

Director's Report
Great Falls Public Library
January 2024

1. **MONTHLY MANAGEMENT TEAM UPDATE—PUBLIC SERVICES REPORT:** Sara Linder Parkinson has prepared a report on the Public Services Department. She will provide an overview of the work of her team and answer any Board questions.
2. **LIBRARY PARK TASK FORCE:** The Library Board previously voted both to accept the Library Park Task Force report and to instruct the Library Director to carry out the Task Force recommendations—including taking down the park band shell. The Library received several generous donations at the end of 2023, including a bequest from a life insurance policy of a longtime Library Patron. Since the demolition of the bandshell was not in the Library's FY2024 budget, we will use those donations to pay for the demolition of the Library Bandshell. The Historic Preservation Officer has taken pictures and is documenting the park and band shell. Staff are working to coordinate the electrical work and the demolition schedule. Our hope is to have the project completed by late March (depending on weather).
3. **LIBRARY REMODEL DESIGN REQUEST FOR PROPOSAL:** The RFP review committee reviewed the proposals. After much debate and consideration, the selection committee has elected to start contract negotiations with the top scoring firm. We are working to define the scope and finalize the contract details. We hope to have a contract for the Library Board to review and approve at their February meeting so that it can be on the contracts list for approval at the City Commission meeting in March.
4. **PARTNERS ONE YEAR ANNIVERSARY & UPCOMING PROJECT:** On February 1 2023, Great Falls Public Library went live with the MSC Partners Resource Sharing Group (Partners). The Partners is a consortium of libraries within the Montana Shared Catalog. Each Partner library opens its collections to the cardholders of all Partner libraries. Within the consortium, a Partner library cardholder in one community can reserve and check out items from a neighboring community or from a library several hundred miles away. Our patrons have placed hundreds of holds and received hundreds of books through the Partners in the last year.. We are so pleased with the success of this project that provides access to a wider array of materials. The Partners are in discussions of how to improve efficiency and patron experience by using collaborative collection development. We will provide more information on this project in upcoming months.
5. **FRIENDS OF THE LIBRARY BOOK SALE:** The Friends of the Library had their first planning meeting for the 2024 Book Sale. The Book Sale will be scheduled for May. The Friends are collecting books every Saturday starting February 3rd from 10:00 am to 2:00 pm. Thank you to the Board members who have volunteered to assist with collection. If you are interested in volunteering, please talk to Sarah Cawley.
6. **TAX HELP MONTANA:** Tax Help Montana will be at the Library again this year. We are pleased to partner with them to provide the important service of assisting members of our community to correctly file their taxes.
7. **NATIONAL LIBRARY MONTH COMING SOON:** April is National Library Month and we are working on some promotional ideas. Jake (Communications Specialist) will be working with staff to create videos about the Library. Please let us know if you have any ideas or would like to participate in a video.
8. **LIBRARY PROGRAMMING:** The Library has some great programs scheduled for February including our annual Black Heritage Evening and a special United Against Hate presentation in collaboration with the U.S. Attorney's Office.
9. **AMERICAN LIBRARIES ARTICLE:** Every year *American Libraries* has an article providing updates about local efforts to improve Library funding. This year, Great Falls Public Library was one of six featured libraries in "Referenda Roundup 2023: Campaign Stories lessons learned from local elections". A copy of the section about us is included in your packet.

AGENDA
GREAT FALLS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, January 23, 2024
Great Falls Public Library – Cordingley Room (Library Basement)
(Virtual access to meeting available upon request • 406-453-0349)
4:30 P.M.

I. AGENDA APPROVAL

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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II. STAFF INTRODUCTIONS

III. PUBLIC COMMENT

IV. CONSENT AGENDA

- A. Adoption of the minutes of the regular meeting held in DECEMBER (Pages 1-8)
- B. Statistical reports for DECEMBER (Pages 9-18)
- C. Financial Reports for DECEMBER (Pages 19-20)
- D. Personnel report for DECEMBER (Page 25)
- E. Operating vouchers for DECEMBER (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
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V. DIRECTOR'S REPORT

VI. GFPL FOUNDATION REPORT

VII. CHAIRMAN'S REPORT

VIII. BOARD REPORTS

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. OLD BUSINESS

- A. LIBRARY LEVY IMPLEMENTATION (Pages 51-54)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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- B. GFPL POLICY REVIEW: GENERAL INFORMATION (Pages 55-65)

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

SECOND	PUBLIC COMMENT	BOARD DISCUSSION	VOTE
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C. PUBLIC LIBRARY STANDARDS: LIBRARY STANDARDS REVIEW—LAWS AND GOVERNANCE (Page 66)

XI. NEW BUSINESS

A. CONDUCT OF LIBRARY BOARD MEETING: REVIEW OF PACKET AND CONSENT AGENDA (Pages 67-80)

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, December 20, 2023
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
5:00 p.m.

BOARD MEMBERS PRESENT: Ms. Jessica Crist, Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson

BOARD MEMBERS ABSENT: Ms. Anne Bulger

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. Sarah Cawley, Mr. Ian Kaiser, Mr. Aaron Kueffler, Ms. Susie McIntyre, Ms. Nikki Robinson

GUESTS PRESENT: Ms. Brianne Laurin- GFPL Foundation Executive Director, Larry Anderson – Resident of Great Falls, Nancy Anderson – Resident of Great Falls, Molly Beck – Resident of Great Falls, Jack Buckman, Dennis DeForest – Resident of Cascade County, Jeni Dodd – Resident of Great Falls, Mark Good – Resident of Cascade County, Richard Irving – Resident of Great Falls, Alice Klundt – Resident of Great Falls, Joe McKenney – City of Great Falls Commissioner, Terri Nelson – Resident of Great Falls, Dave Powers – Resident of Great Falls, Mary Rearden – Resident of Great Falls, Jenn Rowell – The Electric (via zoom), Jerry Rukavina – Resident of Great Falls, David Saslav – Resident of Great Falls, Beth Schmoyer, Melinda Smith – Resident of Cascade County, Chris Smyth – Resident of Cascade County, Stephen Underwood – Resident of Great Falls, Jane Weber – Resident of Great Falls

Ms. Olson called the meeting to order at 5:00 pm.

I. AGENDA APPROVAL

Ms. Olson 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. Olson opened for any board discussion or public comment. Upon hearing none, Ms. Olson called for a vote. Motion passed unanimously.

II. STAFF INTRODUCTIONS

Ms. Nikki Robinson and Mr. Ian Kaiser introduced themselves and talked about their positions at the Library and how they came to be at the Library. After questions from the board, they left the meeting.

III. PUBLIC COMMENT

Mr. Irving addressed the board with concerns regarding the financial reports. He does not believe that the City can run a fair audit and calls upon the board to obtain an outside audit.

Mr. Saslav, from the Electron, thanked Mr. Sorich for doing such a great job with the Press Releases. He also wanted to thank all the staff for supporting the Electron.

Ms. Weber responded to Mr. Irving's call for an outside audit. She informed everyone that the City does retain an outside company for its fiscal audit and that the Library and Foundation are included.

Ms. Weber also shared her love of the diverse type of books the library has.

Mr. Good wanted to share that he appreciates the Library staff and board for all they do.

IV. CONSENT AGENDA

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

Ms. Johnson directed our attention to page two of the minutes. Under Consent Agenda, after the first paragraph, details were missing regarding the vagueness of information shared. (Ms. Johnson provided a typed sheet with wording to be added to the approved notes) Continuing on page two, under Section III: Public Comment, Ms. Johnson requested an amendment to Mr. Irving's comments to be consistent with other public comment statements; This was also requested for the last paragraph on page two. (Ms. Johnson provided a typed sheet with wording to be added to the approved notes). On page three, third sentence down, Ms. Johnson corrected "master plan" to be Capital Campaign".

Ms. DeForest asked why the State Aid line item (334150) on page 19 was higher than expected. Ms. McIntyre stated that it was increased due to legislation. Ms. DeForest asked why the Computer Programming line (435500) was so high for the year to date. Ms. McIntyre explained that this is OCLC, Montana Shared Catalog, and GSuite costs and that OCLC and the Montana Shared Catalog services get paid in a lump sum at the

beginning of the year. Ms. DeForest asked why Other Professional Services (435900) was listed twice. Ms. McIntyre stated that the first line item is for services such as Snow Plowing, Courier Services, etc. Whereas the Second line item is designated for the Health Care Professional. She also stated that the health care professional is currently being provided and funded by an outside group.

Ms. Olson asked what the Computer Equipment Maintenance line item (486970) is for. Ms. McIntyre stated that it is part of the internal service charges that we pay a lump sum.

Ms. Johnson pointed out some discrepancies between the Budget Report and the Vendor. On page 20, line items 434200-434700 shows a monthly expense, but on the vendor report on page 21 nothing is listed. Ms. McIntyre explained that since those expenses are paid for by the City, then billed to us, Fiscal Services suggested we not include them on our Vendor report, since that report is for expenses we pay directly.

Ms. Olson 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. Crist moved that the Great Falls Library Board of Trustees approves the consent agenda as updated. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon hearing none Ms. Olson called for a vote. Motion passed unanimously.

V. DIRECTORS REPORT

Ms. Cawley presented her Community Engagement report. Ms. Crist shared that she loves all the programs and publicity that Ms. Cawley and Mr. Sorich have been doing. Ms. Crist asked if the response has been immediate or if it has been a slow build. Ms. Cawley stated that she has noticed there is a group of people that attend most of the programs, but her goal is to increase attendance to adult programs by 40% by end of 2024.

Ms. McIntyre presented her Director's report. Ms. McIntyre stated that she has received some information on the December property taxes. The payments are low right now. It was estimated the mills would be around 103K (same as last year) but they came in at 93K instead. The main reason for this is due to appeals and protests.

Ms. McIntyre stated that we had wanted to start the third wave of hiring in January, but due to the low tax payment revenue, the rising cost of electricity, and the need to have 60% of funds in our library fund, we will have to postpone additional hires at this time. She is working on options to present to the board in January. Ms. McIntyre added that the SMART objectives from staff will have to be adjusted as a result of the postponement of additional staff.

Ms. McIntyre stated that the Credit Card process is still not working. She will update the board next month on the progress.

Ms. McIntyre gave a quick overview of the current Foundation Approved Asks.

Ms. Crist asked a question regarding page 53, last line of the MontanaLibrary2Go paragraph. She would like to know what 'Advantage Funding' is. Ms. McIntyre stated that money the Library puts towards MontanaLibrary2Go goes to purchase digital materials that are used by everyone in the program. With the advantage program, we can purchase additional item that are just for our library patrons.

Ms. DeForest ask if the \$1K, on page 54, to reserve the Mansfield Theater for Shakespeare in the park was the total, or would there be additional costs if it were to be used. Ms. McIntyre stated that last year we did not have to pay because we did not use the theater space; this was because no other group wanted that date. Ms. Cawley added that the Mansfield has not yet stated their 2024 charges so she doesn't know the excite amount, but \$1K should cover the entire rental.

Ms. McIntyre informed everyone that the Design Committee has met and has chosen the high scoring firm. We do not have a contract yet, but the next step is to negotiate the scope of work in their contract.

Ms. Johnson had a question regarding the mill levy implementation. With the requirement of 60% for the library fund, it leaves a drastic cut of funding for the library's budget, will an adjusted budget be presented to account for this loss. Ms. McIntyre stated that we had budgeted for the entire staff to be hired July 1st, knowing that it wasn't going to happen. Ms. McIntyre said she could present budget numbers, but due to the budget being approved by the City Commission, the Cities Fiscal department would not recommend we do a modified budget.

Ms. Johnson stated again that it is a drastic cut in funding and wanted to know how it would be addressed. Ms. McIntyre stated she will be providing a spending plan at the January meeting to address these concerns.

Ms. Johnson was happy to see the SMART objectives from the staff. She asked if they could include December data as a "Starting" point.

Ms. Johnson asked what roll law enforcement played in the hate propaganda that was found in the library books. Ms. McIntyre stated that only the Library Policy was broken, and since nothing was vandalized no crime had been committed. The library did file a police report.

VI. GFPL FOUNDATION REPORT

Ms. Laurin informed everyone that the PSA for the book-a-thon has been running on both television stations through January. This is fundraising for materials and programs for youth services.

Ms. Laurin is working on the Foundation's annual report. It will come out early next year.

VII. CHAIRMAN'S REPORT

Ms. Olson informed us that she, Ms. McIntyre, Ms. Kinzler (City Finance Director), and Mr. Anderson (City Deputy City Manager) met to discuss the taxes. We are only at about 70% of what we thought we would receive. Ms. Kinzler also went over what the state and city require for auditing. A contract is between the State, City, and an outside accounting firm. The outside firm that audits the City is Anderson ZurMuehlen; now known as Pinion. Pinion produces an ACFA report and presents it to the city commission. That report is available for anyone that would like to look at it. Ms. Kinzler also offered to meet with any board members that may have questions.

VIII. BOARD REPORTS

Ms. Olson informed everyone that the RFP committee has completed their work. They reviewed good applicants. Ms. Olson added that both Fiscal and Public Works have been very helpful with this process. The next step is to negotiate the scope of work for the contract

Ms. Crist asked why the removal of the band shell was not included in the Foundation Approved Project ask. Ms. McIntyre talked with the Foundation. The Foundation did not feel taking down the band shell was an appropriate ask. The Foundation has raised over \$420K for the capital campaign, they would consider using some of that money for the removal of the band shell. Ms. McIntyre also stated that there is some money left in the master plan from the anonymous donor that could be used; Ms. McIntyre would have to reach out to the donor first to make sure they were agreeable. Ms. McIntyre is also looking into alternative funding.

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Olson informed the board that Ms. Wolff will be stepping down as the City Ex-Officio. Ms. Shannon Wilson will be taking her place at the next meeting. Ms. Wolff thanked everyone. Ms. Olson thanked Ms. Wolff for all the time she has given to the board.

Ms. Johnson requested a discussion to possibly utilize Zoom to record the board meetings, and use that as the official minutes. This has been done and officially used by MCA for multiple boards.

Ms. Olson asked if Ms. Johnson was making a motion.

Ms. Johnson made a motion that the Great Falls Public Library Board of Trustees Use Zoom recordings to serve as the formal minutes of the meetings. Ms. Olson asked if there was a second. Upon hearing none. She asked if there any other questions or proposals.

Ms. Crist had a question on the consent agenda. She stated that we don't use the consent agenda the way they are designed. Consent agendas should be items that have no questions. She asked for a discussion on what items to put in the consent agenda that the board would not have questions on. Ms. Wolff explained how the City Commission handles their consent agenda. Ms. Crist has sent articles on what is and isn't a consent agenda to Ms. McIntyre and Ms. Olson. She hopes that we can make changes to be more efficient.

Ms. Olson brought up the board quarterly training in January. Ms. McIntyre stated that every two years the City brings in Mr. Dan Clark to speak and that the board is required to attend. She suggested the board use that as their quarterly training requirement. Ms. Wolff commented that Mr. Clark's schedule has not been provided yet. She also wanted to commend the board for the major changes they have made in doing their business. Everyone benefits.

Ms. Olson asked the board if they wanted training in addition to Mr. Clark's. Ms. Crist suggested to just have the training by Mr. Clark.

X. OLD BUSINESS

PUBLIC LIBRARY STANDARDS: 2024 Calendar

Ms. Olson asked if there were any comments regarding the Public Library Standards 2024 calendar. Ms. McIntyre presented a new calendar plan. The Policy review happens every three years, 2024 is the year to review. Per the board's request, the policy review will be broken up over several months so it isn't so overwhelming. Ms. McIntyre has set up a Manager Policy Review committee to review each section and offer suggestion and changes for the board to review.

Ms. Crist moved that the Great Falls Public Library Board of Trustees adopt the 2024 Public Library Standards Calendar as presented. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment.

Ms. Crist stated that she finds the revised calendar plan helpful.

Ms. DeForest asked if the information that needs to be reviewed will be given at the beginning of the month so the board has time to look at it.

Ms. McIntyre asked if the board would like a supplemental board packet that would include that information at the beginning of the month, then the main packet a week before the meeting.

It was decided to have two packets each month.

Ms. Olson reminded everyone that a motion was open and called for a vote. Motion passed unanimously.

XI. NEW BUSINESS

There was no new business.

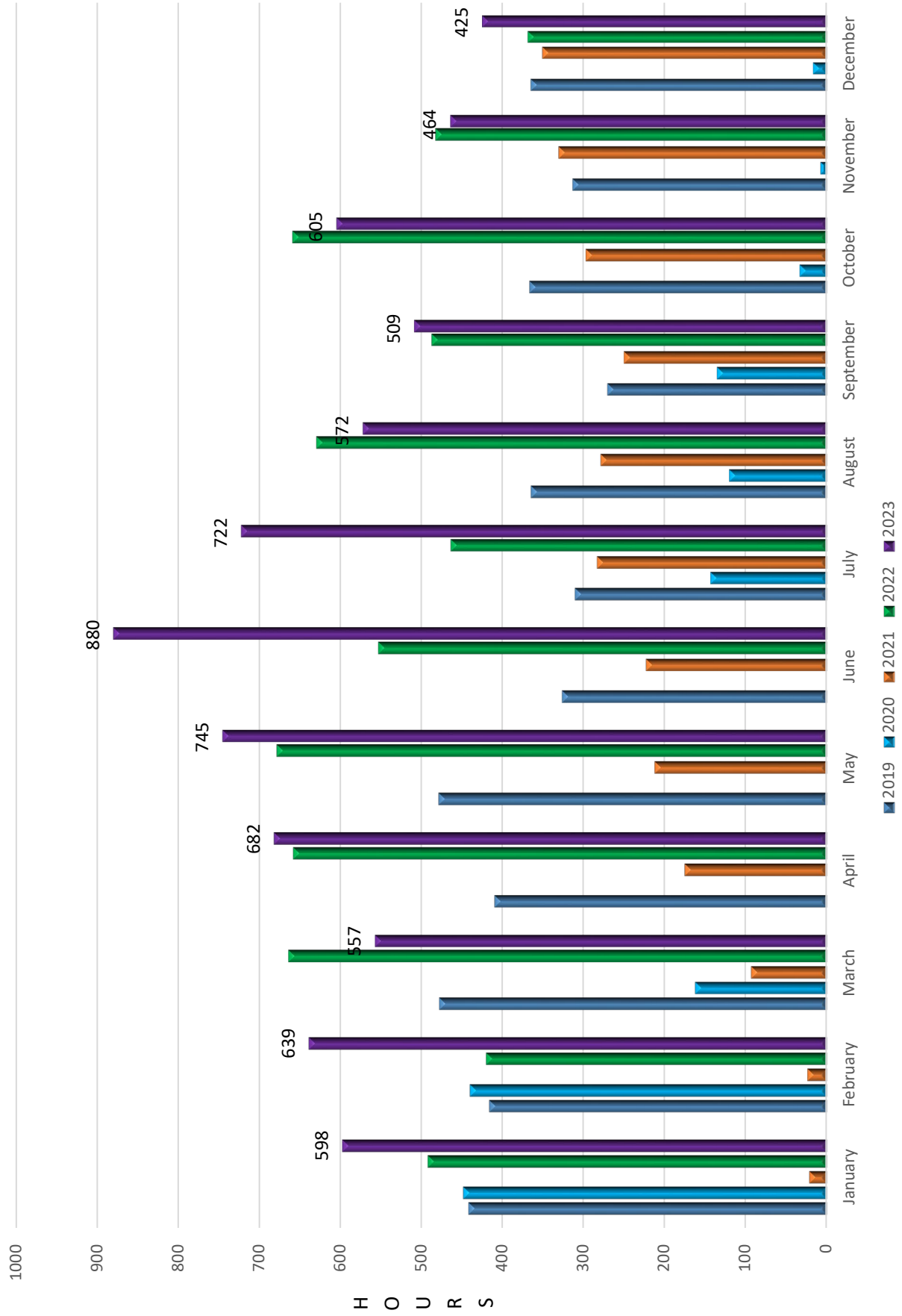
XII. ADJOURNMENT

Ms. Olson asked if there were any other questions or comments, upon hearing none, she asked for a motion.

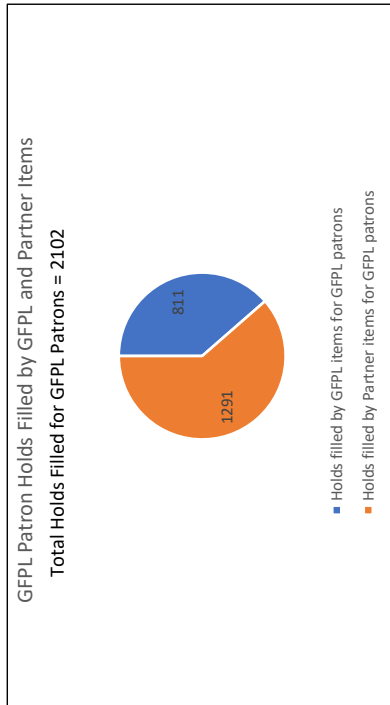
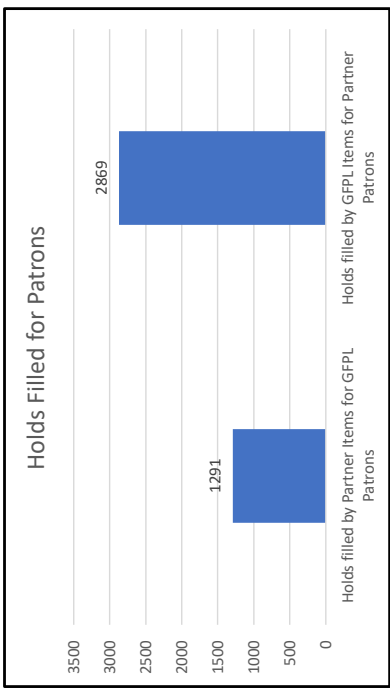
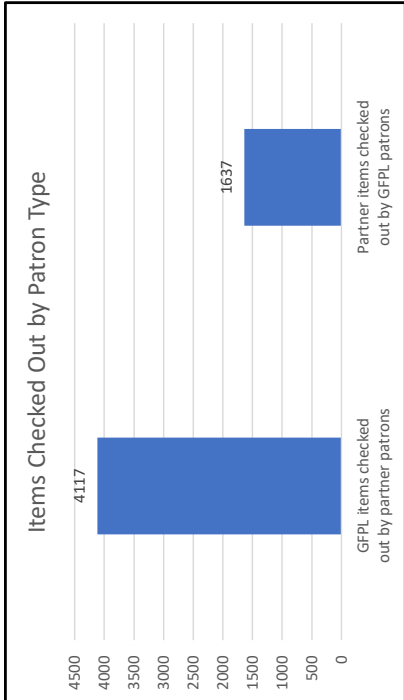
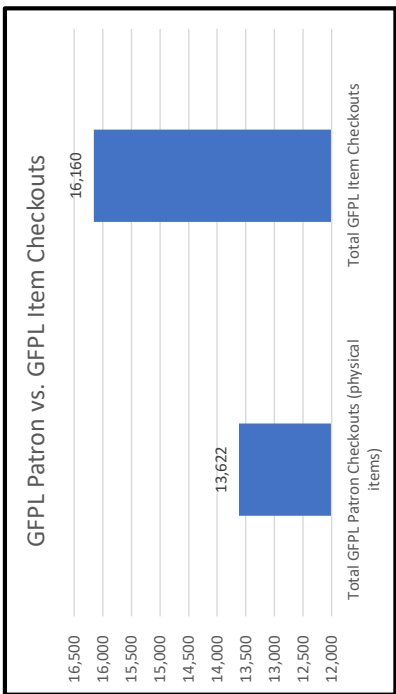
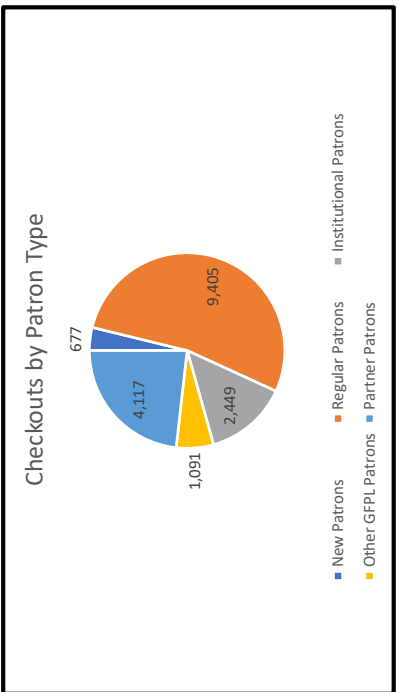
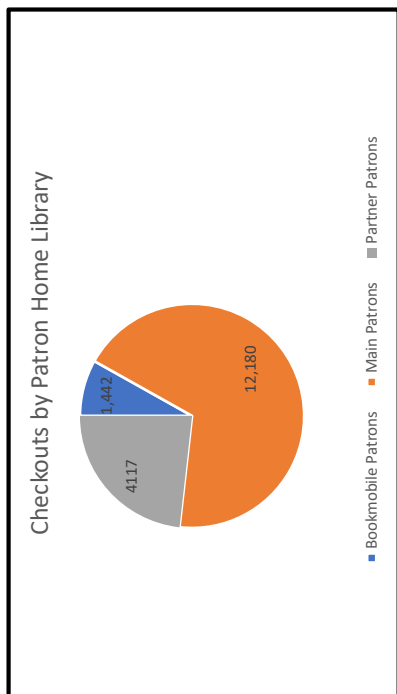
Ms. DeForest moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. Johnson seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irving stated he was happy to see the board has adjourned after making progress becoming a real board and not a rubber stamp. He felt new business should have included directing the director to apologize to the people that have signed up for mango languages for archiving their voiceprints and not warning those that sign up. It is also shameful that the board has not ordered their director to take financial education and training. Not doing so the board will continue to issues with the finances. Ms. Olson asked if there were any more comments, upon hearing none she called for a vote. Motion passed unanimously.

Ms. Olson adjourned the meeting at 6:16 pm.

Volunteer Statistics

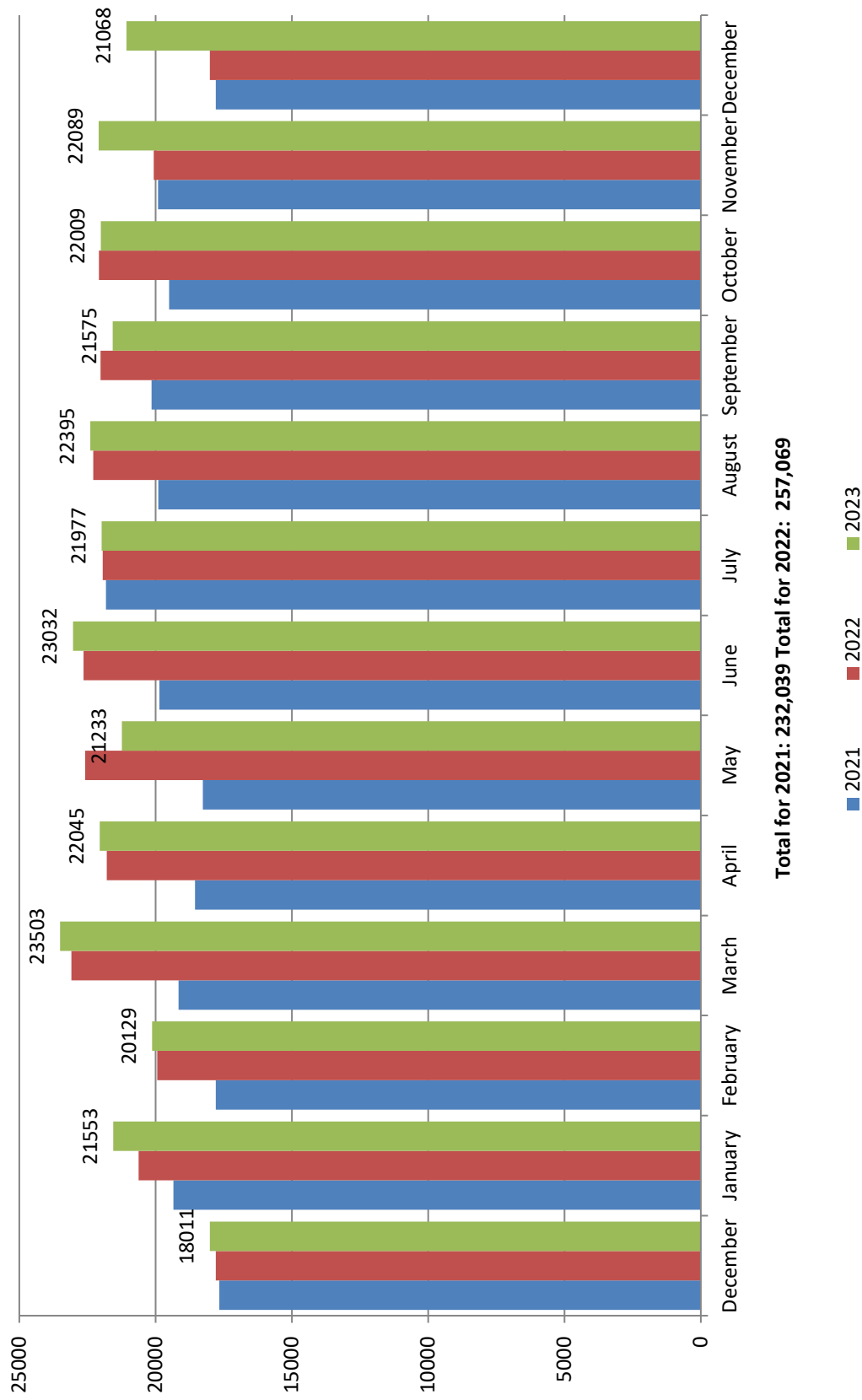


December 2023: PATRON CHECKOUTS & HOLDS of PHYSICAL ITEMS

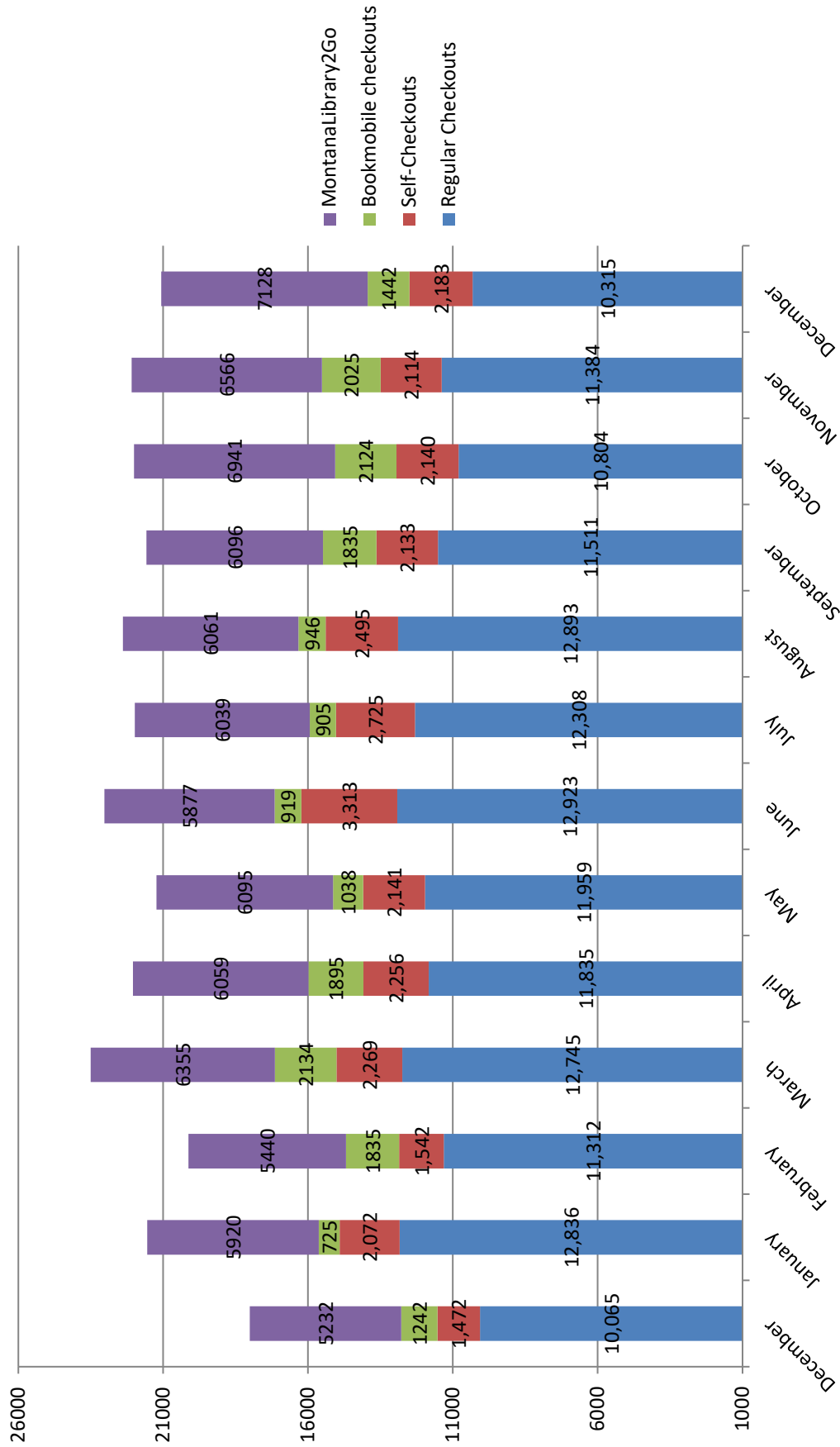


Total Monthly Circulation

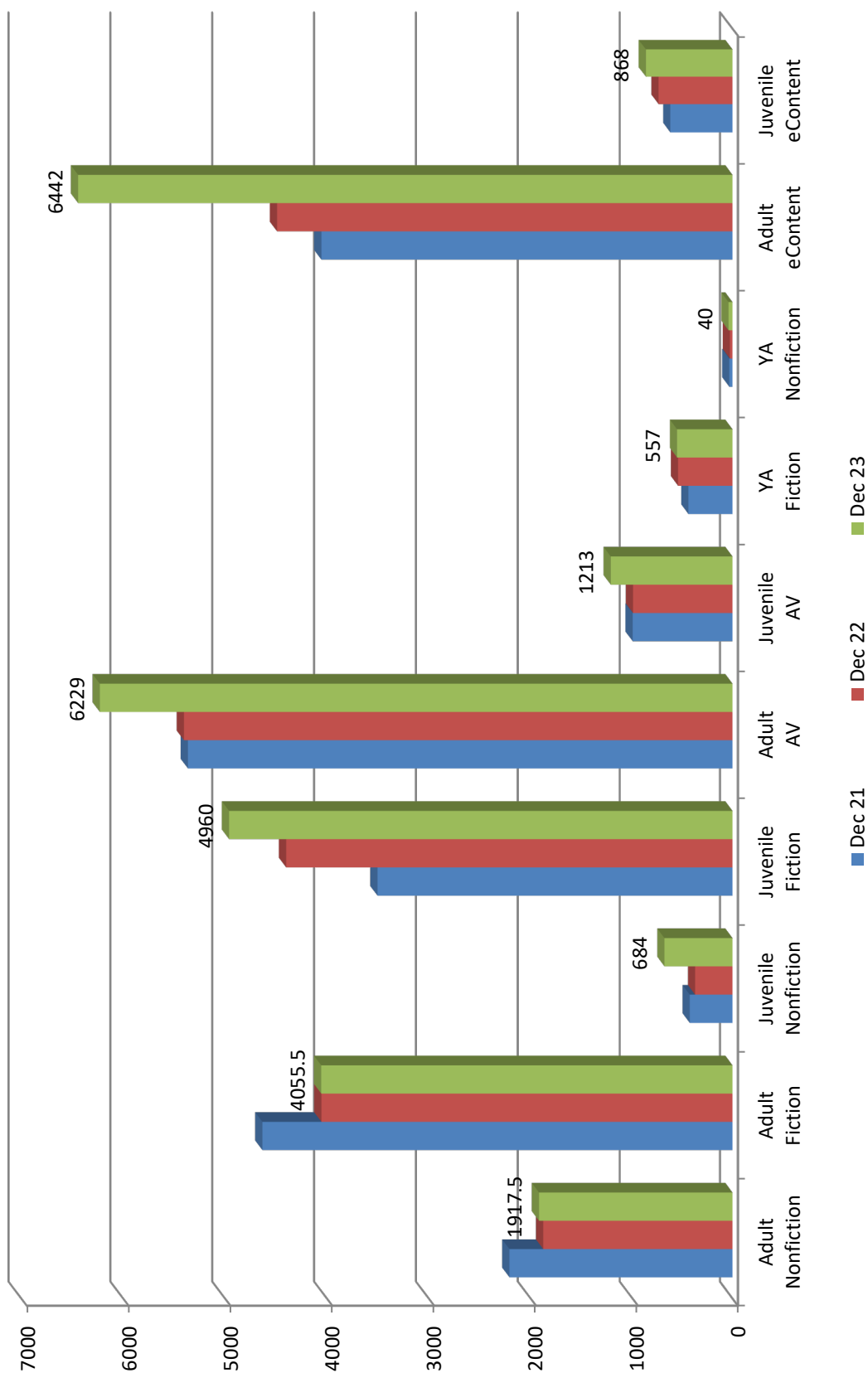
Total Circulation Previous 12 Months: 262,608



Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs 12 Month total = 262,608

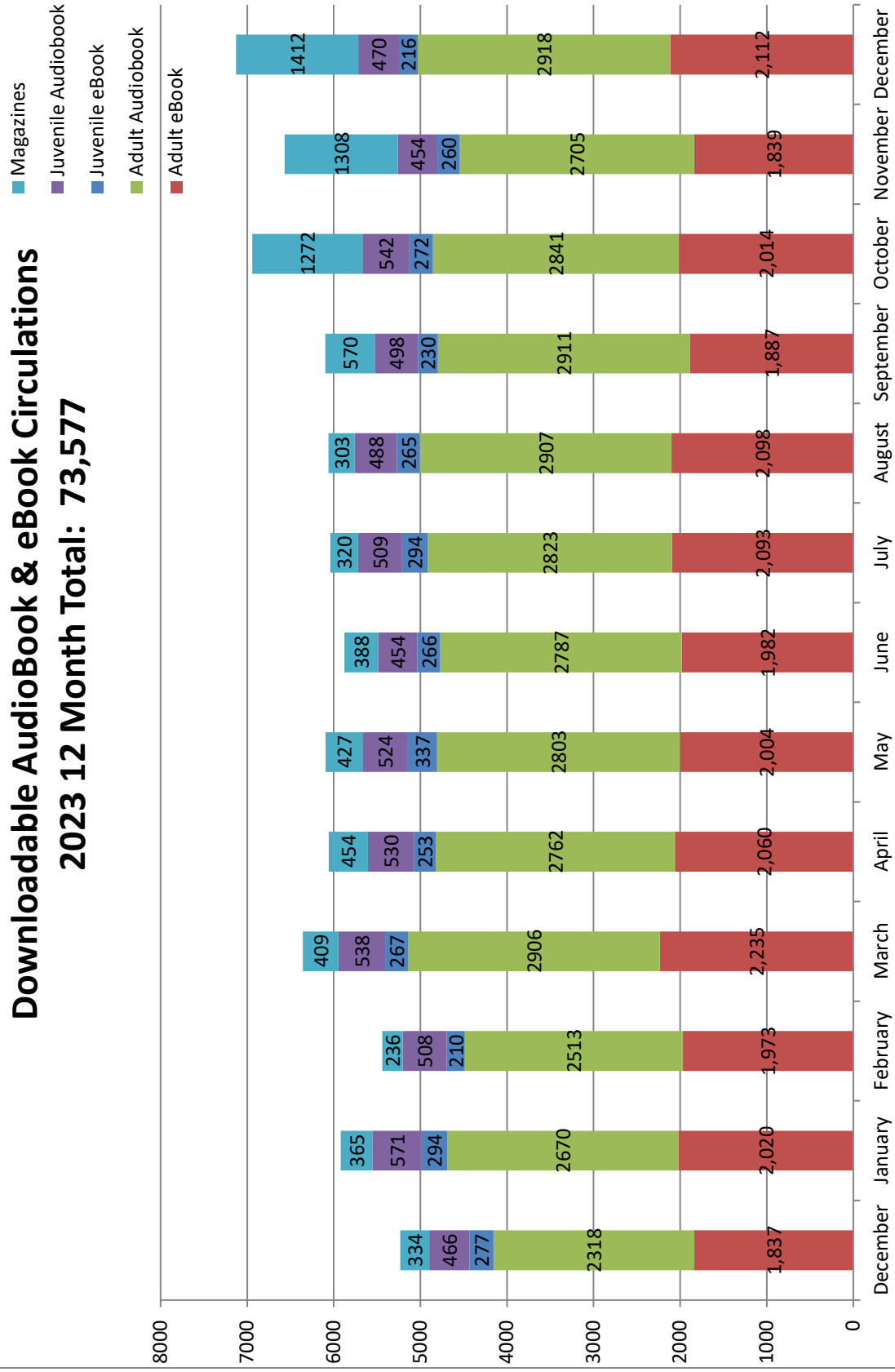


Comparison of Circulation Totals December 2021, 2022, and 2023



Downloadable AudioBook & eBook Circulations

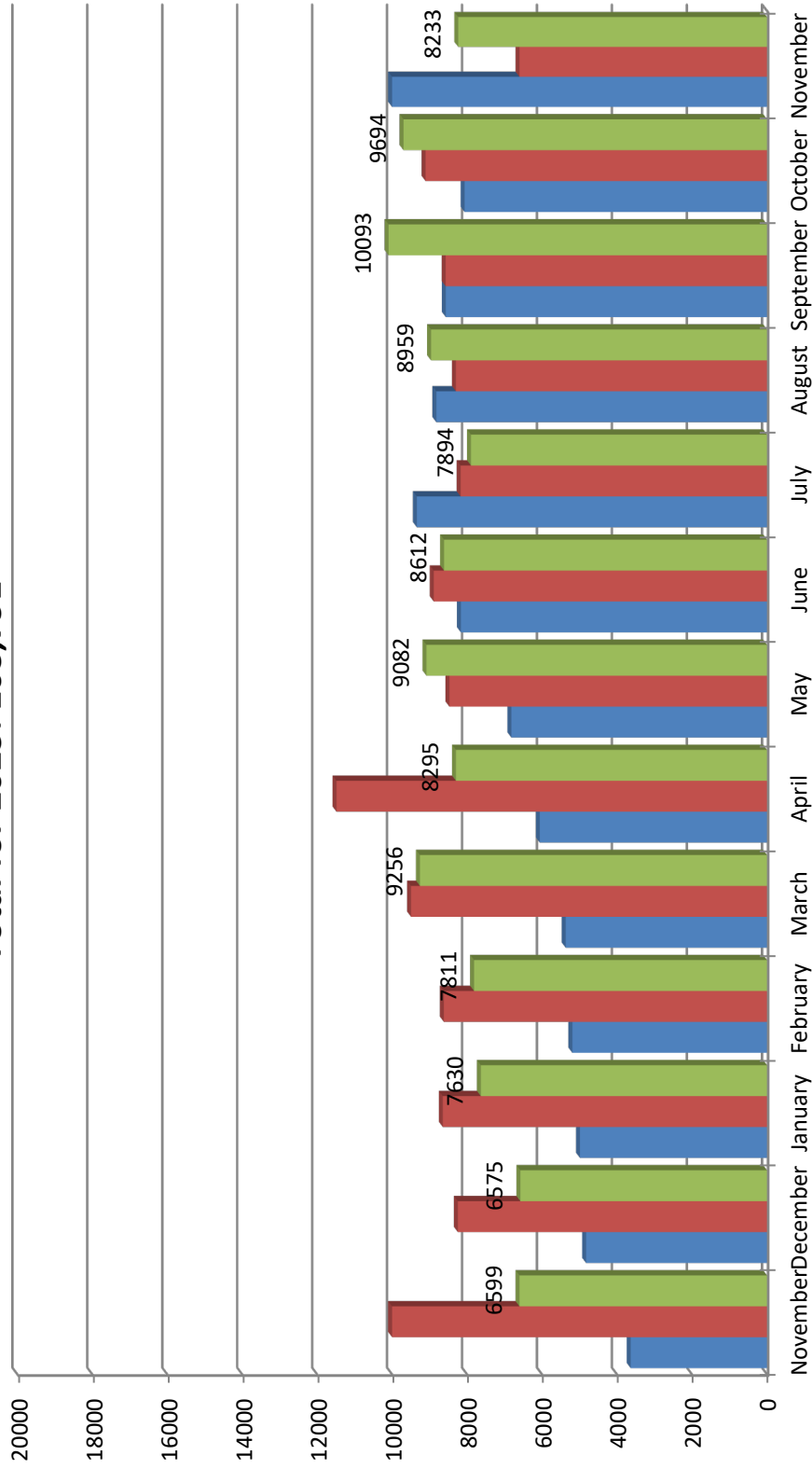
2023 12 Month Total: 73,577



Total Monthly Patron

Attendance

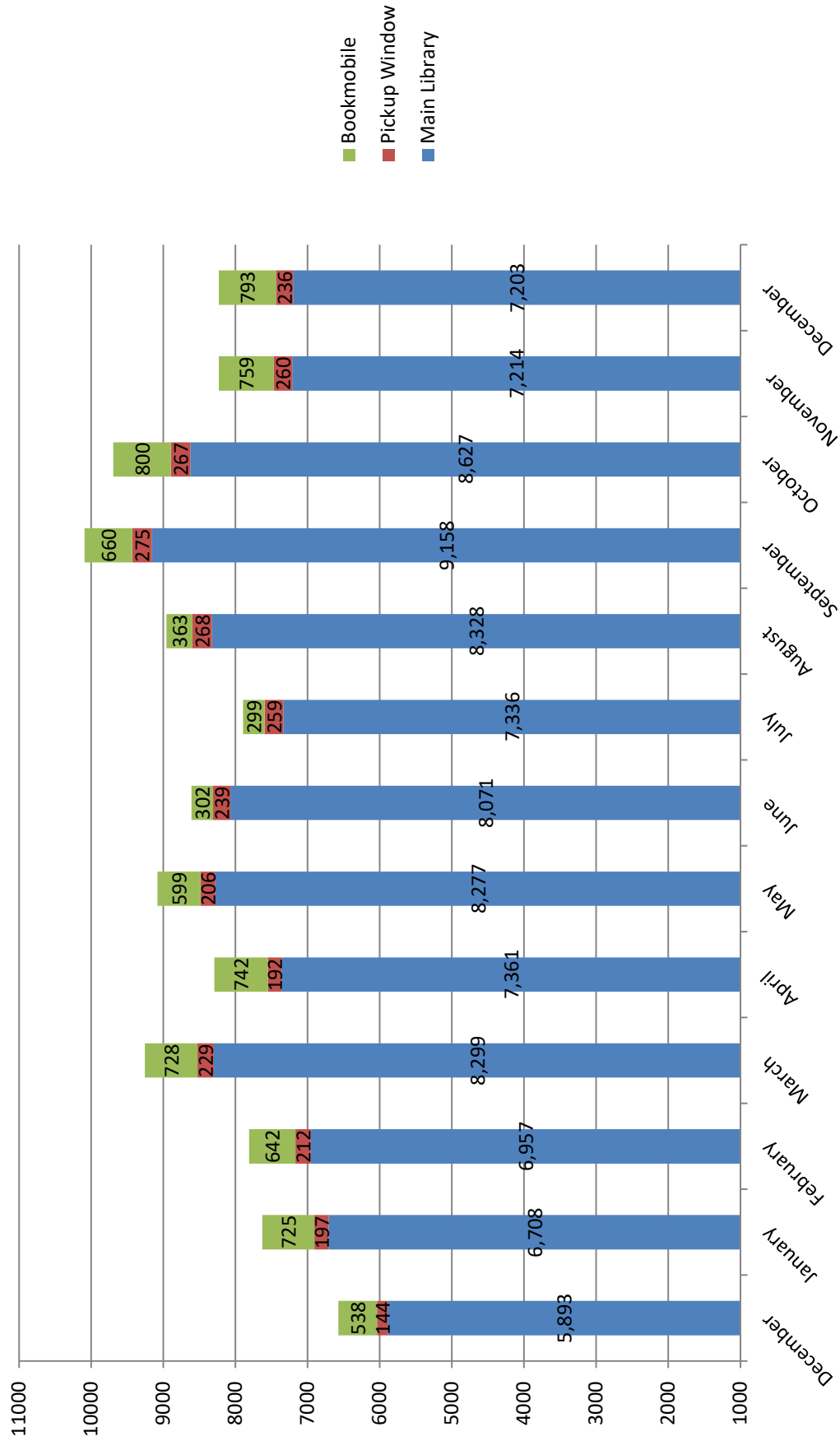
Total for 2023: 103,791



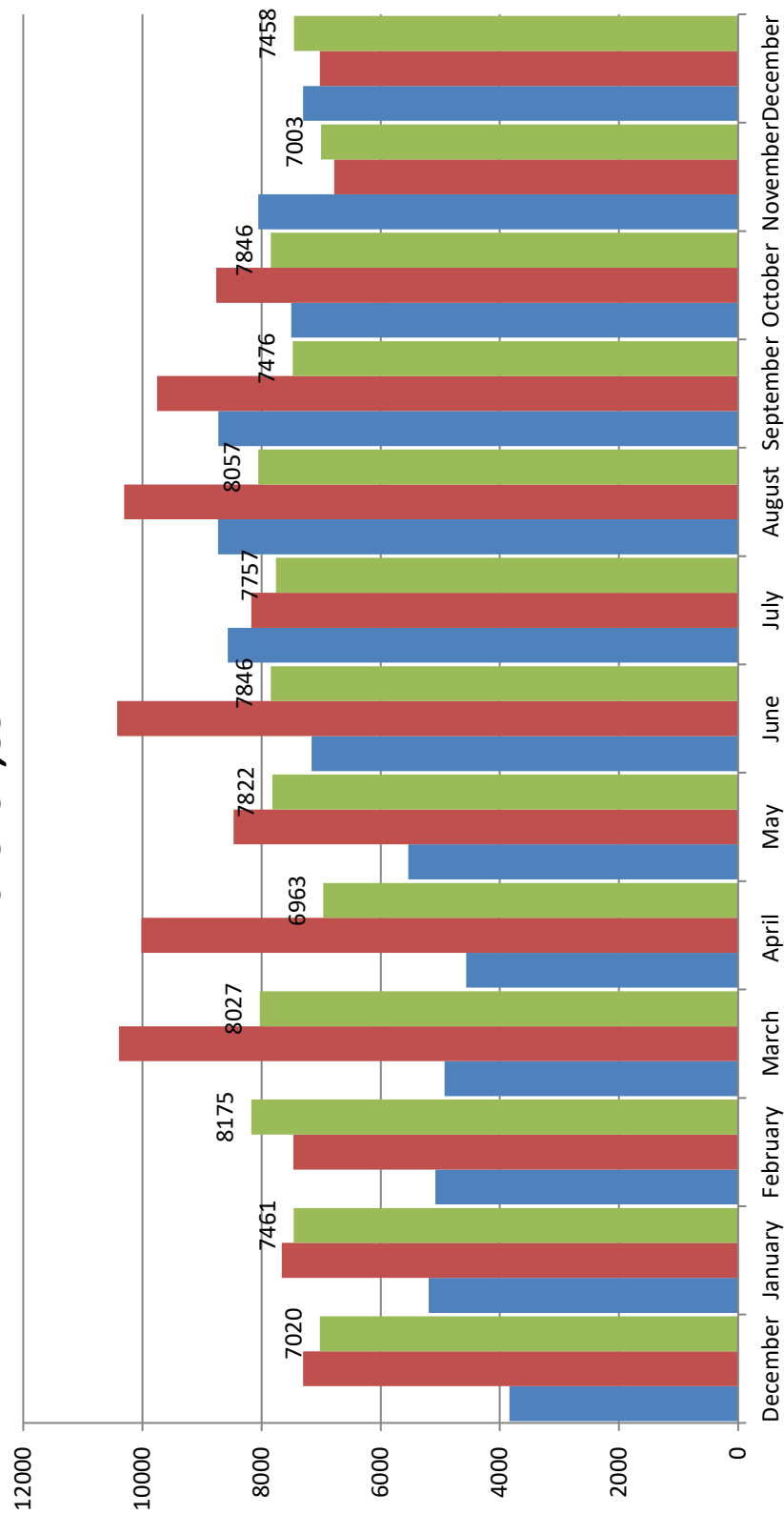
Total for 2021: 89,604 Total for 2022: 102,912

■ 2020/2021 ■ 2021/2022 ■ 2022/2023

Main Library, Bookmobile and Pickup Window Attendance



Use of Public Computers & Wireless Network 2023: 91,891



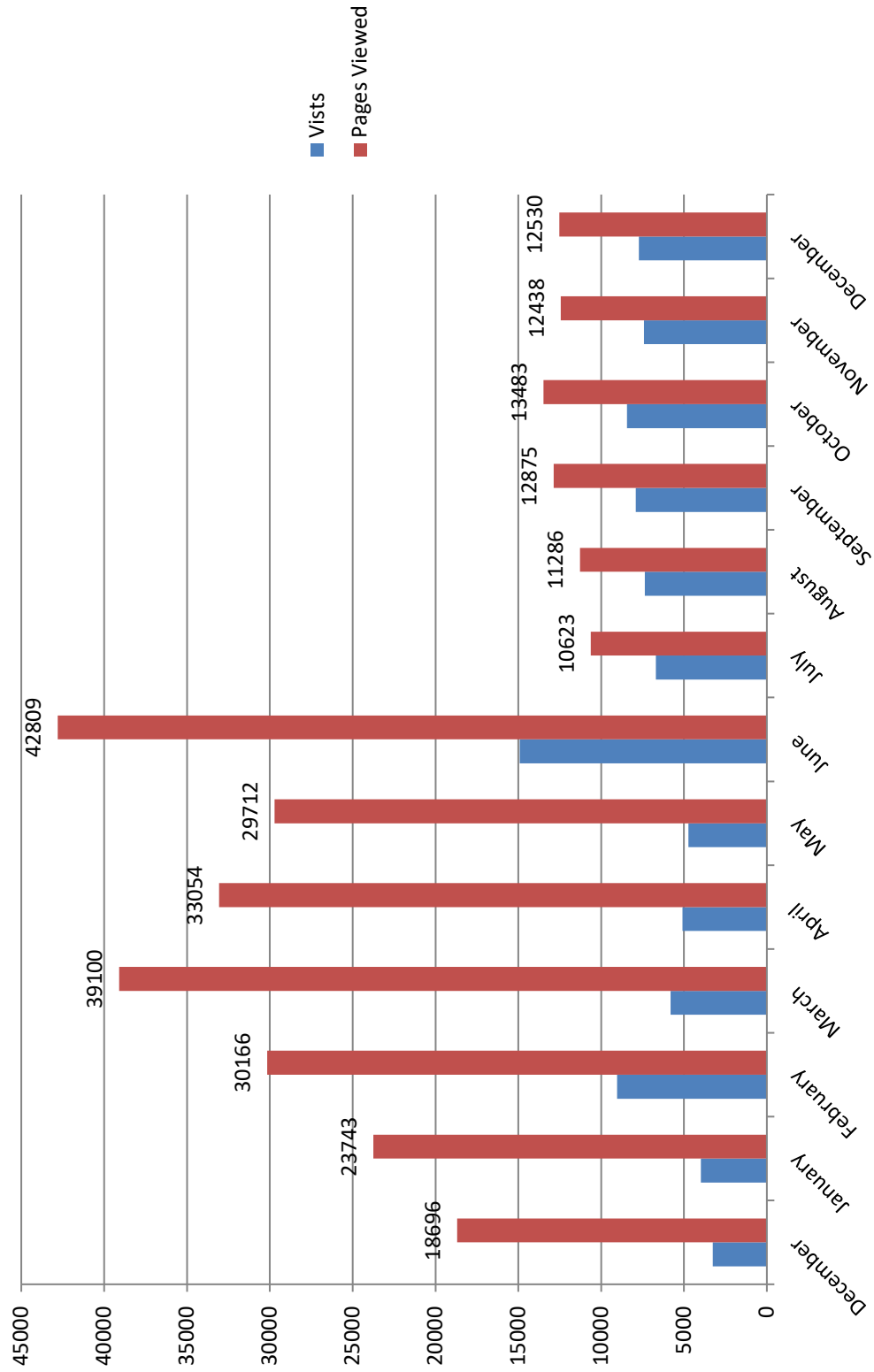
Total for 2021: 81,351 Total for 2022: 105,224

2021 2022 2023

Library Web Page Usage

2023 12 month Total Pages Viewed: 271,819

2022/2023 12 month Total Sessions: 89,144



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.

		December 2023		FY 2024YTD	
Account Number	Account Desc	Actual	Budget		Actual % Used
2220 LIBRARY					
Taxes					
311010 REAL CURRENT AD VALOREM		\$ (1,551,617.14)	\$ (2,400,000.00)	\$ (1,575,679.75)	65.65%
311030 REAL DELINQUENT AD VALOREM		\$ (1,029.29)	\$ (6,000.00)	\$ (6,444.01)	107.40%
311050 REAL PROTESTED TAXES		\$ -	\$ -	\$ -	
311210 MOBILE HOME TAXES		\$ (595.30)	\$ (2,000.00)	\$ (885.75)	44.29%
311220 OTHER PERSONAL PROPERTY		\$ -	\$ (15,000.00)	\$ (241.69)	1.61%
312000 DELINQUENT TAX PENALTY & INTER		\$ (116.76)	\$ (1,500.00)	\$ (389.93)	26.00%
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		\$ (230.00)	\$ (2,000.00)	\$ (2,134.00)	106.70%
346910 LIBRARY FEES MISCELLANEOUS		\$ (350.00)	\$ (10,100.00)	\$ (5,400.00)	53.47%
346920 LIBRARY SERVICE CHARGES MISC		\$ (442.00)	\$ (5,000.00)	\$ (2,389.45)	47.79%
346930 LIBRARY EQUIPMENT CHARGES MISC		\$ (1,021.90)	\$ (12,000.00)	\$ (5,800.70)	48.34%
346940 LIBRARY FACILITY CHARGES MISC		\$ (30.00)	\$ (800.00)	\$ (480.00)	60.00%
346950 LIBRARY BOOK PURCHASES		\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
Fines and Forfeitures					
351340 COLLECTION AGENCY FINES		\$ (40.00)	\$ -	\$ (166.98)	
352200 LOST BOOK FINES		\$ (333.85)	\$ (6,500.00)	\$ (2,709.28)	41.68%
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)	\$ (2,791.02)	111.64%
REVENUE TOTAL		\$ (1,555,806.24)	\$ (2,685,975.00)	\$ (1,959,428.02)	73%
Personal Services					
411100 SALARIES & HOURLY		\$ 79,969.50	\$ 1,478,415.49	\$ 457,999.38	30.98%
412100 OVERTIME - REGULAR FULL-TIME		\$ -	\$ -	\$ -	
412300 OVERTIME - TEMPORARY		\$ -	\$ -	\$ -	
413150 VACATION TERMINATION		\$ 8,833.52	\$ -	\$ 14,095.22	
413250 SICK LEAVE TERMINATION		\$ 8,314.24	\$ -	\$ 8,750.90	
413600 HEALTH INSURANCE		\$ 18,596.24	\$ 354,456.04	\$ 115,035.93	32.45%
413700 LIFE INSURANCE		\$ 162.75	\$ 2,634.44	\$ 897.12	34.05%
413800 VEBA PAYOUT		\$ -	\$ -	\$ -	
414100 UNEMPLOYMENT INSURANCE		\$ 382.91	\$ 6,089.74	\$ 1,977.50	32.47%
414200 WORKERS COMPENSATION		\$ 620.73	\$ 9,718.95	\$ 3,194.58	32.87%
414300 FICA		\$ 5,833.34	\$ 87,957.87	\$ 28,613.34	32.53%
414350 MEDICARE		\$ 1,364.25	\$ 20,570.84	\$ 6,691.85	32.53%
414450 PERS		\$ 9,922.96	\$ 154,540.84	\$ 50,269.91	32.53%
415100 MISCELLANEOUS PENSIONS		\$ 876.00	\$ 20,715.79	\$ 6,763.73	32.65%
Personal Services Totals		\$ 134,876.44	\$ 2,135,100.00	\$ 694,289.46	32.5%
Supplies					
421100 PAPER & FORMS		\$ 70.59	\$ 3,000.00	\$ 779.03	25.97%
421200 COMPUTER ACCESSORIES		\$ 14.38	\$ 7,500.00	\$ 3,528.91	47.05%
421400 INSTRUCTIONAL & SAFETY SUPPLIE			\$ -		
421900 OTHER OFFICE SUPPLIES & MATERI		\$ 341.75	\$ 16,100.00	\$ 2,625.28	16.31%
423100 GAS, OIL, DIESEL FUEL, GREASE,		\$ 222.53	\$ 7,693.00	\$ 1,843.42	23.96%
423900 OTHER REPAIR & MAINTENANCE SUP		\$ 1,326.44	\$ 14,000.00	\$ 3,805.69	27.18%
Supplies Totals		\$ 1,975.69	\$ 48,293.00	\$ 12,582.33	26.05%

<i>Purchased Services</i>					
431100 POSTAGE, BOX RENT, ETC.	\$	-	\$	4,000.00	\$ 4,000.00 100.00%
432100 PRINTING, FORMS, ETC	\$	-	\$	200.00	\$ - 0.00%
433200 BOOKS & SUBSCRIPTIONS	\$	9,403.78	\$	80,000.00	\$ 25,250.37 31.56%
433500 MEMBERSHIPS & DUES	\$	-	\$	1,000.00	\$ 500.00 50.00%
434100 TELEPHONE	\$	504.58	\$	3,200.00	\$ 1,488.08 46.50%
434120 FAX & OTHER TELEPHONE LINES	\$	170.40	\$	3,500.00	\$ 1,022.40 29.21%
434200 ELECTRIC UTILITY	\$	1,344.53	\$	75,000.00	\$ 28,911.98 38.55%
434300 GAS UTILITY	\$	938.41	\$	13,000.00	\$ 2,342.93 18.02%
434400 CITY SANITATION DISPOSAL	\$	167.40	\$	1,939.00	\$ 837.00 43.17%
434500 WATER UTILITY	\$	83.82	\$	2,841.00	\$ 1,481.05 52.13%
434600 SEWER UTILITY	\$	71.52	\$	1,327.00	\$ 392.26 29.56%
434700 STORM DRAIN UTILITY	\$	83.93	\$	911.00	\$ 419.65 46.06%
435260 COLLECTION AGENCY COSTS	\$	104.85			\$ 104.85
435500 COMPUTER PROGRAMMING	\$	375.30	\$	50,000.00	\$ 36,518.44 73.04%
435900 OTHER PROFESSIONAL SERVICES	\$	1,350.65	\$	13,000.00	\$ 9,069.61 69.77%
435900 OTHER PROFESSIONAL SERVICES (mental)	\$	-	\$	30,000.00	\$ - 0.00%
436200 BUILDING REPAIR & MAINT	\$	-	\$	7,500.00	\$ 398.91 5.32%
436300 MAINTENANCE AGREEMENTS	\$	859.92	\$	23,000.00	\$ 7,997.51 34.77%
453200 OFFICE EQUIPMENT RENTALS	\$	369.69	\$	1,600.00	\$ 739.38 46.21%
455150 CREDIT CARD FEES	\$	68.01	\$	-	\$ 557.04 0.00%
<i>Purchased Services Totals</i>	\$	15,896.79	\$	312,018.00	\$ 122,031.46 39.11%

<i>Other</i>					
459200 REFUNDS & REIMBURSEMENTS	\$	-	\$	450.00	\$ 81.33 18.07%
481300 CASH OVER/SHORT	\$	0.01	\$	-	\$ 0.51
<i>Other Totals</i>	\$	0.01	\$	450.00	\$ 81.84 18.19%

<i>Internal Service Charges</i>					
486110 HUMAN RESOURCES	\$	2,493.42	\$	29,921.00	\$ 14,960.52 50.00%
486370 VEHICLE & EQUIPMENT MAINT	\$	355.17	\$	4,262.00	\$ 2,131.02 50.00%
486520 FISCAL SERVICES	\$	1,462.08	\$	17,545.00	\$ 8,772.48 50.00%
486580 CENTRAL INSURANCE	\$	-	\$	60,117.00	\$ 60,117.00 100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$	-	\$	-	\$ -
486950 INFORMATION TECHNOLOGY	\$	255.08	\$	3,061.00	\$ 1,530.48 50.00%
486960 COMPUTER NETWORK	\$	11.00	\$	132.00	\$ 66.00 50.00%
486970 COMPUTER EQUIPMENT MAINT	\$	-	\$	1,373.00	\$ 1,373.00 100.00%
488100 COMPUTER & EQUIPMENT LEASE	\$	20.17	\$	242.00	\$ 121.02 50.01%
<i>Internal Service Charges Totals</i>	\$	4,596.92	\$	116,653.00	\$ 89,071.52 76.36%

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

	Dec-23			2024 YTD
	Actual	Budget	Actual	% Used
REVENUE TOTALS	\$ (1,555,806.24)	\$ (2,685,975.00)	\$ (1,959,428.02)	73%
EXPENSE TOTALS	\$ 157,345.85	\$ 2,612,514.00	\$ 918,056.61	35%
<i>Net Gain (Loss)</i>	\$ (1,398,460.39)	\$ (73,461.00)	\$ (1,041,371.41)	

Great Falls Public Library Vendor Summary (2220)

DECEMBER 2023

1/11/2024

Vendor Name		MTD		YTD
ACE Hardware	(Building Supplies)	\$	31.66	\$ 355.37
Baker & Taylor	(Jobber)	\$	1,813.24	\$ 2,093.76
Bellingham Public Library	(ILL Damaged item)	\$	21.95	\$ 21.95
Builders First Source	(Maintenance Supplies)	\$	-	\$ 43.98
Cascade Electric	(Building Supplies)	\$	573.00	\$ 573.00
Castle Branch	(Background Checks)	\$	-	\$ 32.00
Cengage/Gale	(Jobber)	\$	438.27	\$ 438.27
Century Link	(Telephone)	\$	504.58	\$ 1,488.08
Chemnet	(Drug Testing)	\$	95.00	\$ 95.00
Communication Resources	(Phone/Network Systems)	\$	-	\$ 3,016.00
CM Russell Museum	(Museum Consort. Membership)	\$	-	\$ 500.00
Crescent Electric	(Building Supplies)	\$	-	\$ 227.88
De Lage Landen	(Copier Agreement)	\$	709.05	\$ 2,775.36
Deroche, Lynn	(Library Election Monitor)	\$	-	\$ 824.50
Envisionware	(renewal)	\$	-	\$ 725.00
Ferguson Enterprises	(Maintenance Supplies)	\$	-	\$ 240.78
Fisher's Technology	(Copier Agreement)	\$	150.87	\$ 1,396.78
Johnson Madison Lumbar	(Building Supplies)	\$	-	\$ 176.73
Kone, Inc	(Elevator Agreement)	\$	-	\$ 3,768.00
MASCO	(Building Supplies)	\$	721.78	\$ 1,059.03
Mastercard		\$	892.20	\$ 10,510.83
Midwest Tape	(Jobber)	\$	982.49	\$ 982.49
Montana Air Cartage	(Courier Service)	\$	1,255.65	\$ 3,699.30
MMIA	(Workers' Comp Insurance for Volunteers)	\$	-	\$ 17.93
Mountain Alarm Co.	(Annual Inspection)	\$	-	\$ 637.50
Mr. Green Landscape	(Snow Plow service)	\$	-	\$ 1,080.00
National Laundry	(Maintenance Supplies)	\$	-	\$ 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	\$ 739.38
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$	-	\$ 225.00
Shelby Promoter	(Subscription)	\$	45.00	\$ 45.00
State of Montana	(Boiler permit, Montana Shared Library)	\$	-	\$ 27,124.95
Unique	(Collections Service)	\$	104.85	\$ 104.85
Vision Net, Inc	(Internet Service)	\$	170.40	\$ 852.00
WX COX	(Jobber)	\$	6,012.65	\$ 6,012.65
		\$	14,892.33	\$ 93,622.63

Great Falls Public Library Vendor Summary (2220)

DECEMBER 2023

1/11/2024

Mastercard Transaction Breakdown			
Amazon	USB cable & memory card reader	\$	14.38
Amazon	Tech Services Supplies	\$	43.80
Amazon	Materials Purchased	\$	37.74
Evonence	Google Services	\$	375.30
Leslies Hallmark	Materials Purchased	\$	52.44
Staples	Book Tape	\$	5.91
Staples	Shipping envelopes and copy paper	\$	341.75
Target	Tech Services Supplies	\$	15.29
Wlagraens	Tech Services Supplies	\$	5.59
TOTAL:			\$892.20

Great Falls Public Library Foundation Vendor Summary (2221)

DECEMBER 2023

1/11/2024

Vendor Name		MTD	YTD
	(Parking Signs & Poles, Storywalk replacement		
All State Signs	plexi)	\$ -	\$ 1,569.00
Baker & Taylor	(Jobber)	\$ 9,798.12	\$ 44,507.78
Barns & Noble	(Jobber)	\$ 274.77	\$ 532.36
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	\$ 224.70
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)	\$ 379.38	\$ 3,176.95
Gale/Cengage	(Chilton Database FAP)	\$ 3,038.76	\$ 3,038.76
Great Falls Tribune	(Subscription)	\$ 422.16	\$ 422.16
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ 400.00	\$ 2,000.00
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		\$ 1,675.48	\$ 14,742.64
Midwest Tape	(Jobber)	\$ 1,346.10	\$ 7,388.79
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 106.90
Montana Repertory Theater	(Odyssey Performance)	\$ -	\$ 900.00
National Laundry	(table linens)	\$ -	\$ 86.45
Overdrive	(MT Library 2 Go - Advantage)	\$ -	\$ 16,000.00
Penworthy Company	(Jobber)	\$ -	\$ 600.76
ProQuest	(Tribune 35MM Positives)	\$ -	\$ 3,775.28
Ron Hall Sprinklers	(Park Repair)	\$ -	\$ 1,432.50
Rowman & Littlefield	(Jobber)	\$ -	\$ 107.67
Rural Dynamics	(VISTA)	\$ -	\$ 1,000.00
Strutz, Curt	(Adult Program)	\$ -	\$ 400.00
TC Glass	(Storywalk Plexi-glass)	\$ -	\$ 52.50
Tilleraas Landscape	(Park Cleanup-repair)	\$ -	\$ 14,076.25
Wendt Advertising	(Logo Design)	\$ -	\$ 206.25
Credits		\$ 17,379.71	\$ 139,725.09

Great Falls Public Library Foundation Vendor Summary (2221)

DECEMBER 2023

1/11/2024

Mastercard Transaction Breakdown			
Albertsons	Memory Café supplies	\$	19.98
Albertsons	Open House Event	\$	9.99
Amazon	Materials Purchased	\$	79.35
Amazon	FAP - Screen protectors and tablet cases	\$	44.57
Amazon	KP/YA Supplies	\$	637.03
AT&T	Bookmobile Hotspot	\$	233.60
CANVA	KP/YA & Adult Programing Software	\$	12.95
Cassiopeia Books	Event Supplies	\$	12.80
China Garden	Out of Town Training for Treva Higgens	\$	32.03
Clark & Lewies	Volunteer Dinner	\$	179.00
Hobby Lobby	Event Supplies	\$	11.97
Missoula Parking	Out of Town Training for Treva Higgens	\$	4.00
Queen City	Out of Town Training for Treva Higgens	\$	41.50
Sams Club	Event Supplies	\$	31.16
Staybridge Suites	Out of Town Training for Treva Higgens	\$	138.08
Town Pump	Out of Town Training for Treva Higgens	\$	32.75
Walmart	Materials Purchased	\$	70.00
Walmart	Open House Event	\$	84.72
TOTAL:			\$ 1,675.48

GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
DECEMBER 2023**

NEW HIRES

John Collins – Custodian I (FT)

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

None

**GREAT FALLS PUBLIC LIBRARY
DONATIONS**

DECEMBER DONATIONS

MEMORIAL DONATIONS

AAUW	\$ 25.00	In Memory of Jean Setter
	\$ 25.00	In Memory of Donna Aafat
Andy & Zander Blewett	\$ 30.00	In Memory of Judge Tom McKittrick (NF)
	\$ 30.00	In Memory of Linda Jean Kathman (NF)
	\$ 30.00	In Memory of Dr. Paul Melvin (NF)
	\$ 30.00	In Memory of Shirley Jean Stephens (NF)
	\$ 30.00	In Memory of Gudrun Linden (NF)
	\$ 30.00	In Memory of Ron Simonetti (NF)
	\$ 30.00	In Memory of Darlene Furan (NF)
	\$ 30.00	In Memory of Lynn Tramelli (NF)
	\$ 30.00	In Memory of Vicki Bistedeau Matthews (NF)
	\$ 30.00	In Memory of John Korpela (NF)
	\$ 30.00	In Memory of Jan D. Carter (NF)
	\$ 30.00	In Memory of James "Duffy" Loftus (NF)
RR & GK Lacy Trust	\$ 300.00	In Memory of Robert "Mike" Lacy (Fiction)

OTHER

AAUW	\$ 1,950.00	Best Use - Park Renovation
Kurt & Velda Baltrusch	\$ 1,000.00	Best Use Donation
Book Sales	\$ 299.00	Withdrawn Book Sales
Bravera Bank	\$ 300.00	Music in the Library Park sponsor
Fran Carlson	\$ 150.00	Best Use - Park Renovation
Kathryn Lewis	\$ 500.00	Best Use Donation
James McNeil	\$ 25.00	Donation towards Bookmobile Costs
Minnesota Life	\$ 8,051.55	Beneficiary Disbursement (Elizabeth Campo)
Theodore Oндler	\$ 1,000.00	Adult Mystery Books
PEO Chapter BD	\$ 355.00	Biographies of Women
Corinne Squires	\$ 50.00	Best Use Donation

TOTAL: \$ 3,759.00

Director's Itinerary: December 2023

Fri	December	1	Wendt Website Conversation 11:00 am Community Conversations regarding Hate Stickers (off and on throughout the day) Interviews Library Custodian 2:00 Christmas Stroll 5:00 pm
Sat.	December	2	AAUW Luncheon 10:00 am Circulation Desk 1:00 – 2:00 pm Reference Desk 4:00 – 5:00 pm
Mon.	December	4	Local Area Council on Mental Health 1:30 pm City Manager Meeting 3:30 pm
Tues.	December	5	KRTV Interview 8:30 am Downtown Safety Alliance Meeting 10:00 am Partners Meeting 11:00 am No More Violence Week planning meeting 1:00 pm KFBB Interview 2:30 pm Great Falls Tribune Interview 3:00 pm RFP Committee Kickoff 4:00 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	December	6	Staff Supervision Meeting 12:00 pm Foundation Director Meeting 1:00 pm Communications Specialist 3-month check-in meeting 3:00
Thurs.	December	7	Book-A-Thon Premiere Party 10:00 am Staff Retirement Party 12:00 Staff Random Drug Test 2:00 pm
Fri	December	8	Public Services Meeting 9:00 am Tracy Cook consultation 10:00 am Montana State Librarian Website Chat 12:00 Community Engagement meeting 2:00 pm
Sat.	December	9	Circulation Desk 1:00 – 2:00
Mon.	December	11	Department Head Breakfast 8:00 am – 11:00 am
Tues.	December	12	Management Team Meeting 9:00 am Department Head Meeting 10:00
Weds.	December	13	Continuum of Care Meeting 9:00 am Staff meeting credit cards 10:15 am Interviews Cataloging Specialist 11:00 Collaborative Purchasing meeting 1:00 pm Staff Supervision Meeting 2:00 pm Communications meeting 3:00 pm
Thurs.	December	14	Foundation Director/Board Chair meeting 9:00 am Custodian Onboarding Meeting 10:00 am RFP Consultation Review 11:30 Meals on Wheels introductory meeting 3:00 pm Genealogy Meeting: Patron Behavior/Safety Training 7:00 pm
Fri	December	15	Public Services Meeting 9:00 am City Manager/HR Meeting 10:00 am Staff Supervision Meeting 12:00 pm RFP Review Committee Scoring Meeting 1:00 pm
Sat.	December	16	Board Chair Meeting 2:00 pm
Tues.	December	19	Management Team Meeting 9:00 am Staff Holiday Party 11:00 am
Weds.	December	20	Deputy City Manager, Finance Director, Board Chair: Library Hiring/Cash Flow Meeting 9:00 am Board Meeting 5:00 pm
Thurs.	December	21	Community Engagement Coordinator 3-month check-in meeting 10:00 am Communications meeting 11:00 am Montana State Librarian Tour and Meeting 2:30 pm
Fri	December	22	Community Engagement/Assistant U.S. Attorney Planning Meeting 10:00 am

			Commissioner Wilson Tour and Library Introduction 1:00 pm
Sat.	December	23	LIBRARY CLOSED AT 3:00 PM
Mon.	December	25	CHRISTMAS DAY—LIBRARY CLOSED
Tues.	December	26	Department Head Meeting 10:00 Page Forward Tuesday Book Club 7:00 pm
Weds.	December	27	Staff Supervision Meeting 11:00 am RFP follow-up call 1:00 pm Communications meeting 3:00 pm
Fri	December	29	Public Services Meeting 9:00 am Library Remodel Contract meeting 11:00 am
Sat.	December	30	Reference Desk 11:00 am – 1:00 pm LIBRARY CLOSED AT 3:00 PM

Next Library Board Meeting is February 27, 2024 4:30 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

December 12, 2023

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

Absent: Bob Miller

Next Meeting: December 19, 2023; 9:00am; Montana Room

SUSIE

- Susie reminded everyone that the board meeting will be Wednesday the 20th this month. Sarah C will have a report and Nikki and Ian will be there for staff introductions.
- The new Mayor and Commissioner will be here at 3pm today for a tour. If anyone wants to meet them, please stop by.
- The current Foundation Approved Projects list has been sent over to the Foundation.
- The Final scoring of the RFP's will be on Friday; Interviews will be set up if needed.
- Susie will be meeting with Fiscal on the 20th to discuss levy funds.
- A discussion was had regarding the Library Park.
- A discussion was had regarding the new Logo Design
- A discussion was had regarding "Measureable Goals"
- Susie will be in meetings all day.

TREVA

- Treva informed us that interviews will be this Wednesday for the open position in Tech Services.
- Treva is training Isa on ordering and processing.

SARA LP

- Sara is working on the schedule and the Procedure Manual.
- A reminder that with Holiday Time off requests, managers may be needed to cover shifts.

SARA K

- Sara informed us that the stand alone Credit Card machine test went well. She will Tech Support tomorrow with questions.

AARON

- Aaron is working on the board packet.

BOB

- Bob was not present.

RAE

- Rae informed us that the Raising Readers Holiday Party went well; 153 people attended.
- The KP office shelves have been moved.
- Nikki is out today.
- Rae will be in a meeting from 11-Noon today.

SARAH C

- Sarah led a discussion on January programming.
- A discussion was had regarding a presentation to staff regarding Big Brothers Big Sisters.

JAKE

- Jake informed us that the monthly calendar for January is done.
- If anyone has ideas for future social media posts, please let him know.

MANAGEMENT TEAM MEETING

Meeting Minutes

December 19, 2023

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

Absent: Sarah Cawley

Next Meeting: December 26, 2023; 9:00am; Montana Room

SUSIE

- Susie reminded everyone that It is okay to help out the new staff, but please remember to send them to their Manager when they have questions.
- A discussion was had regarding the Maps we have. The Genealogy Society has reached out to discuss comparing our seperate collections to make one complete set. Everyone agreed that was a good idea.
- Susie will be attending the Commission meet & Great session tonight. On Friday the new Mayor and Commissioner will be at the library for a tour. If you would like to meet them, please come to Susie's office at 1pm.
- The RFP Committee met last week and choose a Firm. More details to come later.
- Susie will be meeting with the city tomorrow to discuss the next phase of hiring.
- Montana Public Library Standards requires a review of the policy every three years. This year the board has decided to review each section separately. It was decided that Managers will review the section first, then offer the board suggestions on changes.

TREVA

- Treva informed us that Isa is preprocessing incoming items.
- Interviews went well for the open Tech Services position; we are waiting on background checks now.

SARA LP

- Sara will be out of the office Wednesday-Friday this week.
- Sara has completed her Pre-Evaluations with her staff.
- The Union and Manager vacation calendars have been returned, Sara will be entering them into a master calendar for reference.
- Sara reminded managers that 2024 has a lot of Monday holidays, as a result we will be short staffed on the Tuesday after and Managers may need to help out.

SARA K

- Sara will be out of the office on Friday.
- Sara is working on Hot Spots records.
- A request has been made to have the browser 'Edge' installed on the public computers. Sara will work on getting it installed.
- Bob will be install the head phone extensions soon.

AARON

- Aaron informed us that the Board meeting is on Wednesday this week and time sheets are due on Thursday.

BOB

- Bob informed us that John will start his regular shift this week.

RAE

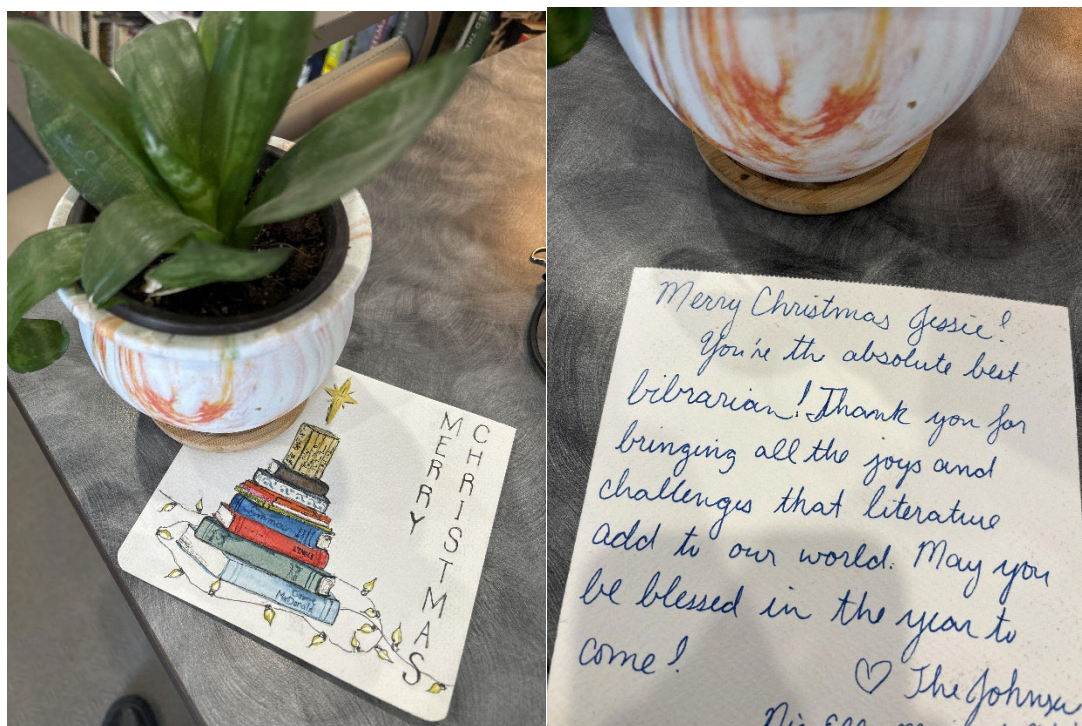
- Rae has left over window screen film, if you would like it, please reach out to her.
- Rae is working on the back KP/YA staff area.

SARAH C

- Sarah was not present.

JAKE

- Jake handed out a form for Staff Favorite Books. A section will be added to the website to display them.
- Jake talked about the 50 Book Challenge.
- Jake will be filming a 'Pick-up window' how-to video tomorrow.



Patron positive from a patron about Jess, the Bookmobile Specialist.

PATRON COMPLIMENTS DECEMBER 2023 – JANUARY 2024

1/5/2024 – A patron had just received help with remote printing. (He had also received help with other reference questions in the past.) He was so happy that he said, "The Great Falls Public Library should receive flowers! The staff does such a good job helping me with these things!"



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

Great Falls Public Library February 2024 Events

Art in the Library – Jesse DesRosier

When: Through February 29

Where: Great Falls Public Library, 1st and 2nd 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. DesRosier served in the U.S. Marine Corps serving in Okinawa, Japan



Dorothy Bradley, Author Talk on her book “In Celebration”



When: Tuesday, February 2, 5 pm

Where: Cordingley Room

What: Dorothy Bradley joins us at the library to talk about her new book, “In Celebration” which she says covers three fundamental things in life, “What you do, where you do it, and who you do it with.” At the age of 23, Dorothy won a seat in the Montana House of Representatives where she served as the only woman in 1971. Serving eight terms she was known for her leadership on difficult issues she championed and her consensus-building approach. Dorothy was the Democratic nominee for Governor in 1992.

Community Paramedic

When: Friday February 2 and 16, 2 to 3pm

Where: 2nd Floor Game Room

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

Tax Help Montana

When: Every Wednesday from 2 to 6:30 pm & Saturday, February 3 and Saturday, February 24 from 10 am to 4 pm

Where: Great Falls Public Library, Cordingley Room



What: Tax Help Montana (THM) is a Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) program made up of a coalition of community partners led by RDI, **offering free tax preparation and filing services to seniors and low-moderate income families and individuals.** Tax Help Montana volunteer tax preparers are trained and IRS-certified to help ensure each client is receiving this and other tax credits for which they qualify.



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Great Falls Public Library February 2024 Events



Friends of the Library Donation Days

Where: Entrance behind library

When: Every Saturday from 10 am to 2 pm.

What: The Friends of the Great Falls Public Library will start collecting items for the upcoming Book sale coming up in May.

Memory Cafe

When: Tuesday, February 6, 12:30 to 2 pm

Where: Cordingley Room

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

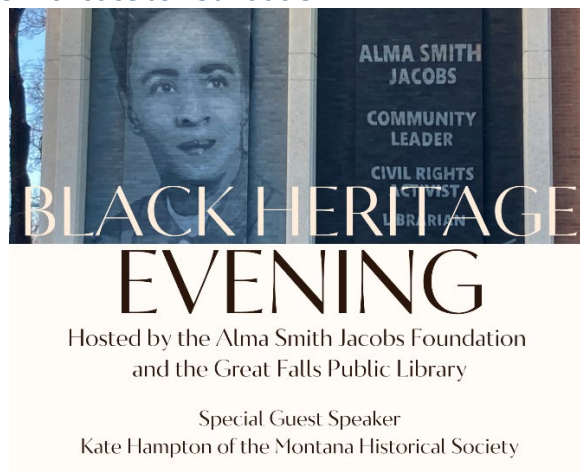
**Memory Cafe @
Great Falls Public Library**

Black Heritage Evening, Co-hosted by the Alma Smith Jacobs Foundation

When: Thursday, February 8, 6 to 8 pm

Where: Cordingley Room

What: Join us as we celebrate Black Heritage Evening and Black Heritage Month. Our keynote speaker is Kate Hampton, Community Preservation Coordinator with the Montana Historical Society. She will speak about her documentary, "Hidden Stories: Montana's Black Past." An offering of soul food will be served, and the Alexander Temple Saints Dancers, the Community Gospel Choir and other local speakers will join the program, also.



Montana Primary Care Association Health Insurance Navigator



When: Friday, February 9, 10 am to 2 pm.

Where: 2nd Floor Game Room

What: If you are struggling with enrolling in the Health Insurance Marketplace or just want to learn more about health insurance options available to you, then come talk with a Healthcare Navigator.



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Great Falls Public Library February 2024 Events

Winter Speaker Series: Alyssa Roggow, “The Art of Storytelling”

When: February 15, 7 to 8 pm

Where: Cordingley Room

What: Spend an evening at the library with art, live music, and poetry! In this multi-sensory, inquiry-based event, folks will embark on a guided exploration of narrative across different art forms and experience how elements of storytelling can help us understand what we see and hear led by the talented violist Alyssa Roggow. Guests will gain tools to engage with artworks of all types. Both seasoned lovers of the arts and curious beginners are welcome.



GREAT FALLS AREA COMMUNITY FOUNDATION PRESENTS

NON-PROFIT BOARD Excellence

ELEVATE YOUR IMPACT

Featuring
SHELBY ROGALA
Certified Board Consultant
Montana Nonprofit Association

BOARD BASICS
09:00 - 12:00

Learn how to become a better board member by improving your governance, fundraising, and storytelling capabilities. Understand principles and practices to elevate the impact of your organization.

Presented by
GREAT FALLS PUBLIC LIBRARY

TDS TELECOM

Scan for registration and event details.

FEBRUARY 26TH, 2024 @ 09:00

GREAT FALLS PUBLIC LIBRARY
Cordingley Room (basement)
301 2nd Ave N
Great Falls, MT 59403

\$20/ATTENDEE
REGISTRATION REQUIRED
Find us on eventbrite.com

The Great Falls Area Community Foundation presents “Non-Profit Board Excellence”

When: Monday, February 26, 10 am to 2 pm

Where: Cordingley Room

Cost: \$20 per person/Pre-register on [Eventbrite.com](https://eventbrite.com)

What: Join fellow board members, the Great Falls Area Community Foundation and Montana Nonprofit Association for an engaging workshop on volunteer non-profit board service. You’ll leave with a strong understanding of what board members do and ideas for building a better board of directors. Rogala has worked with the Montana Nonprofit Association to develop, deliver, and organize training and resources for five years. She is passionate about connecting community and nonprofit leaders to resources, people, and training that can help make their work easier, more effective, and even a little more joyful.

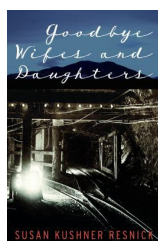


Great Falls Public Library | 301 2nd Ave. N | Great Falls, MT | 59401 | 406-453-0349 | www.greatfallslibrary.org

Great Falls Public Library February 2024 Events

February Book Clubs

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

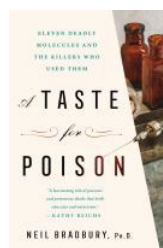


Open Books with Penny - 1st Thursday

When: February 1, 7 pm

Where: Great Falls Public Library, 3rd floor Montana Room

What: Discussion of *Goodbye Wives and Daughters*, by Susan Resnick

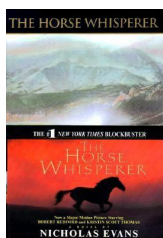


Book Sleuths with Kalena - 2nd Tuesday

When: February 13, 4:30 pm

Where: Great Falls Public Library, basement Small Meeting Room

What: Discussion of *A Taste for Poison*, by Neil Bradbury

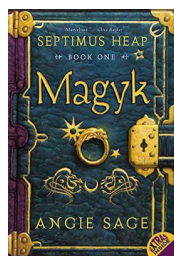


Page Forward Saturday with Debbie - 2nd Saturday

When: February 10, 10 am

Where: Great Falls Public Library, basement Small Meeting Room

What: Book club discussion of *The Horse Whisperer*, by Nicholas Evans



Page Forward Tuesday with Susie - 4th Tuesday

When: February 27, 7 pm

Where: Great Falls Public Library, 3rd floor Montana Room

What: Discussion of *Magyk: Book 1 in the Septimus Heap Series* by Angie Sage



Silent Book Club at Luna Coffee, 3rd Saturday

When: February 17, 10 am

Where: Luna Coffee Bar, 9 5th St S.

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



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Great Falls Public Library February 2024 Events

United Against Hate Panel Discussion

When: Thursday, February 16, 3 to 5 pm

Where: Cordingley Room

What: The United Against Hate event will feature a short presentation by the U.S. Attorney's Office followed by a panel discussion with federal and local partners. The Public may also ask questions or comment. United Against hate is an initiative launched by the U.S. Department of Justice focused on improving the prevention of hate crimes and hate incidents by building relationships at the local level.



Library Closed for Presidents' Day



When: All day Monday, February 19

What: The library will be closed on Presidents' Day. We will reopen Tuesday, February 20 during our regular hours.

Russell Rowland author talk, "56 Counties: A Montana Journey"

When: Thursday, February 29, 6:30 pm

Where: Cordingley Room

What: Russell Rowland is a critically acclaimed author of six books, a literary podcast host, writer and host of an NPS radio program. From the written to the spoken word he is a true voice of the Big Sky state. For two years, Russell traveled to every county in Montana and interviewed people about what it means to be from Montana and how living/growing up here has shaped them as people. He also delved into the history to find patterns that still exist in our boom-and-bust economy. Join us as Russell talks about his book and signs copies afterward.





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Great Falls Public Library February 2024 Events

YOUTH SERVICES EVENTS

Story Time

When: Wednesday and Thursday mornings, 10:30-11:30

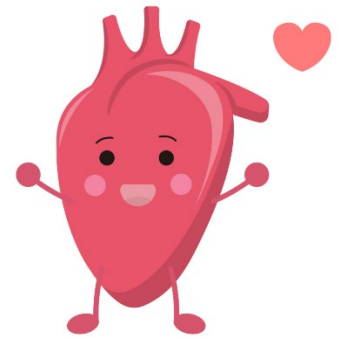
February 1, 7, 8, 14, 15, 21, 22, 28 and 29

Where: Cordingley Room

Audience: Preschoolers 2 ½ to 5 years old, their families, and caregivers

What: Preschoolers and their families are invited to join us face-to-face at the Great Falls Public Library to build early literacy skills with songs, movement, and a great story.

February's Theme is Happy and Healthy Hearts!



Toddler Time

When: Friday mornings, 10:30-11:15, February 2, 9, 16, and 23

Where: Cordingley Room

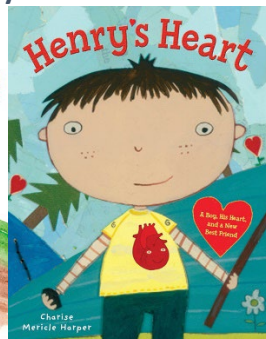
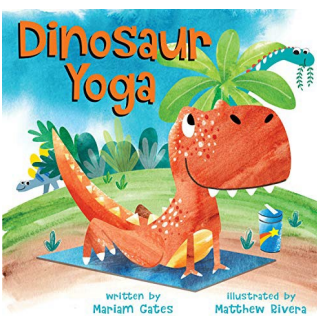
Audience: Babies and toddlers birth to 2 ½ year and their families and caregivers

What: Babies, toddlers, and their families are invited to join us face-to-face at the Great Falls Public Library to build early literacy skills with songs, movement, lap bounces, and a great story.

February's Theme is Love



Heart Health Month Story Walk



When: Wednesday, February 7 to Saturday, March 2

Where: Gibson Park

Audience: Families with kids of all ages

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



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Great Falls Public Library February 2024 Events

Docs & Tots with medical students from Touro College

When: Friday, February 9, 10:30 to 11:30 am

Where: Cordingley Room (basement)

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

What: Please join us as we welcome medical students from Touro College for a hands-on, play-based exploration of going to the doctor. Kids will explore basic medical tools with stethoscopes in this fun, interactive program with future physicians, increasing their familiarity with doctors, doctor visits and reducing fear. If your child has a favorite stuffy, please ask them to bring it with them to see the doctors. Touro College of Osteopathic Medicine recently opened a new location in Great Falls. For more information, please visit their website: <https://tourocom.touro.edu/>



Great Falls Teen Council Winter Beach Party

When: Friday, February 9, 9 to 11:30 pm

Where: Community Recreation Center- 801 2nd Ave N

Audience: Teens ages 12 to 18 years old.

What: Teens are invited to attend the Winter Beach Party following the Great Falls High-C.M. Russell High crosstown game! Dance and play beach volleyball with your friends, and take 360-degree selfies using a fantastic photobook from 360 MT! Snacks and drinks will be provided. Be a community leader-plan fun, free events for your peers, and raise your voice to tell your local government what you really think about the issues that matter to you, all while building your resume and college applications. Find out more at the Winter Beach Party!



Public Services Department

Function of the Public Services Department:

- To provide desk, phone, window, and Bookmobile services at the Reference desk, Circulation desk, Bookmobile and Pick-up window for the residents of Cascade County.
- To provide service for a majority of functions of the library that facilitates and promotes library-patron interactions.
- Responsible for upholding the patron behavior policies as written in the Great Falls Public Library Policy Manual.
- Promoting positive relationships with other libraries across Montana to support our ILL and Partners programs.

Presently, we accomplish all of this with 12 staff members and that number will soon go to 18. We have 6 Full-Time Library Specialists, 1 Full-Time Resource Sharing Coordinator, 2 Part-Time Library Specialists, 1 Part-Time Bookmobile Coordinator, 1 Part-Time Library Clerk and 1 Full-Time Public Services Librarian. We will soon add 3 Part-Time Library Clerks, 1 Bookmobile Driver and 2 Full-Time Safety Specialists.

We are currently serving the Residents of Cascade County:

- 60 hours a week on the phone
- 54 hours a week at the Pick-Up window
- 54 hours a week open to the public.

We are going to expand in March to be open 56 hours a week to the public. After that we will expand based on the approved hours that are chosen by the Great Falls Public Library Board.

The Bookmobile presently runs:

- In-town to several daycares, preschools Skyline school, low-income apartments and retirement homes.
- Out-of-town routes cover 2 rural libraries, 3 rural schools and the 5 colonies that they serve.

In total the Bookmobile makes 27 stops in a 2-week period.

Current challenges that are facing the Public Services Department:

- Patron behavior
- Ensuring all Public Services staff gets training
- Desk scheduling
- Handling issues that surround homelessness
- Patron's lack of computer knowledge
- Lack of spaces for people to have private conversations (either in person, via Zoom or on the phone)
- Increasing amount of damages to items with lack of responsibility / ownership
- Need to balance community service and the limits of staff time and energy
- Secondary trauma and safety concerns of staff
- Emotional toll of community controversy on staff

Accomplishments for the PS Department and Library over the past few years:

- RFID tagging all materials
- Joining the Montana Shared Catalog
- Joining the Partners Sharing Group
- Implementing a curb side program that expanded into installing a pick-up window
- Rearranging the 1st and 2nd floors of the library several times (in huge ways)
- Increase in the amount of displays that are provided (Family Kit, Movies, Fiction, 2 Non-Fiction and a monthly Group display)
- Consistently handling the ever-changing health issues that surround Covid and the community
- Obtaining a new Bookmobile after funds were raised by the GFPL Foundation
- Bookmobile circulation numbers have drastically increased since the new Bookmobile has been acquired
- Increase numbers of our holds in both the library and on the Bookmobile
- Library Open House
- Participate in several public events with Public Services staff and the Bookmobile
- Expanded the number of book clubs from 3 to 5
- Implemented and maintained the hot spot sharing program
- Installed new Opac stations on the 1st and 2nd floor
- Expanded our staffing in the past 3 months
- Montana Library 2 go training continues as they add items to their catalog; magazines, great courses, etc....
- Changing the scheduling software to When I Work

Interesting Facts:

- In 2023, staff at the library wrote 121 Incident Reports for patron interactions, 4 of which resulted in a patron being trespassed through the City Manager / City Attorney for a year
- Library staff love animals...In total the Public Services staff has 20 animals between all of them. Library staff has a total of 51 animals...that includes; dogs, cats, rats, lizards and even turtles
- Of the 29 hotspot units currently in circulation, they have checked out 572 times. Presently there are 57 hotspots that have never been returned since the program started.
- Since joining the partners in February 2023, we have received 1,409 crates from our partner libraries and sent out 1,495 crates to our partner libraries. That is 2,904 crates in total! WOW!!
- We have had several ILL requests some from as far away as New Zealand.
- On staff at the library we have 5 Virgo, 3 Capricorn, Taurus, Gemini, and Sagittarius, 2 Aries and Cancer, 1 Aquarius, Leo, Libra, and Scorpio

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS November 2023

1. Develop **community awareness and support** of the [Library Master Plan](#) and the Library Remodel project.
RECENT EFFORTS: *Discussed Master Plan in community presentations including Commission Work Session and Kiwanis presentation. Ongoing conversations with individual community members.*
PREVIOUS EFFORTS (January-November 2023):
 - We publicized the release of the Library Remodel RFP. We partnered with the Foundation to hold a donor “Meet & Greet”. As part of the Library Open House, we created a display of the original design drawings of the building, historical pictures of the Library and the Master Plan remodel floor plans.
 - Gave several community presentations on the Master Plan before the Levy campaign started. Have had individual conversations with community members.
2. In partnership with the Library Foundation, develop a **multi-pronged capital campaign** to engage the community and other stakeholders to **raise \$15,000,000 to remodel the Library**.
RECENT EFFORTS: *Holding regular meetings with Foundation Director. Having conversations with individual community members. Developing spreadsheet of grant opportunities (including timelines, partners, requirements etc.)*
PREVIOUS EFFORTS (January-November 2023):
 - Holding regular meetings with Foundation Director. Met with City Grant Coordinator to discuss grant funding possibilities.
 - Met with local design company for a free consultation on capital campaign design. Met with City Manager & City Fiscal to discuss creation of appropriate City policies for in-kind donations. Developed proposal to be presented to Foundation for the reallocation of Foundation Approved Project Funding to pay for the creation of the remodel designs.
 - Attended a capital campaign training organized by the Foundation. Participated in hiring a new Library Foundation Director with solid capital campaign experience. Starting conversations with Foundation Director for plan for starting the capital campaign.
3. Engage a professional team to create the detailed designs for the Library remodel as proposed in the Library Master Plan
RECENT EFFORTS: The RFP review committee reviewed the proposals. After much debate and consideration, the selection committee has elected to start contract negotiations with the top scoring firm. We hope to have a

contract for the Library Board to review and approve at their February meeting so that it can be on the contracts list for approval at a City Commission meeting in March.

PREVIOUS EFFORTS (January-November 2023):

- Worked with the Library Foundation to dedicate \$92,000 of Foundation funding to pay for the Library remodel design contract. In collaboration with the Foundation Director and Russell Brewer (Public Works Engineer) released a Request for Proposals for the design of the Library remodel. Answered questions and provided Library tours to interested companies. Created an RFP review committee. Proposals due November 29

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

EFFORTS: Working to finalize the scope of work and contract so that it can be presented to the Library Board and then placed on the City Commission contracts list for approval.

PREVIOUS EFFORTS (January-November 2023):

- Worked with Russell Brewer (Public Works Engineer) and Lisa Kunz (City Clerk) to ensure that the Library Remodel Design Request for Proposals was released according to all Montana Laws and City policies.

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

EFFORTS: None

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

What we need to do:

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS NOVEMBER 2023

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services**.
EFFORTS: Developed Library website page for Library Levy information. Made multiple community presentations on the Library Levy. Gave multiple media interviews on the Library Levy. [NOTE: The majority of the Library Levy campaign effort was led by the Foundation and the Ballot Initiative Committee. No tax dollars, staff time or Library resources was used on advocacy for the Library Levy.]
ACCOMPLISHMENTS: Despite a vocal campaign (and lots of misinformation) against the Library Levy, the community supported the Library Levy.
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
EFFORTS: Worked with the City Attorney and Library stakeholders to develop Mill Levy proposal.
ACCOMPLISHMENTS: Mill Levy resolution and ordinance passed by City Commission and sent to Elections office.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters**.
EFFORTS: Worked with the City Commission and City staff to place the Library Levy before the voters of Great Falls. Worked with the pro-bono legal team to ensure that the election was conducted in a legal and valid manner.
ACCOMPLISHMENTS: Library Mill Levy election held on June 6, 2023
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy**.
EFFORTS: Multiple efforts by Library staff, Library Board, Library Foundation, Ballot Initiative Committee and individual Library champions to build support for the Library Levy.
ACCOMPLISHMENTS: Library Mill Levy election PASSED on June 6, 2023 increasing the Library budget from \$1.5 million to \$2.7 million.

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

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

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

STRATEGIC PLAN: EFFORTS AND ACCOMPLISHMENTS NOVEMBER 2023

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

EFFORTS: Continued community conversations. Presentation at the City Commission Work Session. Media interviews.

PREVIOUS EFFORTS (January-November 2023):

- Had a successful Open House promoting the Library's plans to expand Library services to the community. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners.
- Multiple community presentations and media interviews.

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

2. Hire and train additional staff to enable the Library to be **open 7 days a week**.
3. Hire and train additional staff to enable the **Library Bookmobile** to provide community outreach **6 days a week** including relaunching the Library's **Homebound Program**.

RECENT EFFORTS: Trained new Library Specialists. Public Services schedules modified so that Management Team spends less time on public service desks and focuses more on actual job duties. Reworked Library Levy implementation plan, FY2024 Modified Proposed Spending Plan and hiring timeline based on actual December Tax Revenue. Had meetings with City Manager's Office, Fiscal, and Human Resources to obtain approval of plans.

PREVIOUS EFFORTS (January-November 2023):

- Hired a Communications Specialist, Community Engagement Coordinator, 2 full-time Library Specialists, and 2 part-time Library Specialists. Met with City Manager and Fiscal Director to get approval for hiring plan. Met with HR Director and team to agree on a hiring plan and hiring timeline. Modifying Library spaces and technology (computers & phones) to accommodate new staff. Have had staff conversations regarding restarting Homebound Program. Meeting with director of Meals on Wheels to discuss Homebound collaboration.
- Worked with HR to modify the job descriptions for 3 staff members and go through the process to transition staff into new positions. Worked with HR to develop job descriptions for all new positions. Developed hiring plan. Worked with HR to post job openings for the first 3 positions. Working with staff to provide spaces, phones and computers for new employees. New Library Clerk for technical services hired. She will start July 31. 3 staff to new job description duties (Resource Sharing Coordinator, Bookmobile Coordinator & Cataloging Specialist.

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

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

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

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

- Contract with a local mental health agency to have a social worker or licensed counselor at the Library at least 20 hours a week
- Hire and train at least two full-time Safety Specialists to patrol the Library and Library grounds during open hours. The primary duties of the Safety Specialists will be to engage with patrons and enforce the patron behavior policy—with a focus on de-escalation and community connection.

RECENT EFFORTS: Training staff and enforcing patron behavior policy. Park Task Force completed their work. Library Board accepted the report. Library has procured funding for the demolition of the Band Shell (thanks to a long-time Library patron who listed the Library as a beneficiary when she recently passed.) Library is working with the Local Historic Preservation Officer to document the band shell and then will schedule its removal.

PREVIOUS EFFORTS (January-November 2023):

- Board approved new Patron Behavior policies to address unattended belongings and people using outdoor Library spaces for sleeping and overnight shelter. Staff developed procedures and trained staff on enforcement of new policies. Coordinated with City Attorney's office and Great Falls Police Department to enforce new policy closing Library property from 10:00 pm to 6:00 am. Park Task Force created report with suggestions for the Board to implement.
- Continuing Local Area Council project which provides a mental health provider in the Library for 15 hours a week until that project funding is depleted. Have started conversations with Many Rivers Whole Health to continue project after September 2024. Have developed job descriptions for the Safety Specialists. Working with staff to provide spaces, phones and computers for new employees.

ACCOMPLISHMENTS: Mental Health Provider from Many Rivers Whole Health at the Library Monday through Friday in the afternoons. Enforcing new Patron Behavior Policies

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

EFFORTS: None

ACCOMPLISHMENTS: None

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

RECENT EFFORTS: *Regularly promoting all of the Library's digital resources. Tracking usage of Library's digital resources.*

PREVIOUS EFFORTS (January-November 2023):

- Obtained Foundation funding to provide Mango Languages and LinkedIn Learning to our patrons

- Established GFPL Advantage program with MontanaLibrary2Go to spend \$1,000/month to purchase extra copies of high demand items specifically for GFPL patrons. Developed list of expanded electronic resources for consideration for the September 2023 Foundation Approved Projects request.

ACCOMPLISHMENTS: Overdrive Advantage program started July 5. Mango Languages started September 1. LinkedIn Learning started November 1.

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

RECENT EFFORTS: *Continuing to provide existing services. Soliciting feedback from community.*

PREVIOUS EFFORTS (January-November 2023):

- Working to promote Dolly Parton Imagination Library
- Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

ACCOMPLISHMENTS: None

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

RECENT EFFORTS: *Continuing to provide existing services. Soliciting feedback from community.*

PREVIOUS EFFORTS (January-November 2023):

- Reorganizing Youth Services spaces to create work spaces for two additional staff members.
- Creating work plan for expanding services.

ACCOMPLISHMENTS: None

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

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

RECENT EFFORTS: *Expanding programs to include Silent Book Club, Little Free Library Surprise, author presentations, community education presentations, working with Sober Life to start a book club, Book Worms United book challenge and Winter Speaker Series. Building partnership with Great Falls Development Authority. Seeking expanded funding from the Library Foundation.*

PREVIOUS EFFORTS (January-November 2023):

- Reorganized 3rd floor spaces to create office for new staff. Hired new Communications Specialist who has expanded our community awareness and education efforts through press releases, radio interviews, website updates and expanded social media efforts. Hired new Community Engagement Coordinator who is building relationships with community partners and organizing Library programming (see recent Monthly Events Lists).
- Working with Shakespeare in the Parks to host *The Three Musketeers* on August 28th. Creating work plan for expanding services.

ACCOMPLISHMENTS: Providing more programs reaching more people.

FY2024 Proposed Modified Spending

Account Number	Account Desc	Budget	Year-to-date	Expected Jan to June	PROPOSED MODIFICATION
2220 LIBRARY					
<i>Taxes</i>					
311010 REAL CURRENT AD VALOREM		\$ (2,400,000.00)	\$ (1,575,679.75)	\$ (1,295,706.38)	\$ (2,871,386.13)
311030 REAL DELINQUENT AD VALOREM		\$ (6,000.00)	\$ (6,444.01)		\$ (6,444.01)
311050 REAL PROTESTED TAXES		\$ -	\$ -		\$ -
311210 MOBILE HOME TAXES		\$ (2,000.00)	\$ (885.75)		\$ (885.75)
311220 OTHER PERSONAL PROPERTY		\$ (15,000.00)	\$ (241.69)		\$ (241.69)
312000 DELINQUENT TAX PENALTY & INTER		\$ (1,500.00)	\$ (389.93)		\$ (389.93)
<i>Intergovernmental</i>					
334150 MISCELLANEOUS CULTURE & RECREA		\$ (29,716.00)	\$ (37,063.74)	\$ -	\$ (37,063.74)
335000 COAL TAX LIBRARY APPORTIONMENT		\$ (2,359.00)	\$ (2,131.05)	\$ -	\$ (2,131.05)
338000 LIBRARY SUPPORT		\$ (177,000.00)	\$ -	\$ (177,000.00)	\$ (177,000.00)
339000 PAY OF LIEU OF TAXES		\$ -	\$ -		\$ -
<i>Charges for Services</i>					
343160 OFF-STREET LOTS TRANSIENT		\$ (2,000.00)	\$ (2,134.00)	\$ (500.00)	\$ (2,634.00)
346910 LIBRARY FEES MISCELLANEOUS		\$ (10,100.00)	\$ (5,400.00)	\$ (4,700.00)	\$ (10,100.00)
346920 LIBRARY SERVICE CHARGES MISC		\$ (5,000.00)	\$ (2,389.45)	\$ (2,500.00)	\$ (4,889.45)
346930 LIBRARY EQUIPMENT CHARGES MISC		\$ (12,000.00)	\$ (5,800.70)	\$ (5,500.00)	\$ (11,300.70)
346940 LIBRARY FACILITY CHARGES MISC		\$ (800.00)	\$ (480.00)	\$ (400.00)	\$ (880.00)
346950 LIBRARY BOOK PURCHASES		\$ (3,500.00)	\$ (930.00)	\$ (2,000.00)	\$ (2,930.00)
<i>Fines and Forfeitures</i>					
351340 COLLECTION AGENCY FINES		\$ -	\$ (166.98)	\$ -	\$ (166.98)
352200 LOST BOOK FINES		\$ (6,500.00)	\$ (2,709.28)	\$ (2,500.00)	\$ (5,209.28)
<i>Investment Income</i>					
365100 CONTRIBUTIONS & DONATIONS		\$ (10,000.00)	\$ (313,740.67)		\$ (313,740.67)
368290 REFUNDS & REIMBURSEMENTS		\$ -	\$ (50.00)	\$ -	\$ (50.00)
362100 USBP CREDITS		\$ -	\$ -		\$ -
<i>Other</i>					
371100 REGULAR INTEREST		\$ (2,500.00)	\$ (2,791.02)	\$ (500.00)	\$ (3,291.02)
REVENUE TOTAL		\$ (2,685,975.00)	\$ (1,959,428.02)	\$ (1,491,306.38)	\$ (3,450,734.40)
<i>Personal Services--Rest of year staff starting April 1 No AD</i>					
411100 SALARIES & HOURLY		\$ 1,478,415.49	\$ 457,999.38	\$ 622,851.96	\$ 1,080,851.34
412100 OVERTIME - REGULAR FULL-TIME		\$ -	\$ -		\$ -
412300 OVERTIME - TEMPORARY		\$ -	\$ -		\$ -
413150 VACATION TERMINATION		\$ -	\$ 14,095.22		\$ 14,095.22
413250 SICK LEAVE TERMINATION		\$ -	\$ 8,750.90		\$ 8,750.90
413600 HEALTH INSURANCE		\$ 354,456.04	\$ 115,035.93	\$ 149,331.25	\$ 264,367.18
413700 LIFE INSURANCE		\$ 2,634.44	\$ 897.12	\$ 1,109.88	\$ 2,007.00
413800 VEBA PAYOUT		\$ -	\$ -	\$ -	\$ -
414100 UNEMPLOYMENT INSURANCE		\$ 6,089.74	\$ 1,977.50	\$ 2,565.59	\$ 4,543.09
414200 WORKERS COMPENSATION		\$ 9,718.95	\$ 3,194.58	\$ 4,094.56	\$ 7,289.14
414300 FICA		\$ 87,957.87	\$ 28,613.34	\$ 37,056.38	\$ 65,669.72
414350 MEDICARE		\$ 20,570.84	\$ 6,691.85	\$ 8,666.43	\$ 15,358.28
414450 PERS		\$ 154,540.84	\$ 50,269.91	\$ 65,107.59	\$ 115,377.50
415100 MISCELLANEOUS PENSIONS		\$ 20,715.79	\$ 6,763.73	\$ 8,727.50	\$ 15,491.23
<i>Personal Services Totals</i>		\$ 2,135,100.00	\$ 694,289.46	\$ 899,511.16	\$ 1,593,800.62
<i>Supplies</i>					
421100 PAPER & FORMS		\$ 3,000.00	\$ 779.03	\$ 1,220.97	\$ 2,000.00
421200 COMPUTER ACCESSORIES		\$ 7,500.00	\$ 3,528.91	\$ 2,471.09	\$ 6,000.00
421400 INSTRUCTIONAL & SAFETY SUPPLIE		\$ -			\$ -
421900 OTHER OFFICE SUPPLIES & MATERI		\$ 16,100.00	\$ 2,625.28	\$ 5,374.72	\$ 8,000.00
423100 GAS, OIL, DIESEL FUEL, GREASE,		\$ 7,693.00	\$ 1,620.89	\$ 3,000.00	\$ 4,620.89
423900 OTHER REPAIR & MAINTENANCE SUP		\$ 14,000.00	\$ 3,805.69	\$ 6,194.31	\$ 10,000.00
<i>Supplies Totals</i>		\$ 48,293.00	\$ 12,359.80	\$ 18,261.09	\$ 30,620.89

<i>Purchased Services</i>				
431100 POSTAGE, BOX RENT, ETC.	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
432100 PRINTING, FORMS, ETC	\$ 200.00	\$ -	\$ -	\$ -
433200 BOOKS & SUBSCRIPTIONS	\$ 80,000.00	\$ 25,250.37	\$ 34,749.63	\$ 60,000.00
433500 MEMBERSHIPS & DUES	\$ 1,000.00	\$ 500.00	\$ 250.00	\$ 750.00
434100 TELEPHONE	\$ 3,200.00	\$ 1,488.08	\$ 1,711.92	\$ 3,200.00
434120 FAX & OTHER TELEPHONE LINES	\$ 3,500.00	\$ 1,022.40	\$ 2,477.60	\$ 3,500.00
432560 COLLECTION AGENCY COSTS	\$ -	\$ 104.85	\$ -	\$ 104.85
434200 ELECTRIC UTILITY	\$ 75,000.00	\$ 28,911.98	\$ 40,000.00	\$ 68,911.98
434300 GAS UTILITY	\$ 13,000.00	\$ 2,342.93	\$ 5,657.07	\$ 8,000.00
434400 CITY SANITATION DISPOSAL	\$ 1,939.30	\$ 837.00	\$ 837.00	\$ 1,674.00
434500 WATER UTILITY	\$ 2,841.30	\$ 1,481.05	\$ 1,360.25	\$ 2,841.30
434600 SEWER UTILITY	\$ 1,327.00	\$ 392.26	\$ 935.44	\$ 1,327.70
434700 STORM DRAIN UTILITY	\$ 911.00	\$ 419.65	\$ 492.25	\$ 911.90
435500 COMPUTER PROGRAMMING	\$ 50,000.00	\$ 36,518.44	\$ 13,481.56	\$ 50,000.00
435900 OTHER PROFESSIONAL SERVICES	\$ 13,000.00	\$ 9,069.61	\$ 3,930.39	\$ 13,000.00
435900 OTHER PROFESSIONAL SERVICES (mental)	\$ 30,000.00	\$ -	\$ -	\$ -
436200 BUILDING REPAIR & MAINT	\$ 7,500.00	\$ 398.91	\$ 5,601.09	\$ 6,000.00
436300 MAINTENANCE AGREEMENTS	\$ 23,000.00	\$ 7,997.51	\$ 15,002.49	\$ 23,000.00
453200 OFFICE EQUIPMENT RENTALS	\$ 1,600.00	\$ 739.38	\$ 860.62	\$ 1,600.00
455150 CREDIT CARD FEES	\$ -	\$ 557.04	\$ 420.00	\$ 977.04
<i>Purchased Services Totals</i>	\$ 312,018.60	\$ 122,031.46	\$ 127,767.31	\$ 249,798.77
<i>Other</i>				
459200 REFUNDS & REIMBURSEMENTS	\$ 450.00	\$ 81.33	\$ 300,090.00	\$ 300,171.33
481300 CASH OVER/SHORT	\$ -	\$ 0.51	\$ -	\$ 0.51
<i>Other Totals</i>	\$ 450.00	\$ 81.84	\$ 300,090.00	\$ 300,171.84
<i>Internal Service Charges</i>				
486110 HUMAN RESOURCES	\$ 29,921.00	\$ 14,960.52	\$ 14,960.48	\$ 29,921.00
486370 VEHICLE & EQUIPMENT MAINT	\$ 4,262.00	\$ 2,131.02	\$ 5,561.98	\$ 7,693.00
486520 FISCAL SERVICES	\$ 17,545.00	\$ 8,772.48	\$ 8,772.52	\$ 17,545.00
486580 CENTRAL INSURANCE	\$ 60,117.00	\$ 60,117.00	\$ -	\$ 60,117.00
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -
486950 INFORMATION TECHNOLOGY	\$ 3,061.00	\$ 1,530.48	\$ 1,531.52	\$ 3,062.00
486960 COMPUTER NETWORK	\$ 132.00	\$ 66.00	\$ 66.00	\$ 132.00
486970 COMPUTER EQUIPMENT MAINT	\$ 1,373.00	\$ 1,373.00	\$ -	\$ 1,373.00
488100 COMPUTER & EQUIPMENT LEASE	\$ 242.00	\$ 121.02	\$ 120.98	\$ 242.00
<i>Internal Service Charges Totals</i>	\$ 116,653.00	\$ 89,071.52	\$ 31,013.48	\$ 120,085.00
<i>Capital Outlay</i>				
493100 IMPROVEMENTS OTHER THAN BUILDING	\$ -	\$ -	\$ -	\$ -
<i>Capital Outlay Totals</i>	\$ -	\$ -	\$ -	\$ -
	Budget	Year-to-date	Expected Jan to June	PROPOSED MODIFICATION
REVENUE TOTALS	\$ (2,685,975.00)	\$ (1,959,428.02)	\$ (1,491,306.38)	\$ (3,450,734.40)
EXPENSE TOTALS	\$ 2,612,514.60	\$ 917,834.08	\$ 1,376,643.04	\$ 2,294,477.12
<i>Net Gain (Loss)</i>	\$ (73,460.40)	\$ (1,041,593.94)	\$ (114,663.34)	\$ (1,156,257.28)

Fund Balance Start of FY2024
Predicted Fund Balance Start of FY2025

(\$455,452.70)
(\$1,611,709.98)

LIBRARY MILL LEVY IMPLEMENTATION: UPDATED January 2024

<ol style="list-style-type: none"> Expanded Hours: Library to be open 7 days a week June 2024. Expanded Outreach: Expanded outreach to be implemented by June 2024 <ul style="list-style-type: none"> Bookmobile to provide service 6 days a week Library to provide homebound delivery service for seniors and persons with disabilities Free Parking: Parking in the Library patron lot will be free starting July 1, 2023. Credit Cards: The Library will accept credit card payments or other non-cash or check method. Expanded Early Literacy services: Expanded programming and services starting Spring 2024 <ul style="list-style-type: none"> Additional weekly StoryTime and ToddlerTime programs both at the Library and in the community Partnership in promoting the Dolly Parton Imagination Library Expanded community partnerships (Indian Family Health, Little Shell Tribe, Great Falls Public Schools, Homeschool groups, CCHD, private schools...) Expanded inclusive programs and services: partnering for hearing & speech assessments (partner with MSDB and with Scottish Right), inclusive programs for neurodiverse children, inclusive programs for children with physical and sensory disabilities . Additional special programming (tours for schools & daycares, community celebrations & special events) Expanded Programs for teens and young adults: Expanded programming and services starting Spring 2024 <ul style="list-style-type: none"> College readiness programming (support for applying, ACT/SAT prep) Adult readiness programming (classes on working in the trades, micro-credentialing etc.) After school programming (homework support, coding club, Lego club, A/V club) Expanded programming for adults and families: Expanded programming and services starting October 1 and ramping up for the next 12 months. <ul style="list-style-type: none"> Technology classes (partner with GFC-MSU and possibly creating LinkedIn Learning cohorts) Job seeker classes (partner with Job Service) Book-A-Librarian program started for those needing research and extra Librarian support Oral History programs (partner with Little Shell Tribe, Genealogy Society and the History Museum) Educational programs (authors talks, Humanities Montana series, craft series, interfaith programs, multicultural programs, informational presentations...) Community building programs (writing group, book clubs, Memory Café, gaming programs, participation in community celebrations...) Expanded digital services: <ul style="list-style-type: none"> New Advantage program for MontanaLibrary2Go, investing \$1,600 per month to buy extra copies of popular eBooks and eAudiobooks for GFPL Library patrons starting July 1, 2023. Purchase and make available new electronic services for GFPL Library patrons. (Currently providing LinkedIn Learning, Mango Languages. Considering others.) 	<p>Hiring</p> <ol style="list-style-type: none"> FIRST WAVE OF HIRES: HIRED July - September <ul style="list-style-type: none"> Part-time PR/Marketing Specialist (nonunion) Community Engagement Coordinator (nonunion) Tech Services PT clerk SECOND WAVE OF HIRES: November <ul style="list-style-type: none"> 2 FT Library Specialists (Public Services) 2 PT Library Specialists (Public Services) THIRD WAVE OF HIRES <p>City posting for third wave of Library Hires – Early February</p> <p>Target Start Date Early April</p> <ul style="list-style-type: none"> 1 Technology Systems Assistant (nonunion) 2 Safety Specialists (union) 1FT Library Specialist-YS (union) PT Library Specialist-YS (union) 1 PT Bookmobile Driver (union) 3 PT Library Clerks PS (union) 1 PT Custodian FOURTH WAVE OF HIRES <p>City posting for fourth wave of Library Hires – mid-March</p> <p>Target Start Date 7/1/2024</p> <ul style="list-style-type: none"> Assistant Library Director (nonunion)
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Starting September:

- Improve Library promotion and communication
- Expand Library programming & community engagement

Starting November:

- Management team reduced public desk hours

Starting March:

- Expand hours by 2 hours/week
- Open on Monday at 10:00 am

Starting early April:

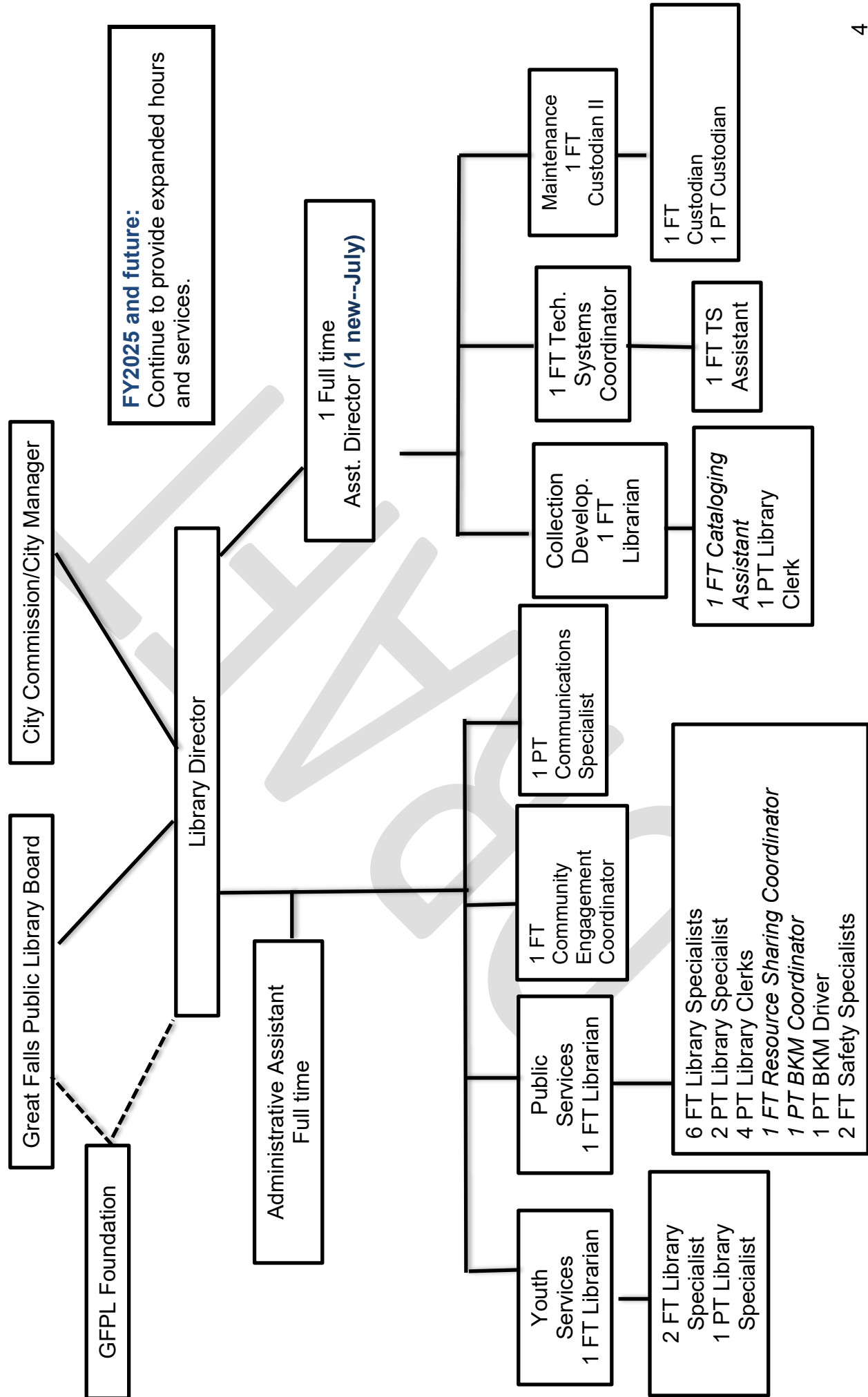
- Hire and train new staff

Starting June

- Summer Reading & Expanded Services/Hours Kickoff
- Expand hours to 7 days/week
- Expand bookmobile service to 6 days/week
- Expand Youth Services programming and services



Great Falls Public Library Organizational Chart FY2025



Purpose

This document is designed to provide guidance to library staff in working with members of the community and with other staff members. These policies are designed to provide flexibility and do not address all aspects of every situation. Staff members are encouraged to use the policy manual as a guideline, while still using independent judgment as necessary.

These policies address the entire organization; individual library departments may have additional policy and procedure documents in place. In addition, the library follows the policies outlined in the City of Great Falls Personnel Policy Manual.

Maintenance

The Library Board of Trustees is the final authority for approval of library policy.

The Library director is responsible for keeping the manual current and drafting policy language, in addition to developing policy recommendations. Input from all staff members is strongly encouraged in the development of library policy. The Library Board will review the entire policy manual at least every three years.

Policies may be altered at any time at the direction of the Library Director, the Board of Trustees, or as necessary to accommodate the work of the library. The following steps are recommended for creation or revision of library policy:

1. Drafts language of policy is created
2. Policy is revised from staff suggestions, if applicable
3. Policy is reviewed and revised by Library Director, if applicable
4. Library Board approves, rejects, or recommends revisions to policy

~~The Administrative Assistant will distribute new and revised policy pages to staff for inclusion/replacement in Policy Manual binders.~~ Updated policies will be distributed to staff via the staff shared drive. Updated policies also be posted on the Library website.

Great Falls Public Library

Our Vision

Explore, discover, connect
See you @ the Library!

Our Mission

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

Our Guiding Principles

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

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

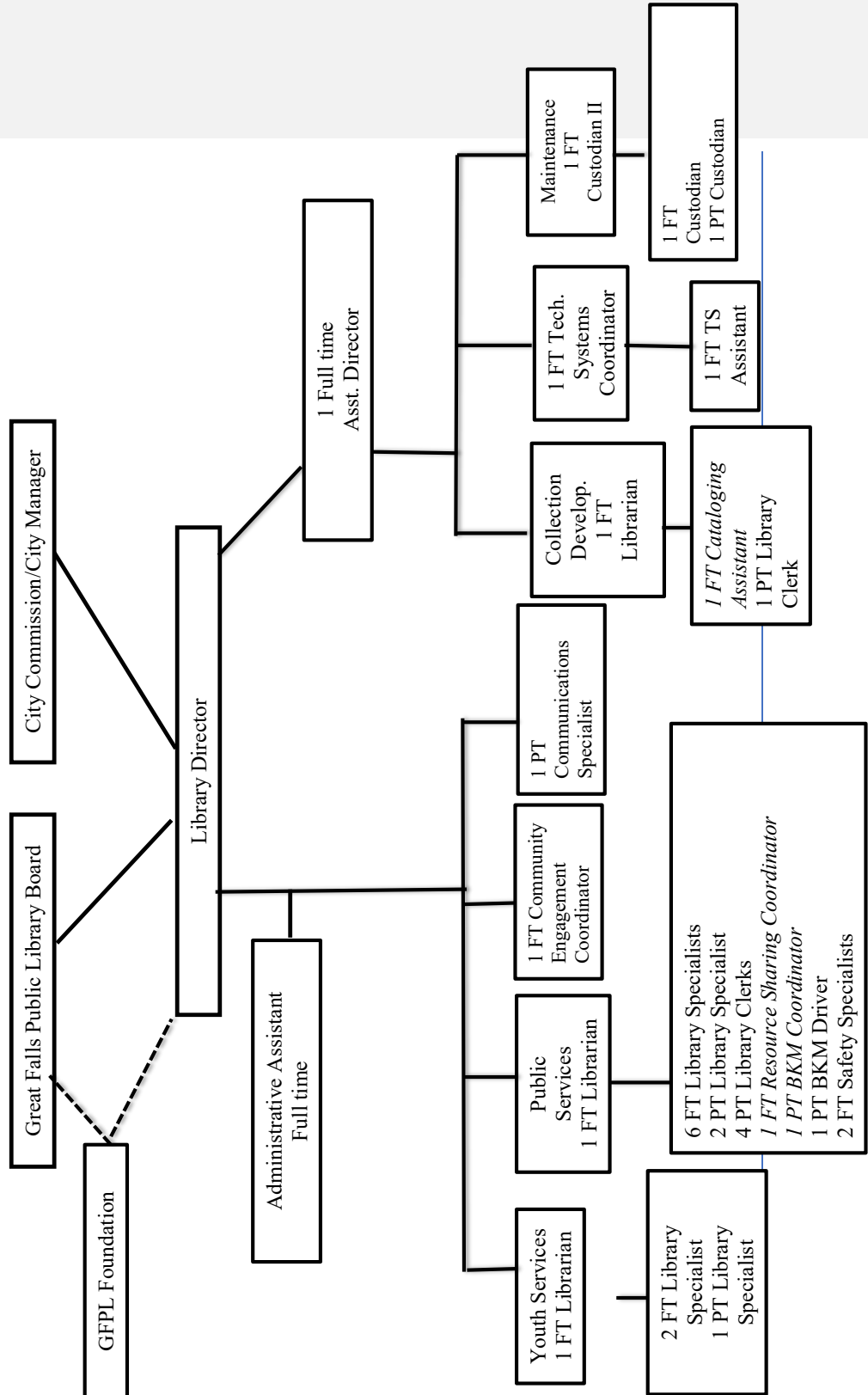
Customer Focus: You are welcome here! The library values community members and is responsive to their needs. The ideas and opinions of patrons are vital in determining how library projects and services move forward. Impact on patrons is a primary concern in making any and all decisions.

Growth and Innovation: Promoting ongoing learning and continuous innovation are of great importance to the library. We work hard to respond to present situations and anticipate the future needs of our patrons. We are committed to remaining an important and relevant institution by evolving and expanding to better serve our community.

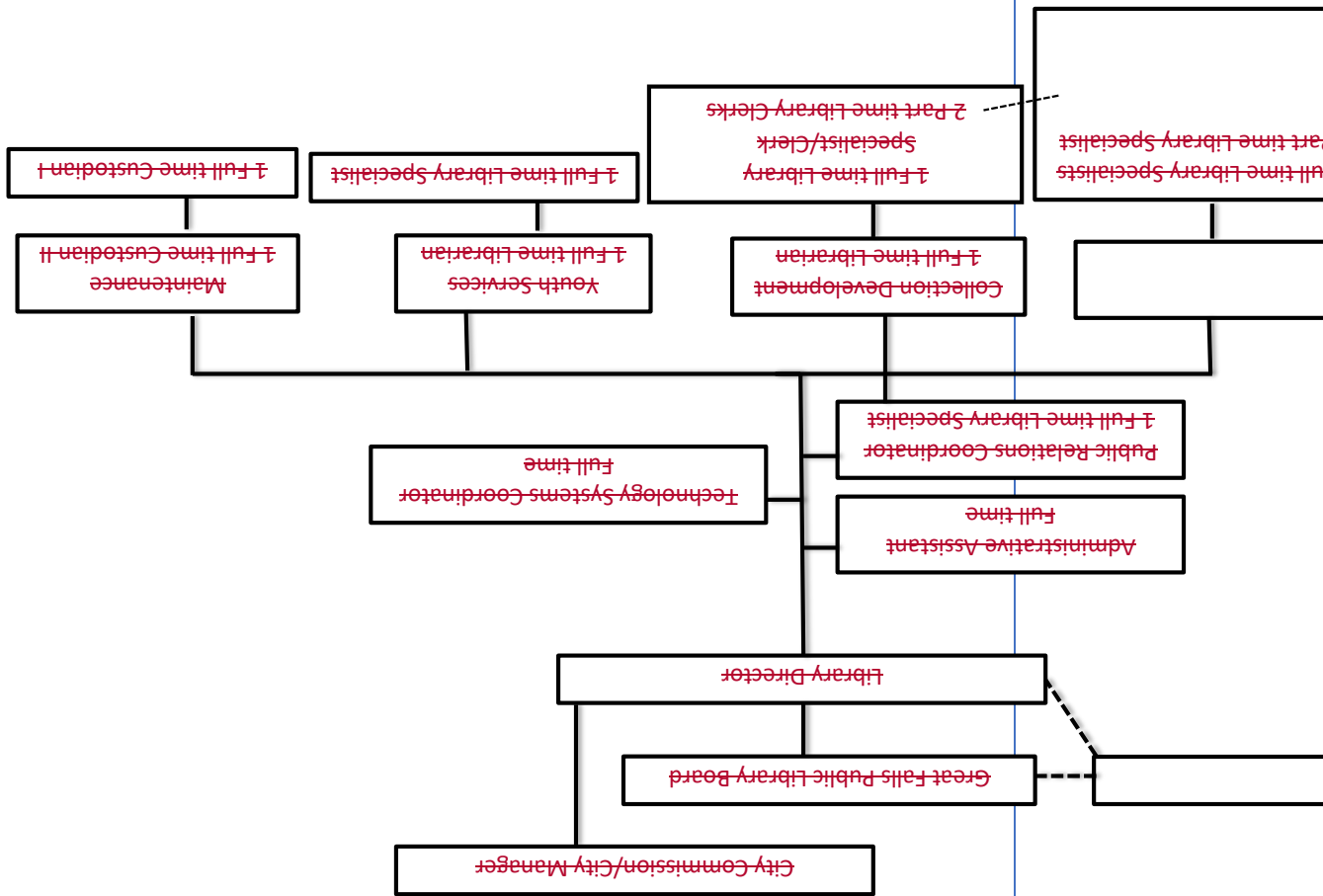
Excellent Stewardship: The library acts as a trusted steward of community resources. We are responsible for appropriate use of public funds and make every effort to fully utilize the strengths of our talented staff. We make the best use of our resources to deliver the highest level of library service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

Great Falls Public Library Organizational Chart FY2025

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Great Falls Public Library Organization Chart



Great Falls Public Library Emergency Chain of Command

1. Library Director
 - ~~1-2.~~ Assistant Library Director
 - ~~2-3.~~ Public Services Librarian
 - ~~3-4.~~ Collection Development Librarian
 - ~~4-5.~~ Youth Services Librarian
 6. Library Technology Systems Coordinator
 - ~~5-7.~~ Community Engagement Coordinator
 8. Administrative Assistant
 9. Communications Specialist
 10. Custodian II
- 6-

If none of the above is available, chain of command goes to the most senior staff member in this order:

1. ~~Library Specialist~~ Safety Specialist
2. ~~Library Clerk~~ Library Specialist

Day-to-day decisions will be made by the management team members closest to the issue and will follow the normal organizational chart hierarchy.

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The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- ~~VI.~~VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944;
June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
inclusion of "age" reaffirmed January 23, 1996.

American Library Association

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

~~VIII.~~IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council;
amended June 30, 1981; June 28, 1995; and January 22, 2008 and June 29, 2021.

Public Participation Policy

The Great Falls Public Library values and encourages public input. We accept feedback in-person, in writing, via email or via our online suggestion form. Patrons are welcome to speak to any Library staff person. They are also welcome to schedule time with the Library Director and attend Library Board meetings.

Certain requests seeking specific action by the Library must be made by written submission.

- To request that an item be removed from the collection, please see *the Request for Reconsideration Form* on page XX.
- To request that an item NOT be removed from the collection, please see the *Withdrawal Reconsideration Form* on page XX.
- To appeal being banned from the Library or from the use of Library computers, please see the *Patron Appeal Form* on page XX.
- To appeal a Library policy or Library staff action that you feel has impacted your ability to access Library services, please see the *Patron Appeal Form* on page XX.

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~~Patrons are welcome to submit written suggestions, concerns and requests for materials to any Library staff at any time.~~

~~Patrons are welcome to submit suggestions, concerns and requests for materials from the Library's website form at any time.~~

~~Patrons are welcome to schedule time with the Library Director to provide feedback and suggestions in person.~~

At least every two years the library gathers feedback on library services from library users and nonusers. The library uses variety of methods, including but not limited to, surveys, focus groups, and community meetings.

Please see *the Rules of Conduct and Procedure of Board of Trustee Meetings* ([page 153](#)) for the full procedures for public participation in Board meetings.

Please see the [City of Great Falls social media guidelines](#) <https://greatfallsmt.net/general/social-media-disclaimer> for the full guidelines for public participation in Library social media conversations.

For questions about accessibility or to request accommodations please contact the library director at 406-453-0349. Please provide at least two weeks advance notice to allow the library to provide appropriate accommodations.

Gifts and Donations

The Great Falls Public Library encourages and welcomes gifts and donations to be used for the benefit of the Library. The viability of quality programs, services, and book collections depend, to some extent, upon the generosity of people willing to support the Library through their contributions.

The Board of Trustees has determined that it is in the best interests of the Library to establish a policy which not only promotes charitable gifting, but provides the public with a highly-visible organization that will actively seek contributions and have the legal ability to invest money for the Library's benefit and use. In order to clarify how funds will be allocated and meet the goals set forth above, the Board of Trustees adopts the following policy:

Gifts for the Foundation

The Foundation, subject to the provisions in this policy, is designated the organization to promote, encourage and actively participate in fund-raising for the Library's benefit; All donations to the Foundation that are given to the Library (either in person or by mail) will be promptly forwarded to the Foundation.

Gifts for the Library

1. Upon receipt of any donations specifically designated for the Library, the Library will acknowledge them promptly and deposit them in the appropriate Library fund.

Any unrestricted donations given to the Library shall be accounted for and the Board of Trustees and/or the library director shall determine how the money is to be used. Unrestricted donations shall not automatically be used to purchase books.

2. The Library will accept memorials other than books, provided they are useful, needed and there are no restrictions attached. Suggestions include equipment, supplies and greenery. Any memorial involving installation or maintenance may be accepted by the Library with the provision that the donor accept responsibility for such installation and responsibility for all future maintenance.
3. Materials offered to the Library with restrictions, which require special handling or which prevent integration of the materials into the general collection will not be accepted.
4. Gifts of books, magazine subscriptions and other materials are accepted according to the policies laid out in the Great Falls Public Library Collection Management Policy.

5. Cash donations for memorial or honor books will be accepted according to the policies laid out in the Great Falls Public Library Collection Management Policy.
6. Once accepted and processed, all gifts are subject to the Library's regulations and procedures.
7. Appraisal and delivery of items are the responsibility of the donor.
8. Donor confidentiality will be protected, unless otherwise directed by the donor.

Public Library Standards Road Map: Great Falls Public Library Status

Blue = Library Meets Standard No Additional Action Needed by Board

Green = Library Meets Standard. Board decision needed. Does the Board want to continue to take action to meet standard?

Orange = Library does NOT meet Standard. Standard NOT required. Board decision needed. Does the Board want to make plan to meet standard?

LAWS AND GOVERNANCE

Our community members have access to libraries and boards that are transparent and follow local, state, and federal laws.

Essential	Excellent	Cooperative
<p>The library is established per Title 7, Title 22, or through the legal process practiced by a Tribal Council.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Library established according to Title 22 	<p>Library boards and directors evaluate their current governance model to make sure it meets their needs. If necessary, the group explores different governance models that can increase reliable revenue sources and improve services for residents.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Board discussed governance model when considering Library Levy. NEEDS TO CONTINUE TO CONSIDER GOVERNANCE AT REGULAR INTERVALS. (not currently on calendar) 	<p>Libraries explore collaborative governance models such as regional independent library districts that can increase reliable revenue sources and improve services to residents.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Board discussed governance model when considering Library Levy. NEEDS TO CONTINUE TO CONSIDER GOVERNANCE AT REGULAR INTERVALS. (not currently on calendar)
<p>The Board meets at least 6 times a year and complies with Montana's Open Meeting Laws when meeting.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Library Board meets 11 times per year. NEEDS TO CONTINUE TO HAVE REGULAR MEETINGS AND FOLLOW OPEN MEETING LAWS. 		

Memo

To: Library Board

From: Susie McIntyre, Library Director

Date: 1-23-2024

Item: Consent Agenda

Request: Library Board adopt procedures for using the Consent Agenda for public meetings

Background:

For at least 10 years, the Library Board has been using the consent agenda as it now does. The monthly consent agenda generally consists of meeting minutes, statistical reports, financial reports a personnel report and operating vouchers. Current meeting practice is to go through each item on the consent agenda with Board Members asking any questions and then making a motion to approve all of the items as a whole. In an effort to make the Library Board meetings more effective, a Board Member has suggested that we examine how we use the consent agenda and change our process to more closely align with best practices.

The Consent Agenda: A Tool for Improving Governance provides an excellent white paper on the proper use of the consent agenda. It is included in your packet.

Staff Recommendations:

1. The Board change meeting procedures to use the consent agenda as defined in the provided white paper.

Questions to be asked:

- What should be normally included in the monthly consent agenda?
- Are Board members comfortable asking simple fact questions for clarification of the Library Director and Administrative Assistant before the meeting?
- Are Board members comfortable asking for items to be pulled from the consent agenda when they feel that they need more discussion?

THE CONSENT AGENDA: A TOOL FOR IMPROVING GOVERNANCE

BoardSource wishes to thank Mary Carole Cotter, W.K. Kellogg Foundation; James P. Joseph, Arnold & Porter LLP; David Nygren, Mercer Delta Consulting; and James E. Orlikoff, Orlikoff & Associates, Inc., for sharing their professional insights and expertise on this document.

Information and guidance provided in this document is provided with the understanding that BoardSource is not engaged in rendering professional opinions. If such opinions are required, the services of an attorney should be sought.

MEETING CHALLENGES, CHALLENGING MEETINGS

Nonprofit leaders have the daunting task of delivering on their missions — feeding the hungry and healing the sick, educating the young and entertaining the community, preserving the environment and protecting human rights, accrediting professionals and setting industry standards. With an abundance of obstacles and possibilities at every turn, boards need to spend their scarce time wisely.

Board meetings are the ultimate venue for executing the complementary responsibilities of oversight and strategy. Collectively, the board must satisfy legal requirements and provide programmatic, financial, and ethical oversight. As strategists, board members shape the future of the organization. Equally important — but often overlooked — board meetings bring together the governing body that is responsible for the organization's health and sustainability. As allies with the chief executive in pursuit of the mission, board members must be well informed about the opportunities and challenges facing the organization and ensure that the organization has appropriate strategies, plans, and resources to meet them.

As a practical matter, duly-called meetings are the main mechanism through which boards make *organizational* decisions. Often, meetings are the only time when the board as a whole gets together to execute its *governing* responsibilities. For these reasons, board meetings are precious times, indeed. More often than not, however, nonprofit board members find themselves in meetings that are filled with the least interesting and least challenging issues. Many board members and chief executives struggle to make board meetings valuable to the organization and the individuals in attendance.

A *consent agenda* can turn a board meeting into a meeting of the minds around the things that matter most. A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. While not difficult to use, a consent agenda requires discipline in working through the following seven steps:

1. Set the meeting agenda
2. Distribute materials in advance
3. Read materials in advance
4. Introduce the consent agenda at the meeting
5. Remove (if requested) an item from and accept the consent agenda
6. Approve the consent agenda
7. Document acceptance of the consent agenda

With a consent agenda, what might have taken an hour for the board to review, takes only five minutes. Because it promotes good time management, a consent agenda leaves room for the board to focus on issues of real importance to the organization and its future, such as the organization's image and brand, changing demographics of its constituents, or program opportunities created by new technology. This BoardSource white paper offers guidance on how to use consent agendas to improve board meetings and, in turn, the overall quality of governance.

WHAT DOES — AND DOES NOT — BELONG ON A CONSENT AGENDA?

In setting the board meeting agenda, the board chair and chief executive recommend what items warrant full board discussion. While their best guess sets the agenda, all board members have an opportunity in the board meeting to “second guess” that preliminary decision and remove items from the consent agenda for discussion.

COMMONLY FOUND ITEMS

Items commonly found on consent agendas include:

- Minutes of the previous meeting. There is no need to read the text of the minutes of a previous board meeting at a current one.
- Confirmation of a decision that has been discussed previously. Some decisions may need a final administrative touch before the board can vote on them. After such details are resolved, the board may vote on the item via consent agenda at the next meeting.
- Chief executive’s report. To the extent that the chief executive does not have items other than those provided in a written memorandum to the board, the chief executive’s report can be assigned to the consent agenda. However, chief executives who prefer to use a few minutes of the board meeting to draw attention to a particular issue outlined in the memorandum should exclude their report from the consent agenda.
- Committee reports. Committee reports often contain important information and sometimes recommendations for board approval or resolution. To the extent that such matters do not need discussion and are supported by written materials provided ahead of the board meeting, they may be better assigned to the consent agenda.
- Informational materials. To educate members about the organization, staff provides the board with reports and documents that do not require any action. These might include human resource policies, statistics on compensation levels in similar local organizations, a copy of the IRS Form 990 before it is filed, or a real estate analysis of the local market. However, if these materials relate to discussion items, they should be included as a part of that agenda item rather than placed on the consent agenda.
- Updated organizational documents. Organizational documents periodically need to be updated. Rather than waste meeting time, updates — such as typographical errors in a document that requires board approval, new dates or locations for board meetings, changes to the organization’s name or address in legal documents, revisions to the bylaws after changing the title of the chief staff officer — may be added to the consent agenda.

TIP BOX

To test whether an item should be included in the consent agenda, ask

- ☑ Is this item self-explanatory and uncontroversial? Or, does it contain an issue that warrants board discussion?
- ☑ Is this item “for information only”? Or, is it needed for another meeting agenda issue?
- ☑ Do we need to confirm a previously discussed issue? Or, do we need to continue the discussion?

- Routine correspondence. The board may need to sign standard letters to donors, renew major vendor contracts (whose terms have already been renegotiated), or confirm a conventional action (such as opening a bank account) that requires board approval as stated in the bylaws.

INAPPROPRIATE AND QUESTIONABLE ITEMS

Consent agendas should be crafted with care since the items are not discussed by the board.

They should not be used to hide important issues or stifle difficult discussions. The following items warrant close consideration when determining if they belong on the consent agenda:

- Audit. The board is responsible for hiring an auditor and overseeing that the auditor's recommendations are properly implemented. The auditor's report is a key financial document and should *never* become a consent agenda item. Ideally, the full board's consideration of the audit should include an opportunity to discuss the findings with the auditors without any staff present.
- Financial reports. On the one hand, if the financial report is uneventful, it may be appropriate to include it on the consent agenda. On the other hand, if it covers important topics, raises questions, or needs emphasis, it may be better handled as a separate item. Needless to say, consideration and approval of the annual budget should never be included in the consent agenda since it represents a major opportunity for the board to understand and discuss management's proposed resource allocations and operating plans.

Deciding to put a financial report on the consent agenda may also be influenced by the financial acumen of all members of the board. Boards with only a few financially astute members should exclude financial reports from the consent agenda. This allows for a discussion of the financial reports to educate board members about the organization's financial health, thereby ensuring that they fulfill their fiduciary duties.

TIP BOX

Another way for the board to monitor financial performance — without having financial reports consume every board meeting — is to delegate certain duties to the finance committee, such as working closely with the financial staff and reviewing *monthly* financial statements in committee meetings. *Quarterly* financial reports may then be elevated to a special status and discussed thoroughly during full board meetings.

While the finance committee may be charged with monitoring the financial performance, the full board is responsible for the financial health of the organization and should be directly involved in assessing financial matters, especially if the organization is undergoing change.

- Executive committee decisions. Even if an executive committee has authority to act on behalf of the board under certain circumstances, its decisions must still be confirmed by the full board. Executive committee decisions that are routine and procedural are ripe for a consent agenda. If the issue has broader implications — be it an emergency or a major strategic decision — the rest of the board needs to understand the background, rationale, and ramifications. These latter executive committee decisions should not be on the consent agenda; rather, they should be handled as separate discussion items, with the full board receiving appropriate information before confirming the decision.

TIP BOX

While executive committees operate in a myriad of ways, they are ultimately accountable to the full board. Executive committees sometimes overstep their authority and make decisions on behalf of the full board. This may happen when the committee meets regularly and, to save time during board meetings, presents decisions matter-of-factly to the rest of the board for approval. Or, by broadly defining what constitutes an emergency or unusual circumstance, the executive committee may usurp the full board's authority. Involving the board in the final confirmation of executive committee decisions sends a clear message that each board member bears responsibility for the organization.

SEVEN STEPS TO USING A CONSENT AGENDA

Consent agendas offer the opportunity to convert board meetings from boring recitations into active discourses by freeing up scarce meeting time for genuine board discussion of critical issues, emerging opportunities, and forward-looking plans. Chief executives and board members who use consent agendas speak glowingly of their impact on organizational decision making and board-staff solidarity. They appreciate the fact that their limited time is used well and that conversations in the boardroom are productive. The following seven steps outline how to use a consent agenda successfully.

1. Set the meeting agenda. Together, the board chair and the chief executive identify what issues should be at the heart of the meeting and what other items need to be addressed. They then assign routine reports to the consent agenda and create adequate time for more substantive discussions. This challenging but valuable exercise enables the board chair and chief executive to focus the board on organizational priorities.
2. Distribute materials in advance. All items included on the consent agenda must be supported by documents that enable board members to make informed decisions. The chief executive sends materials supporting items on the consent agenda to the board sufficiently in advance of the meeting to permit review. Committees and staff may also have to circulate memoranda summarizing committee actions.
3. Read materials in advance. Preparation is an absolute prerequisite for using a consent agenda. Board members must read materials ahead of the board meeting so that they are prepared to ask questions about items on the consent agenda or to vote their approval. While this may require additional effort from board members, it results in more productive meetings and therefore more satisfied and engaged board members.
4. Introduce the consent agenda at the meeting. The consent agenda is usually listed as the first item on the board meeting agenda (See Appendix: Sample Board Meeting Agenda). The

TIP BOX

To ensure that the board carries out its fiduciary obligations, the chief executive may want to gently remind board members to pay particular attention to items on the consent agenda and encourage them to ask questions *in advance* of the meeting, especially if their questions are factual. A quick call to the appropriate person — the chief executive, lead staff person, board chair, or someone else — before the meeting can clarify small matters of fact. If their concerns are substantive, they should voice them at the start of the meeting. The item should then be removed from the consent agenda and added to the meeting as a discussion item.

board chair notes the items on the consent agenda and asks if any board member wishes for an item to be removed. This is the final moment for board members to raise their concerns.

5. Remove (if requested) an item from and accept the consent agenda. If a board member has a question, wants to discuss an item, or disagrees with a recommendation, he or she should request that the item be removed from the consent agenda. Without question or argument, the board chair should remove the item from the consent agenda and add it to the meeting agenda for discussion. If a board member needs to abstain from voting on a particular item in the consent agenda, he or she can make this explicit ahead of time and the item need not be removed.
6. Approve the consent agenda. If no one requests that an item be removed from the consent agenda, a simple unanimous yes vote is needed. The chair asks the board for a motion to approve the consent agenda in its entirety. After a motion and a second, the chair asks the board for its approval of the consent agenda. The board votes on the consent agenda items as a whole. The vote will, of necessity, be unanimous since any disagreement with an item should have been expressed earlier and the item removed from the consent agenda.
7. Document acceptance of the consent agenda. The minutes, circulated after the meeting, state that the consent agenda was approved unanimously and indicate which, if any, items were removed and addressed separately. All supporting materials should be saved with the agenda to demonstrate the information on which the board based its decision.

TIP BOX

- ☑ One way to remind board members that certain items on the consent agenda require board approval, and hence a vote, is to mark them “for approval.” This helps distinguish between items on the consent agenda that are informational from those that require board action.
- ☑ “Just a quick question” is not an option when using a consent agenda. Either an item is removed and discussed or it stays put. This places the burden of facilitation on the board chair to be disciplined about stopping discussion and removing items from the consent agenda.
- ☑ To help the board track decisions, the minutes should itemize specific resolutions included in the consent agenda. For example, the meeting minutes might read: “There being no objections, the consent agenda was moved, seconded, and unanimously approved. The consent agenda included the following resolutions: [approve minutes from Month, Day, Year meeting; approve filing of the IRS Form 990 as presented; etc.].” This helps ensure that the minutes are complete and prevents problems should the attachments become separated at a later date.

CHALLENGING MEETING PRACTICES

BREAKING WITH TRADITION

As a meeting management tool, a consent agenda is markedly different from traditional agendas that are highly standardized and structured. Rather than the “old business, new business” approach that emphasizes reports on past performance, a consent agenda energizes board meetings and creates space for deep and forward thinking on the organization’s most important challenges, be it assessing the impact of a particular program, identifying new sources of

revenue, or examining the board's composition. A consent agenda also imposes different expectations on all parties. To be effective, it must be understood and accepted by everyone at the meeting.

Moving to a consent agenda may cause consternation because it requires a change from standard operating procedure and sometimes seems to minimize traditional board responsibilities and rituals. First, some board members (and lawyers) may worry that a consent agenda prevents the board from exercising its fiduciary duties. Nothing could be further from the truth. Used properly, consent agendas facilitate board focus on the things that matter most. A consent agenda is not an excuse to cover up important issues; rather, it is an invitation to explore them deeply.

Second, board meetings are often filled with oral presentations of committee updates as a way to showcase work done by committee chairs and members between meetings. Recognizing valuable work by volunteers encourages their continued participation, but the cost of spending board meeting time on purely symbolic matters is too high a price to pay. Instead, the chief executive and board chair should identify other ways to thank committee members for their hard work.

COLLABORATING FOR SUCCESS

Using a consent agenda requires true collaboration between the board and the chief executive. Both must do their homework in preparing for the meeting, from setting the agenda to providing materials to facilitating discussions. Chief executives rely on board meetings to handle mandatory business and to educate board members about the organization's programs. Astute executives treat meetings as valuable "kitchen cabinet" gatherings to engage smart, knowledgeable, passionate individuals around the issues that matter most to their organizations. The efficiencies of a consent agenda give executives more time to engage the board in thinking and talking about the organization's mission, programs, and impact.

Together, the board chair and chief executive need to think strategically about what contributions board members can make to issues facing the organization and how to present matters for their consideration. They need to be clear about the intended purpose of each item *not* on the consent agenda. It may be approval of a recommendation, guidance and advice, or brainstorming. Such clarity about the purpose of the item reduces the likelihood that board discussion will result in an extraneous task list for the chief executive or micromanagement by the board.

TIP BOX

Change is demanding. It requires open-mindedness and flexibility from those affected by the change. As with any new organizational process, the decision to adopt a consent agenda should be made thoughtfully and with a solid understanding of the ramifications of the change. The following steps can help the board adopt a consent agenda without major obstacles:

1. Discuss with the board the benefits of a consent agenda and get the board's support.
2. Create a cheat sheet on how a consent agenda works.
3. Outline criteria for what can and what cannot be included on the consent agenda.
4. Ease into the process. Start with obvious, clear items on the consent agenda.
5. Ask the board how the new meeting structure is working.
6. Fine tune meetings and materials as necessary.

Because a consent agenda frees up meeting time for a different kind of discourse, it requires a different kind of meeting facilitation. The board chair may need to learn tips and techniques for facilitating less structured, more active group discussions. The board chair may need to approach meetings differently — as a focus group, as a debate about the pros and cons of an issue, as a creative idea-generating session, as a time to troubleshoot thorny problems. To make the most of these free-ranging discussions, the board chair will need to exert appropriate discipline without discouraging participation, or the benefits gained from the consent agenda may be lost.

TIP BOX

Meeting facilitation does not come naturally to all board chairs. The following techniques can help board chairs use an interactive approach to running meetings:

- ☑ **Silent Starts.** Before starting a major discussion, ask each board member to write down the most important question the board should consider on a sheet of paper. Collect and redistribute the responses. Then, have board members read each others' responses out loud.
- ☑ **Counterpoints.** Randomly assign two or three board members to make the most powerful arguments *against* the recommendation under consideration.
- ☑ **Breakouts.** Divide the board into small groups and have each group brainstorm questions, identify key issues, or propose alternatives to the issue at hand. Then, have each group present its conclusions to the full board.

THE ULTIMATE BENEFIT: BETTER BOARD PERFORMANCE

It's worth repeating: The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. The main benefit is better governance. Consent agendas allow the board to regularly dig deeper on strategic issues rather than take a superficial pass on a lot of issues. Traditional board meetings often focus on the past, learning about activities and results that occurred since the last meeting. Board members listen, ask for explanations, and seek assurance that staff has thought of everything. This leaves limited opportunity to focus on the future — how the community is changing, what programs will be most valuable, and ways the organization may need to evolve to best fulfill its mission.

The organization benefits from better decisions, more engaged board members, and greater impact when the chief executive and the board operate as strategic allies. The consent agenda removes one of the obstacles — limited time — to engaging the board meaningfully. With a consent agenda, the board is positioned to become an active participant in exploring the opportunities and challenges the organization faces today and in the future because routine business is handled efficiently. Board meetings become filled with open and robust debate around what matters most. Chief executives hear different perspectives about critical issues and in the process they can ensure the board is knowledgeable about, and supportive of, key initiatives. Board members, in turn, feel that their time is well spent; they feel valued and satisfied.

APPENDIX: SAMPLE BOARD MEETING AGENDA

Board of Directors Meeting ABC Organization

Monday, January 2, 200X
1234 Main Street, Suite 56
City, ST 78910

8:30 a.m. – 9:30 a.m. Full Board Executive Session

- Chief Executive Assessment: Feedback and Approval of the 200X Process TAB 1

9:45 a.m. – 3:00 p.m. Board Meeting

9:45 – 9:50 Welcome and Chair's Remarks

9:50 – 10:00 Consent Agenda

- Minutes of the December 1, 200X Meeting TAB 2
- President's Report TAB 3
- Planning and Development Task Force Update TAB 4

10:00 – 2:15 Strategic Discussions: Presentations and Feedback

10:00 – 11:45 Strategic Plan: Measures of Success TAB 5

[Noon — Buffet Lunch]

12:30 – 2:15 New Markets Strategy: Implementation Plan TAB 6

2:15 – 2:45 Governance Committee: Discussion Items TAB 7

- Bylaws
- Board Member Recruitment

2:45 – 3:00 Closing

Memo

To: Library Board

From: Susie McIntyre, Library Director

Date: 1-23-2024

Item: Library Board minutes

Request: Library Board provide direction on the formatting and content of Library Board Minutes

Background:

The level of detail of Library Board Meeting Minutes have varied greatly in the past five years. For a time, they were quite abbreviated. Over time they grew more detailed until they were almost a verbatim transcript that took administrative staff hours to complete each month. In the past year, Library administrative staff researched best practices for meeting minutes and has been following the guidance of *Meet Smarter: A Guide to Better Nonprofit Board Meetings* and the Montana Code Annotated 2-3-212 (both provided in packet).

At the last several Board meetings, Board members have requested more detail in the minutes and have suggested recording the meetings.

Legal Requirements:

Boards have options to meet the legal requirements for providing minutes of meetings for public inspection.

- They may create written minutes meeting the guidelines of MCA 2-3-212 and designate them as the official record of the meeting.
- They may create a video or audio recording of a meeting and designate it as the official record of the meeting. If a recording is designated as the official record, a written record of the meeting must also be made and must include a log or time stamp for each main agenda item for the purpose of providing assistance to the public in accessing that portion of the meeting.

Whichever record is designated as the official record of the meeting, the Library would need to take steps to keep the **record accessible in perpetuity**. Keeping a permanent copy of a written record is fairly straight forward. The Library already has procedures in place to keep permanent copies of written meeting minutes. Keeping a permanent copy of a recording designated as the official record of the meeting would require the Library to develop methods

not only for storage and access of the record now, but a plan to convert the record so that it is still accessible as formats and technologies change into the future.

The Library may continue to designate written minutes as the official record of the meeting AND to provide access to a recording of the meeting. For example, the Library could make a Zoom recording of each meeting, post it on our YouTube page and provide the appropriate links to the video from the Board Meeting section of our website. According to the City of Great Falls records retention policy, we would need to keep the recordings and make them accessible to the public for a minimum of three years.

https://greatfallsmt.net/sites/default/files/fileattachments/ordinance/226691/resolution_10344_exhibit_a.pdf

Staff Recommendations:

1. The Board continue to designate the written minutes of the Board meetings as the official record of the meetings and continue to follow existing procedures for their accessibility and retention.
2. The Board come to consensus on the level of detail required from the Board meeting minutes—recognizing the best practices that meeting minutes “should be simply a record of the decisions made and the actions taken.”
3. The Board approve the following plan for the recording of Board meetings.
 - Every effort will be made to make a Zoom recording of Board meetings. If a technology error occurs, the meeting is still valid as the official record will remain the written meeting minutes.
 - The Library will post the Zoom recordings on the Library’s YouTube channel and provide links from the Board section of the Library website.
 - The Library will maintain access to the Board meeting recording according to the City of Great Falls Records Retention Policy.
 - The Library will suspend recording whenever the Board moves into executive session.

Montana Code Annotated 2023

TITLE 2. GOVERNMENT STRUCTURE AND ADMINISTRATION

CHAPTER 3. PUBLIC PARTICIPATION IN GOVERNMENTAL OPERATIONS

Part 2. Open Meetings

Minutes Of Meetings -- Public Inspection

2-3-212. Minutes of meetings -- public inspection. (1) Appropriate minutes of all meetings required by **2-3-203** to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the official record of the meeting. If an official recording is made, a written record of the meeting must also be made and must include the information specified in subsection (2).

(2) Minutes must include without limitation:

(a) the date, time, and place of the meeting;

(b) a list of the individual members of the public body, agency, or organization who were in attendance;

(c) the substance of all matters proposed, discussed, or decided; and

(d) at the request of any member, a record of votes by individual members for any votes taken.

(3) If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

(4) Any time a presiding officer closes a public meeting pursuant to **2-3-203**, the presiding officer shall ensure that minutes taken in compliance with subsection (2) are kept of the closed portion of the meeting. The minutes from the closed portion of the meeting may not be made available for inspection except pursuant to a court order.

History: En. Sec. 3, Ch. 159, L. 1963; amd. Sec. 3, Ch. 567, L. 1977; R.C.M. 1947, 82-3403; amd. Sec. 1, Ch. 65, L. 2011; amd. Sec. 29, Ch. 348, L. 2015.

Board Meeting Minutes

Reference: Outi Flynn, *Meet Smarter: A Guide to Better Nonprofit Board Meetings* (BoardSource 2004).
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What should be included in the minutes of a board meeting? While content can vary, based on your individual organization, the basic elements of board meeting minutes should include:

- ✓ Name of the organization
- ✓ Date and time of meeting
- ✓ Board members in attendance, excused, and absent
- ✓ Existence of a quorum
- ✓ Voting results
- ✓ Names of abstainers and dissenters
- ✓ Reports and documents introduced
- ✓ Future action steps
- ✓ Ending time of meeting
- ✓ Signature of secretary and chair

Some boards also include motions made and by whom, and a brief account of any debate. Your board should determine how much detail is desirable without cluttering the document with irrelevant data.

How much detail is needed?

The minutes are not a transcript, nor should they try to be a verbatim account of the meeting. They should be simply a record of the decisions made and the action taken. When there is a debate or discussion to be recorded, only the major points for and against the issue at hand should be included. It is important for members to be able to have meaningful discussions without being concerned about individual liability; therefore, names or direct quotations should not be recorded in relation to the debate.

Enough information should be provided for minutes to be a useful resource. Someone looking at the minutes should be able to understand what decisions were made and the reasons why. Skeletal minutes that only include the motions and whether they passed do not provide an adequate record.

Recording the meeting

Making an audio recording of the meeting can be a useful tool for the person writing the minutes, for long or involved meetings, but it should not replace the written minutes. If the person uses a recording, the board should have a written policy of how to deal with them after the minutes are written in order to protect board members from legal liability. If recordings are destroyed, a policy should state so.

FYI: Although this article says it is ok to record meetings, most legal counsel highly recommends NOT recording meetings.

american libraries

January/February 2024

THE MAGAZINE OF THE AMERICAN LIBRARY ASSOCIATION

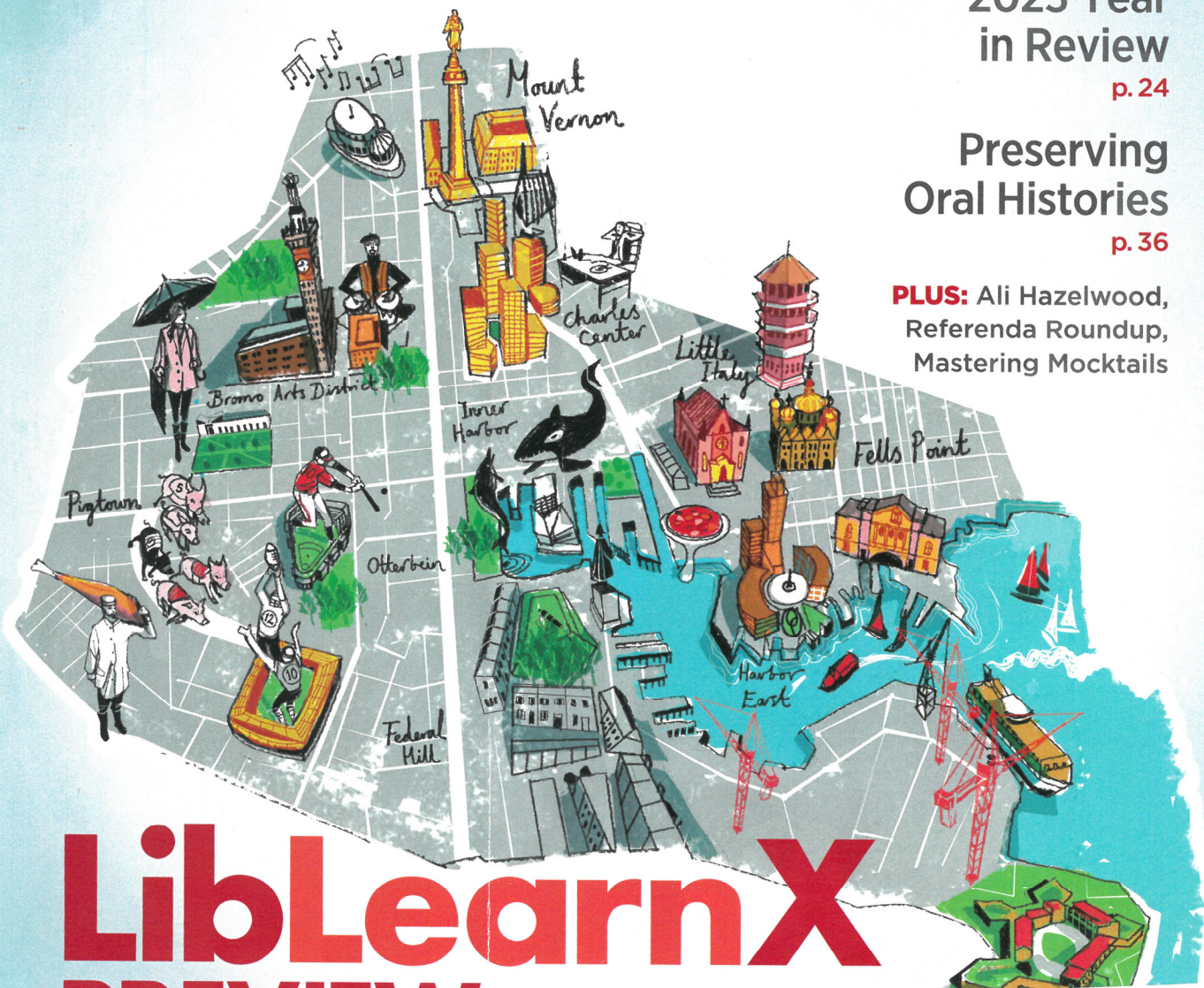
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A master plan pays off

Since a 2014 funding reduction, Great Falls (Mont.) Public Library (GFPL) has struggled to stay open 50 hours per week. That 50-hour standard—set by Mon-

tana State Library—is required of the state’s public libraries that serve communities larger than 25,000. Failing to meet this threshold would make the library ineligible for state library assistance of about \$30,000 annually.

POPULATION SERVED:

84,000

REFERENDUM DETAILS:

Increased levy from 2 mills to 17 mills

RESULT:

Passed, 7,223-6,604

GFPL serves 84,000 residents in the nearly 3,000-square-mile Cascade County from a single location. In

2023, the library asked voters for a levy to supplement city and county funding to help close financial shortfalls and meet the demand for services. The measure passed with 52% of the vote during a June special election, which will raise nearly \$1.6 million annually, although Great Falls will discontinue a yearly contribution to the library, so the library’s budget will see a net increase of about \$1.2 million.

The timing was meant to avoid staff layoffs and stave off the loss in finan-

cial support from the state, according to GFPL Director Susie McIntyre. Had the levy failed, the library would have been forced to reduce its hours, putting it beneath the 50-hour threshold. With the levy’s passage, the library plans to expand from 18 to 35 employees by the end of 2024.

“We knew it would be close,” McIntyre says of GFPL’s win. She credits the victory to planning, fund-raising, and its overall disciplined

approach, which entailed a master plan initiated one year before election day and strict adherence to its messaging. Also key, she says, was the coordination of GFPL’s Friends of the Library, Great Falls Public Library Foundation (GFPLF), and the library itself. For example, in the year leading up to the summer election, GFPLF provided funding to conduct focus groups and polling, which provided the ballot initiative committee with messaging for TV spots and mailers. One surprising takeaway, McIntyre notes, was that intellectual freedom was a more persuasive argument than fiscal concerns. “We said the library was protecting the right to read and think,” she says, reciting what has become a common talking point for her.

Talking points were specifically developed with opposition in mind. They included: access to reading and resources improve quality of life for everyone; libraries advocate for everyone’s right to read and think; libraries are needed to ensure access to educational materials for people who cannot afford to buy books or don’t have internet access; libraries need support to support their communities; and libraries are critical safe spaces and learning environments for children. As the special election date approached, the levy faced organized opposition from local conservative group Liberty and Values MT, which advertised against the levy on two billboards and through its Facebook page.

In a petition for injunction filed by GFPL’s lawyer in district court in May, GFPL’s board of trustees alleged that county elections office volunteers distributed antilibRARY materials in April while on duty (bit.ly/injunction-gf). The coordination of resources and support once again played a critical role as GFPLF secured an attorney who, in turn, successfully requested that the court appoint an election monitor, given issues raised of possible irregularities (bit.ly/monitor-GF). The election process then unfolded without further contest, with the measure securing enough votes to pass.

