



STATE LIBRARY OF IOWA

INFORMATION • CONSULTATION • DESTINATION
WWW.STATELIBRARYOFIOWA.ORG

Prepping For Accreditation 2021 Series July 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 started! 

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.

DA 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

Standard #17 [Tier2 Requirement]

Strategic Plan

The library has a written plan...projecting up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Developing a plan involves the staff, the board, and the public.

To meet this standard, the plan must:

- Be current at the time of submission
- Address community needs based on community data
- Contain a mission statement, which describes the library's purpose in the community
- Include goals and measurable objectives

Not required, but still good practice:
the board should **evaluate the plan annually**
in order to review progress achieved and discuss future goals...

Effective Plans Have Common Elements

- 1) Demographics & Community Input
- 2) Reflective Mission Statement
- 3) Customer-Driven Goals
- 4) Measurable Objectives
- 5) Evaluation
- 6) Action



Ida Grove PL Mission Statement Before

The Ida Grove Public Library was established for the purpose of providing patrons with access to books, resources, and services for educational, informational, and recreational purposes.

Ida Grove PL Mission Statement

After

Ida Grove Public Library stimulates imagination, providing a place where children develop a love of reading, where adults access community resources, and where people of all ages gather to become creative, lifelong learners.

Effective Plans Have Common Elements

- 1) Demographics & Community Input
- 2) Reflective Mission Statement
- 3) Customer-Driven Goals
- 4) Measurable Objectives
- 5) Evaluation
- 6) Action



Customer-Driven Goals

Goals Include These 3 Elements

Each goal flows from a service choice

Each goal names the target group being served

Each goal describes the benefit the target group receives

Ida Grove: Visit A Comfortable Place

Residents of all ages will have accessible and welcoming spaces, encouraging them to explore the library and all it has to offer.

Customer-Driven Goals

Goals Include These 3 Elements

Each goal flows from a service choice

Each goal names the target group being served

Each goal describes the benefit the target group receives

Digital Learning

Patrons will receive assistance on using their personal devices (tablets, eReaders, smart phones) either through one-on-one training support or through group sessions.

Effective Plans Have Common Elements

- 1) Demographics & Community Input
- 2) Reflective Mission Statement
- 3) Customer-Driven Goals
- 4) Measurable Objectives
- 5) Evaluation
- 6) Action





"I have some specific, unknown objectives
for you to achieve."

Measurable Objectives

Objectives are defined as
**“the way the library will measure
its progress toward reaching a goal”**

Every objective contains these 3 elements:

- A target group
- A measure
- A date or timeframe

Ways To Measure...

Programming For Example

(measure 1) Number of people attending

Can be total # of people **and/or** unique people

(measure 2) How well was the program received?

Audience reaction / satisfaction

(measure 3) Total number programs presented

Use as a benchmark from past years

(measure 4) Outcomes

What difference did the program make / what impact did the program have for those who attended?

Outcome Measurement Made Easy

for Public Libraries

Resources and Tools
to Create Surveys and
Analyze Outcome Data

Public Libraries
Sign Up

Academic Libraries
Sign Up



<https://www.projectoutcome.org/>

335,580

Responses collected through **public library** surveys

1,992

Public libraries have created surveys

Public Library Updates

Project Outcome Live News

**Gauge Level of Impact
Using Project Outcome**

<https://www.projectoutcome.org/>

Service Areas



CIVIC/COMMUNITY
ENGAGEMENT

Civic/Community Engagement

Services to inform, enrich, preserve, and promote community engagement, ranging from government issues to recreational activities. Examples include: Cultural Activities, Government Services, or Civic Engagement services and programs.



DIGITAL
LEARNING

Digital Learning

Services to access technology, build technology-related skills and confidence, and make beneficial use of digital resources and services to meet patron needs. Examples include: Technology Usage Skills, Internet Education, or Computer Education services and programs.



EARLY CHILDHOOD
LITERACY

Early Childhood Literacy

Services to improve early literacy and learning skills to prepare children ages 0-5 for school. Examples include: Storytime, Parenting/Child Development, or Every Child Ready to Read services and programs.



ECONOMIC
DEVELOPMENT

Economic Development

Services to improve business start-up and development skills. Examples include: Business Development or Starting Your Own Business services and programs.



EDUCATION/
LIFELONG LEARNING

Education/Lifelong Learning

Services to gain and impart new knowledge and skills, improve academic performance, and engage in a variety of lifelong learning activities. Examples include: Book Club Reviews, Author Discussions, Education Classes or Labs, or Bookmobile services and programs.



HEALTH

Health

Services to improve the health of patrons and their families. Examples include: healthy cooking, healthcare information, exercise, or health and wellness services and programs.



JOB
SKILLS

Job Skills

Services to improve the skills needed to find and apply for jobs and advance careers. Examples include: resume help, job fairs, or job search services and programs.



SUMMER
READING

Summer Reading

Services to provide fun, engaging, and continuous reading opportunities throughout the summer and limit learning gaps for school-aged children. Examples include: Summer Reading for Adults, Teens, and Children.

Visit a Comfortable Place

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read. They will have open and accessible virtual spaces that support networking.

Goal 1:

Residents of all ages will have accessible and welcoming spaces, encouraging them to explore the library and its many amenities.

Objective 1:

By February of 2018, the library will evaluate current library spaces for different age groups and make recommendations as to the best use of space.

Objective 2:

By April of 2018, library staff will seek out and apply for grant funding to create a comfortable physical space for juvenile and young adult readers in the library.

Objective 3:

By spring of 2019, library staff will evaluate current needs of adult library patrons and recommend necessary updates to adult reading spaces.

Ida Grove Public Library. Strategic Plan, 2018.

Don't Forget to Include ...

Results From Your Edge Assessment



<http://www.libraryedge.org/>

Benchmark 1: Digital Skills

Indicator 1.3.4: Access To Digital Tools

Answer YES / NO / IN PROGRESS



1.3.4 The library:

Provides users with the tools to scan, digitize, or preserve personal items
○ ○ ○

Provides wireless-enabled printers available for user-owned devices ○ ○ ○
Loans internet-enabled devices ○ ○ ○

Loans Wi-Fi hot spots ○ ○ ○

Provides real-time reference services through text messaging, Skype, Twitter, chat, or other interactive applications ○ ○ ○

Selects and organizes online resources about available home broadband and wireless services ○ ○ ○

Board Business Calendar

2021

JANUARY

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31						

FEBRUARY

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MARCH

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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**Strategic
Plan Review**

The Schedule Ahead

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Thanks For Joining Us!