



Town of Fredonia Public Library: Staff Library

Winter Schedule: August-May

Wednesday- 10:15am -12:15: Watch front desk during Early Literacy, assist with craft/treat as needed. Help check books in/out. Print overdue report. Check to see if any have been checked in. Call overdue patrons. Send out notices for those on final notification. This can carry over to Friday if needed.

Friday- 10:15am -12:15: Every third Story time will be your responsibility. You will pick the theme, books, craft, treat, read to and sing with the Children. When it's not your turn you will help with check in/out and work on your report. After story time on Friday we clean the Library. If you have time you will help. You are a substitute for the Librarian or the Assistant Librarian so there will be times that you will work part of their schedules.

Summer Schedule: June and July

Wednesday (10am-12) & Friday- 10am-2pm: June and July we have summer reading programs for the young children and the teens. You will help plan, prepare and assist during each of the four programs. We will help with the overdue report during this month.

During summer, we have had Interns and may have special projects culling, cleaning, deleting, etc. in which you may play a part. This is generally after story times have ended and before summer reading has begun. Schedules shift as needed and the person in this position needs to be flexible. We will train you as needed for each new program.

You will also be on the Library Board by virtue of your position.