Approved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, April 18, 2024-4:30p.m.

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, April 18, 2024. The meeting was held in the Owatonna Public Library Gainey Room.   In attendance were President Trudy Severson, Vice President Amy Tapp, Trustee Quinn Meyer and Library Director Mark Blando. Absent were Trustee Karin Malin and Trustee Julianna Skluzacek.

1. **Call to Order**

    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**

    No Public Comments

4. **Approve Minutes**

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

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

    No Report

6. **Financial Report**

    Blando reported that the budget is on track for this month. He stated that the budgeting timeline is being moved up for 2025 planning. Budget documents will be available in May.

7. **Library Use Report**

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

CKI & CKO - physical items			Mar-24			CKI & CKO - physical items			Mar-23
bp	Checkin	Normal CKI	1,127			bp	Checkin	Normal CKI	1,318
bp	Checkin	Late Checkin	266			bp	Checkin	Late Checkin	368
		BP TOTAL CKI	**1,393**					**BP TOTAL CKI**	**1,686**
bp	Checkout	First Time CKO	1,078			bp	Checkout	First Time CKO	1,499
bp	Checkout	Phone Renewal	84			bp	Checkout	Phone Renewal	78
bp	Checkout	Other Renewal	24			bp	Checkout	Other Renewal	43
bp	Checkout	Opac Renewal	192			bp	Checkout	Opac Renewal	172
bp		**BP TOTAL CKO**	**1,378**			bp		**BP TOTAL CKO**	**1,792**

CKI & CKO - physical items			Mar-24			CKI & CKO - physical items			Mar-23
owat	Checkin	Normal CKI	9,712			owat	Checkin	Normal CKI	11,097
owat	Checkin	Late Checkin	2,285			owat	Checkin	Late Checkin	2,282
		OPL TOTAL CKI	**11,997**					**OPL TOTAL CKI**	**13,379**
owat	Checkout	First Time CKO	10,793			owat	Checkout	First Time CKO	12,451
owat	Checkout	Phone Renewal	211			owat	Checkout	Phone Renewal	273
owat	Checkout	Other Renewal	286			owat	Checkout	Other Renewal	316
owat	Checkout	Opac Renewal	933			owat	Checkout	Opac Renewal	973
owat		**OPL TOTAL CKO**	**12,223**			owat		**OPL TOTAL CKO**	**14,013**

New Borrowers Mar 2024		Library Visits Mar 2024	
bp	3	bp	857
owat	92	owat	6,658

ILL/Loaned Mar 2024		ILL/Borrowed Mar 2024		ILL/Loaned Mar 2023		ILL/Borrowed Mar 2023	
bp	470	bp	234	bp	561	bp	238
owat	1,187	owat	1,259	owat	1,435	owat	1,246

8. **Upcoming Programs**

We have quite a few programs on the calendar over the next month. Authors Jess Lourey and Sarah Stonich will be speaking on Friday, April 19th at 4:30pm. Minnesota author and historian Doug Ohman will be here on Monday, April 29th at 6:30pm. Star Wars Trivia will be held on Monday, May 6th. Author Sun Yung Shin will be visiting on Tuesday, May 14th at 7pm. Our collaborative program with the Steele Co. Historical Society, Patty Wetterling and her co author Joy Baker, will be at the History Center at 6pm on Monday, May 20th.

9. **SELCO Update**

SELCO is setting up a task force to look at proposals for our new ILS. A representative from Owatonna will be put forth to be on the group.

10. **Library Updates**

Blando will be meeting with the City Administrator of Blooming Prairie to look at formalizing the relationship between the community of Blooming Prairie and the Owatonna Public Library. Blando will also be taking part in the Blooming Prairie Elementary School shout-outs with Branch Manager Nancy Vaillancourt. The City of Owatonna Employee Recognition event will be held on Wednesday, April 24. The library has 3 milestone anniversaries. Andrea Oyloe is celebrating 5 years with the city. Renee Lowery and Lisa Boutelle are celebrating 15 years.

11. **Renovation Updates**

Nothing to report

Adjourn

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

The next board meeting will be Thursday, May 16 at 4:30pm.

Respectfully submitted by Mark Blando