
DERBY PUBLIC LIBRARY

BOARD OF TRUSTEES

January 28, 2026

Call to order: Meeting called to order by Danielle Gabor at 6:30 pm.

Roll Call: Danielle Gabor, Jamie Hollon, Maria Sargent, Dustin Sharp, Vanessa Schoon Smith, Susan Swaney and Susan Topping were present. Eric Gustafson, Library Director, Hannah Adamson, Assistant Director and Tami English, Office Manager also attended.

Approval of Agenda: Susan Topping moved to approve the agenda as written. Seconded Jamie Hollon, the motion approved unanimously.

Public Forum: None

Approval of December 17, 2025 meeting minutes: Dustin Sharp moved to approve the minutes as written. Vanessa Schoon Smith seconded. Motion approved unanimously.

Correspondence and Communications: The Board reviewed several items of appreciation acknowledging the library's recent community contributions and programming success. We received a thank-you note from local author Dawn Felton, who expressed her gratitude to Alyssa LaRue and the library staff for their excellent coordination of her recent meet-and-greet event. Additionally, Patt Sharpe of the Wichita Women's Artists shared her appreciation for the library's support during their recent art show, citing a highly positive experience for all participating artists. Finally, the Ember Hope Foundation submitted a formal thank you for the library's role as a drop-off location for their recent drive, which successfully collected suitcases and blankets for children in foster care. These communications highlight the library's ongoing commitment to fostering local talent and supporting vital community service initiatives.

Financial Reports: Eric Gustafson presented the year-end financial report, noting that the library concluded the fiscal year in the positive. Any remaining funds that are not needed for January expenses will be transferred to the Capital Improvement fund to support future infrastructure needs. Gustafson highlighted the successful completion of the Rhythm and Read Park as a major milestone for the year, funded through the Capital Improvement account alongside grants from Kansas Wildlife and Parks and the South Central Kansas Library System. Additionally, the report detailed a shift in collection trends for 2025: while expenditures for physical books decreased, digital media expenses rose significantly due to market volatility and limited material availability following the closure of a major book supplier.

Susan Swaney moved to approve the December 2025 financial report as presented. Jamie Hollon seconded. Motion approved unanimously.

Director Report:

Staff are resolving final technical issues with the new Aspen Discovery platform. "Go-live" is officially scheduled for Wednesday, February 18. Employees are currently undergoing user experience training to assist patrons. Patron instructional materials will be distributed within the next 14 days.

The library's 2025 production, *A Stitch in Time*, received local recognition with a screening at the Old Times Not Forgotten Film Festival (Derby Plaza Theater) on January 17-18.

Passport processing reached a record high in 2025 with over 3,200 applications completed. Early 2026 data shows continued growth, likely driven by the recent discontinuation of passport services at the Wichita Public Library as of December 31.

A significant milestone in staff development was reached in 2025, with staff logging more than 250 cumulative hours of professional training and continuing education.

Several personnel changes were noted since the previous board session. Shane Shotwell was promoted to the Senior PSS Library Assistant role following the resignation of Jessica Mueller. To fill the vacancies left by departing staff, the library also welcomed Annalise Chytka and Jamee Schroeder. Both began their part-time roles last week and are currently in the onboarding process.

Director Gustafson highlighted a robust period of community involvement and professional development, noting staff participation in several key local organizations including Rotary, the Arts Council, and the Historical Society. Internal efforts focused on the successful wrap-up of Christmas in the Park and ongoing operational planning through senior staff and vendor sessions. Additionally, staff prioritized specialized training and regional collaboration, attending sessions for Sunflower eLibrary, WALA, and the upcoming Aspen Discovery transition. Engagement also extended to the new library grounds, with Park Tours and Orientations conducted to familiarize renters with the facility's outdoor amenities.

Committee/Special Reports:

The Derby Arts Council reported that current exhibitions remain on display, featuring works by the Kansas Art Guild in the Gathering Space Gallery and pieces by Haysville artist Diane Ridpath in the High Wall Gallery. A public reception is scheduled for Friday, February 20, from 6:00 to 7:30 p.m., offering the community an opportunity to meet the featured artists. The event will be free to the public and will include live musical performances by Mike and Michelle Roach and handpan artist Daniel Baird.

Display Case: A World of Pink and Kindness Comes to Derby Library - Starting the first week of February through March 10, the Derby Library display case will be home to a very special guest. Local collector Jenny Venn is sharing her vibrant and heartwarming Hello Kitty collection with our community, offering a nostalgic trip through the world of Sanrio's most iconic character. Whether you grew up with a Hello Kitty lunchbox or just love a pop of cheer, this display is designed to spark joy during the final stretch of winter.

Unfinished Business: None

New Business:

- **Hoopla checkouts per month:** The Board discussed a significant increase in Hoopla expenses, which have risen substantially over the past fiscal year due to high patron demand and shifting digital licensing costs. To ensure the service remains sustainable within the current budget, a proposal was introduced to adjust the monthly checkout limit from 10 to 8 per library card. This change is intended as a measure to manage rising costs and will be formally re-evaluated later in the year.
- **Library Priorities:** The Board reviewed the current list of facility and operational priorities, noting progress on several key initiatives. High-priority "working" items include the implementation of a new discovery layer for the library catalog to enhance patron experience, along with efforts to secure long-term funding in collaboration with the City. Discussion also touched on facility enhancements, such as remodeling the lobby restrooms, updating the staff drive-through area for better functionality, and exploring a potential mini-branch at the OAC with the DRC. New additions to the watch list include a proposed remodel of the Frank Fanning Room to create a more welcoming environment and a plan to transition the computer lab into a meeting space by integrating public PCs into the Non-Fiction section.

Following the review, Susan Topping moved to accept the updated Priorities and Watch List as presented; the motion was seconded by Susan Swaney and approved unanimously.

- **Elections of Officers:** With the departure of Gabe McKeever from the Library Board following his recent appointment to the City Council, the Board addressed the resulting vacancy in the Vice Chair position. Jamie Hollon expressed interest in serving in this capacity for the remainder of the term. Vanessa Schoon Smith moved to appoint Jamie Hollon as Vice Chair of the Library Board of Trustees; the motion was seconded by Susan Swaney and approved unanimously.

Executive Session: none

Adjournment: Susan Topping moved to adjourn the meeting. Dustin Sharp seconded. There was a unanimous vote to approve.

Meeting adjourned at 7:34 p.m.

Minutes Approved February 25, 2026