



April Reports




Presented to the Board May 2024




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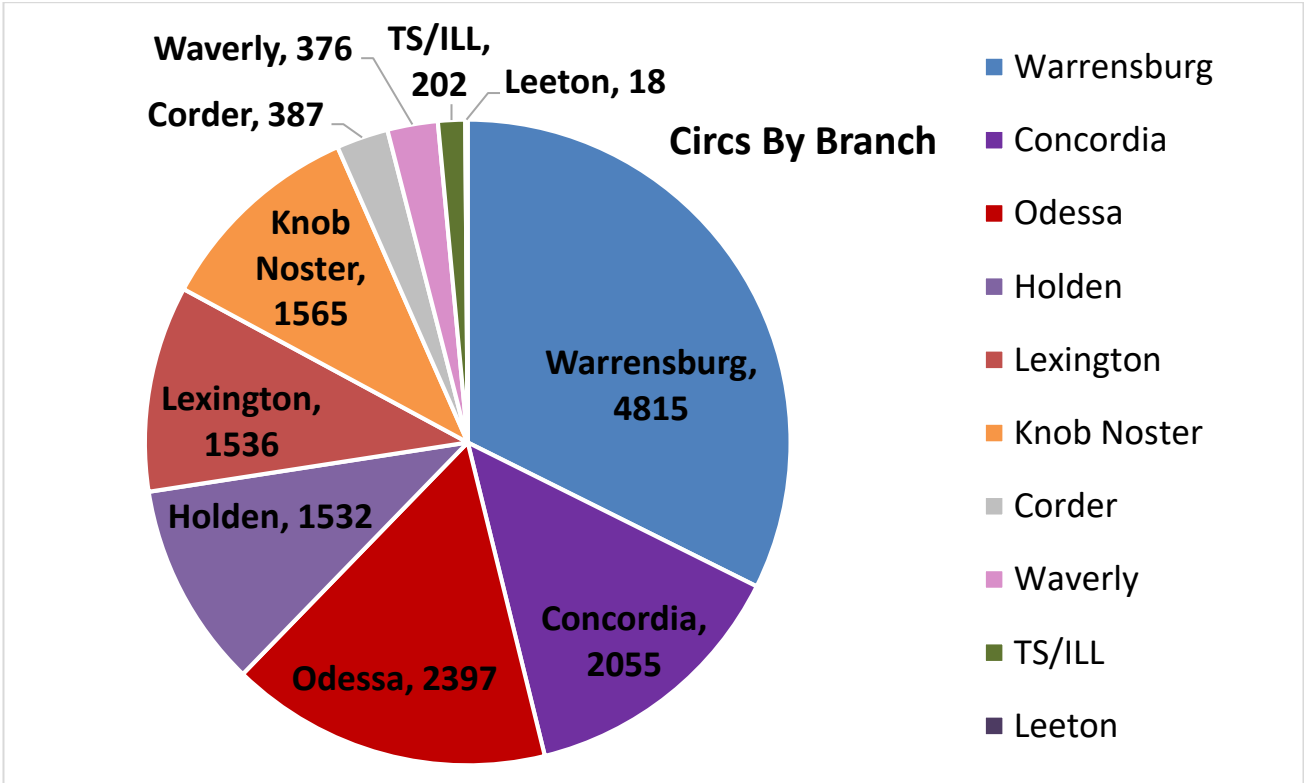
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Circulation, Physical Materials

April Circulations

			
	Books	Media	Hotspots
Monthly	12,526	2,331	26
YTD	130,249	25,452	315

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
12,112	2,771	1,496



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	497	1,128	150	28
YTD	4,311	9,958	1,437	250

What is it?

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



	eBooks	eAudio	Magazines
Month	2,035	1,570	279
YTD	20,272	15,934	3,377

What is it?

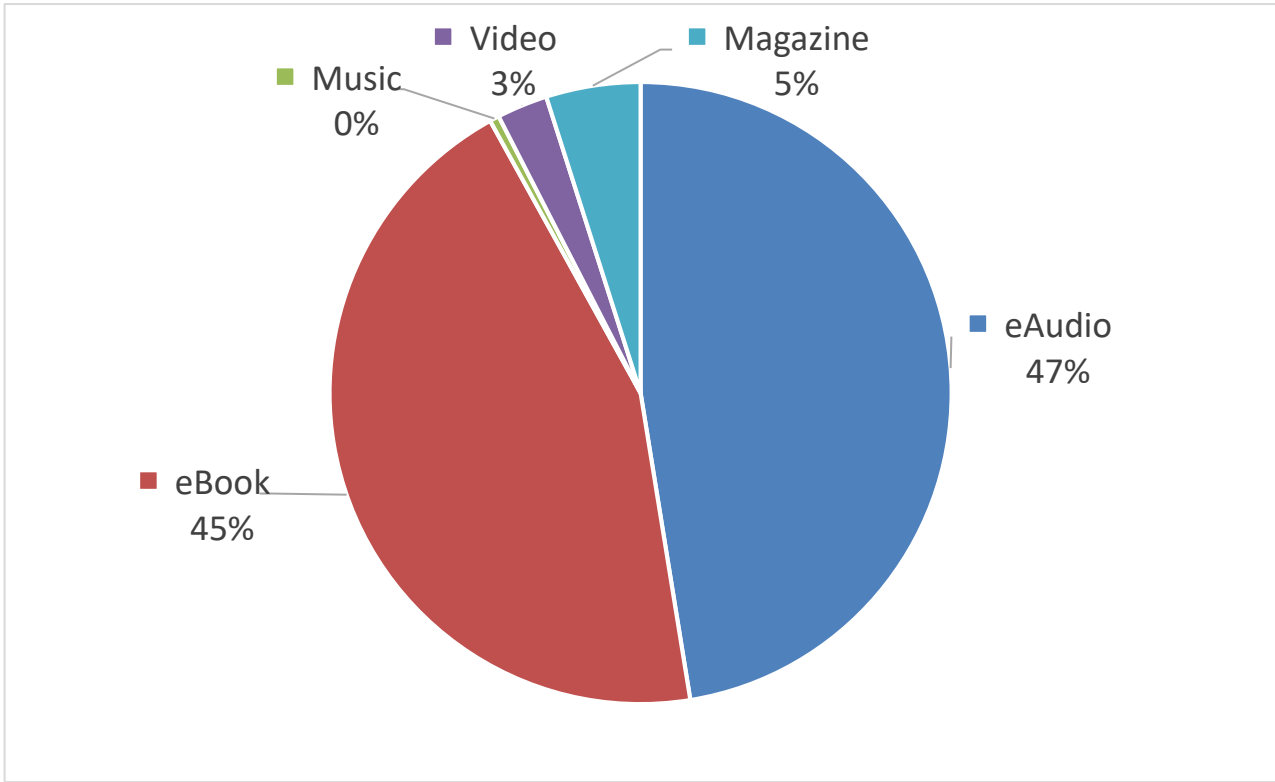
Consortium funding, more \$ per title, Kindle-compatible



	eAudio
Month	9
YTD	35

What is it?

Annual subscription, no wait, no renewals, no limit, small collection



Usage, Computer & WiFi Internet Access

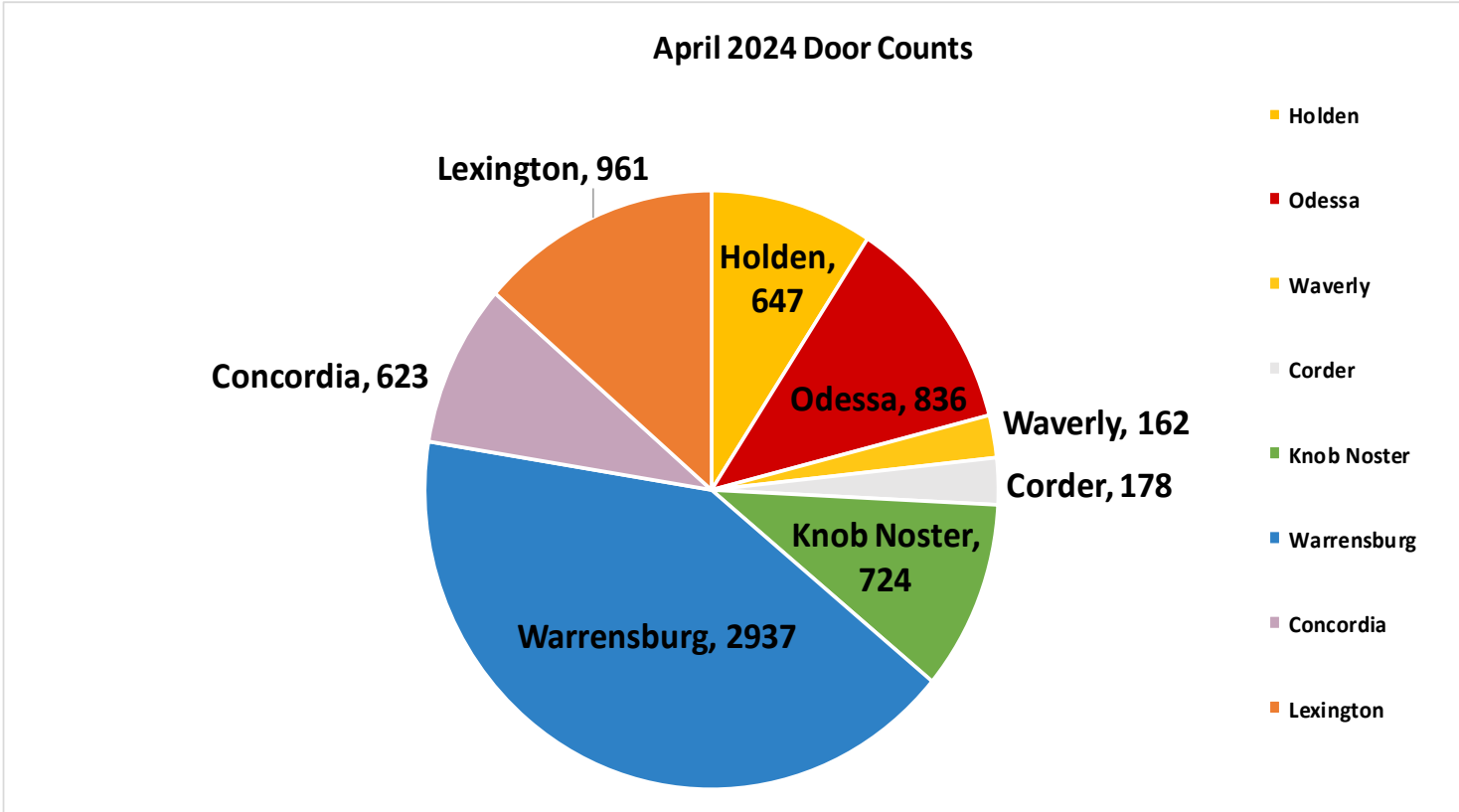
Computers:

District: Current Month	
April	Total
2024	1,160
2023	1,181
2022	996
2021	447
2020	-
District: Year to Date	
FY 2024	11,338
FY 2023	11,312
FY 2022	8,370
FY 2021	1,838
FY 2020	16,842

WiFi:

District: Current Month	
April	Total
2024	1,061
2023	1,323
2022	-
2021	-
2020	-
District: Year to Date	
FY 2024	11,600
FY 2023	12,869
FY 2022	0
FY 2021	0
FY 2020	0

Usage, Door Counters:



Collections

April FY24

149,254

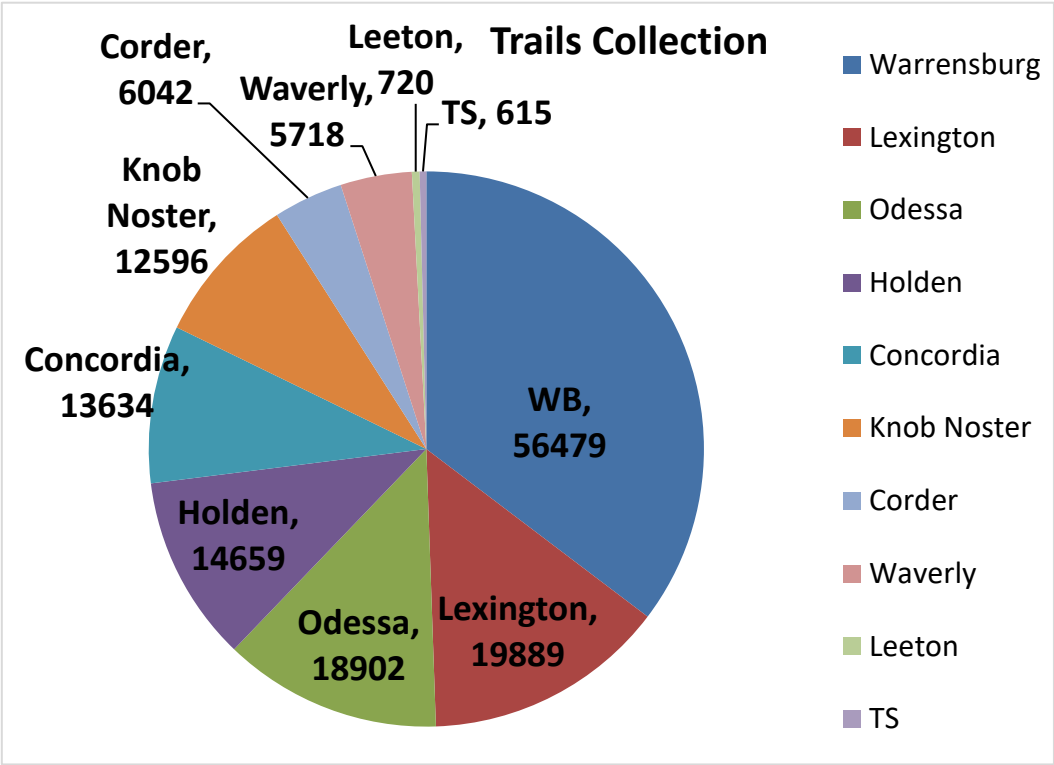
Total Collection

507

Added

3,081

Removed



Director's Report

Director: Jackie Hawes:

Wow! Another month has just flown by...too quickly! The Admin team continued with the Library Leadership Accelerator course throughout the month with our final class being on April 30th. I know I have learned quite a bit about myself during this process, and I can't wait to hear the feedback once the Branch Managers take the course this fall. On April 3rd, I attended the GRLC meeting/training in Gallatin, MO at the Daviess County Library that included presentations: from the MO State Library on a new grant opportunity, Partnerships in Small Towns, MOREnet on Zoom changes, learned to Zentangle, and business meeting. Of course, National Library Week was the 7th through the 13th, and I believe many staff enjoyed dressing up for our "spirit week."

On April 9th, I traveled to the MO State Library for an all-day training on Lifetime Arts: Creative Aging which is a joint initiative of the Califa Group, Wyoming State Library, Missouri State Library, and Lifetime Arts. Through the Artfully Aging Program, public library systems in Wyoming and Missouri will develop and/or expand arts education programs that improve the lives of older adults (55+). Artfully Aging Programs consist of 4-8 sessions (eventually working to 8 sessions) where sequential skill building is taught by a teaching professional. I've had 4 branches express interest in participating in this pilot project (HD, LX, OD, WB). This opportunity will be fully funded by a grant. Trails could receive up to \$2,500 per program per branch (limit of 2 per branch); therefore, if all 4 branches would like to do 2 programs, then we could receive up to \$20K to pay the teaching professional, supplies, etc.

On April 17th, I enjoyed my quarterly branch visit with the LX crew! On April 23rd, I gave a presentation to one of the Rotary Clubs in WB which was a nice change of pace, and I enjoyed visiting with the group and answering their many questions about the library, our services, and advocacy opportunities.

Assistant Director: Susan Kromrie

I went around for branch visits this month and took note of all the wonderful things going on at each branch. It was good to see the space layouts and decorations and it is always nice to see everyone in person. Anita and crew moved books in Holden and I got to see the improvement – it looks great!

My budget work this month was to clarify with the managers some of their budget requests for next year so Jackie has better numbers to work with. Our Leadership training through SoulFire is interesting and thought provoking. I am learning quite a bit. I am meeting with several managers one-on-one for coaching and support.

On a personal note, I am finally done with the physical therapy for my knee!

Department Reports:

Human Resources: Tessa Moulton

April 8-12 was National Library Week which was a fun way to begin April. We had dress up days every day to show our support for the library. In addition, Jennifer (Jennie) Parks started on April 8 as the Corder Branch Manager. She had orientation with me on that Monday, and Kendra drove over to Corder that week to help train Jennie in her role.

Luke installed Adobe on my computer, so I have been creating fillable PDFs for various forms that we use. I have created a fillable incident report, deposit slip, workshop or program request form, disciplinary action form, and exit interview form. In addition, I have been creating instruction sheets for the information needed when accepting checks, how to complete deposits, and how to fill out the travel reimbursement form.

The latest events I have been preparing for were All-Staff Training half day on Friday, April 26 and the Manager's Training day on Friday, May 3. The All-Staff Training half-day was a huge success. Brandy Sanchez, with Soulfire Collective, had an amazing presentation over compassionate communication. Brandy's presentations, small group discussions, and individual coaching sessions have all been very beneficial. The rest of the morning was spent in small groups collaborating on ways everyone is already or how they can work on the Strategic Plan. The small groups were a mix of employees from different branches, so we can get to know everyone at Trails.

On a sad note, Julia Hurley turned in a resignation. Her last day is Thursday, May 2. We have posted the job opening on Facebook, the website, in the branches, and on Indeed. As of the end of April, we have 21 applicants for this position. I forgot to include the following last month, so I want to make sure I update you all. Joe Lietz resigned from Lexington; his last day was March 31.

Karen Churn has been busy with reports in April. She has submitted the report to the Bureau of Labor and Statistics. This quarterly report asking for the number of jobs that were created during that quarter and the cumulative wages by branch. In addition, the Quarterly Wage Report was completed and submitted to the State.

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 April. Support Services fielded 212 calls in the month of April 2024.

April was a time of trying to finish out projects we wanted to get done for the fiscal year and preparing for rolling into the new fiscal year in just a couple of months.

- Started Lawn Care: April saw the start of lawn care taking off in full swing. This season we are going to try having Billy do the week to week mowing instead of the courier. Our hope is it will allow more time while doing lawn maintenance to catch the

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details that Tommy did not have the time to do. Having Tommy do more with the MALA deliveries has taken up more of his time.

- Thrift books: Now that TS has started up the Thriftbooks pickups, Support Services has been able to assist them in an additional pick up this past month. We have also secured multiple pallets so we should be able to help them keep the weeded books flowing through the department a little more smoothly.
- Red Wire Racks: Tommy, our courier, has assisted TS in moving some of our red wire racks that was not being used to two of our locations for pick up from other library systems who are going to be able to put them to good use. Thank you, Anita, in working with Tommy to get that done.
- Replacement Laptops: The laptops have been delivered and Luke has started the process of setting them up for the branches. We did run into a snag in that these laptops came with Win 11 preinstalled and this version of Windows was not wanting to allow us to set up local accounts on the machines. He was able to find a solution and is implementing it.
- SNIP-IT inventory software: This last month the IT department picked up a new software to use with inventory management called Snip-It. Luke is currently setting up trial usage of the software so we can better understand how we can use it for tracking inventory in the library.

IT: Luke A. Ciccone

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

- Holden wanted to increase the size of the kids' section. The computer carols were in a position that prevented this. Moving the carols back closer to the front door added about 80sq to the kids section.
- Concordia was without internet for about a day and a half at the start of the month. Worked with MoreNET to move their circuit from the KC loop the St. Louis loop. Haven't had uptime issues since the migration.
- GFI contract renewal was coming up. GFI won the contract. This contract included a new RICOH for the admin offices with a finisher attachment for collating and stapling. The admin printer went into public services. Concordia, Corder, Holden, Knob Noster, Lexington, and Waverly branches received new IMC2510 copiers in the branches. I worked with GFI to facilitate the transition. Onsite we backed up the scanning and network settings from the old devices. I made DHCP reservations for the new MAC addresses on the Warrensburg server. We brought the new machine online. Then one by one, I moved the workstations to point to the new printers.
- Concordia reported no power at the circulation desk. I found there was an issue with the APC UPS. Was able to bring it back online onsite.
- Odessa's Rackmount UPS that feeds 4 circuits throughout its branch failed. Went onsite as fast as possible with intermediary hardware. They are up currently, but we'll need to get appropriately sized hardware ordered.

Facilities: Billy Stone

- Began lawn mowing program throughout district. Filled in for courier when out sick/vacation.
- HD – Modified shelves in children's area to allow for more books to be displayed.

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- KN – Installed new wire mesh in sump pit to keep detritus away from sump pump. Made repairs to water fountains to get rid of rattling noise and bring water pressures to a more reasonable level.
- WB – Installed lockable bulletin board on wall between Meeting Room doorways. Installed variety of posters and art throughout library branch. Repaired leaf blower; cleaned air filter, cleaned carburetor, replaced spark plug. Installed new, metal, do not enter signs on the metal stairwell south of Admin offices.

Technical Services: Anita Love

In early April, the Technical Services crew of Alicia Shepherd, Michael Brown, Emily Luebrecht and myself went to the Holden branch and re-arranged the collection. It took us 1 full day and 2 half days to get the job done. The crew worked in pairs and marched through the collection rather quickly. We were able to incorporate all of the DVDs and books on CDs onto regular shelving. This emptied the rolling wire racks that originally held these materials and the racks were then removed from the branch. This really opened the floor space up.

With the addition of the 4 white racks now empty from Holden, Trails had 9 total wire racks not being used. They were offered to the other Trails branches, and when no one wanted them, they were offered to library districts within the MO Evergreen consortium. Two racks went to Iberia, three racks went to Marshall and two racks went to Carrollton. The receiving libraries all traveled to Trails to pick up their racks. The remaining two are missing some bolts and therefore rather rickety and are staying on the third floor of the Lexington branch for now.

Thriftbooks came again at the end of April and picked up two more pallets of weeded materials.

Circulation Coordinator, Regina Lamont has been working on tracking down items that are lost in-transit. Lost in-transit are items that are either coming to Trails or are being sent from Trails that have magically disappeared during transport. Usually this means that the item has not been properly checked in to remove the status of “in-transit” from the computer. Regina is having to take one item at a time, call a branch or other library district and have staff double check shelves looking for the errant items. Several items have been found during this process and the status cleared to “available” but a few have had to be marked as missing.

For me, the last two weeks in April were spent working through the damaged books that have been sent in from the branches. I try to get through 50 to 60 items per day. Older titles that are still checking out, I try to replace with a new copy whenever possible. If an item can't be replaced then I try to fix it as best as I can.

Public Services: Catie McLaughlin

I'm not sure where April has gone or how it is May already. We are in the final preparations for our Adventures this summer with our Summer Reading Program. We cannot wait for the Show-Me Dinosaurs to be here at the end of May. We are excited to be able to provide this amazing opportunity to our patrons and communities.

We have been working hard to get the Program and Reference Guide for programmers

Statistical Reports

finalized and ready for staff to utilize. This is one of the larger projects for Public Services on the Strategic Plan. We have been blessed to get some amazing deals on books for our upcoming SRP, flyers are ready with information about SRP and ready for branches to hand out to the schools as they start their visits next month. I continued with the Leadership Accelerator course and finished class at the end of April. Haley and I traveled to Corder to provide training on programming to Jennifer Parks our new Corder Branch Manager. Haley completed her 6 months with Trails in April. Time is certainly zooming right along.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
Programs	Storytime (5 sessions)	0-5	85
Program	Cardboard Carnival	5-8	0
Program	Cartoons & Pancakes	All ages	17
Program	Propagation Station	18+	0
Program	Book Club	18+	11
Program	Eclipse Activities	All ages	12
Take & Make	Earth Mosaic	6-12	17
Take & Make	Friendship Bracelets	13-17	4
Passive	Coloring Pages	5-8	95
Passive	Markerboard Question	6-12	43

Outreach activities completed: Flyers shared to Facebook Community Groups, Programs listed in *The Concordian* newspaper

New cards issued:6

Meeting room usage: One meeting

Reference Questions: 121

Other Questions: 44

Highlight: We had lots of fun at our eclipse event. Of course, we observed the eclipse while wearing the special eyeglasses (Thanks, Catie). We also did chalk art solar eclipse creations and used Oreo cookies to demonstrate the phases of the moon.

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Book Club	19+	2
Program	Storytime	0-5	17
Program	Solar Eclipse Watch Party	All Ages	7
Passive	Coloring Sheets	All Ages	8

Outreach activities completed: N/A

New cards issued: 5

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Meeting room usage: n/a

Reference Questions: 15

Other Questions: 14

Highlight:

The Corder Branch is excited to welcome Jennie Parks as the new branch manager. Jennie lives in Higginsville and is very excited to serve the community.

Corder staff attended the All Staff half training day on April 26th in Warrensburg.

Staff cheer:

Everyone has been so helpful, especially April and Kendra, getting Jennie trained and up to speed on her duties.

Upcoming Outreach:

Show -Me Dinosaur will be at the Corder branch on June 3rd.

Corder Picnic Parade will be on June 29th.

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
passive	Coloring sheets	0-5	36
	Coloring Sheets	Adult 19+	40
	Adult trivia questions	18+	12
	Games set out 15	6-12	20
	Games set out 15	13-17	4
	Super Saturday	All ages	6
	Learning worksheet	0-5	24
	Tech Tuesday	All ages	14
program	Family movie matinee	All ages	0
	Story time (4)	0-5	56
	Stay and play		19
	Outreach story time	0-5	0
	Solar Eclipse	All ages	8
	Mother's Day	0-5	14
	Windchimes	13-18	1
	Mandala Art	Adult	11
	Coffee and connections (2)	18+ adult	22
	Art and Craft Club	13-18 teen	2
Art and craft club	Family all ages	27	

Outreach activities 1 Storytime Daycare 0

New cards issued: 11

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Phone Calls: 126

Meeting room usage: N/A

Reference Questions: 217

Other Questions: 193

Highlight: Getting our shelves redone by Tech Services Staff!

Upcoming Outreach: Partnering with the Elementary and High School for SRP

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/using
Take and make	Flapping Butterfly	Preschool/children	15
Take and make	Earth day craft	Preschool/children	15
Take and make	Butterfly suncatcher	Preschool/children	15
Take and make	Solar system cut and paste	Preschool/children	15
Passive	Is Pluto a planet	All ages	162
Program	Storytime x 4	preschool	9
Program	Afternoon ST x 4	preschool	37
Program	Kid Connection	Preschool	9
Program	Afternoon KC x 4	Preschool	37
Program	Artistic endeavors	Adult	0
Program	Cinema Saturday	Family	0
Program	Anime	teen	3
Program	Seed Balls for Monarchs	Adult	5
Program	D&D x 2	Teen	4
Program	Eureka Steam Program	children	3
Program	Cook the Book	Adult	8
Program	Investigation at the library	All ages	4
Program	Faux Stained Glass	Teen/Adult	6

Outreach activities completed: Head start visit, outside swing sign

New cards issued:13

Meeting room usage: 29

Reference Questions:79

Other Questions: 166

Highlight- We finally got our book cart book sale out and available to the public, and we are so pleased. The patrons have expressed their gratitude too. We have our new planters outside, and they are ready to be filled with flowers donated from the garden club.

Upcoming Outreach: Visits to schools to promote SRP and programming. Head start.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/using
program	Story time x	0-5	73
program	Stay and Play x	0-5	43
program	Solar Eclipse watch	All ages	101
program	Yoga x	19+	43
program	Kid's Club	6-12	8
program	T(w)een Time	13-18	15
program	Adults: Class in Session	55+	3
passive	Coloring sheets, legos, games	0-5, 6-12	39

Outreach activities completed: 2

New cards issued: 20

Meeting room usage: 9

Reference Questions: 331

Other Questions: 334

Highlight: We received a phone call from a man in Colorado that used to live in our area. He wanted to tell us *thank you* because the library used to bring books over to the jail in LX where he apparently spent some time. He said he's never forgotten that!

Upcoming Outreach: Summer Reading to schools and daycares. In June we will have Scales & Tales presenter Eric out on Saturday, **June 15th at 12:30** if a board member would like to come out and help we'd love to see you.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/using
Program	Well- Read Poet's Society	13-17 /18+	5
Program	Storytime	0-5	131
Program	Teen Blackout Poetry	13-17	1
Program	Solar Eclipse Watch Party	All Ages	20
Program	Junior Engineers	5-8	4
Program	Odessa Branch Trivia	All Ages	2
Program	Preschool Play and Learn	0-5	13
Program	S.T.E.A.M.	9-12	7
Program	Book Lover's Book Club	18+	4
Program	Teen Advisory Group	13-17	1
Program	Feature Friday	All Ages	6

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Program	Who Dewey Done It	18+	4
Program	Commemorative Book Tour and Signing Gov. Parson	All Ages	20
Passive	Coloring Sheets	All Ages	11
Passive	Patron Cookie Day	All Ages	20
Passive	Storytime Craft	0-12	5

Outreach activities completed:

Noelle Postlethwait provided storytime visits to the Odessa R7 Early Childhood Center for 40 preschoolers and to The Bright Beginnings Academy Early Childhood Center for 79 preschoolers.

Noelle Postlethwait provided a program for 14 of the Odessa R7 S.O.A.R. 2nd graders.

Kendra Redden and Linda Ashford helped the Downtown Merchants with their Boutiques & Bloom event.

New cards issued: 23

Meeting room usage: 35

Reference Questions: 485

Other Questions: 457

Highlight:

The Downtown Odessa, Inc highlighted the Odessa branch as their Featured Business for the month of April in recognition of National Library Week. With their donation, Odessa branch had our board member, Jane Beal, hand out to cookies from a local bakery to patrons one day during National Library Week. Thank you, Jane!

Odessa branch was a stop on Governor Parson's Commemorative Book Tour & Signing.

The Odessa staff attended the All Staff half training day on April 26th in Warrensburg.

Staff cheer:

Big thank you to Amy Harris and Kendra Redden for getting the flower beds in the front of the Odessa branch weeded and the roses cleaned up.

Upcoming Outreach:

Show -Me Dinosaur will be at the Odessa branch on May 29th.

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Passive	Activity Sheets	All Ages	435
	Would you rather?		135
	Maker Table		128
Program	Scales & Tales		160
	Libraries Got Game		8
	Get Hooked		5
	Pop-Up Program		4

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	Crafty Family Fun		25
	Flapjacks & Funnies		24
	Solar eclipse watch party		37
	Preschool Storytime	0-5	176
	Preschool Crafttime		168
	Storytime with Granny		12
	Music & Movement		110
	Stay Play & Learn		108
	Goodnight Storytime		39
	This or That	6-12	7
	Camp Create		0
	Enchanted book garden	13+	9
	Slice of Art		3
	Night Owl REC		0
	Yoga for all		2
	Gift of peace of mind	18+	22
	Novel Tea Book Club		7
	Coffee & Connections		24
	Craftastic		5
	3R Book Club		4

Outreach activities completed: Storytime @ MVCAA (66 participants), Solar Eclipse @ Whiteman AFB elementary and Warrensburg Christian schools (130 participants)

New cards issued: 80

Meeting room usage: 21

Study room usage: 53

Reference Questions: 432

Other Questions: 792

Highlight: It's no secret that the Warrensburg branch has had its fair share of patron behavior issues over the last few years. For the first time in a very long time, we have no (temporary) active trespasses against any patrons. Staff get to know regular patrons and direct them toward needed services. The organizations that come in for Coffee & Connections are more than helpful when we refer a patron to them and will even come back to meet with individuals in private. Staff quickly address any problems and will call the police when necessary. We've contacted dispatch less than a handful of times since the beginning of the year, and most of those are either welfare checks on people sleeping on the public sidewalk or because a patron has asked us to call emergency services for them.

Upcoming Outreach: Programmers will be visiting various schools to promote summer reading. Days and times are TBD.

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets x2	0-5 and 6-12	15 total
Passive	Take and Makes	All ages	4
Program	Storytime	0-5	7
Program	Adult Circle	18+	3

Outreach activities completed: Flyers to local businesses and preschool

New cards issued: 0

Meeting room usage: 0

Reference Questions: 14

Other Questions: 13

Highlight: We got our new copy machine

Upcoming Outreach: Flyers to local businesses and preschool.