



March Reports




Presented to the Board April 2024




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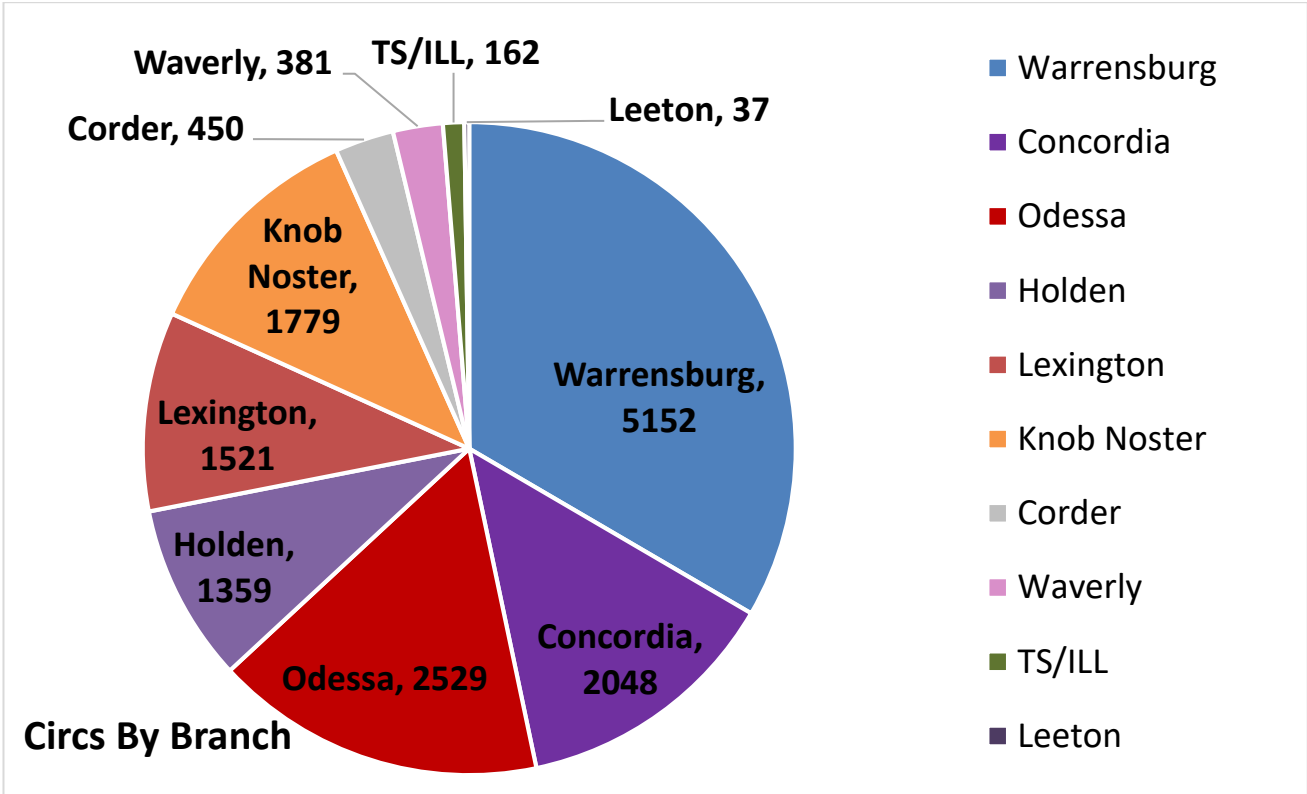
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Circulation, Physical Materials

March Circulations

			
	Books	Media	Hotspots
Monthly	12,973	2,420	24
YTD	117,723	23,121	289

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
12,386	3,032	1,568



Circulation, Digital Materials

		eBooks	eAudio	Video	Music
hoopla	Month	478	1,188	180	20
	YTD	3,814	8,830	1,287	222

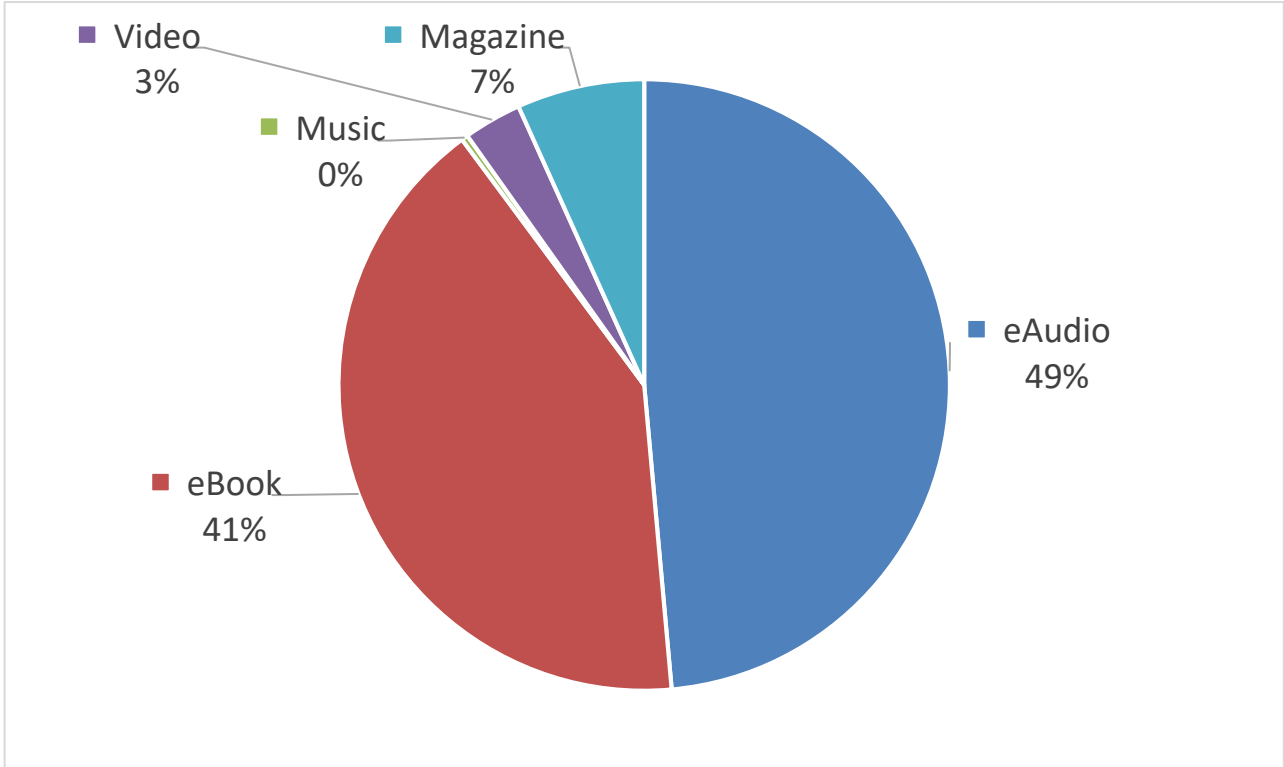
What is it? Cost-per-circ, no wait times, smaller collection, max 10 check-outs per month

		eBooks	eAudio	Magazines
OverDrive	Month	1,938	1,655	395
	YTD	18,237	14,364	3,098

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

		eAudio
Blackstone UNLIMITED	Month	26
	YTD	26

What is it? Annual subscription, no wait, no renewals, no limit, small collection



Usage, Computer & WiFi Internet Access

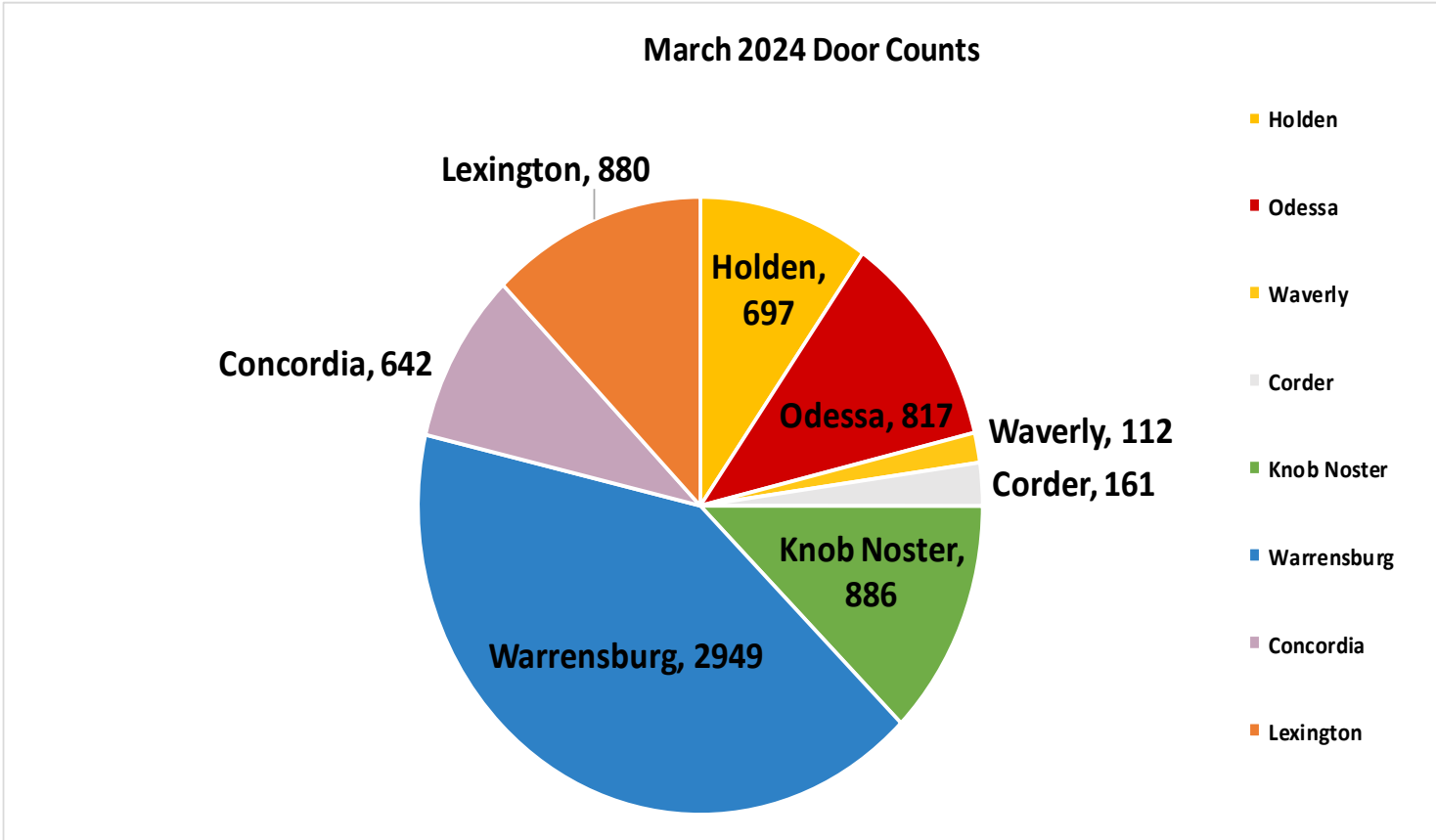
Computers:

District: Current Month	
March	Total
2024	1,173
2023	1,196
2022	814
2021	402
2020	-
District: Year to Date	
FY 2024	10,178
FY 2023	10,131
FY 2022	7,374
FY 2021	1,391
FY 2020	16,842

WiFi:

District: Current Month	
March	Total
2024	1,269
2023	1386
2022	-
2021	-
2020	-
District: Year to Date	
FY 2024	10,539
FY 2023	11,546
FY 2022	0
FY 2021	0
FY 2020	0

Usage, Door Counters:



Collections

March FY24

151,828

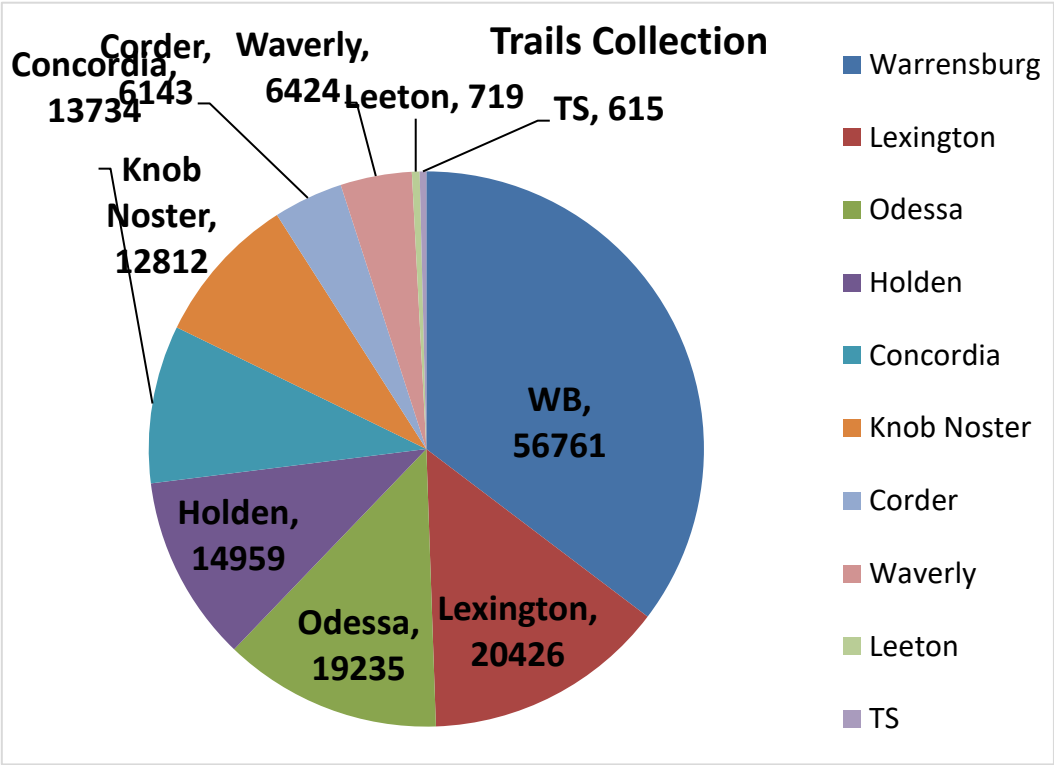
Total Collection

921

Added

3,549

Removed



Director's Report

Director: Jackie Hawes:

I kicked off March with branch visits to CC and WV. On March 5th, I attended the monthly Public Library Directors Forum with the MO State Library. On March 20th, I was able to have a branch visit in HD prior to the Board meeting that evening. On March 21st, Catie, Haley, and I attended a training on the Savannah platform with OrangeBoy. On March 26th, Susan and I had the privilege of interviewing three candidates for our CD Branch Manager position. Our new CD Branch Manager will begin on Monday, April 8th.

Unfortunately, I had a friend pass away, and I traveled to Kentucky for the service (March 28-April 1). Despite the somber reason for me traveling to Kentucky, I was able to spend Easter with my family for the first time in approximately 15 years. I was also able to spend time with my brother's children which was so much fun! Throughout the month, I continued to help fill in at our CD Branch which had me working a few Saturdays, and I was able to put together a (very rough) draft budget. We've also continued with our Leadership Accelerator course.

Assistant Director: Susan Kromrie

March started with the death of my dad, so I was on bereavement leave for part of the month. I did get one branch visit in and a meeting with a manager. We have continued with our Leadership Accelerator training, and I have had a couple of one-on-one meetings with our coach. After the one-on-one I felt that I understood things much better. Jackie and I conducted more interviews for the Corder branch manager position and this time had several good candidates.

Department Reports:

Human Resources: Tessa Moulton

Trails Regional Library has offered the Corder Branch Manager position to Jennifer Parks, who has accepted it; so, we are now waiting to hear when she is available to start in her new position. We are anticipating Monday, May 6 as the latest start date for Jennie. All of the branches have been helping out with coverage in Corder, and I want to sincerely thank everyone who has taken time to help out. In addition, a big thank you also goes to April Meinershagen for working so many extra hours while we have been without a branch manager in Corder.

I have started taking on the responsibility of coding invoices and double-checking invoices. This responsibility was one that Jackie gave me in hopes of removing something from her list of responsibilities. I have made some changes to the expenditures spreadsheet to make it reflect the General Ledger. Consequently, I have been working with the General Ledger to prepare for the audit at the end of this fiscal year.

In preparation for the budget, I have been working several salary schedule options for Fiscal Year 2024. We are hoping to provide a raise to the employees. Everyone works so hard that we would like to show how much we appreciate them!

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Support Services: Roger Dumas

Support Services consists of the IT, Facilities, Courier, and a 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. Support Services fielded 139 calls in the month of March 2024.

March saw the Support Services team working on catching up on smaller projects and preparing for the next fiscal year. It was also a month of preparing for the changing season and getting ready for the lawn care needs for the coming summer.

- Prepared lawn equipment: This month we took our lawn equipment in for maintenance before the start of the mowing season. The riding mower had blades sharpened and the engine looked over to make sure it was ready for use. We had an issue getting our push mower to run correctly. Billy ended up needing to clean out the carburetor to resolve the issue. With everything prepared and ready we began mowing during the last week of the month.
- Contracts for projects: We continued to work with the vendors who are going to be performing repairs on the LX and WV buildings through the month to get contracts agreed upon and ready for signing.
- Thriftbooks for weeded books: Support services assisted TS in moving a large number of weeded books and getting them ready for a pick up from Thriftbooks. The TS department had been trying to catch up on the weeding in each branch, but had not secured a solution for what to do with the books after removal from the library system. I worked with Anita to secure a plan for having Thriftbooks pick up the boxes. The team put together 9 pallets for pick up. We have discussed with TS ways to have the boxes picked up more frequently in the future.
- Yearly facilities walkthrough and evaluation: Billy and I began the process of our yearly walk through of each branch to take note of known issues and discover if anything new needed to be added to our list of issues for future projects.
- Budgeting for FY25: I reviewed the current year budget and worked with my team to make suggestions for the next fiscal year budget. This also entailed the department reviewing our current strategic plan to make sure we would be able to meet requirements of the next year of the plan.
- Replacement laptops for the branches: I placed an order through Infinitech for replacement laptops for each of the branches.

IT: Luke A. Ciccone

In March of 2024 IT took care of many issues across the two counties. Including:

- Lexington received new heavy wooden DVD racks. They were delivered on the lowest level of Lexington and needed to be hauled up to the main floor of the building. Assisted Facilities in lifting the units up the flight of stairs.
- Public #8 in Warrensburg had a non-default color theme applied to its Microsoft Word. This was still the case when I went to review the machine. I was able to successfully get it back to default.
- Michael Brown's catalog computer was reported as having a blinking screen and not allowing him to save his work. I attempted to troubleshoot the issue remotely. After initializing a session, his computer became unresponsive. I went onsite and was able to reproduce the issue. I found the computer had a memory leak. Two applications were drawing all available resources and not allowing new tasks to be run. I rolled the machine back to a stable point. I then

Statistical Reports

made sure all core applications were stable. Remained onsite while Mr. Brown tested his work duties. All was in order.

- Corder circulation computer was reported with a faulty RFID mat. I went onsite and was able to replicate the issue. The barcode scanner and receipt printer worked, but couldn't use the mat for Trails tagged items. I was able to get the mat working by rerouting cables. I get a call the next day they're open. April got only half a day on the mat. I went back out this time with some new equipment. Made replacements on the workstation and have not heard back from the branch. RFID mat is working properly.

Facilities: Billy Stone

Completed (12) BlueChalk Work Orders.

CC – Made repairs to front entry door. Replaced door knob on manager's office that was missing the key with new keyed knob.

KN – Contracted Precise Glass and Door to perform repairs on front entry door. Repaired sump pump in loading dock pit.

LX – Finished meeting room painting project; repainted wall vents white to give them a fresher look than the old brown color.

WB – Retrieved weeded materials from Warrensburg Branch and took to the Annex; palletized boxes on to 9 pallets; ThriftBooks retrieved the pallets on March 15th.

Technical Services: Anita Love

Technical Services staff continue to delete from the system weeded books, DVDs and audiobooks. The administrative meeting room; where boxes of materials are put to await being looked at, is finally starting to empty. It is such a good feeling to be getting on top of this project.

We have discovered that now the branches are about done pulling items, branch staff are more critical of the physical condition of the remaining items that are checking out. Technical Services has seen an upswing of damaged/worn items coming in for replacement or repair. TS is receiving about 15 items per day on the run to look at. Going through damaged/worn items was a once-a-month project but now it has become a weekly project just to handle the volume coming in.

Thriftbooks came in March and picked up 9 pallets of deleted materials. One pallet roughly holds 4 boxes across, four boxes deep and four boxes high. The pallet of boxes is then wrapped in shrink wrap for transport. Thriftbooks will in turn sell the books and send us a check. Since the big push of books is gone, Trails will continue to reach out to Thriftbooks each time 2 pallets are full. Trails also continues to send boxes of books to other Missouri libraries through the Evergreen courier system. To date, Trails has sent out 144 boxes of materials to other library districts across Missouri.

Finally, this past month I went to the Holden branch and measured the collection. Then I sat down and using the existing shelving I reconfigured the layout of the collection. Keeping with the administrative rule brought about by the Missouri Secretary of State I was able to house all of the Juvenile materials together, all Easies together, all Young Adult materials together

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and all adult materials together, no matter the format. That way children and youth can't be influenced by adult materials, and adults, with no children, will have no need to go into the children and youth areas. Also, areas that have heavier usage will have more shelves dedicated to that area; such as Large Type, Adult DVDs, etc. And areas that have very little circulation will have fewer shelves dedicated to that area; such as YAs and adult non-fiction, etc. I then went over my proposed plan with branch staff and Trails administration. Sometime in early April the TS staff will go over to the Holden branch to physically rearrange the collection.

Public Services: Catie McLaughlin

March has been a very busy month and it is hard to believe that we are almost to April! Haley and I have been busy making more preparations for SRP. Branches have spent March celebrating Women's History month with a trivia game across the district. We have also put the finishing touches on the Smokey the Bear reading challenge, National Library Week and programming for the upcoming Solar Eclipse (all programs that will occur or launch in April).

Haley and I also took part in several trainings throughout the month including Orangeboy, Beanstack, website design, and social media marketing. I continued with our Soulfire Collective Training and have been working to utilize what I learn as I move forward. At our March programmer's meeting everyone took part in a training provided by Zoobean/Beanstack. We also covered significant ground on upcoming programming, procedures, and plans for moving forward.

Haley and I also took the end of the month to visit all the branches in the district to sit down for one on one meetings with the Branch Managers and some staff to finalize individual plans for SRP Show-Me Dinosaur events, cover any outstanding confusion, or explore other programming and training options. All branches will be looking for volunteers to help out at their Dinosaur events.

Overall, March was a very busy, yet productive month and Haley and I continue to work on advancing objectives within the marketing and programming departments.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
Passive	Cool Chick Scavenger Hunt	6-12	21
Passive	Word Searches	13-17	10
Passive	Coloring pages	5-8	92
Passive	Markerboard question	6-12	18
Program	Storytime (4)	0-5	72
Program	Cartoons & Pancakes	all ages	18
Program	Belle Nolte	18+	18
Program	Micro Mini Golf	6-12	0
Program	Book Club	18+	9
Take & Make	Cat in the Hat craft	6-12	10

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Take & Make	Flower Pinwheel	6-12	16
Take & Make	Micro Mini Golf	6-12	6
Take & Make	Caterpillars & frogs	5-8	14

Outreach activities completed:

Library swag bags donated to Chamber of Commerce Piccadilly event and St. Paul's Elementary School Auction.

March branch library events listed in *The Concordian* newspaper.

Event flyers shared to community Facebook group

New cards issued:10

Meeting room usage: 4

Reference Questions: 132

Other Questions: 27

Highlight: The back-parking lot got a bit of a glow up this month. Staff members are relieved to no longer have to walk through a muddy parking lot. The asphalt millings that were put down are not beautiful, but the parking area is functional at an affordable price so we are satisfied with the result.

Corder: Shelly Blackburn

No report for Corder this month.

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
program	Story time	0-5	75
passive	Coloring sheets	0-5	33
passive	Adult trivia questions	18+	10
passive	Games set out 15	6-12	12
Passive	Games set out 15	13-17	3
passive	Super Saturday	All ages	12
program	Coffee and connections	18+ adult	38
program	Nature watercolors	13-18 teen	10
program	Art and craft club	Family all ages	22
passive	Learning worksheet	0-5	35
Passive	Tech Tuesday	All ages	38
program	Coffee and connections	18+ Adults	37
passive	Family movie matinee	All ages	5
program	Stay and play		38
program	Outreach story time	0-5	8

Outreach activities 1 Storytime Daycare 8

New cards issued: 19 Phone Calls: 122

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Meeting room usage: N/A

Reference Questions: 286

Other Questions: 182

Highlight: Giving the Board Members a Tour of HD, they were excited to see everything.

Upcoming Outreach: Daycare Storytime.

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/using
Take and make	Cat in the hat	Preschool/children	15
Take and make	Truffula Trees	Preschool/children	15
Take and make	Paper plate rainbow	Preschool/children	15
Take and make	St Pat wreath	Preschool/children	15
Passive	DR Seuss fish guess jar	All ages	42
Program	Storytime x 4	preschool	45
Program	Afternoon ST x 4	preschool	6
Program	Kid Connection	Preschool	47
Program	Afternoon KC x 4	Preschool	6
Program	Artistic endeavors	Adult	0
Program	Cinema Saturday	Family	0
Program	Anime	teen	3
Program	Native Teas	Adult	6
Program	D&D x 2	Teen	
Program	Eureka Steam Program	children	10
Program	Cook the Book	Adult	9

Outreach activities completed: 2- KNMS book club visits, Teen Advisory meeting

New cards issued:14

Meeting room usage: 29

Reference Questions: 46

Other Questions: 89

Highlight: Planning, planning, and more planning to finish up ideas for summer reading programming and displays.

Upcoming Outreach:

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Passive	Green Frog search	0-5, 6-12	36
Passive	Color sheets	0-5, 6-12	29
Program	Story Time x4	0-5	73
Program	Stay and Play x4	0-5	73
Program	Kids Club	6-12	25
Program	T(w)een Time	13-17	15
Program	Class in Session	18+ (55+)	3
Program	History Roundtable	18+	Cancelled/ illness
Program	Yoga x4	18+	57
Program	Friends, flick & fun	family	15

Outreach activities completed: 2

New cards issued: 23

Meeting room usage: 8

Reference Questions: 369

Other Questions: 303

Highlight: The meeting room painting project was completed early this month. It looks very nice, Billy did a great job. Our Spring window display has over 48 likes (a record #) and 5 comments! It is our window to our community to promote reading and to keep Trails relevant! It is a group effort from the staff that takes thought, time, programming funds and a little sweat! People stop in daily to pay compliments and share a laugh about the signs. We are looking forward to hosting the board meeting in April.

Upcoming Outreach: nothing scheduled

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Junior Coders	5-8	4
Program	Well-Read Poet's Society	13-17/18+	2
Program	All the World's a Stage	13-17	1
Program	Preschool Play and Learn	0-5	8
Program	Silent Book Club	18+	2
Program	Robot Wars	9-12	5
Program	Book Lover's Book Club	18+	8
Program	Teen Advisory Group	13-17	0
Program	Feature Friday	All Ages	6
Program	Storytime	0-5	42
Passive	Coloring Sheets	All Ages	15
Passive	Taka & Make: Extra Storytime Crafts	All Ages	8

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Outreach activities completed:

Noelle Postlethwait presented storytimes at Bright Beginnings Academy; had 93 students and teachers participate.

New cards issued:29

Meeting room usage: 37

Reference Questions: 474

Other Questions: 363

Highlight:

Odessa has finished all the weeding list from Technical Services and our shelves are looking nice.

Upcoming Outreach:

Odessa will have the Show Me Dinosaurs on May 29th for the SPR kickoff and would love to have board members there to help with dinosaurs and activity stations.

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Passive	Activity sheets	All ages	340
	Would you rather?		201
	Maker table		105
	Snow Day Kits		15
Program	Libraries Got Game (4)	All Ages	5
	Get Hooked (2)		9
	Crafty Family Fun		8
	Flapjacks & Funnies		7
	Preschool Storytime (4)	0-5	135
	Preschool Crafttime (4)		123
	Storytime with Granny		10
	Music & Movement (4)		141
	Stay, Play, & Learn (4)		143
	Money Management	18+	0
	DIY Series		16
	Novel Tea Book Club		8
	Coffee & Connections (4)		38
	3R Book Club		5
	Spring Card Making		5
	Craftastic	13+	7
	Not Yoga For All (2)		5
Night Owl REC		6	
This or That	6-12	0	
Camp Create		5	
In A Mug	11-18	3	
Rubber Band Car Race	10-15	7	

	Origami with Trish B.	6-17	8
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Outreach activities completed: Storytime at MVCAA Headstart (3): 66 students;
Parent/teacher night at Martin Warren Elementary: 80 attendees

New cards issued: 85

Meeting room usage: 19

Reference Questions: 378

Other Questions: 590

Highlight: Staff have started putting up more book displays around the branch including highlighting nonfiction, staff picks, and Christian Fiction. These have been well received by patrons.

Staff cheer: I'd like to give a shout-out to ALL the Warrensburg staff. There has been a slight increase in patron behavior issues, but each and every time the staff have stepped up to manage the behaviors and not let them escalate.

Upcoming Outreach: We are planning on visiting the following schools to promote the summer reading program (times and dates are still being determined: Martin Warren, Sterling, Ridgeview, Maple Grove, and Warrensburg Christian School.

While not outreach, per say, weather permitting, we plan on painting the planters, the admin stairs wall, and the dumpster area of the branch the afternoon of Friday, April 26. Any help would be appreciated. The staff are excited to see some upgrades to the outside and patrons will certainly appreciate the beautification too!

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets x2	0-5 and 6-12	14 total
Passive	Take and Makes	All ages	8
Program	Storytime	0-5	0
Program	Adult Circle	18+	3
			4

Outreach activities completed:

New cards issued:3

Meeting room usage: 1

Reference Questions: 13

Other Questions: 21

Highlight: Been busy working on SRP.

Upcoming Outreach: Flyers to local businesses.