

Estherville Public Library

FY22 Application Form for Accreditation and Direct State Aid Tier Level

CURRENT YEAR

PREVIOUS
YEAR

INTRODUCTION

Due February 28, 2021

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 full text of the publication: [In Service to Iowa: Public Library Standards](#)

Instructions

The FY22 application form is available in online and print versions. The print version is to aid data collection only. Printed versions 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.

(FY20) = Standards marked this way should use data taken from the FY20 Iowa Public Library Annual Survey. Dates covered (July 1, 2019 - June 30, 2020.) Some standards use data from more than one fiscal year and will be shown as (FY20, FY19, FY18).

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 Documents 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 "Show Status" button on the top right of the page.

Step 3: Resolve any edit checks.

Step 4: Click on "Incomplete Questions" at the top of the page and make sure all required questions are

Step 4: Click on "Unanswered Questions" at the top of the page and make sure all required questions are answered.

Step 5: Print out and complete the [Signature Page](#).

Step 6: Click on the "Submit" button on the top right of the page.

Step 7: You will see a list of items on the "Submit Survey" page. If any of the items on the list have a red triangle with a message you will need to go back and resolve any issues. Click on the link to go back and fix any issues.

Step 8: If all items on the "Submit Survey" page have check marks next to them, you are ready to submit. Click the blue button at the bottom of the page labeled "Submit Survey". If everything is correct you will see a popup box that says "Congratulations, your survey was submitted successfully!"

Step 9: If you wish, you may print a copy of your application form at this point. Click the link at the top right labeled "Survey List." Under other surveys you will see an option called "FY22 Application Form for Accreditation and Direct State Aid Tier Level." Click the icon shaped like a printer to print your form.

NOTE: Once submitted you will not be able to make changes to your application, you can only print it. Please contact Scott Dermont at the State Library if you need to unlock your application.

SECTION 1: LIBRARY GOVERNANCE

#1 - 11

1. (Tier 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. (Tier 1) 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. (Tier 1) The library board adopts an annual budget. Yes
- 3a. Meeting Date (include month, day, and year) of most recently completed budget approved by board December 3, 2019
4. (Tier 1) 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. (Tier 1) The library board has written bylaws that outline its operational procedures. Yes
Bylaws must be dated February 1, 2018 or later.
6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. FY20 COVID Exception - 6 meetings are acceptable for FY20. Yes
Submit dates of board meetings for the next

Submit dates of board meetings for the past three years
 Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.

- 6a. FY20 7/2/19, 8/6/19, 10/1/19, 11/5/19, 12/3/19, 1/7/20, 2/4/20, 3/3/20, 4/7/20, 5/5/20, 6/2/20
- 6b. FY19 7/2/18, 8/7/18, 10/2/18, 11/6/18, 12/4/18, 1/8/19, 2/5/19, 3/5/19, 4/2/19, 5/7/19, 6/4/19
- 6c. FY18 7/11/17, 8/1/17, 9/5/17, 10/10/17, 11/7/17, 12/5/17, 1/2/18, 2/6/18, 3/6/18, 4/3/18, 5/1/18, 6/5/18

7. (Tier 1) The library board adopts four required written policies - circulation, collection development, personnel, and Internet use. Yes

Policies should be dated February 1, 2018 or later.

8. (Tier 1) 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

Briefly summarize your library's board development training opportunities for the past three years.

- 8a. FY20 Our nine member board put in a total of 23 hours for an average of 2.6 hours per person, or a total average over the last 3 years of 3.11 hours per person (this includes some periods when we had vacancies)
- 8b. FY19 Our 9-member board put in a total of 28.15 hours for an average of 3.13 hours per person
- 8c. FY18 We have nine board members who put in a total of 32.25 hours for an average of 3.6 hours per person

9. The library board has 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. The State Library has [Sample Policies](#) on its website. The library's district office staff can also assist in locating sample policies. 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 Yes
- 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 Yes
- g. Gaming No
- h. Gifts and donations Yes
- 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 Yes
- n. Public access computers Yes
- o. Public relations Yes
- p. Reference and readers' advisory services No
- q. Sex offender Yes
- r. Tablet checkout No
- s. Unattended children Yes
- t. Volunteers Yes
- u. Wireless use No
- 9v. Other policies (List no more than two) Digital Conversion Lab, Telescope & STEM Kit borrowing agreement
- 10. The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at <http://www.statelibraryofiowa.org/go/rurallibfun> Yes
- 10a. Enter county per capita support -OR- \$11.97
- 10b. Enter county cents per thousand support \$.0675
- 11. The library trustees attend county-wide trustee meetings, which should occur at least once per year. No
- List dates that trustees attended county-wide meetings for the past three years. Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.
- 11a. FY20
- 11b. FY19
- 11c. FY18

SECTION 2: LIBRARY MANAGEMENT
#12 - 19

- 12. (Tier 1) The library director provides written financial and statistical reports for review at ... Yes

- library board meetings.
13. (Tier 1) 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. (Tier 1) 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 No
- 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 Budget, ordinance, and other documents provided along with a Q&A and private tour with the Director
15. (Tier 2) 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)
16. (Tier 2) The library keeps its borrowers' registrations up-to-date. At least one of the suggestions below (check all that apply) and the date of last purge is required to meet this standard. Yes
- a. Indicate date of last purge (must be February 1, 2018 or later) Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc. 12/1/2020
- b. Annual purge No
- c. Card expiration and renewals (only count non-expired cards as active) Yes
- d. Individual purges on a regular basis No
- 16e. Other
17. (Tier 2) The library has a written plan. To meet this standard, all boxes below must be checked. Yes

- The plan must:
- a. Be current Yes
 - b. Be dated February 1, 2016 or later and be on file at the State Library Yes
 - c. Address community needs based on community data Yes
 - d. Contain a mission statement, which describes the library's purposes in the community Yes
 - e. Show goals and measurable objectives to be achieved over a period not to exceed five years Yes
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.
- List dates that the director attended county-wide meetings for the past three years. Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc. No
- 19a. FY20
 - 19b. FY19
 - 19c. FY18

SECTION 3: LIBRARY PERSONNEL
#20 - 28

20. (Tier 1) 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 11/28/2011
21. (Tier 1) 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. (Tier 1) The library director's performance is evaluated by the board at least annually. Yes
- List evaluation dates for the past three years. Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.
- 22a. FY20 6/2/20
 - 22b. FY19 6/4/19
 - 22c. FY18 6/5/18
23. (Tier 1) The library allows the director to participate in continuing education Yes

- opportunities during their work time.
24. (Tier 2) (FY20) 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) 6.05
25. (Tier 3) The library has a planned orientation program for all new employees. Yes
26. Other library employees are evaluated annually by the director or supervisor. No
27. The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities. Yes
- List annual amount spent on CE opportunities for the past three years.
- 27a. FY20 \$1,856.73
- 27b. FY19 \$1,722.92
- 27c. FY18 \$2,552.63
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 No
- 28f. Other (List no more than one) Local and in-house opportunities

SECTION 4: LIBRARY COLLECTIONS
#29 - 34

29. (Tier 1) (FY20, FY19, FY18) The library

	determines its total annual circulation of library materials.	Yes
	Report total circulation for the past three years:	
29a.	FY20 (LINE F27)	31,060
29b.	FY19 (LINE F27)	35,722
29c.	FY18 (LINE F25)	38,144
30.	(Tier 1) The library provides access to current local, county, and/or regional news sources.	Yes
30a.	List the title of one resource provided	Estherville News
31.	(Tier 3) (FY20, FY19, FY18) 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.	FY20 (LINE E31 ÷ LINE E29)	5.8%
31b.	FY19 (LINE E31 ÷ LINE E29)	2.9%
31c.	FY18 (LINE E31 ÷ LINE E29)	1.9%
31d.	Total percentage withdrawn (FY20 + FY19 + FY18)	10.6%
31e.	Average of three years (Total percentage withdrawn divided by 3) <i>This amount needs to be 3% or greater to meet standard #31</i>	3.5%
32.	(Tier 3) (FY20, FY19, FY18) 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.	FY20 (LINE E30 ÷ LINE E29)	4.8%
32b.	FY19 (LINE E30 ÷ LINE E29)	4.2%
32c.	FY18 (LINE E30 ÷ LINE E29)	4.9%
32d.	Total percentage added (FY20 + FY19 + FY18)	13.9%
32e.	Average of three years (Total percentage added divided by 3) <i>This amount needs to be 3% or greater to meet standard #32</i>	4.6%
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	No
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 Yes
- 33g. Other (List no more than one) STEM kits
- 34. The library provides non-traditional physical collections for checkout use outside the library. Yes
Check one or more of the suggestions below to meet this standard.

 - a. Cake pans Yes
 - b. Art prints No
 - c. Tablets No
 - d. Wireless hotspots No
 - 34e. Other (List no more than one) Knitting needles

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

- 35. (Tier 1) (FY20) The library offers public access Internet-enabled devices and staff trained in their use. Yes
- 35a. Report the number of Internet-enabled devices (LINE G33). 23
- 36. (Tier 1) (FY20, FY19, FY18) The library counts the total public use of Internet-enabled devices in the library. Yes

Report the annual public use of Internet-enabled devices for the past three years.

 - 36a. FY20 (LINE G34) 3,571
 - 36b. FY19 (LINE G12) 4,770
 - 36c. FY18 (LINE G16) 5,804

- 37. (Tier 1) 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 & Model Samsung 4300LX
- 38. (Tier 2) The library provides wireless Internet access for its customers. Yes
- 39. (Tier 3) 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.estherville.lib.ia.us
- 40. The library budgets for computer replacement on a regular basis. Yes
- 41. The library sets aside a separate computer

- | | | |
|------|---|------------------|
| 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 the name of one of the library's online database products: | Gale |
| 45. | The library provides access to and promotes a downloadable materials collection. | Yes |
| 45a. | List the name of 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. | Yes |
| 46a. | List the name of one of the library's digitized local collections: | Estherville News |

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

- | | | |
|-----|---|-----|
| 47. | (Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures. | Yes |
| 48. | (Tier 1) The library has an email address. | Yes |
| 49. | (Tier 1) Library hours are posted and fixed based on users' and potential users' available time. A typical week does not include summer hours or closures because of COVID-19 or other reasons. | 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. | (Tier 1) The library provides reference and readers' 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
 - Helping them find and evaluate information
 - Providing instruction on the use of library resources
- Yes

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

51. (Tier 1) 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 no more than one from the list below:

- 51a. Catalog is offline only (card catalog, etc.). Provide a picture of the catalog. No
- 51b. Catalog is online but not accessible on the web. Provide vendor and product name: Vendor and product name. Biblionix - Apollo No
- 51c. Catalog is available on the web. Provide the link: Yes
- Link: <https://estherville.biblionix.com/catalog/>

52. (Tier 2) The library has a current and maintained ONLINE 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 #51. Choose no more than one from the list below:

Standard #51. Choose no more than one from the list below.

- 52a. Catalog is online but not accessible on the web. No
- 52b. Catalog is available on the web. Yes
53. (Tier 2) The library provides interlibrary loan services to customers of all ages. Yes
54. (Tier 2) Minimum days and hours of service comply with the chart contained in Help. A typical week does not include summer hours or closures because of COVID-19 or other reasons. Click on the question mark to access the chart. Yes
- 54a. Enter number of days open per typical week: 6
- 54b. Enter number of hours open per typical week: 46
55. (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use. Yes
56. (Tier 3) 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 catalog 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. (Tier 3) All the library's services are available when the library is open. Restricting services due to COVID-19 will not affect this standard. Yes
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. Yes
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. No
- 64a. To meet this standard, describe the makerspace services provided by the library:
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 #67 - 77

67. (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. Yes
68. (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming. Yes
69. (Tier 2) 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	Yes
69j.	Others (list)	
70.	(Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations.	Yes
	To meet this standard check at least two items.	
a.	Attend city council meetings other than when making a budget request	No
b.	Give presentations to community groups and organizations	Yes
c.	Invite city council to meet in the library	Yes
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	Yes
g.	Include local leaders in library planning	Yes
h.	Participate in city planning	Yes
70i.	Other	
71.	The library offers outreach services. Outreach service includes collections and programming provided at other community locations.	Yes
71a.	Describe one of the outreach services provided by the library.	Headstart programming visits & material delivery
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 one of the library collaborations to meet this standard.	Local museum - we share displays, co-host business after 5 alternating locations, cross promote services, make referrals, etc.
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
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 Yes
 - 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

78. (Tier 1) 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. (Tier 1) (FY20, FY19, FY18) 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. FY20 (LINE G29)	28,894
79b. FY19 (LINE G09)	32,745
79c. FY18 (LINE G13)	33,437

80. (Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard:
- The library board must review at least one of the four priority checklists
 - The board review date of at least one of the four priority checklists must be February 1, 2018 or later
 - The library must submit a completed a completed copy of at least one of the four priority checklists to the State Yes

four priority checklists to the State Library

*Please do not submit photos. We only need a copy of the checklist.

The checklist can be found at: [ADA Checklist page](#)

- 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
- 82. The library provides adequate handicapped accessible parking spaces in compliance with table in Help. Click on the question mark in the circle to view the table. Yes
- 83. The library provides adequate public reader seating space based on the chart in Help. Click on the question mark in the circle to view the table. Yes
- 84. The library provides adequate space for the staff to work in a non-public area. Yes
- 85. The library director completes and shares a written space needs assessment with the board. No

To meet this standard, the assessment should be dated no older than February 1, 2016.

Request for Supporting Documentation (FY22)

Due 2/28/2021

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. NOTE: The dates below are only accurate as of December 2, 2019. They will not be updated as you submit your documentation.

If the dates for Standards 5 & 7 are dated February 1, 2018 or later you don't need to send us anything. If the date for Standard 17 is February 1, 2016 or later, and the plan is current, you don't need to send us anything. If the date for Standard 80 is February 1, 2018 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 and 2 we need the most recent copy of the library's ordinance. Libraries will need to send in current copies of their ordinance each time they apply for accreditation.

For Standards 25 and 26 we need to have some form of documentation on file to meet the Standard. In each case the box 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

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

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

Bylaws on file must be dated February 1, 2018 or later: 8/1/2017

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

- Circulation Policy must be dated February 1, 2018 or later:
- Collection Development Policy must be dated February 1, 2018 or later:
- Personnel Policy must be dated February 1, 2018 or later:
- Internet Use Policy must be dated February 1, 2018 or later:

Circulation Policy must be dated February 1, 2018 or later: 10/1/2015

Collection Development Policy must be dated February 1, 2018 or later: 5/2/2017

Personnel Policy must be dated February 1, 2018 or later: 1/1/2017

Internet Use Policy must be dated February 1, 2018 or later: 8/1/2017

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

Plan must cover 2021 or later: 2021

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

Checklist or other orientation: Not on File

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

Staff evaluation form: Not on File

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, 2018 or later: 12/5/2017

9. One copy of the Signature Page signed by the director and board president.

The Signature Page can be found at: [Signature Page](#)

Signature Page: Not on File

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 needs to be checked in order to submit the application form. All supporting documentation is due at the State Library by February 28, 2021.

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: 1/20/2021

Name of person completing this application. Tena Hanson