

Approved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, February 15<sup>th</sup>, 2024 at 4:30p.m.

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, February 15, 2024. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were Vice President Amy Tapp, Trustee Karen Malin, Trustee Quinn Meyer, Trustee Julianna Skulzacek, Library Director Mark Blando and Administrative Technician Robin Spande. Absent was President Trudy Severson.

**1. Call to Order**

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

**2. Reminder of Open Meeting Law**

The open meeting law applies to board meetings.

**3. Public Comments**

No Public Comments

**4. Approve Minutes**

Trustee Quinn Meyer moved and Trustee Karen Malin seconded to approve the minutes of the January 2024 meeting. All aye and the motion approved.

**5. Children's Services Report February 2024**

See attached

**6. Financial Report**

Blando reported that there are two new bottle fillers being installed at the Library that will be coming out of the CIP budget.

## 7. Library Use Report

<b>CKI &amp; CKO - physical items</b>				<b>Dec-23</b>	<b>CKI &amp; CKO - physical items</b>				<b>Dec-22</b>	
bp	Checkin	Normal CKI	952		bp	Checkin	Normal CKI	1,113		
bp	Checkin	Late Checkin	266		bp	Checkin	Late Checkin	272		
			<b>BP TOTAL CKI</b>	<b>1,218</b>				<b>BP TOTAL CKI</b>	<b>1,385</b>	
bp	Checkout	First Time CKO	1,039		bp	Checkout	First Time CKO	1,126		
bp	Checkout	Phone Renewal	103		bp	Checkout	Phone Renewal	110		
bp	Checkout	Other Renewal	39		bp	Checkout	Other Renewal	52		
bp	Checkout	Opac Renewal	104		bp	Checkout	Opac Renewal	155		
bp			<b>BP TOTAL CKO</b>	<b>1,285</b>	bp			<b>BP TOTAL CKO</b>	<b>1,443</b>	
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<b>CKI &amp; CKO - physical items</b>				<b>Dec-23</b>	<b>CKI &amp; CKO - physical items</b>				<b>Dec-22</b>	
owat	Checkin	Normal CKI	8,743		owat	Checkin	Normal CKI	9,019		
owat	Checkin	Late Checkin	1,955		owat	Checkin	Late Checkin	2,129		
			<b>OPL TOTAL CKI</b>	<b>10,698</b>				<b>OPL TOTAL CKI</b>	<b>11,148</b>	
owat	Checkout	First Time CKO	9,253		owat	Checkout	First Time CKO	9,744		
owat	Checkout	Phone Renewal	226		owat	Checkout	Phone Renewal	214		
owat	Checkout	Other Renewal	286		owat	Checkout	Other Renewal	307		
owat	Checkout	Opac Renewal	1,047		owat	Checkout	Opac Renewal	948		
owat			<b>OPL TOTAL CKO</b>	<b>10,812</b>	owat			<b>OPL TOTAL CKO</b>	<b>11,213</b>	
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<b>New Borrowers Dec 2023</b>				<b>Library Visits Dec 2023</b>						
bp			3	bp			605			
owat			167	owat			5,646			
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<b>ILL/Loaned Dec 2023</b>				<b>ILL/Borrowed Dec 2023</b>		<b>ILL/Loaned Dec 2022</b>		<b>ILL/Borrowed Dec 2022</b>		
bp			388	bp			183	bp		
owat			964	owat			855	owat		
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## **8. Upcoming Programs**

Winter Book Bingo is in full swing running from February 1 to March 31<sup>st</sup>. All Patrons need to do is read five books during this time frame. Each book you read gains you entry to the grand prize drawing. There will be one bingo card accepted per patron.

Adult puzzle night was offered on Thursday January 25<sup>th</sup> in the Reading Room. This program proved to be very popular with ten teams of four signing up in record time. The winning team finished in twenty minutes.

Last week on February 8<sup>th</sup> Joseph Mbele from Tanzania came to visit the Library. His talk covered "Cultural Differences Between Africans and Americans." He offered an engaging and entertaining talk about cultural differences which cause misunderstandings and conflicts between Africans and Americans. This program was very interesting and well attended.

Join us on Thursday, February 22<sup>nd</sup> at 2:00 p.m. for a showing of the movie Indiana Jones and the Dial of Destiny in the Gainey Room.

The Diane and Allan Page Testify Collection has assembled banners that will demonstrate African experience from slavery to today. These banners will be on display in our reading room. These are very powerful.

The Secrets of the Owatonna Public Library tour is coming up on Thursday February 22<sup>nd</sup> at 10:00 a.m. We are celebrating 124 years of serving Steele County. Join Nancy Vaillancourt as she unveils OPL's hidden spots and history.

Our first podcast has been produced and completed. The topic was the Dewey Decimal system. This promises to be a monthly event and will be featured on the city/government page.

## **9. SELCO Update**

Blando attended the SELCO meeting last Tuesday. They are working toward a new ILS program. This will be a huge undertaking for all SELCO Libraries.

Blando will be attending Legislative Day at the State Capital with Senator John Jasinski on February 29<sup>th</sup>. It will be broadcast as a TEAMS meeting if you are interested in attending.

SELCO is working on a timeline for standardization of Library Procedures.

## 10. **Library Updates**

The long awaited Makerspace will be up and running this month. We will begin advertising very soon. We will be able to print two colors at a time. This will be a staff involved process. At this point it is a free service that is provided by the Library. This is possible due to financial support from the Library Foundation.

The OCLA (Owatonna Community Leadership Association) program toured the Library this past week.

The time has come again for the annual report. Gathering statistics on patron information that begins February 1<sup>st</sup> until the end of April 2024.

The City of Owatonna has switched vendors for recycling from Waste Management to Thompson.

### **Adjourn**

A motion to adjourn was made by Trustee Julianna Skulzacek and seconded by Trustee Karen Malin. All aye. The meeting adjourned at 5:05 pm.

The next board meeting will be Thursday, March 21st, 2024 at 4:30pm.

Respectfully submitted,

by Robin Spande