

Approved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, May 16, 2024-3:30p.m.

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, May 16, 2024. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Trudy Severson, Vice President Amy Tapp, Trustee Julianna Skluzacek and Library Director Mark Blando. Absent were Trustee Karin Malin and Trustee Quinn Meyer.

1. Call to Order

The meeting was called to order by President Severson at 3:30pm.

2. Reminder of Open Meeting Law

The open meeting law applies to board meetings.

3. Public Comments

No Public Comments

4. Approve Minutes

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

5. Children's Services Report April 2024

See Attached

6. Financial Report

Blando stated that the budget is looking good through the first quarter of the year. The budgeting process is starting earlier this year and final budgets are due on mid June. There is a request for an additional librarian position and another 20 hour position.

7. Library Use Report

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

CKI & CKO - physical items				Apr-24	CKI & CKO - physical items				Apr-23
bp	Checkin	Normal CKI		1,218	bp	Checkin	Normal CKI		1,076
bp	Checkin	Late Checkin		252	bp	Checkin	Late Checkin		258
		BP TOTAL CKI		1,470			BP TOTAL CKI		1,334
bp	Checkout	First Time CKO		1,184	bp	Checkout	First Time CKO		1,054
bp	Checkout	Phone Renewal		69	bp	Checkout	Phone Renewal		85
bp	Checkout	Other Renewal		23	bp	Checkout	Other Renewal		42
bp	Checkout	Opac Renewal		160	bp	Checkout	Opac Renewal		137
bp		BP TOTAL CKO		1,436	bp		BP TOTAL CKO		1,318
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CKI & CKO - physical items				Apr-24	CKI & CKO - physical items				Apr-23
owat	Checkin	Normal CKI		10,549	owat	Checkin	Normal CKI		9,949
owat	Checkin	Late Checkin		2,383	owat	Checkin	Late Checkin		2,194
		OPL TOTAL CKI		12,932			OPL TOTAL CKI		12,143
owat	Checkout	First Time CKO		10,394	owat	Checkout	First Time CKO		9,961
owat	Checkout	Phone Renewal		217	owat	Checkout	Phone Renewal		192
owat	Checkout	Other Renewal		267	owat	Checkout	Other Renewal		300
owat	Checkout	Opac Renewal		945	owat	Checkout	Opac Renewal		899
owat		OPL TOTAL CKO		11,823	owat		OPL TOTAL CKO		11,352

New Borrowers Apr 2024		Library Visits Apr 2024	
bp	3	bp	907
owat	98	owat	6,741

ILL/Loaned Apr 2024		ILL/Borrowed Apr 2024		ILL/Loaned Apr 2023		ILL/Borrowed Apr 2023	
bp	421	bp	240	bp	434	bp	228
owat	1,120	owat	1,076	owat	1,182	owat	1,057

8. Programs

We had an amazing turnout for our Patty Wetterling and Joy Baker program at the History Center. We are looking forward to future collaborations. There was a small but dedicated turnout or Sun Yung Shin and a great crowd for Jess Lourey and Sarah Stonich. Doug Ohman was forced to reschedule due to illness. Our Star Wars Trivia had 7 teams participate. We are currently looking for the next title in our Community Reads series.

9. SELCO Update

Christina Ingvaldson has been chosen to be on a SELCO task force that will be looking at new Integrated Library Systems (ILS). This is the software that runs the circulation functions of the library. Demos are scheduled for June.

10. Library Updates

Our new copier has been delivered and installed. A big thank you to IT for all of their help. Our open Admin position has been posted. We hope to interview sometime in June. The library had great media coverage concerning our podcast. Both the Peoples Press and the Steel Co. Times did articles. Cassie and Christina did a great job with those. The library will not be hosting Summer Meals this year. They will be held instead at the OEC. The city's Coptober program was honored with the League of Minnesota's City of Excellence award. A huge thank you to Chief Mundale and his staff and the Children's Services staff of the library in making the program such a success.

11. Election of Officers

President-Trudy Severson

Vice President-Amy Tapp

Secretary- Julianna Skluzacek

12. Renovation Update

No Update

Adjourn

A motion to adjourn was made by Tapp and seconded by Skluzacek. All aye. The meeting adjourned at 4:15 pm.

The next board meeting will be Thursday, June 20th at 4:30pm.

Respectfully submitted by Mark Blando