AGENDA
GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Tuesday, October 27, 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. PUBLIC COMMENT

IV. **ADOPTION OF THE MINUTES OF THE SEPTEMBER MEETING** (Pages 1-6)
MOTION…THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/DISAPPROVE THE MINUTES AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

V. **ACCEPTANCE OF THE SEPTEMBER FINANCIAL REPORTS**
A. INCOME STATEMENTS 2220 (OPERATING BUDGET) (Pages 7-9)
B. INCOME STATEMENTS 2221 (FOUNDATION/DONATION BUDGET) (Page 10)
C. LIBRARY VENDOR SUMMARY (Pages 11-18)
D. FOUNDATION VENDOR SUMMARY (Pages 19-29)
E. DONATIONS (Page 30)

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

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

VI. **REPORTS**
A. PUBLIC SERVICES (Page 31)
B. PERSONNEL (Page 32)
C. DIRECTOR (Page 33)
D. GFPL FOUNDATION
E. CHAIR
F. BOARD

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. BULLETIN BOARD POLICY (Pages 34-35)

MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE BULLETIN BOARD POLICY AS PRESENTED.

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

B. MONTANA STATE LIBRARY COOPERATIVE SERVICES AGREEMENTS (Pages 36-69)

MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE MONTANA STATE LIBRARY COOPERATIVE SERVICES AGREEMENTS INCLUDING THE UMBRELLA AGREEMENT AND ADDENDUMS A-E AS PRESENTED

SECOND PUBLIC COMMENT BOARD DISCUSSION VOTE

IX. PROPOSALS/COMMENTS FROM TRUSTEES

X. **ADJOURNMENT**

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

SECOND VOTE

Proposed next regular meeting: November 24th, 2026

Great Falls Public Library
Board of Trustees Board Meeting
Tuesday, September 22, 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, Mr. Brian Patrick, Ms. Whitney Olson (via zoom)
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, Brianne Laurin – GFPL Foundation

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. Johnson moved that the Great Falls Public Library Board of Trustees approve the agenda as presented. Mr. Patrick seconded the motion. Ms. Bulger opened for any board discussion or public comment. Upon hearing none she asked for a vote. Motion passed by unanimous vote of members present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Richard Irving, a city resident and library cardholder, addressed the Board.

Mr. Irving said the public meeting notice says little, and that this months' notice directs viewers to several places but omits the city website. He noted that the city website and the library website have historically been the only places to find the agenda and meeting packet. He assumed the omission was accidental, but said some people might view it as an attempt to withhold information from the public.

Mr. Irving referred to his comments at the previous meeting objecting that the library does not warn users that Mango Languages creates detailed voice profiles of its users. He stated that children should have been warned that their voices would be profiled and could potentially be misused.

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V. ADOPTION OF THE MINUTES

Ms. Crist moved that the Great Falls Public Library Board of Trustees adopt the minutes as amended. Ms. Johnson seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Mr. Irving restated a point from his comments at the previous meeting, which he felt had not been captured in the minutes. He said he loves libraries but believes American public lending libraries are on their way to extinction because most Americans are absorbed in their electronic devices, and that this trend cannot be stopped. In his view, few people between the ages of six and sixty use the library other than people experiencing homelessness and a small number of dedicated book lovers.

Mr. Irving stated his belief that the American Library Association has trained librarians and trustees to inflate usage statistics by drawing homeless people into library facilities, and that this further alienates the general public. He urged the Board to decide whether it wants to be a library or a homeless shelter, saying that operating as a shelter tells the public they are secondary to homeless patrons.

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

VI. ACCEPTANCE OF THE FINANCIAL REPORTS

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

Mr. Patrick moved that the Great Falls Public Library Board of Trustees accept the financial reports. Ms. Crist seconded the motion. Ms. Bulger opened for any board discussion or public comment.

Mr. Irving repeated a concern he has raised many times before. He stated that if the library used a double-entry bookkeeping system, it would be easy for Board members to see where the money is, where it is going, when it needs to be spent, and what is coming up.

Ms. Johnson asked about page 15 of the packet. She noted that the Billings Gazette and the Cascade Courier are listed under Materials Purchased but not under Books and Subscriptions, and asked whether they are accounted for in the overall picture. Ms. Dissmeyer responded that they are.

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

VII. REPORTS

DIRECTOR REPORT

Ms. Dissmeyer reported that since the report was published, the library has again had problems with the elevator, including today.

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She announced that the pickup window hours will change. Beginning October 4, the Sunday pickup window hours will be adjusted to match the building's hours. The window currently opens at 9:00 a.m. on Sundays. The library does not receive credit for those hours as open hours with the state, and a staff member must be stationed at one spot to cover it, which reduces the amount of work staff can accomplish that morning. The change has been posted and the public notified. Additional schedule changes beginning October 4 will spread staff more evenly throughout the week.

Ms. Crist asked how much use the Sunday morning window gets. Ms. Dissmeyer said very little, and that staff studied the usage to make sure the period was not unrepresentative.

Ms. Johnson asked whether the hours could have been reduced only partway, based on usage, with the window opening later in the morning even though the building is open. Ms. Dissmeyer replied that the window is currently covered by the staff member answering phones, who also watches and listens for the window, so the coverage is not a large inconvenience. She said that if no one has to stay near the window outside of open hours, the person on duty that morning can work throughout the building, shelving and doing other tasks. A sign will be posted so that regular Sunday morning users have advance notice.

Ms. Bulger asked where the summit is taking place. Ms. Dissmeyer said it will be at the Belgrade library. She had just learned that Belgrade's library director has left, with her last day on the 17th, so Ms. Dissmeyer will meet with the Bozeman library director and Belgrade's interim director. She said the city manager prompted the summit, believing it would help the library prepare for anticipated growth in Great Falls by learning from Bozeman and Belgrade, which have grown considerably in recent years.

Ms. Bulger asked whether there is a projected timeline for the elevator repairs. Ms. Dissmeyer said that a couple of different things have gone wrong with the elevator in the last period, and that the most recent issue does not appear to be fully resolved. She described it as a domino effect, in which one problem is followed by another, and attributed this to the elevator's age. Ms. Crist asked whether anyone had been stuck in the elevator. Ms. Dissmeyer said no, that has not happened.

GFPL FOUNDATION REPORT

Ms. Laurin thanked the Board and said she hoped members had read the written report. She said the summer had been busy and enjoyable.

She reported that the Foundation has some fundraising activities coming up. She also said the Foundation held a number of one-on-one meetings with donors and potential donors, similar to the one-on-one meetings held with Board members, to reconsider what the experience of coming into the library will be like in a new building. She said every donor or potential donor for the project was very enthusiastic about this.

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Ms. Laurin said the Foundation has begun its 37th annual Book-A-Thon campaign. The Foundation raises around $50,000 each year, and sometimes more. She said the theme will be a fun one, and gave a preview that it will center on bringing history alive and helping people understand the past.

She asked Board members to mark their calendars for Books and Brew.

CHAIR REPORT

Ms. Bulger stated that Mr. Patrick has graciously agreed to be the board liaison with the Foundation.

BOARD REPORT

No reports given.

VIII. OLD BUSINESS

POLICY MANUAL: COMMUNITY USE AGREEMENT

Ms. Dissmeyer brought the Community Use Agreement back to the Board. She said the formatting has changed, which the library will use going forward. On the second page of the agreement, under number five, a parenthetical was added after "firearms" excepting law enforcement officers and those carrying a valid concealed carry permit. Because staff considered this a significant addition, the agreement was returned to the Board for final approval.

Mr. Patrick recommended that "ADA" be spelled out. He also recommended that on page three, in the appeal section, the first item at the bottom read "submit a completed patron appeal form" rather than "submit a patron appeal form."

Ms. Johnson moved that the Great Falls Public Library Board of Trustees approve the Community Use Agreement as amended. Ms. Crist seconded the motion. Ms. Bulger opened the floor for public and Board discussion.

Richard Irving, a city resident and library cardholder, addressed the Board. He said that over the weekend he saw a man he took to be homeless sleeping in the library park, wrapped in a blanket. A woman woke him and asked him to come home and help with housework, and he went back to sleep. Mr. Irving said that at the last meeting a speaker suggested the policy use the word "camping," and that when asked what camping consists of, the speaker named blankets or sleeping bags. He said the man's behavior would have been among the few things the new policy prohibits, and that it occurred in full view of the library.

Mr. Irving said he believed the policy as written prohibits tents but not sleeping, and he respectfully disagreed with the chairperson on this point. He urged the Board to amend the policy today to prohibit sleeping outright, as he said he had intended to say at the last meeting, though he said the minutes reflected otherwise. He said that only a very small group wants people who appear homeless to sleep at the library. In his view, continuing to allow sleeping

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indoors and outdoors tells patrons, taxpayers, and voters that the building and park are a homeless shelter, regardless of what the Board intends to say.

Mr. Irving also described an observation from the previous evening. After the library closed and people who appeared to be homeless had left for a free supper, a woman leaving with a young boy let him play in the park for about half an hour because it is getting dark earlier. He said he was the only other adult in the park and enjoyed watching the boy run, dance, and gather stones and sticks. He said this is what a park should be for and that it rarely happens anymore.

Ms. Johnson addressed the Chair regarding a public comment suggesting that only tents were prohibited. She noted that the policy language reads "tents, shelters, and camping," and Ms. Bulger confirmed that this is the wording. Ms. Johnson said she had wanted to be sure that no other wording had been changed.

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

IX. NEW BUSINESS

FOUNDATION GRANT PROPOSAL

Ms. Dissmeyer presented the Foundation Grant Proposal. She said the first three requests, one materials request and two database requests, are fairly standard. The materials request is lower than in past years because the staff member responsible has funds left over from last year, when the transition from one vendor to another kept her from spending as much as planned. Ms. Dissmeyer said her goal is not to request everything available from the Foundation, so that the Foundation can keep funds for future building projects.

She said the major request is for evacuation chairs ("e-vac chairs"), which would help move people up and down stairs or out of the building in an emergency. She noted that elevators are not an option in an emergency, particularly because programs are held in the Cordingley Room in the basement. She said the Safety Specialists have determined where the chairs would be stationed to serve all three floors.

Mr. Johnson moved that the Great Falls Public Library Board of Trustees approve the Foundation Grant Proposal as presented. Mr. Patrick seconded the motion. Ms. Bulger opened for any public or board discussion.

Ms. Johnson asked about LinkedIn Learning, noting that the proposal lists it as year two of a three-year contract and that the Board has previously discussed tracking usage of the library's additional programs. She asked whether usage data is available. Ms. Dissmeyer said she did not have it at hand and would look into it.

Ms. Bulger said she would likewise be curious to track usage of the auto repair resource. Ms. Dissmeyer said the library is required to track usage for state and annual statistics, and that she also routinely tracks cost per use.

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Ms. Laurin added that the Foundation also requests this usage data and, though it has not formally asked yet, suggested it be included at the next quarterly Board meeting. She said the Foundation approved paying for three-year contracts based on usage data presented a couple of years ago, and that such data helps inform its decisions.

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

X. PROPOSALS/COMMENTS FROM TRUSTEES

No proposals or comments were given.

XI. ADJOURNMENT

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

Ms. Bulger adjourned the meeting at 5:06 pm.

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2220 - Income Statement

Through 09/30/26
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	7,266.54	7,266.54	2,733.46	73	117,117.81
31121	MOBILE HOME TAXES	5,000.00	949.54	949.54	4,050.46	19	8,458.62
31122	OTHER PERSONAL PROPERTY	26,000.00	382.39	382.39	25,617.61	1	34,705.44
31200	DELINQUENT TAX PENALTY & INTEREST	3,000.00	462.74	462.74	2,537.26	15	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
33620	ON BEHALF REVENUE-NET PENSION LIABILITY	.00	.00	.00	.00	+++	26,713.00
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	50.00	674.00	926.00	42	1,648.00
34691	LIBRARY FEES MISCELLANEOUS	12,790.00	400.00	1,200.00	11,590.00	9	13,000.00
34692	LIBRARY SERVICE CHARGES MISCELLANEOUS	5,500.00	433.00	1,293.75	4,206.25	24	5,337.29
34693	LIBRARY EQUIPMENT CHARGES MISCELLANEOUS	14,000.00	2,002.30	5,201.30	8,798.70	37	16,147.04
34694	LIBRARY FACILITY CHARGES MISCELLANEOUS	1,200.00	300.00	480.00	720.00	40	1,530.00
34836	CONVENIENCE FEE	.00	11.88	26.10	(26.10)	+++	60.50
35134	COLLECTION AGENCY FINES	.00	.00	10.00	(10.00)	+++	326.98
35220	LOST BOOK FINES	5,000.00	635.68	2,159.07	2,840.93	43	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	5,661.34	10,338.66	35	58,352.02
	REVENUE TOTALS	$2,795,197.00	$12,894.07	$25,766.77	$2,769,430.23	1%	$3,016,743.00
EXPENSE							
41110	SALARIES & HOURLY	1,608,214.00	120,710.77	414,941.36	1,193,272.64	26	1,481,834.58
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	291.89	(291.89)	+++	266.63

2220 - Income Statement

Through 09/30/26
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	2,876.39	(2,876.39)	+++	34,382.12
41325	SICK LEAVE TERMINATION	.00	.00	97.79	(97.79)	+++	11,363.08
41360	HEALTH INSURANCE	339,409.00	27,283.12	93,679.48	245,729.52	28	302,541.90
41365	HEALTH INSURANCE CONTINGENCY	15,318.00	.00	.00	15,318.00	0	.00
41370	LIFE INSURANCE	2,263.00	184.00	554.32	1,708.68	24	2,175.24
41389	RELOCATION AND MOVING	.00	.00	.00	.00	+++	15,000.00
41410	UNEMPLOYMENT INSURANCE	7,237.00	422.47	1,463.68	5,773.32	20	6,815.85
41420	WORKERS COMPENSATION	8,677.00	511.16	1,882.45	6,794.55	22	7,574.30
41430	FICA	99,709.00	6,970.97	24,154.85	75,554.15	24	89,816.06
41435	MEDICARE	23,319.00	1,630.31	5,649.09	17,669.91	24	21,005.47
41445	PERS	163,764.00	12,259.58	42,520.30	121,243.70	26	156,341.11
41510	MISCELLANEOUS PENSIONS	20,688.00	1,638.20	5,745.68	14,942.32	28	20,635.87
41919	ON-BEHALF PENSION EXPENSE	.00	.00	.00	.00	+++	26,713.00
41921	ACCRUED PAYROLL ADJUSTMENT	.00	.00	.00	.00	+++	56,956.28
42110	PAPER & FORMS	3,000.00	142.34	492.34	2,507.66	16	3,119.69
42120	COMPUTER ACCESSORIES	7,500.00	664.95	3,520.81	3,979.19	47	9,046.21
42190	OTHER OFFICE SUPPLIES & MATERIALS	8,000.00	417.53	1,293.92	6,706.08	16	7,850.22
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	7,000.00	442.76	1,260.91	5,739.09	18	4,615.53
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	12,500.00	1,671.21	4,181.13	8,318.87	33	12,251.70
43110	POSTAGE, BOX RENT, ETC.	5,500.00	.00	5,500.00	.00	100	5,512.22
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	80,000.00	56.00	4,264.87	75,735.13	5	79,612.69
43350	MEMBERSHIPS & DUES	2,000.00	.00	.00	2,000.00	0	1,175.00
43410	TELEPHONE	10,080.00	921.01	2,390.70	7,689.30	24	4,602.89
43412	FAX & OTHER TELEPHONE LINES	7,420.00	96.06	96.06	7,323.94	1	3,693.18
43420	ELECTRIC UTILITY	45,000.00	1,614.59	8,800.69	36,199.31	20	48,676.52
43430	GAS UTILITY	13,500.00	250.74	896.54	12,603.46	7	13,549.55
43440	CITY SANITATION DISPOSAL	3,000.00	213.00	639.00	2,361.00	21	2,964.50
43450	WATER UTILITY	3,000.00	746.96	1,712.56	1,287.44	57	2,935.67
43460	SEWER UTILITY	1,500.00	152.88	458.64	1,041.36	31	1,386.41
43470	STORM DRAIN UTILITY	1,550.00	151.80	455.40	1,094.60	29	1,781.96

2220 - Income Statement

Through 09/30/26
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
43550	COMPUTER PROGRAMMING	62,000.00	698.53	39,646.55	22,353.45	64	49,118.53
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	15,000.00	2,598.93	3,243.93	11,756.07	22	23,485.42
43620	BUILDING REPAIR & MAINT	7,000.00	381.54	2,315.64	4,684.36	33	10,770.36
43630	MAINTENANCE AGREEMENTS	23,000.00	1,890.40	4,055.73	18,944.27	18	24,749.87
43920	RECRUITMENT COSTS	.00	.00	.00	.00	+++	4,384.23
45320	OFFICE EQUIPMENT RENTALS	1,600.00	369.69	369.69	1,230.31	23	1,478.76
45515	CREDIT CARD FEES	1,500.00	137.06	413.21	1,086.79	28	1,440.79
45920	REFUNDS & REIMBURSEMENTS	300.00	.00	.00	300.00	0	427.61
48130	CASH OVER/SHORT	.00	.00	(1.22)	1.22	+++	2.87
48611	HUMAN RESOURCES	52,832.00	4,402.67	13,208.01	39,623.99	25	47,459.04
48637	VEHICLE & EQUIPMENT MAINT	3,869.00	322.42	967.26	2,901.74	25	3,710.04
48652	FISCAL SERVICES	28,161.00	2,346.75	7,040.25	21,120.75	25	26,202.00
48658	CENTRAL INSURANCE	85,493.00	.00	85,493.00	.00	100	88,990.00
48695	INFORMATION TECHNOLOGY	3,621.00	301.75	905.25	2,715.75	25	3,408.96
48696	COMPUTER NETWORK	46.00	3.83	11.49	34.51	25	86.04
48697	COMPUTER EQUIPMENT MAINT	1,800.00	.00	1,800.00	.00	100	1,489.00
	EXPENSE TOTALS	$2,785,370.00	$192,605.98	$789,289.64	$1,996,080.36	28%	$2,723,398.95
	Fund **2220 - LIBRARY** Totals						
	REVENUE TOTALS	2,795,197.00	12,894.07	25,766.77	2,769,430.23	1%	3,016,743.00
	EXPENSE TOTALS	2,785,370.00	192,605.98	789,289.64	1,996,080.36	28%	2,723,398.95
	Fund **2220 - LIBRARY** Net Gain (Loss)	$9,827.00	($179,711.91)	($763,522.87)	$773,349.87	(7,770%)	$293,344.05

2221 - Income Statement

Through 09/30/26
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	677.32	21,337.39	685,662.61	3	683,951.02
36513	DL THOMSON TRUST	41,000.00	.00	27,218.00	13,782.00	66	26,655.45
37110	REGULAR INTEREST	7,000.00	.00	841.75	6,158.25	12	8,584.81
	REVENUE TOTALS	$755,000.00	$677.32	$49,397.14	$705,602.86	7%	$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	575.14	6,648.12	13,351.88	33	24,389.69
42190	OTHER OFFICE SUPPLIES & MATERIALS	15,000.00	1,186.30	9,363.14	5,636.86	62	18,133.40
42390	OTHER REPAIR & MAINTENANCE SUPPLIES	15,000.00	192.78	2,358.66	12,641.34	16	9,722.63
43320	BOOKS & SUBSCRIPTIONS - NEWSPAPERS	100,000.00	9,120.35	29,482.77	70,517.23	29	89,024.47
43350	MEMBERSHIPS & DUES	5,000.00	.00	.00	5,000.00	0	3,500.00
43550	COMPUTER PROGRAMMING	55,000.00	3,132.88	3,132.88	51,867.12	6	13,544.88
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	460,000.00	2,072.00	2,072.00	457,928.00	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	8,460.18	15,507.86	29,492.14	34	61,390.44
	EXPENSE TOTALS	$755,000.00	$24,739.63	$68,565.43	$686,434.57	9%	$580,231.26
	Fund **2221 - LIBRARY FOUNDATION** Totals						
	REVENUE TOTALS	755,000.00	677.32	49,397.14	705,602.86	7%	719,191.28
	EXPENSE TOTALS	755,000.00	24,739.63	68,565.43	686,434.57	9%	580,231.26
	Fund **2221 - LIBRARY FOUNDATION** Net Gain (Loss)	$0.00	($24,062.31)	($19,168.29)	$19,168.29	+++	$138,960.02

Great Falls Public Library Vendor Summary (2220)
SEPTEMBER 2026
10/14/2026

Vendor Name		MTD	FYTD
Alert Security Systems	(Security Camera System)	$ 100.00	$ 100.00
Amazon	(Supplies - All Departments)	$ 1,286.67	$ 2,855.68
BookPage	(Jobber)	$ -	$ 438.00
Bronson, Bill	(Board Meeting Council)	$ 300.00	$ 450.00
Cascade Electric	(Maintenance Supplies/Service)	$ -	$ 106.47
Century Link	(Public ElevatorTelephone)	$ 248.22	$ 372.33
Chemnet	(Drug Testing)	$ 53.00	$ 53.00
City of Great Falls	(Fuel classification adjustment)	$ 442.76	$ 1,201.33
City of Great Falls	(HR Internal Service Charge Adjustment)	$ 2,626.92	$ 7,880.76
CNA Surety	(Notary Fees)	$ 40.00	$ 40.00
De Lage Landen	(Copier Agreement)	$ 676.99	$ 2,393.35
Encompass Supply	(Maintenance Supplies)	$ 247.43	$ 466.75
Envisionware	(Software)	$ -	$ 633.94
Fisher's Technology	(Copier Agreement)	$ 1,213.41	$ 1,662.38
Gale/Cengage	(Jobber)	$ 56.00	$ 776.00
Great Falls ACE Hardware	(Maintenance Supplies/Service)	$ -	$ 13.45
Ingram Library Services	(Jobber)	$ -	$ 1,276.29
MASCO	(Maintenance Supplies/Service)	$ -	$ 162.18
Mastercard	(Supplies - All Departments)	$ 1,282.26	$ 10,097.97
National Laundry	(Maintenance Supplies/Service)	$ 68.20	$ 102.30
North 40 Outfitters	(Maintenance Supplies/Service)	$ 57.87	$ 246.37
OCLC Online	(Annual Service)	$ -	$ 7,086.21
Paper Shredders	(Shredding Service)	$ 70.00	$ 70.00
Pitney Bowes	(Mailing Machine lease & Ink)	$ 369.69	$ 504.13
Pye-Barker Fire & Safety	(Annual Alarm Inspection)	$ 901.71	$ 901.71
Ron Hall Sprinklers	(Sprinkler Repairs/Winterize, lawn service)	$ 184.25	$ 712.25
Showcases	(Tech Services Supplies)	$ 142.34	$ 142.34
State of Montana	(Montana Shared Catalog)	$ -	$ 30,193.81
T-Mobile	(Outreach HotSpot)	$ 96.06	$ 96.06
TC Glass	(Building Repair)	$ 275.08	$ 275.08
USPS	(Postage for mailing unit)	$ -	$ 5,500.00
Vision Net, Inc	(Internet & Phone Service)	$ 672.79	$ 2,018.37
Wendt Advertising	(Website Maintenance)	$ 616.25	$ 616.25
Western Peaks	(Courier Service)	$ 937.97	$ 937.97
WX COX	(Jobber)	$ -	$ 67.16
		$ 12,965.87	$ 80,449.89

Great Falls Public Library Vendor Summary (2220)
SEPTEMBER 2026
10/14/2026

Mastercard Transaction Breakdown			
Google	Google Services	$	698.53
Granger	Maintenance Supplies	$	106.46
Meetgeek	Transcription Software	$	15.99
Michael's	Office Supplies	$	47.96
Sam's Club	Office Supplies	$	83.92
Staples	Office Supplies	$	250.28
The Paint Store	Maintenance Supplies	$	56.00
Walmart	Computer Hardware	$	17.36
Walmart	Maintenance Supplies	$	5.76
	TOTAL:	$	1,282.26

2220 - Detail General Ledger Report

G/L Date Range 09/01/26 - 09/30/26
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:	$350.00
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	142.34		492.34
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
332281	SHOWCASES			DVD SUPPLIES	08/10/2026	Check	394915	142.34	142.34
							Total	$142.34	$142.34
						Month **September 2026** Totals		$142.34	$0.00	$492.34
						Account **PAPER & FORMS** Totals		$142.34	$0.00	$492.34
G/L Account Number **2220.61.614.42120 COMPUTER ACCESSORIES**								Balance To Date:	$2,855.86
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	616.25		3,472.11
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
17801	THE WENDT AGENCY			PROFESSIONAL SERVICES FOR AUGUST	08/28/2026	Check	394704	616.25	616.25
							Total	$616.25	$616.25
09/08/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	31.34		3,503.45
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
1P3F93JMKR7V	AMAZON.COM			ACCT: A169EW4Q2K9QDA	09/03/2026	Check	394617	50.72	31.34
							Total	$50.72	$31.34
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	17.36		3,520.81
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/091026	MC PROCESSING CORPORATE			5850	09/10/2026	Check	394820	1,314.22	17.36
							Total	$1,314.22	$17.36
						Month **September 2026** Totals		$664.95	$0.00	$3,520.81
						Account **COMPUTER ACCESSORIES** Totals		$664.95	$0.00	$3,520.81
G/L Account Number **2220.61.614.42190 OTHER OFFICE SUPPLIES & MATERIALS**								Balance To Date:	$876.39
09/08/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	19.38		895.77
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
1P3F93JMKR7V	AMAZON.COM			ACCT: A169EW4Q2K9QDA	09/03/2026	Check	394617	50.72	19.38
							Total	$50.72	$19.38
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	47.96		943.73
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/091026	MC PROCESSING CORPORATE			5850	09/10/2026	Check	394820	1,314.22	47.96

2220 - Detail General Ledger Report

G/L Date Range 09/01/26 - 09/30/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

							Total	$1,314.22	$47.96
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	350.19		1,293.92
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/092526	MC PROCESSING CORPORATE	5850			09/25/2026	Check	395145	2,316.58	350.19
							Total	$2,316.58	$350.19
						Month **September 2026** Totals		$417.53	$0.00	$1,293.92
						Account **OTHER OFFICE SUPPLIES & MATERIALS** Totals		$417.53	$0.00	$1,293.92
G/L Account Number	**2220.61.614.42310 GAS, OIL, DIESEL FUEL, GREASE, ETC**								Balance To Date:	$758.57
09/30/2026	2027-00002140	JE	GL	SEPT 2026 FUEL/PARTS		ADJE - ADJUSTING JOURNAL	442.76			1,201.33
						Month **September 2026** Totals		$442.76	$0.00	$1,201.33
						Account **GAS, OIL, DIESEL FUEL, GREASE, ETC** Totals		$442.76	$0.00	$1,201.33
G/L Account Number	**2220.61.614.42390 OTHER REPAIR & MAINTENANCE SUPPLIES**								Balance To Date:	$2,509.92
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	351.50			2,861.42
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*	
S10616	NATIONAL LAUNDRY	ACCT: 790-00000	MAINTENANCE TOWELS		08/21/2026	Check	394686	46.20	46.20	
123815	ENCOMPASS SUPPLY LLC	SUPPLIES			07/30/2026	Check	394635	262.41	247.43	
1002100200917870	NORTH 40 OUTFITTERS - CSWW INC	MAINTENANCE SUPPLIES			08/20/2026	Check	394688	57.87	57.87	
							Total	$366.48	$351.50	
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	56.00			2,917.42
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*	
5850/091026	MC PROCESSING CORPORATE	5850			09/10/2026	Check	394820	1,314.22	56.00	
							Total	$1,314.22	$56.00	
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,241.71			4,159.13
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*	
9458/092526	MC PROCESSING CORPORATE	9458			09/25/2026	Check	395144	71.70	5.76	
1C94FJQWLGWK	AMAZON.COM	REPAIR AND MAINTENANCE-SUPPLIES			09/09/2026	Check	395087	1,235.95	1,235.95	
							Total	$1,307.65	$1,241.71	
09/29/2026	2027-00002024	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	22.00			4,181.13
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*	
S05226	NATIONAL LAUNDRY	ACCT: 790-00000	MAINTENANCE TOWELS		09/17/2026	Check	395350	22.00	22.00	
							Total	$22.00	$22.00	

2220 - Detail General Ledger Report

G/L Date Range 09/01/26 - 09/30/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

					Month **September 2026** Totals			$1,671.21	$0.00	$4,181.13
					Account **OTHER REPAIR & MAINTENANCE SUPPLIES** Totals			$1,671.21	$0.00	$4,181.13
G/L Account Number	**2220.61.614.43320 BOOKS & SUBSCRIPTIONS - NEWSPAPERS**								Balance To Date:	$4,208.87
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		56.00		4,264.87
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
999102967104	GALE			ACCT: 100298524 MATERIALS PURCHASED	07/28/2026	Check	394641		56.00	56.00
								Total	$56.00	$56.00
					Month **September 2026** Totals			$56.00	$0.00	$4,264.87
					Account **BOOKS & SUBSCRIPTIONS - NEWSPAPERS** Totals			$56.00	$0.00	$4,264.87
G/L Account Number	**2220.61.614.43410 TELEPHONE**								Balance To Date:	$1,469.69
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		124.11		1,593.80
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
333978927/091926	CENTURYLINK			333978927 - AUG 19 TO SEP 18	08/19/2026	Check	394729		124.11	124.11
								Total	$124.11	$124.11
09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		796.90		2,390.70
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
333978927/101926	CENTURYLINK			333978927 - SEP 19 - OCT 18	09/19/2026	Check	395233		124.11	124.11
76205	VISION NET INC			INTERNET SERVICES	09/10/2026	Check	395208		672.79	672.79
								Total	$796.90	$796.90
					Month **September 2026** Totals			$921.01	$0.00	$2,390.70
					Account **TELEPHONE** Totals			$921.01	$0.00	$2,390.70
G/L Account Number	**2220.61.614.43412 FAX & OTHER TELEPHONE LINES**								Balance To Date:	$0.00
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		64.04		64.04
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
4065618875-AUG26	T MOBILE USA INC			ACCT: 209431834 HOT SPOT SERVICE	09/10/2026	Check	394700		64.04	64.04
								Total	$64.04	$64.04
09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		32.02		96.06
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
4065618875-SEP26	T MOBILE USA INC			HOT SPOT SERVICES	09/10/2026	Check	395195		32.02	32.02
								Total	$32.02	$32.02

2220 - Detail General Ledger Report

G/L Date Range 09/01/26 - 09/30/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

					Month **September 2026** Totals			$96.06	$0.00	$96.06
					Account **FAX & OTHER TELEPHONE LINES** Totals			$96.06	$0.00	$96.06
G/L Account Number	**2220.61.614.43550 COMPUTER PROGRAMMING**								Balance To Date:	$38,948.02
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		698.53		39,646.55
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
5850/091026	MC PROCESSING CORPORATE PAYMENT SYSTEMS	5850			09/10/2026	Check	394820		1,314.22	698.53
								Total	$1,314.22	$698.53
					Month **September 2026** Totals			$698.53	$0.00	$39,646.55
					Account **COMPUTER PROGRAMMING** Totals			$698.53	$0.00	$39,646.55
G/L Account Number	**2220.61.614.43590 OTHER PROFESSIONAL SERVICES MISCELLANEOUS**								Balance To Date:	$645.00
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		1,157.97		1,802.97
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
BRONSON-AUG2026	WILLIAM O BRONSON	GFPL BOARD OF TRUSTEES MEETING			08/25/2026	Check	394623		150.00	150.00
12449	PAPER SHREDDERS LLC	SHRED DOCUMENTS			08/20/2026	Check	394692		70.00	70.00
1284WPL0982319	WESTERN PEAKS LOGISTICS LLC	ACCT: 1284WPL - COURIER SERVICE			07/31/2026	Check	394710		937.97	937.97
								Total	$1,157.97	$1,157.97
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		224.25		2,027.22
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
112827	RON HALL SPRINKLERS INC	CUSTOMER # 65723 - MAINTENANCE SERVICE			08/27/2026	Check	394853		184.25	184.25
CNA101026	CNA SURETY	BOND # 66420165n (COWHICK)			09/10/2026	Check	394771		40.00	40.00
								Total	$224.25	$224.25
09/14/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		53.00		2,080.22
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
136239	THE CHEMNET CONSORTIUM INC	CHEMNET			09/14/2026	Check	394866		540.00	53.00
								Total	$540.00	$53.00
09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		1,151.71		3,231.93
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
BRONSON-SEPT2026	WILLIAM O BRONSON	GFPL BOARD OF TRUSTEES MEETING			09/23/2026	Check	395092		150.00	150.00
18745	ALERT SECURITY PROFESSIONALS	UPDATE AND INSTALL SOFTWARE			09/10/2026	Check	395086		100.00	100.00
9079109	PYE-BARKER FIRE & SAFETY	ANNUAL FIRE ALARM INSPECTION			09/16/2026	Check	395182		901.71	901.71
								Total	$1,151.71	$1,151.71

					Month **September 2026** Totals			$2,586.93	$0.00	$3,231.93
					Account **OTHER PROFESSIONAL SERVICES MISCELLANEOUS** Totals			$2,586.93	$0.00	$3,231.93
G/L Account Number	**2220.61.614.43620 BUILDING REPAIR & MAINT**								Balance To Date:	$1,934.10
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		106.46		2,040.56
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
5850/091026	MC PROCESSING CORPORATE PAYMENT SYSTEMS	5850			09/10/2026	Check	394820		1,314.22	106.46
								Total	$1,314.22	$106.46
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		275.08		2,315.64
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
58190	TC GLASS DISTRIBUTOR INC	FRONT DOOR WEATHER STRIPPING			09/15/2026	Check	395196		275.08	275.08
								Total	$275.08	$275.08
					Month **September 2026** Totals			$381.54	$0.00	$2,315.64
					Account **BUILDING REPAIR & MAINT** Totals			$381.54	$0.00	$2,315.64
G/L Account Number	**2220.61.614.43630 MAINTENANCE AGREEMENTS**								Balance To Date:	$2,165.33
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		690.00		2,855.33
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
1718889	FISHERS TECHNOLOGY	COPIER SERVICE AGREEMENT			08/28/2026	Check	394638		690.00	690.00
								Total	$690.00	$690.00
09/08/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		676.99		3,532.32
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
598560824	DE LAGE LANDEN FINANCIAL SERVICES INC	COPIER SERVICE AGREEMENT			09/06/2026	Check	394629		676.99	676.99
								Total	$676.99	$676.99
09/29/2026	2027-00002024	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		523.41		4,055.73
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
1731998	FISHERS TECHNOLOGY	COPIER SERVICE AGREEMENT			09/28/2026	Check	395304		523.41	523.41
								Total	$523.41	$523.41
					Month **September 2026** Totals			$1,890.40	$0.00	$4,055.73
					Account **MAINTENANCE AGREEMENTS** Totals			$1,890.40	$0.00	$4,055.73
G/L Account Number	**2220.61.614.45320 OFFICE EQUIPMENT RENTALS**								Balance To Date:	$0.00
09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		369.69		369.69
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
3323176196	PITNEY BOWES INC	ACCT: 0012629684 - POSTAGE METER LEASE			09/10/2026	Check	395177		369.69	369.69

						Total	$369.69	$369.69
					Month **September 2026** Totals		$369.69	$0.00	$369.69
					Account **OFFICE EQUIPMENT RENTALS** Totals		$369.69	$0.00	$369.69
G/L Account Number	**2220.61.614.48611 HUMAN RESOURCES**							Balance To Date:	$5,253.84
09/01/2026	2027-00001303	JE	GL	HUMAN RESOURCES	2027 MONTHLY ISC	ADJE - ADJUSTING JOURNAL	2,626.92		7,880.76
					Division **LIBRARY LEVY** Totals		$12,965.87	$0.00	

Great Falls Public Library Foundation Vendor Summary (2221)
SEPTEMBER 2026
10/14/2026

Vendor Name		MTD	FYTD
Age of Learning	(ABC Mouse)	$ 3,132.88	$ 3,132.88
Amazon	(Supplies - All Departments)	$ 609.34	$ 7,302.53
AT&T Mobility	(Bookmobile HotSpot Service)	$ -	$ 237.90
Baisch, Erika	(Youth Services Program)	$ -	$ 90.00
Bound to be Good Books	(Materials Purchased)	$ 50.00	$ 50.00
Brown, Monica Nellie	(Adult Programs)	$ 200.00	$ 400.00
CenterPoint	(Jobber)	$ 95.88	$ 143.82
Coburn, Dugan	(Adult Programs)	$ 100.00	$ 100.00
Disalvatore, Chris	(Adult Programs)	$ -	$ 400.00
Downtown Great Falls	(Parade of Lights)	$ 50.00	$ 50.00
Encompass Supply	(Youth Services Supplies)	$ 14.98	$ 14.98
Friends of MT Shakespeare in	(Summer Performance)	$ 5,020.00	$ 5,020.00
Fry, Ashly Holland	(Music in the Park)	$ -	$ 1,500.00
Gale/Cengage	(Jobber)	$ 105.00	$ 157.50
InfoUSA Marketing	(MT Business Directory)	$ 520.00	$ 520.00
Ingram Library Services	(Jobber)	$ 7,998.57	$ 19,205.37
KTGF/KRTV/KRTV D2	(Advertising)	$ 588.00	$ 588.00
Martin, Christina	(Adult Programs)	$ -	$ 400.00
Mastercard	(Supplies - All Departments)	$ 3,125.97	$ 13,562.08
McGinty, Skye	(Adult Programs)	$ 100.00	$ 100.00
Midwest Tape	(Jobber)	$ -	$ 8,000.00
MNI Manufacturers' News Inc	(Subscription)	$ 121.90	$ 121.90
Montana Vending	(Vending Supplies, Maintenance)	$ 245.00	$ 485.00
National Laundry	(Adult Programing - Table Cloths)	$ 58.59	$ 58.59
Parsons, Clayton	(Music in the Park)	$ -	$ 1,200.00
Penguin Random House	(Indigenous Education)	$ -	$ 367.92
Penworthy Company	(Jobber)	$ -	$ 303.44
Pollo Loco	(Music in the Park)	$ -	$ 750.00
Pressure Pros	(Cleaning front and side of building)	$ 1,322.00	$ 1,322.00
Rasmussen, Susan	(Youth Services Program)	$ -	$ 400.00
Rocky Mountain Portables	(Porta-potty for Adult Programs)	$ 240.00	$ 240.00
St. Pierre, Jennifer	(Youth Services Program)	$ -	$ 280.00
Trimble, Sarah	(Youth Services Program)	$ -	$ 420.00
U of M - Montana Repertory T	(KP/YA Performance)	$ 750.00	$ 750.00
Upham, Lailani	(Adult Program)	$ 291.52	$ 291.52
Vincent Draco Management	(Music in the Park)	$ -	$ 600.00
		$ 24,739.63	$ 68,565.43

Great Falls Public Library Foundation Vendor Summary (2221)
SEPTEMBER 2026
10/14/2026

Mastercard Transaction Breakdown

4 Imprint	Community Engagement Swag	$	1,565.61
5th & Wine	Adult Program Supplies	$	46.00
Albertson's	Youth Services Supplies	$	20.46
Amazon	Adult Program Supplies	$	104.07
Cassiopeia Books	Materials Purchased	$	279.00
Jimmy John's	Youth Services Supplies	$	225.75
Mailchimp	Email Software	$	13.00
MLA Retreat	Training (Dissmeyer)	$	195.00
Sam's Club	Office Supplies	$	89.96
Sam's Club	Youth Services Supplies	$	65.94
Walmart	Adult Program Supplies	$	30.45
Walmart	Maintenance Supplies	$	192.78
Walmart	Office Supplies	$	297.95
	TOTAL:	$	3,125.97

2221 - Detail General Ledger Report

G/L Date Range 09/01/26 - 09/30/26
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:	$6,072.98
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry LB262102 - KP-YA BOOK-A-THON	Accounts Payable	AP - ACCOUNTS PAYABLE	14.98		6,087.96
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
123815	ENCOMPASS SUPPLY LLC			SUPPLIES	07/30/2026	Check	394635	262.41	14.98
							Total	$262.41	$14.98
09/08/2026	2027-00001459	JE	AP	A/P Invoice Entry LB262102 - KP-YA BOOK-A-THON	Accounts Payable	AP - ACCOUNTS PAYABLE	27.68		6,115.64
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
111YM3RKGLGQ	AMAZON.COM			ACCT: A169EW4Q2K9QDA	09/03/2026	Check	394617	27.68	27.68
							Total	$27.68	$27.68
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry LB262102 - KP-YA BOOK-A-THON	Accounts Payable	AP - ACCOUNTS PAYABLE	236.27		6,351.91
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
11F4HVMYJNCG	AMAZON.COM			ACCT: A169EW4Q2K9QDA	09/09/2026	Check	394751	142.14	142.14
1GQC4GMFJNJG	AMAZON.COM			ACCT: A169EW4Q2K9QDA	09/09/2026	Check	394751	94.13	94.13
							Total	$236.27	$236.27
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry LB262102 - KP-YA BOOK-A-THON	Accounts Payable	AP - ACCOUNTS PAYABLE	296.21		6,648.12
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4280/092526	MC PROCESSING CORPORATE PAYMENT SYSTEMS			4280	09/25/2026	Check	395146	246.21	246.21
1	BOUND TO BE GOOD BOOKS			PIRATE PUZZLES	09/01/2026	Check	395251	50.00	50.00
							Total	$296.21	$296.21
						Month **September 2026** Totals		$575.14	$0.00	$6,648.12
						Account **INSTRUCTIONAL & SAFETY SUPPLIES** Totals		$575.14	$0.00	$6,648.12
G/L Account Number **2221.61.613.42190 OTHER OFFICE SUPPLIES & MATERIALS**								Balance To Date:	$8,176.84
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION	Accounts Payable	AP - ACCOUNTS PAYABLE	440.14		8,616.98
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
7659	MONTANA VENDING INC			20-OZ BOTTLES FOR VENDING MACHINE	08/26/2026	Check	394681	245.00	245.00
1WYK9C3KDG93	AMAZON.COM			ACCT: A169EW4Q2K9QDA	09/01/2026	Check	394617	157.41	157.41

14CKLJQJG9TV	AMAZON.COM	ACCT: A169EW4Q2K9QDA			09/01/2026	Check	394617	37.73	37.73
							Total	$440.14	$440.14
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		387.91	9,004.89
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/091026	MC PROCESSING CORPORATE	5850			09/10/2026	Check	394820	1,314.22	387.91
							Total	$1,314.22	$387.91
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		345.25	9,350.14
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/092526	MC PROCESSING CORPORATE	5850			09/25/2026	Check	395145	2,316.58	195.00
1P6MP6Q9NQPY	AMAZON.COM	ACCT: A169EW4Q2K9QDA			09/21/2026	Check	395087	78.00	78.00
1DQTN3X79MWD	AMAZON.COM	OFFICE SUPPLIES			09/17/2026	Check	395087	36.28	36.28
1WGHYPMNX1PC	AMAZON.COM	OFFICE SUPPLIES			09/11/2026	Check	395087	35.97	35.97
							Total	$2,466.83	$345.25
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		13.00	9,363.14
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/092526	MC PROCESSING CORPORATE	5850			09/25/2026	Check	395145	2,316.58	13.00
							Total	$2,316.58	$13.00
						Month **September 2026** Totals		$1,186.30	$0.00	$9,363.14
						Account **OTHER OFFICE SUPPLIES & MATERIALS** Totals		$1,186.30	$0.00	$9,363.14
G/L Account Number	**2221.61.613.42390 OTHER REPAIR & MAINTENANCE SUPPLIES**								Balance To Date:	$2,165.88
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		192.78		2,358.66
				LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/092526	MC PROCESSING CORPORATE	5850			09/25/2026	Check	395145	2,316.58	192.78
							Total	$2,316.58	$192.78
						Month **September 2026** Totals		$192.78	$0.00	$2,358.66
						Account **OTHER REPAIR & MAINTENANCE SUPPLIES** Totals		$192.78	$0.00	$2,358.66
G/L Account Number	**2221.61.613.43320 BOOKS & SUBSCRIPTIONS - NEWSPAPERS**								Balance To Date:	$20,362.42
09/01/2026	2027-00001392	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		2,642.19		23,004.61

2221 - Detail General Ledger Report

G/L Date Range 09/01/26 - 09/30/26
Include Sub Ledger Detail
Exclude Accounts with No Activity

LB262203 - MATERIALS 404

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
98330568	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394653	248.02	248.02
98330581	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394653	194.23	194.23
98330582	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394653	168.10	168.10
98400501	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/06/2026	Check	394653	33.16	33.16
98408305	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/06/2026	Check	394653	19.44	19.44
98435559	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/07/2026	Check	394653	22.02	22.02
98435560	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/07/2026	Check	394653	18.85	18.85
98503042	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	21.23	21.23
98503044	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	18.44	18.44
98503046	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	13.27	13.27
98503048	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	11.58	11.58
98503049	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	72.19	72.19
98503052	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	236.65	236.65
98503053	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	101.77	101.77
98503054	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	134.90	134.90
98503055	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	36.82	36.82
98503056	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394653	160.99	160.99
98558298	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	394653	21.34	21.34
98558301	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	394653	34.44	34.44
98558302	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	394653	13.43	13.43
98558304	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	394653	253.08	253.08
98587358	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/14/2026	Check	394653	19.29	19.29
98590988	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	394653	38.64	38.64
98590990	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	394653	85.97	85.97
98625015	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	394653	17.37	17.37
98625016	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	394653	17.36	17.36
98625019	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	394653	18.20	18.20
98625020	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	394653	19.55	19.55
98625021	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	394653	21.80	21.80
98625022	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	394653	435.86	435.86
98706442	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/20/2026	Check	394653	13.53	13.53
98706448	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/20/2026	Check	394653	61.68	61.68
98706449	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/20/2026	Check	394653	25.83	25.83
98706451	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/20/2026	Check	394653	33.16	33.16

							Total	$2,642.19	$2,642.19
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	620.44		23,625.05
				LB261402 - DLT INTEREST PROJECT					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
999102972726	GALE			ACCT: 100298524 MATERIALS PURCHASED	07/29/2026	Check	394641	52.50	52.50
2264759	CENTER POINT INC			MATERIALS PURCHASED	08/01/2026	Check	394624	47.94	47.94
10004430674	INFOUSA MARKETING INC			CUSTOMER # 295558	07/28/2026	Check	394652	520.00	520.00
							Total	$620.44	$620.44
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	121.90		23,746.95
				LB262203 - MATERIALS 404					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
D4172200	MNI			2027 MONTANA MANUFACTURERES DIRECTORY	08/04/2026	Check	394746	121.90	121.90
							Total	$121.90	$121.90
09/08/2026	2027-00001509	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	2,096.74		25,843.69
				LB261402 - DLT INTEREST PROJECT					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
98330563	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	34.85	34.85
98330564	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	13.47	13.47
98330566	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	110.36	110.36
98330567	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	134.99	134.99
98330570	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	49.35	49.35
98330571	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	228.69	228.69
98330573	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	79.32	79.32
98330575	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	69.38	69.38
98330576	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	73.28	73.28
98330577	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	305.23	305.23
98330579	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/03/2026	Check	394806	288.24	288.24
98408304	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/06/2026	Check	394806	13.77	13.77
98503040	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394806	20.89	20.89
98503041	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394806	41.79	41.79
98503043	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394806	23.37	23.37
98503047	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394806	9.77	9.77
98503050	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	394806	373.42	373.42
98558300	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	394806	36.23	36.23
98590987	INGRAM LIBRARY SERVICES LLC			ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	394806	9.80	9.80

98590992	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED		08/16/2026	Check	394806		21.03	21.03
98590994	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED		08/16/2026	Check	394806		85.54	85.54
98625014	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED		08/17/2026	Check	394806		24.79	24.79
98706441	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED		08/20/2026	Check	394806		31.63	31.63
98706444	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED		08/20/2026	Check	394806		9.12	9.12
98706445	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED		08/20/2026	Check	394806		8.43	8.43
							Total	$2,096.74	$2,096.74

09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,497.36	27,341.05

LB261402 - DLT INTEREST PROJECT

Invoice Number	*Vendor*	*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
2271000	CENTER POINT INC	MATERIALS PURCHASED	09/01/2026	Check	395095	47.94	47.94
999103068374	GALE	ACCT: 100298524 MATERIALS PURCHASED	08/21/2026	Check	395113	52.50	52.50
98892853	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/27/2026	Check	395125	45.52	45.52
98892862	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/27/2026	Check	395125	87.56	87.56
98892860	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/27/2026	Check	395125	294.69	294.69
98744784	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/21/2026	Check	395125	20.68	20.68
98744792	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/21/2026	Check	395125	18.45	18.45
98744791	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/21/2026	Check	395125	20.67	20.67
98744788	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/21/2026	Check	395125	30.17	30.17
98892854	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/27/2026	Check	395125	17.63	17.63
98892856	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/27/2026	Check	395125	19.06	19.06
98892855	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/27/2026	Check	395125	16.93	16.93
98503051	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/11/2026	Check	395125	72.34	72.34
98744785	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/21/2026	Check	395125	14.69	14.69
98744786	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/21/2026	Check	395125	10.72	10.72
98625023	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	395125	282.72	282.72
98590985	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	395125	22.71	22.71
98590984	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	395125	18.23	18.23
98625017	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	395125	36.97	36.97
98558299	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	395125	18.48	18.48
98590989	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	395125	17.66	17.66
98587357	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/14/2026	Check	395125	20.81	20.81
98625018	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/17/2026	Check	395125	15.34	15.34
98590986	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	395125	56.95	56.95
98590983	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/16/2026	Check	395125	7.98	7.98
98558297	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED	08/13/2026	Check	395125	11.91	11.91

98706446	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/20/2026	Check	395125		10.80	10.80
98590982	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/16/2026	Check	395125		32.24	32.24
98590993	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/16/2026	Check	395125		11.86	11.86
98590991	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/16/2026	Check	395125		8.41	8.41
98706450	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/20/2026	Check	395125		59.56	59.56
98706447	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/20/2026	Check	395125		31.50	31.50
98503045	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/11/2026	Check	395125		17.33	17.33
98706443	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/20/2026	Check	395125		46.35	46.35
								Total	$1,497.36	$1,497.36
09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		41.75		27,382.80
				LB262201 - MATERIALS 403						
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
98892861	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/27/2026	Check	395125		41.75	41.75
								Total	$41.75	$41.75
09/24/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		1,820.97		29,203.77
				LB262203 - MATERIALS 404						
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*		*Amount*	*Distribution Amount*
98892857	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/27/2026	Check	395125		72.43	72.43
98744795	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		141.92	141.92
98744797	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		284.17	284.17
98744793	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		278.82	278.82
98892859	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/27/2026	Check	395125		371.74	371.74
98892852	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/27/2026	Check	395125		10.47	10.47
98892858	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/27/2026	Check	395125		12.80	12.80
98744794	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		107.18	107.18
98744796	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		406.01	406.01
98892863	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/27/2026	Check	395125		19.76	19.76
98744790	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		16.79	16.79
98744789	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		16.79	16.79
98744787	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		20.11	20.11
98818516	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/25/2026	Check	395125		20.86	20.86
98744783	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/21/2026	Check	395125		24.25	24.25
98558303	INGRAM LIBRARY SERVICES LLC	ACCT: 20U4102 - MATERIALS PURCHASED			08/13/2026	Check	395125		16.87	16.87
								Total	$1,820.97	$1,820.97
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE		279.00		29,482.77

LB261402 - DLT INTEREST PROJECT

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
4664/092526	MC PROCESSING CORPORATE PAYMENT SYSTEMS	4664	09/25/2026	Check	395143	279.00	279.00
					Total	$279.00	$279.00

					Month **September 2026** Totals	$9,120.35	$0.00	$29,482.77
					Account **BOOKS & SUBSCRIPTIONS - NEWSPAPERS** Totals	$9,120.35	$0.00	$29,482.77
G/L Account Number	**2221.61.613.43550 COMPUTER PROGRAMMING**						Balance To Date:	$0.00
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	3,132.88	3,132.88

LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
SI0002586	AGE OF LEARNING INC	ABC MOUSE ONLINE CURRICULM SEP 2026-AUG 2027	08/29/2026	Check	394615	3,132.88	3,132.88
					Total	$3,132.88	$3,132.88

					Month **September 2026** Totals	$3,132.88	$0.00	$3,132.88
					Account **COMPUTER PROGRAMMING** Totals	$3,132.88	$0.00	$3,132.88
G/L Account Number	**2221.61.613.43590 OTHER PROFESSIONAL SERVICES MISCELLANEOUS**						Balance To Date:	$0.00
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	1,322.00	1,322.00

LB261403 - CONTRIBUTIONS AND DONATIONS FOUNDATION

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
769	PRESSURE PROS LLC	POWERWASH FRONT & SIDE OF BUILDING, ETC	08/31/2026	Check	394693	1,322.00	1,322.00
					Total	$1,322.00	$1,322.00

09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	750.00	2,072.00

LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
MRT100626	UNIVERSITY OF MONTANA	JABBERDOGGY EDUCATIONAL TOUR 10/26/26	08/17/2026	Check	394721	750.00	750.00
					Total	$750.00	$750.00

					Month **September 2026** Totals	$2,072.00	$0.00	$2,072.00
					Account **OTHER PROFESSIONAL SERVICES MISCELLANEOUS** Totals	$2,072.00	$0.00	$2,072.00
G/L Account Number	**2221.61.613.43945 SPONSORED EVENT - ACTIVITY**						Balance To Date:	$7,047.68
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	58.59	7,106.27

LB261300 - DL THOMSON TRUST

Invoice Number	Vendor	Description	Invoice Date	Payment Type	Payment Number	Amount	Distribution Amount
S97605	NATIONAL LAUNDRY	ACCT: 790-00000 EVENT LINENS	08/19/2026	Check	394686	58.59	58.59

							Total	$58.59	$58.59
09/02/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	440.00		7,546.27
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
RM210033	ROCKY MOUNTAIN PORTABLES			RENTAL & SERVICE OF PORTABLE	08/19/2026	Check	394695	240.00	240.00
082126	MONICA NELLIE BROWN			SEPT & OCT BEADING STIPEND	08/21/2026	Check	394747	200.00	200.00
							Total	$440.00	$440.00
09/08/2026	2027-00001459	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	5,020.00		12,566.27
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
MSITP080726	FRIENDS OF MONTANA			MUCH ADO ABOUT NOTHING - AUG 7	02/20/2026	Check	394639	2,510.00	2,510.00
MSITP080826	FRIENDS OF MONTANA			THE MERCHANT OF VENICE - AUG 8	02/20/2026	Check	394639	2,510.00	2,510.00
							Total	$5,020.00	$5,020.00
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	51.47		12,617.74
				LB261300 - DL THOMSON TRUST					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4280/091026	MC PROCESSING CORPORATE			4280	09/10/2026	Check	394821	180.52	51.47
							Total	$180.52	$51.47
09/10/2026	2027-00001590	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	129.05		12,746.79
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
4280/091026	MC PROCESSING CORPORATE			4280	09/10/2026	Check	394821	180.52	129.05
							Total	$180.52	$129.05
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	65.94		12,812.73
				LB261300 - DL THOMSON TRUST					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
9458/092526	MC PROCESSING CORPORATE			9458	09/25/2026	Check	395144	71.70	65.94
							Total	$71.70	$65.94
09/25/2026	2027-00001888	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	2,057.13		14,869.86
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					
Invoice Number	*Vendor*			*Description*	*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
5850/092526	MC PROCESSING CORPORATE			5850	09/25/2026	Check	395145	2,316.58	1,565.61
92326-3	SKYE MCGINTY			OCTOBER 11 - SOUP AND STORY	09/23/2026	Check	395255	100.00	100.00
92326-2	DUGAN COBURN			OCTOBER 11 - SOUP AND STORY	09/23/2026	Check	395253	100.00	100.00

92326-1	LAILANI UPHAM	OCTOBER 11 - SOUP AND STORY			09/23/2026	Check	395258	291.52	291.52
							Total	$2,808.10	$2,057.13
09/29/2026	2027-00002024	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	50.00		14,919.86
				LB261300 - DL THOMSON TRUST					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
DGFA-112826	DOWNTOWN GREAT FALLS ASSOCIATION	PARADE OF LIGHTS ENTRY FEE			09/29/2026	Check	395398	50.00	50.00
							Total	$50.00	$50.00
09/29/2026	2027-00002024	JE	AP	A/P Invoice Entry	Accounts Payable	AP - ACCOUNTS PAYABLE	588.00		15,507.86
				LB261404 - OTHER LIBRARY FOUNDATION APPROVED PROJECTS					
Invoice Number	*Vendor*	*Description*			*Invoice Date*	*Payment Type*	*Payment Number*	*Amount*	*Distribution Amount*
15401971	KTGF / KRTV D2 / KRTV	KRTV ADVERTISING			09/27/2026	Check	395325	300.00	300.00
15402041	KTGF / KRTV D2 / KRTV	KTGF ADVERTISING			09/27/2026	Check	395325	200.00	200.00
15402181	KTGF / KRTV D2 / KRTV	KRTV D-2 ADVERTISING			09/27/2026	Check	395325	88.00	88.00
							Total	$588.00	$588.00
						Fund **LIBRARY FOUNDATION** Totals		$24,739.63	$0.00

GREAT FALLS PUBLIC LIBRARY DONATIONS

2221 LIBRARY FOUNDATION FUND

SEPTEMBER 2026 DONATIONS

FOUNDATION

OTHER

Patrons	$ 677.32		Best Use Donations (Till Donations, Withdrawn Books, Vending Machine, Etc.)

TOTAL: $ 677.32

Public Services Information:

- Our 18-member team is configured as follows:
    - 1 Public Services Librarian
    - 2 Full-Time Safety Specialists
    - 6 Full-Time Library Specialists
    - 5 Part-Time Library Specialists
    - 4 Part-Time Library Clerks

  Our team manages all core library service points, including the **Reference Desk, Circulation Desk, Bookmobile, Homebound Services, Partners Desk, and Circulation Phone line**. We handle a comprehensive range of daily library operations and community services, categorized below:

  Patron Services & Support: Front line customer service from the moment the patron walks in the door until they leave.

  Account Management: Processing check-ins and check-outs, placing items on hold, and scheduling community meeting rooms.

  Technology & Research Assistance: Conducting research, assisting with printing, copying, and scanning, troubleshooting computer issues, instructing patrons on microfilm readers, and providing technical support for digital resources.

  Circulation Access: Distributing guest passes and managing the curbside pick-up window.

  Material Processing: Sorting, shelving, and pulling holds, retrieving daily book drop items, processing specialized reports, and managing interlibrary loans.

  Book Sale Preparation: Organizing and processing withdrawn materials for public book sales.

  Safety & Compliance: Monitoring patron behavior both inside and outside the facility, and managing parking lot safety and compliance.

  Outreach: Providing access to City and County Residents through Bookmobile and Homebound Services. Promotion of upcoming library programs. Hosting game nights monthly.

- Recent departmental changes include:
    - Decrease in full-time position
    - Increasing hours with 2 part-time positions
    - Proactive schedule changes
- Notary changes
- Implementing new policies and forms

  Questions??

GREAT FALLS PUBLIC LIBRARY **PERSONNEL REPORT**
AS OF OCTOBER 14, 2026

NEW HIRES

Alison Brunin
Part-Time Library Clerk – Public Services
Effective: 10/12/26

Misty Valle
Part-Time Library Clerk – Public Services
Effective: 10/19/26

RESIGNATIONS/TERMINATIONS/LAY-OFFS

None

REHIRES

None

TRANSFERS/PROMOTIONS

Aisha Lauber
Part-Time Library Specialist – Public Services
Effective: 9/13/26

Robert Stearns
Part-Time Library Specialist - Public Services
Effective: 9/13/26

Director's Report
Great Falls Public Library
October 2026

1. **FINE FORGIVENESS:** We have two exciting things happening this month to help people return to the library in good standing. The first is the Food for Fine Forgiveness program organized by Sarah Cawley for the local food bank. The food bank reached out to us in need and Sarah quickly stepped up. We had an anonymous donor reach out and inquire about the number of fines owed and the pantry's needs and the result was a donation of 900 items and $4,500 forgiven in fines. Also this month Sara Linder-Parkinson was invited to attend a couple of parent teacher conference nights at elementary schools and met with parents to sign their families up for new library cards, as well as clear up confusion or forgive long outstanding fees so their families can return to the library. Ensuring families feel welcome at the library as the school year begins is essential for students who may need school support during the year. Sara met with more than one very appreciative family eager to return to the library who had stayed away because of their fines.

2. **NOTICE CHANGES:** In mid-October, the library switched to electronic-only notices for overdues, holds and renewals. The only time a paper notice will be mailed is if an item is considered lost or damaged and billed to a patron's account. This saves staff time, materials and postage. Public Services staff are encouraging patrons to verify their account information and ensure they are signed up for their preferred notices.

3. **MONTANA LIBRARY ASSOCIATION FALL RETREAT:** The MLA Fall Retreat October 4-5 in Chico Hot Springs was a beneficial event. It was an excellent mix of about 40 public, school and academic librarians and we did not break out into separate sessions so there was an opportunity to learn from each other. It was a helpful mix of hands-on practical learning as well as the opportunity to slow down and discuss our philosophical challenges - appropriate for a true "retreat".

4. **MONTANA STATE LIBRARY FALL WORKSHOP:** On Friday, October 23, Treva Higgins, Sara Linder-Parkinson and I will be attending the fall workshop in Helena. The morning session is on planning and evaluation and then the afternoon sessions include topics related to strategic planning and cataloging.

Library Board Meeting Date: October 28, 2026

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Bulletin Board Policy
Presented By:	Amy Dissmeyer, Library Director
Action Requested:	Approve Bulletin Board Policy

Suggested Motion:
MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE BULLETIN BOARD POLICY AS PRESENTED

Background:
The library currently has two community boards on the first floor near the elevator. Generally speaking, one is reserved for promoting library events and one is for community events, but with limited space and an inconsistent process of adding items to the boards, it has become clear we need to both prioritize the promotion of library materials and events as well as set guidelines for the equitable display of other community organizations' materials.

This policy addresses the manner in which we can fairly accommodate the many requests the library receives for posting community information, while maintaining the standards of intellectual freedom and keeping information current and our library facility maintained.

Great Falls Public Library Bulletin Board Policy

The Great Falls Public Library provides space for display and distribution of free materials by community organizations and patrons in order to meet public informational needs for our community.

The library also serves as a location where governmental and community organizations can post meeting notices and other informational materials.

In keeping with the American Library Association's Library Bill of Rights, materials may be posted free of charge regardless of the points of view or beliefs of the persons or organizations displaying said materials.

I. Posting Approval & Display Period

- All materials on display on the bulletin board must be approved by the Communications Specialist, or their designee.
- Items will be dated and posted up to 30 days, depending on available space, or until the posting is outdated.
- Public information on display surfaces other than the bulletin board is not allowed and will be removed.
- Commercial and personal announcements or active solicitations of any kind are not allowed.

II. Event Board Priority

- The library maintains a separate board for library-specific events.
- Fliers on the Public Bulletin Board that are event-based are prioritized due to the time limit for which they must be on display.
- Fliers that are not event-related will be taken down if there are events that must be put up on the board during a given time frame.

III. Endorsement & Appeals

- Posting a notice does not imply endorsement, support, or co-sponsorship by the Great Falls Public Library.
- If a group or individual would like to appeal the library's decision not to display an item, they may submit a written appeal to the Library Director, who will review it and respond in writing within 14 days.

IV. Size and Placement

- Event notices sized 8.5 x 11 inches are preferred. Larger sized posters may be removed due to space constraints.
- The library reserves the right to place limits on location, duration, and size of materials.

Approved:
Board of Trustees, Great Falls Public Library

DRAFT

Library Board Meeting Date: October 28, 2026

GREAT FALLS PUBLIC LIBRARY
BOARD AGENDA REPORT

Item:	Montana State Library Cooperative Services Agreements
Presented By:	Amy Dissmeyer, Library Director;
Action Requested:	Approve the MSL Cooperative Services Agreements

Suggested Motion:
MOTION… THAT THE GREAT FALLS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE/NOT APPROVE THE MONTANA STATE LIBRARY COOPERATIVE SERVICES AGREEMENTS INCLUDING THE UMBRELLA AGREEMENT AND ADDENDUMS A-E AS PRESENTED

Background:
Please refer to the #CoverFAQ document prepared by the MSL for the background information on this agenda item.

Important to note is that these agreements do not change any service the library is currently providing or redefine any relationship between the library and MSL. This is a matter of creating an intergovernmental agreement between the library and the MSL for services already in place. It does stipulate a 5-year term for the agreement and specific notice requirements for termination of any services.

MSL Cooperative Services Agreement

Library Partner Information

What Is This Agreement?

The MSL Cooperative Services Agreement is a formal, legally binding intergovernmental agreement between the Montana State Library (MSL) and your Library. It establishes the foundational framework for your library's participation in one or more MSL-administered cooperative services - such as the Montana Shared Catalog (MSC), Courier Services, OCLC Group Services, Resource Sharing Groups, and MontanaLibrary2Go.

MSL is authorized under Montana law (MCA 22-1-103, 22-1-328, and 22-1-329) to establish and administer these statewide resource-sharing programs on behalf of Montana libraries.

How Does It Work?

The Agreement uses an **Umbrella Agreement-plus-addenda structure**:

- **The Umbrella Agreement** (what you're signing) sets the shared rules that apply to all services: confidentiality; data security; governance; indemnification; term; and how disputes are handled.
- **The individual addenda** (Addendum A, B, C, etc.) are attached for each specific service your library opts into. Each addendum covers service-specific terms, costs, and participation requirements.

Signing the umbrella Agreement does not automatically enroll your library in any service. Each service requires its own signed addendum. You choose which services to participate in.

MSL's Responsibilities

Area	What MSL Does
Administration	Procures, contracts, and manages vendor agreements for all covered services
Fiscal Agent	Acts as fiscal agent for most services (except Courier, where you pay the vendor directly)
Technical	Maintains system infrastructure, security, backups, and troubleshooting
Policies	Establishes and maintains system-level policies for cooperative services
Records	Maintains agreement records and ensures compliance with State retention requirements
Data Security	Implements administrative, technical, and physical safeguards consistent with Montana law and statewide IT standards (SITSD)
Vendor Oversight	Ensures contracted vendors comply with library records confidentiality requirements and State IT data storage policies

Your Library's Responsibilities

Area	What Your Library Does
Service Use	Implement services per addendum terms and MSL/consortium policies
Financial	Pay any fees associated with services your library is enrolled in
Governance	Participate in governance bodies (e.g., MSC Members Council) for services you use
Data Handling	Handle all patron data with reasonable care, consistent with the Montana Library Records Confidentiality Act
Communication	Notify MSL promptly of issues, changes, or concerns affecting service delivery
Third-Party Vendors	Obtain preapproval from MSL *before* purchasing any third-party service that integrates with an MSL-administered system
Records	Maintain accurate local records and data as specified in each addendum

Frequently Asked Questions

Is this an MOU or a contract - and is it binding?

Montana libraries and MSL have operated these cooperative services together in good faith for more than 20 years - and that will not change. **The purpose of this Agreement is not to redefine those relationships, but to document and memorialize them.** It puts in writing what has already been working well, so that obligations, expectations, and protections are clear for both sides as staff and leadership change over time.

That said, this is a formal, legally binding intergovernmental agreement - not a handshake. It is grounded in MSL's statutory authority under MCA Title 22 and carries the same enforceability as a state contract. The legal formality is a feature, not a threat: it protects your library just as much as it protects MSL, by clearly defining what each party is responsible for and what happens if something goes wrong.

Think of it less as a new obligation and more as a foundation that reflects the trust and cooperation that already exists.

Why a 5-year term?

The 5-year term is intentional. Cooperative library services - especially shared catalogs and digital collections - require significant investment in setup, training, data migration, and ongoing vendor relationships. A longer term:

- Provides stability for vendor contracts MSL negotiates on your behalf
- Reduces administrative burden (you renew once instead of annually)
- Allows MSL to negotiate better statewide pricing based on committed participation
- Reflects the reality that these services are foundational infrastructure, not one-time projects

This Agreement may be renewed by mutual agreement, and **either party can exit with 30 days' written notice** (subject to any addendum-specific requirements, which may require longer notice and the full cost to exit, which

may include the duration of the remaining split fees pro-rated vendor fees, data extraction costs, and any administrative costs to the consortium.

How does indemnification work?

In plain terms: **each party is responsible for its own actions.**

- Your library agrees to defend and hold harmless MSL and the State of Montana from claims arising from your library's actions (or those of your employees, agents, or subcontractors) under this Agreement.
- Each addendum contains a reciprocal "Hold Harmless" provision - each party bears liability for claims arising from its own negligent or intentional acts.
- MSL's indemnification exposure is excluded only when the State's **sole negligence** caused the harm.

This mirrors standard Montana intergovernmental agreement language and is consistent with how liability is allocated in most State cooperative agreements.

What kinds of confidential information are protected?

Two categories are protected under this Agreement:

1. **Library Records / Patron Privacy** - Any library records maintained under this Agreement are confidential under the Montana Library Records Confidentiality Act (MCA 22-1-11). This includes patron borrowing records, holds, account information, and any data that links an individual to their library use.
2. **Personally Identifiable Information (PII)** - Defined as a patron's first name (or initial) plus last name combined with any other data element, when either is unencrypted (per MCA 30-14-1704). MSL limits vendor access to PII to the minimum necessary for system operation and defaults to the most secure configuration available.

MSL ensures contracted vendors comply with these confidentiality requirements. If your library uses a third-party service that accesses MSL-administered system data, your library is responsible for ensuring that integration is approved by MSL first.

Is it ok for our library's data to be stored on the cloud or on servers outside of Montana?

Cloud-based hosting is common and used by most of MSL's service vendors. **Cloud storage is permitted and is not a concern in itself.** What matters is where those cloud servers are physically located and what legal protections govern them.

Under State of Montana IT Terms and Conditions (issued by the State Procurement Bureau and the State Information Technology Services Division, SITSD, and required in all state IT vendor contracts), vendors are expressly prohibited from storing, processing, or transferring non-public State data outside of the United States, including for backup and disaster recovery purposes. Vendor staff located outside the United States are also prohibited from remotely accessing Montana IT resources.

This means:

- All data held by MSL-contracted vendors under this Agreement must be stored on U.S.-based servers.

- MSL is responsible for ensuring this requirement is included in all vendor contracts and for monitoring compliance.
- If your organization has additional local policies restricting server geography (for example, blocking access to non-U.S.-based servers), those local policies operate independently of this Agreement and are your library's responsibility to enforce at the local level. If you have concerns about a specific vendor's infrastructure, contact MSL.

Who sets the State's IT security standards?

The State Information Technology Services Division (SITSD), operating under the Montana Information Technology Act (MCA 2-17-504 et seq.) and housed within the Montana Department of Administration, is the State's central IT authority. SITSD sets enterprise information security policy, data classification standards, and IT terms and conditions that apply to all state agencies, including MSL.

Current SITSD policies and standards are published at http://sitsd.mt.gov. If SITSD changes its standards in a way that materially affects how MSL secures or stores data under this Agreement, MSL will notify participating libraries in writing within a reasonable time.

How does a library add a service?

Adding a service is straightforward:

3. Contact MSL to express interest in a specific service.
4. MSL will provide the applicable addendum (e.g., Addendum A for MSC, Addendum D for Courier).
5. Your library signs the addendum, which becomes effective upon execution by both parties.
6. Some services have onboarding lead times (e.g., Courier requires 90 days' notice before the desired start date; new MSC membership involves setup and onboarding costs).

If your library has not yet signed the Umbrella Agreement, your library's authorized signatory will sign both the Umbrella Agreement and the relevant addenda at the same time.

How does a library exit a service - or the whole Agreement?

Exiting a specific service (addendum): Each addendum has its own notice requirement, and termination of one service does not affect your participation in others.

Service	Notice Required to Exit
Montana Shared Catalog (MSC)	6 months' written notice before end of fiscal year (June 30)
Resource Sharing Groups (within MSC)	6 months' written notice before end of fiscal year (June 30); per group Governing Documents
OCLC Group Services	6 months' written notice before end of fiscal year (June 30)
MontanaLibrary2Go	6 months' written notice before end of fiscal year (June 30)
Courier Services	6 months' written notice before end of fiscal year (June 30)

In all cases, **the withdrawing library bears the full cost of exit**, which may include prorated shared costs, vendor fees, data extraction costs, migration costs, and administrative expenses associated with withdrawal.

Exiting the Umbrella Agreement entirely: Either party may terminate the Agreement with full cost of the exit and upon **90 days' written notice**, but all active addenda must be fully resolved before the overall Agreement can close.

What happens to our data if we leave a service - and are there data migration costs?

Your library's data belongs to your library. Upon termination of MSC participation, your bibliographic, patron, serial, and acquisition records are returned to you in a standard machine-readable format.

Standard record extraction is included as part of the exit process. However, if your library has specific data-migration requirements that go beyond standard extraction and require direct vendor involvement, additional vendor costs may apply. MSL will work with your library to minimize those costs wherever possible. If vendor involvement is required, MSL will inform you of the anticipated costs and negotiate on your behalf - and will not authorize the vendor to proceed until your library has confirmed acceptance of those costs in writing.

Who owns our library's data?

Your library's data belongs to your library. This includes patron records, local holdings, circulation data, and any bibliographic records your library contributes to the shared catalog. MSL administers the systems that store and transmit that data on your behalf - but administration is not ownership.

What happens if MSL loses state or federal funding?

The Agreement allows MSL to terminate the Agreement or any addendum with 30 days' written notice if state, federal, or other funding is reduced, eliminated, or becomes unavailable. This is a standard protective clause required in state intergovernmental agreements.

In plain terms: if MSL loses the funding that makes a service possible, MSL cannot be contractually obligated to continue providing it. Should this happen, MSL will notify your library as early as possible and, where feasible, work to transition services or identify alternatives. This clause is not a signal that any funding is at risk - it is a legal safeguard that protects both parties from an unworkable obligation in an unlikely but serious scenario.

Who at our library needs to sign this?

The Agreement signature page requires two signatures from your library:

- **An authorized representative** (Name/Title line) - typically your Library Director, if your library's bylaws or board policy authorize the director to execute contracts on the library's behalf.
- **A Library Trustee** - a board member signature is also required, acknowledging that this is a multi-year commitment with financial obligations.

If you are unsure whether your director has independent authority to execute agreements of this scope and term, we recommend confirming with your board before signing. Some library boards require a formal motion authorizing execution of multi-year agreements. When in doubt, a brief board resolution is a straightforward way to document that authority.

Can MSL change the terms after we've signed?

There are two different kinds of changes, and they work differently:

Amendments to the Agreement itself require mutual written consent from both MSL and your library. Neither party can unilaterally change the core terms - including term length, termination procedures, indemnification, or data security obligations. This protects your library.

System-level policies - the operational rules that govern day-to-day use of services like the MSC - can be updated by MSL and the relevant governing body (such as the MSC Members Council) without requiring a full amendment to the Agreement. These types of policies govern cataloging standards, circulation practices, and technical procedures, for example. Your library has a voice in these through governance participation (e.g., your representative on the MSC Members Council), and updated policies are published through established communication channels before taking effect.

In short: the legal and financial terms of your relationship with MSL are locked in by mutual agreement. Operational procedures can evolve, as they always have, through the collaborative governance processes the consortium has used for decades.

Questions? Contact the Montana State Library at msl@mt.gov or visit http://msl.mt.gov.

This coversheet is a plain-language summary. The MSL Cooperative Services Agreement and its addenda are the governing legal documents.

MSL Cooperative Services Agreement

This Agreement is entered into by and between the State of Montana, Montana State Library (MSL), whose address is 1201 11th Ave., Helena, MT 59601 and **[PARTICIPATING LIBRARY NAME]**, whose address is **[PARTICIPATING LIBRARY ADDRESS]**.

Introduction

This Agreement formalizes the cooperative relationship between the Montana State Library (MSL) and participating libraries for shared library services. The parties commit to working together to provide Montanans with shared access to library resources and services, to protect patron privacy and confidential library records, to use public funds responsibly, and to comply with applicable state law. This document describes how the parties work together, describes the parties' responsibilities, and how we provide these resources in a confidential and secure manner.

Purpose

The Montana State Library Commission is authorized by state law to provide statewide library leadership, coordination, and services that support and strengthen local libraries. Under MCA 22-1-103, 22-1-328, and 22-1-329, MSL is directed to establish and administer interlibrary resource-sharing programs and statewide access initiatives. Participating libraries are public, school, special, or academic institutions that choose to join one or more of these cooperative programs to expand services to their communities.

This Agreement is an umbrella framework. It establishes the foundational relationship and shared responsibilities. Individual services---such as the Montana Shared Catalog (MSC), Courier Services, etc.---are detailed in separate addenda attached to this Agreement.

Term

The term of this Agreement shall commence upon execution by both parties and shall remain in effect for five (5) years. This Agreement may be renewed for additional five (5) year terms by mutual written agreement of both parties.

Either party may terminate this Agreement by providing thirty (90) days' written notice to the other party. However, termination of this Agreement shall not be effective until all addendum-specific notice periods and exit requirements have been fully satisfied. Where an active addendum requires a longer notice period or imposes exit conditions (such as the six (6) month notice required for most services), those requirements must be fulfilled before the overall Agreement may be closed.

Upon expiration of the initial term or any renewal term, this Agreement shall not automatically renew. Continued participation in MSL cooperative services following expiration requires execution of a new or renewed Agreement signed by authorized representatives of both parties. MSL will contact the Participating Library no later than three (3) months prior to the expiration of the then-current term to initiate the renewal process.

Scope of Agreement

This Agreement is intended as an umbrella Agreement under which specific services will be detailed through attached addenda. Any short-term or pilot projects initiated between MSL and Participating Library are presumed to be incorporated under this Agreement unless explicitly stated otherwise in writing.

Signature of this Agreement commits the participating library to this framework and its terms regarding data security, confidentiality, and governance. However, signature does not automatically enroll the library in every service MSL administers. Each service requires an executed addendum specific to that service.

Order of Precedence

This Agreement and its addenda form an integrated set of documents. In the event of a conflict among them, the following order of precedence applies:

1. **This Agreement** governs all general contractual terms, including but not limited to term, termination, renewal, dispute resolution, indemnification, data sharing, confidentiality, and governing law. No addendum or governing document may modify, limit, or override these terms.
2. **Service-specific Addenda** (Addendum A, B, C, etc.) govern service-specific operations, participation requirements, fees, and service standards for the particular service to which each addendum applies. An addendum controls over a Governing Document, but only to the extent not inconsistent with this Agreement. Where a library is a party to more than one addendum simultaneously, each addendum governs only the service it covers; no addendum modifies the terms of another addendum.
3. **Governing Documents referenced in Addenda** (such as bylaws, policies, and procedures adopted by MSC, resource sharing groups, MontanaLibrary2Go, or other bodies) apply to day-to-day operations within each service and are subject to both this Agreement and the applicable addendum.

This order of precedence applies regardless of the date of execution of any addendum or the order in which documents are signed.

Responsibilities of Parties

MSL Responsibilities:

1. MSL is responsible for procuring, contracting, and managing agreements for all services covered under this Agreement. The parties' commitments under this Agreement are contingent on an agreement between MSL and service vendors.
2. MSL shall act as the administrative and fiscal agent, except as specified in any addendum incorporated herein.
3. MSL shall be responsible for maintenance of records relevant to cooperative services agreements and for compliance with record retention requirements under state law.
4. MSL shall be responsible for technical administration, including but not limited to system maintenance, troubleshooting, technical support, and security oversight as outlined in attached addenda.
5. MSL shall be responsible for establishment and modification of system-level policies applicable to the cooperative services, consistent with the terms of this Agreement and attached addenda.

6. MSL will implement and maintain reasonable administrative, technical, and physical safeguards designed to protect the security, integrity, and confidentiality of data, in accordance with applicable Montana statutes, statewide information security policies, and the Montana Library Records Confidentiality Act.

Participating Library Responsibilities:

1. Participating Library shall be responsible for implementation of services according to the terms and conditions specified in attached addenda.
2. Participating Library shall be responsible for any financial commitments associated with the services described in this agreement and any attached addenda.
3. Participating Library shall be responsible for compliance with system-level policies established by MSL as detailed in attached addenda.
4. Participating Library shall be responsible for maintaining accurate records and data as specified in attached addenda.
5. Participating Library shall be responsible for compliance with all policies, procedures, and bylaws established by applicable governing bodies (such as the MSC Members Council or resource sharing group committees) as described in the attached addenda.
6. Participating Library shall participate actively in governance and decision-making processes for cooperative services in which it enrolls, including attendance at meetings and provision of timely input as requested.
7. Participating Library shall provide timely communication with MSL regarding any issues, concerns, or changes that may affect service implementation or compliance.
8. Participating Library shall handle data accessed or transmitted under this Agreement with at least the same degree of care it uses for its own confidential information, and in no event less than reasonable care.

Incorporation of Addenda

All specific service agreements between MSL and Participating Library shall be documented as written addenda to this Agreement. Each addendum details the specific scope, responsibilities, financial arrangements, and any additional terms applicable to that particular service. Such addenda shall become effective upon execution by both parties.

Questions of precedence among this Agreement, any addendum, and any Governing Documents (i.e. MontanaLibrary2Go Bylaws, or related consortium procedures) referenced in an addendum are governed by the Order of Precedence section of this Agreement.

Confidentiality of Records

In accordance with the Montana Library Records Confidentiality Act, any and all library records maintained under this Agreement, as well as any addenda incorporated herein, shall be considered confidential except as defined in MCA 22-1-11.

For any contracts entered into and administered by the Montana State Library (MSL) under this Agreement, MSL shall be solely responsible for ensuring that the contracted vendors comply with all applicable state and federal laws concerning confidentiality of library records. For purposes of this Agreement and all addenda, "personally identifiable information" or "PII" includes "personal information" as defined in MCA 30-14-1704(3)(b)(i), together with any other information that identifies an individual patron in connection with the use of library services.

Data Sharing and Security

1. **MSL Data Security Responsibilities**

The Montana State Library (MSL) secures and maintains data collected, stored, or transmitted under this Agreement in accordance with applicable Montana statutes, statewide information security policies issued by the State Information Technology Services Division (SITSD) under the Montana Information Technology Act (MCA 2-17-504 et seq.), and the Montana Library Records Confidentiality Act. MSL implements reasonable administrative, technical, and physical safeguards designed to protect the security, integrity, and confidentiality of such data.

MSL requires that all vendors contracted to provide services under this Agreement comply with applicable State of Montana information technology terms and conditions, including those issued by the State Procurement Bureau and SITSD. Such requirements include, but are not limited to:

- **Domestic Data Storage:** Vendors shall not store, process, or transfer any non-public State data outside of the United States, including for backup or disaster recovery purposes, consistent with State of Montana IT Terms and Conditions (Exhibit C, Data Location provision).
- **Remote Access Restrictions:** Vendors and their subcontractors shall not access Montana information technology resources from outside the legal jurisdictional boundary of the United States.
- **Data Ownership:** All data related to services provided under this Agreement remains the property of the State of Montana and participating libraries. Vendors are granted access solely for the purpose of fulfilling their contractual obligations and shall not use, copy, disclose, or retain State data for any other purpose.

MSL is responsible for ensuring that vendor contracts incorporate these requirements. Participating Libraries may request copies of relevant vendor IT terms and conditions from MSL upon written request.

MSL's obligations under this section are subject to and limited by the standards, policies, and resources established by SITSD as the State's central information technology authority. MSL will not be held responsible for exceeding statewide security requirements or standards. Participating Libraries may review current SITSD policies and standards at sitsd.mt.gov.

If SITSD or applicable state IT policy changes in a way that materially affects how MSL secures or stores data under this Agreement, MSL will notify Participating Libraries in writing within a reasonable time following the effective date of such change.

2. **Participating Library Responsibilities**

Each participating library will handle data accessed or transmitted under this Agreement with at least the same degree of care it uses for its own confidential and patron information, and in no event less than reasonable care. Each participating library will comply with applicable state and local requirements governing confidentiality and security of library and patron data.

3. **Third-Party Services and Local Vendors**

When a participating library contracts with a third-party service that may rely on data or authentication from an MSL-administered system, the library is responsible for consulting with MSL before making a purchase or commitment to determine whether the service can be supported using approved, secure methods. MSL will not be liable if a vendor selected by a participating library cannot be integrated using the authentication methods or security standards that MSL is able or authorized to support.

4. **Limits on Data Exposure**

MSL will not knowingly permit third-party access through MSL-administered systems to personally identifiable information (PII) about patrons, except as required by law, as technologically unavoidable for the provision and maintenance of the contracted services, or as explicitly authorized in a separate written agreement. MSL will, where technically feasible, limit vendor access to patron records and PII to the minimum data reasonably necessary for system operation, authentication, troubleshooting, and reporting, and will default to the most secure configuration that preserves essential functionality of the services.

PII is defined as an individual's first name or first initial and last name in combination with any one or more data elements, when either the name or the data elements are not encrypted, as defined in MCA 30-14-1704(3)(b)(i).

5. **Incident Notification**

If MSL or a participating library becomes aware of an actual or suspected unauthorized access, use, or disclosure of data handled under this Agreement, that party will promptly notify the other and cooperate, as appropriate, in any response or mitigation required by law or statewide policy.

Governance

MSL retains authority to administer system-level policies and procedures for cooperative services covered by this Agreement, consistent with the Order of Precedence established herein. This includes monitoring adherence to system-level policies, addressing non-compliance issues, and providing guidance to ensure the effective implementation of services. MSL may delegate governance of specific services to participating libraries, consortium bodies, or other entities as specified in the attached addenda; such delegation does not diminish MSL's authority under this Agreement.

Indemnification and Hold Harmless

The Participating Library shall defend, indemnify, and hold harmless the State of Montana, the Montana State Library, and their elected and appointed officials, agents, and employees, while acting within the scope of their duties, from and against all claims, demands, causes of action, liabilities, damages, judgments, expenses, and fees, including the reasonable costs of defense and attorney fees, arising or alleged to arise, in whole or in part,

from (i) services performed or activities carried out under this Agreement or any addendum by the Participating Library or its employees, agents, or subcontractors, or (ii) other acts or omissions of the Participating Library or its employees, agents, or subcontractors, except to the extent caused by the sole negligence of the State of Montana.

Reduction of Funding

In the event that State, Federal, or other funding sources allocated to MSL are reduced, eliminated, or otherwise become unavailable, MSL reserves the right to terminate this Agreement or any associated addenda. MSL shall provide written notice to Participating Library at least thirty (30) days prior to the effective date of termination.

Points of Contact

Each party shall designate a primary point of contact responsible for communications regarding this Agreement and associated addenda. The designated contact should be identified by name, title, and contact information. If a designated contact leaves or changes, the party shall promptly notify the other in writing and provide updated contact information, including the name and title of the replacement contact, to ensure continuity of communication.

	MSL	Participating Library
Name		
Title/Position		
Email		
Phone		

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Montana.

Entire Agreement

This Agreement, together with all attached addenda, constitutes the entire Agreement between the parties regarding the subject matter hereof and supersedes all prior negotiations, representations, and Agreements, whether written or oral.

Amendment

No amendment or modification of this Agreement shall be effective unless made in writing and signed by authorized representatives of both MSL and the Participating Library.

Execution

The parties through their authorized agents have executed this Contract on the dates set out below.

STATE OF MONTANA
Montana State Library
1201 11th Ave.
Helena, MT 59601

BY:_____
(Name/Title)
DATE:

Legal Counsel

_____
(Signature) (Date)

[Participating Library Name]
[Insert Address]
[Insert City, State, Zip]

BY: _____
(Name/Title)
DATE:

Participating Library Trustee

_____
(Signature) (Date)

Addendum A: Montana Shared Catalog (MSC) Service Agreement

This Addendum A ("Addendum") is incorporated into the MSL Cooperative Services Agreement between the Montana State Library (MSL) and the Participating Library. This Addendum is a service-specific agreement under the umbrella Agreement and is subject to all terms and conditions of the Agreement, including but not limited to provisions on confidentiality of library records, data sharing and security, governance, term, termination, indemnification, and dispute resolution.

Purpose and Service Description

1. The purpose of this Addendum is to set forth the terms under which the Participating Library will participate in the Montana Shared Catalog ("MSC"), a cooperative library consortium and shared integrated library system platform, including associated hosting, support, and maintenance services, administered by MSL on behalf of participating libraries. This Addendum is a service-specific agreement under the umbrella Agreement and is subject to all terms and conditions of the Agreement, including but not limited to provisions on confidentiality of library records, data sharing and security, governance, term, termination, indemnification, and dispute resolution.
2. Policies, procedures, and budgets for the Montana Shared Catalog are developed and maintained by the MSC Administrators, acting in consultation with and upon the advice of the MSC Members Council.

Relationship to Governance and Policies

1. MSC is governed by MSL and the MSC Members Council, as those bodies are defined in the MSC Bylaws and related governance documents (collectively, the "Governance Documents").
2. The Participating Library acknowledges and agrees that MSC policies, procedures, standards, and governance structures are established through the Governance Documents, as amended from time to time, and as published by MSL on the MSC Knowledge Base.
3. By executing this Addendum, the Participating Library agrees to abide by all applicable Governance Documents maintained in the MSC Knowledge Base.
4. Questions of precedence among this Agreement, this Addendum, and the Governance Documents are governed by the Order of Precedence section of the Agreement.

Participation and Responsibilities

MSL Responsibilities:

1. Act as system administrator and fiscal agent for MSC, including managing the relationship with the ILS vendor within the scope of approved budgets and applicable state procurement and IT policies.
2. Provide system-level configuration, maintenance, and troubleshooting for the shared ILS, including coordination of upgrades, backups, and security controls consistent with statewide IT standards and the Agreement's data sharing and security provisions.
3. Maintain and publish MSC Governance Documents and system-level policies and procedures applicable to MSC participation, including current technical requirements for local infrastructure and connectivity, at the MSC Knowledge Base.

4. Provide reasonable training, technical support, and communication channels (such as help desk and MSC discussion lists) to enable Participating Libraries to use MSC effectively.

Participating Library Responsibilities:

1. **Compliance and Governance**

    a. Implement and use MSC services in compliance with this Addendum, the Agreement, and all applicable MSC Governance Documents, including the MSC Bylaws.
    b. Actively participate in MSC governance by designating a representative to the MSC Members Council, attending Members Council meetings, and abiding by decisions of the Members Council.
    c. Conform to the policies, procedures, and protocols of the MSC, as set forth by the MSC Members Council and made available at the MSC Knowledge Base.
    d. Monitor MSC communication channels (such as email lists and discussion groups), participate in trainings and continuing education as needed, and provide timely written feedback when modifications or improvements to MSC operations are necessary.

2. **Local Infrastructure and Support**

    a. Provide and maintain local hardware, software, and network connectivity sufficient to access MSC services in accordance with current MSC technical requirements as published by MSL at the MSC Knowledge Base, and bear all associated equipment and data communications costs.
    b. Resolve issues within the Participating Library's local environment or internet connection, and promptly report MSC system operational problems to MSL System Administrators.

3. **Collaboration and Operational Responsibilities**

    a. Work with other MSC libraries to pursue mutually agreed-upon goals, share resources and best practices without expectation of equal reciprocation, and engage with other members in an open and respectful manner.
    b. Implement services using mutually accepted library automation-related standards to facilitate resource sharing, collection development, and information exchange, and maintain a current OCLC membership for bibliographic access and control.
    c. Supply statistics and other information reasonably required to document MSC operations and support statewide reporting, and participate in evaluating system software modifications, upgrades, and enhancements.
    d. Manage local use of materials, including collection of fines and recovery of materials from patrons, consistent with MSC policies and local policy.

Data Sharing, Security, and Confidentiality

1. **Relationship to Umbrella Agreement**

The data sharing, security, and confidentiality obligations in this Addendum apply in addition to the Agreement's provisions on confidentiality of library records and data sharing and security. Nothing in this Addendum is intended to reduce or limit the protections or requirements set forth in the Agreement.

2. **MSL Data Security Responsibilities for MSC**

In administering MSC, MSL will secure and maintain data collected, stored, or transmitted through the MSC system in accordance with the Agreement's data sharing and security provisions, applicable Montana statutes, statewide information security policies issued by SITSD, and the Montana Library Records Confidentiality Act.

3. **Participating Library Data Responsibilities for MSC**

The Participating Library will handle data accessed through or transmitted to MSC with at least the same degree of care it uses for its own confidential and patron information, and in no event less than reasonable care, consistent with the Agreement's data sharing and security requirements and applicable state and local law.

4. **Incident Notification**

If MSL or the Participating Library becomes aware of actual or suspected unauthorized access, use, or disclosure of data handled through MSC, that party will promptly notify the other and will cooperate, as appropriate, in any response or mitigation required by law, statewide policy, or the Agreement.

Third-Party Authentication and Integrations (MSC)

1. **MSL as System Administrator**

MSC is administered and technically managed by MSL. All technical access to the MSC integrated library system for purposes of patron authentication or other automated querying must be configured, enabled, or otherwise approved by MSL.

2. **Permitted Authentication Methods**

Third-party services used by the Participating Library may authenticate patrons against MSC only through methods supported and approved by MSL and that are compliant with the data-sharing provisions of the Agreement.

MSL may update or replace permitted authentication methods over time to align with statewide security standards, vendor capabilities, or legal requirements, and will communicate such changes to Participating Libraries through established MSC communication channels.

3. **Local Library Responsibilities Before Purchase**

Before purchasing or implementing any third-party service that will integrate with or authenticate against MSC, the Participating Library must consult with MSL to determine whether the proposed integration method is technically and administratively supported and complies with MSL-approved authentication methods and security standards.

4. **No Independent System Access**

The Participating Library may not create, enable, or permit any third-party connection to the MSC system outside of the access methods configured or approved by MSL. Any attempt to bypass MSL's configuration or security controls is prohibited and may result in suspension of the integration or other appropriate action, consistent with the Agreement and applicable policy.

5. **Vendor Data Use**

Any data a third-party vendor receives directly from the Participating Library (for example, data exported or manually entered by the library into the vendor's system) is governed by the agreement between the Participating Library and that vendor. MSL is not responsible for the vendor's handling or use of data supplied directly by the Participating Library.

MSL's responsibility is limited to the data and responses transmitted from MSC through MSL-approved authentication methods, consistent with the Agreement's data sharing and confidentiality provisions.

6. **Immediate Applicability**

The authentication and integration requirements in this section apply upon execution of this Addendum and apply to both new and existing third-party integrations that authenticate against or otherwise connect to MSC. The Participating Library will work in good faith with MSL to bring any existing integrations into compliance within a reasonable time following notice from MSL.

Resource Sharing Groups (If Applicable)

1. Participation in a Resource Sharing Group is governed by Addendum B and applicable Group Governing Documents.
2. The formation, modification, or dissolution of resource sharing groups, and the membership of specific libraries in those groups, will be governed by MSL; any financial or operational implications for the Participating Library will be addressed through those documents and through any applicable MSL budgeting and cost-sharing processes.

Costs and Invoicing for MSC

1. **General Cost Sharing**

MSC costs are borne by Participating Libraries in accordance with a cost-sharing formula recommended by MSL and approved each year by the Members Council.

Services and fees may be re-defined with the recommendation and approval of MSL and the Members Council.

2. **Fiscal Year**

The MSC fiscal year begins July 1 and ends June 30 of the following year.

3. **Shared Costs**

Ongoing shared costs include software, licensing, infrastructure, staffing, training, contracted services, and other costs approved through MSC governance processes.

4. **New Member Costs**

Any Montana Library wishing to join the MSC shall pay to the Fiscal Agent, on behalf of MSC, all costs related thereto negotiated between the applicant and MSC, including but not limited to:

- Any MSC system costs incurred by their joining the system;
- Vendor costs;
- Necessary local site costs;
- All expenses from the MSC Vendor;
- Training expenses;
- Annual payments (maintenance and other shared costs) set by the Members Council;
- Any other costs associated with becoming a Participating Library.

Termination of MSC Participation

1. **Termination Notice**

A Participating Library may terminate its participation in this addendum under the umbrella Agreement's general termination procedures. The Participating Library must provide written notice to MSL at least **six (6) months** prior to the end of the current fiscal year for the termination to be effective at the end of that fiscal year. Termination of participation in this addendum does not automatically terminate the Participating Library's participation in other MSL cooperative services unless explicitly stated.

2. **Effect of Termination**

Upon termination of MSC participation:

- The withdrawing Participating Library's bibliographic, user, serial, and acquisition records shall be provided to that library in a standard machine-readable form.
- The Participating Library shall cease to receive services through the MSC, effective at the end of that fiscal year (or as otherwise agreed by MSL and the Participating Library).
- All costs resulting from the withdrawal of a Participating Library shall be the sole responsibility of the withdrawing Participating Library. These costs may include vendor fees and any special hardware, software, and electronic media required to complete the withdrawal process and any and all other costs to the MSC resulting from the Participating Library's request to withdraw.
- **Data Migration Costs (Exiting Members):** Data migration associated with exiting the MSC may involve vendor costs depending on the nature and scope of the library's data-extraction and migration needs. MSL will work collaboratively with the exiting library to structure the exit process in a way that minimizes or eliminates vendor-billable costs wherever possible. Where the exiting library has specific data-migration requirements that necessitate vendor involvement beyond standard record extraction, MSL will inform the library of the anticipated costs, negotiate on the library's behalf where feasible, and

pass through any resulting vendor charges to the exiting library. The exiting library's acceptance of such costs shall be confirmed in writing prior to MSL authorizing the vendor to proceed.

3. **Withdrawal from Resource Sharing Group (Without Withdrawing from MSC)**

Should a Participating Library that participates in a Resource Sharing Group withdraw from that group but maintain membership in the MSC, the Participating Library shall reimburse the MSC for the administrative costs incurred by the withdrawal process.

Hold Harmless

The indemnification provisions of the MSL Cooperative Services Agreement apply to this Addendum.

Addendum B: Resource Sharing Groups

This Addendum B ("Addendum") is incorporated into the MSL Cooperative Services Agreement between the Montana State Library (MSL) and the Participating Library. This Addendum is a service-specific agreement under the umbrella Agreement and is subject to all terms and conditions of the Agreement, including but not limited to provisions on confidentiality of library records, data sharing and security, governance, term, termination, indemnification, and dispute resolution.

Purpose and Scope

1. The purpose of this Addendum is to describe the terms under which the Participating Library will participate in one or more resource sharing groups administered by the Montana Shared Catalog (MSC) that enable cooperative lending and sharing of library materials among participating libraries ("Resource Sharing Groups").
2. This Addendum applies to the Participating Library's participation in approved Resource Sharing Group(s).

Relationship to Governance and Policies

1. Each Resource Sharing Group is governed by its own bylaws, charters, or other governance instruments, together with its adopted policies and procedures (collectively, "Governing Documents"), subject to approval by MSL.
2. The Participating Library acknowledges that operational standards for circulation, holds, cataloging, shipping, and related activities within a Resource Sharing Group are established through that Group's Governing Documents and may be revised from time to time by the Group's governing body or, if no governing body exists, upon acceptance by MSC administrators.
3. Governing Documents become effective upon such approval or acceptance. MSL will maintain links or references to current Governing Documents for each Resource Sharing Group in the MSC Knowledge Base or comparable system-wide resource.
4. Questions of precedence among the Agreement, this Addendum, and any Governing Documents referenced herein are governed by the Order of Precedence section of the Agreement.

Participation and Responsibilities

MSL Responsibilities

1. Provide system-level technical administration and coordination necessary to support Resource Sharing Group operations, including configuration of the shared ILS to implement group policies on circulation, holds, item sharing, and related functions.
2. Maintain and publish links to current Governing Documents and applicable system-level policies that affect Resource Sharing Group participation.

3. Act as the administrator for formal enforcement of Resource Sharing Group responsibilities under this Addendum, including implementation of any suspension of the Participating Library's participation in holds and item sharing within a Resource Sharing Group.
4. Review distribution plans annually and make suggested changes to individual libraries and/or sharing groups.
5. Review MSC's matrix for sharing groups annually, using distribution plan and census data to review items loaned on a per capita basis to balance loaning volume.
6. Review distribution plan, along with loaned and received data, to review workload on hubs, and make suggested changes to distribution plan to individual libraries and/or sharing groups based on findings.

Participating Library Responsibilities

1. **Compliance with Group Requirements:**

    a. Implement and use Resource Sharing Group services in compliance with this Addendum, the Agreement, and all applicable Governing Documents for each Resource Sharing Group in which the Participating Library participates.
    b. Participate in interlibrary lending, holds fulfillment, item sharing, shipping and transit, and related processes as described in the relevant Governing Documents, including timely processing of holds and items in transit.
    c. Follow approved cataloging, item type, and circulation practices required by the Resource Sharing Group to support consistent patron experience and effective sharing of materials.

2. **Coordination with MSL:**
    a. Cooperate with MSL in its system-level technical and policy administration for Resource Sharing Groups, including responding to reasonable information requests related to compliance and operational issues.
    b. Review and apply updated Governing Documents made available through the MSC Knowledge Base or other system-wide communications in a reasonably prompt manner.

Governance, Requests, and Enforcement

1. Internal governance of each Resource Sharing Group, including meeting procedures, voting, and informal or internal remedies, is determined by that Group's Governing Documents. Nothing in this Addendum limits a Group's governing body from using internal processes to address member performance, consistent with its Governing Documents.
2. If informal or internal remedies are not successful, a Resource Sharing Group's governing body may request that MSL take formal enforcement action regarding a member's participation in that Resource Sharing Group. MSL may accept, modify, or

decline such a request at its discretion, after consulting with the governing body, and will communicate its decision in writing to the governing body and the affected Participating Library.

3. MSL may suspend the Participating Library's ability to place and fulfill holds and to participate in item sharing within a named Resource Sharing Group for material noncompliance with this Addendum or that Group's Governing Documents. Any suspension under this subsection is limited to the specified Resource Sharing Group and does not, by itself, terminate the Agreement or the Participating Library's participation in other services or groups, unless otherwise agreed in writing.
4. MSL will provide reasonable written notice to the Participating Library of any suspension of participation in a Resource Sharing Group, including a brief description of the basis for the action.

Termination of Resource Sharing Group Participation

1. A Participating Library may terminate its participation in this addendum under the umbrella Agreement's general termination procedures. The Participating Library must provide written notice to MSL at least **six (6) months** prior to the end of the current fiscal year for the termination to be effective at the end of that fiscal year. Termination of participation in this addendum does not automatically terminate the Participating Library's participation in other MSL cooperative services unless explicitly stated.

2. Upon withdrawal from a Resource Sharing Group:

    a. The Participating Library shall cease to participate in holds fulfillment, item sharing, and related group functions within that Resource Sharing Group, effective at the end of that fiscal year (or as otherwise agreed in writing by MSL and the Participating Library).
    b. The Participating Library shall reimburse MSC for any administrative costs incurred by the withdrawal process.
    c. All costs resulting from withdrawal shall be the sole responsibility of the withdrawing Participating Library.

3. **MSL-Initiated Termination:** MSL may terminate a Participating Library's participation in a Resource Sharing Group for repeated, material non-compliance with this Addendum or the applicable Governing Documents, consistent with the enforcement procedures in Section 5 of this Addendum. MSL will provide reasonable written notice prior to any such termination.
4. **Termination of Agreement:** Termination of the umbrella Agreement or Addendum A (MSC) will also terminate this Addendum.

Hold Harmless

The indemnification provisions of the MSL Cooperative Services Agreement apply to this Addendum.

Addendum C: OCLC Group Services

This Addendum C ("Addendum") is incorporated into the MSL Cooperative Services Agreement between the Montana State Library (MSL) and the Participating Library. This Addendum is a service-specific agreement under the umbrella Agreement and is subject to all terms and conditions of the Agreement, including but not limited to provisions on confidentiality of library records, data sharing and security, governance, term, termination, indemnification, and dispute resolution.

Purpose

The purpose of this Addendum is to define the terms under which the Participating Library receives access to OCLC Group Services through the statewide group contract administered by MSL, including cataloging and related resource sharing services.

Scope of Services

MSL administers a statewide OCLC Group Services contract that provides participating libraries access to:

1. OCLC tools that support creation, maintenance, and enhancement of bibliographic and holdings records in WorldCat, including Cataloging Subscription and Metadata Subscription.
2. Discovery of library materials through the WorldCat database and related OCLC platforms, including FirstSearch, as made available under the statewide contract.
3. Functionality that may be used to support interlibrary loan (ILL) and other resource sharing services through WorldShare ILL, with specific ILL configurations managed administratively by MSL and, as applicable, the Montana Shared Catalog (MSC).

Specific service options, system settings, and participation levels are configured outside this Addendum through MSL and MSC administrative processes.

Relationship to MSC and Cataloging Standards

For libraries that are members of the MSC, participation in OCLC Group Services is a **required** component that supports shared bibliographic data and resource sharing within the consortium.

The Participating Library agrees to follow cataloging standards, practices, and procedures established by the MSC and MSC Content Management Committee for records contributed to or maintained in the shared catalog and in WorldCat.

WorldCat Principles of Cooperation and OCLC Policies

The Participating Library agrees to contribute and maintain bibliographic and holdings data in a manner consistent with standards and guidelines adopted by the OCLC cooperative, including the WorldCat Principles of Cooperation and applicable contribution guidelines.

In the event of a conflict between mandatory OCLC policies (including the WorldCat Principles of Cooperation) and this Addendum or the Agreement, OCLC policies shall govern use of OCLC systems and data. MSL and the Participating Library shall work together in good faith to adjust local practices or this Addendum as needed to maintain compliance with OCLC policies.

Relationship to Other Documents

Questions of precedence among the Agreement, this Addendum, and any Governing Documents referenced herein (including OCLC policies and MSC bylaws) are governed by the Order of Precedence section of the Agreement. For MSC member libraries, this Addendum is intended to operate in concert with MSC contracts, bylaws, and policies, which may impose additional cataloging and resource sharing requirements as a condition of MSC membership.

Interlibrary Loan (ILL) Participation

1. OCLC Group Services may be used to support ILL and other resource sharing activities; however, the specific ILL participation level and workflows for the Participating Library are established and managed by MSL and, as applicable, MSC.
2. Selection of an ILL participation configuration (including whether and how the library borrows, lends, or mediates requests) occurs through MSL/MSC administrative processes and is not specified within this Addendum.
3. Any change to the Participating Library's ILL participation status or configuration within OCLC Group Services must be requested with a minimum of ninety (90) days' written notice prior to June 30 of the applicable year.
4. Written notice must be provided to MSL in accordance with the notice provisions of the Agreement. MSL will coordinate any required contractual or configuration changes with OCLC on behalf of the Participating Library. Changes will ordinarily take effect on or after July 1 following the notice period, or on another date confirmed in writing by MSL, consistent with statewide contract requirements.

Term and Renewal

Participation in OCLC Group Services under this Addendum automatically renews annually for the duration of the Agreement, subject to:

1. Continued availability of funding as described in the Agreement.
2. Continued inclusion of OCLC Group Services in the statewide group contract administered by MSL.
3. The Participating Library's continued compliance with applicable OCLC policies, MSC cataloging standards, and related resource sharing requirements.

Participation and Responsibilities

MSL Responsibilities

1. MSL shall act as the administrative and fiscal agent for the statewide OCLC Group Services contract, including enrollment, configuration, and communication with OCLC on behalf of the Participating Library.
2. MSL shall provide or coordinate access to documentation, training opportunities, and guidance to support effective and compliant use of OCLC Group Services.
3. MSL shall address statewide or contractual compliance issues related to OCLC Group Services and coordinate with the Participating Library as needed to resolve such issues.
4. MSL shall submit the individual invoice dollar amounts for each Participating Library to OCLC based on the Cost Share Formula.

Participating Library Responsibilities

1. The Participating Library shall implement local practices that align with MSC cataloging standards and, where applicable, MSC and OCLC resource sharing policies.
2. The Participating Library shall ensure that staff using OCLC Group Services are aware of relevant OCLC policies, including the WorldCat Principles of Cooperation, and that use of OCLC systems complies with such policies.
3. The Participating Library shall provide timely communication to MSL regarding requested changes to ILL participation and any issues that may affect continued, compliant participation in OCLC Group Services.
4. The Participating Library shall maintain and update library information within OCLC services and platforms.
5. The Participating Library shall update MSL and OCLC on the best point of contact for billing purposes.

Costs and Payment Terms

1. MSL shall determine the annual participation cost for each Participating Library and shall provide the resulting cost allocation schedule to OCLC.
    a. Each Participating Library's cost is based on MSL's Cost Share Formula and the contracted percentage increase each fiscal year, as agreed upon in the contract with the vendor.
    b. The cost share formula is based on size of collection, community served, and participation in each of OCLC's services.
2. OCLC will issue invoices directly to each Participating Library on an annual basis.
3. Each Participating Library shall remit payment in full within thirty (30) days following receipt of its invoice.
4. Failure to remit payment when due may result in suspension or termination of services under this Addendum, consistent with the terms of the Agreement.

5. **New Member Costs:** MSL will request a quote for the cost of adding an additional library location for OCLC services. MSL reserves the right to delay or decline new membership if the additional member requires modification of the vendor contract.

Termination

1. A Participating Library may terminate its participation in this addendum under the umbrella Agreement's general termination procedures. The Participating Library must provide written notice to MSL at least six (6) months prior to the end of the current fiscal year for the termination to be effective at the end of that fiscal year. Termination of participation in this addendum does not automatically terminate the Participating Library's participation in other MSL cooperative services unless explicitly stated.
2. MSL and the vendor will not be responsible for reimbursing the Participating Library for any payments made toward OCLC Services. Membership costs will be removed at the start of the next fiscal year (July 1).
3. Upon termination of OCLC Group Services participation:
    a. The Participating Library shall cease to receive services through OCLC, effective at the end of that fiscal year (or as otherwise agreed by MSL, the Participating Library, and the vendor).
    b. All costs resulting from the withdrawal of a Participating Library shall be the sole responsibility of the withdrawing Participating Library. These costs may include vendor fees and any special hardware, software, and electronic media required to complete the withdrawal process, and any and all other costs resulting from the Participating Library's request to withdraw.
    c. The Participating Library will be required to pull any reports from the vendor portal prior to the effective date of termination.

Hold Harmless

The indemnification provisions of the MSL Cooperative Services Agreement apply to this Addendum.

Addendum D: Courier Services

This Addendum D ("Addendum") is incorporated into the MSL Cooperative Services Agreement between the Montana State Library (MSL) and the Participating Library. This Addendum is a service-specific agreement under the umbrella Agreement and is subject to all terms and conditions of the Agreement, including but not limited to provisions on confidentiality of library records, data sharing and security, governance, term, termination, indemnification, and dispute resolution.

Purpose and Service Description

The purpose of this Addendum is to document the Participating Library's participation in the statewide courier service administered by MSL to support physical resource sharing among Montana libraries.

Under a statewide contract between MSL and a third-party vendor, courier services provide regular transport of library materials between participating locations using standardized courier crates and schedules established in coordination with MSL.

Term and Participation

1. This Addendum becomes effective upon execution by both parties and automatically renews in alignment with the term and any renewals of the statewide courier vendor contract, unless terminated under this Addendum or the Agreement.
2. Any library may participate by executing this Addendum and providing at least ninety (90) days' written notice to MSL prior to the desired start date, to allow coordination with the vendor and routing.
3. The Participating Library may select an available delivery frequency in consultation with and approval by MSL and the vendor. MSL maintains the list of participating libraries and associated delivery frequencies and may recommend changes based on shipping volume and overall route efficiency.

Participation and Responsibilities

MSL Responsibilities

1. Serve as the central administrator for the statewide courier service, including procurement, contract management, and performance oversight of the courier vendor.
2. Maintain the official list of participating libraries, delivery locations, and scheduled delivery frequencies, and communicate any material changes to participating libraries.
3. Establish and update standard courier procedures and materials (including crate specifications, labeling practices, and basic handling expectations) and provide those standards to participating libraries.

4. Maintain system-level access to the vendor's tracking/manifest system and use that data for statewide reporting, planning, and evaluation; upon request, MSL may provide reports to individual participating libraries based on available data.
5. Review the distribution plan annually and make suggested changes to individual libraries or sharing groups.
6. Serve as the primary point of contact for contract-level and system-wide issues with the vendor, including recurring performance concerns and loss/damage claims reported by participating libraries.

Participating Library Responsibilities

1. Implement courier services in accordance with MSL's current courier standards and procedures, including use of MSL-approved crates, labels, and local handling practices for pickups and deliveries.
2. Provide and maintain an accessible location and local workflow for courier pickups and deliveries during the agreed-upon delivery window, and ensure staff are available to receive and dispatch materials.
3. Coordinate with MSL before requesting changes to delivery frequency, distribution plans, or other material aspects of service that may affect routing or costs.
4. Use the vendor's portal or tools to view tracking information for its own shipments as needed, and follow MSL's process for reporting persistent service problems or suspected courier-related loss or damage.
5. Use courier services on a consistent, regular basis consistent with program expectations.
6. Follow any applicable rules within the sharing group's policies.

Financial Responsibilities

1. Courier charges are negotiated under the statewide vendor contract by MSL and may be updated periodically. MSL will communicate any changes to the applicable pricing structure and effective dates to participating libraries.
2. The vendor issues monthly invoices that identify the charges attributable to each participating library. The Participating Library is responsible for paying its courier charges directly to the vendor upon receipt of invoice and within the time stated on the invoice.
3. If the Participating Library fails to pay its courier invoice(s) in full within sixty (60) days of the invoice date, participation in courier services may be suspended until payment is brought current, consistent with the vendor contract and MSL direction.
4. MSL is not the fiscal agent for this service and is not responsible for paying or guaranteeing the Participating Library's courier obligations to the vendor.

Materials, Crates, and Loss/Damage

1. Participating libraries shall use standard courier crates that conform to the size and weight parameters established under the statewide contract or by MSL.

2. Crates are owned by MSL. The Participating Library is responsible for exercising reasonable care in local use and for replacing crates that are lost or damaged due to local use, following procedures and cost recovery directions provided by MSL.
3. Items and crates are considered in the vendor's custody while in transit, being picked up or delivered, or being sorted by the vendor. Where loss or damage occurs during that time and is attributable to the vendor, reimbursement is addressed under the vendor contract.
4. The Participating Library will promptly report suspected courier-related loss or damage to MSL using the process identified in MSL's courier procedures, so MSL can coordinate with the vendor.

Communication, Suspension, and Termination

1. A Participating Library may terminate its participation in this addendum under the umbrella Agreement's general termination procedures. The Participating Library must provide written notice to MSL at least six (6) months prior to the end of the current fiscal year for the termination to be effective at the end of that fiscal year. Termination of participation in this addendum does not automatically terminate the Participating Library's participation in other MSL cooperative services unless explicitly stated.
2. MSL will coordinate system-wide courier communications and notify participating libraries of route or schedule changes and other significant service modifications affecting multiple locations.
3. MSL may direct the vendor to suspend or terminate courier service to the Participating Library for non-payment under *Financial Responsibilities*, or for repeated, material non-compliance with courier procedures after reasonable notice and an opportunity to correct.
4. If the statewide courier vendor contract is terminated or not renewed, MSL will notify participating libraries as early as practicable and will make reasonable efforts to continue offering a courier option through subsequent procurement; this Addendum will be interpreted in a manner consistent with any successor vendor arrangement.

Hold Harmless

The indemnification provisions of the MSL Cooperative Services Agreement apply to this Addendum.

Addendum E: MontanaLibrary2Go

This Addendum E ("Addendum") is incorporated into the MSL Cooperative Services Agreement between the Montana State Library (MSL) and the Participating Library. This Addendum is a service-specific agreement under the umbrella Agreement and is subject to all terms and conditions of the Agreement, including but not limited to provisions on confidentiality of library records, data sharing and security, governance, term, termination, indemnification, and dispute resolution.

Purpose and Scope

The purpose of this Addendum is to set forth the terms under which the Participating Library will participate in MontanaLibrary2Go, a shared digital collection program administered by MSL and governed by the MontanaLibrary2Go consortium.

Relationship to MontanaLibrary2Go Bylaws and Policies

1. MontanaLibrary2Go is governed by the MontanaLibrary2Go Bylaws ("Bylaws") as adopted and amended by the MontanaLibrary2Go consortium.
2. MontanaLibrary2Go collection practices are further guided by the MontanaLibrary2Go Collection Development Policy ("Collection Development Policy") and related procedures, as adopted and amended by the MontanaLibrary2Go consortium.
3. By executing this Addendum, the Participating Library agrees to abide by:
    a. The MontanaLibrary2Go Bylaws; and
    b. The MontanaLibrary2Go Collection Development Policy and any related collection procedures approved by the consortium.
4. MSL will maintain and publish the most current versions of the Bylaws and Collection Development Policy on its website.

Relationship to Other Documents

Questions of precedence among the Agreement, this Addendum, and the MontanaLibrary2Go governing documents (including Bylaws and Collection Development Policy) are governed by the Order of Precedence section of the Agreement. Termination of this Addendum does not automatically terminate the Participating Library's participation in other MSL cooperative services, unless explicitly stated in the applicable addendum.

Participation and Responsibilities

MSL Responsibilities

1. MSL will serve as fiscal agent for MontanaLibrary2Go, initiating vendor invoices and completing any supplemental purchasing, consistent with the Bylaws and state procurement practices.
2. MSL will manage procurement and contract administration for MontanaLibrary2Go subscriptions and related services, including conducting solicitations or renewals as

required, negotiating subscription terms with vendors, and ensuring that contracts are established and maintained in accordance with applicable state procurement laws and policies.

3. MSL will maintain and publish current Bylaws, Collection Development Policy, and other governing documents for MontanaLibrary2Go at the location identified above, and provide reasonable communication and administrative support for the consortium.

Participating Library Responsibilities

1. Meet all membership requirements established in the Bylaws, including timely payment of all applicable MontanaLibrary2Go membership fees and execution of any vendor participation documents required for consortium participation.
2. Participate in MontanaLibrary2Go governance as required by the Bylaws, including designation of a voting representative and participation in membership business and Governing Board actions as applicable.
3. Support implementation of MontanaLibrary2Go services in a manner consistent with the Collection Development Policy, including acknowledging shared selection practices, metered access models, and weeding/discard practices for licensed digital content.
4. Comply with any vendor-specific participation requirements to the extent those requirements are incorporated into MontanaLibrary2Go operations, recognizing that the vendor's participation form is a separate agreement between the vendor and the library or MSL.
5. Acknowledge that MontanaLibrary2Go negotiates and manages subscriptions to digital content under MSL's procurement authority, and that individual member libraries may not establish conflicting secondary contracts for the same content, except as permitted in the Bylaws.

Costs and Payment Terms

1. MSL shall determine the annual participation cost for each Participating Library and shall provide the resulting cost allocation schedule to the vendor.
    a. Each Participating Library's cost is based on MSL's Cost Share Formula and the contracted percentage increase each fiscal year, as agreed upon in the contract with the vendor.
2. MSL will create individual library invoices using the vendor platform; invoices will be sent directly to individual libraries via the vendor platform.
3. Individual libraries will provide payment directly to the vendor. Questions or disputes regarding invoice amounts should be directed to MSL for review and clarification.
4. MSL will be responsible for platform, membership, and licensing fees required for participation with the vendor. MSL is not responsible for payment of content costs.
5. If joining partway through the fiscal year, the first-year cost will be pro-rated based on the amount of time remaining in that fiscal year.

a. MSL reserves the right to delay or decline new membership if the additional member requires modification of the vendor contract.

Termination

1. A Participating Library may terminate its participation in this addendum under the umbrella Agreement's general termination procedures. The Participating Library must provide written notice to MSL at least six (6) months prior to the end of the current fiscal year for the termination to be effective at the end of that fiscal year. Termination of participation in this addendum does not automatically terminate the Participating Library's participation in other MSL cooperative services unless explicitly stated.
2. MSL and the vendor will not be responsible for reimbursing the Participating Library for any payments made toward content for the shared collection for that fiscal year. Membership costs will be removed at the start of the next fiscal year (July 1).
3. MSL and the vendor will not be responsible for reimbursing the Participating Library for any payments made toward content through the Advantage or Advantage+ Program.
4. Upon termination of MontanaLibrary2Go participation:
    a. The Participating Library shall cease to receive services through MontanaLibrary2Go, effective at the end of that fiscal year (or as otherwise agreed by MSL and the Participating Library).
    b. All costs resulting from the withdrawal of a Participating Library shall be the sole responsibility of the withdrawing Participating Library. These costs may include vendor fees and any special hardware, software, and electronic media required to complete the withdrawal process, and any and all other costs resulting from the Participating Library's request to withdraw.
    c. The Participating Library will be required to pull any reports from the vendor portal prior to the effective date of termination.

Compliance

1. The Participating Library understands that failure to comply with the Bylaws, vendor participation forms, or other MontanaLibrary2Go requirements may result in enforcement actions under the MontanaLibrary2Go Bylaws.
2. If a member library does not comply with the rules set forth in the Bylaws or the vendor participation form, the library will receive written notification and will be given sixty (60) days to resolve outstanding issues.
3. If the Participating Library fails to cure non-compliance within the established period, the library may be removed from the MontanaLibrary2Go consortium and all user privileges may be revoked, as provided in the Bylaws.
4. Withdrawal by the Participating Library from MontanaLibrary2Go, and the effect of such withdrawal on rights to access subscribed content and any fees paid to date, will be governed by the withdrawal provisions of the Bylaws.

Hold Harmless

The indemnification provisions of the MSL Cooperative Services Agreement apply to this Addendum.

PATRON COMPLIMENTS SEPTEMBER - OCTOBER 2026

10/2/2026 – Two people were having a document notarized. The woman told the staff member that her family was a military family, that they had been stationed in many places, & that GFPL was the nicest! She said that the setup, selection, & overall staff & atmosphere were the best. 😊

10/2/2026 – A woman approached the circulation desk, to check out some items. She, laughingly, said that she volunteered for various literacy-related programs, & that she absolutely loved the "Dude, Where's My Shirt?" display. 😉

10/7/2026 – A longtime patron complimented the GFPL maintenance staff on how clean the bathrooms were. He said they were pristine when he went to use them. 😊

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Sara

Thank you so much for going out of your way to help find The Pilgrim's Story book! What a blessing this was! I am so blown away by your kindness!

thanks again! Steph Logan