# Approved Minutes of Owatonna Public Library Board of Trustees Owatonna Public Library, Gainey Room 105 North Elm Avenue Tuesday, June 22nd, 4:30 PM

The Owatonna Public Library Board of Trustees held the monthly meeting on Tuesday, June 22nd, 2021. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Karin Malin, Trustee Trudy Severson, Trustee Christy Tryhus, Library Director Mark Blando and Administrative Assistant Robin Spande

#### 1. Call to Order

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

# 2. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

#### 3. Public Comments

No Public Comments.

#### 4. Approve Minutes

Pfeifer moved and Tryhus seconded to approve the minutes of the May 2021 meeting. All aye and the motion approved.

#### 5. Financial Report

Blando reported that the budget is on track for this month. Blando also stated that he is currently working on the 2022 preliminary budget that will be presented to City Administration in July.

# 6. Children's Services Report for May 2021

Virtual Storytime using Facebook Live continued into May. It is recorded Tuesday mornings at 10:30 AM. Our theme for this session of Storytime was *Clifford the Big Red Dog*, a series written by Norman Bridwell. Themes for each week were based on a different Clifford book. The last Storytime of this session was May 18<sup>th</sup> after 19 weeks.

A summer program based on Mother Goose stories called Story Walk, was recently held at both Owatonna and Blooming Prairie locations. In Owatonna, there were 117 attendees on Wednesday June 16<sup>th</sup>. In Blooming Prairie, 80 attendees attended the event on Thursday June 17<sup>th</sup>.

Each year staff from the library visit the elementary schools in our area to get kids excited about the Summer Reading Program. Brochures are sent to each home and people are invited to pick up their reading log at Kick-off on the last day of school. This year, because of the pandemic, we tried something new. We combined the brochure with the reading log and had them sent to every child in elementary school. We included the public and private schools in Owatonna, along with Blooming Prairie, Medford and Ellendale. Instead of appearing at each school, we filmed a Kick-Off video and sent the link to all the schools.

# 7. Library Use Report

CKI & CKO	- physical	items	May-21		CKI & C	KO - physical	items	May-20		
bp	Checkin	Normal CKI	1,048		bp	Checkin	Normal CKI	603		
bp	Checkin	Late Checkin	59		bp	Checkin	Late Checkin	17		
		BP TOTAL CKI	1,107				BP TOTAL CKI	620		
bp	Checkout	First Time CKO	1,036		bp	Checkout	First Time CKO	594		
bp	Checkout	Phone Renewal	88		bp	Checkout	Phone Renewal	21		
bp	Checkout	Other Renewal	24		bp	Checkout	Other Renewal	8		
bp	Checkout	Opac Renewal	102		bp	Checkout	Opac Renewal	10		
bp		BP TOTAL CKO	1,250		bp		BP TOTAL CKO	633		
скі & ско	- physical	items	May-21		скі & с	KO - physical	items	May-20		
owat	Checkin	Normal CKI	7,487		owat	Checkin	Normal CKI	4,832		
owat	Checkin	Late Checkin	224		owat	Checkin	Late Checkin	32		
		OPL TOTAL CKI	7,711				OPL TOTAL CKI	4,864		
owat	Checkout	First Time CKO	6,168		owat	Checkout	First Time CKO	2,961		
owat	Checkout	Phone Renewal	161		owat	Checkout	Phone Renewal	26		
owat	Checkout	Other Renewal	137		owat	Checkout	Other Renewal	16		
owat	Checkout	Opac Renewal	771		owat	Checkout	Opac Renewal	72		
1231		OPL TOTAL CKO	7,237		owat		OPL TOTAL CKO	3,075		
New Borro	owers May	2021	Library Visi	ts May 2021						
bp	49**		bp	559						
owat	43		owat	2.914						
**Much hig	gher than u	sual number for BP b	ecause they l	had 3 first grade	classes in for t	ours and regis	ted all of the student	s.		
ILL/Loane				ILL/Borrowed May 2021		ILL/Loaned May 2020			ILL/Borrowed May 2020	
bp	387		bp	233	bp	455		bp	223	
owat	1,113		owat	1,103	owat	934		owat	937	

## a. Upcoming Programs

Children's Services summer programs are up and running and well attended. Blando will be starting to look at fall and winter programs in the near future. One idea discussed was a variation to the traditional book club. Author visits are on the horizon for this fall as well as a possible Teen Advisory Group.

# 8. SELCO Update

Pfeifer reported that the June SELCO meeting was cancelled. SELCO is currently looking into how Local Requests are handled by libraries. There is a possible change that is being considered to the fiscal year schedule. A special session was held that will determine general funding in an effort to equalize the budget.

# 9. Library Updates

Blando welcomed back Robin Spande and Joan Rasmussen to the Library. The Library has expanded its hours to Monday and Thursday evenings. Eventually we will add more evenings as things open up. We are currently open on Saturdays from 9 am til 12 noon. There are no time or capacity limits. The Self-check stations are up and running smoothly.

Blando reported that the Owatonna Public Library was one of the recipients of the Parks Pass Program from the Minnesota DNR. This program allows families in need to check out a State Parks Pass for 7 days. The three passes will be shared with the Blooming Prairie library as well. We are looking at the best ways to get the passes to those who need them most. These passes will be available on June  $23^{\rm rd}$ .

The library is currently hosting Summer Meals again this year. This summer the distribution is held twice a week on Monday and Wednesday with grab and go sacks that include one lunch and a breakfast.

# 10. Renovation Update

The Light of Learning is back on after a power outage that affected most of the city.

This fall the addition of a new restroom is planned for the third floor of the Library. Blando is working with Aaron to finalize the details.

Additional racks for CDs and DVDs are being planned due to their popularity. This will involved the removal of two of the public computer stations.

# Adjourn

A motion to adjourn was made by Tryhus and seconded by Malin. All aye. The meeting adjourned at 5:30 pm.

Respectfully submitted by Robin Spande