Incoming Director’s Brief

# Outline for new director’s briefing Book

Use this document as a draft outline to create a briefing book for incoming directors; the brief need not be an actual book or binder, rather, the brief could be a document with links to resources on the library’s network or on the Internet. Check the items you feel should be included in your brief.

* Contact information for state library consultant
* Strategic Plan
* Annual Calendar
  + Board and advisory meetings
  + Elections
  + Reports due
  + State membership and project meetings
  + Major events
  + Budget timing
  + Performance evaluation
  + Mill Levies expiration date(s)
* Bylaws
* Operational procedures, current policies
* Current ongoing grants and project descriptions
* Board and staff contact lists
* Organizational chart, current job descriptions
* Personnel Manual
* Trustees/Board Manual
* Membership info – OCLC, MSC MT Lib2G, MLA
* Licensing schedules – software, services
* Recent press releases/clippings/flyers; contact info for local media
* Budget
  + Current and previous year’s budget
  + Special projects or grants budgets
  + Annual and payments
  + When to apply for grants - eligibility
  + Cash on hand needed
  + Budget process
  + Regular incoming cash details
* Building maintenance plan, lease/mortgage info
* Emergency Plan
* Where to find? documents (lists of contact information, passwords, locations for documents –see Library Continuity document)