

**Director's Report**  
**Great Falls Public Library**  
December 2023

1. **MONTHLY MANAGEMENT TEAM UPDATE—PROGRAMMING REPORT:** Sarah Cawley has prepared a report on her work with programming and building community relationships. She will provide an overview of her work and answer any Board questions.
2. **MILL LEVY IMPLEMENTATION:** We hope to receive information about our 1<sup>st</sup> Levy Property Tax Revenue by December 15<sup>th</sup>. I have a meeting with City Manager Doyen and Finance Director Melissa Kinzler in the morning of Wednesday December 20<sup>th</sup>. I will have a report on the tax revenue, the hiring plan and the spending plan for the rest of FY2024. We will need to plan our spending so that we have at least 55% of our operational budget in the Library Fund at the start of FY2025. I've included three organizational charts in your packet—June 2023, Current, and proposed for Spring 2023. As requested, I've also included proposed SMART objectives for the Library Levy Implementation.
3. **CREDIT CARD PAYMENTS:** We have found a standalone terminal that will work with our computer systems and meet the needs of the Finance Department. Our next step is to program the automatic 3% fee. Once staff have been trained, we will start taking credit and debit cards.
4. **INCIDENT REPORT SUMMARY:** As requested several months ago, I have provided a summary of the last three months of Incident Reports. We can discuss the summary at the meeting.
5. **FOUNDATION APPROVED PROJECTS:** A draft of the January 2023 Foundation Approved Projects request is in your packet. We can discuss the requests at the meeting.
6. **REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES FOR THE EXTERIOR AND INTERIOR REMODELING OF THE GREAT FALLS PUBLIC LIBRARY:** The Library received three proposals to provide architectural/engineering services for the design of the Library Remodel. The Design RFP Review Committee had their kickoff meeting on Tuesday December 5<sup>th</sup>. They will each individually score the three proposals according to defined criteria and then meet as a group to finalize the scoring on Friday December 15<sup>th</sup>. If needed, the committee will interview the company representatives in early January. We will provide further information as the process continues.
7. **HATE HAS NO HOME HERE:** As you are all aware, the Library has found hate propaganda in several Library Books. We appreciate the support of the YWCA and other community partners in developing our response. The news coverage and the participation in the City Commission meeting was very positive. We have printed multiple copies of the "Hate Has No Home Here" flyer using funds donated specifically for the printing. We have a table providing information on the campaign and free flyers on the first floor by the elevator. Overall, the community has been very supportive. We hope that more coordinated community efforts can end the spread of these hateful messages in Great Falls.
8. **BEYOND BOOKS:** At each public services meeting, each staff member reports on a "win" from their past week. The "Wins" vary from a positive patron interaction to a thank you to a colleague to learning a new skill. At this past public services meeting, two "wins" illustrate how the Library assists our patrons with more than checking out books. We connect them with needed information & resources.
  - A patron, came to the Information Desk with some questions. After their spouse's recent death, they received an invitation to have them listed in *Who's Who*. The patron had seen *Who's Who* before, but was unsure about the invitation because the organization requested for a significant sum of money for the listing. Staff were able to assist the patron in researching the invitation and determining that it was actually a scam.
  - A patron came to the Library for assistance in typing and printing her Christmas letter. She had never used a computer before. Staff got her set-up and provided pointers on how the computer was different from a typewriter. Her computer session ran out before she printed or saved her document, but staff were able to get her another session and retrieve her letter. She successfully wrote and printed her 2023 Christmas letter.