

Work Session Meeting Agenda 2 Park Drive South, Great Falls, MT Gibson Room, Civic Center September 17, 2019 5:30 PM

### CALL TO ORDER

### **PUBLIC COMMENT**

(Public comment on any matter and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and address for the record.)

#### WORK SESSION ITEMS

- 1. Library Strategic Planning Susie McIntyre.
- 2. Park Maintenance District Update Steve Herrig.

### DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

#### **ADJOURNMENT**

City Commission Work Sessions are televised on cable channel 190. If a recording is made, the work session video will be posted on the City's website at https://greatfallsmt.net/meetings. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.

### UPCOMING MEETING SCHEDULE

Work Session - Tuesday October 1, 2019 5:30 p.m.

Commission Meeting - Tuesday October 1, 2019 7:00 p.m.

Great Falls Public Library Strategic Planning 2019

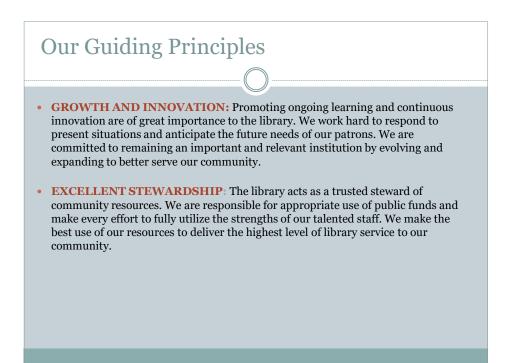
Susie McIntyre Great Falls Public 301 2<sup>nd</sup> Ave. N Great Falls MT 59401 <u>questions@greatfallslibrary.org</u> <u>www.greatfallslibrary.org</u>

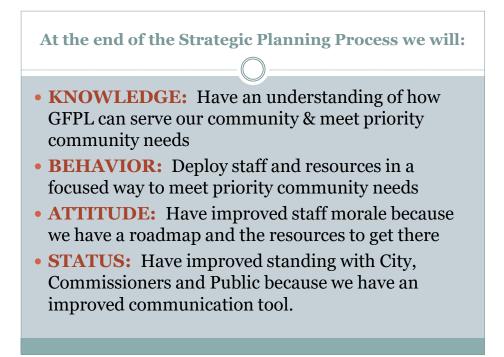
## Our Mission:

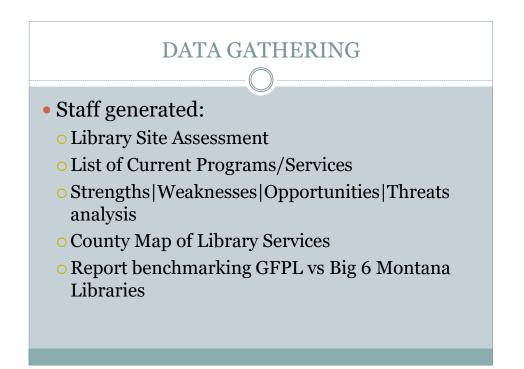
The Great Falls Public Library serves as a **connection point**; we **empower the community** and **enhance the quality of life** by providing individuals access to information and social, cultural, and recreational resources.

## **Our Guiding Principles**

- **RESPECT:** The library is built on a foundation of mutual respect between patrons and staff. Our staff prides themselves on clear, honest, and knowledgeable communication at all levels. Courtesy and open communications are highly valued and contribute to the positive experience of visiting the library.
- **OPEN ACCESS:** The library is committed to providing all patrons with free and open access to ideas, information, materials, and programs. We develop services, programs and balanced collections that attempt to fully represent the needs and interests of our diverse community. We connect patrons to what they want in a friendly, nonjudgmental manner.
- CUSTOMER FOCUS: You are welcome here! The library values community
  members and is responsive to their needs. The ideas and opinions of patrons are
  vital in determining how library projects and services move forward. Impact on
  patrons is a primary concern in making any and all decisions.

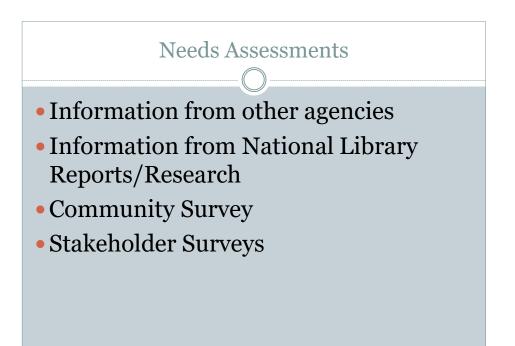






### DATA GATHERING

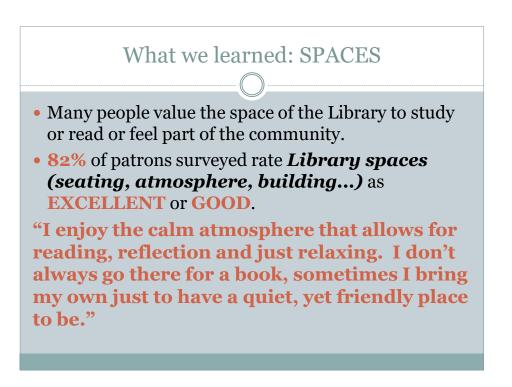
- Standards of Services
  - o Montana Public Library Standards
  - Montana Library Commission Excellent Library Service Award (ELSA) checklist
- Demographic Report on Great Falls Community



## What we learned: OVERALL LIBRARY

- Most users rate our services highly
- A high percentage of respondents indicated that they either didn't use or weren't aware of many of our services.
- Many people value the Library as a symbol of community values.
- Overall 91% of respondents rated the Library as EXCELLENT or GOOD.

"I value the availability of print and digital resources, technology, friendly supportive staff and most of all the physical space of the library. Every community is reflected in its library. If you want a prominent, educated community you must have a library to support that."









### Open to All versus Safety Concerns

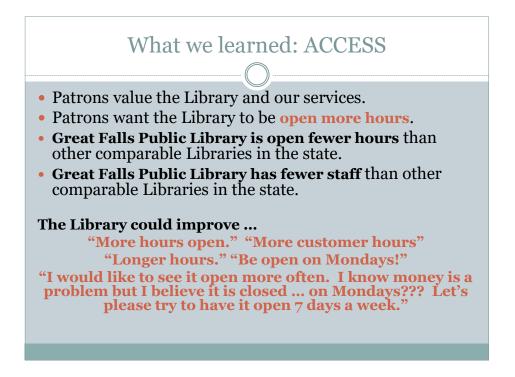
"I've also **chosen to NOT stop at the library** and try again later, when driving up and seeing a variety of characters hanging out in front. **I don't feel safe** parking and getting out of my car."

I value... "That the front desk staff are warm and make the space friendly and accessible to all. I appreciate the value & patience they show to the children, elderly, and homeless in particular. I **appreciate how our library is a safe, accepting space**."



## What we learned: TECHNOLOGY

- The Library has some important technology needs.
  - Upgrade network switches (seeking funding from Foundation)
  - Upgrade Library inventory system to streamline repetitive tasks and enable deployment of staff to direct patron service
  - Maintain computer upgrade schedule (seeking continued funding from Foundation)
  - Install security cameras (seeking funding from Foundation)





- Patron value access to **BOOKS** and materials—both online and in print.
- Patrons want access to more materials with less wait times.

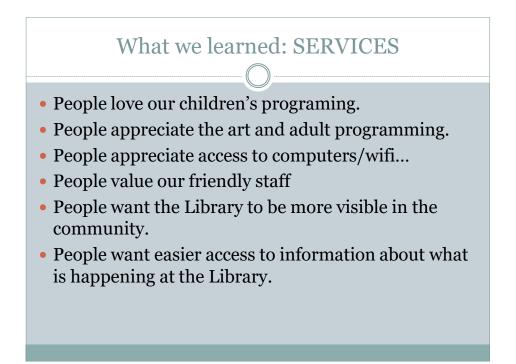
#### I value...

"Being able to check out books to read instead of having to buy them."

"Access to wide variety of books and ebooks for adults and children."

The Library could improve ...

"Increase books and amount of new books released." "More licensed ebooks, especially the popular & most requested." "More available copies of current books."



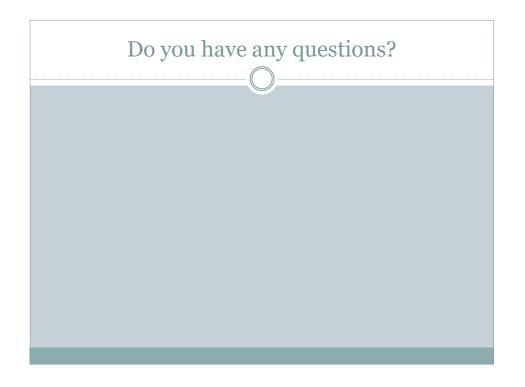
# What we learned: PROCESS

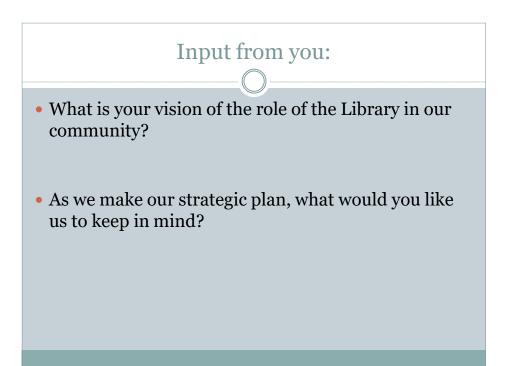
- We mostly got information from people who already are connected to the Library.
- We need to find ways to connect with people who don't use the Library and find out what they need.

## STEPS ALREADY STARTED

- Starting October 7<sup>th</sup>, opening on Mondays for 6 hours/day all year (versus 4 hours/day on Sundays for 32 weeks/year)
- Started process to join the Montana Shared Catalog and Partners to provide better access to materials from libraries across Montana

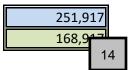






PARK DISTRICT YEAR ONE August 2019					
PROJECT	YEAR 1	Budget	+/-		
Electric City Water Park Bath House	300,000	300,000	0		
Gibson Park Restroom - ADA	200,000	75,835	124,165		
Multi Sports Dug Out	35,000	42,500	-7,500		
Jaycee - Pavilion/tables, Pickleball, Sidewalks	214,000	188,290	25,710		
Fundraising Pickleball	0	10,000	10,000		
Overlay Gibson Park Trails/paths (asphalt)	100,000	167,330	-67,330		
Park Labor (8 months, \$61,871.45 annually)	63,000	41,454	21,546		
Turf Maintenance, 1 seasonal employee, 9 weeks, 2 days, \$20.41/hour	40,000	7,674	32,326		
Turf Maintenance (Level II in Master Plan) Fertilizer \$30,000/Chemicals \$10,000	40,000	10,000	30,000		
Professional Services (architects/engineers)	100,000	17,000	83,000		
Irrigation Upgrades (manual to auto)	220,000	39,227	180,773		
Matching Funds (Rivers Edge Trail)	10,000	10,000	0		
Contingency/Internal service charges	178,000	0	178,000		
TOTALS	1,500,000	909,310	610,690		

w/professional services w/o professional services



PARK DISTRICT PROJECTS						
PROJECT	TOTAL COST	YEAR 1	YEAR 2	YEAR 3		
Forestry Equipment/Tree Trimming/Parks (lift truck; 2 ton; chipper)	259,000		259,000			
Forestry Staff for Tree trimming/Parks	250,200		125,100	125,100		
Forestry/Park Services annual costs (fuel/maintenance/ERS)	93,000		46,500	46,500		
Irrigation Upgrades (manual to auto)	540,000	220,000	70,000	250,000		
Turf Maintenance (Level II in Master Plan); aerating/spraying; 2-6 months position; \$18/hour in 2017; 2 employees	120,000	40,000	40,000	40,000		
Turf Maintenance (Level II in Master Plan) Fertilizer \$30,000/Chemicals \$10,000	120,000	40,000	40,000	40,000		
Electric City Water Park Bath House	300,000	300,000				
Overlay Gibson Park Trails/paths (asphalt)	100,000	100,000				
Replace Elk's Riverside trails/paths (concrete)	308,000		308,000			
Grande Vista Trail Replacement (Asphalt)	96,000			96,000		
Gibson Park Pond Wall	165,000			165,000		
Full Time Parks Laborer	189,000	63,000	63,000	63,000		
Gibson Park Restroom - ADA	200,000	200,000				
Lions Park Restroom - ADA	200,000			200,000		
Oddfellows Park Restroom - ADA	250,000		250,000			
Picnic Shelter/Tables (Jaycee)	64,000	64,000				
Tree Replacement	20,000		10,000	10,000		
Resurface Basketball Courts	75,000			75,000		
Sports Courts - resurface Jaycee, turn into Pickleball/Basketball	120,000	120,000				
ADA sidewalks to Playstructures (6,000-\$8,000 ea)	80,000	30,000		50,000		
Multi Sports Dug Outs/Backstop (Match)	70,000	35,000		35,000		
Matching Funds (Rivers Edge Trail)	30,000	10,000	10,000	10,000		
Contingency/Internal service charges	550,800	178,000	178,400	194,400		
Professional Services (architects/engineers)	300,000	100,000	100,000	100,000		
TOTALS	4,500,000	1,500,000	1,500,000	1,500,000		