



May Reports

Presented to the Board May 2020

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Circulation, Audiovisual, Print & Other Materials

Print Materials - Current Month					
	Apr 2020	Apr 2019	Apr 2018	Apr 2017	Apr 2016
Book	0	15,852	16739	16,592	16815
Board Bk*	0	489	347		
Magazine*	0	251	329		
Paperback*	0	135	55	5	520
Audio-Visual Materials - Current Month					
CD	0	102	716	707	754
DVD	0	4,325	6,066	6,311	5,010
Other - Current Month					
Microfilm	0	0	0	0	0
Non-Cat*	0	0	0	949	676
Total - Current Month					
Total	0	21,154	24,252	24,564	23,775
% Change	-100.00%	-12.77%	-1.27%	3.32%	
Print Materials - Year to Date					
	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016
Book	129,209	147,976	150,999	150,757	139,199
Board Bk*	3,257				
Magazine*	2,158				
Paperback*	511	559	872	1,164	5,690
Audio-Visual Materials - Year to Date					
CD	2,678	4,193	6,199	7,950	7,713
DVD	32,092	53,268	63,367	62,372	58,124
Other Materials - Year to Date					
Microfilm	0	0	18	12	4
Non-Cat	0	0	2,289	10,322	8,522
Total - Year to Date					
Total	169,905	205,996	223,744	232,577	219,252
% Change	-17.52%	-7.93%	-3.80%	6.08%	
* 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							
April		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
Audiobooks	OverDrive	553	587	673	932	1,032	10.73%
Books	OverDrive	1,787	1,852	2,039	2,274	3,221	41.64%
Magazines	OverDrive				34	99	191.18%
Video	OverDrive	5	2	3	0	2	100.00%
Audiobooks	hoopla			69	151	424	180.79%
Books	hoopla			92	104	455	337.50%
Video	hoopla			37	49	182	271.43%
Music	hoopla			32	25	34	36.00%
Books	Tumblebooks		11	75	63	92	46.03%
Total		2,345	2,452	3,020	3,632	5,541	52.56%
Year to Date							FY19-FY20
Audiobooks	OverDrive	4,205	6,877	6,633	7,548	11,002	45.76%
Books	OverDrive	17,343	18,426	18,694	22,675	24,183	6.65%
Magazines	OverDrive			117		183	
Video	OverDrive		2,368	2,682	2,969	3,877	30.58%
Audiobooks	hoopla				1,260	2,459	95.16%
Books	hoopla				1,062	1,578	48.59%
Video	hoopla				413	709	71.67%
Music	hoopla				272	267	-1.84%
Books	Tumblebooks				376	774	105.85%
Total		21,548	27,671	28,126	36,575	45,032	23.12%
Digital Materials - Patron Activity							
April		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
New Registrations	OverDrive	29	34	28	32	77	140.63%
Unique Patrons	OverDrive	418	476	469	556	789	41.91%
New Registrations	hoopla			32	22	45	104.55%
Unique Patrons	hoopla			88	131	241	83.97%
Total		447	510	497	741	1,152	55.47%
Year to Date							FY19-FY20
New Registrations	OverDrive	356	295	324	201	467	132.34%
Unique Patrons	OverDrive	4,056	4,710	4,686	2,824	6,253	121.42%
New Registrations	hoopla				228	319	39.91%
Unique Patrons	hoopla				277	2,111	662.09%
Total		4,412	5,005	5,010	3,530	9,150	159.21%

Circulation, Interlibrary Loan

	April 2020					April Totals From Previous Years				
Loaned	Books	DVDs	CDs	Other	Total	2019	2018	2017	2016	2015
OCLC-Courier	0	0	0	0	0	45	208	178	225	181
OCLC-Mail	0	0	0	0	0	11	69	35	36	21
Total	0	0	0	0	0	56	277	213	261	202
Borrowed	Books	DVDs	CDs	Other	Total	2019	2018	2017	2016	2015
OCLC-Courier	0	0	0	0	0	53	142	240	212	312
OCLC-Mail	0	0	0	0	0	12	15	26	8	19
Total	0	0	0	0	0	65	157	266	220	331
	Year To Date FY 2020					Year To Date Totals From Previous Years				
Loaned	Books	DVDs	CDs	Other	Total	FY19	FY18	FY17	FY16	FY15
OCLC-Courier	168	93	17	0	278	323	1,779	1,234	2,124	1,656
OCLC-Mail	53	9	4	0	66	77	350	243	349	189
Total	221	102	21	0	344	400	2,129	1,477	2,473	1,845
Borrowed	Books	DVDs	CDs	Other	Total	FY18	FY17	FY16	FY15	FY14
OCLC-Courier	288	42	71	0	401	590	1,639	2,759	2,731	4,305
OCLC-Mail	60	12	10	0	82	91	165	176	97	362
Total	348	54	81	0	483	681	1,804	2,935	2,828	4,667
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

NONE FOR APRIL 2020

Usage, Programming

NONE FOR APRIL 2020

Director Tanya Shelton-Council

During April our library team continued to work from home meeting virtually with one another and our colleagues from across the state of Missouri. I repeated my weekly checks of the Lafayette county branches. Administrative staff also remained persistent in our pursuit of funding for the library with grant applications to the State of Missouri and the Public Library Association for programming and technology support.

At the end of the month, I was selected by the State Librarian to sit on the Missouri Library Re-opening Task Force. This group consisted of state library workers, library directors and the director of the MidAmerica Library Alliance (provider of the statewide courier service). The goal was to create standard guidelines to reopen for any size library. We presented that document to library directors across the state on April 28th. Many of the components of the state-wide guidelines are in the document which ultimately became Trails Regional Library's opening procedures. Our plan is to launch no contact curbside delivery service to keep our patrons and staff safe while providing access to physical materials in the library collection. Our reopening plans are phased as recommended by federal, state and local public health officials. When we have received all the necessary supplies to open the building to the public, we will begin the next phase with limited occupancy and service.

We now know that library services will never be the same as it was before. Trails Regional Library staff are committed to help our community transition to what was previously unconventional but will now be the standard way of using the library. Library staff is excited to get back to work and embark on the various new ways of providing library services.

Assistant Director
Anita Love

Human Resources: The job search for the open 19-hour circulation clerk at Knob Noster has been put on hold until further notice.

Cheryl Trelow, from Insurance and Benefits Group, and I continue to work on the online registration system for signing up for insurance. Our two newest employees, who opted for health insurance, showed us where in the system we needed to provide clarification for the end user. Those changes are being made.

In anticipation of upcoming health insurance changes, I have contacted three health insurance providers; Missouri Consolidated Healthcare, a co-op of libraries plus our current provider to start pulling together plans and rates. I'm sure once I get their plans and rates it will be like comparing apples to oranges. The tentative timetable, if everything goes as planned, is to present the findings to the board in August, have the board make the decision of which plan to offer in September, have paperwork done in October, have rates set aside in November with coverage beginning in December or January.

I have heard back from the potential co-op of libraries that was looking into providing better health insurance plans at a lower rate. Though a great idea on paper, the co-op did not materialize this year.

While working from home, I've been familiarizing myself with the Family First Coronavirus Response Act. Generally, the Act provides that employees of covered employers are eligible for:

Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need to leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered employers is defined as an employer that employs less than 500 employees. Therefore, by that definition, Trails is considered a covered employer and falls under the Act.

The provisions of this Act run through December 31, 2020 and is administered and enforced by the Department of Labor's Wage and Hour Division.

Staff Reports

Facilities: Beginning on April 27 and finishing on May 1, all carpets have been professionally cleaned. It looked like according to our records, the carpeting had not been cleaned for two years. Mike Ortmeyer from Steamagic was able to work us in and completed the work within that week.

I would like to thank Billy Stone, Jimmy Mayberry and Luke Ciccone for helping me during the week of April 20th preparing all the branches and administrative offices for the carpet cleaning. We moved as much furniture and things off of the carpet as possible. We also vacuumed each branch and the administrative offices in preparation for the cleaning.

The backflow of Warrensburg's sprinkler system has been inspected and the certification has been received by the MO-American Water Company.

Jimmy Mayberry has been trying to mow, trim bushes and spray weeds between rains. It has been a challenge to get around all the branches.

Assistant Director Kyle Constant

During the closure, I've continued to meet with staff regularly to check in on their progress on projects and their general well-being. I have been very pleased to see the work being done to provide services to patrons though our buildings have been closed. In addition, staff report that under the circumstances they have been maintaining their mental and physical health well.

On Tuesday mornings, I've attended the Missouri State Library Open Forum on COVID-19 response. It's been a wonderful resource to get information not only from statewide officials regarding their response to the pandemic, but also from other library districts attempting to provide services in this unprecedented time.

On Tuesday afternoons, I've met virtually with the branch managers to inform them of the progress administration has made toward a plan for reopening. This often involves relaying information from the Open Forums as well as drafts of documents to get their feedback. After we've conducted our business, we've also been sharing gardening, cleaning and cooking tips learned throughout the pandemic.

I've been working with the rest of the admin team to put together curbside procedures to allow us to safely provide patrons access to the collection. Through many discussions, we considered guidance from federal, state and local authorities to determine how to keep patrons safe while providing a valued service. During the week of May 4, I met with Tanya Shelton-Council, Nate Beyerink and each respective branch manager in the library's locations to discuss the workflow of curbside service and get input and feedback. Each discussion was very helpful for administration to get specific insight into some of the unique ways that each branch will be affected by the new procedures.

On April 30, I was contacted by Jon Taylor, a history professor at UCM about partnering with them on a grant project. If funded, the grant would produce a virtual symposium on the Missouri Bicentennial celebration in 2021. The plan would be to produce a series of virtual exhibits and talks by experts in Missouri history to discuss the impact that West Central Missouri has had on state history, particularly our two counties of Johnson and Lafayette. These will be presented during calendar year 2021 in a joint online space that UCM and the library would share. It is a great opportunity and we're hoping the application is successful.

Administrative Reports

Office Manager: Karen Churn

Well, April was much better than March as far as working from home goes. Once I was able to get my files organized and make a space specifically for work, things were much smoother. I've been spending lots of time trying to find PPE online for our staff and it has been a tough job with disappointing results. Unfortunately, we are going to have to get more creative in getting what we need and paying more for it. There is just very little to buy right now in the quantity that we will need.

Last week was my first time back working in my office and it was nice to be back. I actually had to spend several hours just sorting all of the mail that had been accumulated over seven weeks. I pick up the mail every other day and, for now, just deal with the bills that need immediate attention.

Payroll is going smoothly with no issues.

Staff Reports

Services Coordinator: Sara Evans

- Worked with administrative staff on coordinating curbside service workflows and procedures for staff and patrons
- Created Curbside Service webpage
- Prepared virtual Summer Reading Program
- Coordinated to-go packets for SRP at Curbside Service
- Packaged Summer Reading prizes, shirts, and other supplies for all branches in preparation for staff returning
- Continued coordinating Virtual Storytime

Systems Administrator: Roger Dumas

Throughout the Covid-19 lockdown over the month of April, the IT department worked from home. The main focus was to keep the Administration staff that were using computer resources from home up and running. We fielded calls with trouble getting into different resources and made sure to be available to answer an questions that may have come up.

In addition, the department also took the time to run updates on machines to make sure everything would be ready when the Library reopens for business and to the public.

Technical Services Supervisor: Nate Beyerink

Technical Services staff pre-processed over 600 items in the month of April to facilitate our processing needs once we are able to return to the office. Once we have the materials in-hand, we will be able to very quickly distribute those to branches in time for curbside service.

Additionally during this time, I worked with other admin staff to help prepare our curbside procedures and identify the limitations of our ILS so that we can best manage our circulation while the statewide courier is not running and our partner libraries are closed.

Michelle and I visited the Lexington branch at the end of the month to box up the library's backstock for book sales. These materials will be picked up by ThriftBooks sometime in the month of May, and they will be able sell the books on our behalf to help bring more money in for the Foundation.

Branch Reports

No branch reports this month.