

# June Reports




Presented to the Board July 2024




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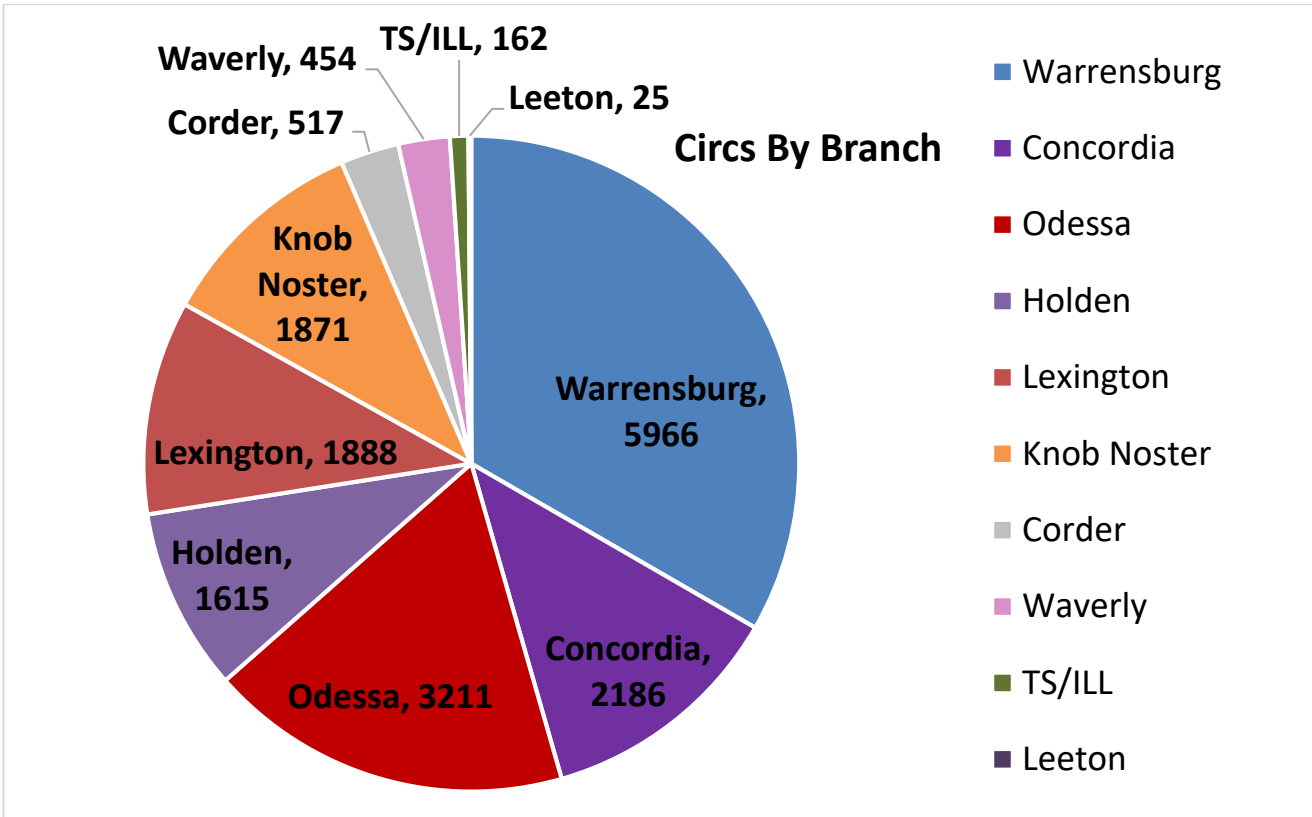
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Circulation, Physical Materials

June Circulations

			
	<b>Books</b>	<b>Media</b>	<b>Hotspots</b>
<b>Monthly</b>	15,071	2,798	26
<b>YTD</b>	158,607	30,731	367

		
<b>Trails Circulations</b>	<b>Non-Trails Circulations</b>	<b>Self-Check Circs</b>
14,920	2,975	2,146



Circulation, Digital Materials

	eBooks	eAudio	Video	Music
<b>hoopla</b>				
Month	538	1,242	195	24
YTD	5,390	12,381	1,809	299

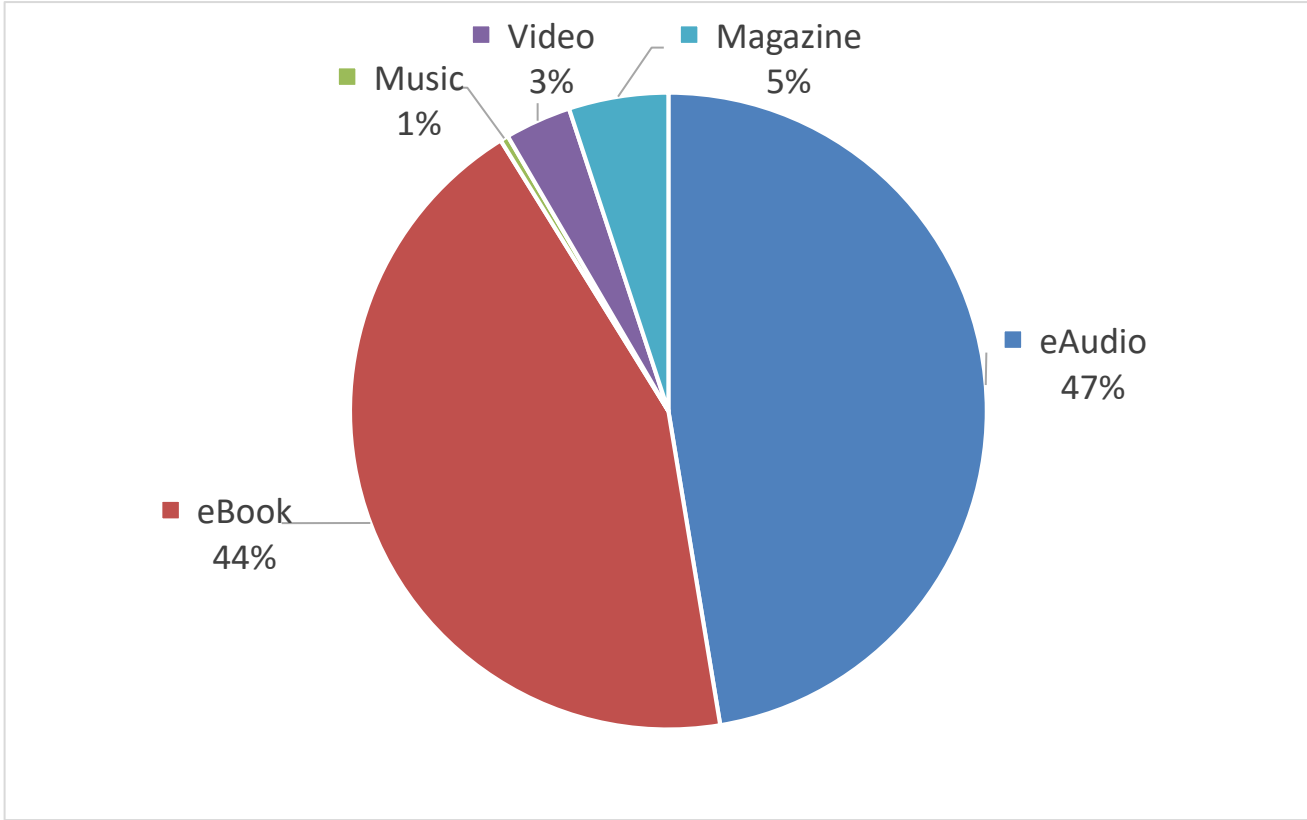
**What is it?** Cost-per-circ, no wait times, smaller collection, max 10 check-outs per month

	eBooks	eAudio	Magazines
<b>OverDrive</b>			
Month	2,000	1,506	293
YTD	24,294	19,127	4,055

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

	eAudio
<b>Blackstone UNLIMITED</b>	
Month	12
YTD	87

**What is it?** Annual subscription, no wait, no renewals, no limit, small collection



Usage, Computer & WiFi Internet Access

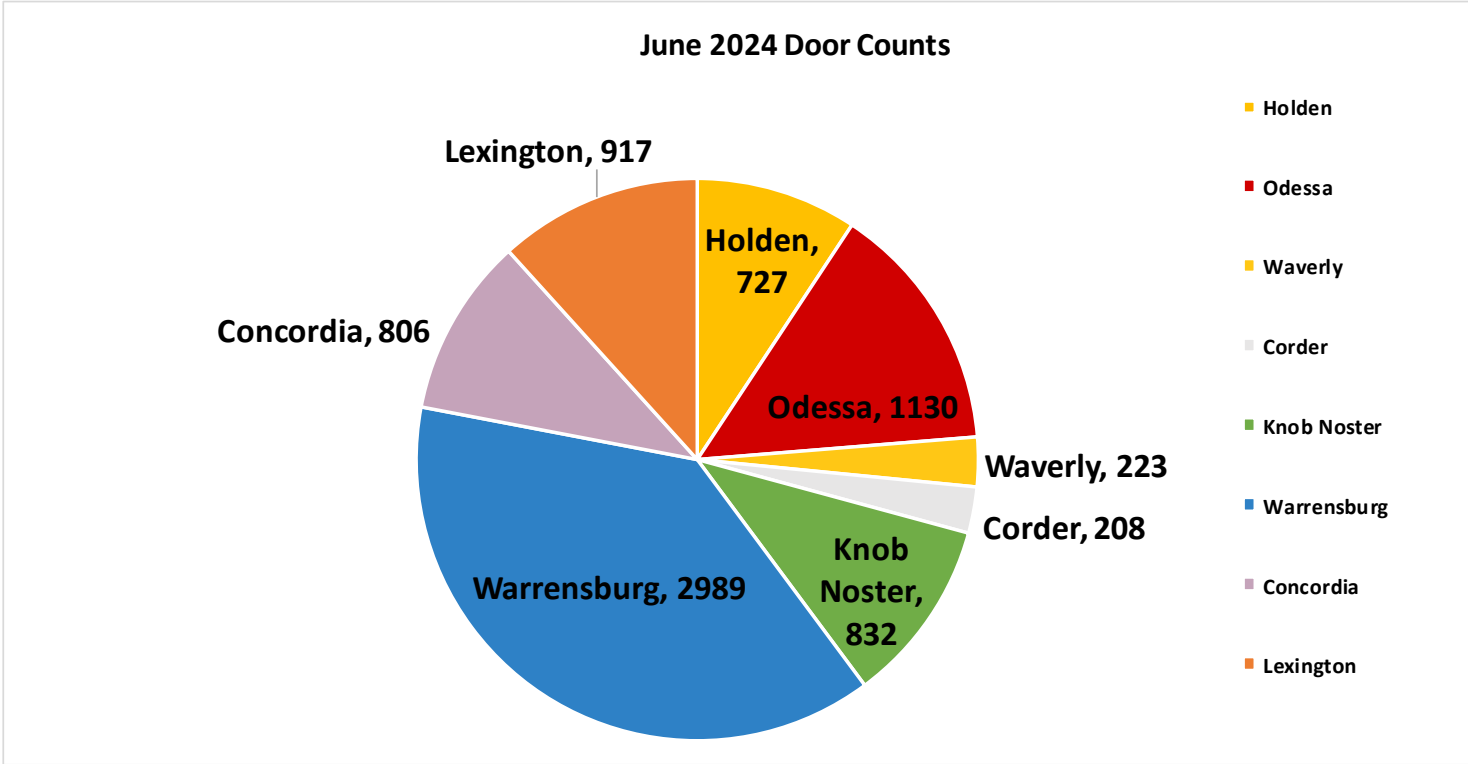
**Computers:**

District: Current Month	
June	Total
2024	1,192
2023	1,304
2022	1,012
2021	799
2020	-
District: Year to Date	
FY 2024	13,667
FY 2023	13,734
FY 2022	10,373
FY 2021	3,300
FY 2020	16,842

**WiFi:**

District: Current Month	
June	Total
2024	977
2023	1,291
2022	-
2021	-
2020	-
District: Year to Date	
FY 2024	13,747
FY 2023	15,474
FY 2022	0
FY 2021	0
FY 2020	0

Usage, Door Counters:



Collections

June FY24

146,819

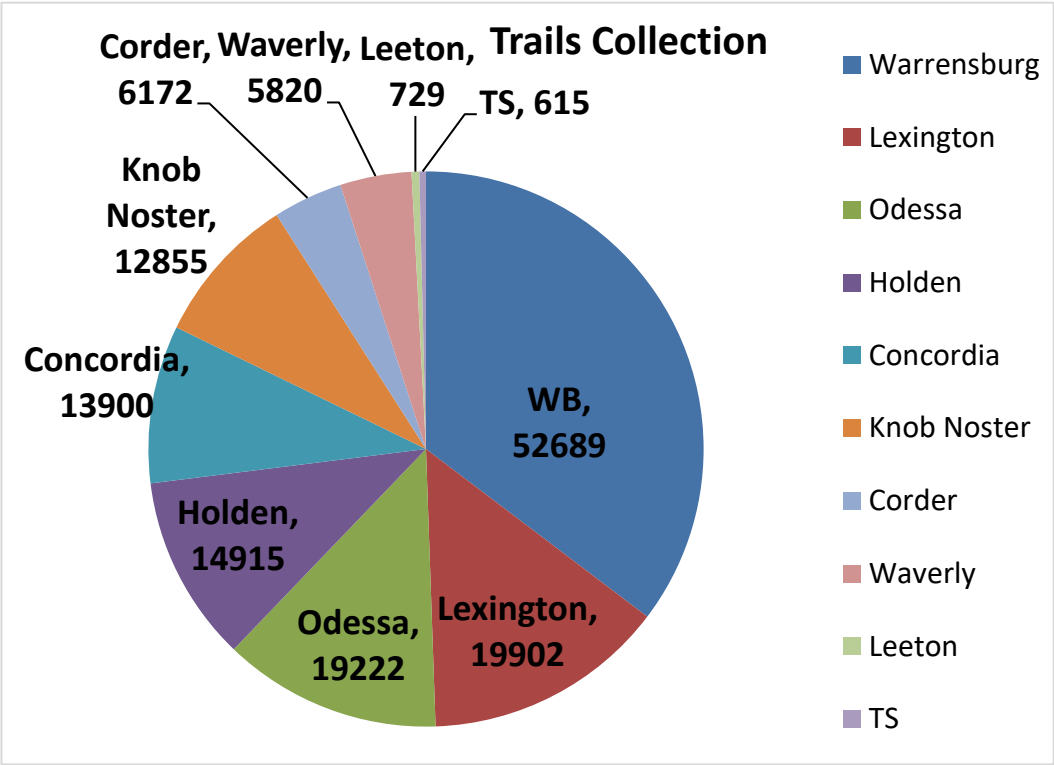
Total Collection

1,778

Added

1,866

Removed



## Director's Report

### **Director: Jackie Hawes:**

June started off pretty hectic! Plus, my 13 yr old niece stayed the whole month with me. On the 3<sup>rd</sup>, I made branch visits to Waverly & Concordia to help with the Show Me Dinos events. On June 4<sup>th</sup>, I attended the Public Library Directors Forum with the MO State Library staff. June 5-7, I attended the Medium-sized Public Library Directors meeting and MPLD conference & meetings. On June 11<sup>th</sup>, I was the guest reader for WB's storytime, and I dressed as Super Librarian complete with the super librarian t-shirt and hot pink cape. On June 13<sup>th</sup>, Susan and I met with Brandy Sanchez (Soulfire Collective) to discuss the upcoming workshops this summer and the Library Leadership Accelerator course that admin completed at the end of May. We determined that some changes needed to be made in order to provide a better experience for our branch managers. On June 24<sup>th</sup>, I attended the Johnson County Commission meeting, and I'm happy to report that they appointed Paul Polychronis to the TRL Board of Trustees. The month ended with me leaving for a vacation (June 28-July 8)!!

### **Assistant Director: Susan Kromrie**

In June we had a couple of manager meetings, and Jackie and I reviewed our SoulFire experience with Brandy Sanchez. Brandy will be doing some tweaks before our branch managers take the course. At the end of the month, I made the rounds of branch visits. I did not get Warrensburg finished, so will have to take it up after the 4<sup>th</sup> of July. I have been reading some books on management and communication, and we will be having a manager "book club" on one of them starting in January. I am working on personnel policies and am gathering data to evaluate our branch "tier" system.

## **Department Reports:**

### **Human Resources: Tessa Moulton**

June started off with a roar! Trails Regional Library was still hosting Show-Me Dinosaurs in Concordia, so I went over to help. I was able to watch the word search and pencil topper tables, and had a great time seeing the patrons.

Virginia Sullivan started in Warrensburg on June 17; we completed her orientation on that day and she is now working full-time as the new Library Clerk I. We are excited to have her join the team.

Jae Steinkuhler stepped down as Warrensburg Branch Manager, but she is extremely excited to take on a new position. Jae loves doing outreach and is always looking for new and exciting ways to get Trails Regional Library's name out to the public, so this is going to be an exciting change. We have posted the Warrensburg Branch Manager position with ARSL, MLA, and Kansas Library Association, and we have started receiving applications. The priority date is July 5, so we will begin setting up interviews after Jackie and Susan have a chance to review all submitted applications and resumes.

## Statistical Reports

Next, April Sowell, Knob Noster's Library Clerk II programmer, has turned in her resignation. We are sad that April is leaving but wish her well. Her last day will be September 15; however, we are going to begin searching for a replacement so that there will be a smooth transition.

Lastly, Tani Stuenkel, Lexington's Library Clerk II has also resigned her position. Tani's last day will be July 27, so we are thankful that she is finishing summer reading this year because the patrons will want to wish her well as Trail's does also. Tani has received a great opportunity but are still sad to see her leave. We will also post Tani's position as soon as possible to get a start at finding a replacement.

Other than personnel, Karen and I have been taking care of the General Ledger and other areas that need to be completed for the end of the fiscal year. We will start the audit sometime in July or August, so we want to make sure everything is ready for that process.

### **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 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 June. Support Services fielded 139 calls in the month of June 2024.

- Lexington and Waverly projects update: I am happy to report that we have contracts signed by both parties for all parts of both projects. We are now just waiting to be added to the contractor's calendars for the work to start.
- Inventory management: At the end of this fiscal year the IT department purchased software to assist in inventory management for IT and Facilities. Luke has begun the process of setting up the new system and testing the best way to utilize its capabilities to better track assets as well as on hand supplies. In order to better track assets, we have also purchased asset tags to go on all items. In the coming months, we will work on developing a system of use and put it into practice.
- Firmware updates on networking equipment: One of the ongoing challenges of an IT department is keeping all firmware and software updated throughout the year. We have begun the process of updating our firewalls and access points in each of our branches. This is a project that will take a little while to complete due to the fact that the firewalls have to be brought down in order for the updates to be installed. During that time, the branch will lose access to the internet. In order to not interrupt day to day operations at the branches, we have been doing each branch in the early morning before they open.

### **IT: Luke A. Ciccone**

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

- Updating firmware on Concordia, Holden, Knob Noster and Lexington firewalls. Followed FortiNet's recommended build paths. Kept the backup configurations in case of issues.

## Statistical Reports

- Updated the firmware for the Access Points for Concordia, Holden, Lexington, and Knob Noster. FortiNet has no step requirements for the access points.
- Setup new user Virginia Sullivan. Made sure she has all accounts necessary to work for day 1. On Day 3, worked with her onsite to configured starting profiles for the circulation stations. She is covered for her base tasks.
- Assisted facilities to install new rope for Holden's flagpole. A lift was rented to do the work. A spotter and operator on the ground is best safety practice. Got the rope and flag in position without issue and branch manager was happy with result.
- Assisted facilities with carrying in room dividers for both Holden and Lexington. We met the delivery driver onsite so the product would not sit outside.
- Went to Knob Noster to work with MoreNET to transition the branch onto a new fiber circuit. Assisted MOREnet personnel with all onsite configuration changes to ensure that switch over was seamless. Tested workstations in branch to ensure proper communication. Changeover was successful.

### **Facilities: Billy Stone**

Completed 11 BlueChalk work orders.

- Courier van in shop for two weeks; maintenance van being used for courier services. Filled in for courier multiple days throughout month. Mowing program has been affected negatively due to courier van being in the shop for maintenance.
- Annex – Mower taken in for service; cut pattern is off and steering system not functioning correctly.
- HD – Assembled multiple sets of new furniture for branch use.
- WB – Set up scaffolding on basement stairs to convert the 8' light fixture to LEDs. Repaired inoperative porthole light near public computers.

### **Technical Services: Anita Love**

June was spent winding up the fiscal year 2024 as far as Technical Services goes. The magazine order for Rivistas, our major magazine vendor, was successfully sent in for renewal. I began my campaign with the KC Star newspaper to get invoices, so we can renew Warrensburg and Concordia subscriptions. For some reason, they do not want to send invoices; paper or electronic. Then, there is the Missouri Life magazine subscription that we have to order direct. It's a battle to get them to remove the sales tax from our 8 subscriptions.

Alicia Shepherd passed her exercises and final quiz for her re-certification as an Advanced Cataloger within the MO Evergreen community. Congratulations Alicia!

This month also had several online training opportunities for the TS team; collection development webinars sponsored by Booklist, OCLC trainings on cataloging, and the big training on the restructuring of the 200s – Religion within the Dewey Decimal Classification System. We learned that Dewey has not yet made the switch, so we have a few years before we have to tackle that project.



## Statistical Reports

There is a light at the end of the tunnel with the major weeding project. Warrensburg is the final branch that is being weeded, and they are about half way finished. Trails is now beginning to receive payments from Thriftbooks for the items that have sold. That shall continue as we continue to weed. However, if any branch is wanting to have a book sale we can supply them with books, DVDs and audio books.

Technical Services supplies have been getting low, so we have been working on pulling together an order for supplies. During this past year, TS has been keeping track of how often supplies were ordered, what was ordered, and how quickly did supplies run out. The goal is to get a handle on ordering twice a year for supplies. Buying in bulk usually means better discounts.

### **Public Services: Catie McLaughlin**

Public Services has had a busy June. We started the month with the last 3 shows of the Show-Me Dinosaurs. They were a big hit across the district. Margaret is back with us for the summer, and she has been helping at various events throughout the district. The largest was Knob Noster's Elementary Summer School visits. This was an all-day event with 150+ school age kiddos getting a tour of the library. We have updated the website with the most current voter registration information. We continue to work on updating our inventory, locating programs that complement our inventory, sending prize items, promotional material, etc. to the branches on a regular basis. SRP is moving along nicely. We have had over 1500 sign up for the program already, and we are only halfway through. We are excited to see what the final numbers look like.

## Branch Reports:

### **Concordia: Debbie Kirchhoff**

Type of program	Name of Program	Age group	Number attending/ using
Program	Show-Me Dinosaurs	Family	206
Program	Library Adventures (4)	5-8	47
Program	Bubbly Storytime (4)	0-5	101
Program	Let the Adventures Begin(4)	6-12	71
Program	Cartoon & Pancakes	Family	12
Program	Book Club	18+	10
Program	Anime Adventures	11-14	3
Program	S'moregasbord	Family	19
Passive	Coloring Pages	6-12	155
Passive	Stick Together poster	Family	120
Passive	Book Review	13-17	7
Passive	Make Your Zine	13-17	2

## Statistical Reports

Take & Make	Tealight Campfire	6-12	22
Take & Make	Paper Plate Camp Craft	6-12	10
Take & Make	Straw Rockets	6-12	4

**Outreach activities completed:** Shared program flyers to community Facebook groups

**New cards issued:**13

**Meeting room usage:** 3

**Reference Questions:** 134

**Other Questions:** 50

**Highlight:** It's been a pleasure to have so many children and teens attend programs this month. We do not have success with in-person programming during the school year because so many children and teens have such busy schedules. We are delighted to have this season of success! The s'more-making program and the anime watching were particularly gratifying.

**Corder: Jennie Parks**

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime (4x)	0-5	47
Program	Book Lover's Book Club	18+	3
Passive	Make and Takes/Coloring (x4)	All Ages	76
Program	Show-Me-Dinos	All Ages	37
Program	Chess Club	5-18	9
Program			
Program			

**Outreach activities completed:**

The Corder Picnic was cancelled, so we were not able to complete that activity.

**New cards issued:** 12

**Meeting room usage:** N/A

**Reference Questions:** 23

**Other Questions:** 19

**Highlight:**

- Show Me Dinosaurs was extremely fun, and the patrons loved it!
- We've had 60 people sign up for our summer reading program. I think that getting a free book at the beginning was a big hit and motivator.

**Staff cheer:**

- The cardboard box Adventure Cave that April made is fantastic! The kids love it and enjoy going through with the different color lights on the headlamps.

**Upcoming Outreach:**

Statistical Reports

- Nothing planned for August.

**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	Americana Craft	Adult	
Program		All ages	0
Program		0-5	0
Program		13-18	0
Program		Adult 19+	
Passive		All ages	60
Show me			
Dinosaurs			

**Outreach activities** 1 Storytime Daycare 0

**New cards issued:** 28 **Phone Calls:** 91

**Meeting room usage:** N/A

**Reference Questions:** 259

**Other Questions:** 241

**Highlight:** Show Me Dinosaurs

**Upcoming Outreach:** Church Daycare Christian Church

**Knob Noster: Laura Parent**

## Statistical Reports

Type of program	Name of Program	Age group	Number attending/using
Take and make	Popsicle lemonade stand	Preschool/children	20
Take and make	Beach Pail and seashells	Preschool/children	20
Take and make	Jellyfish	Preschool/children	20
Passive	Willy Wonka golden ticket	All ages	2
Program	Show me dinosaurs	Family	150+
Program	Midday Matinee	Adult	3
Program	9:30 storytime	Preschool	60
Program	11:00am storytime	Preschool	60
Program	Knoshin Knobbies Book Club	Adult	9
Program	School age storytime	Children	11
Program	Chair Aerobics	Adult/Senior	3
Program	Nature Explorers Kit	Children	21
Program	Pollinators	Family	6
Program	Paint Your own adventure	Adult	5
Program	Resume Writing Workshop	teens	2
Program	Let 'em cook	Teens	7
Passive	Coloring and activity sheets	Children	25

**Outreach activities completed:** Head start visit, outside swing sign

**New cards issued:** 24

**Meeting room usage:** 26

**Reference Questions:** 289

**Other Questions:** 312

**Highlight-** The Knob Noster Elementary came out for a field trip and brought over 150 students to visit the library for storytime and a craft!

**Upcoming Outreach:**

**Lexington: Barbara Seitter**

Type of program	Name of Program	Age group	Number attending/using
Program	Story time x 3	0-5	72
Program	Dragons Love Tacos-special Story time	0-5, 6-12	70
Program	Adults in Session	55+	4
Passive	Hot air balloon/color-display	0-5, 6-12	38
Passive	I spy aquarium	all	61
Passive	Coloring sheets	0-5	79

## Statistical Reports

Passive	Scavenger hunt	all	10
Program	Friends flick & fun	all	12
Program	Scale & Tails	all	Rescheduled for July
Program	Bee Creative	18+	18
Program	Kid's Club	6-12	28
Program	T(w)een Time	13-17	15
Program	Church outreach-Storytime X 4	0-5	72

**Outreach activities completed: 2**

**New cards issued:18**

**Meeting room usage: 12**

**Reference Questions: 318**

**Other Questions: 254**

**Highlight:** We had a patron say "keep up the good work!" as they headed out the door. The staff loved hearing those 5 little words.

**Upcoming Outreach:**

**Odessa: Kendra Redden**

Type of program	Name of Program	Age group	Number attending/ using
Program	Tweet, Tweet	5-8	11
Program	Well-read Poet's Society	13-17/18+	3
Program	Storytime (Wednesdays)	0-5	148
Program	Rocked It!	9-12	10
Program	Storytime (Thursdays)	0-5	97
Program	Culture Shock	13-17	10
Program	Summer Break Book Club	9-12	17
Program	Your Adventure Begins	18+	4
Program	Silent Book Club	18+	2
Program	Olympic Grooves	5-8	28
Program	Kids in the Kitchen	9-12	23
Program	Cinema Afternoon	All Ages	21
Program	Preschool Play and Learn	0-5	19
Program	Tiny Museum Exhibit	18+	4
Program	Book Lover's Book Club	18+	2
Program	Geode Hunters	5-8	8
Program	Otaku Club	13-17	2
Passive	Choose Your Own Adventure	All Ages	139
Passive	Coloring pages	All Ages	50
Take and Make	Left over storytime crafts	0-12	18

**Outreach activities completed:**

Noelle Postlethwait visited Anew Healthcare twice to present programs to 25 seniors living there.

## Statistical Reports

Odessa branch had 31 students from an Odessa Summer School Walking class of 3<sup>rd</sup> and 4<sup>th</sup> graders visit twice for special programs with Noelle.

Odessa's Downtown Merchants had an event night that 140 people attending and Kendra Redden helped with.

Kendra Redden had a table at Baby Grace and had 5 patrons sign up for summer reading, renewed 2 cards and issued 1 new card and was able to speak to several others about the library and services that are available.

**New cards issued:** 45

**Meeting room usage:** 29

**Reference Questions:** 526

**Other Questions:** 418

**Highlight:**

The Summer Reading Program sign ups and in person programs are going great at Odessa.

Trails Regional Library board met here and 4 board members took a tour of the library.

**Staff cheer:**

Thank you to Amy Harris and Pam Barker for helping at other branches with the Dinosaur Summer Reading Kickoff programs.

**Upcoming Outreach:**

**Warrensburg: Jae Steinkuhler**

Type of program	Name of Program	Age group	Number attending/using
Program	Coffee & Connections	19+	24
	Basic Sourdough		10
	Start your own business		3
	Bingo		0
	Effective job searching		0
	WoW Author event		50
	Novel Tea Book Club		9
	3R Book Club		4
	Libraries got game	All Ages	30
	Crafty Family Fun		4
	Pop Up Program		2
	PAWsome storytime		16
	Show Me Sound Chorus		65
	UCM Scavenger Hunt		13

## Statistical Reports

	Muddy Day Adventures		37
	Come & Play	0-5	47
	Music & Movement		59
	Storytime		163
	Fear Factor	6+	17
	Owl Prowl	13+	15
	Summer Card Making		6
	Author Talk		8
	Anime Otaku	13-18	8
	Robotics, Engineering & Design	6-12	31
Passive	Activity sheets	All ages	525
	Would you rather?		381
	Maker table		143
	Take a librarian on an adventure		28
	Boredom Busters		25

**New cards issued:** 137

**Meeting room usage:** 15

**Study room usage:** 59

**Reference Questions:** 348

**Other Questions:** 796

**Highlight:** Staff have gotten so many compliments on how nice the branch looks with the new furniture, all the displays, and the newly painted planters in front.

**Staff cheer:** Thank you to our custodian who not only helped with painting the outdoor planters but is also helping staff weed the Warrensburg collection whenever she has a free moment.

**Upcoming Outreach:** Community Connection Fair at Sterling Elementary on Saturday, September 28

**Waverly:** Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Program	Story time	0-5	12
Program	Adult Circle	18+	5
Passive	Coloring sheets,	0-5, 6-12	22
Take and Makes	Dino	0-5, 6-12	8
Program	Bingo	All	2
Program	Craft	6-12	3
Program	Movie	All	3 adult 7 kids
Program	Camping mat	6-12, 13-17	1 kid
Program	Storytime at daycare		22

## Statistical Reports

**Outreach activities completed:** Flyers to local business. Story time at Daycare.

**New cards issued:** 2

**Meeting room usage:** 1

**Reference Questions:** 12

**Other Questions:** 15

**Highlight:** We have more kids signed up for SRP than last year. SRP kick off with Dinosaurs was a big hit.

**Upcoming Outreach:** Flyers to local business.