



LIBRARY BOARD MEETING
Thursday, November 21, 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 Last Meeting Minutes**
 - 4.a. September Minutes of OPL Board of Trustees Meeting
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report - November
- 7. Library Use Reports**
 - 7.a. Library Use Report September
 - 7.b. Library Services Report September
 - 7.c. Blooming Prairie Branch Library Services Report - September
 - 7.d. Library Use Report October
 - 7.e. Library Services Report October
 - 7.f. Blooming Prairie Branch Library Services Report October
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. Author Mona Susan Power Community Read this Fall, we will be reading "A Council of Dolls,"
Monday, December 2 at 6:30 PM at the Owatonna Arts Center
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**

Owatonna Public Library Board Meeting

Thursday, September 19th, 2024

4:30 PM Gainey Room

Owatonna Public Library

Minutes- DRAFT copy

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, September 19, 2024. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

Present: President **Trudy Severson**, Vice President **Amy Tapp**, Secretary **Julianna Skulzacek**, Trustee **Karen Malin**, Trustee **Quinn Meyer**. Library Director **Mark Blando**, Administrative Technician **Maria Hanson**, Child Services Librarian, **Darla Lager**

Absent:

1. **Call to Order**

The meeting was called to order by President Severson at 4:31pm.

2. **Reminder of Open Meeting Law**

The open meeting law applies to board meetings.

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

No public comment

4. **Approval of June 2024 Board Minutes**

Trustee Malin moved and Trustee Tapp, seconded to approve the minutes of the June 2024 meeting. All ayes and the motion approved.

5. **Children's Services Report**

See attachment.

Lager highlighted the children service events for the past 3 months from June to August. There were three bookfairs this summer. June was the smallest in attendance.

Special guest programs included Magical Norm, Master Gardeners, Circus on Strings, Sustainable Safari, The Science of Space and the International Owl Center.

Other events included a Lego Day, Let's Play a Game Day, Create-a-craft and Storytime.

6,845 people attended one of the 44 programs offered at the library this summer.

6. Financial report

Blando stated the budget is on track and a little ahead. Some savings in the few months that the library technician position was not filled.

Budget process was moved up a month this year to give the City Council more time to review. There is a request to add a part-time library assistant position (28 hours) to the budget. Final submissions will be in December.

For the Gainey room we will be using capital improvement funds to replace the tables with new foldable nesting tables and updating AV equipment. The current equipment is over ten years old. Also, some security camera replacements.

Upcoming participation in a roof study, to evaluate weak points and leaks in attic and elevator shaft. The roof is on schedule for repairs.

7. Library Use Reports for June-August 2024

Reports shared for June, July and August. Blando stated that we are coming back to 2019 numbers. There is an increase in E-books. Hoopla reached record numbers this year.

8. SELCO Report

We will be transitioning to a new ILS system in May of 2025. The new system will have many new updates. Christina Ingvaldson is on the task force. It will require an inventory of all the books first. According to Blando this is a huge undertaking.

9. Upcoming Programs

September 26- Movie Waitress the Musical

September 30- Doug Ohman Name That Town Program

October 3- Chad Lewis Minnesota's Most Haunted Locations

Mona Susan Power- A Council of Dolls, coming around November/December

10. 125th Anniversary Planning

Library Anniversary date is 2-22-2025 at 2:00pm. There will be a kick-off reception on this day with events and programs throughout the year. Mark highlighted some of the plans the committee has discussed.

11. **Library Update**

Staffing changes

- Request for a new part-time library assistant
- Maria Hanson new hire in July as Library Technician
- Nancy Vaillancourt retired in August from Blooming Prairie; Michele McCaughtry is Nancy's replacement. She comes with experience from Wabasha and Kasson libraries.
- All three pages left for college this year. As of today, we have hired three new individuals that will start in a couple of weeks.
- Lisa Boutelle is retiring on September 20th. She has been with the library for 17 years. Her position was posted, and we had over 50 applicants. Interviews will be held in the next few weeks.
- On the city staff changes, Finance Director Rhonda Moen left for a new position and Jenna Tuma former Park and Rec director is now new Assistant City Administrator.

We have a new library web page. Renee has put in a lot of work with this. Library news and events calendar on the home page.

The culture team is responsible for a better together TV at the library. The TV displays announcements, schedules, city news and other information. This is to continue to enhance the culture at the library.

September is library card sign up month. Patrons can get a new card free of charge with our new city logo. This is optional and not required.

Maria Hanson is now the Notary Public at the library.

We are now using civic clerk software for all agendas. Maria will share a link to civic clerk to all board members for all future agendas. Paper copies will still be made available at the meeting.

12. **Renovation Update**

We soft launched the new makerspace in June. We had some issues with the plate on the 3D printer overheating. This is now fixed, and we will soon be running trials again. The goal is to have a web page where individuals can submit their plans. Library staff will then process the designs. Blando mentioned that he will ask the foundation to supplement the cost of the materials for the projects.

A Request for Proposal (RFP) is in progress with the Library Foundation for architects. Funding was recently awarded to the foundation from a private estate.

Adjourn

A motion to adjourn was made by Tapp and seconded by Malin. All ayes. The meeting adjourned at 5:25pm.

The next board meeting will be Thursday, October 17, 2024, at 4:30pm.

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 11/2024

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-	148.17-	4,814.58-		685.42-	87.538	4,778.13-
100-34109-590-591-000000	OTHER REVENUE	750.00-	5.45-	3,702.95-		2,952.95	493.727	1,436.71-
Subtotal:		6,250.00-	153.62-	8,517.53-		2,267.53	136.280	6,214.84-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	4.00-	1,211.23-		288.77-	80.749	1,568.04-
Subtotal:		1,500.00-	4.00-	1,211.23-		288.77-	80.749	1,568.04-
100-36231-590-591-000000	GRANT FUNDS							28,109.01-
Subtotal:								28,109.01-
Program number: 591 LIBRARY		210,250.00-	157.62-	207,283.49-		2,966.51-	98.589	240,801.53-
Department number: LIBRARY		210,250.00-	157.62-	207,283.49-		2,966.51-	98.589	240,801.53-
Revenue	Subtotal -----	210,250.00-	157.62-	207,283.49-		2,966.51-	98.589	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	21,696.73	536,590.65		40,531.35	92.977	580,026.59
100-41100-590-591-000000	WAGES - REGULAR PT	249,679.00	7,131.84	165,145.69		84,533.31	66.143	177,406.42
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00	518.08	9,655.13		20,144.87	32.400	13,182.13
100-41300-590-591-000000	WAGES - OT							35.85
100-41410-590-591-000000	PERA	62,010.00	1,980.44	52,080.09		9,929.91	83.987	56,394.61
100-41420-590-591-000000	FICA	65,530.00	2,146.86	51,796.26		13,733.74	79.042	56,614.58
100-41500-590-591-000000	INSURANCE	93,096.00	3,940.65	81,520.95		11,575.05	87.567	89,208.36
100-41550-590-591-000000	WORKERS COMP INSURAN	4,883.00	167.29	4,055.05		827.95	83.044	4,620.52
Subtotal:		1,082,120.00	37,581.89	900,843.82		181,276.18	83.248	977,489.06
100-42000-590-591-000000	OFFICE SUPPLIES	3,100.00		6,001.48		2,901.48-	193.596	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	2,991.59		3,508.41	46.024	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		49.50		100.50	33.000	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	145.46	23,507.09		21,492.91	52.238	42,922.01
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00		4,500.68		4,499.32	50.008	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	157.79	8,241.93		5,758.07	58.871	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	327.03	55,827.76		42,772.24	56.620	114,836.70
100-43010-590-591-000000	OTHER PROFESSIONAL S	31,500.00	2,455.00	34,520.00		3,020.00-	109.587	24,540.00
100-43121-590-591-000000	PHONE	1,100.00		1,062.62		37.38	96.602	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		586.92		61.92-	111.794	533.40
100-43130-590-591-000000	FINANCIAL PROCESSING			1.00-		1.00		
100-43220-590-591-000000	TRAVEL & TRAINING	1,750.00		217.01		1,532.99	12.401	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			140.00		140.00-		1,997.08
100-43710-590-591-000000	REPAIR & MAINT - BLD	5,000.00	29.98	2,390.33		2,609.67	47.807	11,551.56
100-43720-590-591-000000	REPAIR & MAINT - EQU	10,200.00		5,008.57		5,191.43	49.104	6,318.60
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00		204.00		296.00	40.800	1,102.00
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00		667.62		432.38	60.693	1,480.00
100-43980-590-591-000000	COMPUTER SERVICES	49,000.00	2,371.46	23,940.97		25,059.03	48.859	30,945.18

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 11/2024

[illegible]

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

CKI & CKO - physical items			Sep-24
bp	Checkin	Normal CKI	922
bp	Checkin	Late Checkin	268
BP TOTAL CKI			1,190
bp	Checkout	First Time CKO	704
bp	Checkout	Phone Renewal	36
bp	Checkout	Other Renewal	56
bp	Checkout	Opac Renewal	155
bp	BP TOTAL CKO		951

CKI & CKO - physical items			Sep-23
bp	Checkin	Normal CKI	1,109
bp	Checkin	Late Checkin	307
BP TOTAL CKI			1,416
bp	Checkout	First Time CKO	1,129
bp	Checkout	Phone Renewal	122
bp	Checkout	Other Renewal	29
bp	Checkout	Opac Renewal	150
bp	BP TOTAL CKO		1,430

CKI & CKO - physical items			Sep-24
owat	Checkin	Normal CKI	8,901
owat	Checkin	Late Checkin	2,275
OPL TOTAL CKI			11,176
owat	Checkout	First Time CKO	9,805
owat	Checkout	Phone Renewal	207
owat	Checkout	Other Renewal	272
owat	Checkout	Opac Renewal	1,088
owat	OPL TOTAL CKO		11,372

CKI & CKO - physical items			Sep-23
owat	Checkin	Normal CKI	8,442
owat	Checkin	Late Checkin	2,260
OPL TOTAL CKI			10,702
owat	Checkout	First Time CKO	10,080
owat	Checkout	Phone Renewal	194
owat	Checkout	Other Renewal	261
owat	Checkout	Opac Renewal	824
owat	OPL TOTAL CKO		11,359

New Borrowers Sep 2024		Library Visits Sep 2024	
bp	7	bp	908
owat	174	owat	6,188

ILL/Loaned Sep 2024		ILL/Borrowed Sep 2024		ILL/Loaned Sep 2023		ILL/Borrowed Sep 2023	
bp	419	bp	200	bp	471	bp	218
owat	1,215	owat	1,177	owat	1,238	owat	1,018

Library Services Report - September

OVERDRIVE/Libby in September 2024:

632 patrons checked out:

1,112 eBooks

1,124 eAudio

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

33 eBooks/day and 29 eAudio/day in Sep 2023

FREEGAL in September 2024:

10 patrons Downloaded 12 songs

12 patrons Streamed 967 songs

HOOPLA in September 2024:

328 patrons checked out 978 items

Blooming Prairie Branch Library Services - September 2024

Michele McCaughtry, Library Director

908 visits to the library in September

2 story times with 14 total attending

1 author presentation with 23 people

The author/historian was Doug Ohman, and the presentation was titled "Hidden in Plain View: the Cemeteries of Minnesota".

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

CKI & CKO - physical items			Oct-24
bp	Checkin	Normal CKI	929
bp	Checkin	Late Checkin	219
BP TOTAL CKI			1,148
bp	Checkout	First Time CKO	893
bp	Checkout	Phone Renewal	44
bp	Checkout	Other Renewal	35
bp	Checkout	Opac Renewal	139
bp	BP TOTAL CKO		1,111

CKI & CKO - physical items			Oct-23
bp	Checkin	Normal CKI	1,083
bp	Checkin	Late Checkin	348
BP TOTAL CKI			1,431
bp	Checkout	First Time CKO	1,086
bp	Checkout	Phone Renewal	123
bp	Checkout	Other Renewal	33
bp	Checkout	Opac Renewal	152
bp	BP TOTAL CKO		1,394

CKI & CKO - physical items			Oct-24
owat	Checkin	Normal CKI	10,122
owat	Checkin	Late Checkin	2,434
OPL TOTAL CKI			12,556
owat	Checkout	First Time CKO	10,755
owat	Checkout	Phone Renewal	290
owat	Checkout	Other Renewal	303
owat	Checkout	Opac Renewal	999
owat	OPL TOTAL CKO		12,347

CKI & CKO - physical items			Oct-23
owat	Checkin	Normal CKI	9,773
owat	Checkin	Late Checkin	2,219
OPL TOTAL CKI			11,992
owat	Checkout	First Time CKO	9,754
owat	Checkout	Phone Renewal	255
owat	Checkout	Other Renewal	422
owat	Checkout	Opac Renewal	980
owat	OPL TOTAL CKO		11,411

New Borrowers Oct 2024		Library Visits Oct 2024	
bp	3	bp	982
owat	92	owat	7,951

ILL/Loaned Oct 2024		ILL/Borrowed Oct 2024		ILL/Loaned Oct 2023		ILL/Borrowed Oct 2023	
bp	419	bp	173	bp	461	bp	239
owat	1,096	owat	1,116	owat	1,291	owat	1,030

LIBRARY SERVICES REPORT – OCTOBER

OVERDRIVE/Libby in October 2024:

652 patrons checked out:

1,066 eBooks

1,192 eAudio

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

35 eBooks/day and 31 eAudio/day in Oct 2023

It's officially a trend! The past three months we have checked out more audiobooks via Libby than ebooks. That never used to be the case.

FREEGAL in October 2024:

11 patrons Downloaded 113 songs

14 patrons Streamed 663 songs

HOOPLA in October 2024:

344 patrons checked out 1,024 titles

The hoopla trend is that circ has been increasing most months this year, and this is the first time we've ever gone above 1,000.

Blooming Prairie Branch Library Services - October 2024

Michele McCaughtry, Library Director

982 visits to the library in October

4 story times with 9 total attending

FOL Book Club at the library 14 attending

READ YOUR COMMUNITY

A Chance for Owatonna to Read, Learn, and Grow Together



Author Program with Mona Susan Power



Monday, December 2 at 6:30 pm
Owatonna Arts Center

