

## **Lebanon Public Library Employment Opportunity**

### **Position: Children's Services Librarian**

Full-time, 40-hours/week; \$22/hour with Master's Degree; \$18/hour with Bachelor's Degree

The Lebanon Public Library is seeking a dynamic, creative, and team-oriented individual who will excel at providing public library services to children, educators, and families in our community. This position works a flexible schedule, which will include evenings and weekends on a rotating basis. The ideal applicant will embody the Library's Mission, Vision, and Values, which can be found [here](#) on our website.

#### **Duties include:**

- Managing all youth collections in these formats: toddler board books; beginning reader; easy picture books; juvenile fiction & nonfiction; young adult fiction & nonfiction. Managing the collections includes:
  - Selecting and ordering new and replacement items with various vendors;
  - Running weeding reports for outdated and/or unused materials; pulling items for discard;
  - Curating displays that highlight our youth collections.
- Providing reader's advisory and reference services to patrons of all ages;
- Developing and presenting programming for children, teens, and families;
- Outreach to local schools and community organizations;
- Heading the summer reading program committee;
- Filling in for the story time librarian, as needed;
- Covering the Information Desk, as needed;
- Other duties as assigned.

#### **Qualifications:**

- A Master of Library and Information Science (MLIS) degree from an ALA-accredited School of Library and Information Science is preferred;
- A Bachelor's degree combined with relevant work experience will be considered;
- Experience in a public library setting working with children, children's resources, and children's programming is preferred;
- A solid working knowledge of contemporary and classic children's literature is required.

#### **Salary and benefits:**

- \$22/hour with Master's Degree; \$18/hour with Bachelor's Degree; starting compensation depends on qualifications and experience;
- Paid health, dental, vision, and life insurance for full-time employees;
- Library-paid OPERS contribution;
- Sick leave accrual at a rate of 4.62 hours for each completed pay period, with no cap;
- Vacation accrual after 1-year employment;
- Holiday accrual for federal holidays in which the Library remains open (Martin Luther King Jr. Day; President's Day; Juneteenth; Veteran's Day; New Year's Eve);

- Special pay at a rate of time and a half for overtime (Sundays, October-April).

**Unique aspects of working for Lebanon Public Library:**

We are located in historic downtown Lebanon, Ohio. The juvenile collection is housed in the original Carnegie portion of the building, which opened in 1908. Story time facilities and a technology center were added in 2015; the project was included in the Architecture Issue of *Library Journal*. We welcome staff members' innovative ideas and projects and value a kind and inclusive workplace, while promoting a healthy work-life balance. We have established long-standing connections with Lebanon City Schools and many other community partners that provide us with plenty of opportunities to collaborate. Excellence in customer service is a top priority.

**Application:**

For consideration, applicants should email a resume, letter of interest, and three professional references to Stacy Books, Assistant Director at [stacybooks@lebanonlibrary.org](mailto:stacybooks@lebanonlibrary.org). Applications will be reviewed as received. The position is open until filled.

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