

Library Director Hiring

IFLS Library System
Updated 2024



Table of Contents

▶▶▶ How a Board Best Supports a Director

▶▶▶ Your Director is Leaving...

▶▶▶ Steps to be Taken

Form a Hiring Committee

Job Description

Post the Job Opening

Review Applications

Interviews

Post-Interview

Board Approval

▶▶▶ Final Steps

▶▶▶ Beware of Pitfalls

▶▶▶ **How IFLS Can Help!**



The background features a series of concentric, wavy green lines that create a sense of movement and depth. The lines are a light green color and are set against a plain white background. The overall effect is a modern, organic design.

How a Board Best Supports a Director

How a Board Best Supports a Director

- Provide consistent messaging to the Director
- Treat them professionally
- Support continuing education needs
- Advocate for library needs
- Compensate fairly
- Check in
- Say “Thank you”

Your Director is Leaving...

IFLS Assistance

IFLS can help with each step of the hiring process.

View [THIS HIRING GUIDE](#) or contact us today

Appoint an Interim Director

Assess the Library and Current Needs

Consider the library's strategic plan

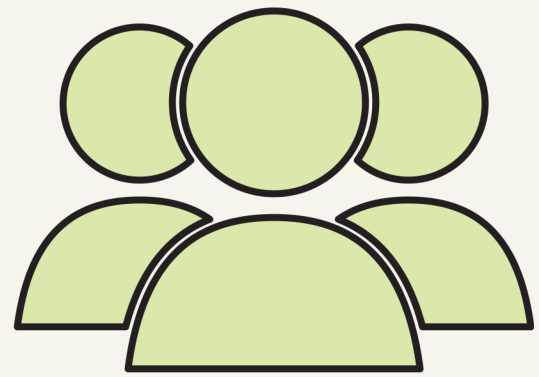
Conduct an exit interview



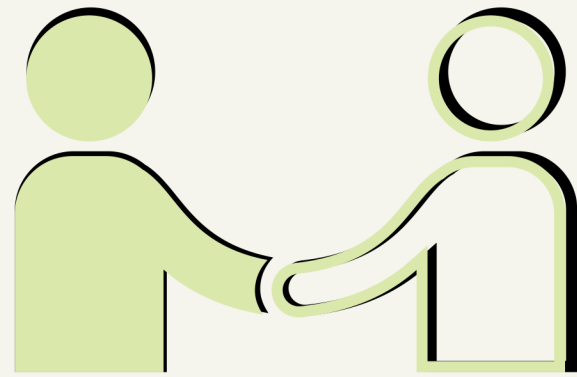
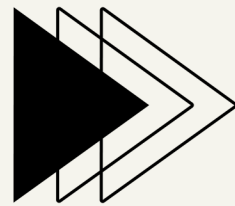
The background features a series of concentric, wavy green lines that create a sense of depth and movement, resembling a stylized fingerprint or a series of overlapping ripples. The lines are a vibrant green color and are set against a light cream background.

Next Steps...

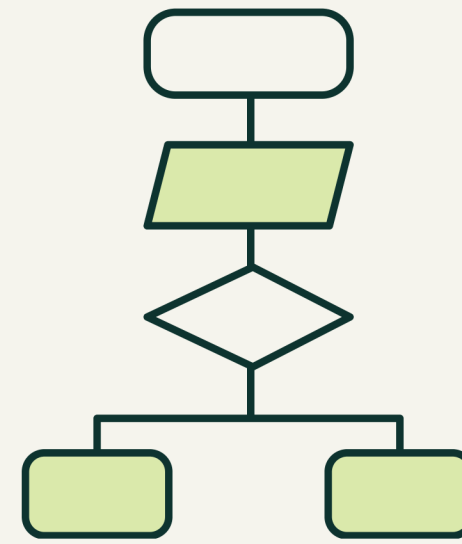
Form a Hiring Committee



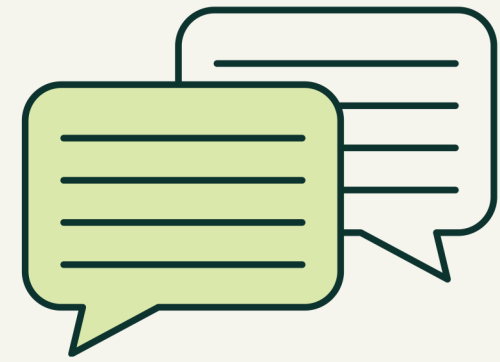
Hiring Committee
OR
Library Board



Select a chairperson



Meet with committee to
go over the process



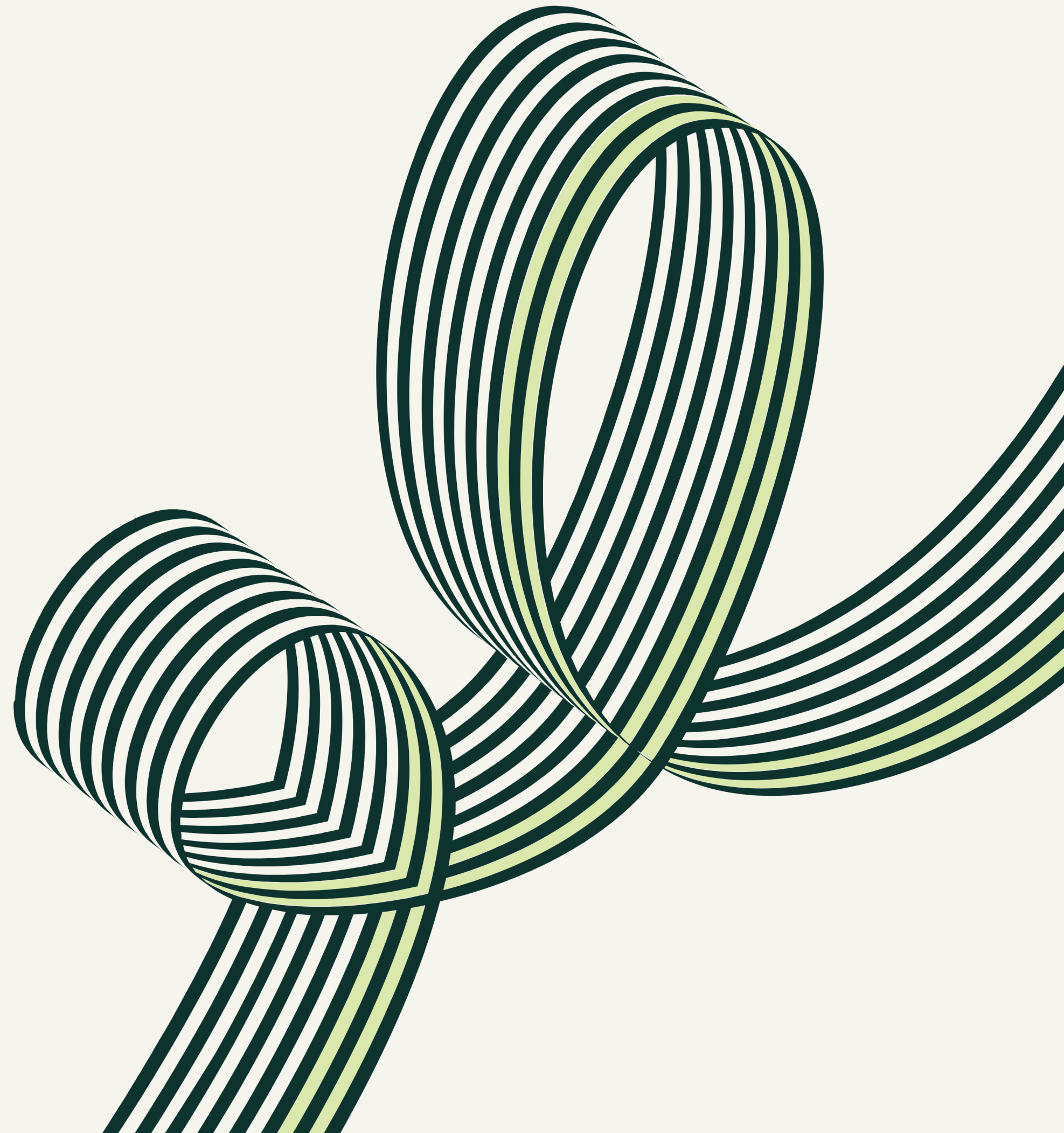
Confidentiality

Hiring Committee could include...

- Board members
- Staff members
- IFLS System Staff

Job Description

- Outgoing Director develops suggested updates for the job description
- IFLS System Staff develop suggested updates for job description
- Share description with committee members



Post the Job Opening

- Post in numerous places
- Include a little information about the library
- Include the job description
- Set a deadline for applications
- Determine salary range and hours per week

IFLS can help draft and share your job opening announcement

How will you share incoming applications?

- Shared folder/drive
- Email



Review Applications

When the deadline has passed, it's time to review the applications.

01. Meet with the committee to go over how to review the applications.

Using a rubric/matrix

IFLS can aid in the creation of a rubric/matrix

02. Determine how many applicants you want to interview

03. Set a time limit to review applications

04. Each committee member sends their scores to the chairperson

05. Chairperson tabulates the scores

Review Applications

06. Committee meets to review tabulated scores and discuss candidates

07. Select the top candidates for interviews

08. Notify all those not moving forward

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Interviews

Interviews

01. Determine a set of questions to be used during the interviews

It is best to stick to your predetermined interview questions
IFLS can help generate and suggest interview questions

02. Assign each committee member the questions that they will ask

Trade off asking the questions

03. Set up the interviews

Conduct interviews in closed session. Agenda must indicate any contemplated closed session, subject matter, and specific provision

Example: 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Library Director Interviews

Interviews

03. Set up the interviews cont.

In person or virtual

Will you offer tours of the library? These can be conducted by a library staff member or a Friends member

04. Make sure ALL committee members can attend

Should have the same group for all interviews

IFLS Staff are able to sit in on or help conduct interviews

05. Allow enough time for each interview

Try to avoid candidates meeting each other between interviews

Allow time for candidates to ask questions

06. Notify candidates of date and times for interviews

Note on Confidentiality

The names of the finalists must
be released if requested, per
Open Meeting Law



Post Interviews



Post Interviews

Option One

Committee votes by secret ballot on their top 2 candidates; then discuss.

Option Two

Committee has an open discussion using their notes from the interviews.

Outcome

Try to find the best candidate for the position based on the needs of the library



Post Interviews

Narrow down to 1-2 candidates and check references

Do Not Settle

The committee can decide that none of the interviewees are right for the Director position. From there, consider:

- Conducting a second round of interviews
- Interviewing additional candidates
- Reopening the search

Don't be "penny-wise and pound-foolish".
Finding a new Director may cost time and money, but hiring the wrong person
will end up costing your library more.

Committee makes their recommendation to the Library Board



Board Approval

Board Approval

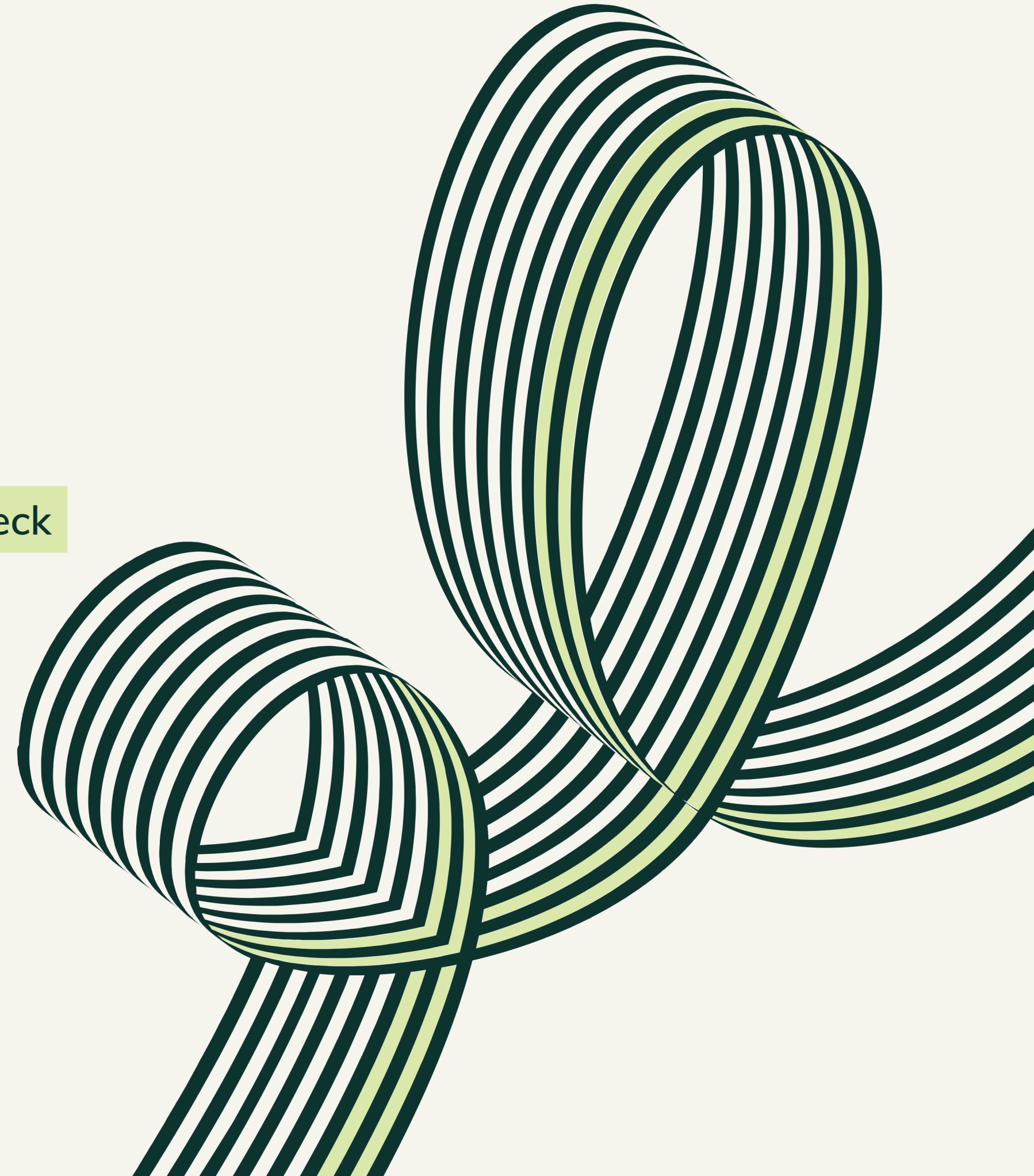
01. Review the recommendation

02. Determine compensation

03. Make a verbal offer contingent on a background check

04. If Accepted...

- Send a confirmation email/letter of hire with job offer and benefits agreed upon
- Notify IFLS of the decision
- Notify the municipality of hire so they can prepare required paperwork
- Determine start date



Board Approval

04. If Not Accepted...

Determine with the committee if there was an additional viable candidate.

YES, make them an offer

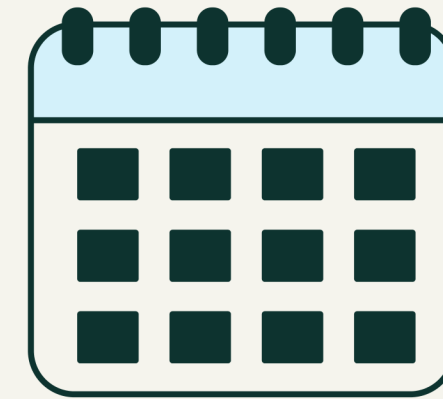
NO, reopen the search



Final Steps



Collect all forms from
committee members



Determine a time when there will
be a public welcoming for the new
director, including staff and
community

The background features a series of overlapping, wavy, organic shapes in a light green color against a white background. These shapes create a sense of movement and depth, resembling stylized waves or flowing liquid.

Beware of Pitfalls

Beware of Pitfalls

Hiring to the weakness or strength of the former Director

Rushing the resolution

Taking the “easy way out”

Assuming all candidates are 100% candid

Putting too much emphasis on technical abilities or formal education
(while abiding by state requirements)

How IFLS Can Help



How IFLS Can Help

We have experience and are standing by to help guide you through this process.

[Library Director Hiring Guide](#)

We can...

- Review the current job description and recommend updates
- Review the job announcement posting and suggest changes
- Post the job announcement on a variety of free email lists and websites
- Provide suggested interview questions
- Review applications and/or develop application review matrix/rubric
- Assist with interviews

For More Information

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Resources

<u>Library Director Hiring Guide</u>	This packet is the start of a successful hiring process. Containing all the information you need to hire a new director, look it over and then give us a call. We look forward to helping you.
<u>Trustee Essential #5</u>	“Hiring the Library Director”, this Trustee Essential has the basic legal parameters for the hiring of a library director and recommended steps to follow.
<u>Fair Employment Law (Wisconsin)</u>	Information on fair hiring and employment practices.
<u>Wisconsin Department of Workforce Development Posters</u>	Wisconsin workplace posters that all employers must post in conspicuous places for their employees.
<u>United States Department of Labor</u>	Information about the federal laws governing occupational safety and health, wage and hour standards, unemployment benefits, reemployment services, and some economic statistics.
<u>Webinar: Navigating the Library Director Hiring Process</u>	This free webinar is full of information that helped to create this slide deck. Hear first hand from Carol Mikulski, a member of the Wallingford Public Library Board of Directors, about her experience hiring for a large library in Connecticut.



You've Hired!

Congratulations on hiring a new director!

Now is the time to view IFLS's video
on Director Evaluations.

This short video shares the utter importance of regular
evaluations and tips on how to conduct them.
It's a "must-see" for all Board members.