



# WAUPACA AREA PUBLIC LIBRARY

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WAUPACA AREA PUBLIC LIBRARY

715-258-4414

wau@waupacalibrary.org

www.waupacalibrary.org

WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
AD HOC HIRING COMMITTEE MEETING AGENDA

**MARCH 30, 2021 4:30 PM (OR IMMEDIATELY FOLLOWING THE BOARD MEETING  
COUNCIL CHAMBERS**

*Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."*

1. ROLL CALL :

AD HOC COMMITTEE MEMBERS: Lori Chesnut, Mary Zimmermann, Julie Eiden, Glenda

Rhodes, Chris Jaenke, City Administrator Aaron Jenson, and OWLS President Bradley Shipps

2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Write job announcement

4. Write interview questions

5. ADJOURNMENT

PLEASE CALL SUE ABRAHAMMSON OR PATSY SERVEY (715-467-1599) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.

PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

## Library Director Job Announcements

**1. Employment Opportunity:** The Board of Trustees of the East Troy Lions Public Library is seeking a high-energy library director with a commitment to quality service and innovation.

The East Troy Public library is a full-service, busy public library with a staff of 3.65 FTE and an operating budget of \$270,533. It is a member of the Lakeshores Library System. Recent initiatives and programs undertaken by the Library include a revamping of

Adult Programming to partner with community resources and organizations and a solid programming schedule serving all ages. The Library is also in the beginning stages of planning for a new construction and potential merger with surrounding communities.

The salary range for this exempt position is \$50,000-54,000 based on the expectation of a 40 hour work week and commensurate with the qualifications and experience of the selected candidate. In addition, the library will offer a competitive benefits package including

medical, dental, vision, long-term disability, and life insurance coverage, as well as a retirement plan through the Wisconsin Retirement System. This package also includes nine paid holidays, three floating holidays, three personal days, and after 12 months

of employment the position will include 10 days of vacation.

The East Troy Lions Public Library serves the Village of East Troy, as well as customers from the surrounding communities. East Troy is a friendly and vibrant village, with a strong sense of community aided by several active business and civic groups (e.g. the

Chamber of Commerce and the East Troy Community Foundation). It is located about an hour southwest of Milwaukee and an hour southeast of Madison. Located near several lakes, Alpine Valley and scenic Kettle Moraine trails, East Troy offers many outdoor recreational

opportunities. The scenic downtown Square hosts many community events each year while visitors enjoy trolley rides from the East Troy Electric Railroad. The East Troy Community School District is well regarded and was the first district in the state to adopt

SmartLab curriculums in the elementary and middle schools while the high school has a FabLab that is open to the public.

### Requirements:

A Master's of Library Information Science from an ALA-accredited program with Grade 1 certification is preferred. Individuals with Grade 2 certification, significant library experience, and working toward Grade 1 certification may apply. Grade 1 certification

will likely be required with the approval of the Joint Library Agreement. Certification must be completed within two years of being hired. Required are three years public library experience and previous supervision/management experience. Experience with a public library building or capital project is considered an asset.

Follow [this link to review a full job description](#).

The selected candidate is subject to a background investigation and pre-employment drug screen.

**To Apply:** Please send a cover letter, resume, list of a minimum of three references with current contact information, and a completed Village of East Troy application [available on Village of East Troy website](#) to the address below. The posting will remain open until full. First review of applicants will begin on January 19, 2022.

## Library Director Job Announcements

### **2. Subject:** [wispublib] Public Library Director Position - Larsen Family Public Library, Webster, WI

The Larsen Family Public Library in Webster, Wisconsin, is seeking a replacement for its retiring director. The successful candidate must possess public service skills, computer proficiency, and excellent organizational and problem-solving skills. The ability to develop effective working relationships with the Board, staff and patrons is essential.

Duties will include: supervision of all library services and staff, responsibility for maintaining and updating the collection, budgeting, oral and written communication, coordination of grants, oversight of the care and maintenance of the building and grounds, coordination of community relations, and direct interaction with the Board.

Qualifications:

- Wisconsin Grade 3 Library Certification – OR -
- Eligibility for provisional Wisconsin Grade 3 Library Certification.
- No less than 54 semester hours of college credit, at least half of them in the liberal arts.

To apply, submit a letter of interest and current résumé by February 7, 2022, to: Name/Address

Upon receipt of the letter and résumé, qualified applicants will be emailed an application and links to information about Burnett County. Applications are due by February 21, 2022. Interviews will be scheduled through March, 2022.

The Library Board plans to select its new Director at its April 11, 2022, or May 9, 2022, board meeting. Start date, as soon as possible.

The Larsen Family Public Library is an Equal Opportunity Employer.

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3. The Campbellsport Public Library is seeking a dynamic, energetic, and creative person with a strong dedication to customer service to become our next Library Director.

Our community-centered library serves a village population of 2000 and a service area of 6000. The newly renovated library has a strong Board of Directors and a dedicated volunteer program that support a hard-working positive staff. We focus on service to our patrons and strive to create a welcoming experience for readers of all ages.

The Village of Campbellsport is conveniently located in Fond du Lac County between the cities of Fond du Lac and West Bend. It is easily accessible via Highways 41, 45 and 67. Milwaukee and the Fox Valley are also within close proximity.

## Library Director Job Announcements

A minimum of 54 credits of a bachelor's degree and eligibility for a Grade III Public Librarian Certification is required. Experience is preferred but not required. Other preferred qualifications include a demonstrated commitment to professional development for staff and self, proficient technology experience, excellent organizational skills, interpersonal oral and written communication skills.

This is a full-time position at 40 hours per week. The starting pay is \$37,500 a year, full benefits and possible relocation assistance.

To apply, send a cover letter, resume and three professional references along with any questions you may have to [Director@campbellsportlibrary.org](mailto:Director@campbellsportlibrary.org). Applications will be accepted until the position is filled.

Come help us celebrate our 100 Year Anniversary!

[More Information!](#)

Clairellyn Sommersmith

Assistant Director, Winnefox Library System, Address

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#### **4. Subject:** [wispublib] Library Director, Spring Green Community Library

The Spring Green Community Library Board of Trustees is accepting applications for a charismatic, organized, and creative individual to foster our thriving community library into the future.

The Library Director position requires a Wisconsin Grade 3 Public Library Certification and 3 years of progressively responsible library experience. An MLS from an ALA-accredited University and previous experience as a public library director are strongly preferred.

Under direction of the seven-member board of trustees, the library director develops, administers, supervises, and coordinates the work of the library staff. Daily operations include managerial oversight related to personnel, budget, collection development, building maintenance, and library services and operations in compliance with the policies established by the Board of Trustees and the regulations of the state of Wisconsin. For a full job description visit [springgreenlibrary.org](http://springgreenlibrary.org).

Home to Frank Lloyd Wright's Taliesin, American Players Theater, the House on the Rock, and Tower Hill State Park, the vibrant village of Spring Green is the crown jewel of the River Valley, a place where nature and art meet. Just 45 minutes from Madison, our quiet village boasts endless recreational and creative opportunities in Wisconsin's beautiful Driftless Region. The busy community library belongs to South Central Library System where we maintain a collection of over 35,000 items and circulate over 80,000 items each year with an annual budget of \$270,830. Located in the village center, the Spring Green Community Library serves the village, the River Valley School District, and its outlying communities with a passionate staff, active Friends of the Library group, and widespread community support.

The Library Director position is full time with a salary range of \$40,000- \$50,000 as well as an excellent benefits package.

Please submit a cover letter and resume to Linda Thering at [lthering@frontier.com](mailto:lthering@frontier.com) by **January 7, 2022**

## Library Director Job Announcements

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### 5. Director, Portage Lake District Library (Michigan U.P.)

The [Portage Lake District Library](#) seeks an inclusive and forward-thinking leader to serve as Director. Located in the Upper Peninsula of Michigan, the library serves residents who live in the City of Houghton and Portage Charter Township.

This region of Michigan is popular with tourists who love its beautiful scenery, wide-ranging arts and cultural activities, and exceptional recreational opportunities. Add in a variety of dining options, craft breweries, and unique shopping spots and it's clear why Houghton routinely lands on "Best Small Towns in America" lists.

Houghton is home to Michigan Technological University, one of the nation's leading public research universities. Also located in the area is Finlandia University, a private co-educational liberal arts college.

Salary \$60,000/year or higher, negotiable based on experience and qualifications. Relocation assistance available.

Please visit [johnkeister.com/pldl/](http://johnkeister.com/pldl/) for details on the library, community, and to apply. Questions? We welcome inquiries.

John Keister & Associates  
Executive Search for Libraries

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### 6. (Peg liked this format because it was selling the community)

Antigo Public Library invites applications for a Youth Services Librarian. The successful applicant will be working with a team of forward thinking, hard working people, with a penchant for fun and geekery. The team is professional with a high level of community involvement and outreach to make the library a welcoming place for all.

**Position summary:** The work involves both planning, developing, coordinating, promoting and executing programs and collection development and maintenance. The position serves children from pre-school through high school. The goals of the service include fostering literacy, encouraging reading for enrichment and pleasure, providing materials to support school assignments and teaching the use of the public library as a lifelong resource. The work requires the exercise of professional skill, initiative and independent judgment.

Infrequent overnight, out-of-town travel may be required.

**Compensation:** Grade 5: starting \$36,129.60 to \$37,252.80 after probation. This is a City of Antigo position starting Wage: \$36,129.60 - \$37,252.80 annually. Full-time benefits include health insurance, life insurance, paid vacation/sick/holiday/bereavement/personal leave, and the City's contribution to the Wisconsin Retirement System.

## Library Director Job Announcements

**Qualifications:** Required: Bachelor's degree or equivalent; Experience working with children and teens. Preferred: Teaching degree or certificate, MLS or equivalent. Supervisory experience.

**Location:** The Antigo public library is a joint city-county library with headquarters in Antigo and two branch locations; Elcho and White Lake. The City of Antigo has a population of 9,000 and a service population of 19,000 for Langlade county.

Langlade is the county of trails with three mountain biking and hiking trail systems and several xc- ski trails along with miles of snowmobile and ATV routes.

**Equal opportunity and accommodations:** Equal access to programs, services and employment opportunities is available to all persons without regard to age, race, creed, color, disability, marital status, sex (including pregnancy), national origin, ancestry, sexual orientation, military service, genetic information, or any other basis protected by federal, state, and/or local law. In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify Library Director Dominic Frandrup at [director@antigolibrary.org](mailto:director@antigolibrary.org) or 715-623-3724.

**To apply:** We welcome people with eclectic education and work experiences as well as people with more traditional histories. If you meet the minimum qualifications, send a resume and a thoughtful cover letter to [director@antigolibrary.org](mailto:director@antigolibrary.org) and online application: <https://www.governmentjobs.com/careers/antigowi>

Education Consultant

Wisconsin Valley Library Service

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7. The Neuschafer Community Library Board is seeking an energetic, creative, and organized individual to serve as Library Director. Responsibilities include oversight of library administration and management along with development of a full range of library services, programs, and activities. In addition, candidates should have some knowledge of small community libraries. Must possess strong computer and technology skills, management skills, a talent for strategic thinking and vision, excellent communication skills, and the ability to remain positive and flexible. Knowledge of budgets required. Must have or be willing to earn and maintain a Grade 3 or higher Wisconsin State Library Certification.

Full job posting is attached.

Interested parties can email their resume and coverletter to: [cjschmidt824srr@gmail.com](mailto:cjschmidt824srr@gmail.com)

Reports To: Library Board

## Library Director Job Announcements

Employees Supervised: All library employees and volunteers

Interrelationships: This employee has frequent contact with staff, library patrons, library board, village employees, village board, and volunteers, as well as other libraries and other library staff

Wage: \$20/hr, 35 hours a week

Benefits: Benefits package includes paid holidays, personal days & retirement

Email resume & coverletter to Carolyn Schmidt, Personnel Committee chair: cjschmidt824srr@gmail.com

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### Position Summary:

The Neuschafer Community Library is seeking an energetic, creative, and organized individual to serve as Library Director. Responsibilities include oversight of library administration and management along with development of a full range of library services, programs, and activities. In addition, candidates should have some knowledge of small community libraries. Must possess strong computer and technology skills, management skills, a talent for strategic thinking and vision, excellent communication skills, and the ability to remain positive and flexible. Knowledge of budgets required.

Must have or be willing to earn and maintain a Grade 3 or higher Wisconsin State Library Certification.

### Essential Skills, Abilities, and Duties:

1. Provide strong leadership while enforcing statewide public library standards, local policies and procedures, and state law.
2. Personnel management to ensure staffing, training, coaching, and discipline while following employment laws.
3. Exceptional interpersonal skills to provide a welcoming and safe atmosphere for staff and public and to maintain positive relationships with the library staff, patrons, library board, village employees, village board, and volunteers, as well as other libraries and other library staff.
4. Collection development to ensure the library is acquiring, processing, and circulating materials while adhering to the Collection Development Plan.
5. Proficient in developing and adhering to the library budget
6. Excellent knowledge and appreciation of literature for all ages
7. Ability to plan and conduct diverse library programs for all ages
8. Proficient in operating and overseeing technology including computers, printers, scanners, digital equipment, spreadsheets, social media, and databases
9. Ability to re-evaluate processes and plans and remain adaptive and responsive to changing and evolving situations while keeping current on new and emerging public library methods, materials, and technology.
10. Develop a long-range strategic plan in conjunction with the library board



## Library Director Job Announcements

**Physical Factors:** The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment. An individual in this position is frequently walking and pushing carts with books on them. This position frequently walks, stands, stoops, kneels, crouches, crawls and exerts up to 10 pounds of force by lifting, carrying, pushing, pulling, or otherwise moving objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to finger, handle, feel or operate objects and equipment; repetitive arm, wrist, hand and eye movements are included. There is frequent twisting, reaching, wrist turning and grasping. The employee will be required to climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside speaking with other employees or members of the public. Hours vary and will include evening and weekend hours. The working conditions in the library are comfortable. The noise level is generally quiet to moderately noisy.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the Village of Fremont. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Fremont, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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### 8. **Subject :Library Director - McMillan Memorial Library (Wisconsin Rapids) - deadline extended**

Due to the impending retirement of the current Director, the Board of Trustees seeks a proven leader and manager for award-winning public library serving 40,000 people in scenic central Wisconsin. Responsibilities: Community and interlibrary relations; personnel and financial administration; planning



## Library Director Job Announcements

and development; services, collections, and equipment; and building and grounds.

Qualifications: A.L.A.-accredited M.L.S. and experience in public library administration required.

Compensation: \$92,255 plus excellent benefits.

McMillan Library: \$2,007,332 annual budget; 19.25 FTE, including 6 FTE with MLS. 45,000-square-foot building with major revisions completed in 2022, including 249-seat auditorium, meeting and study rooms, and state-of-the-art makerspace; 5,000-square-foot library commons area with coffee shop. Endowment of \$2,500,000 and high level of ongoing private funding. Excellent programs for all ages supported by strong programming budget. Member of South Central Library System. See library website at [www.mcmillanlibrary.org](http://www.mcmillanlibrary.org).

Wisconsin Rapids: High quality of life, low housing costs, beautiful parks, excellent educational institutions.

Application Deadline: Has been extended to April 3, 2022.

Send letter of application with resume including three references along with the application form

<https://www.mcmillanlibrary.org/files/McMillan-Library-Employment-Application.pdf> to: McMillan Memorial Library Board of Trustees

City of Wisconsin Rapids Human Resources Department 444 West Grand Avenue Wisconsin Rapids, WI 54495 or email to [recruitment@wirapids.org](mailto:recruitment@wirapids.org). Equal opportunity employer.

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### 9. Library Director - Mondovi, Wisconsin

**Salary:** \$42,000

**Job Type:** Full-Time

**Closing:** 04/01/2022 11:59 PM Central

**General Summary of Position:** The Mondovi Public Library is seeking a driven, multi talented team leader as the next library director. The Library Director is responsible for creating a welcoming atmosphere at the library, managing the library collection, executing programs for a variety of different age groups, and enhancing library outreach. The preferred candidate will possess excellent interpersonal skills, experience working with governing boards, community organizations, volunteers, and the public, and possess a strong spirit of collaboration, imagination, and innovation. The library is in the middle of a Capital Campaign for a new building and the library director will play an integral part in the success of this project. For a complete job description please visit [www.mondovilibrary.org/employment](http://www.mondovilibrary.org/employment).

**Library Profile:** The Mondovi Public Library is in the heart of downtown Mondovi, just one block from the main street. The library is open for 43 hours a week, has a collection of 17,500 items and an annual circulation of 26,500. Other staff are part-time and include a library assistant II, a youth services librarian, and a library assistant I. The Mondovi Public Library is a member of the Winding Rivers Library System and the WRLSWEB consortium

**Compensation:** \$42,000/year and includes an excellent benefits package.

**Qualifications:** 54 semester credits, half of which shall be in the liberal arts and sciences. Bachelor's

## Library Director Job Announcements

degree preferred. Must be eligible for a Wisconsin Grade III library certification. At least one year of library supervisory experience preferred.

**To Apply:** Please submit your resume, cover letter, three references and application to Terri Vettrus, Library Board President, at [terrimvet@gmail.com](mailto:terrimvet@gmail.com). Applications may be dropped off at the Mondovi Public Library circulation desk, attention Terri Vettrus.

**Applications received by April 1, 2022, will receive first consideration.**

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### 10. DLiLibrary Director, Nappanee Public Library (Indiana)<sup>[1]</sup>

Don't miss this terrific opportunity located in Northern Indiana! The [Nappanee Public Library](#) is looking for its next great Director.

Nappanee is located in north central Indiana within a short drive of Elkhart and South Bend. The region is at the heart of Amish country, an area of Indiana known for its genial hospitality, talented artisan communities, rich cultural heritage, and family-friendly living options.

The library, with a budget of about \$1.5 million and a staff of 26 people, serves more than 10,000 residents of the Nappanee area.

Salary \$78,000/year or higher, negotiable based on experience. Excellent benefits.

Please visit [johnkeister.com/nappanee](http://johnkeister.com/nappanee) for details and to apply.

We welcome inquiries. Please apply by March 18 for first consideration.

John Keister & Associates  
Executive Search for Libraries

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**11.** The North Shore Library Board is seeking a tech-savvy, community oriented, innovative, and dynamic Library Director to lead our dedicated and enthusiastic team. The Library services approximately 25,000 residents from the communities of Bayside, Fox Point, Glendale and River Hills and is a member of the Milwaukee County Federated Library System.

The North Shore Library is entering a building project. The successful candidate will provide a vision for the future of library services in this new space and embrace fundraising and working with community and library stakeholders, architects, designers and contractors to complete this project.

## Library Director Job Announcements

We are looking for an experienced leader with an approachable, confident and respectful style. This individual should be a visionary with an awareness of both traditional and emerging trends in how libraries serve their communities.

For more information about the position and how to apply:  
<http://www.mcfls.org/northshorelibrary/employment.html>

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12. The Spring Green Community Library Board of Trustees is accepting applications for a charismatic, organized, and creative individual to foster our thriving community library into the future.

The Library Director position requires a Wisconsin Grade 3 Public Library Certification and 3 years of progressively responsible library experience. An MLS from an ALA accredited University and previous experience as a public library director are strongly preferred.

Under direction of the seven-member board of trustees, the library director develops, administers, supervises, and coordinates the work of the library staff. Daily operations include managerial oversight related to personnel, budget, collection development, building maintenance, and library services and operations in compliance with the policies established by the Board of Trustees and the regulations of the state of Wisconsin. For a full job description visit [springgreenlibrary.org](http://springgreenlibrary.org).

Home to Frank Lloyd Wright's Taliesin, American Players Theater, the House on the Rock, and Tower Hill State Park, the vibrant village of Spring Green is the crown jewel of the River Valley, a place where nature and art meet. Just 45 minutes from Madison, our quiet village boasts endless recreational and creative opportunities in Wisconsin's beautiful Driftless Region. The busy community library belongs to South Central Library System where we maintain a collection of over 35,000 items and circulate over 80,000 items each year with an annual budget of \$270,830. Located in the village center, the Spring Green Community Library serves the village, the River Valley School District, and its outlying communities with a passionate staff, active Friends of the Library group, and widespread community support.

The Library Director position is full time with a salary range of \$40,000- \$50,000 as well as an excellent benefits package.

Please submit a cover letter and resume to Linda Thering at [lthering@frontier.com](mailto:lthering@frontier.com) by January 7, 2022

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13. The Dodgeville Public Library Board of Trustees seeks an experienced Library Director to administer and lead the operation of the Dodgeville Public Library. This is an exciting opportunity in the friendly town of Dodgeville in Iowa County, Southwest Wisconsin. Please see the attached document for details.  
**Subject :Library Director -- L.E. Phillips Memorial Public Library, Eau Claire WI**

We're a professional, dedicated team committed to keeping our community firmly at the heart of our services.

We seek a leader with both a vision and a passion for libraries and their role in our society. We need an individual with a strong background in operational, financial, and fundraising matters.

Our award-winning library has served the City of Eau Claire well through a global pandemic and a move

## **Library Director Job Announcements**

to a temporary location as our beloved downtown facility undergoes major reconstruction. Now we're setting our sights on returning to our expanded building in late 2022.

This is one of the most exciting times in the library's history, and we're looking for a leader to bring our services to the next level.

Application Information available  
at: <https://www.ecpubliclibrary.info/director/>

First review of applications will begin on January 18, 2022.

## **Sample Interview Questions**

### Introductory questions

Why are you interested in this position?

What can you tell me about our city/town/village and the library?

Please share with us how your work experience and education has prepared you for this position.

Tell us about yourself. Why are you the right person for this job and why is this job the right one for you?

Please tell us about your current employment situation, and why you have applied for this position.

### Requirement questions

You've had a chance to read the job description. Do you feel you are able to perform all the job duties?

This is a professional, [full time] position that requires set hours of public service in the library, as well as flexibility to attend meetings, workshops, and the like outside of the normal routine. Some nights and weekends are required on a regular basis. Are you willing and able to follow such a schedule?

At times the Director must attend meetings around the county or library system. Would you be willing and able to travel to these meetings?

Library directors in Wisconsin are required to hold certification from the state. To obtain certification you must take several classes in library operations and management. Once those classes have been completed you would have to participate in regular continuing education activities. Would you be willing and able to do so?

### Library questions

Please describe your public library service philosophy.

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

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

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

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

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?

How do you seek input from the public?

How would you develop positive relationships with local government officials?

What is your view of the future of libraries and what do you see as important future issues for libraries?

Libraries can often become controversial expenditures for local governments which brings the local news media to your door. What opportunities have you had to interact with the news media in your community?

What aspect of the Public Library Director's job do you think you would find most rewarding? What do you think you would find most intimidating?

### Technology questions

What experience have you had working with technology, such as the internet, social media, & computers?

Describe your computer knowledge and how you obtained it. Self-taught? Formal instruction? (Follow up)  
How long have you used computers? What do you use them for?

You turn on your PC one morning and your mouse doesn't work. What do you do?

What is your experience with shared library automation systems like OWLSnet/InfoSoup? (Note to boards: OWLSnet uses Innovative's Sierra ILS. Similar products from other vendors currently in use in Wisconsin libraries include SirsiDynex, Polaris, and Koha/Bibliovation.)

Adapting to changes in technology is crucial in a managerial library position. Tell us about your role in researching and implementing new technologies into library service.

### General questions

Define really great customer support. What experiences have you had personally that are great examples?

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

Can you describe your organizational skills?

Tell us about a successful project that you undertook which showcased your communication and organizational skills.

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

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

Please describe your ideal work environment.

What do you like best about your present position?

What do you like least about your present position?

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

Tell us about your building management and maintenance experience.

All of us have areas in which we could improve our overall performance. What are some areas in which you could improve?

Have you ever been terminated, asked to resign, or left a position under unusual circumstances?

What would you identify as your greatest strengths and weaknesses?

#### Supervisory skills questions

What makes a good supervisor?

Describe your leadership/management style.

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

If we asked your co-workers, in what areas would they describe you as most effective? How about least effective?

Tell us about a time you had to motivate an unproductive employee.

Describe the process you use when hiring staff.

Give us an example of how you create a constructive and healthy work environment.

How would you address a situation where a staff member was performing below expectations?

Please explain how your approach differs in addressing an employee who is experiencing a technical / skill problem versus an employee experiencing an attitude / morale problem.

What are some laws that govern Human Resources which a Library Director must have a general knowledge of? Have you attended any Human Resources training? If so, in which topics?

For internal candidate: How would you navigate the transition from colleague and friend to supervisor?

A staff member is enthusiastic and full of ideas. They are particularly excited about one proposal, and while it is very interesting, it is not in line with current library priorities and/or requires more funds and human resources than are available. How do you tell this staff member no while encouraging their continued engagement?



### Fiscal management questions

What training and/or experience have you had preparing or following a budget?

What training and/or experience have you had with bookkeeping and keeping statistics?

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

Walk us through the process you would follow to prepare a budget for approval.

An unexpected equipment failure requires you to expend funds on maintenance or replacement in excess of the amount budgeted. What do you do?

Follow up: To make up the difference, you will have to cut spending in another area, perhaps collections, programming, or personnel. What factors would you consider in deciding where to cut?

Tell us about your experience with Microsoft Excel; describe how you have used it in the past.

If experience is limited, ask, How would you go about learning the skills you need to prepare and monitor a budget using Excel?

### Community engagement questions

What positive contributions have you made to your community? Follow-up: How have you grown professionally from this involvement?

What civic activities are you involved in and have you held a leadership role in any organization?

How have you interacted with elected officials in previous jobs?

### Scenario questions

Give a presentation: \_\_\_\_\_ Public Library is a small library in a growing community. How would you present the need for additional library space to our city council? (If asking candidates to give presentations, it's best to share the topic ahead of the interview.)

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

Pretend you are alone in the library. The phone is ringing, there are two people at the desk, the first person asks you for the addresses of each of her state and federal legislators and the second is holding a baby, a pile of books, and is looking at her watch. In the corner, two twelve-year-olds are punching each other. How do you deal with the situation?

I'm a library customer looking for a good book. Tell me about a book you've read recently and let me know why I might like it.

Someone comes to you waving a book in your face. They want you to remove it from the library because it doesn't reflect family values. What do you say to them?

If you were told by the Mayor ahead of time that your budget was facing a substantial cut, what would you do?

#### Closing questions

Is there anything else you want us to know to help us make this decision?

Why should we hire you?

Do you have any questions for the Board about the job, the library or the community?