

Leadership Institute Coordinator
MPLA Board Report
September 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 six months include:

- ✓ Finalizing application forms for fellows and mentors
- ✓ Advertising 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) – continue spreading the word and encouraging applicants!
- ✓ Meeting periodically with the LI committee
- ✓ Helping with fundraising efforts
- ✓ Receiving and dispersing 8 mentor applications to the LI committee and contributing to the final selections
- ✓ Receiving fellow applications so far: 2 from Kansas, 1 from Nebraska
- ✓ Mailing about 20 4x6 LI application information cards to these states for availability at their respective fall conferences/MPLA booths: Kansas, South Dakota, Nebraska, and Nevada (I took some to the North Dakota conference; they are also at MPLA's booth in Wyoming)
- ✓ Planning LI reunion breakfast in Wyoming

*There was a misunderstanding on my part regarding how to reach MPLA's membership. Therefore, my initial messages from July and August didn't make it out as I thought – my apologies.

Key Dates:

Fellow Applications Open: June 1, 2015

Fellow Applications Deadline: October 31, 2015

Notify Fellows and alternates: December 15, 2015

Mentor Applications Open: July 1, 2015 [now closed]

Mentor Applications Deadline: September 1, 2015 [selections made]

Notify Mentors: September 30, 2015 [notifications completed by Anali Perry]

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 – **in progress**
- Gather, organize, and secure fellow and mentor applications as they are submitted
- ✓ Mentor applications due September 1st - **done**
- ✓ Webmaster added "call for application" information to MPLA home page and Facebook page
- ✓ Review, select, and notify mentors by September 30th – **done (Anali Perry)**

October/November/December

- Coordinate a common time to hold 1st mentor training/orientation session via Zoom (October) - **in progress**
- Distribute electronic application packages from each state to the respective review committees along with a scoring sheet – 1st week of November
- Gather each state's top 2 or 3 candidates – by November 30th
- Work with LI Committee Chairs to make final selections (30 total)
- Notify all applicants regarding the outcome of their application – mid-December
- Gather confirmation statements from each candidate we intend to accept – by January 1st

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.