



Library Link Up: Get a Job! Workforce Development Basics



Lexington PL
Bullitt County PL
Logan County PL



Help for job seekers @ Lexington Public Library

JULIE SCALOS AND TAURA LUTZKE



Our services

Job Lab

Book a Librarian

Databases



SEARCH CATALOG Find books, videos, etc. [Search Icon] Catalog Website

RESEARCH & LEARNING

- Databases
- Business Resources
- Genealogy & Local History
- Help for Job Seekers
- Nonprofit Resources
- Online Learning



DIGITAL ARCHIVES



ELIBRARY

- Downloadable Materials
 - eBooks *So many books on little time*
 - Audiobooks *How to read*
 - Magazines
 - Comics & Graphic Novels
 - Podcasts
- 741.5: The Comics & Graphic Novel Bulletin of the Lexington Public Library

Search Our Catalog

Easter

Sunday, April 1st (All day)

All Library locations will be closed on Easter.

LOCATIONS & HOURS

- Beaumont Branch
- Eastside Branch
- Central Library
- Northside Branch



UPCOMING EVENTS

All Events

On the Table @ Your Library

Join us to talk about ways to build and maintain the

Ask A Librarian

Need help? Chat with us now.

Click to chat No thanks

Job Lab



Partnership with Goodwill Industries



Book a librarian

The screenshot shows the Lexington Public Library website with the 'SERVICES' menu highlighted. An orange arrow points from the 'Kids' category to the 'Book a Librarian' link in the 'LIBRARY SERVICES' section. Below the main content, there is an 'Easter' notice and a 'Chat with us now' button.

Browser: <https://www.lexpublib.org>

Navigation: MY ACCOUNT | CATALOG | GET A LIBRARY CARD | DONATE | Select Language

Search: SEARCH CATALOG | Find books, videos, etc. | Catalog | Website

Lexington Public Library
Reading is Just the Beginning!

HOME | EVENTS & CLASSES | **SERVICES** | COLLECTIONS | ABOUT | ASK

LIBRARY SERVICES

- Book a Librarian
- Download Our App
- Listen to Our Podcasts
- Request an Interlibrary Loan
- Reserve a Meeting Room
- Watch LPLtv

READING SUGGESTIONS

- New Titles
- Book & Author E-mail Alerts
- Your Next Chapter (E-mail Us!)
- Novelist

student success
Lexington Public Library

Listen Now | Search Our Catalog

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UPCOMING EVENTS | All Events

On the Table @ Your Library

Ask A Librarian | Need help? Chat with us now. | Click to chat | No thanks

Databases

The screenshot shows the Lexington Public Library website at <https://www.lexpublib.org>. The navigation bar includes links for MY ACCOUNT, CATALOG, GET A LIBRARY CARD, and DONATE. A search bar is present with the text "SEARCH CATALOG" and "Find books, videos, etc." The main menu is expanded to show "COLLECTIONS", which is highlighted in a dark blue box. Under "COLLECTIONS", there are three columns: "RESEARCH & LEARNING", "DIGITAL ARCHIVES", and "ELIBRARY". The "RESEARCH & LEARNING" column contains a list of resources: Databases, Business Resources, Genealogy & Local History, Help for Job Seekers, Nonprofit Resources, and Online Learning. An orange arrow points to the "Databases" link. The "DIGITAL ARCHIVES" column features a large image of a classical building. The "ELIBRARY" column lists "Downloadable Materials", eBooks, Audiobooks, Magazines, Comics & Graphic Novels, and Podcasts, with a specific mention of "741.5: The Comics & Graphic Novel Bulletin of the Lexington Public Library". Below the main menu, there is a "See the Schedule" button and a notice for Easter: "Easter Sunday, April 1st (All day) All Library locations will be closed on Easter." The footer includes "LOCATIONS & HOURS" with links for Reaumont Branch, Central Library, and de Branch, and "UPCOMING EVENTS" with a link to "On the Table @ Your Library". A "Chat with us" button is visible in the bottom right corner.

Questions

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BULLITT COUNTY PUBLIC LIBRARY

Main Library:

Ridgway Memorial Library in Shepherdsville

Branch Libraries:

Hillview ★ Lebanon Junction ★ Mt. Washington ★ Nichols

All Libraries = Reference Services

Workforce Development Services at BCPL

- ✓ **Publications**
- ✓ **Resources**
- ✓ **Consultations**
- ✓ **Collaborations**

Publications

Job Seekers' Packet

BCPL
BULLITT COUNTY PUBLIC LIBRARY

Reference Services
Revised April 2018
Call: 502-543-7675 ext. 4
E-mail: reference@bcplib.org

Library Resources for Job Seekers

BCPL

Reference Services
Revised April 2018

LearningExpress LIBRARY™

YOUR PATH TO SUCCESS

- TUTORIALS
- PRACTICE TESTS
- E-BOOKS

EASY-TO-USE ONLINE RESOURCES

BCPL

Reference Services
February 2018

Subscription **Database Collections**

Free to our patrons!

Explore. Learn. Enjoy.

BCPL

Reference Services
Updated February 2018

Welcome to **YOUR Library**

EXPLORE. LEARN. ENJOY.

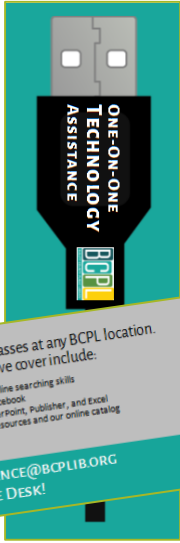
BCPL

BULLITT COUNTY PUBLIC LIBRARY

The Reference Department offers one-on-one technology classes at any BCPL location. Make an appointment today! Some of the areas we cover include:

- Downloading e-books and streaming video
- Setting up and using e-mail accounts
- Resume consultations
- Computer basics
- Web navigation and online searching skills
- Social networking / Facebook
- Microsoft Word, PowerPoint, Publisher, and Excel
- Using all the library resources and our online catalog

CALL: 502-543-7675 EXT. 4 / E-MAIL: REFERENCE@BCPLIB.ORG
OR ENQUIRE AT THE REFERENCE DESK!



Job S

WORK
BULLITT
CONFIDENCE
CAL
ABILITIES
RESUME
COUN
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QUA



RESUMÉ WORKSHEET



Identification

Name: _____
Home address: _____
City, State, and ZIP code: _____
Phone numbers (cell and/or home): _____
E-mail address: _____

Job Objective (Include only if you have a specific job or goal in mind)

Education – High School (only if no college)

Institution name and year completed: _____
City, State: _____
Specific courses or programs that relate to your job objective: _____
Related awards, achievements, and extracurricular activities: _____

Education – College/Post High School

Institution name and year completed: _____
City, State: _____
Certificate or degree: _____
Specific courses or programs that relate to your job objective: _____
Related awards, achievements, and extracurricular activities: _____

Armed Services Training

Branch and years of service: _____
Locations, position, and rank achieved: _____
Key accomplishments, special recognition, and awards: _____

Other Training or Certification

Organization or institution: _____
Specific courses or programs that relate to your job objective: _____
Related workshops, seminars, informal learning, or any other training: _____

Work Experience - Most Recent Position

Dates (month/year) from _____ to _____
Company name: _____
City, State: _____
Your job title(s): _____
Duties: _____
Skills, equipment, or software you used: _____
Promotions, accomplishments, and anything positive: _____

Next Most Recent Position

Dates (month/year) from _____ to _____
Company name: _____
City, State: _____
Your job title(s): _____
Duties: _____
Skills, equipment, or software you used: _____
Promotions, accomplishments, and anything positive: _____

Next Most Recent Position

Dates (month/year) from _____ to _____
Company name: _____
City, State: _____
Your job title(s): _____
Duties: _____
Skills, equipment, or software you used: _____
Promotions, accomplishments, and anything positive: _____

Any other work or volunteer experience

Professional organizations

Personal information:

Resources

The screenshot shows the Bullitt County Public Library website. At the top left is the BCPL logo and the text "BULLITT COUNTY PUBLIC LIBRARY". To the right are social media icons for Facebook, LinkedIn, Pinterest, and Twitter. Below these are search boxes for "Catalog Search", "Website Search", and "My Account", along with a "Ask a Librarian" button. A navigation bar includes "Events", "Resources", "Services", "About", and "Locations & Hours". Below the navigation are buttons for "CHECK IT OUT", "LEARN IT", "RESEARCH IT", and "DOWNLOAD IT". The main content area features a "Seed & Plant Exchange" event announcement for Saturday, April 28th, with a "LEARN MORE" button. At the bottom, there are three small images of people: a woman's face, a man at a computer, and a woman looking at a laptop.

The screenshot shows the Lynda.com website. The header includes the Lynda.com logo and a search bar. Below the header is a "Word Training and Tutorials" section with a description: "Learn Microsoft Word fundamentals, how to write, edit, and design documents, check, perform mail merges, track changes, and more. Our expert-taught Word templates and other advanced features, and can help you learn Microsoft systems." To the right is a circular profile picture of a woman and the text "lynda.com". Below this is a "Getting Started" section with "Learning Paths" and "Weekly Series". Three featured courses are shown: "Office 365: Word Essential Training" by David Rivers (5h 49m, 452,406 Views), "Cert Prep: Word 2010 Microsoft Office Specialist (77-881)" by Jennifer McBea (4h 15m, 52,245 Views), and "Office 365 New Features" by David Rivers (1h 1m, 109,469 Views). A "Show More" link is at the bottom right.

The screenshot shows the LearningExpress Library website. The header includes the KYVL logo and "Ridgway Memorial Library". The main heading is "LearningExpress LIBRARY™". Below the heading is a search bar with the text "Find Tests, Tutorials, eBooks...". Below the search bar are four featured resources: "Career Preparation" (Make your work goals a reality—start a new career or advance in your current field.), "GED® Test Prep Center" (Practice tests and eBooks to help you earn your general equivalency diploma.), "Job & Career Accelerator" (Powerful tools and guidance to achieve your career goals.), and "College Admissions Test Preparation" (Prepare for important exams like the ACT®, SAT®, AP® Tests, and more.).

The logo for Business Source Premier, featuring a blue bar chart icon and the text "Business Source Premier" in a serif font. Below the text is the tagline "Powered by EBSCOhost" in a smaller font.

The logo for treehouse, featuring a green tree icon inside a hexagon and the word "treehouse" in a lowercase, sans-serif font.

The logo for referenceUSA, featuring the word "reference" in a lowercase, sans-serif font and "USA" in a larger, bold, uppercase, sans-serif font, with a registered trademark symbol.

One-on-One Consultations

We help with resumes

Review

Editing

Formatting

Saving • Printing • Sharing •

Uploading

We teach computer skills

MS Word, PowerPoint, Publisher,

Excel

Web navigation, searching
skills, the basics




The Reference Department offers one-on-one technology classes at any BCPL location.
Make an appointment today! Some of the areas we cover include:

- Downloading e-books and streaming video
- Setting up and using e-mail accounts
- Resumé consultations
- Computer basics
- Web navigation and online searching skills
- Social networking / Facebook
- Microsoft Word, PowerPoint, Publisher, and Excel
- Using all the library resources and our online catalog

CALL: 502-543-7675 EXT. 4 / E-MAIL: REFERENCE@BCPLIB.ORG
OR ENQUIRE AT THE REFERENCE DESK!

Group Workshops

 BULLITT COUNTY PUBLIC LIBRARY PRESENTS...


JOB LAB

Job Help @ Hillview Library Computer Lab

WEDNESDAYS, 11:00 AM-7:00 PM, August-October

Exclusive access to the computer lab and personal assistance from trained library staff just for job seekers!

FREE* Printing of Resumes, Cover Letters, and Job-Related Info •
Online Application Help • Skill-building Consults & Workshops •
Resume Consultations • Mock Interviews • More!



Ages 16 & Up
*FREE copies within reason

Just drop in!
First come, first served.

See reverse side for details on consultation services and upcoming workshops!
For more information please visit www.bcplib.org/joblab or call the BCPL Reference Department at 543-7675 ext. 4. All programs are free unless otherwise noted.

JOB LAB

Job Help @ Hillview Library Computer Lab
155 Terry Boulevard, Hillview, KY 40229

Services & Workshops:

- ⇒ Exclusive free access to the computer lab—with computers and a printer reserved just for you!
- ⇒ Free printing (within reason) of job-related info such as resumes, cover letters, and job applications! You will also receive a complimentary copy of the BCPL Job Seekers' Packet
- ⇒ Free one-on-one consultations with library staff. Just drop in to request help with any of the following:
 - ◊ Increasing Your Typing Speed and Accuracy
 - ◊ Submitting an Online Application
 - ◊ Finding and Navigating Quality Online Job Listings
 - ◊ Improving Your Interview Skills with a Mock Interview
 - ◊ Creating or Refining Your Resume/Cover Letter
 - ◊ Taking Advantage of Online Scheduling, Tasks, Bookmarks & Notes
 - ◊ Setting Up an E-mail Account
 - ◊ Unleashing the Power of Your Smartphone
 - ◊ Reviewing Your Online Identity and Privacy Settings
 - ◊ Understanding the Basics of Digital Photo Editing
 - ◊ Learning Microsoft Office (Word, Excel, PowerPoint, or Publisher)
 - ◊ Learning Computer Coding: An Intro to HTML/CSS
- ⇒ Free weekly group skill-building workshops. Registration encouraged due to space limitations!
 - ◊ AUG. 19TH, 1:00 PM & 6:00 PM: Professional Networking with LinkedIn and Twitter
 - ◊ AUG. 26TH, 1:00 PM & 6:00 PM: Creating Professional Newsletters with Microsoft Publisher
 - ◊ SEPT. 9TH, 1:00 PM & 6:00 PM: Organizing Your Job Search with LearningExpress
 - ◊ SEPT. 16TH, 1:00 PM & 6:00 PM: Accessing Greater Louisville Job Resources
 - ◊ SEPT. 23RD, 1:00 PM & 6:00 PM: Find Any Job, Any Business, Any Person with AtoZ Databases
 - ◊ SEPT. 30TH, 1:00 PM & 6:00 PM: Create a Free Set of Personalized Business Cards

To schedule a one-on-one consultation in advance or register for a workshop, visit www.bcplib.org/joblab, e-mail joblab@bcplib.org, or call 543-7675 ext. 4.

Save the date for our first Job Fair at Hillview Library to be held on Saturday, November 7th from 10:00 AM-2:00 PM.

Do you know of a business or organization that might be interested in being a part of the Job Fair? Please e-mail joblab@bcplib.org.

Collaborations

JOB FAIR

Welcome to BCPL's First Job Fair!
@Hillview Library
11.7.16

Employers

- There are 3 rooms available for interviews; 2 of these rooms have a computer available.
- The computer lab will be open for job seekers who need to submit applications or resumes online.
- Restrooms are available to the immediate right of the front door.
- Refreshments are available in the meeting room, also to the immediate right of the front door.
- If you have any other needs, please ask any BCPL staff member.

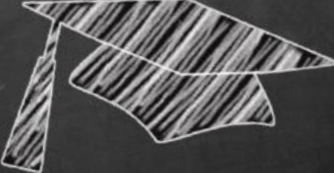
Job Seekers

- The computer lab is open if you need to print out your resume or submit an online application.
- Please wear your name tag so that employers can remember you later!
- Restrooms are available to the immediate right of the front door.
- If you have any other needs, please ask any BCPL staff member.
- GOOD LUCK!

Job Lab has been extended through January 2017!
Join us in the Hillview computer lab on Wednesdays from 11:00 AM-7:00 PM for one-on-one help with resumes, online applications, and more. Job skills workshops will also be offered every other Wednesday. For more information please visit www.bcplib.org/joblab.

GED Prep

presented by Bullitt County Adult Education



We can help you achieve your educational and employment goals!



Experienced JCTC instructors will be on hand at BCPL to offer **assessment testing** and **personalized instruction plans**.

Every Tuesday & Thursday
9:00 AM-2:00 PM
@ Lebanon Junction Branch

To make an appointment, please call 502-213-7908 or 502-213-7979.

Ask our reference librarians about additional GED resources and services!
BCPL's GED Support Contact:
Brandy Ferriell | 502-833-4648 | bferriell@bcplib.org

A BCPL Community Partnership

KentuckianaWorks @ BCPL

Jumpstart Your Future!

KentuckianaWorks and BCPL have partnered to offer outreach services at three of our branch locations. Representatives can assist with all of your career needs.



Services include:
 Customized career advice
 Help optimizing your resume
 Assistance sharpening your interview skills
 Help building your professional network
 Group workshops
 Job leads and job fairs
 Specialized services for qualifying veterans
 Resources for the visually impaired or disabled

KentuckianaWorks service hours are available at three BCPL locations.

WEDNESDAYS	Ridgway Memorial Mt. Washington	9:00 AM-12:00 PM 1:30-4:00 PM
FRIDAYS	Hillview Ridgway Memorial	9:00 AM-12:00 PM 1:30-4:00 PM

Walk-ins are welcome, but to schedule an appointment or for more information, please contact:
Stephanie Nelson | 502-791-6467 | stephanie.nelson@kentuckianaworks.org

Community Partnership



South Central Kentucky Workforce Development Partnership

Logan Co. Public Library • Taylor Shutt
taylor@loganlibrary.org



Overview

Beginning of Partnership

November 2017

Our Progress

- We have 2 workforce/job seeking stations
- We have served 50+ people so far

Why we Joined

Lots of helpful information in one place. It simply made sense for us to become a partner with the workforce board.

South Central Kentucky Workforce Board

The South Central Workforce Development Board serves to lead the development and implementation of a highly-effective workforce development system in the 10 counties of South Central Kentucky in partnership with business, economic development, education and community organizations in the labor market area.

Levels of Service

Purpose of different levels:

- To manage customer expectations to ensure that the Workforce Development Board excels at exceeding customer expectations.
- Allows the locations to determine how much information and quality of service to offer.

3 Levels

- A comprehensive full service center
- A partner affiliate
- A satellite location

Partner Affiliate Site

Why this was the best option for us

- Amount of time we needed to invest
- Amount of space we had
- Added to the services we already offer for job seekers



Benefits of this Partnership

#1

We have added another service or resource to offer to our community.

#2

We don't have to find outside help or pull from our staff to teach resume and other job seeking related classes.

#3

We are making new and strengthening old relationships with other businesses and organizations.



Thank you to the Institute of Museum and Library Services (IMLS) for sponsorship of this webinar.

Follow KDLA on Social Media!

[@KDLALibDev](#)



[KDLA CE](#)



All About the Kentucky Summer Reading Coupon Committee

Tuesday, April 24 – 2:00-3:00 pm ET

The Role of Libraries in Community Recovery Following Mass Tragedy

Wednesday, April 25 – 11:00-12:00 pm ET

Preventing Violence Together – 101

Monday, April 30 – 2:00-3:00 pm ET

Library Link Up: What's New in Small Public Libraries

Thursday, May 3 – 10:00-11:00 am ET

Save the Date

Visit KDLA's [CE Events Calendar](#) to register for more webinars!

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Taylor Shutt

Logan County Public Library

taylor@loganlibrary.org

**THANK YOU
FOR
ATTENDING!**

[KDLA CE Events Calendar](#)

[KDLA Archived Webinars](#)

[KY Library Certification Program](#)

KDLA.Certification@ky.gov