



LIBRARY BOARD MEETING
Thursday, November 20, 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-October 16, 2025
5. **Children's Services Report**
6. **Financial Reports**
 - 6.a. Financial Report - November
7. **Library Use Reports**
 - 7.a. Library Use Report - October
 - 7.b. Library Service Report-OPL
 - 7.c. Library Services Report -BP
8. **SELCO Updates**
9. **125th Anniversary Planning**
 - 9.a. October Programs Review
10. **Upcoming Programs**
 - 10.a. December 11 — Family Board Game Night 5:30 p.m - 7:45 p.m.

 - 10.b. December 15 — Christmas Movie Trivia 6:00 p.m. - 7:45 p.m.
11. **Library Updates**
12. **Library Renovation Update**



LIBRARY BOARD MEETING MINUTES DRAFT

Thursday, October 16, 2025 at 4:30 PM

Gainey Room, Owatonna Public Library

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday October 16, 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, Library Director Mark Blando, Administrative Technician Maria Hanson, Librarian Darla Lager, Blooming Prairie Librarian Bethany Anderson

Absent: President Amy Tapp, Trustee Annie Harman

1. Call to Order

The meeting was called to order by Vice President Meyer at 4:35pm.

2. Reminder of Open Meeting Law

The open meeting law applies to the board.

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

Welcome Bethany Anderson, Blooming Prairie Librarian. Bethany shared her background and work history with the board. She continues to share her passion for librarianship and has decided to pursue her masters degree next year.

Anderson shared that next year is Blooming Prairie's library 50th anniversary. She shared a draft itinerary of the events planned for each month of next year. They are currently accepting submissions for a new logo and bookmark for the anniversary event. Other planning activities include: a reading challenge featuring a book from the decade, photo gallery, author visit, community read, 4th of July parade and booth, tie dye shirt with new logo, 70's themed party, pumpkin walk and much more.

Trustee Malin stated she loves the energy and excitement Bethany brings to the library.

4. Approval of Last Meeting Minutes

4.a. Library Board Minutes - September 18, 2025

Trustee Skluzacek moved, and Trustee Malin seconded to approve the minutes of the September 18, 2025, meeting. All ayes, motion approved.

5. Children's Services Report

Lager shared Storytime for the month of September session was *Curious George*. 130 children and adults attended.

Coptober today in the library, event was outside and inside. This is the 4th year of the program. Very well attended.

6. Financial Reports

6.a. Financial Report - October

We are still under budget. The new library outdoor sign ordered. We ordered new furniture for our children's room. It should all be arriving by the end of November. The old furniture will be evaluated and to be determined what can be re-purposed. The city also has an account with min bid auctions which is another option for the furniture.

For the city budget, truth and taxation meeting will be held in December. Final approvals should be completed by the end of year. The library will be using CIP funds for roof repair.

7. Library Use Reports

7.a. Library Use Report - September

7.b. Library Services Report – September

Totals check outs are high because of auto renewals, it counts these as check outs, 16,268 check outs last month with 6768 visits. Good numbers in Blooming Prairie also.

Blando shared additional numbers for online programs including Overdrive, Freegal, and Hoopla. Hoopla numbers continues to remain high. We need to continue to review and possibly make changes after the first of the year to alleviate costs.

8. SELCO Updates

Migration is still causing some frustrations with getting help from SELCO. To alleviate this, SELCO is starting another monthly meeting with the director, Krista, to address ongoing issues.

9. Upcoming Programs

9.a. Harvesting Flower Seeds - October 18- Hanson shared that this Saturday individuals can harvest seeds from the pollinator garden for the seed exchange library as well as take some seeds home with them. We are looking towards sustaining this program year after year.

9.b. Movie - Million Dollar Baby - October 23

9.c. Family Scary Story Night - October 30- reading room. Christina and Allison will be reading stories by the fireplace. Small craft project and snacks will be provided.

10. 125th Anniversary Planning

10.a. September- October Programming Stats

Blando highlighted past programming events.

- Chad Lewis event was cancelled. Mark will look into scheduling him again next year.
- Bad art was a great success. We had over 30 people attending, sharing their creativity in creating the Gerenuk.
- Doug Ohman came and spoke about libraries in Minnesota.
- New book club at MSB – It is the 2nd Tuesday of the month. Quiet librarian was our first book on Monday night.
- Drew Daywalt – He spoke at Washington School and then had a program at the library in the evening. He read his book *The Day the Crayons Made Friends*
- Last Thursday we had our Haunted Library Tour. Several staff dressed up as past characters of the library. They shared their stories with all that attend. It was very successful and popular night.
- History Hags – Oct 2nd – The ladies spoke about the founders of the Owatonna Public Library

November and December activities are pretty light. We have and family game night and Christmas trivia contest in December.

Planning for Library Con February 21st. This will be a culmination of all the years events.

11. Library Updates

Our main book supplier Baker and Taylor are going out of business. Books were not coming in on back order or canceled. Ingram will be our new book provider.

Two new podcasts are out. Topics covered are our favorite books and banned books.

12. Library Renovation Update

Mark met with Melissa Brechon and Barry about the library renovations. They did a walk through the library. Blando stated that this project has taken another step forward. He is looking at putting together an RFP (Request for Proposal) for the project next. This renovation will not impact taxpayers. Funding from our generous donors and private donations will be used. We are finally getting to a place to move forward.

Motions to adjourn were made by Trustee Malin and seconded by Trustee Skluzacek
All ayes. Meeting adjourned at 5:23pm.

The next board meeting will be on Thursday, November 20, 2025, at 4:30pm.

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 11/2025

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-	157.00-	5,121.93-		378.07-	93.126	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	1,200.00-	40.23-	764.51-		435.49-	63.709	3,785.82-
Subtotal:		6,700.00-	197.23-	5,886.44-		813.56-	87.857	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	14.00-	920.28-		579.72-	61.352	1,301.19-
Subtotal:		1,500.00-	14.00-	920.28-		579.72-	61.352	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,700.00-	211.23-	6,806.72-		203,893.28-	3.231	140,732.06-
Department number: LIBRARY		210,700.00-	211.23-	6,806.72-		203,893.28-	3.231	140,732.06-
Revenue Subtotal -----		210,700.00-	211.23-	6,806.72-		203,893.28-	3.231	140,732.06-

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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		504,626.21		117,114.79	81.163	594,689.50
100-41100-590-591-000000	WAGES - REGULAR PT	274,861.00		194,994.01		79,866.99	70.943	186,002.39
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00		7,835.84		21,964.16	26.295	11,147.00
100-41410-590-591-000000	PERA	67,245.00		52,298.64		14,946.36	77.773	58,001.78
100-41420-590-591-000000	FICA	70,870.00		51,955.41		18,914.59	73.311	57,655.98
100-41500-590-591-000000	INSURANCE	84,384.00		77,433.66		6,950.34	91.763	91,684.60
100-41550-590-591-000000	WORKERS COMP INSURAN	5,466.00		4,032.23		1,433.77	73.769	4,513.63
Subtotal:		1,154,367.00		893,176.00		261,191.00	77.374	1,003,694.88
100-42000-590-591-000000	OFFICE SUPPLIES	3,750.00	15.20	4,383.09		633.09-	116.882	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	869.64	5,633.88		3,366.12	62.599	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		235.55		85.55-	157.033	86.30
100-42510-590-591-000000	LIBRARY MATERIALS -	45,000.00	1,706.67	29,887.73		15,112.27	66.417	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00		4,214.54		4,785.46	46.828	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	1,018.38	12,434.96		65.04	99.480	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	9,000.00				9,000.00		6,067.55
Subtotal:		102,150.00	3,609.89	56,851.74		45,298.26	55.655	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	26,500.00	2,455.00	35,982.32		9,482.32-	135.782	36,975.00
100-43121-590-591-000000	PHONE	1,100.00	62.42	1,120.78		20.78-	101.889	1,276.02
100-43122-590-591-000000	POSTAGE	200.00		78.00		122.00	39.000	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		250.81		1,249.19	16.721	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		13,247.18		8,247.18-	264.944	4,329.36
100-43720-590-591-000000	REPAIR & MAINT - EQU	5,200.00		4,013.34		1,186.66	77.180	13,653.76
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00		216.24		283.76	43.248	760.25
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00		492.84		607.16	44.804	831.90
100-43980-590-591-000000	COMPUTER SERVICES	38,000.00		35,434.05		2,565.95	93.248	26,312.43
Subtotal:		102,485.00	2,517.42	101,633.00		852.00	99.169	111,975.59
Program number: 591 LIBRARY		1,359,002.00	6,127.31	1,051,660.74		307,341.26	77.385	1,209,686.81

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Department number: LIBRARY		1,359,002.00	6,127.31	1,051,660.74		307,341.26	77.385	1,209,686.81
Expense	Subtotal -----	1,359,002.00	6,127.31	1,051,660.74		307,341.26	77.385	1,209,686.81
Fund number: 100 GENERAL FUND		1,148,302.00	5,916.08	1,044,854.02		103,447.98	90.991	1,068,954.75
*****	End of Report	*****						

Total Monthly Checkouts	Oct-25
Owatonna Public Library	16,835
Blooming Prairie Branch	1,606

Total Monthly Checkouts	Oct-24
Owatonna Public Library	12,347
Blooming Prairie Branch	1,111

Library Visits	Oct-25
Owatonna Public Library	7,872
Blooming Prairie Branch	1,016

Library Visits	Oct-24
Owatonna Public Library	7,951
Blooming Prairie Branch	982

New Borrowers	Oct-25
Owatonna Public Library	73
Blooming Prairie Branch	10

New Borrowers	Oct-24
Owatonna Public Library	92
Blooming Prairie Branch	9

ILL/Loaned	Oct-25
Owatonna Public Library	1,671
Blooming Prairie Branch	440

ILL/Loaned	Oct-24
Owatonna Public Library	1,096
Blooming Prairie Branch	419

ILL/Borrowed	Oct-25
Owatonna Public Library	1,235
Blooming Prairie Branch	253

ILL/Borrowed	Oct-24
Owatonna Public Library	1,116
Blooming Prairie Branch	173

Library Service Report- October

OVERDRIVE/Libby in October 2025:

674 patrons checked out:|

1,065 eBooks

1.508 eAudio

35 eBooks/day and 49 eAudio/day in 10/2025

34 eBooks/day and 38 eAudio/day in 10/2024

FEEGAL in October 2025:

10 patrons Downloaded 93 songs

13 patrons Streamed 679 songs

HOOPLA in October 2025:

430 patrons checked out 1,030 titles

Blooming Prairie - Library Use Report

OCTOBER	
Circulation	1606
Visits	1016
FOL Meeting	11
Book Club	8
Monday Movies	7
Storytime	25
2nd Grade Visits (10.13)	58
Fall Crafternoon (10.16)	54
ECFE Library Night (10.30)	21

On the 13th, all three of the 2nd grade classrooms visited the library in conjunction with the start of their 40 Book Challenge which requires them to read books from specific genres, so I briefly spoke about the genres and showed examples of books for each one.

November Storytimes

This month's Storytimes are:

Nov 4: nuts

Nov 11: library closed - no Storytime

Nov 18: Thanksgiving theme + craft

Nov 25: pie

Every Tuesday at 10:00am, all are welcome.

The Monday Movie lineup this month is:

Nov 10: The Intern

Nov 17: Wicked Part 1

Nov 24: Field of Dreams

Mondays at 1:00pm.

November Library Board – Program Statistics

Thursday, October 9 at 6 PM – Haunted Library Tour:

Attendees explored all three floors of the Library, meeting the “ghosts” of our Library’s past and learning why they continue to haunt its halls. The spirits included Library Director Maud Van Buren, Library building donor Elizabeth Hunewill, and four other distinctive figures from our Library’s history.

133 people attended.

Monday, October 6 through Saturday, October 11 – Banned Books Week:

Staff created a display of banned books for patrons to check-out, and a podcast was recorded about what Banned Books Week is all about, why certain books get challenged, and which titles always seem to make the list.

19 people have downloaded the podcast.

Monday, October 13 at 1 PM and 6 PM – Book Club at OPL

This month’s book that members read was, *All the Colors of the Dark*, by Chris Whitaker.

1 PM – 4 people attended | 6 PM – 5 people attended

Tuesday, October 14 at 6 PM – Book Club at MSB:

A new book club for the Library, members met at Mineral Springs Brewery to discuss the book, *The Quiet Librarian*, by Allen Eskens.

4 people attended.

Saturday, October 18 at 9:30 AM – Harvesting Seeds in the Pollinator Garden:

Participants met in the pollinator garden and taught how to properly gather seeds and save them for next year.

3 people attended.

Thursday, October 23 at 2 PM – Movies of the Decade: Million Dollar Baby:

A Movie of the Decade was shown.

2 people attended.

Thursday, October 30 at 6 PM – Family Scary Story Night

Spooky stories were shared by the fireplace, followed by decorating pumpkins they could take home with them afterwards.

37 people attended.