Am I Doing This Right: First Time Managers

Presented by: Kaya Burgin and Sondra Presley
Learning Outcomes

- More comfortable with transition to management
- Develop Strategies for Self-Care
- Best Practices for employee engagement and relations, ongoing vs. acute problems
- Successfully coexist with impostor syndrome
- Ways to build self-worth through the use and acceptance of compliments and positive feedback
Establish Circle of Trust

We want everyone to feel comfortable to share and listen to each other.

- Listen with attention
- Comment with intention
- Contribute to the well-being of the group
- Practice courage
- Maintain confidentiality
- Practice pauses for reflection
WHO ARE WE?

Kaya Burgin
Cincinnati & Hamilton County Public Library
– Avondale, Branch Manager

Sondra Presley
Cincinnati & Hamilton County Public Library – Price Hill
Senior Branch Manager
Congratulations!!
For thinking about or made the leap to management.
Becoming a Manager

The easy part is the interview. The hard part is performing the job.
Am I Doing this Right: First-Time Managers

- All new territory for a new manager
- Developing Management Style
- Imposter Syndrome
- Building Confidence & Trust
Leadership Styles

- Directive
- Visionary
- Coaching
- Affiliative
- Participative
- Pacesetting
Sondra's Leadership Style
Coaching

Kaya's Leadership Style
Coaching
Managers & Employees

Now you have made the transition to manager. There are few things you need to do to establish yourself in the new role.

- Set Expectations
- Inherit vs. New Staff
- Get to know your staff
- Building Trust with Staff
- Performance Manage Staff

Am I Doing this Right: First-Time Managers
Hiring Staff
• Don't Settle
• Don't Hire Yourself
• DEI
• People Matching
• Growing Staff
• Praise

Am I Doing this Right: First-Time Managers
Growth

Opportunities
- Apply for other job opportunities
- Professional Development / Professional Organizations
- Don't Settle
Manager Island

Find a Support Network
Trusted Group of peers or group outside your place of work

Be Kind to Yourself
You are doing the best with what you have been given.

General Well-Being
Take Care of yourself mentally, physically, and spiritually
Managing through a DEI Lense

The librarian profession suffers from a persistent lack of racial and ethnic diversity that has not changed significantly over the past 15 years.
# In the Cincinnati & Hamilton County Public Library System

## 2021 CHPL Summary of EEO Data

<table>
<thead>
<tr>
<th>CHPL Staff As of June 30th, 2021</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian</td>
<td>0.1%</td>
</tr>
<tr>
<td>Asian</td>
<td>1.6%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>12%</td>
</tr>
<tr>
<td>Hawaiian or Other Pacific Islander</td>
<td>2%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>1.7%</td>
</tr>
<tr>
<td>White</td>
<td>82%</td>
</tr>
<tr>
<td>2 or more Races</td>
<td>1.3%</td>
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</tbody>
</table>
### ALA Racial Demographics

#### 2017 ALA Draft Demographics Survey

<table>
<thead>
<tr>
<th>Minority Group</th>
<th>2014</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>1.1</td>
<td>1.2</td>
</tr>
<tr>
<td>Asian</td>
<td>3.5</td>
<td>3.6</td>
</tr>
<tr>
<td>Black or African American</td>
<td>4.3</td>
<td>4.4</td>
</tr>
<tr>
<td>Hawaiian or Other Pacific Islander</td>
<td>0.3</td>
<td>0.2</td>
</tr>
<tr>
<td>White</td>
<td>87.1</td>
<td>86.7</td>
</tr>
<tr>
<td>Other</td>
<td>3.7</td>
<td>4.0</td>
</tr>
</tbody>
</table>

When asked “How do you describe your ethnicity?” in 2014, 3.9% responded “Hispanic or Latino.” In 2017, 4.7% responded “Hispanic or Latino.”
Self Care as a Manager

Protect your Peace
Starter Kit

We have designed a starter kit to help you

1:1 Template

Rose, Bud, Thorn 1:1 Template

Performance Documentation

Scheduling Interview Tool

COIN Feedback Template

Bibliography

- LIBRARY PROFESSIONALS: FACTS AND FIGURES [PDF]. (n.d.). Department of for Professional Employees. https://static1.squarespace.com/static/5d10ef48024ce300010f0f0c/t/60c24d4d903e4a17f8629234/1623346509173/LibraryWorkersFactsFigures2021(2).pdf

Am I Doing this Right: First-Time Managers
Questions!

THANK YOU

Am I Doing this Right: First-Time Managers
Contact Us

Kaya Burgin
- Email: kaya.burgin@chpl.org
- Twitter/Instagram: @omgkayareads
- Website: www.kayaburgin.com

Sondra Presley
- Email: sondra.presley@chpl.org
- Twitter: @Presley_LibLife
- Instagram: @Presley.LibLife