



April 3, 2016

Congratulations **Name**,

You have been selected to be a Teen Volunteer this summer, June and July 2016, at the **Northwest** Library.

My name is **Rondia Banks**. I am a librarian at the **Northwest** library. I am your volunteer supervisor. You may contact me at any time. E-mail is the best way to reach me at **rbanks@metrolibrary.org** or call me @ **606-3566**

Important things to know:

1. We will be having a planning session on **April 12, 2013 from 4pm – 6pm**. If you would like to help us plan activities, be responsible for an activity booth, or help decorate for our **Big Opening Summer Reading Party on June 1st**, then you should try to attend this planning session.
2. There are **two** different summer reading training opportunities. You only need to attend one.

Saturday May 4th Noon – 2pm

Friday May 10th 4pm – 6pm

If you cannot attend one of these training sessions, please let me know.

3. I will be creating a work schedule this year. If you would like to send me an e-mail stating what days you would like to work, who you would like to work with, and your vacation days, that would be very helpful to me. I can't promise to give you everything you want, but I will try to create a schedule for the good of all.
4. I will hand out the summer work schedule at our training sessions in May. We have until **May 25th** to make corrections or changes.

5. Remember your User Id and Password! This is very important. Please, please, please do not change your User Id and Password. It will be your responsibility to sign in and sign out each time you work. You will need your User Id and Password to accomplish this task.

Important Dates:

April 12th 4pm – 6pm Planning Session

May 4th Noon – 2pm Training Session

May 10th 4pm – 6pm Training Session

May 25th Final Day to make schedule changes

June 1st Opening Day Summer Reading Party

Contact me if you need further information, and thanks for being a Metro League Summer Volunteer!

Thank you,

Rondia Banks, Volunteer Supervisor

606-3566

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