



LIBRARY BOARD MEETING
Thursday, June 26, 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. Welcome New Library Board of Trustee**
- 5. Election of New Officers**
- 6. Approval of Last Meeting Minutes**
 - 6.a. Library Board Meeting Minutes May 15, 2025
- 7. Children's Services Report**
- 8. Financial Reports**
 - 8.a. Financial Report -June
- 9. Library Use Reports**
 - 9.a. Library Services Report - May
- 10. SELCO Updates**
- 11. Upcoming Programs**
 - 11.a. Teen Thursday Schedule
- 12. 125th Anniversary Planning**
- 13. Library Updates**
- 14. Library Renovation Update**



LIBRARY BOARD MEETING
Thursday, May 15, 2025, at 4:30 PM
Gainey Room, Owatonna Public Library

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday May 15, 2025. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: Vice President Amy Tapp, Trustee Karen Malin, Secretary Julianna Skluzacek, Library Director Mark Blando, Administrative Technician Maria Hanson

Absent: Trustee Quinn Meyer, Librarian Darla Lager

1. Call to Order

The meeting was called to order by Vice President Tapp at 4:38pm.

2. Reminder of Open Meeting Law

The open meeting law applies to board meetings.

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

No public comment.

4. Approval of the Last Meeting Minutes

4.a. Library Board Meeting Minutes April 17, 2025

Clarification questions from Trustee Malin.

What is the sandbox in Evergreen? Blando stated this is the practice area of the Evergreen software. It mirrors the actual software so users can test and try things without manipulating the original content data.

Clarification on the Libby software and additional payment. Blando stated that the library needs to scale up the payment for this program in proportion to what is currently being used.

Trustee Malin moved, and Trustee Skluzacek seconded to approve the minutes of the April 17, 2025, meeting. All ayes, motion approved

5. Children's Services Report -

Storytime continued throughout the month of April. It was held 10 times and attended by 275 children and adults. Absolute Airs, a business in Faribault, presented on liquid nitrogen. They froze fruit and flowers and then smashed them. The audience of 64 attended and had ice cream from liquid nitrogen.

6. Financial Reports

6.a. Financial Report May

Blando stated that the budget still looks good. We will be spending some funds on getting the carpets cleaned throughout the library this month.

The budget review calendar has been moved to an earlier date. The City Council is requesting a list of big-ticket items to help with levy planning.

The roofing survey is currently happening now. There have been surveyors on the roof evaluating and taking drone pictures. This will give us a better idea as to the dollar amount needed to fix it. The plan is to fix the roof by next year, more to report on this later. Also looking into air duct cleaning that needs to be done at the library.

7. Library Use Reports

7.a. Library Use Report - April

7.b. Library Services Report – April

Year to date checkouts were about 2000 short from this time last year. This could be because we didn't have circulation access during the last week of April while we were transitioning to the new library system. No numbers to report for ILL this month due to the transition. SELCO has been very busy.

We had close to 7000 visits in April. National library week was in April, and we pushed people into getting a new library card or updating their current card if they could not find it.

8. SELCO Updates

SELCO's focus is the transition to Evergreen. The update is complete, and we can do many of our main service options and check in/check out procedures. There are some small things we still cannot do such as certain reports and sending text messages. Our self-checking stations have been down for two weeks. We are working with SELCO and Equinox and right now they are pointing fingers at each other on the problem. Our IT department has also been involved.

We also are having some issues with Metronet. People who use Metronet as their internet service provider cannot access card catalog online. The '*my account*' feature has been removed and replaced with '*sign in*'.

SELCO has been inundated with questions from all libraries. Staff have been awesome, asking great questions and coming up with solutions.

9. Upcoming Programs

- 9.a. Movie of the Decade - Singin' in the Rain - May 22nd- Shown in the Gainey room screen with surround sound
- 9.b. Rock Painting - May 24th-Saturday morning. This event is for all ages
- 9.c. Salon at the Library - May 29th- Here is a chance to talk about topics. Previously, before newspapers and TV, people would get together to talk. Our topic for this will be the power of books and authors in our world. This Salon event is something we have never done before.
- 9.d. June 6th Children's Summer Reading Program Kick-Off from 3-6pm We expect over 300 people to attend.
- 9.e. The Adult Summer Reading Program is June 1 - August 15. This year we are doing an Adult Reading Program. This is our first real big attempt to do this.

Update on past events

For Downtown Thursdays the city has a booth. The first event is on June 5th and will be hosted by the library. We will be promoting our summer reading kick-off. Maria, Allison, Mark and Darla will be there.

Our Amazing Race event was last month. There were team challenges with six teams participating. Everyone had a lot of fun.

The Mystery at the Library event had about 15 people. Clues were scattered all around the library for our detectives to solve the case. Christina, Syd and Allison put this together. There was also an article in the People's Press about the event.

Christina did a couple programs for the public on Aspen. This is the public facing program for the new library system. She presented an afternoon and evening session.

We are still waiting to hear from the schools to schedule the shoutouts.

10. 125th Anniversary Planning

Library con is the last program scheduled for our anniversary event. It will be held on Saturday, 2/21/26, from 9am-12pm. During this time, we will highlight all the activities we have done throughout the year. Will have book talks and encourage patrons to cosplay as favor author.

11. Library Updates

Two new staff started this past week. Karen Leuch and Darci Stanford. They are our new part-time library assistants scheduled for 24 hours per week. They are currently sitting through a lot of online training and shadowing staff at the desk. We are finally

at the staffing level we had pre-covid. We have also hired three new pages. Val, Penelope and Danika. High schoolers who work most afternoons.

The date for Gainey room AV equipment will take place during the week of June 16th. The room will be out of commission for the entire week. We will be adding video conferencing capabilities along with the new equipment. We hope to have a demonstration at our next board meeting.

The damaged roof and tile from the last storm have been fixed for now. The chimney still needs work, but it is stable for now.

Blando was on the interview panel for the new Blooming Prairie library manager. A conditional offer out to the candidate has been made. They have accepted but Mark cannot disclose their name until it is official. Hopefully they will start next week.

We had a city employee dinner last month. Darla Lager completed 20 years of service with the library. Every department was asked to make two centerpieces. The adult services centerpiece was a book nook, vase, and Lego flower combination. It won as the best centerpiece of the evening! The children's services area created a paper-folded book vase. This is the one our city administrator, Kris, chose to take home.

Mayor Matt and Mark interviewed for the new library board member position. More information will be coming soon on the new trustee. Blando suggested thinking about positions for the election of officers at the next June board meeting.

12. Library Renovation Update

No report

13. Schedule Change - Next Library Board Meeting June 26, 2025

Motions to adjourn were made by Skluzacek and seconded by Malin. All ayes. Meeting adjourned at 5:11pm.

The next board meeting will be on Thursday, June 26, 2025, at 4:30pm

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 6/2025

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-		130,088.41-
Subtotal:		202,500.00-				202,500.00-		130,088.41-
100-34105-590-591-000000	COPIES & PRINTING	5,500.00-	175.27-	2,467.38-		3,032.62-	44.861	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	1,200.00-	33.71-	219.37-		980.63-	18.281	3,785.82-
Subtotal:		6,700.00-	208.98-	2,686.75-		4,013.25-	40.101	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	10.00-	425.01-		1,074.99-	28.334	1,301.19-
Subtotal:		1,500.00-	10.00-	425.01-		1,074.99-	28.334	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,700.00-	218.98-	3,111.76-		207,588.24-	1.477	140,732.06-
Department number: LIBRARY		210,700.00-	218.98-	3,111.76-		207,588.24-	1.477	140,732.06-
Revenue	Subtotal -----	210,700.00-	218.98-	3,111.76-		207,588.24-	1.477	140,732.06-

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		246,229.82		375,511.18	39.603	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	274,861.00		91,812.10		183,048.90	33.403	186,002.39
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00		3,105.59		26,694.41	10.421	11,147.00
100-41410-590-591-000000	PERA	67,245.00		25,339.35		41,905.65	37.682	58,001.78
100-41420-590-591-000000	FICA	70,870.00		25,065.05		45,804.95	35.368	57,655.98
100-41500-590-591-000000	INSURANCE	84,384.00		37,634.91		46,749.09	44.600	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	5,466.00		1,944.58		3,521.42	35.576	4,513.63
Subtotal:		1,154,367.00		431,131.40		723,235.60	37.348	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,750.00	295.52	1,879.89		1,870.11	50.130	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	23.78	3,493.21		5,506.79	38.813	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	2,166.88	16,823.64		28,176.36	37.386	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00	63.86	840.12		8,159.88	9.335	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	155.54	4,535.30		7,964.70	36.282	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	9,000.00				9,000.00		6,067.55
Subtotal:		102,150.00	2,705.58	27,690.43		74,459.57	27.108	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	26,500.00	2,455.00	23,695.32		2,804.68	89.416	36,975.00
100-43121-590-591-000000	PHONE	1,100.00	62.36	533.61		566.39	48.510	1,276.02
100-43122-590-591-000000	POSTAGE	200.00				200.00		204.00
100-43123-590-591-000000	ALARM SERVICES	585.00	154.08	447.54		137.46	76.503	586.92
100-43130-590-591-000000	FINANCIAL PROCESSING							1.00-
100-43220-590-591-000000	TRAVEL & TRAINING	1,500.00		83.58		1,416.42	5.572	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		10,350.00		10,650.00	49.286	20,700.00
100-43510-590-591-000000	LICENSES							140.00
100-43710-590-591-000000	REPAIR & MAINT - BLD	5,000.00	2,948.75	8,307.20		3,307.20-	166.144	4,329.36
100-43720-590-591-000000	REPAIR & MAINT - EQU	5,200.00	354.71	787.04		4,412.96	15.135	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	54.76	273.80		826.20	24.891	831.90
100-43980-590-591-000000	COMPUTER SERVICES	38,000.00		23,419.83		14,580.17	61.631	26,312.43
Subtotal:		102,485.00	6,029.66	67,970.00		34,515.00	66.322	111,975.59
Program number: 591 LIBRARY		1,359,002.00	8,735.24	526,791.83		832,210.17	38.763	1,209,686.81

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Period Ending: 6/2025

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	8,735.24	526,791.83		832,210.17	38.763	1,209,686.81
Expense	Subtotal -----	1,359,002.00	8,735.24	526,791.83		832,210.17	38.763	1,209,686.81
Fund number: 100 GENERAL FUND		1,148,302.00	8,516.26	523,680.07		624,621.93	45.605	1,068,954.75
*****	End of Report	*****						

Library Services Report May

OVERDRIVE/Libby in May 2025:

645 patrons checked out:

1,104 eBooks

1,224 eAudio

36 eBooks/day and 39 eAudio/day in May 2024

34 eBooks/day and 38 eAudio/day in May 2024

FREEGAL in May 2025:

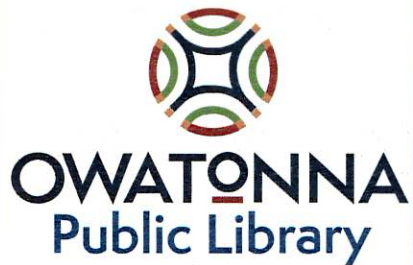
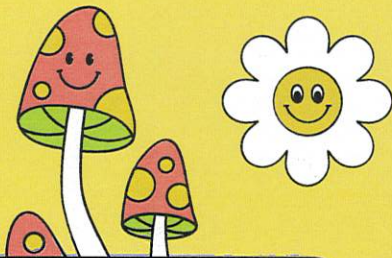
9 patrons Downloaded 65 songs

10 patrons Streamed 361 songs

HOOPLA in May 2025:

369 patrons checked out 1,162 titles

Teen Thursday Schedule



June 12, 10 AM-Noon

Board Games

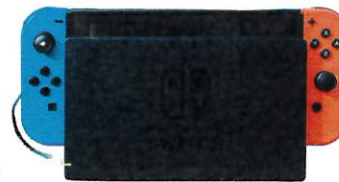
Reading Room



July 3, 10 AM-Noon

Nintendo Switch

Gainey Room



July 10, 10 AM-Noon

Coloring Creations

Reading Room



July 17, 10 AM-Noon

Karaoke

Gainey Room



July 31, 10 AM-Noon

Vintage Board Games

Reading Room



August 7, 10 AM-Noon

Friendship Bracelets

Reading Room

