

Library/Library System:

Date:

To participate in the Personnel Incentive Grant Program, a public library/library system must be accredited, at least at Level I, under the Mississippi Public Library System Accreditation Program. As verification of achievement of service measures and level of accreditation, a public library/library system must submit an accreditation report to the Mississippi Library Commission by June 30 of each year. The public library/library system must maintain files supporting documentation and, upon request, provide such documentation to the agency.

To be accredited at Level I, all Level I measures must be accomplished. To be accredited at Level II, all Level I and Level II measures must be met. Level III accreditation requires all measures in Level I, Level II, and Level III be achieved.

Indicate achievement of a service measure with an "X" in the box to the left of the measure.

## LEVEL I

### GOVERNANCE, ADMINISTRATION, & FUNDING

<input type="checkbox"/>	G1 The library system is established and maintained according to the provisions of state law.
<input type="checkbox"/>	G2 The library system board has complete authority, within legal limits, over the library system's budget and over all gifts, bequests, and donations.
<input type="checkbox"/>	G3 The library system is operated according to all local, state, and federal statutory requirements.
<input type="checkbox"/>	G4 The library system serves at least one (1) county and provides service on a county-wide basis.
<input type="checkbox"/>	A1 The library system administrative board properly advertises, and meets at least once in each quarter, with the library system director in attendance, at a time and place convenient for the board and the community and in accordance with the state's open meetings law.
<input type="checkbox"/>	A2 Upon joining the library system administrative board, new board members are provided access to the Mississippi Trustees Handbook by the library system director.
<input type="checkbox"/>	A3 The library system board has written bylaws that outline purpose and operational procedures. These bylaws are reviewed at least every five (5) years.
<input type="checkbox"/>	A4 The library system board adopts written policies for operations, collection development and management, personnel, and Internet use. Policies are consistent with principles of intellectual freedom and the right of privacy as found in such documents as the U.S. Constitution and the Mississippi Code 1972 Annotated. The board reviews all policies at least every three (3) years. All policies are available to staff and to the public.
<input type="checkbox"/>	A5 The library system administrative board employs the library system director and delegates active management of the library system, including personnel administration, to the library system director.
<input type="checkbox"/>	F1 The library system is supported in whole or in part by public funds.
<input type="checkbox"/>	F2 The director prepares a proposed annual budget reflecting the library system's priorities.
<input type="checkbox"/>	F3 The library system administrative board reviews, modifies as necessary, and approves the proposed annual budget developed by library director and reflecting board-approved priorities and goals before submission to local funding entities.
<input type="checkbox"/>	F4 The library system administrative board submits an annual proposed budget to local funding authorities. The director and administrative board are available to make budget presentations to local funding entities.
<input type="checkbox"/>	F5 The library system administrative board reviews and adopts a final annual budget reflecting library goals and priorities and funding commitments.

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<input type="checkbox"/>	F6	The library system director provides written financial and statistical reports for review at library system administrative board meetings and regularly communicates on matters that affect policy.
<input type="checkbox"/>	F7	The library system follows statutory and Library Commission requirements as to fiscal year, audits, and budgeting, and makes annual and other reports to funding authorities and the Mississippi Library Commission.
<input type="checkbox"/>	F8	Local funding for the library system is maintained at a level equal to or greater than the second preceding year, or the Board requests and is granted a Maintenance of Effort (MOE) waiver.

### STAFFING

<input type="checkbox"/>	S1a	The library system has a permanent, paid, full-time director who has, or will have within three (3) years of hire, a Master's Degree in Library Science from a school accredited by the American Library Association.
<input type="checkbox"/>	S1b	A rural library system, whose service area population is 15,000 or less, has employed a permanent, paid, full time director who has a bachelor's degree, and who agrees to complete three specific master's level classes (at least one per year for three years) from a school accredited by the American Library Association; attend specific continuing education workshops, annually, as offered by the Mississippi Library Commission; and submit annual reports, completed by the Chair of the Administrative Board of Trustees.
<input type="checkbox"/>	S2	The library system employs additional staff to provide services and oversee programs.
<input type="checkbox"/>	S3	Every new staff member, with the exception of custodial, maintenance, and student workers, has a minimum education of a high school diploma or a General Educational Development (GED).
<input type="checkbox"/>	S4	Every staff member is provided with a written job description and responsibilities.
<input type="checkbox"/>	S5	Every staff member is provided with access to a copy of the library system's policies and procedures.
<input type="checkbox"/>	S6	Every staff member is provided with access to a personnel handbook.

### COLLECTIONS

<input type="checkbox"/>	C1	The library system has a written collection development and management policy.
<input type="checkbox"/>	C2	The library system allocates funds for purchasing materials in all appropriate formats based on collection development and management policy, community needs, and current usage.

### SERVICES

<input type="checkbox"/>	P1	The library system provides materials in accordance with the library system's policies and procedures.
<input type="checkbox"/>	P2	Using all available resources, library locations provide reference and readers advisory services. Questions that cannot be answered locally are forwarded to the next appropriate level until resolved.
<input type="checkbox"/>	P3	Library locations offer public access Internet computers located in public areas and designated for public use.
<input type="checkbox"/>	P4	The library system provides year-round programming for children and youth including a summer library program.

### PATRONS AND COMMUNITY

<input type="checkbox"/>	M1	The library system maintains a registration file of patrons.
<input type="checkbox"/>	M2	The library system determines the number of people coming into library locations each year and then compares the number of patrons with the service area population.

### ACCESS

<input type="checkbox"/>	X1	Service hours of each library location are fixed, posted, and based on patron needs.
<input type="checkbox"/>	X2	All library system branches and headquarters have telephones with the numbers publicly available.
<input type="checkbox"/>	X3	A book return is provided and available at all hours in at least one library location in each county.
<input type="checkbox"/>	X4	The library system has a catalog of holdings that is easily accessible to patrons and staff.

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X5 The library system provides a website that includes contact information, hours, and service location(s) information.

Total number of Level I service measures met

## LEVEL II

### GOVERNANCE, ADMINISTRATION, & FUNDING

GG1 The library system administrative board adopts a process for developing a strategic plan.

GG2 The library system director is a member of the Mississippi Library Association.

AA1 The library system director provides an orientation for each new board member based on the Mississippi Trustees Handbook.

AA2 The library system has written procedures that implement board-approved policies.

AA3 The library system administrative board conducts an annual performance review of the director.

FF1 The director and administrative board seek alternative sources of funding.

### STAFFING

SS1 Every staff member receives formal orientation and training to implement the library system's policies and procedures.

SS2 The library system trains staff on and promotes the usage of MAGNOLIA.

SS3 The library system provides staff with the opportunity for training related to job duties.

SS4 In addition to the director, one or more staff members hold membership in at least one professional association.

SS5 The library system reviews and updates job descriptions as needed, or at least every three (3) years.

### COLLECTIONS

CC1 The library system evaluates the collection at least every three (3) years to determine its usefulness according to the library's collection development and management policy.

CC2 The library system continually uses collection analysis and statistical data to identify strengths and weaknesses and allocates resources accordingly.

### SERVICES

PP1 The library system analyzes usage, including reference transactions, public internet sessions, and participation data as part of strategic planning.

PP2 The library system provides programming in response to community needs.

PP3 The library system offers outreach and extension services based on community analysis

### PATRONS AND COMMUNITY

MM1 The library system keeps patron registration current. Registration records are updated at least every three (3) years to ensure patron information is current and provides an accurate count of active library users.

MM2 The library system conducts a community analysis at least every five (5) years as part of an ongoing planning process.

MM3 The library system provides a variety of opportunities for feedback from the public.

MM4 The library system promotes its collections and services by using three or more approaches to publicity, including use of social media.

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## ACCESS

<input type="checkbox"/>	XX1	One or more library locations in each county within the library system is open until at least 6:00 p.m. or later at least one day a week, or offers weekend hours.
<input type="checkbox"/>	XX2	Each library location is well-lighted and utilizes appropriate signage.
<input type="checkbox"/>	XX3	Patrons can access library services remotely - ask a question, place a hold, renew an item, and find the location and hours of library facilities and programs.
<input type="checkbox"/>	XX4	The library system's website meets the standards of ADA compliance and is updated regularly.
<input type="checkbox"/>	XX5	The library system conducts an annual needs assessment of facilities, equipment, and access.
<input type="checkbox"/>	XX6	The library system makes information available via the state VUC/ILL system.

Total number of Level II service measures met

## LEVEL III

### GOVERNANCE, ADMINISTRATION, & FUNDING

<input type="checkbox"/>	GGG1	The library system administrative board adopts a strategic plan to guide the library system, which is revised and updated at least every five (5) years, and which is aligned with the library system's community analysis, needs assessment plan, technology plan, collection development and management plan, staff development plan, and marketing plan.
<input type="checkbox"/>	GGG2	The library system administrative board members are individual members of the Mississippi Library Association.
<input type="checkbox"/>	AAA1	The library system administrative board members participate in board training every year.
<input type="checkbox"/>	AAA2	Library administrative board evaluates its performance annually.
<input type="checkbox"/>	AAA3	The library system administrative board retains a board attorney.
<input type="checkbox"/>	FFF1	The library system administrative board actively pursues establishment or increase of millage or increased funding to support the library system's strategic plan.
<input type="checkbox"/>	FFF2	The library system administrative board and director develop advocates and partnerships.

### STAFFING

<input type="checkbox"/>	SSS1	The library system employs paid staff at a minimum of .5 Full Time Equivalents (FTE) per 2,000 population served.
<input type="checkbox"/>	SSS2	Any new employee hired to manage a library location (branch) serving a municipal population (defined as the population of the actual incorporated municipality) of 10,000 or greater must have a minimum of a bachelor's degree.
<input type="checkbox"/>	SSS3	Every staff member receives a written annual job performance review.
<input type="checkbox"/>	SSS4	Every library system has a staff development plan aligned with its strategic plan.
<input type="checkbox"/>	SSS5	The library system has an ongoing process of cross training.

### COLLECTIONS

<input type="checkbox"/>	CCC1	The library system updates its collection development and management policy at least every five (5) years based on its current strategic plan.
<input type="checkbox"/>	CCC2	The library system uses community and collection analysis data to make measurable changes based on its strategic plan.
<input type="checkbox"/>	CCC3	The library system completes a physical collections inventory at least every five (5) years.
<input type="checkbox"/>	CCC4	The library system provides electronic collections for patrons, individually or through consortia agreements, to supplement MAGNOLIA or other statewide databases.

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## SERVICES

<input type="checkbox"/>	PPP1	The library system employs staff dedicated to outreach and extension services.
<input type="checkbox"/>	PPP2	Based on its strategic plan, the library system uses results of data analysis to improve services and programs.
<input type="checkbox"/>	PPP3	The library system provides enhanced programming for its patrons, and includes programming for special populations.

## PATRONS AND COMMUNITY

<input type="checkbox"/>	MMM1	The library system uses community analysis data, data from library operations, and feedback from members of the public to improve services and programs.
<input type="checkbox"/>	MMM2	The library system has a marketing plan based on its strategic plan.
<input type="checkbox"/>	MMM3	The library system identifies community support groups and establishes partnerships.

## ACCESS

<input type="checkbox"/>	XXX1	In each county, the library system provides a minimum of forty (40) unduplicated hours of public service per week, including morning, afternoon, evening, and weekend hours to meet community preferences.
<input type="checkbox"/>	XXX2	Directional signs are placed at key locations in each community to guide people to the public library.
<input type="checkbox"/>	XXX3	The library system uses needs assessment data, as part of the strategic plan, to provide facilities, equipment, and access appropriate to support library services and programs.
<input type="checkbox"/>	XXX4	The library system maintains a responsive, mobile-friendly website, which is updated regularly.

**Total number of Level III service measures met**

**TOTAL NUMBER OF ALL SERVICE MEASURES MET**

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## CERTIFICATION

has accomplished:

- of the thirty-six (36) Level I services measures.
- of the twenty-six (26) Level II services measures.
- of the twenty-six (26) Level III services measures.
- Total number of service measures met for accreditation (out of 88).**

*I hereby certify, to the best of my knowledge and belief, all information and responses contained herein are true and accurate.*

\_\_\_\_\_  
Signature, Library/Library System Director

Type/Print Name

E-Mail Address

Date

\_\_\_\_\_  
Signature, Administrative Board Chairperson/President

Type/Print Name

E-Mail Address

Date

### TO SUBMIT THE REPORT

1. Print out completed report
2. Secure the appropriate signatures
3. Submit report to MLC by either E-Mail or Mail
4. Due by **June 30th**

#### **By E-Mail**

E-mail report to [grantsprog@mlc.lib.ms.us](mailto:grantsprog@mlc.lib.ms.us)  
in a .pdf file.

**OR**

#### **By Mail**

Mississippi Library Commission  
Grant Programs  
3881 Eastwood Drive  
Jackson, Mississippi 39211