

**NDLA Executive Secretary #24  
Annual Report to the Executive Board  
2006-2007**

**Executive Board:**

My activities during 2006-2007 include the following:

**September 25-30, 2006**

- Sorted through materials from the conference & reorganized; had films developed
- Checked NDLA mail box 1 time & distributed mail as appropriate

**October 1-31, 2006**

- Checked NDLA mail box 3 times & distributed mail as appropriate, including cookbook orders
- Organized conference photos & provided 1 set to Marlene Anderson for *The Good Stuff*
- Provided awards information to Marlene Anderson for *The Good Stuff*
- Provided 1 set of conference photos to Marlene Anderson for *The Good Stuff*

**November 1-30, 2006**

- Checked NDLA mail box 3 times & distributed mail, delivered cookbook orders to Marlene Anderson
- Made meeting location arrangements for December Board meeting in Jamestown
- Reviewed minutes for September Board meetings
- Reviewed Board member reports before December Board meeting; prepared my report for Board meeting
- Confirmed arrangements for December Board meeting; organized materials for Board meeting

**December 1-31, 2006**

- Checked NDLA mail box 3 times & distributed mail as appropriate, including cookbook orders
- Did not attend Board meeting because of death in family

**January 1-31, 2007**

- Called Mike Safratowich re: December contract fee amount
- Checked NDLA mail box 2 times & distributed mail as appropriate, including cookbook orders

**February 1-28, 2007**

- Checked NDLA mail box 2 times & distributed mail as appropriate, including cookbook orders
- Prepared billing letter for *Good Stuff* ad
- Checked with Beth about making March Board meeting arrangements
- Made arrangements for, gathered materials for, set up, attended and tore down Feb. 15 exhibit at Capitol

**March 1-31, 2007**

- Reviewed Board member reports before March 9 Board meeting
- Prepared my report for the Board meeting
- 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**

- Checked mail box 2 times & distributed mail

**June 1-30, 2007**

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

**July 1-31, 2007**

- Checked mail box 2 times, distributed mail, including cookbook orders
- Sent email to Board members re: materials/information needed & schedule for Conference materials preparation

**August 1-31, 2007**

- Checked NDLA mail box 2 times & distributed mail as appropriate
- Sent email reminding Board members of materials I needed for the Conference Program Book & Awards Banquet Program
- Drafted Conference Program Book and Awards Banquet Program; gathered assorted graphics; did Internet research for better photos of presenters, etc.
- Emailed drafts of Conference Book and Awards Banquet Program for Board review
- Gathered awards information for ordering plaques
- Lined up donated photocopier for conference

**September 1-14, 2007**

- Checked NDLA mail box 1 time & distributed mail as appropriate
- Made final arrangements for donated photocopier for conference
- Revised & finalized Conference Program Book & delivered it to the print shop; reviewed proof
- Ordered awards plaques; proofed text
- Revised & finalized Awards Banquet Program & delivered to print shop; reviewed proof
- Prepared my annual report to the Board & membership; printed all Board member annual reports & delivered to print shop
- Cleaned out & organized materials to take to Board meeting & conference

Submitted by:

Cathy A. Langemo  
Executive Secretary