

Leadership Institute Coordinator  
MPLA Board Report  
November 2015  
Submitted by Aubrey Madler

Below is an update on the progress of my timeline and what is yet to come.

Highlights of the last few months include:

- ✓ Advertised to MPLA and state memberships regarding the call for applications with the help of Judy Zelenski, Dan Chaney, Amadee Ricketts, and our State Reps (listservs, newsletters, website, Facebook)
- ✓ Join periodic meetings with the LI committee
- ✓ Announced 2016 mentors via Facebook, website, and newsletter (also emailed exec. board)
- ✓ Drafted and emailed a press release to each mentor so they may notify their local media as desired
- ✓ Attended MPLA/WLA conference, including MPLA board and membership meetings. Worked to draw attention to the 2016 Institute
- ✓ Met with mentors via zoom for meet and greets and to begin talking about the agenda; next meeting will be November 30<sup>th</sup>. Goal of this call will be to get closer to, if not definitive on topic selection and schedule decisions
- ✓ Received and sorted 51 fellow applications: AZ-12, CO-7, KS-8, NE-5, NV-2, NM-2, ND-4, OK-2, SD-4, UT-5, MT-0, WY-0
- ✓ Sent electronic application packages to each state's review committees along with a scoring rubric.
- ✓ Worked with webmaster to remove the fellow application from the website and add a brief message in its place.
- ✓ Gathering sponsor logos - will be sending on to webmaster and newsletter editor for publication

### **Key Dates:**

***Fellow applications deadline:*** October 31, 2015

***State committee application review deadline:*** December 1, 2015

***LI committee call to make final fellow selections:*** December 10, 2015

***Notify selected fellows and alternates:*** December 15, 2015

***Leadership Institute:*** May 15-20, 2016

### **March/April**

- ✓ Draft contracts with venue and facilitator - done
- ✓ Continue correspondence with the LI Committee and help coordinate fundraising efforts
- ✓ Work with communications committee to create marketing talking points and/or postcards that state reps can distribute at spring state conferences and via state association listservs (not done in time - need to have final date approvals and such set earlier)
- ✓ Encourage MPLA LI alums to hold receptions, forums or other applicable events at their spring state conferences in order to encourage applications and provide information (not done in time for spring - need to have final date approvals and such set earlier)

- ✓ Add preliminary information to MPLA website (Webmaster) - **done**
- ✓ Submit entry for Jun/July newsletter - **done**

#### May

- ✓ Create 2016 LI Mentor contract/requirements - **done**
- ✓ Start securing a diverse set of 4-5 library professionals within the MPLA region who are willing to serve as mentors according to the contract/requirements - **done**
- ✓ Set fees and finalize qualifications - **done**

#### June

- ✓ Work with LI Committee and state reps to review, update, and finalize applicant requirements and the application form/process itself - **done**
- ✓ Update MPLA website with new information (Webmaster) - **done**
- ✓ Work with MPLA Webmaster to create the application as an online survey that can populate data into a spreadsheet and that can allow for saving, downloading and sharing of application packages for use in the review process - **done**
- ✓ Work with LI committee and MPLA webmaster to create an online application for mentors - **done**

#### July

- ✓ \* change this to June Release online application via MPLA website (deadline will be late Oct/early Nov) - **done**
- ✓ Advertise via state association and MPLA listservs - **done**
- ✓ Create small handouts and updated talking points that state reps can utilize at fall state conferences and via state association listservs - **done**
- ✓ Encourage MPLA LI alums to hold receptions, forums or other events at fall conferences in order to encourage applications and provide information - **done**
- ✓ Release mentor application form online, advertise to MPLA members and spread the word from there. Members may encourage particular people to apply. - **done**

#### August/September

- Begin assembling application review committees of 3 for each member state. State reps will lead the review of each state's applications. Initial review of applications will be completed by the end of November – starting soon
- Prepare mentor training/orientation via Zoom - **done**
- Gather, organize, and secure fellow and mentor applications as they are submitted
- ✓ Mentor applications due September 1<sup>st</sup> - **done**
- ✓ Webmaster added "call for application" information to MPLA home page and Facebook page
- ✓ Review, select, and notify mentors by September 30<sup>th</sup> - **done (Anali Perry)**

#### October/November/December

- Coordinate a common time to hold 1st mentor training/orientation session via Zoom (October) - **done**
- Distribute electronic application packages from each state to the respective review committees along with a scoring sheet – 1<sup>st</sup> week of November - **done**
- Gather each state's top 2 or 3 candidates – by November 30<sup>th</sup> / Dec 1st
- Work with LI Committee Chairs to make final selections (30 total) – Scheduled for Dec. 10th
- Notify all applicants regarding the outcome of their application – mid-December

- Gather confirmation statements from each candidate we intend to accept – by January 1<sup>st</sup>

#### January

- Release final 2016 list of fellows to MPLA website and member listserv
- Add all fellows and mentors to a listserv for LI 2016 correspondence, facilitate introductions, share information, and answer questions
- Coordinate a common time to hold 2nd mentor training/discussion session via Zoom (February/March), Receive their final plans for content contributions

#### February

- Begin purchasing supplies and make any final arrangements with venue
- Assist with any travel arrangements as needed

#### March

- Finalize agenda and content
- Start constructing binders, printing materials, and organizing information for electronic sharing (where necessary)

#### April

- Tie up loose ends, and make any final arrangements regarding logistics, refreshments, supplies, etc.