

## **Mulvane Public Library Board of Trustees Agenda**

**Monday, October 14th, 2024 5:30pm**

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

Approved November 12<sup>th</sup>, 2024

- I. **Call to Order**—Board Vice President Kallie Kimble called the meeting to order at 5:28 pm. Present were board members Rachal Harper, Joel Pile, Tyler Miranda via Zoom, and Janine Wollenberg.
- II. **Public Comments**--None
- III. **Reading and Approval of August Minutes** –August Minutes were read and approved.
- IV. **Treasurer’s Reports** –Rachal Harper moved and Joel Pile seconded approval of Treasurer’s Reports. Motion passed unanimously.
- V. **Payment of Bills**—Joel Pile moved and Rachal Harper seconded payment of bills. Motion passed unanimously.
- VI. **Library Director’s Report** –Joel moved and Rachal seconded approval of the Library Director’s Report. Motion carried unanimously.

### **Updates and News:**

- **Meetings.** I virtually attended four Kansas Library Association (KLA) meetings in August and September, and in-person attended the August Chamber After-Hours/Ribbon Cutting event, Annual Chamber Awards Dinner, and two downtown business meetings. Victoria attended a meeting with the new Parent’s As Teachers Educator and Coordinator and also went to a gathering with area Youth Services staff at McConnell Air Force Base to discuss summer reading programs. Bri met with the Mulvane Middle School Principal about future outreach opportunities with their students. Sara attended the Friends meeting in September.
- **Professional Development.** I attended the webinar No More Strategic Plans and in-person attended the Grant Writing Workshop with SCKLS. Mae Beth attended the webinars Meeting Challenging Emotions Mindfully, Law for Librarians -- The First Amendment in Your Library, and ILL Essentials for KISNET Library, and in-person attended the SHAREit Training. Bri attended the webinars Digital Wellness: Better Connections in Your Community and Libraries and Mental Health, and a hybrid CPR Training. Sara attended the webinars ALA United for Libraries Online Conference, Social Media Tips & Tricks Roundtable, SLJTeen Live!: Collections Showcase, Using Emotional Intelligence to Build Effective Work Relationships, From Knowing to Doing: Maximizing the Impact of Employee Training, Three Must-Have Activities for New Employee Training, and Transform and Thrive: Fostering Wellness in Our Work. Samantha attended the webinars KOHA

eCard Admin Training, Graphic Novels for All: Graphic Novels Book Buzz, and Fall Adult Faves, and a hybrid CPR Training. Brooklyn attended the webinar Orner Teenagers and Suicide: Conversation with Suicidologist and a hybrid CPR Training. Isaac attended the webinar Law for Librarians -- The First Amendment in Your Library. Victoria attended the webinars Gross Motor Art Activities That Calm Squirmy Bodies and Minds, Creating Responsive Environments for Young Children, and Engaging Early Learning Summit, and in-person attended the Storytime Swap and Grant Writing Workshop with SCKLS. Rebecca attended the webinars Kansas State Library eCard updates and State Library of Iowa's Weeding Recommendations. Janice attended the webinars Introduction to 10 Million Names and DNA Tests and NPE--How to Find Answers When a Line is Missing.

- **Staff Meetings.** The Library hosted a tech trainer from the Wichita Public Library for a training about Google Suite.
- **Grants.** By submitting a report on our Summer Reading Program to the South Central Kansas Library System (SCKLS), the Library will receive a \$150 grant. Samantha applied and received the Kansas Notable Book Grant, which paid the Library \$314 to purchase the award winning titles. Bri applied and received a New Program Grant of \$500 from SCKLS. Victoria submitted an application for the Family Engagement in Public Libraries Grant, but did not receive it.
- **Wichita Public Library's Digital Equity Grant.** The Wichita Public Library (WPL) has applied for a large federal grant and if awarded the funding, they have asked Mulvane to partner with them to offer digital programming at our location. In support of the project, which would provide the Mulvane community with increased digital resources, I wrote a recommendation letter for WPL's grant application and will attend future planning meetings.
- **Outreach.** Shanna provided library information in September and Victoria in October to the KAKE TV morning show. Bri and Sara provided information to the GSA group at the Mulvane High School in September.
- **Focus On.** The State Library of Kansas hosts a program called Focus On, which highlights the programs and services of Kansas Libraries. Mulvane was featured in the August edition of the program.
- **KanShare Meeting.** The KanShare Library Directors met for their quarterly meeting to discuss the shared checkout system. They also discussed the digital collection, HR issues, programming, and projects.
- **Maintenance Day.** On Thursday, October 3<sup>rd</sup> the Library was closed for general maintenance. Staff patched walls, touched up paint in all spaces, wiped down base boards, buffed tile floor, wiped down all window ledges, scrubbed stains and grime from furniture and chairs, replaced base boards where needed, removed rust stains from bathroom fixtures, and cleaned light fixtures.

- **Building Maintenance.** The Library AC system is still not running at capacity, but the HVAC company is actively troubleshooting the issue. The laminator required maintenance due to issues sealing. The water fountain side panel and button was broken. A part has been ordered to fix the issue. Front bench paint has started to peel. I have reached out to the City about possibly adding a fresh powder coating.
- **Friends of the Library.** The group met in August to plan the Old Settler's window display and discuss future goals for the organization. They also met in September to discuss upcoming events.
- **Donations.** A member of the Wichita Crocheter's Guild volunteered time for a crochet program. Love on a Leash donated time for a youth program. Hailey S. donated time for a preschool storytime. Mulvane Fire Department donated time for a preschool storytime. Lori H. donated time to host Paws & Read. Jane's Landing donated coffee for the weekly Chat & Play Café. General adult and teen volunteers have assisted 12 hours in the last two months (James and Zia).

#### Projects:

- **Staff Evaluations.** I will be completing annual staff evaluations in the next month.
- **Kansas Library Association Conference.** As Past President, I Chair the Awards Committee that honors librarians/libraries throughout the State. These awards will be given out at the Annual KLA Conference Oct. 30<sup>th</sup>-Nov. 1<sup>st</sup> in Wichita.
- **Website.** Website redesign proposals have been received and reviewed. Once the company is selected by the Board, the project will move into discovery phases where information is gathered to guide the site map and design.

#### Upcoming Events and Programs:

- **Book Clubs.** Books with Spice will discuss *If You Hate Me* by Helena Hunting on Thursday, October 17<sup>th</sup>, at 6:30pm in the multipurpose room. Fiction and Friends will discuss *When Crickets Cry* by Charles Martin on Thursday, October 24<sup>th</sup>, at 6:30pm in the multipurpose room. Books with Bite will discuss *The Berry Pickers* by Amanda Peters on Thursday, November 14<sup>th</sup>, at 6:30pm at TBD. \*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 *In Defense of Witches* by Mona Chollet.
- **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 4<sup>th</sup> Saturday of the month at 10:30am. The next date of this program will be on Saturday, October 26<sup>th</sup> at 10:30am with the theme of Fall. There will be stories, songs, pumpkins for painting, lawn games, and more!
- **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 geared toward high school students. We will read romance books and discuss them at the library. The title for November is *My Roommate is a Vampire* by Jenna Levine.
- **DIY Craft Night.** Do-It-Yourself (DIY) Craft Night takes place the 2<sup>nd</sup> Monday of the month at 6:30pm. In the month of October it will be coaster painting.
- **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 1<sup>st</sup> 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.
- **Crocktober.** Check out a book or magazine from the Library and select a crockpot recipe. On Monday, October 21<sup>st</sup>, at 6pm bring your dish and a copy of your recipe for a fun evening of visiting and sampling a variety of wonderful food!
- **Doggy's Day Out.** On Monday, October 28<sup>th</sup>, at 6pm bring your furry friends for a fun-filled day at the Library! Create DIY dog toys, enjoy tasty treats for your dogs, and meet other pet lovers in the community. It's the paw-fect event for dog owners and their pups to socialize, play, and take home some handmade goodies!
- **Clothing Swap.** Join us for a Clothes Swap on Monday, November 25<sup>th</sup>, 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!

#### Stats:

- **Total Circulation for August.** 2022: 3,886; 2023: 4,157; and 2024: 4,426 (last month: 4,844).
- **Total Circulation for September.** 2022: 4,005; 2023: 3,651; and 2024: 3,891 (last month: 4,426).
- **Physical Materials Circulation for August.** 2022: 3,278; 2023: 3,511; and 2024: 3,653 (last month: 3,932).
- **Physical Materials Circulation for September.** 2022: 3,433; 2023: 3,076; and 2024: 3,180 (last month: 3,653).
- **eCirculation for August.** 2022: 608; 2023: 646; and 2024: 773 (last month: 912) checkouts for Libby (Overdrive).

- **eCirculation for September.** 2022: 572; 2023: 575; and 2024: 711 (last month: 773) checkouts for Libby (Overdrive).
- **New Patrons for August.** 2022: 32; 2023: 27; and 2024: 21 (last month: 28).
- **New Patrons for September.** 2022: 40; 2023: 20; and 2024: 24 (last month: 21).
- **Number of Programs in August.** 39 Youth (age 0-11) Programs/Take-Home Crafts; 9 Teen Programs/Videos; 10 Adult Programs; and 3 Outreach Programs. Total August Programs in 2022: 55; 2023: 58; and 2024: 61 (last month: 49).
- **Number of Programs in September.** 28 Youth (age 0-11) Programs/Take-Home Crafts; 11 Teen Programs/Videos; 13 Adult Programs; and 1 Outreach Programs. Total September Programs in 2022: 59; 2023: 53; and 2024: 53 (last month: 61).
- **Attendance of Programs in August.** 1,364 attended the Youth Programs/Take-home Crafts; 25 attended Teen Programs/Videos; 104 attended Adult Programs; and 425 attended Outreach Programs. Total August Attendance in 2022: 1,163; 2023: 2,185; and 2024: 1,918 (last month: 2,771).
- **Attendance of Programs in September.** 982 attended the Youth Programs/Take-home Crafts; 39 attended Teen Programs/Videos; 121 attended Adult Programs; and 7 attended Outreach Programs. Total September Attendance in 2022: 1,033; 2023: 904; and 2024: 1,149 (last month: 1,918).
- **New Items.** 201 items were purchased in August.
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#### **Checkout- August 2024 (By Type)**

Adult NF	216
Adult Fiction	651
Audio	14
Board Book	275
DVD	191
Easy Reader	898
Juvenile Fiction	295
Juvenile NF	224
Juvenile GN	204
Juvenile Audio	5
Wonderbook	33
Juvenile DVD	148
Large Print	42
Board Game	4
Graphic Novels	152
Magazines	97
Interlibrary Loan	53

Other	25
YA	82
YA NF	9
Kit	35
<b>Total: 2,653</b>	

#### **Checkout- September 2024 (By Type)**

Adult NF	193
Adult Fiction	551
Audio	18
Board Book	271
DVD	194
Easy Reader	773
Juvenile Fiction	232
Juvenile NF	200
Juvenile GN	165
Juvenile Audio	6
Wonderbook	29
Juvenile DVD	122
Large Print	68
Board Game	1
Graphic Novels	142
Magazines	42
Interlibrary Loan	50
Other	30
YA	54
YA NF	1
Kit	38
<b>Total: 3,180</b>	

#### **New Items Purchased- August 2024 (By Type)**

Adult NF	22
Adult Fiction	32
Graphic Novels	9
DVD	10
Board Game	1
Board Book	6
Juvenile DVD	5

Easy Reader	23
Juvenile Fiction	19
Juvenile NF	13
Juvenile GN	9
Large Print	5
Magazines	37
YA	9
Kit	1

**Total: 201**

**New Items Purchased- September 2024 (By Type)**

Adult NF	17
Adult Fiction	35
Graphic Novels	5
DVD	8
Board Game	2
Board Book	5
Juvenile DVD	4
Easy Reader	33
Juvenile Fiction	21
Juvenile NF	11
Juvenile GN	8
Large Print	5
Magazines	37
YA	10

**Total: 201**

**VII. Old Business**

- a. Internet Service—Discussion regarding delay in Twin Valley getting the Library added to their service. Consensus was to wait on Twin Valley as planned, continuing with Cox until that time.

**VIII. New Business**

- a. Library Board Bylaws—Rachal moved, Joel seconded approval of updates in Trustee Bylaws. Motion carried unanimously.
- b. Website Redesign—The Website Redesign Committee has been studying proposals from 4 companies, and recommends acceptance of proposal from Library Market, based out of Jonesboro, Arkansas. Tyler moved, Joel seconded acceptance of Library Market's proposal. Motion carried unanimously.



- c. Professional Development- KLA Conference—Shanna spoke about the Conference October 30<sup>th</sup> to November 1<sup>st</sup> in Wichita. Shanna is Past President; Victoria Fleming is co-presenting a session. Shanna requested approval for up to 5 attendees, for a total of \$1,375. Tyler moved approval of this request; Joel seconded. Motion passed unanimously.
  - d. 2025 Holiday Closures—Holidays closed are the same as in 2024. Rachal moved to approve the calendar and Joel seconded. Motion carried unanimously.
  - e. Fire Protection Quote—The Board considered a quote from Fire Protection Services for inspection and repair of systems. Joel moved approval of quote for the work and Kallie seconded. Motion passed unanimously.
  - f. Other—Bid for Water Fountain Repair with Ark Valley Plumbing was presented. Rachal made a motion to accept the bid, Joel seconded. Motion passed unanimously.
- IX. Executive Session**—Shanna requested the Board go to Executive Session. Acting chair, VP Kallie Kimble stated session beginning at 5:56 pm and ending at 6:01 pm for the purpose of discussing personnel. Shanna presented concerns regarding staffing. No decisions were made during the session.
- X. Announcements**
- a. Next Library Trustee Meeting- Tuesday, November 12<sup>th</sup> at 5:30pm (Closed on Monday, November 11<sup>th</sup> for Veteran’s Day)
- XI. Adjournment**—Acting Chair Kallie Kimble announced adjournment at 6:06 pm.

**Respectfully submitted,**  
**Janine Wollenberg, Board Secretary**