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LIBRARY ORGANIZATION COMMITTEE
ORGANIZATION REPORT
Govern's Task Force on Efficiency
and Cost Effectiveness

LIBRARY ORGANIZATION COMMITTEE

ORGANIZATION PROJECT

GOVERNOR'S TASK FORCE ON EFFICIENCY AND COST EFFECTIVENESS

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OCTOBER 1983

STATE LIBRARY OF IOWA

DES MOINES, IOWA 50319

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INTRODUCTION

The Library Organization Committee was convened at the request of the Governor's Task Force on Efficiencies and Cost Effectiveness in State Government. The Library Organization Committee's purpose was to review and report upon the current organization of library services in state government, to develop recommendations to reduce the cost of these services and to improve the efficiency and effectiveness with which they are delivered.

Given the time span from the formation of the Committee in mid-August until the deadline for completion of this report, the Committee was constrained to rely almost entirely upon existing information and upon the advice of selected persons knowledgeable about issues dealt with by the Committee. In addition, the Committee did have available the preliminary results of a survey of state agencies regarding library resources which was undertaken by another committee for the Task Force.

The Library Organization Committee started with the premise that library services in state government should be coordinated to the extent possible. Coordination of library services, if appropriately administered, should lead to enhanced planning for full library needs, balanced development of various library functions, coordination of related activities, effective and coherent preparation of budgets for library services, efficient use of library facilities and avoidance of unnecessary duplication. Finally, coordination would facilitate effective leadership in the delivery of library services in Iowa. It is crucial to note that coordination does not imply overemphasis of certain aspects of library services at the expense of neglecting others, but would enable the addressing of varied demands for library services in a coherent and balanced manner.

A further concern of the Committee is the fiscal pressure affecting libraries, as well as all other public services. To continue to meet current levels of demand for library services and to cope with anticipated growth in those demands as well as changes in their nature and scope, it is essential for libraries and librarians to improve the efficiency and cost effectiveness of service delivery. This can be accomplished through organizational realignments, the introduction of new technology or by other means. The Library Organization Committee recommends that all current service levels be maintained with new and expanded services added in response to expressed needs. If resource growth is not sufficient to meet all potential future demand for library services, some difficult choices of resource allocation will be necessary. If this occurs, the Committee feels that it would be preferable to make these choices within a coherent organizational framework and statewide plan for the development and allocation of library resources and services. With this in mind, the Committee's recommendations seek to create organizational structures and linkages that will best use current resources and will allow future cost containment.

SCOPE

The Library Organization Committee was not able to deal fully with every library organization issue which might impinge upon the concerns of coordination and coherent resource allocation but focused on the three following specific organizational issues. These major issues were identified as having substantial potential for cost savings, increased efficiencies and/or improvement in service delivery and effectiveness.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA

- To address the demands of the citizens of Iowa with a diversity of information resources and services upon request.
- To reorganize the State Library of Iowa along functional lines in order to improve administrative control and communication.
- To address the recommendations from the Governor's Economy Report of 1979.

II. THE ORGANIZATION OF LIBRARY SERVICES PROVIDED TO AGENCIES OF IOWA STATE GOVERNMENT

- To study the relationship of state agency libraries not under the organizational structure of the State Library Commission.

III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA

- To address the purpose of the Regional Library System and the duplication of responsibilities and services of the State Library and the Regional Library System.
- To address the recommendations from the Governor's Economy Report of 1979.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA

Background: History and Current Operations

State Library Commission of Iowa*

The 65th General Assembly established a library department which includes the State Library, formerly the Iowa State Traveling Library; the Law Library; and the Medical Library under the State Library Commission of Iowa. In 1975, the Military Library division which is located at Camp Dodge was included.

The commission consists of the Supreme Court administrator and four members appointed by the governor who serve four-year terms. One member is from the medical profession and three members are selected at large. The state librarian, appointed by the State Library Commission, supervises all activities of the department.

State Library

East Wing, Historical Building

Gov. Robert Lucas established the State Library in 1839. The library has grown from 1,600 volumes to a library containing 112,368 volumes; 10,275 microfilm reels; 180,000 microfiche; 15,000 phonorecords; 300 audio tapes; 3,413 16mm films; and 46 video tapes. The library also has a specialized collection of books about Iowa and books written by Iowa authors.

Chapter 303A of the Iowa Code sets forth the duties and functions of the State Library. Its function is to work toward the development of statewide library services, to provide library services to governmental agencies, to the state Legislature, and to residents of Iowa. A statewide network, the Iowa Library Information Teletype Exchange (I-LITE) provides interlibrary loan service to state government and libraries throughout Iowa.

The State Library is a selective federal depository of U.S. publications. Emphasis is placed on collecting documents of interest to state government and the public, such as Bureau of Census materials. In addition to the depository collection, the State Library subscribes to a service providing indexing and a comprehensive microfiche collection of federal statistical and congressional publications.

The State Library participates as the principal repository for publications and microform products of Iowa Census Data Center, a prototype program of the

*Iowa Official Register, 1981-82, pp. 304-306.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

U.S. Bureau of the Census. The State Library also serves as the primary printed document distribution point for the Iowa Census Data Center.

In 1978, the General Assembly passed an act creating a Depository Library Center to serve as the central agency for the collection and distribution of state documents. The Depository Library Center began to collect and distribute state documents in July, 1979.

The state documents are distributed to the Library of Congress, the Center for Research Libraries, and 41 Iowa depository libraries, which are geographically distributed throughout the state in order to give all Iowa residents access to Iowa documents published by state agencies and institutions.

The State Library administers state funds and federal funds made available under the Library Services and Construction Act.

Consultant service is provided to libraries, state institutions, college and university libraries. The State Library gives support to the regional systems and distributes appropriated funds to regional libraries on an equal basis.

The regional library system was established in 1973 for the purpose of providing supportive library services to existing public libraries and individuals with no other access to public library service and to encourage local financial support of public library service in those localities where it is presently inadequate or nonexistent. The state is divided into seven regions, each with its own regional board of library trustees. Each board appoints the regional administrator for its region.

State Law Library

West Wing, Second floor, State Capitol Building

In the reorganization of the state libraries by the 65th General Assembly in 1973, the Law Library became a division of the State Library Commission. The law librarian is appointed by the state librarian with the approval of the Iowa State Library Commission and the Iowa Supreme Court.

The Law Library's collection contains over 180,000 volumes, including the laws and reports of all of the states and some foreign countries, government documents, the abstracts and arguments of the Iowa Supreme Court and Court of Appeals, legal periodicals, legal treaties, and material produced by the Iowa Legislature.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

The primary functions of the State Law Library are to provide reference and research facilities for the state courts, the state Legislature, the Legislative Service Bureau, the office of the attorney general, other agencies of government, the legal profession and the general public. The Law Library serves as an access point to material pertaining to Iowa legislative activities.

State Medical Library

Second floor, Historical Building

The State Medical Library of Iowa was established as a department of the State Library in July, 1919, and became a separate library in the reorganization of state libraries by the 48th General Assembly in 1931. In 1973, the Medical Library became a division of the State Library Commission of Iowa.

This library contains over 30,000 volumes and subscribes to more than 500 medical scientific journals annually. In addition to its collection of current materials, there is an extensive section on medical history.

The primary function of the State Medical Library of Iowa is to provide reference, research and interlibrary loan service to government agencies, physicians and other medical personnel, attorneys, students, libraries and the general public.

Computerized searching services are available to all, as well as consultation services for library managers. A statewide WATS System makes medical information available quickly and easily.

The library serves as one of 13 resource libraries in a six-state area comprising the Midwest Health Science Library Network. The goal of MHSLN is to help bring to health personnel the information they need for patient care, health research and education.

Military Library

Memorial Hall at Camp Dodge

The collection contains documents, reports, records and books which describe the history of the Iowa National Guard and individual Iowans who have served in the armed services.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

Areas of Study/Recommendations

Area #1

To address the demands of the citizens of Iowa with a diversity of information resources and services available upon request.

Need: The State Library is the agency that must ensure that library and information functions needed in the State of Iowa are performed. The information needs of today's citizen require a diversity of easily accessible resources and services. A strong library agency at the state level must have the legal authority and financial support to respond to the consumer's needs through a coordinated statewide library system. This calls for an agency which leads, participates in and coordinates the total library planning and development within the state.

Recommendation #1: A mission statement for the State Library should be added to the Code of Iowa. See Secs. 303A.2 and 303A.6 in Appendix A of this report.

The Library Organization Committee recommends the following:

The mission of the State Library of Iowa is to address the information and library service needs of the citizens of Iowa and state government agencies through the development and coordination of all types of library services.

Recommendation #2: Membership, duties and responsibilities of the State Library Commission vis-a-vis those of the State Librarian need special consideration in the Code. See Secs. 303A.3 and 303A.4 in Appendix B.

Several of the items presently listed in 303A.4, the Code, reflect functions of the system. The Library Organization Committee does not see these as the appropriate role of a commission. Instead, the Commission should set policies and govern the agency. They should be accountable for such functions as proper expenditures of funds and the duties performed by the chief administrator. It is not a function of the Commission to perform specific duties and the Code should be revised to reflect this change.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

The State Librarian should have clear statutory authority for the operation of the state library programs and be administratively accountable for their management both to the Library Commission and to the consumers to whom services are delivered.

In addition, a committee of Iowa librarians on August 24, 1983, recommended changing membership of the Commission to 7 at large members, appointed by the Governor for staggered 4-year terms. The Library Organization Committee recommends appointment of one member per Congressional District plus one at large member for a total of seven members.

Recommendation #3: The Code should include a mechanism for financial support for public libraries. See Sec. 442.7 in Appendix C of this report.

Funding could be along the same lines as the School Foundation Program with a minimum per capita support to be based on the Iowa Library Association/American Library Association standards. Iowa is one of six states in the nation that does not provide direct state aid to public libraries.

Currently over 50% of the budget for internal operations of the State Library comes from federal Library Services and Construction Act funds. It is the intent of LSCA to provide for federal funding of public library programs. The purpose of LSCA is to assist the states in the extension and improvement of public library services in areas of the states which are without such services or in which such services are inadequate. It has been several years since these funds were made available to local public libraries in Iowa.

Need: To reconcile and standardize Chapter 560 of the Iowa Administrative rules with Chapter 303 of the Iowa Code following revision of Secs. 303A.3 and 303A.4. This is in accord with suggestions to delineate appropriate responsibilities for the Commission and the State Librarian.

Recommendation #4: Rewrite the administrative rules in order to clarify and provide for library functions and procedures. See Appendix D of this report for the current Iowa Administrative Code 560-1.1(303A) and Appendix B for Secs. 303A.3 and 303A.4.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

The organization of and the functions of the library department need to be stated separately in the rules. Major functions should include:

- (1) Library services for the 3 branches of government;
- (2) Supervision and management of state and federal funds for library development and services;
- (3) Effecting cooperation among the several types of libraries in resource sharing and library networks;
- (4) Bibliographic control and distribution of state documents;
- (5) Provision of library service to the handicapped; and
- (6) Provision of library service for the residents of state institutions.

Area #2

To reorganize the State Library of Iowa along functional lines in order to improve administrative control and communication.

Need:

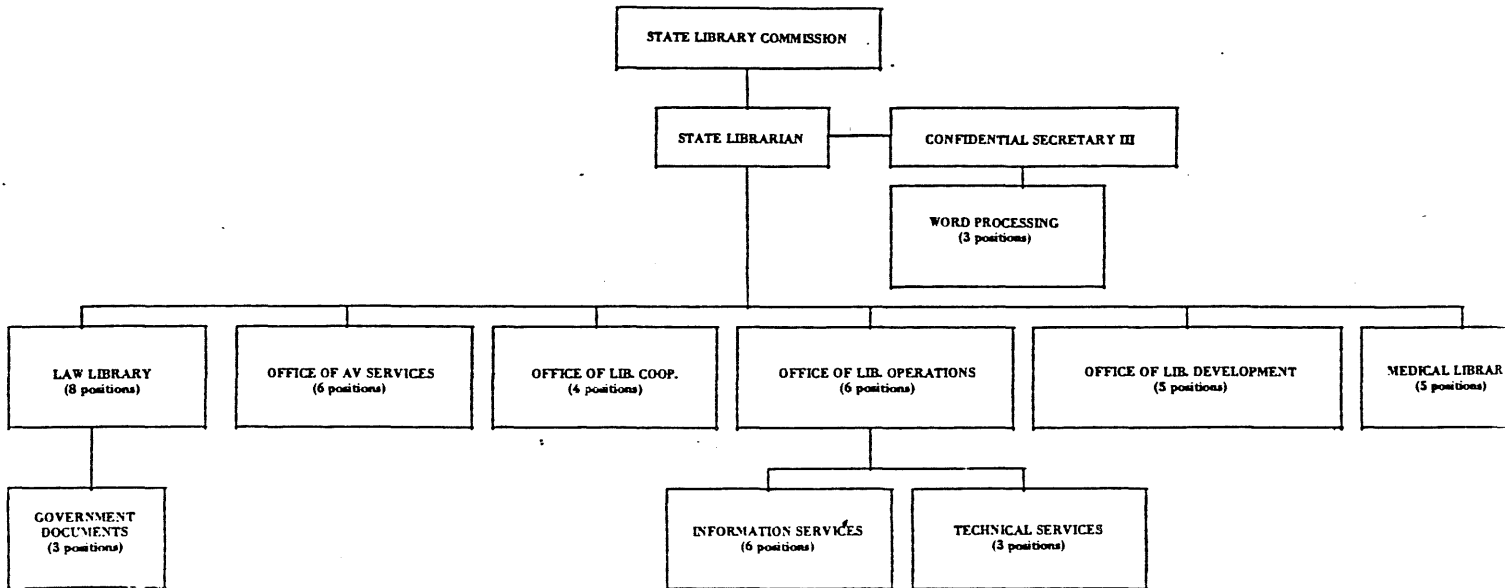
The Iowa State Traveling Library provided direct service to Iowans without public libraries and supplemented local public library collections. Today the State Library has as one of its primary functions information service to state agencies. The State Library also provides support services to other libraries of all types.

The organizational structure which developed to support these changes has become unwieldy. As of April 1983, seven staff members reported directly to the State Librarian: the Assistant State Librarian, five separate division directors and a secretary. Two additional division directors reported to the Assistant State Librarian. (See the following organizational chart for April 1983.)

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

STATE LIBRARY OF IOWA

TABLE OF ORGANIZATION - April 1983



TOTAL = 51 POSITIONS, 50 FTE

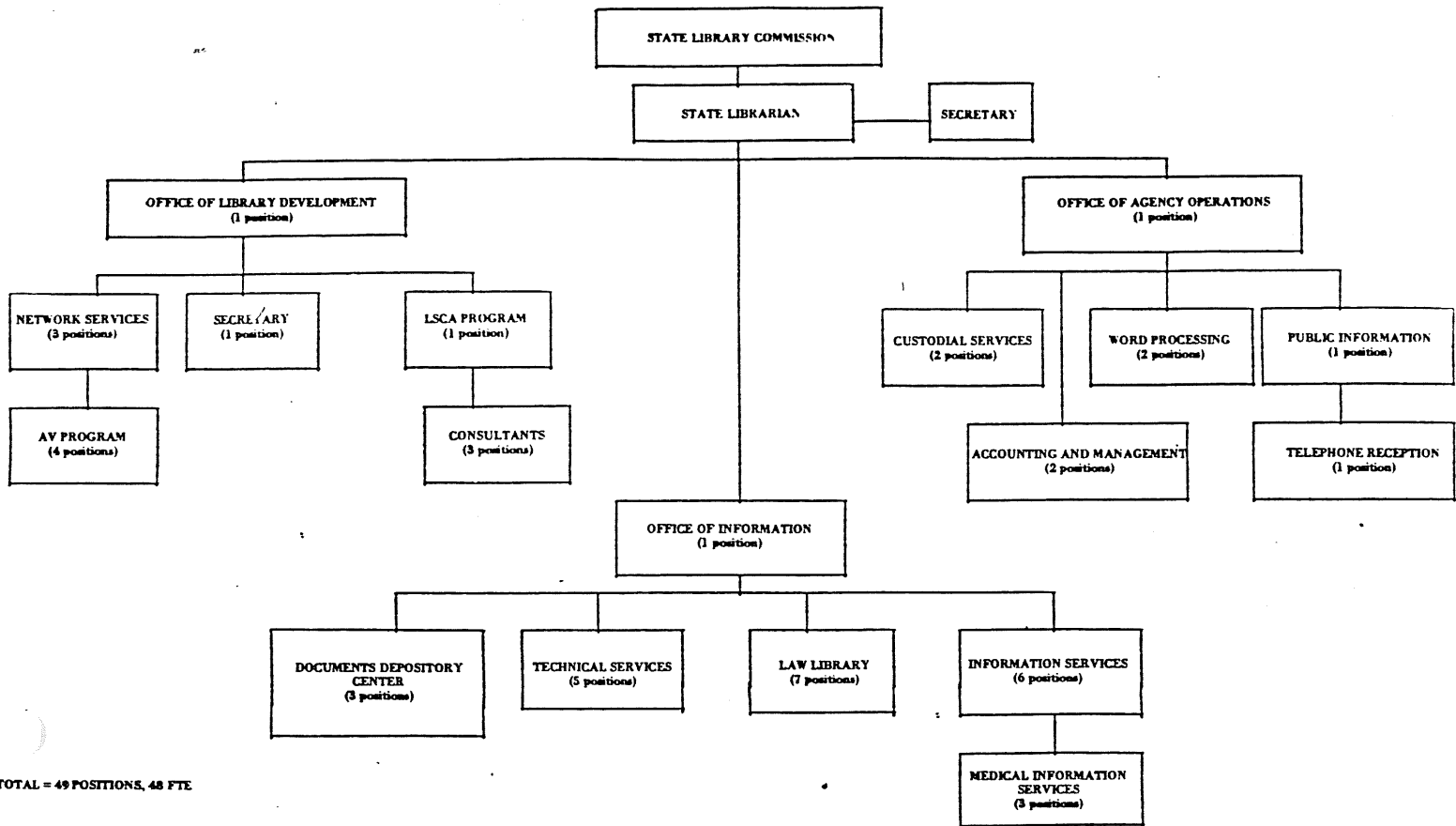
Recommendation #5:

Support the reorganization of the State Library along functional lines, as proposed by the State Librarian. With only modest cost savings anticipated, the major consideration is the improved capability of the State Library to cope with demand. (See the following Proposed Table of Organization.)

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

STATE LIBRARY OF IOWA

PROPOSED TABLE OF ORGANIZATION



TOTAL = 49 POSITIONS, 48 FTE

The 1983 Governor's Task Force on Efficiency and Cost Effectiveness requested that the Library Organization Committee reflect on the administrative relationship of the Law Library within the State Library structure. The Task Force suggested that the Law Library be treated similarly to the Medical Library in the proposed table of organization. This suggestion includes a rewriting of the job description of the Law Librarian to eliminate the need for a law degree but retaining expertise in law library service.

The Task Force also suggested that the Law Library become a more service-oriented function of the State Library.

The Library Organization Committee concurs with the Task Force's suggestions concerning the Law Library and would support modifying the proposed Table of Organization to place the Law Library under Information Services.

See Appendix L of this report for detail on each of the three major offices in this Table of Organization.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

Cost savings associated with the proposed reorganization include:

- (1) \$13,000 annual cost savings from elimination of one custodial position in the Law Library. The Committee and the State Librarian recommend elimination or transfer to the Department of General Services of this position, which is located in a building (the State Capitol) serviced by the Buildings and Grounds Division of General Services.
- (2) \$2,000 in one-time cost savings during the current fiscal year (FY 84), resulting from filling one vacancy at a lower classification than would occur without the reorganization. This figure could increase somewhat if any further vacancies occur in positions whose classifications are affected. No savings are projected in later fiscal years, as the cost of two executive-level positions and an accountant will approximately balance savings from downgraded positions.
- (3) \$32,000 in potential cost containment during FY 85 and \$18,000 in potential cost containment during FY 86, resulting from merging the medical information service (Medical Library) with the Information Services Division. The potential cost containment figures are based upon deferring requests for two additional reference staff positions. A request for a Library Associate would be deferred for one year, to July 1, 1985, while a request for a Librarian I would be deferred for two years, to July 1, 1986. Information Services Division has experienced an increased demand for several years. In FY 78, the staff handled 3,581 reference questions while in FY 82, 6,820 were handled. Circulation to state government staff increased from 5,845 in FY 78 to 7,175 in FY 82. The State Librarian has indicated that the merger will allow existing reference staff to cope with the increasing demand for an additional limited period of time.
- (4) Indirect savings of \$3,500 from vacating 750 square feet of space currently used by the Documents Depository in Executive Hills. (This

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

will be a savings of \$4.27 per square foot per year plus \$300 annual telephone costs.) Under the reorganization plan, the Documents Depository will move to the State Historical Building.

Freeing this space may enable General Services to reduce the use of rented office space by other state agencies.

Recommendation #6: Transfer the Military Library to the State Historical Department. See Appendix E of this report for Sec. 303A.6 of the Code. There are no cost savings associated with this transfer because funds are not being expended from the State Library's budget for this purpose. Since the Military Library collection is primarily historical, it is more logical for it to be a part of the State Historical Department.

Area #3

To address the recommendations from the Governor's Economy Report 1979. The relevant sections of that report will be found in Appendix F.

Need: Many of the recommendations proposed by the 1979 report have not been carried out. The Library Organization Committee was charged with examining the 1979 recommendations and determining if appropriate action had been taken in light of other developments since 1979.

The Library Organization Committee has made recommendations in other sections of this report (as noted below) that relate to the 1979 report.

1979

Recommendation 131: Establish the Library Commission as the coordinating agency for the regional library system.

Response: Current comments and recommendations will be found in Section III of this report, beginning on page 17.

1979

Recommendation 132: Transfer the genealogical program to the State Library.

Response: The Library Organization Committee recommends leaving the Genealogical Program in the State Historical Department. In addition, Recommendation #6 would transfer the Military Library to the Historical Department.

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA
(Cont'd)

1979

Recommendation 133: *Relocate the medical library.*

Response:

The Library Organization Committee recommends merging functions with the general reference service of the State Library and referring walk-in clientele to their local library. The Office of Information, as shown in the proposed Table of Organization on page 10, will provide this service.

State Medical Library Services:

The State Medical Library was used in FY 83 by 30 different state agencies, 65 hospitals (not including medical clinics), more than 250 physicians, 60 public libraries and 23 academic libraries.

Twenty-seven percent of the requests came from users referred to the medical library from other libraries. As the services exist now, the University of Iowa's Health Science Library is geared to handle the needs of the University's medical students and physicians. The University of Iowa does not have the staff to satisfy the informational needs of the rest of the state and prefers that library users come to the State Library.

II. THE ORGANIZATION OF LIBRARY SERVICES PROVIDED TO AGENCIES OF IOWA STATE GOVERNMENT

Background:

Centralized information and reference services are available to all state agencies through the Information Services Division of the State Library of Iowa. In addition, a survey conducted by the Library Resources Committee of the Task Force's Administration Project found that 30 state agencies identify themselves as having agency libraries. There is wide variation in the character of these libraries, and in the classification and training of the personnel who staff them and consequently in the level and quality of services which they provide. In several cases, there are multiple libraries within the same state office building. Agency libraries are not readily accessible to personnel of other state agencies, and with one exception known to the Committee, purchases of agency libraries are not reported to the State Library. In no case are the complete holdings of an agency library known to the State Library or any other agency.

Agency libraries relate to each other and to the State Library through the State Agency Library Association, a formal inter-agency organization started in August, 1978. Its purpose is to improve communications, both formal and informal, among the libraries of the several state agencies so that the resources of these libraries can be most effectively utilized and their policies and procedures coordinated toward betterment of library service within state government. The association encourages professional advancement of its members and the development of professionalism in state agency library service.

The State Library serves as a major backup and support with services that are not and can not be provided by other state agency libraries. Those services include: reference questions, interlibrary loan, major reference works and OCLC capabilities. The services are provided at no cost, other than some nominal photocopy charges.

The Library Resources Committee identified state agencies that have libraries and the merit classification and personnel identified in charge of those libraries. See Appendixes G and H for those lists.

There is a wide variation in the classifications of personnel reported as being in charge of State Agency Libraries and in the functions and services provided in those libraries. Delivery of effective and comprehensive library services can only be accomplished with qualified personnel assigned to the function. The Library Organization Committee realizes that this is a problem relating to merit classification and to the agency where the personnel assignment is made.

II. THE ORGANIZATION OF LIBRARY SERVICES PROVIDED TO AGENCIES OF IOWA STATE GOVERNMENT (Cont'd)

Areas of Study/Recommendations

Area #4

To study the relationship of state agency libraries not under the organizational structure of the State Library Commission. This study would include the relationship of agency libraries to each other as well as to the State Library.

Need:

There is a need to have "library" defined or criteria developed so that all state agencies can determine if they have a library, or how they may disseminate their collection of materials.

This lack of criteria becomes apparent in collection maintenance. There is no way to tag purchases through the central accounting process for purposes of identifying and maintaining collections, avoiding duplication and identification of location of materials for such items as books, journals, newspapers and non-print resources.

Recommendation #7:

A management audit of library resources and services within state government agencies should be conducted. The auditing body should consider the following possibilities and devise an implementation plan. The audit and implementation plan should be provided to the Governor by July 1984.

Possibilities for consideration:

- The feasibility of satellite collections branching from the State Library should be considered. These centers could be subject or major emphasis areas.

Specialized working libraries are needed in many divisions and agencies of state government. Such libraries should be developed as branches of or in close coordination with the State Library which has the comprehensive collection.

- The feasibility of one library center within each state office building covering all agencies and subject specialties located within that office building.

II. THE ORGANIZATION OF LIBRARY SERVICES PROVIDED TO AGENCIES OF IOWA STATE
GOVERNMENT (Cont'd)

Establishing centers may involve retaining some or all of the current agency libraries, but contracting with them to serve as satellite libraries. This would open access to all state employees regardless of agency affiliation.

- Consider feasibility of centralized services (at the State Library or an agency library) that might include:

Interlibrary Loan
Circulation
Cataloging (including periodicals)
Acquisitions
Reference
Continuing Education
Staff Development
Online Bibliographic Searching
OCLC (a national library database)
Budget

Recommendation #8: Until further study is completed the Library Organization Committee recommends a moratorium on the creation of any additional agency libraries.

III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA

Background:

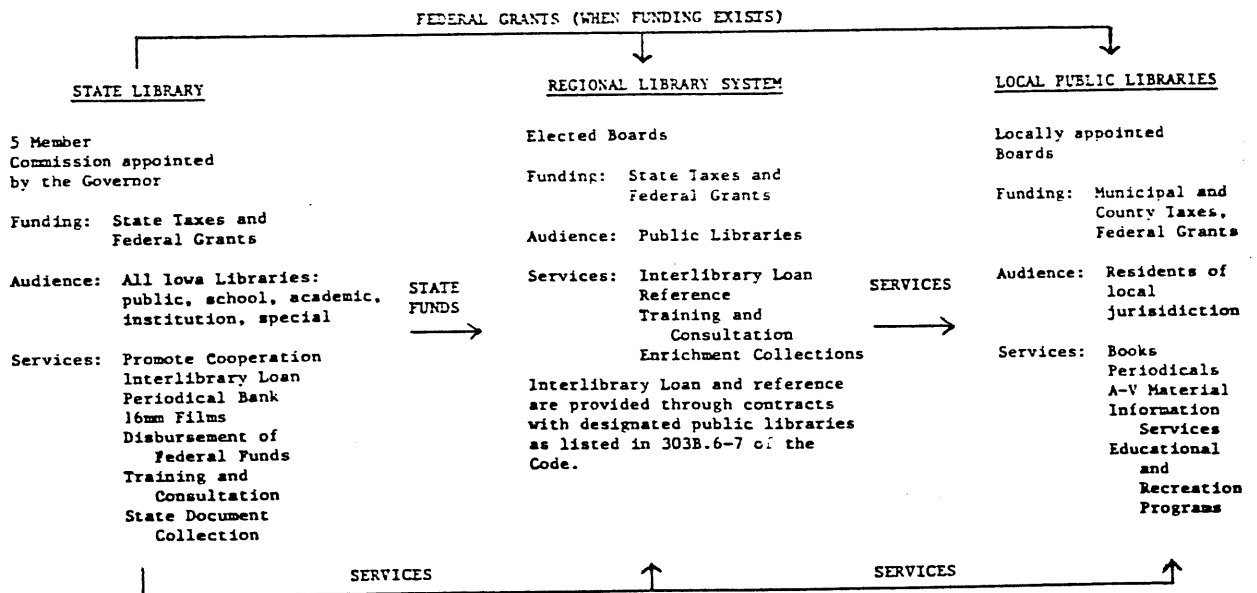
Iowa has a system of seven regional libraries to provide technical support and to facilitate sharing of resources among local public libraries. Chapter 303B of the Code of Iowa provides for the creation of the regional libraries and specifies the boundaries of their service areas.

Each of the seven regional libraries has its own separate board, administrator, professional and administrative support staff. There appears to be wide variation in the nature, quality and level of services provided to local public libraries by the various regional libraries.

State funds are the predominant source of support for the regional libraries. These funds initially are appropriated to the State Library which passes them on to the regionals. However, there is no effective oversight of these funds by the State Library since Chapter 303B provides only for the distribution of the funds solely on the basis of population. There are major differences in the populations of the various regions; consequently, funding levels differ widely.

The following chart reflects current library services provided to the citizens of Iowa.

Iowa Library Services



III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA (Cont'd)

The chart raises the following issues and questions:

- (1) Services of the State Library are duplicated in the Regional Library System.
- (2) Some services are contracted: Code of Iowa 303B.6.

...Provide resources and services to strengthen local public library services throughout the region by contracting to utilize the strengths of the seven existing public library agencies, one for each region, which are as follows: Council Bluffs public library; Sioux City public library; North Iowa library extension, incorporated*; Des Moines public library; Davenport public library; Cedar Rapids public library; and Waterloo public library.

*with the exception of North Iowa library which no longer exists.

- (3) Funding for regional staff and regional services comes from state appropriations and federal Library Services and Construction Act funds.
- (4) After review of several Regional Library plans it was noted that areas covered fall into two main categories:
 1. Administrative - Library Development Services
Includes trustees meetings, regional meetings, work toward funding, grant applications, visitations, journal writing and publishing and developing needs assessment.
 2. Supportive Services
Interlibrary Loan
Information Services - definition varies among the regions

How many of the items in the first category contribute to services to clients?
How many relate to maintaining the system?
- (5) What services are being provided that cannot be obtained elsewhere?
- (6) Could the same level of service be provided with fewer regional libraries?

III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA (Cont'd)

- (7) Could any or all of the functions listed be performed at the State Library level?

Accounting
Budgeting
Staff development
Training
Workshops

Could these functions be handled by the Office of Library Development and fit into State Library reorganization?

- (8) Is there a duplication of services and administrative functions?
(9) Are regional libraries keeping up with technology and providing services available through advanced technology?
(10) Does each regional library maintain the same level of service?

If regional libraries are retained as a part of the State Library, should they be administered by the State Librarian who reports directly to the State Library Commission.

- (11) Has a study of user needs been conducted to determine what services are necessary or desirable?
(12) Funding of regional libraries raises many issues:

Budget - what is the minimum required to operate a library?
Staff - how many staff members are required to provide minimal services?
Facilities - are costs reasonable for library space?

Areas of Study/Recommendation

Area #5

To address the purpose of the Regional Library System and the duplication of responsibilities and services of the State Library and the Regional Library System.

See Appendix I for Code of Iowa 303B.1 and a chart on Regional Libraries. See Appendix J for Code 303B.6, "Powers and Duties of Regional Trustees."

Recommendation #9: Conduct a study of user needs and services and determine the most effective method of meeting those needs.

III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA (Cont'd)

The Library Organization Committee is concerned that further information regarding levels and quality of service currently offered by the seven regional libraries is needed in order to begin to address the feasibility and cost-saving potential. To this end, the Committee will attempt to obtain responses from regional library personnel regarding scope of services currently offered. This preliminary information will be forwarded to the Governor's Task Force as an addendum to this report, but it will not serve as the full study recommended in #9.

Area #6

To address the recommendations from the Governor's Economy Report 1979.

1979

Recommendation 131: *Establish the Library Commission as the coordinating agency for the regional library system.*

*Seven autonomous boards provide governance for the regional library system. This has caused substantial problems in regard to coordination and program development activities.**

To enhance the effectiveness of these libraries, two regional members should be added to the Library Commission which would then function as the coordinating agency for the entire system. Implementation would eliminate the need for current regional trustees, resulting in a net-annual saving of nearly \$8,000 in expenses.

**The Library Organization Committee does not know what the "substantial" problems were. The issues of accountability and control are matters of recurring discussion in the Iowa library community. The wide variation of services provided to local libraries because of funding inequalities and lack of standards governing quality and type of service indicate a need for clarification and/or change of the existing roles.*

III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA (Cont'd)

Response:

Iowa Code 303.B specifically limits the Regional Library System to serving only public libraries. Iowa has not developed resource sharing among the various public and private libraries - school, academic, public, special, business and industry - that is possible because of rapid advances in technology. Legal barriers to library cooperation cause expensive duplication of materials and prevent sharing of resources.

Unified leadership would improve accountability and is essential for continuous growth and improvement of libraries of all types in the state. Library development requires minimum standards as well as legal authority and financial support to meet these standards.

The Library Organization Committee recognizes that the Governor's Economy Report for 1979 attempts at improving accountability were laudable, but the methods for achieving that accountability were unrealistic. The Library Organization Committee offers the following options for consideration.

- (1) Require regional libraries to file annual plans and proposed budgets and to report quarterly on their activities and utilization of resources to the State Library Commission. The quarterly report is to include a financial statement.
- (2) Limit the regional boards to advisory capacity and retain only two consultants per region on each staff. Add one to two clerical support staff at the State Library. This could save up to \$70,000. The consultants would report to the Director of the Office of Library Development.
- (3) Establish a mechanism to allow or encourage regional libraries to transfer routine administrative and governance functions to the State Library. This would result in savings in administrative costs which could be used for expanded or enhanced service. A similar mechanism could allow regional boards to transfer their service function to the State Library.

SUMMARY/CONCLUSIONS

The Library Organization Committee recommends that a comprehensive study of library user needs be conducted throughout the State to determine desired library services. This assessment should be conducted prior to any final decisions regarding delivery of library services.

Adoptions of the recommendations of the Library Organization Committee will result in cost containment through more effective utilization of staff in the State Library.

Potential savings for all state agency libraries may be realized depending upon each agency's willingness to share resources. A centralized database retrieval system could expand services with no appreciable cost.

A restructuring of regional library services could result in a savings of up to \$70,000 without a decrease in service.

The recommendations in the Governor's Economy Report for 1979 were not implemented because there was no authority for the implementation. The Library Organization Committee encourages the Task Force to mandate implementation strategies with its final recommendations in all areas.

Information is basic to decision making. Accessibility to that information requires a commitment to libraries and information centers. Investing in libraries can result in substantial cost savings through improved decision making by the patron. For these reasons the Library Organization Committee feels that adequate library services are a wise investment for the citizens of Iowa. Current levels of library service need to be enhanced. The Library Organization Committee notes that Iowa lags far behind in the development of library service and recommends that this important service be adequately financed even in this time of fiscal restraint.

RECOMMENDATIONS

I. THE INTERNAL ORGANIZATIONAL STRUCTURE OF THE STATE LIBRARY OF IOWA

- Recommendation #1: A mission statement for the State Library should be added to the Code of Iowa.
- Recommendation #2: Membership, duties and responsibilities of the State Library Commission vis-a-vis those of the State Librarian need special consideration in the Code.
- Recommendation #3: The Code should include a mechanism for financial support of public libraries.
- Recommendation #4: Rewrite the administrative rules in order to clarify and provide for library functions and procedures.
- Recommendation #5: Support the reorganization of the State Library along functional lines.
- Recommendation #6: Transfer the Military Library to the State Historical Department.

II. THE ORGANIZATION OF LIBRARY SERVICES PROVIDED TO AGENCIES OF IOWA STATE GOVERNMENT

- Recommendation #7: A management audit of library resources and services within state government agencies should be conducted.
- Recommendation #8: Until further study is completed the Library Organization Committee recommends a moratorium on the creation of any additional agency libraries.

III. THE ORGANIZATION OF TECHNICAL SUPPORT AND RELATED SERVICES TO PUBLIC LIBRARIES IN IOWA

- Recommendation #9: Conduct a study of user needs and services and determine the most effective method of meeting those needs.

APPENDIXES

303A.6 - Department Divisions

303A.2 Library department. There is created the Iowa library department. The executive head of the department shall be the state librarian. The state librarian shall be appointed by the state library commission, with the approval of two-thirds of the members of the senate, and shall serve at the pleasure of the state library commission. The state librarian

shall be a person upon whom a master's degree in library science has been conferred as a result of completing a program of study accredited by the American Library Association. [C75, 77, 79, 81, §303A.2]

303A.6 Department divisions. The Iowa library department shall include but not be limited to the medical library division, the law library division and the military library division.

1. The medical library division shall be headed by a medical librarian, appointed by the state librarian with the approval of the state library commission, subject to the provisions of chapter 19A. The medical librarian shall:

a. Operate the medical library division which shall always be available for free use by the residents of Iowa under such reasonable rules as the commission may adopt.

b. Give no preference to any school of medicine and shall secure books, periodicals, and pamphlets for every legally recognized school without discrimination.

c. Perform such other duties as may be imposed by law or prescribed by the rules of the commission.

2. The law library division shall be headed by a law librarian, appointed by the state librarian with the approval of the state library commission and the Iowa supreme court, subject to the provisions of chapter 19A. The law librarian shall:

a. Operate the law library division which shall be maintained in the capitol or elsewhere in rooms convenient to the supreme court and which shall always be available for free use by the residents of Iowa under such reasonable rules as the commission may adopt.

b. Maintain as an integral part of the law library reports of various boards and agencies and copies of bills, journals and other information relating to current or proposed legislation.

c. Arrange to make exchanges of all printed material published by the several states and the government of the United States.

d. Perform such other duties as may be imposed by law or by the rules of the commission.

3. The military library division shall be headed by the adjutant general. The adjutant general shall:

a. Operate the military library division which shall be maintained in the memorial hall at Camp Dodge and which shall be available for free use by the residents of Iowa under such reasonable rules as the commission may adopt.

b. Maintain as an integral part of the military library documents, reports, records, and books which describe the history of the national guard and individual Iowans who have served in the armed services.

c. Perform such other duties related to the military library as may be imposed by law or by rules of the commission. [S13, §2881-b; C24, 27, 31, 35, §4518, 4519, 4520; C39, §4541.05, 4541.13; C46, 50, 54, 58, 62, 66, 71, 73, §303.5, 303.13; C75, 77, 79, 81, §303A.6]

303A.3 Library commission. There is created a state library commission. The commission shall consist of the supreme court administrator, and four members appointed by the governor and serving four-year terms, one member of which shall be from the medical profession and three members selected at large, each based on their qualifications to serve as commission members. The appointed members of the commission shall be appointed for terms of one, two, three and four years and all subsequent appointments shall be for the full four-year term.

Members of the commission shall receive forty dollars per diem while engaged in their official duties. They shall be paid their actual and necessary travel and other official expenditures necessitated by their official duties.

The commission shall elect one of its members as chairman. It shall meet at such time and place as shall be specified by call of the chairman. At least one meeting shall be held bimonthly. All meetings shall be open to the public. Notice of each meeting shall be given in writing to each member at least three days in advance of the meeting. Three commissioners shall constitute a quorum for the transaction of business. [C75, 77, 79, 81, §303A.3]

303A.4 Duties of commission. The state library commission shall:

1. Adopt and enforce rules necessary for the exercise of the powers and duties granted by this chapter and proper administration of the department.

2. Adopt rules providing penalties for injuring, defacing, destroying, or losing books or materials under the control of the commission. All fines, penalties, and forfeitures imposed by these rules may be recovered in an action in the name of the state and deposited in the general fund.

3. Develop and adopt plans to provide more adequate library service to all residents of the state.

4. Charge no fee for the use of libraries under its control or for the circulation of material from libraries, except where transportation costs are incurred in making materials available to users. The costs may be used as a basis for determining a fee to be charged to users.

5. Give advice and counsel to all public libraries in the state and to all political subdivisions which may propose to establish libraries.

6. Print lists and circulars of information and instruction as it deems necessary.

7. Continuously survey the needs of libraries throughout the state, and ascertain the requirements for additional libraries and for improving existing libraries to provide adequate service to all residents of the state.

8. Obtain from all public libraries reports showing the condition, growth, development and manner of conducting these libraries and at its discretion, obtain reports from other libraries in the state and make these facts known to the citizens of Iowa.

9. Encourage the implementation of the county library law, and of countywide library service through contracts with the boards of supervisors pursuant to chapter 378.* [C51, §445, 451, 452; R60, §690, 695, 696, 702, 703, 707; C73, §1886-1888, 1890, 1895, 1896; C97, §2858-2860, 2864, 2865, 2875; S13, §2881-a, -b, -d, 2888-c, -d, -e; C24, 27, 31, 35, §4515-4517, 4521-4524, 4534-4537, 4539, 4540; C39, §4541.03, 4541.14; C46, 50, 54, §303.3, 303.14; C58, 62, 66, 71, 73, §303.3, 303.18; C75, 77, 79, 81, §303A.4]

Referred to in §303A.21

*Repealed by 64GA, ch 1088, §199, effective July 1, 1975

442.7 State percent of growth—allowable growth.

1. For school years subsequent to the school year beginning July 1, 1978, a state percent of growth for the budget year shall be computed by the state comptroller prior to September 15 in the base year and forwarded to the superintendent of public instruction. The state percent of growth shall be an average of the following four percentages of growth except as otherwise provided in paragraph "c" of this subsection:

a. The difference in the receipts of state general fund revenues computed or estimated as follows:

(1) The percentage of change between the revenues received during the second year preceding the base year and the revenues received during the year preceding the base year.

(2) The percentage of change between the revenues received during the year preceding the base year and the revenues received during the base year.

b. The difference in the gross national product implicit price deflator published by the bureau of economic analysis, United States department of commerce, computed or estimated as a percentage of change for the following:

(1) From the value for the quarter ending December 31 eighteen months prior to the beginning of the base year to the value for the quarter ending December 31 six months prior to the beginning of the base year.

(2) From the value for the quarter ending December 31 six months prior to the beginning of the base year to the value for the quarter ending December 31 six months prior to the beginning of the budget year.

The computation of the percentage change in the gross national product implicit price deflator shall be based, to the extent possible, on the latest available values for these deflators published by the bureau of economic analysis.

c. If the average of the percentages computed or estimated under paragraph "b" of this subsection exceeds the average of the percentages computed or estimated under paragraph "a" of this subsection, the state percent of growth shall be the average of the two percentages of growth computed or estimated under paragraph "a" of this subsection.

2. Notwithstanding subsection 1 of this section, for the school year beginning July 1, 1980 only, the state percent of growth is the average of the two percentages of growth computed under subsection 1, paragraph "b," of this section.

3. If the state percent of growth so computed is negative, that percentage shall not be used and the state percent of growth shall be zero.

4. Each year prior to September 15 the state comptroller shall recompute the state percent of growth for the previous year using adjusted estimates and the actual figures available. The difference between the recomputed state percent of growth for the base year and the original computation shall be added to or subtracted from the state percent of growth for the budget year, as applicable. However, for the budget school year beginning July 1, 1980 only, the state comptroller shall recompute the state percent of growth for the previous year using adjusted estimates and the actual figures available based only upon the consumer price index.

With regard to values of gross national product implicit price deflators, the recomputation of the state percent of growth for the previous year shall be made only with respect to the value of the deflator for the quarter which occurred subsequent to the calculation of the state percent of growth for the previous year. If subsection 1, paragraph "c," of this section is used in the calculation of the state percent of growth for the previous year, the calculation made in subsection 1, paragraph "b," of this subsection shall not be used in the recomputation of the state percent of growth for the previous year.

For the school year beginning July 1, 1981, the recomputation of the state percent of growth for the year beginning July 1, 1980 computed prior to September 15, 1980 and added to or subtracted from the state percent of growth for the school year beginning July 1, 1981 shall also include a percent equal to the difference between the estimate made of the percentage of growth in the receipts of state general fund revenue by the state comptroller prior to September 15, 1978 in computing the state percent of growth for the school year beginning July 1, 1979 and the actual figures of the percentage of growth in the receipts of state general fund revenue.

5. Notwithstanding subsections 1 to 4, for the school year beginning July 1, 1981, the state percent of growth, including the recomputations required under subsection 4, is five percent, and for the school year beginning July 1, 1982, the state percent of growth, including the recomputations required under subsection 4, is seven percent.

6. The basic allowable growth per pupil for the budget year shall be computed by multiplying the state cost per pupil for the base year times the state percent of growth for the budget year.

7. The allowable growth per pupil for each school district is the basic allowable growth per pupil, for the budget year modified as follows:

a. If the state cost per pupil for the budget year exceeds the district cost per pupil for the budget year, the basic allowable growth per pupil for the budget year is modified to equal one hundred ten percent of the product of the state cost per pupil for the base year times the state percent of growth for the budget year. However, the basic allowable growth per pupil for the budget year under this paragraph shall not exceed the difference between the state cost per pupil for the budget year and the district cost per pupil for the budget year. For purposes of this paragraph the state cost per pupil and the district cost per pupil shall not include special education support service costs, and the district cost per pupil for the budget year shall

not include that portion of the district cost per pupil created by additions or subtractions to the allowable growth per pupil for the budget year and for prior school years beginning with the school year commencing July 1, 1977, as provided under paragraph "b" of this subsection.

b. By the school budget review committee under section 442.13.

c. For the school year beginning July 1, 1975 only, by adding to the basic allowable growth per pupil for the budget year an amount to compensate for the costs of special education support services provided through the area education agency. The total amount for each area shall be based upon the program plans submitted by the special education director of the area education agency as required by section 273.5, which shall be modified as necessary and approved by the department of public instruction according to the criteria and limitations of section 273.5 and chapter 281. The amount of additional allowable growth per pupil for the budget year for each district in an area shall be determined by dividing the total amount for the area so determined by the weighted enrollment of the area for the budget year.

d. For the school year beginning July 1, 1976 and ending with the school year beginning July 1, 1980, by adding to the basic allowable growth an amount to compensate for the additional costs of special education support services provided through the area education agency. For the school years beginning July 1, 1978 and July 1, 1979 only, the total amount for each area shall be equal to the total amount approved for special education support services for the base year times one hundred percent plus the state percent of growth. In addition to the amount provided in this paragraph to each area for the school years beginning July 1, 1978 and July 1, 1979 to compensate for the additional costs of special education support services, each area may be granted by the state board an additional amount to serve children newly identified as requiring the services pursuant to plans submitted by the special education director of the area education agency as required by section 273.5. The total of additional amounts granted throughout the state by the state board for the school year beginning July 1, 1978 shall not exceed the total amount approved for special education support services for the school year beginning July 1, 1977 times four and eighty-seven hundredths percent, and for the school year beginning July 1, 1979 shall not exceed the total amount approved for special education support services for the school year beginning July 1, 1978 times three percent. For the school year beginning July 1, 1980 the total amount for the state for special education support services shall not exceed the total amount approved for special education support services for the base year times one hundred percent plus the state percent of growth, and the total amount for each area shall be determined by the state board of public instruction pursuant to plans submitted by the special education director of the area education agency as required by section 273.5, which shall be modified as necessary and approved by the state board of public instruction according to the criteria and limitations of section 273.5 and chapter 281 and within the total amount for the state provided in this paragraph. The

amount of additional allowable growth per pupil for the budget year for each district in an area shall be determined by dividing the total amount for the area so determined by the weighted enrollment of the area for the budget year.

e. For the school years prior to the school year beginning July 1, 1981, for the additional allowable growth computed under paragraphs "c" and "d" of this subsection, the state board of public instruction, in co-operation with the appropriate personnel of the area education agency, shall determine the amounts for each area education agency, as required and the state comptroller shall calculate the amounts of additional allowable growth for each district necessary to fund the total special education support services costs as increased for the budget year under paragraph "d" of this subsection, and shall calculate the amounts due from each district to its area education agency by multiplying the additional allowable growth per pupil necessary to fund the total special education support services costs as increased for the budget year under paragraph "d" of this subsection by the weighted enrollment in the district for the budget year. The state comptroller shall deduct the amounts so calculated for each school district from the state aid due to the district pursuant to this chapter and shall pay the amounts to the area education agencies on a quarterly basis during each school year. The state comptroller shall notify each school district of the amount of state aid deducted for this purpose and the balance of state aid will be paid to the district. If a district does not qualify for state aid under this chapter in an amount sufficient to cover its amount due to the area education agency as calculated by the state comptroller, the school district shall pay the deficiency to the area education agency from other moneys received by the district, on a quarterly basis during each school year.

f. By the state comptroller under section 442.35.

g. For the school year beginning July 1, 1981 and succeeding school years, the amount included in the district cost per pupil in weighted enrollment for special education support services costs for each district in an area education agency for a budget year is the amount included in the district cost per pupil in weighted enrollment for special education support services costs in the base year plus the allowable growth added to state cost per pupil for special education support services costs for the budget year. Funds shall be paid to area education agencies as provided in section 442.25.

h. For the school year beginning July 1, 1981 and succeeding school years, the state board of public instruction may direct the state comptroller to reduce the allowable growth added to district cost per pupil in weighted enrollment for a budget year for special education support services costs in an area education agency in the base year based upon special education support services needs in the area.

8. For the school year beginning July 1, 1981 and succeeding school years, the allowable growth added to state cost per pupil for special education support services costs is the amount included in state cost per pupil for special education support services costs for the base year times the state percent of growth for the budget year. However, for the school year beginning July 1, 1981, no allowable growth shall be added, except as provided under subsection 9.

9. Allowable growth. For the school year beginning July 1, 1981, the state comptroller shall add to the allowable growth of affected school districts, an amount equal to the difference between the amount per pupil in weighted enrollment for the approved budget for the school year beginning July 1, 1980 for special education support services in that area education agency and the amount per pupil in weighted enrollment for the amount certified to generate funds for the school year beginning July 1, 1980 for special education support services in the area education agency and shall adjust the state cost per pupil accordingly. [C73, 75, 77, 79, 81, §442.7; 81 Acts, ch 94, §5-7]

Referred to in §273.9, 442.8, 442.13, 442.14, 442.28, 442.35, 442.38, 442.43

IOWA LIBRARY DEPARTMENT

560—1.1(303A) Organization and function. The Iowa library department includes a state library, law library, medical library, and military library. The state librarian, who is appointed by the state library commission, supervises all activities of the Iowa library department. Its function is to work toward the development of statewide library service, to provide library service to governmental agencies, to the state legislature, and to residents of Iowa.

303A.6 - Department Division

303A.6-3 - Military Library

303A.6 Department divisions. The Iowa library department shall include but not be limited to the medical library division, the law library division and the military library division.

3. The military library division shall be headed by the adjutant general. The adjutant general shall:

a. Operate the military library division which shall be maintained in the memorial hall at Camp Dodge and which shall be available for free use by the residents of Iowa under such reasonable rules as the commission may adopt.

b. Maintain as an integral part of the military library documents, reports, records, and books which describe the history of the national guard and individual Iowans who have served in the armed services.

c. Perform such other duties related to the military library as may be imposed by law or by rules of the commission. [S13, §2881-b; C24, 27, 31, 35, §4518, 4519, 4520; C39, §4541.05, 4541.13; C46, 50, 54, 58, 62, 66, 71, 73, §303.5, 303.13; C75, 77, 79, 81, §303A.6]

Library Commission

The mission of this agency is to develop and strengthen services in libraries across the state. It also attempts to meet the informational needs of existing government agencies.

Present Operations

The commission consists of the Supreme Court Administrator and four gubernatorial appointees, one representing the medical profession and the others selected on the basis of their qualifications to help upgrade library services. The group has jurisdiction over the state's central, law, medical and military libraries.

Day-to-day operational responsibility is delegated to the State Librarian who supervises a staff of 47 full-time and three part-time employees. The fiscal 1980 budget amounts to almost \$2.4-million including federal aid of some \$670,000.

One of the major activities governed by the commission is the statewide inter-library loan service. In addition, consulting assistance is provided to state officials, departments, mental and correctional institutions, facilities for the handicapped or aged, regional library system, college and university libraries and 504 public libraries in Iowa.

Recommendations

Current responsibilities should be expanded with respect to regional libraries and the state's genealogical program. Furthermore, the medical library in Des Moines duplicates facilities available elsewhere.

131. Establish the Library Commission as the coordinating agency for the regional library system.

Seven autonomous boards provide governance for the regional library system. This has caused substantial problems in regard to coordination and program development activities.

To enhance the effectiveness of these libraries, two regional members should be added to the Library Commission which would then function as the coordinating agency for the entire system. Implementation would eliminate the need for current regional trustees, resulting in a net annual saving of nearly \$8,000 in expenses.

132. Transfer the genealogical program to the State Library.

The genealogical program in the state is handled under the auspices of the Division of Historical Museum and Archives. All research is done manually. If this function were transferred to the State Library, necessary information could be obtained using existing automated equipment. Implementation would improve overall service and result in an annual saving of \$11,000 through a reduction of one staff position.

133. Relocate the medical library.

The state's medical library in Des Moines has 30,000 volumes located in 6,600 square feet of space. The library is underutilized since only about 1,000 persons visit annually. This is less than five per working day. Also, the facility duplicates services offered at the University of Iowa.

To eliminate unnecessary operating expenses, the books now kept in Des Moines should be relocated to Iowa City where the university medical library has adequate space available. One-time expenditures would be \$2,000. The annual saving in staff costs would amount to \$68,000.

State Agencies That Have Libraries

AGENCIES THAT HAVE LIBRARIES *

Aging
Arts Council
Attorney General
Auditor
Blind Commission
Civil Rights Commission
College Aid
Commerce Commission
 Law Library
 Technical Library
Comptroller (Data Processing division only)
Development Commission
Disaster Services
Energy Policy Council
Environmental Quality
General Services
Housing Finance Authority
Industrial Commission
Labor
Library Commission
Merit Employment
Occupational Safety and Health Review Commission
Pharmacy Examiners
Planning and Programming
 Statistical Analysis Center
 State Demographer
 Division of Economic Analysis
 Iowa State Occupational Information Coordinating Committee
Public Instruction
Refugee Service Center
Revenue
Soil Conservation
Social Services
Status of Women
Substance Abuse
Transportation

* The source of this chart is not documented or verified. Also there was no definition of library given when the survey was taken.

Merit Classification of Personnel *

Merit classification
of personnel
identified in charge
of library:

Administrative Assistant - 2
Assistant Attorney General - 1
Clerk III - 1
Clerk Typist II - 2
Clerk Typist III - 1
Commissioner - 1
Confidential Secretary III - 3
Criminalistic Laboratory Administrator - 1
Division Director - 1
Exempt Agency - 1
HB II - 1
Hearings/Compliance Officer II - 1
Information Specialist I - 1
Information Specialist II - 1
Librarian I - 3
Librarian II - 1
Librarian III - 1
Planning Aide II - 1
PMS III - 1
Program Planner II - 2
Program Planner III - 1
Programmer/Analyst - 1
PSE II - 2
PSE III - 2
Secretary I - 1
Secretary II - 5
Secretary III - 1
State Assistant II - 1
State Economist - 1
Training Officer - 1
Volunteer - 1

* Charts have not been verified and backup material has not been reviewed.

Regional Libraries and Locations

Chart I

303B.1 Purpose. There is established a regional library system for the purpose of providing supportive library services to existing public libraries and to individuals with no other access to public library service and to encourage local financial support of public library service in those localities where it is presently inadequate or nonexistent. [C75, 77, 79, 81, §303B.1]

Chart II

Regional Libraries	Location
1. Southwestern	Missouri Valley
2. Northwestern	Sioux City
3. North Central	Mason City
4. Central	Des Moines
5. Southeastern	Davenport
6. East Central	Cedar Rapids
7. Northeastern	Waterloo

303B.6 Powers and duties of regional trustees.

Regional trustees may:

1. Receive and expend available local, state, federal and private funds.
2. Contract with libraries, library agencies, or individuals to improve public library service.
3. Provide direct public library service without charge in their respective regions for an initial period of four years to individuals who have no access to public library service.
4. Acquire land and construct or lease facilities to carry out the provisions of this chapter.
5. Provide technical assistance for the purchasing and processing of library materials.
6. Assist public library agencies in:
 - a. Providing reference and information services;
 - b. Providing interlibrary loan services;
 - c. Providing universal loan services for individuals;
 - d. Preparing budgets;
 - e. Maintaining library collections;
 - f. Preparing book lists and bibliographies;
 - g. Promoting library use by the public;
 - h. Planning and presenting public programs; and
 - i. Training library staff.
7. Provide resources and services to strengthen local public library services throughout the region by contracting to utilize the strengths of the seven existing public library agencies, one for each region, which are as follows: Council Bluffs public library; Sioux City public library; North Iowa library extension, incorporated; Des Moines public library; Davenport public library; Cedar Rapids public library; and Waterloo public library.
8. Supply statistical and descriptive information on its service program to the Iowa state traveling library or its successor. [C75, 77, 79, 81, §303B.6]

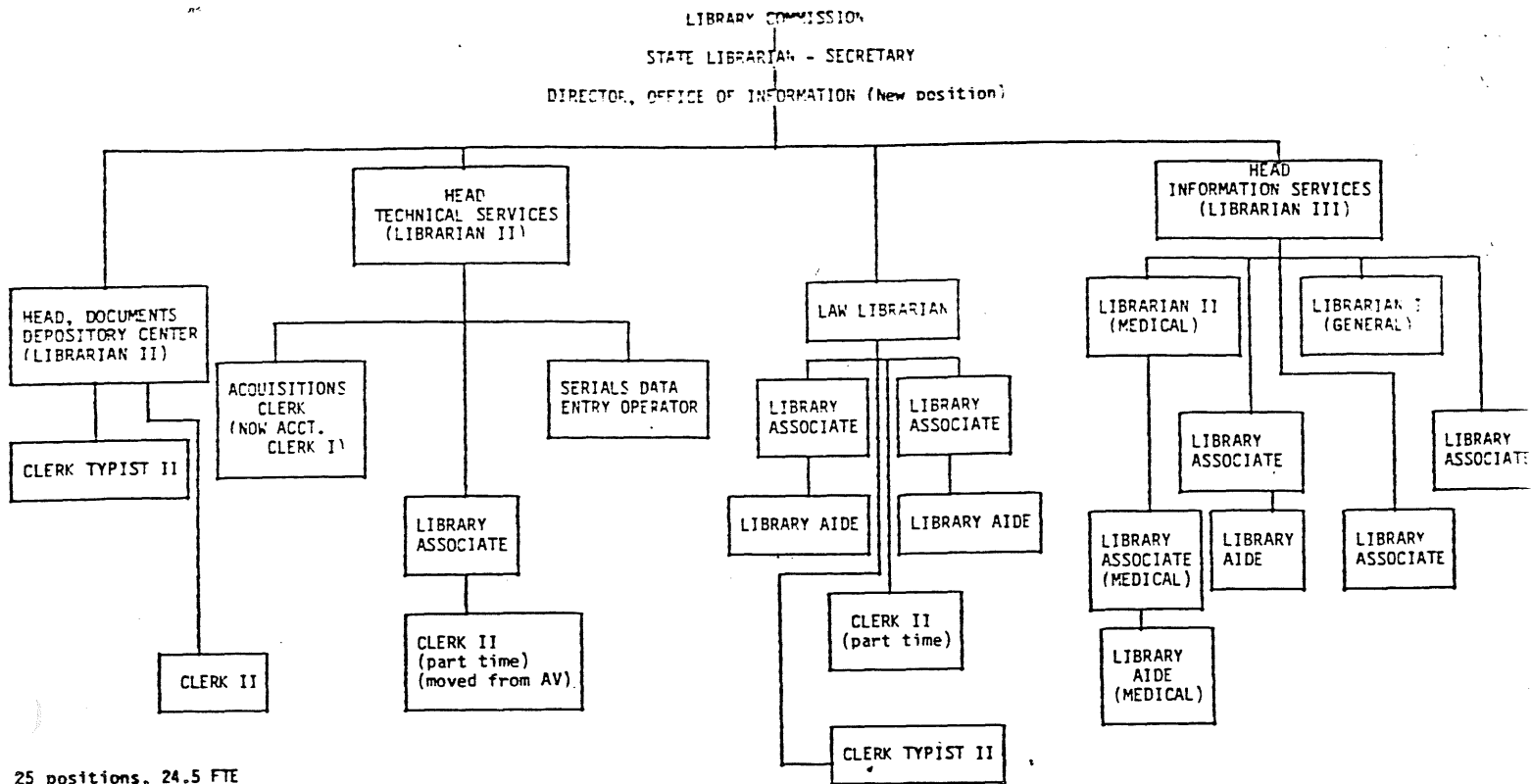
Referred to in §303B.9

303B.8 Administration of funds. Funds appropriated for the purpose of carrying out this chapter shall be distributed to regional boards by the board of trustees of the Iowa state traveling library or its successor on the basis of the population to be served by each regional board, but the funds shall, for the year commencing July 1, 1973, be allocated to regional boards on an equal basis. All funds appropriated for the regional library system shall be administered by the regional boards. [C75, 77, 79, 81, §303B.8]

303B.9 Local financial support. A regional board shall have the authority to require as a condition for receiving services under section 303B.6 that a governmental subdivision maintain any tax levy for library maintenance purposes that is in effect on July 1, 1973. Commencing July 1, 1977, 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. [C75, 77, 79, 81, §303B.9]

Referred to in §331.421

OFFICE OF INFORMATION: Services will be provided to the three branches of state government, and through interlibrary loan to all citizens of Iowa by the Office of Information.

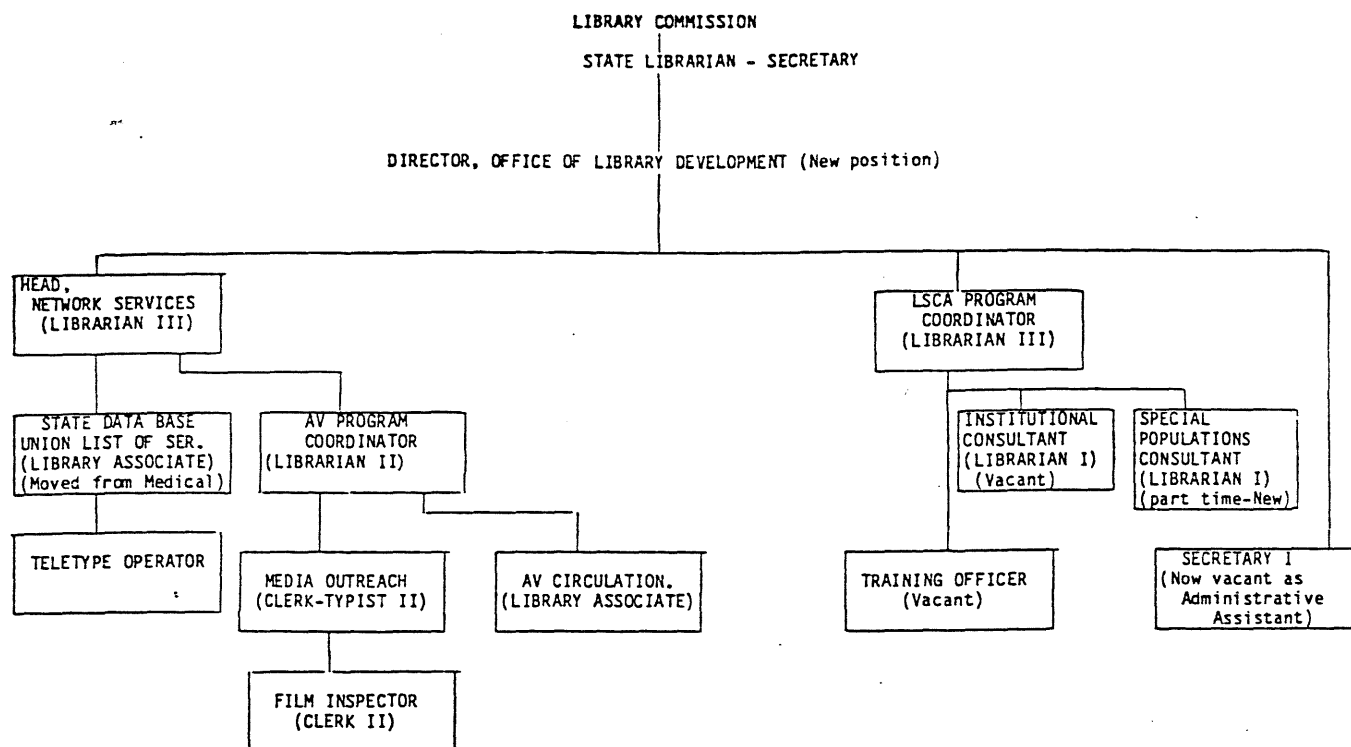


The State Library must maintain a level of information and reference service for state government agencies. This includes quick information service available both in person and by telephone as well as extensive bibliographic or online searches.

Major functions should include:

- Identify state government needs and evaluate services designed to meet those needs;
- Bibliographic control and distribution of state documents;
- Acquisition, classification, cataloging and processing of materials for all State Library collections;
- Maintenance of a catalog of all State Library holdings;
- Selection of materials for all State Library collections; and
- Reference service to state government and through interlibrary loan to all residents of Iowa.

OFFICE OF LIBRARY DEVELOPMENT: Services will be to all libraries in the state.

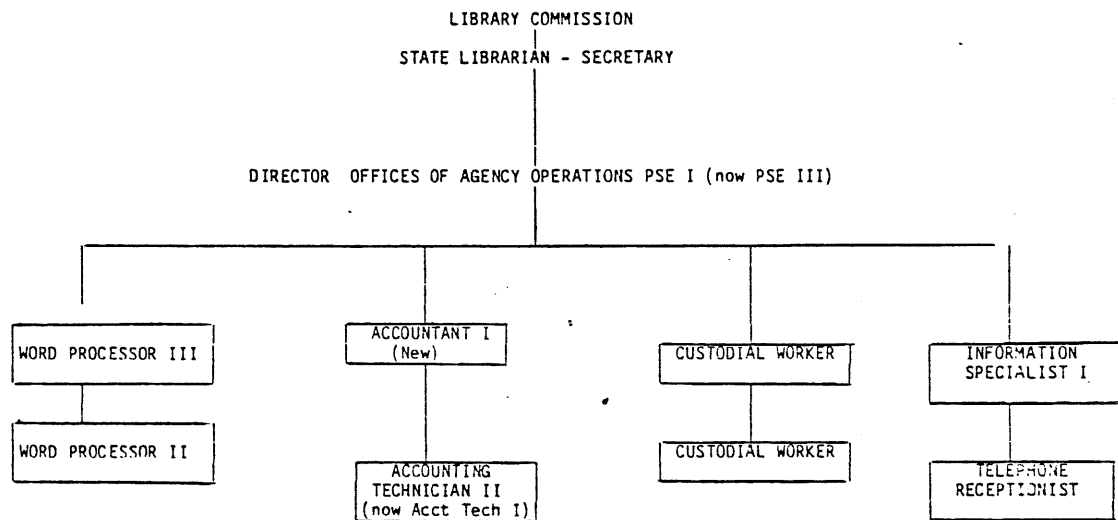


13 POSITIONS, 12.5 FTE

Major functions should include:

- Identify local information needs and evaluate services designed to meet those needs;
- Encourage all types of libraries to cooperate and share resources;
- Review state and federal legislation affecting library service in order to encourage compatibility;
- Gather, compile, interpret, publish and disseminate statistics on the resources and services of all types of libraries;
- Encourage participation in interlibrary cooperation so all localities have access to the total library resources of the state;
- Consult with all libraries to meet their needs: this includes providing staff with specialized expertise in areas such as physical facilities and continuing education;
- Provide continuing education for library personnel and trustees;
- Establish and administer certification and accreditation standards; and
- Administer federal Library Services and Construction Act (LSCA) Funds.

OFFICE OF AGENCY OPERATIONS: Services of the Office of Agency Operations will be needed for the internal management of the State Library. Agency Operations include Word Processing, Accounting and Management Information, Public Information and Custodial Services.



STATE LIBRARY OF IOWA



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