

Mulvane Public Library Board of Trustees Agenda

Monday, February 10th, 2025 5:30pm

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

Approved March 10th, 2025

I. Call to Order- 6:33pm

- a. Vice-President Kallie Kimble called the meeting to order. Board Members present: Sara Erb, Tyler Miranda, Mandy Roderick, Kallie Kimble, Joel Pile, Rachal Harper, and Library Director Shanna Smith-Rittenhouse.

II. Public Comments- No public comments

III. Reading and Approval of January Minutes

- a. Kallie K. made a motion to approve the January Minutes and Tyler M. seconded. The motion carried.

IV. Treasurer's Reports

- a. The Treasurer's Report revealed that some December expenses weren't reconciled until January. The Library now has two notaries -Mae Beth and the Assistant Director Stephanie Daniel. Expenses were noted for KLA's Legislative Day, which included gas, lunch, and parking garage costs. A payment to ECC (Electronic Contracting Company) was discussed for projector line repairs. The annual courier fee remained stable, matching the previous year's cost.
- b. Tyler M. made a motion to approve the Treasurer's Report and Mandy R. seconded. The motion carried.

V. Payment of Bills

- a. Joel P. made a motion to approve the payment of bills. Mandy R. seconded the motion. Motion carried.

VI. Library Director's Report

Updates and News:

- **Meetings.** I am attending weekly virtual meetings with Library Market, our web design company. Stephanie, Bri, and Samantha are also attending the website meetings weekly. Stephanie attended the January Friends of the Library meeting. Victoria attended planning meetings for the Community Health and Wellness Fair and Big Truck Night.
- **Professional Development.** Stephanie and I attended the Kansas Library Association's Legislative Day in Topeka on January 28th and had the opportunity to meet with two of our local legislators. Stephanie attended the webinars Crisis Management in Libraries, Understanding and Managing Burnout in Libraries, and the Association of Rural Libraries Regional Forum. Mae Beth and Bri attended the webinar Joycentric Libraries.

- **Website Trainings.** Library Market offered two online trainings in January: creating events and making reservations in the new system. All administration and programming staff attended the training on creating events. All staff trained or will train on making reservations. Recordings of the trainings were supplied for future use.
- **Staff Meeting/Training.** I held a regular staff meeting in January, but also hosted a training on Canva for staff members who help create posters and marketing materials.
- **Grants.** I applied and received the South Central Kansas Library System (SCKLS) Technology Grant for \$3,000 (matching). This will be used to update staff and patron computers.
- **Outreach.** Bri provided library information to the KAKE TV morning show. Bri provided library information to the GSA group at the high school.
- **Kanshare Consortium.** The Kanshare Directors met to discuss consortium-wide issues and shared processes. The group agreed to system edits and exploring an alternate catalog feature and app.
- **Building Maintenance.** The roof has been repaired, but it continues to leak so the company is actively trouble shooting the issue. Twin Valley installed Internet, but outages caused some delays in the transfer of service.
- **Friends of the Library.** The Friends met in January and discussed a spring book sale over the town-wide garage sale weekend. Also, they plan to enroll in the Dillons' Community Partner Program.
- **Donations.** Future Farmers of America (FFA) students donated time to host a storytime and also donated a barn bookshelf with books. Paulina V. donated time reading for a storytime. Carrie G. donated time for a yoga class. Lori H. donated time to host Paws & Read. Nancy H. and Michelle M. donated time to bring their organization, Love on a Leash, to the Library. Jane's Landing donated coffee for the weekly Chat & Play Café.

Projects:

- **Website.** The website redesign process has begun with Library Market, our web design company. In the next month, content will begin to be uploaded onto the site.
- **Summer Reading Program.** I will be creating marketing materials, soliciting donations, and preparing the storywalk for the Summer Reading Program.

Upcoming Events and Programs:

- **Book Clubs.** Books with Bite will discuss *Memphis* by Tara M. Stringfellow on Thursday, February 13th, at 6:30pm at Applebees (Derby). Books with Spice will

discuss *Dante* by Sadie Kincaid on Thursday, February 20th, at 6:30pm in the multipurpose room. Fiction and Friends will discuss *Where Butterflies Wander* by Suzanne Redfearn on Thursday, February 27th, at 6:30pm in the multipurpose room.

- **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 *Fruit Punch* by Kendra Allen.
- **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 4th Saturday of the month at 10:30am. The next date of this program will be on Saturday, February 22nd at 10:30am. It will be on the theme "love" and include cookie decorating. This will be followed by a visit from Love on a Leash, a therapy dog organization.
- **Homeschool Collective.** Join other homeschool families at the Library on Thursday, February 13th 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. At the February gathering, Erin Sullivan, longtime homeschool mom, will be at the Library to share about her journey teaching her 3 children, tips and tricks she's learned along the way, the ins and outs of paperwork, choosing curriculums best for your family, and more!

- **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, February 25th 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 March 6th is *Hush, Hush* by Becca Fitzpatrick.
- **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 2nd Monday of the month at 6:30pm. In the month of February it will be painting tote bags.
- **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.
- **Genealogy Class.** Join us on Monday, February 24th at 6pm for an engaging presentation on the basics of genealogy! Learn how to begin tracing your family tree and uncover stories from your ancestry. Whether you're a beginner or looking to

expand your research, this session will help you take the first steps in your journey through the past.

- **Women's History Month Tea.** Celebrate Women's History Month on Saturday, March 1st at 11am by enjoying a cup of tea and listening to a panel discuss women in leadership roles!
- **Mulvane Community Health and Wellness Fair.** On Saturday, March 8th from 10am-12pm, the Mulvane Public Library, Mulvane Recreation Foundation, Mulvane Senior Center, Mulvane Chamber of Commerce, and Mulvane Community Foundation are teaming up to bring you this year's Mulvane Community Health and Wellness Fair! The fair aims to bring community members of all ages (individuals and families) together to learn about various health and wellness resources available to our community. The event will feature informational booths, demonstrations, and activities focused on topics such as nutrition, exercise, mental health, and preventive care. We'll have something for everyone! *This event will be held at the Rec Center Annex Gym.
- **Spring Break Visit with the Sedgwick County Zoo.** Join us for a fun Spring Break program with the Sedgwick County Zoo on Wednesday, March 19th! We will have one program at 9:30am and another one at 11:00am. Please make sure to be here on time to prevent disruptions to the presenters. No registration required!

Stats:

- **Total Circulation for January.** 2023: 3,739; 2024: 3,765; and 2025: 3,688 (last month: 3,331).
- **Physical Materials Circulation for January.** 2023: 3,110; 2024: 3,031; and 2025: 2,703 (last month: 2,468).
- **eCirculation for January.** 2023: 629; 2024: 734; and 2025: 985 (last month: 863) checkouts for Libby (Overdrive).
- **New Patrons for January.** 2023: 33; 2024: 23; and 2025: 28 (last month: 29).
- **Number of Programs in January.** 36 Youth (age 0-11) Programs/Take-Home Crafts; 9 Teen Programs/Videos; and 11 Adult Programs. Total January Programs in 2023: 64; 2024: 63; 44; and 2025: 56 (last month: 56).
- **Attendance of Programs in January.** 991 attended the Youth Programs/Take-home Crafts; 47 attended Teen Programs/Videos; and 64 attended Adult Programs. Total January Attendance in 2023: 1,024; 2024: 1,058; and 2025: 1,102 (last month: 1,255).
- **New Items.** 189 items were purchased in January.

Checkout- January 2025 (By Type)

Adult NF

155

Adult Fiction	471
Audio	12
Board Book	216
DVD	153
Easy Reader	655
Juvenile Fiction	196
Juvenile NF	153
Juvenile GN	128
Juvenile Audio	13
Wonderbook	25
Juvenile DVD	97
Large Print	83
Board Game	16
Graphic Novels	75
Magazines	32
Interlibrary Loan	76
Other	49
YA	78
YA NF	7
Kit	13
Total:	2,703

New Items Purchased- January 2025 (By Type)

Adult NF	19
Adult Fiction	57
Graphic Novels	9
DVD	8
Board Book	6
Easy Reader	21
Juvenile Fiction	9
Juvenile NF	10
Juvenile GN	2
Large Print	2
Magazines	34
YA	11
Board Game	1
Total:	189

- a. The Director's Report covered several key updates: Shanna and Stephanie attended KLA's Legislative Day. The Roberta Hines family plans to donate a tree and bench to the Library. The Library received a South Central Kansas Library System (SCKLS) Technology Grant for \$3,000 (matching grant) to purchase new computers. Ongoing roof issues persist with multiple repair attempts. The Library's website development is progressing with significant help from staff. Usage statistics showed increased patron numbers and checkouts, though Wi-Fi and computer usage decreased slightly.
- b. Mandy R. made a motion to approve the Directors Report. Kallie K. seconded. The motion carried.

VII. Old Business

- a. Budget Update
Shanna reported on budget timing guidance from Paul Hawkins, who advised against post-December 31st approvals, but confirmed November amendments were acceptable.

VIII. New Business

- a. Board Secretary Position
Madison Jurgensmeyer was nominated for the Board Secretary position. She couldn't attend the meeting, but had expressed willingness to serve. Sarah E. made the motion to approve Madison as Board Secretary, Joel P. seconded it, and the motion was approved.
- b. Technology Policy Amendments/CIPA Review
The Technology Policy was reviewed as part of the required three-year review cycle, with only minor wording changes made, primarily to standardize desk terminology for the website. Mandy R. made the motion to approve, Kallie K. seconded it, and it passed.
- c. Copy Machine Lease
The copy machine lease is expiring in March, and MPL received a quote for a similar machine with a slight monthly payment decrease from \$338 to \$333. The price remained relatively stable because they removed an unused folding mechanism. While there was some discussion about the high cost of copier leases in general, Shanna recommended staying with the current vendor since staff is familiar with the machine and the price remained competitive. Sarah E. made the motion to approve, Kallie K. seconded the motion, and it carried.
- d. Annual Reports
Shanna presented two annual reports - one for the Kansas State Library (infographic) and one for the City. The statistics showed positive trends: 6,027 patrons (up from last year), 50,544 total checkouts (increased both physical and digital), increased program attendance, \$35,000 in grants, \$2,500 in goods, \$1,900 in donations for summer reading, \$11,000 in goods for summer reading, and over 400 volunteer hours. The only

decreases were in Wi-Fi and computer usage, which was attributed to people increasingly using their phones.

IX. Executive Session

a. HR Issue

Sara E. stated session beginning at 6:02pm and ending at 6:08pm for the purpose of discussing personnel. Shanna presented information regarding staffing. No decisions were made during the session.

X. Announcements

a. Next Library Trustee Meeting- March 10th at 5:30pm

XI. Adjournment- 6:10pm

a. Joel P. made a motion to adjourn the meeting, Tyler M. seconded, and the motion carried.

Minutes Submitted by Tyler Miranda