

December Reports




Presented to the Board January 2024




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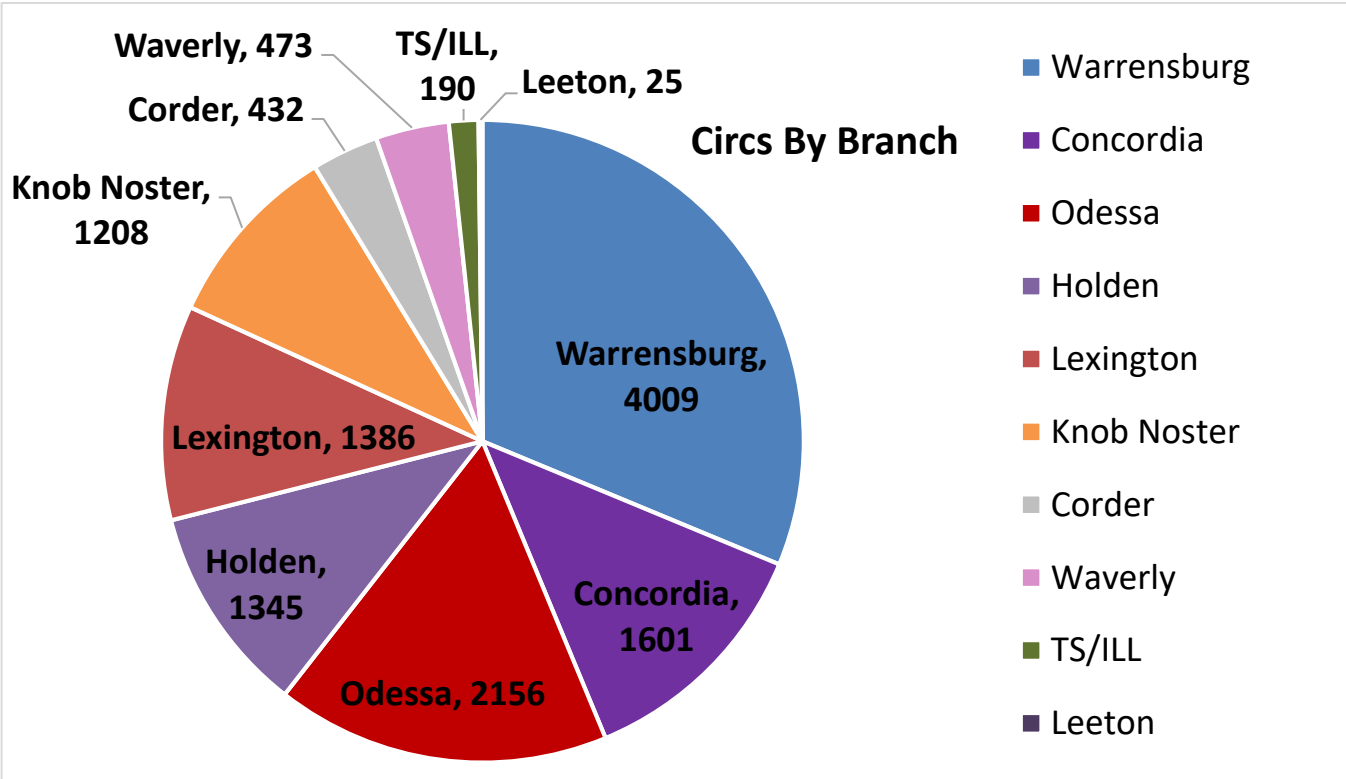
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Circulation, Physical Materials

December Circulations

			
	Books	Media	Hotspots
Monthly	10,418	2,377	30
YTD	80,613	16,236	212

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
9,970	2,855	792



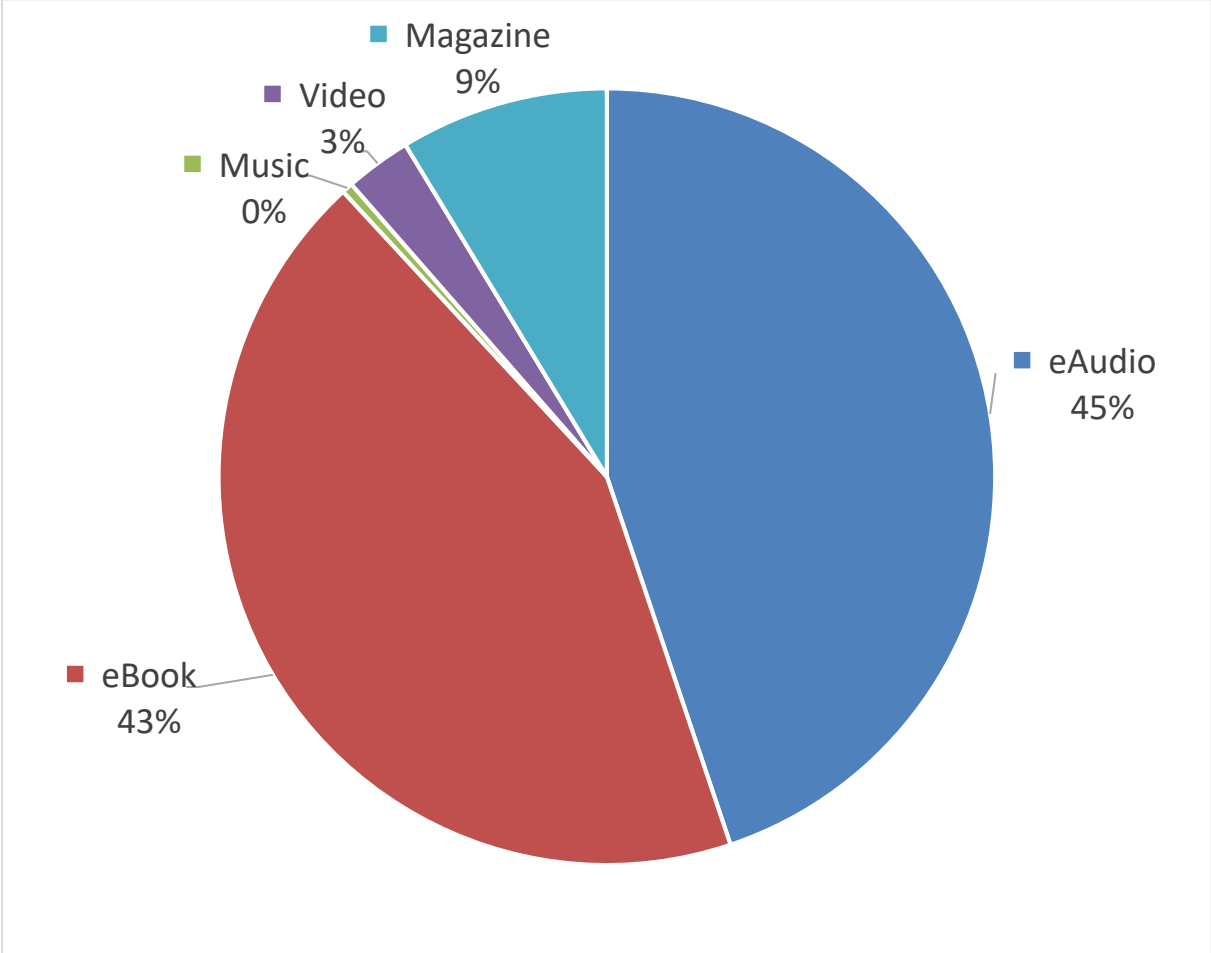
Circulation, Digital Materials

		eBooks	eAudio	Video	Music
hoopla	Month	421	979	156	26
	YTD	2,425	5,452	775	149

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

		eBooks	eAudio	Magazines
OverDrive	Month	2,041	1,572	494
	YTD	12,177	9,549	1,829

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



Usage, Computer & WiFi Internet Access

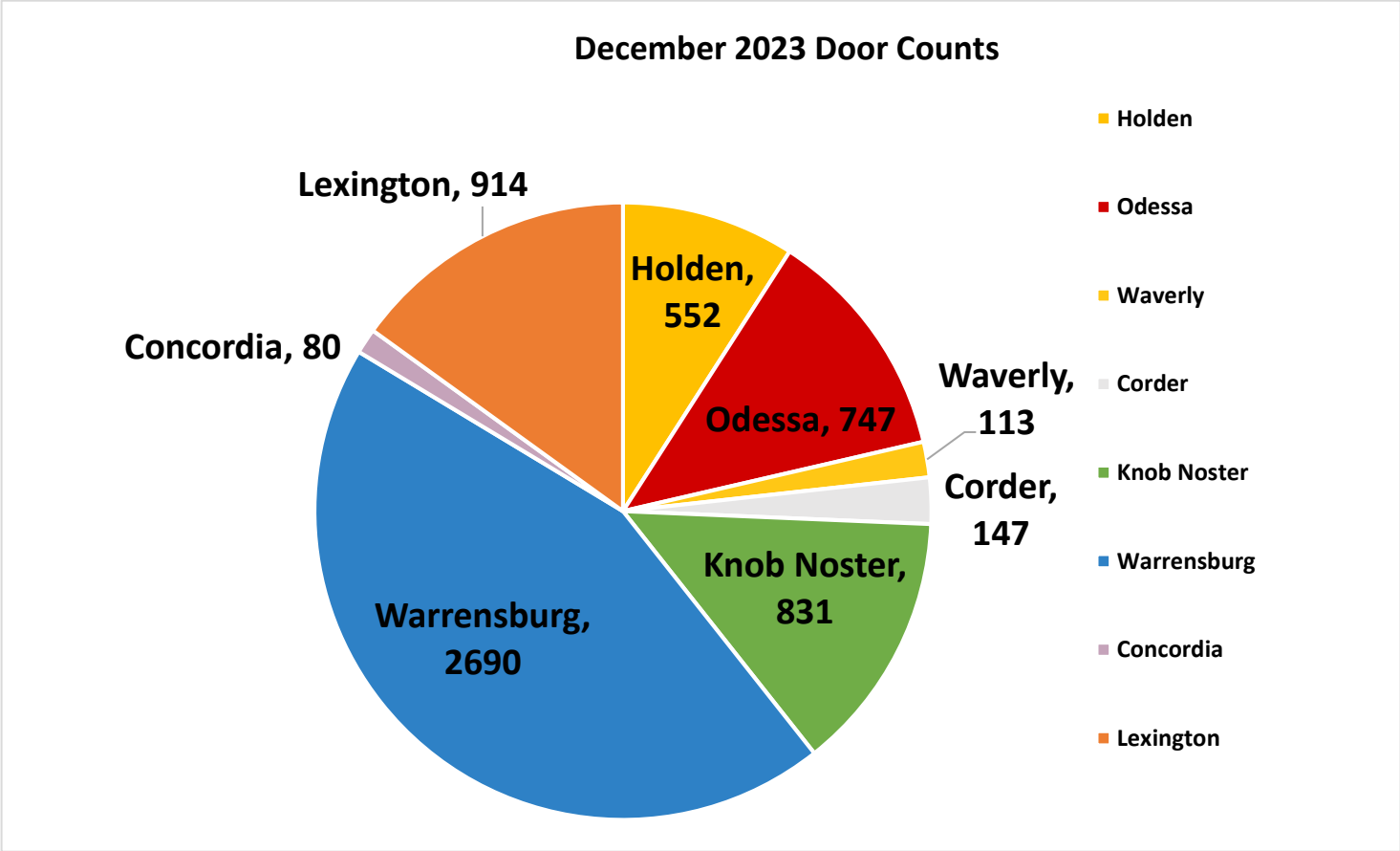
Computers:

District: Current Month	
December	Total
2023	1,056
2022	1,043
2021	777
2020	76
2019	1,668
District: Year to Date	
FY 2024	6,971
FY 2023	6,707
FY 2022	5,121
FY 2021	796
FY 2020	12,877

WiFi:

District: Current Month	
December	Total
2023	1,095
2022	1,141
2021	-
2020	-
2019	-
District: Year to Date	
FY 2024	7,357
FY 2023	7,523
FY 2022	0
FY 2021	0
FY 2020	0

Usage, Door Counters:



Collections

December FY24

157,986

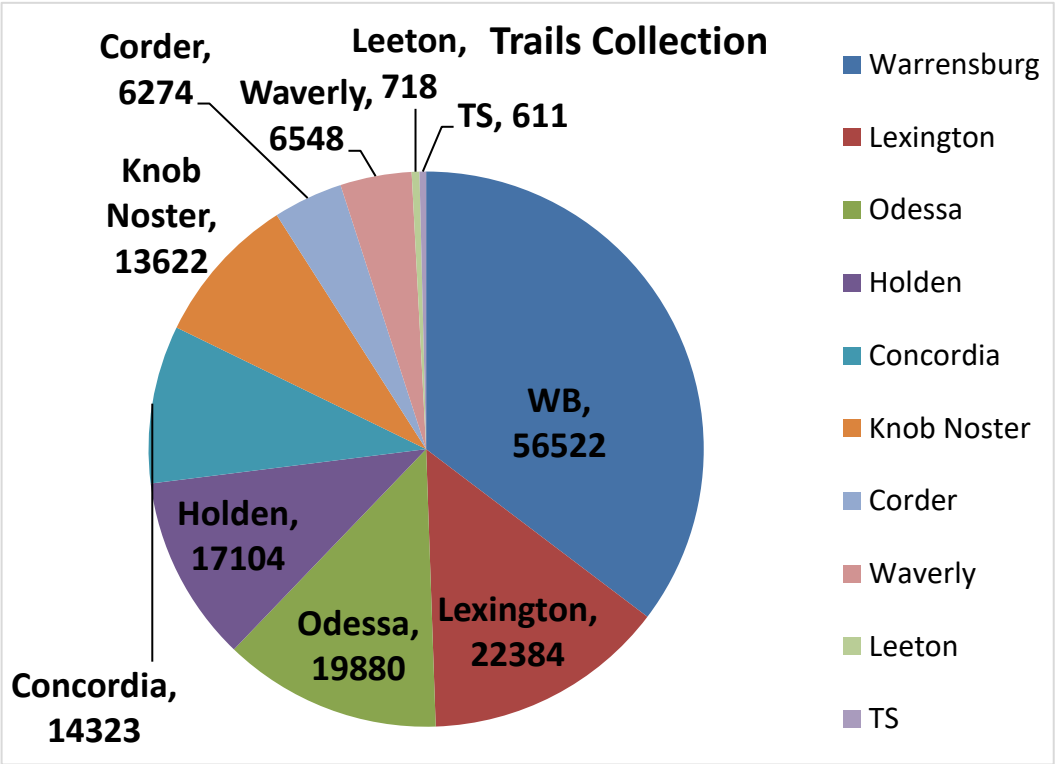
Total Collection

1357

Added

2779

Removed



Director's Report

Director: Jackie Hawes:

Happy New Year to everyone! 2023 flew by so quickly, and I'm looking forward to a great 2024!!

I kicked off December with visits to Corder and Waverly Branches on the 1st. On December 6th, I attended the Medium-sized Public Libraries (MSPL) meeting in Columbia, and on December 7th & 8th, I attended the MPLD (MO Public Library Directors) training/meeting. We had several wonderful sessions including: updates with the State Librarian, Robin Westphal, Wolfner Talking Book & Braille Library, ChatGPT, update from the MLA Legislative Committee, library swag show & tell, fundraising, legal issues Q & A with MPLD attorney Adam Sommer, and bi-annual business meeting. I was able to bring back some useful information from those 2 busy days. Our Admin Retreat that was scheduled for December 11th & 12th ended up getting rescheduled to January due to half of us being out a few days for illness. Hopefully, the sicknesses that had been going around in December will be gone for the new year! On December 15th, Susan and I took a bit of Christmas cheer around to all the branches by bringing gifts and treats to all our Trailblazers! Many of them surprised us by sending gifts and goodies back with us!! Of course, Saturday, December 16th was our VIP Grand Opening event for the Smithsonian Crossroads exhibit at our Knob Noster Branch. We had a really nice turnout, and everyone enjoyed getting a first look at the displays and enjoying scones from Coffee Sknobs. On December 18th, the admin team met virtually with Brandy Sanchez of Soulfire Collective. On December 19th, I worked from our Knob Noster Branch to sit with the exhibit. Then, I was on vacation from December 21st through January 1st. My son's leave was approved, so I was able to spend time with him over the holidays!! In the spring, he'll be headed to Finland, Norway, and possibly Poland. Good thing I have a valid passport!!!

Assistant Director: Susan Kromrie

Happy 2024! This year has flown by; I don't know what happened. I think December was best known for what went around the office and made everyone sick rather than all the things that got done. We postponed our annual admin retreat due to illness, then had to postpone again for more sickness and people out. We are scheduled again for Jan 11-12.

On the 15th, Jackie and I took around goodies for all the staff. Then on the 16th, I attended the Opening of the Smithsonian Exhibit in Knob Noster. If you haven't been I encourage you to go. It is really nice.

We met with Brandy Sanchez again on the 18th so she could share what we want to do with the admin team. I'm excited to get this training started.

I took off the week between Christmas and New Year's and got my left knee replaced. So, I am doing my work remotely until the dr. clears me to be back in the office.

Department Reports:

Human Resources: Tessa Moulton

I spent the month learning about the Record Retention Schedule, separating files, documenting files, and counting papers as I was weeding through ALL of the HR documents. Trails has saved files reaching back into the 60s, and we have started running out of room for new files. So, I began the process of purging what the state has given political subdivisions permission to destroy. At any point in December, I was horrified to have people walk into my office because of the massive amount of paper that was piled on my desk. Nothing has been destroyed at this point; however, it is boxed up and ready to be shredded. The process has been tedious, but I feel that the files are now separated into an easy system that will make the disposition of records into an annual project that can be completed in less time from hereon out. I want to thank Karen Churn because she has helped me with the sorting of old payroll records that were previously interfiled with personnel records, so we now have them separated by year and can find the records upon request. I am not foolish to believe that this new setup is perfect so tweaks will need to be made, yet, I am hopeful we will have a more efficient system for the future.

Other notable updates are concerning ADP. The last two payrolls have been wrought with challenges because ADP has been doing updates to their system to make it more user-friendly. These updates have been causing Karen and I stress during payroll weeks because there were errors in Annual Leave and Sick Leave that Karen had to manually fix for all Trails employees, a couple of deductions were incorrect, and the entire system was not working at one point. We had to call Customer Service several times to get changes made to deductions, but after calling this last time, I believe everything should be working properly.

Lastly, we have hired three new employees and had orientation for those three people during December and the beginning of January. Sophia Meyer is the new 19-hour Library Clerk I in Concordia, and she started on December 18. Nicole McGinnis is the new 40-hour Library Clerk I in Warrensburg, she started January 2. Also starting on January 2 was Melissa Richardson, the returning Custodian II in Warrensburg, Knob Noster, and Holden. We are thankful that all of these employees are with Trails Regional Library because we are currently fully staffed! On a sad note, Shelly Blackburn has put in her resignation for the Corder Branch Manager. Shelly's last day will be Saturday, February 10; we are definitely sad to see her go. Since we have a month before her departure, we are working to find a replacement who she will be able to train to make the transition as smooth as possible for everyone involved.

Support Services: Roger Dumas

Support Services consists of the IT, Facilities, Courier, and a Custodian here at Trails Regional Library. Our purpose is to support the branch and circulation staff in being able to carry out their jobs and duties in a timely and efficient manner. The following is a look at some of the projects and needs this team has assisted with during the month of December. Support Services fielded 158 calls in the month of December 2023.

December is a time of the year when things slow down a little bit for the Support Services crew and allows a little time for the team to take some personal time off and get caught up on other things. It is a time when the department likes to schedule time off and how to cover for each other. We had that happen this year with Tommy, our courier needing some time off

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and Billy filling in for him during that time. Early in the month, Luke took some time off, and I took the last week of the year off to spend time with my family. Around this, we also worked on a few projects:

- Gathering information for next major Capital Expense projects: Billy and I met with Gordian and a few contractors to look over two possible projects to try to complete in the second half of FY24.
 - Waverly Roof: The Waverly building's roof needs replaced. We meet with Gordian, a roof contractor, and a masonry contractor to get proposals on what it would take to complete all work needed on the roof line up on the building. We are including a new roof, new gutters (which are falling off the building at present), repair work to a stone "dead man" support column at the back of the building, and repairs and upkeep to the front facade and shingles over the entry door.
 - Lexington masonry repair: The front and back of the building in Lexington has needed attention for some time. In fact, we are able to see daylight through some of the brick spacing when looking through the wall on the third floor. We meet with Gordian and a masonry contractor to determine the extent of repairs needed. It was determined that three sides of the building are in major need of tuckpointing. There are a number of metal rods coming out of the front of the building that were there for supporting awnings in the past that need to be removed and patched. The top left corner of the building has been repaired in the past, but the patch job was not made to blend in with the existing building. They are going to make the area look more in line with the other brick work on the building. One side of the building was determined to have mortar in-between bricks that was able to be pushed in with little effort with a finger which will need attention, in addition to the back of the building as well.

Gordian is going to work with the contractors we worked with to put together proposals for the work to be done. It is our hope that you will be seeing those proposals in this month's meeting to determine what work we can begin.

- As part of the Support Services team, the custodian that cleans Warrensburg, Knob Noster, and Holden branches is part of the Support Services Team. Earlier in the year we had to hire a new person for this role, that is considered a Custodian II position due to additional responsibilities associated with supplies management and helping determine and maintain standards for cleaning procedures and chemical lists. After almost a full 6 months of working with our hire, Joe, it was determined that he was not the right fit for this position. I started the process of determining how to proceed with filling this position. While doing that I discovered that the person who was previously in the position, Melissa, was actually interested in possibly returning to the position. She was an outstanding employee and a welcomed addition to the Support Services team during her previous employment and had left on great terms. It was determined by the Director and HR that we would have Melissa refill the role. She started at the beginning of January, and as of the writing of this report she is doing an outstanding job already. So happy to have her back as part of our team.
- Annex Skirting project: Cale Seymour Construction started work on adding the concrete skirting to the front of the Annex building during the month of December. With the exception of needing to get one point of clarification from the city inspector on how big our driveway entrance could be (which was obtained very quickly - it could be

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no larger than 40 feet), the project went great. The team from Cale Seymour Construction did an amazing job of preparing the area and pouring the concrete. It took them just over 2 weeks from start to finish. While the employees are able to drive their cars over the new concrete to get to their parking area as of the start of January; however, we should wait until around the beginning of February before allowing larger delivery trucks to drive on the concrete.

IT Department: Luke A. Ciccone

In December 2023, the IT department took care of many issues across the two counties.

Including:

- Barbara Lexington branch manager needed assistance with her data storage. We worked on reviewing her current information. Established a new system for her to be able to save and recall data.
- Replaced a mouse on one of Concordia's circulation computers. We received reports of it acting wonky.
- Worked with Regina on troubleshooting ILL slip printing. Some barcodes weren't coming out correctly. The PDF's she was working with didn't like being printed out of the browser. When working with the PDF's in adobe, we haven't had any problems.
- Moved the Warrensburg public access computers from being separated across two carrells to being on just one carrell. The extra run of computer carrell's was broken down and put into long term storage.
- Concordia APC was chirping. Bringing a replacement battery resolved the issue.
- Warrensburg public access computer #1 had its desktop icons hidden. After showing these icons, tested basic functions. Basic functions of PAC #1 in Warrensburg are working.

Facilities: Billy Stone

Completed 11 BlueChalk work orders. Filled in for courier multiple times due to PTO/Sick leave.

- Filter changes at all branches.
- Met with Gordian to discuss projects at WV and LX.
- HD – Delivered and installed new refrigerator.
- KN – Installed Smithsonian Crossroads banner on side of building.
- OD – Had rear entrance door handle replaced and rekeyed.
- WB – Disassembled computer carrels and stored upstairs in LX.

Office Manager: Karen Churn

December usually is a down time in my office in which I take care of things that could be put off for a while. Other than my usual tasks, I was able to continue working on purging decades of documents that were passed on to me that are no longer needed.

I was also able to help Tessa with her task of purging personnel files. It was very interesting seeing the names of coworkers that have come and gone the last 27 years. I am really impressed by how quickly, thoughtfully and thoroughly Tessa has been able to complete such a monumental task.

Technical Services: Anita Love

What to do with weeded materials? That has been the biggest question over the last several months. Book sales within the branches relieved some of the pressure, but we still have boxes upon boxes of weeded materials to dispose of. At the beginning of December, Trails sent out a request to see if any other libraries within the consortium of Evergreen would possibly want our discards. Ten library districts throughout the state have contacted me that they would be interested in materials with copyright dates of 2017 through 2020. These are smaller library districts that rely on donations for their collections. Since everyone is within the Evergreen consortium, we can send the boxes of books through the courier system for free. Then we heard that the La Plata Elementary School (K through 6th grade) had a fire and lost their school library. A book drive has begun to replenish their materials. I reached out to the librarian who said they would love our weeded children’s books. The local public library, Adair County Public Library, is the collection point so we can send boxes of books to them also via the courier system.

December also saw a focus on collection development with the purchasing of new materials for all the branches. Going along with the second prong of collection development, I also worked on damaged materials that come in from the branches. It is so grand to see a book that has circulated 15 times or more this last year.

At the end of December, I took 6 days off to be with my son and two grandsons from Florida. I had everyone home for Christmas. A total of five grandsons ages 6, 5, soon to be 4, 3, and 3 months. Unfortunately, everyone caught the stomach bug, including myself, and all gatherings had to be cancelled.

Program and Publicity Manager-Catie McLaughlin

December was a busy month for Programs and Publicity. Programs for January through May were submitted by the branches for approval. We worked hard to identify any potential issues and get the programs approved as quickly as possible. It always seems that Summer Reading has just ended when we have to turn our attention to next year’s SRP. The theme for SRP 2024 is “Adventure Begins at the Library”. We are already working on brainstorming programming ideas, planning prizes, and figuring out who our Kick-off presenter will be. We have also been busy putting the finishing touches on the Annual Report for FY23. What a busy but productive year it was. We cannot wait to see what this next year brings. We want to wish everyone a healthy and happy New Year!

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/using
Passive	Snowman calendar	0-5	15
Passive	Coloring pages	6-12	45

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Passive	Markerboard: reindeer drawing	6-12	14
Program	Storytime (3)	0-5	39
Program	Cartoons & Pancakes	All ages	6
Program	LSC author talk (virtual)	19+	0
System-wide	Letters to Santa	0-10	8
Take/Make	Angel gift jar	6-12	6
Take/Make	Snowman ornament	13-17	7

Outreach activities: Flyers shared to community Facebook groups

New cards issued:7

Meeting room usage: 0

Reference Questions: 96

Other Questions: 29

Highlight: We are excited to have Sophia Meyer as our new staff member. She is well known to us; she has been a library kid from preschool storytime age to teen volunteer age. Who knows, she may be a manager one day or even Director!

Corder: Shelly Blackburn

Type of program	Name of Program	Age group	Number attending/ using
Programs	Story Time	0-5	18
Programs	Needle Stories	19+	0
Programs	Book Club	19+	4
Passive	Color Sheets/Games	0-12	8
Passive	Take & Makes	0-12	0
Programs	Saturday Matinee	All ages	0
Passive	Guess How Many Jar	All Ages	16
Passive	Letter to Santa	0-12	1

Outreach activities completed: Notices of all programs are posted in our local post office, bank, and on our community board. We also send program information to be featured in the Corder Newsletter and Facebook page.

New cards issued: 2

Meeting room usage: The Corder Community Group uses the Library on one Thursday a month with approximately 8 members attending.

Reference Questions: 23

Other Questions: 9

Highlight: We enjoyed watching the kids make and play with peppermint playdough. They had a blast!

Upcoming Outreach:

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
passive	Frosty scavenger hunt	all ages	20
passive	Coffee Connections	18+	15
passive	Letter to Santa	0-5	5
passive	Learning worksheet	0-5	35
passive	Learning worksheet	6-12	35
programs	Snow Globe	Adult/Teen	15/13
programs	Snow Globe	13-17	2
passive	Coloring sheet	0-5	50
passive	crossword search	Adults	30
passive	Games set out	0-5	5
Passive	Games set out	13-18	6

Outreach activities:

New Cards Issued: 8

Reference Questions: 191

Other Questions:

Highlight:

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/ using
Take and make	Candy Cane Ornament	pre/child	15
Take and make	Snowman mobile	pre/child	15
Take and make	Ugly Sweater	pre/child	12
Take and make	Christmas Wreath	pre/child	15
Take and Make	Salt Dough ornaments	pre/child	20
Passive	Coloring sheets/activities	pre/child	40
Passive	District Santa Letters	children	10
Program	Cinema Saturday	family	0
program	Storytots x 4	preschool	33
program	storytime x 4	preschool	12
program	Kids Connection x 4	preschool	36
program	Slave to Soldier	adult	15
program	"Aunt Mildred"	Adult	15
program	Whiteman AFB History	adult	12
Program	Figure it out Fridays x 4	adult	5

Outreach activities: Coloring sheets/calendar to local restaurants and businesses. Swing sign outside. Storytime at Head Start

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New cards issued: 13

Highlight: We had our Crossroads VIP Grand Opening on Dec 16, 2023 at 11AM. It was attended by Representative Reedy, the Knob Noster Mayor, numerous Trails staff and many more. I think that it was a great success, and I want to thank everyone who came out to support my branch as well as Trails. The exhibit is now open daily for patrons.

Meeting Room Usage: 21+

Reference Questions: 49

Other Questions: 111

Upcoming outreach: The Crossroads will be here throughout the month.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Passive	Letters to Santa	all	46
Passive	I Spy Aquarium	all	51
Passive	Guess the # of Snowballs	all	64
Program	Story Times x 4	0-5	46
Program	Stay and Play x 4	0-5	13
Program	Air Fryer	18+	3
Program	Yoga x 2	18+	13
Program	Candy Making	18+	5
Program	Kids Club	6-12	0
Program	Teen Time	13-17	0
Program	Friends and Flicks	all	4

Outreach activities completed: 2

New cards issued: 8

Meeting room usage: 10

Reference Questions: 319

Other Questions: 307

Highlight: This month's highlight is the Children's Christmas Play, two performances in our meeting room area with 125 attending. The kids had a blast, both on stage and in the audience. It's a wonderful tradition that we love being a part of!

Upcoming Outreach: 0 at this time, we may receive requests a week or two prior to an event.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Well-Read Poet's Society	13+	2
Program	Storytime	0-5	47
Program	Teen Movie Night	13-17	0

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Program	Cookies with Santa	All Ages	79
Program	Santa's Workshop	5-8	14
Program	Preschool Play and Learn	0-5	6
Program	Let It Snow	9-12	8
Program	Book Lover's Book Club	18+	3
Program	Teen Advisory Group	13-17	0
Program	Feature Friday	All Ages	5
Passive	Letters From Santa	All Ages	46
Passive	Coloring Pages	All Ages	10

Outreach activities completed:

Odessa branch was a collection point for Helping Hands of Odessa who were collecting Christmas gifts for area residents.

The Odessa branch partnered with Heritage Realty to present "The Night Before Christmas" read by Santa. Each child received a bell, goodie bag and a copy of the "The Night Before Christmas" The Classic Edition. 87 participants attended.

New cards issued: 38

Meeting room usage: 31

Reference Questions: 496

Other Questions: 335

Highlight:

The Odessa staff that could attend had a great time at the Trails Holiday Party.

Upcoming Outreach:

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Program	Libraries got game (4)	All ages	4
	Pop-up Program		0
	Get Hooked (2)		6
	Flapjacks and Funnies		0
	Card Games		0
	Slice or Art		6
	Yoga		4
	Show Me Sound Chorus		57
	Preschool Storytime (3)	0-5	73
	Preschool Crafttime (3)		71
	Music & Movement (4)		62
	Stay, Play & Learn (4)		68
	Storytime w/Granny		6
	STEAM for T(w)eens	13-18	0
	Craftastic	13+	11
	Coffee & Connections (4)	18+	51
	Novel Tea Book Club		6

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	DIY Spa Series		6
	Kinship Care		1
Passive	Suggestion Tree	All Ages	15
	Would you rather		174
	Coloring pages		327
	Letters to Santa		4

Outreach activities completed: Storytime at Headstart

New cards issued: 61

Meeting room usage: 29

Study room usage: 10

Reference Questions: 148

Other Questions: 342

Highlight: We have a very generous patron who brings us a boatload of treats for the holidays. Along with the usual cookies and chocolates, this year he also brought a MBBP Pie: Maple Bacon Bourbon Pecan. Very delicious and VERY rich!

Upcoming Outreach: Storytime at Headstart on January 10 at 10:30 AM and January 17 at 1:00 PM.

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets x2	0-5 and 6-12	16 total
Program	Book Club	18+	0
Program	Storytime	0-5	4
Program	Adult Circle	18+	3
	Santa Letters		4
Program	Angel Ornamnet	all	2

Outreach activities completed:

New cards issued: 2

Meeting room usage: 0

Reference Questions: 8

Other Questions: 13

Highlight:

Upcoming Outreach: Flyers to local businesses.