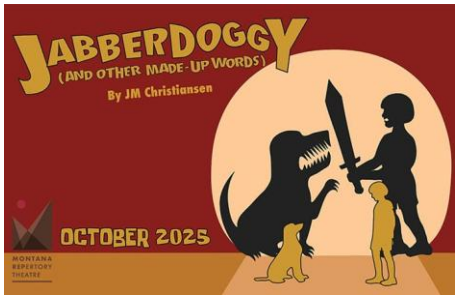
Great Falls Public Library October Events

Craft Club

Audience: Kids 5 to 12 years and their families/caregivers
When: Thursdays afternoons, 3:45 to 4:45 pm
October 9, 23 and 30
Where: Cordingley Room (basement)
What: Get creative with craft projects at the library!
October 9 - 3D pumpkin picture
October 23 - Watercolor resist spiderweb painting
October 30 - *The Little Ghost Who was a Quilt* craft
Questions? Please contact Youth Services Staff: (406) 453-0349, ext. 215, kaltizer@greatfallslibrary.org



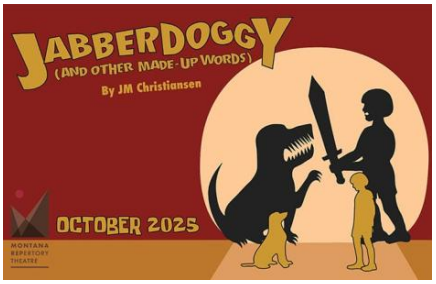
The JabberDoggy Stage Combat Workshop with Montana Repertory Theatre

Audience: Hands-on participation for kids and teens 10 to 18 years (Community members of all ages are invited to watch the workshop.)
When: Thursday, October 16, 4 to 5pm
Where: Cordingley Room (basement)
What: In this free drama workshop facilitated by professional actors from the Montana Repertory Theatre, kids and teens will explore the art of safely choreographed conflict while delving into deeper themes of emotional resilience and connection.
No tickets are required. Participation in the workshop is first come, first served. *Groups are welcome!* Please contact Youth Services Staff for more information:(406) 453-0349, ext. 212, rmcfadden@greatfallslibrary.org

Great Falls Public Library October Events

The JabberDoggy (and Other Made-up Words)-A free play for all ages by Montana Repertory Theatre

Audience: Community members of all ages
When: Thursday, October 16, 6 to 7pm
Where: Cordingley Room (basement)
What: This free play for kids, teens, and adults is inspired by Lewis Carroll's *Alice in Wonderland* and adapted by JM Christiansen.



When AJ is cast as the fearsome Jabberwock, memorizing the famous poem awakens long-buried memories full of teeth, claws, and everything in between. As AJ prepares for opening night, an old hardship and an unlikely friendship collide – leaving AJ wondering if fear has been telling the wrong story.
No tickets are required. Seating is first come, first served. *Groups are welcome!* Please contact Youth Services Staff for more information: (406) 453-0349, ext. 212 rmcfadden@greatfallslibrary.org
This performance of *The JabberDoggy*, as well as performances at East Middle School and North Middle School, are made possible by the Great Falls Public Library Foundation. *Thank you!*

Bats - Montana Wildlife Storytime

Audience: Kids birth to 12 years and their families and caregivers
When: Saturday, October 18, 11am to noon
Where: Cordingley Room (basement)
What: This special Bat Week event will feature real anatomical specimens from one of the amazing Wildlife Trunks from Montana Fish, Wildlife, and Parks. Kids will love this safe, hands-on opportunity to learn about Montana's bats.
Groups are welcome! Please contact Youth Services Staff: (406) 453-0349, ext.215, cmillsap@greatfallslibrary.org

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Great Falls Public Library October Events

Halloween Party and 4th Annual Costume Contest

Audience: Kids and teens 3 to 18 years and their families and caregivers
When: Saturday, October 25, 10 to 11:30 am
Where: Cordingley Room (basement)
What: Celebrate the season with crafts and games!
Kids and teens 3 to 18 years old are invited to participate in our **4th Annual Create Your Own Costume Contest**. Make your own costume with the supplies we provide. **Please leave store-bought costumes at home!** *To keep the contest fair to all, only costumes you make yourself using Library-provided supplies will be included in the contest.* Winners will be chosen by applause at 11:00 and will **win a free gift card** from Walmart to add finishing touches to their costume! Must be present to win. Other activities will include **musical chairs** and **coloring**. All Library events are free and open to the public.
Groups are welcome! Please contact Youth Services Staff: (406) 453-0349, ext. 212, rmcfadden@greatfallslibrary.org

Downtown Great Falls Association's Safe Trick or Treat

Audience: Kids, teens, and their families and caregivers
When: Friday, October 31, 3 to 5pm
Where: Central Ave in downtown Great Falls
What: The Great Falls Public Library is delighted to participate in the Downtown Association's annual Trick or Treat tradition! Get dressed up and visit the Library's table and local merchants to collect some sweet treats! As always, this event is free and open to the public.

PATRON COMPLIMENTS AUGUST - SEPTEMBER 2025

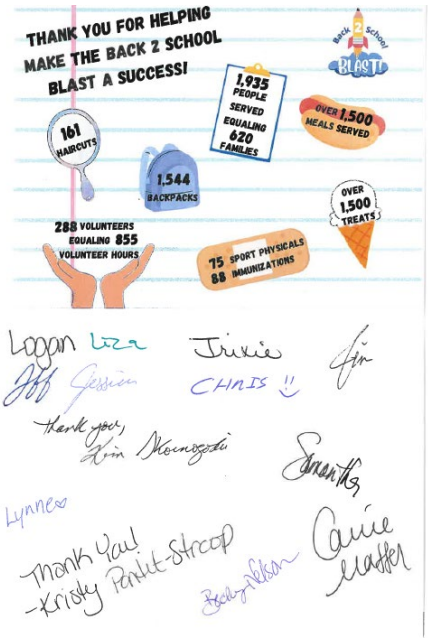
8/9/2025 – A patron approached the reference desk, looking for authors similar to the one who had written a book she really enjoyed. The staff member found some books by authors the staff member had enjoyed, & some similar to the author the patron enjoyed. The patron was very appreciative, thanked the staff member for her time, & mentioned how much she loved the library.

8/12/2025 – A patron, who had not visited the library for a long time, came in to look for a book. She didn't know about the OPAC computers, so a staff member taught her how to use them. They searched for books, & found one at a partner library. The staff member taught the patron how to place a hold on a book, which the patron was able to do. The patron left very happy. 😊

8/16/2025 – At the end of the Summer Reading Program Party, 5 patrons/families came up to a staff member, telling her how great the summer programs were, & that the kids really enjoyed them. The patrons went on to say that they thought the programs were wonderful, & that they had never been to a library with so many great programs. They said that the library did a great job. 😊

8/21/2025 – CASA came to the circulation desk to thank the library for the use of the meeting rooms, & to say that one of the staff members was awesome & helpful.

8/28/2025 – A patron's grandmother was talking to a KP staff member at the end of Books & Babies. She said that she had been a teacher for 25 years, & she was highly complimentary about how much her granddaughter had learned since attending the program. She said that her granddaughter had progressed to participating in all activities, she lit up when the library was mentioned, & sat still during storytime. The child's grandmother & parents were happy with her progress.



YouthAstroNet

*YouthAstroNet,*a **FREE** Smithsonian program that empowers youth (in grades 5-9) to explore the universe using remotely controlled robotic telescopes and easy-to-use image-processing software tools to enhance their own (and NASA's) astronomical images. Learners discover that there are many ways to be a science person, by exploring the profiles of diverse STEM professionals, asking questions, and participating in simple hands-on activities to connect the science and stories of the night sky to everyday life. The program is run by educators and researchers from the Smithsonian Institution and Harvard University at the Center for Astrophysics. Facilitators who participate in the project also contribute to research on STEM learning by having their youth program participants complete pre and post surveys and will receive $500 for this participation.

Benefits to the Library:

- Innovative programming for youth as part of our weekly STEAM Club for Kids
- Free online training for staff (4-6 hours)
- Support from a national community of educators
- Access to a suite of NGSS-aligned STEAM activities and resources
- $500 Stipend at the end of the program

Library Responsibilities:

- Staff training and preparation including participating in 4-6 hours of Professional Development to learn about the project and receive training on YouthAstroNet and its curriculum resources.
- Implement the project for a minimum of 8 students, preferably 10 or more, including the following activities:
    - Distribute and collect student and parent notification and opt-out/consent forms.
    - Identify and keep a record of an appropriate set of unique "code numbers" that can be used to label each student's work throughout the unit.
    - Facilitate administration of an anonymous pre-assessment to at least one group of students at the beginning of the YouthAstroNet program.
    - Implement an 8-10 hour YouthAstroNet program with this group of students.
    - Facilitate administration of an anonymous post-assessment to these same students at the end of the program.
- Staff completion of online surveys before the professional development, after the professional development, and after program implementation
- Provide access to internet-connected computers during classroom implementation (at least one for every 2 students).

For more information see the Youth Astronet Website https://youthastronet.sites.cfa.harvard.edu/