

August 27, 2024 Systems Report

FOSCL Website by Lisa Snyder

Completed

Committee Reports

- Created a 2023 and a 2024 Report page for the following and linked the pages to the appropriate Committee Report page: Library Director, Nominations, Systems Manager, President, Secretary, Beach & Bay Cottage Tour, Book Sales, Ad Hoc School Partnership, and Ad Hoc Publicity/Communications

Meeting Agendas

- Created a 2023 and a 2024 Meeting Agendas page and linked both to the main Meeting Agendas page

Ad Hoc Development Committee Page

- Created an Ad Hoc Development Committee page and a 2024 Report page
- Added a link to the Committees section on Board Members Only page

Changes

- Updated new FOSCL phone number on website
- Uploaded the 2024-2025 Selective Insurance Policy Document to the Finance Committee page
- Uploaded revised 5-Year Financial Summary

Planned

Meeting Minutes

- Upload official Meeting Minutes from December 2023 to April 2024

School Partnership Program

- Add a School Partnership Program container (circle) with link to related text on the Home page
- Waiting for approved text from the Communications Committee

Changes

- Continue to make changes based on input from FOSCL Board

Beach & Bay Cottage Tour Website by Kathy Jankowski

Completed

- Completed Sneak Peeks
- Completed posting artwork and restaurant raffle information
- Daily updates for sponsors, donors, and advertisers
- Answered emails to website
- Answered phone calls
- Conducted training sessions for checkin volunteers
- Executed cash transactions for raffle purchases during checkin times
- Provided computer support

Planned

- Calculate total systems costs for B&BCT Tour
- Complete budget for 2025 B&BCT Tour
- Begin work on 2025 B&BCT Tour website.

FOSCL Office Systems Hardware & Software by Liz Salonick

Planned

- Provide technical support to Pam Miller and to new Treasurer
- Set up a generic login to Quickbooks so Liz or someone in her position can provide support.

FOSCL & B&BCT Software by Kathy Jankowski

Planned

- Investigate need to keep Constant Contact application versus WIX for mass mailings for both FOSCL & B&BCT.
- If Constant Contact will no longer be used, transfer all contacts to WIX.

- Begin preparing budget for both websites taking into consideration that more work may be handled by the WIX consultant. This will, of course, increase the budget considerably.
- Create a list of all software with costs and dates when they will expire.
- Continue to respond to email sent to info@foscl.com
- Update systems documentation and provide to Lisa and Liz.
- Schedule monthly systems meetings.