

# FY13 Application Form for Accreditation and Direct State Aid Tier Level

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**Due February 29, 2012**

**Library Name:** \_\_\_\_\_

## Introduction

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 standards program manual for Iowa Library Services/State Library of Iowa. Examples and more information for each standard will be found in that document.

For the full text of the publication: <http://www.statelibraryofiowa.org/ld/accr-and-standards/5thed>

## Key to terminology

Mark each standard met with an "x"

(FY11) = Standards marked this way should use data taken from the FY11 Iowa Public Library Annual Survey. Dates covered (July 1, 2010 – June 30, 2011.) Some standards use data from more than one fiscal year and will be shown as (FY11, FY10, FY09, etc.)

**LINE#** = Data taken from the Public Library Annual survey will be indicated by the term **LINE** with the appropriate line number. **LINE F09÷LINE J05** would divide line F09 by line J05 from the Survey.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application.

## Section 1: Boards and Governance

1. \_\_\_\_\_ (Tier 1) The library is established and maintained according to the provisions of local ordinance and state law.

2. \_\_\_\_\_ (Tier 1) A legally appointed and constituted library board governs the operation of the library.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

3. \_\_\_\_\_ (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

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

4. \_\_\_\_ (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. (See Iowa Trustee’s Handbook, 2009, page 101 for an example)
  - ❖ Bylaws should be no older than February 2009
  
5. \_\_\_\_ (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance.
  
6. \_\_\_\_ (Tier 1) The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. (For examples and more information, see *In Service to Iowa, 2010*, page 6: <http://www.statelibraryofiowa.org/ld/accr-and-standards/5thed>)
  - ❖ Policies should be no older than February 2009
  
7. \_\_\_\_ (Tier 2) The library’s adopted circulation policy is consistent with the principles of the right to privacy and the Code of Iowa.
  
8. \_\_\_\_ (Tier 2) The library’s adopted collection development policy is consistent with principles of intellectual freedom as found in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.
  
9. \_\_\_\_ The library board has written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection.

Check any additional policies adopted. At least two are required to meet this standard:

- Bulletin board and displays
- Customer conduct in the library
- Customer service
- Disaster preparedness and recovery
- Emergencies and evacuation
- Friends groups
- Hours including holiday and weather closings
- Library foundation
- Meeting room/ICN room use
- Programs for youth and adults
- Public access computers
- Public relations
- Reference and readers’ advisory services
- Sex offender
- Unattended children
- Volunteers
- Other policies (Please List)\_\_\_\_\_

Iowa Library Services has sample policies on its Website, <http://www.statelibraryofiowa.org/ld/Policies>. District Consultants can also assist in locating sample policies.

## Section 2: Administration

10. \_\_\_\_ (Tier 1) The library director provides written financial and statistical reports for review at library board meetings.

11. \_\_\_\_ (Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

12. \_\_\_\_ (Tier 1) The library director conducts an orientation program for new board members.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

13. \_\_\_\_ (Tier 2) The library director shares information with the board about the following laws that affect library operations. Guidance may be found in the latest [Iowa Library Trustee's Handbook](#).

- ❖ Confidentiality of library records (Iowa Code Chapter 22.7 (13))
- ❖ Open meetings law (Iowa Code Chapter 21)
- ❖ Fair Labor Standards Act (U.S. Code Title 29, Chapter 8)

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

14. \_\_\_\_ (Tier 2) The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years.

\_\_\_\_\_ Enter the date of the last borrower purge.

15. \_\_\_\_ (Tier 3 ) All members of the library board of trustees participate in continuing education each year.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

16. \_\_\_\_ (Tier 3) The library has a written plan.

A plan is a document that projects up to 5 years into the future and outlines the library's goals and objectives to meet the community's needs. Developing a plan usually involves the staff, the trustees, and the public. To meet this standard, the plan must:

- ❖ Be no older than February 2007
- ❖ 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

There are many resources available to assist a library's planning process. Examples include:

- ❖ "Planning for Results"
- ❖ WebJunction
- ❖ Iowa Library Trustee's Handbook
- ❖ The Iowa Library Services' Web page at <http://www.statelibraryofiowa.org/ld/plan>

17. \_\_\_ The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Examples include attending Iowa Library Association Legislative Day or contacting legislators on library issues.

### Section 3: Funding

18. \_\_\_ (Tier 1) The library board has legal authority over the library's budget and over all gifts, bequests, and donations.

19. \_\_\_ (Tier 1) The library board adopts an annual budget.

20. \_\_\_ (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.

21. \_\_\_ 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. To determine per capita support please refer to the Rural Library Funding table on the Iowa Library Services' Web site at <http://www.statelibraryofiowa.org/go/rurallibfun>

To meet this standard the county has to meet the per capita support **or** the cents per thousand support as listed in the table below.

Enter county per capita support \_\_\_\_\_

**OR**

Enter county cents per thousand support \_\_\_\_\_

(Based on 2009 data from 99 counties)	Outstanding	Enhanced	Minimum required to meet standard
County rural per capita support	\$19.35 per capita (75 <sup>th</sup> percentile)	\$11.40 per capita (50 <sup>th</sup> percentile)	\$7.50 per capita (25 <sup>th</sup> percentile)
Chart B. County support per assessed valuation	23 cents per thousand (75 <sup>th</sup> percentile)	17 cents per thousand (50 <sup>th</sup> percentile)	10 cents per thousand (25 <sup>th</sup> percentile)

### Section 4: Staffing

22. \_\_\_ (Tier 1) The library has a permanent, paid director who is certified at a required level. A new director has two years after starting as director to become certified. A library with a director who was certified at ANY level prior to 1992 fulfills this standard for as long as

- a) The library employs that director and
- b) The library director fulfills continuing education requirements to continue participating in the certification program.

Start date of current director as director \_\_\_\_\_

23. \_\_\_\_ (Tier 2) (FY11) The library employs paid staff as listed below. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard.

40 hours per week is set as the measure of full-time employment. To determine full time equivalents of employees take the total number of hours worked by all paid employees and divide by 40. For example, a library with 70 hours of paid employees is considered to have 1.75 FTE.

Report the total number of paid staff FTE (**LINE B07**) \_\_\_\_\_

City Population	Outstanding	Enhanced	Minimum required to meet standard
Under 500	22 hours (.55 FTE)	20 hours (.50 FTE)	20 hours (.50 FTE)
500-999	34 hours (.85 FTE)	22 hours (.55 FTE)	20 hours (.50 FTE)
1,000-2,499	70 hours (1.75 FTE)	34 hours (.85 FTE)	20 hours (.50 FTE)
2,500-4,999	130 hours (3.25 FTE)	70 hours (1.75 FTE)	44 hours (1.10 FTE)
5,000-9,999	240 hours (6.00 FTE)	130 hours (3.25 FTE)	106 hours (2.65 FTE)
10,000-24,999	380 hours (9.50 FTE)	240 hours (6.00 FTE)	190 hours (4.75 FTE)
25,000-49,999	740 hours (18.50 FTE)	380 hours (9.50 FTE)	280 hours (7.00 FTE)
50,000 and above	1595 hours (39.85 FTE)	740 hours (18.50 FTE)	590 hours (14.75 FTE)

24. \_\_\_\_ (Tier 2) The library board adopts written job descriptions that include educational and experience requirements and has a written salary range for each position. If a union contract or your city defines the library's personnel policy, the library board must be aware of the details of the policy and must review the policy at least every three years. It is recommended, but not required, that the library's job descriptions and salary range are included in the city's personnel plan.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

25. \_\_\_\_ (Tier 3) The library has a planned orientation program for all new employees. The orientation program introduces employees to the mission, philosophy, goals and services of the library in addition to their job responsibilities.

26. \_\_\_\_ (Tier 3) The library director's performance is evaluated by the board at least annually.

27. \_\_\_\_ Other library employees are evaluated annually by the director or supervisor.

28. \_\_\_\_ The library allows the director and staff at all levels to participate in continuing education opportunities during their work time.

29. \_\_\_\_ The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.

## Section 5: Collection Management

30. \_\_\_\_ (Tier 1)(FY11) The library determines its total annual circulation of library materials.  
Report total circulation (**LINE F09**) \_\_\_\_\_

31. \_\_\_\_ (Tier 2) (FY11, FY10, FY09) The library allocates a percentage of its total operating funds for purchasing materials for the library's collection. These materials are purchased in a variety of formats based on the library's collection development policy, the library's plan, and current use of the collections. NOTE: When determining total operating funds, include funding from all sources – city, county, state, federal, and private. Use the current year's percentage or the average of the last 3 years – whichever is higher.

Outstanding	Enhanced	Minimum required to meet standard
15%	12%	10%

Report collection percentage of operating funds:

FY11 (LINE D27 ÷ LINE D29) \_\_\_\_\_ *If FY11 is 10% or greater, you don't need to figure a three-year average*

FY10 (LINE D27 ÷ LINE D29) \_\_\_\_\_ .

FY09 (LINE D24 ÷ LINE D26) \_\_\_\_\_

Total percentage (FY11+ FY10 + FY09) \_\_\_\_\_

Average of 3 years (Total percentage divided by 3) \_\_\_\_\_ *This amount needs to be 10% or greater to meet this standard.*

32. \_\_\_\_ (Tier 3) (FY11, FY10, FY09) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. An average based on the last three years of withdrawals will be used to determine this standard.

To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.

Outstanding	Enhanced	Minimum required to meet standard
6%	4.5%	3%

Report percentage of collection withdrawn.

FY11 (LINE E25 ÷ LINE E23) \_\_\_\_\_

FY10 (LINE E25 ÷ LINE E23) \_\_\_\_\_

FY09 (LINE E29 ÷ LINE E27) \_\_\_\_\_

Total withdrawn (FY11 + FY10+ FY09) \_\_\_\_\_

Average of 3 years (Total withdrawn divided by 3) \_\_\_\_\_ *This amount needs to be at 3% or greater to meet this standard.*

33. \_\_\_\_ (Tier 3) (FY11, FY10, FY09) The library purchases or adds materials at regular intervals throughout the year to insure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source.

To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.

Outstanding	Enhanced	Minimum Required to meet Standard
6%	4.5%	3%

Report percentage of collection added.

FY11 (LINE E24 ÷ LINE E23) \_\_\_\_\_

FY10 (LINE E24 ÷ LINE E23) \_\_\_\_\_

FY09 (LINE E28 ÷ LINE E27) \_\_\_\_\_

Total added (FY11 + FY10 + FY09) \_\_\_\_\_

Average of 3 years (Total added divided by 3) \_\_\_\_\_ *This amount needs to be at 3% or greater to meet this standard.*

34. \_\_\_\_\_ (Tier 3) The library determines collection specific turnover rates. The turnover rate is the average number of times each item in a collection is checked out per year. To obtain the turnover rate, divide the total circulation of the collection by the total number of items in that collection.

At a minimum, libraries determine turnover rate for the four collections listed below.

Collection	Circulation of collection	Total number of Items	Turnover Rate
Example	900	100	900 ÷ 100 = 9.0
Adult Books	(LINE F01)=		
Children's Books	(LINE F03)=		
Video Recordings	(LINE F04)=	(LINE E16)=	
Audio Recordings	(LINE F05)=	(LINE E10)=	

35. \_\_\_\_\_ (Tier 3) The library makes available the local, county, and/or regional newspaper.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

36. \_\_\_\_\_ The library provides materials in formats appropriate to the needs of special population groups found in the community. Examples include:

- ❖ Adult basic education materials
- ❖ Audio books and/or captioned video
- ❖ Braille materials
- ❖ Children's and young adult materials
- ❖ Large print books
- ❖ Materials for English language learners

## Section 6: Reference and Readers' Advisory Services

37. \_\_\_\_ (Tier 1) The library provides reference and readers' advisory service to residents of all ages. Services are provided in person, by telephone, or electronically, during all hours the library is open.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

38. \_\_\_\_ (Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower.

39. \_\_\_\_ The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.

## Section 7: Technology

40. \_\_\_\_ (Tier 1) (FY11) The library offers public access Internet computer(s) and staff trained in their use. Public access computers are located in a public area and designated for public use.

Report the number of Internet computers (**LINE I05**). \_\_\_\_\_

41. \_\_\_\_ (Tier 1) (FY11) The library counts the total number of uses of Internet computers in the library.

Report the number of computer uses (**LINE I06**) \_\_\_\_\_

42. \_\_\_\_ (Tier 3) The library maintains a current Website or similar online presence. The online presence may include access to an online catalog, information about the library, and links to local, state, or national resources.

Please enter your library's URL \_\_\_\_\_

43. \_\_\_\_ The library budgets for computer replacement on a regular basis.

44. \_\_\_\_ The library sets aside a separate computer location for use by children and/or young adults.

45. \_\_\_\_ The library provides computer and/or Internet training for its customers.

46. \_\_\_\_ The library provides wireless Internet access for its customers.

## Section 8: Programming and Services

47. \_\_\_\_ (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program.

48. \_\_\_\_ (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.

49. \_\_\_\_ The library offers outreach services. Outreach service includes collections and programming provided at other community locations.

50. \_\_\_ The library provides children’s programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard.
51. \_\_\_ The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard.
52. \_\_\_ The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard.
53. \_\_\_ The library collaborates with other organizations, including agencies that serve special populations, to improve library service.

To meet this standard, indicate the agency(s) that you are working with and briefly describe the collaboration.

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54. \_\_\_ The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).
55. \_\_\_ The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act (<http://www.access-board.gov/ada>). To meet this standard at least four items must be checked.

- \_\_\_ Accessible meeting rooms
- \_\_\_ Braille materials
- \_\_\_ Enhanced computer display for visually impaired
- \_\_\_ Hearing augmentation system in meeting room
- \_\_\_ Home delivery of materials
- \_\_\_ Interpreters for the hearing impaired
- \_\_\_ Large Print materials
- \_\_\_ Minimum space between shelving stacks of 36"
- \_\_\_ Story times and programs in accessible meeting rooms or outside the library
- \_\_\_ Others (list) \_\_\_\_\_

## Section 9: Public Relations

56.\_\_\_\_(Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard at least four items must be checked.

\_\_\_\_\_ To verify that your library meets this standard, please put your initials here.

- \_\_\_\_\_ Annual reports attractively packaged and made available to the public
- \_\_\_\_\_ Attractive and frequently changed exhibits, displays, and bulletin boards
- \_\_\_\_\_ Newspaper articles, columns, or ads
- \_\_\_\_\_ Posters, flyers, brochures, and bookmarks advertising library services
- \_\_\_\_\_ Social networking presence (Facebook, MySpace, Twitter, blogs, etc.)
- \_\_\_\_\_ TV and/or radio exposure
- \_\_\_\_\_ Visually appealing printed materials and graphics
- \_\_\_\_\_ Website
- \_\_\_\_\_ Walk-throughs in the library to assess the image it projects
- \_\_\_\_\_ Others (list) \_\_\_\_\_

57.\_\_\_\_The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations.

## Section 10: Access to Information and Materials

58.\_\_\_\_(Tier 1) The library has a telephone with the number listed in the local phone book.

59.\_\_\_\_(Tier 1) The library has an email address.

60.\_\_\_\_(Tier 1) The library has a catalog of its holdings easily accessible to users.

61.\_\_\_\_(Tier 1) Library hours are posted and fixed based on users' and potential users' available time. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours.

To satisfy this standard the library must be open at least one hour during each of the following times:

- ❖ At least one morning (12am to 12pm)
- ❖ At least one afternoon (12pm to 5pm)
- ❖ At least one evening (until 6pm)
- ❖ Saturday or Sunday

62. \_\_\_\_ (Tier 2) Minimum days and hours of service are as follows. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours.

Enter number of days open per typical week: \_\_\_\_\_

Enter number of hours open per typical week: \_\_\_\_\_

Population	Outstanding	Enhanced	Minimum Required to Meet Standard
Under 500	6 days/24 hours	5 days/22 hours	4 days/20hours
500-999	6 days/25 hours	5 days/22 hours	4 days/20 hours
1,000-2,499	6 days/36 hours	6 days/25 hours	5 days/20 hours
2,500-4,999	7 days/48 hours	6 days/36 hours	5 days/29 hours
5,000-9,999	7 days/ 56 hours	6 days/48 hours	5 days/41 hours
10,000-24,999	7 days/58 hours	6 days/56 hours	6 days/51 hours
25,000-49,999	7 days/65 hours	6 days/58 hours	6 days/55 hours
50,000 and above	7 days/68 hours	6 days/65 hours	6 days/61 hours

63. \_\_\_\_ The library is open on Sundays.

64. \_\_\_\_ Residents of the community have free access to tax-supported public library services.

65. \_\_\_\_ All the library's services are available when the library is open.

66. \_\_\_\_ The library provides the necessary equipment to use any audiovisual materials in the library's collection. This allows a user without the appropriate equipment to make full use of the library's materials while in the library.

67. \_\_\_\_ The library provides directional signs within the library.

## Section 11: Physical Facility

68. \_\_\_\_ (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

69. \_\_\_\_ (Tier 1) The library determines the number of people who come into the library each year. (Also known as door count)

Report Annual Library Visits (**LINE G13**) \_\_\_\_\_

70. \_\_\_\_ (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use.

71. \_\_\_\_ (Tier 3) The library building must meet the state definition of accessibility.

**ACCESSIBILITY: (Accessible Route)** The Iowa State Building Code, 16.701(1), defines accessible route as "a continuous unobstructed path connecting all elements and spaces in a building or facility that can be negotiated by a severely disabled person using a wheelchair and that is also safe for and usable by people with other disabilities. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, walks, ramps, and lifts."

In practical terms:

- ❖ A customer in a wheelchair must be able to get from a parked car to the sidewalk, from the sidewalk to the building, and must be able to open the door easily
- ❖ Once inside the building, the customer must have access to all public areas, including the restrooms.
- ❖ The restroom must:
  - Accommodate a wheelchair
  - Have a grab bar
  - Have clearance under the sink
  - Have proper insulation around plumbing fixtures under the sink
- ❖ If you have further questions about specific measurements, contact the State Fire Marshall's office in the Iowa Department of Public Safety, phone number 515-281-5132

72. \_\_\_\_ The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.

73. \_\_\_\_ The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building.

74. \_\_\_\_ The library provides adequate handicapped accessible parking spaces in compliance with the table below. Spaces required by the table need not be provided in the particular lot. They may be provided in a different location if equivalent or greater accessibility is ensured.

<b>Total Parking</b>	<b>Required Minimum Number of Accessible Spaces (ADA Accessibility Guidelines)</b>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

75. \_\_\_\_ The outside of the building is well lit and is identified with highly visible signs. Sufficient lighting is an important security consideration. Outdoor signs identify the building as a public library and include the library's service hours.
76. \_\_\_\_ The library has proper temperature and humidity control throughout the year. Proper temperature and humidity are important for the comfort of the public and staff and for the protection of library materials.
77. \_\_\_\_ The library provides adequate public reader seating space. The following table is based on the population of the city or county in which the library is located. The library should use the table below as a guideline. If the library's population falls between two categories, then the number of seats should be adjusted accordingly. For example, if the town population is 15,000, then the number of seat per 1,000 population should be between 5 and 4.5. (Suggested guidelines taken from Public Library Space Needs: A Planning Outline, 2009 by Anders C. Dahlgren.)

Population	Seats per 1,000 population
Up to 10,000	5.00
10,001 to 25,000	4.50
25,001 to 50,000	3.00
50,001 to 100,000	2.25
100,001 to 250,000	1.50

78. \_\_\_\_ The library provides adequate space for the staff to work in a non-public area.
79. \_\_\_\_ The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be less than five years old. The assessment is based on the following criteria:
- ❖ Changes in access points, services, size of collection, types of materials, or staffing levels mandated by the library's plan
  - ❖ Community study findings
  - ❖ Current space requirements
  - ❖ Space requirements resulting from implementation of the standards in this document
  - ❖ Use "Public Library Space Needs: A Planning Outline, 2009" by Anders C. Dahlgren as a (suggested) guideline

Please fill out the information below to complete the application.

**Library Name:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**I certify the information in this form is true and correct to the best of my knowledge. Signature of person completing this application:**

\_\_\_\_\_