



# STATE LIBRARY OF IOWA

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## Prepping For Accreditation 2021 Series August 2021–January 2022

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

# The Setup

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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

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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.

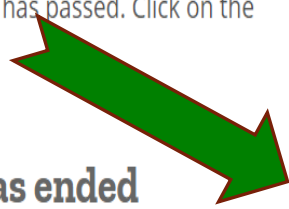
## Accreditation Application for FY22 - application cycle has ended

### 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.

### 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

# Library Personnel Standards

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**Standard #20 [Tier 1]** Library has a permanent, paid director who is certified ... within 2 years of hire...

**Standard #21 [Tier1]** The library has written job descriptions that include educational and experience requirements...



**Verification not required**

# Library Personnel Standards

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

**Verification: on the application form, provide dates for director performance evaluations for the past three fiscal years (FY18, FY19, FY20) Dates given must include M-D-Y (May 5, 2019)**

# Library Personnel Standards

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**Standard #23** [Tier 1] Library allows the **director** to participate in continuing education opportunities during work time.

**Verification not required.**



[Home](#) » [Libraries](#) » [Resources](#) » [CE Opportunities](#)

## Continuing Education (CE) Opportunities

The State Library offers many ways for librarians to earn CE credit, including through live in-person and online events, self-paced courses, as well as annual special events. In addition, librarians can also go to outside providers for courses, serve as an instructor for an activity, participate in library association activities, write a library-related article, and more to earn credit.

Content considered foundational to working in an Iowa public library is available through the Endorsement Program. The State Library's ongoing CE offerings build on that content to:

- Highlight library trends
- Equip library staff with new skills
- Support the State Library's strategic plan

For more details on eligible and ineligible activities for CE credit, click the link below.

[How to Earn CE Credit](#)

## CE Opportunities from the State Library

### Live Courses

The State Library offers ongoing live courses in both webinar and in-person formats. Check out the right sidebar for upcoming live CE opportunities, or browse the full CE Events calendar at the link below. Click the link in the event description to login and register for the course in IA Learns.

[CE Events Calendar](#)

### Recorded and Self-Paced Courses

## Upcoming Live CE Opportunities

**28**

Dec

**Check it Out (Webinar)****29**

Dec

**PLOW Website Worktime (Online series)****\*\*Description provides information on weekly topics & direct IAL registration link****24**

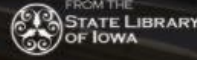
Jan

**All Iowa Reads 2022: Author Presentations****25****Summer Library Program Workshop (In Person & Virtual Options)**

<https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/training>

# IA LEARNS

ENDORSEMENT ACADEMY &  
CONTINUING EDUCATION



FROM THE  
STATE LIBRARY  
OF IOWA

## Enter the IA Learns LMS

Login

If you are not an Existing User and wish to set up an account, [Click Here](#)

[Overview](#) [Profile](#) [Search](#) [Object](#) [Team](#) [Reports](#) [Help](#)

Criteria

Calendar View

Result

◀ Previous | Next ▶

Search

⚙ Learning Object Name ▲



### 10 Steps to Successful Hiring (Webinar Archive)

Type: On-Line Training Course - Duration(In Hours): 1

Description: If your library is facing an employee vacancy, this presentation will give you the groundwork for formulating a solid basis upon which you can establish your search and hire the best candidate. Anyone involved in the library's hiring process is strongly encouraged to watch this webinar BEFORE posting your job opening.

Enroll Team

Details - Enroll(Self)



### All Iowa Reads 2020: Author Presentations

Type: On-Line Training Course - Duration(In Hours): 2

Description: An extra-special webinar with the authors of all three 2020 All Iowa Reads selections. Each author will discuss their work and answer your questions. You'll also learn about the history of the All Iowa Reads program and get an overview of the resources available from the State Library to support All Iowa Reads events at your library.

Enroll Team

Details - Enroll(Self)



### All Iowa Reads 2020: Exploring the Shortlists

Type: On-Line Training Course - Duration(In Hours): 1

Description: This webinar will introduce you to the 2020 All Iowa Reads shortlists. You'll hear booktalks and read-alike selections for the books on the adult, teen, and kids shortlists and get ideas for ways you can spotlight them in your library and your community. Attendees will also hear about the selection process for titles for All Iowa Reads and get tips on how to run book discussion groups at their libraries.

Enroll Team

Details - Enroll(Self)

<https://lsglm700.learnsoft.com/LSGLM/Login/ialearns.aspx?ecart=1>



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Iowa's 27-Cent Special Library Levy: Legal...  
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Iowa's 27-Cent Special Library Levy: Iowa Code...  
149 views · 6 days ago  
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State Library of Iowa Endorsement Program

Library Foundations 4  
Principles of a Noble Profession

Introduction to Public Service 5  
Knowing Your Community

We're All Tech Librarians 2  
Digital Literacy

Library Law Overview 4

Policy Development Overview 4

Collection Management 4  
Building Your Collection

# State Library YouTube Channel (For Viewing)

# Library Personnel Standards

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**Standard #24 [Tier 2]** Library employs paid staff

**Verification: on application form, this will be preloaded from FY20 Annual Survey data**

**Standard #25 [Tier 3]** The library has a planned orientation program for all new employees

**Verification: submit an orientation checklist for new employees, or some other documentation of an orientation program**

## Library Orientation and Training Checklist for New Library Directors

This is a suggested list of meetings and tasks to help orient a new library director. It should be adapted for local needs and schedules. Some meetings can be done by one or two trustees rather than the entire board.

### In the First Week the Library Board Should:

- Introduce the new director to library staff and trustees
- Introduce the new director to key municipal elected and appointed officials
- Give the new director a tour of the library building
  - Note areas that work well or have been recently updated
  - Note areas of concern or that may need major outlay in the near future
- Review conditions of employment with the new director
  - Hours of work
  - Benefits
- Review job description with the new director
- Discuss any particular issues, concerns, or problems that the new director may have to deal with or that the board may want emphasized.

### In the First Month the Director, Assisted by Trustees, should:

- Become familiar with library policies
- Become familiar with the library's mission statement, long-range or strategic plan, and other documents guiding the library's public service philosophy
- Learn library budget and financial procedures
- Review library board meeting procedures
- Review with the board their expectations and evaluation criteria for the director
- Meet key members of Friends of the Library and Library Foundation
- Meet key members of the community

### In the First Three Months the director should:

- Review legal issues affecting libraries
  - Open meetings law

**From Wisconsin State Library**

<https://winnefox.org/sites/default/files/bootcamp/LibraryOrientationAndTrainingChecklistForNewLibraryDirectors.pdf>

## New Library Employee Orientation Checklist

- Library Mission
  - Mission statement
  - Strategic plan
  - Intellectual freedom aspects
  - Programming calendar
- Library Policies
  - Policy Manual
  - Freedom to Read, Freedom to View, Library Bill of Rights
  - Personnel Manual (including specific policies for library employees such as dress code, social media policy, rules regarding use of city-owned equipment, etc.)
- Library Tour
  - Tour of facility, including location of specific collections, staff area, emergency resources (fire extinguishers, cordless phone, first aid kit)
  - Introduction to other library staff or trustees, or possibly to other city employees
  - Introduction of any in-house communication tools (notebooks, bulletin boards, etc.)
- Job Duties
  - Review of employee job description
  - Opening & Closing procedures
  - General expectations
  - What to do if ill (how to call in sick)
  - Chain of command
  - Requests for time off
  - Continuing Ed and Training expectations (including use of State Library c.e. catalog)
- Library Systems
  - Phone (what to say when answering, transferring calls, putting calls on hold, answering machine, etc.)
  - Email
  - Assorted systems where the employee may need a password (depends on employee's role)
  - Automation (ILS) system
  - Downloadables and other online resources
- Other (Any job-specific trainings the employee may need)

Name of Employee \_\_\_\_\_

Date training is complete \_\_\_\_\_

Employee signature \_\_\_\_\_

Supervisor signature \_\_\_\_\_

**Developed by Maryann Mori, CE District Consultant**

# Library Personnel Standards

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**Standard #26 [Non-Tiered]** Other library employees are evaluated annually by the director or supervisor.

**Verification: submit a blank copy of a staff evaluation form(s)**

**Standard #27 [Non-Tiered]** Library provides funding to enable director and/or staff to join professional library organizations, attend library-related conferences, or take advantage of C.E. opportunities.

**Verification: on the application form, provide the annual amount spent on continuing education for the past three fiscal years (FY18, FY19, FY20)**









Sheldon Public Library

# Annual Performance Evaluation

Role: Director

Employee Name \_\_\_\_\_

Review Date \_\_\_\_\_

Responsibilities	Poor	Fair	Good	Very Good	Excellent
1. Plan, direct, supervise, and coordinate the work of employees in a variety of Library services and maintenance activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrate excellent communication skills and the ability to effectively work with employees, the Board of Directors, and patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interview and make recommendations regarding hiring of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conduct annual performance reviews of each employee and share results with employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Development of all collection materials including selection, ordering, weeding, and inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Prepare agenda and related materials for monthly Board of Directors meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Work with Board of Directors to identify and plan for capital projects, including seeking grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepare the annual budget for the Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Manage and be responsible for all spending of the budget, including preparing bills for payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Develop, plan, and promote Library marketing to the public, including Friends of the Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Library Personnel Standards

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**Standard #28 [Non-Tiered]** Library allows staff at all levels to participate in continuing education opportunities during work time.

**Verification: on application form,  
check one or more opportunities  
from the list provided**

# The Schedule Ahead

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Date	Topic
August 24	Planning Part 1
<del>September 28</del>	<del>Planning Part 2</del>
<del>October 26</del>	<del>Board-Related Standards</del>
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## Prepping For Accreditation

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**Thanks For Joining Us!**