



LIBRARY BOARD MEETING
Thursday, August 21, 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 Minutes June 26, 2025 (No Quorum for July Meeting)
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report - August
- 7. Library Use Reports**
 - 7.a. Library Use Report - June
 - 7.b. Library Services Report - June
 - 7.c. Library Services Report- July
 - 7.d. Blooming Prairie Library Services Report - July
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. August Movie - Back to the Future
 - 9.b. Book Tasting September 15 5:30-7:45PM
 - Bad Art Night September 25 6:00-7:45PM
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**



LIBRARY BOARD MEETING
Thursday, June 26, 2025, at 4:30 PM Gainey Room,
Owatonna Public Library

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday June 26, 2025. The meeting was held in the Owatonna Public Library Reading Conference Room at 4:30pm.

Present: Vice President Amy Tapp, Trustee Karen Malin, Trustee Quinn Meyer, Trustee Annie Harman, 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 Tapp at 4:30 PM

2. Reminder of Open Meeting Law

The open meeting law applies to the board.

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

No public comment.

4. Welcome New Library Board of Trustee

Welcome new trustee member Annie Harman. Harman is current editor at the Owatonna Peoples Press. She is excited to share her love for the library and be a member of the board.

5. Election of New Officers

The election of new officers took place at the June meeting. The board decided to keep the positions of President and Vice President and remove the position of Secretary.

For the position of President, Trustee Malin made a motion and nominated Vice President Amy Tapp, motion seconded by Trustee Meyer. All ayes, motion approved.

For the position of Vice President, President Tapp made a motion and nominated Trustee Meyer, motion seconded by Trustee Harman. All ayes, motion approved.

6. Approval of the Last Meeting Minutes

6.a. Library Board Meeting Minutes May 15, 2025

Trustee Malin moved, and Vice President Meyer seconded to approve the minutes of the May 15, 2025, meeting. All ayes, motion approved.

7. Children's Services Report

Blando highlighted the May children services report. The Owatonna Education Center (OEC) and Early Childhood Family Education Center (ECFE) visited the library last month. The first shout-out was held on May 15th. This is when library staff visit the schools to share information about the Summer Reading Program (SRP). Staff sing songs and get the kids excited about reading.

Today was the first book fair for the SRP. When children read 10 minutes a day for 20 days, they can bring in their reading log and pick out a free book to keep.

The Summer Reading Program schedule brochure was shared with the board.

8. Financial Reports

8.a. Financial Report -June

Blando shared that we are 45% through our budget. The city council has moved the timeline back this year a month to complete the budget for CIP funds. They are asking for budgetary numbers for big ticket items.

Next year the library will begin replacing and repairing the roof. We have leaks throughout the building and in the elevator shaft. This work will be done over a 3-year period.

We are also looking at repairing the HVAC system. Right now, the system is running at 50% capacity due to certain parts not working. We will be doing another study with ICS to determine long range repair plans. This could potentially be a repair with CIP funds. Trustee Harman suggested the city investigate grants to help with this cost. There are grants that have an accessibility measure clause to help cover HVAC costs due to the needs of individuals with existing health conditions. Blando stated he will explore this.

Budget meetings have started, and city staff recently completed the operational budget. Blando will be meeting with the city administrator and finance director to go over CIP budget items. Funding depends on city levy funds.

9. Library Use Reports

9.a. Library Services Report – May

Mark shared that we had 645 patrons check out 1,104 eBooks and 1,224 eAudio. Hoopla titles were 1,162. The library has limited Hoopla checkouts from 5 items to 3. This went into effect mid-June. The majority of public feedback has been supportive and understanding. This reduction was

due to the increasing cost of the program.

No library use report was available this month due to the new system.

10. SELCO Updates

SELCO is our regional library system. Owatonna is one of the larger libraries in the system. At the last meeting they discussed an automated material handling system. This new system will automatically read the barcode on the book and file appropriately to the lending library. For this to work, however, all libraries will need barcodes placed in the exact same location on the book. OPL has this placement correctly done now but other libraries will need to update their placement. This could take some time for all to complete before this will work. Currently books are manually sorted and delivered five times a week to OPL.

Another item discussed is the use of RFID tags in books. By placing an RFID tag in the book, a patron or staff could quickly check out books stacks at a time. No longer the need to scan each barcode individually. This would also apply to inventories where you could just scan across the books with a wand. We would have to purchase and install tags on all of our items. There is a push to look more into this. Currently this system is used by the Red Wing library.

Members also discussed how things are going with the new Evergreen system. Growing pains right now as we continue to learn new ways of doing things.

11. Upcoming Programs

11.a. Teen Thursday Schedule

Allison and Sid have taken charge of this area. OPL was lacking in this area. We are starting this summer to implement passive programs alongside our children services program schedule. This is our summer trial, we hope to expand the program on evenings and weekends. A summer teen program schedule was shared with the board.

11. b. UFO (Unfinished Objects) Day July 2nd

Unfinished projects day. This is another 125th anniversary event program. People can bring their unfinished projects to work on. We have an outer space theme, and prizes will be awarded for the most complete, longest unfinished and out of this world projects.

12. 125th Anniversary Planning

We are still showing a different movie each month. This month it is "To Kill a Mockingbird", next month "Jaws". Blando is continually impressed by the creativity and planning of the 125th programs this year.

13. Library Updates

In addition to the roof and HVAC system, the Gainey room audio visual equipment upgrade did not take place this month due to a scheduling conflict. Installation will be scheduled at a later

date, to be determined.

Bethany Anderson is the new Blooming Prairie library director. She comes with library experience from the Kasson library. Mark is planning to meet with Bethany next week.

Library Renovation Update

Jenna Tuma is our new City Administrator. Blando has plans to meet with Tuma next week regarding the library renovation planning.

There are plans to replace the furniture in children's services. Table, chairs, sofa seats etc. Our old furniture will be donated to anyone that can use it.

Motions to adjourn were made by Tapp and seconded by Harman. All ayes. Meeting adjourned at 5:14pm.

The next board meeting will be on Thursday, July17, 2025, at 4:30pm

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 8/2025

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-	118.46-	3,274.27-		2,225.73-	59.532	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	1,200.00-	1.39-	258.57-		941.43-	21.548	3,785.82-
Subtotal:		6,700.00-	119.85-	3,532.84-		3,167.16-	52.729	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	11.00-	601.59-		898.41-	40.106	1,301.19-
Subtotal:		1,500.00-	11.00-	601.59-		898.41-	40.106	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,700.00-	130.85-	4,134.43-		206,565.57-	1.962	140,732.06-
Department number: LIBRARY		210,700.00-	130.85-	4,134.43-		206,565.57-	1.962	140,732.06-
Revenue	Subtotal -----	210,700.00-	130.85-	4,134.43-		206,565.57-	1.962	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		294,034.50		327,706.50	47.292	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	274,861.00		110,850.53		164,010.47	40.330	186,002.39
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00		3,984.86		25,815.14	13.372	11,147.00
100-41410-590-591-000000	PERA	67,245.00		30,320.44		36,924.56	45.090	58,001.78
100-41420-590-591-000000	FICA	70,870.00		30,027.04		40,842.96	42.369	57,655.98
100-41500-590-591-000000	INSURANCE	84,384.00		45,593.14		38,790.86	54.031	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	5,466.00		2,330.61		3,135.39	42.638	4,513.63
Subtotal:		1,154,367.00		517,141.12		637,225.88	44.799	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,750.00		2,739.47		1,010.53	73.053	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		4,529.63		4,470.37	50.329	3,168.68
100-42300-590-591-000000	SMALL TOOLS & MINOR	3,500.00		61.99		3,438.01	1.771	921.09
100-42310-590-591-000000	SAFETY EQUIPMENT & P	150.00		168.29		18.29-	112.193	86.30
100-42510-590-591-000000	LIBRARY MATERIALS -	45,000.00	1,891.83	22,454.34		22,545.66	49.899	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00		2,119.26		6,880.74	23.547	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	263.62	7,264.16		5,235.84	58.113	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	9,000.00				9,000.00		6,067.55
Subtotal:		102,150.00	2,155.45	39,337.14		62,812.86	38.509	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	26,500.00	2,455.00	28,617.32		2,117.32-	107.990	36,975.00
100-43121-590-591-000000	PHONE	1,100.00		747.09		352.91	67.917	1,276.02
100-43122-590-591-000000	POSTAGE	200.00				200.00		204.00
100-43123-590-591-000000	ALARM SERVICES	585.00		447.54		137.46	76.503	586.92
100-43130-590-591-000000	FINANCIAL PROCESSING			.10-		.10		1.00-
100-43220-590-591-000000	TRAVEL & TRAINING	1,500.00		171.08		1,328.92	11.405	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		12,087.18		7,087.18-	241.744	4,329.36
100-43720-590-591-000000	REPAIR & MAINT - EQU	5,200.00		1,165.92		4,034.08	22.422	13,653.76
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00		144.16		355.84	28.832	760.25
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00		328.56		771.44	29.869	831.90
100-43980-590-591-000000	COMPUTER SERVICES	38,000.00	2,410.69	28,241.21		9,758.79	74.319	26,312.43
Subtotal:		102,485.00	4,865.69	82,299.96		20,185.04	80.304	111,975.59
Program number: 591 LIBRARY		1,359,002.00	7,021.14	638,778.22		720,223.78	47.003	1,209,686.81

Period Ending: 8/2025

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Library Use Report

June 2025

Total Circulation:

BLOOMING PRAIRIE = 2,123

OWATONNA = 17,798

Note: Evergreen does auto-renewals and Horizon did not.

Compare this to June 2024:

BLOOMING PRAIRIE = 1,726

OWATONNA = 14,528

Library Visits:

BLOOMING PRAIRIE = 1,021

OWATONNA = 8,682

BLOOMING PRAIRIE ADDITIONAL REPORTS

Book Club	8
Programs	223
<i>James Wedgewood (18th)</i>	92
<i>Will Bjorndal (20th)</i>	33
<i>Book Fair (26th)</i>	98

Library Services Report

June 2025

OVERDRIVE/Libby in June 2025:

661 patrons checked out:

1,097 eBooks

1,333 eAudio

37 eBooks/day and 44 eAudio/day in June 2024

38 eBooks/day and 41 eAudio/day in June 2024

FREEGAL in June 2025:

7 patrons Downloaded 46 songs

10 patrons Streamed 339 songs

HOOPLA in June 2025:

417 patrons checked out 1,055 titles

Library Services Report

JULY 2025

OVERDRIVE/Libby in July 2025:

644 patrons checked out:

1,225 eBooks

1,340 eAudio

40 eBooks/day and 43 eAudio/day in July 2024

39 eBooks/day and 40 eAudio/day in July 2024

FREEGAL in July 2025:

8 patrons Downloaded 78 songs

9 patrons Streamed 602 songs

HOOPLA in July 2025:

407 patrons checked out 924 titles

Blooming Prairie Library Services - July

Visits	1179
Book Club	8
Programs Total	589
<i>Brodini (7.01)</i>	83
<i>LEGO (7.03)</i>	20
<i>Dazzling Dave (7.08)</i>	75
<i>Daiko Drummers (7.10)</i>	64
<i>Jim Jayes (7.16)</i>	87
<i>Big & Tall (7.17)</i>	
<i>Book Fair (7.24)</i>	61
<i>Tom the Creature Teacher (7.25)</i>	47
<i>Owl Center (7.29)</i>	75
<i>Eagle Center (7.31)</i>	77

MOVIES of the DECADE

BACK TO THE FUTURE



**Thursday,
August 28
2 PM**

A high schooler is accidentally sent back to the 1950s in a time-traveling DeLorean, where he must ensure his teenage parents fall in love, fix the timeline, and make it back to the future with the help of an eccentric scientist!

Rated PG

Run time: 1 h 56 m