



NOW HIRING: DIRECTOR

LIBRARY DIRECTOR HIRING GUIDE
IFLS LIBRARY SYSTEM

Contact: John Thompson

Thompson@ifls.lib.wi.us

715-839-5082 ext. 116



Introduction

Your library director has just announced they're leaving. Now what? You've never done this before, where do you start?

Hiring a library director is one of the most important and challenging duties of library boards in Wisconsin. Trustees have to figure out what kind of leadership the library needs, find a candidate with the skills to meet those needs and then foster the new director's success.

Every library is unique, and each hiring process is different, so it can be a complicated and overwhelming task.

The IFLS Library System can help and offers step-by-step navigation throughout the process or targeted guidance as needed. We've got over 100 years of combined experience in hiring, legal issues, human resources and public library management, and we're ready to share that with you. Here's a partial list:

- Building a needs evaluation: hiring for the future of your library.
- Writing a position description and deciding on an appropriate salary range.
- Soliciting a pool of qualified candidates.
- Meeting legal requirements and using best practices.
- Understanding what's reasonable to expect in the process.
- Reviewing resumes and developing interview questions.
- Evaluating and choosing the winning candidate.

This packet is the start of a successful hiring process. Look it over, and then give us a call. It's in our name: Inspiring and Facilitating Library Success. We're here to serve you.



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IFLS Services

Basic Services

Consultation with Library Board
Organizational/Staffing Structure Review
Job Description Review
Job Announcement Draft
Job Announcement Posting
Application/Resume Review
Interview Questions
Participate on the Interview Team

Enhanced Services

Candidate Recruitment	
Paid Ads Placement	<i>Cost Recovery</i>
Recruitment Brochure Design	<i>Cost Recovery</i>
Recruitment Brochure Printing	<i>Cost Recovery</i>
Interview Team Development	

IFLS Staff and Expertise

Your primary contact is:

John Thompson, System Director

Key Roles: Primary Contact, Library Director Hiring, Staffing Structure Assessment, Assignment of IFLS Staff

Other staff who might assist with the process:

Leah Langby, Library Development and Youth Services Coordinator

Key Roles: Youth Services and Inclusive Services Staff Hiring

Katelyn Noack, Public Services Consultant

Key Roles: Adult Services, Basic Library Administration, Delivery

Lori Roholt, MORE Administrator

Key Roles: Circulation and Technical Services Staff Hiring

Reb Kilde, PR (Public Relations) and Communications Coordinator

Key Roles: Digital and Print Media, Marketing, Communications

Kris Schwartz, IT (Information Technology) Director

Key Roles: Technology Planning and Support

Steps for Hiring New Library Director

1. Appoint a Search Committee
 - a. Entire Library Board or subgroup of board members
 - b. Include key staff members, (not potential candidates)
 - c. Friends of the Library and Foundation members (could also participate by offering tours of the library or city to the candidates)
 - d. Community members
 - e. IFLS Director, if desired

2. Review Job Description for possible updates
 - a. Reviewed within the past 2 years
 - b. Include Educational and experience requirements
 - c. Include Essential job duties
 - d. Ensure compliance with current laws

3. Determine Ideal Qualifications of Potential Candidate to include in Job Announcement.
Examples:
 - a. Budget development and management
 - b. Strategic/Community Planning
 - c. Building/Space Planning
 - d. Fundraising experience
 - e. Community engagement
 - f. Public speaking
 - g. Skills to implement current strategic/long range plan (IFLS can assist with planning, if needed)
 - h. Experience working with boards
 - i. Establish community partnerships
 - j. Ability to work with others
 - k. Demonstrated supervisory experience
 - l. Education – Example: Bachelor’s Degree required with a Master’s from American Library Association accredited school preferred (See Director Certification information on page 5)
 - m. Experience – Example: 3-5 years of public library experience (Establish a range); may include requirement or preference for library administration

4. Determine Salary Range
 - a. Peer libraries
 - b. Comparable positions in the municipality/community
 - c. Recent job openings
 - d. Responsibilities of the position
 - e. Current job market
 - f. Budget considerations

5. Determine where to place ad (IFLS can assist with this)
 - a. IFLS Library Job Site <https://www.iflsweb.org/employment-opportunities/> (FREE)
 - b. Area Library Schools (FREE)
 - i. St. Kate's <https://www.stkate.edu/academics/graduate-degrees/academic-programs/mlis> (MN) Use Handshake for posting
 - ii. UW Madison <https://uwslisjobs.wordpress.com/submit-a-job/>
 - iii. UW Milwaukee Julie Walker, Career Services Advisor, walkerjs@uwm.edu
 - iv. CVTC <https://www.cvtc.edu/academics/programs/library-information-services>
Use Handshake for posting
 - c. Metronet Jobline <http://metrolibraries.net/metronet-jobline/> (FREE)
 - d. Local Newspaper—Not recommended for libraries seeking candidates with a Master's Degree
 - e. IFLS email lists
 - f. Wisconsin Library Association Job Posting
 - g. WISPUBLIB
 - h. Library Website
 - i. Library social media – such as Facebook or Instagram
 - j. PUBLIB (national library list serve; no cost to post publib@oclcists.org) (FREE)
6. Develop a job announcement (IFLS can provide examples or assist with development)
 - a. Deadline for application 2-4 weeks from posting
 - b. Mail or email resumes
 - c. Set up email account for resumes and cover letters. Email is recommended because it's easier to distribute to the search committee
7. Develop interview questions (see page 15)
8. Review Applications (IFLS Director can assist in review)
9. Schedule interviews
10. Interview 3-5 candidates (IFLS Director can participate)
11. Conduct 2nd interviews, if needed
12. Make offer to top candidate
13. If not accepted, determine if 2nd candidate should be offered the position
14. Establish start date

A good resource is Hiring a Library Director Trustee Essential #5
<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>

Director Certification Requirements

From the Certification Manual for Public Library Directors (<https://dpi.wi.gov/libraries/public-libraries/governance-administration/directors>)

Summary of Regular Certification Requirements

Municipal Population	6,000 or more	3,000 to 5,999	Fewer than 3,000
Grade Level	Grade I	Grade II	Grade III
General Education Requirements	Bachelor's degree	Bachelor's degree	54 semester credits, half of which shall be in the liberal arts and sciences
Library Education Requirements	Master's degree from American Library Association accredited program	12 Semester credits in the following areas: <ul style="list-style-type: none"> • Basic public library administration • Advanced public library administration • Organization and management of collections • Public and community services Basic public library administration must be completed in the first year; thereafter, at least one course per year must be taken annually. OR Bachelor's degree with a minor in Library Science AND Advanced public library administration course.	
Continuing Education Requirements	<ul style="list-style-type: none"> • 100 hours in the five-year period prior to recertification • At least 10 hours of the 100 hours must be technology-related training 		

Temporary Certification

The Division for Libraries, Technology, and Community Learning may grant temporary certification at the appropriate grade level to enable the following applicants to complete the library education requirements. Temporary certificates are valid through the last day of the month in which they expire. Applicants must apply for temporary certification within **three months of employment as a library director** in order to be eligible for such certification. Temporary certificates shall not be granted to allow applicants to complete the general education requirements for the applicable grade level.

Draft Hiring Timeline

Activity	Deadline—Dates are DRAFT but represent a reasonable timeline moving forward	Status
Review and update Job Description	Week 1	
Determine wage range	Week 1	
Designate Board member to receive resumes/cover letters	Week 1	
Finalize Job Announcement	Week 1	
Determine where to post and advertise	Week 1	
Post Job Announcement	Week 2	
Application deadline	Week 4-6	
Review Applications and select candidates to interview/Finalize Interview Questions	Week 5-7	
Schedule interviews (one day/evening) for Week 7-9	Week 5-7	
Conduct Interviews and select candidate(s) to offer position	Week 7-9	
Call References	Within one week of interview date	
Board agrees to offer position	Interview date or separate meeting	
Offer position verbally		
Confirm job offer via email	Same day as verbally offer	
Candidate accepts via email or phone		
Confirm acceptance with email with starting date—assume at least 2-4-week notice is needed.		
If top candidate declines, offer position to next acceptable candidate or repost position		

Examples of Job Announcements

The links to job sites and the examples shown below can be used to develop announcements/posting for various positions at the library. The goal is to develop a description that attracts candidates as well as highlight the key qualifications for the ideal candidates.

Library Job Sites

These sites can be used to find job postings for a variety of jobs. IFLS staff can assist in finding other examples if needed.

<https://iflweb.org/employment-opportunities/> IFLS Library System job posting page

<https://uwslisjobs.wordpress.com/> UW-Madison iSchool Jobs Blog

<https://joblist.ala.org/jobseeker/search/results/> JobLIST American Library Association

Example 1: Glenwood City

Grade 3

2,999 or under

Director – Glenwood City Public Library (Part-Time)

The Glenwood City Public Library seeks a well-organized and energetic individual to direct the operations of their library. The library is part of the [IFLS Library System](#) and [MORE system](#). The library serves a community of 1200 located in St. Croix County.

Responsibilities: The Library Director reports to a 7-member Board of Trustees and is responsible for the overall management of the library. Essential duties include building and maintaining our collection, managing the library budget, supervising the library staff, and promoting the library within Glenwood City and the surrounding area.

Qualifications: Candidates must have obtained at least 54 semester credits, half of which must be in the liberal arts and sciences to be eligible for temporary Wisconsin Grade III certification. A Bachelor's Degree or higher is preferred and three or more years of library or similar experience is desired. The ideal candidate shall possess excellent interpersonal skills; an understanding of technology; and the ability to develop and maintain positive relationships with the public, library staff, the Library Board, government officials, community organizations, and area libraries.

Compensation: The hourly starting wage range is \$15.00-\$18.00 depending education and experience and includes pro-rated benefits.

Please email your resume and cover letter on DATE by 5:00 p.m. to the Library Search Committee via email at. No mailed or delivered applications will be accepted.

Example 2: Somerset

Grade 3
2,999 or under

The Somerset Public Library seeks a well-organized and energetic leader to direct the operations of their library. The library is currently evaluating the need for an expanded facility which will enhance the library's programming and services to the community. The library is part of the [IFLS Library System](#) and [MORE system](#).

The library serves a community of 2,300 in northwestern Wisconsin. The Village is located in Apple River country as well as near the scenic Saint Croix River Valley and is located less than an hour from the Twin Cities.

Responsibilities: The Library Director reports to a 5-member Board of Trustees and is responsible for the overall management of the library. Essential duties include building and maintaining our collection, managing the library budget, supervising the library staff, and promoting the library within the Village of Somerset and the surrounding area.

Qualifications: Candidates must be eligible for Wisconsin Grade II certification. Three or more years of library experience is required. Library administration experience and a Library Master's Degree are preferred. The ideal candidate shall also possess excellent interpersonal skills; the ability to develop and maintain effective working relationships with their staff, the Board, the Village of Somerset and community organizations. Knowledge of current library practices, technology and trends is required.

Compensation: Starting salary range is [\$00,000-00,000] with excellent benefits.

Please email your resume and cover letter [**by DATE**] to Library Search Committee [**at EMAIL**]

Example 3: Abbotsford

Grade 3
2,999 or under

The Abbotsford Public Library Board of Trustees is taking applications for a self-motivated person with good people skills and excellent general computer skills for the Directorship of the library. The library opened in 2007, with 6000 square feet of space in the City Hall/Library facility. The library is open 51 hours a week and employs 1.45 FTEs. This is a permanent position and is approximately 25 hours a week. Candidates must be eligible for Grade 3 library certification (completed at least 54 college semester hours, half of which must be in the liberal arts and sciences) and be prepared to take the appropriate courses for State of Wisconsin certification. Please refer to the library webpage for further information: <http://wvls.lib.wi.us/abbotsfordpl/>. Please send a cover letter and resume to: Search Committee P.O. Box 506 Abbotsford WI 54405 by August 15, 2011

Example 4: New Holstein

Grade 2
3,000-5,999

The New Holstein Public Library is seeking an energetic and creative customer service oriented professional Library Director. Responsibilities include development of a full range of library services, programs and activities. The ideal candidate will be enthusiastic, organized and enjoy working with children, teens, adults and families. The person hired will work in all areas of the library. Knowledge of budgets, grant writing and management skills is preferred. The successful applicant must have strong computer and technology skills and should possess a positive, achievement-oriented attitude. The position may require working evenings and Saturdays.

A Master's in Library and Information Studies from an ALA-accredited school is preferred. A competitive salary is being offered, with a full benefit package.

Qualified applicants including recent library school graduates are encouraged to apply.

Applications will be accepted until the position is filled, but those received by September 15 will be given priority consideration. Please send a cover letter, resume with 3 references and completed city application to:

New Holstein Public Library
2115 Washington Street
New Holstein, WI 53061

Example 5: Prairie du Sac

Grade 2
3,000-5,999

The Ruth Culver Community Library seeks a dedicated and community-minded Director with a commitment to public service and a vision for the future.

About: The Ruth Culver Community Library is located along the beautiful Wisconsin River in the heart of downtown Prairie du Sac in Sauk County, Wisconsin. Prairie du Sac is a vibrant community approximately 30 miles northwest of Madison. The library serves Prairie du Sac and the greater Sauk Prairie area including the Sauk Prairie School District. For more information about the community, please visit the Chamber's website at www.saukprairie.com.

The library opened at its current location in 2012 and is next to the new Great Sauk State Trail. A member of the South Central Library System, the Ruth Culver Community Library has a staff of approximately 6.9 FTE, a collection of more than 62,000 items, and a 2018 operating budget of \$490,389. An engaged Friends of the Library group provides support through volunteering and fundraising efforts.

Requirements: This position requires an MLS from an ALA-accredited university and eligibility for a Grade 1 Public Library Director certification from the State of Wisconsin. Successful candidates will have good verbal and written communication skills, strong organizational skills, as well as knowledge of technology and libraries. Excellent customer service and the ability to work effectively with the

Library Board, Village of Prairie du Sac, Friends of the Library, employees, donors, and the community is a must. Three years of library experience is preferred.

Responsibilities: The Library Director reports to a seven member Board of Trustees and is responsible for the overall management of the library. Responsibilities include financial management, supervision of staff, and oversight of the library facility.

A complete position description and statement of benefits may be found on the library's website at www.pdslibrary.org/employment.

Compensation: The minimum salary is \$51,000 commensurate with the qualifications and experience of the selected candidate. The Village of Prairie du Sac provides a competitive package of benefits.

Deadline: The application deadline is [date]. Please submit an employment application, cover letter, resume, and three professional references to apply. Send required materials to Helen Campbell, President of the Library Board of Trustees, at apply@pdslibrary.org or to the Library Director Selection Committee, c/o Ruth Culver Community Library, 540 Water St., Prairie du Sac, WI 53578.

The Ruth Culver Community Library is an Equal Opportunity Employer.

Example 6: Stoughton

Grade 1
6,000 or higher

The City of Stoughton, an Equal Opportunity Employer, is seeking a qualified candidate to serve as Director of Stoughton Public Library. Founded in 1847, the City of Stoughton, population 13,134, is known for its Carnegie Library, and its annual Norwegian Syttende Mai Celebration in May as well as being the birthplace of the coffee break. Stoughton also boasts one of the few remaining second story theaters in the Midwest - the beautifully restored Stoughton Opera House. Located on the scenic Yahara River, just minutes away from the state capital of Madison, Wisconsin, Stoughton is a city not to be missed!

Under the general direction of the Library Board, the Library Director will administer the library with responsibility and authority for organizing and managing all library operations, for planning, directing, and coordinating a comprehensive program of services, and supervising library personnel in accordance with the policies of the library board.

Serving as the Library Board's executive officer, this position requires preparation of meeting agendas, necessary reports, and meeting minutes for not only the library board, but for five standing board and ad-hoc committees. Also serving as the board's chief consultant in technical matters, the Director will evaluate library programs, services, policies, procedures and present recommendations for improvement to the Library board, then develop and implement those recommendations approved by the Library Board.

This position requires the ability to oversee the Library's integrated library system (ILS), computer networks and provide general supervision of Library technologies; the ability to keep current with and coordinate the implementation of new technologies in the library; the ability to oversee the library's collection development plan; the ability to develop and administer the library's overall public relations

plan; the ability to coordinate building and equipment maintenance, repair, upgrades, studies, and renovations; the ability to prepare, maintain, and coordinate retention of library administrative records following the Record Retention Schedule; the ability to establish and maintain appropriate priorities and meet deadlines; the ability to represent the library at the system level and actively participate in other professional library organizations; the ability to work with government officials and other community leaders to meet the needs of the library; and support the mission and activities of the Friends of the Library.

The Library Director will lead, motivate, and implement work rules for Library staff and volunteers requiring this candidate to have proven knowledge of principles of supervision and management, including participative management. It requires the ability to supervise the work of departmental staff, including coordinating, assigning, monitoring, and evaluating work, and the ability to positively motivate employees and create a team-oriented, effective, and efficient work environment. This position also requires the ability to establish and maintain effective working relationships with the Library Board, Mayor, City Council members, department heads, staff, and the public.

A Master's degree in Library Science from an American Library Association accredited program with three to five years library experience, including supervisory experience, or other experience that provides equivalent knowledge, skills, and abilities.

This is a full-time, exempt position. The starting salary range for this position is \$72,737.60 - \$85,945.60 annually, with an excellent benefits package.

All applicants must complete an application for employment along with a resume and cover letter. Resumes are welcome but must be accompanied by a completed application form. Apply online at www.governmentjobs.com/careers/stoughtonwior download a physical application at cityofstoughton.com/jobs. Submit Application, cover letter and resume online or to the City of Stoughton Human Resources and Risk Management Department by 4:00 p.m. on Monday, January 14, 2019.

Example 7: Platteville

Grade 1
6,000 or higher

The Platteville Public Library is accepting applications from qualified individuals for the position of Library Director. Platteville is located in southwestern Wisconsin, an hour's drive southwest of Madison. Platteville is home to the University of Wisconsin-Platteville, with an enrollment of 6,200 students. Platteville's 2010 population is 11, 224.

The Library has an annual budget of \$604,000 with four full-time employees in addition to the director and eight part-time staff. There are four teams: Children's Services, Circulation and Support Services, Adult and Teen Services, and Outreach. The Coordinator of Adult and Teen Services has an MLS. According to Wisconsin Public Library Standards, the director is required to have a Master of Library Science degree and to possess/be eligible for a Grade I Wisconsin Library certificate. The Platteville Public Library is an active member of the Southwest Library System (SWLS). Total 2010 circulation was 184,661. SWLS migrated to Autographics Agent Illuminar in Jan. 2011 with a "software as a service" arrangement. The Library Director functions as the System Administrator of Autographics for the library and as the cataloguer. The Platteville Library Foundation is a 501(c) 3 organization committed to

supporting and enhancing library services. The Library shares a fiber connection with UWP and the Platteville Public Schools. The library recently acquired a mobile 16 unit laptop lab for instruction and programming through a grant in partnership with the Platteville Community Area Network and UW Extension. The Library has a Strategic Plan for 2009-2012.

Applicants should possess: at least five years of progressively responsible public library work experience including three years minimum in a responsible supervisory position and a master's degree in library science from an ALA-accredited institution. Favorable consideration will be given to applicants with a strong background in contemporary library technologies including integrated library system management, content management systems and open source software for websites.

Qualified persons should submit a cover letter outlining specific qualifications for the position, current resume, and the names and contact information for three professional references addressed to Roger Morse, Library Board President in care of Jan Martin, City Clerk, Platteville City Hall, 75 North Bonson, Platteville, WI, 53818. Electronic applications are encouraged and should be sent to martinj@platteville.org. A complete job description and community profile are available at www.plattevillepubliclibrary.org or www.platteville.org

Closing date for applications: Thursday, Aug. 18, 2011 by 5 p.m. CST.

Salary: \$45,000 - \$55,000 (negotiable) with an excellent benefit package

Example 8: La Crosse

Grade 1

6,000 or higher

Application Deadline

Monday, April 1st, 2019 to Saturday, June 1st, 2019

Full Job Description: (was linked to announcement)

The Board of Trustees is seeking a leader with an abundance of enthusiasm and passion to serve as Library Director of the La Crosse Public Library in La Crosse, WI. This unique position oversees the library in the vibrant city of La Crosse with over 50,000 residents and serves those residents through one central library and two neighborhood branch locations. LPL is the resource library for Winding Rivers Library System (WRLS). The library is also afforded the benefit of an excellent partnership with the Friends of the Library and the Washburn Board which continually works to assist the library.

The Director will supervise a team of talented managers as well as an entire staff of 72 full time and part time employees in three physical locations, an award-winning Archives department and a recently implemented pop-up library van. The Director reports to a Board of Trustees made up of 9 dedicated citizens from the City of La Crosse. The Director is the primary representative of the library. The Director will collaborate with the City, continue current partnerships and seek out and nurture other mutually beneficial relationships with the community. Director will successfully manage a 5+ million-dollar budget, implementing and continually adapting a strategic plan, and managing several major community initiatives in addition to daily operations.

This exciting position affords applicants an opportunity to engage in an established library that is in the midst of many innovative initiatives.

This full-time, salaried position requires some evening and weekend commitments. Ideal applicants will be highly motivated to continue to make LPL an integral part of the La Crosse community.

The City of La Crosse is a beautiful small sized city located in the Driftless Area of Wisconsin on the majestic Mississippi River. Home to the University of Wisconsin – La Crosse, Viterbo University and Western Technical College and a short drive from St. Mary’s University and Winona State University, the city is bustling with students throughout the year while also being home to a diverse and dedicated community of year-round residents. The City of La Crosse is home to several national employers such as Trane Company, Ashley Furniture, Kwik Trip and Logistics Health Inc. In addition, we have two national leaders in health care established in our community, Gundersen Health System and Mayo Clinic Health System.

With an abundance of outdoor recreation activities, incredible access to the river, bluffs and marshes, as well as an outstanding public-school system with which the Library has been recognized as a Partner in Excellence, and a vibrant downtown with an array of diverse neighborhoods throughout the city, La Crosse offers a beautiful and unique location to call home.

Although it’s not a requirement of the position the Library Board encourages the Library Director to reside in the City of La Crosse. By living in the City, the Director becomes a known part of the community. They are directly affected as a taxpayer by Library financial decisions; served as a resident by the Library and other City Departments; are able to respond quickly to needs at the Library; and are perceived by local elected officials to be part of the community.

We look forward to hearing from all qualified applicants.

Minimum Qualifications

Master’s degree from American Library Association accredited program in accordance with Wisconsin Law; 3 or more years of progressive management experience which demonstrates continual growth of duties and responsibilities in a Public Library.

Be eligible for Grade 1 Certification from Wisconsin DPI

To apply for this position, please submit a cover letter, current resume, and three professional references to BoardChair@lacrosselibrary.org. The successful candidate will be required to fill out a city of La Crosse application before hiring is finalized.

All inquiries will be treated confidentially.

A first review of applicants will begin on May 6, 2019.

Minimum starting salary is \$88,379.20 and actual salary is negotiable based on experience and qualifications. We offer a comprehensive benefit package including medical benefit plan, Wisconsin Retirement Plan, deferred compensation, life insurance, income continuation insurance, voluntary dental and vision plans, Roth IRA, flexible spending, paid holidays, vacations, and sick leave.

An Equal Opportunity Employer/Drug Free Workplace

Sample Interview Questions

Select or adapt the questions that will best assess the qualifications/strengths that are being sought for the open position.

Please comment on how your work experience and education have prepared you for this position.

What is your experience with shared automated systems and with technology in general?

Describe your experience working with public libraries

How would you rate your communication skills and what have you done to improve them?

Can you describe your organizational skills?

Share an example of how you managed your time to complete multiple projects with a fixed deadline.

Describe your ideal work environment

Describe your experience working in a team environment including how you managed deadlines within this environment

Why are you interested in this position?

Why should we hire you?

Describe your leadership/management style

If a patron became angry at you because of a library policy, how would you handle the situation?

Tell us about a creative idea you had to improve library service.

Tell us about a way in which you worked with other staff to develop creative ideas to solve problems.

Please describe your collection development experience and philosophy and the resources you used to purchase library materials.

What is your motivation to become the Director at the [Insert Library] Public Library?

How would you go about enhancing your knowledge and skills as related to this position?

How would you develop your relationships with local and state government officials?

What do you think are the major issues facing libraries today?

What do you like best about your present position?

What do you like least about your present position?

How would you go about getting to know the community and the needs of the library patrons?

Describe the most difficult personnel issue you have had to deal with and how you handled it.

How would you go about evaluating current programs and making recommendations for possible changes?

What is your working knowledge of library finance and development of budget? Have you submitted and presented a budget?

How do you stay up to date on current library practices and services?

How would you go about getting to know the community and the needs of the library patrons?

What would your coworkers and your immediate supervisor say about you?

What would you identify as your greatest strengths and weaknesses?

What is something that makes you proud?

Tell us about a time you failed, and what did you learn from it?

Describe a time when you acted as an intermediary between two parties. How do you manage conflict when it arises? How do you maintain relationships with partner or potential partner organizations?

Please share how your work experience and education have prepared you for this position

Tell us how you organize, plan, and prioritize your work

What are three keys to positive professional relationship?

When you've started a new job in the past, how did the organization help you be successful, and what kind of support was missing?

Interview Presentations

IFLS strongly recommends having a brief presentation as part of the director interview process. A presentation topic and time limit are included in the interview confirmation sent to candidates. These presentations allow the Library Board to see key presentation skills, such as the public speaking, sharing information appropriate for the audience, research skills, and time management.

Sample Presentations:

- Please prepare a 5-minute presentation on the need for additional library space in NAME.
- Prepare a 5-minute presentation on the programs and services offered by the NAME Public Library.
- Prepare a 5-minute presentation to promote a new library program or service.
- Prepare a 10-minute budget presentation for the city council.