Basics for New Public Library Directors

LEARN

LEAD
Striving to uphold the community’s right to a **quality public library** is your goal...

It is a **big responsibility**, but you have **help**.
The Basics

1. Library Network in New York
2. Role of the Director
3. Working with the Board
4. Advice from the Field
Library Network in New York
Your Public Library System

NYSL: Division of Library Development

NYS Education Department

Your Library
Library Type

- Association
- Municipal
- School District
- Special District

Types of Libraries: A Comparison, NYS Division of Library Development
http://www.nysl.nysed.gov/libdev/libs/pltypes.htm
Laws and Regulations and Policies
(oh my!)

- Laws & Regulation
- Charter (& possibly legislation)
- Bylaws
- Policies
- Procedures

See Also:

Public Library Law in New York State
by Robert Allan Carter
NYS Minimum Standards

1. Bylaws*
2. Long-Range Plan*
3. Annual Report to the Community
4. Written Policies*
5. Written Budget*
6. Evaluate Effectiveness
7. Minimum Weekly Hours
8. Facility that Meets Community Needs
9. Equipment & Connections to Meet Community Needs
10. Printed Information
11. Paid Director (with appropriate education level)

*board approved
Chief Executive Officer (CEO)

“director, decision maker, leader, manager and executor”
Managers take control of today.

Leaders take us into the future...
Leadership Roles

• Visionary
• Community Leader
• Successful Manager
• Role Model
• Passionate Champion
Board approved:

- Budget
- Policies
- Strategic plan
Financial Information
Compliance Calendar

- Annual Report to NYS
- Comptroller’s Report *
- 990 to the IRS *
- Budget Decision-making Timeline
- Grant Reports
- Summer Reading Program Report
- Board Meetings
The board’s role is to govern the library - to approve policy, secure adequate funding and hire a competent, qualified library director.

The director’s role is to manage the library - to implement the board’s policies on a day-to-day basis, manage the staff and help lead the library forward in the best way possible to meet the needs of the community.
What Trustees Want

• Honesty
• Good Communication
• Leadership
• Competency
• Maturity
• Enthusiasm
• Engagement
• Administration Skills
• Expertise
• Problem Solving
• Dedication
• No Surprises
Board Meetings

- Working with your Board President
- Good Meeting Management
  - Facilitation
  - Robert’s Rules of Order
- Open Meetings Law
- Meeting Packets
  - Your Director’s Report
In the absence of clearly-defined goals, we become strangely loyal to performing daily trivia until ultimately we become enslaved by it.

- Robert Heinlein
Strategic Planning

- Strategy = **what** to focus on and **why**
- **Joint effort** with your board
- **Community-based** planning
- Budget, staffing, facility, tactics need to be **designed around your plan**
“Community First”

- Ask
- Tell
- Do
- Listen

Strong Libraries
Advice

Listen.  Empower.
Learn.  Engage.
Lead.  Energize.
It takes a whole village to raise a great library. **Give everyone a chance to help you make that library.**

Karen Garafalo, Director, Philmont Public Library
Be open and listen.

Then do what you can to help others do the same.

Most conflict arises from people not listening, not responding with genuine intentions, and not caring.

Claudia Depkin, Director, Haverstraw King’s Daughters Public Library
Never, ever forget that people are giving you money to spend on their behalf, treat it carefully.

Geoff Kirkpatrick, Director, Bethlehem Public Library & incoming president of the New York Library Association
Be kind. To everyone.

Listen to people who know more than you do – there are a lot of them (the high school student shelving books after school, the guy who services the boiler, the bookkeeper, the woman who lives across the street…)
Act with confidence; trust and empower your team

Sue Considine, Executive Director of the Fayetteville Free Library
“Though we often say - libraries change lives - it is also true that individuals change libraries. Behind nearly every innovative and successful library you will find a director who chose to make a difference, who worked hard to be a good manager, then worked even harder to become a leader.” – Jerry Nichols
Resources


- **Helpful Information for Meeting Minimum Public Library Standards**, NYS Division of Library Development [http://www.nysl.nysed.gov/libdev/helpful.htm](http://www.nysl.nysed.gov/libdev/helpful.htm)


- **Committee on Open Government**, NYS Department of State [http://www.dos.ny.gov/coog/](http://www.dos.ny.gov/coog/)

- **Local Government Management Guides**, Office of the State Comptroller [http://www.osc.state.ny.us/localgov/pubs/listacctg.htm#lgmg](http://www.osc.state.ny.us/localgov/pubs/listacctg.htm#lgmg)
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SustainableLibraries

@Rebekkah

thank you!