

Report to the Kentucky Library Association Board
Member Services Committee
Louisville, Kentucky
September 19, 2012

The Members Services committee has developed a plan for a KLA Professional Development/Continuing Education program. Attached is a brief document describing the professional development program and proposing a program calendar. Also attached is a slightly different calendar for the first year to allow for additional planning, cementing procedures, and dealing with unknowns. Both documents are based on the feedback provided by the Member Services Committee and my review of other PD programs in KY.

Finally, I have included a brief set of survey questions intended for the KLA membership. One of the things agreed upon by all committee members is that a successful program should begin by assessing the professional development needs of our members.

The Member Services committee would like to request approval from the board to implement the attached plan, beginning with distributing the Professional Development Needs survey to the membership.

Respectfully submitted,

Betsy Hughes, Chair
Member Services Committee

KLA Professional Development Program Proposal

The KLA Professional Development Program shall provide 3-6 live, online professional development courses to KLA members per calendar year. Courses shall be scheduled 1-2 for each quarter during the Winter, Spring and Summer months. The Fall quarter shall be reserved for planning and assessment of the previous year's program.

One to two sessions each year will be determined by the Member Services Committee and should appeal to all or most KLA members. Two to four sessions will be determined by KLA Sections and/or Roundtables and should be of interest primarily to those members of those sections/roundtables.

The quarters for the annual program are as follows:

Fall (September – November)

- Determine PD preferences via survey or evaluations of previous PD
- Gather speaker/session suggestions from Section and Roundtable Chairs, popular sessions at Fall conference
- Determine date/month for roundtable/section-focused sessions
- Assign sessions/topics to committee member(s) for follow-up and scheduling
- Present Winter schedule at November Board meeting
- Add Winter sessions and sign-up information to KLA website
- Advertise Winter sessions, update PD calendar

Winter (December – February)

- Present Winter PD Sessions
- Confirm speakers/dates for Spring session(s)
- Add Spring sessions and sign-up information KLA website
- Advertise Spring sessions, update PD calendar

Spring (March – May)

- Present Spring schedule at March Board meeting
- Present Spring PD Sessions
- Compile evaluations from Winter session participants
- Post Winter session(s) online
- Confirm speakers/dates for Summer sessions
- Add Summer sessions and sign-up information KLA website
- Advertise Summer sessions, update PD calendar

Summer (June – August)

- Present Summer schedule at June Board meeting
- Present Summer PD Sessions
- Compile evaluations from Spring session participants
- Post Spring sessions online
- Compile evaluations from Summer sessions
- Post Summer sessions online

KLA Professional Development Program – Launch year

The first year of the KLA PD Program will have a slightly different calendar due to the challenges of implementing a new program and the need for additional feedback from KLA members throughout.

The proposed calendar for the 2012-13 PD Program is as follows:

Fall (September – November)

- Present program for approval at Fall Board Meeting
- Present program for approval/feedback and Fall Business Meeting
- Survey KLA members for topics, scheduling preferences
 - paper surveys at conference
 - online survey to other members
- Gather speaker/session suggestions from Section and Roundtable Chairs
- Choose one/two popular sessions from Fall Conference for kickoff/test sessions
- Determine sign-up, posting, advertising procedures
- Add sign-up information to KLA website
- Advertise sessions and add to calendar

Winter (December – February)

- Present first PD sessions
- Hold/record test sessions and evaluate procedures
- Work with sections/roundtables to choose and confirm Spring sessions
- If necessary, adjust sign-up, advertising procedures
- Add Spring sessions and sign-up information KLA website
- Advertise Spring sessions, update PD calendar

Spring (March – May)

- Present Spring schedule at March Board meeting
- Present Spring PD session(s)
- Compile evaluations from Winter session participants
- Determine procedures for posting/allowing access to archived session(s) online
- Confirm speakers/dates for Summer sessions
- Add Summer sessions and sign-up information KLA website
- Advertise Summer sessions, update PD calendar

Summer (June – August)

- Present Summer schedule at June Board meeting
- Present Summer PD session(s)
- Compile evaluations from Spring session participants
- Post Spring sessions online
- Compile evaluations from Summer sessions
- Post Summer sessions online

KLA Professional Development Needs Assessment

1. Please describe yourself:

- | | |
|--|---|
| <input type="checkbox"/> Academic Librarian | <input type="checkbox"/> Paraprofessional (other) |
| <input type="checkbox"/> Corporate Librarian | <input type="checkbox"/> Public Librarian |
| <input type="checkbox"/> Law Librarian | <input type="checkbox"/> School Media Specialist |
| <input type="checkbox"/> Medical Librarian | <input type="checkbox"/> Student |
| <input type="checkbox"/> Paraprofessional (academic library) | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Paraprofessional (public library) | <input type="checkbox"/> Other _____ |

2. During which months are you most likely to attend an online PD session:
(please select all that apply)

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> June |
| <input type="checkbox"/> February | <input type="checkbox"/> July |
| <input type="checkbox"/> March | <input type="checkbox"/> August |
| <input type="checkbox"/> April | <input type="checkbox"/> December |
| <input type="checkbox"/> May | |

3. At what time of day are you most likely to attend an online PD session:
(Times are EST/EDT. Please select all that apply)

- Morning (9:00 – 11:00 AM)
- Lunch (11:00 AM – 1:00 PM)
- Afternoon (1:00 – 3:00 PM)
- Late Afternoon (3:00 – 5:00 PM)
- Evening (5:00 – 7:00 PM)

4. Which topics are of the most interest to you:

- Customer Service
- Education (teaching, instruction, training)
- Finance (budgeting, fundraising, grant writing)
- Marketing & promotion
- New trends/Current issues
- Resources (collection development, database training, fiction, nonfiction, media)
- Technology (software, hardware, security)
- Other _____