**INTERVIEW QUESTIONS - LIBRARY DIRECTOR**

1. We all read your resume and cover letter. Tell us why you applied for this position and what makes you the best candidate for this job?
2. What do you consider to be the most important functions (or top 3 priorities) of a library director?
3. It is important for the Library Director to be part of the community. How would you integrate yourself into the community?
4. Please describe your experience in preparing, presenting and administering a budget?
5. Tell us about your experience with fundraising? Have you ever been involved in a capital campaign?
6. The Board has undergone Strategic Planning and will need to revise/update our plan. Have you had experience in Strategic Planning? If so, tell us about the aspects of this process that you found successful. If not, how might you approach the updating process of our Strategic Plan??
7. Tell us about a time when you were forced to make an unpopular decision, including why you made the decision and how you dealt with the aftermath.
8. How would you measure ***your*** success in the role of Library Director? How would you evaluate the success of programs, staff, and services provided by the library?
9. Tell us about a particularly difficult personnel problem that you faced. How did you handle it? How was it resolved?
10. Have you ever disagreed with a board decision? What were the circumstances? How did you act?
11. Please describe what you view as the most important aspect of service for children, young adults and adults? How might you ensure that this aspect is consistently implemented? Give some examples.
12. The Board of Managers has been working to increase membership. What ideas or suggestions do you have about this?
13. Recently there has been a number of instances of book banning or extreme criticism about libraries supporting certain texts or programs. Tell us about any experiences you have had in addressing this or how you might address it.
14. Have you ever implemented a new program or change in process, that in hindsight you would have done differently? How so?
15. Library staff are diverse in their expertise, training and personalities. Talk about your leadership style in supervising as well as motivating staff and building employee capacity.
16. What does a commitment to diversity, equity and inclusion mean to you? What have you done in the past or what steps would you take to improve your understanding of DEI??
17. How would you pursue continuing your education to sharpen skills and knowledge and remain current in the field of library science?
18. What frustrates you in the workplace? What brings you joy in the workplace?
19. Is there anything else you’d like to tell us that our questions didn’t cover?
20. Do you have any questions for us?

Created by Carol Mikulski, Wallingford Public Library Board of Directors, shared in WebJunction webinar, 2024