Library Director Training Checklist

Read & Review

* Read one year of board minutes.
* Read one year of board packets.
* Read general policies.
* Read personnel policies.
* Review Strategic Plan.
* Review one year of library statistics.
* Review social media accounts for library.
* Read collection development policy.
* Review state laws pertaining to libraries.
* Review files of previous director, general administrative files, and personnel files.

Meetings

* Schedule one-on-one meetings with all direct reports.
* Schedule appointment with board president.
* Schedule one-on-one appointments with all board members.
* Set-up meet and greets with staff during first month.
* Set-up a meeting with any major vendors (IT, building, insurance) to learn about what they do for the library.
* Set-up a meeting with the library attorney to introduce yourself and find out if there have been any recent issues.
* Set-up a meeting with your auditor and go over the most recent audit.
* Set up meeting with village, city, park district, chamber to introduce yourself.
* Set-up meet and greets with patrons during first quarter.
* Contact your library consortium and ask for an orientation.
* Contact your regional library system and ask for an orientation.
* Contact your state library and ask for an orientation.
* Call neighboring library directors and introduce yourself.

Visit

* Walk the library daily and jot down notes and ideas.
* Have a tour of each department and learn what projects they are working on.
* Drive around the town and learn about key places (schools, stores, park district)

Other

* Develop a communication plan.
* Sign up for email listservs for library directors in your area.
* Sign up for community wide notification services.