



Association for Rural & Small Libraries

Board of Directors Meeting Agenda

April 8, 2021 • 12-2pm ET; 11am-1pm CT; 10am-12pm MT; 9-11am PT

Register: <https://zoom.us/meeting/register/tJ0odOysrDkoHdMJDEB5za3xkv2seyOE6n6D>

Read in Advance of Meeting: January 2021 Board Minutes; Financial Statements; Leadership Reports; Bylaws updates (to be sent on Friday, 3/26)

Facilitator: Kathy Zappitello

Notetaker: Megan Fontaine

TOPIC	LEAD	TIME (EST)
Welcome and call to order	Kathy Zappitello	12:00
Consent Agenda		
• Approve January 2021 meeting minutes	Kathy	12:05
President's Report	Kathy	12:10
Financial Report	Lisa Lewis	12:15
Dashboard Report	Kate Laughlin	12:20
Leadership Reports: Updates or questions	Kathy	12:25
Old/Ongoing Business		
• Leadership Institute: Participants	Kieran Hixon & Sharon Morris	12:35
• Conference Updates: Program RFP	Holly Mercer & Todd Deck	12:45
• Committee Revitalization: Final report	Kate	12:50
• Regional Focus Groups: Next steps	Kate	12:55
• Strategic Plan: Mission; vote may be called	Kathy	1:00
New Business		
• Bylaws updates: Vote may be called	Mary Soucie and Kristi Chadwick	1:15
• ALA Annual Programs: ARSL participation	Kate	1:45
Closing questions or comments	Kathy	1:55
Meeting adjourns	Kathy	2:00

2021 ARSL Board, voting members:

Kathy Zappitello, President
Bailee Hutchinson, Vice-President/President Elect
Jennifer Pearson, Past President
Krist Obrist, Secretary
Lisa Lewis, Treasurer
Julie Elmore, Regional Representative (Midwest)
Nancy Tusinski, Regional Representative (Northeast)
Philip Carter, Regional Representative (South)
Kathy Street, Regional Representative (West)

2021 ARSL Board, advisory/non-voting:

Kate Laughlin, Executive Director
Timothy Owens, COSLA Representative

2021 ARSL Board Meetings:

January 14th, April 8th, July 8th, October 23



**Association for Rural & Small Libraries
Board of Directors Meeting Agenda**

April 14, 2022 • 8-10am PST, 9-11am MST, 10am-12pm CST, 11am-1pm EST

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

Board Members in Attendance: Bailee Hutchinson, Jennie Garner, Kathy Zappitello, Phillip Carter, Patrick Bodily, Erin Silva, Krist Obrist, Beth Vendetti, Wendy Knapp (nonvoting), Kate Laughlin (nonvoting)

Board Members Absent: Kevin Bourque

Invited Guests in Attendance: Beth Anderson, Erica Testani, Suzanne Macaulay

Facilitator: Bailee Hutchinson

Notetaker: Megan Fontaine

TOPIC	LEAD	TIME (CST)
Welcome and call to order		
Consent Agenda		
<ul style="list-style-type: none">● Approve January 2022 meeting minutes<ul style="list-style-type: none">○ Kathy moves to approve minutes, Jennie seconds○ The motion carries, 5 ayes, 1 abstention● Leadership Reports: follow-up questions/updates<ul style="list-style-type: none">○ Kathy specifically wants to thank the committee chairs for submitting their reports and sharing their valuable insights & information with the Board.		
President's Report		
<ul style="list-style-type: none">● There have been so many exciting partnerships during the last three months!● Bailee was able to give a welcome address at Big Talk from Small Libraries, and seeing the growth that ARSL has had over the last 1-2 years.● People want ARSL to be part of things!● Gave kudos to the booth staff and volunteers for a successful PLA exhibit.● We've had two appointments since last meeting: Patrick Bodily, as our Western Regional Representative, and Kevin Bourque, our Northeast Regional Representative		
Executive Director's Report		
<ul style="list-style-type: none">● PLA attendance was very gratifying, and well worth the investment of time and resources to be there.● This year's conference felt very much like a bookend; the last PLA conference was held during the last week of February 2020.● We have already selected our booth for the 2024 exhibit booth, and the deposit has been paid.● Thank-you to Krist, Board Secretary, for doing data entry on the ~300 raffle tickets with names and contact information on potential ARSL members who stopped by the booth.		
Office Dashboard Report		
<ul style="list-style-type: none">● Question from Phillip about the dramatic jump in "other assets" over last year.<ul style="list-style-type: none">○ Answer from Kate: we had a "pledge" from IMLS in anticipation of a large payment on the Institute grant.		
Old/Ongoing Business		

- Financial reports
 - We have received the March financials, and they will be sent to the Board this week after the Treasurer has had the opportunity to review
 - Phillip noticed a significant jump in credit card usage
 - This is in part because of activity happening this year (PLA exhibiting, for example) that couldn't happen last year.
 - We have also become very intentional about using the credit card whenever possible to make purchases as a means of accruing points, that are then used to pay for travel.
 - As an example, ARSL won't pay a penny for staff travel for ALA Annual or the Board Retreat in Columbus - all of that was able to be "purchased" using credit card points.
- Annual Board Retreat
 - Kudos to Wendy Knapp for hosting the retreat space at the State Library of Ohio. The hospitality was very much appreciated.
 - This was the first in-person Board retreat in three years, since spring 2019.
 - Some topics discussed:
 - Growth, sustainability, and capacity for ARSL's continued growth
 - Board goals and vision for the next ~3 years
 - Intellectual freedom challenges and the work that ARSL can do to support our members
 - Completing the organization's vision statement (which will be voted on asynchronously)
 - Kathy reiterated a conversation had at the end of the retreat, that in spite of the tremendous workload during the retreat participants walked away feeling rejuvenated and energized to get back to work
 - Krist felt more connected to her work on the Board and to the Association in general after the retreat

New Business

- Access to Information statement (draft)
 - This statement has been discussed and drafted by the Advocacy Committee, who now recommend it to the Board for adoption.
 - Statement is intended as an additional tool for small and rural libraries to use in defense of their collections, programs, etc. during challenges. It is similar but not the same as the Freedom to Read statement issued by ALA.
 - Certain organized groups have been disparaging ALA as an "evil organization," making some of their advocacy tools less effective in some communities.
 - The statement was developed using many intellectual freedom statements as references, gathered from national and state-level library associations.
 - Phillip: "freedom" is an important word to have in the title, given its connotations
 - Suggested "ARSL Freedom of Information Statement"
 - Kathy would echo that sentiment, that "freedom" is a powerful word that will resonate with our members and their communities.
 - Patrick: do we want to alter the statement to include current and potential future international members? The First Amendment and Constitution don't apply to them.

- Jennie would like to reiterate that this issue is a uniquely American issue right now, so she would be hesitant to remove that language and run the risk of disempowering the statement.
 - Erin: would we be able to update this statement in the future to be more inclusive of different countries' laws and protections?
 - Kate: the intention of this tool is to be something libraries can employ *right now* during challenges happening in the US.
 - Kathy brought up the potential collaboration with IFLA (International Federation of Library Associations) to support international libraries.
 - Krist recommended "ARSL Freedom of Access to Information Statement"
 - Beth Anderson pointed out that any "freedom of access" language might get confused with the Freedom of Information Act (FOIA) law that already exists
 - Bailee called for a motion to approve the ARSL Access to Information Statement, with the statement as written
 - Jennie so moved, Phillip seconds
 - Seven ayes, no nays, the motion passes
- Ukraine Libraries support statement (draft)
 - Statement was requested/recommended by the Advocacy Committee.
 - This statement was drafted before the Board Retreat by Phillip, Bailee, Erin, and Kevin
 - The statement was written using examples from several other organizations, but was intentionally drafted to be in alignment with our mission statement.
 - Erin reinforced that the statement was explicitly written to include a call to action, rather than simply being a condemnation.
 - Some discussion of the phrase "with all caught"
 - Recommendation: update to "with everyone caught"
 - Comma added to the third sentence, "In alliance with...community, ARSL..."
 - Kathy moves to adopt the statement with the recommended changes, Phillip seconds
 - Eight ayes, no nays, the motion passes
- Social Media Policy (draft)
 - Drafted and recommended by the Marketing & Communications Committee.
 - Conversation was had around the inclusion of "mis- or disinformation" as potentially to vague and/or unenforceable
 - Who is the decisionmaker in those situations? It isn't spelled out in the policy.
 - Phillip pointed out that, given the speed with which social media happens, that it might be valuable to have a single individual making decisions to be reviewed later. There isn't necessarily time to have multiple perspectives review posts for suitability.
 - The process of reviewing posts that violate the policy has been moved to the accompanying procedure. Suzanne suggested adding language to indicate that readers should refer to the policy.
 - Jennie disagrees on adding language about referring to procedure, as that is standard and it muddies the policy language.
 - Bailee called for a motion to approve the policy as written; Phillip moves, Kathy seconds.
 - Eight ayes, no nays, the motion passes.
- 2022 Conference update

- Local Arrangements are making a significant amount of headway planning the extracurricular activities in Chattanooga.
- We wound up with 121 program proposals, up from 53 during the Conference Committee meeting on Monday.
- Keynote selection is still underway, we are waiting for several responses to requests.
- The program selection process will be underway during the next few weeks.
- The office is working with the core Leadership Institute team to develop the presence of our Institute participants at this conference.
 - Part of the commitment the participants made was to present at the 2022 conference in some capacity.

Closing questions or comments

- Jennie wanted to put it “on the radar” that ABC-CLIO has reached out about the potential of a book series partnership. This email was sent to Bailee, Jennie, Kathy, and the ARSL office. A meeting will be pulled together to discuss this opportunity among the relevant Board members at a later time.

Meeting adjourns

- Jennie moves to adjourn the meeting; Phillip seconds. Meeting adjourned at 11:33 am CT.

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

**ARSL Leadership Reports
Jan-Mar 2021**

<u>ARSL Office Work Log</u>					
Leadership Position	Name	ARSL Meetings Attended	Non-ARSL Meetings Attended	Current Quarter Accomplishments	Committee/Group Goals
Regional Representative: West	Kathy Street	None			
Conference Committee Co Chairs	Todd Deck, Holly Mercer	Monthly meetings for the conference.	NA	Theme for conference has been selected and a roadmap for committee engagement has been created.	Monthly meetings, usually we have a pre meeting or post meeting.
Governance Committee Co-Chairs	Mary Soucie, Kristi Chadwick	ARSL Governance committee meetings were held on 12/18, 1/11, 2/11 for the purposes of updating the bylaws. Mary participated in the candidate review selection committee for the ARSL Leadership Grant.	N/A	Our committee has made extensive progress on updating the bylaws and hope to submit them to the board soon.	We plan to complete the bylaws and submit them to the board for approval. We plan to begin to work on the creation of the policy repository and to implement a subcommittee to work on providing newsletter articles.
Partnership Committee Co-Chairs	Jennie Garner, Kelly Depin	1. Partnership Committee Leads Mtg - discuss charge and operations of committee, 2. Partnerships Committee Mtg - meet committee members, discuss work/goals of committee 3. Co-Chairs mtg - discuss charge of committee and get to know each other 4. New Face of Library Makerspaces - IMLS grant proposal - background discussion, agreed to write support letter and potential advisory role.	N/A	Completed draft of committee charge and responsibilities.	Finalize draft, follow up with committee meetings to ensure committee members are engaged. Continue to cultivate current partnerships and develop committee work plan.
President	Kathy Zappitello	Weekly meetings with Ex Director, Monthly meeting with past and future ARSL presidents, several governance and finance committee meetings, Leadership Institute meetings with selection committee, A-team, and hours of proposal readings. I've attended several partnership proposal meetings pertaining to IMLS grants. I represented ARSL on a panel for a presentation for Publishers Weekly and another for Save the Children. I also "kicked off" the Big Conference for Small Libraries with a short presentation about ARSL.	I always have my ARSL hat on!		
Marketing & Communications Committee Co-Chairs	Suzanne Macaulay, Sherry Scheline	Marketing & Communications Committee (full committee meeting x 2), Newsletter Subcommittee Meeting (planning spring newsletter x 2), Social Media Subcommittee (planning content and posting schedule x 1)	n/a	Dividing committee members into subcommittees (newsletter and social media), collected committee member input (via survey) to begin drafting Charge	Publish spring newsletter in April, send Committee Charge to the ARSL Board for approval in May, Sub-Committees (Newsletter / Social) Start additional social (Instagram) Add to "stories" and feature ARSL libraries from around the U.S.
Regional Representative: Northeast	Nancy Tusinski	Conference committee meeting - initial meeting, choosing name of conference, Leadership Institute Meeting (selection of candidates), Meeting with Kate and Foundation Representatives regarding possible grant initiative	None	n/a	n/a
Membership Committee Co-Chairs	Amy Golly, Molly Schock	Feb 25 - ARSL Membership Committee Meeting - Welcomed new members of the committee and gave an overview of the history and structure of ARSL. Allowed folks to ask questions about goals, activities, etc. and gave access to documents needed for committee work. Set action items for next meeting. Next meeting will be March 25.	n/a	ARSL recruited full committee. I created a central document using Google Docs to help organize the committee's work. I drafted some language for the committee charge and identified with the help of ARSL initial goals to make the committee successful.	Write the committee charge, develop a membership survey, complete a membership tiers assessment, review and access the organizational membership benefits, and determine demographic information to collect from members.
Advocacy Committee Co-Chairs	Beth Anderson, Lisa Shaw	2/16/21: ARSL Advocacy Leaders Meeting [to plan for committee]; 2/22/21: Advocacy Committee Meeting [to begin work on committee charge and ideas for where the committee wants to go]	n/a	Guiding documents from state associations and organizations with strong advocacy components starting to be compiled; new committee charge discussed	Committee charge will be completed and submitted to the board for review and approval.
Regional Representative: Midwest	Julie Elmore	Feb. 18, Feb. 22, and Mar. 22	N/A	Created charge to submit to the board. Roughed out priorities and dream sheet for committee.	TRAIN schedules, fleshing out potential program on creating building books (customized binder of specific building information needed by all Directors for facility management type reasons).
Continuing Education Committee Co-Chairs	Allie Stevens, Joy Worland	Allie: ARSL Continuing Education Committee Meetings on 2/22/21 and 3/22/21 Joy: ARSL Continuing Education Committee Meetings on 2/22/21 and 3/22/21 Purpose: To become acquainted with each other as a committee, write the committee charge, discuss long and shorter term goals of the committee and develop a task list	Allie: none Joy: none	The CE committee co-chairs have drafted a committee charge, taking into account suggestions from committee members. We have begun having a deeper conversation about the particular role continuing education can and should play within the ARSL membership, and how to effectively deliver CE opportunities to the membership. The committee has reviewed and approved of the proposed committee charge, which we are submitting to the board for approval.	In the second quarter of 2021, we anticipate finalizing plans for the TRAIN series several months past the current last organized session (June 2021). We plan to solidify a list of tasks that will be the responsibility of the CE committee (i.e. webinars and online workshops, a regular newsletter column, social media content, a CE resources list for the ARSL website, etc.), and continue developing our idea for some long-term workshops around facilities management, disaster plans, and instructional techniques.
Past President	Jennifer Pearson	Outstanding in their Field -- scoring applications	RIPL/PLA Summit Meeting -- data in libraries ALA Emergency Grants (grant planning)-- grants for libraries-- acting in advisory role LJ Winter Summit -- presenter -- How COVID is changing libraries ALA session on the new LTC Grants --- facilitator	n/a	n/a
President Elect/Vice President	Bailee Hutchinson	January 14th: ARSL Board Meeting- Regular board meeting January 21st: ARSL Advocacy Committee Meeting- Discuss the committee kickoff meeting. January 23rd: ALA Midwinter ARSL Discussion- Discuss the ARSL organization and benefits of membership. February 3rd: ARSL Leadership Meeting February 22nd: ARSL Advocacy Committee Meeting March 22nd: ARSL Advocacy Committee Meeting	January 11th, February 10th, March 8th: ALA Rural, Native, and Tribal Libraries of all Kinds Committee (RNTLOAK)-On this committee as an ARSL representative. January 23rd: ALA Midwinter RNTLOAK Committee Meeting-Spoke about the importance of rural, small, and tribal libraries and the benefits of ARSL membership. February 4th: ALA LTC Information Session for ARSL Members- Spoke about the experience of applying for the ALA LTC grant, ideas for programs, and answered questions. February 11th: Oklahoma Library Association Small or Rural Library Committee Meeting- Spoke about the benefit of becoming an ARSL member.		

Association for Rural and Small Libraries

Statement of Activity by Class

January - February, 2021

	ADMIN	GENERAL DONATIONS	OPERATIONS	TOTAL ADMIN	INSTITUTE GRANT	PROGRAM	2020 VIRTUAL CONFERENCE	DUES	MEMBER SERVICES	OTHER EVENTS	SCHOLARSHIPS	TOTAL PROGRAM	NOT SPECIFIED	TOTAL
Revenue														
400000 Membership Dues														\$0.00
400100 Business Dues								1,116.67				1,116.67		\$1,116.67
400200 Individual Dues														\$0.00
400402 Library Staff Level 1								22,797.37				22,797.37		\$22,797.37
400404 Library Staff Level 2								5,899.05				5,899.05		\$5,899.05
400406 Library Staff Level 3 (Stud, Ret, Fri, Trust, Vol)								3,412.50				3,412.50		\$3,412.50
Total 400200 Individual Dues								32,108.92				32,108.92		\$32,108.92
400300 Institutional Dues								16,225.00				16,225.00		\$16,225.00
400400 Affiliate Memberships								812.50				812.50		\$812.50
Total 400000 Membership Dues								50,263.09				50,263.09		\$50,263.09
410000 Conference Revenue														\$0.00
410100 Registration Fees														\$0.00
410102 2020 Virtual Conference Registrations							409.00					409.00	0.00	\$409.00
Total 410100 Registration Fees							409.00					409.00	0.00	\$409.00
Total 410000 Conference Revenue							409.00					409.00	0.00	\$409.00
420000 Workshops										45.00		45.00		\$45.00
490000 Administrative Income														\$0.00
410902 Scholarship Donations											265.00	265.00		\$265.00
410904 Merchandise Sales							675.44					675.44		\$675.44
490004 Donations Received		2,644.03		2,644.03										\$2,644.03
Total 490000 Administrative Income		2,644.03		2,644.03			675.44				265.00	940.44		\$3,584.47
Billable Expenditure Revenue					12,736.30									\$12,736.30
Total Revenue	\$0.00	\$2,644.03	\$0.00	\$2,644.03	\$12,736.30	\$0.00	\$1,084.44	\$50,263.09	\$0.00	\$45.00	\$265.00	\$51,657.53	\$0.00	\$67,037.86
Cost of Goods Sold														
590000 Payment Processing Fees	33.90			33.90										\$33.90
Total Cost of Goods Sold	\$33.90	\$0.00	\$0.00	\$33.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.90
GROSS PROFIT	\$ -33.90	\$2,644.03	\$0.00	\$2,610.13	\$12,736.30	\$0.00	\$1,084.44	\$50,263.09	\$0.00	\$45.00	\$265.00	\$51,657.53	\$0.00	\$67,003.96
Expenditures														
600000 Administrative Expenses	20.88			20.88										\$20.88
600200 File Storage Fees			19.99	19.99										\$19.99
600300 General Postage			4.35	4.35										\$4.35
600450 Supplies			198.36	198.36										\$198.36
600500 Organization Dues	250.00		150.00	400.00										\$400.00
600600 Software Licenses	251.07		77.07	328.14	171.20									\$499.34
600900 Legal Filings	16.33		59.00	75.33										\$75.33
Total 600000 Administrative Expenses	538.28		508.77	1,047.05	171.20									\$1,218.25
620000 Governance Expenses														\$0.00
620400 D&O Insurance	985.42			985.42										\$985.42
Total 620000 Governance Expenses	985.42			985.42										\$985.42
630000 Membership Communication														\$0.00
630200 Membership Database									5,197.50			5,197.50		\$5,197.50
Total 630000 Membership Communication									5,197.50			5,197.50		\$5,197.50
640000 Professional Fees														\$0.00
640100 Accounting Fees	520.99			520.99										\$520.99
640300 Management Fees	25,983.34			25,983.34	2,342.25									\$28,325.59
Total 640000 Professional Fees	26,504.33			26,504.33	2,342.25									\$28,846.58

Association for Rural and Small Libraries

Statement of Activity by Class

January - February, 2021

	ADMIN	GENERAL DONATIONS	OPERATIONS	TOTAL ADMIN	INSTITUTE GRANT	PROGRAM	2020 VIRTUAL CONFERENCE	DUES	MEMBER SERVICES	OTHER EVENTS	SCHOLARSHIPS	TOTAL PROGRAM	NOT SPECIFIED	TOTAL
670000 IMLS Grant														\$0.00
670300 IMLS Core Instructors					10,000.00									\$10,000.00
Total 670000 IMLS Grant					10,000.00									\$10,000.00
Payscape Processing fees	397.01			397.01										\$397.01
Total Expenditures	\$28,425.04	\$0.00	\$508.77	\$28,933.81	\$12,513.45	\$0.00	\$0.00	\$0.00	\$5,197.50	\$0.00	\$0.00	\$5,197.50	\$0.00	\$46,644.76
NET OPERATING REVENUE	\$ - 28,458.94	\$2,644.03	\$ -508.77	\$ -26,323.68	\$222.85	\$0.00	\$1,084.44	\$50,263.09	\$ -5,197.50	\$45.00	\$265.00	\$46,460.03	\$0.00	\$20,359.20
Other Revenue														
800000 Other Income														\$0.00
800002 Interest Income	13.43			13.43										\$13.43
Total 800000 Other Income	13.43			13.43										\$13.43
Total Other Revenue	\$13.43	\$0.00	\$0.00	\$13.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.43
NET OTHER REVENUE	\$13.43	\$0.00	\$0.00	\$13.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.43
NET REVENUE	\$ - 28,445.51	\$2,644.03	\$ -508.77	\$ -26,310.25	\$222.85	\$0.00	\$1,084.44	\$50,263.09	\$ -5,197.50	\$45.00	\$265.00	\$46,460.03	\$0.00	\$20,372.63

Association for Rural and Small Libraries

Statement of Activity Comparison

January - February, 2021

	TOTAL			
	JAN - FEB, 2021	JAN - FEB, 2020 (PY)	CHANGE	% CHANGE
Revenue				
400000 Membership Dues				
400100 Business Dues	1,116.67	1,099.99	16.68	1.52 %
400200 Individual Dues				
400402 Library Staff Level 1	22,797.37	16,806.96	5,990.41	35.64 %
400404 Library Staff Level 2	5,899.05	3,331.12	2,567.93	77.09 %
400406 Library Staff Level 3 (Stud, Ret, Fri, Trust, Vol)	3,412.50	1,321.25	2,091.25	158.28 %
Total 400200 Individual Dues	32,108.92	21,459.33	10,649.59	49.63 %
400300 Institutional Dues	16,225.00	9,287.75	6,937.25	74.69 %
400400 Affiliate Memberships	812.50	225.00	587.50	261.11 %
Total 400000 Membership Dues	50,263.09	32,072.07	18,191.02	56.72 %
410000 Conference Revenue				
410100 Registration Fees				
410102 2020 Virtual Conference Registrations	409.00		409.00	
Total 410100 Registration Fees	409.00		409.00	
Total 410000 Conference Revenue	409.00		409.00	
420000 Workshops	45.00		45.00	
490000 Administrative Income				
410902 Scholarship Donations	265.00	85.00	180.00	211.76 %
410904 Merchandise Sales	675.44		675.44	
490004 Donations Received	2,644.03	101.29	2,542.74	2,510.36 %
Total 490000 Administrative Income	3,584.47	186.29	3,398.18	1,824.13 %
Billable Expenditure Revenue	12,736.30		12,736.30	
PayPal Income		0.00	0.00	
Total Revenue	\$67,037.86	\$32,258.36	\$34,779.50	107.82 %
Cost of Goods Sold				
500000 Conference Expenses				
500500 Conference Software		2,499.00	-2,499.00	-100.00 %
500600 Room Charges		1,300.00	-1,300.00	-100.00 %
500700 Food & Facility		-1,000.00	1,000.00	100.00 %
Total 500000 Conference Expenses		2,799.00	-2,799.00	-100.00 %
590000 Payment Processing Fees	33.90	134.90	-101.00	-74.87 %
Total Cost of Goods Sold	\$33.90	\$2,933.90	\$ -2,900.00	-98.84 %
GROSS PROFIT	\$67,003.96	\$29,324.46	\$37,679.50	128.49 %
Expenditures				
600000 Administrative Expenses	20.88		20.88	
600100 Bank Service Charges		18.49	-18.49	-100.00 %
600200 File Storage Fees	19.99		19.99	
600300 General Postage	4.35	510.11	-505.76	-99.15 %

Association for Rural and Small Libraries

Statement of Activity Comparison

January - February, 2021

	TOTAL			
	JAN - FEB, 2021	JAN - FEB, 2020 (PY)	CHANGE	% CHANGE
600450 Supplies	198.36		198.36	
600500 Organization Dues	400.00		400.00	
600600 Software Licenses	499.34	7,416.12	-6,916.78	-93.27 %
600700 Telecommunication Expenses		44.03	-44.03	-100.00 %
600900 Legal Filings	75.33	16.33	59.00	361.30 %
Total 600000 Administrative Expenses	1,218.25	8,005.08	-6,786.83	-84.78 %
620000 Governance Expenses				
620300 Conferencing Service		789.50	-789.50	-100.00 %
620400 D&O Insurance	985.42	1,075.00	-89.58	-8.33 %
Total 620000 Governance Expenses	985.42	1,864.50	-879.08	-47.15 %
630000 Membership Communication				
630200 Membership Database	5,197.50	174.00	5,023.50	2,887.07 %
630300 Newsletters		273.00	-273.00	-100.00 %
Total 630000 Membership Communication	5,197.50	447.00	4,750.50	1,062.75 %
640000 Professional Fees				
640100 Accounting Fees	520.99		520.99	
640300 Management Fees	28,325.59	12,991.67	15,333.92	118.03 %
Total 640000 Professional Fees	28,846.58	12,991.67	15,854.91	122.04 %
650000 Conferences & Meetings				
650100 Travel to Represent ARSL				
650104 Registration Fees		2,805.00	-2,805.00	-100.00 %
650106 Travel Expenses		2,352.76	-2,352.76	-100.00 %
Total 650100 Travel to Represent ARSL		5,157.76	-5,157.76	-100.00 %
Total 650000 Conferences & Meetings		5,157.76	-5,157.76	-100.00 %
670000 IMLS Grant				
670300 IMLS Core Instructors	10,000.00		10,000.00	
Total 670000 IMLS Grant	10,000.00		10,000.00	
PayPal Fees		159.37	-159.37	-100.00 %
Payscape Processing fees	397.01		397.01	
Total Expenditures	\$46,644.76	\$28,625.38	\$18,019.38	62.95 %
NET OPERATING REVENUE	\$20,359.20	\$699.08	\$19,660.12	2,812.28 %
Other Revenue				
800000 Other Income				
800002 Interest Income	13.43	1,218.59	-1,205.16	-98.90 %
Total 800000 Other Income	13.43	1,218.59	-1,205.16	-98.90 %
Total Other Revenue	\$13.43	\$1,218.59	\$ -1,205.16	-98.90 %
NET OTHER REVENUE	\$13.43	\$1,218.59	\$ -1,205.16	-98.90 %
NET REVENUE	\$20,372.63	\$1,917.67	\$18,454.96	962.36 %

Association for Rural and Small Libraries

Statement of Financial Position Comparison

As of February 28, 2021

	TOTAL			
	AS OF FEB 28, 2021	AS OF FEB 29, 2020 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
100000 Unrestricted Checking Accounts				
100002 Central Bank Checking Account	0.00	823.69	-823.69	-100.00 %
100004 TIAA Nonprofit Checking	20,349.12	29,563.08	-9,213.96	-31.17 %
100005 Chase Bank Checking	157,226.15		157,226.15	
100006 Paypal	0.00	5,413.63	-5,413.63	-100.00 %
Total 100000 Unrestricted Checking Accounts	177,575.27	35,800.40	141,774.87	396.01 %
101000 Unrestricted Savings				
101002 Capital One Savings	0.00	382,093.12	-382,093.12	-100.00 %
101004 TIAA CD	26,246.11	25,893.03	353.08	1.36 %
101006 Chase Bank Savings	250,013.58		250,013.58	
Total 101000 Unrestricted Savings	276,259.69	407,986.15	-131,726.46	-32.29 %
1072 Bill.com Money Out Clearing	0.00	0.00	0.00	
Total Bank Accounts	\$453,834.96	\$443,786.55	\$10,048.41	2.26 %
Accounts Receivable				
110000 Accounts Receivable (A/R)	12,736.30	0.00	12,736.30	
Total Accounts Receivable	\$12,736.30	\$0.00	\$12,736.30	0.00%
Other Current Assets				
120000 Undeposited Funds	783.00	0.00	783.00	
130000 Prepaid Conference Expenses	5,499.00	0.00	5,499.00	
131000 Prepaid Membership Communication				
131002 Prepaid Membership Database	472.50	0.00	472.50	
131004 Prepaid Newsletters	0.00	0.00	0.00	
Total 131000 Prepaid Membership Communication	472.50	0.00	472.50	
132000 Prepaid Conferencing Services	0.00	0.00	0.00	
133000 Prepaid Website Expense	0.00	0.00	0.00	
134000 Prepaid File Storage Expense	0.00	0.00	0.00	
135000 Prepaid D&O Insurance	0.00	985.42	-985.42	-100.00 %
136000 Prepaid Legal Filing Expenses	0.00	0.00	0.00	
137000 Prepaid Board Meetings/Retreat Travel	0.00	0.00	0.00	
Uncategorized Asset	0.00		0.00	
Total Other Current Assets	\$6,754.50	\$985.42	\$5,769.08	585.44 %
Total Current Assets	\$473,325.76	\$444,771.97	\$28,553.79	6.42 %
TOTAL ASSETS	\$473,325.76	\$444,771.97	\$28,553.79	6.42 %

Association for Rural and Small Libraries

Statement of Financial Position Comparison

As of February 28, 2021

	TOTAL			
	AS OF FEB 28, 2021	AS OF FEB 29, 2020 (PY)	CHANGE	% CHANGE
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200000 Accounts Payable (A/P)	15,857.44	0.00	15,857.44	
Total Accounts Payable	\$15,857.44	\$0.00	\$15,857.44	0.00%
Credit Cards				
102000 Credit Card	1,161.88		1,161.88	
Total Credit Cards	\$1,161.88	\$0.00	\$1,161.88	0.00%
Other Current Liabilities				
210000 RegOnline Fees Collected	0.00	0.00	0.00	
220000 Deferred Revenue				
221000 Deferred Dues				
221100 Deferred Business Dues	0.00	0.00	0.00	
221200 Deferred Individual Dues				
221202 Deferred Level 1	236.77	147.00	89.77	61.07 %
221204 Deferred Level 2	58.03	21.75	36.28	166.80 %
221206 Deferred Level 3	32.50	25.00	7.50	30.00 %
221208 Deferred Premier	0.00	0.00	0.00	
Total 221200 Deferred Individual Dues	327.30	193.75	133.55	68.93 %
221300 Deferred Institutional	225.00	75.00	150.00	200.00 %
221400 Deferred Affiliate	37.50	0.00	37.50	
Total 221000 Deferred Dues	589.80	268.75	321.05	119.46 %
222000 Deferred Conference Revenue	0.00	0.00	0.00	
Total 220000 Deferred Revenue	589.80	268.75	321.05	119.46 %
Total Other Current Liabilities	\$589.80	\$268.75	\$321.05	119.46 %
Total Current Liabilities	\$17,609.12	\$268.75	\$17,340.37	6,452.23 %
Total Liabilities	\$17,609.12	\$268.75	\$17,340.37	6,452.23 %
Equity				
310000 Unrestricted Net Assets	435,344.01	442,585.55	-7,241.54	-1.64 %
Net Revenue	20,372.63	1,917.67	18,454.96	962.36 %
Total Equity	\$455,716.64	\$444,503.22	\$11,213.42	2.52 %
TOTAL LIABILITIES AND EQUITY	\$473,325.76	\$444,771.97	\$28,553.79	6.42 %