



**Woodinville Toddler Group**  
**Job Description**  
**CHILDREN'S LIBRARIAN**

**Summary:** The Children's Librarian shall procure, update, repair, and maintain the children's library. S/he is responsible for distributing Scholastic book order flyers, placing the orders, and disbursing the books when received. S/he ensures that all books are stored in an orderly fashion in the storage boxes.

**Estimated Time Commitment:** 1-3 hours/month, depending on tasks

**Important to Note:** Children's books are stored in bins at the home of the Librarian.

Task Calendar	
Time Frame	To Do
August and September	<ul style="list-style-type: none"> <li>● <b>Utilize the monthly themes to organize the children's books.</b> It is helpful to have the books organized in tubs by WTG's themes.</li> <li>● <b>First Scholastic Book Order.</b> Have the first set of book order flyers ready for distribution at the New Family Orientation (held just prior to the first week of school). Prior to orientation, send updated ordering information to our Webmaster for posting.</li> </ul> <p><b>During the Board Set Up, or during an arranged time with the church</b></p> <ul style="list-style-type: none"> <li>● <b>Prepare the laminate board.</b> Materials used for decorating the laminate board are stored with the children's books. Use the list of monthly themes to decorate the laminate board with September's themes.</li> <li>● <b>Set up Children's Library.</b> Fill book shelves without overlapping or overcrowding. Board books should always be included, especially during fall quarter.</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>● <b>Prepare and place a <i>minimum of three Scholastic book orders per year.</i></b> Prepare thirty to forty packets per order.</li> <li>● <b>Rotate books.</b> Rotate books on the bookshelf according to the monthly themes. Books should be attractively displayed without overlapping or overcrowding.</li> <li>● <b>Maintain the laminate board.</b> Use the list of monthly themes to decorate the laminate board with the correct themes.</li> <li>● <b>New Books and Repairs.</b> Label all new books with "WTG" using a black Sharpie marker and then file in the storage boxes. Any books needing repair will be placed in the Children's Librarian's file folder or under the sign-in table. Donate or recycle any books that have seen heavy use; note the title and ask Instructors if the title should be re-purchased.</li> <li>● <b>Online Catalog.</b> All WTG children's books are inventoried in an online catalog and organized in the same subcategories as the physical books in the storage totes. Add any new titles to the WTG collection to the online catalog (with subcategories) and delete any titles removed because of damage, etc. Having a working inventory allows for easy access and review of the WTG children's book collection and also helps with future school purchases. CATALOG: <a href="https://www.librarything.com/catalog/WoodToddlerGroup">https://www.librarything.com/catalog/WoodToddlerGroup</a></li> <li>● <b>Purchase books to be distributed in December and May.</b></li> <li>● <b>Order additional copies of the Children's Book Club book</b> for March event.</li> <li>● <b>If necessary, complete a check request form for reimbursement.</b> Attach all receipts and submit the request to the President's mail folder for approval.</li> <li>● <b>Check your mail folder</b> in the green crate, and the WTG email account on a weekly basis</li> <li>● <b>Check WTG email address</b></li> </ul>

May and June	<ul style="list-style-type: none"> <li>● <b>Remove all children's books</b> after the last class of the year and organize the books in the storage boxes. Leave all scholastic information with the books or in your mail folder for the following year.</li> <li>● <b>Update this job description.</b> Make sure instructions for placing Scholastic book orders (see below) are up to date and send to the Webmaster for posting to our site.</li> </ul>

**Physical Items Held at the Home of the Librarian:**

- 5 large plastic storage containers of children's books. ("BIG Books" are stored at WTG.)

**We Appreciate our Support Team!** In order to recognize the contributions of Support Team members, WTG may offer a small token of appreciation at the end of the year. All families who attend WTG, including support team members, are eligible to apply for a Fee Waiver if needed.