



# STATE LIBRARY OF IOWA

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## **Prepping For Accreditation – Application Submission**

Facilitated By District Consultants & Scott Dermont  
January 25, 2022

# The Setup



- For libraries on the 2022 accreditation cycle—for FY23
- For anyone looking to increase their library's Tier status
- Brief explanations of specific standards / accreditation tasks
- Ample Q&A time

C.E. credit is not awarded for this purpose

# The Schedule



## Dates

## Topics

- August 24, 2021
- September 28, 2021
- October 26, 2021
- November 23, 2021
- December 28, 2021
- January 18, 2022
-  January 25, 2022

- Planning Part 1
- Planning Part 2
- Board Standards
- ADA Checklist
- Personnel Standards
- Policy Standards
-  Application Submission

# What do you need to submit?



- Application Form – online only!
- Supporting Documentation
- Signature Page



# Application Form

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.



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
- 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.



3a. Meeting Date (include month, day, and year) of most recently completed budget approved by board



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.



5. (Tier 1) The library board has written bylaws that outline its operational procedures.

Bylaws must be dated February 1, 2018 or later.



6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. FY20 COVID Exception - 6 meetings are acceptable for FY20.

Submit dates of board meetings for the past three years  
Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.



6a. FY20



6b. FY19



6c. FY18





# Supporting Documentation

## REQUEST FOR SUPPORTING DOCUMENTATION (FY23)

DUE FEBRUARY 28, 2022

LIBRARY NAME \_\_\_\_\_

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation for review. Please use this form as a checklist to keep track of the documentation that you may need to send in. If you have already sent this documentation to the State Library, check the appropriate box below. We prefer that supporting documentation be sent in as an electronic file. Please forward electronic files to Toni Blair at [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov). Keep in mind that you only need to send in the documentation if you meet the appropriate standard. All libraries must provide a completed Signature Page in order to certify your application.

- Standards 1 and 2 (Tier 1) – One copy of the most current library ordinance.
- Standard 5 (Tier 1) – One copy of the library board’s bylaws. Bylaws creation or review date must be dated February 1, 2019 or later.
- Standard 7 (Tier 1) – One copy each of the policies listed below. Policy creation or review date must be dated February 1, 2019 or later. Check below to indicate these items have been sent to the State Library.
  - Circulation Policy – Must include or refer to confidentiality policy
  - Collection Development Policy – Must include or refer to Freedom to read information
  - Personnel Policy
  - Internet Use Policy
- Standard 17 (Tier 2) – One current copy of the library’s plan. Must be current - coverage through 2022 at least
- Standard 25 (Tier 3) – A checklist or other documentation used for employee orientation program.
- Standard 26 – One blank copy of one staff evaluation form.
- Standard 78 (Tier 1) – A photograph of the library book return.

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:

<https://www.statelibraryofiaowa.gov/index.php/libraries/search/accred-stand/ada-checklist-existing-facilities>

- Dated February 1, 2019 or later.

- Signature Page – All libraries must provide a signed copy of the Signature Page. New for this year – we now have an online signature page rather than using a PDF form. Use this link to start the process:

<https://stateofiaowa.seamlessdocs.com/f/AccreditationSignaturePageFY23>




## Ordinance

- Most current version of library's ordinance
- This is not something that is approved by your board
- Don't retype it to send it to us. We want the original version used in your city's code book



# Policies

- Collection policy needs a “Freedom to Read” statement
  - Circ policy needs a confidentiality statement
  - Statements can be included in the policies or can be separate documents with a reference back to/from the respective policy
- 





## Strategic or Long Range Plan

- To be acceptable for accreditation purposes a plan it must:
  - Be current – indicate a time period covered (i.e. 2020-2025)
  - Address community needs based on community data (community analysis) – this should be mentioned somewhere in the plan
  - Include a mission statement – this should be included in the plan
  - Include goals and measurable objectives – don't just say “continue”
  - Cover a period of no more than 5 years – but can be less than that



## ADA Checklist for Existing Facilities

- One of four priorities must be completed and submitted
- Make sure to fill out the entire portion of the checklist. Use N/A if something doesn't apply rather than leaving it blank.
- You should include measurements but we don't need photos



## ADA Checklist

- Your answers **WILL NOT** affect your Tier status
- We **WILL NOT** follow up to make sure that corrections are made



# Signature Page –

# Now an Online Form



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### ACCREDITATION APPLICATION SIGNATURE PAGE FY23

The library director and board president must sign this form in order to complete the accreditation application process. To fill out the form:

1. Fill out the library name and director's printed name.
2. Click on the "Signature Here" box on the "Signed (Director)" line.
3. Fill in your full legal name and valid email address. Your signature will automatically fill in using the "Type" option. Click one of the other radial buttons if you wish to use one of the other options.
4. Once you've filled out the signature page, check the "I agree..." box, and then click on the blue "Apply Signature" button.
5. Once the director has signed the form they need to send it to their board president. Click on the orange "Finalize & Submit" button.
6. A box will pop up requiring the board president's full name and valid email address. Fill those out and click the orange "Continue" button. You will receive a Thank You page and an email as receipts.
7. The board president should receive an email asking them to sign the document. They should click on the "Sign Document" button.
8. The board president should finish filling out the form. Once ready, click the orange "Finalize & Submit" button.
9. You will receive a Thank You page and an email as receipts.

I certify that the Accreditation Application Form and all supporting documentation for FY23 are true and correct to the best of my knowledge.

Library \_\_\_\_\_\* Date 01/24/2022  
CLICK TO SIGN

Printed Name (Director) \_\_\_\_\_\* Signed (Director) Signature Here  
CLICK TO SIGN

Printed Name (Board President) \_\_\_\_\_ Signed (Board President) Signature Here  
SIGNER2 WILL SIGN HERE



# Signature Page

- It is OK for VP or other board member to sign if president isn't available
- Form **MUST** be signed and filled out completely. Leave no blanks




## Submitting Supporting Documents

- Send your documents as digital files attached to email
- Do Not send faxes or snail mail – we do not have easy access to either



# TIME

- If anything needs to be corrected we will ask you to send us revised copies
  - We will give you time to make corrections – past the due date if needed – within reason
  - Everything doesn't need to be sent in at once. We will check after the due date to make sure we have all supporting docs
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# Contact Information



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