



STATE LIBRARY OF IOWA

INFORMATION • CONSULTATION • DESTINATION
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Prepping For Accreditation 2020 Series July 2020—January 2021

Facilitated by State Library Staff:
District & Des Moines Consultants

The Setup

For libraries on the Feb 2021 accreditation cycle—for FY22

For anyone looking to increase their library's Tier status

2nd Thursday of the month July—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
July 9	City – Library Ordinance
August 13	Planning Part 1
September 10	Planning Part 2
October 8	Board-Related Standards
November 12	ADA Checklist
December 10	Personnel Standards
January 14	Policy Standards
January 28	Application & Submission Process

Accreditation and Standards

In Service to Iowa, 6th edition - The manual for The State Library's Standards and Accreditation Program. It documents the condition of public library service in Iowa, determines the formula for State Aid funding, and meets statutory requirements.


The link above opens the the electronic PDF version of the manual. In Service to Iowa is no longer printed in paper format. It is available as a PDF only. This document may be updated on a frequent basis, and was updated on 9/13/2019. **Please discard all previous drafts or editions.**

Accreditation issues related to the COVID-19 virus.

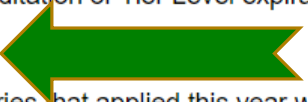


Click on the above link to see a list of Accreditation issues related to the COVID-19 virus. In general, services suspended because of COVID-19 will not affect your accreditation status as long as they are restarted once the crisis has passed.

Accreditation Application is complete for FY21. The next application cycle will begin in December of 2020.



All libraries with Accreditation or Tier Level expiration dates of June 30, 2021 will need to reapply next fiscal year. Those applications will be due **February 28, 2021.**



New statuses for libraries that applied this year will begin July 1, 2020.

Online Application Form

Coming in December 2020. The link to the new and updated Bibliostat Collect login page. Do not use the old login as it will not work anymore. Update any bookmarks to use the new login. All applications must be submitted using the online form. We will send out user names and passwords to all libraries needing to apply.

Verification requirements for new standards



There is a lot more verification required in the new standards program. Use this file to help determine what you will need to gather and submit to support your application.

Supporting Documentation Checklist



Use the checklist as an aid to ensure all supporting documentation is submitted. This document is also included in the Print Application Form.

Signature Page



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

Use the print application form as an offline aid only. All applications must be filed using the online form listed above. Coming in

Supporting Documentation Checklist

Use the checklist as an aid to ensure all supporting documentation is submitted. This document is also included in the Print Application Form. Coming in

Signature Page

All libraries submitting an application must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Coming in

ADA Checklist for Existing Facilities - For Accreditation purposes.

Files necessary for meeting Accreditation Standard #80.

New Standards Overview

This was the handout for Scott Dermont's standards presentation at the 2016 Town Meetings.

Accreditation and Tier Status

Accreditation and Tier Status of all public libraries as of

Standard #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, bequests, and donations



<http://www.statelibraryofiowa.org/ld/a-b/accr-and-standards>

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.)

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?

For Accreditation Purposes, What You'll Need To Do 😊



Scavenger Hunt Steps



1) Find a copy of your city-library ordinance **in effect on July 1, 1975**

- Your office files
- Board notebooks
- City hall

2) Find the **current** copy of your city-library ordinance

- Your office files
- Board notebooks
- City hall

3) Pretend you're back in English class and **Compare / Contrast** 😊

Scavenger Hunt Steps



Compare / Contrast
What changes, if any, were made?
These are the changes that require a public vote

Composition of the Library Board

- Increasing or decreasing the number of members
- Changing the mix of city residents VS rural residents

Manner of Selection of the Library Board

- Increasing or decreasing the length of terms (typically 6-year terms)
- Changing the manner in which trustees are appointed / approved. **Typically**
for city residents = mayor appoints / council approves
for rural residents = mayor appoints / county supervisor board approves

To be legally binding, the above changes to Iowa public library board structure must be made through a public vote. (Iowa Code 392.5)

Scavenger Hunt Steps



Compare / Contrast
What changes, if any, were made?
These are the changes that require a public vote

Charge of the Library Board

- In your city-library ordinance, this is referred to as “Powers & Duties”
- Iowa library boards have administrative authority (with a few specific library exceptions) which grants a broad scope of authority over library operations
 - Hiring and evaluating the library director
 - Overseeing the budget and approving expenses
 - Setting policy
 - Engaging in strategic planning
 - Evaluating library service

To be legally binding, any changes that would divest the board of its administrative authority must be made through a public vote. (Iowa Code 392.5)

Scavenger Hunt Steps



4) If no changes were made between July 1, 1975 and present, send the current copy of your city-library ordinance to the State Library with your accreditation / standards materials

5) If changes **were** made, verify that a public vote was taken and secure evidence of the voting results. This is referred to as the “canvas of votes”

- City hall
- County auditor

6) Send current, verified copy of your city-library ordinance, as well as a copy of the canvas of votes, to the State Library with your accreditation / standards materials **

**** Send the canvas of votes for each instance when changes were made**

What If Changes Were Not Made Legally, i.e. Through a Public Vote?

Then at present, the city and the library are operating with an invalid ordinance.

The library board and director must work with their city government to correct this situation. This starts by communicating the desired changes to city officials. It is then incumbent upon city officials to place the desired changes on the next regular city election ballot. **Note:** the city does not need to hold a special election; this can happen at the next regular city election or following at the most opportune time.

From the State Library's standpoint, all libraries in this situation will have until the next accreditation / standards cycle (June 2023) for the city vote to be completed.

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....

QUESTIONS

**Other Questions About
Your City-Library
Ordinance?**



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Thanks For Joining Us!