

Executive Secretary Report – September 2017 – Stephanie Brewer

Membership statistics			
Type	September 2016	June 2017	September 2017
Total (incl. 113 comp and 6 life)	424	445	455
Total Institutional (including 3 comp; 1 life)	38	42	49
Total Personal (including 110 comp; 5 life)	374	393	406
Total Book Marks Subscriptions	12	10	11

Comp = legislators and institutions such as ALA and OCLC

Account Balances			
	September 2016	June 2017	September 2017
Wells Fargo Savings	\$21,027.33	\$21,032.03	\$ 21,033.64
Wells Fargo Checking	\$61,803.54	\$23,806.97	\$ 47,324.62
Ameriprise Money Market Funds/ Brokerage account	\$15,763.03	\$15,767.69	\$ 15,767.73
Ameriprise Savings Certificate	\$19,890.08	\$20,091.56	\$ 20,109.98
Raney Endowment	\$72,837.12	\$87,011.10	\$ 88,803.41

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 168 registrants.
- ◆ Purchased conference supplies, completed registration list and name tags
- ◆ Responded to conference questions
- ◆ Worked with PR committee regarding awards. Purchased plaques and corsages. Arranged purchase of additional banquet tickets.
- ◆ Researched Articles of Incorporation for completion of license decal application
- ◆ Attended LAC phone meetings
- ◆ Purchased raffle prizes
- ◆ Facilitated 2 e-votes