

# What I Wish I Had Known

Reflections of a  Public Library Director

Teresa Miniatt, Director of D. R. Moon Memorial Library

# Change

- ❖ When staff and everything around you changes, you have to change, too.
- ❖ Very little goes according to plan.



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# Servant Leadership

- ❖ Being a leader takes many forms.
- ❖ Delegate to other talented people.
- ❖ You don't have to have every talent.



# Staff Leadership

- ❖ Try to heal past wounds.
- ❖ Begin with a project or team where they will be successful.
- ❖ Allowing for small failures is important, too.
- ❖ Have staff play to their strengths.



# *Example*

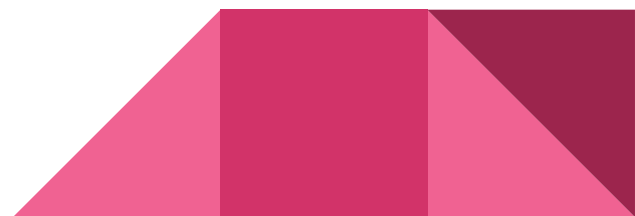
- ❖ *Programing*
- ❖ *Community Connections*
- ❖ *Local History*



# Responsibility

- ❖ Hold staff accountable.
- ❖ Root out who is responsible.
- ❖ Accept responsibility for yourself.
- ❖ Be empathetic.
- ❖ Document conversations.

*Are you afraid of  
responsibility? If you are,  
then you have  
hypengyophobia.  
-A Charlie Brown Christmas*



# Organization

- ❖ Seems intuitive to librarians.
- ❖ Don't get bogged down.
- ❖ Don't forget anything.
- ❖ Do the yearly tasks.



Einstein's desk the day he died. Ralph Morse / Time

<https://www.canva.com/learn/creative-desks/>

# *Example*

*Cross County funding*

*Annual Report*





# Be Open to Collaboration

- ❖ Listen to the concerns of local groups.
- ❖ Never schedule during a Packers game or other local events.
- ❖ Your municipality is everything.



# Pick 3 Things

- ❖ Don't get overwhelmed or burnt out.
- ❖ Make a list.
  - Then choose 3 items to make priorities.



# Forgive Yourself

- ❖ Not every idea or program will work. That is OK.
- ❖ Before programming determine:
  - Interest level
  - Budget
  - Space
  - Intended outcomes



<https://goo.gl/images/1RLBv9>

# Use Your Space

- ❖ The public needs to be able to find things.
- ❖ Your staff needs to be happy.
- ❖ You need to be happy.
- ❖ Clutter is normal in a library, but keep it down.



# Displays

- ❖ Books are checked out because of covers.
- ❖ Items on display get checked out.
- ❖ What do people see when they walk in?
- ❖ We also displayed our Library of Congress books.



# Marketing

- ❖ Social media
- ❖ Local newspaper(s)
- ❖ Flyers around town
- ❖ Library Website



<https://www.iconfinder.com/social-media-icons?price=free>

# Grant Writing

- ❖ Pilcrow Foundation
- ❖ Library of Congress
- ❖ Donation from Packers



# Donor Relations

- ❖ Be consistent.
- ❖ Show what you are doing.
- ❖ Write thank you notes.





# Budget

- ❖ Be realistic.
- ❖ They don't have to change very much.
- ❖ Go to meetings.



# Annual Report

- ❖ Start early.
- ❖ Ask questions.
- ❖ Be ready for the next year. Keep better records if needed.



# Do the Right Thing

- ❖ Politics are a part of what we do.
- ❖ We have many people to serve.
  - How do we handle this?
- ❖ Do what is right.



<https://goo.gl/images/MvcjQk>

“All shall be well, and all shall  
be well and all manner of  
thing shall be well.”

– Julian of Norwich



# Thank You!

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