



March Reports

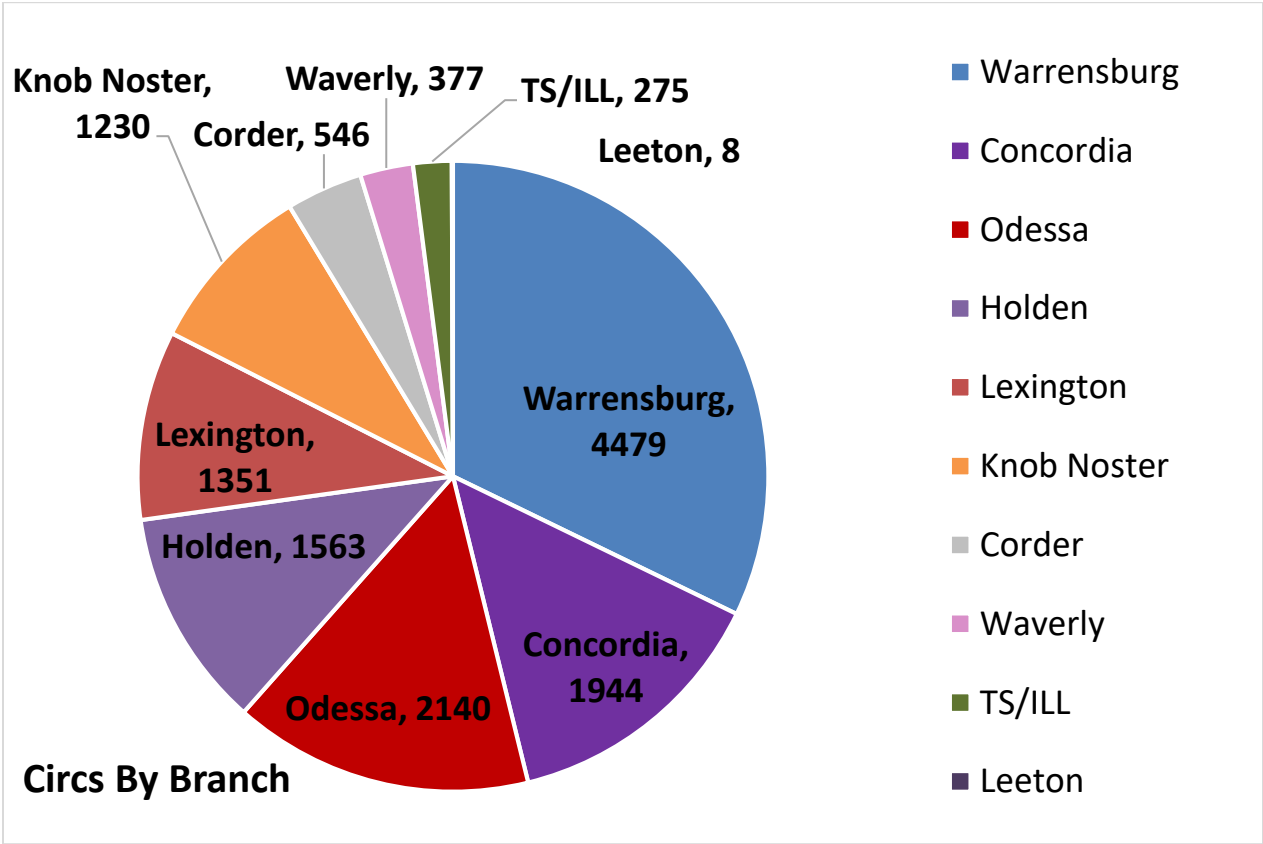
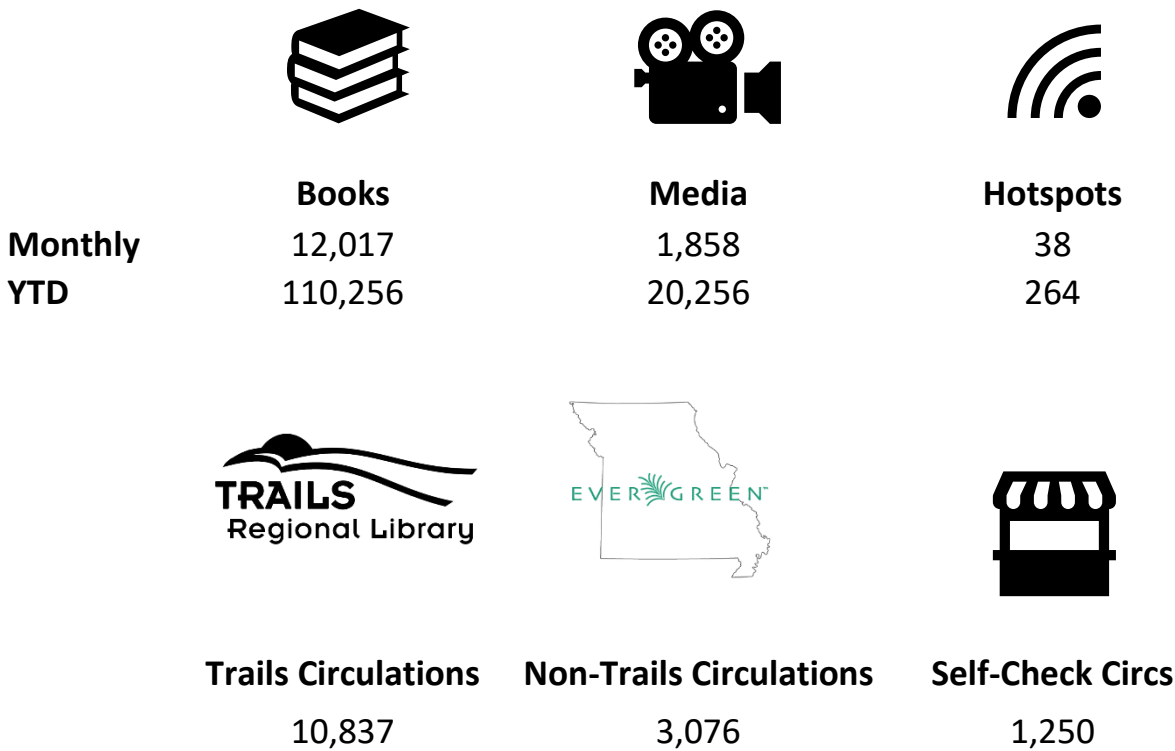
Presented to the Board April 2025

Table of Contents

	Page
Statistical Reports	2
Circulation, Physical Materials	2
Circulation, Digital Materials.....	3
Usage, Computer & WiFi Internet Access.....	4
Collections	5
Staff Reports	6

Circulation, Physical Materials

March Circulations



Circulation, Digital Materials



	eBooks	eAudio	Video	Music
Month	522	1,771	231	50
YTD	4,547	13,571	1,876	282

What is it?

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



	eBooks	eAudio	Magazines
Month	1,979	1,687	383
YTD	17,222	13,770	3,127

What is it?

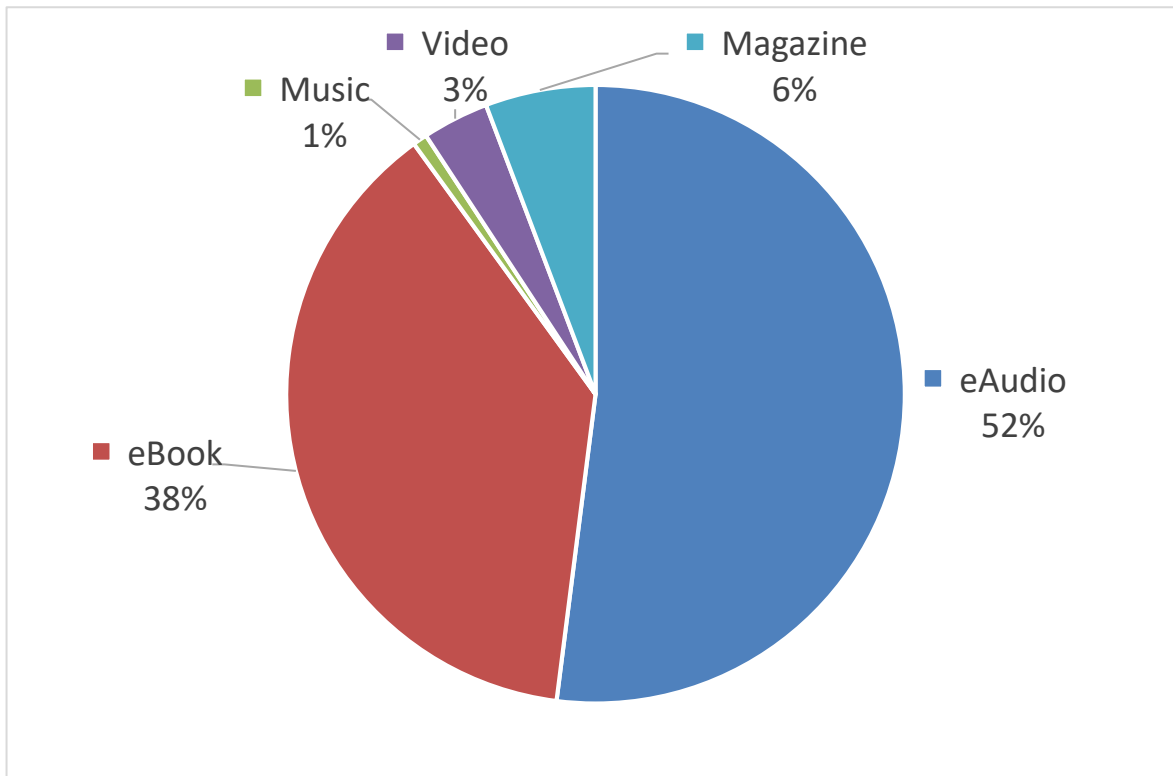
Consortium funding, more \$ per title, Kindle-compatible



	eAudio
Month	25
YTD	129

What is it?

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



Usage, Computer & Wi-Fi Internet Access

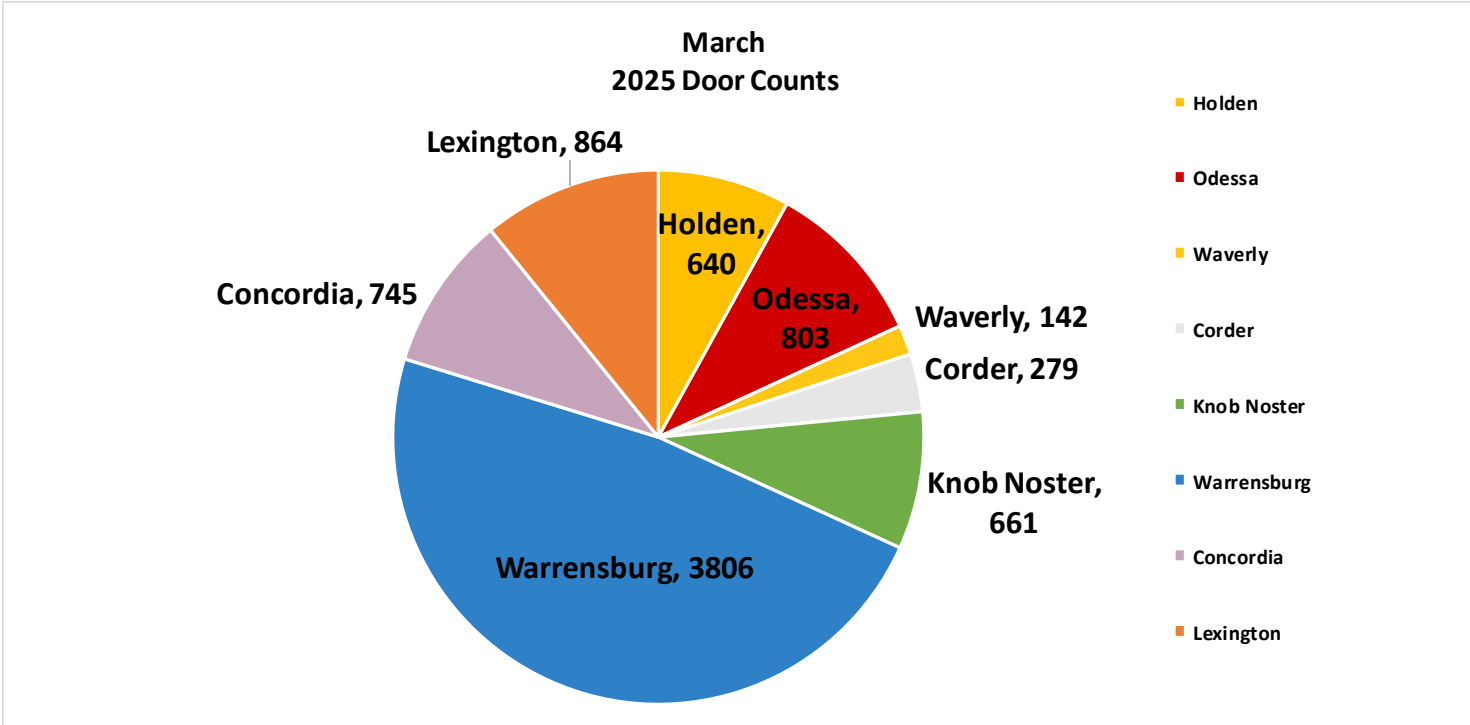
Computers:

District: Current Month	
March	Total
2025	1,279
2024	1,173
2023	1,196
2022	814
2021	402
District: Year to Date	
FY 2025	10,764
FY 2024	10,178
FY 2023	10,131
FY 2022	7,374
FY 2021	1,391

Wi-Fi:

District: Current Month	
March	Total
2025	1,650
2024	1,269
2023	1,386
2022	-
2021	-
District: Year to Date	
FY 2025	13,047
FY 2024	10,539
FY 2023	11,546
FY 2022	0
FY 2021	0

Usage, Door Counters:



March FY25

145,408

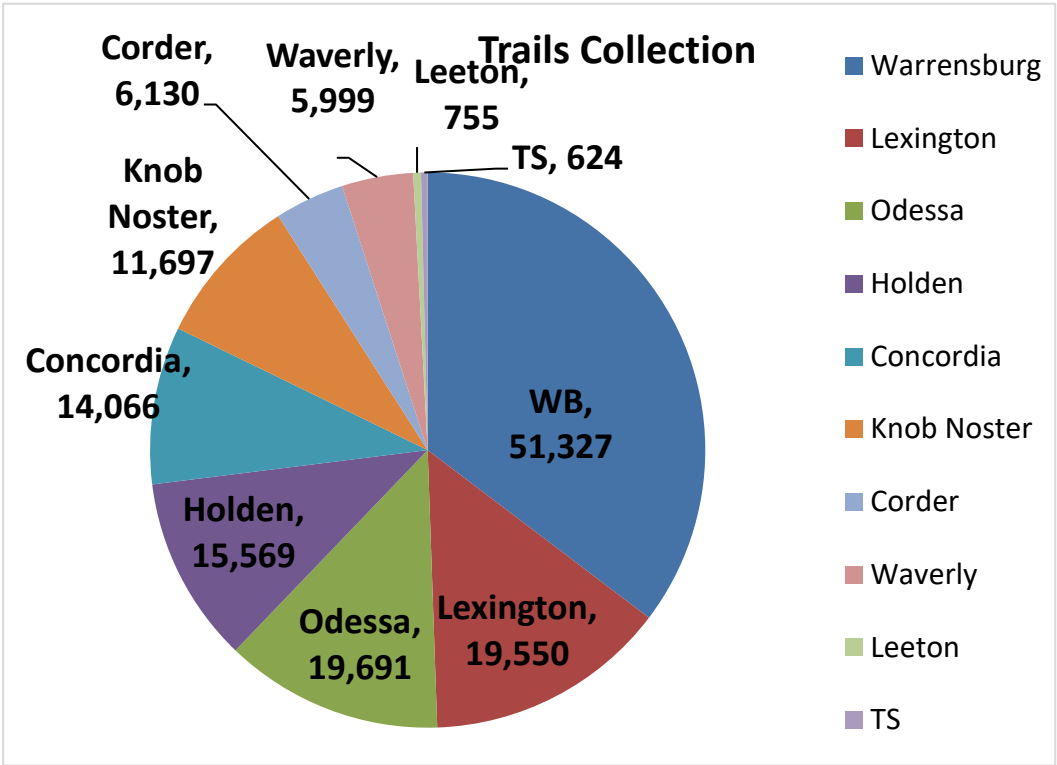
Total Collection

272

Added

500

Removed



Director's Report

Director: Jackie Hawes

On March 4th, Tessa and I met with Cal Taylor our Assured Partners insurance rep. On March 6th, I attended a Mental Illness Short Course webinar presented by Ryan Dowd, and on March 7th, Jae Steinkuhler, Community Engagment Coordinator, and I attended a Legislative Luncheon to listen to various Johnson County legislators speak and ask them questions. As a result of that meeting, I was able to set up a meeting with Mike Schrage, Warrensburg City Manager, for later in the month. On March 19th, I had my quarterly branch visit with Warrensburg crew prior to the Board meeting. On March 20th, I attended another Ryan Dowd webinar, Handling Problem Interactions with Law Enforcement. On March 21st, I met with Mike Schrage, Warrensburg City Manager, to discuss any assistance that the city can provide with public perception regarding the homeless population and a crosswalk on Holden St. Many patrons perceive that we still have a huge problem with the homeless population because they hang out in groups around the corner on Holden St, in front of the fire district's building, and on the wall. These groups intimidate people that would like to utilize the library. During our discussion, Mike suggested contacting the fire district to see if they would be willing to give us authority to tell folks they cannot hang out on the fire district's property. He also said that he would speak with the police department, look at existing ordinances, and possible future ordinances that could be put in place to assist with this problem. Also, he thinks we might be able to get a crosswalk on Holden St. to make it safer for patrons & staff cross the street. I'm looking forward to working with the City of Warrensburg as we work through possible solutions. On March 26th, I met with Bobbie Erickson, TRL Foundation Secretary, to discuss the tasks that I currently do for the Foundation that according to their Bylaws is assigned to the Secretary. We were able to determine several things that she will start doing moving forward. I'm hoping that I'll get a chance to meet with the TRL Foundation Treasurer to have a similar discussion on Foundation Treasurer duties that I'm currently doing. As the month ended, I began transitioning to our new software, Asana, so that the entire Admin team will be using it. We're very excited on the possibilities it opens for us, and so far, everyone seems to really like it!

Assistant Director: Susan Kromrie

The Administration Team has started using Asana, a project management software that Catie has trialed. I spent the first part of March going to webinars to learn more about how to get started and all the things Asana can do. I have almost completed my transition from other tools into Asana, and so far, I am liking it. I just found out today that Asana can create mind maps (something I enjoy) so I will have to try that feature out.

In early March, I filled in at Knob Noster for a couple of days. It is amazing the progress Lauren Sweeney and crew have made in cleaning up the branch! Lauren and I conducted interviews for her 19-hour position, and they are now fully staffed!

In other news, I had a chance to do branch visits and find out how things are going first hand. The managers & department heads are doing a book study on *crucial conversations: tools for talking when stakes are high* for March – May. It is full on insights and a lot of things I wish I had known a while ago.

Department Reports:

Human Resources: Tessa Moulton

Trails Regional Library is fully staffed as of March 31! Knob Noster branch now has a full-time Library Clerk II, Kim Brand, and a part-time Library Clerk I, Rachel McConnell. Kim Brand completed her orientation on Monday, March 10, and Rachel McConnell had orientation on Monday, March 31. We are thrilled to have both ladies as part of the Trails team. Administration would like to give a huge THANK YOU to everyone who substituted in Knob Noster. We really appreciate everyone's flexibility and dedication in helping keeping the branch running smoothly.

Concerning specifics of what my department has been working on, Karen set up an appointment with the MO State Archives to come in and visit. Rebekah Bowen from Missouri State Archives – Local Records Preservation Program will be visiting on April 3 to discuss records retention with us. We are thrilled to have someone in person who can answer our questions and give us more insight into what we keep and how we are allowed to dispose of records. We completed a disposition in 2023 which has freed up some room, but there is still more that we need to go through. Karen and I will begin working on a disposition list that will be presented to the board at the May board meeting. In addition, I am already looking at possibilities for wage increases for Fiscal Year 2026. Jackie and I are working to fix the compression in salaries that is happening. We are able to continue using the current salary schedule for one more fiscal year since our minimum earnings is \$15.00 which will become Missouri's minimum wage on January 1, 2026; however, we would like to acknowledge years of service.

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 March, 2025. Support Services fielded 233 calls during the month.

- Asana Transition: With the purchase of Asana last month, the administration has been working to start transitioning over the things we do to the new tool. It looks a little different for support services, because a lot of our work load also consists of work orders. In order to help facilitate us using Asana for that, Luke was able to play with the program and figure out a way to create a form within Asana that will allow staff to submit work orders directly to Asana for us. So, the department spent time figuring out a new work flow and standard operating procedures for a new work order system and have implemented them. We are currently testing out the new system to make sure there is nothing we have overlooked in setting it up.
- TeamViewer upgrade: Several months ago, Luke started a project of upgrading our remote access program to a TeamViewer corporate account. This will allow us an easier time of doing remote help to the branches, but involved putting hands on each and every machine to get the new software installed and configured properly. He has

Statistical Reports

been steadily working through the district and is happy to report that the project is now complete.

- Throughout the last few years, there has been a request from patrons to be able to print in the library from their own mobile devices. Luke has researched multiple options we could try, and the administration has decided to go with one provided by Cybrarian - our print management and public computer lock down software. Luke has started the process of installing this new service in each branch. The good part of going with this solution is it integrates very well with our current system so there is less for staff to have to learn to use it.
- Spring Cleaning and preventative maintenance: Colin has started our Spring preventative maintenance list for the season. In addition, we have started some very much needed spring cleaning in our maintenance building and Annex building. Colin rented a couple of larger dumpsters and we started going through years of stuff that had just always been stuck to the side to see what would be useful and what needed to be thrown out. With this project being done, we hope to open up additional needed storage space for the library.

Technical Services: Anita Love

On March 5th the TS Crew went to the Corder Branch and measured the physical collection to determine how much shelf space is needed for the collection. After the massive weeding project done in late 2023 and early 2024, the Corder Branch had numerous empty shelves. We then helped Jennie shift the collection allowing each area more shelf room. The picture book area, which is one of their most heavily used areas, is "land locked" and therefore has nowhere to go for expansion. However, staff and I have made a workable plan to address that issue.

The shift also allowed for the juvenile collection to all be in one area away from adult materials. Juvenile Non-Fiction, Juvenile DVDs, Juvenile Fiction and Juvenile Graphic Novels are all in one area; next to where the juvenile programs are held.

Regina Lamont, Circulation Coordinator, and I both took turns filling in at the Knob Noster Branch during the early part of March.

On March 19th I went back to the Corder Branch to work with staff on adjusting the collection in areas that weren't going as smoothly as we had hoped. The biggest concern from patrons was where we had moved the "New Books" to. Originally, the new books were shelved on low shelving near the front door. I had, over the years, received complaints that the short shelving was hard to use if you had knee or back problems. On March 5th we moved the new books to tall shelving across and down from the circulation desk. Patrons mentioned to staff that they didn't care for having to walk all the way into the library to browse the new book section. Jennie and I moved the "New Books" area back up front near the front door, but was able to use tall shelving so browsers don't have to bend down to look at materials.

March 21st had the TS Crew going to Columbia, MO to attend the MO Evergreen Users Conference. This was an all-day event. The conference was extremely well run and the topics were exactly what we needed clarification on. We left Warrensburg at 6:30a.m. and returned to Warrensburg at 8:30p.m., it was a long day but well worth it.

Statistical Reports

March 28th had the TS Crew hosting an all-day MO Evergreen regional training on cataloging in the Warrensburg Branch meeting room. There were 12 in attendance; catalogers from Henry, Cass and Pulaski Counties as well as the Marshall Public Library and Neosho Public Library were there. Liz Rudloff, the Evergreen Consortium Cataloger conducted the training and as always it was wonderfully done. Liz was able to answer all of our head-scratching questions. Needless to say, we had several questions saved up for her.

Public Services: Catie McLaughlin

Spring is always a busy time in the Public Services office. We are putting the finishing touches on the Color Our World Summer Reading Program for 2025. We are very excited for the performers we have booked and the prize structure we are following. Most of the plans are very similar to last year's SRP as we had great success with it. We have also been busy staying up to date with our Bundle Up with 40 Books Staff Challenge that ends on April 4th. We are looking forward to running another staff challenge again soon. We hosted our Bookmark Contest for Children's Literacy Month and were pleased with the results. We had 47 submissions turned in and we appreciate the effort the board put in to select our winners. We have the new bookmarks hot off the presses and ready to hand out during National Library Week (April 7-12). We will be celebrating National Library Week by dressing up, Pajama Day, Hat Day, Wacky Wednesday, Favorite Character Day, and Fancy Friday and encourage our patrons and community to dress up with us. We had our first two branch workshops and were pleased with the results of both and look forward to doing the same soon with the rest of the branches.

Branch Reports:

Concordia: Debbie Kirchhoff

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime (4)	0-5	61
Program	Cartoons & Pancakes	All ages	6
Program	Book Club	18+	8
Program	Bake Club	18+	3
Program	It's a Teen Thing: pickle autopsy	13-17	3
Program	Poet-tree	All ages	2
Passive	Coloring pages	6-12	110
Passive	Marker board question	6-12	20
Passive	Pokémon scavenger hunt	6-12	31
Take & Make	Lion or Lamb	6-12	15
Take & Make	Make a zine	13-17	6

Statistical Reports

Outreach activities completed: Events listed in the newspaper, flyers shared to community Facebook groups

New cards issued: 10

Meeting room usage: 6

Reference Questions: 171

Other Questions: 44

Corder: Jennie Parks

Type of program	Name of Program	Age group	Number attending/using
Program	Storytime (x4)	0-5	45
Program	Book Club	18+	4
Program	Yoga Fridays (x4)	18+	13
Program	Monday Melodies (x5)	0-5	37
Program	Knots and Needles	13+	0
Program	S.T.E.A.M. Team (x4)	6-12	3
Program	Books Chat and Crafts	6-12	3
Program	Edible Bugs with Paul Landkamer	All Ages	27
Passive	Coloring Sheets	All Ages	19
Passive	Take and Makes	All Ages	12

Outreach activities completed: 0

New cards issued: 7

Meeting room usage: 9 (homeschool family is using the back tables)

Reference Questions: 74

Other Questions: 66

Highlight:

- Patrons enjoyed Paul Landkamer's Edible Bug Program! It was a huge hit!! One family even had their aunt fly in just for this!
- TS and CD worked diligently to rearrange the books. It took lots of time and hard work but the library looks great.

Staff cheer:

- The managers had a meeting with Catie to review upcoming events and talk about opportunities. It was time well spent and everyone's time was appreciated. Upcoming meetings will help as well.

Upcoming Outreach: none

Statistical Reports

Holden: Teresa Opoien

Type of program	Name of Program	Age group	Number attending/ using
program	Storytime x4	0-5	37
passive	Coloring sheets	0-5	15
	Coloring Sheets	Adult 19+	12
passive	Adult trivia questions	18+	11
passive	Games set out	6-12	5
Passive	Games set out	13-17	3
passive	Super Saturday	All ages	0
passive	Learning Worksheet	0-5	16
passive	Tech Tuesday	All ages	10
Program	Family Movie Matinee	All ages	3
passive	Knitting Group 2x	All ages	14
passive	Word search	19+	10
passive	Questions of the day	All ages	112
program	Coffee Connections x2	All ages	11
program	Dungeons Dragons club2x	Adult 19+	15
	Ceramic Gnome painting	19+	19
	Chess Club		0
	Stem Pop-Up	All ages	24
Program	Ceramic Gnome Painting	13+19	3

Outreach activities 0

New cards issued: 23

Phone Calls: 167

Meeting Room Usage: 16

Reference Questions: 628

Other Questions: 620

Highlight : Stem Pop up was a big Success!

Upcoming Outreach: Holden High School Parent Night

Knob Noster: Lauren Sweeney

Type of program	Name of Program	Age group	Number attending/ using
Passive	Women's Hist. Display	All ages	10
Passive	March End Caps	18+	10
Passive	Bookmark Bin	All ages	27
Passive	Whiteboard Poll	All ages	35
Passive	Coloring Sheets	0-5, 6-12	19
Take and Makes	St Patrick's Day Wreath	0-5, 6-12	3

Statistical Reports

Take and Makes	Lady Bug	0-5, 6-12	4
Take and Makes	Perler Bead	0-5, 6-12	3
Take and Makes	How Plants Grow	0-5, 6-12	3
Take and Makes	Apple and Worm	0-5, 6-12	3
Take and Makes	Flower	0-5, 6-12	6
Program	Storytime x4	0-5	39
Program	Book Club	18+	4
Program	Family Game Frenzy	All ages	5
Program	Computer Basics	Seniors	4
Program	Knead to Know	18+	9
Program	Spaghetti Engineering	6-12	0

Outreach activities completed: Knead to Know was a program partnered with Bread&Brew, a local coffee shop located inside the Meyer's Market. Posters were spread around town and both the library and Bread&Brew spread the word by mouth. I rejoined the Knob Noster Chamber of Commerce and will be attending the next meeting on April 7th.

New cards issued: 15

Meeting room usage: 32

Reference Questions: 213

Other Questions: 136

Highlight: Not only has Kim started in the full-time position, but we hired Rachel for the part-time position. Knob Noster is now fully staffed!

Staff cheer: Kim has brought her bright personality and determination to the KN branch. We are working together to bring the community back into the library, or for some Knob residents, for the first time.

Upcoming Outreach:

If we receive Catie's approval, we will attend the Knob Noster Open Air Market on:

1. Saturday, June 21, 9:00 AM to 2:00 PM,
2. Saturday, July 19, 9:00 AM to 2:00 PM,
3. Saturday, Sep 20, 9:00 AM to 2:00 PM.

Lexington: Barbara Seitter

Type of program	Name of Program	Age group	Number attending/ using
Passive	World Poetry Day	all	0
Passive	Coloring sheets	all	37
Passive	Piece by Piece Puzzle station	all	18
program	Story time (x4)	0-5	29
program	Kid's Club	6-12	11
program	T(w)een time	13-17	0
program	Tech Tuesday	18+	4
program	Any Book Book Club	18+	3

Outreach activities completed: 2

New cards issued:15

Meeting room usage:24

Reference Questions: 1492

Other Questions: 271

Highlight: We welcomed Spring with a new front window display and Gardening books inside for patrons, picket fence included. Of course, the E section is full of bunnies and colorful eggs. Our book mark contest entries were amazing and we were so happy to display the submissions for all to enjoy!

Upcoming Outreach: 2

Odessa: Kendra Redden

Type of program	Name of Program	Age group	Number attending/ using
Program	Jr. Power Up	5-8	6
Program	Well-Read Poet's Society	13+	1
Program	Storytime (Wednesday x2)	0-5	17
Program	Storytime (Thursday x 2)	0-5	16
Program	Otaku Club	13-17	4
Program	Labyrinths and Lizards	19+	5
Program	Spring Into Crafts	19+	4
Program	Science Squad	9-12	3
Program	Love is an Open Book Club	19+	2
Program	Gamer's Afternoon	13-17	2
Program	Play and Learn	0-5	4
Program	Irish and Stylish	13-17	1
Program	Book Lover's Book Club	19+	4
Program	Ani-Manga Collective	19+	1
Program	Feature Friday	All Ages	2
Passive	World Poetry Day	All Ages	0
Passive	Coloring Pages	All Ages	27
Take and Make	Left Over Storytime Crafts	All Ages	9

Outreach activities completed:

- Noelle Postlethwait went to S.O.A.R. and did a STEAM based program with 13 students.
- Pam Barker and Kendra Redden went to Baby Grace and visited with around 50 families. We signed up 4 children for the 1,000 Books Before Kindergarten program and issued or renewed 10 library cards.

New cards issued: 30

Meeting room usage: 73

Reference Questions: 612

Other Questions: 546

Statistical Reports

Highlight:

Odessa staff are getting books to TS to have the series name and number on them. TS is really fast getting them back to us.

Staff cheer:

Noelle Postlethwait made a “Tree House” for Odessa’s interactive 1,000 Books Before Kindergarten tracker. Children will put one sticker on the artwork for every 100 books they read as they progress through the program.

Upcoming Outreach:

Warrensburg: Kristin Urfer

Type of program	Name of Program	Age group	Number attending/ using
Program	Show Me Sound Chorus	All ages	32
	Storytime (8)	0-5	136
	Music & More (3)	0-5	101
	Snap, Crackle, & Pop	All ages	12
	NovelTea	19+	10
	Crafternoon	19+	5
	RED	6-12	18
	Craftastic	19+	6
	First Ladies	19+	6
	Crafty Family Fun	All ages	12
	Anime Otaku	19+	0
	Coffee & Connections	19+	5
	Full STEAM Ahead	0-5	19
	Broken Canvas Craft	19+	0
	Spa Day at the Library	All ages	10
	Lego Block Party	All ages	8
	Morse Code Scavenger Hunt	All ages	8
	Game Day Extravaganza	All ages	21
	Udderly Fantastic	All ages	12
	BINGO	19+	3
Passive	Game On! (2)	All ages	8
	Would You Rather	All ages	262
	Leprechaun Scavenger Hunt	All ages	28
	Black Out Poetry	All ages	3
Take and Makes	Maker Table	All ages	52
	Activity Sheets	All ages	406

Outreach activities completed: Career Fair at Martin Warren Elementary (215 students)

New cards issued: 116

Meeting room usage: 22

Study Room Usage: 49

Reference Questions: 702

Statistical Reports

Other Questions: 1088

Highlight: We added in two Play and Learn stations in our kids' areas that are full of literacy and STEAM toys and activities. Lots of families have enjoyed these new resources already!

Staff cheer: Amy and Dee pulled off a full week of fun programs for our Spring Break Staycation, and our patrons had a great time enjoying library programs during their week off of school.

Upcoming Outreach:

- Locally Yours event on 4/11
- Arts, Books, and Crafts Club presentation on 4/14

Waverly: Amy Boland

Type of program	Name of Program	Age group	Number attending/ using
Passive	Coloring sheets x2	All Ages	11
Passive	Take and Makes	All ages	2
Program	Storytime	0-5	5
Program	Sassy Seniors	18+	4
Program	Book Club	18+	0
Program	St. Pats Craft	All Ages	3
Program		All Ages	2

Outreach activities completed:

New cards issued:4

Meeting room usage: 1

Reference Questions: 32

Other Questions: 37

Highlight: Looks as if winter is finally behind us. We have been working on summer reading and getting things lined up.

Upcoming Outreach: Flyers to local businesses. Connie will be doing Outreach at Good Friends and Neighbors.

Leeton: Deanna Schuler:

No Report sent.