

Duties of the Friends of the Lacey Library Publicity Coordinator:

1. Promote the Friends of the Lacey Timberland Library to increase:
 - book sale revenue,
 - attendance at bimonthly book sales and book sale shelves in the libraries,
 - book donations and financial donations,
 - FOLL membership,
 - awareness of FOLL and activities,
 - support and advocacy for the Lacey and Hawks Prairie Libraries.
2. Create FOLL book sale flyers, logos, bookmarks, membership forms, brochures, signage, and other items as requested.
3. Manage FOLL Facebook and Instagram accounts and add other social media accounts if needed (book sales, Library reshares and highlights, Friends Facts, staff / Friend profile, books, authors, libraries, fundraising (e.g., Fred Meyer))
4. Post book sale flyers and media notices online for FOLL sales and activities.
 - Several weeks before book sale, draft book sale flyer for review by Book Sales Chair
 - Distribute copies of book sale flyer at Board meeting prior to sale
 - Share flyer jpg with FOLL webmaster
 - At least 2 weeks before sale, post:
 - FOLL Facebook and Instagram
 - Booksalefinder.com
 - KAOS Evergreen radio events calendar
 - KXXO 96.1 events calendar
 - KGY radio events calendar
 - ThurstonTalk events calendar
 - Jolt News events calendar
 - The Olympian events calendar
 - KNKX events calendar
 - Postmygaragesale.com - reaches 5 garage sale websites
 - 1 week before sale, post:
 - Nextdoor.com events calendar
 - Craigslist.com – book sales, garage sales, events
 - Facebook – Thurston County Free, Wanted for Sale, other groups
5. FOLL volunteers distribute print book sale flyers.
 - Lacey Library Lobby bulletin board
 - Book Place / Hawks Prairie book sale shelves / Bargain Cart Lobby
 - Lacey Senior Center
 - Local area coffee shops, grocery stores, gyms, YMCAs, food coop, etc.