Your first week as Library Director

ESSENTIAL To Do List

Locate critical information in the Library Briefing Book: contacts, deadlines, projects, procedures

Meet all library staff and as many board members and volunteers as possible

Obtain official email address for your new job

Update Library Directory information with your name, email, phone – contact Mike Price at the MT State Library to do this: miprice@mt.gov

Work with library board to issue a press release announcing your appointment

Contact Montana State Library Director of Library Development to advise them that you have started and to schedule your orientation to the MT public library community and connect you to Library Federation activities: (800) 338-5087

Subscribe to MT-WIRED – the Montana State Library list serv, for email updates on training, grants, meetings, deadlines. To subscribe, contact Stef Johnson at Butte Public Library [stjohnson@buttepubliclibrary.info](mailto:stjohnson@buttepubliclibrary.info); introduce yourself by posting to MT-WIRED

Update personnel information with City/County: W-2, benefits selection, emergency contacts