LIBRARY BOARD MEETING

Thursday, December 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 Last Meeting Minutes**
   - 4.a. November 21 Minutes of the OPL Board of Trustee Meeting
5. **Children's Services Report**
6. **Financial Reports**
   - 6.a. Financial Report - December
7. **Library Use Reports**
   - 7.a. Library Use Report November
   - 7.b. Library Services Report November
8. **SELCO Updates**
9. **Upcoming Programs**
   - 9.a. OHS Carolers December 18th
10. **125th Anniversary Planning**
11. **Library Updates**
12. **Library Renovation Update**

LIBRARY BOARD MEETING
Thursday, November 21, 2024 at 4:30 PM
Gainey Room, Owatonna Public Library
Minutes – DRAFT copy

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, November 21, 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**, Library Director **Mark Blando**, Administrative Technician **Maria Hanson**, Child Services Librarian, **Darla Lager**, Guest, **Cecilia Pick**.
Absent: Trustee **Quinn Meyer**.

Call to Order

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

2. **Reminder of Open Meeting Law**
   The open meeting law applies to board meetings.

3. **Public Comments (Please limit comments to 3 minutes)**
   Questions on community library events, Why? What is their purpose?

   Mark shared the purpose of community reads is to reach a demographic or population of people currently not attending the library. We partner with local businesses and authors for community reads. Our first one this year was at the Steele County Historical Society with Patty Wetterling, the second at Foremost Brewing Coop with Karen Cooper and the third will be at the Art Center with Susan Power on December 2nd. It is to generate outreach of our library services for people that do not come into the library.

   Discussion on how to get more people informed of library events. Mark mentioned that people can go to our website and enter their email to sign up to receive email notices of library events. Suggestion was made to use a QR

codes to this sight to get more users informed.

4. Approval of Last Meeting Minutes

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

5. Children's Services Report

See attachment.

Darla Lager shared Storytime attendance numbers for September and October. Storytime began on Tuesday, September 17th.

COPtober was a special event held on October 17th, an annual tradition we've celebrated for several years. Last year, the event earned the 2024 City of Excellence Award from the League of Minnesota Cities. During the event, the Owatonna Police Department visited the library, engaging children with a variety of activities and demonstrations.

Starting Polar Express visits in December for all first graders.

6. Financial Reports

The budget is in good shape and well ahead, thanks to retirements and vacancies. The final budget will be approved in December and includes a 28-hour specialist position. Capital improvement funds will be allocated for a roof survey and new equipment in the Gainey Room. Plans are also underway to purchase new nesting tables for the conference room and replace the audio/video equipment.

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

Blando shared that our check out numbers for audiobooks is going up. In October, we checked out more audiobooks via Libby than eBooks. Hoopla has become very popular. We may need to investigate putting a cap on the number of check outs. Currently 5 checkouts are allowed. Cost has nearly doubled with the increase in usage. Check outs are based on the type of book. New more popular books are more expensive. Blando will be having a conversation with the librarians on how to address this. We have had many people sign up for an Owatonna library card because of Hoopla. Hoopla is an app, most can use on their phone or smart TV

Blooming prairie numbers slowing improving. Storytime attendance takes time to develop with a new person.

8. SELCO Updates

President Severson shared that Meridith Erickson, Rochester SELCO representative wants to connect with us here in Owatonna 2-3 times a year starting in January. Mark will reach out to Meridith to schedule.

Next year we will be transitioning to new library circulation system. There will be a task force convening to set in place procedures that will be needed to transfer to the new ILS. This is a huge project but it will be a better system. More intuitive and adaptable. Eventually will need to physically inventory every book, this is good to do every few years. For now we will be just moving everything over digitally. The new system will look different.

SELCO's main hub is in Rochester. We current pay a courier services to transport books 5 days a week. We receive money form SELCO when we loan books.

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

December 2nd Mark is speaking at the Rotary.

OHS Carolers will be at the library December 18th at 12:30 pm.

Gary Hedstrom, local author at the library last Thursday. Talked about growing up on a farm. About 30 people attended.

Halloween Trivia night well attended with 6 or 7 teams participating.

10. 125th Anniversary Planning

Anniversary date is February 22nd, 2025. We continue to plan programming for this day and for year-long event activities.

We will be having a celebration dinner for people that have contributed to the library on February 21st at Torey's. Inviting Library Board members, foundation members, retirees and staff. Watch for more information coming soon. If you would like to volunteer on the Anniversary day please let Mark or Maria know. Blando shared the new anniversary logo design.

We will be publishing information on our website, social media and with the newspaper closer to this event date.

11. Library Updates

Library Staffing. Cassie resigned in October. We have been interviewing for the past couple of weeks and are narrowing down our candidate for this position. We will have a decision made by the next meeting. The position is for media librarian. It involves ordering our media materials, creating flyers and programming, and desk duties. The position will be more team focused.

Katie Ritter replace Lisa Boutelle as Children's Services Library Specialist. This will leave an open position for Library Assistant. This along with second position will be posted after the job is approved with the Board budget. Mental Health First Aide Training for all staff is on December 4th. Includes Blooming Prairie staff. The library will be closed this day. Kim Schaufenbuel from Riverland will be doing the training.

Mark met with Blooming Prairie librarian Michelle McCaughtry and city administrator Melanie Aeschliman to discuss the current relationship between the Owatonna and Blooming Prairie libraries. Blooming Prairie operates as a branch library with its own budget, while Mark oversees the librarian's role.

They are working on a document outlining all responsibilities in detail. Discussions include whether Blooming Prairie should remain a branch library, become an independent entity, or join the county library system. The goal is to

finalize decisions by January.

December 2nd Mark is speaking at the Rotary.

City Staffing updates. We have a new Finance director Emily Burns and a new Park and Rec director TW Dieckmann.

12. Library Renovation Update

The 3D printer is working again.

Working with architects on the RFP plan for renovations. Hoping to have a proposal in place by the first quarter of next year. We are reconfiguring the space inside the library only not outside. More meeting and team space is needed.

Update on Career Force Corner. Discussions took place about reinstating this resource at the library. It serves as a valuable tool for individuals seeking assistance with technology and job-related tasks. Amy Tapp has been appointed as the new Workforce Development Coordinator. Mark will connect with Amy to coordinate future plans for reintroducing this initiative to the library.

Adjourn
A motion to adjourn was made by Tapp and seconded by Malin. All ayes. Meeting adjourned at 5:30pm.

The next board meeting with be on Thursday, December 19, 2024 at 4:30 pm.

Respectfully submitted by Maria Hanson.

Fund: 100 GENERAL FUND Department: 590 LIBRARY Program: 591 LIBRARY

Period Ending: 12/2024

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-	158.83-	5,274.13-		225.87-	95.893	4,778.13-
100-34109-590-591-000000	OTHER REVENUE	750.00-	61.14-	3,773.85-		3,023.85	503.180	1,436.71-
Subtotal:		6,250.00-	219.97-	9,047.98-		2,797.98	144.768	6,214.84-
100-35103-590-591-000000	LIBRARY FINES	1,500.00-	20.98-	1,254.21-		245.79-	83.614	1,568.04-
Subtotal:		1,500.00-	20.98-	1,254.21-		245.79-	83.614	1,568.04-
100-36222-590-591-000000	EQUIPMENT RENTAL			10.00-		10.00		
100-36231-590-591-000000	GRANT FUNDS							28,109.01-
Subtotal:				10.00-		10.00		28,109.01-
Program number: 591 LIBRARY		210,250.00-	240.95-	207,866.92-		2,383.08-	98.867	240,801.53-
Department number: LIBRARY		210,250.00-	240.95-	207,866.92-		2,383.08-	98.867	240,801.53-
Revenue	Subtotal ----------	210,250.00-	240.95-	207,866.92-		2,383.08-	98.867	240,801.53-

Fund: 100 GENERAL FUND | Department: 590 LIBRARY | Program: 591 LIBRARY

Period Ending: 12/2024

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
100-41000-590-591-000000	WAGES - REGULAR FT	577,122.00	20,141.60	575,849.80		1,272.20	99.780	580,026.59
100-41100-590-591-000000	WAGES - REGULAR PT	249,679.00	6,011.82	178,493.56		71,185.44	71.489	177,406.42
100-41200-590-591-000000	WAGES-TEMP/SEASONAL	29,800.00	420.43	10,561.10		19,238.90	35.440	13,182.13
100-41300-590-591-000000	WAGES - OT							35.85
100-41410-590-591-000000	PERA	62,010.00	1,961.51	56,025.63		5,984.37	90.349	56,394.61
100-41420-590-591-000000	FICA	65,530.00	1,934.76	55,693.70		9,836.30	84.990	56,614.58
100-41500-590-591-000000	INSURANCE	93,096.00	3,940.65	88,573.10		4,522.90	95.142	89,208.36
100-41550-590-591-000000	WORKERS COMP INSURAN	4,883.00	151.48	4,360.09		522.91	89.291	4,620.52
Subtotal:		1,082,120.00	34,562.25	969,556.98		112,563.02	89.598	977,489.06
100-42000-590-591-000000	OFFICE SUPPLIES	3,100.00	36.65	6,136.48		3,036.48-	197.951	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	31.77	3,047.14		3,452.86	46.879	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		86.30		63.70	57.533	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	7,033.71	31,093.57		13,906.43	69.097	42,922.01
100-42520-590-591-000000	LIBRARY MATERIALS -P	9,000.00	59.83	4,560.51		4,439.49	50.672	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	289.58	8,560.59		5,439.41	61.147	11,874.15
100-42535-590-591-000000	LIBRARY MATERIALS -	300.00		6,067.55		5,767.55-	2,022.517	6,549.52
Subtotal:		98,600.00	7,451.54	68,359.31		30,240.69	69.330	114,836.70
100-43010-590-591-000000	OTHER PROFESSIONAL S	31,500.00	2,455.00	36,975.00		5,475.00-	117.381	24,540.00
100-43121-590-591-000000	PHONE	1,100.00		1,169.32		69.32-	106.302	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	1,500.00	1,725.59		24.41	98.605	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		1,404.81		404.81-	140.481	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	1,794.03	4,184.36		815.64	83.687	11,551.56
100-43720-590-591-000000	REPAIR & MAINT - EQU	10,200.00		5,118.56		5,081.44	50.182	6,318.60
100-43780-590-591-000000	REPAIR & MAINT - OTH	500.00	68.00	760.25		260.25-	152.050	1,102.00
100-43960-590-591-000000	LANDFILL/DISPOSAL FE	1,100.00	54.76	777.14		322.86	70.649	1,480.00
100-43980-590-591-000000	COMPUTER SERVICES	49,000.00	2,371.46	26,312.43		22,687.57	53.699	30,945.18

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
Subtotal:		123,375.00	8,243.25	95,583.07	27,791.93	77.474	100,590.01	
100-45400-590-591-000000	VEHICLES MACHINERY &							27,779.15
Subtotal:								27,779.15
Program number: 591 LIBRARY		1,304,095.00	50,257.04	1,133,499.36	170,595.64	86.918	1,220,694.92	
Department number: LIBRARY		1,304,095.00	50,257.04	1,133,499.36	170,595.64	86.918	1,220,694.92	
Expense	Subtotal ----------	1,304,095.00	50,257.04	1,133,499.36	170,595.64	86.918	1,220,694.92	
Fund number: 100 GENERAL FUND		1,093,845.00	50,016.09	925,632.44	168,212.56	84.622	979,893.39	
******* End of Report *********								

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

CKI & CKO - physical items			Nov-24
bp	Checkin	Normal CKI	820
bp	Checkin	Late Checkin	176
		BP TOTAL CKI	**996**
bp	Checkout	First Time CKO	846
bp	Checkout	Phone Renewal	28
bp	Checkout	Other Renewal	31
bp	Checkout	Opac Renewal	145
bp		**BP TOTAL CKO**	**1,050**

CKI & CKO - physical items			Nov-23
bp	Checkin	Normal CKI	1,006
bp	Checkin	Late Checkin	250
		BP TOTAL CKI	**1,256**
bp	Checkout	First Time CKO	1,005
bp	Checkout	Phone Renewal	96
bp	Checkout	Other Renewal	26
bp	Checkout	Opac Renewal	147
bp		**BP TOTAL CKO**	**1,274**

CKI & CKO - physical items			Nov-24
owat	Checkin	Normal CKI	8,919
owat	Checkin	Late Checkin	2,495
		OPL TOTAL CKI	**11,414**
owat	Checkout	First Time CKO	10,017
owat	Checkout	Phone Renewal	228
owat	Checkout	Other Renewal	290
owat	Checkout	Opac Renewal	868
owat		**OPL TOTAL CKO**	**11,403**

CKI & CKO - physical items			Nov-23
owat	Checkin	Normal CKI	9,111
owat	Checkin	Late Checkin	2,317
		OPL TOTAL CKI	**11,428**
owat	Checkout	First Time CKO	10,272
owat	Checkout	Phone Renewal	228
owat	Checkout	Other Renewal	355
owat	Checkout	Opac Renewal	933
owat		**OPL TOTAL CKO**	**11,788**

New Borrowers Nov 2024	
bp	6
owat	66

Library Visits Nov 2024	
bp	N/A
owat	7,401

ILL/Loaned Nov 2024	
bp	378
owat	1,011

ILL/Borrowed Nov 2024	
bp	126
owat	986

ILL/Loaned Nov 2023	
bp	473
owat	1,228

ILL/Borrowed Nov 2023	
bp	192
owat	1,075

LIBRARY SERVICES REPORT – NOVEMBER

OVERDRIVE/Libby in November 2024:

620 patrons checked out:

1,134 eBooks

973 eAudio

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

33 eBooks/day and 30 eAudio/day in Nov 2023

FREEGAL in November 2024:

10 patrons Downloaded 1014 songs

12 patrons Streamed 356 songs

HOOPLA in November 2024:

331 patrons checked out 963 titles