

New Trustee Workshop

Don't ask what your Director
can do for you...

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Presented by
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Pickerington Public Library

Transition from staff to Administrator

Library Director jobs offer the largest range of duties in the library world.

Small Library – Hands on/Direct involvement in day to day

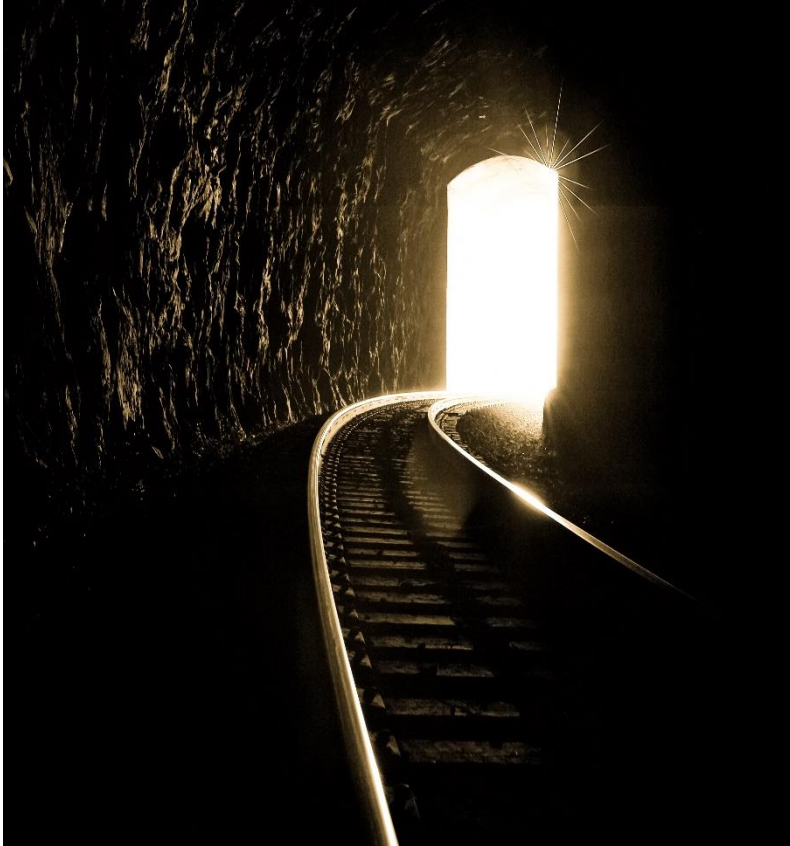
Medium Library– Minor involvement in day to day

Large Library– Little to no involvement with day to day

My Transition to Director



My Transition to Director



The light at the end of my tunnel!

- ❖ Professional networks
- ❖ Community connections
- ❖ Staff relationships
- ❖ Board Member Relationships

Transitioning with the Board

Keys to a successful transition

The **Director and Trustees** must:

Learn about each other

- Go Personal
- Profession & Background
- Motivations for serving

Transitioning with the Board

Keys to a successful transition (Cont.)

The **Director** must:

Regular Communication

- Know each Trustee's communication style and use it!

Manage expectations

- In Board Meetings
- During library visits
- Out in the community

The **Trustee** must:

Regular Communication

- Be clear and direct about your preferences

Manage expectations

- In Board Meetings
- During library visits
- Out in the community

Role of the Library Director

- The Ohio Library Council Definition

“The library director serves as the chief administrative officer of the library. The library director is accountable to the board of trustees for the design and implementation of library services and programs within board policies and available appropriations. The development of budget requests, appropriation recommendations, and program goals are the library director’s responsibility. The library director must be familiar with all Board policies and recommend appropriate changes. These include policies concerning personnel, philosophy of patron service, collection development, service parameters, planning, and future development.”

Breaking down the Responsibilities!

Top 5 areas of responsibility for a Director

- Chief Administrative Officer of the library
- Accountability to the Board of Trustees
- Services & Programs
- Fiscal
- Expert on all Board policies

Chief Administrative Officer

- Planning
- Staffing
- Communications
- Day to day operations
- Department oversight– HR, IT, Technical Services, Property Management, Marketing

Accountability to the Board

- How is the Director Accountable?
 - The board hires the director to be the expert in management of the library, creating a culture of supporting the mission and vision, and leveraging the library's capacity

Personnel performance

Operations

Library's image

Leveraging the Library's Capacity

Services and Programs

- Design and implement services and programs

This requires the Director to:

- Keep up with industry trends
- Know and understand the community's needs
- Ensure alignment with the mission, vision and strategies of the organization
- Gain **support** of the Library Board and **buy-in** of the staff

Staff Relationship Impacts

Manager

- Open Communication – Interacting directly with staff
- Feedback – Direct, personal
- Recognition – Almost expected by staff
- Staff involvement – local

Director

- Open Communication - Relying on managers to communicate your message
- Feedback – Usually indirect, carries a lot more “weight”
- Recognition – Unexpected and boosts morale
- Staff Involvement - Organizational

Staff Relationship Impacts

Trustee

- Open Communication - Relying on the Director to communicate your message
- Feedback – All feedback should go through the Director
- Recognition – Unexpected and boosts morale
- Staff Involvement – Know staff at a friendly but professional distance
 - Cordial & Supportive
 - Be curious and careful

Take time to connect with Library staff each year - Minimum

Staff Development Day, Attend programs, Say hello and ask opinions, etc.

Fiscal

- Develops the annual budget
- Works with Fiscal Officer to Manage the Board approved budget
- Board representative at budget hearings – Taxing Authority, County Budget Commissions
- Finding new funding – Grants, PLF negotiations, Levy etc.
- Supports Fiscal Office on long term financial planning

Advisor on Policy and Legal

- The Director is the expert in the industry that the library board hires to lead the organization, so they should provide:
- **Recommendations** on Policy changes, new policies, and removal of obsolete policies
- Creates and implements **Administrative Procedure** supporting board approved policies
- **Representing the Board's interest** on library related legal matters - knowledgeable, advise board of changes to the law that may impact the library.

Community Relations

- The Director is the Library's Main Ambassador to the "Movers and Shakers" of the community.
 - Political Officials & Legislators, Business Leaders, Civic Leaders, Non-profit leaders

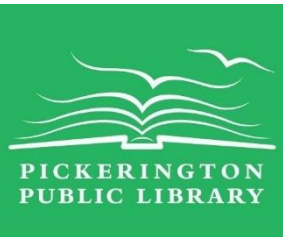
Responsibility to leverage the library's capacity

Partnerships

Financial support

Legislative backing

Marketing the Library



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Any Questions