



LIBRARY BOARD MEETING
Thursday, April 17, 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. March 20, 2025 Minutes of the OPL Meeting
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report April
- 7. Library Use Reports**
 - 7.a. Library Use Report March
 - 7.b. Library Services Report March
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. Movie of the Decade Casablanca
 - 9.b. The Amazing Race -Library Edition April 24, 2025
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**



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OWATONNA

LIBRARY BOARD MEETING
Thursday, March 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, March 20, 2025. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: President Trudy Severson, Secretary Julianna Skluzacek, Trustee Karen Malin, Trustee Quinn Meyer, Library Director Mark Blando, Administrative Technician Maria Hanson, Librarian Darla Lager, Guest: Don McCann

Absent: Vice President Amy Tapp

1. Call to Order

The meeting was called to order by President Severson at 4:33pm.

2. Reminder of Open Meeting Law

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

Don McCann city council member attended the meeting as an observer.

4. Approval of the Last Meeting Minutes

4.a. February 20, 2025 Minutes of the OPL Board Meeting

Trustee Malin moved and Trustee Meyer seconded to approve the minutes of the February 20, 2025, meeting. All ayes, motion approved.

5. Children's Services Report

Read Around the World, a Storytime program in partnership with the Kiwanis club, began last month with local celebrities as guest readers. Matt Jessop, Mayor, was our biggest celebrity reader. He read to a group of 38 children and parents. The Kiwanis club provided a book for each child to take home. Lager presented several visits last month to pre-schools.

The plans for the summer reading program are going well. We will be getting T-shirts soon.

6. Financial Reports

6.a. Financial Report March

In January, due to strong winds part of the chimney blew off the roof. The copper piece smashed some of the clay tiles on the roof. Brick and debris were found in the alley. Facilities were on site quickly to determine the safety of the area. The alley was blocked off and a tarp was added to the roof to prevent moisture in the building. Jeff Louks, our facility manager, will use half of the designated CIP (Capital Improvement Plan) funds to repair the roof. The other half of the funds will be used for the roof study recently approved by the city council.

The A/V equipment upgrade project for the Gainey room needs to be requested. Overall, our day-to-day budget is going well.

7. Library Use Reports

7.a. Library Use Report February

7.b. Library Services Report February

Another busy month for the library 10,731 check outs and 89 new patrons. It was also another busy month for Hoopla and other digital downloads. This is the last month for five checkouts in Hoopla program. Beginning in April we are going to three checkouts. Blando will formulate a statement to the public notifying them of the expense and the need for the change. Per Blando a report was done to research usage report, and it was found that all checkouts are from patrons within Steele County.

8. SELCO Updates

No SELCO meeting this month. There is continued training for the new ILS Evergreen system. Certain staff members are now learning how to catalog. SELCO training courses are recorded, which has been helpful. This migration is a big process in the library world. The go live date is May 1st. On April 28th-30th there will be no access to patron records, and we will not be able to do any check-ins. We can check out but only if users have their cards. The library will be closed on April 30th for last-minute transitions and updates. We are excited because the new system is better, but it also brings lots of changes with new terminology.

SELCO has been sending information about the federal spending cuts to libraries. They are sharing data and information on how current federal spending affects programs. The articles discuss how federal funding is used now along with grant opportunities.

9. Upcoming Programs

9.a. Movie of the Decade - The Wizard of Oz - Thursday April 27th

9.b. Author Visit William Kent Krueger - April 7, 2025

Last month our first movie was The Gold Rush. We have movies planned for the whole year thanks to Cassie, our previous librarian. Allison is currently handling this and taking charge of it. Movies are shown in Gainey Room on the fourth Thursday of each month.

William Kent Krueger is a mystery writer from Minnesota. On April 7th he will be giving a talk as well as signing and selling books. We have partnered with John from The Little Professor Bookstore to acquire the books for signing.

10. 125th Anniversary Planning

This year, we're excited to introduce our new seed exchange program. Many libraries have adopted seed library programs, and ours is no exception. This initiative provides free seeds, with the hope that after the growing season, participants will return seeds for others to enjoy. The program aims to educate and offer support on planting, growing, harvesting, and saving seeds, while promoting sustainable practices for growing your own food. We've also received generous donations to help launch the program.

On March 17th, we hosted a Tile Art program in the library's reading room. We provided tiles, stencils, and markers for participants. The event saw a wonderful turnout with people of all ages, showcasing a lot of creativity in their tile designs. Everyone left with their own unique tile to take home.

Blando stated that staff are doing amazing things with each event. The Amazing race in the next activity on April 24th

April 7th -10th is National Library week. The author William Kent Krueger will kick off the events for the week.

Each department in the city is hosting an open house as part of the Worksite Passport Program, where you can learn more about what each department offers. The library's open house is on April 10th from 11- 1pm. Brandon is creating special commemorative coins to hand out, and we'll have a variety of activities including tile art, a scavenger hunt, and opportunities to sign up for a library card. The Makerspace will also be open during the event.

11. Library Updates

We currently have two openings for our library assistant positions. The application window just closed with 102 applicants. We also have current openings for two shelving positions, there were 20 applicants for these two positions. Blando hopes to have all positions hired by the end of April.

There is also an opening for a new branch manager at the Blooming Prairie Library. This position will be posted. Blando will be a part of the interview process, however the position is part of the city administration. The current City Administrator has also left their position in Blooming Prairie.

Blando is finishing up the annual report. This report tracks all library data including circulation, staffing, and financial data.

Mark is finishing up performance reviews. This is important feedback to give employees. He hopes to have them completed within the next few weeks.

Blando reached out to Amy Tapp about creating a Career Force section in the library. The application has been submitted to launch this program.

A Riverland staff person also recently contacted Mark about having a resource here in the library.

We've relaunched our podcast today. Our new themes over the next few months will be related to our 125th anniversary events, today theme was *Time Marches On*. The podcast should be available early next week.

12. Library Renovation Update

The roof study will take place soon, it has been approved by the city council.

Blando still hopes to meet with Jenna Tuma, assistant city administrator soon for RFP upgrade project.

Adjourn

The motion to adjourn was made by Skluzacek and seconded by Malin. All ayes. Meeting adjourned at 5:10pm.

The next board meeting will be on Thursday, April 17, 2025 at 4:30pm.

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 4/2025

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-				202,500.00-		108,248.73-
Subtotal:		202,500.00-				202,500.00-		108,248.73-
100-34105-590-591-000000	COPIES & PRINTING	5,500.00-	80.79-	1,401.24-		4,098.76-	25.477	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	750.00-	13.13-	106.67-		643.33-	14.223	3,785.82-
Subtotal:		6,250.00-	93.92-	1,507.91-		4,742.09-	24.127	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	11.00-	141.24-		1,358.76-	9.416	1,301.19-
Subtotal:		1,500.00-	11.00-	141.24-		1,358.76-	9.416	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,250.00-	104.92-	1,649.15-		208,600.85-	.784	118,892.38-
Department number: LIBRARY		210,250.00-	104.92-	1,649.15-		208,600.85-	.784	118,892.38-
Revenue	Subtotal -----	210,250.00-	104.92-	1,649.15-		208,600.85-	.784	118,892.38-

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		153,723.77		423,398.23	26.636	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	249,679.00		54,866.55		194,812.45	21.975	186,002.39
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00		2,446.14		27,353.86	8.209	11,147.00
100-41410-590-591-000000	PERA	62,010.00		15,644.27		46,365.73	25.229	58,001.78
100-41420-590-591-000000	FICA	65,530.00		15,549.11		49,980.89	23.728	57,655.98
100-41500-590-591-000000	INSURANCE	93,096.00		21,718.45		71,377.55	23.329	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	4,883.00		1,202.95		3,680.05	24.635	4,513.63
Subtotal:		1,082,120.00		265,151.24		816,968.76	24.503	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,100.00	89.40	741.35		2,358.65	23.915	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		2,817.42		3,682.58	43.345	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	1,033.63	8,803.08		36,196.92	19.562	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00		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	482.29	2,642.28		11,357.72	18.873	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	300.00				300.00		6,067.55
Subtotal:		98,600.00	1,605.32	15,564.77		83,035.23	15.786	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	31,500.00	2,455.00	18,146.32		13,353.68	57.607	36,975.00
100-43121-590-591-000000	PHONE	1,100.00		320.18		779.82	29.107	1,276.02
100-43122-590-591-000000	POSTAGE	200.00				200.00		204.00
100-43123-590-591-000000	ALARM SERVICES	525.00		293.46		231.54	55.897	586.92
100-43130-590-591-000000	FINANCIAL PROCESSING							1.00-
100-43220-590-591-000000	TRAVEL & TRAINING	1,750.00		47.11		1,702.89	2.692	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		5,175.00		15,525.00	25.000	20,700.00
100-43510-590-591-000000	LICENSES							140.00
100-43710-590-591-000000	REPAIR & MAINT - BLD	5,000.00		3,620.49		1,379.51	72.410	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	72.08	72.08		427.92	14.416	760.25
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00		109.52		990.48	9.956	831.90
100-43980-590-591-000000	COMPUTER SERVICES	49,000.00	2,371.46	12,236.60		36,763.40	24.973	26,312.43
Subtotal:		123,375.00	4,898.54	40,329.17		83,045.83	32.688	111,975.59
Program number: 591 LIBRARY		1,304,095.00	6,503.86	321,045.18		983,049.82	24.618	1,209,686.81

Period Ending: 4/2025

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	6,503.86	321,045.18		983,049.82	24.618	1,209,686.81
Expense	Subtotal -----	1,304,095.00	6,503.86	321,045.18		983,049.82	24.618	1,209,686.81
Fund number: 100 GENERAL FUND		1,093,845.00	6,398.94	319,396.03		774,448.97	29.199	1,090,794.43
*****	End of Report	*****						

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

CKI & CKO - physical items			Mar-25
bp	Checkin	Normal CKI	1,007
bp	Checkin	Late Checkin	220
BP TOTAL CKI			1,227
bp	Checkout	First Time CKO	1,021
bp	Checkout	Phone Renewal	22
bp	Checkout	Other Renewal	35
bp	Checkout	Opac Renewal	154
bp	BP TOTAL CKO		1,232

CKI & CKO - physical items			Mar-24
bp	Checkin	Normal CKI	1,127
bp	Checkin	Late Checkin	266
BP TOTAL CKI			1,393
bp	Checkout	First Time CKO	1,078
bp	Checkout	Phone Renewal	84
bp	Checkout	Other Renewal	24
bp	Checkout	Opac Renewal	192
bp	BP TOTAL CKO		1,378

CKI & CKO - physical items			Mar-25
owat	Checkin	Normal CKI	9,841
owat	Checkin	Late Checkin	2,241
OPL TOTAL CKI			12,082
owat	Checkout	First Time CKO	10,445
owat	Checkout	Phone Renewal	169
owat	Checkout	Other Renewal	329
owat	Checkout	Opac Renewal	1,119
owat	OPL TOTAL CKO		12,062

CKI & CKO - physical items			Mar-24
owat	Checkin	Normal CKI	9,712
owat	Checkin	Late Checkin	2,285
OPL TOTAL CKI			11,997
owat	Checkout	First Time CKO	10,793
owat	Checkout	Phone Renewal	211
owat	Checkout	Other Renewal	386
owat	Checkout	Opac Renewal	933
owat	OPL TOTAL CKO		12,323

New Borrowers Mar 2025		Library Visits Mar 2025	
bp	5	bp	N/A
owat	76	owat	7,140

ILL/Loaned Mar 2025		ILL/Borrowed Mar 2025		ILL/Loaned Mar 2024		ILL/Borrowed Mar 2024	
bp	464	bp	252	bp	470	bp	234
owat	1,108	owat	1,089	owat	1,187	owat	1,259

Library Services Report March

OVERDRIVE/Libby in March 2025:

660 Patrons checked out:

1,273 eBooks

1,219 eAudio

41 eBooks/day and 39 eAudio/day in Mar 2025

40 eBooks/day and 36 eAudio/day in Mar 2024

FREEGAL in March 2025:

15 Patrons Downloaded 170 songs

16 Patrons Streamed 605 songs

HOOPLA in March 2025:

393 Patrons checked out 1,188 titles

MOVIES of the **DECADE**

CASABLANCA



**Thursday,
April 24
2 PM**

The ultimate World War II love triangle! Rick's buzzing nightclub, Ilsa's dramatic reappearance, and Victor's daring escape from the clutches of the Nazis. Will Rick choose romance or heroism? Iconic lines, epic sacrifices, and a whole lot of 1940s charm.

Rated PG

AMAZING RACE

LIBRARY ★ EDITION

APRIL 24
6-7:45 PM

It's the most daring competition ever attempted.

Teams will race around the “amazing” library
through a number of challenges.

Gather your team because this is a race
like no other in history.

Teams must register prior to the event!



Scan here or stop by
the Library to register!



OWATONNA
Public Library