



# June Reports

Presented to the Board July 2022

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Circulation, Physical Materials

June FY22 Circulations



**Books**

17041

155948



**Media**

3236

33864



**Hotspots**

38

486

**Monthly**  
**YTD**



**Trails Circulations**

17641



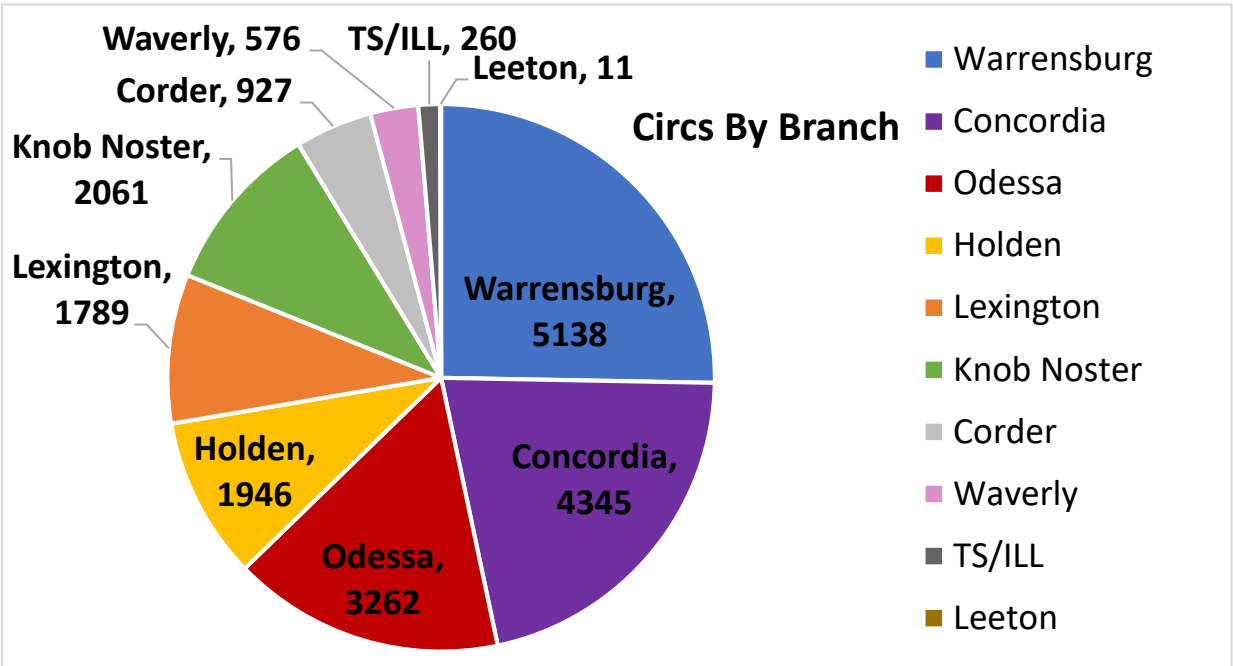
**Non-Trails Circulations**

3223



**Self-Check Circs**

2752



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	301	649	101	18
YTD	3,712	6,734	1,186	211

What is it? Cost-per-circ, no wait times, smaller collection, max 10 check-outs per month

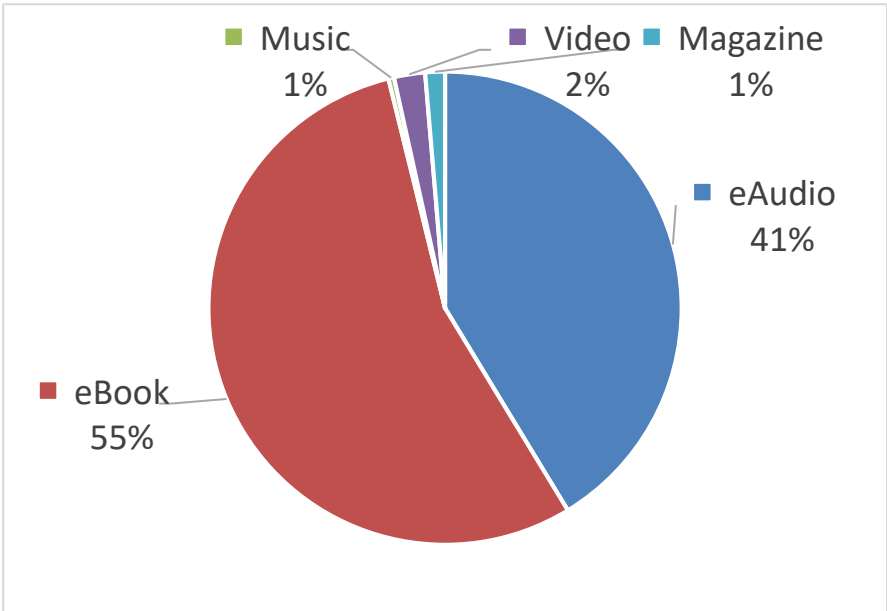


	eBooks	eAudio	Video	Magazines
Month	2,297	1,315	0	64
YTD	27,749	14,695	1	902

What is it? Consortium funding, more \$ per title, Kindle-compatible



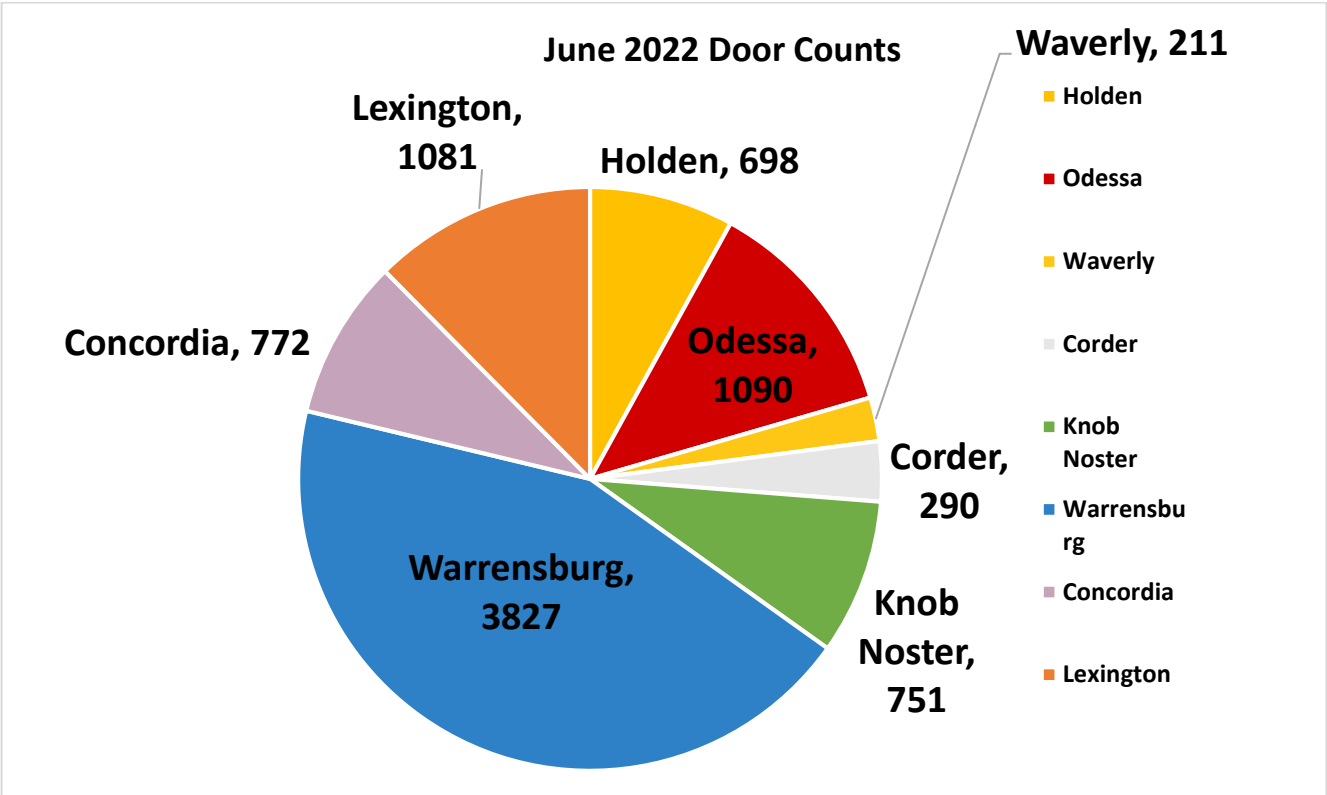
	eBooks	
Month	9	
YTD	155	State funded, read-alongs for children



Usage, Computer & Internet Access

Month		
June	Total	Beginning August 2018, time permitted was extended to 2 hours per session with a maximum of 2 hours per day (Approved August 2017)
2022	1,012	
2021	799	
2020	-	
2019	2,444	
2018	3,697	
District: Year to Date		In 2020, Covid hit and caused the Library to be closed to the public at times and have reduced access during other. This has had an effect on the total number of computer logins in each year proceeding.
FY 2022	10,373	
FY 2021	3,300	
FY 2020	16,842	
FY 2019	33,769	
FY 2018	42,909	

Usage, Door Counters:



Collections

June FY22  
Collection

**160697**

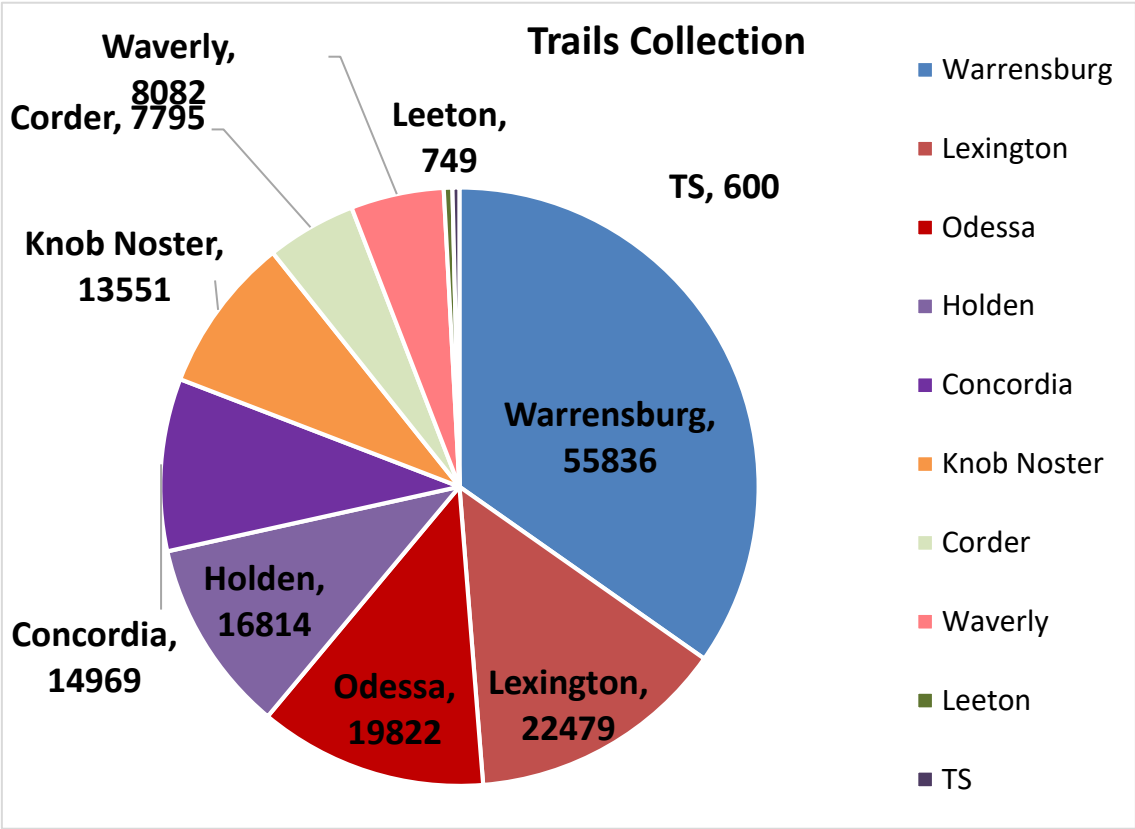
Total Collection

475

Added

1374

Removed



## Director's Report

### **Director: Jackie Hawes:**

I keep thinking that each month will get a little less busy for me, but so far, that has not been the case! I feel like I keep getting busier! June proved to be extremely busy as well! June 1-3, I attended the Missouri Public Library Directors conference/meeting in Cape Girardeau. We had sessions on updates coming from the MO State Library, Unionization of Daniel Boone Regional Library, Intellectual Freedom, creating listservs for support staff (assistant directors, HR, marketing, etc.), MO State Standards revision draft, and the MPLD business meeting. I enjoyed learning all the new things, hearing updates in certain areas, and the wonderful networking opportunity this conference provides. On June 9<sup>th</sup>, I attended another session in the Mental Illness webinar series. Later in June, I reviewed application materials and interviewed applicants for Public Safety Technician and Circulation Coordinator. Finding quality applicants is still an issue for Trails, and we still have several vacant positions and had to repost several positions. During June, I was able to complete the initial evaluations with administration staff, so everyone has goals to work towards for the remainder of the calendar year. Full evaluations will happen in January and then annually moving forward. On June 29<sup>th</sup>, I was able to conduct my monthly check in phone meetings with all of the branch managers.

Update on the patron behavior issues at Warrensburg:

- Early in June, the custodian found several unidentifiable pills while vacuuming.
- The staff have to address patrons sleeping, smoking on the premises, not wearing shoes, foul language, etc., on a daily basis.
- A young patron found an abandoned hunting knife on a shelf and brought it to staff. Later in the month, the owner of a security company giving a bid for security camera installation witnessed a patron with three knives strapped around their waist and let staff know. He also let the manager know about other concerns he had observed with that patron's behavior. The next time that patron was in the branch, the manager had staff call police dispatch to address the situation. While in the building, the police officers also addressed another patron who had a large hunting knife strapped to their hip.

Our Strategic Plan is finally completed!!! (Happy Dance and many cheers!!!!) The Board will be asked to approve the strategic plan at the July meeting. In so many ways, we're in "re-building" mode here at Trails which is not a bad thing (I actually see it as a wonderful thing!); however, re-building does require tons of work especially for our administrative staff. Re-building and taking care of areas that had been neglected/put off (especially facilities) should be clearly evident as you read through the strategic plan. Susan and I joke around that we'll get everything "re-built" and straightened out in time to hand it off to our replacements after we retire. So far, the entire staff have been extremely patient and supportive as things

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continue to be "messy" in certain areas as we figure things out, make plans, etc. to begin moving the system forward.

### **Assistant Director: Susan Kromrie**

June was another busy month as I have been finishing up branch manager evaluations and getting a handle on Nate's (Technical Services Manager) position, both by attending a couple of training sessions and also by working through things on my own.

I worked on adding details to the strategic plan, getting questions ready for the Public Safety Technician interviews, and had a first round of interviews for the Warrensburg branch assistant manager position.

I also worked out a plan and started meeting with Roger to keep the server project on track. Since Nate is gone, I am moving all the TS files as well as some of the administration files. Everything should be on the new server by the end of August.

I had some training on using Savannah, as well as looking at documentation for Overdrive in order to understand our billing and set up with them. I have signed up for a series of short webinars on leadership.

## **Department Reports:**

### **Human Resources: Anita Love**

We have had to re-open the Odessa 40-hour circulation position. The people we offered the job to declined due to the fact they accepted higher paying jobs elsewhere.

During the month of June, we also advertised the following jobs; Circulation Coordinator, Odessa 19-hour circulation clerk, Warrensburg Assistant Branch Manager, Technical Services Manager and the two Public Safety Technicians for the Warrensburg Branch.

We did begin interviewing for the Public Safety Technician positions. Only three resumes were received. Interviews were set up, unfortunately no one showed up for the actual interview. The two positions will be re-posted in July.

Regina Lamont, Warrensburg Circulation Clerk, has been hired to fill the Circulation Coordinator position. Her duties will begin in July. This will now open up a circulation clerk position in the Warrensburg Branch. That job ad will be posted in July.

### **Courier: Roger Dumas**

Courier runs have been going smoothly and everything has been working out great. Tommy is doing a good job of keeping up on lawn care. During the month, we purchased necessary equipment and supplies to begin spraying weeds to kill them off in addition to cutting and weed eating the lawns. Tommy has put together a plan to get all weeds sprayed and then go after they die to clean up the areas and make them presentable.

During the month, our weed eater stopped working. We took it to a small engine repair shop and found out that it had a scored cylinder that was causing it to not retain pressure. The mechanic that worked on it checked with the warranty and was informed that the kind of

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damage being reported usually is caused by over use of the device - which we have not even got close to doing - or a bad fuel mixture. The fuel mixture we are using was mixed by Billy, and we have used it in both the weed eater and the leaf blower with no issues with the leaf blower at all. Billy suspects that we probably got a lemon when we purchased the device. Warranty however will not cover the repairs for this device. The mechanic advised that repairs would cost more than purchasing another weed eater so we have put in an order to replace the device.

During the month, we also started spraying for bugs in the branches. Tommy is responsible for the spraying in each branch. We scheduled to go in on Thursdays as the branch managers have let us know that is a day that none of the branches have programs taking place. We have sprayed both inside and outside of the branches as well as put down glue traps in each branch. We will repeat the process on a quarterly basis as or as a need is reported.

### **Facilities: Anita Love**

On June 14, 2022, it was discovered that someone had broken into the Maintenance building, 110 West North, Warrensburg. Facilities Technician, Billy Stone, entered the building and noticed a pair of men's white underwear lying on the floor. Upon further inspection, he noticed that the restroom door was mostly closed. Normally, the restroom door is kept wide open. Billy also noticed that a hard-plastic chain saw case was also missing. I called the police department and Officer Fisher came out and took down the report. Billy then discovered that whomever it was, got in by forcing one of the south windows open. Nothing was broken and nothing other than the chain saw case was missing. We believe whoever it was that broke in just wanted a place to sleep and maybe use the restroom. Both Billy and I turned in incident reports to Trails administration.

The roofing contract was received in June but lacked the E-verify Memorandum of Understanding. Legal counsel has advised us to hold off signing the contract until the MOU has been received.

This is my final month of reporting facilities projects. Beginning next month, Roger Dumas will be reporting on Facilities.

### **Office Manager: Karen Churn**

The first full month of using the new accounting software has been a challenge in that our reports are still showing mistakes that cannot be explained. I will be making some adjustments in hopes of cleaning up some of those issues.

I was forced to work from home for a few days due to coming back from vacation in Texas with Covid19. Thankfully, my symptoms were relatively mild, however, it took a couple of weeks for me to test negative. Following protocols, after five days of isolation, I was able to come back to work part-time in the office wearing a mask and staying away from people even though I was still testing positive. I'm grateful to the Trails team for picking up the slack in my absence.



## Director's Report

### **Systems Administration: Roger Dumas**

The following is a list of projects the IT department worked on during the month of June 2022. These are projects in addition to the normal day to day operation and troubleshooting tasks the department takes care of each month:

- Holden, Lexington and Warrensburg Internet Circuit: Socket, a new internet provider in some of our branch locations, has been chosen by Morenet to be the internet provider in our HD and WB branches. During the month they scheduled with us to do site inspections to determine what they need to do to get their service to our buildings. The IT department met with them and showed them where lines come into the locations and helped get them the information they need to proceed.
- Server folder project: During the month the IT department worked on setting up and beginning a plan for getting all of the current data on our old server ready for transfer to the new server. We have worked with the assistant director to come up with a folder scheme that should help meet the needs of data retention and usage for all branches of the library. We have also instructed department heads on how to prepare their particular data areas for the switch over.
- "I - Drive" setup: As part of getting all branches ready to use the new server's data, we are setting up what we are calling "I-Drives" for each employee of the library. These are going to be individual drive locations on the server for each person to put their documents and other files they need for doing their job. We started the process of setting up the drives and putting together training for the staff so they will know how to properly utilize the new drive locations.
- Security Cameras: In an effort to increase security at the Warrensburg branch of Trails, it was determined we may need to install some security cameras. After a further meeting with the director to insure areas to be covered the IT department contacted three companies to setup on site visits to get quotes on installation and setup of the system. We were able to meet with one company at the end of June and have the other two scheduled for after the 4th of July holiday.

### **Technical Services: Susan Kromrie**

The Technical Services staff has done a great job in keeping their area moving forward. They are very helpful in answering questions, assisting myself, Tessa, and the branch staff with issues as they come up.

### **Public Services: Tessa Moulton**

The kick-off of the Summer Reading Program was June 1 with June 6 the first day of the Summer Reading log. The Summer Reading Program sign up numbers have been amazing already with 346 early readers, 371 children, 105 teens, and 296 adults. There are also exciting programs happening in the branches, like Knob Noster State Park's Reptiles programs in Corder, Holden, and Warrensburg, a Pirate Party in Lexington, Treasure Maps, Ahoy! in Odessa, Turtley Awsome Ocean Creature Charms in Knob Noster, Watercolor Jellyfish in Concordia, and Tie-Dye Beach Towels in Waverly. Will Stuck has also entertained all patrons, young and old, when he visited the branches with his 20,000 Laughs Under the Sea. He taught lessons about bubbles and surface tension, sang songs about worms and sharks, and had the patrons use their imaginations while he drew their ideas about sea monsters. Look on Facebook or the Trails Regional Library website for the July

## Director's Report

events to attend, like Animal Wonders, Knob Noster State Park Pelts program, or Escape the Island (Escape Room) to name a few.

Marketing of programs has been increased to remind patrons about all of the great things happening here at Trails. The increase has created a need for additional Storytimes in Knob Noster and Lexington. We are also beginning the plans for the first trimester planning of programs. Programmers are planning their programs for September through December to improve the marketing. We anticipate an increase in participation and awareness of everything the library has scheduled.

### Branch Reports:

#### Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
Programs	Book Club	Adults	9
	Storytime (4)	Preschool	92
	Summer Reading kickoff	All Ages	10
	Will Stuck 20,000 Laughs Under the Sea	All ages	37
	Fish Kite Craft	Elementary	29
	Watercolor Jellyfish	Preteens & Teens	2
Take & Makes	Fish Kite	Elementary	10
	Shark Origami	Elementary	28
	Build a Shark	Elementary	15
	Build a Goldfish	Elementary	20
	Mini Library	Preteens & Teens	11
	Zen Garden	Preteens & Teens	6
Passive	Herb of the Month	Adults	6
	Coloring pages & word searches	All ages	80

**Outreach/ Community Engagement:** Promotional materials were delivered to the Concordia Chamber of Commerce to go in new resident welcome packets

**New Library Cards:** 23

#### **Positive Experiences:**

This month, the high school librarian brought a group of summer school students for a visit. We were excited for the opportunity to reach so many teens and the highlight of the month is a comment one of the teens made. She was reading and did not hear the call to get ready to leave and said, "This book draws my attention even more than my phone."

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**Corder: Shelly Hopper**

Type of program	Name of Program	Age group	Number attending/using
Programs	Storytime (4)	All Ages	123
	Tween Book Club	10-15	5
	Knob Noster - Turtles	All Ages	20
	Will Stuck 20,000 Laughs Under the Sea	All Ages	20
Take and Makes	Take and Makes	Pre-K	5
Passive	Color Sheets	Pre-K	4

**Community Engagement** – Notices of all programs are posted in our local post office and on our community board.

**New Cards Issued** - 10

**Highlight:** The highlight of the month is seeing the library active and busy. We have had record numbers of attendees to our programs.

**Holden: Teresa Opoien**

Type of program	Name of Program	Age group	Number attending/using
take and makes		preschool	50
programs	Will Stuck 20,000 Laughs Under the Sea	All ages	13
	Knob Noster State Park	All ages	25
	Storytime (4)	Preschool / elementary	145
	4 <sup>th</sup> of July	Adults	15
	4 <sup>th</sup> of July	Teens	12
passive	knitters club	adults	25
	book club	adults	25
	Crossword puzzles	Teens	30
	Crossword puzzles	Adults	30
	SRP sign up	All ages	117
	tech Tues	preteens and adults	15

**Community Involvement/Outreach:** MVCAA outreach.

**New library cards:** 35

**Positive Interaction:** Our programs and storytime are reaching new numbers.

**Knob Noster: Laura Parent**

Type of program	Name of Program	Age group	Number attending/ using
Programs	Coasters	Adults	5
	Storytime (5)	Preschool	132 kids, 76 adults
	Movie Matinee	Elementary	3
	Art Studio	Teen	0
	Clay Ocean creatures	Teen	6
Take & Makes	Scrunchie	Teen/adult	15
	Shark Headband	Preschool	12
	shark cootie catcher	Elementary	10
	origami	Teen	28
	friendship bracelet	Teen	10
	mermaid headband	Preschool	12
	Mermaid wand	Elementary	11
	Pirate eyepatch	Preschool	8
Take and Make	Cork boat	Elementary	12
	Pirate hat headband	Preschool	15
	Shark popup	Elementary	11
	Whale headband	Preschool	10
	Clothespin whale puppet	Elementary	8
	Cut and paste jellyfish	Preschool	18
	Turtle puppet	Elementary	20
	Clam papercraft	Teen	6
Squid papercraft	Teen	5	

**Outreach:** We have sent flyers to the local schools, advertised with a sidewalk sign, met with or spoke to numerous local businesses about summer reading and the bingo sheet.

We also had a visit from the Knob Noster middle school where we discussed all the good things the library has to offer, gave out new cards and signed up for summer reading! We have arranged to have Easter Seals as well as MVCAA speak at storytimes too.

**New Card Registrations:** 49

**Highlight:** We have had such a great increase in patron turnout for storytime that we asked to increase our sessions to two so that we could accommodate everyone safely. The parents are very grateful as some of the children are timid and new to these sorts of programs/groups. This week 6/22 we had almost 50 people attend! We have about 150 people signed up for summer reading so far.

## Director's Report

### Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/using
Programs	Will Stuck 20,000 Laughs Under the Sea	All ages	55
	Storytime (7)	Preschool	63 children, 20 adults
	Dive in Movie	All ages	18
	Squids	Elementary	7
	Pirate Party	Preteens/teens	7
Passive	SRP color/activity sheets	All ages	
	Sidewalk chalk, checkers, hopscotch for Lexington Bicentennial	All ages	
	History of our Library display	adults	

**Outreach** – Visited the First Baptist Church to distribute SRP registration forms and arranged a weekly story time for their group.

**New Library Cards**            12

**Highlight:** We had a couple who had been in Kansas City and on their way back to Oklahoma City they decided to take a detour through Lexington. They were looking for a great grandmother's home and stopped in the library to get directions. They also wanted to know if we had yearbooks. Fortunately, we had the one they needed, 1930! They found her picture and made a photocopy. They were so thrilled and grateful that we had what they were looking for. They said it was well worth making the detour!

### Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime (4)	Preschool	163
	Sting Rays and Manta Rays, Oh My!	Preteen	5
	Trivia Night	Teen	8
	Odessa Summer School- walking class (3)	Elementary	125
	Treasure Maps, Ahoy!	Elementary	10
	Cooking Matters with Teens (3)	Teen	17
	Book Lover's book Club	Adults	6
	Will Stuck	Everyone	38

## Director's Report

	Beach Vibes	Adult	8
	Create Your Own Treasure Chest	Elementary	9

**Outreach:** I shared story times with 80 preschool age and younger kids at Bright Beginnings Academy Early Childhood Center.

**New Cards:** 62

**Highlight:** The Odessa Chamber of Commerce invited me to speak this month at their monthly lunch meeting. I spoke about businesses partnering with us with examples of fun ways we could collaborate. Four business approached me with ideas and interest in the examples I had.

The Odessan has invited me to be a guest columnist this month. The article was published in the June 9<sup>th</sup> paper.

### Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime in the Stacks (June 14, 21, and 28)	Preschool	75 total
	Jellyfish lights	Preschool/Elementary	9
	Will Stuck	Everyone	9
	Cardmaking for Kids	Elementary	2
	Marimo Mania	Teens	1
	Gems of the Water	Teens	5
	Seafood Snack time	Teens	4
	Reptiles-KN State Park	Everyone	60
	Coffee & Connections (Every Thursday)	Adult	10 total
	Missy's Card Class	Adult	5
	3R Book Club	Adult	6
Passive	Search for shells-sensory	Preschool	15
Take & Make	Squid	Preschool	20

**Outreach/Community events:** Storytime at Angel Haven Daycare

**New Cards Issued:** 130

## Director's Report

**Highlight:** Angel Haven Daycare reached out to us about hosting a storytime at their center. Jessica Craig gladly set this up and enjoyed reading and singing with about 25 kids. We are planning on making this a regular part of our programming.

### Waverly: Amy Boland

Programs	Storytime	Preschool	14
	Adult Circle	Adults	3
	Ocean Slime	Elementary	10
	Will Stuck	All ages	19
	Tie-dye towel	Preteen/teen	1

**Outreach:** Good Friends and Neighbors

**New cards issued:** 6

**Highlight:** New gutters were installed!

### Leeton Express: Deanna Schuler

**Programs:** The Will Stuck program was a huge success.

**Outreach:**

**New cards issued:**

**Highlight:** We took a two week break from the Terrific Tuesdays and have had lots of people asking to make sure we are on track to start again on the 19<sup>th</sup>.