

**Texas  
Municipal  
Library  
Directors  
Association**



**ACHIEVEMENT  
OF  
LIBRARY EXCELLENCE  
AWARD**

**APPLICATION GUIDELINES 2022**

**Achievement of Library Excellence**

## Award 2022 Application Guidelines

***This year, the submission process has changed. Please read carefully and follow this year's standards to ensure a successful application submission.***

The Achievement of Library Excellence Award is open to Texas Public Library Directors and the library they represent. Please complete the application online.

All applications must be completed and submitted by 5pm, December 30, 2022, and should cover the most recently completed fiscal year (typically ending September 30).

Complete the [Digital Application](#) and upload any desired supporting documents with the form. Please provide a description of how the library meets each of the 10 award criteria. Please do not duplicate examples across multiple criteria. Supplementary materials (images, PDF, etc.) may be supplied, but are not required.

Please label each file as requested in the application. This ensures your files remain with your application.

**Please email any questions to [sdenbow@cityofbaycity.org](mailto:sdenbow@cityofbaycity.org) or [cpfledderer@cityofsouthlake.com](mailto:cpfledderer@cityofsouthlake.com).**

Subject line "TMLDA Achievement of Library Excellence"

The TMLDA Achievement of Library Excellence Award is open only to current members of TMLDA. Other applications will not be considered. You may join [TMLDA](#) for \$50 annually.

Applications must be received by 5 PM on December 30, 2022, to be eligible. TMLDA and its officers are not responsible for any lost, delayed, or misdirected award applications.

The TMLDA Achievement of Library Excellence Award Committee will review entries for completeness. Any applications deemed not complete will be excluded. Libraries will be awarded the Achievement of Library Excellence Award based on whether they met the criteria in EACH of the ten categories. **The library need not provide all services indicated in each category but should include an example of at least one program or item that represents each of the ten categories.** The decision of the committee is final.

Award recipients will receive a digital badge that can be used on websites and email signatures. The badge can be clickable to the TMLDA award site to explain the value of the award and listing recipient libraries. For additional information and for answers to frequently asked questions, visit the Texas Municipal Library Directors Association website at [www.tmlda.org](http://www.tmlda.org) or contact the Achievement of Library Excellence Award Committee members noted above.

## Application Guidelines

To successfully receive the Achievement of Library Excellence Award, the applicant must complete 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 the completed application and all desired 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.**

*Optional: Include any supporting materials such as:*

- Publicity items, fliers, program descriptions, etc.
- Newspaper articles or other media documents
- Statistical information

**2. Provide current marketing materials highlighting basic services and publicity about specific programs the library offers.**

*Optional: 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

**3. Invest in collaborative efforts with community organizations.**

*Optional: Include supporting materials such as:*

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

**4. Provide enhanced service to the public during the past year either through increase in service or a change in type of services.**

*Optional: Include supporting materials such as:*

- Circulation statistics
- Other statistical information
- Programs offered
- Programming changes
- Marketing materials for new or enhanced services

**5. Provide literacy support for all ages.**

*Optional: Include supporting materials such as:*

- Summer Reading programs for youth, teens and/or adults
- 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. Support digital inclusion with public internet access, digital literacy training, and online library services.**

*Optional: Include supporting materials demonstrating public internet access, digital literacy training, and 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.

**7. Support workforce development.**

*Optional: Include supporting materials that demonstrate the library's activities to provide assistance to the unemployed, underemployed, and/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

**8. Provide cultural, topical, and educational programming for adults and families.**

*Optional: Include supporting materials such as:*

- Publicity materials
- Newspaper articles

**9. Establish professional training and development for staff at all levels.**

*Optional: Include supporting materials such as:*

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

**10. Include any other programs and/or services that evidence library excellence.**