

 December Reports

Presented to the Board January 2022

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Circulation, Physical Materials

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|  |  | **December FY22 Circulations** |  |  |
|  | Books

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 | Video camera

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 | Wireless

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|  | **Books** | **Media** | **Hotspots** | **Total** |
| **Monthly** | 10655 | 2745 | 49 | **13449** |
| **YTD** | 78902 | 17022 | 266 | **96190** |
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|  | **Trails Circulations** | **Non-Trails Circulations** | **Self-Check Circs** |  |
|  | 10570 | 2879 | 860 |  |
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Circulation, Digital Materials

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| --- | --- | --- | --- | --- | --- |
|  |  | **eBooks** | **eAudio** | **Video** | **Music** |
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 | **Month** | 268 | 499 | 91 | 24 |
|  | **YTD** | 1,175 | 3,113 | 530 | 108 |
| **What is it?**  | Cost-per-circ, no wait times, smaller collection |
|  |  | **eBooks** | **eAudio** | **Video** | **Magazines** |
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 | **Month** | 2,242 | 1,217 | 0 | 80 |
|  | **YTD** | 13,804 | 7,232 | 3 | 716 |
| **What is it?**  | Consortium funding, more $ per title, Kindle-compatible |
|  |  | **eBooks** |  |  |  |
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 | **Month** | 11 | State funded, read-alongs for children |
|  | **YTD** | 82 |
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Usage, Computer & Internet Access



Usage, Door Counters:



Collections

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| --- | --- | --- | --- | --- | --- |
|  |  | **December FY22 Collection** |  |  |  |
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|  |  | **160209** |  |  |  |
|  |  | Total Collection |  |  |  |
|  | 1147 |  | 1005 |  |  |
|  | Added |  | Removed |  |  |
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 Director’s Report

**Director: Jackie Hawes**:

I hope everyone had a blessed Christmas and a Happy New Year! I certainly did! I enjoyed the much-needed break too! Whew! What a ride it has been so far! I should NEVER had reported that November was a slower month for me because December proved to be a very busy month with 3 staff resignations and 1 retirement. This month, I have been serving as the interim Warrensburg Branch Manager, and I spend time in the branch and in administration. The Service Coordinator & I collaborated on staff expectations regarding programming, and we shared the document with all branch staff in an attempt to get everyone on the same page regarding programming. After receiving the Service Coordinator’s & PTA’s resignations, I decided to take the opportunity to restructure the organization which has been quite an undertaking. I’ve had many lengthy discussions with staff regarding the possible changes to the organizational structure. In addition, the Services Coordinator’s resignation has pushed up the need to revamp the programming process, and I have established a Program Task Force to begin preliminary work on this topic.

On December 2nd & 3rd, I attended the Missouri Public Library Directors conference in Columbia, MO. Robin Westphal, Missouri State Librarian, addressed the group regarding new databases available, legislation, grants, MOSL 5 year plan, and variety of other topics. Jay Ashcroft, MO Secretary of State, also addressed the group and had a Q&A session. Bob Martin with MOREnet spoke to the group Northstar Digital Literacy free pilot opportunity for public libraries. The conference also had sessions on MO Public Library Hall of Fame, eBook legislation, the MPLD Photo Directory, Cyversecurity & Pagefreezer, and MOSL STEM kits. Prior to the MPLD business meeting, we had a Q & A session regarding legal issues.

On December 6th, I closed the Odessa Branch due to staffing issues due to illness. The Odessa Branch reopened on December 13th with substitute staff from other branches. The Odessa Branch remained open for the rest of the month utilizing mostly substitute staff from other branches. A HUGE shout out to Odessa staff and all employees that volunteered to work at the Odessa Branch during this time!!

On December 18th, TRL staff & Board of Trustees members gathered for a Holiday Party, and a good time was had by all that attended.

The passing of Linda Washam, Odessa Branch Manager, on December 21st has been very difficult for many employees, and the Odessa staff especially. Linda was part of the TRL family for 19.5 years, and she served as Odessa Branch Manager for 15+ years. At this time, no arrangements have been made. Linda’s unexpected passing has certainly left a void that only time will be able to lessen. Linda will truly be missed.

Weekly 15-minute check-in meetings with all branch managers and administrative department heads have continued.

On December 27th, TRL moved to Level 3 (Orange) of our COVID-19 Response Plan.

**Department Reports:**

**Human Resources: Anita Love**

In preparation of the January budget process, the HR charts of salary, insurance, benefits and PTO costs were updated and double checked for accuracy.

Changes to medical cost for employees were updated in ADP in preparation of the increases to take affect January 1.

Janessa Hortemiller and Chelsea Irby both resigned in December. Their positions as Public Technology Assistants will not be filled.

Carol Nolte, Warrensburg Branch Manager, has retired as of December 2, 2021. The job ad has been posted and the position should be filled by mid-January.

Sara Evans, Services Coordinator, resigned effective December 21, 2021. Sara’s position will not be filled until re-organization is complete.

COVID hit the Trails’ system pretty hard during the month of December. Five out of six employees from one branch have been out due to illness. The branch was closed to the public for one week while we got organized to cover the branch. The branch opened back up to the public on December 13th. Staff members from other branches and administration volunteered and stepped in to help cover the branch.

On December 21, 2021 Linda Washam passed away unexpectedly. Linda had been with Trails for 19 ½ years. She began her tenure as a circulation clerk and then in 2006 was promoted to Branch Manager. Linda will be missed. At this time services have not been announced.

The search for a candidate to fill the open 40-hour circulation clerk II position in Lexington continues. We have posted the position twice. Hopefully interviews will happen in early January.

**Courier: Anita Love**

The courier continues to run 5 days a week. It is nice having the courier van back in service.

**Facilities: Anita Love**

Early December is when inspectors are contacted for our yearly safety inspections. Fire extinguishers, emergency lights, smoke detectors, the elevator lift, Warrensburg backflows and Odessa’s alarm system all have to be inspected and paperwork has to be filed with the appropriate agencies. We work through The Red Force for inspecting fire extinguishers, emergency lights and the backflows and for filing the paperwork with the State of Missouri. The Elevator Safety Services, Inc inspects the elevator lift and files state paperwork on our behalf. The Siemens Industry, Inc. inspects Odessa’s alarm system. All of these inspections will be done during the months of January and February.

Shippy Plumbing was out at Knob Noster in early December to replace the pressure reducing valve that was leaking. That valve acts like a backflow unit so possible tainted water cannot get back into the water supply. The water had to be shut off to the whole building for about 25 minutes while the unit was replaced. By the time the branch opened to the public at 9:00a.m. the work was finished and the water was on.

Facilities Technician, Billy Stone, completed the preventative maintenance for winter in each building. HVAC filters were replaced and batteries for emergency lights were tested and replaced if needed. In some branches the emergency light fixtures had gone bad and were replaced. Stained ceiling tiles in Waverly were replaced. Locking door knobs that are keyed the same were installed on the downstairs interior doors of the Lexington branch.

All in all, the facilities department was pretty quiet during the month of December. This gave us time to catch up on paperwork for the department.

**Services Coordinator: Jackie Hawes**

Sara Evans resigned her position on December 21st. Her last few weeks were spent preparing staff for the interim. The Services Coordinator job duties are being shared between IT, TS, Director, Office Manager, and a newly created Program Task Force.

**Office Manager: Karen Churn**

I am still learning the ins and outs of ADP. The death of one of our coworkers created a situation that had me on with ADP customer service for two and a half hours over two days closing out her account. It turned out to be more complicated than I'd initially thought. That being said, it did get done. Will I remember if, heaven forbid, I have to do it again? Probably not, however the ADP customer service has been an outstanding lifesaver.

**Systems Administration: Roger Dumas**

The following is a list of projects the IT department worked on during the month of December 2021. These are projects in addition to the normal day to day operation and troubleshooting tasks the department takes care of each month:

* Computer Replacement Grant Project: With approval of the grant, the IT department began work on determining the specific tasks needed to reach the timeline stated in the grant proposal. Near the beginning of the month, an order was placed with Infinitech to purchase 45 computers and monitors. We were informed at the time of placing the order that the computers would not ship until the end of January. We were very pleasantly surprised when both the monitors and the computers were delivered before the end of the month in Dec. We received the order and checked to make sure everything made it through shipping without damage.
* New Server Project: During the month the IT department made additional headway in determining and applying settings to the new servers. We now have both servers up and operating alongside our current system. We have begun the work of putting in accounts for all employees and setting up roles needed for the employees. We have also set up redirected folders for each employee so we can have their data saved to areas of our storage for backup purposes. We were also able to join our printers in WB to the server and have the server assign them out to users based on what printers they need for their job. Next steps are to finalize the folder and file structure for the server and start migrating data from the old system to the new.
* Taking on Responsibilities from Other Departments: During the month of Dec it was announced that Sara Evans would be moving on to another job. This with the addition of both of the PTA positions also leaving has left some of what they took care of uncovered. IT has worked to come up with ways we can take on some of those jobs (Hotspots, equipment requests, websites, ect…)

**Technical Services: Nate Beyerink**

Despite staff being out sick and the holidays, TS staff still cranked out a good amount of new library materials. TS staff cataloged, prepped, and distributed over 800 new items. 3069 outbound materials were handled for the MALA courier. Another Thrift Books pickup was completed early in December. Weeding in Knob Noster is also complete, but we will be

waiting to start weeding Odessa.

**Branch Reports:**

**Concordia: Debbie Kirchhoff**

**Programs:**

 *Book Club for Adults book discussion 7 participants*

 *Spice of the Month Take & Make (adult) 10 participants*

 *Take & Make (2) children 95 participants*

*Take & Make teen 2 participants*

*Storytime @ Home Kit children 0 participants*

**Outreach/ Community Engagement:** None in December.

**New Library Cards:** 5

**Positive Experiences:**

A class of sixth grade students were able to squeeze in a library visit in early December. They were studying a unit in their English textbook about libraries and their teacher thought a real life visit to a public library was in order. I gave them a library tour, demonstrated searching the online library catalog and using the Missouri Evergreen app. However, the thing that impressed them the most was the self-checkout machine.

**Corder: Shelly Hopper**

**Programming** - We meet (in person) with PreK’s every Wednesday morning at 10:00 to read stories and do activities (While we are at Level 3-orange and above, this will be virtual). We added a Tween program that meets once a month. We are polling patrons now to see if there is interest in a book club (18+). For November, we have had a total of 44 attendees at our programs. We had 9 participate in passive programs.

**Community Engagement** – we post about activities in the Post Office and Bank. We post community events on our wall board.

**New Cards Issued** - For December, we have issued 2 new library cards.

**Positive Interaction** – One of our storytime kids has not been coming because he is attending pre-school. He and his grandmother came by since he was off from school. It was so good to see him. He told his grandmother that they needed to come to the library more often—ha! We agree!!

**Holden: Jae Steinkuhler**

**Programs:** Movie Mondays (2) 15 attendees

 Take & Makes (all youth) 223 participants

 Wrap It Up (3) 0 participants

**Community Involvement/Outreach:** No outreach for December.

**New library cards**: 10

As a manager, I’m glad I have great staff as I help out in Odessa. Staff like Teresa and Judy are rare.

**Knob Noster: Laura Parent**

**Passive Programs/Games/Challenges**: Decorate Our Tree children 32+

**Holiday Storytime Kickoff:** children 7

**Washi Tape Canvas:** teen 0

**Take and makes**: Hanukkah Party Favor teen/Adult 7

 Snowman ornament children 15

 Gingerbread ornament children 12

 Torn paper candles children 7

 Wreath ornament adult 4

 Yarn gnomes adult 12

 Poinsettia pin adult 5

 Jingle bell necklace children 5

 Yarn reindeer ornament adult 12

 Reindeer antlers children 12

 Coloring sheets/activities All Ages too many to count

**New Card Registrations:** 8

**Patron interactions:** Nikki had two fantastic interactions with older gentlemen who needed extensive help with computer use. She was able to get them set up and they were very grateful for her help.

**Lexington: Barbara Seitter**

**Programming**:

 **Virtual Story time -**  141

 **Knitting Club (meets weekly)** 32

 **Take & Makes** –

 Adult

 Christmas Tree 12

 Children

 Straw Wreath Ornament 30

 Christmas Tree 20

**Outreach** – We volunteered to be a judge at the annual Christmas Festival of Lights Parade to select the winning float. The parade is sponsored by the Lexington Chamber.

**New Library Cards** 16

**Highlight --** We were host to the River City Players Children’s Christmas Play December 11th. The attendance was good for the two shows. I feel like it was a reminder to the community that the library is still alive and well! Sharon Propst does such an excellent job with the kids. They are a great group, they tidy up and leave things just as they found them. Sharon is so appreciative to be able to use the meeting room. She treated us to a box of chocolates and a nice children’s hardcover book for our collection. It’s a joy to be a part of this Lexington tradition!

**Odessa: Anita Love**

**Programs:** Odessa had no in-person programs nor passive programs during the month of December.

**Outreach:** Odessa had no Outreach programs for December.

**New Cards:** 13

Filling in as the administrative supervisor, I would like to commend the Odessa staff for their dedication to their patrons and to each other. The branch was only closed to the public for one week in early December. Amy Harris was the first back to work and has really stepped up to be the point person in the branch. She is working above and beyond filling in all the gaps for the patrons and administrative staff. Pam Gladback, 19-hour circulation staff, has been very flexible with her hours and has been more than willing to work the hours that she is most needed in the branch. I would like to thank them publicly for their dedication; you ladies are beyond awesome.

**Warrensburg: Jackie Hawes**

**Programs:**  Take & Makes (2) given out (children)-26

 Holiday Movie Night (teen)-1

 Ornament Making (adult)-24

**Outreach/Community events:** None

**New Cards Issued:** 62

**Highlight:** The WB staff have done an excellent job stepping up to keep the branch running smoothly since Carol’s retirement.

**Waverly: Amy Boland**

**Programs:** Preschool story time (1 session)– 4 total

Adult circle (1 session) – 4 total

Take & Make (Candy Cane): 13

**Outreach:** None.

**New cards issued:** 0

**Positive experience:** December was a slow month for the Waverly branch.