



**PLA Board of Directors Meeting
Virtual Meeting – 1:00pm-2:30 pm Central, February 24, 2023**

Revised Agenda*

*The item highlighted in yellow below was updated February 23, 2023.

1. **Welcome and Introductions**, *Dr. Maria Taesil Hudson McCauley, President*
2. **EDISJ work**, *Sonia Alcántara-Antoine, PLA President-elect*
3. **Action Item:** Adoption of the agenda

Additional items may be added to the agenda prior to the adoption of the agenda. Items may also be removed from the consent agenda and moved to a discussion. The PLA Board's adoption of the consent agenda constitutes approval of those items on consent that have not been removed for discussion. PLA policies related to Board service, the strategic plan and Board roster have been included in ALA Connect as reference materials. These are not agenda items.

<u>Consent Agenda</u>	<u>Document Number</u>
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| 4. <i>Organizational Excellence and Governance</i> | |
| a. Draft January 2023 Board Minutes..... | 2023.21 |

<u>Action/Discussion/Decision Items</u>	<u>Document Number</u>
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| 5. Introduction of ALA and PLA Election Candidates | no document |
| (Invited to be introduced are ALA Candidates for President Cindy Hohl and Eric D. Suess; PLA Presidential Candidates: Jessica Dorr and Michael Lambert; PLA Director-at-Large Candidates: Jeannie Dilger, Corey M. Fleming, Tamara M. King, and Veronda J. Pitchford; ALA Division Councilor Candidates: Christina Fuller-Gregory and Deb Sica.) | |
| <i>Candidates will be introduced, and each will be permitted to make a 3-minute presentation.</i> | |
| | |
| 6. FY23 Budget Q1 Financial Results, <i>Clara Bohrer</i> | |
| a. FY23 Final Version | 2023.22 |
| b. FY23 First Quarter Results | |
| i. Status..... | 2023.23a-d |

ii. Narrative	2023.24
7. FY24 Budget Planning, <i>Bohrer, Mary Davis Fournier, all</i>	
a. FY24 Budget Assumptions	2023.25
b. FY24 Draft Budget	2023.26a-b
c. ACTION to Approve Draft FY24 Budget	2023.27
8. New Business, <i>all</i>	no document

Zoom Instructions

PLA Meetings is inviting you to a scheduled Zoom meeting.

Topic: PLA Board Virtual Meeting - February 2023

Time: Feb 24, 2023 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://ala-events.zoom.us/j/94832400983?pwd=czIMU3R4UUFCN3RKb0tyYzNqM1dVQT09>

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PLA Board of Directors Meeting
Virtual Meeting – 11:00am-2:00pm Central, January 13, 2023

Present: Sonia Alcántara-Antoine, PLA President-elect; Stephanie Chase, ALA Division Councilor; Michael Colford, PLA Director-at-Large; Erica Freudenberger, PLA Director-at-Large; Melanie Huggins, PLA Past President; Mary Ellen Icaza, PLA Director-at-Large; Candice Mack, PLA Director-at-Large; Maria McCauley, PLA President; Dr. Brandy McNeil, PLA Director-at-Large; Larry Neal, Executive Board Liaison; Dara Schmidt, Director-at-Large.

Absent: Clara Bohrer, Fiscal Officer

PLA Staff: Mary Davis Fournier, Executive Director; Larra Clark, Deputy Director; Mary Hirsh, Deputy Director; Katina Jones, Program Manager, Evaluation and Assessment; Eliana Kleiman, Communications Associate; Samantha Lopez, Manager, Marketing and Membership; Angela Maycock, Manager, Continuing Education; Megan Stewart, Program Officer

1. Welcome and Introductions, Dr. Maria Taesil Hudson McCauley, President

McCauley notes that EDISJ work is tabled until next meeting.

2. EDISJ work, Sonia Alcántara-Antoine, PLA President-elect

Tabled until next meeting.

3. Action Item: Adoption of the agenda

By consent, the board approved the adoption of the meeting agenda.

<u>Consent Agenda</u>	<u>Document Number</u>
1. <i>Organizational Excellence and Governance</i>	
a. Draft October 2022 Board Minutes	2023.14
2. PLA Membership Report	2023.15

Action/Discussion/Decision Items	Document Number
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3. PLA President Update, *McCauley*no document

McCauley overviewed the PLA committee chair orientation and expressed gratitude for committee chairs. McCauley, Tracie Hall, and Roosevelt family recently shared a meal together. McCauley met with ALA President Pelayo-Lozada to touch base on letter to FBI and communications around library safety. McCauley thanked Larra Clark and PLA for informative media training with Lashay Communications that helped equip her for recent media requests. Praise for PLA webinar “Spotlight on Safety” in November which drew many participants; over 2,700 registrants and 1,000 attendees and collaboration with ULC and ARSL.

4. PLA President-elect Update, *Alcántara-Antoine*.....no document

Alcántara-Antoine shared about events and conferences she attended recently. Participated in ULC annual forum, directors’ summit at Pratt Library, and was tapped to serve on advisory board for Library Journal’s next summit on library safety in April. Participated in media training with Maria, Larra, and Lashay.

5. PLA Executive Director Update, *Mary Davis Fournier*no document

Davis Fournier welcomed feedback for “Spotlight on Safety” event and mentioned that PLA is working on possible similar events in the future, as needed. In the chat, praise is expressed for Angela as a facilitator and Chase suggests having a federal civil rights speaker in future conversation.

Davis Fournier updated activity beginning for 2024 PLA National Conference, including a site visit and calls with Ohio Library Council. A new conference vendor, CVENT will provide support previously covered by multiple vendors, with the goal of alleviating staff time coordinating data and details between them.

Davis Fournier noted that starting in January, PLA launched PLA Insider, re-vamped newsletter delivering twice a month. Production and distribution of the January/February Public Libraries magazine have been stepped up so that members receive the publication at the beginning of the cycle. Davis Fournier presents slide deck introducing PLA staff members.

6. Executive Board Liaison Update, *Larry Neal*.....no document

Neal stated that ALA Executive Board is re-evaluating executive review process to provide more meaningful feedback and timeline for executive directors. ALA Executive Director Hall’s contract is up next month, so these discussions are underway currently. The board has expressed desire

and priority to have a Senior Associate Executive Director for ALA. The Executive Board has requested more frequent updates on filling of key positions.

Huggins inquired about the Operating Agreement work and the previously mentioned plan for smaller working groups. Davis Fournier responded that three groups are functioning: A group working on everything but budget and finance related matters headed by Andrew Pace; A budget and finance process group, the Operating Agreement Task Force, headed by the ALA Treasurer, Peter Hepburn and ALA CEO, Dina Tsourdinis. The charge is to explore the budgeting process models and work on recommendations based on Task Force recommendations. This is large group comprised of member leaders, directors, fiscal officers, and some staff from all divisions, including Davis Fournier. Within that group, there is sub-working group concerned with process development. Both groups chaired by Hepburn and Tsourdinis. Small group has met regularly, but not with the larger group. With a next step of bringing in an external consultant to facilitate the process, the subgroup work is currently paused. The ambitious timeline aims to get recommendations in place by ALA Annual Conference in June 2023.

7. FY23Q1 Strategic Plan Update, *Davis Fournier* 2023.16

Following the October meeting and reviewing goals/priorities within strategic plan, the next step is to determine priorities for this year and use that as frame for staff to create goals. For instance, EDISJ is being applied to all work via staff checklist and mindfully bringing all staff members into different levels of PLA's work. PLA will prioritize working through analysis and process first in order to be positioned to move to the next priorities of creating systems and structural level changes related to EDISJ. Davis Fournier thanked PLA Deputy Director Mary Hirsh for her help guiding this work.

McCauley inquired whether this is a new process. Mary Hirsh responds that this is a more integrated, deliberate, and measured approach to advancing goals than what PLA has done in previous years.

8. Fiscal Officer Report, *Clara Bohrer, Davis Fournier, all*
a. FY22 Final Close August 2022 Budget Reports..... 2023.17a-e
b. FY22 Final Close August 2022 Narrative 2023.18

Davis Fournier reviewed FY22 end results and budget narrative. Davis Fournier provided context that ALA asked for high, low, and mid version of budget during pandemic. PLA ended up with a budget and conference budget on the "mid" level. PLA did not meet net revenue goal at 2022 PLA conference, despite a profitable conference. Expenses were more than expected and we did not have as many vendors as budgeted, both due to pandemic conditions.

Satisfactory outcome for our two-year budgeting cycle that in the non-conference year, PLA easily covered its budgeted deficit with the conference year revenue. Davis Fournier is working

on FY24 budget; initial draft is almost finished. Revenue actuals from the 2022 PLA conference will be used as the baseline for this budget.

ALA delays due to transition of budgeting platform to the cloud. Will likely need a special agenda board meeting in late February to approve budget. Doodle poll for meeting will be sent to board forthwith.

ALA Finance department has delivered fiscal report on-time for the first time in Davis Fournier's memory. CEO Tsourdinis hopes to approve budgets before the start of the fiscal year.

Colford inquired about the sponsorship models for conference. Davis Fournier responded that she is working with PLA Conference Manager and a consultant to analyze, review and revise sponsorship prospectus. Currently the tiers are relatively low, with the highest level at \$20,000. Most of ALA's large systems sponsors are universities and institutional members. Colford suggested that libraries like Boston Public be invited to sponsorship opportunities for the conference.

Chase noted previous experience on a different board collaborating with local non-profits and groups that prioritize systemically marginalized people in the community. Chase noted possibility of changed expectations of in-person engagement, and if there is interest in that for a future conference. Chase also asked about possibility of program book being digital-only to save on expenses. Also noted the ending of the Inclusive Internship Initiative program.

Brief discussion of Inclusive Internship Initiative program followed. Inclusive Internship Initiative program is no longer eligible for federal funding, but we are looking for other sources of funding.

Brief discussion of value of past PLA collaborations with PLA conference host city social justice groups; preparedness for communications regarding opportunities.

9. Review of Upcoming Council Actions and Bylaw Changes, *Stephanie Chase*..... 2023.19a-b

Chase provided context that for several years, all the PLA member councilors have convened in advance of ALA meetings to gain awareness of PLA stances and also foster confidence in speaking out at Council. Frequent feedback is that attendees are looking to PLA for strong guidance. Discussion of revision of bylaws. Council agreed to retain and revise bylaws. Chase asked board for feedback revisions in document.

Chase pointed to ALA Executive Board will still be elected from council instead of direct elections. Interest in having a more representative Executive Board by having positions reserved for those that meet certain criteria. Chase welcomed thoughts about the composition overviewed on pages 4-5 of document. Chase stated that the challenge is moving this forward while the documents are not finished. The timeline needs to be revised; we can put the draft on

hold while collecting comments. This has been in process for years. Chase asked for PLA Board to review the document and send her comments.

The next step will be to share PLA positions with public library councilors in advance of LLX.

Chase is concluding role as division councilor in June 2023 but is running for upcoming executive board.

10. PLA Election Candidate Update and Nomination Committee

Recommendations, *Erica Freudenberger*no document

Freudenberger is stepping in for Nominating Committee Chair, Michelle Jeske, who could not attend this meeting. EDISJ values are embedded in processes for petition candidate and nominations. Committee evaluated how processes need to be changed to support EDISJ goals. Normally, candidates would be introduced during this January meeting. Timeline delayed due to interest from possible petition candidate. Introduction of candidates will move to special February board meeting, which falls after the conclusion of the petition confirmation process. Freudenberger welcomes input and thoughts about the memo.

Brief discussion called for thoughtfulness regarding implementation of change in process, including a flat slate which may favor larger/notable libraries; feeling that a successful change would be the opportunity for people to come forward who aren't as connected; importance of a clear plan that articulates skills wanted for each board role so that people who self-nominate can be mindful about PLA's needs; earlier recruitment needed.

Huggins expressed faith in nomination committee to align with strategic goals, but overall takeaway is the need to amend the bylaws, so that the bylaws don't undo/hinder the work of the nomination committee.

Chase commented that if we wish to attract more people from small/rural libraries, non-directors, and budget limitations, we need to address travel barrier.

McCauley presents process question to Freudenberger: should there be a separate working group to work through process in the bylaws? Huggins suggests an ad-hoc governance committee. Chase motions for ad-hoc governance committee to address recommendations brought up by nominating committee in their memo. Alcantara-Antoine seconds the motion. Motion passes.

11. Board Media Training & Communications Update, *Larra Clark*..... 2023.20a-b

Clark recapped Jeff Leshay's media training. Leshay has provided this training to ALA pre-pandemic. Clark saw need to bring this training back because PLA receives the most media requests outside of ALA with a large range of questions, especially in this political moment. In

thinking about libraries as public places, media training is important for all library directors and board members. Next steps to schedule date for this training, aiming to schedule it before June.

Brief discussion regarding opportunity to offer something like this as a revenue-generating professional development opportunity for members.

Clark shared Google drive with a first draft of talking points and media resources. Hoping to actively add to this, welcomes feedback on what people would like to see here. Clark also plans to draft updated talking points in advance of LLX.

12. New Business, *all*.....no document

None.

Meeting Adjourned 1:58 p.m.

TO: PLA Budget & Finance Committee
RE: FY23 Budget – Revised Version for Approval
DATE: December 16, 2022

ACTION REQUESTED/INFORMATION/REPORT:

INFORMATION

ACTION REQUESTED BY: N/A

DRAFT OF MOTION: N/A

FY23 Budget Overview

In accordance with ALA's budgeting deadlines, PLA has completed its final FY23 (September 1, 2022-August 31, 2023) PLA budget. The final lock of the PLA budget shows a **(\$415,476)** net, +\$1,717 difference from the board approved operating net of **(\$417,193)**. The adjustment was the result of \$9,983 in additional expenses budgeted to Admin and \$11,700 in higher revenue budgeted to Public Libraries Magazine.

OPERATING (GENERAL FUND) ACCOUNTS	FY23 REVENUE	FY23 EXPENSES	NET/LOSS
0000 Admin	\$0	\$733,571	(\$733,571)
3000 Service to Members	\$481,243	\$65,650	\$415,593
3011 PLA Leadership	\$0	\$0	\$0
3026 AC Preconferences	\$0	\$0	\$0
3030 Public Libraries	\$56,800	\$107,898	(\$51,098)
3040 Web CE	\$60,000	\$21,500	\$38,500
3058 Publications	\$20,300	\$14,700	\$5,600
3072 Family Engagement	\$0	\$50,000	(\$50,000)
3073 Equity Diversity Inclusion	\$12,000	\$3,180	\$8,820
3120 ECRR	\$21,800	\$19,359	\$2,441
3171 PO Regional Training	\$21,625	\$11,625	\$10,000
3172 PLDS-Benchmark	\$103,980	\$44,448	\$59,532
3188 DigitalLearn	\$20,000	\$5,300	\$14,700
3062 PLA Exhibits	\$0	\$0	\$0
3063 PLA Promotion	\$0	\$0	\$0
3064 PLA Registration	\$0	\$0	\$0
3065 PLA Opening Closing Sess	\$0	\$0	\$0
3066 PLA Programs	\$0	\$0	\$0
3069 PLA Meal Events	\$0	\$0	\$0
3070 PLA Preconferences	\$0	\$0	\$0
3145 PLA Conf Planning	\$0	\$135,993	(\$135,993)
3173 PLA Virtual Conf	\$0	\$0	\$0
TOTAL - Operating	\$797,748	\$1,213,224	(\$415,476)

Balance Sheet for the period ending November 2022 (FY23 Q1)

FY22 (final)				FY23 Q1 (as of Nov 2022 close)			
Operating Fund	Annual Budget	Actual	Variance	Annual Budget	Budget as of Nov 2022	Actual	Variance
Opening Fund Balance		\$ 4,506,979		\$ 5,334,084			
Revenue	\$ 3,916,000	\$ 3,773,732	\$ (142,269)	\$ 797,748	\$ 203,187	\$ 205,417	\$ 2,230
Expenses	\$ (2,275,983)	\$ (2,191,047)	\$ 84,937	\$ (1,179,944)	\$ (304,089)	\$ (263,100)	\$ 40,989
Overhead & Taxes	\$ (788,269)	\$ (755,580)	\$ 32,689	\$ (33,280)	\$ (8,320)	\$ (5,397)	\$ 2,923
Transfer to Endowment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiscal Year Results	\$ 851,748	\$ 827,105	\$ (24,643)	\$ (415,476)	\$ (109,221)	\$ (63,080)	\$ 46,141
Grants				Grants			
Budget	Actual	Balance					
Revenue - Grants	\$ 1,370,396	\$ 1,447,584	\$ 77,188	\$ 1,114,954	\$ 252,486	\$ 990,773	\$ 738,287
Expenses - Grants	\$ (1,216,160)	\$ (1,310,866)	\$ (94,706)	\$ (995,375)	\$ (222,591)	\$ (919,400)	\$ (696,809)
Overhead & Taxes - Grants	\$ (154,236)	\$ (136,719)	\$ 17,518	\$ (119,579)	\$ (29,895)	\$ (31,553)	\$ (1,658)
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,820	\$ 39,820
Long Tem Investment				Long Term Investment			
Actual FY22 Close				Actual FY23 Q1			
Beginning Net Assets FY22	\$ 2,142,878			Beginning Net Assets FY23	\$ 1,761,881		
Interest/Dividends FY22	\$ 86,456			Interest/Dividends	\$ 17,246		
Direct Expenses FY22	\$ (12,112)			Direct Expenses FY23	\$ (2,601)		
Indirect Expenses FY22	\$ -			Expenses FY23	\$ -		
Realized Gains	\$ 142,931			Realized Gains	\$ (2,523)		
Unrealized Gains	\$ (493,131)			Unrealized Gains	\$ 1,796		
Ending Net Assets FY22	\$ 1,867,022			Ending Net Assets	\$ 1,775,799		

Notes:

The Gates Legacy Grant, awarded in 2016 (\$10,805,701), closed FY22 with a balance of \$6,630,812. The \$1,114,954 budgeted in FY23 will bring its balance to \$5,515,858 at the end of the fiscal year.

Beginning Long Term Investment (LTI) Net Assets appear as \$1,867,022 in FY22 close, but as \$1,775,799 in the FY23Q1 Performance Reports. Per K. Brown, ALA Senior Financial Analyst, this figure will correct to the \$1,867,022 showing as it should be.

**Public Library Association
FY22 (2021-2022) Financial Report**

PLA Board of Directors
February 24, 2023 Virtual Meeting
Document no.: 2023.23b

Public Library Association

Statement of Revenues and Expenses - General Fund and Conference
For the period ending Aug 2022/Final close

REVENUES	Full Year	YTD		YTD	YTD	Variance	Full Year
	FY22 Actual	FY23 Actual	FY23 Budget	Variance	%		FY23 Budget
1. Administration (0000)	\$ 2,000	\$ -	\$ -	\$ -			\$ -
2. Service to Members (3000)	\$ 559,633	\$ 141,677	\$ 120,311	\$ 21,366	18%		\$ 481,243
3. Regional CE, Bootcamp (3007)	\$ -	\$ -	\$ -	\$ -			\$ -
4. PLA Leadership (3011)	\$ -	\$ -	\$ -	\$ -			\$ -
5. PLA Partners (3020)	\$ 600	\$ -	\$ -	\$ -			\$ -
6. ALA Precons/MW Institute (3026)	\$ -	\$ -	\$ -	\$ -			\$ -
7. Public Libraries (3030)	\$ 39,044	\$ 23,959	\$ 14,200	\$ 9,759	69%		\$ 56,800
8. Web Based CE (3040)	\$ 25,220	\$ 25,279	\$ 15,000	\$ 10,279	69%		\$ 60,000
9. Publications (3058)	\$ 55,713	\$ 158	\$ 8,825	\$ (8,667)	-98%		\$ 20,300
10. Family Engagement (3072)	\$ 29,550	\$ -	\$ -	\$ -			\$ -
11. Equity, Diversity and Inclusion (3073)	\$ -	\$ -	\$ 3,000	\$ (3,000)	-100%		\$ 12,000
12. Preschool Literacy- ECRR (3120)	\$ 4,724	\$ 3,244	\$ 5,450	\$ (2,206)	-40%		\$ 21,800
13. PO Regional Training (3171)	\$ 1,750	\$ -	\$ 5,406	\$ (5,406)	-100%		\$ 21,625
14. PLDS (3172)	\$ 41,798	\$ 3,980	\$ 25,995	\$ (22,015)	-85%		\$ 103,980
15. Digital Learn (3188)	\$ 30,000	\$ 15,000	\$ 5,000	\$ 10,000	200%		\$ 20,000
17. Cost Share IMLS Incl Internships (3185)	\$ -	\$ -	\$ -	\$ -			\$ -
TOTAL REVENUES - PROGRAMS	\$ 790,032	\$ 213,297	\$ 203,187	\$ 10,110	5%		\$ 797,748

	Full Year	YTD		YTD	YTD	Variance	Full Year
	FY22 Actual	FY23 Actual	FY23 Budget	Variance	%		FY23 Budget
16. National Conferences							
A. NC General Program (3061)	\$ 1,375,748	\$ (7,880)	\$ -	\$ (7,880)			\$ -
B. NC Exhibits (3062)	\$ 1,251,855	\$ -	\$ -	\$ -			\$ -
C. NC Promotion (3063)	\$ 22,314	\$ -	\$ -	\$ -			\$ -
D. NC Registration (3064)	\$ -	\$ -	\$ -	\$ -			\$ -
E. NC Opening/Closing Session (3065)	\$ -	\$ -	\$ -	\$ -			\$ -
F. NC Programs (3066)	\$ -	\$ -	\$ -	\$ -			\$ -
G. NC Meal Events (3069)	\$ 32,472	\$ -	\$ -	\$ -			\$ -
H. NC Preconference (3070)	\$ 54,350	\$ -	\$ -	\$ -			\$ -
I. NC Future Planning (3145)	\$ -	\$ -	\$ -	\$ -			\$ -
J. PLA Virtual Conference (3173)	\$ 246,959	\$ -	\$ -	\$ -			\$ -
TOTAL REVENUES - CONFERENCE	\$ 2,983,700	\$ (7,880)	\$ -	\$ (7,880)	0%		\$ -

	FY22 Actual	FY23 Actual	FY23 Budget	Variance	%	FY23 Budget
TOTAL REVENUES	\$ 3,773,732	\$ 205,417	\$ 203,187	\$ 2,230	-1%	\$ 797,748

	Full Year	YTD	YTD	YTD	Variance	Full Year
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**Public Library Association
FY22 (2021-2022) Financial Report**

PLA Board of Directors
February 24, 2023 Virtual Meeting
Document no.: 2023.23b

EXPENSES	FY22 Actual	FY23 Actual	FY23 Budget	Variance	%	FY23 Budget
1. Administration (0000)	\$ (619,309)	\$ (183,752)	\$ (192,120)	\$ 8,368	4%	\$ (733,571)
2. Service to Members (3000)	\$ (42,308)	\$ (23,159)	\$ (16,413)	\$ (6,746)	-41%	\$ (65,650)
3. Regional CE, Bootcamp (3007)	\$ -	\$ -	\$ -	\$ -		\$ -
4. PLA Leadership (3011)	\$ -	\$ -	\$ -	\$ -		\$ -
5. PLA Partners (3020)	\$ (17)	\$ -	\$ -	\$ -		\$ -
6. ALA Precons/MW Institute (3026)	\$ -	\$ -	\$ -	\$ -		\$ -
7. Public Libraries (3030)	\$ (94,215)	\$ (26,527)	\$ (26,974)	\$ 447	2%	\$ (107,898)
8. Web Based CE (3040)	\$ (13,568)	\$ (5,827)	\$ (5,376)	\$ (451)	-8%	\$ (21,500)
9. Publications (3058)	\$ (27,365)	\$ (2,953)	\$ (4,050)	\$ 1,097	27%	\$ (14,700)
10. Family Engagement (3072)	\$ (4,282)	\$ -	\$ (12,500)	\$ 12,500	100%	\$ (50,000)
11. Equity, Diversity and Inclusion (3073)	\$ (1,000)	\$ -	\$ (795)	\$ 795	100%	\$ (3,180)
12. Preschool Literacy ECRR (3120)	\$ (3,464)	\$ (469)	\$ (4,840)	\$ 4,371	90%	\$ (19,359)
13. PO Regional Training (3171)	\$ -	\$ -	\$ (2,906)	\$ 2,906	100%	\$ (11,625)
14. PLDS (3172)	\$ 15,763	\$ (527)	\$ (11,112)	\$ 10,585	95%	\$ (44,448)
15. Digital Learn (3188)	\$ (69)	\$ (18)	\$ (1,325)	\$ 1,307	99%	\$ (5,300)
16. Cost Share IMLS Incl Internships (3185)	\$ (11,112)	\$ -	\$ -	\$ -		\$ -
TOTAL EXPENSES - PROGRAMS	\$ (800,946)	\$ (243,232)	\$ (278,411)	\$ 35,179	13%	\$ (1,077,231)

	Full Year FY22 Actual	YTD FY23 Actual	YTD FY23 Budget	YTD Variance	Variance %	Full Year FY23 Budget
16. National Conferences						
A. NC General Program (3061)	\$ (767,608)	\$ -	\$ -	\$ -		\$ -
B. NC Exhibits (3062)	\$ (742,100)	\$ (1,823)	\$ -	\$ (1,823)		\$ -
C. NC Promotion (3063)	\$ (23,791)	\$ (327)	\$ -	\$ (327)		\$ -
D. NC Registration (3064)	\$ (16,692)	\$ -	\$ -	\$ -		\$ -
E. NC Opening/Closing Session (3065)	\$ (288,234)	\$ -	\$ -	\$ -		\$ -
F. NC Programs (3066)	\$ (100,000)	\$ -	\$ -	\$ -		\$ -
G. NC Meal Events (3069)	\$ (34,261)	\$ -	\$ -	\$ -		\$ -
H. NC Preconference (3070)	\$ (44,295)	\$ -	\$ -	\$ -		\$ -
I. NC Future Planning (3145)	\$ (43,125)	\$ (23,115)	\$ (33,998)	\$ 10,883	32%	\$ (135,993)
J. PLA Virtual Conference (3173)	\$ (85,575)	\$ -	\$ -	\$ -		\$ -
TOTAL EXPENSES - CONFERENCE	\$ (2,145,681)	\$ (25,265)	\$ (33,998)	\$ 8,733	26%	\$ (135,993)
	FY22 Actual	FY23 Actual	FY23 Budget	Variance	%	FY23 Budget
TOTAL EXPENSES	\$ (2,946,627)	\$ (268,497)	\$ (312,408)	\$ 43,911	14%	\$ (1,213,224)
	FY22 Actual	YTD FY23 Actual	YTD FY23 Budget	YTD Variance	Variance %	Full Year FY23 Budget
OPERATING NET REVENUES	\$ 827,105	\$ (63,080)	\$ (109,221)	\$ 46,141	42%	\$ (415,476)

Public Library Association
FY23 (2022-2023) Financial Report

PLA Board of Directors
February 24, 2023 Virtual Meeting
Document no.: 2023.23c

Operating Budget Projects	FY22 Final			FY23 Budget	FY23(Q1/November 2022 close)		
Subproject	Budget	Actual	Variance	full year	Budget	Actual	Variance
1. Administration (0000)							
Revenue	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (755,039)	\$ (619,309)	\$ 135,730	\$ (733,571)	\$ (192,120)	\$ (183,752)	\$ 8,368
Net	\$ (755,039)	\$ (617,309)	\$ 137,730	\$ (733,571)	\$ (192,120)	\$ -	\$ 8,368
2. Service to Members (3000)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues	\$ 467,500	\$ 559,633	\$ 92,133	\$ 481,243	\$ 120,311	\$ 141,677	\$ 21,366
Expenses	\$ (94,150)	\$ (42,308)	\$ 51,842	\$ (65,650)	\$ (16,413)	\$ (23,159)	\$ (6,746)
Net	\$ 373,350	\$ 517,325	\$ 143,975	\$ 415,593	\$ 103,898	\$ 118,518	\$ 14,620
4. PLA Leadership (3011)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OH & Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. PLA Partners (3020)*							
Revenue	\$ 18,000	\$ 600	\$ (17,400)	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (18,650)	\$ (17)	\$ 18,633	\$ -	\$ -	\$ -	\$ -
Net	\$ (650)	\$ 583	\$ 1,233	\$ -	\$ -	\$ -	\$ -
6. ALA Preconferences (3026)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Public Libraries (3030)							
Revenue	\$ 45,000	\$ 39,044	\$ (5,956)	\$ 56,800	\$ 14,200	\$ 23,959	\$ 9,759
Expenses	\$ (109,450)	\$ (90,141)	\$ 19,309	\$ (105,049)	\$ (26,262)	\$ (25,457)	\$ 805
OH	\$ (3,000)	\$ (4,074)	\$ (1,074)	\$ (2,849)	\$ (712)	\$ (1,070)	\$ (358)
Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ (67,450)	\$ (55,171)	\$ 12,279	\$ (51,098)	\$ (12,774)	\$ (2,568)	\$ 10,206
8. Web Based CE (3040)							
Revenue	\$ 37,500	\$ 25,220	\$ (12,280)	\$ 60,000	\$ 15,000	\$ 25,279	\$ 10,279
Expenses	\$ (5,800)	\$ (10,226)	\$ (4,426)	\$ (13,550)	\$ (3,388)	\$ (2,478)	\$ 910
OH & Taxes	\$ (4,000)	\$ (3,342)	\$ 658	\$ (7,950)	\$ (1,988)	\$ (3,349)	\$ (1,361)
Net	\$ 27,700	\$ 11,652	\$ (16,048)	\$ 38,500	\$ 9,624	\$ 19,452	\$ 9,828
9. Publications (3058)							
Revenue	\$ 20,000	\$ 55,713	\$ 35,713	\$ 20,300	\$ 8,825	\$ 158	\$ (8,667)
Expenses	\$ (5,500)	\$ (21,155)	\$ (15,655)	\$ (12,000)	\$ (3,375)	\$ (2,932)	\$ 443

Public Library Association
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PLA Board of Directors
February 24, 2023 Virtual Meeting
Document no.: 2023.23c

Operating Budget Projects		FY22 Final			FY23 Budget full year	FY23(Q1/November 2022 close)		
Subproject	Budget	Actual	Variance			Budget	Actual	Variance
	OH & Taxes	\$ (2,700)	\$ (6,210)	\$ (3,510)	\$ (2,700)	\$ (675)	\$ (21)	\$ 654
	Net	\$ 11,800	\$ 28,348	\$ 16,548	\$ 5,600	\$ 4,775	\$ (2,795)	\$ (7,570)
10. Family Engagement (3072)								
	Revenue	\$ 18,000	\$ 29,550	\$ 11,550	\$ -	\$ -	\$ -	\$ -
	Expenses	\$ (3,000)	\$ (367)	\$ 2,633	\$ (50,000)	\$ (12,500)	\$ -	\$ 12,500
	OH & Taxes	\$ (4,770)	\$ (3,915)	\$ 855	\$ -	\$ -	\$ -	\$ -
	Net	\$ 10,230	\$ 25,268	\$ 15,038	\$ (50,000)	\$ (12,500)	\$ -	\$ 12,500
11. Equity, Diversity and Inclusion (3073)								
	Revenue	\$ 25,000	\$ -	\$ (25,000)	\$ 12,000	\$ 3,000	\$ -	\$ (3,000)
	Expenses	\$ (5,000)	\$ (1,000)	\$ 4,000		\$ -	\$ -	\$ -
	OH & Taxes	\$ (6,625)	\$ -	\$ 6,625	\$ (3,180)	\$ (795)	\$ -	\$ 795
	Net	\$ 13,375	\$ (1,000)	\$ (14,375)	\$ 8,820	\$ 2,205	\$ -	\$ (2,205)
12. Preschool Literacy ECRR (3120)								
	Revenue	\$ 5,000	\$ 4,724	\$ (276)	\$ 21,800	\$ 5,450	\$ 3,244	\$ (2,206)
	Expenses	\$ -	\$ (2,838)	\$ (2,838)	\$ (16,470)	\$ (4,118)	\$ (39)	\$ 4,079
	OH & Taxes	\$ -	\$ (626)	\$ (626)	\$ (2,889)	\$ (722)	\$ (430)	\$ 292
	Net	\$ 5,000	\$ 1,260	\$ (3,740)	\$ 2,441	\$ 610	\$ 2,775	\$ 2,165
13. PO Regional Training (3171)								
	Revenue	\$ -	\$ 1,750	\$ 1,750	\$ 21,625	\$ 5,406	\$ -	\$ (5,406)
	Expenses	\$ -	\$ -	\$ -	\$ (11,161)	\$ (2,790)	\$ -	\$ 2,790
	OH & Taxes	\$ -	\$ -	\$ -	\$ (464)	\$ (116)	\$ -	\$ 116
	Net	\$ -	\$ 1,750	\$ 1,750	\$ 10,000	\$ 2,500	\$ -	\$ (2,500)
14. PLDS (3172)								
	Revenue	\$ -	\$ 41,798	\$ 41,798	\$ 103,980	\$ 25,995	\$ 3,980	\$ (22,015)
	Expenses	\$ -	\$ 21,301	\$ 21,301	\$ (36,500)	\$ (9,125)	\$ -	\$ 9,125
	OH & Taxes	\$ -	\$ (5,538)	\$ (5,538)	\$ (7,948)	\$ (1,987)	\$ (527)	\$ 1,460
	Net	\$ -	\$ 57,561	\$ 57,561	\$ 59,532	\$ 14,883	\$ 3,453	\$ (11,430)
15. Digital Learn (3188)								
	Revenue	\$ 30,000	\$ 30,000	\$ -	\$ 20,000	\$ 5,000	\$ 15,000	\$ 10,000
	Expenses	\$ (40,000)	\$ (69)	\$ 39,931		\$ -	\$ (18)	\$ (18)
	OH & Taxes	\$ -	\$ -	\$ -	\$ (5,300)	\$ (1,325)	\$ -	\$ 1,325
	Net	\$ (10,000)	\$ 29,931	\$ 39,931	\$ 14,700	\$ 3,676	\$ 14,982	\$ 11,307
16. National Conferences								
A. NC General Program (3061)								
	Revenue	\$ 1,512,500	\$ 1,375,748	\$ (136,752)	\$ -	\$ -	\$ (7,880)	\$ (7,880)
	Expenses	\$ (212,050)	\$ (403,088)	\$ (191,038)	\$ -	\$ -	\$ -	\$ -
	OH & Taxes	\$ (400,812)	\$ (364,520)	\$ 36,292	\$ -	\$ -	\$ -	\$ -

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Operating Budget Projects	FY22 Final			FY23 Budget	FY23(Q1/November 2022 close)		
Subproject	Budget	Actual	Variance	full year	Budget	Actual	Variance
Net	\$ 899,638	\$ 608,140	\$ (291,498)	\$ -	\$ -	\$ (7,880)	\$ (7,880)
B. NC Exhibits (3062)							
Revenue	\$ 1,462,500	\$ 1,251,855	\$ (210,645)	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (463,244)	\$ (424,827)	\$ 38,417	\$ -	\$ -	\$ (1,823)	\$ (1,823)
OH & Taxes	\$ (321,312)	\$ (317,273)	\$ 4,039	\$ -	\$ -	\$ -	\$ -
Net	\$ 677,944	\$ 509,755	\$ (168,189)	\$ -	\$ -	\$ (1,823)	\$ (1,823)
C. NC Promotion (3063)							
Revenue	\$ 30,000	\$ 22,314	\$ (7,686)	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (30,600)	\$ (20,834)	\$ 9,766	\$ -	\$ -	\$ (327)	\$ (327)
OH & Taxes	\$ (3,975)	\$ (2,957)	\$ 1,018	\$ -	\$ -	\$ -	\$ -
Net	\$ (4,575)	\$ (1,477)	\$ 3,098	\$ -	\$ -	\$ (327)	\$ (327)
D. NC Registration (3064)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (16,700)	\$ (16,692)	\$ 8	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ (16,700)	\$ (16,692)	\$ 8	\$ -	\$ -	\$ -	\$ -
E. NC Opening/Closing Session (3065)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (255,000)	\$ (288,234)	\$ (33,234)	\$ -	\$ -	\$ -	\$ -
Net	\$ (255,000)	\$ (288,234)	\$ (33,234)	\$ -	\$ -	\$ -	\$ -
F. NC Programs (3066)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (105,000)	\$ (100,000)	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Net	\$ (105,000)	\$ (100,000)	\$ 5,000	\$ -	\$ -	\$ -	\$ -
G. NC Meal Events (3069)							
Revenues	\$ 50,000	\$ 32,472	\$ (17,528)	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (46,000)	\$ (34,261)	\$ 11,739	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ 4,000	\$ (1,789)	\$ (5,789)	\$ -	\$ -	\$ -	\$ -
H. NC Preconference (3070)							
Revenues	\$ 115,000	\$ 54,350	\$ (60,650)	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (46,500)	\$ (29,892)	\$ 16,608	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ (30,475)	\$ (14,403)	\$ 16,072	\$ -	\$ -	\$ -	\$ -
Net	\$ 38,025	\$ 10,055	\$ (27,970)	\$ -	\$ -	\$ -	\$ -
I. NC Promotion/Planning (3145)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (40,000)	\$ (43,125)	\$ (3,125)	\$ (135,993)	\$ (33,998)	\$ (23,115)	\$ 10,883

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Operating Budget Projects	FY22 Final			FY23 Budget	FY23(Q1/November 2022 close)		
Subproject	Budget	Actual	Variance	full year	Budget	Actual	Variance
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ (40,000)	\$ (43,125)	\$ (3,125)	\$ (135,993)	\$ (33,998)	\$ (23,115)	\$ 10,883
J. PLA Virtual Conference (3173)							
Revenue	\$ 80,000	\$ 246,959	\$ 166,959	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (24,300)	\$ (52,853)	\$ (28,553)	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ (10,600)	\$ (32,722)	\$ (22,122)	\$ -	\$ -	\$ -	\$ -
Net	\$ 45,100	\$ 161,385	\$ 116,285	\$ -	\$ -	\$ -	\$ -
17. Grant Cost Shares							
A. Inclusive Internship Cost Share (3185)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ (11,112)	\$ (11,112)	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ (11,112)	\$ (11,112)	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING	FY22 Final			FY23 Budget	FY23(Q1/November 2022 close)		
	Budget	Actual	Variance	full year	Budget	Actual	Variance
Revenue	\$ 3,916,000	\$ 3,773,732	\$ (142,269)	\$ 797,748	\$ 203,187	\$ 205,417	\$ 2,230
Expenses	\$ (2,275,983)	\$ (2,191,047)	\$ 84,937	\$ (1,179,944)	\$ (304,089)	\$ (263,100)	\$ 40,989
OH & Taxes	\$ (788,269)	\$ (755,580)	\$ 32,689	\$ (33,280)	\$ (8,320)	\$ (5,397)	\$ 2,923
Net	\$ 851,748	\$ 827,105	\$ (24,643)	\$ (415,476)	\$ (109,221)	\$ (63,080)	\$ 46,141

*= discontinued general ledger line

Year-to-Date Report - GRANTS (Budgeted to Zero Out)

*Grant Budgets received after the FY23 budgeting period

FY23 Q1 as of November 2022

Project	TOTAL GRANT	TOTAL SPENT	BALANCE	FY23 Budget	FY23(Q1/November 2023 close)			GRANT BALANCE
Subproject		Through FY22	Close of FY22	full year	Budget	Actual	Variance	Q1 2023
<u>IMLS-Family Engagement (3082)</u>								
<i>Sep 2020 to Aug 2021 (FY21)</i>								
Revenue	\$ 99,949	\$ 99,949		\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (86,156)	\$ (86,156)		\$ -	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ (13,793)	\$ (13,793)		\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Microsoft Philanthropies (3160)</u>								
<i>Feb 2019 to mid-2021 (FY19-FY21)</i>								
Revenue	\$ 608,416	\$ 608,416	\$ -		\$ -	\$ -	\$ -	\$ -
Expenses	\$ (546,705)	\$ (546,705)	\$ (0)		\$ -	\$ -	\$ -	\$ (0)
OH & Taxes	\$ (61,711)	\$ (61,711)	\$ 0		\$ -	\$ -	\$ -	\$ 0
Net	\$ 0	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0
<u>AT&T Digital Literacy Phase I (3162)</u>								
<i>December 2021 - August 23</i>								
Revenue			\$ -	\$ 466,601	\$ 115,398	\$ 237,124	\$ 121,726	\$ (237,124)
Expenses			\$ -	\$ (406,423)	\$ (100,354)	\$ (220,665)	\$ (120,312)	\$ 220,665
OH & Taxes			\$ -	\$ (60,178)	\$ (15,045)	\$ (16,459)	\$ (1,415)	\$ 16,459
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>AT&T Digital Literacy Phase III (3163)*</u>								
<i>December 2021 - August 23</i>								
Revenue			\$ -		\$ -	\$ 731,950	\$ 731,950	\$ (731,950)
Expenses			\$ -		\$ -	\$ (715,750)	\$ (715,750)	\$ 715,750
OH & Taxes			\$ -		\$ -	\$ (16,200)	\$ (16,200)	\$ 16,200
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>AT&T Digital Literacy ACP (3165)*</u>								
<i>September 2022-August 2023</i>								
Revenue	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Expenses	\$ -		\$ -	\$ -	\$ -			\$ -
OH & Taxes	\$ -		\$ -	\$ -	\$ -			\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Gates Legacy Grant (3175)</u>								
<i>Jun 2016 to May 2026 (FY16-FY26)</i>								
Interest Income		\$ -				\$ 39,573		
Revenue	\$ 10,805,701	\$ 4,174,889	\$ 6,630,812	\$ 1,114,954	\$ 252,486	\$ 255,323	\$ 2,837	\$ 6,375,489
Expenses	\$ (9,635,947)	\$ (3,727,579)	\$ (5,908,368)	\$ (995,375)	\$ (222,591)	\$ (200,150)	\$ 22,441	\$ (5,708,218)
OH & Taxes	\$ (1,169,754)	\$ (447,310)	\$ (722,444)	\$ (119,579)	\$ (29,895)	\$ (15,353)	\$ 14,542	\$ (707,091)
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,820	\$ 39,820	\$ (39,820)
<u>IMLS Inclusive Internships (3184)</u>								
<i>Mar 2017 - Dec 2021 (FY17-FY22)</i>								
Revenue	\$ 1,538,574	\$ 174,787		\$ -	\$ -	\$ 3,500	\$ 3,500	\$ (3,500)
Expenses	\$ (1,502,120)	\$ (170,275)		\$ -	\$ -	\$ (3,500)	\$ (3,500)	\$ 3,500
OH & Taxes	\$ (36,454)	\$ (4,512)		\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL GRANT	TOTAL SPENT	BALANCE	FY23 Budget	FY23 Q1 November			GRANT BALANCE
TOTAL GRANTS		Through FY22	Close of FY22	full year	Budget	Actual	Variance	FY Close
Revenue	\$ 13,052,640	\$ 5,058,041	\$ 6,630,812	\$ 1,114,954	\$ 252,486	\$ 990,773	\$ 738,287	\$ 5,640,039
Expenses	\$ (11,770,928)	\$ (4,530,715)	\$ (5,908,368)	\$ (995,375)	\$ (222,591)	\$ (919,400)	\$ (696,809)	\$ (4,988,968)
OH & Taxes	\$ (1,281,712)	\$ (527,326)	\$ (722,444)	\$ (119,579)	\$ (29,895)	\$ (31,553)	\$ (1,658)	\$ (690,891)
Net	\$ 0	\$ -	\$ 0	\$ -	\$ -	\$ 39,820	\$ 39,820	\$ (39,820)
Interest			\$ -			\$ 39,573		\$ -

Public Library Association

FY23 Q1 November 2022 Budget Narrative

FY23 Operating Budget as of November 2022

FY23 Operating Budget as of November 2022	November 2022 YTD Budget	November 2022 YTD Actual	November 2022 Variance
Total Revenues	\$203,187	\$205,417	\$2,230
Total Expenses before OH and tax	(\$304,089)	(\$263,100)	\$40,989
Overhead and Tax	(\$8,320)	(\$5,397)	\$2,923
	YTD Budget	YTD Actual	Variance
Net Revenue (Expense)	(\$109,221)	(\$63,080)	\$46,141
FY23 Beginning Net Asset Balance			
\$5,334,084			

In PLA's two-year budgeting cycle, FY23 is a non-conference year, budgeted with a planned deficit, readily covered by the FY22 conference year net revenue of \$827,103. The current FY23 budget reflected here with budgeted net deficit of (\$415,476) includes a +\$1,717 difference from the board approved operating net of (\$415,476), detailed in PLABF 2023.3.

Operating Budget: As of November 2022, PLA has actual expenses of \$263,100 compared to budgeted expenses of \$304,089. This favorable Q1 position is due to timing of publication related expenses, and an upswing in dues revenue and WebCE revenue. The standout result can be found in the *Public Libraries* magazine budget where ad sales are showing strong recovery.

Spending on administrative costs (staff, board management) is slightly below budget (5% variance), due to open positions.

- Dues revenue is 16% ahead of budget, with \$141,677 collected against a budget of \$120,311. This is due to renewals timing, and possibly a slight trend upswing. Expenses are behind due to postponement of the JCLC conference in Florida and corresponding staff travel to come in Q2.
- PLA Web CE continues to perform well, bringing in \$25,279 and exceeding the budgeted \$15K by 40%.
- Receipt of revenue for the completion of Digital Learn microsites begun in FY22 brought in revenue of \$15,000, putting revenue 70% higher than the budgeted \$5,000.
- *Public Libraries* magazine, budgeted to a deficit of \$12K is \$10K in the black as a result of controlled expenses and \$23,959 in advertising sales, 40% over Q1 budgeted sales of \$14,200.

Public Library Association

FY23 Q1 November 2022 Budget Narrative

- Lagging conference expenses (commissions, registration fees) recorded in FY23Q1 amounted to \$10,030, including \$7,880 in group registration fees. This revenue credited in FY22, appearing in arrears due to an outstanding municipal invoice. Payment is expected in Q2.

Long Term Investments

LONG TERM INVESTMENT	FY23 Q1 Actual (November 2022)
Beginning Balance FY23	\$1,761,881
Interest/Dividends FY23	\$17,246
Direct Expenses FY23	(\$2,601)
Expenses FY23	\$0
Realized Gains	(\$2,523)
Unrealized Gains	\$1,796
Ending Net Assets FY23	\$1,775,799

Beginning Long Term Investment (LTI) Net Assets appear as \$1,867,022 in FY22 close, but as \$1,775,799 in the FY23Q1 Performance Reports. Per K. Brown, ALA Senior Financial Analyst, this figure will correct to the \$1,867,022 showing as it should be.

Grant Budgets:

GRANT FUNDS (47&48)	FY23 Q1 Budget	FY23 Q1 YTD Actual	FY23 Q1 Variance
Total Revenues	\$252,486	\$990,773	\$738,287
Total Expenses before OH and tax	(\$222,591)	(\$919,400)	(\$696,809)
Overhead	(\$29,895)	(\$31,553)	(\$1,658)
	YTD Budget	YTD Actual	Variance
Net Revenue (Expense)	\$0	39,820	\$39,820

During Q1, PLA was awarded a new \$1.1 million Digital Learn Phase III grant from AT&T, bringing spending far beyond (75%) the budgeted \$252,486. Two grants *were included in the FY23 budget*:

Public Library Association

FY23 Q1 November 2022 Budget Narrative

- Digital Learn Phase I: spending is ahead of budget. Changes to the project timeline accelerated spending with expenses of \$237,124 against a budgeted \$115,398. This project closes in FY23Q2, with the progress of additional Digital Learn grants.
- Gates Legacy Grant: spending is on budget. A total of \$255,323 has been spent against a budget of \$252,486. These funds mostly support about half of PLA's staff salary and benefits but also include continued support of Project Outcome and the Benchmark data platform. The \$39,820 net revenue shown is due to timing for allocation of overhead.

TO: PLA Board of Directors

FROM: Mary Davis Fournier, Executive Director

RE: FY 2024 Budget Assumptions and Process

DATE: January 25, 2023

Below are considerations for the draft of the FY2024 (September 1, 2023-August 31, 2024) PLA budget. This budget draft will be input into ALA's financial system by the end of February 2023. This budget can be reviewed one more time if any changes need to be made in May 2023 before the ALA budget is approved by the Executive Board in June 2023.

Overall:

- The budget will reflect PLA's strategic plan.
- PLA's budgeting will be informed by ALA's budget strategy. In January 2023, ALA Council approved the following budget objectives for FY24:
 - Positive revenue/expense budget.
 - Rebuild membership base.
 - Monitor new revenue sources.
 - Develop budget surplus.
 - Focus on financial stability and growth; and develop new budget metrics.
- ALA plans for no furloughs in FY24.
- ALA plans a 3% staff salary increase in FY24; there was a 4% staff salary increase in FY23.
- ALA's FY24 budget includes a 5% dues increase, using the [U.S. Bureau of Labor Statistics](#) Consumer Price Index (CPI) tracking. The CPI average of 5% over the past three years is the basis for the increase.
- Overhead will be charged at the same rate as last year which is 26.5%.

Conference

FY24 is a PLA National Conference year. Conference years are *year one* in PLA's two-year revenue cycle. We build our net asset balance in year one and budget year two (the non-conference year) as a "spend-down" year. The 2022 conference was budgeted much more conservatively than any previous conference due to the pandemic conditions, yet both in-person registration and exhibits performed below budget. As a result, the 2024 conference is again budgeted conservatively in terms of registration and exhibit revenues.

The 2024 conference expense budget reflects actual expenses from the 2022 conference, with two exceptions:

- No special pandemic expenses are included for 2024.
- In the case where a current contract has been signed, contracted expenses have been included.

Membership

The FY24 budget includes a 5% dues increase, corresponding to the US Bureau of Labor Statistics [Consumer Price Index](#) (CPI) three-year average (2020-22), with the of the student category. Student dues will be frozen at the FY23 rate, per the request of the Budget and Finance committee at its February 18, 2023 meeting. (NOTE: Budget and Finances' requested change has been reflected in the budget documents presented.)

- The current membership percentage breakdown (83% regular; 6.43% retired/international/non-salaried; 5.89% student; 4.32% organizational; and 0.35% corporate) stays the same. 3) FY23 will see an average non-conference year loss in membership (approx. 1,000) in FY23, bringing the “low” start of FY24 to 7,515.
- Use 7,551 as baseline for applying membership types by percentage and multiplying by estimated dues increase = \$69,770.

FY24 Dues Adjustment by Type tied to average three-year CPI Adjusted by 2022 Calendar Year CPI = 5% Rounded up to nearest dollar				
Member Type	FY23 Dues	CPI	Rounded to the nearest dollar	PROPOSED FY24 Dues
		5.0% increase in \$		
Regular	\$81.00	\$4.05	\$4.00	\$85.00
Student	\$36.00			\$36.00
Retired/Non-Sal.	\$59.00	\$2.95	\$3.00	\$62.00
Corporate	\$115.00	\$5.75	\$6.00	\$121.00
Organizational	\$115.00	\$5.75	\$6.00	\$121.00

Programs & Initiatives

WebCE: PLA began presenting its free and fee-based webinars via ALA’s consolidated eLearning platform in FY21Q4. This e-learning platform is maintained by ALA’s new Continuing Education Unit which coordinates eLearning activities under a uniform pricing structure across the association. With only two quarters of revenue generation, PLA is still tracking content and pricing appeal to members. We have budgeted FY24 WebCE based on revenue goals, member needs and staff capacity. Strong competition within and outside ALA for public library professional development dollars will continue. PLA will continue to collaborate with the CE unit on bundled sales to state libraries and will advance these efforts in FY24.

Advertising revenue: Following low ad sales and sponsorships during the pandemic, in FY23, PLA contracted with new advertising sales rep and is undertaking an audit of opportunities for ad sales and sponsorships, as well as developing a fundraising plan that includes sponsorship level analysis. FY23 ad revenue for *Public Libraries* magazine is up and we have budgeted accordingly to set sales goals while exploring other assets for sponsorship such as podcasts and webinars.

Professional development: PLA will build on existing and create new professional development opportunities for the membership. This work comprises conversion to digital from in-person models. PLA will continue to explore how to scale successful programs for maximum benefit.

Data platforms: Project Outcome and the Benchmark platform will both be pursuing revenue generation goals for FY24, with development budgeted in the Gates Legacy Grant fund.

Operations

Staffing: In FY24 there are no plans to add additional staff because there are plans to hire in FY23.

- ALA has assumed a 3% raise in FY24, so PLA staff costs will correspond. Benefits (health care costs) are anticipated to remain at 33%.
- Half of the PLA staff salaries are grant supported.

Grants

Grant funding and partnerships will be sought where appropriate and aligned with association strategic goals. These are both areas of growth and success for PLA. We have seen a dramatic increase in partnership outreach over the past year, particularly related to digital literacy and broadband access. Much of this money is programmatic pass through, although we are able to underwrite portions of staff salaries and contribute to ALA overhead.

PLA is actively managing several grants, totaling over \$1.2 million in revenue. The Gates Foundation Legacy Grant continues to be our largest grant; Our Gates Legacy Grant has been budgeted approximately \$1 million for FY23. We anticipate tapping approximately \$900,000 from that fund in FY24 year to support data and research platforms, strategic goals and leadership development. We have also received significant funds from AT&T to support and expand free use of PLA's Digital Learn resources.

The budgeting system does give PLA the ability to budget for grants which are not confirmed, however PLA has only used this feature when a new grant is close to execution and has not used it to set goals/targets.

ALA is developing policy and practice regarding minimum overhead rates for grant funded projects, with a sought minimum rate of 18% going forward. The PLA Executive Director is involved in drafting the policy and practice. The FY24 budget includes only grant funds confirmed for the fiscal year.

ALA structure

The Operating Agreement Work Group recommendations submitted in June 2022 are now being explored by the Operating Agreement Implementation Task Force. The outcome of the budgeting models and processes moved forward by this group could have major impact on ALA and PLA relationship. The timing of these changes remains unclear, as does the budgeting model that will be adopted. This will not impact FY24 planning, however PLA will continue to engage with and monitor this work and its implications for PLA and the divisions.

ALA finances

The ALA general fund (publishing, conferences, programmatic (e.g., OIF, ODLOS, Chapters) and support units (IT, HR, finance)—essentially everything except the strong revenue generating divisions, grants, contributive revenue and the endowment) continue to struggle financially. While ALA staff numbers are on the upswing, significant departures and staff vacancies continue with lengthy job posting delays. ALA has moved from a “hiring freeze” to “strategic hiring.” In more proactive measures, ALA has secured “forgiveness” of federal relief funding loans,

secured a loan from the ALA endowment, and has successfully pursued large grants that include general operating funds. ALA has a “one checkbook” mindset and continues to draw financial support from divisions, particularly strong revenue generators with (on paper) fund balances like PLA.

- PLA’s requested to transfer \$350,000 of its fund balance to the endowment during FY22, FY23 and FY24. ALA suspended Endowment Fund transfers from Round Table and Division operating net asset balances to the ALA Endowment Fund for FY2022 and FY 2023. The suspension of transfers will continue for FY24.
- ALA continues to mandate expense reductions by divisions to balance the overall organizational budget, whenever possible.
- The PLA B&F Committee and the Board will want to consider its recommendation to the PLA Board on where to earmark the Long-Term Investment (LTI) interest. In previous years it has been allocated to family engagement, performance measurement and digital literacy. In past years the LTI interest has been rolled back into the endowment. The estimated amount of the interest should be in the \$55,000-70,000 range. In FY23 ALA mandated that division LTI interest be brought into divisional operating budgets in order to support the ALA bottom line. ALA budget actions will be distributed to divisions in spring following the submission of first draft budgets. A final recommendation on LTI will not be required till June 2023.
- As is usually the case, PLA does not have an exact picture of its FY22 ending fund balance until the FY22 audit is complete.
- Changes to ALA accounting practice require that all conference expenses be recorded the FY/Month when the conference takes place. PLA does not yet know how this will be reflected in the FY23 financial reports from ALA, since we have already paid for some conference expense. We are monitoring the situation.
- ALA has transitioned to quarterly financial reporting. Delivery of financials is improving, and we anticipate that we should have FY23Q2 financials to inform budgeting before the final draft is submitted in May 2023 to inform forecasting.

Summary

PLA’s net revenue is budgeted for significantly less than in previous conference years. I’ve used a conservative approach for this draft, with 2022 conference revenues and a combination of 2022 conference expenses and current expenses. With rising travel costs, municipal and industry budget cuts, and ongoing inflationary conditions, it is too early to predict whether PLA 2024 will attract more registrants and vendors. Catering, labor, AV and technology costs – estimates and contracts have risen significantly.

On the operations side, PLA has added staff at market compensation rates. In FY23 ALA also approved a 4% pay increase for eligible staff, 1% higher than budgeted. With the addition of staff, and increased capacity PLA has relied less on consultants, promoted from within and realigned work-flow.

DRAFT PLA FY24 Budget Revenues and Expenses 26-Jan-23			
OPERATING (GENERAL FUND) ACCOUNTS	FY24 REVENUES	FY24 EXPENSES	NET/LOSS
0000 Admin	\$ -	\$ 911,746	\$ (911,746)
3000 Service to Members	\$ 621,080	\$ 85,070	\$ 536,010
3011 PLA Leadership	\$ -	\$ -	\$ -
3026 AC Preconferences	\$ -	\$ -	\$ -
3030 Public Libraries	\$ 70,100	\$ 117,855	\$ (47,755)
3040 Web CE	\$ 54,000	\$ 16,705	\$ 37,295
3058 Publications	\$ 19,550	\$ 13,220	\$ 6,330
3072 Family Engagement	\$ 12,000	\$ 4,243	\$ 7,757
3073 Equity Diversity Inclusion	\$ 12,000	\$ 1,940	\$ 10,060
3120 ECRR	\$ 12,800	\$ 9,050	\$ 3,750
3171 PO Regional Training	\$ 14,509	\$ 3,091	\$ 11,418
3172 PLDS-Benchmark	\$ 85,940	\$ -	\$ 85,940
3188 DigitalLearn	\$ -	\$ -	\$ -
3061 NC General Progam (reg)	\$ 1,375,348	\$ 675,715	\$ 699,633
3062 PLA Exhibits	\$ 1,188,255	\$ 828,838	\$ 359,417
3063 PLA Promotion	\$ 27,314	\$ 75,379	\$ (48,065)
3064 PLA Registration Admin	\$ -	\$ 17,750	\$ (17,750)
3065 PLA Opening Closing Sess	\$ -	\$ 260,000	\$ (260,000)
3066 PLA Programs	\$ -	\$ 105,000	\$ (105,000)
3069 PLA Meal Events	\$ 35,000	\$ 30,330	\$ 4,670
3070 PLA Preconferences	\$ 60,000	\$ 63,400	\$ (3,400)
3145 PLA Conf Planning	\$ -	\$ -	\$ -
3173 PLA Virtual Conf	\$ 246,959	\$ 122,373	\$ 124,586
TOTAL - Operating	\$ 3,834,855	\$ 3,341,705	\$ 493,150
GRANT ACCOUNTS	FY24 REVENUES	FY24 EXPENSES	NET/LOSS
3175 Legacy Grant (Gates)	\$ 1,024,641	\$ 1,024,641	\$ -
3166 IMLS UMich Grant	\$ 13,749	\$ 13,749	\$ -
TOTAL - Grant	\$ 1,038,390	\$ 1,038,390	\$ -
TOTAL- Operating & Grants	\$ 4,873,245	\$ 4,380,095	\$ 493,150

Proposed PLA FY24 Budget
Revenues and Expenses: Conference Year Comparison
26-Jan-23

OPERATING (GENERAL FUND) ACCOUNTS	FY22 Revenues (Actual)	FY24 Revenues	FY22 Expenses (Actual)	FY24 Expenses	FY22 Net (Actual)	FY24 Net
0000 Admin	\$ 2,000	\$ -	\$ 619,309	\$ 911,746	\$ (617,309)	\$ (911,746)
3000 Service to Members	\$ 559,633	\$ 621,080	\$ 42,308	\$ 85,070	\$ 517,325	\$ 536,010
3011 PLA Leadership	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3026 AC Preconferences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3020 PLA Partners	\$ 600	\$ -	\$ 17	\$ -	\$ 583	\$ -
3030 Public Libraries	\$ 39,044	\$ 70,100	\$ 94,215	\$ 117,855	\$ (55,171)	\$ (47,755)
3040 Web CE	\$ 25,220	\$ 54,000	\$ 13,568	\$ 16,705	\$ 11,652	\$ 37,295
3058 Publications	\$ 55,713	\$ 19,550	\$ 27,365	\$ 13,220	\$ 28,348	\$ 6,330
3072 Family Engagement	\$ 29,550	\$ 12,000	\$ 4,282	\$ 4,243	\$ 25,268	\$ 7,757
3073 Equity Diversity Inclusion	\$ -	\$ 12,000	\$ 1,000	\$ 1,940	\$ (1,000)	\$ 10,060
3120 ECRR	\$ 4,724	\$ 12,800	\$ 3,464	\$ 9,050	\$ 1,260	\$ 3,750
3171 PO Regional Training	\$ 1,750	\$ 14,509	\$ -	\$ 3,091	\$ 1,750	\$ 11,418
3172 PLDS-Benchmark	\$ 41,798	\$ 85,940	\$ (15,763)	\$ -	\$ 57,561	\$ 85,940
3188 DigitalLearn	\$ 30,000	\$ -	\$ 69	\$ -	\$ 29,931	\$ -
3185 Cost Share IMLS III	\$ -	\$ -	\$ 11,112	\$ -	\$ (11,112)	\$ -
Programs Subtotal	\$ 790,032	\$ 901,979	\$ 800,946	\$ 1,162,920	\$ (10,914)	\$ (260,941)
3061 NC General Progam (reg)	\$ 1,375,748	\$ 1,375,348	\$ 767,608	\$ 675,715	\$ 608,140	\$ 699,633
3062 PLA Exhibits	\$ 1,251,855	\$ 1,188,255	\$ 742,100	\$ 828,838	\$ 509,755	\$ 359,417
3063 PLA Promotion	\$ 22,314	\$ 27,314	\$ 23,791	\$ 75,379	\$ (1,477)	\$ (48,065)
3064 PLA Registration Admin	\$ -	\$ -	\$ 16,692	\$ 17,750	\$ (16,692)	\$ (17,750)
3065 PLA Opening Closing Sess	\$ -	\$ -	\$ 288,234	\$ 260,000	\$ (288,234)	\$ (260,000)
3066 PLA Programs	\$ -	\$ -	\$ 100,000	\$ 105,000	\$ (100,000)	\$ (105,000)
3069 PLA Meal Events	\$ 32,472	\$ 35,000	\$ 34,261	\$ 30,330	\$ (1,789)	\$ 4,670
3070 PLA Preconferences	\$ 54,350	\$ 60,000	\$ 44,295	\$ 63,400	\$ 10,055	\$ (3,400)
3145 PLA Conf Planning	\$ -	\$ -	\$ 43,125	\$ -	\$ (43,125)	\$ -
3173 PLA Virtual Conf	\$ 246,959	\$ 246,959	\$ 85,575	\$ 122,373	\$ 161,384	\$ 124,586
Conference Subtotal	\$ 2,983,698	\$ 2,932,876	\$ 2,145,681	\$ 2,178,785	\$ 838,017	\$ 754,091
TOTAL - Operating	\$ 3,773,730	\$ 3,834,855	\$ 2,946,627	\$ 3,341,705	\$ 827,103	\$ 493,150
GRANT ACCOUNTS	FY22 Revenues (Actual)	FY24 Revenues	FY22 Expenses (Actual)	FY24 Expenses	FY22 Net	FY24 Net
3175 Legacy Grant (Gates)	\$ 1,024,641	\$ 1,024,641	\$ 1,024,641	\$ 1,024,641	\$ -	\$ -
3166 IMLS UMich Grant	\$ 13,749	\$ 13,749	\$ 13,749	\$ 13,749	\$ -	\$ -
TOTAL - Grant	\$ 1,038,390	\$ 1,038,390	\$ 1,038,390	\$ 1,038,390	\$ -	\$ -
TOTAL- Operating & Grants	\$ 4,812,120	\$ 4,873,245	\$ 3,985,017	\$ 4,380,095	\$ 827,103	\$ 493,150

TO: PLA Board of Directors
RE: FY24 Budget Status
DATE: February 24, 2023

ACTION REQUESTED/INFORMATION/REPORT:

ACTION

ACTION REQUESTED BY: N/A

DRAFT OF MOTION:

The PLA Board approves the draft FY24 budget as recommended by the Budget and Finance Committee, which includes a 5% increase in dues across all PLA membership categories, with the exception of the student category. Student dues will be frozen at the FY23 rate. (NOTE: Budget and Finances' requested change has been reflected in the budget documents presented.)

Adjusted by 3-year avg. (Calendar Year) CPI = 5%				
Rounded up to nearest dollar				
Member Type	FY23 Dues	CPI	Rounded to the nearest dollar	PROPOSED FY24 Dues
		5.0%		
Regular	\$81.00	\$4.05	\$4.00	\$85.00
Student	\$36.00			\$36.00
Retired/Non Sal.	\$59.00	\$2.95	\$3.00	\$62.00
Corporate	\$115.00	\$5.75	\$6.00	\$121.00
Organizational	\$115.00	\$5.75	\$6.00	\$121.00

FY24 Budget Overview

In accordance with ALA's budgeting deadlines, PLA has completed a first draft FY2024 (September 1, 2023-August 31, 2024) PLA budget (includes conference) for board review. It will be submitted into the ALA budgeting platform by March 1, 2023. A summary by project is attached to this report.

Projects	Revenue	Expenses	Net
Total Operating	\$3,834,855	\$3,342,705	\$493,150
Grants	\$1,038,390	\$1,038,390	\$0
TOTALS	\$4,874,125	\$4,380,975	\$493,150