



Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
March 19, 2024
5:30 PM

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item, and, will be so noted in the official record of the meeting.

CALL TO ORDER

PUBLIC COMMENT

(Public comment on agenda items or any matter 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 either your address or whether you are a city resident for the record.)

WORK SESSION ITEMS

1. Annual Update from the Library Board.
2. Public Safety Advisory Commission - Establishment of Purpose and Duties.

DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

ADJOURNMENT

City Commission Work Sessions are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. 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.

Wi-Fi is available during the meetings for viewing of the online meeting documents.

UPCOMING MEETING SCHEDULE

Work Session -- Tuesday April 2, 2024 5:30 p.m.

Commission Meeting -- Tuesday April 2, 2024 7:00 p.m.



March 7, 2024

Dear Great Falls Mayor and City Commissioners,

Attached you will find supporting documents for the Great Falls Public Library Board of Trustees report to the Great Falls City Commission scheduled for the Commission work session on Tuesday, March 19, 2024.

I have enclosed the following:

- Previous GFPL Strategic Plan Accomplishments
- Current GFPL Strategic Plan
- 2023 Annual report infographic from the State Library
- February 2024 financial statement
- City/Library Agreement
- MCA 21-1-3
- City of Great Falls Code of Ordinances Title 2, Chapter 18

The Board of Trustees looks forward to presenting and appreciates the Commission's time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Whitney Olson'.

Whitney Olson
Great Falls Public Library Board Chair

Previous Library Strategic Plan Accomplishments 2018-2023

Completed multiple deferred maintenance projects including:

- Installed a **new boiler**
- Replaced the **basement air handler**
- Installed a sump pump and French Drain system to **mitigate basement flooding**
- Installed a **new roof membrane**
- Repaired the **water recirculation pipes**

Completed multiple projects to beautify the Library and improve accessibility:

- Installed a **new book drop system**
- Installed a **pickup window**
- Remodeled the **Library meeting rooms**
- Installed indoor and outdoor **reader boards**
- **Reorganized Library spaces** to provide more space for high demand items (New items and DVDs)

Worked to improve safety at the Library and in the downtown area:

- Installed **outdoor lights and security cameras**
- Provided leadership in the creation of the **Downtown Safety Alliance Safety Plan**

Completed multiple projects to improve Library efficiency and access to materials:

- **Eliminated late fees** for patrons
- Established **mobile printing**
- Transitioned Library software system to the **Montana Shared Catalog** (yearly cost savings, cloud back-up system, expanded administrative support)
- Transitioned Library security and inventory system from tattle-tape to **RFID**
- Joined the **Montana Partners Sharing Group** (tripled patron access to materials)
- Upgraded the **Library's Internet connection** from 35 mbps to **1 Gig** including installation of all new network cabling, upgrade of Library firewall, and upgrade of copper to fiber connecting the Library to the provider's network
- In collaboration with the Montana State Library, provided **hotspots for checkout**
- Updated **Library Card policies** to allow students 14 and over to obtain cards and persons without proof of address to use mailed postcard to obtain a limited use card
- Eliminated charges for **parking**

Lead the community through a Library Master Plan process to establish a road map to develop adequate, sustainable funding for a thriving library AND create a safe, accessible library that will serve the community for the next 50 years.

Partnered with the Foundation to raise funds and purchase a new bookmobile.

Partnered with the Foundation, the Ballot Initiative Committee and community Library champions to successfully pass the Library Mill Levy which establishes adequate, sustainable funding for a thriving library.

Current Great Falls Public Library 2023 - 2026 Strategic Plan (Voted on and approved November 22, 2022)

The Great Falls Public Library Strategic Plan includes three goals:

- **Goal #1: Create a safe, accessible library that will serve the community for the next 50 years.**
- **Goal #2: Develop adequate, sustainable funding for a thriving library.**
- **Goal #3: Develop library services and staffing to meet the needs of the community.**

Our first goal is ***to create a safe, accessible library that will serve the community for the next 50 years***. In 2022, the Library Foundation funded the development of a Master Plan, which through public outreach, data analysis, and physical inspection concluded that there was a need for an extensive Library remodel. As a result, the Foundation agreed to raise the funds needed for the Library to submit an RFP for area professionals to create detailed remodel designs, as proposed in the Library Master Plan. A committee of both Library and Foundation members was formed, and with the guidance of Public Works Engineer Russell Brewer, a firm was chosen, and a contract is being negotiated. The final proposed contract will be presented to the Library Board at the March meeting for approval.

Our second goal is to develop ***adequate, sustainable funding for a thriving library***. Again, informed by the Master Plan, the Library Board, with Foundation support, determined sustainable funding could be achieved through a successful Mill Levy campaign. The voters passed the Library Mill Levy on June 6, 2023, which increased annual Library revenue from \$1.5M to an estimated \$3.45M. Although the revenue from the mills came in higher than estimated in December 2022, those increases are largely offset by both the increase in Library expenses as well as a need to rebuild the Library Fund to sufficiently address cash flow and deferred building maintenance. The Library is dedicated to upholding its 132-year legacy as a vital cornerstone of the City of Great Falls, and is committed to partnering with the Commission to deliver indispensable services to the community. The voters' approval of the Levy endorsed the enhanced programs and services the Library can offer the community, and we are confident that the City Commission's proposed renegotiation of the City/Library agreement will establish an operational framework and funding strategy enabling the Library to deliver the committed level of services promised during the Levy vote. The Library Board has established a committee to seek guidance from outside counsel regarding the agreement and potential renegotiation process. This unanimous decision was made to ensure any renegotiation aligns with the Board's duty to the Library as well as MCA 22-1-3 and the City of Great Falls Library Ordinances.

Our third goal to develop ***library services and staffing to meet the needs of the community***, contains several items the Library is currently working on or has recently completed:

1. Developing **community awareness** and support of the Library Master Plan and **expanding Library services** through the work of a newly hired Communications Specialist and Community Engagement Coordinator.
2. Adequate staffing for the Library to be **open 7 days a week**, beginning June 2024. In March, Monday hours expanded by opening two hours earlier at 10 a.m. In order to provide additional services, FTE staff will increase from 18.18 to 31.60.
3. Adequate staffing to allow the **Library Bookmobile** to provide community outreach **6 days a week**, including relaunching the Library's **Homebound Program**.
4. In response to community feedback and as of July 2023, Library parking is **free for Library patrons**.
5. Ongoing efforts **to improve Library safety** include enforcing updated Library Patron Behavior Policies, enforcing no trespassing on Library property between 10 p.m. and 6 a.m., and the hiring of two safety specialists, who will start in April.
6. Build capacity to collaborate with all schools in Cascade County to **expand student access to Library resources**.
7. **Continue to expand the electronic resources** available for Library Card holders, having already provided access to Mango Languages, LinkedIn Learning, and the Overdrive Advantage program.
8. **Expanding services for children and parents** including reading readiness and early literacy. Summer Reading 2024 promises to be the biggest in over a decade and the Dolly Parton Imagination has already signed up over 1/3 of our eligible children in Cascade County.
9. **Lay the groundwork to expand Library services for teens** to include college preparation services, ACT/SAT readiness services and expanded Library programming and resources.
10. Expanding the **Library's engagement** with the community, including providing expanded **educational/ recreational programming**, connecting patrons to **computer and technology classes**, expanding services and resources for **businesses, entrepreneurs and job seekers**, supporting **DIY services** such as **audio/video recording, 3D printing and makerspace programming** and partnering with community organizations to provide relevant **programming and services**. New programming has started and will continue to roll out in 2024.



GREAT FALLS PUBLIC LIBRARY

301 2ND AVE NORTH
GREAT FALLS, MT 59401

ANNUAL REPORT 2023



The library had
3,172 open hours



24,323 people have a
card at our library



98,001 people walked
through our doors last year



The collection had
181,113 items



Print materials totaled
108,371



E-materials totaled **61,989**



69,392 e-materials
borrowed



Contributing to a total of
242,213 checkouts



We lent our items to
other libraries **25,120**
times



18,347 uses of public
computers



80,371 WiFi sessions



And brought in **10,896**
items upon patron
request



292 total programs
offered



9,699 people attended in
total



All data contained herein is preliminary and supplied directly by each of the public libraries of Montana through the Public Libraries Survey, administered annually by the Montana State Library (MSL) on behalf of the federal Institute of Museum and Library Services (IMLS).

READ

Monthly Budget Report

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

		January 2024	FY 2024YTD		
Account Number	Account Desc	Actual	Budget	Actual	% Used
2220 LIBRARY					
Taxes					
311010 REAL CURRENT AD VALOREM		\$ (14,146.58)	\$ (2,400,000.00)	\$ (1,589,826.33)	66.24%
311030 REAL DELINQUENT AD VALOREM		\$ (108.60)	\$ (6,000.00)	\$ (6,552.61)	109.21%
311050 REAL PROTESTED TAXES		\$ (19.85)	\$ -	\$ (905.60)	
311210 MOBILE HOME TAXES		\$ (26.39)	\$ (2,000.00)	\$ (268.08)	13.40%
311220 OTHER PERSONAL PROPERTY		\$ (42.79)	\$ (15,000.00)	\$ (432.72)	2.88%
312000 DELINQUENT TAX PENALTY & INTER		\$ -	\$ (1,500.00)	\$ -	0.00%
Intergovernmental					
334150 MISCELLANEOUS CULTURE & RECREA		\$ -	\$ (29,716.00)	\$ (37,063.74)	124.73%
335000 COAL TAX LIBRARY APPORTIONMENT		\$ -	\$ (2,359.00)	\$ (2,131.05)	90.34%
338000 LIBRARY SUPPORT		\$ -	\$ (177,000.00)	\$ -	0.00%
339000 PAY OF LIEU OF TAXES		\$ -	\$ -	\$ -	
Charges for Services					
343160 OFF-STREET LOTS TRANSIENT		\$ (784.00)	\$ (2,000.00)	\$ (2,918.00)	145.90%
346910 LIBRARY FEES MISCELLANEOUS		\$ (350.00)	\$ (10,100.00)	\$ (5,750.00)	56.93%
346920 LIBRARY SERVICE CHARGES MISC		\$ (381.25)	\$ (5,000.00)	\$ (2,770.70)	55.41%
346930 LIBRARY EQUIPMENT CHARGES MISC		\$ (837.45)	\$ (12,000.00)	\$ (6,638.15)	55.32%
346940 LIBRARY FACILITY CHARGES MISC		\$ (150.00)	\$ (800.00)	\$ (630.00)	78.75%
346950 LIBRARY BOOK PURCHASES		\$ -	\$ (3,500.00)	\$ (930.00)	26.57%
Fines and Forfeitures					
351340 COLLECTION AGENCY FINES		\$ -	\$ -	\$ (166.98)	
352200 LOST BOOK FINES		\$ (412.37)	\$ (6,500.00)	\$ (3,121.65)	48.03%
Investment Income					
365100 CONTRIBUTIONS & DONATIONS		\$ -	\$ (10,000.00)	\$ (313,740.67)	3137.41%
368290 REFUNDS & REIMBURSEMENTS		\$ -	\$ -	\$ (50.00)	
362100 USBP CREDITS		\$ -	\$ -	\$ -	
Other					
371100 REGULAR INTEREST		\$ (3,999.89)	\$ (2,500.00)	\$ (11,415.10)	456.60%
REVENUE TOTAL		\$ (21,259.17)	\$ (2,685,975.00)	\$ (1,985,311.38)	74%
Personal Services					
411100 SALARIES & HOURLY		\$ 79,850.64	\$ 1,478,415.49	\$ 537,850.02	36.38%
412100 OVERTIME - REGULAR FULL-TIME		\$ -	\$ -	\$ -	
412300 OVERTIME - TEMPORARY		\$ -	\$ -	\$ -	
413150 VACATION TERMINATION		\$ -	\$ -	\$ 14,095.22	
413250 SICK LEAVE TERMINATION		\$ -	\$ -	\$ 8,750.90	
413600 HEALTH INSURANCE		\$ 18,596.24	\$ 354,456.04	\$ 133,632.17	37.70%
413700 LIFE INSURANCE		\$ 58.74	\$ 2,634.44	\$ 955.86	36.28%
413800 VEBA PAYOUT		\$ -	\$ -	\$ -	
414100 UNEMPLOYMENT INSURANCE		\$ 322.51	\$ 6,089.74	\$ 2,300.01	37.77%
414200 WORKERS COMPENSATION		\$ 591.87	\$ 9,718.95	\$ 3,786.45	38.96%
414300 FICA		\$ 4,767.02	\$ 87,957.87	\$ 33,380.36	37.95%
414350 MEDICARE		\$ 1,114.88	\$ 20,570.84	\$ 7,806.73	37.95%
414450 PERS		\$ 8,356.90	\$ 154,540.84	\$ 58,626.81	37.94%
415100 MISCELLANEOUS PENSIONS		\$ 1,168.00	\$ 20,715.79	\$ 7,931.73	38.29%
Personal Services Totals		\$ 114,826.80	\$ 2,135,100.00	\$ 809,116.26	37.9%
Supplies					
421100 PAPER & FORMS		\$ 237.29	\$ 3,000.00	\$ 1,016.32	33.88%
421200 COMPUTER ACCESSORIES		\$ 1,217.34	\$ 7,500.00	\$ 4,746.25	63.28%
421400 INSTRUCTIONAL & SAFETY SUPPLIE			\$ -		
421900 OTHER OFFICE SUPPLIES & MATERI		\$ 630.29	\$ 16,100.00	\$ 3,255.57	20.22%
423100 GAS, OIL, DIESEL FUEL, GREASE,		\$ -	\$ 7,693.00	\$ 1,843.42	23.96%

423900 OTHER REPAIR & MAINTENANCE SUP	\$ 1,278.03	\$ 14,000.00	\$ 5,083.72	36.31%
<i>Supplies Totals</i>	\$ 3,362.95	\$ 48,293.00	\$ 15,945.28	33.02%
<i>Purchased Services</i>				
431100 POSTAGE, BOX RENT, ETC.	\$ -	\$ 4,000.00	\$ 4,000.00	100.00%
432100 PRINTING, FORMS, ETC	\$ -	\$ 200.00	\$ -	0.00%
433200 BOOKS & SUBSCRIPTIONS	\$ 3,706.93	\$ 80,000.00	\$ 28,957.30	36.20%
433500 MEMBERSHIPS & DUES	\$ 78.00	\$ 1,000.00	\$ 578.00	57.80%
434100 TELEPHONE	\$ -	\$ 3,200.00	\$ 1,488.08	46.50%
434120 FAX & OTHER TELEPHONE LINES	\$ 170.40	\$ 3,500.00	\$ 1,192.80	34.08%
434200 ELECTRIC UTILITY	\$ 1,066.99	\$ 75,000.00	\$ 29,978.97	39.97%
434300 GAS UTILITY	\$ 1,127.24	\$ 13,000.00	\$ 3,470.17	26.69%
434400 CITY SANITATION DISPOSAL	\$ 167.40	\$ 1,939.00	\$ 1,004.40	51.80%
434500 WATER UTILITY	\$ 105.92	\$ 2,841.00	\$ 1,586.97	55.86%
434600 SEWER UTILITY	\$ 71.52	\$ 1,327.00	\$ 463.78	34.95%
434700 STORM DRAIN UTILITY	\$ 83.93	\$ 911.00	\$ 503.58	55.28%
435260 COLLECTION AGENCY COSTS	\$ -		\$ 104.85	
435500 COMPUTER PROGRAMMING	\$ 364.50	\$ 50,000.00	\$ 36,882.94	73.77%
435900 OTHER PROFESSIONAL SERVICES	\$ 932.70	\$ 13,000.00	\$ 10,002.31	76.94%
435900 OTHER PROFESSIONAL SERVICES	\$ -	\$ 30,000.00	\$ -	0.00%
436200 BUILDING REPAIR & MAINT	\$ 704.00	\$ 7,500.00	\$ 1,102.91	14.71%
436300 MAINTENANCE AGREEMENTS	\$ 1,826.20	\$ 23,000.00	\$ 9,823.71	42.71%
453200 OFFICE EQUIPMENT RENTALS	\$ -	\$ 1,600.00	\$ 739.38	46.21%
455150 CREDIT CARD FEES	\$ 338.01	\$ -	\$ 895.05	0.00%
<i>Purchased Services Totals</i>	\$ 10,743.74	\$ 312,018.00	\$ 132,775.20	42.55%
<i>Other</i>				
459200 REFUNDS & REIMBURSEMENTS	\$ 300,054.80	\$ 450.00	\$ 300,136.13	66696.92%
481300 CASH OVER/SHORT	\$ -	\$ -	\$ 0.51	
<i>Other Totals</i>	\$ 300,054.80	\$ 450.00	\$ 300,136.64	66697.03%
<i>Internal Service Charges</i>				
486110 HUMAN RESOURCES	\$ 2,493.42	\$ 29,921.00	\$ 17,453.94	58.33%
486370 VEHICLE & EQUIPMENT MAINT	\$ 355.17	\$ 4,262.00	\$ 2,486.19	58.33%
486520 FISCAL SERVICES	\$ 1,462.08	\$ 17,545.00	\$ 10,234.56	58.33%
486580 CENTRAL INSURANCE	\$ -	\$ 60,117.00	\$ 60,117.00	100.00%
486590 DEDUCTIBLE INSURANCE RECOVERY	\$ -	\$ -	\$ -	
486950 INFORMATION TECHNOLOGY	\$ 255.08	\$ 3,061.00	\$ 1,785.56	58.33%
486960 COMPUTER NETWORK	\$ 11.00	\$ 132.00	\$ 77.00	58.33%
486970 COMPUTER EQUIPMENT MAINT	\$ -	\$ 1,373.00	\$ 1,373.00	100.00%
488100 COMPUTER & EQUIPMENT LEASE	\$ 20.17	\$ 242.00	\$ 141.19	58.34%
<i>Internal Service Charges Totals</i>	\$ 4,596.92	\$ 116,653.00	\$ 93,668.44	80.30%
<i>Capital Outlay</i>				
493100 IMPROVEMENTS OTHER THAN BUILDING	\$ -	\$ -	\$ -	
<i>Capital Outlay Totals</i>	\$ -	\$ -	\$ -	
	Jan-24	2024 YTD		
	Actual	Budget	Actual	% Used
REVENUE TOTALS	\$ (21,259.17)	\$ (2,685,975.00)	\$ (1,985,311.38)	74%
EXPENSE TOTALS	\$ 433,585.21	\$ 2,612,514.00	\$ 1,351,641.82	52%
<i>Net Gain (Loss)</i>	\$ 412,326.04	\$ (73,461.00)	\$ (633,669.56)	

A G R E E M E N T

This Agreement made and entered into this 20th day of April, 1993,
by and between the City of Great Falls, Montana, a municipal corporation of the State of
Montana, hereinafter referred to as "City" and the Great Falls Library Board of Trustees,
hereinafter referred to as "Library Board";

WHEREAS, an Agreement is deemed necessary to provide a basis for cooperation
between the Library Board and the City for a more efficient management of library services;
and,

WHEREAS, the powers and duties of the Library Board are established by statute
under Title 22, Chapter 1, Part 3, MCA with implementation and policy decisions to be
exercised by said board; and,

WHEREAS, pursuant to 22-1-309, (3) MCA, the Library Board is empowered to
contract with City to provide library services;

NOW, THEREFORE, the parties mutually covenant and agree as follows:

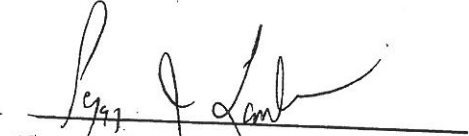
1. All provisions of state statutes regarding the powers and duties of the Library Board are acknowledged by the parties hereto;
2. The Library Board shall have the exclusive power and authority to determine policy for the operation of the library; prepare budgets; authorize expenditures; determine the selection of materials; and negotiate contracts and agreements as set forth in 22-1-309, MCA;
3. The City shall have authority and responsibility for all personnel matters, including hiring, firing and disciplinary proceedings, for all library employees, including the Library Director, except that appointment of the Library Director must be made in consultation with and be confirmed by the Library Board;
4. The Library Director shall have the "de facto" administrative status of a City department head and the Library Director shall report directly to the City Manager;


5. The Library Director shall be responsible to the Library Board for the execution of the policies of the Library Board as authorized in #2 above;
6. The City Manager shall execute all contracts and agreements for the library;
7. The City of Great Falls agrees to support the library budget in the amount of at least seven (7) mills. The funds so collected will be placed in a library fund and neither the principal nor the interest from such funds will be used for any purpose except to fund the library budget;
8. The term of this Agreement shall be for one year from and after July 1, 1993. The Agreement shall automatically renewed each year unless and until 90 days written notice of termination is given by either party prior to the anniversary date of the Agreement;
9. This Agreement shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have caused this instrument to be executed by the persons duly authorized thereto the day and year first hereinabove written.


CITY MANAGER


Chairman of Library Board


CITY CLERK


Approved as to form: City Attorney

Montana Code Annotated 2023

TITLE 22. LIBRARIES, ARTS, AND ANTIQUITIES

CHAPTER 1. LIBRARIES

Part 3. Free Public Libraries

Definitions

22-1-301. Definitions. Unless otherwise provided, the following definitions apply in this part:

(1) "City" means city or town.

(2) "Commission" means the state library commission.

(3) "Public library" means a library created under:

(a) **22-1-303** through **22-1-317** that provides library services to the public by means of central facilities, branch facilities, or bookmobiles; or

(b) Title 7.

History: En. Sec. 11, Ch. 260, L. 1967; R.C.M. 1947, 44-227; amd. Sec. 8, Ch. 670, L. 1989; amd. Sec. 1, Ch. 356, L. 1991; amd. Sec. 1, Ch. 47, L. 2009.

Purpose

22-1-302. Purpose. It is the purpose of this part to encourage the establishment, adequate financing, and effective administration of free public libraries in this state to give the people of Montana the fullest opportunity to enrich and inform themselves through reading.

History: En. Sec. 1, Ch. 260, L. 1967; R.C.M. 1947, 44-218.

Creation Of Public Library

22-1-303. Creation of public library. A public library may be established in any county or city in any of the following ways:

(1) The governing body of any county or city desiring to establish and maintain a public library may pass and enter upon its minutes a resolution to the effect that a free public library is established under the provision of Montana laws relating to public libraries.

(2) A public library may be established by a petition that is signed by not less than 10% of the resident taxpayers whose names appear upon the last-completed assessment roll of the city or county and that is filed with the governing body requesting the establishment of a public library. The governing body of a city or county shall set a time of meeting at which it may by resolution establish a public library. The governing body shall give notice of the contemplated action in a newspaper of general circulation for 2 consecutive weeks giving the date and place of the meeting at which the contemplated action is proposed to be taken.

(3) (a) Upon a petition being filed with the governing body and signed by not less than 5% of the resident taxpayers of any city or county requesting an election, the governing body shall submit to a vote of the qualified electors at the next general election the question of whether a free public library is to be established.

(b) If a petition is submitted for a city, the petition must be signed by resident taxpayers of the city.

(c) If a petition is submitted to the county commissioners of a county asking for the establishment of a county library, the petition must be signed by resident taxpayers of the county who reside outside the corporate limits of an incorporated city that is located in the county and that may already have established a free public library for the city.

(d) If the petition specifically asks that a special election be called and the petition is signed by 35% of the resident freeholders affected by the petition, then the governing body shall, upon receipt of the petition, immediately set a date for a special election. The special election must be held in conjunction with a regular or primary election.

(e) If at the election a majority of the electors voting on the question vote in favor of the establishment of a library, the governing body shall immediately take the necessary steps to establish and maintain the library or to contract with any city or county for library service to be rendered to the inhabitants of the city or county.

History: En. Sec. 2, Ch. 260, L. 1967; amd. Sec. 1, Ch. 263, L. 1969; R.C.M. 1947, 44-219; amd. Sec. 65, Ch. 387, L. 1995.

Tax Levy -- Special Library Fund -- Bonds

22-1-304. Tax levy -- special library fund -- bonds. (1) Subject to **15-10-420**, the governing body of a city or county that has established a public library may levy in the same manner and at the same time as other taxes are levied a tax in the amount necessary to maintain adequate public library service.

(2) (a) The governing body of a city or county may by resolution submit the question of imposing a tax levy to a vote of the qualified electors at an election as provided in **15-10-425**. The resolution must be adopted at least 85 days prior to the election at which the question will be voted on, and, pursuant to the deadline in **13-1-504**, the election may not be held less than 85 days after the resolution is adopted.

(b) Upon a petition being filed with the governing body and signed by not less than 5% of the resident taxpayers of any city or county requesting an election for the purpose of imposing a mill levy, the governing body shall submit to a vote of the qualified electors at an election conducted as provided in **15-10-425** the question of imposing the mill levy. The petition must be delivered to the governing body at least 85 days prior to the election at which the question will be voted on.

(3) The proceeds of the tax constitute a separate fund called the public library fund and may not be used for any purpose except those of the public library.

(4) Money may not be paid out of the public library fund by the treasurer of the city or county except by order or warrant of the board of library trustees.

(5) Bonds may be issued by the governing body in the manner prescribed by law for the following purposes:

(a) building, altering, repairing, furnishing, or equipping a public library or purchasing land for the library;

(b) buying a bookmobile or bookmobiles; and

(c) funding a judgment against the library.

History: En. Sec. 3, Ch. 260, L. 1967; R.C.M. 1947, 44-220; amd. Sec. 1, Ch. 431, L. 1983; amd. Sec. 39, Ch. 250, L. 1985; amd. Sec. 1, Ch. 333, L. 1999; amd. Sec. 123, Ch. 584, L. 1999; amd. Sec. 31, Ch. 495, L. 2001; amd. Sec. 128, Ch. 574, L. 2001; amd. Sec. 16, Ch. 453, L. 2005; amd. Sec. 232, Ch. 49, L. 2015.

Library Depreciation Reserve Fund Authorized

22-1-305. Library depreciation reserve fund authorized. The governing body of any city or county or a combination of city and county in Montana may establish a library depreciation reserve fund for the replacement and acquisition of property, capital improvements, and equipment necessary to maintain and improve city, county, or city-county library services.

History: En. 44-229 by Sec. 1, Ch. 78, L. 1975; R.C.M. 1947, 44-229.

Investment Of Fund

22-1-307. Investment of fund. The moneys held in the library depreciation reserve fund may be invested as provided by law. All interest earned on the fund must be credited to the library depreciation reserve fund.

History: En. 44-231 by Sec. 3, Ch. 78, L. 1975; R.C.M. 1947, 44-231.

Public Library -- Board Of Trustees

22-1-308. Public library -- board of trustees. (1) Upon the establishment of a public library under the provisions of this part, the mayor, with the advice and consent of the city council or city commissioners, shall appoint a board of trustees for the city library and the presiding officer of the board of county commissioners, with the advice and consent of the board, shall appoint a board of trustees for the county library.

(2) The library board must consist of five trustees. Not more than one member of the governing body may be, at any one time, a member of the board.

(3) Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

(4) Trustees shall hold their office for 5 years from the date of appointment and until their successors are appointed. Initially, appointments must be made for 1-, 2-, 3-, 4-, and 5-year terms. Annually thereafter, there must be appointed before July 1 of each year, in the same manner as the original appointments for a 5-year term, a trustee to take the place of the retiring trustee. Trustees may not serve more than two full terms in succession.

(5) Following the appointments, in July of each year, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms. Vacancies in the board of trustees must be filled for the unexpired term in the same manner as original appointments.

History: En. Sec. 4, Ch. 260, L. 1967; R.C.M. 1947, 44-221; amd. Sec. 348, Ch. 56, L. 2009.

Trustees -- Powers And Duties

22-1-309. Trustees -- powers and duties. The library board of trustees shall have exclusive control of the expenditure of the public library fund, of construction or lease of library buildings, and of the operation and care of the library. The library board of trustees of every public library shall:

(1) adopt bylaws and rules for its own transaction of business and for the government of the library, not inconsistent with law;

(2) establish and locate a central public library and may establish branches thereof at such places as are deemed necessary;

(3) have the power to contract, including the right to contract with regions, counties, cities, school districts, educational institutions, the state library, and other libraries, to give and receive library service, through the boards of such regions, counties, and cities and the district school boards, and to pay out or receive funds to pay costs of such contracts;

(4) have the power to acquire, by purchase, devise, lease or otherwise, and to own and hold real and personal property in the name of the city or county or both, as the case may be, for the use and purposes of the library and to sell, exchange or otherwise dispose of property real or personal, when no longer required by the library and to insure the real and personal property of the library;

(5) pay necessary expenses of members of the library staff when on business of the library;

(6) prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds, for submission to the appropriate agency of the governing body. A separate budget request shall be submitted for new construction or for capital improvement of existing library property.

(7) make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement. The trustees shall also provide for the keeping of such records as shall be required by the Montana state library in its request for an annual report from the public libraries and shall submit such an annual report to the state library.

(8) have the power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.

(9) exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library.

History: Ap. p. Sec. 5, Ch. 260, L. 1967; Sec. 44-222, R.C.M. 1947; Ap. p. Sec. 1, Ch. 47, L. 1927; re-en. Sec. 5668.17, R.C.M. 1935; Sec. 11-1006, R.C.M. 1947; R.C.M. 1947, 11-1006(part), 44-222.

Chief Librarian -- Personnel -- Compensation

22-1-310. Chief librarian -- personnel -- compensation. The board of trustees of each library shall appoint and set the compensation of the chief librarian who shall serve as the secretary of the board and shall serve at the pleasure of the board. With the recommendation of the chief librarian, the board shall employ and discharge such other persons as may be necessary in the administration of the affairs of the library, fix and pay their salaries and compensation, and prescribe their duties.

History: En. Sec. 6, Ch. 260, L. 1967; R.C.M. 1947, 44-223.

Use Of Library -- Privileges

22-1-311. Use of library -- privileges. Every library established under the provisions of this part shall be free to the use of the inhabitants of the city or the county supporting such library. The board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library. The board may extend the privileges and use of the library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.

History: En. Sec. 7, Ch. 260, L. 1967; R.C.M. 1947, 44-224.

Cooperation And Merger

22-1-312. Cooperation and merger. Library boards of trustees, boards of other educational institutions, library agencies, and local political subdivisions are hereby empowered to cooperate, merge, or combine in providing library service.

History: En. Sec. 8, Ch. 260, L. 1967; R.C.M. 1947, 44-225.

Existing Tax-Supported Libraries -- Notification -- Exemption From County Taxes

22-1-313. Existing tax-supported libraries -- notification -- exemption from county taxes. After the establishment of a county free library as provided in this part, the governing body of any city which has an existing tax-supported public library may notify the board of county commissioners that such city does not desire to be a part of the county library system. Such notification shall exempt the property in such city from liability for taxes for county library purposes.

History: En. Sec. 9, Ch. 260, L. 1967; R.C.M. 1947, 44-226.

Continued Existence Of All Public Libraries

22-1-314. Continued existence of all public libraries. All public libraries heretofore established shall continue in existence, subject to the changes in administration provided herein.

History: En. Sec. 12, Ch. 260, L. 1967; R.C.M. 1947, 44-228.

City Library May Assume Functions Of County Library

22-1-315. City library may assume functions of county library. (1) Instead of establishing a separate county free library, the board of county commissioners may enter into a contract with the board of library trustees or other authority in charge of the free public library of any incorporated city, and the board of library trustees or other authority in charge of such free public library is hereby authorized to make such a contract.

(2) Such contract may provide that the free public library of such incorporated city shall assume the functions of a county free library within the county with which such contract is made, and the board of county commissioners may agree to pay out of the county free library fund into the library fund of such incorporated city such sum as may be agreed upon.

(3) Either party to such contract may terminate the same by giving 6 months' notice of intention to do so.

History: En. Sec. 11, Ch. 45, L. 1915; re-en. Sec. 4573, R.C.M. 1921; re-en. Sec. 4573, R.C.M. 1935; R.C.M. 1947, 44-211.

Joint City-County Library

22-1-316. Joint city-county library. (1) A county and any city or cities within the county, by action of their respective governing bodies, may join in establishing and maintaining a joint city-county library under the terms of a contract agreed upon by all parties.

(2) The expenses of a joint city-county library must be apportioned between or among the county and cities on the basis agreed upon in the contract.

(3) Subject to **15-10-420**, the governing body of any city or county entering into a contract may levy a special tax as provided in **22-1-304** for the establishment and operation of a joint city-county library.

(4) The treasurer of the county or of a participating city within the county, as provided in the contract, has custody of the funds of the joint city-county library, and the other treasurers of the county or cities joining in the contract shall transfer quarterly to the designated treasurer all money collected for the joint city-county library.

(5) The contract must provide for the disposition of property upon dissolution of the joint city-county library.

History: En. Sec. 1, Ch. 273, L. 1973; R.C.M. 1947, 44-219.1; amd. Sec. 124, Ch. 584, L. 1999.

City-County Library -- Board Of Trustees

22-1-317. City-county library -- board of trustees. (1) A joint city-county library must be governed by a board of trustees composed of five members chosen as specified in the contract, with terms not to exceed 5 years.

(2) Trustees may not serve more than two full terms in succession.

(3) Trustees shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

(4) Trustees shall meet and elect a presiding officer and other officers that they consider necessary, for 1-year terms.

(5) The board of trustees has the same powers and duties as the board of trustees of a city library or a county library.

History: En. Sec. 2, Ch. 273, L. 1973; amd. Sec. 3, Ch. 3, L. 1977; R.C.M. 1947, 44-219.2; amd. Sec. 349, Ch. 56, L. 2009.

Through 22-1-324 Reserved

22-1-318 through 22-1-324 reserved.

Short Title

22-1-325. Short title. Sections **22-1-325** through **22-1-331** may be cited as the "Information Access Montana Act".

History: En. Sec. 1, Ch. 670, L. 1989.

State Aid To Public Libraries

22-1-326. State aid to public libraries. (1) As used in **22-1-326** through **22-1-331**, "public library" means a library created under Title 7 or under **22-1-301** through **22-1-317** or an accredited tribal college library that provides services to the public.

(2) As provided in **22-1-325** through **22-1-329**, the commission shall administer state aid to public libraries and public library districts created and operated under part 7 of this chapter. The purposes of state aid are to:

- (a) broaden access to existing information by strengthening public libraries and public library districts;
- (b) augment and extend services provided by public libraries and public library districts; and
- (c) permit new types of library services based on local need.

(3) Money appropriated for the purposes of this section may not be used to supplant general operating funds of recipient public libraries or public library districts. The commission may withhold a distribution to a library or district that receives less support from a mill levy or local government appropriation than its average for the preceding 3 fiscal years if the decrease may reasonably be linked to money received or expected to be received under **22-1-325** through **22-1-329**.

History: En. Sec. 2, Ch. 670, L. 1989; amd. Sec. 2, Ch. 356, L. 1991; amd. Sec. 1, Ch. 203, L. 2005; amd. Sec. 1, Ch. 621, L. 2023.

State Aid -- Per Capita -- Per Square Mile

22-1-327. State aid -- per capita -- per square mile. (1) The commission shall distribute grants to public libraries and public library districts on a per capita and per square mile basis.

(2) The total amount of annual per capita and per square mile funding to public libraries for each fiscal year is the base amount of 50 cents multiplied by the total number of residents of the state as determined by the most recent decennial census of the population produced by the U.S. bureau of the census.

(3) The amount determined under subsection (2) is statutorily appropriated, as provided in **17-7-502**, from the general fund to the commission for distribution as state aid to public libraries. *(Subsections (2) and (3) terminate July 1, 2029--sec. 4, Ch. 621, L. 2023.)*

History: En. Sec. 3, Ch. 670, L. 1989; amd. Sec. 2, Ch. 203, L. 2005; amd. Sec. 2, Ch. 244, L. 2013; amd. Sec. 2, Ch. 621, L. 2023.

Statewide Interlibrary Resource-Sharing Program

22-1-328. Statewide interlibrary resource-sharing program. The commission shall establish a statewide interlibrary resource-sharing program. The purpose of the program is to administer funds appropriated by the legislature to support and facilitate resource-sharing among libraries in Montana, including but not limited to public libraries, public library districts, libraries operated by public schools or school districts, libraries operated by public colleges or universities, tribal libraries, libraries operated by public agencies for institutionalized persons, and libraries operated by nonprofit, private medical, educational, or research institutions.

History: En. Sec. 4, Ch. 670, L. 1989; amd. Sec. 1, Ch. 183, L. 1999; amd. Sec. 2, Ch. 47, L. 2009.

Statewide Library Access Program

22-1-329. Statewide library access program. The commission shall develop a voluntary statewide library access program whereby a participating library may allow access to the library's materials and services by patrons registered and in good standing with another library.

History: En. Sec. 5, Ch. 670, L. 1989; amd. Sec. 3, Ch. 47, L. 2009.

Commission Rulemaking Authority

22-1-330. Commission rulemaking authority. The commission may adopt rules and procedures for:

(1) the distribution of state aid to public libraries and public library districts on a per capita and per square mile basis, as provided in **22-1-327**;

(2) the statewide library access program provided for in **22-1-329**;

(3) the statewide interlibrary resource-sharing program provided for in **22-1-328**;

(4) distribution of base grants provided for in **22-1-331**; and

(5) the composition of the library federation board of trustees, as provided in **22-1-404**.

History: En. Sec. 6, Ch. 670, L. 1989; amd. Sec. 2, Ch. 183, L. 1999; amd. Sec. 3, Ch. 203, L. 2005; amd. Sec. 4, Ch. 47, L. 2009.

Base Grants

22-1-331. Base grants. The commission shall provide a base grant for each public library to support the cooperative activities and services of the six library federations in the state.

History: En. Sec. 7, Ch. 670, L. 1989.

2.18.010 - Legislative findings.

The Commission makes the following legislative findings regarding the Great Falls Public Library:

- A. Since 1890, when Paris and Valeria Gibson, and Robert Vaughn, contributed toward the establishment of the first library in this city, the people of Great Falls have enjoyed the benefits of a free public library;
- B. The City of Great Falls assumed operation of the library in 1892, and in accordance with Ordinance 341 adopted in 1910, as well as state law, a free public library remains operational to this day;
- C. The 1910 ordinance is antiquated in several particulars, and is in need of revision, although independent management and control of the library, through an appointed Board of Trustees, as provided by law, should be maintained;
- D. The need for independent management of the library must be balanced with the City Commission's authority under both state law and the City Charter to approve the budget and mill levy for the library;
- E. To accomplish this balance, there is a need to establish a structured relationship between the Board of Trustees and the City Commission; and
- F. The City Commission welcomes the continued cooperation of other public bodies, including the State of Montana and Cascade County, in the operation of the public library, as well as contributions from individuals and foundations.

(Ord. 3169, 2017).

2.18.020 - Establishment.

The first library was established in Great Falls in 1890. The City assumed operation of the library in 1892 and, in accordance with Ordinance 341 adopted in 1910, as well as state law, a free public library remains operational to this day. Pursuant to Mont. Code Ann. § 22-1-303(1) and Article VII, Section 3 of the Charter of the City of Great Falls, the Great Falls Public Library is hereby established in the Official Code of the City of Great Falls.

(Ord. 3169, 2017).

2.18.030 - Purpose.

A free public library allows residents the fullest opportunity to enrich and inform themselves through reading, as well as social, cultural, recreational, and educational activities.

(Ord. 3169, 2017).

2.18.040 - Tax levy—Special library fund.

- A. Subject to provisions of state law and the Charter of the City of Great Falls, the City Commission may levy in the same manner, and at the same time, as other taxes are levied a tax for the support of public library services.
- B. The City Commission may, by resolution, submit the question of imposing a tax levy to a vote of the qualified electors at an election as provided in state law.
- C. Upon a petition being filed with the City Commission and signed by not less than five (5) percent of the resident taxpayers of the City of Great Falls requesting an election for the purpose of imposing a mill levy, the City Commission shall submit to a vote of the qualified electors at an election, conducted as provided by state law, the question of imposing the mill levy.
- D. The proceeds of the tax constitute a separate fund called the public library fund and may not be used for any purpose except those of the public library.
- E. Money may not be paid out of the public library fund, by the Finance Department of the City of Great Falls, except by order or warrant of the Library Board of Trustees, or its authorized designee with approval by the Library Board.

(Ord. 3169, 2017).

2.18.050 - Library Board of Trustees.

- A. The City Commission shall appoint an advisory board to govern and manage the Great Falls Public Library to be known as the "Great Falls Library Board of Trustees," hereafter in this chapter may be referred to as the "Board."
- B. The Board shall consist of five (5) members. In addition, one (1) member of the City Commission shall be appointed by the City Commission to sit on the Board as an ex officio, non-voting member. Library board members shall be residents of Cascade County with at least three board members being qualified electors and residents of the City.
- C. Members of the Board shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.
- D. Trustees shall hold office for five (5) years from the date of appointment by the City Commission, or until their successors are appointed. Appointments shall be governed by state law. All trustees serving on the Library Board of Trustees, in existence at the time Ordinance 3140 becomes

effective, shall retain their offices for the duration of their appointments. If a Board member vacates that member's seat, a successor member shall be appointed to fill the remainder of that member's appointment, which term shall not be considered a full term under Mont. Code Ann. § 22-1-308.

- E. In July of each year, or the next regularly scheduled Board meeting afterward, the trustees shall meet and elect a presiding officer and other officers that they consider necessary, for one (1) year terms. Vacancies on the Board of Trustees must be filled for the unexpired term in the same manner as original appointments.

(Ord. 3169, 2017).

2.18.060 - Trustees—Powers and duties.

- A. The Board has those powers and duties as provided by Mont. Code Ann. §§ 22-1-309 and 311, including, but not limited to, the management and control of the Great Falls Public Library.
- B. In accordance with Article VII, Section 3, of the City Charter, the Board is also considered advisory with respect to the City Commission in the exercise of its duties. The Board may advise the City Commission on such matters as it deems necessary and appropriate, and the City Commission may seek Board advice and comment on such matters as it deems necessary and appropriate.
- C. Subject to the provisions of OCCGF 1.4.070, the Board may extend the privileges and use of the Great Falls Public Library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.
- D. The Board shall keep a record of its transactions, and shall make a report to the City Commission at least once each calendar year, addressing the business transacted during that year.
- E. The Board may exact and enforce reasonable fines and penalties to be assessed for violations of Great Falls Public Library rules, policies, and regulations.

(Ord. 3169, 2017).

2.18.070 - City authority to contract with Board of Trustees for library services.

- A. The City, through its Manager, with the approval of the City Commission, may contract with the Board to provide various services including, but not limited to, personnel services.
- B. Any and all contracts between the City and the Board in effect as of the date of adoption of Ordinance 3140 shall remain in full force and effect.

(Ord. 3169, 2017).

RESOLUTION NO. XXXXX

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, ESTABLISHING A PUBLIC SAFETY ADVISORY COMMITTEE

WHEREAS, the protection of life and property is amongst the highest priorities of the City of Great Falls; and

WHEREAS, due to mounting community concerns about the City's increasing crime rates, and that first responders are increasingly called upon for requests such as homelessness, mental health, and domestic disputes which often require connection to ongoing services, the Great Falls City Commission established the Great Falls Crime Task Force in 2021 for the primary purpose to study, review, evaluate, and make recommendations to the City Commission, City Manager, and general public on strategies to address crime. The Crime Task Force provided numerous recommendations that were further summarized into action items; and

WHEREAS, upon further discussions with the City Commission, there was general recognition that the City's broader public safety response posture was inadequate, and is unable to service current and future needs of a growing community. The General Fund, capped by a statewide property tax cap, is unable to sufficiently meet the service level desired by the taxpayers and fund the broad continuum of public safety needs across fire, police, court and legal departments; and

WHEREAS, based on the foregoing and that the last successful voter approved safety request was in the late 1960's, the City Commission adopted Resolutions in 2023 that submitted to the electors the questions of permanently increasing the mill levies of the City to pay costs of public safety services and issuing general obligation bonds for the purpose of paying costs of public safety improvements; and

WHEREAS, due to both those ballot measures being turned down by the voters at the November 7, 2023 election, the Great Falls City Commission seeks to establish a Public Safety Advisory Committee to make recommendations on public safety funding and/or service reduction in Great Falls.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, AS FOLLOWS:

SECTION 1: There is hereby established the Great Falls Public Safety Advisory Committee (hereinafter referred to as "PSAC"). The efforts of the PSAC shall be focused on the following areas:

Add purpose and duties.

SECTION 2: MEMBERSHIP: Sandra Guynn, Mike Parcel, Wendy McKamey, Jeni Dodd, George Nikolakakos, Aaron Weissman, Tony Rosales, Thad Reiste, Joe McKenney, and Shannon Wilson.

SECTION 3: MEETINGS AND RULES: Pursuant to Montana’s open meeting laws, all meetings of the PSAC shall be properly noticed at least 48 hours in advance of a meeting, include an agenda of topics/items to be discussed, allow for public comment on agenda items and for public comment on items not on the agenda but within the jurisdiction of the PSAC. Appropriate Minutes of all meetings shall be kept and be made available for inspection by the public.

SECTION 4: The PSAC members shall select a Chairperson and a Vice-Chairperson. The City Manager shall appoint a staff member to keep all records of the PSAC and take minutes of all meetings, and submit them to the City Clerk. A majority of the membership shall constitute a quorum. The PSAC shall meet as often as necessary to accomplish its general purpose, as described in Section 1, but not less than once a month.

SECTION 5: Members of the PSAC shall comply with the Code of Ethics set forth in Mont. Code Ann. § Title 2, Chapter 2, and the Official Code of the City of Great Falls (OCCGF) Title 2, Chapter 21.

SECTION 6: The PSAC shall meet with the goals of having draft recommendations available for public review and comment no later than DATE, and a final recommendation to present to the City Commission no later than DATE. The Task Force shall be disbanded and cease to exist after receipt of the recommendations by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, this _____ day of _____, 2024.

Cory Reeves, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney