

Sanbornton Public Library is located in Sanbornton, N.H. Our library is located in an historic district and we serve a community of 3,000. We are seeking a full-time Adult Services Librarian to lead our circulation and outreach services. Reporting to the Library Director, this position oversees circulation desk operations, supports staff, and delivers high-quality library services. The successful candidate will combine strong public service skills with experience in programming, circulation, collections, community engagement, and staff leadership.

This is an exciting opportunity for a creative and collaborative library professional to help shape the future of services at Sanbornton Public Library. We are seeking someone who can successfully lead existing operations while contributing ideas, planning, and leadership. This is a full-time, non-exempt position scheduled to work 35 hours per week. Excellent benefits include health, dental, NHRS retirement, and paid leave.

Minimum requirements (training, skills, education, experience):

Master of Library Science (M.L.S./M.L.I.S.) degree from an American Library Association accredited institution (preferred).

Three (3) years of progressively responsible public library experience.

Experience supervising, training, and coaching staff, including responsibility for performance management.

Demonstrated ability to effectively manage library services, collections, programs, and operations.

Strong commitment to customer service and the ability to provide responsive, inclusive service. Position provides cataloging and processes Interlibrary loans.

Ability to balance individual customer needs with library policies, operational requirements, and organizational priorities.

Demonstrated ability to exercise sound judgment, manage multiple priorities, and remain calm, courteous, and professional in a demanding environment.

Ability to work independently while effectively organizing, prioritizing, and completing multiple assignments.

Ability to work cooperatively and collaboratively with library staff, administration, community partners, and the public.

Strong oral and written communication skills.

Proficiency with Microsoft Office applications, web-based tools, information retrieval resources, and other technology commonly used in public library environments.

Conversational ability in English is required.

Benefits:

Excellent benefits include health, dental, NHRS retirement, and paid leave.

Hiring Wage Range:

The starting pay range is \$22.17-\$27.68 per hour, commensurate with experience.

Other Considerations/Requirements:

Preferred Qualifications

Experience with outreach services and community engagement initiatives.

Experience managing circulation services, outreach program, or other public facing service operations. Experience managing the technical aspects of Biblionix' Apollo ILS. Experience writing reports and maintaining statistical reports. Attention to detail.

How to submit an application/resume:

To apply, please email splnhdirector@gmail.com with your resume and cover letter.

Closing date for submissions: 9/1/2026