Committee Final Report

NOTE: ** = Required Field

Type of report being submitted: Committee Final Report

Date: July 13, 2007

Committee Name: Mentoring Committee

Supervising Board Member: Katie Dunneback

Chair, Co-Chairs, Assistant Chairs: Donna Braquet, Crystal Renfro

Committee members: Jennifer Cella, Maud Mundava, Jeannette Lessels, Amanda Bakken

Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):

Career Mentoring:
Successfully matched 46 pairs and sent out monthly topics for discussion. The chairs were involved in matching the pairs with information from the applications (however, this could be delegated to others in the future). Each committee member was assigned approximately 10 pairs to act as the primary contact for the pairs, which entailed sending out the initial welcoming messages, sending out monthly topics, and keeping abreast of any issues or problems (which were reported to the chairs), and sending out a link to the evaluation form on Survey Monkey. The chairs created a free account on SurveyMonkey and used the questions from the previous year's evaluation forms (one for mentors, one for mentee). Mentors were offered formal thank you letters for their records/dossiers.

Conference Mentoring:
Successfully matched 33 pairs and sent out initial welcoming email and a couple of reminders. 26 mentors/mentees attended the Friday night meet-up (same place as the NMRT Meet & Greet), with 6 pairs successfully meeting. Saturday morning's Mentoring Breakfast began at 7a.m. which was early for many and before the buses were running. However the chair chose this time 1) it was a time that did not conflict with the many NMRT programs already scheduled 2) it was early enough in the conference to make a difference to someone needing conference mentoring 3) it was one hour before the NMRT Orientation (in the same room) so that mentees could stay to attend that session. I believe that the 'social' was originally thought to be a more formal event to allow pairs to talk and get to know each other, however a budget of only $200 was allocated. Another reason for having a 'breakfast' was that $200 does not buy much in a conference center/hotel. The chair was able to buy 12 bagels/12 muffins/12 juices and a container of coffee. In this instance it was a nice 'treat' (or lagniappe), but would never buy enough to be a lunch/dinner event. In any event, 13 mentors/mentees attended the mentoring 'breakfast', with 4 pairs successfully meeting.

This year ALA set up its ALA Ambassador program which some first time attendees confused with the conference mentoring program. ALA's Annual registration form allowed attendees to check a box for NEWBIE events/programs. Many individuals assumed that this automatically signed them up for the NMRT mentoring program or they attended NEWBIE/Ambassador events once at the conference that advertised the NMRT conference mentoring program events. As a result, more than 20 individuals showed up at the NMRT Mentoring Meet-Up on Friday night and more than 10 on Saturday morning. While no harm was done, it did cause confusion to those who were already very new to the conference setting and could have shown negatively on NMRT. For the most part the "NEWBIES" took things in stride, however next year's chairs need to communicate with the person in charge of the Ambassador/Newbie program to clarify the programs and avoid any miscommunication/misunderstandings in Anaheim in 2008.

The chairs created a free account on SurveyMonkey and used the questions from the previous year's evaluation form. Thank you emails and links to the evaluations were sent to the participants after the conference. Mentors were offered formal thank you letters for their records/dossiers.

A "Tips for Incoming Chairs of the NMRT Mentoring Committee" document was created by Donna Braquet and is stored in the Yahoo e-mail account.

**Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.

Conference Mentoring

Review the career/conference applications to see if any questions should be added/deleted
http://www.ala.org/ala/nmrt/comm/conferenceMentorApp.htm

Target library schools students for the conference mentoring program

Create brochures that can be emailed and given out at Midwinter

Investigate ways to help pairs meet up during conference mentoring (currently there is an informal meet-up before the NMRT Meet & Greet and a 'breakfast' on Saturday morning).

Consider whether conference mentors should have attended 2+ conferences before becoming mentors.

Be in contact with the director of the Ambassador/Newbie program to clarify NMRT's programs.

Review the past year's surveys to incorporate needed changes.

Career Mentoring

Review the career applications to see if any questions should be added/deleted.
http://www.ala.org/ala/nmrt/comm/careerMentoringApplication.htm

Consider placing a limit on number of mentoring pairs to keep the program manageable.

Consider making NMRT membership a requirement for mentees in the career mentoring program (this can be an incentive for interested parties to join NMRT, and could be seen as a membership perk).

Consider whether to allow library school students and those with MLS but without professional positions into the career mentoring program. Currently it is only open to those who hold professional positions and is to help mentor once on the job. There have been several applications from students and those seeking jobs for a type of mentoring that would help them enter the job market. Resume Review Service was recommended to these applicants. The scope of the program would change with a change in the types of mentees accepted.

Consider detailing the expectations/requirements of mentors and mentees in the career mentoring program. (several mentees went MIA)

Review the past year's surveys to incorporate needed changes.

NOTE: More details are available in the TIPS FOR INCOMING MENTORING COMMITTEE CHAIRS located in the mentoring Yahoo email account.

Financial Report Section:

Your budget appropriation (see budget)	a. 200.00
Amount which you have spent this year	B196.00
Difference between budgeted amount and amount spent (a-b)	c. 4.00

**Report submitted by: Donna Braquet

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