

Mulvane Public Library Board of Trustees Agenda

Monday, April 14th, 2025 5:30pm

408 N. 2nd Ave., Mulvane, KS 67110

Approved May 12th, 2025

I. Call to Order- 5:30 PM.

- a. **Members Present: Mandy Roderick, Tyler Miranda, Rachal Harper, Joel Pile, Kallie Kimble, and Director Shanna Smith-Ritterhouse**

II. Public Comments- None.

III. Reading and Approval of March Minutes

- a. **Tyler motioned to approve, Joel seconded. Motion passed, all in favor.**

IV. Treasurer's Reports

- a. **Mandy motioned to approve, Tyler seconded. Motion passed, all in favor.**

V. Payment of Bills

- a. **Tyler motioned to approve the payment of bills, Mandy seconded. Motion passed, all in favor.**

VI. Library Director's Report

Updates and News:

- **Meetings.** I attended the Mulvane Chamber Annual Fundraiser, met in-person with three door access service vendors and one HVAC vendor, held a mentorship meeting with a local librarian, and participated in numerous Zoom sessions with the website company to coordinate and troubleshoot the launch. Stephanie attended the Mulvane Chamber Annual Fundraiser and the Wichita Area Library Association (WALA) meeting, and met with the Mulvane News for an article. Bri attended the WALA meeting, KanShare Program meeting, and a Cowley College outreach meeting.
- **Professional Development.** I attended two webinars for the new website, entering content and administrative functions. Stephanie attended two webinars for the new website, entering content and administrative functions, and the webinars Reader's Advisory: Ideas & Practice, Libraries with Heart Meeting/Training (Partnership with American Heart Association to offer Blood Pressure kits), ARSL Directors, Managers, & Administrators Networking Group, Teen Brains Debunked, and a hybrid CPR/First Aid Class. Mae Beth attended the webinars HOW many pieces?: Board Game Collection Management, Sharing About ShareIt, Request Management with Debbie Hensler, Customer Service: 10 Basic & Essentials Skills with Andrew Paul Sanderbeck, KOHA Q&A and Upgrades, Teen Brains Debunked: Exploring Teen Development and Handling Library Conflicts with Alyssa LaRue, and

two library website training webinars, entering content and placing website reservations. Rebecca attended a hybrid CPR/First Aid Class. Hannah attended a hybrid CPR/First Aid Class. Isaac attended the webinars Libraries with Heart Training and website reservations. Samantha attended the webinar Addressing Library Anxiety. Victoria attended the in-person training Music Play is Learning Play and the webinars Leveraging the Power of Play in Child Development, Child-Led Play Leads to Early Literacy, Let's Play! Making and Tinkering with Loose Parts, and the online class Playing Around: The Library's Role in Playful Learning for Young Children. Bri attended the webinars Empowering Teens and Teens Brains Debunked.

- **Staff Meeting.** The library staff gathered to review general issues and updates, and discuss the launch of the website.
- **Outreach.** Victoria provided library information to the KAKE TV morning show and two storytimes at Munson.
- **Building Maintenance.** The roof seems to have been finally patched in the correct place. The HVAC system has had on-going issues, including blown fuses. Multiple days in March the air was not working and the Library was noticeably hot.
- **New Artwork Display.** Artist Bryce McCoy is displaying landscapes at the Library from March to mid-May.
- **Institute of Museum and Library Services Update.** Federal funding to libraries is being cut. It is unknown when and how this will impact Kansas Libraries, including Mulvane, but currently this funding does directly support our interlibrary loan service (allows us to host book clubs), digital books/audio (large demand), and all of the databases that our patrons have access to featured on our own website.
- **KanShare Tech Issue.** Our shared ILS (checkout system) was attacked by a bot and it slowed down ILS speeds. The problem has not been fixed yet, and as a temporary work-around they have shut down "open" browsing (you have to be logged into your account to browse the catalog). By doing this though, it has disabled the catalog app. I have not received a timeline on remedying the issue.
- **Friends of the Library.** The Friends met in April to discuss upcoming t-shirt sales (fundraiser), hosting an area Friends Group meeting, and Book Sale logistics (May 3rd, 2025).
- **Donations.** Carrie G. donated time for chair yoga. Olga L. donated time for a heart healthy program. Brittany K. and Bonnie J. donated time for the Women's History Tea. The French Tearoom donated snacks for the Women's History Tea. Lori H. donated time to host Paws & Read. Jane's Landing donated coffee for the weekly Chat & Play Café.

Projects:

- **Summer Reading Program.** I am creating marketing materials, soliciting donations, and preparing the storywalk for the Summer Reading Program.
- **Staff Coaching Sessions.** I am meeting with all of the staff to touch base, and I will provide written feedback following the sessions.

Upcoming Events and Programs:

- **Book Clubs.** Books with Spice will discuss *The Paradise Problem* by Christina Lauren on Thursday, April 17th, at 6:30pm in the large conference room. Fiction and Friends will discuss *Go As a River* by Shelley Read on Thursday, April 24th, at 6:30pm in the multipurpose room. Books with Bite will discuss *Crying in H Mart* by Michelle Zauner on Thursday, May 8th, at 6:30pm at Madrocks Sports Bar & Restaurant (Derby).
- **Social Media Book Club.** The Library also hosts a social media book club each month. It focuses on non-fiction (Facebook), and the current title is *Look Me in the Eye* by John Elder Robinson.
- **Storytimes.** Victoria is holding storytimes on Wednesdays at 10:30am and Fridays at 10:30am/11:30am. Wednesdays are geared towards preschool aged children and Fridays are for the littlest ones. In between Friday's storytimes there is the Chat & Play Cafe, a playtime for tots while parents and caregivers mingle.
- **Discover & Play.** Join Miss Victoria on Tuesday mornings at 10:30am for our discovery play time! There will be lots of fun activities, toys, and sensory materials for you and your children to play with together! Geared towards kids ages 0-5.
- **Weekly Crafts.** Crafts for children are available weekly, and teen crafts are available in the teen area on a bi-weekly basis as well.
- **Exploration Station (Grades K-3).** Come hang out at the Library after school each Tuesday at 4pm with Miss Victoria in the Multipurpose Room! There will be a variety of activities, ranging from STEAM projects to basic cooking to fort building to scavenger hunts and more!
- **Spark Zone (Grades 4-6).** Each Thursday at 4pm, visit the Library for an after school hangout time with video games, ping pong, crafts, coloring, and more! This program is geared towards kids in grades 4-6.
- **Paws and Read.** Join Lori and her dogs and cat for our Paws and Read program! Children can practice their reading skills with trained therapy dogs. Studies have shown that children who read to dogs improve their reading skills and confidence! Paws and Read happens each 1st and 3rd Tuesday at 3:30pm and 2nd and 4th Wednesday at 11am.

- **Cookie Bookie.** On the second Tuesdays at 6pm, join Miss Victoria for a fun storytime for children ages 0-5! After storytime, stick around for a craft and playdough fun! Every child between ages 0-5 who attends will go home with a new book.
- **Family Storytime.** This storytime falls on the fourth Saturday of the month at 10:30am. The next date of this program will be on Saturday, April 26th at 10:30am. In April, join the Sedgwick County Extension Office's Master Gardeners for a fun, hands-on story time about seeds and plants!
- **Homeschool Collective.** Join other homeschool families at the Library on Thursday, May 8th from 1-3pm. This new program will be monthly on the 2nd Thursdays. We will have a variety of materials for families to utilize in their learning journeys, as well as activities available for free play. This monthly gathering is an opportunity for patrons choosing to homeschool in the Mulvane area to meet other families, learn together, and utilize resources that might not be easily available to them. Staff will be present to assist as needed, but this time is designed for homeschoolers to connect and interact with each other.
- **Teen Gaming.** Teen gaming takes place each Monday at 3:30pm in the multipurpose room during the school year.
- **Teen Advisory Board.** Come to the Library on Tuesday, April 29th at 4pm to plan events, pick out new books, and share your ideas on how to make the library a better hangout spot for teens. Plus, you'll earn volunteer hours and build your resume. We meet once a month, chill, brainstorm, and eat snacks. Your voice matters—come make a difference! This program is for teens only. No registration is required!
- **Teen Scene.** Teen Scene is hosted each week on Wednesday afternoons at 3:30pm for grades 6-12. Activities vary and registration is not required.
- **Teen Blush Book Club.** On the first Thursday of the month at 4pm, join us for a teen book club! Blush Book Club is an extension of our Books with Spice program for high school students. This group reads young adult (YA) romance, and meets in the large study room. The title for May 1st is *The Library of Shadows* by Rachel Moore.
- **Homework Hub for Teens.** Join us every Thursday at 5pm in the multipurpose room for homework nights at the library! Homework Hub will be a dedicated quiet time for students to focus on reading, doing homework, or relaxing away from our main library busyness!
- **DIY Craft Night.** Do-It-Yourself (DIY) Craft Night takes place the second Monday of the month at 6 pm. In the month of April it will be Perler Beads.
- **Bunco Night!** Come meet new people and play Bunco on the first Monday of the month at 6pm. Bunco is a dice game generally played with twelve or more players,

divided into groups of four, trying to score points while taking turns rolling three dice.

- **Game Night at the Library!** Come play games at the Library every Wednesday from 5-7pm! This program is for all-ages and skill levels. Games may include D&D and a variety of board games. This program will be held in the multipurpose room and staff will be present to facilitate as needed. No registration required.
- **Author Showcase.** On Saturday, April 19th from 10am-12pm, come meet local authors at our showcase! Roam around our multipurpose room to meet and chat with a variety of area authors! Maybe you will find your next read!
- **Cooking with Huckleberry Baked Goods.** Join us on Monday, April 21st at 6pm for a special cooking class with Huckleberry Baked Goods to learn the secrets behind their delicious baked goods! Learn the process, tips, and techniques along the way. Space is limited—registration is required to participate.
- **Big Truck Night.** On Thursday, April 24th from 5-7pm join us for Big Truck Night, co-hosted by the Mulvane Public Library, Mulvane Recreation Foundation, and Munson Early Childhood Department. There will be lots of big trucks and vehicles to look at and some to even explore! There will be a sensory friendly hour from 5-6pm where children who have sensory needs can enjoy the trucks without lots of noise. Then from 6-7pm, the sirens and horns will blow! At 7pm, at the conclusion of the event, attendees are encouraged to stand along both sides of Wildcat Boulevard to watch the trucks roll out in a parade! Additional activities include: Cozy Coupe Car Wash, open play time on the playground, food trucks, hot dog dinner provided by the Mulvane Optimist Club, and local organization tables. *This event is at Munson Primary School parking lot. Please park in the Middle School parking lot.
- **Beginner Pollinator Class.** On Monday, April 28th at 6pm, learn about planting native plants and native garden design basics with Nicole from Bee City Wichita! This hands on activity will have you ready to start your pollinator garden!
- **Friends of the Library Book Sale.** On Saturday, May 3rd from 10am-2pm, Join us for our annual Friends of the Library Book sale! Shop from a wide selection of used books in various reading ranges and support the Library. *Friday afternoon from 3-5pm, Friend's members and local educators may shop early!
- **Teen Tennis Day.** On Tuesday, May 6th at 5pm, join us on the Pickleball courts behind the Library for an hour of tennis! Bring friends for a fun day of exercise with the Library.
- **Summer Reading Kick-Off Party.** On Friday, May 16th, join us outside on the Mulvane Public Library lawn for our Summer Reading Kick-Off Party from 6-8pm! You will be able to register for the summer reading challenge and receive your free tote bag and youth pool pass! There will be fun games, prize drawings, bounce

houses, popsicles, and an animal experience with Wichita Riding Academy! Food vendor Iron Jacket BBQ and food truck Taters N Toppings will be available with items for purchase. Come hang out with us for this family event to kick off the summer in style!

Stats:

- **Total Circulation for March.** 2023: 4,003; 2024: 4,207; and 2025: 3,958 (last month: 3,318).
- **Physical Materials Circulation for March.** 2023: 3,401; 2024: 3,399; and 2025: 3,028 (last month: 2,427).
- **eCirculation for March.** 2023: 602; 2024: 808; and 2025: 930 (last month: 891) checkouts for Libby (Overdrive).
- **New Patrons for March.** 2023: 31; 2024: 34; and 2025: 28 (last month: 22).
- **Number of Programs March.** 44 Youth (age 0-11) Programs/Take-Home Crafts; 14 Teen Programs/Videos; 12 Adult Programs; and 2 Outreach Programs. Total March Programs in 2023: 65; 2024: 63; and 2025: 72 (last month: 60).
- **Attendance of Programs in March.** 1,450 attended the Youth Programs/Take-home Crafts; 47 attended Teen Programs/Videos; 178 attended Adult Programs; and 83 attended Outreach Programs. Total March Attendance in 2023: 1,521; 2024: 1,316; and 2025: 1,758 (last month: 1,173).
- **New Items.** 220 items were purchased in March.

Checkout- March 2025 (By Type)

Adult NF	136
Adult Fiction	505
Graphic Novels	97
Audio	26
Board Book	210
DVD	183
Easy Reader	696
Juvenile Fiction	217
Juvenile NF	246
Juvenile GN	207
Juvenile Audio	4
Wonderbook	27
Juvenile DVD	98
Large Print	60

Board Game	8
Magazines	61
In-house Equipment	16
Library of Things	4
Interlibrary Loan	89
Other	33
YA	68
YA NF	2
Kit	35

Total: 3,028

New Items Purchased- March 2025 (By Type)

Adult NF	24
Adult Fiction	52
Graphic Novels	10
DVD	17
Board Book	9
Easy Reader	24
Juvenile Fiction	9
Juvenile NF	10
Juvenile GN	13
Large Print	2
Magazines	33
YA	15
Library of Things	2

Total: 220

- a. **Mandy motioned to approve, Tyler seconded. Motion passed, all in favor.**

VII. Old Business

- a. Board Applicants
- i. **Three applicants - 1 was a repeat applicant (Cynthia Creamer). Tyler motioned to approve her appointment, Kallie seconded. Motion passed, all in favor.**

VIII. New Business

- a. Website Launched
- i. **Launched ahead of timeline. Had a few hiccups with room reservations, but overall the change has been good.**
- ii. **Events calendar is up and has a link for registering, if needed. Sends notifications to patron if they are opted in.**
- b. Door/Security System Quotes
- i. **Door system is functioning, but can't make changes because it is an obsolete system.**

ii. Quote comparisons:

1. DH Pace - Out of Olathe. Concern about service calls and response time.
2. Gateway - No info on service calls, but recommended by MPD.
3. Convergent - First quote was including cameras. Second quote was for platform to support door and security panel.

iii. Joel made a motion to move forward with Gateway, Tyler seconded. Motion passed, all in favor.

c. HVAC Quote

- i. Kansas Controls Heating and Cooling - \$18,140 to change controls to Niagara JACE.
- ii. Tabled to the next meeting to receive a second opinion on quote and scope of work.

d. Mulch Quote

- i. Land Pro - \$7,375 for landscaping and mulch.
- ii. Mandy made a motion to approve the Land Pro work, Rachal seconded. Motion passed, all in favor.

e. Other- **None.**

IX. Executive Session

a. HR Issue

- i. Mandy motioned to go into Executive Session at 6:07 PM, Joel seconded. Motion passed, all in favor.
- ii. Information shared. Session ended at 6:10 PM.

X. Announcements

- a. Next Library Trustee Meeting- May 12th at 5:30pm
 - i. **Mandy will not be at 5/12 meeting.**

XI. Adjournment- 6:12 PM

Minutes Submitted by:

Madison Jurgensmeyer