

## **Leadership: *Or, Me? A Leader?***

Leadership is a process of social influence in which a person can enlist the aid and support of others in the accomplishment of a common task.

There are several competencies and responsibilities of skilled library leaders, including:

- Communicating Effectively, including Excellent Listening Skills
- Acting Ethically
- Managing Time Efficiently
- Demonstrating Empathy
- Having a Vision for the Future — Creating a culture that encourages staff members to achieve their greatest potential
- Developing Staff — Seeing value in and respecting the ideas of others
- Managing Human Resources — Dealing consistently and fairly with the library's staff members
- Planning and Budgeting — Preparing a budget to implement the library's goals and objectives
- Managing Operations — Planning, conducting, and participating in meetings so that the library's resources are used efficiently, effectively, and responsibly
- Developing Political and Negotiation Skills — Relating the library's needs and goals to funding officials and agencies
- Engaging with the Community — Understanding the flow, use, and value of information in civilization as a whole and relating this to the role of your library in the community
- Honing Fundraising Skills — Developing and writing proposals for state, local, federal, and private funding

**Great leaders also empower and support others on their leadership journey, so it's important to be a mentor to others.**

To help yourself become a skilled leader, you will need a planning tool to provide context for your actions and serve as a motivational tool. This “**personal mission statement**” will describe your purpose and incorporate the values that mean the most to you. Be realistic and set goals that will require you to grow in your position, but ones that are also attainable. Some activities to help you develop your personal mission statement:

- List some core values that have been important to you throughout your life,
- Describe the career you want and the professional person you aspire to become, and
- Describe your distinctive competency.
- Describe the person you want to be in three to five years.

## Resources

- **ALA Leadership Institute**
  - This unique four-day immersive leadership development program for future library leaders is led by past ALA President Maureen Sullivan and Library and Leadership Consultant Kathryn Deiss. The institute includes a structured learning track and the opportunity for individual development.
  - <http://www.ala.org/educationcareers/leadership>
- **The DISCstyle Workshop**
  - Leadership Development Plan from the Leadership Accelerator Workshop, September 30, 2015, led by Phil Eastman, Leadership Advisors Group.
  - <https://libraries.idaho.gov/files/ICfL-DISCstyles%20Workshop-9.30.15.pdf>
- **Leadership Development Workshop PowerPoint**
  - From the same workshop.
  - <http://libraries.idaho.gov/files/ICfL-DISCstyles%20Workshop-9.30.15.pdf>

- **Library Leadership and Management Association (LLAMA)**
  - A division of the American Library Association offering webinars, online courses, a mentoring program, library management and leadership competency development, conferences, awards, grants, scholarships.
  - <http://www.ala.org/llama/>
- For more information about training in library leadership, please contact Annie Gaines, the ICfL's Continuing Education Consultant. You can contact Annie at [Annie.Gaines@libraries.idaho.gov](mailto:Annie.Gaines@libraries.idaho.gov) or at 208-639-4151.