



Association Manager Monthly Activity Report

Name: Rebecca Beckley

Date: October 2019

Meetings Attended

- Attended 10/11/19 Eboard Board meeting. Booked meeting room at Shrewsbury Library for December Eboard meeting.

Membership/ Customer Service

- Attended the second and third Engage webinars to learn how to use the ALA virtual advocacy tool.

Conference

- N/A

IT

- Worked with Wild Apricot Support to change mailing address on renewal form. Also determined that members cannot change their level while renewing, Wild Apricot only supports a level change through the member profile.

Outside Agencies

- Created and sent September joint MLA-NELA report.
- Received ALA-MLA joint report and created records for new student members.

Financial

- Sent email reminders for aging receivables (15 over 30 days old, total owed \$3,760 to MLA)
- Continued to make bank deposits, record in Quickbooks and save records for Treasurer.

Goals Met:

- Continue to archive files from Wild Apricot for storage on Google Drive. Continue to update Website.

Goals for Next Month:

- Create ALA monthly report process documentation. (ongoing)
- Work with Brian Herzog, original author, to create infosheet for Library Value Calculator. (ongoing)