

LOCATIONS:

Headquarters:
St. Marys Headquarters
306 N 5th
St. Marys, KS 66536
Phone: (785) 437-2778

Branches:
Alma Branch
115 W 3rd
Alma, KS 66401
Phone: (785) 765-3647

Eskridge Branch
115 S Main
PO Box 87
Eskridge, KS 66423
Phone: (785) 449-2296

Onaga Branch
313 Leonard
Onaga, KS 66521
Phone: (785) 889-4531

Mini Libraries:
Alta Vista Mini Library
310 Center Street
Alta Vista, KS
Phone: (785) 499-5542

Harveyville Mini Library
128 W Oak
Harveyville, KS
Phone: (785) 589-2414

Olsburg Mini Library
318 N 2nd
Olsburg, KS
Phone: (785) 468-3347

Westmoreland Mini Library
315 Main St.
Westmoreland, KS
66549
Phone: (785) 457-2841

2015 Kansas Reads to Preschoolers 1

Open Library Positions 3-4

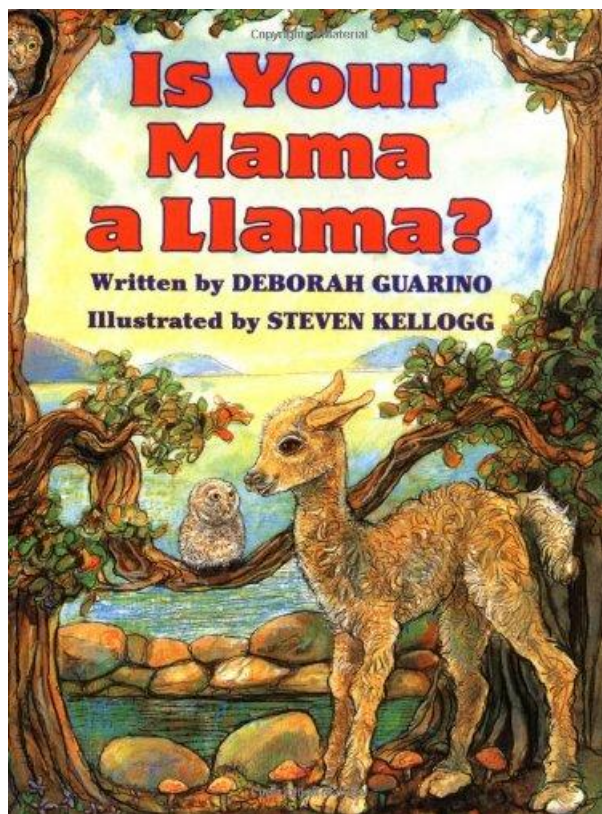
Harveyville Save the Dates 5

Library Contact Information 7

Upcoming Events 7

Pottawatomie Wabaunsee Regional Library Newsletter

2015 Kansas Reads to Preschoolers



Kansas Reads to Preschoolers is an annual event that promotes reading to all Kansas children from birth through age five. Through the statewide program, parents, librarians, and caregivers are encouraged to read the chosen title during a selected week in November. The program is sponsored by the State Library of Kansas.

Each year the Kansas Reads to Preschoolers Committee selects one title for state wide dissemination. Activities, programming ideas, and free materials related to the program are created and shared.

Source: The North Central Kansas Libraries System website <http://nckls.mykansaslbrary.org/services/164-2/kansas-reads-to-preschoolers-2/>

ABOUT THE TITLE

This gentle, rhyming adventure story will appeal to babies and toddlers, as well as 3- to 5-year-old children. As Lloyd the llama searches for his mama, he asks his friends—various types of baby animals—whether their mamas are llamas. Children will delight in predicting the names of the mama animals based on the clues their babies give.

Source: The State Library of Kansas website <https://kslib.info/prek>

ABOUT THE AUTHOR

Deborah Guarino was born and raised in New Jersey and is now a single mother of two living in New York. She is a children's writer, a freelance advertising copywriter, editor, playwright, actor, director, and professional speaker.

Source: <http://www.scholastic.com/teachers/contributor/deborah-guarino#top>



OPEN LIBRARY POSITIONS

For more information please contact : Judith Cremer, Director

Pottawatomie Wabaunsee Regional Library

306 N. 5th Street

St. Marys, KS 66536

PH / FAX: [785-437-2778](tel:785-437-2778) E-Mail: pwrlldr@gmail.com

Mini Librarian / Route Driver

Salary: \$10.36 per hour – 32 hours per week

Benefits: Paid Vacation / Sick Leave / Holidays / KPERS

This position plays a critical part in maintaining the ties necessary for connecting remote parts of our multi-location library system and thus sustaining library and information services as a whole in Pottawatomie and Wabaunsee Counties. The Mini Librarian / Route Driver position is scheduled to work thirty two hours a week and may rarely have occasional evening and weekend duties. Extensive practical library experience is needed; requires excellent communication / interpersonal skills; attention to detail a must.

The Mini Librarian / Route Driver is responsible for the total operation of the mini libraries. They are also responsible for delivering library materials and supplies to all eight branch and mini locations as part of the regular weekly PWRL route schedule. The job requires working as part of a team effort to rotate materials through all of PWRL's eight locations in the two counties. This position requires physical dexterity and strength to move books and other materials across the system. Travel in Pottawatomie and Wabaunsee Counties is required.

NOTE: The Mini Librarian / Route Driver position is based at the St. Marys Headquarters library and starts work there each day. The person in this position will staff the PWRL Mini locations at Alta Vista, Harveyville, Olsburg, and Westmoreland. In addition, as part of their weekly schedule, they will pick up and deliver library materials and supplies to the other three PWRL Branches at Alma, Eskridge, and Onaga. The regular weekly schedule is as follows:

Monday - 8:30 a.m. – 5:00 p.m.: St. Marys to Westmoreland to Onaga to St. Marys

Tuesday – 8:30 a.m. – 5:00 p.m.: St. Marys to Eskridge to Harveyville to St. Marys

Wednesday – 8:30 a.m. – 5:00 p.m.: St. Marys to Alma to Alta Vista to St. Marys

Thursday – 8:30 a.m. – 5:00 p.m.: St. Marys to Olsburg to St. Marys

The Mini Librarian / Route Driver position is eligible for vacation and sick leave, and the successful applicant will be enrolled in the KPERS retirement program. Interviews will be scheduled to fill the position as quickly as possible. Applications and a complete job description are available upon request at the St. Marys Headquarters Library. Applications will be taken until the position is filled.

OPEN LIBRARY POSITIONS

For more information please contact : Judith Cremer, Director Pottawatomie Wabaunsee Regional Library
306 N. 5th Street
St. Marys, KS 66536
PH / FAX: [785-437-2778](tel:785-437-2778) E-Mail: pwrlldr@gmail.com

Assistant Branch Librarian: Alma

Job Summary

Responsible for assisting the Branch Librarian in the total operation of the Branch library. Assists in managing all aspects of the Branch operation including materials and equipment. Reports to the Branch Librarian and the Director.

Duties Performed

- A. Assists in the promotion and care of the materials
 1. Helps promote the Branch as part of the Pottawatomie Wabaunsee Regional Library
 2. Acts as "readers advisor" to patrons by recommending titles- both print and non-print- for recreational as well as educational use
 3. Explains the policies and procedures to the patrons
 4. Responsible for the accurate checking-out and checking-in of library materials
 5. Helps with the preparation of materials for rotation as well as the return of rotating materials to the Branch
 6. Helps prepare NCKL books for the return to NCKL and the placing of those books on the shelves at the Branch
 7. Helps process PWRL requests and Interlibrary loan requests for the Branch
 8. Assists patrons, both in person and by telephone, in finding information and materials through the use of various library resources
 9. Helps maintain the collection by reviewing, by noting needed repairs or necessary processing changes, and by re-filing materials accurately and promptly
 10. Helps introduce the library and the uses of its resources to patrons through informal instruction; by arranging and conducting formal tours; by preparing displays
 11. Helps maintain circulation and other statistics as required by the Branch Librarian and Director
 12. Willing to acquire necessary knowledge of the materials by attending workshops and training sessions.
 13. Ability to conduct the story time and summer reading programs - if necessary
- B. Assists in the maintenance and upkeep of the Library building and all equipment used at the Branch.
 1. Helps monitor maintenance schedule of all equipment.
 2. Helps keep necessary records of usage of each piece of equipment and supplies needed by such.
 3. Acquires such skills as are necessary to use the equipment provided.
- C. Performs other duties as assigned or required.

Required knowledge, abilities and skills

- A. Ability to communicate courteously and effectively with staff members, patrons, and the general public
- B. Ability to perform clerical tasks such as sorting, filing, typing and transcribing information
- C. Ability to provide attention to detailed tasks
- D. Ability to pack, lift, and carry bags and boxes of books and supplies weighing up to 30 pounds, in and out of the library, regardless of the weather conditions
- E. Ability to read various sizes of print, including very small print
- F. Ability to work with computers and other technology
- G. Understanding of basic aims, goals, and services of the Library
- H. Qualities of resourcefulness, good judgment, orderliness, accuracy, tact, courtesy, sense of humor
- I. Potential to become knowledgeable of Pottawatomie-Wabaunsee Regional Library's collection including resources at other locations within the Library
- J. Actively involved in and aware of events in the branch area
- K. Ability to take charge and to deal effectively with crises
- L. Ability to understand and carry out directions
- M. Initiative and resourcefulness in improving the collection and services of the Library
- N. High school diploma
- O. Willingness to continue personal learning and professional development
- P. Willingness to work with the patron until receives the materials or information necessary, if such is available

Substitute Mini Librarian: Alta Vista

Job Summary

Responsible for assisting the Mini Librarian in the total operation of the Mini library. Assists in managing all aspects of the mini operation including materials and equipment. Reports to the Mini Librarian and the Director.

Duties Performed

- A. Assists in the promotion and care of the materials
 1. Helps promote the Mini as part of the Pottawatomie Wabaunsee Regional Library
 2. Acts as "readers advisor" to patrons by recommending titles- both print and non-print- for recreational as well as educational use
 3. Explains the policies and procedures to the patrons
 4. Responsible for the accurate checking-out and checking-in of library materials
 5. Helps with the preparation of materials for rotation as well as the return of rotating materials to the Mini
 6. Helps process PWRL requests and Interlibrary loan requests for the Mini
 7. Assists patrons, both in person and by telephone, in finding information and materials through the use of various library resources
 8. Helps maintain the collection by reviewing, by noting needed repairs or necessary processing changes, and by re-filing materials accurately and promptly
 9. Helps introduce the library and the uses of its resources to patrons through informal instruction; by arranging and conducting formal tours; by preparing displays
 10. Helps maintain circulation and other statistics as required by the Mini Librarian and Director
 11. Willing to acquire necessary knowledge of the materials by attending workshops and training sessions.
 12. Ability to conduct the story time and summer reading programs - if necessary
- B. Assists in the maintenance and upkeep of the Library building and all equipment used at the mini.
 1. Helps monitor maintenance schedule of all equipment.
 2. Helps keep necessary records of usage of each piece of equipment and supplies needed by such.
 3. Acquires such skills as are necessary to use the equipment provided.
- C. Performs other duties as assigned or required.

Required knowledge, abilities and skills

- A. Ability to communicate courteously and effectively with staff members, patrons, and the general public
- B. Ability to perform clerical tasks such as sorting, filing, typing and transcribing information
- C. Ability to provide attention to detailed tasks
- D. Ability to pack, lift, and carry bags and boxes of books and supplies weighing up to 30 pounds, in and out of the library, regardless of the weather conditions
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- O. Willingness to continue personal learning and professional development
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World Travel Series Trip to Romania

Program Presented by

Paul Miller & Nancy Crenshaw Miller

Thursday, November 19, 2015

6:30 p.m

PWRL Alma Branch Library



The State Library of Kansas and the Kansas Center for the Book

promote the importance of Reading to Children

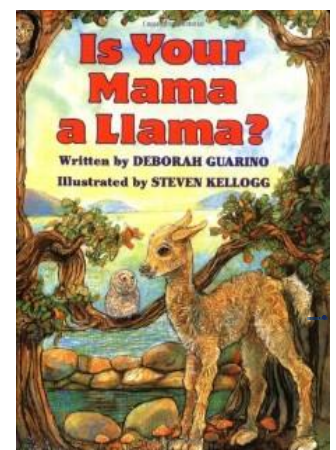
Please join PWRL for Kansas Reads Week!



KANSAS READS TO PRESCHOOLERS

An annual event promoting reading to children under the age of five. Parents, librarians, and caregivers are encouraged to read the chosen title during November.

Activities November 16-21 2015



SAVE THE DATES



Celebrate with your Librarian

November 28 9:00 am – noon

Your Saturday morning librarian will be celebrating her 49th birthday on this day and you are welcome to stop by for cake and snacks.



Holiday Party

December 12 10:00 am – noon

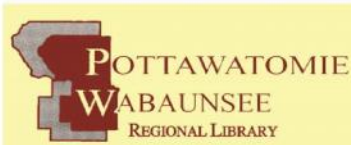
Visit **SANTA @ the Library!!!!**

Arts and Crafts – Thankfulness trees or wreaths. You will be able to design your very own **keepsake decoration** that you can share with your family and friends for years to come.

Fun for the entire family!



Tuesdays
10:00 AM - 12:00 PM
12:30 PM - 3:00 PM
Saturdays
9:00 AM - 12:00 PM



**NEW
HOURS**



Harveyville



Events at the Library

November 15-21 - Kansas Reads to Preschoolers: *Is Your Mama A Llama?*

November 17 - 10:00 AM - Storytime at all branches: Alma, Eskridge, Onaga and St Marys

November 19 - 6:30 PM - Travel Talk on Romania at Alma Branch Library

November 21 - 9:00 AM-12:00 PM - Onaga Branch Holiday Open House held
along with the local Onaga Holiday Frenzy (Craft activities & refreshments)

November 24 - 10:00 AM - Storytime at all branches: Alma, Eskridge, Onaga and St Marys
5:30 PM - Library Board Meeting at St Marys Branch Library

November 25 - All library locations close at 3:00 PM in honor of Thanksgiving

November 26 - All library locations closed in honor of Thanksgiving

November 28 - 9:00 AM-12:00 PM - Celebrate with your Librarian at Harveyville
Happy Birthday Sheila McKenzie (Harveyville Mini Librarian)!

December 3 - 4:30 PM - Movie at St Marys Branch Library

December 5 - 9:00 AM-1:00 PM - Westmoreland Holiday Open House

December 9 - 1:00 PM-4:00 PM - Alma Holiday Open House

December 12 - 10:00 AM-12:00 PM - Harveyville Holiday Open House

December 15 - 10:00 AM-4:00 PM - Eskridge Holiday Open House

December 16 - 12:00 PM-6:00 PM - Alta Vista Holiday Open House

December 17 - 11:00 AM-3:00 PM - Olsburg Holiday Open House

December 18 - 12:00 PM-4:00 PM - St Marys Holiday Open House

December 24-25 - All library locations closed in honor of Christmas - Happy Holidays!!

December 31 - All library locations close at 3:00 PM for New Years Eve

January 1, 2016 - All library locations closed for New Years Day



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EDUCATION CLASSES

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- 24/7 Access Through Your Library's Website
- Ability to Connect with Other Students
- Continuing Education Units on Selected Courses

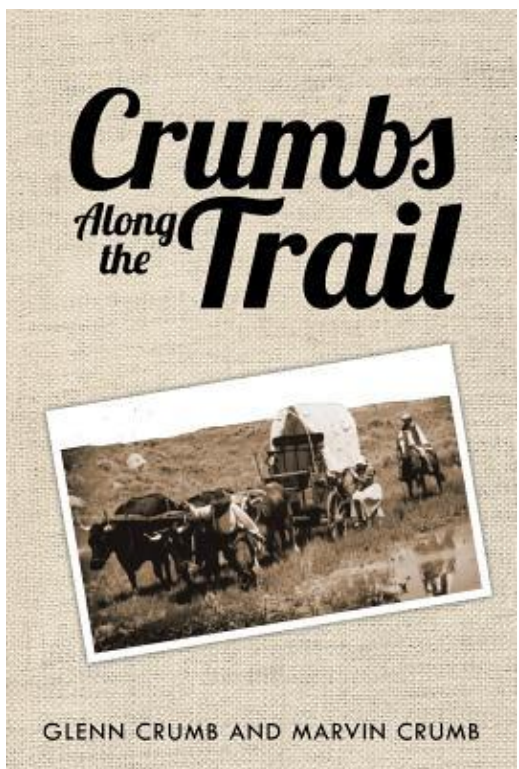
"An investment in knowledge pays the best interest."

—Benjamin Franklin

Brought to you by your library and



See your librarian for course listings
and more details.



Local author, Glenn Crumb, kindly donated six copies of this local history title *Crumbs Along the Trail* to be sold at the library.

Copies are available at the Alma Branch location.

Suggested donation of \$18.00

(Retail price is \$24.95)

Purchase Donations will go to the Pottawatomie Wabaunsee Regional Library.



Visit us online!

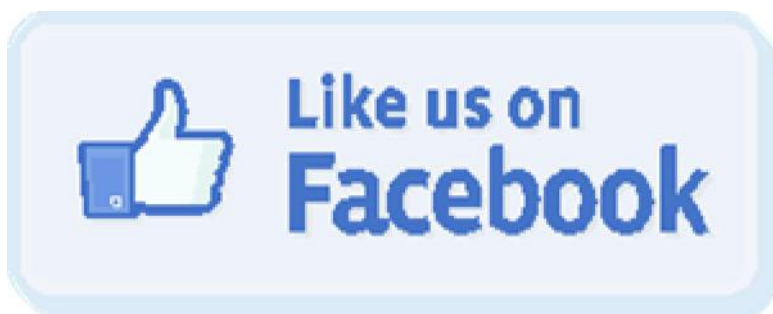
<http://www.pottwab.org>

Do you have any comments or ideas for this newsletter? If so, please call or email us. We would love to hear from you!

Phone: (785) 437-2778.

Email: pwrlad@gmail.com

or pwrlldr@gmail.com



Keep up to date with events and featured new items added to the collection at Pottawatomie Wabaunsee Regional Library and “Like” us on Facebook!

Anyone can access the information on our Library Facebook page, even if you are not a member of Facebook by visiting:

<http://www.facebook.com/pottwablibrary>