

July Reports


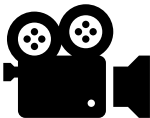

Presented to the Board August 2024




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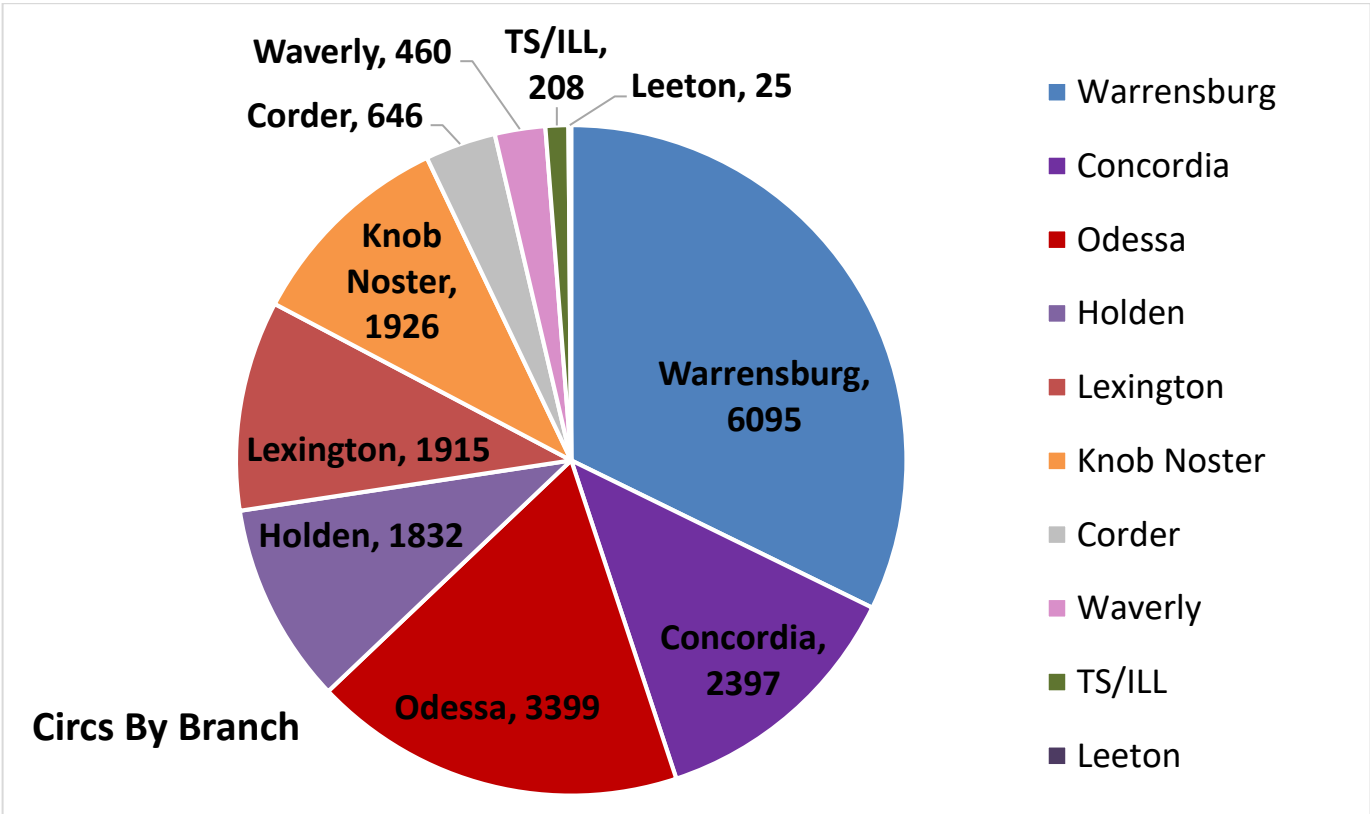
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Circulation, Physical Materials

July Circulations

			
	Books	Media	Hotspots
Monthly	15,914	2,965	24
YTD	15,914	2,965	24

		
Trails Circulations	Non-Trails Circulations	Self-Check Circs
15,960	2,943	2,479



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	538	1,416	222	23
YTD	538	1,416	222	23

What is it?

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



	eBooks	eAudio	Magazines
Month	2,033	1,531	320
YTD	2,033	1,531	320

What is it?

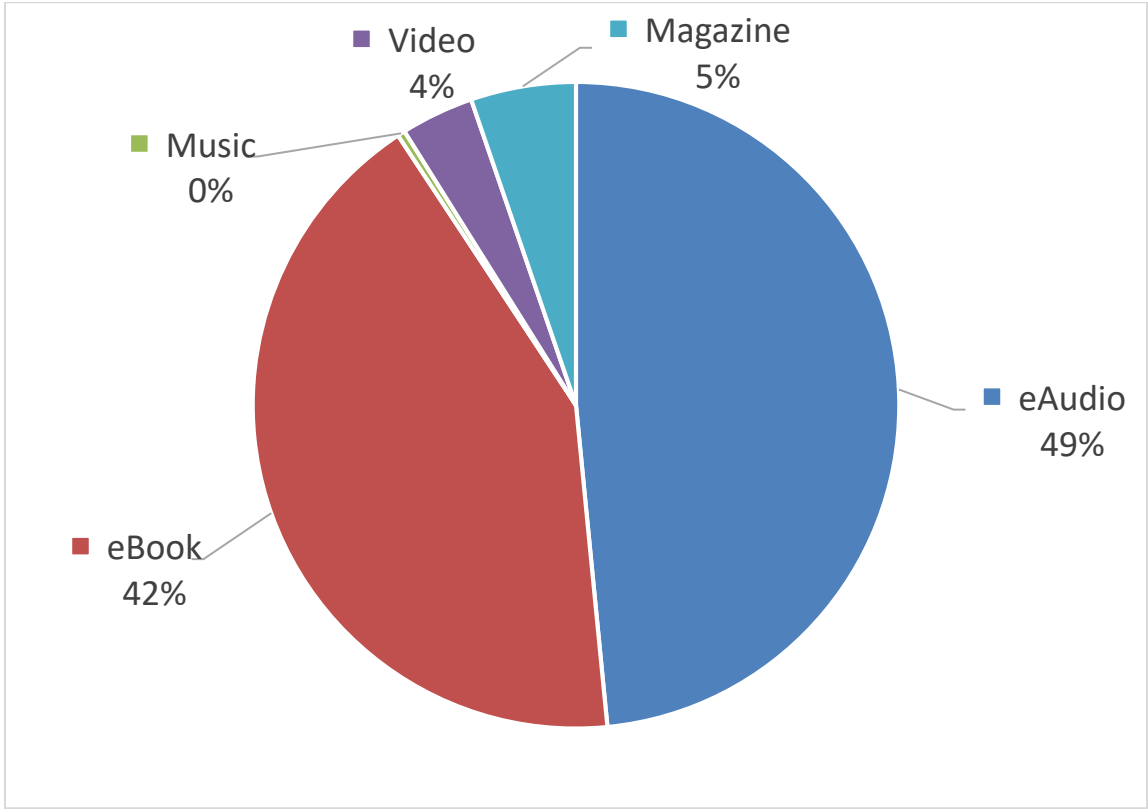
Consortium funding, more \$ per title, Kindle-compatible



	eAudio
Month	2
YTD	2

What is it?

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



Usage, Computer & Wi-Fi Internet Access

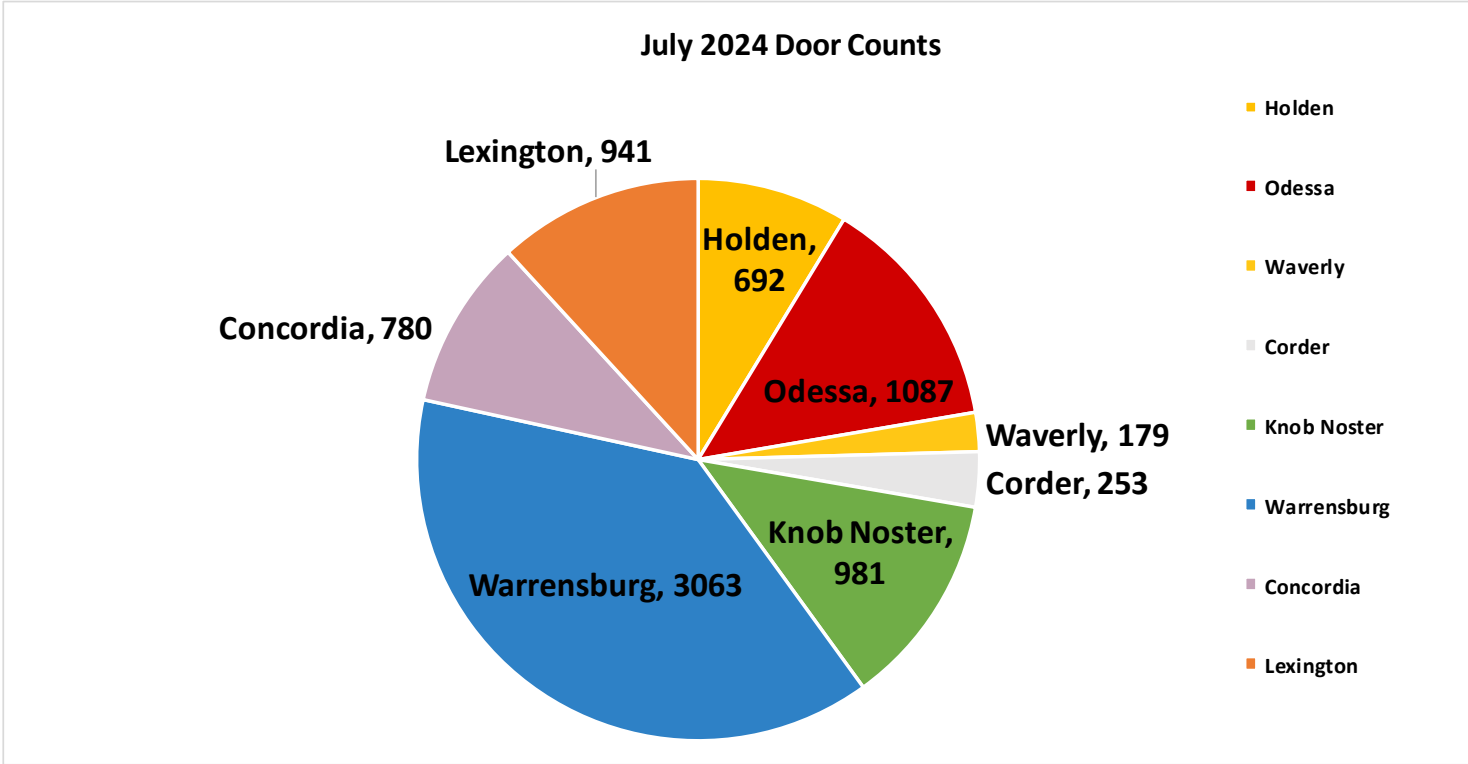
Computers:

District: Current Month	
July	Total
2024	1,391
2023	1,311
2022	1,085
2021	852
2020	0
District: Year to Date	
FY 2025	1,391
FY 2024	1,311
FY 2023	1,085
FY 2022	852
FY 2021	0

Wi-Fi:

District: Current Month	
July	Total
2024	1,394
2023	1,373
2022	1,413
2021	-
2020	-
District: Year to Date	
FY 2025	1,394
FY 2024	1,373
FY 2023	1,413
FY 2022	0
FY 2021	0

Usage, Door Counters:



Collections

July FY25

147,279

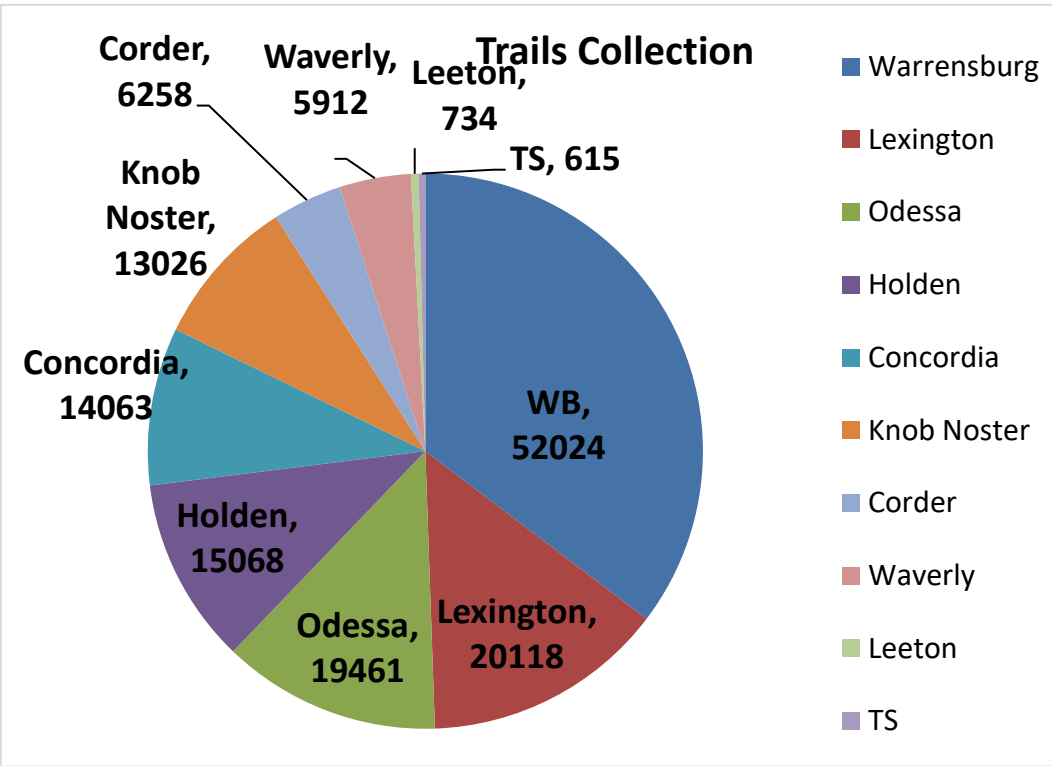
Total Collection

1,599

Added

1,139

Removed



Director's Report

Director: Jackie Hawes:

When I returned from vacation on July 8th, I brought my 14-year-old nephew to stay 3 weeks with me. On July 10th, I attended the Lafayette County Commission meeting, and I'm happy to report that they appointed Christen Fillpot to the TRL Board of Trustees. I planning to have Board Orientation with both of our new members before the August meeting. On July 15th, 16th, & 22nd, Susan and I conducted WB Branch Manager interviews; however, we were unsuccessful in hiring someone to fill the position. The position has been reposted, and we hope with the next round of candidates that we'll be able to hire someone to fill the position. On July 17th, I attended a webinar that morning, and Susan and I had our annual meeting with Deanna Schuler, School Librarian for the Leeton School District, regarding our agreement for our Express Branch. On July 18th, Susan and I met with Brandy Sanchez with Soulfire Collective to finalize plans for all staff workshop, managers workshop, and timeline and changes to the course for our Branch Managers. The Branch Managers will begin their Library Leadership Accelerator course on September 10th. On July 23rd, I attended a webinar on the Lifetime Arts program. On July 29th, we had our All Staff Training (half day) where we had a trauma-informed librarianship workshop with Brandy Sanchez, and then, we celebrated the last 3 years of WINS at Trails. We even had cake, ice cream, and balloons to celebrate the occasion! On July 30th, I attended a webinar on Technology in Public Libraries. Throughout the month, I continued working on the final budget, budget narrative, and prepping for the audit, and the audit began on July 29th.

Assistant Director: Susan Kromrie

At the beginning of July, I attended a program at the Knob Noster branch on car care (very informative!) and at the end of the month enjoyed the Summer Jazz Band at Warrensburg. I will be trying to make it to all the branches for a program this year to see the variety and creativity we have among our programmers.

Jackie and I interviewed for the Warrensburg manager position, but did not hire anyone. The position has been reposted. We also met virtually with Brandy Sanchez of Soulfire Collective to firm up plans for our upcoming all-staff training, managers' training, and Leadership Accelerator Course.

As a result of not hiring anyone for the Warrensburg manager position yet, I am filling in as acting branch manager. I stepped in just as programming spreadsheets were due for September – December; quite the quick learning curve to get all those approved in time.

July 29, we had our half-day training with all staff. The information provided by Brandy on trauma informed care was valuable, if hard to think about. We then did a presentation where we talked about wins we have had across the district over the past 3 years. Music, balloons, cake, and ice cream to celebrate, plus a big sigh of relief that summer reading is over for another year!

Department Reports:

Human Resources: Tessa Moulton

July was a busy month with end of the fiscal year finalizations before the audit. We had the All-Staff Training Day which was a half-day. And the audit has started. Laura Gillum visited us Monday, July 29 in the afternoon. She is not planning on being in the office as much, but she will return in August to finish up.

We had Deb Green and Tani Stuenkel resign. Deb's last day in Holden was Friday, July 26. Tani's last day in Lexington was Saturday, July 27. We have advertisements out on the website and Indeed for all of the positions of Library Clerk I in Lexington, Library Clerk II in Knob Noster, and the 19-hour Library Clerk I in Holden. Both of the 40-hour positions have a priority date of July 26, and the priority date for 19-hour position is Friday, August 2. I printed the job ads for the positions and passed them on to the branch managers to post in their branches as well. We are hoping to fill all of those positions as soon as possible.

The Warrensburg Branch Manager priority date was reissued, so we are hoping to receive more applications for that position. Until the time we fill the Warrensburg Branch Manager position, Susan is filling in for the position. She can be found in the branch manager office, and she is readily available to the staff.

Thank you to the board for approving the FY 2025 Salary Schedule. Karen and I are working to update all of the salaries for the increase to begin the first pay period in September which is September 13. I am sure the raise is very much appreciated by the staff.

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 July. Support Services fielded 113 calls in the month of July 2024.

- Lexington and Waverly projects update: On the Waverly side of these projects, we have completed the front Façade and the roof itself has a new rolled on coating that has sealed it up. Left to be finished in WV is the new guttering and the masonry work. The gutters are currently being manufactured by Platinum roofing and will be installed as soon as they receive them. The masonry work will be started on August 19th. At the same time, August 19th, MTS the contractor doing the masonry work, will also start work on the LX project as well. I am currently waiting for them to send me a detailed schedule for the work to be done.
- New Courier Van: I am excited to announce that we have taken possession of our new Courier van. The new van came fully ready to be used, complete with shelving installed inside, a bulk head between the cargo area and the driving compartment installed, and all of the optional equipment we asked for ready for use (Rear compartment lighting, Back up Alarm, Reverse Sensing System, HD Trailer tow package, etc....). The invoice for paying for the van will be included in this month's

Statistical Reports

invoices. Billy has already taken care of getting the registration done and plates on the van for use.

- Firmware updates on networking equipment: During the month, Luke was able to complete the updates to our firewalls and access points. All of the updates were able to be completed while branches were closed and there was no interruption to internet services to the branches while this was being done.

IT: Luke A. Ciccone

In July of 2024, the IT department took care of many issues across the two counties.

Including:

- Updated firmware on Warrensburg, Waverly, Corder, and Odessa firewalls. Followed FortiNet's recommended build paths. Kept the backup configurations in case of issues. This concludes the firewall firmware updates.
- Updated the firmware for the access points for Warrensburg, Waverly, Corder, and Odessa. FortiNet has no step requirements for the access points. Went straight to the latest mature build. This concludes the access point updates.
- Lexington CoinOP was inoperable. This makes the copy function of the copier not work. Traveled out to Lexington to diagnosis the issue. Found that the ribbon cable was disconnected from the motherboard when the branch manager was counting the change from the CoinOP.
- Warrensburg CoinOP was inoperable. Rare to see issue with two CoinOPs. I believe the request was sent out for a change count. Warrensburg CoinOP also is linked to the copy function. I found that the power adapter inside the tower wasn't properly seated. Reseated the connection and the CoinOP worked correctly.
- Public computer #1 at Odessa had a failed CMOS battery. This requires onsite work to replace. Carefully disassembled the unit to gain access to the motherboard. Found the CMOS standoff for the Dell OptiPlex 5090. Was able to install a new battery. When the CMOS fails, all BIOS settings are lost. Set the current BIOS configuration Trails Regional Library runs. Public Computer #1 for Odessa is back in circulation.

Facilities: Billy Stone

Completed 22 Blue Chalk Work Orders

Continued Lawn Maintenance Program

KN – Added sealant to south wall on possible water intrusion points.

OD – Made additional repairs to north facing entry door; adjusted threshold, weather stripping, and added additional weather stripping.

WB – Contracted with Beerman Heating and Cooling to replace the inoperative mini-split AC unit in the primary data closet. Completed receipt of new courier van; including titling and registration with DMV. Made repairs to HVAC system in Technical Services.

WV – New roofing project was completed.

Technical Services: Anita Love

July was a hot one, and on one of the hottest days (July 16th) the AC in the Technical Services office went down. The temperature in the office quickly rose to 80 degrees, and the humidity shot way up. We opened our two doors to the rest of the building and borrowed a box fan from the Warrensburg Branch. It was livable, but warm. Thankfully, Billy Stone was able to quickly ascertain what part was needed to correct the problem. Naturally, the part needing to be replaced was inside the AC unit up on the roof. We were fixed by the end of the work day and started cooling off right away. Thank you, Billy, for responding to our work order so quickly.

Covid hit the TS staff pretty hard in July. Three of the 5 employees were all out at the same time.

I have started my training on how Trails catalogs items for MO Evergreen. Though there are rather strict rules for cataloging, each library district does have certain nuances that are original to them. I am in the process of learning those steps. Alicia Shepherd is conducting my training.

July also saw me on the phone several times with the Kansas City Star requesting an invoice; paper or electronic, for both the Concordia subscription and the Warrensburg subscription. The Star would prefer for us to put the renewals on a credit card and set up automatic renewal. Long story short the branches are seeing a break in coverage. This is a struggle with the KC Star every year.

Public Services: Catie McLaughlin

July was a busy month for Public Services. We are pleased with the turnout for SRP across the district. For example, at the Waverly branch we had 42 people register for the Summer Reading Program. This is an increase of 950% over last year's numbers! Margaret was busy creating inventory sheets for our programming supplies when not traveling to branches to help with summer programs. Margaret's last day will be August 2, and we will miss her but wish her well. Haley was busy keeping our Facebook hopping with posts and photos submitted by our branches of their amazing summer programs. She has also been busy working on some new promotional material for the branches, putting the final touches on 1000 Books before Kindergarten program revamp, and helping me compile statistics and data for our upcoming surveys and annual reports. Catie has been busy working on identifying and creating training for programmers and branch managers, updating programming procedures, and attending training and webinars for some new upcoming programs for the district. Animal Wonders visited Holden, Knob Noster, Waverly, and Corder for some fun animal education. Kids were very excited to meet a tarantula, parrot, salamander, alligator, and hissing cockroaches. We are switching gears to begin our Summer Reading Wrap-Up and compile attendance and completion stats. August looks to be another busy month.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/ using
Program	Bubbly Storytime (5)	0-5	138
Program	Library Adventures (5)	5-8	77
Program	Let the Adventure Begin (3)	6-12	31
Program	Cartoons & Pancakes	Family	17
Program	Book Club	18+	5
Program	Anime Adventures	11-14	0
Program	S'moregasbord	Family	2
Passive	Zine Makers	13-17	8
Passive	Stick Together Poster	Family	135
Passive	Book Reviews	13-17	1
Passive	Coloring /Activity Pages	Family	190
Take & Make	Spin Drum	6-12	22
Take & Make	Button Bracelet	6-12	10

Outreach activities completed:

Flyers posted to community Facebook groups

Programs listed in the local newspaper

Attended Concordia Chamber of Commerce meeting

New cards issued:11

Meeting room usage: 3

Reference Questions: 197

Other Questions: 72

Highlight: As much as we enjoyed a busy summer, we are delighted to see it end! We are looking forward to August and getting back to a routine of quieter mornings and busy afternoons. We will offer more passive afterschool activities to hopefully keep the kids coming to the library.

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime (x4)	0-5	84
Program	Book Lover's Book Club	18+	2
Passive	Coloring Sheets	All Ages	34
Program	Chess Club	6+	5
Program	Super Saturdays	6+	6
Program	Coloring Contest	All Ages	15
Program	Olympic Bracelets	All Ages	22

Statistical Reports

Outreach activities completed: N/A

New cards issued: 10

Meeting room usage: N/A

Reference Questions: 16

Other Questions: 28

Highlight:

- Animal Wonders was so much fun! We had a variety of age groups.
- Great turn out for our end-of-summer “Olympic games.” Tons of fun had by all.
- Jennie was able to talk with someone from the Higginsville Habilitation center. She explained how the programs are set up for the residents and gave me the number for the activities coordinator. We are trying to get materials returned and create a way for residents to have more participation in the library and coordinate possible future outreach programs.
- We are being brave and trying to add more core programs to our library. We are thankful for the influx of people that we saw come in this summer! Hoping to continue to draw people in for the fall.
- All-staff training is always a fantastic time. We appreciate the breakfast and lunch (food is our love language). We are learning and feeling equipped to better serve our patrons and work with coworkers. It’s a big moral booster to celebrate everyone’s wins together and to feel appreciation from management.
- Extremely thankful that the board approved raises!

Staff cheer:

- April did an excellent job this summer with SRP. She paid attention to details-big and small- to create fun programs for the children. There was so much positive feedback from patrons.
- Margaret was an excellent help with our end of summer party. We were extremely thankful to have her extra hands.

Upcoming Outreach:

- Nothing currently

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/using
program	Storytime (4)	0-5	93
passive	Coloring sheets	0-5	47
	Coloring Sheets	Adult 19+	39
passive	Adult trivia questions	18+	14
passive	Games set out	6-12	5
Passive	Games set out	13-17	3
passive	Super Saturday	All ages	0
program	Coffee and connections	18+ adult	7

Statistical Reports

program	Art and Craft Club	13-18 teen	1
program	Art and Craft Club	Family all ages	9
passive	Learning worksheet	0-5	24
Passive		All ages	
program	Tech Tuesday (4)	18+ Adults	61
passive	Family movie matinee	All ages	5
Program	Knob Noster State Park Rad Reptiles	All ages	28
Program	Sea Shell Craft	Adult 19 +	9
Program	Animal Wonders	All Ages	72

Outreach activities: 1 Storytime Daycare: 11

New cards issued: 19

Phone Calls: 115

Meeting room usage: 0

Reference Questions: 275

Other Questions: 256

Highlight: Knob Noster State Park and Animal Wonders

Upcoming Outreach: Back to School Night

Knob Noster: Laura Parent

Type of program	Name of Program	Age group	Number attending/using
Take and make	Straw rockets	Preschool/children	20
Take and make	Fish Bowl	Preschool/children	20
Take and make	Watermelon Fan	Preschool/children	20
Take and Make	Star Wreath	Preschool/Children	14
Passive	Gummy Worm Guess Jar	All Ages	85
Program	Animal Wonders	Children and older	64
Program	Midday Matinee	Adult	3
Program	9:30 storytime	Preschool	54
Program	11:00am storytime	Preschool	46
Program	Knoshin Knobbies Book Club	Adult	8
Program	School age storytime	Children	7
Program	Chair Aerobics x 2	Adult/Senior	9
Program	Rocks Rock	Children	36
Program	Backyard Adventures	Family	18
Program	Scales and Tales	Family	67
Program	Interview How-to	teens	3
Program	Clunker Care	Teens and older	3
Program	Forsenic Files	Teens	11

Statistical Reports

Program	Vaqueros-The First Cowboys	Adults	7
Program	Let's get Whackadoo/Bluey	children	47
Program	Pool Noodle Derby	children	10

Outreach activities completed: Head start visit, outside swing sign

New cards issued: 30

Meeting room usage: 28

Reference Questions: 355

Other Questions: 389

Highlight- SRP is over and we had a decent turn out. Time to breathe.

Upcoming Outreach:

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Program	4 x story time	0-5	152
Program	Scales & tails	All	24
Program	Kid's club	6-12	9
Program	Adults: class in session	18+	2
Program	T(ween) time	13-17	9
Program	4 x church story time	0-5	67
Passive	Scavenger hunt	All	71
Passive	Hot air balloon color	All	86
Passive	River reader where's waldo	All	6
Passive	Color sheets	All	66
Program	MVCAA-cancelled by agency		No sign ups

Outreach activities completed: 2

New cards issued: 12

Meeting room usage: 8

Reference Questions: 315

Other Questions: 293

Highlight: We survived Summer Reading!!

Upcoming Outreach: nothing scheduled

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/using
Program	Well-Read Poet's Society	13-17/18+	4
Program	Summer Break Book Club	9-12	22
Program	Garden Fun	5-8	31
Program	Kids in the Kitchen	9-12	18
Program	Cinema Afternoon	All Ages	1
Program	Storytime (Wednesday)	0-5	155
Program	Storytime (Thursday)	0-5	69
Program	Culture Shock	13-17	3
Program	Silent Book Club	18+	0
Program	Wild World of Science	9-12	6
Program	Stampastic	18+	1
Program	Book Lover's Book Club	18+	5
Program	Up Up and Away	5-8	25
Program	Otaku Club	13-17	3
Program	Bunco	18+	15
Passive	Coloring Sheets	All Ages	40
Passive	Choose Your Own Adventure Story	All Ages	100

Outreach activities completed:

Noelle Postlethwait went to the nursing home, ANew, in Odessa. She had 17 residents participate in fun storytelling program.

New cards issued: 45

Meeting room usage: 33

Reference Questions: 660

Other Questions: 407

Highlight:

We have wrapped up Summer Reading for another year!

All of Odessa staff was able to attend the half day of staff training on Monday, July 29th.

Staff cheer:

A big round of applause to the Odessa staff for doing a great job with Summer Reading from programs to handing out the prizes.

Noelle Postlethwait wrote a "choose your own adventure" that the patrons were able to vote on and direct the course of the story.

Upcoming Outreach:

Statistical Reports

Warrensburg: Jae Steinkuhler

Type of program	Name of Program	Age group	Number attending/ using
Program	Storytime	0-5	185
	Come & Play		25
	Music & Movement		30
	Coffee & Connections	18+	17
	3R Book Club		4
	Novel Tea Book Club		7
	Bunco		5
	Old Courthouse & Old Drum		5
	Ghost Hunters	10+	Cancelled by presenter
	Summer Jazz Band		78
	Libraries Got Game		10
	Full Steam Ahead	2-6	35
	Anime Otaku	13-18	1
	Robotics, Engineering, & Design	6-12	20
	Pop up (Dungeons & Dragons)	13+	4
	Shark-tactular Adventures	6-18	15
	Immunization clinic w/ JoCo Health Dept	0-12	0
	Scales & Tails	All ages	105
	National Ice Cream Day		32
	Crafty Family Fun		13
	Turtles		25
Passive	Activity Sheets	All ages	271
	Would you rather		347
	Take a Librarian on an Adventure		15
	Boredom Busters		25

New cards issued: 113

Meeting room usage: 14

Study Room Usage: 55

Reference Questions: 78

Other Questions: 120

Highlight: Warrensburg is progressing nicely on our weeding project. It's nice to have room for all the new books we are getting in.

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Program	Story time	0-5	19
Program	Sassy Seniors	18+	6
Passive	Coloring sheets,	0-5, 6-12	27
Program	Animal Wonders	All	38

Statistical Reports

Program	Family Storytime	All	4
Program	Nature Pouch	6-12	2
Program	Adventure with a Movie	All	2
Program	ST at daycare		24
Program	Build a Camp	6-12	0

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

New cards issued: 2

Meeting room usage: 5

Reference Questions: 16

Other Questions: 13

Highlight: We survived SRP. Had a great turnout for Animal Wonders. Work on the roof and some other projects were completed.

Upcoming Outreach: Flyers to local business.

Leeton: Deanna Schuler

June 2024

Type of program	Name of Program	Age group	Number attending/using
Programs -Onsite	Saturday Story and Craft	All Ages/Family	2
Programs -Onsite	Saturday Cinema	All Ages/Family	2
Programs -Onsite	6/5 Teen Time	13-18	2
Programs -Onsite	6/6 Trading Card Club	6-12	5
Programs -Onsite	6/7 Adventure Storytime	All Ages/Family	5
Programs -Onsite	6/12 Teen Time	13-18	3
Programs -Onsite	6/13 Trading Card Club	6-12	5
Programs -Onsite	6/14 Adventure Storytime	All Ages/Family	6
Programs -Onsite	6/19 Teen Time	13-18	3
Programs -Onsite	6/20 Trading Card Club	6-12	5
Programs -Onsite	6/21 Adventure Storytime	All Ages/Family	6
Programs -Onsite	6/26 Teen Time	13-18	2
Programs -Onsite	6/27 Trading Card Club	6-12	4
Programs -Onsite	6/28 Adventure Storytime	All Ages/Family	7

Outreach activities completed:

New cards issued: 5

Statistical Reports

Meeting room usage: NA

Reference Questions: Do you have magazines? Do you have Colleen Hoover books? Where are the Mark Twain Nominees for next year?

Other Questions:

Do you have a document scanner? Why are you only open one Saturday a month? Will you have a Book Fair this school year? (The answer to this is yes... I am working with Gunzil and Bowsper in Warrensburg to do a book fair this year.)

Highlight: New families joining us for story time each Friday

Staff cheer: Suzi Collins offered to host the weekly teen time this summer. This is a new program for our branch.

Upcoming Outreach: August 3 – Leeton Community Back to School Bash – This is the 3rd annual event. The local churches and organizes handout school supplies, Leeton R-X admin are on hand for enrollment and school questions, Free lunch (usually hotdogs and chips), face painting, bouncy houses, Law enforcement vehicles, HUGE turn out each year. I typically sign up most of my new card patrons during this event.

July 2024

Type of program	Name of Program	Age group	Number attending/using
Programs -Onsite	Saturday Story and Craft	All Ages/Family	2
Programs -Onsite	Saturday Cinema	All Ages/Family	0
Programs -Onsite	7/3 Teen Time	13-18	2
Programs -Onsite	7/5 Adventure Storytime	All Ages/Family	5
Programs -Onsite	7/10 Teen Time	13-18	0
Programs -Onsite	7/11 Trading Card Club	6-12	5
Programs -Onsite	7/12 Adventure Storytime	All Ages/Family	5
Programs -Onsite	7/17 Teen Time	13-18	0
Programs -Onsite	7/18 Trading Card Club	6-12	3
Programs -Onsite	7/19 Adventure Storytime	All Ages/Family	8
Programs -Onsite	7/24 Teen Time	13-18	1
Programs -Onsite	7/25 Trading Card Club	6-12	4
Programs -Onsite	7/26 Adventure Storytime	All Ages/Family	6

Outreach activities completed:

New cards issued: 3

Meeting room usage: N/A

Statistical Reports

Reference Questions: Can you order Colleen Hoover books from other branches?

Other Questions: When do your hours change back to “regular”? Can I get my SRP prizes when I get back from vacation on August 6th? Will Pokemon Club (Trading Card Club) continue this school year?

Highlight:

Staff cheer:

Upcoming Outreach: August 3 – Leeton Community Back to School Bash – This is the 3rd annual event. The local churches and organizes handout school supplies, Leeton R-X admin are on hand for enrollment and school questions, Free lunch (usually hotdogs and chips), face painting, bouncy houses, Law enforcement vehicles, HUGE turn out each year. I typically sign up most of my new card patrons during this event.