

Excellent Library Service Award Checklist

BOARD RECOMMENDATIONS The excellent library meets at least 2 of these recommendations:

- The library provides for continuing education for its board members by allocating funds to support continuing education costs, including travel expenses;
- At least two members of the board will attend a regional or statewide library related activity each year;
- Board members will discuss library issues with local government officials at least twice a year and state and/or national government officials at least once a year;
- Every five years, the board will review, evaluate, and compare its own governance structure with different governance structures for the library. This includes districting, county library systems, etc;
- At least three library board members join any professional library association and dues are paid by the library;
- At least two board members are certified by the state library.

PLANNING AND EVALUATION RECOMMENDATIONS The excellent library meets at least 1 of these recommendations:

- The library has a long range plan that was developed with community and if applicable board input;
- At least every five years, the library conducts community studies and makes use of other needs assessment techniques to ensure community participation in the design and delivery of library service.

FINANCE RECOMMENDATIONS The excellent library meets at least 3 of these recommendations:

- The library has established a foundation or endowment;
 - The library has a plan for planned giving;
 - The library has a policy regarding the acceptance of gifts of real and personal property, endowment funds, and planned giving;
 - The library has a Friends of the Library organization;
 - Local tax revenues provide at least 70 percent of the support for the library.
- Grants, donations, and other revenue sources supplement but do not supplant local tax support.

HUMAN RESOURCES RECOMMENDATIONS: LIBRARY DIRECTOR The excellent library meets at least 3 of these recommendations:

- The director keeps the community and funding officials aware of the library's purpose, planning, and services through the use of newspaper articles, web sites, radio programs, attending meetings, etc;

- The director forms collaborative partnerships with other agencies and organizations in the library's service area;
- In addition to the library director's annual evaluation, the library director is evaluated every three years by the board with the input of staff, library users, and/or library nonusers;
- The library director's dues to join the State Library Association are covered in the library's budget.
- For Libraries that serve less than 25,000 people: the library employs a library director who has an AA/AS or higher degree.

HUMAN RESOURCES RECOMMENDATIONS: STAFF & VOLUNTEERS The excellent library meets at least 1 of these recommendations:

- Regardless of population, total library staff is not less than one full-time employee, including the director
- The library board and/or administration encourages and supports staff involvement in community organizations and activities;
- Employees have access to health insurance and retirement benefits

COLLECTION RECOMMENDATIONS The excellent library meets at least 2 of these recommendations:

- The library collection is available online;
- The library, if appropriate, has joined a shared integrated library system, also known as a shared catalog.
- The library cooperates with other local and regional libraries in collection development to provide a wide range of materials in a variety of formats to meet the needs of the community.

FACILITIES RECOMMENDATIONS The excellent library meets at least 1 of these recommendations:

- The library has adequate, well-lit parking; and
- The library's facilities conform to federal requirements for accessibility.

PUBLIC RELATIONS RECOMMENDATIONS The excellent library meets at least 3 of these recommendations:

- The library allocates funds for public relations, has a community awareness program, and actively promotes its mission;
- The library conducts a community assessment to evaluate the library's marketing efforts;
- The library establishes or works with existing community advisory groups to encourage community involvement and improve service. Examples of such groups

include youth, seniors, genealogy, local history, and other identified segments of the population;

- The library has a Friends of the Library organization; and
- The library maintains an up-to-date web site.

SERVICES RECOMMENDATIONS The excellent library meets all 3 of these recommendations:

- The library collaborates with other community organizations and educational institutions to promote library services;
- The library has wireless internet access for patrons.
- The library provides appropriate access and outreach to library services for specialized populations, including, but not limited to, the homebound, the institutionalized, and non-English speaking populations.