



Association for Rural & Small Libraries

Board of Directors Meeting Agenda

October 13, 2022 • 8-10am PST, 9-11am MST, 10am-12pm CST, 11am-1pm EST

Register: <https://us06web.zoom.us/meeting/register/tZ0uf-CgrjkoE9wZ257iRDvTcdtCYkQNXM1E>

Read in Advance of Meeting: Prior Board Meeting minutes; Leadership Reports; Office Dashboard Report; Financial Reports; Draft 2023 Budget

Facilitator: Bailee Hutchinson

Notetaker: Megan Fontaine

TOPIC	LEAD	TIME (CST)
Welcome and call to order	Bailee	10:00
Consent Agenda		
• Approve July 2022 meeting minutes	Bailee	10:05
• Leadership Reports: follow-up questions/updates	Bailee	10:10
President's Report	Bailee	10:20
Executive Director's Report	Kate Laughlin	10:25
Office Dashboard Report	Megan Fontaine	10:30
Old/Ongoing Business		
• Financial reports	Beth Vendetti & Kate	10:35
• Conference updates	Hannah Streetman	10:40
New Business		
• 2023 Budget	Beth	10:55
• Year-End Board To-Dos	Kate	11:30
○ Nonprofit Board orientation		
○ 2023 meetings/retreats polling		
○ Conflict & Conduct statements		
• RuralRise Summit	Jennie Garner & Megan	11:50
Closing questions or comments	Bailee	11:55
Meeting adjourns	Bailee	12:00

2022 ARSL Board, voting members:

Bailee Hutchinson, President
Jennie Garner, Vice-President/President Elect
Kathy Zappitello, Past President
Krist Obrist, Secretary
Beth Vendetti, Treasurer
Erin Silva, Midwest Regional Representative
Patrick Bodily, West Regional Representative
Phillip Carter, South Regional Representative
Kevin Bourque, Northeast Regional Representative

2022 ARSL Board, advisory/non-voting:

Kate Laughlin, Executive Director
Wendy Knapp, COSLA Representative

2022 ARSL Board Meetings:

January 13, April 14, July 14, October 13



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Register: <https://us06web.zoom.us/meeting/register/tZ0uf-CgrjkoE9wZ257iRDvTcdtCYkQNXM1E>

Board Members in Attendance: Phillip Carter, Wendy Knapp, Kathy Zappitello, Patrick Bodily, Beth Vendetti, Bailee Hutchinson, Kate Laughlin, Kevin Bourque

Board Members Not In Attendance: Krist Obrist, Jennie Garner

Invited Guests: Erin Busbea, Beth Anderson, Savannah Kitchens

Facilitator: Bailee Hutchinson

Notetaker: Megan Fontaine

TOPIC	LEAD	TIME (CST)
Welcome and call to order	Bailee	10:00
Consent Agenda		
<ul style="list-style-type: none">Phillip moved to approve the consent agenda, Kathy seconded. The motion passes.		
President's Report		
<ul style="list-style-type: none">ALA LTC Grant Advisory Board has made some exciting tweaks to the grant process for the current round<ul style="list-style-type: none">ARSL will be offering a full year of membership to winners, so membership is not required to applyThis round of grants is focused on accessibility, so removing as many barriers to application as possible was a priorityLaunch November 109Krist has been appointed as the Western Regional Representative for 2023; that position will be on the ballot again in 2023 for a regular 2-year termWendy has agreed to stay on for another term as our COSLA Representative		
Executive Director's Report		
<ul style="list-style-type: none">Acknowledged Megan Fontaine officially as the new ARSL Assistant Director		
Office Dashboard Report		
Old/Ongoing Business		
<ul style="list-style-type: none">Financial reports<ul style="list-style-type: none">We are still negotiating with two of the entities we paid money to, so we don't have a final profit & loss statement for this year's conference<ul style="list-style-type: none">We are anticipating a profit of between \$32k and \$35kHow does this conference compare against other years in terms of profit?<ul style="list-style-type: none">It's a middle of the road profit, some years we've earned more and some years we've earned much lessConference updates<ul style="list-style-type: none">Kate explained the Program Coordinator/Chair appointment process for Board members who might not be aware2022 Conference<ul style="list-style-type: none">Jennie put together a great wrap-up videoMore than 900 attendees this year, with 2/3 in person!		

- More Whova engagement than ever; we are likely to stick with Whova as our conference app moving into the future
- Evaluation results:
 - Almost all scored a 3.5/4 or higher
 - Most of our extracurricular activities were also rated very highly
 - Any constructive feedback about things that didn't go quite as expected will be taken into consideration for future conferences
- 2023 Conference
 - We will be returning to Wichita
 - For those who were unaware, Wichita was supposed to be our 2020 location, which we had to move forward because of the pandemic
- 2024 & 2025
 - Combined those requests for proposals and sent them out before this year's conference
 - Will be traveling to do site visits for three locations in the Northeast this month to help narrow our finalists
 - Still waiting on a few 2025 locations, with expected site visits in 2023

New Business

- 2023 Budget
 - Kate and Beth provided an overview of the work that's been done to reconfigure the budget and make it more readable / user-friendly
 - Explained the transition from a purely accounts-based budget to a classed budget
 - Kevin asked to confirm the final revenue estimate
 - Kate confirmed that it is correct; we run a very conservative budget, and we typically over-estimate our expenses and under-estimate our revenues
 - We are a nonprofit, and it is ok to run at a loss for a few years
 - It is not sustainable to run at a significant lost for a sustained period of time, but we don't anticipate that we will actually see as much of a loss as this draft budget reflects
 - This is the first year that the Primary Source management contract has increased since taking on ARSL as a client (3 years)
 - The Supporters Alliance will be announced in time for Giving Tuesday this year!
 - We will be increasing grant activity as well to bring in additional administrative support payments
 - Kathy Zappitello moves to adopt the 2023 Budget as recommended by the Finance Committee. Patrick seconds. The vote passes 6 to 0.
- Year-End Board To-Dos
 - Nonprofit Board orientation
 - Schedule poll has been sent out, full Board is invited
 - Availability of the incoming/unoriented Board members will be favored to ensure they are able to attend
 - 2023 meetings/retreats polling
 - Our hope is that getting this on people's calendars early will help ensure everyone is able to attend all four meetings

- Decision was made to separate the fall retreat from the conference; it's just too exhausting to try and do them both in one week
 - Conflict & Conduct statements
 - These will be presented as a Google Form this year for ease of completion
 - Both policies are best practice per the IRS for nonprofit Boards; all Board members, including ex-officio/nonvoting members, are expected to read, acknowledge, and abide by these policies
 - There will also be a whistleblower policy provided that doesn't require a signature, but that the Board will need to read and be aware of
 - Board Liaison assignments
 - There are a few that are tied to your position for strategic reasons: the Vice President is always liaison to Advocacy, the President
- RuralRise Summit
 - Jennie Garner attended on ARSL's behalf
 -

Closing questions or comments

Meeting adjourns

- Kathy moves to adjourn, Kevin seconds, Beth thirds. The meeting adjourned at 11:26 am CT.

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 Wendy Knapp, COSLA Representative

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ARSL Leadership Reports, Q2 2022 (Apr-Jun)

ARSL Leadership Position(s)	ARSL meetings attended since last report	Non-ARSL meetings attended on behalf of ARSL since last report	Goals Accomplished This Quarter	Goals for Next Quarter
Beth Vendetti	Committee meetings Friday, 07/22, Wednesday, 08/03 & Wednesday, 09/07	None	None	Review budget and pass to the board for October meeting, continue working on Investment Policy
Amy Golly	May 4, July 19, August 16, Sept 20 - monthly committee meetings included goal planning, updates from Office,	n/a	We have decided on a path for offering more networking opportunities through collaboration with the Continuing Education Committee, we have submitted a request for assistance from the ARSL Office in sending out a call for volunteers, we updated the ARSL Supporters page on the website, and suggested changes to the 'Supporter's Page' location on website.	1) Recruit more members for the Membership Committee 2) Recruit or appoint new co-chairs (one set to be rotating off and the other recently resigned). 3) We want the call for volunteers to go out to find interested members in hosting positional and affinity group quarterly networking opportunities through Zoom. 4) Help volunteers to set/facilitate first meetings for networking groups.
Savannah Kitchens	The Scholarship Committee met on 6/21 to discuss and finalize association awards. These awards were announced at the 2022 ARSL conference "State of ARSL" brunch.	N/A	In the last quarter, the Scholarship Committee finalized and announced new Association Awards for ARSL members. These awards include Solo Librarian of the Year; Lifetime Legacy award; EDI Champion award; and the Innovative Service award.	The Scholarship Committee will spend October - November building and refining the rubrics and applications for these awards, with plans to open applications in January 2023.
Tyler Hahn	Meetings are monthly on the fourth Tuesday of the month. Purpose of the meetings are to continue advocacy for small and rural libraries and to formulate on how ARSL can respond to the needs of small and rural libraries	N/A- Planning one with the IMLS	The committee has been working on ARSL's position statement policy, and has edits ready for the board.	Meeting again with the IMLS to convey the need for equitable opportunities in funding for small and rural libraries.

John Clexton	<p>May Committee met to review the Code of Conduct prior to the Election</p> <p>July our meeting overlapped with the board meeting, so we encouraged members to attend that.</p> <p>August review of the ARSL Presence on the Web and social media policy</p> <p>Sept - Did not hold a meeting with many members attending the National Conference</p>	None	Completed Code of Conduct	We will finish the social media Policy, and the ARLS Presence on the Web
Krist Obrist	<p>6/8/22 - Partnerships Committee mtg; 7/14/22 - ARSL Board mtg; 7/29/22 Partnerships Committee mtg; 9/13-17 ARSL Conference; 9/17/22 ARSL Board Mini Retreat;</p>	NA		Re-visit core committee functions; Create procedures for outside organizations wanting to partner with ARSL; Determine meeting frequency; Re-visit goals for the committee
Patrick Bodily	<p>Membership Committee (7/19, 8/16, 9/20); Western Region (8/19); Annual Conference</p>	n/a	<p>Membership Committee - worked to review the current ARSL Zoom Use Policy. Also partnering with Continuing Education Committee to begin offering meetups (similar to the "Solo-ish Librarian Happy Hour) focused on job descriptions (Youth Librarian, director, etc.) as well as other affinity groups (BIPOC, LGTBQIA+).</p>	Begin holding meetups.

Kevin Bourque	Northeast Region Focus Group, October 3.	N/A	Conference Committee: Completed the planning and successful execution of this year's annual conference.	1. Continue the discussion of the evolution of the Region Representative's role. 2. Assist Northeast Region Representative-Elect Crystal Schimpf transition into new role.
Wendy Knapp	n/a	COSLA Great Lakes Chief meeting (COSLA annual meeting will be 2 weeks after our board meeting)		I would like to get a conference recap to share with COSLA at the annual meeting, if possible.
Madeline Jarvis	Noah Lenstra attended the ARSL conference.	Madeline met with representatives from Cosmic Writers and Engaging Beyond Our Walls Noah will meet with representatives from The National Citizen and Community Science Library Network Team	Gather restructured committee	We are meeting 9/29 to discuss
Erin Silva	CE and Scholarship committee meetings; ARSL mini board retreat in Chattanooga	none		The Midwest region will meet in October and then again in December.
Phillip Carter	ARSL Annual Conference, ARSL Board Work Retreat, Met with chairs of MarComm, Met with Bailee and Megan about MarComm	None	We've begun the groundwork to reimagining the role of the MarCom. There's a lot of work to do, but it's time we really spend some time figuring out what that committee's role is and I'm glad to see it started.	Begin building the basis for what MarCom is becoming and what role it will play in the future. Work to build more community within the South Regional members of ARSL.

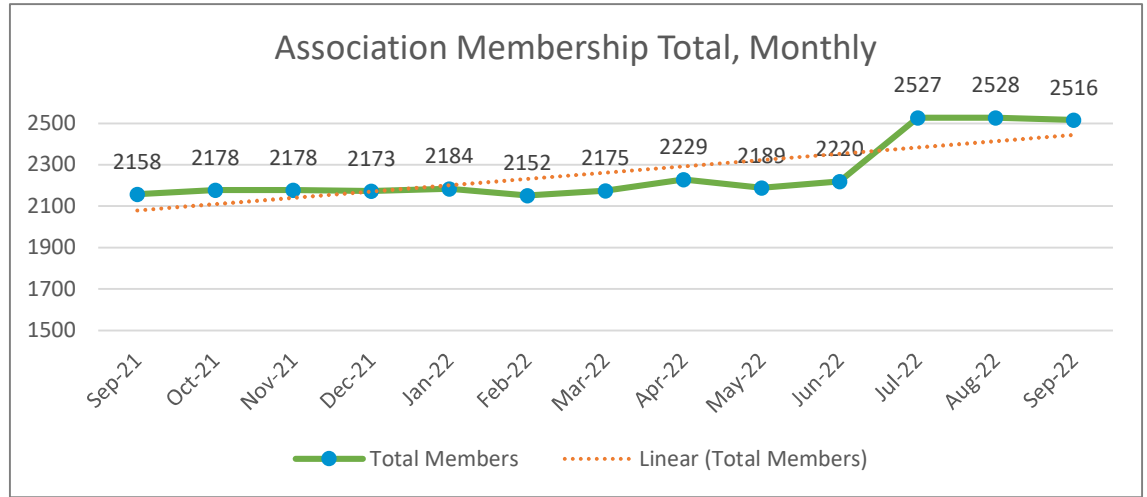
<p>Jennie Garner</p>	<p>Advocacy Comm meetings - committee work and IF/advocacy discussions Finance Comm meetings - discuss ARSL finances and finance policy</p>	<p>Our Way Forward: REALM Virtual Symposium, Aug 30-31 - REALM is gathering insights and resources that can help archives, libraries, and museums prepare for, navigate through, and recover from public health crises.; IMLS Empowering Readers, Empowering Citizens, Sept. 8 and 13 - Takeaways from March convening in Washing DC and discussion around best practices for supporting engaged reading in youth; Libraries as Bridges (LaB) working group, April 27 virtual - a collective of library professionals focused on understanding, advancing, and evaluating how libraries build social cohesion and promote civic renewal; Depository Library Council Rural Libraries Sub Group meeting, 8/23 - group's goal is to determine the challenges that rural FDLs face when trying to provide access to government information and to identify solutions to these challenges.</p>	<p>IMLS Convening attendance was a great experience and wonderful opportunity to discuss ARSL with some of the leaders in larger libraries and with IMLS staff. Made good connections with several ULC library directors and IMLS staff.</p>	<p>Goal to continue to heighten awareness about needs, successes, challenges, and opportunities for rural libraries and ARSL as an organization.</p>
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ARSL Dashboard Report, 10/7/2022

Membership

Membership Changes Year-Over-Year

Member Type	Sep-21	Sep-22	% Change
Library	179	471	163%
Library Contact	388	564	
Business	13	24	85%
Business Contact	15	26	
Nonprofit Organization	14	18	29%
Nonprofit Org. Contact	16	24	
Individual Employee	1533	1319	-14%
Advocate	0	21	
Student	0	36	
Retiree	0	9	
Unemployed	0	4	



Member Renewals (Retention), April 2021 - Mar 2022

Member Type	Count
Library & L. Contact	104
Business & B. Contact	11
Nonprofit & NP Contact	10
Individual (all types)	1149
Total	1274
% Retained (12 mos)	59.04%

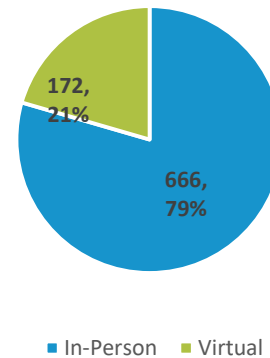
New Members (Expansion), April 2021 - Mar 2022

Member Type	Count
Library & L. Contact	410
Business & B. Contact	36
Nonprofit & NP Contact	16
Individual (all types)	539
Total	1001
% Growth (12 mos)	15.66%

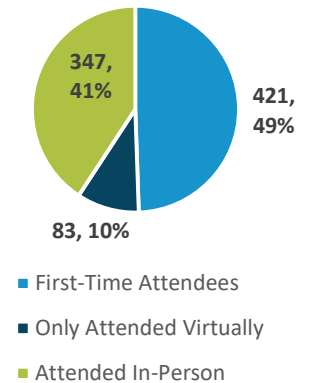
Annual Conference

September 14-17, 2022 | Chattanooga, TN

Attendees By Mode



Returning Attendees



Finances

Account	Aug-21	Aug-22	% Change
Checking	\$645,033.84	\$419,671.82	-34.94%
Savings	\$250,026.15	\$250,050.80	0.01%
Other Assets	\$17,308.50	\$32,753.96	89.24%
Total	\$912,368.49	\$702,476.58	-23.01%

Association for Rural and Small Libraries

Statement of Financial Position

As of August 31, 2022

	TOTAL			
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
100000 Unrestricted Checking Accounts	0.00	0.00	0.00	
100004 TIAA Nonprofit Checking	0.00	0.00	0.00	
100005 Chase Bank Checking	419,671.82	645,033.84	-225,362.02	-34.94 %
Total 100000 Unrestricted Checking Accounts	419,671.82	645,033.84	-225,362.02	-34.94 %
101000 Unrestricted Savings				
101004 TIAA CD	0.00	0.00	0.00	
101006 Chase Bank Savings	250,050.80	250,026.15	24.65	0.01 %
Total 101000 Unrestricted Savings	250,050.80	250,026.15	24.65	0.01 %
1072 Bill.com Money Out Clearing	0.00	0.00	0.00	
Total Bank Accounts	\$669,722.62	\$895,059.99	\$ -225,337.37	-25.18 %
Accounts Receivable				
110000 Accounts Receivable (A/R)	17,006.32	2,000.00	15,006.32	750.32 %
Total Accounts Receivable	\$17,006.32	\$2,000.00	\$15,006.32	750.32 %
Other Current Assets				
120000 Undeposited Funds	5,793.00	4,337.00	1,456.00	33.57 %
130000 Prepaid Conference Expenses	9,560.00	10,499.00	-939.00	-8.94 %
131000 Prepaid Membership Communication	-472.50		-472.50	
131002 Prepaid Membership Database	472.50	472.50	0.00	0.00 %
131004 Prepaid Newsletters	0.00	0.00	0.00	
Total 131000 Prepaid Membership Communication	0.00	472.50	-472.50	-100.00 %
132000 Prepaid Conferencing Services	0.00	0.00	0.00	
133000 Prepaid Website Expense	378.31	0.00	378.31	
134000 Prepaid File Storage Expense	0.00	0.00	0.00	
135000 Prepaid D&O Insurance	0.00	0.00	0.00	
136000 Prepaid Legal Filing Expenses	16.33	0.00	16.33	
137000 Prepaid Board Meetings/Retreat Travel	0.00	0.00	0.00	
Uncategorized Asset	0.00	0.00	0.00	
Total Other Current Assets	\$15,747.64	\$15,308.50	\$439.14	2.87 %
Total Current Assets	\$702,476.58	\$912,368.49	\$ -209,891.91	-23.01 %
TOTAL ASSETS	\$702,476.58	\$912,368.49	\$ -209,891.91	-23.01 %

Association for Rural and Small Libraries

Statement of Financial Position

As of August 31, 2022

	TOTAL			
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)	CHANGE	% CHANGE
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200000 Accounts Payable (A/P)	0.00	7,707.70	-7,707.70	-100.00 %
Total Accounts Payable	\$0.00	\$7,707.70	\$ -7,707.70	-100.00 %
Credit Cards				
102000 Credit Card	604.35	15,806.82	-15,202.47	-96.18 %
Total Credit Cards	\$604.35	\$15,806.82	\$ -15,202.47	-96.18 %
Other Current Liabilities				
220000 Deferred Revenue				
221000 Deferred Dues				
221000 Deferred Dues	1,187.50		1,187.50	
221100 Deferred Business Dues	1,312.49	183.34	1,129.15	615.88 %
221200 Deferred Individual Dues	-7,711.25		-7,711.25	
221201 Deferred Individual Employee Dues	27,326.67	83,941.83	-56,615.16	-67.45 %
221202 Deferred Student Dues	218.33		218.33	
221202.1 Deferred Level 1	0.00	-52,286.76	52,286.76	100.00 %
221203 Deferred Retiree Dues	58.33		58.33	
221203.1 Deferred Level 3	0.00	-5,460.00	5,460.00	100.00 %
221204 Deferred Advocate Dues	138.33		138.33	
221204.1 Deferred Level 2	0.00	-11,426.34	11,426.34	100.00 %
221205 Deferred - Unemployment Dues	38.34		38.34	
221208 Deferred Premier	0.00	196.00	-196.00	-100.00 %
Total 221200 Deferred Individual Dues	20,068.75	14,964.73	5,104.02	34.11 %
221300 Deferred Library Dues	21,729.58	4,950.00	16,779.58	338.98 %
221400 Deferred Nonprofit Dues	612.50	112.50	500.00	444.44 %
Total 221000 Deferred Dues	44,910.82	20,210.57	24,700.25	122.21 %
222000 Deferred Conference Revenue	0.00	0.00	0.00	
Total 220000 Deferred Revenue	44,910.82	20,210.57	24,700.25	122.21 %
Total Other Current Liabilities	\$44,910.82	\$20,210.57	\$24,700.25	122.21 %
Total Current Liabilities	\$45,515.17	\$43,725.09	\$1,790.08	4.09 %
Total Liabilities	\$45,515.17	\$43,725.09	\$1,790.08	4.09 %
Equity				
310000 Unrestricted Net Assets				
310000 Unrestricted Net Assets	443,126.73	435,344.01	7,782.72	1.79 %
Net Revenue	213,834.68	433,299.39	-219,464.71	-50.65 %
Total Equity	\$656,961.41	\$868,643.40	\$ -211,681.99	-24.37 %
TOTAL LIABILITIES AND EQUITY	\$702,476.58	\$912,368.49	\$ -209,891.91	-23.01 %