



**MODISETTE AWARD QUESTIONNAIRE
For Public Libraries**

Name of Library: _____ Years covered by report: 2013- 14 _____
2014-15 _____

Population of Parish: _____ (latest U.S. Census Bureau estimate)

I. FINANCES

A. Was there an increase in operating funds over previous year? 2013 _____
(Do not include building and remodeling funds.) 2014 _____
2015 _____

If yes, how much? 2013:
2014:
2015:

Source(s) of increase and how increase was achieved:

2013:

2014:

2015:

B. Did you receive funds for building or remodeling? 2013 _____
2014 _____
2015 _____

If yes, how much?

2013:

2014:

2015:

Source(s) of funds (bond issue, tax election, gift, etc.):

2013:

2014:

II. FACILITIES

Please fill in names of branches and answer following questions (yes or no, where possible). If you need more space, please photocopy form and attach.

		Central Library	Branches			
A. Population served						
B. Is building centrally located?	2013					
	2014					
	2015					
C. Is building well marked for identification?	2013					
	2014					
	2015					
D. Are hours of service posted conspicuously? Show photograph.	2013					
	2014					
	2015					
E. Does building have work room for staff?	2013					
	2014					
	2015					
F. Was building designed especially for use as a library, whether rented or owned?	2013					
	2014					
	2015					

2014:

2015:

H. Has your board approved the Library Bill of Rights?

Does the library make a real effort to provide materials presenting all points of view on controversial topics?

Describe how this is done.

2013:

2014:

2015:

I. How many distinct titles of periodicals does the library system receive per capita?

2013:

2014:

2015:

J. What percentage of the annual operating budget was expended for non-print materials?

2013:

2014:

2015:

IV. PERSONNEL

- A. Does the library have a written classification and pay plan?
Submit copies, with evidence of last review. 2013 _____
2014 _____
2015 _____
- B. When was the last time it was reviewed by the library board with the librarian? 2013 _____
2014 _____
2015 _____
- C. Does the library have a written policy manual of personnel practice?
(If yes, attach copy.) 2013 _____
2014 _____
2015 _____
- D. Is a copy of the personnel policy manual given to each new employee? 2013 _____
2014 _____
2015 _____
- E. Does the administrative librarian have a master's degree in library science? 2013 _____
2014 _____
2015 _____
- F. Is she/he certified by the State Board of Library Examiners? 2013 _____
2014 _____
2015 _____
- G. Does the professional staff make up 1 per 12,000 per capita? 2013 _____
2014 _____
2015 _____
- Does the professional staff make 1 per 8,000 per capita? 2013 _____
2014 _____
2015 _____
- H. Is there one staff member for each 2,000 people in service area? 2013 _____
2014 _____
2015 _____
- or
- Is there one staff member for each 1,500 people in service area? 2013 _____
2014 _____
2015 _____

- I. Is each new employee given an in-depth orientation to the library and training in her/his specific duties? 2013 _____
 2014 _____
 2015 _____
- J. Describe the in-service training in which the librarian and/or staff participated during the year (i.e., staff meetings, workshops, conferences, extension courses). Submit proof of each in-service training.

2013:

2014:

2015:

V. SERVICE

- A. Does the library have a written mission statement? 2013 _____
 If yes, attach a copy. 2014 _____
 2015 _____

- B. Does the library have a written statement of goals and objectives? 2013 _____
 If yes, attach a copy. 2014 _____
 2014 _____

When was the last time it was reviewed by the board with the librarian?

- C. Did you make an in-depth study and evaluation of any phase of your service, such as bookmobile service, during the year? 2013 _____
 If yes, describe how study was conducted. 2014 _____
 2015 _____

2013:

2014:

2015:

- D. Does the library maintain a complete and up-to-date information file on community organizations and parish and municipal officials? 2013 _____
 If yes, how and when is file updated? 2014 _____
 2015 _____

- E. Does the library make a real effort to serve the needs of all groups (i.e., business, aged, disadvantaged)? (Do not include cooperative projects, as they are covered in No. VI.)
- 2013 _____
2014 _____
2015 _____

If yes, describe any special effort(s) made during the year.

<u>Group</u>	<u>How Served</u>
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2013:

2014:

2015:

- F. Give schedule of hours the central library is open to the public.

2013:

2014:

2015:

- G. How often is the bookmobile schedule reviewed and revised?
- Reviewed _____
Revised _____

- H. Were bookmobile schedules printed in local newspapers and distributed in the community?
- 2013 _____
2014 _____
2015 _____

VI. PROGRAMMING

- A. Does the library actively schedule programs to serve the public?
- 2013 _____
2014 _____
2015 _____
- Describe programs held.

2013:

2014:

2015:

B. Has the library engaged in cooperative projects with non-library groups or organizations?

2013 _____

2014 _____

2015 _____

If yes, describe the project(s).

2013:

2014:

2015:

C. Does the library utilize volunteers in its programs?

2013 _____

2014 _____

2015 _____

If yes, describe the program(s).

2013:

2014:

2015:

D. Describe the use made of audiovisual media in your program.

2013:

2014:

2015:

VII. TECHNOLOGY

A. Was there an increase in the use of technology?

2013 _____

2014 _____

2015 _____

If yes, how was the change implemented?

2013:

2014:

2015:

Describe the results of technology increases.

2013:

2014:

2015:

:

VIII. PUBLIC RELATIONS

A. Was a year-round public relations program planned and executed?

2013 _____

2014 _____

2015 _____

B. Describe with detail your library's public relations programs.
Include all media used. Submit samples.

2013:

2014:

2015:

C. List publications issued (such as service folder, annual report, booklets, newsletters, direct mail publicity, etc.) and indicate for each:

	<u>Title of publication</u>	<u>How distributed</u>	<u>To whom</u>	<u>Frequency</u>
2013:				
2014:				
2015:				

D. Submit samples of the library's publications.

VIII. ORGANIZATIONS

- A. Does the board meet regularly at least four times a year? 2013 _____
2014 _____
2015 _____
- B. Does the police jury president or his representative attend board meetings regularly 2013 _____
2014 _____
2015 _____
- C. Does the librarian make an effort to keep the board informed of significant library development in the state and nation? 2013 _____
2014 _____
2015 _____

If yes, describe how this is done.

2013:

2014:

2015:

- D. Are new trustees given an orientation to the library and its services?
If yes, describe how this is done.

2013 _____
2014 _____
2015 _____

2013:

2014:

2015:

- E. Does the library director belong to LLA?

2013 _____
2014 _____
2015 _____

- F. Does the library director belong to ALA?

2013 _____
2014 _____
2015 _____

- G. How many board members belong to LLA?

2013 _____
2014 _____
2015 _____

- H. How many board members belong to ALA?

2013 _____
2014 _____
2015 _____

- I. Does the board have representation at the regional trustee meetings?

2013 _____
2014 _____
2015 _____

- J. Did the board have representation at the LLA Conference?

2013 _____
2014 _____
2015 _____

- K. Did the board have representation at the ALA Conference?

2013 _____
2014 _____
2015 _____

- L. Does the library have a manual clearly outlining its operating policies
and procedures?

2013 _____
2014 _____
2015 _____

- M. When was the last time the manual was reviewed by the librarian and the staff?

2013 _____
2014 _____
2015 _____

- N. How often are branches visited by the librarian or the professional assistant in charge of branches? 2013____
2014____
2015____
- O. How often are bookmobile routes made by the librarian or the professional assistant in charge of bookmobiles? 2013____
2014____
2015____
- P. Are all records kept up to date (not more than four weeks unposted)? 2013____
This includes financial, personnel, statistics or use records. 2014____
2015____
- Q. Please include any information not previously given that would help the committee make a decision.
- R. In one page, summarize the library's most impressive improvements and give concrete examples of their impact on the community.

Applications must be filled out, postmarked no later than **January 16, 2016**, and mailed to:

Meg Placke
State Library of Louisiana
Modisette Award Public Library Committee
701 North 4th Street
Baton Rouge, LA

If you have any questions contact Committee Chair Laura-Ellen Ayres:

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