#16

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Page 1: Welcome to the 2016 State of the Chapter Annual Report Survey

Q1 1) Chapter Contact Information

Chapter Name: Maryland Library Association
Address: 1401 Hollins Street
City/Town: Baltimore
State/Territory: MD
ZIP: 21223
Primary E-mail Address: mla@mdlib.org

Page 2: Report for Fiscal Year

Q2 2) Date Completing This Survey

Month/Date/Year: 08/13/2019

Q3 3) Fiscal Year Reporting

Start Date/End Date: 07/01/2018 - 06/30/2019

Q4 4) List contact information for survey respondent who could answer questions from Chapter Relations Office about this survey.

Survey Respondent: Margaret Carty
E-mail address: mcarty@mdlib.org
Phone: 410-947-5090

Page 3: Final Budget Totals for Fiscal Year
Q5 5) What is the final revenue and expense total for fiscal year being reported (answer requires a figure rounded to the nearest dollar)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$430,478</td>
</tr>
<tr>
<td>Expenses</td>
<td>$407,656</td>
</tr>
<tr>
<td>Unrestricted Net Assets</td>
<td>$179,976</td>
</tr>
</tbody>
</table>

Q6 6) Were there changes made to your management or staffing during fiscal year you are reporting on?  
No

Q7 7) If yes, what changes were made to management or staffing?  
NA

Q8 8) List the number of FTE or PAID staff (e.g., 0, 1, 2, 3 . . . )
3

Q9 9) List paid staff by title and FTE (e.g., Director FTE 1)

<table>
<thead>
<tr>
<th>Staff</th>
<th>Title</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff 1</td>
<td>Executive Director</td>
<td>FTE 1</td>
</tr>
<tr>
<td>Staff 2</td>
<td>Executive Assistant/Office Manager</td>
<td></td>
</tr>
<tr>
<td>Staff 3</td>
<td>Administrative Assistant</td>
<td></td>
</tr>
</tbody>
</table>

Q10 10) List the number of Board Members (whole number only; e.g., 6)
15

Q11 11) Is your Chapter Councilor a Board Member?  
Official

Q12 12) Is the Chapter Councilor elected or appointed?  
Elected

Q13 13) Were there changes made to your membership categories dues rates during fiscal year?  
No
Q14 14) If yes, what changes were made to your membership categories dues rates?
NA

Q15 15) Chapter Membership (renewal period)  
Anniversary Year Based

Q16 16) Dues Structure for regular personal members  
Graduated (fee levels based on salary)

Q17 17) Please list applicable fee or percentage for regular personal members.
Highest graduated fee $187
Lowest graduated fee $50

Q18 18) Please list number of Chapter Members by category (only by categories you use; do not count twice)
Personal 563
Student 28
Trustee 27
Retired 24
Library/Institution 10
Total of Any Other Categories 53

Q19 19) Provide the total number of all members (Regular Personal, Institutional, etc.) at end of fiscal year. Totals of all the membership categories listed above should equal total entered here.
766

Q20 20) Chapter Membership compared to last year  
Same

Q21 21) Did membership grow or decline?  
Respondent skipped this question

Q22 22) If membership increased or decreased by 2% or more, please explain or surmise cause.
NA

Q23 23) Which membership management software does your chapter use?
Timberlake (Naylor)
Q24 24) To the best of your ability, please briefly describe the pros and cons of the MMS that you've purchased.

Pro: Invoices are combined by person
Con: There are no simple reports. All exports need to be modified.

Q25 25) Which features do you wish your MMS had?

The ability to print reports without showing salary.

Q26 26) Please provide the following financial information about your Chapter's Annual Conference during the reported fiscal year (answer requires a figure rounded to the nearest dollar).

Revenue $223,834
Expenditures $141,674

Q27 27) Please Provide the Following Non-Financial Information about Your Chapter's Annual Conference (if not applicable, insert n/a).

Month May
Location Hyatt Regency Chesapeake Bay, Cambridge, MD
Length of Total Conference (pre- and conference) in Days 3
Total Number of Attendees 760
$ Conference Registration Rate for Regular Member $195
$ Conference Registration Rate for Regular Nonmember $235
Total Booths/Tables of Exhibits 36
$ Charge for Standard Booth $800
$ Charge for Standard Table $400
Total Number of Program Offerings 80

Q28 28) Is there a discounted registration rate for your conference? If so, have you worked with other groups to cover those costs? Please be as specific as possible.

Early Bird rate. Students and reciprocal agreements with 8 instate associations for membership rate. Conference held jointly with Delaware.

Q29 29) Did Your Chapter Meet Its Budget Projections for Its Annual Conference? Exceeded
Q30 30) Did Your Association Try Something New at This Conference? If So, Please Briefly Explain What It Was and What Your Association Hoped to Achieve.

Film screening of "I Know a Man...Ashley Bryan"

Q31 31) Was It Successful?  Yes

Q32 32) Will your association try this again at future conference?  Maybe

Q33 33) List Your Association's Most Successful Events Held during Conference.

Author Award Luncheon
Presence of 15 staff with NASA display

Q34 34) Share Outstanding Keynotes or Speakers (include topics, please).

Mary Amato, author, "Writing with Humor and Heart"

Q35 35) If you have one, how many attendees participate(d) in your State Advocacy/Legislation Day? (whole number only; e.g., 20)

80

Q36 33) Did your Chapter use a virtual advocacy tool for State Library Legislative Day?  No

Q37 37) List Major Activities, Accomplishments of Your Association during Fiscal Year (e.g., Library Legislative Day, legislative successes, new strategic plan, trainings, etc.).

Development of leadership programs to include all levels of experience and responsibilities in libraries.
Everyone Leads, Maryland Library Leadership Institute, Strategic leadership and Director's University.
Provided continued support for advocacy involvement for younger staff through the Library Advocacy Interest Group.
Created an Equity, Diversity, Inclusion and Leadership Task Force and a MLA Branding Task Force.
Produced 4 virtual sessions of "Getting to Know MLA"

Q38 38) List Major Issues Facing Your Association (e.g, budget, membership , structure, systems, competition, etc.).

Continued review and evaluation of MLA offerings to meet the changing needs of the library community.

Q39 39) Is there a separate school library association in your state?  Yes
| Q40 | 40) Is there a separate college or academic library association or section in your state? | Yes |