



October 29, 2010

To: All MLS staff

From: Donna Morris, Executive Director

Re: Leadership Development Classes

We are fortunate in the Metropolitan area to have a number of very fine leadership development opportunities for the promotion and development of community minded employees. Some of these are: Leadership OKC, its companion program for younger leaders- LOYAL, Leadership Edmond, Leadership MWC, Leadership Oklahoma and several others.

In the past, MLS has had staff selected to participate in these programs including Denyvetta Davis, Donna Morris, Emily Williams, and former staff members, Ernestine Clark and Lee Brawner. Kim Terry, Marketing Director, will be a member of this year's Leadership OKC (LOKC) class. A number of our commissioners have also participated in these programs. They are excellent in developing an appreciation for the community we serve, informing and educating new leaders about their community and providing excellent networking opportunities within the community. In short, our organization gains from the exposure of staff involvement by having the opportunity to share and network with other community leaders and to develop new partnerships.

Participation in these programs require a large commitment of time and are fairly expensive; so this year we put money into the Director's 213 account to pay for leadership development opportunities such as these. Additionally, we have created a somewhat informal procedure for requesting participation as to prevent multiple staff members from participating in the same year. If you are interested in participating in one of these programs, please fill out the form which is also attached to this email and send to me in the Director's office. Participation will be decided depending upon available dollars and supervisor approval.

Sincerely,

Donna Morris

Executive Director

Procedure for applying for Outside Community Leadership Program

1. Submit form to Executive Director indicating your interest in Leadership program. (These forms should be submitted 2 months prior to program application deadline if possible).
2. Provide copies of program details including cost and time commitment required.
3. Provide one paragraph summary as to how this program will benefit the Metropolitan Library System (please include the overall system benefit, not just how your library might benefit)
4. Have signature of supervisor which approves participation and understanding of the time commitment.

Name:

Library/Department:

Benefits of Program

Supervisor signature _____

(By signing above I agree to allow the above employee to participate in this program and understand the time requirement that this program demands.)