



September Reports


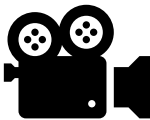




Presented to the Board October 2022

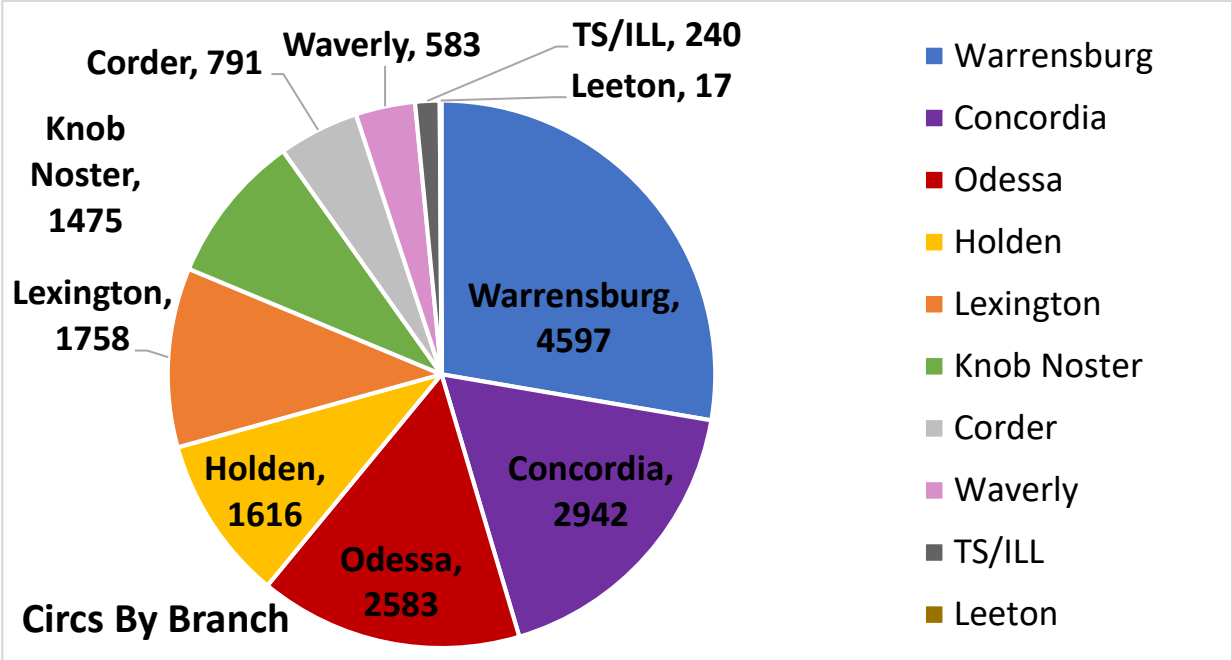
Table of Contents

	Page
Statistical Reports	2
Circulation, Physical Materials	2
Circulation, Digital Materials.....	3
Usage, Computer & WiFi Internet Access.....	4
Collections	5
Staff Reports	6

Circulation, Physical Materials

August Circulations

			
	Books	Media	Hotspots
Monthly	13485	3081	36
YTD	45595	9826	114
			
	Trails Circulations	Non-Trails Circulations	Self-Check Circs
	13367	3235	1341



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	349	736	102	25
YTD	1012	2143	338	67

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

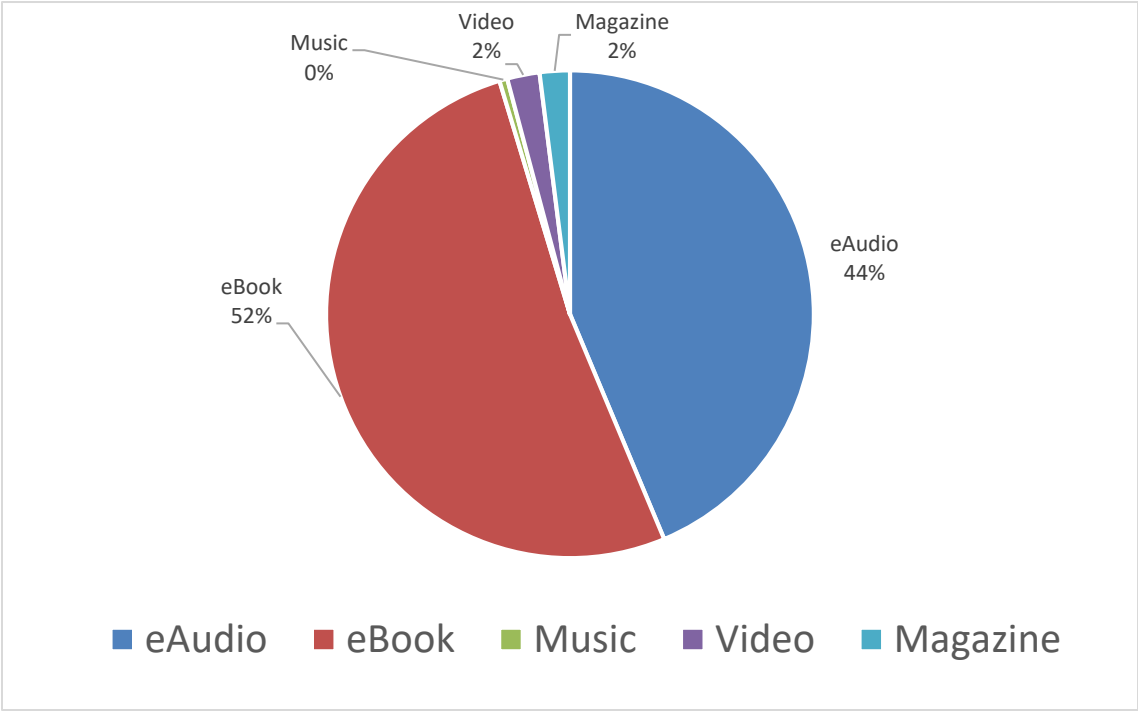
What is it?



	eBooks	eAudio	Video	Magazines
Month	2,105	1,340	0	95
YTD	6,639	4,097	0	209

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

What is it?



Usage, Computer & WiFi Internet Access

Computers:

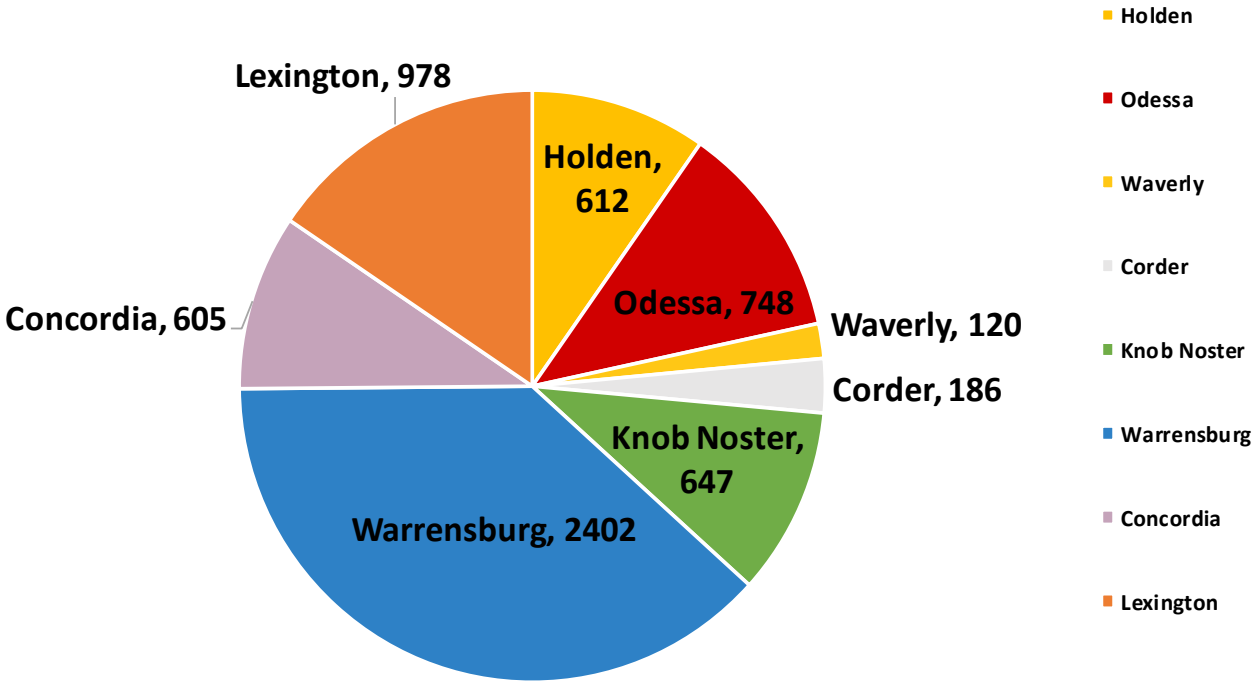
District: Current Month	
September	Total
2022	1,043
2021	895
2020	160
2019	2,183
2018	2,731
District: Year to Date	
FY 2023	3,376
FY 2022	2,587
FY 2021	227
FY 2020	7,236
FY 2019	9,969

WiFi:

District: Current Month	
September	Total
2022	1,052
2021	-
2020	-
2019	-
2018	-
District: Year to Date	
FY 2023	3,881
FY 2022	0
FY 2021	0
FY 2020	0
FY 2019	0

Usage, Door Counters:

September 2022 Door Counts



Collections

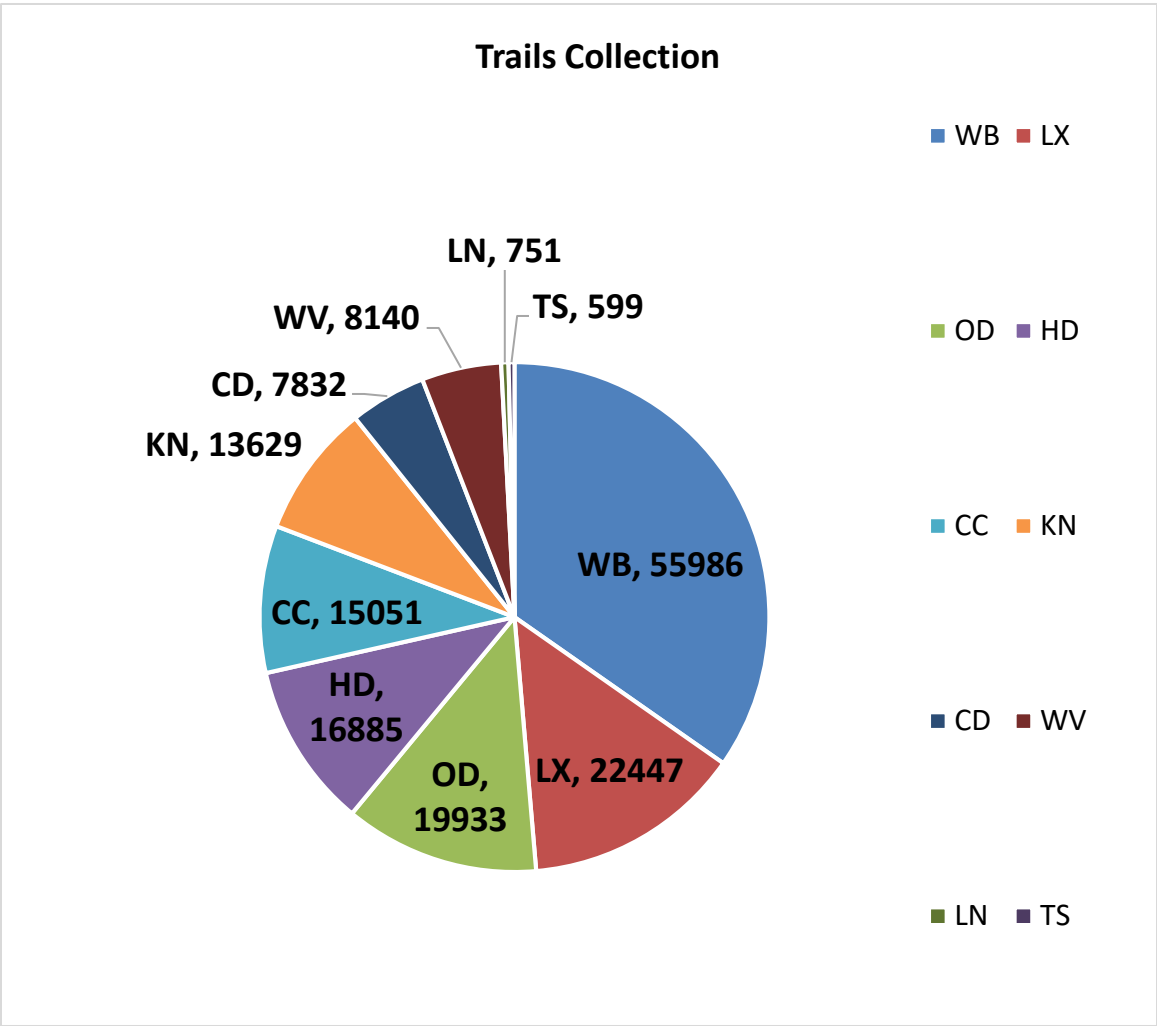
September FY23
Collection

161253

Total Collection

314
Added

1630
Removed



Director's Report

Director: Jackie Hawes:

Due to a medical procedure, I was unable to complete my September report in time for the packets; however, I will type up my report and submit it with the Check Register on Monday via email.

Assistant Director: Susan Kromrie

In mid-September I was able to go to my first Association of Rural and Small Libraries conference in Chattanooga, TN. It was a very good conference and I learned a lot that I will be able to put to use here at Trails, including sessions on grant writing, intellectual freedom, and management.

I have been working with Anita and Jackie planning our All-Staff Training Day in early October. This year we are doing some breakout sessions to get more specific training for each group. At the end of September, I once again did my branch visits to check in with staff and go over any concerns or areas that need clarification.

Department Reports:

Human Resources: Anita Love

Joseph Spickard, Public Safety Technician II resigned September 7th. Trails hired Kaitlyn Mehl as a Public Safety Technician I to replace him. Luckily, Kaitlyn was able to begin her duties on September 12th. Staff and patrons are starting to notice a difference since the Public Safety Technicians have been hired.

Trails continues to have one un-filled position, the Technical Services Manager. We have reposted the position; this time advertising with The American Library Association, The Association of Rural and Small Libraries as well as the Missouri Library Association and area library schools.

All employees were given a statement explaining their pay increase and what it was. These statements went out before their first paycheck with the increases. Along with the statement, we attached the new salary scale.

Susan Kromrie and I have been working on the All Staff Training Day scheduled for October 10th. This is an all-day training attended by all staff, except the Custodians. The morning is scheduled for training on intellectual freedom and diversity, then break-out sessions for specific trainings. The afternoon is another 4-hour session of the Real Colors training.

The month of September has been busy with pulling information together for October's open enrollment for health insurance, dental insurance, vision insurance and voluntary life insurance. Health insurance increased only by a little. Dental, Vision and Voluntary Life saw no increase to premiums. By the end of September, we were ready for the flurry of open enrollment.

Director's Report

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 September.

IT Department: Luke A. Ciccone

The following is a list of projects the IT department worked on during the month of September 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 installing "NO Parking" signs for Odessa.
- Holden library fiber provider has been switched. MoreNET moved away from CenturyLink as they were having uptime consistency issues. They are now using Bluebird as a provider.
- Lexington library fiber provider was also switched to Bluebird for the same reasons.
- Server folder project: Data migration has been done. N-Drive and I-Drive are fully up and accessible.

Facilities Department: William Stone

Contacted new Gordian rep and attended a virtual meeting to go over the services that they offer and the particulars of how exactly the process works.

HD – Built two new shelving units per Branch Manager's request.

KN – Prepped floor in "staff" bathroom for installation of new VCT; finished grinding down floor to bare concrete, primed concrete for floor leveler, poured self-leveling compound to fill cracks/gaps.

LX – Met with Fox Heating and Cooling to assist on repairs to main condensing coil; soldered broken feed tube to the coil.

OD – Installed new 'No Parking' signs for both staff parking and in alleyway.

WB – Worked as liaison between staff (primarily TS) and roofing crew to keep track of issues inside the building as they arise and to come to acceptable outcomes on repairs; i.e. leak on north side of barrel roof, damage to light fixture caused by vibrations on roof, damage to ceiling in TS storage room, water intrusion in Storytime room. Put up multiple tarps throughout branch to help catch/redirect falling dust/debris from roofing install.

Roof Project Update: Roger Dumas

The roofing project has proceeded along nicely. Working with JR roofing has been a great experience. The company has always been fast to respond to any concerns or needs. They have also been great at working through issues when they arise. As expected, as the roofing company finished the tear off portion of the roof replacement the facilities department stopped receiving as many calls with concerns about things that were taking place. Since moving on to applying the new roof sections there has been a lot less noise and banging around to concern the staff.

The following are some points of interest that has taken place during the project since last board meeting update:

Director's Report

- While removing roofing material on the south east side of the library (the area over the public computer space) the roofers noticed that the outer façade wall was loose. As they used their pry bars to loosen the material, the wall moved out more than they were comfortable with. I worked with Christian to get a structural engineer out to assess the condition of the wall and whether or not it was safe for the roofing crew to continue work. We were able to get someone out the same day and after inspecting the wall it was determined that work could continue without worry. We did have JR & Co wait till the next morning to finish that area tear off so that if something would have happened it would have been around 4-5 am before very many people would be out and about. There was no incident involving the rest of the tear off.
- While finishing tear off above the circulation desk area of the roof the roofing crew damaged one of our air conditioning units. They caved in the side of the main duct feed into the building, causing cold air to spill into the building under the unit instead of being redirected to the rooms it should be. A gas line to the unit was also bent and caused a leak to happen. I had JR & Co fix the issue expediently. The issue happened on a Wednesday and they had an HVAC guy out that same Friday. The repair guy was able to get the gas line fixed on Friday, but was unable to gain access to the duct area that was bent and had to bring in a crane on the following Monday to complete repairs. All repairs were finished and the air unit was restored to operation.
- We receive two requests for payments and a change order for the project around Sept 27th. I have worked with both JR & Co and Christian to get all relevant change orders submitted to us for review by the board so we could start the process of payment for the work done. We have also reached out to legal counsel to make sure we are preparing the payments correctly as well as insuring we have received all documentation we need for the library records.

Courier: Roger Dumas

Courier runs have been proceeding without issues over the last month. As we get ready to move into the fall season, the need to mow the lawns has decreased. We have begun to look at fall projects that need to be planned and prepared to carry out. Over the next couple of months, we should have another spraying for bugs in all branches, end of year cleans up on the lawns (gutters cleaned out, overgrowth starting to get cleaned up, ect...)

Office Manager: Karen Churn

The audit is finally done!!! I have to admit though that this audit was the easiest I've ever been a part of. The changes that were implemented last year really made a difference in catching anomalies early and correcting them in a timely manner.

The issues that we have been having with ADP regarding the PTO to Annual/Sick Leave conversion is almost resolved. Despite working with them months in advance to avoid problems, there were still problems. Due to them being understaffed, communication has been lacking on their part. In order to cover all of my bases, I have created quite the "paper trail." I've, literally, written novels on their online help site with the most minute details so that they can work on the problems without necessarily contacting me first.

Director's Report

We've been having issues with the Missouri Department of Revenue sending invoices for months. I assumed that they were late payments which I contacted ADP frequently about because it is their responsibility to pay our payroll taxes on time. After months, ADP did research with the DOR and determined that ADP mistakenly assumed that we were State funded, therefore, had not calculated our taxes properly. It has been remedied and from October forward, this shouldn't be a problem. That being said, we will still have some outstanding funds that we will have to pay. The good thing is that the State invoices have been for minimal amounts that are less than \$20 each.

Coming up in October, the big project will be tossing all of the FY20 bills and statements and transferring the FY21 bills and statements into storage after the audit is presented to the Board. Also, it is time to complete the Bureau of Labor and Statistics Report and the Missouri Quarterly Wage Report.

Technical Services: Susan Kromrie

We have advertised the position for the Technical Services Manager at the national level in hopes of getting better qualified applicants. TS personnel are looking forward to the roof project being done and getting moved back into their own space.

Public Services: Tessa Moulton

September has consisted of quite a bit of learning for me at the Association of Rural and Small Libraries Conference and Missouri Libraries Association Conferences. I was able to attend several marketing breakout sessions which will help provide great insight at where to start on the marketing plan. The branches are using their new, individual branch activity guides to give patrons a look at the upcoming programs for the fall. We have included September through December in the activity guides to pass out. Facebook continues to feature flyers for upcoming monthly events and pictures of events from individual branches, as well as, fun bulletin boards, book displays, and window art found in the branches.

In September we featured a Beanstack Challenge titled "NASA's Artemis Project: To the Moon, Mars, and Beyond!", and we had a total of 19 participants for this new reading program that was totally online. Concordia had three participants who finished the activities to receive a prize, Holden had one person who participated, Knob Noster had four participants, Lexington had three participants of which one finished all of the activities to receive a prize, Odessa had two participants, and Warrensburg had a total of six participants. October has a Beanstack Challenge underway called "Slice of Reading – Pizza Month Challenge", and I hope there are even more participants this month.

Programmers are continuing to work on their next portion of programming for January through May. We are meeting on Wednesday, October 5 in Odessa and Wednesday, November 2 in Lexington to continue collaborating about the various program ideas everyone has found or has used before. The network of support the programmers is an awesome way for everyone to gain insight and tools for success!

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/using
Programs	Book Club	Adults	6
	Storytime (4)	Preschool	39
	Family Film Friday	All Ages	1
Take & Makes	Embroidered Notebook	Preteens & Teens	12
	Library card holder	Elementary	12
Passive	Coloring pages & word searches	All ages	50
	Dear Banned Author	All ages	2
	Books to Love	Teen/Adult	6
	Steam Kit at the Library	Preschool/Elementary	8

Outreach/ Community Engagement: We participated in the Fall Festival ping pong ball drop event, 25 library-themed goodie bags were given out to children.

I visited a St. Paul's elementary teachers' meeting to offer library card registration for them and to explain the library services available to library cardholders.

New Library Cards: 11

Positive Experiences: Secretary of State Jay Ashcroft visited Concordia Branch to present a ceremonial grant check for \$12,358 to Trails Regional Library which represents the funding for the 17 STEAM to Go Kits housed at 5 Trails libraries. The STEAM kits are hands-on learning experiences for children and young adults.

Corder: Shelly Hopper

Type of program	Name of Program	Age group	Number attending/using
Programs	Storytime (4)	All Ages	10
	Corder Book Club	Adult	3
Passive	Color Sheets	Pre-K	0

Community Engagement – Notices of all programs are posted in our local post office and on our community board. We also send program information to be featured in the Corder Newsletter.

Director's Report

New Cards Issued - 3

Highlight: We are excited to be back to in-person storytime. We have missed our littles!

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
take and makes		Preschool	50
programs	Fall Painting	Teens	3
	MVCAA	Preschool	2
	Matinee	Preteens	0
	Storytime (5)	Preschool / elementary	55
	Fall Painting	Adults	20
	Sand Art	Teens	7
passive	knitters club	adults	32
	book club	adults	5
	Coloring sheets	Pre school	50

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

New library cards: 22

Positive Interaction: We have engaged the community with MVCAA, several of our patrons have utilized this outreach service. We are connecting with new patrons every day and signing up for Library cards.

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/ using
Programs	Cinema Saturday	Family	0
	Storytime (3)	Preschool	50
	Harry Potter early out	Elementary	8
	Scrap Card Class	Adult	3
	Minecraft Pixel Art	Preteen/ teen	6
	Figure it out Fridays	Adult	2
Take & Makes	Halloween Fold-its	Preteen	15
	Apples	Preschool	3
	Squirrel	Preschool	8
	Maracas	Elementary	7
	Owl	Elementary	8
	Adult bookmarks	Adult	12

Director's Report

Passive	Spooktober Bingo	Teen/ adult	7
	Rosh Hashanah display	Family	3
	Banned Book Display	Family	
	Library Lego Display	Children	20+
	Coloring/ Activity sheets	All ages	30

Outreach: Flyers, outdoor sign

New Card Registrations: 15

Highlight: We have talked with Bruce Uhler from the Johnson County Historical Society and Warrensburg city council member, about Knob Noster hosting the Smithsonian traveling exhibit called "Crossroads:Change in Rural America" . We have submitted our application and are very hopeful we will be honored with the opportunity!

<https://mohumanities.org/crossroads/>

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Programs	Beginners Yoga (3)	All Ages	43
	Storytime (4)	Preschool	15 children, 18 adults
	Lego Challenge	Children	7 kids, 3 adults
	Painting with Coffee	Preteens/ teens	3 teens, 1 adult
	Theater Thursday	All Ages	0
	History Meet Up	Adults	8
Passive	Banned Books Week Display	All ages	

Outreach – Preparing for Lexington's Octoberfest we worked with the Chamber and neighboring merchants to offer/present what our library has to offer at the event. We are setting up a table complete with Trails branded items, crafts and our new Fall Activity Guide.

New Library Cards: 19

Highlight: We loved all of the Wentworth alums coming into town who stopped by and to visit us during Homecoming Week. We get an ear full of local history! Lexington is celebrating the opening of the new Wentworth Museum.

Director's Report

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/using
Program	Tabletop and Beyond	Teen	13
	Odessa Homecomings of the past	Everyone	1
	Family Movie Afternoons	All Ages	1
	Be an Outlaw	Adult	6
	Storytime	Preschool	63
	Sharpie Art	Elementary	7
	School's Out, Hang out	Elementary	0
	Customize Your Notebook	Elementary	4
	Book Lover's Book Club	Adult	5
Take & Make			

Outreach: Tessa Moulton (Public Services Manager) and Kendra Redden (Odessa Branch Manager) spoke about Trails Regional Library and the Odessa Branch at the Odessa Rotary Club.

New Cards: 38

Highlight: I was invited to be a guest columnist for the Odessan this month. The staff was excited to have 13 teens come and participate in the Tabletop and Beyond program in September.

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime in the Stacks (4)	Preschool	93
	Music & Movement (5)	Preschool	40
	Free Play w/ Friends	Preschool	40
	Acrylic Painting Exploration	Adults	15
	About Autism	All Ages	2

Director's Report

	Coffee & Connections (5)	Adult	15
	Seniors & those who love them	Adult	1
	3R Book Club	Adult	6
	Rats need love too	All ages	5
Passive	Hispanic Heritage Month Movie (3)	All ages	0
	Early Out Hang Out (3)	Preteen/Teens	13
	World Map Table Top Coloring Page	All ages	unknown
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: UCM's Get Out the Red; attended Ridgeview Elementary Family Night

New Cards Issued: 157

Highlight: Jessica Craig attended the Missouri Library Association conference in Springfield, Mo. Between networking and bringing back ideas on programming and reader's advisory, she said the conference was a great help with furthering her work at the branch.

Waverly: Amy Boland

Programs	Storytime	Preschool	7
	Adult Circle	Adults	4
	Movie	All ages	0
Passive	Activity sheets	Preschool/Elementary	12
	Apple's	Preschool/Elementary	3

Outreach: Handed out Fall Activity Guides and Quick Start guides at Apple Jubilee.

New cards issued: 0

Highlight: Parents as Teachers used the meeting room for visiting one on one with kids. Parents as Teachers provided one storytime on the 26th.

Director's Report

Leeton Express: Deanna Schuler

New cards issued: 2

Week 1: September 6, 7, 8, 10

Community Patrons (in library)	20	<p>Our very first Saturday morning Story time & Cinema Saturday</p> <ul style="list-style-type: none"> • We had a Bingo marker flag craft with a story about the flag • We showed Night at the Museum and served popcorn. • We had 2 families for story time • We had 6 kids / 3 adults for the movie
Student Patrons	22	
Trails Checkouts	4	
Leeton Checkouts	8	

Week 2: September 13, 14, 15

Community Patrons	8	<p>We had our very first 3rd Thursday Fun and Games Event. VERY SUCCESSFUL day. 34 kids 8 adults (which is great considering most of the kids were B & G club kids. We did a combination "celebration" of Arts in Education Week paired with International Dot Day. We watch a youtube video of Emily Arrow talk about the DOT book by Peter Reynolds and sing an original song. K-2 decorated their own DOT and 3-5 drew zentangles in circles/dots.</p>
Student Patrons	8	
Trails Checkouts	5	
Leeton Checkouts	8	

Week 3: September 20, 21, 22

Community Patrons	3	<p>I am seeing an increase in HS students requesting TRAILS books. This is very exciting.</p>
Student Patrons	9	
Trails Checkouts	6	
Leeton Checkouts	3	

Week 4: September 27, 28, 30

Community Patrons	7	
Student Patrons	13	
Trails Checkouts	8	
Leeton Checkouts		