

ANCHASL Financial Task Force Report

Charge: The ANCHASL Financial Task Force is charged with making recommendations on how the organization can meet increasing expenses for semi-annual meetings. The Task Force will make recommendations to be presented to the membership at the ANCHASL Spring meeting in Hickory on April 6, 2001.

ANCHASL Financial Trends (1998-2000)

Using the various financial reports of the Treasurer, the Task Force conducted a financial analysis of ANCHASL activities for the past 3 years, including a comparison of general income and expenses (*Appendices A - C*) and annual meeting income and expenses (*Appendices D - F*)

Although the figures are too inconsistent to make any substantial analysis, the following trends were noted:

- Membership and dues income has been relatively consistent for the past 3 years.
- Income from meeting registration and the number of registrants have steadily declined over the past 3 years. Overall, ANCHASL has lost money from each of these meetings.
- CE courses appear to be well attended and income remains pretty stable.
- Even though total meeting income increased slightly in 1999 as compared to 1998, expenses increased significantly, mainly in break fees (\$403.86), CE and instructor fees (\$2,357.38) and audiovisual costs (\$667.40).

Task Force Recommendations

5 – 10 – 15 Financial Plan

Membership Dues (5)

- ANCHASL dues are presently set at \$10.00 a year, and have not been increased for several years. In fact, it has not been verified that dues have ever been increased since they were first set. Therefore, the Task Force recommends that the membership consider a \$5.00 increase in dues, to be effective with the 2002 calendar year. A sample calculation of increased revenues based on an average of 70 members would be \$350.00/year.
- The ANCHASL *Constitution and Bylaws* state that “dues should be paid as soon as possible after the first of each year in order to guarantee the privileges of membership....” In accordance with this stipulation, the Task Force strongly recommends that all members be encouraged to pay their annual dues by the end of February for the following reasons:

- To provide revenues for the organization to use in planning for the Spring and Fall meetings, as these funds are needed to pay for expenses incurred prior to the meetings.
 - By paying on a regular schedule, the tasks of the Treasurer, the Membership Committee, and the Secretary (who produces the *Directory*) will be easier.
 - The *Directory* will be more complete and accurate.
- Renegotiate the dues payment deadline (cutoff date after which unpaid members are dropped from the ANCHASL *Directory*) from June of the year to February or March.
 - Consider including the membership dues form (for the upcoming calendar year) along with the registration packet for the Fall meeting.

Semi-annual Meetings (10)

- The Task Force recommends that the membership consider increasing the basic meeting costs by \$10.00 - to be added per meeting or per year, based on the necessity. Currently, meeting registration is set at \$25.00 (for members), which would be increased to \$30.00 or \$35.00 per meeting. A sample calculation of increased revenues based on an average of 35 attendees would be \$175.00 (at \$30.00) per meeting or \$350.00 (at \$35.00) per year.
- Non-member fees for meeting registration (currently \$35.00) are set above member fees based on the amount of the dues. Since the Task Force is recommending that the dues be increased to \$15.00, then non-member fees for registration would increase by \$15.00 above whatever the member fees are.
- Meeting charges should cover within 5% of the meeting costs.
- Consider offering lunch as an extra option when it is convenient and timely.
- Explore other meeting locations outside the traditional areas.

Continuing Education (15)

One of ANCHASL's goals has been to provide affordable, continuing education for health and science librarians in North Carolina and serve as a forum for these librarians, especially for those whose job situations do not allow them to attend national or regional meetings. The Task Force believes it is important to continue to meet these goals and to subsidize continuing education. By diverting our thinking away from the need to maintain a substantial treasury, we should be able to continue in this manner.

- The Task Force recommends that the membership consider increasing CE cost from \$50.00 to \$65.00 (for members). A brief cost comparison of recent CE courses sponsored by various library groups indicates that ANCHASL offers one of the lowest CE fees (*See Appendix G*). A sample calculation of increased revenues based on an average of 25 attendees would be \$350.00 per course.

- Whenever possible, local resources should be emphasized for CE instruction (i.e. NM/LM instructors, MAC and ANCHASL members).
- Work with UNC's School of Information and Library Sciences (SILS) to provide CE offerings. Joanne Marshall, Dean, has expressed a willingness to work with ANCHASL in this endeavor. This cooperative effort would increase attendance, and SILS may be willing to provide some funding for the classes as well.

Conclusions

Based on the Task Force's current investigation, ANCHASL does not appear to be in serious financial difficulty, but the organization must increase its revenues and/or decrease its loss margin. Although we have continued to subsidize CE at some meetings, we have also profited or broke even at some meetings as well. The Task Force recommends that the Executive Board continue to closely monitor the financial activities of ANCHASL over the next few years and periodically perform a similar analysis as the one presented here.

Submitted by Financial Task Force Members:

Beverly Murphy, Chair & Past-President
Margie Furr, CE Committee Chair
Diane McKenzie, Past-President
Monique Mackey, President-Elect
Linda Turner, Treasurer

April 6, 2001

Appendix A

ANCHASL General Income and Expenses 1998-2000

INCOME/GENERAL

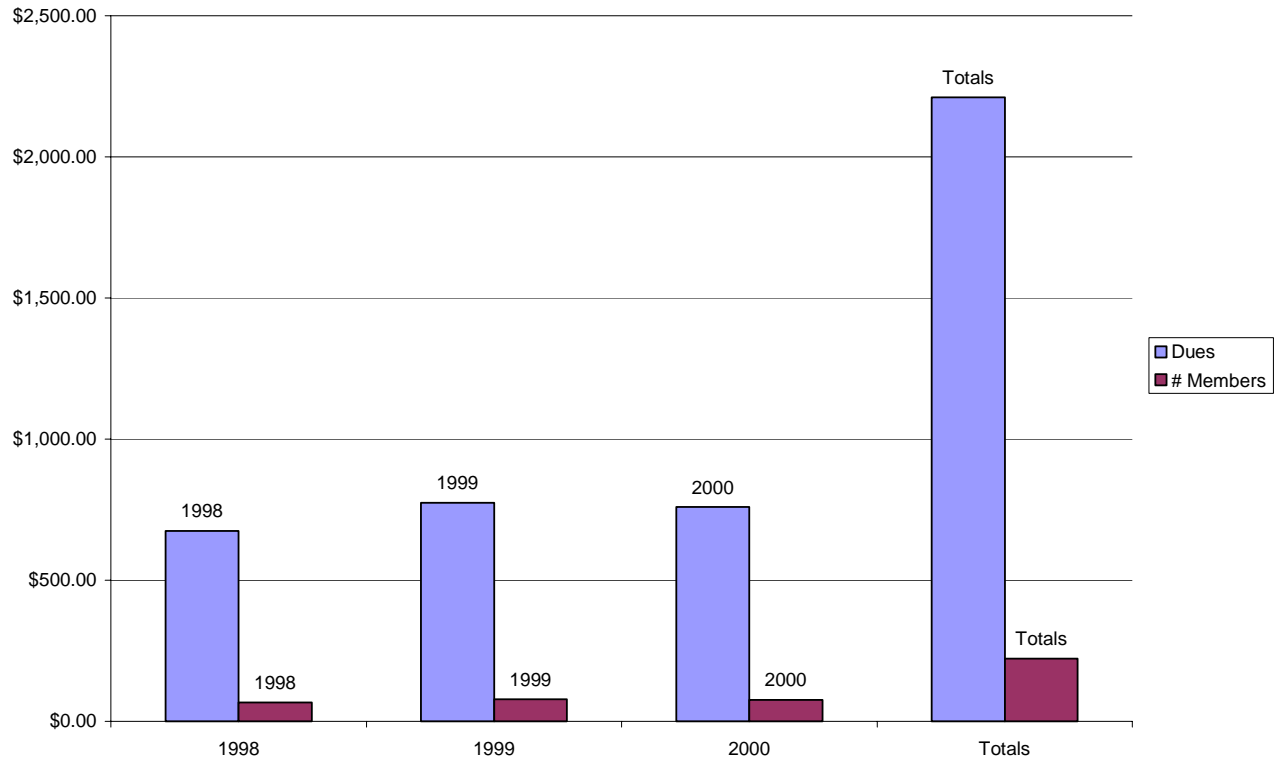
	1998	1999	2000	Totals
Dues	\$675.00	\$775.00	\$760.00	\$2,210.00
# Members	68	78	77	223

EXPENSES/GENERAL

	1998	1999	2000	Totals
Board meetings	\$138.15	\$101.29	\$131.27	\$370.71
Reception at MAC	\$200.94	\$269.81	\$250.00	\$720.75
Postage	\$0.00	\$15.84	\$0.00	\$15.84
Printing (i.e. Membership renewal)	\$46.24	\$124.96	\$154.92	\$326.12
Fees/service (i.e. Website)	\$50.00	\$50.00	\$50.00	\$150.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$0.24	\$0.00	\$31.00	\$31.24
Miscellaneous	\$0.00	\$31.80	\$0.00	\$31.80
TOTAL EXPENSES	\$435.57	\$593.70	\$617.19	\$1,646.46

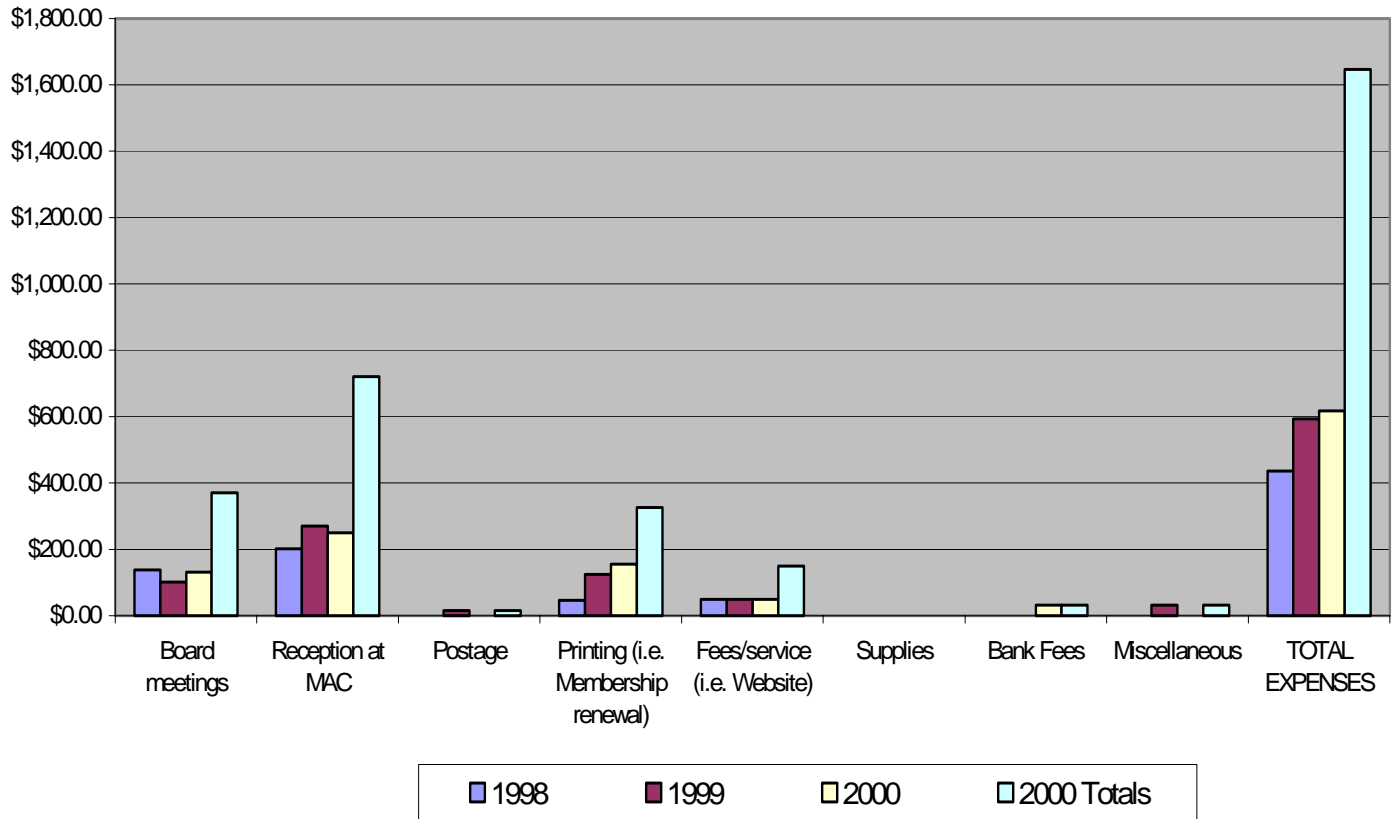
Appendix B

ANCHASL General Income 1998-2000



Appendix C

ANCHASL General Expenses 1998-2000



Appendix D

ANCHASL Meeting Income and Expenses 1998-2000

MEETING INCOME

	1998	1999	2000	Totals
Spring Meeting				
Registration	\$890.00	\$770.00	\$575.00	\$2,235.00
CE	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$890.00	\$770.00	\$575.00	\$2,235.00
# Registrants	35	31	23	89
Fall Meeting				Totals
Registration	\$1,295.00	\$925.00	\$650.00	\$2,870.00
CE	\$1,295.00	\$1,850.00	\$1,250.00	\$4,395.00
TOTALS	\$2,590.00	\$2,775.00	\$1,900.00	\$7,265.00
# Registrants	50	37	27	114
GRAND TOTAL	\$3,480.00	\$3,545.00	\$2,475.00	\$9,500.00
Grand Total#Registrants	85	68	50	203

MEETING EXPENSES

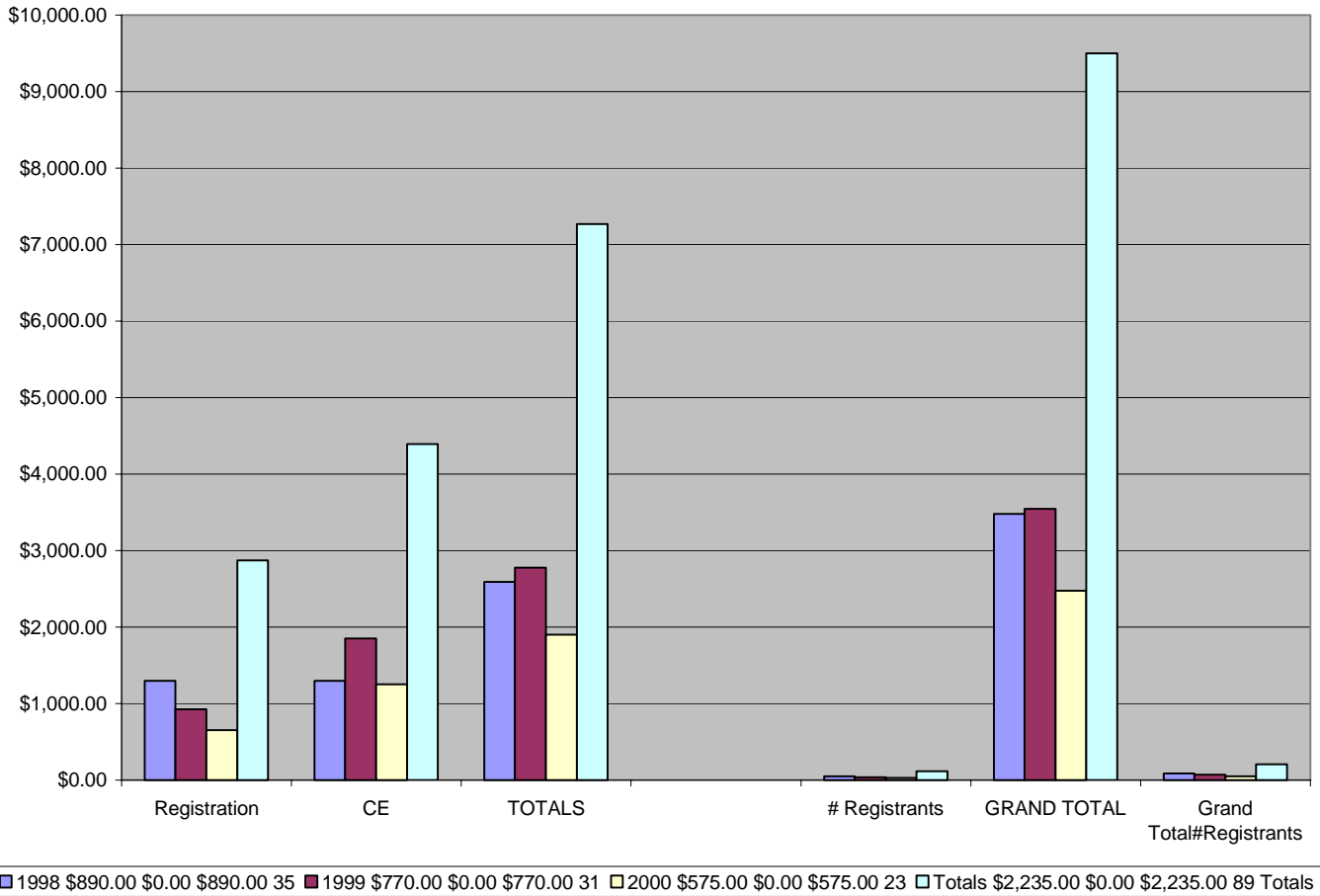
	1998	1999	2000	Totals
Postage	\$228.81	\$143.07	\$0.00	\$371.88
Printing (brochures, reports, etc.)		\$128.70	\$0.00	\$128.70
Fees/service				
Room Rental	\$920.00	\$720.00	n/c	\$1,640.00
Break Fees	\$258.70	\$403.86	\$258.90	\$921.46
Lunch Fees	\$880.00	\$827.49	\$602.04	\$2,309.53
Subtotal Fees/Service	\$2,058.70	\$1,951.35	\$860.94	\$4,870.99
Speaker Fees				
Honoraria	\$300.00	n/c	\$360.00	\$660.00
Travel	n/c	\$124.02	\$120.82	\$244.84
Subtotal Speaker Fees	\$300.00	\$124.02	\$480.82	\$904.84
CE & Instructor Fees				
Honoraria	\$300.00	\$1,000.00	\$900.00	\$2,200.00
Travel	\$770.85	\$1,357.38	\$345.88	\$2,474.11
Printing				\$0.00
Subtotal CE & Instructor Fees	\$1,070.85	\$2,357.38	\$1,245.88	\$4,674.11
Audiovisual	\$50.00	\$667.40	\$0.00	\$717.40
Packet Supplies*	\$63.12	\$76.11	\$57.44	\$196.67
Miscellaneous	\$63.04	\$47.64	\$0.00	\$110.68
GRAND TOTAL	\$3,834.52	\$5,495.67	\$2,645.08	\$11,975.27

*pens, notepads, labels, badges, folders

Loss (\$354.52) (\$1,950.67) (\$170.08) (\$2,475.27)

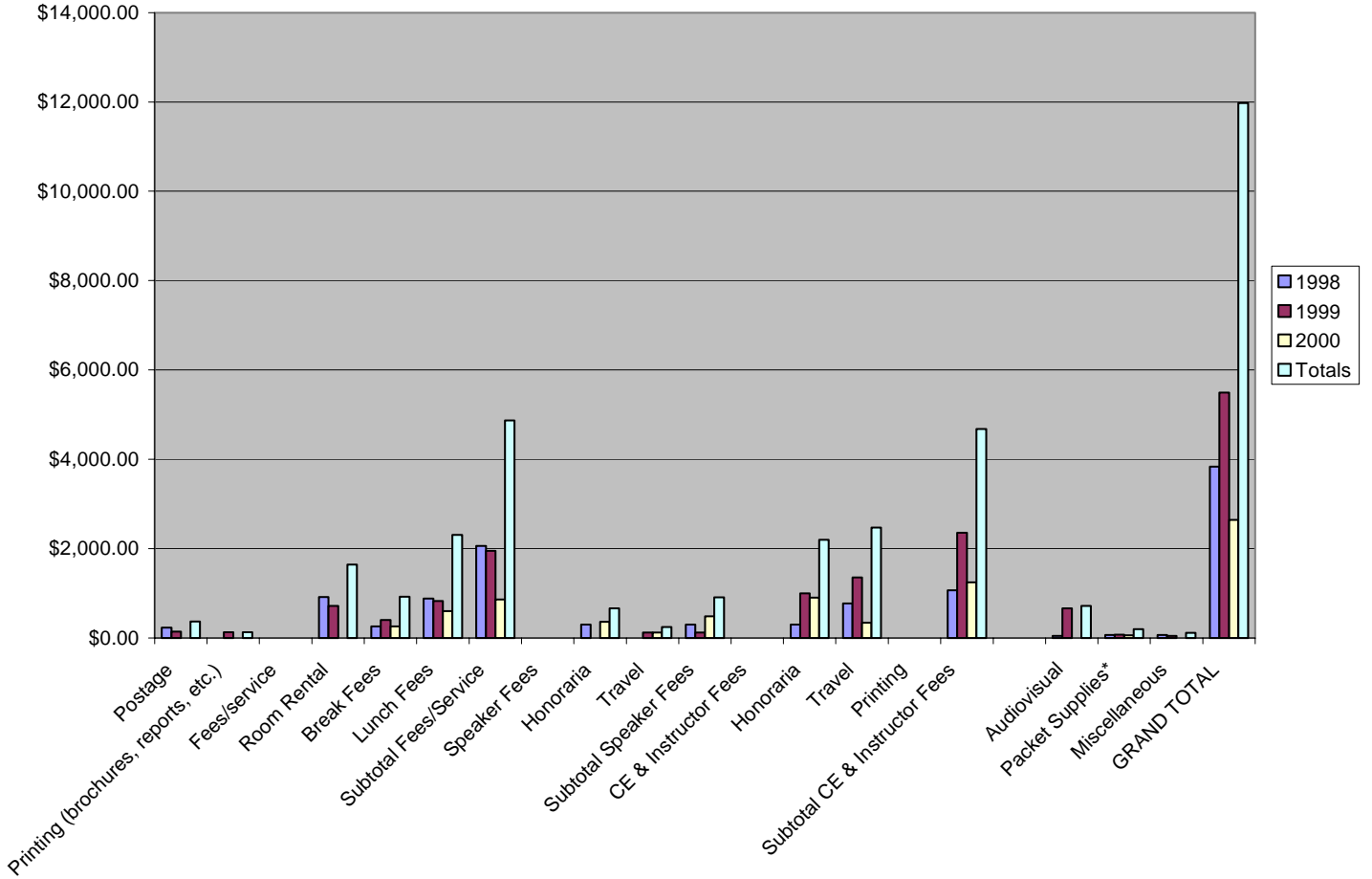
Appendix E

ANCHASL Meeting Income 1998-2000



Appendix F

ANCHASL Meeting Expenses 1998-2000



ANCHASL Comparison Of Recent CE Course Costs Appendix G

<u>ORGANIZATION</u>	<u>DATE</u>	<u>FULL DAY</u>	<u>HALF DAY</u>
MAC	October 2000	\$130 - 170	\$ 65 - 85
ANCHASL	December 2000		\$ 50 - 65
Computers in Libraries	March 2001	\$199 - 209	\$129 - 139
MLA	May 2001	\$250 - 400	\$175 - 300
SLA	June 2001	\$275 - 400	\$175 - 225

The ranges indicate either member and nonmember costs or before deadline and after deadline costs.