

Director's Report
Great Falls Public Library
November 2023

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