

## Preparing for the Wrap-Up Institute

### About the Institute

The Wrap-Up Institute will include:

- Presentation of each team's project with discussion and feedback among the full cohort;
- Training on the following topics:
  - Reporting evaluation findings;
  - Using those findings to take action;
  - Establishing evaluation priorities and plans for your library;
- Work to identify next steps to embed evaluation in your library;
- Planning about next steps to embed evaluation in the public library field by:
  - Maintaining this Colorado community of practice;
  - Connecting with the next Embedding Evaluation cohort; and
  - Sharing lessons learned with local, regional, state, and national library audiences.

### Project presentations

Each team will prepare a 15-minute presentation to share your project and lessons learned with the cohort during the Wrap-Up Institute. We have provided an outline and example presentation for you to use as a guide. To prepare your presentation:

- Review these videos linked from the [Colorado Cohort Resources webpage](#) (click on "Winter 2022 Resources"): *Using Results to Answer Evaluation Questions and Data Visualization*;
- Drawing on the videos, distill your team's data and analysis into a draft of your evaluation results and conclusions;
- Using the instructions above, the slide deck outline, and the example presentation, develop a presentation that shares your project and lessons learned; and
- Upload your slide deck, up-to-date methods grid, and data collection instruments to [https://drive.google.com/drive/folders/1lzVswwALHy1oJXv2vQor5gjKJGEbqUQF?usp=s\\_haring](https://drive.google.com/drive/folders/1lzVswwALHy1oJXv2vQor5gjKJGEbqUQF?usp=s_haring) by **March 2**.

Please note that this presentation is not expected to be a final presentation you would share with your library stakeholders and external audiences. Instead, it is intended to spark discussion and feedback within the cohort.

### Additional preparations

Refamiliarize yourself with the case study and evaluation process covered during the Kickoff Institute by:

- Reviewing the Emerson Community Library case study (pp. 14-16 of the Kickoff Institute workbook); and
- Reviewing Steps 1-6 of the evaluation process on pp. 17-35. We've covered steps 7 and 8 (analyzing data and identifying findings) during our coaching calls, and we will begin with Step 9 at the Wrap-Up Institute.

If you've misplaced your Kickoff Institute workbook, there is a PDF version available on the Colorado Cohort webpage (click on "Winter 2022 Resources").

### After the Wrap-Up Institute

Please be sure to:

- Share your experiences and provide your honest feedback to the project's external evaluator; and
- Celebrate your accomplishments!