



Envisioning Your Next Library Director

One way to prepare yourself for finding the next library director is to take some time to envision that new leader. Think about the characteristics that will help the next director be successful. **Take a moment and write down three to five characteristics that you think are essential for success:**

Forming generalizations is part of how our brains work, so it is okay and important to recognize any biases early in the process (and throughout the process). Remember that it is illegal to base decisions on race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability. If envisioning the next director included any of these characteristics, reground your visioning in the job requirements for success in the position.

Let's next think about the future. Imagine you are now one year in with the new director and working on a first-year performance evaluation. **What are the goals you want the new director to have achieved?**

Okay, now think longer term. **What successes do you want to be able to celebrate with the new director in the next five years?**

The interview process is a two-way street. Attracting the best candidates will also mean being open and honest about the challenges the new director will face. Oftentimes, board members and staff know what the most pressing problems are. Clarifying and quantifying the significant challenges facing our library can often be the first step towards new possibilities. As we discuss our library's challenges, we can more readily identify the abilities and qualifications needed by the new director.

Identify the three to five most significant challenges (short and long term) facing our library and the new director, and rank their order of importance (1 being most important). Examples might include: Restructuring staffing around anticipated retirements, Raising funding for a new library, Meeting technology needs of the community.

Short Term Challenges (within the first year):

Long Term Challenges (within two-five years):

Your list of challenges and their ranking will be discussed at the next meeting of the Selection Committee.

Adapted from "Selecting A Library Director". Friends of the Library Development and Services Library. St. Paul, Minnesota