



LIBRARY DIRECTOR RECRUITMENT PROFILE



This Recruitment Profile provides background information on the Community and City of Brookfield, and outlines factors of qualification and experience identified as necessary and desirable of Candidates for the Library Director position. This profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration. All inquiries relating to the recruitment and selection process for the Library Director are to be directed to the attention of:

James Zwerlein
Human Resources Director
City of Brookfield

2000 N. Calhoun Road
Brookfield, WI 53005-5095
TEL: 262-796-6642
FAX: 262-796-6682
zwerlein@ci.brookfield.wi.us



COMMUNITY BACKGROUND

The City of Brookfield is a residential community of choice located 15 miles west of Milwaukee, Wisconsin. Celebrating its 68th year in 2022, the community was first settled in 1836 and incorporated in 1954. Besides many fine residential properties and estates, the community is a center of commerce and the site of corporate headquarters, financial institutions and a variety of both large and smaller business enterprises. The City of Brookfield also possesses one of the premier school districts in the State, serving approximately 7,400 students. The current population of Brookfield is approximately 40,000 with an estimated daytime population of 80,000.

CITY GOVERNMENT

Vision

“Located in the heart of southeastern Wisconsin, the City of Brookfield is a community of choice for families and businesses and a premier sustainable place to live, work, shop, and play.”

The City of Brookfield is a full-service municipality that includes multi-community water and wastewater facilities. The City is governed by a Mayor elected at large and a fourteen-member Common Council, two each elected from among seven aldermanic districts. The Mayor serves as the City’s chief executive officer, responsible for administering the day-to-day affairs of the City, providing leadership and direction to the City’s management staff. The Common Council, through standing committees, provides policy oversight of City activities, services, and programs.

Mission

The City of Brookfield’s mission is delineated in its Comprehensive Plan which outlines both short-term initiatives and long-term strategic goals. Current principle components of our mission are encouraging an effective land use pattern; striving to be the housing location of choice with safe neighborhoods with character and vitality; promoting a strong commercial and jobs center supplying valuable products and services; providing vibrant parks and be careful stewards of natural resources through sustainability; being known for outstanding schools and lifetime learning to ensure a modern workforce; maintaining special places and our unique heritage; supporting modern transportation options; embracing regionalism; and, finally, providing exceptional municipal services at reasonable costs.

CITY LIBRARY

The Brookfield Public Library is established under the authority of Chapter 43 of the Wisconsin Statutes. A nine-member Board of Trustees appointed by the Mayor includes one representative suggested by the Superintendent of the Elmbrook School District, and oversees the operations and finances of the Library. The Brookfield Public Library is a contractual member of the Bridges Library System, and is a founding member of the CAFÉ automation consortium (which includes all 24 public libraries in Bridges).

Vision

"The Brookfield Public Library supports the vision and mission of the City of Brookfield by striving to provide all residents with the information resources which meet their educational, informational, professional and recreational needs. The Library envisions a future where all individuals and families are lifelong learners."

Mission

"The Library is an essential community resource that seeks to preserve yesterday, inform today and inspire tomorrow."

Library Services

Administration – responsible for planning, organizing, managing and directing all phases of Library operation in accordance with the goals, policies and budgetary decisions of the Library Board. Manages public meeting rooms, payroll, accounts payable and all other office functions.

Adult Services – responsible for planning, organizing, implementing and evaluating services for persons in middle-school level through adult. Provides materials and programs for self-education and enjoyment, encourages use of resources, provides reference and referral services, participates in collection development, and provides services for special groups (e.g., teens, seniors).

Children's Services – responsible for planning, organizing, implementing and evaluating services for children from birth to middle-school level. Provides materials and programs to encourage reading awareness, reference and referral services, and special groups (e.g., daycare providers, home-school parents, scout groups). A key activity of this department is the provision of programs for children and families.

Circulation Services – responsible for planning, organizing, implementing and evaluating all phases of circulation services, which include registration, reserves, fines and fees, check in and check out, interlibrary loan and interlibrary transfers, shelving of materials, self-checkout and the voice notification system for reserves and upcoming overdue materials.

Technical Services – responsible for planning, organizing, implementing and evaluating all phases of technical services including acquisitions, cataloging, material processing and reconditioning, de-selection, online services and databases (both internal and external) and internal automation services and resources.

Additional Services – The Library serves the needs of a broad spectrum of the community that includes: parents of young children, home-schooled students, youth through seniors, retired adults, book clubs, the homebound, civic organizations, newcomers, businesses, consumers, investors, independent study, job-seekers, students at all age levels, City officials and departments, educators and schools and other libraries and communities.

These service areas, along with the goals adopted by the Library Board, establish the Library as an essential contributor to the quality of life in the community, and to the creation of a vibrant and educated citizenry. This contribution has been recognized in past survey results and is reflected in higher than average performance measures when compared to similar population size communities in the State.





LIBRARY STAFFING/ORGANIZATION SUMMARY

Library Director

- Administrative Assistant
- Public Services Manager
- Technical Services Manager
 - Circulation Services Supervisor

Librarians: (Cross-trained in public and technical services; supervised by Public Services and Technical Services managers)

- Five (5) full-time
- Three (3) part-time

Technicians: (Cross-trained in technical and circulation services including shelving; supervised by Technical Services Manager and Circulation Services Supervisor)

- Seven (7) full-time
- Seventeen (17) part-time

Custodial and maintenance (1.75 FTE from City pool)



JOB SUMMARY

The Library Director is responsible for planning, managing and administering all phases of library operations in accordance with the mission, goals and objectives, policies and budgetary decisions of the Library Board and the City of Brookfield. Responsibilities include management of library staff; care of the library collections, facility, and equipment; efficiency of the library's service to the public; and for the operation of the library under the financial conditions set forth in the annual budget. The incumbent reports directly to the Library Board of Trustees, and serves as a member of the City's Department Head team.

The 2022 annual salary grade has a minimum rate of \$106,101.58 and a maximum rate of \$137,932.08, with excellent benefits. A one-year probationary period is required for this position. When authorized, City employees are eligible to receive annual raises effective January 1 of each year. Commitment to reasonable tenure in the position will be expected of the selected candidate. Residency in the City of Brookfield is preferred, but not required.



NATURE OF APPOINTMENT

The Library Director is appointed pursuant to Chapter 43 Wis. Stats. After the probationary period, the Library Director may be removed by the Library Board, at pleasure, or by Common Council, for cause, pursuant to Wis. Stat. Sec. 17.12(2)(b).

QUALIFICATION CRITERIA

The City of Brookfield is seeking superior candidates committed to excellence in municipal library services. The following factors of education, experience, management style, and personal and professional traits have been identified as ideal for the Library Director to possess.

EDUCATION AND EXPERIENCE

Have attained a master's degree in Library and Information Science from an ALA accredited university.

Possess, or be eligible for, a Grade 1 Wisconsin Library Certificate.

Have demonstrated leadership experience.

Possess knowledge of municipal budget development conventions, fiscal management, and strategic planning and goal setting processes.

Have significant library management experience (five years of progressively responsible library management and supervisory experience in a public library).

Possess effective communication skills in a municipal library setting.

Have successful experience in building partnerships with other departments within the City.



MANAGEMENT STYLE

Be a strong leader who can participate as a respected and contributing member of the City's management team.

Have facilitation skills, maturity of judgment, and a commitment to advancing new ideas and approaches beneficial to the Library and the City.

Have a strong personal desire to tackle new professional challenges and approaches to library services that enable more effective service delivery.

Be an excellent communicator who can listen effectively, understand problems and issues, and then clearly articulate a course of action.

Have a collaborative management style and approach that is grounded in being accessible and sharing of information with other team members.

Be consensus building and have the ability to involve staff in finding and implementing solutions to problems.

Follow a style of candor, directness and diplomacy, being able to say "No" when circumstances call for it.

Have the courage of one's convictions to tackle difficult problems and make decisions in sometimes confrontational situations.

Be an effective listener and provide prompt and accurate feedback to requests for information.

Be accountable for the quality, accuracy, and timeliness of library services and work products for both internal and external customers.

Have a commitment to regular training and career development for self and employees including ongoing coaching and development of staff toward attaining job satisfaction, high morale, and productivity.

Have the experience, maturity, professional stature, and personal style that will establish early credibility with City officials, staff, and employees.



PERSONAL TRAITS

Possess a "can do" attitude toward organizational needs, with a commitment to achieve desired results.

Have a background of complete integrity, a high sense of professional and personal ethics and commitment to lead and motivate by personal example.

Have a strong commitment to promoting equality of treatment, equal access to services and equal opportunities in carrying out the mission of the Library.

Be politically astute and sensitive to the complexity of public policy issues while maintaining professionalism and political neutrality with regard to Departmental and broader organizational issues.

Be a strong spokesperson and committed advocate for Library needs and services.

Have excellent verbal and written communication skills and be capable of making effective public presentations.

Be accessible and easy to approach, to visit with, following a pleasant and caring demeanor and style.

Have a sense of humor.



2022 PAY AND BENEFITS SUMMARY

Annual Salary – Salary Grade 10 - \$106,101.58 - \$137,932.08. Appointment rate DOQ. The incumbent is eligible for a 3% adjustment upon successful completion of the one year probationary period.

Holidays - Employees of the Library receive the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Eve Day; Christmas Day; and three (3) Floating Holidays. The floating holidays must be scheduled and utilized within the calendar year pursuant to procedures determined by the Library Director. Employees hired after July 1 are entitled to one (1) Floating Holiday in the first calendar year of service. The Library Board shall designate alternative days for the listed holidays to comport with Library hours, if deemed advisable.

Vacation – Department Heads earn four (4) weeks of vacation per calendar year. In addition, Department Heads are eligible for an additional week of compensatory time for attendance at meetings beyond the normal work day. Vacation is pro-rated in the year of being hired.

Sick Leave – Short-term disability is available to Department Heads who require time off due to illness.

Health Insurance – Department Heads in active service are eligible for a Health Insurance plan currently administered by United Medical Resources (UMR). Participating employees must renew annually during the City's open enrollment period. In 2022, employees who opt for Health Insurance pay 20% of the total monthly premium cost of the plan selected, but only 12.5% if participating in the City's wellness program. Two plans are available – a PPO and an HDHP. Employees must enroll within thirty (30) calendar days of the start date as a regularly appointed full-time employee in order to be eligible for the Health Insurance benefit. Coverage commences on the first of the month following a full calendar month of employment. Subsequent enrollment is limited to the City's annual Open Enrollment period. Employees who previously declined coverage because they were covered under another plan and subsequently lost the coverage due to a qualifying event may be eligible to enroll in the Health Insurance plan at the time of the qualifying event.

Dental Insurance – Department Heads in active service are eligible for Dental Insurance participation, currently administered through Delta Dental. Participating employees must renew annually during the City's open enrollment period. In 2022, the City contributes 80% of the premium cost for the level of plan selected. Employees must enroll within thirty (30) calendar days of the start date as a regularly appointed full-time employee in order to be eligible for the Dental Insurance benefit. Coverage commences on the first of the month following a full calendar month of employment. Subsequent enrollment is limited to the City's annual Open Enrollment period.

Flexible Spending Accounts – Department Heads are eligible to participate in the City's Flexible Spending Account program. Participating employees must renew annually during the City's open enrollment period. The maximum annual contributions are \$5,000.00 for dependent care expenses and \$2,850.00 for medical expenses. Employees who enroll in City of Brookfield Health and Dental Insurance are required to pay their premiums through the Flexible Spending Account program.

Pension – Department Heads are required to participate in the State Pension program administered by the Department of Employee Trust Funds. Employee contributions vary on an annual basis.

Retiree Health Savings Program – Department Heads are required to participate in the City's Retiree Health Savings program to fund post-employment health insurance. The City's contribution to the individual account is currently \$115.00 per pay period.

Life Insurance – Department Heads in active service are eligible to participate in the City's Life Insurance program. The City participates in the Wisconsin Public Employers' Group Life Insurance program. The City pays the full premium for basic coverage in an amount that is equivalent to the employee's expected salary rate or previous calendar year's salary, rounded to the nearest \$1,000.00. Eligible employees may purchase supplemental, spousal, and dependent coverage at their sole cost.



2022 PAY AND BENEFITS SUMMARY

Long-Term Disability Insurance – Department Heads in active service are required to participate in the City's Long-term Disability Insurance program. The employee pays the full premium. Enrollment is automatic upon hire. The benefit percentage is up to 60%, with a minimum monthly benefit of fifty dollars (\$50) which is offset by all other income continuation programs. The elimination period is ninety (90) consecutive calendar days.

Supplemental Insurance – Department Heads are eligible to participate in the City's Supplemental Insurance program. Participating employees must renew annually during the City's open enrollment period. Participation is at the employee's sole cost.

Deferred Compensation Program – Department Heads are eligible to participate in any or all three of the City's Deferred Compensation plans, and Roth IRA. There is currently no employer contribution to these plans.

Workers' Compensation Supplement – Department Heads receiving workers' compensation payments as a result of a City of Brookfield work injury are eligible to receive a continuance of their full net pay for a period not to exceed three (3) months per injury. Payment is contingent upon the employee reimbursing to the City the full workers' compensation lost time benefit for the period the supplement is paid.

Bereavement Leave – Department Heads in active service are eligible for a maximum of three (3) days of Bereavement Leave for the death of an immediate family member. All leave time must commence within thirty (30) calendar days of the date of death of the immediate family member.

Jury Duty Leave – Department Heads in active service are eligible to receive full pay for jury service which is required during normally scheduled work hours. Employees dismissed from jury duty during the workday will be compensated for actual time in jury service plus reasonable travel time to work. Eligibility for Jury Duty Leave is contingent upon the employee submitting jury service compensation to the City of Brookfield, less any travel expenses, if incurred.

Wellness and Workplace Safety Initiatives – The City takes its employees' wellness seriously and provides opportunities to participate in programming that promotes healthier lifestyles and habits centered on wellness and safety.

Library Card – All employees, regardless of residence, are eligible for City of Brookfield Public Library membership!

Work Environment – We think how people feel about coming to work in the morning matters.

Please note: This summary is intended to give you a brief overview of the current pay and benefit levels provided to City of Brookfield Department Heads. These benefits are subject to change by action of the Common Council of the City of Brookfield.



REQUIRED APPLICATION MATERIALS

1. City of Brookfield Employment Online Application
2. Resume
3. Copy of Academic Transcripts
4. Cover letter indicating, at a minimum, whether or not you are willing to be identified as a candidate for this position. *Pursuant to Sec. 19.36(7), Wis. Stats., an applicant for a public position can request the appointing authority not to reveal their identity, though "final candidates" for public positions must be released regardless of whether the applicant requested confidentially.*

PLEASE NOTE: These four required documents are the only components that will be evaluated by the City's screening panel to determine which applicants will advance to the interview stage of the process.

