



LIBRARY BOARD MEETING
Thursday, February 20, 2025 at 4:30 PM
Gainey Room, Owatonna Public Library

- 1. Call to Order**
- 2. Reminder of Open Meeting Law**
- 3. Public Comments (Please limit comments to 3 minutes)**
- 4. Approval of Last Meeting Minutes**
 - 4.a. January 16, 2025 Minutes of the OPL Board Meeting
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report - February
- 7. Library Use Reports**
 - 7.a. Library Use Report January
 - 7.b. Library Services - January
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. Movie of the Decade - The Gold Rush February 27th at 2:00pm
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**



LIBRARY BOARD MEETING
Thursday, January 16, 2025, at 4:30 PM
Gainey Room, Owatonna Public Library
Minutes – DRAFT copy

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, January 16, 2025. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: President **Trudy Severson**, Vice President **Amy Tapp**, Secretary **Julianna Skulzacek**, Library Director **Mark Blando**, Administrative Technician **Maria Hanson**, Librarian **Darla Lager**, Guest **Meridith Erickson**

Absent: Trustee **Karen Malin**, Trustee **Quinn Meyer**

1. Call to Order

The meeting was called to order by President Severson at 4:35pm

2. Reminder of Open Meeting Law

The open meeting law applies to board meetings.

3. Public Comments (Please limit comments to 3 minutes)

Guest speaker Meridith Erickson shared all the services SELCO provides to the library. The mission of SELCO is to expand outreach to all libraries and answer any questions or help with any needs from the services they provide. Some services shared include consulting for ILS services, Minitex, technology resources, continuing education, professional development and training, scholarships, Overdrive and inner library loans.

Erickson is a member of the Legacy committee which oversees such programs as Community reads, open books reading challenges, Community Collaboration grant, digitizing newspapers, author tours and more.

4. Approval of the Last Meeting Minutes

Secretary Skulzacek moved and Vice President Tapp, seconded to approve the minutes of the December 2024 meeting. All ayes and the motion approved.

5. Children's Services Report

Lager shared the Children's Services report from December. Annual school visits started December 4th. A home school group visited the library on December 10th. The students received a tour of the library during their visit and each child was allowed to check out two books. Children's services are in the planning stages of the summer reading program. The theme this year is "Color our world"

6. Financial Reports

6.a. Financial Report -January

Blando stated we are under budget this year due to staffing savings. Nesting tables were ordered with the 2024 budget dollars. They are scheduled to be in place by the end of January. The existing tables will be repurposed to Parks and Recreation.

Bids will be placed for new AV equipment in the Gainey room and a study of our roof repairs.

There was budget approval to hire two new Library Assistants part-time at 24 hours. These positions will help at the circulation desk. Katie and Sid who were formally in these positions, were promoted to Library Specialists.

Shirley Malo, a long-time library patron recently passed away. The library has been receiving several memorials in her honor.

7. Library Use Reports

7.a. Library Services Report -December

7.b. Library Use Report -December

7.c. Library Use Report Blooming Prairie November-December

Busy month with class visits, checkout a little down. We are going to give Hoopla one more month. Other libraries have discontinued Hoopla or have cut back to set limits on checkouts. This program is very expensive to use. Future service options are to be determined.

Selco training has started on the new ILS system. There are different levels of training depending on duties. May 1st is the intended start date. Our existing system is over 10 years old and no longer supported. The new ILS (Integrated Library System) is called Evergreen.

8. SELCO Updates

No additional updates at this time.

9. Upcoming Programs

9.a. OPL Book Club Meeting Information

Katie and Christina have taken the lead to create the OPL sponsored book club. The club meets on the second Monday of each month with two sessions each day. Meeting times are 1:00pm and 6:00pm. Good attendance at the first meeting in January. The book list is posted in the library. Patrons are responsible for acquiring their own books, but we can help if needed.

10. 125th Anniversary Planning

We are finalizing our year-long event brochure with dates and times. All the information is also available on our website. Kickoff is scheduled for Saturday, February 22nd at 2:00pm. Dinner at Torey's on February 21st for retirees, staff, and board members. Watch for invitations coming soon. A great amount of planning and preparation has gone into this year-long anniversary celebration from all staff.

11. Library Updates

Allison Lutz is our new librarian starting February 3rd. She is currently the library director at the public library in Turtle Lake, Wisconsin. She has a strong background with teens/tweens and with programming. We are excited to have her join our team.

The city will be hosting the All Hands Meeting on January 22nd at the Little Theatre of Owatonna. The state of the city will be addressed with all staff. The library will be closed on this day.

Blando stated they are looking into new furniture for children's services. The plan is to create one area for all the computers. Right now, they are scattered in multiple locations.

12. Library Renovation Update

Mark is scheduled to meet the assistant city administrator in the near future to create an RFP for updates to the library.

Adjourn

A motion to adjourn was made by Tapp and seconded by Skluzacek. All ayes. Meeting adjourned at 5:20pm.

The next board meeting will be on Thursday, February 20th, 2025 at 4:30pm.

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 2/2025

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
100-33620-590-591-000000	STEELE COUNTY - LIBR	202,500.00-	2,021.11-	2,021.11-		200,478.89-	.998	108,450.84-
Subtotal:		202,500.00-	2,021.11-	2,021.11-		200,478.89-	.998	108,450.84-
100-34105-590-591-000000	COPIES & PRINTING	5,500.00-	194.92-	756.08-		4,743.92-	13.747	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	750.00-	7.97-	34.94-		715.06-	4.659	3,785.82-
Subtotal:		6,250.00-	202.89-	791.02-		5,458.98-	12.656	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	69.25-	87.24-		1,412.76-	5.816	1,301.19-
Subtotal:		1,500.00-	69.25-	87.24-		1,412.76-	5.816	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,250.00-	2,293.25-	2,899.37-		207,350.63-	1.379	119,094.49-
Department number: LIBRARY		210,250.00-	2,293.25-	2,899.37-		207,350.63-	1.379	119,094.49-
Revenue	Subtotal -----	210,250.00-	2,293.25-	2,899.37-		207,350.63-	1.379	119,094.49-

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
100-41000-590-591-000000	WAGES - REGULAR FT	577,122.00	21,194.60	83,236.59		493,885.41	14.423	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	249,679.00	9,157.70	29,822.82		219,856.18	11.944	186,002.39
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00	331.11	1,892.41		27,907.59	6.350	11,147.00
100-41410-590-591-000000	PERA	62,010.00	2,276.42	8,479.45		53,530.55	13.674	58,001.78
100-41420-590-591-000000	FICA	65,530.00	2,253.22	8,480.94		57,049.06	12.942	57,655.98
100-41500-590-591-000000	INSURANCE	93,096.00	4,033.65	11,271.80		81,824.20	12.108	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	4,883.00	174.90	655.28		4,227.72	13.420	4,513.63
Subtotal:		1,082,120.00	39,421.60	143,839.29		938,280.71	13.292	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,100.00	175.00	487.99		2,612.01	15.742	7,015.77
100-42100-590-591-000000	OPERATING SUPPLIES	300.00				300.00		283.45
100-42110-590-591-000000	CLEANING SUPPLIES	750.00				750.00		
100-42210-590-591-000000	REPAIR & MAINT SUPPL	6,500.00	23.78	2,288.66		4,211.34	35.210	3,168.68
100-42300-590-591-000000	SMALL TOOLS & MINOR	10,500.00				10,500.00		921.09
100-42310-590-591-000000	SAFETY EQUIPMENT & P	150.00		52.18		97.82	34.787	86.30
100-42510-590-591-000000	LIBRARY MATERIALS -	45,000.00	1,552.19	2,933.98		42,066.02	6.520	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00	444.60	444.60		8,555.40	4.940	9,261.90
100-42525-590-591-000000	LIBRARY MATERIALS -	9,000.00				9,000.00		7,602.63
100-42530-590-591-000000	LIBRARY MATERIALS -	14,000.00		293.09		13,706.91	2.094	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	300.00				300.00		6,067.55
Subtotal:		98,600.00	2,195.57	6,500.50		92,099.50	6.593	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	31,500.00	2,455.00	3,221.32		28,278.68	10.226	36,975.00
100-43121-590-591-000000	PHONE	1,100.00	3.01	106.74		993.26	9.704	1,276.02
100-43122-590-591-000000	POSTAGE	200.00				200.00		204.00
100-43123-590-591-000000	ALARM SERVICES	525.00		146.73		378.27	27.949	586.92
100-43130-590-591-000000	FINANCIAL PROCESSING							1.00-
100-43220-590-591-000000	TRAVEL & TRAINING	1,750.00		7.84		1,742.16	.448	4,065.59
100-43320-590-591-000000	ADVERTISING & PROMOT	800.00				800.00		736.55
100-43400-590-591-000000	MEMBERSHIPS & SUBSCR	1,000.00				1,000.00		1,404.81
100-43500-590-591-000000	PROPERTY & LIABILITY	20,700.00				20,700.00		15,525.00
100-43510-590-591-000000	LICENSES							140.00
100-43710-590-591-000000	REPAIR & MAINT - BLD	5,000.00		548.05		4,451.95	10.961	4,329.36
100-43720-590-591-000000	REPAIR & MAINT - EQU	10,200.00	134.53	308.41		9,891.59	3.024	13,653.76
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00				500.00		760.25
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00	54.76	54.76		1,045.24	4.978	831.90
100-43980-590-591-000000	COMPUTER SERVICES	49,000.00	3,996.09	7,477.69		41,522.31	15.261	26,312.43
Subtotal:		123,375.00	6,643.39	11,871.54		111,503.46	9.622	106,800.59
Program number: 591 LIBRARY		1,304,095.00	48,260.56	162,211.33		1,141,883.67	12.439	1,204,511.81

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 2/2025

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
Department number: LIBRARY		1,304,095.00	48,260.56	162,211.33		1,141,883.67	12.439	1,204,511.81
Expense	Subtotal -----	1,304,095.00	48,260.56	162,211.33		1,141,883.67	12.439	1,204,511.81
Fund number: 100 GENERAL FUND		1,093,845.00	45,967.31	159,311.96		934,533.04	14.564	1,085,417.32
*****	End of Report	*****						

*Physical Materials circulation, New Borrowers, ILL, Visits
January at BPBL and OPL*

CKI & CKO - physical items			Jan-25
bp	Checkin	Normal CKI	913
bp	Checkin	Late Checkin	226
BP TOTAL CKI			1,139
bp	Checkout	First Time CKO	898
bp	Checkout	Phone Renewal	69
bp	Checkout	Other Renewal	50
bp	Checkout	Opac Renewal	142
bp	BP TOTAL CKO		1,159

CKI & CKO - physical items			Jan-24
bp	Checkin	Normal CKI	1,102
bp	Checkin	Late Checkin	267
BP TOTAL CKI			1,369
bp	Checkout	First Time CKO	1,027
bp	Checkout	Phone Renewal	126
bp	Checkout	Other Renewal	26
bp	Checkout	Opac Renewal	120
bp	BP TOTAL CKO		1,299

CKI & CKO - physical items			Jan-25
owat	Checkin	Normal CKI	9,044
owat	Checkin	Late Checkin	2,170
OPL TOTAL CKI			11,214
owat	Checkout	First Time CKO	10,270
owat	Checkout	Phone Renewal	280
owat	Checkout	Other Renewal	288
owat	Checkout	Opac Renewal	861
owat	OPL TOTAL CKO		11,699

CKI & CKO - physical items			Jan-24
owat	Checkin	Normal CKI	9,263
owat	Checkin	Late Checkin	2,501
OPL TOTAL CKI			11,764
owat	Checkout	First Time CKO	10,573
owat	Checkout	Phone Renewal	305
owat	Checkout	Other Renewal	261
owat	Checkout	Opac Renewal	852
owat	OPL TOTAL CKO		11,991

New Borrowers Jan 2025		Library Visits Jan 2025	
bp	5	bp	BP's report
owat	47	owat	6,285

ILL/Loaned Jan 2025		ILL/Borrowed Jan 2025		ILL/Loaned Jan 2024		ILL/Borrowed Jan 2024	
bp	493	bp	258	bp	477	bp	216
owat	1,369	owat	1,171	owat	1,269	owat	1,352

Library Services - January

OVERDRIVE/Libby in January 2025:

655 patrons checked out:

1,258 eBooks

1,228 eAudio

41 eBooks/day and 40 eAudio/day in Jan 2025

36 eBooks/day and 32 eAudio/day in Jan 2024

FREEGAL in January 2025:

9 patrons Downloaded 107 songs

12 patrons Streamed 861 songs

HOOPLA in January 2025:

366 patrons checked out 1,169 titles

Hoopla circ has been increasing most months this year, and this is the third time we've ever gone above 1,000.

Join us for the first in our "Movies of the Decades" series!

2:00 p.m. Thursday, February 27 in the Gainey Room:

The Gold Rush (1925) - Not rated

A lone prospector ventures into Alaska looking for gold. He gets mixed up with some burly characters and falls in love with the beautiful Georgia. He tries to win her heart with his singular charm.

Run time: 1 hour 35 minutes

