



May Reports




Presented to the Board June 2024

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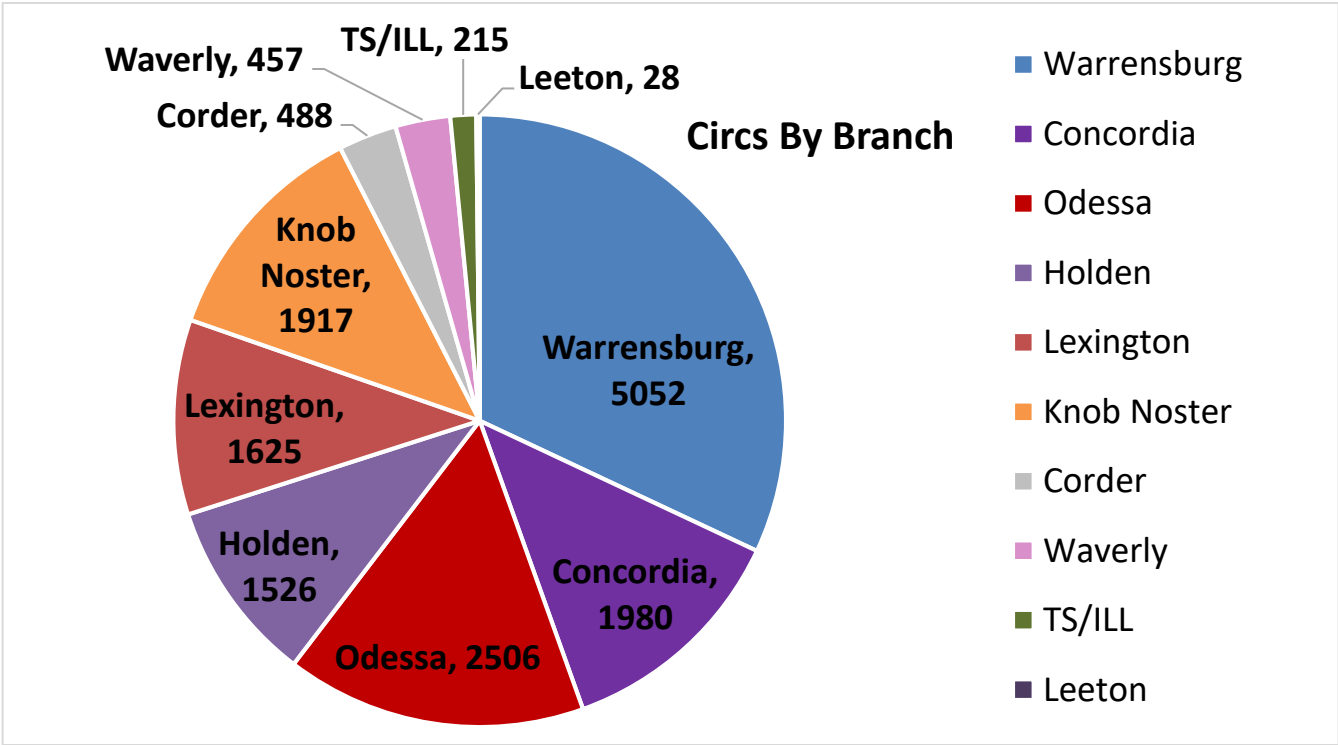
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Circulation, Physical Materials

May Circulations

			
	Books	Media	Hotspots
Monthly	13,287	2,481	26
YTD	143,536	27,933	341

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
12,825	2,969	1,752



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	541	1,181	177	25
YTD	4,852	11,139	1,614	275

What is it?

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



	eBooks	eAudio	Magazines
Month	2,022	1,687	385
YTD	22,294	17,621	3,762

What is it?

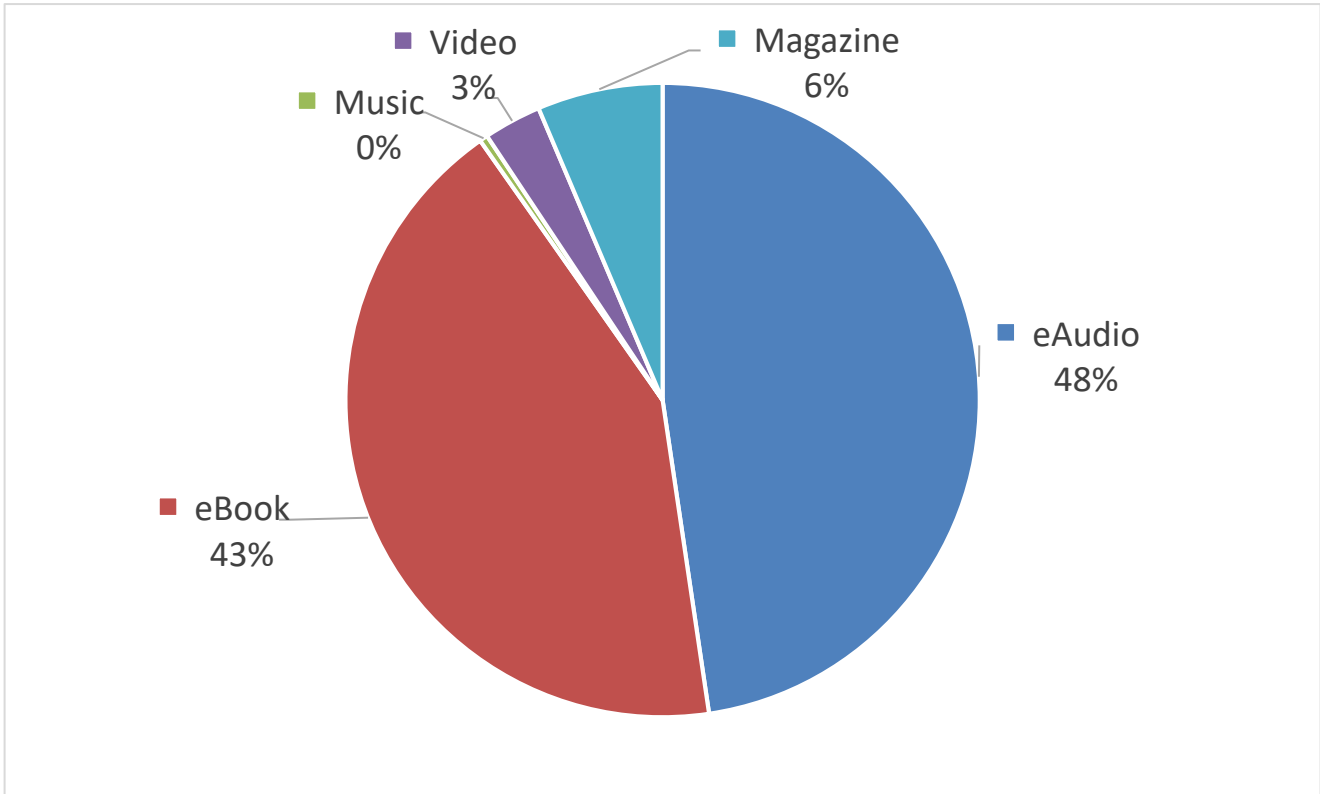
Consortium funding, more \$ per title, Kindle-compatible



	eAudio
Month	40
YTD	75

What is it?

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



Usage, Computer & WiFi Internet Access

Computers:

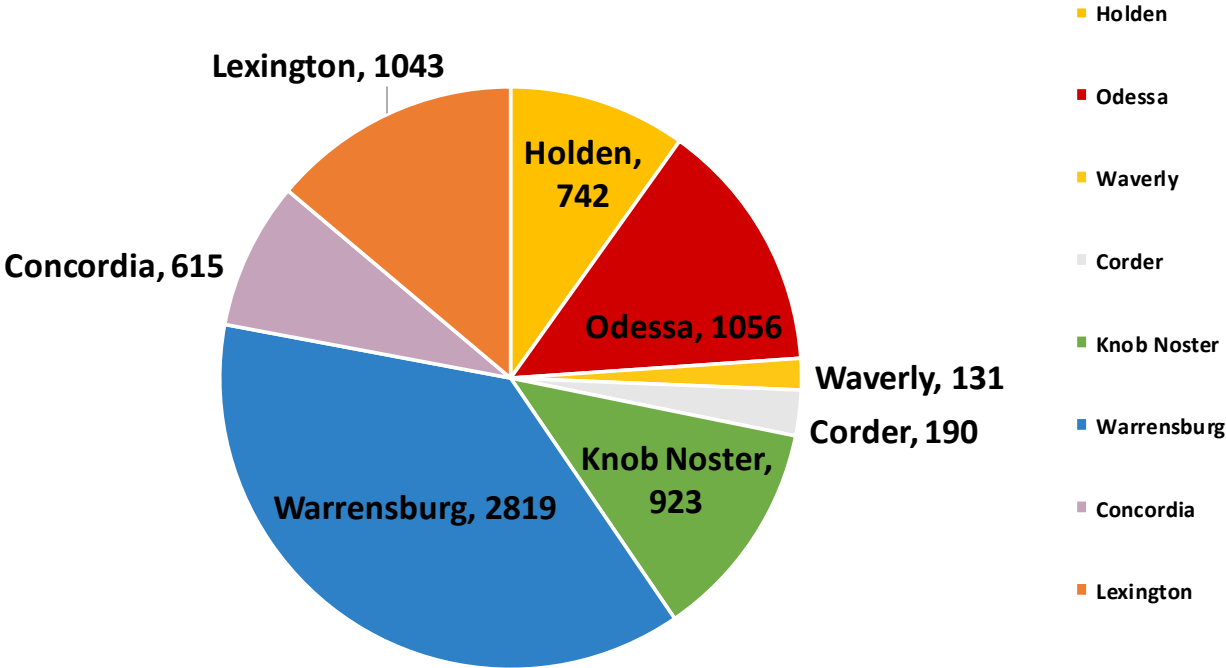
District: Current Month	
May	Total
2024	1,137
2023	1,118
2022	991
2021	663
2020	-
District: Year to Date	
FY 2024	12,475
FY 2023	12,430
FY 2022	9,361
FY 2021	2,501
FY 2020	16,842

WiFi:

District: Current Month	
May	Total
2024	1,170
2023	1,314
2022	-
2021	-
2020	-
District: Year to Date	
FY 2024	12,770
FY 2023	14,183
FY 2022	0
FY 2021	0
FY 2020	0

Usage, Door Counters:

May 2024 Door Counts



Collections

April FY24

149,254

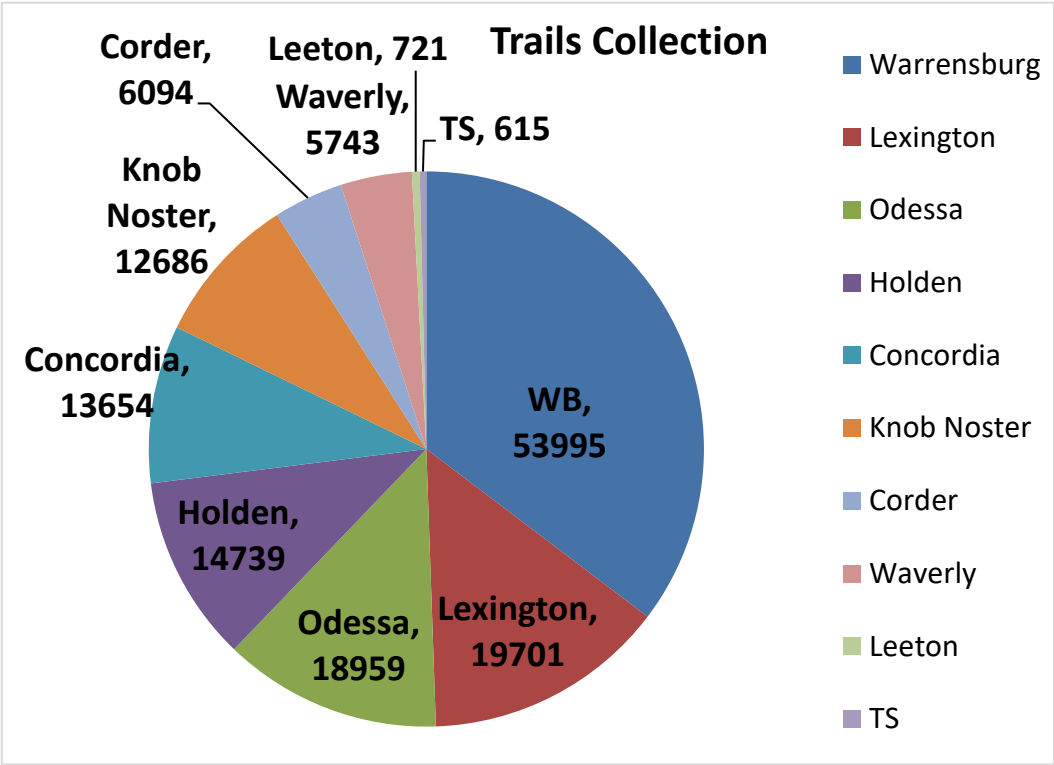
Total Collection

507

Added

3,081

Removed



Director's Report

Director: Jackie Hawes:

May started off fairly slow, but it ended in a complete blur!! My month started off with a TRL Foundation Board meeting on the 1st. On May 3rd, we had our quarterly Manager Training Day which went really well. On May 7th, I attended the Public Library Directors forum with the MO State Library. On May 9th & 14th, I had my coaching sessions with Brandy Sanchez with Soulfire Collective. May 16th through May 22nd, I was on vacation for a niece's and nephew's graduation celebrations; however, on the 19th, my sister and I both woke up feeling terrible which ended up being Covid. Due to testing positive for Covid, I took the 23rd & 24th off as well. I was back in the office for a day after the holiday weekend, and I was conducting branch visits and assisting with SRP kickoff (Show Me Dinosaurs) events.

Assistant Director: Susan Kromrie

2024 feels like it is strapped to a rocket – I have no idea where May went. On May 3rd we had our quarterly managers' training in Knob Noster. It went very well, and for a change I was not in charge of anything!

We finished our Leadership training with SoulFire this month. It has been an engaging process. As part of the training we get to keep a workbook that contains the sessions we did as well as several others. I am planning to work through them this summer.

I had a brief visit to Holden this month. Jae Steinkuhler and I interviewed for the open Clerk I position in WB, and I was able to make some headway on redoing the personnel policies. At the end of the month I helped out in Lexington, Odessa, and Warrensburg for our summer kickoff – Show-Me Dinosaurs. It was so much fun and everyone seemed to love it.

Department Reports:

Human Resources: Tessa Moulton

May began with a Manager Training Day in Knob Noster on Friday the 3rd. The only manager who was not able to attend was Teresa Opoien. We started the training with a welcome from Jackie and Susan. I went over the new organization chart, and we reviewed the TRL Team Commitments to Each Other with a fill-in-the-blank game. The winner of the game was Barbara Seitter, who received her prize the next week. Next, I handed out sample checks for the branches to display for patrons showing the proper format, and we discussed the information that all staff members need to collect before accepting checks from patrons. I showed the branch managers the new fillable deposit slip that I created to help make deposits quicker with instructions on where the fillable form was located in the N-drive as well as a reminder of when their deposits are due to Karen. After deposits, we discussed the travel reimbursement forms, and I handed out instructions on where to find the form, how to fill it out, when to turn in the form, and who to turn the form in to. The last items I went over were the forms I have created as fillable PDFs and asked for recommendations of other forms they would like to see created as fillable PDFs. Catie started her presentation by

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discussing the Program Procedures she recreated, and she gave the managers time to read through the procedures before lunch. We had Bellydown BBQ for lunch and immediately went into a look at Compassionate Conversations with Brandy Sanchez from Soulfire Collective. After Brandy finished, Catie took over for the remainder of the meeting by discussing the Program Procedures she recreated. Managers asked questions concerning changes and clarifications, and Catie was able to go into more detail.

Karen Churn ordered and paid for a new Trails Little Free Library. The old Trails Little Free Library was showing signs of a lot of use because of the wear and tear. The front door had fallen off, the wood was splintering and aged, as well as other cosmetic decline. Karen filled out a grant and had Rise Community Services here in Warrensburg build the Little Library since they had built the previous library also. Karen had Rise Community Service reuse the window out of the old Little Free Library, but the rest was completely built from scratch. William Stone installed the new Little Library for Trails once it was finished, and everyone has noticed how wonderful it looks. If you look on Rise Community Service Facebook page, they have a post about the Little Free Library.

On May 23, I had a LAGERS LEARN Conference in Camdenton, MO. This is the first year of the LAGERS LEARN Conference. They had an overwhelming response to the conference with a total of 150 people who signed up and more on a waiting list. The conference was training over the LAGERS platform, frequently asked questions, and the benefits. The morning consisted of 3 general sessions including information about funding, frequently asked questions, and an overview of the various types of benefits LAGERS provides. The afternoon contained 6 breakout sessions of which you could only attend 3 sessions. The sessions were more specific topics LAGERS wanted to highlight. I attended the sessions about Information Security, LAGERS Disability and Survivor Benefits, and Purchase of Service Overview. These were the three sessions I was required to attend to earn my Certified LAGERS Administrator certificate. I will be receiving my certificate and lapel pin from LAGERS as soon as they can get them sent out. To retain the certification, I will need to continue attending the LEARN Conference annually and/or attend the various webinars required by LAGERS. I was really excited to attend the conference because the networking with other agencies within Missouri was very beneficial.

The last week of May was very eventful. Trails Regional Library offered the Warrensburg Branch Library Clerk I position to Virginia Sullivan, and she accepted. So, Trails Regional Library has a new Trailblazer starting on Monday, June 17. Virginia has previous library experience, so she will be a valuable addition to the Trails Team! Lastly, we had the Show-Me Dinosaurs in Warrensburg on Friday, May 31. They were a great kick-off to the Summer Reading Program. I was able to help during the event which was a fun way to end the week and month.

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 May. Support Services fielded 147 calls in the month of May 2024.

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May was a continuation of trying to finish out projects we wanted to get done for the fiscal year and preparing for rolling into the new fiscal year in just a couple of months.

- Lawn Care Update: Over the last couple of months, we have seen a rise in the number of days that either have rain, or the ground has been very wet which makes mowing hard. But Support Services has been doing its best to stay up with the mowing needs of the district. So far, our new approach this year of having our Facilities Tech II, Billy, handle the mowing has been going well. The rain has put the schedule off some, but we have been able to get caught up as soon as possible when we had a dry day after the rain.
- Thriftbooks: We have continued our help in getting the books that TS has been weeding from the branches on pallets and ready for Thriftbook pickups. In the last couple of months, we have been able to send out around 15 pallets of books, and there are more waiting for us already.
- The "Little Free Library": Across the street from the Warrensburg branch is a little wooden "Free Library" where people can take and place books for anyone to enjoy. This little library has taken some abuse over the years, and recently it had been damaged and needed repairs. Karen Churn was able to work out a deal with Rise, a local group that helps people with needs and disabilities have work they can do. Their shop built us a replacement library for the one that was damaged. Billy installed the replacement, and now, it is looking as good as ever.
- Holden Flag Pole: There had been some back and forth discussion about who was responsible for repairing the flag pole in Holden. The rope had become worn and wouldn't work anymore. After some time of not being sure if the City of Holden should repair it, or the library, it was decided for us to just go ahead and take care of it. Billy researched the kind of rope needed, and we rented a boom lift so he could get up to the top of the pole. He has checked to make sure the pulley system was not damaged, and replaced the rope, and I am happy to report that the library has a new flag flying in front of it.
- Lexington and Waverly projects update: At the start of the calendar year, the board had voted on and approved projects for the work on the Lexington building masonry and the Waverly building roof. Since that time, I am sorry to report that I ran into some issues with trying to get contracts together to get the projects started. As a library, we only had a standard contract for larger projects that was not suitable for these kinds of projects. In the past, when a contractor was going to do work, I would request them to send us a contract, and this time, the contracts we received from the contractors were not quite what our lawyer would have liked to see. After some time of trying to get those contracts to work, the Director and I spoke about the best way to move forward to get contracts signed and the projects started. I explained to her that I wasn't completely sure what needed to be covered in the contract and what other documents were required, and the Director reached out to our lawyer to get standardized contracts and an explanation of what was needed at each capital project level. With this new information on hand, I reached out to our contractors and asked them if we could restart the contract part from the start. They agreed. I now have the right contracts out to each of our contractors and I am awaiting them to be signed and returned. I expect to have the ones for MTS, the masonry contractor, as early as the first of June.
- Waverly Front Façade: As part of the Waverly project, we had asked the Wilson Group to redo the front façade for the branch. Because we have worked with them in the past and have had a contract drawn up that works for the type of work they do, I was

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able to get this contract signed and ready to go. At the very end of May, the Wilson Group was able to fit us into their schedule, and I am happy to report that they have already completed their work. The front Façade on the building looks great, and they have done as great of a job as ever.

IT: Luke A. Ciccone

In May of 2024, IT took care of many issues across the two counties. Including:

- Assisted Facilities in operating boom lift to install new rope for Holden flagpole. Ensured clearance of power lines. Made sure foot traffic stayed clear.
- Assisted Facilities in installing new little free library built by RYZE café.
- Setup laptop for seasonal public services assistant. This season the seasonal public services assistant can have expanded duties not limited to the guidelines of a grant. With additional duties came requirement of a computer to fulfill those needs.
- Updated technical services manager laptop. Technical services hosted cataloging training at the Warrensburg branch in the meeting room. Device was required to be ready in case.
- Attended start of cataloging training to ensure everything got rolling correctly for trainer and attendees.
- Martin Security was at the Warrensburg branch a handful of times working on the camera system. Firstly, it was requested that the Holden St camera have its angle adjusted. Branch Manager wanted to be able to see directly underneath the camera. Adjustment was made. Secondly, we had one of the North St feeds was offline. Reported this to Martin Security. Over several trips they troubleshot the device, finally resulting in a full replacement of the hardware. Camera is up with good picture.

Facilities: Billy Stone

Filled in for courier while on leave. Continued law mowing program. Completed 15 BlueChalk work orders.

- HD – Installed new flagpole rope and hardware.
- KN – Purchased and installed new wall mounted TV in meeting room.
- OD – Purchased and delivered new mulch for front flower beds.
- WB – Installed new mini-Library across the street from the Branch.

Technical Services: Anita Love

On May 17th, Trails hosted one of the regional cataloging training sessions for MO Evergreen. The consortium cataloger, Liz Rudloff, came in-person to work with area catalogers on proper techniques and to answer questions. There were 6 in attendance and several questions were asked and answered. It was an all-day training from 10:00am to 4:00pm.

Liz Rudloff arrived a day early and worked with Alicia Shepherd one-on-one to answer Alicia's questions. Alicia is beginning her re-certification as an advanced cataloger within MO Evergreen. This is a rather rigorous training that ends with a comprehensive test. Recertification happens every two years. The consortium is wanting all catalogers to catalog in the same way so that the database records can be as uniform as possible.

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Thriftbooks has been scheduled again for a 4-pallet pickup of weeded materials. Pickup will be the first Monday in June.

Branch staff continue to send in damaged items, for repairs or when possible replacements, and items needing worn spine labels replaced. Also, branch staff are finding minor cataloging mistakes that TS staff are easily able to correct.

Technical Services began the process of pulling together the magazine order for the entire system. We work through a magazine jobber, Rivistas. We are seeing a drop in magazine usage by our patrons and several print magazines have ceased publication.

Public Services: Catie McLaughlin

Summer Reading is upon us, even though it is May. Haley and I spent most of our time in May putting the final touches, plans, and items together to get each branch ready for the Summer Reading Program: Adventure Awaits at Your Library. I booked Show-Me Dinosaurs out of Columbia, Missouri for our SRP kick-off events, and they were a HUGE success! We had a total of 1,175 people attend the 9 events across the district! Lexington had 131; Odessa had 250, Knob Noster had 150, Holden had 56, Leeton Express had 22, Warrensburg had 332, Waverly had 27, Corder had 36, and Concordia had 207. This was amazing to see, especially at some of our smaller locations where we still had great turnouts for their events. We have kicked off summer with a robust sign up of individuals across all age groups for SRP with 743 sign-ups through Beanstack. Our goal for this summer is to increase our overall numbers by 10% from the previous years sign ups of 1,477. We are already almost halfway there, and the summer has just begun.

Also, this summer, Margaret Fogarty is back with us in Public Services and started with a whirlwind of taking care of a baby dinosaur at most of the events. We have been pleasantly surprised by the results of trying a Facebook ad for the first time with the Show-Me Dinosaur video teaser for the SRP kick-off events. With the advertisement boost of 1 week with organic and paid results we had 23,364 people reached with the post and an engagement of 903. Overall, our Facebook page has seen a wealth of new interest as well with 52 new page likes, 33,620 post reach, 2,785 post engagement, and 88 new followers in the last 28 days! We also received three 5-star reviews on Google.

Branch Reports:

Concordia: Debbie Kirchoff

Type of program	Name of Program	Age group	Number attending/ using
program	Spring Playtime	0-5 (3)	33
program	Cartoons & Pancakes	Family/all ages	20
program	Book Club	18+	5
take & make	Yoda	6-12	6
take & make	Star Wars puppets	6-12	6
passive	Coloring sheets	6-12	105

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Outreach activities completed: Library swag bag donated to Lions Club auction, Events printed in *The Concordian* newspaper, 2 school visits

New cards issued:7

Meeting room usage: 2

Reference Questions: 97

Other Questions: 59

Highlight: Summer reading planning is so much fun and so much stress! We are enjoying decorating with a campfire theme, “Burn Marshmallows NOT Books”.

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Book Club	18+	3
Program	Needle Stories	18+	3
Outreach	4-H Bake Sale	All Ages	N/A
Passive	Coloring Sheets	All Ages	9

Outreach activities completed: Library Table set up at the Corder 4H bake sale in order to create awareness for SRP and get new patrons.

New cards issued: 4

Meeting room usage: N/A

Reference Questions: 29

Other Questions: 27

Highlight:

- Patrons really enjoyed filling out the “Library Guest Book Hearts”.
- The outreach got one new family to sign up and brought in families who had not been to the library in a while!
- Flyers in the post office are drawing in patrons.

Staff cheer:

- We had such a great “break” in May since we did not have programming. April worked tirelessly to prepare and organize for SRP, and we feel very prepared! I am very thankful to have that focused time so we are set up for success this summer.

Upcoming Outreach:

- Corder Picnic 6/29/2024

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Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/using
program	Story time	0-5	4
passive	Coloring sheets	0-5	37
	Coloring Sheets	Adult 19+	15
passive	Adult trivia questions	18+	5
passive	Games set out 15	6-12	20
Passive	Games set out 15	13-17	4
passive	Super Saturday	All ages	0
program	Coffee and connections	18+ adult	0
program		13-18 teen	0
program		Family all ages	0
passive	Learning worksheet	0-5	12
Passive	Tech Tuesday	All ages	75
program		18+ Adults	0
passive	Family movie matinee	All ages	0
program	Stay and play		0
Program	Program Break No programs	0-5	0
Program		All ages	0
Program		0-5	0
Show me Dinosaurs		All ages	60

Outreach activities: 1 Storytime Daycare: 0

New cards issued: 28 Phone Calls: 91

Meeting room usage: 0

Reference Questions: 259

Other Questions: 241

Highlight: Show Me Dinosaurs

Upcoming Outreach: Church Daycare Christian Church

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/using
Take and make	AAPI Craft	Preschool/children	15
Take and make	Cinco DE Mayo pinata	Preschool/children	15
Take and make	Mothers Day craft	Preschool/children	15
Passive	Wildflower Week	All ages	15
Program	Cinema Saturday	Family	0

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Program	Cook the Book	Adult	
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Outreach activities completed: Head start visit, outside swing sign

New cards issued:13

Meeting room usage: 29

Reference Questions:114

Other Questions: 223

Highlight- We finally got our book cart book sale out and available to the public, and we are so pleased. The patrons have expressed their gratitude too. We have our new planters outside, and they are ready to be filled with flowers donated from the garden club.

Upcoming Outreach: Visits to schools to promote SRP and programming. Head start.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Program	Days Gone By	18+	9
Passive	Coloring sheets	0-5	38
Program	Yoga X 4	18+	21
Program	Show-Me Dino	all	138

Outreach activities completed: 3

New cards issued: 18

Meeting room usage: 13

Reference Questions: 339

Other Questions: 269

Highlight: We were surprised at the number of registrants we had for the Smokey Bear Challenge on Beanstack. We had a great turn out for the Dinos; fun was had by all.

Upcoming Outreach: The First Baptist Church will be bringing over a group of kids for a weekly Story Time in June and July.

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Well-Read Poet's Society	Teen/Adult	2
Program	Book Lover's Book Club	Adult	3
Program	Show-Me Dinosaurs	All	210
Program	Teen Advisory Group	Teen	0
Program	Feature Friday	All	6
Passive	Coloring Sheets	All	20

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Outreach activities completed:

Noelle Postlethwait provided stoytimes for 41 preschoolers at the Odessa R7 Early Childhood Center.

Noelle Postlethwait went to Odessa R7 SOAR and had a STEAM program for 25 3rd – 6th grades students.

New cards issued: 33

Meeting room usage: 34

Reference Questions: 508

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Passive	Activity & Coloring Sheets	All Ages	285
	Maker Table		168
	Would you rather?		
Program	Libraries got game		5
	Show-Me Dinosaurs (SRP Kickoff)	All	350
	Yoga for all	13+	3
	Novel Tea Book Club	18+	9
	Coffee & Connections	18+	41

Outreach activities completed: Promoting Summer Reading Program at Martin Warren Elementary and Ridge View Elementary

New cards issued: 92

Meeting room usage: 15

Study room usage: 43

Reference Questions: 287

Other Questions: 346

Highlight: Warrensburg staff survived a very successful summer reading kickoff!

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Program	Story time	0-5	3 (Unplanned)
Program	Adult Circle	18+	6
Passive	Coloring sheets,	0-5, 6-12	10
Passive	Take & Makes	0-5, 6-12	7

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Outreach activities completed: Flyers to local businesses and preschool.

New cards issued:2

Meeting room usage: 0

Reference Questions: 14

Other Questions: 12

Highlight: Work on our building has began. We are ready for SRP.

Upcoming Outreach: Flyers to local business.