



June Reports

Presented to the Board July 2020

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Circulation, Audiovisual, Print & Other Materials

Print Materials - Current Month					
	June 2020	June 2019	June 2018	June 2017	June 2016
Book	4,772	18,086	21,307	20,962	23,350
Board Bk*	11	529	587		
Magazine*	87	284	332		
Paperback*	0	57	76	20	584
Audio-Visual Materials - Current Month					
CD	207	88	44	809	914
DVD	1,075	4,574	6,041	6,414	6,025
Other - Current Month					
Microfilm	1	0	0	0	0
Non-Cat*	0	0	0	1,158	1,213
Total - Current Month					
Total	6,153	23,618	28,387	29,363	32,086
% Change	-73.95%	-16.80%	-3.32%	-8.49%	
Print Materials - Year to Date					
	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016
Book	134,683	210,678	219,712	213,234	222,705
Board Bk*	3,268				
Magazine*	2,246				
Paperback*	511	1,569	966	7059	7968
Audio-Visual Materials - Year to Date					
CD	2,958	9,570	9,525	9,245	11,037
DVD	33,320	77,802	76,653	68,451	61,990
Other Materials - Year to Date					
Microfilm	0	11	6	4	0
Non-Cat	0	1,318	12,001	10,119	8,058
Total - Year to Date					
Total	176,986	302,562	318,863	308,112	311,758
% Change	-41.50%	-5.11%	3.49%	-1.17%	
* 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

June		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
Audiobooks	OverDrive	633	714	774	1,068	1,152	7.87%
Books	OverDrive	1,731	2,034	2,277	2,188	2,982	36.29%
Magazines	OverDrive				65	40	-38.46%
Video	OverDrive	1	2	0	0	1	100.00%
Audiobooks	hoopla			97	206	478	132.04%
Books	hoopla			108	128	322	151.56%
Video	hoopla			44	39	83	112.82%
Music	hoopla			46	42	37	-11.90%
Books	Tumblebooks		115	78	160	122	-23.75%
Total		2,365	2,865	3,424	3,896	5,217	33.91%

Year to Date							FY19-FY20
Audiobooks	OverDrive	5,394	8,326	8,203	9,623	13,258	37.77%
Books	OverDrive	20,901	22,577	23,214	27,171	30,220	11.22%
Magazines	OverDrive			117		185	
Video	OverDrive		2,939	3,354	3,918	5,327	35.96%
Audiobooks	hoopla				1,650	3,433	108.06%
Books	hoopla				1,313	2,287	74.18%
Video	hoopla				523	922	76.29%
Music	hoopla				341	345	1.17%
Books	Tumblebooks				703	965	37.27%
Total		26,295	33,842	34,888	45,242	56,942	25.86%

Digital Materials - Patron Activity

June		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY19-FY20
New Registrations	OverDrive	39	42	46	54	40	-25.93%
Unique Patrons	OverDrive	467	517	514	604	715	18.38%
New Registrations	hoopla			31	58	26	-55.17%
Unique Patrons	hoopla			105	182	226	24.18%
Total		506	559	560	898	1,007	12.14%

Year to Date							FY19-FY20
New Registrations	OverDrive	424	371	398	201	548	172.64%
Unique Patrons	OverDrive	4,941	5,703	5,669	2,824	7,740	174.08%
New Registrations	hoopla				228	372	63.16%
Unique Patrons	hoopla				277	2,581	831.77%
Total		5,365	6,074	6,067	3,530	11,241	218.44%

Circulation, Interlibrary Loan

	June 2020					June Totals From Previous Years				
Loaned	Books	DVDs	CDs	Other	Total	2019	2018	2017	2016	2015
OCLC-Courier	19	14	1	0	34	43	191	220	159	202
OCLC-Mail	2	1	0	0	3	11	53	45	27	25
Total	21	15	1	0	37	54	244	265	186	227
Borrowed	Books	DVDs	CDs	Other	Total	2019	2018	2017	2016	2015
OCLC-Courier	6	0	0	0	6	54	80	338	336	266
OCLC-Mail	5	0	0	0	5	8	10	19	17	13
Total	11	0	0	0	11	62	90	357	353	279
	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	187	107	18	0	312	383	2,169	1,693	2,474	2,030
OCLC-Mail	55	10	4	0	69	89	469	332	422	222
Total	242	117	22	0	381	472	2,638	2,025	2,896	2,252
Borrowed	Books	DVDs	CDs	Other	Total	FY18	FY17	FY16	FY15	FY14
OCLC-Courier	296	43	71	0	410	706	1,801	3,463	3,397	5,187
OCLC-Mail	68	12	10	0	90	107	184	229	128	467
Total	364	55	81	0	500	813	1,985	3,692	3,525	5,654
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 JUNE 2020

Usage, Programming

NONE FOR JUNE 2020

Collections

Jun-20			
Owning Library	# of Items Deleted	# of Items Added	# of Items Total
Trails Regional-Concordia	5	100	14418
Trails Regional-Corder	1	75	7287
Trails Regional-Holden	27	124	15327
Trails Regional-Knob Noster	5	123	14295
Trails Regional-Leeton	33	33	722
Trails Regional-Lexington	9	184	20444
Trails Regional-Odessa	28	135	19333
Trails Regional-Warrensburg	11	183	52651
Trails Regional-Waverly	0	90	7027
Total Items	119	1047	151504

Staff Reports

Director
Tanya Shelton-Council

Two steps forward and four steps back seems to be the way things are going for us in library land. While we have moved forward with getting staff trained on software that will allow them to remotely assist patrons on the computers, our plans to reopen the building have been stalled by shipment delays of necessary components to reopen safely. Additionally, the sharp rise in COVID19 cases has slowed down our intentions. As of June 30th, the library had to suspend curbside service because of a potential case of the virus in our staff. We will continue to put precautions and workflows in place to allow limited public access so when it is as safe as it can be, we can move to opening branch locations. Trails is not alone in these back and forth trials. In the last week, there are at least five other Missouri libraries that have shut down either specific branch locations or completely due to significant increases in COVID19 cases and/or the potential exposure of library staff to the virus.

On behalf of Trails Regional Library, I submitted a proposal for a CARES grant from Lafayette County to offset the money spent on COVID19 supplies and protective equipment in the Concordia, Corder, Lexington, Odessa and Waverly branches. The library was awarded \$\$\$\$\$. I plan to apply for a similar CARES grant with Johnson County when the July grant period opens.

Lastly, I recently achieved one year as director of Trails Regional Library. To say the year I've spent here has been eventful would be an understatement. With God's help and an amazing administrative staff, I have been able to remain as excited and hopeful about the potential of this library system as I was one year ago. The unprecedented situation in which we find ourselves requires Trails Regional Library leap forward into the 21st century. Library services will never return to the way things were pre-March 2020, but WILL be more intentional and impactful to a wider number of the 81,000 people who call Johnson and Lafayette counties home.

Assistant Director
Anita Love

Human Resources: I have been working on creating an online employment application form that will be used with future applicants. Once the form is completed, and reviewed by legal counsel, I will see if it can be incorporated with the two online job sites that Trails Regional Library uses to advertise openings. Currently, Trails uses Indeed and MoJobs to advertise open positions.

Courier: Jimmy Mayberry has reported that the new equipment trailer is pulling like a dream behind the courier van. It is much easier to load the mower and string trimmer and the inside of the courier van no longer smells like dead grass and gasoline.

The 2004 box trailer was sold for \$801.00 and was picked up on July 3.

Facilities: Two technicians from Ozark Fire Sprinkler Co., Inc. came to the Warrensburg Branch on June 24th and replaced a five-foot length of 4" pipe that had the water leak and one coupler on the 5" pipe that was leaking air. The process was very loud but luckily that part of the job didn't last too long. The technicians were in and out of the building within 3 hours.

During the last few months of FY2020, the facilities technician, Billy Stone and courier, Jimmy Mayberry have been rebuilding the collection of hand and power tools. With the acquisition of some new tools we have started an inventory of everything housed in the Annex and the maintenance building that has a value of \$20.00 or more.

Billy Stone, has been working with the IT department helping to install the new FortiNet Wireless access points for Wi-Fi in all the branches. He also built and delivered hand sanitizer stations for all branches. In Holden, he adjusted the threshold and weather stripping on the entry door, however it is warped and may not seal properly. I called the city to inform the Mayor of the situation. In Lexington and Odessa, Billy adjusted the thresholds and weather stripping on all entry doors to help stop water from coming into the buildings during hard rain. At the Annex building Billy found additional issues with water coming into the building from the garage doors. He has estimated the cost to divert the rain water from the front of the building and I am trying to work it into the budget.

Billy has begun work on building the counter/circulation desk guards that we will need for reopening to the public. The wood has been purchased and we are anxiously waiting for the delivery of 51 sheets of plexiglass.

Assistant Director Kyle Constant

This month work continued on multiple grant projects. Unfortunately, due to complications getting registered with a federal grant management agency, the library wasn't able to get an application in for a rather large grant project. That being said, efforts resulting from other grants are starting to bear fruit. All top-level switches and door counters have been installed and are performing very well. We've also secured federal e-Rate funding to replace all wireless access points in our branches and that installation is proceeding well. These improvements to our network were long overdue and are already having impacts on our staff and patrons through better connectivity, speed and reliability.

The library was also awarded a grant to produce a virtual symposium of local history talks on the topic of the Missouri Bicentennial. We were awarded \$5,000 which will cover honorariums for our speakers, UCM student worker stipends and advertising. I've already begun working with our two partner professors who have their students and most of the speakers selected. Now we simply have to get the talks scheduled and plan the advertising and the rollout of the videos next year.

During the month of June I've also been part of many meetings to determine the right way to provide services during the COVID pandemic. Between virtual programming task force meetings, reopening meetings, managers meetings, etc. communication has been plentiful and productive.

Administrative Reports

Office Manager: Karen Churn

There isn't much to report for the month of June. Once we receive the financials for June, we will be closing out the books for FY20 and get things ready for the upcoming annual audit.

I am still working to get a stockpile of personal protective equipment. Unfortunately, it is still difficult to get everything that we need as materials are still scarce and what is available is ridiculously expensive. Some of our orders were suddenly cancelled days after being placed with no explanation. I will keep working on it until we get enough to be able to open our doors again to patrons.

Services Coordinator: Sara Evans

Programming

To plan for our future with virtual library programs, I formed two taskforces for Storytime and Book Club programming. Each taskforce is comprised of program staff from each branch. Our meetings have been very productive and we are currently working on training within the new parameters of our virtual meeting rooms, including Facebook and GoTo Meeting.

Summer Reading

We have had some wonderful entries for our Badge Design Contest from patrons young and not-so-young. All staff have the opportunity to vote on badges each week and I share the winning design to our social media. The Design form is included in all Summer Reading to-go packets as well as being available for patrons to download online and we have had great responses from patrons who are able to participate at home.

Our virtual Author Visits are in full swing and it has been much easier (and more fun) than I thought! These visits from authors Charlie Mylie and Kelly Milner Halls, in addition to all

Staff Reports

of our Summer Reading to-go packets, are fully grant funded by grants from the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State. We are also very grateful for the support of the Trails Regional Library Foundation in providing the themed bags used for Summer Reading to-go packets for children across the district.

Systems Administrator: Roger Dumas

We received and started working on setting up the new FortiAP's for our updated wireless system for staff and public. Installation of the AP's started the last couple of days of the month and will continue into July. The new system will provide better WiFi coverage and signal strength for both the staff and public to use. It will also isolate the public SSID so it does not have access to the staff side of the network.

We have started looking into a possible public wireless printing solution through CybraryN. We have started steps to set up a demonstration of how the system works. We have also began looking into how to implement the system while maintaining security of the network. Work on this will continue into the month of July.

We have started training with staff in use of a program on all library computers called VNC. This is a program that allows a user to "jump in" and see and interact with another machine running the program. We are going to be using this program with staff to give them a way of helping patrons who need computer help on the public computers so staff do not have to break social distancing to do so.

Over the last month I been working with MoreNet and CentryLink to turn on a new fiber connection to their building. There has been some issues between MoreNet and CentryLink where MoreNet is not able to see the connection at all. They are working to resolve the issue.

Technical Services Supervisor: Nate Beyerink

Technical Services staff finished off the fiscal year by processing almost 1400 new items. This is the most we have ever processed in a single month.

The inventory process was completed at both Knob Noster and Odessa this month. This has allowed for TS to see how many items have gone missing or lost in these branches so that weeding will go more smoothly. We have also been able to use this information to relocate long lost books or items that were not recorded or labeled properly.

I also spent this month finishing the setup process for patrons to make credit card payments online. Branch managers have received training on the process, and are awaiting the final go-ahead to make the service available to patrons.

Branch Reports

Number of curbside appointments served by each branch 06/09/2020-07/07/2020:

Branch: Appointments/Total Possible

CC: 163/350
CD: 54/194
HD: 92/350
KN: 57/194

LX: 189/350
OD: 179/350
WB: 354/350*
WV: 67/194

*When demand is particularly high, branch managers are able to use their discretion to serve additional patrons if their level of staffing permits it.