

ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

Annual Report 2017

ARLIS/NA Ohio Valley Chapter

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Ohio Valley Chapter Officers 2017

Barbara Prior, Chair
Head, Clarence Ward Art Library
Oberlin College

Stefanie Hilles, Vice Chair / Chair Elect
Arts and Humanities Librarian
Miami University

Beth Owens. Secretary/Treasurer
Professional Librarian

Marsha Miles, Website Editor
Digital Initiatives and Art Librarian
Michael Schwartz Library, Cleveland State University

Anne Trenholme, Past Chair
Art Bibliographer, Western Languages
Ingall's Library, Cleveland Museum of Art

Committees and Appointments

Listserv Moderator
Alison Huftalen, Head Librarian, Toledo Museum of Art
Our new (as of 2016) listserv had become an important communication tool for the chapter. In Nov. 2017 there were 44 subscribers.

Chapter Mentoring Program Liaison
Christine Mannix, Instruction Librarian, Columbus College of Art and Design
There are currently no participants.

Travel Award Committee

Heather Saunders, Ingall's Library, Cleveland Museum of Art & Alison Huftalen
The travel award of \$250 was awarded to Stefanie Hilles.

Nominating Committee

Anne Trenholme and Pam Eyerdam, Head, Fine Arts & Special Collections Manager,
Cleveland Public Library.

2018 Election results (all ran unopposed):

- Stephanie Kays, Vice Chair /Chair Elect (2018), Fine Arts Librarian, Denison University
- Kiana Jones, Secretary/Treasurer (2018-2020), Fine Arts Librarian, Frick Fine Arts Library, University of Pittsburgh
- Marsha Miles, Web Editor (2018-2020), Digital Initiatives and Art Librarian, Michael Schwartz Library, Cleveland State University

Marketing and Fundraising

Marsha Miles; Chris Mannix;

Karyn Hinkle, Visual and Performing Arts Librarian, University of Kentucky;

Leslie Jankowski, Director of Library Services, Columbus College of Art & Design;

Caitlin McGurk, Billy Ireland Cartoon Library & Museum, Ohio State University.

(See report below)

Chapter Meetings

February 8, 2017, New Orleans, LA

November 3rd, 2017, Kent State University, Kent, OH

In addition, the Executive Committee met multiple times as did the regular and project committees.

Membership Statistics

23 = Total membership (20 full members, 2 friend members, 1 student member)

3 new members

17 renewed their membership; 8 did not renew

Financial Report 1/1/2017 to 12/31/2017

Beginning Balance: \$795.86

Total Income: \$1,345.03

Total Expenditure: \$927.28

Ending Balance: \$1,213.61

Although it is not reflected in our current financial report, Beth noted that current membership levels do not bring in enough dues to cover our regular expenses. With 20 full members we receive only \$500 in dues (20 members x \$25 dues each). We have been carrying a surplus from previous years, so this is not an immediate problem but one that the next Executive Committee should carefully consider.

Regular expenses

\$600 – ARLIS/NA membership dues for officers (4 x \$150)

\$250 – Travel Award

~~\$200~~ – Contribution to national conference (in 2017 we voted to send only \$100 to NYC)

\$1,050

Chapter Highlights

New Orleans national conference (\$335)

Two gift bags (worth a total of \$135) were contributed by the Chapter to the Silent Auction. We also donated \$200 to the conference organizers, for a total of \$335.

Bank & PayPal accounts

Past problems transferring the bank account to new officers have been largely resolved by our Treasurer, Beth Owens, after a lot of investigation.

The chapter PayPal account uses the Secretary / Treasurer's social security number (SS#), so when a new officer is elected the account is closed and another opened with the new officer's SS#. There is concern our Secretary/Treasurers are at risk for problems with the IRS, since it could appear they have / had an unreported personal PayPal account. After Beth Owens spent many hours on the phone with various PayPal supervisors they indicated our chapter account had been moved from an individual social security number to an EIN (employer identification number). Unfortunately Beth recently confirmed that is not the case; her SS# is still on the account. This problem is unresolved; perhaps other online payment systems should be investigated in 2018.

Archiving chapter documents & Onboarding

Catherine Essinger, ARLIS/NA Chapters Liaison, organized a very useful chapter leader webinar. In a follow-up Executive Committee meeting we identified steps to update our archiving practice. 1) Review current print and digital files. 2) Identify folder structure and file naming conventions. 3) Write a policy.

Although the process is ongoing Beth Owens has made significant progress: after reviewing past practices she has gone through our files and identified document categories for archiving. In 2018 she hopes to submit a draft folder structure to the Executive Committee. She has gathered these files so far:

- Membership lists (2003-2017) except 2001-2002
- Annual reports (2001-2016) except 2004
- By-laws (2013, 2016)

Onboarding

The webinar also addressed the importance of organizing and handing-off documents during officer transitions. Barb updated and revised Ohio Valley's Onboarding Guidelines using a draft onboarding document provided by Catherine.

Future of the chapter

At our Spring 2017 chapter meeting we shared concerns about our future; membership has dropped over time and there has been difficulty finding candidates to run for office. After much discussion we agreed our chapter is viable despite the lower numbers: our members are active, participation is strong and we produce high quality programs. For this reason we pursued several projects to increase membership and strengthen the chapter:

Virtual meetings

In addition to conference calls the chapter used video conferencing in 2017. The Executive Committee met virtually throughout the year and Barb met virtually with members working on projects. We hope to add virtual component to our two annual chapter meetings as well. Anne Trenholme, Ingalls Library, Cleveland Museum of Art, investigated possible platforms and suggested Facebook Live, or Instagram Live. Alison Huftalen offered will follow up on these suggestions in 2018.

Increased programming:

NEO-RLS (Northeast Ohio Regional Library System).

Barb Prior followed up with Betsy Lantz, Executive Director of NEO-RLS; they offer a wide variety of programming of potential interest. At the fall meeting members agreed to post relevant programs from NEO-RLS (and others, like the State Library of Ohio) to the list. If an NEO-RLS program generates a lot of interest we could consider approaching NEO-RLS for a discount.

Marketing & Fundraising

New website header

Leslie Jankowski and Marsha Miles agreed to gather images from the membership (representing our various institutions) for a rotating banner on the chapter website. Work will continue in 2018.

Chapter logo

Karyn Hinkle worked with an upper level graphic design class at the University of Kentucky to create a logo for our chapter. The draft logo was selected (see right) and is being revised to increase the prominence of "Ohio Valley". We also asked the student designer for additional color options. We hope to launch our new logo in early 2018.



Merchandise

Problems with PayPal delayed a full-scale launch of Chris Mannix's wonderful woodcut combining "ARLIS/OV" with the Great Serpent Mound in southern Ohio (see right). We hope to launch this design on multiple products using Zazzle in 2018.



An adult coloring book, with pages contributed by chapter members, did not materialize due to limited contributions. Caitlin McGurk spearheaded the project; it may be revisited in 2018.

Please convert this word doc to a PDF and submit electronically to the [ARLIS/NA Vice President/President Elect](#) (cc'ing your Board Liaison) by Jan 25, 2018