

Job Title: Library Director

FLSA Status: Exempt

Full-Time: Yes (40 hours/week)

Position Summary

Under the direction of the Nesmith Library Board of Trustees (BOT), the Library Director serves as the chief administrative officer of the library and official representative of the organization. The Director is responsible for planning, organizing, directing, and managing all library operations in alignment with the mission, goals, and policies established by the BOT and in compliance with municipal, state, and federal laws.

The Director provides leadership within the library, the community, and the library profession to ensure a welcoming, inclusive, and patron-focused environment that responds to evolving community needs.

Core Areas of Responsibility

1. Leadership & Governance

- Serve as liaison to the BOT, Town Administrator, town departments, patrons, community organizations, and professional groups.
 - Represent the library in local, regional, and state organizations.
 - Participate in GMILCS, including attending board meetings, serving on committees, and fulfilling executive board responsibilities as required.
 - Formulate and implement short- and long-range strategic goals in collaboration with the BOT and staff.
 - Recommend and interpret library policies and procedures.
 - Monitor relevant legislation and report to the BOT.
 - Respond to Right-to-Know requests in cooperation with Town administration.
 - Support and facilitate the work of the Friends of the Library of Windham (FLOW).
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2. Administration & Operations

- Direct daily operations to ensure high-quality, cost-effective library services.
- Plan, prioritize, and evaluate operational functions and service delivery.
- Oversee collection development and programming.

- Assess community needs and service trends to guide improvements in services, materials, and technology.
 - Ensure compliance with state and federal laws, including confidentiality of patron information.
 - Create opportunities for continuous improvement in services, collections, and programs.
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3. Personnel Management

- Serve as personnel administrator under BOT policies.
 - Recruit, interview, and recommend appointments and promotions to the BOT.
 - Supervise, assign, and evaluate staff; conduct annual performance reviews.
 - Address employee relations matters, including performance management and discipline.
 - Promote professional development and support staff participation in professional associations, workshops, and conferences.
 - Maintain a positive, ethical, and collaborative workplace culture.
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4. Financial Management

- Develop and administer the annual operating and capital budgets in collaboration with the BOT.
 - Present the BOT-approved budget to town officials.
 - Provide regular financial reports and planning data to the BOT.
 - Manage revenues, including fines, fees, donations, grants, and trust funds.
 - Authorize expenditures and ensure compliance with financial policies, accounting standards, and applicable statutes.
 - Seek and secure external grant funding and contributions.
 - Prepare required municipal and state financial reports.
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5. Facilities & Technology

- Oversee maintenance and safety of the library building and grounds.
 - Manage building systems (electrical, HVAC, plumbing, mechanical) and coordinate contractors and vendors.
 - Assess facility needs and recommend capital improvements and space planning initiatives.
 - Oversee library technology systems and plan for future technological needs.
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Qualifications

Nesmith Library
8 Fellows Road
Windham, NH 03087
www.nesmithlibrary.org Phone: 603.432.7154

- MLS or MLIS degree preferred.
- Minimum of eight (8) years of library experience, including at least four (4) years in a supervisory or management role, or equivalent combination of education and experience.
- Thorough knowledge of public library operations, library science principles, applicable laws, funding, and reporting requirements.
- Demonstrated experience in strategic planning, budgeting, and personnel administration.
- Excellent written and verbal communication skills, including public speaking.
- Ability to build and maintain effective relationships with trustees, staff, town officials, volunteers, community organizations, and other libraries.

Supervisory Responsibility

- Directly supervise library staff and volunteers.
- Accountable for overall staff performance and development.
- Plan and assign work, set priorities, evaluate performance, address complaints, and resolve operational or personnel issues.

Working Conditions & Physical Requirements

- Office environment with regular use of computers and phones.
- Frequent standing, walking, sitting, bending, and reaching.
- Occasional lifting of books, materials, and equipment.
- Flexible schedule required, including evenings, weekends, and occasional extended hours.
- Occasional travel for meetings and professional development.

Approved by Nesmith Board of Trustees on 17 Feb 2026