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)