



LIBRARY BOARD MEETING
Thursday, May 15, 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. Library Board Meeting Minutes April 17, 2025
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report May
- 7. Library Use Reports**
 - 7.a. Library Use Report - April
 - 7.b. Library Services Report - April
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. Movie of the Decade - Singin' in the Rain - May 22nd
 - 9.b. Rock Painting - May 24th
 - 9.c. Salon at the Library - May 29th
 - 9.d. June 6th Children's Summer Reading Program Kick-Off
 - 9.e. Adult Summer Reading Program June 1 - August 18
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**
- 13. Schedule Change - Next Library Board Meeting June 26, 2025**



LIBRARY BOARD MEETING

**Thursday, April 17, 2025
at 4:30 PM Gainey Room,
Owatonna Public Library**

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday April 17, 2025. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: President Trudy Severson, Vice President Amy Tapp, Trustee Karen Malin, Trustee Quinn Meyer, Library Director Mark Blando, Administrative Technician Maria Hanson

Absent: Secretary Julianna Skluzacek, Librarian Darla Lager

1. Call to Order

The meeting was called to order by President Severson at 4:32pm.

2. Reminder of Open Meeting Law

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

4. Approval of the Last Meeting Minutes

4.a. March 20, 2025 Minutes of the OPL Meeting

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

5. Children's Services Report

Blando shared Lager's children's services report. Storytime continued last month. It was held 8 times with 225 children attending. We're continuing to prepare for this year's summer reading activities. T-shirts were handed out to the board for the summer reading program.

6. Financial Reports

6.a. Financial Report April

Blando said budget looks pretty good. Extra hours were given to staff when Cassie resigned, and Andrea was out. Three staff received a temporary increase in hours during this time. This will change back to normal hours. Interviews were completed and two conditional offers are out for library assistant positions. There were 20 phone interviews and 5 in person interviews. Also, this week we held interviews for three pager positions. We are finally getting back to normal staffing levels again.

The CIP vendor was chosen for AV equipment replacement in the Gainey room. Installation will take place in June. The Gainey room will be closed during this time. Also roof repair is designated with CIP funds. Mark is waiting to hear from Jeff Louks about the repair date.

Overall, the budget is looking good.

7. Library Use Reports

7.a. Library Use Report March

7.b. Library Services Report March

12,082 checkouts a little down from last year to date.

For Hoopla we will be limiting people to three checkouts a month starting in May. Mark will be notifying patrons about this change. The program is too expensive to maintain, and we hope by limiting checkouts it will keep costs down. It is a very popular program. This month the cost was almost \$3000. Harry Potter, Frieda McFadden etc. have been popular downloads for this program.

8. SELCO Updates

Blando attended a SELCO meeting on Tuesday. They talked about the migration rollover to the new system. They sent a sandbox to clients to test the software and give feedback.

For the program, Overdrive (Libby), a report was done to show how much money was spent versus number of checkouts. We are under spending on Overdrive. We will be increasing what we are paying. Mark will keep us informed about what these numbers will be.

There were also discussions about funding at the federal level. As of right now there are no concrete answers yet to what was going to happen.

9. Upcoming Programs

9.a. Movie of the Decade - Casablanca

9.b. The Amazing Race -Library Edition April 24, 2025 – We have never done before. Volunteers may be needed.

William Kent Krueger was at the library on April 7th. It was very well attended. People showed up early to attend. Kent Krueger is a very good speaker. He signed books and took pictures with his fans.

We also recently held an open house for city departments on April 10th. It is a passport program where city staff earn stamps for places visited. During the open house we did several stations that included tile art, tours of the Library by Nancy, makerspace demonstrations, and a scavenger hunt. We signed up four staff with new library cards. We gave out commemorative coins and bookmarks made from the makerspace equipment.

10. 125th Anniversary Planning

Events coming up at the library.

- Mystery at the Library. This is an interactive murder mystery.
- Rock Painting
- Salon event This will involve a series of discussion topics. How books and literature influence your life. We are going to have Ted Talks, conversations, etc. More details to come on this.

Another podcast is out. This one is about staff at the library.

Blando is very happy with how things are turning out with the 125th anniversary events.

11. Library Updates

The opening for the Blooming Prairie position has closed. Mark is on the interview committee. The library is currently running limited hours right now. Nancy is doing Storytime and Laura is filling in wherever she can. Allison went to Blooming Prairie last week to help Laura learn the new system.

We are sending two staff to a Teen Lit Conference in Mendota Heights. The hope is that they gather as much information as they can.

We are working on a meeting room policy for the library. This policy includes items such as meeting guidelines for profit and non-profit groups, what to do if the library needs the room, scheduling times etc.

12. Library Renovation Update

Blando and Tuma still need to arrange a time to meet to discuss renovations at the library. No update yet. There is a strong need for more meeting spaces at the library. The renovations would be all internal. Suggestion by the board to include an interior designer for ideas.

New furniture will be coming this year for children's services.

Blando wanted to thank Trudy Severson for her many years of service on the library board (9 years). Trudy has always been so generous with her time and great supporter of the library with the book fair and as a library lover. Thank you for all you have done for the library.

Motions to adjourn were made by Malin and seconded by Tapp. All ayes. Meeting adjourned at 5:08pm.

The next board meeting will be on Thursday, May 15, 2025, at 4:30pm

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 5/2025

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-	87.87-	1,915.43-		3,584.57-	34.826	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	1,200.00-	4.19-	159.46-		1,040.54-	13.288	3,785.82-
Subtotal:		6,700.00-	92.06-	2,074.89-		4,625.11-	30.969	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	100.89-	295.12-		1,204.88-	19.675	1,301.19-
Subtotal:		1,500.00-	100.89-	295.12-		1,204.88-	19.675	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,700.00-	192.95-	2,370.01-		208,329.99-	1.125	118,892.38-
Department number: LIBRARY		210,700.00-	192.95-	2,370.01-		208,329.99-	1.125	118,892.38-
Revenue	Subtotal -----	210,700.00-	192.95-	2,370.01-		208,329.99-	1.125	118,892.38-

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 5/2025

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
100-41000-590-591-000000	WAGES - REGULAR FT	621,741.00		200,195.80		421,545.20	32.199	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	274,861.00		72,077.82		202,783.18	26.223	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	67,245.00		20,420.51		46,824.49	30.367	58,001.78
100-41420-590-591-000000	FICA	70,870.00		20,202.10		50,667.90	28.506	57,655.98
100-41500-590-591-000000	INSURANCE	84,384.00		29,676.68		54,707.32	35.169	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	5,466.00		1,565.95		3,900.05	28.649	4,513.63
Subtotal:		1,154,367.00		346,585.00		807,782.00	30.024	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,750.00		1,175.93		2,574.07	31.358	7,015.77
100-42100-590-591-000000	OPERATING SUPPLIES	500.00				500.00		283.45
100-42110-590-591-000000	CLEANING SUPPLIES	750.00				750.00		
100-42210-590-591-000000	REPAIR & MAINT SUPPL	9,000.00		3,364.15		5,635.85	37.379	3,168.68
100-42300-590-591-000000	SMALL TOOLS & MINOR	3,500.00				3,500.00		921.09
100-42310-590-591-000000	SAFETY EQUIPMENT & P	150.00		118.27		31.73	78.847	86.30
100-42510-590-591-000000	LIBRARY MATERIALS -	45,000.00	865.50	12,887.84		32,112.16	28.640	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00	267.80	776.26		8,223.74	8.625	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 -	12,500.00		3,480.88		9,019.12	27.847	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	9,000.00				9,000.00		6,067.55
Subtotal:		102,150.00	1,133.30	21,803.33		80,346.67	21.344	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	26,500.00		18,785.32		7,714.68	70.888	36,975.00
100-43121-590-591-000000	PHONE	1,100.00		426.91		673.09	38.810	1,276.02
100-43122-590-591-000000	POSTAGE	200.00				200.00		204.00
100-43123-590-591-000000	ALARM SERVICES	585.00		293.46		291.54	50.164	586.92
100-43130-590-591-000000	FINANCIAL PROCESSING							1.00-
100-43220-590-591-000000	TRAVEL & TRAINING	1,500.00		47.11		1,452.89	3.141	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	21,000.00		5,175.00		15,825.00	24.643	20,700.00
100-43510-590-591-000000	LICENSES							140.00
100-43710-590-591-000000	REPAIR & MAINT - BLD	5,000.00		3,993.45		1,006.55	79.869	4,329.36
100-43720-590-591-000000	REPAIR & MAINT - EQU	5,200.00		308.41		4,891.59	5.931	13,653.76
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00		72.08		427.92	14.416	760.25
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00		164.28		935.72	14.935	831.90
100-43980-590-591-000000	COMPUTER SERVICES	38,000.00		12,236.60		25,763.40	32.202	26,312.43
Subtotal:		102,485.00		41,502.62		60,982.38	40.496	111,975.59
Program number: 591 LIBRARY		1,359,002.00	1,133.30	409,890.95		949,111.05	30.161	1,209,686.81

Period Ending: 5/2025

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		1,359,002.00	1,133.30	409,890.95		949,111.05	30.161	1,209,686.81
Expense	Subtotal -----	1,359,002.00	1,133.30	409,890.95		949,111.05	30.161	1,209,686.81
Fund number: 100 GENERAL FUND		1,148,302.00	940.35	407,520.94		740,781.06	35.489	1,090,794.43
*****	End of Report *****							

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

CKI & CKO - physical items			Apr-25
bp	Checkin	Normal CKI	923
bp	Checkin	Late Checkin	151
BP TOTAL CKI			1,074
bp	Checkout	First Time CKO	852
bp	Checkout	Phone Renewal	39
bp	Checkout	Other Renewal	30
bp	Checkout	Opac Renewal	177
bp	BP TOTAL CKO		1,098

CKI & CKO - physical items			Apr-24
bp	Checkin	Normal CKI	1,218
bp	Checkin	Late Checkin	252
BP TOTAL CKI			1,470
bp	Checkout	First Time CKO	1,184
bp	Checkout	Phone Renewal	69
bp	Checkout	Other Renewal	23
bp	Checkout	Opac Renewal	160
bp	BP TOTAL CKO		1,436

CKI & CKO - physical items			Apr-25
owat	Checkin	Normal CKI	8,087
owat	Checkin	Late Checkin	2,399
OPL TOTAL CKI			10,486
owat	Checkout	First Time CKO	8,409
owat	Checkout	Phone Renewal	229
owat	Checkout	Other Renewal	271
owat	Checkout	Opac Renewal	826
owat	OPL TOTAL CKO		9,735

CKI & CKO - physical items			Apr-24
owat	Checkin	Normal CKI	10,549
owat	Checkin	Late Checkin	2,383
OPL TOTAL CKI			12,932
owat	Checkout	First Time CKO	10,394
owat	Checkout	Phone Renewal	217
owat	Checkout	Other Renewal	267
owat	Checkout	Opac Renewal	945
owat	OPL TOTAL CKO		11,823

New Borrowers April 2025

bp	1
owat	98

Library Visits April 2025

bp	N/A
owat	6,996

ILL/Loaned April 2025

bp	N/A
owat	N/A

ILL/Borrowed April 2025

bp	N/A
owat	N/A

ILL/Loaned Mar 2024

bp	421
owat	1,120

ILL/Borrowed Mar 2024

bp	240
owat	1,076

NOTES: CKI & CKO stats are through April 27 only, after which we were offline several days before migrating to the new system May 1. Selco provides monthly ILL numbers, but they are swamped these days and have not run the April numbers yet.

Library Services Report April

OVERDRIVE/Libby in April 2025:

659 patrons checked out:

1,164 eBooks

1,247 eAudio

36 eBooks/day and 42 eAudio/day in Apr 2024

38 eBooks/day and 36 eAudio/day in Apr 2024

FREEGAL in April 2025:

10 patrons Downloaded 129 songs

12 patrons Streamed 946 songs

HOOPLA in April 2025:

362 patrons checked out 982 titles

MOVIES of the DECADE

SINGIN' IN THE RAIN



**Thursday,
May 22
2 PM**

With iconic performances like the joyful "Singin' in the Rain" number, dazzling dance routines, and a story bursting with heart, this film is an exhilarating ride into the golden age of cinema.

Rated G

Run time: 1 h 43 min

Rock Painting

Saturday, May 24

9:30 - 11:30 AM



Express your creativity
through painted rocks!

Turn your outdoor space
into a colorful art display,
one painted rock at a
time!



OWATONNA
Public Library

Come join us to discuss the power of
books and authors in our world!

Salon at Your Library

MAY | 29 | 6 PM

GAINEY ROOM



Adult Summer Reading Program

A Summer reading program just for the grown ups!!

JUNE 1-AUGUST 15, 2025

Read 5 books to receive a prize ticket. Each additional 5 books read, receive a prize ticket. The more you read, the more entry tickets you receive. Winners of prize drawing will be announced 8/18/25.

Brought to you by Owatonna Public Library's 125th Anniversary celebration.



Turn this slip in at Adult Services Circulation Desk once you have Read 5 books to receive your participation gift and a prize ticket. For each additional 5 books read, you will receive 1 prize ticket. Write your first name, last name, phone number on the back of your ticket, put in the drawing box of your choice. Prizes will be drawn and announced on 8/18/25

Name: _____



TITLE: _____

AUTHOR: _____

TITLE: _____

AUTHOR: _____



TITLE: _____

AUTHOR: _____

TITLE: _____

AUTHOR: _____



TITLE: _____

AUTHOR: _____

For each additional 5 books read, you will receive 1 prize ticket. Write your first name, last name, phone number on the back of your ticket, put in the drawing box of your choice. Prizes will be drawn and announced on 8/18/25

Name: _____



TITLE: _____
AUTHOR: _____

TITLE: _____
AUTHOR: _____



TITLE: _____
AUTHOR: _____

TITLE: _____
AUTHOR: _____



TITLE: _____
AUTHOR: _____

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Name: _____



TITLE: _____
AUTHOR: _____

TITLE: _____
AUTHOR: _____



TITLE: _____
AUTHOR: _____

TITLE: _____
AUTHOR: _____



TITLE: _____
AUTHOR: _____