

Roles and Responsibilities of Branch Liaisons Friends of the Knox County Public Library

Volunteer **Branch Liaisons** are “Special Friends” of the Knox County Public Library who want to share their enthusiasm for books, reading, and libraries at a specific branch in their community. The liaison is an advocate for the branch and a personal representative for the Friends organization.

It is recommended that **Branch Liaisons** make time to have an informal chat, ideally once or twice a month, with the branch manager and/or members of the branch staff. The primary goal is to identify how Friends can support the staff at the branch by identifying needs and concerns, creating a “feedback communication loop” between each branch and FKCP, and promoting events and special activities at individual branches.

Branch Liaisons can offer support by participating in any or all of the following ways:

- Communicating and promoting the vision and goals of Friends of KCPL
- Educating others locally about the overall Friends mission in the branch neighborhood (Suggestions: attend business/civic club meetings; share information about Friends membership, events, and committees; and distribute flyers about author events, fundraisers, book sales, etc.)
- Sharing with Friends Board of Directors and committee chairs news of branch events, special occasions, unique offerings, and interesting activities at the branch
- Thanking and supporting branch staff with cards, treats, activities, etc.
- Working book sales sponsored by Friends at designated branches
- Attending events and/or assisting with Story Time or other activities as needed
- Getting acquainted with local representatives such as Knox County Commissioners and others who advocate on behalf of the branch and its community.
- Inviting local representatives to branch events and sharing news of special activities, personnel changes, etc.

To promote and improve communication among **Branch Liaisons**, the chairs of the Advocacy Committee will send emails monthly to gather information and to share ideas, stories, and events. You are encouraged to forward suggestions for promoting and supporting the branches of Knox County Public Library through the Branch Liaisons program.

Advocacy Committee Chairs -- Friends of the Knox County Public Library

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