

Power Libraries Requirement	Details	Due date	Complete? N
Action Plan with SMART goals complete	see examples on Power Libraries ning in our Power Libraries Pilot group space: <a href="http://powerlibraries.ning.com/groups">http://powerlibraries.ning.com/groups</a>	Friday, Oct. 1, 2010	
Attend Welcome Training with your team	Location and agenda will be announced closer to the training date	Tuesday, Oct. 5, 2010	
<b>Four mentor meetings:</b>	<b>*at least one meeting is at another Power Library and two meetings must be in-person</b>		
Meeting 1 - location - TBD	Report a brief summary of your meeting on the Power Library ning in our Power Libraries Pilot space - see sample reporting form on ning	mtg date - by Oct. 10	
Meeting 2 - location - TBD	see above instructions	mtg date - before holiday break	
Meeting 3 - location - TBD	see above instructions	mtg date - before spring break	
Meeting 4 - location - TBD	see above instructions	mtg date - by May 18	
<b>Weekly Connection to program via Ning</b>	<a href="http://powerlibraries.ning.com/">http://powerlibraries.ning.com/</a>		
Read ning links to current library blogs and articles on a weekly basis	Professional Growth using the PL Pilot Group in the Power Libraries ning	Begin Oct. 12	
Post links and comments on blog as possible	Professional Growth using the PL Pilot Group in the Power Libraries ning	Begin Oct. 12	

<b>Quarterly reports to staff</b>			
Quarter 1 report	Post your report to the PL ning. Format is your decision. Audience you write the report for is your decision. How you distribute the information is up to you too. *Send an email to your mentor and the LS coordinator when you post please.	Q1	
Quarter 2 report	posted to PL ning and distributed widely	Q2	
Quarter 3 report	posted to PL ning and distributed widely	Q3	
Quarter 4 report	posted to PL ning and distributed widely	Q4	
<b>Two meetings with your building PL team annually</b>	*Team training can be considered one meeting. Meet with entire team again this school year.		
1st meeting	Idea! Create an agenda and send your notes to participants to summarize after the meeting.	by Dec 1	
2nd meeting	Idea! Submit your agenda to your mentor and get suggestions to make the meeting time valuable to all in attendance	by May 1	
<b>Other Requirements</b>			
Send your staff or students a survey to get feedback to help you better serve your constituents.	sample survey : <a href="https://spreadsheets.google.com/ccc?key=0AkVCBbmEolCYdEQ2Y2FmZEdhb3NyTXBrOGVKSkJLN1E&amp;hl=en">https://spreadsheets.google.com/ccc?key=0AkVCBbmEolCYdEQ2Y2FmZEdhb3NyTXBrOGVKSkJLN1E&amp;hl=en</a>	By May 18	

Attend tri-district Spring workshop	Day of sharing with St Vrain, JeffCo and Adams12.	Spring date and location - TBD	
Membership in Professional Organization	i.e. CAL, CASL, ISTE, CCIRA		
Evidence of Leadership	Submit evidence on our Ning that you are a leader at the school level, district level, or with a professional organization. May include attendance at a conference or professional development. May include presenting to your peers in your district or to your teachers in your building.	by May 18	
Complete LRS fall survey for your library	A slideshow explaining why this information is important for all libraries is below. <a href="http://www.slideshare.net/seangobot/colorado-state-library-and-library-research-service-whats-in-it-for-you">http://www.slideshare.net/seangobot/colorado-state-library-and-library-research-service-whats-in-it-for-you</a>	fall 2010	
Keep monthly statistics	Show what you are doing and how it impacts students achievement. See examples of monthly stats kept by other libraries and decide which are important for you to keep track of. How will you use this information?	Begin in October	