



May Reports


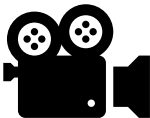

Presented to the Board June 2026




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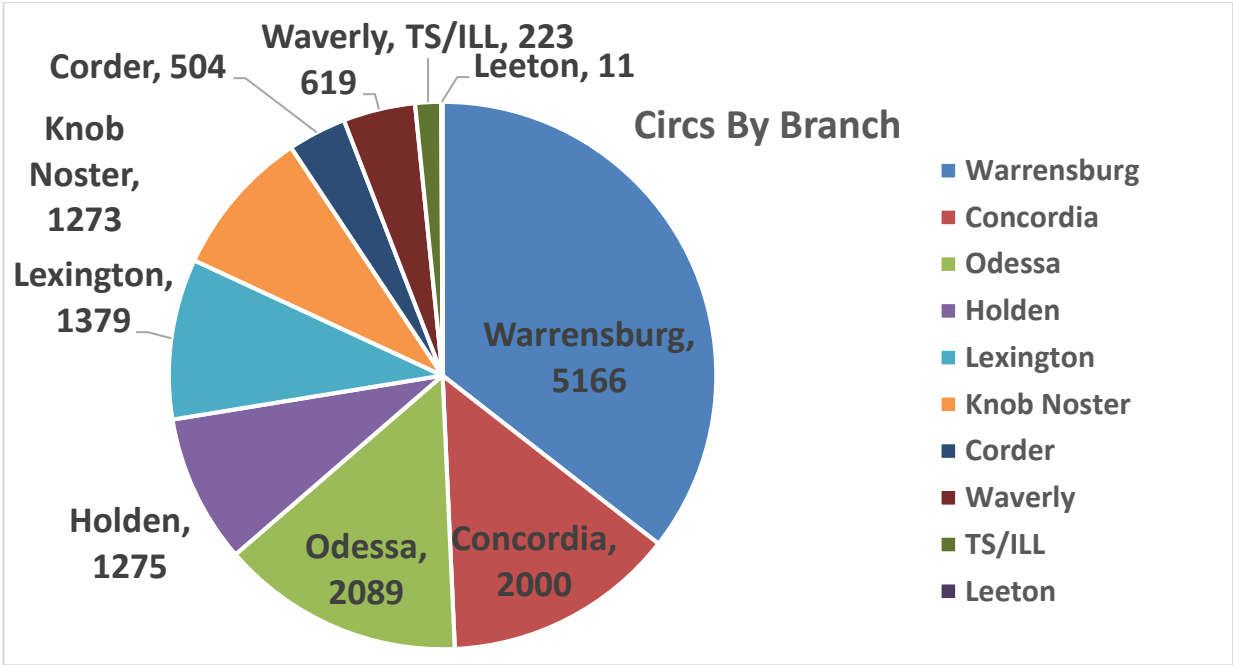
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Circulation, Physical Materials

May Circulations

			
	Books	Media	Hotspots
Monthly	12,101	2,424	14
YTD	135,731	24,807	324

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
11,883	2,656	1,317



Circulation, Digital Materials

	eBooks	eAudio	Video	Music
hoopla Month	440	2,119	323	32
YTD	5,319	22,731	2,605	498

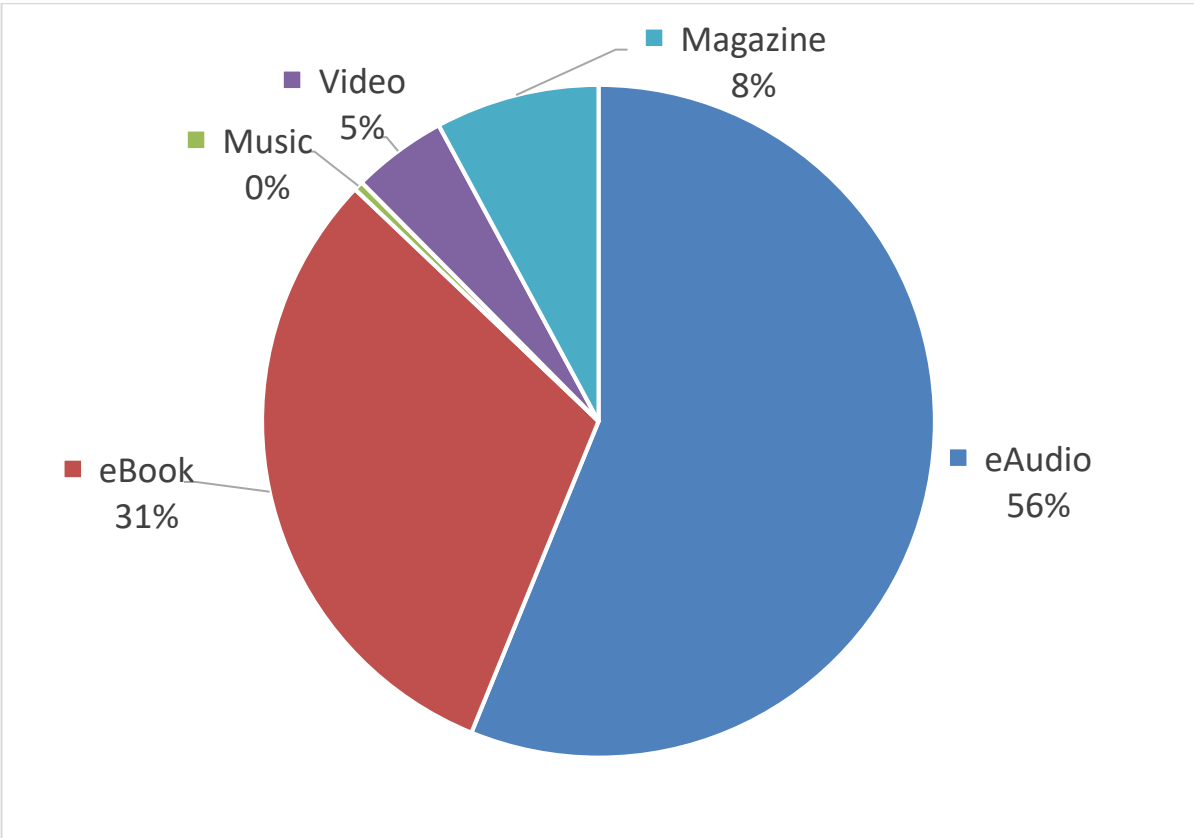
What is it? Cost-per-circ, no wait times, smaller collection, max 10 check-outs per month

	eBooks	eAudio	Magazines
OverDrive Month	1,738	1,822	559
YTD	19,708	20,072	5,077

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

	eBooks	eAudio
CloudLibrary Month	17	43
YTD	42	87

What is it? Annual subscription for curated collection.



Usage, Computer & WIFI Internet Access: May Report

Computers:

District: Current Month	
May	Total
2026	1,103
2025	1,148
2024	1,137
2023	1,118
2022	991
2021	663
District: Year to Date	
FY 2026	5,214
FY 2025	6,558
FY 2024	6,461
FY 2023	5,915
FY 2022	5,664
FY 2021	4,344

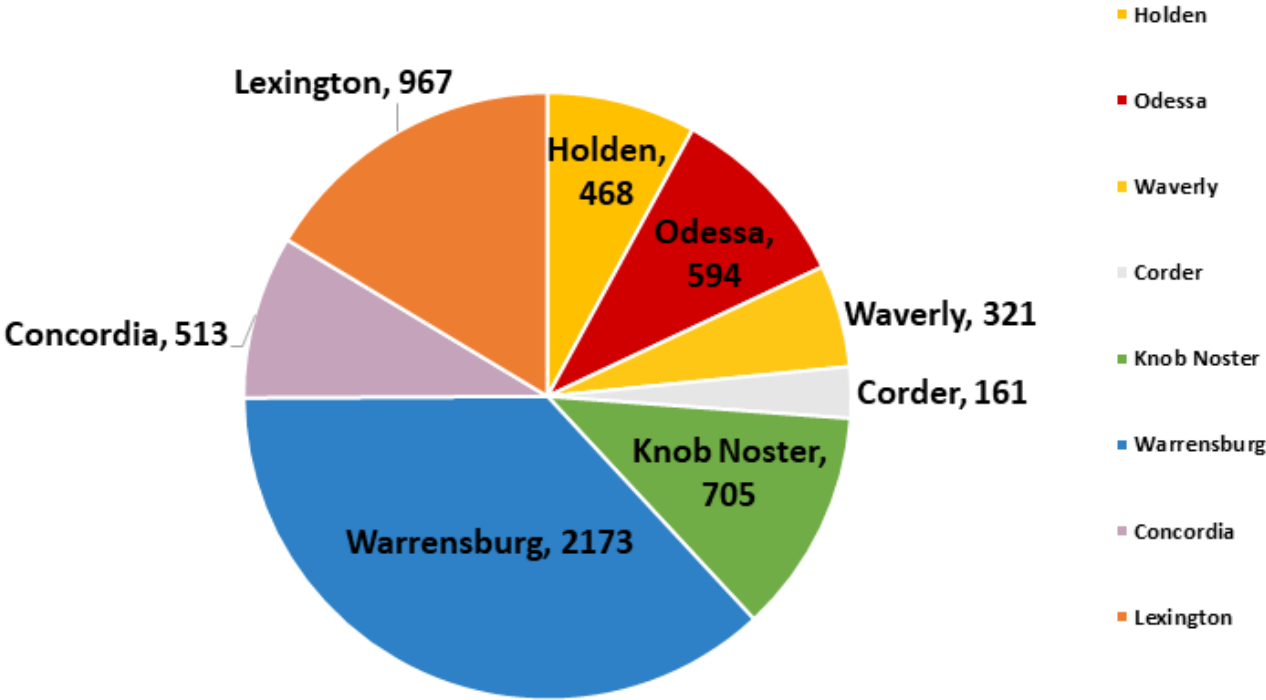
WIFI:

District: Current Month	
May	Total
2026	*21,096
2025	1,855
2024	1,609
2023	1,054
2022	1,299
2021	0
District: Year to Date	
FY 2026	*84,469
FY 2025	7,705
FY 2024	7,682
FY 2023	6,262
FY 2022	6,382
FY 2021	0

*Previous tracking was unique usage count. State wants total usage count, so moving forward the numbers will be significantly higher and more accurate to true usage.

Usage, Door Counters: No May/June, will be reset and tracking 7/1

December 2025 Door Counts



Collections

MAY

138,053

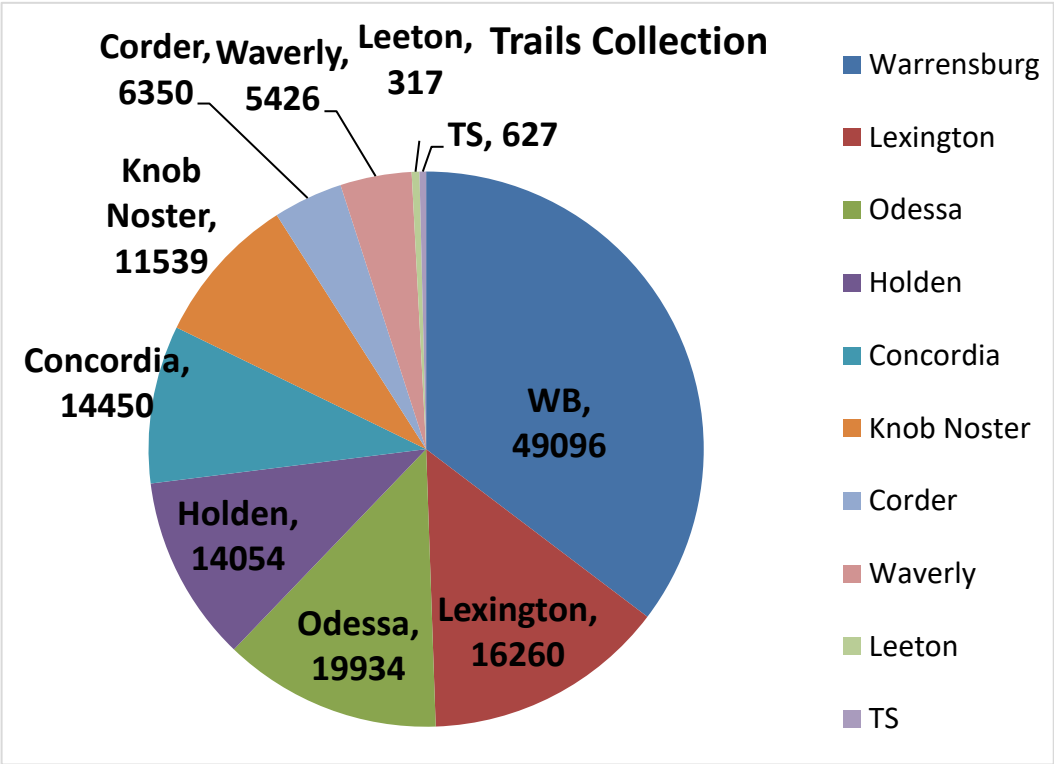
Total Collection

1040

Added

528

Removed



Director's Report

Director: Jackie Hawes:

We kicked off May with a Manager Training Day at our Lexington Branch. On the 6th, I attended the MO State Library's Public Library Director's Forum. On the 9th, I assisted with the Cheers to 10 Years! celebration for our Odessa Branch. The OD staff worked very hard to put on this wonderful event for the OD community! I was thrilled to be a part of the day, and I was excited to announce that the OD building would be paid off in May! Upon leaving the celebration, I returned home to my Mom, sister, and brother-in-law visiting my house, and Mom was able to stay with me for 2 weeks. Due to her knee replacement, we had a much better visit than her last one in October 2024, and I was glad I could take a few days off to enjoy her time here in MO. On the 20th, I was able to visit with the HD Branch staff. They were excited to show me all the changes they've made to the branch. As always, I enjoyed my visit with the HD staff.

Assistant Director: Susan Kromrie

We started May with our quarterly manager training in Lexington. We spent the first bit doing introductions with a fun fact about ourselves. It was a great activity to get to know each other better. Fascinating stories from family heirlooms to travel to riding a rodeo bull. Who Knew? Catie went over the logistics for our summer kickoffs and some new tech to check out. Obie passed out new IT procedures and flow and is going to take photos so we will be able to finish up our emergency action plans. Tessa updated everyone on UKG and the timesheet approval process. We went over the results of the communication survey and saw that we have made progress, but of course, there is always room for improvement. We went over the changes in the administration policies and suggestions were made for language and clarity. We finished the day by wrapping up our book discussion on *Free to Focus* by Michael Hyatt.

I got to help out in Concordia while Debbie did her Pancakes and Cartoons program and then went over to help with Odessa's Cheers to 10 Years celebration.

I finished working on the Administration Policies and sent them off to the lawyer for vetting. He only had one suggestion so these are ready to go to the board policy committee.

Jackie and I interviewed several candidates for the Warrensburg Branch Manager position and Kendra and I interviewed someone for her new part-time programmer position. It is nice to have successful interviews.

I took a bit of time off this month as my youngest daughter and oldest granddaughter graduated high school one day apart. I also was able to visit with my oldest who flew in from New Jersey for the graduations, and attended a nephew's wedding (all the same weekend!).

Department Reports:

Human Resources: Tessa Moulton

First, I want to apologize for not including Kristin's letter of resignation in last month's board report. It was an oversight on my side, and I hope an omission like that does not happen again. Kristin's last day at Trails was Wednesday, May 5. We have hired several new employees for the Trails team in a short amount of time including Kara Smith, 19-hour Temporary Odessa Library Clerk I, who started April 23; Rebekah Shaffer, 19-hour Warrensburg Library Clerk I, who started April 28; and Stacy Simpson, 19-hour Odessa Library Clerk II, who started May 18. These ladies completed their orientation with me on their start dates. Jackie and Susan hired a branch manager for the Warrensburg branch, Matt Kelsey, and his first day is Monday, June 15. He will have training with myself and Regina the first day, and manager training with other managers during the rest of the week. We ended the month by receiving a retirement letter from Debbie Kirchhoff; however, we are not going to say goodbye. Debbie is taking on the position as the 19-hour Public Services Assistant upon her retirement in August. For the Concordia branch, Jackie and Susan hired Jennie Parks as the new branch manager upon Debbie's retirement.

The actual first day of May was Manager Training Day in Lexington. Susan had an icebreaker that gave everyone a chance to get to know each other better. Obie was able to introduce himself and give information to the managers on how to get in touch with him. Catie went over programming areas for SRP. We also had time to go over UKG information so managers would be able to process payroll starting in June.

Karen and I had three-four meetings a week with the UKG Consultants in May to get the system ready for the Go-Live that took place on May 18. The system is up and running, and everyone is clocking in and out, submitting leave requests, and asking me great questions! I don't know everything about the system, but we are all learning together. I set the list of other features (Leave, Recruitment, Performance, ACA) we are going to begin working on after the Payroll feature is signed off. Another bonus for Trails is the ability for Karen and I to include mileage and meal reimbursements in employee paychecks. We will be able to include the non-tax reimbursements right in employee direct deposits, so there will be fewer checks to sign during the monthly board meetings and then distribute to the branches. We hope everyone will be excited about the new feature especially since it will save Trails money on checks.

Lastly, I attended the LAGERS LEARN Conference in Springfield on May 14-15. There was so much information distributed. The first day was a roundtable discussion, and I was able to connect to other library organizations at the conference! This is the first time LAGERS sat similar organizations together which was a valuable addition that I hope they continue. The second day we had sessions starting with Coffee and Connection breakfast at 7:00 a.m. through the last session at 4:00 p.m. Generally, the sessions in the past were very similar ones offered previous times; however, this year they added new speakers and new topics. I was able to hear more about the retirement process and what happens when a member passes. The opportunity to attend is very beneficial!

Support Services: Obie Halle

May was a great time to be done with orientation – busy month, lots of prep for summer time, and it allowed me to see how things operate at full speed. Everyone is great at what they do and there are solid processes in place. There is recovery in progress in Support Services concerning standardized operations and information access/control, but the daily is smooth and I expect to continue making great progressive steps once we are past the summer hustle. We are fully on UKG and Support Services has everything sorted as far as accounts and withholding and daily use. I have acted as backup for each team member once or twice now and know I can do so as needed without any disruption to Public Services.

IT

- New Server has arrived, is set up, and I am identifying our license location so it can be activated and start cycling updates for testing
- Corrected multiple account, printing, and network issues across the branches including the annex
- Using MOREnet's Cybersecurity Assessment to adjust and improve both physical and network security - plans in motion for identified weaknesses
- Technical Services label printer successfully swapped, others should have a few annual cycles left in them. All working smoothly
- Stan with MOREnet is provisioning a secure USB drive with Windows 11 so patron computer updates can be fast and seamless
- Refreshed Jackie's access to security cameras from her office, secured admin account for camera server, and have set up easy access to the cameras in the server room

Facilities

- Roofing inspections complete, started annual program with Square Contractors for quarterly maintenance and on-demand repairs
- Odessa parking and lot boundary disputes fully sorted with City of Odessa and property neighbors, collaborating for smooth adjustments as needed
- Building HVAC master sheet with all unit info and locations for fast maintenance and strategic planning
- Locational info and photos obtained for each branch, Catie uploaded our branch layout drawings to Canva – I have everything collated to create the following documents:
 - Safety Manual Maps showing exits, hazards, water/power shutoffs, etc.
 - Quick Reference Manuals for posting in utility closets complete with pictures
 - Training Manual inserts for new employees specific to branch
- Increased efficiency of courier run, re-establishing the weekly supply cadence with branches
- Met with several vendors and prospects, relationships in good shape - Colin found a cheaper source for fire prevention system inspections
- Redid dirt patch on S side of WB parking lot for staff's butterfly garden
- Establishing project management routine between myself and Colin, using existing trackers and a few of my own – we are using a large board in Colin's office for visual coordination

Statistical Reports

- Set up Event Loadouts for tech and physical support during the SRP. The dinosaur event went great!

Reporting numbers have been interesting to uncover but we are almost fully there. I have **WiFi usage** numbers entered, and confirmed through MOREnet that the state is after TOTAL usage stats versus UNIQUE usage stats, which will boost the numbers substantially. I am working with them to see if a time-based tracking is possible for even more meticulous reporting. **Computer usage** report path has been found, yet the setup is not working as expected and I am having to loop in Cybrarian Support to resolve. I plan to have those numbers ready for next board meeting. **Door counter** access has been unsuccessful, so I am resorting to a full reset of each counter which will give me full access, I can set new passwords, and we can generate reports easily. That starts July 1st so we don't lose any existing numbers.

Technical Services: Anita Love

The magazine order for the system was completed and turned into our magazine jobber, Revistas. Most of our magazines have a renewal date of July or August. Physical magazines are going down in popularity with our patrons so a few of our branches asked to drop one or two of their subscriptions.

I attended a Missouri Evergreen webinar where it was reported that OCLC, the main provider of MARC records for cataloging, was significantly increasing the price for those records for the Missouri Evergreen Consortium. The increase would need to be spread between the membership. The consortium did look at other providers but discovered that OCLC had just acquired them. Discussion continues on this topic.

On a happier note, my training on the Aspen Discovery layer began on May 7th and will continue every Thursday until the go-live date of July 23rd. The staff at Equinox, who manages the Aspen layer for Missouri Evergreen, believes this migration will go smoothly. So far Trails has met every deadline.

Our projects in TS continue, Alicia and Michael continue to work on the series project, the re-classification of graphic novels and the updating of shelving locations that were set incorrectly in the past. Emily works on the physical processing of new books and the removal of items that are being weeded from the branches. Regina, along with her other duties, updated the Evergreen circulation procedures and made them available to all staff in May.

I'll be taking vacation time the first week of June to babysit my youngest grandson, Cashel.

Public Services: Catie McLaughlin

Throughout May, I attended Managers' Training and worked with managers to finalize plans for SRP District events. I completed the interim LSTA report for the SRP grant awarded to the library, ensuring all required information and progress updates were submitted. I also reviewed and approved upcoming summer programming plans for all branches to ensure readiness for the busy summer season.

Statistical Reports

I assisted with staff coverage as needed and co-led the May Programmers' Meeting, where I shared SRP updates and discussed upcoming activities and expectations. In addition, I met with managers to finalize event logistics and details for summer programming.

I trained our new part-time employee from Odessa. To prepare for summer events, I completed purchases for remaining SRP and Jurassic Jamboree supplies and worked closely with branch staff to develop activities for the Jurassic Jamboree, scheduled for June 4 and 5. These efforts helped ensure that programs, materials, and staff were prepared for a successful start to the summer season. Haley had a busy month as well.

She successfully wrapped up the Spring Reset Staff Reading Challenge, distributing prizes and coordinating coupon days for participants, including a relaxing "lazy day" just before the start of the Summer Reading Program (SRP). She scheduled newsletters to promote major SRP performances and organized materials for the May Scavenger Hunt Week, featuring a fun and educational dinosaur-themed scavenger hunt designed to build excitement for the summer program.

In preparation for summer programming, she ensured that all summer events were added to the website calendar and finalized June through August calendars for distribution to branch locations. She also created and distributed the new "Tune in to Trails" activity sheets to branches. Additionally, she traveled to Holden and Odessa to provide Beanstack training for staff members and prepared a variety of activities for the upcoming Jurassic Jamboree event.

Looking ahead, she finalized plans for upcoming staff reading challenges, including the launch of the Summer Escape Staff Reading Challenge beginning June 1.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
passive	District scavenger hunt	6-12	20
passive	Star Wars scavenger hunt	6-12	50
passive	Coloring Pages	6-12	200
passive	Word Searches	13-17	10
program	Cartoons & Pancakes	All ages	12
program	Bake Club	18+	4
program	Book Club	18+	7

Outreach activities completed: Event flyers shared to community Facebook groups, summer events sent to local daycare, attended Concordia Elementary spring Concert to distribute library promotional flyers

New cards issued: 34

Meeting room usage: 10

Reference Questions: 205

Other Questions: 71

Statistical Reports

Highlight: Jennifer and I are trying our best to get ready for the summer reading program. It's a jungle in here! There are vines everywhere and volcanoes and a prehistoric era cave

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Book Club	19+	3
Program	Yoga Fridays (x4)	19+	5
Passive	Third Space	All Ages	10
Passive	Take & Makes		12

Outreach activities completed: None

New cards issued: 8

Meeting room usage: N/A

Reference Questions: 53

Other Questions: 46

Highlight:

- Manager training in Lexington was informative as well as encouraging as always!

Staff cheer:

- So many this month!
 - Jennie successfully completed her first course toward her Mizzou MLIS degree, earning an impressive A+!
 - Kadence designed and constructed an incredible volcano-themed reading installation, creating an engaging new space for young readers.
 - Karen and Tessa have put forth tremendous effort to streamline and resolve our UKG system processes. We sincerely appreciate their dedication to getting this sorted out.
 - Catie and Haley deserve recognition for their excellent work preparing for the Summer Reading Program (SRP). This initiative is a massive team effort, and their contributions are vital.

Upcoming Outreach:

- none

Holden: Barbara Bancroft

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime (x4)	0-5	na
Program	Book Club	19+	4
Program	District Scavenger Hunt	Family	28
Program			
Program			
Program			
Program			
Program			
Passive	Coloring Sheets	All Ages	30
Passive	Third Space	All Ages	55

Statistical Reports

Passive	Take & Makes	0-5	35
Passive	Question of the Day	All Ages	136

Outreach activities completed:

New cards issued: 23

Meeting room usage: 14

Reference Questions: 80

Other Questions: 34

Highlight:

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Staff cheer:

- Staff has been working very hard getting ready for the Summer Reading Program. Shannon's graphic design skills have really been an asset.

Upcoming Outreach:

Knob Noster: Lauren Sweeney

Type of program	Name of Program	Age group	Number attending/using
District	Jurassic Scavenger Hunt	All Ages	27
Program	Book Club	19+	10
Passive	Early Literacy Toys & Puzzles	0-5	90
Passive	Scavenger Hunt	All Ages	63
Passive	Junior Detectives	6-12	7
Passive	Word of the Week	6-12	5
Passive	Stick Together Poster	All Ages	44
Passive	Dino Footprint	All Ages	17
Passive	Dinosaur Height Chart	All Ages	40
Passive	Guess Who?	All Ages	9
Passive	Coloring Sheets	0-5	56
Passive	This or That?	All Ages	186
Passive	Share Your Opinion	All Ages	37
Passive	Heart Strings	All Ages	35
Take and Make	Flower Cutout Cards	0-5	8
Take and Make	Spring Wreath	0-5	7

Statistical Reports

Take and Make	Rainbow Clouds	0-5	9
Take and Make	Outreach Activity Pages	All Ages	17
Take and Make	Mother's Day Cards	0-5	11
Take and Make	I-Spy Page	0-5	8

Outreach activities completed:

- MCVAA Headstart Storytime x2- 44 Participants
- We shared flyers to community Facebook groups.

New cards issued: 28

Meeting room usage: 23

Reference Questions: 173

Other Questions: 480

Highlight: The highlight of our month was receiving flowers from a patron we assisted with technology and reference questions. After taking a long break, he returned to school as an adult and was able to complete his Bachelor's degree. It was wonderful to celebrate this



accomplishment and assist him on his journey.

Staff cheer: I'd like to give a huge shoutout to Rachel here at the Knob Noster branch for all of her hard work and creativity in decorating for the Summer Reading Program. Her talent and dedication helped make the library look truly special, and we couldn't have done it without her.



Upcoming Outreach:

- MCVA Headstart Storytime x2,
- Knob Noster School District’s summer school will be visiting in June for walking field trips,
- Story Trail partnership with Missouri Spirit Trail and Warrensburg branch in September.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
District event	Scavenger hunt	Family/all	9
Program	Any Book Book Club	18+	2
Passive	Puzzle swap	Family/all	2
Passive	Coloring sheets	Family/all	59

Outreach activities completed: Headstart Storytime

New cards issued: 22

Meeting room usage: 29

Reference Questions: 769

Other Questions: 225

Highlight: The Forest Grove Cemetery Project, Inc./Juneteenth Celebration Program set up an entry drop off station at the library. Nina Jones, the coordinator, is originally from Lexington so it was fun to have patrons recognize her and hear some old stories about our town!

Upcoming Outreach: Continue getting Summer Reading information out, including the Migrant Farmworkers.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Labyrinths and Lizards	19+	3
Program	Breakflix	0+	0
Program	Cheers to 10 Years	0+	70
Program	Love is an Open Book Club	19+	4
Program	Book Lover's Book Club	19+	2
Take and Make	Extra Crafts	0+	21
Passive	Coloring Sheets	0+	53
Passive	District Scavenger Hunt	0+	21

Outreach activities completed:

- Kendra Redden had the privilege of giving a library tour and promoting the Summer Reading Program to 40 second-grade students and their teachers from an Odessa summer school class.
- Noelle Postlethwait visited Odessa Upper Elementary and spoke with 471 students and teachers about the Summer Reading Program.

New cards issued: 52

Meeting room usage: 42

Reference Questions: 451

Other Questions: 306

Highlight:

- Thank you to everyone who attended or sent their congratulations for the Odessa branch's 10-year celebration. It was a wonderful event, and we appreciate all the support from our community.
- The town of Odessa was especially excited to hear the announcement that the building will be paid off ahead of schedule.

Staff cheer:

- Congratulations to Amy Harris, who was named the Third Quarter Trailblazer!

Upcoming Outreach:

Warrensburg: Susan Kromrie

Type of program	Name of Program	Age group	Number attending/ using
Programs	Zumba (2)	19+	10
	NovelTea	19+	7
	Neurographic Art	19+	2
	One-on-One Techtorials	19+	2
Passive	Would You Rather	All ages	422

Statistical Reports

	Maker Table	All ages	89
	Activity Sheets	All ages	504
	Dinosaur Scavenger Hunt	All ages	30
	Jokes	All ages	185
Take and Makes	Craft Kits	All ages	

Outreach activities completed:

- 5/12: WB Parks & Rec - 38
- 5/15: Maple Grove Elementary SRP visit - 431
- 5/18: Sterling Elementary SRP Visit - 250
- 5/18: Martin Warren Elementary SRP visit - 385
- 5/19: Sterling Elementary SRP visit - 250
- 5/19: WB Middle School 6th grade - 150
- 5/20: Third Wednesdays Downtown - 181
- 5/23: Farmer's Market: 171
- 5/26: WB Parks & Rec - 33

New cards issued: 99

Meeting room usage: 20

Study Room Usage: 51

Reference Questions: 420

Other Questions: 595

Highlight:

Staff cheer: Before she left, Kristin got staff schedules set up for the summer and Amy Franklin became the point person for the branch during May. The whole WB team has done a great job of keeping everything running while preparing for summer reading.

Upcoming Outreach:

- VA Home Visit on 6/15
- 6th grade reading class (3) on 7/11

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
passive	Coloring Sheets	All Ages	13
passive	Take & makes	All Ages	2
passive	Scavenger Hunt	All Ages	8
program	Storytime	0-5	0
program	Sassy Seniors	18 +	7

Outreach activities completed:

New cards issued: 2

Meeting room usage: 0

Reference Questions: 30

Other Questions: 37

Highlight: We are SRP ready! The scavenger hunt was a success.

Upcoming Outreach: taking flyers to local businesses and posting on Community page about the upcoming SRP activities.

Leeton Express Branch: Deanna Schuler

Type of program	Name of Program	Age group	Number attending/ using
	Trading Card Club	School Age	17

Outreach activities completed:

New cards issued: 5

Patrons using library (not for check out): 37

(this does not include programming numbers)

Leeton Book Check outs: 42

Reference Questions: 8

Other Questions: 6

Highlights: We had one of our most attended Trading Card Clubs yet! We even had two parents stay and help look up trade values on their phones! Kids were excited about having Club meetings twice a month over the summer!

Upcoming Outreach: