**Supplemental Information Sheet**

**Administrative Librarian**

Name: Date Completed:

Please base your responses on your current or most recent position. If your experience other than your current or most recent position is particularly important, please provide that information with a notation that it’s from an earlier position and the name of that institution.

You and your basic qualifications

1. Current library:
2. Current title:
3. Do you have an MLS degree or equivalent?
4. Any other advanced degrees?
5. Have you had at least five years of professional library experience, including leadership or management positions?
6. Please list positions you held to account for the leadership and management experience in “e.”
7. Have you worked in a library system with branches?

Your current or most recent library

1. Type of library:
2. Total budget:
3. Primary source of funds (city/county appropriation, levy, state, etc.):
4. Population of legal service area:
5. Total staff, including FT and PT:
6. Job titles of your direct reports (indicate if position is FT or PT):
7. Annual physical checkouts:
8. Annual library visits:
9. Square footage of facility:

Describe your experience managing staff.

Describe your experience managing volunteers.

Describe your experience planning for and implementing new library services.

Describe your experience handling difficult customers.

Describe your experience providing direct help to children and families.

Describe your experience planning for and conducting outreach.

Describe your experience leading committees or special project teams.

Describe the most significant professional achievement so far in your career.

**Thank you!**

**Please save your form and then upload it** [**here**](https://buckslib.wufoo.com/forms/zpljkan0r6ic3q/)**.**