

ABC Library Director Succession Plan

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director or member of the Management Team, in the event of the unavailability of the Director, will inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate. At the time that this plan was approved, the position of Acting Library Director would be:

- 1) Assistant Director
- 2) Adult Services Manager
- 3) Circulation Manager

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered *one* of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- Village/City Administrative Staff & Village President/Mayor
- Library System that serves the Library

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of a similar type of library
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the regional library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to the library's attorney.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept locked in the library safe in the administrative office. One additional copy may be kept by the Library Board President. A digital copy for editing shall be kept in the Library Director's administrative drive on the library server.

Signatures of Approval for ABC Library.

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

Key Information and Contact Inventory for ABC Library

Having access to the organizations key information is imperative for any succession plan. Below is the location and or information necessary to ensure the organization can continue to operate in the absence of the library director.

Board By-Laws, Minutes, Approved Actions and Documents: Physical copies in Black binder in Admin office; Directors Administration drive on server under *Board*

Board Executive Session Minutes: Physical copies and cassette recordings in locked cabinet in Directors Office. Digital copies on Directors Administration drive on server under *Board/Minutes/Exec Session*

Strategic Plan: Physical copy, each manager, and binder on shelf in Directors Office. Digital copy on website and on Directors Administrative drive on server under Strategic Plan.

Financial Information

- Employer Identification Number:
- State Identification Number:
- DUNS #
- NAIC #

Current & previous audited financial statements:

Financial statements:

Tax Exemption Certificate:

Passwords:

Auditor

- Name:
- Contact:
- Phone Number/Email:

Accountant

- Name:
- Contact:
- Address:
- Phone Number/Email:

Bank

- Name:
- Accounts: Customer # -

Attorney

- Name:
- Phone Number/Email:

Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

Board President

Board Vice President

Treasurer

Human Resources Information

Employee records/personnel information/ I-9's:

Payroll

- Company Name:
- Payroll Rep
- Phone Number/Email:

Insurance Agent

- Company Name:
- Representative's Name:
- Policy #:
- Phone Number/Email:

Annual Timeline and Critical Deadlines for the Library:

January

- The tax-exempt property document must be filed with the County Assessors Office by January 31.
- Library System Certification Process and Questionnaire Document filed with State Library.
- Begin working on gathering budget data for for preparation in March and April.
- Board reviews past 6 months of Executive Session minutes for possible release to public

February

- Continue gathering budget data

March

- Begin draft budget
- Management team start annual staff evaluations to deliver in May and June

April

- Set up Finance Committee meeting to review Draft budget
- Local election for new trustees (if election year)

May:

- Present draft budget to board for review – final approval in June before start of July 1 fiscal year
- Newly elected Trustees sworn in (if an election year). Election of officers
- Managers give staff evaluations

Continue on from June to December