

Unapproved Minutes of Owatonna Public Library Board of Trustees

Microsoft Teams Meeting

Tuesday, April 20, 2021

The Owatonna Public Library Board of Trustees held their monthly meeting on Tuesday, April 20, 2021. The meeting was held virtually on Microsoft Teams In attendance were President Meredith Erickson, Vice President John Pfeifer, Trustee Karin Malin, Trustee Christy Tryhus and Library Director Mark Blando. Absent was Trustee Trudy Severson

**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, Tryhus seconded to approve the minutes of the February 2021 meeting. The motion was approved.

**5. Financial Report**

Blando reported that the budget is on track with 69% remaining. Blando is looking at projects for funding American Rescue Plan Act. There will be guidance from ALA and MLA as to parameters.

**6. Children's Services Report for Spring 2021**

See Attached

**7. Library Use Report**

*Physical Materials circulation, New Borrowers, ILL, Visits  
February 2021 at BPBL OPL*

CKI & CKO - physical items				Feb-21	CKI & CKO - physical items				Feb-20
bp	Checkin	Normal CKI		1,150	bp	Checkin	Normal CKI		1,423
bp	Checkin	Late Checkin		21	bp	Checkin	Late Checkin		228
		<b>BP TOTAL CKI</b>		<b>1,171</b>			<b>BP TOTAL CKI</b>		<b>1,651</b>
bp	Checkout	First Time CKO		1,068	bp	Checkout	First Time CKO		1,458
bp	Checkout	Phone Renewal		64	bp	Checkout	Phone Renewal		125
bp	Checkout	Other Renewal		37	bp	Checkout	Other Renewal		75
bp	Checkout	Opac Renewal		115	bp	Checkout	Opac Renewal		86
bp		<b>BP TOTAL CKO</b>		<b>1,284</b>	bp		<b>BP TOTAL CKO</b>		<b>1,744</b>

---

CKI & CKO - physical items				Feb-21	CKI & CKO - physical items				Feb-20
owat	Checkin	Normal CKI		5,887	owat	Checkin	Normal CKI		13,166
owat	Checkin	Late Checkin		218	owat	Checkin	Late Checkin		1,822
		<b>OPL TOTAL CKI</b>		<b>6,105</b>			<b>OPL TOTAL CKI</b>		<b>14,988</b>
owat	Checkout	First Time CKO		5,722	owat	Checkout	First Time CKO		13,775
owat	Checkout	Phone Renewal		145	owat	Checkout	Phone Renewal		567
owat	Checkout	Other Renewal		135	owat	Checkout	Other Renewal		525
owat	Checkout	Opac Renewal		519	owat	Checkout	Opac Renewal		929
owat		<b>OPL TOTAL CKO</b>		<b>6,521</b>	owat		<b>OPL TOTAL CKO</b>		<b>15,796</b>

New Borrowers February 2021		Library Visits February 2021	
bp	6	bp	458
owat	18	owat	1,199

ILL/Loaned Feb 2021	ILL/Borrowed Feb 2021	ILL/Loaned Feb 2020	ILL/Borrowed Feb 2020
bp 421	bp 259	bp 483	bp 289
owat 1,419	owat 1,229	owat 1,406	owat 1,146

*Physical Materials circulation, New Borrowers, ILL, Visits  
March 2021 at BPBL OPL*

CKI & CKO - physical items				Mar-21	CKI & CKO - physical items				Mar-20
bp	Checkin	Normal CKI		1,413	bp	Checkin	Normal CKI		1,231
bp	Checkin	Late Checkin		166	bp	Checkin	Late Checkin		153
		<b>BP TOTAL CKI</b>		<b>1,579</b>			<b>BP TOTAL CKI</b>		<b>1,384</b>
bp	Checkout	First Time CKO		1,118	bp	Checkout	First Time CKO		1,272
bp	Checkout	Phone Renewal		148	bp	Checkout	Phone Renewal		61
bp	Checkout	Other Renewal		56	bp	Checkout	Other Renewal		25
bp	Checkout	Opac Renewal		167	bp	Checkout	Opac Renewal		80
bp		<b>BP TOTAL CKO</b>		<b>1,489</b>	bp		<b>BP TOTAL CKO</b>		<b>1,438</b>

---

CKI & CKO - physical items				Mar-21	CKI & CKO - physical items				Mar-20
owat	Checkin	Normal CKI		6,572	owat	Checkin	Normal CKI		9,697
owat	Checkin	Late Checkin		1,172	owat	Checkin	Late Checkin		1,269
		<b>OPL TOTAL CKI</b>		<b>7,744</b>			<b>OPL TOTAL CKI</b>		<b>10,966</b>
owat	Checkout	First Time CKO		6,551	owat	Checkout	First Time CKO		9,984
owat	Checkout	Phone Renewal		196	owat	Checkout	Phone Renewal		274
owat	Checkout	Other Renewal		194	owat	Checkout	Other Renewal		339
owat	Checkout	Opac Renewal		886	owat	Checkout	Opac Renewal		556
1231		<b>OPL TOTAL CKO</b>		<b>7,827</b>	owat		<b>OPL TOTAL CKO</b>		<b>11,153</b>

New Borrowers March 2021		Library Visits March 2021	
bp	1	bp	552
owat	18	owat	1,394

ILL/Loaned Mar 2021	ILL/Borrowed Mar 2021	ILL/Loaned Mar 2020	ILL/Borrowed Mar 2020
bp 473	bp 3,400	bp 337	bp 137
owat 1,578	owat 1,571	owat 758	owat 684

### **a. Upcoming Programs**

We are excited about how plans are shaping up for the Summer Reading Program. We are looking forward to working with Parks and Rec with our Story Walks which were such a hit last year. We have some fun interactive programming up on our Facebook page.

### **8. SELCO Update**

The SELCO libraries are asking that the formula that determines basic tech fees be reworked since it uses circulation data over a 5 year average. 2020 was such an outlier in this category that we are asking that it be removed from the formula.

### **9. Library Updates**

New hours have been implemented. They are Monday: Noon-6pm and Tuesday-Friday: 9am-5pm. No appointments are needed and we are asking patrons to keep their visits to 45 minutes. We will continue to monitor hours and look to add where needed. We have a survey up on Facebook asking for public input. We are happy to have Andrea Oyloe back to work. Our self-checks have finally arrived and we are waiting for the installers from Bibliotheca. I have the fortune of being a guest of Mayor Tom on his Wednesday radio shows. I will be appearing with him on the 21<sup>st</sup>. Louanne Kaupa will be stepping away as garden manager at the end of this summer. I have spoken to the Meredith regarding what role the Master Gardeners may be able to play.

### **10. Renovation Update**

Facilities Manager Fitzloff has been pursuing bids for the 3<sup>rd</sup> floor bathroom. He did say that internal staff could complete most of the project but it may be into the fall.

### **Adjourn**

A motion was made to adjourn by Malin and seconded by Tryhus. All aye. The meeting adjourned at 5:20pm

Submitted by Mark Blando

**Children's Services**  
**Spring 2021**

Virtual Storytime has continued on Tuesday mornings at 10:30 AM. The theme for this session of Storytime is ***Clifford the Big Red Dog***, based on the books written by Norman Bridwell.

Each month, an average of 300 children's library materials are selected by Children's Services staff and checked out for Early Childhood Family Education, Owatonna Education Center as well as three home daycares. Biographies for the fifth graders at St. Mary's Schools and audiobooks for Owatonna Christian School's 1<sup>st</sup>/2<sup>nd</sup> classroom were also selected by library staff for requesting teachers.

In February, Darla visited Trinity Preschool and read stories to six classes of children ages 3-5. (It was the first time reading to non-virtual kids in a year and the first stories read while wearing a mask.) Stories about the jungle and jungle animals were shared with 51 children and teachers during the six visits.

On April 21 and 22, Darla will be visiting Good Shepherd Preschool to read stories to three classes of students and teachers.

Planning has started for the 2021 Summer Reading Program. The theme for this summer is Tails and Tales. Programming will be virtual again this summer. Some of the programs we have lined up for virtual visits are the Zoo Man, with his reptiles and amphibians, the National Eagle Center, singing group The Bazillions and magician Greg Skillestad. Plans are also being made for a StoryWalk® to be held at one of the local parks. Reading logs and a Bookfair are also in the planning stages.

Darla Lager  
April 20, 2021