

Job Posting: Library Director / Librarian

Fairmount Public Library

The Board of Trustees of Fairmount Public Library is seeking a professional to serve as Library Director for our Class C public library, which serves a population of 3,986 residents. This leadership position combines administration with active public library service. The ideal candidate will not only manage library operations, but also work directly with patrons, oversee collections, develop programming, provide reference and readers' advisory services, and help create a welcoming environment for all members of the community.

Position Summary

The Library Director serves as the chief administrative officer and lead librarian. Under the direction of the Board of Trustees, the Director is responsible for the overall management, operation, and development of the library in accordance with Indiana Public Library Standards.

As Librarian, the Director also provides direct patron services including reference assistance, collection development, circulation support, technology assistance, programming, and community engagement.

Essential Duties and Responsibilities

Administrative & Librarian Responsibilities

- Supervise, schedule, train, and evaluate staff and volunteers
- Prepare and maintain accurate bookkeeping records, including accounts payable/receivable, payroll, financial transactions, and the annual budget
- Oversee facilities, technology, and library resources
- Pursue grant opportunities and community partnerships
- Promote library services through outreach and public relations
- Provide friendly and effective reference and readers' advisory services
- Assist patrons with computers, printing, digital resources, and technology questions
- Plan and support programming for children, teens, and adults
- Maintain knowledge of current library trends, materials, and services
- Assist with front desk coverage and daily patron interactions

Qualifications

Required

- Eligibility for Indiana Public Library Certification LC4 or higher (minimum Bachelor's degree and 15 credit hours in library science completed or in progress)
- Strong customer service and interpersonal skills
- Ability to work independently in a small library environment
- Excellent communication, organizational, and leadership abilities
- Technology proficiency and financial management skills

Preferred

- Previous public library experience
- Supervisory or management experience
- Experience with programming, collection development, budgeting, or grant writing
- Familiarity with integrated library systems

Compensation and Benefits

- The salary for the remainder of 2026 will be \$40,015 annually, with a 40-hour workweek. Compensation may increase in 2027 based on performance, experience, certifications, and overall contributions.
- Benefits package includes:
 - Indiana Public Retirement System (INPRS)
 - Paid vacation and sick leave

Application Process

Applicants should submit:

- Cover letter
- Resume
- Three professional references

Resumes will be accepted until the position is filled.

Submit application materials to:

Board of Trustees
Fairmount Public Library
fairmountpl@yahoo.com

Equal Opportunity Employer

Fairmount Public Library is an Equal Opportunity Employer committed to creating an inclusive and welcoming environment for employees, patrons, and the community.