

## Billings City Administrator Weekly Report

September 1, 2022

- 1. Crisis Response Unit (CRU) RFP** – A big thank you to Assistant Chief, Jason Banfield and Purchasing Agent, Liz Kampa for completing the CRU request for proposals (RFP). Please let me know if anyone besides Councilmember Purinton wants a copy (I have one final review this afternoon). Proposals will be due in mid-October. Provided we receive favorable responses a recommendation will come to the Council shortly thereafter.
- 2. Foundation Contribution to Billings Public Library** – The BPL received \$8,470.56 towards the Foundation's pledged FY23 monies. Council approved these monies at the June FY23 budget hearing.

This amount covers:

▪ Art Explorers	\$ 955.00
▪ Books and Babies Music Edition	\$ 300.76
▪ Story Trail	\$7,214.80

The BPL Foundation (BPLF) has verbally pledged another \$45,000 for future library projects. The library would like to thank the BPLF for their continued support of the community's library.

- 3. Library Board Annal Report** – Please see the attached Library Board Annual Report.
- 4. From the PIO Desk:**

Billings Senior volleyball visits Billings Fire Station 4 to take on firefighter workout

<https://ci.billings.mt.us/CivicAlerts.aspx?AID=2376>

Billings Fire Department welcomes 11 new recruits, 14-week academy underway

<https://ci.billings.mt.us/CivicAlerts.aspx?AID=2375>

### Billings in the news

Photos: Billings Senior volleyball team works out with the Billings FD

[https://billingsgazette.com/sports/high-school/volleyball/photos-billings-senior-volleyball-team-works-out-with-the-billings-fd/collection\\_52f9bb0e-116e-5b04-bf6d-9964e4b69842.html#11](https://billingsgazette.com/sports/high-school/volleyball/photos-billings-senior-volleyball-team-works-out-with-the-billings-fd/collection_52f9bb0e-116e-5b04-bf6d-9964e4b69842.html#11)

Senior volleyball shares a workout with Billings Firefighters

[https://www.kulr8.com/sports/high-school-sports/senior-volleyball-shares-a-workout-with-billings-firefighters/article\\_bbef91ca-298a-11ed-a073-03cf73aea71c.html](https://www.kulr8.com/sports/high-school-sports/senior-volleyball-shares-a-workout-with-billings-firefighters/article_bbef91ca-298a-11ed-a073-03cf73aea71c.html)

Construction on Stillwater building in Billings to be completed in early 2024

<https://www.ktvq.com/news/local-news/construction-on-stillwater-building-in-downtown-billings-to-be-completed-in-early-2024>

City creates new task force to deal with Billings problem properties

<https://www.ktvq.com/news/local-news/city-creates-new-task-force-to-deal-with-billings-problem-properties>

Billings Fire Department receives eleven new recruits

[https://www.kulr8.com/firefighting-recruits/video\\_199bfd66-25a0-11ed-ae91-d78eac9411be.html](https://www.kulr8.com/firefighting-recruits/video_199bfd66-25a0-11ed-ae91-d78eac9411be.html)

'Calls to Colonial' – Billings leaders crack down on slumlord properties that drain emergency resources

<https://www.ktvq.com/news/local-news/calls-to-colonial-billings-leaders-crack-down-on-slumlord-properties-that-drain-emergency-resources>

Billings Firefighter returns to duty after near death experience

[https://www.kulr8.com/news/firefighter-returns-to-duty-after-near-death-experience/article\\_22d16f2c-28c7-11ed-a507-3bb2901adf91.html](https://www.kulr8.com/news/firefighter-returns-to-duty-after-near-death-experience/article_22d16f2c-28c7-11ed-a507-3bb2901adf91.html)

Fun Sept. events at the Billings Public Library

<https://www.yourbigsky.com/local-news-2/fun-sept-events-at-the-billings-public-library/>

Billings could be home to new species of fireflies

<https://www.ktvq.com/news/local-news/billings-could-be-home-to-new-species-of-fireflies>

A great community effort on locating stolen fire department gear:

<https://www.ktvq.com/news/local-news/billings-fire-departments-seeking-help-finding-stolen-gear>

<https://971kissfm.com/billings-fire-department-stolen-gear/>

[https://www.kulr8.com/news/firefighting-gear-stolen-from-car-in-billings/article\\_872415f0-262a-11ed-9541-53c4028da825.html](https://www.kulr8.com/news/firefighting-gear-stolen-from-car-in-billings/article_872415f0-262a-11ed-9541-53c4028da825.html)

<https://www.yourbigsky.com/billings-beat/city-asking-for-your-help-to-find-stolen-firefighter-gear/>

## Board and Commission Annual Report to City Council

Name of Board or Commission: Billings Public Library Board of Trustees

Name of Presiding Officer: David Darby, Chair (2022): Peggy McSweyn (2021)

Name of Person Filing Out Report: David Darby.      Date: July 22, 2022

Meeting Schedule: 2<sup>nd</sup> Thursday of Each Month

### Major Accomplishments of the Preceding Year (FY22):

The Board held a retreat in late 2021 at which it clarified board functions in five categories: governance, advice, advocacy, board development, and assistance. It approved Board Goals for 2022 in each of the categories in April 2022 to carry forward through the calendar year. (Copy Attached).

The Board developed a Board of Trustees Handbook containing relevant materials, including board and library policies and procedures, to be maintained as a reference for current and future board members.

The board approved, revised, and updated Library Policies for the period July 2022 – June 2033.

In conjunction with the Library Director and staff, the board participated in the development, and subsequently approved, the Billings Public Library Strategic Plan for FY23-F25.

The board also continued to emphasize library education and library certification for board members; provided comments and advice to the library director and staff at monthly meetings; reviewed and voted on a limited number of challenges to books in the library collection; and familiarized itself with the library's funding structure and budget as a part of its library advocacy responsibility.

Two new board **members** were added in FY22, and a vacancy exists going into FY23.

Major Challenges of the Preceding Year: The library continued to face major challenges related to the COVID-19 virus well into FY22. The Board itself continued to meet remotely, following general CDC advice, until March of 2022. However, the board was not faced with disruptive situations faced by other libraries in the region. It assured that the collections policy in the overall library policies was sound and fair to all patrons.

Major Goals for the Upcoming Year: The Library Board of Trustees establishes goals for each calendar year in keeping with a new leadership. The Board Goals for 2022 (attached to this report) will carry through the first half of the City's FY23 year and be updated in January 2023. They include expanded board engagement in supporting activities, as a group and as individuals, to the extent members have the time, and support for the library through non-financial sponsorship of a major activity at the library.

Requests for Staff or City Council/Other Comment: None. It should be noted that the Library Director and staff have gone above and beyond to ensure board involvement, where appropriate, in library issues, and to keep the board very well informed on library activities.

Changes to City Ordinance or State Law Affecting the Board that Should Be Considered: None.

## Attachment

### BILINGS PUBLIC LIBRARY BOARD OF TRUSTEES

#### **BOARD GOALS FOR 2022**

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*Approved April 14, 2022*

At its Fall 2021 retreat the Library Board identified five functional areas within which to group and plan board activities for 2022. Three of these areas - *governance, advice, and advocacy* - are core functions (powers and duties) delineated in the documents establishing the Board. Two areas - *board development and assistance to the library* - address board operations and individual skills to perform board functions or to otherwise support the library.

*Note: The term "goal" is used loosely to define those things the board desires to accomplish during 2022.*

#### GOVERNANCE

1. Review and approve Library Policies for the period July 2022 - June 2023 no later than March 1 for submission to the City Attorney for review.
2. Establish a committee of the board to work with the Library Director and staff on the development of the 3-year Library Strategic Plan for 2022-2024.
3. Review and approve the Strategic Plan for library services and programs to serve as direction for library staff for the period July 2022 - July 2025.
4. Provide a written report to the City Council and County Commissioners on the goals, operations, and achievements of the board for the fiscal year 2021-22 and anticipated activities during the remainder of calendar year 2022.
5. Decide or advise, knowledgeably and professionally, and with the counsel of the Library Director, on specific library policy issues within its purview (patron safety and book challenges are examples).

#### ADVICE

1. Continually explore ideas and innovations and offer advice to the Library Director accordingly.
2. Evaluate the Library Director's overall leadership and performance during FY22 and submit the results timely to the City Administrator.
3. Offer advice to the Library Director on its own initiative as special issues arise or as solicited by the director.

## ADVOCACY

1. Continually advocate for the library to all stakeholders, both individually and as a group, with the overall goal of promoting support, enthusiasm, and increased visitor participation.
2. Participate in major meetings with groups and organizations (scoping) during the development of the strategic plan.
3. Understand library finances, functions, and activities at a level necessary to be effective and knowledgeable advocates of the library.
4. Visibly participate as board members in at least 3-4 major library activities during 2022 to indicate board support.
5. Consider board sponsorship of one major initiative in conjunction with the library for implementation during 2022 or 2023.

## BOARD DEVELOPMENT

*Note: Board members are expected to pursue individual goals to the extent that they have time available.*

1. Compile a Billings Public Library Board of Trustees Handbook as a comprehensive reference for board members to be updated and maintained going forward.
2. Encourage each board member to become certified by the Montana Library Association and to obtain at least six (6) hours of credit during 2022 toward this goal, with the overall goal of having at least five (5) board members certified by the end of 2022.
3. Encourage each board member to be familiar with ALA and MLA standards and guidelines.
4. Continue to become familiar with the Billings Public Library through the shadowing opportunities arranged by the Library Director.

## ASSISTANCE

1. Work with library staff, Library Foundation, Friends of the Library, and Yellowstone Genealogy Forum to identify activities where board members, as individuals and not specifically as board members, can offer hands-on support to the library, to the extent they have the time and interest.