



## Friends of the Library Report

August 12, 2020

Dear Library Board,

1. Software update. Committee approved. Paperwork has been submitted. The software should be coming in soon. On Thursday, July 30th FOL had a call with the Implementation Specialist with what FOL needs to submit for data to be applied to the program.
2. Conflict of Interest Form, Policy and Penalties was sent out once again. These are finally starting to come in.
3. The Strategic Plan for outlining various committees, members and responsibility went up for vote and was approved.
4. For the membership drive, we decided the best method for this year was to ask each council member to forward email addresses and names for 10 people they believe would be very likely to support the FOL. We will send out letters and follow up with calls along with our current list of members. This will begin once we have the new software program in place.
5. Bill Rush - gave information on a grant funding safety and wellbeing and education at this time. Venture Forward has details on their website. First come first serve. Opening on August 1st - Sept. 30th. Michael Watson will check in with Library grant writer about this. Michael and Meg are also meeting this week to discuss a grant which should help fund the software purchase as well as other operation expenses.
6. Dawn, our office manager's husband, was transferred to Pennsylvania. She is working remotely until we can find a new office manager. Job description has been created and will be posted soon. Created an Ad Hoc committee who will meet to review, and set up interviews, then decide. The goal is a new office manager within the month.
7. The office manager's job should not be filling online orders. This takes an enormous amount of time. New office manager will not be filling orders or working as many hours. So we are looking at an online sales position to be created. A person who would be a good fit for this has been identified. We are working on the budget for these two positions.