

# RBMS Budget & Development Committee

## Minutes

June 25, 2016

Orange County Convention Center, Orlando, Florida

Members present: Mary A. Lacy (Chair), Danielle Culpepper, Erika Dowell, Athena Jackson, Jeffrey D. Marshall, Blynn Olivieri, Mark Peterson, Arvid Nelsen (Ex-Officio), John Overholt (Ex-Officio), and Cherry Williams (Ex-Officio). Members excused: Mark Greenberg, Ethan Henderson, John Pull, and Fernando Peña. Visitors: Will Hansen, Juli McLoone, Melissa Nykanen, Martha Conway, Allison O'Dell, and Amber Billey.

Meeting called to order at 1:05 p.m. After a scheduled break, it was re-convened at 4:30 pm.

1. Minutes of the January 9, 2016, meeting were approved.
2. Leab Award Fund report. Lacy reported that the Leab endowment stood at \$43,629 as of April 30, 2016. The endowment earned \$1,376 between September 1, 2015 and April 30, 2016. Subtracting bank charges, the spending account balance was now \$1,232. From September 1, 2015, \$25 had been donated to the endowment.
3. Leab Award Long-term Funding plan. Our goal was to add \$2,500 to the Leab endowment from conference profits and/or section funds this year and next, but we may be a little short this year. No formal long-term planning has been undertaken to this point but we are willing to work with the Leab Award Committee chair if it seems necessary.
4. RBMS Conference Budget Reports
  - a. 2016: Miami/Coral Gables. No report yet, but we were in good shape going into the conference. Final attendance reported to be about 417. Fundraising was robust; we likely made a modest profit.
  - b. 2017: Iowa City. Overholt reported that a minor revision was made to the budget, but the facilities costs will be substantially less than Coral Gables. The registration fee will be the same. Booksellers were happy with the Coral Gables experience.
5. RBMS Conference Scholarships Update.
  - a. 2015-2016 Fundraising results. Scholarships for this year's conference were covered entirely by our profit-share from the 2015 RBMS Oakland Conference. In addition, we raised more than \$3,000 for scholarships and now have \$8,033 in the RBMS Scholarship Fund available for next year.

In this cycle fundraising appeals were sent to scholarship recipients but not to past/present RBMS leadership. Overholt said that he hoped to make an appeal to the general membership. In answer to a question about the cut-off date for donations in each cycle, Olivieri said that the calendar on ALA Connect shows how the whole funding process works. Lacy pointed out that we don't need to fund all 20 authorized scholarships if we have fewer qualified applicants. Last year, we spent \$15,000 for 20 scholarships (full and partial). This year, there were 23 applicants and 14 were funded for an expenditure of \$10,300. This compares to 43 applicants last year; it is unclear why fewer applied this year.

ACRL is likely to ask us to raise money for ACRL 2017 scholarships; 2 years ago we raised enough to fund 3 ACRL scholarships. The appeal was timed not to conflict with RBMS fundraising.

b. Work plan for future scholarship fundraising. No discussion.

c. RBMS/RBS joint scholarship plan. Rare Book School has funded several scholarships to the RBMS conference through an IMLS grant, which also pays for the recipients to attend one RBS course as well as a year's membership in RBMS, but this grant is coming to an end. The joint scholarship plan, presented by Melissa Nykanen of the Scholarships Committee, proposes to continue the program with 2 scholarships annually (including the RBS course and RBMS membership) funded jointly by RBS and RBMS.

Discussion centered on how to keep these recipients invested in RBMS. Nelsen noted that the cost of membership is a hard barrier, but RBMS scholarship recipients have a high rate of continued membership. Do we have strategic ways to ensure they have reason to continue in the Section? Nykanen said that the Scholarship Committee discussed sending a follow-up email to recipients reminding them of RBMS opportunities. Also, how to use post-scholarship essays effectively. Culpeper said that RBS has committed funds to this, and would like to go back to IMLS in a few years for another grant; it would be good to have results to show them. Jackson spoke in favor of the plan and suggested reaching out to other affinity groups with the same program, building on the likely success of this partnership with RBS. Olivieri expressed the hope that RBMS can think comprehensively about entry into the profession, and build several of these potential opportunities, and suggested a meeting with the Scholarship Committee to discuss further.

Further discussion concerned the cost of scholarship recipients' attending ALA to attend RBMS committee meetings and the uneven availability of attendance via Skype. McLoone noted that the Membership and Professional Development Committee had discussed Skype this morning and the need for people who join committees to understand the attendance commitment. Dowell asked whether the committee was making a recommendation today? Nykanen answered that she was looking for a general sense of how Budget & Development feels about the plan. Lacy said that she likes the plan's limited 2-3 year commitment and the hope for a future follow-up grant from IMLS.

## 6. Proposals for use of Section Funds

Lacy announced that the Section budget current balance was \$1,588.75, of which \$1,000 was previously approved for a new print run of *Your Old Books*. If this and other expenses are completed the section funds will stand at \$439. In addition, \$2,767 of profit-sharing funds is available. \$950 was requested for indexing DCRM but no update was available for this project so the request will be tabled. [Subsequently it was confirmed that the indexing will take place this fiscal year so these funds will come from the profit share.]

a. Controlled vocabulary. Amber Billey and Allison O'Dell from the Controlled Vocabularies Editorial Group reported that hosting the Vocabularies through Dreamhost will cost at least \$100 a month, not \$10 as earlier believed. There may be ways to reduce this, and the committee is exploring options. Linked data is not cheap, but very important. Lacy pointed out that the Section budget this year is only \$1,800, and using \$1,200 of it for hosting services would not be feasible as an ongoing expense. Nelsen suggested looking for an institutional partner. Billey responded that this might mean losing the RBMS root domain, so we would have to consider whether that was a reasonable trade-off. O'Dell added that partnering with an institution might also mean loss of editorial control. Nelsen stated that we need to look to ACRL and get its approval if we wanted to form a partnership. Dowell asked whether the Editorial Group needed any support to continue the investigation. Billey replied that the \$120 already approved could be used to continue investigating options and report at Midwinter. Other options, such as asking a vendor to donate server space, were mentioned. Lacy stated it was the sense of the B&D committee that the \$120 may be used to continue investigating, and as more information became available we will consider options, but we cannot fund \$1200 as an annual expense. O'Dell asked whether it would be necessary to wait until Midwinter if a much cheaper option were found; Lacy replied that it would not be necessary to wait.

b. *Your Old Books*. Hansen said that the new edition of the pamphlet needs more of a redesign than the Publications Committee can take on, therefore the Antiquarian Booksellers' Association of America has taken it on. The cost is expected to be around \$3000, and the print run should be ready in time for the Boston book fair in late October. The expense will be split between RBMS, ABAA, and Rare Book School. Lacy said that in order for the expense to fall within this fiscal year the bill must be submitted by August 1. Culpeper stated that RBS just wants to know how much its share is, and ensure the RBS logo is on the pamphlet.

c. DCRM-MSS Indexing. Lacy expressed concern that there has been no response from DCRM. This expense (a \$950 one-time expenditure) could come out of profit-sharing, which would leave us with \$2200 to add to the Leab endowment. The Committee agreed to support the expenditure.

Overholt noted that an email to the Executive Committee specifying these expenditures would ensure that our money is spent as intended.

7. Discussion and drafting of charge for a fundraising subcommittee. Lacy said that the Executive Committee had asked whether the proposed subcommittee would do the actual fundraising or coordinate it; she stated that it would be a coordinating role. Dowell added that assistance would also be part of it. Jackson stated that conference planners need to be part of it,

and wondered who else should be part of the conversation. Nelsen answered that the Scholarships Committee should have a representative; in the past, this committee focused solely on selecting recipients. A subcommittee would help to preserve institutional memory about fundraising. Lacy added that a subcommittee would facilitate expansion of scholarships and partnerships. Nelsen volunteered to draft a charge, but said that he will be taking a year off and will not be able to work with the subcommittee during that time.

8. ACRL Budget & Finance Update. No report.

9. Budget & Development FAQ. No report.

Lacy said that she would try to find out what's going on with DCRM, but that we will be able to meet costs as requested. She was gratified that fundraising came out on the button this year. She thanked John Pull for his service, as he is rotating off the committee this year.

The meeting adjourned at 5:20.

Respectfully Submitted,

Jeffrey D. Marshall

Appended documents:

1. Fundraising subcommittee draft charte
2. RBMS Scholarships Committee report to Budget & Development

## **Appendix 1:**

**DRAFT, Sunday, June 26, 2016**

### **Budget & Development Fundraising Subcommittee**

#### ***DRAFT Charge:***

To adopt a long-range view of fundraising activities and to serve as an agent of continuity by facilitating – as needed – the work of any RBMS standing and recurring ad hoc committees engaged in recurring and limited/short-term fundraising efforts to support their missions and goals, including (but not necessarily limited) to:

- Scholarships
- RBMS conferences
- Endowment development

Facilitation efforts may include (but are not necessarily limited to):

- Articulation of goals
- Maintenance of historical information regarding fundraising campaigns, donors and granting agencies
- Development and support in the accomplishment of strategies and processes, from initial outreach to follow-through, as desired and needed (reports, thank-you letters, etc.)

The subcommittee should consist of members of the Budget & Development Committee, identified or recruited for known interest and experience in fundraising.

Additionally, the subcommittee should consist of those ex officio members of the Budget & Development Committee who represent the recurring and limited/short-term fundraising efforts of pertinent committees, such as:

- the RBMS Scholarships Committee
- the RBMS Conference Program and Local Arrangements Committees (including committee and/or section chairs, per the decision of the group planning each conference)
- the Leab Awards Committee

## **Appendix 2:**

### **RBMS Scholarships Committee Report for RBMS Budget & Development Committee Meeting**

#### **ALA Annual 2016 - Orlando, FL**

This year, the scholarships committee awarded RBMS conference scholarships to 14 first-time attendees for a total of \$10,315. At the ALA Midwinter meeting, the RBMS Executive Committee approved new criteria and guidelines for the selection of scholarship recipients, which were then implemented in this scholarships cycle, with good results.

The committee continues to discuss the future direction of the scholarships program, including how to better promote the program and attract more applicants, especially from traditionally underrepresented groups, the best use of the recipients' post-conference essays, and whether RBMS should consider including membership fees in our regular scholarships.

The committee also reviewed a proposal from Rare Book School (RBS) to collaborate on a scholarship program for members of underrepresented racial and ethnic groups. This program would fund attendance for two recipients at one RBS course, attendance at the RBMS conference, and membership in RBMS for one year. This is a scaled down extension of the current RBS-IMLS fellowship program.

Finally, as the current liaison from Budget and Development will be rotating off of the Scholarships Committee, we will be looking for a new liaison.

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