

James Kennedy Public Library

FY20 Application Form for Accreditation and Direct State Aid Tier Level

INTRODUCTION

Due February 28, 2019

The Standards and Accreditation program exists to encourage the ongoing development of high quality public library services in Iowa. To save space on this application form, questions have been shortened. For more information and examples, refer to the text of the publication: In Service to Iowa: Public Library Standards

Instructions

The FY20 application form is available in online and print versions. The print version is to aid data collection only. Printed version of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: scott.dermont@iowa.gov or 515-281-7573.

Check the box next to each standard met.

(FY18) = Standards marked this way should use data taken from the FY18 Iowa Public Library Annual Survey. Dates covered 1, 2017 - June 30, 2018.) Some standards use data from three fiscal years and will be shown as (FY18, FY17, FY16).

LINE# = Data taken from the Public Library Annual Survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30 ÷ LINE E29** would divide line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.

Submittal: When you are ready to submit your application, follow the steps listed below.

Step 1: Verify that you have all of your updated supporting documentation on file at the State Library. The Supporting Documentation Checklist is included at the end of this application form. You must check the box at the bottom of the second "Request for Supporting Documentation" page in order to submit your application.

Step 2: Click on the "Status" tab on the brown tab bar at the top of the form.

Step 3: Resolve any edit checks.

Step 4: Click on the grey tab labeled "Unanswered Questions and make sure all required questions are answered."

Step 5: Print out and complete the Signature Page.

Step 6: Click on the grey tab labeled "Submit Survey."

Step 7: Click the green button also labeled "Submit Survey." If everything is correct you will see a popup box that says "Congratulations, submission successful!" You may print a copy of your application form at this point. Once submitted you will not be able to make changes to your application. Please contact Scott Dermont at the State Library if you need to unlock your application.

SECTION 1: LIBRARY GOVERNANCE

#1 - 11

(Tier 1)

1. A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file. Yes

2. The library board or other authority as defined by ordinance:

- Hires the library director
- Delegates the active management of the library, including personnel administration, to the library director Yes
- Has legal authority over the library's budget and over all gifts, bequests, and donations

3. The library board adopts an annual budget. Yes

3a. Date of most recent completed budget approved by board 12/11/17 - FY19 budget approved

4. The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard. Yes

5. The library board has written bylaws that outline its operational procedures. Yes

Bylaws should be dated February 1, 2016 or later.

6. The library board meets no fewer than 10 times a year with the library director or designee in attendance. Yes
- Submit dates of board meetings for the past three years
- 6a. FY18 8/8/17; 9/12/17; 10/10/17; 11/14/17; 12/11/17; 1/9/18; 2/13/18; 3/13/18; 4/10/18; 5/8/18; 6/12/18
- 6b. FY17 7/12/16; 8/9/16; 9/13/16; 10/11/16; 11/8/16; 12/13/16; 1/10/17; 1/19/17; 2/15/17; 3/14/17; 4/11/17
5/9/17; 6/13/17
- 6c. FY16 8/11/15; 9/8/15; 10/13/15; 11/10/15; 12/8/15; 1/12/16; 2/9/16; 3/8/16; 4/12/16; 5/10/16; 6/14/16
7. The library board adopts four required written policies - circulation, collection development, personnel, and Internet use. Yes
- Policies should be dated February 1, 2016 or later.
8. All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee. Yes
- Summarize your library's board development training opportunities for the past two years.
- 8a. FY18 There were no new board members appointed this year so an orientation meeting was not held. February 13, 2018 Board members discussed article about Makerspaces and the future of libraries The Board also discussed the webinar Advocacy in Action and the s
- 8b. FY17 On July 12, 2016, the library held a special Board orientation for the new trustees. September 13, 2016 the board viewed and discussed a training video on Iowa Open Meetings Law. November 8, 2016 the board viewed video concerning relationship between tru

(Non-Tier)

9. The library board has additional written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. Yes

Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:

- | | | |
|----|--|-----|
| a. | Bulletin board and displays | No |
| b. | Customer conduct in the library | Yes |
| c. | Customer service | No |
| d. | Disaster preparedness and recovery | No |
| e. | Emergencies and evacuation | Yes |
| f. | Friends groups | No |
| g. | Gaming | No |
| h. | Gifts and donations | No |
| i. | Hours including holiday and weather closings | Yes |
| j. | Library foundation | No |
| k. | Meeting rooms | Yes |
| l. | Proctoring | No |
| m. | Programs for youth and adults | No |
| n. | Public access computers | No |
| o. | Public relations | No |
| p. | Reference and readers' advisory services | No |
| q. | Sex offender | No |
| r. | Tablet checkout | Yes |
| s. | Unattended children | Yes |
| t. | Volunteers | No |
| u. | Wireless use | No |

Note: Only marked yes for policies that have been reviewed within last 3 years. We will be reviewing many of these in the next several months and will discuss a plan to do routinely.

9v. Other policies (List no more than two)

The State Library has Sample Policies on its website. The library's district office staff can also assist in locating sample policies

10. The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). No

Because of the way Dubuque County is set up with a library district we have no way to meet this.

10a. Enter county per capita support -OR-

10b. Enter county cents per thousand support

11. The library trustees attend county-wide trustee meetings, which should occur at least once per year. Yes

Public Libraries of Dubuque County Agency meetings

List dates that trustees attended county-wide meetings in the past two years.

11a. FY18 9/19/17; 3/26/18

11b. FY17 9/26/16; 4/5/17

SECTION 2: LIBRARY MANAGEMENT

#12 - 19

(Tier 1)

12. The library director provides written financial and statistical reports for review at library board meetings. Yes

13. The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities. Yes

14. The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard. Yes

a. Orientation sessions by the director at regularly scheduled board meetings Yes

b. Presentation and discussion of recorded programs Yes

c. Orientation sessions conducted by State Library staff or other qualified consultants No

d. Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook at regularly scheduled board meetings No

14e. Other (Tier 2)

15. The library director shares information with the board about the following laws that affect library operations.

Guidance may be found in the latest Iowa Library Trustee's Handbook.

- Confidentiality of library records (Iowa Code Chapter 22.7 (13)) Yes
- Open meetings law (Iowa Code Chapter 21)
- Fair Labor Standards Act (U.S. Code Title 29, Chapter 8)

Would you be interested in inviting someone?

Would you be interested in us doing this? There are 22 chapters.

Are you comfortable with what you know about these areas? Or should we plan some training?

16. The library keeps its borrowers' registrations up-to-date. At least one of the suggestions below and the date of last purge is required to meet this standard.
- a. Indicate date of last purge (must be February 1, 2016 or later) Yes 10/24/18
- b. Annual purge No
- c. Card expiration and renewals (only count non-expired cards as active) No
- d. Individual purges on a regular basis No
- 16e. Other
17. The library has a written plan. To meet this standard, all boxes below must be checked.
- a. Be dated February 1, 2014 or later and be on file at the State Library Yes
- b. Address community needs based on community data Yes
- c. Be reviewed and updated annually by the library board; an evaluation of the library's progress toward the plan's goals, objectives, and timetable is included in the review Yes
- d. Contain a mission statement, which describes the library's purposes in the community Yes
- e. Show goals to be achieved over a period not to exceed five years with specific, annual actions to achieve the goals Yes

I will be providing an updated version of our strategic plan that follows this recommended model in the next couple of months. Our plan is dated 6/9/15 so meets this requirement.

18. The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Yes

19. The library director attends county-wide directors' meetings, which should occur at least once per year. Yes

Public Libraries of Dubuque
County meetings

List dates that the director attended county-wide meetings in the past two years.

19a. FY18 9/19/17; 3/26/18

19b. FY17 9/29/16; 4/5/17

SECTION 3: LIBRARY PERSONNEL

#20 - 28

(Tier 1)

20. The library has a permanent, paid director who is certified at a required level. A new director has two years after starting as director to become certified. Yes

20a. Start date of current director as director 9/1/1987

21. The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. Yes

22. The library director's performance is evaluated by the board at least annually. Yes

List evaluation dates for the past two years.

22a. FY18 1/9/18

22b. FY17 2/15/17

23. The library allows the director to participate in continuing education opportunities during their work time. Yes

(Tier 2)

24. (FY18) The library employs paid staff as listed in chart. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard. To see full table click on the question mark. Yes

24a. Report the total number of paid staff FTE (LINE B08) 6.58

(Tier 3)

25. The library has a planned orientation program for all new employees. Yes

(Non-Tier)

26. Other library employees are evaluated annually by the director or supervisor. No

Other employees are evaluated but isn't always annually.

27. The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, Yes or take advantage of CE opportunities.

List annual amount spent on CE opportunities from the past two years.

- 27a. FY18 \$2,768.00
27b. FY17 \$1,969.00

28. The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard. Yes

(NOTE: These can also be used to receive CE credit from the State Library's certification program.)

- a. Attending webinars or other activities provided by the State Library of Iowa Yes
- b. Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations Yes

- c. Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities Yes
- d. Completing learning assignments following continuing education activities Yes
- e. Taking a library or library-related course for academic credit Yes
- 28f. Other (List no more than one)

**SECTION 4: LIBRARY COLLECTIONS
#29 - 34**

(Tier 1)

- 29. (FY18, FY17, FY16) The library determines its total annual circulation of library materials. Yes

Report total circulation for the past three years:

- 29a. FY18 (LINE F25) 127,697
- 29b. FY17 (LINE F23) 142,689
- 29c. FY16 (LINE F21) 148,644

- 30. The library provides access to current local, county, and/or regional news sources. Yes

- 30a. List one resource provided Dyersville Commercial

(Tier 3)

31. (FY18, FY17, FY16) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. Yes

Report percentage of collection withdrawn:

- 31a. FY18 (LINE E31 ÷ LINE E29) 16.2%
- 31b. FY17 (LINE E31 ÷ LINE E29) 7.9%
- 31c. FY16 (LINE E29 ÷ LINE E27) 8.6%
- 31d. Total percentage withdrawn (FY18 + FY17 + FY16) 32.7%
- 31e. Average of three years (Total percentage withdrawn divided by 3) 10.9%
- This amount needs to be 3% or greater to meet standard #31*

32. (FY18, FY17, FY16) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. Yes

Report percentage of collection added:

- 32a. FY18 (LINE E30 ÷ LINE E29) 5.6%
- 32b. FY17 (LINE E30 ÷ LINE E29) 5.6%
- 32c. FY16 (LINE E28 ÷ LINE E27) 6.4%
- 32d. Total percentage added (FY18 + FY17 + FY16) 17.6%

32e. Average of three years (Total percentage added divided by 3) 5.9%
This amount needs to be 3% or greater to meet standard
#32

(Non-Tier)

33. The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard. Yes

a. Adult basic education materials Yes

b. Audio books and/or captioned video Yes

c. Braille materials No

d. Children's and young adult materials Yes

e. Large print books Yes

f. Materials for English language learners No

33g. Other (List no more than one)

(Non-Tier)

34. The library provides non-traditional physical collections for check out. Check one or more of the suggestions below to meet this standard. Yes

a. Cake pans No

b. Art prints No

c. Tablets Yes

d. Wireless hotspots No

34e. Other (List no more than one) Launchpads

SECTION 5: LIBRARY ACCESS - VIRTUAL SPACES #35 - 46

(Tier 1)

35. (FY18) The library offers public access Internet-enabled devices and staff trained in their use. Yes

35a. Report the number of Internet-enabled devices (LINE G15). 13

36. (FY18, FY17, FY16) The library counts the total public use of Internet-enabled devices in the library. Yes

Report the annual public use of Internet-enabled devices

36a. FY18 (LINE G16) 8,275

36b. FY17 (LINE I05) 5,702

36c. FY16 (LINE I05) 5,048

37. The library provides a printer for public use. The printer may be a shared staff/public device. Yes

Enter make and model of printer

37a. Printer Make Sharp

37b. Printer Model MX-4070V

(Tier 2)

38. The library provides wireless Internet access for its customers. Yes

(Tier 3)

39. The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard. Yes

To meet this standard, the website MUST include:

a. Access to the library's online catalog Yes

- b. Information about the library Yes
- c. Links to local, state, or national resources Yes
- 39url Enter the URL of the library's website: www.dyersville.lib.ia.us

(Non-Tier)

- 40. The library budgets for computer replacement on a regular basis. Yes
- 41. The library sets aside a separate computer location for use by children and/or young adults. Yes
- 42. The library provides computer and/or Internet training for its customers. Yes
- 43. The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload. Yes
- 43a. Library's download speed (Must be at least 25 Mbps to meet standard) 100
- 43b. Library's upload speed (Must be at least 3 Mbps to meet standard) 10
- 44. The library provides access to and promotes online database products. Yes
- 44a. List at least one of the library's online database products: Ancestry Library Edition
- 45. The library provides access to and promotes a downloadable materials collection. Yes
- 45a. List at least one of the library's downloadable materials collections: Bridges

46. The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection. No
- 46a. List at least one of the library's digitized local collections:

**SECTION 6: LIBRARY ACCESS
PHYSICAL SPACES #47 - 66**

(Tier 1)

47. The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures. Yes
48. The library has an email address. Yes
49. Library hours are posted and fixed based on users' and potential users' available time. Yes

To satisfy this standard the library must be open:

- a. A minimum of 10 hours per week and at least one hour during each of the following times: Yes
- b. At least one morning (12am to 12pm) Yes
- c. At least one afternoon (12pm to 5pm) Yes
- d. At least one evening (until 6pm) Yes
- e. Saturday and/or Sunday Yes

50. The library provides reference and reader's advisory service to residents of all ages. The role of reference services is to connect people with the information they need when they need it.

Reference staff assists users by:

- Helping them find a good book
- Answering their questions Yes
- Helping them find and evaluate information
- Providing instruction on the use of library resources

The role of readers' advisory services is to help users select materials for reading, viewing, and listening.

51. The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose more than one from the list below:

- 51a. Catalog is offline only (card catalog, etc.). Provide a picture of the catalog. 0

51b. Catalog is online but not accessible on the web. Provide vendor and product name: 0

Vendor and product name.

51c. Catalog is available on the web. Provide the link: 1

Link: https://jameskennedypubliclibrary.follettdestiny.com/common/welcome.jsp?context=saas28_1431

(Tier 2)

52. The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #. Choose no more than one from the list below:

52a. Catalog is online but not accessible on the web. 0

52b. Catalog is available on the web. 1

53. The library provides interlibrary loan services to customers of all ages. Yes

54. Minimum days and hours of service are in compliance with chart contained in Help. Click on the question mark to access the chart. Yes

54a. Enter number of days open per typical week: 7

54b. Enter number of hours open per typical week: 63

55. The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use. Yes

(Tier 3)

56. The library's ONLINE catalog is REMOTELY available to users. Access to the SILO Locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The link must be on the library's web page. The catalog link will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below: Yes

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

57. All the library's services are available when the library is open. Yes

(Non-Tier)

58. Residents of the community have free access to tax-supported public library services. Yes

59. The library provides the necessary equipment to use any audiovisual materials in the library's collection. No

Currently have Xbox One games but no console for using. Is on our LML list.

60. The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours. Yes

61. The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. Yes

Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.

62. The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard. Yes

63. The library allocates space and furniture for young adults with all materials readily available. Yes

64. The library has a makerspace. Yes

- 64a. To meet this standard, describe the makerspace services provided by the library: The JKPL has an area of the library called "Creation Station". This space was designed as part of the Small Libraries Create Smart Spaces grant. The purpose of this space is to provide a flexible multipurpose Do It Together (DIT), Do It Yourself (DIY),
65. The library provides self-service or other kinds of automated equipment used to increase efficiency. No
- 65a. To meet this standard, describe the self-service and/or automated services provided by the library:
66. The library allows patrons to make payments using debit or credit cards. Yes

SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS #66 - 77

(Tier 1)

67. The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. Yes

(Tier 2)

68. The library provides free programming for library customers or cooperates with other agencies to provide the programming. Yes
69. The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items. Yes
- a. Annual reports attractively packaged and made available to the public. Yes

- b. Attractive and frequently changed exhibits, displays, and bulletin boards Yes
- c. Newspaper articles, columns, or ads Yes
- d. Posters, flyers, brochures, and bookmarks advertising library services Yes
- e. Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.) Yes
- f. TV and/or radio exposure Yes
- g. Visually appealing printed materials and graphics Yes
- h. Website Yes
- i. Walk-throughs in the library to assess the image it projects No
- 69j. Others (list)
(Tier 2)
- 70. The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. Yes

I am putting on my "to do" list. Might be a good activity for Facility or Marketing Committee.

To meet this standard check at least two items.

- a. Attend city council meetings other than when making a budget request Yes
- b. Give presentations to community groups and organizations Yes
- c. Invite city council to meet in the library No
- d. Participate in community organizations and activities Yes
- e. Serve as a bridge to bring different types of people together Yes

- f. Regularly assess community assets and needs No *← This was a "maybe" as we do consider community assets and need - like when we planned for Active Learning Space - but I am not sure it is "regularly."*
- g. Include local leaders in library planning Yes
- h. Participate in city planning Yes

70i. Other
(Non-Tier)

- 71. The library offers outreach services. Outreach service includes collections and programming provided at other community locations. Yes
- 71a. Describe the outreach services provided by the library. The JKPL offers several outreach services. For seniors, we offer homebound deliver of materials. also take a pop-up library to the senior meals site each week and present programs, typically monthly, to the local nursing home and the local retirement
- 72. The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Yes
- 73. The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Yes
- 74. The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Yes
- 75. The library collaborates with other organizations, including agencies that serve special populations, to improve library service. Yes
- 75a. Describe at least one of the library collaborations to meet this standard. The JKPL has partnered with the Dyersville Grade Level Reading group and the Western Dubuqu School District to provide Lunch at the Library. This partnership is entering its third year. The JKI is a host site and provides space, assistance and supervi

76. The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail). Yes

(Non-Tier)

77. The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. Yes

To meet this standard at least four items must be checked.

- a. Accessible meeting rooms Yes
- b. Braille materials No
- c. Enhanced computer display for visually impaired No
- d. Hearing augmentation system in meeting room No
- e. Home delivery of materials Yes
- f. Interpreters for the hearing impaired No
- g. Large Print materials Yes
- h. Minimum space between shelving stacks of 36" Yes
- i. Story times and programs in accessible meeting rooms or outside the library Yes

- 77j. Others (list)

SECTION 8: LIBRARY FACILITY #78 - 85

(Tier 1)

78. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant. Yes

79. (FY18, FY17, FY16) The library determines the number of people who come into the library each year. (Also known as door count) Yes

Report Annual
Library Visits:

79a. FY18 (LINE G13) 83,398

79b. FY17 (LINE G14) 79,857

79c. FY16 (LINE G14) 81,791

80. The library board and director shall review the ADA Checklist for Existing Facilities at least every three years. Checklist should be dated February 1, 2016 or later. Yes

The checklist can be found at: ADA Checklist page

(Non-Tier)

81. The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building. Yes

Will complete before 2/28/19 deadline.

Based on our square footage a minimum of 16 spaces is expected. The city lot appears to have 13 plus street parking we have approximately 20 spaces.

82. The library provides adequate handicapped accessible parking spaces in compliance with table in Help. Click on the underlined number 82 to the left to view the table. Yes

Based on population, we need at least 1 space. Parking lot has 2.

83. The library provides adequate public reader seating space based on the chart in Help. Click on the underlined number 83 to the left to view the table. Yes

Expectation is 5 seats per 1000 population so we need at least 20 seats.

84. The library provides adequate space for the staff to work in a non-public area. ~~No~~ Yes

I debate this one because we have staff sharing spaces and sometimes using study room but it works so is a designate.

85. The library director completes and shares a written space needs assessment with the board. Yes

To meet this standard, the assessment should be dated no older than February 1, 2014.

Request for Supporting Documentation (FY20)

Due 2/28/2019

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation to the State Library for review. The list below shows if we have the appropriate documentation on file. If the dates for Standards 5 & 8 are dated February 1, 2016 or newer, then you don't need to send us anything. If the date for Standard 17 is February 1, 2014 or newer, then you don't need to send us anything. If the date for Standard 80 is February 1, 2016 or later, you don't need to send us anything. "Not on File" indicates that we don't have a document on file for that standard.

For Standards 1, 2, 25, and 26 we need to have some form of documentation on file to meet the Standard. In each case the list below will say "On File" or "Not on File" depending on the library's situation.

For Standard 78 we need to have photos on file to show that you meet the standard. The box below will say "On File" or "Not on File" depending on the library's situation.

Supporting documentation should be sent in as electronic files to Toni Blair at toni.blair@iowa.gov. Printed items can be mailed to State Library of Iowa; 1112 E. Grand Ave., Des Moines, IA 50319 or faxed to 515-281-6191. Keep in mind that you only need to send in the documentation if you meet the appropriate standard.

All libraries must provide a copy of the Signature Page in order to certify your application.

1. Standards 1 and 2 (Tier 1) - One copy of the most current library ordinance.

Ordinance on file: Not On File - emailed on 1/26/19

2. Standard 5 (Tier 1) - One copy of the library board's bylaws.

Bylaws on file must be dated February 1, 11/1/2014 - approving at 2/12/19 mtg 2016 or later:

3. Standard 7 (Tier 1) - One copy of each of the policies listed below.

- Circulation Policy must be dated February 1, 2016 or later:
- Collection Development Policy must be dated February 1, 2016 or later:
- Personnel Policy must be dated February 1, 2016 or later:
- Internet Use Policy must be dated February 1, 2016 or later:

Circulation Policy must be dated February 1, 2016 or later: 8/1/2014

Circulation and Services approved 4/2017 emailed 1/26/19

Collection Development Policy must be dated February 1, 2016 or later: 2/1/2012

- approving at 2/12/19 mtg

Personnel Policy must be dated February 1, 2016 or later: 3/1/2015

approved 2/2017; emailed 1/26/19

Internet Use Policy must be dated February 1, 2016 or later: 2/1/2012

approved 4/2017; emailed 1/26/19

4. Standard 17 (Tier 2) - One copy of the library's plan.

Library Plan on file must be dated February 1, 2014 or later: 1/1/2011

approved 6/9/15 emailed 1/31/19

5. Standard 25 (Tier 3) - A checklist or other documentation used for employee orientation program.

Checklist or other orientation: Not On File emailed 1/31/19

6. Standard 26 - One blank copy of one staff evaluation form.

Staff evaluation form: Not On File emailed 1/26/19

7. Standard 78 (Tier 1) - A photograph of the library book return

Photo of library book return: On File

8. Standard 80 (Tier 1) - One copy of the ADA Checklist for Existing Facilities filled out and approved by the board of trustees. Completion of at least one priority is required to meet the standard.

The checklist can be found at: ADA Checklist page

Dated February 1, 2016 or later. Not On File

Will complete and submit before deadline

Please check this box to indicate that you either have all records on file at the State Library of Iowa or intend to send updated versions of required files. This box Yes needs to be checked in order to submit the application form. All supporting documentation is due at the State Library by February 28, 2019.

Survey Completion

Number of standards met at each Tier level.

| | |
|--|----|
| Tier 1 (29 Standards) | 29 |
| Tier 2 (12 Standards) | 12 |
| Tier 3 (6 Standards) | 6 |
| Non-Tier (must meet 20 of 38 to be considered Tier 3 accredited) | 32 |

Date of application:

Name of person completing this application.