

August 14, 2025

To: Library Board of Trustees  
From: Bruce Gay, Library Director  
Re: Summer Intern Job Description

The Library is incredibly busy over the summer months. We are proposing the addition of a seasonal employee, to work ten weeks covering June and July, to provide additional desk for staff and patrons. The employee would be a currently enrolled library school student seeking practical public library experience. We would reach out to both library schools in the state to fill the paid position.

The Summer Intern would work 20 hours per week for ten weeks, covering a training period at the end of May and the full months of June and July. The intern would be paid at the rate of a Library Associate, starting at \$22.3453 per hour. The wages for the entire period would be \$4,469. The intern would be categorized as a "seasonal" employee, which would not affect the library's overall number of positions.

A draft job description is as follows:

Assists library patrons in selection of materials, use of computer and online services, research, checkout, registrations and other library resources and services. Under the general direction of the Public Services Manager, may be required to perform any of the following tasks:

1. Provides consistent, courteous, and responsive service to all internal and external contacts, adhering to the library's core service values.
2. Assists patrons of all ages in their use of the library at any public service desk.
3. Researches and provides answers to general reference and readers' advisory questions. Questions may be received and responded to in person, by phone or electronically.
4. Assists patrons with locating and requesting materials through interlibrary loan.
5. Schedules meeting room use and maintains meeting room statistics.
6. Ensures compliance with relevant laws and regulations including copyright in connection with use of library materials and resources. Maintains the confidentiality of library records.
7. Assists with special projects as needed.

<b>Requirements of Work</b>	
Currently enrolled in an accredited university Library Science program, with a bachelor's degree and, ideally, coursework in library sciences;	
<b>Knowledge of</b>	<ol style="list-style-type: none"> <li>1. Library and information science.</li> <li>2. Children's, teen and adult literature and readers' advisory resources.</li> <li>3. Information resources available from libraries, the library system and other sources in the community, county, and state.</li> <li>4. The use of general office equipment including computers and relevant software.</li> </ol>
<b>Ability to</b>	<ol style="list-style-type: none"> <li>1. Interpret statistical data, analyze information, and evaluate programs.</li> <li>2. Respond to the needs and interests of all library patrons.</li> <li>3. Prepare clear and concise reports and recommendations.</li> <li>4. Diagnose and troubleshoot technology issues.</li> <li>5. Establish and maintain effective working relationships with supervisors, coworkers, and the general public.</li> </ol>
<b>Skill in</b>	<ol style="list-style-type: none"> <li>1. Listening, oral and written communications.</li> <li>2. Public relations.</li> <li>3. Organization and attention to detail.</li> <li>4. Analytical and problem-solving skills</li> </ol>