

Welcome to the role of Liaison, Friends of the Libraries of Cherokee County

Introduce yourself to the branch manager and staff. Be sure to provide your contact information with the branch manager.

After the initial meeting be sure to check with the branch manager to see what their needs might be for the year, such as assistance with programs, etc.

Ask the manager to contact you or the other liaison of your branch, if they need to request money from the FOL funds for programs, materials, etc. Contact the FOL treasurer with the request. Be sure to follow up with the branch manager to ensure funds or materials have been received and if there is anything else FOL can help with.

Reach out to other liaisons or executive team members for assistance or guidance on handling any situations.

There are supplies for your use in the POD. You may use the copier in the branch library for FOL printing copies but use paper from the POD. Be sure to let the staff know that you are using the copier, posting notices, etc.

As the branch liaison, your duties include:

- Organizing, setting up, running, and packing up your branch's FOL Book Sale (if there is one).

- Work at least one time slot at each live/manned sale the second weekend of each month at the WPL bookstore.

- Work with the branch manager to promote FOL membership

- Distribute Birthday cards to the staff members at your branch. It is a small thing but we have had great feedback from the staff. It helps them to know someone is thinking about them.

You are considered a part of the executive board of FOL. As such you will need to attend board meetings once a quarter (January, April, July, October). These are usually no more than two hours on a Saturday afternoon. Attending these keeps you current with what is going on with the organization.