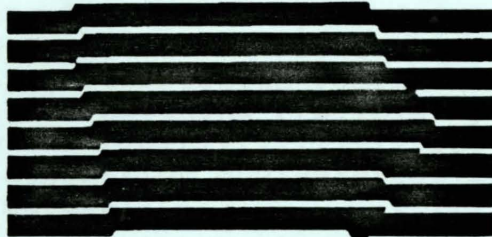


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IOWA LSCA LONG RANGE PLAN

1992-1996

INFORMATION IOWA



The State Library of Iowa

State Library of Iowa
E. 12th and Grand
Des Moines, Iowa 50319

1992

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Introduction

The Iowa LSCA Long Range Plan, 1992-1996, is a five-year plan which replaces the previous edition, Iowa LSCA Long Range Plan, 1991-95. The LSCA long range plan is revised and issued on an annual basis.

The Iowa LSCA Long Range Plan, 1992-1996, describes needs, goals and objectives, and methodology for each of the LSCA goals. An appendix listing public library standards from the second edition of In Service to Iowa: Public Library Measures of Quality is also included. The project narrative of a grant application must describe the relationship between the project goals and objectives and the objectives of the Iowa LSCA Long Range Plan, 1992-1996.

This plan has been prepared in consultation with the U.S. Department of Education and was approved by the Iowa LSCA Advisory Council.

State Library of Iowa

The State Library of Iowa is a division of the Iowa Department of Cultural Affairs. Section 303.2(3) of the Code of Iowa establishes that the State Library:

- a. May enter into interstate compacts on behalf of the state of Iowa with any state which legally joins in the compacts as provided in 303A.8.
- b. Shall determine policy for providing information service to the three branches of state government and to the legal and medical communities in this state.
- c. Shall coordinate a statewide interregional interlibrary loan and information network among libraries in this state and support activities which increase cooperation among all types of libraries.
- d. Shall establish and administer a program for the collection and distribution of state publications to depository libraries.
- e. Shall develop and adopt, in conjunction with the Iowa regional library system, long-range plans for the continued improvement of library services in the state. To insure that the concerns of all types of libraries are addressed, the division shall establish a long-range planning committee to review and evaluate progress and report findings and recommendations to the division and to the trustees of the Iowa regional library system at an annual meeting.
- f. Shall develop in cooperation with the Iowa regional library system an annual plan of service for the Iowa regional library system and its individual members to insure consistency with the state long-range plan.
- g. Shall establish and administer a statewide continuing education program for librarians and trustees.
- h. Shall give to libraries advice and counsel in specialized areas which may include, but are not limited to, building construction and space utilization, children's services, and technological developments.
- i. Shall obtain from libraries reports showing the condition, growth, and development of services provided and disseminate this information in a timely manner to the citizens of Iowa.
- j. Shall establish and administer certification guidelines for librarians not covered by other accrediting agencies.

Six sections carry out these functions:

1. Library Development

Administers Iowa Library Services and Construction Act grant program, public library accreditation, and certification for public librarians; coordinates and administers Open Access and interlibrary loan net lender reimbursement programs; coordinates the Iowa telefacsimile network; collects and disseminates information regarding Iowa libraries; provides specialized consulting services in such areas as automation, literacy, and library services to residents of the state's institutions.

2. Networking

Coordinates and administers production of the Iowa Locator, a union catalog containing on three compact discs the records of more than a million book titles reflecting more than 5 million holdings of more than 500 Iowa libraries. Coordinates the Iowa Computer Assisted Network (ICAN), an electronic mail and reference network which utilizes Iowa Locator workstations, to which modems have been added, to speed interlibrary loan and reference requests between libraries.

3. Audio-Visual Services

Maintains for loan through public libraries a collection of approximately 1,400 VHS videocassettes and 4,000 16 mm films, virtually all with public performance rights.

4. Information Services

Provides information service to state government and to the medical community of Iowa. Reference service is supported by collections in a variety of formats and by access to a growing number of electronic data bases.

5. Law Library

Maintains a collection of nearly 200,000 volumes, including the laws and reports of all the states and some foreign countries; government documents; the abstracts and arguments of the Iowa Supreme Court and Court of Appeals; legal periodicals; legal treatises; and materials produced by the Iowa legislature.

6. Technical Services

Provides acquisition and processing services and administers a state documents depository program providing access to Iowa state documents through 43 Iowa depository libraries, the Center for Research Libraries, and the Library of Congress.

POLICIES, PROCEDURES, AND CRITERIA

The State LSCA Advisory council advises the State Library on the development of the state plan of library service, including the preparation of annual and long-range programs, and assists the state library staff in evaluating LSCA programs and activities.

The State Library makes public the Long Range Plan by disseminating copies to the state LSCA Advisory Council and to every public library in the state. A copy of the plan will be available for inspection or for copying by the general public at the State Library of Iowa.

Policies and procedures for the periodic evaluation of the effectiveness of programs and projects supported under the act.

1. The State Library reviews and revises the Long Range Program annually in accordance with the changing needs for assistance under the Act and prepares the annual program.

2. Grant programs and projects will be monitored on a routine basis to assure compliance with applicable Federal, State, and State Library requirements and to assure that project objectives are being met.

3. At the subgrant level, scheduled narrative project status and financial expenditure reports are required to be submitted to the State Library. Thirty days after project termination or expiration, final program and fiscal reports will be required. All reports contain evaluative data and are the responsibility of the subgrantees. Throughout the subgrant project period, monitoring staff at the State Library will evaluate day-to-day operations of subgrants to assure that objectives are being met.

Policies and Procedures for Appropriate Dissemination of the Results of These Evaluations and other Information Pertaining to These Programs and Projects.

1. The results of the annual evaluations of programs and projects in the Annual Program will be incorporated into subsequent Annual Programs and Annual Reports. The State Plan, which includes the Iowa LSCA Long Range Plan and the Annual Program, will be distributed to the LSCA Advisory Council and to appropriate staff at the State Library. The LSCA Long Range Plan and the LSCA Program Handbook will be sent to all libraries listed in the Iowa Library Directory. Summarized descriptive information may be disseminated in newsletters or other print materials produced by the State Library or in meetings of library personnel. A copy of the State Plan will be available for inspection or copying by the general public, including the library community, at the State Library.

2. Other information such as the LSCA Annual Report will be distributed to the LSCA Advisory Council and to appropriate staff at the State Library.

Policies and procedures for the effective coordination of programs and projects supported under the Act with similar library programs and projects operated by other libraries, institutions, and agencies in the State.

Coordination of programs with and among school, academic, public, and special libraries is accomplished via representation on the State Advisory Council, through meetings with representative groups and professional associations, and through dissemination of information about LSCA programs.

Library Services and Construction Act (LSCA) Grant Program State Library Administrative Rules

224--6.1(303) Description. The Library Services and Construction Act (LSCA) Grant Program is an annual, federally-funded, competitive grant program which provides assistance to local libraries and library programs. The LSCA program is authorized by PL101-254 (1990), and consists of Titles I, II, and III.

6.1(1) Title I grants. Title I grants assist public libraries by:

- a. Extending public library services to areas and populations without such services;
- b. Improving public library services to ensure that these services are adequate to meet the needs of specific areas and populations;
- c. Making public library services accessible to individuals who are disadvantaged (e.g., distance, residence, handicap, age, literacy level, limited English-speaking proficiency) at the same levels such services are made available to the public;
- d. Improving public library service through effective use of technology;
- e. Strengthening state library programs for public libraries.

6.1(2) Title II Grants. Title II grants assist public libraries in the construction and renovation of public library buildings.

6.1(3) Title III Grants. Title III grants provide funds to facilitate statewide resource sharing between public libraries and other types of libraries.

224--6.2(303) State LSCA advisory council. The state LSCA advisory council shall consist of nine members appointed by the state librarian. The council may be enlarged in membership by the state librarian in order to extend representation of the library and information resources of the state. The membership of the LSCA advisory council shall include representatives of each of the following:

1. Public libraries;
2. School libraries;
3. Academic libraries;
4. Special libraries such as legal or medical libraries;
5. Institutional libraries such as reformatory or state hospital libraries.
6. Libraries serving the handicapped in the state;
7. Library users. These users shall comprise at least one-third of the membership, with at least one member being a representative of disadvantaged persons.

6.2(1) Duties of the state LSCA advisory council. The council advises the state library on the development of the state plan of library service, including the preparation of annual and long-range programs required by the U.S. Department of Education, and assists the state library in evaluating LSCA programs and activities.

224--6.3(303) Grant process. The state library shall establish one or more application cycles for the LSCA program each year funds are available. The annual competitive grant award procedure for LSCA funds is announced in "Footnotes," the state library's monthly newsletter, and by a mailing of LSCA handbooks to the libraries of Iowa. Additional copies of the handbook are available at the state library without charge.

6.3(1) Letter of Intent. A letter of intent to apply for LSCA funds shall accompany each completed application. Specific instructions on the letter of intent, application form, and annual deadlines are published in the LSCA handbook. All letters of intent and completed applications shall be addressed to: Library Development, State Library of Iowa, E. 12th and Grand, Des Moines, Iowa 50319. Telephone (515) 281-4400 or (800) 248-4483. All LSCA applications shall be submitted on forms prescribed by the State Library.

6.3(2) Eligibility. The eligibility requirements for the LSCA grant program are as follows:

a. Title I applicants shall be public libraries or organizations incorporated under the Iowa nonprofit corporation Act who are applying for funding for projects which will benefit public libraries;

b. Title II applicants shall be public libraries;

c. Title III applicants shall be Iowa libraries of all types or nonprofit organizations who are applying for funding for projects to improve public library service.

6.3(3) Grants review. All LSCA applications are reviewed by state library personnel for determination of eligibility. Eligible applications are reviewed by the state LSCA advisory council according to the schedule in the annual handbook. When the volume of LSCA applications is excessive, peer review teams may assist the council in the evaluation of the applications using the evaluation form printed in the LSCA handbook. The council reports scores and recommendations to the state librarian who shall make final grant award decisions according to the schedule in the LSCA handbook.

6.3(4) Reporting procedures. All LSCA grant recipients shall submit to the state library documentation of all LSCA project-related expenses and periodic and final project evaluation reports as provided for in the LSCA handbook and as required by U.S. Department of Education regulations. LSCA funded projects are subject to on-site monitoring by state library personnel.

6.3(5) Notification of award. The state library shall, within 15 calendar days of the decision, notify all LSCA grant applicants of the results of their application.

6.3(6) Grant appeals. Grant appeals shall be made on procedural grounds only. Such grounds include alleged conflicts of interest, unfair or impartial treatment of applications, or procedures not uniformly applied to all applicants. Applicants may, within 15 calendar days of receipt of written notice of decision, request information regarding reasons for the declination of funding.

6.3(7) Appeal hearing. A written request for a hearing with the state librarian shall be made within 10 calendar days of receipt of information regarding reasons why the application was declined funding. The hearing shall be held within 15 calendar days of the date of the request, during regular business hours of the state library. The hearing shall be held before the state librarian or such members of a review board as the state librarian designates. The state librarian shall:

a. Notify the appellant as to the day, hour, and location of the hearing.

b. Inform the appellant of the right to submit any written documents regarding the application;

c. Inform the appellant that a spokesperson must be appointed if the appeal involves more than one person per project. The state librarian or designee shall direct questions only to the spokesperson during the hearing. Any other discussion or comments shall be reserved for a closed executive session. No indication of decision shall be given at the time of the hearing.

d. Notify the appellant in writing of the decision of the state librarian or designee within five calendar days of the hearing.

6.3(8) Fiscal appeal. A final appeal of an LSCA selection decision may be made to the director of the Department of Cultural Affairs, State Historical Building, Capitol Complex, Des Moines, Iowa 50319, within 15 calendar days of the appeal decision. The decision of the director is final except as provided for in Iowa Code sections 17A.19 and 17A.20.

These rules are intended to implement Iowa Code sections 303.2(3), 303.91, 303.921, 303.94(1)C, and 303.94(2)d.

The People of Iowa

Population Growth

Iowa's population has increased slowly and steadily over the last 80 years at a rate around 3% each decade, with two exceptions. During the 1950's growth was more than 5%. In the 1980's population declined.

The 1990 census reported Iowa's population at 2,776,755. As a result of severe economic distress in the state, that figure was a 4.7% decline since 1980. Projections offer widely disparate views of Iowa's population in the future, ranging from a decline to 2,549,000 by the year 2000 to an increase to 3,013,000 for the same year. It is likely, though, that the state will experience neither a dramatic increase nor decrease in population over the next decade.

Demographic Shifts

Patterns of population growth and decline have varied greatly within Iowa. During the 1980's growth favored metropolitan counties and the counties near them, at the expense of the most rural counties. 48 counties experienced population declines of 10% or more between 1980 and 1990. The fastest growth is occurring in Polk, Warren, Dallas, Marion, Story, Henry, and Johnson counties.

Families

Family structures in Iowa have been relatively stable. The divorce rate in 1989 was 3.7 per 1000 population. The rate has been in the 3.6-3.8 range since 1976, with the exception of a peak of 4.1 in 1980 and 1981. The proportion of divorces involving children under 18 years of age in 1989 was 60.6%. For white couples it was 60.8%; for blacks, 55.6%

In 1990 71.1% of all children under the age of 18 lived with two parents. In urban areas the proportion was lower, in rural areas it was higher. Single-parent households with children under 18 years of age comprised 19.5% of households with children. In 1989, 19.6% of all live births were to unmarried mothers. Teenage mothers accounted for 10.3% of live births, an increase from 9.3% in the preceding four years.

Over the last twenty years the birth rate in Iowa has declined to 13.7 live births per 1000 population in 1989. The U.S. rate was 16.2 live births in 1989. It is expected that the birth rate in Iowa will continue to be lower than that for the U.S. In 1990, the number of persons per family in Iowa was 3.05.

Education

In 1980, 71.5% of Iowans 25 years old and over had completed high school. 13.9% had completed 4 or more years of college. For blacks the completion rates were 60.6% and 12.1% for high school and college respectively. For people of Spanish origin, the rates were 54.1% and 11.1%.

In 1989, 2.61% of public secondary school enrollees in Iowa became dropouts. This was lower than the 3.0% reported in 1980. There were significant variations among the counties, with urbanized counties reporting higher dropout rates.

Employment

Unemployment in Iowa has declined since 1985, following the same trend as the U.S. The unemployment rate in Iowa was 8.0% in 1985 and 4.3% in 1990. The rates for the U.S. for 1985 and 1990 were 7.2% and 5.5% respectively.

The high employment rate has caused some changes in hiring practices in the state. More migrant workers are being hired to do summer farm jobs that were formerly done by teenagers. More out-of-state workers, particularly minorities, are being recruited for meat-packing plant jobs. If employment remains high, this trend can be expected to continue.

Income and Poverty

1987 per capita income for the state of Iowa was \$11,198 compared to \$11,923 for the U.S. The increase over 1979 was 56.9% for Iowa and 63.4% for the U.S. It is expected that income growth will be modest during the next decade.

In 1989, 11.2% of the population was at or below the poverty level, up from 10.1% in 1979. Eleven counties, seven of them in the rural southern part of the state, had poverty levels of 16% or greater. Seventy-three of Iowa's ninety-nine counties exceeded the statewide average 11.2% poverty level in 1989. Exceeding the statewide average poverty level, and therefore considered to be economically disadvantaged counties, are all counties except Benton, Black Hawk, Boone, Bremer, Buena Vista, Cedar, Cerro Gordo, Dallas, Des Moines, Grundy, Henry, Humboldt, Iowa, Jasper, Johnson, Lee, Linn, Madison, Marion, Marshall, Polk, Poweshiek, Scott, Sioux, Story, Warren, Winnebago, and Wright.

In 1980 the poverty rate was 15.6% in rural farm areas and 9.3% inside urbanized areas. It was 28.2% for blacks compared to 9.7% for whites. The poverty rate among people aged 65 years and older in the state was 13.2%; 12.22% in urban areas and 14.5% in rural areas.

Rural/Urban

In 1990, 65% of Iowa's population was classified as urban. The rest was rural. In 1980 a total of 13% of the state's residents lived on rural farms.

The median age in urban areas was 29.3 years in 1980. In rural areas it was 31.1. Small towns (places of 1,000 to 2,500 residents), however, had a median age of 34.4 years. People 65 years and over made up 20.8% of the population in small towns, compared to 13.6% in other rural areas and 13.1% in urban areas.

Blacks made up 2.4% of the population in urban areas, 0.1% in rural areas. For people of Spanish origin the proportions were 1.2% and 0.4%, respectively. Persons speaking a language other than English at home were 3.8% of urban residents and 2.9% of rural residents.

While there was not a major difference in the percentages of high school graduates in the two areas (73.3% in urban areas, 69.1% in rural areas), college graduates were a different matter, with 17.3% of urban residents completing 4 or more years of college compared with only 9.3% of rural residents.

Incomes were lower in rural areas. The 1979 median income for rural residents was 87% of the income of urban dwellers. The incidence of poverty was 9.2% among urban residents and 11.4% for rural residents. The rate was 15.6% for rural farmers. For families, the poverty was 6.2% in urban areas, 9.3% in rural areas, and 13.6% on rural farms.

The fertility ratio was higher in rural areas and there were more persons per rural household in rural Iowa, 2.84 persons per rural household compared to 2.57 in urban areas. However, more urban families had children under 6 years old, 24.0% in urban areas and 23.2% in rural areas. 80.9% of urban children lived with two parents compared to 90.5% of rural children.

Handicapped

In 1980, 7.2% of Iowa's population between the ages of 16 and 64 years reported a work disability and 1% reported a public transportation disability. 10.7% of persons 65 years and older had a public transportation disability.

8,000-10,000 people have been referred to the Iowa Department for the Blind for services. The true number of visually impaired persons in the state is probably higher. The rate of mental illness in the population in 1989 was estimated at 6.5% for adults and 1.4% for children. A volunteer census in 1980 showed a hearing-impaired population of about 28,000, less than 1% of the total population. Current estimates place the incidence of hearing impairments at 8% of the population nationwide.

Institutional Residents

The average daily population of Iowa's residential institutions is nearly 7,000. Recent figures (June 1991) for individual facilities are listed below:

Board of Regents

Deaf Juvenile

Iowa School for the Deaf, Council Bluffs.....158

Visually Impaired

Iowa Braille & Sight Saving School, Vinton.....55

Department of Corrections

Correctional Adult

Correctional Treatment Unit, Clarinda.....249

Iowa Correctional Institute for Women, Mitchellville...187

Iowa Security Medical Facility, Oakdale.....425

Iowa State Penitentiary, Fort Madison.....548

John Bennett Unit, Fort Madison.....295

Medium Security Unit, Mt. Pleasant.....660

Men's Reformatory, Anamosa.....1,267

North Central Correctional Facility, Rockwell City....171

Riverview Release Center, Newton.....152

Department of Human Services

Correctional Juvenile

Iowa Juvenile Home, Toledo.....109

State Training School, Eldora.....217

Mental Health

Cherokee Mental Health Institute, Cherokee.....156

Clarinda Mental Health Institute, Clarinda.....100

Independence Mental Health Institute, Independence....211

Mt. Pleasant Mental Health Institute, Mt. Pleasant....144

Military

Iowa Veterans Home, Marshalltown.....738

Hospital School

Glenwood State Hospital-School, Glenwood.....538

Woodward State Hospital School, Woodward.....394

Race and Ethnicity

Iowa has always had a predominantly white population. In 1990, whites made up 96.6% of the population, down from 97.5% in 1980. Blacks comprised 1.7% of the population in 1990, other races 1.7%, and Hispanics (who may be of any race), 1.2%. Blacks, other races, and Hispanics are more likely to live in metropolitan areas. In 1985, 83% of blacks, 62% of other races, and 59% of Hispanics lived in metropolitan areas, although none made up more than 7% of the population in any city except Waterloo. Both black and Hispanic populations are projected to grow at a faster rate than the white population.

In 1980, 1.6% of the Iowa population was foreign-born. Three-fourths of this group lived in urban areas. 3.4% of Iowans over the age of 5 years spoke a language other than English at home, but only 0.3% of Iowans spoke English not well or not at all in 1980. Other than English, German was the language most frequently spoken at home (more than 0.9% of Iowans), followed by Spanish (0.7% of Iowans).

Age Distribution

The median age of Iowa's population has risen steadily to 34 years in 1990, compared to 32.9 years for the U.S. In 1990, 83 of Iowa's 99 counties had median ages above the state median. Urban areas had younger populations than rural and non-metropolitan areas.

Two significant long-term trends are apparent: 1) a steady decline in the proportion of population under 18 years, and 2) a steady increase in the proportion of population aged 65 and over. In 1990, 25.9% of Iowa's population was under age 18 and 15.3% over age 65. Thirty-six counties had 20% or more of their population in the 65+ years cohort. In the U.S., Iowa is ranked third in the proportion of population over the age of 65.

The 75+ years cohort recently passed the 0-4 years cohort in size. Projections of age distribution show that Iowa's population will continue to age at a rate above the national average.

LSCA TITLE I

Goal 1: Providing Public Library Services to Areas Without Service

Needs Statement

Section 303B.9 of the Code of Iowa requires that "each city within its corporate boundaries and each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per thousand dollars of assessed value on the taxable property or at least the monetary equivalent thereof when all or a portion of the funds are obtained from a source other than taxation, for the purpose of providing financial support to the public library which provides library services within the respective jurisdictions."

Iowa Attorney General's Opinion 76-7-33 holds that "with respect to unincorporated areas, it is our opinion that the legislature has mandated the imposition of such tax and that no county can opt not to support a local public library." Therefore, all residents of unincorporated areas in Iowa are entitled to public library services through county libraries or county contracts with municipal public libraries.

However, the same Attorney General's Opinion holds that "with respect to cities, it is the opinion of this office that the constitutional provision for home rule in cities permits a city to opt not to levy the tax for the support of a local public library." Although most incorporated municipalities either maintain a public library or contract for services with a public library in another municipality, an unknown but small number do not provide for public library services in any way.

Objective: Identify Iowans Without Library Service

Methodology

Using 1991 Public Library General Information Survey and other information, the State Library of Iowa will review the need for a survey to determine which Iowa municipalities do not maintain a legally established public library nor contract for services with such a library in another municipality. LSCA funds for competitive grants will be made available to projects providing library service to currently unserved areas.

Goal 2: Providing Public Library Services To Areas With Inadequate Services

Although continuing support for Iowa libraries exists at the local, regional and state levels, public library service in the state is still deemed as being inadequate. Statistics for In Service to Iowa, Iowa's library accreditation program, indicate that although the number of libraries meeting accreditation standards is steadily growing, at least 75% of public libraries are still not able to meet the standards. The areas in which public libraries are failing to meet the standards indicate areas of greatest needs in the state (see Appendix).

Public libraries have a need for cooperative library services; for statistics on the resources and services of all types of libraries in the state; and for access to reference, bibliographic, and interlibrary loan services to supplement local libraries through the use of technology and networking. There is a need for planning and needs assessments, audiovisual services, specialized collection development and programming. Library personnel in public libraries have a need for continued support of the certification and continuing education program in the state. They also need consulting assistance in areas such as automation, continuing education, grant writing, audiovisual services, children's services, and library services to special populations.

Library users in Iowa need to have available the total resources of public libraries in the state. One goal identified by the report New Era for Libraries: A Report from the Iowa Blue Ribbon Task Force on Libraries is that:

Every citizen in Iowa should have the right to walk into any publicly funded library and have use of its collections and services and obtain access to other holdings of the State. Iowans are entitled to public access to all forms of information.

Objective: To Improve Public Library Services in Areas With Inadequate Services

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to improve public library services in areas with inadequate services, including, but not limited to projects for automation, continuing education, planning and needs assessments, audiovisual services, specialized collection development, and programming. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Methodology

In each year of this plan, the State Library of Iowa will administer a voluntary program of public library accreditation. To be eligible for an LSCA grant, a public library will be required to have submitted an Application and Report Form for Accreditation within the past two years. The information compiled from the reports will be utilized in the development of future LSCA programs and plans and in the evaluation of public library development efforts in Iowa. (See Appendix for accreditation requirements).

Methodology

In each year of this plan, the State Library will provide access to a broad range of materials at public libraries through development and expansion of the Iowa Locator CD-ROM statewide bibliographic database, the Iowa Union List of Serials, the Iowa Computer Assisted Network (ICAN) electronic mail interlibrary loan network, and the Iowa fax network.

Methodology

In each year of this plan, the State Library of Iowa will produce and distribute publications of use to Iowa public library staff and trustees, including annual Iowa Public Library Statistics and Iowa Library Directory volumes, Footnotes, and other titles as appropriate.

Methodology

In each year of this plan, the State Library of Iowa will provide consulting assistance to public libraries in areas such as automation, continuing education, grant writing, audiovisual services, children's services, and library services to special populations.

Methodology

In each year of this plan, the State Library of Iowa will take a leadership role in coordinating efforts to secure adequate state funding to support its library development activities so that all LSCA funds can be made available for competitive grants.

Methodology

In each year of this plan, the State Library of Iowa will provide audiovisual resources to the residents of the state. This program will provide videocassettes and 16mm films to all public libraries in the state, nursing homes, retirement centers, and hospitals.

Methodology

In each year of this plan, the State Library of Iowa will provide continuing education opportunities to Iowa public library staff and trustees, including a course in basic public library management. A comprehensive annual catalog of library CE opportunities will be prepared and distributed in cooperation with the Iowa Regional Library System.

Methodology

In each year of this plan, the State Library of Iowa will maintain a voluntary program of certification for Iowa public librarians.

Methodology

In each year of this plan, the State Library of Iowa will plan and implement statewide promotion of library services to the citizens of Iowa and to national, state, and local governments.

Goal 3: Provide Library Service to the Disadvantaged

Needs Statement

1987 per capita income for the state of Iowa was \$11,198 compared to \$11,923 for the U.S. The increase over 1979 was 56.9% for Iowa and 63.4% for the U.S. It is expected that income growth will be modest during the next decade.

In 1989, 11.2% of the population was at or below the poverty level, up from 10.1% in 1979. Eleven counties, seven of them in the rural southern part of the state, had poverty levels of 16% or greater. Seventy-three of Iowa's ninety-nine counties exceeded the statewide average 11.2% poverty level in 1989. Exceeding the statewide average poverty level, and therefore considered to be economically disadvantaged counties, are all counties except Benton, Black Hawk, Boone, Bremer, Buena Vista, Cedar, Cerro Gordo, Dallas, Des Moines, Grundy, Henry, Humboldt, Iowa, Jasper, Johnson, Lee, Linn, Madison, Marion, Marshall, Polk, Poweshiek, Scott, Sioux, Story, Warren, Winnebago, and Wright.

In 1980 the poverty rate was 15.6% in rural farm areas and 9.3% inside urbanized areas. It was 28.2% for blacks compared to 9.7% for whites. The poverty rate among people aged 65 years and older in the state was 13.2%; 12.22% in urban areas and 14.5% in rural areas.

Objective: Encourage Library Service to the Disadvantaged

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to extend and/or improve public library services to disadvantaged persons. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 4: Provide Library Service to the Blind and Physically Handicapped

Needs Statement

In 1980, 7.2% of Iowa's population between the ages of 16 and 64 years reported a work disability and 1% reported a public transportation disability. 10.7% of persons 65 years and older had a public transportation disability. 8,000-10,000 people have been referred to the Iowa Department for the Blind for services. The true number of visually impaired persons in the state is probably higher.

American Library Association Standards for Library Functions at the State Level state that "resources available within each state should include a full range of reading materials for blind and handicapped persons."

Additional attention must be directed to informing libraries of the changes that are necessary to conform to the Americans with Disabilities Act of 1990.

Objective: Maintain the level of support for library services to the blind and physically handicapped

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to extend and/or improve public library services to the physically handicapped who are unable to read or use conventional printed materials as a result of physical limitations. The availability of these grant funds will be promoted through publicity and grant writing workshops.

The State Library of Iowa will develop plans for projects to serve the physically handicapped in the event that inadequate applications are received in the competitive grant program.

During FY 92-93 the State Library will disseminate statewide information regarding the library impact of the Americans with Disabilities Act of 1990.

Goal 5: Provide State Institutional Library Service

Needs Statement

The average daily population of Iowa's residential institutions is nearly 7,000. See p. 14 for recent figures for individual facilities.

American Library Association Standards for Library Functions at the State Level include an appendix on "The Relationship and Responsibilities of the State Library Agency to State Institutions" which states that:

The major role of the state library agency shall be to assist each agency as one of supplying supplementary resources and services and of coordinating statewide programs. The major role of the state library agency shall be to assist each agency to carry out its own role in a coordinated effort. The development of state plans and of the plans and policies of each appropriate agency and institution should reflect this purpose. The state library agency, in administering federal funds and other appropriations, should strengthen the capability of each agency to carry out its own share of the program.

Objective: Maintain the level of library service to the institutionalized

Methodology

In each year of this plan, the State Library of Iowa, in consultation with institutional library staffs and the Iowa LSCA Advisory Council, will develop plans for LSCA-funded projects designed to improve library services to Iowa's institutionalized.

Methodology

In each year of this plan, State Library staff will visit each state residential facility at least once, reviewing needs and evaluating collections, facilities, staff, and services against appropriate standards.

Methodology

The State Library of Iowa will take a leadership role in coordinating support for adequate state funding for institutional library services.

Methodology

In 1992, the State Library of Iowa will review existing state and national standards for library services in each type of Iowa residential institution as recommended by the 1991 Iowa Governor's Pre-White House Conference.

Goal 6: Strengthening the State Library Administrative Agency

I. Needs Statement

American Library Association Standards for Library Functions at the State Level state that:

The state library agency, in fulfilling its responsibility at the state level, shall ensure that library functions essential to meeting a majority of the information needs of its citizens are defined and provided by an appropriate agency and are regularly evaluated.

The state library agency shall continuously review both state and federal legislation affecting library service in order to encourage compatibility and to maintain a legal climate conducive to the growth and development of library services.

The state library agency shall encourage and facilitate cooperative library services.

The state shall gather, compile interpret, publish and disseminate statistics on the resources and services of all types of libraries in the state, including the state library agency.

The state library agency shall initiate and encourage research, planning and evaluation relating to the library service and information needs of citizens and to alternatives for meeting these needs.

The state library agency shall make provisions for access to reference, bibliographic, and interlibrary loan services which supplement local libraries through use of technology and networking.

The state library agency shall make provision for consultant sufficient in number and ability to stimulate all libraries to develop their full potential.

The state library agency shall share responsibility for interpreting library services to state government and to the general public, and for promoting a climate of public opinion favorable to library development. It shall develop and implement a plan for reporting conditions and opportunities to citizens and government officials.

The state library agency shall provide a program of continuing education for library personnel at all levels, for trustees, and for state and local government officials who have authority or responsibility for libraries.

Subject and reference resources shall be available through sharing arrangements which provide access to such resources within a reasonable length of time.

The total resources, in each state, including all forms of communications media, be made available to users throughout the state.

Objective: Strengthen the State Library Administrative Agency to meet the needs of the people of Iowa

Methodology: In order to carry out the development of statewide library services and networking, as intended under the provisions of the Library Services and Construction Act, the State Library of Iowa as the administrative agency will provide staff, training and materials.

II. Needs Statement

Section 303.92 of the Code of Iowa establishes a seven-member State Library Commission which is charged to "foster public awareness of the condition of libraries in Iowa and of methods to improve library services to the citizens of the state," and to "establish and administer standards for ... public libraries."

American Library Association Standards for Library Services at the State Level state that "the agency or agencies providing state library services shall rest upon clear statutory provisions which define the functions to be performed, provide authority for these activities, and ensure the legal basis for a flexible program to the meet the needs of the state."

Objective: Support the Activities of the Iowa State Library Commission

Methodology

In each year of this plan, the State Library of Iowa will support meeting expenses of the State Library Commission of Iowa with LSCA funds.

III. Needs statement

To meet the needs of the library patrons in Iowa, the State Library of Iowa must provide access to information as efficiently and effectively as possible. Needed is an automated system for the State Library and the development of online bibliographic and informational databases. This would allow for greatly increased access to the resources of the State Library and increased access to information and would insure that the library is technologically advanced enough to provide leadership in library automation.

The State Library must be in a position to provide leadership in Iowa in the rapidly expanding use of computers in libraries. As public libraries receive more of their information from on-line sources and become more dependent upon electronic means for communicating information, the State Library must have the technological capability and staff support to provide guidance and leadership in this use of technology.

Objective: To strengthen the technological capacity of the State Library of Iowa in order to meet the library and information needs of the citizens of Iowa.

Methodology

The State Library would use LSCA funds to purchase computer hardware and software to purchase and/or develop online databases and to provide dial-in access to State Library materials by the libraries in Iowa. All databases, bibliographic as well as full text informational databases, will be available free of charge for library dial-in access.

This access would take advantage of the state fiber optics network, a state-of-the-art telecommunications system which Iowa is now developing. The State Library's automated system would serve as the gateway to the fiber optics network for all Iowa public libraries.

1. The State Library will provide personnel and equipment to develop an online public access system to access the State Library holdings including the specialized collections of the Iowa State Law Library and the Iowa State Medical Library, both of which are part of the State Library of Iowa.
2. The State Data Center, also a part of the State Library of Iowa, will develop an online informational database which will include 1990 census data about Iowa.
3. The State Library will develop an online index to state documents. The State Document Depository - a part of the State Library of Iowa - is responsible for the dissemination, cataloging, and indexing of state documents.

4. The State Library will serve as the computer "hub" for ICAN (Iowa Computer Assisted Network), an electronic mail interlibrary loan program.

5. In the future, the State Library will coordinate the cooperative library development of additional databases. For example, an online union index to local newspapers could be developed by a group of participating libraries. Each participating library would be responsible for indexing the local newspaper in accord with state standards. This data would be added to the merged online union index which would be a valuable resource for state historical research.

6. Also in the future, the State Library will explore the possibilities of adding other library holdings, including the holdings of State Agency Libraries.

Goal 7: Major Urban Resource Library

Needs Statement

This program is intended to increase the capability of major urban public libraries which because of the value of their collections furnish services at a level required to meet the demands for services and provide services to other libraries and individuals in the state. As of 1991, Cedar Rapids Public Library and the Public Library of Des Moines are the only Iowa public libraries eligible to apply for and receive funding under the Major Urban Resource Library program of LSCA.

American Library Association Standards for Library Functions at the State Level state that "subject and reference resources shall be available through sharing arrangements which provide access to such resources within a reasonable length of time."

Objective: To assist the major urban resource libraries in furnishing services at a level required to meet the demands for services and in providing services to other libraries and individual users in Iowa.

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to increase the capability of eligible Iowa public libraries serving cities with a population of over 100,000. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 8: Strengthening Metropolitan Public Library

Needs Statement

Not applicable to the State of Iowa.

Goal 9: Limited English-speaking Proficiency

Needs Statement

In 1980, 1.6% of the Iowa population was foreign-born. Three-fourths of this group lived in urban areas. 3.4% of Iowans over the age of 5 years spoke a language other than English at home, but only 0.3% of Iowans spoke English not well or not at all in 1980. Other than English, German was the language most frequently spoken at home (more than 0.9% of Iowans), followed by Spanish (0.7% of Iowans).

American Library Association Standards for Library Functions at the State Level state that "provision for library and information materials in languages other than English and multilingual access to them shall be planned for and coordinated at the state level."

Objective: Encourage Development of Library Services to Non-English Speaking Populations

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to develop library collections and services for non-English speaking populations. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 10: Services To the Elderly

Needs Statement

The median age of Iowa's population has risen steadily to 34 years in 1990, compared to 32.9 years for the U.S. In 1990, 83 of Iowa's 99 counties had median ages above the state median. Urban areas had younger populations than rural and non-metropolitan areas.

Two significant long-term trends are apparent: 1) a steady decline in the proportion of population under 18 years, and 2) a steady increase in the proportion of population aged 65 and over. In 1990, 25.9% of Iowa's population was under age 18 and 15.3% over age 65. Thirty-six counties had 20% or more of their population in the 65+ years cohort. In the U.S., Iowa is ranked third in the proportion of population over the age of 65.

The 75+ years cohort recently passed the 0-4 years cohort in size. Projections of age distribution show that Iowa's population will continue to age at a rate above the national average.

Objective: Encourage Development of Library Services to Iowa's Elderly

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to develop library collections and services for elderly Iowans. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 11: Community Information and Referral Centers

Needs Statement

The 1989 edition of In Service to Iowa: Public Library Measures of Quality describes as one of the sample roles of a public library:

Community Information Center

The library is a clearinghouse for current information on community organizations, issues, and services. The library maintains a high profile as a source of information about community services. It responds to community problems with specialized services provided both inside and outside the library building, such as a job information and skills center for a community with high unemployment.

**Objective: Encourage Development of Community Information
and Referral Centers**

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to develop community information and referral centers in public libraries. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 12: Literacy Programs

Needs Statement

In 1980, 71.5% of Iowans 25 years old and over had completed high school. 13.9% had completed 4 or more years of college. For blacks the completion rates were 60.6% and 12.1% for high school and college respectively. For people of Spanish origin, the rates were 54.1% and 11.1%.

In 1989, 2.61% of public secondary school enrollees in Iowa became dropouts. This was lower than the 3.0% reported in 1980. There were significant variations among the counties, with urbanized counties reporting higher dropout rates.

**Objective: Encourage Development of Literacy Programs in
Public Libraries**

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants to projects designed to develop public library programs and services for populations with literacy needs. Library projects which cooperate with existing literacy programs in the community will be encouraged. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 13: Handicapped

Needs Statement

In 1980, 7.2% of Iowa's population between the ages of 16 and 64 years reported a work disability and 1% reported a public transportation disability. 10.7% of persons 65 years and older had a public transportation disability.

The rate of mental illness in the population in 1989 was estimated at 6.5% for adults and 1.4% for children. A volunteer census in 1980 showed a hearing-impaired population of about 28,000, less than 1% of the total population. Current estimates place the incidence of hearing impairments at 8% of the population nationwide.

Objective: Encourage Library Service to the Physically Handicapped

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants for projects designed to extend and/or improve public library services to the physically handicapped. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Goal 14: Intergenerational Library Programs

Needs Statement:

It is estimated that there are between 2.1 and 7 million school youth nationwide who are left without adult supervision after school. Many of these children spend their time after school at a public library. This group of library users has been characterized as an "unparalleled opportunity" for libraries. Programs for unsupervised school children could help these users by providing services to improve literacy and reading skills, especially related to their school studies.

While few libraries have large enough staffs to undertake the direct provision of services to unsupervised school children, libraries can work with local community groups and agencies to offer these services. In the United States, Iowa is ranked third in proportion of population over the age of 65. These senior citizens constitute a pool of talent that can be tapped for library programs for unsupervised school children. The use of older volunteers to provide literacy and reading skills programs for children provides a meaningful way for older Iowans to share their talents and would greatly benefit the children who receive both assistance in developing reading skills and special attention from an older adult.

Objective: To encourage public libraries to develop after school programs using older adults to help unsupervised school children improve literacy and reading skills.

Methodology:

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants for projects which develop public library programs using older adults to help unsupervised school children improve literacy and reading skills during after school hours.

Goal 15: To Assist Public Libraries to Develop Child Care Center Library Programs

Needs statement:

The need for child care services and facilities is increasing for families across the nation. Public libraries have long been in the forefront of providing books and other educational materials to young children. However, many children are unable to visit their local public library. This program is designed to assist libraries in providing delivery of library materials to group child care providers or child care centers.

Objective: To encourage public libraries to develop local outreach library services to meet the needs of children in child care centers.

Methodology:

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants for projects which develop outreach services to meet the needs of children in child care centers.

Methodology:

The State library Children's Consultant will assess model programs and encourage adaptation of successful ones in Iowa. The Consultant will also provide a forum for sharing ideas for service through workshops and publications.

**Goal 16: To Assist Public Libraries in Developing Model
Literacy Centers**

Needs Statement:

The Library Services and Construction Act Amendments of 1990 (P.L. 101-254) encourage the development of model library literacy centers. The aim of such projects would be to reduce the number of functionally illiterate individuals and to help them become employable.

Objective: To encourage the development of model literacy centers in public libraries.

Methodology:

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants model library literacy centers in public libraries. Cooperation with existing programs is encouraged.

Goal 17: Substance Abuse Prevention Programs in Public Libraries

Needs statement:

The need to provide any community with educational materials in the area of substance prevention is always critical. The public library can play an important role in providing information on this topic. With the increasing awareness of the national problem of substance abuse, libraries need to increase and make current their holding of materials on this subject and develop programming on substance abuse prevention.

Objective: To encourage public libraries to provide educational materials and programs aimed at preventing and eliminating substance abuse.

Methodology:

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants which are directed to the needs discussed above in order to meet the objective of this goal. Cooperation of libraries with existing community programs will be encouraged.

Goal 18: Administration

Needs Statement

American Library Association Standards for Library Functions at the State Level state that "Federal funds shall be used in a manner consistent with the federal act and the plan or application under which they are received by the agency."

The Iowa LSCA program is required to be administered in compliance with federal laws including the Library Services and Construction Act as amended through 1990 (Public Law 101-254), with federal regulations including 34 CFR 74, 75, 76, 77, 79, 80, 81, and 85, and with the Code of Iowa.

Objective: Administer LSCA Funds in Compliance With Federal and State Law and Regulations

Methodology

In each year of this plan, the State Library of Iowa will prepare and submit to the U.S. Department of Education all required documentation of the Iowa LSCA program, including basic state plans, certifications, annual programs, long range plans and revisions, and annual reports.

Methodology

In each year of this plan, the State Library of Iowa will coordinate and support the activities of the Iowa LSCA Advisory Council and subcommittees.

Methodology

In each year of this plan, the State Library of Iowa will prepare and distribute to the libraries of Iowa an Iowa LSCA Program Handbook describing requirements of the competitive grant program.

Methodology

In each year of this plan, the State Library of Iowa will plan and conduct informational sessions on LSCA competitive grant requirements and grant writing workshops in each region of the state for potential applicants.

LSCA TITLE II

Goal 1: Provide Adequate Facilities for Public Library Services and Programs

Needs Statement

A register of public library building activities maintained at the State Library of Iowa during 1990-1991 suggested that as many as 80 of the 526 public libraries in Iowa were involved in some stage of a construction or renovation project. Normal aging of this large number of individual facilities, changing roles of public libraries, and new developments in library technologies will ensure that a high level of public library construction, renovation and technological enhancements will be undertaken during the life of this plan.

In addition, the Americans with Disabilities Act (ADA) will have an impact on libraries. Many will need to remodel or renovate to become accessible to people with handicaps.

Staff and trustees of public libraries need to know about other building and construction projects so that they may benefit from information already gained.

Objective: Encourage Public Library Construction and Improvement

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants for public library construction and renovation projects. The availability of these grant funds will be promoted through publicity and grant writing workshops.

Methodology

In each year of this plan, the State Library of Iowa will maintain a register of public library building projects, compiled from newspaper accounts and other sources, and disseminate the information. This register will be an aid to national, state, regional, and local library planners and other interested parties.

LSCA TITLE III

Goal 1: Planning, Establishing, Operating, and Expanding Cooperative Resource Sharing Networks

Needs Statement

American Library Association Standards for Library Functions at the State Level state that:

The state library agency shall encourage and facilitate cooperative library services.

The state library agency shall make provisions for access to reference, bibliographic, and interlibrary loan services which supplement local libraries through use of technology and networking.

Subject and reference resources shall be available through sharing arrangements which provide access to such resources within a reasonable length of time.

The total resources, in each state, including all forms of communications media, be made available to users throughout the state.

The state library agency has a responsibility to promote network concepts for the optimum use of resources.

The state library agency shall exercise leadership in keeping pace with the technologies which assist libraries in acquiring, recording, and processing all forms of informational materials related to the special needs of the state, making such information accessible through networking.

The state library agency shall exert leadership to effect exchange of information and materials through networks that open new sources and channels for the flow of information.

The state library agency shall assume the responsibility for ensuring that the networks of library and information sources within a state's own borders transcend state boundaries and are linked to other networks - state, regional, national, and international such as NREN.

The state library agency shall encourage, by grants and other funding, the development and continuation of networks.

New Era for Libraries: A Report from the Iowa Blue Ribbon Task Force on Libraries identified as a goal for Iowa:

Every citizen in Iowa should have the right to walk into any publicly funded library and have use of its collections and services and obtain access to other holdings of the State. Iowans are entitled to public access to all forms of information.

Objective: Operating and Expanding Cooperative Resource Sharing Networks

Methodology

In each year of this plan, the State Library of Iowa will make available LSCA funds for competitive grants for projects to operate and expand multitype library resource sharing networks. The availability of these grant funds will be promoted through publicity and grant writing workshops, as well.

Methodology

In each year of this plan, the State Library will provide access to a broad range of materials at Iowa libraries of all types through development and expansion of the Iowa Locator CD-ROM statewide bibliographic database, the Iowa Union List of Serials, the Iowa Computer Assisted Network (ICAN) electronic mail interlibrary loan network, and the Iowa fax network.

Goal 2: Preservation

Needs Statement:

Presently Iowa's preservation needs of rare and valuable resources are being addressed by individual libraries, in particular the libraries of Iowa State University and the University of Iowa.

Objective:

To encourage the preservation of rare and valuable resources in the State of Iowa.

Methodology:

The State Library of Iowa will support cooperative activities of these individual libraries by making available LSCA funds for competitive grants to projects for preservation.

Appendix: Accreditation of Iowa Public Libraries

LSCA Long Range Plan

Accreditation of Public Libraries

The accreditation of public libraries is part of the Standards program, a voluntary program which establishes performance standards for public libraries and tracks the progress of libraries towards meeting both required and optional measures. The Standards program was established in 1985 with the formation of the State Library Standards Committee and the publication of In Service to Iowa: Public Library Measures of Quality. The purpose of the first edition of In Service to Iowa was to disseminate public library standards which could be used as a checklist to determine the service level of every public library in Iowa and to serve as the basis of a statewide accreditation program.

In the past 2 years, 432 of 525 public libraries have submitted at least one report on their progress toward meeting accreditation requirements. Of those, 129 are currently accredited. However, even those libraries which have met the requirements for accreditation have not met every standard established for quality library service. The State Library has developed a database which tracks the status of every reporting library in meeting every measure of quality. The database demonstrates that, while libraries have made impressive efforts to improve library service and meet the standards, there is a great deal of room for improvement.

The standards listed in the appendix are those which were developed for the second edition of In Service to Iowa: Public Library Measures of Quality. The second edition incorporates changes based on recommendations made by Iowa librarians. Other changes were made as a result of a review of the most recent Iowa Library Statistics, standards programs in other states, and the ALA Public Library Development Program. The second edition contains 90 measures of quality which concern governance, administration, funding, staffing, collection, services, public relations, and access and facilities. To be accredited, a library must meet the 36 required measures and 41 of 54 other measures. Libraries will report on progress toward meeting the standards in the second edition by October 31, 1991.

While the Standards program is voluntary, a public library is required to have submitted an Application and Report Form for Accreditation within the past 2 years to be eligible for an LSCA grant. Information compiled from the reports will be used in the development of future LSCA programs and plans and in the evaluation of public library development efforts in Iowa. The standards in the appendix may also be cited as evidence of inadequate service.

IN SERVICE TO IOWA: PUBLIC LIBRARY MEASURES OF QUALITY
STATE LIBRARY OF IOWA STANDARDS COMMITTEE
APPLICATION AND REPORT FORM
FOR ACCREDITATION FY1991

Library Name

Fiscal Year

Region

Chapter 1
GOVERNANCE, ADMINISTRATION, AND FUNDING

- ___ 1. Residents of the community have **free access** to tax-supported public library services. (See Appendix G)
- ___ 2. (R1) The library is established and maintained according to the provisions of local ordinance. (See Appendix A)
- ___ 3. A legally appointed and constituted library board governs the operation of the library. The library board represents a broad spectrum of community interests, occupations, and geographic areas.
- ___ 4. (R2) The library board has complete authority, within legal limits, over the library's budget and over all gifts, bequests, and donations.
- ___ 5. The library recognizes the importance of continuing education for its trustees by providing financial support for their library association dues and attendance at workshops.
- ___ 6. The library board hires the library director and delegates active management of the library to the library director.
- ___ 7. (R3) The library board follows statutory requirements as to fiscal year, audits, and budgeting, and makes annual and other reports to its funding authority(ies), the Regional System, and to the State Library of Iowa.
- ___ 8. (R4) The library board has written bylaws which outline its purpose and operational procedures. These bylaws are reviewed at least every three years.
- ___ 9. (R5) The library board adopts written policies for operations, collection development, and personnel, and reviews them at least every three years. The policies are available for public inspection. (See Appendix B)
- ___ 10. (R6) The library board meets regularly (no fewer than 10 meetings per year) with the library director in attendance at a time and place convenient for the board and the community and in accordance with the state's open meetings law.

- 11. The library board is familiar with Iowa library laws and other Iowa and federal laws which affect library operations, such as minimum wage, unemployment compensation, criminal theft of library materials, and confidentiality of library records. (See LIBRARY LAWS OF IOWA)
- 12. (R7) The library has a written comprehensive **long-range plan** covering the next three to five years which is developed by the board and staff with input from the community; at the very least the plan outlines goals regarding administrative and fiscal matters, personnel, collection development, programs and services, public relations, and facilities. Copies of the plan are available to the public. (See Appendix G)
- 13. The comprehensive **long-range plan** contains a **mission statement**, which describes the roles and purposes of the library in the community. (See Appendix G)
- 14. The comprehensive **long-range plan** includes **goals** and specific measurable **objectives**, with a timetable for implementation.
- 15. The comprehensive **long-range plan** is reviewed and updated annually by the library board; an evaluation of the library's progress toward the plan's **goals**, **objectives**, and timetable is included in the review.
- 16. (R8) The library conducts a community study at least every five years as part of its long-range planning efforts [and has conducted a community study in the past five years]. (See Appendix C).
- 17. (R9) *Library Visits Per Capita*. The library determines the number of people who come into the library during a specified time each year compared with the **jurisdiction population**. (See Appendix G)
- 18. (R10) *Registration as a Percentage of the Population*. The library determines annually the number of people who are registered borrowers compared to the **jurisdiction population**.
- 19. The library issues borrowers' cards with expiration dates of three years or less, unless another method (e.g. an automated circulation system) is used to purge inactive patron registrations on a more frequent basis.
- 20. The library director provides financial and statistical reports for review at library board meetings on a regular basis.
- 21. The library director and other board members conduct an orientation program for each new board member. (See IOWA TRUSTEES LIBRARY GUIDE)
- 22. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries, so that board members and staff can actively participate in the legislative process to effect change that will benefit libraries. (Examples: ILA Legislative Day, contacting legislators on library issues, etc.)
- 23. The library director is responsible for personnel administration.

- 24. The public library is supported by city and/or county funds on a permanent basis; grants and donations supplement, but do not supplant, the basic funding structure of the library.
- 25. The library receives financial support from its funding authority(ies) sufficient to provide a level of service consistent with its **long-range plan** and the standards in this document.
- 26. The library board reviews and adopts an annual budget which has been developed by the library director with input from the library staff. This budget reflects board-approved priorities for the library.
- 27. The library board and the library director present the budget to their funding authority(ies).

Chapter 2 STAFFING

- 28. (R11) The library has a permanent, paid director who is, or will be within two years of hire, certified at a required level. (See Appendix F) A library with a director who is certified at ANY level prior to 1992 fulfills this measure as long as the library employs that director.
- 29. (R12) The library has adopted personnel policies outlining the conditions and requirements of employment of library staff; these policies are consistent with state and federal regulations, are reviewed at least every three years, and are made available to all staff members.
- 30. The library has a written personnel classification plan with salary ranges for each position and written job descriptions listing the duties of each position, including any educational and experience requirements.
- 31. Library employees have salaries, hours, and benefits comparable with other community positions requiring similar educational preparation and job assignments.
- 32. The library employs at least 0.5 full-time equivalent (FTE) staff per 1,000 population, but no fewer than 0.5 FTE total. Forty hours per week constitutes one FTE. Additional staff may be required according to the role(s) the library chooses. Libraries with specialized collections and/or services or those serving populations with unique needs may also require additional staff.
- 33. The library has a planned orientation program for all new employees.
- 34. The library provides continuing education for its director and staff at all levels by allocating a portion of its budget to reimburse continuing education costs, including travel expenses and paid time off.

___ 45. (R20) *Turnover Rate*. Turnover rate is the average circulation per item owned. Turnover rate is computed by dividing total annual circulation by total **holdings**. Figures for **holdings** should reflect both cataloged and uncataloged items except for periodical **holdings**. Circle A, B, or C if applicable. Report Turnover Rate here: _____

A	B	C
3.0 or more	2.0-2.9	1.0-1.9

___ 46. (R21) *Circulation per Capita*. The library determines the number of items that circulate. Circulation per capita is computed by dividing total circulation by **jurisdiction population**. Circle A, B, or C. Report Circulation per Capita here: _____

A	B	C
14.0 or more	8.0-13.9	Report results

___ 47. (R22) *In-library Materials Use per Capita*. The library determines the number of items used in the library. This is computed by dividing the in-library uses by **jurisdiction population**. Circle A, B, or C. Report In-library Materials Use per Capita here: _____

A	B	C
6.0 or more	4.0-5.9	Report results

___ 48. (R23) *Title Fill Rate*. The library determines the percentage of specific titles desired by library users which are available at the time of the request. Circle A, B, or C. Report Title Fill Rate here: _____%

A	B	C
80% or more	70%-79.9%	Report results

___ 49. (R24) *Author and Subject Fill Rate*. The library determines the percentage of time users find materials on a specific subject, or by a specific author, at the time they look for them. Circle A, B, or C. Report Author and Subject Fill Rate here: _____%

A	B	C
85% or more	80%-84.9%	Report results

___ 50. (R25) *Browsing Fill Rate*. The library determines the percentage of users who find something they want during browsing compared to the total number who browse. Circle A, B, or C. Report Browsing Fill Rate here: _____%

A	B	C
98% or more	95%-97.9%	Report results

Chapter 3 COLLECTION

- 35. (R13) The library has a collection development policy, based on community needs, that includes: materials selection, requests for reconsideration of materials, collection specialties and purchase priorities, evaluation, and weeding of the collection.
- 36. The library allocates funds for purchasing materials in all appropriate formats based on its collection development policy, the library's **long-range plan**, current use, and the role(s) the library has chosen.
- 37. The library cooperates with other local and regional libraries (for example, public school library media centers, college and university libraries, the local historical society) in collection development to provide a wide range of materials in a variety of formats to meet the needs of the community.
- 38. (R14) The library maintains a current, thoroughly weeded collection of books appropriate to the role(s) the library has chosen. (See Appendix D for recommended **holdings** by population and Appendix G)
- 39. (R15) The library maintains a collection of current periodicals appropriate to the role(s) the library has chosen. (See Appendix D for recommended **holdings** by population)
- 40. (R16) The library maintains a collection of audio recordings (e.g. compact discs, audio cassettes, phonograph records), video and/or film materials, and other nonprint materials (e.g. computer software, slides, toys, games, art reproductions) appropriate to the role(s) the library has chosen. (See Appendix D for recommended **holdings** by population)
- 41. (R17) The library maintains a current collection of core reference materials selected from recommended lists and additional sources selected to suit the role(s) the library has chosen.
- 42. The library provides materials in formats appropriate to the needs of its special population groups (large print books, books on tape, captioned video, children's material).
- 43. (R18) Every item in the library's collection is evaluated for retention, replacement, or withdrawal at least every three years to determine its usefulness according to the library's collection development policy. Three percent or more of the collection is withdrawn each year.
Report % withdrawn here: _____%
- 44. (R19) The library's collection is up-to-date. Five percent or more of the collection is added each year.
Report % added here: _____%

___ 51. (R26) *Document Delivery*. The library determines the amount of time users must wait for materials which are not available at the time of the request. (See Appendix G) Circle A, B, or C. Report Document Delivery here: _____ % in 7 days, _____ % in 14 days, _____ % in 30 days

A	B	C
55% or more in 7 days and	45%-54.9% in 7 days and	Report results
72% or more in 14 days and	62%-71.9% in 14 days and	Report results
90% or more in 30 days	75%-89.9% in 30 days	Report results

Chapter 4 SERVICES

___ 52. The library provides reference and readers advisory service to residents of all ages in person and by telephone during all the hours the library is open.

___ 53. The library provides staff trained in reference work during all hours the library is open.

___ 54. The library participates in regional and state coordinated interlibrary loan and resource sharing.

___ 55. The library cooperates with other types of libraries and with other agencies in the local area to provide information services to all residents.

___ 56. (R27) *Reference Transactions per Capita*. The library determines the average number of reference questions asked by members of the community during the year. Reference transactions per capita is calculated by dividing the total number of reference questions by the **jurisdiction population**.

___ 57. (R28) *Reference Fill Rate*. The library determines the number of reference transactions successfully completed in proportion to the total number of reference transactions.

___ 58. The library makes available an accurate and up-to-date community information/resource file (e.g. names of officers and contacts for community organizations and service agencies, providers of job and literacy training, etc.).

___ 59. The library identifies the needs of special population groups of all ages in its service area and develops goals and objectives for implementing services to special populations.

___ 60. The library studies the community at least every five years to identify other community agencies which are serving special populations and works with these agencies in planning and implementing service to special populations. (See Appendix C)

- ___61. The library provides programs free of charge for children, young adults, and adults.

Chapter 5 PUBLIC RELATIONS

- ___62. The library develops an annual public relations program and allocates funds for public relations activities.
- ___63. The library produces visually appealing printed materials, graphics, and signage.
- ___64. The library board and staff evaluate all policies and procedures in terms of their effect on the public and on the library's public relations.
- ___65. (R29) The library uses at least 4 approaches to publicity.
- ___66. The library determines the public's awareness level of various library services (e.g. reference, story hours, public access computers, large-print books, online searching). This may be done every five years during the community study. (See Appendix C)
- ___67. The library designates a staff member to coordinate public relations activities.

Chapter 6 ACCESS AND FACILITIES

- ___68. (R30) The library board adopts policies consistent with the principles set forth in the ALA Library Bill of Rights and all official ALA interpretations. (See Appendix H)
- ___69. Library service is offered at a geographic location requiring no more than 15 minutes travel time (one way) in densely populated urban areas and 30 minutes (one way) elsewhere.
- ___70. The library provides access to its collections and services for patrons unable to travel to the library (e.g. homebound services, deposit collections, programs held outside the library, bookmobile service, service to hospitals, jails, or institutions).
- ___71. All library services and materials are available to all individuals when the library is open.
- ___72. (R31) Library hours are fixed, posted, and include morning, afternoon, evening, and weekend hours based on users' and potential users' disposable time. An evening hour is defined as after 5:00. The library must be open until at least 5:30 one day a week to satisfy this measure.

___ 73. (R32) Minimum days and hours of service are as follows, with consideration always given to weekend and evening hours. Circle A, B, or C, if applicable. Report Days/Hours Open here: _____ days, _____ hours

Population	A Not less than	B Not less than	C Not less than
Under 500	5 days/25 hrs.	5 days/20 hrs.	4 days/20hrs.
500-999	5 days/25 hrs.	5 days/20 hrs.	4 days/20 hrs.
1,000-2,499	6 days/35 hrs.	6 days/25 hrs.	5 days/20 hrs.
2,500-4,999	6 days/45 hrs.	6 days/35 hrs.	5 days/25 hrs.
5,000-9,999	7 days/56 hrs.	6 days/50 hrs.	5 days/45 hrs.
10,000-24,999	7 days/68 hrs.	6 days/64 hrs.	6 days/56 hrs.
25,000-49,999	7 days/72 hrs.	6 days/68 hrs.	6 days/64 hrs.
50,000-74,999	7 days/72 hrs.	6 days/68 hrs.	6 days/64 hrs.
Over 74,999	7 days/72 hrs.	6 days/68 hrs.	6 days/64 hrs.

___ 74. The library converts its bibliographic and **holdings** information into machine-readable form using the MARC standard and submits this information to the statewide database(s) (e.g. OCLC, Iowa Locator).

___ 75. The library provides access to the statewide database(s) for its staff and its patrons, either on-site or through the Regional Library.

___ 76. (R33) The library has a telephone with the number listed in both the white and yellow pages of the telephone directory.

___ 77. The library has sufficient incoming telephone lines to accommodate staff and user needs.

___ 78. The library provides printed directional signs and instructions for the use of collections, the card catalog, and other library services.

___ 79. (R34) The library has a **catalog** of its **holdings** located in an area easily accessible to users, staff, and materials. (See Appendix G)

___ 80. The library facility has adequate space to implement the full range of library services consistent with the library's comprehensive **long-range plan** and the standards in this document. (See Appendix E)

___ 81. At least every five years, the library director, with input from the staff, completes and shares with the board a written space needs assessment based on the following: current space requirements; community study findings; changes in access points, services, size of collection, types of materials, and staffing levels mandated by the library's **long-range plan**; and space requirements resulting from implementation of the standards in this document. (See Appendix E)

- ___ 82. (R35) The library building meets or will meet by December 31, 1991, state requirements for accessibility. (See Appendix G)
- ___ 83. Adequate and convenient parking is available to the library's patrons and staff on or adjacent to the library's site.
- ___ 84. The outside of the building is well lighted and identified with appropriate signs of high visibility. The signs include service hours.
- ___ 85. The library building complies with fire, safety, sanitary, and other local and state codes.
- ___ 86. Interior lighting is evenly distributed and glare is avoided.
- ___ 87. The library has proper temperature and humidity control throughout the year for the comfort of the public and staff, and for protection of library materials.
- ___ 88. The library has public meeting space available for its programming and for use by other community groups.
- ___ 89. The library has allocated space for child and family use, with all materials readily available, and provides furniture and equipment designed for children's use.
- ___ 90. (R36) A book return is provided for returning library materials when the library is closed.

LOCAL LIBRARY REPORT

	MINIMUM NUMBER REQUIRED	TOTAL NUMBER ACHIEVED
A. REQUIRED MEASURES (R1-R36)	36 of 36	_____
B. ADDITIONAL MEASURES	41 of 54	_____
C. TOTAL MEASURES (TOTAL OF A+B ABOVE)	77 of 90	_____

THIS IS AN: (Check one)

APPLICATION FOR ACCREDITATION (ALL REQUIREMENTS MET) _____

REPORT ONLY _____

LIBRARY NAME _____

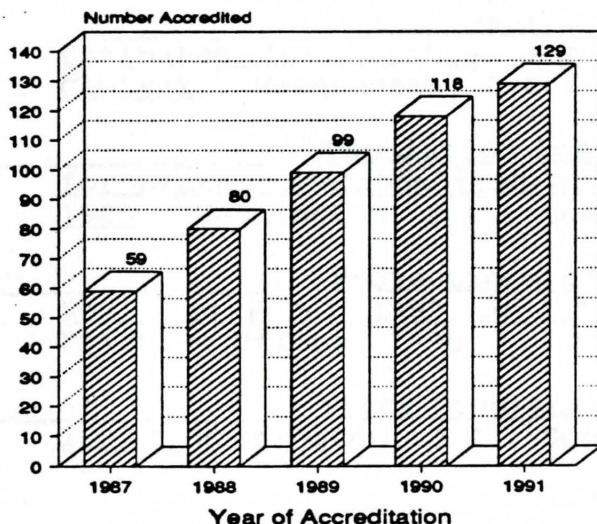
DATE OF APPLICATION OR REPORT _____

Number of Libraries Meeting Each Standard of In Service to Iowa, Second Edition, By Measure, FY1990 Reporting Period

(400 Reporting Libraries)

Measure 1	366	Measure 31	267	Measure 61	370
Measure 2	394	Measure 32	297	Measure 62	223
Measure 3	397	Measure 33	258	Measure 63	322
Measure 4	394	Measure 34	358	Measure 64	320
Measure 5	321	Measure 35	351	Measure 65	333
Measure 6	393	Measure 36	303	Measure 66	260
Measure 7	393	Measure 37	349	Measure 67	292
Measure 8	351	Measure 38	354	Measure 68	354
Measure 9	343	Measure 39	372	Measure 69	376
Measure 10	356	Measure 40	350	Measure 70	298
Measure 11	374	Measure 41	356	Measure 71	386
Measure 12	221	Measure 42	374	Measure 72	349
Measure 13	231	Measure 43	228	Measure 73	314
Measure 14	185	Measure 44	263	Measure 74	177
Measure 15	180	Measure 45	332	Measure 75	322
Measure 16	241	Measure 46	347	Measure 76	329
Measure 17	344	Measure 47	298	Measure 77	382
Measure 18	337	Measure 48	311	Measure 78	308
Measure 19	333	Measure 49	314	Measure 79	384
Measure 20	391	Measure 50	317	Measure 80	195
Measure 21	288	Measure 51	319	Measure 81	157
Measure 22	346	Measure 52	390	Measure 82	289
Measure 23	375	Measure 53	324	Measure 83	364
Measure 24	392	Measure 54	388	Measure 84	335
Measure 25	277	Measure 55	383	Measure 85	366
Measure 26	383	Measure 56	301	Measure 86	370
Measure 27	380	Measure 57	298	Measure 87	358
Measure 28	348	Measure 58	203	Measure 88	293
Measure 29	321	Measure 59	259	Measure 89	371
Measure 30	225	Measure 60	201	Measure 90	372

**Accredited Libraries
1987-1991**



Areas in which there is the greatest need for attention, as indicated by the 5 least met measures, are:

1. Measure 14, goals and objectives
2. Measure 15, annual update of long range plan
3. Measure 74, MARC records
4. Measure 80, adequate space in facility
5. Measure 81, space needs assessment

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1992 Iowa LSCA Advisory Council

<u>Name/Community</u>	<u>Representing</u>	<u>Term Expires</u> <u>September 30,</u>
Tom Armitage Cedar Rapids	Public Libraries	1992
Mary Ann Bartz Forest City	Academic Libraries	1992
Georgia Houseman Mt. Pleasant	Institutional Libraries	1992
Gayle Trede Mt. Pleasant	Public Libraries	1992
Margot Fetrow Council Bluffs	Disadvantaged	1993
Dotta Hassman Vinton	Libraries Serving the Handicapped	1993
Phyllis Jagiello Des Moines	Library Users	1993
Judy Leavitt Cedar Rapids	Special Libraries	1993
Gary Mahannah Sac City	Library Users	1993
Linda Mentzer Holstein	School Libraries	1993

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