

**Director's Report**  
**Great Falls Public Library**  
December 2023

1. **MONTHLY MANAGEMENT TEAM UPDATE—PROGRAMMING REPORT:** Sarah Cawley has prepared a report on her work with programming and building community relationships. She will provide an overview of her work and answer any Board questions.
2. **MILL LEVY IMPLEMENTATION:** We hope to receive information about our 1<sup>st</sup> Levy Property Tax Revenue by December 15<sup>th</sup>. I have a meeting with City Manager Doyen and Finance Director Melissa Kinzler in the morning of Wednesday December 20<sup>th</sup>. I will have a report on the tax revenue, the hiring plan and the spending plan for the rest of FY2024. We will need to plan our spending so that we have at least 55% of our operational budget in the Library Fund at the start of FY2025. I've included three organizational charts in your packet—June 2023, Current, and proposed for Spring 2023. As requested, I've also included proposed SMART objectives for the Library Levy Implementation.
3. **CREDIT CARD PAYMENTS:** We have found a standalone terminal that will work with our computer systems and meet the needs of the Finance Department. Our next step is to program the automatic 3% fee. Once staff have been trained, we will start taking credit and debit cards.
4. **INCIDENT REPORT SUMMARY:** As requested several months ago, I have provided a summary of the last three months of Incident Reports. We can discuss the summary at the meeting.
5. **FOUNDATION APPROVED PROJECTS:** A draft of the January 2023 Foundation Approved Projects request is in your packet. We can discuss the requests at the meeting.
6. **REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES FOR THE EXTERIOR AND INTERIOR REMODELING OF THE GREAT FALLS PUBLIC LIBRARY:** The Library received three proposals to provide architectural/engineering services for the design of the Library Remodel. The Design RFP Review Committee had their kickoff meeting on Tuesday December 5<sup>th</sup>. They will each individually score the three proposals according to defined criteria and then meet as a group to finalize the scoring on Friday December 15<sup>th</sup>. If needed, the committee will interview the company representatives in early January. We will provide further information as the process continues.
7. **HATE HAS NO HOME HERE:** As you are all aware, the Library has found hate propaganda in several Library Books. We appreciate the support of the YWCA and other community partners in developing our response. The news coverage and the participation in the City Commission meeting was very positive. We have printed multiple copies of the "Hate Has No Home Here" flyer using funds donated specifically for the printing. We have a table providing information on the campaign and free flyers on the first floor by the elevator. Overall, the community has been very supportive. We hope that more coordinated community efforts can end the spread of these hateful messages in Great Falls.
8. **BEYOND BOOKS:** At each public services meeting, each staff member reports on a "win" from their past week. The "Wins" vary from a positive patron interaction to a thank you to a colleague to learning a new skill. At this past public services meeting, two "wins" illustrate how the Library assists our patrons with more than checking out books. We connect them with needed information & resources.
  - A patron, came to the Information Desk with some questions. After their spouse's recent death, they received an invitation to have them listed in *Who's Who*. The patron had seen *Who's Who* before, but was unsure about the invitation because the organization requested for a significant sum of money for the listing. Staff were able to assist the patron in researching the invitation and determining that it was actually a scam.
  - A patron came to the Library for assistance in typing and printing her Christmas letter. She had never used a computer before. Staff got her set-up and provided pointers on how the computer was different from a typewriter. Her computer session ran out before she printed or saved her document, but staff were able to get her another session and retrieve her letter. She successfully wrote and printed her 2023 Christmas letter.



**AGENDA**  
**GREAT FALLS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Wednesday, December 20, 2023**  
**Great Falls Public Library – Cordingley Room (Library Basement)**  
(Virtual access to meeting available upon request • 406-453-0349)  
**5:00 P.M.**

I. AGENDA APPROVAL

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. CONSENT AGENDA

- A. Adoption of the minutes of the regular meeting held in NOVEMBER (Pages 1-8)
- B. Statistical reports for NOVEMBER (Pages 9-18)
- C. Financial Reports for NOVEMBER (Pages 19-20)
- D. Personnel report for NOVEMBER (Page 25)
- E. Operating vouchers for NOVEMBER (Pages 21-24)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

V. DIRECTOR'S REPORT

VI. GFPL FOUNDATION REPORT

VII. CHAIRMAN'S REPORT

VIII. BOARD REPORTS

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. OLD BUSINESS

- A. PUBLIC LIBRARY STANDARDS: 2024 Calendar (Pages 51-52)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE 2024 PUBLIC LIBRARY STANDARDS CALENDAR AS PRESENTED.

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------

XI. NEW BUSINESS

XII. ADJOURMENT

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
--------	----------------	------------------	------



**Great Falls Public Library  
Board of Trustees Board Meeting  
Tuesday, November 28, 2023  
Great Falls Public Library – Cordingley Room (Basement of the Library)**  
*(Virtual access to meeting was available upon request)*  
**4:30 p.m.**

BOARD MEMBERS PRESENT: Ms. Anne Bulger, Ms. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson

BOARD MEMBERS ABSENT: Ms. Whitney Olson

EX OFFICIO BOARD MEMBERS PRESENT: Ms. Rae Grulkowski - Cascade County Commissioner, Ms. Susan Wolff - City of Great Falls Commissioner

EX OFFICIO BOARD MEMBERS ABSENT: None

STAFF PRESENT: Ms. Amanda Best, Mr. Aaron Kueffler, Ms. Susie McIntyre, Mr. Jake Sorich, Ms. Debbie Stewart

GUESTS PRESENT: Ms. Sandy Rice – GFPL Foundation liaison, Ms. Brianne Laurin- GFPL Foundation Executive Director, Keith Duncan – Resident of Great Falls, Richard Irving – Resident of Great Falls, Alice Klundt – Resident of Great Falls, Dave Powers – Resident of Great Falls, David Price – Resident of Great Falls, Bill Tacke – Resident of Great Falls, Jenn Rowell – The Electric (via zoom), Susan Ploplys (via zoom)

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

**I. AGENDA APPROVAL**

Ms. Bulger asked if anyone had additional items to add or remove from the agenda approval.

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

**II. STAFF INTRODUCTIONS**

Ms. Debbie Stewart and Ms. Amanda Best introduced themselves and talked about their positions at the Library and how they came to be at the Library. When finished, they left the meeting.

### **III. PUBLIC COMMENT**

Mr. Irving addressed the board.

### **IV. CONSENT AGENDA**

Ms. Bulger asked if anyone had additional items to add or remove from the agenda approval.

Ms. Crist requested that on page 3, paragraph 2, after the last line to add "...given that Board Members already receive them by email when they are sent to the media."

Ms. Johnson asked that Ms. Bulger requesting the board packet be available on line be added since it was discussed at the last meeting.

Ms. Johnson asked for clarification on the numbers running along the side of the volunteer statistics graph. Ms. McIntyre stated they were hours of service and we would update future volunteer graphs to reflect that.

Ms. DeForest asked how the bookmobile stats were being recorded. Ms. McIntyre stated that Ms. Damyonivich tallies by hand, and when a school group visits, the school provides how many students participated.

Ms. Johnson asked why the totals on line item 415100 were not adding up compared to last month's report. Ms. McIntyre stated she was not sure but would look into it.

Ms. Johnson asked for an explanation on why electricity was so low. Ms. McIntyre explained that we are not directly billed for electricity, that it comes from the city. The amounts will change as the city enters their totals.

Ms. DeForest asked if the software issue we have been having has been resolved. Ms. McIntyre stated that the city was returning to their old software, but it would be awhile before it is active.

Ms. Bulger asked if there were any additional questions or comments from the committee regarding the consent agenda. Upon hearing none she asked for a motion.

Ms. DeForest moved that the Great Falls Library Board of Trustees approves the consent agenda as presented. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment. Mr. Irvine gave public comment. Ms. Bulger called for a vote. Motion passed with a vote of 3 in favor and 1 against.

## **V. DIRECTORS REPORT**

Mr. Sorich presented his Social Media Statistics report.

Ms. McIntyre presented her Director's report.

Ms. Johnson asked where the funding for the master plan will be coming from. Ms. McIntyre stated that funds will come from Private and Public Grants as well as donations. Ms. McIntyre also stated that the Foundation has already secured \$420,000.00, and will be funding the RFP through a Foundation Approved Project Request.

Ms. DeForest asked if the remodel design would resolve the 2<sup>nd</sup> floor bathroom issues. Ms. McIntyre stated that it would. She stated that the current bathroom was added at a later date resulting in pipes being installed in a configuration that had several turns and caused multiple backups. The remodel would fix this issue.

Ms. Johnson requested that more detailed statistics be given regarding the expanded bookmobile outreach. Ms. McIntyre made note of the request.

Ms. Johnson asked how the expanded early literacy services, teens and youth adult, and adult and family services will be tracked. Ms. DeForest added the question of what does success look like for the library in regards to Ms. Johnson's question. Ms. McIntyre stated that she will be tasking the library's managers with developing a plan on what success looks like. She will present the plan to the board when it is ready.

Ms. DeForest asked how the implementation of improving library safety has been going. Ms. McIntyre stated that Many Rivers has been sending one person over for 2 hours a day in the afternoons. They are not doing counseling, but are offering staff support, staff training and ways to deescalate situations. Ms. DeForest asked how long this will continue. Ms. McIntyre said the program will end in October 2024, but may be extended.

Ms. Johnson asked how many people attended the Volunteer Appreciation Dinner. Ms. McIntyre stated about 20 attended. Ms. Rice said she attended as well.

## **VI. GFPL FOUNDATION REPORT**

Ms. Rice informed everyone that the fall newsletter is out. The Book-A-Thon is still in progress and the PSA is ready. A premiere for the PSA will be at 10am on December 7<sup>th</sup> at Great Falls High School.

## **VII. CHAIRMAN'S REPORT**

Nothing was reported.

## **VIII. BOARD REPORTS**

Ms. Deforest gave a Pathfinder report. Due to the storm, Ms. DeForest and Ms. McIntyre were not able to attend in person but attended via zoom.

## **IX. PROPOSALS/COMMENTS FROM TRUSTEES**

Ms. Johnson proposed adding a quarterly budget report to the board packet. She feels this may solve the issue of the Year to Date reports not being accurate. Ms. McIntyre stated that she had concerns adding another report and asked that she be able to set-up a plan to present.

Ms. Bulger explained her experience using the Mango Language software that the Library now offers. She was pleased with the software and with the support staff of Mango Languages.

## **X. OLD BUSINESS**

### BY-LAW REVIEW:

Ms. Bulger asked if there were any comments regarding the By-law review. Ms. Crist asked background questions of the wording. Ms. McIntyre stated she had no background information on the wording of the by-laws.

Ms. Bulger asked if there were any additional comments. Upon hearing none she called for a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the by-laws as amended. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Mr. Irving gave public comment. Ms. Bulger called for a vote. Motion passed unanimously.

### RULES OF CONDUCT:

Ms. Bulger asked if there were any comments regarding the Rules of Conduct and Procedure of Board of Trustee Meetings.

Ms. Crist recommended changing the wording on page 91, under the section 1.1 Regular Meetings, last line to read "The Board generally omits one monthly meeting each year, on a month determined by the board."

Ms. Bulger asked if there were any additional comments. Upon hearing none she called for a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the changes to the rules of conduct and procedure of Board of Trustee meetings as



amended. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Mr. Irving gave public comment. Ms. Bulger called for a vote. Motion passed unanimously.

#### PUBLIC LIBRARY STANDARDS ROAD MAP:

Ms. McIntyre presented the Public Library Standards Road Map. Ms. Crist would like to talk about some of the additional options at a later date. Ms. Bulger stated there were a lot of optional standards we could pursue, she suggested taking one at a time to discuss. Ms. Johnson agreed and suggest one section per meeting. Ms. McIntyre liked the idea and reminded the board that in 2024 they will have the Policy Manual review and the road map review can also be broken up to review different sections monthly.

Ms. Johnson stated she was surprised to see another ask for a mill levy in 2028. Ms. McIntyre stated that this is a road map created by the Montana State Library as a way to encourage libraries to develop and enhance services. It is a road map for the board to review and to choose what level they would like to participate in.

#### LIBRARY PARK TASK FORCE:

Ms. Bulger asked if there were any comments regarding the Library Park Task Force motion. Ms. Crist gave an overview of the Library Park Task Force committee. She reminded everyone that the committee was made up of neighbors, staff, board members, and foundation members.

Ms. Rice, a member of the committee, stated that the proposal was put together well, and stated a quick, and least expensive option for the park area.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Library Park Task Force Report, and to direct the library director to seek funding and carry out the suggested actions of removing the library band shell, seeking funding from the foundation, obtaining professional assistance for future park planning, reclaiming the park by developing enhanced outdoor programming and developing the park landscaping. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Ms. Klundt gave public comment. She indicated that the removal of the band shell would be sad, but she understood the need to remove it due to the unsavory activities that have been occurring. The Task Force clarified that the removal of the bandshell would not mean the end of concerts and other performances in the Library Park.

Ms. DeForest questioned if removing the shell would solve anything. Ms. McIntyre stated that it would make it easier to monitor the activity in the park and would be one component in reclaiming the park. The Library will also be hiring safety specialists and enforcing the new patron behavior policy.

Ms. Crist stated that the purpose of the task force was not to solve the homeless problem, but to reclaim the park for library patrons and functions.

Ms. McIntyre stated that everyone is welcome to use the library park, as long as they follow Library rules. Problems in the park need to be managed. Ms. Bulger stated that this was a small step for us to provide more to the community.

Ms. DeForest asked if we should have more neighborhood input.

Ms. McIntyre stated that Ms. Rice was on the Library Task Force committee and represented Neighborhood Council #7, the district that the Library Park is located in.

Ms. Johnson had several concerns including that that seven different actions were under one motion and with the wording regarding the seeking of funding. Ms. Johnson stated that she was uncomfortable with the lack of oversight given to the director. Ms. Johnson moved to Amend the Motion to read "Great Falls Public Library Board of Trustees approve the Library Park Task Force Report, and to direct the library director to seek bids for the tear down of the bandshell." Ms. DeForest seconded the motion to amend. Ms. Bulger opened for any board discussion or public comment.

Ms. McIntyre stated that the first step would be to seek funding. As the costs of removing the bandshell and renovating the Library Park are not in the FY2024 Library budget approved by the board, the director would need to seek funding from either from the Foundation, a donation, a grant or a combination of those sources. As proposed, the park project would not be funded by tax payers but by outside funding. Ms. McIntyre reminded the board of the necessity of seeking funding before seeking bids. The Task Force had already done preliminary work and had ideas of costs.

After further discussion, Ms. Bulger called for a vote on the amendment. The Motion to Amend failed. Ms. Bulger then called for a vote on the original motion which also failed.

Ms. Johnson reminded everyone that the report says recommendations and not directives. Ms. Crist clarified that the Park Task Force did not have the ability to direct the Library and so made recommendations so that the Board could take proper action. Ms. Johnson made a motion that the Great Falls Public Library Board of Trustees accept the Library Park Task Force Report. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed unanimously.

Ms. Crist made a motion that the Library Board of Trustees instruct the Library Director to carry out the recommendations of the Library Park Task Force Report. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed with a vote of 3 in favor and 1 against.

#### LOGO DESIGN:

Ms. McIntyre presented the logos to the board. Ms. Bulger was on the committee and gave background to the selection process.

Ms. Bulger asked if there were any comments regarding the Logo Design.

Ms. Johnson asked what the timeline was for implementing the new logo. Ms. McIntyre stated at this time no date has been set.

Ms. Johnson asked what the estimated cost would be to the library to get the new logo on everything. Ms. McIntyre stated that we still needed to obtain estimates, but the library would be requesting Foundation funding.

Ms. Bulger asked if there were any additional comments regarding the Logo Design. Upon hearing none she asked for a motion.

Ms. Johnson moved that the Great Falls Library Board of Trustees approve the new logo design 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 unanimously.

#### **XI. NEW BUSINESS**

Ms. Bulger asked if there were any other questions regarding the 2024 Library Holiday Schedule. Upon hearing none she stated she would entertain a motion.

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the 2024 Library Holiday schedule as presented. Ms. DeForest 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.

Ms. Bulger asked why two drafts were included for the 2024 Library Board meeting schedule. Ms. McIntyre stated that the board typically takes the month of August off (Draft 1) but would like to suggest moving that to December (Draft 2) since it is harder to schedule a meeting around the holidays.

Ms. Bulger asked if there were any other questions regarding the 2024 Library Board meeting schedule. Upon hearing none she stated she would entertain a motion.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve draft 2 of the 2024 Library Board meeting schedule. Ms. Johnson 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.

## **XII. PUBLIC COMMENT**

Mr. Irving addressed the board.

Ms. Wolff addressed the board.

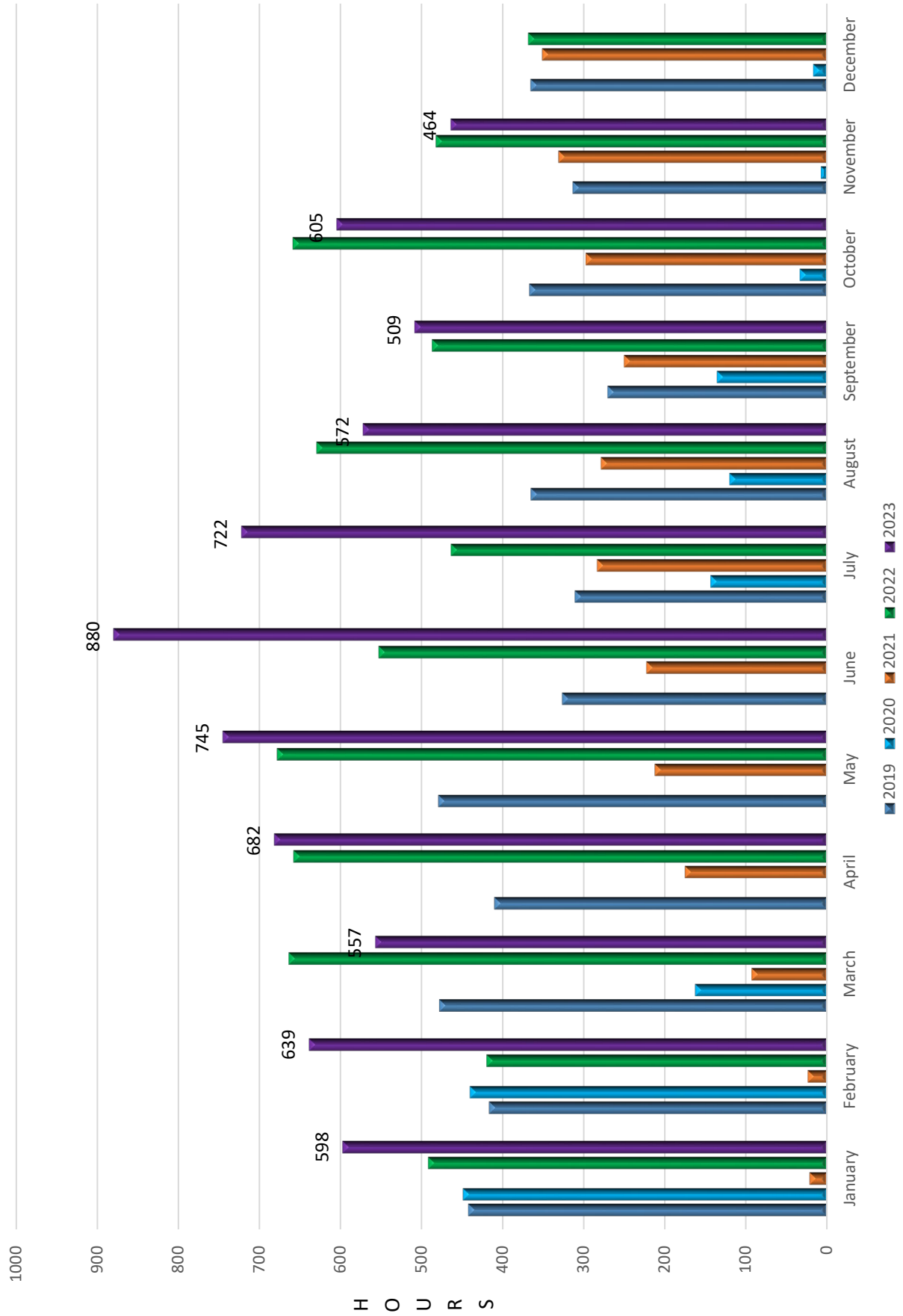
## **XIII. ADJOURNMENT**

Ms. Bulger asked if there were any other questions, upon hearing none she would entertain a motion.

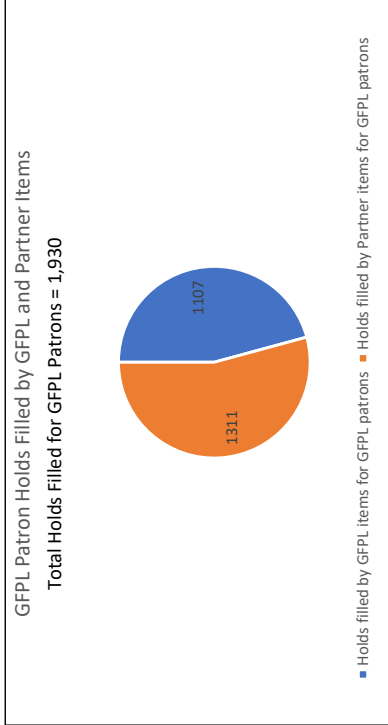
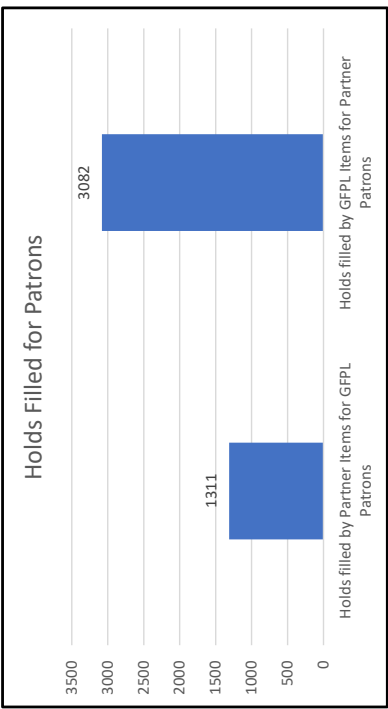
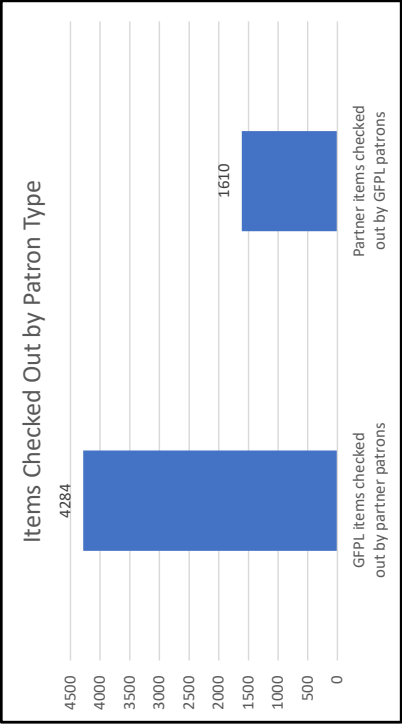
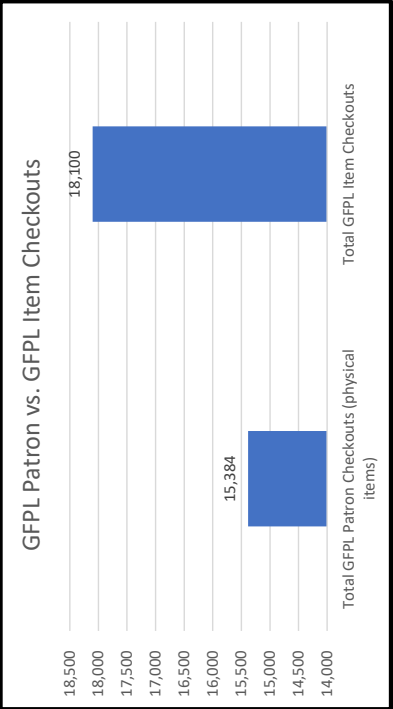
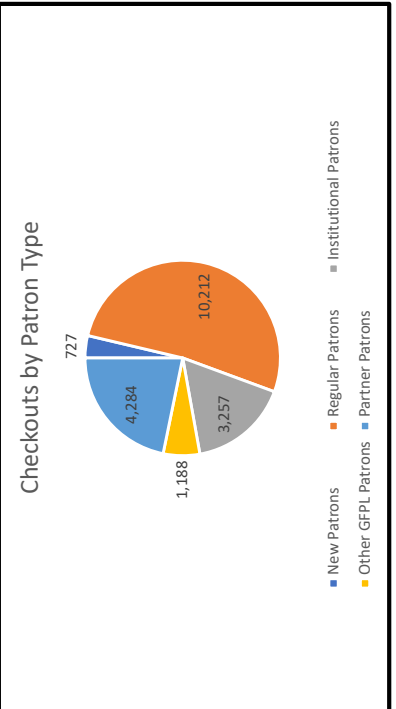
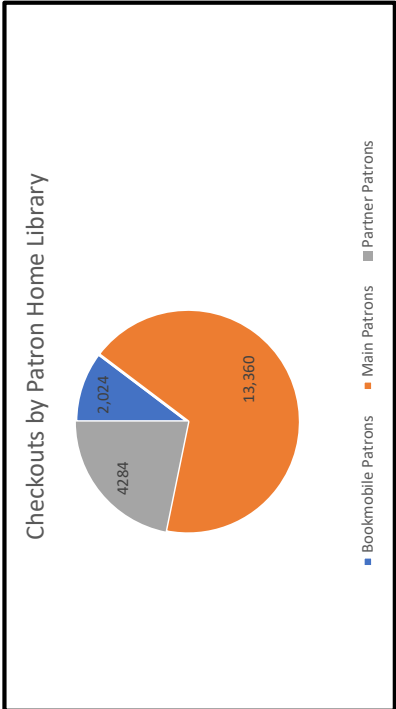
Ms. Crist moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none, Ms. Bulger called for a vote. Motion passed unanimously.

Ms. Bulger adjourned the meeting at 7:15 pm.

## Volunteer Statistics

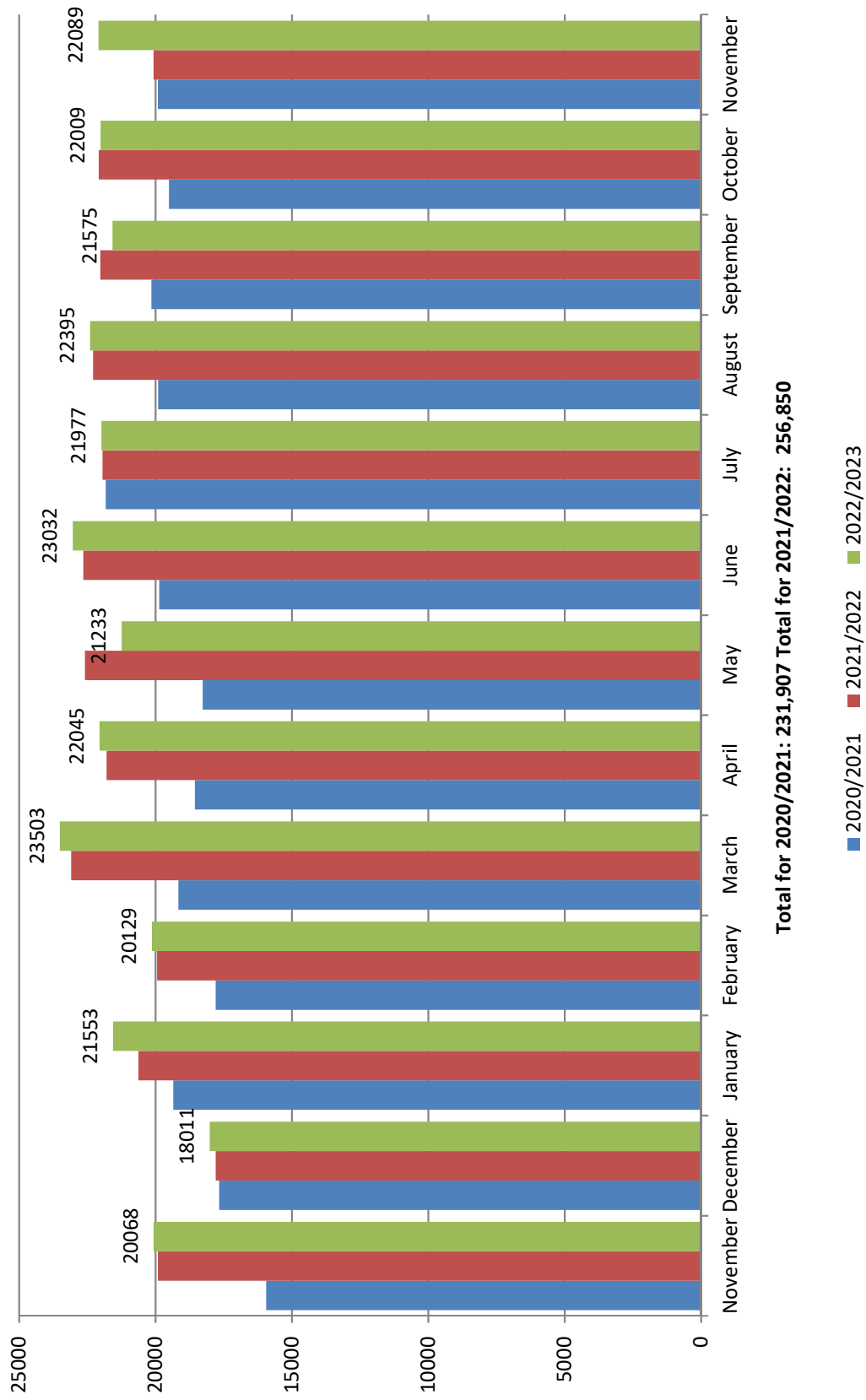


November 2023: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS



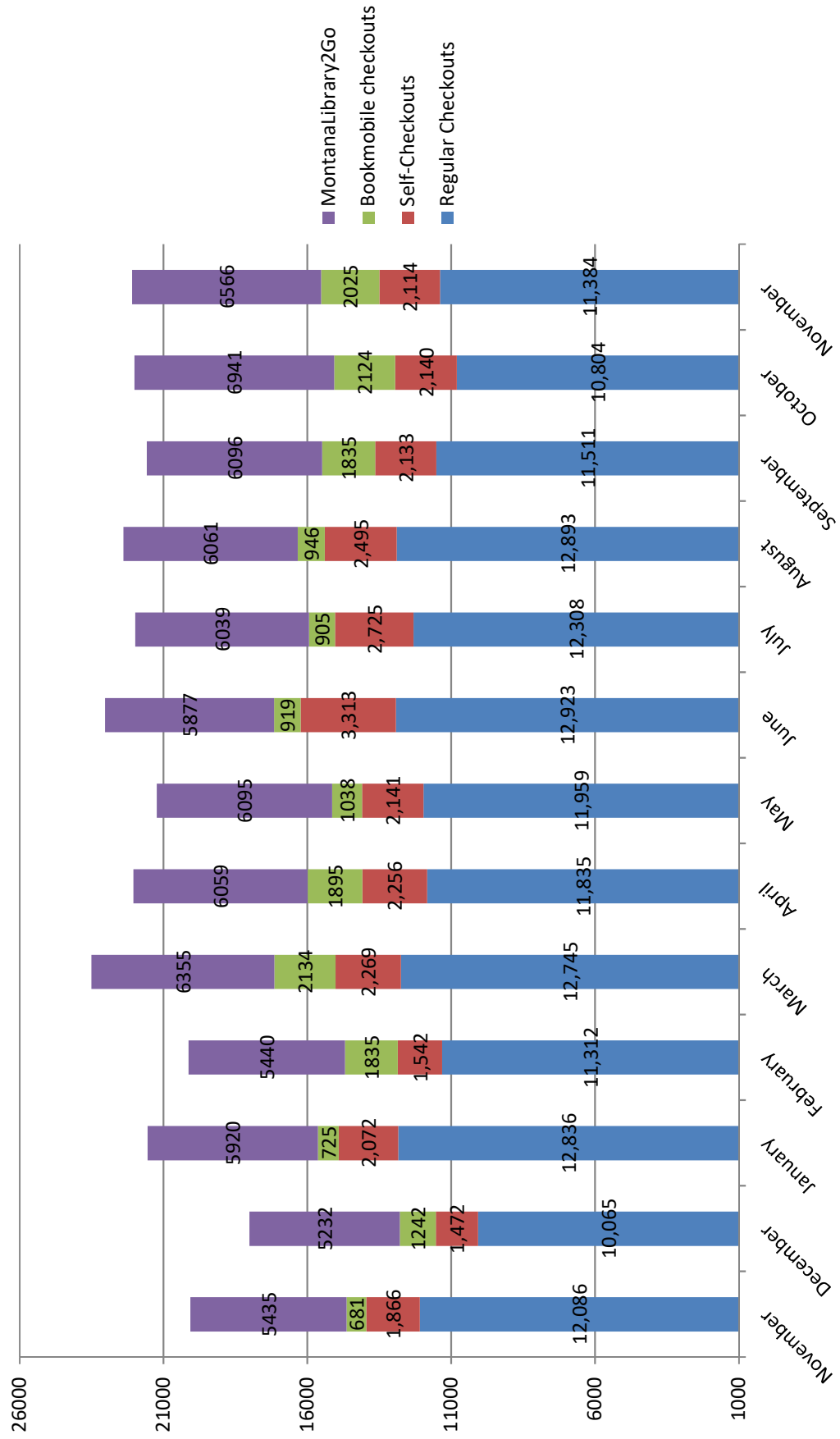
## Total Monthly Circulation

Total Circulation Previous 12 Months: 259,551



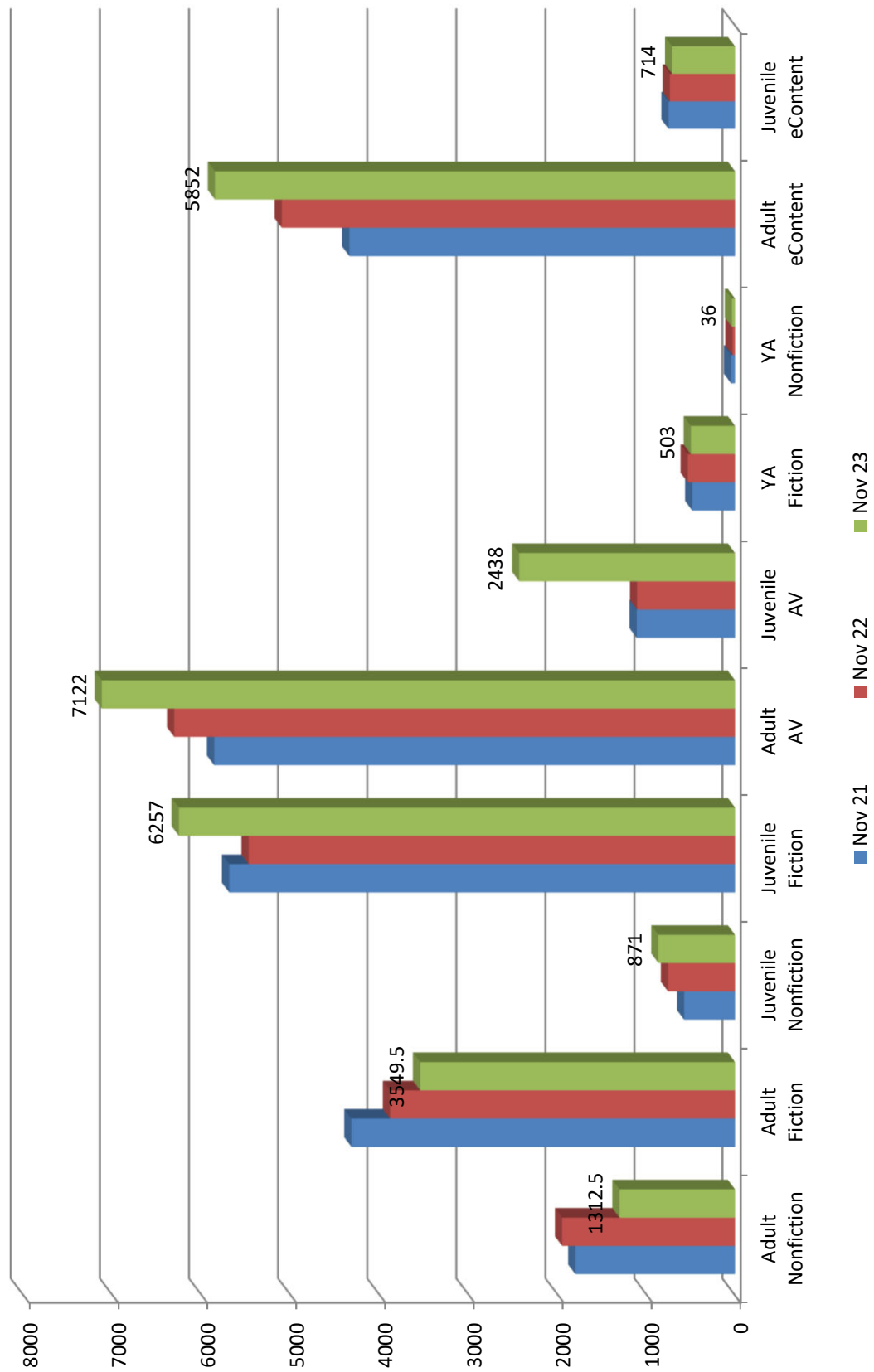
# Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

12 Month total = 259,551



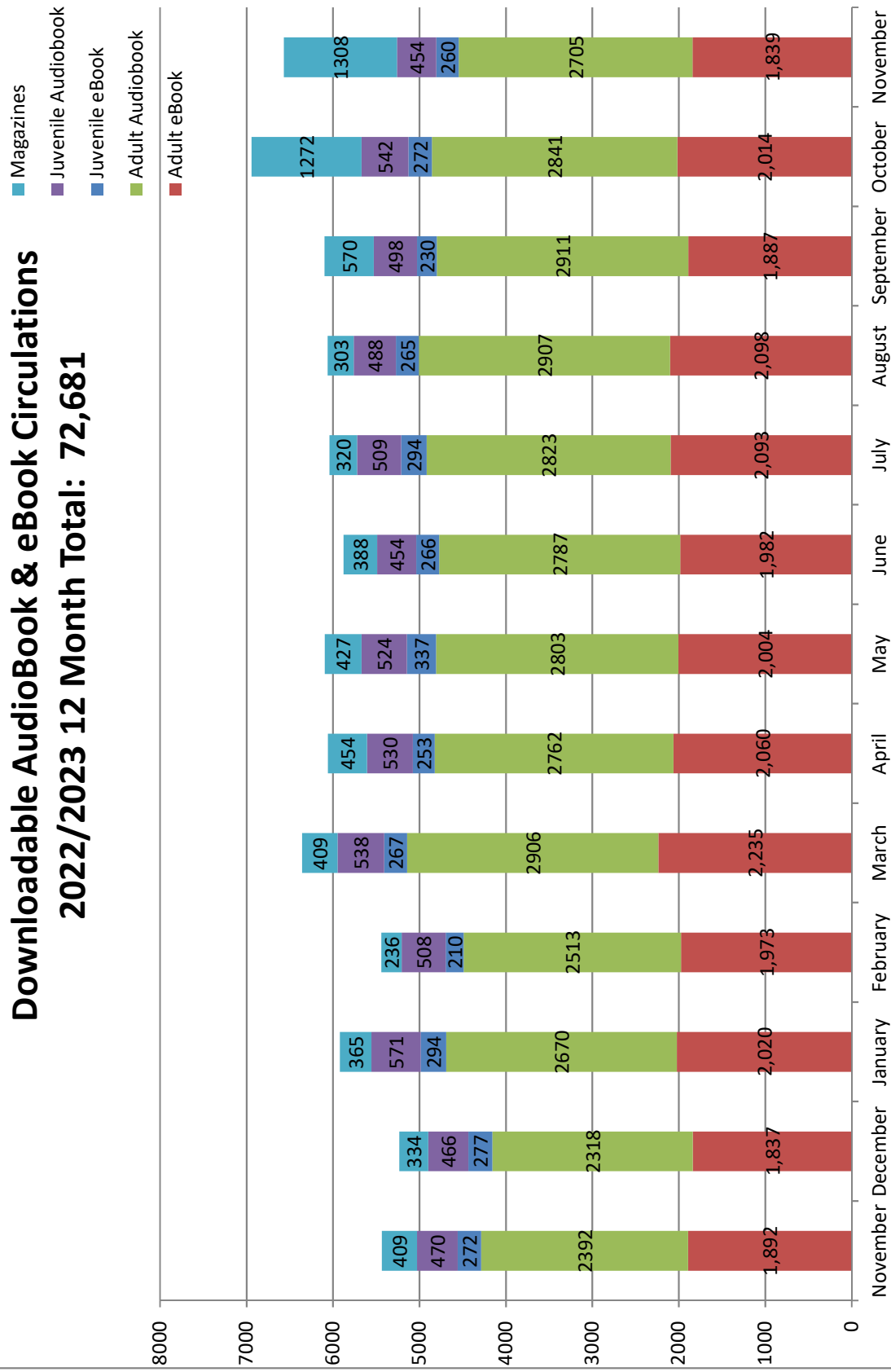


## Comparison of Circulation Totals November 2021, 2022, and 2023



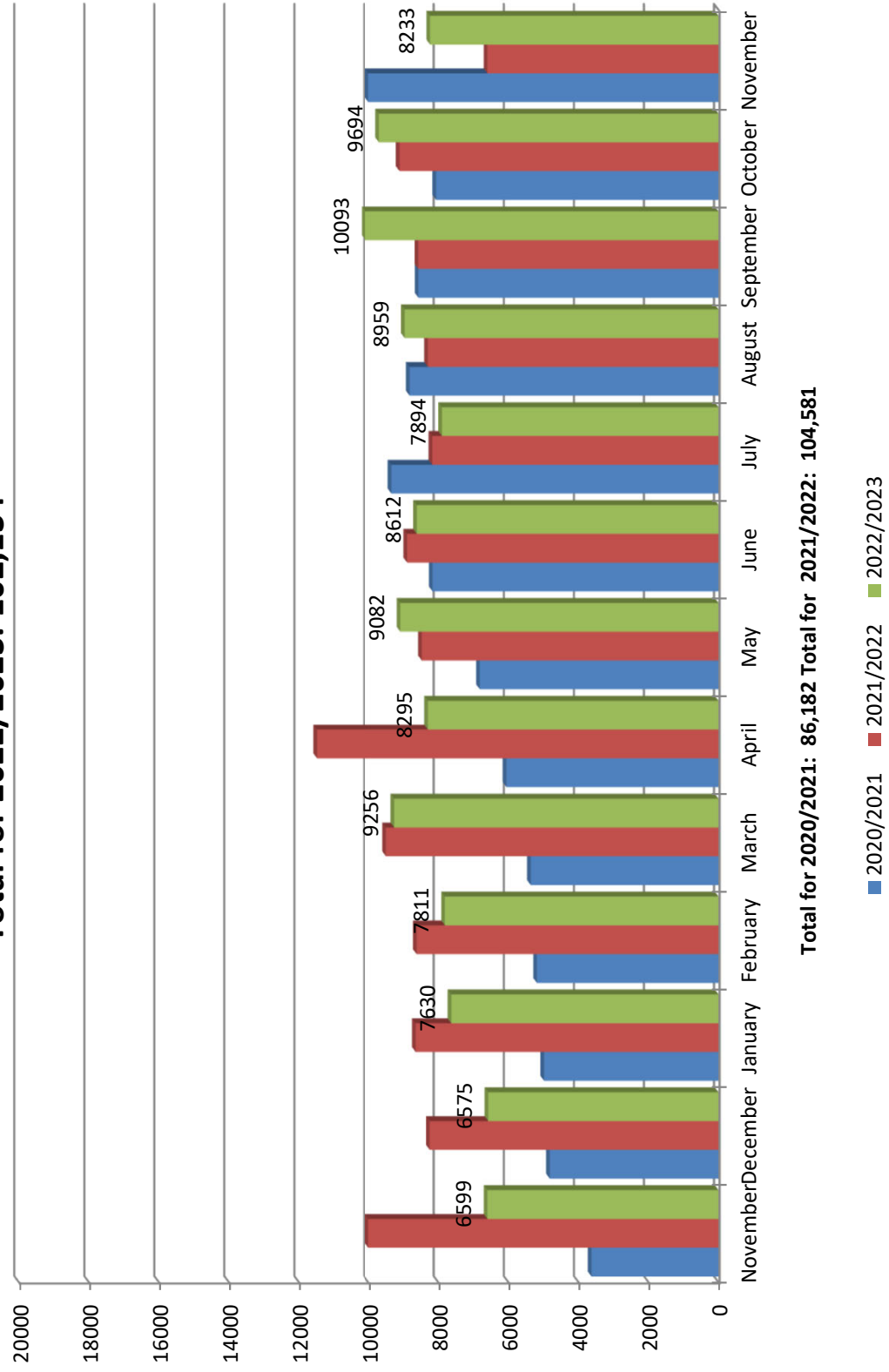
## Downloadable AudioBook & eBook Circulations

### 2022/2023 12 Month Total: 72,681

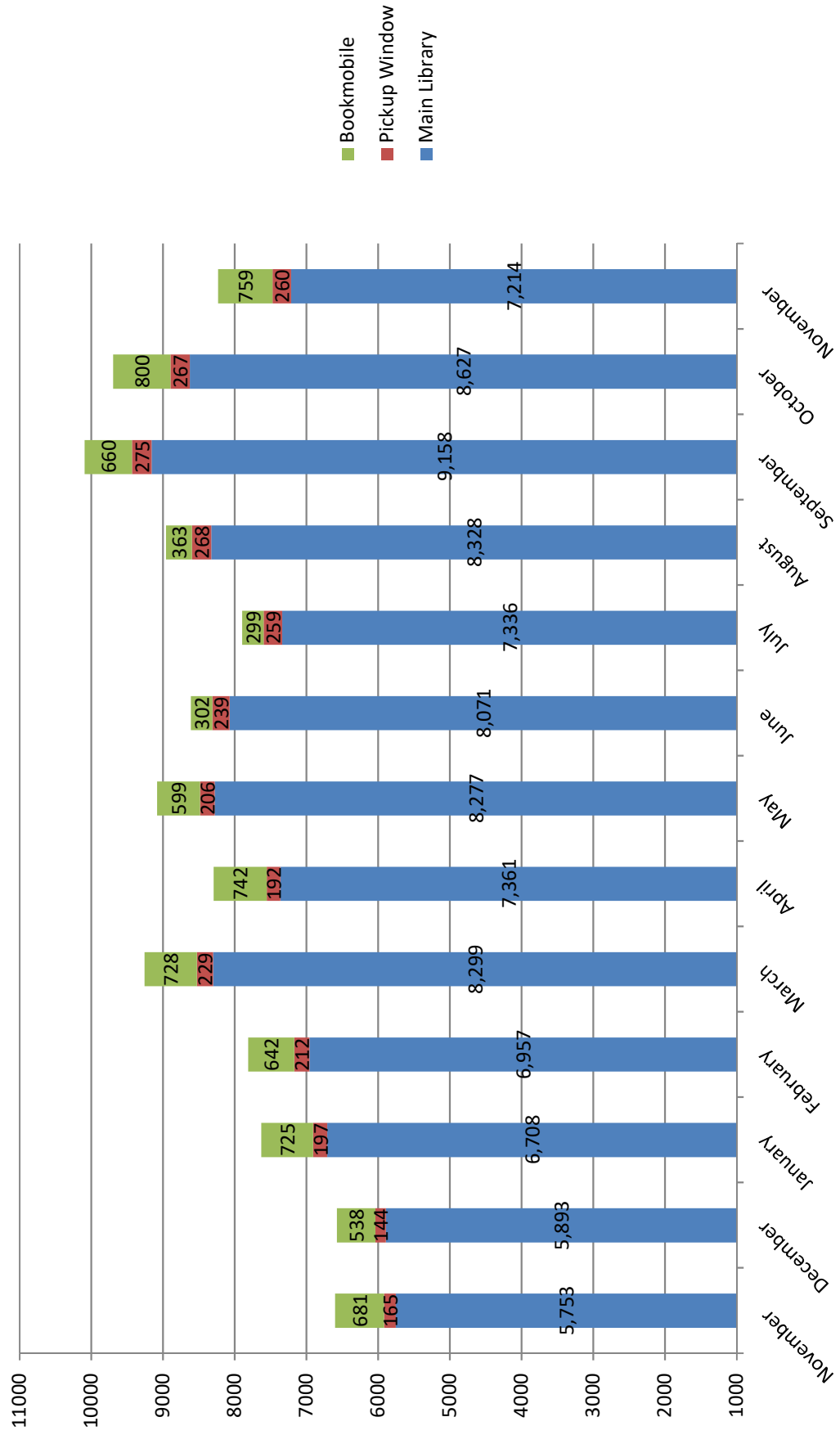


## Total Monthly Patron Attendance

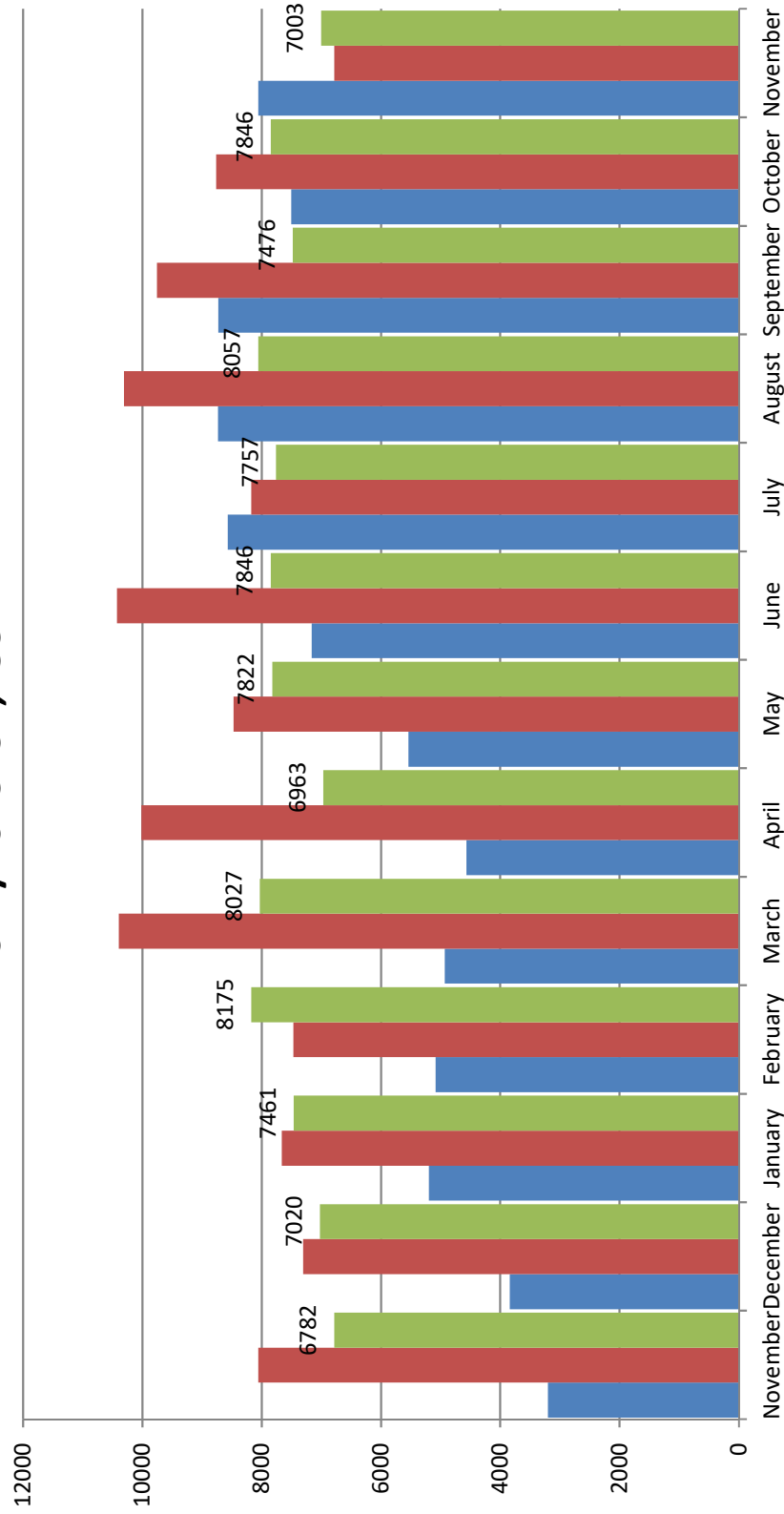
**Total for 2022/2023: 102,134**



## Main Library, Bookmobile and Pickup Window Attendance



## Use of Public Computers & Wireless Network 2022/2023: 91,453



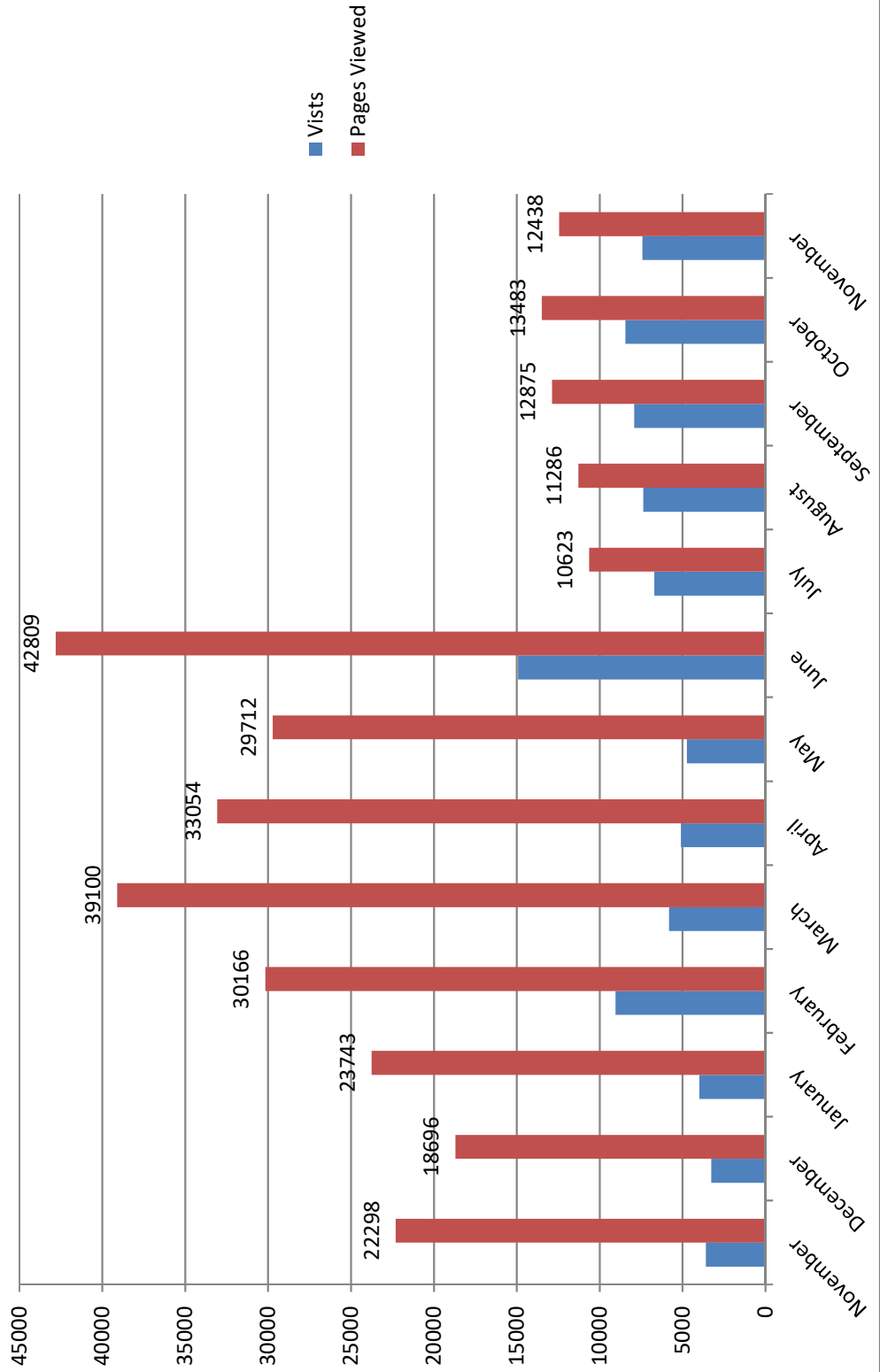
Total for 2020/2021: 77,890 Total for 2021/2022: 105,506

■ 2020/2021 ■ 2021/2022 ■ 2022/2023

## Library Web Page Usage

2022/2023 12 month Total Pages Viewed: 277,985

2022/2023 12 month Total Sessions: 84,688



## Monthly Budget Report

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

	November 2023	FY 2024YTD			
Account Number	Account Desc	Actual	Budget	Actual	% Used
2220 LIBRARY					
Taxes					
311010 REAL CURRENT AD VALOREM		\$ (20,369.80)	\$ (2,400,000.00)	\$ (24,062.61)	1.00%
311030 REAL DELINQUENT AD VALOREM		\$ (4,062.14)	\$ (6,000.00)	\$ (5,414.72)	90.25%
311050 REAL PROTESTED TAXES		\$ -	\$ -	\$ -	#DIV/0!
311210 MOBILE HOME TAXES		\$ (94.79)	\$ (2,000.00)	\$ (290.45)	14.52%
311220 OTHER PERSONAL PROPERTY		\$ (71.02)	\$ (15,000.00)	\$ (241.69)	1.61%
312000 DELINQUENT TAX PENALTY & INTER		\$ (31.23)	\$ (1,500.00)	\$ (273.17)	18.21%
Intergovernmental					
334150 MISCELLANEOUS CULTURE & RECREA		\$ -	\$ (29,716.00)	\$ (37,063.74)	124.73%
335000 COAL TAX LIBRARY APPORTIONMENT		\$ -	\$ (2,359.00)	\$ (2,131.05)	90.34%
338000 LIBRARY SUPPORT		\$ -	\$ (177,000.00)	\$ -	0.00%
339000 PAY OF LIEU OF TAXES		\$ -	\$ -	\$ -	
Charges for Services					
343160 OFF-STREET LOTS TRANSIENT		\$ (175.00)	\$ (2,000.00)	\$ (1,904.00)	95.20%
346910 LIBRARY FEES MISCELLANEOUS		\$ (350.00)	\$ (10,100.00)	\$ (5,050.00)	50.00%
346920 LIBRARY SERVICE CHARGES MISC		\$ (301.00)	\$ (5,000.00)	\$ (1,947.45)	38.95%
346930 LIBRARY EQUIPMENT CHARGES MISC		\$ (756.15)	\$ (12,000.00)	\$ (4,778.80)	39.82%
346940 LIBRARY FACILITY CHARGES MISC		\$ (60.00)	\$ (800.00)	\$ (450.00)	56.25%
346950 LIBRARY BOOK PURCHASES		\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
Fines and Forfeitures					
351340 COLLECTION AGENCY FINES		\$ (20.00)	\$ -	\$ (126.98)	
352200 LOST BOOK FINES		\$ (477.34)	\$ (6,500.00)	\$ (2,375.43)	36.55%
Investment Income					
365100 CONTRIBUTIONS & DONATIONS		\$ -	\$ (10,000.00)	\$ (313,740.67)	3137.41%
368290 REFUNDS & REIMBURSEMENTS		\$ -	\$ -	\$ (50.00)	
362100 USBP CREDITS		\$ -	\$ -	\$ -	
Other					
371100 REGULAR INTEREST		\$ -	\$ (2,500.00)	\$ (2,202.26)	88.09%
REVENUE TOTAL		\$ (26,768.47)	\$ (2,685,975.00)	\$ (403,033.02)	15%
Personal Services					
411100 SALARIES & HOURLY		\$ 73,328.47	\$ 1,424,930.75	\$ 378,029.88	26.53%
412100 OVERTIME - REGULAR FULL-TIME		\$ -	\$ -	\$ -	
412300 OVERTIME - TEMPORARY		\$ -	\$ -	\$ -	
413150 VACATION TERMINATION		\$ -	\$ -	\$ 5,261.70	
413250 SICK LEAVE TERMINATION		\$ -	\$ -	\$ 436.66	
413600 HEALTH INSURANCE		\$ 18,596.24	\$ 442,631.52	\$ 96,439.69	21.79%
413700 LIFE INSURANCE		\$ 148.02	\$ 2,109.00	\$ 734.37	34.82%
413800 VEBA PAYOUT		\$ -	\$ -	\$ -	
414100 UNEMPLOYMENT INSURANCE		\$ 336.14	\$ 6,412.19	\$ 1,594.59	24.87%
414200 WORKERS COMPENSATION		\$ 465.05	\$ 7,379.65	\$ 2,573.85	34.88%
414300 FICA		\$ 4,358.92	\$ 88,345.71	\$ 22,780.00	25.79%
414350 MEDICARE		\$ 1,019.46	\$ 21,373.96	\$ 5,327.60	24.93%
414450 PERS		\$ 7,765.34	\$ 160,631.10	\$ 40,346.95	25.12%
415100 MISCELLANEOUS PENSIONS		\$ 647.88	\$ 19,929.00	\$ 5,887.73	29.54%
Personal Services Totals		\$ 106,665.52	\$ 2,173,742.88	\$ 559,413.02	25.7%
Supplies					
421100 PAPER & FORMS		\$ 369.18	\$ 3,000.00	\$ 708.44	23.61%
421200 COMPUTER ACCESSORIES		\$ 55.90	\$ 7,500.00	\$ 3,514.53	46.86%
421400 INSTRUCTIONAL & SAFETY SUPPLIE			\$ -		
421900 OTHER OFFICE SUPPLIES & MATERI		\$ 429.61	\$ 9,750.00	\$ 2,283.53	23.42%

<b>423100 GAS, OIL, DIESEL FUEL, GREASE,</b>	\$ -	\$ 533.89	\$ 533.89	100.00%
<b>423900 OTHER REPAIR &amp; MAINTENANCE SUP</b>	\$ 537.16	\$ 14,000.00	\$ 2,479.25	17.71%
<i>Supplies Totals</i>	\$ 1,391.85	\$ 34,783.89	\$ 9,519.64	27.37%

*Purchased Services*

<b>431100 POSTAGE, BOX RENT, ETC.</b>	\$ -	\$ 4,000.00	\$ 4,000.00	100.00%
<b>432100 PRINTING, FORMS, ETC</b>	\$ -	\$ 200.00	\$ -	0.00%
<b>433200 BOOKS &amp; SUBSCRIPTIONS</b>	\$ -	\$ 80,000.00	\$ 15,846.59	19.81%
<b>433500 MEMBERSHIPS &amp; DUES</b>	\$ 500.00	\$ 1,000.00	\$ 500.00	50.00%
<b>434100 TELEPHONE</b>	\$ -	\$ 3,200.00	\$ 983.50	30.73%
<b>434120 FAX &amp; OTHER TELEPHONE LINES</b>	\$ 170.40	\$ 3,500.00	\$ 852.00	24.34%
<b>434200 ELECTRIC UTILITY</b>	\$ 2,666.62	\$ 75,000.00	\$ 21,209.56	28.28%
<b>434300 GAS UTILITY</b>	\$ 522.70	\$ 13,000.00	\$ 1,404.52	10.80%
<b>434400 CITY SANITATION DISPOSAL</b>	\$ 167.40	\$ 1,939.30	\$ 669.60	34.53%
<b>434500 WATER UTILITY</b>	\$ 132.08	\$ 2,841.30	\$ 1,397.23	49.18%
<b>434600 SEWER UTILITY</b>	\$ 98.60	\$ 1,327.70	\$ 320.74	24.16%
<b>434700 STORM DRAIN UTILITY</b>	\$ 83.93	\$ 911.90	\$ 335.72	36.82%
<b>435500 COMPUTER PROGRAMMING</b>	\$ 310.50	\$ 50,000.00	\$ 36,143.14	72.29%
<b>435900 OTHER PROFESSIONAL SERVICES</b>	\$ 1,080.00	\$ 13,000.00	\$ 7,718.96	59.38%
<b>435900 OTHER PROFESSIONAL SERVICES</b>	\$ -	\$ 30,000.00	\$ -	0.00%
<b>436200 BUILDING REPAIR &amp; MAINT</b>	\$ 47.50	\$ 7,500.00	\$ 398.91	5.32%
<b>436300 MAINTENANCE AGREEMENTS</b>	\$ 4,690.94	\$ 23,000.00	\$ 7,137.59	31.03%
<b>453200 OFFICE EQUIPMENT RENTALS</b>	\$ -	\$ 1,600.00	\$ 369.69	23.11%
<b>455150 CREDIT CARD FEES</b>	\$ 67.99	\$ -	\$ 489.03	0.00%
<i>Purchased Services Totals</i>	\$ 10,538.66	\$ 312,020.20	\$ 99,776.78	31.98%

*Other*

<b>459200 REFUNDS &amp; REIMBURSEMENTS</b>	\$ -	\$ 450.00	\$ 81.33	18.07%
<b>481300 CASH OVER/SHORT</b>	\$ -	\$ -	\$ 0.50	
<i>Other Totals</i>	\$ -	\$ 450.00	\$ 81.83	18.18%

*Internal Service Charges*

<b>486110 HUMAN RESOURCES</b>	\$ 2,493.42	\$ 29,921.00	\$ 12,467.10	41.67%
<b>486370 VEHICLE &amp; EQUIPMENT MAINT</b>	\$ 355.17	\$ 7,693.00	\$ 1,775.85	23.08%
<b>486520 FISCAL SERVICES</b>	\$ 1,462.08	\$ 17,545.00	\$ 7,310.40	41.67%
<b>486580 CENTRAL INSURANCE</b>	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
<b>486590 DEDUCTIBLE INSURANCE RECOVERY</b>	\$ -	\$ -	\$ -	
<b>486950 INFORMATION TECHNOLOGY</b>	\$ 255.08	\$ 2,600.18	\$ 1,275.40	49.05%
<b>486960 COMPUTER NETWORK</b>	\$ 11.00	\$ 198.22	\$ 55.00	27.75%
<b>486970 COMPUTER EQUIPMENT MAINT</b>	\$ -	\$ 963.54	\$ 1,373.00	142.50%
<b>488100 COMPUTER &amp; EQUIPMENT LEASE</b>	\$ 20.17	\$ 243.80	\$ 100.85	41.37%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 119,281.74	\$ 84,474.60	70.82%

*Capital Outlay*

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

	Nov-23		2024	
	Actual	Budget	Actual	% Used
<b>REVENUE TOTALS</b>	\$ (26,768.47)	\$ (2,685,975.00)	\$ (403,033.02)	15%
<b>EXPENSE TOTALS</b>	\$ 123,192.95	\$ 2,640,278.71	\$ 753,265.87	29%
<i>Net Gain (Loss)</i>	\$ 96,424.48	\$ (45,696.29)	\$ 350,232.85	



**Great Falls Public Library Vendor Summary (2220)**

**NOVEMBER 2023**

12/13/2023

<b>Vendor Name</b>		<b>MTD</b>		<b>YTD</b>	
ACE Hardware	(Building Supplies)	\$	77.51	\$	323.71
Baker & Taylor	(Jobber)	\$	-	\$	280.52
Builders First Source	(Maintenance Supplies)	\$	24.99	\$	43.98
Castle Branch	(Background Checks)	\$	-	\$	32.00
Century Link	(Telephone)	\$	-	\$	983.50
Communication Resources	(Phone/Network Systems)	\$	-	\$	3,016.00
CM Russell Museum	(Museum Consort. Membership)	\$	500.00	\$	500.00
Crescent Electric	(Building Supplies)	\$	227.88	\$	227.88
De Lage Landen	(Copier Agreement)	\$	709.05	\$	2,066.31
Deroche, Lynn	(Library Election Monitor)	\$	-	\$	824.50
Envisionware	(renewal)	\$	-	\$	725.00
Ferguson Enterprises	(Maintenance Supplies)	\$	96.78	\$	240.78
Fisher's Technology	(Copier Agreement)	\$	213.89	\$	1,245.91
Johnson Madison Lumbar	(Building Supplies)	\$	-	\$	176.73
Kone, Inc	(Elevator Agreement)	\$	3,768.00	\$	3,768.00
MASCO	(Building Supplies)	\$	-	\$	337.25
Mastercard		\$	1,212.69	\$	9,618.63
Montana Air Cartage	(Courier Service)	\$	-	\$	2,443.65
MMIA	(Workers' Comp Insurance for Volunteers)	\$	-	\$	17.93
Mountain Alarm Co.	(Annual Inspection)	\$	-	\$	637.50
Mr. Green Landscape	(Snow Plow service)	\$	1,080.00	\$	1,080.00
National Laundry	(Maintenance Supplies)	\$	38.00	\$	78.00
OCLC Online	(Annual Service)	\$	-	\$	6,648.19
Overdrive	(MT Library 2 Go)	\$	-	\$	14,926.77
Petty Cash	(Refunds)	\$	-	\$	86.32
Pitney Bowes	(Mailing Machine lease)	\$	-	\$	369.69
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$	-	\$	225.00
State of Montana	(Boiler permit, Montana Shared Library)	\$	72.00	\$	27,124.95
Vision Net, Inc	(Internet Service)	\$	170.40	\$	681.60
		\$	8,191.19	\$	78,730.30

Great Falls Public Library Vendor Summary (2220)

NOVEMBER 2023

12/13/2023

Mastercard Transaction Breakdown			
Amazon	Headphone Extensions for public comoputers	\$	55.90
Amazon	Meeting room cables and batteries for mics	\$	67.74
Amazon	Carbonless Paper for forms	\$	37.99
Battery Warehouse	Replacement battery for tractor	\$	47.50
DEMCO	Tech Services Supplies	\$	233.25
Double G Engraving	Nametags and business cards	\$	165.94
Evonence	Google Services	\$	310.50
Michaels	Cricut Supplies	\$	85.94
Staples	Book tape for Tech Services	\$	135.93
Staples	Binders, Tabs, Pens	\$	25.23
Walmart	Scissors, storage bins	\$	46.77
TOTAL:			\$1,212.69

**Great Falls Public Library Foundation Vendor Summary (2221)**

**NOVEMBER 2023**

12/13/2023

<b>Vendor Name</b>		<b>MTD</b>	<b>YTD</b>
	(Parking Signs, attachments & Poles, Storywalk replacement plixi)		
All State Signs		\$ 265.00	\$ 1,569.00
Baker & Taylor	(Jobber)	\$ 9,781.40	\$ 34,709.66
Barns & Noble	(Jobber)	\$ -	\$ 257.59
BookPage	(Jobber)	\$ -	\$ 402.00
Butte Silver Bow	(Subscription)	\$ -	\$ 18.39
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
Cascade Courier	(Subscription)	\$ -	\$ 40.00
CenterPoint	(Jobber)	\$ 44.94	\$ 179.76
Choteau Acantha	(Subscription)	\$ -	\$ 47.00
City of Great Falls - Mansfield	(Gathering of Families)	\$ -	\$ 1,495.00
Creative Empire	(Mango Language)	\$ -	\$ 5,700.00
Downtown Great Falls	(Parade of Lights/Xmas Stroll)	\$ -	\$ 80.00
Einan, Jerry	(Custom built staff mailboxes)	\$ -	\$ 600.00
Gale/Cengage	(Jobber)	\$ 876.59	\$ 2,797.57
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 1,600.00
Hughs-Bryant, Penny	(Open Books book Club)	\$ -	\$ 350.00
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Keller, Steve	(Music in the Park)	\$ -	\$ 600.00
LinkedIn Learning	(Subscription)	\$ -	\$ 13,125.00
Mastercard		\$ 1,826.74	\$ 13,067.16
Midwest Tape	(Jobber)	\$ 1,488.25	\$ 6,042.69
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 106.90
Montana Repertory Theater	(Odyssey Performance)	\$ -	\$ 900.00
National Laundry	(table linens)	\$ 43.25	\$ 86.45
Overdrive	(MT Library 2 Go - Advantage)	\$ -	\$ 16,000.00
Penworthy Company	(Jobber)	\$ 310.36	\$ 600.76
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,775.28
Ron Hall Sprinklers	(Park Repair)	\$ -	\$ 1,432.50
Rowman & Littlefield	(Jobber)	\$ 107.67	\$ 107.67
Rural Dynamics	(VISTA)	\$ -	\$ 1,000.00
Strutz, Curt	(Adult Program)	\$ -	\$ 400.00
TC Glass	(Storywalk Plexi-glass)	\$ 52.50	\$ 52.50
Tilleraas Landscape	(Park Cleanup-repair)	\$ -	\$ 14,076.25
Wendt Advertising	(Logo Design)	\$ 206.25	\$ 206.25
<b>Credits</b>			
		<b>\$ 15,002.95</b>	<b>\$ 122,345.38</b>

## Great Falls Public Library Foundation Vendor Summary (2221)

NOVEMBER 2023

12/13/2023

Mastercard Transaction Breakdown		
ALA Store	Adult programming	\$ 33.01
Amazon	Materials Purchased	\$ 282.57
Amazon	KP/YA Supplies	\$ 329.95
Amazon	FAP - Newspaper Tablets	\$ 199.99
AT&T	Bookmobile Hotspot	\$ 233.60
Cassiopeia Books	Materials Purchased	\$ 156.00
Cassiopeia Books	Adult programming	\$ 23.20
Home Depot	Open House supplies	\$ 17.98
Humanities Montana	Adult programming	\$ 300.00
Montana Standard	Subscription	\$ 231.00
Walgreens	Materials Purchased	\$ 13.47
Walmart	Open House supplies	\$ 5.97
<b>TOTAL:</b>		<b>\$ 1,826.74</b>

## **GREAT FALLS PUBLIC LIBRARY**

## **PERSONNEL REPORT NOVEMBER 2023**

### NEW HIRES

Amanda Best – Library Specialist (FT)

Autumn Klein – Library Specialist (PT)

Carol Millsap – Library Clerk (PT)

Reed Witherspoon – Library Specialist (PT)

### RESIGNATIONS/TERMINATIONS/LAY-OFFS

Blake Ferris – Custodian I (FT)

### REHIRES

None

### TRANSFERS/PROMOTIONS

None

GREAT FALLS PUBLIC LIBRARY  
DONATIONS

---

NOVEMBER DONATIONS

MEMORIAL DONATIONS

FOUNDATION

OTHER

Book Sales	\$	260.00	Withdrawn Book Sales
Gayle Gregovich	\$	100.00	Best Use

TOTAL: \$ 260.00

### Director's Itinerary: November 2023

Weds.	November	1	Sober Life Book Club meeting 11:00 am Credit Card consultant meeting 12:00 pm Communications meeting 3:00 pm
Thurs.	November	2	Microfilm equipment tour for Police Department staff 10:00 am Libraries & Mental Health author interview 11:30 am Book-A-Thon Public Services Announcement filming 7:45 pm
Fri	November	3	Public services meeting 9:00 am HR Library Levy Hiring meeting 1:00 pm
Sat.	November	4	Circulation Desk 11:00 am – 1:00 pm; 3:00 pm – 4:00 pm Reference Desk 1:00 pm – 2:00 pm
Mon.	November	6	Local Area Council on Mental Health 1:30 pm
Tues.	November	7	Management Team Meeting 9:00 am Downtown Safety Alliance Meeting 10:00 am Gathering of Families follow-up meeting 11:30 am No More Violence Week planning meeting 1:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	November	8	Network Advisory Meeting (Helena) 9:30 am – 4:00 pm
Thurs.	November	9	Alzheimer's and Dementia Action Team Meeting 12:30 – 1:15 pm Communications meeting 2:00 pm <b>Library Open House 5:00 pm – 7:00 pm</b>
Fri	November	10	Great Falls Public Schools Warrior Health event 8:30 am – 2:30 pm Cushing Terrell tour of Library (RFP) 3:00 pm
Sat.	November	11	<b>VERTERANS DAY HOLIDAY—LIBRARY CLOSED</b>
Mon.	November	13	IT Director Interviews with Department Heads 10:00 am – 12:00 pm
Tues.	November	14	Management Team Meeting 9:00 am Department Head Meeting 10:00 am Rotary Meeting 12:00 pm Staff Supervision Meeting 3:00 pm Volunteer Dinner 6:00 pm – 7:00 pm
Weds.	November	15	Staff Supervision Meeting 2:00 pm Communications meeting 3:00 pm
Thurs.	November	16	Foundation Director/Board Chair meeting 8:30 am History Museum Tour & Collaboration meeting 10:30 am Circulation Desk 12:00 pm – 2:00 pm Community Engagement meeting 2:00 pm Staff Supervision meeting 3:00 pm
Fri	November	17	Public Services Meeting 9:00 am Library Clerk Interviews 10:00 am – 11:30 am
Sat.	November	18	Circulation Desk 12:00 pm – 2:00 pm; 4:00 pm – 5:00 pm Staff Supervision meeting 2:00 pm
Tues.	November	21	Management Team Meeting 9:00 am Rotary Meeting 12:00 pm Library Specialist Onboarding Meeting 3:00 pm – 4:00 pm; 4:00 pm – 5:00 pm
Weds.	November	22	Communications meeting 3:00 pm Circulation Desk 5:00 pm – 6:00 pm
Thurs.	November	23	<b>THANKSGIVING HOLIDAY—LIBRARY CLOSED</b>
Fri	November	24	<b>THANKSGIVING HOLIDAY—LIBRARY CLOSED</b>
Sat.	November	25	Circulation Desk 12:00 pm – 2:00 pm; 3:00 pm – 5:00 pm Parade of Lights 6:00 pm
Mon.	November	27	Downtown Safety Plan Review 3:00
Tues.	November	28	Management Team Meeting 9:00 am Department Head Meeting 10:00 am Rotary Meeting 12:00 <b>Board Meeting 4:30 pm</b> Page Forward Tuesday Book Club 7:00 pm
Weds.	November	29	Library Clerk Onboarding meeting 10:00

EveryLibrary meeting 1:30 pm  
Library Specialist Onboarding Meeting 2:00 pm – 3:00 pm  
Library Design Proposals Due 3:00 pm  
Communications meeting 3:30 pm  
Montana Legal Services Feedback Meeting 10:00 am  
Staff Supervision meeting 12:00 pm  
Staff Supervision meeting 2:00 pm

Thurs.      November      30

**Next Library Board Meeting is January 23, 2024 4:30 pm**



# MANAGEMENT TEAM MEETING

## Meeting Minutes

*November 7, 2023*

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

*Absent:* Bob Miller

*Next Meeting:* November 14, 2023; 9:00am; Montana Room

---

### **SUSIE**

- Susie informed us that the RFP for the Masterplan design is out. The plan is to have a contract signed sometime in February. Susie is providing walk through to firms interested by appointment only. Any questions from firms need to be submitted in writing by Nov. 15<sup>th</sup>.
- Susie reminded everyone at the table that they are the management team. Everyone needs to take the lead.
- A discussion was had regarding the Self-Help Law clinic staff parking.
- Susie will be scheduling manager meetings.
- A discussion was had regarding the hiring timeline.
- Susie will be out of the office on Wednesday.

### **TREVA**

- Treva has finished up to the 919's. She will be working in the annex this week.
- Deborah will be shifting the 92's when she gets back.

### **SARA LP**

- Sara will be out of the office Thursday morning.
- Sara K will be closing for Sara LP on Tuesday.
- Sara has informed us that we have hired for the 3 open positions; they will be starting shortly.

### **SARA K**

- Sara has the second bookmobile laptop ready.
- Sara has found a standalone option for the credit card project.
- Sara is working on moving the computers from the back pod section into the open spaces in the patron computer area.

### **AARON**

- Aaron informed us that time sheets are due Thursday.

### **BOB**

- Bob was not present.

**RAE**

- Rae informed us that the Teen Council event was small but good. Applications are still available until December.
- Nikki will be out of the office today; Rae will be out of the office on Nov. 15<sup>th</sup>.
- The Foster care book give-a-way was small. If anyone comes in asking about it, please send them to Rae.

**SARAH C**

- Sarah informed us that the Volunteer Dinner is next Tuesday; it starts at 6pm.
- The Staff Holiday Party Committee will be holding a meeting today.
- A discussion was had regarding the open house event. A reminder to everyone to wear your blue shirts.
- Sarah informed us that the Library is signed up from the Parade of Lights and the Christmas Stroll.

**JAKE**

- Jake is getting ready for the open house this week. A discussion was had on what materials will be needed.
- Jake is working on ideas for Library Month in April. If you have suggestions, please let him know.

## **MANAGEMENT TEAM MEETING**

### **Meeting Minutes**

*November 14, 2023*

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

*Absent:* Sara Kegel, Bob Miller

*Next Meeting:* November 21, 2023; 9:00am; Montana Room

---

#### **SUSIE**

- Susie thanked staff for their help during the open house.
- The Library Park Task force has completed their report. They will be presenting it at the next board meeting. They have recommended that the band shell be removed.
- A discussion was had regarding the next wave of hiring.
- The library will be closed on the Thursday and Friday of Thanksgiving.
- A discussion was had regarding closing early Christmas Eve and New Year's Eve. The question presented was, "Since Christmas and New Years are on Monday's this year and we are closed on Sunday's should we close early on Saturday?" It was decided to wait and see what the city does.
- Susie will be in and out of the office today with meetings.

#### **TREVA**

- Treva informed us that she is working with Irene to create a project list of items needing to be completed before Irene retires.
- Ten boxes of books arrived yesterday, the most we have received in a while.

#### **SARA LP**

- Sara will be leaving at 5pm today. Sara K will be covering the closing shift.
- Amanda and Reed will be starting on November 20<sup>th</sup>; Autumn will begin the 27<sup>th</sup>.
- Interviews for the open Clerk position will be this Friday.
- Sara presented the Abandoned Items Form, a discussion was had regarding the process. It was decided to begin enforcing the policy on Wednesday

#### **SARA K**

- Sara was not present

#### **AARON**

- Aaron had nothing to report.

**BOB**

- Bob was not present.

**RAE**

- Rae has a SCSEP (Senior Community Service Employment Program) person starting today. Her name is Sandy. She will be helping in KP/YA area as a shelving associate.
- Rae will be

**SARAH C**

- Sarah is working on the Volunteer Appreciation dinner this evening.
- The Staff Christmas party is being planned for December 19<sup>th</sup>. It will be a lunch party with an ugly sweater contest. More details to come.
- 177 people attended the Open House event.
- A community service volunteer will be in this afternoon.
- November 25<sup>th</sup> is the Parade of Lights. A discussion was had on when to decorate it.

**JAKE**

- Jake will be out of the office for a bit today.
- He is working on promoting the John Kunz presentation this Thursday.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*November 21, 2023*

*Present:* Treva Higgins, Sara Kegel, Aaron Kueffler, , Rae McFadden,  
Susie McIntyre, Bob Miller, Jake Sorich

*Absent:* Sarah Cawley, Sara Linder-Parkinson

*Next Meeting:* November 28, 2023; 9:00am; Montana Room

---

### SUSIE

- Susie thanked everyone for helping out while she was out Friday and Saturday.
- The December board meeting has been rescheduled for December 20<sup>th</sup>. The Packet will be due on the 13<sup>th</sup>, so please get your stats to Susie by December 12<sup>th</sup> at noon.
- A discussion was had regarding volunteer supervision.
- We have now hires starting this week.
- A discussion was had regarding the staff parking lot.
- A discussion was had on Patron behaviors.
- Susie will be the manager on duty tonight.

### TREVA

- Treva informed us that Irene processed all the items that came in.
- Isa and Treva are working on shelving in the Montana Room.
- Treva is continuing to shift items in the annex.
- Treva will be out of the office for training next week.

### SARA LP

- Sara was not present

### SARA K

- Sara has set up emails for the new staff.
- The SD card reader at the reference desk has been replaced.
- The back public computer pod is now empty. Bob will install a power strip on tope for people that may need to use it.

### AARON

- Aaron informed us that timesheets are due by noon tomorrow.

### BOB

- Bob is working on getting the flag clip/clamp repaired.
- Bob is working on various projects.
- Interviews for the open position will be on Dec 1.

### RAE

- Rae informed us that Nikki will be out of the office today.
- Some items are being moved around for when the noise reducing headphones become available.
- There is a yellow rolling cart that is available for anyone that wants it. Bob will roll it down stairs.

**SARAH C**

- Sarah was not present.

**JAKE**

- Jake is working on his social media presentation for the Tuesday night board meeting.

# MANAGEMENT TEAM MEETING

## Meeting Minutes

*November 28, 2023*

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

*Absent:* Sara Linder-Parkinson

*Next Meeting:* December 5, 2023; 9:00am; Montana Room

---

### **SUSIE**

- Susie asked that everyone take a moment to welcome the new employees.
- Susie gave a recap of the next hiring phase.
- The next Foundation Approved Ask will be in January. Please have you project ideas to Susie by December 8<sup>th</sup>.
- A discussion was had regarding the Objectives email she sent out. She has asked all managers to come next week with ideas/comments.
- A discussion was had regarding the Public Library Standards.
- Susie is coordinating the on-boarding for the new Mayor and City Commission.
- Susie will be presenting on the Library Levy Implementation efforts on January 2<sup>nd</sup>.
- Susie thanked everyone involved with getting the Bookmobile ready for the Parade of Lights.
- Susie will be out of the office this morning for a Department Head meeting.

### **TREVA**

- Treva informed us that Irene is out of the office this week.
- Treva will be out of the office Thursday and Friday for training.

### **SARA LP**

- Sara was not present

### **SARA K**

- Sara informed us that all the new employees have active emails.
- The back public computer pod is set up with power strips.
- Gmail is cleaning up unused account, be sure to log into any you may have to keep it active.

### **AARON**

- Aaron informed us that there is a board meeting this evening.

### **BOB**

- Bob informed us that interviews for the open custodian position are Friday.

**RAE**

- Rae informed us that Sandy would be going with Susie and Sarah C. to help at the Christmas Stroll.

**SARAH C**

- Sarah informed us that the next two weeks will be busy with programs.
- She is working on booking acts for the Summer Music in the Park Series. Three bands have been confirmed
- In January, the Library will be partnering with Luna Café to offer a 'Silent Book Club'. It will be held on the third Saturday of each month, from 10a-12p, at Luna Café.

**JAKE**

- Jake found a pamphlet titled "Things to Increase Circulation". One idea was to make "Ask What I'm Reading" buttons for staff to wear. He will talk with Sara LP when she returns regarding other ideas.
- If you see anything that needs changed on the website, please let Jake know.
- He will be presenting to the board this evening.





Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library January 2024 Events

### LIBRARY CLOSED FOR NEW YEAR'S DAY

**When:** Monday, January 1, 2024

**Where:** Great Falls Public Library

**What:** The Great Falls Library is closed New Year's Day 2024, but will be open January 2 for normal hours.



### ART IN THE LIBRARY – BLACKFEET ARTIST JESSE DESROSIER

**When:** January and February

**Where:** Great Falls Public Library, 1<sup>st</sup> and 2<sup>nd</sup> Floor

**What:** Jesse DesRosier, Amskapi Piikani, Blackfeet Tribal Member, is a teacher of the Blackfeet Language. He teaches at The Piegan Institute's Cuts Wood School and Blackfeet Community College in Browning, Mont. Along with being an artist, he also is a community and cultural advocate, a Veteran, a husband, and father. DesRosier served in the U.S. Marine Corps serving in Okinawa, Japan.

### GREAT FALLS BOOKWORMS CHALLENGE 2024

**When:** Every day through December 27, 2024

**What:** The Great Falls Reads challenge begins on Tuesday, January 2 and ends on Friday, December 27, 2024.

The challenge is open to all Great Falls Public Library cardholders. There's one book per category, one category per book, for a total of 50 books read within 2024 by December 27. You can get a reading log at the library front desk to track your progress, or create your own log. A prize is given to the people who finish all 50 books by the end of the year!



### MEMORY CAFE

**When:** Tuesday, January 2, 12:30 – 2:00 pm

**Where:** Great Falls Public Library, Cordingley Room (basement)

**What:** Memory Cafés are a comfortable, social gathering that allow people experiencing memory loss and a loved one to connect, socialize, and build new support networks. Cafés are free to attend and welcome to all. For more details, contact Katrin Finch at MSU Extension, Cascade County 406-454-6980





Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library January 2024 Events

### HEALTHCARE NAVIGATOR



**When:** Friday January 12, 10:00 am -2:00 pm

**Where:** Great Falls Public Library, 2<sup>nd</sup> Floor Game Room

**What:** Healthcare Navigators are trained to help people who need assistance enrolling in health plans through the Health Insurance Marketplace or, if eligible, Medicaid. They can also help people who are already enrolled in the Marketplace but are having issues managing their care.

### WINTER SPEAKER SERIES: LAILANI UPHAM 'STORYTELLING & THE POWER TO CONNECT OUR WORLD'

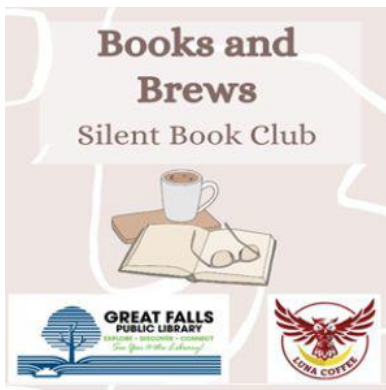
**When:** Thursday, January 18, 7 to 8 pm

**Where:** Cordingley Room (Basement)

The documentary film projects *The Sixty-Four Flood* and *The Blackfeet Flood*, Lailani Upham leads participants through a discussion on the creative and healing process of storytelling. In the films, survivors on the Blackfeet Reservation told firsthand, historical accounts nearly 50 years after a tragic flood took lives and homes in the worst natural disaster in Montana history. Upham discusses how the documentary story connected our world. The conversation may explore questions like, How are we connected or divided? How do our stories build understanding and human connection? We all have a story that can change our worldviews and bridge a relationship for future generations. This program will offer engaging discussion on untold stories and understandings.



### BOOKS AND BREWS: SILENT BOOK CLUB



**When:** Saturday, January 20, 10 am to noon

**Where:** Luna Coffee Bar (9 5<sup>th</sup> St. N, Great Falls)

**What:** Often with traditional book clubs there's the scramble to finish the assigned book, and the pressure to have something smart to say. But the Silent Book Club is a place where you can just enjoy books, friends, and drinks—without any expectations.

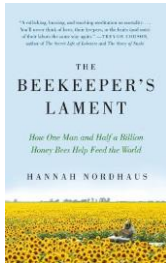


Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library January 2024 Events

### JANUARY BOOK CLUBS: GREAT FALLS PUBLIC LIBRARY

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



#### ***Open Books with Penny – 1<sup>st</sup> Thursday, 7:00 pm***

**When:** January 4, 7:00 pm

**Where:** Great Falls Public Library, 3<sup>rd</sup> floor Montana Room

**What:** Book club discussion of *The Beekeeper's Lament* by Hannah Nordhaus

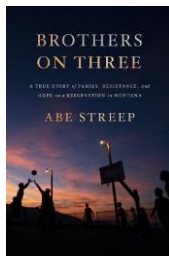


#### ***Book Sleuths with Kalena - 2nd Tuesday, 4:30 pm***

**When:** January 9, 4:30 pm

**Where:** Great Falls Public Library, basement Small Meeting Room

**What:** Book club discussion of *Storytellers*, by Bjorn Larssen

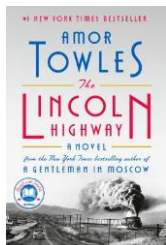


#### ***Page Forward Saturday with Debbie - 2nd Saturday, 10:00 am***

**When:** January 13, 10:00 am

**Where:** Great Falls Public Library, basement Small Meeting Room

**What:** Book club discussion of *Brothers on Three*, by Abe Streeb



#### ***Page Forward Tuesday with Susie - 4th Tuesday, 7:00 pm***

**When:** January 23, 7:00 pm

**Where:** Great Falls Public Library, 3<sup>rd</sup> floor Montana Room

**What:** Book club discussion of *The Lincoln Highway*, by Amor Towles



Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)  
**Great Falls Public Library January 2024 Events**

### COMMUNITY PARAMEDIC

**When:** Friday January 12 and January 26, 2:00 - 3:00 p.m.

**Where:** Great Falls Public Library, 2nd Floor Game Room

**What:** Alluvion Health Community Paramedic will be in the Library providing free blood pressure checks and community referrals.

### LIBRARY BOARD OF DIRECTORS MEETING FOR JANUARY

**When:** Tuesday, January 23, 4:30 pm

**Where:** Cordingley Room (basement)

**What:** The Great Falls Library Board of Directors will meet for their monthly meeting to discuss library business. The public and media are welcome to attend each month.

### MLN VIRTUAL PROGRAM: A TASTE OF INDIGENOUS FOODS WITH MARIAH GLADSTONE



**When:** Tuesday, January 9, 6:30 pm

**Where:** Virtual online program only

Visit: [https://mt.gov.zoom.us/webinar/register/WN\\_gO-VCINqSdWrxO2XDr-7mw#/registration](https://mt.gov.zoom.us/webinar/register/WN_gO-VCINqSdWrxO2XDr-7mw#/registration)

**What:** Mariah Gladstone, Piikuni (Blackfeet) and Tsalagi (Cherokee), grew up in Northwest Montana on and near the Blackfeet Reservation. She graduated from Columbia University with a degree in Environmental Engineering and returned home where she began her work on food advocacy. She developed Indigikitchen, an online cooking platform, to revitalize and re-imagine Native foods. Mariah has been recognized as a Champion for Change by the Center for Native American Youth and a Dreamstarter by the Running Strong for American Indian Youth foundation. She is currently a Robert Wood Johnson Foundation Culture of Health Leader, a MIT Solve Indigenous Communities Fellow, and a Luce Indigenous Knowledge Fellow. During her cooking demonstration, she will prepare one of her original recipes and showcase other indigenous foods that can easily be used in your own kitchen.



Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library January 2024 Events

### JANUARY CHILDREN'S PROGRAMMING

#### STORY TIME

**When:** Wednesday and Thursdays, 10:30-11:30 am, January 3, 4, 10, 11, 17, 18, 24, 25

**Where:** Cordingley Room (basement)

**Who:** Preschoolers 2 ½ to 5 years old and their families and caregivers

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







Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library January 2024 Events

### TODDLER TIME

**When:** Fridays 10:30 to 11:15 am, January 5, 12, 19, 26

**Where:** Cordingley Room (basement)

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

**What:** Babies, 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. January's theme is Winter Snow.





Great Falls Public Library | 301 2<sup>nd</sup> Ave. N | Great Falls, MT | 59401 | 406-453-0349 | [www.greatfallslibrary.org](http://www.greatfallslibrary.org)

## Great Falls Public Library January 2024 Events

### DR MARTIN LUTHER KING'S I HAVE A DREAM STORY WALK

**When:** Wednesday, January 10 to Saturday, February 3

**Where:** Gibson Park

**Who:** Community members of all ages

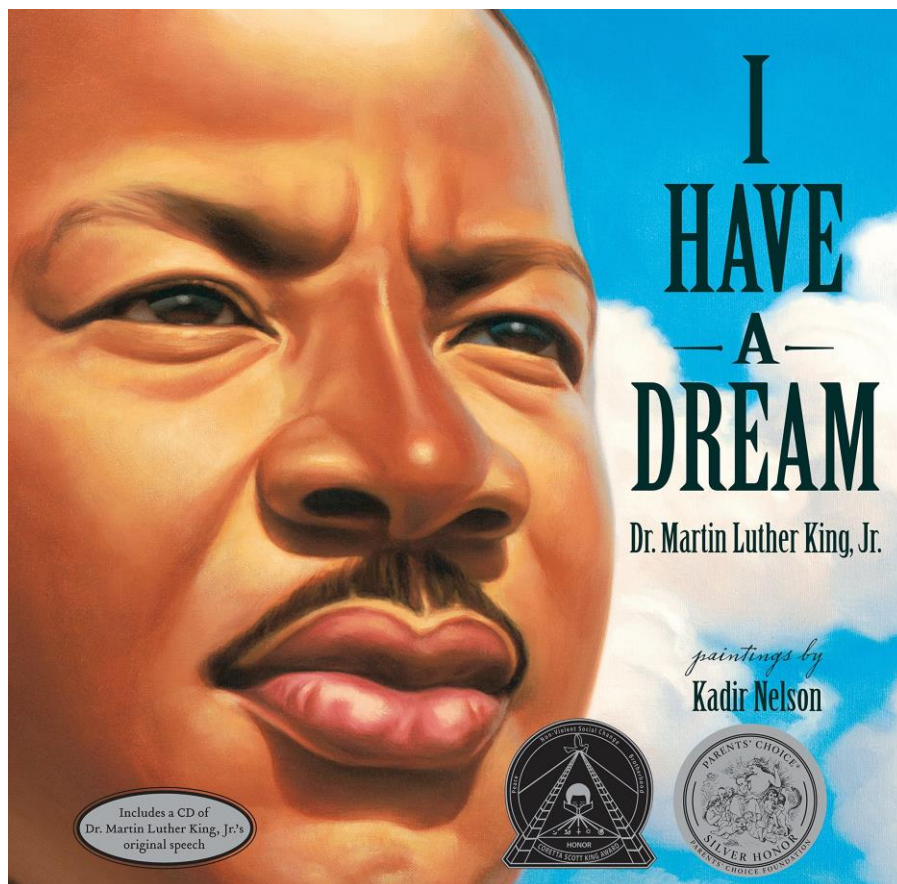
**What:** Visit Gibson Park between dawn and dusk this month to read Kadir Nelson's beautifully illustrated picture book adaptation of Dr. King's I Have a Dream Speech.

Watch American Sign Language interpretation of this book by artist Takiyah Harris on our YouTube channel:

[https://www.youtube.com/watch?v=RiyG\\_h1tnZE](https://www.youtube.com/watch?v=RiyG_h1tnZE)

Listen to this book read aloud by Great Falls community members on our SoundCloud:

<https://soundcloud.com/user-781769430/i-have-a-dream-audiorecording-jan-23>







## Community Engagement Coordinator Report

### Board Meeting 12.20.23

The Community Engagement Coordinator is a new position enabled by the passing of the Library Levy. My work falls in 4 overlapping buckets, including programming, volunteer management, art exhibits, and community engagement.

#### Programming

Existing programming:

- **Memory Café\*** – Alongside MSU Extension, folks with memory loss and their caregivers are invited to join us for an hour and a half on the first Tuesday of every month. During this time, we take trips down memory lane, while also building relationships with other people who are going through similar diagnoses.
- **Author Talks** – We are continuing to invite authors to come in and give presentations on their books. Authors that we have brought in since September include Reggie Watts, Ken Robison, and Betsy Gaines Quammen.
- **Gratitude Chain** – We filled up the lobby with things that the community are grateful for all the November. This chain is still on display and will be until the New Year.
- **Montana State Library Programs** – We provide support for virtual programming provided through Montana State Library. This generally looks like sending out promotional materials through our own networks.
- **Book Clubs** – We currently have four (4) classic book clubs provided by staff and volunteers of the Library. They are consistently attended and a valued program.
- **2024 Summer Music in the Library Park** – As of 12.8.23, I have 7 out of the 9 slots booked for the 2024 season. We are excited to bring in the classics that the community really enjoyed, and hope to fill those last two slots with some new performers. I also have two food trucks ready to join us in order to grow this program to something new.
- **Word Meisters** will be coming back in March of 2024
- **Shakespeare in the Park**

#### New Programs:

- **Little Library Surprise** – Utilizing our Free Little Libraries around town, we now provide a little scavenger hunt of sorts for the public to engage in. We put signed books, trinkets, or related books to the season in the FLL. This is a passive program, there is no way to get quantitative data from this.
- **Bookworms United\*** – A new program that will debut January 2, Bookworms United is a 2024 Read 50 challenge. Folks can take a booklet and be challenged and encouraged to read 50 books in 50 different categories in approximately 50 weeks. This is a year long program that will start January 2 when we are open in the New Year, and end December 27, 2024.
- **Books and Brews\*** – A new book club, only Silent! This silent book club encourages folks who are not interested in joining a classic book club and being forced to read books that they may not be interested in. This group can bring their own books, chat for a little, and then be able to read in silence for as long as they want. We are partnering with Luna Coffee Bar to start this new program off. Third Saturday of each month, 10-noon
- **Winter Speaker Series\*** – The Winter Speaker Series will start in January and go through May. The theme for this year is *Storytellers of Montana*. The National Storytelling Network defines storytelling

*as an interactive art of using words and actions to reveal the elements and images of a story while encouraging the listener's imagination.* Storytelling is in all of us, it is engrained in us from when we were young, and it is how we tell our life's story as we grow old. The 2024 Winter Speaker Series is dedicated to the storytellers of Montana, connecting us to the world, to our land, and to our people. We have four (4) speakers who are coming to us from a partnership with Humanities Montana, and one (1) that is a local artist.

- **Armchair Traveler** – Although not new, we will be bringing this program back to encourage tourism, to learn new languages, and explore the world from the comfort of the Library.

\*Handouts are available at meeting.

### **Volunteer Management**

- The volunteer group is an amazing group of people. On November 14, we hosted a potluck style Volunteer Dinner for folks to enjoy. We had 22 folks join us for this event.
- The Friends of the Library will begin to meet in January in order to start planning the FOL book sale. I will be a part of their meetings and help guide them in this process
- I will be doing advertisements for new volunteers to join us.
  - o Aaron will still process the volunteer paperwork
  - o I will do interviews and further management of the volunteers

### **Art Exhibits**

We have artists in place through August 2024. I am looking for new artists to join in with some of these folks as well. If anyone has any ideas on a new artist to display, please share their information with me.

- January & February
  - o Jesse DesRosier – a Blackfeet artist and public speaker
- March & April
  - o GFPS Art Display
- May & June
  - o Dawn Seivers
- July & August
  - o Robert Fineman

### **Community Engagement**

It is vital for a public library to be connected within the community. Not only with patrons, but with businesses, non-profits, clubs/groups, etc. The best way to do that is through programming and conversations. My past in non-profit management has connected me with a lot of local groups, and I am using those to strengthen our Library in any way I can.

Building on existing relationships and growing new ones is one way that we can continue to provide a substantial impact to the Great Falls community. The Library is about more than books, and the best way to be a connection point is to have active relationships and partners.

Programs:

- John Kunz

- John did a program with us on his family's journey from Europe to Montana after WWII. This program was attended by 110 people and was truly touching and inspirational.
- Mental Health First Aid
  - We hosted a MHFA training day at the Library with Many Rivers Whole Health. This training opportunity made our staff, and community members, stronger at responding to a mental health crisis.
- Elder Abuse and Scams
  - Hosted by us with the Elder Justice Prosecutor for the Assistant Attorney General Michael Fanning and with Adult Protective Services. We had 15 people in attendance that all were impacted by first hand stories and great information shared by Travis and Mike.
- Open House
  - The Open House occurred on November 9<sup>th</sup>. We had 177 people at the open house where folks ate some wonderful food, drank lemonade, and enjoyed the 14 different booths that were set up around the Library to promote our new programs and partnerships.
- Museum Consortium
  - We joined the Museum Consortium in order to support the local Museums and all that they do. This has led to partnerships for events such as World of Works and has allowed for the Library to be a part of the whole community of planning within the museum world.
- Sober Life Book Club
  - The Sober Life has partnered with us to start their own book club. This is an important connection to help those in recovery find new and exciting connections to the world outside of their addiction.

#### New Ideas

- Developing a relationship with the organizations in town that serve our public in large ways. To do this, we will create a non-profit "section" for brochures, leaflets, and giveaways to promote the Community Support Programs that are already in place.
- Going to the Great Falls Area Chamber Business After Hours to talk with folks about the Library and upcoming events and partnership ideas.
- Creating partnerships with businesses for cross promotion of events, new programs, and more
- Be a part of a training about the drug epidemic in Great Falls (Alliance for Youth and DEA)
- Consistently be involved with the various parades downtown, memorial services, community events, etc.
- Non-Profit Board Member Training will be held in February of 2024 in conjunction with the Great Falls Area Community Foundation with training from the Montana Non-Profit Association.

Sent in on 12.8.23

Sarah Cawley

### **Great Falls Public Library 3-month Incident Report Summary:**

NOTE: Incident Reports are written when the level of interaction rises to the level to require that the person is asked to leave the Library or Dispatch is called. We do NOT write incident reports for minor infractions like noise or sleeping unless the behavior is repeated or the interaction escalates.

#### **November 2023:**

- 3 Problem Patron Reports
  - Agitated patron yelling and swearing. Law Enforcement Called and defused the situation. No citation or arrest.
  - Patron with alcohol in the Library. Patron banned for a week
  - Patrons with drug paraphernalia on bench in front of Library. Law Enforcement called. Patron gone by the time they arrived. No citation or arrest.
- 2 Medical Distress Reports
  - Patron reported heart attack symptoms. Ambulance called. Patron transported to hospital
  - Patron looked like he had been in a fight or an accident. He reported being hit in the head. Patron story changed several times. He ended up being combative with police and with staff. Dispatch called. Law enforcement, ambulance and fire department responded. Patron banned for 2 weeks.

#### **October 2023:**

- 7 Problem Patron Reports
  - Agitated patron no shoes and lying on the floor. Abusive to staff when confronted. Asked to leave for the day.
  - 2 patrons were found drinking alcohol in the Library Park. They became abusive and combative when asked to leave. Law Enforcement called. Patrons gone by the time they arrived. No citation or arrest. Patrons banned for 2 weeks.
  - Patron who has been trespassed from the Library entered the Library. Patron has repeatedly broken the trespass order and come to the Library. Law Enforcement Called and patron arrested.
  - Patron talking loudly with phone on speaker. Became combative and abusive when asked to respect Library rules about noise. Patron banned for the day.
  - Patron brought in too much stuff—multiple bags and backpack. When staff spoke to patron about Library rules about the amount of stuff allowed in Library, her friend got angry and yelled at staff. They did take the stuff outside and later apologized to staff.
  - Patron who has been trespassed entered Library. He became combative when asked to leave. Law Enforcement called. Patron gone by the time they arrived. No citation or arrest.
  - Patron was stumbling and then attempted to sleep the floor. Law Enforcement called. They escorted the patron from the Library. No citation or arrest.
- 3 Medical Distress Reports
  - Staff were unable to rouse an unresponsive patron. Dispatch called. EMS were able to rouse the patron who had been drinking. Patron banned for the day.
  - 1 patron reported being hit in the head. Patron story changed several times. He ended up being combative with police and with staff. Dispatch called. Law enforcement, ambulance and fire department responded. Patron banned for 2 weeks.
  - Regular patron who is known to have a mental health disorder spoke to staff about Factor X and needing to inject hormones into his brain. He expressed concerns about

the injection because it could cause his eyeballs to fall out. Staff listened to patron and asked Paige to connect with him.

### September 2023:

- 15 Problem Patron Reports
  - Three patrons who seem to have a complicated relationship were yelling in the Library. They were not able to be appropriate after several warnings. They were asked to leave for the day.
  - Three patrons entered the Library and showed signs of intoxication. They were asked to leave for the day.
  - Staff observed a male patron leaving the women's bathroom. When confronted, he said that he was trying to talk to his "wife" who was upset. Patron was banned from the Library for 1 week. Staff connected female patron with Paige as there were concerns about intimate partner violence and intimidation.
  - Patron found drinking beer in the Library. Patron banned from the Library for the day.
  - Patron was found drinking alcohol on the bench in front of the Library. He was banned for the day.
  - Group of 5 patrons were found smoking marijuana in the Library Park. They were banned for the day.
  - Patron was abusive to staff when not allowed to use the phone. He continued to make abusive comments when leaving the Library. He stood in front of the Library until again confronted by staff. Patron banned for one week.
  - Intoxicated patron was asked to leave Library property when found drunk in the Library plaza.
  - Intoxicated patron sleeping on the grass in front of the Library was reminded that she is trespassed from the Library. She left without incident.
  - Patron reported being assaulted the previous night when hanging out in front of the Library. She had minor injuries from his physical attack. After watching the surveillance footage, law enforcement was called. Patron trespassed for 1 year.
  - Patron reported feeling unsafe because of being followed by another patron. Staff confronted offending patron. He reported that he thought that he knew the first patron and was wanting to say hi to her. Staff warned offending patron that if any such actions happened again, law enforcement would be called.
  - Patron abusive to staff because copier didn't work as she wished. Patron asked to leave for day. Same patron returned a few days later and repeated abusive behavior. Patron then banned for one week.
  - Staff observed drug use in the park. Law enforcement was called and spoke to the patrons. No citations or arrests were made.
  - Inappropriate patron actions in the 2<sup>nd</sup> floor bathroom. Incident documented with the police. Unable to make an arrest or citations.
  - Patron with an axe asked to leave the Library because weapons are not allowed on the property.
- 0 Medical Distress Reports



GREAT FALLS PUBLIC LIBRARY BOARD MEETING TASK CALENDAR:

<p>Essential -- Required by Standards</p> <p><b>Director recommended: No longer included in Public Library Standards</b></p> <p>Required by <b>bylaws</b></p>	<p>Note some required items are broken into different months</p> <ul style="list-style-type: none"> <li>• Board training -- 3 hours done in 1 hour increments quarterly</li> <li>• Strategic Plan—Created every 3 years, progress reviewed bi-monthly</li> <li>• Policy Review—Every 3 years all policies are reviewed. During that year a set of policies is reviewed each month until all policies have been reviewed and approved</li> <li>• Library Standards Road Map—Reviewed each year. During the year, each month one or two sections of the standards are reviewed.</li> </ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MONTH	ANNUALLY	2024	2025	2026
Jan.	<ul style="list-style-type: none"> <li>• Quarterly 1-hour Board Training</li> <li>• Review Strategic Plan progress</li> <li>• <b>Review Library Standards: Laws &amp; Governance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review—General Information</li> </ul>		
Feb.	<ul style="list-style-type: none"> <li>• The Board and Director annually review public library statistics</li> <li>• <b>Review Library Standards: Planning &amp; Evaluation</b></li> </ul>			
March	<ul style="list-style-type: none"> <li>• Develop an annual materials budget as part of the library budget</li> <li>• Review Strategic Plan progress</li> <li>• <b>Review Library Standards: Revenue</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review —Patron Conduct &amp; Guidelines</li> </ul>		
April	<ul style="list-style-type: none"> <li>• The Board understands the revenue sources that fund the library, the budgeting process, and adopts a budget for the library</li> <li>• Quarterly 1-hour Board Training</li> <li>• <b>Review Library Standards: Board Education &amp; Recruitment</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review —Access and Use of Facilities Services and Materials</li> </ul>		
May	<ul style="list-style-type: none"> <li>• Review Strategic Plan progress</li> <li>• <b>Review Library Standards: Policy</b></li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Policy review —Emergency Procedures</li> </ul>		
June	<ul style="list-style-type: none"> <li>• <b>The board evaluates the performance of the director</b></li> <li>• <b>Review Library Standards: Access to Library Services</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review --Forms</li> </ul>		
July	<ul style="list-style-type: none"> <li>• <b>Elect Board Officers</b></li> <li>• Quarterly 1-hour Board Training</li> <li>• Review Strategic Plan progress</li> <li>• Board conducts Community Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Policy review —Personnel &amp; Employment Practices</li> </ul>	.	

Aug.	<ul style="list-style-type: none"> <li>• <b>Review Library Standards: Programming</b></li> </ul>			
Sept.	<ul style="list-style-type: none"> <li>• Review Strategic Plan progress</li> <li>• <b>Review Library Standards: Public Relations</b></li> <li>• <b>Review Library Standards: Personnel</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review -- City of Great Falls Personnel Policy.</li> </ul>		
Oct.	<ul style="list-style-type: none"> <li>• Quarterly 1-hour Board Training</li> <li>• <b>Review Library Standards: Resource Sharing</b></li> <li>• <b>Review Library Standards: Technology</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review —Board of Trustees</li> </ul>		
Nov.	<ul style="list-style-type: none"> <li>• Review Strategic Plan progress</li> <li>• <b>Review Library Standards: Collection</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policy review --Collection Management Policy</li> </ul>		<ul style="list-style-type: none"> <li>• The Board and Director identify in writing what they want to accomplish in the next 3-5 years, and that plan is focused on meeting community needs.</li> </ul>
Dec.				



To: Great Falls Public Library Foundation Finance Committee

From: Susie McIntyre, Director

Date: January 2024

Re: Library Needs List – Foundation Approved Projects Funding

---

The Foundation budgeted \$150,200 for Foundation Approved Projects for the 2023/2024 fiscal year and funded \$57,750 worth of projects in September of 2023. We are requesting the remainder of the support on the following projects. Please note that this cycle, we are requesting funding for many smaller projects rather than a few large projects. We are so grateful for your support.

**MontanaLibrary2Go Advantage Program: \$15,600 (~\$300/week)**

The Library will be funding our MontanaLibrary2Go consortium membership from our operational budget. The Foundation has provided funding for additional purchases for high demand eBooks and eAudiobooks through the end of FY2024 (June 30, 2024). We have received positive feedback on the program. The next opportunity to request Foundation Funding will be September 2024. We would like to request Advantage funding for FY2025 so that we do not have a gap in the program between July and September 2024.

**Washable Dress-up Clothes: \$290**

In 2018, the Youth Services Department used a generous donation from Cargill to purchase dress-up clothes and a rolling dress-up cart to display them. The kids loved playing with the dress-up clothes, but unfortunately, they were made of flimsy, synthetic fabrics that did not hold up to regular washing. After a number of attempts to hand-sew them back together, they were discarded during the COVID closure in late 2020. The dress-up cart has been in storage ever since and is still in good condition. We request \$290 to purchase good quality, hand-made dress-up clothes from a shop on Etsy. These dress-up clothes will be made out of sturdy fabrics that will stand up to multiple washings. We would like to purchase 4 career outfits (doctor, firefighter, police officer, cowboy), as well as 2 princess and 2 superhero capes.

**Montana Repertory Theater performance to Great Falls students: \$1,200**

In October, 2023, Great Falls Public Library Foundation funding made it possible for the Library to bring the Montana Repertory Theater Educational Tour's performance Homer's *The Odyssey* to both Great Falls High School and C.M. Russell High School. A total of 566 students attended. Freshman had just read *The Odyssey* as a part of the District's new Language Arts curriculum, and we were delighted to offer this enrichment to the curriculum to students and teachers. Stagecraft students at Great Falls High also had an opportunity to ask the actors in the touring company questions about their careers in Theater, while Drama students at CMR enjoyed a fighting choreography workshop facilitated by the actors. We request funding to invite the Montana Repertory Theater's Educational Tour back to Great Falls in Fall, 2024. (please see cost breakdown below). We would like to rent a large venue, such as the Mansfield Center, and invite schools to attend as a fieldtrip. Theater workshops would be offered to class groups, such as Drama and Stagecraft classes at GFH and CMR. Because these workshops are capped at around 30 students, they can easily be hosted in classrooms or in the Library building. The program costs include

Performance fee to MT Repertory Theater: \$450

Workshops (2 x \$150): \$300

Mansfield Center Rental (5 hours at internal rate: \$450

**Update Public Access Computers: \$26,000**

In November, there were 1,681 sessions on our Public Access computers which include 16 general computers, 2 young adult computers and 1 express computer. In our 2<sup>nd</sup> floor game room, we also provide private access to a computer with video conferencing capability. All 20 of these computers were purchased in 2018 and are currently running Office 2019 software. We request \$26,000 to purchase 20 new computers, including new towers, new screens, and new Office

Software and a new web camera and microphone set. Free public access to the internet is an essential service that helps the Library bridge the digital divide for our patrons who do not have Internet and technology access.

#### **Communications Support: \$2,900**

Jake Sorich started as the Library's new Communications Specialist in September of 2023 and has already taken our social media and other communication to another level. We would like to provide Jake the proper tools to promote the Library and communicate with the public.

Digital Camera + Bag (better pictures than our phones!): \$750.00

Survey Monkey Subscription (allows interactive surveys to get patron feedback): \$300.00

Adobe InDesign (software to create brochures, flyers, and more): \$550.00

Promotion (funds to boost social media posts & make other promotional purchases): \$1,000.00

Video Camera with the Microphone (better videos than our phones!): \$300.00

#### **Community Engagement Swag: \$8,265**

Sarah Cawley started as the Library's new Communication Engagement Coordinator in September of 2023 and she has already had an impact on our outreach to the public. We would like to provide Sarah the proper tools to engage with the public at community events. Some of the upcoming 2024 programs that we're going to implement will really engage the community. We are doing a Great Falls Reads challenge where participants can read 50 books in 50 different categories, an adult summer reading program, and more. We are also going to participate in more community events where we will be tabling and providing information about the Library and the Free services that we provide.

Item	Amount	Approximate Price
GFPL Logo Lapel Pins	1,000	\$1,400
GFPL Logo Canvas Bags	200	\$1,350
Color Changing Pencils	4,500	\$1,500
GFPL Engraved Pens	1,000	\$1,500
GFPL Lip Balm	1,000	\$925
Silicon Wrist Bands	1,000	\$1,200
Brain Stressball (LinkedIn Learning)	500	\$1000
GFPL Magnet	1,000	\$650
Shipping/Overhead		\$265
	Total	\$8,265

#### **Shakespeare in the Parks: \$4,120**

In 2023, the Library brought Shakespeare in the Parks, back to Great Falls for the first time since the COVID epidemic.

We were thrilled to provide this for the community, but the cost of the program strained our programming budget.

GFPL is set to host Shakespeare in the Parks on Wednesday August 7, 2024. Cost estimates include the performance fee (\$2,500), support for the actors (\$500), rental of Gibson Park (\$120), and reservation of the Mansfield Theater as backup for inclement weather (\$1,000).

#### **Expanded Armchair Traveler Series: \$825**

Partnering with the Great Falls Community, we will be bringing in locals who have traveled to different parts of the world to talk about their experiences. We would also like to host quarterly virtual tours as well with HOME - Enjoy Virtual Tours Costa Rica, a live virtual real-time tour company based in Costa Rica. Their tours are \$200 each, and all over the world, but there are 10 in Costa Rica to start with. We would like to host 3-4 programs with them in 2024.

#### **Adult Summer Reading: \$2,575**

Adult Summer Reading will be added to the already thriving summer reading program with the Kids' Place. We are requesting funding for special programs and to purchase small participation gifts and larger raffle prizes.

**Partner Program Support: \$1,075**

Our participation in the Montana Shared Catalog Partners group has been extremely successful. We have essentially tripled the number of items available for our patrons. Last month Great Falls Public Library patrons checked out more than 1,500 items from Partner libraries. We are shipping and receiving many more crates each week than we had originally anticipated. We would like funding to purchase 25 additional crates and 3 bags of bungee cords.

**When I Work Staff Scheduling Software Upgrade: \$850**

Last year, the Foundation provided funding for the Library to purchase the When I Work software to aid in the more efficient scheduling of staff at the two public desks (circulation and reference) every hour that we are open. This software makes shift scheduling much more efficient. With the expansion of both our Public Services staff and Kids Place staff, we would like to purchase an upgraded version of the When I Work software which will allow us to add more users and to add Youth Services as an additional division. The Youth Services will almost be doubling their staff. This software will allow Rae to more easily schedule staff for hours on the KP desk, shelving, or special programming duties.

**Rebranding (New Logo & New Services): \$28,750**

We are thrilled with the new Library and Foundation Logos. As part of the previously funded project, Wendt will be providing the Library with updated templates for Library Outreach Materials and with a visual brand guide. With these tools we can implement the new logo and our new branding in a clear and consistent manner. We request funding to redesign our website, update Library signage, and purchase needed branded items such as nametags, business cards, letterhead etc.

**Total Requested:       \$92,450**

**Balance FAP Funds:     \$0.00**



## Library Levy SMART Objectives: December 2023

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

### Patrons Cards:

By December 2024, increase the average monthly new Library card sign-ups by 5%.

By December 2024, increase the number of Library Card Holders by 5%.

By December 2025, increase the number of Library Card Holders by 15%.

- Expand Library Card signup by having at least one signup outreach event per quarter
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Expand Library hours to be open to the public 7 days a week
- Expand Bookmobile service from 3 to 6 days a week
- Increase engagement with existing card holders (so fewer cards are deleted from the system due to non-use)
  - Increase community's perception of safety at the Library by hiring safety specialists and improving the welcoming atmosphere of the Library
  - Provide increased programming for adults, families and youth. (see programming objectives below)
  - Increase youth services programming (see youth services objectives below)

### Library & Bookmobile visitors:

By December 2024, increase the average number of monthly Library visitors by 15%.

By December 2024, increase the number of monthly Bookmobile visitors by 40%.

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

### Circulation:

By December 2024, increase electronic circulation by 10%.

By December 2024, increase overall circulation by 15%.

By December 2024, expand use of Library's electronic databases (Chilton, Mango Languages, LinkedIn Learning) by 25%.

- Invest funds in the Advantage Program to increase availability of items to our patrons
- Expand promotion of Libby/MontanaLibrary2Go & Library's electronic databases through social media and website engagement
- Expand Library Card signup by having at least one signup outreach event per quarter

- Expand access to checkout by having the Bookmobile provide service 6 days a week
- Expand access to patrons by increasing open hours to 7 days a week
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Implement automatic renewal options as soon as they are available through the Montana Shared Catalog
- Improve efficiency and effectiveness of Collection Development (see Collection Development Goals)

#### **Patron Interactions:**

By December 2024, increase the average monthly direct assistance interactions provided to patrons by 10%.

- Increase staff training on customer service---including reference interviews and technology support
- Expand Library hours to be open to the public 7 days a week
- Expand Bookmobile service from 3 to 6 days a week
- implement a KP Desk schedule that ensures coverage whenever the Library is open
- By September 2024, implement a “Book-A-Librarian” program
- Improve statistical recording keeping of staff interactions
- Improve promotion of the Library to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach

#### **Adult Programming & Community Engagement:**

By December 2024, increase average monthly attendance at general adult programming by 40%.

- Create more advertisements for events that are eye catching and thought provoking
- Take public recommendations for speakers at every speaker event
- Print table toppers for “events this week” by February 2024
- Improve promotion of the Library programs to the community by expanding our social media and online communication
- Improve promotion of the Library to the community by expanding community engagement with partner agencies and direct outreach
- Host bi-monthly technology cafes, and/or public training events as it relates to library resources and patron needs
- Increase adult program events to 5 programs a month by June 2024
  - Hold engaging community programs such as author talks, armchair traveler, music, etc.
  - Start providing 6-week Language Classes with community members who speak fluently ASL, German, Spanish, etc. (combine with promotion of Mango Languages)
  - Plan and provide basic and intermediate Computer Classes (combine with promotion of LinkedIn Languages)
  - Plan and provide a “Technology Fair” with the IT Department
  - Plan and provide “We Learn” programs to teach various different classes, i.e. knitting, scrapbooking, painting, photography with an iPhone, etc. (combine with promotion of LinkedIn Languages)

- By June 2025, expand “Summer Music” program to average over 120 weekly attendees
  - Create a block party experience with arts and crafts vendors and food trucks
  - Shut down 3 Ave N behind the park
  - Create vendor contracts that are fair and reasonable for all
  - Get sponsors to cover at least 50% of the program costs to increase other programming
- Expand community engagement by participating as a partner in community events at least twice a quarter (Examples: Town Parades, No More Violence Week, Community tabling events, Raising Readers events, Teen council)

### **Online Engagement**

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

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

By December 2024, increase monthly web sessions and web visits by 10%.

- Continue to create engaging social media content. Analyze trends in engagement to increase performance.
- Improve collaboration with partner organization to create more followers
- Redesign Library website with new Logo

### **Youth Services Programming and Community Engagement:**

By December 2024, average monthly attendance at Kids Place programming (family programs and programs for children 0 – 12-years old) will increase by 15%.

By December 2024, the average number of Kids Place programs will increase by 10%.

By December 2024, average monthly attendance at Young Adult programming attendance (programs for youth 0-18 years old) will increase by 10%.

During Summer Reading 2024, participation of children 0 – 12-years old will increase by 10%.

During Summer Reading 2024, participation of youth 0-18 years old will increase by 15%.

- By December, 2024, all YS staff will facilitate their own programs
- By December, 2024, we have at least 1 well-attended weekly, biweekly, or monthly early childhood program away from the Library (Examples: Toddler Time at Paris’ Young Parents, Storytime or Toddler Time at Op Inc, Head Start, or Cameron Center)

### **Long-term goal: XX% of students in Great Falls will start kindergarten ready to learn to read.**

NOTE: This goal will require effort across the community. The Library will assist in this effort by meeting the following objectives.

- By December 2024, the Library will host at least one event that expands marginalized parents’ awareness of their role as their children’s first teachers. (Examples: Conversations Count and/or Mind in the Making training at Cascade County Detention Center, Paris Gibson’s Young Parents, YWCA, Cascade County Juvenile Detention Center, Cameron Center)
- By December, of 2024, increase Dolly Parton’s Imagination Library sign-ups by 25%. Currently, we have 1,900 sign-ups.  $1.25 \times 1,900 = 2,375$  kids (Kids also age out of the program when the turn 5)
  - Engage more stakeholders to recruit their clients/students, gain new insights (Examples: Indian Family Health Service, Toby’s House, Benefis, Great Falls Clinic, Health Department, Cameron Center etc.)

**Technology:**

By December 2024, increase average monthly unique users of Library Wi-Fi (bookmobile & main library) network and public computers by 10%.

By December 2024, increase average monthly Library Wi-Fi (bookmobile & main library) network and public computers usage sessions by 18%.

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

**Collective Development Objectives:**

By December 2024, increase efficiency of Technical Services Department ordering/receiving/cataloging as measured by staff time spent on each step of the process.

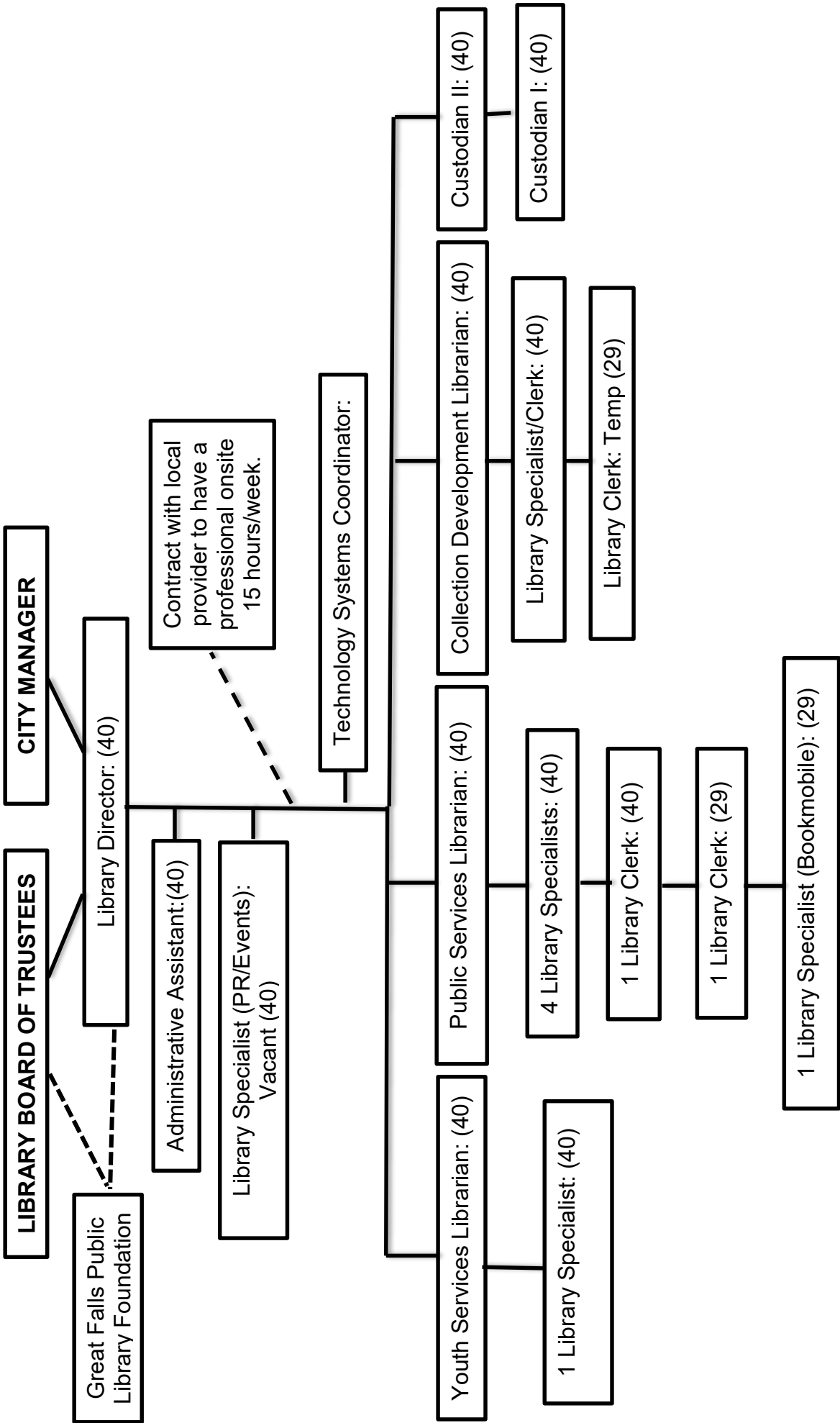
- Transition and train new staff
- Implement 9XX ordering system with main Library vendor (Baker & Taylor)
- Once 9XX ordering transition complete, implement EDI system for cataloging of new materials

By December 2024, improve patron access to materials. (see circulation objectives above).

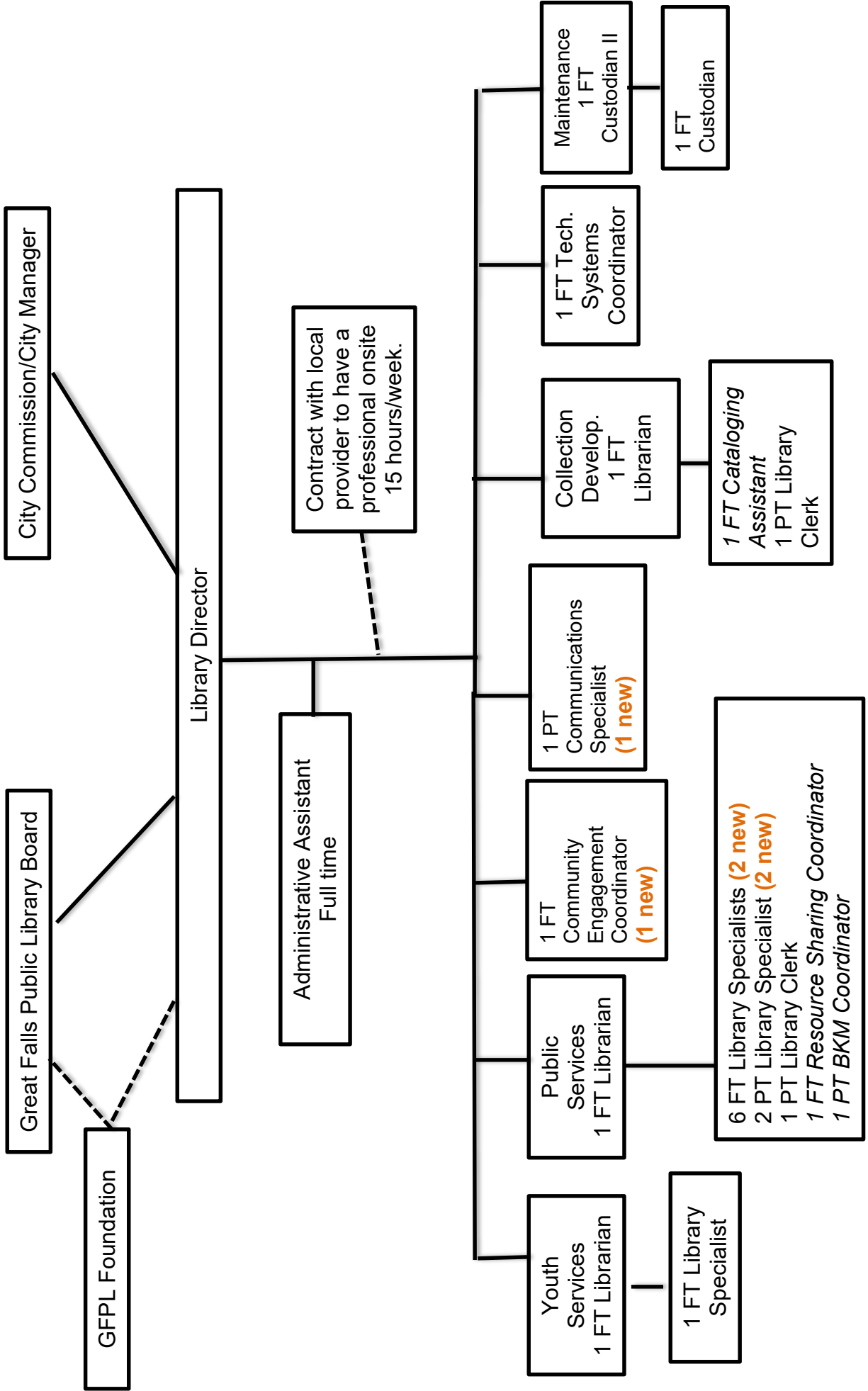
- Develop regular schedule of reviewing any Catalog records marked for review by the Montana Shared Catalog
- Work within the Partners to implement collaborative collection development to provide both more access to high demand items and to expand access to a wider range of mid-list items.
- Develop regular schedule of collection analysis to improve purchasing, weeding and collection development



Great Falls Public Library Organizational Chart June 2023



# Great Falls Public Library Organizational Chart: December 2023



Great Falls Public Library Organizational Chart: SPRING 2024

