STATE LIBRARY OF IOWA

INFORMATION • CONSULTATION • DESTINATION

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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

STATE LIBRARY OF IOWA

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.
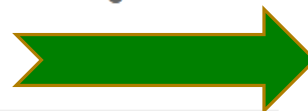
ccreditation Application for FY23 - application cycle will begin in ecember

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 8/25/2021 to reflect the change to the new endorsement program. **Please discard all previous drafts or editions.**

Read the Public Library Standards

Online Application Form - FY23
Online application forms will be available in December 2021. Contact **Scott Dermont** for more information.

Verification requirements for new standards - FY23
File available in December. Use this file to help determine what you will need to gather and submit to support your application.

Supporting Documentation Checklist - FY23
File available in December. This checklist is an aid to ensure all supporting documentation is submitted. This document is also included in the Print Application Form.

Signature Page - FY23
File available in December. 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 - FY23
File available in December. Use the print application form as an offline aid only. All applications must be filed using the online form listed above.

A Checklist for Existing Facilities - For reditation purposes.
e these files to help with Accreditation Standard #80

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 - FY22
Accreditation and Tier Status of all public libraries as of July 1, 2021 through June 30, 2022.

Prepping for Accreditation recordings and presentations - FY23
Recordings and slide presentations from the 7 Summer, Winter, and Fall, 2021/2022 Prepping for Accreditation online sessions.

Staff Contact

Library Board Standards

Standard #1 [Tier 1] A legally appointed and constituted library board governs the operation of the library.

Standard #2 [Tier1] 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

❑ Has legal authority over the library's budget and over all gifts, bequests, and donations

Verification: submit a current copy of the city library ordinance

Library Board Standards

Standard #3 [Tier 1] The library board adopts an annual budget.

Verification: on the application form, provide the meeting date when the board approved the most recently completed library budget

Standard #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.

Verification: Iowa Dept of Management data, State Library will provide

Library Board Standards

Standard #5 [Tier 1] Board has written bylaws that outline its operational procedures, reviewed at least every three years…

Verification: submit copy of board bylaws, dated February 2020 or later

Standard #6 [Tier 1] Board meets no fewer than 10 times a year, with the director in attendance and in accordance with Iowa Open Meetings law…

Verification: on the application form, provide a list of board meeting dates for the past three completed fiscal years (FY21, FY20, FY19) Example: Write October 1, 2020.

Ordinance vs. Bylaws
What's The Difference?

Ordinance

Bylaws

Your City-Library Ordinance
…
What Does It Tell You?

❑ How many trustees are on the board?

❑ Who is eligible to serve on the board?

❑ What is the length of a member's term?

❑ How many terms can a member serve?

❑ What is the scope of board authority?

A Model Library Ordinance … Example

AN ORDINANCE TO (ESTABLISH A PUBLIC LIBRARY AND) TO PROVIDE FOR THE APPOINTMENT, POWERS AND DUTIES OF A BOARD OF LIBRARY TRUSTEES.

Be it Enacted by the Council of the City of _____, Iowa

SECTION 1. PURPOSE. The purpose of this ordinance is to provide for the establishment of a free public library for the city and for the creation and appointment of a city library board of trustees, and to specify that board's powers and duties.

SECTION 2. PUBLIC LIBRARY. There is hereby established a free public library for the city, to be known as the _____ Public Library.

SECTION 3. LIBRARY TRUSTEES. The board of trustees of the _____ Public Library, hereinafter referred to as the board, consists of _____ members. All (residents) board members are to be appointed by the mayor with the approval of the council. (The nonresident member shall be appointed by the mayor with the approval of the board of supervisors.)

Iowa Code 392.5
Library Board Authority

A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in **this section**.   In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 1972 Iowa Acts, chapter 1088.

A library board may accept and control the expenditure of all gifts, devises, and bequests to the library.

A proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city.

The proposal may be submitted to the voters at any city election by the council on its own motion. Upon receipt of a valid petition as defined in **section 362.4**, requesting that a proposal be submitted to the voters, the council shall submit the proposal at the next regular city election. A proposal submitted to the voters must describe with reasonable detail the action proposed….

Library Board Standards

Standard #7 [Tier 1] Board adopts four required policies: **circulation**, **collections**, **personnel**, **Internet use**…

Verification: submit copies of board-approved policies dated February 2019 or later

Standard #8 [Tier 1] All members of the library board of trustees participate in a variety of board development programs each year…

Verification: on the application form, summarize board training for the past three fiscal years (FY21, FY20, FY19)

Take-Away Tip:

Reference the board education standard in your board bylaws ☺

High Anxiety Public Library
Board Meeting
October 1st. 6:00PM.
Library Meeting Room

Take-Away Tip

- Call to Order

- Agenda Approval

- Minutes Approval

- Reports:
  Board Education /
  Director / Staff /
  Others

- Bill Approval

- Public Comment

- Correspondence

- Unfinished Business

- New Business

- Agenda Items for Next Meeting

- Upcoming Meetings

- Adjourn

IA LEARNS

ENDORSEMENT ACADEMY & CONTINUING EDUCATION

FROM THE STATE LIBRARY OF IOWA

IALearns One Year Anniversary

It's already been one year since the State Library debuted a new and improved learning management system called *IALearns.* This new online space is our education catalog, combining live webinars and self-paced classes, along with all of the course content required for the new Endorsement Academy. Inside *IALearns* you'll find class handouts and evaluations. And one of the best features of *IALearns* is that, for everyone who sets up an account, the software tallies classes taken and credits earned.

Continuing Education Consultant Samantha Bouwers recently compiled some statistics from an impressive year of State Library-sponsored education. Here are some highlights from FY2021

Library Board Standards

Standard #9 [non-tiered] Board adopts at least two additional policies.

Verification: on application form, check at least two additional policies from the list provided

Standard #10 [non-tiered] The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This standard does not apply to city libraries in counties where there is a county library.

Verification: on application form, provide per capita OR cents per thousand funding amounts on application form. Amounts found on the State Library's website
https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/statistics

Library Board Standards

Standard #11 [non-tiered] Trustees attend annual county-wide meetings.

Verification: on the application form, provide dates of trustee county-wide meetings from the past three years (FY21, FY20, FY19) Example: September 2, 2020.

Standard #13 [Tier1] The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.

Verification: none needed

Library Board Standards

Standard #17 [Tier2] The library has a written long range plan….

Refer to August & September *"Prepping For Accreditation"* sessions; recordings available here

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

Verification: Submit a current copy of a plan that extends at least through calendar year 2022. The plan should not extend longer than five years

Library Board Standards

Standard #22 [Tier 1] The library director's performance is evaluated by the board at least annually

Verification: on the application form, provide director performance evaluation dates from the past three complete fiscal years (FY21, FY20, FY19)

Example: September 2, 2021

Board Business Calendar 2021

JANUARY
FEBRUARY — Board Terms Discussion
MARCH
APRIL — Policy Topic Review
MAY
JUNE
JULY
AUGUST — Director Job Evaluation
SEPTEMBER
OCTOBER — Policy Topic Review
NOVEMBER
DECEMBER — Strategic Plan Review

The Schedule Ahead

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Thanks For Joining Us!