

MINUTES

IOWA COMMISSION OF LIBRARIES

STATE LIBRARY ADVISORY PANEL

Date: June 10, 2022
Time: 10:00 a.m. – 2:00 p.m.

Location: Ola Babcock Miller Building Room 310
and Online via Zoom

Commission Members Present: Carrie Falk, Joe Lock, Dan Chibnall, Brandon Denner, Zach Stier, Sarah Latcham

Staff: Michael Scott, Brenda Hall, Emily Bainter

1.0 Call to Order and Welcome

C. Falk called the meeting to order at 10:04 a.m. and welcomed Brenda Hall, the new Library Program Director at the State Library.

2.0 Set Agenda

J. Lock made a motion to approve the agenda as written. **B. Denner** seconded. Motion carried. No other comments on agenda.

3.0 Action Items

3.1 Receive and Approve March 2022 Meeting Minutes

D. Chibnall made a motion to approve the March 2022 minutes; **J. Lock** seconded. Motion carried.

3.2 Receive and Approve Financial Reports

M. Scott went over the financial reports through May 31, 2022. Currently in the last month of the fiscal year; some lines show overspending but overall the budget is on track and state funds will be completely spent by June 30. For the federal budget, the agency currently has three pots of funding from federal sources, including two regular allotments from IMLS and a special appropriation from the American Rescue Plan Act which must be expended by Sept. 30, 2022. The State Library may not have to ask for an extension, which has been discussed among other states. Miscellaneous accounts are all also on track for the fiscal year.

S. Latcham moved to approve the financial reports, **J. Lock** seconded. Motion carried.

4.0 Public Comment

No public comment

5.0 Communications

5.1 State Librarian's Report

M. Scott presented the State Librarian's Report. The report gave an overview of the status of current projects using ARPA funding, including the public library and community college library individual grant projects, HelpNow, an online homework help and tutoring resource, development of the People's Law Library website for plain language legal information, the social work in libraries project to assess the psychosocial needs of Iowa library patrons, and Bridges ebook consortium collection development. A redesigned website for the State Data Center launched June 6 and presents data in new ways for users to make it easier to find the information they need. The Pop YS Con conference for Iowa youth services librarians was held in April in Ames; about 160 attendees registered and we received positive feedback about the event and the next conference is planned for spring 2024. The legislature approved a budget for FY23, with another status quo budget for the State Library and Enrich Iowa budget lines. The budget process for FY23 is nearly complete.

5.2 Commission Reports

- **S. Latcham:** Wellman-Scotfield Public Library summer reading program has kicked off; entertainers that canceled were able to be rebooked or replaced. Iowa City schools are out for

summer break. Experiencing significant supply chain challenges for book orders that may not be delivered by the budget cutoff date.

- **D. Chibnall:** IACRL and IPAL had a successful joint conference at UNI in Cedar Falls this spring; it was the first in person conference since 2019.
- **J. Lock:** No report.
- **B. Denner:** West Des Moines Public Library had some property damage from teens. The library is working with the city for a plan for next year to proactively divert some of that behavior. The Friends Foundation membership funds increased from \$25k to 50k this year.
- **Z. Stier:** Summer reading program is underway with more in person programming. About 290 attended the recent insect zoo program; the library will continue to offer virtual and hybrid programming options. The library has 38 partner organizations for summer reading and have a large event planned for an official kickoff. Pre-pandemic 2,000 attended event; not sure how much to anticipate.
- **C. Falk:** started summer reading; kickoff on Wednesday with stuffed animal picnic in the park; partnering w parks and rec dept for program sand ISU extension. Given a 100k bequest from an individual's trust.

6.0 FY23 - FY27 Strategic Planning Work Session: Trends

- **M. Scott** provided a draft document of one goal in the new strategic plan. The planning process is taking longer than initially anticipated due to factors such as staff changes and undertaking the process in house. An extension request has been submitted to IMLS to allow additional time to develop the plan beyond the June 30, 2022 deadline.
- **Goal 1: Institutional Capacity** has the most projects and activities and includes the bulk of the work the Library Support Network undertakes regarding library development. A brief overview of the current strategic plan was given. The goal language will remain mostly the same in the new plan. Under the Institutional Capacity goal, three objectives will also remain essentially the same on continuing education, the Endorsement program, and physical/technological infrastructure of libraries. One new objective on staffing and operations will be added under the Institutional Capacity goal.
 - **Objective 1** includes improving the knowledge of library staff and boards in order to provide excellent library service. Projects under the objective include the Continue Education program and the Endorsement program.
 - **Objective 2** is to improve the physical and technological infrastructure in libraries. Projects under this objective will include increasing broadband access; technology support for libraries such as website hosting and email service; opportunities for technological advancement in libraries; and assisting libraries in creating accessible, welcoming, and functional spaces.
 - **Objective 3** will be to improve the processes and procedures in libraries. Projects will include providing professional consulting on library management; administering the accreditation program as defined in the public library standards, expanding the IA Shares delivery system, and administering and improving the interlibrary loan program.
 - **Objective 4** is a completely new objective and includes improving the future of library staffing and operations. Projects under this objective will be to investigate alternative units of service for libraries, develop a comparable worth plan for library directors and staff, and develop a State Library operations plan.
 - One project component includes engaging with the **Rural Shrink Smart** project, which focuses on Iowa communities at risk of population decline. The program develop curriculum to assist small towns and their efforts to thrive. Modules include quality of life, economic development, and other opportunities for growth in those communities. More information is available at <https://www.ruralshrinks smart.org/>.
 - **Z. Stier** asked if a Telling the Library Story toolkit could be included in the plan to assist libraries in presenting qualitative and quantitative information on the value of libraries to the stakeholders in their communities.

- **C. Falk** commented that the pay equity toolkit is much needed and hopes that guidance on how to justify and communicate the library's staff needs to the city and county will be included in light of shrinking library budgets.
- **S. Latcham** likes the forward-thinking tone of the plan and opportunities it presents.

7.0 Passing of the Gavel

C. Falk is serving her last meeting as chair; **Z. Stier** will take over at the next meeting in September.

8.0 Review Commission's Meeting Schedule/Set FY23 Schedule

- **M. Scott** proposed going back to the pre-pandemic schedule of in person meetings in the last month of each quarter in September, December, March, and June. A poll will be sent out on the day of the week that works best for everyone for a standing meeting.
- **S. Latcham** moved to change the schedule back to quarterly meetings, **D. Chibnall** seconded. Motion carried.

9.0 Adjournment

C. Falk adjourned the meeting at 1:41 p.m.

Submitted by: Emily Bainter, Information Specialist