

**The State Library of Iowa**

**A  
Biennial  
Report  
for  
1983-1984**



This Publication  
Is Funded In Part  
By Federal Funds

Dear Governor Branstad:

I am pleased to transmit to you this Biennial Report of the State Library of Iowa, which covers the period from July 1, 1982 through June 30, 1984.

The State Library of Iowa, which was established in 1838, is in a unique position to provide advice, expertise, and assistance to Iowa libraries and information to all branches of Iowa government. The State Library's role as an advisor on state library and information policies and plans is especially crucial in a world where information grows rapidly and where its organization, transmittal, and use are essential to the success of almost all we do. In keeping with the major changes we are experiencing in this Information Age, the State Library's major program thrust during 1982-84 was improving services to meet changing needs.

The State Library made significant progress in its efforts to respond to the needs of library users and to improve the services that help meet these needs. Closer working relationships with all libraries in the state will allow for the improved sharing of existing resources. The reorganization and changed staffing of the State Library has given us an enthusiasm and ability to develop Iowa's library services in the coming biennium.

I look forward to the continued challenge of guiding the important work of the State Library as I assist in carrying on our tradition of dedicated service to the government and the people of Iowa.

Sincerely,



Claudya B. Muller  
State Librarian





Federal Depository Library

## Table of Contents

State Library Commission	4
Table of Organization	5
Summary	7
Office of Information Services	
Information Services	8
Technical Services	10
Depository Library Center	11
Office of Library Development	12
Library Services & Construction Act	13
Network Services	14
Audio-Visual Program	15
Office of Agency Operations	16
Accounting	
Word Processing	
Public Information	17
Phone Reception	
Appendix	20
LSCA Grants	22

...Formal schooling in youth is the essential foundation for learning throughout one's life. But without life-long learning, one's skills will become rapidly dated. ...Educational reform should focus on the goal of creating a Learning Society... (who's) educational opportunities extend beyond the traditional institutions of learning workplaces, into libraries, art galleries, museums, and science centers; indeed into every place where the individual can develop and mature in work and life.

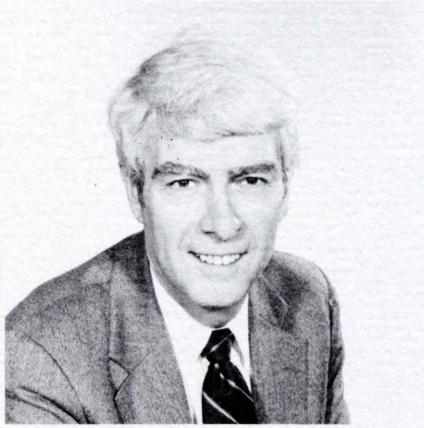
— *A Nation at Risk.*

# State Library of Iowa Biennial Report 1983-1984

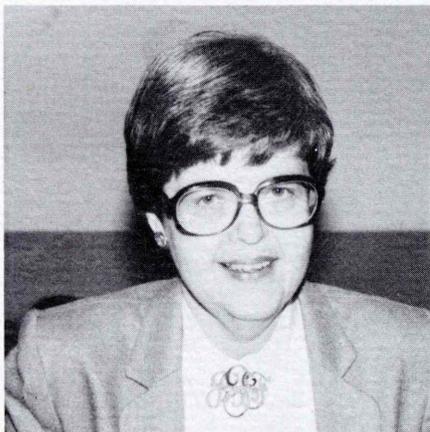
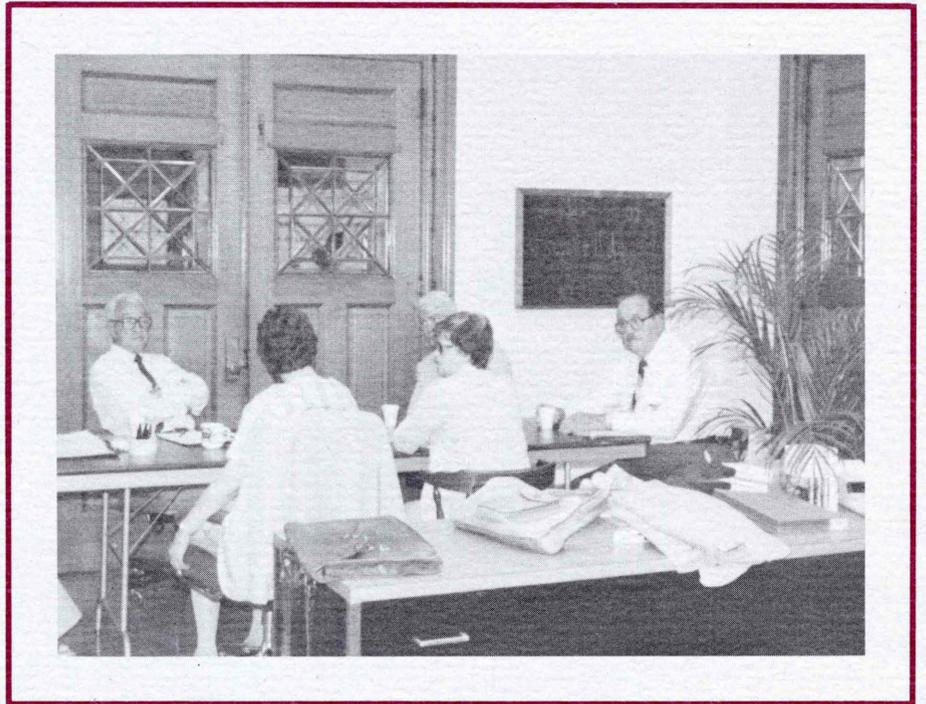


Martin D. Phelan  
Chairman

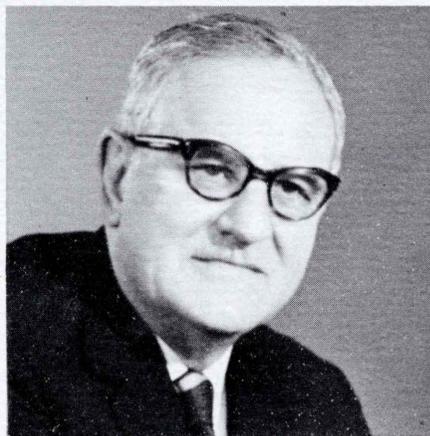
## The State Library Commission



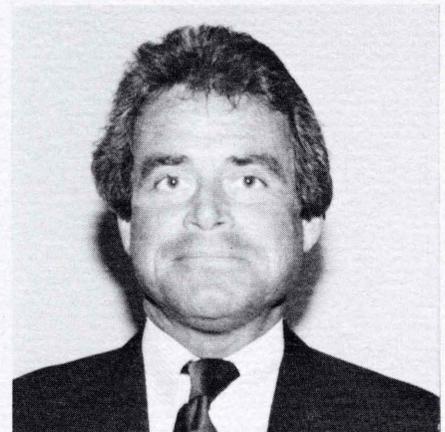
Norman McMullin  
Vice-Chairman



Julia Falk

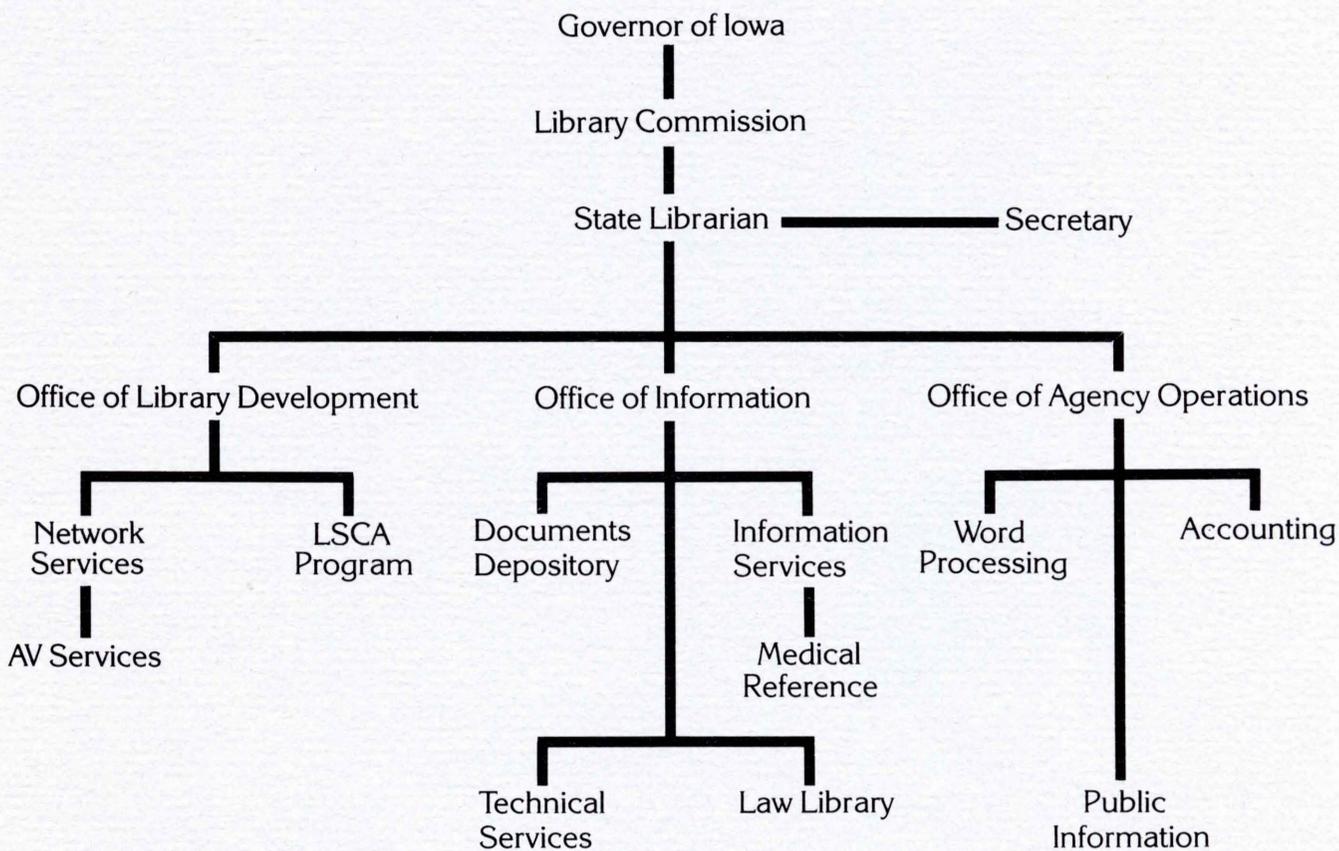


Ralph Dorner, M.D.



William O'Brien

# Table of Organization





## Summary

This biennium has been a time of transition for the State Library of Iowa. The appointment of a new State Librarian, replacement of half the professional staff, reorganization of the agency, and receipt of special federal funds have caused many changes.

During the period covered by this report, the State Library has expanded its capabilities in computerized information retrieval by training more staff in the process. To more effectively provide information service with a small staff, the general reference and medical library collections and staff were merged. The staff spent six months analyzing, weeding, and reorganizing the collection. The results of these changes can already be felt. In June, 1984, the newly reorganized Information Services Department received an 87.6% rating on the Government Printing Office Depository Inspection. This inspection report specifically cited the improvements made during this biennium.

As part of the reorganization, it was decided to relocate staff within the Historical Building to have all similar functions in the same area. This created a great deal of additional work for the staff during the relocation period. The ground level now houses the AV Department, Technical Services, and the Depository Library Center. All library development and consulting staff were moved to the second floor. This shifting has created enough additional space that the State Library could give up office space in Executive Hills. All State Library employees now work in either the Historical Building or the Law Library in the Capitol Building.

**“The State Library’s role as an advisor on state library and information policies and plans is especially crucial in a world where information grows rapidly and where its organization, transmittal, and use are essential to the success of almost all we do.”**



“The State Library has approximately 2,300 periodicals in either paper or microfilm form. During this biennium 41,880 articles were copied for users of this service.”

## Office of Information Services

### Information Services

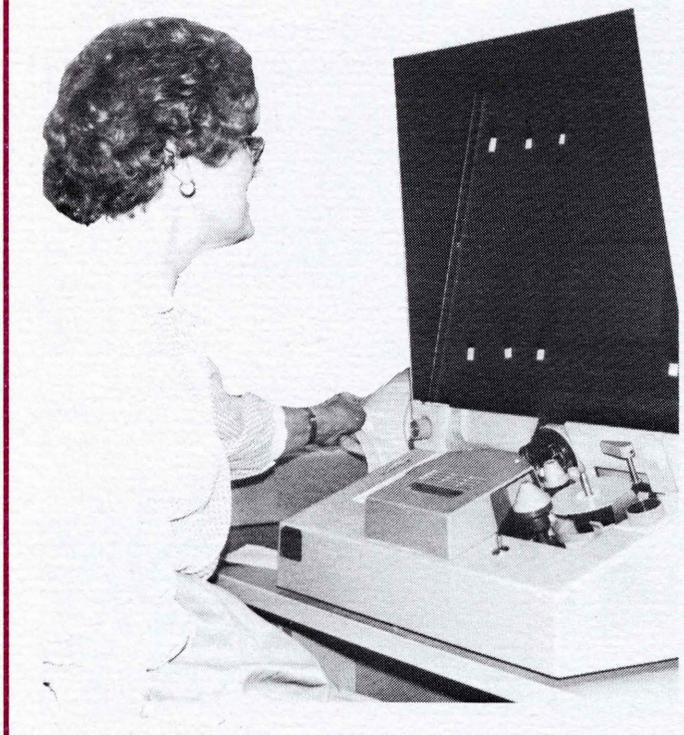
This department provides informational materials and service to state government, and to the medical and legal communities. This is a difficult task on a limited budget. Despite across the board budget cuts which forced a reduction in the materials added to the State Library's collections, the agency responded to an increasing number of requests.

In FY '83 16,260 reference questions were handled by the Law, Medical, and General Library staffs. In FY '84 the Medical and General collections were closed for extended periods for reorganization. Despite the closing, 18,540 questions were handled during the year. Staff shortages forced the discontinuation of the Selective Dissemination of Information program for most of FY '84. This program is again operating and will expand during FY '85.

Online bibliographic searching provides computer generated bibliographies on a wide range of topics through the use of many subject-oriented databases. To meet the increasing demand for this searching, three library associates were trained in database searching and are continuing to develop their skills.

Despite the fact that the combined Law, Medical and General collections total over 265,000 volumes, the State Library must use interlibrary loan to obtain some of the publications requested by users. During this biennium, the State Library borrowed over 5,900 items from other libraries and loaned 14,960 items to other libraries.

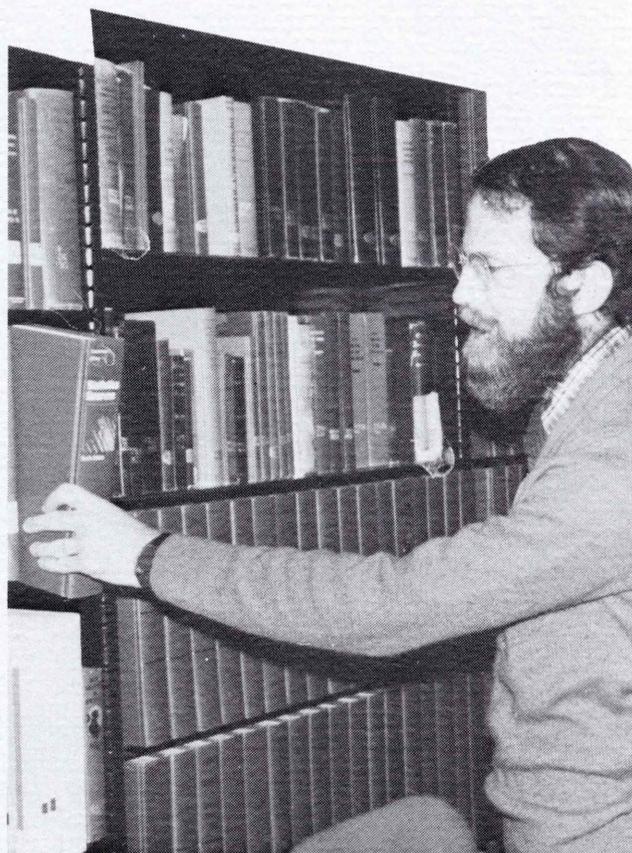
The State Library subscribes to approximately 2,300 periodicals in either paper or microfilm form. During this biennium 41,880 articles were copied for users of this service.



The Census Data Center provides census information for the State of Iowa. The program is heavily used by state agencies and local government units. Included in this service is the recent addition of mylar maps that provide census information by Iowa school districts.

The State Library is a selective depository for Federal Documents. Most documents received are in microfiche rather than paper format. The Government Printing Office has instructed that fiche be stored in acid free paper or metal cabinets. The State Library is in the process of moving thousands of fiche to metal cabinets which is the best long-term storage solution based on cost and safety factors for the fiche.

**“...the newly reorganized Information Services Department received an 87.6% rating on the Government Printing Office Depository Inspection.”**



The Technical Services Department has been cited by OCLC for the accuracy of its entries...the error rate for this agency was 0.”

## Technical Services

The primary duty of the Technical Services department is acquiring and processing materials for the State Library collections, except for the Law Library. Additions to the Law Library collections are processed by the staff of the Law Library.

During FY '83 the Technical Services department and Law Library staff added 4,840 items to the collections. In FY '84 this decreased to 4,640 items due to the increase in the cost of materials.

A major portion of the work of this department this biennium has been the cataloging of state documents and the preparation for publication of *Iowa Documents, A Catalog of State Publications*.

Cataloging for the State Library is done through OCLC (an international bibliographic database giving access to more than 10 million entries). To input 1,222 new entries for state documents the State Library used 1,136 OCLC entries. The error rate for this agency was 0. The Technical Services department has been cited by OCLC for the accuracy of its entries.



## Depository Library Center

The Center serves as the central agency for the collection and distribution of state documents. State documents are distributed to 43 Iowa libraries designated as depositories as well as the Library of Congress and the Center for Research Libraries.

During this biennium, *Iowa Documents, A Catalog of State Publications* went into production. It gives bibliographic access to the publications of Iowa government. Through the depository system any citizen can obtain the Iowa publications listed in the catalog.

The three staff members of the Depository Library Center distributed approximately 70,000 pieces of material and 168,000 pieces of microfiche during the biennium.

***“Iowa Documents: A Catalog of State Publications...now is published quarterly with indexes cumulated annually giving bibliographic access to the publications of Iowa government.”***



**“In August of 1983, a Long Range Planning Committee representing the various library constituencies was appointed.”**

## Office of Library Development

The Library Development program, hampered by staff vacancies for several years, had cut back on services to local libraries. The Governor and Legislature have acted to provide the funding to once again staff this program. During federal FY '84, construction funds for public libraries and funds for Major Urban Resource Libraries were granted. This was the first time in ten years that these funds were available. Iowa received \$547,612 for construction/renovation of public libraries and \$55,229 for distribution to urban libraries.

The long-term vacancies within the Library Development program also caused problems with the monitoring of federal grants. Lack of staff to properly monitor subgrantees and changes in requirements of the Office of Education created reporting problems. A visit from the Federal Program Officer and a Federal auditor in March, 1984 resolved the difficulties. The State Auditor's office, State Comptroller's office, and the Federal auditor all recommended an expanded internal accounting office for the State Library. As part of the reorganization, the State Library added an Accountant to the staff.

In August of 1983, a Long Range Planning Committee representing the various library constituencies was appointed. This committee worked for a year to prepare recommendations for library development in Iowa during 1985-1990. When the Long Range Planning Committee has completed its work, the State Library will implement the committee's recommendations.

During 1982, the State Library issued the IOWANET Report. This was the result of a consulting project seeking to improve Iowa's interlibrary loan system. The Advisory Council appointed to implement the recommendations of this report worked for many months. In 1983, the IOWANET Advisory Council voted to dissolve itself and transfer the responsibility for creating an improved interlibrary loan system back to the State Library.

To increase State Library staff's understanding of the needs of libraries around the state, a program of visits to libraries was instituted. Since September 1983, seventeen staff members have visited over one hundred libraries. These visits taught State Library staff about the needs of local libraries and increased the awareness of services the State Library offers to meet some of these needs. Obviously, it also created an awareness of services the State Library should offer.

The Governor's Task Force on Efficiency and Cost Effectiveness made several recommendations that involve or impact on the State Library. During the coming biennium, the State Library will attempt to implement these recommendations.



## Library Services and Construction Act (LSCA)

LSCA is a federal grant administered by the State Library of Iowa which provides funds to extend public library services to those portions of the population which are without services or who lack adequate library services.

During FY '83 the LSCA Advisory Council was reactivated after a hiatus of more than a decade. The Council is composed of representatives from public, academic, school, and special libraries, regional library systems, library organizations, and citizen users. As part of its charge, the Council acts as an advisory body in determining priority needs and in designing both a long range plan for service and the annual Basic State Plan for the expenditure of federal LSCA funds.

In 1983 major monitoring problems, due in part to differences in accounting procedures used to track federal funds, were identified. The Agency has reconstructed fiscal records for FY '81-83 to resolve the problem.

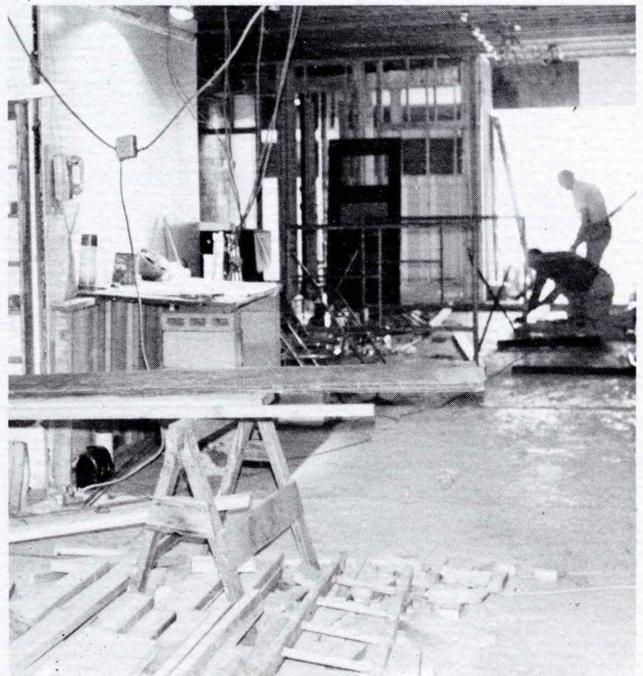
The LSCA Program in FY '83 provided funding in two areas, \$880,045 for public library services and \$169,327 for interlibrary cooperation. In FY '84 those totals increased to \$880,438 and \$200,979 respectively.

In FY '84 \$547,612 was made available to the State of Iowa under Title II of the LSCA Act for use as matching funds for public library construction and renovation. The entire amount was made available through competitive grants to communities throughout the State. Citizens of ten Iowa cities were able to build new libraries or make needed renovations to already existing structures. Amounts ranged from \$202,500 used for construction of a new library facility in Greene to \$635 for a ramp at the library in Moravia.

Another \$55,229 was made available to large public libraries through the Major Urban Resource Library (MURL) grants section of the LSCA program. This section takes effect when the LSCA funding rises above \$60,000,000 nationally. It is available to libraries in areas of over 100,000 population who provide services to users throughout the region in which the library is located.

**“Iowa received \$547,612 for construction/renovation of public libraries and \$55,229 for distribution to urban libraries...for the first time in ten years.**

**(LSCA Construction)...amounts ranged from \$202,500 used for construction of a new library facility in Greene to \$635 for a ramp at the library in Moravia.”**



**“Because of the high per transaction cost and obsolescence of the mechanical components, the State Library has sought ways to replace I-LITE during the past four years.”**

## Network Services

The State Library uses approximately \$200,000 of Federal Library Services and Construction Act Title I and III funds annually for interlibrary cooperation. The program created fifteen years ago to provide the mechanism for interlibrary cooperation is Iowa Library Information Teletype Exchange (I-LITE). Because of the high per transaction cost and obsolescence of the mechanical components, the State Library has sought ways to replace I-LITE during the past four years.

Iowa libraries used I-LITE to borrow 25,900 books from each other in FY '83 and 22,860 in FY '84. This represents only half the interlibrary loan transactions in the state. Decreased use of I-LITE is due to its inefficiency. Each member of the Iowa Regional Library System is providing interlibrary loan service within its region. The State Library must provide a cost effective method for linking and enhancing this local service.

In addition to requests for the interlibrary loaning of materials, I-LITE provides reference back-up service. Questions which cannot be answered at the local level are transmitted to the Library School at the University of Iowa where students work to find the answers. During 1982-84, the Library School responded to 4,900 questions.



## Audio-Visual Program

The AV collections (3,500 16mm films, 5,500 audio discs, and 500 miscellaneous items) circulate to libraries around the state. The 16mm film collection is divided into the Media Outreach Program whereby libraries pay a fee to have a browsing collection on deposit and the Spot Booking program open to all libraries.

Use of this service has dropped due to age and condition of the bulk of the 16mm collection and the long waiting period for the more popular titles. In some cases, libraries must book a film a year in advance.

**“The Audio-Visual Department circulated a total of 32,634 16mm films to its patrons in 1983. 289,610 viewers took advantage of this service.”**



“...Staff use thought processing capabilities of machine dictation to manage their time more effectively...”

## Office of Agency Operations

The Office of Agency Operations functions as the support arm of the State Library providing a variety of services which enable each department to fulfill its function.

This department has charge of the recruiting and hiring of the agency's staff, organizing volunteers, and staff training. It works closely with the Iowa Merit Employment Department to ensure compliance with EEO Guidelines as well as Merit Rules. Agency Operations assists all supervisors to maintain current position descriptions and current performance appraisals.

## Accounting

During FY '84 the Accounting Department was upgraded in response to recommendations from the State Auditor and Comptroller. The Accounting Technician II was replaced by an Accountant/Auditor I and the Accounting Clerk by an Accounting Technician I. This department takes care of the day-to-day business of the agency. In addition to routine agency accounting control, the department is responsible for the financial records for federal funds.

In response to a request from the Office of Education, this department has reconstructed the accounting records for federal funds back to July 1981.

## Word Processing

Managerial and professional staff use the thought processing capabilities of machine dictation to manage their time more effectively and improve the efficiency of their departments. Word processors are usually able to provide same day or overnight return of dictated material. Agency publications costs are held in check because this section is able to provide camera-ready copy to the Printing Division of the Department of General Services.



## Public Information

The primary role of the public information officer is to keep the Iowa library community aware of Federal funding, continuing education opportunities, new materials and services, personnel changes, job openings and other information of statewide interest to all libraries.

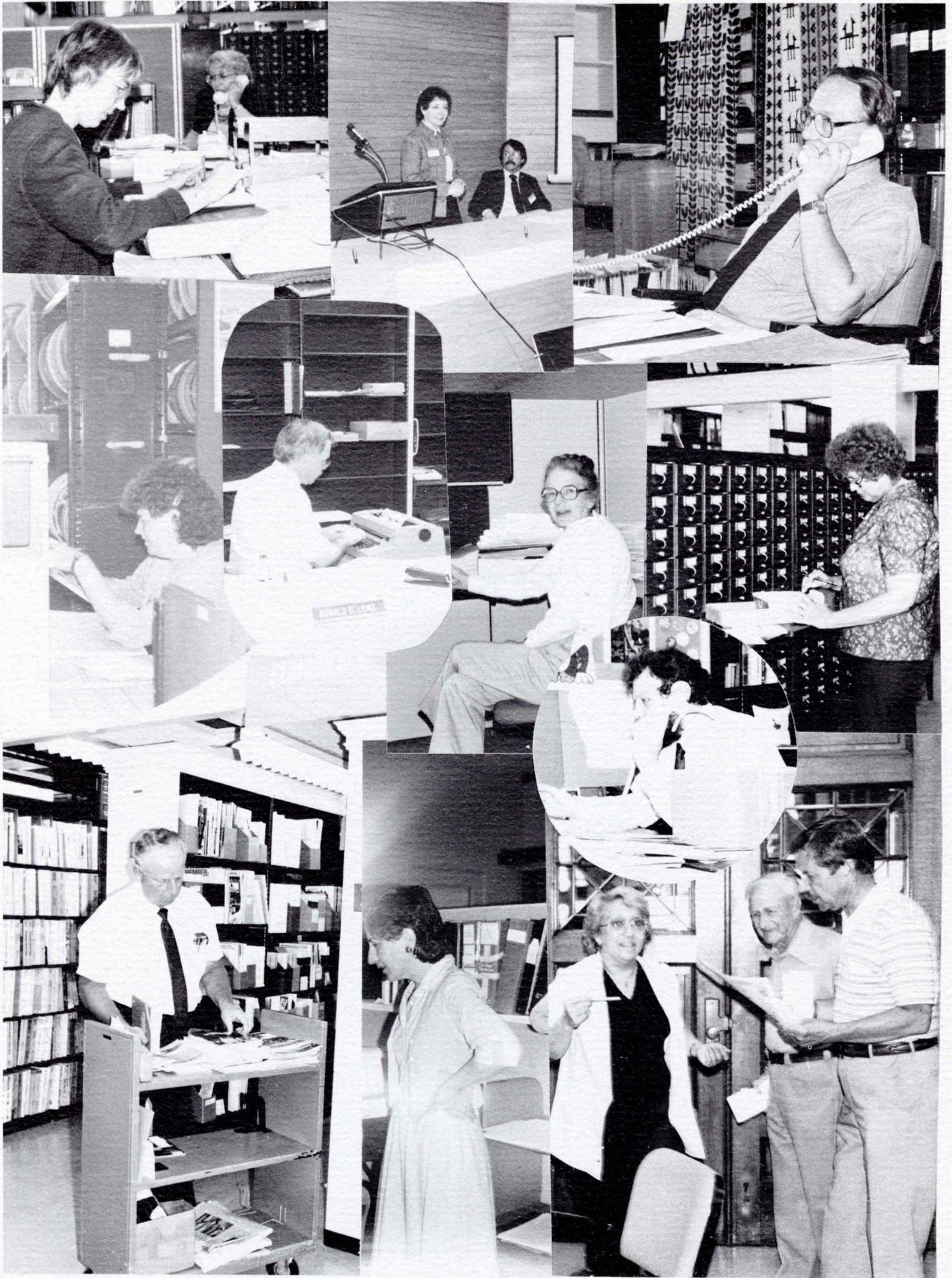
During this biennium, the Public Information Officer was responsible for the coordination and distribution of the statewide Summer Reading Program.

## Phone Reception

Many first contacts with the State Library are made by telephone. The telephone receptionist helps callers quickly reach the proper department.

**“The State Library publication Footnotes\* is distributed monthly to all Iowa libraries to keep them aware of library events on the national, state and local level.”**





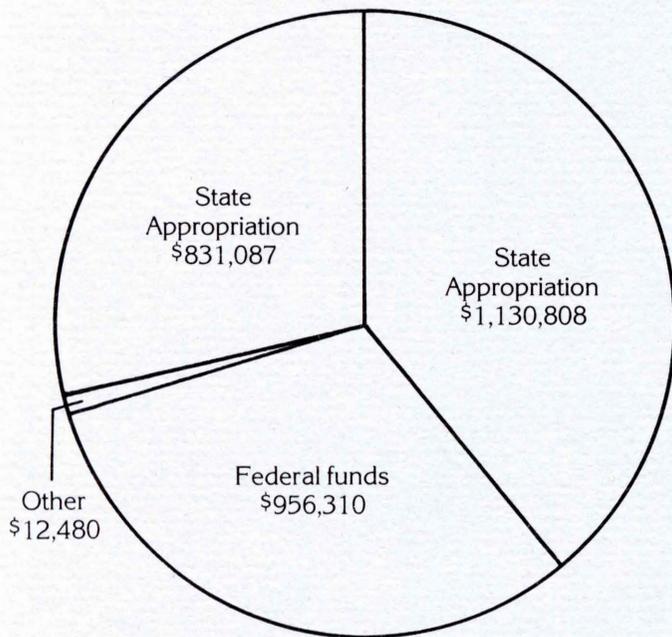


# Appendix

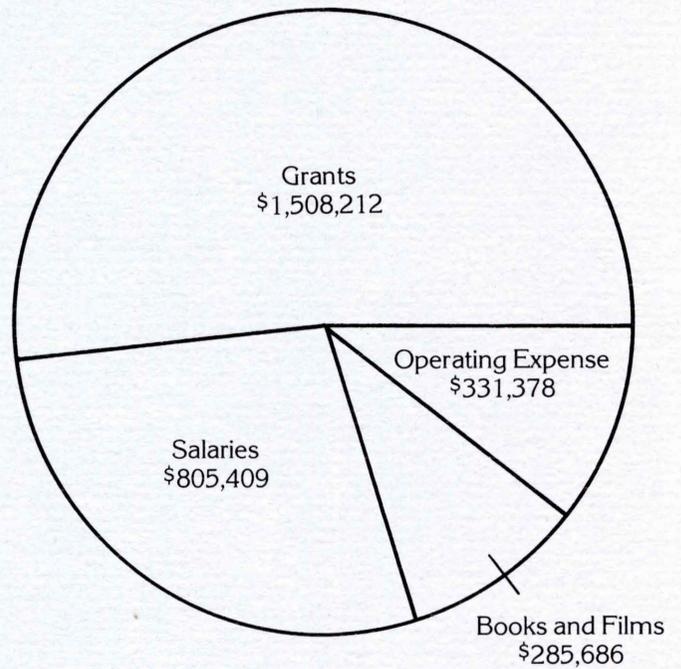
## Funds Received and Expended Fiscal Year 1983

State Appropriations		
State Library	831,087	
Regional Libraries	<u>1,130,808</u>	\$1,961,895
Library Services and Construction Act		
Title I	815,631	
Title II	0	
Title III	<u>140,679</u>	956,310
Other Receipts		<u>12,480</u>
	TOTAL RECEIPTS	<u>\$2,930,685</u>

### Receipts



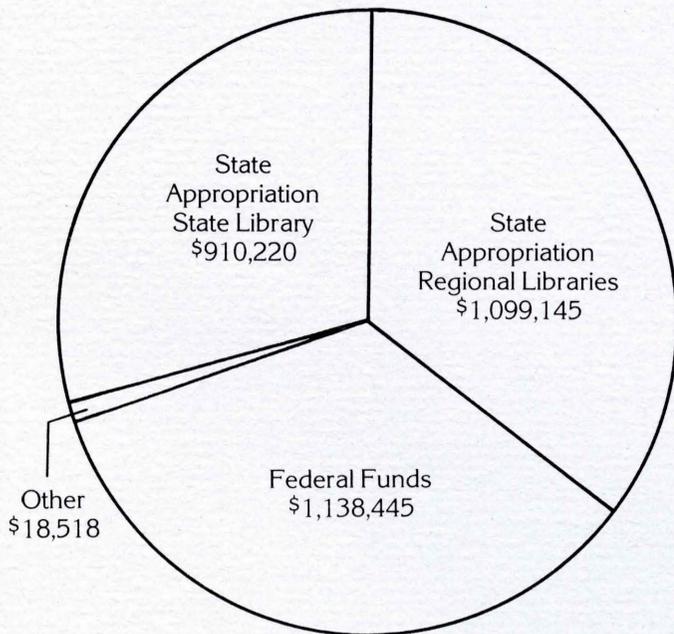
### Expenditures



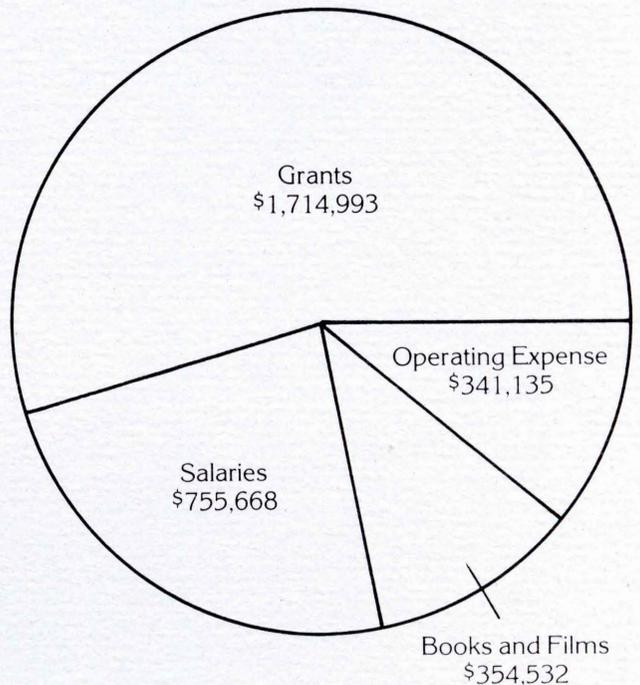
## Funds Received and Expended Fiscal Year 1984

State Appropriations		
State Library	910,220	
Regional Libraries	<u>1,099,145</u>	\$2,009,365
Library Services and Construction Act		
Title I	710,835	
Title II	274,889	
Title III	<u>152,721</u>	1,138,445
Other Receipts		<u>18,518</u>
	TOTAL RECEIPTS	<u>\$3,166,328</u>

### Receipts



### Expenditures



## Grants for Service to Institutions

	FY83	FY84
Iowa School for the Deaf	\$ 1500	\$ 1500
Iowa State Men's Reformatory - Anamosa	4000	4000
Clarinda Mental Health Treatment Unit	1500	1500
Clarinda Mental Health Correctional Unit	3400	3400
Eldora Training School	2500	2500
Iowa State Penitentiary	3500	3500
John Bennett Correctional Center — Iowa State Penitentiary	3000	3000
Glenwood State Hospital/School	3300	3300
Independence Mental Health Institution	2100	2100
Iowa Veteran's Home - Marshalltown	3700	3700
Iowa Correctional Institution for Women - Mitchellville	2200	2200
Mount Pleasant Mental Health Institution	2100	2100
Mount Pleasant Medium Security Unit	1200	1200
Riverview Release Center	2500	2500
North Central Correctional Facility - Rockwell City	2100	2100
State Juvenile Home - Toledo	2500	2500
Woodward State Hospital/School	3000	3000
	\$ 45000	\$ 45000

## Library Construction Grants

	FY83	FY84
Sabula Public Library	\$ 0	\$ 39000
Burlington Public Library		110000
Moravia Public Library		635
Van Horne Public Library		38500
Greene Public Library		202500
Earlham Public Library		89090
Waverly Public Library		1887
Boone Public Library		16000
Ringsted Public Library		12000
Whittemore Public Library		38000
	\$ 0	\$547612

## General Development Grants

Central Iowa Regional Library System	\$ 44496	\$ 44496
East Central Regional Library System	33264	33264
North Central Regional Library System	19656	19656
Northeastern Iowa Regional Library System	32616	32616
Northwest Regional Library System	29160	29160
Southeastern Library Services	35208	35208
Southwest Iowa Regional Library System	21600	21600
	\$ 216000	\$216000

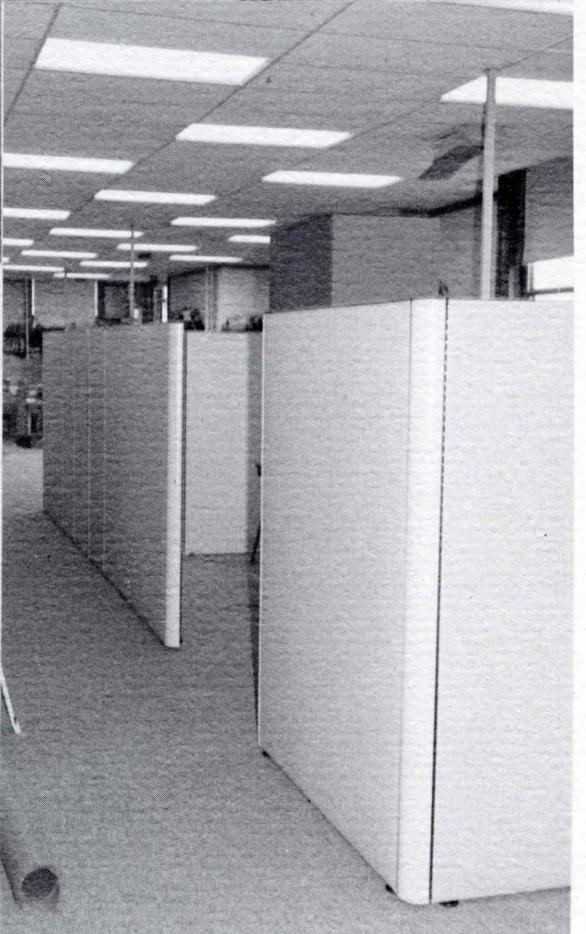
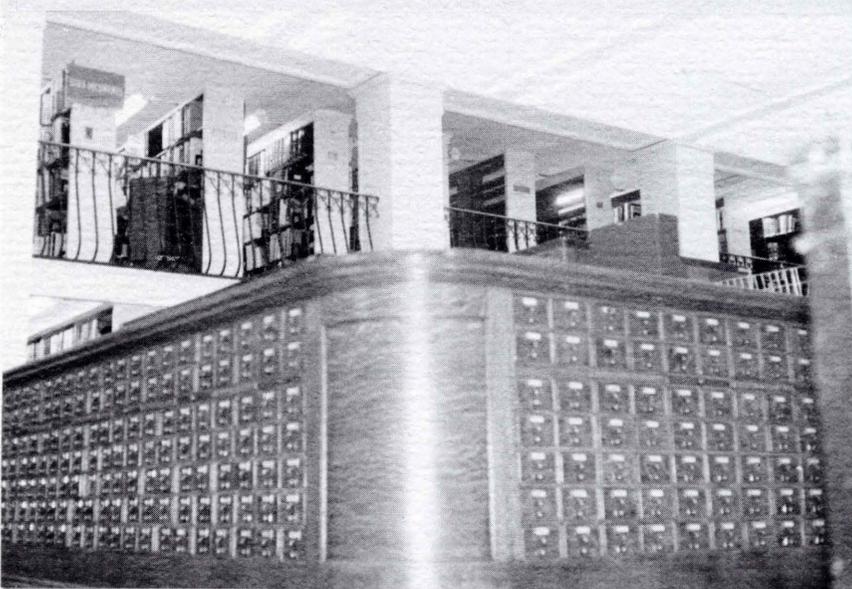
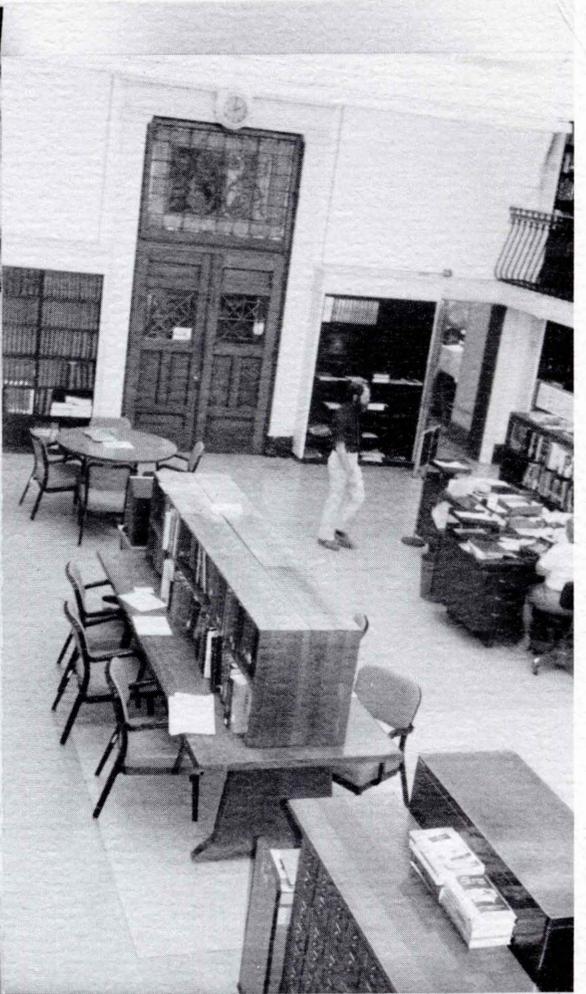
## Major Urban Resource Library Grants

	FY83	FY84
Cedar Rapids Public Library	\$ 0	\$ 20000
Council Bluffs Public Library		10000
Davenport Public Library		7614.50
Public Library of Des Moines		7614.50
Waterloo Public Library		10000
	<u>\$ 0</u>	<u>\$ 55229</u>

## Special Grants

	FY84
Central Iowa Regional Library System	\$ 5000
East Central Regional Library System	645
	<u>\$ 5645</u>





STATE LIBRARY OF IOWA  
HISTORICAL BUILDING  
DES MOINES, IOWA 50319