

Director's Report
Great Falls Public Library
November 2023

1. **MONTHLY MANAGEMENT TEAM UPDATE—COMMUNICATIONS REPORT:** Jake Sorich has provided a Communications Report in your packet. He will provide an overview of his work and answer any Board questions.
2. **MILL LEVY AND STRATEGIC PLAN IMPLEMENTATION:** Staff are working on the Library Strategic Plan and the Mill Levy Implementation. There are a Levy Implementation Report and a Strategic Plan Report in your packet. We can discuss the reports and current progress at the meeting.
3. **OPEN HOUSE:** Thanks to everyone for assisting with the Library Open House. It was a wonderful evening. Not only did 177 people attend, we got good online feedback.
4. **CREDIT CARD PAYMENTS:** The City Finance Department has advised the Library against using PayPal to take online payments. The ATM companies that we have contacted have kindly told us that the Library would not generate enough business and is not a good location for a machine. After meeting with our consultant and conversations with Converge, we believe that we have found a stand-alone terminal that will not require software installation on our computers AND be able to provide printed receipts. We are ordering one of the terminals and will try the system as soon as it is installed.
5. **ENFORCEMENT OF PATRON BEHAVIOR POLICY CHANGES:** The management team developed procedures, created forms, posted signage and trained staff and started enforcement of the new unattended belongings and no camping policies on Wednesday November 15. Signage providing notice that Library property is closed from 10:00 pm to 6:00 am was installed on November 16th. Police are now able to remove anyone on property during those hours.
6. **REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES FOR THE EXTERIOR AND INTERIOR REMODELING OF THE GREAT FALLS PUBLIC LIBRARY:** At their September meeting, the Library Foundation Board approved the allocation of \$92,000 to fund the design work for the Library remodel. I worked with Russell Brewer, Public Works Engineer, and Lisa Kunz, City Clerk to release the RFP on November 1st. Proposals are due on November 29th. An proposal review committee consisting of Brianne Laurin, Noelle Johnson, Whitney Olson, Sue Warren, Russell Brewer and myself has been created. The committee will follow the City designated process for reviewing the proposals and negotiating a contract. We hope to have the contract ready for City approval by the February 22nd Commission meeting. I will provide further information at upcoming meetings.



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

Great Falls Public Library Social Media Report November 2023

Social Media statistics report Nov. 2023

Our Social Media reach has grown significantly in the past three months.

In the last 90 days, our Post reach on Facebook (the number of unique users who see our posts or page) has increased 1,900 percent from the last 90 days. Our Post engagements (reactions, comments and shares) also has jumped significantly. In the last 90 days, the engagements are up 1,000 percent.

These increases are inflated by the viral posts we saw on our Banned Books Week content. These posts generated much discussion, debate and controversy as people discussed and argued about the entire premise of what the definition of banned books were. Banned Books week always generates controversy and we will likely see that next year, as well.

With that said, our highest Banned Books Week post saw a 20,000 percent higher engagement rate than our median posts, along with being 14,200 percent higher reaction rates than our median posts, as well. While we don't expect our future posts to continue to generate that many engagements or reactions, it did boost our overall performance rate on non-Banned Books Week posts.

As of November 7 we have 4,472 Facebook followers and 1,010 Instagram followers, the two platforms that our content sees the most reactions from. (We have a Twitter/X account as well but the amount of feedback on that has been negligible. I'm planning on expanding our YouTube page in the future, as well as that is one of the top-visited social media platforms on the internet.)

As for Instagram, our reach has increased 18.6 percent in the last month but our profile visits have fallen 22 percent. Overall some of our most viewed posts, beyond Banned Books Week, have been the Great Falls Library Foundation raffle winners post (20,247 views), the post of the line of people waiting to get books signed by Reggie Watts (19,496 views) and the picture of Sara Cawley refilling our Little Free Libraries (19,362 views.) A copy of the stats for all our posts can be provided if requested as well!

Facebook & Instagram statistics breakdown

Engagement: The number of interactions your content received from users

1.4K engagement from **May 20 to Aug 17** = 466 per month

14.1K engagement from **Aug 18 to Nov 15** = 4,700 per month

Reach: The number of people who see your content.

10.4K reach from **May 20 to Aug 17** = 3,466 per month

195.4K from **Aug. 18 to Nov. 15** = 65,133 per month



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Great Falls Public Library Social Media Report November 2023

Website additions

Since I started in September I have been adding more useful items to the library website to make people more aware of what we have in terms of programs and services. We have added webpages for LinkedIn Learning and Mango Languages, regular 'News' items detailing what's coming up in terms of programming, and I have added a section for photos from our successful open house on November 9. I've also worked with our IT Director Sarah Kegel to re-design the top-of-page bulletin on the website so it takes people right to LinkedIn Learning, as that is our newest service we rolled out at the start of November.

Press releases

When I started in September, we had been using MailChimp to send out press releases to various media outlets and other interested parties. Our Press Releases go out to 79 people including people with KRTV, KFBB, the Great Falls Tribune, the Great Falls Gazette, Jenn with the Electric, David with the Electron, the Fairfield Sun Times, the River Press, Cherry Creek Radio, KGPR, Townsquare Media, and the Cascade Courier. Every event happening at the library will have a press release sent out about it several days before it occurs. We may explore if MailChimp is still the best option for sending press releases or if there is a different program, for example, that makes press releases mobile friendly as well as being designed for desktops and 8.5 x 11 sheets of paper, but, that's not an immediate priority.

Calendar items

In addition to sending out press releases, I also create calendar items for what's happening at the library to be posted on our website greatfallslibrary.org. The items are also posted to the Electron calendar, KRTV's calendar, the Eventory with Visit Great Falls, Facebook Events calendar and the City of Great Falls website's calendar. Each item must be shared multiple times to each calendar so when we have a busy month it can take a considerable amount of time to make sure they are shared to each community calendar, but, I feel that as of now it's a worthwhile effort if it helps get the word out about what's happening at the library for a given month.

Video items and YouTube channel

As we evolve with how we share what's going on at the library, one area of focus we're planning on increasing our engagement with is on our YouTube channel. Right now we only have a handful of videos, many of which are several years old. But, we are working to make sure that all of our adult programming events are filmed and uploaded to YouTube for digital recordkeeping, but also for those who may not be able to attend the events but want to check them out later on if they wish. We're also planning on tracking the views for each video on YouTube and it will offer us help when planning events in the future together with the in-person attendance. In April of next year I will have multiple videos added to the channel for National Library Month where I record different library staffers and showing what they do on a daily basis.



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Great Falls Public Library Social Media Report November 2023

Disaster Communications Plan

Starting this month I have been drafting a disaster communications plan for the library. The plan, once complete, will detail who is in our communications team, what the role of each person is, and the timeline of events to take place depending on the disaster. We're focusing on things like how to notify the public, our Board of Directors, the media, and the staff about what's happening and how best to keep everyone updated as we progress from the start of the disaster through to the end and afterward with steps moving forward beyond what happened, if need be. I also am heavily relying on/referencing a book titled "The Library's Crisis Communications Planner: A PR Guide for Handling Every Emergency" by Jan Thenell.

C. PUBLIC LIBRARY STANDARDS: PUBLIC LIBRARY STANDARDS ROAD MAP REVIEW AND DISCUSSION (Pages 54-70)

D. LIBRARY PARK TASK FORCE (Pages 71-74)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES/DISAPPROVES THE LIBRARY TASK FORCE REPORT AND DIRECTS THE LIBRARY DIRECTOR TO SEEK FUNDING AND CARRY OUT THE SUGGESTED ACTIONS OF REMOVING THE LIBRARY BANDSHELL, SEEKING FUNDING FROM THE FOUNDATION, OBTAINING PROFESSIONAL ASSISTANCE FOR FUTURE PARK PLANNING, RECLAIMING THE PARK BY DEVELOPING ENHANCED OUTDOOR PROGRAMMING AND DEVELOPING THE PARK LANDSCAPING.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

E. LOGO DESIGN (Pages 83-86)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES/DISAPPROVES THE NEW LOGO DESIGN AS PRESENTED/AMENDED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

XI. NEW BUSINESS

A. 2024 LIBRARY HOLIDAY SCHEDULE (Pages 79-80)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

B. 2024 LIBRARY BOARD MEETING SCHEDULE (Page 81)

MOTION . . . THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE 2024 LIBRARY BOARD MEETING SCHEDULE.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

XII. PUBLIC COMMENT

XIII. ADJOURMENT

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, October 24, 2023
Great Falls Public Library – Cordingley Room (Basement of the Library)
(Virtual access to meeting was available upon request)
4:30 p.m.

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

BOARD MEMBERS ABSENT: None

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. Emmi Bivens, Ms. Treva Higgins, Mr. Aaron Kueffler, Ms. Sara Linder-Parkinson, Ms. Susie McIntyre, Ms. Isa Newbury

GUESTS PRESENT: Ms. Sandy Rice – GFPL Foundation liaison, Ms. Brianne Laurin- GFPL Foundation Executive Director, Richard Irving – Resident of Great Falls, Susan Lee – Resident of Great Falls, Donna Williams – Resident of Great Falls, Molly Beck – Resident of Great Falls, Bill Tacke – Resident of Great Falls, David Price – Resident of Great Falls, Deb Chibroski – Resident of Great Falls, Melissa Smith – Resident of Great Falls, David Saslav – Resident of Great Falls, Tracy Jerman – Resident of Great Falls, Jenn Rowell – The Electric (via zoom), Steve Grout (via zoom)

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

Ms. Bulger made a motion to move the staff introductions to the beginning of the meeting. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon having none, Ms. Olson called for a vote. Motion passed unanimously.

Ms. Isa Newbury and Ms. Emmi Bivens introduced themselves and talked about their positions at the Library and how they came to be at the Library. When they were done they left the meeting.

I. AGENDA APPROVAL

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

Ms. Bulger moved that the Great Falls Public Library Board of Trustees approve the agenda items with adjustment. Ms. Crist seconded the motion. Ms. Olson opened for

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

II. CONSENT AGENDA

Ms. Olson asked if there were any questions or comments from the committee regarding the consent agenda.

Ms. McIntyre answered questions as they were asked.

Ms. Crist moved that the Great Falls Library Board of Trustees approves the consent agenda as amended. Ms. Bulger seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irvine gave public comment. Ms. Olson called for a vote. Motion passed unanimously.

III. DIRECTORS REPORT

Ms. McIntyre presented her Director's report and answered questions as they were asked.

IV. GFPL FOUNDATION REPORT

Ms. Rice informed everyone that the Book-a-thon mailing will go out in November after the election.

Ms. Laurin gave an update on the Raise-a-Pint fundraiser last night. They had a great turnout. Mr. Tacke won the 50/50 and donated it back to the foundation. Over \$1,000 was raised.

V. CHAIRMAN'S REPORT

Ms. Olson encouraged everyone to attend the AAUW book sale as well as the Library Open House night.

VI. BOARD REPORTS

Ms. Bulger gave a report from the Logo Committee. A final report will be presented to the board next month.

Ms. Crist gave a report from the Library Park Task Force. A final report will be presented to the board next month.

VII. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Bulger requested that she be the liaison to the Foundation again. Ms. Olson agreed.

Ms. Johnson asked if there was a reason press releases were included in the board packet since they were not referenced. Ms. McIntyre stated that at one time the board had requested they be printed. A discussion was had and it was decided that the press releases no longer needed to be included in the board packet.

A discussion was had regarding the availability of board members for the December meeting. Ms. McIntyre will send out an availability email with suggested dates. She will propose a date at the next meeting.

VIII. OLD BUSINESS

Ms. Olson asked if there were any comments regarding the Public Library Standards: Quarterly Training Intellectual Freedom. Ms. Bulger stated it was nice to see other library solutions. Ms. Olson asked if the board had any request for the next quarter; she asked that suggestions be brought to the November meeting.

Discussions began on the review of the By-Laws and Rules of conduct and procedure of board of trustees. Suggestions were made,

Ms. Crist moved that the Great Falls Library Board of Trustees consider the edited additions/changes at the November board meeting. Ms. DeForest seconded the motion. Ms. Olson opened for any board discussion or public comment. Mr. Irving gave public comment. Ms. Olson called for a vote. Motion passed unanimously.

IX. NEW BUSINESS

Ms. Johnson moved that the Great Falls Public Library Board of Trustees accept the amendments made to the patron behavior policy as amended. Ms. Crist seconded the motion. Ms. Olson opened for any board discussion or public comment. Upon having none, Ms. Olson called for a vote. Motion passed unanimously.

X. PUBLIC COMMENT

Mr. Price addressed the board.

Ms. Smith addressed the board.

Mr. Saslav addressed the board.

Mr. Irving addressed the board.

Mr. Saslav readdressed the board.

XI. ADJOURNMENT

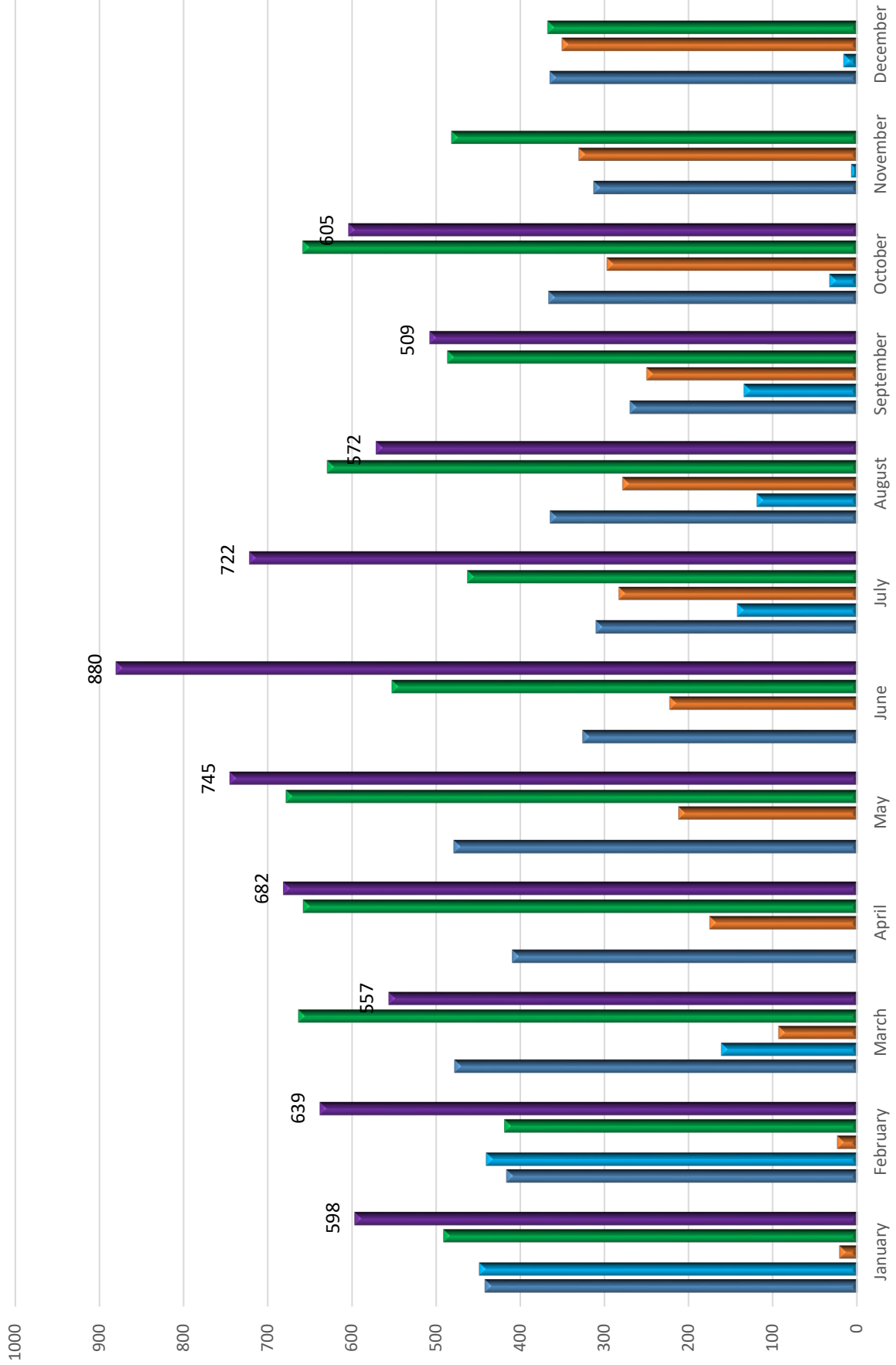
Ms. Olson asked if there were any other questions, upon hearing none she would entertain a motion.

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

Ms. Olson adjourned the meeting at 6:25 pm.

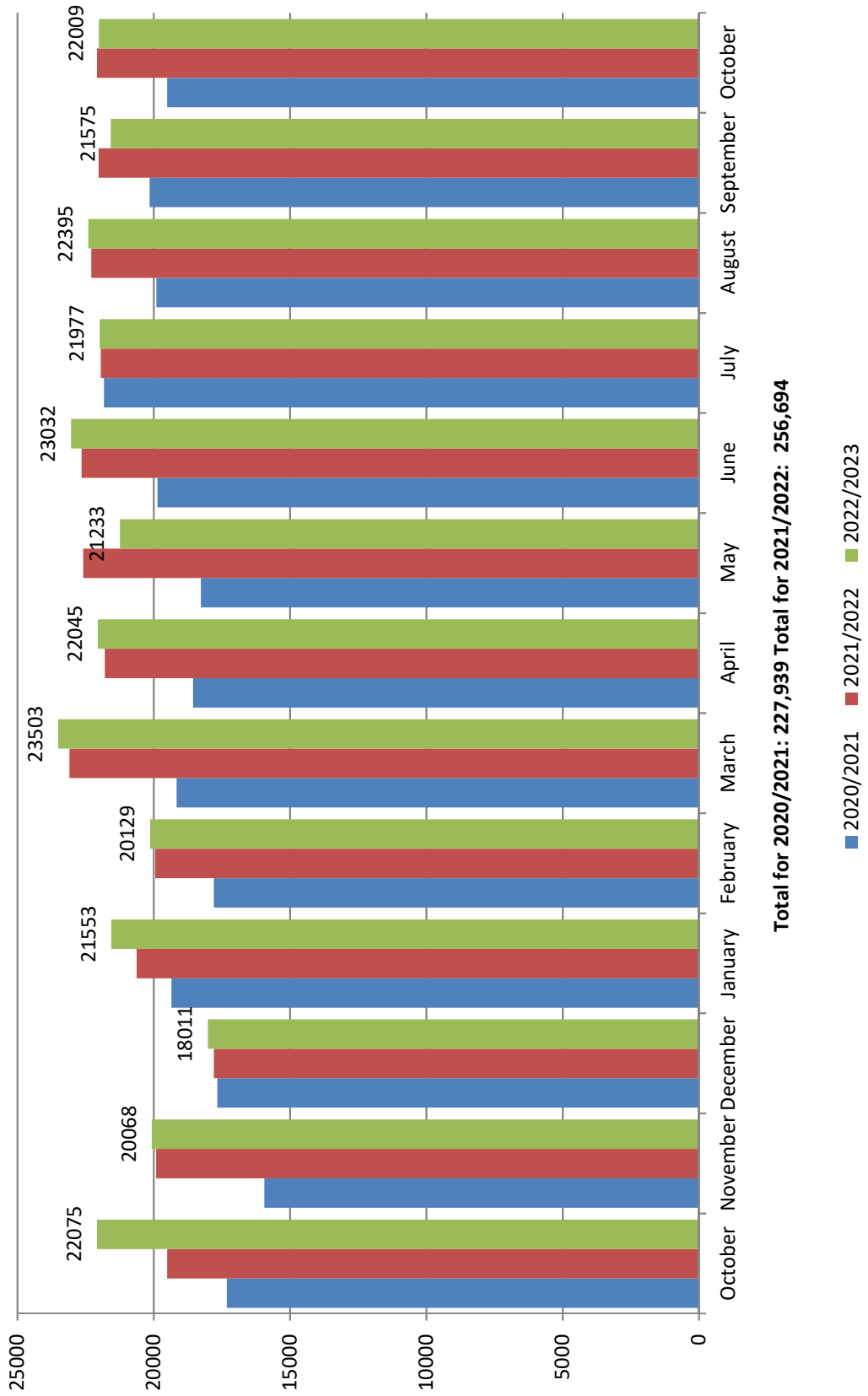
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Volunteer Statistics



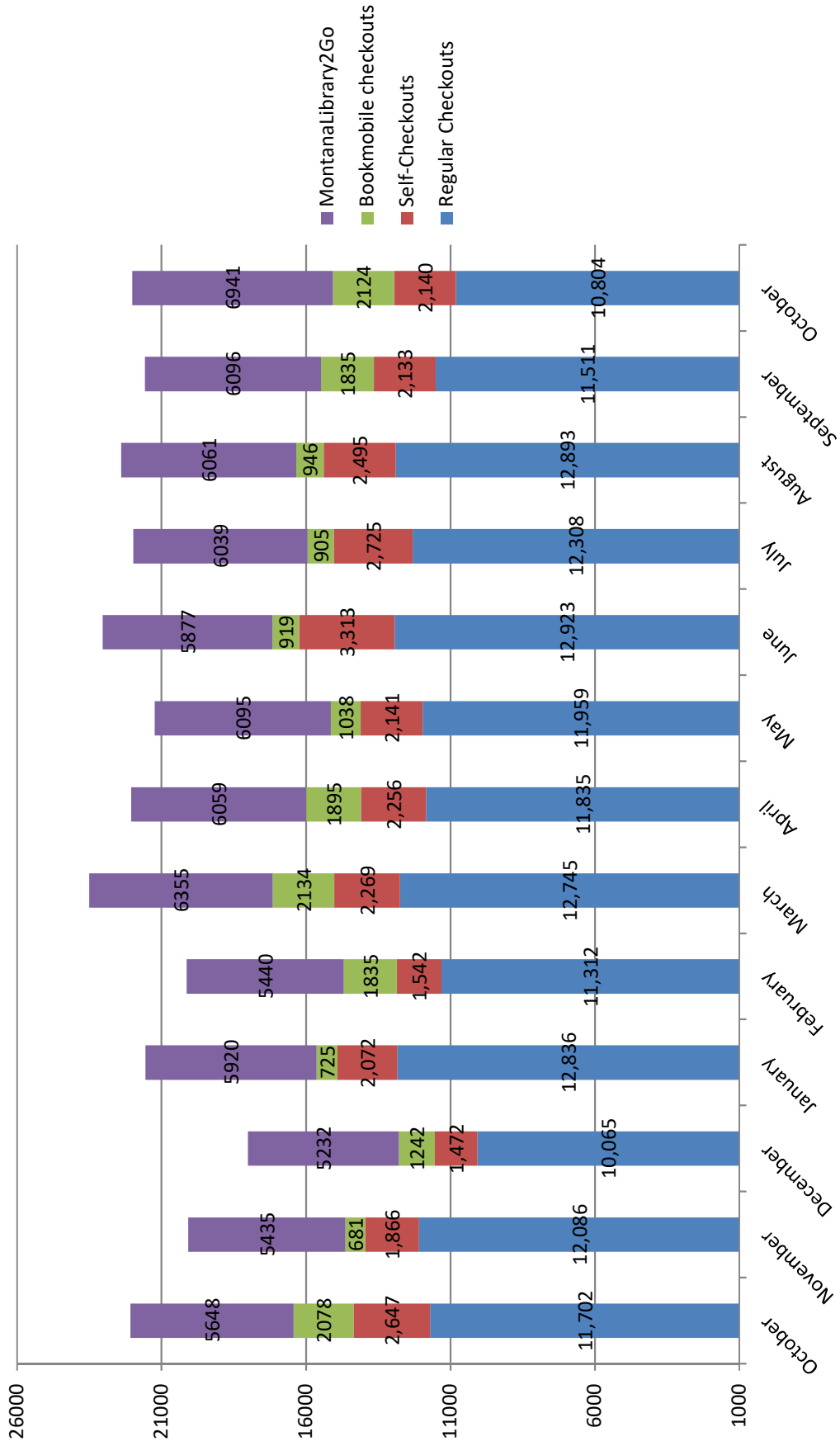
Total Monthly Circulation

Total Circulation Previous 12 Months: 257,530

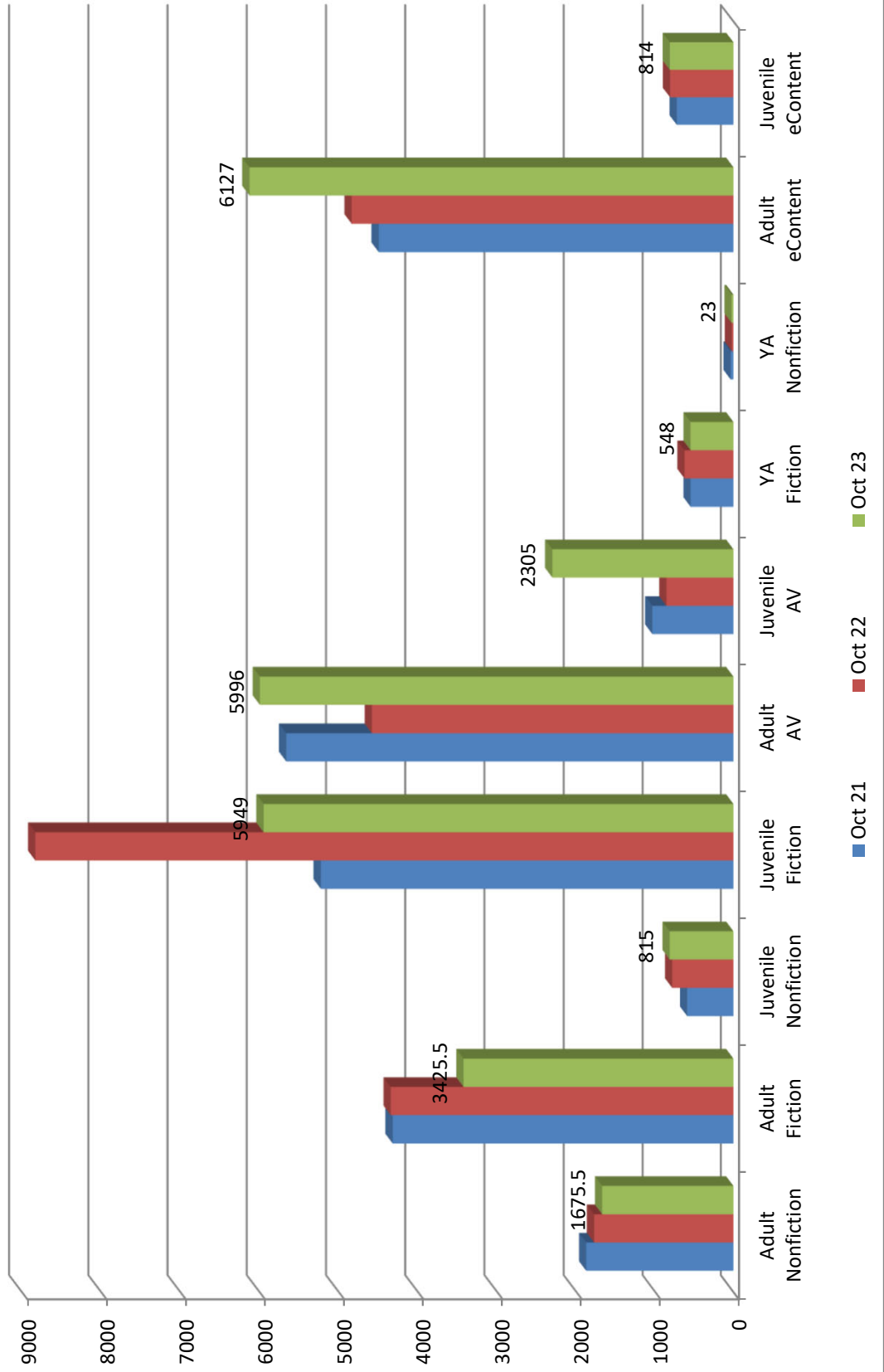


Self-Check, Bookmobile, MontanaLibrary2Go and Regular Check Outs

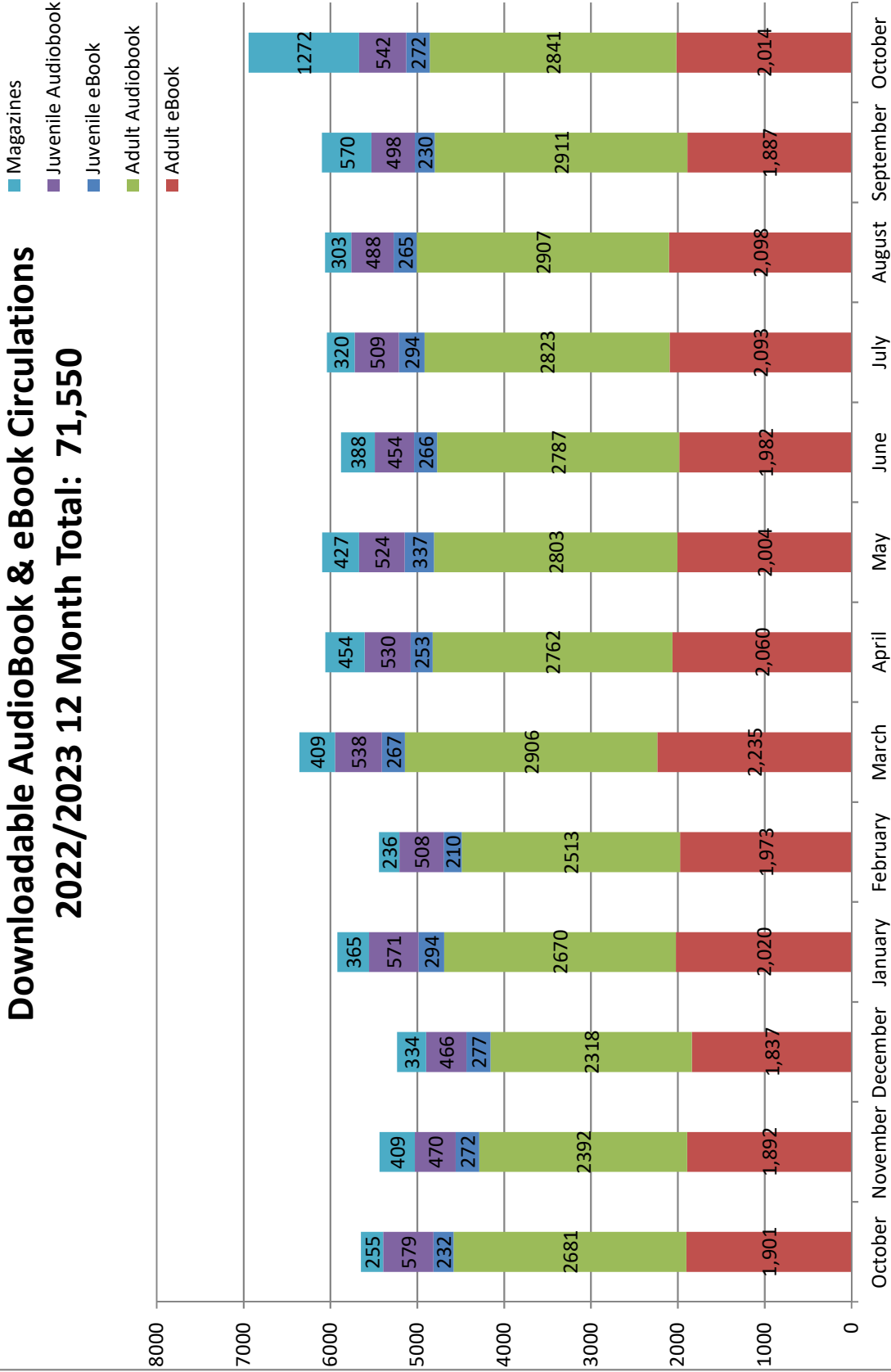
12 Month total = 257,596



Comparison of Circulation Totals October 2021, 2022, and 2023

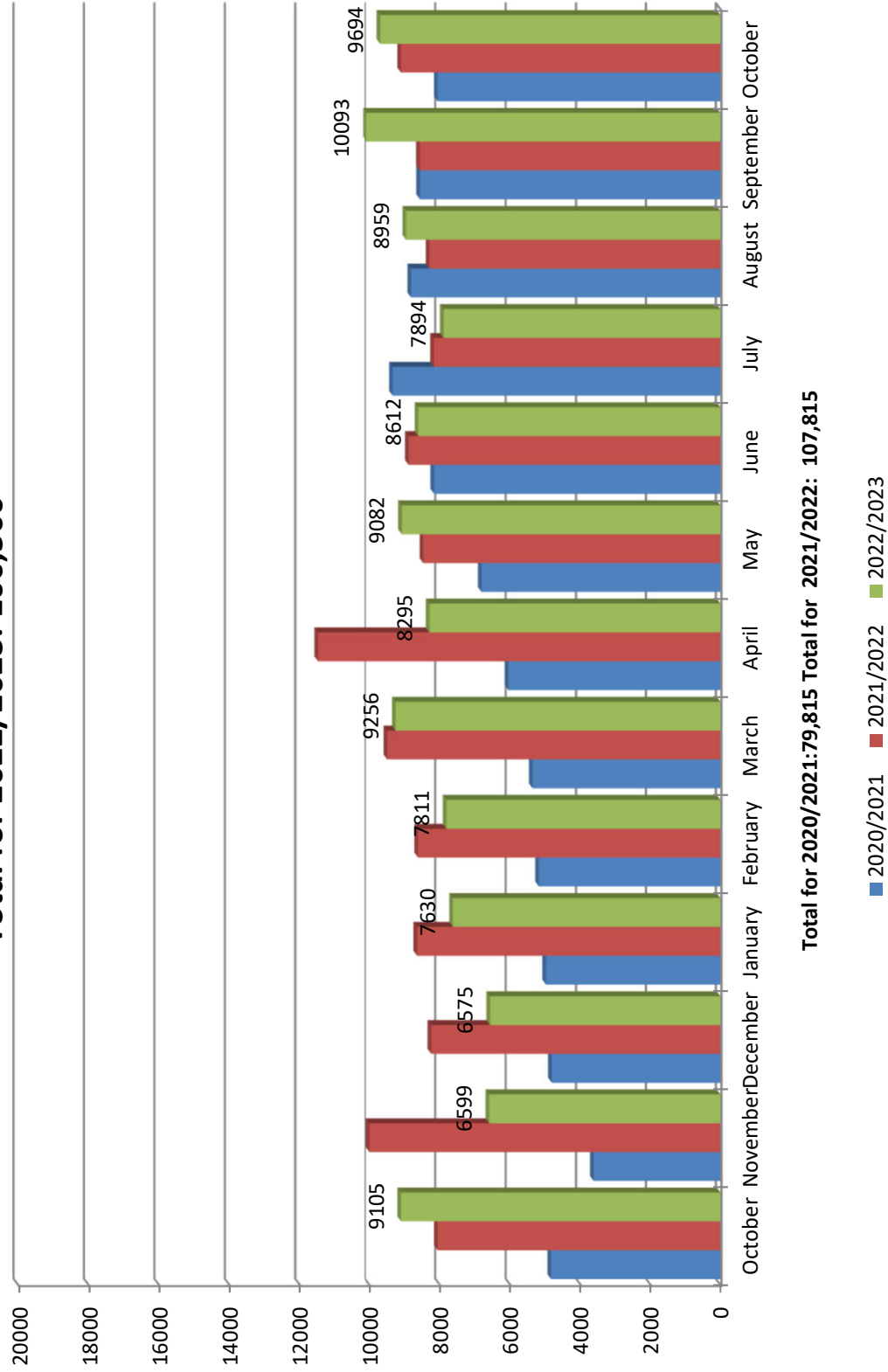


Downloadable AudioBook & eBook Circulations 2022/2023 12 Month Total: 71,550

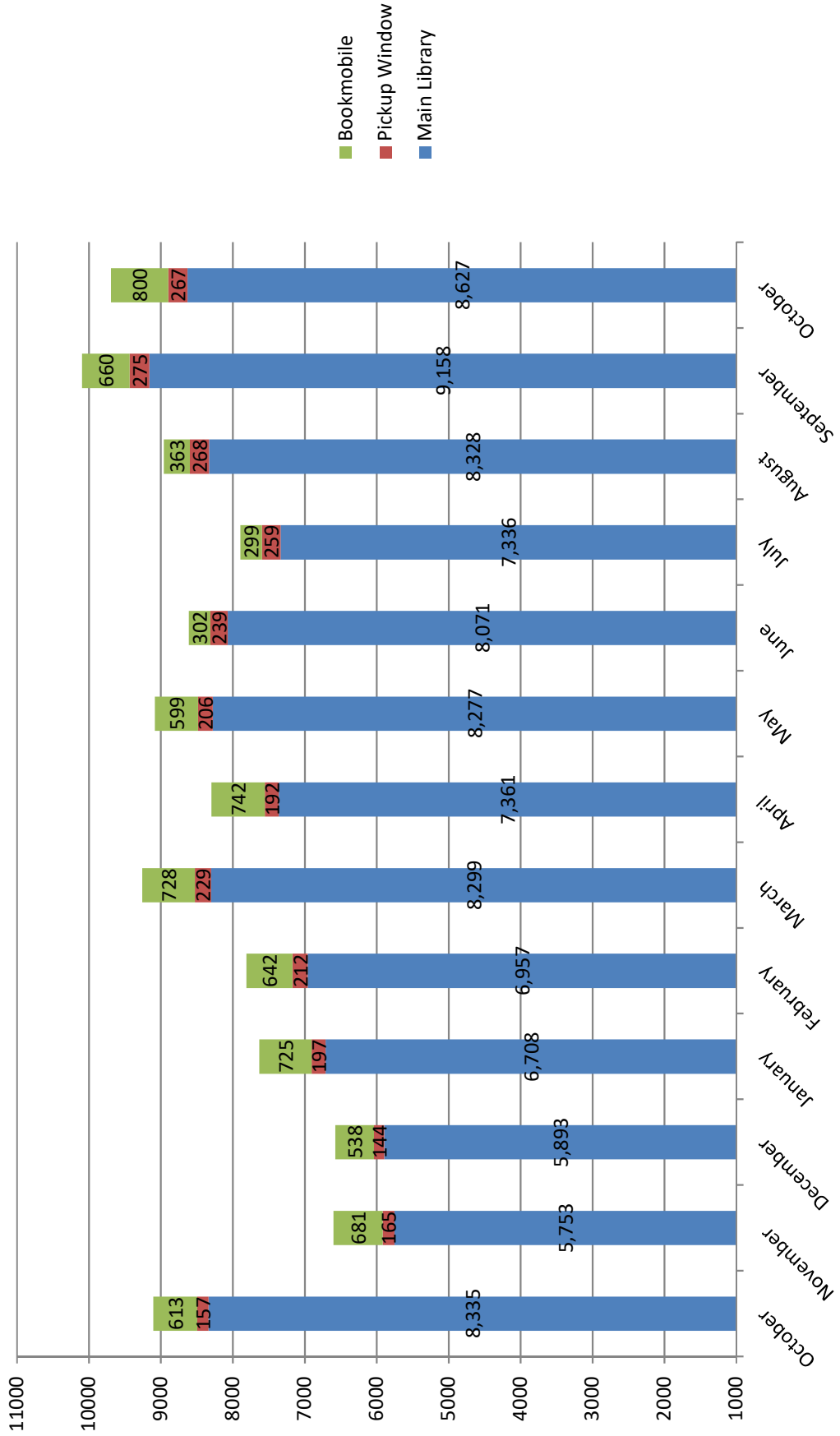


Total Monthly Patron Attendance

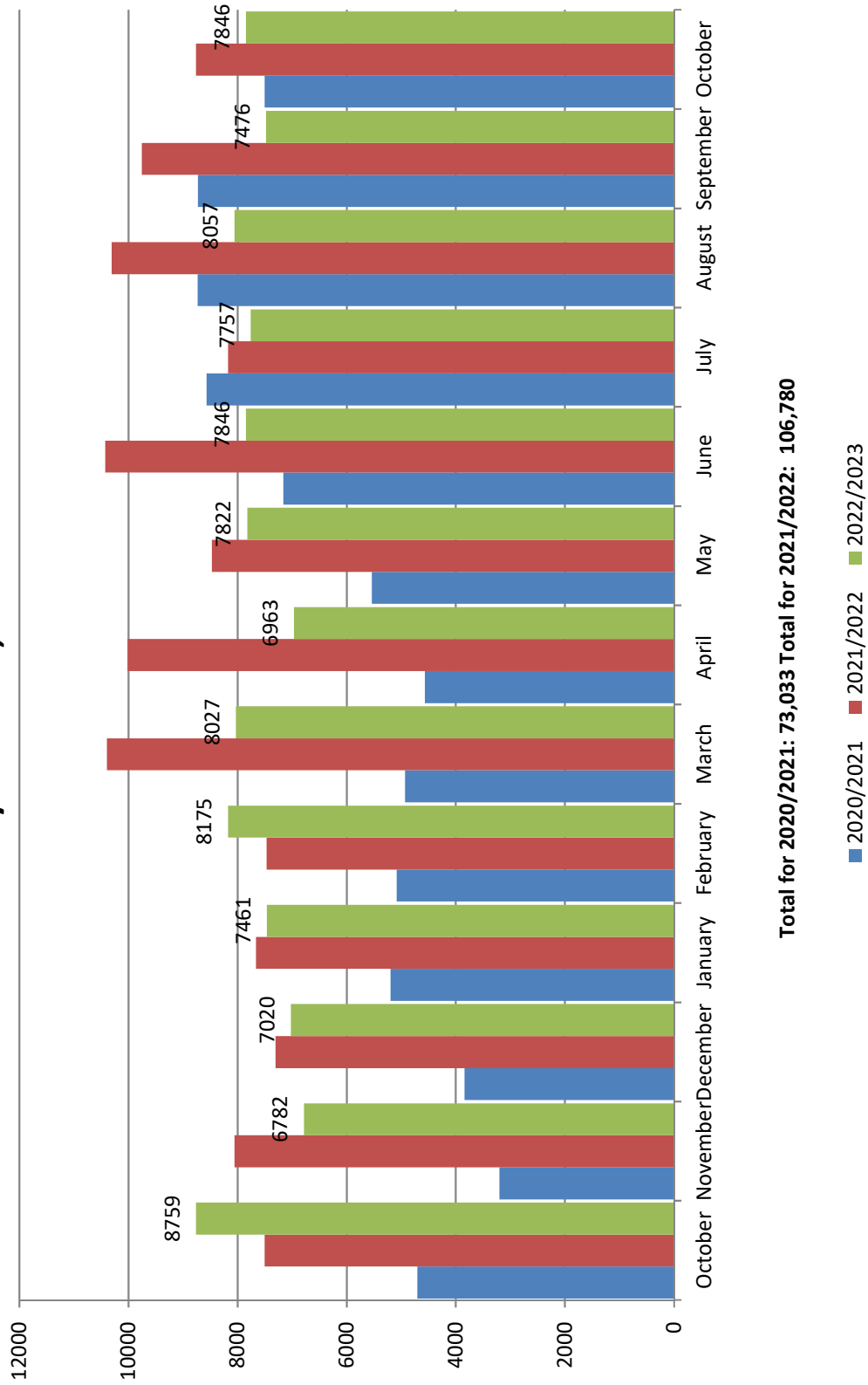
Total for 2022/2023: 100,500



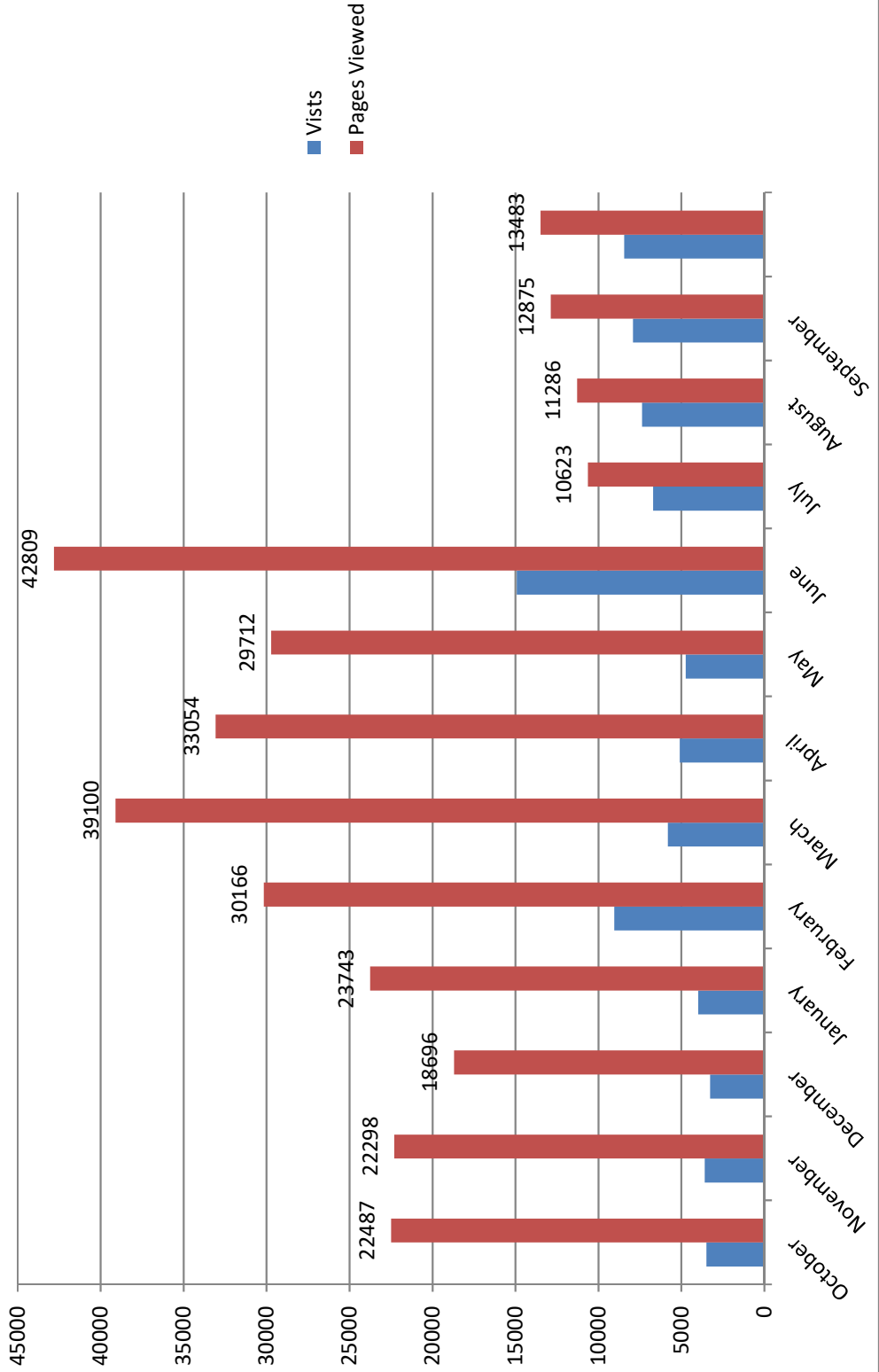
Main Library, Bookmobile and Pickup Window Attendance



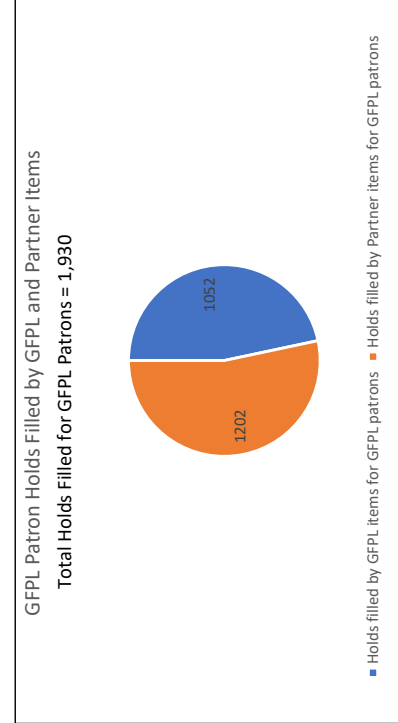
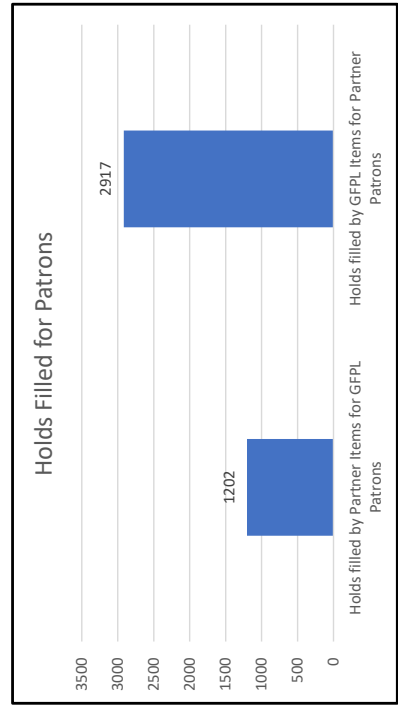
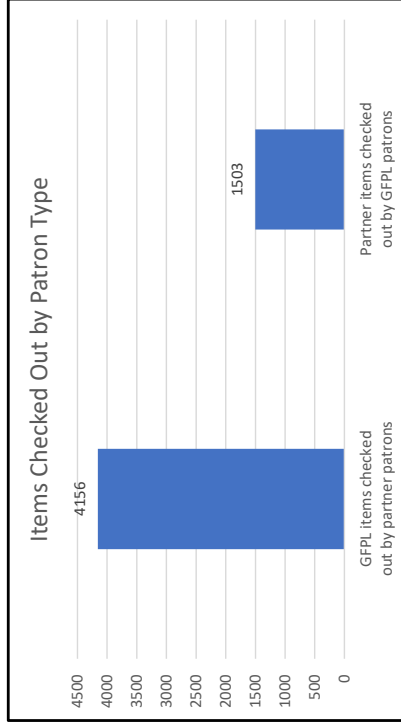
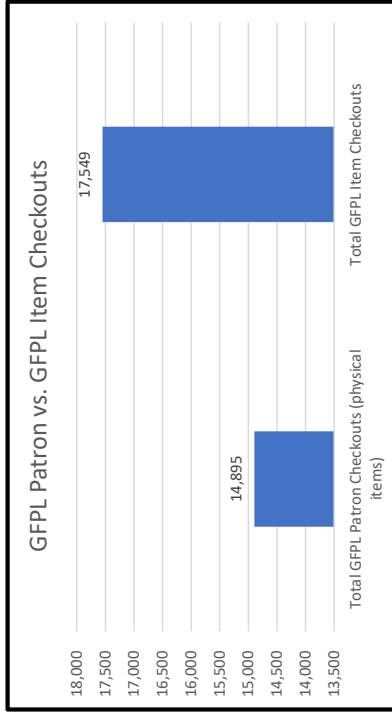
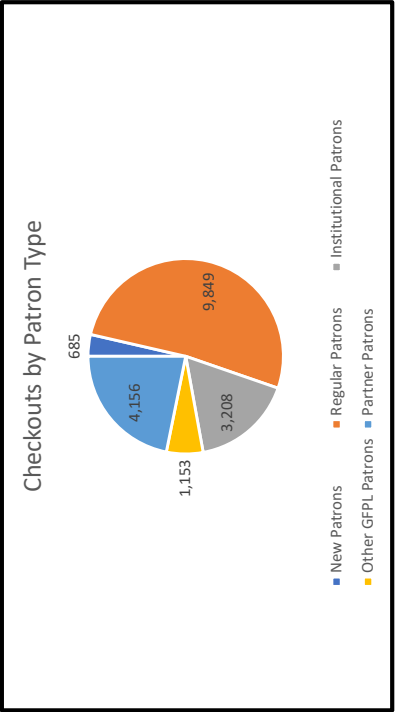
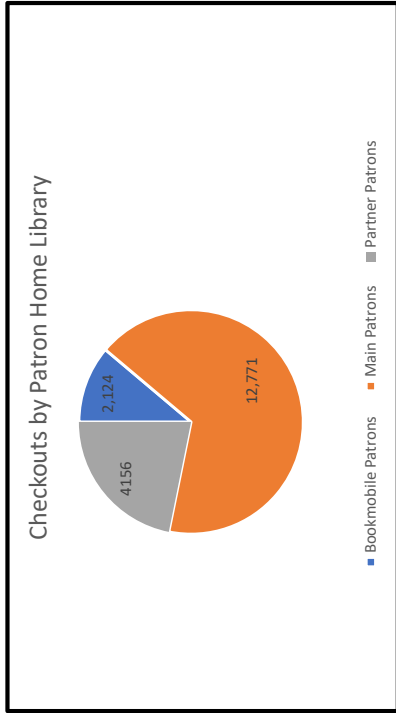
Use of Public Computers & Wireless Network 2022/2023: 91,232



Library Web Page Usage
2022/2023 12 month Total Pages Viewed: 287,845
2022/2023 12 month Total Sessions: 80,856



October 2023: PATRON CHECKOUTS & HOLDS OF PHYSICAL ITEMS



Monthly Budget Report

Account Number	Account Desc	October 2023		FY 2024YTD	
		Actual	Budget	Actual	% Used
2220 LIBRARY					
<i>Taxes</i>					
311010	REAL CURRENT AD VALOREM	\$ -	\$ (2,400,000.00)	\$ (3,692.81)	0.15%
311030	REAL DELINQUENT AD VALOREM	\$ (1,352.58)	\$ (6,000.00)	\$ (1,352.58)	22.54%
311050	REAL PROTESTED TAXES	\$ -	\$ -	\$ -	#DIV/0!
311210	MOBILE HOME TAXES	\$ (59.68)	\$ (2,000.00)	\$ (195.66)	9.78%
311220	OTHER PERSONAL PROPERTY	\$ (42.20)	\$ (15,000.00)	\$ (170.67)	1.14%
312000	DELINQUENT TAX PENALTY & INTER	\$ (60.73)	\$ (1,500.00)	\$ (241.94)	16.13%
<i>Intergovernmental</i>					
334150	MISCELLANEOUS CULTURE & RECREA	\$ (37,063.74)	\$ (29,716.00)	\$ (37,063.74)	124.73%
335000	COAL TAX LIBRARY APPORTIONMENT	\$ (2,131.05)	\$ (2,359.00)	\$ (2,131.05)	90.34%
338000	LIBRARY SUPPORT	\$ -	\$ (177,000.00)	\$ -	0.00%
339000	PAY OF LIEU OF TAXES	\$ -	\$ -	\$ -	
<i>Charges for Services</i>					
343160	OFF-STREET LOTS TRANSIENT	\$ (225.00)	\$ (2,000.00)	\$ (1,729.00)	86.45%
346910	LIBRARY FEES MISCELLANEOUS	\$ (350.00)	\$ (10,100.00)	\$ (4,700.00)	46.53%
346920	LIBRARY SERVICE CHARGES MISC	\$ (340.00)	\$ (5,000.00)	\$ (1,646.45)	32.93%
346930	LIBRARY EQUIPMENT CHARGES MISC	\$ (1,071.35)	\$ (12,000.00)	\$ (4,022.65)	33.52%
346940	LIBRARY FACILITY CHARGES MISC	\$ (180.00)	\$ (800.00)	\$ (390.00)	48.75%
346950	LIBRARY BOOK PURCHASES	\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
<i>Fines and Forfeitures</i>					
351340	COLLECTION AGENCY FINES	\$ -	\$ -	\$ (106.98)	
352200	LOST BOOK FINES	\$ (439.09)	\$ (6,500.00)	\$ (1,898.09)	29.20%
<i>Investment Income</i>					
365100	CONTRIBUTIONS & DONATIONS	\$ (300,000.00)	\$ (10,000.00)	\$ (313,740.67)	3137.41%
368290	REFUNDS & REIMBURSEMENTS	\$ -	\$ -	\$ (50.00)	
362100	USBP CREDITS	\$ -	\$ -	\$ -	
<i>Other</i>					
371100	REGULAR INTEREST	\$ (1,421.77)	\$ (2,500.00)	\$ (2,202.26)	88.09%
REVENUE TOTAL		\$ (344,737.19)	\$ (2,685,975.00)	\$ (376,264.55)	14%
<i>Personal Services</i>					
411100	SALARIES & HOURLY	\$ 36,716.76	\$ 1,424,930.75	\$ 267,413.14	18.77%
412100	OVERTIME - REGULAR FULL-TIME	\$ -	\$ -	\$ -	
412300	OVERTIME - TEMPORARY	\$ -	\$ -	\$ -	
413150	VACATION TERMINATION	\$ -	\$ -	\$ 5,261.70	
413250	SICK LEAVE TERMINATION	\$ -	\$ -	\$ 436.66	
413600	HEALTH INSURANCE	\$ 8,896.10	\$ 442,631.52	\$ 68,545.33	15.49%
413700	LIFE INSURANCE	\$ 51.51	\$ 2,109.00	\$ 489.84	23.23%
413800	VEBA PAYOUT	\$ -	\$ -	\$ -	
414100	UNEMPLOYMENT INSURANCE	\$ 148.72	\$ 6,412.19	\$ 1,106.38	17.25%
414200	WORKERS COMPENSATION	\$ 295.30	\$ 7,379.65	\$ 1,811.39	24.55%
414300	FICA	\$ 2,184.63	\$ 88,345.71	\$ 16,202.95	18.34%
414350	MEDICARE	\$ 510.90	\$ 21,373.96	\$ 3,789.39	17.73%
414450	PERS	\$ 3,854.64	\$ 160,631.10	\$ 28,642.36	17.83%
415100	MISCELLANEOUS PENSIONS	\$ 584.00	\$ 19,929.00	\$ 4,655.85	23.36%
<i>Personal Services Totals</i>		\$ 53,242.56	\$ 2,173,742.88	\$ 398,354.99	18.3%
<i>Supplies</i>					
421100	PAPER & FORMS	\$ 268.89	\$ 3,000.00	\$ 339.26	11.31%
421200	COMPUTER ACCESSORIES	\$ 84.97	\$ 7,500.00	\$ 3,458.63	46.12%
421400	INSTRUCTIONAL & SAFETY SUPPLIE	\$ -	\$ -	\$ -	
421900	OTHER OFFICE SUPPLIES & MATERI	\$ 239.63	\$ 9,750.00	\$ 1,853.92	19.01%
423100	GAS, OIL, DIESEL FUEL, GREASE,	\$ 55.37	\$ 533.89	\$ 533.89	100.00%
423900	OTHER REPAIR & MAINTENANCE SUP	\$ 983.73	\$ 14,000.00	\$ 1,942.09	13.87%
<i>Supplies Totals</i>		\$ 1,632.59	\$ 34,783.89	\$ 8,127.79	23.37%

Purchased Services

431100 POSTAGE, BOX RENT, ETC.	\$ -	\$ 4,000.00	\$ 4,000.00	100.00%
432100 PRINTING, FORMS, ETC	\$ -	\$ 200.00	\$ -	0.00%
433200 BOOKS & SUBSCRIPTIONS	\$ -	\$ 80,000.00	\$ 15,846.59	19.81%
433500 MEMBERSHIPS & DUES	\$ -	\$ 1,000.00	\$ -	0.00%
434100 TELEPHONE	\$ 245.04	\$ 3,200.00	\$ 983.50	30.73%
434120 FAX & OTHER TELEPHONE LINES	\$ 170.40	\$ 3,500.00	\$ 681.60	19.47%
434200 ELECTRIC UTILITY	\$ 92.48	\$ 75,000.00	\$ 18,542.94	24.72%
434300 GAS UTILITY	\$ 310.51	\$ 13,000.00	\$ 881.82	6.78%
434400 CITY SANITATION DISPOSAL	\$ 167.40	\$ 1,939.30	\$ 502.20	25.90%
434500 WATER UTILITY	\$ 547.02	\$ 2,841.30	\$ 1,265.15	44.53%
434600 SEWER UTILITY	\$ 71.52	\$ 1,327.70	\$ 222.14	16.73%
434700 STORM DRAIN UTILITY	\$ 83.93	\$ 911.90	\$ 251.79	27.61%
435500 COMPUTER PROGRAMMING	\$ 310.50	\$ 50,000.00	\$ 35,832.64	71.67%
435900 OTHER PROFESSIONAL SERVICES	\$ 823.73	\$ 13,000.00	\$ 6,638.96	51.07%
435900 OTHER PROFESSIONAL SERVICES (mental)	\$ -	\$ 30,000.00	\$ -	0.00%
436200 BUILDING REPAIR & MAINT	\$ -	\$ 7,500.00	\$ 351.41	4.69%
436300 MAINTENANCE AGREEMENTS	\$ 641.13	\$ 23,000.00	\$ 2,446.65	10.64%
453200 OFFICE EQUIPMENT RENTALS	\$ 369.69	\$ 1,600.00	\$ 369.69	23.11%
455150 CREDIT CARD FEES	\$ 67.99	\$ -	\$ 421.04	0.00%
<i>Purchased Services Totals</i>	\$ 3,901.34	\$ 312,020.20	\$ 89,238.12	28.60%

Other

459200 REFUNDS & REIMBURSEMENTS	\$ -	\$ 450.00	\$ 81.33	18.07%
481300 CASH OVER/SHORT	\$ 0.15	\$ -	\$ 0.50	
<i>Other Totals</i>	\$ 0.15	\$ 450.00	\$ 81.83	18.18%

Internal Service Charges

486110 HUMAN RESOURCES	\$ 2,493.42	\$ 29,921.00	\$ 9,973.68	33.33%
486370 VEHICLE & EQUIPMENT MAINT	\$ 355.17	\$ 7,693.00	\$ 1,420.68	18.47%
486520 FISCAL SERVICES	\$ 1,462.08	\$ 17,545.00	\$ 5,848.32	33.33%
486580 CENTRAL INSURANCE	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	
486950 INFORMATION TECHNOLOGY	\$ 255.08	\$ 2,600.18	\$ 1,020.32	39.24%
486960 COMPUTER NETWORK	\$ 11.00	\$ 198.22	\$ 44.00	22.20%
486970 COMPUTER EQUIPMENT MAINT	\$ -	\$ 963.54	\$ 1,373.00	142.50%
488100 COMPUTER & EQUIPMENT LEASE	\$ 20.17	\$ 243.80	\$ 80.68	33.09%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 119,281.74	\$ 79,877.68	66.97%

Capital Outlay

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

	Oct-23		2024	
	Actual	Budget	Actual	% Used
REVENUE TOTALS	\$ (344,737.19)	\$ (2,685,975.00)	\$ (376,264.55)	14%
EXPENSE TOTALS	\$ 63,373.56	\$ 2,640,278.71	\$ 575,680.41	22%
<i>Net Gain (Loss)</i>	\$ (281,363.63)	\$ (45,696.29)	\$ 199,415.86	

Great Falls Public Library Vendor Summary (2220)

OCTOBER 2023

11/16/2023

Vendor Name		MTD	YTD
ACE Hardware	(Building Supplies)	\$ 39.20	\$ 246.20
Baker & Taylor	(Jobber)	\$ -	\$ 280.52
Builders First Source	(Maintenance Supplies)	\$ -	\$ 18.99
Castle Branch	(Background Checks)	\$ -	\$ 32.00
Century Link	(Telephone)	\$ 245.04	\$ 983.50
City Fuel		\$ 55.37	\$ 533.89
City Service Charges		\$ 4,596.92	\$ 79,877.68
City Water		\$ 869.87	\$ 2,241.28
Communication Resources	(Phone/Network Systems)	\$ -	\$ 3,016.00
De Lage Landen	(Copier Agreement)	\$ 641.13	\$ 1,357.26
Deroche, Lynn	(Library Election Monitor)	\$ -	\$ 824.50
Energy West		\$ 310.51	\$ 881.82
Envisionware	(renewal)	\$ -	\$ 725.00
Ferguson Enterprises	(Maintenance Supplies)	\$ 96.00	\$ 144.00
Fisher's Technology	(Copier Agreement)	\$ -	\$ 1,032.02
Johnson Madison Lumbar	(Building Supplies)	\$ -	\$ 176.73
MASCO	(Building Supplies)	\$ -	\$ 337.25
Mastercard		\$ 1,170.39	\$ 8,405.94
Montana Air Cartage	(Courier Service)	\$ 580.80	\$ 2,443.65
MMIA	(Workers' Comp Insurance for Volunteers)	\$ 17.93	\$ 17.93
Mountain Alarm Co.	(Annual Inspection)	\$ 637.50	\$ 637.50
National Laundry	(Maintenance Supplies)	\$ -	\$ 40.00
Northwestern Energy		\$ 92.48	\$ 18,542.94
OCLC Online	(Annual Service)	\$ -	\$ 6,648.19
Overdrive	(MT Library 2 Go)	\$ -	\$ 14,926.77
Payroll		\$ 53,242.56	\$ 398,354.99
Petty Cash	(Refunds)	\$ -	\$ 86.32
Pitney Bowes	(Mailing Machine lease)	\$ 369.69	\$ 369.69
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	\$ 225.00	\$ 225.00
State of Montana	(Montana Shared Catalog)	\$ -	\$ 27,052.95
Vision Net, Inc	(Internet Service)	\$ 170.40	\$ 511.20
Credits		\$ 0.15	\$ 0.90
		\$ 63,360.94	\$ 570,972.61

Great Falls Public Library Vendor Summary (2220)

OCTOBER 2023

11/16/2023

Mastercard Transaction Breakdown			
Amazon	Tech Services Supplies	\$	88.80
Amazon	2024 Calendars, Timecard racks, labels	\$	88.13
Amazon	Batteries for Maintenance Dept.	\$	112.43
Evonence	Google Services	\$	310.50
Keiths Country Store	Fuel for lawn equipment	\$	55.37
Staples	Date stamp and USB Drives	\$	54.97
Staples	Hard floor chair mats	\$	100.50
Staples	Tech Services Supplies	\$	180.09
Techsoup	Photoshop & Permier Elements software	\$	30.00
USPS	Postcard Stamps for Public Services Dept.	\$	51.00
Zoro.com	replacement lid for outdoor trash bin	\$	98.60
TOTAL:			\$1,170.39

Great Falls Public Library Foundation Vendor Summary (2221)

OCTOBER 2023

11/16/2023

Vendor Name		MTD	YTD
All State Signs	(Parking Signs & Poles, Storywalk replacement pli	\$ -	\$ 1,304.00
Baker & Taylor	(Jobber)	\$ 14,326.18	\$ 24,928.26
Barns & Noble	(Jobber)	\$ 168.00	\$ 257.59
BookPage	(Jobber)	\$ -	\$ 402.00
Butte Silver Bow	(Subscription)	\$ 18.39	\$ 18.39
Carrier, Jamie (Lucky Valentines)	(Music in the Park)	\$ -	\$ 400.00
Cascade Courier	(Subscription)	\$ 40.00	\$ 40.00
CenterPoint	(Jobber)	\$ -	\$ 134.82
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	\$ 80.00
Einan, Jerry	(Custom built staff mailboxes)	\$ -	\$ 600.00
Gale/Cengage	(Jobber)	\$ 360.69	\$ 1,920.98
Hale, Brandon (The Dirty Shame)	(Music in the Park)	\$ -	\$ 1,600.00
Hughs-Bryant, Penny	(Open Books book Club)	\$ 350.00	\$ 350.00
InfoUSA Marketing	(MT Business Directory)	\$ -	\$ 520.00
Keller, Steve	(Music in the Park)	\$ -	\$ 600.00
LinkedIn Learning	(Subscription)	\$ 13,125.00	\$ 13,125.00
Mastercard		\$ 3,164.75	\$ 11,240.42
Midwest Tape	(Jobber)	\$ 1,253.76	\$ 4,554.44
MNI Manufacturers' News Inc	(Subscription)	\$ -	\$ 106.90
Montana Repertory Theater	(Odyssey Performance)	\$ -	\$ 900.00
National Laundry	(table linens)	\$ -	\$ 43.20
Overdrive	(MT Library 2 Go - Advantage)	\$ 16,000.00	\$ 16,000.00
Penworthy Company	(Jobber)	\$ -	\$ 290.40
ProQuest	(Tribune 35MM Positives)	\$ 3,775.28	\$ 3,775.28
Ron Hall Sprinklers	(Park Repair)	\$ -	\$ 1,432.50
Rural Dynamics	(VISTA)	\$ -	\$ 1,000.00
Strutz, Curt	(Adult Program)	\$ -	\$ 400.00
Tilleraas Landscape	(Park Cleanup-repair)	\$ 1,526.25	\$ 14,076.25
Wendt Advertising	(Logo Design)	\$ -	\$ -
Credits		\$ 54,188.30	\$ 107,342.43

Great Falls Public Library Foundation Vendor Summary (2221)

OCTOBER 2023

11/16/2023

Mastercard Transaction Breakdown		
Albertsons	Food for Mental Health event	\$ 56.95
Albertsons	Memory Café supplies	\$ 9.99
Amazon	Items for staff T-Shirts for Open House	\$ 23.00
Amazon	Materials Purchased	\$ 100.92
Amazon	Divider for shared space	\$ 210.00
AT&T	Bookmobile Hotspot	\$ 237.09
Billings Gazette	Subscription	\$ 459.00
CANVA	KP/YA & Adult Programing Software	\$ 12.95
Cassiopeia Books	Materials Purchased	\$ 50.00
Cassiopeia Books	KP/YA Supplies	\$ 24.00
Golden Leaf Studios	Materials Purchased	\$ 12.99
Hobby Lobby	Items for staff T-Shirts for Open House	\$ 58.66
Home Depot	KP/YA Supplies	\$ 324.67
Hotel Arvon	Room for Visiting the Beyond Speaker	\$ 98.12
META (Facebook)	Music in the Park ads	\$ 57.96
Michaels	Items for staff T-Shirts for Open House	\$ 32.89
Positive Promotions	Heat Sensitive Pencils for Halloween Event	\$ 521.75
Target	KP/YA Supplies	\$ 100.00
Teriyaki Madness	Food for Mental Health event	\$ 322.00
USPS	Postcard stamps for volunteer invite	\$ 51.00
Walmart	KP/YA Supplies	\$ 400.81
TOTAL:		\$ 3,164.75

GREAT FALLS PUBLIC LIBRARY

**PERSONNEL REPORT
OCTOBER 2023**

NEW HIRES

None

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

Emmi Bivens – Library Specialist (FT)

GREAT FALLS PUBLIC LIBRARY
DONATIONS

OCTOBER DONATIONS

MEMORIAL DONATIONS

Bishop Family	\$ 50.00	In Memory of Elizabeth Devine (No Indication)
Andy & Zander Blewett		In Memory of Nikki Ann Bania (Non-Fiction) In Memory of Jan Livesay (Non-Fiction) In Memory of Jim Conroy (Non-Fiction)
Larry & Joanne Kent	\$ 100.00	In Memory of Elizabeth Devine (No Indication)
	\$ 100.00	In Memory of Debbie Kuntz (No Indication)
Virginia Leininger		In Memory of Kathy Mora (No indication)

FOUNDATION

Approved Projects	\$ 57,750.00	Materials \$20,500 ; Chilton DB \$3,000; ML2G \$11,000; LinkedIn Learning \$15,500; MANGO \$6,000; Newspaper Tablets \$1,750
Capital Campaign	\$ 300,000.00	Anonymous donation

OTHER

Book Sales	\$ 318.00	Withdrawn Book Sales
Lois Kamp	\$ 150.00	Brian Bulger Memorial
Steve & Suzanne Spady	\$ 300.00	Children's Holiday Books

TOTAL: \$ 358,268.00

Director's Itinerary: October 2023

Mon.	October	2	Local Area Council on Mental Health 1:30 pm
Tues.	October	3	Management Team Meeting 9:00 am Downtown Safety Alliance Meeting 10:00 am Memory Cafe 12:30 pm KRTV interview 2:15 pm City Commission Work Session 5:30 pm City Commission Meeting 7:00 pm
Weds.	October	4	Reference Desk 1:00 – 2:00 pm Communications meeting 3:00 pm Circulation Desk 5:00 – 6:00 pm
Thurs.	October	5	Montana Art Gallery Directors Conference: Obscenity Panel (Chico Hot Springs)
Fri	October	6	Public services meeting 9:00 am Safety Tour for new employees 10:00 am Community Engagement meeting 11:00 am Credit Card Consultant meeting 1:45 – 3:00 pm
Sat.	October	7	Circulation Desk 12:00 – 2:00 pm Reference Desk 3:00 – 5:00 pm
Tues.	October	10	Management Team Meeting 9:00 am Department Head Meeting 10:00 am Rotary 12:00 pm Library Journal interview 3:00 pm Tribune interview 4:00 pm
Weds.	October	11	Continuum of Care Meeting 9:00 – 10:00 am New Board meeting onboarding 10:15 – 12:00 pm Circulation Desk 12:00 – 2:00 pm Board member meeting 2:00 pm Communications meeting 3:00 pm
Thurs.	October	12	Foundation Director/Board Chair Meeting 8:30 am Partners Meeting 10:00 am KEY Business and Education Luncheon 11:30 – 12:30 am Alzheimer's and Dementia Action Team Meeting 12:30 – 1:15 pm Call with Self Help Law Clinic 3:00 pm Circulation Desk 4:00 – 5:00 pm Genealogy Society Meeting 5:45 pm Ellen Baumler Hauntings of Montana Virtual Program 6:30 pm
Fri	October	13	Public services meeting 9:00 Gathering of Families Tabling 2:00 – 7:00 pm
Sat.	October	14	Circulation Phone/Desk 9:00 – 10:00 am; 1:00 – 2:00 pm; 3:00 – 4:00 pm Reference Desk 10:00 am – 1:00 pm
Tues.	October	17	Management Team Meeting 9:00 am One on one meeting City Manager 10:00 am Meeting City Attorney & Police Chief 1:30 Commission Work Session 5:30 City Commission Meeting 7:00 pm
Weds.	October	18	Access to Health Meeting 12:30 pm Montana Shared Catalog Meeting 1:00- pm - 4:00 pm
Thurs.	October	19	Baatz Building Groundbreaking 10:30 am Communications Meeting 3:00 pm Reference Desk 4:00 – 6:00 pm
Fri	October	20	Public Services Meeting 9:00 am Copier Training 10:30 am Self-Help Law Clinic Meeting 11:00 Staff supervision meeting 2:00 pm
Sat.	October	21	Reference Desk 12:00 – 2:00 pm Circulation Desk 4:00 – 5:00 pm
Mon.	October	23	Raise-A-Pint Night Mighty Mo 5:00 pm

Tues.	October	24	Management Team Meeting 9:00 am Kit Keeper Meeting 11:00 am Rotary Meeting 12:00 pm City Grant Manager meeting 2:00 pm Board Meeting 4:30 pm Page Forward Tuesday Book Club 7:00 pm
Weds.	October	25	Communications Meeting 3:00 Patron Behavior Enforcement Meeting 12:00 pm Communications Meeting 3:00 pm Foundation Meet and Greet 5:00 pm
Thurs.	October	26	Star Radio 8:00 am Pathfinder Meeting (Zoom) 9:30 am – 11:00 am
Fri	October	27	Town Square Media Radio 8:00 am Public Services Meeting 9:00 am Genealogy Society, History Museum Collaboration Meeting 11:00 am Fiscal Meeting PayPal 2:00 pm
Sat.	October	28	Circulation Desk 4:00 -5:00 pm Circulation Desk 12:00 – 1:00 pm Reference Desk 1:00 – 2:00 pm; 3:00 – 4:00 pm
Tues.	October	31	Management Team Meeting 9:00 am Department Head Meeting 10:00 am Interviews for Library Specialist Positions 1:00 pm

Next Library Board Meeting is December 20, 2023 5:00 pm

MANAGEMENT TEAM MEETING

Meeting Minutes

October 3, 2023

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

Absent:

Next Meeting: October 10, 2023; 9:00am; Montana Room

SUSIE

- Susie gave an update on the appointment of board members.
- Susie will be out of the office on Thursday.
- Susie informed us that the board would like to have staff introductions again, Susie will work on a schedule.
- Susie will be coordinating a Safety Tour for the new staff members.
- A discussion was had on the annual staff Christmas party. It was decided to keep the committee structure that was used last year. It was recommended that three different staff members be chosen to keep variety. One member will be a member of the Management team. additional details will be forthcoming.
- The library open house will be November 9th from 5p-7p.
- Susie gave an update on the changes to invoicing the city will be implementing.
- A discussion was had regarding the Gathering of Families event.

TREVA

- Treva is finishing up on moving the 300's
- Treva informed us that oversized books will soon be shelved separately. They will have a separate call number. Sara LP will work on making space on the Circulation re-shelving shelf for incoming books.
- Isa is working on changing the call letters on large print books; this will be an ongoing project.

SARA LP

- Sara informed us that she has the schedule done through October 18th. She will try and keep it 2 weeks out. If you do not put your appointments in When I Work, and you schedule something during your work shift, you will be responsible for finding coverage for your shift.
- Sara reminded us that the Alert Systems Test will happen on the 4th at 12:20p
- Books have been found in the trash can in the men's bathroom. Sara believe she know who has been doing it. A discussion was had regarding the incident.

SARA K

- Sara informed us that Communication Resources will be in to give a quote on adding more extensions to our phone line.
- Sara will be out of the office this afternoon for an appointment.

AARON

- Aaron informed us that he has city training this week and will be out of the office on Wednesday.

BOB

- Bob informed us that he will be working late on Wednesday and Saturday to train Blake on closing.
- A discussion was had regarding the front area outside being a mess in the mornings. Susie is working on updating the policy so she can present it to the board.

RAE

- Rae informed us that her and Nikki will be out of the office this morning at Great Falls High School for a school program

SARAH C

- Sarah will be leaving early on Saturday.
- Sarah is working on the November Programming list.
- Sarah informed us that she is planning to have some Humanities Montana programs through the winter months. Possible the 3rd Thursday of each month.

JAKE

- Jake is working on the Gathering of Families Press Release.
- He is working on the November event as well as social media for Banned Book Week.
- April is National Library Month; Jake would like to do some video of staff doing various functions at the library. More details to come.

MANAGEMENT TEAM MEETING

Meeting Minutes

October 10, 2023

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

Absent: Bob Miller

Next Meeting: October 17, 2023; 9:00am; Montana Room

SUSIE

- Susie informed us that the Emergency Call list has been updated. Her and Bob are the two main contacts.
- Susie will be proposing a policy change to the Board this month. It will be updating the time the WiFi is available after business hours as well as the influx of unattended items we have been dealing with at the Library.
- Susie gave an update on the anonymous donor donation.

TREVA

- Treva informed us that Irene would be out of the office until the 18th.
- Deborah (Tech Services Volunteer) will be out a few weeks.

SARA LP

- Sara informed us that the USPS have changed their tracking option. They have discontinued the slips we currently use.
- Emmi has accepted the Full Time Specialist Position. She will start in her new position on October 16th.
- A discussion was had regarding Starnet Solar Eclipse classes. There is not enough time to set up before the October 14th eclipse; the next solar eclipse occurs April 8th.
- James from Alluvion Health will be presenting at the October 20th public services meeting. He will be updating the library on the services that Alluvion offers.
- Sara continues to work on the Public Services Procedure manual.
- A discussion was had regarding the use of the Google calendar.
- Sara will be out of the office tomorrow.

SARA K

- Sara will be checking with Jason from Fisher Technologies to see if he can do copier training on Friday, October 20th, around 10am.

AARON

- Aaron informed us that Time Sheets are due this week.

BOB

- Bob was not present.

RAE

- Rae will not be in the parade on Saturday
- Rae informed us that the Montana Repertory Theatre production at Great Falls High School went well. The CMR production will be on October 18th.

SARAH C

- Sarah informed us that the Volunteer Appreciation dinner will be on November 14th, at 6pm
- A discussion was had regarding the Winter Speaker Series.
- A discussion was had regarding the Library open house and the tentative timeline for the evening.
- Sarah will be starting a Gratitude Chain project like the one we had in the past. It will start during the Open House event.
- A discussion was had when to put the Christmas Tree up. It was decided that staff will be decorating it during the Public Services meeting on December 1st.

JAKE

- Jake informed us that the posters are printed for the parade on Saturday.
- Jake attended the Powwow on Monday and took some pictures.
- Jake is working on the November calendar of events this week.

MANAGEMENT TEAM MEETING

Meeting Minutes

October 17, 2023

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

Absent: Sara Linder-Parkinson

Next Meeting: October 24, 2023; 9:00am; Montana Room

SUSIE

- Susie is reminding everyone that the electric costs have tripled. Please turn out the lights when you can.
- Susie gave a recap of the Gathering of Families. A debrief will happen in November.
- The Great Falls Public Library was awarded the Alan Huntsman Award. We were nominated by the Genealogy Society.
- Budget Sheets for the departments have been generated. Please be aware of your spending.
- Susie gave a recap of the Bridge donation.
- The AAUW book sale is this week and next.
- Emmi is now Full Time. She began her full time schedule yesterday. The open position will be advertised soon.
- Susie informed us that she is proposing to the board changes to the Patron Behavior Policy. She is talking with the City Attorney today and plans to have it on the October Agenda.
- A discussion was had on the upcoming Vaccine Clinic.

TREVA

- Treva informed us that Irene would be back tomorrow.
- Irene's retirement party is tentatively scheduled for December 7th.
- Treva is still working on the oversized book project.

SARA LP

- Sara was not present.

SARA K

- Sara informed us that she is working on the SIRSI/RFID issue.
- LinkedIn Learning is set up. A discussion was had on what the URL would have. It was decided to have GFLIBRARY.
- Sara has training with the Montana Shared Catalog tomorrow from 1p-5p. Treva and Susie will also be attending.

AARON

- Aaron informed us he was working on the board packet today.

BOB

- Bob informed us that Blake is now on his regular schedule.

RAE

- Rae informed us that Nikki will be out of the office today.
- The second performance from the Montana Repertory Theatre is this week at CMR.
- Pirate Yoga is scheduled for this Saturday.

SARAH C

- Sarah handed out the Winter Speaker Series information
- A discussion was had regarding a possible Reggie Watts event.
- Sarah informed us that the post cards and email for the Volunteer Pot Luck have gone out. If people call in to RSVP please send them to Sarah C.
- Sarah is working on the staff Gratitude Collage.
- Sarah will be attending the Museum Consortium Meeting tomorrow.

JAKE

- Jake and Sarah C. will be touring the Little Free Library's today.
- Jake will be taking photos of the StoryWalk this week.
- The November events calendar is completed.

MANAGEMENT TEAM MEETING

Meeting Minutes

October 24, 2023

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

Absent: Bob Miller

Next Meeting: October 31, 2023; 9:00am; Montana Room

SUSIE

- Susie informed us that the AAUW is concerned with the snow that expected this evening. They may cancel, or choose to close early; Susie will let staff know what is decided.
- Raise a Pint night was last night, it was well attended.
- Board meeting is this evening.
- Susie is working on the Public Library Survey. She may be asking for information as she fills it out.
- Susie is working on the RFP for the remodel Design Work.
- Susie will be out of the office on Thursday to attend the Pathfinder conference with board member Sam DeForest.
- Bookmobile will be back from the shop tomorrow.

TREVA

- Treva informed us that Isa will be in late to attend the Board meeting this evening.
- Irene has finished with the shipments that have been received. Orders are slowing down now.

SARA LP

- Sara gave an update on the 2part time and 1 full time positions that are currently open. She hopes to be able to interview people on the 31st.
- Sara will be out of the office on Friday; there will be no public services meeting.

Sara led a discussion on the shared google calendar. Some events have been being deleted. Several options were presented. More information to come.

SARA K

- Sara gave an update on the RFID issue with SIRSI. They are still working on finding a solution.
- Sara will be ordering the Newspaper Laptops that were part of a Foundation Approved/Funded Project.

AARON

- Aaron informed us that Time Sheets are due this week.

BOB

- Bob was not present.

RAE

- Rae informed us that GFHS and CMR will be giving tickets to attend plays. A google form has been created for sign-ups. This is focused on families with kids ranging from 12-18. If you have any questions, please ask Rae.
- Rae and Nikki will be out of the office this afternoon to attend a meeting at the Rec. Department.

SARAH C

- Sarah has a very busy week. She has the Foundation Meet and Greet on Wednesday, followed by the Candidate Forum on Thursday.
- Also happening this week; The Fire Department storytime will be this Thursday, the AAUW book sale is Wed-Sat, and the Halloween Party and Costume contest is this Saturday.

JAKE

- Jake has been working on the LinkedIn Learning promotions. It was decided to make it live to the public on November 1st. Sara LP asked that Jake make at least 200 bookmarks for the Circulation and Reference desk to hand out.
 - Patrons will need to enter in their PIN when signing into LinkedIn Learning. Circ and Reference staff may get calls on what the pin number is. It is the same password that is used to access their account online. In most cases it is CHANGEME unless the patron has changed it themselves.
- Jake asked for feedback on promotion ideas for the Chilton Database. Please let him know any ideas you may have.

MANAGEMENT TEAM MEETING

Meeting Minutes

October 31, 2023

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

Absent: Bob Miller, Jake Sorich

Next Meeting: November 7, 2023; 9:00am; Montana Room

SUSIE

- Susie informed us that the board would like to continue with staff introductions. It was decided that Debbie and one of the new hires will be attending the November meeting.
- Susie mentioned that managers will now be giving reports to the board. Sara LP will report in November.
- A press release will go out on Wednesday for LinkedIn Learning.
- Susie reminded everyone to check their printer setting and make sure the default is Black & White.
- Susie reminded everyone to please remove card stock from the bypass tray after you are done using it.
- Susie gave an update on the credit card machine
- The RFP for the Library Remodel Design work goes out tomorrow.
- A discussion was had on the staff Holiday Party. The committee will be Tina, Isa, and Sarah C. Treva will coordinate Secret Santa
- A discussion was had regarding the Patron Behavior Policy.
- The library had a meeting with the History museum and Genealogy Society to discuss duplicate items. The History Museum will keep the printed additions of the Tribune and we will discard ours. We will continue to meet with the History Museum to discuss future partnerships.

TREVA

- Treva is working in the 640's. Shelving in the 800-900 was not set at the same height as the other stacks, Treva has been adjusting the shelves.

SARA LP

- Sara informed us that the AAUW book marks had the wrong phone numbers on them.
- Interviews for the open positions will be today from 1-4pm
- Treva and Ian will be out of the office Friday. Sara will be out of the office Monday and Debbie will be out of the office next Friday.
- A discussion was had regarding the second floor bathroom. It was decided that only Physically Disabled patrons will be able to utilize it.

SARA K

- Sara will start to set up the far end computer pod that had water under it last Saturday due to flooding.
- LinkedIn learning will go live tomorrow.
- The newspaper tablets are in, and will be set up shortly/

AARON

- Aaron informed us that he will be out of the office on Saturday.

BOB

- Bob was not present.

RAE

- Rae and Nikki will be working a six-day week this week to attend a Sunday event.
- Nikki will be out of the office on Tuesday.
- Rae will be out of the office on Wednesday, the 15th.
- The Foster care Book Give-a-way event is Saturday from 11a-12p

SARAH C

- Sarah is working on the open house invite.
- 150 people attended the Reggie Watts book signing at Cassiopeia books.
- The Halloween walk went well.
- Sarah will be leaving early today.
- Ken Robison will be giving a talk at the Library on November 2nd.
- Sarah will be out of the office on the 13th.
- Sarah is working on a "Self-help for Veterans" display in the lobby.

JAKE

- Jake was not present.

**Library Feedback
November 2023 Board Meeting**

COMPLIMENTS:

The woman was parked in front of the Library on 2nd Avenue North and a car backed into her vehicle. She came into the Library to get assistance with reporting to the police and accessing video footage. She really appreciated Tina's help and said she was very kind. Her husband showed up to help her and she also pointed out Bob, who was in the back room, had helped and said he was great. The husband asked to speak with Bob and he thanked him for the help as well.

A long-time patron commented that she really liked how the inside of the Library looked. She appreciated the lobby displays and how things are arranged to allow in light.

10/7/23 – A woman who was an avid user of the library, had left the Great Falls area. She later moved back to Great Falls, & was coming into the library again. When she came in, she said, "So glad to see you here!" She was given assistance with finding some books &, as she was leaving, she said, "I just love this library! It's my favorite place!"

A woman was looking for James Herriot books, & asked for help at the Reference Desk. She was so sweet that you couldn't help but smile! The staff member looked up the books for her & took her to the shelves that they were on. The woman was very appreciative & told the staff member that they didn't have to go out of their way for her. Such a sweet lady!

A patron came to the Reference Desk to ask about an ILL. While she was there, She told the staff member, "I love that the library has free parking now!"

Another patron told a staff member, "It is so great you have free parking! Thank You!"

A patron donated \$20 to the Library saying that she lives outside of the City limits but still wanted to support Library services. She has been a Library user for over 40 years.



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

Great Falls Public Library December 2023 Events

ELDER ABUSE AND SCAM PREVENTION PROGRAM



When: Monday, December 4, 2 to 3:30 pm

Where: Cordingley Room (Basement)

What: Elder Justice Prosecutor for the Assistant Attorney General Michael Fanning will join us to speak about scams that target elders and how to avoid them. He also will discuss what elder abuse is, and how to contact Adult Protective Services or local law enforcement when there is an emergency. Everyone is welcome to attend, especially those with elders in their family or who are living alone.

MEMORY CAFE

When: Tuesday, December 5, 12:30 – 2:00 pm

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

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

Memory Cafe @
Great Falls Public Library

BETSY GAINES QUAMMEN: AUTHOR TALK ON HER BOOK TRUE WEST

When: Wednesday, December 6, 6:30 – 7:30 pm

Where: Cordingley Room (basement)

What: Author of American Zion and True West, Gaines Quammen collects stories to make sense of a place defined by colonization, extraction, rebellion, myth, beauty, and land. Gaines Quammen is a historian and a writer. She received a PhD from Montana State University where she studied religion, history and the philosophy of science.





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Great Falls Public Library December 2023 Events

ART IN THE LIBRARY – GIL PARK

When: November & December Gil Park

Where: Great Falls Public Library, 2nd Floor

What: **Gil Park** is an oil painter currently living in Great Falls. In 1998, Park graduated from Kangnam University in South Korea, earning a bachelor's degree in Oriental Water and China Ink Painting. He then relocated to the United States in 2004, expanding his artistic repertoire to incorporate Western impressionism and realism.



While working as a portrait and caricature artist at Disneyland park in CA for 13 years, Gil exhibited his artwork at prestigious venues like the Hilbert Museum and several art galleries across Southern California, attracting the attention of collectors. As a member of the Laguna Plein Air

Association, he actively participated in exhibitions and received several awards for his exceptional oil painting skills, including the prestigious "Best of Show" recognition at the 2011 summer San Clemente art gallery show for his oil painting titled "A Gallery Sitter."

HEALTHCARE NAVIGATOR



When: Friday December 8, 10:00 am -2:00 pm

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

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

COMMUNITY PARAMEDIC

When: Friday December 8 and December 22, 2:00 - 3:00 p.m.

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

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

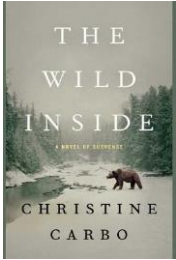


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Great Falls Public Library December 2023 Events

DECEMBER BOOK CLUBS: GREAT FALLS PUBLIC LIBRARY

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

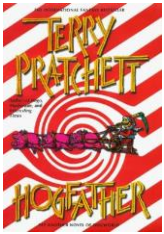


Open Books with Penny – 1st Thursday, 7:00 pm

When: December 7, 7:00 pm

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

What: Book club discussion of *The Wild Inside*, by Christine Carbo

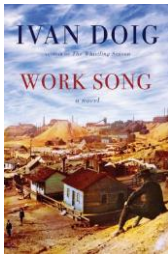


Book Sleuths with Kalena - 2nd Tuesday, 4:30 pm

When: December 12, 4:30 pm

Where: Great Falls Public Library, basement Small Meeting Room

What: Book club discussion of *Hogfather*, by Terry Pratchett

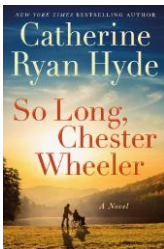


Page Forward Saturday with Debbie - 2nd Saturday, 10:00 am

When: December 9, 10:00 am

Where: Great Falls Public Library, basement Small Meeting Room

What: Book club discussion of *Work Song*, by Ivan Doig



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

When: December 26, 7:00 pm

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

What: Book club discussion of *So Long, Chester Wheeler*, by Catherine Ryan Hyde



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Great Falls Public Library December 2023 Events

SALVATION ARMY ANGEL TREE PRESENT DONATIONS



When: Every day through December 14

What: The Library will be participating in the Salvation Angel Tree program this year.

You can take an Angel Tree card and donate a gift for a child who filled out a card. All gifts are due back to the front desk no later than December 14 by the time of closing.

LIBRARY CLOSED FOR CHRISTMAS AND NEW YEAR'S DAY

When: Monday, December 25 and Monday, January 1, 2024

Where: Great Falls Public Library

What: The Great Falls Library is closed on Christmas Day and New Year's Day 2024, but will be open December 26 through December 31 during normal days and hours.



LIBRARY BOARD OF DIRECTORS MEETING FOR DECEMBER

When: Wednesday, December 20

Where: Cordingley Room (basement)

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

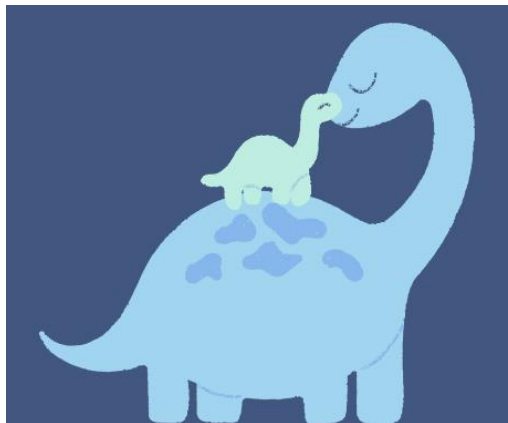


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Great Falls Public Library December 2023 Events

DECEMBER CHILDREN'S PROGRAMMING

STORY TIME



When: Wednesday & Thursday mornings, 10:30-11:30 am

December 6, 7, 13, 14, 20, and 21

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

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.

NOTE: There will be no Story Time on Wednesday, December 27 and Thursday December 28. Storytime will resume on Wednesday, January 3.

December's theme is Dinosaurs.

TODDLER TIME

When: December 1, 8, 15, and 22

There will be no Toddler Time on Friday, December 29.

Toddler Time will resume on January 5.

Where: Cordingley Room (basement)

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

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





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Great Falls Public Library December 2023 Events

HOLIDAY STORY WALK IN GIBSON PARK

When: December 6 to January 10 from dawn to dusk

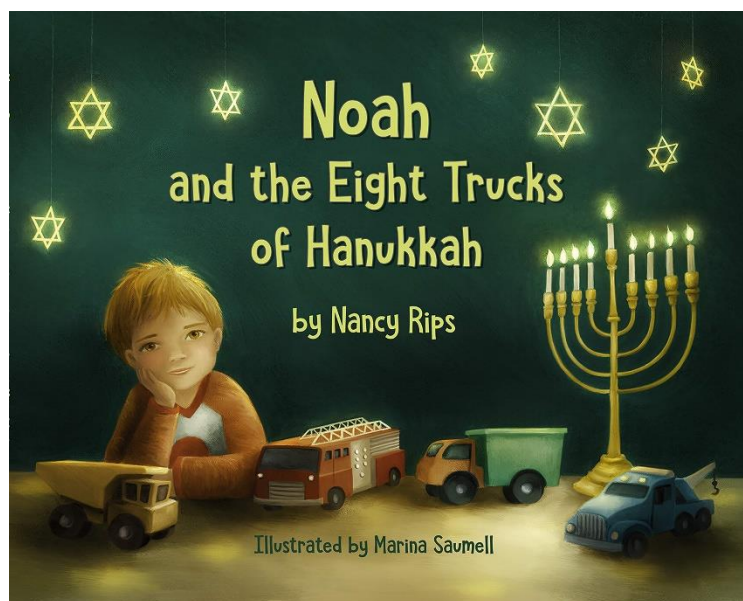
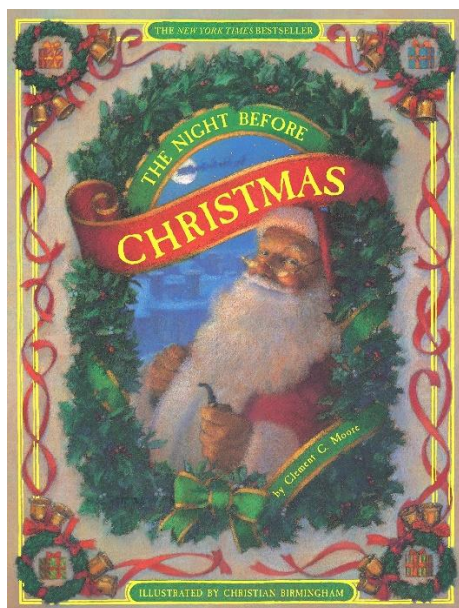
Where: Gibson Park

Audience: Community members of all ages

Enjoy a winter stroll and celebrate the season by reading *The Night Before Christmas*, written by Clement C. Moore and illustrated by Christian Birmingham and *Noah and the Eight Trucks of Hanukkah* by Nancy Rips, illustrated by Marina Saumell.

Follow this link to hear these books read aloud on our SoundCloud: <https://soundcloud.com/user-781769430>

Scan the QR code included in the Story Walk to share your feedback and earn a chance to win a free copy of one of these great books!





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Great Falls Public Library December 2023 Events

HOLIDAY PARTY FEATURING A VISIT FROM SANTA CLAUS WITH RAISING READERS AND THE CITY-COUNTY HEALTH DEPARTMENT



When: Saturday, December 9, 11:00-12:30

Where: Cordingley Room (basement)

Audience: Kids 2 to 10 and their families

What: Kids and their families are invited to enjoy hot chocolate, Christmas and Hanukkah stories, and a visit from Santa and Mrs. Claus! Take a free picture, then make your own picture frame ornament to display it.

This program is a collaboration with the Raising Readers Committee of the Early Childhood Coalition and the Cascade City-County Health Department. As always, this program is free and open to the public.

Strategic Plan report November 2023

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: *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.*
PREVIOUS EFFORTS (January-September 2023): 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. Met with City Grant Coordinator to discuss grant funding possibilities.*
PREVIOUS EFFORTS (January-September 2023): 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: *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.*
PREVIOUS EFFORTS (January-September 2023): 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.
4. Following all appropriate City and State rules, contract with appropriate professionals to remodel the Library as proposed in the Library Master Plan.
EFFORTS: *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: *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.*
PREVIOUS EFFORTS (January-September 2023): 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 \$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: *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.*
PREVIOUS EFFORTS (January-September 2023): 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**

- a. Contract with a local mental health agency to have a social worker or licensed counselor at the Library at least 20 hours a week
- b. 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: *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.*

PREVIOUS EFFORTS (January-September 2023): 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: *Obtained Foundation funding to provide Mango Languages and LinkedIn Learning to our patrons.*

PREVIOUS EFFORTS (January-September 2023): 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: *Reorganizing Youth Services spaces to create work spaces for two additional staff members.*

PREVIOUS EFFORTS (January-September 2023): 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: *Reorganizing Youth Services spaces to create work spaces for two additional staff members.*

PREVIOUS EFFORTS (January-September 2023): Creating work plan for expanding services.

ACCOMPLISHMENTS: None

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

- a. Providing expanded **educational/recreational programming**

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

RECENT EFFORTS: *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).*

PREVIOUS EFFORTS (January-September 2023): Working with Shakespeare in the Parks to host *The Three Musketeers* on August 28th. Creating work plan for expanding services.

ACCOMPLISHMENTS: None

LIBRARY MILL LEVY IMPLEMENTATION: **UPDATED NOVEMBER 2023**

1. **Expanded Hours:** Library to be open 7 days a week by Spring 2024. (Hired 4 new Public Services staff. 2 full-time Library Specialists, 2 part-time Library specialists. Agreed upon hiring plan with Human Resources and the City Manager's office)
2. **Expanded Outreach:** Expanded outreach to be implemented by Spring 2024
 - Bookmobile to provide service 6 days a week (Agreed upon hiring plan with Human Resources and the City Manager's office. Working on developing new sites for additional Bookmobile stops.)
 - Library to provide homebound delivery service for seniors and persons with disabilities
3. **Free Parking:** Parking in the Library patron lot will be free starting July 1, 2023 **COMPLETED**
4. **Credit Cards:** The Library will accept credit card payments or other non-cash or check method by the start of 2024. (Had meetings with Consultant, Vendor, and Fiscal services. Researched having an ATM on premises. Have ordered a new standalone terminal that has printing capabilities.)
5. **Expanded Early Literacy services:** Expanded programming and services starting Spring 2024. (Organizing and arranging Youth Services spaces in preparation for hiring additional staff.)
 - 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 . (Purchased headphones and sunglasses to make available to neurodiverse patrons who find Library environment overstimulating. Attending United Way meetings on building an inclusive community.)
 - Additional special programming (tours for schools & daycares, community celebrations and special events)
6. **Expanded Programs for teens and young adults:** Expanded programming and services starting Spring 2024 (Organizing and arranging Youth Services spaces in preparation for hiring additional staff.)
 - 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)
7. **Expanded programming for adults and families:** Expanded programming and services starting October 1 and ramping up for the next 12 months. (Hired Community Engagement Coordinator who is developing partnerships and organizing new programming.)
 - 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 (Hired additional Public Services staff.)
 - Oral History programs (partner with Little Shell Tribe, Genealogy Society and the History Museum) (Started a series of meetings with Genealogy Society and the History Museum to coordinate our resources and services.)
 - Educational programs (authors talks, Humanities Montana series, craft series, interfaith programs, multicultural programs, informational presentations...) (Humanities MT Storytelling series planned to start January 2024, Alzheimer's Education Workshop planned for April. Partnered with Cassiopeia on Reggie Watts book signing. Starting new monthly programs for Little Free Libraries.)
 - Community building programs (writing group, book clubs, Memory Café, gaming programs, participation in community celebrations...) (Starting collaborative work on No More Violence Week 2024. Providing support to Sober Life for them to start a monthly book club. Continuing Memory Café and 4 existing book clubs. Exploring starting a "Silent Book Club." Participating in the Parade of Lights and the Christmas Stroll. Held successful Open House.)
8. **Expanded digital services:**

- 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 **COMPLETED**
- Purchase and make available new electronic services for GFPL Library patrons by September 30, 2023. (Considering LinkedIn Learning, Mango Languages and others.) **MANGO LANGUAGES launched in September 2023. LinkedIn Learning launched November 1, 2023.**

Updated hiring September 16, 2023

LIBRARY MILL LEVY IMPLEMENTATION: SEPTEMBER 2023

1. FIRST WAVE OF HIRES: HIRED

- Part-time PR/Marketing Specialist (nonunion)
- Community Engagement Coordinator (nonunion)
- Tech Services PT clerk

2. SECOND WAVE OF HIRES: HIRED

- 2 FT Library Specialists (Public Services)
- 2 PT Library Specialists (Public Services)

3. THIRD WAVE OF HIRES

City posting for third wave of Library Hires – timeline decided by tax collection information

Target Start Date January 15

- Technology Systems Assistant (nonunion)
- 2 Safety Specialists (union)
- FT Library Specialist-YS (union)
- PT Library Specialist-YS (union)
- Assistant Library Director (nonunion)
- 1 PT Bookmobile Driver (union)
- 3 PT Library Clerks PS (union)

JANUARY 15 – APRIL 1: STAFF TRAINING

- Training for individual staff positions
- Full staff customer service training

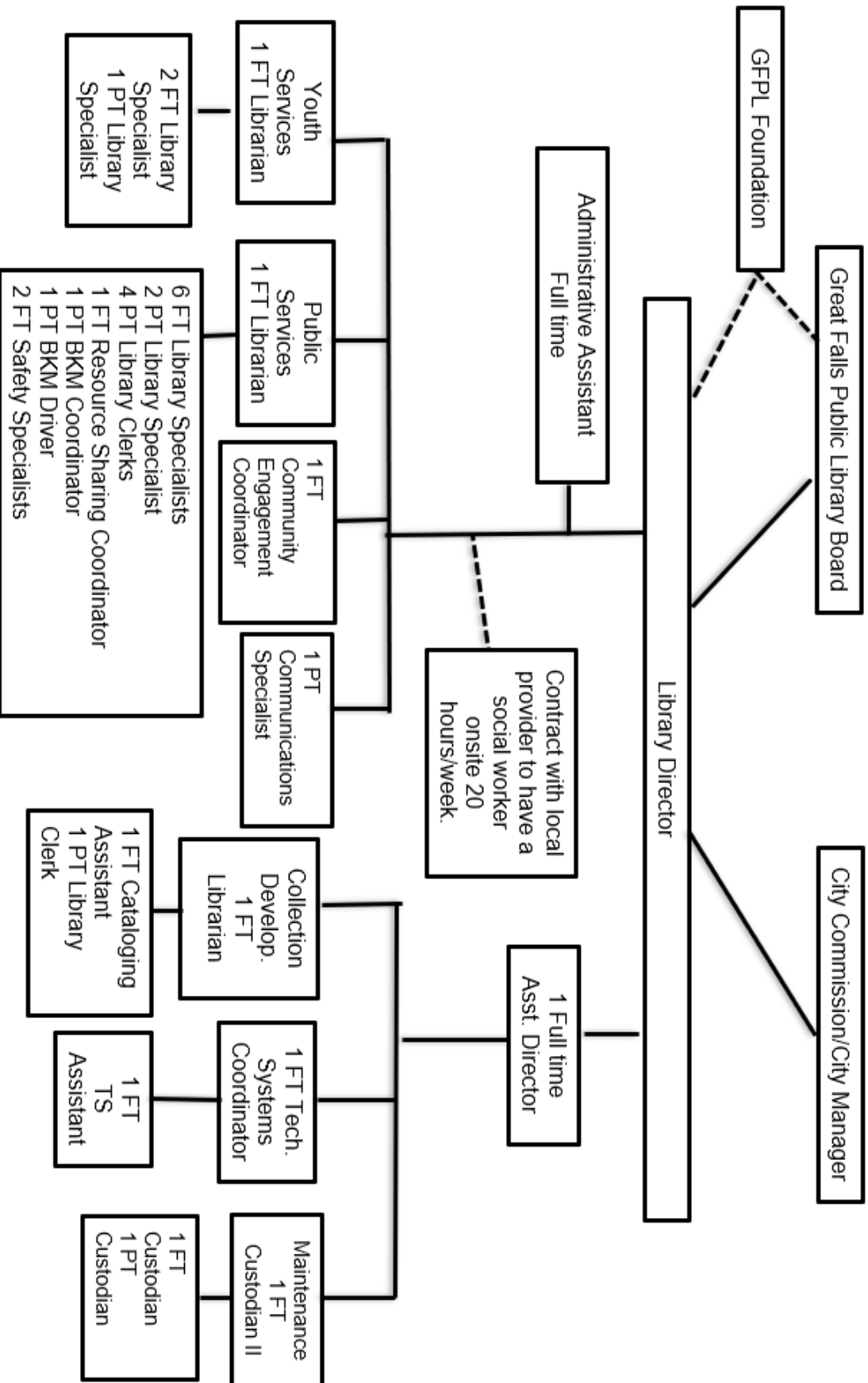
4. FOURTH WAVE OF HIRES

City posting for fifth wave of Library Hires – by February 1

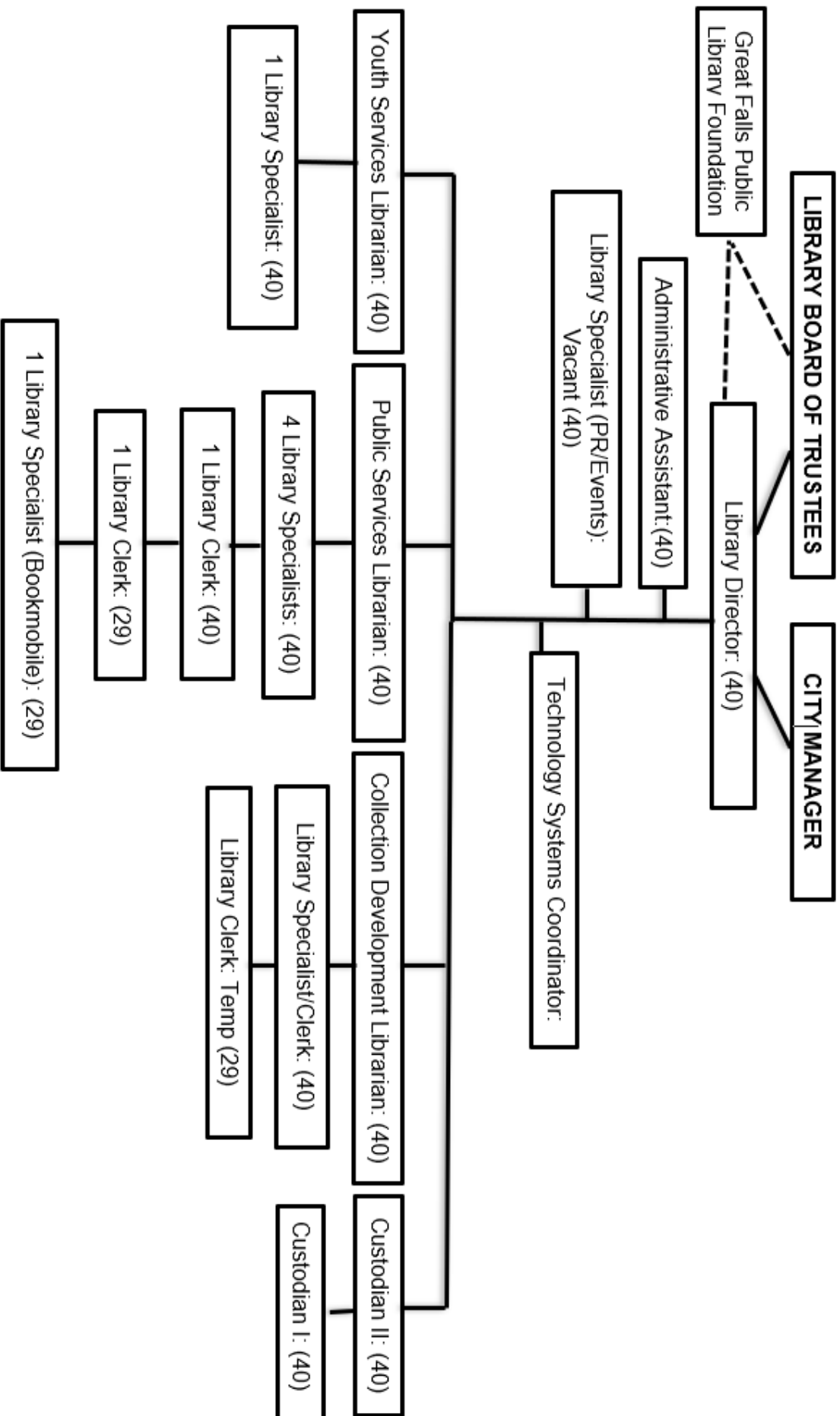
Target Start Date 4/1/2024

- PT Custodian

Great Falls Public Library Organizational Chart: MILL LEVY PASSES



Great Falls Public Library Organizational Chart June 2023



PUBLIC LIBRARY STANDARDS ROAD MAP:

The Montana State Library Public Library standards were updated last year. This year, as part of the Standards, the Board is required to review the Public Library Standards Roadmap.

What is the Public Library Standards Road Map?

The task force directed State Library staff to create a straightforward set of essential standards that must be met to receive state aid. They also recognized a desire on the part of some libraries to achieve higher levels of service and excellence.

To encourage libraries to further develop and enhance services, the task force created the road map as a guide. **Libraries do not need to meet the nonessential items within the road map to receive state aid. It is voluntary. However, libraries are encouraged to identify things on the road map they would like to achieve.**

The Road Map has three types of recommendations.

- **Essential – GFPL is required by to meet these standards in order to receive State Aid.**
- *Excellent – GFPL is not required to meet these standards to receive funding, but should consider making effort to meet standard in order to provide the best service to our community.*
- Cooperative— GFPL is not required to meet these standards to receive funding, but should consider making effort to meet standard in order to provide the best service to our community. These standards require collaboration with other libraries or within the Pathfinder Federation.

Proposed Review Process:

1. Board reviews “Public Library Standards Road Map: Great Falls Public Library Status” document at their November 2023 Board meeting.
 - Does the Board agree with the assessments of whether or not each standard is met?
 - Does the Board have feedback regarding needed efforts to meet the standards?
2. Board decides whether or not to continue to take all necessary actions to meet the Essential Standards, including deciding on a Public Library Standards calendar schedule to complete all necessary Board actions throughout the upcoming year.
3. Board decides whether or not to continue to take actions to meet all of the Excellent and Cooperative Standards GFPL currently meets, including deciding on a Public Library Standards calendar schedule to complete all needed Board actions throughout the upcoming year.
4. Board decides whether or not to take actions to meet additional Excellent and Cooperative Standards GFPL currently does not meet, including deciding on a Public Library Standards calendar schedule to complete all needed Board actions throughout the upcoming year.

NOTE: Several of the new standards use expansive language such as “everyone has” and “everyone is able.” It would be impossible for the Library to ensure that each statement applies universally to every single person in Cascade County. The spirit of the new standards is to strive to be as inclusive as possible. In determining whether or not GFPL meets a specific standard with the expansive “everyone” language, I concluded that GFPL meets the standard if we are not aware of any Library barrier to the service and we believe that the majority of the community would find the statement to be true.

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 Needs to Continue to take regular action

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. 		

BOARD EDUCATION AND RECRUITMENT

Our community members see themselves reflected in the makeup of the board and benefit from boards that implement practices that encourage learning and effective board practices.

Essential	Excellent	Cooperative
<p>Board members learn about the services the library provides to users, the role of the board in providing administrative and financial oversight, and the role of the board in planning for new services for users.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library Board receives onboarding materials and updates during regular meetings. ● NEEDS TO CONTINUE TO PROVIDE ONBOARDING AND HAVE INFORMATIVE MEETINGS. 	<p>The Board has a formal process for welcoming and educating new board members.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Each new Library Board receives a Library tour, a binder of materials and has an onboarding meeting with the Director. ● BOARD NEEDS TO CONTINUE TO PROVIDE ONBOARDING. 	<p>Boards within a federation learn about new and different library services and service models as well as different governing and funding models and evaluate which models might best serve their communities</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.
<p>The Board receives at least 3 hours of continuing education each year.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library Board receives regular training. ● BOARD NEEDS TO CONTINUE TO HAVE REGULAR TRAINING. (regular training on Board calendar) 	<p>The Board receives at least 6 hours of continuing education every year.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to receive more training. 	<p>Boards within a federation work together to identify and participate in regional continuing education opportunities that benefit the boards in that federation</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.
	<p>At least 1 board member is certified by the Montana State Library</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require at least one Board member to get more training and document training in Montana State Library Aspen System. 	<p>Libraries within a federation encourage and attempt to have at least 25% of their board members become certified.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Pathfinder Federation partners.

	<p>The Board has a process for identifying what skills are needed on the board and seeks new board members that can fill those needs</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to do a Board skill assessment. Will also require working with City Commission regarding Board appointment procedures. 	<p>Board members within federations provide assistance to one another by loaning their skillsets or knowledge to another board within the federation.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require coordination with Federation partners.
	<p>The Board evaluates their work annually</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to do develop a process for evaluating their work and conduct the process annually. 	

REVENUE

Our community members receive library services sufficient unto their needs because the library is well-funded and managed by the board and director.

Essential	Excellent	Cooperative
<p>The Board understands the revenue sources that fund the library and the budgeting process and adopts a budget for the library accordingly.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library Board receives regular fiscal reports and approves the annual budget. ● BOARD NEEDS TO CONTINUE TO RECEIVE FINANCIAL REPORTS AND SET THE ANNUAL BUDGET. (on calendar annually, each April) 	<p>Board members are strong library advocates and receive training about advocacy at least every year.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library Board advocates for the Library and receives regular training. ● BOARD NEEDS TO CONTINUE TO ADVOCATE FOR THE LIBRARY AND RECEIVE REGULAR TRAINING. (regular training on Board calendar) 	<p>Boards within a federation work together to identify additional funding sources that would benefit libraries in the region.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder partners.
<p>For a library created under Title 7 or Title 22 at least 70% of the revenue of a library is from local tax revenues. Grants, donations, and other revenue sources supplement but do not supplant local tax support. If a tribal college library serves</p>	<p>90% of local tax revenue funds support the services and personnel necessary to achieve the essential standards. Grants, private funds, supplement and help libraries meet the excellent standards.</p>	<p>The Library leverages local revenue by participating in regional and statewide collaborative library services.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library participates in multiple collaborative

<p>tribal members, the Tribal Council recognizes and supports the efforts of the library to obtain funding</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Over 70% of GFPL funding comes from local tax revenue. ● BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 	<ul style="list-style-type: none"> ● GFPL MEETS STANDARD. 90% of FY2024 budget comes from local tax revenue funds. ● BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 	<p>library services including Montana Shared Catalog, InterLibrary Loan, Partners, and MontanaLibrary2Go</p> <ul style="list-style-type: none"> ● GFPL NEEDS TO CONTINUE TO PARTICIPATE IN COLLABORATIVE LIBRARY SERVICES.
<p>The library budget shows year-to-year growth reflecting the needs of the community. If the library board and director are unable to reflect the growth necessary to keep up with the needs of the community, they document that they have made their local government officials aware of the fact that the library budget is not keeping up with costs.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Budget shows year-to-year growth. ● BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 	<p>Every five years the library board seeks additional mills for the library to sustain and grow services for the community</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Mill Levy passed in 2023 ● BOARD NEEDS TO CONSIDER SEEKING ANOTHER LEVY BY 2028. 	<p>Libraries evaluate whether or not regional library districts may provide more services and stable funding.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to consider a regional library district.
<p>If the library is a department of local government, the library receives equitable support for its budget when compared to other departments in local government. If the library receives less funding and support as compared to other departments, the library director and Board document that they have made local government officials aware of this fact</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library budget equitable compared to other City Departments. ● BOARD NEEDS TO CONTINUE TO ENSURE ADEQUATE LIBRARY FUNDING. 		<p>Boards and directors work together across the state to advocate for increased funding for all libraries</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board and Director are active with the Montana Library Association and advocate during and between legislative sessions. ● BOARD NEEDS TO CONTINUE LEGISLATIVE ADVOCACY EFFORTS.

PLANNING AND EVALUATION

Our community members receive library services sufficient unto their needs because the board and director make planning and evaluation a routine part of their work

Essential	Excellent	Cooperative
<p>The Board and Director identify in writing what they want to accomplish in the next 3-5 years, and that plan is focused on meeting community needs. The Board and Director annually review their plan and progress made.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board has adopted a Strategic plan in November of 2022 and receives bi-monthly updates on plan. ● BOARD NEEDS TO CONTINUE TO REVIEW PROGRESS ON CURRENT PLAN AND CREATE A NEW ONE IN 2026. (bimonthly updates on calendar; creation of new plan on calendar for December 2025) 	<p>The library evaluates the degree to which everyone in their community has access to library content and services, sufficient unto their needs. From this inclusive ongoing individual-based discovery process, the library devises a community-based plan for addressing their community's needs. The plan is reviewed annually and updated as needed.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board created Master Plan in 2022. Park Task Force examined community needs in 2023. ● BOARD NEEDS TO CONTINUE TO EVALUATE COMMUNITY NEEDS. (On Board calendar for July; Board needs to choose what to evaluate each upcoming year.) 	<p>Boards and directors within a federation work together to identify and create collaborative goals that improve services for residents within the federation boundaries. Directors and/or their designees are responsible for implementing those goals.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder partners.
<p>The Board adopts emergency response plans that ensure the safety of the public and staff as the primary priority</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board has adopted emergency response plans as part of the Library policy manual. ● BOARD NEEDS TO CONTINUE TO REVIEW AND UPDATE EMERGENCY PLANS AS NEEDED. (policy review on calendar for October 2024; recommend that policy review be broken up so that the entire manual doesn't have to be reviewed in one month.) 	<p>The Board and Director can succinctly communicate to the public about the library's long-range plan - specifically what is in the plan and progress on achieving the plan.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board and Director communicate to the Public about the Library's Strategic Plan and Master Plan. ● BOARD NEEDS TO CONTINUE TO COMMUNICATE TO THE PUBLIC ABOUT LIBRARY PLANS. 	<p>Board and directors across the state work with other libraries to identify statewide initiatives that will improve services to all Montanans. Directors and/or their designees are responsible for the logistics related to participation in statewide initiatives.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Director serves on Montana State Library Network Advisory Council and provides reports to Board. ● BOARD NEEDS TO CONTINUE TO COLLABORATE.
<p>The Director or designee submits the Montana Public Library Annual Statistical Report to the Montana State Library. The Board and Director annually review public library statistics</p>	<p>The Board and Director are data-inspired when planning, evaluating and communicating about library services.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board created Master Plan in 2022 and it includes 	

<ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Director submits the Public Library Annual Statistical Report. ● BOARD NEEDS TO CONTINUE TO REVIEW THE PUBLIC LIBRARY STATISTICS ANNUALLY. (review of public library statistics on calendar annually for February) 	<p>statistical evaluations of the Library and its services. Board receives monthly statistical reports and annually reviews the Public Library Annual Statistical report.</p> <ul style="list-style-type: none"> ● BOARD NEEDS TO CONTINUE TO GATHER STATISTICS AND USE THEM FOR DECISIONMAKING. 	
<p>Library board and director review the most current Public Library Standards Road Map maintained by the Montana State Library.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board is reviewing the Public Library Standards Road Map ● BOARD NEEDS TO CONTINUE TO REVIEW PUBLIC LIBRARY STANDARDS ROAD MAP ANNUALLY. (review of public library statistics on calendar annually for November) 		

POLICY

Our community members have access to library services sufficient unto their needs because the Board and Director regularly review and adopt policies for library service.

Essential	Excellent	Cooperative
<p>The Board adopts and regularly reviews policies that reflect the mission and goals of the library. The policies govern use of the library, its materials, and services. No single policy goes more than 4 years without review</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board reviews full policy manual every 3 years. ● BOARD NEEDS TO CONTINUE TO REVIEW LIBRARY POLICIES REGULARLY. (review of GFPL on calendar for 2024—different sections throughout the year.) 	<p>The Board and Director review library policies to identify and remove potential barriers to use that may exist for all members - including marginalized members of the community.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Board reviews full policy manual every 3 years. ● BOARD NEEDS TO CONTINUE TO REVIEW LIBRARY POLICIES REGULARLY. (review of GFPL on calendar for 2024—different sections throughout the year.) 	<p>Library boards work with other nearby libraries to create seamless library experiences for the patron through joint library policy development.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.

ACCESS TO LIBRARY SERVICES

Everyone has easy access to library services.

Essential	Excellent	Cooperative
<p>The library is open convenient hours. At a minimum the library is open at least the following number of hours weekly: Population More than 25,000 Minimum: 50 Desirable: 60+</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library is open 52 hours per week and that will expand this Spring ● LIBRARY NEEDS TO CONTINUE TO OPEN ADEQUATE HOURS. 	<p>Everyone has safe, comfortable and convenient access to community destinations and public places—whether walking, driving, bicycling, or taking public transportation through the work of the library and other local community organizations.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Library to work with community partners to improve community transportation options. 	<p>Everyone within a region is able to use libraries within that area because the libraries have agreed to provide services to anyone within that area.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.
<p>Everyone has safe, comfortable, and convenient access to the library and its services.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library strives to be safe, welcoming space for everyone. ● LIBRARY NEEDS TO CONTINUE TO WORK TO MAKE OUR SPACES SAFE AND WELCOMING. 	<p>Everyone is able to use library services because the library has adopted a fine free policy that balances personal responsibility with the recognition that overdue fines can be a barrier.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library does not charge late fines. ● LIBRARY NEEDS TO CONTINUE TO BE FINE FREE. 	<p>Everyone has seamless access to library services because libraries participating in sharing groups have agreed to take down the walls and act as one library.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.
	<p>Everyone feels welcome because library staff attend training that helps staff identify implicit bias and how to overcome that bias.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Library staff to take additional training. 	

COLLECTION

Everyone has access to resources sufficient unto their needs.

Essential	Excellent	Cooperative
<p>Everyone has access to updated and regularly maintained physical and digital library content and services</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library sets a materials budget yearly and purchases physical materials throughout the year. Library is part of MontanaLibrary2Go which purchases new content monthly. Library has expanded access to digital resources including Mango Languages and LinkedIn Learning. • LIBRARY NEEDS TO CONTINUE TO PROVIDE ACCESS TO PHYSICAL AND DIGITAL MATERIALS. 	<p>Everyone has access to materials that reflect community culture and languages – both present and historical.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Professional Library staff follow a thoughtful Collection Development Policy that emphasizes access to a wide range of materials including materials that reflect the diverse culture and language of our community. • LIBRARY NEEDS TO CONTINUE TO CAREFULLY BUILD OUR COLLECTION. 	<p>Everyone has access to a wide range of materials because the library participates in cooperative collection development.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library participates in MontanaLibrary2Go selection for the consortium. Library also participates in the Partners and is exploring additional collaborative collection development. • LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY.
<p>Everyone can find library materials online.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library provides online access through our website, the Montana Shared Catalog app and the Libby app. • LIBRARY NEEDS TO CONTINUE TO PROVIDE ONLINE ACCESS.. 	<p>Libraries provide mobile access for searching and retrieving library materials</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library provides online access through our website, the Montana Shared Catalog app and the Libby app. • LIBRARY NEEDS TO CONTINUE TO PROVIDE ONLINE ACCESS. 	<p>Libraries join shared integrated library systems to provide seamless access for everyone in the county or region.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. GFPL is part of the Montana Shared Catalog, the Partners and MontanaLibrary2Go. • LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY.

PROGRAMMING

Everyone has access to programming sufficient unto their needs.

Essential	Excellent	Cooperative
<p>Everyone has access to virtual and face-to-face programming.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides an array of virtual and face-to-face programming. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE A RANGE OF ENGAGING PROGRAMS. 	<p>Everyone has access to programming for all ages, ethnicities, income levels, and abilities. This programming reflects community needs and interests.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides an array of virtual and face-to-face programming. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE A RANGE OF ENGAGING PROGRAMS. 	<p>Libraries within a federation collaborate together to offer regional programming options for everyone within that federation.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.
<p>Children and caregivers have access to early literacy programming and materials either through the library or by being directed to another community organization that specializes in early literacy</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides weekly StoryTime and Toddler Time in addition to other special early literacy programming. Library collection includes an array of early literacy materials. Youth Services Staff coordinate with community partners to support early literacy. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE EARLY LITERACY PROGRAMMING AND MATERIALS 	<p>Children and caregivers are offered early literacy programming through the library.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library provides weekly StoryTime and Toddler Time in addition to other special early literacy programming. Library collection includes an array of early literacy materials. Youth Services Staff coordinate with community partners to support early literacy. ● LIBRARY NEEDS TO CONTINUE TO PROVIDE EARLY LITERACY PROGRAMMING AND MATERIALS 	
	<p>Everyone can create and develop content because of programming or technology offered by the library.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries. <p>NOTE: Master Plan calls for creating spaces for making (Maker Space, recording studio, etc.)</p>	<p>Everyone within a region has access to content creation technology and programming because libraries within a federation or region collaborate to purchase the technology and materials needed for more</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.

PUBLIC RELATIONS

Everyone is aware of library services.

Essential	Excellent	Cooperative
<p>Everyone has access to information about library programs and services through internal and external marketing efforts of library staff.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library resources and services are promoted through internal (flyers, bookmarks, digital signs...) and external (electronic newsletter, website, press releases, social media, radio interviews...) means. ● LIBRARY NEEDS TO CONTINUE TO PROMOTE RESOURCES AND SERVICES. <p>Everyone has access to a library website or social media site.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has a dedicated website and social media channels (Facebook, Instagram, YouTube, and X (formerly Twitter)). ● LIBRARY NEEDS TO CONTINUE TO MAINTAIN ONLINE PRESENCE. 	<p>Everyone is aware of library services because the library has access to a staff member or outside contractor with marketing experience.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has a trained staff member in charge of communications. ● LIBRARY NEEDS TO CONTINUE TO INVEST IN STAFF TO PROMOTE LIBRARY AWARENESS. <p>Library has a community support group such as a Friends or a Foundation to advocate for the library and provide funding.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has a Friends Group and a Foundation to advocate for the Library and provide funding. ● LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY AND SUPPORT OUR FRIENDS AND FOUNDATION. <p>Library cultivates donors.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library works with Foundation and Friends to cultivate donors. ● LIBRARY NEEDS TO CONTINUE TO WORK COLLABORATIVELY WITH FRIENDS AND FOUNDATION TO CULTIVATE DONORS. <p>Everyone advocates for the library.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to heal community division and build support. 	<p>Library staff participate in local, state, and national marketing/public relations efforts for the benefit of the library and potentially other libraries.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.

	<p>Library staff support local businesses by purchasing items locally, when feasible</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library purchases from local stores when possible. • LIBRARY NEEDS TO CONTINUE TO PURCHASE LOCALLY WHEN POSSIBLE. 	
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RESOURCE SHARING

Everyone has access to resources sufficient unto their needs

Essential	Excellent	Cooperative
<p>Everyone can obtain materials and services from another library through interlibrary loan or sharing group services.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library provides access through MontanaLibrary2go, the Partners and Interlibrary Loan. • LIBRARY NEEDS TO CONTINUE TO PROVIDE MATERIALS THROUGH THE PARTNERS AND INTERLIBRARY LOAN. 		<p>Everyone can access an increased number of materials because of the library's participation in a sharing group.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library access to materials through the Partners and MontanaLibrary2Go. • LIBRARY NEEDS TO CONTINUE TO PROVIDE MATERIALS THROUGH THE PARTNERS.

TECHNOLOGY

Everyone has access to technology sufficient unto their needs

Essential	Excellent	Cooperative
<p>Everyone has access to the Internet via a wired and WIFI connections.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library access to the internet through our WiFi, public computers and hotspots. • LIBRARY NEEDS TO CONTINUE TO PROVIDE ACCESS TO THE INTERNET. 	<p>Everyone has access to sufficiently reliable and speedy Internet at their library</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library access to the internet. In the last two years, GFPL upgraded Internet speed from 35 mbps to 1 Gig. • LIBRARY NEEDS TO CONTINUE TO PROVIDE FAST RELIABLE INTERNET SERVICE. 	<p>Libraries within a federation collaborate to purchase or contract for regional IT support that benefits all libraries in the region.</p> <ul style="list-style-type: none"> • GFPL DOES NOT MEET STANDARD. • STANDARD NOT REQUIRED. • Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with other libraries.
<p>People with disabilities have access to technology and assistance with using that technology.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library website follows ADA standards. GFPL has a 	<p>Everyone has access to Internet ready devices that can be used in the library or at home.</p> <ul style="list-style-type: none"> • GFPL MEETS STANDARD. Library loans hotspots to patrons. 	

<p>computer dedicated to persons with visual impairments. GFPL provides reasonable accommodations to persons with disabilities whenever asked.</p> <ul style="list-style-type: none"> LIBRARY NEEDS TO CONTINUE TO PROVIDE SERVICE TO PERSONS WITH DISABILITIES. 	<ul style="list-style-type: none"> LIBRARY NEEDS TO CONTINUE TO PROVIDE HOTSPOTCHECKOUT. <p>NOTE: Hotspot program currently funded by State Library. When state funding ends, Library will need to either discontinue program or allocate funding to program.</p>	
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PERSONNEL

Our community members receive library services sufficient unto their needs because staff are trained and have the tools and support they need to succeed.

Essential	Excellent	Cooperative
<p>Staff members are offered health insurance according to local policy.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Library provides health insurance coverage to full-time coverage. LIBRARY NEEDS TO CONTINUE TO PROVIDE APPROPRIATE BENEFITS. 	<p>All community members see themselves reflected in the staff, volunteers, or board because the library board and/or director make every effort to recruit and select staff, volunteers, and board members that represent community demographics, with emphasis on recruiting under-represented community groups</p> <ul style="list-style-type: none"> GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Library to recruit staff and board members who are currently not represented 	
<p>Staff members are offered retirement benefits according to local policy.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. Library provides health insurance coverage to full-time coverage. LIBRARY NEEDS TO CONTINUE TO PROVIDE APPROPRIATE BENEFITS. 	<p>The Board reviews staff and director salaries to see if they are compensated at whichever rate is higher - the salaries of other city or county staff with similar jobs or other directors and staff of libraries with similar size staff and budgets.</p> <ul style="list-style-type: none"> GFPL MEETS STANDARD. In the past 2 years, the City of Great Falls HR has done salary studies for both union and non-union staff and adjusted salaries to bring salaries to within 90% of median. LIBRARY NEEDS TO CONTINUE TO PROVIDE APPROPRIATE STAFF SALARIES. 	

<p>The Board adopts a sufficient budget for continuing education.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library budgets for staff training. ● LIBRARY NEEDS TO CONTINUE TO BUDGET FOR STAFF TRAINING. 	<p>Libraries within a federation encourage and attempt to have at least 25% of their staff become certified.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries. 	<p>Libraries within a federation encourage and attempt to have at least 25% of their staff become certified.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries.
<p>During 90 % of open hours, paid staff are available to assist users.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has paid staff 100% of open hours. ● LIBRARY NEEDS TO CONTINUE APPROPRIATELY STAFF THE LIBRARY. 	<p>During all open hours, paid staff are available to assist users</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library has paid staff 100% of open hours. ● LIBRARY NEEDS TO CONTINUE APPROPRIATELY STAFF THE LIBRARY. 	<p>Libraries within a federation share staff to encourage the exchange of ideas, learn more about other libraries, and to provide assistance when a library is in need.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries.
<p>Staff have the tools and training they need to perform their work.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library staff are trained and provided with necessary tools. ● LIBRARY NEEDS TO CONTINUE APPROPRIATELY TRAIN AND SUPPORT STAFF. 	<p>Staff receive recognition when they certify and maintain their certification by the Montana State Library.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to develop method to recognize staff when they certify and maintain their certification by the Montana State Library. 	<p>Libraries within a federation share staff to encourage the exchange of ideas, learn more about other libraries, and to provide assistance when a library is in need.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries.
<p>The director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the Montana State Library Commission.</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library director is certified by the Montana State Library. ● DIRECTOR NEEDS TO MAINTAIN CERTIFICATION. 	<p>Directors of any size library have a college degree or equivalent experience</p> <ul style="list-style-type: none"> ● GFPL MEETS STANDARD. Library director has her MLS from the University of Washington. ● WHEN CURRENT DIRECTOR LEAVES BOARD NEEDS TO HIRE A NEW DIRECTOR THAT ALSO HAS A MASTER OF LIBRARY SCIENCE OR EQUIVALENT DEGREE. 	<p>Libraries within a federation share staff to encourage the exchange of ideas, learn more about other libraries, and to provide assistance when a library is in need.</p> <ul style="list-style-type: none"> ● GFPL DOES NOT MEET STANDARD. STANDARD NOT REQUIRED. ● Board decision needed. Does the Board want to make plan to meet standard? Meeting Standard would require Board to coordinate with Pathfinder libraries.

Directors of libraries that serve over 25,000 people have a Master of Library Science or equivalent degree

- GFPL MEETS STANDARD. Library director has her MLS from the University of Washington.
- WHEN CURRENT DIRECTOR LEAVES POSITION BOARD NEEDS TO HIRE A NEW DIRECTOR THAT ALSO HAS A MASTER OF LIBRARY SCIENCE OR EQUIVALENT DEGREE.

GREAT FALLS PUBLIC LIBRARY BOARD MEETING TASK CALENDAR:

<p>Essential -- Required by Standards: Director recommended: No longer included in Public Library Standards Required by bylaws</p>	<p>Note some required items are broken into different months</p> <ul style="list-style-type: none"> • Board training -- 3 hours done in 1 hour increments quarterly • Strategic Plan—Created every 3 years, progress reviewed bi-monthly • Policy Review—Every 3 years all policies are reviewed. During that year a set of policies is reviewed each month until all policies have been reviewed and approved
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MONTH	ANNUALLY	2024	2025	2026
January	<ul style="list-style-type: none"> • Quarterly 1-hour Board Training • Review Strategic Plan progress 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies—General Information 		
February	<ul style="list-style-type: none"> • The Board and Director annually review public library statistics. 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies—Personnel & Employment Practices 		
March	<ul style="list-style-type: none"> • Develop an annual materials budget as part of the library budget; • Review Strategic Plan progress 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies—Patron Conduct & Guidelines 		
April	<ul style="list-style-type: none"> • The Board understands the revenue sources that fund the library, the budgeting process, and adopts a budget for the library • Quarterly 1-hour Board Training 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies—Access and Use of Facilities Services and Materials 		
May	<ul style="list-style-type: none"> • Review Strategic Plan progress 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies—Emergency Procedures 		
June	<ul style="list-style-type: none"> • The board evaluates the performance of the director annually; 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies--Forms 		

July	<ul style="list-style-type: none"> • Elect Board Officers • Quarterly 1-hour Board Training • Review Strategic Plan progress • Board conducts Community Assessments 			
August				
September	<ul style="list-style-type: none"> • Review Strategic Plan progress 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies-- City of Great Falls Personnel Policy. 		
October	<ul style="list-style-type: none"> • Quarterly 1-hour Board Training 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies—Board of Trustees 		
November	<ul style="list-style-type: none"> • Review Strategic Plan progress • Library Board and director review the most current Public Library Standards Road map annually. 	<ul style="list-style-type: none"> • The Board adopts and regularly reviews policies--Collection Management Policy 		<ul style="list-style-type: none"> • The Board and Director identify in writing what they want to accomplish in the next 3-5 years, and that plan is focused on meeting community needs.
December				

To Great Falls Public Library Board

Report from the 2023 Library Park Task Force

The Library Park Task Force was established by the Library Board to examine issues regarding the library park and to report back to the Board with recommendations

The task force was composed of neighbors, library staff, two board members, one homeless advocate, the library foundation director and one member of the Great Falls Flower Growers.

Our group has met four times with the goal of looking at problems of disruptive behavior in the park, including overnight camping in the park, criminal behavior, altercations, loud noises, litter and trash including hypodermic needles, human waste, foul language, a general deterioration of the park as a welcoming place for the public, and a lack of a cohesive plan for and identity of the park.

We have agreed on a set of core convictions. These consist of:

- +The park must be safe for all.
- +The park must be safe for staff.
- +Everyone is a human being and deserves to be treated as such.
- +Library Park cannot be and must not be a replacement for adequate treatment for unhoused people.
- +The library park should be a safe, welcoming place for everyone

The task force determined that there are problems we can solve and problems we cannot solve. The latter would include the general issue of homeless people in the area.

So, what can be solved?

Here are our recommendations, which are aimed at the short term, given the potential renovation of the Library in the coming years.

+Remove or alter the park bandshell. Currently the structure obstructs the view from the library building into the bandshell interior, allowing for illicit activity to go unseen by library staff. Removing the bandshell entirely would solve that. The cost estimate is \$15,000 for demolition, cleanup and electrical refiguring. Note: the task force examined a number of options, including suggestions from neighbors, staff and others. This is our best judgment.

+Include funding the project in requests to the GFPL Foundation.

+Obtain professional assistance for any future park designs, foregoing a do-it-yourself approach.

+Have a small group (representative of the community) tasked with maintaining the integrity of the park design, including reviewing proposed gifts and projects in the Library Park.

+Have the library reclaim the park as a valued part of the library footprint, as opposed to a poor stepchild, neglected and shunned. A design is needed. We also recommend family friendly and kid friendly programming that uses the park's attributes. Make care of the park part of the library's educational program.

+Retain and enhance the park's verdant landscaping, including its shade trees and evergreen trees and flowers. Enlist help from volunteer groups and professionals to accomplish this.

+Several ideas for the park include:

- *a Shakespeare garden;
- *a statue of Alma Jacobs
- *interactive reading and planting programs.

Ideas rejected:

Please note we decided against recommending the following:

- +A decorative fence around the entire park perimeter
- +Awnings in place of the bandshell
- +Security guards in the park
- +Additional bright lighting
- +Altering the bandshell or closing it off

Thanks to all those who took part in this well-mannered, thoughtful and constructive task force. We appreciate all the suggestions from interested parties.

Brianne Laurin, Dan Bell, Jessica Crist, Joe Ploplys, Michael Yegerlehner, Paula Lovec, Rich Ecke, Sandy Rice, Sara Linder Parkinson, Whitney Olson

November 10, 2023

To the Library Board of Trustees in regards to the Library Park Bandshell,

I am hoping that the board chooses to successfully address the problems which our library neighbors have concerning the use of the bandshell and the Library Park.

If the Board of Trustees for the Great Falls Public Library chooses *not* to demolish the band shell in Library Park or alter it enough to allow for easy observation and minimal protection from the elements, then please make a plan for regular 24 hour monitoring of people using the bandshell and park area for purposes other than the intended purpose, (which I admit I am not certain of). I do suppose that the intended purpose was Not to provide shelter for groups of people with bedding, food, smokes, drugs, alcohol and backpacks.

* Packed Shopping carts

Being an attractive area close to town, the Library Park will continue to be a popular gathering place for unsheltered people, often to the exclusion of library patrons, children, families, school and church groups. Because of the easy access to wifi and the recreational preferences of some people who frequent the Library Park, open alcohol and drug use and sales will continue to take place there, day and night.

People still sleep there overnight. Last night - November 9th, 2023, there were at least two campers. I did not notify the police. The safety levy has not passed and police will likely not have the resources to continue to patrol the area as they have been, as we neighbors have requested them to. Their patrols have been largely successful from dusk to dawn - but we cannot rely anymore on them. Consistency is very important, so please carefully consider the recommendation you have recently received from the Library Task Force.

I have a list of neighbors who will absolutely agree with me on this. We all do our best to be good neighbors, supervising the use of our grounds and regularly working to beautify our properties. If you care to see the list of neighbors, I am adding to it now and will share this letter with them before completing the updated list for you.

Thank you for your consideration of this request. We hope to all remain good neighbors and to support the library and our law enforcement officers in maintaining cooperation with the posted rule for the Library Park grounds "Closed Dusk to Dawn", and the unspoken rule of the park being a place for citizens of all ages who are enjoying the library resources and our city parks, drug and alcohol free.

Yours truly,

Susan Ploplys



225 3rd Ave N
Great Falls, MT 59401
406 788 0689

PARLIAMENTARY PROCEDURE

- All have equal rights, privileges and obligations
- A quorum must be present for group to act
- Robert's Rules is handbook of operation
- Use of Motions (A proposal for assembly to take a stand or take action)

FIVE TYPES OF MOTIONS

MAIN MOTION

Introduce subjects for consideration
Cannot be made when another motion is before assembly
Yield to privileged, subsidiary, incidental motions
"I move that we purchase a..."

SUBSIDIARY MOTION

Change / affect main motion for consideration
Voted on before the main motion
"I move to amend the motion by striking out..."

PRIVILEGED MOTION

Concern special matters not related to pending business
Considered before other motions
"Because of the time, I move that we adjourn..."

RENEWAL MOTION

Allow certain items to be reconsidered
Usually brought up when no business is pending
"I move to reconsider..."

INCIDENTAL MOTION

Questions of procedure
Considered before other motions
"I move to divide the motion so that the question of purchasing ... can be considered separately."

ROBERT'S RULES OF ORDER

Typically, organizations using Robert's Rules follow the prescribed order of business during meetings to provide a framework for conducting orderly meetings.

TYPICAL ORDER OF BUSINESS

- The Chair calls the meeting to **order**.
- A **roll is called** of all present members.
- The secretary reads the **minutes** of the last meeting.
- Each **officer** gives a **report**.
- Each **committee representative** gives a **report**.
- Special orders (by way of **motions**) are called for and consist of any **important business** that was previously set aside to discuss at the meeting.
- **Unfinished business** from a previous meeting is discussed.
- **New business** can be brought forth at this time.
- **Announcements** are made.
- The meeting is **adjourned**.

MEETING GROUND RULES

- Meetings will start and end on time
- Every member's opinion is valuable
- Avoid sidebar conversations
- Focus on the meeting
- Decisions will be criteria-based
- Address any concerns

WHEN DEBATING YOUR MOTIONS

- Listen to the other side
- Focus on issues, not personalities
- Avoid questioning motives
- Be courteous
- Keep cool
- Speak clearly and concisely

Meeting ground rules are an agreed upon list of behavior expectations for members while participating in a meeting. These are a few examples that should be established to ensure a successful meeting.

VOCABULARY

Robert's Rules of Order and other parliamentary procedures contain specific vocabulary to be used at meetings.

POINT OF PRIVILEGE	This term refers to the right of the person speaking to have the floor and not be interrupted by others.
PARLIAMENTARY INQUIRY	Method to raise a point of order or to ask how to proceed when unsure of the proper motion.
POINT OF INFORMATION	This term refers to the method used to ask the speaker a question.
ORDERS OF THE DAY (AGENDA)	If the meeting is not following the agenda a member may call orders of the day to remind the assembly to adhere to the agenda. If the members would like to deviate from the agenda, "suspending the rules" is necessary.
POINT OF ORDER	Point of order is raised if a rule has been broken or a member is not using the proper meeting protocol to speak. A point of order needs to be raised right after the error occurs.
DIVIDE THE QUESTION	This term is used when a motion is split into two or more new separate motions.
CONSIDER BY PARAGRAPH	When considering adoption of a document, adoption of the full document can be postponed until each and every paragraph has been debated and if necessary amended.
WITHDRAW / MODIFY MOTION	After the question is stated; the person who made the motion may accept an amendment to the motion.
COMMIT / REFER / RECOMMIT TO COMMITTEE	Sometimes a committee is needed to research a motion. In this case, an already established committee is assigned the question or a new committee is appointed. If a new committee is necessary, the chairperson may indicate how many members are needed and how selection of committee members should occur.

EXTEND DEBATE	Calling to extend debate can be used for the question currently under debate and usually has a time limit.
LIMIT DEBATE	This term is used to refer to the time limit placed upon debate and when debate should be considered closed.
POSTPONE	If a motion or agenda item needs to be postponed, it is necessary to determine and state when it will be resumed.
OBJECT TO CONSIDERATION	Objection must be stated before discussion or another motion is stated.
LAY ON THE TABLE	This tool is used after a motion is closed to debate or is pending closure and can temporarily stop further consideration or action on the open motion.
TAKE FROM THE TABLE	If a motion has been previously “laid on the table,” it can be opened and considered again by stating the motion to “take from the table.”
RECONSIDER	If a member on the prevailing side of a debate changes their view, they can state they have reconsidered.
POSTPONE INDEFINITELY	Postponing a motion indefinitely stops the motion from proceeding forward just in that particular session, unless a motion to reconsider is made.
INFORMAL CONSIDERATION	This term refers to changing the debate to an informal format similar to that of a committee. To move to an informal consideration format a member moves that the assembly go into “Committee of the Whole.” Voting is still done formally and is still valid while the meeting is in an informal mode.
APPEAL DECISION OF THE CHAIR	The membership may appeal a decision made by the chair if the appeal does not relate to the violation of order of business or parliamentary rules. Appeals must also take place prior to other unrelated business.
SUSPEND THE RULES	This allows specific, stated rules with the exception of the assembly’s constitution to be suspended.

Library Holiday Schedule 2024

Holiday	Dates Library is Closed
New Year's Day	Monday January 2, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Election Day	Tuesday, November 5, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving	Thursday & Friday November 28 & 29, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2024

DRAFT 1
Library Board Meeting Schedule
2024

4th Tuesday of the Month
Great Falls Public Library
4:30 pm

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

May 28, 2024

June 25, 2024

July 23, 2024

August – No Meeting (8/27)

September 24, 2024

October 22, 2024

November 26, 2024

December 24, 2024

DRAFT 2
Library Board Meeting Schedule
2024

4th Tuesday of the Month
Great Falls Public Library
4:30 pm

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

May 28, 2024

June 25, 2024

July 23, 2024

August 27, 2024

September 24, 2024

October 22, 2024

November 26, 2024

December – No Meeting



GREAT FALLS PUBLIC LIBRARY & FOUNDATION

LOGO PRESENTATION



THE WENDT AGENCY

WHAT WE HEARD

OUR BRAND IMAGE

Welcoming, Fresh, & Simple

Balance of Historical Past and Vibrant Future

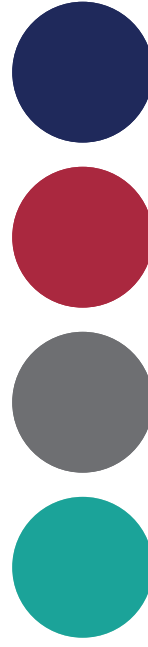
Feels Inspiring & Sparks Curiosity

Not too Trendy · Has Longevity

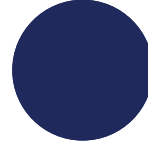
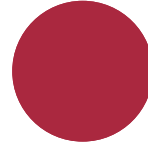
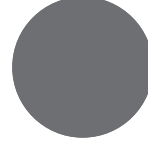
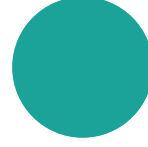
Libraries are for Everyone

Inspirational for Both Children and Adults

FINAL LOGOS



RESPONSIVE LOGOS



By-Laws of the Great Falls Public Library Board of Trustees

The following By-Laws shall govern the Board of Trustees of the Great Falls Public Library (hereafter called the "Board") until amended or replaced by the Board.

Article I. Purpose

The Board oversees library policy and operations, including materials, policies and service to the city and Cascade County.

Article II. Members

Section 1. Make-up of the Board and Length of Terms

In accordance with MCA 22-1-307, the Board shall consist of five (5) regular members appointed by the Great Falls City Commission (hereafter called the "City Commission") on staggered terms of five years each. No member may serve more than two (2) consecutive five-year terms. If a member is appointed to fill out the term of another Board member, that time shall not be considered as part of the total time of term allotted to Board members.

Section 2. Ex-Officio Members

The Board may include ex-officio members who may participate in discussion but have no voting authority. Ex-Officio members may include a representative of the City Commission and a representative of the Commissioners of Cascade County (hereafter called the "County Commission"), each representative selected and appointed to a term set by each Commission. Other ex-officio members may be appointed as deemed necessary by the Board.

Section 3. Quorum

A quorum of the Board shall consist of three voting (3) Board members. If less than a quorum is present, the members may adjourn the meeting without further notice.

Section 4. Manner of Acting

The votes of a Quorum of the Board shall be necessary for the adoption of any official Board action, unless a greater proportion is required by law or by these By-Laws.

Section 5. Library Director

The library director shall execute and administer the policies adopted by the Board, and shall, in addition, be responsible for the direction and supervision of the library staff and for the operation of the library itself. The library director shall submit periodic reports to the Board, but not less than monthly, of the condition and finances of the library and shall make recommendations to the Board of such policies and procedures as will promote the efficiency of the library and its service to the people it serves. The library director will annually propose a budget for the Board's consideration.

The library director is hereby authorized to pay vendors, personnel and other expenses of the library in a timely manner, and all such payments must be reported to the Board for confirmation at the next meeting.

Article III. Officers

Section 1. Officers

The officers of the Board shall be Chair and Vice-Chair, empowered to have the authority and to perform the duties herein described. The Board may elect additional officers, as it may deem necessary.

Section 2. Election and Term of Office

The officers of the Board shall be elected annually by the Board at its July regular meeting. If no meeting is held in July, the Board will elect officers ~~as soon thereafter as conveniently may be~~ at the first meeting after the start of the fiscal year. Each officer so elected shall take office immediately and shall hold office until his or her successor shall have been elected and shall have qualified. New offices may be created at any meeting of the Board. The term of each office shall be for one year or until the date of the next election.

Section 3. Attendance

Board members are expected to attend all regularly scheduled meetings and special sessions. In the event of a foreseeable absence, board members shall give prior notice of an absence by notifying the board Chair or the library-staff Director.

The Board shall follow attendance requirements as provided in Title 2, OCCGF, Chapter 23, Sections .010 through .020. A board member who misses more than one third of the regular meetings in a calendar year without a health or medical excuse, shall lose his or her status as a board member. In addition, a valid, excused absence may be accepted by the board.

The Board shall follow removal requirements as provided in Title 2, OCCGF, Chapter 23, Sections .010 through .020. The City Commission shall appoint replacements to the Board to fill out the unexpired terms of Board members so removed.

Section 4. Vacancies

With the exception of a vacancy in the representation of the County Commission, which shall be filled by the County Commission, a vacancy in any office or of the Board because of death, health, resignation, removal, disqualification, or otherwise, may be filled by appointment by the Great Falls City Commission for the unexpired portion of the term. Such service will not be counted as part of the term limitations of the Board member or officer.

Section 5. Chair

The Chair shall preside at all meetings, shall appoint all standing and special committees, shall set the agenda of meetings, and shall perform all duties incidental to the office of Chair, and other such duties as prescribed by the Board from time to time.

Section 6. Vice-Chair

In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-chair shall perform all duties of the Chair, and when so acting, shall have all the powers of the Chair, and be subject to all of the restrictions placed upon the Chair. The Vice-Chair will perform other duties from time to time as may be assigned to him or her by the Chair.

Section 7. Secretary

The Secretary to the Board shall be the Director of the Library, who may delegate the actual performance of that duty with the approval of the Board. The Secretary shall keep minutes of the meetings; shall see that all notices are duly given in accordance to these By-Laws; shall be the custodian of the records of the Board; and shall perform such other duties as the Board may prescribe.

Article IV. Meetings of the Board of Trustees

Section 1. Regular Meetings

The regular meeting of the Board shall be the fourth Tuesday of each month at 4:30 p.m.

Section 2. Special Meetings

Special meetings may be called at any time by the Chair or by any two members of the Board.

Section 3. Place of Meetings

All regular meetings shall be held in the Great Falls Public Library, or at such places as may be designated by the Board.

Section 4. Notice of Meetings

Written notice stating the place, day and time of all regular and special meetings shall be delivered personally or by mail, or by other means, to all members of the Board, to the City Commission and to the interested media no less than three (3) days, nor more than fifteen (15) days prior to the meeting. In the case of a special meeting, the purpose of the meeting shall be stated in the notice.

Article V. Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting, if at least three days' written notice is given of the intention to alter, amend, or repeal, or to adopt new bylaws at such meeting.

Originally adopted on January 22, 2001
Reviewed and amended on June 16, 2014
Reviewed and amended on April 19, 2016
Reviewed and amended on January 17, 2017
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Whitney Olson, Chair _____

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Great Falls Public Library Board of Trustees Rules of Conduct and Procedure of Board of Trustee Meetings

Introduction: Rules of conduct and procedure are to facilitate the transaction of public business in an orderly way. These rules of procedure are intended to ensure that the Board of Trustees can accomplish its work efficiently, in full view of the public, and with reasonable opportunity for the public to participate in the deliberations and decisions of the Library.

The Board of Trustees thus adopts these Rules of Conduct and Procedure of Board Meetings this 26²⁸th day of November, 2023~~19~~:

Rule 1. Meetings of the Board of Trustees

1.1 Regular Meetings

The established regular meetings of the Board of Trustees are held in the Montana Room of the Great Falls Public Library, 301 2nd Ave. N, on the fourth Tuesday of each month beginning at 4:30 o'clock p.m., except legal holidays and federal election days. The Board generally does not hold ~~a meeting in July of each year~~ one meeting each year; the month to be determined by the Board.

When the day affixed for any regular meeting of the Board falls upon a day designated by law as a legal or national holiday, such meeting may be scheduled at the same hour on the next succeeding day which is not a holiday, rescheduled to the proceeding week day and time, or the meeting may be canceled by the Board.

1.2 Special Meetings

Special meetings may be called at any time by the Chair or by any two members of the Board.

1.3 Emergency Meetings

In the event of an emergency situation, such as a storm, fire, explosion, community disaster, insurrection, act of God, or other potential destruction or impairment of Library property or business that affects the health and safety of the residents, employees or the functions of the Library, the Library Director may call a meeting to be convened by a majority of the Board without providing two days' notice. The Library Director shall use reasonable efforts to inform the public of the emergency meeting.

1.4 Executive Session/Closed Meetings

The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public

disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.

A meeting may be closed to discuss litigation strategy when an open meeting would have a detrimental effect on the litigating position of the Library, except when the opposing party is another governmental entity.

By majority vote in a public meeting, the Board may hold executive sessions as permitted as set forth above. The motion and vote to go into executive session must be made in public, and the reason must be stated. No vote or formal action shall be taken in executive session, except to return to public session.

After returning to public session and calling the meeting back to order, the presiding officer or designee shall generally report what was discussed in executive session. The presiding officer shall then, if appropriate, ask the will of the Board, and call for the vote.

Minutes of closed meetings or executive sessions shall be maintained and sealed by the Library Director, or Board-approved designee.

Rule 2. Notice

The schedule of regular meetings of the Board has been established as the fourth Tuesday of every month at 4:30 o'clock p.m. with the exception of ~~month of July when no meeting is regularly held.~~ one month each year; the month to be determined by the Board

The agenda for the meeting is a legal document that, when posted, provides additional notice to the public that the Board is planning to meet and to conduct the Library's business at a certain time and place. To perform this legally required "notice" the agenda for all official meetings of the Board (as set forth in Rule 1, with the exception of Emergency Meetings) should be posted on the Library's website and Great Falls Public Library posting board on the first floor of the Library, 301 2nd Ave. N, at least two days prior to the meeting and must set forth the date, time, place and all items to be considered.

Rule 3. Requirements of an Open Meeting

All meetings of the Board shall be open to the public, except for those portions of meetings in limited situations as set forth in Rule 1.4. The four essential elements in the Montana "open meeting" laws are:

- If a quorum of the Board is convened by either the physical presence of the members or by means of electronic equipment; and
- The Board will hear, discuss or act upon a matter over which it has supervision, control, jurisdiction or advisory power; then
- The meeting must be open to the public; and

- Minutes of the meeting must be kept and made available for public inspection.

3.1 Violation of the Open Meeting Laws

Any decision made in violation of the open meeting laws may be declared void by a district court having jurisdiction. A suit to void a decision must be commenced within 30 days of the date of which the plaintiff or petitioner learns, or reasonably should have learned, of the Board 's decision.

Rule 4. Parliamentary Authority

Meeting conduct, decorum, and procedures not provided for in these rules, state statute or Library rules or regulations, shall be guided by General Parliamentary Procedure.

Rule 5. Attendance

Board members are expected to attend all regularly scheduled meetings and special sessions. In the event of a foreseeable absence, board members shall give prior notice of an absence by notifying the board Chair or the library staff.

The Board shall follow attendance requirements as provided in Title 2, OCCGF, Chapter 56, Sections .010 through .020. A board member who misses more than one third of the regular meetings in a calendar year without a health or medical excuse, shall lose his or her status as a board member. In addition, a valid, excused absence may be accepted by the board.

The City Commission shall appoint replacements to the Board to fill out the unexpired terms of Board members so removed.

Rule 6. Agenda Preparation

The purpose of an agenda is to provide a framework within which a meeting can be conducted. The agenda for a meeting provides opportunity for public participation before a final decision is taken by the Board that is of significant interest to the public. However, the Board may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter.

Rule 7. Agenda – Order of Business

The agenda shall be in substantially the following form:

Agenda Approval

Public Comment

Consent Agenda
Director's Report
Chairman's Report
Board Reports
Proposals/Comments From Trustees
GFPL Foundation Report
Old Business
New Business
Proposals/Comments from Board of Trustees
~~Public Comment~~
Adjournment

The order of business may be adjusted by consent of the Board, but items will not be added that require action without the required public notice.

Rule 8. Regular Meeting Minutes

Appropriate minutes of all meetings will be kept and be available for inspection by the public when requested. Minutes will include: the date, time and place of the meeting; a list of the individual members of the Board who were in attendance; the substance of all matters proposed, discussed, or decided; and, a record of votes taken. Pursuant to Robert's Rules of Order, minutes are a concise and official record of the proceedings of a meeting, not a verbatim transcript.

Rule 9. Public Participation

Procedures for encouraging and assisting public participation, and established protocol and rules of decorum at public meetings held by the Library Board, are as follows:

1. Persons addressing the Board shall provide for the record that person's name and address, and, if applicable, the person, firm or organization the person represents.
2. Speakers shall address their comments to the presiding officer and the Board as a body and not to any individual member of the Board- or Library staff.
3. During public comment periods, speakers shall limit their address to the Board on agenda items to five (5) minutes, unless further time is granted by the presiding officer with the concurrence of the Board.
4. Speakers shall keep their comments germane to the subject item on the agenda or, during petitions and communications, matters of significant public interest

which are within the jurisdiction of the Board. Public comment generally is not intended for a two-way dialogue between speaker(s), Board member(s), and/or the Library Director or Library staff; however, the presiding officer, with the concurrence of the Board, may allow questions to be asked of or by speakers. The time involved in such questions and replies shall not count against any time limit imposed by these protocols or by the presiding officer.

5. Speakers shall refrain from irrelevant or unduly repetitious communications or other behaviors, which disrupt, disturb or impede the orderly conduct of the meeting, or incite violence.
6. Speakers are prohibited from using vulgar, discriminatory, profane or impertinent speech, or personal attacks and personal accusations, which disrupt, disturb or impede the orderly conduct of the meeting, or incite violence.
7. Speakers and persons in the audience shall not delay or interrupt the proceedings or refuse to obey the orders of the presiding officer.
8. Any person, including one with special needs, who may want to offer public comment on any matter, may provide a written statement for the record to the Library Director for distribution to the Board in lieu of offering oral comment. The time limits set forth above shall apply to any oral presentation or reading of any such written statement of testimony.
9. Objects that are deemed a threat or perceived to be a threat to persons at the meeting or the facility infrastructure are not allowed and the object, or the person possessing the object, may be subject to search for weapons and other dangerous materials.
10. Speakers and persons in the audience shall refrain from creating, provoking or participating in any type of disturbance, which disrupts, disturbs or impedes the orderly conduct of Library business or which incites violence, including but is not limited to, unwelcome physical contact, or verbal, physical or emotional abuse or intimidation.
11. Cell phones, pagers, smart phones or other electronic communication devices shall be put in silence mode during meetings. Persons who need to place or receive a telephone call are requested to leave the room for that purpose.
12. Failure to comply with the rules of decorum which disturbs, disrupts or impedes the orderly conduct of the meeting shall, at the discretion of the presiding officer, be ruled out of order, and may result in the speaker's removal from the meeting and/or possible arrest.

Rule 10. Effective Date and Amendment

These Rules and Procedures shall be effective from November 26~~28~~, 2019~~2023~~. Any amendment to these Rules and Procedures shall be approved by the Board of Directors.

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