



April Reports

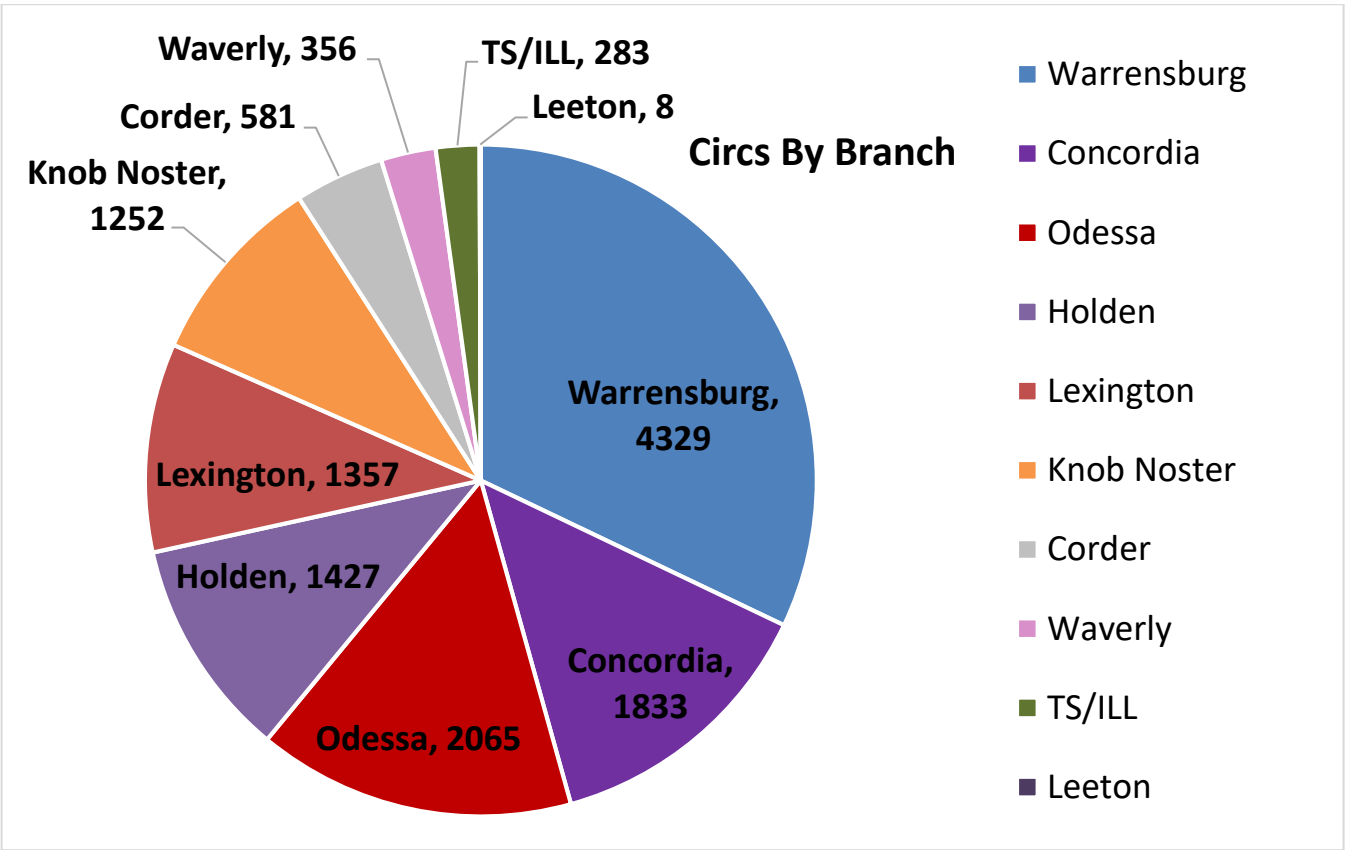
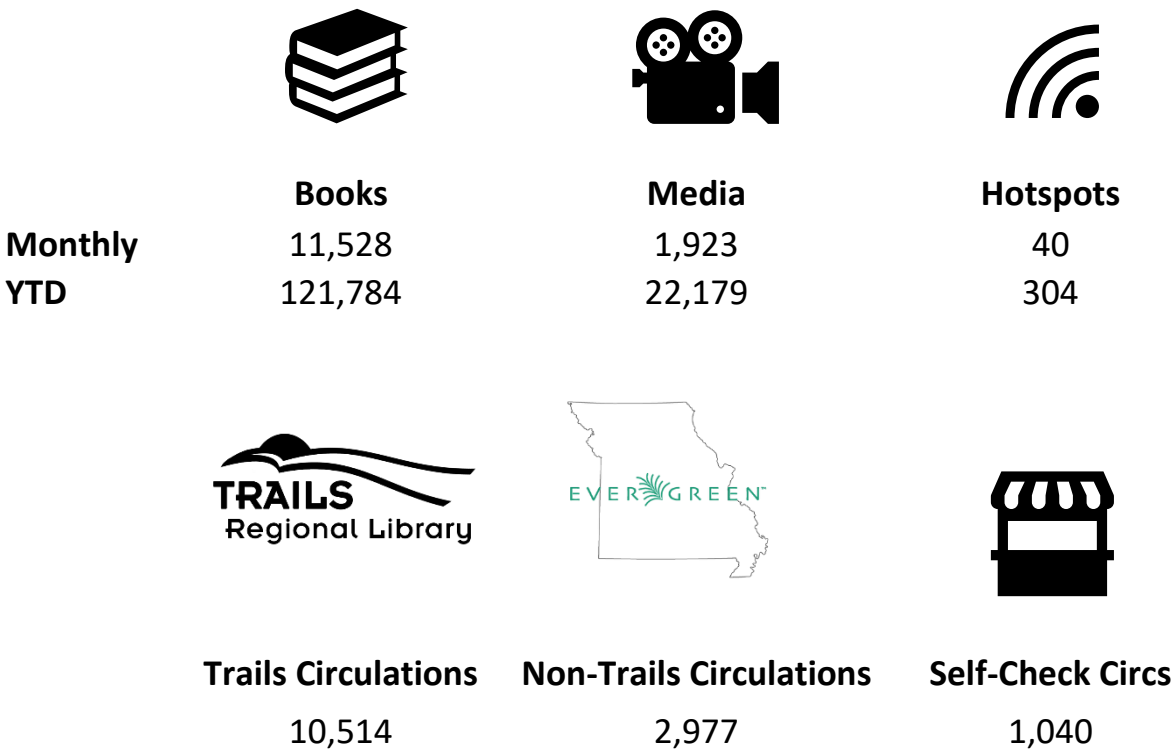
Presented to the Board May 2025

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

April Circulations



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	501	1,696	206	48
YTD	5,048	15,267	2,082	330

What is it?

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



	eBooks	eAudio	Magazines
Month	1,702	1,565	375
YTD	18,924	15,335	3,502

What is it?

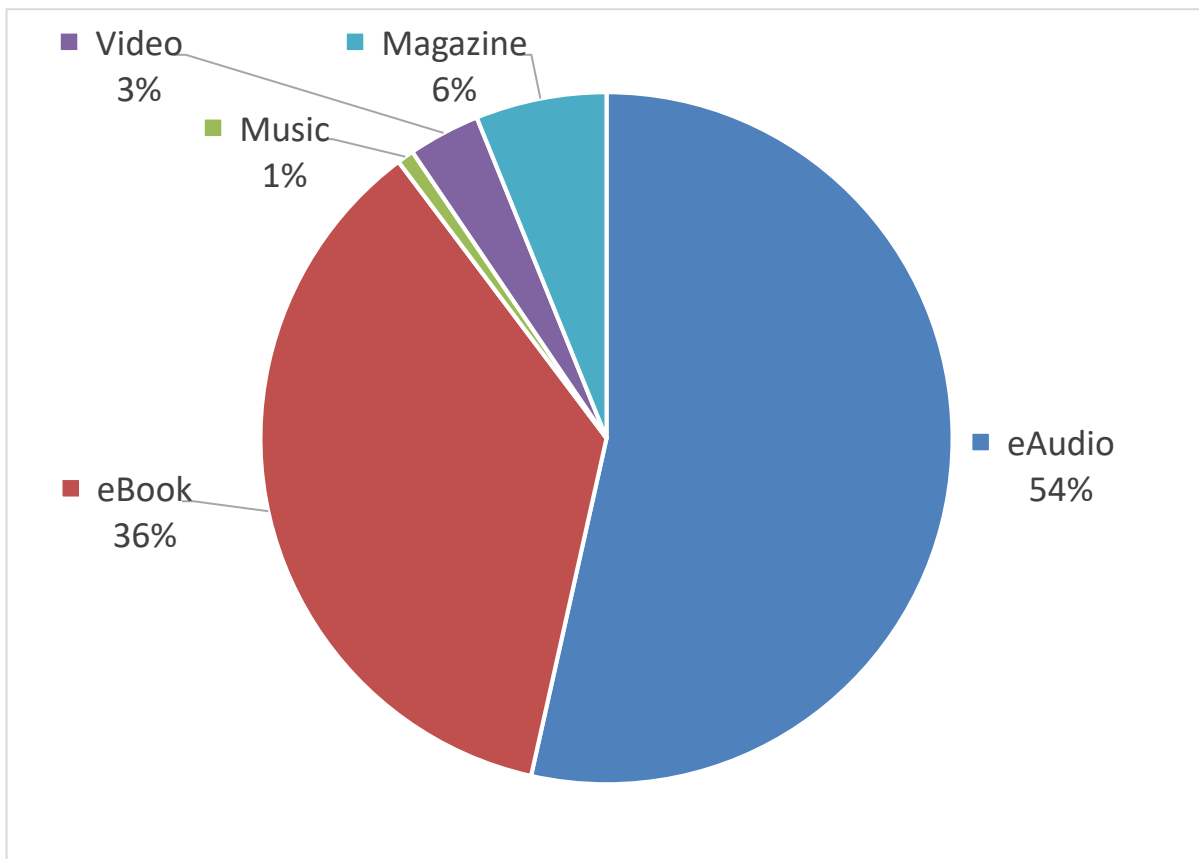
Consortium funding, more \$ per title, Kindle-compatible



	eAudio
Month	17
YTD	146

What is it?

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



Usage, Computer & Wi-Fi Internet Access

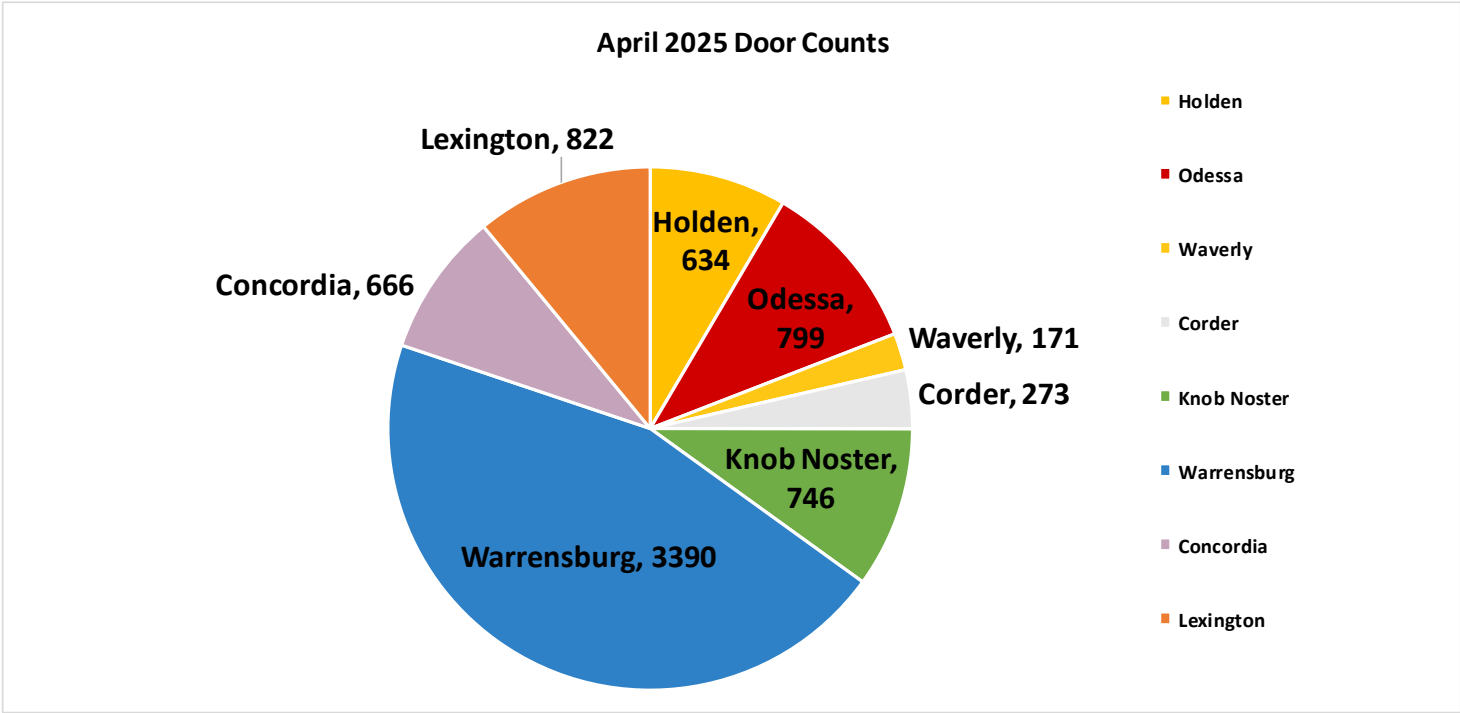
Computers:

District: Current Month	
April	Total
2025	1,151
2024	1,160
2023	1,181
2022	996
2021	447
District: Year to Date	
FY 2025	11,915
FY 2024	11,338
FY 2023	11,312
FY 2022	8,370
FY 2021	1,838

Wi-Fi:

District: Current Month	
April	Total
2025	1,378
2024	1,061
2023	1,323
2022	-
2021	-
District: Year to Date	
FY 2025	14,425
FY 2024	11,600
FY 2023	12,869
FY 2022	0
FY 2021	0

Usage, Door Counters:



Collections

April FY25

143,289

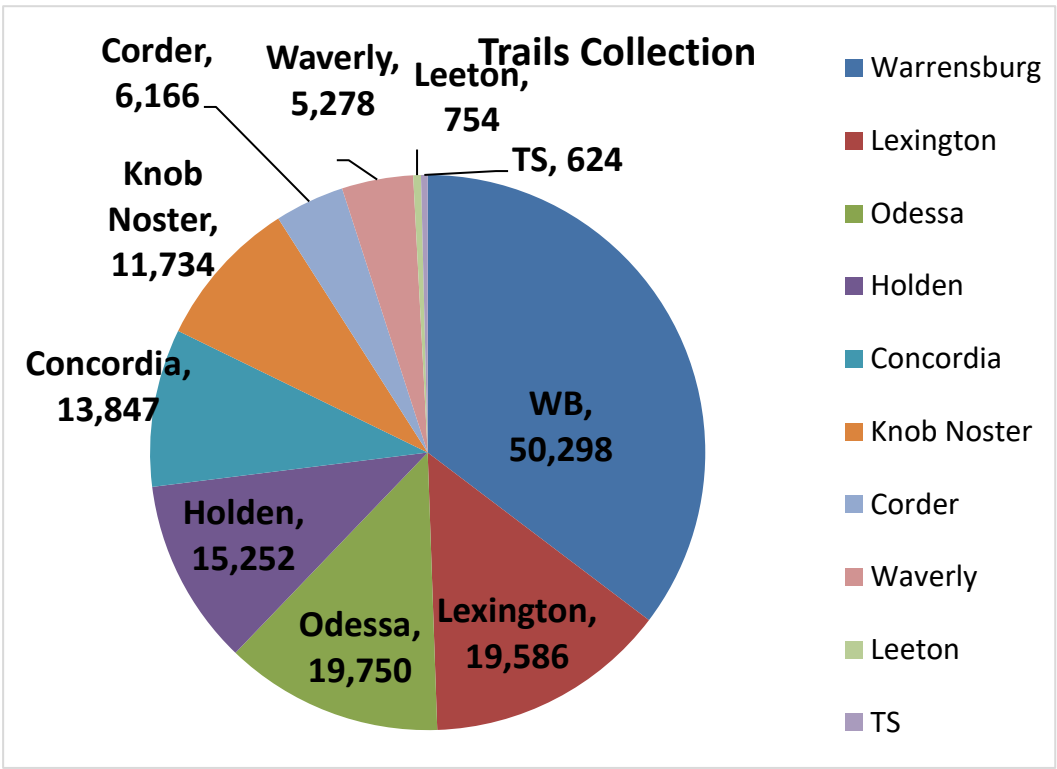
Total Collection

334

Added

2453

Removed



Director's Report

Director: Jackie Hawes

April started off with me attending the GRLC (Grand River Library Conference) in Moberly, MO. We had a busy day packed with excellent training sessions and networking opportunities. National Library Week (4/6-4/12) found staff dressing up for our "spirit week" and lots of treats from our Board of Trustees! Thank you for the goodies! On April 8th, I attended the weekly Public Library Director Forum. After the executive order regarding the IMLS, the MOSL (MO State Library) decided to move this meeting back to weekly instead of monthly, so they can provide any funding updates. On April 9th, Tessa and I met with representatives from ADP on possibly adding an additional module; however, we're not going to be able to add this to the FY26 budget due to possible funding cuts. On April 10th, I attended the MO Evergreen membership meeting. On April 11th, I was able to have an orientation session with our newly appointed Trustee, Heather Jepsen. I'm looking forward to working with Heather!

On April 16th & 18th, I was able to visit the HD, WV, CC, and KN Branches. On April 24th & 25th, I attended the AASD's (American Association of Special Districts) Library & Special Districts Governance Summits. This is a new national initiative to network the thousands of special districts across the nation and get "Special District" defined at the federal level. I attended sessions on: Everyday Issues for America's Library Districts, Human Resources Considerations for America's Library Districts, presentation from John Chakstra with EveryLibrary, Library Leadership Panel-Navigating through Difficult Situations, Navigating Complicated Library Board-Director Situations, Intergovernmental & Community Approaches to Bridge Divides, Next Steps for the AASD Library Division, Districts & Retirement: 457b Deferred Compensation Fiduciary Responsibility, Empowering Special Districts: Leveraging Federal Grants to Build Resilience & Archive Strategic Goals, Save Time & Money with Cooperative Procurement, Diving into the Missouri Sunshine Law, Trending HR Topics for Special District Leaders, Best Practices & Tools for Community Engagement, Federally Defining "Special District" + Trending Policy Rundown, and This is Only the Beginning: MO Special Districts Steering Committee.

Assistant Director: Susan Kromrie

With wrapping up the tier study and finishing my part of the personnel policies, I find myself able to breath a bit more. I am catching up on my webinars, professional reading, and Asana training.

Jackie was doing branch visits this month, so I only picked up Odessa that she was not getting to until June. Nice visit with our Odessa team. Our manager book study, Crucial Conversations, is wrapping up and we will take a break for the summer.

I have submitted a conference proposal to a couple of groups for Jackie and I. One was to the Association of Rural and Small Libraries, and the other to the Missouri Library Association. Too early to tell if either/both accepted them.

Coming up next for me will be to start on the administration policies and to work on hiring people for Warrensburg and Corder.

Department Reports:

Human Resources: Tessa Moulton

I am not sure how April has already passed. I can only think that time flies when you are having fun! Unfortunately, not everything I have to report is fun, but we had a fun month.

April started with a visit from the Missouri State Archives - Local Records Retention Program. The field archivist, Rebekah Bowen, came to Warrensburg on Thursday, April 3 to work with Karen and I about the local records retention. Rebekah explained which records retention schedule to use and how to read the schedule. Karen and I have been working on the disposition list, but we are not yet finished because there's more to process that we were not aware of. We have gone through the employment applications, time off requests, payroll registers, employee files, files and boxes of old records, and old tax documents. We still have more boxes of old records as well as the filing cabinets in the Administrative Office to go through. Karen and I are planning to have the disposition list ready in June to present to the board.

National Library Week was a fun week of activities. There were so many library staff members who participated; it was great! I was able to help the Warrensburg Branch with their Book Club on Monday, April 14, and it was so much fun. I am just glad Amy is in charge because that is a lot of work.

I was able to attend the Missouri Employment Training, Benefits, and Wellness Conference in Camdenton on April 30-May 1. That conference was an amazing experience. We had two very engaging keynote speakers, David Woods Bartley and Steve Hughes. They spoke about mental illness and how to help employees feel valued at work. The only way to describe their presentations is fantastic! The rest of those two days were spent in sessions geared around how to engage employees, creating trust in the workplace, employment law changes, and legislation changes. I was also able to speak with Missouri Representative Jeff Verneti about HB 903 and HB 1146, so I am really excited about how this month rounded out.

Unfortunately, we had two resignations happen in April. Ginny Sullivan, a Warrensburg Library Clerk I, will no longer be with Trails Regional Library starting June 1. And April Meinershagen, Corder's Library Clerk II, will no longer be with Trails Regional Library after May 16. We will miss them both but wish them good luck in their future endeavors. We have the positions posted with a priority date of May 2, so we will set up interviews as soon as possible.

Support Services: Roger Dumas

Support Services consists of IT, Facilities, Courier, and a Custodian here at Trails Regional Library. Our purpose is to support the 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 2025. Support Services fielded 192 calls during the month.

- Air Print: Last month Luke started work on setting each branch up with the ability to do Air Print - allow patrons to print from their mobile devices. I am happy to report that he

Statistical Reports

has finished setting up each of the branches with this new service, and it should be working for everyone now.

- Warrensburg Roof Project: The follow up roofing project started and finished during the month of April. It took the team just at a week to get everything completed. Colin has conducted the final walk through and punch list with the Wilson Group and everything was completed as expected. We are happy to report that even with all the rain we have received over the last several weeks we have not had any reports of leaks in the Warrensburg branch, which has not been the case until now.
- Warrensburg Concreate work: I have signed contracts for the concreate work that will be done for the front of the Warrensburg Branch (Steps at front of building). I am currently waiting for project scope from Gordian to put together the contract for the back walkways for the Warrensburg Branch. I have spoken with our representative for the Wilson Group about trying to have both of these projects worked on at the same time.
- Concordia back parking and side green space: I have started talking with Gordian and the Wilson Group about putting together plans for the Concordia branch. They are going to put together a couple of different options on how they can approach reaching our goals for this area and we will work through the scope of the work to do it.
- Clean up of Facilities Work area: Colin brought in a couple of large garbage dumpsters and started cleaning up the maintenance building and Annex area for facilities. We were able to clean up and straighten up a lot of space and are currently working on organizing for better storage space.
- Holden Back Room: We started picking up supplies and finalizing plans for updating the kitchenette area of the Holden back room and preparing the floors to be redone. We will be installing a new corner cabinet area that will allow us to put in the bigger sink that the branch is requesting. This is currently on order, and we are awaiting its arrival. We have also started working with the branch to start cleaning up and moving out all of the stuff in the back room so we can strip the floors and repaint them.

Technical Services: Anita Love

In early April, the TS crew went to the Waverly Branch to measure the collection and see what might be possible for the layout of the branch. Branch manager, Amy Boland, assisted and by the afternoon we were shifting the collection. We were able to incorporate the adult DVDs and adult CDs onto actual shelving and therefore being able to remove the red wire rack that housed the DVDs and CDs. This opened up a lot of floor space for programming potential and will give the branch room to move the wooden range of short shelving 8 to 12 inches to the west. Just those extra inches will give the picture book section more open space.

Two weeks later, the crew went to Odessa to measure that collection. We were only able to measure the collection and scratch our heads. The branch is laid out very well, it is just that the collection has outgrown the amount of shelving that is there. We are still trying to figure out what might be best. Kendra has asked that we not move or shift anything until after the Summer Reading Program. It may take us that long to design a better layout.

We are now poised to go up to Lexington and see what can be done with that collection. Their picture book collection is still way over crowded. We have a challenge there very similarly to what we have in Odessa, the collection has outgrown the shelving. A more aggressive weed may be our only choice in either location.

Statistical Reports

Alicia Shepherd continues to be our number one collection development/cataloging guru and original cataloging expert. She has conquered the pile of problem titles that needed hours of work to correct and get out to the patrons. Thank you, Alicia, for tackling and winning over those buggers.

The project of putting the series title and series number on the spine of adult fiction books continues. Michael Brown has been given the lead on that project. He has been able to work through about 40 titles per day 5 days a week. Plus keeping up with his regular projects. Thank you, Michael, for tackling that project.

Regina Lamont was blessed the month of April having her father from Pennsylvania come for a long visit. She would work in the mornings and take leave in the afternoons. Regina also was able to keep the department open when the rest of the crew was off in Waverly or Odessa measuring. We are able to back up each other.

TS was able to order and has now received the "CoverOne" book repair machine. Emily Luebrecht and I were the first to try it out. The directions do warn the user that it takes a little practice before you master the technique. They were correct. The machine works on paperbacks as well as hardback books by using heat and glue strips to reattach pages that are falling away from the spine. The finished project is almost like a library bound quality book. It works like a charm. Everyone in TS will be learning how to work the CoverOne machine, though Emily will become the lead on this project.

On April 22nd I was able to fill in and do the Lafayette County part of the courier run. It was so fun to see staff's faces when I walked in carrying bags of materials. Luckily for me it was a beautiful day and the run was light. As far as I know, I didn't mix up any of the bags and everything got to where they were needing to go.

Public Services: Catie McLaughlin

April saw Trails Regional Library celebrating National Library Week during the week of April 7- April 12. Staff really got into the spirit during our dress up days. We celebrated with Pajama Day, Hat Day, Favorite Character Day, Wacky Wednesday, and Fancy Friday. All staff were super appreciative of Board members stopping by to thank staff on Library Worker Day (Thank you!). Haley sent out our first staff newsletter with updates on the challenge and photos of the spirit week. We also completed our Staff Beanstack Bundle up with 40 Books Challenge. We are looking forward to implementing another staff challenge for SRP. Speaking of SRP, it is only one month away. We have been keeping busy with getting the Summer Reading Program Beanstack challenges ready to go and finalizing plans with our Summer Presenters. We had meetings to finalize prizes and incentives for SRP. We are looking forward to a fun and successful summer.

Haley and I both attended several virtual webinars and trainings throughout the month, manager's meetings, and hosted branch workshops with Holden and Warrensburg. I also prepared topics to review with Manager's for the upcoming Manager Training.

Branch Reports:

Statistical Reports

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
Program	Bubbly Storytime (5)	0-5	76
Program	Afterschool Activity: Planet Lights	6-12	2
Program	Cartoons & Pancakes	All Ages	10
Program	Book Club	18+	9
Program	Bake Club	18+	4
Program	Tiny Book Workshop	13-17	0
Take & Make	Spring Birds Craft	6-12	11
Take & Make	Zines	13-17	2
Passive	Minecraft Scavenger Hunt	6-12	25
Passive	Coloring Pages	6-12	77
Passive	Marker Board Question	6-12	15

Outreach activities completed: Event flyers shared to community Facebook groups and posted in local newspaper. Spring Showers Hygiene Drive in partnership with HCC Network

New cards issued: 8

Meeting room usage: 5

Reference Questions: 170

Other Questions: 48

Highlight:

We are excited to partner with The Midwest Genealogy Center in May. We were offered the opportunity to host a virtual program: *An Introduction to Internet Genealogy*. I hope we have many amateur genealogists who are interested.

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime (x5)	0-5	60
Program	Book Club	18+	3
Program	Yoga Fridays (x4)	18+	10
Program	Monday Melodies (x4)	0-5	30
Program	Knots and Needles	13+	0
Program	S.T.E.A.M. Team (x4)	6-12	7
Program	Books Chat and Crafts	6-12	0
Program			
Passive	Coloring Sheets	All Ages	8
Passive	Take and Makes	All Ages	15

Outreach activities completed: 0

Statistical Reports

New cards issued: 1

Meeting room usage: 7

Reference Questions: 40

Other Questions: 47

Highlight: Pizza party for Cozy 40 Challenge!

Staff cheer: April has everything ready for SRP! Jennie has everything ordered! We are excited and ready to go.

Upcoming Outreach:

- Corder Picnic in June

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
program	Storytime x3	0-5	45
passive	Coloring sheets	0-5	35
passive	Coloring Sheet	Adult 19+	12
passive	Adult trivia questions	18+	10
passive	Games set out	6-12	4
Passive	Games set out	13-17	5
passive	Super Saturday	All ages	0
passive	Learning Worksheet	0-5	33
passive	Tech Tuesday	All ages	12
Program	Family Movie Matinee	All ages	0
passive	Knitting Group x4	All ages	22
passive	Word search	19+	12
passive	Questions of the day	All ages	102
program	Coffee Connections x2	All ages	9
program	Dungeons Dragons club x2	Adult 19+	15
Program	Ceramic rose painting	13-18	2
Program	Ceramic Rose Painting	Adults 19+	13
Program	Chess Club	All ages	3
Program	Zentangle	All ages	20

Outreach activities 0

New cards issued: 8

Meeting room usage: 13

Reference Questions: 613

Other Questions: 733

Highlight: Having the Board Meeting in Holden.

Upcoming Outreach: Holden High School Parent Night

Knob Noster: Lauren Sweeney

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime x4	0-5	63
Program	Computer Basics	55+	3
Program	Card Crafter's Workshop	19+	3
Program	Science Storytime	0-5	13
Program	Crafternoon	6-12	20
Program	Book Club	19+	5
Program	Headstart Storytime x2	0-5	32
Passive	Whiteboard Poll	All ages	172
Passive	Word of the Week	6-12	19
Passive	Coloring Sheets	0-5	30
Passive	Early Literacy Toys	0-5	118
Take and Make	Flower	0-5	4
Take and Make	How Plants Grow	0-5	2
Take and Make	Apple and Worm	0-5	2
Take and Make	Fishbowl	0-5	10
Take and Make	Earth Day	0-5	6

Outreach activities completed: Knob Noster Middle School brought their Page Hunters group to the library for a tour on 4/28. Kim did two storytimes at the local Head Start/Early Learning Center.

New cards issued: 22

Meeting room usage: 21

Reference Questions: 155

Other Questions: 204

Highlight: We are beyond thrilled to have a full team here at the Knob Noster branch! We are getting excited for summer with programming, outreach events, and the summer reading program!

Staff cheer: Both Kim and Rachel are putting in a tremendous amount of effort and care into the library. We are all working together to promote the library and its resources as much as possible

Upcoming Outreach:

- Knob Noster Elementary School is coming for two visits on May 8th.
- Knob Noster Middle School is bringing a class for a visit the week of May 12th.
- KNE and KNMS will be bringing their groups again during summer school.
- We will also be attending the Knob Noster Open Air Market in June, July, and September.
- The Knob Noster State Park will be coming to the Knob Noster branch to do four storytimes over the summer.
- Kim will be doing one more storytime at Headstart in May, and she will pick back up in June.

Statistical Reports

- Lastly, we will be attending Knob Noster School District's back to school nights for the elementary school and middle school.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Program	Story Time x 5	0-5	69
Program	Kids Club	6-12	15
Program	T(w)een Time	13-17	3
Program	Bee Creative	18+	15
Program	Tech Tuesday	18+	1
Program	Any Book Book Club	18+	1
Passive	Piece by Piece (puzzle table)	family	19
Passive	Color sheets	0-5	45

Outreach activities completed: 4

New cards issued:16

Meeting room usage:66

Reference Questions: 1020

Other Questions:

Highlight: Staff is prepping for Summer Reading, and I'm pleased to say our branch is ready to go! They have great ideas for decorating and Public Services has been working hard to get things rolling.

Upcoming Outreach: 2

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Well-Read Poet's Society	13+	1
Program	Storytime (Wednesday x 5)	0-5	49
Program	Storytime (Thursday x 2)	0-5	12
Program	Otaku Club	13-17	5
Program	Labyrinths and Lizards	19+	0
Program	Bunco	19+	8
Program	Calling All Coders	5-8	4
Program	Love is an Open Book Club	19+	2
Program	Play and Learn	0-5	3
Program	STEAM Lab	9-12	3
Program	Book Lover's Book Club	19+	5
Program	Bard to the Bone	13-17	3
Program	Ani-Manga Collative	19+	1
Program	Feature Friday	All Ages	2
Passive	Coloring Sheets	All Ages	24

Statistical Reports

Take and Makes	Left over storytime crafts	All Ages	23
----------------	----------------------------	----------	----

Outreach activities completed:

- Noelle Postlethwait presented a STEAM based program to 26 students at SOAR.
- 151 kindergarten students from McQuerry Elementary toured the Odessa branch and learned about Trails Regional Library. Tours were led by Kendra Redden and Noelle Postlethwait.

New cards issued: 31

Meeting room usage: 75

Reference Questions: 582

Other Questions: 468

Highlight:

Board member Jane Beal brought the Odessa staff beautiful and delicious cookies for National Library Week.

Staff cheer:

Thank you to all the administration from the staff for the National Library Spirit week. The staff had a great time dressing up.

Upcoming Outreach:

Warrensburg: Kristin Urfer

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime (10)	0-5	251
	Music & More (4)	0-5	162
	Game On!	All ages	8
	Lego Block Party	6-12	6
	Crafternoon	19+	3
	Goodnight Storytime	0-5	19
	NovelTea Book Club	19+	14
	Craftastic	19+	10
	Crafty Family Fun	All ages	13
	Anime Otaku	19+	0
	Coffee & Connections	19+	10
	Literary Antics	19+	4
	Bunco	19+	10
Passive	Would You Rather	All ages	235
	Activity Sheets	All ages	515
	Duck Scavenger Hunt	All ages	60
	Maker Table	All ages	106
	Blackout Poetry	All ages	22
Take & Make	Craft Kits	All ages	25

Statistical Reports

Outreach activities completed: Locally Yours Chamber event (25 attendees), Arts, Books, & Crafts meeting presentation (27 attendees), MVCAA Preschool (30 students)

New cards issued: 88

Meeting room usage: 22

Study Room Usage: 61

Reference Questions: 780

Other Questions: 1209

Highlight: The Bethlehem Lutheran Church sent a group of volunteers to spruce up the library as part of their annual Shine project. They wanted to help the library this year because of how hard the staff work to serve the community and how much they appreciate all of us. They graciously removed some landscaping, painted our retaining wall, and restriped the parking lot. They also donated hygiene items to support our patrons' needs and expressed lots of gratitude and appreciation to the library staff. We are so grateful for their generosity and hard work, it really made a huge difference!

Staff cheer: Six of our WB staff earned a pizza party by participating in the district reading challenge! We have a very dedicated group of readers that are not only reading for their own pleasure, but to enhance their ability to serve our patrons.

Upcoming Outreach: School visits to promote SRP

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets	All Ages	15
Program	Storytime	0-5	4
Program	Sassy Seniors	18+	6
Program	Book Club	18+	0
Program	Movie	All Ages	2

Outreach activities completed:

New cards issued:1

Meeting room usage:4

Reference Questions: 70

Other Questions: 48

Highlight: TS was here on April 7th and did a weed and rest of the branch. Looks great.

SRP is planned and ready to go for the most part.

Jackie was here for her visit.

Catie & Haley were here to answer any questions we had.

Upcoming Outreach: Flyers to local businesses.

Leeton: Deanna Schuler:

No Report sent.