

Libraries Southwest Scholarship

Libraries Southwest is pleased to announce that one scholarship in the amount of up to \$1500 will be available to employees of Libraries Southwest member libraries. This scholarship will support coursework either at an institution of higher education or coursework toward staff certification. This scholarship is to encourage employees of Libraries Southwest members to pursue careers in the field of librarianship

Applications will be accepted on or before July 15. Interested applicants should mail their application, recommendation form, essay, and class schedule demonstrating course enrollment to **LSW Scholarship Committee, c/o Jessica Hutchings, Box 91540, Lake Charles, LA 70605.**

Eligibility Requirements

- Employment at a library in a Libraries Southwest member organization. Members include Allen Parish Libraries, Beauregard Parish Libraries, Calcasieu Parish Libraries, Calcasieu Parish Public School Libraries, Cameron Parish Libraries, Evangeline Parish Libraries, Frazar Library at McNeese State University, Jefferson Davis Parish Libraries, South St. Landry Community Library System in Sunset, SOWELA, Vermilion Parish Libraries, and Vernon Parish Libraries.

One of the following:

- Enrollment in graduate coursework for the Master of Library and Information Studies or Master of Information Science
- Enrollment in undergraduate coursework for the School Library Media Certification
- Enrollment in Library Support Staff Certification coursework

Application Materials

- Completed application
- Essay describing interest in librarianship
- One recommendation form in a sealed envelope completed by the applicant's immediate supervisor
- Class schedule reflecting enrollment in relevant coursework

Notification

- Scholarship recipient will be notified during the first week of August.
- Scholarship recipient will be invited to the Libraries Southwest Author Dinner in October to be recognized as the award winner.

Questions?

Call Jessica Hutchings, Libraries Southwest Treasurer, at 337-475-5512 or email jhutchings@mcneese.edu.

Libraries Southwest Scholarship Application Form

Part 1 – Applicant Information

Please print or type.

Name		Tina Marie Davis	
Address			
1060 Kelley Lane			
City		Zip Code	
Ville Platte		70586	
Parish			
Evangeline			
Phone Number		Date of Birth	
337-655-8315		07/17/1980	
Email			
tinadevilledavis@gmail.com			
Institution you plan to attend			
Northern Kentucky University			
Degree or certification you plan to pursue			
Library Support Staff Certification			

Work Experience (please include volunteer experience and internships)

Dates	Place of Business	Position	Reason for Leaving	Accomplishments
2017 to 2018	Evangeline Parish Head Start	Policy Council	End of school term	Review and approve policies as a library representative.
2017 to 2018	Bayou Chicot Head Start	Photographer	End of School term	Photographed school events for publication, helped with fundraising, and was the Easter bunny for the Easter party.
2014 to Present	Evangeline Parish Library	Library Assistant	Still Employed	Teach a drop in tech help class, Troubleshoot IT problem at all locations help with programing and displays.

Tina Davis

Evangeline Parish Library

My name is Tina Davis. I have worked at Evangeline Parish library for 14 years. I started working at the circulation desk and loved helping patrons. I was also curious about what other jobs my coworkers did at the library. I have worked many job in 14 years I have been employed at the Evangeline Parish Library everything from circulation desk, processing books out, book displays, ILL, scheduling, troubleshoot computer issues and collection development. Now I teach a walk in tech help class on Thursdays, do devillies and provide technical help once a week to the branch, and help with technical issues at the main three days a week. I also still work the circulation desk and process books out when I need to. I really enjoy getting to know our patrons and the excitement of discovering new books, finding new ways of gathering information.

After 14 year of working at the library I still want to learn more ways to better help our patrons and my coworkers. This is the why I am perusing my Library Support Staff Certification. I have just finished taking Reader's Advisory through Northern Kentucky University. I plan on taking Collection Development in August which is \$380 with Northern Kentucky University. Then my final class will be Communication & Teamwork in October with Northern Kentucky University. I will be finish in December with my all of my classes needed for my certification.

The LSSC program has great improved my skill and knowledge in librarianship. I'm excited to learn more and excited about taking more classes. With this certification I will be able to provide better service to the patron of Evangeline Parish. Also to better assist my coworkers with daily task and decisions. That is why I'm taking the LSSC classes to become a better employee and help the patron of Evangeline Parish.



Bayou Chicot Head Start Easter 2018

Part 2 – Essay

In 300-350 words, please describe your experience and interest in librarianship and how the classes you plan to take will enhance your present role as a library employee.

Please type this essay in a separate Word document using 12-point Times New Roman font. Please include your name at the top of the essay.

Part 3 – Recommendation Form

The committee requires a recommendation form, which should be completed by the applicant's immediate supervisor. It is useful for your supervisor if you provide them with a copy of this scholarship application form along with the recommendation form. Be sure your supervisor has adequate time to complete the form. Your supervisor must put the completed form in a sealed envelope and sign the back of it before giving it to you to turn in with your application materials. **Do not open this sealed recommendation envelope!**

Authorization for Release of Records

I hereby authorize Libraries Southwest to release any information concerning my scholarship application materials to the Libraries Southwest Scholarship Committee, and I permit the use of the information in the essay in publicity for Libraries Southwest.

Applicant's Name Tina Davis

Applicant's Signature Tina Davis

Date 7-6-18

Recommendation Form

PLEASE NOTE: the applicant named below is applying for a scholarship administered by Libraries Southwest. Your recommendation is needed as part of the application process. Please return this form to the applicant in a sealed envelope with your signature across the flap so he/she may submit it as part of a complete package. In addition to completing the form, you may also include a personal letter of recommendation (optional).

Applicant's Name Tina Davis

How long have you known this individual? Since Feb. 2004

In what capacity does this person work in your library? Library Assistant, Step 12

Circle the rating most applicable to the applicant on the following criteria using the scale:

	(1) Below Average	(2) Average	(3) Above Average	(4) Excellent	(5) Outstanding	
Goal Oriented	1	2	3	4	5	5
Prospect for Personal Success (career/personal)	1	2	3	4	5	5
Leadership Qualities	1	2	3	4	5	5
Responsibility/Reliability	1	2	3	4	5	5
Creativity/Resourcefulness	1	2	3	4	5	5
Prospects for Academic Success	1	2	3	4	5	5

Remarks and general information concerning this individual you feel the selection committee should consider when screening this application, please elaborate on information provided. (Attach additional sheet(s) to elaborate.)

see attached

Mary L. Foster-Galasso
Name (print)

Tina's supervisor/director
Relationship to Applicant, if any

Evangeline Parish Library
Name of Organization/Business

(337) 831-4281
Phone

Mary L. Foster-Galasso
Signature

7/6/18
Date

Attachment to Recommendation Form, July 2018

Tina Deville Davis

Ms. Tina Deville Davis applied for this scholarship also last year. Although she did not get it, she was not discouraged and has continued to make outstanding progress toward the Library Support Staff Certification.

I have seen the results of these courses **in a real blooming in Tina of leadership skills, technology confidence and competence, and problem-solving ability**. She has turned into a real star, and I credit her own dedication and the support staff coursework which she has taken. She has also become a mentor and example to other staff members who are just beginning to take support staff coursework.

Recently Ms. Margie Mealer, the incoming library director who will be replacing me at my retirement in about a month, rode with Tina as Tina did deliveries and IT checks at each branch. Margie came back very impressed, as I am also, with Tina's quiet efficiency and ability to troubleshoot IT problems and resolve many of them without us having to involve more expensive outside support.

Tina is now a Library Assistant Step 12 on the Evangeline Parish Library's classification and pay scale. She is responsible for once a week deliveries to all of the branches, with IT checks and troubleshooting at each branch. She also goes out to branches to work on IT issues on an as-needed basis.

Recently I made her the custodian of our library's mobile computer lab. She is responsible for checking the laptops, ensuring that all staff check them out properly and check them in properly and that they are properly maintained.

She also conducts drop in tech support for patrons one day a week. This has become very popular with patrons trying to get OverDrive on their e-readers, etc. She is especially good with helping older patrons who have technology challenges and may need to adjust e-reader settings due to diminished eyesight, etc.

She sets up and operates the equipment when we do group webinars at staff workshops, etc. She also helps one branch set up and operate equipment when they utilize a laptop and projector in the branch's programming.

She is outstandingly creative and goes out of her way to help the "Divine Eyes" Teen Book Club coordinator with interesting tech-oriented projects for the group. She also helps staff members who are giving programs for other age groups with any technology challenges they may have.

She recommends printers and other pieces of equipment to purchase, doing excellent research to support her choices and helping me to locate the best price for our limited budget.

She finds very clever projects to modify on line for the library's use. Attached is one example, an oversized "library card" that she creates each year for the director to give out to all board members to help them keep track of the board meeting schedule.

Attachment to Recommendation Form, July 2018

Tina Deville Davis, page 2

Tina also works the circulation desk as needed and is the "go to" staff member asked when there is a patron issue with computers, scanning, saving and printing, etc. I can't begin to calculate how much help she is to both patrons and staff each week.

I have watched her develop steady competence with her support staff coursework, too. Recently I was especially impressed with the Adult Reader's Advisory course she took, and the very extensive projects that she completed for the course, all with very minimal assistance. She was recognized by her instructor for Northern Kentucky University for her excellence in her coursework, and deservedly so.

In all areas I am very happy to recommend her as outstanding this year. She would be a worthy recipient for this award.

Sincerely,



Mary L. Foster-Galasso

Evangeline Parish Library Director

Library Board Meeting Schedule

AUTHOR Evangeline Parish Library

TITLE

DATE	BORROWER'S NAME
11-15-16	Prepare revised 2016 and initial 2017 budgets for inclusion in Police Jury budget hearing and meeting in December 4 pm Mamou
01-24-17	4 pm Mamou
03-21-17	4pm Mamou
05-16-17	4 pm Ville Platte
07-25-17	4 pm Ville Platte
09-26-17	4pm Mamou
11-14-17	Budget Meeting 4pm Mamou

**21st Century Library Career Development
Program**

Steely Library, Northern Kentucky University

Recognizes

Tina Davis

For Excellent Achievement In

Adult Reader's Advisory

Summer 2018

We wish you good luck in your future endeavors.

Course Instructors

Mary Cheant

Program Coordinator

Theana L Wesley