



## **Sunshine State Library Leadership Institute Year 19 Application**

### **Important Dates**

- Submission deadline: **May 31, 2024**
- Acceptance notification: **July 22, 2024**

### **Leadership Institute Application Checklist**

A completed Sunshine State Library Leadership Institute application includes:

Sunshine State Library Leadership Institute Application Form

Supervisor's Letter of Support

Director/Dean/Principal's Approval Form

Resume

### **I prefer to attend the Institute sessions at:**

Clay County, Fleming Island Branch Library (Fleming Island)

Lee County, East County Regional Library (Lehigh Acres)

Either

**SECTION ONE: PERSONAL INFORMATION**

First Name

Last Name

Library

Library Street Address

City

Zip

Work Phone Number

Work Email

Position Title

Library Department

**SECTION TWO: PROFESSIONAL INFORMATION**

**Please provide your answers to the following five statements. Your responses should be 200-250 words each.**

1. Describe three leadership skills you would like to develop through your participation in SSLLI.  
(20 points)

## SECTION TWO: PROFESSIONAL INFORMATION

2. Describe one idea you have initiated within your library or community that resulted in positive change. Include in your narrative any challenges or risks you had to overcome to achieve the desired change. (20 points)
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. If you had the authority, what new partnership(s) would you develop between your library and other entities in your community? Why? (10 points)

## SECTION TWO: PROFESSIONAL INFORMATION

4. What trends in society are impacting your community that your library could address (given unlimited funds and authority)? (10 points)

5. Describe how you have experienced increasing levels of responsibility in the library profession. What challenges have you faced? What areas of professional growth do you now recognize as a result of increased responsibility? (20 points)

### SECTION THREE: LEADERSHIP PROJECT

Each Institute participant must identify, design and implement a leadership project while they are in the program. Write a description of a potential leadership project that includes:

- a) The project you want to implement.
- b) The problem it would address.
- c) Expected tangible changes within your library.
- d) Potential partnerships.
- e) Potential benefits to the library community – local, state and national.
- f) Potential types of team members you will likely lead (example: coworkers, employees from other branches, or people from external entities in the community). (20 points)

Please be prepared with another project topic in case, during the course of the Institute, your first idea doesn't work out.

As you consider your project idea, ask yourself, will your project:

- a) Develop your leadership skills (leading others)?
- b) Provide an opportunity to lead change in your library or community?
- c) Allow creation of a team you will lead and empower?
- d) Provide an opportunity to build and sustain relationships?
- e) Set direction for others?

## SECTION FOUR: COMMITMENT

### Participant Commitment Statement

I understand that if selected to attend the Institute, I must:

- 1) Identify and work with a mentor throughout.
- 2) Attend nine sessions and graduation.
- 3) Complete all assignments.
- 4) Design, develop, lead and implement a leadership project.
- 5) Pay the nonrefundable registration fee of \$400 **before August 31, 2024.**

I will also take an increasingly active role in Florida community initiatives and willingly serve my library and community as appropriate.

Type Your Name

I understand that by typing my name here I am signing this document. \*

\* For the purpose of filing documents online, the typed name of the individual signing the document is sufficient under s.15.16, *Florida Statutes*. Electronic signatures have the same legal effect as original signatures. Typing someone's name/signature without their permission constitutes forgery.

For FY2023-24, the percentage of total costs for the Sunshine State Library Leadership Institute financed with federal money is 67%; the federal dollar amount to be spent on the program is \$69,484. This program does not include any non-governmental funding.

The Sunshine State Library Leadership Institute is funded under the provisions of the Library Services and Technology Act from the Institute of Museum and Library Services. Florida's LSTA program is administered by the Department of State, Division of Library and Information Services.

