

DAH - HISTORIC ARKANSAS MUSEUM COMMISSION

Enabling Laws

Act 273 of 2014
A.C.A. §13-7-301 et seq.

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.

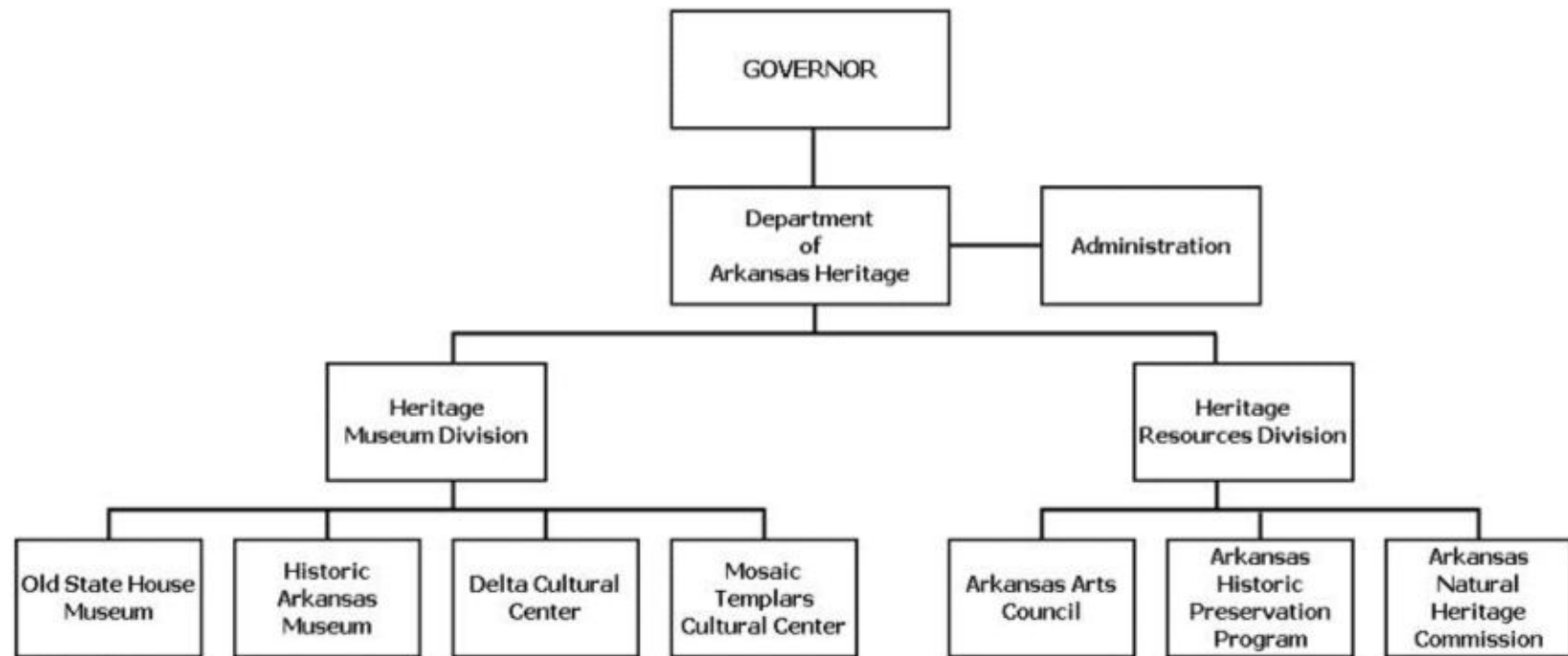
The two volume book *Arkansas Made: A Survey of the Decorative, Mechanical and Fine Arts Produced in Arkansas, 1819-1870* (University of Arkansas Press) is a result of this continuing research project. The museum has created the State's best (and in some cases only) collection of its quilts, firearms, 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 an 11 member self-perpetuating board which meets monthly.



Agency Commentary

Exhibits, creative education presentations for schools and tourists, and engagement with the community are the central focus of the Historic Arkansas Museum's programming. The Museum hopes to build upon a series of important accomplishments in the 2015-2017 Biennium. The museum has recently been able to exhibit the most extensive collection of historical bowie knives ever assembled, featuring the work of James Black of Hempstead County.

The museum has produced video documentaries on the Arkansas Living Treasures, as designated by the Arkansas Arts Council, as a part of our Arkansas Made initiative. These Living Treasures hail from all over the state: Royal, Fort Smith, Little Rock, Russellville, Eureka Springs, Nashville, Huntsville, Yellville, Conway, Hot Springs, and Siloam Springs. They will all be featured in an exhibit planned for the upcoming biennium.

The Arkansas Made initiative during the biennium will include bringing the comprehensive information on Arkansas's artists and artisans up to 1950. The products of this initiative will include a catalog, exhibit, website, and other programming.

Request:

An increase in the cash fund appropriation will bring the appropriation back up to previously authorized levels to cover the following:

- Anticipated increases for re-stocking merchandise in the museum store. There are planned art shows at the museum during the periods and historically these have a direct correlation to vigorous retail sales at the museum store. The increase request is \$13,208.
- Office supply expenses related to the museum store. This includes bags, tissue, packaging, etc., that is related to increased store sales. The increase request is \$4,000.
- Funding for a contracted museum store consultant whose expertise has proved profitable in the past. Periodically, the consultant returns to review the museum store and offer assistance in improvements. The increase request is \$5,738.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF ARKANSAS HERITAGE
FOR THE YEAR ENDED JUNE 30, 2013

Findings

Recommendations

Audit findings are reported under DAH-Central Administration.

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2014

None

Employment Summary

	Male	Female	Total	%
White Employees	7	10	17	89 %
Black Employees	2	0	2	11 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			2	11 %
Total Employees			19	100 %

Cash Fund Balance Description as of June 30, 2014

Fund Account	Balance	Type	Location
1120100	\$50,723	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 operatins and supporting expenditures.

Publications

A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
None	N/A	N	N	0	N/A	0	0.00

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2013-2014		2014-2015		2014-2015		2015-2016						2016-2017					
	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.	197,590	1	277,458	1	300,390	1	277,947	1	300,893	1	300,893	1	277,947	1	300,893	1	300,893	1
496 Historic Arkansas Museum-St. Operations	1,205,240	21	1,174,376	21	1,218,534	21	1,184,273	21	1,184,273	21	1,184,273	21	1,185,501	21	1,185,501	21	1,185,501	21
C15 Historic Arkansas Museum - Bank Charges	9,671	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
Total	1,412,501	22	1,463,084	22	1,530,174	22	1,473,470	22	1,496,416	22	1,496,416	22	1,474,698	22	1,497,644	22	1,497,644	22

Funding Sources			%		%			%		%		%		%		%		%
Fund Balance	4000005	56,690	3.9	57,014	3.7		80,449	5.1	80,449	5.1	80,449	5.1	103,395	6.5	80,449	5.1	80,449	5.1
General Revenue	4000010	1,205,240	82.0	1,174,376	76.1		1,184,273	75.1	1,184,273	75.1	1,184,273	75.1	1,185,501	74.0	1,185,501	75.1	1,185,501	75.1
Cash Fund	4000045	207,585	14.1	312,143	20.2		312,143	19.8	312,143	19.8	312,143	19.8	312,143	19.5	312,143	19.8	312,143	19.8
Total Funds		1,469,515	100.0	1,543,533	100.0		1,576,865	100.0	1,576,865	100.0	1,576,865	100.0	1,601,039	100.0	1,578,093	100.0	1,578,093	100.0
Excess Appropriation/(Funding)		(57,014)		(80,449)			(103,395)		(80,449)		(80,449)		(126,341)		(80,449)		(80,449)	
Grand Total		1,412,501		1,463,084			1,473,470		1,496,416		1,496,416		1,474,698		1,497,644		1,497,644	

Agency Position Usage Report

FY2012 - 2013						FY2013 - 2014						FY2014 - 2015					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
22	21	1	22	0	4.55 %	22	20	2	22	0	9.09 %	22	19	3	22	0	13.64 %

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 include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases.

The Agency Base Level Request includes appropriation of \$277,947 each year with one (1) Regular position and seventeen (17) Extra Help positions.

The Agency's Change Level Request provides for \$22,946 each year of the biennium and is summarized as follows:

Operating Expenses of \$4,000 for office supply expenses related to the museum store.

Professional Fees of \$5,738 for a museum store consultant.

Resale (Cost of Goods Sold) of \$13,208 for anticipated increases for re-stocking merchandise in the museum store.

The Executive Recommendation provides for the Agency Request.

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		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	22,340	21,953	21,953	22,172	22,172	22,172	22,172	22,172	22,172
#Positions		1	1	1	1	1	1	1	1	1
Extra Help	5010001	93,201	142,134	142,134	142,134	142,134	142,134	142,134	142,134	142,134
#Extra Help		10	17	17	17	17	17	17	17	17
Personal Services Matching	5010003	17,121	20,712	20,698	20,982	20,982	20,982	20,982	20,982	20,982
Operating Expenses	5020002	16,181	30,521	34,521	30,521	34,521	34,521	30,521	34,521	34,521
Conference & Travel Expenses	5050009	0	3,334	3,334	3,334	3,334	3,334	3,334	3,334	3,334
Professional Fees	5060010	0	1,832	7,750	1,832	7,570	7,570	1,832	7,570	7,570
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Resale (COGS)	5090017	48,747	56,972	70,000	56,972	70,180	70,180	56,972	70,180	70,180
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		197,590	277,458	300,390	277,947	300,893	300,893	277,947	300,893	300,893

Funding Sources										
Fund Balance	4000005	3,969	6,291		29,726	29,726	29,726	52,672	29,726	29,726
Cash Fund	4000045	199,912	300,893		300,893	300,893	300,893	300,893	300,893	300,893
Total Funding		203,881	307,184		330,619	330,619	330,619	353,565	330,619	330,619
Excess Appropriation/(Funding)		(6,291)	(29,726)		(52,672)	(29,726)	(29,726)	(75,618)	(29,726)	(29,726)
Grand Total		197,590	277,458		277,947	300,893	300,893	277,947	300,893	300,893

FY15 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2013-2015 Biennium.

Change Level by Appropriation

Appropriation: 2JK - Historic Arkansas Museum-Cash in Treas.
Funding Sources: NNH - Historic Arkansas Museum Cash

Agency Request

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	277,947	1	277,947	100.0	277,947	1	277,947	100.0
C01	Existing Program	22,946	0	300,893	108.3	22,946	0	300,893	108.3

Executive Recommendation

Change Level		2015-2016	Pos	Cumulative	% of BL	2016-2017	Pos	Cumulative	% of BL
BL	Base Level	277,947	1	277,947	100.0	277,947	1	277,947	100.0
C01	Existing Program	22,946	0	300,893	108.3	22,946	0	300,893	108.3

Justification

C01	An increase of cash appropriation will bring the appropriation back up to previously authorized levels to cover the following: anticipated increases for re-stocking merchandise in the museum store, office supply expenses related to the museum store and funding for a museum store consultant.								
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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 include the continuation of the previously authorized 2015 1% Cost of Living Adjustment and Career Service Payments for eligible employees. Personal Services Matching also includes a \$10 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for Merit Pay Increases.

The Agency Base Level Request includes appropriation and general revenue funding of \$1,184,273 in FY16 and \$1,185,501 in FY17 with 21 regular salaried positions.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 496 - Historic Arkansas Museum-St. Operations

Funding Sources: HRA - Arkansas Heritage Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	814,118	785,863	814,606	791,502	791,502	791,502	792,502	792,502	792,502
#Positions		21	21	21	21	21	21	21	21	21
Personal Services Matching	5010003	287,043	279,433	294,848	283,691	283,691	283,691	283,919	283,919	283,919
Operating Expenses	5020002	104,079	109,080	109,080	109,080	109,080	109,080	109,080	109,080	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
Total		1,205,240	1,174,376	1,218,534	1,184,273	1,184,273	1,184,273	1,185,501	1,185,501	1,185,501
Funding Sources										
General Revenue	4000010	1,205,240	1,174,376		1,184,273	1,184,273	1,184,273	1,185,501	1,185,501	1,185,501
Total Funding		1,205,240	1,174,376		1,184,273	1,184,273	1,184,273	1,185,501	1,185,501	1,185,501
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		1,205,240	1,174,376		1,184,273	1,184,273	1,184,273	1,185,501	1,185,501	1,185,501

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.

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		2013-2014	2014-2015	2014-2015	2015-2016			2016-2017		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses	5020002	9,671	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
Total		9,671	11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250
Funding Sources										
Fund Balance	4000005	52,721	50,723		50,723	50,723	50,723	50,723	50,723	50,723
Cash Fund	4000045	7,673	11,250		11,250	11,250	11,250	11,250	11,250	11,250
Total Funding		60,394	61,973		61,973	61,973	61,973	61,973	61,973	61,973
Excess Appropriation/(Funding)		(50,723)	(50,723)		(50,723)	(50,723)	(50,723)	(50,723)	(50,723)	(50,723)
Grand Total		9,671	11,250		11,250	11,250	11,250	11,250	11,250	11,250