

## Part II – Application

To successfully receive the Achievement of Library Excellence Award, the applicant must provide documentation in all 10 categories. **You must label each category by number in your application.** All categories require supporting materials. *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 supporting materials 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, and technology and 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.

