



LIBRARY BOARD MEETING
Thursday, March 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. February 20, 2025 Minutes of the OPL Board Meeting
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report March
- 7. Library Use Reports**
 - 7.a. Library Use Report February
 - 7.b. Library Services Report February
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. Movie of the Decade - The Wizard of Oz
 - 9.b. Author Visit William Kent Krueger - April 7, 2025
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**



LIBRARY BOARD MEETING
Thursday, February 20, 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, February 20, 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**, Trustee **Karen Malin**, Trustee **Quinn Meyer**, Library Director **Mark Blando**, Administrative Technician **Maria Hanson**, Librarian **Darla Lager**

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)

No comments.

4. Approval of the Last Meeting Minutes

Vice President Tapp moved and Trustee Malin, seconded to approve the minutes of the January 2025 meeting. All ayes and the motion approved.

5. Children's Services Report

Lager shared the Children's Services report from January. Storytime began on January 14th. It is held on Tuesday mornings at 9:30 and 10:30am. Darla visited the Owatonna Education Center and Early Childhood Family Education and delivered 7 Storytimes in a day for a total of 11 classes. She read stories about bears and bedtime.

The summer reading program schedule is just about completed. This year's theme is "Color Your World. Many returning guests and as well as new programs have been scheduled. This year we will have the Zoo Man, Sustainable Safari, a

musician, ventriloquist, magician, The Eagle Center and The Daiko Drummers.

6. Financial Reports

6.a. Financial Report -February

Blando stated not much change from last month. We have 3 bids for new equipment in the Gainey room. We will decide in the next few weeks. Also looking into roofing evaluation in the next few months. New Gainey room tables arrived at the end of January. These new tables are foldable and nestable.

7. Library Use Reports

Checkouts are about the same as last year at this time. Hoopla usage continues to increase. Christina ran a report and found that people not from Steele County are using Owatonna library cards and accessing the program. We are expiring the cards for these users and looking into limiting the circulation amount from five to three. Currently we do not have the financial resources to support this program. Many libraries have had to either cancel or limit the usage of this program.

8. SELCO Update

Training on the new ILS Evergreen program continues. Each training course is catered to the different levels of duties of staff members. We are on track to launch May 1st.

9. Upcoming Programs

Movies of the Decade. This month is a Charlie Chaplin movie, The Gold Rush.

10. 125th Anniversary Planning

Our big event is this Saturday, February 22nd. It is called the Quasquicentennial. Our event will be from 2-4 with guest speakers and refreshments.

Torey's dinner on February 21st for staff, board and foundation members, and retirees.

Mark shared the printed brochure of all events and activities for the year for the 125th celebration. There are different events happening each month. Also shared was the new art pamphlet describing the art throughout the library and display case items. The original children's room has been revamped to highlight the original use of this location. All will be available to tour on February 22nd.

11. Library Updates

Our new librarian Allison Lutz started February 3rd. She is strong in the young adult/tween programming. We have a requisition to hire two additional library assistants. Positions will be posted in a week or so. We are also short one shelving person so we will be posting for this position also.

The city had its annual All Hands Meeting last month. It is a chance for staff to hear about the things going on in the city. The meeting administrators share what we have accomplished and what we are pursuing for 2025. The city emphasizes that we are all one together through the different activities of the culture committees. We are grateful for our city leadership.

The Blooming Prairie city administrator, Melanie Aeschliman, is leaving for another position in Freeborn County. Mark will be visiting Michelle McCaughtry, the BP librarian, in the next few weeks.

Blando has started his annual report. This report needs to be submitted to the state each year. It is due in April.

We have been mainly focusing on Evergreen training right now.

Staff have really stepped up to complete needed tasks and keep things going this year.

12. Library Renovation Update

Blando had an initial discussion with Jenna Tuma, Assistant City Administrator. He will be circling back next month to get together with architects and designers. The renovation plan will include additional study spaces, shelving units, desks etc. The goal is to have plans to show soon.

Adjourn

A motion to adjourn was made by Tapp and seconded by Malin. All ayes. Meeting adjourned at 5:15pm.

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

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 3/2025

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-		200,478.89-	.998	108,450.84-
Subtotal:		202,500.00-		2,021.11-		200,478.89-	.998	108,450.84-
100-34105-590-591-000000	COPIES & PRINTING	5,500.00-	76.60-	1,045.06-		4,454.94-	19.001	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	750.00-	9.35-	67.96-		682.04-	9.061	3,785.82-
Subtotal:		6,250.00-	85.95-	1,113.02-		5,136.98-	17.808	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	9.00-	105.24-		1,394.76-	7.016	1,301.19-
Subtotal:		1,500.00-	9.00-	105.24-		1,394.76-	7.016	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,250.00-	94.95-	3,239.37-		207,010.63-	1.541	119,094.49-
Department number: LIBRARY		210,250.00-	94.95-	3,239.37-		207,010.63-	1.541	119,094.49-
Revenue	Subtotal -----	210,250.00-	94.95-	3,239.37-		207,010.63-	1.541	119,094.49-

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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		83,236.59		493,885.41	14.423	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	249,679.00		29,822.82		219,856.18	11.944	186,002.39
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00		1,892.41		27,907.59	6.350	11,147.00
100-41410-590-591-000000	PERA	62,010.00		8,479.45		53,530.55	13.674	58,001.78
100-41420-590-591-000000	FICA	65,530.00		8,480.94		57,049.06	12.942	57,655.98
100-41500-590-591-000000	INSURANCE	93,096.00		11,271.80		81,824.20	12.108	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	4,883.00		655.28		4,227.72	13.420	4,513.63
Subtotal:		1,082,120.00		143,839.29		938,280.71	13.292	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,100.00		613.60		2,486.40	19.794	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	2,336.22		4,163.78	35.942	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	702.32	4,558.61		40,441.39	10.130	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00	63.86	508.46		8,491.54	5.650	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	14.96	308.05		13,691.95	2.200	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	300.00				300.00		6,067.55
Subtotal:		98,600.00	804.92	8,377.12		90,222.88	8.496	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	31,500.00	12,470.00	15,691.32		15,808.68	49.814	36,975.00
100-43121-590-591-000000	PHONE	1,100.00		213.44		886.56	19.404	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		20,700.00
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		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	109.52		990.48	9.956	831.90
100-43980-590-591-000000	COMPUTER SERVICES	49,000.00	2,387.45	9,865.14		39,134.86	20.133	26,312.43
Subtotal:		123,375.00	14,912.21	26,890.45		96,484.55	21.796	111,975.59
Program number: 591 LIBRARY		1,304,095.00	15,717.13	179,106.86		1,124,988.14	13.734	1,209,686.81

Period Ending: 3/2025

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

CKI & CKO - physical items			Feb-25
bp	Checkin	Normal CKI	864
bp	Checkin	Late Checkin	178
BP TOTAL CKI			1,042
bp	Checkout	First Time CKO	840
bp	Checkout	Phone Renewal	44
bp	Checkout	Other Renewal	26
bp	Checkout	Opac Renewal	159
bp	BP TOTAL CKO		1,069

CKI & CKO - physical items			Feb-24
bp	Checkin	Normal CKI	973
bp	Checkin	Late Checkin	227
BP TOTAL CKI			1,200
bp	Checkout	First Time CKO	1,091
bp	Checkout	Phone Renewal	67
bp	Checkout	Other Renewal	51
bp	Checkout	Opac Renewal	111
bp	BP TOTAL CKO		1,320

CKI & CKO - physical items			Feb-25
owat	Checkin	Normal CKI	8,806
owat	Checkin	Late Checkin	1,920
OPL TOTAL CKI			10,726
owat	Checkout	First Time CKO	9,403
owat	Checkout	Phone Renewal	168
owat	Checkout	Other Renewal	263
owat	Checkout	Opac Renewal	897
owat	OPL TOTAL CKO		10,731

CKI & CKO - physical items			Feb-24
owat	Checkin	Normal CKI	10,051
owat	Checkin	Late Checkin	1,957
OPL TOTAL CKI			12,008
owat	Checkout	First Time CKO	10,869
owat	Checkout	Phone Renewal	173
owat	Checkout	Other Renewal	293
owat	Checkout	Opac Renewal	839
owat	OPL TOTAL CKO		12,174

New Borrowers Feb 2025

bp	6
owat	89

Library Visits Feb 2025

bp	N/A
owat	6,612

ILL/Loaned Feb 2025

bp	379
owat	1,113

ILL/Borrowed Feb 2025

bp	215
owat	1,049

ILL/Loaned Feb 2024

bp	484
owat	1,226

ILL/Borrowed Feb 2024

bp	275
owat	1,261

Library Services Report – February

OVERDRIVE/Libby in February 2025:

648 patrons checked out:

1,074 eBooks

1,139 eAudio

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

34 eBooks/day and 26 eAudio/day in Jan 2024

FREEGAL in February 2025:

12 patrons Downloaded 129 songs

16 patrons Streamed 1,003 songs

HOOPLA in February 2025:

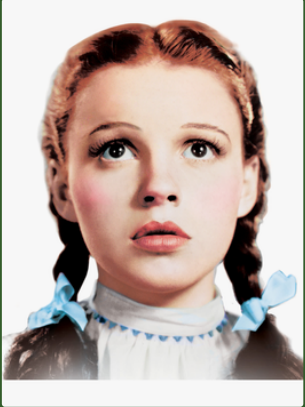
368 patrons checked out 1,095 titles

Hoopla circ increased most months in 2024/25, and this is the fourth time we've gone above 1,000.

MOVIES

of the

DECADE



The Wizard of Oz

Thursday,
March 27

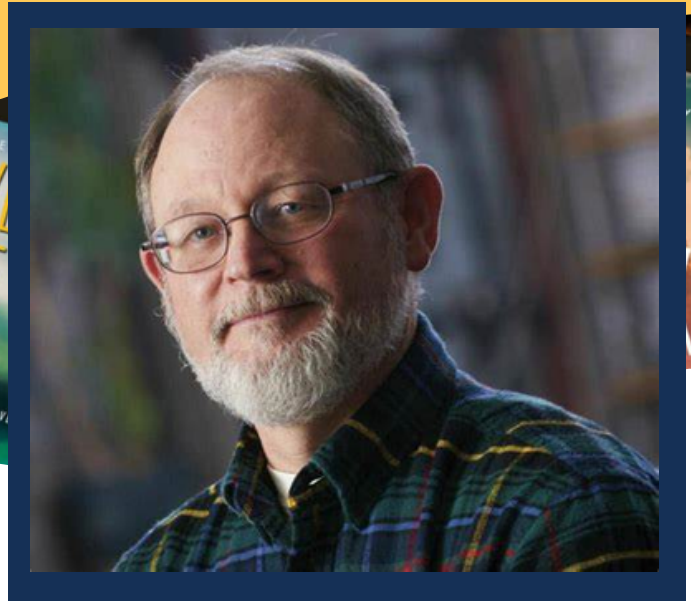
2 PM

A Kansas farm girl, Dorothy, is swept to Oz, where she teams up with a Scarecrow, Tin Man, and Lion to find the Wizard and escape the Wicked Witch, who wants her ruby slippers!

Rated G



An Evening with **William Kent Krueger**



Monday, April 7
6:30 - 7:45 PM
Owatonna Public Library

Lecture and Book Signing
Free and Open to the Public!