September Reports

Presented to the Board October 2019

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Circulation, Audiovisual, Print & Other Materials

Print Materials - Current Month					
	Sep 2019	**Sep 2018**	**Sep 2017**	**Sep 2016**	**Sep 2015**
Book	**15,632**	**15,378**	**17,195**	**19,770**	**18,293**
Board Bk*	**418**	**310**	344		
Magazine*	**242**	**239**	**94**		
Paperback*	**55**	**64**	**352**	**212**	**668**
Audio-Visual Materials - Current Month					
CD	**62**	**655**	**823**	**855**	**788**
DVD	**3,659**	**5,319**	**6,613**	**6,677**	**6,032**
Other - Current Month					
Microfilm	**0**	**0**	**0**	**0**	**0**
Non-Cat*	**0**	**0**	**0**	**1,111**	**885**
Total - Current Month					
Total	**20,068**	**21,965**	**25,421**	**28,625**	**26,666**
% Change	-8.64%	-13.60%	-11.19%	7.35%	
Print Materials - Year to Date					
	FY 2020	**FY 2019**	**FY 2018**	**FY 2017**	**FY 2016**
Book	**69,840**	**73,834**	**72,801**	**81,756**	**73,172**
Board Bk*	**1,727**				
Magazine*	**1,170**				
Paperback*	**283**	**272**	**606**	**994**	**2,672**
Audio-Visual Materials - Year to Date					
CD	**338**	**1,535**	**3,309**	**3,324**	**3,152**
DVD	**17,219**	**23,789**	**26,575**	**25,636**	**24,991**
Other Materials - Year to Date					
Microfilm	**0**	**0**	**18**	**12**	**0**
Non-Cat	**0**	**0**	**2,289**	**4,444**	**3,540**
Total - Year to Date					
Total	**90,577**	**99,430**	**105,598**	**116,166**	**107,527**
% Change	-8.90%	-5.84%	-9.10%	8.03%	

Circulation, Digital Materials

Digital Materials - Circulation

September		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
Audiobooks	OverDrive	365	702	633	645	1,051	62.95%
Books	OverDrive	1,584	1,824	1,584	2,247	2,229	-0.80%
Magazines	OverDrive		22			35	
Video	OverDrive	2	9	1	0	0	
Audiobooks	hoopla				148	210	41.89%
Books	hoopla				91	122	34.07%
Video	hoopla				29	58	100.00%
Music	hoopla				17	25	47.06%
eBooks	Tumblebooks		0	50	39	62	58.97%
Total		1,951	2,557	2,268	3,216	3,792	17.91%
Year to Date							FY18-FY19
Audiobooks	OverDrive	1,034	2,143	2,128	2,068	3,418	65.28%
Books	OverDrive	4,944	5,597	5,715	6,849	7,033	2.69%
Magazines	OverDrive		236			86	
Video	OverDrive	8	22	6	3	0	-100.00%
Audiobooks	hoopla					655	
Books	hoopla					381	
Video	hoopla					186	
Music	hoopla					92	
eBooks	Tumblebooks	0	0	50	131	135	3.05%
Total		5,986	7,998	7,899	9,051	11,986	32.43%

Digital Materials - Patron Activity

September		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
New Registrations	OverDrive	36	24	30	43	48	11.63%
Unique Patrons	OverDrive	414	481	448	531	610	14.88%
New Registrations	hoopla				29	32	10.34%
Unique Patrons	hoopla				111	505	354.95%
Total		450	505	478	714	1,195	67.37%
Year to Date							FY17-FY18
New Registrations	OverDrive	116	109	112	126	146	15.87%
Unique Patrons	OverDrive	1,235	1,472	1,508	1,552	1,836	18.30%
New Registrations	hoopla					114	
Unique Patrons	hoopla					875	
Total		1,351	1,581	1,620	1,678	2,971	77.06%

Circulation, Interlibrary Loan

	September 2018					September Totals From Previous Years				
Loaned	**Books**	**DVDs**	**CDs**	**Other**	**Total**	**2018**	**2017**	**2016**	**2015**	**2014**
OCLC-Courier	29	7	1	0	37	193	137	141	222	190
OCLC-Mail	11	1	0	0	12	36	24	29	39	21
Total	40	8	1	0	49	229	161	170	261	211
Borrowed	**Books**	**DVDs**	**CDs**	**Other**	**Total**	**2018**	**2017**	**2016**	**2015**	**2014**
OCLC-Courier	36	3	9	0	48	98	144	300	309	339
OCLC-Mail	7	0	2	0	9	16	19	21	8	29
Total	43	3	11	0	57	114	163	321	317	368

	Year To Date FY 2019					Year To Date Totals From Previous Years				
Loaned	**Books**	**DVDs**	**CDs**	**Other**	**Total**	**FY19**	**FY18**	**FY17**	**FY16**	**FY15**
OCLC-Courier	86	54	6	0	146	258	496	376	650	355
OCLC-Mail	24	5	1	0	30	51	98	71	101	30
Total	110	59	7	0	176	309	594	447	751	385
Borrowed	**Books**	**DVDs**	**CDs**	**Other**	**Total**	**FY19**	**FY18**	**FY17**	**FY16**	**FY15**
OCLC-Courier	117	14	24	0	155	159	687	847	830	962
OCLC-Mail	21	4	3	0	28	28	56	42	31	93
Total	138	18	27	0	183	187	743	889	861	1,055

Usage, Computer & Internet Access

Month	
September	Total
2019	2,183
2018	2,731
2017	3,739
2016	4,330
2015	4,303
District: Year to Date	
FY 2020	7,236
FY 2019	9,969
FY 2018	12,415
FY 2017	14,486
FY 2016	14,901

Prior to October 1, 2014, figures were the number of patrons "checking out" a computer. Since October 1, 2014, figures are the number of patron logins.

Beginning October 2014, time permitted was extended to 1 hour, patron logins were authenticated and useage reports generated using computer management software.

Beginning July 2016, records for wi-fi use were no longer collected

Beginning August 2018, time permitted was extended to 2 hours per session with a maximum of 2 hours per day (Approved August 2017)

Usage, Programming

Programming Statistics FY 2019

September 2019

Library Events

Programs with specific start time that involve paid staff who actively organize, coordinate, or present. Program is presented using library funds.

	Preschool	Children	Teens	Adults	**Total**
	0-5	6-11	12-18	19 +	
September 2017	51	12	7	29	99
September 2018	43	9	8	19	79

Library Event Attendance

Number of patrons attending Library Events based on the intended audience age. Staff are not counted.

	Preschool	Children	Teens	Adults	**Total**
	0-5	6-11	12-18	19 +	
September 2017	698	192	90	202	1182
September 2018	700	27	56	134	917

Library Activities

Activities do not have a specific start time and provide resources available for patrons at any time. Activities should not last more than one month.

	Preschool	Children	Teens	Adults	**Total**
	0-5	6-11	12-18	19 +	
September 2017	4	7	2	3	12
September 2018	2	8	2	3	12

Community Events

Programs initiated by organizations or individuals, not supported (staff or funding) by the library. Typically use branch meeting room.

	Preschool	Children	Teens	Adults	**Total**
	0-5	6-11	12-18	19 +	
September 2017	0	3	5	36	44
September 2018	0	2	0	58	60

Collection

Sep-18			
Owning Library	**# of Items Deleted**	**# of Items Added**	**# of Items Total**
Trails Regional-Concordia	15	89	15361
Trails Regional-Corder	23	29	7020
Trails Regional-Holden	896	78	14609
Trails Regional-Knob Noster	21	74	14294
Trails Regional-Lexington	33	79	19602
Trails Regional-Odessa	26	97	18559
Trails Regional-Warrensburg	87	130	51800
Trails Regional-Waverly	13	40	7126
Total Items	1114	616	148371

Director's Report

We had hoped to have all the door counters working at all branches in September but have run into some issues with abundance of sunlight most of our library entrances receive. We have worked with other libraries with the same hardware and the providing vendor to address the issues and should have more branches counting visits by November.

On September 16th, I attended Johnson County Economic Development meeting as a representative for the Johnson County Enhance Enterprise Zone Taxing Jurisdiction. This committee recommends tax abatement for new businesses located within the Johnson County enhanced economic area.

I met with Teresa Colster's office on September 24th to discuss our expectations for delivery of documents and how the library can facilitate that process. We discussed the outcome of the audit and the possibility of the accounting firm taking on additional production of financial documents for the purposes of audit reporting.

Cheryl Trelow from IBG Insurance presented the medical benefits options for the upcoming year on October 1st. She will make a presentation to staff regarding the changes on Staff Day – October 14th.

The Missouri Library Association Conference was held in Kansas City October 2nd thru the 4th. I gained a lot of knowledge about the upcoming Census and how the library can be of assistance with an accurate count. We will be participating in several ways to help communities get the information they need to be counted. I also made contacts with the State Historical Society of Missouri and will be working with them and their programs surrounding the Missouri Bicentennial.

Assistant Director of Branch Administration
Anita Love

Personnel: April Meinershagen has been hired as the new 19-hour circulation clerk in Corder. April began her training at the Odessa Branch on September 17, 2019. She began working in Corder on September 30, 2019.

Staff is still working on filling 2 19-hour circulation clerk positions, the Corder Branch Manager position and the full time Facilities Technician. Interviews were scheduled for the second week of October.

Branch Administration

Concordia: Branch Manager, Debbie Kirchhoff applied to the PBS station to be considered as a location for a screening of the new PBS series Country Music. The application was successful and the branch held two screenings on the Friday afternoon of the Concordia Fall Festival.

The branch hosted all of the first grade students attending Concordia schools. The children were given a behind-the-scenes library tour. They saw the manager's office, the break room, the pull-down ladder to the attic and the data closet among other exciting places.

Corder: Staff from the other Trails branches have been filling in at the Corder branch. The branch has not had to close and service to patrons has not fallen off. Patrons are still able to come in during regular hours to check out, use the computers, attend story times.

Holden: Staff ran a successful pilot project of prominently displaying Juvenile non-fiction titles in the branch. As they had expected, by featuring the non-fiction titles the circulation of Juvenile non-fiction has increased. Marketing like a bookstore has improved that area of the collection.

Staff also did an inventory of the DVD collection, both adult and juvenile. The collection totals 1,523 items covering movies, TV series and the children's collection. By doing inventories like this, it helps keep the materials database current.

Knob Noster: With school back in session, the staff is now able to go out to the daycares on a monthly basis again. It is a nice break during the summer but always good to go back to a service like this.

The Canvas Paint Pour program went over well. The patrons had such a good time that they could not wait to go home and do another one with their families. That is what staff likes to hear.

Lexington: Lexington held their Fall Book Sale during September but only earned $126.00. Therefore, the staff is going to start holding a book sale on the 2nd Saturday of every month, beginning in November. The patrons will make their selections and pay for the items at the circulation desk. This way the books are available to the public more than twice a year.

A local women's group is forming a book club that will meet at the Lexington Branch. They have asked Branch Manager, Willa Beach to speak at their October meeting to recruit additional members.

Odessa: September found the Odessa staff hosting eight Kindergarten classes in the branch. The children came for a tour of the branch; Kendra Redden read a story and the children were given applications for library cards. On the tour, the restroom sinks are always a favorite.

Staff had the honor of training the newest Trails staff member, April Meinershagen for two weeks. Staff and Odessa patrons were sad to see April transfer to the Corder branch. Everyone so enjoyed getting to know April. Speaking of Corder, Amy Harris, Kendra Redden and Linda Washam have all filled in at the Corder branch during September.

Warrensburg: Jane Heavin, Assistant Director of the Central Missouri Police Academy, presented a three-part series entitled Crime Scene Investigation 101 at the Warrensburg branch. Hands-on experience that included dusting for fingerprints and examining blood spatter patterns, to clarify the realities versus common myths in crime scene investigation. Participants were divided into teams to reconstruct two crime scenes and examine the evidence in order to be the first to prove the crime and identify the suspect.

Twelve students from the national honor fraternity Phi Sigma Pi volunteered to pick up trash, pull weeds and spread 64 bags of mulch in the front planting area of the Warrensburg Branch. Below is a picture of the students.

Waverly: Branch Manager, Amy Boland went to the Santa Fe Elementary school and signed children up for their own library cards for Library Card Sign Up Month. The children were very excited to get their own cards.

Staff conducted an inventory of all the DVD's, both adult and juvenile that is assigned to the Waverly branch. 952 titles were gone through to verify that they were there and accounted for. This was a good time to clean up little issues like broken cases and mis-labels.

Assistant Director of District Administration
Kyle Constant

On September 23 I met with RCI and Gordian Group representatives to discuss how their companies provide construction bidding services to the library. It was an extremely informative meeting. We then met again on September 27 to tour the Knob Noster, Warrensburg and Holden branch lots to discuss and make plans for the outdoor lighting project. RCI assured me that they should have a proposal for the library's review within a couple weeks of the electrician seeing the project. They are also sending over a proposal for the back parking lot in Concordia which was also approved in this fiscal year's budget.

On October 3 and 4 I attended the annual Missouri Library Association's conference. It was as always very educational, particularly sessions on innovative hiring practices and tax incentive zones. I also teamed with several other staff members from the library to compete in their annual fundraiser trivia contest and we brought home a first place trophy for the third time in four years!

Office Manager: Karen Churn

Compared to the previous two months, September went rather smoothly in my office. Now that the annual audit is over, FY19 can finally be closed. I will be purging the FY18 financials in the coming month and moving the FY19 files from my office.

We finally got all of the signatures on the new signature authorization form at UMB Bank and Tanya can now sign checks. This is a relief for me in that I do not like putting Paul in the position of having to take checks on the courier run to get a signature on Incidental checks. All it would take is for one check to get misplaced or lost to create a problem.

The Worker's Comp amended audit has been completed and approved. We will be receiving a check for $1,302.00 in the coming weeks. That being said, I anticipate an email with the link to the 2019 audit site any day now. I'm not looking forward to it due to the incredible amount of time and energy that goes into it, but, at least, I now know how it is supposed to be done and the specific information that needs to be shared.

My mother began chemotherapy in September. My sister and I are alternating taking her to her infusion appointments in Rolla. Thankfully, we were able to choose Mondays for her appointments, therefore, coming in on Sundays to work a few hours before leaving town has been working extremely well for me. It means that I have one less thing to worry about while with my mom. I continue to be grateful to Kyle and Tanya for allowing me to have the flexibility to do my job.

Services Coordinator: Sara Evans

- Received $500 grant from ALA to fund health outreach initiatives. Working on resource guide, marketing, and community outreach to meet objectives.
- Shared resources, program ideas, and discussed best practices with Branch Managers at September meeting. Answered questions about programming objectives.
- Coordinated speakers, sessions, and most importantly, lunch and breakfast for the October 14 Staff Training Day.

Systems Administrator: Roger Dumas

There were two big projects still being worked on through the month of September:

- Installation of new firewalls. Finished configuring and installing all new firewalls in each of the eight branches of the library.
- Phone system switch out: Finished setting up the VOIP PBX box and all users for the library with Jive. Installed phone hardware in each branch and tested to make sure showed up in the VOIP system. Worked with Jive to setup transfer of Current phone numbers for each branch into their system. Luke researched and taught staff how to use the new phones and over saw the final roll out of the system. At the end of the month the new VOIP phone system went live.

The department has also been doing research into how to get the new door counters working in every branch. After installation earlier in the month it was discovered that they were not counting correctly. The issue appears to be due to sun light shinning directly on the receptors of the counters. Luke has been in talk with the manufacturer of the devices and we have been setting up test environments to see if we can get them to count correctly. This is still ongoing.

Technical Services Supervisor: Nate Beyerink

This month, I spent time to correct all Trails items that currently have parts designations, and I am working on plans to add the appropriate parts to those that should. This is a manual process that would affect almost 1200 items, but will greatly improve our patrons' ability to retrieve the correct DVDs.

To address the varied reporting needs for collection development, I built a new, multi-purpose collection report. Using filters and pivot tables on an all-encompassing report will hopefully limit time spent on building reports that only answer a specific question.

Lastly, I prepared a workflow for our cataloging and metadata subscription from OCLC, which began on October 1st. Once everything is set up, we will be able to accurately record and maintain our holdings in WorldCat, which will streamline our ILL processes. There are also new functionalities that really benefit our cataloging staff, such as greater access to full MARC records and more navigable authority records.