

Fountain City Public Library

Position Title: Library Director

Position Status: Full-time, salaried

Reports To: Fountain City Public Library Board of Trustees

Position Summary

The Library Director serves as the chief administrative officer of the Fountain City Public Library and is responsible for the overall management, administration, and operation of the Library. Reporting to the Library Board of Trustees, the Director provides leadership in planning, organizing, and evaluating library services while ensuring the Library remains a welcoming, accessible, and valuable resource for the community.

The Director works cooperatively with the Library Board, City staff, Winding Rivers Library System (WRLS), volunteers, community organizations, and the public to advance the Library's mission and provide quality library services.

Qualifications & Essential Functions

- Bachelors degree
- Eligibility to obtain and maintain the appropriate Wisconsin Public Librarian Certification.
- Excellent communication, customer service, and interpersonal skills.
- Strong organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- The ability to supervise staff and volunteers while fostering a positive and collaborative work environment.
- Proficiency with computers, office technology, integrated library systems, and common business software.
- The ability to interpret financial, statistical, and technical information and prepare accurate reports.
- The ability to maintain confidentiality and exercise sound professional judgment.
- Physical ability to retrieve and shelve library materials, lift up to 40 pounds, and perform the duties of the position.
- Availability for night and/or weekend hours

Essential Responsibilities:

Library Administration

The Library Director is responsible for the overall administration of the Library and for carrying out the policies established by the Library Board of Trustees. Responsibilities include:

- Serving as the Library's executive officer and chief administrative representative.
- Advising and assisting the Library Board by preparing meeting agendas, reports, recommendations, and information necessary for informed decision-making.

- Implementing policies adopted by the Library Board and recommending new or revised policies as needed.
- Preparing the annual operating budget for Board review and participating in its presentation to the City Council.
- Administering the Library's budget and maintaining accurate financial and statistical records in accordance with City procedures and Wisconsin reporting requirements.
- Recruiting, supervising, evaluating, and developing Library staff and volunteers in accordance with Board policy and applicable employment laws.
- Preparing the Wisconsin Public Library Annual Report and other reports required by the Wisconsin Department of Public Instruction, WRLS, or other agencies.
- Maintaining communication with the City of Fountain City, WRLS, neighboring libraries, and professional organizations to ensure the Library remains informed of current practices, funding opportunities, and statewide initiatives.

Public Services & Community Engagement

The Director provides exceptional customer service while promoting the Library as a welcoming destination for learning, discovery, and community engagement.

Responsibilities include:

- Assisting patrons with circulation, reference, technology, and information requests.
- Planning and coordinating educational, cultural, and recreational programs for all ages.
- Promoting Library services, events, and resources through print, digital, and social media communications.
- Building partnerships with schools, community organizations, civic groups, and local government.
- Supporting volunteers and organizations that assist with library programming, fundraising, or advocacy.
- Seeking grant opportunities and other funding sources to enhance library services.
- Evaluating programs and services and recommending improvements based on community needs.
- Researching and implementing new technologies, digital resources, and innovative services that enhance the patron experience.

Collection Management

The Library Director is responsible for developing and maintaining a balanced, current, and accessible collection that reflects the educational, informational, cultural, and recreational needs of the community.

Responsibilities include:

- Selecting, acquiring, and maintaining library materials in accordance with the Library's Collection Development Policy.
- Cataloging, classifying, processing, and organizing materials using accepted library standards.
- Maintaining the public catalog and integrated library system.

- Conducting ongoing evaluation and weeding of the collection to ensure materials remain current and relevant.
- Periodically reviewing the Collection Development Policy and recommending revisions to the Library Board.
- Maintaining accurate patron registration records and circulation statistics.
- Administering circulation procedures, including overdue notices and recovery of lost materials.

Financial & Facilities Management

The Director is responsible for the prudent management of Library resources and for maintaining a safe, welcoming, and functional Library environment.

Responsibilities include:

- Monitoring expenditures and maintaining accurate financial records in accordance with City procedures.
- Administering grant funds and other Library revenues as applicable.
- Overseeing the care, organization, and appearance of the Library's assigned space, furnishings, equipment, and technology.
- Identifying facility needs and working collaboratively with the City of Fountain City regarding maintenance, repairs, and future improvements.
- Evaluating technology infrastructure and recommending upgrades that improve library services.

Community Relations

The Director serves as the primary ambassador for the Fountain City Public Library and works to strengthen its role within the community.

Responsibilities include:

- Developing partnerships with schools, community organizations, local government, and civic groups.
- Promoting Library services through outreach and public communication.
- Seeking opportunities to enhance library services through partnerships, grants, and community engagement.
- Representing the Library at community meetings and professional organizations.
- Encouraging volunteer participation and community support

Professional Development:

The Director is expected to maintain the appropriate Wisconsin Public Librarian Certification and participate in continuing education opportunities to remain current with library practices, technology, and state requirements.

Benefits

This position is eligible for the City of Fountain City's employee benefits package, including health insurance, retirement, paid leave, and other benefits in accordance with City personnel policies and applicable collective agreements, if any.

General Statement

This job description is intended to describe the general nature and responsibilities of this position. It is not intended to be an exhaustive list of all duties. The Library Director may perform other related duties as assigned by the Fountain City Public Library Board of Trustees.