

Mulvane Public Library Board of Trustees Agenda

Monday, January 13th, 2025 5:30pm

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

Board Approved February 10th, 2025

I. Call to Order—5:31pm

- a. Kallie Kimble, Board Vice President called the meeting to order.
- b. In attendance: Mandy Roderick, Joel Pile, Tyler Miranda, Rachal Harper, Janine Wollenberg, Shanna Smith-Ritterhouse- Director, and Stephanie Daniel-Assistant Director. President Sara Erb joined the meeting at 5:41 pm.

II. Public Comments- None

III. Reading and Approval of December Minutes

- a. Mandy R. moved and Tyler M. seconded approval of December Minutes. Motion carried.

IV. Treasurer's Reports

- a. Tyler M. moved and Joel P. seconded approval of the Treasurer's Reports. Motion carried.

V. Payment of Bills

- a. Kallie K. moved and Mandy R. seconded payment of the bills. Motion carried.

VI. Library Director's Report

Updates and News:

- **Meetings.** I am attending weekly virtual meetings with Library Market, our web design company. Bri and Samantha are also attending the website meetings weekly. Victoria attended a meeting about the community health fair and met with a vendor about virtual reality products in libraries.
- **Professional Development.** Mae Beth attended the webinars EBSCOhost Training and Sharing about ShareIT: Statistics and Reports. Bri attended the webinars CSLP Summer Symposium and Let's Collaborate: Teen-Adult Partnerships to Enhance Youth Leadership.
- **Grants.** Victoria and I received \$500 from the Bishop Grant for STEM supplies.
- **Outreach.** Victoria provided library information to the KAKE TV morning show. Bri provided library information to the GSA group at the high school.
- **Library Closures.** The Library closed on Monday, January 6th, and reduced hours on January 7th and 10th due to winter weather. Additionally, per policy, the Library closed on Thursday, January 9th for the Presidential Day of Mourning.
- **New Staff.** The Library hired a new Assistant Director, Stephanie Daniel, and Library Aide, Hannah. Both started working in December.

- **Building Maintenance.** The roof has a leak, so the roofing company has been contacted multiple times.
- **Friends of the Library.** The Friends met in December and discussed a possible spring book sale. They also participated in the Kansas Star Casino's Trees for Hope in December to earn \$300 for the group.
- **Donations.** The Wichita Toy Train Museum donated time to the Polar Express Event. 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 and Play Café.

Projects:

- **Annual Reports/End-of-Year Tasks.** In the next month, I will be creating annual reports for multiple entities and completing end of year tasks like organizing and boxing 2024 files, changing over to 2025 in Quickbooks, etc.
- **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.

Upcoming Events and Programs:

- **Book Clubs.** Books with Bite will discuss *How to Not Drown in a Glass of Water* by Angie Cruz on Thursday, January 16th, at 6:30pm at Panda. Books with Spice will discuss *Archer's Voice* by Mia Sheridan on Thursday, January 16th, at 6:30pm in the multipurpose room. Fiction and Friends will discuss *The Briar Club* by Kate Quinn on Thursday, January 23rd, 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 *The Happiness Project* by Gretchen Rubin.
- **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, January 25th at 10:30am. It will be a Pete the Cat Party! This will be followed by a visit from Love on a Leash, a therapy dog organization.
- **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 February is *What the River Knows* by Isabel Ibañez.
- **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 January it will be collages.
- **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.

- **Stuffed Animal Sleepover.** On Tuesday, January 14th, children can drop their stuffed animals off at the Library for a night of fun, mischief, and excitement! You can bring in stuffed animals any time during the day on Tuesday, Jan 14th, or you can attend our Cookie Bookie Story Time at 6pm and drop them off then. At the story time, we will read stories, sing songs, and tuck in our animals for the night. Throughout the night, there will be fun activities for the stuffed animals to participate in and you can watch all the magic happen on Facebook at home! Come to our Preschool Story Time on Wednesday morning at 10:30am to pick up your stuffed animal. If you are unable to make it to story time, you can pick up your stuffed animal any time on Wednesday, January 15th before closing at 8pm. Note: Only the stuffed animals will be staying the night. Please limit just ONE stuffed animal per child, and refrain from sending life-sized animals.
- **Goal Setting Class.** On Monday, January 27th at 6pm, learn how to turn your goals into reality with this interactive workshop! Discover effective techniques for setting achievable goals, staying motivated, and overcoming obstacles. Whether you're focusing on personal growth, career advancement, or wellness, this session will equip you with the tools to succeed.
- **Chair Yoga with Carrie.** Join us on Thursday, January 30th at 6pm as we engage in chair yoga with Carrie Golemon. Dress comfortably for the stretching. Registration is not required. Open to teens & adults.
- **Teen Baking Program.** On Tuesday, February 4th at 5pm, teens will be making fruit pizza cookies! Registration is required. Call today to sign up, teens only.

Stats:

- **Total Circulation for December.** 2022: 2,851; 2023: 3,109; and 2024: 3,331 (last month: 3,291).
- **Physical Materials Circulation for December.** 2022: 2,295; 2023: 2,461; and 2024: 2,468 (last month: 2,511).
- **eCirculation for December.** 2022: 556; 2023: 648; and 2024: 863 (last month: 780) checkouts for Libby (Overdrive).
- **New Patrons for December.** 2022: 37; 2023: 34; and 2024: 29 (last month: 18).
- **Number of Programs in December.** 33 Youth (age 0-11) Programs/Take-Home Crafts; 10 Teen Programs/Videos; 12 Adult Programs; and 1 Outreach Program. Total December Programs in 2022: 56; 2023: 44; and 2024: 56 (last month: 60).
- **Attendance of Programs in December.** 1,129 attended the Youth Programs/Take-home Crafts; 45 attended Teen Programs/Videos; 76 attended Adult Programs; and

5 attended Outreach Programs. Total December Attendance in 2022: 1,074; 2023: 1,043; and 2024: 1,255 (last month: 1,134).

- **New Items.** 175 items were purchased in December.

Checkout- December 2024 (By Type)

Adult NF	217
Adult Fiction	425
Audio	27
Board Book	173
DVD	179
Easy Reader	562
Juvenile Fiction	186
Juvenile NF	111
Juvenile GN	115
Juvenile Audio	3
Wonderbook	9
Juvenile DVD	112
Large Print	48
Board Game	11
Graphic Novels	70
Magazines	65
Interlibrary Loan	46
Other	42
YA	44
YA NF	2
Kit	21

Total: 2,468

New Items Purchased- December 2024 (By Type)

Adult NF	22
Adult Fiction	38
Graphic Novels	4
DVD	3
Board Book	10
Easy Reader	23
Juvenile Fiction	14
Juvenile NF	9
Juvenile GN	8
Large Print	2

Magazines 35

YA 7

Total: 175

- a. Tyler M. moved and Mandy R. seconded approval of Library Director's Report. Motion carried.

VII. Old Business

- a. 2024 Budget Review

The 2024 Budget was reviewed and amendments explained. Mandy R. moved to amend the budget as discussed. Kallie K. seconded. Motion carried.

- b. Board Opening

Two individuals applied for the Board Opening created by Janine Wollenberg's resignation. Applications were reviewed and discussed. Janine W. made a motion to select Madison Jurgensmeyer to fill the vacancy. Tyler M. seconded. Motion carried.

VIII. New Business

- a. Meeting Room Policy Proposed Amendments

The Board reviewed the proposed changes to the Meeting Room Policy.

Kallie K. moved and Tyler M. seconded acceptance of the proposed changes. Motion carried.

- b. Other- None

IX. Executive Session

- a. HR Issue

President Sara E. called the Board to Executive Session at 6:01 pm. Shanna explained an issue related to a former staff member. Executive Session concluded at 6:09 pm.

X. Announcements

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

XI. Adjournment

- a. Motion to adjourn was made by Joel P. at 6:13 pm. Kallie K. seconded. Motion carried.

Respectfully Submitted by Janine Wollenberg, Secretary