

# Chart 'O Responsibility

<b>Task/Due Date</b>	<b>Owner</b>	<b>Frequency</b>	<b>Notes</b>
<b>Volunteers</b>	Amy	Ongoing	Amy organizes high school volunteers
<b>Scheduling</b>	Megan	Ongoing	Need a day off or have a question about hours? Talk to Megan (and fill out appropriate forms)
<b>Collection Development</b>	Megan & Amy	Weekly	Ordering according to "ordering schedule" Megan orders fiction, non-fiction, and all media including e-books and kindles. Amy orders board books, picture, easy, chapter, and graphic
<b>Constant Contact email blasts</b> <i>Due: by Saturday of each week</i>	Amy	Weekly	Amy writes and sends email blasts about programming
<b>Weekly staff email</b> <i>Due: Each week either Fri or Sat</i>	Amy	Weekly	Amy writes and sends out weekly email to staff
<b>Regular Programming</b>	Megan & Amy	Weekly	Music Makers, Mama Ballroom, Yoga, Drop-In Lego Club, Wee Reads, Tales for Tots, weekend programs

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<b>Preparing Room set-up</b>	Amy	Weekly	Amy prepares and gives custodian the room set-ups for the week
<b>Preschool Storytime Fun</b>	Victoria	Weekly	Fridays at 10:30
<b>Desk Displays</b>	Ferrell	Weekly	At the end of each month Ferrell e-mails Amy information for new month's displays
<b>Dismantling old weekly Lego creations</b> <i>Due: Each Monday night</i>	Elaine	Weekly	Monday nights, Elaine takes apart old Lego creations in preparation for the next day's program
<b>PJ Story time</b>	Joyce	Monthly	Theme and date should be set by the 20 <sup>th</sup> of the previous month
<b>Lego club for older kids</b>	Joyce	Monthly	Theme and date should be set by the 20 <sup>th</sup> of the previous month
<b>Display Organization (endcap and table displays)</b>	Joyce <i>(with assistance from Megan)</i>	Monthly	Joyce populates display worksheet that contains details of all ongoing displays (kept at desk)
<b>Display case</b>	Joyce	Monthly	Joyce organizes and contacts the display case participants

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<b>Statistics</b> <i>Due: by the 2<sup>nd</sup> Tuesday of every month</i>	Ferrell	Monthly	Updates program binder and library-wide excel doc (saved in G drive under "Statistics")
<b>Supply ordering</b> <i>Due: by the 25<sup>th</sup> of each month</i>	Elaine	Monthly	Check supplies (using supply list) and poll staff about what is needed and submit it to Amy
<b>Welcome Bags</b>	Victoria	Monthly	3 <sup>rd</sup> Tuesday of the month Victoria e-mails DHs asking for updated materials, on the 4 <sup>th</sup> Tuesday she prints all documents. Volunteers stuff bags
<b>Lost and Found</b>	Bev	Monthly	Save items from current and previous month
<b>Collection Development Assistance</b>	Bev	As Needed	Bev assists Megan with review magazines.
<b>Weeding</b>	Bev	As Needed	Bev creates lists and weeds with assistance from Megan and Amy

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<p><b>Request Book group books</b> <i>Due: 3 weeks before program</i></p>	Megan/ Jennie	Monthly	
<p><b>Book Club Programs for elementary and middle school students</b></p>	Jennie ( <i>with Megan in the summer</i> )	Monthly	Usually the 2 <sup>nd</sup> to last Tuesday of each Month, books and dates due by the 20 <sup>th</sup> of the previous month
<p><b>Monthly printed calendar</b> <i>Due: by 15<sup>th</sup> of previous month</i></p>	Megan/ Amy	Monthly	Prepare the printed calendar with regular events. Amy and Megan complete calendar.  (saved in G drive under "Calendar of events") <b>EVERYONE NEEDS TO REPRINT WHEN WE RUN OUT</b>
<p><b>Monthly online calendar</b> <i>Due: by 20<sup>th</sup> of previous month</i></p>	Amy	Monthly	Amy uses the print calendar to populate Assabet
<p><b>Monthly elementary age events</b></p>	Kacee	Monthly	Kacee will create word doc with elementary age events and pdf and send it to school librarians.

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<b>Special Programming</b>	Megan/Amy	As needed	Including, but not limited to, programming on every early release Wednesday and during vacation week
<b>Checking on Problem items</b>	<b>OPEN</b>	As needed	Check on items in the "broken" bin. See if items can be fixed now, sent to tech services, or given to Megan
<b>Posters</b> <i>Due: 4 weeks in advance</i>	Kacee	As needed	Update program posters each month, but everyone needs to hang them
<b>New Card Registration</b>	Bev	As needed	Bev double checks information for new card registration and removes "on the fly"
<b>Weeding</b>	Bev	As needed	With assistance from Megan
<b>New spine labels</b>	Bev	As needed	Found a book that needs a new label? Place it on red cart behind the children's desk and Bev will make one
<b>Website</b>	Megan	As needed	Let Megan know if things need to be added or updated to the website
<b>Volunteer Tasks</b>	Everyone!	As needed	If you come across a good volunteer task, please add it to the list on closet door