* Staffing I/S desk (will be drastically scaled back when one of the remaining staff members is out sick, on vacation, on personal time, at meetings)
  + greeting patrons as they enter the building (or while roving) and answering questions
  + registering new patrons and updating existing patron accounts
  + assisting patrons/customers and staff with computers, devices, printing, copying and software
  + assisting patrons with genealogy research, finding obituaries, etc. using fultonhistory.com, newspaper archives, ancestry.com and other relevant digital or print sources, retrieving maps from back office
  + assisting patrons with online search and retrieval
  + teaching people how to search for shared materials using CW/MARS online catalog
  + assisting patrons with resumes, accessing email, resetting passwords, filling out forms and applications online
  + referring people to appropriate people, agencies, etc. “your doctor,” “your accountant/tax advisor,” “your attorney,” Community Action, the courthouse, the town historian, etc.
  + reader’s advisory
  + backing up circulation desk (phones, helping out when desk staff busy)
  + searching for books, DVD’s, CD’s, audiobooks, and placing holds on items retrieved
  + searching for ComCat/WorldCat (Out of Network) items
  + tracking status of ComCat requests
  + providing instruction using microfilm and software
* Maintaining/updating website – adding events posts, adjusting slidedeck, making sure links work
* Maintaining/updating Facebook page
* Computer, printer and copy machine maintenance
* Computer, printer and copy machine troubleshooting – staff and public
* Tech Help sessions (will need to be drastically scaled back)
* Meeting room reservations and training after-hours users; interfacing with Adult Programming, Youth Services, and Teen departments to make sure rooms are booked for programs
* Museum pass reservations
* Adding meetings and library events to Eventkeeper calendar
* Setting up chairs, tables and technology (computers, DVD players, speakers and projectors, for programs/events
* Publicity
  + Weekly listing to newspapers and various media outlets
  + hanging posters for upcoming events
  + printing handouts for those events
  + writing and emailing press releases
  + changing the outdoor sign
  + posting events to Facebook
  + Interface with Recorder for special events and changes in procedures
  + Interface with Children and Teen departments to make sure events are publicized
* Canva – creating digital and print posters/flyers/slidedeck for website/Facebook events
* Scheduling Constant Contact emails to patrons about events
* Ordering materials
* Evaluating donations for reference or Greenfield Room collections
* Tracking monthly statistics – circulation, traffic, computer use, meeting room usage, program, databases, etc.
* Adding patron contact information to Wowbrary and Constant Contact
* Outreach – FCRN meetings, tours for Center for New Americans, information sessions for HS students, interface with community groups booking rooms and setting up trainings,
* Update museum pass ‘last person didn’t return the pass’ letters
* Serve on programming committee – suggest programs, contact presenters, etc.
* Serve as host for library programs
* Addressing patron behavior problems as outlined in the customer behavior guidelines
* National Library Week- Open House and Resource Fair