Coordinator for the
FLS Daniel W. Casey Library Advocacy Award
Friends of Libraries Section

Term of office: appointed by Section President for three-year term

Election cycle: this position is not an elected office

The **FLS Daniel W. Casey Library Advocacy Award** honors a volunteer member or a group of the library community whose efforts have contributed to the growth of libraries or Friends of the Library organizations.

Established by the Empire Friends (the Library Friends Roundtable of the New York Library Association) in 1993, the “Library Advocacy Award” was renamed to honor the memory of a volunteer who worked as an effective library advocate for 41 years. It was awarded to Dan Casey posthumously in 1995. The award is given annually to recognize individuals or groups whose outstanding volunteer efforts have improved libraries in their community.

**Duties and Responsibilities:**

1. Reviews application on FLS webpage and requests FLS Web Editor to make updates as necessary.

2. Submits press releases to promote submission of applications for the award at least three months before the nomination deadline (June 1).

3. Answers questions from nominators as necessary about the application process.

4. Receives nomination materials and coordinates review of submissions with volunteer readers to select the award recipient.

5. Presents nomination materials for recipient selected by review committee to Executive Board for examination and approval at Executive Board meeting following submission deadline.


7. Notifies all nominators of the results of the selection process. Provides “Certificates of Merit” to any applicants designated “Honorable Mentions” by the review panel.

8. Submits press releases to announce the recipient of the award to the FLS Newsletter Editor. Distributes public relations announcements statewide following the FLS Annual Membership Meeting.

9. Provides name of recipient to FLS Conference Curator who submits the information by September 15 to the NYLA Executive Director for the NYLA Awards.
Banquet program at the NYLA Annual Conference.

10. Arranges with NYLA Executive Director to have an individual award plaque made for presentation to the recipient. (Wording of plaque to be reviewed by Coordinator and Section President.)


12. Requests the Section President to announce the award at the FLS annual membership meeting.

13. Coordinates the date and location of the presentation ceremony with the nominator and recruits Executive Board members to attend to present the award.

14. Oversees update with current recipient for archival list of recipients on the Dan Casey Award bookmark and the FLS webpage with assistance of FLS Web Editor.

15. Attends Executive Board meetings as necessary. Presents a brief written report for each Board meeting to be included in the electronic meeting archives.

Reviewed by the Executive Board, 10/20/14; 2/8/19; 9/21/20

file: casey award coordinator job description