

February Reports




Presented to the Board March 2024




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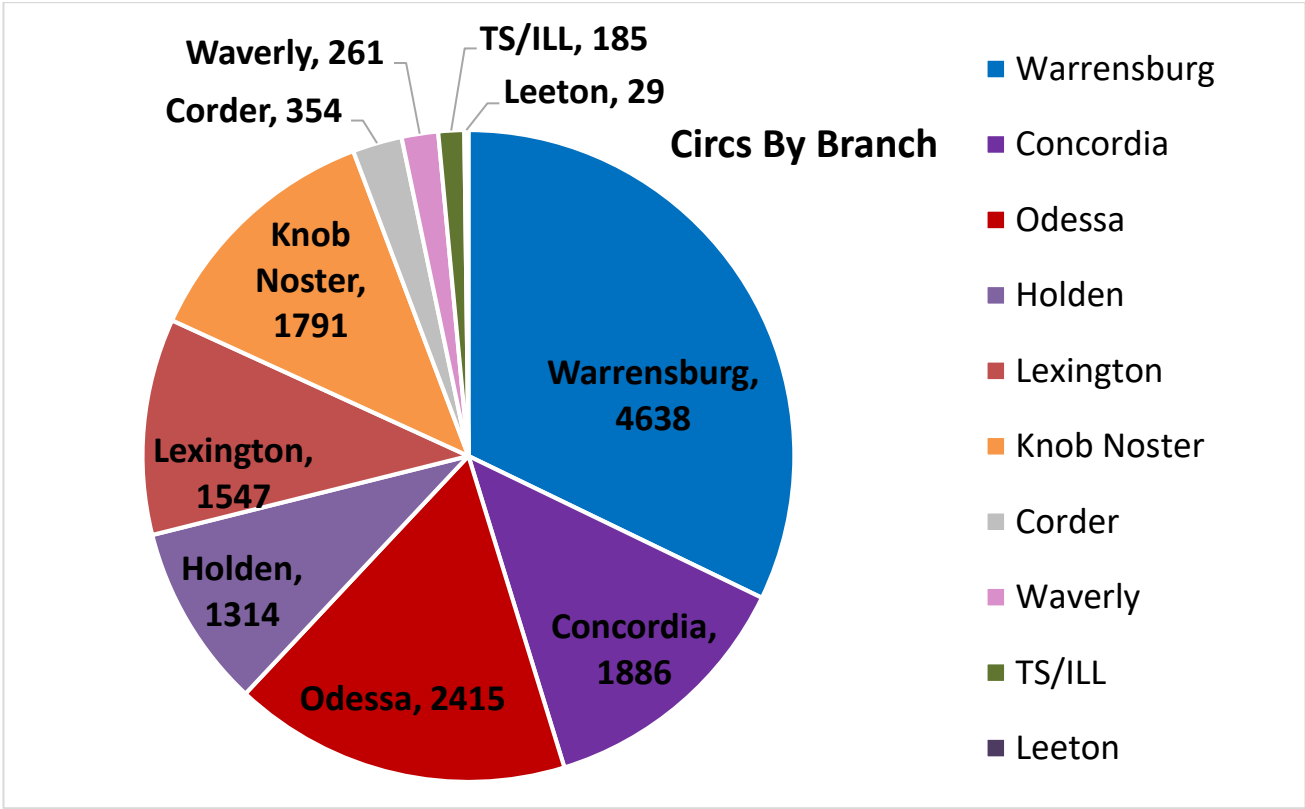
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Circulation, Physical Materials

February Circulations

			
	Books	Media	Hotspots
Monthly	11,915	2,311	26
YTD	104,749	20,701	265

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
11,404	2,848	1,341



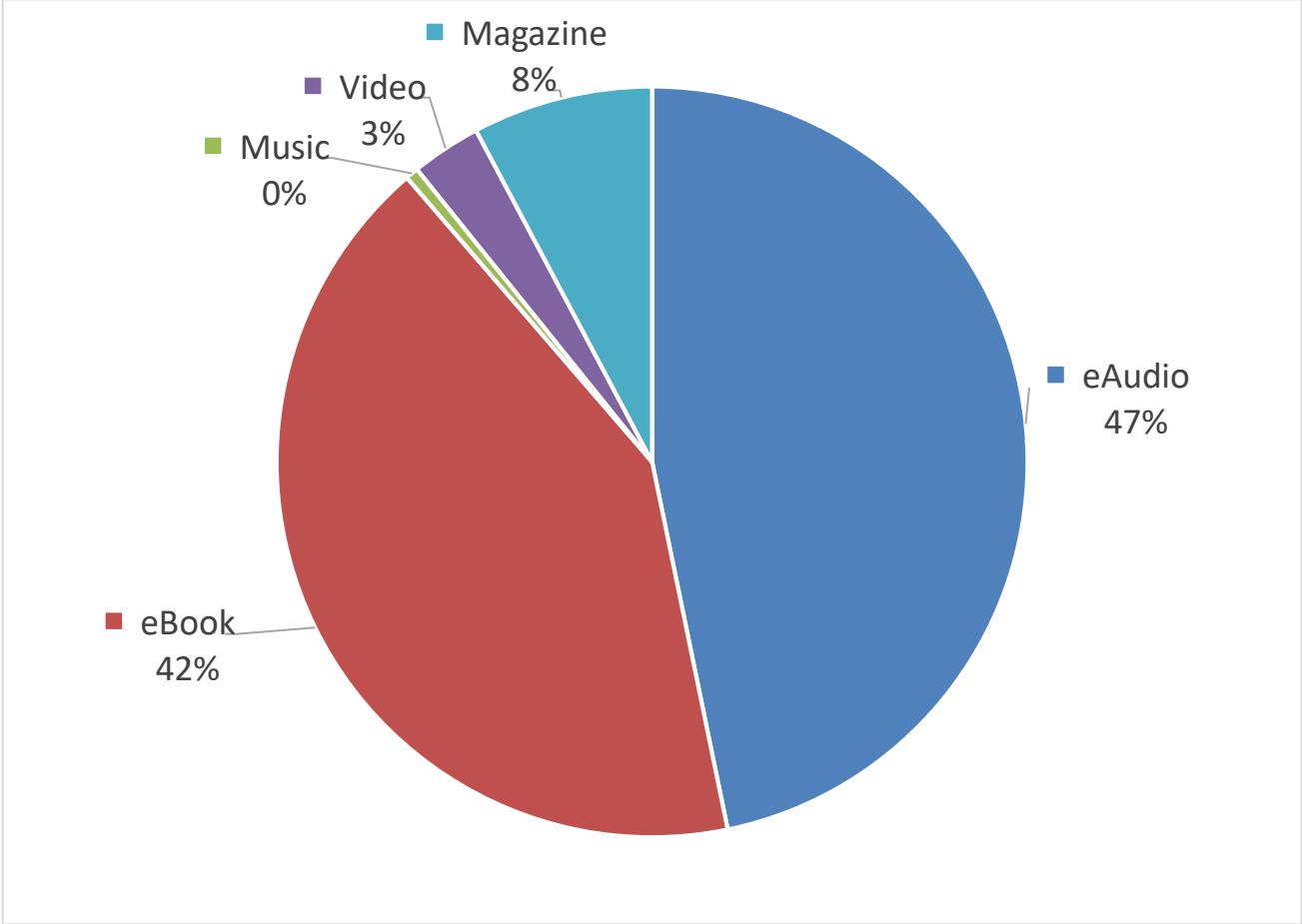
Circulation, Digital Materials

		eBooks	eAudio	Video	Music
hoopla	Month	411	1,083	167	31
	YTD	3,336	7,642	1,107	202

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

		eBooks	eAudio	Magazines
OverDrive	Month	1,919	1,518	432
	YTD	16,299	12,709	2,703

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



Usage, Computer & WiFi Internet Access

Computers:

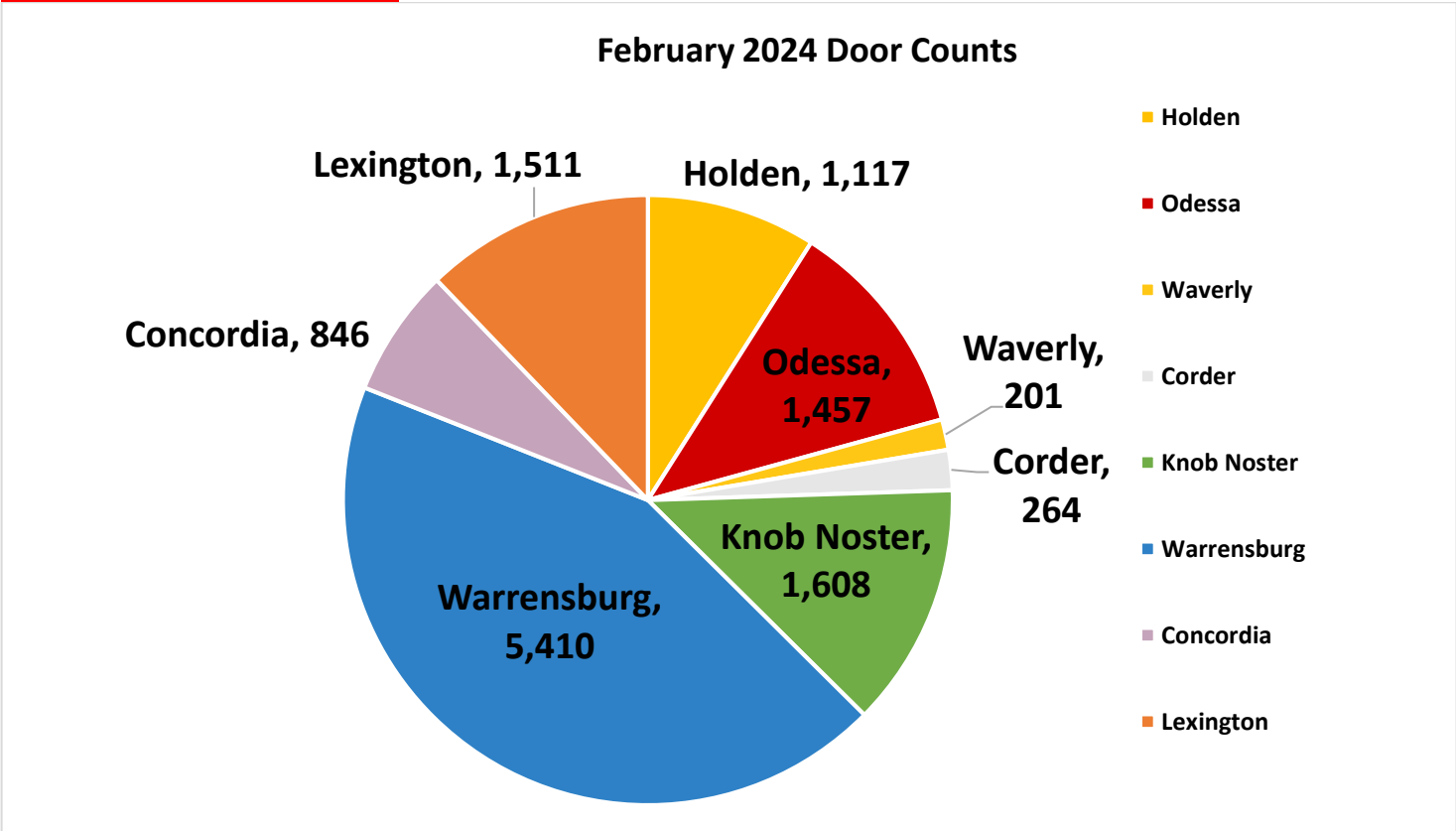
District: Current Month	
February	Total
2024	1,109
2023	1,114
2022	669
2021	193
2020	2,067
District: Year to Date	
FY 2024	9,005
FY 2023	8,935
FY 2022	6,560
FY 2021	989
FY 2020	19,842

WiFi:

District: Current Month	
February	Total
2024	1,113
2023	1,314
2022	-
2021	-
2020	-
District: Year to Date	
FY 2024	9,270
FY 2023	10,160
FY 2022	0
FY 2021	0
FY 2020	0

Usage, Door Counters:

Note: The counts for WV and CC are both showing incorrect data. IT was able to work with our vendor to correct the issue we experienced last month, but the totals may still be off due to when the issue was fixed.



Collections

February FY24

154,456

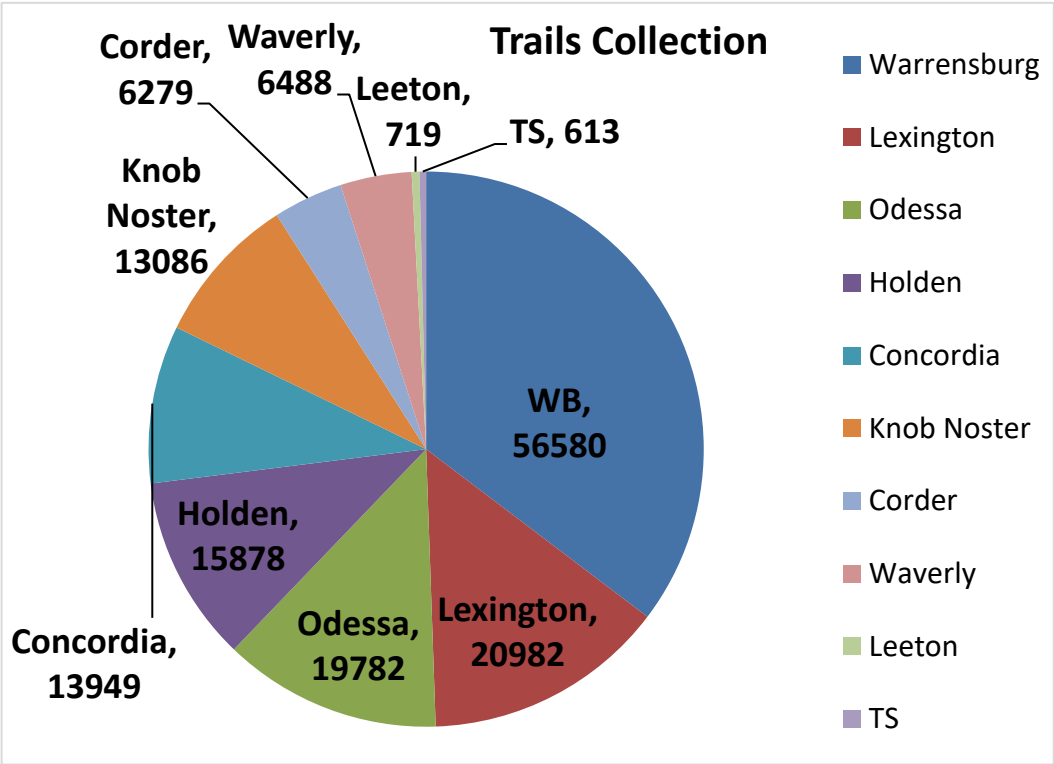
Total Collection

1230

Added

2145

Removed



Director's Report

Director: Jackie Hawes:

February flew by even though we had an extra day with Leap Year! On February 2nd, we started off the month with a Managers Training Day. On February 5th, I conducted my quarterly visit to CD, so I could say farewell to Shelly before her last day on the 10th. On February 6th, several of us attended Library Advocacy Day in Jefferson City. During the rest of that week, I finished up my 1-on-1 visits with admin staff. On February 12th, we had an All Staff Day with the first presentation with Brandy Sanchez with Soulfire Collective, LAGERS presentation, Books By Mail updates, open discussion on self-conduct (responsibility, integrity, and accountability), Reader's Advisory, Excel Adult High School, table talks over lunch, and a self-care session (bingo & cornhole were offered). On February 13th & 14th, Susan and I interviewed a couple of applicants for the CD Branch Manager position. We offered the position to our top candidate; however, they declined the offer. Tessa has reposted the job listing. On February 14th, we had the Manager Workshop: Leadership by Design (Soulfire Collective). Beginning February 17th, I work part time in CD to assist with coverage there. Typically, I do Saturday one week and Monday the following week. On February 20th, the administrative team began the Leadership Accelerator course (Soulfire Collective). On February 21st, I had my quarterly branch visit at the KN branch. The last week of the month was spent conducting quarterly branch visits at OD, LX, WB, CC, and WV.

All budget requests have been turned in from the branches and administrative departments, so you can probably guess what I'll be working on in March!

Assistant Director: Susan Kromrie

Well, I accidentally reported on several February items last month, so I'll keep this to the last half of February. Jackie and I have interviewed several people for the position of Corder branch manager, but have not found anyone yet.

I finished up my evaluations and met with each of the branch managers to go over their performance for 2023.

The Administration team started our Leadership Accelerator training which proved to be thought-provoking and somewhat unsettling. Roger pointed out that our reaction proved the point she was making. I am eager for the rest of the training and hope that it will prove to be as interesting, with some practical strategies we can walk away with.

Department Reports:

Human Resources: Tessa Moulton

ADP has been working well for Karen and I this month. We have been able to process payroll without any issues. The only glitches I have noticed is that ADP does not always save employee punches to their timecards. We had a couple employees need to fill out timecard correction forms to fix errors to their timecards because the system did not save their clock-in or clock-out. I will be watching that issue these next couple of weeks to see if the issue gets corrected.

Statistical Reports

Evaluations have been one item on everyone's list for the month of February. Managers have been working to complete and discuss evaluations with all of their staff members. I have been receiving them a few at a time which helps keeping track of copying them for employees and filing them in personnel files.

Budgets are another item we have been working to complete for this upcoming fiscal year. I have gone over previous budgeted items and tried to anticipate increased costs for everything from paper, stamps, and other office supplies to trainings and mileage requests. I will begin working on the salary budget for FY2025 soon, so we can prepare for cost of living increases and other potential raises.

I have been working on my Certified LAGERS Administrator training lately. LAGERS has been providing weekly training webinars to help keep everyone updated on retirement information and procedures. I have attended several webinars and have registered to attend the LAGERS LEARN Conference on May 22-23. This conference is free, and I will be able to complete the remaining training I need to become a Certified LAGERS Administrator.

Lastly, SoulFire Collective has also been on everyone's mind lately since managers have started the bi-monthly group Zoom meetings and homework assignments. This should be a great experience for everyone involved. I am looking forward to our discussions and the follow-up sessions to help become a more effective leader at Trails.

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 February. Support Services fielded 139 calls in the month of February 2024.

February was a month of preparing for future projects and catching up on smaller concerns that hadn't been tended to yet.

- Outstanding project preparations: We have three main projects that we are working on getting started for the department.
 - Lexington Tuckpointing Project – I worked with Scott from Gordian to get contracts ready for approval to start the work.
 - Waverly Roofing: After the board approved all parts of this project in the February board meeting, I have been working with Gordian to get contracts together and also put together a time line for each of the contractors needed for each part of the project.
 - GFI renewal of contract - With the board's approval of GFI as our copier/printer supplier, I have started working with Derek, our representative, to get machines ordered. We are also working on a time table for the install, so that Luke will be able to get each branch up and running the day the new copiers are installed.
- Purchase of a new Courier Van: We have setup an order for a replacement van with Joe Machen's Ford out of Columbia. The van is on order ,and we have been informed it could be around 6 months before we receive the vehicle.

Statistical Reports

IT: Luke A. Ciccone

In February 2024, the support services department (IT) took care of many issues across the two counties. Including:

- Installed a cordless phone in the Holden branch. Tested call quality as the handset traversed the building. Calls come in correctly and stay connected as a user moves throughout the stacks.
- Whistle Stop in Odessa had a tech setup for its event. I was onsite for support if needed. The event went successfully.
- Jackie will be helping with coverage of the Corder branch till a manager is put into place. I went onsite to get the machine configured in a way that would allow her to work.
- Assisted facilities in installing a new book drop for the Warrensburg branch. The book drop that was in place for Warrensburg was taken to Waverly. While onsite in Waverly, assisted in properly securing the memorial bench at Waverly.
- Amy in Warrensburg reported pop ups on one of the staff machines. I sent some instructions to her for troubleshooting. Checked back in with her to see how the instructions went, she found them fruitless. Before getting back in touch with me, she asked a coworker to verify her results. They found an article that resolved the issue.
- Installed a printer in Jae's office. She had two devices sitting unused in her Storytime room. It was previously utilized partly as work space for programmers. She wanted to see if the devices could be more productive than paper weights. One of the inkjets was not purchased by IT. It was secured by branch funds under Carol Nolte. It was nonfunctional. The HP was a useable device. Got it set in her office and tested that it met her needs.
- TRL-LT05 was stuck installing updates. After some time with the machine, the updates were able to complete. Ran a few more scans to try and check all of the updates it wanted to apply would be done. Laptop is ready for use.

Facilities: Billy Stone

Filled in for courier multiple times.

Completed [8] work orders in BlueChalk.

- Annex – Contacted Ford distributor out of Columbia, MO that has the state contract for vehicle ordering; Sent finalized/signed quote to Kelly Sells at Joe Machen's Ford to get new courier van ordered.
- HD – Installed new window AC and space heater in outdoor storage shed to maintain proper temps.
- LX – Made progress on painting project in meeting room downstairs. Repaired downspout on north wall; tied east neighbor's downspout into ours so that it stops dumping water down the parking area.
- OD – Installed lock on exterior power cutoff box after obtaining permission from Odessa Power.

Statistical Reports

- WB – Made repair to main entry automatic door button; it was getting stuck causing door to remain open. Repaired locks on book drop; set screws had come loose, added lock-tite to fix issue. Cleared clogs in multiple bathroom sinks. Installed new book drop and book drop cart.
- WV – Installed old book drop from Wburg. Secured donated bench to concrete.

Office Manager: Karen Churn

February turned out to be an uneventful month. I have nothing to report except that things are running smoothly right now.

Technical Services: Anita Love

February came in like gang busters, and the TS crew and I were busy, busy. I attended the Managers Training in Odessa on February 2nd, then it was off to Library Advocacy Day in Jefferson City on February 6th. I turned around and all of the TS staff attended the All Staff Training Day on February 12, which was quickly followed by February 14th and my presenting a program on the Library and what we have to offer to the local PEO group. Following on that same day, I attended the Soulfire Collective training in the afternoon. February 20th saw the monthly KOKO radio interview, with Patty Long joining me, and then in the afternoon was our second Soulfire training. Finally, February 28th had me filling in at the Corder Branch doing story time. Regina Lamont and I both virtually attended the MO Evergreen Circulation meeting on the 27th and Michael Brown, Alicia McSwain and I attended the monthly MO Evergreen Cataloging meeting which is also done virtually. It was a busy month.

Spring is around the corner and here in TS we are picking up the pace of ordering and cataloging the new spring/summer reads and gearing up for the Summer Reading Program. During the month of February, the TS crew added over 1,200 new items to the system. Compared to this time last year when only 784 items were added, an increase of 446 items. Being fully staffed in TS does make a difference in the amount of work accomplished.

Of course, the weeding project continues. This month Knob Noster requested the last of their weeding lists. It shouldn't be too much longer and they will be completely finished on their end. At the writing of this report, we have 6 branches having finished or are about to finish their weeding. Since this project has started, Emily Luebrecht has sent out a total of 109 boxes of weeded materials to other Missouri libraries.

Public Services: Catie McLaughlin

Haley and I have been hard at work participating in training for various resources that the library provides to ensure that we are knowledgeable in the nuances of these resources. We are hoping to maximize our usage of these services.

SRP planning is moving along nicely. We are working to come up with a basic outline that can be utilized each year to make the process of planning more efficient and fun. We had two programmers' meetings focusing on training for our S.T.E.A.M. related items including Spheros, Ozobits, and Cubetto. Programmers are already taking that knowledge and implementing programming with patrons using these resources. One little boy in Warrensburg was going to leave right after Music and Movement but decided to stay when Miss Amy showed him the Cubetto robot and how to "code" it. In addition, we brainstormed ideas for

Statistical Reports

programming to complement the Show-Me Dinosaurs programs that will kick off SRP this year.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
Program	Take Your Child to the Library Day	Family	10
Program	Storytime (4)	0-5	61
Program	Cartoons & Pancakes	Family	5
Program	Colorful Conversations	18+	0
Program	Book Club	18+	9
Take & Make	Heart Suncatcher	6-12	15
Passive	Coloring Sheets	6-12	70
Passive	Markerboard heARTwork	6-17	18

Outreach activities completed: Program flyers shared to community Facebook groups

New cards issued:5

Meeting room usage: 1

Reference Questions: 134

Other Questions:27

Highlight: Like the arrival of robins, the days of warmer weather have brought out more patrons to visit the library. There was one awesome day after school recently where I counted 5 teens in the library at once, wow!

Upcoming Outreach: nothing extra planned at this time

Corder: Shelly Blackburn

No report for Corder this month.

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
program	Story time	0-5	75
passive	Coloring sheets	0-5	37
passive	Adult trivia questions	18+	22
passive	Games set out 15	6-12	12
Passive	Games set out 15	13-17	12
passive	Super Saturday	All ages	12
program	Valentine Mobile	18+ adult	11
program	Valentine Mobile	13-18 teen	1
program	Art and craft club	Family all ages	22

Statistical Reports

passive	Learning worksheet	0-5	35
Passive	Tech Tuesday	All ages	33
program	Coffee and connections	18+ Adults	37
passive	Family movie matinee	All ages	0
program	Stay and play		66
program	Scrapbooking	Family all ages	

Outreach activities completed: none

New cards issued:10 **Phone Calls:** 67

Meeting room usage: 0

Reference Questions: 216

Other Questions: 92

Highlight: Outreach at the Holden Elementary

Upcoming Outreach: Daycare Storytime.

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/using
Take and make	Heart wreath	Preschool/children	20
Take and make	Beaded hearts	Preschool/children	20
Take and make	Robot valentine	Preschool/children	18
Take and make	Valentines animals	Preschool/children	20
Passive	Scavenger hunt	children	22
Program	Storytime x 4	preschool	26
Program	Afternoon ST x 4	preschool	5
Program	Kid Connection	Preschool	18
Program	Afternoon KC x 4	Preschool	5
Program	Artistic endeavors	Adult	6
Program	Cinema Saturday	Family	0
Program	Anime	teen	8
Program	Winter Seed Sowing	Adult	6
Program	D&D x 2	Teen	9
Program	Family Game Night	All ages	5
Program	Eureka Steam Program	children	5
Program	Cook the Book	Adult	8
Program	Tuskegee Airman presentation	Adult	8

Outreach activities completed: 2

New cards issued:15

Meeting room usage: 24+

Statistical Reports

Reference Questions: 51

Other Questions: 123

Highlight: We had a middle school book club come out and help with storytime! The patrons and school kids both enjoyed their time!

Upcoming Outreach:

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Passive	I Spy aquarium	0-5 6-12	29
Passive	Coloring sheets	0-5 6-12	22
Program	Story Timex4	0-5	42
Program	Stay and Playx4	0-5	42
Program	Children	6-12	30
Program	T(w)een	13-17	15
Program	Missouri History Series	18+	0
Program	Adults: Class in Session	18+	7
Program	Yoga x4	18+	37

Outreach activities completed: 2

New cards issued: 12

Meeting room usage: 6

Reference Questions: 288

Other Questions: 258

Highlight: We are having the book sale every Friday 10-2:00 and our patrons are enjoying the regularity/frequency.

Upcoming Outreach: Book sales and taking book/magazines to nursing homes.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime	0-5	71
Program	Junior Power- Up	5-8	5
Program	Well -Read Poet's Society	13-17/18+	5
Program	World Read Aloud Day	All Ages	2
Program	Preschool Play and Learn	0-5	17
Program	Gamer's Afternoon	13-17	5
Program	Book Lover's Book Club	18+	3
Program	Feature Friday	All Ages	6
Program	Bunco	18+	7
Program	Power Up	9-12	5
Program	Teen Advisory Group	13-17	1

Statistical Reports

Passive	Coloring Sheets	All Ages	14
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Outreach activities completed:

Noelle Postlethwait presented storytimes at two different locations, Bright Beginnings Academy had 99 students and teachers and Odessa R7 Early Childhood had 48 students and teachers participate.

Noelle Postlethwait presented a valentines storytime to 34 kindergarteners at the Odessa R7 S.O.A.R. program.

New cards issued: 22

Meeting room usage: 38

Reference Questions: 417

Other Questions: 399

Highlight:

Kendra Redden was able to participate in Library Advocacy Day at Jefferson City with other Branch Managers, Administration and Board Members from Trails Regional Library and visit with our State Representatives and State Senators.

Whistle Stops for Ukraine held a presentation at the Odessa Branch which consisted of a Zoom call with the governor Oleh Kiper of Odesa, Ukraine.

Upcoming Outreach:

On Tuesday, April 9th for National Library Week the Odessa branch will be handing out cookies to patrons that come into the branch. Any board members are welcome to come and help hand out cookies.

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Passive	Activity Sheets	All ages	300
	Would you rather		432
	Snow Day Kits		20
Program	Libraries Got Game (4)	All ages	7
	Get hooked (2)		8
	Leapsters Adventure Course		6
	Pop-Up Mardi Gras Masks		1
	Crafty Family Fun		13
	Flapjacks & Funnies		12
	Preschool Storytime (4)	0-5	88
	Preschool Craftime		81
	Storytime with Granny		11
	Music & Movement (4)		95
	Stay, Play & Learn (4)		92
	Full STEAM Ahead	2-6	22
	Coffee & Connections (4)	19+	40

Statistical Reports

	Novel Tea Book Club		6
	3R Book Club		5
	In A Mug	11-18	0
	This or That	6-12	0
	Bead It	5-18	9
	Night OWL Rec	13+	2
	Yoga	13+	6

Outreach activities completed: Storytimes at MVCAA Headstart (3)

New cards issued: 90

Meeting room usage: 25

Study room usage: 47

Reference Questions: 286

Other Questions: 414

Highlight: The new book drop was installed and it is BEAUTIFUL! Staff is very happy that it doesn't overflow on the weekends and holidays.

Upcoming Outreach: MVCAA Headstart storytimes and Martin Warren Parent Teacher Night (March 21 at 5:00 PM)

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Program	Story time	0-5	4
Program	Adult Circle	18+	6
Passive	Coloring sheets,	0-5, 6-12	17
Passive	Take & Makes	0-5, 6-12	8

Outreach activities completed:

New cards issued:1

Meeting room usage: 1

Reference Questions: 7

Other Questions: 11

Highlight: We finally got a drop box.

Upcoming Outreach: Flyers to local businesses.