

**The State Library of Iowa**

**Annual  
Report  
for  
1985**



This Publication  
Is Funded In Part  
By Federal Funds

The Honorable Terry E. Branstad  
Governor of Iowa  
Capitol Complex  
Des Moines, Iowa 50319

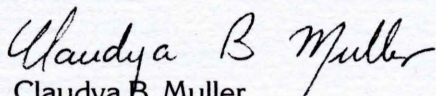
Dear Governor Branstad:

I am pleased to submit this Annual Report of the State Library of Iowa for the period of July 1, 1984 through June 30, 1985.

This report reflects the significant progress made by the agency during the year. It also highlights the cooperation and enthusiasm of Iowa's libraries. We are pleased to report that for the second year in a row, Iowa led the nation in the number of books per capita borrowed from public libraries.

The staff of the State Library looks forward to continuing to work with the Iowa library community to carry out the functions assigned to the agency.

Respectfully submitted

  
Claudya B. Muller  
State Librarian



Federal Depository Library

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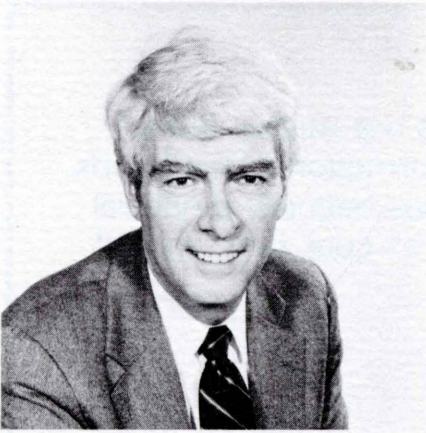
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The source of power is not money in the hands of a few, but information in the hands of many. Information has become a natural resource as important as coal, iron, and oil in an earlier era.

*...Megatrends*

# State Library of Iowa Annual Report 1985

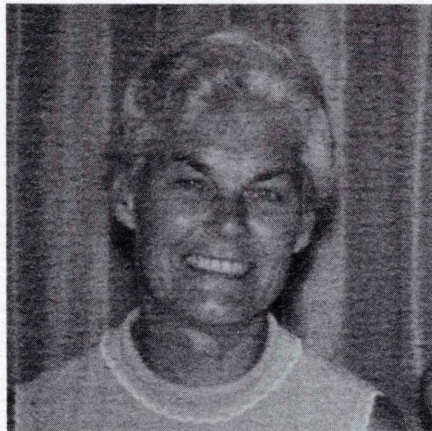
# The State Library Commission



Norman McMullin  
Chairman



Julia Falk  
Vice Chairperson



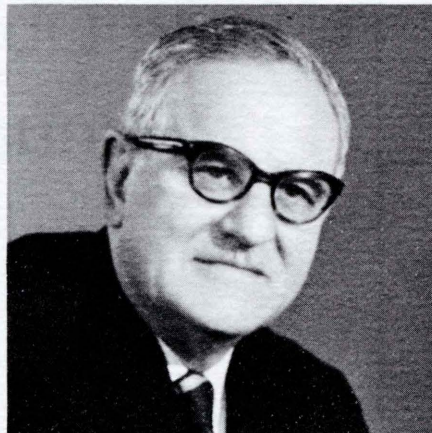
Opal Baker



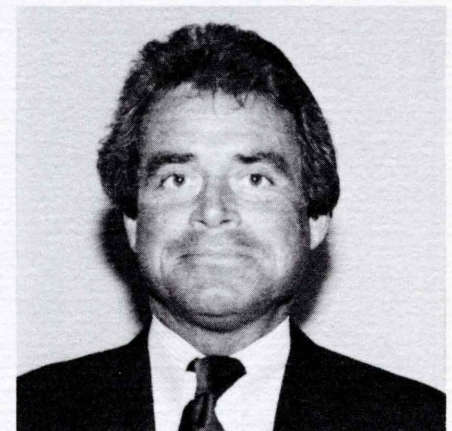
Donna Burns



Martin D. Phelan

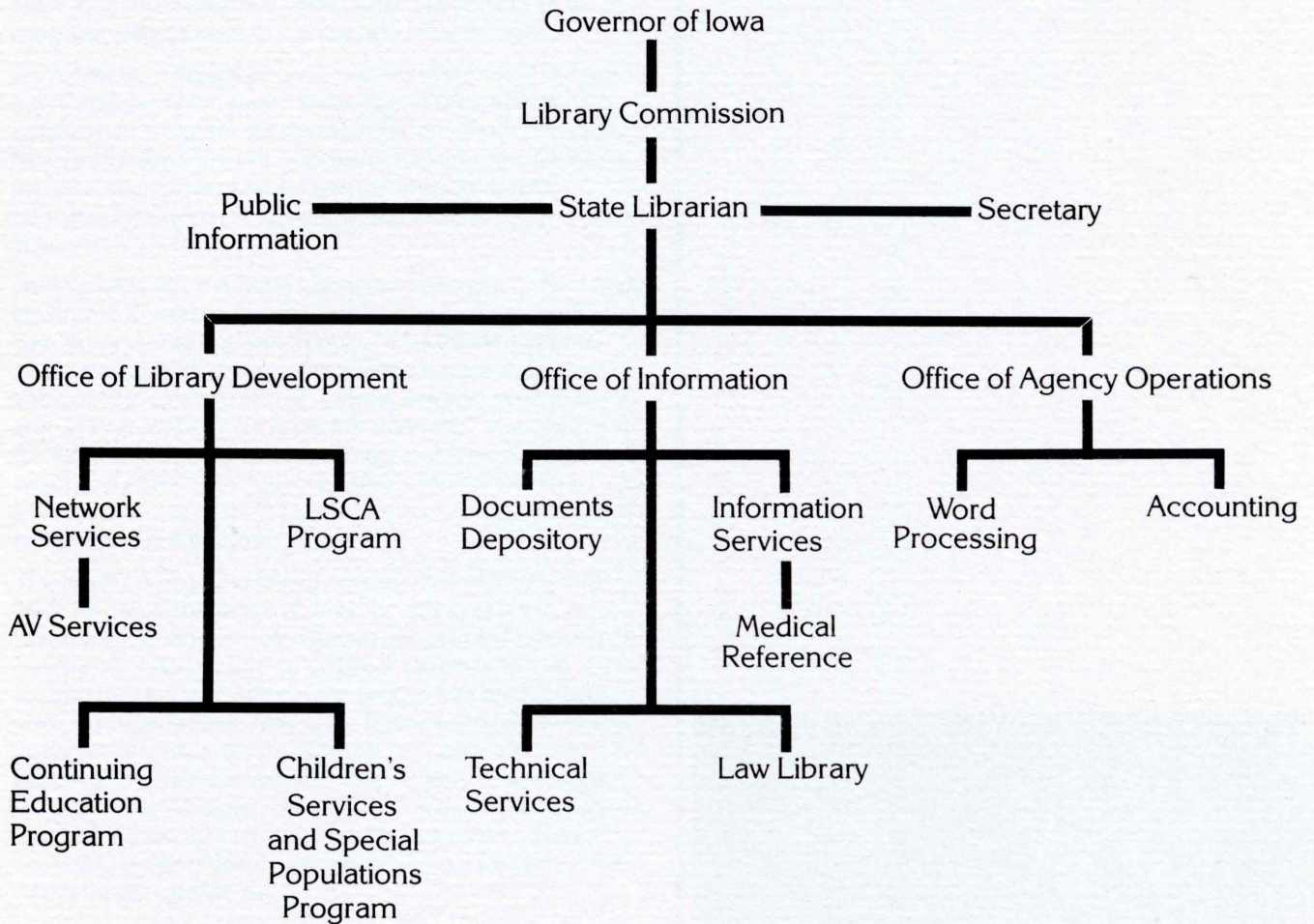


Ralph Dorner, M.D.



William O'Brien

# Table of Organization



## Summary

Working with Iowa's libraries continues to be stimulating, exciting, and challenging. During 1984-85, the library community worked with the State Library to create several changes with enormous potential for improving library service. The most significant change was a revision of Iowa Code chapters 303A and 303B. As of July 1, 1985 the State Library and the Iowa Regional Library System will participate in coordinated planning of services. This will allow for a more effective use of all of our resources to meet the varied needs of Iowans and Iowa libraries.

Committees of librarians and trustees completed the writing of standards for public libraries and the creating of a certification program for public librarians. Both committees emphasized the importance of training and continuing education. The need for and value of continuing education was also recognized in the State Library's publications this past year.

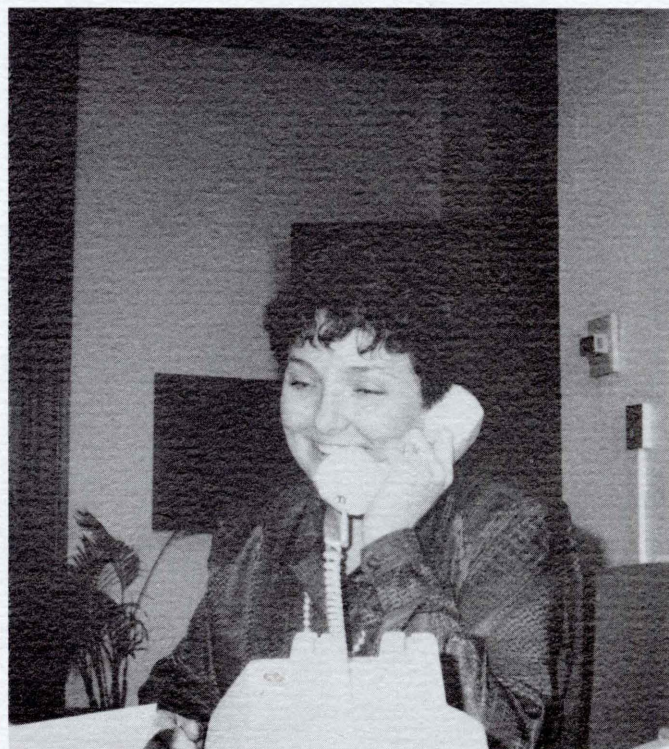
During 1984-85, the State Library published a revised and expanded *Trustees' Library Guide*. The original manual was ten years old and much out of date. During spring 1985, every library trustee was mailed a personal copy of the *Trustees' Library Guide*. Library trustees are the governing authorities and the people ultimately responsible for successful library service. They must have the tools to adequately fulfill their responsibilities. Response from trustees to the revised *Trustee's Library Guide* has been positive and enthusiastic.

The *Iowa Library Quarterly*, was published from 1901-1973. In 1984, the quarterly was revived to serve as a means of exchanging information about current issues among Iowa libraries. In its first year of renewed publication the magazine has received national recognition and commendations. After a laudatory editorial about the *Iowa Library Quarterly* appeared in *Library Journal*, requests for copies and subscriptions were received from 34 states and Canada. The *Iowa Library Quarterly* is now indexed in *Library Literature* and is well on its way to providing another means of continuing education for the Iowa Library community.

This year of changes and new programs has laid the groundwork for planning and coordination of library service in Iowa. For the past two years Iowa has led the nation in the number of books per capita circulated from public libraries. Now it is time for us to develop other areas of library service.

This Annual report is neither news nor history. The activities summarized are too old to be news yet too recent to provide an adequate historical view. We hope the value of this report will be in its effort to select activities that will provide a basis for a summary of our progress over longer periods of time.

**“For the past two years Iowa has led the nation in the number of books per capita circulated from public libraries.”**



**“Our patrons make important judgments affecting public policy or services, medical treatment, or legal matters based in part on information we provide.”**



## Office of Information Annual Report

The four departments — Information Services, the Law Library, Technical Services, and the Documents Depository Center — that make up the Office of Information provide a wide range of services to state government, health care professionals, legal personnel, and other citizens of Iowa.

Access to information is the heart of the service provided by the staff. The combined libraries responded to 20,911 questions this past year. Up from 18,540 and 16,260 in each of the two previous years. This averages out to 84 questions per working day! The answers to these questions may help a legislator respond to the needs of his constituents or a state agency fulfill its legislative mandate, may guide a physician in his treatment of a patient, may aid a lawyer in protecting the rights of his clients, or help any citizen with information that will make his or her life better, safer, and more enjoyable.

The deluge of information and the pace of change in information technology place great stress on the staff. To help them cope with the demands of their jobs the State Library encouraged participation in continuing education through school coursework, workshops, conferences, and professional reading.

A renewed commitment to personal service complemented the efforts to increase staff knowledge. Increasingly throughout the year the staff received appreciative comments and letters on their cheerful helpfulness and positive attitude. They have taken steps to maintain the momentum established in the past year. Goals and objectives have been set, materials moved, catalogs culled, and services scrutinized.

Careful planning and identification of priorities, continuing education and job incentives can go only so far in maintaining staff productivity. In the next year we need to fill existing vacancies, add at least one additional staff member, and develop a dependable cadre of volunteers to increase efficiency.

The work of the State Library and the Office of Information is vital. Our patrons make important judgments affecting public policy or services, medical treatment, or legal matters based in part on the information we provide. To meet their needs and the needs of the citizens they represent, we must be accurate, prompt, and dependable — qualities we strive to develop.



## Information Services

The Department of Information Services provides informational material and services to state government, the medical and business communities, all types of libraries, and to citizens throughout the state of Iowa. As a selective depository for federal documents, a full depository for state documents, and a census data center for Iowa, the State Library has a unique capacity to provide access to the diversity of government publications.

During FY 1984-85, the staff of Information Services responded to 10,253 reference questions. They photocopied 19,919 articles from the library's collection of more than 2,300 journals, and requested an additional 5,405 articles from other libraries. Library clientele also borrowed an additional 5,367 books, periodicals, and documents. These figures translate into more than 163 transactions per day.

In addition, through the Selective Dissemination of Information program, they supplied 5,367 pages from indexing and abstracting services on a myriad of subjects to state agency personnel, enabling them to keep current in their area of speciality. These subject listings are compiled manually, but many will be mounted on a computerized bibliographic searching system within the next year. This improvement will shorten by more than two thirds the delay between the publication of an article and its appearance in our lists.

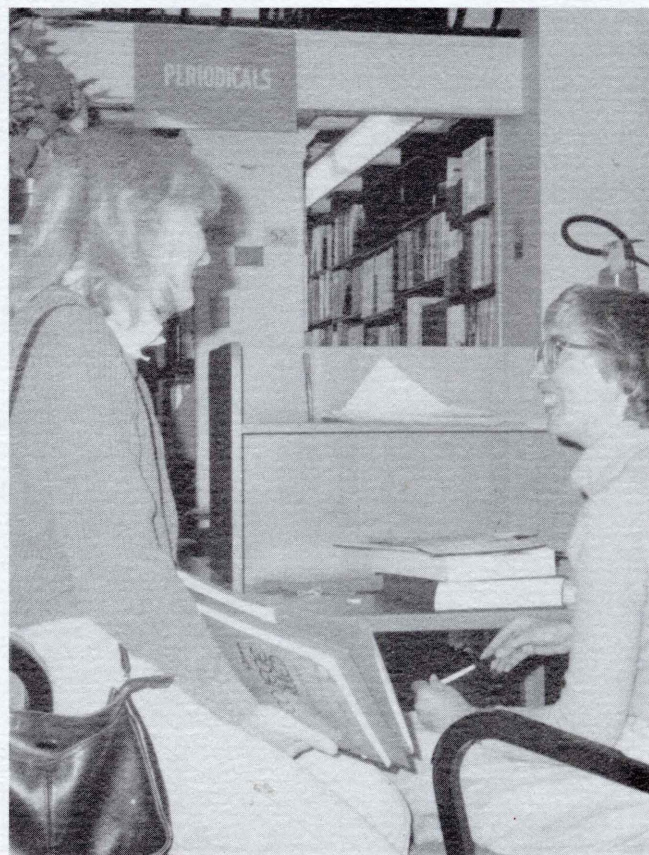
Two special projects in the past year examined ways to improve service through the use of computers. A three week trial period with LEGI-SLATE, an online service featuring daily updating of the *Congressional Record* and *Federal Register*, confirmed the system's potential, but foundered on the issue of cost. More successful was a two month project with the Grant Wood Area Education Agency in Cedar Rapids. During the project the AEA communicated interlibrary loan requests of the State Library's Periodical Bank through microcomputer and modem, reducing the time needed to fill their requests by nearly a week.

The Law Library, located in the Capitol between the Iowa House and Senate, serves the needs of the Legislature, the State Supreme Court, state agencies, the legal profession, and the citizens of the state. Its collections include the codes of the fifty states, the *United States Code*, the *Code of Federal Regulation*, federal and state reporters, *Congressional Record*, legal periodicals, encyclopedias, and treatises.

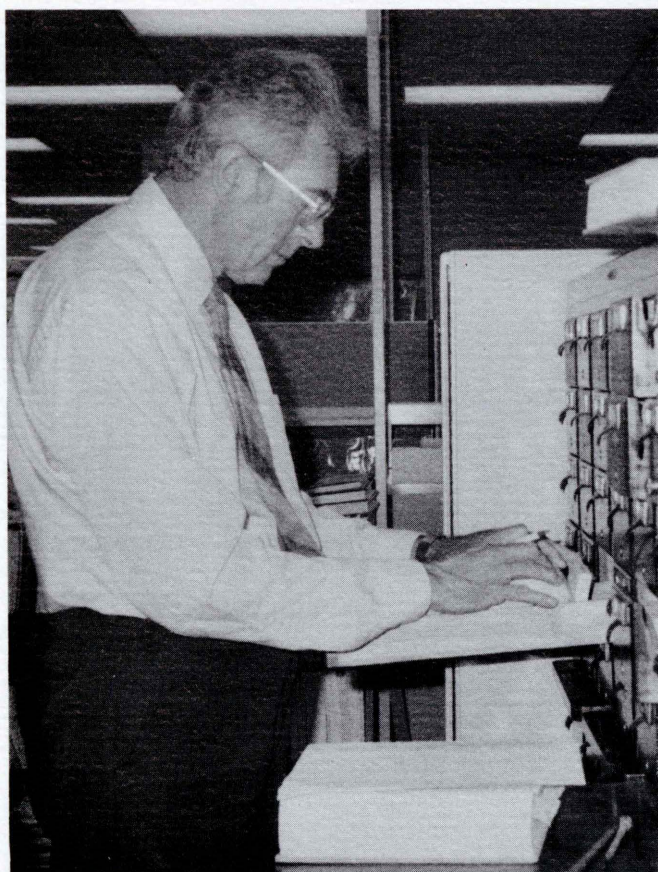
During the past year, the staff received 10,668 reference questions and loaned out 3,227 items, an average of more than 55 transactions per day. In addition, they cataloged or recataloged 293 titles and processed 1,876 books.

To accommodate to the demands of patrons and increase efficiency, an improved telephone system was installed in the Law Library. The Law Library staff began work on a

**“During FY 84-85, the staff of Information Services responded to 10,253 reference questions.”**



**The department serves as a resource for other state agencies and state agency libraries.**



shelf list to improve access to the collection. This is a long term project that will take several years to complete. To maintain their reference skills the staff participated in a number of continuing education activities. Indicative of the level of education needed by the staff was the attendance of a Library Associate at a graduate level course offered by the University of Iowa.

Although beautiful and very conveniently placed, the location of the law collection hampers some of the library's operations. Inadequate wiring mitigates against increased use of electronic equipment, while lack of space hinders patrons in their use of the materials. Lack of space will also require the library to begin shifting some of its collection into storage thus reducing accessibility for patrons and staff alike.

## Technical Services

Technical Services acquires and organizes the material needed for the library. It supports the Documents Depository Center through its cataloging of state publications. Although most of its activities take place "behind the scenes" and its staff rarely meet the public they serve, the department has a direct effect on the quality of service and patron satisfaction.

Staff acquired 1,402 new titles for the general, medical, and state documents collections this past year, totaling some 2,280 volumes. Each of the titles and volumes required cataloging and processing, with careful tracking of the spending of state funds to stay within budget. In addition, some 566 volumes were withdrawn to eliminate dated and superseded materials.

Because of the labor intensive nature of its work, the department continues to examine the potential of automation for improving service and containing costs. The head of the department attended a workshop offered by Online Computer Library Center (OCLC), the online cataloging service to which the Library belongs, and is beginning to make greater use of the microcomputer based system terminal installed this past year.

The department also serves as a resource for other state agencies and state agency libraries. On one occasion it advised an agency on problems in starting its own library, and on another occasion it helped a new librarian in a different agency get started on OCLC.

## Depository Library Center

Completing its sixth year of operation on June 30, 1985, the Depository Library Center distributed 35,185 pieces of material and 103,944 microfiche representing over 4,000 different state publications. The material is sent to 43 depository libraries in Iowa, of which 19 receive "core" collections and 22 receive full collections, while the State Library and the University of Iowa maintain permanent full collections. Two libraries outside Iowa also receive material, and another Iowa depository will be added July 1, 1985.

Depositories are located in various types of libraries. Three are in public universities, fourteen in private colleges or universities, two in law libraries, eighteen in public libraries, five in community colleges, and one in the State Library. An important factor in selecting a depository library is its geographic location so that residents throughout Iowa will have access to their state's publications.

To publicize state documents, the Depository Center this past year produced a slide/tape presentation to explain its program, issued decals to identify depository libraries, and prepared new bookmarks and brochures.

The work of the staff of three headed by a librarian requires them to seek out new state publications, prepare pieces for filming, and make regular shipments to the depository libraries. To accomplish their goals they use the services of Word Processing and Technical Services departments of the State Library and the Micrographics section of General Services.

Volume 6 of the quarterly checklist, *Iowa Documents: A Catalog of State Publications*, ends with June 1985. The Depository Center continues to work with the Technical Services department to insure that the checklist is complete.

**An important factor in selecting a depository library is its geographic location so residents throughout Iowa will have access to their state's publications.**



**“The Continuing Education/Certification Committee...developed a draft of competency statements and certification guidelines for public librarians.”**



## Office of Library Development

The Office of Library development came back to life in 1984 and 1985 with the addition of new staff in positions of Director, Children's Services and Special Populations Consultant, Continuing Education Consultant, and Network Coordinator and Library Services and Library Construction Act Coordinator/Institutional Consultant. Each new staff member has initiated activities in his or her special consulting area.

### **The Continuing Education**

A Continuing Education/Certification Committee, which was recommended in the Long Range Plan, met in a series of six day long work sessions. From October through March the committee developed a draft of competency statements and certification guidelines for public librarians. These drafts were mailed to every public library in Iowa for reading before the Iowa Library Association District meetings in April and May. Presentations were made at each of the seven District Meetings with time allowed for questions and input from the library community. At its final meetings, the committee revised the draft based on comments received. The Library Commission approved the draft in August, 1985. The certification manual will be mailed to the Iowa library community in the fall, with the certification program beginning January 1, 1986.

The Office of Library Development contributed to statewide continuing education by offering the workshop "Managing the Small Public Library", taught by Donald Sager and "Library Building Programs" led by HBW Associates staff. Both workshops were held in three areas of the state, and over 100 librarians and trustees attended each session.

Planning was also initiated to offer a basic course in public library management as part of the certification program. The courses will be taught over an audio-conferencing network made available through the community college system.

Consultants who carry out continuing education for the regional libraries and the State Library Continuing Education Consultant have begun joint planning for statewide development of continuing education activities. Information about training activities in the regions and at the State Library is regularly shared.

At the request of the regions, Office of Library Development staff have had workshops on grant writing, micro-computers as management tools and public library services to young adults.

The Long Range Planning Committee recommended that the State Library formulate performance-based standards for libraries to encourage development of local library services. The Guideline Committee of the Iowa Library Association formed the nucleus of the new Standards Committee. The Committee met during 1984-85 to prepare a draft standards, which were distributed to the library community prior to the Iowa Library district meetings. Like the Continuing Education/Certification Committee, the Standards Committee solicited input and made revisions to the draft document. In August 1985 the Standards were presented to the State Library Commission and were adopted.

In an effort to encourage increased use of management information locally, and to participate in the national standardized effort to measure library output, the State Library in 1984 distributed copies of *Output Measures for Public Libraries: a manual of standardized procedures* to every public library. Libraries are being asked to report the results of use of these measures to the State Library. It is hoped that the information will aid State Library staff in designing workshops and establishing priorities for the use of Library Services and Construction (LSCA) funds.

The Library Development staff worked together to refine the LSCA procedures and recommended areas of emphasis for LSCA funds and the LSCA Advisory Council. Because more Title I funds would be available for competitive grants than ever before, applications were invited in the areas of General Library Services (collection development, children's services and materials and audio visual materials), Automation, Planning, and Continuing Education. In order to review and make recommendations on the many grants that would be awarded, the Library Development staff developed procedures for review teams made up of members of the library community and experts in the areas of emphasis. The review teams make recommendations on grant awards to the Library Development staff who in turn make recommendations to the State Library Commission.

## 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 '85 the LSCA Advisory Council met frequently to advise the State Library. 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 FY '85 the totals [of funding for LSCA Title I and III Programs] increased to \$976,471 and \$231,464 respectively.”**



**“The I-LITE teletypes were replaced August 1, 1985 with Macintosh microcomputers and modems.”**



The LSCA Program in FY '84 provided \$880,438 for public library services and \$169,327 for interlibrary cooperation. In FY '85 those totals increased to \$976,471 and \$231,464 respectively.

In FY '85 a total of \$88,898 was awarded under Title I of the Act for the purpose of strengthening local libraries. These funds were used for a variety of purposes. They include equipment, materials, services to special population groups, and converting card catalogs to machine readable formats. In FY '86 the State Library expects the amount available for Title I competitive grants to be more than \$300,000.

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. In FY '85 the federal government made \$337,015 available for this purpose. When combined with leftover funds from FY '84 which resulted from savings on construction costs, total expenditures of FY '85 funds for this purpose should reach \$350,000.

Another \$55,229 was made available to large public libraries through the Major Urban Resource Library (MURL) grants section of the program. This section takes effect when the LSCA funding rises over \$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.

## Network Services

Network Services has developed three focal points. The first is the modernization of the Iowa Library Information Teletype Exchange (I-LITE) interlibrary loan network; the second is planning and development of a statewide resource sharing database; and finally an intensified effort to train librarians to use the microcomputer as a library management tool.

The I-LITE teletypes will be replaced by late summer of 1985 with the Iowa Computer Assisted Network (ICAN).

The new microcomputer based system will combine the concept of I-LITE with a location tool for identifying the holdings of Iowa libraries.

The new system will continue the traditional activity of interlibrary loan supported by the backup reference provided by the Library School at the University of Iowa.

Intensive retraining sessions are planned for the teletype operators to help them make a smooth transition to the microcomputer system.

The ICAN advisory committee has begun serious deliberation for establishing a statewide bibliographic data base. This service would provide "known locations" or identified sources from which libraries could request materials not locally held. Many alternatives are being explored.

Network Services also has undertaken several automation based projects. The Iowa OCLC Union Serials list was published and distributed. This list displays the serials holdings of over 4,000 titles of some 44 Iowa libraries as displayed on OCLC. The publication was released in May, and plans for the next edition include expanding the availability of the final printed product.

Ten microcomputer based library management workshops were conducted for the regional libraries throughout the state. These workshops covered the use of micros as public access tools and hands on micro based applications of the micro as library management tools. One hundred and six librarians and trustees from Iowa libraries attended these sessions.

## Audio-Visual Program

The A/V collections (4,500 16mm films, 7,000 audio discs, and 1,900 miscellaneous items — audio cassettes, filmstrips, slides) circulate to patrons through libraries around the state. Public libraries make up the largest group of borrowers, but materials are also sent to colleges, state agencies, state institutions, hospitals, and some schools. In 1984, the Audio-Visual Department circulated approximately 30,000 films, which were seen by more than half a million viewers.

In the past twelve months, a number of major changes have taken place in the A/V program to improve the collection and to provide better service to patrons: an answering machine has been installed to extend service after hours; a WATS line now provides toll free film booking; many out-of-date and damaged films have been weeded out of the collection; more than 400 new films have been purchased; a collection of professional materials has been established for library staff; and a fine policy to recover cost for damaged materials has been instituted.

Further improvements are planned for the coming year. These include: an automated system for computerized film booking; production of a new catalog; development of a video collection; and installation of a film "previewer" to provide better film inspection.

**"In FY '85... "a number of major changes have taken place in the A/V program to improve the service and to provide better service to patrons."**



**“...During FY '85 the agency worked closely with Iowa Merit Employment Department to complete the total reorganization of the agency.”**



## Office of Agency Operations

The Office of Agency Operations provides a variety of support services. It works with the Office of the State Comptroller and the Office of the Auditor of State to ensure compliance with federal and state accounting requirements. It works to coordinate the needs of the agency with the services provided by the following: Department of General Services divisions Buildings and Grounds; Communications; Materials Management, including Surplus Property; Records Management; and Vehicle Dispatcher.

During the past year the department assisted in the successful recruiting and filling of all of the newly created positions in the Office of Information Services and the Office of Library Development. It assisted with the Comparable Worth survey and with the implementation of changes which Comparable Worth brought about. It prepared the Span of Control survey requested by the Inspector General. During FY 85 the agency worked closely with the Iowa Merit Employment Department to complete the total reorganization of the agency. The agency expects to implement these changes early in FY 86.

## Accounting

The accounting system for the agency was reorganized and simplified so state and federal funds are completely separated and the federal funds have been segregated from one another. Grant monitoring was improved by working in close cooperation with the Office of Library Development. The accountant improved budget reporting by re-formatting reports so the Library Commission and agency managers receive more complete and timely information.

## Word Processing

The work load in the Word Processing Center doubled during the past year. The Word Processing Center prepares correspondence and reports for twenty staff members. Throughout the year the Center assisted in covering staff shortages in other departments so it was often operated with only one person. Toward the end of the year there were some minor shifts in duties and responsibilities which next year will help the Center to keep up with an every increasing work load.



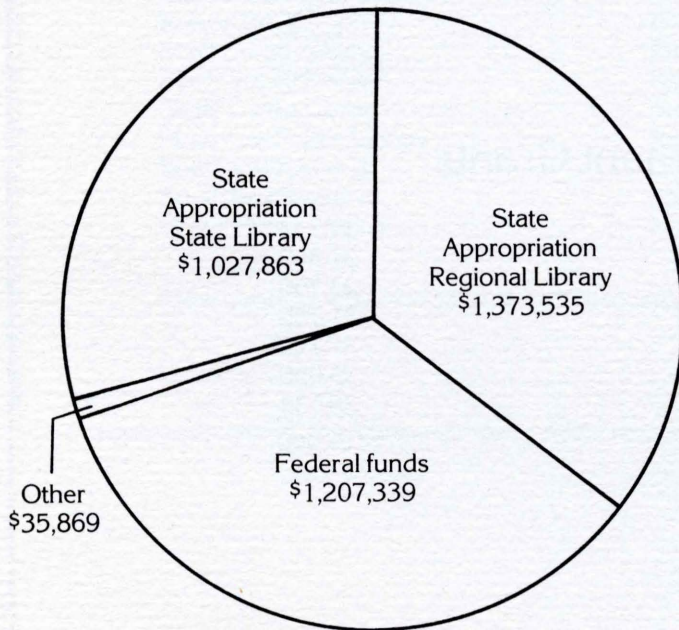
# Appendix

## Funds Received and Expended Fiscal Year 1985\*

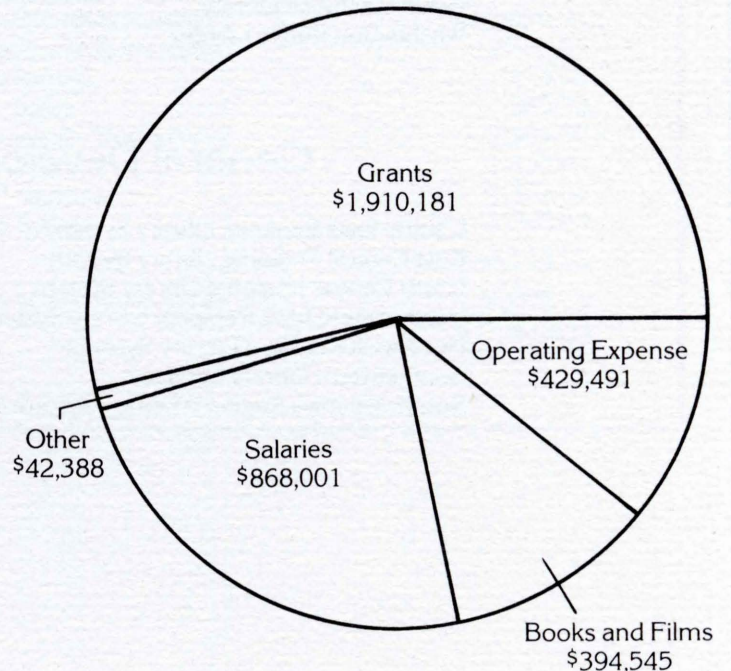
State Appropriations		
State Library	1,027,863	
Regional Libraries	<u>1,373,535</u>	\$2,401,398
Library Services and Construction Act		
Title I	795,066	
Title II	226,283	
Title III	<u>185,990</u>	1,207,339
Other Receipts		<u>35,869</u>
	TOTAL RECEIPTS	<u>\$3,644,606</u>

\*Based partially on estimates.

### Receipts



### Expenditures



## Grants for Service to Institutions

	Institutional Grant	Special Capital Expense
Iowa State Men's Reformatory - Anamosa	\$ 3,400	\$ 3,450
John Bennett Correctional Center — Iowa State Penitentiary	800	5,793
Clarinda Mental Health Correctional Unit		1,900
Clarinda Mental Health Treatment Unit		2,500
Eldora Training School	1,150	2,486
Glenwood State Hospital/ School	9,299	5,766
Independence Mental Health Institution	3,410	2,200
Iowa Correctional Institution for Women - Mitchellville		1,470
Mount Pleasant Medium Security Unit	2,300	2,796
Mount Pleasant Mental Health Institution	1,058	
Oakdale	5,000	1,867
Riverview Release Center	3,488	3,514
North Central Correctional Facility - Rockwell City	6,510	
State Juvenile Home - Toledo	1,435	2,486
Iowa Veteran's Home - Marshalltown	7,460	4,247
Woodward State Hospital/ School		4,925
	\$45,000	\$45,400

## Library Construction Grants

Bellevue Public Library	\$100,000
Cleghorn Public Library	45,000
Hampton Public Library	82,500
Lenox Public Library	1,100
Nashua Public Library	100,836
Ottumwa Public Library	20,910
Washington Public Library	5,200
	\$355,546

## General Development Grants

Central Iowa Regional Library System	\$ 37,744
East Central Regional Library System	31,382
North Central Regional Library System	23,756
Northeastern Iowa Regional Library System	31,755
Northwest Regional Library System	31,779
Southeastern Library Services	33,050
Southwest Iowa Regional Library System	26,534
	\$216,000

## Major Urban Resource Library Grants

	FY85
Cedar Rapids Public Library	\$20,000.00
Davenport Public Library	7,614.50
Public Library of Des Moines	<u>7,614.50</u>
	\$35,229

## Major Urban Resource Center Grants

Waterloo Public Library	16,400.00
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## Special Grants

Grantee	Grant Description	Grant Amount
Bettendorf Public Library	Retrospective Conversion	\$ 12,150.00
Bloomfield Public Library	A/V Equipment	605.00
Conrad Public Library	Reader/Printer	3,500.00
Davenport Public Library	Large Print Material	8,671.00
Des Moines Public Library	Foreign Language Material	4,000.00
East Central Region	Senior Citizens Service	2,410.00
Garrison Public Library	Video Recorder	400.00
Hardin County Library	Large Print Material	7,994.00
Mitchell County Library	Video Material	4,720.00
Northwest Regional	Service/Deaf	7,366.00
Oskaloosa Public Library	Reader/Printer	3,500.00
Roland Public Library	Basic Reference Material	2,029.00
Scott County Library	Retrospective Conversion	12,000.00
Slater Public Library	Needs Survey	493.00
Slater Public Library	Audio Tapes	385.00
Sioux City Public Library	Retrospective Conversion	2,569.00
Southeast Regional	Video Rotation	5,250.00
Southwest Regional	Adult Program	9,801.00
Vinton Public Library	Needs Survey	1,000.00
TOTAL		\$ 88,843.00
Commission for the Blind Service to Blind and Physically Handicapped		\$ 26,000
		<u>\$114,843.00</u>

STATE LIBRARY OF IOWA  
HISTORICAL BUILDING  
DES MOINES, IOWA 50319