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CUL Mentoring Committee
Annual Report 2012-2013
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Committee Members

Lynn Bertoia (Finance lead)
Carla DeMello (Communications coordinator)
Gaby Castro Gessner
Tobi Hines (Co-chair)
Tom Ottaviano
Chip Talmadge
Sara E. Wright (Co-chair)
Sarah Young

Overview

The mission of the CUL Mentoring Committee is to *facilitate and support the development of mentoring opportunities for all interested staff members.*

The committee is responsible for (1) recruiting members for the Mentoring Program; (2) matching mentors and mentees based on individual needs and interests; (3) supporting the mentoring pairs to ensure successful partnerships; (4) planning and scheduling networking and educational events; and (5) conducting an annual assessment of the program.

The 2012-13 Mentoring Committee had two co-chairs—one incoming member and one returning member—in order to provide continuity while also allowing for new ideas and leadership. We also maintained the finance lead position established during the 2011-12 program, and assigned another committee member the role of communications coordinator in February to oversee the committee's monthly communications to program participants. The Mentoring Program started slightly later in the academic year than the previous year due to a low number of incoming committee members joining over the summer. Thus, the start of the program was intentionally delayed in order to focus on recruiting new committee members.

The committee matched 16 new mentoring pairs during the 2012-13 program. We worked with CUL HR to acquire a list of new library hires from the past two years and specifically targeted them with personalized email messages prior to the beginning of the application period. This year, for the first time, participants were also given the option of being assigned to a small mentoring group (with three or four members) rather than a traditional one-on-one partnership, but there were not enough interested participants this year to attempt this new format. The committee continued to provide guidance and support to continuing pairs from the previous years' programs, whether they chose to continue working together formally or informally.

Lessons from 2011-2012 Program

The summer after the 2011-12 program, the Mentoring Committee distributed a Qualtrix survey via email to the 30 program participants to solicit feedback on the year's programming. Sixteen completed surveys were returned. The survey was open for three weeks, from July 16 to August 6, 2012.

Overall, respondents had a mostly positive experience and were happy to have participated in the Mentoring Program. In terms of their partnerships, those answering the survey indicated they had a positive experience and felt they had been well-matched. Mentors had a clearer understanding of their role than mentees, but felt less sure about continuing their current partnership after the close of the official program. Mentees, on the other hand, felt surer about continuing their partnerships, the positive rapport developed with their mentors, and the guidance they received (or provided).

Events & Programming

Since previous feedback from program participants indicated that Library employees do not want to attend too many events, the committee decided to host just three public events for the 2013-12 program—speed networking, orientation, and the end-of-year celebration. Another event, an ice cream social originally planned for April 2013, was cancelled due to scheduling conflicts with Library Administration's celebration for National Library Workers' Day. In addition to these events, the committee also continued to provide support and resources to the mentoring pairs by establishing regular communication (the monthly Mentoring Memos) and inviting them to Mentoring Program events.

After applications were sent out to CUL in November, the committee hosted a "speed networking" event in December, which was an opportunity for all CUL staff to learn about the Mentoring Program, meet people from across the Library, and identify possible partners for a mentoring relationship. It was a fun event and an excellent opportunity for one-on-one discussions with staff from multiple libraries, as well as a chance to share personal interests and think about networking and building relationships with key people in the Library.

There were 25-30 attendees at speed networking (including members of the committee), and overall it was considered a big success. Afterwards, the committee distributed a Qualtrix feedback survey via email and received 10 responses. The feedback indicated that participants really enjoyed the event and that it either met or exceeded their expectations. More than 80% of respondents also indicated that they were likely to attend another Mentoring event. However, several respondents also noted that they were disappointed with the number of senior CUL staff members in attendance, despite the fact that the committee had specifically targeted several library managers and the AULs with personalized email invites.

In January, the committee hosted an orientation for newly matched pairs and invited Amy Kuo Somchanhmavong from Cornell's Public Service Center to act as a facilitator. She was happy to

volunteer her time, and we enjoyed refreshments and activities that focused on trust-building and communication in new partnerships. We provided patrons with the CUL Mentoring Handbook, which was created several years ago during the pilot program but updated by the current committee. We also gave pairs an organizational worksheet to help them set goals, clarify objectives, and establish expectations in terms of communication, frequency of meetings, etc.

For our final event, to celebrate the year's accomplishments, we worked with Corinne Eisenman, a staff consultant from Cornell's Team and Leadership Center (CTLC). Corinne led a program that was fun, engaging, informative, and specifically tailored to mentoring in the Library. She led the group through several activities in which she had us reflecting on learning and teaching. Afterwards, participants walked over to The Nines in Collegetown to have pizza and socialize.

There were 15-20 attendees at the end of year event (including members of the committee). CTLC provided paper feedback surveys for participants to fill out at the end of the event, and ten participants filled out and returned the survey. CTLC provided the committee with a summary of the results of the evaluation. Feedback was extremely positive, with the event averaging a 9.6 (out of a possible ten) in terms of overall quality. Participants were very pleased with the types and variety of activities and with the leadership of Corinne Eisenman, and many expressed interest in future programming with CTLC. A few participants suggested that this type of program might be even more effective at the *beginning* of the program, rather than the end, but all in all, it was a very popular event with the participants.

Timeline

August 2012

- Returning committee members meet to discuss recruitment for fall

September 2012

- Second recruitment message sent out to CUL staff
- Three new committee members chosen

October 2012

- Committee holds retreat to get acquainted and discuss new committee structure, feedback from 2011-12 program, and organization of the 2012-13 program

November 2012

- Program application revised, finalized, and sent to CUL staff

December 2012

- Speed Networking event (open to all CUL) held Dec. 6
- Mentoring application due Dec. 11
- Committee creates and announces mentoring pairs

January 2013

- Orientation session for mentoring pairs held Jan. 18 led by Amy Kuo Somchanhmavong from Cornell Public Service Center

February 2013

- Mentoring Memos (monthly) begin

March 2013

- Presentation at CUL Committee Lightning Round session during Career Development Week to provide information about the committee to interested CUL staff

April 2013

- Planning for end-of-year event begins
- Ice cream social event cancelled due to scheduling conflict with CUL celebration for National Library Workers' Day

May 2013

- Final plans for end-of year event, meeting with CTLC staff to discuss program
- PSEC coordinated call for new committee members
- New committee members chosen for 2013-14 academic year
- New co-chair selected

June 2013

- End-of-year event held June 14 led by Corinne Eisenman from Cornell Team and Leadership Center

Funding

As in the previous year, Library Forum allotted $1,000.00 to the Mentoring Committee for the 2012-13 budget. The committee decided to use these funds to host the three public events—speed networking, orientation, and the end-of-year celebration. Since participants could easily access electronic applications and handbooks online, it was not necessary to produce print brochures for the program.

Both speed networking and orientation were both relatively low-cost events—the committee provided light refreshments for participants. The final event of the year, the session led by Corinne Eisenman from CTLC, was the most expensive event. The contract with CTLC included a charge for $238.00, and the session concluded with a walk over to The Nines in Collegetown to have pizza, which the committee provided to the participants.

Our expenses were lower than in previous years and totaled $558.49 for the fiscal year. The committee would like to request $1,000.00 for the 2013-14 academic year, as well as request that we be allowed to roll over and retain the amount left over from the 2012-13 program. We hope this sum will cover mentoring activities and will allow flexibility in structuring appealing events for next year's program.

Mentoring Committee expenditures for fiscal year 2012-2013:

Date	Transaction	Amount	Balance	Attendees
1-Jul-12	Budget allotment from Library Forum	$1,000.00	$1,000.00	
6-Dec-12	Mentoring Speed Networking	($115.49)	$884.51	25-30 people
18-Jan-13	Mentoring Orientation for Pairs	($104.94)	$779.57	25-30 people
14-Jun-13	Mentoring Program End-of-Year Celebration	($338.06)	$441.51	15-20 people
Total Expenses		**$558.49**		

Future Plans

While the committee has been successful in gathering new program participants each year since the pilot program in 2011, participation in the program has decreased slightly and the recruitment of mentors (i.e., more senior staff) has been challenging. Thus, the committee is considering a new approach to the mentoring program, including a more formalized program focusing on new library hires and the continuation of support for new or continuing mentoring pairs—albeit in a less structured way—and offered on a rolling, as requested, basis. We plan to work closely with CUL Human Resources to develop a program that welcomes new hires into the system and facilitates mentoring opportunities with both early career and more senior staff members or librarians to help new staff learn best practices and procedures, to facilitate networking with the CUL community, and to contribute to personal and professional development.

The committee recognizes that determining if this new approach is viable—and, if it is, implementing it—will take time, and therefore we have committed ourselves to working to assist those mentoring relationships that are continuing from previous program years and will support and facilitate new pairings upon request in a manner consistent with previous years. We intend to provide mentoring support, organize outreach events, and develop leadership and team-building programs that will help mentors/mentees make the most out of their partnerships and will foster a culture of mentorship in the greater CUL community.