

## Mulvane Public Library Board of Trustees Agenda

Monday, January 12th, 2026 5:30pm

408 N. 2<sup>nd</sup> Ave., Mulvane, KS 67110

Approved February 9<sup>th</sup>, 2026

### I. Call to Order

- a. Call to order at 5:32 PM.
- b. Kallie Kimble, Madison Jurgensmeyer, Joel Pile, Tyler Miranda, Cynthia Creamer, Mandy Roderick, Rachal Harper, and Director Shanna Smith-Ritterhouse present.

### II. Public Comments

- a. None.

### III. Reading and Approval of December Minutes

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

### IV. Treasurer's Reports

- a. Underspent \$3,704 in 2025 as compared to the budget.
- b. Shanna thinks transferring credit card fees to patrons for overdue fines has been a cost saver.
- c. Mandy motioned to approve, Madison seconded. All in favor. Motion passes.

### V. Payment of Bills

- a. Higgens Group Inc. - subcontractor that worked on the doors during the building construction. Hired them to get a new closer for the front doors.
- b. Overdrive payment is higher in January due to annual fees.
- c. Joel motioned to approve, Cynthia seconded. All in favor. Motion passes.

### VI. Library Director's Report

#### Updates and News:

- . **Meetings.** I attended meetings with vendors from Envisionware and Wichita Sign Company. Stephanie attended a Wichita Area Library Association (WALA) meeting, WALA social event, and a Friends of the Library meeting. Bri attended a WALA meeting. Victoria attended a Big Truck Night planning meeting and a Munson Early Childhood Advisory meeting.
- . **Professional Development.** I attended the webinars Effective Email Marketing Strategies for Libraries, Stronger Together: Building Effective Library Board and Leadership Teams, and Aspen User Experience. Stephanie attended the webinars Ethics and Decision Making When Leading Volunteers and Amazon Business for Libraries. Victoria attended the webinar Understanding the Science of Reading Through Child-Led Play. Bri attended the webinars Expanding Possibilities: Public Libraries and Adult Learning Insights from the Field and Effective Email Marketing Strategies for Libraries. Rebecca attended the webinar Building Healthy Communities, Public Libraries, and Community Organizations in Partnership.

- . **Grants.** The Library received a \$200 Summer Reading Program Grant from the South Central Kansas Library System.
- . **Memorials.** The Library received a \$100 memorial donation for youth books in honor of Sue Nelson.
- . **Outreach.** Victoria provided library information at KAKE TV's morning show.
- . **Update Technology.** The Library transitioned to a cloud-based patron computer reservation system. Former software was becoming obsolete.
- . **Friends of the Library.** The group met in December and discussed future events including a spring book sale and participating in the Downtown Farmer's Market.
- . **Building Maintenance.** Water is still leaking from the ceiling in the youth office. The roofers have been contacted. The front door was sticking and required a new "closer" part from the door company. The ice maker in the multipurpose room has stopped working.
- . **Donations.** Wichita Toy Train Club, Mayor Brent A., Mulvane Junior Honor Society, and Mulvane High School Honor Society donated time for the Polar Express event. Love on a Leash, a therapy dog organization, donated time for the Polar Express. Lori H. donated time to host Paws & Read. Jane's Landing donated coffee for the weekly Chat & Play Café. General volunteers included: Matt, Leslie, Charlie, and Jacyndah.

#### 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 2025 files, changing over to 2026 in Quickbooks, etc.
- . **Library Signage.** I am exploring additional signage for the Library.

#### Upcoming Events and Programs:

- . **Book Clubs.** Books with Spice will discuss *Butcher and Blackbird* by Brynne Weaver, on Thursday, January 15th, at 6:30pm in the large conference room. Fiction & Friends will discuss *Winter Garden* by Kristin Hannah on Thursday, January 22nd, at 1pm in the large conference room and 6:30pm in the multipurpose room. Books with Bite will discuss *Maame* by Jessica George on Thursday, February 12th, at 6:30pm at Waffle Bus (Derby).
- . **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. It will be a "Pete the Cat" Party!
- **Homeschool Collective.** Join other homeschool families at the Library on Thursday, February 12th 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 Scene.** Teen Scene is hosted each week on Monday and Wednesday afternoons at 3:30pm for grades 6-12. Activities vary and registration is not required.
- **DIY Craft Night.** Do-It-Yourself (DIY) Craft Night takes place the second Monday of the month at 6pm. In the month of January, it will be book charms.
- **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.

**Crafternoon.** Join us every third Thursday from 1-3pm for a crafty afternoon at the library! Crafts vary each month! This month's craft on January 15th is a giant foldable heart envelope, but there will also be various other craft supplies for an open craft opportunity.

**Stuffed Animal Sleepover.** On Tuesday, January 13th, 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 13th, 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 14th 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.

**Coffee 101.** Join us Monday, January 26th at 6pm to learn about all-things-coffee! From lattes to cappuccinos, you will learn all you need to know to make the perfect cup of joe!

**Winter Book Bingo.** Between January 2nd and March 31st, pick up a winter book bingo card at the Library. Fill in your card with 5 books in a row to win a prize. This reading program is for teens and adults.

#### **Stats:**

**Total Circulation for December.** 2023: 3,109; 2024: 3,331; and 2025: 3,781 (last month: 3,629).

**Physical Materials Circulation for December.** 2023: 2,461; 2024: 2,468; and 2025: 2,764 (last month: 2,717).

**eCirculation for December.** 2023: 648; 2024: 863; and 2025: 1,017 (last month: 912) checkouts for Libby and Kanopy (Overdrive).

**New Patrons for December.** 2023: 34; 2024: 29; and 2025: 31 (last month: 24).

**Number of Programs in December.** 41 Youth (age 0-11) Programs/Take-Home Crafts; 9 Teen Programs/Videos; and 14 Adult Programs. Total December Programs in 2023: 44; 2024: 56; and 2025: 64 (last month: 63).

**Attendance of Programs in December.** 1,464 attended the Youth Programs/Take-home Crafts; 71 attended Teen Programs/Videos; and 95 attended Adult Programs. Total December Attendance in 2023: 1,043; 2024: 1,255; and 2025: 1,630 (last month: 1,178).

**New Items.** 280 items were purchased in December.

**Checkout- December 2025 (By Type)**

|                   |     |
|-------------------|-----|
| Adult NF          | 155 |
| Adult Fiction     | 591 |
| Graphic Novels    | 152 |
| Audio             | 12  |
| Board Book        | 145 |
| DVD               | 202 |
| Easy Reader       | 560 |
| Juvenile Fiction  | 164 |
| Juvenile NF       | 177 |
| Juvenile GN       | 122 |
| Juvenile Audio    | 1   |
| Wonderbook        | 23  |
| Juvenile DVD      | 219 |
| Large Print       | 59  |
| Board Game        | 16  |
| Magazines         | 8   |
| In-house          | 27  |
| Library of Things | 6   |
| Interlibrary Loan | 32  |
| Other             | 5   |
| YA                | 63  |
| YA NF             | 3   |
| Kit               | 22  |

**Total: 2,764**

**New Items- December 2025 (By Type)**

|                |     |
|----------------|-----|
| Adult NF       | 22  |
| Adult Fiction  | 104 |
| Graphic Novels | 17  |
| DVD            | 2   |

|                  |    |
|------------------|----|
| In-house Item    | 1  |
| Board Book       | 6  |
| Easy Reader      | 23 |
| Juvenile Fiction | 18 |
| Juvenile NF      | 25 |
| Juvenile GN      | 11 |
| Large Print      | 2  |
| Magazines        | 30 |
| YA               | 17 |
| Wonderbook       | 2  |

**Total: 280**

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

**VII. Old Business**

- a. None.

**VIII. New Business**

- a. Board Oath

- i. Shanna was advised that Board members should have an oath of office on file.  
ii. All Board members signed an oath with Stephanie acting as notary.

- b. HVAC Quotes

- i. Cynthia made a motion to approve the HVAC quote, Rachal seconded. All in favor. Motion passes.

- c. Appliance Quote

- i. Ice maker replacement - \$4379.99  
ii. Tyler motioned to approve the quote and purchase of the icemaker, Madison seconded. All in favor. Motion passes.

- d. Other

- i. Staff Training Request- Monday, May 18th  
ii. Rachal motioned to approve, Madison seconded. All in favor. Motion passes.

**IX. Executive Session**

- a. Patron Incident

- i. Mandy made a motion to enter executive session at 5:55 PM and end at 5:58 PM, Cynthia seconded. All in favor. Motion passes.  
ii. Patron incident information shared with no decisions made.

**X. Announcements**

- a. Next Library Trustee Meeting- February 9th, at 5:30pm

**XI. Adjournment**

- a. Madison motioned to adjourn at 6:01 PM, Rachal seconded. All in favor.

**Minutes Submitted by: Madison Jurgensmeyer, Secretary**