

MINUTES

IOWA COMMISSION OF LIBRARIES

Date: June 14, 2019
Time: 10:00 a.m. – 2:00 p.m.

Location: State Library of Iowa
1112 East Grand Avenue
Des Moines, Iowa 50319

Present: Sarah Latcham, Kolleen Taylor, Norma Thiese, Samantha Helmick, Joe Lock, Todd Nuccio, Erika Cook, Brandon Denner, Derrick Burton

Staff: Michael Scott, Nancy Medema, Marie Harms, Samantha Berch, Emily Bainter

Guest: Emily Willits, Iowa Attorney Generals Office

S. Helmick called the meeting to order at 10:04 a.m. as S. Latcham will be late.

1.0 Call to Order and Welcome

M. Scott welcomed two new Commission members: Brandon Denner, member at-large, fulfilling Matt Ely's term through April 2021, and Derrick Burton, Library Director at Waldorf University representing Academic Libraries and succeeding Chris Cox's term through April 2023.

2.0 Set Agenda

J. Lock moved, **K. Taylor** seconded motion to approve the agenda. Motion carried.

3.0 Action Items

3.1 Receive & Approve March 2019 Meeting Minutes

J. Lock moved, **B. Denner** seconded motion to approve the minutes as received. Motion carried.

3.2 Receive & Approve Financial Reports through May 31, 2019

S. Berch presented the state and federal budget expenditures for the year; both are doing well and on target. The miscellaneous accounts are also on track. **T. Nuccio** asked if federal grants are on state or federal fiscal year cycles. **M. Scott** replied that the federal monies the agency receives can be expended over two years; however, they are budgeted for the state fiscal year cycle, so the entire federal grant is not reflected in the financial reports. **K. Taylor** asked what outside library services entails as that line is over budget. **M. Scott** and **S. Berch** explained that line item represents the databases and online resources provided by other vendors. **K. Taylor** asked if there were line items that can't be moved or transferred. **S. Berch** said yes, some including administrative costs (4%), are set amounts that we cannot change or move to other line items. **K. Taylor** moved, **E. Cook** seconded motion to approve financial reports. Motion carried.

3.3 Budget Priorities for FY20

S. Berch presented documents with an overview of the anticipated budgets for state and federal funds in FY20. The budgets have been reworked to better meet our needs. **M. Scott** added that at a glance our state budget overwhelmingly goes towards salaries and benefits for staff (88%). **J. Lock** asked if personnel services include anything else besides salaries and benefits. **M. Scott** replied that there are no other expenses included in that line item. **S. Berch** gave an overview for the major expenses for state funding besides salaries and benefits, which includes software licenses and computer accessories, memberships, leases, and collection development. **K. Taylor** asked where the lease paid for space in the Miller Building is located in the budget. **S. Berch** said it is reflected under the line item for reimbursement to other state agencies. **S. Berch** then moved on to the federal budget overview, which is more diversified; major expenses will include memberships to Edge, collection development including purchase of All Iowa Reads book sets and library science collection, professional services for CE expenses and KidsFirst conference, outside services (the largest expense) which includes databases and online resources for Iowa libraries, IT contracted outside services, and other expenses allocated to start a delivery service for public libraries. **M. Scott** gave an overview of some new online resources that will be offered to

libraries in FY20, including Opposing Viewpoints from Gale, Foundation Directory Online, and HW Wilson Core Collection. State Library cardholders will also have access to Reference USA in FY20.

3.4 Receive, Discuss, & Approve State Library Administrative Code Changes

N. Medema presented two documents related to desired changes or additions to the Iowa Administrative Code. The circulation policy was previously approved by the Commission and the next step is to add the language to the rules alongside the agency's other policies in 286—1.5. The other document recommends changes to 286—3.9 for the State Library depository program. **K. Taylor** asked about the specificity in the circulation policy, especially the \$100 replacement cost that might be too low. **N. Medema** stated the rules language needs to match what is in the policy. **M. Harms** added that most of the collection in the Law Library is not circulated and is for in-library use only. **M. Scott** explained the process for amending the Iowa Administrative Code. **E. Willets** added the Commission will approve the proposed changes and then they should come back for final approval by the Commission once it has gone through the Administrative Rules Review Committee.

K. Taylor moved, **S. Helmick** seconded motion to approve the proposed changes to the Iowa Administrative Code State Library as submitted. Motion carried.

3.5 Receive, Discuss, & Approve: Public Library Definition

N. Medema reviewed the need for a definition of a public library related to the services and resources the agency offers to public libraries. This language will eventually be added to the Iowa Administrative Code. The goal is to have a tool to spell out exactly what is expected- at a minimum- to be considered a public library and eligible for State Library assistance. **K. Taylor** asked what the most common issue is with the illegality of library ordinances. **N. Medema** said most common are significant changes made to ordinances without going out to a vote of the people, which is required by law. **J. Lock** asked about item 1a related to county and district libraries, as right now there are no districts in Iowa. **N. Medema** replied it is correct there are no districts in Iowa at this time and that a big challenge to forming districts is a law that all libraries must pay the same per capita which is usually not equitable. **S. Latcham** added that this document has been presented to the State Library Advisory Panel and **N. Medema** confirmed it was and the discussion was supportive of the definition language. **S. Helmick** asked about a process of tracking affected libraries, and that information could potentially be used as an advocacy tool. **N. Medema** said yes, the State Library will monitor which libraries need assistance in meeting the definition, and district consultants will find that information valuable.

K. Taylor moved, **E. Cook** seconded motion to approve the Public Library Definition document as presented. Motion carried.

4.0 Public Comment

No public comment

5.0 Presentation: Commission & Board Duties

Emily Willets from the Iowa Attorney General's office gave a presentation on the role and duties of the Iowa Commission of Libraries. Chapter 256 is where the State Library and Commission language is located. Some duties of the agency are mandated ("shall"), while others are optional ("may"). Duties of the Commission include appointing the state librarian, giving performance reviews, administrative rulemaking, following open meetings and records laws, and approving the State Library budget. The rest of the functions are delegated to the State Librarian. As the Commission with rulemaking authority, there is also some oversight responsibility. Regarding previous questions and discussion about bylaws, the Attorney General's office is encouraging state agency boards to move away from bylaws and towards the rulemaking process because it is more thorough and transparent. The current bylaws are fairly simple and less detailed which is positive. **K. Taylor** asked if instead of reviewing bylaws the Commission should be reviewing rules. **E. Willets** confirmed that it is recommended to review rules on a five-year cycle. **K. Taylor** asked about finding the components of the Iowa Administrative Code related to the Commission because they are so spread out. **E. Willets** recommended adding direct links to the Iowa Code and Administrative Code to the Commission website and showed how to search for the language on the Iowa Legislature's website at

<https://www.legis.iowa.gov/>. She also recommended the Commission could consider having an Administrative Rules subcommittee to review and make recommendations. **S. Latcham** suggested that today the commission should determine what to do with the existing bylaws. **K. Taylor** and **J. Lock** both believe the rules language is difficult to grasp and have a good understanding of the scope. **J. Lock** asked if the current bylaws are deficient. **E. Willets** said legally they are not problematic; however she recommends rescinding the bylaws altogether as there is no legal mandate for the Commission to have them. **J. Lock** said there are multiple options: to rescind the bylaws or to refer/defer in the bylaws to the Administrative Code. He asked if there was a precedent for rescinding bylaws. **E. Willets** said yes, the AG's office has made the determination to recommend not continuing with bylaws which could be considered a precedent. **K. Taylor** said her goal is to clearly understand her responsibilities as a Commission member. **E. Willets** suggested having the Code and Rules sections printed off as hardcopies and highlighted, which might be easier to review. **E. Cook** added that changing rules is a lengthy and thorough process so there won't be minor changes about how meetings are run, these would be more major changes. **S. Latcham** felt bylaws could stay but recommended that the Commission starts reviewing the rules on a rolling schedule. **S. Helmick** voiced support for that idea. **N. Medema** asked about voting remotely and if that is addressed in rules or code. **E. Willets** said yes, it is addressed in the open meetings law and might need to be handled slightly different than regular meetings if it is in electronic format only. **S. Latcham** asked for a subcommittee to review bylaws compared to existing administrative rules to ensure there is no duplication or conflict. **K. Taylor** asked about consolidating all rules related to the Commission into one place and **J. Lock** asked about working with law librarian Mandy Easter to gather the related rules and offer her expertise in understanding the language. **S. Helmick** offered to assist in that process. **N. Medema** will communicate these duties to M. Easter and will include an agenda item at the September meeting for further discussion.

6.0 Communications

6.1 M. Scott gave the State Librarian's Report

Staff Updates: Marie Harms has been promoted to Library Program Director for Specialized Library Services. Samantha Bowers will begin her role as the Continuing Education Consultant for the agency in November. Interviews for a new Library Resources Technician occurred earlier this week. The position will initially focus on the digitization project for Iowa Soil and Water Conservation Districts through the end of the year and will then continue with other projects and duties.

Edge Update: The agency met its first year goals for completion of the Edge Assessment by libraries with populations of 5,000 or more and nearly met the goal for completion by libraries with less than 5,000 populations. M. Harms will present additional information later in the meeting.

Grants for Libraries: The State Library was able to use federal funding to offer grant opportunities to libraries. The agency received applications from 59 libraries for technology grants of up to \$10,000 tied to completing the Edge program. Academic libraries also have the opportunity to apply for \$5,000 grants for a year of delivery service through an existing consortium.

Public Library Delivery Service: One of the State Library's objectives in the Strategic Plan is to offer statewide delivery service to public libraries to facilitate interlibrary loans. The agency put out an RFP and received one proposal which was reviewed and determined to meet the needs at an acceptable cost. The contract terms are currently being negotiated so the vendor cannot be named at this time. The service will offer at least one day of delivery to every public library in Iowa with the goal to have the service launched this fall. An announcement to public libraries will occur on Monday.

Grow with Google Tour stopped in April at three libraries in Iowa to bring free digital skills workshops and coaching to the surrounding communities. Local dignitaries attended and **M. Scott** tied visits to other local libraries with the tour locations. Iowa libraries also had the opportunity to apply for \$1,000 micro-grants to offer programs on the Grow with Google resources to the public.

6.2 ALLI Grant Program Update

N. Medema gave background on the grant from IMLS to bring art programming to older Iowans in rural communities. 19 libraries participated the first year and 35 libraries participated in the

second year thanks to additional funding from the Iowa Arts Council. N. Medema is in the process of writing a final report which will be submitted to IMLS. Responses have been very positive and the future of the program is being considered. There will be no additional funding offered from IMLS; however the State Library could contribute funding along with the Iowa Arts Council to continue the program.

6.3 State Library Edge Initiative

M. Harms gave a presentation on the Edge Initiative and results from the first year of the program. Edge 2.0 is the new platform which is now being offered to Iowa libraries with the goal of getting a good sample in the new platform for accurate peer comparison reports. **K. Taylor** asked about 2.0 and if it connects with 1.0. **M. Harms** confirmed that the platforms don't connect and many libraries have started over with 2.0 in order to use the new and improved features.

6.4 State Library Service Log Report

M. Harms went over the Service Log report for March through May 2019 which gives an overview of the contact State Library staff have with libraries and the public. One page of the report details the Library Support Network statistics, and new this quarter are the transaction statistics from the Reference side of the agency on page two of the report. **S. Latcham** said she appreciates the visual representation of the data.

6.5 N. Medema gave update on Strategic Plan

The agency is at the end of year two of the five-year plan. Activities that have not had work done on them yet will be beginning to have action, some are ongoing activities that don't have much reporting on progress. PLOW library websites will be changing due to a new contract for website management software. Renewed contract with OCLC. Many digitization projects are in process. The State Library is providing several new online resources. Gary Krob has continued to publish population profiles from Census data and has been working on Census 2020 preparation including a website dedicated to Census2020 information at: <https://www.iowadatacenter.org/2020census>. Continuing Education team is working on updating public library support modules for library staff. This fall the agency is bringing two representatives from EveryLibrary to provide four all-day workshops across the state to Iowa libraries on communicating the value of the library to community partners. Four libraries received space utilization grants this fiscal year. Consulting work is ongoing and the consultants will have a retreat in the near future. Work is in process to update the trustee handbook. Library systems team is looking at alternative methods of providing library service, with the eventual goal to change the Iowa Code on how districts can be formed. Summer reading training has occurred and is gearing up in libraries across the state. Held Letters About Literature awards celebration for student winners and honorable mentions; Iowa Center for the Book just received word that the program is being dissolved nationally and the team will meet to discuss future of the Iowa program next week.

6.6 Commission Reports

S. Latcham: Completed the state librarian's performance evaluation along with S. Helmick; M. Scott set goals for the next year. In June the Commission typically elects the new co-chair and existing co-chair moves to chair position; however due to the new members and discussion on the bylaws that action will be tabled until September. Wellman-Scofield Public Library was not awarded a grant for renovation. Iowa City school district will be working on curriculum writing this summer to realign with new school library standards. Authors will be visiting elementary and secondary students in the fall.

J. Lock reported Cedar Rapids had discontinued Saturday hours in two locations due to the bond referendum being defeated; however city council voted to restore funding to reestablish Saturday hours for the library.

K. Taylor reported the Bertha Bartlett Public Library participated in community parade with a float to promote the Summer Reading Program. The library is anticipating an expansion project in the next few years into the building next door. The library is taking over organizing the Storyteller festival which will occur in November. The library gives away about 100 books each year to school libraries to supplement their collections. The library has had two Census job fairs. She

recommends reading this year's All Iowa Reads title *This Blessed Earth* by Ted Genoways.

S. Helmick had 176 families return to the library as part of their Fresh Start program. The library is experimenting with a new way to handle registrations for programming by having attendees line up 30 minutes before. They are hoping the library café is able to be converted to a create space.

The library also hosts local members of the media to have coffee with the public for discussions.

N. Thiese reported that the AEAs are giving presentations on the new school library standards.

There will be a new portal in the fall called AEA Scout for students and educators to search all online resources in one place. The AEAs are also in their final year for online resource database and will start the RFP process.

D. Burton reported the ACRL and IPAL joint conference occurred recently. He is on the steering committee for IPAL and the group is evaluating its role and goals now that it is alongside the IALA group. Waldorf is doing collection development this summer and will shut down a week for a deep clean. The library will also host Census staff for training.

E. Cook mentioned that the new standards for school libraries have been well received and there is a goal of the Department of Education to keep the momentum going and maintain alignment with national standards.

B. Denner noted the Adventure Pass that libraries can offer for access to local attractions and believes it is a great program for communities.

7.0 **Other**

8.0 **Adjournment**

S. Latham adjourned meeting at 1:42 PM.

Submitted by: Emily Bainter, Information Specialist