

# APPENDIX D

## NEW DIRECTOR'S CHECKLIST \*

- Contact your State Library consultant.** The [Utah State Library Division](http://heritage.utah.gov/library/public-library-consultants) is there to give you, your staff and your library board guidance and training about requirements, policies, and best practices in public libraries.

- <https://heritage.utah.gov/library/public-library-consultants>
- 801-715-6777 | 1-800-662-9150

Specific things to find out:

1. Who is the consultant assigned to your library
2. Date and location of the next orientation for new library directors
3. Which required reports are coming up

- Read through the [Manual for New Directors of Public Libraries in Utah](#).** This is an excellent and brief document, specific to Utah public libraries, that gives you an introduction to library governance, administration, advocacy, funding & finances, personnel, access & services, materials & resources, technology, facilities, and marketing & public relations.

Also, look at the section “Your First Day(s)” (pages 6-16) in the [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)

- Get connected.** Sometimes a new library director may feel alone or isolated, but many other library directors and library staff are happy to chat with you and share their experiences and offer advice. Here are some good resources:

- Join the [Utah Library Network](#) (ULN). This an email distribution list administered by the State Library for librarians across the state. Here you can post questions and receive feedback from colleagues in all types of libraries in Utah. <https://heritage.utah.gov/library/uln>
- Join the [Utah Library Association](#) (ULA) [Rural and Small Libraries Committee](#). This is the state’s professional association that supports librarians through training and advocacy activities. This is a membership organization, which means you have to pay an annual fee to be a member. They organize a large annual conference each spring and smaller workshops each fall. <http://ula.org>
- Join the [Association for Rural & Small Libraries](#) (ARSL). This is a national professional association that is the primary support network for those working in small and rural and libraries. They organize a large annual conference every year in the fall. <http://arsl.info>

- Read through Don Reynolds’ *The Librarian as Community Leader*. <http://tinyurl.com/LibrarianasCommunityLeader> pages 2-3, page12, skip pages 14-15 and read the following instead *So . . . what do I do now?* <http://tinyurl.com/Sowhatdoldonow-2016>

---

\* This checklist is based on the list created by Don Reynolds (Friends of Tennessee Libraries) and shared on the Association for Rural & Small Libraries (ARSL) email distribution list on July 2, 2015. Thank you to Don for granting us permission to use his advice here.

- Familiarize yourself with the resources in *Rural & Small Library Directors' Tool Kit* developed by Don Reynolds. Especially the links and documents under the heading "BEING THE DIRECTOR."  
<http://tinyurl.com/Rural-SmallDirectorsToolKit>
- Have a conversation with your staff and volunteers.** If you have paid staff and volunteers, have an all-day extended visit (close the library as a training day) with breakfast nibbles and lunch to discuss their opinions about what the library does well and what they would suggest to improve the work place and services to customers.
  - Make sure you get answers to the questions at the bottom of page 5 in the section *What is our library doing?* in the document [The Librarian as Community Leader](http://tinyurl.com/LibrarianasCommunityLeader).  
<http://tinyurl.com/LibrarianasCommunityLeader>
  - Check how your library is doing compared to the items in *The American Public Deserves* list, also on page 5 of [The Librarian as Community Leader](http://tinyurl.com/LibrarianasCommunityLeader).
  - Distribute and discuss the [Thumb Rules](http://tinyurl.com/ThumbRules) as part of staff discussion <http://tinyurl.com/ThumbRules>
- Have similar conversations using the same questions at with your **Library Board of Trustees** and with the **Friends of the Library** group, if there is one.
- Schedule a one-on-one meeting** with each of the following:
  - Mayor
  - City manager
  - Newspaper editor
  - Utah State University Extension director for your region
  - Paid head of the Chamber of Commerce

At this meeting, the goal is to introduce yourself and LISTEN to the answers they give when you ask:

- What's happening in the community?
- What are you doing?
- What kind of information do you use and need to make decisions?

DO NOT ask what the library could do for them (unless they volunteer, unasked) or attempt to tell them what the library can do – this is a fact-finding conversation about what their perspective of the community and what they are doing.

- Go back to the library and visit with the staff about what you've found.** Together, analyze the information you gathered and begin drafting a list of steps to take.
- Read the following:
  - *Communicate! A Librarian's Guide to Interpersonal Relations* by Anne J. Mathews. ALA, 1983. This book is out of print. Use Interlibrary Loan. "Read thoroughly – a most thoughtful book about interpersonal relations."
  - *Small Libraries: A Handbook for Successful Management. 2nd ed.* by Sally Gardner Reed. McFarland, 2002. "Sally Gardner Reed knows everything about everything – read everything she writes, then go and do it!"
  - *Crash Course in Public Library Administration* by Wayne Disher. Libraries Unlimited, 2010.