



April Reports


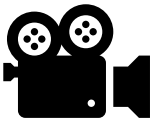




Presented to the Board May 2023

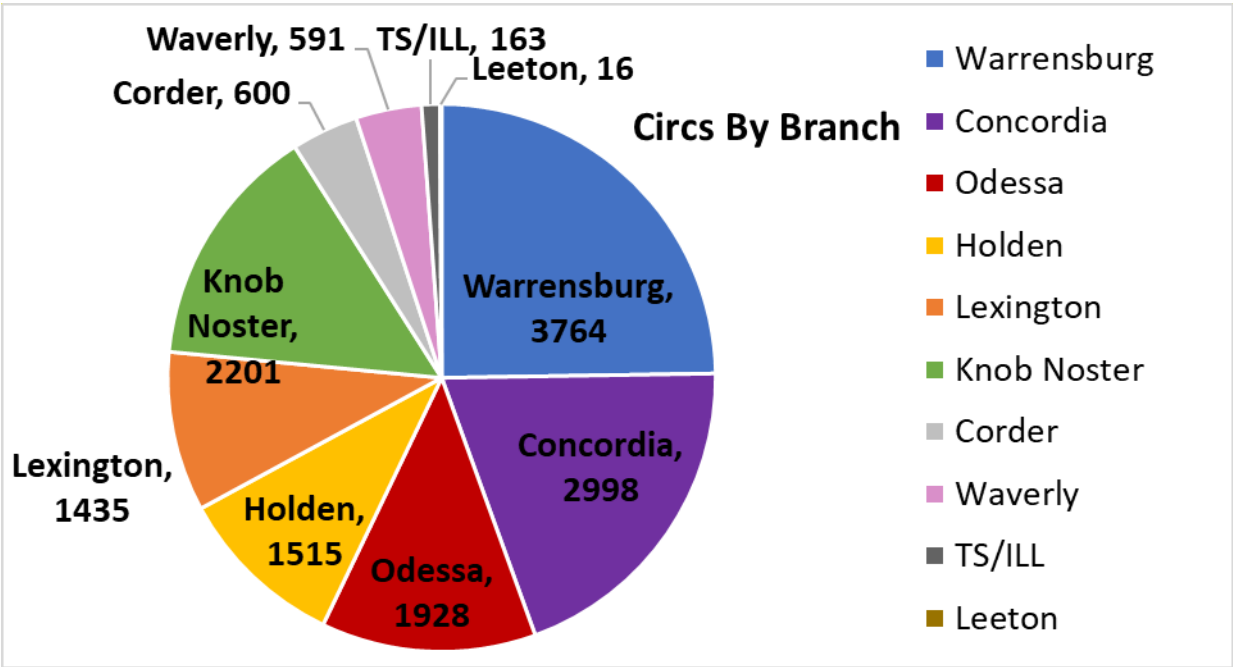
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Circulation, Physical Materials

April Circulations

			
	Books	Media	Hotspots
Monthly	12,835	2,308	38
YTD	133,882	28,995	369
			
	Trails Circulations	Non-Trails Circulations	Self-Check Circs
	12,028	3,153	1423



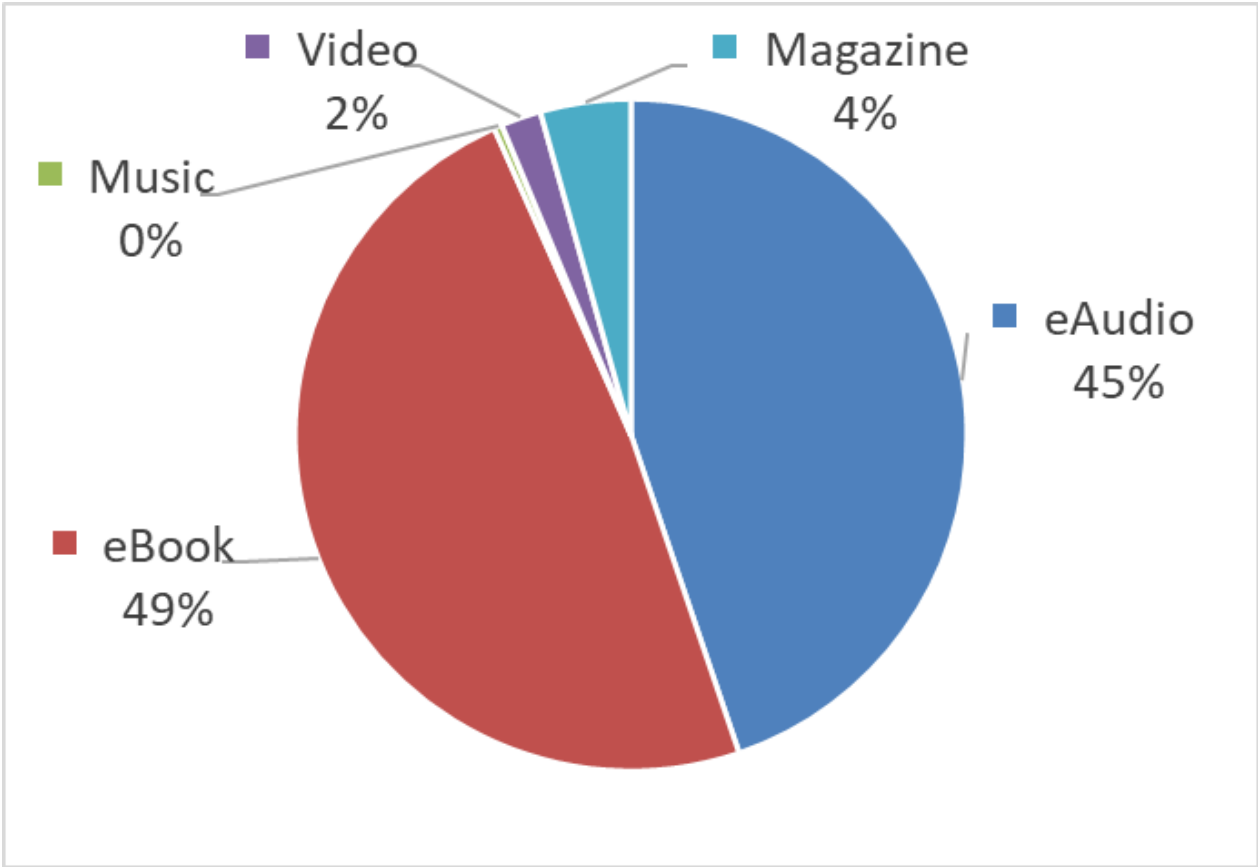
Circulation, Digital Materials

		eBooks	eAudio	Video	Music
hoopla	Month	329	787	94	19
	YTD	3,261	7,671	1,246	263

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

		eBooks	eAudio	Magazines
OverDrive	Month	2,023	1,384	211
	YTD	21,164	13,933	922

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



Usage, Computer & WiFi Internet Access

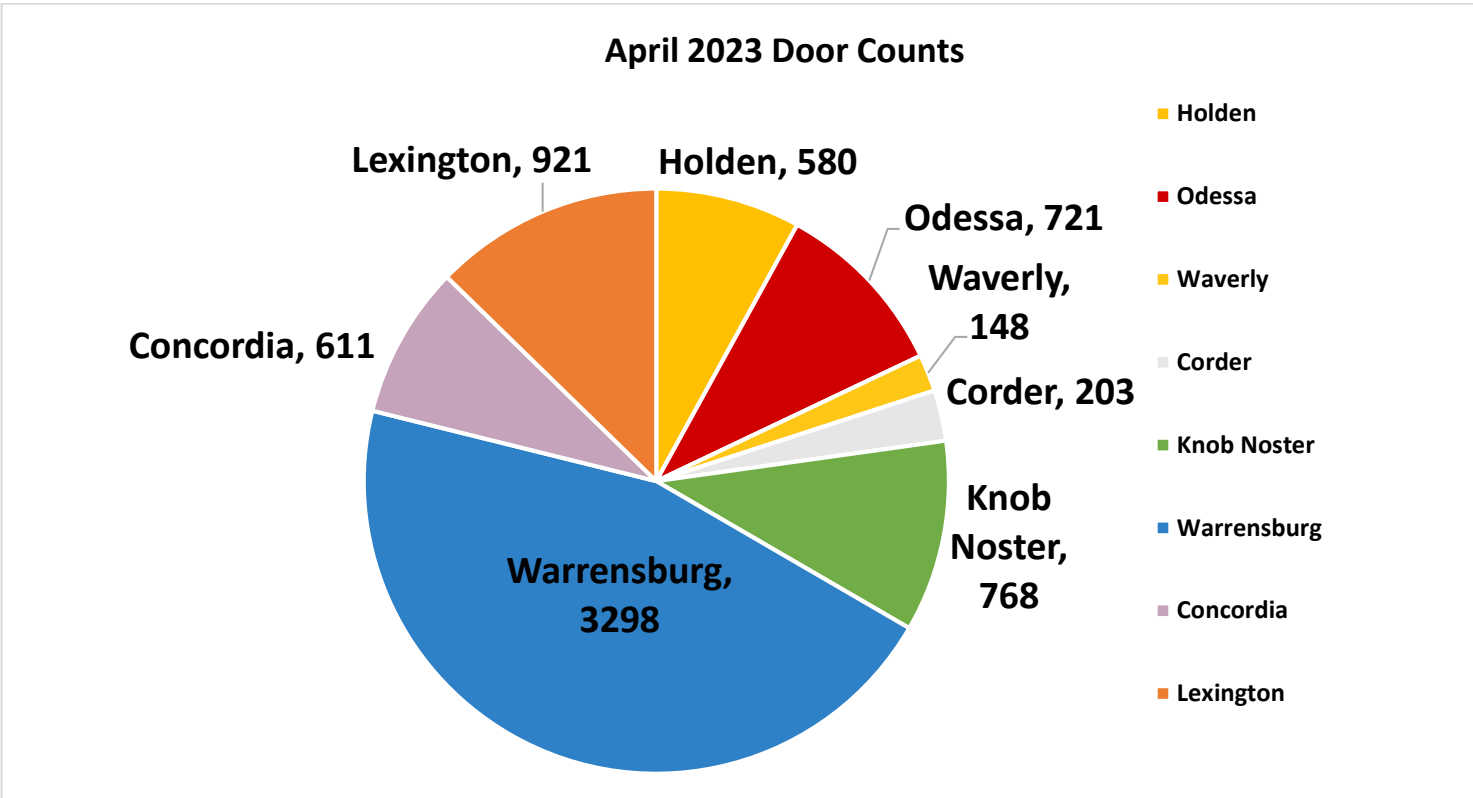
Computers:

District: Current Month	
April	Total
2023	1,181
2022	998
2021	447
2020	-
2019	2,843
District: Year to Date	
FY 2023	11,312
FY 2022	8,370
FY 2021	1,838
FY 2020	16,842
FY 2019	28,905

WiFi:

District: Current Month	
April	Total
2023	1,323
2022	-
2021	-
2020	-
2019	-
District: Year to Date	
FY 2023	12,869
FY 2022	0
FY 2021	0
FY 2020	0
FY 2019	0

Usage, Door Counters:



Collections

April FY23
Collection

165,002

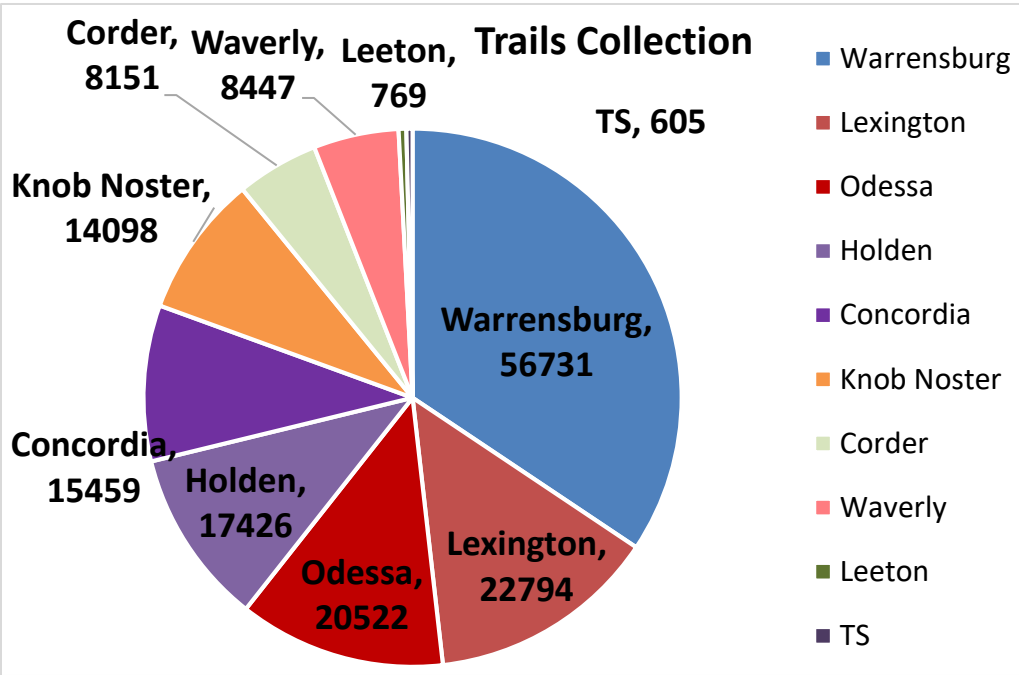
Total Collection

946

Added

90

Removed



Director's Report

Director: Jackie Hawes:

Other than working on the budget...On April 4th, we had another Managers Training Day. On April 5th, I attended GRLC (Grand River Library Consortium) meeting and training in Trenton, MO. From April 12-17, I was able to go to Kentucky to spend time with my son before he left for basic training. Before the Board meeting on the 19th, I was able to conduct my Concordia Branch visit. Beginning on April 21st, Susan and I met with 5 of our 8 Branch Managers to discuss results of the community program survey. We received some excellent feedback from our wonderful patrons! This feedback will assist each branch in determining the best types of programs, best day of the week, best time, and the age level of programs needed/wanted in their respective communities.

Assistant Director: Susan Kromrie

At the beginning of April, we had another Manager Training Day. This time focusing on evaluations, progressive discipline, and scheduling. We also discussed the book "The New One-Minute Manager. Everyone seemed to enjoy the time and came away with something of value.

I reviewed applications for the Program Coordinator and Marketing and Communications Manager position, as well as worked on the questions for the interviews. Jackie and I also started the process of reviewing the results of the programming survey with branch managers.

With Anita now managing TS, we set aside a day for Billy, Luke, and Tommy to help Anita, Tessa, and myself to move offices. Anita is now in TS full time, Tessa has moved HR into the office next to Karen, and I have moved into Anita's old office next to Jackie's.

Department Reports:

Human Resources: Anita Love

Mike Cooperider has been hired for the Holden 19-hour Library Clerk I position. Mike began his training on April 10, 2023.

Beth Hoppmann has been hired for the Concordia 40-hour Library Clerk I position. Beth too began her training on April 10, 2023.

Both job ads; the Library Program Coordinator and the new Marketing and Communications Manager position, have been posted. Interviews will begin late April or early May.

Andrea Kirkendall, Collection Development Specialist/Marketing, has resigned. Her last day will be May 2, 2023.

Tessa Moulton continues with her training as the new Human Resources Manager.

Director's Report

The big project for the month of April is the moving of offices. I had to organize and pack up both the HR Manager's office and the TS Manager's office. The big move happened the last Tuesday of April. It was a challenge, but it all came together rather nicely. A big thank you to the Support Services Crew; Billy Stone, Luke Ciccone and Tommy Denne for all the heavy lifting of the big furniture and setting up computers. And thanks to Roger Dumas for performing the courier run that day so Tommy could help move.

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 March.

- Worked with Gordian to get two project proposals ready for April's Board meeting. These two projects were the HVAC unit for Concordia and the repairs to the wall in the Warrensburg Branch. Also worked with Gordian to start putting together a proposal for fixing the leaking issue with the Concordia Branch wall. After the board had its meeting and approved the CC HVAC proposal and the Warrensburg wall worked with Gordian and the Wilson Group to get contracts put together for the attorney to review and the Director to sign so work can start on the project. At present, we have had the standard contracts from the Wilson Group approved by the libraries lawyer and are currently awaiting copies of the Wilson Groups insurance and proof of being part of E-Verify which we need for them to do work for the library legally. I do not anticipate any issue with the Wilson Group being able to furnish said documents.
- During April, the Support Service department started work on two grounds cleanup projects at two of our branches. At the Knob Branch, there was over growth and a number of small trees that had started to grow up along the back wall of the library. We scheduled a full day and had the whole department show up to work on cleaning up this area of the Knob Noster grounds. It was a successful project and the area looks much better.

We also started a fence line clean up at Warrensburg Branch. At the back of the library and around the grounds that the Annex sits on, the fence lines have become overgrown throughout the years. The work has proven to be bigger than originally thought, and therefore is going to take us longer than anticipated. The team was able to make a great start on it though, and will continue working on it in the afternoons when time permits.

- With the end of the fiscal year coming up fast, the Support Services department also starting a review of where we are with our budget, projects, and preparation for future needs. We have instituted a new facilities spring preventative maintenance schedule that Billy Stone has started working through at each branch. We are also preparing final purchase ideas that the department might need to make before the end of the fiscal year.

Director's Report

IT Department: Luke A. Ciccone

The following is a list of projects the IT department worked on during the month of April 2023. 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 cleanup project behind Knob Noster
- Hunted down devices that did not get moved over in original Akamai transition.
- Worked with Bibliotheca to get Concordia self-check operational.

Facilities: Billy Stone

CD – Performed spring preventative maintenance. Found that AC compressor was inoperative; contacted Corder City Clerk. The City of Corder is going to take care of having the HVAC system replaced.

HD – Performed spring preventative maintenance.

WB – Moved office furniture for three admin offices. Began cleanup of fence line and forested area.

WV – Performed spring preventative maintenance. Installed new shelf above kitchenette. Corrected wiring issue in one of the overhead light fixtures.

Courier: Roger Dumas

Courier runs have been proceeding without issues over the last month. Tommy started back into mowing lawns once a week. He also assisted in the grounds cleanup for the back of Knob Noster and the start of the fence line clean up in Warrensburg

Office Manager: Karen Churn

All has been well in my office and the ADP issues have finally been resolved. I've confirmed that although everyone eligible is awarded their Annual/Sick Leave on the last day of the pay period, they will not show up on individual accounts until I process payroll. By processing payroll, the system knows that all of the hours are correct or have been corrected and that there are no errors. I will continue to check on things for the next couple of pay periods; however, all eligible employees have been advised to periodically check their leave hours and contact me immediately if they find any discrepancies.

Technical Services: Anita Love

My training as the Technical Services Manager continues. There are many overlapping functions that I'm trying to sort out. And with Andrea Kirkendall leaving us, I am having to rethink how TS; specifically, collection development, will be accomplished until a replacement can be hired.

On April 13th the Technical Services Department closed so staff could attend the Missouri Evergreen Users Conference in Columbia, MO. It was a great day, meeting and getting to know other catalogers and circulation coordinators from across the state. The networking was invaluable to the staff. It was also a great bonding opportunity for Trails staff. Those attending were Alicia McSwain, Andrea Kirkendall, Regina Lamont, Michael Brown and myself.

Director's Report

At the end of April, I moved permanently into the TS Manager's office. I am slowly getting the office and storeroom organized.

Public Services: Tessa Moulton

No report. Due to a death in the family, Tessa was not able to complete her report in time for the packet. She may have one ready that I can send out with the check register. Our programmers are continuing to get things ready for our big Summer Reading Program.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/using
Passive	Coloring/activity pages	elementary	36
Program	Storytime (4)	preschool	41
	Cartoons & Pancakes	family	7
	Friday Family Film	family	0
	Play & Learn (4)	preschool	0
	Construction Crew (4)	elementary	0
	GN appreciation	elementary/teen	0
	Kids in the Kitchen (6)	elementary	11
	Book Club	adult	3
Take & Make	Make a Mini-Book	elementary	12
Take & Make	Origami Corner Bookmarks	elementary	12
Take & Make	Junk Journals	teens	12

Outreach/ Community Engagement: Flyers posted

New Library Cards: 7

Meeting Room Use:

Positive Experiences: The last six weeks have been a challenge since we have been short one full-time employee. I am grateful for the support from other branches who were able to help out when we needed it. We are easing our new staff member in gently, Beth is working part-time until she can leave her present job when school dismisses for summer. I am also grateful to her for putting in that extra effort.

Director's Report

Corder: Shelly Blackburn

Type of program	Name of Program	Age group	Number attending/using
Programs	Storytime	Preschool	11
	Corder Book Club	18+	1
	Kindness Club	Teen/Tween	0
	Saturday Matinee	All Ages	0
	Needle Stories	18+	3
Take and Make	Poem Creation Kit	All Ages	7
Passive	Color Sheets/WordSearch	Preschool/Elementary	13
Passive	Steam Kit to Go	All Ages	16
Passive	Game On!	All Ages	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.

New Cards Issued – 5

Meeting Room Uses: 8 (Corder Community Group)

Highlight: We have had a few new families come in to get cards and they have been coming regularly. We love getting new patrons!

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/using
take and makes	Dinosaur	Preschool	21
	Easter bunnies	Preschool	10
programs	Daughters of the American Revolution	Teens/adults	7
	Spring Watercolors	Teens/ Adults	1/16
	Matinee	Elementary	0
	Edible book	Adult	1
	Tech Tuesday (4)	Teens/Adults	22
	Storytime (3)	Preschool	52
	Easter card program	Preschool	10
passive	knitters club (4)	adults	25
	Guessing Glass Jar	All ages	80
	Book club	Adults	5
	Crossword search	Preschool	18
	Learning worksheet	Preschool	40

Director's Report

Community Involvement/Outreach: Holden Elementary School

New library cards: 18

Meeting Room Uses: N/A

Positive Interaction: Getting handouts ready for the 90 kindergartners on May 12th!

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/ using
Passive	Passover Display	Children	NA
	Edible Books	All	NA
	DEAR Book Swap	All	0
	Poetry Month Activities	all	7
	Featured Author	Children	NA
	Kids Connect x 4	preschool	58
Take and make	Earth Day Craft	children	10
	Easter Wreath	children	15
	Pop up chick	children	20
	What do plants need	children	7
Program	Storytots x 4	preschool	65
	Storytime x 4	preschool	103
	Spring Evening Storytime	family	8
	Cinema Saturday	family	0
	Family Lego club	family	0
	Early-out Craftivity	child/teen	6
	Early-out game time	child/teen	0
	Book upcycling/Earth Day	child/teen	5
	Figure it out Fridays	Adult/senior	4
	Faux stained glass pt 1 part 2	Adult	10
	Book Club	Adult	7

Outreach: Headstart storytime (15)

Whiteman Elementary Storytime (helped and discussed our programming)

Knob Noster High School- discussed summer reading and programming

New Card Registrations: 23

Meeting Room Uses:

Highlight: Things have been going steady. Staff is doing fantastic and we are just getting ready to gear up for summer reading!

Director's Report

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Passive	Edible Book Contest	all	
	National Library Week	Staff/all	
Program	Story time	Pre school	(4 dates) kids 7,4,8,8 Adults 6,4,6,6
	Yoga	adult	(4 dates) 6,7,5, 5
	History Series Go West	adult	6 adults
	Theater Thursday	family	10 kids and 4 adults
	Who wants to play Uno	children	4 kids, 3 adults
	Table top gaming	T(w)eens	4
	Tin Can Flower Craft	adult	13

Outreach – Book Sale sponsored by the Foundation.

New Library Cards: 11

Meeting Room Uses: 10

Highlight: We had our big book sale for the first time in *years*. The patrons were excited to rummage around and pick out some great books. We had six volunteers who worked the book sale over two days (6 hours total). Our sales for the event totaled \$233.75.

We also had our branch wide Edible Book contest and our staff/branch placed second among the staff/branch competition. We were the only branch to have any *patrons* submit an edible book, we had three entries!

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime	Preschool	37
	Feature Friday	Everyone	4
	Oreo Tasting	Teen	1
	Earth Day	Elementary	12
	Preschool Play and Learn	Preschool	3
	Faux Stained Glass	Elementary	7
	Book Lover's Book Club	Adult	6
	Sit & Knit at the Library	Adult	2
	Teen Book Club	Teen	0
Teen Advisory Group	Teen	0	
Passive	Edible Book Contest	Everyone	0

Outreach:

New Cards: 30

Meeting Room Uses: 1

Director's Report

Highlight: Odessa branch won first place in the Edible Book Contest between the branches. Our entry was made by staff member Noelle Postlethwait.

The Odessa staff had fun participating in the spirit week for National Library Week.

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime in the Stacks (4)	Preschool	120
	Storytime w/ Granny	Preschool	28
	Music & Movement (4)	Preschool	120
	Free Play w/ Friends (4)	Preschool	120
	FinLit Boot Camp	Ages 6-12	0
	STEAM for T(w)eens	Ages 10-15	7
	Early Out Hang Out	Ages 13-18	0
	Get Hooked (2)	All Ages	4
	Craftastic	All ages	9
	Libraries got game (4)	All ages	32
	Cinema Saturday	All ages	3
	Coffee & Connections	Adult 18+	30
	3R Book Club	Adult 18+	7
	Novel Tea Book Club	Adult 18+	7
	DIY Spa Series	Adult 18+	7
Kinship Care	Seniors 55+	4	
Passive	Would you rather (4)	Family all ages	265
Take & Makes	Lady Bugs	Family all ages	95

Outreach activities: Storytime at Head Start, STEAM Fair at middle school, Connect For Effect Volunteer Fair

New cards issued: 50

Meeting room usage: 25

Study room usage: 56

Highlight: Spring cleaning of our storage room is finished and ready for new craft supplies.

Waverly: Amy Boland

Programs	Storytime	Preschool	7
	Adult Circle	Adults	5
	Movie	All ages	0
	Edible Cake	All ages	0
Take & Make	Easter craft	Preschool Elementary	11
Passive	Activity sheets	Preschool/Elementary	12
	Leprechaun in the Library	All	5

Director's Report

Outreach: Took flyers to local businesses.

New cards issued: 1

Meeting Room Uses: 1 – Parents as Teachers

Highlight: Making an edible cake for the contest. This was a fun activity to do and see all the other branch's cakes.

Leeton Express: Deanna Schuler

Type of program	Name of Program	Age group	Number attending/ using
Program	NO Saturday Morning Storytime Easter Weekend	Preschool	0
	No Saturday Cinema Easter Weekend	All Ages	3
	3rd Thursday: Poetry Month activities	Elementary students	25
Passive	Make a Guess: How Many Rocks in a Jar?	All Ages	25
Take n Make	Poetry Creation Station	All Ages	15

Outreach/Community events: Spring Literati Book Fair / Grandparents Day was during the school day (I handed out Activity Guides and Trails Brochures to all grandparents that visited the fair)

New Cards Issued: 4

Computer Usage: 12

Community Group Meetings: Student D&D club continue to meet every Thursday.

A middle school student has been meeting once a week with a tutor during library hours.

Highlight: My 6th grade library skills class is currently constructing 2 Cardboard Box Forts for use during the summer reading program. I used this activity to get THEM excited about the Summer reading program.