



## JOHN R. ASHCROFT

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### **Wolfner Advisory Council Meeting Minutes**

James C. Kirkpatrick State Information Center  
May 26, 2023

#### **Welcome/ Call to Order**

##### **Roll Call**

Peter Altschul  
Lori Brown  
Katy Cawdron  
Scott Clark  
Kayla Collins  
Kathleen Gallagher

Melissa Kane  
Lisa Kincaid  
Mike McQueen  
Paul Mimms  
Clarissa Schmitz  
Robin Westphal  
Randy Wright

##### **Absent**

Mandy Dovin  
Jami Livingston  
Gretchen Maune  
Walt Ross  
Trish Vincent  
Verhonda Winters

#### **Approval of Minutes for February 3, 2023**

Motion: Paul Mimms  
Second: Melissa Kane  
Vote: All approved

#### **Advisory Council Update - Peter Altschul**

Altschul opened up with disclosing this will be his last meeting, as he is moving out of state. The State Library staff and Advisory Council members discussed Mandy Dovin possibly replacing Altschul as Chair.

### **Deputy Chief of Staff - Scott Clark**

Clark began with discussing the budget for the Secretary of State's office, which also includes the budget for Wolfner Library. He mentioned that the budget passed in House Bill 12 and the funding is stable. The budget also included an increase in some areas, and is waiting to be signed by The Governor. Lastly, Clark went into detail about the new Administrative Rule that will be going into effect, and also stated the new rule should not have an impact on Wolfner.

### **State Librarian - Robin Westphal**

Westphal started off with describing how the State Library has been preparing for the new rule. She said the Administrative Team has been working on getting the filing cabinet ready for when libraries start sending in their policies. Westphal also mentioned the State Library's Library Services and Technology Act (LSTA) plan on how the federal funding will be spent was approved. She said a lot of Wolfner's budget comes out of the LSTA funds. Westphal went into discussing how state employees are starting to come to the library again to check out materials. She also declared that the Reference Services division is serving more individuals now than they have before. Westphal stated Reference Services has been able to assist people in person, or virtually through online services.

### **Wolfner Library Director's Report - Robin Westphal**

Westphal opened with highlighting the unique management style of Wolfner, where the State Librarian is also the Director of Wolfner. She stated the National Library Service (NLS) has recognized this as a potential model and wants to visit Wolfner to see the operations. Westphal also mentioned the upcoming Wolfner Newsletter will include a patron survey that can be completed by phone, mail, or online. She then went into discussing Wolfner's outreach efforts and how most of the time, there are two staff members attending to help promote Wolfner's services. To conclude, Westphal remarked that soon we should be getting our Refreshable Braille Display to take to outreach events and to provide to patrons.

### **Public Services Report - Director Lori Brown**

Brown began with sharing that a new Reader Advisor, Makenna Maskey, has joined the team. Due to another employee's retirement, Brown saw the need of an additional Reader Advisor to help with those critical duties. She then discussed how the team virtually attended the NLS Midlands

Conference where they met the NLS Director, Jason Broughton, and our Regional Representative, Pam Davenport. During the conference, the team was updated on NLS's future goals and current status, which really empowered and informed them. Brown also mentioned the public services team has been contacting every braille patron to update them of the new Refreshable Braille Reader, answer their questions, and add them to the waiting list. She stated how the public services and circulation teams are preparing early for the new device to ensure patrons will not have a delay in receiving their devices. To finish, Brown shared the team has had 7,720 phone conversations with our patrons, and have added 407 new patrons.

### **Circulation - Lori Brown**

Brown started off with a few statistics from the circulation team. She stated the team is sending about 325 cartridges out almost daily, which consists of around 1,200-1,500 book titles on them. To help plan for the Refreshable Braille Reader, the circulation team has been preparing the cartridges that will be used to load the braille files on. Brown said they are also adding brailled labels on the cartridges so patrons can distinguish between an audio or braille book cartridge.

### **Production and Special Projects - Director Randy Wright**

Wright opened with sharing some statistics from the production team. He noted that 40 volunteers donated 1,387 hours to Wolfner's recording services onsite, with 163 hours of reviewing at home, and 3 hours of braille at home. For braille production, Wright highlighted there were 130 copies of the Spring 2023 Wolfner Newsletter and 5 copies of the Community Mural program instructions. He also mentioned their Facebook followers increased from 1,150 to 1,174. Finally, Wright discussed the annual appreciation luncheon held at the Secretary of State's office to honor the volunteers and to thank them for their dedication to Wolfner.

### **Youth Services - Lisa Kincaid**

Kincaid began by expressing that this school year, we served 82 school groups. The majority of requests were for visually impaired or blind students, but this spring also included requests to help reading disabled students. Kincaid discussed the latest Mail and Make Kit and how we now have 51 registered patrons receiving the kits. She also stated the NLS is hosting its first nationwide Summer Reading program, and will be offering some virtual events that our patrons can be registered to attend. Kincaid then described a couple of other projects patrons can take part in if they

choose. She spoke about a community art project where participants will receive numerous square sections of a mural to decorate and send back to Wolfner Library. The completed mural will be a picture of a community garden and will be displayed at the Missouri State Information Center. In addition, a Wolfner Cookbook will be created where patrons and staff are invited to send in recipes to be included in the book.

### **Adult Services - Lori Brown**

Brown started off with expressing how we are working on getting all public libraries registered for Wolfner services. The goal is for the libraries to have a demonstration player with a cartridge, and understand who qualifies for services. She also mentioned libraries have been informed that when they are weeding out their large print books, they can donate them to Wolfner Library. Brown stated Sedalia Public Library sent us over 75 popular titles and most of these have been catalogued and added to collection.

### **Meeting Adjournment**

Motion: Paul Mimms

Second: Kathleen Gallagher

Vote: All approved