

**CALL FOR PROPOSALS**  
**FACILITATOR, MASSACHUSETTS LIBRARY LEADERSHIP INSTITUTE**  
**For Summer 2009**

The Massachusetts Board of Library Commissioners and the Massachusetts Regional Library Systems seek proposals for training, design and facilitation of a 3 or 4 day library leadership institute to be held in July 2009. This will be the third institute offered by Library Leadership Massachusetts. The Mission of Library Leadership Massachusetts (LLMA) is:

“To cultivate, educate, and support emerging leaders working in and/or for libraries in Massachusetts. LLMA provides individuals a venue for collaboration and opportunities to develop leadership skills.

This project will be funded with Federal LSTA funds as administered by the Massachusetts Board of Library Commissioners.

The Massachusetts Board of Library (MBLC) is the state library agency. The Massachusetts Regional Library Systems (MRLS) (Boston, Metrowest, Southeastern, Western, Northeast and Central) are multitype regional library systems serving over 1700 academic, public, school and special libraries.

The Leadership Institute participants will include up to forty (40) individuals from all types of libraries, including librarians who have a limited number of years in their fields. They may be professional or paraprofessional library staff and possibly trustees and/or friends of libraries.

#### **A. Leadership Institute**

##### Scope of work

The facilitator(s) will be responsible for structuring the institute and presenting the leadership content. Content needs to relate to library issues through case studies, readings, discussions, and other planned learning activities.

Topics to include in the design of the workshop:

- a) Leadership
  - Leader's roles and responsibilities
  - Practices and competencies for effective leadership
- b) Getting to know your leadership skills
  - Honest self-evaluation and self assessment
  - Personal and professional values; developing character
  - Responding to external communities: funding authorities, community image, and library organizations.
- c) Communication and negotiation skills
  - Interpersonal skills

- Getting to yes, consensus building and compromise
  - E-communication: how to structure an effective e-conversation.
  - Public speaking
  - Presentation skills
  - Conflict resolution
- d) Change Management
- Understanding organizations
  - Empowerment
- f) Risk-taking
- Risk-taking behaviors: knowing when to let go of power and when to exert control
  - Risk assessment: saying difficult things, dealing with difficult situations
- g) Collaboration
- Mentoring/Coaching skills
  - Team building
  - Building partnerships
  - Sustaining relationships
- h). Outcome Expectations
- Personal action agendas that will have participants focus on how they will use these acquired skills.
  - Creation of a structure for continuing relationships among all participants.
  - Commitment from participants to actively participate in advocacy for Massachusetts libraries.
  - Commitment from participants to participate in professional organizations and/or a commitment to contribute to a publication and or newsletter
  - Commitment from participants to spread the work about the Institute and to recruit future leaders.

If your proposal includes the use of Mentors define the qualifications needed by mentors; expectations of mentors and the role that they will have at the institute. Describe mentor orientation process, and if advance preparation is necessary, what is entailed.

## **B. Timeline**

Proposals must be received by April 1, 2008. The Leadership Institute Planning Committee will evaluate proposals, interview the finalists, and notify the successful applicant on or before April 15, 2008.

## **C. Proposal requirements**

Proposals for Massachusetts Leadership Institute should include:

- The institute curriculum.

- Plan of work to be done. Proposal should note and identify planned learning activities
- Timetable
- Experience with similar projects and organizations
- Cost outline
- Three references and the name, address and telephone number of at least one person directly engaged in each project
- Your availability during the month of July 2009.

Respond by April 1, 2008 with the above requirements. Please quote individual prices for sessions per half and full day and travel and incidentals.

The Southeastern Massachusetts Regional Library System will be the fiscal agent for this project.

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Contact the same individual for further information.