

## RE: Sample timeline for hiring a new library director

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### Months 6 & 5

#### Develop a PLAN

- What are the most critical characteristics, skills and attributes desired in a new director?
- Library accreditation designation – what is required of a director at this level?
- Will this position offer any benefits?
- Develop and approve a **job description** for the director position.
- Develop and approve a **job ad** for the director position.
  - Do not list a closing date for applications, but rather a date that you will begin considering applications.
  - Applications should be mailed to the board chair – which address would you like to use?
- Develop a log for tracking applications – could be simple spreadsheet.
- Finalize the search committee. This could be the entire board or a subcommittee.
- Finalize this search timeline.
- Budget for search – will any funds be necessary for posting the job, interview process, etc.?

#### Succession Planning

- What prep work needs to occur by the current director and library board to make the transition as seamless as possible?
  - Collecting key documents/files into a single location.
  - Putting to paper any key processes – payroll; opening/closing; ordering materials.
  - List of vendors – name, contact information, service provided, account numbers, username and login for web portals, etc.
  - Other

### Month 5

#### Advertise the job through various outlets.

- KANLIB-L (listserv catering to library professionals in Kansas)
- Kansas Library Association (website)
- Mid-America Library Alliance Library Job Link (website)
- Association of Rural and Small Libraries (listserv and website)
- Mountain Plains Library Association (website) – appropriate for full-time positions requiring MLS
- School of Library and Information Management (SLIM) – email: [sliminfo@emporia.edu](mailto:sliminfo@emporia.edu)
- Local outlets in city/county.

#### Decide how you will evaluate applicants.

- Refer back to the list of critical characteristics, skills and attributes.
- Create an evaluation metric to assist with decision-making.
  - This could be a spreadsheet.

#### Develop a list of questions for evaluating candidates.

- Search for “library director interview questions” and/or contact NEKLS for a list of potential questions.

#### **Month 4**

**If not completed, finalize a metric for evaluating applicants.**

- Refer back to the list of critical characteristics, skills and attributes.
- Create an evaluation metric to assist with decision-making.

**If not completed, finalize a list of questions for evaluating candidates.**

#### **Month 3**

**Search committee begins review of applications on the date specified in the job ad.**

- Use metric for evaluating applicants.

**Search committee selects applicants (at least three?) to invite for interview.**

#### **Months 3 & 2**

**Search committee interviews candidates and makes a selection.**

**Designated board member makes reference calls.**

**Board agrees on details of job offer – salary, benefits, proposed start date, etc.**

**Board chair extends a written job offer to the selected candidate. On condition of a satisfactory background check.**

**Once position has been accepted, board chair notifies other candidates.**

- Thank you to the others who interviewed; position has been filled.
- Email notice to other applicants; position has been filled.

**Board and current director develop an orientation plan for the new director.**

- This might include any succession planning information developed by the current director.
- Individuals the new director should meet in the community:
  - Introduction at a City Council meeting.
  - Mayor, City Administrator and other key staff at City Hall.
  - School superintendent, principals, and library/media specialists.
  - Reps from any higher education campuses in area; such as a dean of students.
  - Etc.

#### **Month 1**

**New director starts job.**

**New Director meets with library board chair.**

**Orientation for new director.**