

Branch Management Resource List

Basic Management Resources

Blanchard, Kenneth and Spencer Johnson. *The One-Minute Manager*. William Morrow. 1981.

A slim book with excellent advice on management when time is of the essence, and your leadership skills must be demonstrated between reference desk questions and plumbing problems.

Ellis, Carol W. *Management Skills for New Managers*. American Management Association. 2005.

A slim primer on some key management skills including communication, motivating others, and coaching for performance.

Fisher, Roger, William Ury, and Bruce Patton *Getting to Yes: Negotiating Agreement Without Giving In*. Penguin Books, 1991 (Second ed.)

Management involves negotiation, and as a branch library manager this means negotiating everything from space on shared desks to the noise level of a children's program. Though designed for labor negotiations, this book offers sound general advice on negotiations of all kinds.

Mader-Clark, Margie and Lisa Guerin. *The Progressive Discipline Handbook*. Nolo Press. 2007.

An excellent primer for all stages of progressive discipline, including coaching, documentation, and avoiding legal trouble.

Pell, Arthur R. *The Complete Idiots Guide to Managing People*. 3rd Edition. Alpha. 2003.

Don't let the title fool you, this is an excellent basic primer to the basics of being "the boss."

Ury, William. *Getting Past No: Negotiating in Difficult Situations*. Bantam Books. 1993. (revised edition)

Each new leader faces the staff person who always says no. This book succinctly gives strategies for negotiating win-win situations.

Watkins, Michael. *The First 90 Days: Critical Success Strategies for New Leaders at All Levels*. Harvard Business School Press. 2003.

When entering a new leadership situation, whether through promotion from a line position or by entering another agency, this book describes how to set up your new position, and gives step by step tasks for your first 90 days. This book now has a companion *The First 90 Days in Government: Critical Success Strategies for New Public Managers at All Levels*.

Library Management

Davis, Graham Warren. *Black Belt Librarians*.

A slim book from a security manager of a public library covering basic security situations.

Evans, G. Edward, Patricia Layzell, Bendik Rugaas. *Management Basics for Information Professionals*. Neal-Schuman Publishers. 2000.

Though structured more like a textbook than some other management books, it is specific to libraries and has extensive chapters covering many topics. The closest single book to a class specifically in aspects of management.

Gordon, Rachel Singer. *The Accidental Library Manager*. Information Today. 2005.

Gordon's book takes the perspective of the librarian now faced with managing people, facilities, and money. With a chapter that specifically outlines the theories of management, and a focus on staff, this book is a friendly introduction for a new manager.

Library Journal column "How Do You Manage"

A column in *Library Journal* in which a management scenario is presented to several different experienced managers for response.

[Library Administration and Management](http://www.ala.org/ala/lama/lamapublications/laandm/libraryadministration.cfm)

www.ala.org/ala/lama/lamapublications/laandm/libraryadministration.cfm

The journal from the Library Administration and Management Division of the American Library Association.

Auld, Skip. *Good Boss, Bad Boss: What Makes a Good Supervisor, Manager, Director, or Other Type of Leader? Perspectives*. Public Libraries. July/August 2006.

Many perspectives on the varying skills, strengths, and attitudes that make a good boss in a public library.

[Public Library Association – Results Series](http://www.pla.org/ala/pla/plapubs/publicationslist/publications.cfm#results)

www.pla.org/ala/pla/plapubs/publicationslist/publications.cfm#results

Planning for Results: A Public Library Transformation Process

Managing for Results: Effective Resource Allocation for Public Libraries

Staffing for Results: A Guide to Working Smarter

Creating Policies for Results: From Chaos to Clarity

Managing Facilities for Results: Optimizing Space for Services

Branch managers can benefit from know the construction of policy at the administrative level, and elements of each can apply directly at the branch level as well.

Online Resources

[Past Infopeople Workshop *Library Collection Management 101*](http://www.infopeople.org/training/past/2006/collection/)

www.infopeople.org/training/past/2006/collection/

[Past Infopeople Workshop *Tips and Tricks for Effective Library Supervision*](http://www.infopeople.org/training/past/2006/supervision/)

www.infopeople.org/training/past/2006/supervision/

[Library Law – Latchkey Children and Patron Behavior](http://www.librarylaw.com/Latchkey.html)

www.librarylaw.com/Latchkey.html

[Infopeople Webcast – *Homeless People in the Library: Legal Issues* with Mary Minnow](http://infopeople.org/training/webcasts/webcast_data/119/index.html)

infopeople.org/training/webcasts/webcast_data/119/index.html

[Four Tests for a Legally Enforceable Library Policy](http://www.michigan.gov/hal/0,1607,7-160-17451_18668_18689-54454--,00.html)

www.michigan.gov/hal/0,1607,7-160-17451_18668_18689-54454--,00.html

[Library Law – Policymaking and Libraries](http://www.librarylaw.com/Policymaking.html)

www.librarylaw.com/Policymaking.html

[CREW Weeding Method](http://www.tsl.state.tx.us/ld/pubs/crew/)

www.tsl.state.tx.us/ld/pubs/crew/

[PUBLIB Discussion List](http://lists.webjunction.org/publib/)

lists.webjunction.org/publib/

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