



## Friends of the Library Report

April 15, 2020

Dear Library Board,

1. In light of the growing concern and vigilance surrounding the efforts to stop the spread of COVID-19, Mayor Berke has further limited staff allowed inside the Library. Currently, the maintenance staff, Corinne, Jason, Chief Administrative Officer, and Mary Jane, Assistant Director, have been given authorization to enter the building. Corinne determined it was okay that Dawn, the FOL office manager, can continue to come into the Library to keep online sales going and deal with all accounting.
2. The FOL March meeting was canceled. We plan on doing a Zoom meeting for April.
3. April book sale has been postponed
4. The FOL phone line has been forwarded to Dawn's cell number in case she is no longer to come into the library.
5. We have added to the FOL website a link to raise funds to support additional virtual programming, expanded availability of e-books and audio books, and other related expenses that could arise from our current crisis.
6. Have provided Dawn with direction on daily tasks and operating procedures in the event she is no longer allowed in the library.
7. Applying for the PPP Loan to cover payroll expenses.
8. Finalized membership levels so that we can begin a membership drive within the following weeks.
9. Filing for an extension for the 990 Form and working on the 940 filing

Anne