

Executive Secretary Report – September 2019 – Audrea Buller

Membership statistics			
Type	September 2018	July 2019	September 2019
Total (incl. 113 comp and 6 life)	440	424	451
Total Institutional (including 3 comp; 1 life)	45	41	43
Total Personal (including 110 comp; 5 life)	395	410	408
Total Book Marks Subscriptions	3	4	3

Comp = legislators and institutions such as ALA and OCLC

Account Balances			
	September 2018	July 2019	September 2019
Wells Fargo Savings	\$21,039.98	\$21,044.65	\$ 21,046.28
Wells Fargo Checking	\$44,891.62	\$6,716.97	\$ 33,331.69
Ameriprise Money Market Funds/ Brokerage account	\$15,917.63	\$16,067.48	\$ 16,117.74*
Ameriprise Savings Certificate	\$20,332.30	\$20,500.67	\$ 20,557.10*
Raney Endowment	\$98,989.72	\$93,543.00	\$ 95,303.93*

*These balances are as of June 30th. New quarterly statements will come beginning of October.

Tasks

- ◆ Completed board & general meeting prep including compilation & printing of annual report
- ◆ General duties (membership renewals & reminders, bank deposits, bills, mail, etc.)
- ◆ Set up and administered general election
- ◆ Processed conference registrations. We have a total of 155 registrants. With 22 exhibitors.
- ◆ Responded to conference questions
- ◆ Worked with PR committee regarding awards. Purchased plaques and corsages. Arranged purchase of additional banquet tickets.
- ◆ Facilitated 1 e-votes and a survey
- ◆ Filed the Annual report of our incorporation paperwork