

# Wyoming Library Leadership Institute

## Graduate Retreat and Planning

June 11, 2022  
8 a.m. – 3:30 p.m.



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# Summary

The graduates of the Wyoming Library Leadership Institute attended the retreat in Cheyenne, Wyoming on June 11. The goal of the retreat was to connect and plan for the upcoming year.

## Members Attending

Darcy Acord .....	Campbell County Public Library System
Mary Borthwick .....	Retired!
Judi Boyce .....	Sublette County Library
Katrina Brown .....	Goodstein Foundation Library, Casper College
Karen Jean Funk .....	Washakie County Library
Samantha Griffis .....	Daly Memorial Library, Northern Wyoming Community College District
Elaine Hayes .....	Laramie County Library System
Rebecca Jones .....	Campbell County Public Library System
Meghan Kelly .....	Ludden Library, Laramie County Community College
Lori Lewis .....	Laramie County Library System
Susan Parkins .....	Laramie County Library System
Kimberly Redmond .....	Natrona County School District, Southridge Elementary
Genevieve Schlekeway.....	Campbell County Public Library System
Jacque Strike .....	Retired!
Rachael Svoboda.....	Laramie County Library System
Johanna Tuttle.....	Campbell County Public Library System
Chris Van Burgh.....	Wyoming State Library



# Agenda

Review Mission Statement  
Review Group Expectations  
Strategic Planning  
Goal Setting & Accountability  
Wrap-up

## Review and Create WLLI Vision and Mission Statement

**Vision** the direction of your organization

**Mission** what you are going to do and for whom

**Goals** how to measure it and guide your strategy to get to where you want to be

The group acknowledged that the 2019 mission and vision statements were well-crafted and suited to the purpose at the time. The team decided to update them to reflect the changing times.

**Vision** Empower the library workforce.

**Mission** To foster personal growth, service, and connection in members of the Wyoming Library communities who then inspire, engage, and advocate for libraries.

# S.M.A.R.T. Goals

Each work group will use the knowledge from the discussion to develop S.M.A.R.T. goals that will be presented at the end of September (unless otherwise noted).

## S.M.A.R.T. Goals are...

### Specific

- Can you easily explain the goal?
- What do you want to accomplish?
- Who needs to be included?

### Measurable

- Is there a number attached to your goal?
- How will you know you have succeeded?

### Attainable

- Do you have the skills required to achieve the goal?  
If not, can you obtain them?
- Who will help you be accountable to the goal?
- What are the action steps needed to achieve the goal?

### Relevant

- Does this relate to the mission?
- Is it aligned with overall objectives?

### Time-Bound

- What is your deadline?
- Is it realistic?

# Short-term Committees

## Regional Leads

- Work closely with the WLA Liaison and WLLI Advisor to meet and plan events for their regions

## Advisor and Fundraising

Elaine and Fundraising Lead will review:

- The financial structure
- Use of GALE Business

## Succession Planning

Johanna, Katrina, Meghan and Elaine will address the following:

- Identify who will be the next advisor
- Create language for clear expectations
- Refer to and interpret draft organizational chart below
- State the relationship between WLA and WLLI for increased communication

Create WLA Bylaws – Due August 15 to WLA president for review to be distributed August 28

## Application/Selection Team

Genevive, Rebecca, Darcy and Mary will address the following:

- Create updated membership application and rubric
- Clarify expectations regarding retreat attendance, grad retreats and Library-Land
- Create language regarding non-attendees (disclaimer regarding non-attendees can initiate reconsideration)
- Review/update the Grad Pledge

# Short-term Committees Cont.

## Other items for consideration

- What expenses are paid for each cohort?
- What expenses are paid for graduates?  
Will there be a cap of graduates to keep cost down?  
What are the qualifications?
- Do we want to offer scholarships?
- Do we need to provide a "save the date" to prep budgets?

## Define Institute Content

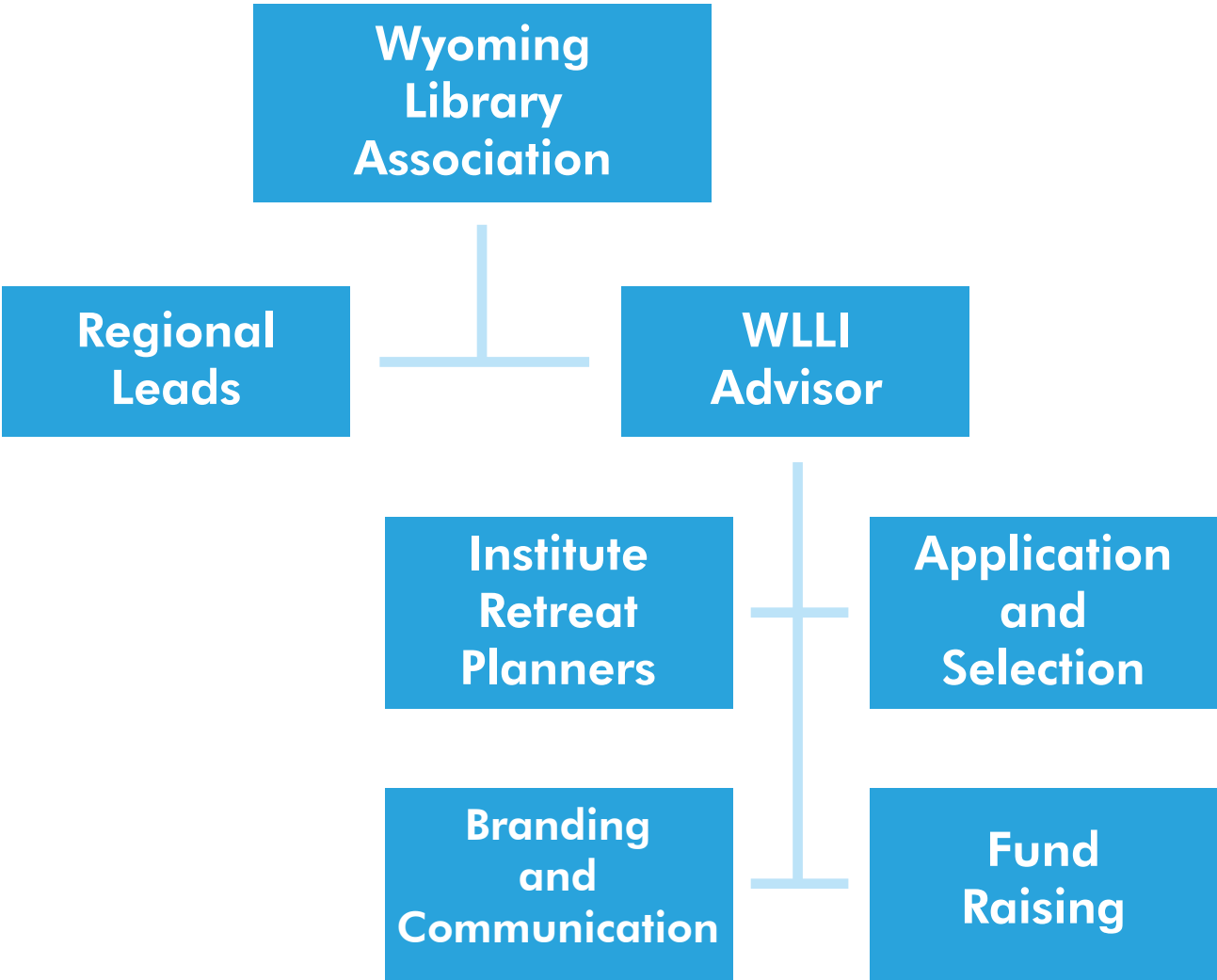
Short-term Lead, Katrina will work with Chris and planners (Judi, Sam, Susan, Kimberly and Rachael) for clear communication on:

- Identifying areas for Essential Skill development, Leadership Skill development, and sessions regarding current events/issues impacting their work
- Other ideas included book clubs and ways to refresh past learning  
Give planning committee something to start from  
Create a survey for member feedback

## Member interaction beyond events

Short-term Lead, Tekla will work with regional representatives through Zoom meetings for increased communication and partnership.

# Organizational Chart





# Organizational Chart Cont.

## Wyoming Library Association Liaison

Conrrado Saldivar

## Regional Leads

Region 1	Vacant
Region 2	Vacant
Region 3	Genevieve Schlekeway
Region 4	Cindy Moore
Region 5	Tekla Slider and Elaine Hayes
Region 6	Richard Landreth
Region 7	Elaine Hayes and Tekla Slider

## WLLI Advisor

***Elaine Hayes***

\*recommend having a co-advisor to insure succussion planning

## Institute Retreat Planners

Judi Boyce, Sam Griffis, Susan Parkins,  
Kimberly Redmond, Rachael Svodoba

\*need to choose a lead

\*will be comprised of at least 2 seasoned graduates (who have previously planned a retreat) and at least 2 graduates from current cohort (who have not planned a retreat yet).

# Organizational Chart Cont.

## Application/Selection

Genevive Schlekeway, Rebecca Jones,  
Darcy Acord and Mary Borthwick

\*need to choose a lead

Create a membership drive?

\*Susan to lead

## Branding & Communication

**Jessica** and Jo

Coordinate ways to engage schools and libraries  
(i.e. Kindness Wyoming started by Leadership Wyoming)

## Fundraising

TBD

Develop grants?

Basket fundraiser?

- Bolded names indicate the Lead in the area
- Recommended term of appointment: 2 – 3 years
- Application and Selection Committee will work closely with the Institute Retreat Planners.
- All committees must create a committee job description and timeline of work to be accomplished.

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