

Not All That Wander Are Lost

Branch Supervisor
Yuma County Library District

Presented by: Caitlyn Ratcliff



Education

2016 - A.A.S. Administration of Justice

2023 - B.A. Digital Media Literacy

Future - MLIS






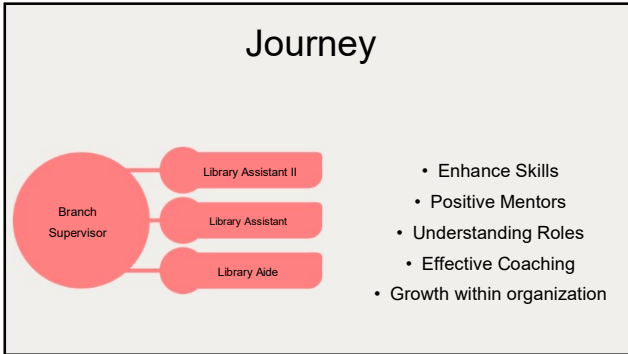
Employment Background

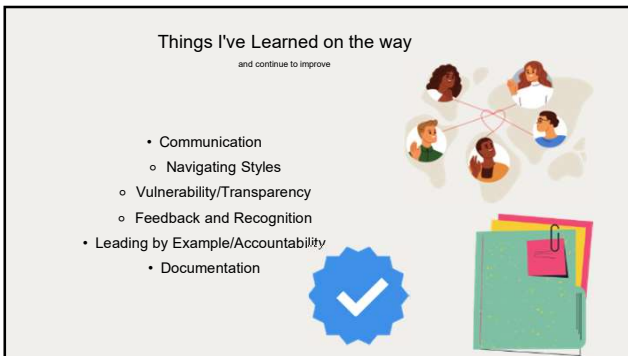
Early Childhood Education - 5 Years

Office Assistant - 2 Years

Library - 4 Years



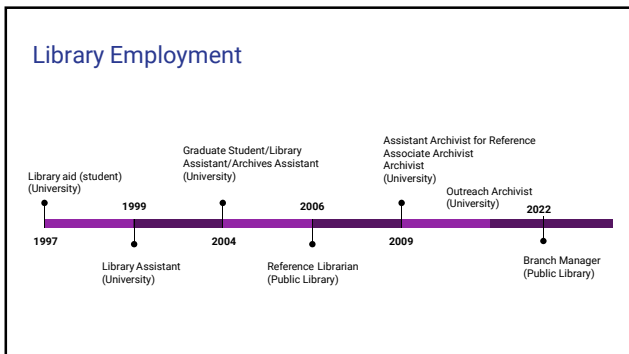


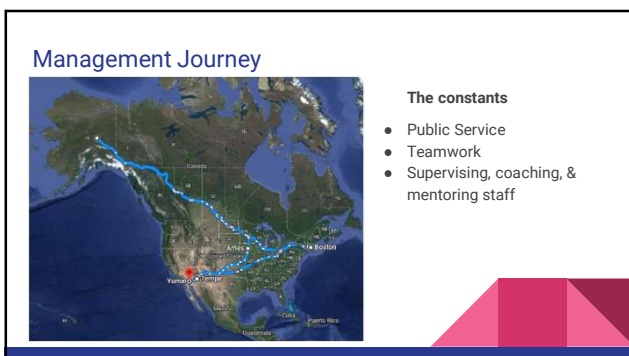


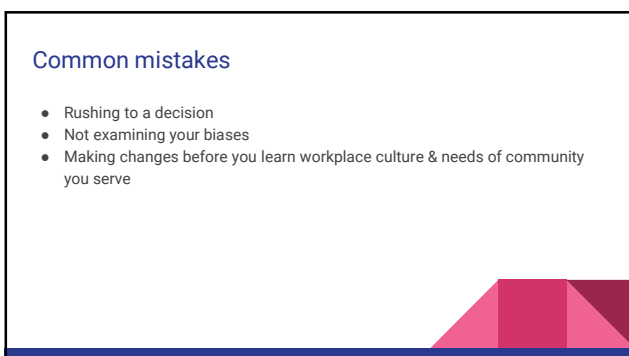
My Management Journey

From academia to public libraries

Branch Manager - San Luis
Rachel Seale (she/hers)







Best Practices

Be respectful & courteous

Build rapport

Own up to your mistakes

Document, document, document



Be as transparent as possible

Make it safe

Give credit

Be mindful of your position

Holly May

Supervisory Librarian
MCCS Yuma Station Library
MCAS Yuma, AZ

Education

Young Harris College
Young Harris, GA
1989 - 1991

North Carolina School of the Arts
Winston-Salem, NC
BA, Design & Production: 1997

University of South Carolina
Columbia, SC
MLIS: 2003

Library Journey



Employment History

- Circulation Clerk; Children's Librarian
Beaufort County, SC
2002-2003
- Library Clerk; Reference Librarian;
Program & Acquisitions Librarian,
Camp Foster Library
Okinawa, Japan
2003-2007
- Supervisory Librarian, Moody AFB
Valdosta, GA
2007-2009
- Director, MCCS Library System
Okinawa, Japan
2009-2011
- Supervisory Librarian, Vogelweh Library
Ramstein AFB, Germany
2011-2015
- Administrative Librarian, HQ Navy
Washington, D.C.
2015-2017
- Supervisory Librarian, Kadena AFB
Okinawa, Japan
2017-2020
- Supervisory Librarian, Brussels Library
Brussels, Belgium
2020-2022
- Supervisory Librarian, MCCS Station Library
MCAS Yuma, AZ
2022-present

Where I received management training

- USMC leadership training
- MLIS
- Branch-specific training
Air Force
Army

**Pitfalls
courtesy of
some of my
management
training**

Not getting out of my
staff member's way

Not realizing that I
wasn't going to have all
the answers

Not acknowledging how
hard change can be

Contact

Holly May (she/her)
holly.may@usmc-mccs.org



Eric Kahler

Branch Manager
Foothills Branch Library
Yuma, AZ



Education

University of Tampa
Tampa, FL
BA, History: 2012

University of South Florida
Tampa, FL
MA, American Studies: 2015

Syracuse University
Syracuse, NY
MLIS: 2020

Employment history

Sales Associate
Staples
2012-2013

Teaching Assistant
University of South Florida
2013-2015

Site Historian
Edison and Ford Winter Estates
2015-2020

Librarian
YCLD
February 2021-November 2021

How I was Prepared

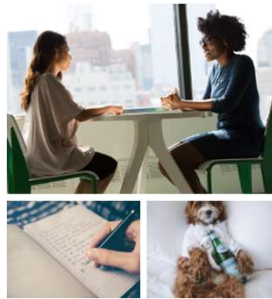
- Prior management experience
- MLIS
- Internship
- On job training

How I was NOT Prepared

- Specifics of job title
- Learning policies and systems
- Prior positional skills
- Imposter Syndrome

Tips for Improvement

- You are the best candidate for the position
 - But stay humble
- Never stop adapting
 - Listen
- Make time for yourself



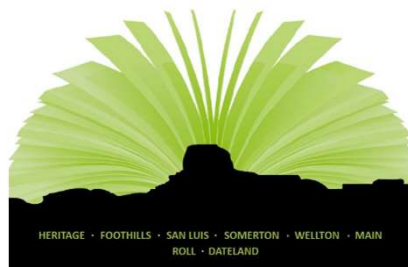
Contact

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Eric Kahler (he/him)
eric.kahler@yumalibrary.org

YUMA COUNTY LIBRARY DISTRICT



Resources

Readings

- *The Six-Step Guide to Library Worker Engagement* by Elaina Norlin
- *Dare to Lead and Atlas of the Heart* by Brene Brown
- *What Does it Take to Build a Culture of Belonging?* by Julia Taylor Kennedy and Pooja Jain-Link. In the Harvard Business Review (Digital article, June 21, 2021)
- *The Neuroscience of Trust* by Paul J. Zak. In the Harvard Business Review (January-February 2017, pp. 84-90)
- *The Leader's Guide to Unconscious Bias: How to reframe bias, cultivate connection, and create high-performing teams* by Pamela Fuller & Mark Murphy with Anne Chow

Training

- In-house training - check and see what your organization has available
- Local community colleges/universities may have management & leadership courses available (\$)
- LinkedIn Learning has a ton of management training - if your library subscribes it will be free training!
- Arizona State Library Leadership Institute <https://aslibrary.gov/libdev/continuing-education/leadership-institute>
- Inclusive Manager's Toolkit by DeEtta Jones & Associates (\$\$\$) *some content is free, but there are fees for courses/consulting. <https://www.deettajones.com/inclusive-managers-toolkit>
