

Mulvane Public Library Board of Trustees Agenda

Monday, November 10th, 2025 5:30pm

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

Approved December 8th, 2025

I. Call to Order- 5:33 PM

- a. Mandy Roderick, Kallie Kimble, Cynthia Creamer, Tyler Miranda, Madison Jurgensmeyer, Rachal Harper, and Director Shanna Smith-Ritterhouse.

II. Public Comments- None.

III. Reading and Approval of October Minutes

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

IV. Treasurer's Reports

- a. Mandy motioned to approve, Cynthia seconded. All in favor.

V. Payment of Bills

- a. Tyler motioned to approve, Rachal seconded. All in favor.

VI. Library Director's Report

Updates and News:

- . **Meetings.** I toured the new Newton Public Library with their Director. Stephanie attended a Wichita Area Library Association (WALA) meeting, a Friends of the Library meeting, and toured the Newton Public Library. Victoria attended a meeting with the Rec Center to recap the Block Party event, and attended a youth services meeting at the Winfield Public Library. Bri attended the WALA meeting.
- . **Professional Development.** I attended the training Elevate Community Development Forum in Newton and the 2025 Kansas Library Association (KLA) Conference in Manhattan, KS. Stephanie attended the webinar Building Healthy Communities: Public Libraries and Community Organizations in Partnership and in-person the trainings Elevate Community Development Forum and KLA Conference. Mae Beth attended the webinars ByWater Solutions: Unlocking the Power of Aspen Integration, Tune Up Auto Repair Source, ByWater Solutions: Q&A Session! 25.05 upgrade, Koha Circulation with Lisa Sharbaugh, and in-person the trainings Basis ILL ShareIt in Emporia and NEKLS Older Adult Services Conference in Topeka. Victoria attended the webinars Fact Check the Chatbot: Spotting Misinformation in the Age of AI, Nurturing Neurodiversity in Early Childhood, The Science of Play, Science of Reading Strategies for Joyful Pre-K Early Literacy Environments, The Importance of Child Engagement in Play and Learning, and in-person the trainings Elevate Community Development Forum and KLA Conference. Samantha attended the in-person training NEKLS Older Adult Services Conference. Bri attended in-person the training NEKLS Older Adult Services Conference and the KLA Conference.

- **Grants.** I applied for a Kansas Library Association grant to help with the cost of the conference, but was denied due to the volume of applicants and I had received one in the past.
- **Outreach.** Bri provided library information to Cowley Community College. Bri and Isaac provided library information with the Friends of the Library at the October Farmer's Market. Rebecca provided library information at the FFA Pumpkin Patch Event.
- **Presentation.** I presented at the Kansas Library Association Conference a session about launching a new website.
- **Friends of the Library.** The group met in October and discussed the t-shirt fundraiser and holiday tree competition at the casino. They also sold shirts at the farmer market at the library table.
- **Donations.** SKF Family Farm donated pumpkins for library programming. Lori H. donated time to host Paws & Read. Jane's Landing donated coffee for the weekly Chat & Play Café. Leslie and Charlie donated time for general volunteering.

Projects:

- **Library Signage.** I will be exploring an update to exterior library signage.
- **Staff Evaluations.** I am completing the written feedback for staff evaluations.

Upcoming Events and Programs:

- **Book Clubs.** Books with Bite will discuss *There There* by Tommy Orange on Thursday, November 13th, at 6:30pm at Olive Garden (Derby). Books with Spice will discuss *His Tesoro* by Emilia Rossi, on Thursday, November 20th, at 6:30pm in the large conference room. Fiction and Friends will discuss *Tom Lake* by Ann Patchett on Thursday, November 20th, at 6:30pm in the multipurpose room (week early due to Thanksgiving).
- **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 *Dog Flowers* by Danielle Geller.
- **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. *Cookie Bookie will be on November 18th due to the Veteran's Day holiday.
- **Family Storytime.** This storytime falls on the fourth Saturday of the month at 10:30am. The next date of this program will be on Saturday, November 22nd. In November, join the Library for ornament decorating!
- **Homeschool Collective.** Join other homeschool families at the Library on Thursday, November 13th 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. Note: In November, the Sedgwick County Extension Office will be hosting a coding with robots workshop during the session.
- **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 November 13th is *Fake Dates and Mooncakes* by Sher Lee.

- **DIY Craft Night.** Do-It-Yourself (DIY) Craft Night takes place the second Monday of the month at 6pm. In the month of November, it will be creating bead wall hangings.
- **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 Mondays of the month from September thru 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.
- **Special Guests at Storytime.** On November 12th, the preschool storytime will be the Kansas Reads to Preschoolers state curriculum, and on November 19th the preschool storytime will host the Kansas Arts Commission's Shine On Music & Book Tour: a Musical Storytime with Karla Bauer.
- **Pie Cooking Class.** On Monday, November 17th at 6pm, join us for a cooking class to learn how to make pie just in time for the holiday celebrations! Registration is required.
- **Coloring & Movie Night.** On Monday, November 24th at 6pm, join us for a relaxing night of coloring pages, snacks, and the throw-back movie "10 Things I Hate About You."
- **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, crafts, games, hot cocoa, story time, and holiday cheer! Geared towards families with children ages 0-10.

Stats:

- **Total Circulation for October.** 2023: 3,783; 2024: 3,829; and 2025: 3,812 (last month: 3,767).
- **Physical Materials Circulation for October.** 2023: 3,163; 2024: 3,084; and 2025: 2,959 (last month: 2,948).

- **eCirculation for October.** 2023: 620; 2024: 745; and 2025: 853 (last month: 819) checkouts for Libby (Overdrive).
- **New Patrons for October.** 2023: 27; 2024: 20; and 2025: 27 (last month: 49).
- **Number of Programs in October.** 54 Youth (age 0-11) Programs/Take-Home Crafts; 13 Teen Programs/Videos; 16 Adult Programs, and 2 Outreach Programs. Total October Programs in 2023: 60; 2024: 62; and 2025: 85 (last month: 78).
- **Attendance of Programs in October.** 1,362 attended the Youth Programs/Take-home Crafts; 116 attended Teen Programs/Videos; 135 attended Adult Programs, and 105 attended the Outreach Programs. Total October Attendance in 2023: 1,755; 2024: 1,222; and 2025: 1,718 (last month: 1,713).
- **New Items.** 375 items were purchased in October.

Checkout- October 2025 (By Type)

Adult NF	173
Adult Fiction	596
Graphic Novels	126
Audio	17
Board Book	211
DVD	200
Easy Reader	601
Juvenile Fiction	201
Juvenile NF	192
Juvenile GN	156
Juvenile Audio	2
Wonderbook	20
Juvenile DVD	75
Large Print	107
Board Game	8
Magazines	14
In-house Equipment	22
Library of Things	3
Interlibrary Loan	103
Other	24
YA	70
YA NF	4
Kit	34

Total: 2,959

New Items- October 2025 (By Type)

Adult NF	29
Adult Reference	21
Adult Fiction	130
Graphic Novels	9
DVD	17
Board Book	6
Easy Reader	45
Equipment	1
Juvenile Fiction	31
Juvenile NF	15
Juvenile GN	10
Large Print	2
Magazines	30
YA	29

Total: 375

- a. Mandy motioned to approved, Cynthia seconded. All in favor.

VII. Old Business

- a. 2026 Budget Amendments
- i. Mill value higher than expected for 2026.
 - ii. Additions to 2026 budget include: phone stipend for on-call staff and short-term disability.
 - iii. Health Care Rates
 1. 9% increase for staff healthcare plans.
 - a. Madison motioned to approve the health care plan and coverage. Cynthia seconded. All in favor.
 - iv. Cynthia motioned to approve the 2026 amended budget. Tyler seconded. All in favor.

VIII. New Business

- a. End of Year Purchases
- i. Computers
 - ii. Envisionware- CloudNine
 - iii. Libby Magazines/Kanopy
 - iv. HVAC Fan
 - v. Demco Book Cart
 - vi. Summer Reading Program
 1. Mandy motioned to approve the purchase of all End of Year items. Cynthia seconded. All in favor.
- b. Professional Development Request
- i. Public Library Association Conference, March 2026

1. Tyler motioned to approve Shanna attending the PLA conference.
Mandy seconded. All in favor.

IX. Executive Session

- a. Tyler made a motion to enter into Executive Session at 6:10 PM and exit at 6:20 PM.
Mandy seconded. All in favor.
 - i. Staff Wages
 - ii. Patron Incident
- b. Information shared, no votes taken.

X. Announcements

- a. Next Library Trustee Meeting- December 8th, at 5:30pm

XI. Adjournment- 6:23 PM

- a. Mandy motioned to adjourn, Cynthia seconded. All in favor.

Minutes Submitted by:
Madison Jurgensmeyer