

# DAH - HISTORIC ARKANSAS MUSEUM COMMISSION

## Enabling Laws

Act 233 of 2012  
A.C.A. §13-7-301 et seq.

## History and Organization

### History and Organization

#### **Agency Mission Statement:**

The mission of the Historic Arkansas Museum (HAM) Commission is to communicate the early history of Arkansas and its creative legacy through preserving, interpreting, and presenting stories and collections for the education and enjoyment of the people we serve.

#### **Brief Discussion of Statutory Responsibilities and Primary Activities:**

The Arkansas General Assembly created the HAM Commission (then called the Arkansas Territorial Capital Restoration Commission) after an active public campaign led by pioneering preservationist Louise Loughborough. The HAM Foundation is a 501(c) 3 non-profit membership organization supporting the mission of the museum. The Historic Arkansas Museum was created to establish a "history center, interesting to the inhabitants of the State and to tourists."

The museum's original site contains four major historic houses, including the oldest structure in the city, the Hinderliter House, built c. 1828, and the early print shop of the *Arkansas Gazette* newspaper. Over the years the museum's campus has expanded to include a full block and two half blocks in downtown Little Rock.

The scope of the museum's programs is defined by two major aspects of Arkansas history: the frontier period and the State's creative legacy from early days to the present. The functions involved in meeting the museum's mission involve research, education, exhibits and collections, development and maintenance. The museum has taken on the job of rediscovering the work of Arkansas's artists and artisans.

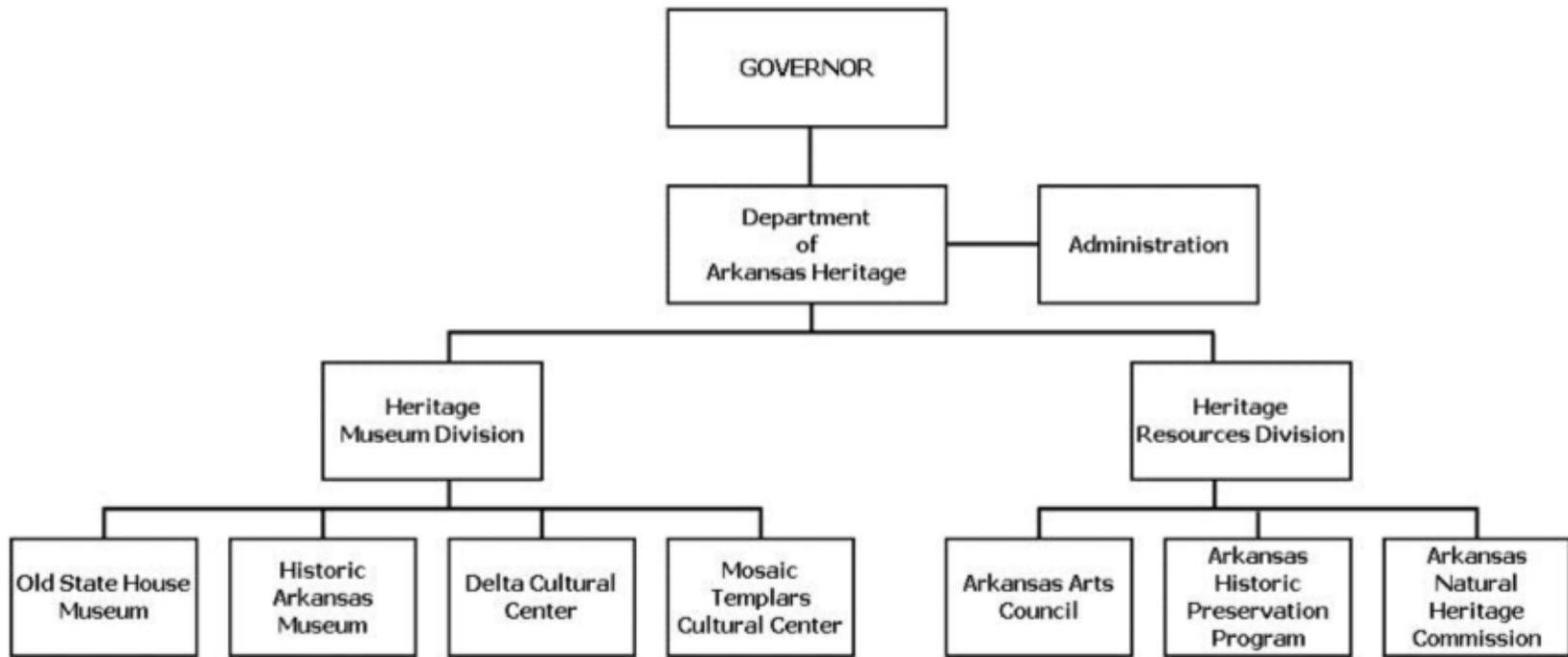
The two volume book *Arkansas Made: A Survey of the Decorative, Mechanical and Fine Arts Produced in Arkansas, 1819-1870* (University of Arkansas Press) is a result of this continuing research project. The museum has created the State's best (and in some cases only) collection of its quilts, firearms, furniture, pottery, silver, paintings, etc. The museum is actively adding to the knowledge of Arkansas's impact on the international development of the Bowie Knife. The Museum Center opened in 2001, with an expanded Reception Center with galleries, theater and improved visitor amenities.

The director of the museum serves at the pleasure of the director of the Department of Arkansas Heritage (DAH). Internally, the museum contains maintenance, collections, education and development divisions which must satisfy not only the appropriate state requirements but also national professional museum standards. In 1981 the museum became the first history museum in Arkansas to be accredited by the American Association of Museums. This national recognition is important to the museum and its patrons, and the need to continue to meet accreditation standards drives many of the improvements sought by the museum.

Improvements over the years have included creating and enhancing the best collection of Arkansas-made objects; *We Walk in Two Worlds*, an exhibit of the Indian experience in Arkansas, produced in cooperation with the Smithsonian; daily living history performances in the museum houses; the Hands-on History Room; popular seasonal special events; and an excellent educational website. Recent improvements have been made to the Field house and the Blacksmith Shop. Each year approximately 50,000 visitors, including 12,000 school children, enjoy seeing history come to life at the museum, and outreach and web-based programs reach thousands more.

**Advisory Board or Commission:**

The Commission sets policy for the museum. The Commission is a 9 member self-perpetuating board which meets monthly.



**Agency Commentary**

See Agency Commentary in DAH - Central Administration.

**Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 DEPARTMENT OF ARKANSAS HERITAGE  
 FOR THE YEAR ENDED JUNE 30, 2011

Findings

Recommendations

Audit findings are reported under DAH-Central Administration.

## State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

### Employment Summary

	Male	Female	Total	%
White Employees	8	10	18	82 %
Black Employees	2	2	4	18 %
Other Racial Minorities	0	0	0	0 %
	Total Minorities		4	18 %
	Total Employees		22	100 %

### Cash Fund Balance Description as of June 30, 2012

Fund Account	Balance	Type	Location
1120100	\$65,531	Checking	Bank of America/Little Rock

Statutory/Other Restrictions on use:

A. C. A. §13-7-305 is the authority for the establishment of this cash fund.

Statutory Provisions for Fees, Fines, Penalties:

A.C.A. §13-7-305 is the authority for use of this cash fund.

Revenue Receipts Cycle:

Funds are deposited in bank account on a daily basis.

Fund Balance Utilization:

Funds are used to manage the Museum Store, including retail operations and supporting expenditures.

**Publications**

**A.C.A. 25-1-204**

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

# Department Appropriation Summary

## Historical Data

## Agency Request and Executive Recommendation

Appropriation	2011-2012		2012-2013		2012-2013		2013-2014						2014-2015					
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
2JK Historic Arkansas Museum-Cash in Treas.	175,900	1	299,527	1	300,148	1	299,865	1	299,865	1	299,865	1	299,865	1	299,865	1	299,865	1
496 Historic Arkansas Museum-St. Operations	1,218,749	21	1,179,463	21	1,214,957	21	1,185,107	21	1,311,416	22	1,190,107	21	1,185,230	21	1,311,539	22	1,190,230	21
C15 Historic Arkansas Museum - Bank Charges	8,986	0	11,250	0	11,250	0	11,250	0	11,250	0	11,250	0	11,250	0	11,250	0	11,250	0
<b>Total</b>	<b>1,403,635</b>	<b>22</b>	<b>1,490,240</b>	<b>22</b>	<b>1,526,355</b>	<b>22</b>	<b>1,496,222</b>	<b>22</b>	<b>1,622,531</b>	<b>23</b>	<b>1,501,222</b>	<b>22</b>	<b>1,496,345</b>	<b>22</b>	<b>1,622,654</b>	<b>23</b>	<b>1,501,345</b>	<b>22</b>

Funding Sources		%		%		%		%		%		%		%		%		%
Fund Balance 4000005	72,576	4.9	73,870	4.5			134,481	7.9	134,481	7.4	134,481	7.9	202,392	11.4	202,392	10.7	202,392	11.4
General Revenue 4000010	1,218,749	82.5	1,179,463	72.6			1,185,107	69.9	1,311,416	72.0	1,190,107	70.0	1,185,230	67.1	1,311,539	69.2	1,190,230	67.1
Cash Fund 4000045	186,180	12.6	371,388	22.9			375,000	22.1	375,000	20.6	375,000	22.1	380,000	21.5	380,000	20.1	380,000	21.4
<b>Total Funds</b>	<b>1,477,505</b>	<b>100.0</b>	<b>1,624,721</b>	<b>100.0</b>			<b>1,694,588</b>	<b>100.0</b>	<b>1,820,897</b>	<b>100.0</b>	<b>1,699,588</b>	<b>100.0</b>	<b>1,767,622</b>	<b>100.0</b>	<b>1,893,931</b>	<b>100.0</b>	<b>1,772,622</b>	<b>100.0</b>
Excess Appropriation/(Funding)	(73,870)		(134,481)				(198,366)		(198,366)		(198,366)		(271,277)		(271,277)		(271,277)	
<b>Grand Total</b>	<b>1,403,635</b>		<b>1,490,240</b>				<b>1,496,222</b>		<b>1,622,531</b>		<b>1,501,222</b>		<b>1,496,345</b>		<b>1,622,654</b>		<b>1,501,345</b>	

Variance in fund balance due to unfunded appropriation in appropriation (2JK) Historic Arkansas Museum - Cash in Treasury.

## Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
22	22	0	22	0	0.00 %	22	21	1	22	0	4.55 %	22	21	1	22	0	4.55 %

## **Analysis of Budget Request**

**Appropriation:** 2JK - Historic Arkansas Museum-Cash in Treas.

**Funding Sources:** NNH - Historic Arkansas Museum Cash

The Agency utilizes this cash appropriation to supplement Museum operations and replenish Craft Store inventory. Funding is generated by admission fees, rental receipts, donations and proceeds at the Craft Store at the Historic Arkansas Museum.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Agency Base Level Request includes appropriation of \$299,865 each year with one (1) Regular position and 16 Extra Help positions.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** 2JK - Historic Arkansas Museum-Cash in Treas.

**Funding Sources:** NNH - Historic Arkansas Museum Cash

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	20,724	21,523	22,276	21,523	21,523	21,523	21,523	21,523	21,523
<b>#Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Extra Help	5010001	80,523	142,134	142,134	142,134	142,134	142,134	142,134	142,134	142,134
<b>#Extra Help</b>		<b>9</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
Personal Services Matching	5010003	15,248	20,265	20,133	20,603	20,603	20,603	20,603	20,603	20,603
Operating Expenses	5020002	5,152	34,521	34,521	34,521	34,521	34,521	34,521	34,521	34,521
Conference & Travel Expenses	5050009	1,270	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,334
Professional Fees	5060010	0	7,750	7,750	7,750	7,750	7,750	7,750	7,750	7,750
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Resale (COGS)	5090017	52,983	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>175,900</b>	<b>299,527</b>	<b>300,148</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>
<b>Funding Sources</b>										
Fund Balance	4000005	13,591	8,339		839	839	839	0	0	0
Cash Fund	4000045	170,648	292,027		295,000	295,000	295,000	300,000	300,000	300,000
<b>Total Funding</b>		<b>184,239</b>	<b>300,366</b>		<b>295,839</b>	<b>295,839</b>	<b>295,839</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
Excess Appropriation/(Funding)		(8,339)	(839)		4,026	4,026	4,026	(135)	(135)	(135)
<b>Grand Total</b>		<b>175,900</b>	<b>299,527</b>		<b>299,865</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>	<b>299,865</b>

## **Analysis of Budget Request**

**Appropriation:** 496 - Historic Arkansas Museum-St. Operations

**Funding Sources:** HRA - Arkansas Heritage Fund

This appropriation provides general revenue funding for the personal services and operating expenses of the Department of Arkansas Heritage - Historic Arkansas Museum Commission. Act 388 of 1939 (A.C.A. 13-7-302), as amended, created the Historic Arkansas Museum (formerly Territorial Capitol Restoration) to restore, maintain, and interpret historic houses on-site in the oldest remaining neighborhood in Little Rock. The Museum interprets the frontier period (1819 - 1850) and includes a visitor center featuring both permanent and changing exhibits.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Agency Base Level Request includes appropriation and general revenue funding of \$1,185,107 in FY14 and \$1,185,230 in FY15 with 21 Regular positions.

The Agency Change Level Request includes additional appropriation and general revenue funding of \$126,309 each year for the following:

- Regular Salaries and Personal Services Matching: Increase of \$48,279 for one (1) P016C Curator position (grade C119). This position is needed to better manage the collection and enhance the education potential of the collection through programming, exhibits, and the museum's website.
- Operating Expenses: Increase of \$78,030 to cover utilities and insurance costs.

The Executive Recommendation provides for Base Level, as well as \$5,000 in appropriation and general revenue for increases in Operating Expenses.

## Appropriation Summary

**Appropriation:** 496 - Historic Arkansas Museum-St. Operations

**Funding Sources:** HRA - Arkansas Heritage Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			2013-2014			2014-2015		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	848,861	801,626	826,502	801,726	837,280	801,726	801,826	837,380	801,826
<b>#Positions</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>21</b>
Personal Services Matching	5010003	262,278	273,757	262,664	279,301	292,026	279,301	279,324	292,049	279,324
Operating Expenses	5020002	107,610	104,080	125,791	104,080	182,110	109,080	104,080	182,110	109,080
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>1,218,749</b>	<b>1,179,463</b>	<b>1,214,957</b>	<b>1,185,107</b>	<b>1,311,416</b>	<b>1,190,107</b>	<b>1,185,230</b>	<b>1,311,539</b>	<b>1,190,230</b>
<b>Funding Sources</b>										
General Revenue	4000010	1,218,749	1,179,463		1,185,107	1,311,416	1,190,107	1,185,230	1,311,539	1,190,230
<b>Total Funding</b>		<b>1,218,749</b>	<b>1,179,463</b>		<b>1,185,107</b>	<b>1,311,416</b>	<b>1,190,107</b>	<b>1,185,230</b>	<b>1,311,539</b>	<b>1,190,230</b>
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
<b>Grand Total</b>		<b>1,218,749</b>	<b>1,179,463</b>		<b>1,185,107</b>	<b>1,311,416</b>	<b>1,190,107</b>	<b>1,185,230</b>	<b>1,311,539</b>	<b>1,190,230</b>

## Change Level by Appropriation

**Appropriation:** 496 - Historic Arkansas Museum-St. Operations  
**Funding Sources:** HRA - Arkansas Heritage Fund

### Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,185,107</b>	<b>21</b>	<b>1,185,107</b>	<b>100.0</b>	<b>1,185,230</b>	<b>21</b>	<b>1,185,230</b>	<b>100.0</b>
C01	Existing Program	126,309	1	1,311,416	110.7	126,309	1	1,311,539	110.7

### Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>1,185,107</b>	<b>21</b>	<b>1,185,107</b>	<b>100.0</b>	<b>1,185,230</b>	<b>21</b>	<b>1,185,230</b>	<b>100.0</b>
C01	Existing Program	5,000	0	1,190,107	100.4	5,000	0	1,190,230	100.4

### Justification

C01	The agency requests additional appropriation and funding for operating expenses to cover utilities and insurance costs for keeping the museum open. The request also includes a request for a position as follows: Curator - This position will develop long range plans for the enhancement of the museum's priceless collection of Arkansas-related objects recommending acquisition policies, contacting potential donors, collecting for the museum through gift and purchase, and directing related research. The position will supervise the management of the museum's collection by developing policy and procedures for the storage, care and research on the valuable museum collection, directing the care by managing staff, volunteers and contractors who work with the collection, planning exhibits, and directing the preparation and dissemination of information and publications on the Arkansas Made collection. As the museum has increased its focus on Arkansas's creative legacy, it has become known as the primary collector of works by Arkansas artists and artisans. The full-time collections staff is the same size as it was twenty years ago, but now the Deputy Director (who also serves as the Chief Curator) is engaged much more in agency planning and administration than ever before. The museum's collection is a unique and very important resource of Arkansas history, with potential to illuminate our past in a way yet unfulfilled. This position is needed to better manage the collection, and enhance the education potential of the collection through programming, exhibits, and the museum's website.
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## **Analysis of Budget Request**

**Appropriation:** C15 - Historic Arkansas Museum - Bank Charges

**Funding Sources:** 112 - Historic Arkansas Museum Bank Charges Fund

This cash appropriation provides for the payment of bank charges, credit card charges and fees from gift shop sale revenues collected by the Historic Arkansas Museum.

The Agency Base Level Request includes appropriation of \$11,250 each year of the biennium.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

## Appropriation Summary

**Appropriation:** C15 - Historic Arkansas Museum - Bank Charges  
**Funding Sources:** 112 - Historic Arkansas Museum Bank Charges Fund

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	8,986	11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>8,986</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>
<b>Funding Sources</b>										
Fund Balance	4000005	58,985	65,531		133,642	133,642	133,642	202,392	202,392	202,392
Cash Fund	4000045	15,532	79,361		80,000	80,000	80,000	80,000	80,000	80,000
<b>Total Funding</b>		<b>74,517</b>	<b>144,892</b>		<b>213,642</b>	<b>213,642</b>	<b>213,642</b>	<b>282,392</b>	<b>282,392</b>	<b>282,392</b>
<b>Excess Appropriation/(Funding)</b>		<b>(65,531)</b>	<b>(133,642)</b>		<b>(202,392)</b>	<b>(202,392)</b>	<b>(202,392)</b>	<b>(271,142)</b>	<b>(271,142)</b>	<b>(271,142)</b>
<b>Grand Total</b>		<b>8,986</b>	<b>11,250</b>		<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>	<b>11,250</b>