



Reports

February 18, 2010

Table of Contents

Page

[Statistical Reports](#)

Monthly Circulation.....	1
Year-to-Date Circulation.....	2
Interlibrary Loan.....	3
Programming.....	4

[Staff Reports](#)

Director's Report.....	5
Assistant Director of HR and Collection Development's Report.....	6
Assistant Director of HR and Programming Report.....	7
Assistant Director of Technology & Facilities Report.....	9
Branch Manager's Report – Concordia.....	11
Branch Manager's Report - Corder.....	12
Branch Manager's Report – Holden.....	13
Branch Manager's Report – Knob Noster.....	14
Branch Manager's Report – Lexington.....	15
Branch Manager's Report – Odessa.....	16
Branch Manager's Report – Warrensburg.....	17
Branch Manager's Report – Waverly.....	18

Monthly Circulation

Monthly Circulation													Trails Regional Library	
Branch	Month	Adult Book	Juvenile Book	Cassettes	CD	DVD	Computer Usage	Magazine	Playaways	Paperback	Videos	Total	% Incr/ Decr	
Concordia	Jan 2009	1,123	663	7	46	309	548	135	7	54	93	2,985		
	Jan 2010	1,226	555	11	58	286	410	150	1	50	118	2,865	-4.02%	
Corder	Jan 2009	335	217	0	12	91	56	33	2	11	24	781		
	Jan 2010	260	133	5	3	98	106	28	0	32	20	685	-12.29%	
Holden	Jan 2009	1,289	500	9	31	344	569	114	2	673	77	3,608		
	Jan 2010	1,494	468	2	29	364	812	103	0	478	49	3,799	5.29%	
Knob Noster	Jan 2009	741	252	7	13	260	655	42	0	60	121	2,151		
	Jan 2010	788	375	7	24	196	494	24	5	45	30	1,988	-7.58%	
Lexington	Jan 2009	1,847	488	21	105	465	720	388	3	372	108	4,517		
	Jan 2010	1,850	519	4	122	504	385	211	6	428	26	4,055	-10.23%	
Odessa	Jan 2009	1,906	1,009	67	72	500	958	114	9	530	131	5,296		
	Jan 2010	1,776	1,166	60	86	565	1,198	100	3	217	95	5,266	-0.57%	
Warrensburg	Jan 2009	6,230	2,864	148	456	1,078	2,138	434	16	611	241	14,216		
	Jan 2010	6,237	2,753	84	424	1,056	2,470	348	17	562	145	14,096	-0.84%	
Waverly	Jan 2009	347	439	11	8	178	84	91	1	20	19	1,198		
	Jan 2010	400	244	10	18	181	180	63	0	51	18	1,165	-2.75%	
Online Renewal	Jan 2009	409	212	2	59	55	0	32	5	0	8	782		
	Jan 2010	591	302	7	41	40	0	18	1	0	0	1,000	27.88%	
Total	Jan 2009	14,227	6,644	272	802	3,280	5,728	1,383	45	2,331	822	35,534		
	Jan 2010	14,622	6,515	190	805	3,290	6,055	1,045	33	1,863	501	34,919	-1.73%	

Monthly Circulation

Year-to-Date Circulation

July – January Cumulative													Trails Regional Library	
Branch	FY	Adult Book	Juvenile Book	Cassettes	CD	DVD	Computer Usage	Magazine	Playaway	Paperback	Video	Total	% Incr/ Decr	
Concordia	2009	6,716	5,017	50	420	1,809	3,447	979	58	370	718	19,584		
	2010	8,072	4,546	72	517	2,118	4,084	849	25	376	659	21,318	8.85%	
Corder	2009	1,910	1,275	9	73	634	560	213	13	179	145	5,011		
	2010	1,716	834	8	85	535	671	160	0	181	95	4,285	-14.49%	
Holden	2009	8,856	4,843	95	391	2,658	5,601	680	16	4,750	684	28,574		
	2010	10,187	3,838	57	405	2,606	5,662	591	15	3,760	437	27,558	-3.56%	
Knob Noster	2009	5,470	2,287	58	140	1,940	5,355	321	14	750	465	16,800		
	2010	5,796	2,777	81	211	1,545	3,802	279	21	478	305	15,295	-8.96%	
Lexington	2009	12,928	4,613	141	764	3,133	5,992	2,304	55	2,306	889	33,125		
	2010	13,063	4,496	47	929	3,207	3,502	1,543	50	1,591	338	28,766	-13.16%	
Odessa	2009	11,973	8,976	507	837	3,293	9,314	848	37	2,422	1,222	39,429		
	2010	11,938	9,712	392	734	3,544	10,263	715	49	1,506	677	39,530	0.26%	
Warrensburg	2009	41,197	20,948	993	3,371	7,008	13,773	2,832	169	4,367	1,611	96,269		
	2010	43,954	20,226	771	3,585	7,964	17,740	2,760	132	4,767	1,170	103,069	7.06%	
Waverly	2009	2,295	3,276	102	140	1,420	844	531	6	258	281	9,153		
	2010	2,830	2,616	105	159	907	974	465	1	269	123	8,449	-7.69%	
Online Renewal	2009	3,167	2,173	41	403	423	0	247	20	0	88	6,562		
	2010	3,932	1,721	76	310	429	0	207	26	0	62	6,763	3.06%	
Total	2009	94,512	53,408	1,996	6,539	22,318	44,886	8,955	388	15,402	6,103	254,507		
	2010	101,488	50,766	1,609	6,935	22,855	46,698	7,569	319	12,928	3,866	255,033	0.21%	

Year to Date Circulation

Interlibrary Loan

January 2010			
	KCMLIN	OCLC	Total
Sent to other libraries	136	25	161
Received from other libraries	461	75	536
Total	597	100	697
Year to Date: July 2009 - January 2010			
	KCMLIN	OCLC	Total
Sent to other libraries	917	231	1,148
Received from other libraries	3,259	770	4,029
Total	4,176	1,001	5,177
January 2009			
	KCMLIN	OCLC	Total
Sent to other libraries	168	54	222
Received from other libraries	365	190	555
Total	533	244	777
Year to Date: July 2008 - January 2009			
	KCMLIN	OCLC	Total
Sent to other libraries	1,089	347	1,436
Received from other libraries	2,612	1,179	3,791
Total	3,701	1,526	5,227

Program Attendance - FY 2010

January 2010

	Children	Adults	Teens	Total
Concordia	29	4	1	34
Corder	0	0	0	0
Holden	0	0	0	0
Knob Noster	0	55	2	57
Lexington	7	4	0	11
Odessa	40	40	0	80
Warrensburg	67	74	0	141
Waverly	4	2	0	6
Total	147	179	3	329

Program Attendance - FY 2009

January 2009

	Children	Adults	Teens	Total
Concordia	18	3	0	21
Corder	0	0	0	0
Holden	0	0	0	0
Knob Noster	7	66	0	73
Lexington	0	0	0	0
Odessa	0	0	0	0
Warrensburg	86	43	0	129
Waverly	6	2	0	8
Total	117	114	0	231

July 2009 - January 2010

	Children	Adults	Teens	Total
Concordia	241	95	21	357
Corder	94	57	0	151
Holden	120	78	0	198
Knob Noster	211	486	29	726
Lexington	579	165	59	803
Odessa	408	255	85	748
Warrensburg	747	562	23	1,332
Waverly	158	67	4	229
YTD Total	2,558	1,765	221	4,544

July 2008 - January 2009

	Children	Adults	Teens	Total
Concordia	394	138	23	555
Corder	110	72	0	182
Holden	260	192	6	458
Knob Noster	319	951	82	1,352
Lexington	643	222	73	938
Odessa	1,024	449	144	1,617
Warrensburg	1,009	709	23	1,741
Waverly	204	79	4	287
YTD Total	3,963	2,812	355	7,130

1 Director's Report Karen Hicklin

Administration and Personnel

The Administrative staff reviews were completed. This year, for the first time, we asked the staff to evaluate their supervisor and the other Administrative staff. I think everyone enjoyed the opportunity to either make or receive comments from each other.

The first Legislative Videoconference was done by the Missouri State Library. As expected, the Governor recommended some cuts in funding to library programs. Especially hard hit was MOREnet, which provides our internet connections and coordinated many of the services we receive (electronic databases, email service, online databases, technology support). The upcoming Legislative Day that Scotty and I will be attending will provide an opportunity to reiterate to our legislators that MOREnet is vital to our ability to provide those services at a reasonable cost to the library.

I have prepared a draft of Facilities policies which will be reviewed with Administrative staff and then presented to the Board for their review.

In January, a 2010 Friends of the Library membership renewal campaign was mailed to Friends members from all the branches. The response so far has been good, which may make it more feasible for future membership renewals to be coordinated in this way.

Budget and Finance

The bulk of the tax revenue was received in January (\$1.7 million). This fiscal year, the library has received \$2.050 million of the \$2.274 million that was budgeted. Usually, the library receives over \$300,000 from February 1 through June 30, so it appears likely that we will receive more tax revenue than budgeted. I have contacted UMB's investment department so our funds can be invested for the best return.

Services and Facilities

Administrative staff met with Kyle to discuss the upcoming renovations to the Lexington branch. Everyone is pleased that all of the 1st floor renovations will be completed this year, rather than extending it over two years as originally planned. The Collection Development team has been actively weeding the collection to make moving materials on and off of the shelves a lot easier. Lexington staff will be temporarily assigned to Odessa while the branch is closed.

Assistant Director of HR and Collection Development's Report Anita Love

Technical Services: During the month of January, the TS staff has added 1,169 new items to the system. This is down by 107 items from last month. They also deleted 5,429 items from our system. This number is up by 2,663 items from last month. The TS staff also edited an additional 409 records over the month. They handled a total of 7,412 items, counting books, magazines, DVDs, CDs, etc., during the month of January.

Collection Development: By the end of January the Collection Development Team finished weeding at the Lexington Branch. We worked in the collection for 3 half days and one full day. We were also able to shift the books and other materials, with help from the Lexington staff, off of the shelving along the walls and relocated them onto the taller free standing shelves. The taller free standing shelves will be covered by drop cloths during the remodeling project. The shelving along the walls will be taken down and temporarily removed so the walls can be painted. When the remodeling is complete the Team will return to spread the collection back out onto the shelves. Working with Kyle Constant, we are currently looking at relocating the different collections so to improve flow of materials and space requirements. We want growing collections to be shelved in areas with more room for expansion and less used collections in areas that there isn't as much expansion room.

Workers Compensation Audit: I am currently working on the Workers Compensation Audit. This audit has to be completed each year. Like last year, we are able to do this by filling out and mailing in the paperwork. It takes about a week to complete.

Manager's Training/Meeting: Each month Trails Regional Library brings the Branch Managers and Department Managers together for a training/meeting. The one scheduled for February 24th will run from 9:00am to 4:00pm. Our training for will focus on public speaking. Tiffany Hentschel, a member of the KCMLIN speaker's bureau, is scheduled to do a presentation on "Public Speaking for Librarians". We have had Tiffany speak to us before on documentation. She is a wonderful speaker and we look forward to having her with us again. The Trails Publicity Committee will also unveil their slide-show that staff can use when they go out to do programs for the public. The remainder of the time will be open discussion on topics that the managers are having to deal with.

Magazine Order: I have heard from most of the branches and have started the task of working up the new magazine order. We had such a difficult time last year with gaps between the ending of one subscription and the start of the next subscription. Hopefully this year we can cut that problem down to a more manageable task. The magazine gaps with issues does cause frustration with patrons, branch staff and Technical Services Staff, who have to claim and track missing issues. Unfortunately a gap between the subscriptions of a magazine title does not constitute missing issues. Technical Services works very hard keeping all of this straight for the branch managers, staff and ultimately the patrons.

1 Assistant Director of HR and Programming Report Alicia Morgan

Programming and PR News:

In the month of January, Erica distributed copies of the Spring Programming Brochure to the branches and other community locations. I sent the Spring Programming Brochure out as an example to nine printers throughout the two county area to get estimates for printing the Summer Reading Brochure. The estimates are due back in to me on February 15th.

Karen Churn wrote the first email newsletter and it was distributed to patrons who have their email addresses listed in our LISTEN automated catalog. Kyle Constant (Lexington Branch Manager) and Bill did lots of work on the technical side to get the email newsletter and LISTEN to work together nicely. Sign up forms for the email newsletter have been distributed to all of the branches and we have already had some come in. The wonderful staff from the Technical Services Department in Administration will be entering the email addresses into LISTEN.

I did the KMMO radio interview on January 6th. I spoke about the new email newsletter and upcoming programming events at the branches in the month of January.

I created a page for Trails Regional Library on Facebook. To view our page, put "Trails Regional Library" in the search box and sign up to become a fan. We have also started a twitter account. Kyle and I will be working on keeping these up to date.

Erica and I created posters and handouts for events going on at the branches for Spring Programming. Karen Churn created press releases and listed programs in the new email newsletter and on the library's online calendar.

I checked with Cherie from Leeton to see if they wanted a Cricut machine. She said yes and was very pleased. Karen Churn is in the process of ordering one for them.

Outreach Committee News:

The Outreach Committee (Alicia Morgan, Bill Thoms, Karen Churn and Kyle Constant) had a meeting on January 25th. Everyone had completed changes to our draft slide show. The group reviewed the changed slides and suggested some additional changes. The Committee will be presenting our draft slide show to the Managers (Branch and Department) at their meeting in February.

The Committee has also made arrangements for a speaker from KCMLIN to give a presentation to the Managers on "Public Speaking for Librarians". The slide show that the Committee has created will be used by branch staff when speaking to community groups like Rotary, Lions Club, etc. about the library.

The Committee has created a form for branch staff to keep statistics on how many "outreach" visits they do to local community groups. These statistics will become part of the Board

report in the future (probably starting in July with the new fiscal year). We hope that the slide show and outreach visits will enable us to reach non-users and obtain more card holders through education about all the great services and materials that the library provides.

Branch News:

Julie Dolph, Knob Noster Branch Manager, gave a great presentation at the January training meeting for Managers on providing computer classes for the public. Kyle Constant, Lexington Branch Manager, also gave information on his experience providing computer classes for the public. Kyle provided a demonstration of Web Junction, an online training tool.

On January 25th, Karen Hicklin, Anita Love, Bill Thoms, Kyle Constant and I had a meeting regarding the renovations at the Lexington Branch. The Lexington Branch will be closed for renovations on Feb. 11 and Feb. 15 to March 6 and will reopen on March 8. Anita and I have been working with Kyle regarding temporary reassignment of his staff while the branch is closed and on finding volunteer assistance for the project. I created posters and handouts to announce the closure for renovations and ran the ads to get bids.

Debbie Kirchhoff, Concordia Branch Manager, received a grant for a fundraiser at the Concordia Branch. On January 29th, the Concordia Friends sponsored the fundraiser to raise funds for furniture and equipment for their story time/meeting room.

I had a meeting with Linda Burkhardt, Waverly Branch Manager, on Friday, January 29th. We discussed personnel, programming and activities at the branch.

Human Resources News:

In January, I worked on a worker's compensation claim and started paperwork for a short term disability claim with the insurance agents. I also worked on clearing billing issues with our health insurance bill and a problem with an insurance claim for an employee. I produced a memo on payroll changes involving direct deposit for distribution to all staff at the January Manager's meeting.

I had my evaluation meeting with Karen Hicklin on January 20th. We created new goals and discussed my previous goals. Karen's feedback was very helpful.

1 Assistant Director of Technology & Facilities Report Bill Thoms

TECHNOLOGY

- **Bill & Melinda Gates Foundation Grant:** Attended TechAtlas training conducted by the State Library.
- **E-Rate:** Filing window for Form 471 for the 2010-11 funding year has been extended to Feb 19th. Just received the State of Missouri Free & Reduced Lunch figures for the schools in our area(s).
- **LSTA Short-Term Grant:** Grant for additional wireless authentication printers has been submitted, awaiting approval from the state.
- **LSTA Long-Term Technology Ladder Grant:** Will apply for this grant for Print Management software.
- **Computer Replacement Program:** Ordered and received 6 NEW Dell USFF desktop computers with 23" monitors.

FACILITIES

- **KN**
 - No further information from Nationwide regarding brickwork.
 - No further water leak problems reported.
- **LX**
 - Three RFP's were received and the lowest bid of \$25,250.28 was awarded to Lexington Builders. The bids had come in much lower than expected. In conjunction with the board's decision to move funds from next year's budget to this year, we have been able to include replacing the carpet, and cleaning/repainting and replacing the ceiling grid and tiles.

Timeline is changed as follows:

- Feb 15, 2010 Close library to public
- Mar 5, 2010 Project completion date

- **OD**
 - Met at the Odessa branch with Dan Packard of Packard Engineering, a structural engineering firm out of Kansas City. He may have a report submitted prior to this month's board meeting, which if time allows I will present his findings.
- **WB**
 - The TS heating system project still lacks some aesthetic work on one wall, and the installation of the A/C condenser unit. Waiting for better weather.

ADMINISTRATION

- TSC Committee: Met on February 10th and discussed Letter of Request for Grant to WalMart, upcoming deadlines for Technology Plan and Strategic Plan.
- Technology Plan: I attended training in Springfield/Greene County Library conducted by Jean Morrison from the State Library. We were taught how to develop/update a technology plan using the online features of TechAtlas.

Branch Manager's Report – Concordia Debbie Kirchhoff

Personnel Issues

I enjoyed attending an Adult Services teleconference at Carrollton Public Library sponsored by the Missouri State Library on Tuesday, January 26 and the next day, January 27, I also enjoyed attending the monthly Manager's meeting in Warrensburg. Our soup dinner was Friday, what a busy week!

Collection/Facility/Equipment

Melissa and Carol completed the annual magazine inventory and weeding project. When they finish up the collection scanning project, we will be in "apple pie order". We had been having some trouble with getting patrons connected to the wireless internet, but Roger paid us a visit and got us up and running again.

Programs/Activities

Five kids signed up for our "Wii Read" winter reading program and four of them were here on January 18 to play Wii video games as their reward. It was a lot of fun and we even had an adult visitor who had never tried Wii gaming join in.

To celebrate National Soup Month, to show appreciation for our patrons and to raise some money for meeting room equipment, we served homemade soups, breads and desserts as part of our "Celebrate Soup!" event. I applied for a matching funds grant from Thrivent Financial for the event and we were approved for \$500 if we raise \$1000. At the end of the day we had \$766! We have 30 days to try and raise enough to receive the complete grant. The 6th grade class from St. Paul's grade school and the 5th grade class each visited once in January.

Upcoming Events

Our annual Valentine Book Sale is a February tradition. Looking forward to putting some ideas I learned this month for adult programming into action, will try to start a book club.

Branch Manager's Report - Corder Linda Markworth

The Chinettes did not meet this month due to bad weather. The group as a whole is aging with their numbers dwindling so the thought is for them to start meeting in homes. The Home and Community Club met Thursday, January 28th at the library.

The Technical Services Committee meeting was canceled this month, also due to the weather. The library was closed one day due to the staff being unable to get through the snowdrifts. Linda rode with Linda Burkhardt from Waverly to the branch managers' meeting on Wednesday, January 27th. Julie Dolph from Knob Noster gave an excellent presentation on how to lead a beginning computer class for patrons. Kyle Constant also shared some very helpful tips about that and then gave a demonstration about Web Junction and on-line training available from that source. Carol Nolte subbed in the morning that day and when Linda returned from the meeting they began the long process of scanning all the books on Corder Branch's shelves. Some missing books have already been found and we're looking forward to getting the shelving clean and a good job done.

Things were slow all month allowing time to practice using the Cricut and redecorating the walls. One patron used the Wi-Fi this month but the public computers were busy every day. One patron has begun to take an on-line course through Argosy University so Linda will be her test proctor. Linda again submitted information about the RAFT family reading program and upcoming story times and Wii teen programs to be included in the Corder monthly newsletter.

Drive by and see the new silver letters on the front of the building. It now says that we are Trails Regional Library and not just Corder Library. Thanks to that and our cleaning lady [Minerva Cowherd] the building continues to look sharp and always super clean. Darren Jensen, who cuts the grass in summer, is now hired to do snow removal. Linda's back is ever so grateful.

On a personal note, Linda is thrilled to report the arrival of her newest grandchild [#17]. Isaac David Markworth was born to her youngest son and wife Christa on January 5th. Daddy got to be in on the birth via telephone and Skype from Iraq. As of Friday, January 22, he is now home from a year's deployment and their family will be visiting MO in February.

Branch Manager's Report – Holden Jeannae Dickerson

In spite of the snow and frigid weather we have had during the month of January, the Holden branch has been very busy checking out books, movies and computers. People have enjoyed coming into our brightly-lit building on the very gloomy days this month. One morning during our first half-hour, not only were our four public access computers all busy (not unusual) but there were four wireless users at the same time. Unfortunately on Wednesday, January 27th the wireless quit working. Hopefully, the problem will be corrected soon. Some of our wireless users take advantage of the fact that they will not have to wait for a public access computer and are not limited to thirty minutes.

We have kept busy weeding in different areas. Our Christian Fiction and Large Type are housed in the same section of shelving and they are both getting so crowded that we plan to move the Large Type to a different area. In order to do this, other genres have to be heavily weeded and shifted around. I am also working on weeding the older magazines.

I attended the Managers' Training Meeting on January 27th in Warrensburg. The time was well spent getting some new information about computer use and collection development among other things. I was happy to learn that we would not be taking checks for copies made and would not be accepting bills larger than ten dollars. That will make life easier! As we all know, it's tax time again and, as always, we are getting people who think we are tax authorities just because we have the forms. Oh well, it will only last two and a half more months!

We now have a snow-shoveling service working for us—thank goodness. The last snow we had, our sidewalks were already cleaned by the time I got there and the parking area was almost done.

Branch Manager's Report – Knob Noster
Julie Dolph

January has been an unusual month. When the weather was the worst, we were the busiest. Our patrons wanted to have plenty to read and movies to watch while they were stuck indoors.

The Knob Noster Garden Club canceled their January meeting because of the weather.

Our Round-to-it Group met every Wednesday. On the 20th we made Lighted Potpourri Jars. We had several visitors who wanted to make the jars. We are hoping they come back and join the group.

We started a book club on January 14th, nine people attended and 2 others checked out the book club book later, they plan on attending next month. This was a great start to a new program.

During the month of February, we are going to have "Friday Night at the Movies". We will show family type movies, have popcorn and soft drinks. Knob Noster has very little evening entertainment, we hope to draw in new people. We realize weather may create some challenges but we will see how well it works.

We will be enjoying our regular programs during the month of January. We plan to finish this round of shelf reading and weeding. We will spend some time on preparing for the Spring Reading Programs.

Branch Manager's Report – Lexington Kyle Constant

Personnel

Nothing new to report.

Programs

We've had steady attendance for our Preschool Story Time but few other programs.

Collection

My staff and I have been shifting and weeding along with the Technical Services staff. It's incredible how much the branch staff and TS have been able to accomplish over the course of a few weeks and it's already had a positive affect on the renovation project preparations. There has been some initial shock from patrons who see the empty shelves and are concerned that perhaps the library is moving or closing but overall the response to the renovation has been positive.

Meetings/Conferences/Etc.

I've been meeting with the administrative team frequently this month, getting things in line to start our renovation next month. I've also met with Bill and the various contractors numerous times to go over details of the project. This has been extremely time-consuming but also encouraging. It seems to me that this renovation is moving forward at a manageable pace and that we'll be able to complete a lot of much-needed renovations to this branch without a lot of undue pressure and stress.

I also attended the Outreach Committee meeting on January 25, 2010 to discuss the draft presentation that will be shown to the managers at the managers meeting on February 24, 2010. We've made some progress and the presentation is coming together quite well. I'll be very interested to hear what the other branch managers think of it.

I enjoyed the January managers meeting on January 27, 2010. It's always interesting to hear from others about their approach to a similar problem, so Julie Dolph's presentation on patron computer classes was very interesting. I hope everyone enjoyed the information I shared about Webjunction, as I think it's a great resource.

Upcoming Events

The Lexington Branch will be closed from February 15, 2010 until March 6, 2010 and will reopen on March 8, 2010. I'll remain in Lexington working from my office downstairs and my staff will be working in Odessa. I'll be at the manager's meeting on February 24, 2010, about halfway through the project, and I'll be able to give a progress report at that time.

Branch Manager's Report – Odessa
Linda Washam

It's been cold but the Odessa branch has stayed busy. We had to close early a couple of days due to the bad weather. On Jan. 8th, we closed at 1:00pm due to the freezing of our gas meter. But Bill got it fixed and Paul built a cover for it, so it won't happen again.

It's January, so I've been weeding the magazines, and then back to weeding our shelves.

The Friends of the Odessa Library had a Fundraiser Rummage Sale on Jan. 29th and the 30th in our story time room.

The Odessa library had a table at the Parents as Teachers Fun Day on Jan. 30th. We signed people up for our system wide program, RAFT. We had a drawing to give away three children books that had been donated to us.

The Book Lovers Club met on the 21st. They discussed the Stephanie Plum Series by Janet Evanovich. Each member read a different book in the series. The next book their reading is Memoirs of a Geisha by Arthur Golden. They also decided on books for March and April and a theme for May. 10 attended.

We're looking forward to having the Lexington staff helping out here in Odessa in February. It will allow our staff to do some work in our warehouse.

See you next month!

Branch Manager's Report – Warrensburg Mary Barnhart

Personnel:

Beverly Hewitt will be taking some PTO time this month. She has several PTO hours and we have encouraged her to use some so she does not lose any.

It is nice to be back to work after the holidays and get back to a less hectic routine. Mary Benjamin, assistant branch manager did her second outreach program on Jan. 14, 2010. National American University instructor and students from Whiteman AFB came in for a tour of our facility and the services that Trails Regional Library has to offer.

Deanna Bumgarner did a program for AARP on January 18, 2010. A patron that she does a lot of research for asked her to do a program on her Kachina Dolls.

All of us were relieved that the library closed at 5:00 pm due to the bad weather.

Collection/Facility:

Our computer count continues to climb in number. Even when the weather is bad they still come in to use the internet. We are continuing to carpet the library as funds are donated. The easy section is done, the west seating area is done and we have carpet through part of the non-fiction. Kara Whisner started a table of donated books and withdrawn books as cheap but good Christmas gifts. The idea went so well that Kara is continuing the idea with different themes. One theme is books by A.A. Milne, another table offers biographies.

Programs:

We continued with our preschool story time for the month of January. On January 13, 2010 Erica Shaffer had a special Dino Dig story time which the children and parents enjoyed. We have many patrons who are interested in our beginning computer class this spring. Many people are afraid of computers and this session will help them overcome that fear.

The branch manager's meeting on January 27, 2010 was very informative. We received good information to take back to our branches that will be helpful to all.

Branch Manager's Report – Waverly
Linda Burkhardt

We have continued preschool storytimes during this month. We have a single family who requested we do so. We do have a good time.

January is National Soup month and we had patrons share favorite soup and casserole recipes. Dorothy made a nice display for all to enjoy.

We had a special drawing for movie tickets for patrons who read the book "The Best Christmas Pageant Ever" by Barbara Robinson. We had 5 entrees and all enjoyed the book. Logan Tracy was our winner.

I was on vacation the 16th -22nd. Our son and grandson from CA. came in for a visit. Dorothy did a great job working for me.

I am planning to attend the Branch meeting on the 27th.

Alicia has a meeting with me on the 29th.

That's all from Waverly. May next month bring about more SUNSHINE!!!!!!!