

## **Leadership Continuum Template—Local Library Checklist**

- \_\_\_\_\_ Mission statement / Vision Statement (include it on all reports)
- \_\_\_\_\_ Materials selection policy
- \_\_\_\_\_ Materials Challenge policy
- \_\_\_\_\_ Information literacy curriculum
- \_\_\_\_\_ Create a staff training document—provide training periodically
- \_\_\_\_\_ Annual library report to principal and/or Board
- \_\_\_\_\_ Work and communicate with public library
- \_\_\_\_\_ Using Ask Away virtual reference
- \_\_\_\_\_ Library clubs / Media clubs
- \_\_\_\_\_ Database access (First Search, InfoTrac, EBSCO)
- \_\_\_\_\_ Collaborating with teachers
- \_\_\_\_\_ Reading programs (Battle of the Books, Reading is Fundamental, Birthday book)
- \_\_\_\_\_ Monarch Book Award Program
- \_\_\_\_\_ Rebecca Caudill Book Award Program
- \_\_\_\_\_ Abraham Lincoln Book Award Program
- \_\_\_\_\_ Advisory Boards
- \_\_\_\_\_ Work closely with student teachers in the building
- \_\_\_\_\_ Fundraising(Book fairs, Book drives)
- \_\_\_\_\_ Help students access their interest areas
- \_\_\_\_\_ Provide fun and interesting programming
- \_\_\_\_\_ Supervise a student teacher librarian

## **Leadership Continuum Template—School Community Checklist**

- \_\_\_\_\_ Member of the School Improvement Committee
- \_\_\_\_\_ Member of the Curriculum Committee
- \_\_\_\_\_ Member of the building Technology Committee
- \_\_\_\_\_ Work with all departments and grade levels
- \_\_\_\_\_ PTA workshops (Open House tour of library)
- \_\_\_\_\_ Handouts for parents on library resources (include in registration packets)
- \_\_\_\_\_ Family Reading nights (Family science, social studies, or math Night)
- \_\_\_\_\_ Provide inservice training for faculty (tech: database access, web searching)
- \_\_\_\_\_ Serve on Ed. Foundation board
- \_\_\_\_\_ Contact community groups, clubs, churches, sport teams
- \_\_\_\_\_ Send out newsletters to faculty (new materials, programs, etc.)
- \_\_\_\_\_ Presentations at faculty meetings
- \_\_\_\_\_ New teacher orientation meeting
- \_\_\_\_\_ Recruit quality teachers to become teacher librarians
- \_\_\_\_\_ Collaborate / Team teach
- \_\_\_\_\_ Help to coordinate an author visit
- \_\_\_\_\_ Corporate/School partnerships
- \_\_\_\_\_ Help teachers support their curriculum (pulling out books for classrooms)
- \_\_\_\_\_ Provide training for volunteers
- \_\_\_\_\_ Write articles for newspapers and district flyers
- \_\_\_\_\_ Mentor new librarians in the school or district

## **Leadership Continuum Template—Administration/Board Checklist**

- \_\_\_\_\_ Align the mission of the library into the mission of the school
- \_\_\_\_\_ 2-way communication regularly with the principal
- \_\_\_\_\_ Go to school board meetings (even if not presenting or asking for anything)
- \_\_\_\_\_ Make annual presentation to the Board for the per capita grant qualification
- \_\_\_\_\_ Use *Linking for Learning* in making progress charts for the board members  
Creating a “State of our Library” address)
- \_\_\_\_\_ Invite board members to visit the library
- \_\_\_\_\_ Publicize library programs into the principal’s reports, newsletters
- \_\_\_\_\_ Collect data and statistics for monthly report to building or district administrator
- \_\_\_\_\_ Serve on district level committees
- \_\_\_\_\_ Use “Powerful Libraries Make Powerful Learners” (II Study) to support library programs and staffing issues, tie to NCLB legislation, student achievement
- \_\_\_\_\_ Write a written report to building administrator after returning from all workshops, professional development and offer to share with the staff
- \_\_\_\_\_ Serve as a board liaison for the building
- \_\_\_\_\_ Constantly refer to the library as a teaching environment
- \_\_\_\_\_ Report all contact with legislators to administrators

## **Leadership Continuum Template—Regional Checklist**

- \_\_\_\_\_ Member of an Illinois library system
- \_\_\_\_\_ Attend system workshops (Summer Camps, networking groups)
- \_\_\_\_\_ Volunteer for system boards, committees
- \_\_\_\_\_ Attend workshops given by ROE, technology hub
- \_\_\_\_\_ Cooperate with local universities, community colleges (resource sharing)
- \_\_\_\_\_ Run for public library board
- \_\_\_\_\_ Plan local multitype library get togethers
- \_\_\_\_\_ Advocate “Powerful Libraries...” II Study to community groups
- \_\_\_\_\_ Partner with public library on programming , PR
- \_\_\_\_\_ Develop working relationship with newspaper reporter to publicize library events
- \_\_\_\_\_ Help to organize district or county librarians meetings
- \_\_\_\_\_ Be an adjunct professor
- \_\_\_\_\_ Use interlibrary loan for both sharing and receiving materials
- \_\_\_\_\_ Write and publish articles for the system website, newsletters
- \_\_\_\_\_ Contact local legislators—invite them to visit your library

## **Leadership Continuum Template—State Checklist**

- \_\_\_\_\_ Join ISLMA, ILA and other professional organizations
- \_\_\_\_\_ Renew your ISLMA membership every year
- \_\_\_\_\_ Attend ISLMA conference every year
- \_\_\_\_\_ Present a session at conference
- \_\_\_\_\_ Vote for ISLMA elections and state elections (Gov.)
- \_\_\_\_\_ Serve on an ISLMA committee (nominations, awards, conference)
- \_\_\_\_\_ Attend Illinois Library Day in Springfield
- \_\_\_\_\_ Begin to have conversations with local, state legislators
- \_\_\_\_\_ Run for an ISLMA board or office position
- \_\_\_\_\_ Get involved with ISBE and the State Library
- \_\_\_\_\_ Apply for LSTA, IMLS, state grants
- \_\_\_\_\_ Apply to take part in the Synergy Leadership Program
- \_\_\_\_\_ Volunteer to read grants for the State Library
- \_\_\_\_\_ Join the ISLMANET listserv
- \_\_\_\_\_ Share your expertise with others on the listserv
- \_\_\_\_\_ Visit the ISLMA website regularly (Library System website also)
- \_\_\_\_\_ Apply or nominate others for awards
- \_\_\_\_\_ Write to legislators regarding bills that affect libraries
- \_\_\_\_\_ Write articles on request for state publications

## **Leadership Continuum Template—National (Federal) Checklist**

- \_\_\_\_\_ Become a member of ALA, AASL
- \_\_\_\_\_ Volunteer to serve on national committees
- \_\_\_\_\_ Attend AASL national conferences, workshops, etc
- \_\_\_\_\_ Attend ALA conferences, summits
- \_\_\_\_\_ Run for an office at the national level
- \_\_\_\_\_ Communicate with federal legislators ( at home offices or via email)
- \_\_\_\_\_ Vote for ALA, AASL and other national elections
- \_\_\_\_\_ Participate in Library Legislative Day in Washington DC
- \_\_\_\_\_ Work on National Board certificate
- \_\_\_\_\_ Write and publish articles for national journals
- \_\_\_\_\_ Apply or nominate others for national awards
- \_\_\_\_\_ Apply for national grants( Laura Bush, Dept of Education)
- \_\_\_\_\_ Supervise or mentor National Board certification candidates