



LIBRARY BOARD MEETING
Thursday, September 19, 2024 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 June 2024 Board Minutes**
 - 4.a. Unapproved Minutes of OPL Board of Trustees June 2024
- 5. Children's Services Report**
- 6. Financial Report**
 - 6.a. Financial Report
- 7. Library Use Report**
 - 7.a. Library Use June Report
 - 7.b. Library Services June Report
 - 7.c. Library Use July Report
 - 7.d. Library Services July Report
 - 7.e. Library Use August Report
 - 7.f. Library Services August Report
 - 7.g. 2019 to 2024 Comparison of Library Use
 - 7.h. 2019 to 2024 Comparison of ILL
- 8. SELCO Report**
- 9. Upcoming Programs**
 - 9.a. Doug Ohman Name That Town Program on Monday, September 30, at 6:30pm in the Gainey Room.
 - 9.b. Movie Showing - Waitress: The Musical (2023) Gainey Room at 2:00 p.m. Thursday, September 26th.
- 10. 125th Anniversary Celebration**
- 11. Library Update**
- 12. Renovation Update**

Unapproved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, June 20, 2024 4:40pm

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, May 16, 2024. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Trudy Severson, Trustee Julianna Skluzacek, Trustee Karen Malin, Trustee Quinn Meyer, and Library Director Mark Blando. Absent was Vice President Amy Tapp

Call to Order

The meeting was called to order by President Severson at 4:30pm.

1. Reminder of Open Meeting Law

The open meeting law applies to board meetings.

2. Public Comments

No Public Comments

3. Approve Minutes

Meyer moved and Skluzacek seconded to approve the minutes of the May 2024 meeting. All aye and the motion approved.

4. Children's Services Report May 2024

See Attached

5. Financial Report

Blando stated that the budget is on pace through 5 months of the year. As stated last month, the budgeting process has been moved up. The preliminary library budget was submitted earlier this week. Blando will meet with City Administrator Busse and Finance Director Moen to go over numbers and prepare the presentation to the City Council which will take place August/September.

6. Library Use Report

*Physical Materials circulation, New Borrowers, ILL, Visits
May at BPBL and OPL*

CKI & CKO - physical items				May-24	CKI & CKO - physical items				May-23
bp	Checkin	Normal CKI		1,086	bp	Checkin	Normal CKI		1,247
bp	Checkin	Late Checkin		282	bp	Checkin	Late Checkin		274
		BP TOTAL CKI		1,368			BP TOTAL CKI		1,521
bp	Checkout	First Time CKO		1,159	bp	Checkout	First Time CKO		1,143
bp	Checkout	Phone Renewal		67	bp	Checkout	Phone Renewal		95
bp	Checkout	Other Renewal		59	bp	Checkout	Other Renewal		63
bp	Checkout	Opac Renewal		165	bp	Checkout	Opac Renewal		166
bp		BP TOTAL CKO		1,450	bp		BP TOTAL CKO		1,467
CKI & CKO - physical items				May-24	CKI & CKO - physical items				May-23
owat	Checkin	Normal CKI		9,469	owat	Checkin	Normal CKI		10,097
owat	Checkin	Late Checkin		2,574	owat	Checkin	Late Checkin		2,173
		OPL TOTAL CKI		12,043			OPL TOTAL CKI		12,270
owat	Checkout	First Time CKO		9,708	owat	Checkout	First Time CKO		9,549
owat	Checkout	Phone Renewal		196	owat	Checkout	Phone Renewal		254
owat	Checkout	Other Renewal		331	owat	Checkout	Other Renewal		292
owat	Checkout	Opac Renewal		974	owat	Checkout	Opac Renewal		1,065
owat		OPL TOTAL CKO		11,209	owat		OPL TOTAL CKO		11,160

New Borrowers May 2024		Library Visits Apr 2024	
bp	5	bp	1,086
owat	109	owat	6,199

ILL/Loaned Apr 2024		ILL/Borrowed Apr 2024		ILL/Loaned Apr 2023		ILL/Borrowed Apr 2023	
bp	402	bp	209	bp	390	owat	190
owat	1,080	owat	1,058	owat	1,110	owat	1,002



7. Programs

The library was well represented at the First Thursday's event downtown. Renee Lowery and Andrea Oyloe passed out Summer Reading Program flyers and gave away books. We are in the planning stages for our Gem Days book sale. Dates and times will be out soon. We have chosen the book "When the Minnehaha Flowed with Whiskey" as our next Read Your Community title. We will be hosting an author talk and whiskey tasting at Foremost.

8. SELCO Update

Libraries have discussed what tasks need to be taken care of before our migration to the new ILS. An ILS Migration Communication plan has been developed to keep libraries and staff informed on this ongoing process.

9. Library Updates

Blando has had discussions with Blooming Prairie City Administrator Melanie Aeschliman about the relationship with Blooming Prairie and the Owatonna Public Library. The processes are being put in place for the hiring of a new Branch Manager following the retirement of Nancy Vaillancourt at the end of August. Interviews are being set up for the Administrative Assistant position.

Adjourn

A motion to adjourn was made by Meyer and seconded by Skluzacek. All aye. The meeting adjourned at 5:05 pm.

The next board meeting will be Thursday, July 18th at 4:30pm.

Respectfully submitted by Mark Blando

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-		197,554.73-		4,945.27-	97.558	204,909.64-
Subtotal:		202,500.00-		197,554.73-		4,945.27-	97.558	204,909.64-
100-34105-590-591-000000	COPIES & PRINTING	5,500.00-	123.68-	3,976.43-		1,523.57-	72.299	4,778.13-
100-34109-590-591-000000	OTHER REVENUE	750.00-	1,383.77-	3,647.94-		2,897.94	486.392	1,436.71-
Subtotal:		6,250.00-	1,507.45-	7,624.37-		1,374.37	121.990	6,214.84-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	30.00-	1,128.29-		371.71-	75.219	1,568.04-
Subtotal:		1,500.00-	30.00-	1,128.29-		371.71-	75.219	1,568.04-
100-36231-590-591-000000	GRANT FUNDS							28,109.01-
Subtotal:								28,109.01-
Program number: 591 LIBRARY		210,250.00-	1,537.45-	206,307.39-		3,942.61-	98.125	240,801.53-
Department number: LIBRARY		210,250.00-	1,537.45-	206,307.39-		3,942.61-	98.125	240,801.53-
Revenue	Subtotal -----	210,250.00-	1,537.45-	206,307.39-		3,942.61-	98.125	240,801.53-

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	577,122.00		420,676.94		156,445.06	72.892	580,026.59
100-41100-590-591-000000	WAGES - REGULAR PT	249,679.00		129,593.45		120,085.55	51.904	177,406.42
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00		8,385.68		21,414.32	28.140	13,182.13
100-41300-590-591-000000	WAGES - OT							35.85
100-41410-590-591-000000	PERA	62,010.00		41,079.67		20,930.33	66.247	56,394.61
100-41420-590-591-000000	FICA	65,530.00		40,847.56		24,682.44	62.334	56,614.58
100-41500-590-591-000000	INSURANCE	93,096.00		62,064.24		31,031.76	66.667	89,208.36
100-41550-590-591-000000	WORKERS COMP INSURAN	4,883.00		3,184.42		1,698.58	65.214	4,620.52
Subtotal:		1,082,120.00		705,831.96		376,288.04	65.227	977,489.06
100-42000-590-591-000000	OFFICE SUPPLIES	3,100.00	102.38	4,997.86		1,897.86-	161.221	3,575.34
100-42100-590-591-000000	OPERATING SUPPLIES	300.00		283.45		16.55	94.483	393.14
100-42110-590-591-000000	CLEANING SUPPLIES	750.00				750.00		
100-42210-590-591-000000	REPAIR & MAINT SUPPL	6,500.00	23.78	2,586.97		3,913.03	39.800	19,497.66
100-42300-590-591-000000	SMALL TOOLS & MINOR	10,500.00		921.09		9,578.91	8.772	1,775.50
100-42310-590-591-000000	SAFETY EQUIPMENT & P	150.00				150.00		114.06
100-42320-590-591-000000	COMPUTERS & SUPPLIES							1,405.59
100-42320-590-591-20401	COMPUTERS & SUPPLIES							10,069.92
100-42510-590-591-000000	LIBRARY MATERIALS -	45,000.00	345.30	20,827.89		24,172.11	46.284	42,922.01
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00	414.00	2,721.69		6,278.31	30.241	9,197.66
100-42525-590-591-000000	LIBRARY MATERIALS -	9,000.00		7,602.63		1,397.37	84.474	7,462.15
100-42530-590-591-000000	LIBRARY MATERIALS -	14,000.00	300.60	6,597.18		7,402.82	47.123	11,874.15
100-42535-590-591-000000	LIBRARY MATERIALS -	300.00		1,728.32		1,428.32-	576.107	6,549.52
Subtotal:		98,600.00	1,186.06	48,267.08		50,332.92	48.952	114,836.70
100-43010-590-591-000000	OTHER PROFESSIONAL S	31,500.00	2,455.00	29,610.00		1,890.00	94.000	24,540.00
100-43121-590-591-000000	PHONE	1,100.00		849.71		250.29	77.246	1,272.35
100-43122-590-591-000000	POSTAGE	200.00		204.00		4.00-	102.000	66.00
100-43123-590-591-000000	ALARM SERVICES	525.00		440.19		84.81	83.846	533.40
100-43220-590-591-000000	TRAVEL & TRAINING	1,750.00		191.62		1,558.38	10.950	865.29
100-43320-590-591-000000	ADVERTISING & PROMOT	800.00		700.69		99.31	87.586	713.49
100-43400-590-591-000000	MEMBERSHIPS & SUBSCR	1,000.00		456.00		544.00	45.600	1,405.06
100-43500-590-591-000000	PROPERTY & LIABILITY	20,700.00		15,525.00		5,175.00	75.000	17,800.00
100-43510-590-591-000000	LICENSES			120.00		120.00-		1,997.08
100-43710-590-591-000000	REPAIR & MAINT - BLD	5,000.00		2,280.07		2,719.93	45.601	11,551.56
100-43720-590-591-000000	REPAIR & MAINT - EQU	10,200.00	2,199.42	4,921.30		5,278.70	48.248	6,318.60
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00		136.00		364.00	27.200	1,102.00
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00		558.10		541.90	50.736	1,480.00
100-43980-590-591-000000	COMPUTER SERVICES	49,000.00	2,371.46	19,188.06		29,811.94	39.159	30,945.18
Subtotal:		123,375.00	7,025.88	75,180.74		48,194.26	60.937	100,590.01

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 9/2024

[illegible]

*Physical Materials circulation, New Borrowers, ILL, Visits
June at BPBL and OPL*

CKI & CKO - physical items			Jun-24
bp	Checkin	Normal CKI	1,321
bp	Checkin	Late Checkin	250
BP TOTAL CKI			1,571
bp	Checkout	First Time CKO	1,494
bp	Checkout	Phone Renewal	101
bp	Checkout	Other Renewal	33
bp	Checkout	Opac Renewal	98
bp	BP TOTAL CKO		1,726

CKI & CKO - physical items			Jun-23
bp	Checkin	Normal CKI	1,581
bp	Checkin	Late Checkin	284
BP TOTAL CKI			1,865
bp	Checkout	First Time CKO	1,879
bp	Checkout	Phone Renewal	115
bp	Checkout	Other Renewal	30
bp	Checkout	Opac Renewal	144
bp	BP TOTAL CKO		2,168

CKI & CKO - physical items			Jun-24
owat	Checkin	Normal CKI	10,454
owat	Checkin	Late Checkin	2,455
OPL TOTAL CKI			12,909
owat	Checkout	First Time CKO	13,085
owat	Checkout	Phone Renewal	235
owat	Checkout	Other Renewal	262
owat	Checkout	Opac Renewal	946
owat	OPL TOTAL CKO		14,528

CKI & CKO - physical items			Jun-23
owat	Checkin	Normal CKI	11,778
owat	Checkin	Late Checkin	2,012
OPL TOTAL CKI			13,790
owat	Checkout	First Time CKO	14,393
owat	Checkout	Phone Renewal	285
owat	Checkout	Other Renewal	314
owat	Checkout	Opac Renewal	897
owat	OPL TOTAL CKO		15,889

New Borrowers June 2024		Library Visits June 2024	
bp	7	bp	NA
owat	162	owat	9,131

ILL/Loaned June 2024		ILL/Borrowed June 2024		ILL/Loaned June 2023		ILL/Borrowed June 2023	
bp	465	bp	267	bp	465	bp	230
owat	1,057	owat	1,119	owat	1,145	owat	1,104

Library Services Report - June

OVERDRIVE/Libby in June 2024:

615 patrons checked out:

1,152 eBooks

1,236 eAudio

(Note from the Statistics Geek: This is the very first time since we started using OverDrive in 2011 that OPL patrons have checked out more eAudio in a month than eBooks. !)

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

38 eBooks/day and 30 eAudio/day in June 2023

FREEGAL in June 2024:

9 patrons Downloaded 108 songs

12 patrons Streamed 551 songs

HOOPLA in June 2024:

280 patrons checked out 834 items

*Physical Materials circulation, New Borrowers, ILL, Visits
July at BPBL and OPL*

CKI & CKO - physical items			Jul-24
bp	Checkin	Normal CKI	1,339
bp	Checkin	Late Checkin	376
BP TOTAL CKI			1,715
bp	Checkout	First Time CKO	1,453
bp	Checkout	Phone Renewal	42
bp	Checkout	Other Renewal	44
bp	Checkout	Opac Renewal	132
bp	BP TOTAL CKO		1,671

CKI & CKO - physical items			Jul-23
bp	Checkin	Normal CKI	1,539
bp	Checkin	Late Checkin	316
BP TOTAL CKI			1,855
bp	Checkout	First Time CKO	1,523
bp	Checkout	Phone Renewal	134
bp	Checkout	Other Renewal	36
bp	Checkout	Opac Renewal	181
bp	BP TOTAL CKO		1,874

CKI & CKO - physical items			Jul-24
owat	Checkin	Normal CKI	12,415
owat	Checkin	Late Checkin	2,939
OPL TOTAL CKI			15,354
owat	Checkout	First Time CKO	12,940
owat	Checkout	Phone Renewal	277
owat	Checkout	Other Renewal	443
owat	Checkout	Opac Renewal	968
owat	OPL TOTAL CKO		14,628

CKI & CKO - physical items			Jul-23
owat	Checkin	Normal CKI	11,889
owat	Checkin	Late Checkin	2,504
OPL TOTAL CKI			14,393
owat	Checkout	First Time CKO	12,580
owat	Checkout	Phone Renewal	265
owat	Checkout	Other Renewal	280
owat	Checkout	Opac Renewal	964
owat	OPL TOTAL CKO		14,089

New Borrowers July 2024		Library Visits July 2024	
bp	13	bp	NA
owat	176	owat	9,799

ILL/Loaned July 2024		ILL/Borrowed July 2024		ILL/Loaned July 2023		ILL/Borrowed July 2023	
bp	465	bp	250	bp	454	bp	223
owat	1,154	owat	1,241	owat	1,120	owat	1,023

Library Services Report - July

OVERDRIVE/Libby in July 2024:

641 patrons checked out:

1,195 eBooks

1,177 eAudio

39 eBooks/day and 38 eAudio/day in July 2024

36 eBooks/day and 31 eAudio/day in July 2023

FREEGAL in July 2024:

11 patrons Downloaded 123 songs

15 patrons Streamed 1,151 songs

HOOPLA in July 2024:

315 patrons checked out 906 items

*Physical Materials circulation, New Borrowers, ILL, Visits
August at BPBL and OPL*

CKI & CKO - physical items			Aug-24
bp	Checkin	Normal CKI	1,170
bp	Checkin	Late Checkin	355
BP TOTAL CKI			1,525
bp	Checkout	First Time CKO	1,249
bp	Checkout	Phone Renewal	82
bp	Checkout	Other Renewal	30
bp	Checkout	Opac Renewal	99
bp	BP TOTAL CKO		1,460

CKI & CKO - physical items			Aug-23
bp	Checkin	Normal CKI	1,417
bp	Checkin	Late Checkin	314
BP TOTAL CKI			1,731
bp	Checkout	First Time CKO	1,366
bp	Checkout	Phone Renewal	140
bp	Checkout	Other Renewal	50
bp	Checkout	Opac Renewal	137
bp	BP TOTAL CKO		1,693

CKI & CKO - physical items			Aug-24
owat	Checkin	Normal CKI	10,383
owat	Checkin	Late Checkin	2,832
OPL TOTAL CKI			13,215
owat	Checkout	First Time CKO	11,145
owat	Checkout	Phone Renewal	330
owat	Checkout	Other Renewal	248
owat	Checkout	Opac Renewal	932
owat	OPL TOTAL CKO		12,655

CKI & CKO - physical items			Aug-23
owat	Checkin	Normal CKI	11,032
owat	Checkin	Late Checkin	2,450
OPL TOTAL CKI			13,482
owat	Checkout	First Time CKO	10,782
owat	Checkout	Phone Renewal	242
owat	Checkout	Other Renewal	354
owat	Checkout	Opac Renewal	1,152
owat	OPL TOTAL CKO		12,530

New Borrowers Aug 2024		Library Visits Aug 2024	
bp	9	bp	NA
owat	84	owat	8,159

ILL/Loaned Aug 2024		ILL/Borrowed Aug 2024		ILL/Loaned Aug 2023		ILL/Borrowed Aug 2023	
bp	419	bp	200	bp	502	bp	208
owat	1,215	owat	1,177	owat	1,345	owat	1,138

Library Services Report – August

OVERDRIVE/Libby in August 2024:

636 patrons checked out:

1,133 eBooks

1,146 eAudio

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

36 eBooks/day and 30 eAudio/day in Aug 2023

FREEGAL in August 2024:

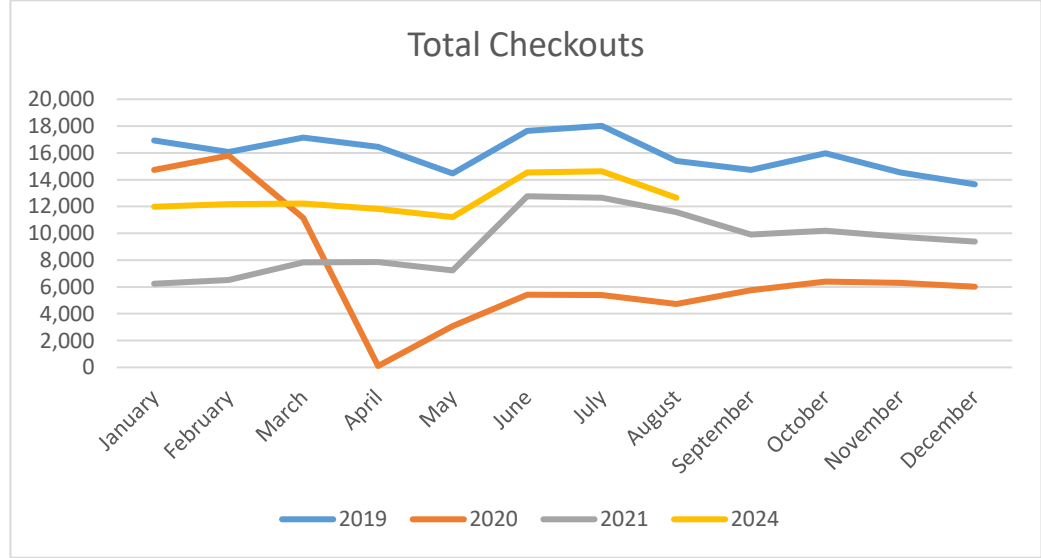
6 patrons Downloaded 91 songs

6 patrons Streamed 1,200 songs

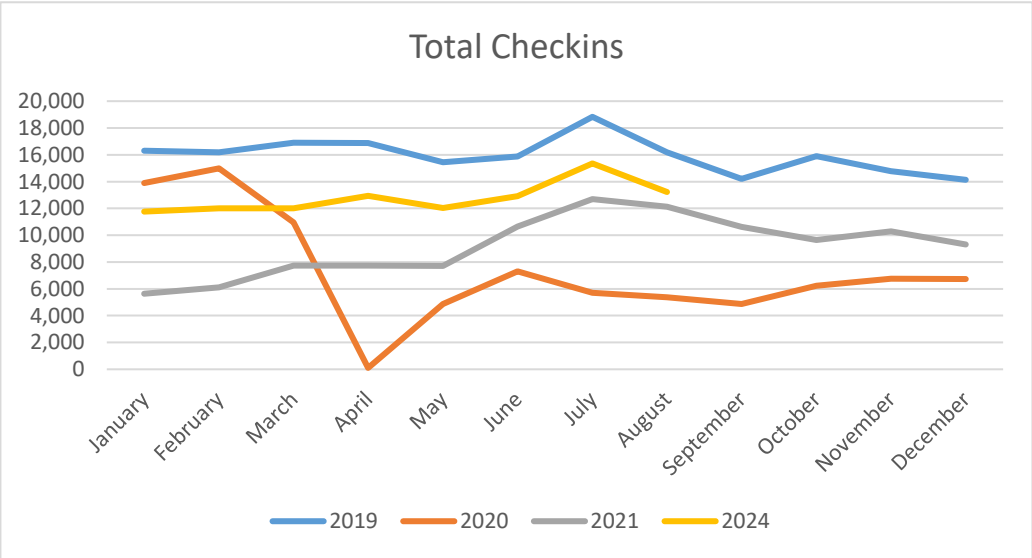
HOOPLA in August 2024:

312 patrons checked out 982 items

CKOs	2019	2020	2021	2024
January	16,925	14,720	6,240	11,991
February	16,070	15,796	6,521	12,174
March	17,142	11,153	7,827	12,223
April	16,450	102	7,861	11,823
May	14,466	3,075	7,237	11,209
June	17,649	5,431	12,765	14,528
July	18,015	5,392	12,652	14,628
August	15,403	4,722	11,579	12,655
September	14,718	5,760	9,919	
October	15,967	6,408	10,195	
November	14,541	6,310	9,743	
December	13,655	6,006	9,381	
TOTAL	191,001	84,875	111,920	



CKIs	2019	2020	2021	2024
January	16,300	13,887	5,637	11,764
February	16,177	14,988	6,105	12,008
March	16,909	10,966	7,744	11,997
April	16,885	102	7,727	12,932
May	15,440	4,864	7,711	12,043
June	15,864	7,306	10,650	12,909
July	18,834	5,717	12,695	15,354
August	16,181	5,372	12,131	13,215
September	14,207	4,861	10,614	
October	15,889	6,234	9,635	
November	14,781	6,764	10,295	
December	14,135	6,724	9,301	
TOTAL	191,602	87,785	110,245	



ILLs - Loaned				
	2019	2020	2021	2024
January	1,641	1,602	1,399	1,269
February	1,412	1,406	1,419	1,226
March	1,360	758	1,578	1,187
April	1,446	7	1,400	1,120
May	1,520	934	1,113	1,080
June	1,401	1,345	1,315	1,057
July	1,570	1,414	1,266	1,154
August	1,547	1,224	1,399	1,215
September	1,419	1,332	1,264	
October	1,639	1,438	1,264	
November	1,202	1,183	1,316	
December	1,455	1,384	1,182	
TOTAL	17,612	14,027	15,915	9,308

ILLs- Borrowed				
	2019	2020	2021	2024
January	1,443	1,201	1,423	1,352
February	1,261	1,146	1,229	1,161
March	1,234	684	1,571	1,259
April	1,329	0	1,336	1,076
May	1,221	937	1,103	1,058
June	1,078	1,256	1,270	1,119
July	1,311	1,486	1,148	1,241
August	1,050	1,430	1,090	1,177
September	1,220	1,361	1,154	
October	1,323	1,531	1,154	
November	1,003	1,181	949	
December	1,031	1,282	941	
TOTAL	14,504	13,495	14,368	9,443

