

Mulvane Public Library Board of Trustees Agenda

Monday, December 8th, 2025 5:30pm

408 2nd Ave., Mulvane, KS 67110

Approved January 12th, 2026

I. **Call to Order**

- a. Call to order at 5:33 PM.
 - i. Board Members Joel Pile, Madison Jurgensmeyer, Kallie Kimble, Mandy Roderick, Rachal Harper, and Library Director Shanna Smith-Ritterhouse in attendance.

II. **Public Comments**

- a. None.

III. **Reading and Approval of November Minutes**

- a. Madison motioned to approve, Mandy seconded. All in favor. Motion passes.

IV. **Treasurer's Reports**

- a. One last tax money check will be deposited before the end of the year.
- b. Mae Beth is taking a cataloging class. Cost is \$247, but she is applying for grant funding.
 - i. Mandy motioned to approve, Madison seconded. All in favor. Motion passes.

V. **Payment of Bills**

- a. Mileage reimbursements are paid out in July/Dec.
 - i. Mandy motioned to approve, Joel seconded. All in favor. Motion passes.

VI. **Library Director's Report**

Updates and News:

- **Meetings.** I attended a Friends of the Library meeting, and a meeting with the Directors of the Chamber, Rec Foundation, Community Foundation, and Senior Center. Stephanie attended a Wichita Area Library Association (WALA) meeting and hosted two volunteer orientation meetings. Bri attended the WALA meeting.
- **Professional Development.** I attended the WALA Legislative Luncheon and the Kansas Leadership Center's Lead for Change series. Stephanie attended the webinar New Customers of Ingram, and in-person at the WALA Legislative Luncheon. Victoria attended the webinars Creating an Inclusive Early Childhood Classroom Using Musical Learning & Play, Curious Minds/Confident Readers: Inspiring Early Literacy Through Exploration, Understanding Challenging Behaviors: What's Behind the Behavior?, SING.PLAY.LOVE. Supporting Early Language and Parent-Child Relationships with Music and Play, Applying Early Literacy in Storytime Settings, and Summer Symposium 2025. Bri attended the webinars Big Impact, Small Budget: After-School Ideas that Cost Next to Nothing, Empowering Teens: Enhancing Information Literacy through Games and Interactive Programming, and in-person at the WALA Legislative Luncheon.
- **Staff Training.** The Library hosted Lisa Vayda and Andrew Crane to speak on the topic of serving people with disabilities. All staff members attended or viewed the recording.

- **Grants.** I applied and received a Lenore Bishop Grant for \$750 to help purchase new Wonderbooks for the collection.
- **Maintenance Closing.** The Library will be closed Tuesday, January 20th for general maintenance, including the repair of the vaulted ceiling.
- **Artwork.** Artists Ryan Gould and Jaycie Novak are displaying pieces on the Library walls from December through February.
- **Outreach.** Bri provided library information to Cowley Community College. Victoria provided library information at KAKE TV's morning show.
- **Friends of the Library.** The group met in November and discussed the profits of the t-shirt fundraiser and logistics of the holiday tree competition at the casino.
- **Building Maintenance.** Water started leaking from the youth workroom ceiling again. Staff from the City thought it might be condensation from the sprinkler system piping. They have wrapped and taped the problem area. Also, the Library fence on the south part of the property fell over, and City staff have propped it back up. The heat in the multipurpose room is not working and the HVAC company has been notified.
- **Donations.** Lori H. from the Sedgwick County Extension Office donated time for a program. Love on a Leash, a therapy dog organization, donated time to the Family Storytime. Lori H. donated time to host Paws & Read. Jane's Landing donated coffee for the weekly Chat & Play Café. Matthew, Jacyndah, and Charlie donated time for general volunteering.

Projects:

- **Kansas Leadership Class Partnership.** The Library with the Mulvane Rec Foundation, Community Foundation, Senior Center, and Chamber plans to meet in order to create marketing efficiencies and share resources.
- **Library Signage.** I will be exploring an update to exterior library signage.

Upcoming Events and Programs:

- **Book Clubs.** Books with Bite will discuss *Scrooge and the Girls Next Door* by Melanie Jacobson on Thursday, December 11th, at 6:30pm at Empire Tacos. Books with Spice will discuss *The Perfect Fit* by Sadie Kincaid, on Thursday, December 18th, at 6:30pm in the large conference room. Fiction & Friends will discuss *The Christmas Jars* by Jason Wright on Thursday, December 18th, at 1pm and 5:45pm in the multipurpose room (earlier time due to movie).
- **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 *The Anthropocene Reviewed: Essays on a Human-Centered Planet* by John Green.
- **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 pets. Studies have shown that children who read to animals 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 during the school year, 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 4th Saturday of the month at 10:30am. The next date of this program will be on Saturday, January 24th at 10:30am.
- **Homeschool Collective.** Join other homeschool families at the Library on Thursday, December 11th from 1-2:30pm. This program is held 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 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 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 December 4th is *I Was Told There Would Be Romance* by Marie Arnold.
- **DIY Craft Night.** Do-It-Yourself (DIY) Craft Night takes place the second Monday of the month at 6pm. In the month of December, it will be creating vision boards.
- **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.
- **Chamber Business Boost.** On the 2nd Monday of the month from September through December, the Library is co-hosting with the Mulvane Chamber a new business-focused workshop series designed to help businesses and organizations grow their skills, explore new tools, and connect with experts in the field. This series is free for Chamber members and open to community members as well.
- **Chair Yoga.** Join us on Monday, December 15th at 6pm as we engage in chair yoga. Dress comfortably for the stretching. Registration is not required. Open to teens & adults.
- **Polar Express.** Join us on Saturday, December 20th from 10am-12pm for our fifth annual Polar Express event! Families with young children can come to the Library for a morning filled with trains from the Wichita Toy Train Club, crafts, games, hot cocoa, story time, therapy dogs from Love on a Leash, and of course, holiday cheer! Geared towards families with children ages 0-10.
- **Cards for a Cause.** On Monday, December 22nd from 6-7:30pm, celebrate the holidays by giving back to others! Make cards to donate to homeless shelters, hospitals, and senior centers. You can donate them yourself or leave them with us to be delivered by our staff.
- **Silent Reading Night.** On Monday, December 29th from 6-7:30pm, join us for a night of reading. Pick a spot in the Multipurpose room or veer into the Library for an hour of distraction-free reading! During this busy season, take some time to dive into a good book and enjoy refreshments.
- **Noon Year's Eve Party for Kids.** Don't want your kids staying up until midnight? Countdown to Noon with Miss Victoria on Wednesday, December 31st from 11:30am-12:15pm! This event is for children ages 2-6. We will have crafts, activities, a photo booth, a dance party, and a balloon drop at Noon.

Stats:

- **Total Circulation for November.** 2023: 3,479; 2024: 3,291; and 2025: 3,629 (last month: 3,812).
- **Physical Materials Circulation for November.** 2023: 2,812; 2024: 2,511; and 2025: 2,717 (last month: 2,959).
- **eCirculation for November.** 2023: 667; 2024: 780; and 2025: 912 (last month: 853) checkouts for Libby (Overdrive).
- **New Patrons for November.** 2023: 21; 2024: 18; and 2025: 24 (last month: 27).
- **Number of Programs in November.** 39 Youth (age 0-11) Programs/Take-Home Crafts; 10 Teen Programs/Videos; 13 Adult Programs, and 1 Outreach Program. Total November Programs in 2023: 45; 2024: 60; and 2025: 63 (last month: 85).
- **Attendance of Programs in November.** 987 attended the Youth Programs/Take-home Crafts; 89 attended Teen Programs/Videos; 96 attended Adult Programs, and 6 attended the Outreach Program. Total November Attendance in 2023: 890; 2024: 1,134; and 2025: 1,178 (last month: 1,718).

- **New Items.** 257 items were purchased in November.

Checkout- November 2025 (By Type)

Adult NF	151
Adult Fiction	526
Graphic Novels	100
Audio	18
Board Book	158
DVD	205
Easy Reader	568
Juvenile Fiction	196
Juvenile NF	190
Juvenile GN	191
Juvenile Audio	3
Wonderbook	25
Juvenile DVD	78
Large Print	108
Board Game	6
Magazines	29
In-house Equipment	17
Library of Things	14
Interlibrary Loan	36
Other	4
YA	61
YA NF	4
Kit	29

Total: 2,717

New Items Purchase- November 2025 (By Type)

Adult NF	22
Adult Fiction	70
Graphic Novels	3
DVD	14
Board Book	10
Easy Reader	40
Juvenile Fiction	7
Juvenile NF	24
Juvenile GN	6
Large Print	2
Magazines	25
YA	34

Total: 257

- a. Rachal motioned to approve, Madison seconded. All in favor. Motion passes.
- VII. Old Business**
- a. Personnel Policy- 2025 Amendments

- i. Mandy motioned to approve, Joel seconded. All in favor. Motion passes.
- VIII. New Business**
 - a. Other- None.
- IX. Executive Session**
 - a. Patron Incident
 - i. Rachal made a motion to enter executive session at 5:55 PM and end at 5:58PM, Joel seconded. All in favor. Motion passes.
 - ii. Patron incident information shared with no decisions made.
- X. Announcements**
 - a. Next Library Trustee Meeting- January 12th, at 5:30pm
- XI. Adjournment**
 - a. Madison motioned to adjourn at 6:02 PM, Rachal seconded. All in favor. Motion passes.

Minutes Submitted by:
Madison Jurgensmeyer, Secretary