

Executive Secretary Report – April 2020 – Audrea Buller

Membership statistics			
Type	April 2019	January 2020	April 2020
Total (incl. 113 comp and 6 life)	420	422	415
Total Institutional (including 3 comp; 1 life)	40	37	36
Total Personal (including 110 comp; 5 life)	255	258	251
Total Book Marks Subscriptions	4	7	6

Comp = legislators and institutions such as ALA and OCLC

Account Balances			
	April 2019	January 2020	April 2020
Wells Fargo Savings	\$21,043.56	\$15,048.35	\$15,048.95
Wells Fargo Checking	\$8,101.67	\$9,284.04	\$6,141.47
Ameriprise Savings Certificate 20190001	\$16,067.48	\$16,224.81	\$16,281.66
Ameriprise Savings Certificate 3001	\$20,500.67	\$20,664.39	\$20,734.21
Raney Endowment	\$95,543.00	\$99,721.39	\$81,926.10

Tasks

- ◆ Completed board meeting prep
- ◆ Completed general duties (membership renewals & reminders, bank deposits, bills, mail, etc.)
- ◆ Set up the website for online registration for both vendors attendees
- ◆ Had the 2019 Taxes prepared by H&R Block and will be getting them to the audit committee to review before sending off by July 15th which is the new due date because of Covid-19
- ◆ Actual balance of the checking account is \$1238.25 (as of 4/23/20)
 - Bills Due-
 - \$500 EST Contract a month
 - \$300 Bookmarks Editor Contract a month
 - \$2425.50 YM (Membership Software)
 - Affinpay – Credit Card usage - \$15-\$40 depends on transactions
 - Funds available without fees to transfer
 - \$1749.32 / \$2222.22 = 3971.54 from Ameriprise

- \$15,048 Wells Fargo Savings
- \$8400 Raney Account (For Scholarships)
- My Recommendation is to transfer from Savings \$6000.00 to cover three months of contracts and YM bill hopefully by July we have vendors and member registrations coming in for conference. Or we can take some from Ameriprise and Savings for now since we haven't taken anything from Ameriprise in the past. I am just not sure how long it would take to get a check. We could take from Savings if nothing else and when the Ameriprise funds came deposit in Savings in case we need it later.