

ACRL/RBMS Budget & Development Committee  
ALA Midwinter Meeting – Seattle  
Saturday, January 26, 2019  
8:30-10:00 a.m. PST  
Hyatt Regency Seattle, Room 303 Bogachiel

**Present:** Blyne Olivieri (Chair) - Univ of West Georgia, Christian DuPont (phone) - Boston College, Cherry Williams (phone) - UC Riverside, Stephen Hussman (phone) - Arizona, Anne Bahde - Oregon State Univ, Tory Ondrla - ACRL, Shannon Supple, RBMS Section Chair - Smith College, Sarah Horowitz - Haverford College, Kimberly Tully (recorder) - Temple Univ, Mark Greenberg - Western Washington Univ, Katie Henningsen - Duke Univ, Veronica Reyes-Escudero - Arizona, Beth Lynch - Florida Atlantic Univ  
**Excused:** Danielle Culpepper - Rare Book School, Maria Estorino - UNC Chapel Hill

1. Welcome and Introductions

2. Selection of Recorder  
Tully volunteered

3. Review & Approval of ALA Annual 2018 Minutes -  
Approved with no revisions

4. Funds Status Report - Ondrla reporting  
a. Basic Services (Section allocation from ACRL) - \$1,819  
b. Conference Profit Share (ACRL) - \$11,789.50  
c. RBMS Scholarship Fund (Friends of ACRL) - \$22,994  
d. Leab Award Endowment - \$53,587

5. RBMS Conference Budgets - Ondrla reporting  
Shannon Supple and Tory Ondrla are getting fundraising going for RBMS Conference 2019 and plan to meet target; registration sellout expected

6. RBMS Conference Scholarships

- 67 applicants; need to spend down Conference Share first (\$11,789.50) and then the rest would come out of the Friends fund
- Concern about keeping a cushion in the RBMS Scholarship Fund (Friends of ACRL) due to current economic situation; anticipated surge in donations at time of RBMS registration period, so it should build up again then
- Question about last year's allocation and number of scholarships: 34 scholarships funded with a total of \$24,965 and clarification of what a scholarship includes (free registration and travel funding ~\$400 for partial and ~600 for full); discussion of how partial and full are determined and if it is clear to applicants what a scholarship actually includes; call for more clarity up front and Henningsen, current Scholarships Committee

co-chair, agreed; noted that applicants asking for partial scholarships tend to be those fully employed but who normally wouldn't be attending RBMS (more involved in SAA, etc.); full scholarship of \$600 is cap for tax purposes for having to claim as income

- Agreed that \$23,500 be recommended for Scholarships this year, \$11,789.50 from Conference Profit Share and the balance, \$11,710.50, from the Friends Scholarship Fund; mentioned that returning unused money is also permitted

#### 7. Requests for Use of Basic Services (Section) Fund - [See attached proposals]

- Both proposals considered very solid
- 7a. Teaching With Primary Sources website migration request discussed; discussion of the project, to move content from the WordPress pilot site to the RBMS domain; will possibly increase traffic; should be especially useful for those seeking rubrics and participation in the proposed forum; general excitement for the project expressed by the group; Motion to approve, seconded; approved and ready to present to Exec
- 7a. (cont.) Some follow-up questions about why SAA wasn't interested in funding the old site; clarification that RBMS will host but there will be no institutional membership requirement; question about what happens to old domain name - it will be redirected to new site; the new site name will be Teaching With Primary Sources Collective; no anticipated follow-up costs and suggestion that the Instruction and Outreach Committee continue to update about the project
- 7b. Discussion of Diversity Committee's StoryCorps transcription fund request; 3 bids vary wildly, Rev.com seems most promising and Francesca Marini would be using her personal cc and would get reimbursed because of the pay in advance requirement; work would be done by end of FY; transcriptions posted on StoryCorps, not RBMS; suggestion that they might also be shared on the RBMS website as well with agreement that there are multiple uses for Diversity, Scholarship, and M&PD; a member mentioned that we need to fund this because of our commitment to accessibility; is this an ongoing need, especially if more videos continue to be made and posted?; discussion of setting aside money vs. encouraging periodic requests; agreed that we should be open to periodic requests; motion to approve the Rev.com bid at \$242
- Chair Olivieri reported that she has drafted a *Guide to Making Requests for Section Funds* to clarify and improve process and expectations; Henningsen offered to help and Olivieri stated that she will also reach out to Athena Jackson; once finalized it needs to be brought to Exec for approval. Suggestion that it could be turned into an online form; suggestion that we could approve virtually on a running basis with such a form for requests under \$250 and it was noted that ALA Connect doesn't host polls for voting and this might be difficult; group suggested listing examples of past funded projects; agreed that requests would be brought to ALA and ALA Midwinter (official business meetings) to discuss and to decide on recommendation to Exec

#### 8. Leab Award Endowment update

- Exec recently approved B&D to explore a possible expansion of uses of Leab Award Endowment

- General discussion of the history of the Leab Endowment which is the Section's only endowed fund; suggestions for moving forward were put forth; Supple stated that Exec wants proposals and more information from Budget & Development and Exhibition Awards as to how this would all work and that it would be discussed further at Exec's Midwinter meeting
- **Action Item:** B&D Chair Olivieri will send copy of endowment contract to RBMS Chair Supple, who had not yet seen it
- It was suggested that this idea has been eddying around for a long time and it was proposed that we leave the Leab Endowment as it is, especially considering Exhibition Awards Committee's expressed desire to expand uses in alignment with current Endowment purpose; perhaps pursuing opportunities to build another endowment that could be used for broader purposes

9. Charge Revision update

- Ran out of time; will conduct via e-mail

10. Old Business - none

11. New Business - none

Meeting adjourned at approximately 10:15 AM

## **Basic Services Fund Requests [see 7a.]**

### **Date/Fiscal Year**

January 2019; FY2019

**Title** Teaching with Primary Sources website migration

**Contacts** Patrick Olson, Senior Web Editor, RBMS Publications and Communications Committee Heather Smedberg and Anne Bahde, Co-Chairs, RBMS Instruction and Outreach Committee

**Description and Impact** The RBMS Instruction and Outreach Committee (IOC) has been collaborating with the Society of American Archivists (SAA) to develop the *TPS Resource Exchange* (<http://rb.teachwithstuff.org/>), a collection of resources designed to support those who teach with primary sources.

In order to launch the site, it first must be migrated to the RBMS web server. After investigating migration options, it appears that manually migrating the site will be more complex and more time-consuming than initially thought.

DreamHost, the RBMS web hosting provider, can professionally migrate the site for a small one-time fee. From the Web Team's perspective, the fee seems a bargain compared to the effort required for a manual migration -- and a small price to pay given the broad, lasting benefits this site will provide to the special collections and archival professions.

Based on anecdotal evidence and data gathered, the Co-Chairs of IOC report that the library and archival community is eager for this resource. It is projected to increase web traffic to the RBMS site, but is not expected to affect any ongoing hosting or other web related fees. Having RBMS/ACRL host the site -- especially after SAA declined to continue support for the original pilot site -- will be seen as an immense service and as a highly beneficial resource for those who teach, or aspire to teach, with primary sources.

**Amount Requested** One-time fee of \$99 for DreamHost, the RBMS web hosting provider, to professionally complete the site migration.

**Timeline** The Web Team can initiate the site migration as soon as B&D might approve the expenditure. DreamHost can do this in 48 hours with zero downtime. Work will be completed by August 1, 2019.

## **Basic Services Fund Requests [see 7b.]**

### **Date/Fiscal Year**

January 2019; FY2019

**Title** Transcription of the RBMS Diversity Stories

**Contacts:** Francesca Marini, Co-chair, RBMS Diversity Committee

**Project Title:** Transcription of the RBMS Diversity Stories (a public community hosted by StoryCorps, <https://archive.storycorps.org/communities/rbms-diversity-stories-2/>)

**Project Description:** Transcribe 11 short audio interviews, for a total of about 242 minutes. Transcription will make the audio interviews more accessible, and will assist users in many ways, including facilitating the process of quoting from an interview. Transcriptions will be conducted by a commercial service, and reviewed for accuracy by the interviewees and interviewers. The final product will be posted to the StoryCorps page.

RBMS Diversity Stories was launched in 2016 by Curtis Small, co-chair of the RBMS Diversity Committee, and supported by the Committee members, who conducted the interviews with special collections and archives colleagues. A “Plan Your Adventure” session was held at the 2017 RBMS Conference in Iowa City. The goal of the project is to represent the voices of special collections librarians and archivists of color, and provide positive examples to those who want to join the profession. Interviewees shared stories about entering the field and navigating its complexities.

**Amount Requested** (note how many quotes you obtained and why you chose a particular vendor):

*Quote information is attached. Quotes are: \$242 (Rev.com), \$595 (Audio Transcription Center), and \$605 (3PlayMedia).*

Three quotes were requested from:

- The Audio Transcription Center, a long-standing service.
- Rev.com and 3Play Media: the Texas A&M Cushing Library, of which Committee Co-chair Francesca Marini is part, has satisfactorily used these commercial services in the past; Rev.com has also been suggested to Francesca by subscribers to the Society of American Archivists Audio and Moving Image Section listserv. 3Play Media offers good customer service.
- These services combine the use of speech recognition software with a final review by people.

**Timeline of Work:** There is no immediate deadline. Work could be completed by mid- February or later. Rev.com requires payment in advance; 3Play Media requires to set up account credit.

**Importance/Expected Impact of This Project:** Transcription will make the audio interviews more accessible, and will assist users in many ways, including facilitating the process of quoting from an interview. Transcriptions will be conducted by a commercial service, and reviewed by the interviewees and interviewers for accuracy. The final product will be posted to the StoryCorps page. We communicated with StoryCorps in the past year, and posting transcriptions to their site seems fine with them.

The following e-mail was sent on January 26th by B&D Chair Blyne Olivieri to the RBMS Executive Committee:

Dear Shannon & Executive Committee Members:

Today (Jan 26) at the Budget & Development Committee, we vetted and endorsed the following, and would like to bring to the Executive Committee for discussion and final approval:

- **RBMS Conference Scholarships Allocation.** We recommend allocating \$23,500 for the use of the Scholarship Committee. This figure is between the 2018 and the 2017 expenditures. It would fully expend the \$11,789.50 in profit share from last year's conference , plus \$11,710.50 from the RBMS Scholarships Fund. This recommended amount takes into account the 67 applications, gives leeway to the Scholarships Committee to designate full vs. partial scholarships as appropriate to the applicants, and keeps a reserved amount in the RBMS Scholarships Fund to serve as a buffer in case of economic downturn/uncertainty in the near future. This may be approximately 32 scholarships, depending on the full vs. partial matrix.
- **Section Fund Request - Instruction & Outreach Committee (\$99).** The B&D Committee reviewed and voted to recommend a request for a one-time \$99 to migrate the Teaching with Primary Sources Collective website to the RBMS server. Please see the attached for further information.
- **Section Fund Request - Diversity Committee (\$242).** The B&D Committee reviewed and voted to recommend a request for \$242 to create transcriptions of the current 11 interviews that form Diversity Stories. This effort will improve accessibility and ease research use of these interviews. Please see the attached for further information.
- **Leab Endowment.** In consideration of donor wishes as stipulated in the Leab Endowment Agreement (1987), and in consideration of the Exhibition Awards Committee's current exploration to expand the awards program, the Budget & Development Committee recommends that RBMS not seek to expand usage of the Endowment for general RBMS uses. We are grateful to Exec Committee for approving our proposal at ALA Annual (New Orleans) to "to explore modification of the Leab endowment agreement to expand the use of its annual returns," but we have concluded that to best steward this donor relationship and to honor the donor intent, that it not be expanded for other RBMS uses. As part of the existing Budget & Development Committee charge, we will assist the Exhibition Awards Committee to review appropriate uses of the Endowment spending account. In the future, Exec Committee can consider the creation of a gift fund or endowment to provide ongoing financial stability for RBMS.

Thank you for considering these recommendations.

Blyne

Chair, RBMS Budget & Development Committee