AGENDA
GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, August 25, 2026
Great Falls Public Library – Montana Room (Library - 3rd Floor)
(Virtual access to meeting available upon request • 406-453-0349)
Notice: Meeting will be recorded via Zoom
4:30 P.M.

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. STAFF INTRODUCTIONS

IV. PUBLIC COMMENT

V. ADOPTION OF THE MINUTES OF THE JULY MEETING (Pages 1-9)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. ACCEPTANCE OF THE FINANCIAL REPORTS

A. INCOME STATEMENTS JULY 2220 (OPERATING BUDGET) (Pages 10-12)
B. INCOME STATEMENTS JULY 2221 (FOUNDATION/DONATION BUDGET) (Page 13)
C. LIBRARY VENDOR SUMMARY FOR JULY (Pages 14-20)
D. FOUNDATION VENDOR SUMMARY FOR JULY (Pages 21-26)
E. JULY DONATIONS (Page 27)

MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT/NOT ACCEPT THE FINANCIAL REPORTS AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VII. REPORTS

A. YOUTH SERVICES REPORT (Pages 28-30)
B. PERSONNEL REPORT (Page 31)
C. DIRECTOR REPORT (Page 32)
D. GFPL FOUNDATION REPORT
E. CHAIR REPORT
F. BOARD REPORTS

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. POLICY MANUAL: COMMUNITY USE AGREEMENT (Pages 33-38)

MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE REPLACING THE “PATRON BEHAVIOR POLICY” WITH THE “COMMUNITY USE AGREEMENT” IN THE GREAT FALLS PUBLIC LIBRARY POLICY MANUAL.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

B. POLICY MANUAL: LIBRARY CARD POLICY UPDATE (Pages 39-44)

MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE REPLACING THE THREE "LIBRARY CARD", "FEES AND RECOVERY OF LOST, DAMANGED AND NON-RETURNED MATERIALS" AND "PARTNER SHARING AND INTERLIBRARY LOAN" POLICIES WITH ONE "CIRCULATION POLICY" IN THE GREAT FALLS PUBLIC LIBRARY POLICY MANUAL.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

X. PROPOSALS/COMMENTS FROM TRUSTEES

XI. ADJOURNMENT

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

Proposed next regular meeting: September 22nd, 2026

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, July 28, 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, Ms. Jessica Crist, Ms. Noelle Johnson, Ms. Whitney Olson, Mr. Brian Patrick
BOARD MEMBERS ABSENT: None

EX OFFICIO BOARD MEMBERS PRESENT: None
EX OFFICIO BOARD MEMBERS ABSENT: Mr. Joe Briggs – Cascade County Commissioner, Shannon Wilson – City of GF Commissioner

GFPL STAFF, GFPL FOUNDATION, GFPL LEGAL COUNSEL PRESENT: Bill Bronson – Counsel, Amy Dissmeyer, Aaron Kueffler, Sara Linder-Parkinson

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

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

I. AGENDA APPROVAL

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

Richard Irving, a Great Falls resident and library cardholder, suggested adding two items to the Board agenda. First, he requested discussion of the swearing-in of the new Board member, including whether the swearing-in occurred during a properly noticed public meeting. He suggested that legal counsel advise the Board regarding the applicable requirements.

Second, Mr. Irving requested that the Board address its prior discussion regarding individual communications among Board members before meetings. He questioned whether Board members may communicate individually about pending matters, including by telephone or electronically, and reach a consensus before discussing and voting on the matter at a public meeting. He expressed concern that such a practice could give the appearance that Board decisions are made outside public meetings and requested clarification regarding compliance with Montana open meeting requirements.

Ms. Bulger asked if there was any addition board or public comment.

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

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II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Richard Irving, a Great Falls resident and library cardholder, expressed continued concern regarding the Board's prior discussion of the swearing-in of a new Board member and the Board's discussion of individual communications and consensus-building outside public meetings. He characterized the lack of clarification on these matters as disrespectful to library patrons and taxpayers and expressed concern that the public could perceive Board decisions as being made outside regular meetings.

Mr. Irving also raised concerns regarding the accessibility and posting of public meeting notices. He stated that he was able to locate the meeting notice on the library's website but was unable to locate it on the City website or on two bulletin boards near the elevator that he checked. He requested that the Board ensure meeting information is readily accessible to the public and stated that the difficulty locating notices could create the appearance that meeting information was not being adequately publicized.

IV. ADOPTION OF THE MINUTES

Ms. Olson moved that the Great Falls Public Library Board of Trustees approve the minutes 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, raised a concern regarding the meeting date identified in the Board packet, noting that the minutes section was labeled “Tuesday, May 26, 2026” rather than identifying the June meeting. He requested that the Board clarify which meeting's minutes were being considered for approval and ensure that minutes from separate meetings are not inadvertently combined.

Mr. Irving thanked the individual responsible for recording his comments for what he considered an accurate summary. He also expressed continued concern regarding the accessibility and organization of information on the Great Falls Public Library website, stating that he found information increasingly difficult to locate. He encouraged the Board to address the website's accessibility so that members of the public can more readily find meeting and library information.

Ms. Crist made a motion to amend the minutes to reflect the correct date. Ms. Olson seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed by unanimous vote of members present.

Ms. Crist requested a clarification to the minutes regarding the discussion of the holiday closure. She noted that the minutes stated that the Director had proposed closing the library on Sundays following a holiday weekend when the holiday falls on a Saturday, which could be interpreted as establishing an ongoing policy. Ms. Crist stated that her understanding was that

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the Board had acted specifically regarding Sunday, July 5, 2026, following the July 4 holiday closure.

Ms. Johnson noted that the motion recorded later in the minutes specifically identified the date and therefore clarified the action taken. Ms. Crist nevertheless stated that the wording of the discussion could imply a broader policy than intended and suggested revising it to specify the July 5 closure. Ms. Johnson explained that changing the motion itself would require another amendment. Ms. Dissmeyer confirmed that the proposal applied only to the July 5 closure. Ms. Crist indicated that she was satisfied with the clarification.

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

V. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Ms. Johnson raised a concern regarding percentage calculations appearing on pages 12 and 13 of the financial reports. She noted that a reported 852% figure for net gain or loss appeared inconsistent with the underlying financial information.

Ms. Johnson explained that, after discussing the issue with Ms. Dissmeyer, it was determined that the accounting software was calculating the percentage by dividing the projected annual savings or gain of $37,421 by the actual year-to-date amount rather than using the corresponding year-to-date figures. She noted that the same calculation issue appeared on page 13, where a percentage of 383% was reported.

Ms. Johnson stated that the percentages were generated by an incorrect formula in the accounting software and did not reflect the library's actual percentage of budget. She emphasized that the issue was with the software's formula rather than with the Board or staff.

Ms. Olson asked Mr. Patrick whether he had questions regarding the various vendors and expenditures reflected in the financial reports, noting that some vendors may be unfamiliar to him. Mr. Patrick stated that he planned to spend time with the Director reviewing the budget and its various categories to better understand the information going forward.

Ms. Johnson asked about an expenditure identified as advertising through Meta. Ms. Dissmeyer explained that the expense was for Facebook advertising used to boost social media posts and increase visibility for library events.

Ms. Johnson also asked about an expenditure associated with Magpie for Indigenous programming. Ms. Dissmeyer indicated that the expense was likely related to catering.

Ms. Bulger asked about the absence of an amount next to AAUW donations on page 37. Mr. Kueffler explained that the entry was carried over from the previous month's report and had inadvertently not been removed from the current report.

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Ms. Olson moved that the Great Falls Public Library Board of Trustees accept the financial reports as presented. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she called for a vote. Motion passed by unanimous vote of members present.

VI. REPORTS

DIRECTOR REPORT

Ms. Dissmeyer reported that staff had been busy with internal work and highlighted several neighborhood meetings concerning activities in the park. Officer Ryman participated in one meeting, and residents appeared satisfied that their concerns had been addressed. A resident later reported noticing improvements. Ms. Dissmeyer explained that residents should contact the police regarding concerns when the library is closed, particularly suspected illegal activity, so that the police department can track activity in the area. Officer Ryman also explained the distinction between trespassing on private versus public property.

The Board discussed the role of the library's safety specialists and maintenance staff in monitoring the park. Ms. Dissmeyer said staff are regularly present in the park, although there is not necessarily a fixed schedule. Ms. Bulger expressed concern that staff may not be interacting directly with people in the park regarding prohibited activities such as sleeping. Ms. Dissmeyer clarified that interaction with members of the public in the park is part of the safety specialists' responsibilities. The Board also discussed the distinction between daytime and overnight activity and noted that park closure hours are posted. Ms. Crist asked whether neighbors who participated in a previous park-related committee had been included in the recent meetings, and Ms. Linder-Parkinson said that some additional neighbors had participated.

Ms. Dissmeyer also reported on her attendance at the American Library Association (ALA) conference, which included a celebration of ALA's 150th anniversary and several prominent speakers. She attended sessions related to facilities and planning and met with the library's EnvisionWare software provider regarding a potential software update. She also learned that the library's two self-checkout units are reaching end-of-life status this year, although both are currently functioning and can continue to be used without ongoing manufacturer support.

Ms. Dissmeyer described visiting the Obama Presidential Center and the Chicago Public Library branch located on its campus while attending the conference. She noted the public amenities and the library's specially selected collections, including a room containing books chosen by the Obamas. Ms. Bulger shared her positive experience visiting the Lyndon B. Johnson Presidential Library and commented on the educational value of presidential libraries.

GFPL FOUNDATION REPORT

No report given.

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CHAIR REPORT

Ms. Bulger reported that she and Mr. Patrick attended the recent City Commission meeting. She praised Ms. Dissmeyer for her presentation and said that, despite being nervous about addressing the full Commission for the first time, she did an excellent job explaining the budget. Ms. Bulger noted that Ms. Dissmeyer demonstrated a strong understanding of the budget and expressed confidence in the information she presented. Ms. Dissmeyer said she felt reassured by Ms. Bulger's and Ms. Kinzler's support during the presentation.

BOARD REPORT

Ms. Bulger noted that the Board needs a representative to attend the Pathfinders meetings in Fort Benton, which Ms. DeForest had regularly attended. She said the meetings occur four times a year and asked for a Board member to be willing to serve in that role. Ms. Crist asked which day of the week the meetings are held, and Ms. Dissmeyer said she would find out the meeting schedule and the date of the next meeting.

VII. OLD BUSINESS

No Old Business was discussed

VIII. NEW BUSINESS

PUBLIC LIBRARY STANDARDS: ELECTION OF OFFICERS (CHAIR)

Ms. Olson moved that the Great Falls Public Library Board of Trustees elects Anne Bulger to the position of board chair. Ms. Crist seconded the motion. Ms. Bulger opened for any public or board discussion.

Ms. Johnson asked Ms. Bulger how she felt about her experience serving as Chair. Ms. Bulger said she had learned a great deal in the role and had enjoyed working with Ms. Dissmeyer on several projects. She expressed that the Board was moving forward positively and had moved beyond some of the mindset of the previous few years. She said she felt honored to serve as Chair.

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

PUBLIC LIBRARY STANDARDS: ELECTION OF OFFICERS (VICE-CHAIR)

Ms. Olson moved that the Great Falls Public Library Board of Trustees elects Jessica Crist to the position of board vice-chair. Ms. Johnson seconded the motion. Ms. Bulger opened for any public or board discussion.

Ms. Bulger expressed appreciation for working with Ms. Crist as Vice Chair, noting that her experience and knowledge have been valuable, particularly regarding Board procedures and amendments. She also appreciated Ms. Crist's involvement in the community and awareness of the needs of different populations in Great Falls.

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Ms. Olson noted for Mr. Patrick's benefit that she will be the next Board member whose term ends, adding that the Chair and Vice Chair positions could potentially be filled from year to year.

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

LEGAL AGREEMENT BETWEEN LIBRARY BOARD AND MR. BILL BRONSON

Ms. Bulger introduced the legal services agreement between the Library Board and Mr. Bill Bronson and asked whether there were any questions. Ms. Olson asked whether there were any changes from the previous agreement. Mr. Bronson explained that the only change was the term of service. Ms. Johnson noted that the previous agreement had not been included in the Board packet. Ms. Olson asked whether the Board should consider a term longer than one year, and Ms. Bulger remarked that circumstances could change during that time.

Ms. Olson moved that the Great Falls Public Library Board of Trustees approve the legal agreement between the Library Board and Mr. Bill Bronson. Ms. Crist seconded the motion. Ms. Bulger opened for any public or board discussion.

Ms. Johnson suggested that the Board track how and how often legal counsel is used, noting that Mr. Bronson was initially engaged in response to questions she had raised. She questioned whether the current level of use justified the expense in the long term, particularly given that much of his participation in Board meetings had involved parliamentary matters. She also noted that there had been relatively few other legal questions and suggested monitoring the costs and purposes of legal services as the Board considers its future needs.

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

POLICY MANUAL: REMOVAL OF FORMS FROM POLICY MANUAL

Ms. Bulger introduced the proposal to remove forms from the Library's policy manual. Ms. Dissmeyer explained that all forms would be removed except those directly associated with the Collection Development Policy, including the Request for Reconsideration and Patron Withdrawal Reconsideration forms. She noted that some forms are obsolete, such as the device checkout form, while others require routine changes that staff should be able to make without bringing the entire policy manual back to the Board for approval. Many of the forms are also for internal staff use rather than public use.

Ms. Johnson suggested adding a page to the policy manual explaining that the Library uses various forms as part of its daily procedures, identifying which forms are policy-driven and directing patrons to the appropriate forms available at the library or on the website. Ms. Dissmeyer agreed that this would distinguish policy from procedure while ensuring that the manual does not appear to contain no forms. Ms. Olson raised the memorial form as a concern because of its connection to naming opportunities. Ms. Dissmeyer said the Foundation is also reviewing that form and intends to bring its related recommendations to the Board, recognizing that the Board should remain involved in naming policies.

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The Board discussed examples of routine changes staff might need to make to forms, including updating the library card application to improve its format, streamline questions, and clarify language concerning authorization for others to pick up materials and privacy issues. Ms. Dissmeyer emphasized that such changes would not alter Board policy. Mr. Patrick asked how the Board would be informed of changes to forms. Ms. Dissmeyer said Ms. Linder-Parkinson was developing revised drafts and that updated forms could be provided to the Board as an informational update.

The discussion expanded to how policies are organized and reviewed. Ms. Dissmeyer noted that individual policies must be reviewed every three years, but that many items currently included in the policy manual are actually procedures. She questioned whether staff should be able to bring individual policies, such as the Meeting Room Policy, to the Board for review without having to bring the entire section or manual. The Board agreed that individual policies could be brought forward separately. Ms. Johnson suggested adding an "updated" date to individual policies to clearly document when changes were made. The Board discussed using the existing policy dates as a baseline and adding subsequent update dates as individual policies are revised.

Mr. Bronson advised that the Board is responsible for establishing policies and determining which policies it wishes to review, while staff can recommend policy changes and generally develop forms and procedures consistent with Board-approved policies. Ms. Johnson suggested that, as the policy manual is reviewed, staff identify other sections that contain procedures so they can be addressed separately from actual policy. Mr. Patrick emphasized that policy development and oversight are among the Board's primary responsibilities, along with the budget and evaluation of the Director.

Ms. Crist moved that the Great Falls Public Library Board of Trustees approve the Director's recommendation to remove Section Six, "Forms" from the Great Falls Public Library Policy manual. Ms. Johnson seconded the motion. Ms. Bulger opened for any public or board discussion.

Richard Irving, a Great Falls resident, commented on the Board's new member, complimenting his approach to reviewing the meeting materials and noting that he appreciated the member reading through the information so everyone was working from the same material.

Mr. Irving then raised a concern regarding the new member's participation in votes at the meeting. He questioned whether the member became legally seated upon appointment by the City Commission or only after being formally sworn in, and whether the swearing-in could legally take place in a private session. Mr. Irving objected to all votes taken during the meeting based on this unresolved question and requested a legal determination regarding the member's status. He noted that legal counsel was present and could have been asked to address the issue.

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Ms. Bulger addressed Mr. Irving's concern regarding the status of the new Board member, explaining that Board positions are volunteer appointments rather than elected positions and that there is no formal swearing-in ceremony. She invited Mr. Bronson to respond. Mr. Bronson said that, based on his experience, City-appointed board members, including Library Board members, are appointed by the City Commission and take office according to the Commission's action, without a separate swearing-in or ceremonial process. Ms. Johnson confirmed that the appointment is made through a vote of the City Commission. Mr. Bronson stated that his understanding was that Mr. Patrick's appointment became official when the City Commission voted to appoint him and that he took office at the first regular Board meeting.

The Board then returned to the policy manual discussion. Ms. Johnson suggested that the remaining forms associated with the Collection Development Policy be revised and brought back to the Board for approval as a separate section. Mr. Patrick asked whether the motion to remove the entire forms section should clarify which forms would remain. Ms. Dissmeyer explained that the Request for Reconsideration and Patron Withdrawal Reconsideration forms are already included within the Collection Development Policy and therefore remain part of the policy manual even though the separate forms section was removed. Ms. Johnson confirmed that the Board's action to remove the entire section was therefore appropriate.

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

IX. PROPOSALS/COMMENTS FROM TRUSTEES

Ms. Bulger invited comments and proposals from the Trustees, and Ms. Johnson welcomed Mr. Patrick to the Board. Ms. Bulger then raised concerns about the appearance and maintenance of the Library campus, noting that while the Library's interior and services are excellent, the exterior is looking tired and could be more welcoming. She mentioned chipped yellow sidewalk markings, overgrown landscaping, dry planters, and the general condition of the grounds. She also noted that relocating the benches had been a positive improvement and suggested that the Board consider ways to further improve the campus.

Ms. Johnson suggested that community members could potentially become involved by forming a group or committee to brainstorm beautification ideas and bring recommendations to the Board. The Board discussed the Garden Club's involvement with the landscaping behind the Library and the turnover among maintenance staff. Ms. Olson asked whether there was a regular schedule for seasonal maintenance tasks, such as turning on the water, and Ms. Dissmeyer said she believed there was.

The Board discussed the challenges of maintaining the grounds and building. Ms. Dissmeyer noted that the Library currently has two full-time and one part-time maintenance staff members who are responsible for both the building and grounds, as well as cleaning, and that the workload has left them behind. She also noted that repairing the sprinkler system is expensive and that the sprinklers are repeatedly vandalized. Ms. Olson suggested reviewing the maintenance needs at a future meeting, including tree trimming and other work that has not been done recently.

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Ms. Johnson suggested that community involvement or volunteer support could help with some beautification efforts, noting that other organizations sometimes rely on community groups for grounds-related projects. The Board also discussed whether the Library Foundation might be able to support some of the work. Ms. Olson noted that the Foundation has previously funded certain maintenance and beautification projects. Ms. Bulger suggested discussing possible Foundation support including such needs in future requests.

The Board distinguished between tasks appropriate for volunteers and those requiring professional services. Ms. Olson noted that tree trimming for large trees and pressure washing the building would require professional contractors with appropriate equipment and insurance, while tasks such as picking up litter and cleaning gutters could potentially be handled by staff or volunteers. She suggested establishing a maintenance schedule for less-frequent projects such as tree trimming and pressure washing so that the costs could be anticipated in future budgets.

Ms. Johnson clarified that when she suggested community involvement, she had been thinking primarily of general beautification efforts rather than major maintenance projects such as tree trimming and pressure washing. Ms. Bulger noted that because the Library property falls outside the City's regular maintenance responsibilities, the Library may need to address these needs independently, potentially with Foundation assistance. The Board continued to discuss the difficulty of adequately funding and maintaining large public facilities and grounds.

X. ADJOURNMENT

Ms. Olson moved that the Great Falls Library Board of Trustees adjourn the meeting. Ms. Crist seconded the motion. Ms. Bulger called for a vote. Motion passed by unanimous vote of members present.

Ms. Bulger adjourned the meeting at 5:28 pm.

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2220 - Income Statement

Through 07/31/26
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	.00	.00	2,468,564.00	0	2,448,728.73
31103	REAL DELINQUENT AD VALOREM		10,000.00	.00	.00	10,000.00	0	117,117.81
31121	MOBILE HOME TAXES		5,000.00	.00	.00	5,000.00	0	8,458.62
31122	OTHER PERSONAL PROPERTY		26,000.00	.00	.00	26,000.00	0	34,705.44
31200	DELINQUENT TAX PENALTY & INTEREST		3,000.00	.00	.00	3,000.00	0	5,472.12
33415	MISCELLANEOUS CULTURE & RECREATION GRANT		35,526.00	.00	.00	35,526.00	0	36,479.87
33500	COAL TAX LIBRARY APPORTIONMENT		2,017.00	.00	.00	2,017.00	0	2,099.03
33800	LIBRARY SUPPORT		177,000.00	.00	.00	177,000.00	0	177,000.00
33900	PAYMENT OF LIEU OF TAXES MISCELLANEOUS		.00	.00	.00	.00	+++	4,248.51
34316	OFF-STREET LOTS TRANSIENT		1,600.00	574.00	574.00	1,026.00	36	1,648.00
34691	LIBRARY FEES MISCELLANEOUS		12,790.00	400.00	400.00	12,390.00	3	13,000.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS		5,500.00	510.75	510.75	4,989.25	9	5,337.29
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS		14,000.00	1,631.25	1,631.25	12,368.75	12	16,147.04
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS		1,200.00	90.00	90.00	1,110.00	8	1,530.00
34836	CONVENIENCE FEE		.00	9.52	9.52	(9.52)	+++	60.50
35134	COLLECTION AGENCY FINES		.00	.00	.00	.00	+++	326.98
35220	LOST BOOK FINES		5,000.00	775.24	775.24	4,224.76	16	5,708.98
36210	USBP CREDITS		.00	.00	.00	.00	+++	47.06
36510	CONTRIBUTIONS & DONATIONS		12,000.00	.00	.00	12,000.00	0	53,500.00
36829	REFUNDS & REIMBURSEMENTS		.00	.00	.00	.00	+++	62.00
37110	REGULAR INTEREST		16,000.00	.00	.00	16,000.00	0	58,352.02
		REVENUE TOTALS	$2,795,197.00	$3,990.76	$3,990.76	$2,791,206.24	0%	$2,990,030.00
	EXPENSE							
41110	SALARIES & HOURLY		1,608,214.00	116,738.29	116,738.29	1,491,475.71	7	1,481,834.58
41210	OVERTIME - REGULAR FULL-TIME		.00	291.89	291.89	(291.89)	+++	266.63

2220 - Income Statement

Through 07/31/26
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	.00	.00	+++	34,382.12
41325	SICK LEAVE TERMINATION	.00	.00	.00	.00	+++	11,363.08
41360	HEALTH INSURANCE	339,409.00	26,377.40	26,377.40	313,031.60	8	302,541.90
41365	HEALTH INSURANCE CONTINGENCY	15,318.00	.00	.00	15,318.00	0	.00
41370	LIFE INSURANCE	2,263.00	89.68	89.68	2,173.32	4	2,175.24
41389	RELOCATION AND MOVING	.00	.00	.00	.00	+++	15,000.00
41410	UNEMPLOYMENT INSURANCE	7,237.00	409.61	409.61	6,827.39	6	6,815.85
41420	WORKERS COMPENSATION	8,677.00	580.07	580.07	8,096.93	7	7,574.30
41430	FICA	99,709.00	6,753.72	6,753.72	92,955.28	7	89,816.06
41435	MEDICARE	23,319.00	1,579.48	1,579.48	21,739.52	7	21,005.47
41445	PERS	163,764.00	11,925.78	11,925.78	151,838.22	7	156,341.11
41510	MISCELLANEOUS PENSIONS	20,688.00	1,650.48	1,650.48	19,037.52	8	20,635.87
42110	PAPER & FORMS	3,000.00	131.89	131.89	2,868.11	4	3,119.69
42120	COMPUTER ACCESSORIES	7,500.00	71.88	71.88	7,428.12	1	9,046.21
42190	OTHER OFFICE SUPPLIES & MATERIALS	8,000.00	420.31	420.31	7,579.69	5	7,850.22
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	7,000.00	417.91	417.91	6,582.09	6	4,615.53
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	12,500.00	792.12	792.12	11,707.88	6	12,251.70
43110	POSTAGE, BOX RENT, ETC.	5,500.00	5,500.00	5,500.00	.00	100	5,512.22
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	.00	.00	80,000.00	0	79,612.69
43350	MEMBERSHIPS & DUES	2,000.00	.00	.00	2,000.00	0	1,175.00
43410	TELEPHONE	10,080.00	796.90	796.90	9,283.10	8	4,602.89
43412	FAX & OTHER TELEPHONE LINES	7,420.00	.00	.00	7,420.00	0	3,693.18
43420	ELECTRIC UTILITY	45,000.00	1,647.84	1,647.84	43,352.16	4	48,676.52
43430	GAS UTILITY	13,500.00	418.82	418.82	13,081.18	3	13,549.55
43440	CITY SANITATION DISPOSAL	3,000.00	213.00	213.00	2,787.00	7	2,964.50
43450	WATER UTILITY	3,000.00	526.64	526.64	2,473.36	18	2,935.67
43460	SEWER UTILITY	1,500.00	152.88	152.88	1,347.12	10	1,386.41
43470	STORM DRAIN UTILITY	1,550.00	151.80	151.80	1,398.20	10	1,781.96
43550	COMPUTER PROGRAMMING	62,000.00	37,913.96	37,913.96	24,086.04	61	49,118.53

August 25, 2026 - GFPL Board Meeting Packet - Page 11

2220 - Income Statement

Through 07/31/26
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	150.00	150.00	14,850.00	1	23,485.42
43620	BUILDING REPAIR & MAINT	7,000.00	1,904.25	1,904.25	5,095.75	27	10,770.36
43630	MAINTENANCE AGREEMENTS	23,000.00	1,488.34	1,488.34	21,511.66	6	24,749.87
43920	RECRUITMENT COSTS	.00	.00	.00	.00	+++	4,384.23
45320	OFFICE EQUIPMENT RENTALS	1,600.00	.00	.00	1,600.00	0	1,478.76
45515	CREDIT CARD FEES	1,500.00	129.22	129.22	1,370.78	9	1,440.79
45920	REFUNDS & REIMBURSEMENTS	300.00	.00	.00	300.00	0	427.61
48130	CASH OVER/SHORT	.00	(1.17)	(1.17)	1.17	+++	2.87
48611	HUMAN RESOURCES	52,832.00	4,402.67	4,402.67	48,429.33	8	47,459.04
48637	VEHICLE & EQUIPMENT MAINT	3,869.00	322.42	322.42	3,546.58	8	3,710.04
48652	FISCAL SERVICES	28,161.00	2,346.75	2,346.75	25,814.25	8	26,202.00
48658	CENTRAL INSURANCE	85,493.00	85,493.00	85,493.00	.00	100	88,990.00
48695	INFORMATION TECHNOLOGY	3,621.00	301.75	301.75	3,319.25	8	3,408.96
48696	COMPUTER NETWORK	46.00	3.83	3.83	42.17	8	86.04
48697	COMPUTER EQUIPMENT MAINT	1,800.00	1,800.00	1,800.00	.00	100	1,489.00
	EXPENSE TOTALS	$2,785,370.00	$313,893.41	$313,893.41	$2,471,476.59	11%	$2,639,729.67
	Fund **2220 - LIBRARY** Totals						
	REVENUE TOTALS	2,795,197.00	3,990.76	3,990.76	2,791,206.24	0%	2,990,030.00
	EXPENSE TOTALS	2,785,370.00	313,893.41	313,893.41	2,471,476.59	11%	2,639,729.67
	Fund **2220 - LIBRARY** Net Gain (Loss)	$9,827.00	($309,902.65)	($309,902.65)	$319,729.65	(3,154%)	$350,300.33

2221 - Income Statement

Through 07/31/26
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	707,000.00	19,460.72	19,460.72	687,539.28	3	683,951.02
36513	DL THOMSON TRUST	41,000.00	26,443.00	26,443.00	14,557.00	64	26,655.45
37110	REGULAR INTEREST	7,000.00	.00	.00	7,000.00	0	8,584.81
	REVENUE TOTALS	$755,000.00	$45,903.72	$45,903.72	$709,096.28	6%	$719,191.28
	EXPENSE						
42120	COMPUTER ACCESSORIES	15,000.00	.00	.00	15,000.00	0	689.49
42140	INSTRUCTIONAL & SAFETY SUPPLIES	20,000.00	2,495.06	2,495.06	17,504.94	12	24,389.69
42190	OTHER OFFICE SUPPLIES & MATERIALS	15,000.00	3,690.69	3,690.69	11,309.31	25	18,133.40
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	15,000.00	.00	.00	15,000.00	0	9,722.63
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	100,000.00	655.32	655.32	99,344.68	1	89,024.47
43350	MEMBERSHIPS & DUES	5,000.00	.00	.00	5,000.00	0	3,500.00
43550	COMPUTER PROGRAMMING	55,000.00	.00	.00	55,000.00	0	13,544.88
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	460,000.00	.00	.00	460,000.00	0	359,836.26
43790	MISCELLANEOUS TRAVEL EXPENSE	25,000.00	.00	.00	25,000.00	0	.00
43945	SPONSORED EVENT - ACTIVITY	45,000.00	5,431.67	5,431.67	39,568.33	12	61,390.44
	EXPENSE TOTALS	$755,000.00	$12,272.74	$12,272.74	$742,727.26	2%	$580,231.26
	Fund **2221 - LIBRARY FOUNDATION** Totals						
	REVENUE TOTALS	755,000.00	45,903.72	45,903.72	709,096.28	6%	719,191.28
	EXPENSE TOTALS	755,000.00	12,272.74	12,272.74	742,727.26	2%	580,231.26
	Fund **2221 - LIBRARY FOUNDATION** Net Gain (Loss)	$0.00	$33,630.98	$33,630.98	($33,630.98)	+++	$138,960.02

Great Falls Public Library Vendor Summary (2220)
JULY 2026
8/16/2026

Vendor Name		MTD	FYTD
Amazon	(Supplies - All Departments)	$ 816.47	$ 816.47
Bronson, Bill	(Board Meeting Council)	$ 150.00	$ 150.00
Cascade Electric	(Maintenance Supplies/Service)	$ 106.47	$ 106.47
Century Link	(Public ElevatorTelephone)	$ 124.11	$ 124.11
City of Great Falls	(Fuel classification adjustment)	$ 358.33	$ 358.33
City of Great Falls	(HR Internal Service Charge Adjustment)	$ 2,626.92	$ 2,626.92
De Lage Landen	(Copier Agreement)	$ 1,039.37	$ 1,039.37
Envisionware	(Software)	$ 633.94	$ 633.94
Fisher's Technology	(Copier Agreement)	$ 448.97	$ 448.97
Great Falls ACE Hardware	(Maintenance Supplies/Service)	$ 13.45	$ 13.45
MASCO	(Maintenance Supplies/Service)	$ 162.18	$ 162.18
Mastercard	(Supplies - All Departments)	$ 1,495.39	$ 1,495.39
National Laundry	(Maintenance Supplies/Service)	$ 34.10	$ 34.10
North 40 Outfitters	(Maintenance Supplies/Service)	$ 29.95	$ 29.95
OCLC Online	(Annual Service)	$ 7,086.21	$ 7,086.21
Pitney Bowes	(Mailing Machine lease & Ink)	$ 134.44	$ 134.44
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	$ 528.00	$ 528.00
State of Montana	(Montana Shared Catalog)	$ 30,193.81	$ 30,193.81
USPS	(Postage for mailing unit)	$ 5,500.00	$ 5,500.00
Vision Net, Inc	(Internet & Phone Service)	$ 672.79	$ 672.79
		$ 52,154.90	$ 52,154.90

Great Falls Public Library Vendor Summary (2220)
JULY 2026
8/16/2026

Mastercard Transaction Breakdown

Amazon	Tech Services Supplies	$	131.89
Home Depot	Maintenance Supplies	$	180.98
MDLI	Elevator Inspection Certificates	$	780.00
Meet Geek	Transcription Software	$	15.99
Network Solutions	Software	$	71.88
Staples	Office Supplies	$	62.82
Walmart	Maintenance Supplies	$	222.04
Walmart	Office Supplies	$	29.79
	TOTAL:		$1,495.39

2220 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
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 **2220.61.614.42110 PAPER & FORMS**								Balance To Date:	$0.00
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	131.89		131.89
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4664/073026	MASTERCARD PROCESSING CENTER			4664	07/30/2026	Check	393898	806.33	131.89
							Total	$806.33	$131.89
						Month **July 2026** Totals		$131.89	$0.00	$131.89
						Account **PAPER & FORMS** Totals		$131.89	$0.00	$131.89
G/L Account Number **2220.61.614.42120 COMPUTER ACCESSORIES**								Balance To Date:	$0.00
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	71.88		71.88
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/073026	MASTERCARD PROCESSING CENTER			5850	07/30/2026	Check	393900	4,134.44	71.88
							Total	$4,134.44	$71.88
						Month **July 2026** Totals		$71.88	$0.00	$71.88
						Account **COMPUTER ACCESSORIES** Totals		$71.88	$0.00	$71.88
G/L Account Number **2220.61.614.42190 OTHER OFFICE SUPPLIES & MATERIALS**								Balance To Date:	$0.00
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	420.31		420.31
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
1JYP4DVCFKDR	AMAZON.COM			ACCT: A169EW4Q2K9QDA	07/27/2026	Check	393842	177.27	177.27
1029823610	PITNEY BOWES INC			ACCT: 0012629684 - PRINTER INK	07/24/2026	Check	393923	134.44	134.44
5850/073026	MASTERCARD PROCESSING CENTER			5850	07/30/2026	Check	393900	4,134.44	78.81
9458/073026	MASTERCARD PROCESSING CENTER			9458	07/30/2026	Check	393899	428.68	29.79
							Total	$4,874.83	$420.31
						Month **July 2026** Totals		$420.31	$0.00	$420.31
						Account **OTHER OFFICE SUPPLIES & MATERIALS** Totals		$420.31	$0.00	$420.31
G/L Account Number **2220.61.614.42310 GAS, OIL, DIESEL FUEL, GREASE, ETC**								Balance To Date:	$0.00
07/31/2026	2027-00000825	JE	GL	JULY 2026 FUEL/PARTS		ADJE - ADJUSTING JOURNAL	358.33		358.33

2220 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

						Month **July 2026** Totals		$358.33	$0.00	$358.33
						Account **GAS, OIL, DIESEL FUEL, GREASE, ETC** Totals		$358.33	$0.00	$358.33
G/L Account Number	**2220.61.614.42390 OTHER REPAIR & MAINTENANCE SUPPLIES**								Balance To Date:	$0.00
07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		141.88		141.88
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
16RP3D6WX69R	AMAZON.COM	ACCT: A169EW4Q2K9QDA			07/11/2026	Check	393341		141.88	141.88
								Total	$141.88	$141.88
07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		305.94		447.82
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
19W6MX6L47C6	AMAZON.COM	ACCT: A169EW4Q2K9QDA			07/14/2026	Check	393698		34.25	34.25
1FK1NV1NMWMM	AMAZON.COM	ACCT: A169EW4Q2K9QDA			07/21/2026	Check	393698		364.12	271.69
								Total	$398.37	$305.94
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		344.30		792.12
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
42294	MASCO	MAINTENANCE SUPPLIES			07/23/2026	Check	393892		162.18	162.18
S10691	NATIONAL LAUNDRY	ACCT: 790-00000 MAINTENANCE TOWELS			07/23/2026	Check	393917		34.10	34.10
4664/073026	MASTERCARD PROCESSING CENTER	4664			07/30/2026	Check	393898		806.33	19.12
1YGFR94NP3H7	AMAZON.COM	ACCT: A169EW4Q2K9QDA			07/27/2026	Check	393842		98.95	98.95
915304	NORTH 40 OUTFITTERS - CSWW INC	MAINTENANCE SUPPLIES			07/23/2026	Check	393918		29.95	29.95
								Total	$1,131.51	$344.30
						Month **July 2026** Totals		$792.12	$0.00	$792.12
						Account **OTHER REPAIR & MAINTENANCE SUPPLIES** Totals		$792.12	$0.00	$792.12
G/L Account Number	**2220.61.614.43110 POSTAGE, BOX RENT, ETC.**								Balance To Date:	$0.00
07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		5,500.00		5,500.00
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
USPS/070126	UNITED STATES POSTAL SERVICE	ACCT: 33900374 POSTAGE BY PHONE			07/01/2026	Check	393813		5,500.00	5,500.00
								Total	$5,500.00	$5,500.00
						Month **July 2026** Totals		$5,500.00	$0.00	$5,500.00

2220 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

						Account **POSTAGE, BOX RENT, ETC.** Totals		$5,500.00	$0.00	$5,500.00
G/L Account Number	**2220.61.614.43410 TELEPHONE**								Balance To Date:	$0.00
07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		796.90		796.90
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
75458	VISION NET INC	PHONE SERVICE			07/13/2026	Check	393795		672.79	672.79
333978927/081926	CENTURYLINK	333978927 - JUL19 - AUG 18			07/19/2026	Check	393817		124.11	124.11
								Total	$796.90	$796.90
						Month **July 2026** Totals		$796.90	$0.00	$796.90
						Account **TELEPHONE** Totals		$796.90	$0.00	$796.90
G/L Account Number	**2220.61.614.43550 COMPUTER PROGRAMMING**								Balance To Date:	$0.00
07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		37,913.96		37,913.96
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
INVUS82556	ENVISIONWARE INC	ENVISIONWARE RENEWAL			07/01/2026	Check	393374		633.94	633.94
1000504880	OCLC ONLINE COMPUTER LIBRARY CENTER INC	ACCT: 23522 - OCLC CONTRACT			07/01/2026	Check	393432		7,086.21	7,086.21
MSCFY2027	STATE OF MONTANA	MONTANA SHARED CATALOG MEMBERSHIP			07/01/2026	Check	393450		30,193.81	30,193.81
								Total	$37,913.96	$37,913.96
						Month **July 2026** Totals		$37,913.96	$0.00	$37,913.96
						Account **COMPUTER PROGRAMMING** Totals		$37,913.96	$0.00	$37,913.96
G/L Account Number	**2220.61.614.43590 OTHER PROFESSIONAL SERVICES MISCELLANEOUS**								Balance To Date:	$0.00
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		150.00		150.00
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
BRONSON-JULY2026	WILLIAM O BRONSON	GFPL BOARD OF TRUSTEES MEETING			07/29/2026	Check	393848		150.00	150.00
								Total	$150.00	$150.00
						Month **July 2026** Totals		$150.00	$0.00	$150.00
						Account **OTHER PROFESSIONAL SERVICES MISCELLANEOUS** Totals		$150.00	$0.00	$150.00
G/L Account Number	**2220.61.614.43620 BUILDING REPAIR & MAINT**								Balance To Date:	$0.00
07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		13.45		13.45

2220 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
3986773	GREAT FALLS ACE	MAINTENANCE SUPPLIES	07/13/2026	Check	393384	13.45	13.45
					Total	$13.45	$13.45
07/24/2026	2026-00007883	JE AP A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	198.90		212.35
1FK1NV1NMWMM	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/21/2026	Check	393698	364.12	92.43
W45410	CASCADE ELECTRIC CO INC	3RD FLOOR LIGHT SWITCH REPAIR	07/06/2026	Check	393705	106.47	106.47
					Total	$470.59	$198.90
07/30/2026	2027-00000718	JE AP A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,691.90		1,904.25
85275	RON HALL SPRINKLERS INC	SPRINKLER SYSTEM REPAIR	07/21/2026	Check	393926	528.00	528.00
9458/073026	MASTERCARD PROCESSING CENTER	9458	07/30/2026	Check	393899	428.68	383.90
5850/073026	MASTERCARD PROCESSING CENTER	5850	07/30/2026	Check	393900	4,134.44	780.00
					Total	$5,091.12	$1,691.90
				Month **July 2026** Totals		$1,904.25	$0.00	$1,904.25
				Account **BUILDING REPAIR & MAINT** Totals		$1,904.25	$0.00	$1,904.25
G/L Account Number	**2220.61.614.43630 MAINTENANCE AGREEMENTS**						Balance To Date:	$0.00
07/13/2026	2027-00000266	JE AP A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,039.37		1,039.37
597782895	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER SERVICE AGREEMENT	07/07/2026	Check	393367	676.99	676.99
597838035	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER ANNUAL PROPERTY TAX	07/10/2026	Check	393367	362.38	362.38
					Total	$1,039.37	$1,039.37
07/30/2026	2027-00000718	JE AP A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	448.97		1,488.34
1704490	FISHERS TECHNOLOGY	COPIER SERVICE AGREEMENT	07/28/2026	Check	393871	448.97	448.97
					Total	$448.97	$448.97
				Month **July 2026** Totals		$1,488.34	$0.00	$1,488.34
				Account **MAINTENANCE AGREEMENTS** Totals		$1,488.34	$0.00	$1,488.34
G/L Account Number	**2220.61.614.48611 HUMAN RESOURCES**						Balance To Date:	$0.00

2220 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

07/01/2026	2027-00000846	JE	GL	HUMAN RESOURCES	2027 MONTHLY ISC	ADJE - ADJUSTING JOURNAL	2,626.92	2,626.92

Month **July 2026** Totals	$2,626.92	$0.00	$2,626.92
Account **HUMAN RESOURCES** Totals	$2,626.92	$0.00	$2,626.92
Division **LIBRARY LEVY** Totals	$52,154.90	$0.00	
Department **LIBRARY** Totals	$147,498.23	$1.22	
Fund **LIBRARY** Totals	$147,498.23	$1.22	
Grand Totals	$147,498.23	$1.22	

Great Falls Public Library Foundation Vendor Summary (2221)
JULY 2026
8/16/2026

Vendor Name		MTD	FYTD
Amazon	(Supplies - All Departments)	$ 527.47	$ 527.47
AT&T Nobility	(Bookmobile HotSpot Service)	$ 237.90	$ 237.90
Baisch, Erika	(Youth Services Program)	$ 90.00	$ 90.00
Brown. Monica Nellie	(Adult Programs)	$ 200.00	$ 200.00
Disalvatore, Chris	(Adult Programs)	$ 400.00	$ 400.00
Fry, Ashly Holland	(Music in the Park)	$ 1,500.00	$ 1,500.00
Mastercard	(Supplies - All Departments)	$ 5,059.45	$ 5,059.45
Montana Vending	(Vending Supplies, Maintenance)	$ 240.00	$ 240.00
Parsons, Clayton	(Music in the Park)	$ 1,200.00	$ 1,200.00
Penguin Random House	(Indigenous Education)	$ 367.92	$ 367.92
Pollo Loco	(Music in the Park)	$ 750.00	$ 750.00
Rasmussen, Susan	(Youth Services Program)	$ 400.00	$ 400.00
St. Pierre, Jennifer	(Youth Services Program)	$ 280.00	$ 280.00
Trimble, Sarah	(Youth Services Program)	$ 420.00	$ 420.00
Vincent Draco Management	(Music in the Park)	$ 600.00	$ 600.00
		$ 12,272.74	$ 12,272.74

Great Falls Public Library Foundation Vendor Summary (2221)
JULY 2026
8/16/2026

Mastercard Transaction Breakdown

ALA	Training	$	57.85
Amazon	Materials Purchased	$	655.32
Amazon	Youth Services Programs	$	1,102.54
Amazon	Youth Services Programs (R2R)	$	31.50
D & S Vending	Vending Machine Maintenance	$	72.79
Hobby Lobby	Furniture (CIRC Area)	$	159.59
Pet Smart	Youth Services Programs (R2R)	$	14.99
Staybridge	Adult Programs	$	362.40
Uplift Desk	Furniture (Director Office)	$	2,485.00
Vintage Nanas Indian Taco	Adult Programs	$	36.80
Walmart	Furniture (Director Office)	$	42.99
Walmart	Memory Café	$	14.55
Walmart	Youth Services Programs	$	23.13
	TOTAL:	$	5,059.45

2221 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
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:	$0.00
07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	418.00		418.00
				LB262102 - KP-YA BOOK-A-THON					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
16MFC6VDHPY9	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/03/2026	Check	393341	18.00	18.00
RASMUSSEN062926	SUSAN RASMUSSEN	YOGA STORY TIME - JUNE - AUG	06/19/2026	Check	393497	400.00	400.00
					Total	$418.00	$418.00

07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	280.00		698.00
				LB612503 - MARSHALL ORTHODONTICS SUMMBER READING					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
STPIERRE-2026	JENNIFER ST. PIERRE	ASL BOOKS AND BABIES JUNE-AUGUST	06/12/2026	Check	393498	280.00	280.00
					Total	$280.00	$280.00

07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	90.00		788.00

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
BAISCH-JULY2026	ERIKA BAISCH	ASL YOGA STORYTIME	07/10/2026	Check	393829	90.00	90.00
					Total	$90.00	$90.00

07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	534.90		1,322.90
				LB262102 - KP-YA BOOK-A-THON					

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
TRIMBLE-JUNJULAU	SARAH TRIMBLE	ASL BOOKS AND BABIES JUN-AUG 2026	06/11/2026	Check	393831	420.00	420.00
1FLQJ469RTY4	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/21/2026	Check	393698	19.99	19.99
1JHHDT6L9QTG	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/24/2026	Check	393698	65.95	65.95
1K31JK1KQYNT	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/23/2026	Check	393698	20.50	20.50
13FN7V69LM1F	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/22/2026	Check	393698	8.46	8.46
					Total	$534.90	$534.90

07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	46.49		1,369.39
				LB262001 - READY2READ REACHOUT					

2221 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
9458/073026	MASTERCARD PROCESSING CENTER	9458	07/30/2026	Check	393899	428.68	14.99
4280/073026	MASTERCARD PROCESSING CENTER	4280	07/30/2026	Check	393901	1,185.39	31.50
					Total	$1,614.07	$46.49

07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,125.67		2,495.06
				LB262102 - KP-YA BOOK-A-THON					

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4280/073026	MASTERCARD PROCESSING CENTER	4280	07/30/2026	Check	393901	1,185.39	1,102.54
5850/073026	MASTERCARD PROCESSING CENTER	5850	07/30/2026	Check	393900	4,134.44	23.13
					Total	$5,319.83	$1,125.67

					Month **July 2026** Totals		$2,495.06	$0.00	$2,495.06
					Account **INSTRUCTIONAL & SAFETY SUPPLIES** Totals		$2,495.06	$0.00	$2,495.06
G/L Account Number	**2221.61.613.42190 OTHER OFFICE SUPPLIES & MATERIALS**							Balance To Date:	$0.00
07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	100.00		100.00
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
7652	MONTANA VENDING INC	VENDING MAINTENANCE	07/09/2026	Check	393423	100.00	100.00
					Total	$100.00	$100.00

07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	772.47		872.47
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
287309752986X070	AT&T MOBILITY NATIONAL ACCOUNTS LLC	ACCT: 287309752986	07/01/2026	Check	393816	237.90	237.90
14TT97Y1PHWG	AMAZON.COM	ACCT: A169EW4Q2K9QDA	07/16/2026	Check	393698	394.57	394.57
7654	MONTANA VENDING INC	20-OZ BOTTLES FOR VENDING MACHINE	07/20/2026	Check	393755	140.00	140.00
					Total	$772.47	$772.47

07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	2,818.22		3,690.69
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
5850/073026	MASTERCARD PROCESSING CENTER	5850	07/30/2026	Check	393900	4,134.44	2,818.22
					Total	$4,134.44	$2,818.22

2221 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

						Month **July 2026** Totals		$3,690.69	$0.00	$3,690.69
						Account **OTHER OFFICE SUPPLIES & MATERIALS** Totals		$3,690.69	$0.00	$3,690.69
G/L Account Number	**2221.61.613.43320 BOOKS & SUBSCRIPTIONS - NEWSPAPERS**								Balance To Date:	$0.00
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		655.32		655.32
				LB262201 - MATERIALS 403						

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4664/073026	MASTERCARD PROCESSING CENTER	4664	07/30/2026	Check	393898	806.33	655.32
					Total	$806.33	$655.32

						Month **July 2026** Totals		$655.32	$0.00	$655.32
						Account **BOOKS & SUBSCRIPTIONS - NEWSPAPERS** Totals		$655.32	$0.00	$655.32
G/L Account Number	**2221.61.613.43945 SPONSORED EVENT - ACTIVITY**								Balance To Date:	$0.00
07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		1,900.00		1,900.00
				LB261300 - DL THOMSON TRUST						

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
7726	CHRISTOPHER J DISALVATORE	DIGITAL LIT CLASS	07/07/2026	Check	393465	400.00	400.00
7926	ASHLY J HOLLAND FRY	2026 MUSIC IN THE PARK - JULY 28 PERFORMANCE	07/09/2026	Check	393467	1,500.00	1,500.00
					Total	$1,900.00	$1,900.00

07/13/2026	2027-00000266	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		567.92		2,467.92
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS						

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
70003576	PENGUIN RANDOM HOUSE LLC	2026-06-06 NOISECAT @ GFPL	07/01/2026	Check	393435	367.92	367.92
63026	MONICA NELLIE BROWN	JULY & AUGUST BEADING STIPEND	06/30/2026	Check	393494	200.00	200.00
					Total	$567.92	$567.92

07/24/2026	2026-00007883	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		2,550.00		5,017.92
				LB261300 - DL THOMSON TRUST						

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
071626	CLAYTON PARSONS	MUSIC IN THE PARK PERFORMANCE	07/16/2026	Check	393830	1,200.00	1,200.00
REIMANN-JULY2026	VINCENT DRACO MANAGEMENT	8/11/26 PERFORMANCE	07/11/2026	Check	393832	600.00	600.00

2221 VENDOR - Detail General Ledger Report

G/L Date Range 07/01/26 - 07/31/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

	LOCO-AUGUST2026	POLLO LOCO		AUGUST 4TH PERFORMANCE		07/01/2026	Check	393810	750.00	750.00
								Total	$2,550.00	$2,550.00
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry		Accounts Payable	AP - ACCOUNTS PAYABLE	14.55		5,032.47
				LB262301 - MEMORY CAFE PROJECT						
	Invoice Number	*Vendor*		*Description*		*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
	4280/073026	MASTERCARD PROCESSING CENTER		4280		07/30/2026	Check	393901	1,185.39	14.55
								Total	$1,185.39	$14.55
07/30/2026	2027-00000718	JE	AP	A/P Invoice Entry		Accounts Payable	AP - ACCOUNTS PAYABLE	399.20		5,431.67
				LB261300 - DL THOMSON TRUST						
	Invoice Number	*Vendor*		*Description*		*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
	4280/073026	MASTERCARD PROCESSING CENTER		4280		07/30/2026	Check	393901	1,185.39	36.80
	5850/073026	MASTERCARD PROCESSING CENTER		5850		07/30/2026	Check	393900	4,134.44	362.40
								Total	$5,319.83	$399.20

Month **July 2026** Totals	$5,431.67	$0.00	$5,431.67
Account **SPONSORED EVENT - ACTIVITY** Totals	$5,431.67	$0.00	$5,431.67
Division **LIBRARY FOUNDATION** Totals	$12,272.74	$0.00	
Department **LIBRARY** Totals	$12,272.74	$0.00	
Fund **LIBRARY FOUNDATION** Totals	$12,272.74	$0.00	
Grand Totals	$12,272.74	$0.00	

GREAT FALLS PUBLIC LIBRARY DONATIONS

2221 LIBRARY FOUNDATION FUND

JULY 2026 DONATIONS

FOUNDATION

GFPL Foundation	$	26,200.00	DLT Cultural (300)
	$	**14,800.00**	**DLT Non-Fiction Materials (402)**
	$	2,398.00	Cordingley Investments (404)
	$	**729.00**	**Sonja Jones Investments (402)**
	$	**291.00**	**Whitmyer Investments (402)**

OTHER

Patrons	$	40.87	Best Use Donations
Patrons	$	243.00	Summer Music in the Park Donations
Patrons	$	406.85	Vending Machine Sales
Patrons	$	295.00	Withdrawn Book Sales
United Way	$	500.00	Juneteenth Sponsor

TOTAL: $ 45,903.72

Youth Services Department - August, 2026 Report

Functions of the Youth Services Department

The Youth Services Department serves babies, kids, and teens birth to 18 and their families by providing materials, spaces, programs, and service to meet their educational, social, and recreational needs.

Our core functions:

- **Materials:** We select for and maintain a diverse collection of materials from board books for babies to the latest Young Adult bestsellers. Juvenile and Young Adult collections include a broad array of fiction and nonfiction materials, graphic novels, DVDs, and audiobook CDs to serve the entire community.
- **Programming:** We provide a variety of free events for kids, teens, and their families, from early literacy programs like Toddler Time and Storytime to teen programs like Library Loot Boxes and Teen Tabletop Role-Playing Gaming (TTRPG).
- **Spaces:** We offer welcoming spaces for kids, teens and their families:
    - The Kathy's Corner Play Area is engaging toys for younger kids and cozy furniture for parents. Four Chromebooks, mostly utilized by elementary-age students, are equipped with Starfall educational gaming and available for homework and recreational use.
    - The Teen Scene is an exclusive hang-out space with two dedicated computers and comfy booth seating just for teens 12-18.
- **Service to patrons:**
    - We provide skilled reference and reader's advisory service to kids, teens, and their grownups to help them find high-interest educational and recreational materials to meet their needs. We also assist many college students studying children's literature.
    - We support parents with information to help them decide which materials their children read and view by connecting with them quality parent review resources such as Common Sense Media.

Accomplishments

- **Summer Reading, 2026 concludes August 15!** Expanded programming and special presenters are made possible by Marshall Orthodontics, the Town Pump Charitable Foundation, and the Great Falls Public Library Foundation. Highlights:
    - **Library Loot Boxes** for teens 12-18
        - Library Loot Boxes packed for community teens: 118

        - Library Loot Boxes packed for CCJDC youth: 12
        - Total number of Library Loot Boxes packed in 2026: 130
    - **Summer Reading Rewards** for kids and teens of all ages
        - Minutes read as of 8/4/26: 294,497
        - Number of prizes earned as of 8/4/26: 1,600
        - Total minutes read:
        - Total number of prizes earned:
    - **Break-In Bags**-Passive program featuring math and logic puzzles
        - Number of participants as of 8/4/26: 634
        - Total number of participants:

Event highlights-Youth Summer Reading, 2026

Kestrels from the Montana Raptor Conservation Center



Reading with a Raptor with the Museum of the Rockies



Montana dinosaurs with Upper Missouri River Breaks National Monument



Marble mazes with Starbase Montana



Future Chefs kids' cooking series at the MSU Extension Center



<u>Fall, 2026</u>

- **Hiring and onboarding a new part-time Youth Services Specialist**-Xander Lee's last day was Saturday, August 8.
- **Teacher Night with Great Falls Public Schools**-Our second Teacher Night is Tuesday, Sept. 22. 3 hours of PIR credit will be available for teachers who attend. Teachers from other school districts, homeschool families/coops, and others educators work with children and teens are also invited to attend.
- **Talk Like a Pirate Day passive program: (**Sept. 16-26) Complete a Pirate English learning module on Mango Languages and earn a chance to win a pirate-themed prize. For ages 8-adult.
- **Moving Youth Services office space and Story Walk office to the basement**-Goal to complete in September.

GREAT FALLS PUBLIC LIBRARY

PERSONNEL REPORT
AS OF AUGUST 19, 2026

NEW HIRES

Robbie Schwenck
FT Library Safety Specialist
Effective: 8/24/26

RESIGNATIONS/TERMINATIONS/LAY-OFFS

Xander Lee
PT Library Specialist - Youth Services
Effective: 8/8/26

REHIRES

None

TRANSFERS/PROMOTIONS

Amanda Baugus
Part-Time Library Specialist - Youth Services
Effective: 8/16/26

Director's Report
Great Falls Public Library
August 2026

1. **COMMUNITY EVENTS:** Over the weekend of August 6-8, library staff were present at five different events, resulting in more than 60 card sign ups! Montana Shakespeare in the Park was a success while staff also attended Lion's Family Fun Fest, Junior League's Touch-a-Truck, and a welcome event for Touro College students during the same few days.

2. **BUILDING MAINTENANCE:** I met with our maintenance lead and addressed the concerns raised by the board at the last meeting. We are working on additional documentation for the facility and setting goals and identifying projects to be completed. We are also looking at staff scheduling, rotations and assigned duties.

3. **WEBSITE UPDATE:** Jake Sorich, Communications Specialist, James Simmons, Technology Systems Coordinator, and I met with the Wendt Agency to look at some design issues we have with the website. We discussed our concerns as well as their observations on how the site has grown since its original launch a few years ago. We talked about what drives community members to the website and both the content and functionality of the site. The Wendt staff has a few technical issues to correct and will also be giving us a menu of estimates for some more significant revisions, while library staff are working on a more refined content and functionality wish list and researching analytics of website traffic.

4. **BUDGET UPDATE:** On August 4th, the City Commission approved the recommended budget for all city departments. On August 18th, the Commission reviewed the annual valuation received from the state and adopted a resolution setting a *"$2,429,909 tax levy, requiring a 19.55 mill levy"* for the library. This levy is based on a $124,292 taxable value per mill for FY2027.

5. **CERTIFICATION:** On August 18th, I was awarded my initial MSL Certificate, valid for five years.

6. **JOB DESCRIPTION REVIEWS:** The city will be conducting a competitive salary review this fall and any changes to job descriptions are due to HR by September 18. It is my intention to review our job descriptions and ensure that they align with duties and responsibilities actually being performed by employees and those that meet the current needs of the organization.

7. **REARRANGING STAFF AREAS:** As a result of moving our Safety Specialists to the first and second floors, and rearranging my office, we are creating a new meeting space for staff on the third floor. This move resulted in also shifting some staff work items to the lower level in anticipation of Kid's Place staff moving in September, and thus the Genealogy scanning to relocate out of the area across from the Law Clinic. The new staff meeting space will be across from the Law Clinic and diagonal from my office. I'm happy to give tours to anyone who has trouble visualizing my description.

Library Board Meeting Date: August 25, 2026

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Community Use Agreement
Presented By:	Amy Dissmeyer, Library Director; Sara Linder-Parkinson, Public Services Librarian
Action Requested:	Approve the Community Use Agreement

Suggested Motion:
MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE REPLACING THE "PATRON BEHAVIOR POLICY" WITH THE "COMMUNITY USE AGREEMENT" IN THE GREAT FALLS PUBLIC LIBRARY POLICY MANUAL.

Background: In response to ongoing behavioral challenges managed by Public Services and Safety Specialist personnel, library leadership evaluated alternative frameworks utilized by peer institutions to cultivate a constructive environment. During the Public Library Association conference in March, attendance at multiple sessions on library safety highlighted a model implemented by the Seattle Public Library. The proposed policy is adapted from their Community Use Agreement to address the specific requirements of the Great Falls community.

The primary objective of this agreement is to be easy to read and understand for community members while also being simple to explain and enforce by staff. By adopting a proactive and encouraging tone, the agreement clearly defines expected behaviors and suggests inclusivity, rather than focusing punitively on prohibited conduct.

Following approval of this agreement, staff training and communication will begin as well as updated facility signage, establishing a more welcoming and positive library environment.

*To reference policies being rescinded, please visit: https://greatfallslibrary.org/budget-and-policies/

Community Use Agreement

Our library is a shared public space for reading, learning, gathering, and exploring ideas. This Community Use Agreement outlines the expectations of behavior that help us maintain a welcoming, safe, and comfortable environment for everyone.

For the purpose of this agreement; library property includes the building, grounds, parking lots and vehicles. Failure to meet these expectations may result in suspension of privileges; see Appendix 1.

Library Use Expectations

I. Respect for People

1. Interact with others in ways that are courteous, welcoming, and non-threatening.
2. Allow others to read, study, use computers, and participate in activities without harassment, intimidation, or unwanted attention.
3. Keep conversations and device volume at levels that do not disturb others by using headphones.
4. Follow guidance from library staff, who are here to support a positive experience and ensure that the space works well for everyone.
5. Parents and caregivers actively supervise children, especially those under the age of 8, ensuring their safety and consideration of others. (See Appendix 3)

II. Respect for Shared Spaces

1. Maintain a clean and pleasant environment by properly disposing of trash and keeping personal areas tidy.
2. Wear appropriate attire, including shirts, pants/skirts, and shoes, while on library property.
3. Maintain personal hygiene to keep shared spaces comfortable for everyone.
4. Remain awake while on library property, for your safety and the comfort of other visitors.
5. Keep belongings with you at all times and ensure they are not blocking entrances, walkways, and study areas. A maximum of 1 bag that measures no more than 36 inches in any direction and 2 hand-held items such as a purse, briefcase, tote or small backpack per person is allowed inside the library building.
6. Use restrooms, furnishings, and equipment responsibly and for their intended purposes.
7. Store bicycles, scooters and skateboards at designated racks and refrain from skating or riding wheeled devices on library property.

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III. Respect for Library Resources

1. Handle books, technology, furniture, and equipment with care.
2. Check out materials before removing them from the library building and return them in good condition.
3. Use computers and internet access responsibly and in accordance with library and legal guidelines.

IV. Health, Safety, & Legal Use

1. Library property is open to the public from 6am to 10 pm daily. In order to keep the space available and welcoming for all users, setting up tents or shelters and camping is reserved for library approved functions only.
2. In accordance with the Montana Clean Indoor Air Act (CIAA) smoking and vaping are only permitted 30 feet from entrances and exits and not inside the library building.
3. Library property is an alcohol, marijuana and drug free space.
4. Service animals as defined by the ADA are always welcome.
5. For everyone's safety and comfort, firearms and weapons of any kind are not permitted on library property.
6. Illegal activity is not permitted on library property at any time.

V. Access to Designated Areas

1. Areas designated for children and teens are intended primarily for youth and the adults who accompany or care for them. Adults visiting without children are welcome when selecting children's materials or conducting other activities directly related to library services for children.
2. Staff work areas are reserved for library personnel; allow a staff member to assist with items in staff-only areas.

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Appendix 1
Community Use Violation Guidelines

To ensure a welcoming environment for everyone, we ask that you follow all Community Use guidelines. Failure to comply may lead to a suspension of privileges. Repeated or severe issues could result in a temporary ban from library property. Library staff are responsible for managing disruptions to maintain a positive and productive atmosphere for all.

Enforcement Procedure:

At any time if a violation of policy is severe, staff may bypass warnings and enforce immediate removal from the property.

- **Initial Violation:** A verbal warning will be issued
- **Second Violation:** Expulsion from the property for the day
- **Third Violation:** Two- week ban from library property
  Continued violations after a two-week ban will result in a trespass request (See Appendix 2)

Violating a ban may result in Law Enforcement involvement. Users may appeal bans or policy actions.

Patron Appeal:

Patrons may submit a formal appeal if they have been asked to leave due to policy violations, or feel library policies/staff actions have unfairly restricted their service access.

How to appeal:

- **Initial Review:** Submit a Patron Appeal Form. The Library Director will review it and respond in writing within 14 days. If the appeal concerns the Director, the Chair of the Board of Trustees of the Great Falls Public Library (or designee) will handle the review.
- **Board Appeal:** If unsatisfied with the initial decision, the patron may request a further review by the Board of Trustees of the Great Falls Public Library in writing.

Final Ruling: The appeal will be added to the next Board of Trustees meeting agenda. After hearing from the patron, staff, and public, the Trustees will issue a final written decision within 14 days.

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Appendix 2
Trespass Authority

AUTHORITY:
The Management Agreement between the City of Great Falls and the Board of Trustees of the Great Falls Public Library provides the Board of Trustees with the authority to Trespass individuals from library property when in violation of the Community Use Agreement.

RELEVANT SECTION FROM AGREEMENT:

3d. Use of Library – privileges. In accordance with Section 22-1-311, MCA, the Trustees or their designee may exclude from the use of the library any and all persons who shall willfully violate the rules of the library. The Trustees may extend the privileges and use of the library to persons residing outside of the City of Great Falls or Cascade County upon such terms and conditions as it may prescribe by its policies and regulations.

Montana Code Annotated 2023 TITLE 22. LIBRARIES, ARTS, AND ANTIQUITIES

CHAPTER 1. LIBRARIES Part 3. Free Public Libraries

22-1-311. Use of library -- privileges. Every library established under the provisions of this part shall be free to the use of the inhabitants of the city or the county supporting such library. The board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library. The board may extend the privileges and use of the library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.

In that the Board of Trustees recognizes that proper enforcement of library rules is essential and that the Board of Trustees approves the Great Falls Public Library Community Use Agreement, the Board of Trustees also recognizes the need to trespass individuals from library property when their behavior is such that it violates the Community Use Agreement and impacts the ability of staff to function effectively and serve the community safely.

The Board of Trustees recognizes that it is also essential that the library respect the civil rights of individuals to access library services. Patrons may only be trespassed for good cause and the trespass cannot be for longer than one (1) year. If the trespassed individual desires to contest a trespass order, they may request a hearing before the Board of Trustees. The Board of Trustees will review the trespass order and make a binding decision on its enforcement.

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Appendix 3
Unattended Dependent Persons

These rules apply to children of all ages, as well as any individual visiting the library alone who cannot care for themselves.

Supervision of Children

Parents, guardians, and caregivers are solely responsible for the safety, supervision, and behavior of their children while they are on all library property.

1. **Direct Supervision:** Children under the age of **8** must be under the direct, close, and continuous supervision of a parent, guardian, or responsible caregiver (age 12 or older) at all times.
2. **Caregiver Responsibilities:** Caregivers must remain with their children, ensuring the child is safe, behaves appropriately, and does not interfere with the enjoyment of the library by other patrons. Library staff are not authorized to supervise children.

Unattended Children

An "unattended child" is defined as a child of any age whose parent, guardian, or responsible caregiver is not present in the library or who cannot be located immediately.

1. **Children Under Age 8:** If a child under the age of **8** is found unattended, library staff will attempt to locate the parent or caregiver. If the responsible adult is not located promptly or if the library is nearing closing time, the library may contact local law enforcement.
2. **Unattended Children at Closing:** The library cannot assume responsibility for supervising children after closing hours. If a child remains unattended 15 minutes past the library's closing time, they will be entrusted to the care of local law enforcement. Library staff are prohibited from transporting children home.

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Library Board Meeting Date: August 25, 2026

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Circulation Policy
Presented By:	Amy Dissmeyer, Library Director; Sara Linder-Parkinson, Public Services Librarian
Action Requested:	Approve the Circulation Policy

Suggested Motion:
MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE REPLACING THE THREE "LIBRARY CARD", "FEES AND RECOVERY OF LOST, DAMAGED AND NON-RETURNED MATERIALS" AND "PARTNER SHARING AND INTERLIBRARY LOAN" POLICIES WITH ONE "CIRCULATION POLICY" IN THE GREAT FALLS PUBLIC LIBRARY POLICY MANUAL.

Background: In an effort to streamline the library card sign up process, we began reviewing the library card application and it naturally followed to review our various library cardholder categories. What followed was a review of peer libraries and the development of a comprehensive "Circulation Policy" that includes our borrower types, lending periods, fees for not returned materials, and guidelines for borrowing materials from other libraries. This type of policy that covers all aspects of borrowing privileges is standard practice in other libraries.

Changes in policy include

- "Resident cards" are the primary card type for all cardholders, including staff, parents, and homeschool families
- Probationary period no longer required with proper identification
- Institutional memberships are available with proper documentation of institutional support
- Clear language of acceptable personal identification
- Clear language regarding overdue and hold notices. Options are email and text only; final bills for items considered lost will still be mailed.

To implement this policy change, staff have developed an updated library card application. Staff are also prepared to encourage library users to add email addresses or text notifications to their account if they have not already done so.

*To reference policies being rescinded, please visit: https://greatfallslibrary.org/budget-and-policies/

Circulation Policy

The Great Falls Public Library is committed to providing free and equal access to all community members. Individuals can get library materials by signing up for one of five different types of library cards. All applicants must be in good standing with all libraries in the Partner Sharing Group to obtain a card.

TYPES OF CARDS

RESIDENT CARD: Free for residents of Cascade County or individuals paying property taxes in Cascade County.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Resident Card	1. Individual must be present; individuals under 14 must have parent/guardian present 2. Government-issued personal identification that includes: Name, photo and current Cascade County address -OR- 1. A government-issued personal identification 2. Piece of mail with Cascade County address / proof of taxes paid on Cascade County property _____ Active duty military and their dependents are eligible for resident library cards upon presentation of military ID. For library card purposes all GFPL staff and board members will be considered residents of Cascade County.	Unlimited checkouts and access to all e-resources	Renewable every 3 years

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INSTITUTIONAL CARD: Free for representatives of schools, daycares, and group homes or similar institutions with a letter of authorization from the establishment.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Institution Card	1. Government-issued personal identification that includes: Name and photo 2. Letter from Institution granting authorization to open an account and acceptance of financial responsibility for lost / damaged items	Unlimited checkouts and access to all e-resources	Renewable annually

LIMITED USE CARD: Free for visitors that have recently moved to Cascade County to assist with establishing proof of residence.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Limited Use Card	1. Government-issued personal identification that includes: Name and photo 2. Post card mailed from GFPL and returned to GFPL to establish residency.	2 checkouts until post card returned and access to all e-resources	Non-renewable will move to resident card with proof of residency

HOMEBOUND CARD: Free for residents of Cascade County who are unable to physically come into the library.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Homebound Card	1.Government-issued personal identification that includes: Name, photo and current Cascade County address -OR- 1. A government-issued personal identification 2. Piece of mail with Cascade County address / proof of taxes paid on Cascade County property	Unlimited checkouts and access to all e-resources	Renewable every 3 years

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NON-RESIDENT CARD: For individuals living outside Cascade County.

Card Type	Identification / Proof of Residency Requirements	Borrowing Privileges	Privilege Length
Non-Resident Card	1. Government-issued personal identification that includes: Name, photo and current address 2. Payment of $30 Non-Resident fee -OR- 1. A government-issued personal identification 2. Piece of mail with current address 3. Payment of $30 Non-Resident fee	Unlimited checkouts and access to all e-resources	Renewable annually

ACCEPTABLE FORMS OF IDENTIFICATION:

Government-identification examples:	Proof of Residence examples (may be paper or electronic):
● Drivers License: Valid, unexpired licenses ● Identification Card: Non-driver photo ID cards ● US Passport: Valid or recently expired ● Tribal ID: Enhanced tribal cards or recognized tribal enrollment card ● Military ID: Valid, unexpired ID card Any other form of identification will be evaluated at the time of request. Identification can be shown with website data from a government website as long as current.	● Vehicle registration ● Insurance card ● Utility or phone bill ● Personal check ● Voter registration card ● Bank statement ● Postmarked mail/package ● Tax statement ● Rental agreement/lease/deed ● Hunting or fishing license Any other proof of proof of residence will be evaluated at the time of request.

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CHECK-OUT GUIDELINES

- Library users may only have one library card within the Partners Sharing Group at one time.
- Great Falls Public Library items check out for 28 days. Libraries in the Partners Sharing Group may use different loan times. Items checked out via self-check may default to a shorter loan period; ask a staff member to set your due date to the full 28 days.
- Items renew automatically up to two times. They will not renew if another user has a hold on the item.
- Library users are responsible for keeping materials in good condition while they have them.
- Great Falls Public Library is a fine free library, but library users are responsible for charges for lost or damaged items. A processing fee may also be charged. The library does not accept replacement copies of items.
- Library card account notices can be sent by email or text.
    - Date Due Reminder: Sent 3 days before the item is due
    - 1st Overdue Reminder: Sent 7 days after the item is due
    - 2nd Overdue Reminder: Sent 21 days after the item is due
    - Billing Notice: Sent 60 days after the item is due; replacement costs are added to library account
- Library users with overdue materials or unpaid charges exceeding $10 cannot continue to check-out other materials until all overdue items have been returned or charges are less than $10. Payment arrangements can be made with a staff member.
- A library card may be replaced at any time for a small fee; a picture ID must be presented.

GUIDELINES FOR BORROWING / LENDING MATERIALS FROM OTHER LIBRARIES

Partners Sharing Group:

The Partners Sharing Group is a consortium of libraries across the State of Montana that freely share resources to give expanded access to all patrons.

Listed below are the guidelines of participation:

- Library cards must be in good standing.
- Library users can only have one library card within the consortium at one time.
- For access to materials, place a hold in the online catalog or with a staff member.
- Library cards may be utilized at any Partner library.
- Items may be returned at any Partner library, no matter the location they were checked out from.

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Interlibrary Loan - Borrowing:

The Great Falls Public Library supports resource sharing and through this process participates in OCLC to borrow books from many participating libraries.

Listed below are the guidelines of participation:

- Library cards must be in good standing.
- For items outside the Montana courier network, there will be a nominal fee to help cover the cost of postage. All fees must be pre-approved by the library user.
- Materials borrowed through interlibrary loan are subject to replacement costs as determined by the lending library.
- Items owned or on order by any library in the Partners Sharing Group may not be requested through interlibrary loan unless they are lost or are more than 3 months overdue.
- All due dates are set by the lending library. Renewals may be requested through a staff member but are not guaranteed.

Interlibrary Loan - Lending:

The library provides interlibrary loan services to other Montana libraries outside of the Partners Sharing Group at no charge. Reciprocal lending is appreciated.

Listed below are the guidelines of participation:

- Courier services and mail services are used to send out loans.
- A nominal fee is charged to libraries outside of Montana to loan items.
- Only requests placed through libraries will be honored.
- Materials in special collections, including Montana Room, reference materials, periodicals, newspapers, microfilm, and new materials owned less than 6 months are not generally loaned.

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PATRON COMPLIMENTS JULY - AUGUST 2026

7/29/2026 – A staff member was chatting with a person she had just met. When the staff member mentioned that she worked at the library, the patron said that she uses the library often. The patron had nothing but nice things to say about our unhoused patrons. She said that they're always polite, that they will hold the door open for her, & so on.

8/1/2026 – On his way down from the second floor, a patron stopped at the circ desk to say how impressed he was with the notary he dealt with. He was especially impressed with her efficiency in handling the whole process.

8/3/2026 – A long-time patron sent a message, via social media, to let the library know that she has been collaborating with GFPL for years, regarding services for clients in the group homes she has managed. The patron wanted to let us know that she loves our library, & that the library has changed the lives of many of her clients, in positive ways. She said that she would always support the library!

From: **Lucero-Palmer,Dawn** [redacted]
Date: Fri, Aug 14, 2026 at 4:44 PM
Subject: bookmobile

Hi this is Dawn Lucero-Palmer from Benefis life enrichment program. First I want to thank Sara and Ian for being so amazing in helping the bookmobile get to the Grandview and all that Ian did while here to be supportive. The residents absolutely loved having him here and getting their books. Is there a separate email for Ian I can use to schedule with him for the fall schedule?
Thank you again for everything

Benefis
HEALTH SYSTEM

Dawn Lucero-Palmer
Manager of Senior Services Life Enrichment

Great Falls Development Alliance
The Portage Building at West Bank Landing
405 3rd Street NW Suite 203
Great Falls, MT 59404

Great Falls
DEVELOPMENT
ALLIANCE

MONTANA
ECONOMIC DEVELOPMENT CDFI
GrowGreatFallsMontana.org

Sarah & Brianne,
Thank you so much for contributing to this years Tours welcome bags. Because of your generosity, 175 future physicians & grad students will receive a warm welcome & discover the GF Public Library!
- GFDA



Robert Fineman
Imaniti

The Library,
Looking back at
Historic Great Falls,
there is no doubt
about Life being Downtown.

Throughout the year,
one could always enjoy
what was being offered
Work, play and shopping
filled the lives of everyone,
No matter the age.
Downtown was the
center of the city.

Robert Fineman



Light 101

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August 2026

Great Falls Public Library —

Thank You So Much
for the donation of
the magazines.

Sincerely,
Rhonda LaPier
Admin. Asst.
Rocky Mountain
Treatment Center

Howdy!

We wanted to send a massive thank you for having The Bootlegger Bandit out for such an incredible evening!

Usually, you can find us slinging grub out in the blazing hot afternoon sun, so getting to keep the burners lit late into the cooler evening hours was an absolute treat for us. The whole night was an amazing experience from start to finish. The crowd brought the perfect energy, and having that live music playing in the background was truly the icing on the cake!

Thank you for the fantastic hospitality and for giving us a break from our usual daytime routine.

We had a blast and are already looking forward to the next time we can roll the rig back in for Shakespare in the Park!

