

Part II – Application

To successfully receive the Achievement of Library Excellence Award, the applicant must provide documentation in all 10 categories. *The library need not provide all services indicated in each service category but should include an example of at least one program that represents each of the ten categories.* Submit one (1) complete set of the application and all requested attachments as outlined in the Application Guidelines.

- 1. Provide services to underserved populations either through outreach, special programs, collaborations with other libraries or organizations, special classes, special collections, etc.**
Include supporting materials such as:
 - Publicity items, fliers, program descriptions, etc.
 - Newspaper articles or other media documents.
 - Statistical information.
- 2. Provide enhanced service to the public during the past year either through increase in service or a change in type of services.**
Include supporting materials such as:
 - Circulation statistics.
 - Other statistical information.
 - Programs offered.
 - Programming changes.
 - Marketing materials for new or enhanced services.
- 3. Provide current marketing materials highlighting basic services and publicity about specific programs the library offers.**
Include supporting materials such as:
 - General library brochures.
 - Recurring program brochures.
 - Specific program publicity.
 - Newsletter
 - Media contacts (newspapers/TV/Cable).
 - Bookmarks, fliers, etc.
 - Web page publicity.
 - Electronic publicity.
- 4. Provide cultural, topical, and educational programming for adults and families.**
Include supporting materials such as:
 - Publicity materials.
 - Newspaper articles

5. Provide literacy support for all ages.

Include supporting materials such as:

- ESL Classes.
- GED Classes and/or High School Diploma Program.
- Support materials for ESL or GED.
- Family Storytimes.
- Bilingual material and/or programs.
- Tutoring programs or study centers.

6. Conduct a Summer Reading Program; youth, teen and/or adult.

Include supporting materials such as:

- Publicity items including brochures, newspaper articles, web articles, program fliers, bookmarks, etc.
- Statistical information, including the number of programs, program age levels, program attendance, and an overview of the program,

7. Invest in collaborative efforts with community organizations.

Include information that demonstrates collaboration or partnerships such as:

- Programs with schools, museums, other educational institutions.
- Interdepartmental programs.
- Volunteer programs.
- Non-Governmental Agencies.

8. Support workforce development.

Include supporting materials that demonstrate the library's activities to provide assistance to the unemployed, underemployed, or to assist in job skill development such as:

- Publicity items, fliers, program descriptions, etc.
- Collections, e-resources, or classes focused on employment, resume creation, vocational training, and certifications, etc.
- Workspaces for mobile workers.
- Partnering with outside workforce development agencies.

9. Support digital inclusion by providing public internet access, digital literacy training, and offering library services online.

Include supporting materials that demonstrate public internet access, digital literacy training, and at least one online library service such as:

- Internet usage, technology usage, and technology training statistics.
- Provide information about library's or third party vendor's apps, screen shot.
- Statistical information on usage of online services such as homework help or online reference, downloadable collections, etc.
- Publicity items, fliers, program descriptions, etc.

10. Establish professional staff training to include training opportunities for staff at all levels.

Include supporting materials such as:

- Number of staff attending training.
- Number of classes attended.
- Attendance at professional meetings and conferences.
- Types of training.