

Director's Report
Great Falls Public Library
May 2024

1. **MONTHLY MANAGEMENT TEAM UPDATE—COMMUNICATIONS REPORT:** Jake Sorich has prepared a report on Library Communications. He will provide an overview and answer any Board questions.
2. **MILL LEVY IMPLEMENTATION: EXPANDED SERVICES** Starting Sunday June 9th, the Library will be open expanded hours including on Sunday! We will also start our expanded Bookmobile and Homebound services. (See the new Bookmobile Schedule in your packet.) I hope that you can join us for our Library Bash planned for Saturday June 8th to celebrate.
3. **NEW LOGO AND WEBSITE:** The Foundation has generously funded both the creation of a new Library Logo and our rebranding efforts. The Library will launch our new Logo and website the first week of June. We are updating all of our materials including our signs, forms and promotional items. The Library will be well served by having an updated fresh logo and consistent, professional marketing materials. Additionally, implementing the visual brand guidelines will help us make good aesthetic decisions regarding signage and spaces. A consistent, updated look will assist in making the Library a space that is welcoming and easy to navigate.
4. **BANDSHELL REMOVAL:** The Library bandshell has been removed. We will be doing some cleanup of the space in the next few weeks. We have great plans for the Summer Music in the Park series which will still take place in the Library Park. Big thanks to all of our Summer Music sponsors especially Scheels for allowing us to borrow their performance tent!
5. **INTERNAL SERVICE CHARGES:** At our last meeting, there were questions about how the Internal Service Charges are assessed. According to the Finance Department, "We don't have a draft of the FY2025 Internal Service Charge book yet. It likely won't be prepared until sometime in June. However, all the methodologies and factors are remaining the same this year, so last year's document is still relevant." I've included the FY2024 Internal Service Charge Book in your packet. I've highlighted the sections that are relevant to the Library. The budget deadline for City of Great Falls Internal Service charges is May 22nd. The Library will update its proposed operational budget to reflect the actual Internal Service Charge assessments when they are received.
6. **EXCELLENT LIBRARY SERVICE AWARD:** The Montana State Library Commission annually recognizes libraries for achieving excellence in serving their communities with the Excellent Library Service Award (the ELSA). Each year academic, public, school, and special libraries have an opportunity to apply for the award using a series of excellent service criteria in a variety of categories developed by librarians from all types of libraries. Great Falls Public Library has been awarded an Excellent Library Service Award again this year. A copy of the certificate is in your packet.
7. **FOUNDATION EARLY LITERACY GRANT:** The Foundation was approached by a Family Foundation and invited to submit a proposal for funding for a Library early literacy project. Their concept paper was accepted and they have been invited to submit a full application by June 30th. If they are successful, the project would start in January of 2025. A copy of the concept paper is in your packet. I'm happy to answer questions about the project.
8. **REMODEL DESIGN:** The City Commission approved the Cushing Terrell contract for the Library remodel design. The Foundation is working on a Memorandum of Understanding with the City to codify the responsibilities of all parties—especially the funding mechanism. Cushing Terrell has started work documenting existing conditions and planning an outline of work.