



680 Poplar Street
Terre Haute, IN 47807
www.vigolibrary.org

EXECUTIVE DIRECTOR

GENERATING CHANGE.
TRANSFORMING LIVES.

THE OPPORTUNITY



EXECUTIVE DIRECTOR OF THE VIGO COUNTY PUBLIC LIBRARY

The VCPL Board of Trustees seeks a visionary, strategic, and community-focused leader to serve as Executive Director of a dynamic public library committed to generating positive change and transforming lives in Vigo County. The ideal candidate will promote value-based practices, foster a culture rooted in inclusion, embrace innovation, drive progress through collaboration, and cultivate the power of community engagement.

The successful Executive Director candidate will be analytical and strategic-minded, communicative and courteous, community-focused, a critical thinker, a cultivator of relationships, a customer service champion, empathetic, inclusive, professional, a problem-solver, a supporter of diversity, equity, inclusion, and intellectual freedom, and a team-builder. If this describes you, please keep reading!

ABOUT VIGO COUNTY PUBLIC LIBRARY



Located in Vigo County on the western border of central Indiana, VCPL serves a population of approximately 106,000 and is comprised of three library facilities. The Main Library is located in downtown Terre Haute, the county seat of Vigo County, with a population of approximately 58,000. Two additional branch libraries are located in the Vigo County communities of West Terre Haute and the 12 Points Historic District.

VCPL has been recognized as a library of excellence, having received the Indiana Library Federation Programming Award, Outstanding Library Award, and Sara Laughlin Marketing Award. The Indiana State University Center for Community Engagement has distinguished VCPL with the 2025 Community Partner of the Year Award, highlighting the library's role in building bridges to collaboration and engagement in the community.

THE ROLE



The Executive Director of VCPL provides organizational leadership that develops and sustains operational strengths while prioritizing value-based practices that align with the library's mission and core values.

The Executive Director is primarily responsible for performing and directing the executive and administrative functions of VCPL including strategic analysis and planning, successful execution of library operations including fiscal management, long-term strategy development, goal setting, policy development, assessment of community needs and services, and collaboration with local organizations and agencies to promote and facilitate library services.

The Executive Director coordinates with the Board of Trustees on key strategies and goals and ensures compliance with all local, state, and federal laws, rules, regulations, and by-laws governing Indiana public libraries and Library Board of Trustees.

Direct reports to this position include an Executive Assistant and the executive leadership team of Division Directors. The Executive Director also maintains comprehensive oversight of all personnel-related functions in conjunction with the Director of Human Resources.

THE COMMUNITY



Terre Haute and Vigo County, Indiana, form a vibrant community, known as the "Crossroads of America," that boasts a strong sense of local pride and a welcoming atmosphere.

The community enjoys a thriving arts scene with venues like the Swope Art Museum and the Community Theatre of Terre Haute. Numerous parks, trails along the Wabash River, and nearby state parks provide opportunities for outdoor recreation and connecting with nature.

Education is a cornerstone of the community, with four local institutions of higher education that attract students and faculty from around the world, adding to the diverse character of the area.

Residents in the community actively participate in local events, volunteer for numerous organizations, and support local businesses, fostering a sense of belonging and collective progress that makes Vigo County a special place to live and work. To learn more about Terre Haute, and Vigo County, [click here](#).



RESPONSIBILITIES EXPECTATIONS COMPENSATION

Following is a brief listing of key Responsibilities, Expectations, and Compensation. For the full job description, visit vigolibrary.org.

RESPONSIBILITIES AND EXPECTATIONS



Executive and Administrative Functions

- Represent and align organizational practices with VCPL's core values of Inclusiveness, Community, Collaboration, Innovation, and Accountability.
- Provide strategic leadership for overall operations including promoting practices that foster informed and tactical decision making, goal setting, policy and procedural development, and constructive resolution of complex issues.

Fiscal Management and Library Operations

- Develop and oversee the annual budget and library budget process in cooperation with the Board of Trustees and in compliance with local, state, and federal regulations, and/or other budgetary governing authorities.
- Work collaboratively with Division Directors and Department Managers in the budget development process and provide guidance on integrating budget development with strategic planning and ability to meet goals and objectives.

RESPONSIBILITIES AND EXPECTATIONS



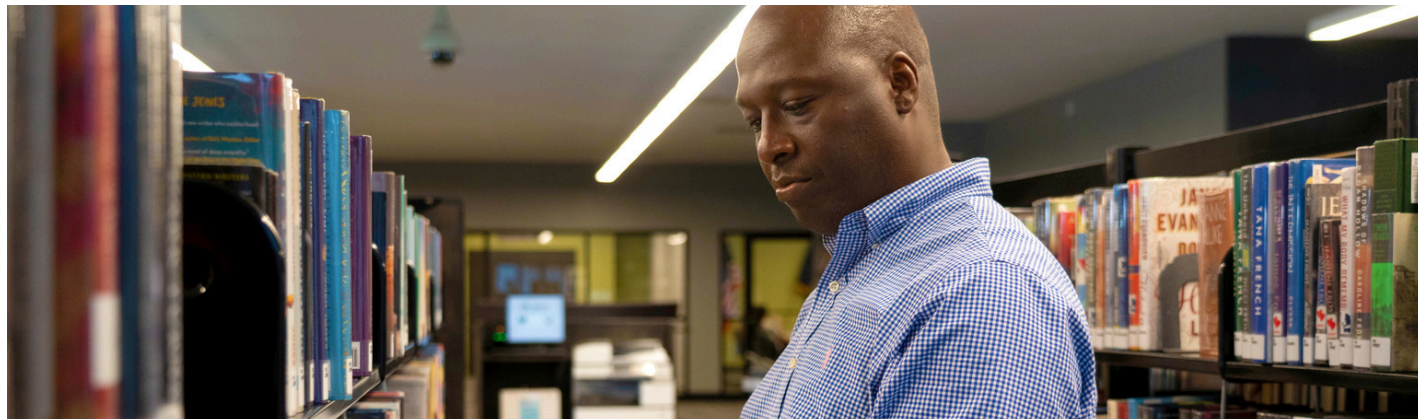
Board of Trustees and Community Relations

- Work collaboratively with the VCPL Board of Trustees on strategic planning, fiscal management, policy development, and resolution of complex issues related to the administration of public libraries.
- Provide information and updates regarding progress and/or issues. Work collaboratively with the Board of Trustees to promote the library's mission and advocate for its needs within the community and relevant state entities.
- Establish relationships and build rapport with legislators, county council members, commissioners, and other local officials and stakeholders.

Personnel and Professional Development

- Provide direct supervision of Division Directors and the Executive Assistant, and as needed, one or more library departments.
- Work with the Director of Human Resources and other Division Directors to assess personnel needs and effectively utilize recruitment, training, management, and evaluation processes to ensure adequate staff resources are available and prepared to meet library needs.
- Maintain LC1 certification as a director of a Class A public library as mandated by Certification Requirements for Indiana Public Library Professionals.

COMPENSATION AND BENEFITS



A generous compensation package includes a competitive minimum annual salary of \$89,315.20 for the position of Executive Director with healthcare benefits including medical, dental, vision; paid retirement in Indiana Public Retirement System (INPRS) plan; paid life and long-term disability insurance.

Other Benefits Include

- Paid vacation
- Paid sick leave
- Paid holidays and paid personal day
- Professional development support
- Employee Assistance Program

Qualifications

- ALA accredited MLS Degree: must be able to obtain Indiana Librarian Certification at the Class A Library Director level of LC1 (Requires 100 Library Education Units per 5-year certification period).
- Ten or more years of executive/senior leadership experience in a public library setting required.
- For the full job description and list of qualifications, visit vigolibrary.org.



Mission	Vigo County Public Library generates positive change in the community by creating an environment of opportunity in which people can explore, expand their perspectives, and transform their own lives and the lives of future generations.
Core Values	Inclusiveness Community Collaboration Innovation Accountability
Population Served & Budget	The library district of Vigo County has a population of approximately 106,000. In fiscal year 2024, VCPL had an operating budget of \$8.98 million.
Locations	VCPL has three locations in Vigo County. The Main Library is located in Terre Haute with two branch libraries located in the Vigo County communities of West Terre Haute and the 12 Points Historic District.
Service to the Community	As testament to its vibrant role in the community, in 2024 VCPL welcomed more than 286,000 visitors, circulated more than 450,000 items, presented programs for more than 14,000 attendees, hosted more than 53,000 public computer sessions, and provided meeting and collaborative spaces to more than 9,000 individuals and organizations. In addition, VCPL offers a robust materials delivery service to local child and adult care agencies, as well as home delivery for individuals who reside in Vigo County.
Staff	VCPL is a people-centered organization that supports a diverse and resilient workforce of 92 employees serving in positions with differing skill sets and educational requirements. Staff is represented by diversity in age, race, gender identity, sexual orientation, culture, religion, socio-economic class, and abilities/disabilities.
Community	Vigo County is located on the western border of central Indiana, with the Wabash River flowing along the border and through the county offering scenic views, walking trails, and boating. The community offers a rich assortment of recreational and cultural attractions including robust county and city park systems, walking and bicycling trails, fishing and wildlife areas, golf courses and sports event venues, museums, orchestras and music venues, and many other local and near attractions and activities. Vigo County is also home to four major colleges including Indiana State University, Rose-Hulman Institute of Technology, St. Mary of the Woods College, and Ivy Tech Community College. To learn more about Terre Haute, the county seat of Vigo County, click here .

If you're interested and want more information, just reach out — we'd love to hear from you!

To apply, submit a completed application form, resume, and letter of interest to rfox@vigolibrary.org

Rob Fox
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CONTACT
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