

Estherville Public Library

FY25 Application Form for Accreditation and Direct State Aid Tier Level

INTRODUCTION

Due February 29, 2024

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 FY25 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.

(FY23) = Standards marked this way should use data taken from the FY23 Iowa Public Library Annual Survey. Dates covered (July 1, 2022 - June 30, 2023.) Some standards use data from more than one fiscal year and will be shown as (FY23, FY22, FY21).

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 third (part 3) "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 "Unanswered Questions" at the top of the page and make sure all required questions are answered.

Step 5: Click on the "Submit" button on the top right of the page.

Step 6: 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 7: 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". If everything is correct you will see a popup box that says "Congratulations, your survey was submitted successfully!"

Step 8: 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 "FY25 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 (MM/DD/YYYY) of most recently completed budget approved by board 12/6/2022
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. These bylaws are reviewed at least every three years. For help developing your bylaws, please contact your district consultant. **Yes**
Bylaws must be dated February 1, 2021 or later.
6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. COVID Exceptions - 6 meetings are acceptable for FY21. **Yes**
Submit dates of board meetings for the past three years
Dates listed must include month, day, and year - i.e. 5/5/20, etc.
- 6a. FY23 7/5/22, 8/2/22, 9/6/22, 10/4/22, 11/1/22, 12/6/22, 1/3/23, 2/7/23, 3/7/23, 4/4/23, 5/2/23, 6/6/23
- 6b. FY22 7/6/21, 8/3/21, 9/7/21, 10/5/21, 11/2/21, 12/7/21, 1/4/22, 2/1/22, 3/1/22, 4/5/22, 5/3/22, 6/7/22
- 6c. FY21 7/7/20, 8/4/20, 9/1/20, 10/6/20, 11/3/20, 12/1/20, 1/5/21, 2/2/21, 3/2/21, 4/6/21, 5/4/21, 6/1/21
7. (Tier 1) The library board adopts four required written policies - circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. **Yes**
For help developing your policies, please contact your district consultant.
Policies should be dated February 1, 2021 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 - a short description is needed that is more than just a list of dates.

- 8a. FY23 Each year we keep a spreadsheet detailing titles of CE sessions board members have attended. We spend time during Public Comments at each meeting allowing those who have recently attended a session to speak about it. Our board has met the goal of each individual completing at least the equivalent of three 50-minute sessions every year. These can be offered by the State Library, other library agencies, YouTube, TedTalks, or any other source that offers related content. I'm happy to share the spreadsheets if you'd like.
- 8b. FY22 Each year we keep a spreadsheet detailing titles of CE sessions board members have attended. We spend time during Public Comments at each meeting allowing those who have recently attended a session to speak about it. Our board has met the goal of each individual completing at least the equivalent of three 50-minute sessions every year. These can be offered by the State Library, other library agencies, YouTube, TedTalks, or any other source that offers related content. I'm happy to share the spreadsheets if you'd like.
- 8c. FY21 Each year we keep a spreadsheet detailing titles of CE sessions board members have attended. We spend time during Public Comments at each meeting allowing those who have recently attended a session to speak about it. Our board has met the goal of each individual completing at least the equivalent of three 50-minute sessions every year. These can be offered by the State Library, other library agencies, YouTube, TedTalks, or any other source that offers related content. I'm happy to share the spreadsheets if you'd like.

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. For help developing your policies, please contact your district consultant. 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 | No |
| j. | Library foundation | No |
| k. | Meeting rooms | Yes |
| l. | Proctoring | No |

- m. Programs for youth and adults No
- 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) Display of Gallery Art, Digital Conversion Lab

- 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 <https://index.php/librarieservices/resources/statistics> Yes

10a. Enter county per capita support -OR- \$15.24

10b. Enter county cents per thousand support \$.0678

- 11. The library trustees attend county-wide trustee meetings, which should occur at least once per year. List dates that trustees attended county-wide meetings for the past three years. No
Dates listed must include month, day, and year - i.e. 5/5/20, etc.

- 11a. FY23
- 11b. FY22
- 11c. FY21

SECTION 2: LIBRARY MANAGEMENT
#12 - 19

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

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 I have an orientation checklist for new board members that includes a tour, several important documents (Trustee's Handbook, EPL policy manual, EPL budget, etc.), and a Q&A session regarding roles of board, director, staff, and city.
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 \(13\)](#)) - see chapter 13 of the Library Trustee's Handbook for guidance. Yes
 - Open meetings law ([Iowa Code Chapter 21](#)) - see chapter 11 of Iowa Library Trustee's Handbook for guidance
 - Fair Labor Standards Act (U.S. Code Title 29, Chapter 8) - see chapter 13 of the Library Trustee's Handbook for guidance.

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, 2021 or later) Dates listed must include month, day, and year - i.e. 5/5/20, etc.

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. The plan must: Yes

a. Be current - coverage through 2024 at least Yes

b. Address community needs based on community data Yes

c. Contain a mission statement, which describes the library's purposes in the community Yes

d. 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. Examples include attending Iowa Library Association Legislative Day or contacting legislators on library issues. 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. 5/5/20, etc. Yes

19a. FY23 10/24/23

19b. FY22 10/19/22

19c. FY21 10/12/21

SECTION 3: LIBRARY PERSONNEL

#20 - 28

20. (Tier 1) The library has a permanent, paid director who is endorsed at the required level within two years of hire date. Yes
- 20a. Start date of current director as director (MM/DD/YYYY) 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, in writing, by the board at least annually. List evaluation dates for the past three years. Dates listed must include month, day, and year - i.e. 5/5/20, etc. Yes
- 22a. FY23 7/6/23
- 22b. FY22 7/5/22
- 22c. FY21 7/6/21
23. (Tier 1) The library allows the director to participate in continuing education opportunities during their work time. Yes
24. (Tier 2) (FY23) 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 the full table, click on the question mark. Yes
- 24a. Report the total number of paid staff FTE (LINE B08) 5.80
25. (Tier 3) The library has a planned orientation program for all new employees. Yes
26. Other library employees are evaluated annually, in writing, by the director or supervisor. Yes

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. List annual amount spent on CE opportunities for the past three years. Yes
- 27a. FY23 \$716.00
- 27b. FY22 \$1,855.00
- 27c. FY21 \$445.00
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. The director is covered by standard #23. (NOTE: These can also be used to receive CE credit from the State Library's endorsement program.) Yes
- 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)

SECTION 4: LIBRARY COLLECTIONS #29 - 34

29. (Tier 1) (FY23, FY22, FY21) The library determines its total annual circulation of library materials. Report total circulation for the past three years: Yes
- 29a. FY23 (LINE F25) 26,633
- 29b. FY22 (LINE F27) 27,442

29c.	FY21 (LINE F27)	22,898
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) (FY23, FY22, FY21) 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. To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.	Yes

Report percentage of collection withdrawn:

31a.	FY23 (LINE E29 ÷ LINE E27)	3.1%
31b.	FY22 (LINE E31 ÷ LINE E29)	2.9%
31c.	FY21 (LINE E31 ÷ LINE E29)	1.6%
31d.	Total percentage withdrawn (FY23 + FY22 + FY21)	7.6%
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>	2.5%

32.	(Tier 3) (FY23, FY22, FY21) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source. Include donated items. To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.	Yes
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Report percentage of collection added:

32a.	FY23 (LINE E28 ÷ LINE E27)	3.6%
32b.	FY22 (LINE E30 ÷ LINE E29)	3.9%
32c.	FY21 (LINE E30 ÷ LINE E29)	3.8%
32d.	Total percentage added (FY23 + FY22 + FY21)	11.3%
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>	3.8%
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)	
34.	The library provides non-traditional physical collections for checkout use outside the library. Check one or more of the suggestions below to meet this standard.	Yes
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) (FY23) The library offers public access Internet-enabled devices and staff trained in their use.	Yes
35a.	Report the number of Internet-enabled devices (LINE F39).	8

36.	(Tier 1) (FY23, FY22, FY21) The library counts the total public use of Internet-enabled devices in the library. Report the annual public use of Internet-enabled devices for the past three years.	Yes
36a.	FY23 (LINE F40)	1,235
36b.	FY22 (LINE F42)	1,442
36c.	FY21 (LINE G34)	1,122
37.	(Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device. Enter make and model of printer	Yes
37a.	Printer Make & Model	Sharp BP-70C31
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. To meet this standard, the website MUST include:	Yes
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:	https://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 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)	59.83

- 43b. Library's upload speed (Must be at least 3 Mbps to meet standard) 94.57
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: EBSCO
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 (Overdrive/Libby)
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 (which held several names over the years) from the late 1800s through 2022

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. To satisfy this standard the library must be open: Yes
- 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. Yes

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: No
Vendor and product name.

51c. Catalog is available on the web. Yes
Provide the link:
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. Libraries that meet this standard automatically meet 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:

- 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:

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. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower. 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. Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.

Yes

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

6

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

45

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 No
- 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. To meet this standard check at least two items. Yes
- 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 and Early Headstart classrooms receive a monthly visit from our Children's Librarian |
| 72. | The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard. | Yes |
| 73. | The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard. | Yes |
| 74. | The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard. | 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. | We regularly partner with both the ISU Extension and local Nature Center to provide programmin on- and off-site. |
| 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. To meet this standard at least four items must be checked.	Yes
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) (FY23, FY22, FY21) The library determines the number of people who come into the library each year. (Also known as door count) Report Annual Library Visits:	Yes
79a.	FY23 (LINE F35)	18,555
79b.	FY22 (LINE F37)	14,584
79c.	FY21 (LINE G29)	12,217

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, 2021 or later
 - The library must submit a completed copy of at least one of the four priority checklists to the State Library

Yes

*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. To meet this standard, the assessment should be dated no older than February 1, 2019.

Yes

Request for Supporting Documentation (FY25)

Due 2/29/2024

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, 2023. They will not be updated as you submit your documentation.

- 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.
- If the dates for Standards 5 & 7 are dated February 1, 2021 or later you don't need to send us anything.
- If the coverage date for Standard 17 is 2024 or later, you don't need to send us anything.
- If the date for Standard 80 is February 1, 2021 or later you don't need to send us anything.
- 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.
- "Not on File" indicates that we don't have a document on file for that standard.
- 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
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2. Standard 5 (Tier 1) - One copy of the library board's bylaws.

Bylaws on file must be dated February 1, 2021 or later:	7/1/2020
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3. Standard 7 (Tier 1) - One copy of each of the policies listed below. Policy creation or review date must be dated February 1, 2021 or later:

Circulation Policy - must include or refer to confidentiality policy:	5/1/2019
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Collection Development Policy - must include or refer to Freedom to read information:	9/2/2020
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Internet Use Policy:	11/3/2020
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Personnel Policy:	1/1/2020
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4. Standard 17 (Tier 2) - One copy of the library's plan.

Plan must cover 2024 or later:	2025
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5. Standard 25 (Tier 3) - A checklist or other documentation used for employee orientation program.

Checklist or other orientation:	On File
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6. Standard 26 - One blank copy of one staff evaluation form.

Staff evaluation form:	On File
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7. Standard 78 (Tier 1) - A photograph of the library book return

Photo of library book return:	On File
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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](#)

ADA Checklist Dated February 1, 2021 or later.	10/1/2020
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9. Complete the Accreditation Application Signature Page: After submitting the application, the Library Director and Board President must complete the Signature Page certifying that the data is correct to the best of their knowledge. However, completing this signature page **does not** automatically complete your library's accreditation application form. Your accreditation application requires three steps to be complete and fully submitted for review:

- a. Application submitted in Bibliostat.
- b. Supporting documents uploaded.
- c. Signature page filed with both required signatures.

The link for the signature page can be found on our website [here](#).

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 29, 2024.

Yes

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) 35

Date of application: 12/27/2023

Name of person completing this application. Tena Sunde

Email of person completing this application. tena.sunde@estherville.lib.ia.us