



# November Reports

Presented to the Board December 2019

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## Circulation, Audiovisual, Print &amp; Other Materials

Print Materials - Current Month					
	Nov 2019	Nov 2018	Nov 2017	Nov 2016	Nov 2015
<b>Book</b>	<b>14,001</b>	<b>14,211</b>	<b>16,845</b>	<b>10,656</b>	<b>9,068</b>
<b>Board Bk*</b>	<b>412</b>	<b>322</b>	356		
<b>Magazine*</b>	<b>358</b>	<b>283</b>	<b>427</b>		
<b>Paperback*</b>	<b>60</b>	<b>43</b>	<b>63</b>	<b>56</b>	<b>550</b>
Audio-Visual Materials - Current Month					
<b>CD</b>	<b>576</b>	<b>613</b>	<b>32</b>	<b>777</b>	<b>800</b>
<b>DVD</b>	<b>3,703</b>	<b>5,185</b>	<b>6,432</b>	<b>6,027</b>	<b>5,557</b>
Other - Current Month					
<b>Microfilm</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Cat*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,060</b>	<b>895</b>
Total - Current Month					
<b>Total</b>	<b>19,110</b>	<b>20,657</b>	<b>24,155</b>	<b>18,576</b>	<b>16,870</b>
<b>% Change</b>	<b>-7.49%</b>	<b>-14.48%</b>	<b>30.03%</b>	<b>10.11%</b>	
Print Materials - Year to Date					
	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016
<b>Book</b>	<b>99,889</b>	<b>104,120</b>	<b>106,700</b>	<b>103,021</b>	<b>92,820</b>
<b>Board Bk*</b>	<b>2,600</b>				
<b>Magazine*</b>	<b>1,745</b>				
<b>Paperback*</b>	<b>343</b>	<b>362</b>	<b>725</b>	<b>1,123</b>	<b>3,944</b>
Audio-Visual Materials - Year to Date					
<b>CD</b>	<b>1,004</b>	<b>2,781</b>	<b>4,061</b>	<b>4,864</b>	<b>4,759</b>
<b>DVD</b>	<b>25,114</b>	<b>34,526</b>	<b>39,329</b>	<b>37,511</b>	<b>35,847</b>
Other Materials - Year to Date					
<b>Microfilm</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>12</b>	<b>0</b>
<b>Non-Cat</b>	<b>0</b>	<b>0</b>	<b>2,289</b>	<b>6,564</b>	<b>5,330</b>
Total - Year to Date					
<b>Total</b>	<b>130,695</b>	<b>141,789</b>	<b>153,122</b>	<b>153,095</b>	<b>142,700</b>
<b>% Change</b>	<b>-7.82%</b>	<b>-7.40%</b>	<b>0.02%</b>	<b>7.28%</b>	

\* Board Books, Paperbacks & Magazines (beginning 7/1/16) are not cataloged. Prior to the migration to MO Evergreen, figures by format were not available and all were included in Non-Cat circulation

## Circulation, Digital Materials

Digital Materials - Circulation							
November		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
Audiobooks	OverDrive	375	681	622	730	1,104	51.23%
Books	OverDrive	1,696	1,680	1,578	2,064	2,268	9.88%
Magazines	OverDrive			117	75	54	-28.00%
Video	OverDrive	9	9	1	1	4	300.00%
Audiobooks	hoopla			46	123	235	91.06%
Books	hoopla			29	104	130	25.00%
Video	hoopla			17	37	58	56.76%
Music	hoopla			16	29	28	-3.45%
Books	Tumblebooks		48	12	47	63	34.04%
Total		2,080	2,418	2,438	3,210	3,944	22.87%
Year to Date							FY19-FY20
Audiobooks	OverDrive	1,772	3,562	3,355	3,501	5,559	58.78%
Books	OverDrive	8,148	9,034	9,004	11,284	11,516	2.06%
Magazines	OverDrive			117		143	
Video	OverDrive		2,506	2,342	3,568	3,818	7.01%
Audiobooks	hoopla				682	1,126	65.10%
Books	hoopla				520	616	18.46%
Video	hoopla				193	295	52.85%
Music	hoopla				167	140	-16.17%
Books	Tumblebooks				231	295	27.71%
Total		9,920	15,102	14,818	20,146	23,508	16.69%
Digital Materials - Patron Activity							
November		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
New Registrations	OverDrive	34	22	25	42	47	11.90%
Unique Patrons	OverDrive	396	461	418	521	625	19.96%
New Registrations	hoopla			69	29	38	31.03%
Unique Patrons	hoopla			43	120	170	41.67%
Total		430	483	443	712	880	23.60%
Year to Date							FY17-FY18
New Registrations	OverDrive	186	155	167	211	229	8.53%
Unique Patrons	OverDrive	2,045	2,414	2,374	2,613	3,074	17.64%
New Registrations	hoopla				69	171	147.83%
Unique Patrons	hoopla				43	1,200	2690.70%
Total		2,231	2,569	2,541	2,936	4,674	59.20%

## Circulation, Interlibrary Loan

	November 2019					November Totals From Previous Years				
<b>Loaned</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
OCLC-Courier	0	0	0	0	0	84	188	159	195	135
OCLC-Mail	0	0	0	0	0	18	33	18	38	19
Total	0	0	0	0	0	102	221	177	233	154
<b>Borrowed</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
OCLC-Courier	31	7	10	0	48	109	107	234	236	318
OCLC-Mail	8	1	1	0	10	10	22	13	12	15
Total	39	8	11	0	58	119	129	247	248	333
	Year To Date FY 2020					Year To Date Totals From Previous Years				
<b>Loaned</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>FY16</b>	<b>FY15</b>
OCLC-Courier	89	55	6	0	150	346	907	664	1,019	726
OCLC-Mail	34	7	2	0	43	83	172	121	165	72
Total	123	62	8	0	193	429	1,079	785	1,184	798
<b>Borrowed</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>FY16</b>	<b>FY15</b>
OCLC-Courier	187	26	44	0	257	343	924	1,337	1,389	1,916
OCLC-Mail	34	8	4	0	46	54	95	72	50	177
Total	221	34	48	0	303	397	1,019	1,409	1,439	2,093
CDs includes audiobooks or music cds										
Figures for items loaned to or borrowed from MO Evergreen libraries are in circulation statistics										

## Usage, Computer &amp; Internet Access

Month		
November	Total	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.
2019	1,953	
2018	2,581	Beginning October 2014, time permitted was extended to 1 hour, patron logins were authenticated and useage reports generated using computer management software.
2017	3,594	
2016	4,027	
2015	3,861	
		Beginning July 2016, records for wi-fi use were no longer collected
District: Year to Date		
FY 2020	11,209	Beginning August 2018, time permitted was extended to 2 hours per session with a maximum of 2 hours per day (Approved August 2017)
FY 2019	15,201	
FY 2018	19,965	
FY 2017	22,600	
FY 2016	22,971	

## Statistical Reports

### Usage, Programming

Programming Statistics FY 2019						November	2019				
<b>Library Events</b>						<b>Library Event Attendance</b>					
Programs with specific start time that involve paid staff who actively organize, coordinate, or present. Program is presented using library funds.						Number of patrons attending Library Events based on the intended audience age. Staff are not counted.					
	Preschool	Children	Teens	Adults	Total		Preschool	Children	Teens	Adults	Total
<b>FY19-FY20</b>	0-5	6-11	12-18	19 +		<b>FY19-FY20</b>	0-5	6-11	12-18	19 +	
November 2018	44	13	13	17	87	November 2018	683	152	60	114	1009
November 2019	47	6	9	15	77	November 2019	713	42	48	65	868
<b>Library Activities</b>						<b>Community Events</b>					
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.						Programs initiated by organizations or individuals, not supported (staff or funding) by the library. Typically use branch meeting room.					
	Preschool	Children	Teens	Adults	Total		Preschool	Children	Teens	Adults	Total
<b>FY19-FY20</b>	0-5	6-11	12-18	19 +		<b>FY19-FY20</b>	0-5	6-11	12-18	19 +	
November 2018	3	11	3	3	20	November 2018	0	12	0	73	85
November 2019	2	7	2	4	15	November 2019	0	2	0	40	42

## Collection

Nov-19			
Owning Library	# of Items Deleted	# of Items Added	# of Items Total
Trails Regional-Concordia	1548	61	13960
Trails Regional-Corder	4	41	7104
Trails Regional-Holden	1	55	14760
Trails Regional-Knob Noster	7	60	14449
Trails Regional-Lexington	4	55	19743
Trails Regional-Odessa	2	54	18720
Trails Regional-Warrensburg	12	74	51879
Trails Regional-Waverly	1	50	6685
<b>Total Items</b>	1579	450	147300



### Director's Report

In November, staff and I worked on updating policies for board review. I met with the Library Foundation Board of Trustees who voted to underwrite the Summer Reading Kickoff 2020 bags and to support the October Staff Day. The Foundation board also voted to change the fiscal year from calendar to July 1- June 30 to match the Library fiscal year. A mailing to current and former foundation/friends supporters will be sent during the beginning of December and again toward the end of the fiscal year. We are also researching ways for the community to give via online.

During November, I completed the Public Library Survey. This information is forwarded to the State Library of Missouri and the Institute of Museum and Library Science (federal government). It is tied to government funding the library receives. The report shares collection, financial, operational and programming information. I am working on a FY19 Statistical report of Trails Regional Library. I hope to have it completed by the January board meeting.

We were very excited to enter into a partnership with JCALP in November to help further digital literacy in Johnson County. With a \$5,000 grant from the Warrensburg Rotary, JCALP and the Trails Regional Library will provide technology training at the Holden, Knob Noster and Warrensburg branches. The programs will begin in January and continue until March.

Trails Regional Library is applying for a LSTA technology grant to cover the cost of a patron visit counting system. The less expensive models we tried earlier in the fall are not conducive to our library entrances. We have found a system that will allow us to run reports and give us a picture of library attendance daily and hourly. This information will be extremely helpful in determining proper library hours and staffing levels.

Assistant Director of Branch Administration  
Anita Love

**Personnel:** Joanna Bachtel, 19-hour circulation clerk in Knob Noster, has resigned. Her last day was November 29, 2019. The process has begun to find her replacement.

**Branch Administration**

**Concordia:** During the month of November, Debbie Kirchhoff, Branch Manager, has been working with other branch managers in the planning of the Trails Holiday party. The event will be held in Concordia and a very good caterer is lined up along with some excellent fun activities.

Concordia branch enjoyed hosting the Board of Trustees meeting in November. Attendance was quite high with community members and staff from other branches in attendance.

**Corder:** April Meinershagen, 19-hour circulation clerk, had her first story time in November. Prior to April taking over the story times in Corder, Becky Clear from the Warrensburg Branch was conducting the events. April will take over completely in December.

Staff have begun the process of reviving several former branch programs. Early Out Hang Out for school aged children when school is dismissed early, a book club for adults and the 1,000 Books before Kindergarten, a reading program for children from birth to school age.

**Holden:** Children at the Holden branch had much fun making art designs with pearler beads. They fit different colored beads on a template (animal shaped) and staff melted the beads together with an iron.

Holden staff just completed a third inventory of their collection. This has made a marked difference in finding missing or misshelved items and helps patrons locate their favorite authors in the stacks.

**Knob Noster:** November was the month for new card registrations. In one day, staff had six separate registrations, which is good for Knob Noster.

The program called Weird Science is doing very well, especially with home school parents. The branch is having an average attendance of eight children per session.

**Lexington:** Willa Beach, Branch Manager, is meeting with Lexington's Historic Preservation Committee to develop a series of programs that will cover areas of interest to Lexington citizens. They have discussed, Forrest Grove Cemetery, Macpelah Cemetery, Box Gutters, Replacing Windows, historic recipes and many other topics. They are working to determine the best time for everyone involved to begin this series.

## Staff Reports

Barbara Seitter, 40-hour circulation clerk, had begun taking her story times on the road. She visits a daycare on Tuesdays, conducts story time at the branch on Wednesdays and visits the local Head Start on Thursdays. She is discussing visiting a 2<sup>nd</sup> daycare and the afterschool program at Leslie Bell Elementary School. At the present time, she reaches approximately 30 extra children each week by visiting these locations.

**Odessa:** Billy Stone, Facilities Technician, installed wall runners along a couple of the branch walls where chairs were continually being bumped up against them. The stained wooden runners will protect the walls from being hit and knocking off the paint from the drywall.

Odessa staff hosted their yearly Family Christmas Craft day. Families enjoyed making four different Christmas decorations for their homes or to use as gifts.

**Warrensburg:** Trails Regional Library has entered into a partnership with the Johnson County Adult Literacy Program to provide digital literacy training to the residents of Johnson County. Through a grant awarded by the local Rotary club, a number of laptop computers will be purchased and shared through a reservation system between the two partnering organizations. Trails library staff will conduct Digital Literacy Training programs for the public at the Warrensburg, Knob Noster and Holden branches using the grant-funded computers.

The Warrensburg branch is partnering with Johnson County United Way to expand the community garden started by Becky Clear in the spring of 2017. Plans are to increase the raised beds from one to four, and to add a new compost bin and a handicap accessible planting table. On Tuesday, November 26, United Way Director, Scott Holmberg, brought a crew of students from Reese Education Center to begin construction on the project with help from Kelli Fountain. Stay tuned for further developments next spring!

**Waverly:** Not much has gone on in Waverly during the month of November. Programming numbers are running about the same as past months. Staff is pleased that local patron, Fern Deatherage has been appointed to the Board of Trustees and has agreed to serve.

Fred, from the Census Bureau, came to the branch on Monday, November 11 to sign up people to help with the 2020 census. Unfortunately, it snowed that day and only a couple of interested people signed up.

Assistant Director of District Administration  
Kyle Constant

In November I spent a lot of time with our new facilities technician, Billy Stone getting him settled and acclimated to Trails. He has really worked hard to address some long-standing issues in our branches and I think he's doing a great job so far.

In addition, I've spent quite a bit of time in November discussing the upcoming administrative changes with Anita, Tanya and other admin staff. We're getting gradually more prepared so that when January comes around the transition will be as smooth as possible.

Facilities Technician: Billy Stone

All Branches – Changed out air filters on HVAC units. Worked on creating a list of parts necessary to convert all fluorescent bulbs to LEDs; including bulbs, sockets, and recycling costs.

CC – Repaired interior emergency light on south wall. Removed flaking paint on backside of building and repainted.

CD – Worked on condensate line issue in furnace room. Adjusted all fittings, and enlarged interior diameter of condensate line to increase proper flow rate.

HD – Repaired leaking gutter. Painted fascia board above entryway.

KN – Cleared main drain line of clog that was causing toilets to overflow. Fixed issue with outside light on south side of building.

LX – Secured parking block at back entrance.

OD – Repaired toilet that was leaking. Cut, routed, stained, and put a coat of polyurethane on new chair rails. Installed chair rails. Repaired and rehung trash bin gate.

WB – Finished project in Story Time Room; installed new outlet on south wall, installed TV mount, hung TV. Covered turbines on roof for winter. Cleaned out gutters of all debris.

Installed new dampers in HVAC vents to better adjust airflow and increase efficiency.

Contacted MRC Recycling about dropping off unused computer/printer parts.

Office Manager: Karen Churn

Thankfully, things settled down in November. I have nothing significant to report. Best wishes for a joyous holiday season to everyone.

Services Coordinator: Sara Evans

This month I was approached by Jeanie Jones, Coordinator of the Johnson County Adult Literacy Program (JCALP). JCALP recently received a \$5,000 grant from the Rotary Club of Warrensburg to purchase a new lab of laptop computers for digital literacy training. I attended JCALP's November Board meeting where we agreed to use this funding to 1) purchase and support a lab of laptop computers and software, 2) provide digital literacy and basic computer training at each Johnson County branch of Trails Regional Library during the grant period of January-March 2020, and 3) facilitate digital literacy and basic computer training for JCALP tutors to help them better assist adult learners one-on-one. In April, we will begin a shared reservation system wherein Trails Regional Library staff and JCALP tutors can request and reserve one or more of the laptops to use in on-site technology training. This system is similar to the one already used by library staff throughout the district for our current programming items.

Kelli Fountain of the Warrensburg Branch has been hosting successful continuing technology education programs since September and recently presented at our Programmers

## Staff Reports

Meeting to help staff from all branches learn how to implement technology programs starting at any level and based on the needs of their local patrons. Kelli's training and the JCALP partnership will allow this generous grant to reach an increased capacity and to serve the needs of both JCALP and our entire library district. This partnership is a truly symbiotic way to meet the needs of our organizations and I couldn't be more excited!

### Systems Administrator: Roger Dumas

Door counters: Continued work on collecting information for applying for a grant to purchase door counters and Network switches to run the POE (power over ethernet) devices. Locating multiple quotes on different equipment that could be purchased for this project.

Win10 / Office 2019 upgrade: Continued work in upgrading all staff machines from Win7 to Win10. In the process of wiping the computers and reinstalling the operating system, the department has also been doing a full hardware check over and upgrading Hard Drives and Memory as needed in the computers. We also have purchased licenses from Tech Soup for Office 2019 and have begun updating the machines as we install in the new operating system. at the end of November we have completed around 40% of the machines needing to be done by the start of the year.

### Technical Services Supervisor: Nate Beyerink

In November, the Technical Services staff completed a much-needed weeding project in the Concordia branch. Due to a combination of factors their shelves were rather tight, but there should now be adequate room for future growth of the collection. Over the winter months, we will be reviewing Warrensburg's portion of the collection, and we will resume branch weeding in the spring.

All OCLC holdings have been updated by the end of November, and our largest vendor, Baker & Taylor, has agreed to send information to OCLC for all new purchases. Therefore, most of our new stuff will be added to OCLC automatically, and we will just have to do less of the work manually. This will ultimately make all ILL processes smoother and let everyone outside the library see what Trails has to offer.

We also have had several large orders of new materials arrive. This will keep TS very busy for the upcoming months and add hundreds of new items to the collection.