

Mulvane Public Library Board of Trustees Agenda

Tuesday, November 12th, 2024 5:30pm

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

Approved December 9th, 2024

I. Call to Order: 5:31pm

- a. President Sara Erb called the meeting to order at 5:31 PM. Board Members present: Sara Erb, Tyler Miranda, Mandy Roderick, Kallie Kimble, and Director Shanna Smith-Rittenhouse.

II. Public Comments

- a. There were no public comments.

III. Reading and Approval of October Minutes

- a. Sarah made a motion to approve the October Minutes. Kallie seconded the motion. The motion carried.

IV. Treasurer's Report

- a. Shanna summarized the Treasurer's Report. Budget vs Actual is looking ok with some money left for the end of the year. End-of-year purchases were discussed, proposing to spend funds on reupholstering furniture and the summer reading program. Sarah made a motion to approve the Treasurer's Report. Kallie seconded the motion. Motion passed.

V. Payment of Bills

- a. Mandy made a motion to approve the payment of bills. Sarah seconded the motion. Motion carried.

VI. Library Director's Report

Updates and News:

- **Meetings.** I attended one Kansas Library Association (KLA) meeting virtually and one in-person at the Conference. I also attended a virtual meeting with Library Market, our web design company.
- **Professional Development.** I attended the hybrid class/webinar No More Neutral and the KLA Conference. Mae Beth attended the webinars Book Groups are a Readocracy, KOHA Circulation, KOHA Cataloging, and KOHA Reports & Notices. Isaac attended the webinar Library Customer Service Essentials for Creating a Culture of Positive Customer Service at Your Library. Rebecca attended the webinar Library Customer Service Essentials for Creating a Culture of Positive Customer Service at Your Library and listened to the training Health Literacy in Libraries. Samantha attended the webinars Manga Goes to School and Series Nonfiction, and in-person

sessions at the KLA Conference. Bri, Victoria, and Brooklyn attended the KLA Conference.

- **Staff Training.** The website company, Library Market, provided a demo on the new calendar/reservation system for programming staff in October.
- **Grants.** Victoria and I applied for a Bishop Grant to help fund youth STEM programs.
- **Outreach.** Bri provided library information to the KAKE TV morning show, Cowley College, and the GSA Group at Mulvane High School. Victoria provided an outreach storytime for an area daycare.
- **KanShare Meeting.** The KanShare Library Directors met for their quarterly meeting to discuss the shared checkout system. They also discussed credit card processing, HR, eResources, and technology.
- **Building Maintenance.** The Library AC system is still not running at capacity, but the HVAC company is actively troubleshooting the issue. The roof has a leak, so the roofing company has been contacted.
- **Friends of the Library.** The group met in October and discussed giving away car decals and participating in the Christmas Tree Contest at the casino. They also sold blankets at the outdoor movie in October. They do not plan to have a fall book sale.
- **Donations.** Steven F. donated pumpkins for a storytime. The Wellington Humane Society and Hidden Acres Dog Resort donated time for a program. Lori H. donated time to host Paws & Read. Jane's Landing donated coffee for the weekly Chat & Play Café.

Projects:

- **Staff Evaluations.** I am completing the written feedback for staff evaluations.
- **Website.** The website redesign process has begun with Library Market, our web design company. Initial steps will involve surveys and "discovery" processes to help drive the site's design.

Upcoming Events and Programs:

- **Book Clubs.** Books with Bite will discuss *The Berry Pickers* by Amanda Peters on Thursday, November 14th, at 6:30pm at Luciano's. Books with Spice will discuss *Haunting Adeline* by H.D. Carlton on Thursday, November 21st, at 6:30pm in the multipurpose room. Fiction and Friends will discuss *A Place to Land* by Lauren K. Denton on Thursday, November 21st, at 6:30pm in the conference room. *Check Facebook for updates.

- **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 *Heart Berries* by Terese Marie Mailhot.
- **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 story time for children ages 0-5! After story time, 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, November 23rd at 10:30am with ornament making. This will be followed by a visit from Love on a Leash, a therapy dog organization.
- **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 Gaming.** Teen gaming takes place each Monday at 3:30pm in the teen area during the school year.
- **Teen Blush Book Club.** On the first Thursday of the month at 4pm, join us as we start a new teen book club! Blush Book Club is an extension of our Books with Spice

program for high school students. We will read YA romance books and discuss them at the library. The title for December is *A Fragile Enchantment* by Allison Saft.

- **DIY Craft Night.** Do-It-Yourself (DIY) Craft Night takes place the 2nd Monday of the month at 6:30pm. In the month of November it will be gratitude jars. Note: In November, the date will be the 3rd Monday on the 18th due to Veterans Day the week prior.
- **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.
- **Journey to Joy.** MPL and the Mulvane Mental Health Coalition have teamed up to bring you Journey to Joy on the 1st Tuesday of each month at 6pm, a program dedicated to open communication about mental health! With this new event series, patrons will explore a different mental health topic each month and discuss their thoughts with others. The reading portion of this program is optional but will provide further information on the subject of the month. This group is meant to act as a place for self-improvement, discussion, and mindfulness. There will NOT be a therapist present and there is no registration required.
- **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.
- **Clothing Swap.** Join us for a Clothes Swap on Monday, November 25th, at 5:30pm! Donate gently used clothing and receive a plain t-shirt in return, ready for you to customize with puffy paint, screen pressing, and more creative tools. It's the perfect way to refresh your wardrobe while giving back and getting crafty!
- **Cards for a Cause.** On Monday, December 16th from 6-7pm, 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.
- **Polar Express.** Join us on Saturday, December 21st from 10am-12pm for our fourth annual Polar Express event! Families with young children can come to the Library for a morning filled with trains, crafts, hot cocoa, and holiday cheer! You won't want to miss the Polar Express at the Library! Geared towards families with children ages 0-10.

Stats:

- **Total Circulation for October.** 2022: 3,624; 2023: 3,783; and 2024: 3,829 (last month: 3,891).
- **Physical Materials Circulation for October.** 2022: 3,044; 2023: 3,163; and 2024: 3,084 (last month: 3,180).
- **eCirculation for October.** 2022: 580; 2023: 620; and 2024: 745 (last month: 711) checkouts for Libby (Overdrive).
- **New Patrons for October.** 2022: 22; 2023: 27; and 2024: 20 (last month: 24).
- **Number of Programs in October.** 33 Youth (age 0-11) Programs/Take-Home Crafts; 13 Teen Programs/Videos; 14 Adult Programs; and 2 Outreach Programs. Total October Programs in 2022: 62; 2023: 60; and 2024: 62 (last month: 53).
- **Attendance of Programs in October.** 1,010 attended the Youth Programs/Take-home Crafts; 69 attended Teen Programs/Videos; 134 attended Adult Programs; and 9 attended Outreach Programs. Total October Attendance in 2022: 1,871; 2023: 1,755; and 2024: 1,222 (last month: 1,149).
- **New Items.** 170 items were purchased in October.

Checkout- October 2024 (By Type)

Adult NF	200
Adult Fiction	504
Audio	19
Board Book	219
DVD	198
Easy Reader	668
Juvenile Fiction	224
Juvenile NF	243
Juvenile GN	160
Juvenile Audio	6
Wonderbook	31
Juvenile DVD	109
Large Print	37
Board Game	8
Graphic Novels	177
Magazines	26
Interlibrary Loan	111
Other	32
YA	64
YA NF	8
Kit	40

Total: 3,084

New Items Purchased- October 2024 (By Type)

Adult NF	19
Adult Fiction	24
Graphic Novels	4
DVD	4
Board Game	4
Board Book	2
Juvenile DVD	2
Easy Reader	32
Juvenile Fiction	15
Juvenile NF	8
Juvenile GN	8
Large Print	6
Magazines	31
YA	11

Total: 170

- a. Shanna gave an update regarding professional development and sending staff to the Kansas Library Association (KLA) Conference. The building has a small roof leak over an employee's desk. Shanna has been unsuccessful in contacting the original roofers for repair. Physical circulation is down, but electronic circulation is up which is to be expected. Shanna gave an update on the new website project. The project has started and there is a lot of good work being done with the company. Mandy made a motion to approve the Directors Report. Sarah seconded. The motion carried.

VII. Old Business

- a. 2025 Budget
 - i. Health Care Rates
 - ii. The Board discussed and approved the proposed health insurance rates for the upcoming year. Health rates increased substantially. Sarah made a motion to approve the budget and staff salaries. Kallie seconded. Motions carried.

VIII. New Business

- a. End-of-Year Purchases
 - i. Summer Reading Program
 1. \$8,400 allocated to summer reading program prizes.
 - ii. Furniture
 1. Shanna noted that some of the library furniture was showing its age and was in need of replacing or repair. \$5,600 allocated to reupholstering furniture.

- iii. Sarah made a motion to approve the summer reading program and furniture costs. Kallie seconded the motion. Motion carried.

IX. Executive Session: Mandy made a motion to enter into Executive Session from 6:08-6:35 PM. Kallie seconded the motion. Motion carried.

- a. Staff Update
- b. Director Evaluation
- c. Staff Wages
 - i. Discussion on staffing, evaluation, and wage. No votes taken.

X. Announcements

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

XI. Adjournment: 6:36pm

- a. Sarah made a motion to adjourn. Kallie seconded the motion. Motion passes.