#6

## Q1 1) Chapter Contact Information

<table>
<thead>
<tr>
<th>Chapter Name:</th>
<th>Minnesota Library Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>400 S 4th St.</td>
</tr>
<tr>
<td>Address 2:</td>
<td>Ste 754E</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Minneapolis</td>
</tr>
<tr>
<td>State/Territory:</td>
<td>MN</td>
</tr>
<tr>
<td>ZIP:</td>
<td>55415</td>
</tr>
<tr>
<td>Primary E-mail Address:</td>
<td><a href="mailto:mla@management-hq.com">mla@management-hq.com</a></td>
</tr>
</tbody>
</table>

## Q2 2) Date Completing This Survey

Month/Date/Year 07/29/2019

## Q3 3) Fiscal Year Reporting

Start Date/End Date January 2018 - December 2018

## Q4 4) List contact information for survey respondent who could answer questions from Chapter Relations Office about this survey.

<table>
<thead>
<tr>
<th>Survey Respondent</th>
<th>Hannah Buckland</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address</td>
<td><a href="mailto:hannah.buckland@state.mn.us">hannah.buckland@state.mn.us</a></td>
</tr>
<tr>
<td>Phone</td>
<td>612-582-8792</td>
</tr>
</tbody>
</table>
Q5 5) What is the final revenue and expense total for fiscal year being reported (answer requires a figure rounded to the nearest dollar)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$271,281.21</td>
</tr>
<tr>
<td>Expenses</td>
<td>$163,502.76</td>
</tr>
<tr>
<td>Unrestricted Net Assets</td>
<td>$241,618.42</td>
</tr>
</tbody>
</table>

Q6 6) Were there changes made to your management or staffing during fiscal year you are reporting on?  
Yes

Q7 7) If yes, what changes were made to management or staffing?  
Executive director resigned; interim executive director appointed

Q8 8) List the number of FTE or PAID staff (e.g., 0, 1, 2, 3 . . . )  
MLA employs an association management company (Management HQ) for their paid staff. We have a team that works on behalf of MLA, but no singular employee is fulltime for MLA alone.

Q9 9) List paid staff by title and FTE (e.g., Director FTE 1)  
Respondent skipped this question

Q10 10) List the number of Board Members (whole number only; e.g., 6)  
12

Q11 11) Is your Chapter Councilor a Board Member?  
Ex Officio

Q12 12) Is the Chapter Councilor elected or appointed?  
Elected

Page 5: Membership Information

Q13 13) Were there changes made to your membership categories dues rates during fiscal year?  
No

Q14 14) If yes, what changes were made to your membership categories dues rates?  
Respondent skipped this question

Q15 15) Chapter Membership (renewal period)  
Anniversary Year Based
Q16. Dues Structure for regular personal members

Graduated (fee levels based on salary)

Q17. Please list applicable fee or percentage for regular personal members.

Highest graduated fee: $30
Lowest graduated fee: $230

Q18. Please list number of Chapter Members by category (only by categories you use; do not count twice)

- Personal: 383
- Student: 168
- Trustee: 17
- Retired: 14
- Library/Institution: 30
- Total of Any Other Categories: 96

Q19. Provide the total number of all members (Regular Personal, Institutional, etc.) at end of fiscal year. Totals of all the membership categories listed above should equal total entered here.

708

Q20. Chapter Membership compared to last year

Declined

Q21. Did membership grow or decline?

Declined by What Percentage (if known)? 8.88%

Q22. If membership increased or decreased by 2% or more, please explain or surmise cause.

Respondent skipped this question

Q23. Which membership management software does your chapter use?

Your Membership

Q24. To the best of your ability, please briefly describe the pros and cons of the MMS that you've purchased.

It can handle reporting on different aspects of our membership, handle event tracking/sign up, handle email distribution to entire membership or subsects of membership and hosts our front end website.
Q25 25) Which features do you wish your MMS had?

None that we can think of.

Page 6: Annual Conference

Q26 26) Please provide the following financial information about your Chapter's Annual Conference during the reported fiscal year (answer requires a figure rounded to the nearest dollar).

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$152,066.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$95,650.00</td>
</tr>
</tbody>
</table>

Q27 27) Please Provide the Following Non-Financial Information about Your Chapter's Annual Conference (if not applicable, insert n/a).

<table>
<thead>
<tr>
<th>Month</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Prior Lake, MN</td>
</tr>
<tr>
<td>Length of Total Conference (pre- and conference) in Days</td>
<td>2</td>
</tr>
<tr>
<td>Total Number of Attendees</td>
<td>521</td>
</tr>
<tr>
<td>$ Conference Registration Rate for Regular Member</td>
<td>$275</td>
</tr>
<tr>
<td>$ Conference Registration Rate for Regular Nonmember</td>
<td>$410</td>
</tr>
<tr>
<td>Total Booths/Tables of Exhibits</td>
<td>35</td>
</tr>
<tr>
<td>$ Charge for Standard Booth</td>
<td>$700</td>
</tr>
<tr>
<td>$ Charge for Standard Table</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Number of Program Offerings</td>
<td>100</td>
</tr>
</tbody>
</table>

Q28 28) Is there a discounted registration rate for your conference? If so, have you worked with other groups to cover those costs? Please be as specific as possible.

Early-bird rates. Also, members of WLA, ILA, SDLA, or NDLA (the surrounding state library associations), may register at the MLA member rate.

Q29 29) Did Your Chapter Meet Its Budget Projections for Its Annual Conference? Met

Q30 30) Did Your Association Try Something New at This Conference? If So, Please Briefly Explain What It Was and What Your Association Hoped to Achieve.

Respondent skipped this question

Q31 31) Was It Successful?

Respondent skipped this question
Q32 32) Will your association try this again at future conference?  
Respondent skipped this question

Q33 33) List Your Association's Most Successful Events Held during Conference.  
Respondent skipped this question

Q34 34) Share Outstanding Keynotes or Speakers (include topics, please).  
Respondent skipped this question

Q35 35) If you have one, how many attendees participate(d) in your State Advocacy/Legislation Day? (whole number only; e.g., 20)  
60

Q36 33) Did your Chapter use a virtual advocacy tool for State Library Legislative Day?  
Yes

Q37 37) List Major Activities, Accomplishments of Your Association during Fiscal Year (e.g., Library Legislative Day, legislative successes, new strategic plan, trainings, etc.).  
Developed new strategic plan for 2019-21

Q38 38) List Major Issues Facing Your Association (e.g, budget, membership, structure, systems, competition, etc.).  
Membership

Q39 39) Is there a separate school library association in your state?  
No

Q40 40) Is there a separate college or academic library association or section in your state?  
No