

# 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



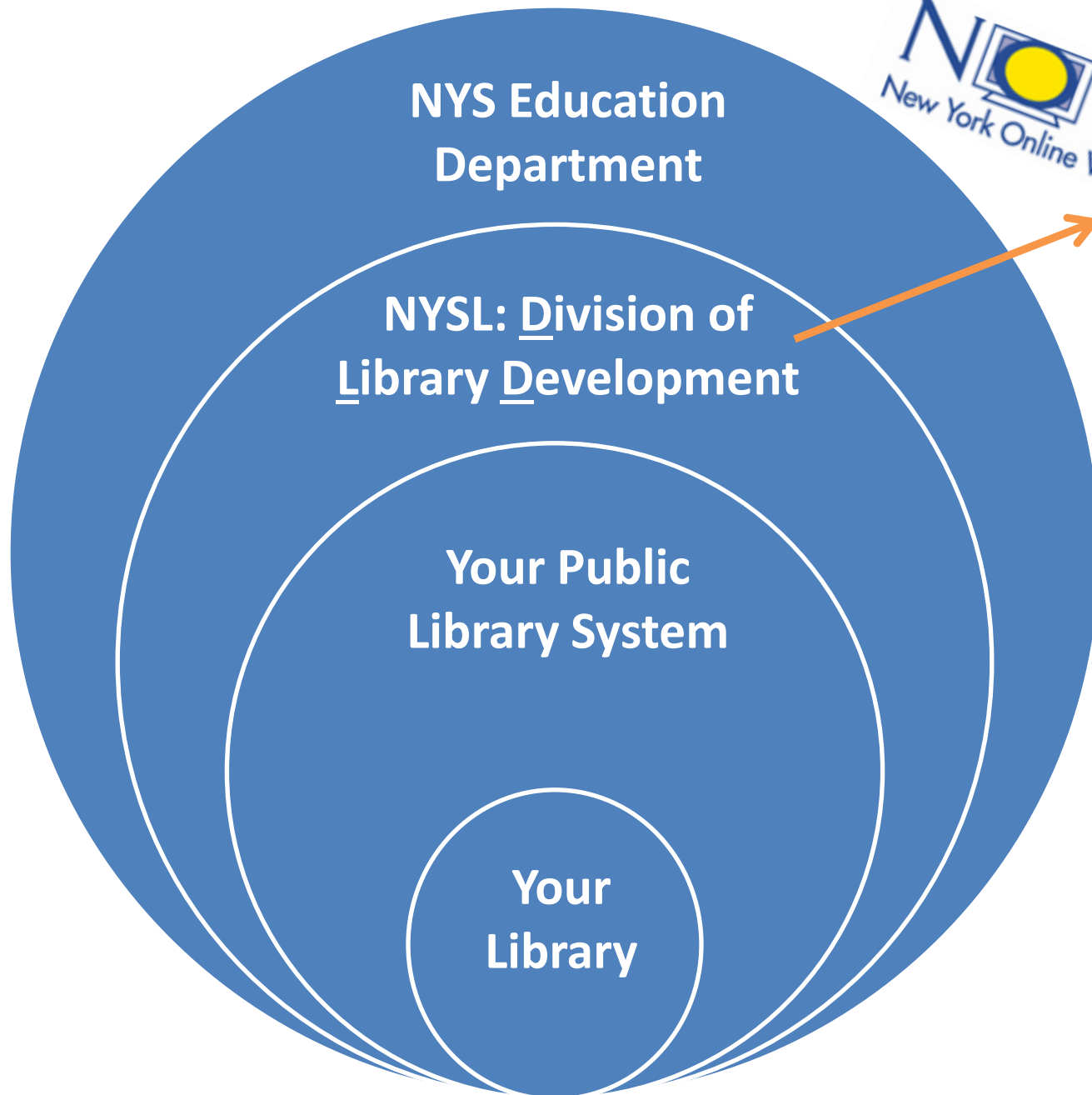


**NYS Education  
Department**

**NYSL: Division of  
Library Development**

**Your Public  
Library System**

**Your  
Library**



**NOVELNY**  
New York Online Virtual Electronic Library



NEW YORK LIBRARY ASSOCIATION

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*The Voice of the Library Community*

# Library Type

- ☐ Association
- ☐ Municipal
- ☐ School District
- ☐ Special District





**Creating Public Library Districts in New York State: a “how-to” guide**, NYS Division of Library Development <http://www.nysl.nysed.gov/libdev/libs/pldtools/guide/index.html>

# 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)

See Also:

***Helpful Information for  
Meeting Minimum Public  
Library Standards***

NYS Division of  
Library Development

*\*board approved*

# The Role of the Director

## **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

# Operating Controls

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



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

# Working with Your Board

**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”



# 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.**

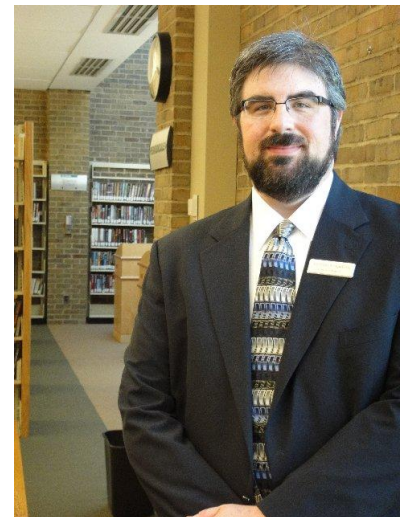
Most conflict arises from people not listening, not responding with **genuine intentions**, and not caring.

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...)**

Margie Menard, Director, Kingston Library



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

- ***Handbook for New Public Library Directors in New York State***, by Rebekkah Smith Aldrich [http://midhudson.org/directors\\_handbook.pdf](http://midhudson.org/directors_handbook.pdf)
- **Library Laws and Regulations in New York State**, NYS Division of Library Development <http://www.nysl.nysed.gov/libdev/fundlaw2.htm>
- **Helpful Information for Meeting Minimum Public Library Standards**, NYS Division of Library Development <http://www.nysl.nysed.gov/libdev/helpful.htm>
- **Creating Public Library Districts in New York State: a “how-to” guide**, NYS Division of Library Development <http://www.nysl.nysed.gov/libdev/libs/pldtools/guide/index.html>
- **Committee on Open Government**, NYS Department of State <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>

# Presenter

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**SustainableLibraries**



**@Rebekkah**

thank you!