NEW BOARD MEMBERS

2020

SUSH SHANTA
CARLOS HAMPTON
CAROLINE WALKER
ALEXIS WILLIS

2021

RYAN KOPET
ERIKA ROBERTS
SHARON LAW
BOARD OF DIRECTORS

Anne Najjar - Executive Chair
Meg Beene - Vice Chair
Alex Hooper - Treasurer
Michael Henry - Secretary
NEWEST TEAM MEMBERS

Janet Christoph

Kerry Blohm
NEW OFFICE MANAGER - KERRY BLOHM

► HOSPICE OF CHATTANOOGA, Chattanooga, TN
► Administrative Assistant for The Hospice of Chattanooga Foundation, August 2017 – Present
  • Manage database using Blackbaud Raiser’s Edge software – input all donations
  • Generate reports, acknowledgement letters and donor letters
  • Prepared expense reports utilizing expense management software
  • Assist with event planning, logistics and operations
  • Assist with preparation for and prepare minutes for board meetings, conferences and seminars

► MARK LONGLEY, CPA / MILLER & MCPHAIL, CPAS, PLLC, Chattanooga, TN
► Office Administrator, August 2015 – August 2017
  • Manage front office – greet & assist clients, coordinate meetings, answer phone, schedule appointments
  • Set up, organize and maintain client files, manage inventory and stocking of office supplies
  • Process and assemble financial statements and monthly reports for business clients
  • Process and assemble personal and business tax returns, file returns using tax software application
  • Update A/R, make deposits, generate invoices
  • Data entry for bookkeeping and payroll clients
STRATEGIC PLAN

Build Outreach Capacity
1. Develop a communications plan
2. Build Strategic Partners with business/groups

Increase/Diversify Membership
1. Evaluate and revise member program
2. Develop programming to support memberships

Advocate for Library

Financial
1. Increase revenue
2. Diversify revenue stream

Build Organization capacity to support work of other pillars
1. Database
2. Reporting and Filing
3. Evaluate FOL staff needs
4. Technology Review

Energize and develop leadership pipeline
1. Board Job Descriptions and Expectations
2. By laws Review
3. develop activities to increase cohesion

Annual Budget
NEW ONLINE SALES COORDINATOR

Volunteer to Team Member
10 hours per week
Pulls, packages, and mails books
Frees up office manager
Within annual budget
NEW MEMBERSHIP LEVELS

► *Mind Space*: $25 (student level annual membership)
► *Preschool Pals*: $25 (annual opportunity for mothers w/ programming for the kids)
► *Maya Angelou Society*: $100 (annual commitment)
► *William Shakespeare Society*: $250 (annual commitment)
► *Ex Libris Legacy Society*: $1,000 (annual commitment)
The official name of the organization will be changed to The Chattanooga Public Library Foundation.

Article 2 Section 3 reflects the new name for the membership program. It will retain the Friends of the Library as a name and will become a standing committee with a Chairperson.

Article 5 - changes the name of Executive Council to Board of Directors.

Article 7 - outlines changes to the Committee names and structure. Most notably the Membership and Book Sale Committees will be combined into one committee to produce streamlined processes and Board Chair oversight.
CONFLICT OF INTEREST POLICY

ADDITION TO CIP:
Section 4c-
If it has been determined that board members have failed to disclose conflicts of interest, they will be in violation of the Conflict of Interest Policy and Statement and will be asked to resign. If the board member fails to resign, a simple majority can vote to remove the member in violation from the board.
INTERNAL IMPROVEMENTS

Consolidation of Funds

➤ Accounts with small amounts of money that had been sitting for years.

➤ Funds were consolidated with the purpose honoring the donor’s original intent and continuing library growth and needs.

➤ Used the funds to replace equipment on the 4th floor.

Items Purchased

➤ The purchase of Smart Extruder + and Tough Filament necessary for 3D Printer operation

➤ A lens for the Glowforge

➤ Compact filter cartridge needed to run the laser cutter in
The tool is remarkably data-wise, given that it keeps your database clean of useless information, and it gives you the full picture your business’s health.

- **Multi-channel fundraising.** The multi-channel fundraising aspect helps you to incorporate many channels into your strategy to achieve better results.

- **Payment processing.** eTapestry relies on Blackbaud Merchant services to enable you to process your credit card or debit card, or the online forms. The payment solution is fast, secure and affordable.

- **Social media finder.** The social media finder helps you find the social media handles of your prospects, so that you can easily communicate with them and invite them to your events.

- **End-to-end event management.** eTapestry provides a comprehensive event management solution that allows your organization to sell tickets online and send event invitations through online channels.

- **Premium security.** eTapestry guarantees security through the latest firewalls, storage devices, and router settings. It provides an environment where your data is secured from viruses, natural disasters and attacks.
The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll.

Doug Hightshue with Smart Bank was instrumental

Received 2.5 months of payroll expenses to be used for payroll and other operating expenses

$10,000 grant received in October to fund Raiser's Edge Software Implementation and office technology upgrades

Funds were received from the Osborne Foundation Donor Advised Fund at the Community of Foundation of Greater Chattanooga
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<tr>
<th>Build Outreach Capacity</th>
<th>Increase/Diversify Membership</th>
<th>Increase revenue</th>
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<tbody>
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<td>• Revise FOL brand</td>
<td>• Need a big push to increase membership</td>
<td>• Add corporate support -</td>
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<tr>
<td>• Identify new and current channels</td>
<td>• Enact new membership levels</td>
<td>membership</td>
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<tr>
<td>• Develop message brand or other</td>
<td>• Develop programming to support memberships</td>
<td>• Increase online book sales</td>
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<tr>
<td>marketing materials</td>
<td></td>
<td>• Increase number of members</td>
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<td>• Build Strategic Partners with</td>
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<td>annually</td>
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<tr>
<td>business/corporations</td>
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<td>• Add fundraising event</td>
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