

ACRL/RBMS Budget & Development Committee: **DRAFT Minutes**  
ALA Midwinter Meeting – Denver  
Saturday, February 10, 2018, 1:00-2:30 p.m.  
Sheraton Denver Downtown, Director’s Row J

### Attendees

#### Members (attended):

Blynn Olivieri, University of West Georgia (Chair); Danielle Culpepper, Rare Book School; Christian Dupont (Virtual Attendee); Mark Greenberg, Western Washington University; Katie Henningson (Virtual Attendee); Sarah Horowitz (Virtual Attendee); Athena Jackson, Penn State; John Overholt, Harvard University; Shannon Supple, Smith College

#### Members (excused):

Maria Estorino (UNC); Cherry Williams (UCR)

#### Guests:

Martha Conway, University of Michigan; Erika Dowell, Indiana University; Alex Johnston, University of Delaware; Christina Kasman, Yale Club at NYC; ; Sara Logue, Mudd Library, Princeton; Michelle Mascaro, University of California, San Diego; Arvid Nelsen, Southern Methodist University; Tory Ondrla, ACRL

### Minutes

1. Welcome and Introductions
2. Selection of Recorder
  - Arvid Nelsen volunteered to take the minutes
3. Review & Approval of ALA Annual 2017 Minutes
  - Danielle Culpepper moved, Mark Greenberg seconded, Approved
4. Charge of the Committee
  - Committee Chair, Blynn Olivieri stated the purpose of this review was to on-board and provide a baseline information for incoming members
  - To facilitate discussion, Olivieri provided a hand-out with extracts from and links to pertinent sections of the RBMS Manual, specifically to sections:
    - II.C.3. Organizational Structure -- Standing Committees -- Budget and Development
    - II.B.3. Organizational Structure -- Executive Committee -- Budget
5. Overview of Funds & Reports:  
(see handout for specific information on funds)
  - a. Basic Services (Section allocation from ACRL)
    - There was a question as to whether this fund has been fully expended in the past. Overholt commented that in the past few years, residual/unexpended funds were deposited into the Leab Endowment fund to reach expected threshold. Olivieri noted that the fund can be used for ACRL scholarships. Olivieri emphasized fiscal responsibility and the imperative to use available funds that do not rollover each year.

- An observation was made that the availability of funds needs to be better communicated with other committees, e.g. advertise funds, encourage proposals. Further discussion addressed the RBMS strategic plan, the need for transparency and inclusiveness, and a rubric for evaluating proposals. Greenberg suggested that we need to consider the language in the committee charge.
  - Olivieri stated that the committee could reasonably establish evaluation criteria and timing and send out announcement around ALA annual for the following fiscal year.
  - She requested volunteers to work on the Basic Services Budget and the language of the Committee Charge
    - Basic Services Budget – Athena Jackson & Olivieri
    - Charge – Mark Greenberg
 The above will be shared as Google docs to share with Committee
- b. Conference Profit Share (ACRL)
- Olivieri referred to the handout, noted that figure fluctuates greatly; uses include scholarships, one-time uses
- c. RBMS Scholarship Fund (Friends of ACRL)
- This year scholarships are being funded only from conference funds, preserving the scholarship funds for next year.
- d. Leab Award Endowment
- Olivieri reported that the Leab Endowment is fairly stable; the value of the endowment reached the minimum established by ACRL, and may currently be in excess, even with market fluctuations. Expenditures from fund are not large.
  - Dupont recalled discussion a couple of years ago regarding broadening use of fund and inquired if this had been pursued.
  - Discussion questions included: Can we meaningfully expend terms within those limits? Would broader language benefit us? In recent years more RBMS money has been contributed, perhaps altering “who’s endowment is it?”
  - Jackson contacted E.C. Schroeder who reported that previously the topic of approaches the Leabs had been raised but not pursued.
  - Dowell requested that the Committee hear from Leab Committee Chair, Johnston
  - Supple suggested that the Budget & Development chair should have access to the language
  - It was noted that the fund may be managed at ACRL level (for RBMS), that is that the ACRL Board of Directors may have authority over such decisions rather than RBMS, if there is to be a change to the actual terms. It was suggested that Ondrla may be able to assist in finding answers to that question.
  - Johnston reported:
    - **FY18 (September 1 – December 31, 2017)**
    - The Leab endowment principal is \$56,415.

- From September 1, 2017 – December 31, 2017, the endowment earned \$798. There were \$103 in bank charges, which leaves a balance of \$695 in the spending account.

**FY17**

- The endowment ended FY17 (September 1, 2016 – August 31, 2017) as follows:
  - Interest earned: \$1,431
  - Donations received: \$1,700
  - Bank fees: \$282
  - Postage expenses: \$138
- Interest earned plus donations received, minus expenses: \$2,711 (this amount went back into the endowment's principal).
- The Leab endowment's FY17 August close was \$53,711.
- Oliveri said that she will get copy of terms and find contact in ACRL who might help broker any such proposals; will then bring back to the committee for discussion as a long term goal

6. RBMS Conference Budgets

- a. 2017 Iowa City
- b. 2018 New Orleans
- c. 2019

7. Proposals for Use of Section Funds

- Diversity committee is very interested in relaunching the Diversity Toolkit; outreach to historically under-represented universities and colleges; suggesting \$400 to enable support of series of 4 or 5 local visits; there are a number of Historically Black Colleges and Universities (HBCUs) near University of Delaware where committee co-chair Curtis Small is; there are additional larger scale ideas for down the line; more structured presentations – larger request to come as this gets fleshed-out?
- Olivieri noted that the target audience for relaunch includes HBCUs, but asked if any specific classes within these had been identified for outreach; longer term programming and relationship-building within communities; civic engagement
- Culpepper stated that the committee is still defining some such specifics
- Discussion among committee and visitors generated general support of the idea; questions raised centered on: specific goals or outcomes, possible eligibility for RBMS scholarships,
- Supple stated that the Diversity Committee is being frugal in their request, perhaps give more (\$1000?), given our current financial condition
- Culpepper stated that the committee has not established metrics yet; goals are increased visibility and recruitment to profession and section. Culpepper further described the work of “Diversity Stories”; these are hosted, public, searchable, and stored at LC; the project invites people to share their own experiences in the profession, development, challenges, etc. 10 or so interviews (Shannon: 9). They wish to continue this project. App can be downloaded and people can do interviews on their phones.
- Olivieri requested a written proposal discussing purpose and outcomes along with a brief, itemized budget. These will be discussed at Budget & development and forwarded by Olivieri to the Executive Committee

8. RBMS Scholarships Fundraising & Consideration of Fundraising Subcommittee

- There was less press this year;
- Even with profit-share we should continue to raise funds in case of market fluctuations and considering that increasing the number/extent of awards could be a possibility

9. Old Business

10. New Business

11. Adjournment

Respectfully submitted, R. Arvid Nelsen

## **Handout #1**

### **Committee Role**

RBMS Budget & Development Committee

*Blynné Olivieri (Chair), 7 February 2017*

### ***RBMS Manual***

[http://rbms.info/rbms\\_manual/](http://rbms.info/rbms_manual/)

II.C.3. Organizational Structure -- Standing Committees -- Budget and Development [http://rbms.info/rbms\\_manual/standing\\_committees/#buddev](http://rbms.info/rbms_manual/standing_committees/#buddev)

II.B.3. Organizational Structure -- Executive Committee -- Budget [http://rbms.info/rbms\\_manual/executive\\_committee//#budget](http://rbms.info/rbms_manual/executive_committee//#budget)

### **Budget & Development Committee**

*Charge:* Advise the RBMS Executive Committee and RBMS committees on the preparation and monitoring of section, preconference, and other budgets. Identify strategies for obtaining funding for approved section activities from appropriate ACRL and ALA units. Seek and obtain external funding to support approved RBMS activities if ACRL and ALA funding is not available.

On 7 February 1994, the Executive Committee adopted the following resolution: "An RBMS committee or other unit which is considering seeking external funds should inform the RBMS Executive Committee and consult with the Budget and Development Committee for advice." All donations to RBMS also must be formally reported to and acknowledged by ACRL.

The Committee began compiling a database of solicitations (both successful and unsuccessful) in 1994 for better tracking of all such requests for funds.

*Comment:* Committee established by the RBMS Executive Committee 25 January, 1993. Membership should include Vice Chair/Chair Elect, Chair, and Past Chair as ex-officio members.

*Coordination:* With the RBMS Executive Committee, the ACRL Budget and Finance Committee, and the ACRL Colleagues Committee.

*Source:* [http://rbms.info/rbms\\_manual/standing\\_committees/#budget\\_and\\_development](http://rbms.info/rbms_manual/standing_committees/#budget_and_development)

### **Typical Work of the Committee**

- Review funding proposals for use of Basic Services Budget "Section Fund" and make recommendation to the RBMS Executive Committee
- Facilitate RBMS Scholarship fundraising through maintaining a calendar, assisting in the writing of grants, putting together a small group of volunteers to solicit past scholarship recipients

## **Handout #2**

### **Funds Information Sheet**

RBMS Budget & Development Committee

*Blynn Olivieri (Chair), 7 February 2017*

The ACRL FY18 is from September 1, 2017, through August 31, 2018  
Reimbursement requests must be submitted by August 15

### **Basic Services Budget "Section Fund"**

#### ***Funding Formula***

"Each section receives a base allocation of \$1,000.00 with an additional \$0.75 per section member over 400 (as of August 31) based on previous FY membership numbers."

*Source: Chapter 4.2.1 of the ACRL Guide to Policies & Procedures; 2017 ALA Annual Conference*

*Ex: FY18 section basic services budgets is based on August 2017 membership figures*

#### ***Purpose and Use***

4.2.1 Section basic services allocation: Sections may spend Basic Services funds on any items or activities that support the advancement of ACRL's core purpose, to lead academic and research librarians and libraries in advancing learning and scholarship, with the following two exceptions: 1) Basic services funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences and 2) Basic services funds may not be used to purchase goods or services prohibited by ALA and ACRL policy. Sections may use Basic Services funds to support their program(s) at the Annual Conference.

*Source: ACRL Board, June 2004, October 2004, Executive Committee, May 2011*

#### ***Timing***

Funds do not roll over and must be expended during that FY.

#### ***Report***

ACRL Program Officer (Megan Griffin) issues an annual memo in mid-January to the RBMS Chair which lists the Basic Services allocation.

#### ***Committee Responsibility***

Reviews proposals and makes recommendation to RBMS Executive Committee

### **Conference Profit Share**

***Funding Formula***

Total net profit of conference profit is divided equally (50-50) between ACRL & RBMS. The total net profit is revenue from registration fees, donations (from sponsorships, etc.), and overhead-exempt revenue (tickets/tours) minus total expenses.

***Purpose and Use***

Typically used for scholarships, however with scholarship fundraising increasing in recent years, there may be times where there are other uses for the funds.

***Timing***

Funds do not roll over and must be expended within the FY

***Report***

In late fall ACRL Conference Manager (Tory Ondrla) sends a Conference Summary memo to RBMS Section Chair and others.

***Committee Responsibility***

Advises Executive Committee

**Leab Endowment*****Purpose and Use***

The Leab Endowment supports and maintains the Exhibition Awards program.

“About the Katharine Kyes Leab and Daniel J. Leab American Book Prices Current Exhibition Catalogue Awards: These awards are given annually in recognition of excellence in the publication of catalogues and brochures that accompany exhibitions of library and archival materials, as well as for electronic exhibitions of such materials. They are administered by the Exhibition Awards Committee of the ALA/ACRL Rare Books and Manuscripts Section (RBMS), whose operating expenses are covered by a generous endowment from Katharine Kyes Leab and Daniel J. Leab, editors of American Book Prices Current.”

Source: <http://www.ala.org/awardsgrants/awards/226/select>

***Endowment Guidelines***

ALA, in June 2012, required all section & division endowments to maintain a minimum balance of \$50,000

***Report***

ACRL Program Officer (Chase Ollis) periodically sends an accounting report to the Chair of the Leab Awards

***Committee Responsibility***

The Exhibition Awards Committee expends funds to support the Leab Awards.

## **RBMS Scholarships Fund**

### ***Purpose and Use***

“This fund supports attendance at the annual Preconference of the Rare Book and Manuscripts Section by new professionals, and qualified students and support staff, with some scholarships designated for applicants of underrepresented ethnic and racial groups.” (<http://www.ala.org/acrl/aboutacrl/givetoacrl/donate/friendsacrl>)

### ***Timing***

Funds roll over year to year

### ***Report***

In late fall ACRL Conference Manager (Tory Ondrla) notifies the RBMS Section Chair of the amount

### ***Committee Responsibility***

The Scholarships Committee makes awards

([http://rbms.info/rbms\\_manual/standing\\_committees/#schol](http://rbms.info/rbms_manual/standing_committees/#schol)).

The Scholarships Committee makes decisions regarding full/partial scholarships