



# Estherville Public Library

Letter to Applicants

RE: Candidates for part-time library position

April, 2024

Dear Applicant:

Along with this letter, you should have received an Application for Employment, a Job Description, and a Schedule & Skills Survey.

The individual hired to fill this part-time position will be expected to work alongside all library staff providing service and programming to the public. This is likely to include the ability to float between both floors of the library, serving all community members including young children, teens, adults, and the elderly. We require candidates to be comfortable working with computers and the internet (we often work with various office products, Canva, digital conversion equipment, and our circulation system is automated). We expect our staff to be readily able to multitask productively, and with a positive attitude. Those working at the library need to have a strong grasp of confidentiality and customer service skills.

There is currently one position open, offering 15 hours-per-week, and a starting wage of \$16.71. There is an opportunity for an increase with a positive performance review after six months. This individual will be considered a permanent part-time Estherville Public Library (City of Estherville) “at will” employee. This position is not entitled to benefits of any kind.

In order to accommodate the schedules of the members, our staff must be flexible with their schedules as well. The individuals we hire will be expected to make themselves available to work all hours the library is open, including regular weekend hours, and must be available to help with off-hours programming on occasion. (A schedule and skills survey is enclosed, which will help us determine whether your availability will match our needs.)

Some applicants, not all, will be contacted for an interview. Others will receive a letter when the position has been filled. Application review begins immediately, and the position will remain open until filled.

Items you must return in order to be considered for the position:

- Completed application form
- Completed Skills & Schedule Survey
- A cover letter
- Completed Authorization to Access Records

We thank you for your interest in the Estherville Public Library.

Sincerely,

Tena Sunde, Director

Estherville Public Library  
613 Central Ave.  
Estherville, IA 51334  
**[www.estherville.lib.ia.us](http://www.estherville.lib.ia.us)**

Phone: 712-362-7731  
Fax: 712-362-3509  
Email:  
[info@estherville.lib.ia.us](mailto:info@estherville.lib.ia.us)