



May Reports

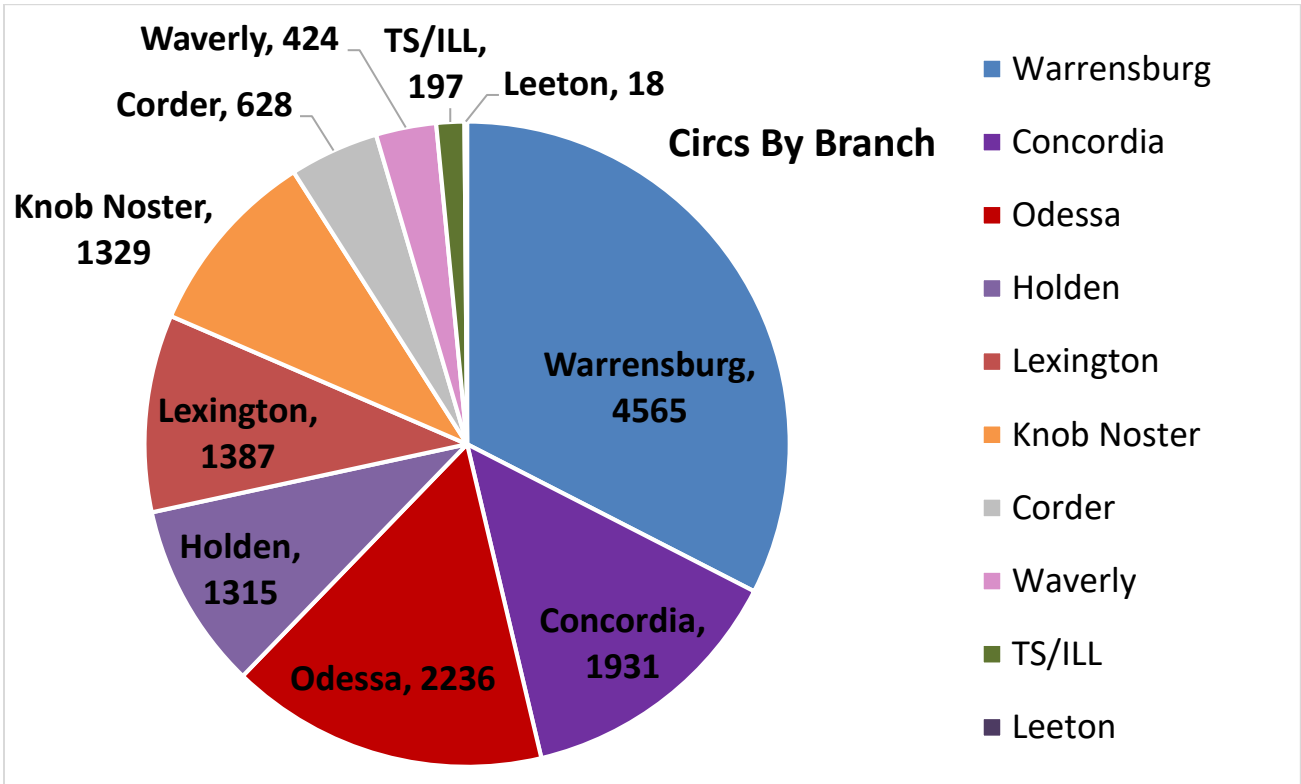
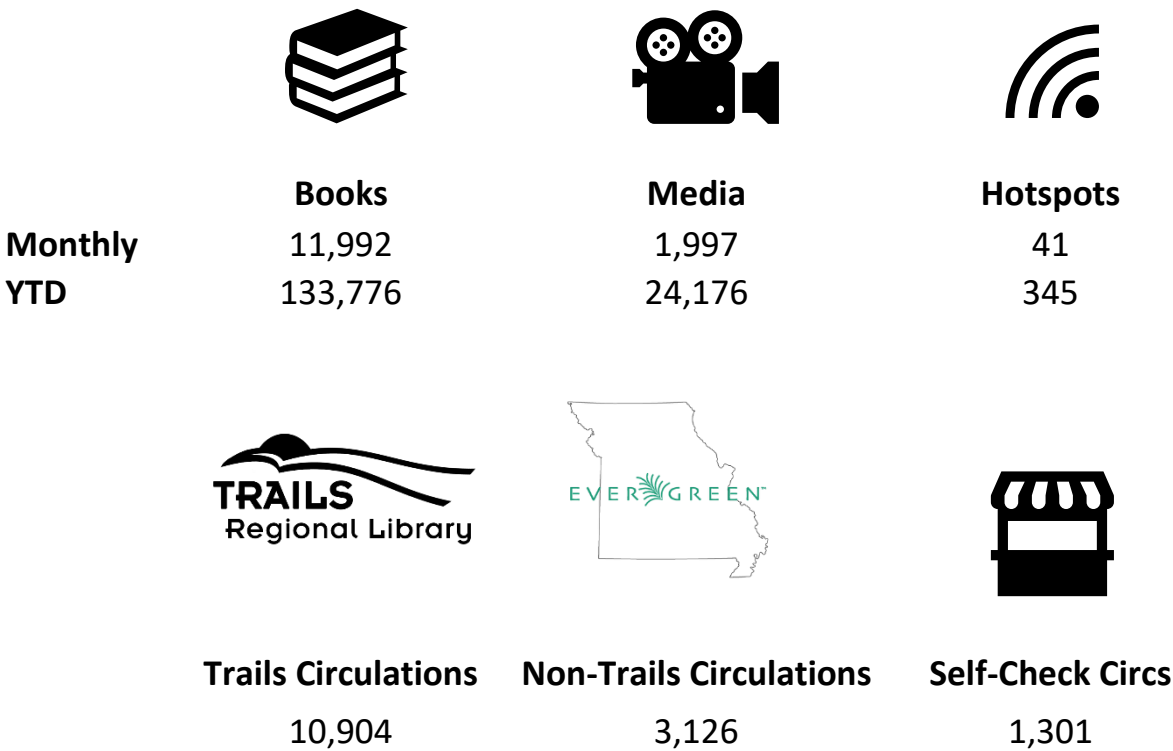
Presented to the Board June 2025

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Circulation, Physical Materials

May Circulations



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	479	1,797	204	46
YTD	5,527	17,064	2,286	376

What is it?

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



	eBooks	eAudio	Magazines
Month	1,674	1,621	366
YTD	20,598	16,956	3,868

What is it?

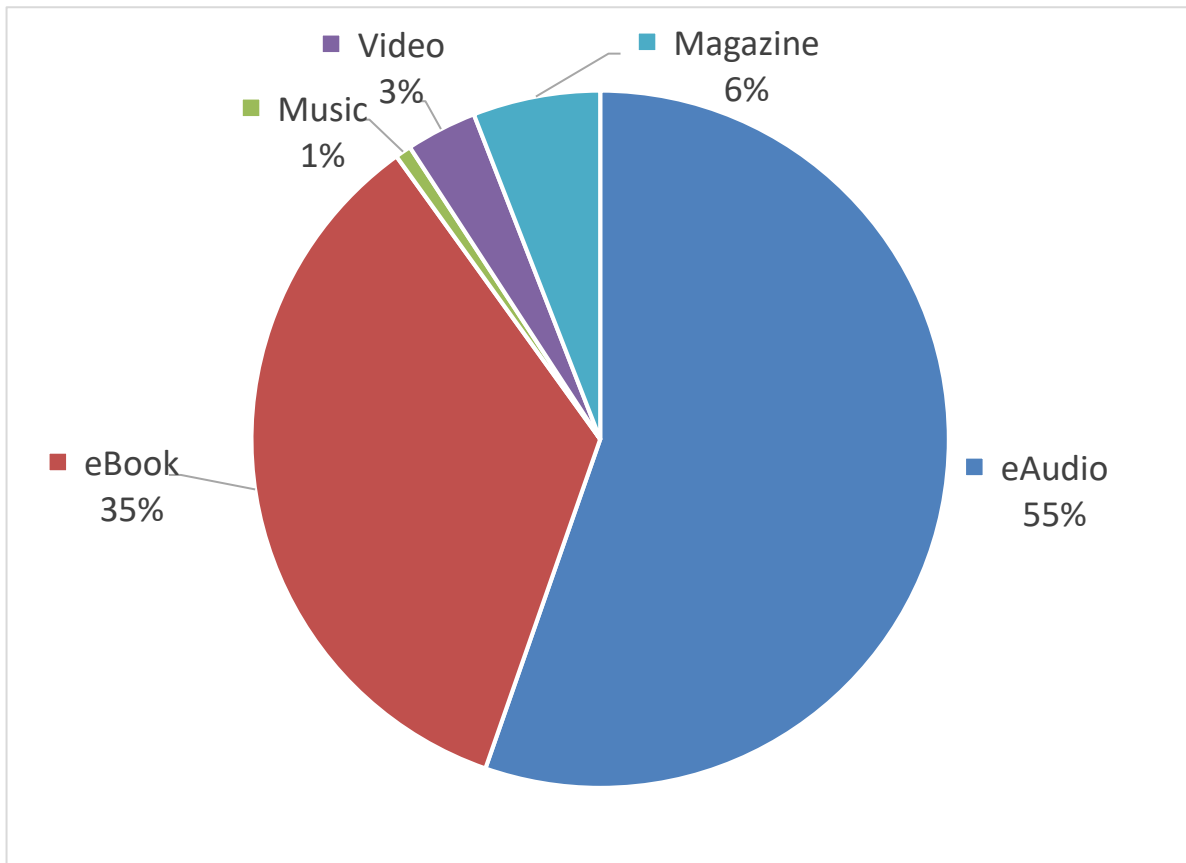
Consortium funding, more \$ per title, Kindle-compatible



	eAudio
Month	13
YTD	159

What is it?

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



Usage, Computer & Wi-Fi Internet Access

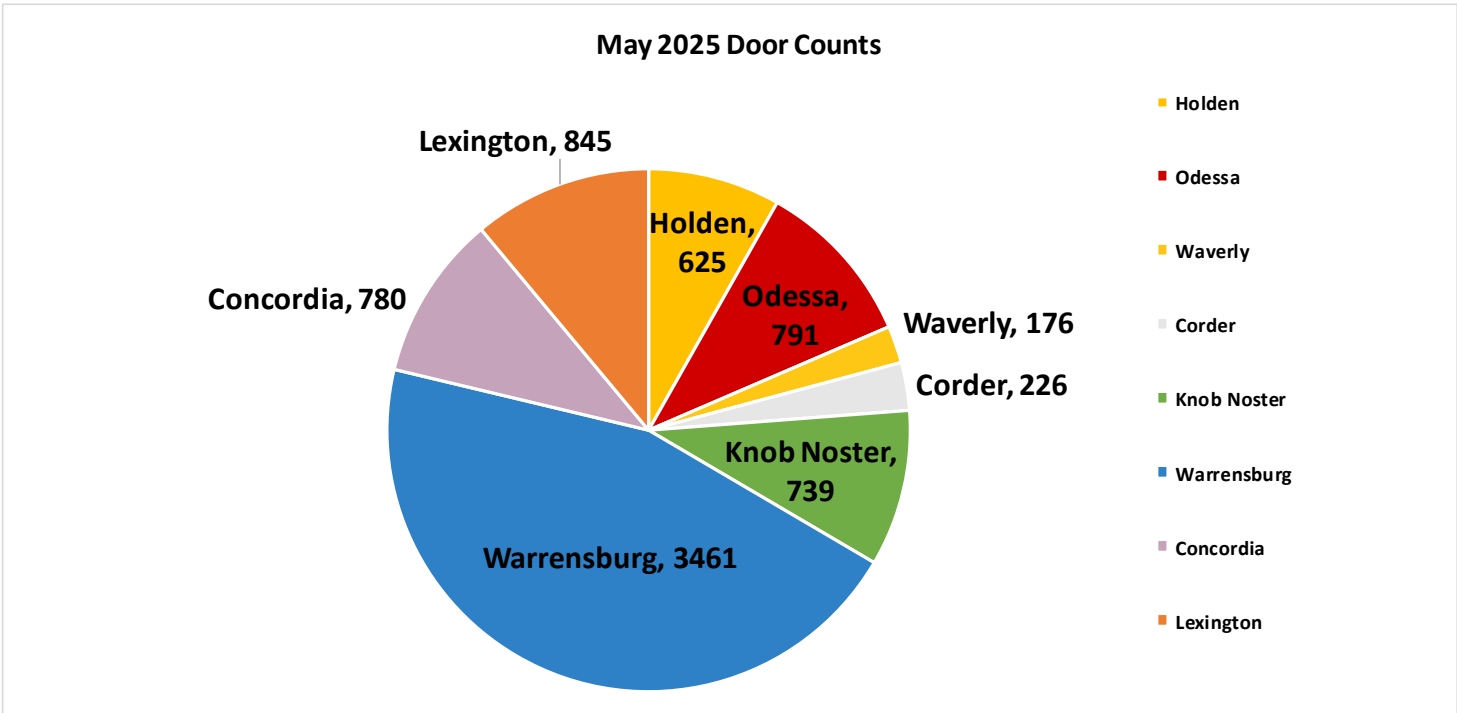
Computers:

District: Current Month	
May	Total
2025	1,148
2024	1,137
2023	1,118
2022	991
2021	663
District: Year to Date	
FY 2025	13,063
FY 2024	12,475
FY 2023	12,430
FY 2022	9,361
FY 2021	2,501

Wi-Fi:

District: Current Month	
May	Total
2025	1,343
2024	1,170
2023	1,314
2022	-
2021	-
District: Year to Date	
FY 2025	15,768
FY 2024	12,770
FY 2023	14,183
FY 2022	0
FY 2021	0

Usage, Door Counters:



Collections

May FY25

143,970

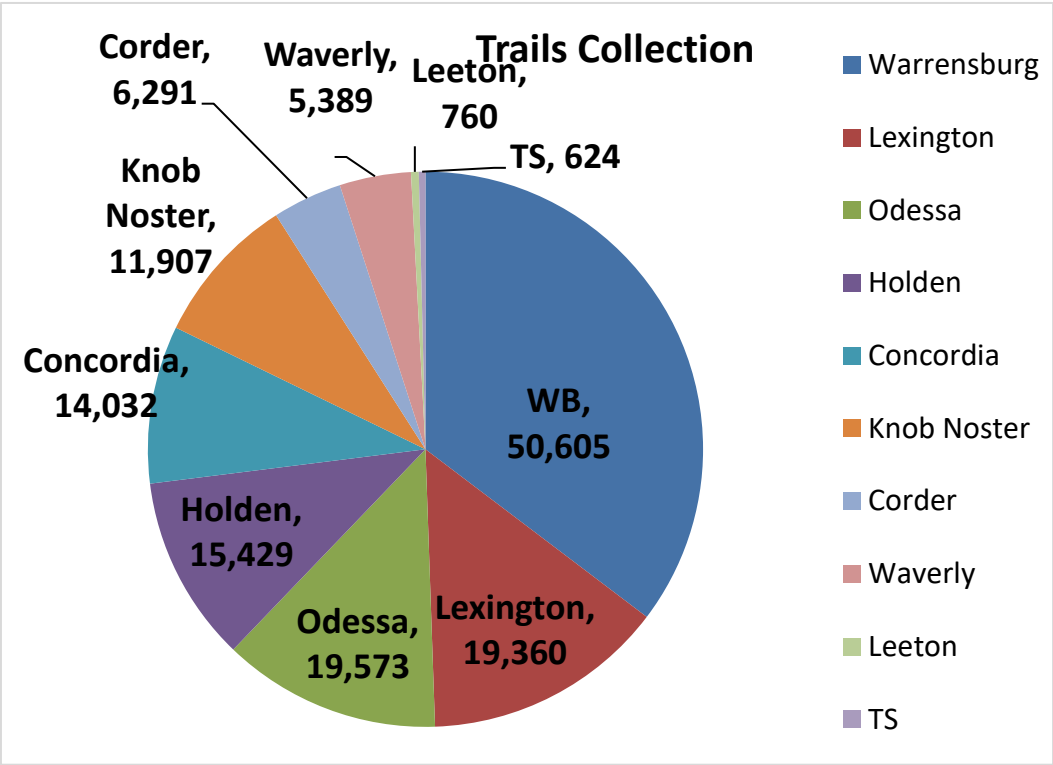
Total Collection

1598

Added

917

Removed



Director's Report

Director: Jackie Hawes

We started May off with a Managers Training Day in Lexington. I'm so glad that we're able to all get together for training & discussion once a quarter! May was a whirlwind as I attempted to follow all the executive orders and the results of those on IMLS funding and the last days of the MO legislative session. The barrage was difficult to follow & report on, but I did the best I could to keep updated on the federal & state issues. On May 6th, Anita, Roger, and I met with Nate with Bibliotheca, and we were able to finally figure out how TSYS, Stripe, and Global Pay all work. We're hoping to switch to only using Stripe which should save us approximately \$9K on our annual Bibliotheca bill. On May 7th, I was supposed to attend the TRL Foundation meeting; however, they ended up not having a quorum. Instead of trying to reschedule the meeting, the agenda items will just be moved to the August 6th meeting. On May 12th, I met with Deanna Schuler, Leeton Express Branch Manager, about our concerns with lack of communication and low usage of the branch. On May 14th, I had wonderful branch visits at CD & LX, and on May 21st, I enjoyed visiting with the WB staff. To round out the month, I was able to take a much needed vacation back home to celebrate my sister getting married.

Assistant Director: Susan Kromrie

May started with our quarterly Managers' Training, this time in Lexington. Tessa had a nice presentation on documentation and incident reports. We went over the strategic plan for FY26, had a discussion on staff expectations and library cards, Catie went over a few last details for Summer Reading Program, and we finished up our discussion on *Crucial Conversations*. Whew.

Our next training will be August 8th in Knob Noster. With SRP starting, I will only be holding manager meetings monthly, but of course I am only a phone call away if questions arise. In August we will decide if we are going to do more book studies, or if there is another asynchronous learning the managers are wanting to do.

Kristin and I and Jennie and I interviewed for open positions at Warrensburg and Corder. We had some good candidates and have selected people for both positions.

I made branch visits to Lexington, Concordia, and Knob Noster to see how they are spruced up for SRP. Everyone has a little bit different take on the theme and it is really fun to see the decorations and planning ideas.

I did quite a bit of Asana training as well as webinars on boundaries, workplace appropriate conversations, and more in-depth training on *Crucial Conversations*. I am also working on consolidating my learning on management and meetings.

Department Reports:

Human Resources: Tessa Moulton

Statistical Reports

Another month has come and gone, and the Human Resources team has been busy with many different projects. Karen and I have been continuing to work on the records retention. I believe both of our offices have been searched to have all of the superfluous documents rounded up for disposal. I have been able to completely empty two filing cabinet drawers in my office, and Karen has emptied a drawer out of her filing cabinet as well. We have gone through old boxes from the maintenance building, and we are getting ready to comb through all of the filing cabinets in the administrative offices to finish this project by the time mid-June rolls around. We currently have seven boxes of documents that will need to be shredded, and we feel a lightness from the removal of the documents already. Once the boxes of documents are gone, we will definitely see extra room available and hopefully have the administrative filing cabinets organized more thoroughly.

We have finished interviews for the open Library Clerk I position in Warrensburg. We have offered the position to Corey Todd, and they will be starting on Monday, June 2. We were able to hire a person to take over the Library Clerk I position just as Ginny Sullivan left at the end of May. This is a crazy time to have onboarding and training for new staff members with all of the extra events during June. Kristin is a rock star though, so I know she will do great with a new person at the beginning of Summer Reading! And with the Kickoff on Monday, June 2, Kristin requested help, so Karen is helping in the Warrensburg branch from 2:30-4:30 p.m. because of all of the extra activities going on like outdoor games, crafts, and a petting zoo.

We are continuing interviews for the 19-hour Corder Branch Library Clerk II position in June. Unfortunately, Jennie Parks has been without any assistance in Corder since April Meinershagen finished on May 16, but we will get someone in Corder as soon as possible. Jennie has asked for assistance during Storytime and other programs; otherwise, she has been completely on her own. Jennie is quite the trooper with Summer Reading starting!

The other project that I have been trying to wrangle is concerning the payroll system. We have had so many issues with ADP since we started. Some of the issues (sick and annual leave not being awarded or appearing on the payroll worksheet as well as the changes that Karen has to work through when working on the payroll batch every pay cycle) have not been completely resolved with all of the calls Karen and I have placed to ADP's customer service team. In addition, we have seen a 48% increase in cost in the three years since we started with ADP during Fiscal Year 2022. In addition, the very lean budget for Fiscal Year 2026 has caused me to search for better options. I have been researching and talking with five companies (Paycor, Paypro, Tesseon, UKG, and Bamboo HR) about options. We are only in the initial stages of research, so a request to transition to a new system has not been determined. We know saving money is important with our current state of affairs, but we are not going to request making a change unless it is what is best for Trails Regional Library as a whole.

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 May 2025. Support Services fielded 165 calls during the month.

Statistical Reports

- Warrensburg Concrete work: I have signed contracts for all of the concrete work that will be done for the front and back of the Warrensburg Branch. I have also made sure that we have received all needed documents from the contractor as well as gotten them the documents they need to take advantage of our tax-exempt status. At present, we are waiting for an opening in the contractor's calendar to start the work. They will be doing the work for the front and the back at the same time.
- Project scope of work and proposal of cost for FY 2026: I have had meetings with Gordian and with the Wilson group to get proposals for three potential projects for FY2026. I have them writing up proposals to fix the leaking wall in Knob Noster, to pave the back-staff parking area of Concordia as well as a separate proposal for turning the drive through area on the side of the building into a green space for outdoor programming, and paving of the Waverly branch parking area. I have also asked them to get me an idea of what it would take to do something with the loading dock area on the side of the Knob Noster branch.
- Computer replacement: With the rest of the IT budget for FY2025, I purchased 20 new computers to start working on our computer replacement plan. We will be replacing the 20 oldest computers we have in the district with these new machines. We found a new computer vendor that is able to get the computers custom built for us at a lower cost and with a longer warranty than in the past.
- Holden Back room restoration: We started a project this last month repairing and fixing up the floor and break area of the Holden back room. After getting permission from the city to do the work because it is their building, Colin, Luke and I setup a plan for stripping the floors and repainting them. Colin started the work on Stripping the floors, the odor from the stripper was stronger than we anticipated, and we had to put off finishing the project till we could do it while the branch was closed. We have gathered all supplies needed for the project and will do the work on a weekend at the start of June.
- Cybersecurity Training: Our 9th round of cybersecurity training has been conducted, and I'm excited to report that we had 100% completion rate on this round.
- Assorted projects: Over the last month, we found ourselves in between bigger projects so both of my techs joined forces to try to get through some of the back log of workorders for the Facilities side of the department. We got through 30% of the back log in addition to new issues that arose and are making great progress to finally getting as caught up as we can be.

Technical Services: Anita Love

May was a pretty quiet month for the TS crew. We focused on getting new materials out to the branches in time for the Summer Reading Program kick-off. As of the writing of this report, we are down from 8 carts of new materials to 4 carts. It is normal to be working off 2 carts of new materials at any one time in Technical Services.

The reading award nominees; Mark Twain Award, Show-Me Readers, Truman Award, Gateway Award, for the school year of 2025-2026 have been received, and we are working to get them out to the branches. Students like to start reading on the lists of nominees during the summer before the school year starts. Of course, teachers also like to read the titles before the beginning of school so there is always a rush for those books. This year we are

Statistical Reports

taping on a color-coded label on the spines of the nominees to help staff and patrons locate the award books.

Public Services: Catie McLaughlin

Haley and I have been hard at work putting the finishing touches on SRP for this summer. We are excited to be relatively done with the bulk of the planning. We will still have minor projects throughout the summer, but everyone is ready to launch Color Our World! We are excited to see how this year goes with the tweaks we made to last year's layout with input from staff and patrons based on last year's success and failures. We have lowered the number of tickets children 0-18 can receive to a total of 7 for the whole summer with the majority being given when they complete the challenge. We have tiered the grand prizes based on registration numbers from the previous years. We also reduced the number of incentives to adults and teens to allow us to have a nicer incentive versus three smaller ones. We are hoping the changes are well received. We also made changes in how we notify the local school districts of our upcoming Summer Reading program in the hopes of increasing participation at all locations. Staff have worked so hard to put together some amazing spaces and programs for kids of all ages. We hope you follow our Facebook page and visit the local branches to see all the hard work they have put in to make this an SRP to remember! Have a great summer and don't forget to sign up for Summer Reading, while you cannot win a grand prize, you can still earn the incentives for reaching goals!

Don't forget to stop by one of the branches to check out Skippy the Human Drum Machine! He will be in Warrensburg and Holden on Monday, June 16th at 10am and 1pm; Odessa, Concordia, and Knob Noster, June 17th at 10 am, 1 pm, and 4 pm; Waverly, Lexington, and Corder, June 20th at 10 am, 1 pm, and 4 pm respectively. We would love to see you there!

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/using
Program	Cartoons & Pancakes	All ages	18
Program	Book Club	18+	11
Promoted Passive	Escape Room	6-12 and 13-17	11
Virtual Program	Intro to Genealogy	18+	2
System-wide	Free Comic Book Day	13-17	1
System-wide	Tiara Day	All ages	6
Passive	Coloring Pages	6-12	130
Passive	Dog Man scavenger hunt	6-12	62
Take & Make	Cloud craft	6-12	20
Take & Make	Dragonflies	6-12	14
Take & Make	Make a Zine	13-17	6

Statistical Reports

Outreach activities completed: Library swag bag for Lions Club fish fry, Event flyers shared to community Facebook groups, Events posted in local newspaper

New cards issued: 9

Meeting room usage: 2

Reference Questions: 255

Other Questions: 45

Highlight: We did not have a lot of programming this month, but we still had lots of fun! Tiara Day and the Somewhere Over the Rainbow escape room were fun times for both staff and attendees. Color is being splashed around all over the building in preparation for the summer reading theme, *Color Our World*. It's also lots of fun to decorate to get everyone excited for summer reading.

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Book Club	18+	3
Program	Yoga Fridays (x5)	18+	7
Passive	Coloring Sheets	All Ages	

Outreach activities completed: None

New cards issued: 3

Meeting room usage: 1

Reference Questions: 68

Other Questions: 86

Highlight: Celebrated April's last day with sweet tea and donuts. Wishing her well!

Staff cheer: Jennie and Susan have been working diligently to find a new hire.

Upcoming Outreach: none

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
program	Program Break		
passive	Coloring sheets	0-5	40
	Coloring Sheets	Adult 19+	12
passive	Adult trivia questions	18+	
passive	Games set out	6-12	6
Passive	Games set out	13-17	5
passive	Super Saturday	All ages	0
passive	Learning Worksheet	0-5	40

Statistical Reports

passive	Tech Tuesday	All ages	10
Program	Family Movie Matinee	All ages	0
passive	Knitting Group x4	All ages	24
passive	Word search	19+	40
passive	Questions of the day	All ages	100
program		All ages	0
program		Adult 19+	0
Program	Program Break		

Outreach activities: 0

New cards issued: 20

Meeting room usage: 3

Reference Questions: 572

Other Questions: 693

Highlight: Taking a program break to get ready for SRP.

Upcoming Outreach: Holden High School Parent Night in August

Knob Noster: Lauren Sweeney

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime x1	0-5	9
Program	Book Club	19+	5
Program	Computer Basics	55+	2
District Program	Tiara Day	0-5	6
Passive	LEGO Tower	All ages	91
Passive	Demco Sticker Poster	All ages	50
Passive	Early Lit Toy & Puzzles	0-5	83
Passive	Coloring Sheets	0-5	35
Take and Make	Earth Day	0-5	4
Take and Make	Pinata	0-5	5
Take and Make	Monster Bookmark	0-5	13
Take and Make	Paper Bag Ninja	0-5	8

Outreach activities completed: Knob Noster Elementary School came for two walking field trips on May 8th. The tours were led by Lauren Sweeney and the storytime and craft were completed by Kim Brand.

New cards issued: 34

Meeting room usage: 20

Reference Questions: 157

Other Questions: 304

Highlight: Decorating for the Summer Reading Program was so fun. It was great to see how each branch interpreted the theme.

Statistical Reports

Staff cheer: A big shout out to public services for helping us all prepare for SRP! Thank you for all of your hard work.

Upcoming Outreach:

- Knob Noster Middle School is bringing a class for a visit the week of May 12th.
- KNE and KNMS will be bringing their classes for field trips during summer school.
- Kim and Lauren will 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 begin her headstart storytimes again in June.
- We will be attending Knob Noster School District's back to school nights for the elementary school and middle school at the end of the summer.
- As always, share event flyers in Facebook groups and around local businesses.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
District Events	Tiara Day	all	4
	Free comic book day	all	0
Passive	Color sheets	0-5, 6-12, 13-17	41
Passive	Puzzle Station		19
Program	Summer Reading preview	Family/all ages	53
Program	Any book Book club	19+	2

Outreach activities completed: 1

New cards issued: 18

Meeting room usage: 29

Reference Questions: 857

Other Questions: 216

Highlight: Our summer reading preview was a hit, we had great attendance. Hopefully we will see some of those faces signing up for the Summer Reading Program.

Upcoming Outreach: One weekly for June and July.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Otaku Club	13-17	3
Program	Love is an Open Book Club	19+	4
Program	Book Lover's Book Club	19+	7
Program	Ani-Manga Collective	19+	3
Passive	Tiara Day	All Ages	11

Statistical Reports

Passive	Free Comic Book Day	All Ages	7
Passive	Coloring Sheets	All Ages	14
Take and Makes	Left over storytime crafts	All Ages	38

Outreach activities completed:

Noelle Postlethwait was at three different school buildings in the Odessa School District promoting Summer Reading. 856 children, kindergarten through high school, were able to hear about the upcoming program.

Noelle Postlethwait spoke to 9 members of the Rotary Club of Odessa about youth services offered at the Odessa branch and Trails Regional Library online resources for youth.

New cards issued: 33

Meeting room usage: 75

Reference Questions: 684

Other Questions: 476

Highlight:

- Patrons loved seeing the changes in the library as the decorating process was happening.
- We were really excited about being invited into the Odessa School District this year to promote the Summer Reading program.

Staff cheer:

The Odessa staff did a great job decorating and preparing the branch for Summer Reading.

Upcoming Outreach:

Monday, August 4th the Odessa branch will have "It's a Wrap" summer reading party from 6:00 pm to 8:00 pm for all the Odessa branch participants who have completed the reading challenge.

We would love to have any board members who would like to help with this outdoor program.

Warrensburg: Kristin Urfer

Type of program	Name of Program	Age group	Number attending/ using
Program	Music & More	0-5	34
	Crafternoon	19+	2
	NovelTea	19+	12
	Anime Otaku	19+	0
	Coffee & Connections	19+	0
Passive	Comic Book Day	All ages	2
	Tiara Day	All ages	24
	Maker Table	All ages	76
	Would You Rather	All ages	303
	Activity Sheets	All ages	405
	Pets Scavenger Hunt	All ages	65

Statistical Reports

	Star Wars Interactive Display	All ages	115
Take and Makes	Craft Kits	All ages	41

Outreach activities completed: SRP visits to elementary schools (825 students total), submitted digital SRP materials to Warrensburg School District, Warrensburg Adventure Club, and Chamber of Commerce

New cards issued: 113

Meeting room usage: 23

Study Room Usage: 75

Reference Questions: 738

Other Questions: 1143

Highlight: We interviewed some really strong candidates for our Library Clerk I opening and were excited to offer the position to Corey Todd, who will be joining the WB team on June 2. Corey brings a solid background in customer service, and we're confident they will be a fantastic addition to our staff. This opening was created by the upcoming departure of Ginny, whose last day is May 31. Ginny has been such an amazing part of our team, and we're going to miss her tremendously. We're so grateful for everything she's contributed to the branch and wish her all the best in what comes next.

Staff cheer: Huge shout out to Amy for leading the charge on our Summer Reading Program decorations—her creativity and planning brought everything together beautifully. Thanks to her vision and hard work, and the team's enthusiastic support in bringing it all to life, the branch is absolutely decked out! We've received so many compliments on how colorful and cheerful everything looks. Patrons are excited for SRP, and we can't wait to welcome them in for all the incredible programs we have planned.

Upcoming Outreach: None scheduled for June

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets	All Ages	11
Program	Storytime	0-5	5
Program	Sassy Seniors	18+	6
Program	Book Club	18+	0
Passive	Take & Makes	0-5, 6-12	7

Outreach activities completed: SRP information to local school and daycare. Flyers posted at local business. Shared information to Community page.

New cards issued: 2

Meeting room usage: 3

Reference Questions: 54

Other Questions: 32

Highlight: We are ready for SRP!

Statistical Reports

Upcoming Outreach: Flyers to local businesses. Posts to the Waverly Community Page.

Leeton: Deanna Schuler:

No Report sent.