
Library Board

Tuesday, August 18, 2020

Regular Meeting

Item F1

Approval of Recommendation of Celine Swan as Interim Library Director

Staff Contact: Steve Fosselman



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DATE: August 14, 2020
TO: Library Board
FROM: Steve Fosselman, Library Director
RE: Approval of Recommendation of Celine Swan as Interim Library Director

I recommend that Librarian II Celine Swan be appointed as Interim Library Director effective upon my retirement September 11, 2020 and until the appointment of a successor Library Director.

Celine is the sole Library employee who possesses the following qualifications required for the Library Director position:

Experience: Six years of increasingly responsible experience in a public library including four years of administrative or supervisory responsibility.

Training: Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Celine has been employed at our Library since May 2000, starting as Senior Library Assistant (paraprofessional position now titled Library Assistant II). In 2001 she was promoted to Librarian I and in 2019 was promoted again to Librarian II, both positions entailing supervisory responsibilities.

The working title of Youth and Family Services Librarian is one of many components of Celine's current job at our Library. She has taken on responsibilities for administering the employee scheduling system and has performed payroll and claims approvals in my absences. I mentored Celine several years ago on the process of employee interviewing and selection. She and I work closely on community partnerships and daily operations, and I am confident that she will carry on our strategic plan. She is a valued member of our Management Support Team, leading our Zone C employee team as well as her own direct reports, teaming with Shaun as Supervisor on Duty, and working with our Library Assistant II staff who serve in nonsupervisory Lead on Duty positions. She has received additional training in the past two years in project management and other administrative duties in anticipation of my retirement. Most recently she has been instrumental in formulating administrative protocols to deal with the COVID-19 pandemic.

While the maintenance staff and secretary are under the supervision of the Library Director, I have employed a teamwork and distributed approach facilitating effective interactions with these employees. Celine has never had to go through me to approach them directly with questions and operational needs.

A critical part of the Library Director's job is City Hall and Library Board interaction. She has extensive experience with the City's IT team and Human Resources Department, and has been attending Department Director meetings with the City Administrator and Mayor. She and I will be meeting with City Administration personnel in the near future to review major components of her interim job. And she has been attending Library Board meetings, has been involved in policy recommendations, and is committed to assisting the Board as needed during the interim period.

As applied to the City of Grand Island Library Director job description, basically the Interim Director receives policy direction from the Library Board and general administrative direction from the City Administrator. Her charge on an interim basis will be to plan, direct and review the activities and operations of the Library including library budget, hiring and supervision of library staff, oversight of building and grounds maintenance, collection development, evaluation of existing programs and procedures, formulation and implementation of solutions to library related problems, public relation and the development and promotion of new services; coordinate assigned activities with other City departments and outside agencies; and provide policy, technical and administrative support to the Mayor, City Council, Library Board and City Administrator.

Following past practice by the City of Grand Island for other interim director appointments, pending Library Board approval, this recommendation will be forwarded to Mayor Steele for his appointment and City Council confirmation.