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” (Il 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…” Il 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