



LIBRARY BOARD MEETING
Thursday, October 16, 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 - September 18, 2025
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report - October
- 7. Library Use Reports**
 - 7.a. Library Use Report - September
 - 7.b. Library Services Report - September
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. Harvesting Flower Seeds - October 18
 - 9.b. Movie - Million Dollar Baby - October 23
 - 9.c. Family Scary Story Night - October 30
- 10. 125th Anniversary Planning**
 - 10.a. September- October Programming Stats
- 11. Library Updates**
- 12. Library Renovation Update**



LIBRARY BOARD MEETING MINUTES DRAFT
Thursday, September 18, 2025, at 4:30 PM Gainey Room,
Owatonna Public Library

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday September 18, 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, Librarian Darla Lager, Administrative Technician Maria Hanson

Absent: President Amy Tapp

1. Call to Order

The meeting was called to order by Vice President Meyer at 4:31 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 - August 21, 2025

Trustee Malin moved, and Trustee Harman seconded to approve the minutes of the August 21, 2025, meeting. All ayes, motion approved.

5. City Council Library Board Minutes - Posting to Civic Send

Hanson shared the request to post Library Board minutes to the consent agenda of monthly city council meetings. Looking for recommendations from the board to post these minutes prior to board approval or after. The decision was made to post minutes to the city council agenda after library board approval of the minutes.

6. Children's Services Report

Darla Lager share highlights from August report. Storytime continued for August and was attended 6 times by 131 children and adults. For Create-Craft Day, 104 people attended. Several crafts were offered including rock painting, make a coin spinner, glass bead magnets and alligators out of craft sticks. Painting a rock was the most popular craft.

The final book fair was attended by 526 kids and 221 adults. Lager shared final numbers from Color Our World program. Kick off brought in 633 people, 22 Storytimes with 648 attending, 7 programs in June, July and August with 1041 people attending of all ages, and 3 bookfairs.

Blando stated these programs are a lot of work. Kudos to Darla and all library staff involved.

Lager shared next year's summer reading program is called "Unearth a story". The theme is about dinosaurs.

Harman commented on how we can promote numbers more on social media and share how important these programs are to keep and the significance of libraries. She suggested adding snippets to social media posts highlighting numbers of participants attending. Also to add information to local radio and Limberg video screens throughout the city. Let's celebrate our numbers and attendance of popular programs. Mark does share these numbers with administration. Blando will follow up with Allison and Deanna for communications. Possibly adding a summer recap.

7. Financial Reports

7.a. Financial Report- September

We are, at 60% of the budget, still in good shape. Big budget items coming are our annual magazine order and new building sign for out front of the library. Our current sign is falling apart; the new sign will have our new city branding. In addition, a larger second sign will be placed at the corner with the brick edges. Blando is hoping the first replacement sign will be completed by this fall. Using Legacy signs from Owatonna.

For the past few month directors have been in budget discussions. Blando presented library budget to city council last month. Library budget stayed the same with exception of SELCO overdrive fees. The city preliminary budget levy was set last night at 13 percent. Mostly due to two separate facilities needed, police and fire and employee contracts.

8. Library Use Reports

8.a. Library Use Report- August

8.b. Library Services Report – August

Checkouts were way above last month, 3500 more than last year. Our new system Evergreen has automatic renewals which is why numbers are higher this year. Renee is still working on getting other report numbers. She has another report meeting coming up soon.

1324 eAudio books for August. Hoopla numbers are still high even though we cut it down to 3 checkouts per month. We are looking at other ways to cut costs. Each item in Hoopla costs a certain amount, one option is to eliminate access to items with higher costs, or another option is to limit the total cost used. Blando and the librarians are still exploring options.

9. SELCO Updates

No SELCO meeting this month. The group is trying to find best practices for Evergreen. There have been surveys sent to libraries. It has been 4-5 months with new system. The library staff are changing things that need to be changed with the new system.

10. Upcoming Programs

10.a. September 22 - Chad Lewis - The History of Halloween- He has always had a good turn out to his events.

10.b. September 25 - Bad Art Night - 6:00-7:45p.m. This will be a guided to-do project.

10.c. September 25 - Movie Forrest Gump

10.d. September 29 - Doug Ohman- Free to All Libraries of Minnesota

10.e. MSB Book Club – Called Reading Tap at MSB It will be the 2nd Tuesday of the month with the first session on October 14

The books chosen are set up according to flights. The first three are Minnesota authors, second three are western genre, and the third three are post-apocalyptic themed.

10.f. October 8 - Drew Daywalt- Mark will put him in touch with newspaper. He will also be speaking to the students at Washington school. Blando is working with the schools at possibly busing students from the other schools to Washington School

10.g. October 9 - Haunted Library Tour- Looking to have actors portray past library individuals

10.h. October 18- Harvesting Flower Seeds in the OPL Garden - 9:30-10:30 a.m.- Meredith Erickson will host users to show how to harvest seeds for our exchange program and take some home.

10.i. October 30 - Family Scary Story Night

Just added, October 2nd History Hags- Ann Peterson, Nancy Vaillancourt -People of Owatonna Library-Founders

Hanson shared a recap of the Canning workshop and Book tasting. Both well attended and had articles about it in the paper.

11. 125th Anniversary Planning

Going along with programming. We are in the middle of Library Con planning. We will have multiple stations around the library; art projects, trivia, gaming, photo ops, dressing up. We will be asking for volunteers to help on this day. Saturday, February 21. Mark will share more at the next meeting.

12. Library Updates

Blando met with Nancy Vaillancourt and Bethany Anderson in Blooming Prairie. Bethany is coming to the Board meeting next month. Blooming Prairie library is working on planning for their 50th anniversary next year. They have an active friends group helping with planning and financial support. Date of the event is next May.

Christina Ingvaldson celebrated her 10-year anniversary at the library.

13. Library Renovation Update

Mark is meeting with Melissa Breshan, library consultant, and Barry, architect. Doing a space study for the library. Blando is meeting with them in the first part of October to go over what we need to do to start the renovation tract.

Motions to adjourn were made by Malin and seconded by Harman. All ayes. Meeting adjourned at 5:13 p.m.

The next board meeting will be on Thursday, October 16, 2025, at 4:30pm

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 10/2025

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-

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		22,561.02		22,438.98	50.136	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		39,443.82		62,706.18	38.614	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		638,884.90		720,117.10	47.011	1,209,686.81

Library Services- September

Owatonna

Total Monthly Checkouts	Sep-25
Owatonna Public Library	16,268
Blooming Prairie Branch	1,386

Total Monthly Checkouts	Sep-24
Owatonna Public Library	11,372
Blooming Prairie Branch	951

Library Visits	Sep-25
Owatonna Public Library	6,768
Blooming Prairie Branch	661

Library Visits	Sep-24
Owatonna Public Library	908
Blooming Prairie Branch	6,188

New Borrowers	Sep-25
Owatonna Public Library	2
Blooming Prairie Branch	122

New Borrowers	Sep-24
Owatonna Public Library	7
Blooming Prairie Branch	174

ILL/Loaned	Sep-25
Owatonna Public Library	1,405
Blooming Prairie Branch	440

ILL/Loaned	Sep-24
Owatonna Public Library	1,143
Blooming Prairie Branch	429

Blooming Prairie

Here are our numbers for September:

Visits	661
FOL Meeting	14
Book Club	4
Storytime (4)	16
<i>Sept 9</i>	3
<i>Sept 16</i>	4
<i>Sept 23</i>	2
<i>Sept 30</i>	7

ECFE Library Night (09.18)	37
Great Read Together (09.20)	18

Library Services Report

September

OVERDRIVE/Libby in September 2025:

654 patrons checked out:|

1,001 eBooks

1,296 eAudio

33 eBooks/day and 43 eAudio/day in 9/2025

37 eBooks/day and 37 eAudio/day in 9/2024

FREEGAL in September 2025:

8 patrons Downloaded 63 songs

12 patrons Streamed 422 songs

HOOPLA in September 2025:

403 patrons checked out 911 titles

Harvesting Flower Seeds

Join us

October 18, 2025

9:30 - 10:30 a.m.

at the

Owatonna Public Library Garden

*Learn how to harvest your flower
seeds for next year's planting!*

**Join us in gathering seeds for our
Seed Exchange Program – and
take some home with you!**

MOVIES of the **DECADE**

MILLION DOLLAR BABY



**Thursday,
October 23
2 PM**

A boxing trainer takes a female fighter under his wing and shapes her into a viable contender. When tragedy strikes, the once-skeptical trainer faces a decision that shows how his relationship with the ambitious young fighter has changed him.

**Rated PG-13 for violence, some disturbing images,
thematic material and language**

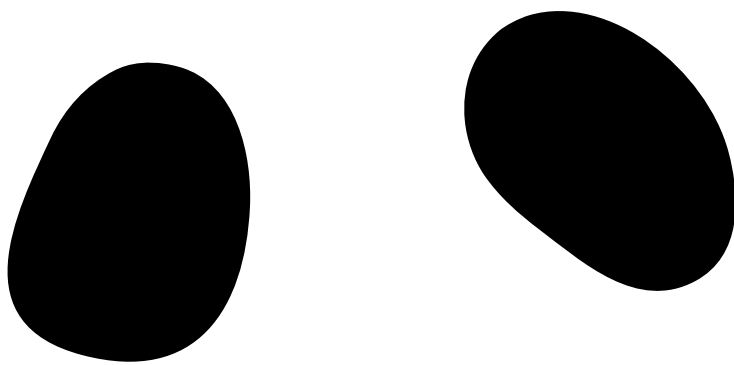
Run time: 2 h 12 m



OWATONNA
Public Library

Page 12 of 14

Family Scary Story Night



October 30
6-7 PM

Gather in the Library's
Reading Room for chilling
tales in front of the fireplace
and a spooky project for the
entire family.



OWATONNA
Public Library

October Library Board – Program Statistics

Saturday, 9/13 at 10:30 AM- Canning Workshop:

Guest speakers were invited to share their experiences with food preservation and canning vegetables/fruit.

16 people attended.

Monday, 9/15 at 5:30 PM - Book Tasting:

Participants were invited to “sample” different books in other genres to see if they would be interested in checking out something new in an area they wouldn’t normally check out.

32 people attended.

Monday, 9/22 at 6:30 PM- Chad Lewis – Cancelled

Thursday, 9/25 at 2 PM - Forrest Gump Movie:

A movie of the decade is shown.

2 people attended.

Thursday, 9/25 at 6 PM - Bad Art Night:

Participants were given a vague description of a Gerenuk, some art supplies, and only 45 minutes to create something based on the description. There was a 30-minute ‘bad art gallery’ where the participants viewed each other’s artwork and staff hosting the event voted on the “worst depiction of a Gerenuk”. The artwork was then displayed at the Library.

30 people attended.

Monday, 9/29 at 6:30 PM- Doug Ohman:

Doug Ohman presented on Minnesota’s libraries. Our Library was included in his presentation, along with many other great libraries.

17 people attended.

Thursday, 10/2 at 6:30 PM - People of the Library:

The History Hags shared stories about our Library’s founders.

11 people attended.