

Tasks – Children’s Staff

Assist Patrons:

- Answer questions
- Find and recommend books for patrons
- Check out items if patron forgot card, or have a book on hold on a different card
- Answer the phone
- Issue new library cards to children
- Update patron’s library accounts and cards
- Assist with self-checkout machines as needed
- Submit patrons’ requests for books we do not have
- Help patrons place holds for items that are checked out

Programming

- Storytimes: Monday, Tuesday, Wednesday, Thursday, and Friday
- Prepare songs, rhymes, and stories to present at storytimes.
- Prep and prepare a craft each month for storytimes
- Prep and prepare crafts for week long themed events
- Book Babies: Tuesday and Thursday
- Pop in and Play – prepare a craft project for each session, set up and put away toys and activities, vacuum
- Family STEM – design the experiment, set up and take down
- Month-long Scavenger Hunt, change locations weekly, maintain statistics, provide a small prize
- Coordinate special storytimes with community partners
- Create monthly calendar of activities to distribute and put online
- Weekly Instagram posts about favorite books or special interest items
- Weekly Facebook posts about children’s programming
- Seasonal Reading Challenges: Spring, Fall, and Winter – design requirements and create a prize for each program
- Summer Reading – Contact local businesses for donations, create a reading log in paper and electronic form, gather small prizes, order books for prizes, create grand prizes
- Plan Summer STEM Adventures, create the experiments and put together kits to distribute to families during the summer
- Plan STEM in the park activities, reserve shelters at the park, run the activity

- Volunteers – collect volunteer applications, complete background checks on each volunteer, train volunteers and schedule them to help throughout summer reading
- Extreme Book Nerd for Kids reading program – create book lists, create prize for this reading challenge, help parents and kids with questions as needed
- Special Edition Buttons and Lanyards – create buttons for programs, order lanyard, check off patrons as they pick up buttons and lanyards.
- Create and print early learning activity calendars
- Create signs and flyers to advertise upcoming programs
- Plan and set up weekly Kinder Ready sessions
- Coordinate with Amanda Meikle for Ready for Kindergarten sessions

Kiosk

- Greet patrons as they enter, thank them as they leave
- Gate security; check patrons' items when the gates beep
- Accept donations and give receipts
- Run overdue and holds notices every morning
- Lock and unlock the library doors
- Schedule meeting rooms
- Open meeting rooms for patrons who have them scheduled
- Check Discovery and Early Learning bags in and out, as needed
- Dump trash at the end of the day
- Clean bathrooms, as required
- Keep track of questions asked, phone calls answered, and cards issued
- Tally questions at end of day and report those numbers

Book duties

- Check books into mending if damaged
- Identify books that can be mended, mend them
- Identify books that can't be mended, reorder them or delete them
- Identify patron damaged books and add fees to those accounts
- Order books for each area
- Maintain knowledge of upcoming titles to be published
- Fix damaged Early Learning and Discovery bags so they can be checked out again
- Shelve carts as they come out on the floor
- Pull holds daily and take them to the book drop
- Manage the book drop and check books in, as needed

Other

- Update award winners' book lists
- Put labels on award winning books
- Look up levels for easy reader books and add leveled stickers to them
- Make bookmarks for the Extreme Book Nerd for Kids' categories
- Tape the spines of board book and Little Golden Books
- Check inventory for craft supplies and children's supplies, request additional supplies as needed
- Create and fill displays
- Straighten Shelves and Shelf read shelves
- Straighten library tables and chairs
- Collect discarded books and check them into in-house
- Reshelve in-house books
- Removed outdated "new" stickers
- Check books into mending if damaged
- Create booklists for EBNK
- Update previously created book lists for the book list slat wall
- Create new book lists for the slat wall
- Put in service requests if things are not working or broken