



Position Title: Adult Services Librarian

October 16, 2025

Reports To: Library Director

Supervises: Technical Services Assistant; Library Assistants (as assigned)

Status: Full-Time / Exempt

Position Summary

The Adult Services Librarian develops, coordinates, and promotes programs and services that meet the educational, informational, and recreational needs of adult patrons. This position oversees adult programming, outreach initiatives, and collection development under the direction of the Library Director, while also supervising assigned staff and maintaining the organization and presentation of the adult collection and related resources.

Primary Responsibilities

Adult Programming & Events

- Plan, schedule, and implement adult programs and events that reflect community interests and library goals.
- Maintain programming calendars and coordinate the development of promotional materials, including flyers and online event listings.
- Collaborate with community partners and organizations to enhance programming opportunities.

Outreach Services

- Manage outreach initiatives including home delivery service and programs at senior living communities.
- Coordinate volunteer or staff participation in outreach efforts.
- Develop relationships with local agencies and organizations serving adults and seniors.

Collection Development & Organization

- Select, evaluate, and maintain adult print and digital collections under the direction of the Library Director.
- Supervise Library Assistants in maintaining shelf order, appearance, and condition of the collection.
- Create and monitor reports to maintain circulation, identify trends, and guide purchasing.
- Develop and update adult service displays and reading lists to encourage collection use.

Supervision & Staff Coordination

- Directly supervise the Technical Services Assistant, ensuring efficient cataloging, processing, and organization of materials.
- Provide training, guidance, and performance feedback to assigned staff.



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Technology & Online Resources

- Manage and maintain the library's adult-focused digital collections and platforms (e.g., Libby/OverDrive, Kindle units).
- Assist in maintaining the library's website and online presence, ensuring accurate and engaging content.
- Generate and analyze circulation and usage reports to inform collection and programming decisions.

Community Room Management

- Oversee the scheduling, promotion, and upkeep of the community room.
- Manage bookings, coordinate advertising, and supervise setup and takedown as needed.
- Maintain room-use policies and ensure compliance with library guidelines.

Qualifications

- Master's Degree in Library and Information Science (MLIS/MLS) from an ALA-accredited institution.
- Two or more years of experience in adult services, programming, or outreach within a public library setting preferred.
- Strong knowledge of adult literature, trends, and digital media.
- Excellent communication, organization, and interpersonal skills.
- Experience with integrated library systems (ILS), online resource management, and website maintenance.
- Supervisory experience and ability to work collaboratively with staff and community partners.

Physical Requirements

- Ability to lift up to 25 pounds and push/pull loaded book carts.
- Ability to stand, bend, and reach during collection and program setup activities.
- Working Hours will consist of an evening per week and a weekend per month.

Salary/Wages: Commensurate with experience

Application Process

- Submit a letter of intent, resume/CV and completed application to the attention of Rayna Whitright, Director at rkdirector@delcolibraries.org
- Review of applications will begin immediately.
- Position will remain open until filled.