

LEAD From Where You Are

Foundational Leadership Training Cohort Information

Overview: As a recipient of the Laura Bush 21st Century Librarian Leadership Grant from the Institute of Museum and Library Services (IMLS), the Kentucky Department for Libraries and Archives (KDLA) is proud to offer the Lead From Where You Are program. The program aims to boost self-confidence as a leader and empower library staff to lead effectively, no matter their job title.

A key component of this initiative is the Foundational Leadership Training Cohort, designed for emerging library leaders seeking to build essential leadership skills. KDLA partnered with EveryLibrary to develop the curriculum, with input from an advisory committee of over 20 Kentucky library directors who helped shape the course content and delivery. The cohort-based training covers core leadership principles through interactive virtual and in-person sessions, mentorship opportunities, and practical applications. The program concludes with participants earning a Foundational Leadership Certificate, which counts towards continuing education credit hours. Learning track content and a timeline can be found in the [Foundational Leadership Meeting Schedule](#).

Application Process: The [Foundational Leadership Cohort application](#) is available through the KDLA grants management portal, Submittable. To apply, applicants must create a Submittable account. Applicants should add the following email address to their contacts to ensure that emails from Submittable do not go to their Spam folder: notifications@email.submittable.com. For password help or technical assistance, go to the [FAQ page](#) or email the support team at support@submittable.com. Applicants can save drafts and manage their application through Submittable.

Applications will be available on July 20, 2026, and will remain open until August 24, 2026, or until the cohort is full. Applications will be accepted and approved on a first-come, first-served basis.

Participant Requirements: Applicants must be employed by a public library in Kentucky. Participants will use Submittable to keep track of notifications and communications with KDLA regarding the program. To get familiar with Submittable, we recommend viewing a brief tutorial located at the following link: [How to Use Submittable](#).

KDLA asks that applicants be willing to participate in the following ways:
Participate in all virtual and in-person events.
Complete assignments and surveys.

Meet with a mentor assigned by your director or supervisor at least once a month to discuss what you are learning, personal leadership goals, and ways you can lead in your current position in your community and library.

Mentor Requirements: KDLA asks that directors of participants be an integral part of this program. Directors will arrange for a mentor to meet with the participant at least once a month. A mentor can be a current supervisor, branch manager, or director. Mentoring would involve 20-30 minutes once a month to discuss the participant's assignments, goals, and ways the participant could serve as a leader in their current position.

In-Person Instruction: Participants are required to attend a two-day in-person training at KDLA at 300 Coffee Tree Drive in Frankfort, KY. Dates and times are listed in the curriculum schedule. In-person instruction will allow participants to work in small groups, network with library professionals, and practice leadership skills.

Travel Stipends: As funding permits, a travel stipend may be available to libraries that need assistance to help cover the cost of in-person instruction. We ask that libraries initially pay for these travel expenses for their participating staff. The stipend will reimburse the library for the costs of hotel, parking fees, and mileage related to attending the training. Food expenses are not covered by the stipend. We ask that libraries cover participants' food costs according to their library's per diem policy.

Mileage will be reimbursed based on the rates set by the Commonwealth of Kentucky, available on the [State Employee Travel webpage](#). When calculating mileage, the library should be used as the starting and ending point. Mapping tools like [Google Maps](#) should determine the most direct route, rather than using odometer readings. Mileage for commuting between home and the library should not be included. Information on how to request reimbursement will be provided at a later date.

Continuing Education: Upon full completion of the program, participants will receive approximately 15 continuing education hours and a certificate. Credit hours can also be applied towards initial certification.

Contact Information: To learn more about this program, please contact the following.

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