AGENDA

GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 24, 2026

Great Falls Public Library – Montana Room (Library - 3rd Floor)

4:30 P.M.

(Virtual access to meeting available upon request • 406-453-0349)

Notice: Meeting will be recorded via Zoom

Our Mission: The Great Falls Public Library serves as a connection point; we empower the community and enhance the quality of life by providing individuals access to information and social, cultural, and recreational resources.

I. AGENDA APPROVAL

MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE AGENDA AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

IV. ADOPTION OF THE MINUTES (Pages 1-6)

MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES OF THE FEBRUARY MEETING AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

V. ACCEPTANCE OF THE FINANCIAL REPORTS – FEBRUARY 2026

A. INCOME STATEMENTS - 2220 (OPERATING) (Pages 7-9)
B. INCOME STATEMENTS – 2221 (FOUNDATION/DONATION) (Page 10)
C. LIBRARY VENDOR SUMMARY (Pages 11-17)
D. FOUNDATION VENDOR SUMMARY (Pages 18-24)
E. DONATION REPORT (Page 25)

MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE FINANCIAL REPORTS AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. REPORTS

A. DIRECTOR REPORT (Page 26)
B. STRATEGIC PLAN REPORT (Pages 27-30)
C. GFPL FOUNDATION REPORT
D. CHAIR REPORT
E. BOARD REPORTS
F. CUSHING TERRELL REPORT

VII. OLD BUSINESS

A. LIBRARY BOARD TASK CALENDAR (Pages 31-32)

VIII. NEW BUSINESS

A. DIRECTOR EVALUATION PLAN (Page 33)

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. ADJOURNMENT

MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN THE MEETING.

SECOND VOTE

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, February 24, 2026
Great Falls Public Library – Montana Room (3rd Floor of the Library)
(Virtual access to meeting was available upon request)
(zoom recording of meeting is available on the Great Falls Public Library YouTube page)
4:30 p.m.

BOARD MEMBERS PRESENT: Ms. Anne Bulger (zoom), Ms. Sam DeForest, Ms. Noelle Johnson, Ms. Whitney Olson (zoom)
BOARD MEMBERS ABSENT: Ms. Jessica Crist

EX OFFICIO BOARD MEMBERS PRESENT: Shannon Wilson – City of GF Commissioner (zoom)
EX OFFICIO BOARD MEMBERS ABSENT: Mr. Joe Briggs – Cascade County Commissioner

GFPL STAFF, GFPL FOUNDATION, GFPL LEGAL COUNCEL PRESENT: Bill Bronson – Legal Counsel for GFPL, Amy Dissmeyer, Terri Gordillo, Treva Higgins, Cody Hughes, Aaron Kueffler, Brianne Laurin – GFPL Foundation Executive Director, Sara Linder-Parkinson, Rae McFadden

PUBLIC COMMENT PROVIDED BY: Richard Irving – Resident of Great Falls, Cameron Swathwood

Ms. Bulger called the meeting to order at 4:30 pm.

I. AGENDA APPROVAL

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the agenda as presented. Ms. DeForest seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Richard Irving, a Great Falls resident and library cardholder, addressed the Board and commented that the prior month's materials appeared to reflect two separate agendas that may have been inadvertently combined into one report.

Ms. Bulger asked if there was any addition board or public comment; upon hearing none, she called for a vote. Motion passed by unanimous vote of members present.

II. PLEDGE OF ALLEGIANCE

III. STAFF INTRODUCTIONS

Cody Hughes and Terri Gordillo introduced themselves to the board.

IV. PUBLIC COMMENT

Richard Irving, a Great Falls resident and library cardholder, addressed the Board regarding the library's master planning process. He stated that library funds, whether public or donated, should prioritize necessary improvements rather than discretionary features. He also expressed

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concern about the level of public input in the planning process and indicated he may provide additional comments in the future as more information becomes available.

Cameron Swathwood, a Great Falls resident and library cardholder, addressed the Board as a private citizen. He expressed concerns about safety, cleanliness, and the presence of individuals he perceived as loitering in and around the library, stating that these conditions have negatively affected his family's experience when visiting the facility. He encouraged the Board and library leadership to consider how these issues impact families and other patrons and asked that they ensure the library remains a welcoming environment for community members.

V. ADOPTION OF THE MINUTES

Ms. DeForest moved that the Great Falls Public Library Board of Trustees approve the minutes of the January meeting as presented. Ms. Johnson seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Richard Irving, a Great Falls resident and library cardholder, addressed the Board regarding the approval of prior meeting minutes. He expressed concern that the minutes being approved did not correspond with the meeting listed on the agenda and encouraged the Board to ensure the record accurately reflects the correct meeting to avoid potential issues. He also clarified a prior comment, stating his concern was that a board member indicated they could communicate with staff regardless of policy, and he noted that the Board did not address that statement at the time.

Ms. Johnson clarified that the Board held only one regular meeting in January, which occurred on January 27, and that the Board did not hold any other meetings in January or December.

Ms. Bulger asked if there were any more comments; upon hearing none, she called for a vote. Motion passed by unanimous vote of members present with one member abstaining.

VI. ACCEPTANCE OF THE FINANCIAL REPORTS

Ms. Bulger asked if anyone had questions regarding the financial reports.

Ms. Johnson noted on page 6 the taxes that have come in.

Ms. Bulger inquired about differing amounts listed for Amazon maintenance supplies on pages 10 and 11. Mr. Kueffler explained that one payment was made via vendor invoice and the other via credit card.

Ms. Johnson asked about issues with the drive-up window on page 12; Mr. Kueffler noted the microphone had malfunctioned but reported it has been addressed.

Ms. Bulger highlighted a donation from the Montana Arts Council, confirmed by Ms. Johnson as part of a grant.

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Ms. DeForest moved that the Great Falls Public Library Board of Trustees accept the financial reports as presented. Ms. Johnson seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Ms. Johnson stated that she had met with Ms. Dissmeyer and Mr. Kueffler regarding a matter, it is good now and she will have discussions with them going forward.

Ms. Bulger called for a vote. Motion passed by unanimous vote of members present.

VII. REPORTS

MANAGER REPORT

Ms. McFadden presented her Manager's Report.

DIRECTOR REPORT

Ms. Dissmeyer presented her Director's Report and reported that the library's new phone system has been installed and is functioning, with staff continuing to become familiar with the system. She credited staff for coordinating the installation and noted the transition was completed earlier in the week.

Ms. Dissmeyer also reported on an introductory meeting with project consultants regarding the building project. She stated that staff feedback and her own experience prompted several suggested revisions to the current plans, including exploring relocation of the children's area to the third floor, consolidating restroom locations for efficiency, and evaluating the removal of the proposed automated materials handler due to cost and space considerations. She noted that revised plans incorporating these options would be developed for further review.

Additionally, Ms. Dissmeyer reported that she has begun the state library certification process and has completed initial coursework toward the required training hours.

Board members asked questions regarding staff introductions and coordination with City officials. Ms. Dissmeyer stated she has met with most City department leaders and expects additional meetings as orientation continues.

GFPL FOUNDATION REPORT

Ms. Laurin presented the Foundation Report. She reported that the "Love Your Library" campaign was highly successful, generating nearly 600 letters from community members expressing support for the library. She noted that many messages highlighted themes of community, belonging, and the library as a welcoming and supportive space. Ms. Laurin added that the Montana Library Association expressed interest in replicating the campaign statewide in the future.

Ms. Laurin also reported that Great Falls will host the upcoming Montana Library Association conference. The library will host the welcome reception for conference attendees, and she

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noted the event will provide networking opportunities for library professionals and board members from across the state.

Board members discussed potential roles for trustees during the conference, including attending sessions, networking with other library boards, and assisting as hosts during conference activities.

Ms. Laurin also provided an update on the Early Literacy Outreach Specialist position funded through a private family foundation grant. She reported that the grant was renewed for a second year with increased funding of $40,000 and that the program continues to be well received. She explained that the grant allows applications for three consecutive years, after which the foundation and donors hope the program will transition to a sustainable funding model supported by the library and additional donors. She noted the position is currently structured as a part-time city employee funded through a designated project account created for the grant.

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CHAIR REPORT
Ms. Bulger had nothing to report.

BOARD REPORT
No board reports given.

CUSHING TERRELL REPORT
Ms. Laurin reported that there were no additional updates. She noted that the current work is winding down and that any changes discussed by Ms. Dissmeyer remain within the scope of the original contract and previously approved plans.

STRATEGIC PLAN
Ms. Bulger opened discussion on the strategic plan, noting that Ms. Dissmeyer had met with Ms. Sloan, who is available to assist the Board in developing the plan. Ms. Sloan is willing to attend in person or virtually, and the Board can set the timeline for moving forward.

The Board discussed coordinating the timing of the Director's evaluation with the strategic planning process. Ms. Bulger shared guidance from Human Resources that the evaluation should not occur too early, suggesting a goal to have evaluation input, goals, and compensation recommendations ready by June 1, with the final submission due June 15. Compensation for the Director would be prorated based on months worked since her January start date.

Ms. Johnson recommended adding a formal agenda item for the March meeting to clarify expectations for the Director, including desired goals for the coming year. Ms. DeForest suggested that this year's evaluation may be more informal, given the Director's recent start and limited exposure to the full scope of responsibilities. Ms. Bulger agreed, noting that the focus for the Director in this initial period is on learning the staff, budget, and stakeholders in the community.

Regarding the strategic plan itself, the Board agreed to hold a special meeting separate from a regular board meeting to allow sufficient time for training and discussion. Ms. Bulger will coordinate with Ms. Sloan to schedule the session, and Board members are encouraged to prepare ideas and suggestions in advance. Ms. Dissmeyer offered to assist in preparing any materials or information the Board may want ready for that session.

The Board confirmed that multiple sessions might be required, reflecting the time-intensive nature of developing a comprehensive strategic plan.

VIII. OLD BUSINESS

PUBLIC LIBRARY STANDARDS: QUARTERLY TRAINING

The Board discussed trustee training requirements. Ms. Bulger noted that the Board previously completed training during the October session and asked whether additional training was needed. Ms. Dissmeyer stated that the October meeting satisfied the quarterly training requirement and that the agenda item was included so the Board could discuss future training opportunities.

Ms. DeForest suggested the Board attend an upcoming screening of The Librarian followed by a panel discussion, and Ms. Dissmeyer agreed it would be a valuable program.

Ms. Johnson asked for clarification regarding the state requirement referenced in the Montana Code, noting that it appears to recommend three hours of training per year and asking whether the Board's quarterly training practice exceeds that requirement. Board members discussed that the quarterly approach had been adopted previously to distribute training throughout the year rather than completing it all at once.

Ms. Dissmeyer stated that the continuing education expectation applies to trustees individually and that trustees may complete the recommended hours either together as a board or individually and report completion. Ms. Bulger stated she would seek clarification regarding the applicable timeline for the training requirement.

LIBRARY BOARD 2026 TASK CALENDAR

The Board briefly revisited discussion of the 2026 Task Calendar. Ms. Bulger reported that, based on guidance from City Human Resources, evaluation and compensation timelines can be adjusted when employees are hired mid-year, as many City positions are filled throughout the year. She noted that the calendar itself could remain unchanged, with adjustments made as needed for the current year due to the timing of Ms. Dissmeyer's hiring.

Ms. Johnson suggested adding a specific agenda item at a future meeting to discuss the process and format for the Director's evaluation, including potential questions or goals appropriate for the shortened evaluation period. She recommended placing the evaluation discussion on a future agenda so the Board could determine its approach.

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Ms. Bulger agreed to include the Director evaluation discussion on a future agenda and noted she would also speak with Ms. Sloan regarding timelines for beginning the next strategic planning process. Board members clarified that the evaluation discussion and the strategic planning process are separate matters.

IX. NEW BUSINESS

No new business was presented.

X. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were presented.

XI. ADJOURNMENT

Ms. Johnson moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. DeForest seconded the motion. Ms. Bulger called for a vote.

Motion passed by unanimous vote of members present.

Ms. Bulger adjourned the meeting at 5:34pm.

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2220 - Income Statement

Through 02/28/26
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	**Governmental Funds**						
Fund Type	**Special Revenue Funds**						
Fund	**2220 - LIBRARY**						
	REVENUE						
31101	REAL CURRENT AD VALOREM	2,468,564.00	16,000.23	1,379,554.69	1,089,009.31	56	2,896,539.65
31103	REAL DELINQUENT AD VALOREM	15,000.00	1,573.28	112,750.85	(97,750.85)	752	14,798.30
31121	MOBILE HOME TAXES	5,000.00	119.76	1,540.99	3,459.01	31	7,828.13
31122	OTHER PERSONAL PROPERTY	26,000.00	.00	182.13	25,817.87	1	35,471.76
31200	DELINQUENT TAX PENALTY & INTEREST	3,000.00	393.34	1,939.42	1,060.58	65	4,124.91
33415	MISCELLANEOUS CULTURE & RECREATION GRANT	35,526.00	.00	36,479.87	(953.87)	103	36,331.35
33500	COAL TAX LIBRARY APPORTIONMENT	2,099.00	.00	2,099.03	(.03)	100	2,129.93
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	+++	24,401.00
33800	LIBRARY SUPPORT	177,000.00	88,500.00	88,500.00	88,500.00	50	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS	.00	.00	.00	.00	+++	4,989.42
34316	OFF-STREET LOTS TRANSIENT	1,600.00	50.00	1,448.00	152.00	91	1,274.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	400.00	3,050.00	9,740.00	24	12,930.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	436.80	3,562.68	1,937.32	65	5,497.61
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	14,000.00	1,433.85	10,274.78	3,725.22	73	14,409.07
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	1,200.00	150.00	1,110.00	90.00	93	1,380.00
34836	CONVENIENCE FEE	.00	4.80	42.90	(42.90)	+++	61.36
35134	COLLECTION AGENCY FINES	.00	74.99	249.99	(249.99)	+++	1,107.21
35220	LOST BOOK FINES	8,000.00	305.54	4,359.79	3,640.21	54	7,694.85
36210	USBP CREDITS	.00	.00	.00	.00	+++	88.54
36510	CONTRIBUTIONS & DONATIONS	12,000.00	40,000.00	53,500.00	(41,500.00)	446	42,000.00
36829	REFUNDS & REIMBURSEMENTS	.00	.00	62.00	(62.00)	+++	.00
37110	REGULAR INTEREST	16,000.00	6,007.60	38,051.66	(22,051.66)	238	44,645.43
	REVENUE TOTALS	$2,803,279.00	$155,450.19	$1,738,758.78	$1,064,520.22	62%	$3,334,702.52
	EXPENSE						
41110	SALARIES & HOURLY	1,584,367.00	115,469.08	1,018,746.44	565,620.56	64	1,369,594.73
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	266.63	(266.63)	+++	1,925.15

2220 - Income Statement

Through 02/28/26
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
41315	VACATION TERMINATION	.00	.00	33,062.58	(33,062.58)	+++	25,841.27
41325	SICK LEAVE TERMINATION	.00	.00	11,262.28	(11,262.28)	+++	12,931.85
41360	HEALTH INSURANCE	328,159.00	24,422.80	204,850.70	123,308.30	62	306,285.95
41370	LIFE INSURANCE	2,072.00	168.87	1,408.22	663.78	68	2,141.10
41389	RELOCATION AND MOVING	.00	.00	15,000.00	(15,000.00)	+++	.00
41410	UNEMPLOYMENT INSURANCE	5,544.00	519.67	4,785.07	758.93	86	5,017.34
41420	WORKERS COMPENSATION	7,337.00	612.78	5,107.29	2,229.71	70	6,390.54
41430	FICA	98,238.00	6,725.05	62,771.71	35,466.29	64	84,464.83
41435	MEDICARE	22,979.00	1,572.85	14,680.59	8,298.41	64	19,753.78
41445	PERS	164,246.00	11,849.72	108,703.55	55,542.45	66	145,810.62
41510	MISCELLANEOUS PENSIONS	19,929.00	1,596.19	14,259.28	5,669.72	72	22,439.15
41918	PERSONAL CONTINGENCY	37,000.00	.00	.00	37,000.00	0	.00
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	24,401.00
42110	PAPER & FORMS	3,000.00	.00	927.13	2,072.87	31	2,966.96
42120	COMPUTER ACCESSORIES	7,500.00	1,386.00	2,957.60	4,542.40	39	7,052.13
42190	OTHER OFFICE SUPPLIES & MATERIALS	8,000.00	475.90	4,384.09	3,615.91	55	6,789.89
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	7,000.00	292.66	2,827.32	4,172.68	40	4,158.87
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	12,500.00	425.01	6,244.98	6,255.02	50	14,884.19
43110	POSTAGE, BOX RENT, ETC.	5,500.00	.00	5,512.22	(12.22)	100	4,500.00
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	8,159.42	61,680.36	18,319.64	77	77,966.87
43350	MEMBERSHIPS & DUES	1,000.00	.00	1,000.00	.00	100	608.99
43410	TELEPHONE	3,400.00	279.70	2,248.55	1,151.45	66	3,190.84
43412	FAX & OTHER TELEPHONE LINES	3,000.00	31.52	3,565.60	(565.60)	119	2,044.80
43420	ELECTRIC UTILITY	60,000.00	989.93	31,048.72	28,951.28	52	57,003.74
43430	GAS UTILITY	13,000.00	2,147.24	6,236.67	6,763.33	48	10,241.31
43440	CITY SANITATION DISPOSAL	2,500.00	195.00	2,180.00	320.00	87	2,129.45
43450	WATER UTILITY	4,366.00	147.61	2,283.63	2,082.37	52	3,153.53
43460	SEWER UTILITY	1,900.00	110.08	860.49	1,039.51	45	1,300.48
43470	STORM DRAIN UTILITY	1,576.00	151.80	1,174.76	401.24	75	1,155.72
43550	COMPUTER PROGRAMMING	62,000.00	6,950.66	44,930.05	17,069.95	72	51,612.98

2220 - Income Statement

Through 02/28/26
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	15,000.00	1,252.56	15,554.86	(554.86)	104	57,263.09
43620	BUILDING REPAIR & MAINT	7,000.00	278.12	7,715.76	(715.76)	110	7,795.51
43630	MAINTENANCE AGREEMENTS	23,000.00	676.99	14,005.05	8,994.95	61	24,438.86
43920	RECRUITMENT COSTS	.00	.00	4,384.23	(4,384.23)	+++	.00
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	739.38	860.62	46	1,478.76
45515	CREDIT CARD FEES	1,500.00	121.39	961.54	538.46	64	1,293.52
45920	REFUNDS & REIMBURSEMENTS	300.00	47.50	185.02	114.98	62	121.27
48130	CASH OVER/SHORT	.00	(.30)	(3.36)	3.36	+++	.50
48611	HUMAN RESOURCES	47,459.00	3,954.92	31,639.36	15,819.64	67	35,997.96
48637	VEHICLE & EQUIPMENT MAINT	3,710.00	309.17	2,473.36	1,236.64	67	2,319.00
48652	FISCAL SERVICES	26,202.00	2,183.50	17,468.00	8,734.00	67	18,150.96
48658	CENTRAL INSURANCE	88,990.00	.00	88,990.00	.00	100	57,870.00
48695	INFORMATION TECHNOLOGY	3,409.00	284.08	2,272.64	1,136.36	67	3,171.96
48696	COMPUTER NETWORK	86.00	7.17	57.36	28.64	67	135.00
48697	COMPUTER EQUIPMENT MAINT	1,489.00	.00	1,489.00	.00	100	2,049.00
48810	COMPUTER & EQUIPMENT LEASE	.00	.00	.00	.00	+++	278.04
	EXPENSE TOTALS	$2,765,858.00	$193,794.64	$1,862,898.71	$902,959.29	67%	$2,490,121.49
	Fund **2220 - LIBRARY** Totals						
	REVENUE TOTALS	2,803,279.00	155,450.19	1,738,758.78	1,064,520.22	62%	3,334,702.52
	EXPENSE TOTALS	2,765,858.00	193,794.64	1,862,898.71	902,959.29	67%	2,490,121.49
	Fund **2220 - LIBRARY** Net Gain (Loss)	$37,421.00	($38,344.45)	($124,139.93)	$161,560.93	(332%)	$844,581.03

2221 - Income Statement

Through 02/28/26
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category **Governmental Funds**							
Fund Type **Special Revenue Funds**							
Fund **2221 - LIBRARY FOUNDATION**							
REVENUE							
36510	CONTRIBUTIONS & DONATIONS	697,438.00	97,764.04	566,445.97	130,992.03	81	525,316.52
36513	DL THOMSON TRUST	41,000.00	.00	22,305.45	18,694.55	54	32,025.00
37110	REGULAR INTEREST	6,000.00	893.38	5,318.20	681.80	89	9,685.14
	REVENUE TOTALS	$744,438.00	$98,657.42	$594,069.62	$150,368.38	80%	$567,026.66
EXPENSE							
42120	COMPUTER ACCESSORIES	14,000.00	.00	689.49	13,310.51	5	22,539.74
42140	INSTRUCTIONAL & SAFETY SUPPLIES	19,431.00	578.52	13,212.39	6,218.61	68	24,548.17
42190	OTHER OFFICE SUPPLIES & MATERIALS	14,000.00	1,128.22	6,255.51	7,744.49	45	12,269.21
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	5,000.00	2,642.61	8,391.52	(3,391.52)	168	1,332.97
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	98,600.00	4,431.46	35,799.86	62,800.14	36	137,783.89
43350	MEMBERSHIPS & DUES	3,500.00	.00	3,500.00	.00	100	.00
43550	COMPUTER PROGRAMMING	53,740.00	.00	9,332.88	44,407.12	17	2,809.69
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	456,838.00	11,654.36	310,593.55	146,244.45	68	469,935.41
43790	MISCELLANEOUS TRAVEL EXPENSE	2,000.00	.00	.00	2,000.00	0	.00
43945	SPONSORED EVENT - ACTIVITY	41,000.00	359.48	34,014.46	6,985.54	83	37,784.20
	EXPENSE TOTALS	$708,109.00	$20,794.65	$421,789.66	$286,319.34	60%	$709,003.28
	Fund **2221 - LIBRARY FOUNDATION** Totals						
	REVENUE TOTALS	744,438.00	98,657.42	594,069.62	150,368.38	80%	567,026.66
	EXPENSE TOTALS	708,109.00	20,794.65	421,789.66	286,319.34	60%	709,003.28
	Fund **2221 - LIBRARY FOUNDATION** Net Gain (Loss)	$36,329.00	$77,862.77	$172,279.96	($135,950.96)	474%	($141,976.62)

Great Falls Public Library Vendor Summary (2220)
FEBRUARY 2026
3/12/2026

Vendor Name		MTD	FYTD
Alert Security Systems	(Security Camera System)	$ -	$ 80.00
Amazon	(Maintenance Supplies)	$ 1,352.64	$ 1,882.46
Associated Employers of MT	(Management Coaching)	$ -	$ 2,187.92
Baker & Taylor	(Jobber)	$ -	$ 10,672.00
Bronson, Bill	(Board Meeting Council)	$ 150.00	$ 150.00
Capcon	(Building Maintenance)	$ -	$ 450.00
Cascade Electric	(Building Maintenance)	$ -	$ 588.65
Castle Branch	(Background Checks)	$ -	$ 613.64
Cengage/Gale	(Jobber)	$ 60.78	$ 2,697.06
CenterPoint	(Jobber)	$ -	$ 47.94
Central Lock & Key	(Change combination on safe)	$ -	$ 90.00
Century Link	(Telephone)	$ 279.70	$ 1,379.40
Cheff, Keely	(Lost Book Found Refund)	$ 47.50	$ 47.50
Chemnet	(Drug Testing)	$ -	$ 1,731.00
Christensen & Prezeau PLLP	(Legal Services)	$ -	$ 6,066.93
City of Great Falls	(Fuel classification adjustment)	$ 626.39	$ 626.39
City of Great Falls - Parking	(Courtesy Parking Spots)	$ -	$ 900.00
CM Russell Museum	(Museum Consort. Membership)	$ -	$ 500.00
CNA Surety	(Notary Fees)	$ -	$ 117.00
De Lage Landen	(Copier Agreement)	$ 676.99	$ 3,417.01
Encompass Supply	(Maintenance Supplies)	$ -	$ 1,028.52
Envisionware	(renewal)	$ 6,049.50	$ 7,260.64
Ferguson	(Maintenance Supplies)	$ -	$ 14.62
FICO	(HVAC)	$ -	$ 1,538.42
Fisher's Technology	(Copier Agreement)	$ -	$ 2,897.41
Great Falls ACE Hardware	(Maintenance Supplies)	$ -	$ 227.44
HUB International	(Notary bond)	$ -	$ 40.00
Ingram Library Services	(Jobber)	$ 2,463.61	$ 8,680.92
Judith Bason Press	(Subscription)	$ -	$ 99.95
Kone, Inc	(Elevator Agreement)	$ -	$ 4,741.68
Kouf, Mary	(Lost Book Found Refund)	$ -	$ 16.62
MASCO	(Building Supplies)	$ 229.79	$ 7,571.97
Mastercard		$ 2,453.01	$ 14,643.14
Midwest Tape	(Jobber)	$ 5,000.00	$ 11,000.00
Montana Library Association	(Membership)	$ -	$ 500.00
Montana State University	(Board Training)	$ -	$ 1,168.14
Mr. Green Landscape	(Snow Plow service)	$ 125.00	$ 510.00
National Laundry	(Maintenance Supplies)	$ 65.78	$ 301.84
North 40 Outfitters	(Maintenance Supplies)	$ -	$ 421.65
Northwest Pipe Fittings	(Maintenance Supplies)	$ -	$ 390.49
OCLC Online	(Annual Service)	$ -	$ 7,613.26
Overdrive	(MT Library 2 Go)	$ -	$ 19,271.66
Paper Shredders	(Shredding Service)	$ -	$ 130.00
Petty Cash	(Refunds)	$ -	$ 88.42
Pitney Bowes	(Mailing Machine lease)	$ -	$ 739.38
Process Servers	(Tresspass Server)	$ -	$ 871.25
Pye-Barker Fire & Safety	(Annual Alarm Inspection)	$ -	$ 152.50
RightNow Cleaning	(Building Maintenance)	$ -	$ 4,858.50
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	$ -	$ 225.00
State of Montana	(Boiler Certificate)	$ -	$ 72.00
State of Montana	(Elevator Inspection)	$ -	$ 680.00
State of Montana	(Montana Shared Library)	$ -	$ 21,368.09
State of Montana	(Q3 Work Comp Payment)	$ -	$ (19.83)
T-Mobile	(Outreach HotSpot)	$ 31.52	$ 199.70
USPS	(postage for mailing unit)	$ -	$ 5,500.00
Vision Net, Inc	(Internet Service)	$ -	$ 3,408.00
Wendt Advertising	(Website Maintenance)	$ -	$ 495.00
Western Peaks	(Courier Service)	$ 977.56	$ 2,852.69
WX COX	(Jobber)	$ -	$ 6,237.06
		$ 20,589.77	$ 172,041.03

Great Falls Public Library Vendor Summary (2220)
FEBRUARY 2026
3/12/2026

Mastercard Transaction Breakdown			
Amazon	Materials Purchased	$	70.05
Amazon	Maintenance Supplies	$	256.69
Evonence	Google Services	$	901.16
GF Tribune	Subscription	$	564.98
HP	HUB for Director laptop	$	187.00
MeetGeek	Transcription software	$	15.99
Online Labels	Blank lable stock	$	45.36
Smartpress	Window clings for parking lot	$	42.15
Staples	Wednesday Env paper, Cardstock, Office Supplies	$	275.19
USPS	Certified Letter	$	6.08
Walmart	Maintenance Supplies	$	47.42
Walmart	Office Supplies	$	40.94
	TOTAL:		$2,453.01

0.00
$2,453.01

2220 - Detail General Ledger Report

G/L Date Range 02/01/26 - 02/28/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number **2220.61.614.42120 COMPUTER ACCESSORIES**								Balance To Date:	$1,571.60
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,199.00		2,770.60
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
1NGGGX9VD6R4	AMAZON.COM			ACCT: A169EW4Q2K9QDA	02/11/2026	Check	389932	1,199.00	1,199.00
							Total	$1,199.00	$1,199.00
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	187.00		2,957.60
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING			5850	02/18/2026	Check	390151	2,680.58	187.00
							Total	$2,680.58	$187.00
						Month **February 2026** Totals		$1,386.00	$0.00	$2,957.60
						Account **COMPUTER ACCESSORIES** Totals		$1,386.00	$0.00	$2,957.60
G/L Account Number **2220.61.614.42190 OTHER OFFICE SUPPLIES & MATERIALS**								Balance To Date:	$3,908.19
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	50.19		3,958.38
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
1GD36YDPPR91	AMAZON.COM			ACCT: A169EW4Q2K9QDA	02/07/2026	Check	389932	50.19	50.19
							Total	$50.19	$50.19
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	425.71		4,384.09
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING			5850	02/18/2026	Check	390151	2,680.58	384.77
9458/021826	MASTERCARD PROCESSING			9458	02/18/2026	Check	390150	253.37	40.94
							Total	$2,933.95	$425.71
						Month **February 2026** Totals		$475.90	$0.00	$4,384.09
						Account **OTHER OFFICE SUPPLIES & MATERIALS** Totals		$475.90	$0.00	$4,384.09
G/L Account Number **2220.61.614.42310 GAS, OIL, DIESEL FUEL, GREASE, ETC**								Balance To Date:	$2,178.61
02/12/2026	2026-00004829	JE	GL	RECLASS LIBRARY FUEL TO LEVY DIVISION		ADJE - ADJUSTING JOURNAL	356.05		2,534.66
02/28/2026	2026-00005343	JE	GL	FEB 2026 FUEL		ADJE - ADJUSTING JOURNAL	270.34		2,805.00
						Month **February 2026** Totals		$626.39	$0.00	$2,805.00
						Account **GAS, OIL, DIESEL FUEL, GREASE, ETC** Totals		$626.39	$0.00	$2,805.00
G/L Account Number **2220.61.614.42390 OTHER REPAIR & MAINTENANCE SUPPLIES**								Balance To Date:	$5,819.97

02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	31.68		5,851.65
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
S10767	NATIONAL LAUNDRY	ACCT: 790-00000 MAINTENANCE TOWELS			01/29/2026	Check	389722	31.68	31.68
							Total	$31.68	$31.68
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	34.10		5,885.75
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
S10283	NATIONAL LAUNDRY	ACCT: 790-00000 MAINTENANCE TOWELS			02/11/2026	Check	390005	34.10	34.10
							Total	$34.10	$34.10
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	359.23		6,244.98
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER	5850			02/18/2026	Check	390151	2,680.58	47.42
1CYGXRYQ1T47	AMAZON.COM	ACCT: A169EW4Q2K9QDA			02/24/2026	Check	390092	103.45	103.45
4280/021826	MASTERCARD PROCESSING CENTER	4280			02/18/2026	Check	390152	292.14	208.36
							Total	$3,076.17	$359.23
						Month **February 2026** Totals		$425.01	$0.00	$6,244.98
						Account **OTHER REPAIR & MAINTENANCE SUPPLIES** Totals		$425.01	$0.00	$6,244.98
G/L Account Number	**2220.61.614.43320 BOOKS & SUBSCRIPTIONS - NEWSPAPERS**								Balance To Date:	$53,520.94
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	5,060.78		58,581.72
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
508438632	MIDWEST TAPE LLC	CUSTOMER # 2000006977 - MATERIALS PURCHASED			02/13/2026	Check	389995	5,000.00	5,000.00
999101889153	GALE	ACCT: 100298524 MATERIALS PURCHASED			01/12/2026	Check	389959	30.39	30.39
999102018923	GALE	ACCT: 100298524 MATERIALS PURCHASED			01/20/2026	Check	389959	30.39	30.39
							Total	$5,060.78	$5,060.78
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	635.03		59,216.75
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4664/021826	MASTERCARD PROCESSING CENTER	4664			02/18/2026	Check	390149	679.46	635.03
							Total	$679.46	$635.03
02/26/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	2,314.59		61,531.34
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
93323798	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	12.25	12.25
93323800	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	11.02	11.02
93323802	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	27.76	27.76
93323805	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	10.06	10.06

93332990	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	470.19	470.19
93332991	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	325.19	325.19
93332992	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	357.87	357.87
93367327	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/02/2026	Check	390135	1,824.40	636.64
93488105	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/06/2026	Check	390135	35.87	35.87
93488107	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/06/2026	Check	390135	370.58	370.58
93588055	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	19.40	19.40
93588056	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	37.76	37.76
							Total	$3,502.35	$2,314.59
02/27/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	149.02		61,680.36

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
93588061	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/09/2026	Check	390135	93.46	93.46
93588064	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/09/2026	Check	390135	10.85	10.85
93588066	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/09/2026	Check	390135	16.62	16.62
93588067	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/09/2026	Check	390135	16.62	16.62
93588069	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/09/2026	Check	390135	11.47	11.47
					Total	$149.02	$149.02

Month **February 2026** Totals	$8,159.42	$0.00	$61,680.36
Account **BOOKS & SUBSCRIPTIONS - NEWSPAPERS** Totals	$8,159.42	$0.00	$61,680.36

G/L Account Number **2220.61.614.43410 TELEPHONE** Balance To Date: $1,968.85

02/27/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	279.70		2,248.55

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
333978927/021926	CENTURYLINK	333978927 - FEB 19 TO MAR 18	02/19/2026	Check	390226	279.70	279.70
					Total	$279.70	$279.70

Month **February 2026** Totals	$279.70	$0.00	$2,248.55
Account **TELEPHONE** Totals	$279.70	$0.00	$2,248.55

G/L Account Number **2220.61.614.43412 FAX & OTHER TELEPHONE LINES** Balance To Date: $3,534.08

02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	31.52		3,565.60

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4065618875-02092	T MOBILE USA INC	ACCT: 209431834 HOT SPOT SERVICE	02/10/2026	Check	390022	31.52	31.52
					Total	$31.52	$31.52

2220 - Detail General Ledger Report

G/L Date Range 02/01/26 - 02/28/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

					Month **February 2026** Totals			$31.52	$0.00	$3,565.60
					Account **FAX & OTHER TELEPHONE LINES** Totals			$31.52	$0.00	$3,565.60
G/L Account Number	**2220.61.614.43550 COMPUTER PROGRAMMING**								Balance To Date:	$37,979.39
02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		6,049.50		44,028.89
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
INVUS80154	ENVISIONWARE INC			ENVISIONWARE RENEWAL	02/01/2026	Check	389664		6,049.50	6,049.50
								Total	$6,049.50	$6,049.50
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		901.16		44,930.05
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER			5850	02/18/2026	Check	390151		2,680.58	901.16
								Total	$2,680.58	$901.16
					Month **February 2026** Totals			$6,950.66	$0.00	$44,930.05
					Account **COMPUTER PROGRAMMING** Totals			$6,950.66	$0.00	$44,930.05
G/L Account Number	**2220.61.614.43590 OTHER PROFESSIONAL SERVICES MISCELLANEOUS**								Balance To Date:	$14,127.22
02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		125.00		14,252.22
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
2789	MR GREEN LANDSCAPE SOLUTIONS			SNOW PLOW SERVICES - JANUARY	01/30/2026	Check	389720		125.00	125.00
								Total	$125.00	$125.00
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		1,127.56		15,379.78
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
BRONSON-013126	WILLIAM O BRONSON			GFPL BOARD OF TRUSTEES MEETING	02/01/2026	Check	389938		150.00	150.00
1284WPL77696	WESTERN PEAKS LOGISTICS LLC			ACCT: 1284WPL - COURIER SERVICE	01/31/2026	Check	390034		977.56	977.56
								Total	$1,127.56	$1,127.56
					Month **February 2026** Totals			$1,252.56	$0.00	$15,379.78
					Account **OTHER PROFESSIONAL SERVICES MISCELLANEOUS** Totals			$1,252.56	$0.00	$15,379.78
G/L Account Number	**2220.61.614.43620 BUILDING REPAIR & MAINT**								Balance To Date:	$7,437.64
02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		229.79		7,667.43
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
41109	MASCO			MAINTENANCE SUPPLIES	02/04/2026	Check	389699		229.79	229.79
								Total	$229.79	$229.79
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		48.33		7,715.76
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*

4280/021826	MASTERCARD PROCESSING CENTER	4280			02/18/2026	Check	390152		292.14	48.33
								Total	$292.14	$48.33
								Month **February 2026** Totals	$278.12	$0.00	$7,715.76
								Account **BUILDING REPAIR & MAINT** Totals	$278.12	$0.00	$7,715.76
G/L Account Number	**2220.61.614.43630 MAINTENANCE AGREEMENTS**									Balance To Date:	$13,328.06
02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry		Accounts Payable	AP - ACCOUNTS PAYABLE		676.99		14,005.05
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*			*Amount*	*Distribution Amount*
595764828	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER SERVICE AGREEMENT			02/04/2026	Check	389658			676.99	676.99
								Total		$676.99	$676.99
								Month **February 2026** Totals	$676.99	$0.00	$14,005.05
								Account **MAINTENANCE AGREEMENTS** Totals	$676.99	$0.00	$14,005.05
G/L Account Number	**2220.61.614.45920 REFUNDS & REIMBURSEMENTS**									Balance To Date:	$137.52
02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry		Accounts Payable	AP - ACCOUNTS PAYABLE		47.50		185.02
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*			*Amount*	*Distribution Amount*
CHEFFKEELY/2026F	KEELY CHEFF	LOST BOOK FOUND REFUND			02/02/2026	Check	389802			47.50	47.50
								Total		$47.50	$47.50
								Division **LIBRARY LEVY** Totals	$20,589.77	$0.00	

Great Falls Public Library Foundation Vendor Summary (2221)
FEBRUARY 2026
3/12/2026

Vendor Name		MTD	FYTD
Age of Learning	(ABC Mouse)	$ -	$ 3,132.88
All State Signs	(Magnets & Decals)	$ -	$ 150.00
Amazon	(Supplies - All Departments)	$ 465.05	$ 596.68
Atomic Music Group	(Summer Music)	$ -	$ 1,500.00
Baker & Taylor	(Jobber)	$ -	$ 10,899.86
Baisch, Erika	(ASL Interpretation)	$ -	$ 240.00
Barnes & Noble Booksellers	(Materials Purchased)	$ 179.97	$ 664.58
Boyer, Daniel	(Soup & Stories - Indigenous Education)	$ -	$ 100.00
Bruno, Kenny	(Soup & Stories - Indigenous Education)	$ -	$ 100.00
Casey, David	(Music in the Park)	$ -	$ 2,000.00
Cassiopeia Books	(Shakespeare in the Parks)	$ -	$ 65.60
CenterPoint	(Jobber)	$ 95.88	$ 287.64
Charlie Cart Project	(Charlie Cart)	$ -	$ 15,500.00
CMR Russell High School	(Yearbook)	$ -	$ 60.00
Convergint Technologies	(Drive-up Window Troubleshooting)	$ -	$ 1,038.00
Corda, Joel	(Music in the Park)	$ -	$ 300.00
Cushing Terrell	(Library Remodel Project)	$ 11,654.36	$ 285,468.65
Disalvatore, Chris	(Adult Programs)	$ -	$ 600.00
Devereaux, Shadow	(Adult Programs)	$ -	$ 1,250.00
Downtown Great Falls	(Parade of Lights)	$ -	$ 35.00
Eagle Speaker, Jessie	(Soup & Stories - Indigenous Education)	$ -	$ 100.00
Einan, Jerry	(Refinish MT room tables)	$ -	$ 500.00
Electric City Catering	(Adult Programs)	$ -	$ 472.00
Fresh Rescue Community Kitchen	(KP/YA Program)	$ -	$ 500.00
Gale/Cengage	(Jobber)	$ 49.48	$ 3,774.18
Great Falls Emergency Services	(Staff CPR Training)	$ -	$ 847.00
Great Falls Interpreting Service	(ASL Interpreting)	$ 112.50	$ 112.50
Guinn, Audrey	(KP/YA Program)	$ -	$ 90.00
Ingram Library Services	(Jobber)	$ 2,753.30	$ 14,335.08
KANOPY	(Online Streaming Service)	$ -	$ 6,200.00
Kemarly, Tyler	(Zumbini Program)	$ -	$ 140.00
LaTray, Chris	(Author Talk)	$ -	$ 628.41
LinkedIn Learning	(Subscription)	$ -	$ 13,125.00
Little Shell Tribe	(Booth at PowWow)	$ -	$ 150.00
Mastercard		$ 1,452.54	$ 34,278.43
Midwest Tape	(Jobber)	$ 1,000.00	$ 1,500.00
Montana Library Assoc.	(Membership)	$ -	$ 3,500.00
Montana Repertory Theater	(KP/YA Performance)	$ -	$ 2,250.00
Montana State University	(Board Training)	$ -	$ 177.40
Montana Vending	(Bill of Sale, Vending Supplies)	$ -	$ 810.00
MNI Manufacturers' News Inc	(Subscription)	$ -	$ 121.90
Murphy, Jen	(Soup & Stories - Indigenous Education)	$ -	$ 217.00
National Laundry	(Adult Programing - Table Cloths)	$ 80.56	$ 80.56
Penworthy Company	(Jobber)	$ 308.40	$ 883.28
Petty Cash	(Reimbursement for Refunds)	$ -	$ 159.10
Pratt, Kristy	(KP/YA Program)	$ -	$ 270.00
Pressure Pros	(Cleaning front and side of building)	$ -	$ 1,274.50
Reference USA	(Materials Purchased)	$ -	$ 520.00
Ryan, Joe	(End of Summer Party Music)	$ -	$ 100.00
Staradio	(Digital Lit. advertising)	$ -	$ 591.82
TC Glass	(Front door repair, drive up window repair)	$ 2,642.61	$ 2,642.61
Tillerass Landscaping	(FFP - Arts Fest)	$ -	$ 6,700.00
United Way of Cascade County	(Brainbuilders)	$ -	$ 750.00
		$ 20,794.65	$ 421,789.66

Great Falls Public Library Foundation Vendor Summary (2221)
FEBRUARY 2026
3/12/2026

Mastercard Transaction Breakdown			
Albertson's	KP/YA Program supplies	$	64.46
Amazon	Materials Purchased	$	44.43
Discount Meats	Armchair Traveler	$	17.66
Jakes Bakes of MT	Adult Program supplies	$	80.00
Jimmy Johns	KP/YA Program supplies	$	82.50
Michaels	Display items for New Books area	$	89.94
Paris Gibson Square MOA	Memory Café	$	120.00
Staples	Adult Program supplies	$	43.47
Walmart	Armchair Traveler	$	17.79
Walmart	Vending Maching supplies	$	55.86
Walmart	Office Supplies	$	58.23
When I Work	Staff scheduling software	$	778.20
	TOTAL:	$	1,452.54

2221 - Detail General Ledger Report

G/L Date Range 02/01/26 - 02/28/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	**2221.61.613.42140 INSTRUCTIONAL & SAFETY SUPPLIES**							Balance To Date:	$12,633.87
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	319.06		12,952.93
				LB262001 - READY2READ REACHOUT					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
17M93JKFF4NJ	AMAZON.COM			ACCT: A169EW4Q2K9QDA	02/17/2026	Check	389932	53.66	53.66
1V7CCK1NQYVV	AMAZON.COM			ACCT: A169EW4Q2K9QDA	02/09/2026	Check	389932	265.40	265.40
							Total	$319.06	$319.06
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	112.50		13,065.43
				LB262102 - KP-YA BOOK-A-THON					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
13691	GREAT FALLS INTERPRETING SERVICES			ASL INTERPRETING SERVICES	02/01/2026	Check	389966	112.50	112.50
							Total	$112.50	$112.50
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	106.97		13,172.40
				LB262001 - READY2READ REACHOUT					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER			5850	02/18/2026	Check	390151	2,680.58	24.47
9458/021826	MASTERCARD PROCESSING CENTER			9458	02/18/2026	Check	390150	253.37	82.50
							Total	$2,933.95	$106.97
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	39.99		13,212.39
				LB262103 - TOWN PUMP KEEP KIDS READING					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
9458/021826	MASTERCARD PROCESSING CENTER			9458	02/18/2026	Check	390150	253.37	39.99
							Total	$253.37	$39.99
						Month **February 2026** Totals		$578.52	$0.00	$13,212.39
						Account **INSTRUCTIONAL & SAFETY SUPPLIES** Totals		$578.52	$0.00	$13,212.39
G/L Account Number	**2221.61.613.42190 OTHER OFFICE SUPPLIES & MATERIALS**							Balance To Date:	$5,127.29
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	145.99		5,273.28
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
1CYDVW3TTC6X	AMAZON.COM			ACCT: A169EW4Q2K9QDA	02/12/2026	Check	389932	145.99	145.99
							Total	$145.99	$145.99

02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	148.17		5,421.45
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
9458/021826	MASTERCARD PROCESSING CENTER	9458	02/18/2026	Check	390150	253.37	89.94
5850/021826	MASTERCARD PROCESSING CENTER	5850	02/18/2026	Check	390151	2,680.58	58.23
					Total	$2,933.95	$148.17

02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	778.20		6,199.65
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER	5850	02/18/2026	Check	390151	2,680.58	778.20
					Total	$2,680.58	$778.20

02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	55.86		6,255.51
				LB612501 - STAFF SUPPORT					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER	5850	02/18/2026	Check	390151	2,680.58	55.86
					Total	$2,680.58	$55.86

Month **February 2026** Totals	$1,128.22	$0.00	$6,255.51
Account **OTHER OFFICE SUPPLIES & MATERIALS** Totals	$1,128.22	$0.00	$6,255.51

G/L Account Number **2221.61.613.42390 OTHER REPAIR & MAINTENANCE SUPPLIES** Balance To Date: $5,748.91

02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,477.50		7,226.41
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
52644	TC GLASS DISTRIBUTOR INC	REPAIR/DIAGNOSE DOOR ISSUE	01/30/2026	Check	389750	1,477.50	1,477.50
					Total	$1,477.50	$1,477.50

02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,165.11		8,391.52
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
52696	TC GLASS DISTRIBUTOR INC	INSTALL NEW DOOR CLOSERS AND DROP PLATES TO FRONT DOORS	02/21/2026	Check	390195	660.56	660.56
52697	TC GLASS DISTRIBUTOR INC	REPLACE DRIVE-UP WINDOW GLASS WITH OPEN SPEAKER	02/21/2026	Check	390195	504.55	504.55
					Total	$1,165.11	$1,165.11

Month **February 2026** Totals	$2,642.61	$0.00	$8,391.52
Account **OTHER REPAIR & MAINTENANCE SUPPLIES** Totals	$2,642.61	$0.00	$8,391.52

2221 - Detail General Ledger Report

G/L Date Range 02/01/26 - 02/28/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

G/L Account Number **2221.61.613.43320 BOOKS & SUBSCRIPTIONS - NEWSPAPERS** Balance To Date: $31,368.40

02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,453.76		32,822.16
				LB261402 - DLT INTEREST PROJECT					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
508438301	MIDWEST TAPE LLC	CUSTOMER # 2000006977 - MATERIALS PURCHASED	02/13/2026	Check	389995	1,000.00	1,000.00
999102094461	GALE	ACCT: 100298524 MATERIALS PURCHASED	01/23/2026	Check	389959	49.48	49.48
0613931IN	THE PENWORTHY COMPANY	CUSTOMER #: 005260051001 - MATERIALS PURCHASED	01/05/2026	Check	390025	308.40	308.40
2212558	CENTER POINT INC	MATERIALS PURCHASED	12/01/2025	Check	389943	47.94	47.94
2218395	CENTER POINT INC	MATERIALS PURCHASED	01/01/2026	Check	389943	47.94	47.94
					Total	$1,453.76	$1,453.76

02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	44.43		32,866.59
				LB262203 - MATERIALS 404					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4664/021826	MASTERCARD PROCESSING CENTER	4664	02/18/2026	Check	390149	679.46	44.43
					Total	$679.46	$44.43

02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	179.97		33,046.56
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4715366	BARNES & NOBLE BOOKSELLERS INC	ACCT: 6335905 MATERIALS PURCHASED	02/07/2026	Check	390095	179.97	179.97
					Total	$179.97	$179.97

02/26/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,187.76		34,234.32
				LB262203 - MATERIALS 404					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
93367327	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/02/2026	Check	390135	1,824.40	1,187.76
					Total	$1,824.40	$1,187.76

02/26/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	868.96		35,103.28
				LB261402 - DLT INTEREST PROJECT					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
93441336	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/05/2026	Check	390135	64.09	64.09
93441337	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/05/2026	Check	390135	16.92	16.92
93488106	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/06/2026	Check	390135	249.19	249.19
93588057	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	01/09/2026	Check	390135	109.24	109.24
91940159	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	11/12/2025	Check	390135	247.74	247.74
93323799	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	12/31/2025	Check	390135	66.03	66.03

93323801	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	15.20	15.20
93323803	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	6.35	6.35
93323804	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			12/31/2025	Check	390135	56.27	56.27
93367313	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/02/2026	Check	390135	8.46	8.46
93367314	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/02/2026	Check	390135	9.44	9.44
93367315	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/02/2026	Check	390135	9.44	9.44
93367316	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/02/2026	Check	390135	10.59	10.59
							Total	$868.96	$868.96
02/27/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	12.06		35,115.34
				LB262203 - MATERIALS 404					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
93588065	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	12.06	12.06
							Total	$12.06	$12.06
02/27/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	684.52		35,799.86
				LB261402 - DLT INTEREST PROJECT					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
93588058	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	132.50	132.50
93588059	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	224.42	224.42
93588060	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	123.12	123.12
93588062	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	62.17	62.17
93588063	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	40.90	40.90
93588068	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	12.25	12.25
93588070	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	15.31	15.31
93588071	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	27.65	27.65
93588072	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	21.01	21.01
93588073	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	11.09	11.09
93588074	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			01/09/2026	Check	390135	14.10	14.10
							Total	$684.52	$684.52
							Month **February 2026** Totals	$4,431.46	$0.00	$35,799.86
							Account **BOOKS & SUBSCRIPTIONS - NEWSPAPERS** Totals	$4,431.46	$0.00	$35,799.86
G/L Account Number	**2221.61.613.43590 OTHER PROFESSIONAL SERVICES MISCELLANEOUS**								Balance To Date:	$298,939.19
02/05/2026	2026-00004788	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	11,654.36		310,593.55
				LB262401 - 1762.5 RFQ A/E LIBRARY REMODEL DESIGN					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*

207021	CUSHING TERRELL	PROFESSIONAL SERVICES FOR JANUARY 2026			01/31/2026	Check	389654	11,654.36	11,654.36
							Total	$11,654.36	$11,654.36
						Month **February 2026** Totals		$11,654.36	$0.00	$310,593.55
					Account **OTHER PROFESSIONAL SERVICES MISCELLANEOUS** Totals			$11,654.36	$0.00	$310,593.55
G/L Account Number **2221.61.613.43945 SPONSORED EVENT - ACTIVITY**									Balance To Date:	$33,654.98
02/19/2026	2026-00005058	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		80.56		33,735.54
				LB261300 - DL THOMSON TRUST						
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
S10291	NATIONAL LAUNDRY	ACCT: 790-00000 EVENT LINENS			02/12/2026	Check	390005		80.56	80.56
							Total		$80.56	$80.56
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		120.00		33,855.54
				LB262301 - MEMORY CAFE PROJECT						
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER	5850			02/18/2026	Check	390151		2,680.58	120.00
							Total		$2,680.58	$120.00
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		123.47		33,979.01
				LB261300 - DL THOMSON TRUST						
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
5850/021826	MASTERCARD PROCESSING CENTER	5850			02/18/2026	Check	390151		2,680.58	123.47
							Total		$2,680.58	$123.47
02/25/2026	2026-00005200	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		35.45		34,014.46
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS						
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
4280/021826	MASTERCARD PROCESSING CENTER	4280			02/18/2026	Check	390152		292.14	35.45
							Total		$292.14	$35.45
						Division **LIBRARY FOUNDATION** Totals		$20,794.65	$0.00	

GREAT FALLS PUBLIC LIBRARY DONATIONS

2221 LIBRARY FOUNDATION FUND

FEBRUARY 2026 DONATIONS

FOUNDATION

GFPL Foundation	$	11,654.36	Cushing Terryll (January)
	$	550.00	Materials passthrough (January)
	$	5,000.00	Debbie Kuntz ($2,250 Debbies Holiday Storytime $2,750 Charlie Cart Donation)
	$	69,746.00	Foundation Funded Projects

OTHER

Carnegie Corp. of NY	$	10,000.00	Gift to Library (Phone system upgrade)
Patrons	$	121.13	Best Use Donations
Patrons	$	376.95	Staff Support - Vending Machine Sales
Patrons	$	246.00	Withdrawn Book Sales
Pacific Steel & Recycling	$	69.60	Recycling
TOTAL:	**$**	**97,764.04**	

Director's Report
Great Falls Public Library
March 2026

1. **DIRECTOR TRANSITION:** I continue to meet with staff and supervisors to learn the work culture and procedures of the library. The library leadership team has met and is looking at ways of increasing our effectiveness as a team. I continue to be overwhelmingly impressed by the staff and supervisors, both in their knowledge and creativity but also their dedication and teamwork. I feel incredibly fortunate to be here at this time.

   I'm including in this packet a few suggestions for evaluating my first six months. I did this simply to give the board a starting point for discussion.

2. **ALL STAFF MEETING:** We will be holding an all-staff meeting from 8am-10am on Wednesday, March 25th. The purpose of this meeting is to go over policy interpretations, planning for upcoming events and general staff training.

3. **PHONE SYSTEM:** The phone system has been installed, adjusted and is working well.

4. **BOARD CALENDAR:** I'm including this month a proposed "Board Calendar" that incorporates the previous year's "task" calendar. This calendar can be used each year to identify what actions the board must take at specific times. It also provides a roadmap for continual policy review, board training and leadership reports. The proposed policy reviews are presented in the order of the current manual and should be considered flexible as the needs of the library evolve.

Strategic Plan report February 2026

GOAL #1: CREATE A SAFE, ACCESSIBLE LIBRARY THAT WILL SERVE THE COMMUNITY FOR THE NEXT 50 YEARS
What we need to do:

1. Develop **community awareness and support** of the Library Master Plan and the Library Remodel project.
2. In partnership with the Library Foundation, develop a multi-pronged capital campaign to engage the community and other stakeholders to raise $15,000,000 to remodel the Library.
3. Engage a professional team to create the detailed designs for the Library remodel as proposed in the Library Master Plan
4. Following all appropriate City and State rules, contract with appropriate professionals to remodel the Library as proposed in the Library Master Plan.
5. **Remodel the Library** as proposed in the Library Master Plan.
    - Update critical building systems including electrical and mechanical systems
    - Increase accessibility through improved stair/elevator access and updating restrooms
    - Redesign Library spaces to align with community needs
    - Increase energy efficiency
    - Address security concerns and create a welcoming environment

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Current Status:

1. Over the past 3 years, Library staff and supporters have done numerous presentations and conversations to build community awareness and support for the Library Master plan.
2. The Library Foundation is laying the groundwork for a capital campaign and continues to work with Library staff in this effort. The Foundation raised in excess of the amount needed to fund the Cushing Terrell library remodel architectural design and since has been building their capacity to conduct a successful campaign.
3. Cushing Terrell has been engaged to create the remodel design.

Next Steps:

1. The Foundation will continue laying the groundwork for a capital campaign and will work with Library staff and Board as needed.
2. The Foundation will lead coordination with the City of Great Falls to ensure that appropriate agreements and communication systems are in place, with Library support.

Future Steps:

1. The Foundation will develop and lead a multi-pronged capital campaign to raise the funding for the remodel, working with Library staff and Board as appropriate.
2. The Library (staff and Board) will work closely with the City of Great Falls to appropriately contract for the remodel work once the funds are raised by the Foundation.
3. Remodel the Library as laid out in the design created by Cushing Terrell.
   NOTE: Remodeling the Library will also require planning to continue to provide service during construction.

GOAL #2: DEVELOP ADEQUATE, SUSTAINABLE FUNDING FOR A THRIVING LIBRARY

What we need to do:

1. Develop **community awareness and support** of the Library Master Plan and the need for adequate **funding for Library services.**
2. Work with stakeholders such as the Belt Public Library, Wedsworth Memorial Library, Cascade County, and the City of Great Falls to **develop a Mill Levy proposal** to meet the Great Falls Public Library funding needs as delineated in the Library Master Plan.
3. Work with the Library Foundation and other community **Stakeholders to put a Library Mill Levy before the voters.**
4. Work with the Library Foundation and other community Stakeholders to **pass the Library Mill Levy.**

Current Status:

1. Library Mill Levy election passed on June 6, 2023 increasing the number of Library voted mills from 2 to 17.
2. A new City/Library Management was approved by both the City Commission and the Library Board. The new agreement made changes to the Library's organization and relationship to the City of Great Falls. It also reduced the City financial support for the Library by 3.5 mills.
3. The Montana Legislature restructured property taxes and how voted mill levies are structured. The property tax restructuring resulted in a certified value of a Great Falls Mills for FY2026 at $114,902.86 which is a significant drop from the FY2025 value of $132,152.00. At the August 19th City Commission meeting, the City Commission approved Resolution 10599 resetting the Great Falls Public Library voted mills as required by SB 542/HB 231. Resolution 10599 resets the City Commission authority to levy up to 19.55 Mills. This results in reduced Library funding for FY2026.

Next Steps:

1. The Library (staff and Board) will work on future budgets to ensure that the Library has the staffing and resources to provide excellent Library services meeting the needs of the community.

GOAL #3: DEVELOP LIBRARY SERVICES AND STAFFING TO MEET THE NEEDS OF THE COMMUNITY

What we need to do: (some of these will not be able to be accomplished until goals #1 and #2 are accomplished)

1. Develop **community awareness and support** of the Library Master Plan and **expanded Library services.**
2. Hire and train additional staff to enable the Library to be **open 7 days a week.**
3. Hire and train additional staff to enable the **Library Bookmobile** to provide community outreach **6 days a week** including relaunching the Library's **Homebound Program**
4. Develop and implement a plan to provide **free parking for Library patrons.**
5. Develop and implement a **plan to improve Library safety**
    - Contract with a local mental health agency to have a social worker or licensed counselor at the Library at least 20 hours a week
    - Hire and train at least two full-time Safety Specialists to patrol the Library and Library grounds during open hours. The primary duties of the Safety Specialists will be to engage with patrons and enforce the patron behavior policy—with a focus on de-escalation and community connection.
6. Collaborate with all of the school districts (including the private schools) in Cascade County **expand student access to Library resources**
7. **Expand the electronic resources** available for Library Card holders (language resources, expanded **eBook & eAudiobook collection, research resources, video streaming resources…)**
8. **Expand services for children and parents** including reading readiness and early literacy.
9. **Expand the Library services for teens** to include college preparation services, ACT/SAT readiness services and expanded Library programming and resources.
10. Expand the **Library's engagement** with the community including
    - Providing expanded **educational/recreational programing**
    - 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 programing**
    - Partnering with community organizations to provide relevant **programming and services**

Current Status:

1. Over the past 3 years, Library staff and supporters have done numerous presentations and conversations to build community awareness and support for the Library Master plan and expanded Library Service.
2. The Library has hired and trained new staff and is open 7 days a week. (63 hours/week)
3. The Library has hired and trained new staff and has relaunched the Homebound Program and is providing Bookmobile service 5-6 days a week.
4. Library Parking is free.
5. The Library has improved Library safety.
    - Updating the Library's patron behavior policy
    - Expanding staff training to ensure that the patron behavior policy is consistently enforced
    - The Library has hired two Safety Specialist who engage with patrons, build community connections, and support Library staff to de-escalate and document patron problems.
    - NOTE: Decreased funding due to the new City/Library resulted in the discontinuation of the agreement to have a mental health professional at the Library 5 days a week
6. GFPL continues to build partnerships with local schools.
    - Once a month, GFPL is distributing flyers through the GFPS Wednesday Envelope.
    - GFPL is partnering with GFPS on their MT Reads Grant to support multiple community literacy events.
    - Youth Services is partnering with 4 local middle schools to build a Fall reading challenge and to provide a MT Rep performance and workshop.
7. GFPL has greatly expanded electronic resources for the community including purchasing extra copies of high demand MontanaLibrary2Go titles and adding new electronic platforms (LinkedIn Learning, Mango Languages, ABCMouse, Chilton Autorepair, Kanopy (video & TV streaming).

8. GFPL hired additional Youth Services staff which in order to provide more services. GFPL has expanded early literacy programing to 5 days a week and launched a early literacy outreach program providing storytimes and parent support at childcare centers across Great Falls. GFPL provided more programs then ever during Summer Reading 2025 and is launching 5 day a week after school programming in September.
9. GFPL hired additional Youth Services staff which in order to provide more services. GFPL provided more programs then ever during Summer Reading 2025 and is launching 5 day a week after school programming in September. GFPL continues to work with the Juvenile Detention Center to provide more access to reading to incarcerated youth.
10. GFPL hired a dedicated Community Engagement Coordinator and has greatly expanded community programming.

Next Steps:

1. Gather community feedback and evaluate current resources and services and adjust services accordingly.

	Agenda Items	Policy Review	Leadership Report
JANUARY	Strategic Plan Review #1 **1st half of FY Stats to review**	Sec. 1 - General Information	**BUILDING/MAINT.**
FEBRUARY	Board Training #1	Sec. 2 - Personnel & Employment Practices City of Great Falls Personnel Policy	
MARCH	Library Collection Budget Approval	Sec. 3 - Patron conduct & guidelines	**IT**
APRIL	Finance/Budget Presentation Director Evaluation		**Finance with Melissa Kinzler**
MAY	Budget Approval (2220 & 2221) including non-union merit increases	Sec. 4 - Access & Use of facilities, service, and materials	
JUNE	Strategic Plan Review #2 Board Training #2	Sec. 4 - Access & Use of facilities, service, and materials - continued	**TECH. SERVICES**
JULY	Election of Officers	Sec. 5 - Emergency Procedures	
AUGUST	Foundation Projects Approval **2nd half of FY Stats to review**		**YOUTH SERVICES**
SEPTEMBER	Annual Report Presentation	Sec. 7 - Board of Trustees	**PUBLIC SERVICES**

OCTOBER	Board Training #3		
NOVEMBER	Holiday & Board Meeting Calendar Foundation Project Approval	Sec. 8 - Collection Development	**COMMUNITY ENGAGEMENT**
DECEMBER	*NO BOARD MEETING*		

Suggested Director Evaluation plan for 2026

1. Determine method/form of evaluation
2. Appoint Personnel Committee to conduct evaluation
3. Director completes self-evaluation
4. Personnel Committee compiles information and completes evaluation report
5. Present final evaluation at May 2026 board meeting
6. Determine appropriate merit increase and submit to City HR Director
7. Finalize goals for FY 2027

Suggested Goals for Director for January - June 2026

Show continuous improvement in understanding of Library and City policy/procedures, including union contracts, time and budget software, and vendor relations.

- Review and update as necessary library policy and procedures according to input from the public and staff.
- Understand and create FY 2027 Budget.
- Complete performance evaluations of the leadership team and submit merit increase recommendations to the Library Board for approval.

Improve relationships with city department leaders, city manager, county officials and community partners.

- Maintain regular communication and/or meetings with other city departments and attend meetings of community partners to establish relationships.

Build a strong leadership team

- Meet with members of the leadership team at least monthly to learn their areas of responsibility and foster a good working relationship.
- Identify opportunities for strengthening the sense of teamwork within this group.

Build a strong relationship with the Board of Trustees and Foundation

- Continue work on building remodel plans with Cushing Terrell and Foundation and make plans and materials ready for the public fundraising campaign.
- Support the Board through a new strategic planning process.

PATRON COMPLIMENTS FEBRUARY - MARCH 2026

2/4/2026 – A staff member reported that, after an after-school Origami program, a mother & daughter told her that the only way they knew about the program was through the student's Wednesday Envelope. The mother & daughter love origami & said they would probably be back for subsequent programs. They really appreciated the library program information in the Wednesday Envelope!

2/10/2026 – A patron passed on kudos for the new layout of the New Books section.

2/12/2026 – A patron called to let a staff member know that he really appreciates the Libby app. He said he goes on lots of walks & listens to audiobooks. He loves & appreciates the service so much!

2/18/2026 – A staff member passed on information about her work with the Young Parents Education Center. She said that, during her first visit, she was helping a boy who "Was very resistant to listening to books. He just wanted to play with monster trucks. Over several visits, he has gone from not wanting to listen to books to wanting to hear every book I brought with me that day! It does help that I bring a monster truck book every week!"

2/19/2026 – A patron made a point to come to the circulation desk & let a staff member know that, "While the staff picks are fine, I too three books off the Famous Literary Couples display today. Those display picks are outstanding!"

2/28/2026 – A staff member overheard a little boy (around 4 years old,) say, "This is the Amazingist book ever! This is the coolest book ever! I love this book!"

Dear Sara,

Hope you are doing well! I know you are enjoying the mild winter and how it makes your commute easier, as I am doing the same! I'm a little behind on our payments for the Cordingley Room. We enjoy using it so much!

Jan 10 ($15 x 10) = $150 x .20 = $30
Jan 31 ($15 x 5) = $ 75 x .20 = $15
Feb. 14 ($15 x 3) = $45 x .20 = $9
Feb. 28 ($15 x 10) = $150 x .20 = $30

Total $84.00