



# February Reports

Presented to the Board March 2020

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Circulation, Audiovisual, Print & Other Materials

Print Materials - Current Month					
	Feb 2020	Feb 2019	Feb 2018	Feb 2017	Feb 2016
Book	13,733	14,341	16,413	16,342	17,296
Board Bk*	359	281	262		
Magazine*	212	209	334		
Paperback*	56	54	90	27	507
Audio-Visual Materials - Current Month					
CD	471	585	632	718	710
DVD	3,177	4,409	5,513	6,119	5,755
Other - Current Month					
Microfilm	0	0	0	0	0
Non-Cat*	0	0	0	922	857
Total - Current Month					
Total	18,008	19,879	23,244	24,128	25,125
% Change	-9.41%	-14.48%	-3.66%	-3.97%	
Print Materials - Year to Date					
	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016
Book	122,037	146,465	150,673	150,507	139,680
Board Bk*	3,098				
Magazine*	2,018				
Paperback*	468	478	907	1,186	5,677
Audio-Visual Materials - Year to Date					
CD	2,431	3,952	5,466	6,444	6,185
DVD	30,484	44,049	51,410	49,345	47,462
Other Materials - Year to Date					
Microfilm	0	0	18	12	2
Non-Cat	0	0	2,289	8,337	6,931
Total - Year to Date					
Total	160,536	194,944	210,763	215,831	205,937
% Change	-17.65%	-7.51%	-2.35%	4.80%	

\* 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							
February		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
Audiobooks	OverDrive	559	675	560	898	1,071	19.27%
Books	OverDrive	1,852	1,657	1,996	2,411	2,120	-12.07%
Magazines	OverDrive				42	87	
Video	OverDrive	11	2	1	1	12	1100.00%
Audiobooks	hoopla			44	132	247	87.12%
Books	hoopla			112	128	135	5.47%
Video	hoopla			47	47	61	29.79%
Music	hoopla			31	18	20	11.11%
Books	Tumblebooks		5	169	25	106	324.00%
<b>Total</b>		<b>2,422</b>	<b>2,339</b>	<b>2,960</b>	<b>3,702</b>	<b>3,859</b>	<b>4.24%</b>
<b>Year to Date</b>							<b>FY19-FY20</b>
Audiobooks	OverDrive	3,315	5,757	5,203	5,975	8,987	50.41%
Books	OverDrive	13,850	14,754	14,770	18,332	18,571	1.30%
Magazines	OverDrive			117		180	
Video	OverDrive		2,967	3,049	3,858	4,467	15.79%
Audiobooks	hoopla				1,042	1,879	80.33%
Books	hoopla				857	1,033	20.54%
Video	hoopla				316	484	53.16%
Music	hoopla				222	206	-7.21%
Books	Tumblebooks				295	525	77.97%
<b>Total</b>		<b>17,165</b>	<b>23,478</b>	<b>23,139</b>	<b>30,897</b>	<b>36,332</b>	<b>17.59%</b>
Digital Materials - Patron Activity							
February		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
New Registrations	OverDrive	34	22	38	38	46	21.05%
Unique Patrons	OverDrive	396	461	451	451	638	41.46%
New Registrations	hoopla			49	25	19	-24.00%
Unique Patrons	hoopla			88	122	182	49.18%
<b>Total</b>		<b>430</b>	<b>483</b>	<b>489</b>	<b>636</b>	<b>885</b>	<b>39.15%</b>
<b>Year to Date</b>							<b>FY19-FY20</b>
New Registrations	OverDrive	288	221	261	201	354	76.12%
Unique Patrons	OverDrive	3,233	3,797	3,720	2,824	5,013	77.51%
New Registrations	hoopla				228	233	2.19%
Unique Patrons	hoopla				277	1,742	528.88%
<b>Total</b>		<b>3,521</b>	<b>4,018</b>	<b>3,981</b>	<b>3,530</b>	<b>7,342</b>	<b>107.99%</b>

Circulation, Interlibrary Loan

	February 2020					February Totals From Previous Years				
<b>Loaned</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
OCLC-Courier	19	14	3	0	36	128	160	57	260	158
OCLC-Mail	4	1	0	0	5	17	17	9	40	25
<b>Total</b>	<b>23</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>41</b>	<b>145</b>	<b>177</b>	<b>66</b>	<b>300</b>	<b>183</b>
<b>Borrowed</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
OCLC-Courier	20	5	7	0	32	59	124	297	272	255
OCLC-Mail	3	1	1	0	5	6	19	26	9	13
<b>Total</b>	<b>23</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>37</b>	<b>65</b>	<b>143</b>	<b>323</b>	<b>281</b>	<b>268</b>
	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	159	89	17	0	265	640	1,400	893	1,621	1,267
OCLC-Mail	53	9	4	0	66	123	255	167	266	142
<b>Total</b>	<b>212</b>	<b>98</b>	<b>21</b>	<b>0</b>	<b>331</b>	<b>763</b>	<b>1,655</b>	<b>1,060</b>	<b>1,887</b>	<b>1,409</b>
<b>Borrowed</b>	<b>Books</b>	<b>DVDs</b>	<b>CDs</b>	<b>Other</b>	<b>Total</b>	<b>FY18</b>	<b>FY17</b>	<b>FY16</b>	<b>FY15</b>	<b>FY14</b>
OCLC-Courier	271	39	69	0	379	495	1,332	2,175	2,165	3,265
OCLC-Mail	53	12	10	0	75	74	137	125	81	273
<b>Total</b>	<b>324</b>	<b>51</b>	<b>79</b>	<b>0</b>	<b>454</b>	<b>569</b>	<b>1,469</b>	<b>2,300</b>	<b>2,246</b>	<b>3,538</b>
CDs includes audiobooks or music cds										
Figures for items loaned to or borrowed from MO Evergreen libraries are in circulation statistics										

Usage, Computer & Internet Access

Month		
February	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.
2020	2,067	
2019	2,162	Beginning October 2014, time permitted was extended to 1 hour, patron logins were authenticated and useage reports generated using computer management software.
2018	3,161	
2017	3,923	
2016	4,415	
		Beginning July 2016, records for wi-fi use were no longer collected
District: Year to Date		
FY 2020	16,842	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	23,312	
FY 2018	30,215	
FY 2017	34,087	
FY 2016	36,174	

## Usage, Programming

### Programming Statistics FY 2020

#### 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
<b>FY19-FY20</b>	0-5	6-11	12-18	19 +	
February 2019	43	10	9	12	74
February 2020	47	7	5	15	74

#### Library Event Attendance

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

	Preschool	Children	Teens	Adults	Total
<b>FY19-FY20</b>	0-5	6-11	12-18	19 +	
February 2019	745	57	47	101	950
February 2020	751	31	22	93	897

#### Library Activities

available for patrons at any time. Activities should not last more than one

	Preschool	Children	Teens	Adults	Total
<b>FY19-FY20</b>	0-5	6-11	12-18	19 +	
February 2019	3	8	2	4	17
February 2020	2	10	2	15	29

#### Community Events

funding) by the library. Typically use branch meeting room.

	Preschool	Children	Teens	Adults	Total
<b>FY19-FY20</b>	0-5	6-11	12-18	19 +	
February 2019	0	1	0	54	55
February 2020	0	2	0	47	49

Collection

Feb-20			
Owning Library	# of Items Deleted	# of Items Added	# of Items Total
Trails Regional-Concordia	3	44	14162
Trails Regional-Corder	2	36	7117
Trails Regional-Holden	4	53	14962
Trails Regional-Knob Noster	10	44	14019
Trails Regional-Lexington	15	54	19968
Trails Regional-Odessa	13	48	18934
Trails Regional-Warrensburg	26	89	52026
Trails Regional-Waverly	1	33	6802
<b>Total Items</b>	<b>74</b>	<b>401</b>	<b>147990</b>



## Staff Reports

Director

Tanya Shelton-Council

The month of February was a busy month for staff learning. Managers and administrators attended a webinar at Knob Noster on February 5<sup>th</sup> presenting information on how a small rural library collaborated with other organizations and businesses. I attended the Johnson County Interagency meeting on February 12<sup>th</sup> to introduce myself to some of the area nonprofit organizations and let them know we will be approaching many of them for partnerships to develop programs which enhance the lives of our community. For example, we are working on the possibility of having social health workers hold office hours at branches to help connect patrons to various community resources. On February 17<sup>th</sup>, Trails Regional Library staff were all involved with All Staff Day, a whole day of staff development and team building. Four staff members including myself, attended the Public Library Association Conference in Nashville, TN from the 25<sup>th</sup> to the 29<sup>th</sup>. I attended some excellent sessions such as: social work interns in small libraries, working through transitions and institutional change, what your onboarding says about your organization, developing school-library partnerships and recruiting/ engaging friends and trustees under age 40. I also had the opportunity to meet with some vendors who provide tools to facilitate programming on health and financial literacy.

We are meeting soon with Orangeboy, our library data marketing software provider to begin plans for initiating the strategic plan process. The last strategic plan for Trails Regional Library expired in 2016, so it's definitely time to define the goals of the organization.

Finally, library administration is diligently monitoring the Coronavirus situation in Missouri. We have added accurate and valid information to the library's website and social media pages and developed a special operations policy in the case the virus hits in Johnson and/or Lafayette counties.

## Staff Reports

### Assistant Director Anita Love

**Human Resources:** Jimmy Mayberry has been hired as the 40-hour Courier. Jimmy began his duties on February 17, 2020.

Jacqueline Rosell has been hired to fill the 40-hour circulation clerk II position at Lexington. Jacqueline has worked in Trails since August 2019 in one of the 19-hour circulation clerk II positions at Knob Noster. Jacqueline began her duties in Lexington on March 2, 2020.

Kyle Constant and I have begun the process of advertising for a 19-hour circulation clerk II position for the Knob Noster branch.

**Facilities:** Inspections: The inspections for the fire extinguishers and emergency lights are complete and all branches have passed inspections. We have been notified by the inspectors that some of our fire extinguishers are reaching end of life and will need to be replaced in the next year or two. We will need to add an emergency light in Lexington and lighted exit signs in Corder and Waverly to bring those branches up to the current fire code. That will be put in the budget for FY2021. The backflow for the sprinkler system in Warrensburg did fail inspection and had to be replaced. I am now in the process of submitting a report to the water company that the backflow has now passed inspection and is in good working order.

The fire alarm panel in Odessa had a battery failure which kept setting off the alarm. Siemens, the company who manufactured the panel, had to send out a technician to replace the battery.

Facilities Technician, Billy Stone, has been hard at work doing the following:

In All Branches: Billy took Jimmy Mayberry around to all the branches to discuss landscaping needs of each branch. He also checked HVAC filters to see if they need to be changed out every 3 or 4 months. After looking at the filters at the 3 months mark he determined, based on the dirtiness of the filters, that they will safely last 4 months between replacements. He has adjusted his purchasing and replacement plan.

Concordia: Billy removed some damaged and peeling tinted film from one of the front windows and installed new tinted film.

Corder: He sealed two water intrusion points on the roof. Branch Manager, Shelly Hopper, had reported a small roof leak in the furnace room. It turned out that two rubber boots that were around vents had degraded to the point that they were no longer weather resistant.

Holden: He made repairs to the light fixture in the back room above the manager's desk. Branch Manager, Jae Steinkuhler, had reported that the light kept flickering. Billy replaced the bulbs to no avail, then replaced the ballast to no avail. Finally, to fix the problem he had to replace the tombstone on the light to stop it from flickering.

## Staff Reports

**Knob Noster:** Billy repaired the loose trim at the base of the window in the meeting room. He had to install a commercial grade side-mount toilet handle in the northern most restroom. He also had to repair a light fixture outside of the story time room.

**Lexington:** He relocated all fire extinguishers to be within regulation heights. The inspector told us that fire extinguishers need to be at least 4 inches off the ground and the top of the handle needs to be no more that 5 feet off the ground. All of Lexington's extinguishers needed to be lowered.

**Odessa:** On the roof, Billy found and sealed multiple water intrusion points around the central AC unit on the north end of the building. He also returned the display, "Divided Loyalties", to the Jefferson City Archives.

**Warrensburg:** Keeping with the theme of the month, Billy found and sealed several water intrusion points on the roof. While checking the HVAC unit on the roof located on the east side of the circulation desk he found that one of the burner tubes had ruptured. For safety, that unit was turned completely off. Fox Heating and Cooling was contacted and a new unit was installed on February 17. Billy also repaired the play board on the wall in the children's area. Repaired faucet in east restroom near the children's area. Moved a large wooden cabinet that had stored DVDs from behind the circulation desk area over next to the windows by the study rooms. The wooden cabinet will now house microfilm. Replaced multiple burned out light bulbs throughout the branch and administration.

**Warrensburg Annex:** Billy built and installed new work surfaces and made monitor mounts for the IT department. Moved the Courier work area up to the second floor to make more storage room for supplies on the first floor.

**Courier:** Jimmy Mayberry has begun his duties as the courier and is learning very quickly. He has already made a plan for mowing and tree/bush trimming for when the weather gets warmer. Jimmy has also contacted Evergy to bring us free mulch. The mulch will be used to cover the path from the Annex to the Warrensburg building.

**Staff Training:** The All Staff Training Day held on February 17 was a success. All branches were closed to the public so all staff, excluding the custodians, could attend. Mr. Phil Gray from New Directions explained all the services offered by our Employee Assistance Program (EAP). All staff, whether 19-hour or above can take advantage of the EAP. Sara Evans covered tips and tricks of helping patrons with their e-readers. Luke Ciccone did a presentation on how to use the file structure to help find where you are on a computer or server. Nate Beyerink did a presentation on readers advisory and what tools are available to help staff. After lunch there was a team building exercise and the day ended with group discussion on House Bill 2044, Genealogy resources available and accessibility in the branches.

Assistant Director  
Kyle Constant

On February 14, we received the award packet for our Technology Mini-Grant. It will allow us to improve the speed and stability of our networks as well as have accurate people counters in each branch. It will require some money to be moved around and accounted for, as the library will have to incur costs in this fiscal year and be reimbursed in fiscal year 2021.

On February 20, I attended the Missouri Evergreen general membership meeting. Many issues in the consortium were discussed and plans were put in place to revise consortial policies and best practices to ensure that as new members join we aren't repeating recent mistakes. An issue I advocated for was a process by which new libraries would be formally educated on policies and practices along with the establishment of a mechanism to decide if variations from consortial norms would be approved.

**Administrative Reports**

**Office Manager: Karen Churn**

February was a relatively quiet month. I was absent for a week on bereavement leave to attend my mother's funeral. I want to thank Tanya and her partner, Tony, as well as Kyle and his wife, Emily, for making the trek all the way down to Waynesville to attend the service. I was truly touched by their insistence upon making the three-hour journey to be there to support me.

It took about a week for me to get back into a groove and I have to admit that some errors were made. Thankfully, they were issues that could be corrected quickly.

I'm still working on an easier way to dispense cleaning and office supplies to the branches. I do not want to have an overabundance of supplies on hand, but I don't want to have to make weekly store visits or orders placed either. I anticipate that I will have a permanent solution by the end of summer and that will work efficiently for everyone.

**Services Coordinator: Sara Evans**

Feb 25-28, Public Library Assn Conference—attended sessions on Summer Reading Programming, Mental Health First Aid, Data Visualization, Reading Readiness projects, and outreach to senior centers were just some of the exciting presentations I was able to attend. I have already shared some of the ideas I gleaned with our program staff and branch managers and will be including more soon.

March 6, Programmers Meeting—program staff from all branches attended a pre-Summer Reading meeting at the Knob Noster Branch. Our main focus this year is preventing summer slide in children, which sees an average of 2 months of reading loss in school age children during the summer months. We are already implementing the \$7,400 grant from the State Library to facilitate this program.

**Systems Administrator: Roger Dumas**

Win 10 upgrade project: We continued work on upgrading public machines to Win10. As of the beginning of the month the following branches have completed upgrades of the public machines: WV, CD, HD, KN and all but one machine in LX.

Door Counter Project: We got word during the month that we did get the grant to install door counters and update switches in every branch. Started planning for rolling out this project when the grant money became available at the beginning of March. Also started

## Staff Reports

installing network drops to the doors in the branches to speed up install once equipment is ordered and received.

Budgeting for Fiscal year 2020-2021: Started work on setting budget for the next fiscal year for the IT Department.

### Technical Services Supervisor: Nate Beyerink

This month I continued working through our project to assess shelving capacity within the branches. I was only able to visit Lexington this month, but Concordia is soon to follow.

We submitted the final proof for our new library cards. These will feature the artwork for the winner of our library card design contest. Hopefully, we will be able to start sharing the new design with the kickoff of our Summer Reading Program.

Lastly, I attended the Public Library Association Conference at the end of the month. This was a wonderful opportunity to connect with other librarians and learn ways to improve our services. I went to several sessions that highlighted helpful ways to boost circulation, better promote our collections, and develop more rounded collections.

### Branch Reports

#### Concordia: Debbie Kirchhoff

February has definitely been training month. Along with many other branch managers, I attended a group webinar at Knob Noster and the next week, a Census 2020 training session in Independence. The following week brought AllStaff training day. There was lots of good information to absorb. I am looking forward to attending the PLA conference at the end of the month and am so grateful for the opportunity to bring back valuable ideas.

Cute moment of the month: we have a cart full of assorted craft supplies available to children. A four-year-old girl created a lovely letter to mail to a friend. She brought it up in an envelope and asked for a glue stick to seal it. I explained that she could simply lick the flap to seal it. She was amazed and could not wait to tell her mother the wonderful news about envelopes.

#### Corder: Shelly Hopper

Corder storytime kids had a great time exploring different percussion instruments. They made some great music! The Corder book club is on it's second book and has gained another member! We are having a great time with our book discussions.

#### Holden: Jae Steinkuhler

The Holden Branch has implemented Play & Learn once a month for preschoolers to help them develop social and cognitive skills through a structured environment. Each month will have a different theme such as camping, grocery store, or veterinarian.

A group of homeschooling families has started using the Holden Branch as their meeting place to hold some class sessions. Currently they are learning Missouri history and are utilizing the collection for their curriculum.

#### Knob Noster: Laura Parent

I am now short a staff member again. I am hoping that my pleading for a full-time position to end this cycle of hiring/training, will be heard. It is extremely hard to be productive when I am always either short staff or training staff.

## Staff Reports

Our meeting room is in high demand! We are even accommodating patrons during the day by allowing the use of our storytime room for smaller groups as well.

### Lexington: Willa Beach

Our new employee, Jacqueline Rosell, formerly of the Knob Noster branch, will begin in Lexington on Monday, March 2nd. I have been filling in at the circulation desk, for the past 7 weeks since Kaye Worthington's departure. Everyone has had to take on additional tasks and work harder, but we made it!

Lexington has formed a 2nd book club for the Women's Club of Lexington. We have met 3 times now. In February, I printed instructions for the ladies to use Libby for current selection. There were several who choose to read a book, rather than using a device to read. I will find out in March, how everyone liked the Libby format.

### Odessa: Linda Washam

I attended a Census training On Feb. 14<sup>th</sup> in Independence. Trails will be an assistance site and offer guidance to the public. The training helped us to know how to get people started filling out the Census online and what we couldn't help them with. It was a very interesting training.

National Archives Foundation has an exhibit that is traveling across America called, "Rightfully Hers: American women and the Vote". It commemorates the 100 anniversary of the ratification of the 19<sup>th</sup> Amendment. Odessa has this display in our library until March 6<sup>th</sup>. We had many patrons come in and enjoyed reading the display.

### Warrensburg: Carol Nolte

At the February Branch Manager's Meeting, each manager was asked to share ideas and ways to get involved in our communities. It got us thinking back over the last twelve months, and we were able to recall 34 separate opportunities and events in which the Warrensburg branch participated or partnered with various community agencies and groups. For the month of February we partnered with the local United Way to present a Winter Seed Sowing program, and with the Johnson County Adult Literacy Program for a Computer Basics program. In addition, the local chapter of the Daughters of the American Revolution and an individual patron with a passion for Black History Month contributed informative displays.

Several days in February we had Census workers in the branch to recruit workers in the Johnson County area. They are still at only 50% of the workers needed for this area, so their deadlines for recruiting have been extended and they will be in the branch again next month.

### Waverly: Amy Boland

I attended the Branch Managers meeting in WB on Feb. 12. Connie and I both attended the all staff meeting in WB on Feb. 17<sup>th</sup>. Thanks to the crew that put together the meeting.

I was unable to attend the Census training that the other Managers attend, but did watch the webinar that Sara shared with the staff.

Preschool programming is going great. We currently have all boys. Not a dull moment with them. Our new daycare is now open and I plan on taking a trip out to visit them and set up times for programs.