



December Reports




Presented to the Board January 2023




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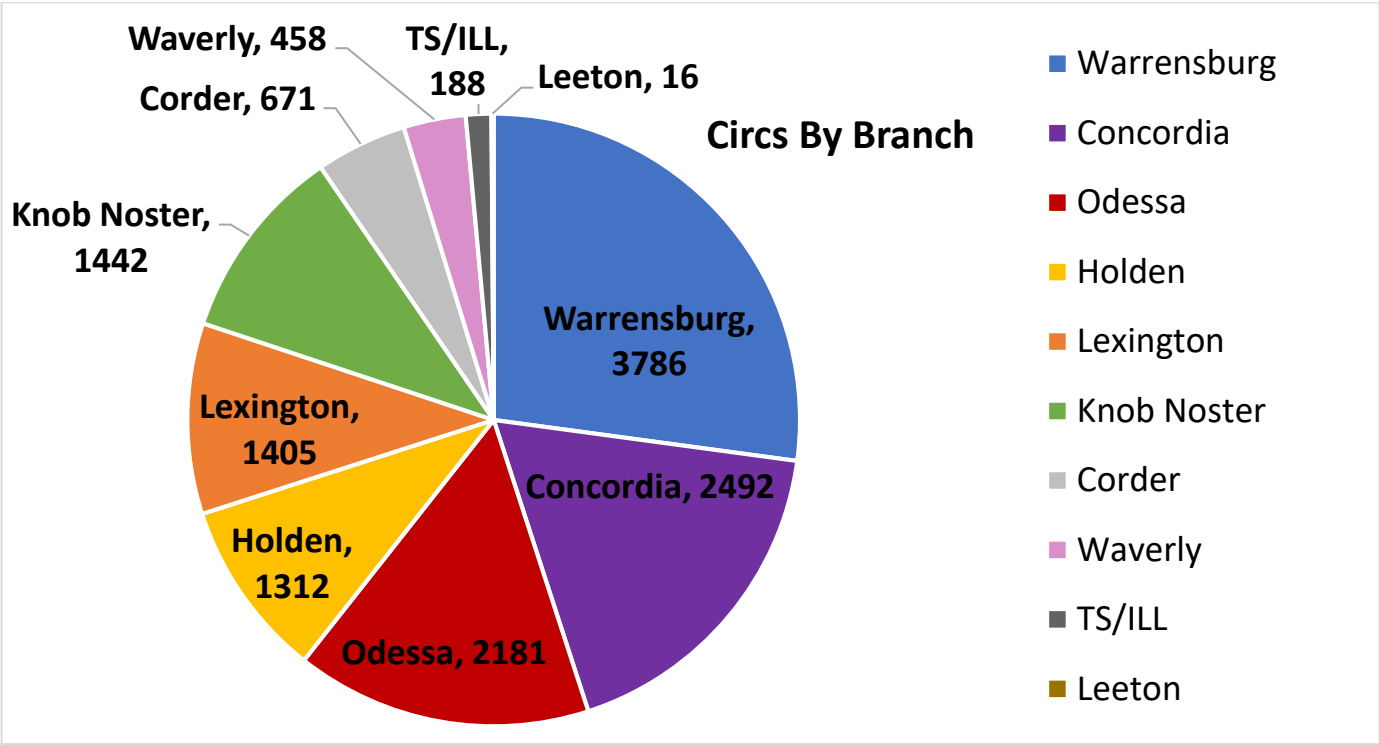
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Circulation, Physical Materials

December Circulations

			
	Books	Media	Hotspots
Monthly	11,065	2,844	49
YTD	81,693	18,405	232

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
11,230	2,728	1,042



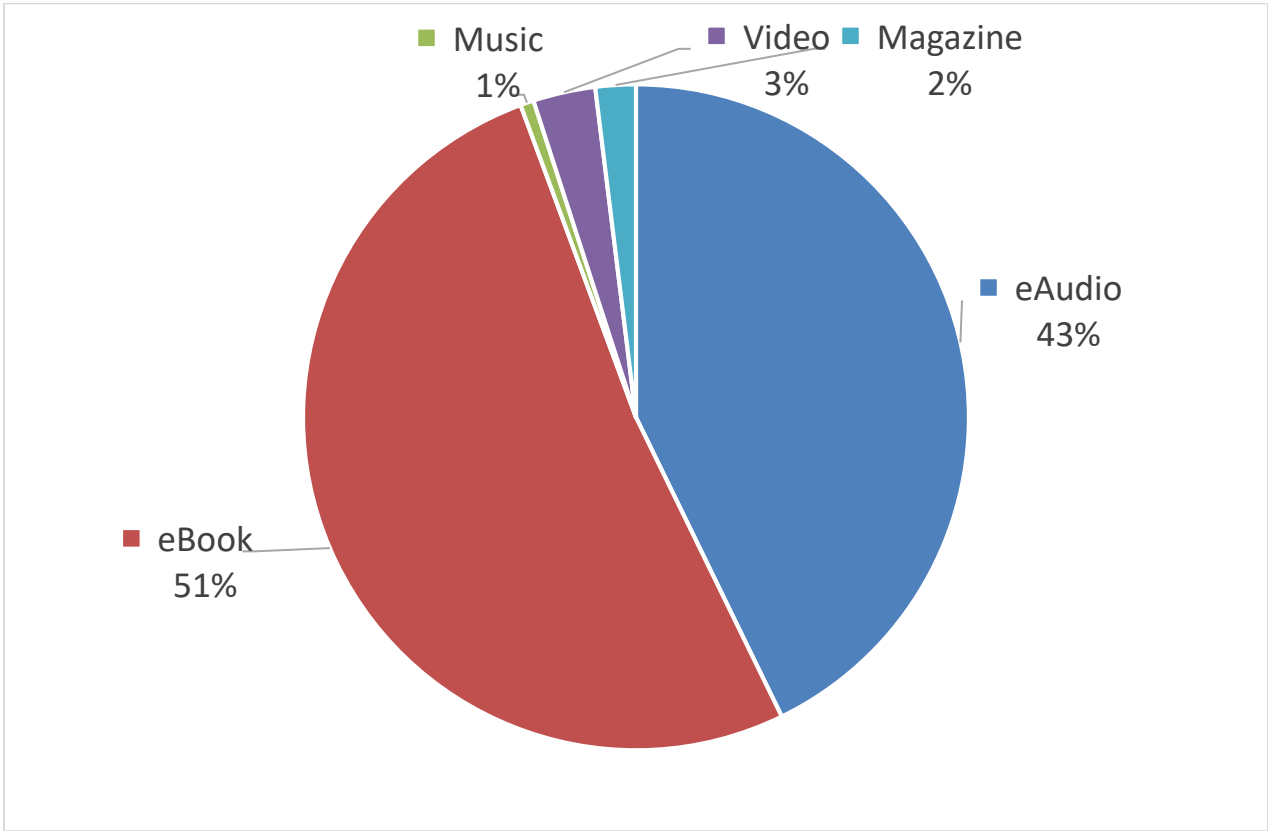
Circulation, Digital Materials

		eBooks	eAudio	Video	Music
hoopla	Month	250	680	139	30
	YTD	1,905	4,283	703	160

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

		eBooks	eAudio	Magazines
OverDrive	Month	2,120	1,285	90
	YTD	12,846	8,211	451

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



Usage, Computer & WiFi Internet Access

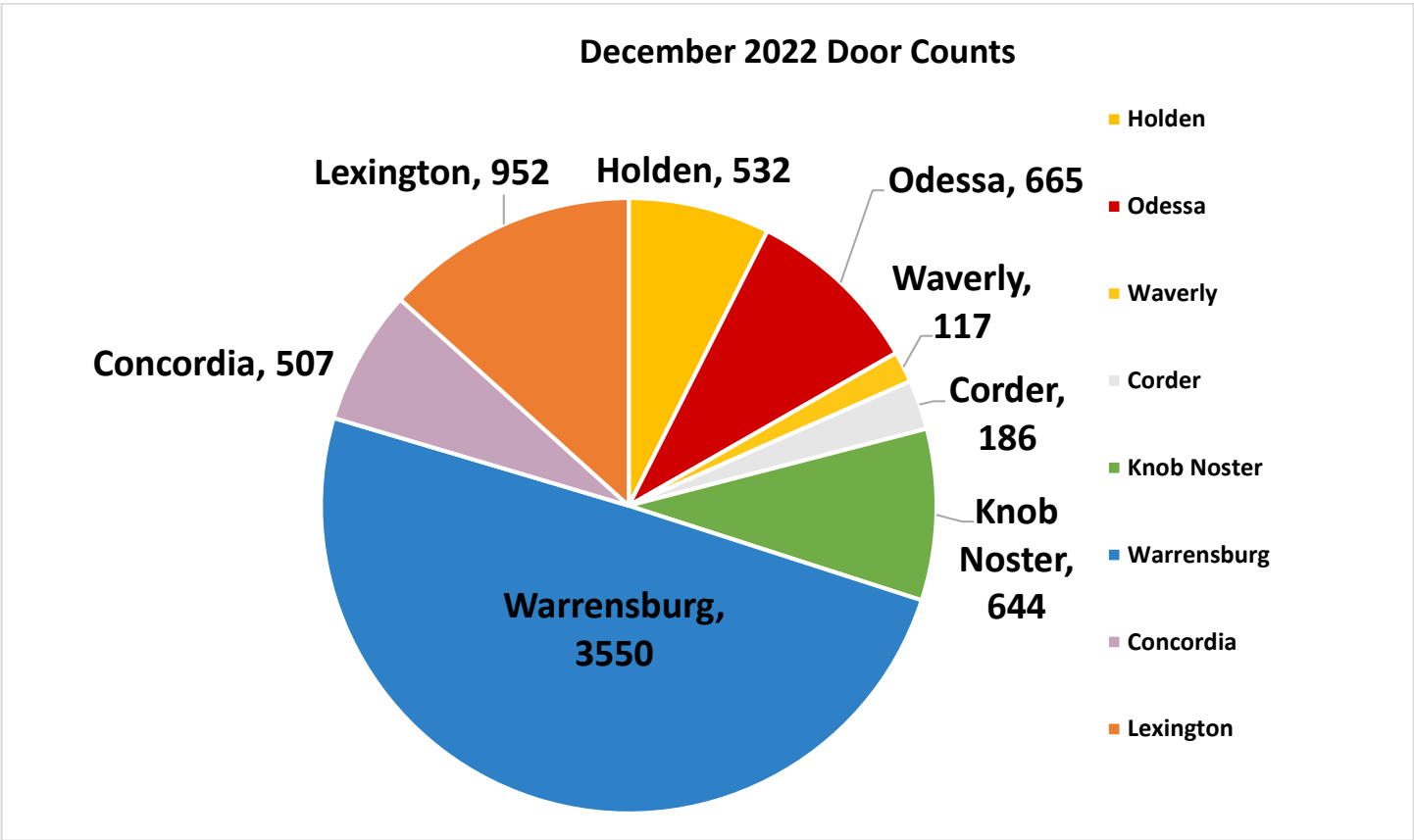
Computers:

District: Current Month	
December	Total
2022	1,043
2021	777
2020	76
2019	1,668
2018	2,408
District: Year to Date	
FY 2023	6,707
FY 2022	5,121
FY 2021	796
FY 2020	12,877
FY 2019	17,609

WiFi:

District: Current Month	
December	Total
2022	1,141
2021	-
2020	-
2019	-
2018	-
District: Year to Date	
FY 2023	7,523
FY 2022	0
FY 2021	0
FY 2020	0
FY 2019	0

Usage, Door Counters:



Collections

December FY23
Collection

162,294

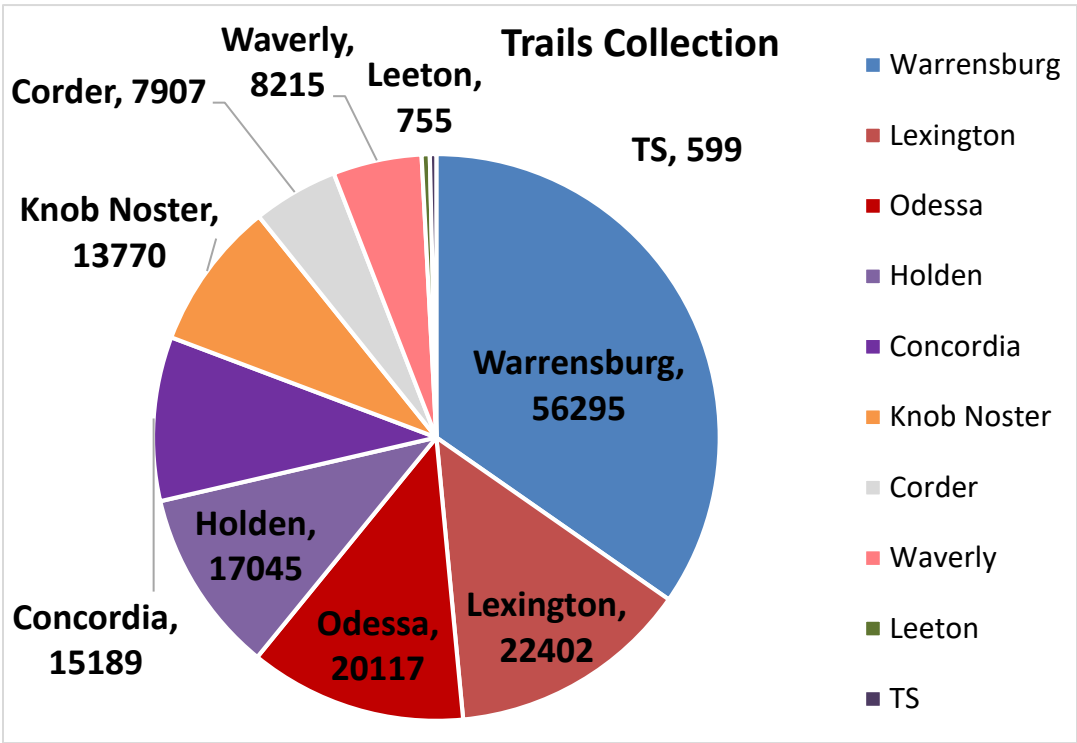
Total Collection

287

Added

2

Removed



Director's Report

Director: Jackie Hawes:

December was another busy month! On December 1st & 2nd, I attended MPLD Conference in Columbia. Public library directors across the state received an update from the State Librarian, Robin Westphal. In addition, we had several wonderful programs: Thinking Outside the Box: Partnering with SNAP-Ed; Missouri Job Center Connect—Serving Missouri Citizens; Improving Literacy, Improving Community Health; Intellectual Freedom Panel Discussion, and Legal Issues Q & A with Adam Sommer (MPLD Attorney).

On December 6th, I conducted an interview for our TS Manager position, but we did not feel the candidate was experienced enough for the position. On December 8th & 9th, I conducted interviews for the TS Clerk II position which we were successful in filling. I also finished my quarterly branch visits in December. I was able to sit down individually with each employee for a nice chat. I thoroughly enjoy these visits with the staff! We have some amazing people working here at Trails!

On December 10th, I attended the Employee Holiday Party, and it seemed that everyone in attendance had a great time. I know I did! It was lovely to see so many Trails Board and Foundation Board members in attendance. We intend to begin our plans much earlier for our 2023 Holiday Party, so hopefully, we can have a better turnout. I'd LOVE to see all staff and Board members there!

On December 12th & 13th, I attended the Administrative Retreat, and we were able to be extremely productive during those 2 days. It was VERY NICE to get out of the office setting in order to focus on our strategic plan.

From December 16-27, I was able to spend time with family and friends in Kentucky/Tennessee. It was a much-needed break! I hope everyone's Christmas holiday was just as wonderful!

Assistant Director: Susan Kromrie

December started with the death of Connie Frasier's husband (part-time clerk in Waverly). I attended the visitation as Trails' representative.

We interviewed someone for the Technical Services manager position, but they were not hired. I have started looking at applicants for the Knob Noster position.

I also attended the Administration Retreat where we worked on assignments for and updating of the strategic plan. We got a lot accomplished in the time allotted. I also attended some training for Hoopla to better understand that platform and some management training online.

On December 15, Jackie and I made a whirlwind Christmas visit to the branches, except Corder and Waverly, which were not open on Thursday.

Department Reports:

Human Resources: Anita Love

Michael Brown was hired for the Technical Services Clerk II position. He will begin his duties on January 2, 2023. Since January 2nd is a Holiday he will begin his training on January 3rd. Michael will be filling the position left by Michelle Trent.

Frances Turpin, Odessa 19-hour Library Clerk I, has resigned. Her last day was December 31, 2022. Trails has begun the search for her replacement.

Trails will begin the interviewing process for the Knob Noster 19-hour Library Clerk I position in early January.

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 look at some of the projects and needs this team has assisted with during the month of December.

December tends to be a slower month for the department. With the holidays during the month and people requesting time off to be with family, we use the month as a time to catch up on some things we want to finish up before the new year and to also get ready for projects to come. One of the big gear ups for the next year was receiving the computers and monitors needed for the grant project. We did receive both shipments by end the of the month and Luke already started getting some of the machines setup so installation can begin in January.

IT Department: Luke A. Ciccone

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

- Started building new computers as part of the LSTA tech mini grant.
- Monitors came in but came with HDMI cables in the box. The new computers do not work with HDMI, they need display cables. Placed an order for display cables from PCMR in Warrensburg.
- Had a fantastic Christmas with friends and family!

Facilities: Billy Stone

Annex – Repaired major water line that burst due to cold weather.

KN – Repaired soap dispenser in public bathroom.

WB – Secured loose awning on east side of building.

WV – Replaced bad faucet in kitchenette.

Director's Report

Courier: Roger Dumas

Courier runs have been proceeding without issues over the last month. During the snow storm that happened during the month, we did not do the run, so Tommy assisted TS with tasks.

Office Manager: Karen Churn

The month of December was a continuation of purging really old files in order to free up space. There were a lot of files from my predecessor that we no longer needed to keep.

My job is cyclical and rarely changes. I did, however, have the opportunity to do a little payroll processing training with Anita, but we still have a lot to cover over the next few months. Our next tutorial will entail her sharing her computer screen over Go-To Meeting and me talking her through each step while watching her navigate the system. She will also be using my written procedures to test if they are coherent and detailed enough to follow if I'm not available. This gives me the opportunity to make changes, if necessary. I am planning to take several vacations this year as I'm currently carrying the maximum hours of annual leave at this time.

Technical Services: Anita Love

I continue to work in the afternoons in the Technical Services department. My focus is to get through the weeding projects for Lexington and Waverly. I have also worked on re-organizing the space within the room. With a new employee about to start, I hung up signage delineating the different areas of TS. We now have a specific area for "Deliveries", "Receiving Area", "Supplies Area", "Book Jacketing", etc.

All materials are out of boxes and are on carts and the carts are in order of being received.

I have also worked at organizing the TS Manager's office. Unfortunately, I think that area became the "don't know what to do with it, put it in Nate's office" area.

I would like to recognize Alicia McSwain, who has single handedly continued cataloging throughout this month. She has worked very hard keeping up with requested materials and popular authors. Thank you, Alicia!

Public Services: Tessa Moulton

Regina Lamont was very busy in December. Circulations consisted of 2,793 items sent via courier and 21 items sent via USPS. These circulations are only the items that are requested through Missouri Evergreen and ILL. Regina definitely deserves praise for doing an amazing job with her responsibilities as Circulation Coordinator.

Trails Regional Library participated in a KMMO "Tell Me a Christmas Story" program that they do every December. We were given extra commercial spots for participating, and we received recognition from people who noticed the commercials.

Director's Report

The January through May programs were turned in at the beginning of December, and Andrea diligently worked on finishing the Activity Guides. The Activity Guides were sent out, and then she started working on flyers and the website events calendar. Trails Regional Library was awarded the Summer Reading Program Promotional Grant through the Missouri State Library. The grant was for \$715.99 which has to be used at CSLP (Collaborative Summer Library Program) Shop. We will purchase items to provide promotional items to patrons when they enroll in the Summer Reading Program and decorate the branches to promote SRP. The Summer Reading Program Grant was turned in to the Missouri State Library. The total amount requested on the grant was \$14,999.60. Within the grant, we requested finances to help with a part-time employee, craft supplies, promotional supplies, radio promotion spots, books for the collection, three summer presenters, and other program supplies. The Summer Reading Grant results will be announced by the end of January and purchases may begin at the beginning of February. The SRP Grant would help enrich our Summer Reading Program if we are awarded.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/using
Programs	Happy Day Before New Year's Eve Party	All ages	3
	Storytime (4)	Preschool	39
	Family Film Friday	All Ages	0
Take & Makes	Snow Globe craft	Elementary	30
	Snowy Mason jar	Teen & Adult	6
Passive	Gift wrapping station	Teen & Adult	0
	Holiday Scavenger Hunt	Elementary	12

Outreach/ Community Engagement: none this month

New Library Cards: 9

Meeting Room Use: 0

Positive Experiences: Many years ago, a patron who was moving out of the state donated her Christmas tree to our branch. When the next Christmas season arrived, we discovered the tree had a revolving tree stand. Every year since we have used the tree to display Christmas books and patrons love it! Adults, teens and children are all amazed at the wonder of that tree. It is a yearly highlight for staff to see the enjoyment that old tree gives.

Director's Report

Corder: Shelly Blackburn

Type of program	Name of Program	Age group	Number attending/using
Programs	Storytime (4)	Preschool	17
	Corder Book Club	Adult	4
	Kindness Club	Teen/Tween	0
	Milk/Cookies Evening Story Time	All ages	17
	Saturday Matinee	All Ages	3
Passive	Color Sheets /Word searches	Pre-K/Elementary	27
	Scavenger Hunt	All Ages	12
Take and Make	Fall Magnet	All Ages	30

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.

New Cards Issued – 1

Meeting Room Uses: 8

Highlight: Our intellectually disabled group and youth patrons really enjoyed the scavenger hunt. The ornament prizes were a big hit!

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/using
take and makes		Preschool	57
programs	Wood medallion xmas ornament	Teens/adults	2/12
	Felt xmas tree ornament	Preschool	31
	Matinee	All ages	50
	Storytime (4)	Preschool / elementary	92
passive	knitters club	adults	15
	book club	adults	4
	Gnome scavenger hunt	Preschool	52
	Coloring sheets	Pre school	110

Director's Report

Community Involvement/Outreach: Holden School Librarian

New library cards: 10

Meeting Room Uses:

Positive Interaction: Did manager training with Kendra! Had new children for story time.

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/ using
Programs	Cinema Saturday	Family	0
	Storytime (4)	Preschool	115
	Headstart Storytime	Preschool	19
	Santa's visit	Family	45
	Winter Sock Gnome	Adult	0
	Charm Bookmarks	Teen	0
	Christmas Storytime	Family	39
	Holiday Ornament Class	Teen/Adult	0
	Figure it out Fridays	Senior	5
Take & Makes	3-D snowman	Elementary	6
	Snowflakes	Elementary	5
	Buddy Elf Headband	Elementary	8
	Christmas Cootie Catcher	Elementary	7
	Paper Doily Ballerina	Elementary	9
	Yarn Hat Ornament	Teen	15
	Gingerbread Ornament	Elementary	8
Passive	Paper Tree	Elementary	9
	Elf on the Shelf	Teen/Adult	24
	Holiday Bingo	Elementary	31

Outreach: We have partnered with Head Start again and are visiting to do storytime once a month.

New Card Registrations: 10

Meeting Room Uses: 20

Highlight: We had a fabulous turnout for our Christmas Storytime and Santa event with another visit from our Police Chief as well!

We have our new Open sign up and working and our bathroom is almost finished!

Director's Report

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/using
Programs	Beginners Yoga (3)	All Ages	17
	Storytime (3)	Preschool	12, 12 adults
	New Year's poppers	Elementary	7, 4 adults
	Pom Pom pets	Preteens/ teens	1
	Theater Thursday	All Ages	17
	Candy making	Adult	1
	Multi-Christmas History	Adults	6
Passive	Scavenger Hunt	All ages	
	Pumpkin or Pecan	All	
	Christmas tree book	All	

Outreach – Collection Box for adult clothing for Riverbend Heights Nursing Home. Attended the Parents as Teachers Advisory Committee meeting.

New Library Cards: 9

Meeting Room Uses: 13

Highlight: Participated in the Lexington Festival of Lights with a decorated sidewalk tree, passers-by could guess the book from the ornament clues on the tree and come into the library for a small prize for the correct answer. We hosted the River City Players for the annual Christmas play.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/using
Program	DnD at the Library	Teen	3
	Winter Party	Elementary	8
	Family Movie Afternoons	All Ages	0
	No Grinches	Elementary	4
	Storytime	Preschool	37
	Play and Learn	Preschool	8
	Cookies with Santa	All ages	72
	Book Lover's Book Club	Adult	5
Passive	Snow globe	All Ages	17

Director's Report

	Odessa Business Bingo	All	0
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Outreach: We partnered with Heritage Reality on December 8th and hosted an evening of Santa reading "The Night Before Christmas" at Heritage Reality on the downtown square. Adults and children came and listened to Santa read as well as took pictures and received a book, bell and candy. We had a total of 45 participants.

New Cards: 30

Meeting Room Uses: 31

Highlight: The Odessa branch was asked to be used in a DECA project about community leadership and I was interviewed by a high school student about what customer service looks like and how our history plays into our role in the community.

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime in the Stacks (4)	Preschool	88
	Music & Movement (5)	Preschool	69
	Free Play w/ Friends (5)	Preschool	69
	Early Out Hang Out (4)	Teens	2
	Hot Chocolate Ornament	Family	6
	Coffee & Connections (4)	Adult	15
	Seniors & those who love them (3)	Adult	0
	Horror Enthusiasts Club	Adult	0
	Exploring Watercolor	Adult	6
	Wood Ornament Painting	All ages	5
	Missy's Card Class	Adults	11
Passive	Scavenger Hunt	All Ages	28
	Coloring Sheets	All ages	125
	Would You Rather	All ages	171
Take n Make	Snowmen	Preschool	15

Outreach/Community events: Storytime at Headstart, Storytime at Old Drum Coffeehouse for Dickens Christmas

New Cards Issued: 50

Director's Report

Meeting Room Uses: 9
Study rooms: 41

Highlight: Patrons of all ages had fun with our Book Title Scavenger Hunt and really loved the ornament prizes.

Waverly: Amy Boland

Programs	Storytime	Preschool	6
	Adult Circle	Adults	0
Take & Make	Christmas Ornaments	All	8
Passive	Activity sheets	Preschool/Elementary	14
	Scavenger Hunt	All Ages	1
	Reindeer ornament	All	1

Outreach: Breakfast with Santa at Rivertown Christmas

New cards issued: 0

Meeting Room Uses:

Highlight: Connie returned to work.

Leeton Express: Deanna Schuler

No report