



Arkansas Library Association  
Executive Board Meeting  
Saturday, February 27, 2016 10:00 am  
Heber Springs, AR

AGENDA

- I. **Call to Order** – *Judy Calhoun, President*
- II. **Roll Call & Minutes** – *Nicole Stroud, Secretary/Treasurer*
- III. **President's Report/Executive Committee** – *Judy Calhoun*
- IV. **ALA Councilor's Report** – *Lacy Wolfe*
- V. **Executive Administrator's Report** – *Lynda Hampel*
- VI. **Financial Report** – *Mindy Hodges, Financial Advisor*
- VII. **Consent Agenda – Committee Reports\***  
\*Verbal Reports if pulled from the consent agenda
  1. ALPS
  2. IT Round Table
  3. Future Conference Site
  4. AR Libraries Editor & Board
  5. Public Relations
  6. Scholarship
- VIII. **Old Business**  
2016 budget
- IX. **New Business**  
Editorial Journal  
IT Round Table  
Public Relations  
Scholarship  
ArLA Logo
- X. **Correspondence/announcements**  
Date change for June Meeting
- XI. **Public Comment**
- XII. **Adjournment**



## Arkansas Library Association

**Date:** February 27, 2016

**Committee:** ArLA President's Report

**Activities:**

- Thank you letters were written to the Audit Committee, expressing gratitude for their time and support.
- Created a Dropbox folder to share with the executive committee. Will share with the entire board at the retreat.
- Upon approval of the Executive Committee, contract for the Executive Administrator was revised and signed.
- Upon approval of the Executive Committee, the hotel contracts for both ALPS and ArASL were signed.
- Met with conference chair, Shawn Manis and legacy chair, Dwain Gordon at the University of Arkansas, Little Rock to discuss this year's conference.
- Contacted Brett Williams regarding chair for youth services division. Brett's contact information had changed. Updated the board information and notified Lynda and Ron.
- Communicated with April Shepherd and members of the ArLA Centennial committee concerning the ArLA logo with the book image. Attempting to locate the creator of the design so that we may adopt the logo as an official logo of ArLA.
- Met with the Executive Committee on January 8<sup>th</sup> at 1:00 at the Arkansas State Library. Ruth Hyatt demonstrated using Adobe Connect for future executive committee meetings. Held a practice meeting with the committee remotely on January 27<sup>th</sup>. After a few bumps and bruises, the meeting went very well.
- Made a site visit to the retreat location in Heber Springs and the Embassy Suites in Rogers with Lynda Hampel. Toured both hotel facilities and signed the revised contract with the Embassy hotel.
- Composed letters to the association for a membership drive. Folded and stuffed envelopes for almost 800 letters with Lynda Hampel. The Arkansas State Library was kind enough to mail them for the association. Many thanks to Carolyn Ashcraft.
- Sent thank you notes to members who made donations during the membership drive.
- Corresponded with Cleburne County Library Director, Zac Cothren concerning a visit to his newly renovated library during the board retreat.
- Sent sympathy card to David Eckert on behalf of the board for the loss of his father.
- Composed article for the *Arkansas Libraries* journal.
- Marriott site visit with Lynda Hampel, Dwain Gordon and Shawn Manis.
- Contacted the Jay Carter and Erin Waller with Arkansas Advocates for Public Libraries requesting sponsorship of our legislative chair for the 2016 National Library Legislative Day. Sponsorship was approved for \$1000. A thank you letter was sent.
- Updated ArLA officer information with ALA Chapter Relations Program Officer, Don Wood.
- Composed welcome letters to the Arkansas Leadership Institute ALL-In members.

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date February 4, 2016

Name Lacy S. Wolfe

Report of (Division/Roundtable/Committee) ALA Councilor

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

- Attended ALA Midwinter in Boston, MA January 8-12 in order to represent Arkansas at Councilor Forums and Meetings
- Wrote follow-up report of conference activities and submitted it to Britt Murphy for inclusion in state library journal

Additional Comments:

A resolution was passed during Council supporting the 2015 Advocacy Implementation Plan. The resolution calls for state chapters (and others) to adopt the advocacy plan "in order to move forward the advocacy goals and ensure the success of libraries and the profession across the nation." The plan specifically calls for "all libraries and all states [to] have an advocacy plan." What can we do as Arkansas librarians (and the Arkansas Library Association) to advocate for our libraries? Publicizing National Library Week in April and Library Card Sign-up Month seem like a good start.

2015 Advocacy Implementation Plan <http://www.ala.org/groups/advocacy-implementation-plan>

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

## **ArLA Board Meeting Report**

February 1, 2016

Lynda Hampel, Executive Administrator  
Information Only

### **Contracts for 2016:**

Marriott Hotel Contract - completed and signed for ArLA Annual Conference, November 6- 8, 2016.

Embassy Suites Hotel, Rogers, AR Contracts - 2017 and 2018 Annual Conferences.

Quality Inn, Heber Springs, AR - 2016 Executive Board Retreat.

The Hotel Hot Springs, Hots Springs, AR - 2016 ALPS Conference.

Confirmed keynote speaker for ALPS Conference

Holiday Inn Airport, Little Rock, AR - 2016 ArASL Conference.

Executive Administrator Management Contract

### **QuickBooks (Bookkeeping):**

2015 Admin. Fees for ALPS and ArASL (conference registrations)

Fund Balance journal entries (yearend balance for ALPS, ArASL & Scholarship).

Bank Reconciliations - December and January

Proposed Budget for 2016

### **Membership:**

Printed envelopes, letters and membership forms to mail out.

Updated membership renewals in database.

Updated membership renewals on website (on going process)

Emailed membership renewal reminders to members due for January and February.

Mailed letters and invoices to in-state colleges and universities.

### **Miscellaneous Activity:**

Updated bank signature cards reflecting 2016 President, Vice President and Secretary/Treasurer

Site visits, with President Judy Calhoun

Quality Inn, Heber Springs for upcoming board retreat.

Embassy Suites, Rogers for 2017 and 2018 Annual Conferences

Marriott Hotel, Little Rock for 2016 Conference, along with S. Manis & D.Gordon

Signed up with Amazon Smiles to obtain a commission from sales as a nonprofit entity.

Received LEAF financial backup and deposited balance to ArLA Checking.

Researched Pay Pal and Square credit card processing information. Retained the "Square" credit card processing system and received the reader for my iphone and ipad to process payments remotely.

Participated in Adobe Connect to meet remotely with Executive Committee

Regular correspondence with President Judy Calhoun

Financial Report

Not Yet Submitted

12:02 PM  
02/11/16  
Cash Basis

**AR Library Assn.**  
**Balance Sheet**  
As of January 31, 2016

	Jan 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash In Bank	
1001 · ArLA Checking	39,250.14
Total 1000 · Cash In Bank	39,250.14
Total Checking/Savings	39,250.14
Other Current Assets	
1100 · Investments	
1102 · AR Library Assoc. CD	25,775.28
Total 1100 · Investments	25,775.28
1201 · Undeposited Funds	9,869.65
Total Other Current Assets	35,644.93
Total Current Assets	74,895.07
<b>TOTAL ASSETS</b>	<b>74,895.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3000 · Net Assets	72,260.67
3020 · Net Assets - Annual Admin Fee	3,166.84
3110 · ArASL Fund Balance	-667.79
3120 · ALPS Fund Balance	
3121 · ALPS Conference Awards	5,519.18
3120 · ALPS Fund Balance - Other	3,989.67
Total 3120 · ALPS Fund Balance	9,508.85
3130 · Scholarships Fund Balance	28,784.01
3900 · Retained Earnings	-41,433.80
Net Income	3,276.29
Total Equity	74,895.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>74,895.07</b>

12:01 PM  
02/11/16  
Cash Basis

AR Library Assn.  
**Profit & Loss**  
January 2016

	General	Scholarship	TOTAL
Ordinary Income/Expense			
Income			
4200 · Membership Dues			
4201 · Institution Dues	250.00	0.00	250.00
4200 · Membership Dues - Other	5,795.00	0.00	5,795.00
Total 4200 · Membership Dues	6,045.00	0.00	6,045.00
4500 · Scholarship Income	0.00	490.00	490.00
4800 · Other Income	416.65	0.00	416.65
4900 · Interest & Dividends	1.95	0.00	1.95
Total Income	6,463.60	490.00	6,953.60
Gross Profit	6,463.60	490.00	6,953.60
Expense			
5201 · Management Expenses	2,000.00	0.00	2,000.00
5250 · Board Expenses	-158.06	0.00	-158.06
5400 · Telephone	77.48	0.00	77.48
5420 · Postage	10.88	0.00	10.88
5700 · Travel & Entertainment	1,556.63	0.00	1,556.63
5750 · Conferences & Meetings			
5757 · Printing	163.03	0.00	163.03
Total 5750 · Conferences & Meetings	163.03	0.00	163.03
5950 · Bank Service Charges	27.35	0.00	27.35
Total Expense	3,677.31	0.00	3,677.31
Net Ordinary Income	2,786.29	490.00	3,276.29
Net Income	2,786.29	490.00	3,276.29

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2/1/2016 Name Sloan Powell

Report of (Division/Roundtable/Committee) ArASL

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required                     

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

Ashley Cooksey, ArASL conference chair has been working hard to create a wonderful conference for school librarians and media specialists across the state. The dates will be July 21 and 22 and will most likely be held in Little Rock.

I received an email from a new school librarian in the state inquiring how to join ArASL. I encouraged her to join ArLA and then join the ArASL division.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.



ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2-4-2016 Name Lisa Holiman

Report of (Division/Roundtable/Committee) ALPS

Agenda Item: Yes ☒ No ☐ If Yes, Anticipated Time Required 5-10 minutes

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Discuss and submit budget. Does ALPS receive a credit card for misc. items for conference like years past? Or do we submit purchase requests to Lynda? And do we need ArLA approval for any purchase? Would ArLA like to present a session at ALPS to recruit members?

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

I have filled out and submitted ALPS 2016 Budget to Lynda Hample. Made reservations to attend retreat in Heber Springs.

Additional Comments:

NA

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

College & University

Not Yet Submitted

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2/1/2016 Name Johnice Dominick

Report of (Division/Roundtable/Committee) Public Libraries & Trustees Division

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required                     

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☐

Activities Since Last Report:

We are actively recruiting presenters to for the 2016 conference. Thanks to former chair Ashley Burris being proactive, we have booked Jennie Garner who will present on staffing and workflows. Ms Garner presented on the topic at the 2015 Association for Rural and Small Libraries Conference. My main goal this year is to get great presenters that will encourage greater conference attendance from public libraries and trustees. If you or someone on your staff would like to present on something relevant to public libraries or trustees please let me know.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date February 9, 2016 Name Pamela Meridith

Report of (Division/Roundtable/Committee) Reference and Instruction Services Division

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

- The RISD committee (Anne Simpson, Rebecka Virden, and Pamela Meridith) met on November 24, 2015 to discuss annual goals and projects.
- Rebecka Virden designed and conducted an email campaign to enlist more RISD members. At least one new member joined at that time.
- On 1/28/2016 the Budget Request for \$1200 was forwarded to the ArLA Executive Administrator.

Additional Comments:

The RISD Spring Meeting will be hosted by the Gordon Library at UACCMorrilton on Friday, April 15 at 10am. Dr. Jan Ziegler, Chair of Opening Hearts and Minds grant project, will present a cultural diversity awareness program and discussion based on the non-fiction book "Enrique's Journey" by Sonia Nazario, as a useful tool for local community education and discussion. This topic is appropriate for all library types.

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form  
(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)

Date 2/11/2016 Name Linda Evans

Report of (Division/Roundtable/Committee) Resources & Technical Services Division

Agenda Item: Yes \_\_\_\_ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action \_\_\_\_\_

Summary of Action to Be Recommended (If Action Required):

No Report

Does This Require A Change In Policy/Procedure? Yes \_\_\_\_ No ☒

Activities Since Last Report:

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board  
Consideration. Thank You.

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2/4/16 Name Janice Weddle

Report of (Division/Roundtable/Committee) Special Libraries Division

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☐ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☐

Activities Since Last Report:

\*The Special Libraries webpage was updated by the webmaster to include my contact information and add Dwain Gordon's name to the list of previous chairs for 2015.

\*Joanna Delavan, from UAMS Library, agreed to serve as the Division's Vice Chair this year.

\*I submitted the 2016 Budget Request Form to the Executive Administrator, in which I requested no monies for the division this year.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date February 15, 2016 Name Frances Hager

Report of (Division/Roundtable/Committee) Government Documents RT

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required                     

Information Only                      Action                     

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

No Report

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board  
Consideration. Thank You.

ArLA Board Meeting Report Form

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Date 2/10/2016 Name Carol Coffey

Report of (Division/Roundtable/Committee) Information Technology Round Table

Agenda Item: Yes ☒ No ☐ If Yes, Anticipated Time Required 10-15 minutes?

Information Only ☐ Action ☒

Summary of Action to Be Recommended (If Action Required):

I want to recommend that the name of the Information Technology Round Table be changed to Digital Services Round Table.

Does This Require A Change In Policy/Procedure? Yes ☒ No ☐

Activities Since Last Report:

No report.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.



ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2/19/16 Name Brett Williams

Report of (Division/Roundtable/Committee) Youth Services Roundtable

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

Brett Williams was re-confirmed as Chair of Youth Services Roundtable.

I have reached out to several state youth librarians, however, none have volunteered to be Vice-Chair or Secretary. I will bring this up at two youth workshops in March in hopes of having a full table by the April board meeting.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2/26/2016 Name Amber Gregory

Report of (Division/Roundtable/Committee) Awards Committee

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

The Chair of the Awards Committee was invited to coordinate with ArLA's Conference Committee by Shawn Manis, chair of the Conference Committee. The Awards Banquet is a key part of annual conference, I look forward to this collaboration.

The Awards Committee is working on a time line of tasks to complete culminating with the Awards Banquet at the ArLA annual conference.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date 2-11-16 Name Shawn Manis

Report of (Division/Roundtable/Committee) Conference Committee Chair

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

I have been working with Dwain Gordon the Conference Budget and various forms. I met with Judy Calhoun and Dwain about potential committee chairs and members. Amber Gregory has agreed to be the Awards Chair, Debbie Hall is the Scholarship Chair, and Rebecka Virden is the Program Chair. Johnice Dominick is considering my request to be a Program Co-Chair. I am still contacting potential Chairs and members.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.



		Per person with tax		
	Break in Exhibits Sunday PM	\$ 15.00	200	\$ -
	Dinner Sunday (awards dinner)	\$ 36.49	200	\$ 3,000.00
	Break in Exhibits Monday AM	\$ 15.00	200	\$ 7,298.00
	Lunch Monday -Plated with speaker	\$ 36.49	200	\$ 3,000.00
	Break in Exhibits Monday PM	\$ 15.00	200	\$ 7,298.00
	Breakfast Tuesday - Business Meeting	\$ 36.49	200	\$ 3,000.00
	Break Tuesday AM IF we have the registrations # s		170	7,298
<b>Hotel &amp; Sun Belt</b>				<b>\$ 14,400.00</b>
	Conference Rooms & table décor			
	Audio/Visual			\$ 2,100.00
	Tables & drapes			\$ 9,000.00
				\$ 3,300.00
<b>Additional</b>				<b>\$ 12,750.00</b>
	Speakers presenters			\$ 5,000.00
	Keynotes			
	Survey monkey			
	Printing & mailing			\$ 1,700.00
	Conference bags			\$ 1,550.00
	Scholarships			\$ 1,500.00
	Conference Misc.			\$ 3,000.00
	Special events			\$ -
	Author lunch expense			
<b>Tours</b>				
<b>Administrative Expenses</b>				



[illegible]

[illegible]




Covered under the administration budget

Covered under Partnership budget

ArLA Board Meeting Report Form

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Date 2/11/16 Name Dwain Gordon

Report of (Division/Roundtable/Committee) Future Conference Site

Agenda Item: Yes X No      If Yes, Anticipated Time Required 5 minutes

Information Only      Action X

Summary of Action to Be Recommended (If Action Required):

Request approval of Future Conference Site Committee members –  
David Eckert – Ex Officio  
Dwain Gordon Chair  
Karen Wells  
John McGraw  
Jennifer Ballard

Does This Require A Change In Policy/Procedure? Yes      No X

Activities Since Last Report:

Planning to create a Future Conference Site Guidelines document.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board  
Consideration. Thank You.

ArLA Board Meeting Report Form

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Date February 11, 2016

Name Lauren Drittler

Report of (Division/Roundtable/Committee) ArLA Constitution Committee

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

The constitution committee has been looking into revisions to the Constitution and Bylaws. One major change we are working on, is combining the constitution and bylaws into one document and moving other items to the ArLA Manual. A final list of recommended changes will be provided at the ArLA Board Retreat. Our committee has met once, with another meeting schedule for February 19.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

*(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)*

Date February 2016 Name Ashley Parker-Graves

Report of (Division/Roundtable/Committee) Emerging Leaders

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required

Information Only ☐ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

No Report

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board  
Consideration. Thank You.

Intellectual Freedom

Not Yet Submitted

ArLA Board Meeting Report Form  
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Date Feb 22, 2016

Name Hadi Dudley

Report of (Division/Roundtable/Committee)  
**Legislative Committee**

Agenda Item: Yes No If Yes, Anticipated Time Required

**Information Only** Action

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes No

Activities Since Last Report:

Hadi Dudley reported that President Obama's Fiscal 2017 Budget cut more than \$500,000 for the Library Services and Technology Act (LSTA) and nearly \$950,000 for Grants to States programs. It is too early to know the impact this will have on Arkansas projects. Programs funded through the Arkansas State Library's "Grants to States" include Traveler database project, Library for the Blind & Physically Handicapped, Center for the Book, summer reading program and other services (see attached illustration below). The federal cut does not impact State Aid to Public Libraries.

Dudley reported that National Library Legislative Day is scheduled for May 2-3 in Washington, DC. The Advocates for Arkansas Public Libraries (AAPL) group has approved sponsorship costs up to \$1,000 for ArLA's Legislative Committee Chair to attend the event. This partnership is the result of ArLA President Judy Calhoun's request to support our association, and will be recognized accordingly. To date, the following people have confirmed attendance: Carolyn Ashcraft, Amber Gregory, Hadi Dudley, Donna McDonald and Leisha Callan. Anyone interested in joining the Arkansas group is encouraged to attend. For ArLA members unable to travel to DC, ALA's virtual advocacy tool will be shared by Dudley prior to May.

Regarding public library funding in Arkansas, Dudley reported that AAPL is still working on a grassroots level for reinstatement of state funding to public libraries. It is the group's hope that the governor will return the funding to the original level. If this approach does not work, a potential sponsor for a legislative bill will be approached. There is also an effort to change the name of budget category to more clearly communicate it is direct funding, not 'grants' for libraries. It was estimated that 2,000+ postcards were mailed to legislators by library advocates last fall.

Additional Comments:

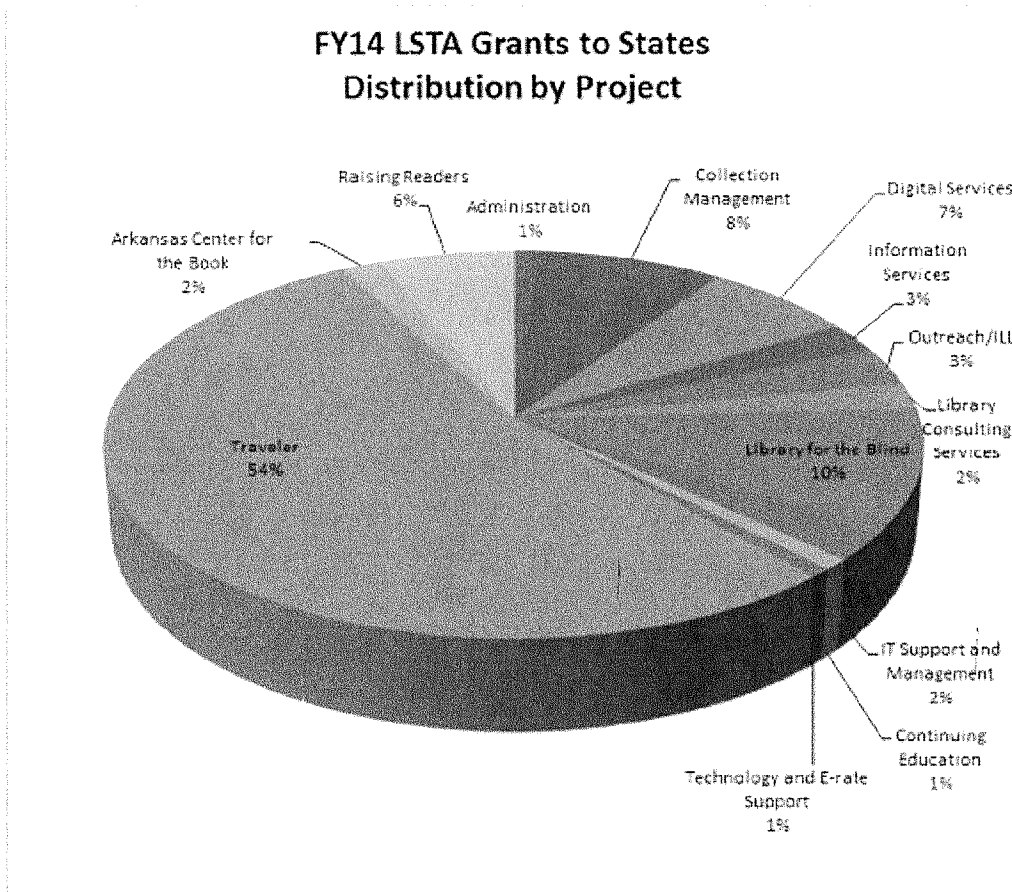
Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

Chart courtesy of the Arkansas State Library, February 12, 2016.

The State Program Report (SPR) for the LSTA Grants to States program was submitted to IMLS January 29, 2016.

This is an annual report on the expenditures of federal funds provided to the Arkansas State Library by the Institute of Museum and Library Services through the Grants to States program. Following are two pie chart graphs showing the distribution of the federal funds. The first is Distribution by Project and the second is Distribution by Category. The total amount of the FY14 Grants to States award for Arkansas was \$1,792,501. Expenditures took place October 1, 2014 through September 30, 2015.

A more detailed report will be generated and made available at the May ASL Board meeting.





ArLA Board Meeting Report Form

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Date 2 February 2016

Name Britt Anne Murphy

Report of (Division/Roundtable/Committee) Arkansas Libraries Editor & Board

Agenda Item: Yes ☒ No ☐ If Yes, Anticipated Time Required 10 minutes

Information Only ☐ Action ☒

Summary of Action to Be Recommended (If Action Required):

Discussion and vote to approve scheduled publishing of Arkansas Libraries for 2016, increase pricing of ads, and help from the PR Committee to promote ads.

Does This Require A Change In Policy/Procedure? Yes ☒ No ☐

Activities Since Last Report:

The editorial board of the journal would like to bring forth recommendations for the ArLA Board to discuss and approve:

- 1) ArLA will publish a combined issue (Spring/Summer) of Arkansas Libraries in May 2016.
- 2) We predict the pages of this issue to increase from 24 to 32, with an increase in printing and mailing of about \$575 if it's mailed to all ArLA members. The printing cost increases to \$2.80 per issue from the current \$2.25 per issue (if the print run of 500 decreases, we don't know how this affects pricing).

Additional Comments:

The combined issue will include one iteration of all columns.

Our layout editor would be paid an issue and a half for the combined issue (\$1,500).

We recommend an increase in our pricing of ads and help from PR to promote this to vendors. Change full page (8.25 x 10.75) from \$125 to \$200, half page (7.75 x 5) from \$65 to \$100, and quarter page (3.5 x 5) from \$35 to \$50.

If the Association is still in dire straights by August, there's a possibility we could repeat this scenario with the Fall and Winter issues.

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date 2/12/2016 Name Rebecca Rasnic

Report of (Division/Roundtable/Committee) Marketing

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action \_\_\_\_\_

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

Nicole Stroud and Kristen Cooke have joined the Marketing committee. We are looking forward to a productive year.

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date 2/12/2016 Name Carol Hanan

Report of (Division/Roundtable/Committee) Membership / New Members

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

Jerrie and Carol had email discussions over getting current members to renew, and will discuss ways to recruit new members to ArLA at the board retreat.

Additional Comments:

As of 10 February 2016, ArLA has 211 members. 29 of this members are ALL In attendees that ArLA provided free memberships to (so 182 paid members). Any suggestions for increasing membership will be greatly appreciated.

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date February 15, 2016 Name David Eckert

Report of (Division/Roundtable/Committee) Nominating

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required

Information Only  Action

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

No Report

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date 2-8-16 Name Cassandra Barnett

Report of (Division/Roundtable/Committee) Public Relations

Agenda Item: Yes ☒ No ☐ If Yes, Anticipated Time Required 10-15 minutes

Information Only ☒ Action ☒

Summary of Action to Be Recommended (If Action Required):

I recommend that the Public Relations Committee be allowed to sunset. It's only activity is to send announcements about the award winners to local newspapers the Awards Committee or the Marketing Committee.

Does This Require A Change In Policy/Procedure? Yes ☒ No ☐

Activities Since Last Report:

1. Templates for announcing Annual award winners were developed.
2. Announcements of the Annual Awards winners was sent to local newspapers.

Additional Comments:

I will not be able to attend the retreat. However, I do not think it is necessary to table the question of sunseting the Public Relations Committee. To be frank, I think the Board needs to serious consider just how many standing committees this organization has. In order to be more responsive and nimble, the number of standing committees should be few with opportunities for specific tasks to be taken up by task forces.

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Board Meeting Report Form

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Date February 26-27, 2016 Name Debbie Hall

Report of (Division/Roundtable/Committee) Scholarship

Agenda Item: Yes ☒ No ☐ If Yes, Anticipated Time Required 5 minutes

Information Only ☐ Action ☒

Summary of Action to Be Recommended (If Action Required):

The Scholarship Committee recommends that one scholarship be awarded annually alternating between the ArLA Annual and School Library Media Specialist . The recommendation is that the ArLA Annual scholarship be awarded in 2016 and the School Library Media Specialist awarded in 2017.

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

Activities Since Last Report:

The Scholarship Committee met December 30, 2015. Those present were Debbie Hall, Ashley Cooksey, Brenda Miner, and Valerie Thwing. Discussion centered on the Scholarship Fund and how to ensure the full Scholarship Fund amount is maintained. The committee agreed that awarding only one scholarship per year until sufficient funds are available is appropriate at this time. The annual raffle at Conference will continue and we will also have a table at the ArASL conference. Discussion also covered a possible fund raising campaign for the Scholarship Fund which would include a mailing to Association members.

Additional Comments:

15 people contributed to the Scholarship Fund in January for a total of \$500. It is imperative to have a separate account so these funds can be added for the account to grow. Thank you notes were written and mailed to those who contributed. The notes from the December 20 Scholarship Committee meeting are attached.

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.

ArLA Scholarship Committee  
December 30, 2015 10:00 am  
Debbie Hall, Chair, Ashley Cooksey, Brenda Miner, Valerie Thwing

The financial status of ArLA and the Scholarship Fund were discussed and plans for the upcoming year were established.

#### Scholarship Award

Due to the financial constraints the recommendation is for one Scholarship Award per year – alternating.

2016 – Arkansas Library Association Annual Scholarship

2017 – Arkansas Library Association School Library Media Specialist Scholarship.

- The Committee would like to see the amount donated to and raised for the Scholarship Fund from the last 5 years. Debbie will contact Lynda Hampel, Executive Administrator, for this information.
- Ashley will work on getting contact information for school librarians so that we can get them involved.
- Debbie will attend the ArASL Conference in the summer with a Scholarship booth to raise awareness as well as raise money with a raffle.
- Debbie will contact Lynda Hampel about sending a receipt to those who donate to the Scholarship Fund for tax purposes.

#### Scholarship Fund

- Ensure the \$25,775 Certificate of Deposit is placed into a separate Scholarship Fund savings account.
- Ensure that funds (when available and will not place an undue hardship on the ArLA general account) be deposited into the Scholarship Fund savings account to bring the total up to the original \$30,000+.
- Ensure that all funds donated to or raised for the Scholarship Fund are deposited into the Scholarship Fund savings account.
- Investigate the best investment tool to grow the Scholarship Fund. Work towards an endowment that will be large enough for interest earned to fund a scholarship award.
- Write guidelines for the Scholarship Fund savings account and any other type of future investment.
- Work with the Constitution Committee to incorporate the Scholarship Fund into the Constitution and By-Laws.

#### Fund Raising

- Continue the raffle at Annual Conference. Look into having prize(s) donated with the possibility of having more than one prize at different ticket prices.
- Contact membership list for donations – possibly start a campaign. Investigate the cost of a membership-wide mailing.
- Work with the Board about a percentage of the LEAF Basket Auction proceeds going to the Scholarship Fund.

### ArLA Board Meeting Report Form

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Date 2/8/16 Name Ron Russ

Report of (Division/Roundtable/Committee) Web Services

Agenda Item: Yes ☐ No ☒ If Yes, Anticipated Time Required \_\_\_\_\_

Information Only ☒ Action ☐

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ☐ No ☒

#### Activities Since Last Report:

Updated the contact information for the new executive board as well as committee, division and roundtable web pages. Compiled data from the web services survey. While there were only 37 respondents, there was some interesting suggestions and we will try to keep that in mind, once we start the ArLA Website redesign, in earnest. Janice Weddle has graciously volunteered to work on the ArLA Facebook page. So, if you have any items for that, contact her at [janice@library.arkansas.gov](mailto:janice@library.arkansas.gov).

#### Additional Comments:

President Calhoun asked me to look into some web meeting software and see what was available at little or no cost. No cost options usually have less features and limitations compared to cost options. Zoom for instance, allows 50 participants, and unlimited meetings, but you are limited to 40 minutes a meeting. Join.me has a free option for unlimited meetings for 10 participants. Doesn't seem like there is a duration limitation there. GoToMeeting has a free option for 3 people and anymeeting has a free option for 4 people. Paid basic plans start around \$180/year and can run up to \$300/year depending on the company you work with. A lot really depends on budget and needs.

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.