



**SHOREWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Ad Hoc Selection Committee, Director of Library Services**

MEETING AGENDA

Thursday, January 25 9:00 A.M. – 10:00 A.M.

Location: Spector Conference Room, 3920 N. Murray Ave. (lower level)/Virtual

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 246 959 373 522

Passcode: sgvCXq

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Or call in (audio only)

[+1 213-279-1824,,307277992#](#) United States, Los Angeles

Phone Conference ID: 307 277 992#

1. Call to order
2. Introduction of Members
3. Discussion on Director of Library Services Recruitment (committee feedback of position posting, job description, committee activities and milestones, and other parties to assist the Committee).
4. Confirm next meeting date
5. Adjournment

DATED at Shorewood, Wisconsin, this 23rd day of January 2024.

SHOREWOOD PUBLIC LIBRARY

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. Should you have any questions or comments regarding any items on this agenda please contact Assistant Village Manager Chris Anderson at (414) 847-2705.

Shorewood Public Library, 3920 N. Murray Ave., Shorewood, WI 53211, (414) 847-2670



The Village of Shorewood, WI, seeks to hire a Director of Library Services. We are looking for an optimistic leader and empathetic manager, who excels in communicating and building relationships with individuals and groups. We need a person committed to equity, who can supervise, inspire, and connect with staff at every stage of their career. The ideal candidate would have some experience managing projects, since the Director will move a \$2 million renovation plan forward in 2023-2024.

About Shorewood

The Village of Shorewood is a suburb just north of the city of Milwaukee. Nestled between the banks of Lake Michigan and the Milwaukee River, Shorewood is notable for both natural beauty and semi-urban living. Shorewood is only about one square mile, and with a population of 13,800 people. Shorewood is a desirable place to live: walkable, bike-friendly, and with strong schools, featuring shopping, dining, parks and the forested Oak Leaf Trail – with easy access to downtown Milwaukee, the University of Wisconsin-Milwaukee, and the beaches of Lake Michigan.

About Shorewood Public Library

Mission: Shorewood Public Library welcomes everyone to learn, connect, and explore. We serve our community with resources that promote lifelong learning and engagement.

Customer and community focus:

- Strong print collection, and an expanding array of digital resources, which are highly valued by users and well-supported by staff, budget, and through collaboration with Milwaukee County Federated Library System and the State of Wisconsin
- Generous public computers, Wi-Fi access, and printing services
- Equity Commitment with embedded accountability measures
- Strong relationship with Village of Shorewood School District

Unique advantages and resources:

- Library Board that is committed to supporting and advocating for a staff of 13.5 FTE including a team of benefitted professional librarians
- Longstanding and strong advocacy from Friends of Shorewood Public Library
- Recipient of significant bequest allowing for additional support to pursue projects
- Loved and respected community hub and resource, supported by Village citizens, elected officials, and staff

Required Experience

5 years of management experience in a library setting

Grade I Wisconsin Library Director Certification, or eligibility to meet requirements

(See <https://dpi.wi.gov/pld/certification> for more information)

Additional Desired Experience

Experience working on complex projects

Experience as a library director

Salary

Starts at \$75,000 (negotiable dependent upon experience).

Plus benefits package

To Apply

Submit a cover letter, resume, and three professional references to the Ad Hoc Selection Committee to canderson@shorewoodwi.gov by Friday, February 16, 2024. You can find application materials and the full job description at: http://www.shorewoodlibrary.org/discover/who-we-are/join_our_team.php

Sent by the Ad Hoc Selection Committee on behalf of the Shorewood Public Library Board.

Shorewood Public Library

3920 N Murray Ave.

Shorewood, WI 53211

ShorewoodLibrary.org

414-847-2670



Director of Library Services

REPORTS TO: LIBRARY BOARD OF TRUSTEES

Service Commitment

The Shorewood Public Library is committed to providing the highest quality of service to both the community and staff. To achieve this level of service, employees are expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities and to work cooperatively with other employees. Employees are expected to contribute toward public understanding of and support for libraries within the community. The Shorewood Public Library is a dynamic work environment requiring employees to be adaptable.

General Purpose of Position

Oversee library services for the Shorewood community and all library patrons, as a partner in the Milwaukee County Federated Library System. Develop and direct library policy that is aligned with the mission, vision and strategic plan of the library in close collaboration with library staff and the Library Board of Trustees. Support and engage with staff on a regular basis as part of a strong team. Gain an in-depth understanding of what library staff does in order to promote the essential role the library plays in the community to various stakeholders through stories of impact, etc. This position reports to the Library Board of Trustees; the Director also works closely with the Village Manager and other senior administrators to ensure library operations consistently support the vision of the Village of Shorewood.

Essential Duties and Responsibilities

1. Oversees the operation of all patron services for the Shorewood Public Library through direct supervision of, and close collaboration with, the professional and paraprofessional staff responsible for customer service, circulation, reference, collection development and programming.
2. Cultivates an environment of enthusiasm for public service, demonstrating a professional demeanor with excellent communication skills, and support for the overall well-being of the workplace.
3. Acts as executive and administrative officer to the Library Board. Advises the Library Board on library trends, needs and advocacy.
4. Implements the policies, mission and strategic goals of the Shorewood Public Library as established by the Library Board, including overseeing capital improvement projects and implementing the library's Equity Commitment.
5. Builds and maintains strong relationships with key community stakeholders including other village departments, elected officials, citizen committees, Shorewood School District administrators, library donors and others; sometimes requiring attendance at evening meetings.
6. Works with the Friends of the Library to support their activities and promote the library.
7. Conducts ongoing evaluation of existing library programs, services, policies, and procedures, working closely with library staff and board on enhancements.
8. Maintains and renews a strategic long-range plan that furthers the library's commitment to the staff and patrons of the Shorewood Library, the Village of Shorewood and the Milwaukee County Federated Library System.

9. Develops and oversees the Library's public relations and communication plan. Working closely with a team of professional librarians, maintains and strengthens community contacts, relating library objectives to community needs. Along with other staff members, represents the library on community boards and committees.
10. Prepares Library Board meeting agendas and necessary reports in cooperation with the Board President and various committee chairs.
11. Prepares, coordinates and submits the annual library budget proposal for review by the Library Board and participates in its presentation and justification to Village officials.
12. Oversees the expenditure of all Library funds within the established budget guidelines, in conjunction with a team of professional librarians.
13. Evaluates the library's activities through the collection and analysis of statistics and measures appropriate for public libraries. Uses data effectively to benefit the library.
14. Explores new programming and service opportunities.
15. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the Library Board.
16. Directs and supervises maintenance of the library facility and makes determinations as to necessary repairs, working closely with Village of Shorewood Department of Public Works and contractual cleaning companies; coordinates all library renovations and enhancements.
17. In close collaboration with the Assistant Director, optimizes staffing levels, training, and assignments to best meet the needs of Library patrons.
18. Hires, evaluates, supervises, and oversees development of a Reference Team of professional librarians, Assistant Director, Administrative Assistant, and a Library Associate. Oversees the hiring and supervision of the Circulation Team through working with the Assistant Director.
19. Acts as a member of a team dedicated to customer service by assisting with reference desk and circulation duties as needed.
20. Identifies and implements continuing education and skills training to develop staff abilities.
21. Serves as a member of the Milwaukee County Federated Library System's Library Director Advisory Committee, and actively participates in professional library organizations.
22. Implements appropriate technology applicable to library services and stays current on trends and developments.
23. Maintains a commitment to continual learning to improve skills and knowledge through reading professional literature and attending local training sessions and other opportunities as they arise. Supports and facilitates continuing education opportunities for staff.
24. Maintains confidentiality of library patron information.
25. Maintains up to date knowledge of library and community events and services by reading local publications, following library and Village social media, and maintaining familiarity with library and village web sites.

Qualifications

The requirements listed below are representative of the knowledge, skills, and abilities necessary to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

1. American Library Association accredited Master's degree in Library and Information Science or equivalent.

2. At least five years of management experience working in a library setting.
3. Grade I Wisconsin Library Director Certification or eligibility for required certification. Maintenance of Certification through necessary coursework and/or qualifying continuing education.

Knowledge, Skills and Abilities:

1. Demonstrated interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with staff, public and peers.
2. Ability to work productively with all stakeholders including Library trustees, Village of Shorewood Manager and department heads, elected officials, Shorewood School District personnel, local businesses, Friends of Shorewood Public Library, and staff and fellow member Libraries of the Milwaukee County Federated Library System.
3. Has strong managerial and team building experiences.
4. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
5. Ability to be decisive while remaining open to staff and public concerns.
6. Ability to coordinate and track multiple and complex funding streams
7. Understanding of all library principles, procedures, technology, goals, and philosophy of service.
8. Ability to motivate self and staff to serve the public with enthusiasm.
9. Planning and Organization Skills: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
11. Ability to exercise judgment and reasoning in enforcement of policies.
12. Communication Skills: effectively communicate ideas and information both in written and verbal form.
13. Strong understanding of computer technology and software; including proficiency with Microsoft Office products and familiarity with tools used to collect and analyze data.
14. Ability to work comfortably with patrons of all ages and backgrounds with a friendly and open-minded manner.
15. Ability to effectively present information and respond to questions from individuals and groups.
16. Knowledge of English grammar and spelling.
17. Ability to operate all items listed under Tools and Equipment Used.

Tools and Equipment Used

Automated shared resource system (CountyCat and Sierra or equivalent ILS/LMS system), networked personal computer and peripherals, mobile devices, printers, e-readers, wireless router, copy machine, scanner, telephone, cash register.

The duties listed are intended only as illustrations of the various types of work that may be performed. 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.

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.

**SHOREWOOD LIBRARY DIRECTOR
APPLICATION SCREEN RUBRIC**

DIRECTIONS: Please review the column to the left and determine if the applicant is below, meets, or exceeds expectations. Using the corresponding points for each column, total each of the seven rows (minimum of 7 points and a maximum of 21 points).

	1 point	2 points	3 points
	Below expectations	Meets expectations	Exceeds expectations
Cover letter/resume/application packet	<ul style="list-style-type: none"> Poor formatting Pervasive spelling/grammatical errors Does not express enthusiasm for position Does not demonstrate knowledge of position requirements/expectations 	<ul style="list-style-type: none"> Clear, reader-friendly formatting Few, minor spelling grammar errors Provides adequate level of detail about experiences Expresses enthusiasm about position Demonstrates some knowledge of position requirements/expectations 	<ul style="list-style-type: none"> No spelling/grammar errors Concise but detailed description of experiences and skills that relate directly to position Genuine enthusiasm for position is clear Demonstrates deep knowledge of position requirements/expectations
Educational background	<ul style="list-style-type: none"> Does not hold all of the required educational credentials 	<ul style="list-style-type: none"> Holds all of the required educational credentials 	<ul style="list-style-type: none"> Exceeds the required educational credentials
Work history	<ul style="list-style-type: none"> Does not have relevant and/or sufficient work experience 	<ul style="list-style-type: none"> Has sufficient, relevant work experience 	<ul style="list-style-type: none"> Exceeds the stated requirements for relevant work experience
Qualifications/experience	<ul style="list-style-type: none"> Does not present evidence of possessing necessary skills to perform satisfactorily in the position 	<ul style="list-style-type: none"> Presents evidence of possessing necessary skills to perform satisfactorily in the position 	<ul style="list-style-type: none"> Presents evidence of being able to perform exceptionally well in position, based on prior experience and/or demonstrated competencies
Leadership ability	<ul style="list-style-type: none"> Does not demonstrate history of and/or potential for positive leadership 	<ul style="list-style-type: none"> Demonstrates history of leadership positions 	<ul style="list-style-type: none"> Provides evidence of track record of successful, transformative leadership
Customer service skills	<ul style="list-style-type: none"> Does not demonstrate and/or mention customer service orientation 	<ul style="list-style-type: none"> Discusses importance of providing excellent service to internal and/or external customers, patrons, and community 	<ul style="list-style-type: none"> Provides specific, relevant examples of customer-service orientation and positive outcomes for internal and/or external customers, patrons, and community
Overall impression	<ul style="list-style-type: none"> Application does not list required skills and/or experiences to perform satisfactorily in position 	<ul style="list-style-type: none"> Application demonstrates applicant has required skills and experiences to perform satisfactorily in position 	<ul style="list-style-type: none"> Application demonstrates that applicant has required skills and experiences to likely excel in position

January 10, 2024

Recommended Process & Timeline

Library Board Ad Hoc Selection Committee Chair Pat Linnane collaborated with the Village Manager's Office on development of the proposed recruitment process for a new Library Director that would be administratively handled by the AVM and reflects elements of the 2022 library director recruitment, see process timeline below and rubric attached. The process includes preliminary Village Equity, Diversity & Inclusion (EDI) strategic plan recommendations for a person of color and stakeholders to be engaged in the application and interview process, in addition to advertising the position in organizations of color in addition to known traditional venues such as the American Library Association (ALA) and Wisconsin Library System (WLA) to name a few. Ad Hoc Selection Committee Chair Pat Linnane will email a brief update to all Library Board members following each Committee meeting.

10-Jan	Library Board considers recruitment process and timeline
week of January 15th	<p>AVM confirms identified participants for AdHoc Selection Committee to review applications/conduct first interviews: Ad Hoc Selection Committee Chair Patrick Linnane Library Board Vice President Epara, Friends of the Shorewood Library representative Heidi Frenzel, Shorewood School District representative, Ast. Village Manager Anderson, Equity Diversity & Inclusion resident representative Dr. Deborah Blanks and Interim Library Director Johnson</p> <p>Committee agenda for 1st meeting: Broad based participation by community stakeholders Detailed schedule of activities and milestones Committee input into position posting, job description, interview processes and rubrics</p>
22-Jan	Library Director position posted
9-Feb	application deadline
week of February 12th	Virtual meeting to review application process and solidify dates for meeting the week of Feb 19 th and 26 th , date/time TBD; applications distributed to participants for review
Feb 14	Feb 14th Board Meeting. Committee report to the Board on progress in meeting process schedule
week of February 19th	applicants selected for first round of interviews
week of February 26th	first round of interviews
week of March 4	community meet and greet and establish final interview schedule
week of March 11	final interviews with members of the Library Board
Week of March 18	Make an offer
April 15	New Director Orientation