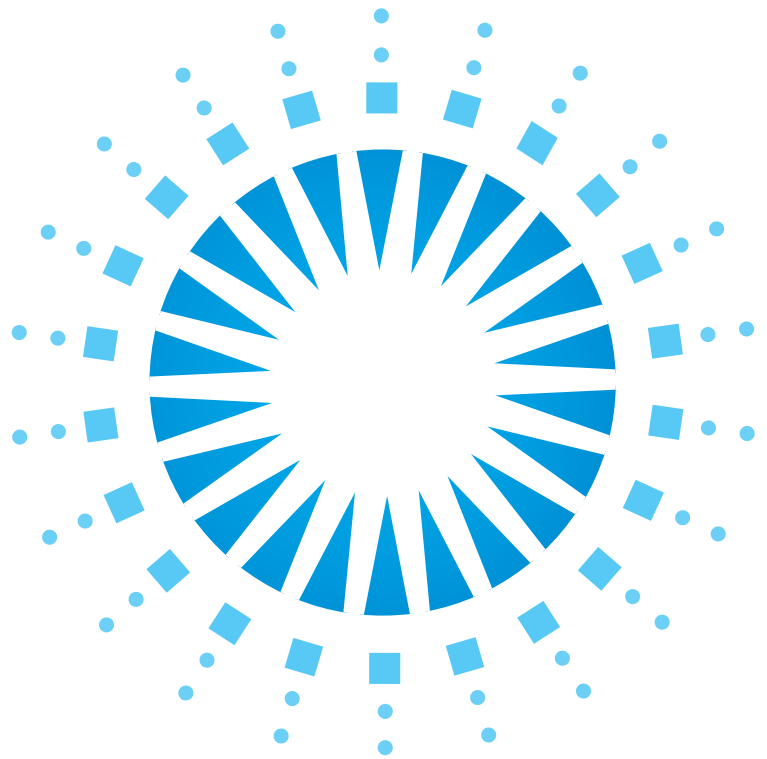


Northeast Ohio Regional Library System

School | Public | Academic | Special
Maximizing Library Potential Together



DIRECTOR SEARCH



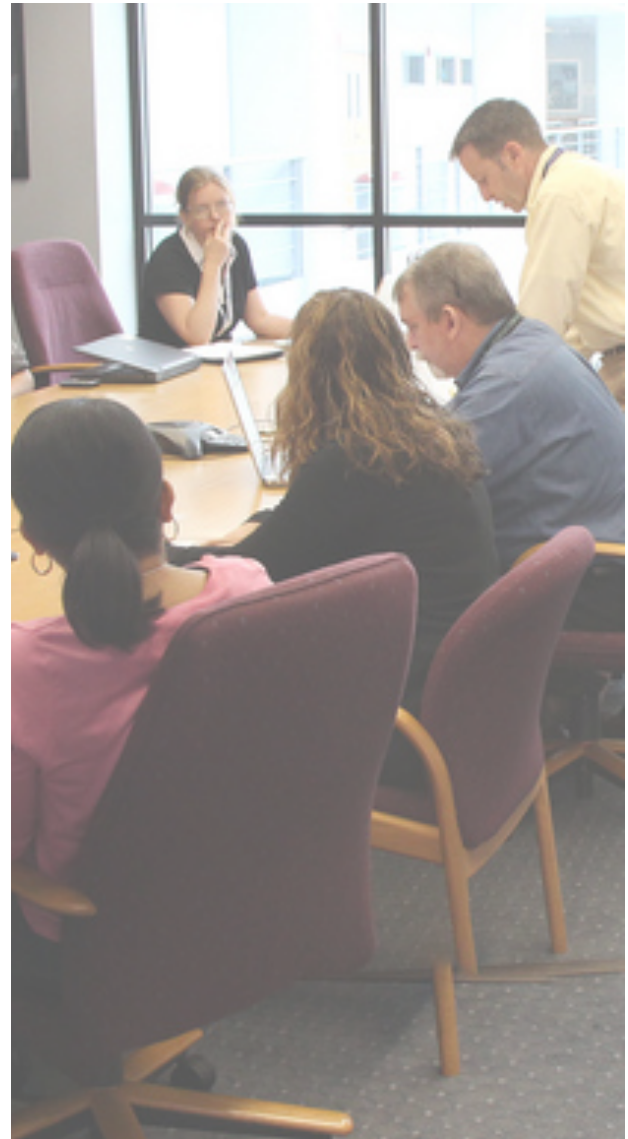
1580 Georgetown Road | Hudson, OH 44236 | (330) 655-0531 | www.neo-rls.org

Finding the right director for your library

is the most important job of the Board of Trustees. Not only is it important to find someone who matches the qualifications required but it is equally important to find someone whose skills and organizational capabilities align with your strategic priorities. The Northeast Ohio Regional Library System offers Director Search services to assist you in finding the right match.

NEO-RLS's Director Search:

- **Works closely with the Board to define the position and understand strategic needs**
- **Works closely with the Board to understand the library's culture in order to ensure a good match**
- **Strong relationships with multi-type libraries and staff throughout the region, state and nation aid in recruitment of potential candidates**
- **High standards of excellence and professionalism are employed in the assessment of candidates' skills and leadership abilities**
- **Committed to responsive communication with the Board and candidates**
- **Assists the Board in moving through each phase of the search in a timely manner**



The Core Consulting Track is recommended for all libraries involved in an active Director Search. The Premium Consulting Track is recommended for libraries that have not had recent or extensive experience with a Director Search. Both Consulting Tracks may be customized further as needed.

For more information on NEO-RLS's Director Search services, contact Betsy Lantz, Executive Director, at betsy.lantz@neo-rls.org or 330-655-0531, ext. 101.

Director Search Services Cost

NEO-RLS charges an hourly consulting fee for director search services. The total cost is based on the number of hours involved and the level of library membership.

2016-2017 (ends June 30, 2017) charges are as follows: \$250.00 per hour with a 75% discount provided to Gold Member libraries; a 60% discount provided to Silver Member libraries; a 40% discount provided to Bronze Member libraries. Geographic Member libraries are charged the straight hourly fee.

2017-2018 (begins July 1, 2017) charges are as follows: \$100.00 per hour for Gold Member libraries with 4 hours FREE; \$125.00 per hour for Silver Member libraries; \$150.00 per hour for Bronze Member libraries; \$200.00 per hour for Geographic Member libraries.

Director Search Services to Fit Your Needs

Director Search Services		CORE Planning Track	PREMIUM Planning Track
Clarifying the Process	2 Hours	✓	✓
Defining the Position	4 Hours	✓	✓
Developing a Profile of Knowledge, Skills and Abilities	4 Hours	✓	✓
Updating Job Description to Match Profile	6 Hours	✓	✓
Advertising Effectively	4 Hours	—	✓
Recruiting Candidates	8 Hours	—	✓
Review of Candidates	12 Hours	✓	✓
Successful Interviewing	12 Hours	—	✓
Debriefing with Personnel Committee	8 Hours	✓	✓
Verifying Information	4 Hours	—	✓
Developing Offer and Negotiations	8 Hours	—	✓

Director Search Services Defined

Clarifying the Process: NEO-RLS will meet in person or via telephone with the Personnel Committee and other stakeholders to establish a project schedule that meets the proposed timeframe and provides accountability in assuring that all details of the process are arranged and met.

Defining the Position: NEO-RLS works with the Board to determine the attributes of the next successful director, taking into account necessary skills, leadership abilities, specific library culture and strategic priorities.

Developing a Profile of Knowledge, Skills and Abilities: NEO-RLS compiles an accurate list of position-specific knowledge, skills and abilities based on information obtained from the Board. The list is used to develop a comprehensive profile of the next director.

Updating Job Description to Match Profile: NEO-RLS uses the comprehensive profile to review and update the current job description. The resulting job description is the foundation of the advertising, review and interview steps.

Advertising Effectively: NEO-RLS constructs an engaging position posting which accurately depicts the agreed upon qualities and skills reflected in the job description. NEO-RLS posts the position announcement on local, state and national job lists and in professional print materials as requested by the library.

Recruiting: NEO-RLS staff utilizes their extensive contacts within the profession and their relationships with libraries locally, state-wide and nationally to personally contact and invite selected candidates to apply for the position.

Reviewing Candidates: NEO-RLS reviews candidates using a matrix created with the specific components outlined in the job description and the results of discussion with the Board. Minimum qualifications will be determined and follow-up telephone interviews conducted as needed for clarification of qualifications and experience. A written summary is prepared for the Personnel Committee based on the use of the matrix and any subsequent telephone interviews. NEO-RLS will assist Personnel Committee in identifying the top 3-5 candidates for further consideration and review. A report detailing the strengths and personal attributes of the top 3-5 candidates is prepared for the Personnel Committee.

Successful Interviewing: NEO-RLS will schedule interviews in conjunction with the Personnel Committee and designated library employees. NEO-RLS advises on appropriate interviewing techniques and questions and is available to help facilitate the interview experience for candidates from beginning to end.

Debriefing with Personnel Committee: NEO-RLS provides the Personnel Committee with a comprehensive analysis of candidates at the end of the interviewing process. NEO-RLS will conduct any follow-up needed for clarification of information gaps or uncertainties revealed through the interview process.

Verifying Information: NEO-RLS will use a professional background checking company to do a credit and criminal background check. NEO-RLS will conduct formal reference checks on top candidate(s) and prepare a summary of responses for the Personnel Committee.

Developing Offer and Negotiations: NEO-RLS will employ local and national standards to assist the Personnel Committee in developing a competitive and affordable compensation package for the final candidate.

NEO-RLS Director Search Staff

Betsy Lantz, M.L.S., M.F.A., Executive Director, has worked in a museum research library, academic libraries, a corporate library and a public library over the past 32 years and has been a library administrator for 28 years. Throughout her career she has conducted numerous searches for library positions at all levels and has participated on many search committees for internal and external positions. Recently, she has conducted workshops on Employer Interviewing and Interviewing for New Managers and successfully completed the Director search for the Director of Library and Archives at the Cleveland Museum of Art. In addition, Ms. Lantz received extensive leadership training at the Getty Research Institute's *Museum Leadership Institute* covering topics such as Leadership within the Non-Profit Sector, Organizational Culture and Growth and Strategy Alignment and Renewal.



Libraries that have used NEO-RLS for Director Search

Cleveland Museum of Art

Wickliffe Public Library
