Sioux City Public Library
FY17 Application Form for Accreditation and Direct State Aid Tier Level

Introduction

Due February 28, 2016

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. 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

Instructions

Mark the check box of each standard met.

Many standards are long and will not fit on the application form. To see the full text of the standard, click on the underlined number associated with each standard. You can also refer back to *In Service to Iowa* to see the full text.

LINE# = Data taken from the Public Library Annual Survey will be indicated by the term **LINE** with the appropriate line number. **LINE F12 Ã· LINE J05** would divide line F12 by line J05 from the Survey.

(FY15) = Standards marked this way should use data taken from the FY15 Iowa Public Library Annual Survey. Dates covered (July 1, 2014 - June 30, 2015.) Some standards use data from more than one fiscal year and will be shown as (FY15, FY14, FY13).

The software will automatically calculate any data taken from your annual survey.

Notes can be created if needed by clicking the grey notes icon to the far right of each standard. Please use the "Local Notes" box.

Make sure you save your work often. There is a red save button at the top and bottom of each page. Your work will also be saved when you click on the green "Next" button. Your work may not be saved if you click one of the links under "Survey Navigation" on the left.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all (Tier 1) and all (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all (Tier 1), all (Tier 2), and all (Tier 3) standards. They must also meet 16 of 32 optional standards.

Submittal: When you are ready to submit your application, follow the steps listed below.
Step 1: Verify that you have all of your supporting documentation on file at Iowa Library Services. The Supporting Documents Checklist is now included at the end of this application form. You must check the box at the bottom of the "Request for Supporting Documentation" page in order to submit your application.
Step 2: Click on the "Status" tab on the brown tab bar at the top of the form.
Step 3: Resolve any edit checks and make sure all required questions are answered.
Step 4: Click on the grey tab labeled "Submit Survey."
Step 5: Click the green button also labeled "Submit Survey." If everything is correct you will see a popup box that says "Congratulations, submission successful!" You may print a copy of your application form at this point. Once submitted you will not be able to make changes to your application. Please contact Scott Dermont at Iowa Library Services if you need to unlock your application.

Section 1: Boards and Governance
(Tier 1)

1.	The library is established and maintained according to the provisions of local ordinance and state law.	Yes
2.	A legally appointed and constituted library board governs the operation of the library.	Yes
2i	To verify that your library meets this standard, please put your initials here:	BJT
3.	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

Yes

3i	To verify that your library meets this standard, please put your initials here:	BJT
4.	The library board has written bylaws that outline its operational procedures. Bylaws should be dated February 1, 2013 or later.	Yes
5.	The library board meets no fewer than 10 times a year with the library director or designee in attendance.	Yes
6.	The library board adopts four required written policies - circulation, collection development, personnel, and Internet use. Policies should be dated February 1, 2013 or later.	Yes

(Tier 2)

7.	The library's adopted circulation policy is consistent with the principles of the right to privacy and the Code of Iowa.	Yes
8.	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.	Yes

Non-Tier

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.	Yes

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

a.	Bulletin board and displays	No
b.	Customer conduct in the library	Yes
c.	Customer service	No
d.	Disaster preparedness and recovery	No
e.	Emergencies and evacuation	No
f.	Friends groups	No
g.	Hours including holiday and weather closings	Yes
h.	Library foundation	No
i.	Meeting room/ICN room use	Yes
j.	Programs for youth and adults	No

k.	Public access computers	No
l.	Public relations	No
m.	Reference and readers' advisory services	No
n.	Sex offender	Yes
o.	Unattended children	No
p.	Volunteers	No
q.	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

(Tier 1)

10.	The library director provides written financial and statistical reports for review at library board meetings.	Yes
11.	The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.	Yes
11i	To verify that your library meets this standard, please put your initials here:	BJT
12.	The library director conducts an orientation program for new board members.	Yes
12i	To verify that your library meets this standard, please put your initials here:	BJT

(Tier 2)

13.	The library director shares information with the board about the following laws that affect library operations. Click on the underlined number 13 to the left to view the laws.	Yes
13i	To verify that your library meets this standard, please put your initials here:	BJT
14.	The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years.	Yes
14d	Enter date of last borrower purge	06/26/15

(Tier 3)

15.	All members of the library board of trustees participate in continuing education each year.	Yes
15i	To verify that your library meets this standard, please put your initials here:	BJT
16.	The library has a written plan. The Plan should be no older than February 1, 2011.	Yes

Non-Tier

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.	Yes

Section 3: Funding

(Tier 1)

18.	The library board has legal authority over the library's budget and over all gifts, bequests, and donations.	Yes

19.	The library board adopts an annual budget.	Yes
20.	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.	Yes

Non-Tier

21.	The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction).	No
21cs	Enter county per capita support	
21ts	Enter county cents per thousand support	

Section 4: Staffing

(Tier 1)

22.	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.	Yes
22d	Start date of current director as director	06/21/1995

(Tier 2)

23.	(FY15) The library employs paid staff. To see full table click on the number 23 to the left or refer to In Service to Iowa, 5th edition, page 12.	Yes
23s	Report the total number of paid staff FTE (LINE B07)	33.15
24.	The library board adopts written job descriptions that include educational and experience requirements and has a written salary range for each position.	Yes
24i	To verify that your library meets this standard, please put your initials here:	BJT

(Tier 3)

25.	The library has a planned orientation program for all new employees.	Yes
26.	The library director's performance is evaluated by the board at least annually.	Yes

Non-Tier

27.	Other library employees are evaluated annually by the director or supervisor.	Yes
28.	The library allows the director and staff at all levels to participate in continuing education opportunities during their work time.	Yes
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.	Yes

Section 5: Collection Management

(Tier 1)

30.	(FY15) The library determines its total annual circulation of library materials.	Yes
30c	Report total circulation (LINE F12)	424,407

(Tier 2)

31.	(FY15, FY14, FY13) The library allocates a percentage of its total operating funds for purchasing materials for the library's collection.	Yes

Report collection percentage of operating funds:

FY15 (LINE D32 ÷ LINE D34) *If FY15 is 10% or greater, you don't need to figure a three-year average*	10.3%
FY14 (LINE D32 ÷ LINE D34)	10.9%
FY13 (LINE D30 ÷ LINE D32)	11.0%
Total percentage (FY15 + FY14 + FY13)	32.2%
Average of 3 years (Total percentage divided by 3) *This amount needs to be 10% or greater to meet this standard.*	10.7%

(Tier 3)

32.	(FY15, FY14, FY13) 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.	Yes

Report percentage of collection withdrawn.

FY15 (LINE E25 ÷ LINE E23)	8.1%
FY14 (LINE E25 ÷ LINE E23)	7.8%
FY13 (LINE E25 ÷ LINE E23)	8.4%
Total withdrawn (FY15 + FY14 + FY13)	24.3%
Average of 3 years (Total withdrawn divided by 3) *This amount needs to be at 3% or greater to meet this standard.*	8.1%

(Tier 3)

33.	(FY15, FY14, FY13) The library purchases or adds materials at regular intervals throughout the year to insure a steady flow of new materials.	Yes

Report percentage of collection added.

FY15 (LINE E24 ÷ LINE E23)	7.4%
FY14 (LINE E24 ÷ LINE E23)	6.8%
FY13 (LINE E24 ÷ LINE E23)	8.6%
Total percentage added (FY15 + FY14 + FY13)	22.8%
Average of 3 years (Total added divided by 3) *This amount needs to be at 3% or greater to meet this standard.*	7.6%

(Tier 3)

34	(FY15) 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.	Yes

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

Adult Books

34A	Circulation of collection (LINE F01)=	180,891
34B	Total number of Items	120,205
34C	Turnover Rate Please click the save button below to calculate the total.	1.50

Children's Books

34D	Circulation of collection (LINE F03)=	113,134
34E	Total number of Items	48,152

34F	Turnover Rate Please click the save button below to calculate the total.	2.35

Video Recordings

34G	Circulation of collection (LINE F05)=	42,115
34H	Total number of Items (LINE E16)=	7,094
34I	Turnover Rate Please click the save button below to calculate the total.	5.94

Audio Recordings

34J	Circulation of collection (LINE F07)=	32,854
34K	Total number of Items (LINE E10)=	11,121
34L	Turnover Rate Please click the save button below to calculate the total.	2.95

(Tier 3)

35.	The library makes available the local, county, and/or regional newspaper.	Yes
35i	To verify that your library meets this standard, please put your initials here:	BJT

Non-Tier

36.	The library provides materials in formats appropriate to the needs of special population groups found in the community.	Yes

Section 6: Reference and Readers' Advisory Service

(Tier 1)

37.	The library provides reference and readers' advisory service to residents of all ages.	Yes
37i	To verify that your library meets this standard, please put your initials here:	BJT

(Tier 2)

38.	The library provides interlibrary loan services to customers of all ages.	Yes

Non-Tier

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.	Yes

Section 7: Technology

(Tier 1)

40.	(FY15) The library offers public access Internet computer(s) and staff trained in their use.	Yes
40c	Report the number of Internet computers (LINE I07).	40
41.	(FY15) The library counts the total number of annual uses of Internet computers in the library.	Yes
41cu	Report the number of annual Internet computer uses (LINE I08)	51,156

(Tier 3)

42.	The library maintains a current Website or similar online presence.	Yes
42url	Please enter your library's URL	www.siouxcitylibrary.org

Non-Tier

43.	The library budgets for computer replacement on a regular basis.	Yes
44.	The library sets aside a separate computer location for use by children and/or young adults.	Yes
45.	The library provides computer and/or Internet training for its customers.	Yes
46.	The library provides wireless Internet access for its customers.	Yes

Section 8: Programming and Services

(Tier 1)

47.	The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program.	Yes

(Tier 2)

48.	The library provides free programming for library customers or cooperates with other agencies to provide the programming.	Yes

Non-Tier

49.	The library offers outreach services.	Yes
50.	The library provides children's programming free of charge or cooperates with other agencies to provide the programming.	Yes
51.	The library provides young adult programming free of charge or cooperates with other agencies to provide the programming.	Yes
52.	The library provides adult programming free of charge or cooperates with other agencies to provide the programming.	Yes
53.	The library collaborates with other organizations, including agencies that serve special populations, to improve library service.	Yes
53ag	To meet this standard, indicate the agency(s) that you are working with and briefly describe the collaboration.	Head Start classrooms-staff provide outreach storytimes and parent training. Center for Active Generations and at 2 senior living facilities-One Book programs. School District's Reading by Grade Level civic task force.
54.	The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).	Yes
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.	Yes
a.	Accessible meeting rooms	Yes
b.	Braille materials	Yes
c.	Enhanced computer display for visually impaired	Yes

d.	Hearing augmentation system in meeting room	No
e.	Home delivery of materials	Yes
f.	Interpreters for the hearing impaired	No
g.	Large Print materials	Yes
h.	Minimum space between shelving stacks of 36"	Yes
i.	Story times and programs in accessible meeting rooms or outside the library	Yes
j.	Others (list)	

Section 9: Public Relations

(Tier 2)

56.	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.	Yes
a.	Annual reports attractively packaged and made available to the public	Yes
b.	Attractive and frequently changed exhibits, displays, and bulletin boards	Yes
c.	Newspaper articles, columns, or ads	Yes
d.	Posters, flyers, brochures, and bookmarks advertising library services	Yes
e.	Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.)	Yes
f.	TV and/or radio exposure	Yes
g.	Visually appealing printed materials and graphics	Yes
h.	Website	Yes
i.	Walk-throughs in the library to assess the image it projects	Yes
j.	Others (list)	Presentations to community groups

Non-Tier

57.	The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations.	Yes

Section 10: Access to Information and Materials

(Tier 1)

58.	The library has a telephone with the number listed in the local phone book.	Yes
59.	The library has an email address.	Yes
60.	The library has a catalog of its holdings easily accessible to users.	Yes
61.	Library hours are posted and fixed based on users' and potential users' available time. Click on #61 to the left to see a listing of required times and dates or refer to In Service to Iowa, 5th Edition, page 21.	Yes

(Tier 2)

62.	Minimum days and hours of service are as follows. Click on #62 to the left to see a listing of required times and dates or refer to In Service to Iowa, 5th Edition, page 21.	Yes
62a	Enter number of days open per typical week:	7

| 62b | Enter number of hours open per typical week: | 62 |

Non-Tier

63.	The library is open on Sundays.	Yes
64.	Residents of the community have free access to tax-supported public library services.	Yes
65.	All the library's services are available when the library is open.	Yes
66.	The library provides the necessary equipment to use any audiovisual materials in the library's collection.	Yes
67.	The library provides directional signs within the library.	Yes

Section 11: Physical Facility

(Tier 1)

68.	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.	Yes
69.	(FY15) The library determines the number of people who come into the library each year. (Also known as door count)	Yes
69v	Report Annual Library Visits (LINE G14)	335,394

(Tier 2)

| 70. | The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use. | Yes |

(Tier 3)

| 71. | The library building must meet the state definition of accessibility. | Yes |

Non-Tier

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.	Yes
73.	The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site.	Yes
74.	The library provides adequate handicapped accessible parking spaces. Click on the underlined number 74 to the left to view the table.	Yes
75.	The outside of the building is well lit and is identified with highly visible signs. Sufficient lighting is an important security consideration.	Yes
76.	The library has proper temperature and humidity control throughout the year.	Yes
77.	The library provides adequate public reader seating space. Click on the underlined number 77 to the left to view the table.	Yes
78.	The library provides adequate space for the staff to work in a non-public area.	Yes
79.	The library director completes and shares a written space needs assessment with the board.	Yes

Request for Supporting Documentation (FY17)

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation for review. The list below shows if we have the appropriate documentation on file. If the dates for Standards 4 & 6 are dated February 1, 2013 or newer, then you don't need to send us anything. "Not on File" indicates that we do not have any documents on file. If the date for standard 16 is February 1, 2011 or newer, then you don't need to send us anything. "Not on File" indicates that we don't have a document on file.

For Standards 68 & 71 we need to have photos on file to show that you meet the standard. If the answer shows YES, we have the necessary photos. If it shows NO, you need to send us photos if you intend to meet those standards.

Supporting documentation should be sent in as electronic files. Please forward electronic files to Toni Blair at toni.blair@lib.state.ia.us. Printed items can be mailed to Iowa Library Services; 1112 E. Grand Ave., Des Moines, IA 50319 or faxed to 515-281-6191. Keep in mind that you only need to send in the documentation if you meet the appropriate standard.

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1. Standard 4 (Tier 1) - One copy of the library board's bylaws. Bylaws creation or review date should be no older than February 1, 2013. Do not send a copy of the Library Ordinance.

Date of bylaws on file (must be dated February 1, 2013 or later):	1/16/2013

2. Standard 6 (Tier 1) - One copy of each of the policies listed below. Policy creation or review date should be no older than February 1, 2013.

- Circulation Policy
- Collection Development Policy
- Personnel Policy
- Internet Use Policy

Date of Circulation Policy on file (must be dated February 1, 2013 or later):	5/16/2012
Date of Collection Development Policy on file (must be dated February 1, 2013 or later):	4/18/2012
Date of Personnel Policy on file (must be dated February 1, 2013 or later):	1/1/2012
Date of Internet Use Policy on file (must be dated February 1, 2013 or later):	4/21/2010

3. Standard 16 (Tier 3) - One copy of the library's plan with a creation date no older than February 1, 2011.

Date of Library's Plan on file (must be dated February 1, 2011 or later):	6/19/2013

4. Standard 68 (Tier 1) - A photograph of the library book return

Photo of library book return on file:	Yes

5. Standard 71 - Photographs of all the following on file:

- Ramped curb from street to sidewalk
- Barrier free entrance to the library
- Accessible rest room with grab bars
  - Photo showing at least one accessible sink with appropriately wrapped pipes
  - Entrance(s) to public access room(s)

Photos of library (Measure 71) on file	Yes

Yes

Survey Completion

Number of standards met at each Tier level.

Tier 1 (24 standards)	24
Tier 2 (12 standards)	12
Tier 3 (10 standards)	10
Non-Tier (must meet 16 of 33 to be considered Tier 3 accredited)	32
Date of application:	02/25/2016
Name of person completing this application.	Betsy Thompson
I certify the information in this form is true and correct to the best of my knowledge.	Yes