

July 7, 2003

TO: Marilyn Hinshaw, Chair
MPLA Leadership Institute Committee

FR: Mary C. Bushing
MPLA Leadership Institute Coordinator

RE: Applications for 2003

The applications for the institute by state and type of library:

STATE	ACADEMIC	PUBLIC & SYSTEM	SCHOOL	SPECIAL / STATE LIBRARY	STATE TOTAL
AZ	4	3			7
CO	2	5	1		8
KS	5	4	1		10
MT	1			2	3
ND		1		1	2
NE		1			1
NM	2	2	2	1	7
NV	1	2			3
OK	2	2			4
SD	3	1			4
UT	7	4		2	13*
WY	1	3			4
TOTAL	28	28	4	6	66

* Given a big boost by Amy Owen's announcement of the state library's new grant program for professional development. Just the right time! Only state library or state association that I know put something out on their list after they were sent letters. Arizona state rep sent a reminder to their list regarding state library funding. Others might have done something but I did not hear about them.

The majority of applicants are NOT MPLA members and thus will pay the higher registration cost.

Timeline summary:

- Feb.:** Application went "live" on website with information. Information sent to lists. Two articles submitted to newsletter. (These were not published until April issue – arriving in mail boxes in late May)
- May:** Extended deadline to June 15th due to delay in newsletter publication.
Sent letters to at least one individual in each state library encouraging support, etc. Copied state representative.
Sent a different letter to all state association presidents encouraging support, etc. Copied state representative.
- June 15th:** Applications due. All were printed and filed and spacing corrected by Mary to make reading the electronic applications easier for the state committees.
- June 20th:** Instructions and all applications for each state sent via email to each state representative.
- July 2nd:** Stan Terry contacted and reminded of his promise to identify one Ebsco attendee for 2003.
- August 3rd:** Results of applications due back to me from state reps by midnight. To include: up to 2

nominees for invitation, those remaining acceptable applicants, those non-acceptable applicants. (Nevada has completed their evaluation of applicants already.)

- August 4th:** List of remaining acceptable applicants along with applications sent electronically to committee for review and ranking of candidates.
- August 5th:** Will begin to send out the “rejection” letters to those who did not meet criteria, etc.
- August 8th:** Rankings due electronically to me from each committee member.
Tabulation to identify 5 additional applicants selected by committee.
Letters (electronic and paper) sent to those to be invited including those selected by state committees and those selected by MPLA Leadership Institute Committee. Invitation letters will not contain reference to what stage of the process resulted in the individual’s selection. Included will be registration info, more info on Ghost Ranch and practical matters.
Letters to those remaining ranked applicants indicating their status as “runners up” but also with indication to the top2 or 3 that should someone be unable to attend they would be near the top of the list of those to be asked.
Summary report to committee regarding final counts and names.
- Sept. 1st:** Registration information due to me along with all or at least 50% of registration. Payment in full due October 1st.
Contact and invite any “runners up” to be invited if there are any that decline the invitation.
- Sept. 8th:** Receipts/confirmations or bills for remaining amount sent with additional information regarding transportation, etc.
- Sept. 15th:** Initiate listserv for mentors with Maureen Sullivan for discussion, preparation of Thursday’s presentation, etc.
- Oct. 1st:** Final receipts sent.
Initiate listserv for participants and mentors with an assignment to be determined by Maureen and Mary B regarding instructions and goals.
- Oct. 10th:** Third and final visit to Ghost Ranch by Mary re housing, etc.
- Nov. 8th:** Arrive Ghost Ranch for institute.
- Nov. 9th – 14th:** Institute itself.
- Nov. 18th:** Prepare articles/announcements for library publications (*American Libraries*, *LJ Hotline*, *LJ*, etc.) and state association newsletters for 12 MPLA states.
- Nov. 20th –** Analyze and prepare evaluation report for Board based on evaluations from participants, mentors, and Maureen Sullivan.
- Jan. 1st:** Send final report of institute and activities for 2003 with recommendations to Committee Chair and Board.