

<b>FY27 Application for Accreditation and Direct State Aid Tier Level</b>		
This document is converted from the WhoFi form and edited for clarity by sjv		
Library Governance		
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.		YES
2. (Tier 1) The library board or other authority as defined by ordinance:		YES
3. (Tier 1) The library board adopts an annual budget.		YES
3a. Meeting Date of most recently completed budget approved by board		6/12/2024
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.		YES
5. (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. For help developing your bylaws please contact your district consultant.		YES
6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance.		YES
6a. FY25:		7/10/24; 8/14/24; 9/9/24; 10/16/24; 11/12/24; 12/10/24; 1/14/25; 2/11/25; 3/11/25; 4/8/25; 5/13/25; 6/10/25
6b. FY24:		7/12/23; 8/9/23; 9/13/23; 10/11/23; 11/8/23; 12/13/23; 1/10/24; 2/8/24; 2/13/24; 3/13/24; 4/10/24; 5/8/24; 6/12/24
6c. FY23:		7/12/22; 8/16/22; 9/8/22; 10/11/22; 11/8/22; 12/13/22; 1/10/23; 2/14/23; 3/14/23; 4/11/23; 5/9/23; 6/13/23
7. (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.		YES
8. (Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.		YES

	8a. FY25	"Board Training" is an agenda topic at most Board meetings. Independent learning and participation at ILA Conference, webinars, and other learning opportunities is encouraged and members share what they learn.
	8b. FY24:	"Board Training" is an agenda topic at most Board meetings. Independent learning and participation at ILA Conference, webinars, and other learning opportunities is encouraged and members share what they learn.
	8c. FY23:	"Board Training" is an agenda topic at most Board meetings. Independent learning and participation at ILA Conference, webinars, and other learning opportunities is encouraged and members share what they learn.
	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. Note from sjv - yes indicates policies that have been reviewed or approved in the last 3 years; JKPL policy names may be different than how they are named here.	YES
	a. Bulletin board and displays	NO
	b. Customer conduct in the library	YES
	c. Customer service	YES
	d. Disaster preparedness and recovery	YES
	e. Emergencies and evacuation	YES
	f. Friends groups	NO
	g. Gaming	NO
	h. Gifts and donations	NO
	i. Hours including holiday and weather closings	YES
	j. Library foundation	NO
	k. Meeting rooms	YES
	l. Proctoring	NO
	m. Programs for youth and adults	YES
	n. Public access computers	NO
	o. Public relations	NO
	p. Reference and readers' advisory services	NO

q. Sex offender	YES
r. Tablet checkout	NO
s. Unattended children	NO
t. Volunteers	YES
u. Wireless use	NO
9v. Other policies (List no more than two)	Library of Things
10. The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction).	NO
10a. Enter county per capita support	
10b. Enter county cents per thousand support	
11. The library trustees attend county-wide trustee meetings which should occur at least once per year.	YES
11a. FY25	9/5/24 and 3/13/25
11b. FY24:	9/7/23 and 3/21/24
11c. FY23:	10/20/22 and 3/14/23
Library Management	
12. (Tier 1) The library director provides written financial and statistical reports for review at library board meetings.	YES
13. (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.	YES
14. (Tier 1) The library director conducts an orientation program for new board members.	YES
a. Orientation sessions by the director at regularly scheduled board meetings	NO
b. Presentation and discussion of recorded programs	YES
c. Orientation sessions conducted by State Library staff or other qualified consultants	NO
d. Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook at regularly scheduled board meetings	NO
14e. Other	Special Orientation focused Board Meeting offered when new Trustees appointed. If preferred information provided via email with 1:1 orientation meeting scheduled upon request

	15. (Tier 2) The library director shares information with the board about the following laws that affect library operations.	YES
	16. (Tier 2) The library keeps its borrowers' registrations up-to-date.	YES
	a. Indicate date of last purge (must be February 1 2023 or later)	9/2/2025
	b. Annual purge	NO
	c. Card expiration and renewals (only count non-expired cards as active)	NO
	d. Individual purges on a regular basis	YES
	16e. Other	YES
	17. (Tier 2) The library has a current written plan (Strategic Plan - sjv)	YES
	a. Be current - coverage through 2026 at least	YES
	b. Address community needs based on community data	YES
	c. Contain a mission statement which describes the library's purposes in the community	YES
	d. Show goals and measurable objectives to be achieved over a period not to exceed five years	YES
	18. 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
	19. The library director attends county-wide directors' meetings which should occur at least once per year.	YES
	a. FY25	9/5/24; 3/13/25
	b. FY24:	9/7/23; 3/21/24
	c. FY23:	10/20/22; 3/14/23
	20. (Tier 1) The library has a permanent paid director who is endorsed at the required level within two years of hire date.	YES
Library Personnel		
	20a. Start date of current director as director (MM/DD/YYYY)	9/1/1987
	21. (Tier 1) The library has written job descriptions that include educational and experience requirements.	YES
	22. (Tier 1) The library director's performance is evaluated in writing by the board at least annually.	YES
	22a. FY25	1/14/2025
	22b. FY24:	1/10/2024

	22c. FY23:	12/13/2022
	23. (Tier 1) The library allows the director to participate in continuing education opportunities during their work time.	YES
	24. (Tier 2) (FY25) The library employs paid staff as listed in chart.	YES
	24a. Report the total number of paid staff FTE (LINE B08)	6.48
	25. (Tier 3) The library has a planned orientation program for all new employees.	YES
	26. Other library employees are evaluated annually in writing by the director or supervisor.	YES
	27. 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
	27a. FY25	\$1,613.00
	27b. FY24	\$2,111.00
	27c. FY23	\$1,688.00
	28. The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time.	YES
	a. Attending webinars or other activities provided by the State Library of Iowa	YES
	b. Attending continuing education activities on specific topics offered by library organizations academic institutions or professional associations	YES
	c. Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities	YES
	d. Completing learning assignments following continuing education activities	YES
	e. Taking a library or library-related course for academic credit	NO
	28f. Other (list no more than one)	
	29. (Tier 1) (FY25 FY24 FY23) The library determines its total annual circulation of library materials.	YES
Library Collections		
	29a. FY25 (LINE F22)	92662
	29b. FY24 (LINE F25)	92661

	29c. FY23 (LINE F25)	89929
	30. (Tier 1) The library provides access to current local county and/or regional news sources.	YES
	30a. List the title of one resource provided	Dyersville Commercial
	31. (Tier 3) (FY25 FY24 FY23) 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
	31a. FY25 (LINE E19 ã· LINE E17)	11.20%
	31b. FY24 (LINE E29 ã· LINE E27)	7.80%
	31c. FY23 (LINE E29 ã· LINE E27)	6.60%
	31d. Total percentage withdrawn (FY25 + FY24 +FY23)	25.60%
	31e. Average of three years (Total percentage withdrawn divided by 3)	8.53%
	32. (Tier 3) (FY25 FY24 FY23) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials.	YES
	32a. FY25 (LINE E18 ã· LINE E17)	6.50%
	32b. FY24 (LINE E28 ã· LINE E27)	6.10%
	32c. FY23 (LINE E28 ã· LINE E27)	6.50%
	32d. Total percentage added (FY25 + FY24 + FY23)	19.10%
	31e. Average of three years (Total percentage added divided by 3)	6.37%
	33. The library provides materials in formats appropriate to the needs of special population groups found in the community.	YES
	a. Adult basic education materials	NO
	b. Audio books and/or captioned video	YES
	c. Braille materials	NO
	d. Children's and young adult materials	YES
	e. Large print books	YES
	f. Materials for English language learners	NO
	33g. Other (List no more than one)	
	34. The library provides non-traditional physical collections for checkout use outside the library.	YES
	a. Cake pans	NO

b. Art prints	NO
c. Tablets	YES
d. Wireless hotspots	YES
34e. Other (List no more than one)	Library of Things collection
Library Access -- Virtual Spaces	
35. (Tier 1) (FY25) The library offers public access Internet-enabled devices and staff trained in their use.	YES
35a. Report the number of Internet-enabled devices (LINE F34).	14
36. (Tier 1) (FY25 FY24 FY23) The library counts the total public use of Internet-enabled devices in the library.	YES
36a. FY25 (LINE F35)	2408
36b. FY24 (LINE F40)	2618
36c. FY23 (LINE F40)	4041
37. (Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device.	YES
37a. Printer Make & Model	Sharp BP-70C36
38. (Tier 2) The library provides wireless Internet access for its customers.	YES
39. (Tier 3) The library maintains a current website.	YES
a. Access to the library's online catalog	YES
b. Information about the library	YES
c. Links to local state or national resources	YES
39url Enter the URL of the library's website:	www.dyersville.lib.ia.us
40. The library budgets for computer replacement on a regular basis.	YES
41. The library sets aside a separate computer location for use by children and/or young adults.	YES
42. The library provides computer and/or Internet training for its customers.	YES
43. The library has access to broadband Internet access.	YES
43a. Library's download speed:	97.9
43b. Library's upload speed	85.7
44. The library provides access to and promotes online database products.	YES
44a. List the name of one of the library's online database products:	Ancestry Library Edition

	45. The library provides access to and promotes a downloadable materials collection.	YES
	45a. List the name of one of the library's downloadable materials collections	Bridges
	46. The library provides access to digitized local collections. To meet the standard the library can either digitize the collection or contract with another entity that has digitized the collection.	YES
	46a. List the name of one of the library's digitized local collections	Dyersville Commercial (local newspaper archive)
	47. (Tier 1) The library has a telephone with voice mail capability that announces current hours holidays and other non-scheduled closures.	YES
Library Access - Physical Spaces		
	48. (Tier 1) The library has an email address.	YES
	49. (Tier 1) Library hours are posted and fixed based on users' and potential users' available time.	YES
	a. A minimum of 10 hours per week and at least one hour during each of the following times:	YES
	b. At least one morning (12am to 12pm)	YES
	c. At least one afternoon (12pm to 5pm)	YES
	d. At least one evening (until 6pm)	YES
	e. Saturday and/or Sunday	YES
	50. (Tier 1) The library provides reference and readers' advisory service to residents of all ages.	YES
	51. (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public.	YES
	51a. Catalog is offline only (card catalog etc.). Provide a picture of the catalog.	NO
	51b. Catalog is online but not accessible on the web. Provide vendor and product name:	
	51c. Catalog is available on the web. Provide the link:	<a href="https://jameskennedypl.booksy.net/">https://jameskennedypl.booksy.net/</a>
	52. (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public.	YES
	52a. Catalog is online but not accessible on the web.	NO

	52b. Catalog is available on the web.	YES
	53. (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.	YES
	54. (Tier 2) Minimum days and hours of service comply with the chart linked below.	YES
	54a. Enter number of days open per typical week:	7
	54b. Enter number of hours open per typical week:	61
	55. (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.	YES
	56. (Tier 3) The library's ONLINE catalog is REMOTELY available to users.	YES
	57. (Tier 3) All the library's services are available when the library is open.	YES
	58. Residents of the community have free access to tax-supported public library services.	YES
	59. The library provides the necessary equipment to use any audiovisual materials.	NO
	60. The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.	YES
	61. The library provides trained staff who are knowledgeable about reference print and electronic resources and who are able to assist customers of all ages during all open hours.	YES
	62. The building has public meeting space available for library programming and for use by other community groups.	YES
	63. The library allocates space and furniture for young adults with all materials readily available.	YES
	64. The library has a makerspace.	YES
	64a. To meet this standard describe the makerspace services provided by the library:	The JKPL Creation Station provides a flexible multipurpose space for DIT, DIY, and STEAM activities. There are opportunities for learning, creating and making.

	65. The library provides self-service or other kinds of automated equipment used to increase efficiency.	NO
	65a. To meet this standard describe the self-service and/or automated services provided by the library:	
	66. The library allows patrons to make payments using debit or credit cards.	YES
	67. (Tier 1) The library provides a summer reading program for children they serve or cooperates with other libraries or agencies to provide the program.	YES
Library Programming and Community Relations		
	68. (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.	YES
	69. (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity.	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	NO
	69j. Others (list)	
	70. (Tier 2) The library develops community relations by regularly communicating with elected officials business leaders and civic organizations.	YES
	a. Attend city council meetings other than when making a budget request	YES
	b. Give presentations to community groups and organizations	YES
	c. Invite city council to meet in the library	NO

	d. Participate in community organizations and activities	YES
	e. Serve as a bridge to bring different types of people together	YES
	f. Regularly assess community assets and needs	YES
	g. Include local leaders in library planning	YES
	h. Participate in city planning	YES
	70i. Other (list)	
	71. The library offers outreach services. Outreach service includes collections and programming provided at other community locations.	YES
	71a. Describe one of the outreach services provided by the library:	Story Times are presented regularly at area preschools; monthly presentations and book selections are offered at local senior care facilities.
	72. The library provides children's programming free of charge or cooperates with other agencies to provide the programming.	YES
	73. The library provides young adult programming free of charge or cooperates with other agencies to provide the programming.	YES
	74. The library provides adult programming free of charge or cooperates with other agencies to provide the programming.	YES
	75. The library collaborates with other organizations including agencies that serve special populations to improve library service.	YES
	75a. Describe one of the library collaborations to meet this standard:	Work with Grade Level Reading for literacy programs; Work with Adult Dayhabs to provide programs and activities to clients
	76. The library accepts requests for reserves for library materials from cardholders of all ages in person by telephone or electronically (includes e-mail).	YES
	77. The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities.	YES
	a. Accessible meeting rooms	YES
	b. Braille materials	NO
	c. Enhanced computer display for visually impaired	NO
	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 inches	YES
	i. Story times and programs in accessible meeting rooms or outside the library	YES
	77j. Others (list)	
	78. (Tier 1) The library provides a book return available to the public 24/7.	YES
Library Facility		
	79. (Tier 1) (FY25 FY24 FY23) The library determines the number of people who come into the library each year.	YES
	79a. FY25 (LINE F30)	60620
	79b. FY24 (LINE F35)	61030
	79c. FY23 (LINE F35)	52553
	80. (Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years.	YES
	81. 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.	YES
	82. The library provides adequate handicapped accessible parking spaces in compliance with table linked below.	YES
	83. The library provides adequate public reader seating space based on the chart linked below.	YES
	84. The library provides adequate space for the staff to work in a non-public area.	NO
	85. The library director completes and shares a written space needs assessment with the board.	NO
Supporting Documentation		
	Standards 1 and 2 (Tier 1) - One copy of the most current library ordinance.	Submitting
	Standard 5 (Tier 1) - One copy of the library board's bylaws. Bylaws creation or review date must be dated February 1 2023 or later.	Submitting; Approved 12/24
	Standard 7 (Tier 1) - One copy each of the policies listed below.	
	Circulation Policy - Must include or refer to confidentiality policy	Submitting; Approved 11/24

	Collection Development Policy - Must include or refer to Freedom to read information	Submitting; Approved 9/23
	Internet Use Policy	Submitting; Approved 1/26
	Personnel Policy	Submitting; To be approved 2/26
	Standard 17 (Tier 2) - One current copy of the library's plan. Must be current - coverage through 2026 at least	Submitting Plan for 2024-2029
	Standard 25 (Tier 3) - A checklist or other documentation used for employee orientation program.	On File
	Standard 26 - One blank copy of one staff evaluation form.	On File
	Standard 78 (Tier 1) - A photograph of the library book return.	On File
	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.	To be submitted after Board review
	Signature Page	To be submitted after Board review
	Please check this box to indicate that you either have all records on file at the State Library of Iowa or intend to send updated versions of required files. This box needs to be checked in order to submit the application form.	To be submitted after Board review

(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 29 (Tier 1) standards.

Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.

Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 option

Tier Totals		
	Tier 1 (29 Standards)	29
	Tier 2 (12 Standards)	12
	Tier 3 (6 Standards)	6
	Non-Tier	33

























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