



Promoting all libraries in Indiana and fostering the professional growth of our members

## **ILF PD17 DETAILED REQUEST FOR INFORMATION**

**(as of 12/20/16)**

**Indiana Library Federation (ILF)** seeks information about expert presenters and high-quality content for its **2017 professional development (PD)** planning. We aim to match potential speakers and experts with targeted audiences and most effective delivery methods. This **Request For Information (RFI)** is designed to provide a more detailed overview of the SPECIFIC content we desire in 2017 in addition to the types of sessions held in prior years. Prospective speakers, facilitators and experts (or their fans) are invited to [submit this form](#) by mid-January.



A full *Call For Proposals* will be issued in the first quarter of 2017. The desired topics on the [RFI Announcement](#) and this *PD17 Detailed RFI* a subset of the range of topics we will include in 2017 professional development opportunities.

**Financial Note:** ILF has relied on the generosity of its members and partners to provide quality professional development sessions for free or minimal reimbursement. ILF aims to steward its very limited funding most effectively.

**Background:** ILF held 15 conference events in 2016. In response to in-depth analysis of membership, attendance, surveys, conference evaluations and feedback, ILF is developing a comprehensive professional development plan for 2017. ILF seeks to balance its identified principles for professional development and conferencing: benefit to members, high-quality content, sustainable business model and partnerships to maximize cost-effectiveness and impact. ILF has held multiple calls and meetings with members about its professional development as a part of its [ILF Work Plan 2016](#).

The information below aims to provide an update about our current plans (as of December 2016), which may evolve in 2017. ILF will kick off its strategic visioning for the future in early 2017.

**Questions and Feedback:** If you have questions, clarifications, or suggestions about our initial ideas for 2017, please contact ILF Executive Director Lucinda Nord, [exec@ilfonline.org](mailto:exec@ilfonline.org), or 317-257-2040, ext. 101. Note that the ILF Conference Manager, Megan Zanto, is anticipated to return from leave in mid- to late-December.

## ***Improving our Professional Development opportunities:***

### **Specialty Conferences, Facilitated Roundtables, Webinars and Cohort Series**

ILF holds specialty conferences that target specific staff or skills in libraries (typically held spring-fall) in addition to its premier annual conference in November. While ILF supported multiple specialty conferences in prior years, we are exploring alternative methods to deliver access to high-quality content and experts. Unless a date or location is noted, the delivery method is to be determined (TBD). Note that ILF will work with Indiana State Library for approval of LEUs for sessions, including facilitated roundtables for best practice sharing.

While no dates or locations are set, ***ILF may explore half-day or full-day conferences, webinars, facilitated roundtables or cohort-based educational series for the following:***

- **Becoming a better trainer (Train-the-trainer)** – Many librarians train other staff and faculty, as well as patrons. ILF is exploring a cohort series, which may involve a combination of in-person workshop, webinar content and coaching over several months. Content might include learning styles, methods, and practice in delivery. ILF seeks information about content experts and coaches to deliver a section or all of this series.
- **Distance Learning and Instruction Development** – Targets library staff in academic, school and public libraries who support students and faculty in distance learning, both on and off campus. ILF seeks webinar content about research on learning styles, best practice innovations in web-based instruction and technology, and online demonstrations of free or low-cost software, databases and educational tools.
- **Ed Camp** – Targets school librarians to deliver new information, innovations and best practice tools and strategies that may be implemented in school year at no or low cost. Typically held at a school in Central Indiana in June.
- **Friends of Indiana’s Libraries (FOIL)** – Targets volunteers of Friends groups and other affiliated supporting organizations for libraries. Usually rotates around the state in summer or fall. In 2017, may explore regional meetings or conferences at libraries in collaboration with library foundations to focus on nonprofit fundraising best practices.
- **Inter-Library Loan/Circulation (ILL/Circ)** – Targets staff who work circulation and inter-library loan. Members seek workshops and webinars on best practices in fine management, ILL with various systems, and change management for circulation needs of the future.
- **Library Information and Technology Division (LITD)** – Targets staff who work with technology in their libraries, including databases, digital resources, electronic networks and standards. Division members seek workshops and webinars about new (really “new”) innovations and access to try out new technology on site. One session might include a “speed-dating-hands-on-demo” for multiple devices, resources and platforms that are the source of FAQs by patrons.
- **Marketing** – Targets staff who are assigned the responsibility of marketing or outreach for their library—many who may have little or no professional marketing education. Division members seek workshops that provide tangible tools, techniques and sample templates that may be implemented immediately.
- **Management** – Targets mid-level and top-level managers in libraries. Division members seek workshops that provide tools, techniques and proven how-to’s for all sizes and types of libraries, particularly in budgeting and financial management, human resources, internal controls and change management for sustainability for the future. ILF might explore a Management cohort series in 2017 or 2018.
- **Reference** – Targets members who provide reference services. ILF seeks workshop and webinar content that helps staff adapt to the changing nature of reference services in the digital age.
- **Small and Medium Size libraries (SAMS)** – Targets staff who wear many hats in small and mid-size libraries and who may not be able to afford attendance at larger conferences. Members expect to learn about tools and vetted practices they may implement immediately with little or no expense to their library.
- **Technical Services** – Targets staff who work in acquisition, cataloging, processing, preservation and conservation. Members especially seek workshop, presentation or webinar content on new innovations not seen before, as well as best practices for the future.

## CONFIRMED (or coming soon) CONFERENCES – Save the dates

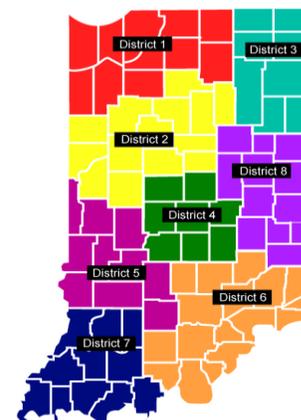
### District Conferences (April – May, 2017)

ILF is organized in 8 geographic districts, though members may attend any district conference. Attendance has ranged from 35 to 180 and includes all types of staff in libraries, primarily within about a 60- to 90-minute drive of the conference location. In 2017, the ILF office will facilitate a 2-hour session about the future of Indiana's libraries, inviting input by attendees. Some District leaders are planning conferences similar to those held in prior years; others are planning half-day focused sessions or meetings.

- District 1 - May 9 at IU South Bend
- District 2 - May 5 at Peru Public Library
- District 3 - April 20 at Kendallville Public Library
- District 4 – TBD in Central Indiana with focused topic (half-day)
- District 5 – TBD (tentative half-day conference or 2-hour meeting)
- District 6 - April 7 at Greensburg Public Library (tentative)
- District 7 – TBD (tentative half-day conference or 2-hour meeting)
- District 8 - April 28 at Pendleton Public Library (tentative)

*Desired topics for districts:*

- panel on **best practices for trustees**
- **innovations we have not seen anywhere else** before
- **leadership for all positions in the library** (presentation, interactive workshop)
- excellent **customer service** for all positions in the library (presentation, interactive workshop)



### Children and Young People's Division (CYPD) Conference (August 20-21, 2017)

This is the largest of the Specialty conferences, with about 250 attendees, over 20 sessions and about 12 exhibitors. The conference is scheduled for Sun-Mon, Aug. 20-21, 2017, at the Marriott East, Indianapolis.

*Desired topics for CYPD:*

- panels or workshops on **best practices and strategies for serving the following populations:** non-English speaking families; immigrants; homeless children and families; "over-scheduled" children; and families involved with child protection, mental health, addiction or justice systems; over-connected and disconnected teens.
- **innovations we have not seen anywhere else** before (technology to try, panel on programming, etc.)
- panels or workshops on **best practices and strategies for partnerships** between early learning programs, schools, children's departments at public libraries, and/or colleges/universities.
- **showcase of performers/demonstrators** who offer educational/entertaining programs for children and families. We are exploring a 50-minute session with five 8-minute presentations/samples.

### Annual Conference (November 13-15, 2017)

The ILF Annual Conference is the premier two-day conference attended by over 800 library staff and volunteers each year. A pre-conference offers intensives. Prior years included over 100 sessions targeting different types of positions and libraries. The ILF Annual Conference is scheduled for Mon-Wed, November 13-15, 2017, at the Marriott East, Indianapolis. ILF seeks *high-quality sessions about:*

- best practices for **Library Board Trustees** (panel to discuss onboarding, stewardship, executive review and strategic planning and more)
- **innovations** we have not seen anywhere else before (technology to try, panel on programming, etc.)
- **leadership** for all positions in the library (presentation with interactive workshop content)
- excellent **customer service** for all positions in the library (presentation, interactive workshop)
- **developing the employees and entrepreneurs** of the future
- **change management**, particularly how a position might adapt with new skills for the future (presentation, interactive workshop)
- panels or **best practices/strategies** about **community engagement, donor management, human resources** and **volunteer coordination**, in addition to the skills for any positions in a library described on the prior page.