

SHOW ME EXPRESS

State Library Newsletter

Published by Secretary of State Jay Ashcroft

January 2022

Message from the State Librarian

Robin Westphal, State Librarian



As we close out on another atypical year, I cannot help but wonder if "atypical" is the new normal. For the most recent federal fiscal year, the Missouri State Library processed 208 LSTA grant projects, which is about 15-20 more than

a typical year unless we have a special call for collection development grants. Your state library team presented over 100 continuing education opportunities for library staff during the fiscal year on topics ranging from Supporting an Aging Community to Mental Health First Aid. Continued were the Public Library Forums and the Adult Services and Youth Services Forums. Homeless Training Institute continued to be extremely popular and will continue into the New Year.

Reference Services began offering Request a Scan service which gives readers the opportunity, through an online form, to request a portion of a book (think chapter or series of pages) to be scanned and sent electronically. As you will read later in this edition of Show Me Express, Reference Services also created a LibGuide that focuses on historical information about libraries in the state and the Missouri State Library. Reference Services provides many resources for public library staff that can be

used by starting here: <https://mostate.libguides.com/lpdc/home>. If you do not have a Missouri State Library card, you are missing out on access to a tremendous, comprehensive professional development collection.

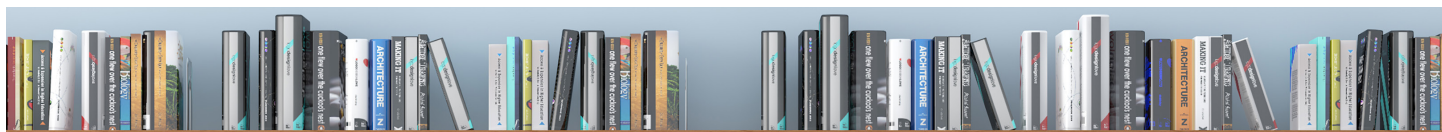
Wolfner Library has gone through a major transition in 2021 with the adoption of Duplication on Demand service. Because patrons can now check out multiple titles on one audio cartridge, they are better served and that is reflected in increased circulation numbers. The library has also strived to reach, via telephone, more patrons than ever during this time. The personal service delivered by library staff has been a lifeline for many Wolfner patrons. In addition, Wolfner received a donation of a second recording booth that should be up and running in early 2022. This will allow volunteers to produce even more high quality recordings of Missouri-related titles.

We have had significant staffing changes in 2021, but all of us feel we are positioned to better serve our diverse set of patrons in 2022. Wolfner Library, under the direction of Public Services Director Lori Brown, Circulation Services Director Verhonda Winters and Recording Studio and Special Projects Director Randy Wright will be working with the National Library Service to provide refreshable braille readers to patrons →

in 2022. Quality Metrics will present findings and information to help Library Development create a new LSTA 5 year plan. Reference Services will look at offering eResources as part of their professional development collection and will continue to update their online guide to help public library staff obtain information on a variety of topics. How great is it to have your own

personal reference staff that is constantly looking for ways to improve information delivered to YOU, our patrons?!

While 2021 was yet another atypical year, your Missouri State Library has tried to help our patrons; public library staff, state employees and those with print disabilities have as much of a normal year as possible.



Missouri State Library News

Equalization and Special Distribution Use of Funds Reports

Fiscal Year [2021 Equalization Use of Funds Reports](#) will be due on Feb. 15, 2022 for all libraries receiving equalization payments in Oct. of 2020 and April of 2021. All libraries who received the May 2021 additional special distribution funds for technology and literacy support in will also have a separate [Use of Funds Report](#) to file by Feb. 15. Libraries will need to submit both the library information and signature form, and an attached narrative that explains how the funds were used to improve library services, including the amount of funds spent

by category. Please remember that the special distribution funds should have been spent in the broad categories of technology or literacy support. The completed form and narrative can be emailed to mostlib@sos.mo.gov. Please remember to submit the library information page and narrative by Feb. 15, as failure to submit the report may result in your library being ineligible for equalization funds or additional payments in the future. If you have any questions or concerns, please contact Cory Mihalik at (417) 895-5000 or cory.mihalik@sos.mo.gov.

Workforce Development Webinar Series is back!

The Missouri State Library-Library Development Division has once again collaborated with the University of Missouri Extension to continue our webinar series on workforce development. The next series will be in Jan. 5, 2022 and run through May 2022. It will focus on how to help local libraries better tackle the workforce issues in their communities. These 30-minute webinars will cover a variety of topics such as

COVID-19 and its Impact on the Workforce, Developing Strategies to Effectively Retain Your Workforce, Remote Work and the Role of Libraries in Supporting Remote Workers, Impact of Opioids on Missouri's Economy & Workforce. To register, please click [here](#). For any questions you may have please contact Merideth Johnson, merideth.johnson@sos.mo.gov or (573) 751-1822.

Upcoming MOREnet Trainings

EBSCO Online Resources for MOREnet Members, Wednesday, Jan. 12, 3 – 3:30 p.m.

This 30-minute session gives you an introduction and overview of the online resources available to you through MOREnet. This includes EBSCOhost databases, eBooks, Explora, LearningExpress Library and more. Learn what is available, how

to access, and how to help your library make the most of these valuable online resources. Registration is available at [EBSCO Online Resources](#).

LearningExpress Library - Tips and Tricks for Promoting Awareness and Usage for MOREnet Members, Wednesday, Feb. 9, 1 – 1:30 p.m.

This session will cover strategies for promoting LearningExpress Library among different types of library users. Learn how to set up direct links to specific Learning Centers and resources, obtain MARC records for eBooks and other resources for your library catalog and access

marketing and promotion resources. We will also review examples of what libraries are doing to promote these resources successfully. Registration is available at [LearningExpress Library](#).

Oceans Of Possibilities - Technology For Your Library Summer Reading Program, Tuesday, Feb. 15, 9 a.m. – 3 p.m., Columbia

This full day, hands-on session will provide you with a variety of activities to help you integrate technology into your summer reading program. The session will focus on maker activities and coding, all around the theme of oceans. No maker or coding experience is necessary to

learn and walk away with activities you can use in your library. Come explore the "Oceans of Possibilities" of integrating technology into your summer reading program. Registration is available at [Oceans of Possibilities](#).

2022 MOREnet Technical Training Summit, Monday, Feb. 21 – Tuesday, Feb. 22, 7 a.m. – 4 p.m., Columbia

Join us in February for a high-tech training summit that will include in-depth sessions on various topics that are important to those responsible for implementing and managing technology in K-12 schools, libraries and higher education institutions. Either MOREnet staff

will conduct each training or a handpicked expert, with topics based on feedback from our members. Registration is available at [2022 MOREnet Technical Training Summit](#). A full list of MOREnet trainings is available at the [MOREnet Training Schedule](#).

Upcoming MALAPro Webinar

Genealogy: Skills to Help Your Patrons with Cheryl Lang, MLS, Midwest Genealogy Center of Mid-Continent Public Library, Thursday, Jan. 27, 10 – 11 a.m.

This presentation will give you the skills necessary to provide service to genealogy customers. It will include an introduction to the basic skills necessary to conduct a genealogy reference interview, assist you, as library staff, in becoming familiar with basic genealogy

reference tools. This session will also help you in developing a basic reference collection, as well as helping you plan genealogy programming at your library. Registration is available at [Genealogy: Skills to Help Your Patrons](#).

Upcoming Amigos Trainings

Conferences and a large selection of classes are free for Amigos members and early-bird discounts are available. For more offerings, visit the Amigos [online course schedule](#).

[Know & Go Documenting Library Work: Lessons We Can Learn from Technical Writers](#) on Monday, Jan. 10, 1:30 – 2:30 p.m.

While most of us know that documentation is crucial to continuity and sustainability of processes in library work, it is still a very easy thing to mentally set aside for a "slow period" that never comes, or write off altogether as too hard. Lessons from the field of technical

writing can help us prioritize these important tasks. Though most librarians are not trained technical writers, we can incorporate key tips from technical writers into our work to make our documentation creation easier and more useful.

[Supporting Self-Care and Healthy Habits in Libraries on Jan. 11](#)

New Year, new you? We will look at ways to prioritize health in the libraries for the New Year and the trends and strategies for incorporating

and promoting positive self-care and healthy habits.

[Content Strategy: The Basics on Jan. 13](#)

Is your library's content timely, accurate, relevant, and consistent? This course will share

what content strategy is and how to implement and maintain one at your organization.

[Know & Go: 10 Best Practices for Successfully Communicating about Your Library's Fundraising on Monday, Jan. 24, 1:30 – 2:30 p.m.](#)

Communicating about your library's fundraising can seem daunting, especially if you don't regularly approach it or if your library doesn't have any current donors. In this session, two veteran library fundraisers will share 10 ways

that library marketers and administrators can integrate fundraising - from finding potential donors to thanking existing donors - into their messaging.

[Increase Your Productivity with Time Management on Jan. 31](#)

It seems there is never enough time to get all the work done. If only there was only one more hour in each day. However, by better managing your time, you can increase your productivity.

In this session you will learn how you can use time management principles to increase your productivity and assess the value of your tasks.

[Creating a Social Media Policy on Wednesday, Feb. 2, 2 – 4 p.m.](#)

In this course, you will learn how to mitigate your library's social media risk with the development of a social media policy. Attendees will learn about the key steps and common themes when developing a policy and learn how to write

guidelines that will provide you, your staff and even your patrons with the understanding of how using social media fits within the overall vision and mission of your organization.

[Changing Standards, Local Choices: Navigating the Current Cataloging Landscape on Feb. 10](#)

This online conference will explore ways to prepare for the changes in cataloging standards over the next few years. Registration is free for

members; non-members are offered an early-bird registration discount through Jan. 29, 2022.

Reference Services for YOU: Missouri Libraries Historical Collection



Looking for details on the history of your library? Or for more information about the development of libraries in Missouri? The Missouri State Library maintains an in-house [Missouri Libraries](#)

[Historical Collection](#) with historic annual reports, guidelines and standards, surveys, directories, bibliographies, programming plans and evaluations, ephemera and more.

Examples of titles included in the collection:

- [Report on Library Service in Defense Areas of Missouri](#) – This 1942 document reports survey results of four defense areas in Missouri to discern their public library needs and facilities to meet those needs. →

- [Early Library Development in Missouri, 1938-1943](#) – A collection of documents related to the W.P.A. State Library Project.
- [Missourians Write About Reading](#) – Selections from “Why I Read,” a statewide contest sponsored by the Missouri Center for the Book to promote the 2002 National Book Festival.
- [Private Libraries in Creole Saint Louis](#) – Historical documents about early libraries from 1764-1842. Also available in [HathiTrust](#).
- [Annual Report of the Missouri Library Commission](#) – The Commission's annual reports for years 1907-1944.

Even though these titles do not circulate, you are welcome to visit us in person for research or

simply complete the Request a Scan form in the item's record and we will scan relevant pages as requested.

Find historic photographs, timelines, and more details on our [History of the Missouri State Library Guide](#).

If you or a patron have questions about the Missouri State Library, please contact Reference Services by phone, email or chat. We are available Monday through Friday, 8 a.m. to 5 p.m. and are always happy to help!

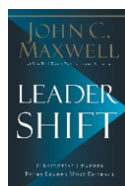
Phone: (573) 751-3615

Email: libref@sos.mo.gov

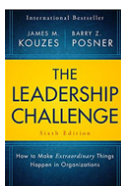
Chat: visit mostate.libguides.com/lpdc and click the “Ask Us” tab on the right



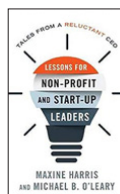
Professional Development Books from the Missouri State Library



[Leadershift: The 11 Essential Changes Every Leader Must Embrace](#)



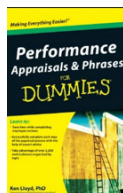
[The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations](#)



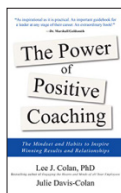
[Lessons for Nonprofit and Start-up Leaders: Tales from a Reluctant CEO](#)



[Producing Virtual Trainings, Meetings, and Webinars: Master the Technology to Engage Participants](#)



[Performance Appraisals & Phrases for Dummies](#)



[The Power of Positive Coaching: The Mindset and Habits to Inspire Winning Results and Relationships](#)



[The Making of a Manager: What to Do When Everyone Looks to You](#)

We are pleased to offer direct borrowing from the Missouri State Library to Missouri public library directors and branch managers for continuing education and professional development.

State Library cards are issued in the name of the library director or branch manager and they are encouraged to borrow items for themselves or any of their library's staff with this card by placing a request in our [catalog](#).

To sign up for a card, visit our [guide](#) for Missouri library staff. The guide also features new books,

recorded webinars, government publications, and resources that are more helpful.

For assistance with placing holds, requesting a card, replacing a card, or for additional information, please contact Reference Services by phone, email or chat. We are available Monday through Friday, 8 a.m. to 5 p.m., and are always happy to help!

Phone: (573) 751-3615

Email: libref@sos.mo.gov

Chat: visit mostate.libguides.com and click the “Ask Us” tab on the right

Around the State

Putnam County Public Library, led by library director Dana DeVore, hosted a Meet the Author event during Unionville's annual Winterfest. Eight local authors participated and the public was able to come and meet them and discuss the topic they had written about. The authors included were: Melissa Hedrick: *Far about Rubies; a 31 Day Devotional for Ladies*; Serece Judd Baker: *Rural Missouri House Calls: The Life and Adventures of Dr. Charles L. Judd*; Sue Ann Varner: *One More Day, One More Tomorrow: One Families Journey Through Suicide*; Enfys McMurry soon to be published: *Flight 11 over Putnam and Appanoose Counties*; Julie Brundage: *Book on Belize*; Carl Schnell: *The Grass Fairies and Annual Haybale Migration*; Connie and Doug Gilworth: *Mystery of the Seven Golden Candlesticks*, and Carol Bland: *Common Man Uncommon Price Americans Patriots*.



Grant Opportunities

Show Me Steps Grants • Deadline: Ongoing

Interested in attending a professional development opportunity, but need additional funds? Show Me Steps to Continuing Education grants to provide reimbursement for up to 75% of the cost of eligible, non-credit continuing education event. The grant may be used to send an individual to a training or to bring a trainer to a group. Applications are accepted year-round.

An upcoming eligible conference includes, but is not limited to:

- [Missouri Association of School Librarians](#),
Tan Tar-A Conference Center, April 10-12

Educational Presenter Grant • Deadline: Ongoing

This open call grant is a mash up of the previously offered Author Visit Grant and the Bicentennial Programs Grant and will replace the two separate grants. Libraries can apply to bring an author or educational presentation to their community. This application is open to Missouri

The Institute of Museum and Library Services support these grants under the provision of the Library Services and Technology Act as administered by the Missouri State Library. If you have questions about the Show Me Steps grant opportunities, please contact Merideth Johnson at merideth.johnson@sos.mo.gov or call (573) 751-1822.

public libraries certified to receive FY22 State Aid, Missouri school libraries that are publicly supported and publicly controlled, and Missouri academic libraries, either publicly supported or private.