



August Reports

Presented to the Board September 2020

Table of Contents

	Page
Statistical Reports	1
Circulation, Audiovisual, Print & Other Materials.....	1
Circulation, Digital Materials.....	2
Circulation, Interlibrary Loan	3
Usage, Computer & Internet Access.....	4
Usage, Programming	5
Collections	6
Staff Reports	7
Director	7
Assistant Director of Facilities and HR.....	8
Assistant Director of Library Services	9

Circulation, Audiovisual, Print & Other Materials

Print Materials - Current Month					
	August 2020	August 2019	August 2018	August 2017	August 2016
Book	4,701	16,544	19,144	18,162	19,770
Board Bk*	11	417	432		
Magazine*	46	288	401		
Paperback*	0	60	86	242	212
Audio-Visual Materials - Current Month					
CD	148	132	830	938	855
DVD	989	4,204	6,952	7,028	6,677
Other - Current Month					
Microfilm	4	0	0	2	0
Non-Cat*	0	0	0	347	1,111
Total - Current Month					
Total	5,899	21,645	27,845	26,719	28,625
% Change	-72.75%	-22.27%	4.21%	-6.66%	
Print Materials - Year to Date					
	FY 2021	FY 2020	FY 2019	FY 2018	FY 2017
Book	9,559	35,376	38,800	36,884	40,878
Board Bk*	56	863	918		
Magazine*	103	608	699		
Paperback*	0	144	147	248	497
Audio-Visual Materials - Year to Date					
CD	337	204	855	1,712	1,662
DVD	1,894	8,882	12,711	13,495	12,818
Other Materials - Year to Date					
Microfilm	11	0	0	10	6
Non-Cat	0	0	0	1,318	2,222
Total - Year to Date					
Total	11,960	46,077	54,130	53,667	58,083
% Change	-74.04%	-14.88%	0.86%	-7.60%	
* 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							
July		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY20-FY21
Audiobooks	OverDrive	693	760	720	1,153	1,176	1.99%
Books	OverDrive	1,907	2,264	2,187	2,417	3,125	29.29%
Magazines	OverDrive	113				39	
Video	OverDrive	10	0	1	0	0	
Audiobooks	hoopla			123	231	488	111.26%
Books	hoopla			100	140	350	150.00%
Video	hoopla			47	76	112	47.37%
Music	hoopla			34	33	27	-18.18%
eBooks	Tumblebooks	0	70	30	27	54	100.00%
Total		2,723	3,094	3,242	4,077	5,371	31.74%
Year to Date							FY20-FY21
Audiobooks	OverDrive	693	760	720	1,153	1,176	1.99%
Books	OverDrive	1,907	2,264	2,187	2,417	3,125	29.29%
Magazines	OverDrive		113				
Video	OverDrive	10	0	1	0	0	
Audiobooks	hoopla				123	488	296.75%
Books	hoopla				100	350	250.00%
Video	hoopla				47	112	138.30%
Music	hoopla				34	27	-20.59%
eBooks	Tumblebooks				27	54	100.00%
Total		2,610	3,137	2,908	3,901	5,332	36.68%
Digital Materials - Patron Activity							
July		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY19-FY20
New Registrations	OverDrive	39	47	46	48	43	-10.42%
Unique Patrons	OverDrive	495	547	496	610	738	20.98%
New Registrations	hoopla			37	38	29	-23.68%
Unique Patrons	hoopla			119	188	221	17.55%
Total		534	594	698	884	1,031	16.63%
Year to Date							FY19-FY20
New Registrations	OverDrive	48	31	41	39	43	10.26%
Unique Patrons	OverDrive	263	308	414	495	738	49.09%
New Registrations	hoopla				38	29	-23.68%
Unique Patrons	hoopla				188	221	17.55%
Total		311	339	455	760	1,031	35.66%

Circulation, Interlibrary Loan

	August 2020					August Totals From Previous Years				
Loaned	Books	DVDs	CDs	Other	Total	2019	2018	2017	2016	2015
OCLC-Courier	40	32	7	0	79	48	265	156	118	195
OCLC-Mail	22	1	1	0	24	4	47	36	25	29
Total	62	33	8	0	103	52	312	192	143	224
Borrowed	Books	DVDs	CDs	Other	Total	2018	2018	2017	2016	2015
OCLC-Courier	16	11	1	0	28	53	118	243	218	269
OCLC-Mail	14	0	0	0	14	8	11	19	13	14
Total	30	11	1	0	42	61	129	262	231	283
	Year To Date FY 2021					Year To Date Totals From Previous Years				
Loaned	Books	DVDs	CDs	Other	Total	FY20	FY19	FY18	FY17	FY16
OCLC-Courier	68	55	12	0	135	65	468	273	351	412
OCLC-Mail	30	1	1	0	32	15	85	53	58	50
Total	98	56	13	0	167	80	553	326	409	462
Borrowed	Books	DVDs	CDs	Other	Total	FY20	FY19	FY18	FY17	FY16
OCLC-Courier	34	11	1	0	46	61	418	572	470	581
OCLC-Mail	16	0	0	0	16	12	29	27	22	35
Total	50	11	1	0	62	73	447	599	492	616
CDs includes audiobooks or music cds										
Figures for items loaned to or borrowed from MO Evergreen libraries are in circulation statistics										
Missouri Evergreen service began August 14, 2017										

Usage, Computer & Internet Access

District: Current Month	
August	Total
2020	67
2019	2,381
2018	3,756
2017	3,999
2016	5,347
District: Year to Date	
FY 2021	67
FY 2020	5,053
FY 2019	8,433
FY 2018	8,808
FY 2017	11,027

Figures for August reflect computer appointments beginning August 24, 2020.

Usage, Programming

NONE FOR August 2020

Collections

Aug-20			
Owning Library	# of Items Deleted	# of Items Added	# of Items
Trails Regional-Concordia	0	159	14667
Trails Regional-Corder	1	113	7443
Trails Regional-Holden	3	184	15552
Trails Regional-Knob Noster	485	170	13240
Trails Regional-Leeton Express	48	6	683
Trails Regional-Lexington	2	197	20719
Trails Regional-Odessa	74	204	19567
Trails Regional-Warrensburg	1	274	53080
Trails Regional-Waverly	18	93	7173
Total Items	632	1400	152124

Staff Reports

Director
Tanya Shelton-Council

With our plexiglass order finally arrived and installed, we plan to move forward with allowing the public in the branches sometime in September. Computer use by appointment has been launched for several weeks. Public admittance to the branches will be limited by time (1 hr.) and occupancy. We will be expanding the temporary hours for each branch to allow for more public visits.

Administration is working on the plans for Staff Day on October 12th. The entire library staff will view the Homeless Institute presentation by Ryan Dowd. This talk is not only good for employees working with those experiencing homelessness, but also teaches concepts on how to interact in all relationships, personal and business. The Branch Manager's training originally planned to take place in April has been rescheduled for October 13th & 14th. I will be virtually attending the Library Advocacy Conference from September 14th thru the 16th. I hope to gain new techniques and information for advocacy and fundraising for the library.

Trails Regional Library is a participating partner for Voter Registration Day on September 22nd. Our branches and media outlets will be promoting the importance of voting, how to register and getting ballot and candidate information.

We are hoping to launch the new HotSpots Program in October with a new service model to help patrons who need more guidance on learning and using new technology.

Assistant Director
Anita Love

Human Resources: I have been working on typical fall season HR tasks. I have been verifying employee addresses and primary phone numbers. I am now communicating that information to the different insurance providers for health insurance, short-term disability, long-term disability, Dental, and Vision. Here soon I will be verifying employee emergency contact information. As the information is coming in I am also updating personal files as needed.

Courier: Our Courier, Jimmy Mayberry, is taking some time off and will be gone between September 8 through the 14th. Billy Stone, Anita Love, Luke Ciccone and Michelle Trent will each be taking one day to help cover the branch run.

Facilities: With the FY2021 budget finalized and passed, the facilities world has taken off. The Lexington restroom renovation has begun. Demolition turned out to be a bit easier than expected. The raised restroom floor, which we thought was concrete, turned out to be wooden. So that step went much easier than expected.

Replacing the Holden Branch front exterior doors has been given the go ahead. We have asked RCI what it would cost to include installing an automatic door opener, to help with accessibility. At the writing of this report I've not heard back from RCI. It may turn out to be too expensive.

The LED project has also taken off. The new LED bulbs have been ordered and should be delivered right after Labor Day. Billy will be having this project as his primary focus from now to completion. There is a deadline of December 31st that all work must be completed. Billy has set a goal of completing the work by November 30th. As soon as a branch is completed, he will turn in the paperwork for that branch so we should start seeing the rebate money coming in by the end of October. We will also start seeing a decrease in energy costs fairly quickly.

I am still waiting on a quote for the Concordia north wall windows. I have no idea what it is going to entail to fix those 4 windows.

At the Knob Noster Branch someone moved (rearranged) the grate that is over the sump pump pit located in the loading dock. Not sure why someone would want to move it but they did. Billy worked on the grate to get a better seal. Whom ever moved the grate didn't mess with the new sump pump itself.

Billy also spent some time on the roof of Warrensburg patching possible water intrusion points. This last rain there was only one spot that was dripping water. The rain before there were 8 spots of water intrusion.

**Assistant Director
Kyle Constant**

In the past few weeks I've continued to support the branches in their efforts to provide curbside and technology services to patrons. We began allowing patrons in the building for technology appointments on August 24. So far that service has gone smoothly, though the demand for public access computers is less than we anticipated (see statistics below). After the first week, I had to make an adjustment to the appointment procedures based on branch staff feedback. Once the changes were made, branch staff were able to read and use the calendar much more easily.

In addition, the branches are doing some much-needed collection maintenance and getting their branches in fighting shape for the eventual return of patrons, whenever that may be. Inventories are being taken, collections are being shifted and even some shelving is being moved around to better accommodate the "new normal."

Work continues on the hotspot, RFID and digital van projects. I met with most of the administrative staff on September 3 to discuss details of the projects. It would seem that things are well in hand and soon we will have made some more significant, hopefully grant-funded, leaps forward as a library district.

Administrative Reports

Office Manager: Karen Churn

The month of August began very busy with Laura Gillum coming in for a few days to conduct the annual audit and ended relatively calm due to the board meeting being postponed a week. This year's audit was the smoothest I've participated in. I was able to get everything requested without any problems. I'm also thinking that my stress level was low because I'd just come back to work from a vacation the week before.

Unfortunately, despite having plenty of time to put the board packets together, I still managed to screw them up by sending out the wrong month's report. Thankfully, it was brought to my attention quickly and I was able to, at least, send a corrected version via email the day after sending them out by USPS.

I've been able to find more PPE, including disinfecting wipes, just in time for our branches to open to the public. Hopefully, there will be enough to last us, at least, until the end of the year. It was decided that I not stock up too much as cleaning supplies, including wipes, have a relatively short shelf life.

Services Coordinator: Sara Evans

Continued working with staff to build skills and shift programming to virtual formats. Currently, we are offering twice weekly Storytimes on Facebook, a monthly adult book club on GoTo Meeting, and twice monthly technology education programs. Meeting with staff monthly in "task forces" specific to the program types to work on best practices and planning.

Continued discussions with social service agencies, nonprofits, and healthcare organizations about digital van partnerships to present a more thorough proposal of the project to the Board.

Staff Reports

Working on new service model to lend STEM kits to patrons, including MaKey MaKeys and Snap Circuit kits, alongside upcoming Hotspot Lending Program.

Systems Administrator: Roger Dumas

The IT department finished performing updates to the public computers to make sure they were ready for use when the program kicked off. We also worked with Admin and branch staff to determine which computers would be used and moved equipment around to make sure everything was socially distanced. We put in an order for new laptops to be used by each branch in allowing the staff to remotely help patrons with issues that may arise while the patron is using the public computers. Those laptops will not be delivered till the beginning of September. Finally the IT department was on hand to assist branches with any issues that arose when we finally went live with the service.

Luke assisted Billy in moving the location of the circulation desk and public computers in Holdens. The move included making sure the technology equipment in both areas would have proper set up as well as network and power needs met.

Luke assisted Billy in installing plexiglass stanchion in each branch as part of our effort to keep staff and public safe during the Corona virus.

The IT department assisted administration in gathering information needed for different grants and projects they were investigating for the library to do. We looked up information for equipment for the Digital Van project as well as researched what would be needed for better presentation equipment for branches use. We also have been looking into self check out equipment and how to integrate that with RFID.

The IT department put in an order for 35 hotspots from T-Mobil for the library to start a lending program with the devices. The devices have been received and we have started preparing them for use. Additional details need to be decided on between the administration, TS, and IT to finish out this project.

Technical Services Supervisor: Nate Beyerink

In August, Technical Service staff has been busy working away on our normal collection tasks including weeding in KN, weeding in OD, and cataloging new materials. In August 676 new materials were processed in TS.

Earlier in the month two pallets of books were picked up by ThriftBooks. These pallets included a mixture of materials from all branches, so we should soon start to see sales for each location. Branches continue to send in sale books and weeded materials, which should offer a steady stream of materials as a fundraising source.

More recently TS has been making preparations to apply for CARES funding through Johnson County. If all goes well, this funding would help cover a good portion of the planned RFID project for the district.

Branch Reports

Number of curbside pickup appointments served by each branch 8/11/2020-9/5/2020:

Branch: Appointments/Total Possible

CC: 161/380

CD: 55/196

HD: 100/380

KN: 49/196

LX: 208/380

Staff Reports

OD: 165/380
WB: 358/380
WV: 57/196

Number of technology appointments served by each branch 8/24/2020-9/5/2020:

Branch: Appointments/Total Possible

CC: 4/100
CD: 3/18
HD: 10/100
KN: 6/64
LX: 24/100
OD: 18/130
WB: 16/190
WV: 0/18