

Executive Secretary Report – September 2018 – Audrea Buller

Membership statistics			
Type	September 2017	July 2018	September 2018
Total (incl. 113 comp and 6 life)	455	421	440
Total Institutional (including 3 comp; 1 life)	49	41	45
Total Personal (including 110 comp; 5 life)	406	377	395
Total Book Marks Subscriptions	11	4	3

Comp = legislators and institutions such as ALA and OCLC

Account Balances			
	September 2017	July 2018	September 2018
Wells Fargo Savings	\$21,033.64	\$21,038.34	\$ 21,039.98
Wells Fargo Checking	\$47,324.62	\$16,885.82	\$ 44,891.62
Ameriprise Money Market Funds/ Brokerage account	\$15,767.73	\$15,818.51	\$ 15,917.63*
Ameriprise Savings Certificate	\$20,109.98	\$20,220.83	\$ 20,332.30*
Raney Endowment	\$88,803.41	\$83,571.12	\$ 92,989.72*

*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 168 registrants.
- ◆ Worked with LAC committee to have name tag lists and meal tickets for packets to put together and meal numbers for the caterers.
- ◆ Responded to conference questions
- ◆ Worked with PR committee regarding awards. Purchased plaques and corsages. Arranged purchase of additional banquet tickets.
- ◆ Attended LAC meetings
- ◆ Obtained proper paper work from the State and City of Sioux Falls to hold the raffle
- ◆ Facilitated 1 e-votes and a survey