

Frequently Asked Questions About *Enrich Iowa (Direct State Aid, Open Access, Access Plus)*

Fiscal Year 2009 (July 1, 2008 through June 30, 2009)

Available at <http://www.statelibraryofiowa.org/ld/enrich-ia>

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Enrich Iowa (Direct State Aid, Open Access, Access Plus)

Frequently Asked Questions

1. What does Enrich Iowa include?

Enrich Iowa includes Direct State Aid, Open Access and Access Plus. Public libraries may participate in all three components of Enrich Iowa; non-public libraries may participate in only Open Access and Access Plus.

2. What Is the *Direct State Aid* component of *Enrich Iowa*?

Direct State Aid provides financial support to public libraries from State of Iowa funds. It is carefully designed to:

- Improve public library service in Iowa by providing incentives
- Reduce inequities in access to information for Iowa residents
- Ensure local discretion in the use of resources
- Enhance, not replace local funding
- Include recognized and adopted library standards with graduated payment levels

Direct State Aid moves library service in Iowa closer to the ideal envisioned by library customers, librarians and governmental officials: *Each Iowan will have equal access to information and ideas in order to participate knowledgeably and productively in a democratic society and to lead an enriched life through lifelong learning.* (Unified Plan for Library Service in Iowa, 1994)

3. Is My Library Eligible to Receive *Direct State Aid* Funds This Year?

To receive Direct State Aid for Fiscal Year 2009 (July 1, 2008 through June 30, 2009):

- The library must have been established on or before July 1, 2006 in accord with the *Code of Iowa*. A copy of the library's most recent ordinance or other legal documentation establishing it as a public library must be on file with the State Library.
 - The library must participate in Open Access and Access Plus.
 - The library has an Internet Use Policy (IUP) in place. (Applies only to libraries providing access to the Internet for staff or library customers.)
 - A Public Library General Information Survey ("annual survey") was submitted to the State Library by December 1, 2007
 - The library meets the standards requirements of Tier 1, 2 or 3 of the *Direct State Aid* program.
 - By July 31, 2008 file the *Direct State Aid* Final Report for FY08
 - By June 27, 2008, return a signed *Enrich Iowa Letter of Agreement* for public libraries. (Postmarked on or before June 20, 2008; received by the State Library by 4:30 p.m. June 27, 2008.)
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4. How Much Money Will My Library Receive from *Direct State Aid*?

The amount of money each library receives is dependent on the:

- Amount of *Direct State Aid* funding
- Tier achieved by the library (see pages 6-8 for explanations of the tiers)
- Number of libraries that apply for *Direct State Aid* funds

The State Library determines the amount each library receives using these steps:

1. Determine the library's tier (based on information submitted to the State Library by the library). A public library must meet the requirements of at least Tier 1 to be a participant.
 2. Apply the tier formula to determine the amount the library would receive if *Direct State Aid* were fully funded.
 3. Multiply the library's full funding amount by the percentage of *Direct State Aid* funding available.
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5. How Will the Money Be Divided?

In FY09, Direct State Aid is tied to the achievement of certain public library standards in *In Service to Iowa: Public Library Measure of Quality*, 4th edition, 2004. The three-part funding formula includes:

- Base amount (\$1,000, \$2,000 or \$3,000) dependent on compliance with three tiers of standards.
- Per capita amount (\$0.20, \$0.40 or \$0.60) dependent on compliance with three tiers of standards. Certified population figures from the Iowa Secretary of State's office are used.
- Three percent (3%) of the amount of funding received by the library in the previous fiscal year for service to rural residents and to contracting communities. The percentage is the same for all tiers.

See pages 6-8 for a detailed description of requirements for Tiers 1, 2 and 3.

6. How Did the State Library Determine My Library's Tier?

To determine your library's tier, the State Library used information provided by your library in the Public Library General Information Survey ("annual survey") and the most recent accreditation report.

For questions about your library's tier, contact Gerry Rowland at, State Library of Iowa, E. 12th and Grand, Des Moines, IA 50319, 515-281-7573, 800-248-4483, e-mail Gerry.Rowland@lib.state.ia.us

7. What If My Library Does Not Meet the Requirements of Any Tier?

If a public library does not meet the requirements of at least Tier 1, the library is not eligible to receive Direct State Aid. However, the library may still participate in Open Access and Access Plus. ***Effective July 1, 2006, a public library established on or after this date must be in operation for two years and must meet Direct State Aid Tier 1 requirements in order to participate in Open Access.***

8. What Does My Library Have to Do to Receive *Direct State Aid* Funding?

To receive funding each public library must:

- Return a signed *Enrich Iowa Letter of Agreement* indicating program requirements are met (postmarked on or before June 20, 2007; received by the State Library on or before June 27, 2007 4:30 p.m.)
 - Participate in *Open Access* and *Access Plus*.
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9. Who Has the Authority to Sign the *Letter of Agreement*?

The Letter of Agreement must be signed by the library director or other signatory authority, such as the Board President.

10. Are There Any Restrictions on the Use of *Direct State Aid* Funding?

Each local public library determines how to use *Direct State Aid* funding. *Direct State Aid* funding:

- Must be used to improve library service
 - Must be expended by June 30, 2009
 - Must supplement, not replace, any other funding received by the library
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11. Will My Library Have to Amend the Budget?

If Direct State Aid funds are unexpected revenue, your library will have to amend its budget. Unexpected revenue cannot be spent unless the budget is amended to include this additional income. The city clerk or city budget manager should be consulted to determine the date when the library's amendment must be submitted for inclusion in the city's amendment hearing. A legal form for requesting an amendment will be provided by the city.

Most cities routinely amend their budgets and library budget amendments should be included in these amendments. Amendments must be approved and published by city officials before May 31 of the current fiscal year, the statutory deadline for city budget amendments.

12. What Financial Record Keeping Is Required?

The legislation requires each library to maintain a listing of the *Direct State Aid* payments received and expenditures made. This listing will be submitted to the State Library as part of the library's final report due July 31, 2009. The State Library may ask your library for additional information for auditing purposes.

13. How Much Reporting Is Required for Direct State Aid?

The State Library, Iowa General Assembly and the Governor's Office are interested in knowing the impact of *Direct State Aid* funding on your community.

By July 31, 2009, submit the Direct State Aid Annual Report on the use of *Direct State Aid* funds received in FY09. The Annual Report includes a listing of the *Direct State Aid* payments received and expenditures made.

The Direct State Aid Status Report, formerly due in December, is no longer required.

14. What Does My Library Have to Do to Remain Eligible for *Direct State Aid* Funds?

- A copy of the library's most recent ordinance or other legal documentation establishing it as a public library must be on file with the State Library.
 - A copy of the library's Internet Use Policy (IUP) as a description of the library's Internet use efforts must be on file at the State Library. (Applies only to libraries providing access to the Internet for staff or library customers.)
 - By July 31 of each year submit to the State Library the Final Report on the use of Direct State Aid funds
 - Submit the FY08 (July 1, 2007 through June 30, 2008) Public Library General Information Survey ("annual survey") to the State Library by November 15, 2008.
 - Participate in *Open Access* and *Access Plus*.
 - Meet the standards requirements of Tier 1, 2 or 3 of the *Direct State Aid* program.
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15. What are *Open Access* and *Access Plus*?

- *Open Access* provides Iowans with direct access to more library materials and information resources. It is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and directly check out materials they own. As a result, Iowans have greater access to more library resources, more choices in library service and the convenience of using a library where they work, shop or visit.
- *Access Plus* provides Iowa citizens with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries. *Access Plus* is a book sharing subsidy program which gives Iowans equal access to library resources by supporting library resource sharing. Participating libraries agree to loan their materials to other libraries for use by their customers.

Please refer to the Open Access and Access Plus Terms of Agreement for details.

16. Can a library participate in *Open Access* or *Access Plus* if it does not participate in *Direct State Aid*?

Yes, public libraries may participate in *Open Access* and/or *Access Plus* without participating in the Direct State Aid program.

17. Can non-public libraries participate in *Open Access* and *Access Plus*?

Yes, non-public libraries will continue to be included in *Open Access* and *Access Plus*. Payment for FY09 is based on FY08 transactions for both *Open Access* and *Access Plus*.

18. When will funding from *Enrich Iowa* be distributed?

We plan to distribute Direct State Aid, Open Access and Access Plus funds by the end of 2008.

Tier 1 Requirements

To be eligible for Tier 1 funding, a public library must:

- Participate in the *Open Access* and *Access Plus* Programs
- Meet the following standards from *In Service to Iowa: Public Library Measures of Quality*, 4th edition, 2004. (For detailed explanations see <http://www.ilsa.lib.ia.us/tier1.html> or contact your Library Service Area.)

#	Standard <small>(From <i>In Service to Iowa: Public Library Measures of Quality</i>, 4th edition, 2004)</small>
2	The library is established and maintained according to the provision of local ordinance and state law.
3	A legally appointed and constituted library board governs the operation of the library. The library board has complete authority, within legal limits, over the library's budget and over all gifts, bequests, and donations.
5	The library board or ordinance authority hires the library director and delegates active management of the library, including personnel administration, to the library director.
6	The library board follows statutory requirements as to fiscal year, audits, and budgeting, and makes annual and other reports to its funding authority(ies), the Library Service Area, and to the State Library of Iowa.
7	The library board has written by-laws which outline its purpose and operational procedures. These by-laws are reviewed at least every three years.
8	The library board adopts written policies for operations, collection development, personnel and Internet use, and reviews them at least every three years. All policies are available to all staff members and for public inspection.
9	The board meets regularly (no fewer than 10 meetings per year) with the library director in attendance, at a time and place convenient for the board and community and in accordance with the state's open meetings law.
15	The library director provides written financial and statistical reports for review at library board meetings and regularly communicates on matters that affect policy.
21	The library has a permanent, paid director who is, or will be within two years of hire, certified at a required level. A library with a director who was certified at ANY level prior to 1992 fulfills this measure for as long as 1) the library employs that director and 2) the library director fulfills continuing education requirements to continue participating in the certification program.
40	Using print and online resources, the library provides reference and readers advisory service to residents of all ages, in person and by telephone, during all the hours the library is open. Questions that cannot be answered locally are forwarded to the library's backup reference center, if applicable.
44	The library offers public access Internet computers and staff trained in their use. Public access computers are located in a public area and designated for public use. Level C is required to meet this measure.
51	The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. A library that participates in the State Library's Summer Library Program meets this measure. Children are defined as persons 14 years of age or younger.
59	Library hours are fixed, posted, and include morning, afternoon, evening, and weekend hours based on users' and potential users' available time. The library must be open until at least 6:00 p.m. or later one day a week to satisfy this measure. This measure is based on a typical week, one in which the library is open regular hours and there are no holidays. A typical week does not include summer hours.
61	The library has a telephone with the number listed in the local phone book.
63	The library has a catalog of its holdings located in an area easily accessible to users, staff and materials.
72	A book return, preferably fire retardant, available at all times, is provided at the library.

Tier 1 Funding

For Fiscal Year 2009 (July 1, 2008 through June 30, 2009), there is \$1,000,000 for *Direct State Aid* approximately 38% of the amount needed to pay according to the formula. Therefore, libraries will receive approximately 38% of the amount they would receive with the formula.

Base amount of \$1000 and

\$0.20 per capita and

.03 X the amount of funding received by the library in the previous fiscal year for service to rural residents and to contracting communities.

Tier 1 Example: Any Town Public Library has a population of 500 and received \$6000 of county funding last fiscal year. The library complies with Tier 1 requirements. The formula includes:

\$1000 - base amount

100 - \$.20 X 500 population

180 - .03 X \$6000 county funding

\$1280 - Direct state aid at full funding

X .38 - Approximate percentage of funding available for FY09

\$ 486 - Approximate direct state aid in FY09

Tier 2 Requirements

To be eligible for Tier 2 funding, a public library must:

- Meet all Tier 1 requirements;
- Meet the following standards from *In Service to Iowa: Public Library Measures of Quality*, 4th edition, 2004. (For detailed explanations see <http://www.ilsa.lib.ia.us/tier2.htm> or contact your Library Service Area.)

#	Standard (From <i>In Service to Iowa: Public Library Measures of Quality</i> , 4 th edition, 2004)
13	Library Visits Per Capita. The library determines the number of people who come into the library during a specified time each year and then compares it with the jurisdiction population.
14	The library keeps its borrowers' registrations up-to-date. Registration records must be updated at least every three years.
25	The library employs paid staff for a minimum of 20 hours per week. Level C is required to meet this measure.
28	The library allocates funds for purchasing materials in all appropriate formats based on its collection development policy, the library's plan and current use. Level C is required to meet this measure.
34	Every item in the library's collection is evaluated for retention, replacement, or withdrawal at least every three years 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. Level C is required to meet this measure.
35	The library's collection is up-to-date. On average, three percent or more of the collection is added each year. Level C is required to meet this measure.
37	Circulation per Capita. The library determines the number of items that circulate. Circulation per capita is computed by dividing total circulation by jurisdiction population.
39	The library makes available the local, county and/or regional newspaper.
54	The library promotes its collections and services by using at least four approaches to publicity. Those listed below are generally accepted as effective. To meet this standard at least four items must be checked.
56	The library board adopts policies consistent with principles of intellectual freedom and the right of privacy as found in such documents as the U.S. Constitution, the Code of Iowa, and the ILA Intellectual Freedom Manual.
60	Minimum days and hours of service are as follows, with consideration always given to weekend and evening hours. This measure is based on a typical week, one in which the library is open regular hours and there are no holidays. A typical week does not include summer hours. Level C is required to meet this measure.
71	The library has allocated space for child and family use, with all materials readily available, and provides furniture designed for children's use.

Tier 2 Funding

For Fiscal Year 2009 (July 1, 2008 through June 30, 2009), there is \$1,000,000 for *Direct State Aid* approximately 38% of the amount needed to pay according to the formula. Therefore, libraries will receive approximately 38% of the amount they would receive with the formula.

Base amount of \$2000 and

\$0.40 per capita and

.03 X the amount of funding the library received in the previous fiscal year for service to rural residents and to contracting communities.

Tier 2 Example: Any Town Public Library has a population of 500 and received \$6000 of county funding last fiscal year. The library complies with Tier 2 requirements. The formula includes:

\$2000 - base amount

200 - \$.40 X 500 population

180 - .03 X \$6000 county funding

\$2380 - Direct state aid at full funding

X .38 - Approximate percentage of funding available for FY09

\$ 904 - Approximate direct state aid in FY09

Tier 3 Requirements

To be eligible for Tier 3 funding, a public library must:

- Meet all Tier 1 and Tier 2 requirements;
- Be accredited by the State Library in accordance with the standards set forth in *In Service to Iowa: Public Library Measures of Quality*, 4th edition, 2004.

Tier 3 Funding

For Fiscal Year 2009 (July 1, 2008 through June 30, 2009), there is \$1,000,000 for *Direct State Aid* approximately 40% of the amount needed to pay according to the formula. Therefore, libraries will receive approximately 38% of the amount they would receive with the formula.

Base amount of \$3000 and

\$0.60 per capita and

.03 X the amount of funding the library received in the previous fiscal year for service to rural residents and to contracting communities.

Tier 3 Example: Any Town Public Library has a population of 500 and received \$6000 of county funding last fiscal year. The library complies with Tier 3 requirements. The formula includes:

\$3000 - base amount

300 - \$.60 X 500 population

180 - .03 X \$6000 county funding

\$3480 - Direct state aid at full funding

X .38 - Approximate percentage of funding available for FY09

\$ 1322 - Approximate direct state aid in FY09