

## **Boyceville HSMS Library Support Staff (Tasks & Responsibilities)**

Respectfully Submitted by: Jen Engel

My daily library routine tries to balance staff tasks/duties and collection management, with student/teacher assistance and enrichment opportunities. Responsibilities range from processing new and current library materials, chromebook distribution, or offering library events and enrichments to encourage students and staff to use the space.

### **START OF DAY (Set Environment Needed for the Day)**

- Seating/furniture arrangement and/or clean up after evening groups
- Prepare Music, Library Media Displays, Library Engagements (Question of Day/Word of Week)
- Bulletins Boards
- Log into computers and Alexandria (Library System)
- Clear desk of miscellaneous items left for the library.
- Check library printer for jams/paper and field questions about printer or workroom needs

### **Admin/STAFF TASKS (Regarding Communication, Supervision, Book Purchases)**

- Communicate with administration and staff regularly about library, needs, and event opportunities.
- Continued work with administration to develop library procedures for CB damages
- Answer emails, make phone calls, follow up with student requests.
- Supervision of Independent Study students, students, groups (COMPASS/Study Hall Support)
- Monthly Meetings with District Librarian and sometimes as a district library staff
- Regular meeting with building principal to discuss library needs and programming
- Works with office on book purchases and library resource purchases.
- Meet with vendors about library materials (as needed)
- I attend CESA 10 Library Forums (3 times per year) to stay current about library trends and details about Library Planning.

### **STUDENT DEVICE CIRCULATION (Chromebooks, Chargers, Damages, Hot Spots Inventory)**

- Working with the IT department, the library has been responsible for the check out and check in of chromebooks inventoried through the library system. This includes generating library cards and printed lists for student check out.
- Library works with IT to maintain updated devices by keeping records through the library system of expiration dates for chromebooks to make plans for replacements and redistribution.
- Library is responsible for assigning chromebooks to teachers for MS CARTS as well as Classroom Storage Cases. This responsibility does not include wiring carts/storage cases with chargers.
- Library staff manages the day to day check out/in of library loaner chromebooks or chargers.
- Circulation Desk troubleshoots basic CB issues (powerwashing/damages) before sending students to IT or Principal for a solution.
- The circulation desk is responsible to issue students with a damaged chromebook with either a replacement or loaner once they have talked with administration.

- Chromebook damages are recorded by library staff before giving damaged devices to IT for repairs.
- Once repaired, the Library is responsible to process devices by either returning them to the student assigned or shelving with the CB model fleet stored behind the circulation desk.
- Working with District Administrator, the Library circulates and manages HOT SPOT devices for students at TCE and HSMS.

### **CIRCULATION DESK TASKS**

- Front Desk Coverage: Check books in and out, update account information of students/staff
- Clear book drop and preshelf items on library carts
- Generate labels for new items. Apply book covers for new items.
- Maintains and repairs labels for already shelved items.
- Manages weekly, monthly periodicals and daily newspapers
- Assist students with finding materials needed for reading or class projects.
- Works with frequent interruptions to assist students and staff needs.

### **COLLECTION MANAGEMENT**

- Sort/review, weed, discard current items.
- Shelve returned books and materials, straightening stacks as books are returned to their proper place, keeping shelves and books organized and managed.
- Updating Library books by:
  - Researching top-rated titles for both Fiction and Nonfiction reading for our school age levels (preteen, teen, and young adult).
  - Ordering new titles for our library,
  - Unpacking book deliveries and prep new books (generating barcodes, stamps, and dust jackets)
  - Shelve items or create display with new titles
- Repair, discard, or replace damaged books and update outdated resources.
- Monthly or seasonal book displays following themes or topics throughout the year.

### **STUDENT SERVICES (Programming & Library Enrichments)**

- Conduct informal and formal opportunities for students to learn library things like: showing them how to access the library (which now includes SORA Overdrive for digital access that encourages trainings for staff and students about SORA), citation formatting (Civics classes), basic research techniques when CB are not allowed, Book Tastings, and other supports to classrooms, groups, and students.
- Last year, I offered two enrichments per month to engage the school in the library (see list).
- Arrange for special events like guest readers, reading week, book fairs, and open houses.
- Solicit ideas from staff about ideas for future programming to support their classrooms.
- Continue developing modern library elements: Maker Spaces for Art, STEM activities, LEGO builds or Exploration Spaces for things like, new music genres and new technologies.
- Continue developing student literacy by offering First Chapter Days, book reads, guest readers days.

## **END OF DAY STUFF**

- Shut down all devices used throughout the day.
- Prepare needed library maintenance tasks for the next day.
- Sweep library for debris and students before locking up the library.

### ***Wrap Up Note...***

Please feel free to ask me any further questions about any of the above things I am currently doing or working on for the HSMS Library.

I've done a lot, but there is more that could be done in regard to student services that I continue to learn about when I attend the quarterly Library Forums through CESA.

# 2025-2026 HSMS Library Enrichments/Support

## AUGUST

- Back to School Open House
- Teacher Favorite Books Display for Back to School
- Chromebook Distribution

## SEPTEMBER

- **9/11 Interactive Virtual Learning Experience** (9/11 Museum, NY)...Makespace: PAPER CRANES
- 9/30 National Library Card Month Guest: Kallie Anderson, Boyceville Public Library
- Genre Book Display...HS English Genre Quiz & Check Outs (Ledgerwood/Huevos)

## OCTOBER

- Exploring MONET'S GARDENS (Virtual Tour)
- Library Open House during Conferences
- *LLC Support...StuCo Unity Day Support (Anti-Bullying) CRUSH HATE: SHARE KINDNESS (co-council)*
- Halloween Event: Edgar Allan Poe's, Tell Tale Heart Guest Reader-Mike Kruszynski (EL Classes)
- Electronic Sorting Hat & "Read Your House" Display (Literary Connection: Harry Potter)

## NOVEMBER

- Veteran Day Artifacts & Books Display
- *LLC Support...StuCo Veterans Day Reception in the LLC*
- *LLC Support...Winter Driving Seminar w/Law Enforcement (Gr.10-12)*

## DECEMBER

- Holiday HUGGE & Makerspace: Ornaments
- *LLC Support...Holiday Letter Writing, Sociology (Engel)*

## JANUARY

- *LLC Support...Communication Class, Public Speeches (Huevos)*
- Makerspace: Valentines for Veterans Project
- *LLC Support...MS Projects: Food/Nutrition 6, Drug/Alcohol 7, Mental Health 8 (Health SCORE)*

## FEBRUARY

- Winter Olympic STEM Days in the LLC: Downhill Ski/Snowboarding Races (Science Classes)
- BOOKFAIR Spring Conferences

## MARCH

- *LLC Support...Reading Week/PINS FOR A GRIN Assembly w/StuCo (co-council)*
- Reading Week Celebration: HR Challenge: Reading *ROAD TRIP*  
Genre Tasting  
1st Chapter Day  
Guest Readers: Ralph Haas & Morgan Fedderly

## APRIL

- *LLC Support...Presidential Project (Civics, Engel)*
- *LLC Support...Forward Testing (MS Classes)*
- Holocaust Remembrance Day, April 14...Laurie Mumm presentation on Berlin and Holocaust Memorial Sites.

## MAY

- End of the Year CB Check In May 20 (Seniors), May 22 (MS Carts) and May 28 (HS Gr. 9-11)
- *LLC Support...MS Service Day, CB Cleaning*