

ADDENDUM 2

Friends of the Library Liaison Job Description

The Friends of the Library Liaison is a position taken on by a current professional Berwyn Public Library Staff member who is at least at the Librarian II level and requires the equivalent of 8 hours per week

Required duties of the job include to:

- Behave in a manner that upholds the values, integrity and good reputation of the Library
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with your role at the Library;
- Represent the interests of the Library to the Friends of the Library Board
- Represent the interests of the Friends of the Library to the Library administration and staff
- Solicit, collect, and facilitate the receiving of official funding requests from Library staff to the Friends of the Library Board
- Encourage staff to promote membership in the Friends to patrons directly.
- Manage the donation books as they come into the library and keep the on-going book sale shelves stocked.
- Provide administrative support to the Friends of the Library Board including [but not limited to] managing and controlling the cash flow from the book sale, providing the monthly money count and receipt by the treasurer, and preparing meeting documents.
- Coordinate Friends communication including [but not limited to] the newsletter, the website, the friends@berwynlibrary.org email account, membership communications, brochures, and marketing materials.