



Work Session Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
December 02, 2025
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. Library Annual Update - Presented by Board Chair Anne Bulger and Director Susie McIntyre. (estimated 30 minutes)
2. Downtown Parking Program Update - Presented by Brock Cherry (estimated 30 minutes)

DISCUSSION POTENTIAL UPCOMING WORK SESSION TOPICS

ADJOURNMENT

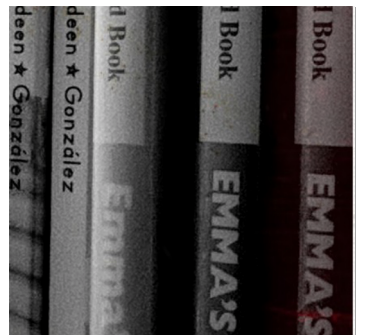
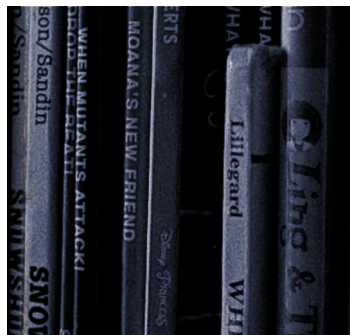
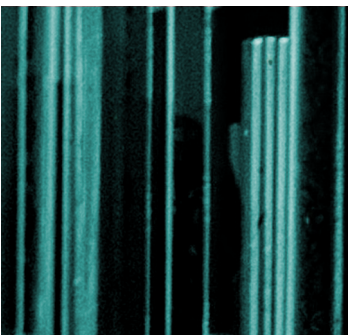
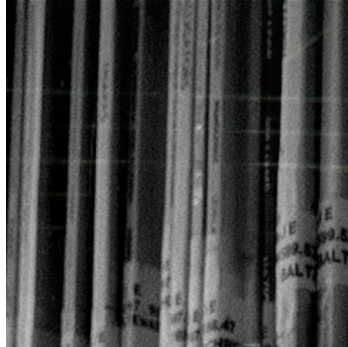
City Commission Work Sessions are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. Work Session meetings are re-aired on cable channel 190 the following Thursday morning at 10 a.m. and the following Tuesday evening at 5:30 p.m.

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

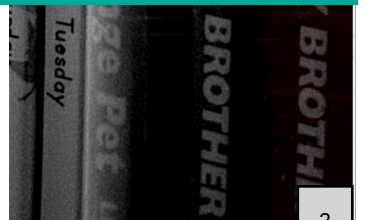
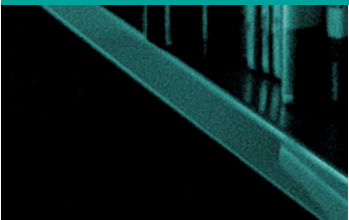
UPCOMING MEETING SCHEDULE

Swearing in of newly Elected Officials and Neighborhood Council Members - Tuesday December 16,
2025 5:00 p.m.

City Commission Meeting - Tuesday December 16, 2025 7:00 p.m.



2025 ANNUAL REPORT





Letter from the Library Director and Chair of the Library Board of Trustees

As we reflect on the past year, we are filled with immense pride and gratitude for the ways our Library continues to evolve, connect and inspire. The 2024-2025 Fiscal year was one of resilience, growth, and continued commitment to serving our community.

Thanks to improved funding from the successful Library Levy, we celebrated the return of beloved services - such as the Homebound Program - while also introducing new digital literacy classes and outreach initiatives to ensure that every member of our community has access to information, resources, and opportunity. From toddlers attending their first Storytime to seniors reconnecting at the Memory Café, our Library welcomes everyone.

This year also contained its share of struggles. After months of negotiations, the Great Falls Public Library Board of Trustees voted unanimously (5-0) on November 26th to approve a new management agreement with the City of Great Falls, marking a new chapter in the Library's 140-year partnership with the City. The new five-year agreement protects the voter approved Library Levy funding, but it reduces the Library's base funding from 7 mills to 3.5 mills annually. While this agreement presents operational challenges, we are committed to continuing to work with the City of Great Falls to provide essential Library services. We appreciate the diligent work of both negotiating committees to reach this resolution.

Our continued success is made possible through the dedication of our Library Board of Trustees, the unwavering support of the Great Falls Public Library Foundation, the hard work of dedicated Library staff, and the enthusiasm of our patrons. Together, we are writing the next chapter in Great Falls' story—one filled with discovery, creativity, and connection.

With gratitude,

Susie McIntyre, Library Director

Whitney Olson, Chair, Library Board of Trustees

FY25 Board of Trustees

Whitney Olson - Chair

Anne Bulger - Vice Chair

Jessica Crist

Sam DeForest

Noelle Johnson

Shannon Wilson - City Commissioner, Ex-Officio

Rae Grulkowski - County Commissioner, Ex-Officio

Thanks to the Great Falls Public Library Foundation

Our deepest thanks to the Great Falls Public Library Foundation for their extraordinary support this year. Their fundraising and generosity have made a lasting impact on the Library's collections, programs, and community engagement.

Foundation Leadership

Brianne Laurin, Executive Director

Emily Wolfram, Development Officer



Board of Trustees

Tom Donnelly, President

Sydne George, Vice President

Marilyn Parker, Treasurer

Chrissy Baroch

Annie Brown

Kathy Jackson

Tom Kotynski

Clint Porter

Sandy Rice

Millie Whalen

Jean Faure, Attorney Ex-Officio

FY25 Foundation Funded Projects

The Foundation provided over \$210,000 in direct support for Library services, technology, and programs, including:

\$60,000 - Book-A-Thon funds for Youth Services Materials and Programming

\$95,000 - Books and DVDs for the Library Collection

\$13,125 - LinkedIn Learning Educational Platform

\$3,192 - Chilton Auto Repair Database

\$18,698 - 3 Years of Mango Languages (including American Sign Language)

\$4,279 - 2 Phone Charging Lockers

\$19,000 - Staff Computer & Technology Upgrades

\$1,700 - New Early Literacy Toys

\$1,200 - Sponsorship for 2 Montana Repertory Theater Performances

\$17,600 - Increased Patron Access to eBooks, eAudiobooks & eMagazines

\$2,000 - Additional Security Cameras

\$2,500 - Support for Shakespeare in the Parks

\$2,500 - Support for Summer Reading

\$5,000 - Community Engagement Support

\$10,000 - Indigenous Cultural Programming (Montana Arts Grant Match)

\$3,275 - Dolly Parton Imagination Library Outreach Materials

\$10,000 - Library Beautification

New and Improved Services

Expanded Hours – Since June 2024, the Library is open 7 days a week, offering 63 hours of service per week, up from 52.

Homebound Program – Restarted in FY2025, serving 18 homebound patrons with personalized book and DVD delivery.

Digital Literacy Classes – From February through April, the library hosted eight weeks of free in-person Digital Literacy Workshops. Thanks to Chris DiSalvatore from Great Falls College – MSU for empowering patrons with vital tech skills. 162 people attended classes which included Computer Basics, Internet Basics, Email Basics, Cybersecurity, Video Conferencing Basics, Mobile Devices, Files & Saving, and Basics of Artificial Intelligence.

Expanded Bookmobile Service – The Bookmobile continues to be one of our most visible and beloved community resources. Operating on a bi-weekly schedule, it visits 37 locations, including 6 Hutterite colonies, 19 schools and childcare centers, 4 community centers and rural libraries, 7 senior living centers, and the Cascade County Juvenile Detention Center.

Lessons Learned & Opportunities for Growth

Fiscal Year 2025 was a year of progress for the Library - marked by expanded services, new initiatives, and a stronger connection with our community. Yet, we recognize that growth is an ongoing journey. Guided by our commitment to relentless incremental improvement, we continue to learn, listen, and adapt.

Coordinating Staffing - In order to be open seven days a week, we added staff in both Public Services and Youth Services. Despite these additions, managing schedules remains a challenge due to vacations, sick leave, and other staffing constraints. We extend our appreciation to the management team, who continue to juggle shifts, cover desks, and ensure that service remains uninterrupted every hour we're open.

Deferred Maintenance - Although Library Levy funding has significantly strengthened our operating budget, years of underinvestment have left us with more than \$13 million in deferred maintenance projects identified in our Capital Improvement Plan. We're grateful to partner with the Foundation on a remodel plan that will help address these needs. Until that funding is secured, we remain cautiously optimistic that no major repairs will arise in the near term.

Safety and Patron Behavior - Our goal is simple: everyone should feel safe and welcome at the Library. Over the past two years, we've made meaningful strides to support that goal - updating our Patron Behavior Policy, expanding staff training, and installing additional security cameras. We've also added two safety specialists who focus on patrolling, policy enforcement, and de-escalation.

Following the "broken windows" approach, we've worked to keep our facilities clean, bright, and inviting—adding art, improving landscaping, and optimizing spaces. Still, a small number of patrons occasionally violate Library rules. For serious or repeated infractions, we issue bans or trespass notices to maintain a safe environment for all. We recognize that these situations can be stressful for staff and patrons alike, and we remain committed to strengthening both community and Library safety.

Increasing Library Awareness - Even with expanded services and a dedicated communications staff member, too many people in our community still don't know all that the Library offers. We want everyone to understand that our resources—funded by the public—are free to use.

It's disheartening when parents hesitate to get a Library card because they worry about costs or late fees. Meanwhile, the patrons who do use our resources, especially our digital tools, consistently give glowing reviews. The challenge is clear: we must do a better job of sharing our story and connecting our services to those who need them most.

Early Literacy Programs

Thanks to expanded Library Levy funding, the Library now offers five free early literacy programs each week for babies, toddlers, preschoolers (birth–5 years), and their families and caregivers. These fun sessions help build pre-reading, social-emotional, and motor skills—everything children need for success in Kindergarten!

Special Programs All Year Long

There's always something fun happening at the Library! Families can enjoy a full calendar of creative, seasonal events, including:

- Annual Halloween Party & Costume Contest
- Raising Readers Holiday Party
- New Year's Eve Party & Balloon Drop
- Dragon Appreciation Day
- Pi Day Party
- Teen Tabletop Gaming

Youth Services provides a wide range of free, educational, and engaging programs for children, teens, and families all year long.

In FY2025, 18,994 people attended one of our 660 different events for youth and teens!

Step into the world of imagination and adventure! Teens can join one of our tabletop roleplaying game campaigns, where storytelling and creativity come alive. Players collaborate with a Game Master to explore fantasy, sci-fi, and other exciting worlds, creating unique characters and shaping the story together.

Gibson Park StoryWalk

Combine reading and outdoor fun with our Gibson Park StoryWalk! Follow the pages of a children's story along the stroller-friendly path beginning at the Paris Gibson statue near the bandshell, looping around the duck pond, and returning to the parking area. A new story is featured every month, so come walk, read, and explore together!

Early Literacy Outreach Project

Thanks to generous support from the Library Foundation, our new Early Literacy Outreach Project brings Storytime directly to childcare centers across Great Falls. The Library Book Lady shares stories, songs, and literacy tips while providing support and training to educators and parents. This outreach helps ensure every child in our community has access to the joy and power of books!



Summer Reading 2025: “Color Our World” Lights Up Great Falls!

This summer, the Great Falls Public Library was buzzing with excitement as our community came together for **Summer Reading 2025: Color Our World!** Both our Adult Summer Reading and Kids & Teens Summer Reading Programs returned in full color, bringing record participation, creative events, and an inspiring celebration of literacy.

The season kicked off in style with two fantastic events! On June 6, kids and teens joined the Summer Reading Kick-off Party, signing up for the Summer Reading Rewards Program and the fan-favorite Teen Loot Box Program. The fun continued the next day, June 7, with the Adult Summer Reading Bash, featuring lawn games, live tunes from local duo TOAST, and an inspiring keynote from author Carol Bradley on the power of literacy and libraries.

Community partners such as the Great Falls Theatre Company, Great Falls Parks and Recreation, and the Great Falls Alzheimer’s Association joined in the festivities, sharing details about their own summer programs and adding to the community spirit.

Readers of all ages dove into the challenge!

230 adults signed up for the Summer Reading Challenge, with 100 completing it and many filling out bingo cards for a chance to win prizes like crochet baskets, Cupixels kits, and Scheels gift cards.

Kids and teens logged their reading through the Beanstack app or paper logs, earning a prize for every 5 hours read—and they didn’t disappoint! Together, they racked up an incredible 401,530 minutes of reading, a 27% increase from 2024!

Other highlights include:

- 107 youth programs with 6,087 attendees
- 28 general interest programs for adults, drawing 2,599 participants
 - 124 Teen Loot Boxes distributed (a 12% increase from 2024!)
 - 1,370 youth and teen prizes redeemed (another 12% increase!)

The summer wrapped up with two celebratory finales on August 16: the Kids & Teens Summer Reading Celebration in Library Park and the lively Adult Summer Reading After-Party at Annie’s Tap House, where prize drawings capped off the season. The grand prize for the Teen Loot Box Program—a Nintendo Switch 2 and games—was a huge hit!

A huge thank-you goes out to our generous sponsors: Marshall Orthodontics and the Great Falls Public Library Foundation for supporting Youth Summer Reading, and the Town Pump Charitable Foundation’s Keep Kids Reading Grant for making our Library Loot Boxes possible.

Thanks to the creativity, enthusiasm, and commitment of our readers, Summer Reading 2025 truly colored our world with imagination, connection, and community spirit. We can’t wait to see what next summer brings!

FY25 Community Engagement Highlights: Building Connections, Sparking Joy, & Inspiring Readers

FY2025 was a banner year for community engagement at the Library—one filled with stories, laughter, learning, and connection. Over 11,750 community members joined us for 225 programs designed to promote literacy, spark joy, and strengthen the bonds that make our community thrive.



Book Clubs & Board Games

Our readers found their people this year through five traditional monthly book clubs and the ever-popular Silent Book Club at Luna Coffee, where participants sip, read, and relax in companionable silence. Adding to the fun, our monthly Board Game Night continues to be a favorite gathering for friendly competition and good cheer.



Author Talks

We were honored to welcome nine visiting authors who shared their writing journeys, creative inspirations, and insights into the craft of storytelling. These intimate sessions offered a wonderful opportunity for readers to connect directly with the authors they love.



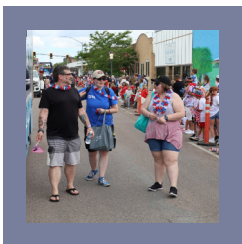
Educational Programs That Inspire

Curiosity took center stage in FY2025 with more than 35 educational presentations. Audiences explored everything from Scottish witches and American bison documentaries to the history of libraries and the popular Armchair Traveler Series. Important community conversations were sparked through programs like Escape the Vape, Story Quilt, and the Good Neighbor Day presentation.



Memory Café & Dementia Support

Our monthly Memory Café continues to be a warm, welcoming space for those experiencing memory loss and their caregivers—a place for connection, conversation, and community. The Library is also proud to support the Great Falls Walk to End Alzheimer's and to partner on educational programs about aging and dementia awareness.



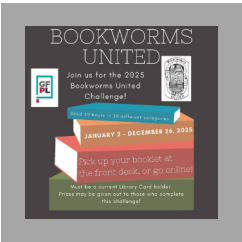
Community Partnerships That Shine

The Library proudly collaborated with partners across the city to celebrate culture, learning, and togetherness. Highlights include the Black Heritage Evening, Museum Consortium Sunday Sampler, Fourth of July Parade, Juneteenth, Back to School Blast, and Worlds of Work. These events reflect our ongoing commitment to inclusivity and community celebration.



Shakespeare in the Parks Returns

One of this year's crown jewels was sponsoring the return of Montana Shakespeare in the Parks to Great Falls! For 53 years, this beloved program has brought Shakespeare's timeless tales to rural and underserved communities. We were thrilled to help make the magic of live theatre accessible once again—an unforgettable evening under the Big Sky.



Bookworms United

Our community's love of reading knows no bounds! The Bookworms United Reading Challenge invited participants to read 50 books from 50 categories in one year. Fifty-eight readers conquered the challenge in 2024—and in 2025, more than 700 people have already downloaded the new reading list. Ready, set, read!

Celebrating Local Art

Throughout the year, the Library's walls became a gallery for local creativity. The Community Art Displays showcased the work of talented artists and groups, giving visitors a chance to experience the rich artistic spirit of Great Falls.

FY2025 Featured Exhibits:

July–August: Robert Fineman

September–October: Kurt Loeffler

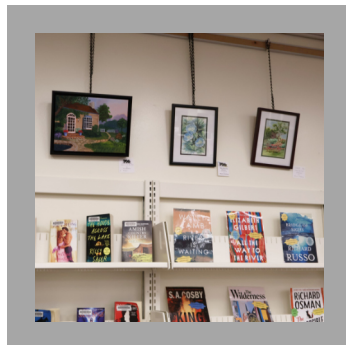
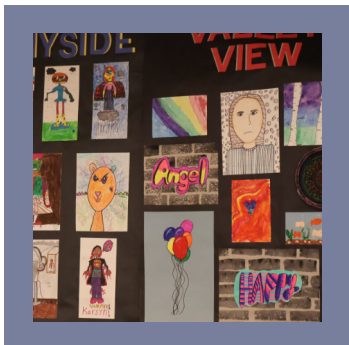
November–December: Studio 706

January–February: Sharron Mashburn

March–April: Great Falls Public Schools Student Artists

May–June: Carmen Goodheart & Oscar Sanchez

From art to Shakespeare, from coffeehouse reads to community parades - FY2025 was truly a year of connection and creativity. Thank you to everyone who participated, partnered, or simply showed up. Together, we're proving that the Library is so much more than books - it's the heart of the community.



FREE Digital Resources: Anytime, Anywhere!

Thanks to expanded Library Levy funding, Great Falls Public Library patrons have access to more online learning, reading, and exploration! Whether you're tackling a DIY car repair, brushing up on job skills, or diving into a new language, our FREE digital resources are available 24/7—from home, work, or on the go.

Chilton Auto Repair Database

Get the detailed information you need to handle vehicle maintenance and repairs like a pro! The Chilton Library provides step-by-step repair, maintenance, and service information for the most popular cars, trucks, vans, and SUVs on the road today. Coverage spans from 1940 to current models, making it the perfect companion for both classic car enthusiasts and modern motorists.

In FY2025, GFPL patrons accessed the Chilton Auto Repair Database and retrieved over 760 repair articles.

LinkedIn Learning

Build new skills and advance your career with LinkedIn Learning, offering thousands of expert-led online courses across business, technology, and creative fields. Learn at your own pace with real-world instruction from industry professionals. Find out more about how to access and use LinkedIn Learning with your Great Falls Public Library card!

In FY2025, GFPL patrons viewed 3,435 learning videos.

Mango Languages

Ready to learn a new language—or just a few key phrases for your next adventure? Mango Languages offers interactive lessons in over 70 languages, complete with audio tutorials to help you practice reading, listening, and speaking. It also includes ESL courses for speakers of Arabic, Cantonese, Mandarin, French, German, Greek, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Turkish, and Vietnamese.

In FY2025, 295 GFPL patrons had 950 Mango learning sessions.

eBooks, Audiobooks & Magazines with Libby

Your library card unlocks access to MontanaLibrary2Go through the Libby app, where you can explore a collection of over 30,000 eBooks and audiobooks—plus more than 4,000 popular magazine titles. Enjoy your favorite reads anywhere, anytime, on your phone, tablet, or computer.

In FY2025, GFPL patrons had 94,615 digital checkouts!



GREAT FALLS PUBLIC LIBRARY

301 2ND AVE NORTH
GREAT FALLS, MT 59401

ANNUAL REPORT 2025



The library had **2,020** open hours



18,769 people have a card at our library



126,548 people walked through our doors last year



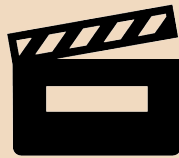
The collection had **117,947** items



Print
107,699



Audio
2,970



Video
7,160



94,615 e-materials borrowed



Contributing to a total of **341,544** checkouts



We lent our items to other libraries **49,374** times



24,349 uses of public computers



84,961 Wi-Fi Sessions



And brought in **35,600** items upon patron requests



581 total programs offered



21,980 people attended in total

READ



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).

Library Remodel Design: Laying the Groundwork for a Sustainable Future

The Great Falls Public Library has been a cornerstone of our community since its doors opened in 1967. For nearly six decades, the building has served countless readers, learners, and dreamers — but it has never undergone a major remodel. Recognizing the growing need to modernize both the facility and its infrastructure, the Library Board of Trustees began an exciting journey in 2022 to envision a library that will serve our community for the next 50 years.

Planning for the Future: In partnership with the Great Falls Public Library Foundation, the Library Board launched an eight-month Master Planning process, working closely with Rethinking Libraries and MMW Architects. Through robust community engagement and stakeholder input, this process produced a comprehensive 213-page Master Plan, which has become the foundation for the Library's future design work.

Building on these insights, the Library Board adopted a Strategic Plan for 2023–2026, setting forth three key goals:

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

Design Work Underway: In March 2024, the Library Board approved a design contract with Cushing Terrell, a leading architecture and engineering firm, to advance the remodel design. This design phase is a crucial step — identifying renovation priorities, establishing cost estimates, and guiding future fundraising efforts. The total contract, valued at \$873,158, has been fully funded by the Great Falls Public Library Foundation, whose generosity and leadership have made this progress possible.

FY2025 Progress Highlights

Land Surveying – 100% Complete: Completed with TD&H Engineering, covering the Library property, parking lots, front plaza, and Library Park.

Landscape Design – 82.7% Complete: Preliminary designs are being developed for outdoor spaces, including the plaza, staff parking, and park areas.

Due Diligence & Site Planning – 100% Complete: A full 3D model of the existing building has been created and is being used to inform design decisions.

Hazardous Materials Inspection – 70% Complete: Environmental testing is underway to ensure a safe remodel process.

Design Development – 92% Complete: Multiple design iterations have been shaped by staff, stakeholder, and community input to align with workflow needs, safety priorities, and fundraising goals.

Construction Documents – Work has begun across all systems — Structural (79%), Mechanical/Electrical/Plumbing (49.5%), and Civil (83%).

Preliminary Upgrade Plans:

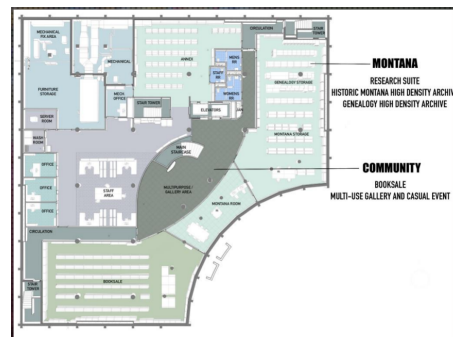
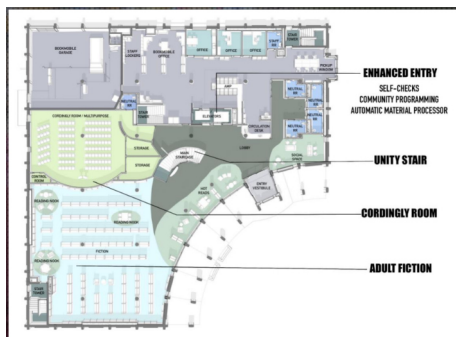
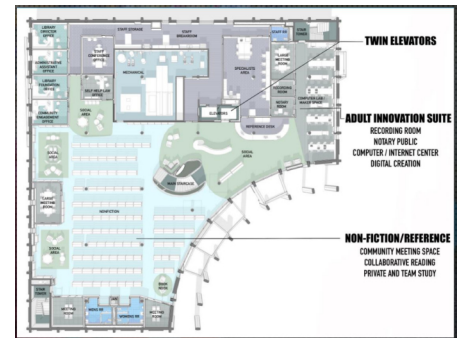
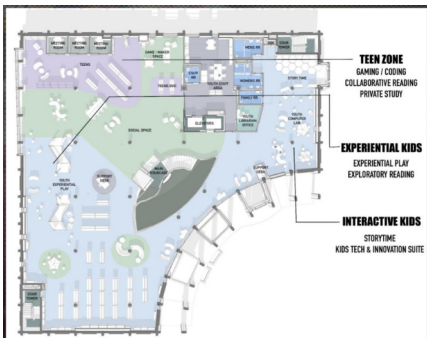
Structural Improvements:

- Upgrade all elevators and restrooms to meet ADA accessibility standards.
- Improve energy efficiency by replacing fluorescent lighting with LED fixtures.
- Modernize stair access from the basement to the third floor.
- Replace and upgrade electrical, mechanical, and HVAC systems.

Space Design Enhancements:

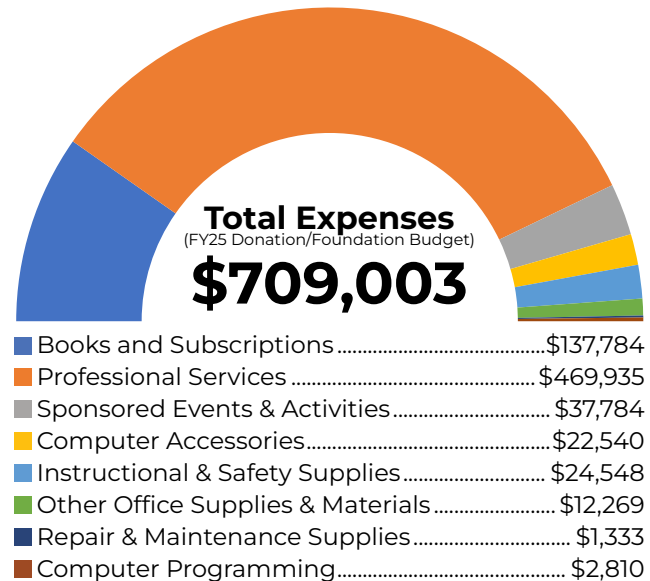
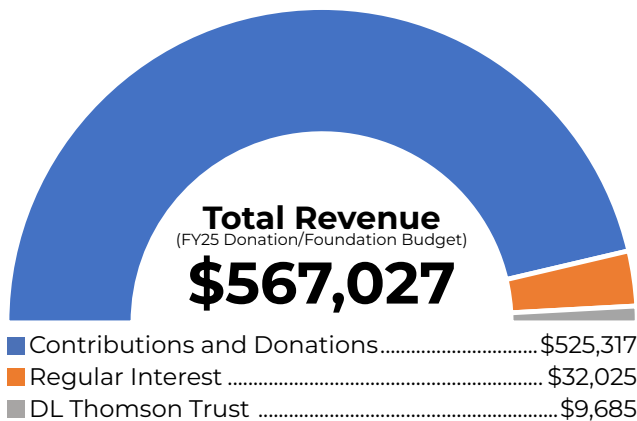
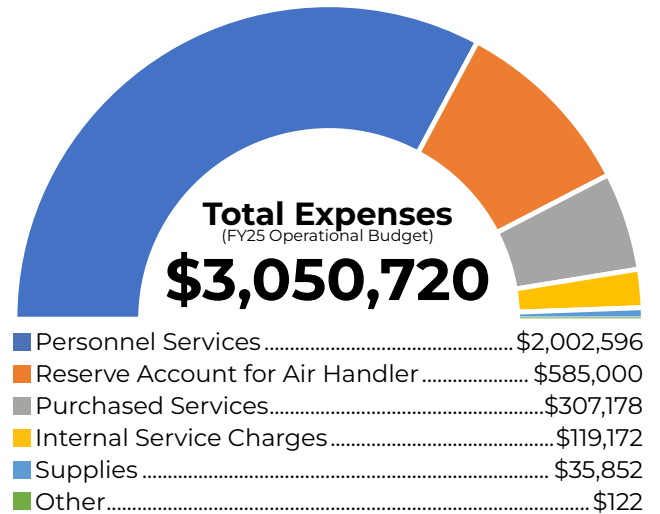
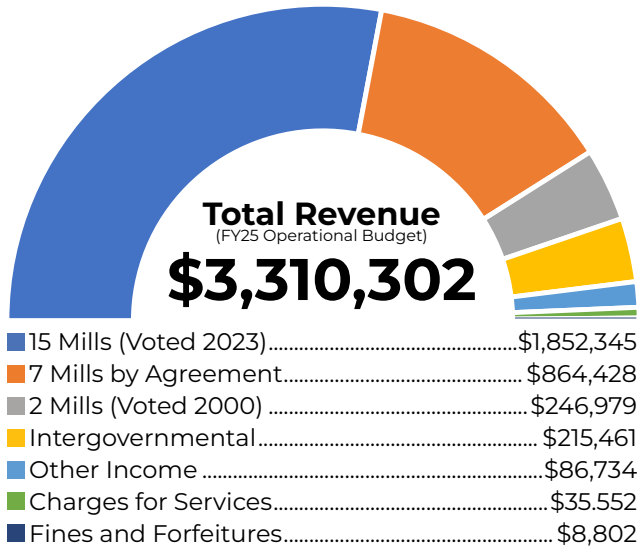
- Expand and relocate Youth Services to the second floor, creating dedicated teen and children's areas.
- Create a large, first-floor meeting room with outside access for secure after-hours use.
- Relocate the pickup window to the east side and provide dedicated space for Homebound/Bookmobile services.
- Move the Montana Room and Genealogy spaces to the lower level for safe compact shelving.
- Provide improved spaces for AAUW and Friends of the Library book sales.
- Add more study and mid-sized meeting rooms.
- Ensure every floor has accessible restrooms.

A Grateful Acknowledgment: The Great Falls Public Library Board and staff extend our heartfelt thanks to the Great Falls Public Library Foundation for its vision, generosity, and unwavering support. The Foundation's commitment has made this important design work possible and will continue to be instrumental as we move toward renovation and renewal. Together, with community support, we are laying the groundwork for a sustainable, inclusive, and inspiring Library—one that will continue to educate, connect, and empower Great Falls for generations to come.



Our FY25 Budget

The Great Falls Public Library is grateful for the funds we receive through the levy, donations, grants, and sponsorships. We know how valuable these resources are and work hard to use every dollar to serve our community. We don't take anything for granted. Here's how our revenues and expenses were for FY2025.



Have questions about the budget?

Librarians have the answers

Q: WHAT ARE THERE TWO REVENUE CHARTS AND TWO EXPENSE CHARTS? Great question. We have two separate but equally important accounts. The first is our operating budget (top two charts). This funding comes from mills, fees, and other sources. These funds are used to pay for the building, staff, and other general operating costs. The second account (bottom two charts) comes from donations, grants, and the generosity of the Great Falls Public Library Foundation. It pays for some of our special programming like Montana Shakespeare in the Parks.

Q: ARE YOU AUDITED? Yes. The City of Great Falls is audited on a yearly basis based on state and federal requirements, and the Library Fund and Library Foundation Fund are part of this audit. The Auditors are qualified and approved by the State of Montana. The City receives an unmodified “clean” report from the auditors each year.

Q: WHY DO THE EXPENSES INCLUDE \$585,000 FOR RESERVE ACCOUNT FOR AIR HANDLER REPLACEMENT? After years of underfunding, the passage of the Library Levy greatly improved the Library's budget profile. As every prudent home and business owner knows, one must budget for ongoing maintenance and for future capital upgrades/repairs. The City of Great Falls defines a “reserve account” as “an account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and are not available for general appropriation.” Although the Library has great plans for a remodel, it will be several years before the fundraising and actual remodel construction will be completed. The Library has several capital improvement projects that will need to be accomplished even if the Library remodel has to be postponed into the future. The most pressing project is the replacement of the Air Handling Unit and chiller which is estimated to cost about \$1,700,000. The Library Board has wisely chosen to start a reserve account to address this critical need.

Q: WHERE CAN I GO TO LEARN MORE ABOUT THE LIBRARY BUDGET? As Librarians, we love it when someone wants to read more about a subject. More information can be found on the City's website at greatfallsmt.net/finance/budget. The Library Board also regularly reviews our financials, and that information is on the Library's website at greatfallslibrary.org/library-board-of-trustees/



