

 **Now Hiring: Part-Time Library Director**
Karl Miles LeCompte Memorial Library – Corydon, Iowa

The Karl Miles LeCompte Memorial Library is seeking an enthusiastic, community-oriented individual to serve as our **Part-Time Library Director**. This is a rewarding leadership opportunity for someone who is passionate about public service, literacy, and lifelong learning.

Position: Library Director

Type: Part-Time- 31 hours weekly- (28 when the library is open and 3 additional work hours)

Location: Corydon, Iowa

Salary: \$16 an hour

To Apply:

Please submit a resume, cover letter, and three references to:

Heidi Bellon, Library Board President

Email: senorachocolate@gmail.com

Mail: Karl Miles LeCompte Memorial Library, 110 S. Franklin, Corydon, IA 50060

Application Deadline: May 16, 2025

Karl Miles LeCompte Memorial Library
110 S. Franklin
Corydon, IA 50060

Job Description for Library Director

Basics of Employment

Position Overview:

This position is scheduled for **31 hours per week**, which includes **28 hours during regular library operating hours**, and **3 additional hours**. These 3 additional hours are primarily to be used for **maintaining library cleanliness** (e.g., vacuuming, dusting, general upkeep). If cleaning tasks are completed in less than 3 hours, the remaining time may be used for **administrative duties** such as compiling data, writing reports, or other assigned responsibilities.

Paid Holidays:

The following holidays are paid when they fall on the employee's regularly scheduled workdays:

- **New Year's** (December 30th – January 1st)
- **Memorial Day** (Saturday and Monday)
- **Independence Day** (July 4th)
- **Old Settlers Day** (Saturday, as determined by the Board)
- **Labor Day**
- **Veterans Day** (November 11th)
- **Thanksgiving** (November 24th – 25th)
- **Christmas** (December 24th – 26th)

Retirement Benefits:

This position is covered under **IPERS (Iowa Public Employees' Retirement System)**. A portion of the employee's wages is automatically deducted and contributed to IPERS, with an additional matching contribution from the employer.

Paid Time Off:

Paid time away from work is provided as follows:

- **26 hours annually** after one full year of employment (fiscal year: July–June)
- **52 hours annually** after two years of employment and continuing thereafter

All paid time off must be **pre-arranged with the Assistant Director** to ensure proper coverage and uninterrupted operation of the library during scheduled hours.

Board Meetings:

The Library Director is required to attend monthly **Library Board meetings**, held on the **second Wednesday of each month at 4:30 p.m.** The Director is responsible for **presenting reports**, bringing forward **items for board approval**, and addressing **any matters requiring discussion or attention**.

Duties

Library Director Responsibilities

- Provides comprehensive library services to the public and ensures a welcoming experience for all patrons.
- Manages library operations and programs, including oversight of the automated library catalog, maintaining databases, recording memorials and donations, preparing board meeting agendas, and conducting online research and purchasing for books and supplies.
- Organizes and displays library materials in an attractive, orderly, and accessible manner to promote usage and engagement.
- Develops and maintains the library collection based on community needs, patron requests, usage trends, best-seller lists, and professional recommendations.
- Plans and directs outreach and programming, including summer reading programs, author events, and educational activities for adults and children.
- Maintains the library facility, technology, and equipment to ensure cleanliness, safety, and operational efficiency.
- Creates and maintains the StoryWalk at the Van Terry Trail, including regular updates, cleaning, and design of storyboards.
- Promotes the library through community involvement, public relations, and marketing across multiple platforms and media.
- Provides instruction and support to the public on using library resources, including digital materials and electronic books.
- Maintains accurate records and documentation, ensuring timely completion and submission of required reports for the State, Library Board, and other entities.
- Advises the Library Board on policies, budgeting, planning, library performance, and legal matters. Implements Board policies and communicates them effectively to the public.
- Supervises and trains staff and volunteers, providing clear expectations, support, and regular performance evaluations.
- Operates the library within the approved budget and in compliance with all applicable laws and regulations.
- Ensures a clean, safe, and welcoming library environment for patrons and staff alike.

Certification

If the selected applicant is not already certified as a Library Director for a Tier 3 Library, they will be required to complete the necessary coursework to obtain certification within **24 months of hire**. Certification must be **maintained annually** in accordance with the requirements set by the State Library. This requirement is contingent upon the availability of applicable courses, which are typically offered **online through the State Library**.