

**NDLA Executive Secretary #26**  
**Quarterly Report to the Executive Board**  
**March 9-July 9, 2007**

**Executive Board:**

My activities since March 9, 2007, include the following:

**March 9-31, 2007**

- Attended Board meeting in Valley City
- Checked NDLA mail box 2 times & distributed mail, including cookbook orders
- Provided balloting materials to Christine Kujawa

**April 1-30, 2007**

- Checked NDLA mail box 2 times & distributed mail
- Prepared press release for National Library Week & distributed to statewide media
- Prepared billing letter for *Good Stuff* ad
- Exchanged emails with Donna James re: conference plans/arrangements & raffle

**May 1-31, 2007**

- Reviewed Board member reports before March 9 Board meeting
- Prepared my report for the Board meeting
- Checked NDLA mail box 2 times & distributed mail

**June 1-30, 2007**

- Checked mail box 2 times & distributed mail, including cookbook orders

**July 1-9, 2007**

- Checked mail box 1 time, distributed mail, including cookbook orders
- Prepared billing letter to *Good Stuff* advertiser
- Prepared report to Board

Submitted by:  
Cathy A. Langemo  
Executive Secretary