



LIBRARY BOARD MEETING
Thursday, January 22, 2026 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 - November 20, 2025 (No meeting December 2025)
- 5. Children's Services Report**
 - 5.a. Children Services Report - November
- 6. Financial Reports**
 - 6.a. Financial Report - December
 - 6.b. Financial Report -January
- 7. Library Use Reports**
 - 7.a. Library Use Report - OPL - November
 - 7.b. Library Use Report - OPL - December
 - 7.c. Library Use Report - Blooming Prairie - November
 - 7.d. Library Use Report - Blooming Prairie - December
 - 7.e. Library Services Report - OPL - November
 - 7.f. Library Services Report - OPL - December
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. January 20 MSB Book Club
 - 9.b. January 22 - Movie - 12 Years a Slave
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**



LIBRARY BOARD MEETING MINUTES DRAFT
Thursday, November 20, 2025, at 4:30 PM Gainey Room,
Owatonna Public Library

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday November 20, 2025. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: President Amy Tapp, Trustee Karen Malin, Trustee Julianna Skluzacek, Library Director Mark Blando, Administrative Technician Maria Hanson, Librarian Darla Lager

Absent: Vice President Quinn Meyer, Trustee Annie Harman,

1. Call to Order

The meeting was called to order by President Tapp at 4:35 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-October 16, 2025

Trustee Julianna Skluzacek, moved, and Trustee Karen Malin seconded to approve the minutes of the October 16, 2025, meeting. All ayes, motion approved.

5. Children's Services Report

Story time, 154 children attended. Curious George themed stories throughout the month.

Drew Daywalt , children's author visited OPL and read his new book " The Day the Crayons Made Friends" . There were 53 people that attended the library. He spoke to 335 students and teachers at Washington elementary school. He was very generous with his time and flew in from Los Angeles. His stories fit into our summer theme, "Color our World."

Coptober last month. The OPL staff works with police department to provide a safe space for children to interact with the police. We did a story walk outside where children walked around and read a book. The book was called "Moo" by David LaRochelle. 267 attended. This is the most people ever attended; it is the 4th year of the program. Coptober always takes place over MEA.

6. Financial Reports

6.a. Financial Report – November

Nearing the end of year at 90% of the budget. All city departments are looking at places to cut. Levy at 13% due to new fire and police departments. Truth and taxation meeting will be held on Dec 9th with final levy approval on Dec 16th. We will have a better idea of where our budget is after meeting.

Major purchases for the library this year include a new sign at the Broadway entrance with city logo. This has been installed. The next major expense is the roof for next year.

7. Library Use Reports

7.a. Library Use Report - October

7.b. Library Service Report-OPL

7.c. Library Services Report -BP

Month to month checkouts are high due to automatic renewals. We had almost 8000 visits last month and issued 73 new library cards.

Overdrive 675 people checked out over 1000 books. Freegal 10-15 people, Hoopla had 1030 items checked out. The Foundation agreed to continue funding this program at the higher level. Blando stated however we will keep it a 3-checkout limit per person.

The OPL Foundation met last week. As part of the requirements a library board member needs to be on the foundation board. The commitment right now is one meeting per year for about an hour. President Amy Tapp agreed to be on the board with Trustee Karen Malin as a fill in when Amy cannot attend. Foundation are great supporters of OPL.

8. SELCO Updates

No SELCO meeting this month. We continue to review best practices. New this month was the launch of a SELCO library app to use with the catalog. Blando will share more information about downloading the app to the board members.

9. 125th Anniversary Planning

9.a. October Programs Review- Blando highlighted programs from last month

- Haunted library tour was a great success. Thanks to Nancy Vaillancourt for the background information of the library characters. We had people on all three levels of the library.
- Podcast-another was recorded today. This is available on all Podcast platforms and our website. Called "Who Dewey Think We Are"
- Continuing with the Book club at MSB along with internal book club at the library.
- Seed exchange program. Hanson stated that Harvesting seed day had low attendance, but she and Meridith Erickson were able to harvest some seeds for next year on this day. Seed donations are starting to come in, and we continue to plan for additional sessions early next year. It's going to grow..... said Blando.
- Family scary story night 37 people attended. It Included pumpkin decorating afterwards.

10. Upcoming Programs

- 10.a. December 11 — Family Board Game Night 5:30 p.m.- 7:45 p.m. Board games and Nintendo switch.
- 10.b. December 15 — Christmas Movie Trivia 6:00 p.m. - 7:45 p.m. People will need to register in teams of four for this event. We will have a hot cocoa bar and ugly sweater contest.

Other upcoming events include

December 17— OHS Carolers will be at the library

December 9 — Next MSB book, has been low attendance but till good even when few people attend

December 5— OPLs staff will participate in lighted parade. Charlie Brown themed float this year

Library con February 21- Committee is still planning this event.

11. Library Updates

Blando is meeting with Blooming Prairie City administrator, Tony Martens, in next few weeks. They will revisit relationship of the Blooming Prairie library with OPL.

Next Monday. Mark and Darla will be at the school board meeting. Will be recognized for the relationship between the library and Owatonna Public Schools.

Blando gave update to council members at the meeting on November 18. He highlighted 125th Anniversary programming this past year.

New children's room furniture has been installed. New Tables and chairs are in place. We are currently waiting for additional lounge chairs and couch.

Lutheran social services reached out requesting a table at library to assist people in need and be a reference for people. Mark noted the library as being a safe place for our patrons.

12. Library Renovation Update

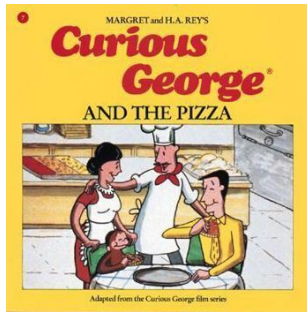
The new sign with the new city logo is in place at the Broadway entrance. Blando hopes to have RFP in place by the first of the year for the renovation design.

Motions to adjourn were made by Trustee Malin and seconded by Trustee Skluzacek All ayes. Meeting adjourned at 5:14p.m.

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

Respectfully submitted by Maria Hanson.

Children's Services
November 2025



The *Curious George* theme continued for Storytime throughout the month of November. Storytime was held for 3 weeks in November with an attendance of 124 children and adults. Children heard stories about transportation, *Curious George Takes a Train*, birthdays, *Curious George and the Birthday Surprise* and pizza, *Curious George and the Pizza*.

Darla Lager
December 18, 2025

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 12/2025

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-		71,526.25-		130,973.75-	35.322	130,088.41-
Subtotal:		202,500.00-		71,526.25-		130,973.75-	35.322	130,088.41-
100-34105-590-591-000000	COPIES & PRINTING	5,500.00-	139.95-	5,585.17-		85.17	101.549	5,546.64-
100-34109-590-591-000000	OTHER REVENUE	1,200.00-	8.84-	791.46-		408.54-	65.955	3,785.82-
Subtotal:		6,700.00-	148.79-	6,376.63-		323.37-	95.174	9,332.46-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	2.00-	978.99-		521.01-	65.266	1,301.19-
Subtotal:		1,500.00-	2.00-	978.99-		521.01-	65.266	1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
Subtotal:								10.00-
Program number: 591 LIBRARY		210,700.00-	150.79-	78,881.87-		131,818.13-	37.438	140,732.06-
Department number: LIBRARY		210,700.00-	150.79-	78,881.87-		131,818.13-	37.438	140,732.06-
Revenue	Subtotal -----	210,700.00-	150.79-	78,881.87-		131,818.13-	37.438	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		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	18.24	4,462.18		712.18-	118.991	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		6,295.22		2,704.78	69.947	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
100-42320-590-591-000000	COMPUTERS & SUPPLIES			59.00		59.00-		
100-42510-590-591-000000	LIBRARY MATERIALS -	45,000.00	1,012.30	34,931.47		10,068.53	77.625	45,462.46
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00		4,333.14		4,666.86	48.146	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	54.72	14,041.03		1,541.03-	112.328	14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -	9,000.00				9,000.00		6,067.55
Subtotal:		102,150.00	1,085.26	64,419.58		37,730.42	63.064	94,016.34
100-43010-590-591-000000	OTHER PROFESSIONAL S	26,500.00	2,455.00	38,503.80		12,003.80-	145.297	36,975.00
100-43121-590-591-000000	PHONE	1,100.00	62.50	1,224.55		124.55-	111.323	1,276.02
100-43122-590-591-000000	POSTAGE	200.00		83.97		116.03	41.985	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		684.00		316.00	68.400	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		4,098.34		1,101.66	78.814	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		547.60		552.40	49.782	831.90
100-43980-590-591-000000	COMPUTER SERVICES	38,000.00		37,844.74		155.26	99.591	26,312.43
Subtotal:		102,485.00	2,517.50	107,498.67		5,013.67-	104.892	111,975.59

Period Ending: 12/2025

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
Program number: 591 LIBRARY		1,359,002.00	3,602.76	1,065,094.25		293,907.75	78.373	1,209,686.81
Department number: LIBRARY		1,359,002.00	3,602.76	1,065,094.25		293,907.75	78.373	1,209,686.81
Expense	Subtotal -----	1,359,002.00	3,602.76	1,065,094.25		293,907.75	78.373	1,209,686.81
Fund number: 100 GENERAL FUND		1,148,302.00	3,451.97	986,212.38		162,089.62	85.884	1,068,954.75
*****	End of Report *****							

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 1/2026

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							158,979.68-
	Subtotal:							158,979.68-
100-34105-590-591-000000	COPIES & PRINTING		75.76-	75.76-		75.76		5,919.28-
100-34109-590-591-000000	OTHER REVENUE		3.12-	3.12-		3.12		839.31-
	Subtotal:		78.88-	78.88-		78.88		6,758.59-
100-35103-590-591-000000	LIBRARY FINES		4.00-	4.00-		4.00		983.99-
	Subtotal:		4.00-	4.00-		4.00		983.99-
	Program number: 591 LIBRARY		82.88-	82.88-		82.88		166,722.26-
	Department number: LIBRARY		82.88-	82.88-		82.88		166,722.26-
Revenue	Subtotal -----		82.88-	82.88-		82.88		166,722.26-

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 1/2026

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							551,848.68
100-41100-590-591-000000	WAGES - REGULAR PT							213,879.22
100-41200-590-591-000000	WAGES-TEMP/SEASONAL							8,703.98
100-41410-590-591-000000	PERA							57,245.01
100-41420-590-591-000000	FICA							56,860.25
100-41500-590-591-000000	INSURANCE							85,395.69
100-41550-590-591-000000	WORKERS COMP INSURAN							4,414.00
Subtotal:								978,346.83
100-42000-590-591-000000	OFFICE SUPPLIES							4,891.42
100-42210-590-591-000000	REPAIR & MAINT SUPPL							6,342.78
100-42300-590-591-000000	SMALL TOOLS & MINOR							61.99
100-42310-590-591-000000	SAFETY EQUIPMENT & P							235.55
100-42320-590-591-000000	COMPUTERS & SUPPLIES							336.69
100-42510-590-591-000000	LIBRARY MATERIALS -							38,759.69
100-42520-590-591-000000	LIBRARY MATERIALS -P							9,432.07
100-42530-590-591-000000	LIBRARY MATERIALS -							14,399.35
100-42535-590-591-000000	LIBRARY MATERIALS -							4,491.11
Subtotal:								78,950.65
100-43010-590-591-000000	OTHER PROFESSIONAL S							38,503.80
100-43121-590-591-000000	PHONE							1,328.35
100-43122-590-591-000000	POSTAGE							83.97
100-43123-590-591-000000	ALARM SERVICES							447.54
100-43130-590-591-000000	FINANCIAL PROCESSING							.10-
100-43220-590-591-000000	TRAVEL & TRAINING							277.41
100-43400-590-591-000000	MEMBERSHIPS & SUBSCR							1,402.81
100-43710-590-591-000000	REPAIR & MAINT - BLD							13,247.18
100-43720-590-591-000000	REPAIR & MAINT - EQU							4,098.34
100-43780-590-591-000000	REPAIR & MAINT - OTH							291.32
100-43960-590-591-000000	LANDFILL/DISPOSAL FE							602.36
100-43980-590-591-000000	COMPUTER SERVICES							40,255.43
Subtotal:								100,538.41
Program number: 591 LIBRARY								1,157,835.89
Department number: LIBRARY								1,157,835.89
Expense	Subtotal -----							1,157,835.89

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Total Monthly Checkouts	Nov-25
Owatonna Public Library	15,468
Blooming Prairie Branch	1,269

Total Monthly Checkouts	Nov-24
Owatonna Public Library	11,403
Blooming Prairie Branch	1,050

Library Visits	Nov-25
Owatonna Public Library	6,102
Blooming Prairie Branch	669

Library Visits	Nov-24
Owatonna Public Library	7,401
Blooming Prairie Branch	NA

New Borrowers	Nov-25
Owatonna Public Library	65
Blooming Prairie Branch	2

New Borrowers	Nov-24
Owatonna Public Library	66
Blooming Prairie Branch	6

ILL/Loaned	Nov-25
Owatonna Public Library	1,437
Blooming Prairie Branch	431

ILL/Loaned	Nov-24
Owatonna Public Library	1,011
Blooming Prairie Branch	378

ILL/Borrowed	Nov-25
Owatonna Public Library	1,270
Blooming Prairie Branch	228

ILL/Borrowed	Nov-24
Owatonna Public Library	986
Blooming Prairie Branch	126

Total Monthly Checkouts	Dec-25
Owatonna Public Library	15,125
Blooming Prairie Branch	1,295

Total Monthly Checkouts	Dec-24
Owatonna Public Library	10,364
Blooming Prairie Branch	1,076

Library Visits	Dec-25
Owatonna Public Library	5,886
Blooming Prairie Branch	771

Library Visits	Dec-24
Owatonna Public Library	5,691
Blooming Prairie Branch	842

New Borrowers	Dec-25
Owatonna Public Library	148
Blooming Prairie Branch	5

New Borrowers	Dec-24
Owatonna Public Library	154
Blooming Prairie Branch	5

ILL/Loaned	Dec-25
Owatonna Public Library	1,394
Blooming Prairie Branch	486

ILL/Loaned	Dec-24
Owatonna Public Library	1,105
Blooming Prairie Branch	344

ILL/Borrowed	Dec-25
Owatonna Public Library	1,322
Blooming Prairie Branch	213

ILL/Borrowed	Dec-24
Owatonna Public Library	872
Blooming Prairie Branch	176

Blooming Prairie - Library Use Report

NOVEMBER	
Circulation	1269
Visits	669
FOL Meeting	9
Book Club	7
Monday Movies	3
Storytime	14
Bookmark Participants	12
Logo Participants	3
ECFE Library Night (11.20)	41

Note - due to holidays and staffing, it ended up resulting in BPBL only being open for 17 days in November (and 2 of those days were half days). Also, there were only 2 storytimes for the same reasons.

Blooming Prairie - Library Use Report

DECEMBER	
Circulation	1295
Visits	771
Monday Movies	
<i>Dec 1</i>	0
<i>Dec 8</i>	2
<i>Dec 15</i>	0
<i>Dec 22</i>	0
Storytime	
<i>Dec 2</i>	4
<i>Dec 9</i>	4
<i>Dec 16</i>	6
<i>Dec 23</i>	0
<i>Dec 30</i>	6
Holiday Family Movie	19
<i>(originally scheduled for 29th, weather rescheduled to 30th)</i>	

Library Service Report- November

OVERDRIVE/Libby in November 2025:

640 patrons checked out:|

999 eBooks

1,319 eAudio

33 eBooks/day and 44 eAudio/day in 11/2025

38 eBooks/day and 32 eAudio/day in 11/2024

FREEGAL in November 2025:

8 patrons Downloaded 103 songs

8 patrons Streamed 531 songs

HOOPLA in November 2025:

405 patrons checked out 965 titles

Library Services Report -December

OVERDRIVE/Libby in December 2025:

684 patrons checked out:|

1,105 eBooks

1,437 eAudio

36 eBooks/day and 46 eAudio/day in 12/2025

35 eBooks/day and 36 eAudio/day in 12/2024

FREEGAL in December 2025:

13 patrons Downloaded 141 songs

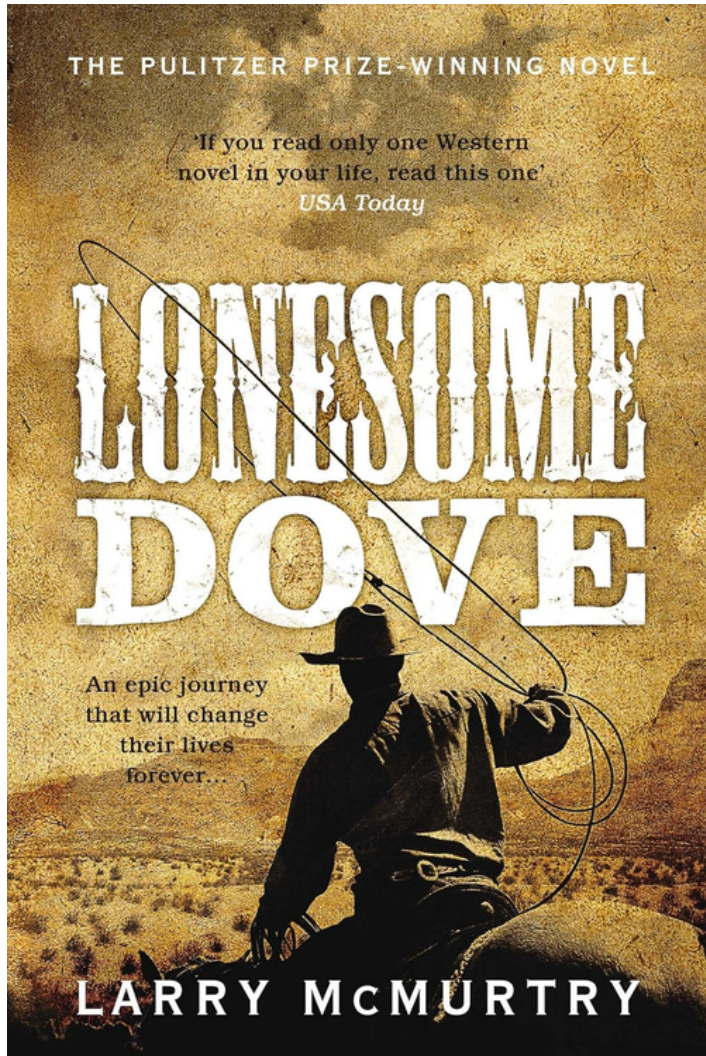
14 patrons Streamed 508 songs

HOOPLA in December 2025:

417 patrons checked out 949 titles

The Reading Tap at MSB

TUESDAY, JANUARY 20 | 6 PM



Looking for a new twist on a book club? Join us at the Mineral Springs Brewery on the second Tuesday of the month.

Lonesome Dove follows two former Texas Rangers who embark on a perilous cattle drive to Montana—an adventure filled with danger, heartbreak, and the unshakeable bond of lifelong friendship.

Free copies available at the Library while supplies last!



OWATONNA
Public Library

MOVIES of the **DECADE**

12 YEARS A SLAVE



**Thursday,
January 22
2 PM**

Based on a true story, 12 Years a Slave follows a free man forced into slavery—and his harrowing struggle to survive and regain his freedom.

Rated R for violence/cruelty, some nudity, and brief sexuality.

Run time: 2 h 14 m