



LIBRARY BOARD MEETING
Thursday, September 18, 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 - August 21, 2025
- 5. City Council Library Board Minutes - Posting to Civic Send**
- 6. Children's Services Report**
- 7. Financial Reports**
 - 7.a. Financial Report- September
- 8. Library Use Reports**
 - 8.a. Library Use Report- August
 - 8.b. Library Services Report - August
- 9. SELCO Updates**
- 10. Upcoming Programs**
 - 10.a. September 22 - Chad Lewis - The History of Halloween
 - 10.b. September 25 - Bad Art Night - 6:00-7:45p.m.
 - 10.c. September 25 - Movie Forrest Gump
 - 10.d. September 29 - Doug Ohman- Free to All Libraries of Minnesota
 - 10.e. MSB Book Club
 - 10.f. October 8 - Drew Daywalt
 - 10.g. October 9 - Haunted Library Tour
 - 10.h. October 18- Harvesting Flower Seeds in the OPL Garden - 9:30-10:30 a.m.
 - 10.i. October 30 - Family Scary Story Night
- 11. 125th Anniversary Planning**
- 12. Library Updates**
- 13. Library Renovation Update**



LIBRARY BOARD MEETING MINUTES DRAFT

Thursday, August 21, 2025, at 4:30 PM

Gainey Room, Owatonna Public Library

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday August 21, 2025. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: Vice President Quinn Meyer, Trustee Karen Malin, Trustee Julianna Skluzacek, Trustee Annie Harman, Library Director Mark Blando, Administrative Technician Maria Hanson

Absent: President Amy Tapp, Librarian Darla Lager

1. Call to Order

The meeting was called to order by Vice President Meyer at 4:38 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. Approval of Last Meeting Minutes

4.a. Library Board Minutes June 26, 2025 (No Quorum for July Meeting)

Trustee Skluzacek moved, and Trustee Harman seconded to approve the minutes of the June 26, 2025, meeting. All ayes, motion approved.

5. Children's Services Report

The last book fair of the summer reading program was today. It has been a successful summer for the "Color our World" reading program. We had lots of Owatonna Peoples Press report coverage for the children's programs this summer.

Blando shared information from the children's services reports for the months of June and July. Highlights included our Summer Reading Program kickoff in June, 633 people attended on Friday, June 6th. Children picked up their reading logs this day and were

treated to ice cream and the Zoo Man show.

Other program highlights included library visits by Sustainable Safari, Ventriloquist James Wedgwood, Enso Daiko Drummers, Magician Jim Jays and The National Eagle Center. For the first book fair, 481 children picked up a book at the book fair. Children who had read for at least ten days were invited to choose a book. For the second book fair, 611 kids pick up books. It was really a great summer. Great work by Darla and the whole library staff involved.

6. Financial Reports

6.a. Financial Report – August

Our budget is on track; we are at 55 % for the year. We are currently in budget meetings and cycle. Blando is doing a line-by-line review with Emily and Kris. Next Tuesday Mark will present the library budget to city council members. Our budget is mainly status quo but SELCO did an evaluation of how much libraries are paying vs how much is checked out(use). There will be an increase in costs from \$9000 to \$22,000 for the year to accommodate the difference.

The library roof is the big CIP project. This is a three-year project to repair and replace the roof. The city currently has 16 buildings, and they are working on miscellaneous updates of these buildings. This will be a hard budget year for the city. Levy coming in. Owatonna Schools also have their levy this year.

Suggestion was made by Trustee Harman to seek opportunities with the Owatonna Foundation for renovation funding. They do a grant day. Blando is currently working on getting an RFP together for whole Library renovation. When this is done, he will ask for support. He is meeting with the city on Tuesday. He has also put in paperwork with the county. The library does get some funding from them.

Our HVAC system was very bad. The damper setting was not working right and had to be fixed and replaced. Also, a second compressor costing \$15,000 was repaired. Building maintenance funds were used.

Mark will let the board know how budget meetings go and if levy will be set up next month.

7. Library Use Reports

7.a. Library Use Report – June- July

Total circulation for OPL was 17798

7.b. Library Services Report - June

7.c. Library Services Report- July

FREEGAL is currently being evaluated. This program is not used as much.

LIBBY has a 6 month wait for an eBook. More money should shorten waiting time.

7.d. Blooming Prairie Library Services Report – July

Total circulation for BP was 2123

Programs are well attended. The community does a great job of supporting the Blooming Prairie library.

8. SELCO Updates

The SELCO Meeting was cancelled this month. Blando has been in discussions with Steve Harzen and recently visited with him. New Blooming Prairie administrator started this week. Blando has not met him yet. Looking forward to restarting talks and to begin documenting things in writing.

9. Upcoming Programs

9.a. August Movie - Back to the Future

9.b. Book Tasting September 15 5:30-7:45 p.m. This is similar to a wine tasting, patrons are given a sample of books from different genres. More information will be coming soon.

Bad Art Night September 25 6:00-7:45PM – Playing around with format for this event. We will give attendees a starter description of an animal and then encourage them to create their own version of it based on the descriptions given.

Sept 13th 10:30-11:30 Canning Workshop

Author- Chad Lewis Sept 22nd 6:30 History of Halloween

Author - Doug Oman Sept 29th Libraries in Minnesota

Author - Drew Daywalt. Book The Day the Crayons Quit – October 8th – Blando asked by the Board to check if he is open to media conversations prior to his talk. Maybe a Chamber talk.

Paint night. We had 25 participants. This was very popular. The night included mocktails and a charcuterie board. This was an all-ages event. There was an article in the paper highlighting the event.

Our Adult summer reading program was very successful. 2828 books read by 566 participants. Most read book, One Golden Summer by Carley Fortune. We are going to do it again. Our circulation went up a bit during this time. Prizes were a great way to support local business.

10. 125th Anniversary Planning

Amazing staff working with program. See above for events.

11. Library Updates

A stained-glass tree used to be over the entrance by the Children's services but was taken down prior to the remodel. It has been found from storage and installed between the two floors of the library. Thanks to city staff it was installed in the stairway window and looks great both from the inside and outside!

A new bottle filler water fountain was installed in the adult services area. Due to the location of the new fountain, we needed to expand the area around it and so we ended up removing bookshelves near the fountain and made it more of an open seating area by new books sections. We are continuing to look at opening more areas in the library.

Our new Gainey room audio visual equipment installation is complete. The installation includes a new touch screen control unit with a quick share movable workstation connector, a smaller adjustable podium, new projector and microphones and the rewiring of all the speakers. There was no money this year to install cameras for video conferencing, hoping to add this next year.

The parking lot was seal coated.

Human rights commission putting on a Human book event downtown on September 4th. Mark will be participating.

12. Library Renovation Update

New AV equipment is complete.

Blando will be visiting with a consultant for the first part of September to go over the library renovation and create an RFP. The city has given us chunks of money for renovation throughout the year. OPL foundation has large funds for renovation and then looking into pulling in outside partners. Owatonna Foundation is a good resource.

Book drop area is crumbling. We will need to add concrete to fix this.

Motions to adjourn were made by Malin and seconded by Harman. All ayes. Meeting adjourned at 5:24 pm.

The next board meeting will be on Thursday, September 18, 2025, at 4:30pm

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 9/2025

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-		3,274.27-		2,225.73-	59.532	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	1,200.00-		258.57-		941.43-	21.548	3,785.82-
Subtotal:		6,700.00-		3,532.84-		3,167.16-	52.729	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-		601.59-		898.41-	40.106	1,301.19-
Subtotal:		1,500.00-		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-		4,134.43-		206,565.57-	1.962	140,732.06-
Department number: LIBRARY		210,700.00-		4,134.43-		206,565.57-	1.962	140,732.06-
Revenue	Subtotal -----	210,700.00-		4,134.43-		206,565.57-	1.962	140,732.06-

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 9/2025

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		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		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		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		39,337.14		62,812.86	38.509	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	26,500.00		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		28,241.21		9,758.79	74.319	26,312.43
Subtotal:		102,485.00		82,299.96		20,185.04	80.304	111,975.59
Program number: 591 LIBRARY		1,359,002.00		638,778.22		720,223.78	47.003	1,209,686.81

Period Ending: 9/2025

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		638,778.22		720,223.78	47.003	1,209,686.81
Expense	Subtotal -----	1,359,002.00		638,778.22		720,223.78	47.003	1,209,686.81
Fund number: 100 GENERAL FUND		1,148,302.00		634,643.79		513,658.21	55.268	1,068,954.75
*****	End of Report	*****						

Library Services- August

Owatonna

Total Monthly Checkouts Aug-25

Owatonna Public Library	16,268
Blooming Prairie Branch	1,647

Library Visits Aug-25

Owatonna Public Library	8,422
Blooming Prairie Branch	956

New Borrowers Aug-25

Owatonna Public Library	
Blooming Prairie Branch	

ILL/Loaned Aug-25

Owatonna Public Library	
Blooming Prairie Branch	

ILL/Borrowed Aug-25

Owatonna Public Library	
Blooming Prairie Branch	

Total Monthly Checkouts Aug-24

Owatonna Public Library	12,655
Blooming Prairie Branch	1,460

Library Visits Aug-24

Owatonna Public Library	8,159
Blooming Prairie Branch	NA

New Borrowers Aug-24

Owatonna Public Library	84
Blooming Prairie Branch	9

ILL/Loaned Aug-24

Owatonna Public Library	1,215
Blooming Prairie Branch	419

ILL/Borrowed Aug-24

Owatonna Public Library	1,177
Blooming Prairie Branch	200

Blooming Prairie

Visits	956
Book Club	7
Programs	125
<i>Take it Apart (8.07)</i>	8
<i>Book Fair (8.21)</i>	69
<i>Greg the Great (8.28)</i>	48

Library Services Report

August

OVERDRIVE/Libby in August 2025:

655 patrons checked out:

1,084 eBooks

1,324 eAudio

35 eBooks/day and 43 eAudio/day in August 2025

36 eBooks/day and 30 eAudio/day in August 2024

FREEGAL in August 2025:

13 patrons Downloaded 104 songs

13 patrons Streamed 657 songs

HOOPLA in August 2025:

407 patrons checked out 944 titles



Chad Lewis

The History of Halloween

Monday, September 22

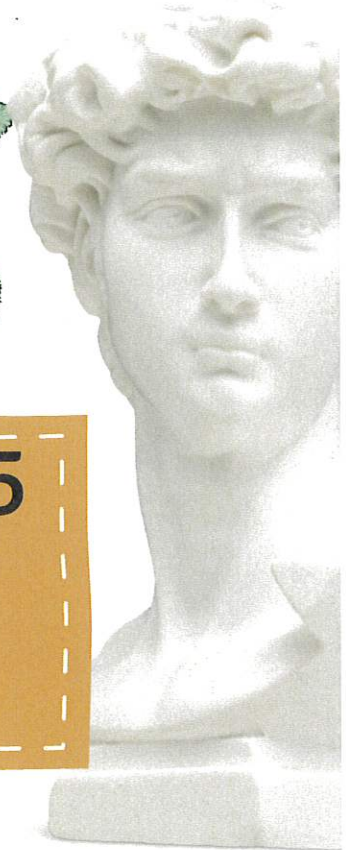
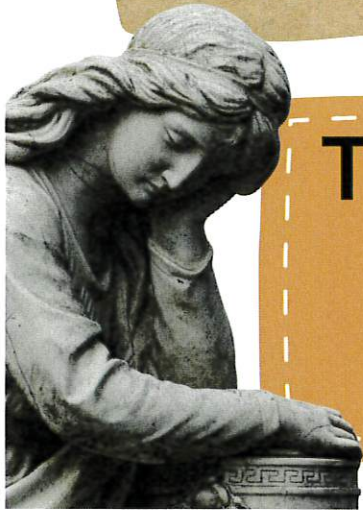
6:30 PM | Gainey Room

Join researcher and author Chad Lewis to discover the dark side and history of our Halloween traditions—trick-or-treating, jack-o'-lanterns, witches, and more!



OWATONNA
Public Library

Bad Art Night



Thursday, September 25
6-7:45 PM
Gainey Room

Create some really bad art followed by
a 30-minute bad art gallery.

Supplies will be provided. Adults only.

Leave your talent at the door!

No skills required.
Skills frowned upon.



OWATONNA
Public Library

MOVIES of the **DECADE**

FORREST GUMP

Six Oscars for Best Picture and Actor



**Thursday,
September 25
2 PM**

Forrest Gump, a simple man, embarks on a remarkable journey through life—becoming a ping-pong champion, a war hero, a shrimp entrepreneur, and unknowingly influencing historic events through the 1960s and '70s, all while pursuing his one true love, Jenny.

Rated PG-13 for drug content, some sensuality and war violence

Run time: 2 h 22 m



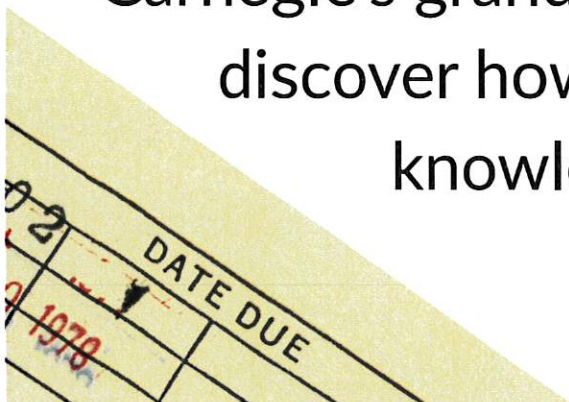
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Public Library
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Doug Ohman

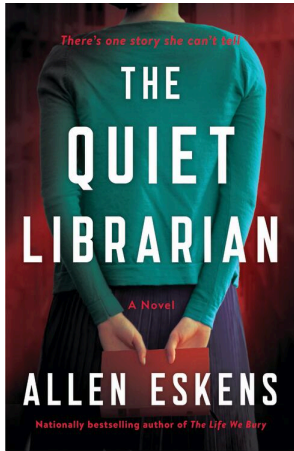
Free to All - Libraries of Minnesota Monday, September 29 6:30 PM | Gainey Room

Celebrate Minnesota's libraries through stunning photos and unforgettable stories. From Carnegie's grand vision to small-town treasures, discover how Libraries opened doors to knowledge and community.

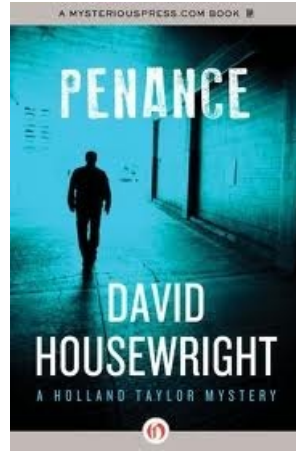


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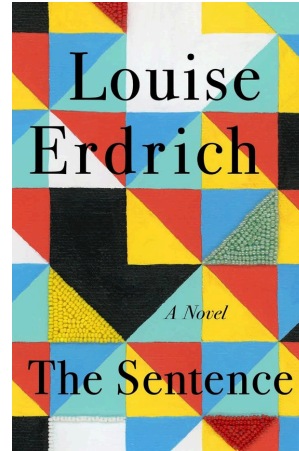
Book List



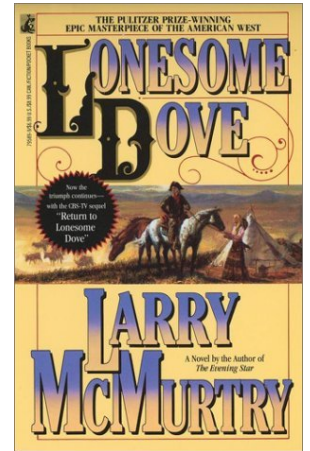
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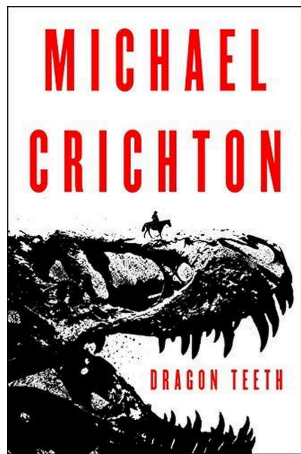
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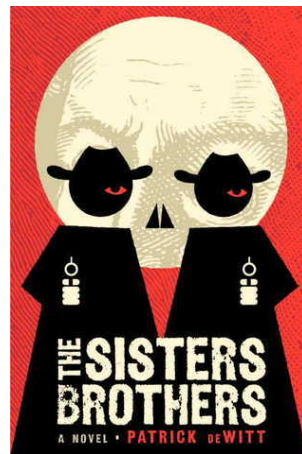
DECEMBER 9, 2025



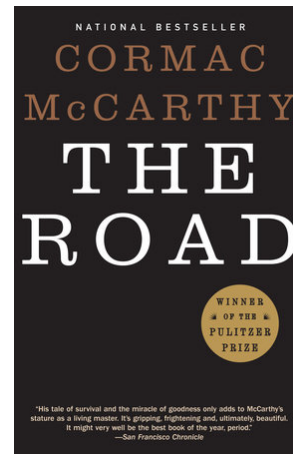
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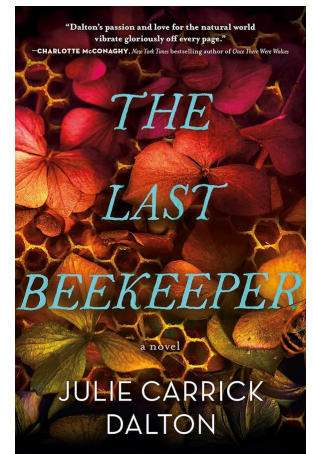
FEBRUARY 10, 2026



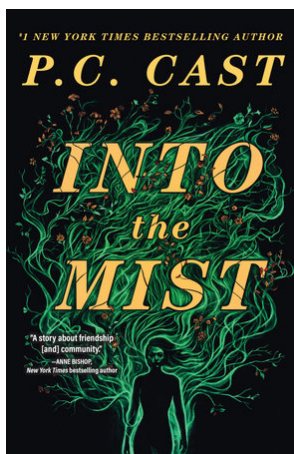
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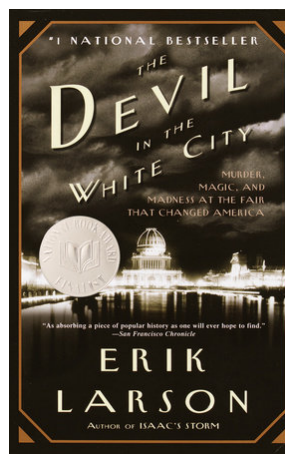
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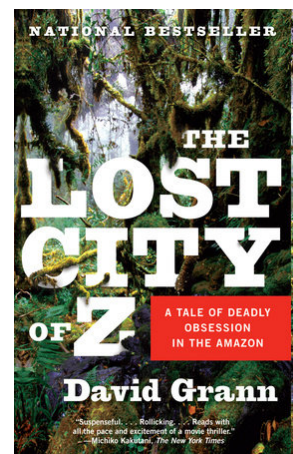
MAY 12, 2026



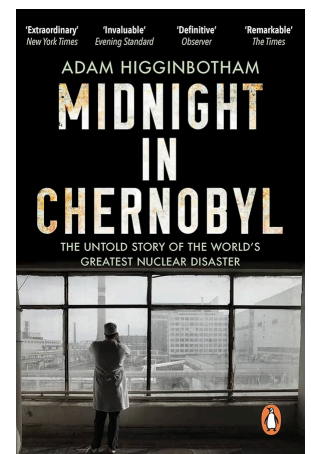
JUNE 9, 2026



JULY 14, 2026



AUGUST 11, 2026



SEPTEMBER 8, 2026



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