



LIBRARY BOARD MEETING
Thursday, January 16, 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. December 19, 2024 Minutes of the OPL Board Meeting
- 5. Children's Services Report**
- 6. Financial Reports**
 - 6.a. Financial Report -January
- 7. Library Use Reports**
 - 7.a. Library Services Report -December
 - 7.b. Library Use Report -December
- 8. SELCO Updates**
- 9. Upcoming Programs**
 - 9.a. OPL Book Club Meeting Information
- 10. 125th Anniversary Planning**
- 11. Library Updates**
- 12. Library Renovation Update**



LIBRARY BOARD MEETING
Thursday, December 19, 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, December 19, 2024. The meeting was held in the Owatonna Public Library Gainey Room at 4:30pm.

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

1. Call to Order

The meeting was called to order by President Severson at 4:40pm

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 comments.

4. Approval of Last Meeting Minutes

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

5. Children's Services Report

Storytime was held 8 times in November, Tuesday mornings at 9:30 AM and 10:30 AM. It was attended by 245 children and adults.

6. Financial Reports

6.a. Financial Report – December

Blando reported the budget is still looking good. Met with furniture company to order new nesting tables for the Gainey room before the end of the year. The old tables will be repurposed to Park and Rec. The city budget was approved on December 17th. All the library requests were approved. This includes equipment for Gainey room, a roof study and part-time position.

Library foundation is currently in its annual fund donation drive. All monies to this foundation go directly to OPL programs and needs.

7. Library Use Reports

7.a. Library Use Report November

7.b. Library Services Report November

Usage is about the same as last year at this time. This was the second biggest month for Hoopla this year. Mark contacted the vendor to request a report to identify the source of the latest increase. We may need to scale back the number of items checked out at one time.

8. SELCO Update

There was a meeting this month to discuss the next steps for migration to the new ILS. The go live date is set for May 1st, 2025. There was discussion on how to spend the excess government funds. The most requested was money for eBooks and audiobook collections as well as funding scholarships to national and state conferences. Like the ALA conference.

Mark also will follow up with Meridith to attend the January Library board meeting.

9. Upcoming Programs

9.a. OHS Carolers December 18th

The carolers did two shows one upstairs in adult services and one downstairs in children services. There was a school visiting during this time and one of the students stepped up and conducted the choir.

The library along with other city departments had a float in the Holiday lighted parade on December 6th. The theme this year was Nightmare before Christmas.

Mona Susan Power was at the art center on December 2nd. Well attended.

Discussion with the board members to add to our website instructions and information on how to sign up to receive emails of library events. Especially with the upcoming 125th anniversary events for next year.

10. 125th Anniversary Planning

Starting in January, the committee will start meeting every week instead of every other week. We will have a pamphlet of the year events with dates soon.

There will be a library sponsored book club starting in January 2025. The members will choose the books. The plan is to have two different meeting times. One in the afternoon and one in the evening. No limit right now on how many can sign up.

11. Library Updates

We had an all-staff training day on December 4th for Mental Health First Aide. The training provided tools for staff to help individuals that are out of sorts or show signs of mental illness. We do not diagnose but provide support. Blando hopes to continue the all-staff trainings and do a different topic each year.

Rotary talk on December 2nd went well. Mark shared a PowerPoint with highlights of this past year and plans moving forward.

The city will have an All Hands meeting on January 22nd. Library will be closed this day. All department heads will get together to talk about past and future projects.

Conditional offer has been made to a candidate for Cassie's position. Mark will share details once confirmed. The Librarian position will have supervisory duties and will be responsible for all AV Materials. This position will focus on young adult/tween population.

12. Library Renovation Update

Makerspace launching in January. Blando is working on final policies and submission forms. Other libraries have experienced huge popularity with this program. We are building expectations for product completion the fall into the 2–3 week timeline.

Blando is working with city administrators Kris and Jenna on creating an RFP for the Library renovations. Hopefully early next year plans will be in place. Hiring an architect to assist. The goal with the renovations is to include shelving, desk, office and lighting needs.

Adjourn

A motion to adjourn was made by Malin and seconded by Meyer. All ayes. Meeting adjourned at 5:08pm.

The next board meeting will be on Thursday, January 16, 2025 at 4:30pm.

Respectfully submitted by Maria Hanson.

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 1/2025

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							197,554.73-
	Subtotal:							197,554.73-
100-34105-590-591-000000	COPIES & PRINTING		75.30-	75.30-		75.30		5,500.73-
100-34109-590-591-000000	OTHER REVENUE		4.18-	4.18-		4.18		3,785.12-
	Subtotal:		79.48-	79.48-		79.48		9,285.85-
100-35103-590-591-000000	LIBRARY FINES		2.00-	2.00-		2.00		1,301.19-
	Subtotal:		2.00-	2.00-		2.00		1,301.19-
100-36222-590-591-000000	EQUIPMENT RENTAL							10.00-
	Subtotal:							10.00-
Program number:	591 LIBRARY		81.48-	81.48-		81.48		208,151.77-
Department number:	LIBRARY		81.48-	81.48-		81.48		208,151.77-
Revenue	Subtotal -----		81.48-	81.48-		81.48		208,151.77-

Department: 590 LIBRARY

Program: 591 LIBRARY

Period Ending: 1/2025

Account	Description	Year Budget	Month Actual	Year to Date Actual	Budget Balance	Budget Balance Percent	Prior Year Actual Total	2 Years Prior Actual Total
100-41000-590-591-000000	WAGES - REGULAR FT							575,849.80
100-41100-590-591-000000	WAGES - REGULAR PT							178,493.56
100-41200-590-591-000000	WAGES-TEMP/SEASONAL							10,561.10
100-41410-590-591-000000	PERA							56,025.63
100-41420-590-591-000000	FICA							55,693.70
100-41500-590-591-000000	INSURANCE							88,573.10
100-41550-590-591-000000	WORKERS COMP INSURAN							4,360.09
Subtotal:								969,556.98
100-42000-590-591-000000	OFFICE SUPPLIES							6,951.03
100-42100-590-591-000000	OPERATING SUPPLIES							283.45
100-42210-590-591-000000	REPAIR & MAINT SUPPL							3,094.70
100-42300-590-591-000000	SMALL TOOLS & MINOR							921.09
100-42310-590-591-000000	SAFETY EQUIPMENT & P							86.30
100-42510-590-591-000000	LIBRARY MATERIALS -							42,240.48
100-42520-590-591-000000	LIBRARY MATERIALS -P							9,261.90
100-42525-590-591-000000	LIBRARY MATERIALS -							7,602.63
100-42530-590-591-000000	LIBRARY MATERIALS -							14,146.51
100-42535-590-591-000000	LIBRARY MATERIALS -							6,067.55
Subtotal:								90,655.64
100-43010-590-591-000000	OTHER PROFESSIONAL S							36,975.00
100-43121-590-591-000000	PHONE							1,276.02
100-43122-590-591-000000	POSTAGE							204.00
100-43123-590-591-000000	ALARM SERVICES							586.92
100-43130-590-591-000000	FINANCIAL PROCESSING							1.00-
100-43220-590-591-000000	TRAVEL & TRAINING							1,725.59
100-43320-590-591-000000	ADVERTISING & PROMOT							700.69
100-43400-590-591-000000	MEMBERSHIPS & SUBSCR							1,404.81
100-43500-590-591-000000	PROPERTY & LIABILITY							15,525.00
100-43510-590-591-000000	LICENSES							140.00
100-43710-590-591-000000	REPAIR & MAINT - BLD							4,329.36
100-43720-590-591-000000	REPAIR & MAINT - EQU							13,633.76
100-43780-590-591-000000	REPAIR & MAINT - OTH							760.25
100-43960-590-591-000000	LANDFILL/DISPOSAL FE							777.14
100-43980-590-591-000000	COMPUTER SERVICES							26,312.43
Subtotal:								104,349.97
Program number: 591 LIBRARY								1,164,562.59

Period Ending: 1/2025

[illegible]

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

CKI & CKO - physical items			Dec-24
bp	Checkin	Normal CKI	985
bp	Checkin	Late Checkin	193
BP TOTAL CKI			1,178
bp	Checkout	First Time CKO	768
bp	Checkout	Phone Renewal	53
bp	Checkout	Other Renewal	44
bp	Checkout	Opac Renewal	211
bp	BP TOTAL CKO		1,076

CKI & CKO - physical items			Dec-24
owat	Checkin	Normal CKI	8,620
owat	Checkin	Late Checkin	2,629
OPL TOTAL CKI			11,249
owat	Checkout	First Time CKO	8,810
owat	Checkout	Phone Renewal	247
owat	Checkout	Other Renewal	312
owat	Checkout	Opac Renewal	995
owat	OPL TOTAL CKO		10,364

CKI & CKO - physical items			Dec-24
bp	Checkin	Normal CKI	952
bp	Checkin	Late Checkin	266
BP TOTAL CKI			1,218
bp	Checkout	First Time CKO	1,039
bp	Checkout	Phone Renewal	103
bp	Checkout	Other Renewal	39
bp	Checkout	Opac Renewal	104
bp	BP TOTAL CKO		1,285

CKI & CKO - physical items			Dec-24
owat	Checkin	Normal CKI	8,743
owat	Checkin	Late Checkin	1,955
OPL TOTAL CKI			10,698
owat	Checkout	First Time CKO	9,253
owat	Checkout	Phone Renewal	226
owat	Checkout	Other Renewal	286
owat	Checkout	Opac Renewal	1,047
owat	OPL TOTAL CKO		10,812

New Borrowers Dec 2024		Library Visits Dec 2024	
bp	5	bp	BP's report
owat	154	owat	5,691

ILL/Loaned Dec 2024		ILL/Borrowed Dec 2024		ILL/Loaned Dec 2023		ILL/Borrowed Dec 2023	
bp	344	bp	176	bp	388	bp	183
owat	1,105	owat	872	owat	964	owat	855

LIBRARY SERVICES REPORT- DECEMBER 2024

OVERDRIVE/Libby in December 2024:

624 patrons checked out:

1,092 eBooks

1,117 eAudio

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

32 eBooks/day and 29 eAudio/day in Dec 2023

FREEGAL in December 2024:

9 patrons Downloaded 84 songs

9 patrons Streamed 569 songs

HOOPLA in December 2024:

324 patrons checked out 1,122 titles

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

BLOOMING PRAIRIE BRANCH LIBRARY SERVICES

DECEMBER

Visits: 842

4 Storytimes, attendees total: 22

Assisted Living Book Club: 5

Early Childhood Family Education Storytime: 0 does not meet in December

FOL Book Club at the library: 0 does not meet in December

NOVEMBER

Visits: 914

3 Storytimes: attendees total: 23

Assisted Living Book Club: 6

Early Childhood Family Education Storytime: 32

FOL Book Club at the Library: 7



OWATONNA PUBLIC LIBRARY BOOK CLUB

The OPL will be starting our very own book club in conjunction with our 125th Anniversary celebration. We will meet in the Reading Room (2nd floor) the second Monday of every month. We will be offering two meeting times, 1:00pm and 6:00pm. We will discuss the same book at both meetings, so you can pick a time that works best for you.

**13 JANUARY 2025
FREE FOR EVERYONE**

OPL Book Club

Dates and Times

January 13

February 10

March 10

April 14

May 12

June 9

July 14

August 11

September 8

October 13

November 10

December 8

1:00PM & 6:00PM