

# MINUTES

## IOWA COMMISSION OF LIBRARIES

### STATE LIBRARY ADVISORY PANEL

Date: September 15, 2022  
Time: 10:00 a.m. – 2:00 p.m.

Location: Ola Babcock Miller Building Room 310

**Commission Members Present:** Bob Gast, Sarah Latcham, Brandon Denner, Joe Lock, Carrie Falk, Zach Stier

**Staff:** Michael Scott, Emily Bainter, Samantha Bouwers

**Guests:** Carissa Vogel, University of Iowa Law Library (online)

#### 1.0 Call to Order and Welcome

**Z. Stier** called the meeting to order at 10:03 a.m.

#### 2.0 Set Agenda

No comments on agenda.

#### 3.0 Action Items

##### 3.1 Receive and Approve June 2022 Meeting Minutes

**C. Falk** made a motion to approve the June 2022 minutes; **D. Chibnall** seconded. Motion carried.

##### 3.2 Receive and Approve Financial Reports

**M. Scott** went over the financial reports through August 31, 2022. The budget is on target for the first few months of the fiscal year. The agency is still working on expending American Rescue Plan Act (ARPA) Funds, the original deadline was Sept. 30, 2022 but IMLS granted an extension of three months. The final project using ARPA funds is upgrading the technology in Conference Room #310. On the state side, the allocation for Enrich Iowa has not gone out to libraries yet but staff will be working on that soon.

**S. Latcham** moved to approve the financial reports, **B. Gast** seconded. Motion carried.

##### 3.3 Receive and Approve FY23-27 Five Year State Plan

**M. Scott** presented the new five-year strategic plan for the agency as required by IMLS. The plan is fairly similar to the previous plan and has the same three high-level goals of Institutional Capacity, Information Access, and Lifelong Learning, which are known as Measuring Success Focal Areas by IMLS. The plan was submitted to IMLS which made recommendations for minor changes and was officially accepted in August. There are several new projects in the plan related to: a plain-language online legal resource for Iowans, assessing the psychosocial needs in Iowa libraries, and an operations plan for the agency with succession preparation and assessing future staff needs. Progress toward projects in the plan will be reported in future Commission meetings.

**J. Lock** moved to approve the plan, **B. Denner** seconded. Motion carried.

#### 4.0 Public Comment

No public comment

#### 5.0 People's Law Library Presentation

**C. Vogel** from the University of Iowa Law Library presented the new People's Law Library website, which will offer easy to understand information on legal topics specific to Iowa. The Iowa Access to Justice Commission identified the need for a resource the general public could use to understand the Iowa legal system, find forms, and identify how to get help and assistance. The website will offer written and video content for different learners, a glossary of legal terms, and links to the Iowa Code, legal forms, and other organizations that can help. There are currently three comprehensive research topics on the website: consumer law, family law, and landlord/tenant law, with more topics planned for the future. The website features a "quick escape" button for users that may be viewing sensitive topics and need to exit quickly. A Google Translate tool is installed on the website and can auto translate webpages into dozens of different

languages via a dropdown in the lower left corner. The website is currently in the “soft launch” stage under review and will officially launch to the public on Sept. 30 at [www.PeoplesLawIowa.org](http://www.PeoplesLawIowa.org). There will be training opportunities for stakeholders and Iowa librarians and materials to promote the website are in process of being developed.

## 6.0 Communications

### 6.1 State Librarian’s Report

**M. Scott** presented the State Librarian’s Report. The remaining portion of ARPA funding is in process of being spent. Fall conference season has begun and staff members Brenda Hall and Jay Peterson are currently attending the Association of Rural and Small Libraries (ARSL) conference in Chattanooga, TN. The State Library will have a presence at the Iowa Library Association conference in October in the exhibitor area and many staff members attending. The agency is also in the process of transitioning administrative services such as accounting, contracting, and human resources from the Dept. of Education (DE) to the Dept. of Administrative Services (DAS). A four percent administrative fee from the agency’s appropriations that went to DE will now be set aside to offset costs for those services from DAS.

### 6.2 State Library Website Report

### 6.3 Commission Reports

- **S. Latcham:** The Wellman-Scotfield Public Library submitted a grant for a remodel of the library space with the goal of reworking the space for programs; they should hear back by mid-November if they are awarded the grant. Iowa City Schools are set to welcome elementary visiting author Juana Martinez-Neal this fall.
- **B. Denner:** No report
- **Joe Lock:** The Cedar Rapids Public Library experienced an electrical fire in a light fixture and will be closed for two weeks to assess damage and make repairs.
- **D Chibnall:** ACRL is currently surveying members to evaluate the future of the spring conference and identify opportunities to expand accessibility. The group will have more information at the ILA conference in October. The Cowles library has installed new signage and furniture. Stats reflect more people coming and staying in the library for longer. One academic building on campus is currently closed, so two library rooms are being used for classes. The library received money from the provost for a pilot grant program to encourage faculty to use Open Educational Resources (OER) in their classrooms to alleviate textbook costs for students.
- **C. Falk:** The library foundation informed Shenandoah Public Library there was money to spend, so the library bought a glow forge to etch materials with lasers. The new children’s librarian started and has already purchased a makerspace kit and started up storytimes again; they will also start going into local schools. The library’s circulation staff member is currently attending the ARSL conference in Chattanooga.
- **Z. Stier:** The Ericson Public Library received notification from PLA that it was selected to receive a technology grant from AT&T for \$7,000. The grant will fund tech training and classes in the library for older adults and persons with disabilities. Educational programs will be presented three times a month on different topics starting in October through spring 2023. The library is hosting a tech summit next month. The library received an ALA Libraries Transforming Communities grant last year for a program called Activating Community Voices; the grant funding has run out but the conversations on equity will continue. The library’s partnership with ISU for a pilot program focusing on early literacy and family engagement called Little Engines has been successful and they are moving forward with expanding the program and conducting research. Zach is also serving on a data storytelling/visualization team with the University of Illinois.
- **B. Gast:** Expressed his excitement about the People’s Law Library website and is looking forward to its rollout. Noted that many jurisdictions across the country are relying on libraries to serve as remote locations for hearings and legal proceedings. The Iowa Judicial Branch is evaluating potential options. The Judicial Branch is also testing out live auto-generated

Closed Captioning for Iowa supreme court arguments and hearings and is hoping to eventually expand that to the Court of Appeals.

**6.0 State Library's Continuing Education Program**

- **S. Bouwers** presented on the State Library Continuing Program and its FY22 accomplishments. Topics for CE training in FY22 included emerging library trends, “classic” topics like collection development, partnerships with other agencies and organizations, and youth services. Looking ahead, in person events include the Learning Circuit on Disaster Preparedness in October, space planning workshops in November, and STEM Fairs in six locations/dates across the state along with Summer Reading Program Workshops in March. An upcoming Strategic Treasure Hunting series will highlight ways libraries can digitize local historical items using State Library scanners available for loan.

**9.0 Adjournment**

**Z. Stier** adjourned the meeting at 1:38 p.m.

Submitted by: Emily Bainter, Information Specialist