

Google Groups

meeting minutes March 5th

me <bradley.carrington@gmail.com>

Mar 11, 2019 10:26 PM

Posted in group: **Conference Planning**

MPLA/NMLA 2019 Conference
Kickoff meeting! Tuesday March 5
Meeting Minutes

We agreed to meet on first Tuesdays at 10:00.

We agreed to use Google:

- Our Google Group is conference-planning@nmla.org; send email to this address
 - Judy Zelenski doesn't show as a member; Robyn please send invite to execsecretary@mpla.us
- Programs has an NMLA drive; Brad will share the password
- Annual_Conference has an NMLA drive -- Kelli will share if needed

Welcome

David welcomed us all. Stephen has conference planning experience. Britta helps the Treasurer, the exhibitors, hotel stuff. Kathleen helps with the fun stuff! Robyn is our webmaster, sends registration emails, etc. Sharon is a free hand and has conference planning knowledge. Kelli is our long-standing Local Arrangements Chair. She does need more people this year (bigger conference and committee vacancies). Margo is our "wildcard" member, a free hand, experienced planner, fresh perspective.

Treasurer

Lynette is getting a proposal from Amigos. The NMLA Board agrees that Treasurer is too stressful for a volunteer. Joint conference requires tracking of all shared income and shared expenses. A sub account is fine.

Action item: A sub committee will firm up our accounting practices. Britta and Amigos and maybe Bridget, Robyn, Kathleen.

Conference Secretary: c'est moi.

Hotel

Kelli found our current contact person at Hotel Albuquerque (Hotel Albuquerque Old Town or HAOT).

She has menus for catering and equipment options. She is making cost estimates. Will meet with HAOT staff next week. Looks like the exhibits will be in the hallway. Hallway is very wide. Hoping the conference annex can be completely locked at night, or that some other security is in place. Local Arrangements Committee has an office at HAOT which they can keep locked. We have a room block of ~250 which we need to sell in order to meet our contract requirements. We have trouble getting it sold in a timely fashion -- NMLA members often procrastinate (Secretarial aside: why NM is called "Land of Manaña"). Nearby hotels for overflow are Hotel Chaco (in same chain as HAOT: Heritage Hotels) and Best Western. Depending on social media to help promote booking. We will learn our shuttle options. Lots of on-site parking. **Kelli emphasized that she is the main contact with HAOT.**

Judy added that Albuquerque will attract many MPLA members.

Kathleen added: [The hotel does not provide shuttle service. Their front desk recommends Uber, Lyft or the Green Taxi Company. It's a 12 minute drive from the airport. Lyft estimate is \\$15-18. Albuquerque does not have Car2Go.](#)

Action item: Kelli will carefully examine HAOT situation and options. Sarah and Brad volunteered to help.

More Local Arrangements tasks

After the meeting Kelli send us a spreadsheet, along with this summary:

- **Hotel** (to include setup, space and food selections): Kelli + 1 or 2 more?
- **Speakers**: John, Sharon + who?
- **Vendors**: Britta + 1 more?
- **Sponsors**: money to offset food costs plus donation of conference bags. We've found this works best if sales reps/companies are contacted by someone at a library they do business with or have a relationship with.
- **Entertainment** (to include pre-conference excursions and welcome reception). We've got a good list of options going but need 1 or 2 people to take the lead.
- **Registration**: Kelli? Sara?
- **Conference Program** (to include coordinating printing): I have the 2017 format we used but would like to find someone with graphic design/layout skills to manage this task so we can work more easily within our timeline.
- **Silent Auction**: I haven't checked with the person who coordinated this the last few years to see if she's continuing. If so, I'd still like to get someone else to help contact places for donations.
- **Evaluation**: overall conference survey if we want this plus session surveys (we've been doing these on paper the last few years which makes sending out the results to presenters a lot of work). We keep talking about taking this stuff online somehow but haven't come up with good options yet. We've also talked about how to make presenters slides and handouts available but likewise haven't come up with anything that isn't labor-intensive.

Planning group

What are MPLA's requirements? Stephen said that it blends into the established pattern of the host conference. MPLA does have several governance and social meetings. Brad added a sheet to our planning workbook for governance, etc., meetings that need to be scheduled.

<https://docs.google.com/spreadsheets/d/1UCv-j_KyTzpWTwk3imn9vKgJCwNU07DlqNuHi2weQ-c/edit#gid=0> Judy added that the MPLA presenters and their sessions increase the conference participation and value. Many of the planning tasks list on Kelli's spreadsheet (also on of the sheets in our planning workbook, same link above)

Program Committee

Top priority is confirming our speakers: keynote, luncheon, banquet, etc. Margo added a speakers sheet our our workbook. Sharon will follow-up with John (NMLA Pres) on Wanda Brown, ALA Pres-Elect. We learned the next day that she confirmed!! We normally schedule speakers for

- Thursday morning
- Thursday evening

- Friday lunch
- Can add Wednesday evening

Potential speakers will be contacted for availability and rate.

We will have a bigger budget for this conference; more revenue, too. We will have a large ballroom for speakers. For the concurrent sessions we have 8 rooms, 2 of which are smaller.

After confirming the speakers then Program will work on workshops, field trips, etc. There is also a sheet for this in our bursting workbook.

Submission site for presentation session proposals should be live by mid-April. The Google template is ready, just need that logo. During June the Program Committee will select and slot the proposals and confirm with the presenters. As early as July confirmed presenters can seek funding for travel to Albuquerque, etc. We will have a draft program and then we open registration in August.

Kelli had concerns about printing the program. We need a better timeline, with a firm deadline for changes to the printed version. Kelli and Brad will discuss. Joseph and the State Library has art experience and can help us with the design.

Action Item: Have speakers confirmed by April 15th. Include a couple of alternate choices, just in case. Brad, Margo, Sharon, Robyn, Kelli, Kathleen

Awards

The people who expressed interest in being on the Awards committee are

Courtney Marshall cmarshall81@gmail.com
Lisa Wishard time2pedal@gmail.com

Nominations need to be submitted as early as possible in order to allow sufficient time for committee to select, people to be notified. MPLA has awards to give as well and will contact our people as soon as we get them installed.

Action item: David appoint Courtney and Lisa as co-chairs to the Awards Committee.

Publicity

Robyn will publish on our website, newsletter, and via listserv (nmlamembership@mailman.nmsu.edu) and Wild Apricot e-blasts. MPLA has its regular channels. We will also use social media.

Theme

Stephen reported that CAL (Colorado Association of Libraries) uses the same theme every year. We decided we don't have to have a theme! Programs and keynotes rarely hew to our theme, anyway.

However we do need a catchy logo and soon. We will use it on program proposal submission forms, exhibitor registration forms, etc., and those need to be published in a few weeks.

Action item: Kelli and State Library staff will work on a logo.

Wrap up:

- Stephen and Margo will help with planning and programming.
- Margo and Britta and Judy will help Kelli with Local Arrangements (Brad and Sarah and Kathleen, too)

- Sharon, Kathleen, Sarah, Kelli will help Brad with Program
- Everybody will help everybody with everything :)

MPLA-NMLA Joint Planning Committee

Tuesday, March 5, 2019
10am-11am MST

Position	Name	P if Present; A if Absent	Position	Name	P if Present; A if Absent
NMLA Vice President	David Cox	P	NMLA Member-At-Large	Sharon Jenkins	P
MPLA Vice President	Stephen Sweeney	P	NMLA Representative (MPLA)	Bradley Carrington	A
NMLA Administrative Assistant	Britta Herwig	P	Annual Conference Committee Chair	Kelli Murphy	P
MPLA Executive Secretary	Judy Zelenski	P	NMLA President	John Sandstrom	A
NMLA Secretary	Sarah Obenauf	A	Committee Member	Margo Gustina	P
NMLA Membership Chair	Kathleen Dull	P			
NMLA Publicity Chair	Robyn Gleasner	P			

1. Call to Order
2. Welcome and Introductions (please share two ways you hope to contribute, including areas of planning you may be specifically interested in)
3. Appointment of Conference Treasurer
4. Appointment of Group Secretary (will take minutes for this and future meetings)
5. Overview of Confirmed Conference Items
 - a. Site/Hotel Venue
6. Are any other additional items "locked down"?
7. Discussion of Planning Committee Structure
8. Assign Sub-Committees:
 - a. Conference Site Committee (?) (Chair & Members)
 - b. Program Committee (Chair & Members)

c. Local Arrangements Committee (Chair & Members)

d. Any other sub-committees?

1. Finances/Logistics
2. Decide on Conference Theme
3. Speakers:
4. Workshops
5. Publicity and Promotion
6. Ways to stay organized/up to date
7. Recap:
8. Next Meeting

Google Groups

Updates on tasks

me <bradley.carrington@gmail.com>

Mar 14, 2019 3:07 PM

Posted in group: **Conference Planning**

Hello all,

Updates:

Hotel--

From Kelli: [we have an appointment with the director of catering, Beth Schelling, on Friday 3/15 at 3pm. David, Kathleen and Sarah are going to try to be there as well.](#)

Treasurer--

From Lynette: "I just received an email from Amigos to begin the conversation."

Awards--

Sent by David to Courtney and Lisa:

This note is an appointment for both of you to serve as Co-Chairs of the Awards Committee. You are empowered to begin the process of initiating nominations, as well as seeking additional members. There has been an awards banquet at the Annual Conference, as well as momento awards for the various categories. I know that last year there were original and unique plates made for the award winners. Lynette says "More than happy to work with the Awards committee and being a part of the banquet as MC, if needed"

Google Groups

Updates from NMLA Board meeting

me <bradley.carrington@gmail.com>

Mar 24, 2019 2:56 PM

Posted in group: **Conference Planning**

Hello people,

Here are updates:

Program --

Proposal submission form now live! Please promote.

<http://tinyurl.com/nmlampla2019>

The ARSL conference is so popular now that it runs out of registration and presentation spaces! ARSL will direct the proposal submitters to consider presenting at MPLA/NMLA; ARSL simply doesn't have room for them all. We should have a rural libraries track in our program.

Awards --

Has an additional co-chair, Monika Glowaka-Musial, NMSU

Speakers --

At its March 21st meeting the NMLA Board approved expenses up to \$2500 for speakers. I have a luncheon speaker waiting for our decision; he's local and his fee is \$300.

Hotel --

Kelli, Sarah, David, Kathleen met with Hotel Albuquerque staff. We can hire overnight security for the exhibit area, \$25 per hour.

Google Groups

updates on speakers / workshops / etc.

me <bradley.carrington@gmail.com>

Mar 28, 2019 8:17 PM

Posted in group: **Conference Planning**

Hello people,

Workshop update:

Libraries Transform New Mexico will apply to present two sets of preconference workshops:

- Community Engagement (all day)
- Fundraising (morning) and Grant Writing (afternoon)

Speakers:

- Do we want one for Thursday evening (Awards Banquet)
- Do we want one for Wednesday evening (Opening Reception)
- I have one for the Friday luncheon

Budget:

Registration rates, for your consideration (some exceptions applied):

- MPLA 2017 (Nevada)
 - Member early \$140
 - Member regular \$180
 - No cost for preconference sessions
- MPLA 2018 (Kansas)
 - Member early \$225
 - Member regular \$255
 - No cost for preconference sessions
- NMLA for past several years
 - Member early \$110
 - Member regular \$120
 - Preconference sessions \$25 per
 - MPLA Leadership Institute (LI) gets 100% of the revenue for its preconference (session will be a fundraiser for LI) -- important transactions for the Treasurer or Amigos to track

Presentation proposals: 4 submitted so far!

[EXT] [NMLA] Fwd: MPLA Newsletter Ready for YOU!

nmlamembership <nmlamembership-bounces@lists.nmsu.edu> on behalf of
Susan Sheldon <ssheldon@cybermesa.com>

Tue 4/2/2019 10:57 AM

To:NMLA Membership <nmlamembership@mailman.nmsu.edu>;

 1 attachment

membership_rally.png;

I just want to encourage everyone to join the Mountain Plains Library Association. Institutional memberships will allow support staff and others to learn about and participate more in the greater library world.

There are so many libraries out there with similar issues and ideas, and hosting the joint conference is just another way to learn what's happening outside our borders.

The newsletter is a great source of information for NM libraries.

Best,

Susan Sheldon

----- Forwarded Message -----

Subject:MPLA Newsletter Ready for YOU!

Date:Sun, 31 Mar 2019 16:00:35 +0000 (UTC)

From:Melanie Argo <mpla@memberclicks-mail.net>

Reply-To:editor@mpla.us

To:ssheldon@cybermesa.com

Hey Friends!

The April/May Issue is ready for you!! :) check it out...

<https://mpla.us/documents/newsletter/2019/april-may-2019.pdf>

In this issue:

- Love Your Library Month
- Special Features
- Conference Proposals - <http://tinyurl.com/nmlampla2019>
- Membership Rally Information
- And more!

Got News!?!

Share your library stories, cool ideas, happenings and get recongized for your great effort to make an impact! ;) Next deadline: May 1st.
<https://mpla.us/forms/newsletter-news-submission.html>

Thank you for your continued support of MPLA!

Melanie Argo

MPLA Newsletter Editor

Ways you can support MPLA include:

1) Get involved! Join a committee and contribute to the growth and success of the organization. Get in contact today with our fearless leaders Mickey Coalwell or Annie Epperson! president@mpla.us

2) Use AmazonSmile for your Amazon purchases. Designate the Mountain Plains Library Association as your charitable organization, and .5% of your spending will be donated to MPLA. There is no additional cost to you. See <https://smile.amazon.com/>.

3) If you're in an area with Kroger stores, obtain a grocery gift card from MPLA. As you use the card MPLA will receive an amount equal to 5% of your grocery purchases. There is no additional cost to you. Continue to reload the card and use it and MPLA will continue to receive funds. Order online at <http://www.mpla.us/services/mpla-king-soopers/krogers-grocery-card-program.html>.

This email was sent to ssheldon@cybermesa.com by editor@mpla.us

Mountain Plains Library Association

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Google Groups

MPLA NMLA 2019 authors luncheon / awards reception subctte mtg

me <bradley.carrington@gmail.com>

Apr 8, 2019 8:20 PM

Posted in group: **Conference Planning**

Hello busy people,
Hello Margo, Kathleen, Kelli and awards folk,
Cc: everybody else!
Cc: Sharon

I was hoping that we'd have the special functions set by April 15th, but David extended our deadline to May 7th. We have \$2500, so perhaps that will lighten our load. I'm including the MPLA and the NMLA awards people in our meeting invite. Leslie (MPLA Pres) will let us know who are the MPLA awards committee folk.

So, let's meet; we'll use Zoom for an internet meeting:

Doodle:

<https://doodle.com/poll/pbwskkiinxu4sx96>

(please respond if you are Margo, Kathleen, Kelli and awards folk; Stephen please respond for MPLA; others are welcome)

For this meeting just two things, at least--

1. Author luncheon
2. Awards reception
3. Keynote speaker already set -- Wanda Brown (will be) ALA President

Here's a note from our conference planning meeting last week:

Speakers:

David (David Cox, NMLA VP) designated a subcommittee to work on the Author(s) Luncheon and the Awards Reception.

Subcommittee members: Margo, Kathleen, Brad, Kelli

For the luncheon in addition to the speaker we might also try having a local author at most tables. "Table" authors would get complimentary lunch.

Since it will be Halloween for the Awards ceremony we might have a reception with a cash bar and finger food. Then folks could start their Halloween festivities earlier in the evening.

Keynote speaker: ALA covers travel and per diem; we just need to give complimentary hotel room. Sharon, what else do you think needs doing to accommodate and welcome Wanda Brown? Sharon answered: ***Perhaps a basket of NM goodies in her room? with someone designated to mail it to her home if she wants that done. (Sharon, I can help with that. Brad)***

OK, that's all for now. Please doodle!

Brad

2019 MPLA/NMLA Conference Budget

Estimated Expenses (as of 4/2/19)

Conference rooms	\$0 (no charge if meet hotel minimum-\$18,000)
Overnight Security	\$742
Food and Beverage	\$37,500
AV & Other Equipment	\$16,434
Convention Services of the Southwest	\$2,800
Program	\$2,000
Nametags	\$250
Misc. (signage, other things?)	\$200
Speakers	\$2,500
	\$62,426

2019 MPLA/NMLA Conference Budget

Revenue Options

Option 1 (2018 pricing levels)			Option 2			Option 3					
Price	Est. #	Total	Price	Est. #	Total	Price	Est. #	Total			
Vendors	\$450	45	\$20,250	Vendors	\$475	45	\$21,375	Vendors	\$500	45	\$22,500
Preconferences	\$25	30	\$750	Preconferences	\$30	30	\$900	Preconferences	\$40	30	\$1,200
2-day Early registration-member	\$110	75	\$8,250	2-day Early registration-member	\$130	80	\$10,400	2-day Early registration-member	\$160	80	\$12,800
2-day Early registration-nonmember	\$130	50	\$6,500	2-day Early registration-nonmember	\$160	75	\$12,000	2-day Early registration-nonmember	\$190	75	\$14,250
1-day Early registration-member	\$75	20	\$1,500	1-day Early registration-member	\$95	25	\$2,375	1-day Early registration-member	\$125	25	\$3,125
1-day Early registration-nonmember	\$90	15	\$1,350	1-day Early registration-nonmember	\$120	20	\$2,400	1-day Early registration-nonmember	\$150	20	\$3,000
2-day Regular registration-member	\$120	50	\$6,000	2-day Regular registration-member	\$140	75	\$10,500	2-day Regular registration-member	\$170	75	\$12,750
2-day Regular registration-nonmember	\$165	30	\$4,950	2-day Regular registration-nonmember	\$195	50	\$9,750	2-day Regular registration-nonmember	\$225	50	\$11,250
1-day Regular registration-member	\$85	10	\$850	1-day Regular registration-member	\$105	10	\$1,050	1-day Regular registration-member	\$135	10	\$1,350
1-day Regular registration-nonmember	\$100	5	\$500	1-day Regular registration-nonmember	\$130	5	\$650	1-day Regular registration-nonmember	\$160	5	\$800
2-day Registration-retiree/student	\$60	15	\$900	2-day Registration-retiree/student	\$80	15	\$1,200	2-day Registration-retiree/student	\$110	15	\$1,650
1-day Registration-retiree/student	\$30	6	\$180	1-day Registration-retiree/student	\$50	6	\$300	1-day Registration-retiree/student	\$80	6	\$480
2-day Onsite registration-member	\$135	5	\$675	2-day Onsite registration-member	\$155	5	\$775	2-day Onsite registration-member	\$185	5	\$925
2-day Onsite registration-nonmember	\$185	5	\$925	2-day Onsite registration-nonmember	\$215	5	\$1,075	2-day Onsite registration-nonmember	\$275	5	\$1,375
1-day Onsite registration-member	\$95	2	\$190	1-day Onsite registration-member	\$125	2	\$250	1-day Onsite registration-member	\$145	2	\$290
1-day Onsite registration-nonmember	\$110	2	\$220	1-day Onsite registration-nonmember	\$140	2	\$280	1-day Onsite registration-nonmember	\$170	2	\$340
Awards ticket	\$45	50	\$2,250	Awards ticket	\$48	50	\$2,400	Awards ticket	\$50	50	\$2,500
Luncheon ticket	\$35	50	\$1,750	Luncheon ticket	\$38	50	\$1,900	Luncheon ticket	\$40	50	\$2,000
Ads*			\$1,500	Ads			\$1,500	Ads			\$1,500
Sponsors			\$1,000	Sponsors			\$1,000	Sponsors			\$1,000
			\$60,490				\$82,080				\$95,085
			\$62,426				\$62,426				\$62,426
		Profit	(\$1,936)			Profit	\$19,654			Profit	\$32,659

*Full page \$400, 1/2 page \$200, 1/4 page \$100, Business card size \$50

Separate registration cost for poster sessions?

Registration Deadlines

Early registration: August 5?-Sept. 15 (6 weeks)

Regular registration: Sept. 16-Oct. 20 (5 weeks)

(Award decisions by Sept. 30; 3 weeks for notifications & meals)

Compile food & registration numbers: Oct. 20 & 21

Send final numbers to hotel: Oct. 23



Treasurer Report –Thursday, March 21, 2019 – Skeen Library

1. Bank Account Balances:

	February 8, 2019	March 14, 2019
Checking – Main 4679	\$ 114,297.40	\$ 116,287.71
Checking – Conference 4695	\$ 21,242.39	\$ 21,302.20
Savings --7426	\$5,375.65	\$5,375.89
Total	\$140,915.44	\$142,965.50

2. Mini-conference: Cost to Profit

	Cost
Fidel & Macy Center	<\$1,544.63>
Programs	<\$ 65.00>
Registration Supplies	<u><\$ 52.95></u>
Total	<\$ 1662.58>
 Mini Conference Registration revenue:	 \$1,345.00
Memberships from Feb 24 until March 18 Revenue:	\$787.00
 Mini Revenue + Membeships – costs =	 \$469.42

Respectfully submitted, 3/19/19, Treasurer

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
New Mexico Library Association

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ **501(c)3 Non-Profit**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 26074

6 City, state, and ZIP code
Albuquerque, NM 87125

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
2	3	-	7	0	2	4	8	2	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[Handwritten Signature]* Date ▶ **3.12.19**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

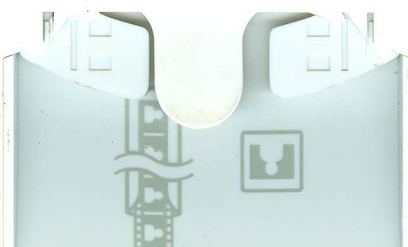
Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Association Management Services available from Amigos Library Services

Event Support Services

- Event registration services, including
 - Create, manage and provide phone and email support for an online conference registration system
 - Processing registration payments
 - Send registration confirmations
 - Provide in-person, dedicated support at the registration table at conferences and events
 - Generate attendee lists, nametags, and meal tickets
- Register vendors for exhibits/trade show
- Contract for pipe and drape (decorator services)
- Create trade show layout/assign booth numbers
- Provide in-person support for trade show/exhibitors
- Assist in creation of conference site RFPs
- Negotiate favorable hotel contracts for events

Financial services

- Accounts payable, accounts receivable, bank reconciliation
- Prepare and distribute financial statements
- Manage financial accounts
- Assist with budget preparation and documentation
- Establish internal audit controls
- Advise designated members of the Board on financial procedures
- Facilitate financial audits and reviews and tax form preparation
- Preparation of 1099 forms
- File sales tax exemption when due

Membership Management Services

- Establish, manage and provide support for an online membership registration system
- Update membership information as needed
- Supply membership reports

Board Support Services

- Collect, collate and electronically distribute reports for meetings
- Provide advice and guidance to the Board on policies and Bylaws
- Attend Board Meetings and/or retreats
- Facilitate Board Meeting arrangements

Administrative / Clerical Services

- Serve as physical headquarters
- Respond to general organizational requests and inquiries

Manage organizational website

Assist committees with events and processes



1190 Meramec Station Rd., Suite 207
Ballwin, MO 63021

associationmanagement@amigos.org or 800-843-8482

**Intellectual Freedom Committee Report
New Mexico Library Association
March 2019**

- I reviewed the minutes of the ALA State of the States Web Meeting for IFC chairs and AASL Affiliate IF chairs on February 20, 2019. Highlights:
 - The Office of Intellectual Freedom is searching for a new director.
 - “Choose Privacy” Week is May 1-7.
 - Texas reported multiple challenges to books, library programs, and school curriculum.
 - In Colorado, EBSCO related challenges were defeated.
 - The Top 10 Most Challenged List will be released on April 8 during National Library Week.
- The NM IFC was unable to meet.

Respectfully submitted:
Deirdre Caparoso
Intellectual Freedom Committee
March 21, 2019

NMLA Legislation Committee
Committee Report, March 19, 2019

By Joe Sabatini and Cynthia Shetter, Co-Chairs

The Legislation Committee continued to work for legislation and appropriations to implement recommendations of the Library Transform New Mexico Task Force. We were successful in supporting one bill revising library procurement requirements and in gaining passage of a Senate Memorial addressing public school libraries. Two proposals with library implications supported by advocacy groups also passed, and we participated through input to Committees hearing the bills on the rural library endowment fund and the school media curriculum advisory committee. We advocated for funding for tribal library infrastructure and broadband. Capital outlay appropriations for almost \$9 million were funded for public, school, tribal and academic library projects around the state were passed and are awaiting consideration by the Governor.

Thirty legislative bulletins were posted before and during the session, enabling the library community to track the progress of legislation. The Committee Co-Chair made twelve trips to Santa Fe to observe and give testimony at committee hearings. Mary Chappell worked with the School Libraries group to support the School Library Study memorial. Librarians and other community supporters testified on behalf of several of the bills. Once again, Legislative Advocate Larry Horan provided guidance at key points.

NMLA Legislative Day on February 2nd was a big success. Sixty people attended the orientation session.

Here is the current status of legislation of interest, abridged from Legislative Bulletin 30.

BILLS SIGNED BY THE GOVERNOR

HB 430 LIBRARY PROCUREMENT CODE EXEMPTION Linda M. Trujillo

BILLS AWAITING ACTION BY THE GOVERNOR

SB 264 RURAL LIBRARY DEVELOPMENT, PROGRAM & FUND Gerald Ortiz y Pino

The final amount appropriated for the fund was reduced by the Senate Finance Committee from \$5 million to \$1 million. It is likely that the sponsors will request full funding for the endowment in the 2020 Legislature.

HB 400 SCHOOL MEDIA LITERACY ADVISORY COMMITTEE by Antonio "Moe" Maestas, Matthew McQueen, Sheryl Williams Stapleton and Joy Garratt

The funding for the expenses of the advisory committee was provided in HB 548 APPROPRIATIONS AND EXPENDITURES, Section 25, Paragraph A (2), for \$137,000. This is the so-called "HB 2 Junior" bill which supplemented the General Appropriations Act. HB 548 passed both chambers and is under consideration by the Governor.

***SB 280 CAPITAL OUTLAY EXPENDITURES** by Carlos R. Cisneros and Jim R. Trujillo

Senate Bill 280 appropriates \$857,921,500 from general funds and \$75,104,715 from other state funds, for a total of \$933,026,215 for several hundred capital outlay projects around the state. Among those projects are 35 for libraries totaling \$8,807,614. An updated list of these projects is attached. The bill passed both chambers on unanimous votes and are now awaiting consideration by the Governor. The Governor can use a line item veto to reject any project in the capital outlay bill.

In addition to these projects, HB 548 APPROPRIATIONS & EXPENDITURES Patricia A. Lundstrom ("HB 2 Junior") also includes \$50,000 "to expand library services in Anthony."

Also funded in SB 280 was funding for the Library Broadband Infrastructure Fund, which had been created by HB 207 in the 2018 Legislature. In Section 32, Item 6, \$1,000,000 is appropriated "for expenditure in fiscal years 2020 through 2023 to the library broadband infrastructure fund for expenditure by the department of information technology for library broadband expansion and improvement statewide, including assessments and contracts, contingent upon the execution of a memorandum of understanding for use of the funds with the cultural affairs department." This is less than the \$1.6 million originally in SB 280, but more than the original \$500,000 requested by the Interim Science, Technology and Telecommunications Committee last September. This was a major initiative of the Libraries Transform New Mexico Task Force.

SM 27 SCHOOL LIBRARY ASSESSMENT by Senator William Soules

The Memorial was adopted by the Senate on a 43-0 vote on Sunday, March 10.

Memorials do not require the Governor's signature. It calls upon the Public Education Department to assist NMLA and the Libraries Transform New Mexico Task Force in compiling a study of the current status of public school libraries and school librarians statewide.

March 20, 2019
NMLA Vice-President Report
David Cox

MPLA/NMLA Annual Planning Group met via Zoom on March 5, 2019. It was a good initial meeting. Things have begun on the Annual Meeting in terms of overseeing the hotel/convention arrangements. Other areas such as Planning, Program, Local Arrangements, Vendors and Awards are moving forward.

On March 15 there was a meeting at the Hotel Albuquerque to visit the venue and discuss various business items. Kelly Murphy, Kathleen Dull, Sarah Obenauf and I were given the tour, discussed AV and WiFi, as well as basic expenses.

Other than monitoring the conversations regarding the Mini Conference, and assisting Sarah Obenauf with matters surrounding the NMLA Board Meeting and the Mini, that has been my primary activity.

Respectfully Submitted,

David Cox

Newsletter Editor & Website Administrator Report

Robyn Gleasner

newsletter@nmla.org

3/21/2019

Newsletter

The deadline for the May/June issue of the newsletter is May 3, 2019. Please send stories and updates to newsletter@nmla.org.

Email

If any new board members need an @nmla.org email address, please let me know and I will set one up or give you access to one. If anyone needs access to the yahoo board group, please let me know.

NMLA Board Yahoo email list

There have been a few complaints about accessing the Yahoo NMLA Board email list. To send and receive messages from this group, you must have or create a Yahoo ID. If you don't have a Yahoo ID and you don't wish to create one, I can set it up where you can be on the mailing list. Without a Yahoo ID, you will receive messages, but you won't be able to post to the group. Keep in mind that the email list will send messages to the email address you provided. Whichever email address you received the invitation is the email address the messages will be sent to. If you would like to use a different email address, please let me know and I can change this.

Website

Sarah Obeauf, NMLA Secretary, is using Dropbox to save board reports and meeting minutes. I have linked these to WildApricot and made the links available on our current website. Keep in mind that members will have to log in with the username and password that the member created in order to access these reports in WildApricot.

Board Reports can be accessed from <https://nmla.org/board-business-meetings/> or by going to <http://nmla.org/> and clicking on "Board & Business Meetings" as seen below.

Pages

- ▶ About
- ▶ Archives Index
- ▶ Authors
- ▶ Awards & Honors
- ▶ Board & Business Meetings
- ▶ Board Members Only
- ▶ Board of Directors
- ▶ Bylaws & Procedural Manual
- ▶ Committees & Special Interest Groups (SIGs)
- ▶ Conference Planning
- ▶ Contact Us
- ▶ Forms
- ▶ History of NMLA
- ▶ Land of Enchantment (LOE) Book Award
- ▶ Library Schools Available Online
- ▶ List-Serve
- ▶ Members Only Area
- ▶ Membership
- ▶ Mini Conference 2019
- ▶ Newsletters
- ▶ NMLA Conferences
- ▶ Proposing/Sustaining a SIG
- ▶ Resource Links
- ▶ Scholarships & Grants

Meeting minutes can be accessed from <https://nmla.org/members-only-area/> in the current website and clicking on <https://nmla.wildapricot.org/minutes>. Eventually both the minutes and board reports will be available in a new “Members Only” page in WildApricot.

Next, I will work on transitioning the Scholarships & Grants page and information to the new system.

Below is a chart showing Nov. 2018 – Feb. 2019 use statistics for the nmla.org website through Bluehost:

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2019	6,824	14,200	41,834	67,835	4.91 GB
Feb 2019	5,192	10,488	26,826	53,312	4.46 GB
Mar 2019	3,440	6,138	18,814	41,552	4.86 GB

This was in my last report, but is worth repeating. I am slowly transitioning pages from our current site to WildApricot. Pages moved so far: Membership, Conferences, and Jobs. I have talked with Deanne Dekle at the State Library and she has agreed to allow us to link to the Hitchhiker rather than maintaining our own job page. The Hitchhiker is a more complete list of job opportunities than we provide. This would mean we would no longer be able to sell ads to out of state employers though.

CQ Engage

Britta Herweg-Samuels, NMLA Administrative Assistant, has taken this on.

Social Media

Facebook – 1,003 Followers, 811 page likes

Twitter - 113 Followers

Linkedin - 115 members

From: [Guinnee, Eli, DCA](mailto:Guinnee_Eli_DCA)
To: jsand713@nmsu.edu; spiriteagle75@aol.com; secretary@nmla.org; treasurer@nmla.org; etitus@lib.nmsu.edu; clhooee@gmail.com; katherineskinner@ruidoso-nm.gov; djenkins@nmsu.edu; rgonzales@grantsnm.gov; courtney.marshall@enmu.edu; monika@temple.edu; archivist@nmla.org; fiskj@unm.edu; arusso@unm.edu; mary@chappellweb.com; [Carrington, Bradley, DCA](mailto:Carrington_Bradley_DCA); [Guinnee, Eli, DCA](mailto:Guinnee_Eli_DCA); aiglesia@nmsu.edu; laws@law.unm.edu; mneill@ias-cruces.org; dcaparoso@rrnm.gov; shetterc@loslunasnm.gov; jsabatini423@gmail.com; membership@nmla.org; lschurdevin@rrnm.gov; mtemplet@sandlaprep.org; kkmurphy@cabq.gov; marian.frear@gmail.com; newsletter@nmla.org; contact@nmla.org
Subject: OA SIG recommendations
Date: Monday, April 01, 2019 4:04:35 PM

Hi NMLA Board Members,

As promised at the board meeting, I had a nice discussion with Erin Wahl, who submitted a proposal to John for a new Open Access SIG. We had agreement on the scope and next steps. I can now recommend:

1. That the new SIG be established as the "Open Access Special Interest Group"
2. That the OA SIG be requested to do an Environmental Scan of Open Access in the LIS field
3. That the OA SIG be requested to do a study of the publishing needs and wants of NM Librarians and perceptions of OA among NM Librarians
4. If the above demonstrates a need for a new OA publication, that the OA SIG explores and reports on the feasibility with an focus on sustainability, especially looking at:
 - a. Continuity of key publishing and editorial roles
 - b. Interest from volunteers to play support roles
 - c. Sustainable server space and web hosting
 - d. Affordable publishing systems
 - e. Sustainable IT Support
 - f. Geographical focus if any (eg. NM, MPLA states, Southwest States, Border States)
 - g. Content Scope
 - h. Article Type (eg. Peer Review, Essays, Reviews)
 - i. Estimated availability of Content
 - j. Funding sources (eg. donations, author payments, NMLA support, advertising)
5. That the OA SIG focuses on facilitating support for OA in New Mexico through recommendations and best practices, such as:
 - a. Tracking progress of projects using open frameworks such as Open Science Framework
 - b. Lists of peer-reviewed OA journals
 - c. Education of higher ups about the legitimacy of OA peer review
 - d. Distribution of relevant articles published in OA journals to the NMLA listserv or included in the newsletter
 - e. Submitting OA updates to the newsletter and OA program proposals to statewide conferences
 - f. Encouraging and assisting library practitioners with little or no publishing experience to do research and publish in OA journals
6. That the OA SIG consider including support for Open Source and Open Pedagogy in their scope in the future

Best,
Eli

Eli Guinnee
New Mexico State Librarian
NM State Library
1209 Camino Carlos Rey
Santa Fe, NM 87507

Office (505) 476-9762
Cell (505) 629-9153
Fax (505) 476-9761

eli.guinnee@state.nm.us