



Montana Library Association

From the Mountains to the Prairies

MLA Board Reports

Office held/Chair of: **Executive Director/Conference Planner**

Reported By: **Debbi Kramer**

Date: **January 16, 2018**

At the beginning of the new fiscal year I began doing a monthly report of my job tasks and sending it to the MLA President. I also have a timesheet of hours spent in the MLA office for anyone who would like to look at them. I am doing it for two reasons: So I can remember what tasks I performed during each month and so MLA members can see the amount of time that goes into administering a non-profit. Most weeks I put in between and 25 to 35 hours in the MLA office answering emails, attending educational or advocacy webinars and working on many aspects of planning the annual conference and other MLA events.

Monthly duties:

- Pay Independent contractors
- Update Quickbooks with claims information
- Update Quickbooks with payments for dues, etc.
- Send Claims to President for signature
- Send membership cards for member renewals and new memberships
- Reconcile the PayPal monthly statement
- Reconcile the monthly bank statement
- Send claims, bank statement, PayPal statement, claims, revenue receipts to MLA Treasurer to reconcile monthly expenditures and revenues (double check the MLA ED financial transactions)
- Attend State Library webchat

The handbook has been totally updated. Lisa, Mary and Jonna Underwood were kind enough to read over the updates and send me suggested improvements. Moving forward updating the handbook is going to be an ongoing task. I will set up a schedule to deal with sections of the handbook so that every two years the entire handbook is considered and updates are made as they happen. Updating the handbook all at once is much too big a job. I want to thank all of you who took the time to answer my emails and make the changes to your sections yourself. As you know your job descriptions, duties better than I do. Stephen and I will be posting the new manual on the website in the next few months with a completion date of April 1, 2018.

Next big task will be updating the Membership database by adding Montana librarians who are working but have not contacted MLA and deleting members who have moved to different vocations or Trustees who are no longer in their positions.