

LIBRARY DIRECTOR

PLAYBOOK

Creating a Playbook for Management &
Transitions in Your Library

New Director Arrival



Wish List?

Annual Deadlines

Organized Files

Clear Expectations

Budget & Vendor Info

Passwords

Key Contacts

Password Manager

Ease of Use

Only need to remember one master password.
Access anytime from anywhere

More Secure

Passwords can be more complex, smarter

Perfect for Transitions

Retirements, resignations, leave of absence, etc.



Short or Long Game

Short Game: Day-To-Day Playbook

- Expectations for the Director & Board
 - Roles & Responsibilities
- Keeping the Doors Open:
 - Managing Staff & the Facility
 - Managing the Board
 - Managing the Money
 - Managing Patrons

Short or Long Game

Short Game: Day-To-Day Playbook

- Annual Planning
 - Cycle of Programming
 - Calendar of tasks, deadlines, etc.
- Disaster Plan
 - Emergency Contact List
- Key Contacts:
 - Tribal Government
 - Board
 - State

Planning Calendar

Timeline for NM Tribal Libraries – 2024 Conference, grant, and funding information.



***January 1, 2024:** IMLS Native American Library Services Enhancement Grant proposal opens.

January 19-22, 2024: ALA (American Library Association) [LibLearnX](#).
Baltimore, Maryland - [ALA Lib Learn X](#)

***March 1, 2024:** IMLS Native American Library Services Basic Grant proposal deadline.

April 1, 2024: Final **2020 GO Bond reimbursement requests** (plus supporting documentation)
due to NMSL GO Bond Coordinator.

***April 1, 2024:** IMLS Native American Library Services Enhancement Grant deadline.

April 2-5, 2024: PLA (Public Library Association) Conference.
Columbus, Ohio - [PLA Conference](#)

May 8-10, 2024: MPLA (Mountain Plains Library Association) / ULA (Utah Library Association)
Joint Conference.
Salt Lake City, Utah - [MPLA/ULA Conference](#)

Short or Long Game

Long Game:

- Principals of the Library Profession, Innovation
- Professional Development
- Navigating your Tribal Government
- Building Board Relationships
- Navigating your Community & Community Organizations
- Strategic Planning
- Facility Improvements
- Succession Plan

Departing Directors



Succession Planning

Short Term Leave

Who will take the reins if the director is absent for up to three months?

Long Term Leave

Who will take the lead if the director is absent for more than three months? Will an Interim Director be necessary?

Permanent Leave

Was the departure planned or unplanned?

Additional Considerations:

- 1 How will the Board manage a director transition?
- 2 Do they understand their role?
- 3 Do they understand the hiring process within the nation's government?
- 4 Do they have interview questions?
- 5 Do they have a plan for onboarding a new director?

Questions?

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