

President's Quarterly Report December 2, 2005

- Checked all rooms at both hotels after conference. Cleared out all material and supplies that belonged to NDLA
- Received bills from both hotels in Grand Forks and tabulated them, determining that all numbers were accurate
- signed off on expenses of 2005 conference
- kept file on all expenditures for conference
- participated in emails regarding expenses for conference
- discussed refunds of registrations via emails
- organized and tabulated evaluations-sent emails regarding evaluations
- handed off Vice President tote box with conference material
- received President's tote box and read all material in it
- sent emails to Vice President regarding hotel contracts, conference budget and theme
- sent programming and overall conference evaluation to Vice President
- wrote article for the *Good Stuff*
- sent in Budget request form to Finance Chair for Executive Board expenditures for 2006
- conducted electronic business for 3rd quarter Treasurer's Report
- filled out evaluation forms on Robin Silverman's keynote speech per her request
- determined time and place for December board meeting and directed executive secretary to make arrangements for meeting room
- attended two day meeting of ND Library Coordinating Council. Analyzed and evaluated 10 grant applications for LSTA funds disbursed through the ND State Library
- presented Librarian of the Year award to Cheryl Tollefson, Director of Dickinson Public Library
- Typed out conference resolutions. Sent to appropriate representatives
- called for quarterly board reports for all members
- compiled agenda for December board meeting

**Respectfully submitted,
Jeanne Narum**