



# August Reports


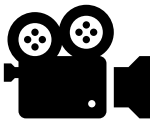




Presented to the Board September 2022

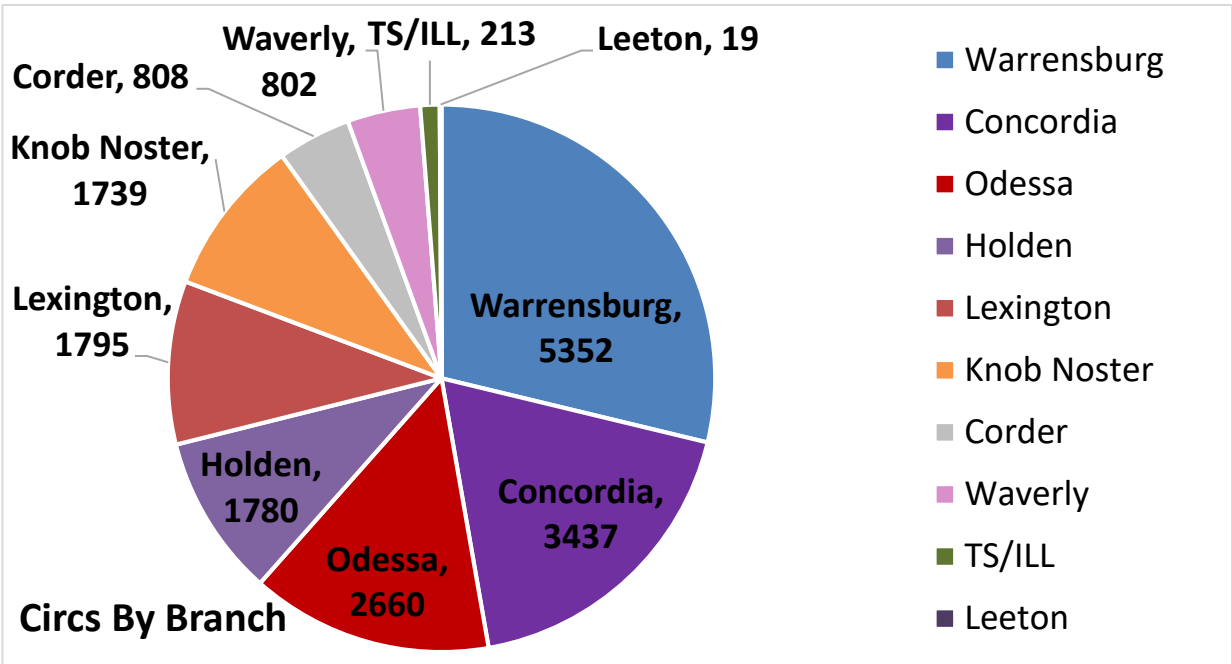
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Circulation, Physical Materials

August Circulations

			
	<b>Books</b>	<b>Media</b>	<b>Hotspots</b>
<b>Monthly</b>	15398	3568	42
<b>YTD</b>	32110	6745	78
			
	<b>Trails Circulations</b>	<b>Non-Trails Circulations</b>	<b>Self-Check Circs</b>
	12445	3205	1671



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	362	752	120	15
YTD	663	1407	236	42

Cost-per-circ, no wait times, smaller collection, max 10 check-outs per month

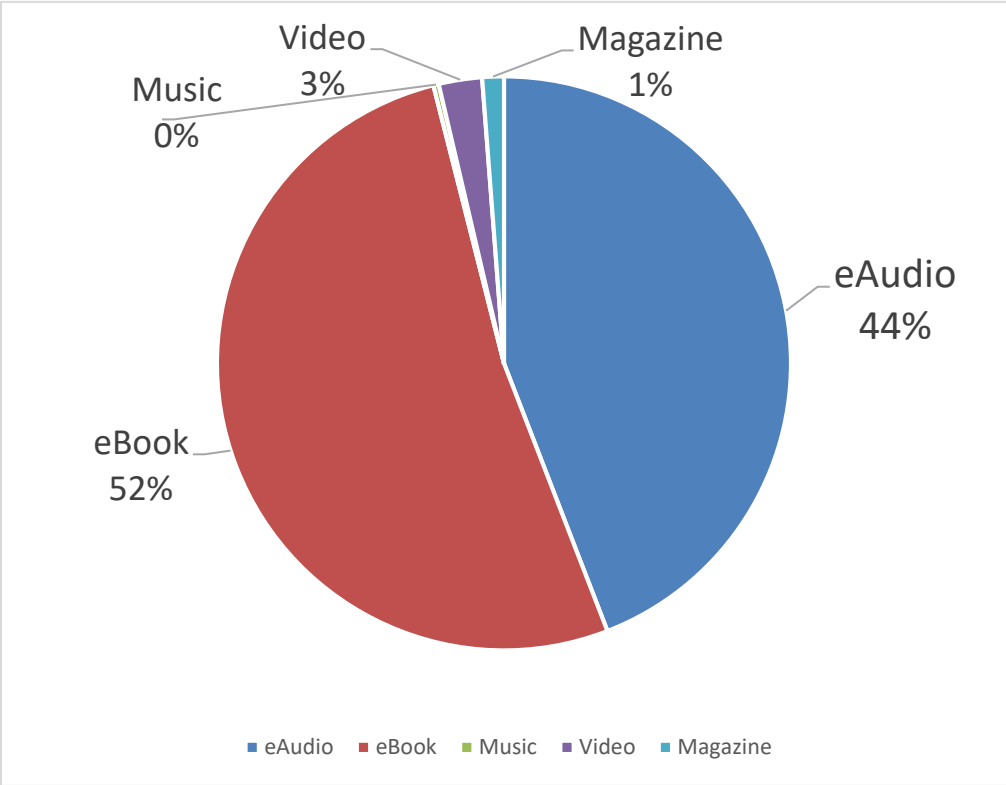
What is it?



	eBooks	eAudio	Video	Magazines
Month	2,194	1,421	0	60
YTD	4,534	2,757	0	114

Consortium funding, more \$ per title, Kindle-compatible

What is it?



Usage, Computer & WiFi Internet Access

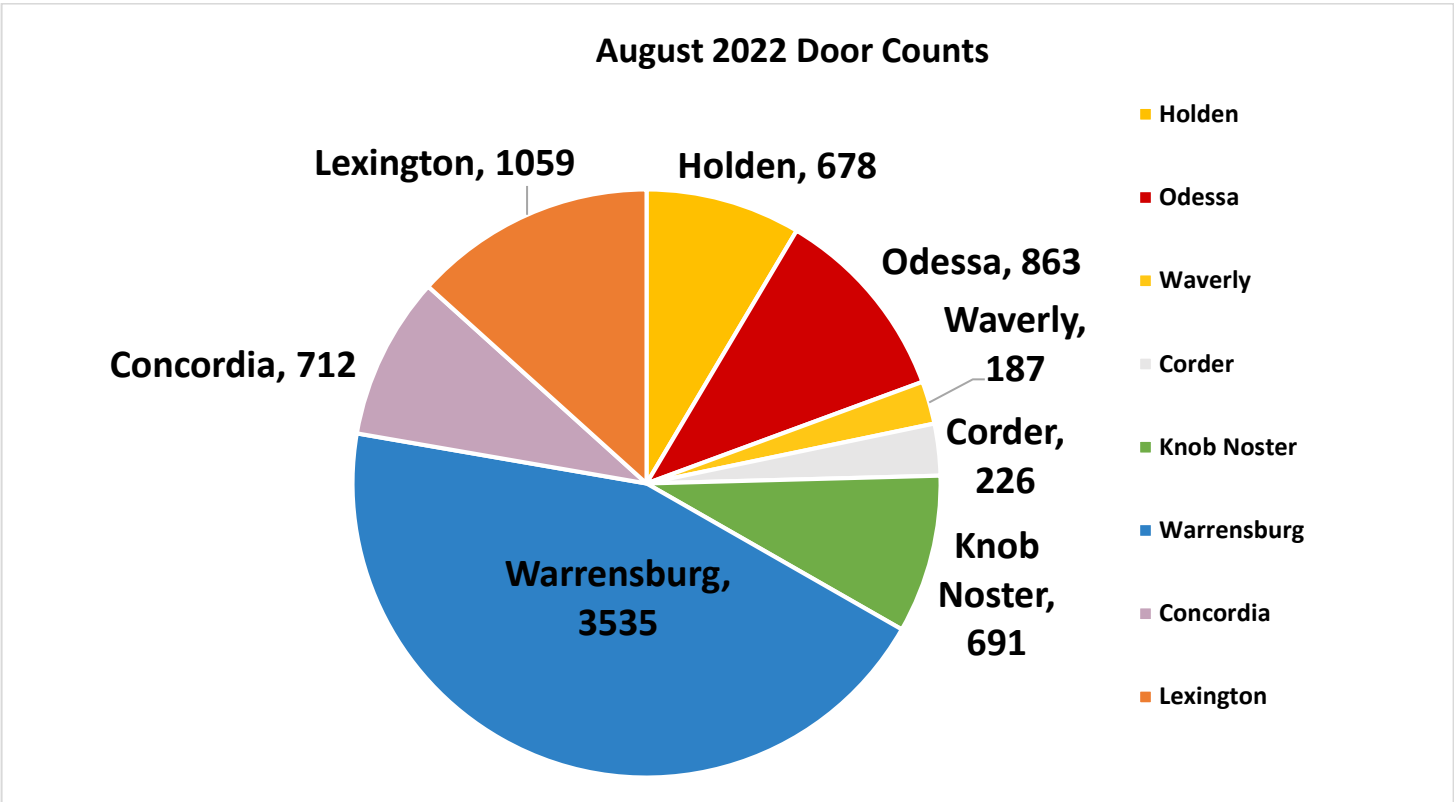
**Computers:**

District: Current Month	
August	Total
2022	1,248
2021	840
2020	67
2019	4,400
2018	5,774
District: Year to Date	
FY2023	2,333
FY 2022	1,692
FY 2021	67
FY 2020	5,053
FY 2019	7,238

**WiFi:**

District: Current Month	
August	Total
2022	1,416
2021	-
2020	-
2019	-
2018	-
District: Year to Date	
FY2023	2,829
FY 2022	0
FY 2021	0
FY 2020	0
FY 2019	0

Usage, Door Counters:



Collections

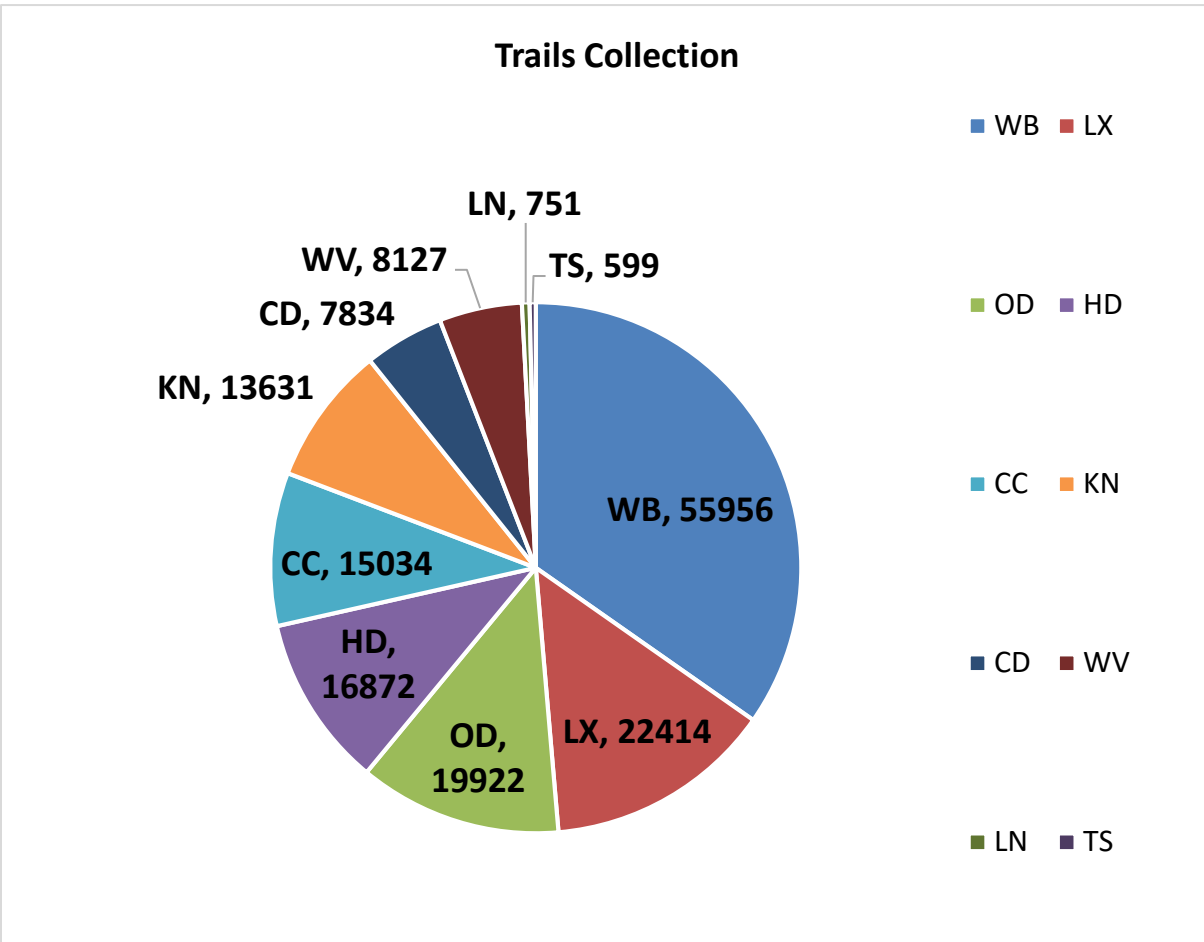
September FY23  
Collection

**161140**

Total Collection

**320**  
Added

**1511**  
Removed



## Director's Report

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

I'm going to quit announcing that a month flies by because every time I do the next month goes by even faster! To kick off the month, our auditor was here on Aug. 2-4 to get the audit started, and the audit will be completed September 19-20. On August 2<sup>nd</sup>, the WB Branch Manager, Jae Steinkuhler, conducted interviews for the two PT Public Safety Technician positions. The interviews went well, and we were able to fill both of the positions. Due to illness, I was out of the office from August 8-16. I worked from home as I felt up to it in order to attempt to stay on top of my workload. After returning to the office for 1 day, I received word on August 18<sup>th</sup> that my brother had passed away unexpectedly, so I quickly finished up the Board packet and headed to Kentucky/Tennessee to be with my family from August 18-26. I want to thank all of the staff and board members that sent cards, condolences, etc. during this very difficult time. These kind gestures meant so much to me and my family.

Due to my unexpected absences from the office, I have had to play "catch up" quite a bit the last few weeks, and unfortunately, I had to cancel my branch visits this quarter. With September being conference month, I know next month will keep me hoppin' too! We let August go out with a BANG with our Managers Training Day on August 31<sup>st</sup>. We had a packed agenda, but I think everyone had a great time. In the morning, we went over several things with all of the managers, and in the afternoon, we enjoyed the Real Teams training. This was another training that comes from the Real Colors one we did with all staff last year in October.

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

In August, I did hiring for two positions: a Library Clerk II for Knob Noster and a Library Clerk I position for Warrensburg. Both of our selected candidates were able to begin work on August 29.

On August 31, we had a manager training in Knob Noster. We went over policies, new procedures, the new server project, the Strategic plan, touched briefly on the budget. In the afternoon, we had a training with Real Colors on how to use the colors to better manage your team. We will have a second training in the winter focused on budget and strategic plan.

## **Department Reports:**

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

On August 1, 2022, we conducted the orientation training with Sandra Chapman, Warrensburg Assistant Branch Manager and Frances Turpin, Odessa 19-hour Library Clerk I. Then on August 15, 2022 we conducted another orientation training with Erin Posey, Public Safety Technician I, Joseph Spickard, Public Safety Technician II, Noelle Postlethwait, Odessa 40-hour Library Clerk II. It was a busy two days bringing 5 new employees up to speed with the library.

By mid-month, the Administrative offices and branch managers saw a flurry of more interviews and hirings. We hired Alexis Baumgartner as the 40-hour Knob Noster Library

## Director's Report

Clerk II and Amy Franklin was hired as the 40-hour Warrensburg Library Clerk I. Both ladies had their orientation training on August 29<sup>th</sup>.

I always find it interesting to look at the statistics that are generated from the different job ads. The Warrensburg Assistant Branch Manager brought in 9 resumes, the Public Safety Technician I & II garnered only 16 resumes, Odessa 19-hour position gave us 21 resumes, Odessa 40-hr position brought in 39 resumes, the Knob Noster 40-hour position had 94 resumes and the Warrensburg 40-hour position topped off at 113 resumes. That was a lot of resumes to read over and decide who to call in for interviews.

By the end of August, Trails has only one unfilled position, the Technical Services Manager. It took us a long time to get here but we finally made it to having only one position opening.

COVID took its toll on staff this month. Six staff members throughout the system had to be out due to COVID for at least five days. A few had more severe symptoms and had to be out longer. Several staff members were called upon to fill in at the branches and administration while staff were out recuperating from COVID.

Open enrollments for health, vision and dental insurance are rapidly approaching. October 1, 2022 begins the open enrollment season. I have been busy filling out paperwork for the different companies so they can get the new rates back to me.

### **Support Services: Roger Dumas**

Support Services consists of the IT, Facilities, Courier, and Custodian here at Trails Regional Library. Our purpose is to support the branch and circulation staff in being able to carry out their jobs and duties in a timely and efficient manner. The following is a look at some of the projects and needs this team has assisted with during the month of August.

### **IT Department: Luke A. Ciccone**

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

- Assisted facilities in floor preparations to install new VCT in Knob Noster's bathroom near the children's area.
- Susan is acting as head of Technical Services. She purposed a rearrangement to the floor plan. IT and Facilities facilitated moving printers, shelving, desks, and computer equipment to match the new plan. Manager office will be changed at a later date when power and network are added to its adjacent room.
- IT had a follow up meeting with ACS. Working with ACS, we speculate installing a pole near the retaining wall neighboring the fire department's building will give the best camera view for Warrensburg's parking lot. Will investigate validity.
- Server folder project: Tested security on new folder structure. Ensured security groups properly restricted access to folders based off of membership. A form for folder membership has been approved by Director. One will be filled out for every current and future employee.

## Director's Report

### Facilities Department: William Stone

HD – Made repairs to south AC unit and brought it back online. Assisted Fox Heating and Cooling with replacing the non-functioning TXV valve with a new metering device; all three AC units are now operating fully.

KN – Began work on repairing/replacing the damaged floor in bathroom outside of Storytime room; found VCT tiles to install, began process of removing old epoxy paint.

LX – Repaired rear entry door to allow it to latch properly.

WB – Installed new hot water heater in WB branch due to a rupture of the interior tank on existing unit. Assisted in prepping four pallets of books for Thrift Books delivery. Met with roofing installers to go over timeline for installation.

### Roof Project Update: Roger Dumas

The roof project got started on Aug. 16th with a meeting between Christian Oathout, J&R roofing, and Library Administrative staff to layout the scope of work and expected time line and when each part of the roof would be worked on. The expected time line has the project being concluded by the end of September. On the 17<sup>th</sup>, materials started being delivered and the roofing company started work the next day. As of the writing of this report our site survey reports from Christian states that the "Contract is Progressing on Schedule".

Here are a couple of things of note that have happened since the start of the project:

- At the first meeting it was noted that a part of the roof that the library thought was included in a full replacement had not been included in the initial bid. Christian Oathout, the engineer who put together the bid and is acting as our general contractor on the project, felt that the area could just be repaired and not need to be replaced. I requested to do a walk through with Christian and J&R Roofing to be sure all concerns with the area of the roof are addressed. We should be getting further information from Christian on what will be done with that area of the roof. I also checked with all parties that there were no issues with having staff and patrons in the building during work on the roof and was assured that there was no issue with people in the site while work was being done.
- On Aug 29<sup>th</sup>, a light fixture above a TS desk came loose due to vibrations on the roof causing an LED light bulb to fall on the desk. The light bulb in question is plastic and there was no damage done. There were no employees sitting at the desk when this happened. The main area the roofing team are using to access the roof and stage their supplies is right above TS. This means that there is more movement above that area. The vibration from their movement and loading equipment on to and off the roof is believed to be the cause of the incident. We have spoken with the project manager, Christian, as well as the site foreman for J&R roofing and have been assured that the crew would be more careful in how they put the equipment on the roof to keep a similar incident from happening again. To be cautious, the library has moved the TS crew into a temporary location (the story time room) until the completion of the roof project.



## Director's Report

- On Aug 31<sup>st</sup>, the roofing crew removed the old roofing above the administration area of the library. Upon doing so, they discovered that 16 joists showed signs of deterioration and that some of the decking itself was also deteriorating. They needed to replace the joist and decking to fix the area. They made appropriate adjustments and were able to fix the issue. There is still some discussion ongoing on how to put the coping cap on the wall due to deterioration of some of the masonry blocks that make up that part of the wall. Christian is in contact with the roofing company to determine an appropriate solution.
- On Sept 6<sup>th</sup>, one of the roofers encountered an area of bad decking on the roof above a storage area in the TS part of the library. His foot came through the roof and left a hole and a lot of debris on the floor. The roofer in question was ok, and pictures were taken to document the damage. After reaching out to Christian I have been assured that any damage done while the roofers are working are to be covered by the roofing company. I will be following up to make sure they repair this area of ceiling.

### **Courier:**

Courier has been operating without any issues over the last month. Our new system for branches requesting cleaning supplies has been implemented without an issue and branches are making requests correctly and the courier is getting items delivered on Fridays. Tommy has also started a project of taking the libraries power washer to branches and doing a deep cleaning of the walkways and sides of buildings where needed. We started out with Knob Noster and was able to clean up the front walk, the building and the loading dock area which was in pretty bad shape. We will continue to work through each of the branches during the coming fall season.

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

Our auditor, Laura Gillum, was in the office for the first part of the month and everything went very smoothly during her time here. It's probably the first time since I've been a member of Admin where nothing felt rushed and I was able to easily obtain every document that she requested.

ADP is still creating issues regarding awarding Annual/Sick Leave to employees. I've had to call them more than once on this issue. They assure me that they will be able to get the glitch fixed. Until then, I am having to manually input that data into ADP. I have no issue with this, however, it goes without saying that I did all of this with few issues with just an Excel worksheet before ADP took over. Understandably, my frustration level is pretty high seeing that I began working with them months ago to get this set up and tweaked before the scheduled launch date.

The new accounting system is working nicely now. There were some things that I had issues with that the accountant has remedied and I feel as if I'm really getting the hang of it now. A lot of problems that we had with our reports will be minimized now that both Jackie and I have direct access and can look things over and make corrections before the accountant prepares them.

## Director's Report

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

Technical Services has had some challenges this month as the roofing project has seen debris falling into their area. They have been relocated to the Story Time room in the Warrensburg branch and are continuing to work on book processing and ILL requests.

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

August has shown the beginning of the use of the new Activity Guides for September through December. Each branch has an Activity Guide that outlines the various activities that are planned for the first set of trimester planning for the following groups: Family/All Ages, Children, Teens, and Adults. The branches continue making their flyers to post monthly and get them approved by Tessa or Andrea. The flyers and pictures taken at each branch is posted on Facebook and Instagram to share all of the fun we are having at Trails Regional Library. Look for all of the displays and activities each branch has to offer in September, like the Beanstack Challenge – To the Moon, Mars, and Beyond: NASA's Artemis Project and Banned Book Week September 18-24 to name two. In addition, listen to KMMO and KOKO to hear our advertisements this month about Banned Book Week and all of the activities the library offers. The Task Force is also meeting to help revamp the Program Procedures to help include the new Activity Guides and Flyer procedures. We hope this helps the programmers streamline the process to make the planning easier. We are also planning on providing programmers training to help our programmers learn new and exciting ideas as well as prepare the new programming staff.

## **Branch Reports:**

### **Concordia: Debbie Kirchhoff**

<b>Type of program</b>	<b>Name of Program</b>	<b>Age group</b>	<b>Number attending/using</b>
Programs	Book Club	Adults	5
	Storytime (5)	Preschool	75
	Family Film Friday	All Ages	0
	Jellyfish Bracelet	Elementary	5
	LED Name Tag	Preteens & Teens	4
Take & Makes	LED Name Tag	Preteens & Teens	3
	Jellyfish friendship bracelet	Elementary	13
	Back-to-school 3-D cut-outs	Elementary	25
Passive	Coloring pages & word searches	All ages	50

**Outreach/ Community Engagement:** None this month.

**New Library Cards:** 9

**Positive Experiences:** One of our dear patrons passed away recently and we were honored to be included in his obituary: "Jim became very good friends with the ladies at Trails

## Director's Report

Regional Library, 813 S. Main Street, Concordia, Missouri 64020. He read nearly every book in the library. In lieu of flowers, the family requests that Jim's name be honored by memorial contributions to the library."

### Corder: Shelly Hopper

Type of program	Name of Program	Age group	Number attending/using
Programs	Storytime (4)	All Ages	33
Take and Makes			
Passive	Color Sheets	Pre-K	0

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

### **New Cards Issued - 2**

**Highlight:** We have two sisters who come in every day we are open to use the computer and get books. They often bring a crate to carry their books home. They tell us that they love coming here and often share how their day has been with us.

### Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/using
take and makes		preschool	40
programs	MVCAA	Preschool	5
	Matinee	Preteens	2
	Storytime (4)	Preschool / elementary	20
	Pastels	Adults and Teens	17
	Sand Art	Teens	7
passive	knitters club	adults	15
	book club	adults	11
	Coloring sheets	Pre school	40

**Community Involvement/Outreach:** High School, talking about Cemetery walk for next year.

**New library cards:** 26

**Positive Interaction:** Received the following note from a patron: "I just wanted to thank you for the great service you provide to our community! Every time we enter the library we are greeted with smiles and a warm environment and lots of fun! We are lucky to have you!"

## Director's Report

Also, the Holden Friends of the Library have donated money towards the children's section. We have some new kid friendly furniture, new display shelves, and busy boards for the children. This new furniture has doubled our storytime seating.

### Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/ using
Programs	Cinema Saturday	Family	5
	Figure it out Fridays	Adult	1
Take & Makes	Zine Booklets	Preteen/ teen	1
	Butterfly bracelet	Preschool	3
	Shark headbands	Preschool	3
	Monster bookmarks	Elementary	15
	Shrinky dinks	Elementary	13
	Adult bookmarks	Adult	7
	Tissue Paper suncatcher	Elementary	5
Passive			

**Outreach:** We took the month of August easy since Laura was out on vacation and also covid, and we lost our 40 hour staff.

**New Card Registrations:** 17

**Highlight:** Things have really slowed down since summer reading ended and especially since school started. We are hoping it picks up again soon!

Our branch is back to full staff (Alexis Baumgartner started) and so we are looking forward to getting back into the swing of things.

The Manager's meeting was a lot of fun and very informative.

### Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Programs			
	Storytime (2)	Preschool	16 children, 10 adults
	Lego Challenge	Children	2
	Pokemon Ball	Preteens/ teens	0
	History Meet Up	Adults	8
Passive	Puzzle	All ages	Discontinued at level 3

## Director's Report

**Outreach** – Spoke with Anna at MVCAA to arrange for an ongoing visit to the branch starting in October.

**New Library Cards**            33

**Highlight:** A gentleman in Kentucky emailed the library needing research help on his “sixth great-grandfather” who served in the revolutionary war. He needed a book called “Portrait and Biographical Record of Lafayette and Saline County, Missouri”. We had the book and got him the information he was needing as well as connecting him with the Library of Congress for more reference material.

### Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/using
Program	Kids in the Kitchen	Preteen	11
	Puddle Jumper Spelling Bee	Everyone	32
	Squid Games Library Style	Elementary	0
	Lighthouse Challenge	Preteen	5
	Book Lover's Book Club	Adult	7
Take & Make	Light Up Your Name	Teen	10

**Outreach:** Noelle Postlethwait and Kendra Redden did outreach story times for 70 children at Bright Beginnings Early Childhood Center.

**New Cards:** 31

**Highlight:** Odessa staff is thrilled to have all of our positions filled! Patrons and fair goers happily used the Odessa Branch for cooling off during our town fair. Puddle Jumpers, at the beginning of August.

### Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime in the Stacks (3)	Preschool	114
	Geocaching for Kids	Elementary	6
	Early Out Hang Out	Preteen/Teens	3
	Coffee & Connections (4)	Adult	25
	Missy's Card Class	Adult	10

## Director's Report

	3R Book Club	Adult	8
Passive			
Take & Make	Ocean activity pack	Preschool/Elementary	25
	Birds Nest	Preschool/Elementary	25
	Polar Bear Underwear	Preschool/Elementary	28
	Cupcake	Preschool/Elementary	25

**Outreach/Community events:** None

**New Cards Issued:** 116

**Highlight:** Our first THRIVE intern, Blair, started on August 22<sup>nd</sup>.

**Waverly: Amy Boland**

Programs	Storytime	Preschool/ Elementary	10
	Adult Circle	Adults	4
	Free Haircuts	All ages	11
	Parents as Teachers	Adults	2
Take and Makes		Pre-K – 6	6

**Outreach:** Sent flyers to daycare on story time and contacted new Parents as Teachers lady for the school district to set up times for programming at branch.

**New cards issued:** 3

**Highlight:** Parent as Teachers did a program here for new Parents with little ones.

**Leeton Express: Deanna Schuler**

**Programs:** No report.

**Outreach:** No report.

**New cards issued:** No report.

**Highlight:** No report.