



JOHN R. ASHCROFT

SECRETARY OF STATE
STATE OF MISSOURI

JAMES C. KIRKPATRICK
STATE INFORMATION CENTER
(573) 751-4936

WOLFNER LIBRARY
(573) 751-8720
(800) 392-2614

Wolfner Advisory Council Meeting Minutes

James C. Kirkpatrick State Information Center
February 3, 2023

Welcome/ Call to Order

Roll Call

Peter Altschul
Katy Cawdron
Scott Clark
Kayla Collins
Mandy Dovin
Kathleen Gallagher
Melissa Kane
Lisa Kincaid
Jami Livingston

Gretchen Maune
Mike McQueen
Paul Mimms
Walt Ross
Clarissa Schmitz
Trish Vincent
Robin Westphal
Verhonda Winters
Randy Wright

Absent

Lori Brown

Approval of Minutes for October 21, 2022

Motion: Paul Mimms

Seconded: Mandy Dovin

Vote: All approved

Deputy Chief of Staff - Scott Clark

Clark started by discussing how The Secretary will be presenting the budget to The House. He mentioned how the Governor's Office provided recommendation to maintain stable funding. Clark stated the funding request that the Governor's Office is recommending is the same funding request we had asked for during the last budget cycle. He also remarked that The Secretary will meet with The Senate to present the budget, which includes funding for Wolfner and the libraries as well.

State Librarian - Robin Westphal

Westphal began with the highlights of 2022 for the State Library. She remarked how the Library Development division awarded over 3.2 million dollars in federal Library Services and Technology Act (LSTA) grants to help libraries better serve their communities. Westphal mentioned the State Library provided in-person training for new directors as well. We also assisted 17 libraries in creating their own websites. Thanks to the project, there are 26 libraries that now have their own websites. Westphal went into discussing how the Reference Services division uploaded over 5,000 government documents to our online collection in 2022. She stated that 1,300 library cards were issued to state employees, bringing the total to around 5,000. Westphal explained we are working on how we plan to spend the next allotment of LSTA money. She said there is about 300 or 400 thousand dollars allotted for supporting Wolfner, as well as what is included in the Secretary of State's general budget.

Advisory Council comments: Altschul questioned funding that came from Covid and shared his concern about the funding going away. Westphal remarked that the funding is already gone. She explained the Covid funding went towards projects related to Covid. Altschul asked about the continuance of projects without the funding. Westphal commented that during the grant application process for any funding, libraries should consider projects they are able to sustain after the grant period has ended.

Wolfner Library Director's Report - Robin Westphal

Westphal opened up with some of the staffing changes that have occurred within Wolfner. She mentioned the new Adult Services Librarian, Jami Livingston, joining the team, as well as the opening of a new Reader Advisor position. Westphal went into recapping Wolfner's statistics for the year 2022. For the first time, Wolfner Library circulated over 700,000 items. She explained the increase is likely due to outreach, projects that enable communication with patrons and their needs, and the Duplication on Demand process. Westphal also said during 2022, the Reader Advisors and Librarians had over 32,000 patron contacts. For production, she stated there were 127 books produced and uploaded for distribution. Westphal thanked the addition of the second recording studio in helping increase production. Lastly, she remarked there were 1000 new patrons added to Wolfner's list of patrons in 2022.

Public Services Report - Director Robin Westphal

Westphal started off with projects the public services team has been working on. This includes the Idle Patron project, which is intended to contact patrons who may need assistance or changes to their service. She remarked the team strives to contact every patron at least once a year. Westphal also discussed the National Library Service (NLS) orientation sessions coming up that all staff plan to attend. There will be two sessions, which will allow splitting the team between both sessions. To finish, she mentioned the NLS has New Patron Programs taking place, including a music appreciation meeting.

Director of Circulation Services - Verhonda Winters

Winters began with sharing some circulation statistics. The team has shipped 111,129 book order cartridges with 465,387 titles on them. In addition, we have sent out 15,130 single items such as braille books, large print books, DVDs, games, and equipment. She remarked there were 1,768 cartridges going out to patrons when the winter edition of the Wolfner newsletter was sent out. Finally, Winters mentioned the team has completed their shifting of the Braille collection in the compact shelves, increasing room for future incoming items.

Director of Production and Special Projects - Randy Wright

Wright opened with some of the production team statistics. We had 39 volunteers donate 1,080 hours to Wolfner's recording services onsite. Additionally, there were 159 hours of at home review, and 2 hours of braille at home. He stated in the last year, the number of volunteers increased from 31 to 39. Wright also mentioned 23 books were approved on BARD, which brings Wolfner's total to 1,097 distributed audio books. He discussed the continued improvements on Wolfner's website, including the use of the homepage for special announcements. Lastly, Wright pointed out the success of Wolfner's social media outreach. He explained that we now have followers from all around the world, including Nigeria, Canada, and Germany.

Adult Services - Jami Livingston

Livingston started off with telling us about her background. She has worked in libraries most of her career. Most recently, she was the Director of a Missouri public library. Livingston also discussed the Adult Winter Reading Program and thanked Lisa Kincaid for organizing it. The BINGO card activity helped readers discover new authors and books they may not have

read before. She said at the time, there were 19 readers signed up for the challenge. Livingston remarked that all participants will receive a prize, including a grand prize for the ultimate winner.

Youth Services - Lisa Kincaid

Kincaid began with an update on schools actively receiving library services. So far, for the 2022-2023 school year, there are 77 schools that are active. The number of schools has increased from the 42 schools reported in October 2022. The rise of schools is reflecting similar numbers reported in previous years, such as the 108 schools served in the 2020-2021 school year. Kincaid mentioned visiting with schools, and being a resource on the special education page for DESE, has led to individuals looking into Wolfner's services. She then went into discussing the first Mail and Make kit of 2023. Kincaid said the kit was mailed out to 46 patrons. She also expressed her idea for the March kit and is planning on sending out six projects for the year.

Meeting Adjournment

Motion: Gretchen Maune

Second: Melissa Kane

Vote: All approved