



Reports

January 21, 2010

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Monthly Circulation

December 2009													Trails Regional Library	
Branch	Month	Adult Book	Juvenile Book	Cassettes	CD	DVD	Computer Usage	Magazine	Playaways	Paperback	Videos	Total	% Incr/ Decr	
Concordia	Dec 2008	976	520	3	61	283	513	133	8	52	93	2,642		
	Dec 2009	1,036	505	6	79	318	484	117	1	36	92	2,674	1.21%	
Corder	Dec 2008	301	186	2	10	102	87	25	0	37	17	767		
	Dec 2009	216	66	1	14	76	75	29	0	19	10	506	-34.03%	
Holden	Dec 2008	1,264	498	7	42	412	722	79	0	697	98	3,819		
	Dec 2009	1,386	493	9	47	371	760	48	1	485	69	3,669	-3.93%	
Knob Noster	Dec 2008	671	272	4	12	268	757	45	1	56	60	2,146		
	Dec 2009	692	284	10	41	222	521	40	2	70	45	1,927	-10.21%	
Lexington	Dec 2008	1,795	592	16	87	460	553	280	5	372	125	4,285		
	Dec 2009	1,501	498	3	111	427	433	204	12	261	20	3,470	-19.02%	
Odessa	Dec 2008	1,662	954	65	86	416	1,272	113	3	297	150	5,018		
	Dec 2009	1,518	944	25	127	505	1,394	81	6	153	108	4,861	-3.13%	
Warrensburg	Dec 2008	5,198	2,182	117	480	1,020	1,915	289	12	556	298	12,067		
	Dec 2009	5,616	1,931	86	431	1,015	2,252	315	16	662	124	12,448	3.16%	
Waverly	Dec 2008	318	354	14	15	166	78	55	1	40	25	1,066		
	Dec 2009	379	261	12	22	95	127	67	1	20	9	993	-6.85%	
Online Renewal	Dec 2008	523	288	8	58	67	0	54	4	0	12	1,014		
	Dec 2009	594	287	8	49	55	0	17	5	0	5	1,020	0.59%	
Total	Dec 2008	12,708	5,846	236	851	3,194	5,897	1,073	34	2,107	878	32,824		
	Dec 2009	12,938	5,269	160	921	3,084	6,046	918	44	1,706	482	31,568	-3.83%	

Monthly Circulation

Year-to-Date Circulation

July – December Cumulative													Trails Regional Library	
Branch	FY	Adult Book	Juvenile Book	Cassettes	CD	DVD	Computer Usage	Magazine	Playaway	Paperback	Video	Total	% Incr/ Decr	
Concordia	2009	5,593	4,354	43	374	1,500	2,899	844	51	316	625	16,599		
	2010	6,846	3,991	61	459	1,832	3,674	699	24	326	541	18,453	11.17%	
Corder	2009	1,575	1,058	9	61	543	504	180	11	168	121	4,230		
	2010	1,456	701	3	82	437	565	132	0	149	75	3,600	-14.89%	
Holden	2009	7,567	4,343	86	360	2,314	5,032	566	14	4,077	607	24,966		
	2010	8,693	3,370	55	376	2,242	4,850	486	15	3,282	388	23,757	-4.84%	
Knob Noster	2009	4,729	2,035	51	127	1,680	4,700	279	14	690	344	14,649		
	2010	5,008	2,402	74	187	1,349	3,308	255	16	433	275	13,307	-9.16%	
Lexington	2009	11,081	4,125	120	659	2,668	5,272	1,916	52	1,934	781	28,608		
	2010	11,213	3,977	43	807	2,703	3,117	1,332	44	1,163	312	24,711	-13.62%	
Odessa	2009	10,067	7,967	440	765	2,793	8,356	734	28	1,892	1,091	34,133		
	2010	10,162	8,546	332	648	2,979	9,065	615	46	1,289	582	34,264	0.38%	
Warrensburg	2009	34,967	18,084	845	2,915	5,930	11,635	2,398	153	3,756	1,370	82,053		
	2010	37,717	17,473	687	3,161	6,908	15,270	2,412	115	4,205	1,025	88,973	8.43%	
Waverly	2009	1,948	2,837	91	132	1,242	760	440	5	238	262	7,955		
	2010	2,430	2,372	95	141	726	794	402	1	218	105	7,284	-8.43%	
Online Renewal	2009	2,758	1,961	39	344	368	0	215	15	0	80	5,780		
	2010	3,341	1,419	69	269	389	0	189	25	0	62	5,763	-0.29%	
Total	2009	80,285	46,764	1,724	5,737	19,038	39,158	7,572	343	13,071	5,281	218,973		
	2010	86,866	44,251	1,419	6,130	19,565	40,643	6,522	286	11,065	3,365	220,112	0.52%	

Year to Date Circulation

Interlibrary Loan

December 2009

	KCMLIN	OCLC	Total
Sent to other libraries	95	22	117
Received from other libraries	349	75	424
Total	444	97	541

Year to Date: July - December 2009

	KCMLIN	OCLC	Total
Sent to other libraries	781	206	987
Received from other libraries	2,798	695	3,493
Total	3,579	901	4,480

December 2008

	KCMLIN	OCLC	Total
Sent to other libraries	191	44	235
Received from other libraries	359	149	508
Total	550	193	743

Year to Date: July - December 2008

	KCMLIN	OCLC	Total
Sent to other libraries	921	293	1,214
Received from other libraries	2,247	989	3,236
Total	3,168	1,282	4,450

Consent Agenda
Programming

Statistical Reports

December 2009

	Children	Adults	Teens	Total
Concordia	16	8	8	32
Corder	0	0	0	0
Holden	4	3	0	7
Knob Noster	8	50	27	85
Lexington	80	38	22	140
Odessa	0	0	0	0
Warrensburg	39	34	0	73
Waverly	15	8	0	23
Total	162	141	57	360

December 2008

	Children	Adults	Teens	Total
Concordia	9	1	0	10
Corder	0	0	0	0
Holden	0	0	0	0
Knob Noster	9	104	11	124
Lexington	0	0	0	0
Odessa	0	0	0	0
Warrensburg	69	47	0	116
Waverly	0	0	0	0
Total	87	152	11	250

July 2009 - December 2009

	Children	Adults	Teens	Total
Concordia	212	91	20	323
Corder	94	57	0	151
Holden	120	78	0	198
Knob Noster	211	431	27	669
Lexington	572	161	59	792
Odessa	368	215	85	668
Warrensburg	680	488	23	1,191
Waverly	154	65	4	223
YTD Total	2,411	1,586	218	4,215

July 2008 - December 2008

	Children	Adults	Teens	Total
Concordia	347	131	22	500
Corder	110	72	0	182
Holden	260	192	6	458
Knob Noster	312	830	80	1,222
Lexington	636	218	73	927
Odessa	984	409	144	1,537
Warrensburg	856	592	23	1,471
Waverly	194	75	4	273
YTD Total	3,699	2,519	352	6,570

Programming

1 Director's Report Karen Hicklin

There is not much for me to report for the month of December because I was vacationing during the last two weeks of the month. In my absence, Alicia, Anita & Bill were dealing with issues related to the blizzard that started on Christmas Eve. I appreciate all the staff for doing such a terrific job during some very trying conditions.

Administration and Personnel

The brochures for the Foundation arrived and Foundation Board members distributed them to accountants in the two counties. Our next steps will be to visit attorneys, banks, and funeral homes and to do a direct mailing to previous donors.

I attended the Missouri Public Library Directors winter meeting. The focus of the programs and discussion was on property taxes. We heard from Representative Scott Largent (who represents areas within the Trails Regional Library district); Terry Ward from Doolin/Ward LLC; Becky Ward from the Missouri State Auditor's office; and Randy Turley from the Missouri State Tax Commission.

Budget and Finance

I met with staff from other taxing entities in Odessa to select a representative on a local Enhanced Enterprise Zone that the cities of Odessa and Bates City wish to establish. Kevin Campbell from the Odessa Fire Department was selected as our representative. Also attending the meeting was Jim Clark, Economic Development Director for Odessa who provided background information on the plan being considered.

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

Technical Services: During the month of December, the TS staff has added 1,276 new items to the system. This is down by 117 items from last month. They also deleted 2,766 items from our system. This number is up by 1,433 items from last month. The TS staff also edited an additional 470 records over the month. They handled a total of 4,975 items, counting books, magazines, DVDs, CDs, etc., during the month of December.

Collection Development: Our weeding projects out in the branches did slow down during the month of December. The bad weather cancelled my trip to Odessa and we have not rescheduled as of yet. By not weeding out in the branches that did give the TS office time to catch up on the back log of computer work that needs to be done when disposing of an item. The team was able to go to Lexington and begin that large weeding project on January 12. Due to scheduling of the van we were only able to work half a day in Lexington. Even with only a half day under our belts we were able to take away approximately 50 bags of materials. We returned on the 14th for a second half day of weeding. We will have to return at least one more time and the weather will play a huge role on when we can make that return trip. Our plan is to have the weeding and shifting of the collection done by the end of January so the remodeling project can then begin.

Technical Services Department: By the end of December, the Technical Services Department had their new furnace installed and running. Many thanks go to Bill Thoms for getting the contractor hired and working so quickly. During that first cold snap of winter the TS office was registering only 54 degrees in the mornings. Even the space heaters that were put around the room could not bring up the cold temperatures. During the two weeks that the contractor was installing the new furnace and duct work we relocated the TS staff to the Warrensburg Story Time Room. The TS ladies worked off of folding tables and book carts.

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 January 27th will run from 9:00am to 12:30pm. Our training for January will focus on computer training and collection development procedures. Julie Dolph, Knob Noster Branch Manager, is scheduled to do a presentation on the good and the icky of having computer training classes for patrons. Kyle Constant, Lexington Branch Manager, will be assisting Julie with this presentation. Kyle will also be doing a demonstration on how managers can use the web site, Web Junction. Web Junction is an on-line training site specifically aimed for library personnel. I will be bringing the managers up-to-date on our collection development procedures and our new gift materials form. The remainder of the time will be open discussion on topics that the managers are having to deal with.

1 Assistant Director of HR and Programming Report Alicia Morgan

Programming and PR News:

The Spring 2010 Programming Brochures have arrived!! They will be distributed to the branches and other local organizations. The new format has been favorably received by the branch staff and hopefully the patrons will find it easier to use. Karen Churn, Erica Shaffer and I are working on the press releases, posters and handouts for the January and February events at the branches.

Karen Churn worked on the content for the new email newsletter during the month of December. Kyle Constant and Bill Thoms have been working out all the technical issues associated with the email newsletter.

During the month of December Erica made the initial contacts with the two outside system-wide performers that we will be having for the upcoming Summer Reading Program. I made follow-up phone calls and created the contracts for their performances. The two performers are Serengeti Steve (The Reptile Experience) and Eric Vaughn/Mystic Works Entertainment (Magician). Both performers will provide performances at all of the branch locations, including Leeton, during Summer Reading.

I provided the radio interview for system-wide upcoming Trails events for KMMO on December 7th. I talked about December and January events at the various branches and the upcoming Spring 2010 Programming Brochure.

The Administrative Programming Staff and Warrensburg Branch Staff will be hosting one of the Children's Summer Reading Workshops put on by the State Library at the Warrensburg Branch. This helps insure that all of our branch staff can easily attend a Summer Reading workshop. We have done this for the past couple of years and the State Library has been very pleased with our efforts. The workshop will be held on March 2nd and we provide the site, refreshments, and lunch for all the attendees. The State Library reimburses us for our expenses.

Outreach Committee News:

At the last Outreach Committee meeting, committee members reviewed our draft slide show and suggested changes. Each committee member has changes to make to certain slides before our next committee meeting. As a committee member, I made contact with a speaker from KCMLIN (the Kansas City Metropolitan Library and Information Network) to make arrangements for public speaking training for the branch staff. The speaker will present "Public Speaking for Library Staff" at the February 24, 2010 Managers meeting. After the training presentation, the Outreach Committee will present our draft slide show to the Managers for their comments. After training and finalization of the library's slide show, the Branch staff will take the slide show out on the road to present to community groups (Lions, Rotary, etc.) to publicize the library's services. These outreach statistics (number of community presentations given per month) will then be included in the statistics presented in the Board packet.

Branch News:

I had meetings with several of the Branch Managers that I supervise during the month of December. We reviewed issues and activities going on at their locations and also held discussions about their evaluations. On December 7th, I met with Julie Dolph, Knob Noster Branch Manager. I met with Debbie Kirchhoff, Concordia Branch Manager, on December 10th and Kyle Constant, Lexington Branch Manager, on December 16th. I had to reschedule my meeting with Linda Burkhardt, Waverly Branch Manager, due to weather concerns and events at the branch. We will be meeting sometime in January. I also held meetings with the two staff members that I supervise in the Administrative Offices (Karen Churn and Erica Shaffer).

Human Resources News:

I assisted Anita in setting up/cleaning up refreshments and the room for the Managers training held on December 16th. Karen Churn and Erica Shaffer presented training sessions at the December 16th Managers Training meeting. Erica presented a session on techniques for using the Cricut machines that we purchased for all the branches using gift funds. The Cricut machines can be used for cutting out letters and shapes and are wonderful tools for creating displays and programming support materials. Karen Churn presented a session on providing card making workshops for the public so that branch staff can provide these programs whenever they would like. Both staff members did a wonderful job.

Several of the staff members that I supervise have presented sessions at Managers training meetings and have all done a wonderful job. Debbie Kirchhoff, Kyle Constant, Erica Shaffer and Karen Churn have all done presentations so far and Julie Dolph is preparing a session for an upcoming training.

Karen Churn and I worked on issues with the Kansas City Life Insurance bill and Blue Cross Blue Shield insurance bills for January. Fallon Krause from Insurance Benefits Group is always very helpful in assisting us with resolving insurance issues. I checked and submitted full time time sheet information to the accountant and Karen Hicklin at the end of the month for payroll.

I was on vacation from December 17th-December 25th and returned to work on December 28th. I had a wonderful, very relaxing vacation.

1 Assistant Director of Technology & Facilities Report Bill Thoms

TECHNOLOGY

- **Bill & Melinda Gates Foundation Grant:** We are now eligible to solicit bids for purchasing new computers for this grant.
- **E-Rate:** Filing window for Form 471 for the 2010-11 funding year is now open. Currently waiting on the State of Missouri to publish Free & Reduced Lunch figures for the schools in our area(s).
- **LSTA Short-Term Grant:** Will be submitting short-term mini-grant for special printers for the wireless system at each branch (except for WB - they already have one).
- **WB:** Network cards for the two main UPS's have been installed and are operational.

FACILITIES

- **HD**
 - The gold building letters have been exchanged with the silver letters. Feedback has been positive. The silver letters will be used at the Corder branch.
- **KN**
 - Nationwide Postal has taken my advice and is soliciting a bid to seal the exterior brick of the building. I met with a masonry contractor they selected from Sedalia and briefed him on all the rough spots.
 - Had another instance of a major water leak this past month. Luckily water did not drip directly on any books, etc. While doing a walk around with the masonry contractor, I noticed that the drain line/downspout coming out of the West wall, from the roof, was completely frozen and in fact had partially come apart. I surmised that the inside roof leak occurred because there was nowhere else for the water to go since the line was blocked off. As a temporary measure, I had Paul remove the downspout until such time I can confer with the owners about putting a heat tape inside the downspout.
- **LX**
 - RFP and drawings for interior remodeling has been completed and is posted on the website. Timelines are as follows:
 - Jan 6-8, 2010 Advertise RFP in local papers
 - Jan 22, 2010 Bids due
 - Jan 25-29, 2010 Bid evaluations and contract award
 - Feb 15, 2010 Close library to public
 - Mar 1, 2010 Project completion date
 - Mar 1-5, 2010 Contingency week
- **OD**
 - January 8th brought a very chilly day for the Odessa branch. There was no heat. Temperature in the library was a brisk 43 deg. After doing

some preliminary troubleshooting, I called in a contractor. It was discovered that the gas meter/regulator in the back of the building had become completely covered in ice. There was also about a four foot snow drift between the library and the Quonset hut. The ice was chipped away to expose the regulator, which then allowed gas to flow to the building. The building started warming up, but not at rate that would allow the library to be open for business; therefore they closed for the remainder of the day. Paul will be building a small shelter to protect the gas meter/regulator from future freeze ups.

- **WB**

- Beerman Heating & Cooling won the bid for the TS heating system with a price of \$12,903. Each bidder was asked to provide a first and second option in order of efficiency. We selected option 2 with Beerman, but as an added bonus, the furnace unit for option 2 turned out not to be available in enough time, so Beerman substituted the option 1 unit at no additional cost. There were other things involved with option 1 that gave it the higher efficiency, but was not included. Still a pretty good deal. The new ductwork has been installed, as well as the new furnace and humidifier. The condensing unit will have to wait for better weather. The girls in TS are “very happy” with the new system.
- This last winter storm was problematic for Warrensburg branch as well. About a dozen roof leaks appeared, primarily because of ice which has thawed and refroze. During refreezing, the ice was migrating back up into areas of the exterior which normally did not have a problem. One leak threatened to destroy the artwork in the Children’s area. Once the temperature and wind chills became acceptable, I got up on the roof and spent entire day chipping away at built up ice, running an industrial heat gun to thaw ice I couldn’t get to with a chipper, and putting down new heat tape. I also took the opportunity to examine some ways to improve further ice buildup, which will be implemented as soon as the snow and ice are gone from atop the roof.

- **WV**

- January 8th also brought problems for the Waverly branch. They didn’t have any water. The main water line had frozen. I used a hair dryer to thaw out the pipe, and have purchased additional heat tape for Paul to install.

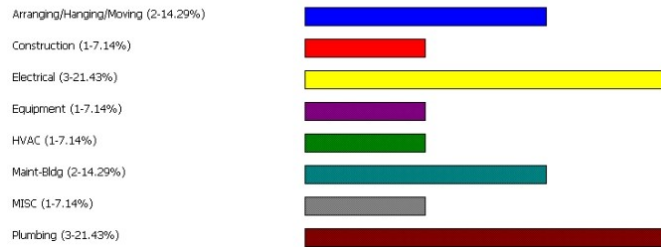
ADMINISTRATION

- TSC Committee: Did not meet for January. The electronic newsletter was sent out for the first time this month.
- Technology Plan: Our plan expires in May 2010. I will be attending a meeting in early February where we will learn how to develop/update a technology plan using the online features of TechAtlas.
- Completed employee evaluations for Roger and Paul.
- Have purchased 5 new Dell USFF computers for replacement in our three-year plan.

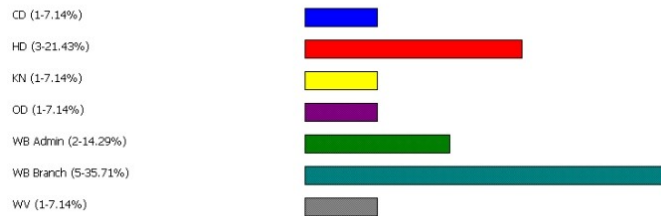
WORK ORDER STATISTICS DECEMBER

FACILITIES

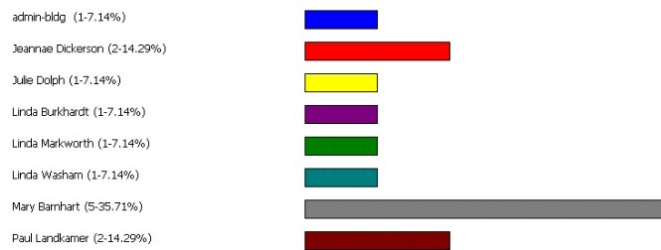
Work Orders By Type



Work Orders By BuildingName

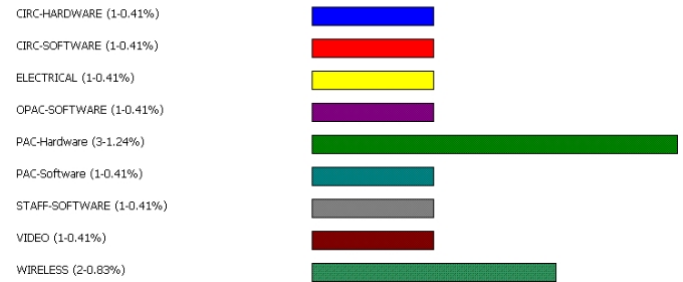


Work Orders By First



TECHNOLOGY

Work Orders By Type



Work Orders By BuildingName



Work Orders By First



Branch Manager's Report – Concordia

Debbie Kirchhoff

Personnel Issues

I met with my supervisor, Alicia on December 10. Everything is going well with the branch, so this was a painless meeting once again. I am grateful for a splendid staff and pleasant patrons.

I enjoyed attending the monthly Manager's meeting in Warrensburg on December 16. There was lots of good information to absorb and fun stuff to learn also. Erica and Karen Churn tutored us on using our Cricut machines and Roger led us through the world of Google Calendar among other things.

Carol left for a vacation in California the last week of December, very good planning on her part!

Collection/Facility/Equipment

Melissa and Carol continued to make their way through the collection scanning each item. They won't have any time at all to get into trouble until this project is done.

I put together a report of all our non-fiction that hadn't checked out in five years and did some weeding from that list.

We dealt with our first big snowfall of the season on Saturday, December 26. In the past, Sue and I have been able to do the snow shoveling ourselves, but Saturday morning saw a three foot drift along the north side of the building. I didn't think we were up for that challenge and called a local snow removal service to push the snow away for us.

Programs/Activities

The 8th grade class from St. Paul's grade school visited on December 4. Erica threw a fun party on December 8, a bunch of kids and Moms listened to The Polar Express, drank hot chocolate and did crafts, some were even wearing their pajamas just like in the book! Our meeting room was reserved by a couple of people who needed a place to get together on December 16.

Upcoming Events

Several kids signed up for our winter reading program and they will be playing Wii games on January 18 as their reward.

We have tentative plans for a soup lunch fundraiser in January (National Soup Month). We would like to raise money for some folding tables and chairs for our meeting room.

Branch Manager's Report - Corder Linda Markworth

The Chinettes met on Tuesday, December 1st in a private home for their annual Christmas luncheon. The Home and Community Club didn't meet this month either. They helped sponsor the annual Corder Christmas party held Friday, December 4th at the VFW. They enjoyed one of the biggest turn-outs ever.

The Technical Services Committee meeting was canceled this month. Linda rode with Debbie Kirchhoff from Concordia to the branch managers' meeting on Wednesday, December 16th. It was a good time for learning more about what Google has to offer [thanks to Roger Dumas] and the experience of actually working with the Cricut was invaluable [thanks to Erica Shaffer]. The card-making tutorial led by Karen Churn was also great fun and inspiring. Carol Nolte subbed that day and also a half day on Friday, December 4th, so that Linda could attend the funeral of a good friend.

Things were very slow all month. No one used the Wi-Fi this month but the public computers were kept busy every day. Time was spent decorating for Christmas and making plans for fulfilling the goals of the upcoming year. Linda again submitted information about library activities and available resources for city clerk Debbie Good to publish in the monthly newsletter. It's such an excellent way for word to get out to each home in Corder about the library.

The plumber from Curt and Karol's in Concordia had to be called out by Bill Thoms on the Wednesday before Christmas to repair the commode in the bathroom. There was constantly running water and leakage around the base. It's working A-okay now. We appreciate the work order system that Bill has implemented. It makes things flow a lot smoother.

Branch Manager's Report – Holden Jeannae Dickerson

December has been quite a busy month for us here in Holden. Joyce and Judy did a very nice job of decorating for the season; the patrons really enjoyed it. We have a huge basket which we trimmed as a donation basket for the local Food Pantry. Joyce made a sign for it asking patrons to bring nonperishables if they felt guilty about returning overdue books. We ended up with quite a large collection of food for less fortunate people.

We are having excellent usage of our wireless system. Sometimes we have three or four people at one time using their laptops. Those who have laptops appreciate the fact that they don't have to wait to use our public access computers.

Holden held its first annual Downtown Art Walk on a Saturday afternoon this month. People with all different types of original art work displayed their crafts in the various places of business on Second Street. They advertised a guest speaker in the library at 2:00. The speaker was here but no audience! They are going to try this again in the Spring and in the Fall. Perhaps there will be some response then.

Anita and I had our bimonthly meeting in December and discussed our questions/issues. I finished my evaluations with my staff this month and submitted the paper work to Anita. I did a Christmas Story Time this month with four preschoolers and three adults attending. We read books, sang songs and did a simple craft activity. Erica had sent a sample of a Rudolph ornament and all the supplies for the children to use in making one. Everyone had fun!

I attended the Managers' Training day on December 16th and found it very worthwhile. Among other things Roger demonstrated the use of the Google calendar and Erica and Karen Churn did a hands-on lesson on the CriCut.

We are enjoying our shirts given to us by the board. Thank you!

Because I have such a good staff, I was able to spend Christmas with my son and his family in Boston. When I returned, I found that the letters on our building are now gold rather than silver. They look much better!

Branch Manager's Report – Knob Noster
Julie Dolph

December has been an exciting month. Our patrons wanted to show us how much the library means to our small town, they have brought us plate after plate of goodies.

The Knob Noster Garden Club met this month on the third. They enjoyed a Christmas celebration.

Our Round-to-it Group met every Wednesday. On the Tuesday, the 8th they met at one of the ladies house for a Christmas party (and still met the next day at the library). They created and decorated sacks and filled them with goodies for all the boys at the Waverly Regional Youth Center, 45 in all.

We held a Teddy Bear Tea on the first Saturday of December which is the day Santa rides the fire truck into town. We had 7 little girls come to enjoy the stories, chocolate milk (instead of tea) and cookies. They had a fun time.

We had a Wii Bowling party for teens on the 19th. The teens had a good time but without a separate meeting place the younger patrons would not leave them alone. The older boys were very nice to the little ones but after awhile the older ones quit trying to bowl, we had brought in pizza for those signed up; we had extra so we managed. We have many programs for the little guys but I need to figure out how to give the teens the attention, space, and time they deserve.

We will be enjoying our regular programs during the month of January. We are planning a Wii Game party for the teens, I'm going to try to separate our space a little more and have activities planned for the younger ones. Some of the Waverly Regional Youth Center boys are coming on Monday the forth to take down the Christmas decorations.

Branch Manager's Report – Lexington Kyle Constant

Personnel

We all had trips and/or time off this month. It was nice to be home with family around the holidays and I can't reiterate enough how wonderful it is to have staff that can hold the fort while we each took our own respective breaks. About the time I was set to return to work after my break I got sick and was gone for a few more days, but again my staff did very well covering in my absence. I had my evaluation with Alicia Morgan on December 16 and we set some appropriate and achievable goals for me for the next year.

Programs

In Lexington, we simply offered our story times this month and no other programs from our staff. The weather didn't cooperate with us much and our attendance was down a bit but it was expected. The River City Players put on their annual Christmas play on December 12th and it was well attended.

Meetings/Conferences

I "attended" a webinar on Integrated Library Systems from WebJunction on December 10th. It was extremely interesting to hear from several different vendors about their various ILS's and how they could be customized and managed for various different library applications. I also attended the Branch Manager's meeting on December 16th. Once again it was nice to see everyone and learn from everyone else's experiences and swap best practices. Karen Churn and Erica Shaffer put on great trainings for the Cricut and Cuttlebug and Roger's Google Calendar training will no doubt be useful to many of us.

Upcoming Events

We're trying to get ready for our renovation here in Lexington. Bill and I have gone over the RFP documents and we're nearing final drafts. Anita and the Technical Services staff have scheduled a weed to take place in January. Alicia is helping with the logistics of where my staff and I will be during the renovation and what we'll be doing. It's a team effort and so far we're making progress.

We're also trying to get everything in order for Spring programming and we're starting to discuss Summer programs as well. On top of all that, RAFT will begin in February so we're deeply in preparation mode in Lexington.

Branch Manager's Report – Odessa
Linda Washam

The Odessa Friends of the Library has had a couple of fundraisers to raise money for our new building that's in our future. They had a candle selling fundraiser thru Gold Canyon. They earned \$150.00 on that one and just in the last couple of weeks they earned another \$150.00 during a fundraiser silent auction.

The Writer Bloc Club met on Dec. 8th and used our meeting room.

On Dec. 10th, Mary Barnhart, Julie Dolph and I attended a KCMLIN workshop called Survival Skills for Supervisors. It was very interesting.

I went to the monthly branch manager's meeting on Dec. 16th. Really enjoyed the training taught by Erica Shaffer on how to use our Cricuts. Then Karen Churn opened the world up of how to make cards with a Cuddlebug.

We didn't have any programs this month because people are so busy with their own lives this time of year. But we've had a steady flow of patrons coming in, either using our computers or checking books out.

So between weeding, shifting, and patrons, we've been busy.

See you next month!

Branch Manager's Report – Warrensburg
Mary Barnhart

Personnel:

No changes to report.

Collection/Facility:

Technical Services were able to use the Story Time Room while the new heating system was installed. They were able to move back into their office Jan. 4, 2010.

We are hoping to start weeding our reference section with help from Anita Ewing when she is not so busy.

The Girl Scouts and Brownie troops once again had their Christmas tree in the library. They came on December 27, 2009 and took the tree down. The Scouts make ornaments for the tree as one of their projects during the holiday season.

Programs:

Our meeting rooms are becoming very popular. The New Vision Optimist club, Girl Scouts, Home Schooling groups and the Writers Circle are using them monthly and or weekly.

Branch Manager's Report – Waverly
Linda Burkhardt

Christmas is coming! Hustle and Bustle getting ready for St. Nick.

We had our last preschool program on the 7th. Will resume on the 4th of January. We are going to continue storytimes on Mondays in January.

Dorothy Skinner's husband, Dwight, passed away on the 13th of December after suffering some serious health problems. She wanted everyone from Trails to know she appreciated all of the cards, prayers and expressions of sympathy shown to her at this time.

I was not able to attend the Branch meeting on the 16th. Alicia asked Erica if she would be able to come to our branch and give Dorothy and I one –on- one instructions on the Cricut and she agreed to do this some time.

We had our Christmas Cookie Decorating Party on the 19th. Dorothy made shaped peanut butter and I made shaped sugar cookies to be iced and decorated. We had 15 children and 8 adults attend. It was a lot of fun and yummy!!!

Today our driveway had to be shoveled off with a tractor. The city plow had made a buildup of snow piled high enough that cars were unable to drive in.

Hope that everyone had a wonderful Christmas and Peace and Joy will be had in 2010.