



August Reports

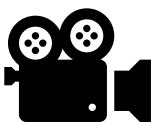
Presented to the Board September 2026

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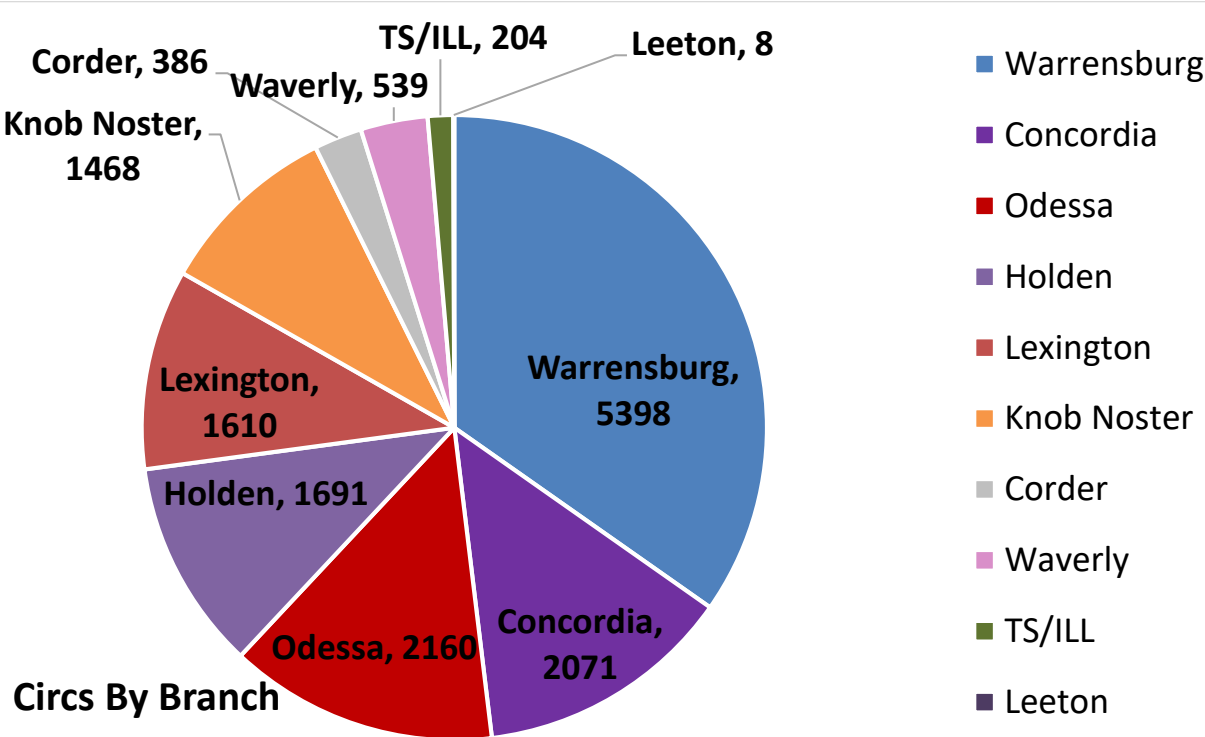
Circulation, Physical Materials

August Circulations

			
	Books	Media	Hotspots
Monthly	12,951	2,563	21
YTD	27,894	5,258	47



Trails Circulations	Non-Trails Circulations	Self-Check Circs
12,452	3,083	1,419



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	525	2,132	262	46
YTD	1,084	4,305	550	96

What is it?

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



	eBooks	eAudio	Magazines
Month	1,796	1,976	514
YTD	3,541	4,009	1,087

What is it?

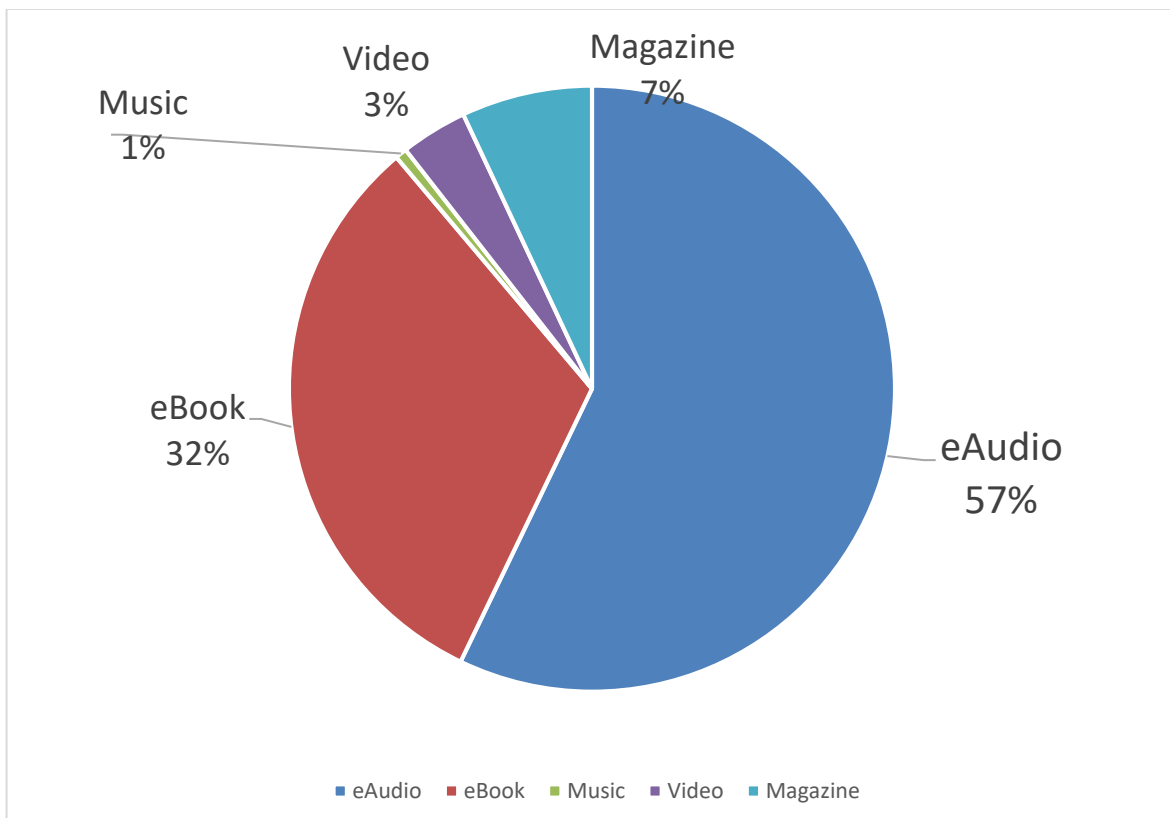
Consortium funding, more \$ per title, Kindle-compatible



	eBooks	eAudio
Month	11	40
YTD	28	98

What is it?

Annual subscription for curated collection.



Usage, Computer & WIFI Internet Access:

Computers:

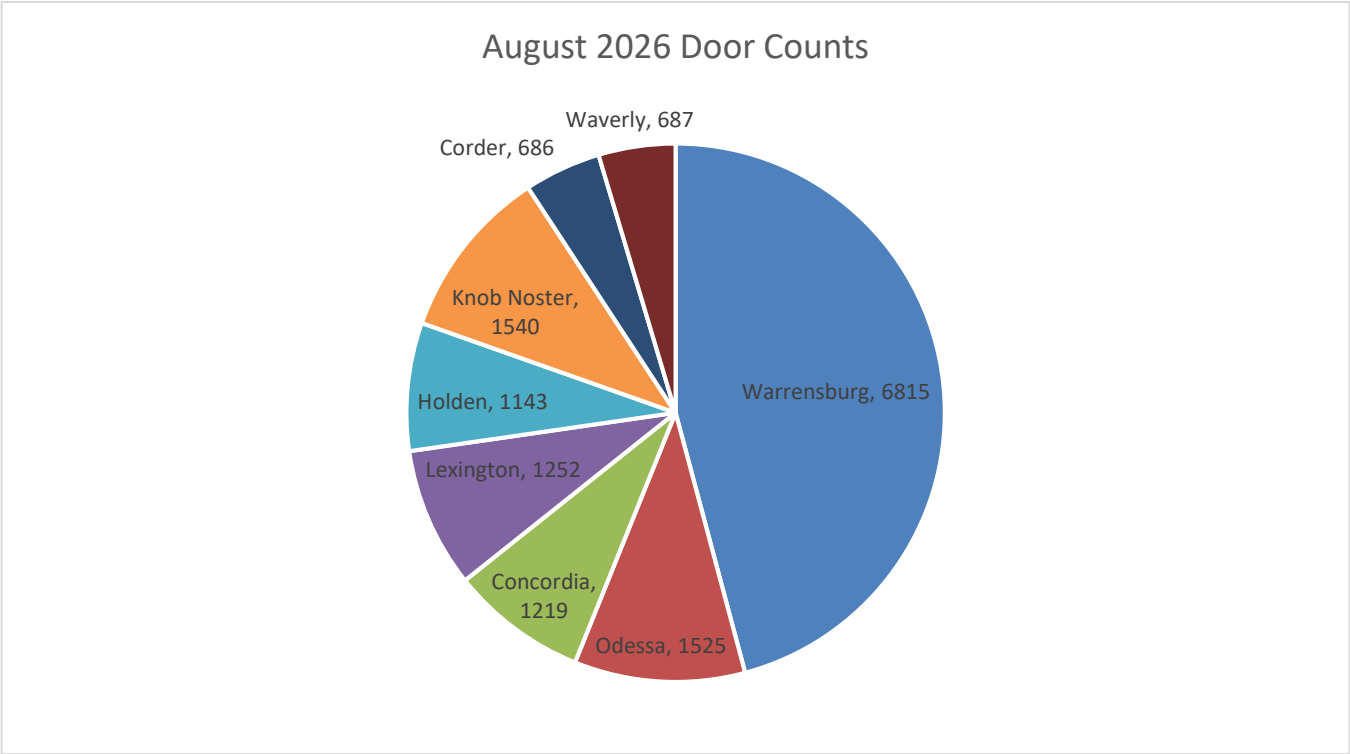
District: Current Month	
August	Total
2026	1,135
2025	1,163
2024	1,419
2023	1,348
2022	1,248
District: Year to Date	
FY 2026	8,877
FY 2025	7,601
FY 2024	7,653
FY 2023	7,219
FY 2022	6,676

WIFI:

District: Current Month	
August	Total
2026	*19,842
2025	1,327
2024	1,558
2023	1,491
2022	1,416
District: Year to Date	
FY 2026	*134,247
FY 2025	17,022
FY 2024	13,747
FY 2023	15,474
FY 2022	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:



Collections

August

138,346

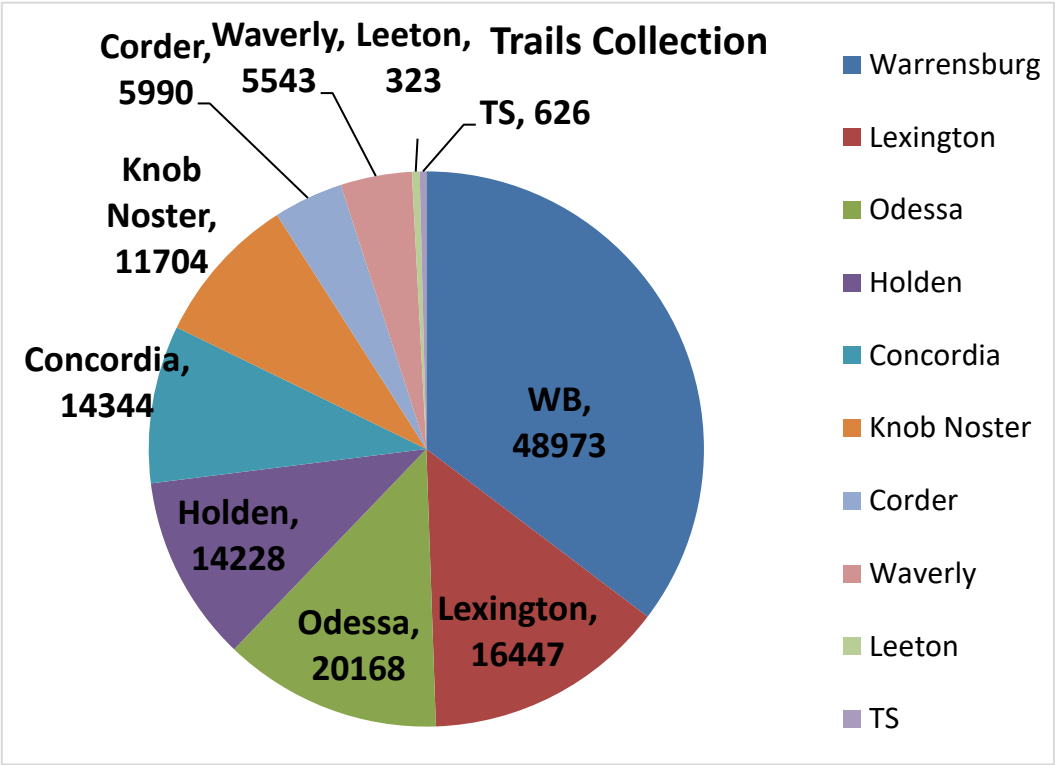
Total Collection

772

Added

780

Removed



Director's Report

Director: Jackie Hawes:

The month of August flew by very quickly. The month of August is always a busy one for me. In August, I work on the final budget, budget narrative, tax levy paperwork, and long Board meeting agenda/packet. In addition, the audit started mid-August, and I have many things to complete/prepare in time for the auditor's visit. On the 4th, I attended the MO State Library's Public Library Directors Forum, and we received several updates on the MOSL, grant opportunities, and happenings around the state in library land. On the 7th, we had a wonderful training day for all of the managers at the KN Branch. On the 10th, I started my day with a video call with TrustCentric to discuss strategic planning process. Next, I had an indepth discussion about MO Evergreen with one of the new MO Evergreen Executive Board members, Christa Van Herreweghe-Director of Kirkwood Public Library, on what we like, what we'd like to see changed, and what we'd like to see in the future with MO Evergreen. On the 11th, Susan and I attended a Protecting Libraries Through Policies webinar which was very interesting.

On the 12th, we had the Navigate Building Assessment Kick-off call with the admin team and the branch managers. In September, Navigate will be conducting site visits to all the branches. On the 13th, I attended the MO Evergreen membership meeting. On the 14th, I had wonderful visits with the Knob Noster and Concordia branches. I ended the day at Debbie Kirchhoff's retirement open house. I enjoyed seeing all the community members coming in to congratulate Debbie on her retirement and wish her well. On the 18th, the Admin Team met with TrustCentric on the next steps of our strategic plan.

I was able to take a few days off to celebrate my birthday and to prepare for my three sisters to visit in September. On the 26th, I enjoyed visiting with the LX Branch staff. On the 27th & 28th, I visited the HD, OD, CD, and WV Branches for my quarterly visit. I always enjoy seeing and chatting with each branch staff!

Assistant Director: Susan Kromrie

I started August with preparing for our quarterly Manager Training, this one held in Knob Noster. We updated the managers on our progress with Navigate and TrustCentric and let them know that the new Administration Policies had been approved so they should get familiar with those. We let them know that for fall training they have another coaching session with Brandy Sanchez, which everyone was excited about. Obie passed out the new Emergency Response Plans which have been in the works for quite a while. We went over new procedures for purchase orders, job shadowing, and discussed branch money handling procedures. We also had Jami Livingston from Wolfner library present which is always good information and Anita demonstrated the new Aspen interface for the managers.

We interviewed and found people for the Concordia positions and I attended the retirement open house for Debbie Kirchhoff. I have enjoyed having Debbie as a manager and I am glad she is not leaving Trails entirely. We also started discussing our next book for the Managers' Book Club, *The 5 Languages of Appreciation in the Workplace* by Gary Chapman and Paul White.

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Jackie and I have been asked to present again on *Rising Above Toxicity: Overcoming workplace trauma & rebuilding trust*, which we first did for ARSL last year. We are doing zoom presentations for MALA (Mid-America Library Alliance) in October, Capital District Library Council in New York state in November, and the *Wild Wisconsin Winter Web Conference* in January. I am a bit flabbergasted, but pleased that we can help out fellow librarians. I have been busy reworking and updating the presentation to make it the best it can be. I want to get it finished before we jump into the processes with Navigate and TrustCentric.

Around those other things I have started working on the Public Services policies, to get them updated and in the new format. Hopefully by the end of the year they will all be updated and can go on a regular review schedule.

Department Reports:

Human Resources: Tessa Moulton

There have been a couple staff changes since the end of July. Tiffany Armstrong, Warrensburg's Custodian II, is no longer with us. Thankfully, that is the only loss Trails has seen this month. We hired the part-time Custodian I, Rebecca Lemmert, for Concordia. She started on Monday, August 17. Debbie Kirchhoff retired as Concordia Branch Manager on Friday, August 14 and is now the 19-hour Public Services Assistant as of August 19. Jennie Parks moved to Concordia Branch Manager and took over the responsibility as of Saturday, August 15. Kadence Quick moved to the Concordia Branch on Monday, August 17 to be the full-time Library Clerk II. We are searching for a 19-hour Library Clerk II for Corder Branch and 4 part-time custodians (one for each Holden and Knob Noster and two for Warrensburg). During the interim, we have some awesome staff who are helping out! Thank you, Megan Brunner for taking over Corder's programming until a programmer is hired. Thank you, Holden and Knob Noster Branches for cleaning as you wait for custodians. And thank you, Corey Todd for cleaning in the Warrensburg Branch as we search for custodians. We appreciate everything you do to help make Trails a great place to work!

The Recruitment Module and Performance Application are being tested on right now. I have one meeting a week with each of the builders so we go over what they have been working on and to test out the different functions. I am not sure how much longer we have left on the build, but there are a few tweaks that need to be made before I will be ready to sign off. The Payroll portion is working fine; however, UKG has been giving Trails the MO Timely Compensation Credit, and as a government entity we do not qualify for the credit. I have mentioned the error back in June to the builder, then again to our Practice Manager in July. Our Practice Manager created a case for the UKG support system to look at. The case was closed on August 26 with notes that the error was fixed. After running payroll at the end of August, I saw that the credit was given to us again, so I created a new case about this and referenced the old case. I have also received a new invoice for UKG because we are reaching the end of our first year. I have reached out to the billing department and expressed my concern for being charged for services that have yet to be completed when we were supposed to GoLive back in April. I have requested credit for the entire first year of services of all of the which have not been signed off on, especially the ones which we have not yet began working on. I thought that by now, we would be finished with all of the UKG build and

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things would have slowed down a little for me; unfortunately, that is not the case. I am just hopeful that the process will be completed before the end of the 2026 calendar year.

QuickBooks is working really well for Karen and I. With the audit, there are a couple of minor changes that have been implemented into the invoice review workflow especially since I have permission to write and print checks in the software. I will continue to review all invoices, but department heads have to make sure they initial all invoices they receive or the invoices will be returned to them for review. All of my invoices will be reviewed by Jackie before they are turned over to Karen. I was having Jackie review invoices that I entered and printed checks for in QuickBooks, but having her review all my invoices would be best for confidence in our internal controls. Laura (auditor) has also educated me on reading the reports to make sure there are no errors in the entries. After the audit is approved, then we will be able to lock last fiscal year's information so no changes can be accidentally made to the information.

Support Services: Obie Halle

It was awesome to watch the library branches transform this month through the summer reading programs and finish them successfully; we spent a lot of time behind the scenes making sure things ran smoothly. There is a lot more work to be done to restore Support Services to its fullest potential yet we are well on the way!

- **Completed and rolled out standardized branch safety manuals and emergency-reference materials**, including maps, utility shutoff information, quick guides, and location photo references; branch managers provided positive initial feedback. Overarching Emergency Preparedness Plan will have updates implemented using these manuals.
- **Expanded centralized cybersecurity and patch management through Action1**, deploying it across additional workstations and remediating more than **1,000 identified vulnerabilities** during the initial rollout.
- **Advanced the Cintas custodial supply transition to approximately 80% completion**, with dispenser installations and inventory distribution substantially completed across the library system.
- **Advanced two major facilities projects:** the **Waverly parking lot project** moved to final execution with work scheduled to begin September 1, while the **Lexington HVAC replacement** was quoted and advanced through the approval process for September Board consideration.
- **Completed a branch bill-payment printer upgrade**, replacing or redistributing machines based on actual branch usage and completing upgrades at Warrensburg and Knob Noster.
- **Submitted building plans, maintenance records, and roof assessments to Navigate ahead of schedule**, supporting the library's ongoing strategic and facilities planning process.

We have received feedback from the branch managers on their preferred priority of existing work orders, and are currently organizing a schedule to most efficiently tackle the repairs and projects that have been requested. There exists a backlog of small items that will be batched

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into visits during larger projects, multiple-day repairs, and onsite time with subcontractors. August was a great month, we look forward to the progress we will make in September.

Technical Services: Anita Love

August flew by, it is hard to believe we are bearing down on fall. Time is going by so fast.

Our soft launch of the new online public catalog, Aspen Discovery is going well. At least no one is reaching out to me to say something isn't working. The launch date to the general public is set for October 1. From October 1 to January 1 both the new online public catalog and the old version of the public catalog will be available to patrons. After January 1, 2027, only the new version of the catalog will be available.

I have made trips during August to both the Knob Noster Branch and the Concordia Branch to look at their collections and branch layouts. After discussing everything with both Lauren Sweeny and Jennie Parks it was decided to weed their collections first then look at possible changes with layout. The TS team is working on a schedule to go out to both branches and do just that.

The technical services department never really has slow times, we are constantly adding new materials to all branches, mending damaged materials from all branches and deleting worn out and unused materials from all the collections. Plus, we are still working on our special projects of relabeling series, graphic novels, and Young Adult materials.

September is normally the month where all branches weed in a specific area. This year everyone is slated to weed in the Easy Fiction, Easy Read a-longs, Easy-Leveled Readers, J Non-Fiction, J Fiction, Graphic Novels and J Graphic Novels. If a branch just does the specific weeding each year, their entire collection will be gone through at least once over a 4-year period.

Public Services: Catie McLaughlin

This has been a busy month with Haley out on leave. However, I was excited to welcome Debbie to the team mid-way through the month. Debbie has been doing lots of training and I have been busy getting her up to speed. I have also been busy completing summer reading reports and compiling data for the upcoming Annual Report and PLS. Currently I am working on the final LSTA grant report.

We had a great turnout for SRP this year. The table below shows our final numbers. R is Registration and C is Completion. Our patrons also read almost 1,000,000 minutes this summer. We were very pleased with the results from summer reading.

	0-5			6-12			13-18			19+			Total of All Ages		
	R	C	%	R	C	%	R	C	%	R	C	%	R	C	%
2026	373	143	38.3%	643	271	42.1%	122	56	45.9%	542	269	49.6%	1680	739	44.0%

Summer reading attendance at programs were great as well. As the table below shows. PC is Program Count and ATT is attendance numbers for those programs.

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	0-5		6-12		13-18		19+		55+		All Ages		Totals	
	PC	ATT	PC	ATT	PC	ATT	PC	ATT	PC	ATT	PC	ATT	PC	ATT
2026	127	2549	67	1224	31	192	64	287	3	10	70	1135	362	5397

I attended the Orangeboy Idea Exchange hosted by Orangeboy at the Mid-Continent Woodneath Library in Liberty, MO. It was a fantastic conference and I learned more great ways to utilize Orangeboy in several of our upcoming projects that we will be working on in the district over the next fiscal year. I attended Manager's training in Knob Noster as well. Debbie prepared for her first programmer's meeting at the beginning of October where we will be showing programmer's some of our new tech including new tablets, mini Spheros, and Ozobots, as well as ways they can use those in their programs. Haley made sure we were prepared for her leave with Haley's Guide to (Doing Your Best in) Public Services and that has been a great resource not only for Debbie, but also for myself.

Branch Reports:

Concordia: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Cartoons & Pancakes	All Ages	17
Program	Book Club	19+	11
Program	Digging into Discovery	19+	6
Passive	Coloring Sheets	All Ages	120
Passive	Scavenger Hunt	All Ages	70

Outreach activities completed: None

New cards issued: 14

Meeting room usage: N/A

Reference Questions: 206

Other Questions: 90

Highlight:

- It was nice to have the August programming break to rest and prepare for fall/winter programming.
- Jennie had a wonderful opportunity to represent Missouri Libraries at the Mizzou State Fair booth, where she connected with attendees and shared the importance and value of public libraries in our communities. Jae and Lauren also joined her and helped make the experience a great success.

Staff cheer:

- Debbie was honored with a lovely retirement celebration, where the community came together to show their overwhelming love, appreciation, and support for her 25 years of dedicated service.

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- Jennie and Kadence have both transferred to Concordia full-time and are adjusting wonderfully. The patrons have been very welcoming!

Upcoming Outreach:

- Sept 10- Jennie at Concordia Middle and High School.
- Sept 16- Jennie at St. Paul's

Corder: Megan Brunner

Type of program	Name of Program	Age group	Number attending/ using
Program	Book Club: The Things We Cannot Say	19+	9
Program	Yoga Fridays (x4)	19+	18
Passive	Take & Makes: Paper bag jellyfish	All Ages	4
Passive	Coloring Sheets: Make a shark	All Ages	3

Outreach activities completed: 0

New cards issued: 6

Meeting room usage: N/A

Reference Questions: 51

Other Questions: 81

Highlight:

- We received several new patrons this month who are so very excited to utilize many aspects of what Trails Regional Library has to offer.

Staff cheer:

- Kadence moving up into her new full-time position in Concordia. The Corder branch patrons miss her but are very happy for her growth.

Upcoming Outreach:

Holden: Barbara Bancroft

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime (x4)	0-5	0
Program	Book Club	19+	2
Program			
Program			
Program			
Program			
Program			
Program			
Passive	Coloring Sheets	All Ages	45
Passive	Third Space	All Ages	65

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Passive	Take & Makes		13
Passive	Question of the Day		99
Passive			

Outreach activities completed:

New cards issued: 22

Meeting room usage: 11

Reference Questions: 111

Other Questions: 52

Highlight:

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Staff cheer:

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Upcoming Outreach:

- All About Kids School library time on Thursdays starting September 3, 2026.
- Faith Works School library time every other Thursday starting September 17, 2026.

Knob Noster: Lauren Sweeney

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime Goes Wild	All Ages	74
Program	Book Club	19+	9
Passive	Seed Library	19+	9
Passive	Early Literacy Toys & Puzzles	0-5	144
Passive	Scavenger Hunt	All Ages	71
Passive	Word of the Week	6-12	14
Passive	Stick Together Poster	All Ages	24
Passive	Coloring Sheets	0-5	65
Passive	This or That?	All Ages	338
Passive	Share Your Opinion	All Ages	25
Passive	Junior Detectives	6-12	13
Take & Make	Hot Dog	All Ages	9

Outreach activities completed:

- Missouri State Fair Missouri Libraries Booth – 924 participants
- KNMS Meet the Teacher Night – 170 participants

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- KNES Back to School Night- 439 participants
- Shared flyers to community Facebook groups.

New cards issued: 24

Meeting room usage: 22

Reference Questions: 194

Other Questions: 485

Highlight: Storytime Goes Wild is always a blast. Thank you to the Knob Noster State Park for bringing such fun and educational events to our library. Everyone loved feeling the mammal pelts! We were pleasantly surprised at our attendance, considering it was back-to-school season.

Staff Cheer: Thank you to Kim and Rachel for keeping the branch clean and tidy during our transition between custodians. I appreciate all of your hard work!

Upcoming Outreach: MCVAA Headstart Storytime x2, Story Trail partnership with Missouri Spirit Trail and Warrensburg branch September 21-October 3, Hallowfest at the Knob Noster State Park October 17th.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets	0-5, 6-12	132
Passive	Piece by piece-puzzle station	all	12
Passive	America's 250	all	3
Passive	Tune in to Trails	all	2
No programs during August			

Outreach activities completed: Magazines to LX nursing homes.

New cards issued: 27

Meeting room usage: 49

Reference Questions: 816

Other Questions: 213

Highlight: It was a busy month preparing/planning our next 3 months. We have fun programs ahead!

Upcoming Outreach: Presentation at the Lexington Rotary Club

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Teen SRP Wrap Up Party	13-17	9
Program	Love is an Open Book Club	19+	5

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Program	Puddle Jumper Spelling Bee	0+	58
Program	Book Lover's Book Club	19+	6
Passive	Dinosaur Puzzle	0+	13
Passive	Coloring/activity sheets	0+	12
Take and Make	Extra Crafts	0+	20

Outreach activities completed: none

New cards issued: 34

Meeting room usage: 53

Reference Questions: 453

Other Questions: 264

Highlight:

The Odessa staff appreciated having a month with fewer programs, allowing everyone time to reset the library and recover from the busy Summer Reading season.

Staff cheer:

Upcoming Outreach:

Warrensburg: Matt Kelsey

Type of program	Name of Program	Age group	Number attending/using
Program	Improv for Veterans	19+	0 - Canceled
Program	Noveltea	19+	8
Program	Zumba	19+	9
Program	All Abilities Adventures	19+	2
Program	Summer Send-Off	0+	39
Program	Butterfly Release & Monarch Tagging	0+	13
Program	Cookbook Club	19+	2
Program	One-On-One Techtorials	19+	3
Passive	Maker Table	0+	103
Passive	Activity Sheets	0+	245
Passive	Scavenger Hunt	0+	81
Passive	Dino Footprint Height Marker	0+	143
Passive	Would You Rather	0+	423

Outreach activities completed:

- Jae Steinkuhler participated in the Warrensburg R-IV School District Vendor Fair. 300 teachers and staff members stopped by the booth and interacted with Jae and Trails marketing efforts during the fair.
- Jae Steinkuhler presented a Pop-Up Library at the Missouri Veterans Home, which was attended by 10 people.
- Jae Steinkuhler staffed a table at the Missouri State Fair as part of Mizzou Libraries. A total of 924 people stopped by the booth during Jae's shift.
- Jae Steinkuhler hosted a table at the Western Missouri Medical Center Health Fair. 120 people stopped by to visit with Jae and engage with Trails marketing materials.

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- Jae Steinkuhler participated in a Meet the Teacher event at Morris L. Collins Early Childhood Center. 138 people engaged with Jae and Trails marketing materials at the event.
- Jae Steinkuhler participated in the Johnson County Board of Services Ice Cream Social. 59 people stopped by Jae's booth at the event.

New cards issued: 135

Meeting room usage: 21

Reference Questions: 580

Other Questions: 525

Highlight: The Warrensburg branch was honored to host the Johnson County CLIMB Leadership Program for the group's 2026 Community Resources Day. Branch manager Matt Kelsey gave the 25+ class participants a tour of the library and answered questions about the Trails Regional Library system and its services.

Staff cheer: Amy Franklin, Jae Steinkuhler, and Corey Todd did an AMAZING job providing assistance to a patron who experienced a medical emergency in the branch. They acted quickly and professionally, and helped the patron through a tough time while they received the attention required.

Upcoming Outreach: Warrensburg branch staff will be participating in the University of Central Missouri Get the Red Out Street Fair on Thursday, Sept. 3.

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring Sheets	All Ages	22
Program	Sassy Seniors	55+	7

Outreach activities completed:

New cards issued: 1

Meeting room usage: 1

Reference Questions: 46

Other Question: 27

Highlight:

- In contact with Malta Bend School District and they will be bringing kids again this school year twice a month. Took card applications to them for the back to school night for parents to fill out for new kids. We will have 6 new cards issued to these kids.
- Cintas installed the new hardware for the story time room and bathroom. Jackie came for her quarterly visit and we enjoyed catching up.

Upcoming Outreach: Flyers to local businesses. Storytime at daycare.

Leeton Express Branch: Deanna Schuler

Type of program	Name of Program	Age group	Number attending/ using
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No programming in August!

Outreach activities completed:

New cards issued: 2

Patrons using library (not for check out): 8

(this does not include programming numbers)

Leeton Book Check outs: 41

Reference Questions: 6

Other Questions: 18

Highlights: Open House Night is always a favorite of mine: new families discovering that the school library is also the public library, "old" families realizing for the first time we are a public library!

Upcoming Outreach: