

THE MYTH OF THE
WORK/LIFE BALANCE FOR DIRECTORS
OF SMALL LIBRARIES

WebJunction, December 2021

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THE DAY I DIDN'T WORK ON THESE SLIDES ... NOV 2016

- Planned a day off from the library for:
 - Professional meeting
 - Personal appointment
 - Creating this slide deck



“Free Tube Flip Calendar & Clock Stock Photo” by
Randy Aryanto on freeimages.com



**INSTEAD . . . I SWITCHED GEARS
AND TRIED SOMETHING NEW**

THE DAY I DIDN'T WORK ON THESE SLIDES ... NOV 2021

- Time was marked in my calendar for:
 - Writing a proposal
 - Getting ready for Thanksgiving
 - Creating this slide deck



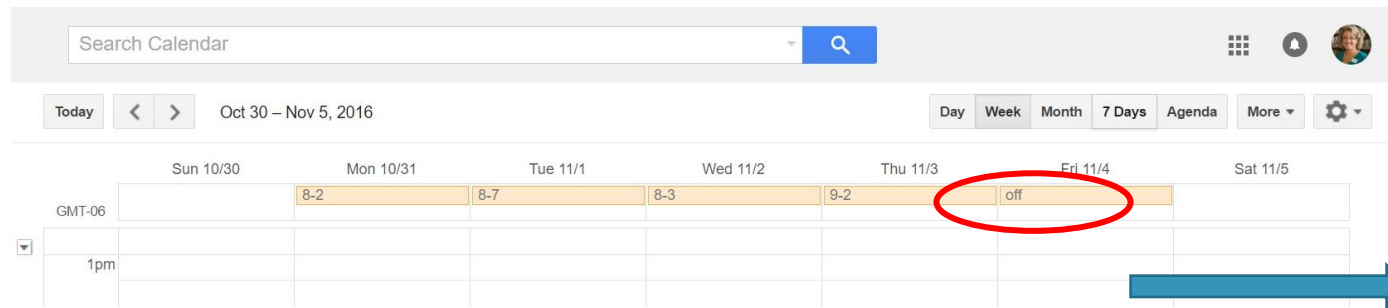
“Free Tube Flip Calendar & Clock Stock Photo” by
Randy Aryanto on freeimages.com



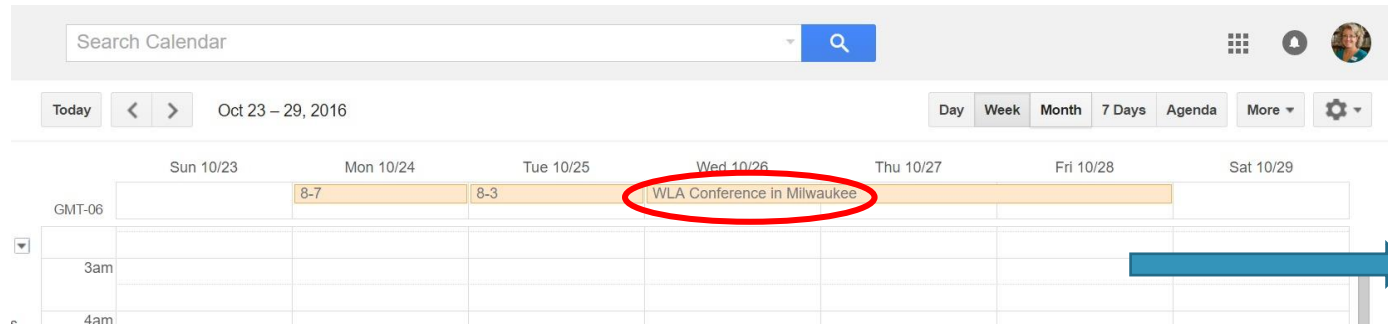
**INSTEAD . . . I PRACTICED MY
WALKING MEDITATION**

WORK YOUR REQUIRED WEEKLY HOURS

I had the day off because I already worked 80 hours that pay period



30 hours



A lot of hours,
at least 50

WORK YOUR REQUIRED WEEKLY HOURS

Communicate your schedule with all interested parties

The screenshot shows a calendar interface with the following elements:

- Search Calendar:** A search bar with a magnifying glass icon.
- Navigation:** A "Today" button, left and right arrow buttons, and the date range "Dec 18 – 24, 2016".
- View Options:** Buttons for "Day", "Week", "Month", "7 Days", "Agenda", "More", and a settings gear icon.
- Calendar Grid:** A grid view showing the schedule for the week of Dec 18-24, 2016. The days are labeled: Sun 12/18, Mon 12/19, Tue 12/20, Wed 12/21, Thu 12/22, Fri 12/23, and Sat 12/24.
- Schedule Details:**
 - GMT-06:** A row showing work hours: 8-4 on Mon, 8:30-8:30 on Tue, 8-2 on Wed, 9-3 on Thu, and off on Fri. A green block labeled "Christmas Eve" is on Sat.
 - 12pm:** A row showing a vertical line at 12pm across all days.

The image features three bronze statues of people in conversation, set against a stone wall with a hanging green plant. The statues are highly detailed, showing textures on their hair and clothing. A white text box with a black border is overlaid on the lower part of the image, containing the text 'CHAT STORM! FAVORITE ORGANIZATIONAL TOOLS?'.

**CHAT STORM!
FAVORITE ORGANIZATIONAL TOOLS?**

TRAIN EARLY AND OFTEN

- Create dedicated training time for all
- Put it in writing
- Let others lead



“Free Train Stock Photo” by Caroline Van Dijk on [freemages.com](https://www.freemages.com)

CROSS TRAIN

- Easier to cover shifts
- More collaboration
- Easier to see the big picture
- Creates need to update manuals



“Free Train Stock Photo” by Caroline Van Dijk on [freeimages.com](https://www.freeimages.com)

DELEGATE

- Who's in charge when you're away?
- Can someone else do that?
- Remain reachable



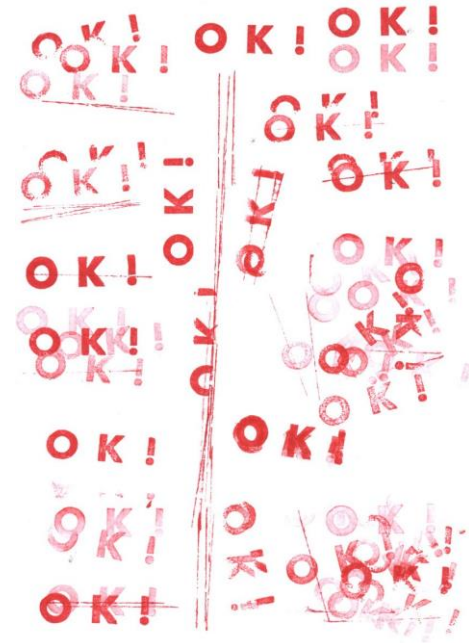
“Free Crown Toy Stock Photo” by David Guglielmo on [freeimages.com](https://www.freeimages.com)

The image features three bronze statues of people in conversation, set against a stone wall with a green vine. The statues are highly detailed, showing facial features and textures. A white text box with a black border is overlaid on the lower part of the image, containing the text 'CHAT STORM! WHAT ARE GOOD TASKS TO CROSS TRAIN ON?'.

**CHAT STORM!
WHAT ARE GOOD TASKS TO CROSS TRAIN ON?**

EMBRACE “GOOD ENOUGH”

- Might not be the same as you would have done it
- Might get you some time away
- Creates teachable moments



“Free OK! 2 Stock Photo” by Zumberto on freeimages.com

FEEL LIKE A PROFESSIONAL

- Keep small libraries in the limelight
- Develop your professional interests
- What do you want to do more of?
- Pitch a conference session



“Free Badge Stock Photo” by Thauvin on freeimages.com

The image features three bronze statues of people in conversation. The statue on the left is shown in profile, looking towards the center. The middle statue is facing slightly to the right. The statue on the right is shown in profile, looking towards the center. The statues have a textured, weathered appearance. In the background, there is a stone wall and some green foliage. A white text box with a black border is overlaid on the bottom center of the image.

**CHAT STORM!
HOW ARE YOU PROFESSIONALLY AWESOME?**

ENJOY YOUR OWN COMPANY

- Find “small moments” to
 - Walk there
 - Get your favorite coffee drink
 - Read a fun book during lunch



“Free Coffee Stock Photo” by Ali Taylor on [freeimages.com](https://www.freeimages.com)

DON'T WORK WHEN YOU'RE OFF

- But if you must ...
 - Check in sparingly
 - Quit looking at your phone
 - Timesheet it: work from home is work
- Nothing pressing? Don't check in!



“Free Old Phone Stock Photo” by Pawel Zawistowski on [freemages.com](https://www.freemages.com)

YOUR NEEDS MATTER

- Nobody likes a martyr
- Time off is for you!
- Build me-time into errands

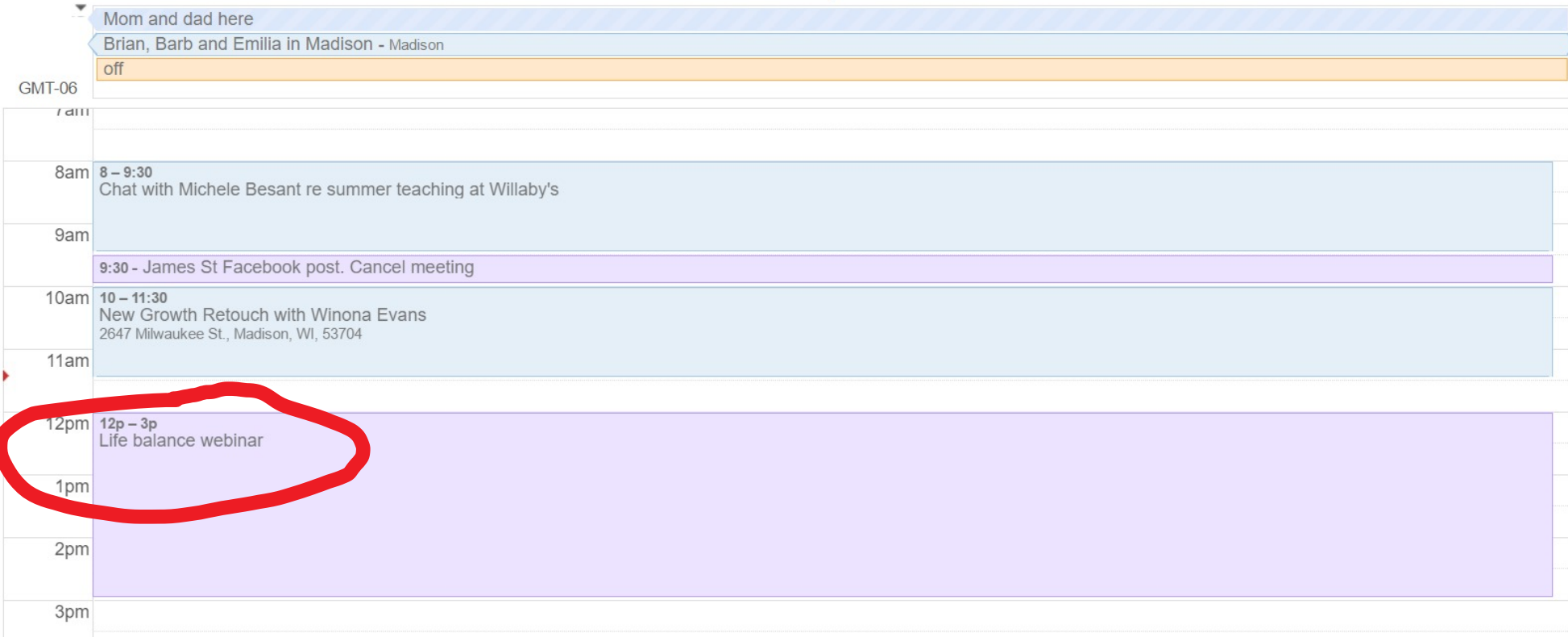


“Free Coffee Stock Photo” by Ali Taylor on [freemages.com](https://www.freemages.com)

A close-up photograph of three bronze statues of children, likely from the 'Talk' sculpture by Moiggi Interactive. The statues are positioned in a row, facing each other as if in conversation. The child on the left has its mouth open as if speaking, with its hand near its chest. The middle child is looking towards the left child, and the child on the right is looking towards the middle child. The bronze has a dark, weathered patina with some water droplets visible on the surfaces. In the background, there is a light-colored stone wall and some green foliage hanging down.

**CHAT STORM!
WHAT HAVE YOU DONE FOR YOU LATELY?**

PLAN DAYS OFF, TOO



DELEGATE AND CROSS TRAIN AT HOME

- Who can help you at home?
- Be ok with “good enough”



“Free A Broom Stock Photo” by Michal Zacharzewski on [freeimages.com](https://www.freeimages.com)

GET OVER THE GUILT

Behind every great library
is a director
who's pretty sure
they're screwing it up



“Free Screw Stock Photo” by tijmen van dobberburgh on
freeimages.com

TAKE A CHANCE ON SOMETHING NEW

- Ask someone you like what they do for fun
- Keep an open mind
- Put a new spin on something you already do
- Put everything else out of your mind



“Free Stones | Stock Photo” by Pascal Thauvin on freeimages.com

The image features three bronze statues of people, likely of African descent, engaged in conversation. The statues are highly detailed, showing curly hair and expressive faces. They are set against a light-colored stone wall with some green foliage hanging down. A white text box with a black border is overlaid on the lower part of the image, containing the text 'CHAT STORM! SOMETHING NEW YOU WANT TO EXPLORE?'.

**CHAT STORM!
SOMETHING NEW YOU WANT TO EXPLORE?**

**MAKE TIME
FOR WHAT'S
MOST
IMPORTANT**

**Saint Patrick's
Cathedral**

Dublin Ireland 2016





QUESTIONS?



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