

SPOTLIGHT *on* COMPETENCIES

The Library Education

Committee is

committed to helping libraries incorporate competencies into their training and staff development efforts. Each month we will highlight one of the OLC competencies by providing a short definition, a few related skills or behaviors, and resources for more information. As always, we want to know how your library uses competencies. Please send your stories to cathy.wilkymacky@cincinnati.library.org.

COMPETENCY: Planning and Organizational Skills – Library Managers

Definition:

The ability to anticipate and predict internal and external changes, trends, and influences in order to effectively allocate resources and implement appropriate library initiatives.

Selected Skills and Behaviors:

- Effectively uses project management techniques to plan and implement new programs and services
- Takes action to minimize unnecessary error or risk; identifies alternatives and makes contingency plans
- Emphasizes the importance of and demonstrates logical, systematic approaches to the accomplishment of tasks
- Balances long- and short-term planning
- Effectively manages time and priorities

Training Resources:

Books

- *The AMA Handbook of Project Management*, 2nd Ed. Paul C. Dinsmore. AMACOM, 2006.
- *Managing in the Information Age*. Ann Prentice. Scarecrow Press, 2005.
- *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Janet Crowther. Libraries Unlimited, 2004.
- *Strategic Planning and Management for Library Managers*, Joseph R. Matthews. Libraries Unlimited, 2005.
- *The Thriving Library: Successful Strategies for Challenging Times*. Block, Marylaine. Information Today, Inc, 2007.
- *Time Management Planning and Prioritization for Librarians*, Judith A Siess. Scarecrow Press Inc, 2002.

Articles

- *Constant Change and the Strategic Role of Communication: A Selective Annotated Bibliography*. Kuchi, Triveni. *Library Management*, 2006, Vol 27, Issue 4/5, p218-235. (ProQuest)
- *Continuing Professional Development and Workplace Learning – 15: Achieving Successful Organizational Change – Do's and Don'ts of Change Management*. Smith, Ian. *Library Management*, 2006, Vol 27, Issue 4/5, p300-306. (ProQuest)
- *Empower the Staff First for More Effective Outreach*. Huwe, Terence. *Computers in Libraries*, September 2006, Vol 26, Issue 8, p26-28. (EBSCO)
- *Working with Schools, Parents and Other Community Groups*. Bourke, Carolyn. *APLIS*, June 2007, Vol 20 Issue 2, p67-71. (EBSCO)

Training Opportunities:

www.ceohio.org
Ex. Surveying as a Planning Tool, Part 1 – A Simultaneous e-Classroom Experience, September 12, 2007. 2-3:30 pm. SWON Libraries.

http://www.glenninstitute.org/glenn/training_MAPS_index.asp John Glenn Institute for Public Service & Public Policy MAPS – Management Advancement for the Public Service

Online:

Community Connections: A Toolkit for Public Libraries <http://www.olc.org/communityconnections.asp>
ORE- Marketing the Library component <http://www.olc.org/marketing/index.html>

Complete List of Competencies:

www.olc.org/CoreCompetencies.asp

More Information:

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