

**Arkansas Library Association  
Executive Board Meeting  
Saturday, February 27th, 2016 (10:00am)  
Quality Inn Conference Center, Heber Springs, AR**

*The meeting was called to order by President Judy Calhoun at 10:35 a.m.*

**Members present:**

*Executive committee: Judy Calhoun, President; David Eckert, President-Elect; Nicole Stroud, Secretary; Jerrie Townsend, Past President; Lynda Hampel, Executive Administrator; ALA Councilor, Lacy Wolfe*

*Division chairs: Ashley Cooksey (in place of Sloan Powell), ArASL; Lisa Holiman, ALPS, Philippe Van Houtte, College and Universities; Johnice Dominick, Public Libraries/Trustees; Pamela Meridith, Reference Services; Linda Evans, Resources & Tech Services; Janice Weddle, Special Libraries*

*Round Table chairs: Frances Hager, Government Documents; Carol Coffey, Information Technology; Jay Strickland, Two Year Colleges; Brett Williams, Youth Services*

*Committee Chairs: Amber Gregory, Awards; Shawn Manis, Conference; Dwain Gordon, Future Conference; Lauren Drittler, Constitution; Ashley Graves, Constitution; John Paul Myrick, Intellectual Freedom; Britt Anne Murphy, Journal Editor; Heather Hays, Journal Assistant Editor; Hadi Dudley, Legislative; Rebecca Rasnic, Marketing; Carol Hanan, Membership/New Members; Debbie Hall, Scholarship; Ron Russ, Web Services*

**Visitors:** N/A

President Calhoun thanked all for attending.

Jerrie Townsend made a motion to to approve December 2015 afternoon board meeting minutes. Debbie Hall seconded. Approved unanimously.

**Executive Board Reports**

*President's Report*

President Calhoun's written president's report was shared prior to today's meeting, and it can be found in the ArLA Master Dropbox folder. There were no questions/comments. Ron Russ moved to accept the report, Brett Williams seconded. Approved unanimously.

*ALA Councilor Report*

Lacy Wolfe gave the ALA Councilor report. Her report is also in Dropbox. She attended midwinter and had a good experience. She noted the learning curve for new ALA Councilors, and she thanked past Councilor Hadi Dudley for her helpfulness. She reported that a resolution was passed at ALA regarding an advocacy implementation plan. ALA is encouraging all libraries in all states to formalize and implement advocacy plans. She also reported that Carla Hayden, director of Baltimore library system, was nominated by President Obama to serve as the Librarian of Congress. ALA supports this nomination. Lastly, there is an ALA election coming up in March. She reminded everyone to vote. Profiles of candidates are available in American Libraries. A motion to accept the ALA Councilor's

report was made by Hadi Dudley, Philippe Van Houtte seconded. Approved unanimously.

#### *Executive Administrator Report*

Lynda Hampel's executive administrator report was made available in advance of today's meeting, and can also be found in Dropbox. Lynda noted that she is amending her report with regards to the date of the annual ArLA conference. It will be held Nov 13-15, 2016 (NOT Nov 6-8). A motion to accept the executive administrator report was made by David Eckert, and Janice Weddle seconded. Approved unanimously.

#### *Financial Report*

Our financial advisor, Mindy Hodges, is not able to be present today. A paper copy of her report was passed out (SEE ATTACHED). A motion to accept the report was made by Jerrie Townsend, and Carol Coffey seconded. Approved unanimously.

#### **Consent Agenda**

Judy would like to use this format today and going forward, to save time at board meetings. Reports are made available in advance. Those who ask to be included in the meeting agenda will be given an opportunity to speak, while those reports that are informational only will not be discussed. A motion to accept all reports in the consent agenda was made by Debbie Hall, and Shawn Manis seconded. Approved unanimously. The remaining reports will be discussed under new business.

#### **OLD BUSINESS**

##### **2016 Budget**

It was discovered that the Reference Services Division's request for conference funds was inadvertently excluded from the 2016 budget, and President Calhoun noted that this oversight will be addressed at our April board meeting. Jerrie Townsend moved to accept the 2016 budget as presented, and Dwain Gordon seconded. Approved unanimously. (SEE ATTACHED)

#### **NEW BUSINESS**

##### **Editorial Journal**

Britt Murphy reported that the Arkansas Libraries journal has an editorial board that offers editing guidance and other input for the journal. The board originally decided to publish an online-only issue for spring 2016, but after further consideration it was recommended to combine Spring/Summer into one print issue. The combo issue would go to printer May 1. It would be a bigger issue, so the cost would be higher than usual, but less than the cost of two separate issues. The layout editor is paid for an issue and a half, rather than two full issues. Britt is also recommending increasing ad expenses from \$125 to \$200, and she asked for the support of the public relations committee to help bring in ad revenue.

There has been some discussion about combining fall/winter issues, as well, but there is some hesitancy since much of the fall issue is conference-oriented. Britt hopes to return to printing four issues next year.

David Eckert asked about the cost of a regular issue versus a combined issue. Britt said that a normal issue costs \$2,000, and a double issue would cost \$2,500. Additionally, some ArLA members have opted out of print copies, so we may save some on mailing costs.

There was some discussion about whether the proposed new ArLA constitution would be printed in full in the fall issue. If it's too long, readers can be directed online for the full version.

President Calhoun reminded that the board voted in December to approve an online only journal for spring, and that a vote is needed in order for a combined issue to move forward. Debbie Hall moved to accept the proposal to combine the spring/summer 2016 issues. Ron Russ seconded. Approved unanimously.

## **IT ROUNDTABLE**

Carol Coffey reported that the IT Roundtable is proposing a name change to the Digital Services Roundtable. "Information technology" can be misinterpreted as a technical support group. Digital services is broader, and it is more representative of what's talked about at the annual Unconference. A name change has to be approved by the full membership, so Carol asked the executive board to recommend this change to the membership at our annual meeting in November. Johnice Dominick moved that the name change be recommended to the membership, and David Eckert seconded. Approved unanimously.

## **PUBLIC RELATIONS**

President Calhoun read the public relations report on behalf of Cassandra Barnett. Cassandra recommends that the committee sunset. President Calhoun suggested combining the public relations and marketing committees. Debbie Hall moved that we recommend to the membership at our annual meeting in November that the two committees be combined into Marketing & PR. Brett Williams seconded. Approved unanimously.

## **SCHOLARSHIP**

Debbie Hall stated that the scholarship committee is recommending that we alternate annually between the Arkansas Library Association Annual Scholarship and the Arkansas Library Association School Library Media Specialist Scholarship, in lieu of awarding both scholarships every year. The ArLA Annual Scholarship would be awarded in 2016, and the School Library Media Specialist Scholarship awarded in 2017.

The scholarship committee previously spent \$3,000 per year on the two scholarships. There were two CDs whose purpose was to fund these two scholarships, but the CDs never generated enough. The scholarship committee always used ArLA general funds to make up the difference. The scholarship committee wants to spend only \$1,500 per year for the time being. Basket auction funds, raffle funds, and any other funds raised for scholarships can go into a savings account, with the end goal of growing an endowment that will pay for two annual scholarships in their entirety. It was also noted that ArASL will have a table at their conference this year seeking support for the school library scholarship, just like ArLA has at its annual conference.

Some background on scholarship funding and history: ArLA started awarding two scholarships per year in 2009. Scholarships were funded in part by two CDs, one for \$30,000 which was cashed this year and

put into the ArLA general fund (to help with operating expenses), and a second for \$25,000, which is still intact. The scholarship committee will receive around \$10,000 from LEAF funds to make up for part of the loss of the first CD. The association will put together a plan to replenish the remaining funds. The 2<sup>nd</sup> \$25,000 CD will be cashed at some point and moved to a savings account designated for scholarships. After the LEAF and scholarship committees meet, more recommendations will be made regarding CD cashing, establishing a checking account, and making scholarship repayment plans.

David Eckert moved to accept the scholarship committee's proposal to alternate scholarships annually. Janice Weddle seconded. Approved unanimously.

## **ARLA LOGO**

ArLA has two different logos. There was some discussion about whether to adopt one or the other as the official logo, or whether to consider a new logo. Janie Weddle moved that we table the discussion regarding adoption of an official logo. Lauren Drittler seconded. Approved unanimously.

## **ANNOUNCEMENTS/UPCOMING MEETINGS:**

### **June meeting date**

Lauren Drittler moved to reschedule the June 24<sup>th</sup> ArLA board meeting for June 17<sup>th</sup>, to avoid conflict with the ALA Annual conference. Lacy Wolfe seconded. Approved unanimously.

### **Reference & Instruction Mid-Year Meeting**

Pamela Meridith announced a Reference & Instruction Division midyear meeting set for Fri., April 15<sup>th</sup>. Dr. Jan Ziegler will present about cultural diversity issues and a discussion about "Enrique's Journey" by Sonia Nozario. (SEE ATTACHED)

### **Flat Membership Fee**

Carol Hanan, Membership/New Members Committee Chair, is interested in considering a flat level membership fee. She asked anyone who has experience with this to get in touch with her.

The meeting was adjourned by President Calhoun at 11:33 am.

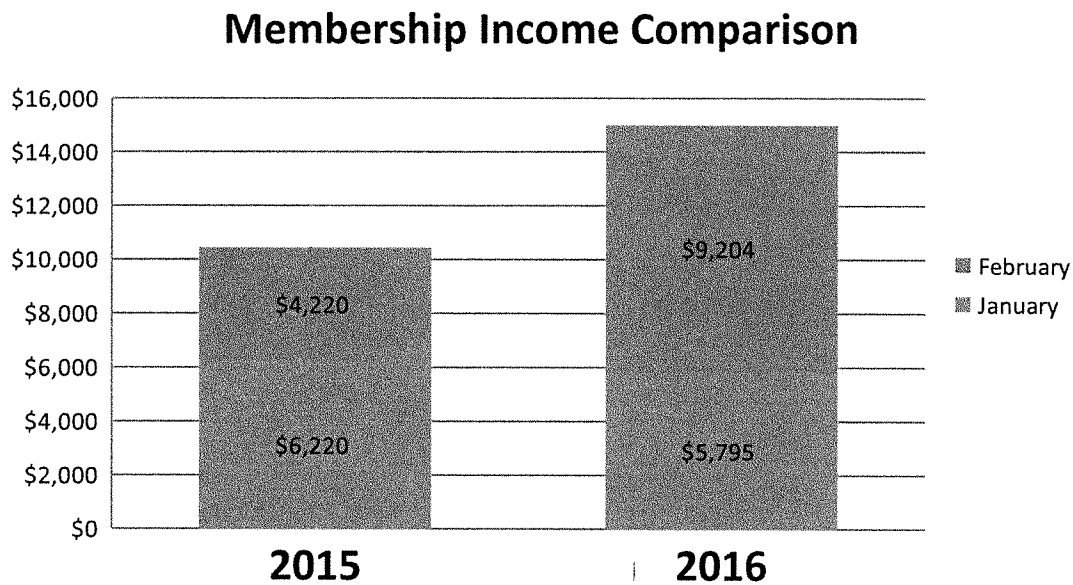
## ArLA Financial Report – February Retreat – Mindy Hodges

### 2015 YEAR END:

After all was said and done, the organization lost \$22,252 in 2015, but the silver lining on 2015 was the December deposit of the LEAF funds in the amount of \$13,370 into the checking account. This was a much needed cash flow buffer as the scholarship and membership drives kicked into high gear. The LEAF funds will eventually be categorized by the ad hoc committee, but for now, they will remain in the checking account as general funds.

### 2016 INCOME:

The chart below shows the great news that membership income is up over \$4,500 from this time last year.



The Scholarship Committee also garnered \$490 in donations in January alone, which is almost a third of what was brought in throughout all of 2015.

### EXPENSES:

Expenses in January totaled \$3,677. This number is essentially comprised of the \$2,000 management fee paid to the Executive Director and the travel to the ALA Mid-Winter Conference by the ALA Councilor totaling \$1,556. These expenses were on par with what was discussed in the December board meeting.

#### 2016 BIG PICTURE:

These numbers are encouraging. The membership has stepped up and renewed early and that has eased some of the cash flow crunch.

If you look on the balance sheet on page 6 of your packet, it shows a checking account balance of \$39,250 and the Certificate of Deposit with a balance of \$25,775.

There has been some confusion over the make-up of the Undeposited Funds line item. I would like to explain that in a bit of detail. The association uses the cash basis method of accounting. This means that even though the Executive Director makes cash deposits as needed throughout the month, the deposits reflect in the balance sheet as undeposited funds until the bank statement is received and the reconciling journal entries are made. At that point, they move from undeposited funds into their respective category, be it membership income, scholarship income or other. Forgive the accounting jargon, but it is important to understand that the “undeposited funds” on the balance sheet are not actually “undeposited” in the literal sense. They are merely awaiting reconciliation in the accounting software. The breakdown of the undeposited funds on the balance sheet (p. 6 of the packet) is as follows:

\$3,118.00 (not cleared from 2009-2011 – to be cleaned up)

\$2,365.00 deposit made 1/27/2016

\$2,425.00 deposit made 1/27/2016

\$ 791.65 deposit made 1/27/2016

\$1,170.00 deposit made 1/29/2016

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\$9,869.65 Total Undeposited Funds as of January 31, 2016

I am working with Lynda to determine the best course of action on how to deal with the \$3,118 number. After we consult with the association’s tax preparer, we will make a recommendation to the board on action if necessary.

The true bottom line of the association at the end of January is:

Checking account balance :      \$39,250.14

Certificate of Deposit:              \$25,775.28

Current undeposited funds: \$6,751.65  
(not including the \$3,118 that needs to be removed from the books)

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TOTAL ARLA FUNDS 1/31/16: \$71,777.07

OTHER ITEMS:

I have discussed with Lynda the possibility of allowing some form of online bank access for statement review by a board member. The details of this are bank specific due to the fact that some banks require you to waive dual signature restrictions if online access is allowed. I will research and discuss with the Executive Committee at our next scheduled meeting.

Another issue that will be discussed with the tax preparer is how long to keep Quickbooks back-ups. Lynda currently takes a back-up every time a deposit is made and saves it indefinitely. Once a best practice is determined, it will be presented for inclusion in the policy manual.

When the budget for 2016 is approved, I will work up a reporting form for the Executive Committee's approval and we will use that form moving forward (in addition to the traditional forms you are accustomed to seeing).

Please accept my sincerest apologies for being unable to attend the retreat. The 26<sup>th</sup> is my final day at the State Library and I need to tend to matters here. If you have any questions on what I have reported, please feel free to contact me directly or let Judy know and I will follow up.

# ArLA 2016 Proposed Budget

|   | ArSL             |             | ALPS             |             | Total General    |             | Scholarship      |             | TOTAL            |              |
|---|------------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|--------------|
|   | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget  |
| Ordinary Income/Expense                   |                  |             |                  |             |                  |             |                  |             |                  |              |
| Income                                    |                  |             |                  |             |                  |             |                  |             |                  |              |
| 4100 · Conference Revenue                 |                  |             |                  |             |                  |             |                  |             |                  |              |
| 4101 · Registrations                      | \$15,771.00      | \$15,525.00 | \$27,341.00      | \$27,500.00 | \$50,485.00      | \$53,000.00 | \$0.00           |             | \$93,597.00      | \$96,025.00  |
| 4103 · Advertisements                     | \$0.00           |             | \$0.00           |             | \$715.00         |             | \$0.00           |             | \$715.00         | \$0.00       |
| 4104 · Sponsors                           | \$0.00           |             | \$300.00         |             | \$5,250.00       |             | \$0.00           |             | \$5,550.00       | \$0.00       |
| 4105 · Exhibits                           | \$760.00         | \$750.00    | \$100.00         |             | \$14,165.00      | \$9,000.00  | \$0.00           |             | \$15,025.00      | \$9,750.00   |
| 4107 · Shirts                             | \$0.00           |             | \$200.00         |             | \$0.00           |             | \$0.00           |             | \$200.00         | \$0.00       |
| 4109 · Conference Miscellaneous           | \$0.00           |             | \$40.00          |             | \$0.00           |             | \$0.00           |             | \$40.00          | \$0.00       |
| 4100 · Conference Revenue - Other         | \$0.00           |             | \$0.00           |             | (\$100.00)       |             | \$0.00           |             | (\$100.00)       | \$0.00       |
| Total 4100 · Conference Revenue           | \$16,531.00      | \$16,275.00 | \$27,981.00      | \$27,500.00 | \$70,515.00      | \$62,000.00 | \$0.00           | \$0.00      | \$115,027.00     | \$105,775.00 |
| 4200 · Membership Dues                    |                  |             |                  |             |                  |             |                  |             |                  |              |
| 4201 · Institution Dues                   | \$0.00           |             | \$0.00           |             | \$3,700.00       | \$5,000.00  | \$0.00           |             | \$3,700.00       | \$5,000.00   |
| 4200 · Membership Dues - Other            | \$0.00           |             | \$0.00           |             | \$26,786.30      | \$26,000.00 | \$0.00           |             | \$26,786.30      | \$26,000.00  |
| Total 4200 · Membership Dues              | \$0.00           | \$0.00      | \$0.00           | \$0.00      | \$30,486.30      | \$31,000.00 | \$0.00           | \$0.00      | \$30,486.30      | \$31,000.00  |
| 4500 · Scholarship Income                 | \$0.00           |             | \$0.00           |             | \$0.00           |             | \$1,507.00       | \$1,650.00  | \$1,507.00       | \$1,650.00   |
| 4600 · ALPS Donations for Conf Awards     | \$0.00           |             | \$735.00         | \$1,000.00  | \$0.00           |             | \$0.00           |             | \$735.00         | \$1,000.00   |
| 4800 · Other Income                       | \$1,089.00       |             | \$105.00         |             | \$28,349.01      | \$500.00    | \$0.00           |             | \$29,543.01      | \$500.00     |
| 4900 · Interest & Dividends               | \$0.00           |             | \$0.00           |             | \$95.78          | \$90.00     | \$0.00           |             | \$95.78          | \$90.00      |
| Total Income                              | \$17,620.00      | \$16,275.00 | \$28,821.00      | \$28,500.00 | \$129,446.09     | \$93,590.00 | \$1,507.00       | \$1,650.00  | \$177,394.09     | \$140,015.00 |
| Gross Profit                              | \$17,620.00      | \$16,275.00 | \$28,821.00      | \$28,500.00 | \$129,446.09     | \$93,590.00 | \$1,507.00       | \$1,650.00  | \$177,394.09     | \$140,015.00 |
| Expense                                   |                  |             |                  |             |                  |             |                  |             |                  |              |
| 5201 · Management Expenses                | \$0.00           |             | \$0.00           |             | \$30,000.00      | \$24,000.00 | \$0.00           |             | \$30,000.00      | \$24,000.00  |
| 5210 · Accounting & Legal                 | \$0.00           |             | \$0.00           |             | \$785.00         | \$790.00    | \$0.00           |             | \$785.00         | \$790.00     |
| 5250 · Board Expenses                     | \$0.00           |             | \$0.00           |             | \$1,916.58       | \$1,500.00  | \$0.00           |             | \$1,916.58       | \$1,500.00   |
| 5300 · Supplies                           | \$0.00           |             | \$0.00           |             | \$0.00           | \$600.00    | \$0.00           |             | \$0.00           | \$600.00     |
| 5350 · Division/Roundtable Expenses       |                  |             |                  |             |                  |             |                  |             |                  |              |
| 5351 · Government Documents               | \$0.00           |             | \$0.00           |             | \$186.03         |             | \$0.00           |             | \$186.03         | \$0.00       |
| Total 5350 · Division/Roundtable Expenses | \$0.00           | \$0.00      | \$0.00           | \$0.00      | \$186.03         | \$0.00      | \$0.00           | \$0.00      | \$186.03         | \$0.00       |



# ArLA 2016 Proposed Budget

|                                       | ArSL             |             | ALPS             |             | Total General    |              | Scholarship      |             | TOTAL            |              |
|---------------------------------------|------------------|-------------|------------------|-------------|------------------|--------------|------------------|-------------|------------------|--------------|
|                                       | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget  | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget  |
| 5400 · Telephone                      | \$0.00           |             | \$0.00           |             | \$780.00         | \$800.00     | \$0.00           |             | \$780.00         | \$800.00     |
| 5410 · Website                        | \$0.00           |             | \$0.00           |             | \$213.21         | \$500.00     | \$0.00           |             | \$213.21         | \$500.00     |
| 5420 · Postage                        | \$0.00           |             | \$137.00         |             | \$2,099.42       | \$2,000.00   | \$0.00           |             | \$2,236.42       | \$2,000.00   |
| 5580 · Insurance                      | \$0.00           |             | \$0.00           |             | \$1,195.00       | \$1,200.00   | \$0.00           |             | \$1,195.00       | \$1,200.00   |
| 5600 · Publications/Journal           |                  |             |                  |             |                  |              |                  |             |                  |              |
| Typesetting                           | \$0.00           |             | \$0.00           |             | \$4,000.00       | \$3,500.00   | \$0.00           |             | \$4,000.00       | \$3,500.00   |
| 5600 · Publications/Journal - Other   | \$0.00           |             | \$0.00           |             | \$7,655.41       | \$5,100.00   | \$0.00           |             | \$7,655.41       | \$5,100.00   |
| Total 5600 · Publications/Journal     | \$0.00           | \$0.00      | \$0.00           | \$0.00      | \$11,655.41      | \$8,600.00   | \$0.00           | \$0.00      | \$11,655.41      | \$8,600.00   |
| 5700 · Travel & Entertainment         |                  |             |                  |             |                  |              |                  |             |                  |              |
| 5701 · ALA Legislative Day            | \$0.00           |             | \$0.00           |             | \$1,713.82       |              | \$0.00           |             | \$1,713.82       | \$0.00       |
| 5700 · Travel & Entertainment - Other | \$2,309.13       |             | \$0.00           |             | \$7,602.02       | \$2,935.00   | \$0.00           |             | \$9,911.15       | \$2,935.00   |
| Total 5700 · Travel & Entertainment   | \$2,309.13       | \$0.00      | \$0.00           | \$0.00      | \$9,315.84       | \$2,935.00   | \$0.00           | \$0.00      | \$11,624.97      | \$2,935.00   |
| 5720 · Dues & Subscriptions           | \$0.00           |             | \$0.00           |             | \$820.00         | \$900.00     | \$0.00           |             | \$820.00         | \$900.00     |
| 5750 · Conferences & Meetings         |                  |             |                  |             |                  |              |                  |             |                  |              |
| 5240 · Honorariums/Speaker Fees       | \$2,262.20       | \$2,000.00  | \$1,500.00       | \$500.00    | \$39,808.17      | \$5,350.00   | \$0.00           |             | \$43,570.37      | \$7,850.00   |
| 5705 · Membership Conf. Awards        | \$0.00           |             | \$951.76         | \$1,000.00  | \$0.00           |              | \$0.00           |             | \$951.76         | \$1,000.00   |
| 5710 · Meals & Lodging                | \$10,295.54      | \$10,000.00 | \$22,072.70      | \$24,000.00 | \$28,320.24      | \$32,994.00  | \$0.00           |             | \$60,688.48      | \$66,994.00  |
| 5751 · Exhibits                       | \$0.00           |             | \$0.00           |             | \$0.00           | \$3,300.00   | \$0.00           |             | \$0.00           | \$3,300.00   |
| 5752 · Conference Supplies            | \$30.41          |             | \$2,760.63       |             | \$291.47         | \$4,550.00   | \$19.99          |             | \$3,102.50       | \$4,550.00   |
| 5755 · Conference Expenses            | \$687.29         | \$50.00     | \$427.60         |             | \$11,068.80      | \$100.00     | \$159.00         | \$250.00    | \$12,322.69      | \$400.00     |
| 5756 · Audio Visual                   | \$0.00           |             | \$0.00           |             | \$10,071.00      | \$9,000.00   | \$0.00           |             | \$10,071.00      | \$9,000.00   |
| 5757 · Printing                       | \$30.72          |             | \$211.45         | \$1,000.00  | \$795.68         | \$1,700.00   | \$0.00           |             | \$1,037.85       | \$2,700.00   |
| Total 5750 · Conferences & Meetings   | \$13,286.16      | \$12,050.00 | \$27,924.14      | \$26,500.00 | \$90,355.36      | \$56,994.00  | \$178.99         | \$250.00    | \$131,744.65     | \$95,794.00  |
| 5920 · Awards & Scholarships          | \$0.00           |             | \$0.00           |             | \$1,743.03       | \$830.00     | \$3,050.00       | \$1,500.00  | \$4,793.03       | \$2,330.00   |
| 5950 · Bank Service Charges           | \$0.00           |             | \$0.00           |             | \$1,471.21       | \$1,000.00   | \$0.00           |             | \$1,471.21       | \$1,000.00   |
| 5960 · Refunds                        | \$0.00           |             | \$0.00           |             | \$225.00         |              | \$0.00           |             | \$225.00         | \$0.00       |
| 5970 · Memorials                      | \$0.00           |             | \$0.00           | \$100.00    | \$0.00           |              | \$0.00           |             | \$0.00           | \$100.00     |
| Total Expense                         | \$15,595.29      | \$12,050.00 | \$28,061.14      | \$26,600.00 | \$152,761.09     | \$102,649.00 | \$3,228.99       | \$1,750.00  | \$199,646.51     | \$143,049.00 |
| Net Ordinary Income                   | \$2,024.71       | \$4,225.00  | \$759.86         | \$1,900.00  | (\$23,315.00)    | (\$9,059.00) | (\$1,721.99)     | (\$100.00)  | (\$22,252.42)    | (\$3,034.00) |

# ArLA 2016 Proposed Budget

|            | ArSL             |             | ALPS             |             | Total General    |              | Scholarship      |             | TOTAL            |              |
|------------|------------------|-------------|------------------|-------------|------------------|--------------|------------------|-------------|------------------|--------------|
|            | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget  | FY 2015 Activity | 2016 Budget | FY 2015 Activity | 2016 Budget  |
| Net Income | \$2,024.71       | \$4,225.00  | \$759.86         | \$1,900.00  | (\$23,315.00)    | (\$9,059.00) | (\$1,721.99)     | (\$100.00)  | (\$22,252.42)    | (\$3,034.00) |

|   |             | ArASL                   |                             |
|---|-------------|-------------------------|-----------------------------|
|   |             | <u>FY 2015 Activity</u> | <u>2016 Proposed Budget</u> |
| <b>Ordinary Income/Expense</b>            |             |                         |                             |
| <b>Income</b>                             |             |                         |                             |
| 4100 · Conference Revenue                 |             |                         |                             |
| 4101 · Registrations                      | \$15,771.00 | \$15,525.00             |                             |
| 4103 · Advertisements                     | \$0.00      |                         |                             |
| 4104 · Sponsors                           | \$0.00      |                         |                             |
| 4105 · Exhibits                           | \$760.00    | \$750.00                |                             |
| 4107 · Shirts                             | \$0.00      |                         |                             |
| 4109 · Conference Miscellaneous           | \$0.00      |                         |                             |
| 4100 · Conference Revenue - Other         | \$0.00      |                         |                             |
| Total 4100 · Conference Revenue           | \$16,531.00 | \$16,275.00             |                             |
| 4200 · Membership Dues                    |             |                         |                             |
| 4201 · Institution Dues                   | \$0.00      |                         |                             |
| 4200 · Membership Dues - Other            | \$0.00      |                         |                             |
| Total 4200 · Membership Dues              | \$0.00      | \$0.00                  |                             |
| 4500 · Scholarship Income                 | \$0.00      |                         |                             |
| 4600 · ALPS Donations for Conf Awards     | \$0.00      |                         |                             |
| 4800 · Other Income                       | \$1,089.00  |                         |                             |
| 4900 · Interest & Dividends               | \$0.00      |                         |                             |
| Total Income                              | \$17,620.00 | \$16,275.00             |                             |
| Gross Profit                              | \$17,620.00 | \$16,275.00             |                             |
| <b>Expense</b>                            |             |                         |                             |
| 5201 · Management Expenses                | \$0.00      |                         |                             |
| 5210 · Accounting & Legal                 | \$0.00      |                         |                             |
| 5250 · Board Expenses                     | \$0.00      |                         |                             |
| 5300 · Supplies                           | \$0.00      |                         |                             |
| 5350 · Division/Roundtable Expenses       |             |                         |                             |
| 5351 · Government Documents               | \$0.00      |                         |                             |
| Total 5350 · Division/Roundtable Expenses | \$0.00      | \$0.00                  |                             |
| 5400 · Telephone                          | \$0.00      |                         |                             |
| 5410 · Website                            | \$0.00      |                         |                             |
| 5420 · Postage                            | \$0.00      |                         |                             |
| 5580 · Insurance                          | \$0.00      |                         |                             |
| 5600 · Publications/Journal               |             |                         |                             |
| Typesetting                               | \$0.00      |                         |                             |
| 5600 · Publications/Journal - Other       | \$0.00      |                         |                             |
| Total 5600 · Publications/Journal         | \$0.00      | \$0.00                  |                             |
| 5700 · Travel & Entertainment             |             |                         |                             |
| 5701 · ALA Legislative Day                | \$0.00      |                         |                             |
| 5700 · Travel & Entertainment - Other     | \$2,309.13  |                         |                             |
| Total 5700 · Travel & Entertainment       | \$2,309.13  | \$0.00                  |                             |
| 5720 · Dues & Subscriptions               | \$0.00      |                         |                             |
| 5750 · Conferences & Meetings             |             |                         |                             |

|  |                    |                    |
|--|--------------------|--------------------|
| 5240 · Honorariums/Speaker Fees                | \$2,262.20         | \$2,000.00         |
| 5705 · Membership Conf. Awards                 | \$0.00             |                    |
| 5710 · Meals & Lodging                         | \$10,295.54        | \$10,000.00        |
| 5751 · Exhibits                                | \$0.00             |                    |
| 5752 · Conference Supplies                     | \$30.41            |                    |
| 5755 · Conference Expenses                     | \$667.29           | \$50.00            |
| 5756 · Audio Visual                            | \$0.00             |                    |
| 5757 · Printing                                | \$30.72            |                    |
| <b>Total 5750 · Conferences &amp; Meetings</b> | <b>\$13,286.16</b> | <b>\$12,050.00</b> |
| 5920 · Awards & Scholarships                   | \$0.00             |                    |
| 5950 · Bank Service Charges                    | \$0.00             |                    |
| 5960 · Refunds                                 | \$0.00             |                    |
| 5970 · Memorials                               | \$0.00             |                    |
| <b>Total Expense</b>                           | <b>\$15,595.29</b> | <b>\$12,050.00</b> |
| <b>Net Ordinary Income</b>                     | <b>\$2,024.71</b>  | <b>\$4,225.00</b>  |
| <b>Net Income</b>                              | <b>\$2,024.71</b>  | <b>\$4,225.00</b>  |

| ALPS                                      |                         |                             |
|---|-------------------------|-----------------------------|
|   | <u>FY 2015 Activity</u> | <u>2016 Proposed Budget</u> |
| <b>Ordinary Income/Expense</b>            |                         |                             |
| <b>Income</b>                             |                         |                             |
| 4100 · Conference Revenue                 |                         |                             |
| 4101 · Registrations                      | \$27,341.00             | \$27,500.00                 |
| 4103 · Advertisements                     | \$0.00                  |                             |
| 4104 · Sponsors                           | \$300.00                |                             |
| 4105 · Exhibits                           | \$100.00                |                             |
| 4107 · Shirts                             | \$200.00                |                             |
| 4109 · Conference Miscellaneous           | \$40.00                 |                             |
| 4100 · Conference Revenue - Other         | <u>\$0.00</u>           |                             |
| Total 4100 · Conference Revenue           | \$27,981.00             | \$27,500.00                 |
| 4200 · Membership Dues                    |                         |                             |
| 4201 · Institution Dues                   | \$0.00                  |                             |
| 4200 · Membership Dues - Other            | <u>\$0.00</u>           |                             |
| Total 4200 · Membership Dues              | \$0.00                  | \$0.00                      |
| 4500 · Scholarship Income                 | \$0.00                  |                             |
| 4600 · ALPS Donations for Conf Awards     | \$735.00                | \$1,000.00                  |
| 4800 · Other Income                       | \$105.00                |                             |
| 4900 · Interest & Dividends               | <u>\$0.00</u>           |                             |
| Total Income                              | <u>\$28,821.00</u>      | <u>\$28,500.00</u>          |
| Gross Profit                              | \$28,821.00             | \$28,500.00                 |
| <b>Expense</b>                            |                         |                             |
| 5201 · Management Expenses                | \$0.00                  |                             |
| 5210 · Accounting & Legal                 | \$0.00                  |                             |
| 5250 · Board Expenses                     | \$0.00                  |                             |
| 5300 · Supplies                           | \$0.00                  |                             |
| 5350 · Division/Roundtable Expenses       |                         |                             |
| 5351 · Government Documents               | <u>\$0.00</u>           |                             |
| Total 5350 · Division/Roundtable Expenses | \$0.00                  | \$0.00                      |
| 5400 · Telephone                          | \$0.00                  |                             |
| 5410 · Website                            | \$0.00                  |                             |
| 5420 · Postage                            | \$137.00                |                             |
| 5580 · Insurance                          | \$0.00                  |                             |
| 5600 · Publications/Journal               |                         |                             |
| Typesetting                               | \$0.00                  |                             |
| 5600 · Publications/Journal - Other       | <u>\$0.00</u>           |                             |
| Total 5600 · Publications/Journal         | \$0.00                  | \$0.00                      |
| 5700 · Travel & Entertainment             |                         |                             |
| 5701 · ALA Legislative Day                | \$0.00                  |                             |
| 5700 · Travel & Entertainment - Other     | <u>\$0.00</u>           |                             |
| Total 5700 · Travel & Entertainment       | \$0.00                  | \$0.00                      |
| 5720 · Dues & Subscriptions               | \$0.00                  |                             |
| 5750 · Conferences & Meetings             |                         |                             |

|                                     | ALPS                    |                             |
|-------------------------------------|-------------------------|-----------------------------|
|                                     | <u>FY 2015 Activity</u> | <u>2016 Proposed Budget</u> |
| 5240 • Honorariums/Speaker Fees     | \$1,500.00              | \$500.00                    |
| 5705 • Membership Conf. Awards      | \$951.76                | \$1,000.00                  |
| 5710 • Meals & Lodging              | \$22,072.70             | \$24,000.00                 |
| 5751 • Exhibits                     | \$0.00                  |                             |
| 5752 • Conference Supplies          | \$2,760.63              |                             |
| 5755 • Conference Expenses          | \$427.60                |                             |
| 5756 • Audio Visual                 | \$0.00                  |                             |
| 5757 • Printing                     | \$211.45                | \$1,000.00                  |
| Total 5750 • Conferences & Meetings | \$27,924.14             | \$26,500.00                 |
| 5920 • Awards & Scholarships        | \$0.00                  |                             |
| 5950 • Bank Service Charges         | \$0.00                  |                             |
| 5960 • Refunds                      | \$0.00                  |                             |
| 5970 • Memorials                    | \$0.00                  | \$100.00                    |
| Total Expense                       | \$28,061.14             | \$26,600.00                 |
| Net Ordinary Income                 | \$759.86                | \$1,900.00                  |
| Net Income                          | <u>\$759.86</u>         | <u>\$1,900.00</u>           |

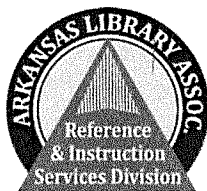
|   |              | Total General    |                      |
|---|--------------|------------------|----------------------|
|   |              | FY 2015 Activity | 2016 Proposed Budget |
| Ordinary Income/Expense                   |              |                  |                      |
| Income                                    |              |                  |                      |
| 4100 · Conference Revenue                 |              |                  |                      |
| 4101 · Registrations                      | \$50,485.00  | \$53,000.00      |                      |
| 4103 · Advertisements                     | \$715.00     |                  |                      |
| 4104 · Sponsors                           | \$5,250.00   |                  |                      |
| 4105 · Exhibits                           | \$14,165.00  | \$9,000.00       |                      |
| 4107 · Shirts                             | \$0.00       |                  |                      |
| 4109 · Conference Miscellaneous           | \$0.00       |                  |                      |
| 4100 · Conference Revenue - Other         | (\$100.00)   |                  |                      |
| Total 4100 · Conference Revenue           | \$70,515.00  | \$62,000.00      |                      |
| 4200 · Membership Dues                    |              |                  |                      |
| 4201 · Institution Dues                   | \$3,700.00   | \$5,000.00       |                      |
| 4200 · Membership Dues - Other            | \$26,786.30  | \$26,000.00      |                      |
| Total 4200 · Membership Dues              | \$30,486.30  | \$31,000.00      |                      |
| 4500 · Scholarship Income                 | \$0.00       |                  |                      |
| 4600 · ALPS Donations for Conf Awards     | \$0.00       |                  |                      |
| 4800 · Other Income                       | \$28,349.01  | \$500.00         |                      |
| 4900 · Interest & Dividends               | \$95.78      | \$90.00          |                      |
| Total Income                              | \$129,446.09 | \$93,590.00      |                      |
| Gross Profit                              | \$129,446.09 | \$93,590.00      |                      |
| Expense                                   |              |                  |                      |
| 5201 · Management Expenses                | \$30,000.00  | \$24,000.00      |                      |
| 5210 · Accounting & Legal                 | \$785.00     | \$790.00         |                      |
| 5250 · Board Expenses                     | \$1,916.58   | \$1,500.00       |                      |
| 5300 · Supplies                           | \$0.00       | \$600.00         |                      |
| 5350 · Division/Roundtable Expenses       |              |                  |                      |
| 5351 · Government Documents               | \$186.03     |                  |                      |
| Total 5350 · Division/Roundtable Expenses | \$186.03     | \$0.00           |                      |
| 5400 · Telephone                          | \$780.00     | \$800.00         |                      |
| 5410 · Website                            | \$213.21     | \$500.00         |                      |
| 5420 · Postage                            | \$2,099.42   | \$2,000.00       |                      |
| 5580 · Insurance                          | \$1,195.00   | \$1,200.00       |                      |
| 5600 · Publications/Journal               |              |                  |                      |
| Typesetting                               | \$4,000.00   | \$3,500.00       |                      |
| 5600 · Publications/Journal - Other       | \$7,655.41   | \$5,100.00       |                      |
| Total 5600 · Publications/Journal         | \$11,655.41  | \$8,600.00       |                      |
| 5700 · Travel & Entertainment             |              |                  |                      |
| 5701 · ALA Legislative Day                | \$1,713.82   |                  |                      |
| 5700 · Travel & Entertainment - Other     | \$7,602.02   | \$2,935.00       |                      |
| Total 5700 · Travel & Entertainment       | \$9,315.84   | \$2,935.00       |                      |
| 5720 · Dues & Subscriptions               | \$820.00     | \$900.00         |                      |
| 5750 · Conferences & Meetings             |              |                  |                      |

|                                     |               |              |
|-------------------------------------|---------------|--------------|
| 5240 • Honorariums/Speaker Fees     | \$39,808.17   | \$5,350.00   |
| 5705 • Membership Conf. Awards      | \$0.00        |              |
| 5710 • Meals & Lodging              | \$28,320.24   | \$32,994.00  |
| 5751 • Exhibits                     | \$0.00        | \$3,300.00   |
| 5752 • Conference Supplies          | \$291.47      | \$4,550.00   |
| 5755 • Conference Expenses          | \$11,068.80   | \$100.00     |
| 5756 • Audio Visual                 | \$10,071.00   | \$9,000.00   |
| 5757 • Printing                     | \$795.68      | \$1,700.00   |
| Total 5750 • Conferences & Meetings | \$90,355.36   | \$56,994.00  |
| 5920 • Awards & Scholarships        | \$1,743.03    | \$830.00     |
| 5950 • Bank Service Charges         | \$1,471.21    | \$1,000.00   |
| 5960 • Refunds                      | \$225.00      |              |
| 5970 • Memorials                    | \$0.00        |              |
| Total Expense                       | \$152,761.09  | \$102,649.00 |
| Net Ordinary Income                 | (\$23,315.00) | (\$9,059.00) |
| Net Income                          | (\$23,315.00) | (\$9,059.00) |



|   |            | Scholarship      |                      |
|---|------------|------------------|----------------------|
|   |            | FY 2015 Activity | 2016 Proposed Budget |
| Ordinary Income/Expense                   |            |                  |                      |
| Income                                    |            |                  |                      |
| 4100 · Conference Revenue                 |            |                  |                      |
| 4101 · Registrations                      | \$0.00     |                  |                      |
| 4103 · Advertisements                     | \$0.00     |                  |                      |
| 4104 · Sponsors                           | \$0.00     |                  |                      |
| 4105 · Exhibits                           | \$0.00     |                  |                      |
| 4107 · Shirts                             | \$0.00     |                  |                      |
| 4109 · Conference Miscellaneous           | \$0.00     |                  |                      |
| 4100 · Conference Revenue - Other         | \$0.00     |                  |                      |
| Total 4100 · Conference Revenue           | \$0.00     |                  | \$0.00               |
| 4200 · Membership Dues                    |            |                  |                      |
| 4201 · Institution Dues                   | \$0.00     |                  |                      |
| 4200 · Membership Dues - Other            | \$0.00     |                  |                      |
| Total 4200 · Membership Dues              | \$0.00     |                  | \$0.00               |
| 4500 · Scholarship Income                 | \$1,507.00 |                  | \$1,650.00           |
| 4600 · ALPS Donations for Conf Awards     | \$0.00     |                  |                      |
| 4800 · Other Income                       | \$0.00     |                  |                      |
| 4900 · Interest & Dividends               | \$0.00     |                  |                      |
| Total Income                              | \$1,507.00 |                  | \$1,650.00           |
| Gross Profit                              | \$1,507.00 |                  | \$1,650.00           |
| Expense                                   |            |                  |                      |
| 5201 · Management Expenses                | \$0.00     |                  |                      |
| 5210 · Accounting & Legal                 | \$0.00     |                  |                      |
| 5250 · Board Expenses                     | \$0.00     |                  |                      |
| 5300 · Supplies                           | \$0.00     |                  |                      |
| 5350 · Division/Roundtable Expenses       |            |                  |                      |
| 5351 · Government Documents               | \$0.00     |                  |                      |
| Total 5350 · Division/Roundtable Expenses | \$0.00     |                  | \$0.00               |
| 5400 · Telephone                          | \$0.00     |                  |                      |
| 5410 · Website                            | \$0.00     |                  |                      |
| 5420 · Postage                            | \$0.00     |                  |                      |
| 5580 · Insurance                          | \$0.00     |                  |                      |
| 5600 · Publications/Journal               |            |                  |                      |
| Typesetting                               | \$0.00     |                  |                      |
| 5600 · Publications/Journal - Other       | \$0.00     |                  |                      |
| Total 5600 · Publications/Journal         | \$0.00     |                  | \$0.00               |
| 5700 · Travel & Entertainment             |            |                  |                      |
| 5701 · ALA Legislative Day                | \$0.00     |                  |                      |
| 5700 · Travel & Entertainment - Other     | \$0.00     |                  |                      |
| Total 5700 · Travel & Entertainment       | \$0.00     |                  | \$0.00               |
| 5720 · Dues & Subscriptions               | \$0.00     |                  |                      |
| 5750 · Conferences & Meetings             |            |                  |                      |

|  |                     |                   |
|--|---------------------|-------------------|
| 5240 · Honorariums/Speaker Fees                | \$0.00              |                   |
| 5705 · Membership Conf. Awards                 | \$0.00              |                   |
| 5710 · Meals & Lodging                         | \$0.00              |                   |
| 5751 · Exhibits                                | \$0.00              |                   |
| 5752 · Conference Supplies                     | \$19.99             |                   |
| 5755 · Conference Expenses                     | \$159.00            | \$250.00          |
| 5756 · Audio Visual                            | \$0.00              |                   |
| 5757 · Printing                                | \$0.00              |                   |
| <b>Total 5750 · Conferences &amp; Meetings</b> | <b>\$178.99</b>     | <b>\$250.00</b>   |
| 5920 · Awards & Scholarships                   | \$3,050.00          | \$1,500.00        |
| 5950 · Bank Service Charges                    | \$0.00              |                   |
| 5960 · Refunds                                 | \$0.00              |                   |
| 5970 · Memorials                               | \$0.00              |                   |
| <b>Total Expense</b>                           | <b>\$3,228.99</b>   | <b>\$1,750.00</b> |
| <b>Net Ordinary Income</b>                     | <b>(\$1,721.99)</b> | <b>(\$100.00)</b> |
| <b>Net Income</b>                              | <b>(\$1,721.99)</b> | <b>(\$100.00)</b> |



## **2016 Reference & Instruction Services Division Mid-Year Meeting**

University of Arkansas Community College at Morrilton

1537 University Boulevard, Morrilton, Arkansas 72110

Meeting Room: Gallery, Fine Arts Auditorium

Friday, April 15<sup>th</sup>, 2016

### **Agenda**

- |                     |   |
|---------------------|---|
| 9:30AM to 10:00AM:  | Meet and Greet<br><i>Coffee and donuts provided.</i>  |
| 10:00AM to 10:15AM: | Welcome and Introductions   |
| 10:15AM to 11:45AM: | Dr. Jan Ziegler<br><i>A presentation about exploring cultural diversity issues through reading and discussion groups in your community featuring "Enrique's Journey" by Sonia Nozario.</i>  |
| 11:45AM to 1:00PM:  | Lunch<br><i>A catered lunch will be provided for interested attendees for a set price. RSVP required and price TBA.</i>   |
| 1:00PM to 1:30PM:   | RISD Business Meeting<br><i>Agenda will be provided on the day of the meeting.</i>  |
| 1:30PM to 2:30PM:   | Panel Discussion<br><i>A panel discussion concerning currently implemented reference and instruction strategies featuring librarians from academic, public, and school libraries and how RISD can better serve each library type.</i> |



**Saturday, April 23, 2016**

**Authors | Illustrators | Workshops | Book Sales | Book Signings**

Youth Literature Festival is a free, family friendly event  
with activities for all ages.

**Bentonville**  
PUBLIC LIBRARY



**BENTONVILLE**  
LIBRARY FOUNDATION

405 S Main St | 479.271.6816 | [www.bentonvillelibrary.org](http://www.bentonvillelibrary.org)

## Event Schedule: Saturday, April 23

All events are free and open to the public. No registration necessary.

### Author & Illustrator Presentations

#### 9:30 am – 10:20 am

|                |                 |
|----------------|-----------------|
| Mary Casanova  | Walmart Room    |
| Henry Cole     | Rotary Room     |
| Ard Hoyt       | Read Aloud Area |
| Kashmira Sheth | Teen Zone       |
| Cheryl Harness | Fireplace Area  |

#### 10:30 am – 11:20 am

|                                 |                 |
|---------------------------------|-----------------|
| Obert Skye                      | Walmart Room    |
| Janet Wong:<br>Teacher Workshop | Rotary Room     |
| Roland Smith                    | Read Aloud Area |
| Michael Spradlin                | Teen Zone       |
| Marie Smith                     | Fireplace Area  |

#### 12:30 pm – 1:20 pm

|   |                 |
|---|-----------------|
| Ard Hoyt  | Walmart Room    |
| Kashmira Sheth                                  | Rotary Room     |
| Henry Cole                                      | Read Aloud Area |
| Mary Casanova:<br><i>Frozen</i> Book Discussion | Teen Zone       |
| Cheryl Harness                                  | Fireplace Area  |

#### 1:30 pm – 2:20 pm

|                  |                 |
|------------------|-----------------|
| Roland Smith     | Walmart Room    |
| Janet Wong       | Rotary Room     |
| Obert Skye       | Read Aloud Area |
| Michael Spradlin | Teen Zone       |
| Marie Smith      | Fireplace Area  |
| Karen Akins      | Genealogy Room  |

### Featured Activities

|                   |                   |            |
|-------------------|-------------------|------------|
| 9:00 am—9:30 am   | Henna Hand Design | Teen Area  |
| 9:00 am—9:30 am   | Watercolor Art    | Craft Area |
| 12:00 pm—12:30 pm | Bird Art Activity | Craft Area |

### Book Sales & Signings

|                 |   |                  |
|-----------------|---|------------------|
| 9:00 am—3:30 pm | Book Sales by Barnes<br>& Noble Booksellers | Library Corridor |
| 2:30 pm—3:30 pm | Book Signing                                | Walmart Room     |

### Something Extra

**Michael Spradlin**  
**Adult Presentation**  
Friday, April 22 @ 11:00 am

**Michael Spradlin**  
**Homeschool Presentation**  
Monday, April 25 @ 11:00 am

## 2016 Second Annual Featured Authors & Illustrators



**Karen Akins**



**Marie Smith**



**Mary Casanova**



**Ard Hoyt**



**Roland Smith**



**Henry Cole**



**Kashmira Sheth**



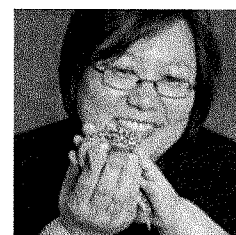
**Michael Spradlin**



**Cheryl Harness**



**Obert Skye**



**Janet Wong**

*Learn more about our featured talent and Bentonville's Youth Literature Festival  
at [tinyurl.com/bylf2016](http://tinyurl.com/bylf2016)*

**Bentonville**  
PUBLIC LIBRARY



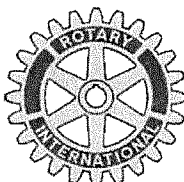
**BENTONVILLE**  
LIBRARY FOUNDATION

## FESTIVAL MISSION

The Festival Mission is to connect our community with authors and illustrators to spark imagination, inspire young learners and nurture a lifelong love of reading, writing and creativity!

### **P**resenting Sponsors

**Walmart**  
Foundation



Bentonville/Bella Vista  
Daybreak Rotary Club

### **F**estival Partners

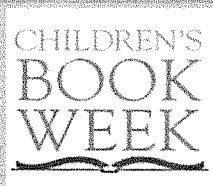
**BARNES  
& NOBLE**



### **I**n-Kind Sponsors

THE  
*Peel-Compton*  
FOUNDATION

NORTHWEST ARKANSAS  
Democrat & Gazette



Bentonville's Youth Literature Festival is recognized as an "Official Event" to kick-off this year's annual Children's Book Week, celebrated May 2-8.

Established in 1919, Children's Book Week is the longest-running national literacy initiative in the country. Learn more about the national campaign at [www.bookweekonline.com](http://www.bookweekonline.com)

*The Youth Literature Festival is supported by volunteers, grants, private donors, sponsorships, and in-kind gifts. Give today to support YLF at [bentonvillelibraryfoundation.org](http://bentonvillelibraryfoundation.org), designate "Youth Literature Festival." A portion of the Book Sale proceeds will support programming at Bentonville Public Library.*

For more information about any of the programs in this event guide, please contact Bentonville Public Library  
405 S Main St . Bentonville, AR 72712 . 479.271.6816 . [www.bentonvillelibrary.org](http://www.bentonvillelibrary.org)  
Monday—Thursday 9:00—8:00 pm . Friday—Saturday 9:00—5:00 pm