



BILLINGS PUBLIC LIBRARY BOARD MEETING

May 8, 2025
12:00 p.m.

Board and City Staff present:

Lawrence Klee, Chair	David Darby, Vice Chair	
Staci Samuelson	Kathy Houska	Roger Young
Susan Plath		
Kelsie Rubich, Interim Library Director	Megan Thomas, Information Systems Coord.	Jamie Bratlie, Library & Facility Coordinator
Jaclynn Reaves, Patron Services Manager		

Absent:

Jennifer Smith	Peggy McSweyn	Trudi Paulson
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Guests:

Clare Young, FOL	Jeannie Tracy, Library Foundation	Kevin Iffland, Assistant City Administrator
Carol Young		

Public Comment

None

Chair's Comments

Chairperson Klee thanked Rubich for the budget update email that she sent to the Board.

Consent Agenda

a. Motion and second to approve the April 2025 minutes. All in favor. Darby/Klee

Co+Lab equipment presentation

Co+Lab librarian, Taylor Arnold, presented the Cricut Venture (CV) to the Board. He passed around examples of items that were created using the CV. Klee inquired if the library provides the materials to patrons to make their projects. Arnold explained that the library will provide some materials in the beginning when the patron is learning and experimenting with the equipment. Future creations, the patron brings their own materials. Houska asked if the CV is available for check out. Arnold told her there is smaller version available for check out. Samuelson asked if a person can create a project at home and then come into the library to print it on the CV. Arnold said yes, a person can create their own free account at home; however, they can also use the library's account in the Co+Lab, which will give them access to a little more than the free version. If they set up a personal account, they can create their own project and then come to the library, log in, and print their project on the CV in the library.

FY26 Library Policies

Rubich explained there is one more policy change Staff is presenting to the Board for approval. She said, after research, she determined the fee for the BPL's out of state resident card is comparatively low. Currently the fee is \$20 and the card is active for one year. The updated fee is \$60. Samuelson and

Houska inquired if the new fee is comparable to other Montana library fees and what other states charge as well. Rubich said yes, and also told them the \$20 fee has been in the BPL policy for years.

Motion to approve the policy change for out of state cards. All in favor.

Klee/Samuelson

BPL Updates

a. BPL Management Updates

Kelsie Rubich, Interim Director: Rubich provided a number of updates to the Board:

- Staff Development Day planning is in progress. The Library will close on August 22 for a full day of training, team building, etc. Rubich invited the Board members to attend if they are interested.
- The Teen and Children's librarians are working with and visiting the local schools, preschools, and Headstart, building partnerships with the BPL.
- Rubich told the Board that she gave a library presentation to the Westend Neighborhood Task Force recently. She is reaching out to other community organizations to connect with as well, including teaming with the Foundation during the Industry Lunch Tours. She noted that she also has a couple more presentations currently scheduled.
- Previously, the Board voted to continue the current Strategic Plan for one year. Rubich said the process will begin in September to be completed by July 2026. McSweyn, Plath and Samuelson had volunteered to sit on the Strat Planning subcommittee, and Rubich inquired if they are still interested. All said yes, but Samuelson noted it would depend if meeting times synchronize with her schedule. Tuesdays are the best day for her availability.
- Rubich covered the State Library update that she emailed to the Board the day before. She noted the possible effects of the FY2026 budget at the Federal level.
- She also covered the State Legislature property tax cuts and how that will affect the City budget. Rubich will present the Library's requested budget to City Council on May 20. She will also give the presentation to the Library Board during the June meeting. She said the Library expects to use some of its cash reserves to balance the FY26 budget. In response to questions about the State Entitlement funds that are divvied across a number of City Departments, Iffland explained, in awareness of Public Safety and the Legislative cuts, most of those funds have been allocated to the Public Safety fund.

Megan Thomas, Interim Assistant Director: Thomas had a few updates for the Board:

- April statistics were provided.
- Summer Reading plans are in full preparation. Summer Reading will run June 3 through July 27.
- The BPL is hiring two seasonal staff this summer – one for Children's and one for the Co+Lab.
- Regarding the Bike Library, Thomas added that more Staff have volunteered this year. The expectation is there will be 4 – 5 weekly bike programs; and the bike library will attend a number of community events, such as Strawberry Festival, as well.
- There will be programs happening at the book lockers this summer too, such as Stethoscopes and Stories at the Children's Clinic locker.
- The Systems librarians are teaming with the Co+Lab to offer Grow with Google classes 1-2 times a month.

- Management created a goal for 4 staff members to become certified through MSL this year. Currently six staff members are now certified!

Jamie Bratlie, Library and Facility Coordinator: Bratlie told the Board she is finishing the FY25 year-end review. Darby asked how the Legislative results would affect the library budget. Bratlie explained Rubich will cover that in her updates.

Jaclynn Reaves, Patron Services Manager: Reaves said the Volunteer Appreciation Breakfast was a success and thanked Darby and Samuelson for attending. Young also attended the breakfast as a Friend's volunteer. She thanked Iffland for attending and speaking at the breakfast as well. There were 60 volunteers present. Samuelson noted she really liked the slide show highlighting the volunteers.

Reaves also told the Board the Bike Library preparations are beginning.

- Friends of the Library: Clare Young said the Friends' spring sale was very successful. The shelves are bare now, so she said if the Board has any donations laying around, the Friends would be glad to take them. Young added the volunteers are now gearing up for the summer events, such as Summer Fair and Strawberry Fest.

Foundation: Tracy updated the Foundation's items:

- Tracy said the Foundation's outreach lunches remain a priority for her. She has learned that many people have no idea what the library offers.
- Food for Thought will be held in October again this year, and going forward. Planning will begin this month. This year is the 20-year anniversary for the event.

Darby asked if the Royal Johnson event will be offered this year. Tracy said the Foundation would like to get that event rolling again. The plan is to hold the Royal Johnson event in the spring with Food for Thought in the fall.

Good of the Order

None

Adjournment: 12:55 pm. Next meeting: 6/12/2025.