**Council of Chief Librarians | California Community College**

Library Management 101

Summary

The Council of Chief Librarians (CCL), California Community College held “Library Management 101,” a special, half-day workshop for new and aspiring library leaders on Thursday, March 3, 2016 before the annual CCL Deans, Directors, and Department Chairs meeting. 22 community college librarians, department chairs, directors, deans, and a vice-president from across the state participated in the workshop. Participants learned about the purposes and objectives of CCL and the consortium. A “nuts and bolts” presentation provided information of community college library management essentials in California. A library leadership panel shared guidance for new library leaders and answered pressing participant questions. Participants provided strong, positive responses in their evaluations and expressed the desire for additional support on various management topics.

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Schedule and Agenda

Thursday, March 3, 2016

8:00 - 9:00am     *Breakfast / Check-In*

9:00 - 9:10am    *Opening / Welcome*

9:10 - 9:30am     *Introduction to Council of Chief Librarians (CCL)*

**Gregg Atkins**, Executive Director for Council of Chief Librarians and distinguished California library leader, will share the purpose and objectives of CCL, a self-governing association. This session will cover how CCL represents and supports community college libraries with professional development, advocacy efforts, and the consortium.

**James Wiser,** Library Consortium Director for the Community College League of California, will provide an overview of the consortium, the CCL Electronic Access and Resources Committee (CCL-EAR), and how he supports CCC libraries.

9:30 - 10:30am     *[Nuts and Bolts of Library Management](https://docs.google.com/presentation/d/1Pes_9Wc6VTnbPWdHO_KOBfBJ76XMY5zuIAU0pdBWuyU/edit%22%20%5Cl%20%22slide%3Did.g11c53a51ab_0_22)*

**Pearl Ly**, Learning Commons Director at Skyline College, will share an overview of California Community College library management essentials including governance, funding sources, California legislation, reporting, accreditation, collective bargaining, and human resources.

10:30 - 10:45am     *Session Break*

10:45 - 11:45am     *Library Leadership Discussion*

A panel of seasoned library directors, deans, and department chairs will discuss what they wish they had known as a new leaders and take questions from participants. Topics for consideration include transformational change, strategic leadership, building visibility, effective communication, and professional learning.

**Dr. Elena Heilman** is a faculty librarian at Yuba College, located in Marysville. Yuba College is one of two colleges in the Yuba Community College District. Dr. Heilman previously served as the Interim Dean of Humanities and she currently serves as the Vice-President of the Academic Senate.  Her dissertation topic was the composition of students’ research experiences at a rural community college.

**Kenley Neufeld** is the Dean for Library, Languages, Physical Education and Distance Education at Santa Barbara City College, a large, single-college district. Kenley currently serves as an OCLC Global Council Delegate and as the past-president for the Council of Chief Librarians. He received the 2009 Association of College & Research Libraries, Community & Junior College Libraries Section, Ebsco Learning Resources Leadership Award and the Luria Library received the 2011 Association of College & Research Libraries, Excellence in Academic Libraries Award.

**Rick Robison** is the Dean for Library, Educational Technology, and Learning Support at Diablo Valley College, one of three colleges in the Contra Costa Community College District. He previously served as the Library Dean at California Maritime Academy. Rick’s professional scholarship includes work related to the impact of the USA PATRIOT Act on libraries, harnessing competition as a motivator to improve student research, methods to increase organizational creativity and numerous book reviews.

11:45 - 12:00pm      *Closing*

12:00pm         *Lunch*

Lunch tables will have current leadership issues topics for colleague conversations.

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Library Management 101 Additional Resources

<https://goo.gl/wvtbwI>

*Listservs*

* [CCL-Libraries](https://groups.google.com/a/cclccc.org/forum/#!forum/ccl-exec): Primary communication method for CCL Deans, Directors, Department Chairs. Open to all librarians. Formerly known as CCL-EXEC.
* [CCEARINFO](http://www.cclibraries.org/resources/list.html): Communications from the CCL Consortium and CCL Electronic Access and Resources committee. Open to all librarians.
* [CJC-L](http://lists.ala.org/sympa/info/cjc-l): Listserv for Community and Junior Colleges section of Association of College and Research Libraries/American Libraries Association (ACRL/ALA). Open to CJC members.
* [CARL-ALL](http://listserv.carl-acrl.org/listinfo.cgi/carlall-carl-acrl.org): California Academic Research Libraries (CARL) announcements. CARL members only
* [CALIBACA-L](http://www.carl-acrl.org/contact/): California academic libraries communications, non-CARL information. Open to all librarians.
* [CCC-LIB-LRC Listserv](http://listserv.cccnext.net/scripts/wa.exe?A0=CCC-LIB-LRC)*:* CCC Learning Resources discussion group. Open to all librarians.

*Websites*

[Council of Chief Librarians (CCL)](http://cclccc.org/)

The CCL website hosts current and historical information for chief librarians including a newletter, *Outlook*, a directory of chief librarians, and see “Resources” for library standards (ASCCC, ACRL, ACCJC), California Title V Ed Code regulations, Lottery, and Instructional Equipment Library Materials (IELM) historical documents.

A summary of ACCJC Accreditation Standards CC Libraries by Alicia Virtue is [here](https://docs.google.com/document/d/11XfN-T58YuC9BswHCPoqKDGBRrpbKnq41BcYyv1Eo08/edit).

[Community College Library Consortium](http://www.cclibraries.org/)

The Community College League of California and the Council of Chief Librarians, California Community Colleges jointly operate the CC Libraries Consortium, a purchasing cooperative for databases and other digital products which serves primarily the 113 California community college libraries. The website includes vendor offer and product reviews written by the Electronic Access & Resources Committee (CCL-EAR). History of the creation of the consortium is [here](http://cclccc.org/documents/2005/CCL-CCLeague-timeline2.doc).

[California Community Colleges Chancellor’s Office](http://extranet.cccco.edu/)

Annual survey information, data, and additional resources from the Chancellor’s Office. Chief Information Officers (CIO’s AKA VP of Instruction, Academic Affairs) are the official representatives for Libraries at the CCCCO.

* [CCCCO Library & Learning Resources](http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/LibraryandLearningResources.aspx)

Library & Learning Resources are under Dean LeBaron Woodward - Academic Affairs, Instructional Programs & Units. The annual library and learning resources survey is administered through this office and CCL pays for survey result analysis.

* [CCCCO Telecommunications and Technology Advisory Committee (TTAC)](http://www.ccctechplan.org/)

TTAC has funded the statewide EBSCO contract, CCL professional development, Deans and Directors meetings, and maybe more.

* [CCCCO Data Mart](http://datamart.cccco.edu/)

The data mart provides information about students, courses, student services, outcomes and faculty and staff.

[National Center for Education Statistics (NCES) Library Statistics Program](https://nces.ed.gov/surveys/libraries/)

The National Center for Education Statistics (NCES) library survey was discontinued in 2012 and reintegrated with IPEDS but there are tools on this website for academic library comparison.

[ACRL Library Trends and Statistics Survey](https://acrl.countingopinions.com/) - due April 16, 2016

The ACRL Annual Survey is administered by the ACRL Academic Library Trends and Statistics Survey Editorial Board and is designed to gather information at the national levels from all types of academic libraries.

[IPEDS Academic Library Survey](https://surveys.nces.ed.gov/ipeds/VisNextYearForms.aspx?year=2&survey=15&form=103&nextYearForm=103&index=0&ri=0&show=all&instid=30103) - due April 6, 2016 (through your Planning, Research, Institutional Effectiveness Office)

The purpose of the AL component of IPEDS is to collect information on library collections, library expenses, and library services for libraries in degree-granting postsecondary institutions.

Library Statistics Worksheet for Reporting (CCCCO annual data survey, NCES IPEDS, and ACRL) created by Pearl Ly is available [here](https://docs.google.com/spreadsheets/d/1BJwroVxtLUjSH2vDbiYHAfxX5ED7S4s6LgJe0G4-Aro/edit#gid=1293041817).

*Professional Development*

CCL offers a Library Leadership Scholarship will subsidize the attendance for a library leader up to $3,000 to be an active participant in a leadership training, institute, or seminar. Here are some recommended programs for chief librarians:

* [Association of California Community Colleges Administrators (ACCCA) Admin 101](http://www.accca.org/i4a/pages/index.cfm?pageid=3291)
* [ACCCA Great Deans Program](http://www.accca.org/i4a/pages/index.cfm?pageid=3685)
* [ACRL/Harvard Leadership Institute for Academic Librarians (LIAL)](http://www.gse.harvard.edu/ppe/program/leadership-institute-academic-librarians-2016)
* [ALA Leading to the Future Institute](http://www.ala.org/transforminglibraries/ala-leadership-institute)
* [Berkeley Executive Leadership Program](http://executive.berkeley.edu/programs/berkeley-executive-leadership-program)
* [BSILI Leadership for Curricular & Institutional Transformation](http://bsili.3csn.org/about-2/bsili-mission-statement/)
* [CLIR/EDUCAUSE Leading Change Institute](http://leadingchangeinstitute.org/)
* [ACRL/Council of Higher Education Management Association Women's Leadership Institute](http://www.ala.org/acrl/womensleadership)
* [CCLC Asilomar Leadership Skills Seminar](http://www.ccleague.org/i4a/pages/index.cfm?pageid=3300)
* [AACC John E. Rouche Future Leaders Institute](http://www.aacc.nche.edu/newsevents/Events/leadershipsuite/Pages/FutureLeadersInstitute.aspx)

*Recommended Readings*

* [College and Research Libraries](http://crl.acrl.org/)
* [Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations](http://www.amazon.com/Effective-Phrases-Performance-Appraisals-Evaluations/dp/1882423135/ref%3Dpd_sim_14_5?ie=UTF8&dpID=41bZqWgLiEL&dpSrc=sims&preST=_AC_UL160_SR84%2C160_&refRID=1RW09GXYS2RJX9ZJG6ZH)
* [Crucial Conversations: Tools for Talking When Stakes Are High, Second Edition](http://www.amazon.com/Crucial-Conversations-Talking-Stakes-Edition/dp/1469266822)
* [Coaching in the Library: A Management Strategy for Achieving Excellence](http://www.amazon.com/Coaching-Library-Management-Achieving-Excellence/dp/0838910378/ref%3Ddp_ob_title_bk)
* [Crucible Moments: Inspiring Library Leadership](http://www.amazon.com/Crucible-Moments-Inspiring-Library-Leadership/dp/0990730050)
* [Harvard Business Review](https://hbr.org/) (books, e-newsletter, magazine)
* [It takes a community column in *Journal of Library Administration*](http://explore.tandfonline.com/cfp/bes/jla-community)
* [Inside Higher Ed](https://www.insidehighered.com/)
* [Chronicle of Higher Education Vitae](https://chroniclevitae.com/news)
* [Library Leadership & Management Journal](http://journals.tdl.org/llm/index.php/l%20lm/index)
* [Leading from the Library - *Library Journal*](http://lj.libraryjournal.com/category/opinion/leading-from-the-library/)
* [Stop the Snobbery! Why You’re Wrong About Community Colleges and Don’t Even Know It](http://www.inthelibrarywiththeleadpipe.org/2012/stop-the-snobbery/)