Prepping For Accreditation
2021 Series
August 2021–January 2022

**Facilitated by State Library Staff:
District & Des Moines Consultants**

The Setup

For libraries on the February 2022 reporting cycle—for FY23

For anyone looking to increase their library's Tier status

Fourth Tuesday of the month August—January
    (two sessions in January)

10:00-11:00AM each time

Drop in, no registration required

Brief explanations of specific standards / accreditation tasks

Ample Q&A time

C.E. credit is not awarded for this purpose

The Schedule

Date	Topic
August 24	Planning Part 1
September 28	Planning Part 2
October 26	Board-Related Standards
November 23	ADA Checklist
December 28	Personnel Standards
January 18	Policy Standards
January 25	Application & Submission Process

https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand

Accreditation and Standards

The Standards and Accreditation Program exists to encourage the ongoing development of high quality public library services in Iowa. *In Service to Iowa: Public Library Standards* is the manual for the State Library of Iowa's standards program. Iowa's voluntary public library standards program was established to give public libraries a tool to identify strengths and areas for improvement. It is also used to document the condition of public library service in Iowa, to distribute Direct State Aid funding, and to meet statutory requirements.

📋 Accreditation Impacts Related to COVID-19

See a list of Accreditation impacts related to COVID-19. In general, services suspended because of COVID-19 will not affect your accreditation status as long as they are restarted once the crisis has passed. Click on the above link to see a list of Accreditation issues related to the COVID-19.
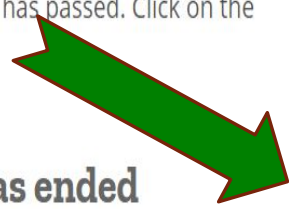
Accreditation Application for FY22 - application cycle has ended

Public Library Standards

In Service to Iowa, 6th edition is the manual for the State Library Standards and Accreditation Program for public libraries. It documents the condition of public library service in Iowa, determines the formula for State Aid funding, and meets statutory requirements.

The link opens a PDF version of the manual. *In Service to Iowa* is no longer printed in paper format. This document may be updated on a frequent basis, and was updated on 9/13/2019. **Please discard all previous drafts or editions.**

Read the Public Library Standards

Application Files

Online Application Form - FY22
Online application forms are now locked for FY22. Contact **Scott Dermont** for more information.

Verification requirements for new standards - FY22
Use this file to help determine what you will need to gather and submit to support your application.

Supporting Documentation Checklist - FY22
This checklist is an aid to ensure all supporting documentation is submitted. This document is also included in the Print Application Form.

Signature Page - FY22
All libraries submitting an application must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form.

Print Application Form - FY22
Use the print application form as an offline aid only. All applications must be filed using the online form listed above.

ADA Checklist for Existing Facilities - For Accreditation purposes.
Use these files to help with Accreditation Standard #80.

Other Helpful Files

Help Videos for new Bibliostat Collect online software interface
These five short videos give an overview of the new Bibliostat Collect software. This software is used for the Accreditation Application form, the public library annual survey, the Direct State Aid report, and the Open Access report.

New Standards Overview
This was the handout for Scott Dermont's standards presentation at the 2016 Town Meetings.

Accreditation and Tier Status - FY21
Accreditation and Tier Status of all public libraries as of July 1, 2020 through June 30, 2021.

Prepping for Accreditation recordings and presentations - FY22
Recordings and presentations from the Summer/Fall 2020 Prepping for Accreditation online sessions.

Scott Dermont

is a written document;

projects up to 5 years in the future;

outlines the library's goals & objectives;

meets the **community's needs**.

17. (Tier 2) The library has a written plan.
… Developing a plan involves the staff, the trustees, and the public. To meet this standard, the plan must …

❑ **Address community needs based on community data**

❑ 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

❑ Contain a **mission** statement, which describes the library's **purposes** in the community

❑ Outline **goals** for administrative and fiscal matters, personnel, collection development, **programs and services**, public relations, and facilities

❑ Show **goals** to be achieved over a period not to exceed five years with specific, annual actions to achieve the **goals**

INFORMATION · CONSULTATION · DESTINATION

STATE LIBRARY OF IOWA

IN SERVICE TO IOWA
PUBLIC LIBRARY STANDARDS

SIXTH EDITION • 2016 – REVISED 8/17/17

WWW.STATELIBRARYOFIOWA.ORG

The foundation of the plan is based upon your "community's needs."

PLAN

5-year projection

Library's
Goals & Objectives

Community's Needs

WHY?

MAKING DECISIONS

PRACTICING GOOD BUSINESS

BUILDING SUCCESS

HERE'S WHY!

RESPONDING TO CHANGES

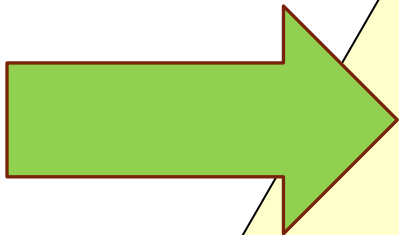PLANNING FOR GROWTH

PROVIDING SOLUTIONS

BEING PRO-ACTIVE

PLAN

5-year projection

Library's
Goals & Objectives

Community's Needs

Methods to develop a plan:

1. Use demographic/census data from the State Data Center

2. Conduct surveys

3. Interview focus groups

4. Ask your district consultant to facilitate "Planning for Results"

5. Hire an outside firm to conduct the process

ALL ARE FOCUSED ON COMMUNITY DATA/NEEDS!

Iowa Quick Facts
County Quick Facts
City Quick Facts
Maps
Assorted Census Info
American Community Survey

https://www.statelibraryofiowa.gov/

STATE LIBRARY OF IOWA

Home > State Employees

For State Employees

The State Library supports state employees in the important work they do for the public. Reference librarians are available to assist with research, locate and request materials from other libraries around the world, and tracking down information and data. Online resources are available to be used by state employees, and state agencies are able to digitize and archive publications with Iowa Publications Online from the State Library. Find out more about our resources, programs, and services for state employees below.

🖥 Online Resources for State Employees

The State Library provides a variety of Online Resources for state employees. Some are available to all online users, while others require a State Library card to access or are only available for use in the Law Library. Browse the State Library catalog, find thousands of documents produced by Iowa state agencies, explore Iowa history and culture with free access to digital collections, and more.

🏛 Programs for State Employees

The State Library offers two programs state employees may find helpful:

State Data Center: The State Data Center of Iowa is the source for population, housing, business and government statistics about Iowa, including data from the U.S. Census Bureau, Iowa state agencies, and other state and federal sources. Browse quick facts about Iowa and its counties and cities, read profiles on Iowa's demographic populations, explore and export data, and more. Contact the coordinator with questions on any aspect of Iowa's population.

Iowa Center for the Book: Founded in 2002, the Iowa Center for the Book's mission is to stimulate public interest in books, reading, literacy and libraries. The All Iowa Reads program encourages Iowa adults, teens, and kids to come together in their communities to read and talk about a single book title in the same year.

Profiles

Get an overview of your state, county, or place all in one location with our geo-profile pages. They provide high-level statistics about your area regarding people and population, race and ethnicity, families and living arrangements, health, education, business and economy, employment, housing, and income and poverty. Try searching for your hometown to see what data we have, and don't forget to share or embed the maps and charts. If you have an idea on how to make these pages better, find a bug, or have a question, drop us a line at cedsci.feedback@census.gov.

VIEW PROFILES
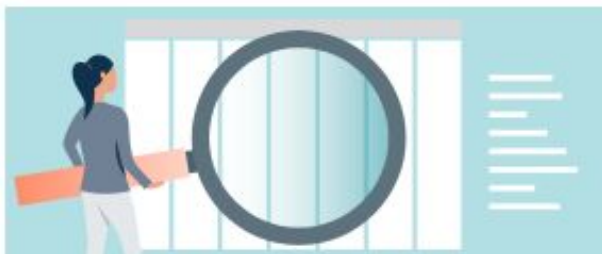
Microdata

Can't find what you need in the pre-tabulated data tables? For a number of demographic datasets, such as the American Community Survey and the Current Population Survey, public use microdata files are available that allow you to create custom tables.

EXPLORE MICRODATA

EXPLORE DATA

5,260 Total Population in Winterset city, Iowa

Source 2019 American Community Survey 5-Year Estimates
https://www.census.gov/programs-surveys/acs/

⊙

EXPLORE DATA

Winterset city, Iowa Profile

Winterset city, Iowa is a city, town, place equivalent, and township located in Iowa. Winterset city, Iowa has a total area of 4.6 square miles.

⊙

Tables

ACS DEMOGRAPHIC AND HOUSING ESTIMATES
Survey/Program: American Community Survey
Years: 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010
Table: DP05

TOTAL POPULATION
Survey/Program: American Community Survey
Years: 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010
Table: B01003

RACE
Survey/Program: Decennial Census
Years: 2010
Table: P1

AGE AND SEX
Survey/Program: American Community Survey

Related Searches

Winterset city, Iowa Business and Economy

Winterset city, Iowa Education

Winterset city, Iowa Employment

Winterset city, Iowa Families and Living Arrangements

Winterset city, Iowa Government

Winterset city, Iowa Health

Winterset city, Iowa Housing

Winterset city, Iowa Income and Poverty

Winterset city, Iowa Populations and People

Winterset city, Iowa Race and Ethnicity

A1 | DP05: ACS DEMOGRAPHIC AND HOUSING ESTIMATES

DP05: ACS DEMOGRAPHIC AND HOUSING ESTIMATES
2013-2017 American Community Survey 5-Year Estimates

Subject	Polk City city, Iowa			
	Estimate	Margin of Error	Percent	Percent Margin of Error
SEX AND AGE				
Total population	4,313	+/-20	4,313	(X)
Male	2,173	+/-169	50.40%	+/-3.9
Female	2,140	+/-168	49.60%	+/-3.9
Sex ratio (males per 100 females)	101.5	+/-15.8	(X)	(X)
Under 5 years	391	+/-177	9.10%	+/-4.1
5 to 9 years	455	+/-124	10.50%	+/-2.9
10 to 14 years	427	+/-219	9.90%	+/-5.1
15 to 19 years	225	+/-98	5.20%	+/-2.3
20 to 24 years	225	+/-106	5.20%	+/-2.5
25 to 34 years	419	+/-214	9.70%	+/-5.0
35 to 44 years	592	+/-131	13.70%	+/-3.0
45 to 54 years	601	+/-150	13.90%	+/-3.5
55 to 59 years	272	+/-111	6.30%	+/-2.6
60 to 64 years	320	+/-112	7.40%	+/-2.6
65 to 74 years	216	+/-77	5.00%	+/-1.8
75 to 84 years	109	+/-70	2.50%	+/-1.6
85 years and over	61	+/-40	1.40%	+/-0.9
Median age (years)	35.2	+/-3.2	(X)	(X)
Under 18 years	1,447	+/-187	33.50%	+/-4.3
16 years and over	2,978	+/-201	69.00%	+/-4.6
18 years and over	2,866	+/-190	66.50%	+/-4.3
21 years and over	2,781	+/-196	64.50%	+/-4.5
62 years and over	552	+/-138	12.80%	+/-3.2
65 years and over	386	+/-95	8.90%	+/-2.2
18 years and over	2,866	+/-190	2,866	(X)
Male	1,338	+/-182	46.70%	+/-3.9
Female	1,528	+/-87	53.30%	+/-3.9
Sex ratio (males per 100 females)	87.6	+/-13.6	(X)	(X)
65 years and over	386	+/-95	386	(X)
Male	184	+/-61	47.70%	+/-11.3

Demographic | Economic | Social | Housing

Ready

(Library/City Name)--DEMOGRAPHICS

POPULATION

- The ==largest age group==(s) is:
- Are those ages currently using the library?
- If so, how?
- If not, why not?
- What services does the library currently offer for this age group?
- How can the library market those services to this group?
- What do we know about this age group (locally, nationally, etc.)?
- What else could the library consider offering this age group to meet its needs and interests?

- What is the predominant age of ==children==?
- Are those children currently using the library?
- If so, how?
- If not, why not?
- What services does the library currently offer for this group?
- What new services could this library consider offering this group?
- How can the library market these existing and new services?

- What percentage of the population is comprised of "==seniors=="?
- Using library?
- How?
- Current services offered?
- New services to consider?
- Marketing/Publicity options?

- What percentage of population is considered "==minority=="?
- Using library?
- How?
- Current services?
- New services to consider?
- Marketing/Publicity options?

ECONOMICS

- What percentage of residents commutes to work?
- Length of commute to work:
- What can the library offer these residents?
- What is the median household income?
- How does this compare statewide? (See other census data)
- What percentage of parents with children are in the workforce?
- How do these numbers affect the library's programming and services?
- What can the library do to meet the needs of working parents?

FY20

IOWA PUBLIC LIBRARY

STATISTICS

JULY 1, 2019 – JUNE 30, 2020

MICHAEL SCOTT | State Librarian
NANCY MEDEMA | Program Director, Library Support Network
SCOTT DERMONT | Survey Manager and Editor

STATE LIBRARY OF IOWA
WWW.STATELIBRARYOFIOWA.ORG

1112 E. Grand Ave.
Des Moines, Iowa 50319

Demographic Data

PRO	CON
▪Does not intrude or depend upon other peoples' schedules ▪Helps lay the responsibility of planning upon the board ▪Helps with analysis of community and current library activity side-by-side	▪No direct "input" (comments) from public ▪Without guidance, the data may not be as useful

Methods to develop a plan:

1. Use demographic/census data from the State Data Center

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3. Interview focus groups

4. Ask your district consultant to facilitate "Planning for Results"

5. Hire an outside firm to conduct the process

ALL ARE FOCUSED ON COMMUNITY DATA/NEEDS!

Paper AND Online options

Lots of considerations….

Prizes entice participation!
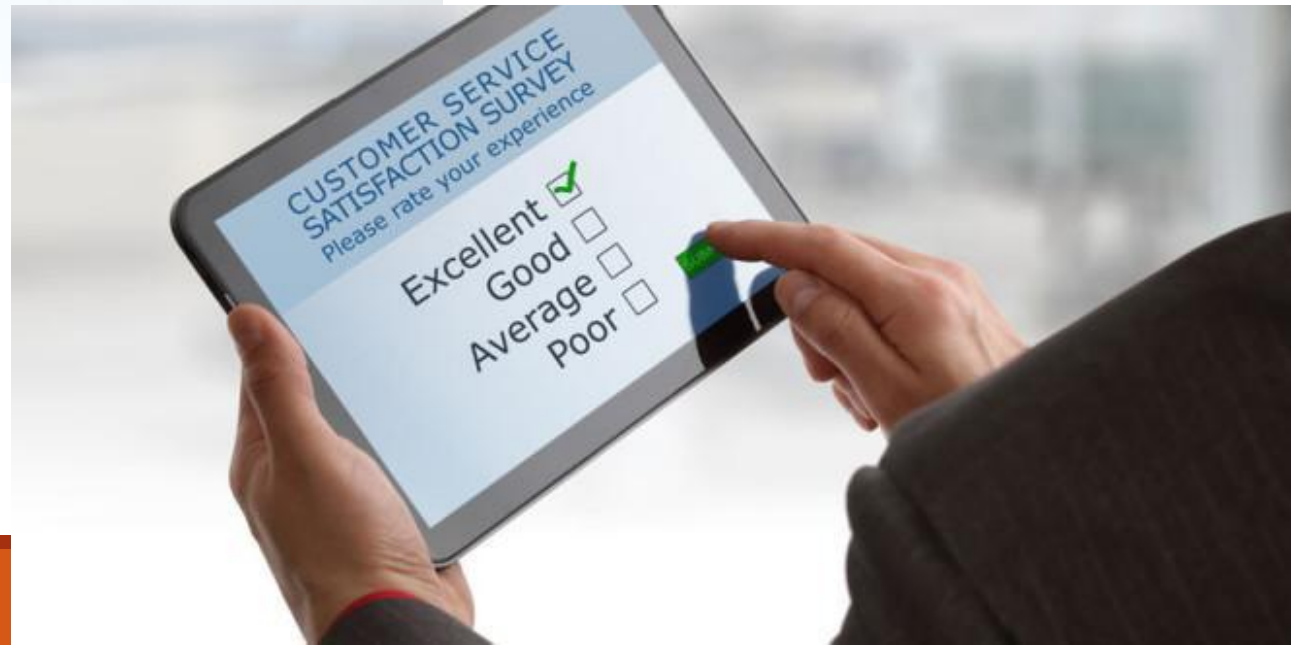
PURPOSE

- A connection to planning

- An intention to solve a problem or choose best option(s)

- An intention to make a change

GAUGE

- Level of Awareness or Interest

- Level of Satisfaction

- Level of Support

- Level of Impact

Surveys

PRO	CON
▪Can be a city-wide project (can tie in with other city departments) ▪Can be issued electronically (in addition to paper)	▪Formulating questions may prove tricky ▪Often a low response rate ▪Analyzing data may be cumbersome

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Focus Groups

PRO	CON
▪Gets actual in-person input	▪Requires designated time of participants
▪Offers a chance for the library to be more personal	▪Requires designated time of staff
▪Smaller groups are more COVID possible	▪Library may be misconstrued as being too "selective" in who participates

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"PFR"

"*Strategic Planning for Results* offers a wealth of ideas to effectively meet changing community needs."

Author: Sandra Nelson

Purchase @ ALA Online Store

www.alastore.ala.org

PFR Community Team Meetings

Perry PL

PFR—COVID Variation I

PFR—COVID Variation II

PFR Service Responses…

What the library does for—or offers to—the public in **an effort to meet a defined set of community needs**

Chosen service responses **should be a logical connection between community needs and interests and how the library fits into that mix** – the library's role

The task is to **prioritize**: what can the library do—and do well—in this planning cycle

Library Service Options (areas of focus)
—what a library can do to help meet the needs and aspirations of the community

1. **Civic / Community Engagement**
   - Become an informed citizen
   - Celebrate diversity; develop cultural awareness
   - Know your community
   - Develop citizenship skills
   - Participate in thoughtful discussions
   - Research genealogy records and local history information

2. **Digital Learning**
   - Connect to the online world and build technology skills
   - Become "digital literate" (utilize technology for various purposes)

3. **Critical Literacies**
   - Create young readers through early childhood literacy
   - Support adult, teen & family literacy
   - Succeed in school with homework help
   - Make informed decisions (health, financial, other life choices)
   - Become information literate (find, evaluate and use information)

4. **Economic Success**
   - Improve business start-ups
   - Develop job skills (Future Ready Iowa, makerspaces)
   - Improve resume writing and interviewing

5. **Education / Lifelong Learning**
   - Explore topics of personal interest
   - Gain new knowledge and skills
   - Engage in group activities
   - Participate in Summer Reading Programs
   - Stimulate imagination
   - Encourage arts & creativity

6. **Spaces / Places**
   - Visit a comfortable space
   - Support networking
   - Enjoy a safe and welcoming space
   - Utilize meeting spaces and/or study spaces
   - Access a user-friendly website
   - Utilize other virtual spaces

7. **Staff Development**
   - Receive service from qualified, professional library staff
   - Know that library policies and practices are customer driven
   - Receive answers to questions on a variety of topics

Planning for Results

PRO	CON

PRO
- District Consultant does the bulk of the heavy-lifting
- Gets the community involved
- Allows for ample input from community

CON
- Requires designated time of participants
- Requires some work from library to develop the team, arrange space, meal, etc.
- May require more meetings by board (pre-, post-, etc.)
-

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Why You Should Hire a Strategic Planning Consultant

March 11, 2019 By // by Jan Griffioen   5 Comments

Successful companies understand the benefits of working with a strategic planning consultant who can help them identify the best longer-term opportunities for growth.

An experienced strategy consultant brings a fresh and independent perspective, as well as a proven planning process to support smart decision making about the firm's direction, create a competitive business strategy, and develop a sound strategic plan.

An Experienced Consultant Adds Value

Strategy sessions run by an executive usually turn into staff meetings. The status-quo does not get challenged, and group-think goes unchecked. Sensitive issues are carefully avoided, past failures get swept under the carpet. Organizational weaknesses do not get addressed.

As a result, strategic options are not thoroughly explored. This prevents the firm from identifying new opportunities and reaching its potential. Any business strategy resulting from this process is likely to have flaws.

Outside consultants/firms

PRO	CON

PRO
- Professional that only does this type of thing for a living
- Professional-looking results
- May include broader aspects of city planning
- "Independent" facilitator*

CON
- It will cost money
- It may cost a lot of money!

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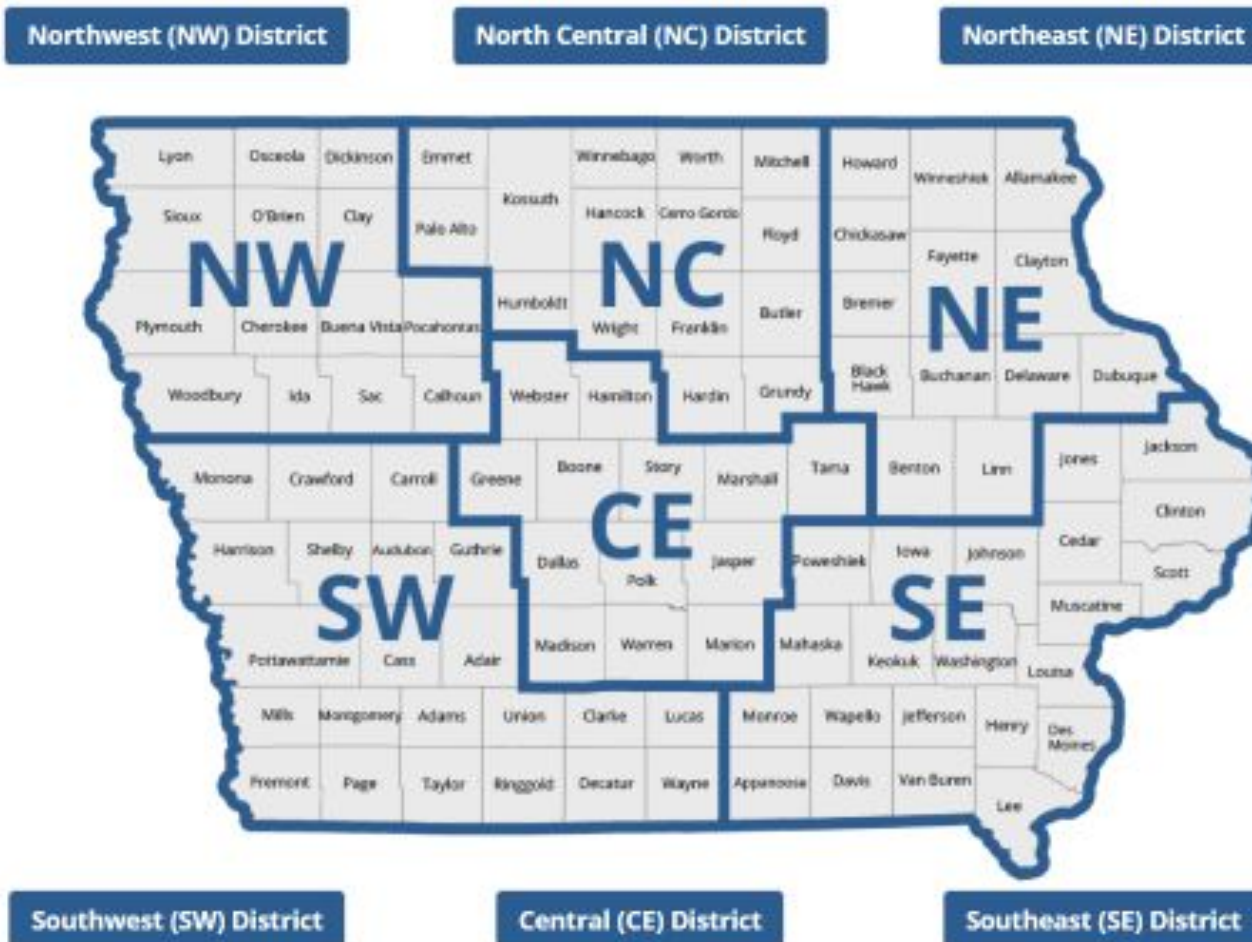
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Questions to answer…

- What are the needs of the community?

- What's the purpose of the library as related to those community needs?

- Where are we now?

- Where do we want to go?

- How will we get there?

- How will we know what we accomplished?

District Consultants

The State Library divides Iowa into six districts in order to provide localized support to libraries. Six district consultants meet regularly with new and established directors, facilitate county meetings, offer regular continuing education programs for directors, staff, and boards. Library Resource Technicians (LRTs) provide each district's librarians with technical support and assistance for state-sponsored resources.

Click the buttons below for more information on each district and staff contact information.

Northwest (NW) District **North Central (NC) District** **Northeast (NE) District**

Southwest (SW) District **Central (CE) District** **Southeast (SE) District**

The Schedule Ahead

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Prepping For Accreditation

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