



## Elm Grove Public Library Library Page (part-time)

**The Elm Grove Public Library is seeking a part-time, year-round Library Page. The position averages 7 – 10 hours per week, and may include both day and evening hours. The position is also included in the Saturday rotation.**

Duties include customer service, check-in and check-out of materials, registering patrons for library cards, handling fines and fees, answering the phone, processing new items, shelving materials and other duties as assigned.

### *Minimum qualifications*

- Sixteen years of age or older
- General knowledge and use of the public library
- Ability to interact courteously with the public
- Computer and keyboard experience

Cash register experience a plus.

Starting pay is \$10.00 per hour.

Pick up an application at the Elm Grove Public Library or find it here: <https://elmgrovi.org/637/Employment-Opportunities>

Return the completed application to:

Sarah Muench, Director  
Elm Grove Public Library  
13600 Juneau Boulevard  
Elm Grove, WI 53122

You may also email the completed application to:  
[muench@elmgrove.lib.wi.us](mailto:muench@elmgrove.lib.wi.us)